

**#1 Policy: 2150-062 - Deputations / Community Comment**



**Policy: 2150-062**

**Deputations / Community Comment Session**

**Head of Power**

*Local Government Act 2009*

**Objective**

This Policy establishes procedures to allow Moreton Bay Regional Council residents and ratepayers the opportunity to address Council, either individually or as a deputation.

**Definitions**

In this Policy:

**CEO** means the Council's Chief Executive Officer.

**Law** includes Council policies and directives.

**Session** means the Deputations / Community Comment session scheduled as part of Council's General Meeting.

**Application**

This Policy applies to Moreton Bay Regional Council residents and ratepayers wishing to address Council during the Deputations / Community Comment Session of a General Meeting of Council.

**Policy Statement**

A Deputations / Community Comment Session will be scheduled for a maximum of thirty minutes as part of the Council's General Meeting agenda.

The time allocated for each speaker as part of the Session shall be a maximum of five minutes, with a maximum of four individual speakers and one deputation per Session.

Where more than the maximum allowable applicants request to speak at a Session, preference will be given to new applicants (over any applicant who has spoken at a previous Session) or applicants requesting to speak on a different subject matter.

**Eligibility**

Applicants who are publicly known political candidates are not permitted to participate in this Session.

A speaker may only participate in the Session once every calendar month and sequential addresses by a speaker will not be permitted, regardless of the topic.

A speaker is unable to speak on the same matter at more than one Session.



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## Application Process

A resident, ratepayer or group of ratepayers and residents (deputation) wishing to address Council must complete the necessary application form that must be received by the CEO seven days prior to the General Meeting date at which they wish to speak.

The application shall set out briefly the subject and details of all points that the applicant intends to raise.

For individuals, the CEO shall notify the applicant (in writing or by telephone) whether the application has been approved or otherwise, together with the scheduled date and approximate time.

For deputations, the CEO, on receiving an application for a deputation, shall notify the Chairperson who shall determine whether the deputation may be heard.

The CEO shall notify the deputation of the determination in writing. Where it has been determined the deputation will be heard, an appropriate time period allowable will be advised.

A copy of the **full address** must be provided to the CEO ~~two~~three business days prior to the date of the presentation.

## Meeting Process

Only the person who has been given approval to speak shall be entitled to speak in the Session, except for deputations where up to a maximum of three persons may have the liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.

If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.

A deputation may be given additional time to explain the purpose of the deputation determined by resolution of Council at the meeting.

Speakers must act and speak with decorum.

The speaker/s must adhere to the address as provided to the CEO.

If the address is considered off-topic, offensive or unduly long, the speaker will be required to cease.

The Mayor will remind speakers of their obligations at the meeting, including that parliamentary privilege is not extended to local government nor the comments or discussion made during the course of the General Meeting proceedings.

No debate will be entered into, however at the conclusion of the address the CEO may clarify any statement or view expressed by the speaker.

## Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

- Decision-making Framework



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## Review and evaluation

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every four years.

The impact of this policy will be measured by considering the number of community comments made over the period of a year, the diversity of matters raised and the level of assistance provided to Councillors through community members providing information and views to Council.

## Responsibility

This Policy is to be:

- (1) implemented by the CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the CEO.

<b>Policy: 2150-062</b>		<b>Official Version: A822030</b>	
<b>Version</b>	<b>Adoption (Council meeting / Minute Page)</b>	<b>Date</b>	<b>Word version reference</b>
Version 1	Coordination Committee (08/137-143) 32-2150-05	22.4.2008	
Version 2	Legislation update	26.9.2012	
Version 3	Coordination Committee (16/1012)	14.6.2016	A13292809
Version 4	General Meeting (20/627)	13.5.2020	A19932680
Version 5	DRAFT		A20377409

<b>Related Links:</b>
Deputation / Community Comment Session Application