

## Application to Request to Speak - Council Meetings

### Deadline - 12.00pm the day of the Council Meeting

Council Meetings are open to the public. The formal Council Meeting begins at 7.00pm. At Council Meetings Councillors discuss the issues and recommendations on the Agenda and listen to people that wish to speak on the item prior to it being considered.

**Purpose of this form:** to request to speak on an item that is listed on the Council Agenda.

*For general questions of Council that are not related to items on the Agenda, Public Question Time is available. Time is allocated prior to the conclusion of each Ordinary Council Meeting to hear questions that have been submitted, and the response. For more information and to obtain the Public Question Time Form, please refer to Council's website <https://www.banyule.vic.gov.au/Council/Council-Meetings>.*

<b>Instructions</b>	<ul style="list-style-type: none"> <li><b>Please read the Request to Speak Guidelines on page two before completing this form.</b></li> <li>Complete only (shaded areas) below.</li> <li>Speakers <u>MUST</u> nominate if they are speaking FOR or AGAINST the Council report recommendation or the application will not be accepted.</li> <li>Please submit by 12.00pm on the day of the Council Meeting via one of the following:               <ul style="list-style-type: none"> <li>Email to <a href="mailto:enquiries@banyule.vic.gov.au">enquiries@banyule.vic.gov.au</a></li> <li>Deliver to one of Council's service centres</li> <li>Fax to 03 9499 9475.</li> </ul> </li> <li>Please note public submissions made in accordance with section 223 of the Local Government Act 1989 are not required to complete a form to speak.</li> </ul> <p>If you have any questions in relation to this form, please call 03 9490 4222 for assistance.</p>
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<b>Mr / Mrs / Ms NAME:</b>		
<b>ADDRESS:</b>		<b>CONTACT NUMBER:</b>
<b>Name of organisation/group (if you are speaking on behalf of an organisation or group) :</b>		
Signed: _____ Dated: _____		
<b>Do you give permission for your contact details (address &amp; phone no.) to be released to the media upon request?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>ITEM NO:</b>	<b>ITEM/TOPIC:</b> During an address to Council speakers may only speak on the agenda item they have selected and must remain on topic. Any person speaking off topic will be ceased by the Mayor.	<b>PLEASE CIRCLE</b> Speaking For / Against the Council report recommendation
		<b>For / Against</b>
		<b>For / Against</b>

**Office Use only:**

Date / Time Submitted:

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**Privacy Collection Notice:** The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website or is available for inspection at Council's Customer Service Centre.

Your name will be published in the Minutes of the Council Meeting in accordance with Council's Meeting Procedures Code (2015) as it forms part of the formal process of the Council Meeting. The Minutes are a publicly available document. You may be also asked to identify yourself (name and suburb) when addressing the Council. The Media may also request your details, but they will only be provided if you have answered yes to the question above.

Council Meetings including public question time are audio recorded with recordings being available for 12 months following the meeting date and information individuals share at the meeting (including any personal/sensitive information) will form part of the audio recording.

# Banyule City Council

## Guidelines for Speakers at Council Meetings

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### Request to Speak Guidelines

- A Request to Speak form available on Council's website must be completed and submitted **no later than 12.00pm** on the Council Meeting day. Forms received after the 12.00pm deadline will not be listed to speak.
- Forms can be submitted by email to [enquiries@banyule.vic.gov.au](mailto:enquiries@banyule.vic.gov.au), or delivered to one of Council's service centres, or by faxing to 03 9499 9475.
- Speakers **must** nominate if they are **FOR** or **AGAINST** any given recommendation, or the application will not be processed.
- Speakers are normally limited to three people **FOR** and three **AGAINST** any proposal before Council, and are limited to two items for any one speaker.
- Applications are treated in order of receipt.
- Speakers have 3 minutes to speak. No summary is allowed. Councillors may then ask questions and speakers are granted a further 2 minutes to reply.
- During an address to Council speakers may only speak on the agenda item they have selected and must remain on topic. Any person speaking off topic will be ceased by the Mayor.
- Organisations should select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson (maximum three), it may do so if its request is granted by Council.

If you have any questions regarding this form, please call 03 9490 4222.

### How does it work at the Council Meeting?

1. Speakers from the gallery are heard before any report is considered and before debate takes place. The Chairperson will call out the name of the speaker and ask them to come forward and speak at the lectern. After all the speakers have spoken, the Chairperson will call for a Councillor to move the recommendation and then the Council will proceed through and debate the matter.
2. Statements are limited to the subjects under consideration by Council.
3. The Chairperson and Council has the authority to alter these guidelines.
4. Speakers not present at the time the item is to be considered forego the opportunity to speak unless the Chairperson allows the speaker to be heard.
5. If it appears the item is likely to be deferred, the Council may decide not to hear speakers on the issue.
6. The Council may resolve to discuss certain matters in camera and they will be discussed at a time to be determined by Council.
7. Councillors may, through the Chairperson, ask questions of speakers, applicants or objectors. However, no Councillors shall, without leave of the Council, be permitted to ask more than two questions of any speaker. Speakers are given 2 minutes to provide their answers.

### Guidelines for Speakers at Council Meetings

1. The Council will not accept any question or statement which appears to the Mayor (or acting Chairperson) to be derogatory, defamatory or personally embarrassing to any Councillor, Council Staff member, ratepayer or member of the public. Electioneering will also not be accepted.
2. The Chairperson may disallow a comment, or request a speaker to desist on the grounds of repetition, irrelevance or objectionable nature if the comment or imputation is of improper motive.
3. During an address to Council speakers may only speak on the agenda item they have selected and must remain on topic. Any person speaking off topic will be ceased by the Mayor.

### Statutory procedures/Section 223 Submissions

These Guidelines apply to Statutory Procedures for hearing submissions, pursuant to the Local Government Act, however there is no limitation to the number of speakers. In dealing with matters where this is applicable, questions will be accepted but answered in terms of the relevant statutory procedures.

Please note that public submissions made in accordance with section 223 of the Local Government Act 1989 are not required to complete a form to speak. You will need to indicate in your submission that you would like to address Council in support of your submission. Speakers have 5 minutes to address Council.