

**REQUEST TO ADDRESS A COUNCIL MEETING FORM**

TRIM 016107.2014

Meeting Date: \_\_\_\_\_

*Complete the fields below if you wish to address Council on an item listed on the Council Agenda:*

Agenda Item Number: \_\_\_\_\_

Item Name/ Subject: \_\_\_\_\_

*Or, complete the field below if you wish to address Council on a matter **not** listed as an item in the Council Agenda:*

Subject matter of address to Council: \_\_\_\_\_

If you are seeking permission to Address Council on an Agenda Item, please indicate whether you support or oppose the recommendation: \_\_\_\_\_

Speaker's Name (*please print*): \_\_\_\_\_

Address (Please provide the details of your residential address, including street number, street name, suburb and postcode): \_\_\_\_\_  
\_\_\_\_\_

Telephone (home/work): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

If I am permitted to speak at a Council meeting, I acknowledge that my name will be recorded in the minutes of that meeting. I have read the attached Procedure. I agree to abide by Council's Code of Meeting Practice and to comply with the directions of the Mayor/Chairperson about addressing Council at the meeting at which I have asked to speak.

\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Date of this Request)

**FOR COUNCIL USE ONLY:**

Date and Time of Receipt of Request: \_\_\_\_\_

By (print name) \_\_\_\_\_ Signature \_\_\_\_\_

**Please forward this form immediately to the Manager Civic and Executive Services**

# **REQUEST TO ADDRESS A COUNCIL MEETING PROCEDURE**

## **Information for Speakers at Council Meetings**

### **HOW TO SUBMIT YOUR FORM**

Please post your completed Request to Address a Council Meeting Form to Liverpool City Council, PO 7064 Liverpool BC NSW 1871 or hand it in at Council's Customer Service Centre located at the Liverpool Civic Tower, 50 Scott Street Liverpool. Completed forms can also be submitted by email to [speakerrequests@liverpool.nsw.gov.au](mailto:speakerrequests@liverpool.nsw.gov.au)

Your form must be received at Council by 5.00 pm on the day prior to the Council meeting. Upon receipt of your Request to Address a Council Meeting Form by Council, a member of Council staff will contact you regarding your Request.

### **HOW SHOULD A SPEAKER ADDRESSING A COUNCIL MEETING?**

The way in which speakers should address Liverpool City Council meetings is found in the Liverpool City Council Code of Meeting Practice. A full copy of the Code of Meeting Practice is available for viewing or downloading on the Council website [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au) and also is available to view at Council's Customer Service Centre. The Code of Meeting Practice is made under *Local Government Act 1993* and in accordance with the *Local Government (General) Regulation 2005*.

Please note that each member of the public who addresses a Council meeting is entitled to speak for three minutes.

Each speaker is reminded that he or she must avoid any defamatory or derogatory remarks during any address to Council and that he or she must respect the intervention of, and abide by, any ruling of the Mayor or Chairperson at any time during his or her address to Council. All proceedings and resolutions at Council meetings are recorded in the minutes of the meeting. It is prohibited to privately record, by visual and audio recording devices, Council or Committee meetings without permission of the Council.

### **WHO CAN SPEAK AT A COUNCIL MEETING?**

Members of the public are invited to attend Council meetings and may only speak on matters that are included in the agenda of the meeting or for which permission is given by Council.

Requests to address a Council meeting are made by submitting the completed Request to Address a Council Meeting Form to Council by 5.00 pm the day prior to the Council meeting.

Speakers must arrive for the Council meeting which is held at the Liverpool Civic Tower, 50 Scott Street, Liverpool prior to 2.00 pm (the starting time of Council meetings). It may be helpful to confirm your request to address the Council with a senior member of Council staff who is present and who is seated behind the Councillors.

Each speaker must provide their name and must acknowledge that their name will be recorded in the minutes of the Council meeting. Speakers are not permitted to ask questions of the Councillors or members of the Council staff.

## **PRESENTATIONS**

- No USB can be utilised at the Council meeting.
- If a presentation is to be shared, it must be supplied to Council at the same time as submitting this form.
- If copies are required, it must be advised in advance for preparation, at the same time as submitting this form.
- If anything is to be distributed, it must be advised at the same as submitting this form.

## **ARE THERE RESTRICTIONS ON WHAT A SPEAKER CAN SAY AT A COUNCIL MEETING?**

In accordance with Council's Code of Meeting Practice, the following restrictions apply:

- The subject matter only is to be discussed.
- Debate will not be permitted.
- A speaker cannot speak more than once on the subject, without the consent of Council.
- Each speaker must respect the maximum time limit of three minutes per speaker.

## **CONDUCT OF MEETINGS**

Each Council meeting is conducted in accordance with Council's Code of Meeting Practice. All participants at Council meetings including Councillors, Council staff and members of the public are expected not to make personal comments concerning Councillors, staff or other members of the public or engage in disorderly conduct at a meeting. Acts of disorder are outlined in Part 4 of the Code. Penalties for disorder may include rescinding speaking rights or expulsion from the meeting.

## **PRIVACY**

The purpose of the collection of information is for public access to Council's documents under the *Government Information (Public Access) Act 2009*. The attached Request to Address a Council Meeting Form will be placed in a relevant file and the details on the form may be accessed through a request for information under the *Government Information (Public Access) Act 2009*.

The personal information contained on your Request to Address a Council Meeting Form is being collected by the Council for the purposes of enabling you to speak at a Council meeting. The personal information will be used by Council for this purpose or directly related purposes. Each applicant understands that the personal information provided in the Request to Address a Council Meeting Form is for these purposes and that the applicant may apply to the Council for access and/or amendment of the information.

Should a member of the public address a Council meeting, it is acknowledged that his or her name will be recorded in the minutes of the meeting.

## **FURTHER INFORMATION**

For further information please phone Council's Customer Contact Centre on 1300 36 2170.