



In accordance with North Sydney Council's Code of Meeting Principles and Practices the following protocols apply for the conduct of Community Ward Forums:

1. Definitions

- **Chair** - of each forum is the General Manager.
- **Councillors** - means a person elected or appointed to civic office, and includes the Mayor.
- **General Manager** - the person appointed by the Council to the office of General Manager or the person delegated to act as General Manager by the General Manager in his/her absence.
- **Participants** - means members of the public i.e. residents and ratepayers of the North Sydney Local Government area; this may include members of the press.
- **Staff** - employed by the General Manager to deliver services of the Council.

2. Community Ward Forum Structure

2.1 North Sydney Council has an Open Government Policy and widely consults the community on all initiatives. The local area is divided into four Wards. The Council holds regular forums and these provide an overview of key projects underway within each Ward. They also inform residents of changes in their local area and provide an opportunity for residents to meet the Mayor and General Manager, Councillors and Council staff.

3. Participation by Members of the Public

3.1 Forums are open to the public. Forums target residents and ratepayers in each Ward area. For more information regarding Ward boundaries visit:

<http://www.northsydney.nsw.gov.au/www/html/4372-ward-maps.asp?intSiteID=1>

3.2 A copy of the agenda shall be made available to the public before the opening of each forum.

3.3 All participants are requested to register their attendance and supply contact details for the following purposes:

- a) for Council's insurance purposes;
- b) for Council to send a summary of the key issues at the forum raised to attendees.

The information provided on such sheets will be treated by Council as confidential in nature and will be stored in accordance with the Privacy and Personal Information and Protection Act 1998 and will only be used for the purposes stated above.

3.4 During the question and answer section of the forum, participants may ask questions of Council. **Each participant may speak for up to two (2) minutes.**



3.5 The Chair will accept **only one (1) question at a time**. Etiquette must be displayed by all participants. Do not talk over another participant, Councillor or staff member who is addressing and/or responding to a question.

4. Forum Duration

4.1 Forums will conclude no later than two (2) hours after the scheduled commencement time, unless the Chair agrees to continue the forum.

5. Participant Behaviour

5.1 Any participant who causes disruption to the forum will be requested by the Chair to cease; a second request may result in the person(s) being asked to leave the forum.

5.2 The participant may attend the next and subsequent forums.

6. Audio recording by Council staff

6.1 Forums may be recorded for the sole purpose of assisting staff with transcribing the question and answer session. The recordings of forums will be destroyed as soon as practicable by Council. Under the Privacy and Personal Information Act 1998, such recordings are not generally available to the public, but under certain circumstances they may be accessed via Freedom of Information.

6.2 Participants must not use a tape recorder to record the proceedings of a forum; “tape recorder” includes a video camera and any electronic device capable of recording speech. A participant may be expelled from a forum for using or having used a tape recorder in contravention of this clause.

6.3 Within 3 weeks (21 days) of each forum, Council will post a summary of the question and answer session on its website:

<http://www.northsydney.nsw.gov.au/www/html/5872-community-forums.asp>. Copies of this summary will also be posted to all participants.

7. Conclusion of Forums

7.1 At the conclusion of the forum all participants will be asked to leave. Further questions/comments may be forwarded to Council via the following methods:

- Letters should be sent to:

General Manager
North Sydney Council
PO Box 12



North Sydney NSW 2059

- Email council@northsydney.nsw.gov.au
- Fax 9936 8177

8. Related Documents:

- Code of Conduct for Councillors and Staff
- Open Government Policy
- Community Engagement Policy

These documents can be found on Council's website:

<http://www.northsydney.nsw.gov.au/www/html/2210-policy-manual.asp>

For further information contact Council's Manager Corporate Planning and Governance on 9936 8100 or email council@northsydney.nsw.gov.au.