

POLICY:-	
Policy Title:	Community Outreach Meetings Policy
File Reference:	F10/618-08
Date Policy was adopted by Council initially:	17 June 2010
Resolution Number:	239/10
Other Review Dates:	19 April 2012, 19 March 2015 and 15 March 2018
Resolution Number:	117/12, 54/15 and 69/18
Current Policy adopted by Council:	15 December 2022
Resolution Number:	280/22
Next Policy Review Date:	2025

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

1. OBJECTIVE

To establish a means of consulting and communicating with residents in the towns, villages and surrounding rural areas within the Upper Lachlan Shire Council local government area.

2. POLICY

That Council ensures that suitable and appropriate means of communicating with residents in the towns and villages is implemented as follows:-

- a) Council will hold a public meeting in March each year at a community based location for residents of the towns and villages within the Shire. The Community Outreach Meeting is designed to discuss local issues and concerns, to obtain information and allow community feedback on Council's Community Strategic Plan, Operational Plan and Delivery Program.
- b) Council holds a meeting with residents at 4 locations (venues are decided by Council each year) and a meeting is held prior to the draft Operational Plan consultation period (April/May) as part of the public consultation process.
- c) A generic agenda for the meetings is to include the following items:-
 - Welcome and Introduction;
 - Council Presentation – achievements in the Upper Lachlan Shire;
 - Questions and Answer Session – issues and concerns.
- d) For each meeting, four weeks' notice of the meeting be provided to the residents.
- e) Notification of the meetings will be placed on Council's website and Facebook page.
- f) Council provides advice of consultation opportunities in the Council Bulletin.
- g) Council uses the dedicated page of advertisements in the Upper Lachlan Gazette and the Shire News section of the Gunning Lions Newsletter and utilise other advertising means as determined by senior management to advise the community of upcoming consultation opportunities.

Council will determine the date for each of the 4 public meetings to take place each calendar year.

3. RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Government Information (Public Access) Act (GIPA) 2009;
- State Records Act 1998;
- Council's Community Engagement Strategy Report;
- Council's Community Strategic Plan (CSP);
- Council's Delivery Program;
- Council's Operational Plan;
- Council's Local Strategic Planning Statements;
- Council's Code of Conduct;
- Council's Code of Meeting Practice;
- Council's Code of Business Practice;
- Council's GIPA Policy;
- Council's Customer Service Charter.

4. VARIATION

Council reserves the right to review, vary or revoke this policy.