

Public Address Application Form

Members of the public who have an interest in a matter before Council may address Council on that matter during the Public Address Session, which is held during the Council meeting and generally forms the first item of business following the opening of the meeting. If you wish to address Council, you must:

- a) Complete this form and return it to the Wagga Wagga City Council office before 12 noon on the day of the scheduled meeting
- b) Note the Guidelines listed over

Public Address Sessions, including applicant addresses, are recorded and livestreamed on Wagga Wagga City Council's website and social media platforms. If you address the Public Address Session, your image, voice and name will be recorded, publicly broadcast and archived. By attending or speaking during a Public Address Session or Council meeting, you consent to the collection and use of your image, voice and personal information for these purposes.

Applicant Details

Name:

Address

Email:

Phone:.....

Council Meeting Details

Report Name:

Report Number:

Meeting Date:

Please circle: Speaking in **favour** of the recommendation Speaking **against** the recommendation

Delivery method: In person Via remote attendance online

Comments:

.....

.....

Submission instructions

Email: council@wagga.nsw.gov.au

In person: Civic Centre customer service, 243 Baylis Street Wagga Wagga NSW 2650

Post: City of Wagga Wagga PO Box 20 Wagga Wagga 2650

Public Address Session Guidelines

1. To speak during a Public Address Session, applications must be received by 12:00pm on the day of the Council meeting. Ordinary Council Meetings commence at 5:30pm, with the Public Address Session generally forming the first item of business following the opening of the meeting.
2. Applications 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 recommendation.
3. The General Manager, or their delegate, will determine applications by 2pm on the day of the Council meeting.
4. The General Manager or their delegate may refuse an application to speak at a Public Address Session. Reasons for refusal may include, but are not limited to, instances where a person has already addressed Council on one or more occasions on the same matter.
5. No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting, except in circumstances outlined in the [Code of Meeting Practice](#).
6. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request that applicants divide the time between the additional speakers.
7. Approved speakers must provide written, visual or audio material (if applicable) to be presented as part of their address. The General Manager may refuse to allow such material to be presented.
8. Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
9. Approved speakers must not digress from the item on the agenda they are addressing.
10. A Councillor (including the Chairperson) may ask questions of a speaker following their address at a Public Address Session.
11. Speakers at Public Address Sessions cannot ask questions of the Council, Councillors or Council staff.
12. When addressing the Council, speakers must refrain from engaging in disorderly conduct and making potentially defamatory statements.

For detailed guidance on addressing Council during a Public Address Session, please refer to Section 4 of Council's Code of Meeting Practice.

Office Use Only

Executive Approval:	General Manager Approval:
Customer Contacted: Yes / No	Date and time:
Zoom link provided if attending online:	Yes / No