

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 and 19 March 2015
Resolution Number:	117/12 and 54/15
Current Policy adopted by Council:	15 March 2018
Resolution Number:	69/18
Next Policy Review Date:	2021

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 / or 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 May 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 for inclusion in the Council's Community Strategic Plan, Operational Plan and Delivery Program.
- b) Council holds a meeting with residents of these areas (locations are as decided by Council each year) during 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,
 - Council presentation – achievements in the Upper Lachlan Shire and advise of forthcoming annual Operational Plan projects,
 - Questions and Answers – 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.
- f) Council provides advice of consultation opportunities via the Voice Newsletter which is delivered to each ratepayer's mail box.
- g) Council uses the dedicated page of advertisements and information in the Crookwell 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 public meeting to take place for each calendar year to achieve the prescribed notice period.

3. PERFORMANCE INDICATOR

No valid complaints from residents in regard to consultation and communication.

4. 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 2005;
- Government Information (Public Access) Act (GIPA) 2009;
- NSW State Records Act 1998;
- Environmental Planning and Assessment Act 1979;
- Tablelands Regional Community Strategic Plan 2036 - Community Engagement Strategy and Communications Plan.
- Council's Code of Conduct;
- Council's Code of Meeting Practice;
- Council's Code of Business Practice;
- Council's Community Engagement Policy;
- Council's GIPA Policy;
- Council's Gathering Information Policy;
- Council's Service Delivery Policy;
- Council's Complaints Management Policy;
- Council's Section 355 Committee Policy; and
- Council's Section 355 Committee Code of Meeting Practice.

5. VARIATION

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