

Councillor Workshops Policy

Contents

1. Scope	1
2. Purpose.....	1
3. Policy	2
4. Delegations.....	3
5. Procedure	3
6. Definitions	9

1. Scope

1.1 This Policy applies to all City of Parramatta Council (**Council**) Councillor Workshops; to Councillors and Council Staff; and any invited external presenters and/or consultants of a Councillor Workshop. Workshops are to be held in the absence of the public.

2. Purpose

2.1 This Policy establishes the framework for managing Councillor Workshops and ensures alignment with the Office of Local Government (OLG) Model Code of Meeting Practice (August 2025).

2.2 The Workshops allow the Staff to seek feedback from Councillors on proposals.

Definition

Workshops are not decision-making forums they are for the purposes of seeking views of Councillors on a particular matter (eg to seek the views of Councillors on community priorities in the early stages of the development of the Community Strategic Plan).

3. Policy

Workshops provide an avenue for Council Staff to provide Councillors background information or context to matters requiring councillor feedback in line with the model code: the Model Code of Meeting Practice.

(a) clarifying issues, exchanging information (including confidential) and to seek feedback

Councillor Workshops Policy		
Owner: Group Manager Office of the Lord Mayor and CEO	Area: Secretariat	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
	Date of Next Review:	Review: 4

- on proposals;
- (b) providing a forum for discussion on initiatives and discuss options in determining Council’s strategic corporate direction;
- (c) ensuring effective communication and information flow between Staff and Councillors; or
- (d) providing a team building forum in which to develop trust and understanding between those attending the Workshops.

4. Delegations

4.1 There are no Administrative and/or Legislative Delegations applicable to this Policy.

5. Procedure

5.1 Workshops may be organised:

- (a) Following a Council request via the Lord Mayor , items not on a future agenda by a minimum of 3
- (b) as approved by the CEO, Executive Team, or in consultation with the Lord Mayor.

5.2 Councillor Workshops may be attended by external participants and Council Staff, including a range of Staff who are not listed under Council’s Interaction Between Councillors and Staff Policy.

5.2.1 Workshops are held generally on Mondays, or as advised by the CEO and/or Lord Mayor.

5.2.2 In person attendance for Workshops is preferred for all attendees, however, remote attendance is permitted. Prior notice must be given to the CEO if a Councillor wishes to attend remotely.

5.3 Feedback obtained from Councillors at a Workshop will help guide and inform actions and outcomes for the matters discussed.

5.4 Notes of the feedback from workshops are to be made available to Councillors within 28 days.

Chairperson

Councillor Workshops Policy		
Owner: Group Manager Office of the Lord Mayor and CEO	Area: Secretariat	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
	Date of Next Review:	Review: 4

- 5.5 The CEO or a member of Staff nominated by the CEO is to preside at Councillor Workshops.

Conduct obligations

- 5.6 Councillors and Staff are to observe their general conduct obligations as set out by Council’s Code of Conduct, and are to remain courteous, professional, and respectful of all attendees.
- 5.7 The Chairperson is to call to order any attendee who behaves in a manner contrary to the general conduct obligations of Council’s Code of Conduct, including, but not limited to, the use of offensive behaviour or language. All attendees must abide by the ruling of the chairperson.

Confidentiality

- 5.8 Participants must maintain the integrity and security of confidential information provided during Workshops.
- 5.9 Confidential information has the same meaning outlined in the *Local Government Act 1993* (NSW) (LG Act).
- 5.9.1 The recording of Workshops by attendees using any device, audio or video, is not permitted, except for minute taking purposes.
- 5.9.2 Confidential information distributed to an external party or media would be considered a breach of section 664 of the LG Act (Disclosure and Misuse of Information) in that, Councillors must not, at any time, disclose materials classified as confidential in reports presented to our discussions held at Council.

Conflicts of Interest declarations

- 5.10 Conflicts of interests at Workshops are to be managed in accordance with Council’s Code of Conduct. Councillors and Staff are responsible for the identification, declaration and management of any conflicts of interests. Forms will be provided at Workshops to assist in declaring interests.

Record Management

- 5.11 Formal minutes of the meeting are not required. However, the following records must be created:
- (a) the date, subject and purpose of the Workshop;

Councillor Workshops Policy		
Owner: Group Manager Office of the Lord Mayor and CEO	Area: Secretariat	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
	Date of Next Review:	Review: 4

- (b) attendance by Councillors and presenters or facilitators;
- (c) any documents distributed or presentation slides presented;
- (d) any conflicts of interests declared at the Workshop, including a record of how the conflict of interest was managed;
- (e) register of action items and outcomes; and
- (f) audio and/or video recording of the Workshop (for access only per the outlined legal definition/reasons).

5.12 The following table outlines the steps and responsibilities for organising Workshops:

Detail	Responsibility
Request sent to OLM/CEO for a Workshop	Staff / Facilitator
Date tentatively booked in the Workshop schedule	Secretariat
Confirmation of Workshop	Executive Team
Presentation material is to be provided to Councillors 2 calendar days prior to the Workshop (except when the LM approves an exemption).	Facilitator
Coordinate Councillor RSVPs for confirmed Workshop	Secretariat/Councillor Support
Complete Outcome Summary and send to Secretariat	Facilitator
Upload Outcome Summary and any presentations /handouts to Councillor Connect	Secretariat
Register Workshops Memo note, presentation / handouts and outcome summary in record management system	Secretariat

6. Definitions

Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.

Councillor Workshops Policy		
Owner: Group Manager Office of the Lord Mayor and CEO	Area: Secretariat	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
	Date of Next Review:	Review: 4



CITY OF PARRAMATTA

Workshop	Sessions at which Councillors and Staff meet to discuss and/or have input into Council strategies.
----------	--

References	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2021 (NSW)</i> Office of Local Government Model Code of Meeting Practice (August 2025) Office of Local Government FAQ's
Associated Policies	Code of Conduct Code of Meeting Practice Councillor and Staff Interaction Policy Councillor Expenses and Facilities Policy
Attachments	Councillor Workshop Outcomes Template

DRAFT

Councillor Workshops Policy		
Owner: Group Manager Office of the Lord Mayor and CEO	Area: Secretariat	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
	Date of Next Review:	Review: 4