

16. ELECTED MEMBER ATTENDANCE AND PARTICIPATION AT COMMUNITY WORKSHOPS

Policy Objective

To provide clarification to Elected Members on the role expected of them at community workshops and public meetings.

Policy Statement

In order for Elected Members to be clear about their particular roles at community workshops or public meetings, the Chief Executive Officer will ensure that employees provide relevant advice to Elected Members at the time Elected Members are informed of these events.

A memo template (containing the information below) to Elected Members has been designed to assist employees when providing advice on the level of participation required of Elected Members.

Policy Detail

1. Public Meetings

The Chair may be the Mayor, Deputy Mayor, an Elected Member or an employee who will manage the meeting in accordance with an agenda.

Employees and Elected Members may be required to give presentations.

If an Elected Member is required to give a presentation, the relevant Manager and/or employee will provide suitable background information and briefing notes including a Power-Point presentation (if required).

2. Onsite meetings with quasi-judicial matters

These meetings will be coordinated by an employee with all Elected Members being invited to attend. If discussion occurs with the applicant, Elected Members may ask questions to assist their understanding of matters under consideration. However, not under any circumstances should Elected Members venture an opinion.

3. Workshops

Elected Members may be asked to act as facilitator at a table or participate as observers only.

In some cases, Elected Members may be asked to NOT attend workshops. This is because participants sometimes object to being 'observed'.

Reference/Associated Documents

N/A

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

AMENDMENT STATUS

DATE OF AMENDMENT		MINUTE ITEM REFERENCE
28/04/09		12.10
22/11/11		12.9
22/09/15	REVIEW - MINOR	10.7
27/09/16	MINOR	12.9
10/12/19	REVIEW – NONE	12.8
24/05/22	REVIEW - MINOR	12.7

NEXT REVIEW DATE	2023
------------------	------