

Purpose

The purpose of this Policy is to outline the requirements for conducting Council Concept Forums.

Scope

This Policy applies to Shire of Boddington Council Members and employees.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Council Concept Forum".
Council Members	Includes all Councillors.

Policy Statement

The purpose of a Council Concept Forum is to:

- Provide an opportunity for Council Members to request information, ask questions, or make comment on specific issues, or on issues in general,
- Discuss conceptual issues as considered appropriate by Council members or employees,
- Disseminate information from employees to Council Members, and
- Coordinate questions from Council Members to employees.

Council Concept Forum Agenda:

- The Chief Executive Officer is to prepare an Agenda for each Concept Forum.
- The Agenda is to be distributed a minimum of two days prior to the Forum.
- Council Members are to advise the Chief Executive Officer of items they want to raise six days prior in order to be included in the Agenda.

Financial, proximity, and impartiality interests:

- Council Members, employees, consultants, and other participants are to disclose interests in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.

Conduct of Council Concept Forum:

- The President, or other person nominated by the President, is to be the Presiding Member for the Council Concept Forum, or in the President's absence another Council Member.
- All questions and discussion are to be directed through the Presiding Member.
- Being outside the statutory decision making framework, Council Members at a Council Concept Forum are not to vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the Chief Executive Officer may agree to take an action that is of administrative nature.
- Proposals under a Planning Scheme are not to be discussed.
- Any additional written information not included in the Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

- Any discussion items not in the Agenda are only to be permitted at the discretion of the Presiding Member.

Responsible Officer	Chief Executive Officer
History	Adopted 19 December 2017 (Resolution 166/17) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	
Related Documentation	