

Councillor Workshops Policy Review 2023 – Summary of Proposed Changes

Changes made to the Policy as a result of the review are summarised below:

Type	Description	Reason
Update	Transferred content to current Policy Template branding	To ensure consistent formatting across Council's policy portfolio
Update	Revised Policy scope to only address Councillor Workshops, and removed all references to Councillor Briefing Sessions. The framework for managing pre-meeting briefings is already set out by the prevailing Code of Meeting Practice.	To ensure clarity of direction by avoiding duplication across policies
Update	Sections 1 & 2 (Scope and Purpose): Updated phrasing	To ensure the sections read consistently with Council's policy portfolio
Update	Section 3 (Policy): Updated language and list formatting, and added clause numbering. Removed supplementary background information.	To improve clarity, and to ensure consistency with applicable Council and legal standards.
Addition	Clause 3.2: Added requirement that: <i>Where a meeting is organised between a Councillor and an Authorised or otherwise approved Staff member, and the Staff member is in a role below an Executive Team position, a minimum of two Staff must be in attendance.</i>	Required new practice as part of Council's committed response to SafeWork Improvement Notice.
Addition	Section 4 (Delegation): Added reference to there being no applicable delegations	To ensure consistency with policy template requirements, and to support clarity in Policy implementation
Update	Section 5 (Procedure): Moved relevant existing content into this section. Updated language and added clause numbering for existing content. Deleted repetition of other established Policies, listing instead as Associated Policies in references table.	To ensure consistency with policy template requirements, and to support clarity in Policy implementation
Addition	Clause 5.4: Added procedural requirement that: <i>Action items and outcomes are to be made available to Councillors within 28 days.</i>	As recommended from consultation feedback, to establish a consistent operational standard
Update	Clause 5.5: Updated that the CEO or their delegate will be the Chairperson for Councillor Workshops	Required new practice as part of Council's committed response to SafeWork Improvement Notice.

Addition	Clause 5.11: Added procedural clause regarding what records must be created from a Workshop Session	To ensure consistent practices and compliance with presiding record keeping requirements
Update	Clause 5.12: Removed extended internal administration tasks from workflow for organising Workshops	To ensure consistency with policy template requirements for formal Council Policies
Update	Section 6 (Definitions): Updated definitions list as per terms employed in the draft.	To improve clarity and accuracy, and to ensure consistency with applicable Council and legal standards
Update	References Table: Updated list of references and associated documents to reflect current draft.	To ensure accuracy