

Guidelines for Participation in Public Forum

Public Forum provides an opportunity for community members to speak on any item on the agenda for a Council meeting and is held at **3pm on the day of the Ordinary Meeting** of Council and may also be held prior to extraordinary council meetings.

These guidelines are intended to support Part 4 of the [Code of Meeting Practice](#) which relate to Public Forum. Council's guidelines for Public Forum are as follows:

1. Community members wishing to participate in the Public Forum Session, must submit the [Public Forum Application Form](#) no later than 4.30pm two business days prior to the meeting. Only applications related to the current meeting agenda items will be approved.
2. Members of the public will be permitted to use written visual or audio material in support of their address, however these materials must be submitted to Council along with the Public Forum Application Form.
3. To ensure an equal opportunity for members of the public to apply to speak, the application will only be considered after the relevant Council meeting agenda is published on Council's website.
4. Speakers are limited to one topic per Public Forum and Public Forum is limited to no more than five (5) speakers per meeting with no more than one (1) speaker 'for' and one (1) speaker 'against' are permitted for each item of business on the agenda for the council meeting.
5. Presentations by members of the public are limited to five (5) minutes duration each Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
6. The General Manager or their delegate may refuse an application to speak at the Public Forum.
7. All speakers are requested to arrive 10 minutes prior to the scheduled Public Forum start time to register their attendance for the session.
8. Speakers must:
 - a) restrict their statements and comments to the subject of debate and topic of the address as stated on their application
 - b) refrain from making personal criticisms, engaging in disorderly conduct, publicly alleging breaches of the code of conduct and making defamatory statements.
9. While the forum is not recorded it is a public meeting and as such speakers should avoid divulging personal or private information.
10. Speakers at public forums cannot ask questions of the councillors or council staff.