

Policy – Guidelines for Community Presentations to Committees of Council

Title of Report: GUIDELINES FOR COMMUNITY PRESENTATIONS TO COMMITTEES OF COUNCIL

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Committee: FINANCE, RESOURCES AND MAINTENANCE
(Report No. & date originally recommended) (FIN217-00 – 27/03/00)

Council Minute No. Minute No.966 – 03/04/00
(date originally adopted)

Date Amended: FIN070-02 – 24/9/01 - Clause 51A additional wording
(Council Minute No.) re speaking at committees – Minute No. 421 – 8/10/01

PLN010-07 – 24/7/06 - No further opportunity for presentation at Planning and Assessment Committee after addressing IHAP – Minute No. 27 – 24/07/06

Guidelines for Community Presentations to Committees of Council

Timing for Requests

Special and Standing Committees

Applications should be made by 12.00 p.m. Midday on the Wednesday prior to the meeting.

Sub Committees

Applications should be made two 2 weeks prior to the meeting date, so they can be included in the agenda mail out.

Request Form

Special, Standing and Sub Committees

Applications shall be made in writing, fax or email to the Manager-Administration and shall provide name, address and phone number of the applicant plus details of the topic or agenda item to be the subject of the presentation.

Acceptance of Request

Special, Standing and Sub Committees

All requests to speak are at the discretion of the Chairperson. That at the discretion of the Chairperson, nominated residents are permitted to speak at Special and Standing Committees and be allowed to do so for a period of up to 5 minutes.

Meeting Agenda

Special, Standing and Sub Committees

The speaker's name and details of the topic will be included in the Meeting agenda.

Number of Requests per Meeting

Special and Standing Committees

Only two presentations to be permitted each meeting.

Sub Committees

Only one presentation to be permitted each meeting

Topics Permitted

Special Committee

Speakers may address any matter which would fall within the Council's Charter as provided in Section 8 of the Local Government Act, 1993. Presentations to the Special Committee are not permitted on applications which are, or may come before, the Planning and Assessment Committee. This applies to applications that have been lodged with Council or may be proposed to be lodged at some time in the future. This does not restrict presentations on policy and strategic issues. However, no Speaker may address a Special committee on a matter that is on the Agenda of the current Council Meeting.

Standing and Sub Committee

Standing Committee speakers may only address items on the Committee Agenda. Sub Committee speakers may address any matter which would fall within the Sub-Committee's Charter.

Planning and Assessment Committee

*Presentations to the Planning and Assessment Committee on applications that have previously been considered by the Independent Hearing and Assessment Panel (IHAP) **will not be permitted**. Applicants and objectors both have the opportunity to make presentations relating to a particular application when that application is considered by the IHAP.*

Time Limit

Special, Standing and Sub Committees

Each presentation shall be limited to 5 minutes and the Committee may resolve to extend the presentation. Questions may also be asked of speakers at the conclusion of the 5 minute presentation period.

Speaker Conduct

Special, Standing and Sub Committees

Speakers shall conduct themselves with due respect to the committee and observe the rules of conduct contained in the Code of Meeting Practice.

Persons making representations to a Committee will refrain from allegations specifically nominating individual Councillors, Council staff or other members of the community.

Number of Presentations Permitted

Special, Standing and Sub Committees

A person may only address either the Special, Standing or Sub Committee on the same subject, more than once, if it is for the purpose of introducing new material.

Response to Presentation

Special, Standing and Sub Committees

Replies may be provided to speakers by Councillors and/or staff. If necessary a formal reply may be provided following the meeting if that is the decision of the meeting.

Minuting Presentation

Special Committee

See below (Additional Special Committee Guidelines Only)

Standing Committees

The speaker may provide additional information in writing at the meeting and this will be distributed to all Committee Members with the minutes. However, only the topic and presenter's name will be recorded in the minutes. Any written information provided by the speaker will be added to the file.

Sub Committees

The speaker shall provide a one page document in writing outlining the contents of the presentation at the meeting. This will be distributed to all committee members with the minutes. A brief summary of the document provided will be included in the minutes. Any written information provided by the speaker will be placed on the file.

Additional Special Committee Guidelines Only

The Special Committee meeting will be chaired by the Mayor, commencing at 6.30pm and concluding at 6.45 p.m. on the last evening of each round, prior to the Council meeting.

All speakers making presentations to the Special Committee shall provide a written document of the presentation for distribution to all Councillors prior to the commencement of that Special Committee meeting.

The document will be distributed to all Councillors but will not be included in the minutes. Only the topic and presenters name will be recorded in the minutes. Any written information provided by the speaker will be placed on the file.

Application to Address a Committee of Sutherland Shire Council

Applications shall be made in writing, fax or email to the Manager – Administration and shall provide name, address and phone number of the applicant plus details of the topic or agenda item to be the subject of the presentation.

Name	
Address	
Contact Phone Number(s)	
Organisation – if applicable	
Matter on which you wish to speak	
Committee	
I have read the conditions and guidelines relating to addressing a committee and understand that if I do not comply with these regulations, the Chairperson will terminate my address. In addition I will provide the required documentation for the address to Council staff, prior to the presentation.	
Signed	Date
<i>Office Use Only</i>	
Approved by Chairperson	
Further Advice	
Meeting Date	

To Address a Special Committee

All speakers making presentations **shall** provide a written document on the presentation prior to the commencement of the meeting for distribution to all Councillors

To Address a Standing Committee

The speaker may provide additional information in writing at the Meeting and this will be distributed to all Committee Members with the Minutes.

To Address Sub-Committees

The speaker shall provide a one (1) page document in writing outlining the contents of the presentation at the meeting. This application (with attached information) shall be completed and forwarded to:

Manager – Administration
 Phone: 9710 0190
 Fax: 9710 0922

Email: ssc@ssc.nsw.gov.au