

Community Consultation Meetings

DRAFT Terms of Reference

Warrumbungle Shire Council hosts Community Consultation Meetings twice per year, generally in March and November. Community Consultation Meetings are an opportunity for members of local communities to meet with Councillors, Executive Council Staff and other members of local communities to discuss the issues affecting the Shire and individual communities.

Purpose

The purpose of Community Consultation Meetings held by Warrumbungle Shire Council is to provide a forum:

- That promotes sharing of information between Council and local communities
- Provides opportunities for members of the community to address senior Council staff members
- That maximises opportunities for sharing of information on Council services, programs and initiatives
- That facilitates joint action to effectively address the needs of local communities
- To consider and discuss emerging issues that affect Council and local communities
- For open discussion regarding opportunities for Council and local communities to work collaboratively
- For relevant information affecting local communities to be distributed to

Attendees

Attendees at Community Consultation Meetings include:

- Councillors
- General Manager
- Members of Council's Executive Leadership Team

If members of Council's Executive Leadership Team are unable to attend a meeting they are expected to send a delegate.

Other Council staff members may be requested to attend Community Consultation Meetings to address particular topics.

Meetings

Meetings will:

- Be held twice per year
- Be held in each town in Warrumbungle Shire
- Commence at 5.30pm

The venue for meetings will be determined in consultation with the local Development Group or Progress Association.

Chair

The Meeting Chair is the General Manager, Warrumbungle Shire Council.

Meeting Agenda

Community Members are to inform Council of Agenda items no later than two (2) weeks prior to the commencement of the meeting. The meeting Agenda will be distributed one (1) week prior to the meeting.

Minutes

Minutes of Community Consultation Meetings will be recorded and submitted to the Council Meeting for endorsement before being circulated.

Once Meeting Minutes have been endorsed by Council they will be circulated to meeting attendees no later than two (2) weeks following the Council Meeting.

Minutes will also be uploaded to the Warrumbungle Shire Council website, following endorsement by Council. Minutes will therefore be available to all members of local communities.

Reporting

Council will provide regular reports to councillors and the community on items raised at Community Consultation Meetings. A Community Consultation Meeting Action List will be updated after each round of Community Consultation Meetings. The Community Consultation Meeting Action List will be updated and distributed at least two (2) times in between meetings. This will ensure that councillors and members of local communities are receiving regular updates on actions identified at Community Consultation Meetings.

Review Mechanisms

Terms of Reference will be reviewed every four (4) years, following the election of a new Council.

Reviewed Terms of Reference should be in place no later than the March round of meetings the following year.