



## PUBLIC STATEMENT PROCEDURE

### **Purpose and effect:**

The City of Subiaco council and committee meeting agenda provides for statements to be made by members of the Subiaco community. The making of a public statement is intended to assist the decision making of the particular council or committee meeting at which the statement is made.

### **Process:**

Public statement time occurs early in the meeting agenda. The process to be followed for the making of a public statement is as follows:

- (1) The right to make a public statement is limited to residents and electors of the City of Subiaco unless the presiding member decides otherwise.
- (2) The statement must relate directly to a matter listed on the meeting agenda that requires a decision of the meeting.
- (3) **Each person wishing to make a statement at the meeting is required to submit in writing the full text of his/her statement to the Chief Executive Officer (CEO) by 5pm on the day before the meeting together with phone or email contact details.**
- (4) The statement must not defame or denigrate any elected member, staff member or member of the public. If, in the opinion of the CEO, or his agent, a statement is considered to be defamatory or denigrating, then subject to being able to contact the speaker on the day of the meeting the CEO, or his agent, has the right to negotiate the editing of the statement without changing the intent of the statement. If contact cannot be made or an agreement reached, the making of the public statement will not be permitted.
- (5) Statements may only be made by the author of the statement or someone nominated by the author and must be signed. If the statement is not signed by the author at the time of submission, then a signed copy of the statement must be submitted to the Public Liaison Officer at the meeting prior to public statement time.
- (6) The presiding member will announce each person making a statement at the meeting and the subject of the statement.
- (7) The presiding member will determine the order of speakers making statements to the meeting.
- (8) The public statement session will be restricted to fifteen minutes unless the presiding member, decides otherwise.
- (9) A member of the public who makes a statement at a meeting is to state his or her name, address and the agenda item that the statements relates to.
- (10) Where a public statement is made the name and address of the person making the statement and the subject of the statement will be included in the minutes but not the full text of the statement. Submitted statements will only appear in full on the city website if they comply with these procedures.
- (11) Each person is restricted to one statement of up to three minutes, generally contained within one A4 page. Statements on the same or a related subject may be restricted to two per meeting, however, where a clearly defined difference of opinion exists within the community on a subject, the statements may be restricted to two for and two against the proposal. Repetition of the arguments of previous speakers is not encouraged.
- (12) The presiding member may suspend or adjourn the public statement session at any time, and any person making a statement to the meeting will resume his/her seat when called upon to do so by the presiding member. The presiding member may suspend the public statement session if the person making the statement resorts to personal denigration of an elected member, staff or member of the public.
- (13) Any breach of these procedures may result in the person being prohibited from making a statement to the meeting.

### **PLEASE NOTE**

**Members of the public should note that no action should be taken on any item discussed at a meeting prior to written advice on the resolution of the meeting being received.**

