

	<h1 style="text-align: center;">Councillor Speaking Opportunity Protocol</h1>
<b>Version No.</b>	V1.1 10 September 2019
<b>Endorsement</b>	Policy Review Committee - 27 November 2019
<b>Authorisation</b>	Council - 9 December 2019
<b>Review date</b>	30 September 2021
<b>Responsible officer</b>	Chief Executive Officer
<b>Policy owner</b>	Manager Legal & Governance

## 1. Purpose

To inform arrangements pertaining to Councillor speaking opportunities.

## 2. Scope

This protocol may only be actioned by Councillors. The protocol must be observed by Council Officers.

## 3. Definitions

Word/Term	Definition
Priority order	The sequence in which speaking opportunities are allocated.
Priority Councillor	The Councillor who has the opportunity to speak in accordance with the priority order.

## 4. Protocol

The speaking opportunity priority order is:

1. Mayor
2. Deputy Mayor
3. Councillors, as determined sequentially by most recent Mayors, then most recent Deputy Mayors
4. Earliest elected to Council.

No Mayor or Councillor may direct an alternative priority order not provided for within this protocol.

### 4.1 Multiple speaking opportunities

Should an event have more than one speaking opportunity for Councillors, then positions will be allocated according to protocol until all speaking positions are fulfilled.

### 4.2 Refusal

Councillors retain the right to refuse any speaking opportunity in which they are designated as priority Councillor.

Should a priority Councillor refuse the speaking opportunity, then priority passes to the next Councillor according to protocol.

#### **4.3 Specific requests**

Where a specific request (by name) for a Councillor or Councillors has been received from an external party, the request must be considered by the Mayor for their consent. Should consent not be granted, the protocol will apply.

Where the requested Councillor or Councillors are not available to speak, or refuse the opportunity, then priority passes to the next available Councillor or Councillors according to protocol.

#### **4.4 Appointment**

Should a Councillor other than the Mayor be Chairperson of a Committee of Council, then at a specific designated event for the Committee, the respective Chairperson will be elevated to priority behind the Mayor or Deputy Mayor. Standard protocol consequently applies.

#### **4.5 Suspension of protocol**

Should Councillors invited or present at any function choose to suspend this protocol and amicably negotiate speaking positions, they may do so only if Councillors agree. If there is not full agreement between Councillors present at the function, this protocol remains operative.

#### **4.6 Circumstances not provided for**

Should any circumstance arise for which this protocol does not provide, the Mayor may exercise discretion as to how the circumstances will be resolved.

### **5. Responsibility/Accountability**

<b>5.1</b>	<b>Chief Executive Officer</b>
	<ul style="list-style-type: none"><li>The Chief Executive Officer is responsible for providing professional advice and guidance to Councillors regarding this policy.</li></ul>
<b>5.2</b>	<b>Manager Legal &amp; Governance</b>
	<ul style="list-style-type: none"><li>The Manager Legal &amp; Governance policy is responsible for the maintenance, currency and promotion of this policy</li></ul>
<b>5.3</b>	<b>Councillors</b>
	<ul style="list-style-type: none"><li>Councillors are responsible for operating in accordance with this policy, and providing feedback to the policy owner.</li></ul>

## 6. References and links to legislation and other documents

Name	Location
Councillor Code of Conduct	Policy and Procedures Intranet <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Meeting Procedure Local Law 2013	Council website <a href="https://www.melton.vic.gov.au/Council/About-Council/Council-meetings">https://www.melton.vic.gov.au/Council/About-Council/Council-meetings</a>