



Guidelines for Public Forum Presentations

In the case of an ordinary meeting of Council or the Strategic Planning & Development Policy Committee (SPDPC), members of the public may be permitted to address or ask questions of the Council on a relevant and/or timely topic. The Presiding Member will determine if an answer is to be provided.

The guidelines which apply to Public Forum are:

- People wishing to speak in the public forum must advise the Presiding Member of their intention at the beginning of this section of the meeting. Those who do not flag their desire to speak at this time will only be permitted to speak at the discretion of the Presiding Member.
- Each presentation in the Public Forum is to be no longer than five (5) minutes (including questions), except with leave from the Council.
- The total time allocation for the Public Forum will be ten (10) minutes, except with leave from the Council/SPDPC, in which case the time allocation can be increased.
- If a large number of presentations have been requested, with leave from the Council/SPDPC, the time allocation of five (5) minutes may be reduced.
- All presentations are to be conducted in an orderly manner and should reflect levels of formality appropriate to the nature and scope of the Council/SPDPC meeting.
- Any comments that may amount to a criticism of individual Council Members or staff must not be made. Any such criticism or comments should properly be directed in writing to the CEO.
- Council/SPDPC meetings are open to the public and there is unlikely to be any legal protection or other privilege attached to any statements made during this forum. This means that anything said during the forum is subject to the normal laws of defamation. Consequently all speakers should take care in the statements they make and how they make their address.
- Members may ask questions of all persons appearing relating to the subject of their presentation.