

TEMORA SHIRE COUNCIL

PUBLIC ADDRESSES TO COUNCIL INFORMATION SHEET



What is Council's Policy?

Council's policy provides that any member of the public may address Council at the commencement of meetings on any Local Government issues or issue that Council may be concerned with, with the exception of:

- Personnel matters concerning individuals;
- Personal hardship of any resident or ratepayer;
- Information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting or proposes to conduct business;
- Commercial information of a confidential nature that would:
 - Prejudice the commercial position of the person who supplied it;
 - Confer a commercial advantage on a competitor of the Council;
 - Reveal a trade secret.
- Information that would prejudice the maintenance of law.
- Matters affecting the security of Council, Councillors, Council staff or property.
- Be contrary to the public interest.

The Public Forum will be held on the third Thursday of each month at 4.00 pm. It is suggested that speakers arrive at 3:50 pm and take a seat in the gallery.

Council must be informed of your need to address Council at least (forty-eight) 48 hours before the meeting, and of the issue to be addressed, by filling out the Public Forum Application. Any handouts to be provided to Council must be provided at the time of application.

Public addresses are generally limited to ten (10) minutes unless varied by the Chairman should circumstances dictate. A bell will be signalled at eight (8) minutes to warn the speaker they have two (2) minutes left.

Where should I wait to address Council prior to the Meeting?

Members of the public who have nominated to address Council should be seated in the public gallery area shortly prior to the commencement of the meeting or public forum. If there is a delegation, one member must be nominated as the spokesperson.

How will I know when to address Council?

Shortly after the commencement of the meeting or public forum, the Chairman will call on the spokesperson to address the Council. Persons called should make their way to the front of the Chamber where directed by the Chairman or staff. If an electronic presentation is to be made, this must be provided to Council prior to the commencement of the Council meeting.

When can I commence my address?

The Chairman will acknowledge your presence and ask you to commence your address which should generally run for no longer than ten (10) minutes (excluding questions). No documentation may be presented at the meeting without prior arrangement. In this instance 16 copies should be provided with the forum application form

General Issues

As meetings are open to the public and press will be present your remarks will likely be reported. There is no parliamentary or other privilege attached to Council meetings, hence no protection is available for slanderous or libellous remarks.

What protocol should be observed?

During your address you should maintain accepted protocol and identify the elected members as "Councillors" or "Mayor", and you should address the comments through the Chairman.

Will any questions be asked of me?

At the conclusion of your address, the Chairman will determine if Councillors wish to ask any questions of you and you should respond to these through the Chairman.

What should I do at the end of my address?

The Chairman will thank you for your address and you may either return to the public gallery area or leave the Chamber if you wish.

When will the matter be considered by Council?

It is unlikely that Council will consider an item of Business Without Notice at the meeting in which it was raised. Occasionally, if the matter is deemed urgent, it may be considered in the Business Without Notice section of the meeting.. This occurs at the end of the open Council Meeting.

If the item to be discussed at the forum is an agenda item, the matter will be considered in the normal course of business.



PUBLIC FORUM

MEETING DATE:/...../.....

ISSUE TO BE DISCUSSED:

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COMMENTS (OPTIONAL):

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Spokesperson Name:

Signed:
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(Please print name)

Address:
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Note: Please refer to the other side of the form for regulations governing the public forum.

Any deputation shall be limited to a maximum of four people and a spokesperson must be nominated,

Addresses will generally have a time limit of 10 minutes unless varied by the Chairman should circumstances dictate