



## PUBLIC ADDRESS SESSION GUIDELINES

**Persons wishing to participate in the Public Address Session, must complete the required form by no later than 5.00pm on the working day prior to the day of the meeting, (see attached “Public Address –Application Form”)**

Council's policy guidelines in relation to the Public Address Session at Council meetings are as follows:

- i. Persons (or a representative nominated on **their** behalf) are permitted to make submissions to Council subject to these guidelines. All applications must be in respect of current meeting agenda items.
- ii. The General Manager or the Director Customer & Corporate Strategy may amend the required form from time to time.
- iii. All speakers are requested to attend Council 10 minutes prior to the scheduled meeting start time to register their attendance for the public address session. Speakers who fail to register may not be permitted to speak.
- iv. All speakers are limited to 4 minutes, with a 1 minute warning given to speakers prior to the 4 minute time period elapsing.
- v. Council may by resolution extend the time provided to any one speaker by up to 2 minutes on only one occasion.
- vi. Speakers are limited to one topic per Public Address Session. Only 7 speakers can be heard at any meeting. A limitation of 1 speaker for and 1 speaker against on each item is in place. Additional speakers, either for or against, will be identified as 'tentative speakers' or should only be considered where the total number of speakers does not exceed 7 at any given meeting.
- vii. Speakers must:
  - a. restrict their statements and comments to the subject of debate and topic of the address;
  - b. must only speak in relation to the subject stated on their application;
  - c. only speak on matters listed on the agenda/business paper for the Council meeting date stated on their application.
- viii. Speakers must not debate any issue with Councillors and staff and neither the Mayor nor Councillors will be required to answer questions during the Public Address Sessions.
- ix. The Chairperson is able to ask questions of the speaker on a point of clarification at any time.
- x. Where a member of the public raises a question during the Public Address segment, a response will be provided where Councillors or staff have the necessary information at hand; if not a reply will be provided at a later time. There is a limit of one (1) question per speaker per meeting. Questions should not:
  - a. seek legal opinion to be provided by Council;
  - b. contain any names of persons unless they are necessary;
  - c. contain argument, inferences, or imputation;
  - d. refer to confidential matters that have or will be discussed by Council in closed session, or refer to any confidential matter as identified in section 10A (2) of the Act.
- xi. Speakers at the Public Address Session may be stopped by a point of order ruling from the Mayor/Chairperson for any breach of the Public Address Session Guidelines.
- xii. Speakers should exercise particular care to comply with the Code of Meeting Practice.
- xiii. Speakers must refrain from making personal criticisms and revealing the identity of staff members.
- xiv. Public Addresses are recorded for minute taking and webcasting purposes and it is a condition of speaking that speakers consent to being webcast (including being recorded) as part of the Council meeting. It should be noted that speakers at Council meetings do not enjoy any protection from parliamentary-style privilege. Therefore they are subject to the risk of defamation action if they make comments about individuals. In the event that a speaker makes potentially offensive or defamatory remarks about any person, the Mayor/Chairperson will ask them to refrain from such comments. The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker continues to make inappropriate or offensive comments about another person.

An officer of Council will be available any working day to assist intending participants in completion of the forms (excluding the day of the meeting).