

	COUNCIL POLICY	
	Community Presentations to Councillors	
	Policy Number	CP005
	Directorate	Organisational Services
	Owner	Governance
	Last Approved	25/08/2021
	Review Due	24/08/2024

1. PURPOSE

This Policy articulates the management of Community Presentations.

2. SCOPE

This Policy only applies to the Community Presentations session preceding the Ordinary Meeting.

3. HEAD OF POWER

Local Government Act 2009

4. DEFINITIONS

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

Nil

5. POLICY STATEMENT

5.1. Objective

Community Presentations will occur before the Ordinary Meeting to:

- a) Ensure Council is accessible and open to all members of the community.
- b) Encourage the community to take an interest in the welfare of the region.
- c) Provide a forum for the community to present opportunities and ideas that could benefit the region and Council's operations.
- d) Provide an opportunity for presenters to bring issues, objections or appeals before Council.

5.2. Detail

Community Presentations will be managed as follows:

- a) Community members can nominate to present up to three (3) business days before the Ordinary Meeting. (For example: Preceding Friday at 10am for the Ordinary meeting commencing Wednesday 10am.)
- b) A maximum of ten (10) presenters will be selected to present in a session. The Mayor or Chief Executive Officer can extend the number of presentations.
- c) Successful presenters will be notified of their time slot one (1) business day after the closure of nominations. (For example: Preceding Monday at 10am for the Ordinary meeting commencing Wednesday 10am.)
- d) Presenters will be selected by Governance in the following order of priority:
 1. Presentations relating to items on the Ordinary Meeting Agenda.
 2. Presentations relating to items currently undergoing community consultation.
 3. Presentations relating to current and emerging issues relevant to the broader community.
 4. Presentations relating to other issues.
- e) Presentation will be restricted to three (3) minutes, however if not all 10 spaces are filled, this time allocations can extend to a maximum of five (5) minutes. Only the Chair has the discretion to extend the allocated time. Should presenters require more time, they are encouraged to apply for a deputation.
- f) Video and PowerPoint presentations are unable to be accommodated however paper or electronic copy documentation can be circulated to Councillors. Props can be used to support the presentation with approval of the Chair.
- g) An individual, member of a group or collective will only be invited to speak to Council once every four (4) months if not addressing items on the agenda.
- h) If a presenter shows disregard for protocols, the Chair may decline the speaker's attendance at any subsequent Community Presentations session for a period of up to six (6) months.
- i) Issues raised are not to be debated, however Councillors may make statements or ask questions. The presenter can provide brief answers, and if necessary, Council may invite additional information to be submitted to the relevant Councillor/s. Matters arising from Community Presentations that Council wishes to address may be referred to the Chief Executive Officer.
- j) The Chair may invite an officer to respond or provide further information during a presentation when required.
- k) The Chair may order a person to cease speaking if the presentation is considered to be disrespectful, abusive, or not in the community interest.
- l) The Chair may adjourn the presentations where disorder arises until order has been restored.
- m) Security or police may be called if a person fails to leave the Chamber after being requested by the Chair.
- n) Presentation in person is the preferred method however presentation via telecommunication (eg phone, video conferencing) is available at certain locations.
- o) No conversation among audience members should take place while a presenter is at the podium.

5.3. Presenters Etiquette

To ensure good order, each presenter must adhere to the following:

- a) The use of mobile phones is not permitted in the Council Chamber during presentations.
- b) Recording (including video and photography) by the public is only permitted with approval of the Chair.
- c) Any person who is considered by the Chair to be unsuitably dressed will be requested to leave the room.
- d) Presentation is not a venue to voice complaints or personal statements against any individual Councillor or officer; speakers must refer to Council and not individuals.
- e) Presenter must always follow the direction of the Chair.
- f) Animals are only permitted in the Chamber with approval of the Chair. This requirement does not apply to assistance animals.

6. ASSOCIATED DOCUMENTS

Nil

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy created	Council	25/08/2021	4386332
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