Public forums and deputations

Members of the public may address Council by way of a public forum session (at an Ordinary meeting) or by way of a deputation (at a meeting of the Planning, Development, Historical & Assets Committee).

Members of the public may register to attend any public forum session, but deputations are limited to the applicant, objectors or other interested parties of a specific planning matter listed on an agenda of the committee.

Ordinary and committee meetings commence at 6.30 pm in the Council Chambers at the Civic Centre. Matters involving the public are listed early in the agenda.

Registering for a Public forum session

Members of the public must register by 6.00 pm on the day of the Ordinary meeting by completing our Public forum submission form. If you have already addressed Council on the proposed matter, or any other matter, you must still register for that specific meeting.

The Public forum submission form is available from:

- our Customer Service Counter at the Civic Centre
- our website (www.blacktown.nsw.gov.au)
- 5th Floor Foyer of the Council Chambers from 5.30 pm on the night of the meeting.

The form must be completed by you and signed by an authorised witness (Justice of the Peace or equivalent). If you are unable to have your form witnessed, we will endeavor to have one of our staff verify your details and witness it.

Completed forms must be handed to our staff at the registration desk in order for you to be called to speak during the Public forum session.

If you submit a form prior to the day of the meeting, you must advise our staff at the registration desk upon your arrival.

Deputations to the Planning, Development, Historical & Assets Committee

Members of the public interested in addressing this committee must register their interest through the office of the Director of Planning & Development (phone 02 9839 6201) before noon on the day of the meeting.

You will need to register your arrival with our staff prior to the start of the meeting and sign an attendance sheet.

Our Code of meeting practice applies to public forums and deputations

Our Code of meeting practice sets out the process for speakers and their expected conduct at Council meetings. It also includes, at appendix F, detailed Public forum guidelines.

Copies of the code are available from:

- Customer Service Counter at the Civic Centre
- our website (www.blacktown.nsw.gov.au)
- 5th Floor Foyer of the Council Chambers from 5.30 pm on the night of the meeting.

If you have any queries, please contact Secretariat Staff on 9839 6267.
Public forum submission

Use this form to register to speak at an Ordinary meeting of Council.
Forms must be received by our staff before 6.00 pm on day of the meeting.

Submission summary

I wish to address Council at its Ordinary meeting being held on (date) 
I wish to address Council about (topic details)

For help and to return this form
Civic Centre, 62 Flushcombe Rd, Blacktown
PO Box 63, Blacktown NSW 2148
DX 8117 Blacktown
www.blacktown.nsw.gov.au
council@blacktown.nsw.gov.au
02 9839 6000
02 9831 1961

1 Statutory declaration

Declarant

I (your name)
of (your address)
do hereby solemnly declare that:
• I reside at the above address
• I have read and agreed to abide by the Terms and conditions at section 2 below about making a Public forum submission to Council

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Declared at (place)
on (date)

In the presence of an authorised witness who states:

Witness

I (name of authorised witness) a (qualification of authorised witness)

Certify the following matters concerning the making of this statutory declaration by the person who made it:

(*cross out text that does not apply)

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification¹ for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have confirmed the person’s identity using an identification document and the document I relied on was

(describe identification document relied on)

(signature of authorised witness) (date)

¹ The only 'special justification’ for not removing a face covering is a legitimate medical reason (September 2018)
2 Terms and conditions

Members of the public must:

- familiarise themselves and ensure their conduct is in line with Blacktown City Council’s Code of Meeting Practice (available from the Customer Service Centre, www.blacktown.nsw.gov.au or on request)
- follow all rulings made by the Chairman (Mayor)
- refrain from the use of indecent language and maintain good orderly conduct and behaviour
- withdraw from the Council Chamber on request
- not make any false statement or declaration during their submission
- restrict statements and comments to the subject of debate and topic stated on their submission form
- refrain from revealing the name of any Council staff members and from making any personal criticisms during their submission.

Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary. Your name and suburb will be read out when being introduced during the Public Forum Session. No other personal details will be disclosed. We will store your personal information on our systems or in our offices, where it will be used by our Councillors, staff and contractors. Other people can request access to it under the Government Information (Public Access) Act 2009. You can ask us to suppress your personal information from a public register and we will consider your request in line with the Privacy and Personal Information Protection Act 1998. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit www.blacktown.nsw.gov.au for a copy of the plan.