

**In accordance with the provisions of Regulation 38 of the Local Government (Meeting Procedures) Regulations 2015, the following policy, guidelines and conditions apply for the attendance of deputations at Council meetings.**

## Public participation segment of Council meeting

As a standing practice the Council will provide an opportunity for members of the public to request the opportunity to make a statement at Council meetings.

- Members of the public are, at the invitation of the Chairperson of the meeting, permitted to make a statement at any ordinary meeting of Council provided the statement does not relate to a topic which is the subject of a motion of revocation which is to be discussed at the meeting which they address.
- A maximum of fifteen minutes is to be set aside for public participation at ordinary Council Meetings.
- Not more than five members of the public are to be permitted to address the Council at any one meeting.
- The duration of any statement is not to exceed three minutes.
- Any member of the public wishing to make a statement shall indicate his/her desire and subject matter, in writing, to the General Manager by 5pm on the Friday preceding the meeting.
- The subject of any statement can relate to a matter currently before, or at some future stage to come before the Council, or any other matter of general relevance to the interests of Meander Valley.

## Deputations for Council Agendas

- Applicants/objectors/supporters are, at the invitation of the Chairperson of the meeting, permitted to make a statement on their agenda item at any ordinary meeting of Council provided the statement is new information that needs to be considered.
- A maximum of three minutes is to be set aside for each applicant/objector/ supporter who wishes to address the meeting prior to discussion of their agenda item.
- The Chairperson will invite objectors/supporters to speak first and applicants last.
- Any applicant/objector/supporter wishing to make a statement shall indicate his/her desire and subject matter, by telephone, to the General Manager's office no later than 5pm on the Monday preceding the meeting.

## Notes

- The speaker is required to follow the direction of the Chairperson in relation to how and when they may make the statement.
- When the speaker has been invited forward by the Chairperson they are to introduce themselves to the meeting, stating where they are from (town or suburb) before commencing their statement.
- The speaker is reminded that Council Meetings are open forums and unlike State and Commonwealth parliaments these meetings do not have protection from parliamentary privilege. This means any statement made will need to take into account the rights of other persons.
- At the meeting the speaker is fully responsible to ensure that the statement is accurate and that the statement is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in-confidence information.
- Should the statement be defamatory or disclose confidential information or personal information, or disclose commercial-in-confidence information then the speaker agrees that they will be fully responsible for any issues which follow from the statement.