



Public Forum Policy Guidelines

Date policy was adopted:	8 June 2016
Resolution number:	026/16
Next Policy review date:	June 2018
Reference number:	C1686624

Public Forum Policy Guidelines

1. OUTCOMES:

To outline the guidelines for presentations and question time at a Public Forum.

2. POLICY:

This Policy provides the opportunity for members of the public to ask questions and address Council in a public forum on the second and fourth Wednesdays of each month between at 5.20pm-5.30pm prior to the commencement of Council's Ordinary meetings.

3. DEFINITIONS

Nil.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

The policy provides for up to 10 minutes for the Forum with a maximum of 3 minutes for each person.

All presentations/questions must comply with Council's Code of Conduct and Code of Meeting Practice.

These guidelines aim to assist members of the public with the procedures for submitting questions and making a presentation and the content of presentations.

5. CONTENT:

1. Any person seeking to ask questions or make a presentation must register with the Office of the General Manager by 5.00pm on the Wednesday prior to the Public Forum.

Registration should be on the form provided for this purpose and include –

- Name, address and contact details
- Content details
- Questions or Presentation summary (if necessary)

Registration can be made earlier by letter or email.

2. In determining the persons able to present at the Forum the following will be considered –
 - In the event of more than two persons seeking to make a presentation the order will be determined by ballot.
3. If the General Manager, following consultation with the Mayor, is of the opinion that a presentation or questions are likely to breach the Code of Conduct and/or Code of Meeting Practice the opportunity to make a presentation at the Public Forum will be declined.
4. Presentations/Questions at a Public Forum cannot be in relation to –
 - A staff matter, as there is a separate process to deal with these matters via the General Manager.
 - A conduct issue in relation to a Councillor or General Manager as there is a separate process to deal with these matters via the Code of Conduct


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- A complaint that has been lodged for investigation.
 - A matter that may have been dealt with in Closed Session of a Council Meeting.
 - A matter that is the subject of litigation, potential litigation or that requires a legal opinion to be obtained.
 - An operational matter that should have been directly taken up with the General Manager or Department Head.
5. At the Public Forum for those who have lodged questions prior to the Forum, copies of the responses will be available in hardcopy and will also be published on the Council's website.
 6. Members of the public wanting to make a presentation will be allowed 3 minutes for their presentation. There will be no extensions of time in order that the Public Forum is completed by 5.30pm.
 7. No other questions can be introduced at the Public Forum.
 8. If a member of the public behaves in such a way that would breach Council's Code of Meeting Practice then that individual will be removed from the Public Forum and future attendance by them reviewed.

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POLICY:-	
Policy No:	
Policy Title:	Public Forum Policy Guidelines
Date Policy was adopted by Council:	8 June 2016
Resolution Number:	027/16
Previous Policy Review Date:	New Policy for QPRC
Next Policy Review Date:	June 2018
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	
Other locations of Procedures/Guidelines:	
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Director Economic and Community Development
Committees (if any) consulted in the development of the Draft Policy:	
Responsibility for Implementation:	Director Economic and Community Development
Responsibility for Review of Policy:	Director Economic and Community Development

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	
Delivery Program Title:	
Operational Plan:	

Senior Authorising Officer	Position Acting General Manager	Signature/Date  8 June 2016
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
NEW	8 June 2016	027/16	6.10

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME