

# Request to address Council Meeting

## About this form

You may use this form to apply to address a Council Meeting or Strategic Briefing Session



## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.

### Part 1: Applicant Details

Title *	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address*		
<input type="text"/>		
Home Number	Mobile Number	Business Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Fax Number	
<input type="text"/>	<input type="text"/>	

### Part 2: Details

If you are representing someone else or an organisation, who are you representing?

Date of meeting at which you wish to make your address:  Are you planning to speak about an agenda item for this meeting?

If you are planning to speak about an item on the agenda please indicate which one is:  Please specify (for / against)

If you are planning to speak on an item not on the agenda , please provide a brief outline / explanation:

### Part 3: Acceptance

Signature:	Date:
<input type="text"/>	<input type="text"/>

### Please register your desire to speak three (3) days before the meeting:

Email to: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

Deliver to: 58 - 64 Molong Street Condobolin NSW 2877

Post to: Lachlan Shire Council, PO Box 216, Condobolin NSW 2877

Ph: 02 6895 1900

To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Strategic Briefing sessions.

### **Who can speak at a Meeting?**

Anyone can speak at a Meeting! You may speak if you are a resident or ratepayer, or you can have someone else speak on your behalf. You can also speak as a representative of a local community organisation or authority.

### **Are there any restrictions on what I can speak about?**

You may speak on any Council related matter whether it is listed on the agenda or not, except for:

Matters relating to the determination of a Development Application (including any alleged breaches of the Planning & Assessment Act)

“confidential” matters under the Local Government Act, e.g. some legal matters, tenders, personnel matters – check with the staff if you’re not sure.

You may not make insulting or defamatory statements, and you should take care when discussing other people’s personal information. Also, a member of the public may be expelled from a meeting for engaging in disorderly conduct.

**Privacy Note:** *This completed form contains your personal information we are collecting for the purpose of addressing council at a meeting. Provision of the information is voluntary; however, if insufficient information is provided, we will be unable to process your application. The information will be stored in council's business systems. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Our Privacy Management Plan explains the lawful grounds on which we collect, use, disclose and transfer personal information. It also explains how you can seek access to, or amendment of the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.*

**Need more information? Any questions, please phone Customer Service on (02) 6895 1900.**