



## Public Forum Guidelines

### Public Forum - Purpose

A Public Forum provides an opportunity for the Lord Mayor & Councillors of the Adelaide City Council to hear members of the public, in a formal setting, in relation to issues in which the Council has a direct interest or responsibility.

The Public Forum is an initiative of the Adelaide City Council, enabling individuals to comment on matters that are not the subject of deliberation at the meeting of the Council and a Core Council Committee, in addition to:

- the Legislative provisions for a member of the public to address a meeting of the Council or a Council Committee by way of a Deputation.

And the opportunity that each individual has in

- providing comment or feedback to the Customer Centre in person;
- providing comment or feedback by e-mail or via the internet;
- providing comment or feedback in person, by e-mail or correspondence to the Lord Mayor and or Councillors.

### Public Forum – Where, When & Who

The Public Forum is held during a scheduled meeting of the Adelaide City Council or Core Council Committee, generally held on a Tuesday of the month.

Meetings of the Adelaide City Council commence at 6.00 pm on a Tuesday [generally the 2<sup>nd</sup> and 4<sup>th</sup> in the month] in the Council Chamber, Town Hall, Adelaide.

The Public Forum at a Council meeting is held at 6.00 pm or as close as practical to 6.00 pm.

Two meetings of Core Council Committee on a Tuesday [generally the 1<sup>st</sup> and 3<sup>rd</sup> in the month] evening generally commence at 5.30 pm in the Colonel Light Room, Town Hall, Adelaide, the commencement time of the second meeting is subject to Agenda considerations for both meetings.

A maximum of 5 members of the public who have registered to speak will be heard by the Lord Mayor & Councillors, during the public meeting of the Adelaide City Council and Core Council Committee.

### Public Forum – Registration to Speak & by When

1. Members of the public are required to register an interest in speaking in the Public Forum.

All subjects presented at the public forum should be of community interest only.

The subjects should not involve the Council in any legal liability.

2. Registrations forms are available at the Customer Centre, 25 Pirie Street, Adelaide or the Adelaide City Council internet site [www.adelaidecitycouncil.com](http://www.adelaidecitycouncil.com) .
3. A Registration Form will need to be lodged at the Customer Centre by 4 pm on the Friday of the week prior to the scheduled meeting in person at the Customer Centre or by fax (08) 8203 7575 or email to Senior Consultant City and Corporate Governance [Office of the CEO] [j.speck@adelaidecitycouncil.com](mailto:j.speck@adelaidecitycouncil.com) .
4. Each individual requesting to speak will need to complete and sign the Registration Form by identifying:
  - Name
  - Address & Contact Number
  - Subject Matter & detail/summary.

An incomplete Registration Form will not be accepted as a registration.

### Public Forum – Acceptance to Speak

5. An individual may only speak once in a 3 month period (90 days).
6. A maximum of 5 members of the public will be heard during the Public Forum.
7. In the event that more than 5 individuals have registered an interest to speak, lots will be drawn by the Senior Consultant City and Corporate Governance [Office of the CEO] to determine five speakers.
8. Each individual whose registration to speak has been accepted or declined will be advised on the Friday (after 4 pm) of the week prior to the scheduled meeting.
9. In the event that a request to speak has been declined the Registration Form will be forwarded to the Lord Mayor, Councillors and Executive of the Adelaide City Council for information.
10. The Lord Mayor, Councillors and Executive of the Adelaide City Council will be advised on the Friday, of the week prior to the scheduled meeting, who will be speaking in the Public Forum and the subject matter to be raised.

### Public Forum – Conduct in a Meeting

11. Each person will speak for a maximum period of 5 minutes.
12. Speakers may be requested to respond to questions or table information within their possession as a result of their presentation.
13. The Lord Mayor or Presiding Member or Chair may rule the speaker ineligible to continue, if in his or her opinion, the subject matter is:-
  - not one in which the Council has a direct interest or responsibility.
  - one which relates to the prosecution of expiation notices, summonses or any other litigation.
  - most appropriately addressed by other means.
  - vague, irrelevant, insulting or improper.

## Public Forum – Inclusion in the Minutes of the Meeting

14. The Minutes of the Meeting will identify the individual heard by the Lord Mayor & Councillors and the subject matter raised.



# Public Forum

Attention –Senior Consultant City and Corporate Governance [Office of the CEO]

## Registration Form

For the meeting of the Adelaide City Council on .....  
For the meeting of a Core Council Committee on .....  
[Identify which Core Council Committee – SPP, IPS, ECD, FBS]

Name:.....

Address:.....

Contact Number :.....

### Subject Matter:

.....

### Detail & Summary:

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I have read and understood the guidelines attached, and I agree to abide by the guidelines

.....  
Signature

Date

[To be completed by Customer Centre Staff]

Lodged with the Customer Centre on ..... at .....

Contacted City & Corporate Governance for collection on ..... at .....