

# Council and Committee Meetings:

## FACT SHEET



### Availability of meeting documentation

Documentation is generally circulated to Councillors six calendar days prior to a meeting, and made publicly available by 2pm, five days prior to the meeting. A copy of documents can be inspected at the Front Desk of the Town Hall Administration building or at [www.melbourne.vic.gov.au/committees](http://www.melbourne.vic.gov.au/committees)

Alternatively, documents can be obtained in hard copy by contacting Council Business on 9658 9658 or emailing [com.meetings@melbourne.vic.gov.au](mailto:com.meetings@melbourne.vic.gov.au)

### Availability of minutes of meetings and recordings

Audio recordings of open Council and \*committee meetings will be uploaded to Council's website as soon as practicable (all efforts will be made to do this the day following the meeting). The unconfirmed minutes of meetings will be available from Council's website as soon as practicable after the meeting.

Minutes remain unconfirmed until the next appropriate meeting of the Council/committee where they are then signed and confirmed as being an accurate record of proceedings. However, the resolutions made by the Council or committee (where not proceeding on to Council) are actioned.

### Referral Notice Process

Where a decision of a committee is made under delegation with less than six members voting in favour of it, the referral notice process is triggered.

This means a Councillor has 48 hours (from the draft minutes being made available) to request that the item be listed for consideration at the next scheduled ordinary meeting of the Council.

### Loss of quorum: conflict of interest

Where a loss of quorum is imminent due to Councillors having conflicts of interest, the following options are available:

**Note:** \*committee refers to Future Melbourne Committee

- Council could resolve to seek an exemption from the Minister for Local Government for any Councillor in regard to their conflict of interest.
- If the CEO receives declarations of conflict of interest from six Councillors he can write to the Minister seeking and exemption for those Councillors.
- If the matter is one that could be determined by a delegated officer, the matter could be determined under delegation.

### Attending meetings and asking questions

Members of the public may ask questions at Ordinary committee meetings. A 15 minute period shall be provided for questions at the beginning and end of the meeting. Questions should not be greater than 90 seconds in duration and should not relate to items on the agenda.

If you can't attend or you don't wish to publicly ask your question at a meeting, you can submit your question online via the link on the webpage of the relevant meeting. **Questions must be submitted no later than 10am on the day of the meeting.**

If time permits, your question will be read out and addressed at the meeting. You will not be provided with a written response to your question but you can view the livestream or the minutes of the meeting to review the response.

If there is insufficient time for your question to be addressed at the meeting, it will be taken on notice and you will receive a verbal or written response.

### Attending meetings and making submissions

Any person may submit an item of correspondence (to Council or committee) or a request to address a committee with respect to an item listed on an agenda. **Items of correspondence and requests to address a committee must be submitted by no later than 10am on the day of the scheduled meeting.** We encourage you to make your submission as early as possible. There is no guarantee presentations received after 4pm will be available at the meeting

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**Public questions, submissions or requests to be heard are to be made in writing via one of the following methods:**

<b>Online:</b>	Via the form on the relevant <a href="#">meeting page</a>
<b>Mail:</b>	Director Governance GPO Box 1603 MELBOURNE VIC 3001

The practice of the committee is to limit submitters to three minutes and committee encourages those submitters presenting a common position, to either nominate a single submitter on the group's behalf, or ensure there is no repetition of points made.

The Chair will invite submitters to address the committee after the Council officer has presented the item. Submitters will be heard in the order of submissions received and must be present at the time the relevant item is considered by the committee or their opportunity to address the committee is forfeited.

Where there is significant public interest in a particular matter the order of business may be altered by the committee. The committee may decide not to hear submitters in relation to a matter which is deferred.

Please be aware that written submissions form part of the public record of the proceedings of the meeting and will be published on Council's website (accessible worldwide) for an indefinite period. A hard copy will also be made available for inspection by members of the public at Council offices, in accordance with the requirements of the *Local Government Act 2020*.

## **Presenting to Committee**

A variety of audio/visual equipment is available for use in the Council Meeting Room. Any presentations in electronic format must be received by Council Business by **2pm on the day of the meeting**.

Please email your presentation to [com.meetings@melbourne.vic.gov.au](mailto:com.meetings@melbourne.vic.gov.au) Please indicate in your submission the equipment you would like to utilise during your presentation. Council officers cannot accept presentations provided on USB devices (or the like) at the meeting (or just before) as all audio visual presentation material must be integrity checked in advance.

## **Conduct at meetings**

Members of the public attending Council and committee meetings are expected to behave respectfully at all times.

You are not permitted to engage with the Councillors or Council Officers during the course of the meeting unless called on to ask a question during public question time or to make a submission on an agenda item.

You are expected to be respectful to Councillors when asking a question or making a submission.

In particular, you are to refrain from making adverse comments about individual officers. Officers are employees who have a right to be safe and treated with respect at their workplace.

If you have a complaint about the conduct of an individual officer, please direct that complaint to the Council's Chief Executive Officer, preferably in writing.

You may be asked to leave the meeting if your behaviour is considered inappropriate, disruptive or rude.

## **More information**

For further information please visit [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au) or telephone 9658 9658.