



Council Meeting

Public Forum Registration
(Matters not listed on the Agenda)

Expiry date: 30 June 2023

About this form

1. This form is to be used to request to address Council via the Public Forum (matters **not** on the Council Agenda). Public Forums (on matters not on the Council Agenda) 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.

Why we **restrict** some matters that can be addressed during the public forum. The following matters **cannot** form part of any Public Forum at a Council meeting:

- **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.

2. This form must be completed and submitted to Council by **10.00am on the day of the Council Meeting**.
3. Please submit your completed form to Council's Governance Department by delivering it to Customer Services or by email to 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:

Applicant details *(Note: All correspondence will be directed to the applicant)*

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. Complete a 'Public Forum Registration Form' and submit it to Council **by 10.00am on the date of 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. Please identify yourself and the subject of your public forum 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.

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

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 for consideration by Council,
 - relate to any application already lodged with the Council for decision, or
 - criticise or complain about Councillors or Council staff.
- I will restrict my address to the allotted time of 3 minutes.
- I will restrict my statements and comments to the subject of debate and topic of my address.
- I will obey all rulings from the Mayor.
- I will refrain from the use of indecent language and maintain good orderly conduct and behaviour.
- I will withdraw from the Council Chamber 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 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.
- I acknowledge that Council meetings are live streamed, accessible via a link from Council's website and agree to my image and voice being recorded and accessible via Council's website.

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

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

Date received:

Processed & approved by:

Date: