

Public Participation During Council Meetings



Are you here tonight to ask a question during the Council Meeting?

1. At the beginning of the Council meeting (at Item 2 on the Council Meeting Agenda) there is a 15 minute segment allocated to allow any member of the public ('the Gallery') to ask questions
2. At Item 2, the Mayor will read a statement and ask if there is any person present who wishes to ask a question
3. Please raise your hand if you have a question. The Mayor will ask your name and invite you to the lectern (located on the right hand side of the Chamber) to ask your question
4. This **is not** a time to make a Deputation, have intense discussion or debate or provide a preamble or background information – **it is simply to ask questions**
5. The difference between a Deputation and a question, and the process for making a Deputation, will be explained in a moment
6. A question must be presented with courtesy and respect and must not be of a personal, intimidating or vexatious nature
7. Questions are not restricted to Council meeting agenda items but they must be relevant to this Council or be within the jurisdiction of this Council
8. Any questions outside of this policy will be disallowed

Public Participation During Council Meetings



9. The council meeting minutes will reflect who asked a question, the topic, and if a response was provided
10. Should the question not be able to be answered, the question will be noted by the Minute Secretary for further investigation and responded to by administration staff at a later date
11. It is the responsibility of the person asking the question to provide their name and contact details to the Minute Secretary
12. At the end of the meeting there is an opportunity for questions regarding items on tonight's agenda
13. Council Members and staff appreciate opportunities to respond to questions outside of council meetings, as this can allow for a considered response to complex questions, or information collection for questions requiring investigation
14. Refer to Appendix 4 "Code of Practice for Meeting Procedures" (the Code) for information about questions from the Gallery
15. The Code is available to view on the table to the left of the Council Chambers entrance doors (and on council's website) – please do not remove this copy.
16. Please refer to the '**Public Participation During Council Meetings**' handout available on the table to the left (as you enter) of the Council Chambers' entrance doors for a hard copy of the information displayed on this screen

Public Participation During Council Meetings



Are you here tonight to make a Deputation?

Please note: You cannot make a deputation tonight unless your name, or that of the organisation you represent, is listed on the agenda for tonight's meeting.

17. If you are listed on the Agenda, the Minute Secretary will be expecting you
18. Please make yourself known to the Minute Secretary (or any Council Staff Member present in the Chamber) who will assist you further
19. If you are not listed on the Agenda, but wish to make a Deputation, please note the following information for future reference
20. Deputations (R11) are an important part of community participation in the decision-making process, providing individuals or groups in the community with an opportunity to present their opinions to the meeting
21. The Local Government (Procedures at Meetings) Regulations 2013 (the Regulations) provide that a person who wishes to appear as a Deputation and address the Council meeting on a matter **must make the request in writing (R11)**
22. This is explained further in the "Code of Practice for Meeting Procedures" which is available on the table to the left (as you enter) of the Council Chambers' entrance doors
23. Refer to The Code's Appendix 6 "Template for Deputations" for information regarding the Deputation process

Public Participation During Council Meetings



24. Please refer to the '**Public Participation During Council Meetings**' handout available on the table to the left of the Council Chambers' entrance doors for a hard copy of the information displayed on this screen

What is the difference between a Question from the Gallery, and making a Deputation?

25. The two main differences have regard to public notification, and time allowed

Public Notification

26. It is necessary to make a formal request in advance of the meeting to make a Deputation (R11), so that the topic can be listed on the council agenda, allowing members of the public who have an interest in the subject matter to consider attending the meeting to hear the deputation
27. A question from the public (gallery) at the meeting does not require a formal request, nor does it offer this advance notice of a question's subject matter

Time Allowed

28. Deputations are allowed 5 minutes per Deputation, plus time for questions from Council Members
29. Questions from the Gallery is a 15 minute (in total) segment at the beginning of the meeting to allow members of the public in attendance (the Gallery) to ask questions. A preamble or background to your question is not permitted - it is simply a time to ask questions

For more Information about how you can be involved in Council Meetings, please visit Council's website www.mountbarker.sa.gov.au and go to: Council, Council Meetings – this is where information can be found regarding Deputations and Petitions, and Council's Code of Practice Meeting Procedures