



Public Agenda Briefing Forum Procedure



Public Agenda Briefing Forum

TERM - October 2021 to October 2023

PROCEDURES FOR AGENDA BRIEFING FORUMS

The following procedures will apply to all Agenda Briefing Forums conducted by the City:

- a) Agenda Briefing Forums will be open to the public, however no confidential items will be presented to the public. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995 (Act)*.
- b) The Agenda Briefing Forums schedule will be set annually and publicly advertised
- c) The Chief Executive Officer will provide Agenda papers in accordance with the Act requirements for a council meeting.
- d) The Mayor is to be the Presiding Member at Agenda Briefing Forums, however, may approve a rotation system for other elected members to assume the role of Presiding Member.
- e) Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda.
- f) All Elected Members will be given a fair and equal opportunity to participate in the Agenda Briefing Forum.
- g) Notes shall be kept of all Agenda Briefing Forums. A copy of the notes is to be tabled at the following Ordinary Meeting for Council.

PROCEDURES FOR PUBLIC INTERACTION

Questions and Submissions are to be made Verbally

Members of the public are invited to ask questions or make submissions verbally at Agenda Briefing Forums on matters contained within the Agenda.

- a) All questions or submission will made following the officer's presentation and after Councillors have asked any question of Officers.
- b) Public questions should be concise and limited to 3 minutes while submissions are limited to 5 minutes.

- c) The Presiding Member shall decide whether to:
 - i. accept or reject any question or submission and his/her decision shall be final.
 - ii. nominate a City employee to respond to the question (who may take such question on notice in which case, provision of a response shall be provided in the Notes).
- d) Questions and any responses will be summarised and included in the notes of the meeting.
- e) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

Questions in Writing

- a) Questions must relate to a matter contained in the Agenda Briefing Forum agenda.
- b) The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- c) Questions lodged by the close of business on the working day immediately prior to the scheduled Agenda Briefing Forum will be responded to, where possible, at the Agenda Briefing Forum. These questions, and their responses, will be distributed to Elected Members
- d) The Presiding Member shall decide to accept or reject any written question where they are deemed as being offensive, defamatory or the like and his/her decision shall be final. Questions determined as offensive, defamatory or the like will not be published, and reasons will be provided to the meeting.
- e) The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- f) Written questions unable to be responded to at the Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as

possible and included on the agenda of the next Ordinary Council Meeting.

Submission In Writing

Member of the public may if they cannot attend in person make a written submission by close of business on the day prior to the meetings and will be read at the Forum by the CEO.

Written submissions must be succinct and able to be read within 5 minutes.