

# Public Access Request to Speak form

## Ordinary Council

5.30pm second and fourth Tuesday of each month

**Applications must be lodged by 12.00pm on the day of the Ordinary Council Meeting Applicants will be advised by 2.00pm of the approval or otherwise of their application**

**Applicant name:**

**Phone:**

**Address:**

**Representing:**

(self / name of person / entity / group)

**If representing a person, entity or group are you authorised?**

Yes

No

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 Access and recognise that I am speaking in a public forum and that Council meetings are recorded.

**Signature of Speaker:**

**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)

**For enquiries:**

02 4934 9700

## 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.
7. Applications will be determined by the General Manager in consultation with the Mayor and having regard to the following limitations:
8. No more than two speakers 'for' and two speakers 'against' a matter will be permitted;
9. Approval will not be given for the same person and their representative to speak on the same matter;
10. 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;
11. 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.

### Office Use only

Received by:

Date:

Time:

Approved/Not Approved:

General Manager

**PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE:** Purpose of collection: Public access to Council meetings. Intended recipients: Council staff for administrative purposes. Supply: 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 Corporate Information System in accordance with NSW State Records Act 1998. For more information, please contact Council's Public Officer during business hours on 02 4934 9700.