



## A1 Corporate Discussion Meetings

### Policy Objective

Council needs to meet and discuss matters relating to the good governance of the Shire outside of its formal (statutory) meeting structure. This policy seeks to ensure that such informal (non-statutory) meetings are responsibly managed, transparent and are in line with principles of good governance.

### Policy

The purpose of Corporate Discussion Meetings is to maximise the opportunity for Council Members to be informed and seek additional information on operational activities as well as providing Council Members and Senior Staff with an opportunity to discuss ideas, strategies and concepts currently in development.

Corporate Discussions are strictly for the purpose of ensuring that Officers have a clear understanding of Council's directive, and for discussion of any options, opportunities and risks. Topics to be considered are typically those that will require an eventual Council decision, and/or are matters 'for information'.

No decisions or debate are to be made at the forum. While the formal meeting structure of Council and Committee meetings do not apply to this forum, the general conduct of the meeting must be in line the Shire of Ravensthorpe Standing Orders Local Law 2010 for the purpose of preserving order.

Where applicable, Council Members and staff are to disclose any conflicts of interest, noting that participation on an agenda item will not be allowed where the interest declared is of a financial, indirect financial or proximity interest.

While formal minutes of the meeting will not be kept, notes regarding any action to be undertaken and discussions held will be recorded.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>	Local Government Operational Guidelines Number 5 January 2004 Council Forums	
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Low	<b>Review Frequency:</b> 4 Years	<b>Next Due:</b>
<b>Version#</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 18/08/2020 Item 13.3	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 21/11/2023 Item 12.1.1	Comprehensive Policy Register Review