

# Request for Public to Address Council

### Important Notice

Western Downs Regional Council is collecting the personal information you supply on this form for the purpose of processing your application to address Western Downs Regional Council. The personal information collected on this form will be used to contact applicant to accede/deny request. Should you address Council some of your personal information ie. name, issue may be recorded in the Minutes of the Council meeting which are published on Council's website pursuant to the *Local Government Regulation 2012*. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



### Customer Details \* Required

* Surname:		* First Name:	
* Phone:			
* Email Address:			



### Meeting Details

* Meeting Type:	<input type="checkbox"/> Council Meeting (held on the third Wednesday of each month at alternate locations) <input type="checkbox"/> Councillor Information Session
Proposed Meeting Date: <i>(Please contact Executive Services on 07 4679 4004 to obtain the next available Meeting date).</i>	/ /
Proposed Meeting Time:	Note: Time can only be between 10:30 am – 11:00 am for Council Meetings
* Reason / Description of Address:	



### Customer Signature

I believe this subject is a matter of public interest. Should my application be approved, I agree to abide by the following conditions:

1. The address shall be for a period not exceeding **five minutes**.
2. No debate will follow on from my address although the Mayor or the relevant Committee Chairman may at their discretion respond on behalf of the Council.
3. If no response is given on the day, a written reply will be provided as soon as is convenient if warranted.
4. I will accept the direction of the Chairman of Council.

I also acknowledge that it is not practicable to be given a precise time at which I may speak except that it would most likely be between 10:30 am and 11:00 am.

*	Date: / /
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### Office Use Only

Request:	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Approving Officer:		
Address Date:	/ /	Address Time: : am / pm
Customer Contacted:	/ /	Via: <input type="checkbox"/> Phone <input type="checkbox"/> Email



Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

