

# Public Forum

## Request to speak form | Ordinary Council Meeting agenda items

A public forum session will be held, if required, prior to the start of each ordinary council meeting for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Ordinary Council Meetings are held on the third Tuesday of each month, commencing immediately following the conclusion of the public forum. The public forum will start at 5.30pm.

**Applications must be lodged by 12.00pm on the day of the Ordinary Council Meeting.**

**Applicants will be advised by 2.00pm the day of the Ordinary Council Meeting of the approval or otherwise of their application to speak.**

**Applicant Name:** ..... **Telephone:** .....

**Address:** .....

**Representing:** .....  
(self / name of person / entity / group)

**If representing a person, entity or group are you authorised? Yes / No**  
(circle)

**If yes, proof must be attached.**

**Agenda Item Number:** .....

**Description:** .....

**Please indicate if you are speaking FOR or AGAINST the recommendation:** .....

In signing this request, I acknowledge and agree to abide by the Council Code of Meeting Practice relating to Public Forum and recognise that I am speaking in a public forum and that Council meetings are recorded.

**Signature of speaker:** .....

*Forms valid only if all questions are completed and the form is signed.*

### Guidelines:

1. Speakers will be limited to a three (3) minute address.
2. Speakers must clearly state their name, address, who they are representing, and whether 'for' or 'against' the recommendation.
3. Speakers may address council on any item listed as an agenda item other than 'Items for Information'.
4. Speakers may not direct questions or request reports from the Mayor, Councillors or council staff, nor address matters in the minutes of an earlier council meeting.
5. Speakers may, with the approval of the General Manager, use appropriate materials to support their address but may not table or distribute reports, submissions, recommendations, calls for action or similar documents.
6. Persons seeking to represent or speak on behalf of any other person, group or entity must satisfy the council through their application that he or she has the authority to represent or speak on behalf of that person, group or entity.

**Guidelines continued:**

- 7. Applications will be determined by the General Manager in consultation with the Mayor and having regard to the following limitations:
  - I. No more than two speakers ‘for’ and two speakers ‘against’ a matter will be permitted;
  - II. Approval will not be given for the same person and their representative to speak on the same matter;
  - III. Where a matter is deferred or carried over from one meeting to the next, the limitations on speakers will apply such that speakers at the previous meeting shall be deemed to have spoken at the latter meeting;
  - IV. Persons who have spoken in relation to a motion of the council at a previous meeting may not speak in public access on a motion to rescind that original motion, other than in relation to new material that has been brought forward since the original motion.

**Submit to:**

Office of the General Manager  
Maitland City Council  
263 High Street Maitland  
[executive@maitland.nsw.gov.au](mailto:executive@maitland.nsw.gov.au)

**Enquiries:**

Office of the General Manager  
P 02 4934 9711 or  
P 02 4934 9712

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*(Office use)*

**Received by:** ..... **Date:** ..... **Time:** .....

**Approved / Not Approved:** .....  
*General Manager*

**Privacy & Personal Information Protection Notice:** Purpose of collection: Public forum prior to Council meetings. Intended recipients: Council staff for administrative purposes. Supply: 6 Voluntary, non-provision will prevent permission to speak in the public access section of the Council meeting. Access / Correction: Contact Council’s Information Services Coordinator. Storage: Council’s 7 Corporate Information System in accordance with NSW Sate Records Act 1998. For more information, please contact Council’s Public Officer during business hours on 02 4934 9700.