

Extract from Snowy Monaro Regional Council's

Code of Meeting Practice

(Adopted 25 May 2016)

27 Public Forum

Council meetings are recorded and live streamed to the internet for public viewing. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded. The recording will be archived and made available on Council's website www.snowymonaro.nsw.gov.au. All care is taken to maintain your privacy; however as a visitor of the public gallery, your presence may be recorded.

Notes: Items relating to complaints against individuals must be in writing and addressed to the General Manager and will be processed in accordance with Council's complaints handling system. These items will not be heard in Public Forum.

1) Public Forum

- (a) Any resident or ratepayer of Snowy Monaro Regional Council or any authorised representative may request to make a presentation or representation to Councillors on any matter.
- (b) Thirty (30) minutes of Council meetings are available for members of the public to address the Council or submit questions, either verbally or in writing.
- (c) These Public Forum sessions form part of Council meetings and will be recorded in those meetings minutes.
- (d) Members of the public are permitted a maximum of five (5) minutes to address the Council. A three (3) minutes extension of time may be granted if deemed necessary by the Council.
- (e) If the matter relates to a development application or rezoning request, the applicant shall be granted a right of reply, if requested following the presentation of objections on the specific agenda item.
- (f) A maximum of three (3) representations for, and three (3) representations against, may be made on any matter.
- (g) Presentations or representations must be limited to matters which, in the opinion of the Chairperson, are under the jurisdiction or influence of Council.

2) Representations and Presentations

- (a) People wishing to use Powerpoint presentations, or require maps or photos to be displayed on screen must provide their electronic files to the Secretary Council and Committees by 4.00pm the business day prior to the meeting.
- (b) So as to improve transparency and accountability to the public, each speaker must provide the following details:
 - His or her name;
 - The organisation or group that he or she is representing (if applicable);
 - Details of the issue addressed and the item number of the report in the Business Paper;
 - Where he or she is opposing or supporting the matter (if applicable); and
 - The interest of the speaker (for example, affected person, neighbour, applicant, interested citizen, etc).
- (c) **Speakers shall observe proper meeting procedure and be subject to the same rules of decorum and order as the Councillors. In this regard, personal allegations against Councillors, the Mayor, Council staff or any other persons shall not be made. It should be noted that speakers at Council meetings do not enjoy absolute legal protection (parliamentary-style privilege) and that any offensive or defamatory remarks about any other person may render him or her liable to legal action. Items relating to complaints against individuals must be in writing and addressed to the General Manager and will be processed in accordance with Council's complaints handling system. These items will not be heard in Public Forum.**
- (d) The Chairperson may, at any time and at the Chairpersons absolute discretion, withdraw the permission to speak of any member of public if the Chairperson considers that the conduct of that member of the public disrupts the meeting or is inconsistent with the good order of the meeting or is in breach of Councils Code of Meeting Practice.
- (e) Upon withdrawal by the Chairperson of the permission to speak of a member of the public, the Chairperson may direct the member of the public to cease speaking and resume his or her position in the public gallery.
- (f) The failure of a member of the public to comply with the Chairperson's direction shall constitute disorderly conduct.
- (g) Council will not make a decision on a presentation/deputation at the meeting unless the Council resolves that it is a matter of urgency that needs a decision prior to the next Council meeting.