



# Council Meeting

Public Forum Registration Form  
(Items on the Agenda for General  
Managers & Officers Reports)

Expiry Date: 30 June 2024

## About this form

1. This form is to be used to request to address Council via the Public Forum in relation to General Manager & Officers Reports listed on the Agenda for Council and Extraordinary Council Meetings. Please note there is no public forum on any other matters listed on the Council Agenda.

This is in accordance with the provisions of Council's Code of Meeting Practice clauses 4.3 to 4.26.

2. This form must be completed and submitted to Council prior to **10.00am on the day of the Council meeting**. Requests that are received after 10.00am on the day of the Council meeting **will not** be accepted.
3. Please submit your completed form to Council's Governance Department either by delivering in person to Customer Service or by emailing [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)
4. Further information in relation to public forums is available on Council's website at [woollahra.nsw.gov.au/council/meetings\\_and\\_committees/having\\_your\\_say\\_at\\_meetings](http://woollahra.nsw.gov.au/council/meetings_and_committees/having_your_say_at_meetings).

## Public forum request

Date of Council Meeting:

Report Title:

Speaking:

☐ IN SUPPORT

☐ IN OBJECTION

I would like to address:

☐ IN PERSON

☐ VIA ZOOM

## Details of the person registering to address a Council Meeting

(Note: All correspondence from Council will be directed to the person registering to address on this form)

Title:

Full name:

Company name:  
(if applicable)

Address:

Phone:

Email:

Are you a Legal Representative and/or consultant acting on behalf of others?

☐ YES

☐ NO

If YES, please provide details of who you are addressing on behalf of:

### Public Forum guidelines / procedural requirements

1. When the Public Forum item is reached in the meeting agenda the Mayor will call the name of the person to address the Council.
2. Please identify yourself by providing your name, suburb and if addressing on behalf of another person please advise of their name.
3. Please keep to the subject as deviating from such may result in the Mayor ruling your address out of order.
4. Limit your address to three (3) minutes. A warning bell will ring at two (2) minutes. Two (2) bells will ring at the conclusion of three (3) minutes.
5. Please note that no more than two (2) speakers are permitted to speak 'for' or 'against' a General Managers & Officers reports which is listed on a Council Meeting Agenda for the meeting for which the public forum is held.
6. Councillors may ask questions of you following your address.
7. Once your address has concluded and questions have been answered, please return to your seat at the conclusion of your address (if addressing in person) or please mute yourself via Zoom.

### Declaration and signature

I,

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

- ☐ I will only refer to the General Manager & Officers report that I have registered (if accepted).
- ☐ I will obey all rulings from the Mayor.
- ☐ I will restrict my address to the allotted time of three (3) minutes.
- ☐ I will restrict my statements and comments to the subject of debate and topic of my address, noting that Woollahra Council **does not** accept any liability for statements, comments or actions taken by individuals during Council meetings.
- ☐ I will refrain from the use of indecent language and maintain good orderly conduct and behaviour.
- ☐ I will withdraw from the Council Chamber/from Zoom if required to do so by the Mayor.
- ☐ I will not knowingly make any false statement or declaration during my submission to the meeting.
- ☐ I acknowledge that Council Meetings are live streamed, accessible via a link from Council's website and agree to my image, voice and personal information (including name) being recorded and publicly accessible via Council's website.
- ☐ I also acknowledge that the audio recording of the meeting will be available on Council's website in accordance with Council's Code of Meeting Practice.

Applicant's  
Signature:

Date:

### Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

### Lodgement details

Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

[records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

[www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### OFFICE USE ONLY

Date received:

Processed & approved by:

Date: