



P O L I C Y

Policy Name	<i>Informal Gathering Policy</i>
Policy/File Number	ED4.12.012
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of this policy is to ensure the Board Members of the Victor Harbor Horse Tram Authority have sufficient opportunity through informal gatherings and discussions to conduct planning sessions, to receive briefings and educational sessions and workshops without prejudicing the requirements for openness and transparency as required by the Local Government Act 1999.

2. Scope

This Policy applies to informal gatherings of the Victor Harbor Horse Tram Authority, including designated informal gatherings or discussions.

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority supports the use of informal gatherings or discussions as a tool to gain a better understanding of the Horse Tram matters but recognises that formal decision-making may, legally, only occur at formal meetings of the Authority.

4. Legislation and Compliance

Pursuant to Section 90(8) of the Local Government Act 1999, the Authority may hold an informal gathering involving Members of the Board or Members of the Board and staff provided that a matter which would ordinarily form part of the agenda for a formal meeting of the Board is not dealt with in such a way as to obtain or effectively obtain, a decision on the matter outside a formally constituted meeting of the Board.

5. Definitions

Board Member means at any time a member of the Board appointed in accordance with Subclause 2.9 of the Victor Harbor Horse Tram Authority Charter.

General Manager means the General Manager of the Authority and includes a person acting in that position.

CEO means the Chief Executive Officer of the City of Victor Harbor

6. Policy Content

Informal gatherings, briefing sessions, planning sessions and other discussions captured under this policy are those gatherings that are arranged by the Board, either by the Chief Executive Officer or by the Board Members under Section 90(8) of the Local Government Act 1999.

Informal gatherings and discussions of these kinds will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging the Board's deliberative and decision-making functions.

The General Manager, Chief Executive Officer or Chairperson will be the chair of the informal gatherings.

There are no standing orders or formal meeting procedures and no Minutes will be taken.

Informal gatherings will be determined on a case by case basis as to whether public access is given taking into account the legislative provisions and the need to balance openness and transparency with opportunities to provide discussions between board members and staff.

A schedule of any planned briefing sessions that are open to the public will be published on the Victor Harbor Horse Tram Authority website.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

8. Implementation/Delegations

The General Manager of the Victor Harbor Horse Tram Authority is provided with the delegated authority to implement this Policy

9. Related Documents

Local Government Act
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at www.horsedrawntram.com.au. It may also be inspected or purchased at the Principal Office of the City of Victor Harbor, 1 Bay Road, Victor Harbor.

Document History

Version	Document	Action	Date
1.0	Approved version	Victor Harbor Horse Tram Authority endorsement VHHTA08	3/12/18