



**CORANGAMITE
SHIRE**

Public Participation at Council Meetings

Corangamite Shire
June 2018

Council Policy



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SHIRE

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Introduction

Corangamite Shire is committed to listening to our communities. Council values and respects the views and opinions of residents and encourages public participation at Council meetings.

Purpose

The purpose of this policy is to provide information for members of the public wishing to address Councillors during Council meetings, and to govern the process for Council on public participation during meetings.

Scope

This policy applies to persons wishing to:

- 1 Make a deputation or presentation to Council in respect of an issue under the *Local Government Act*.
- 2 Make a deputation or presentation to Council on any item listed in the Agenda of the meeting.
- 3 Make a deputation or presentation to Council on a specified issue and the Mayor has agreed that they be heard.
- 4 Make a statement or ask questions of Council on any other matter relevant to Corangamite Shire and its activities or projects.

Deputations in respect of issues under the *Local Government Act* only apply where the Act specifies that a person has a right to make a submission under that provision.

Definitions

References

Local Government Act

Meeting Procedures Local Law No.3 2016 or Governance Rules, when adopted.

Policy Detail

Council has allocated two sections of the Agenda of a Council Meeting when members of the public may address Council; the Deputations and Presentations and Open Forum sections.

Deputations and Presentations

Deputations and presentations are scheduled at the beginning of Council Meetings to allow members of the public to express their views on a matter listed on the Agenda prior to Council making its decision later in the meeting.

1. Members of the public may make a presentation or deputation to Council if:
 - a) The person is addressing the Council in respect to a submission on an issue under the *Local Government Act*, or
 - b) The person is addressing the Council on any item listed in the Agenda; or
 - c) The person has requested that they address Council on a specified issue and the Mayor has agreed that they be heard.

2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting.
3. A person may make a deputation or presentation for multiple Agenda items at a single meeting.
4. The Mayor may arrange the order of the speakers at his/her discretion.
5. Presentations made to Council may not exceed five (5) minutes in length, although the time may be extended at the Mayor's discretion. Councillors may ask relevant questions following each presentation through the Mayor. No general discussion will be permitted.
6. If a presentation exceeds five (5) minutes in length, the Mayor may request that the presenter ceases to address Council immediately or agree to extend the time allowed.
7. A person wishing to make a written deputation must provide a copy of the submission to the Chief Executive Officer prior to the Council meeting. Copies of the written deputation may be made available to the public attending the meeting.
8. Should a person arrive late to Council Meeting at which they are scheduled to make a Deputation or Presentation regarding an Agenda item, Council may move a motion to hear the person out of turn so long as the Agenda item has not already been considered by Council. Should the person be addressing Council in relation to a submission under the *Local Government Act*, the person must be heard.
9. A person who has made a deputation may also speak during the Open Forum.

Open Forum

The Open Forum may be scheduled at the end of a Council Meeting, prior to any confidential items being considered.

1. After being invited to do so by the Mayor, members of the public are welcome to ask questions or make a statement at the Open Forum. A maximum of two items may be raised and prior notice is not required.
2. Questions or statements must be relevant to the Corangamite Shire.
3. Members of the public are requested to stand if they are able and advise Council of their name before they ask a question or make a statement.
4. A person addressing the Council must not speak for more than five (5) minutes unless agreed otherwise by the Mayor.
5. The Mayor may at any time request a person making a statement or asking a question, to cease speaking.
6. The Mayor may disallow any question which is considered:
 - a) To relate to a matter beyond the power or duties of Council.
 - b) To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature.
 - c) To be confidential in nature or of legal significance.
 - d) To be repetitive of a question already answered.
 - e) To be aimed to embarrass any person.
 - f) To relate to the personal hardship of any resident or ratepayer.
 - g) To relate to matters affecting the security of Council property.
 - h) To relate to any other matter which Council considers would prejudice the Council or any person.
7. Where the Chief Executive Officer believes a question cannot be fully answered at a meeting, Council will provide a written response to a question no later than five working days after the Council meeting.

Inappropriate Behaviour

Inappropriate behaviour by members of the public attending Council meetings will be managed in accordance with Meeting Procedures Local Law No.3 2016 or Governance Rules, when adopted.

Charter of Human Rights Compliance

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

The policy will be reviewed in June 2022 or earlier if necessary.