

GOVERNANCE LOCAL LAW 2013

This Local Law complies with the Charter of Human Rights and Responsibilities Act 2006

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1. Local Law

This Principal Local Law will be amended after the passage of the Governance (Amendment) Local Law 2014 and is made under sections 91 and 111 of the Local Government Act 1989. The proposed changes in the Amendment are provided here for ease of reading.

2. Objectives

The objectives of this Local Law are to:

- (a) provide a mechanism to facilitate the good government of Wyndham City Council through its formal meeting procedure and in recognition of the objectives, roles and functions of a Council in the Local Government Charter;
- (b) promote and encourage community leadership by Wyndham City Council consistent with the community's views and expectations;
- (c) promote and encourage community participation in local government while at the same time ensuring that Council conducts business at Council Meetings in an effective and efficient manner having regard to Council's role in the Local Government Charter; and
- (d) Regulate and control the use of the Common Seal.

3. Commencement and Period of Operation

This Local Law comes into operation on 2 October 2014 and ceases operation on 17 December 2023.

4. Revocation of Local Law

On the commencement of this Local Law, the Governance Local Law No.1 2005 is revoked.

5. Application of the Local Law

This Local Law applies to all meetings of Council and special committees.

6. Definitions

In this Local Law:

"the Act" means the **Local Government Act 1989**.

"Council" means the Wyndham City Council.

"Council meeting" means any ordinary or special meeting of the Council or any special committee of Council.

"Penalty Unit" means a penalty unit the amount of which is fixed under section 110(2) of the Sentencing Act 1991.

"Special Committees" means a special committee of the Council appointed under section 86 of the Act.

7. Incorporated Documents

- (1) The following documents are incorporated by reference into this Local Law:
 - (a) Protocol for Suspending Standing Orders;
 - (b) Protocol for Council to Hear and Determine Submissions;
 - (c) Guidelines for Submitters Making Submissions at Council Meetings;
 - (d) Wyndham's Meeting Procedure Protocol 2013
 - (e) Councillor Code of Conduct 2013, and
 - (f) Corporate Recording of Council Meetings Policy 2014.

- (2) The documents incorporated under subclause (1) will contain provisions to support the Council in meeting the requirements in the Act concerning Meetings of the Council and the objectives in clause 2, including provisions to:
 - (a) Prescribe how motions and amendments to motions before the Council are dealt with;
 - (b) Identify the methods by which the community can participate in the Council Meetings;
 - (c) Manage the debate on matters before the Council;
 - (d) Set the general standards of behaviour expected of Councillors and members of the public in the Council's formal meeting processes; and
 - (e) Reinforce the Council's commitment to good conduct and good governance.

8. Procedure for the election of the Mayor

- (1) The election of the Mayor must be by show of hands.

- (2) The Councillor who receives the majority of votes must be declared elected.

- (3) For the purposes of subclause (2), the following will apply:
 - (a) Nominations for the position of Mayor must be moved and seconded;
 - (b) Where only one nomination is received, the Councillor must be declared elected;
 - (c) Where two nominations are received, the Councillor with the majority of votes must be declared elected; or
 - (d) Where there are two or more nominations received, the Councillor who receives a majority of votes cast must be declared elected, or if no Councillor receives a majority of votes, the Councillor with the least number of votes must be eliminated as a candidate and a further ballot conducted with the remaining candidates. If there are several candidates, this procedure must be repeated until a candidate receives a majority of votes and that candidate must be declared elected;

- (e) If for the purposes of eliminating the candidate with the fewest number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated must be determined by a majority vote. If there is an equality of votes with respect to the candidate to be eliminated, a result must then be determined by lot conducted by the CEO in the presence of the meeting.
- (4) If the Council resolves to appoint a Deputy Mayor, the procedure for the election of Mayor will apply to the election of the Deputy Mayor.
- (5) The business at the meeting to elect the Mayor following the general election of Councillors must include:
 - (a) Appointment by the meeting of the CEO as the temporary Chair;
 - (b) Opening prayer;
 - (c) Declaration of the oath of office;
 - (d) Fixing of the Mayor and Councillors' allowance;
 - (e) Election of the Mayor and if the Council has resolved to appoint a Deputy Mayor, the election of the Deputy Mayor;
 - (f) Appointment of Councillors to external groups or organisations as the Council's representative or advisory committees of the Council; and
 - (g) Any other matter considered necessary by the CEO.
- (6) The business at the annual Meeting to elect the Mayor must include:
 - (a) Appointment by the meeting of the CEO as the temporary Chair;
 - (b) Opening prayer;
 - (c) Election of the Mayor and if the Council has resolved to appoint a Deputy Mayor, the election of the Deputy Mayor;
 - (d) Appointment of Councillors to external groups or organisations as the Council's representative or advisory committees of the Council; and
 - (e) Any other matter considered necessary by the CEO.

