



Shire of Northam
Heritage, Commerce and Lifestyle

Information for Presenters

Introduction

Council Meetings are held on the third Wednesday of each month commencing at 5:30pm in the Council Chambers at 395 Fitzgerald Street, Northam. Meeting dates for 2015 are as follows:

January - June 2016	July - December 2016
20 January 2016	20 July 2016
17 February 2016	17 August 2016
16 March 2016	21 September 2016
20 April 2016	19 October 2016
18 May 2016	16 November 2016
15 June 2016	21 December 2016

A Council Forum meeting is held on the Wednesday in the week immediately preceding the Council Meeting. These meetings also commence at 5:30pm and are held in the Council Chambers. Council Forum Meetings are not decision making meetings, they are in place to allow Elected Members to review the upcoming Council Agenda and seek clarifications or ask questions of staff to ensure they have access to sufficient information when making a determination on matters at the meeting of Full Council.

The public are encouraged to attend both Council and Forum meetings. Should you wish to present, address or ask a question at a meeting, please refer to the following pages for further information in respect to the process and requirements involved or alternatively contact the Executive Assistant – CEO on the following contact details;

Contact Details:

Email: ceosec@northam.wa.gov.au **Fax:** (08) 9622 1910
Letter: Executive Assistant – CEO **Phone:** (08) 9622 6100
PO Box 613
NORTHAM WA 6401



Public Statement Time

The Shire of Northam's *Standing Orders Local Law 2008* allows members of the public to address Council at its meetings on issues listed within the agenda, provided they make an application to the Chief Executive Officer (CEO) at least twenty-four (24) hours prior to the meeting.

The CEO shall provide a list of members of the public who have applied to address Council, together with the relevant agenda item number to the President who shall determine the order in which addresses take place.

To make an address please complete the *Intention to Address Council* Submission Form and submit to the CEO at least twenty-four (24) hours prior to the meeting. The President may allow or refuse the application by a member of the public to make a public statement. An address by a member of the public will be limited to five (5) minutes, extension of time is permissible only with the agreement of a simple majority of members present.

The public is admitted to the Council Chamber's on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Council shall take place. In the event of any such interruption, the President may use discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the Council Chambers.

Any person, not being a member of Council, who interrupts the orderly conduct of the Council who does not withdraw immediately upon being called by the President to withdraw from the Council Chamber, may, by order of the President, be removed from the Council Chamber.

Presenting at Council Meetings

A presentation may be made to the Council at a meeting only with the prior approval of the President or the CEO. Please submit a completed *Intention to Address Council* Submission Form at least twenty-four (24) hours prior to the meeting, including details as to whether you require the use of presenting equipment such as a white board and projector. Should the use of equipment for digital presentation be required, the presentation/information must be provided to the Executive Assistant – Chief Executive Officer prior to commencement of the meeting in the form of email or a USB drive.

Please note, presentations should not exceed 15 minutes.



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Intention to Address Council Submission Form

Name: _____

Address: _____

Signature: _____ Date: _____

Are you an elector of the Shire (please tick)? Yes No

Please be advised that at the meeting on _____, I intend to address the Council.

Agenda Item No: _____

Subject Matter: _____

Basis of Address:

Please indicate whether you are speaking for or against the recommendation listed within the agenda;

For Against

For more information on addressing Council please refer to the relevant information sheet. Thankyou for takin the time to complete this form. Once completed please submit to the Shire of Northam on one of the below methods;

Email: ceosec@northam.wa.gov.au

Fax: (08) 9622 1910

In person: 395 Fitzgerald Street
NORTHAM WA 6401

Mail: PO Box 613
NORTHAM WA 6401



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Public Question Time

In accordance with Section 5.24 of the *Local Government Act 1995*, a question time of up to thirty (30) minutes will be held as the first item of business at each Forum and Ordinary meeting of Council.

This question time allows members of the public to ask questions in regard to any issue relating to the Shire. The President will allow a maximum of three verbal questions per person.

Members of the public are not to ask questions which contain defamatory remarks, offensive language or which question the competency of staff or Council members. The presiding member will encourage the member of the public to direct their question to an issue rather than individuals.

All questions must be provided in full and submitted on a *Public Question Time* Submission Form prior to the commencement of the meeting. Prior to asking a question the speaker must state his/her name and address. The opening statement made before questions are not precluded but should be as brief as the question to which it relates. The Presiding Member may request a member of the public to phrase their statement in the form of a question.

At the appropriate time, the Presiding Member will ask the Chief Executive Officer to, or nominated Executive Manager to stand and respond to the question. If the Presiding Member or Chief Executive Officer determine that any question is complex it may result in the questions being 'taken on notice', and answered in writing to the member of the public as soon as practicable. This, along with the responses to the other questions will be included in the minutes of that Council meeting. Responses to questions taken on notice will also be provided in the agenda and minutes of the following Ordinary Council Meeting.

Should you wish to ask a question, please complete the *Public Question Time* Submission Form attached and submit to the Executive Assistant – Chief Executive Officer prior to 12 noon on the day of the meeting. Alternatively, an Officer will be available 15 minutes prior to the commencement of the meeting to receive complete submission forms.

Contact Details:

Email: ceosec@northam.wa.gov.au

Fax: (08) 9622 1910

Mail: Executive Assistant – CEO
PO Box 613
NORTHAM WA 6401



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Public Question Time Submission Form

Name:

Address:

Agenda Item No: _____ or

Subject Matter:

Question/s:

1. _____

2. _____

3. _____

Signature

Date

