

Guidelines for Presenting to Council



Presenting to Council allows the opportunity to members of the public and interest groups to provide an update to Council about a matter that is important to them or to their community.

Councillors gain insight from communicating with and hearing the views of the community to assist in decision making.

When to present to Council

Presenting to Council hourly sessions are held on the first Wednesday of each month.

These sessions are either held at the Council Chambers, 6-8 McCartin Street, Leongatha or occasionally at various locations within the Shire.

When to submit an Expression of Interest

An Expression of Interest to present to Council can be submitted electronically via Council's website or a hard copy can be requested at Council's Main Office at 9 Smith Street, Leongatha.

A person who submits the request online will receive an automatic acknowledgment notification.

The request must be submitted by the 20th of the month prior to the requested presentation date.

What is the time allocation to present to Council

The length of the presentation will be decided by the Mayor and the Chief Executive Officer when the Expression of Interest is assessed. Presentation sessions typically allow ten (10) minutes for the presentation, followed by five (5) minutes for questions from Councillors.

Council is committed to hearing from a diverse cross section of the community. To help achieve this within its finite resources, individuals and groups are limited to seeking a maximum of three (3) opportunities per 12-month period unless approved otherwise by Council.

Can supporting documentation be used

Yes - documents supporting a presentation to Council can be included at the time of submitted an Expression of Interest to present to Council.

Requirements for presenting to Council

A valid Expression of Interest to present to Council must:

- Be in writing (not pencil), typed or printed;
- Be clear and legible;
- Be submitted with adequate supporting information;
- Be directed to the Council, not to individual Councillors;
- Relate to a matter within the duties, functions and powers of Council and not relate to operational matters;
- Not be defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or substance;
- Be relevant to a matter of public interest or community benefit.

How is my Expression of Interest received

The Mayor, in consultation with the Chief Executive Officer, will review all application forms prior to an appointment to present to Council is scheduled.

Notification of meeting times will be confirmed by Council's Governance office to the recipient's email address identified on the Expression of Interest form.

On the day of the presentation, Councillors and delegated staff will be in attendance. A Governance Officer will meet on arrival and provide access to the Council Chambers.

The *Chair* will acknowledge the presenter by name before the presentation is to take place.

The presenter must abide by the direction of the *Chair* and in accordance with Council's Governance Rules, particularly Division 12 – Behaviour which includes:

- Members of the public do not have a right to address Council and may only do so with the consent of the *Chair* or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.

In accordance with the Privacy and Data Protection Act 2014 (Vic), personal information provided as part of the Expression of Interest to present to Council will only be used for the primary purpose for which it was provided – that is, for Council to consider the request. No personal details will be provided publicly outside of this process, other than the name(s) of the presenter and the represented organisation or association.