[PUBLIC FORUMS AT COUNCIL & DEPUTATIONS TO COMMITTEES]

Information for Members of the Public about Public Forum Sessions and Deputations to Committees
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Public Forum Session of the Ordinary Meeting of Council

1. Members of the public who wish to address the Councillors at Council meetings, need to register for the Public Forum Session (which is in the early part of the meeting). You must complete the **Public Forum Submission Form**. The form is available at the Customer Service Counter at the Civic Centre, on the web or at the 5th Floor Foyer of the Council Chambers from 5.30 pm. on the night of the Council meeting.

2. On the web go to “Our Council” – open “Business Papers” and on the left hand side (in beige column) under business papers, is “Public Forum”. You now can print the Public Forum Guidelines and Public Forum Submission Form.

3. The form is required to be completed by you and your signature witnessed before an authorised witness. If you are unable to find an authorised witness, bring the form with you to the Council meeting. A security staff member in attendance can witness it, but it must be done before 6.00 pm on the evening of the meeting. Completed forms must be handed to the security officer for you to be registered to speak at the Public Forum.

4. If you have already spoken to the Committee Meeting the previous week, you still need to complete the Public Forum Submission Form.

5. Public access to the Council meeting on the 5th Floor is via Flushcombe Road from 5.30 pm. The Ordinary meeting of Council commences at approximately 6.30 pm in the Council Chambers at the Civic Centre.

6. If you have any queries about this process, please contact the Secretariat Staff on 9839 6267.
Deputations to Committees
Planning & Development Committee)

1. If you wish to address the Committee, the item of concern must appear on the agenda for the meeting.

2. Arrangements are made through the Secretary for the Director City Strategy and Development Services. You need to contact the Secretary on 9839 6201 before noon of the Committee Meeting Day, to register your intention to speak at the Committee Meeting.

3. The Committee Meetings are held in the Council Chamber on Level 5. Access is available after 5.30 pm from the Campbell Street entrance where security staff will direct you to the meeting room.

4. If you have contacted the Secretary and registered your interest in addressing the meeting, make yourself known to the staff member on duty at the Committee Meeting and sign the attendance sheet.

5. You will then be informed of the meeting procedure and the timeframe in which you may address the Committee Meeting.
Public Forum Guidelines

Council's policy in relation to the Public Forum Session at Council Meetings is as follows:

(i) The Public Forum Session will be Item 4 in Council's Standing Orders.
(ii) The Public Forum Session is limited to a period of thirty minutes and each speaker is limited to a period of three minutes.
(iii) Residents of the Blacktown City Council area and ratepayers (or a representative nominated on behalf of a resident or ratepayer) are permitted to make submissions to the Council on any matter which forms part of the active business of Council (reference should be made to the terms of the Public Forum Submission Forms and a letter of response will be forwarded, if appropriate).
(iv) Preference is given to those persons wishing to speak on a matter on the Agenda for that Meeting, with alternate Speakers for and against.
(v) Speakers must restrict their statements and comments to the subject of debate and topic of the address.
(vi) Speakers must refrain from making personal criticisms and revealing the identity of staff members.
(vii) A person or group that has made a presentation or representation to Council on a particular matter shall NOT be permitted to make a subsequent presentation or representation on the same matter unless the person or group has new information to bring to Council's attention or the circumstances of the particular matter have changed significantly.
(viii) Persons wishing to participate in the Public Forum, must complete the required form by no later than 6.00pm on the evening of the meeting. (see attached “Public Forum Submission”) giving details of their name, address and topic to be discussed.
(ix) Council's stenographers make a record of the matters raised in the Public Forum Session and such record is not included in the Minutes of the Ordinary Meeting, but a précis of the discussions/matters raised will be distributed to Councillors upon request. Persons who wish to participate in the Public Forum must recognise and acknowledge that such submission by them must be made in accordance with the Rules of Debate and Acts of Disorder as provided for in this Code of Meeting Practice.
(x) Such persons are required to sign a Statutory Declaration on the subject and full details of their residence.
(xi) Speakers are limited to one topic per public forum session.
(xii) Such persons must be a resident of the City or on Council's or property ownership records or be a nominated representative as outlined in (iii) above.
(xiii) Only two speakers are allowed per subject.
(xiv) Speakers will be called by the Director, Finance & Corporate Strategy or, in his absence, his nominee.
(xv) At the commencement of the Public Forum, the Mayor or the Chair will ask persons proposing to address Council: ‘Have you made any political contributions or donations over the past four (4) years exceeding $1,000 to any political party or candidate who contested the last Ordinary Election of Council?’
(xvi) Neither the Mayor nor Councillors will answer questions during the Public Forum sessions.

Therefore, it will be necessary for intending participants to complete the Public Submission Form and have the Statutory Declaration therein witnessed by an authorised witness.

To assist in this process, it will be appreciated if intending participants would complete the attached Public Forum Session list, in addition to the Public Forum Submission Form.

An Officer of Council will be available from 5.30 pm to assist intending participants in completion of the forms.

GENERAL MANAGER
PUBLIC FORUM SUBMISSION

I, ..................................................................................................................................................

Address ..................................................................................................................................................

Wish to make submissions to Council at its Ordinary Meeting to be held on ....................... on the following matter:

TOPIC: ..................................................................................................................................................

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I accept the following conditions and rules relating to my address to Council:

1. I shall obey all rulings made by the Chairman.

2. I shall refrain from the use of indecent language and maintain good orderly conduct and behaviour.

3. I shall withdraw from the Council chamber if required by the Chairman.

4. I shall not make any false statement or declaration during my submission to the meeting.

5. I shall restrict my statements and comments to the subject of debate and topic of my address.

6. I acknowledge that I shall be personally liable for my behaviour and all statements made by me in the course of my address to Council and I acknowledge and consent to the abovementioned conditions.

7. I shall refrain from revealing the name of any Council staff members and any personal criticisms when addressing Council.
STATUTORY DECLARATION

*Name in Full: I, the undersigned .................................................................

#Residence: of #....................................................................................

+Occupation in the State of New South Wales +.............................................

do hereby solemnly declare and affirm that I reside at the above stated Residence, that I have read the abovementioned conditions and rules relating to making a submission in the Public Forum Session at Blacktown City Council and I agree to abide by those conditions and rules and I make this solemn declaration, as to the matters aforesaid, according to the law in this behalf made—and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at..........................[place] on.............................. [date]

.................................[signature of declarant] in the presence of an authorised witness, who states:

I, ................................................................. [name of authorised witness],
certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1.."I saw the face of the person OR "I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person has a special justification for not removing the covering.

2.."I have known the person for at least 12 months OR "I have confirmed the person's identity using the following identification document:

................................................................. [describe identification document relied on]
.................................................................[signature of authorised witness] ......................[date]

PRIVACYNOTE
The information that you provide in this Form is for Council purposes only and will be viewed by Councillors and Council staff only. Your name and suburb only will be read out when being introduced during the Public Forum Session. No other personal details will be disclosed.