9. Common Seal

- (1) The Council's sealing clause must be as follows:

The **COMMON SEAL** of the **WYNDHAM CITY COUNCIL** was affixed by authority of the Council on theday of20... in the presence of:

..... Councillor

..... Chief Executive Officer

- (2) The Council must authorise by resolution the use of the Common Seal.
- (3) Documents to which the Common Seal is affixed must be signed by at least one Councillor and the CEO or an Officer acting as the CEO.

- (4) The CEO must ensure the security of the Council's Common Seal at all times.

10. Recording Meetings

- (1) The CEO must record on any appropriate audio or audio visual device Council meetings for the purposes of producing accurate minutes of the Meeting and may record an Assembly of Councillors for the purposes of producing an accurate record of the Assembly. In making an audio recording of a Council meeting or Assembly of the Council, the CEO must have regard to the Corporate Recording of Council Meetings Policy 2014.
- (2) A person representing the media must not record by any audio or audio visual or photographic device a Council meeting without obtaining the prior written consent of the CEO no later than noon two business days prior to the meeting. The consent of the CEO must not be unreasonably withheld.
- (3) In providing written consent under subclause (2) the CEO may prescribe any conditions that apply to his or her consent to record a Meeting and the must specify whether the consent is for one or more Meetings or for all Meetings that occur during a specified period (e.g. one year).
- (4) Any other person (not representing the media) must not record by any audio or audio visual or photographic device a Council meeting without obtaining the prior written consent of the CEO no later than noon two business days prior to the meeting. The consent of the CEO must not be unreasonably withheld.
- (5) The Chairperson may withdraw the consent given under subclauses (2) and (4) at any time during the meeting.
- (6) A person who has not obtained consent under subclauses (2) and (4) must not disclose, publish, edit, reproduce or otherwise communicate or provide information recorded to any other person for any purpose.

11. Offences

- (1) Subject to any provisions in the Local Government Act 1989 dealing with conduct of Councillors at Council meetings, it is an offence under Wyndham's Meeting Procedure Protocol:
 - (a) For a Councillor or member of special committee who fails to withdraw a remark which is considered by the Chair to be disorderly or offensive or objectionable in language, substance or nature, and to not satisfactorily apologise when called upon twice by the Chair to do so;

- (b) For any person, not being a Councillor or member of a special committee, who fails to leave the meeting when requested by the Chair after having been called to order by the Chair for any improper or disorderly conduct; and
- (c) For any person who fails to obey a direction of the Chair relating to the conduct of the meeting or the maintenance of order at the meeting.

Penalty: 20 Penalty Units

- (2) It is an offence under this Local Law:
 - (a) For any person to use the Council's Common Seal without the authority of the Council;
 - (b) For any person to use any replica of the Council's Common Seal without authority of the Council.

Penalty: 10 Penalty Units

For a person not to obtain consent to record a meeting under clauses 10(2) or (4) or to disclose information recorded contrary to clause 10(6)

Penalty: 10 Penalty Units

- (3) It is an offence under this Local Law for a Councillor to fail to observe or fail to comply with any sanction imposed by the Council on that Councillor in accordance with the Code of Conduct 2013.
Penalty: 10 Penalty Units
- (4) It is an offence under section 91A of the Local Government Act for a Councillor to not leave a meeting chaired by the Mayor following two verbal warnings to cease their misbehaviour. The penalty for such an offence is dealt with under sub-section 91A(6).

12. Infringement Notices

- (1) As an alternative to prosecution an Authorised Officer may issue an infringement notice to any person whom the Authorised Officer reasonably considers has committed an offence against this Local Law.
- (2) The penalty fixed for an infringement notice issued as an alternative to a prosecution and penalty that may be imposed by a court is the amount set out in Schedule 1.
- (3) A person issued with an infringement notice is entitled to disregard the notice and defend the prosecution in court.

