

Public Forum Guidelines

1. Members of the public shall have the opportunity to address Council on any local government issue at the commencement of the Council meeting. The following procedures shall apply in relation to the Public Forum: -
2. Persons interested in addressing Council are to be in the meeting room 15 minutes prior to the commencement of the meeting and must convey to the General Manager their wish to address Council and on what particular issue.
3. Addresses are to be for a maximum of three (3) minutes in length with the total time allowed for open forum session being 15 minutes.
4. Should there be more than one person wishing to address Council on an issue, then those persons are to nominate one person to represent the group (only applies on those occasions where the total group time would exceed 15 minutes).
5. The Chairperson may ask staff to comment on an issue, or if investigation is required, a report to a subsequent meeting may be required.
6. No motions or resolutions are moved during open forum time.
7. Questions are directed to the Chairperson who only shall respond, however, staff may be requested by the Chairperson to respond on his/her behalf.
8. If no person is in the gallery at the starting time of the meeting who wishes to address the meeting, the next item on the Agenda is proceeded with.
9. Written material submitted during the open forum session is to be tabled only and used for a subsequent report if necessary.
10. Open forums to be publicly advertised in conjunction with the Council meeting notice.
11. The General Manager, on behalf of the Council, at all times retains the discretion to refuse a person the opportunity to address Council.
12. Any person making use of the open forum is required to observe the same standards required of a Councillor. Specifically, he or she shall: -
 - a) obey the directions of the Chairperson; and
 - b) not use any behaviour or language inconsistent with good order and decorum; and
 - c) not make personal reflections or impute improper motives to Councillors and staff.