

Council Policy (WCC.002)

Council Workshops

Responsible Officer:

General Manager

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1 Purpose

This policy outlines the process and details of Council Workshops.

2 Objective

The West Coast Council holds Council Workshops for the purpose of conducting in-depth discussion of selected topics and issues.

Formal decisions are not made at workshops, but these sessions provide the time needed to explore important matters in detail.

3 Scope

This policy applies to Council Workshops held by West Coast Council for Councillors and Council staff.

4 Policy

4.1 Workshop Schedules, Locations and Time

Council Workshops will operate on a regular schedule in order to allow Councillors and staff to plan attendance.

The West Coast Council meeting schedule will be reviewed and approved by Council annually each year in December. This schedule will include approved Council Workshop dates.

A copy of the schedule is made available to the Councillors and Council staff.

To facilitate maximum attendance, Councillors and relevant staff will be sent a calendar invitation by the Executive Officer advising of the date and time of upcoming Council Workshops. Additionally, if there is to be a change to the Workshop regarding the date, time or location, Councillors and staff will be notified in advance prior to the Workshop.

Unless otherwise specified, the Council Workshops will be held in the Council Chambers Queenstown, to utilise the dedicated facilities for the delivery of presentations from staff and guest presenters.

4.2 Cancellation/ Addition of a Workshop or Change of Date from Approved Workshop Schedule

The Mayor may cancel or shorten a scheduled workshop if no Agenda items have been submitted by Councillors or staff.

The Mayor and/or the General Manager may decide to hold an extra Workshop in addition to the approved schedule, or nominate an alternate Workshop date and time. These Workshops will be arranged as required.

Councillors and staff will be informed in advance, prior to the Workshop, of any such changes.

4.3 Workshop Agenda and Supporting Documentation

Workshop Agendas and relevant supporting documentation will be provided to the Councillors for the purpose of the Workshop. Material may be in hard copy form or uploaded to Diligent for access by the Councillors.

Councillors will be informed via email of any documentation uploaded to Diligent for viewing and they will be advised if specific documentation is required to be brought to the Workshop.

It is expected that Councillors will attend Workshops with their allocated laptop to access required Workshop documentation and material, with Council staff providing additional specific documents as required.

Councillors are required to send Agenda items for discussion to the Mayor and General Manager no later than 4 days prior to the Workshop. This will allow for inclusion to the Workshop Agenda and the collation of relevant supporting documentation.

4.4 Recording of Workshops

As formal decisions are not made at Council Workshops, formal recording of the sessions in minute form and/or audio recording are not conducted, however notes may be taken to capture Action or Follow up Items.

As per Section 8(2)(c) of the *Local Government (Meeting Regulations) 2015*, any Council Workshop/s held since the last Council meeting are to be included in the next Council Meeting Agenda, stating the date and purpose of the Workshop.

In line with good governance and transparency, a tally of Councillors attendance at Workshops will be kept and included in the Annual Report.

4.5 Invited Guests

Guest speakers and presenters may be invited to attend Workshops as required.

Invitations and relevant information relating to the visit will be coordinated by the Executive Officer.

5 Legislation and Related Documents

Local Government Act 1993

Local Government (meeting Procedures) Regulations 2015

West Coast Community Plan 2025 & Supplement

WCC Code of Conduct

WCC Policy Framework

Local Government Association of Tasmania- The Councillor Resource Kit