

CLOSURE OF A MEETING TO THE PUBLIC

APPLICATION FORM AND PROCEDURE

Council generally holds one Ordinary Meeting of Council and one Policy & Strategy Committee Meeting each month on Monday nights from 7pm in the Council Chambers. Members of the public are welcome to observe these meetings in person or via livestream.

Members of the public are excluded from parts of meetings, including livestreams, recordings and business papers, which are considered confidential business, in accordance with Section 10A of the Local Government Act 1993 No 30.

Members of the public may make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Procedure to make representations on the closure of a meeting

The following requirements apply:

- Items listed on the agenda as likely to be considered where a meeting is closed are identified as confidential in the agenda. To make representations about these items, please complete all parts of the application form below. The form must be lodged prior to 4pm on the day of the relevant meeting and confirmation will be received by 5pm on the day of the meeting as to whether the application is accepted. Where it is not accepted, a reason will be provided in writing. Approximately 15 minutes before the meeting start time, a Governance officer or delegate will speak to each person who is to speak at the meeting.
- Where it is proposed to close a meeting or part of a meeting to the public and the matter was not identified in the agenda as confidential, the Chair is to invite representations from the public who are present in person at the meeting.
- After the motion to close the part of the meeting is moved and seconded, members of the public making representations will be invited to speak, in the order determined by the Chair.
- No more than 2 speakers are permitted to make representations on the closure of a meeting.
- The Chair will call a speaker to the speaking area. When at the speaking area, the speaker should indicate:
 - their name
 - the organisation or group they are representing (if applicable)
 - the item number of the relevant report in the Business Paper relating to their representations
 - their reason for making representations on the closure of the meeting in relation to that item..
- Speakers making representations will be allowed 2 minutes to speak. This time limit is to be strictly enforced by the chairperson.
- Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses, the Chair is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chair, the speaker will not be further heard.
- The speaker should return to a seat in the audience once the Chair has thanked them.

Please note that:

- Smart casual dress is the preferred minimum dress standard.
- The meeting is livestreamed and a recording is published on the Council website. This is a requirement under the Model Code of Meeting Practice. By completing this form, you give consent for yourself to be included in the livestream and recording.
- Speakers do not have absolute privilege (parliamentary privilege). A speaker who makes any potentially offensive or defamatory remarks about any other person may render themselves open to legal action.
- Speakers are advised to obtain their own legal advice about the appropriateness of any material being presented.
- It is at the discretion of Council to withdraw the opportunity to speak where a speaker fails to respect meeting rules or engages in conduct that could be considered disorderly.

PUBLIC REPRESENTATIONS ON CLOSURE OF A MEETING APPLICATION FORM

Please provide the following details to seek permission to make representations on an item identified in the agenda to be considered during a closed part of the meeting. Forms should be received by 4pm on the day of the meeting and can be emailed to: council@penrith.city or delivered to Penrith Civic Centre, 601 High Street Penrith NSW.

Meeting Details

Date of meeting:

Item number in the Business Paper:

Title of item in the Business Paper

My interest in this matter is (eg. the matter impacts you directly, indirectly or you are a spokesperson for others impacted):

Reason for objecting to the closure of the meeting

Personal Details

Name

Surname

Street number

Street name

Suburb

State

Post code

Contact phone number

Email address

Organisation *(if applicable)*

By submitting this form I agree to follow directions of the Chair and understand that should I say anything inappropriate or present any material that is inappropriate, I may be subject to legal action. I acknowledge that I have been advised as above to obtain my own legal advice about the appropriateness of the material I intend to present.

Yes No

OFFICE USE ONLY

Application Accepted?

Reasons if application not accepted



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