WYNDHAM CITY COUNCIL

GOVERNANCE LOCAL LAW

**SCHEDULE 1
(Clause 12)**

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES

Provision/s	Offence	Penalty Unit
Clause 11(1)(a), (b) & (c)	Failing to comply with a requirement or direction of the Chairperson in relation to conduct at a meeting	10 penalty units
Clause 11(2)(a) & (b)	Acting contrary to the requirements applying to the use of the Council's Common Seal	5 penalty units
Clause 11(2)(c)	Recording a meeting without prior consent or disclosing information contrary to the requirement	5 penalty units
Clause 11(3)	Failing to observe or comply with a sanction imposed under the Councillor Code of Conduct	5 penalty units

CORPORATE RECORDING OF COUNCIL MEETINGS POLICY 2014

1. Introduction and Purpose

Council's Governance Local Law 2013 requires the Chief Executive Officer (CEO) to record meetings as follows:

Clause 10(1) – Recording of Meetings

“The CEO must record on any appropriate audio or audio visual device Council meetings for the purposes of producing accurate minutes of the Meeting and may record an Assembly of Councillors for the purposes of producing an accurate record of the Assembly. In making an audio recording of a Council meeting or Assembly of the Council, the CEO must have regard to the Corporate Recording of Council Meetings Policy 2014.”

While other provisions in clause 10 relate to the recording of meetings by media representatives and members of the public (and there are separate process requirements for the media and public published on the Council's website), this Policy relates only to the CEO's (or the CEO's delegate) corporate recordings.

The purpose of this Policy is to outline the arrangements for creating, storing, using, disclosing, providing access to and disposing of audio recordings of Ordinary and Special Council Meetings. This Policy does not relate to the corporate recording of other Confidential Assemblies of Councillors (for example Organisational Briefings) which may, from time to time be made at the discretion of the CEO, unless the CEO determines to record such an Assembly.

2. Application

This Policy applies to:

- The CEO, the CEO's delegate and other staff involved in creating, storing, using, disclosing, providing access to and disposing of audio recordings of Council and Special Council Meetings; and
- Councillors, media representatives and members of the public requesting access to records of Audio recordings of these meetings.

3. Definitions

In this Policy:

“Audio recording” means any recording made by an electronic device or system capable of recording sound. This includes recordings made by video camera, cassette recorder, digital audio tape, mobile phone or such other device capable of being used to record a conversation or words spoken and then stored on compact disc (CD), USB or in any other accessible format.

“Copy of audio recording” in this document refers to a compact disc (CD), USB or in any other accessible format containing a copy of an audio recording and not a written transcript of an audio recording.

4. Principles

4.1 Privacy

Council is aware of its obligations to protect the privacy of people attending public meetings. This Policy has been drafted to maximise these protections, especially in clauses 4.3, 4.4 and 4.5. All potential participants in meetings (including young people) are informed that public meetings are recorded and that they should avoid making any personal disclosures in these public meetings.

4.2 Creation of Audio Recordings

4.2.1 Purpose of audio recordings

Audio recordings will be made of:

- All Ordinary Council Meetings
- All Special Council Meetings, and
- Other Confidential Assemblies of Councillors (for example Organisational Briefings) which may, from time to time be made at the discretion of the CEO for the purpose of verifying the record of the meeting.

Matters discussed by Council or a Committee at a meeting or part of a meeting that is closed to members of the public in accordance with section 89(2) of the Local Government Act 1989 will not be recorded.

4.3 Notice of Recording

Notice will be provided to members of the public attending meetings that an audio recording of the meeting will be made. There will be a general notice on the Agenda for the Meeting, on a number of signs to be located at the entry to the meeting room/s and on tables where members of the public can obtain public question forms. In addition, at the commencement of the meeting the Chairperson will advise that the meeting is being recorded.

The wording of the signs at meetings will be as follows:

“RECORDING OF COUNCIL MEETINGS

By the CEO

All Ordinary and Special Council Meetings will be recorded by the CEO (or the CEO’s delegate), with the exception of matters identified as Confidential Items in the Agenda. This includes the Deputations and Presentations section of the Agenda. These recordings are made to facilitate the preparation and verification of minutes.

By the Media and Members of the Public

Members of the media and public may record these meetings if they have been given prior written consent by the CEO.”

4.4 Copies of Recordings

Subject to clause 4.6 and paying the fee prescribed in the Council’s Schedule of Fees and Charges, any person, including a Councillor, may request and receive a copy of a recording of a meeting.

4.5 Storage of Recordings

4.5.1 Secure storage

Audio recordings of Meetings will be given to and securely stored by the Manager Information Management, as soon as is practicable after each Council or Special Council Meeting.

