

THE ORDER OF COUNCIL BUSINESS

1. Acknowledgement of Country
2. Apologies
3. Declaration of Interests
4. Confirmation of Minutes
5. Matters Arising from Minutes
6. Prayer
7. Ode
8. Mayoral Minute
9. Public Access Session
10. General Manager's Report
11. Reports from Committees and Outside Organisations
12. Councillor Reports
13. Notices of Motion
14. Questions With Notice
15. Business of an Urgent Nature
16. Closed Council
17. Resumption of Open Council

CLOSED COUNCIL

At the conclusion of the Council Meeting, it may be necessary for the Council to close the meeting to the public for a confidential meeting. This is done when it is necessary for Council to discuss items involving confidential matters such as legal or personnel issues. Prior to the commencement of this session the public is requested by the Mayor to leave the Council Chambers. The Council Meeting then resumes after the Closed Council has considered these confidential matters.



A Citizens' Guide to Council Meetings

As at September 2018

WELCOME TO A MEETING OF DUNGOG SHIRE COUNCIL

The following information is provided to assist you in understanding how the business of Council is transacted. Meetings of Council are open to the public and your interest in attending Council Meetings is sincerely appreciated.

YOUR COUNCIL

Dungog Shire Council comprises nine Councillors who are elected for a four year term. Three Councillors are elected to represent each of the three Wards within the Shire. Every two years the Council elects one of its members to the office of Mayor and another member as Deputy Mayor. The Mayor chairs all Council Meetings and is the chief spokesperson and civic leader of Council.

The current Mayor is Councillor Tracy Norman and the Deputy Mayor is Councillor Digby Rayward.

Dungog Shire Council Councillors' are:-

"A" Ward	"B" Ward	"C" Ward
Cr Tracy Norman	Cr Steve Low AM	Cr Robert Booth
Cr John Connors	Cr Digby Rayward	Cr Kate Murphy
Cr Jan Lyon	Cr Greg Riley	Cr Glenn Wall

Council holds regular meetings to consider reports from staff, correspondence from ratepayers, recommendations from Committees, and to develop policy. Council Meetings are held on the third Wednesday of each month commencing at 6.00 pm in the Council Chambers. Council Meetings are publicly advertised through the local press. Council has a number of Committees, which meet to consider detailed submissions and reports and to frame recommendations for submission to Council for approval.

Dungog Shire Council operates under a system of general management. In essence, this means that the day to day management of Council operations is delegated to the General Manager, who is responsible for the efficient operation of the Council administration, with the support of her four key managerial staff. They are:-

General Manager	Coralie Nichols
Executive Manager - Corporate Services	Shaun Chandler
Executive Manager - Infrastructure & Assets	Stephen Hitchens
Manager Planning	Jacqui Tupper
Manager Environmental Services	Paul Minett

These are the staff that generally attend Council and Committee Meetings.

THE COUNCIL BUSINESS PAPER

Council meetings follow an order of business which is outlined in the Council Business Paper. Copies of the Business Paper may be obtained at the Council Chambers prior to the meeting.

Only agenda items contained within the Business Paper, of which due notice is given, can be considered at a Council Meeting, and submission of items for inclusion in the Business Paper closes fourteen (14) days prior to the date of each Council Meeting.

Councillors receive their Business Papers in the week prior to the Meeting, which enables them to study the agenda and ask questions of professional staff prior to the Meeting.

COUNCIL DECISIONS

At Council Meetings decisions are made by resolutions, which must be moved and seconded, debated and voted upon.

Resolutions express a decision of Council and may be passed in respect of individual report items, correspondence items, or comprehensively adopting the recommendations of a Council Committee.

Most business items before Council carry a recommendation as to the decision that the responsible officer (or Committee) feel that the Council should make. However, it should be noted that Council is the decision making body and Council may not agree to all (or any) of the recommendations put forward. Council may determine to adopt an alternative resolution as opposed to the recommendations put forward for consideration.

PUBLIC ACCESS SESSION AND PARTICIPATION

Members of the public may not interject during the course of a meeting and may only speak during the course of a debate if specifically requested to do so by the Mayor. The public may address Council on items listed in the Business Paper, or on issues of concern arising from the business of Council during the Public Access Session of the Business Paper.

Persons seeking to speak during the Public Access session should complete a Speaker's Request Form which is available from Council's Administration Centre or on Council's website. Once completed, the form may be posted to Dungog Shire Council, PO Box 95, Dungog or handed in to Council's Administration Building 198 Dowling Street, Dungog, emailed to shirecouncil@dungog.nsw.gov.au or faxed to 4995 7750 no later than 4.00 pm on the day of the Council meeting.

Once you have handed in your speaker's request form, you will be invited by the Mayor to address Council. You may address Council for a maximum period of five minutes.