To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Committee meetings. A person may apply to speak on no more than two (2) items of business on the agenda of a Council meeting. No more than a total of 10 speakers are to be permitted to speak ‘for’ or ‘against’ each item of business on the agenda for a Council meeting.

YOUR REQUEST TO ADDRESS THE MEETING MUST BE RECEIVED BY 12 NOON ON THE DAY OF THE MEETING. LATE APPLICATIONS TO ADDRESS THE MEETING WILL NOT BE ACCEPTED.

Details of Applicant:

FIRST NAME

SURNAME

CONTACT PHONE NUMBER

EMAIL

ADDRESS

IF YOU ARE REPRESENTING SOMEONE ELSE OR AN ORGANISATION, WHO ARE YOU REPRESENTING?

Details of Proposed Address:

Date of meeting at which you wish to make your address:

Are you planning to speak about an item listed on the agenda for this meeting? Yes No

If you are planning to speak on an item on the agenda please indicate which one it is. Item Number:

If you are planning to speak on an item NOT on the agenda, please specify:

If you are planning to speak on an item NOT on the agenda, please provide a brief outline/explanation (max. 300 characters)

Do you require an interpreter for this meeting? Yes No

If yes, which language?

I understand and accept the conditions set out in the ‘Public Participation at Meetings Guidelines’.

Signature

Date / /
Public Participation at Meetings Guidelines

To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Committee meetings.

Who can speak at a Meeting?

Anyone can speak at a meeting! You may speak if you are a resident or ratepayer, or you can have someone else speak on your behalf. You can also speak as a representative of a local community organisation or authority.

Are there any restrictions on what I can speak about?

You may speak on any Council related matter whether it is listed on the agenda or not, except for:

- Matters relating to the determination of a Development Application (including any alleged breaches of the Environmental Planning & Assessment Act)
- “Confidential” matters under the Local Government Act, e.g. some legal matters, tenders, personnel matters – check with Council officers if you are unsure.
- Matters that have been already listed and considered by the Works and Community Committee, Finance and Governance Committee and the Ryde Central Committee; and have then been referred to Council for determination.

You may not make insulting or defamatory statements, and you should take care when discussing other people’s personal information. Also, a member of the public may be expelled from a meeting for engaging in disorderly conduct.

Are there any rules for speaking at the meeting?

**Council Meetings**

Time is allocated at the beginning of the meeting for speakers. A person may apply to speak on no more than two (2) items of business on the agenda of a Council meeting. No more than a total of 10 speakers are to be permitted to speak ‘for’ or ‘against’ each item of business on the agenda for a Council meeting. Each speaker has 3 minutes – there is a warning bell after 2 minutes. No extensions of time are given and there is no question and answer period.

**Committee Meetings**

A person may apply to speak on no more than two (2) items of business on the agenda of a Committee meeting. A maximum of 5 minutes will be allowed per person or a maximum of 15 minutes for a group. Councillors may ask speakers questions. It should be noted that speakers are under no obligation to answer any question put to them.

**General Information**

You are required to register your desire to speak at a meeting by 12 noon on the day of the meeting. Please note on this form if you require an interpreter and specify which language. You may use and distribute printed information; sketches etc. but we can’t accommodate audio-visual equipment. The order of speakers is allocated on a first-come first-served basis.

**Important Note:** The Chairperson may vary these practices, if such action will promote equity or will facilitate the conduct of the meeting.

**Privacy Note:** Please be aware that:

- Council and Committee meetings are webcast; and
- Your personal information is collected for Council purposes, and handled in accordance with the Privacy and Personal Information Protection Act 1998. It may be available to the public under various legislation including the Government Information (Public Access) Act 2009.

**Need more information?** Any questions, please phone Civic Services on 9952 8200.