Audio recordings will be stored securely so that access will be provided only to those members of Council staff who are approved by the Director Community Development for the purposes in clause 4.6.1.

4.5.2 Retention

Audio recordings are, for the purposes of the Public Records Act 1973 and the General Retention and Disposal Authority for Records of Local Government Functions, inputs into the development of Council minutes and can be destroyed when administrative use concludes.

Audio recordings of meetings will be stored and destroyed as soon as their administrative use concludes or 4 years after their creation (whichever is the later) except where retention for a longer period is otherwise required or recommended by the Public Records Office.

Audio recordings of Council meetings are considered as ‘documents’ for the purposes of the Freedom of Information Act 1982. Before an Audio recording is destroyed, the Manager Information Management will ensure that there are no Freedom of Information requests relating to the recording. If there are requests relating to the recording, the recording will not be destroyed until after the request is dealt with and all relevant review and appeal periods have expired.

4.6 Access to Recordings

4.6.1 Purpose of access

Access to Audio recordings or a copy of Audio recordings will be provided by Council staff for the primary purposes of preparing and verifying the accuracy of minutes of meetings.

4.6.2 Other Access

Subject to clause 4.2, access to Audio recordings or a copy of audio recordings may be provided for the following purposes:

- Complying with a requirement arising from legal proceedings, such as a court order, warrant, subpoena or imposed by law, such as a request under the Freedom of Information Act 1982;
- If requested by the Ombudsman, assisting in an investigation conducted by the Ombudsman under the Ombudsman Act 1973 or any other Act authorising an investigation by the Ombudsman; and
- If requested by the Independent Broad-based Anti-corruption Commission (IBAC), assisting in an investigation conducted by the IBAC under the Independent Broad-based Anti-Corruption Commission Act 2011 or any other Act authorising an investigation by the IBAC.

4.6.3 Access by staff

Audio recordings of meetings will only be accessed by staff with approval of the Director Community Development for the purposes in clause 4.6.1. Access may be approved up until the time that the Audio recordings are destroyed.

4.6.4 Access by Councillors

A copy of Audio recordings of meetings may be made available to Councillors if requested, and with the approval of the Chief Executive Officer for the purposes in clause 4.6.1. This provision operates subject to any other rights of access to Council information that a Councillor has at law.

4.6.5 Access by members of the public

A copy of Audio recordings of meetings may be made available to a member of the public on payment of the fee prescribed in the Council's Schedule of Fees and Charges.

5. Related Legislation and Policies

This Policy is complemented by various legislative and administrative arrangements contained in the following pieces of related legislation and Council policies:

- Public Records Act 1973
- Information Privacy Act 2000
- Freedom of Information Act 1982, and
- CEO Guidelines: Recording Wyndham City Council Meetings 2014 (in Council's Governing Wyndham Framework 2014).

PROTOCOL FOR SUSPENDING STANDING ORDERS

2013

The Meeting Procedure Protocol allows standing orders (the rules that set out the procedure to be followed at Council meetings) to be suspended. This allows discussion to occur in a less formal way. Suspension of standing orders is also considered appropriate when members of the public make representations and submissions to the Council.

When suspending standing orders, the Council needs to keep in mind that the primary reason for the meeting is for the Council to make decisions on the matters before it in the Agenda.

The following protocols need to be kept in mind when using the suspension of standing orders.

- **Use discretion:**

Suspending standing orders should be used at the discretion of the Council and managed by the Chairperson of the meeting

- **Meaningful & relevant:**

The main aim of suspending standing orders is to allow individuals who may feel constrained by formal meeting procedures to make a relevant contribution to the item considered by Council or to the meeting

- **Not to replace consultation:**

Suspension of standing orders does not replace the proper consultation process. If Council feels that insufficient consultation has occurred, the item before it may be deferred or alternative arrangements made to continue discussion in another way

- **Prior planning:**

If possible, Council should be advised of and be prepared for any submissions, representations or deputations

- **Background information:**

The Chairperson should provide background information on the matter so that others in the chamber not personally involved with the issue do not feel excluded. However, this need for information is to be balanced with the objective of completing Council business at the meeting

- **Deputation by groups:**

If a deputation is sought by a group and if a spokesperson has not been named to speak on the group's behalf, the Chairperson should invite the group to nominate a spokesperson. If no nomination is forthcoming, the Chairperson should suggest a spokesperson to minimise lost time through a selection process during the meeting and the group should indicate consent to the person nominated

