The Governance Local Law 2, 2014 advises that Open Forum is an opportunity for the general public to present to Council on a matter on the Agenda or any other matter as part of Council meetings.

**Guidelines**

The guidelines are:

* 1. submissions as part of Open Forum may be on any matter except if it:
	2. is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance
	3. relates to Council personnel matters
	4. relates to the personal hardship of any resident or ratepayer
	5. relates to commercially sensitive matters
	6. relates to a matter declared to be confidential under section 77 of the *Local Government Act 1989*
	7. relates to a matter outside of Council’s functions or powers
	8. relates to any other matter which the Council considers would prejudice the Council or any person.
	9. the Chair reserves the right to cease a submission as part of Open Forum if he or she deems the submission inappropriate
	10. it is preferable for any group or association that wishes to be heard at Open Forum to nominate a spokesperson for an issue upon which the group or association may wish to be heard.

**Open Forum Procedure**

At the Ordinary Meeting of Council:

1. the Chair will allocate a maximum of **5 minutes** to each person who wishes to address Council
2. the Chair or Chief Executive Officer will first invite any person who has given prior notice to present to Council
3. the Chair or Chief Executive Officer will then invite members of the gallery who would like to present to Council
4. the Chair or Chief Executive Officer has the discretion to alter the order of persons to be heard.
5. the person in addressing the Council:
	1. may include one or more topics but must confine their address to the total 5 minute allocation of time
	2. shall extend due courtesy and respect to the Council and the processes under which it operates
	3. shall take direction from the Chair whenever called upon to do so.
6. there will be no discussion or debate with the attendees to Open Forumhowever Councillors may ask questions of the attendee for clarification.

**Response**

1. response to a submission or question raised during the submission in Open Forum may be provided immediately as part of the Open Forum time at the discretion of the Council
2. the matter will be referred to the relevant Director for investigation and response if required
3. Council officers will respond acknowledging the issue and providing procedural advice and/or the response within 10 working days of the Ordinary Meeting of Council.

**Publicly Available Information**

Details of the meeting will be captured and publicly available.

For any Council meeting you speak at, be mindful of personal or sensitive information when addressing Council as:

* your address to Council will feature in the **published audio recording** of the meeting on Council’s website (available for 12 months). i.e. you may be asked to identify yourself (name and town) when addressing Council
* meetings are open to the public and the media may be present
* your name will be listed in the published minutes of the meeting.

Personal information you provide by completing this form is managed in line with our Privacy Policy.

For all procedural details of Council meetings, please refer to our *Governance Local Law 2, 2014.*

**Submitting Open Forum Request**

Prior notice is preferable, therefore if you wish to be heard at a Council meeting please complete this form and submit to Council:

* + - email to councilmeeting@murrindindi.vic.gov.au or
		- letter to the Chief Executive Officer, PO Box 138, Alexandra 3714 or
		- hand delivery to the Council’s office at Alexandra, Yea or Kinglake.

**Your Details**

Name:

Postal Address:

Contact Number:

Email Address:

Are you representing an Organisation or Group?: Yes / No

If Yes, group or association name:

**The issue or issues on which you or your group or association wish to address the Council:**

Is the issue listed on the agenda for the meeting you are attending?: Yes / No

If yes, which agenda item?:

Are you attending the next Ordinary Meeting of Council? Yes / No

If no, meeting date:

Signed: Date: