

Corporate Plan Reference:	Theme No.5 – Excellence <i>Objective 5.5: Provide robust and transparent governance systems to build and strengthen community trust, supported by the implementation of an enterprise risk and opportunity management framework</i>
Endorsed by Council:	17 October 2024
Policy Author:	Chief Executive Officer

POLICY STATEMENT

Deputations play an important role in community engagement and allow community members to express their views on record, directly to elected representatives. It ensures that diverse perspectives are heard and considered and is one of many ways our community can engage with Council.

This document should be read in conjunction with Standing Orders for Council Meetings Policy.

PURPOSE

The purpose of Council's Deputations Procedure is to detail the format and requirements for the conduct of Deputations that are submitted for and presented to Council meetings. Deputations are one way for residents and ratepayers to raise genuine issues within the jurisdiction of Council that are of concern to them, however some exclusions may apply. Deputations provide Council with another mechanism to identify issues of importance to the community.

SCOPE

Deputations by community members and/or community groups apply to Standing and Ordinary meetings of Council and exclude Council's Special meetings.

REVIEW

This document will be reviewed once per Council term (every four years) or as required from time to time. As this is a new Procedure it is recommended that it is reviewed annually to determine its effectiveness and suitability.

DEFINITIONS

Term	Meaning
Noosa Shire Council	The organisation of the Noosa Shire as established by the <i>Local Government Act 2009</i> in Queensland
CEO	Chief Executive Officer of Noosa Shire Council
Councillors	Elected representatives who set the strategic direction for the organisation, monitor performance, liaise with stakeholders and represent our Shire

COUNCIL PROCEDURE

Presenters of Deputations and Councillors should be aware that the protection of Parliamentary privilege does not apply to local government, and any statements or discussion at a Council meeting or any documents produced are subject to the laws of defamation.

Deputations will be conducted in accordance with the following procedure document:

1. Up to 15 minutes will be allocated per deputation at each Meeting for members of the community to present deputations. A maximum of 3 deputations per meeting are allowed.
2. A community member wishing to present a deputation at a Standing Committee or Ordinary Meetings of Council shall apply in writing to the CEO not less than five (5) business days before the meeting utilising the application form available on Council's website.
3. The applicant must provide Council with the deputation topic and background material, whereby the CEO, on receiving an application for the deputation, shall notify the Chairperson who, in conjunction with the CEO, shall determine whether the deputation may be heard. The CEO shall inform the applicant of the determination in writing.
4. Where it has been determined that a deputation be heard, the deputation, names and topic of the presentation will be included in the public agenda for the meeting and recorded in the Minutes.
5. Deputations on specific development applications or other statutory applications before Council are not permitted.
6. Deputations should primarily, but not exclusively, pertain to matters relevant to local government or the community.
7. During the Deputation the Chairperson may terminate an address by a person in a deputation at any time where:
 - a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - b) the time period allowed for a deputation has expired;
 - c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members;
 - d) a member of the deputation other than the appointed speakers interjects or

- attempts to address the Council;
- e) the person uses words or actions that discriminate or vilify based on a person's race, religion, sexuality or gender identity.
8. At the completion of the deputation Council Officers may be given the opportunity to address issues raised.
 9. If an applicant misses the deadline for a specific meeting, the applicant may request that the deputation be heard at the next available Meeting.
 10. Deputations will be recorded and form part of the recording that is uploaded and available to the Community on Council's website however noting that the applicant presenting will remain off camera.
 11. Deputations are to be presented verbally and in person. If there is any other supporting documentation, for example PowerPoint presentations, images, etc., that are relevant to the Deputation then this can be provided to Council following the meeting.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

Standing Orders for Council Meetings
 Human Rights Policy
 Local Government Act 2009
 Local Government Regulation 2012

HUMAN RIGHTS STATEMENT

In developing this policy the subject matter has been considered in accordance with the requirements of the Queensland Human Rights Act 2019. It is considered that the subject matter does not conflict with any human rights and supports a human rights approach to decision making by Council.

Council representatives will endeavour to act and make decisions under this policy in a manner that is compatible with human rights. In particular, representatives will endeavour to:

- identify relevant human rights which may be affected by the action or decision;
- give proper consideration to the impact of its actions and decisions on human rights; and
- ensure that any conduct or decision by Council which limits an individual's human rights is reasonable and justifiable.

This policy should be read in conjunction with Council's Human Rights Policy.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	New procedure	Y	Council	17/10/2024