



Council Meeting

Public Forum Registration Form
(Items not on the Agenda)

Expiry Date: 30 June 2024

About this form

1. This form is to be used to request to address Council via the Public Forum. Council will allow members of the public to address a Council meeting on any local government related matter excluding matters that are:

- On the Council meeting agenda, or
- Any application already lodged with the Council for decision, or
- That criticises or complains about Councillors or Council staff.

Note: 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.

This is in accordance with the provisions of Council's Code of Meeting Practice clause 4.1 and clause 4.2.

2. This form must be completed and submitted to Council prior to **5.00pm on the Wednesday** preceding the Council meeting. Requests that are received after **5.00pm on the Wednesday** preceding the Council Meeting will be carried forward to the next Council meeting.
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
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.

Public forum request

Date of Council Meeting:

Subject:

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:

Topic (Detail the topic you wish to address Council on (providing as many details as possible)

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 and the subject of your address.
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. The maximum number of addresses at each Council meeting will be three (3).
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 not refer to any 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.
- ☐ 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 and 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.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

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

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

OFFICE USE ONLY

Date received:

Processed & approved by:

Date: