

Public Address Application



Members of the public may address councillors on matters provided the matter is within the responsibilities of council and not a general request for council services. Public Forums are held on 2nd Tuesday of the month at 2pm.

If you wish to address councillors at the public address forum, please:

- a) complete this form and return to council@cabonne.nsw.gov.au or any council office.
- b) Note the guidelines listed over.
- c) Lodge this form with council by 12pm Wednesday before the meeting.

Applicant Details

Name	
Address	
Phone	
E-Mail Address	

Subject – what is it that you want to bring to the attention of the councillors?

Details – please provide a brief description of what you wish to say

Contact Details

101 Bank Street, Molong, NSW, 2866
PO Box 17, Molong, NSW, 2866
www.cabonne.nsw.gov.au
council@cabonne.nsw.gov.au
(02) 6392 3200

Public Address Forum Guidelines

1. Public Forums will be held on the second Tuesday of each month commencing at 2pm.
2. Members of the public are able to address Councillors on matters that are within the responsibilities of Council.
3. The Public Forum session is not a public meeting and does not form part of the Council Meeting.
4. No decisions will be made by Council at the Public Forum.
5. Members of the public wishing to speak at the Public Forum must lodge an application with the General Manager a week before the Public Forum, providing a summary of the issue that they wish to bring to council's attention.
6. Members of the public wishing to speak at the Public Forum must agree to comply with council's Code of Conduct and Code of Meeting Practice.
7. Members of the public wishing to speak at the Public Forum must declare any interests and/or political donations.
8. All applications must be approved by the General Manager or his/her delegate.
9. At all times, the General Manager and/or Council retain the discretion to refuse a person the opportunity to address the Public Forum.
10. Persons not registered to speak will not be able to address the Public Forum.
11. Speakers will have five minutes to address the Public Forum. An extension of time may be granted by Councillors.
12. Applications to speak at the Public Forum will be limited to four per session. Where more than four applications to speak are received, applications will be considered in order of the time of receipt.
13. Applications on the same or a related subject are restricted to a maximum of two per Public Forum, one speaker for the subject and one speaker against the subject.
14. Where there are more than two applications received for the same subject, applications will be considered in order of the time of receipt.
15. Each speaker is required to state their name and any organisation/interest group they are representing before speaking.
16. Councillors may ask questions of the speaker.
17. The speaker will not be able to ask questions of Councillors or Council staff in relation to the matter.
18. Members of the public will not be permitted to raise matters or provide information on a matter which includes, but is not limited to, the following:
 - a standard request for Council services (which can be made by contacting Council's Customer Service during business hours)
 - personnel matters concerning particular individuals
 - personal hardship of any resident or ratepayer
 - information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business
 - commercial information of a confidential nature that would, if disclosed:
 - prejudice the commercial position of the person who supplied it, or
 - confer a commercial advantage on a competitor of Council, or
 - reveal a trade secret
 - information that would, if disclosed prejudice the maintenance of law
 - matters affecting the security of Council, Councillors, Council staff or Council property
 - advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege
 - information concerning the nature and location of a place or an item of Aboriginal significance on community land
 - alleged contraventions of any Code of Conduct requirements applicable under Section 440 of the Local Government Act 1993 ("alleged contraventions of Council's Code of Conduct")
 - on balance, be contrary to public interest.
19. Addresses should be courteous and concise. Members of the public will not be permitted to use the Public Forum to defame, abuse, vilify, insult, threaten, intimidate or harass Councillors, Council staff or other members of the public. Conduct of this nature will be deemed to be an act of disorder and the person engaging in such behaviour will be ruled out of order and may be expelled from the meeting.
20. A person may be banned from addressing Council under the Public Forum processes for repeated acts of disorder or breaches of the Public Forum Guidelines.
21. The Public Forum does not provide any protection from civil action arising from allegations or any libelous comments. Members of the public must be mindful of laws relating to defamation and libel.
22. Speakers do not have protection of privilege in respect of anything said or any material presented to the Public Forum.
23. Councillors are not entitled to use the Public Forum for any purpose given opportunities are available to Councillors to raise matters formally.