


Community Meetings Policy

Date policy was adopted:	24 April 2019	CEO Signature and date 
Resolution number:	141/19	
Next Policy review date:	April 2021	
Reference number:	C1960210	
Strategic Pillar	Capability/Council	
Responsible Branch	Customer & Communications	24 April 2019

Community Meetings Policy

1. OUTCOMES:

- 1.1 To establish a means of consulting/communicating with residents across the Queanbeyan-Palerang Local Government Area.

2. POLICY:

- 2.1 Council wishes to directly engage residents via public meetings in Queanbeyan, Bungendore, Braidwood at least twice a year and in other towns and villages within the Local Government Area as required.

3. SCOPE OF THE POLICY:

- 3.1 The community meetings provide an opportunity for the wider community to come along and hear from Council representatives about key council initiatives which affect their local area and also to ask questions.

4. DEFINITIONS:

- 4.1 Nil

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 Nil

6. CONTENT:

- 6.1 Council holds a community meeting at least twice a year in April/May and October/November each year at a community-based locations in Queanbeyan City, Bungendore and Braidwood to discuss local issues and concerns.
- 6.2 The Community Meetings also constitute part of the community engagement process for the development of Council's Draft Integrated Plans.
- 6.3 The meetings are to commence at 6pm at an advertised location within the three localities.
- 6.4 Council will hold meetings with residents of the region's other towns, villages and rural areas on an 'as required basis' depending on issues/initiatives which may impact upon or be of interest to them.
- 6.5 Where required, standalone project, or issue specific, community meetings will be held if they do not align with schedule community meetings and will be advertised accordingly.
- 6.6 A generic agenda for the meetings will include the following items:
 - Welcome,
 - Council presentation – overview of Council initiatives and/or issues of interest to the local community,
 - Council presentation – current works program for the Council which is occurring in the locality, and
 - Questions and Answers – issues and concerns raised by residents.
- 6.7 Members of the community be invited to submit items for the agenda. These items may be included in the Council presentation. Submission of agenda items will close one week prior to the meeting.
- 6.8 For each meeting, a minimum of 4-6 weeks notice of the meeting be provided
- 6.7 Notification of the meetings and a copy of the updated agenda will be placed on Council's website and social media accounts.
- 6.8 Council will provide advice of the community meeting opportunities via QPRC newsletters.

Community Meetings Policy

- 6.9 Council will also use the dedicated page of advertisements and information in the Queanbeyan, Bungendore and Braidwood newspapers to advise the community of upcoming consultation opportunities

7. REVIEW

- 7.1 This policy is a local policy and accordingly will be reviewed or confirmed within the first 12 months after the declaration of the poll for the next NSW general local government election, unless revoked sooner by Council. **[Note:** automatic revocation of this policy is provided for under s.165(4) of the *Local Government Act 1993*. The next general local government election is scheduled to be held in September 2020].

This policy may be reviewed and updated as necessary if:

- (a) legislation requires it, or
- (b) Council's functions, structure or activities change.