- **Comments by others:**

If there are others within a group who wish to address the Council, the Chairperson may invite others to add new points or comments but these others should ensure that the same matters covered by the spokesperson are not repeated. In addition, allowances need to be made for opposing views, if there are conflicting or competing views in the community

- **Five-minute rule:**

Speakers should limit their presentation to five minutes and should be advised so that they are aware that there are limits on their speaking time. The Chairperson should assist speakers and guide them to a conclusion if a speaker looks like they will be exceeding the limit

- **Guide speakers:**

The Chairperson should assist speakers to keep to the point that they are attempting to make. Assistance could be provided by summarising the key issues or points made, asking questions such as "what is your biggest concern?"

- **Show empathy:**

Council should demonstrate active listening and display some empathy to the speaker even though Councillors may not agree with the concerns or opinions expressed. This needs to be genuine to ensure Council does not create false expectations

- **Town planning matters:**

As there are legislated and other processes available for matters relating to planning applications, representations and submissions are to be heard under those other processes

- **Disorderly meetings:**

Even though standing orders are suspended, the Chairperson is still responsible for ensuring that the meeting continues in an orderly and courteous manner. The Chairperson is entitled to suspend the meeting until he or she is satisfied that the meeting can resume in an orderly and courteous way. During the suspension of standing orders the offences under the Governance Local Law which apply to Wyndham's Meeting Procedure Protocol continue to apply. This includes the offences which relate to improper and disorderly conduct and failing to obey a direction of the Chair, and

- **Prior notification:**

Unless submissions or representations are to be made as part of a statutory process, the Chairperson should advise other Councillors before the meeting if they are aware of any person wanting to address the meeting. A decision on the ability for a person to address the meeting will be taken having regard to a number of factors including the business on the Agenda; other people who may be present at the meeting who want to make submissions on other matters; and the availability of other opportunities, included statutory rights to make submissions.

PROTOCOL FOR COUNCIL TO HEAR AND DETERMINE SUBMISSIONS 2013

Apart from when a person is making a submission to Council under section 223 of the Local Government Act, this Protocol sets out how submissions (also referred to as Presentations and Deputations) are made and heard by Council as part of the Agenda for the Council Meetings.

- **Listing on the Agenda:**

Hearing submissions must be listed as an early item of business on the Agenda before Officer's Reports. This will ensure that submitters are given priority in the Agenda when making their presentations, and not kept waiting while Council considers other matters.

Council officers preparing submission hearing reports need to be aware of the submission process that they are dealing with as submissions made under section 223 need to be dealt with in accordance with Local Government Act requirements. There is a separate Protocol for section 223 submissions.

- **Prior Planning and Notice to Submitters:**

Submitters are to be advised at least one week in advance of the date and time of the meeting where and when their submission will be heard. They should also be advised that 10 minutes will be allocated for their presentation and if it is different to their original written submission, a further written copy must be provided prior to the meeting.

The relevant Council Officer should advise that where a group submission is received, the group should nominate a spokesperson for the group and this Council Officer will brief submitters on how the meeting is run – i.e. the relevant meeting processes and protocols. The relevant Council Officers should also provide the Chairperson with a list of the names of the submitters and the order in which they will speak.

- **Chairperson to outline the process:**

The Chairperson is to provide the meeting with an introduction to the item and advise the meeting that only prior submissions made on the items will be heard.

The Chairperson should:

- Inform the submitters that they will be called upon one at a time to make their presentations from the centre desk and to use the microphone provided
- Advise submitters that a 10-minute limit applies to each presentation and they should keep points relevant to the issue, and not to repeat points made by other submitters if there is more than one submitter
- Advise that a decision on the item will be made at a future meeting after Council has considered all submissions received and all other relevant information
- The Chairperson will call for a mover and seconder to the motion to hear the submissions and then ask the first submitter to make his/her presentation, and
- After each presentation is heard, the Chairperson will ask Councillors if there are any questions of the submitter. Councillors should ask questions that display active listening and empathy for the individual/groups' concerns and should not make contradictory remarks. Any additional views or information will be addressed in the subsequent report to Council where the submissions will be considered.

- **Chairperson to conclude the Submissions:**

After all listed submissions have been heard, the Chairperson may call for any further submissions from the gallery. Once all submissions have been heard the Chairperson will thank all submitters for their presentations and advise that their concerns will be considered in Council's decision, which will be made at future meeting of Council.

