

22. PUBLIC ACCESS

- 22.1 The first hour of each meeting will be allocated to Public Access to allow people to speak in favour of or against the recommendation of matters listed on the Agenda for that meeting.
- 22.2 If, after all scheduled speeches in favour of or against the recommendation of matters listed on the Agenda, time remains within the first hour of the meeting, at the discretion of the Chairperson the meeting can commence or the Public Access session can continue for registered submissions on items that are not on the Agenda or registered questions from members of the public on current agenda items or current issues before Council.
- 22.3 Requests to address Council during Public Access must be made to the General Manager or the Mayor no later than 12.00pm midday one day prior to the Meeting using the online form available on Council's website, over the phone or in person at Council's Administration Centre in Mullumbimby. Requests must make clear:
- a) whether the speaker is speaking generally in favour of, or against the recommended actions.
 - b) the subject of any submission.
 - c) the text of any question

Requests that do not meet the above requirements will not be included in Public Access

- 22.4 Requests to Address Council during Public Access which are received after the 12.00pm midday deadline the day prior to the Meeting are to be considered at the discretion of the Chairperson.
- 22.5 People/Organisations wanting to speak in favour of or against items on the Agenda will be listed for Public Access in the same order the items appear on the Agenda.
- 22.6 A person/organisation is permitted one speech in favour of or against items on the Agenda.
- 22.7 Five minutes is allocated for speeches in favour of and against items on the Agenda (total ten minutes per agenda item). Should there be more than one speaker addressing Council in favour of or against the recommendation of the same Agenda item, speakers will share the allocated five minutes.
- 22.8 The Mayor will invite Councillors to ask questions of speakers at the conclusion of their speech in favour of or against an item on the Agenda.
- 22.9 A person/organisation is permitted to register one submission per meeting on matters that are not on the Agenda.
- 22.10 Two minutes is allocated for submissions to Councils on matters that are not on the Agenda.
- 22.11 A person/organisation is permitted to register to ask one question of Council per meeting.
- 22.12 One minute is allocated per question of Council.

- 22.13 The Mayor, Councillors or General Manager will provide a response to questions asked of Council at the meeting if possible. That response will be included in the meeting minutes. If a response is unable to be provided the question will be taken on notice, with an answer to be provided to the person/organisation prior to the next Ordinary Meeting and placed on Councils website under the Council Meetings tab.
- 22.14 In order to be taken on notice, a question must be asked in person by the registered speaker at the meeting. Other enquiries of Council can be made by contacting the General Manager.
- 22.15 The only exception to point 22.13 is if the Chairperson determines that there is insufficient time on the day of the meeting to accommodate all requests for Public Access and thereby all registered questions will be taken on notice and responded to as per 22.13.
- 22.16 It is possible that not all requests to speak in favour of or against items on the Agenda, make a submission or ask a question of Council will be able to be accommodated within the Public Access part of the meeting. Members of the public are encouraged to contact their Councillors and/or Council regarding their concerns, questions or opinion before the Council meeting in case there is insufficient time on the day of the meeting to accommodate all requests for Public Access.
- 22.17 Additional speeches in favour of or against items on the Agenda, submissions on matters not including on the Agenda or questions to be put to Council may be accommodated at the discretion of the Chairperson.
- 22.18 Motions to extend the Public Access part of the meeting may be considered by Council.
- 22.19 A motion to extend the Public Access part of the meeting is a Procedural Motion. It must be proposed and need not be seconded.
- 22.20 Only one Procedural Motion for extension to the Public Access part of the meeting may be considered at a meeting. In circumstances deemed by the Chairperson to be exceptional, additional extensions may be considered.
- 22.21 The Chairperson shall give precedence to the Procedural Motion.
- 22.22 No debate or amendments shall be permitted on the Procedural Motion.
- 22.23 If a Procedural Motion to extend the Public Access part of the meeting is not supported by the majority of Councillors entitled to vote on it then it may not be re-introduced.