



Addressing Council

The Code of Meeting Practice allows members of the public to address Council on most items on the Business Paper (see attachment for full extract). **Three minutes is allowed for each address to Council. No extensions are permitted.**

If you wish to address Council, please:

1. Advise the Council Administrative Officer
2. Fill in the form below.
3. Wait until called by the Mayor.

IMPORTANT: Depending on the number of requests received to address Council on individual items, a draw may be conducted to determine final speakers.

When addressing Council, please:

1. Give your name and address.
2. Keep to the issue only.
3. Complete your address within 3 minutes.

1. NAME _____

2. ADDRESS _____

3. ORGANISATION _____

4. INTEREST OF SPEAKER (please tick one box)

- Affected neighbour
 Applicant
 Applicant spokesperson
 Interested citizen
 Other _____

5. ISSUE IN THE BUSINESS PAPER TO BE ADDRESSED

Item number: _____

Subject: _____

6. Please tick one box:

- I AM FOR (Support the Recommendations)
 I AM AGAINST (Oppose the Recommendations)

I understand the Code of Meeting Practice of the Blue Mountains City Council provides for three (3) minutes only to address Council and that no extensions are permitted.

Signature _____ Date _____

Blue Mountains City Council
Code of Meeting Practice - Guide to Public Speaking

Members of the public are welcome to address the Council on any items of business in the Business Paper other than Minutes by the Mayor, Responses to Questions without Notice, Notices of Motion (including Rescission Motions), the Précis of Correspondence and Matters of Urgency. A "Guide to Public Speakers" will be available at each meeting.

Members of the public may make representation 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. The representations may be made by addressing the Council at the meeting.

Those wishing to address the Council must register with the Council Administration Officer present in the Council Chamber prior to the commencement of the Meeting. Speakers may register from 6:45 to 7:20 pm.

Members of the public must remain behind the roped barrier in front of the Councillors seating at all times. Councillors must enter the Public Gallery when speaking with members of the public. No communication with the Councillors is permitted once the meeting commences.

The following details are to be completed on the Registration form:

- Name
- Address
- Organisation (if applicable)
- Item on business paper to be addressed
- A clear statement as to whether the person is for (supports) or against (opposes) the recommendation or proposition as printed in the business paper
- Interest of speaker (as affected neighbour or as applicant or applicant's spokesperson, or as interested citizen)

If, due to exceptional circumstances, a member of the public is unable to complete a registration form prior to the commencement of the meeting, that person must speak to the Council Administration Officer and the Mayor will determine if the speaker can address the item.

Members of the public will not be able to address the Council on a particular item after the business on that item has been completed.

Only persons who have completed the Registration form and clearly indicated their intention to speak for or against a recommendation or proposition in the business paper may address the Council. Speakers who do not speak in accordance with their stated intention shall forfeit the right to continue speaking.

The Council encourages members of the public to present their views to meetings in order that the Council deliberations may be better informed. An opportunity to speak will be afforded to persons representing a diverse range of views and opinions in preference to hearing the same view stated repeatedly or sequentially. Organisations may be restricted in number of speakers.

Up to 3 speakers for each opposing viewpoint will be permitted to address the Council. On development applications, the applicant (or a spokesperson) will be permitted a final 3 minute address. In selecting other speakers, preference will be given to neighbours who would be affected by the proposal, whether favourably or unfavourably.

If more than 3 persons wish to speak on each of the differing views on an issue, they register through lodging a completed form with the Council staff. The Mayor or Chairperson will determine the number of speakers to be heard and may on occasions put a procedural resolution to the Council to increase the number of speakers.

If the number of persons requesting to speak exceeds the number the Council has nominated, the Mayor shall invite persons to voluntarily withdraw, and if necessary, the Council staff will conduct a draw to determine the speakers. The draw provides that, on development applications, the speakers shall include the applicant (or a spokesperson) as above, and at least one neighbour for and one against the recommendation. Where necessary, a separate ballot will be conducted to determine the two neighbour speakers.

Public speakers are restricted to three (3) minutes. No extensions of time will be granted.

All speakers must state their name and address, organisation (if applicable), and interest in the issue before speaking.

Presentations and questions should be made or put courteously and concisely, and without hectoring. Councillors will observe the same courtesies while members of the public are addressing the Council.

Personal allegations against Councillors and/or staff may not be made. A member of the public making such allegations forfeits forthwith the opportunity to address the Council. The Mayor shall insist that an offending speaker cease speaking.

Councillors may ask questions of speakers at the conclusion of their address.

Those in the public gallery shall not ask questions of members of the public addressing the Council or otherwise canvass issues in a public way.

If it becomes apparent during a meeting that a matter should be considered in a closed part of the meeting, the Council can consider such a motion notwithstanding that notice has not been given in the agenda. In such cases, time will permit neither the registration of speakers nor written representations. However, the Chairperson will invite members of the public to address the Council and the standard protocol for public speaking (outlined in 1.6.2 (d) of the Code of Meeting Practice) will be followed.