

Request to Speak Form (COUNCIL MEETING)

PUBLIC FORUMS COMMENCE AT 5PM
COUNCIL MEETINGS COMMENCE AT 6.30PM

Council Meeting Date	
You must register to speak by 10 AM on the day of the meeting. This form must be received by Meeting Support Staff before the start of the Council Meeting either in person or via email (MeetingSupport@centralcoast.nsw.gov.au). If consented to, your contact details may be passed onto others with a similar stance pursuant to Clause 4.8 and clause 14.14 of the Code of Meeting Practice .	
Speaker's Name	
When are you seeking to speak?	<input type="checkbox"/> Public Forum <input type="checkbox"/> Before a Council Meeting is closed to the public
Agenda Item speaking on	
For or Against Published Recommendation	<input type="checkbox"/> For <input type="checkbox"/> Against
Best contact number	
Email	
Address	
Consent	I consent to my contact details being passed on to other members of the public who have requested to speak on the same item. See Guideline 5 below for additional information. <input type="checkbox"/> Yes <input type="checkbox"/> No
Public Forums and Council Meetings are broadcast live to the public and recorded. By speaking you are giving consent to your image and voice being broadcast to the world. Recordings are Copyright protected and are accessible under the <i>Government Information (Public Access) Act</i> so they may be used in proceedings outside of Council. Council accepts no liability for any defamatory remarks or inappropriate comments that might be made.	
Declaration I declare that the above information is true and correct and that I have read and will comply with the relevant provisions (see over - clauses 4.1-4.24 for the Public Forum and clauses 14.9-14.17 to speak before a meeting is closed) of Central Coast Council's Code of Meeting Practice . I understand that I am speaking in public and acknowledge Council's Privacy Statement below.	
Applicant's signature:	Date:
Privacy Statement <i>Personal Information</i> means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application.	
Guidelines for Speakers	
<ol style="list-style-type: none">1 Submitting this form does not guarantee a right to address Council. The Chief Executive Officer or their delegate may refuse an application to speak.2 You can only speak about an Item that is listed on the Agenda.3 You must not make defamatory or insulting statements. You should take care to ensure you have approval to discuss other people's personal information.4 You will be able to speak for three (3) minutes. This time limit is to be strictly enforced by the Chairperson.5 If more than two speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate, in accordance Clauses 4.8 and 14.14 may:<ol style="list-style-type: none">a) request the speakers to nominate from among themselves the persons who are to address Council; orb) determine who will address Council from the nominated speakers.6 Councillors may ask you questions after you speak to clarify something you have said. You are under no obligation to answer.7 The Chairperson may ask you to stop speaking if what you are saying is considered repetitive, irrelevant or inappropriate.8 Any written, visual or audio material or equipment required by speakers needs to be provided to Meeting Support Staff by 10AM on the day of the meeting. The Chief Executive Officer or their delegate may refuse to allow such material to be presented.9 Upon arriving at the meeting, please make yourself known to a Meeting Support Staff member.	

4 Public Forums

- 4.1 Council may hold a Public Forum prior to each Ordinary Meeting of Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to Extraordinary Council Meetings and meetings of Committees of the Council.
- 4.2 Public Forums are to be chaired by the Mayor or their nominee.
- 4.3 To speak at a Public Forum, a person must first make an application to Council in the approved form. Applications to speak at the Public Forum must be received by 10 AM on the day of the Public Forum, and must identify the item of business on the Agenda of the Council Meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than two (2) items of business on the Agenda of the Council Meeting.
- 4.5 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.
- 4.6 The Chief Executive Officer or their delegate may refuse an application to speak at a Public Forum. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the Agenda for the Council Meeting.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the Chief Executive Officer or their delegate is to determine who will address the council at the Public Forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the Public Forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the Public Forum, and to identify any equipment needs by 10 AM on the day of the Public Forum. The Chief Executive Officer or their delegate may refuse to allow such material to be presented.
- 4.11 The Chief Executive Officer or their delegate is to determine the order of speakers at the Public Forum.
- 4.12 Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
- 4.13 Speakers at Public Forums must not digress from the item on the Agenda of the Council Meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 4.14 A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under Clause 4.14. Answers by the speaker, to each question are to be limited to one (1) minute.
- 4.16 Speakers at Public Forums cannot ask questions of the Council, Councillors or Council Staff.
- 4.17 The Chief Executive Officer or their nominee may, with the concurrence of the Chairperson, address the Council for up to three (3) minutes in response to an address to the Council at a Public Forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a Public Forum raises matters that require further consideration by Council Staff, the Chief Executive Officer may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the Council, speakers at Public Forums must comply with this Code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.
- 4.20 If the Chairperson considers that a speaker at a Public Forum has engaged in conduct of the type referred to in Clause 4.19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at Public Forums in accordance with the provisions of Part 15 of this Code.
- 4.22 Where a speaker engages in conduct of the type referred to in Clause 4.19, the Chief Executive Officer or their delegate may refuse further applications from that person to speak at Public Forums for such a period as the Chief Executive Officer or their delegate considers appropriate.
- 4.23 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a Public Forum, in the same way that they are required to do so at a Council or Committee Meeting. The Council is to maintain a written record of all conflict of interest declarations made at Public Forums and how the conflict of interest was managed by the Councillor who made the declaration.
- 4.24 Serving Councillors, Members of Federal and State Parliament, as well as nominated candidates at Federal, State or Local Government elections are not permitted to speak at a Public Forum.

Representations by Members of the Public

- 14.9 Council, or a Committee of Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed. (*Section 10A(4) of the Act*)
- 14.10 A representation under Clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under Clause 3.22 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under Clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by 10 AM on the day of the Council Meeting at which the matter is to be considered.
- 14.12 The Chief Executive Officer (or their delegate) may refuse an application made under Clause 14.11. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two (2) Speakers are to be permitted to make representations under Clause 14.9.
- 14.14 If more than the permitted number of Speakers apply to make representations under Clause 14.9, the Chief Executive Officer or their delegate may request the Speakers to nominate from among themselves the persons who are to make representations to the Council. If the Speakers are not able to agree on whom to nominate to make representations under Clause 14.9, the Chief Executive Officer or their delegate is to determine who will make representations to the Council.
- 14.15 The Chief Executive Officer (or their delegate) is to determine the order of Speakers.
- 14.16 Where Council or a Committee of Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under Clause 3.22 as a matter that is likely to be considered when the meeting is closed to the public, the Chairperson is to invite representations from the public under Clause 14.9 after the motion to close the part of the meeting is moved and seconded. The Chairperson is to permit no more than two (2) Speakers to make representations in such order as determined by the Chairperson.
- 14.17 Each Speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the Chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a Speaker digresses to irrelevant matters, the Chairperson is to direct the Speaker not to do so. If a Speaker fails to observe a direction from the Chairperson, the Speaker will not be further heard.