

Councillor Information Session

Terms of Reference

Meetings are semi-formal meetings between Councillors and appropriate Council staff (Chaired by the Mayor) to discover and discuss information relevant to Councillors exercising their Governance responsibilities. This is not a decision-making forum.

Scope

- Forum for Councillors to raise questions and items for officer investigation.
- Explaining the options being considered and key risks for items that will be made to a future General Meeting.
- Presenting detail that doesn't require a decision of Council but is key to the operation of Council (i.e. Business Unit Reports).
- Updating Council on matters that don't warrant public exposure.

Rules

- Debating and formal decision making is strictly forbidden at these meetings.
- Constructing future recommendations to the General Meeting is strictly forbidden at these meetings.
- Meetings are closed to members of the public and all business discussed is considered confidential.
- The Chief Executive Officer (or delegate) will keep a record of attendance (of those who participate in the meeting) to assist managing and recording instances where Councillors and staff need to be excused because of Conflict of Interest or are declaring Non-Pecuniary Interests and Pecuniary Interests.
- The Chief Executive Officer (or delegate) will keep a record of the purpose and any further information requirements of Councillors and the responsible person for items presented which will be distributed to the Executive Team after each meeting.
- Where there is a request for information, this will be provided to all Councillors.

All information supplied in preparation for this meeting and discussed during the meeting are strictly confidential.