

## 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.

### Definitions

In this Policy:

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

**Session** means the 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 Community Comment Session of a General Meeting of Council.

### Policy Statement

A 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 per Session.

#### Eligibility

Only residents and/or ratepayers in the local government area are eligible to participate in the Community Comment session.

The topic must be related to Moreton Bay Regional Council business.

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.

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.

#### Application Process

A resident and/or ratepayer 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.

The CEO shall determine whether the application may be heard and notify the applicant of the outcome. Where an application is approved, the applicant will be notified of the scheduled date and approximate time.

A copy of the **full address** must be provided to the CEO 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.

Speakers must act and speak with decorum.

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

If the speaker's address is considered irrelevant, offensive, contrary to this policy or unduly long, the speaker will be required to cease.

At the discretion of the Chairperson, the speaker may be permitted time in addition to the allocated five minutes.

At the conclusion of the address, no debate will be entered into, however the CEO may clarify any statement or view expressed by the speaker with these comments forming part of the minutes of the meeting.

Any correspondence in response to the address may be listed for noting in a subsequent General Meeting agenda under correspondence.

No Session will be held at:

- the first or last General Meeting of Council in each calendar year,
  - the last scheduled meeting prior to the quadrennial local government elections,
  - the first General Meeting of Council following a Post-election meeting,
- or as otherwise determined by Council.

### **Accessibility and Inclusion**

Council is committed to ensuring the Community Comment Session is accessible to all residents and ratepayers in the Moreton Bay Region. Where an applicant requires assistance to apply and/or participate in the Community Comment Session, Executive Services will make appropriate arrangements.

## **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
- Meeting Procedures & Standing Orders Policy 2150-115

## **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 Councillor feedback.

**Responsibility**

This Policy is to be:

- (1) implemented by the Manager Governance & Executive Services; and
- (2) reviewed and amended in accordance with the “Review Triggers” by the Director Finance & Corporate Services.

Policy: 2150-062		Official Version: 64117723 (previously A822030)	
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
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	General Meeting (20/1810)	28.10.2020	A20377409
Version 6	Administrative amendment to reinstate when Sessions will not be held. Approved by the Chief Executive Officer	10.12.2020	A20938455
Version 7	Administrative amendments only: <i>'Position titles'</i> Approved by Director Finance & Corporate Services - 2.10.2020	22.12.2020	A20903255
Version 8	General Meeting (22/565)	30.3.2022	63971189

Related Links:
Community Comment Session Application