

1. Purpose and Objectives

The Budget and Strategy Workshop (BSW) is a forum that supports elected members to obtain information, briefings and an opportunity for officers to bring matters for workshopping purposes to the elected members.

The BSW is a standalone informal meeting and provides a forum for information sharing between elected members and officers on matters impacting the region, community and the organisation, to enhance future decision making.

2. Scope of Work and Key Issues

The scope of the BSW will include, but is not limited to:

- Receiving data, reports, trend reporting on budget (expense, revenue, capital projects) matters for discussion/information;
- Issues affecting the services to the community;
- Strategic issues relating to State and Federal Government and other relevant authorities and stakeholders;
- Policy issues, including the review and development of new policies;
- Strategic corporate and operational matters; and
- Receive updates and workshopping opportunities related to the development of the strategies, related policy and plans.

3. Authority

The BSW has no line of authority, is not a decision-making body, nor has it any delegated authority.

However, the BSW has full right of access to all levels of management through the Chief Executive Officer.

The members of the BSW must ensure questioning and requests for information must be made by following Council's acceptable request guidelines ("Elected Member Contact with Employee Advice Guidelines"), nor influence the Officers' recommendations in future Reports to Council.

3.1 Officer Responsibilities

- Acknowledge the elected members right for information;
- Ensure they are aware of, manage, their own conflicts of interest; and
- Maintain integrity and transparency.

4. Membership

The Workshop will be closed to the public and will be chaired by the Chief Executive Officer.

- Chair – Chief Executive Officer;
- Members – All Elected Members (Mayor and Councillors); and
- Attendees/Contributors – All Directors.

Meetings would be attended by relevant Managers and technical officers, as appropriate.

5. Term of Office

The BSW will have an ongoing workshop format, aimed to meet its objectives of informing and briefing elected members and encouraging a constructive information sharing and workshopping environment between management/staff and the elected members.

The Terms of Reference can be reviewed at any time, however they will be scheduled for formal review at least every two years to ensure currency and meeting purpose.

6. Meetings and Attendance

Workshops are closed to the public, unless otherwise resolved by Council.

6.1 Quorum

As a workshop and not a statutory requirement, a quorum is not a prerequisite to hold a meeting. However, it is preferred that elected members will attend the workshops and seek a leave of absence or approved apology if they cannot attend.

It is also preferred that the Chief Executive Officer and Directors are in attendance at the workshops and seek an approved apology if they cannot attend.

6.2 Frequency of Workshops

The BSW will meet monthly, commencing at least 15 minutes following the closure of Councils' General Meeting, except in the instance where the General Meeting concludes and Council then break for lunch, the BSW will commence after the lunch break.

On occasion, it may be determined by agreement between the Mayor and Chief Executive Officer to hold a workshop outside of this cycle due to time of year such as budget preparation.

Elected Members are to be given at least two business days' notice of all workshops.

In consultation with the Mayor, the Chief Executive Officer may determine that a BSW will not be held due, but not limited, to lack of items for the agenda, conflicting appointments/priorities, time of year or other feasible reasons.

7 Governance Arrangements

Each BSW will have an agenda, minutes and (ongoing) action register.

7.1 Conduct of Meetings

The BSW operates in accordance with s270 (Procedure at meetings) of the Local Government Regulation 2012 and Council's Standing Orders.

Attendees will maintain their responsibilities to declare and record their conflicts of interest as per the *Local Government Act 2009* and Local Government Regulation 2012.

7.2 Agenda Items and Distribution

The Chief Executive Officer, in consultation with the elected members and management, will be responsible for developing and distributing the agenda. Elected Members are invited to request items for the agenda for discussion or for information, these will be included at the discretion of the Chief Executive Officer, noting that other methods of responding may be appropriate.

BSW agendas are to be made available to each Elected Member at least two business days before the scheduled meeting.

Standing items on the agenda include, but are not limited to:

1. Declarations of Interests;
2. Confirmation of Minutes from the previous meeting;
3. Action Register update;
4. Budget Reports (analytical reports);
5. Policy development/reviews; and
6. Topics for discussion.

A template of the agenda is attached, noting that each item will be identified by the nature of the item, which include:

- Briefing;
- For Information;
- Discussion;
- Briefing and Discussion; and
- Workshop.

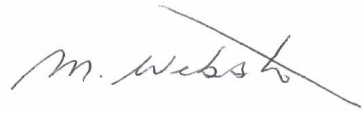
7.3 Recording of Minutes

In accordance with Section 272(6) of the Local Government Regulation 2012, Council will take and prepare minutes (meeting records) of the workshop.

Actions captured during the meeting will be recorded on the Actions Register, which will form a standing item on the agenda.

7.4 Administration/Secretariat

Chief Executive Officer will facilitate all governance and meeting requirements for the BSW, including the scheduling of calendar invites.

DOCUMENT HISTORY AND STATUS							
Action		Name			Position	Signed	Date
Approved by Council		Michelle Webster			CEO		29/08/2023
Policy Version	1	Initial Version Adopted	29/08/2023		Current Version Adopted		29/08/2023
Maintained By	Mayor and Chief Executive Services				Next Review Date		29/08/2025
File Location	795_OMC_Draft Terms of Reference_V1						