

Presentations to the Hearing of Submissions Committee – COVID-19 Virtual Meetings	Approval Date:	20 May 2020
	Approved By:	EMT
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	TRIM Reference:	
Responsible Officer:		Coordinator Governance

Council receives written submissions on a variety of matters which need to be considered by Council during the decision making process. The Hearing of Submissions Committee affords people who have made a submission a specific opportunity to appear before the committee to expand on their submission, if they wish to do so.

All Hearing of Submissions Committee meetings 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 Submissions must be provided by the deadline specified in the public notice/advertisement.
- 1.2 Submissions should be lodged in the prescribed format where possible.
- 1.3 Only a person who has made a submission and indicated in their submission that they wish to make a presentation, or a nominated representative acting on that person's behalf, will be permitted to address the Hearing of Submissions Committee (the Committee).
- 1.4 All speakers will have their submission live streamed and recorded as part of the meeting. This live stream and recording will be published on the Council website.
- 1.5 If any person making a submission to the Committee has concerns about their privacy, they need to contact Council prior to the meeting.

2. Late Speakers

- 2.1 For submissions made under the Planning and Environment Act, late speakers may be accepted up to 48 hours prior to the day of the Hearing of Submissions meeting (the meeting).
- 2.2 Where submitters request to speak directly to the Committee after the issuance of the agenda to the public, these requests will be considered at the discretion of the Committee.
- 2.3 Requests for late speakers will only be considered by the Committee at the conclusion of all other scheduled speakers.

3. Time Limits

- 3.1 Submitters or their representative/s will be allocated a maximum of 5 minutes to speak to their submission.
- 3.2 Where submissions relate to planning applications, the applicant or their representative/s will be allocated a maximum of 10 minutes.
- 3.3 In the case of joint submissions, a maximum of 5 minutes will be allocated per submission and one person should be nominated to speak on behalf of the submitters.

4. Attendance

- 4.1 In response to the COVID-19 pandemic, all speakers will be required to present either by videoconference or teleconference.
- 4.2 All speakers will automatically join the meeting in as attendees. In this mode, speakers will be able to view the meeting, however they will not be seen or heard by the committee and will not appear on the live stream or the recording.
- 4.3 When it is the speaker's turn to present their submission, the meeting host (a Council officer) will admit them into the meeting and they will become a panellist. As a panellist, the speaker will be seen and heard by the committee, and will appear on the live stream and the video recording.
- 4.4 At the conclusion of each speaker's presentation, committee members will have the opportunity to ask the speaker questions relating to their submission. When this is completed, the meeting host will return the speaker to attendee mode where they may choose to watch the remainder of the meeting, or exit the meeting.
- 4.5 Speakers are not required to have internet access as the meeting will be accessible via telephone. Speakers will be provided with a separate document detailing these arrangements.

5. Addressing the Committee

- 5.1 The content of a speaker's presentation should not be simply a verbatim repeat of the submission, recognising that all Committee members will have already received complete submission, but should instead seek to provide further supporting information and comment in a manner that expands upon issues raised in the submission or enables this to be conveyed in a more personalised manner.
- 5.2 A PowerPoint presentation or other form of digital media is permitted, if previously arranged with a member of Council staff, where arrangements are agreed at least 48 hours in advance of the meeting. All presentation material should also be provided to Council at least 48 hours in advance of the meeting. This material will be made available by the meeting host (a Council officer) during the submission,
- 5.3 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 made publically available.
- 5.4 The Committee may ask questions of the speaker at the end of each presentation. The speaker's responses are to be brief and to the point.
- 5.5 Questions by the Committee and corresponding responses by submitters or their representative/s will not be recorded in the minutes of the meeting.
- 5.6 No speaker has a right of reply unless the Chairperson asks questions or expressly invites further comment. Such answers or comments are to be brief and to the point.

6. Representative

- 6.1 A submitter or applicant may request to be represented by a nominated person/s at the meeting in accordance with these guidelines.
- 6.2 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.
- 6.3 A representative may read-out a written statement prepared by the submitter or applicant. In this situation:
 - 6.3.1 The representative must not provide supplementary information separate to the statement prepared by the submitter/applicant.
 - 6.3.2 The representative cannot answer questions from the Committee, or give or express opinions on behalf of the submitter, applicant or any other person.
- 6.4 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.

7. Joint Presentations

- 7.1 In accordance with clause 3.3, any group of 3 or more submitters may be permitted to have a joint presentation of 15 minutes or more at the discretion of the Committee if requested at least 48 hours prior to the day of the meeting. Any group of more than three submitters completing a joint presentation may be capped at 15 minutes at the discretion of the Committee.
- 7.2 In the case of joint submissions, all submitters may join the virtual meeting, however only the nominated speaker should speak unless another submitter is better equipped to respond to a direct question from the Committee.

8. Public Behaviour

- 8.1 Any speaker addressing the Committee must extend courtesy and respect to the Committee and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.
- 8.2 The Chairperson may ask the meeting host to remove from the meeting room any person who acts in breach of these guidelines or the Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal (the Local Law).
- 8.3 Each speaker has the right to an uninterrupted presentation.

9. Application Generally

- 9.1 All other provisions of the Local Law shall apply as so far as is feasible under virtual meeting conditions, except for; all of Part 2, Part 3, clause 13, Part 4, clauses 19 and 20 which do not apply.
- 9.2 Requests for variations to the process outlined above, or in the Local Law, shall be decided by the Committee at the meeting or in conjunction with staff prior to a meeting as needed.