



Warringah Council

REQUEST TO ADDRESS COUNCIL

DATE OF COUNCIL MEETING:.....

NAME:.....

ADDRESS:.....

TELEPHONE NO:.....

GROUP REPRESENTED:.....

(if applicable)

.....

DO YOU WISH TO:

- Make a statement at Public Forum
- Address agenda item no.

- Ask a question at Public Forum

please provide details of matter to be discussed:.....

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NOTE:

The proceedings of all Council Meetings in open session are webcast live and recorded for public record and are available for listening by members of the public. Speakers do not have absolute privilege (parliamentary privilege) in respect of anything said or any material presented to the Meeting.

All requests are to be made to the Co-ordinator Council and Executive Support by 3 pm on the Monday prior to the meeting. Where the day preceding is a public holiday a request must be received no later than 9.30am on the day of the Council Meeting.

Please phone 9942 2737 or email councilmeetings@warringah.nsw.gov.au to register.

Council Meetings commence at 6.00pm. *Please refer to guidelines*

GUIDELINES – REQUEST TO ADDRESS COUNCIL

Applications to Address Council

- A member of the public may be granted permission to address Council during Public Forum where such a request is received by the General Manager no later than 3.00pm on the day preceding the Council meeting. Where the day preceding is a public holiday a request must be received no later than 9.30am on the day of the Council Meeting. This provision is subject to: -
 - Public Forum will be for a period of no more than thirty (30) minutes, unless otherwise determined by Council.
 - Each speaker being permitted to address Public Forum for up to three (3) minutes.
 - Each speaker being limited to one (1) question or statement on any one item on the Agenda or otherwise related to Council business.
 - No member of the public being entitled to address Public Forum on a rescission motion, except where Council resolves that such speaker be allowed on the basis of exceptional circumstances.
- Applications to address Council are subject to the following qualifications:
 - There will be no speakers heard on agenda items referred from the Warringah Development Assessment Panel (WDAP) and the Warringah Development Review Panel (WDRP) or Category 3 Public Hearings as those items have already been made open to comment at a public meeting and members of the public have already had the opportunity to express their views.
 - Requests to address the Public Forum at Council to the Community Meetings will be limited to local issues.
 - Each address shall be limited to three (3) minutes, and the Council may resolve to extend the address by one further three (3) minutes if considered appropriate.
 - Speakers shall conduct themselves with due respect to the Council and observe the Code of Conduct and Code of Meeting Practice, ie not to disrupt the conduct of the meeting and to treat all people with respect, courtesy, compassion and sensitivity and not insult, denigrate or make defamatory or personal reflections on or impute improper motives to the Council, staff or other members of the public.
- The proceedings of all Council Meetings in open session are recorded and webcast live for public record.
- Webcast archives are available to the public on Council's website.
- Council accepts no responsibility for any defamatory comments made by the speaker in respect of anything said or any material presented to the Meeting.

Addressing Council – Application Process

- All requests are to be made to the Co-ordinator Council and Executive Support by 3 pm on the Monday prior to the meeting. Where the day preceding is a public holiday a request must be received no later than 9.30am on the day of the Council Meeting. Please phone 9942 2737 or email councilmeetings@warringah.nsw.gov.au to register.
- Applicants shall state:
 - Their name, address and contact telephone number;
 - Organisation or group they are representing (if applicable);
 - Details of the issue to be addressed and the item number of the report in the Business Paper (if applicable) or the question to be presented to the meeting;
 - Whether they are opposing or supporting the issue or matter (if applicable).

Previous Applications and Agenda Items

- Where the applicant has previously addressed Council further applications to address Council will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-canvassed.

- This will not preclude residents addressing Council for the first time on a matter that has previously been the subject of a public forum presentation, question or statement albeit that they intend to raise issues that were previously raised in the public forum.
- Where an address relates to an item on the Council meeting Agenda, Council staff are not obliged to provide an answer to the speaker's question or statement.
- There will be no speakers heard on agenda items referred from the WDAP and the WDRP or Category 3 Public Hearings as they have already had the opportunity to express their views.

Replies to Speakers

- Where an address relates to an issue of general interest, the Mayor or General Manager may provide a reply to the speaker at the conclusion of the address.
- If a formal reply or research is required, the General Manager shall respond in writing to the speaker.

Conduct of Speakers

Speakers should conduct themselves with due respect to the Council and observe the Code of Conduct and Code of Meeting Practice, ie not disrupt the conduct of the meeting and to treat all people with respect, courtesy, compassion, and sensitivity and not insult, denigrate or make defamatory or personal reflections on or impute improper motives to the Council, Councillors, staff or other members of the public. In the event that a speaker does not conduct themselves accordingly, the Chairperson may request the speaker to apologise, desist from the inappropriate behaviour, return to the public gallery and/ or otherwise enact provisions of Council's Code of Meeting Practice