

Public Forum – Procedure for addressing Council

As detailed in item 4 **Public Forum** in Council’s Code of Meeting Practice, Council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings.

Any member of the public wishing to address Council members at a Council meeting may request to do so. All requests are subject to approval (clause 4.4-4.6 Council’s Code of Meeting Practice). Requestors must read and acknowledge Council’s Procedure for addressing Council Meetings below.

Council acknowledges and respects the time that Councillors and members of the public dedicate to participating in Council matters through involvement on Committees and attendance at meetings. To ensure members of the public are able to speak on matters concerning them and Council meetings are conducted efficiently, Council requests that members of the public;

1. Read Council’s Code of Meeting Practice and Procedure for addressing Council; and
2. Complete the Declaration of Intent to Address Council.

As detailed in clause 4.3 of Council’s Code of Meeting Practice, to speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum for items not on the agenda must be received by Council seven (7) days before the by the date on which the public forum is to be held or for items on the agenda 12 noon the day before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak ‘for’ or ‘against’ the item.

No more than 2 speakers will be able to address any one agenda item/topic (one for and one against). Each speaker will be allowed 5 minutes to speak on each item requested. A warning bell will sound after 4 minutes. No extensions of time will be given.

Speakers must conduct themselves in accordance with Council’s Code of Conduct and Code of Meeting Practice. Presenters must:

- Present only factual information
- Avoid making insulting or defamatory statements about others
- Be mindful of not disclosing other peoples personal and confidential information
- Allow others to present their views without interruption

Disorderly conduct may result in an expulsion by the Chairperson from a council or committee meeting.

Applicants should be aware that Councillors may ask questions of a speaker and there is no obligation from speakers to answer any question put to them. Applicants should also be aware that Council has adopted live streaming of its Council meetings and therefore is unable to expressly guarantee that a person’s image will not be webcast. A person’s full name and where they are from may also be read out and recorded.

This form may be submitted in person to Council, by email to council@federationcouncil.nsw.gov.au or by post to PO Box 77, Corowa NSW 2646.

Public Forum – Declaration of intent to address Council

Applicant:

Name:		Phone:	
Address:		Postcode:	
Email:			

Details of represented party:

I am representing myself someone other than myself (Please complete details below).

Details of proposed meeting address:

Date of meeting: _____

Will you be speaking about an item on the Agenda for this meeting?

Yes No (please complete details below)

Item is on the Agenda:

Agenda Item Number _____

I am speaking For / Against this Agenda Item.

Item is not on the Agenda:

Please provide a brief outline of your proposed presentation:

Declaration:

I have read and understand the Federation Council Code of Conduct and Code of Meeting Practice and agree to abide by these guidelines.

Name:	
(please print)	
Signed:	Date: