

Presenting at Special Council Meetings for Hearing Submissions

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Responsible Officer:	Coordinator Governance		

Council receives written submissions on a variety of matters which need to be considered by Council during their decision making process. The process of Special Council Meetings for Hearing Submissions affords people who have made a submission the opportunity to appear before the Council to expand on their submission.

All Special Council Meetings for Hearing Submissions are live streamed and recorded by Council. These recordings will be made available to the public via Council's website. For further information please refer to Council's [Live Streaming Policy](#).

1. Making a submission

- 1.1 Written submissions must be provided by the deadline specified in the public notice/advertisement and should be lodged in the prescribed format where possible.
- 1.2 Only a person who has made a written submission within the specified timeframe and who has indicated in their submission that they wish to speak to their submission will be permitted to address the Council at a Special Council Meeting.
- 1.3 All submitters will be live streamed and recorded whilst presenting to Councillors. The live stream and the recording will be published on Council's website.
- 1.4 If a submitter has concerns about privacy they are recommended to contact Council officers prior to the meeting.

2. Time Limits

- 2.1. Submitters or their representative will be allocated a maximum of 5 minutes to speak to their submission.
- 2.2. Where submissions relate to planning applications the applicant or their representative/s will be allocated a maximum of 10 minutes.

3. Attendance

- 3.1. Meetings will ordinarily be held in the Council Chambers at 1 Merrijig Drive Torquay, however, meetings may also be held virtually when appropriate and prescribed by legislation. Meeting advertisements will specify where and how upcoming meetings will be held.
- 3.2. Submitters will be provided with attendance information prior to the meeting.

4. Addressing the Council

- 4.1. The content of a submitter's presentation should not simply be a verbatim repeat of the written submission as Councillors receive a copy of the complete submission prior to the meeting. It should instead seek to provide further supporting information and comment in a manner that expands upon issues raised within the submission, or enables it to be conveyed in a more personalised manner.
- 4.2. A PowerPoint presentation or other form of digital media is permitted if previously arranged with a member of Council staff at least 48 hours in advance of the meeting. This material will be made available by a Council officer during the meeting.
- 4.3. A speaker's comments will not be recorded in the minutes of the meeting, however, the meeting will be captured via audio-visual recording and this will be made publically available.
- 4.4. At the discretion of the Chair, Councillors may ask questions of the speaker at the end of each presentation. The speaker's responses are to be brief and to the point.
- 4.5. Questions asked by the Council and corresponding responses by submitters or their representative/s will not be recorded in the minutes of the meeting.

- 4.6. Submitters do not have a right of reply unless being asked a question that is allowed by the Chair or if invited by the Chair to comment further. Such answers or comments are to be brief and to the point.

5. Representative

- 5.1. A submitter or applicant may request to be represented by a nominated person at the meeting in accordance with these guidelines.
- 5.2. A representative assumes the opportunity to speak on behalf of, and in place of, the submitter or applicant and must adhere to the time limit.
- 5.3. A representative may read out a written statement prepared by the submitter or applicant. In this situation:
 - 5.3.1. The representative must not provide supplementary information separate to the statement prepared by the submitter/applicant.
 - 5.3.2. The representative cannot answer questions from the Council, or express opinions on behalf of the submitter, applicant or any other person.
- 5.4. A representative must speak to the specific issues raised in the submission of the submitter/applicant who they represent, rather than consolidating the allocated time into broader presentation.

6. Joint Presentations

- 6.1. Joint submitters must nominate a representative who will be allocated a maximum of 5 minutes to speak to the joint submission. This applies to submitters who prepared a joint written submission and wish to speak to this submission.
- 6.2. If three or more submitters have made separate written submissions, yet wish to give a single joint presentation, they will be allowed 15 minutes to present.
- 6.3. In the case of joint submissions, all submitters are welcome to attend the meeting, however only the nominated speaker should speak unless another submitter is better equipped to respond to a direct question from the Council.

7. Public Behaviour

- 7.1. Any speaker addressing the Council must extend courtesy and respect to the Council and the processes under which it operates, and must take direction from the Chairperson whenever called on to do so.
- 7.2. The Chairperson may have any person removed from the meeting who acts in breach of these guidelines, the Governance Rules or Local Law No. 2 Common Seal and Miscellaneous Penalties (the Local Law).
- 7.3. Each speaker has the right to an uninterrupted presentation.

8. Application Generally

- 8.1. All provisions of the Governance Rules and the Local Law shall apply to these meetings. In the case of virtual meetings, relevant provisions shall apply so far as is feasible under virtual meeting conditions.
- 8.2. Requests for variations to the process outlined above or in the Governance Rules shall be decided by the Chairperson during the meeting or in conjunction with staff prior to a meeting as needed.

9. References

Surf Coast Shire Governance Rules
 Surf Coast Shire Local Law No. 2 Common Seal and Miscellaneous Penalties
Local Government Act 2020 sections 60-61
Local Government Act 1989 section 223
Planning and Environment Act 1987 sections 21-21A

Document History

Version	Document History	Approved by – Date
1	Amended in line with <i>COVID-19 Omnibus (Emergency Measures) Act 2020</i>	EMT – 20 May 2020
2	Amended in line with <i>LGA 2020</i>	EMT – 19 Nov 2020