



COUNCIL MEETING PUBLIC FORUM REGISTRATION FORM

Date of Council meeting: _____

Details of Applicant:

Name: _____

Address: _____

Phone Number: _____

Topic: _____

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

1. I will not refer to any matters that
 - are on the Council meeting agenda,
 - are applications already lodged with the Council for decision, or
 - criticise or complain about Councillors or Council staff.
2. I will restrict my address to the allotted time of 3 minutes.
3. I will restrict my statements and comments to the subject of debate and topic of my address.
4. I will obey all rulings from the Mayor.
5. I will refrain from the use of indecent language and maintain good orderly conduct and behaviour.
6. I will withdraw from the Council Chamber if required to do so by the Mayor.
7. I will not knowingly make any false statement or declaration during my submission to the meeting.

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 above conditions.

Signature: _____

Date: _____

PRIVACY NOTIFICATION

The personal information requested on this form is being collected, and will only be used for, identifying members of the public who address a Council Meeting and their acceptance of the conditions to address the Council Meeting. The supply of the information is voluntary. If you do not supply the information you will not be permitted to address the Council Meeting. Access to the information will be restricted to Councillors and Council staff.

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO COUNCIL PRIOR TO 5.00PM ON THE WEDNESDAY
PRECEDING THE COUNCIL MEETING.
PLEASE SUBMIT YOUR COMPLETED FORM TO OUR GOVERNANCE DEPARTMENT BY DELIVERING IT TO CUSTOMER
SERVICES OR BY EMAIL TO records@woollahra.nsw.gov.au.**

WOOLLAHRA MUNICIPAL COUNCIL

PUBLIC FORUM GUIDELINES

Purpose

Public Forums at Council Meetings provide an open and friendly opportunity for members of the community to bring matters to the attention of the Council that may not otherwise be considered.

Procedural Requirements

1. Complete a 'Public Forum Registration Form' and submit it to Council prior to 5.00pm on the Wednesday preceding the Council meeting (see below).
2. When the Public Forum item is reached in the meeting agenda the Mayor will call the name of the person to address the Council.
3. Proceed to the lectern and identify yourself and the subject of your address.
4. Keep to the subject matter or the Mayor may rule your address out of order.
5. You may address a Council meeting by Public Forum on any local government related matter excluding matters that:
 - are on the Council meeting agenda,
 - relate to any application already lodged with the Council for decision, or
 - criticise or complain about Councillors or Council staff.

The Mayor will rule such comments out of order and may rule that your address be terminated.
6. Limit your address to 3 minutes.
7. A warning bell will ring at 2 minutes.
8. Two bells will ring at 3 minutes.
9. Return to your seat at the conclusion of your address or following completion of questions to you.

Why we restrict some matters that can be addressed during the public forum.

Items on the Council meeting agenda

Most matters that are considered by the Council at its ordinary meetings have already been the subject of consideration by a committee of the Council. These committee meetings are structured to allow for less formal debate and consideration of submissions from all parties that have an interest in a matter.

Applications already lodged with Council for decision.

Council has in place a decision making process which has checks, balances and safeguards. This process has been in place for some considerable time and provides procedural fairness and an opportunity for all interested parties to have their say and to hear what others have to say. The committee meetings are the appropriate place to make submissions.

Criticism or complaints about councillors or staff

The code of conduct and our complaints policy provides a mechanism for dealing with such matters. The code and procedures are designed to ensure that issues are thoroughly considered and measured against the high standards of behaviour we expect of Councillors and staff. Criticism and complaints about individuals made impinge upon their reputation. An unsubstantiated claim may damage reputations and the Council meeting is not a proper forum to make such claims or to allow individuals to respond to such issues.