Governance 2: Council Meeting Structure and Community Participation

1. Purpose

The purpose of the policy is to:

- Confirm the City's statutory obligations relating to Council meetings.

- Encourage transparency and community involvement in Council decision making forums, where practicable.

2. Planning

Priority 4: Kalamunda Leads
Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Priority 4: Kalamunda Leads
Objective 4.2 - To proactively engage and partner for the benefit of community.

3. Policy Statement

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

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:
 a) Public Agenda Briefing Forum/Sessions
 b) Council Meetings
 c) Standing Committee of Council - Audit and Risk Committee and Chief Executive Officer Performance Review Committee
 d) Advisory Committees
 e) Management Committees

4. Detail

4.1 Public Agenda Briefing Sessions

The purpose of the Public Agenda Briefing Session is to provide an opportunity for the Community and Councillors to receive details on the reports that will be presented to the next Ordinary Council Meeting for decision.

This is an opportunity for Community and Councillors to ask questions of the City's administration about reports. Members of the Community can also make statements or deputations, ask questions however, there are no decisions or debating to occur at this session as it is informational in nature.

All question, statements and deputations must relate to agenda items only.

4.2 Council Meetings

Council meetings are formal meetings of the Elected Members, as a decision-making body as defined under the Act.

Generally, the meetings are open to the public, although there are situations where a meeting can be closed under specific provisions of the Act.

Members of the community can ask questions, make deputations on any matter relating to any aspect of the Local Government 's operations in accordance with administrative procedures.

4.3 Standing Committees of Council

Due to the wide range of activities and functions of the Council, the Council will sometimes use Standing Committees.

These Committees report to the Council and are subject to the requirements of the Act. These meetings are open to the public unless the meeting is closed under specific provisions of the Act.

4.4 Advisory Committees

Advisory (and Management) Committees provide a vehicle for facilitating and improving community input and participation in the City's decision-making processes. Advisory Committees also assist in facilitating greater community consultation in accordance with the Act.

These committees may comprise Elected Members, community members and staff, and are resourced by the City.

Committees can make recommendations to the Council as part of the advisory process.

The CEO, as part of their role in advising Council, will ensure the Council also receives professional advice on the recommendations of the Advisory Committee, which may include alternative recommendations to the Advisory Committee.

5. Community Consultation

This Policy does not require community consultation.

6. Governance

This Policy will be governed by Council resolution.

7. Measures of Success

This Policy will be measured by feedback received from community and Councilors as required.

8. Definitions

Nil.

Status	Council Requirement		
Related Local Law	City of Kalamunda Standing Orders		
Related Council Policies	N/A		
Relevant Delegation	N/A		
Related Internal Procedures	N/A		
Related Budget Schedule	N/A		
Legislation	Local Government Act 1995 (WA)		
Notes and Conditions	N/A		
Authority	Council		
Adopted	12 October 2021	Next Review Date	12 October 2023