



**REQUEST TO SPEAK IN  
PUBLIC FORUM  
AT ORDINARY COUNCIL MEETING**

**DATE OF MEETING:** .....

<i>Item No:</i>	<i>Title of Item:</i>

**YOU MUST PROVIDE THE FOLLOWING DETAILS TO ADDRESS COUNCIL**  
 Please complete this form and return it to the  
 General Manager by **5.00pm on the day prior** to the Meeting  
 Fax to 02 6799 6888 or email to [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)

**NAME:**

**ORGANISATION OR GROUP REPRESENTED:**

**ADDRESS:**

**TELEPHONE:**

(home) ..... (business) ..... (mobile) .....

**EMAIL:**

**FAX NO:**

**INTEREST OF THE SPEAKER:**

(eg affected person, neighbour, applicant, applicant's representative, interested person)

**SUBJECT OF ADDRESS:**

**STATEMENT OF THE POINTS TO BE COVERED DURING THE ADDRESS:**

(to be written or dictated)

**Please Note:**

- Council accepts no responsibility for any defamatory statements made by speakers.
- Addresses in the Public Forum will commence at 1.00pm.
- Please provide a copy of any document that you would like to be distributed to Council to the Minute Clerk prior to the Meeting.
- Audio-visual presentations must be received by 1.00pm on the day prior to the meeting.
- Each speaker will be allowed a maximum of three (3) minutes.
- When your name is called, please proceed to the Council lectern (usually located to the right hand side of the Chamber).
- Members of the public may quietly enter and leave the Meeting at any time.

## ***DECLARATION***

**NOTE:**

This declaration must be signed and witnessed and given to Council’s General Manager (or their representative) prior to the commencement of the meeting.

I ..... understand that the meeting I intend to address

on ..... is a public meeting. I will conduct myself with due respect to the Council and observe the Code of Conduct and Code of Meeting Practice, i.e. not disrupt the conduct of the meeting 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.

Dated this ..... day of .....

Signed: .....

Signed: .....

Witness:

.....  
Name of Witness: