

 Adelaide Plains Council	Informal Gatherings Policy	
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	Administered by: Chief Executive Officer	Last Review Date: 2019 Next Review Date: 2021
Document No: D19/17723	Strategic Outcome 4.5 Accountable and Sustainable Governance 4.5.11 Meet all legislative compliance requirements	

1. Objective

1.1 Background

Informal gatherings provide a valuable opportunity to enhance Council’s decision-making processes by providing opportunities for Council and Committee Members to become better informed on issues and seek further clarification.

Informal gatherings, however, should not be used, or be seen to be used, as a replacement for full debate and decision-making at Council meetings or Committee meetings.

Open and transparent Council meetings and Committee meetings underpin representative democracy and ensure public confidence in Council’s decision-making processes.

1.2 Purpose

The policy aims to ensure that the statutory requirements for openness and transparency in Council decision-making are observed; while providing an opportunity for confidential discussions among Council Members where this is warranted by the nature of the gathering or subject matter to be discussed.

2. Scope

This policy applies to informal gatherings of the Council or a Council committee, including designated informal gatherings or discussions.

3. Definitions

Informal Gathering or Discussion is a gathering or discussion to which all Council Members or Council Committee Members (as the case may be) are invited.

Designated informal gathering or discussion is an event organised and conducted by or on behalf of the Council or Chief Executive Officer (CEO) to which members of the Council or Council Committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee. (refer Regulation 8AB(2) of the *Local Government (General) Regulations 2013*).

An informal gathering which does not involve discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, is **not** a designated informal gathering or discussion.

4. Informal Gatherings or Discussions

4.1 Section 90(8) of the *Local Government Act 1999* (the Act) allows informal gatherings or discussions to be held provided that the gathering or discussion does not obtain, or effectively obtain, a decision on a matter outside a formally constitute meeting of the Council or Council committee.

4.2 The Act sets out the following examples of **informal gatherings or discussions**:-

- Planning sessions associated with the development of policies or strategies;
- Briefing or training sessions;
- Workshops;
- Social gatherings to encourage informal communication between members or between members and staff.

4.3 Informal gatherings of Council or Committee Members (either with or without Council staff) are, by their nature, non-compulsory. However, all Council Members and Committee Members are encouraged to attend relevant informal gatherings, particularly those that are intended to provide history, context or additional information to Council or Committee Members.

4.4 Informal gatherings or discussions will be held as required by determination of the CEO.

4.5 The Chief Executive Officer will publish a Notice of Informal Gathering on Council's website, outlining the place, date and time at which the informal gathering or discussion will be held and the matter that is to be discussed at the informal gathering or discussion.

4.6 Informal gatherings or discussions will be facilitated by the Chief Executive Officer or by another Council officer. The Facilitator is responsible for ensuring that the purpose, intent and outcomes of the informal gathering are consistent with section 90 of the Act.

4.7 With the exception of social gatherings, a record of the persons invited to attend an informal gathering, and those persons present at the informal gathering, will be maintained by Council's Administration.

5. Designated Informal Gatherings or Discussions

5.1 Designated informal gatherings or discussions may be used to:-

- Discuss issues that involve strategy or policy or other matters of Council administration;
- Brief Council members or Committee members on issues relevant to matters which in the future will be included on the agenda of a formal meeting of the Council.

5.2 Designated informal gatherings and discussions will be used solely for the purpose of information sharing and not for the purpose of determining, or effectively determining, matters which should be determined at a formally constituted meeting of the Council or Council Committee.

6. Designated Informal Gatherings or Discussions to be open to the public, except in special circumstances

- 6.1 Designated informal gatherings or discussions will be held at a place open to the public, except where the designated informal gathering or discussion has been declared by the Council or Chief Executive Officer to be a 'confidential informal discussion'.
- 6.2 The Council or Chief Executive Officer may, on a case-by-case, declare a designated informal gathering or discussion to be a 'confidential informal discussion' where the designated informal gathering or discussion is either:
 - a. a planning session of a general or strategic nature; or
 - b. is a briefing session relating to information or a matter of a confidential nature within the ambit of section 90(3) of the *Local Government Act* (refer **Attachment 1**).
- 6.3 An informal gathering or discussion of the Council or a Council committee which is not a designated gathering or discussion will not be open to the public, unless otherwise determined by the Council or Chief Executive Officer.

7. Procedures applying to Designated Informal Gatherings or Discussions

- 7.1 Both the Chief Executive Officer and the Council are responsible for ensuring designated informal gatherings or discussions are conducted in accordance with the *Local Government Act*.
- 7.2 Designated informal gatherings or discussions are not subject to the procedural meeting requirements of the *Local Government Act*, *Local Government (Proceedings at Meetings) Regulations 2013* or Council's *Code of Practice – Meeting Procedures*.
- 7.3 Designated informal gatherings or discussions will be chaired by the Chief Executive Officer or another senior Council officer. The Chair is responsible for ensuring that the purpose, intent and outcomes of the designated informal gatherings or discussions are consistent with section 90 of the *Local Government Act*.
- 7.4 Formal minutes will not be recorded of a designated informal gathering or discussion. Notes of a designated informal gathering or discussion may be tabled at the Council meeting or published on Council's website following the designated informal gathering or discussion.
- 7.5 If a designated informal gathering or discussion has been declared to be a 'confidential informal discussion', then the designated informal gathering or discussion may be attended by Council members, the Chief Executive Officer and any other person invited to attend by the Council or the Chief Executive Officer.
- 7.6 If a confidential informal discussion declaration has been made in respect of only some of the matters to be discussed at a designated informal gathering or discussion, then these confidential matters will be scheduled to be discussed at the end of the agenda for the designated informal gathering or discussion. The designated informal gathering or discussion will be open to the public until immediately prior to the discussion on confidential matters commencing.

8. Publication of information relating to designated informal gatherings or discussions

8.1 For all designated informal gatherings or discussions, the following information will be published on the Council's website:-

- a. the place, date and time at which the designated informal gathering or discussion will be held;
- b. the matter that is to be discussed at the designated informal gathering or discussion;
- c. whether the designated informal gathering or discussion is to be held at a place open to the public.

8.2 Where a confidential informal discussion declaration applies to a designated informal gathering or discussion, the reason for the designated informal gathering or discussion being held entirely or partially in confidence must be published on the Council's website.

9. References

Local Government Act 1999 – Sections 90(8), (8a) & (8b)

Local Government (General) Regulations 2013

Local Government (Proceedings at Meetings) Regulations 2013

10. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Rd

Mallala SA 5502

On payment of a fee, a copy of this policy may be obtained.

Any queries in relation to this Policy must be directed to the General Manager – Governance and Communications.

Attachment
Information and matters within
the ambit of section 90(3), Local Government Act

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- (b) information the disclosure of which:
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the Council; and
 - (ii) would, on balance, be contrary to the public interest;
- (c) information the disclosure of which would reveal a trade secret;
- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
- (e) matters affecting the security of the Council, members or employees of the Council, or Council property, or the safety of any person;
- (f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- (g) matters that must be considered in confidence in order to ensure that the Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- (h) legal advice;
- (i) information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the Council or an employee of the Council;
- (j) information the disclosure of which:
 - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and
 - (ii) would, on balance, be contrary to the public interest;
- (k) tenders for the supply of goods, the provision of services or the carrying out of works;
- (l) information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act;
- (m) information relevant to the review of a determination of a Council under the *Freedom of Information Act 1991*.