

Request to Address Council in Public Forum

DATE OF COUNCIL MEETING:/...../.....

NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

Agenda item number(s) to be addressed (Max 2 items) _____

Are you speaking for or against the item? _____

Are you a legal representative acting on behalf of others? _____

If so, who are you representing? _____

NOTE:

As per Councils Code of Meeting Practice, adopted 22 November 2021, Council may hold a Public Forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to Extraordinary Council meetings and meetings of committees of the Council. Public forums are not held as part of a Council or committee meeting. Council or committee meetings are reserved for decision-making by the Council or committee of Council.

To speak at a Public Forum, a person must first make application to the Council in the approved form. Applications to speak at the Public Forum must be received by **4.00pm on the Friday** before the meeting before the date on which the Public Forum is to be held. The item of business on the agenda of the Council meeting the person wishes to speak on must be identified on the form, and whether they wish to speak 'for' or 'against' the item. Public Forums may be held by audio-visual link.

A person may apply to speak on no more than two (2) items of business on the agenda of the Council meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The General Manager or their delegate may refuse an application to speak at a Public Forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

Approved speakers at the Public Forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.

The General Manager or their delegate is to determine the order of speakers at the Public Forum.

Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson.

Speakers at Public Forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.

Speakers are under no obligation to answer questions put to them by Councillors. Answers by the speaker, to each question are to be limited to five (5) minutes.

Speakers at Public Forums cannot ask questions of the Council, Councillors or Council staff.

The General Manager or their nominee may, with the concurrence of the Chairperson, address the Council for up to five (5) minutes in response to an address to the Council at a Public Forum after the address and any subsequent questions and answers have been finalised.

Where an address made at a Public Forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.

When addressing the Council, speakers at public forums must comply with Councils Code of Meeting Practice and all other relevant Council Codes, Policies and Procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

In the event where the chairperson considers that a speaker at a Public Forum has engaged in disorderly conduct, publicly alleged breaches of the Council's Code of Conduct or made other potentially defamatory statements, processes for the management of such conduct are provided for in Councils Code of Meeting Practice.