



Application to Speak at Public Forum

Council Meeting Date ____ / ____ / ____	Business Paper Item Number
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Speaker Details

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street	Suburb		Postcode	
Mailing Address (if different)					
Tel 1 (Home/Work/Mobile)			Tel 2 (Home/Work/Mobile)		
Representing		<input type="checkbox"/> (please tick) Applicant		<input type="checkbox"/> (please tick) Objector	
Will Presentation Aids be used?			<input type="checkbox"/> Yes		<input type="checkbox"/> No

Subject

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Main points / issues to be raised

A copy of prepared speech, must be attached together with this form when lodging.

Please Note

- 1 All parts of this application form must be completed.
- 2 All applications (including any presentation aids such as videos, handouts, etc) whether lodged in person, faxed (02 9562 1794), email to: rcc@rockdale.nsw.gov.au or sent by mail, must be received at Council **by no later than 4pm** on the day of the Council Meeting. For further details please phone 02 9562 1757.
- 3 The personal information required on this form may be available for public access under various legislation.

Declaration

I declare that the above information is true and correct in every detail and I have read and understood and will comply with all the 'Guidelines for Addressing Council' printed on the back of this application.

Applicant's Signature	Date ____ / ____ / ____
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Rockdale City Council
Office Hours - 8:30am to 4:30pm (Mon-Fri), 9am-1pm (Sat)
2 Bryant Street/PO Box 21 Rockdale NSW 2216
rcc@rockdale.nsw.gov.au www.rockdale.nsw.gov.au
DX 25308 Rockdale ABN 66 169 730 052
Tel 02 9562 1666 Fax 02 9562 1777

Council Meeting Public Forum Guidelines for Addressing Council

- Any person can apply to address Council on matters that are raised in the business paper.
- Applications should be made to Council's Director Corporate & Community (or nominee) prior to 4pm on the day of the meeting.
- Applications must state the name, address and telephone number of the speaker, and list the main issues to be raised in their address.
- The Mayor will invite, in order of the items on the agenda, those who have registered to address the Councillors.
- Council will permit opposing points of view to be presented prior to determining a matter.

Presentation to Council

- Presentations on an item on the business paper are limited to fifteen minutes.
- Where two speakers have registered, each address is limited to five minutes.
- Where there are more than two speakers on the same item, the Chairperson will determine an equal allocation of the time between speakers.
- Groups are encouraged to nominate a representative to make the presentation to Council on behalf of the group.
- Speakers opposed to the proposal before Council will speak first and will be immediately followed by the representative of the applicant.

Replies to Speakers

- The order of business allows for items addressed in the Public Forum to be brought forward and dealt with at the conclusion of the Public Forum.
- Councillors may, through the Chairperson, ask questions of the speakers at the conclusion of their address.

Code of Conduct

- **Speakers must conduct themselves with respect to Council and observe the rules of order and meeting procedure as contained in Council's Code of Meeting Practice. In particular they:**
 - ◆ shall be mindful of the laws relating to defamation and libel as no protection is available to them when making statements at Council Meetings;
 - ◆ must confine their presentation to a statement of facts;
 - ◆ must not insult or make personal reflections or impute improper motives to any Councillor or member of staff;
 - ◆ must not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt;
 - ◆ must allow other speakers to put their views without interruption.