



# Committee Meeting

Registration Form  
to Address Meeting

Expiry Date: 30 June 2024

## About this form

1. This form is to be used to request to address a Committee Meeting (i.e: Environmental Planning Committee / Finance, Community & Services Committee / Strategic and Corporate Committee). Meetings provide an open and friendly opportunity for members of the community to provide input into Council's decision making process.
2. Members of the public are invited to address Council's Committee Meetings on both Delegated items (D items) and Recommended items (R items).
3. This form must be completed and submitted to Council **by 10.00am on the day** of the Committee Meeting. Please submit your completed form to Council by delivering it to Customer Services or by email to [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)
4. For further information on how to address Committee Meetings, please visit [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).

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

Title & Full Name:

Company name:

(if applicable)

Address:

Phone:

Email:

## Details of Agenda Item

Date of Committee Meeting:

Meeting Type:

- Environmental Planning Committee  
 Finance, Community & Services Committee  
 Strategic & Corporate Committee

Item No.

Subject:

Speaking:

- IN SUPPORT                       IN OBJECTION

I would like to address:

- IN PERSON                       VIA ZOOM

## 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 four (4) minutes. A warning bell will ring at there (3) minutes. Two (2) bells will ring at the conclusion of four (4) minutes.
5. Councillors may ask questions of you following your address.
6. 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 not on the Committee 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 Chair.
- I will restrict my address to the allotted time of four (4) 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](http://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](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

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