

Request to Address Council Form



Council Meetings are open to the public. The formal Council Meeting begins at 5.00pm. At Council Meetings, Councillors discuss the issues and recommendations on the Agenda and will now be holding a public forum session.

Use this form to submit a request to speak about an item listed on the Council Agenda or to ask a question.

You may be interested in speaking during the Public Forum section at the Ordinary Council Meeting. This forum provides an opportunity for questions and comments from the public gallery.

Please clearly print all details and information, if not applicable please leave blank if there is not enough space in the boxes provided please provide the information on a separate sheet and advise so in the boxes below.

INFORMATION

Speakers must be approved by the General Manager. All requests for consideration need to be submitted by 2pm on the day of the Council Meeting. Only submissions on the below form will be accepted. Completed forms can be delivered to Council's Executive Assistant – General Manager/ Mayor or by email to mail@cobar.nsw.gov.au. If you have any questions regarding this form, please call 02 6836 5809.

Speakers are normally limited to two people **for** and two **against** any proposal before Council, and are limited to three items for any one speaker. They are treated in order of receipt.

Speakers have 5 minutes to speak, including Councillors questions.

The Council will not accept any question or statement which appears to the Mayor (or acting Chairperson) to be derogatory, defamatory or personally embarrassing to any Councillor, Council staff member, ratepayer or member of the public. Electioneering will also not be accepted.

CONTACT DETAILS

TITLE:	NAME:
ADDRESS:	PHONE NUMBER:
NAME OF ORGANISATION/ GROUP (if applicable):	
SIGNED:	DATED:
Do you give permission for your contact details to be released to the media upon request? Y / N	

ITEM/ AGENDA NO:	AGENDA ITEM TITLE	FOR/ AGAINST (PLEASE CIRCLE)
		For / Against
		For / Against
		For / Against

OR QUESTIONS TO BE PRESENTED TO COUNCIL

1.
2.
3.

Privacy Collection Notice: The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website or is available for inspection at Council Offices.

Your name will be published in the Minutes of the Council Meeting in accordance with Council's Meeting Procedures as it forms part of the formal process of the Council Meeting. The Minutes are a publicly available document. The Media may also request your details, but they will only be provided if you have answered yes to the question above.

OFFICE USE ONLY - APPROVAL – FROM GENERAL MANAGER

AUTHORISED BY:	FOR / AGAINST (CIRCLE)	
SIGNED:	DATE/ TIME SUBMITTED:	APPROVED: Y/N