

GUIDELINES FOR SPEAKING AT A COUNCIL MEETING

Members of the community have an opportunity to speak to the elected Councillors on the day of an Ordinary Council Meeting.

You can speak on either:

1. An item of interest to you that is not on the Agenda (our Open Forum)

OR

2. An item that is on the Agenda of that day's meeting (our Public Forum)

HOW TO SPEAK TO AN ITEM NOT ON THE AGENDA (OUR OPEN FORUM)

- You need to have submitted your Request to Speak by no later than 12noon Wednesday the week prior to the meeting.
- You may only apply to speak on one (1) matter – you cannot speak regarding the same matter more than once.
- PowerPoint presentations and written material are permitted as part of your request to speak. Should you wish to utilise these materials in your address, you must provide the material at the same time you register to speak. The General Manager or their delegate may refuse to allow such material to be presented.
- Your request to speak must be approved by the General Manager in consultation with the Mayor and there can only be four (4) speakers at each Open Forum.
- You will be advised of the outcome of your application by close of business the Friday prior to the Council Meeting.
- The session will be chaired by the Mayor who will let you know when it is your turn and when your time is up.
- You are allowed a maximum of four (4) minutes to address Council and this will be timed. You will hear a bell when you have one (1) minute to go.
- Speakers are not permitted to ask questions of Council, Councillors or staff.
- Councillors may ask questions of you.
- The Open Forum is not livestreamed and you cannot attend remotely.

WHAT YOU ARE NOT PERMITTED TO RAISE AT AN OPEN FORUM SESSION

- Any matter relating to an application, being a development application or an approval/permit sought associated with development on land that is currently lodged and being considered by Council.
- Any matter that could be considered unlawful.
- Any matter that is currently the subject of legal action.
- Any matter that may be the subject of a claim against Council or may be subject of review/assessment by Council's insurers either pre, current or post assessment.
- Any matter that relates to the performance of an individual staff member.

HOW TO SPEAK TO AN ITEM ON THE AGENDA (OUR PUBLIC FORUM)

- You need to have submitted your Request to Speak by no later than 12noon the day before the meeting.
- You can apply to speak on up to two (2) items on the one day.
- The Public Forum is livestreamed and recorded. In applying to speak at this forum you are agreeing to being recorded. There is also the ability to attend the Public Forum via audio-visual link (i.e. Zoom). You will need to advise this is how you wish to attend when making your application.
- PowerPoint presentations and written material are permitted as part of your request to speak. Should you wish to utilise these materials in your address, you must provide the material no less than two (2) days before the Public Forum. The General Manager or their delegate may refuse to allow such material to be presented.
- Your request to speak must be approved by the General Manager in consultation with the Mayor and there can be no more than three (3) speakers 'for' and three (3) speakers 'against' each item.
- You will be advised of the outcome of your application by close of business on the day prior to the Council Meeting.
- The session will be chaired by the Mayor who will let you know when it is your turn and when your time is up.
- You are allowed a maximum of four (4) minutes to address Council and this will be timed. You will hear a bell when you have one (1) minute to go.
- Speakers are not permitted to ask questions of Council, Councillors or staff.
- Councillors may ask questions of you.