- **Consideration of Submissions:**

A subsequent report is to be presented to Council detailing the consideration of all submissions received, both written and oral, and the basis on which the Council Officer's recommendation is made.

Where an issue is complicated and needs additional consultation then further issue based meetings should be arranged.

All submitters must be notified of the meeting date at which Council will consider the submissions and make its final decision on the issue. Submitters should also be provided with a copy of the Officer's Report.

- **Notice of Decision to Submitters:**

All submitters must be advised in writing of Council's final decision on the matter and the reasons for the decision.

GUIDELINES FOR SUBMITTERS MAKING SUBMISSIONS AT COUNCIL MEETINGS 2013

The Local Government Act 1989 provides specific instances where a Council must give public notice of a particular proposal and gives a right to any person to make a submission under section 223 of the Act¹. When that occurs, the requirements of the Act must be complied with.

The legislative requirements applying to submissions (under section 223) include:

- There will be a public notice in newspapers circulating in Wyndham City.
- The public notice will contain information that:
 - Advises in sufficient detail the matter that a person can make a section 223 submission on. In some cases, the legislation prescribes additional information that must be provided in the notice
 - Advises that a person making a submission can request to be heard in person or to be represented by a person named in their submission; and
 - The date by which submissions must be received by Council.

The public notice must also contain information about the day, time and place of the meeting at which submissions will be heard. It should also include advice that the meetings of Council are open to the public (unless grounds for closing the meeting apply) and that copies of submissions made under section 223 are made available for inspection.

In each case where section 223 submissions can be made Council will consider how information containing personal information about submitters will be handled while complying with legislative requirements at the same time.

Planning for the Hearing of Submissions:

A person who has requested to be heard in their written submission must be provided with an opportunity to be heard.

Where a person has advised in their submission that they wish to be represented by a person who is named in the submission, that opportunity must be provided.

A person who has requested to be heard must be given reasonable notice of the day, time and place of the meeting at which submissions will be heard if that has not already been provided in the public notice.

¹ See Local Government Victoria, *Governance Practice Note 4, October 2011*.

Where a submitter is a community group, it is preferable that the group select a spokesperson to make the submission and that Council be provided with the name and contact details of that spokesperson before the meeting at which submissions will be heard.

The process at meetings:

Submissions will be heard at Council Meetings. Reports for hearing submissions are listed on the Agenda as the first item of business. These reports summarise the submissions received and list the names of the submitters that will be making a presentation to Council at the meeting. Copies of all submissions received on a proposal are attached to the reports.

At the meeting, the Chairperson will introduce the item and advise submitters that they will be called upon one at a time to make their presentations from the centre desk.

Submissions will be heard in the order that they are received.

Submitters are allocated 10 minutes in which to make their submissions to Council. Depending on the number of submissions received on a particular issue, the presentation time may need to be reduced to enable all submissions to be heard at the meeting. If this is necessary, submitters will be advised.

At the conclusion of a submission, the Chairperson will ask Councillors if they have any questions on the submission.

A copy of the oral submission must be provided to Council if it is different at the meeting to the written submission.

A decision will not be made at the meeting at which submissions are heard but will be considered at a future Council meeting which will be open to the public.

How to maximise presentations to Council

The following points may assist presenters to maximise the benefits from the time available to make an oral submission:

- Start with primary messages. What is the purpose of your presentation and what do you wish to achieve?
- Plan submissions so they can be delivered in the time available. Councillors faced with a large agenda are rarely impressed with presenters who cannot make their point succinctly and in reasonable time.
- Think about the issues from the viewpoint of Councillors and staff. What will they want to know and what do you expect from Council.
- Avoid jargon and keep the messages clear. Councillors come from a range of vocational backgrounds. Some will understand jargon very clearly, while the message may be lost on others less familiar with your issue.
- If planning to use visual presentations or maps, advise Council staff well in advance that the appropriate technology or equipment can be provided. Arrive 15 minutes early to assist with set up and testing of presentations prior to the meeting. Backup options are helpful, if the technology fails.

After the meeting:

A report will be presented to a subsequent Council Meeting on the proposal detailing the consideration of all submissions received, both written and oral, and the basis on which the recommendation is made.

Any person who has made a submission, or the nominated representative of a person or a group:

- (a) Will be advised of the Meeting date and time of the meeting at which Council will make a decision; and
- (b) Will be notified of the Council decision and the reasons for it.