

# PROCEDURES FOR ADDRESSING COUNCIL AND STANDING COMMITTEES

Please complete this form to register to speak at an Ordinary Meeting of Council or Standing Committee Meeting with Dubbo Regional Council.

Form must be returned to the Manager Corporate Governance (or Nominee). Please phone to confirm attendance on 02 6801 4242.

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Residential Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email Address	

MEETING DETAILS	
I wish to address: <i>(Please tick appropriate box)</i>	
<input type="checkbox"/> Council during Public Forum	
<input type="checkbox"/> Standing Committee:	
<ul style="list-style-type: none"><li>• Infrastructure, Planning and Environment;</li><li>• Culture and Community; or</li><li>• Corporate Services Committee.</li></ul>	
Meeting Date	
Matter I wish to address	
I am: <i>(Please tick appropriate box)</i>	
<input type="checkbox"/> For the item	
<input type="checkbox"/> Against the item	

APPLICANT SIGNATURE	
I have received and read a copy of Dubbo Regional Council's Procedure for Addressing Council and Standing Committees ( <b>Appendix 1</b> ) and agree to abide by its contents.	
Signature	
Print Name	
Date	

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**PRIVACY NOTE:**

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)

The Procedure refers to the following Acts and Regulations:

The Local Government (General) Regulation 2005

[Local Government \(General\) Regulation 2005 - NSW Legislation](#)

Dubbo Regional Council's Code of Meeting Practice

[Council Policy - Code of Meeting Practice \(nsw.gov.au\)](#)

## APPENDIX 1

- Any person wishing to address Council or Committees is to be provided with a copy of this Procedure. Such persons are then required to formally advise Council that they have read the Procedure and will abide by its contents.
- Any potential tenderer (being a person or entity, including their agent, employee or representative that has requested documents or information regarding a tender or quotation) must not be permitted to address a meeting of Council (including any Committee or Advisory Panel of Council) regarding the relevant tender or quotation documents without the prior written consent of the Chief Executive Officer.
- In deciding whether to grant such consent, the Chief Executive Officer may take into consideration any relevant legislative requirements, tendering guidelines issued by the Office of Local Government from time to time, terms of the relevant tender or quotation documents, Council's Code of Conduct and the rules of procedural fairness.
- It is noted that Council has a statutory obligation to ensure that any requests for tender or quotation documents, or information or clarification regarding the tender or quotation, from any potential tenderer, must be directed to the responsible officer identified in the tender or quotation documents.

### Addressing Standing Committees

It is Council's practice that members of the public who have an interest in matters before Council's Standing Committees (Infrastructure, Planning and Development; Culture and Community and Corporate Services) are advised that they may attend and address those Committees. This practice is more informal and there is often interaction/questions/discussions between those persons and the Councillors and staff. This informality has been at the discretion of the Chairperson, noting that only those matters listed on the Committee's agenda will be discussed. Matters of 'general interest' are not to be raised by the public.

### Addressing Council during Public Forum

- Any person can apply to address either an Ordinary meeting or Extraordinary meeting of Council during Public Forum on any issue relevant to the responsibilities of Dubbo Regional Council (subject to the above statements regarding tenderers).
- Requests to address Council during Public Forum should be made to Council's Manager Corporate Governance (or nominee) at least two hours prior to the meeting. Applicants shall advise the agenda item/topic to be addressed. Only two speakers shall be able to address the same agenda item/topic.
- Requests will be advised to the Mayor prior to the commencement of the meeting.
- Each individual address is limited to a maximum of five minutes.
- Public Forum is limited to a maximum period of 30 minutes and shall be held following 'Leave of Absence' on the Council agenda. The Mayor will generally give first preference to those speakers who have an interest in a matter on the agenda for the meeting. Should there remain time following speakers who have previously nominated, the Mayor will enquire of the Public Gallery if there are any other speakers.

- Should the number of nominated speakers exceed the 30 minute timeframe, a decision by Council may extend the time frame for Public Forum via a council resolution to a time determined by the Council.
- If speakers wish to distribute material to Council and officers, 20 copies shall be provided to the Manager Corporate Governance (or nominee) prior to the meeting.
- Where an address relates to an item on the agenda for the subject meeting, the issues raised by the speaker(s) shall be dealt with when Council considers that item as part of the agenda. If questions (a maximum of two) are raised by the speaker as part of their address, the Mayor may either provide a response or request the Chief Executive Officer to reply to the speaker at the conclusion of the address. Questions may come from/through the Mayor to the person addressing Council at the time or to the Mayor or Chief Executive Officer at the conclusion of the speaker's address. If questions require investigation, they can be taken on notice with the Manager Corporate Governance to obtain the necessary information for response to the speaker and the Mayor and Councillors.
- Where an address relates to an issue of general interest (a matter not listed on the agenda), it cannot be debated by Council except where, in accordance with Clause 241 of the Local Government (General) Regulation 2005 and Clause b(i) of Council's Code of Meeting Practice (Clause 11 of Council's Meeting Procedure):
  - a. A motion is passed to have the business transacted at the meeting; and
  - b. The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.
- If a matter of general interest is raised, is not a 'Matter of Urgency' as above, and the Mayor or a Councillor wishes the matter to be considered by Council, the Mayor or Councillor may, as per Council's Code of Meeting Practice, lodge a Notice of Motion for consideration at a future meeting of the Council.
- Speakers must conduct themselves with respect to Council and observe the rules of order and meeting procedure as contained in Council's Code of Meeting Practice. As part of Public Forum, the Mayor shall ensure the conduct of Public Forum is such that presenters:
  - Confine their presentation to a statement of facts;
  - Not insult or make personal reflections or impute improper motives to the Mayor, Councillors or member of staff;
  - Not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt;
  - Allow other speakers to put their views without interruption.

## **Addressing Committees (other than Standing Committees), Working Parties, Sub Committees, Advisory Panels and Other Groups**

It is Council's practice that members of the public who have an interest in matters before the Committee, or Advisory Panel, at the discretion of the Committee or Advisory Panel, may attend and address the Committee or Advisory Panel but shall not be permitted to remain in the meeting while the item is considered/determined.