

Public Forum Application

Executive Office

Council meetings, except for closed sessions of Council, are open to members of the public to attend. Members of the public are able to address Council on items of business to be considered at that meeting.

To address Council in public forum, please submit the Public Forum Application Form, no later than two working days before the date on which the Council meeting is to be held.

There will be five minutes allocated to each speaker. No more than three speakers are to be permitted to speak 'for' or three 'against' a development application, or one speaker 'for' and one speaker 'against' any other item of business on the agenda for the council meeting.

Members of the public wishing to address Council on Agenda items, will have preference over non-business related items.

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Act"). The intended recipients of the personal information are: Council staff and Councillors requiring contact information in relation to your public forum application. Some of your personal information (name) will appear in the Council agenda and public forum minutes at the time you address Council. As a result, your name will be available to the Councillors, members of staff and members of the public who obtain copies of the Council agenda and meeting minutes.

Please submit completed form to council@snowymonaro.nsw.gov.au

Councils Code of Meeting Practice (CoMP) can be found [here](#).

Applicant

Name/s		Phone/Mobile	
Address			Postcode
Email			
Organisation (if applicable)			
Attendance	In Person	Via Audio-Visual Link	

Details of Council Meeting

Council Meeting Date		
Will you be speaking to an item listed in the Council Business Paper?	Yes	No
Subject or Business Paper Item and Number to be addressed:		

Required:

Are you speaking in support or against an item's recommendation as listed in the Council Business Paper?	In Support	Against	Not Applicable
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Declaration and Signature of Applicant

By signing this form I confirm I have read and agree to comply with Council's CoMP, in particular:

- 4.6 A person may apply to speak on no more than one items of business on the agenda of the council meeting.
- 4.12 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than two days before the public forum. The CEO or their delegate may refuse to allow such material to be presented.
- 4.14 Each speaker will be allowed five minutes to address the council.
- 4.15 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.18 Speakers at public forum cannot ask questions of the council, councillors, or council staff.
- 4.21 When addressing the council, speakers at public forum must comply with this code (code of meeting practice) and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.24 Where a speaker engages in conduct of the type referred to in clause 4.21, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.

and I agree:

- To the release of my contact information to Councillors and Council Staff following the Council meeting for the purposes of following up on presenting at the Council meeting;
- To refrain from making any defamatory comments or releasing any personal information about another individual without their consent;
- That Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings – all liability will rest with the individual who made the comments;
- That meetings of the Council are to be webcast live on the Council's website and by attending a meeting, speakers and other persons consent to an audio-visual recording of the address being included in the webcast of the meeting; and
- Where a Council webcasts the public forum, it will need to consider and address the privacy, confidentiality, defamation and copyright risks associated with doing so.

I _____, the undersigned, acknowledge I have read council's code of meeting practice, and agree to comply with the code of meeting practice and any other council policy or procedure that may apply. I acknowledge that if I engage in conduct of the type referred to in clause 4.21, the CEO may refuse further applications, from myself, to speak at public forums, per clause 4.24 of the code of meeting practice.

Applicant Signature

Date

For further information or assistance on completing this form please contact Council.

Mail: PO Box 714 COOMA NSW 2630

Phone: 1300 345 345

Email: council@snowymonaro.nsw.gov.au

Web: snowymonaro.nsw.gov.au