
1.11 C-1MSCP011 – Meeting Structure & Community Participation

Previous Policy Number – 1.11

PART A - Policy

Objective

The objective of this Policy is to provide a framework and clear guidance for the Council's decision making process and community participation.

Policy Statement

The Council is committed to being open, transparent and accountable in meeting its community obligation of providing good governance to the Shire of Dandaragan community.

The Council values and encourages the participation of the community in its decision making process and to meet this objective it has adopted a meeting structure comprising:

- (i) Ordinary Council Meetings;
- (ii) Public Forum; and
- (iii) Audit Committee

Whilst most Council Meetings and Forums are held at the main administration centre, a number are held at other centres within the district. The Public Forum is held at the conclusion of the Ordinary Council Meeting.

All of these meetings, except the Audit Committee, are open to the public and provide opportunities for community participation.

PART B - Management Procedures

Definitions

Nil.

Detail

1. Ordinary Council Meeting (OCM)

Detailed information relating to the following matters with respect to the conduct of OCM's is contained in every meeting Agenda:

- (i) Closing of meetings for confidential business;
- (ii) Public Question Time;
- (iii) Financial Interests;
- (iv) Agenda content and availability; and

This information is subject to change by Council, as required.

2. Public Forums

At the conclusion of each Council meeting a Public Forum will be conducted to encourage community comment on decisions and future issues. The Public Forum will be conducted as follows:

- (i) it does not form part of the official Council meeting;
- (ii) discussion will be conducted in an orderly manner and comments and statements directed through the Presiding Member;
- (iii) no minutes will be taken;
- (iv) no action or resolution will result from the forum;
- (v) should any participant wish to take further action regarding a matter raised at the Public Forum then it is a requirement that the request be put in writing in order that it may be dealt with through the normal meeting procedure; and
- (vi) all debate and discussion is provided in good faith and to the best of the ability and immediate knowledge of the members and staff present.

3. Audit Committee Meetings

Whilst Audit Committee Meetings are not open to the public, it's minutes and decisions are considered by Council and members of the public can ask questions and Audit Committee matters at the relevant Ordinary Council Meeting.