

REQUEST TO ADDRESS COUNCIL IN OPEN FORUM

Public Forums are held at 5.30pm before the commencement of the Council meeting.

Only matters included in the agenda can be spoken on in open forum.

All applications to address a Council meeting are to be lodged Tuesday 12noon the day before the Council Meeting.

Please answer all questions using block letters and ticking appropriate boxes

1. Applicant Details

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	Name:
Address:	
Postal Address:	
Phone/Mobile:	Email:
Applicant(s) Signature:	Date:

2. Date of Meeting

Date of Meeting:

3. Please state the item and number you wish to speak on

Item and number:

4. Please state the item and number you wish to speak on

Item and number:

5. Are you speaking for or against the staff recommendation?

FOR

AGAINST

6. Please give a brief outline of your planned address

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CONDITIONS OF PUBLIC PARTICIPATION

- Members of the public are invited to attend Council Meetings and may only speak on items of business to be considered at the meeting. (4.2)
- To speak at a public forum, a person must first make application to the Council on this approved form. Requests to address Council must be submitted in writing by Tuesday, 12 noon the day before the meeting is to be held and must identify the item of business on the agenda the person wishes to speak on, and whether they are 'for' or 'against' the item. (4.4)
- Completed forms are to be delivered to: Hilltops Council, 189 Boorowa Street, Young NSW 2594 or Locked Bag 5, Young NSW 2594, sent via email: mail@hilltops.nsw.gov.au and in the subject line: Request to Address Council.
- Hilltops Council meetings are conducted in accordance with the Code of Meeting Practice and Council's Code of Conduct.
- A person may apply to speak on no more than three (3) items of business on the agenda of the Council meeting. (4.5)
- No more than three (3) speakers are permitted to speak 'for' or 'against' each item of business on the agenda of the Council meeting. At the discretion of the chairperson further speakers may be allowed to speak. (4.8)
- If more than three (3) speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from amongst themselves the persons who are to address Council on the item of business. If the speakers are not able to agree on whom to nominate to address Council, the General Manager or their delegate is to determine who will address Council at the Public Forum. (4.9)
- Each speaker will be allowed five (5) minutes to address Council. The time will be strictly enforced by the chairperson and a reminder given with a minute remaining. (4.13)
- Speakers at public forums cannot ask questions of the Council, Councillors or Council Staff.
- A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument. (4.15)
- When addressing Council, speakers at public forums must comply with the Code of Meeting Practice and all other relevant Council Codes, Policies and Procedures. (4.20)
- A person must not livestream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or committee. (15.22)

DECLARATION

NOTE: This declaration must be signed and witnessed and given to Council's General Manager (or their representative), 12noon the Tuesday before the meeting you wish to address.

I _____ understand that the meeting I intend to address on _____
(print name)

Is a public meeting and may be audio recorded.

I will conduct myself with due respect to the Council and observe Council's Code of Conduct and Code of Meeting Practice, i.e. not disrupt the conduct of the meeting and treat all people with respect, and not insult, denigrate or make defamatory or personal comments which reflect or impute improper motives to the Council, staff or other members of the public.

I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material I intend to present at the abovementioned meeting.

Dated this _____ day of _____ 20__

Signed: _____

Name of witness: _____

Signed: _____

PRIVACY STATEMENT: Council collects your personal information for the purpose of assessing your application to address Council meetings. Information contained on this form may be made public. You have the right to access and amend personal information held by Council, which is the agency that stores your personal information.