



# SPEAKER APPLICATION

## Public Forum Session at Councillor Briefing

### YOU MUST PROVIDE THE FOLLOWING DETAILS TO ADDRESS COUNCIL

Please complete this form and return it to Lismore City Council by 4pm the day of the briefing.

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

Date of briefing: \_\_\_\_\_ Name: \_\_\_\_\_

Organisation/group represented: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of presentation

Estimate time required: \_\_\_\_\_

*(NB: Total allocated time for Public Forum Session is 15 minutes)*



### Please Note:

- Council accepts no responsibility for any defamatory statements made by speakers.
- Please ensure that the information given on this form is correct and received by Council staff before 4pm the day of the briefing as it will:
  - a) provide the General Manager with the information necessary to consider if the matter is appropriate for the Public Forum Session (see conditions below);
  - b) be added to the briefing agenda for Councillors to review; and
  - c) allow Councillors to decide if they need to declare a conflict of interest on your item.
- If you have any documentation or audio-visual aids to support your presentation, please provide a copy to Council before 5.45pm the day of the briefing.
- There is only 15 minutes in total allocated to the Public Forum Session. Please ensure that your presentation is no longer than 15 minutes.
- When asked by the Chairperson of the meeting, please proceed to the public access table and address Council. At the conclusion of your address and after any questions, you will be asked to return to your seat.
- Members of the public may quietly enter and leave the briefing at any time.
- The following matters will not be considered by Council in a Public Forum Session:
  - a) Proposed or current development and rezoning applications and related matters.
  - b) A third or subsequent application by a single member of the public to address Council on the same issue in the same calendar year. The General Manager, at their discretion, may elect to exempt representatives or members of community groups from this restriction in consultation with Councillors.
  - c) Any formal procurement process, contract negotiation or dispute resolution being undertaken. (Formal procurement processes include (but are not limited to) processes such as Expressions of Interest (EOIs), Request for Quotations (RFQs) and Request for Tenders (RFTs).
  - d) Matters relating to the proper exercise of Council's regulatory functions.
  - e) Any matter the General Manager (or their delegate) considers inappropriate for discussion.

## Declaration

**This declaration must be signed and forwarded or given to Council staff prior to the briefing.**

I \_\_\_\_\_ understand that the meeting I intend to address  
(*your name*)

on \_\_\_\_\_ is a public meeting.  
(*date of meeting*)

I will conduct myself with due respect to the Council and agree to not disrupt the conduct of the briefing and treat all people with respect, courtesy, compassion and sensitivity and not insult, denigrate or make defamatory or personal reflects on or impute improper motives to the Council, staff or other members of the public. I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material that I intend to present at the abovementioned meeting and that failure to adhere to the above expectations may result in future requests to address Council being refused.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_