



**LEETON SHIRE COUNCIL**  
*Preserving the Past, Enhancing the Future*

# **LEETON SHIRE COUNCIL POLICY**

## **COUNCIL WORKSHOPS**

## **Purpose**

The purpose of the Council Workshops is to allow the mayor, elected councillors and senior management staff to:

- ✓ Exchange information (sometimes confidential) on proposals that are being worked on by staff or proposals that councillors would like to see investigated.
- ✓ Provide a forum for discussion on proposed staff initiatives and discuss options for engaging the community in determining Council's strategic corporate direction.
- ✓ Provide an avenue for presentations to Council outside of the formal Council arena
- ✓ Assist councillors/executive staff in team building.
- ✓ Help develop trust and understanding between those who attend the workshops.

## **Format**

- ✓ There will be no standing orders or formal meeting procedures.
- ✓ Those attending the workshop should be respectful and show courtesy for the person that is talking.

## **Venue**

The venue for workshops will be determined by the Mayor and/or General Manager but generally is the Council Chambers.

## **Date and time**

Council Workshops shall be held on the second Wednesday of each month and at other times as and when required, commencing at 5-30pm.

Other workshops shall be held as and when required and the starting times shall be determined by Council, the Mayor or General Manager.

## **Agenda**

Councillors and staff are encouraged to have issues and information reports put onto an agenda that will be prepared in preparation for the meeting. These may consist of notes, memorandums and draft reports, but not including recommendations. Such information is to be provided to the General Manager, or their delegate, two days prior to the session.

## **Decisions**

Under the terms of the NSW Local Government Act 1993 and the Meetings Practice Guidelines issued by the Department of Local Government formal decisions cannot be made at Councillor Workshops.

**Policy History:**

<b>Date of Adoption/Amendment</b>	<b>Resolution Number</b>
25 July 2007	07/306
26 June 2013	13/136
22 February 2017	17/018