



## REQUEST TO ADDRESS COUNCIL IN PUBLIC FORUM

DATE OF COUNCIL MEETING:.....Date of Application:.....

NAME: .....

ADDRESS: .....

.....

TELEPHONE NO: .....

GROUP REPRESENTED: .....

(if applicable) .....

**DO YOU WISH TO:**

Make a statement       Ask a question       Address agenda item no. ....

*please provide details of matter to be discussed:* .....

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**NOTE:**

The proceedings of all Council Meetings, unless closed to the public in special circumstances as per the Local Government Act 1993 requirements, are public sessions. Any member of the public can be present to listen or take notes. Speakers do not have absolute privilege (parliamentary privilege) in respect of anything said or any material presented to the Meeting.

All requests to be made in writing to the General Manager at least eight (8) days prior to the meeting by emailing [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au) or mailing – P.O Box 31 Walgett NSW 2832.

Speakers to register with the Administration Manager prior to the commencement of the meeting.

Council Meeting commences at 10.00am.

*Please refer to guideline*

# REQUEST TO ADDRESS COUNCIL IN PUBLIC FORUM – GUIDELINES

## Applications to Address Council

- Any person may make a request to submit a question to, or address the Council in Public Forum on any issue having relevance to the responsibilities of Walgett Shire Council.
- The proceedings of all Council Meetings, unless closed to the public in special circumstances as per the Local Government Act 1993 requirements, are public session. Any member of the public can present to listen or take notes. Speakers do not have absolute privilege (parliamentary privilege) in respect of anything said or any material presented to the Meeting.
- All requests to be made in writing to the General Manager prior to the meeting by emailing [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au) or mailing – P.O Box 31 Walgett NSW 2832. Speakers to register with the Administration Manager prior to the commencement of the meeting.
- Applicants shall state:
  - Their name, address and contact telephone number;
  - Organisation or group they are representing (if applicable);
  - Details of the issue to be addressed and the item number of the report in the Business Paper (if applicable) or the question(s) to be presented to the meeting;
  - Whether they are opposing or supporting the issue or matter (if applicable);
  - The interest of the speaker (eg affected person, neighbour, applicant, applicant's spokesperson, interested citizen etc).
- Where the applicant has previously addressed Council further applications to address Council will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-canvassed.
- This will not preclude residents addressing Council for the first time on a matter that has previously been the subject of a public forum presentation, question or statement albeit that they intend to raise issues that were previously raised in the public forum.
- Where an address relates to an item on the Council meeting Agenda that evening, the speaker shall be heard when the Council considers the item.

## Presentation to Council

- Each presentation shall be limited to five (5) minutes, and the Council may resolve to extend the presentation by one further three (3) minutes if considered appropriate.
- Speakers shall conduct themselves with due respect to the Council and observe the Code of Conduct and Code of Meeting Practice, i.e. not to disrupt the conduct of the meeting and to treat all people with respect, courtesy, compassion and sensitivity and not insult, denigrate or make defamatory or personal reflections on or impute improper motives to the Council, staff or other members of the public.
- Groups should nominate a representative to make the presentation to the Council on behalf of the Group.

## Replies to Speakers

- Where an address relates to an issue of general interest, the Mayor, Councillor or General Manager may provide a reply to the speaker at the conclusion of the address.
- If a formal reply or research is required, the General Manager shall respond in writing to the speaker.