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# **TERMS OF REFERENCE**

## **Mayor's Public Forum**

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### Change History

Version	Issue Date	Author	Reason for Change
1.0	April 2024	Business Assurance & Governance	Initial Terms of Reference for Mayor’s Public Forum – presented to Council meeting 23 April 2024 for endorsement (D24/48293)

## PART 1 – PURPOSE OF MAYOR’S PUBLIC FORUM

The Mayor’s Public Forum is an initiative aimed at encouraging transparency and engagement within the City of Ryde community. In an effort to significantly enhance communication and trust between the Council and the City of Ryde community, the Forum provides a platform for consultation and engagement with Ryde residents, ratepayers and business owners concerning issues that affect them and the Ryde community. The Forum offers a structured opportunity for City of Ryde residents, ratepayers and business owners to interact directly with the Mayor and senior staff, discussing a wide array of topics that impact both individuals and the broader community.

## PART 2 – TIMING OF MAYOR’S PUBLIC FORUM

- 2.1 The Mayor’s Public Forum will be held in the Council Chambers and other community facilities on a date and time to be determined by the Mayor and will be publicised via Council’s usual communication channels.
- 2.2 The Mayor’s Public Forum will not be held when the Council is in caretaker mode before a Local Government Election.

## PART 3 – MAYOR’S PUBLIC FORUM PRINCIPLES

The Mayor’s Public Forum should be:-

- Respectful:** All Public Forum attendees treat each other with respect.
- Effective:** The Public Forums are well organised, effectively run and skilfully chaired.
- Orderly:** All meeting attendees behave in a way that contributes to the orderly conduct of the Public Forum.

## PART 4 – ATTENDANCE AT THE MAYOR’S PUBLIC FORUM

- 4.1 The Mayor’s Public Forum will be chaired by the Mayor.
- 4.2 Registration to attend the Mayor’s Public Forum will be available to City of Ryde residents, ratepayers and business owners only.
- 4.3 Attendance at the Mayor’s Public Forum must be in person.
- 4.4 City of Ryde Councillors may attend the Mayor’s Public Forum in their capacity as City of Ryde residents and ratepayers only.

## PART 5 – PUBLIC PARTICIPATION

- 5.1 City of Ryde residents, ratepayers and business owners must register in order to attend the Mayor's Public Forum.
- 5.2 Registrations for attendance at the Mayor's Public Forum must be completed online via Council's website and will close by the advertised deadline. The Chief Executive Officer may change or extend this period in extenuating circumstances.
- 5.3 When registering to attend the Mayor's Public Forum a maximum of two (2) tickets will be permitted to be issued per person.
- 5.4 During the registration process, residents, ratepayers and business owners will be given the option to submit a question for the Mayor to respond to at the Forum. Usually only one question will be permitted per person. If a resident, ratepayer or business owner submits a question, they will be called to ask the question in person at the Forum.
- 5.5 Each resident, ratepayer and business owner will be allowed three (3) minutes to address the Forum, with a warning bell after two (2) minutes. This time is to be strictly enforced by the Mayor as Chairperson and any follow-up questions by residents, ratepayers or business owners will be at the discretion of the Mayor.
- 5.6 If the Mayor is unable to respond to a question at the Forum, due to the high volume of questions expected, a response will be provided to the resident, ratepayer or business owner within a timely manner following the Forum or listed for discussion at the next Forum.

## PART 6 – RECORDING OF THE MAYOR'S PUBLIC FORUM

- 6.1 Each Mayor's Public Forum will be recorded by means of an audio-visual device.
- 6.2 At the start of each Public Forum, the Mayor must inform the persons attending the Forum that:
  - (a) The Mayor's Public Forum is being recorded, and
  - (b) persons attending the meeting should refrain from engaging in disorderly conduct or making any defamatory statements.
- 6.3 The recording of a Mayor's Public Forum may be disposed of in accordance with the *State Records Act 1998*.

## **PART 7 – ATTENDANCE OF SENIOR STAFF AND OTHER STAFF AT THE MAYOR’S PUBLIC FORUM**

- 7.1 Senior staff (Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping and the Manager – Business Assurance and Governance) are to be in attendance in person at the Mayor’s Public Forum.
- 7.2 Administrative support for the Mayor’s Forum will be provided by the Executive Assistant to the Mayor and Civic Services staff.
- 7.3 The attendance of other Council staff at the Mayor’s Public Forum, (other than as residents or ratepayers) shall be with the approval of the Chief Executive Officer.
- 7.4 The Mayor must not direct Council staff in relation to any issues raised by public participation at the Mayor’s Public Forum.

## **PART 8 – ACTS OF DISORDER AT MAYOR’S PUBLIC FORUM**

### **How Disorder at a Mayor’s Public Forum may be Dealt With**

- 8.1 If disorder occurs at a Mayor’s Public Forum, the Mayor as Chairperson may adjourn the Forum for a period of not more than fifteen (15) minutes and leave the Chair.

### **Expulsion from Mayor’s Public Forum**

- 8.2 A person may be expelled from a Mayor’s Public Forum for engaging in or having engaged in disorderly conduct at the Forum.
- 8.3 If a person fails to leave the place where the Mayor’s Public Forum is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, to remove the resident, ratepayer or business owner from that place and, if necessary, request the resident, ratepayer or business owner not re-enter that place for the remainder of the Forum.

### **Use of Mobile Phones and the Unauthorised Recording of Mayor’s Public Forum**

- 8.4 All persons present at the Mayor’s Public Forum must ensure that mobile phones are turned to silent during the Forum.
- 8.5 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a Mayor’s Public Forum.
- 8.6 Without limiting Clause 8.2, a contravention of Clause 8.5 or an attempt to contravene that Clause, constitutes disorderly conduct for the purposes of Clause 8.2. Any person who contravenes or attempts to contravene Clause 8.5, may be expelled from the Mayor’s Public Forum.

## **PART 9 – CONFLICTS OF INTEREST**

The Mayor, and where applicable, all other persons, must declare and manage any Conflicts of Interest they may have in relation to matters being considered at the Mayor's Public Forum in accordance with the Council's Code of Conduct. All declarations of Conflicts of Interest and how the Conflict of Interest was managed by the person who made the declaration must be recorded.

## **PART 10 – CODE OF CONDUCT**

The City of Ryde Code of Conduct applies to all Councillors and staff attending the Mayor's Public Forum.