

	<b>COUNCIL POLICY</b>	
	<b>Community Presentations to Councillors</b>	
	Policy Number	CP005
	Directorate	Organisational Services
	Owner	Corporate Services
	Last Approved	25 March 2026
	Review Due	25 March 2030

## 1. PURPOSE

This policy provides a structured and equitable framework for community members to present matters of public interest to Councillors, promoting meaningful engagement while ensuring efficient use of Council meeting time.

## 2. SCOPE

This policy applies to all community presentations made to Councillors during the designated session prior to Ordinary Meetings of Council.

## 3. HEAD OF POWER

This policy is made pursuant to the *Local Government Act 2009*, particularly sections relating to community engagement, transparency, and the conduct of Council meetings.

## 4. POLICY STATEMENT

Council values community input and provides a formal opportunity for constituents to present matters directly to Councillors.

### 4.1. Objective

To ensure community members have a fair, transparent, and structured opportunity to present matters of public interest to Councillors, while maintaining the integrity and efficiency of Council meeting procedures.

### 4.2. Strategic opportunity

Presentations allow councillors to hear directly from constituents about emerging issues, concerns, and opportunities; understand the diversity of views across the community; and use this information to guide deliberations and decisions that are more responsive and inclusive.

### 4.3. Guiding Principles

The following principles guide the implementation of this policy:

1. **Fairness** – All constituents are provided with equitable access to present matters, subject to reasonable limitations.
2. **Relevance** – Presentations must relate to matters of public interest and not duplicate issues already addressed through Council processes.
3. **Respect** – Presenters and Councillors are expected to engage respectfully and constructively.
4. **Transparency** – The process for registering, prioritising, and managing presentations is clear and consistently applied.
5. **Efficiency** – Time allocated for presentations is managed to ensure the orderly commencement of the Ordinary Meeting.
6. **Accessibility** – Alternative engagement pathways are promoted to ensure all constituents can participate in Council decision-making.

#### 4.4. Alternative engagement pathways

Council encourages constituents to consider other formal avenues for engagement, including:

- Petitions
- Deputations
- Written correspondence to Councillors

These methods may be more apportioned depending on the nature and complexity of the issue.

#### 4.5. Human Rights Compatibility Statement

Council is committed to upholding the *Human Rights Act 2019*. This policy has been developed and will be implemented in a manner that is compatible with the human rights protected under the Act, particularly the rights to take part in public life, freedom of expression, peaceful assembly, and equality before the law.

#### 4.6. Complaints and review mechanism

Constituents who believe they have been unfairly excluded from presenting, or that their human rights have been impacted by the application of this policy, may lodge a complaint through Council's formal complaints process

### 5. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**“Community Presentation”** means a short verbal address delivered by a constituent to Councillors during the designated session prior to an Ordinary Meeting of Council.

**“Constituent”** means a resident, ratepayer, or stakeholder within the Fraser Coast Regional Council local government area.

**“Deputation”** means a formal request by a group or individual to address Council on a specific matter, typically arranged outside the Community Presentation session.

**“Ordinary Meeting of Council”** means a scheduled meeting of elected Councillors held in accordance with Council's Meeting Procedures and Standing Orders.

“**Petition**” means a formal written request signed by multiple constituents, submitted to Council for consideration.

## 6. ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- Community Presentations to Councillors Organisational Procedure
- Community Presentations Application Form:  
<https://www.frasercoast.qld.gov.au/community-presentations/community-presentations-application>

## 7. REVIEW

This Policy will be reviewed on a risk-based methodology and will be reviewed at least every four years.

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### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council OM 08/21	25 August 2021	4386332
2	<ul style="list-style-type: none"><li>• Alternative engagement pathways promoted</li><li>• Escalation process formalised</li><li>• Policy structure and language refined</li><li>• Procedural information moved to relevant Organisational Procedure</li></ul>	Council OM 03/26	25 March 2026	4386332