



Members of the public who have an interest in a matter before Council may address a meeting of Council on that matter.

If you wish to address Council, please:

- (a) Complete this form and return it to the Wagga Wagga City Council office on or before 10.00am on the day of the scheduled meeting
- (b) Note the rules listed over

<b>Applicant Details</b>	Company Name:				
Title:	Mr	Mrs	Ms	Dr	Other
Surname:	<input type="text"/>		First Name:	<input type="text"/>	
Address:	<input type="text"/>				
Suburb	<input type="text"/>		Postcode:	<input type="text"/>	
Phone (h):	<input type="text"/>		Phone (w):	<input type="text"/>	
Phone (m):	<input type="text"/>		Fax:	<input type="text"/>	
Email:	<input type="text"/>				

<b>Meeting Details</b>			
Report Number:	<input type="text"/>		
Report Name:	<input type="text"/>		
Date of Meeting:	<input type="text"/>		
Please circle:	Speaking in favour of the Report		Speaking against the Report
Comments:	<input type="text"/>		
Sector Manager approval:	<input type="text"/>		Date: <input type="text"/>
General Manager or Delegate Approval:	<input type="text"/>		Date: <input type="text"/>
Customer contacted:	Yes	No	Date: <input type="text"/>

<b>Council Details</b>			
Address:	Wagga Wagga City Council Cnr Baylis & Morrow St Wagga Wagga, NSW 2650 PO BOX 20 WAGGA WAGGA NSW 2650	Website:	www.wagga.nsw.gov.au
		Email:	council@wagga.nsw.gov.au
		Telephone:	1300 292 442 / 1300 2 WAGGA

**Privacy and Personal Information Protection Notice:** The personal information provided is collected for the purpose as stated on this document. Access is limited to Council employees and other authorised persons. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be stored in Council's systems.

## **PUBLIC ADDRESS SESSION MEETING RULES**

- a. Each applicant wishing to address a meeting of Council is required to make application to do so to the General Manager by 10.00am on the day of the meeting on the form prescribed.
- b. Each applicant must include, on the application form, details of each item to be included in the address.
- c. The address may relate to any item on the agenda to be considered by Council at that meeting, subject to the applicant having a direct interest in the matter.
- d. Applicants should provide a copy of their address and any related documentation with their application. Applications which fail to meet this criterion may be refused.
- e. The General Manager, or their representative, will determine applications
- f. Where more than the maximum number of presenters (maximum of four per session; two speakers for the subject, and two speakers against) has applied to address the meeting, the selected speakers will be determined based on the time of their application.
- g. Applicants will be advised of the result of their application by 3.30pm on the day of the meeting. It is important that Applicants provide a relevant contact number for this purpose.
- h. The Public Address session is conducted in accordance with the following provisions:
  - The public address session will be held at the time listed in the Agenda for the meeting, or at a time during the meeting determined as appropriate by the meeting Chairperson
  - The Chairperson will announce each party addressing Council and the subject of the address
  - The Chairperson will determine the order of speakers addressing Council
  - The public address session will be restricted to a total of thirty (30) minutes per agenda item unless Council, by resolution, decides otherwise.
  - Each applicant is restricted to one address of up to five (5) minutes.
  - Each speaker may be granted, by resolution of Council, one extension of time only, amounting to one (1) minute, for the purpose of concluding their address. No further extensions of time are permitted.
  - Addresses on the same or a related subject are restricted to a *maximum of four (4) per session; two (2) speakers for the subject, and two (2) speakers against.*
  - Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.
  - Presentations should be courteous and concise. Personal allegations against Councillors and/or staff may not be made. A member of the public making such allegations forfeits immediately the opportunity to address the Council. The Mayor/Chairperson shall insist that an offending speaker cease speaking. At the conclusion of an address a question and answer period is available for Councillors to clarify issues raised in the address.
  - At the conclusion of addresses for an agenda item, the Chairperson may comment on the addresses given or call upon a Councillor or Officer to comment. They may decline but if the subject matter of the address has not been considered by the Council, no substantive comment shall be offered. Any comments shall not exceed two (2) minutes.
  - Timekeeping for the public address session will be conducted by the meeting Secretary or their delegate. The expiration of the relevant time period will be denoted by the timekeeper using an audible warning device.

***The proceedings of the meeting in open session may be recorded by tape and/or video by the media. Speakers do not have protection of privilege in respect of anything said or any material presented to the Council or Committee meeting.***