



## Public Forums Guidelines

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Portfolio:	Office of the CEO
Department:	Governance and Policy
Responsible Officer:	Manager Governance and Policy
Last Reviewed:	December 2017
Next Review Date:	December 2019
Record Number:	D12/15317

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### 1. Purpose

Council has introduced an agenda item into its standard meeting agenda to allow members of the public to make representation to the Council meeting. This guideline ensures public forums run as smoothly as possible and may be varied to suit specific circumstances at the discretion of the Presiding Member.

### 2. Applies To

- All members of the public wishing to speak to Council under this option.
- Governance and Policy staff
- Mayor / Presiding Member

### 3. References

This procedure supports Council's strategic directions in its desire to have open and transparent governance with community involvement. Having a documented guideline will assist Council in delivering this strategic direction in a professional manner.

### 4. Definitions

Nil

## 5. Procedure

The following basic principles will form the basis of this guideline:

1. Each speaker will be restricted to a maximum time of 2 minutes in which time they may make statements.
2. The Public Forum sessions will be limited to a maximum of 10 minutes per meeting.
3. The speakers are required to register their request to speak to the meeting prior to the meeting by filling out the relevant registration form. This will be made available near the entrance to the public gallery. The registrations will include:
  - The speakers name
  - The speakers address
  - A telephone contact number
  - The subject matter about which the speaker wishes to address the meeting.
4. The register will be provided to the Presiding Member at the commencement of the meeting.
5. Each speaker when invited to speak by the Presiding Member will address the meeting through the Presiding Member or Mayor and will address the Presiding Member as “Mr/Ms Presiding Member” and the Mayor as either “Mayor (*Name of the Mayor*)”.
6. Speakers are required to speak to the meeting with respect.
7. Public Forum session should relate to policy, strategic type matters or items that are currently before the Council. Operational matters should be referred to Council Customer Services during normal business hours.
8. The Presiding Member may consider the following options when responding to a speaker:
  - Thank the speaker for their comments and make no further comment,
  - Refer the matter to a Councillor if it is in regard to a Councillor issue,
  - Seek advice from the Chief Executive Officer (CEO), the CEO may refer the matter to a Senior Executive
  - Advise the speaker that the response needs either further investigation or discussion and a staff member will contact them regarding their specific issue.
9. As a general rule the meeting will not debate a matter raised from the Public Forum at the same meeting it is first raised. Members may, at a later date, call for a report through a Notice of Motion or seek to ask a Question on Notice to progress matters raised.

**PUBLIC FORUM**

**REGISTER OF PERSONS WISHING TO ADDRESS COUNCIL**

*On matters relating to Policy, Strategic Matters or Items that are currently before the Council*

**Date of Meeting:**

NAME	ADDRESS	CONTACT DETAILS	SUBJECT