

COMMUNITY CONSULTATION MEETING

TERMS OF REFERENCE

Warrumbungle Shire Council (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 community members to discuss the issues affecting the local government area and individual communities.

Purpose

The purpose of Community Consultation Meetings 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.
- Maximises opportunities for sharing of information on Council services, programs and initiatives.
- Facilitates joint action to effectively address the needs of local communities.
- Provides opportunities to consider and discuss emerging issues that affect Council and local communities.
- Facilitates open discussion regarding opportunities for Council and local communities to work collaboratively.
- Provides a channel for relevant information affecting local communities to be distributed.

Attendees

Attendees at Community Consultation Meetings include:

- Community members, which includes residents, ratepayers and other stakeholders across the local government area
- Councillors
- General Manager
- Members of Council's Executive Leadership Team

Community members are asked to sign an attendance sheet on entry to the venue. The purpose of this is to keep an accurate record of the meeting.

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~~Mayor, Warrumbungle Shire Council, or their delegate.

Meeting Agenda

Community members ~~are to inform Council of~~ may place items on the Agenda ~~no later than up to two (2) weeks prior to the commencement of business days before~~ the meeting. The meeting Agenda will be distributed one (1) ~~week business day prior to~~ before the meeting.

Minutes

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

Once the Minutes have been endorsed by Council they will be circulated to meeting attendees no more than ~~two (2) weeks one (1) week following~~ after the Council Meeting.

Attendees will receive a copy of the Minutes if they provide an email address when signing in. Minutes will also be uploaded to Council's website and therefore be available to all community members.

Reporting

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, reported to Council and distributed at least ~~two (2) times once~~ in between meetings. Additionally, the Action List will be updated before each meeting and distributed with the Agenda. 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 meeting the following year.~~

Version Control

<u>Policy Name</u>	<u>Version No.</u>	<u>Resolution No./</u>	<u>Date</u>
<u>Community Consultation Meeting Terms of Reference</u>	<u>1</u>	<u>109/1819</u>	<u>20 September 2018</u>
<u>Community Consultation Meeting Terms of Reference</u>	<u>Draft</u>		