

QMF-GOV-025	Application to ask a Question – Public Forum <i>Refer to Part 4 of Council's Code of Meeting Practice</i>
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APPLICANT'S DETAILS

Please indicate with a tick

Title: Mr Mrs Ms Miss Other _____

Surname: _____

First Name: _____

Residential Address: _____

Contact Number(s): _____

Email: _____

DETAILS OF APPLICATION

I wish to address Council in respect to the following:

Date of Meeting: _____

Interest: My question is about a matter of :
 policy
 delivery of Council services
 regulatory functions or
 issues of community concern

Please indicate with a tick

Question/Topic: _____

Please complete the following if you are applying to make a representation on behalf of a ratepayer or resident:

Name of Resident(s) or Ratepayer(s): _____

Residential Address: _____

Contact Number(s): _____

Please ensure that you have the resident or ratepayer's signed authorisation.

DECLARATION

Council conducts its meeting in accordance with its Code of Meeting Practice which guides the manner in which Public Forum sessions are conducted. It is expected that persons addressing the Council will conduct themselves in an appropriate manner in accordance with the Code.

I understand and agree to comply with the Public Forum provisions outlined in Part 4 of Council's Code of Meeting Practice. I will address the Council courteously and will only speak to the topic of my question submitted. I will also refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

Applicant's Signature _____ **Date** _____

To be signed when an Applicant is making a representation on behalf of a resident or ratepayer.

Authoriser's Signature _____ **Date** _____

PROTECTING YOUR PRIVACY
 The personal information requested on this form will only be used to fulfil the purpose for which it is being collected. The supply of this information by you is voluntary but if you cannot or do not wish to provide the personal information sought, we may not be able to process your application.

OFFICE USE ONLY:

PROCESSING OFFICER	SIGNATURE	DATE
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PUBLIC FORUMS

- 4.1 Public forum session is held prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on matters of policy, the delivery of services, regulatory functions or issues of community concern. A person during the public forum cannot speak to an item listed on the agenda/business paper for consideration at the Council meeting that evening.
- 4.2 Public forum session is chaired by the mayor or their nominee.
- 4.3 To ask a question of Council, a person must first submit on a duly completed and signed application form to the General Manager or Public Officer. Applications to speak at the public forum must be received by 12 noon on the day of the ordinary meeting of council.
- 4.4 Each speaker will be limited to asking 1 question.
- 4.5 Representatives acting on behalf of others are not permitted to speak at public forum unless they provide their name, address, home telephone number and signed authorisation from the person they are representing when applying to speak at the meeting.
- 4.6 The Chairperson will only allow questions to be asked that are consistent with this Code and may refuse an application to speak at public forum. The Chairperson must give reasons in writing for a decision to refuse an application.
- 4.6.1 The Public Forum session is limited to 30 minutes.
- 4.7 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.8 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.9 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.10 Approved speakers at public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 12 noon on the day of the ordinary meeting of council. The General Manager or their delegate may refuse to allow such material to be presented.
- 4.11 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed 5 minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the question they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.15 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.16 Speakers at public forums cannot ask questions of the councillors or council staff.
- 4.17 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*
- 4.18 All questions will receive a written response.
- 4.19 When addressing the council, speakers at public forums must comply with this Code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's Code of Conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the Chairperson may refuse further applications from that person to speak at public forums for such a period as the Chairperson considers appropriate.
- 4.23 *This discretionary provision from the Model Code of Meeting Practice was not adopted by Fairfield City Council.*