

GUNNEDAH SHIRE COUNCIL

**REQUEST TO ADDRESS COUNCIL/STANDING COMMITTEE* MEETING
APPLICATION FORM**

Applicant Details

SURNAME		FIRST NAME	
ADDRESS			
PHONE (home)		PHONE (work)	
PHONE (mobile)		FAX	
EMAIL			

If you are representing someone else or an organisation, who are you representing?

Details of Proposed Council Address

Date of meeting at which you wish to speak:

I wish to address:

<input type="checkbox"/> Ordinary Meeting	<input type="checkbox"/> Planning Environment and Development Committee
	<input type="checkbox"/> Works and Services Committee

Please indicate the item on the agenda you are planning to speak about:

Please give a brief outline of your presentation below:

Do you require access to electronic media to make an electronic (ie powerpoint, word, pdf, etc) presentation?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If yes, you will need to provide an electronic copy of your presentation with lodgement of this form by 12:00pm on the day of the meeting. The presentation is acceptable in any Microsoft Office program or Adobe pdf.

* Committee of which all Councillors are members.

Guidelines for Public Addresses at Council and Committee Meetings

1. Members of the public wishing to address an Ordinary Council meeting or a Committee meeting in the Community Consultation section of the meeting must complete an application form.
2. Application forms must be received by the General Manager prior to 12:00noon on the day of the meeting.
3. Where a number of people are seeking to address a meeting on the same matter, up to five members of the public may be permitted to address the Council on a relevant topic provided that their request to speak is received prior to the Council meeting and noting that persons requesting to present similar views on the same topic may be invited to elect a single spokesperson.
4. Any person addressing the meeting must direct all remarks through the Chair and undertake the address standing at the front of the room, unless otherwise approved by the Chair. The Chair should be addressed as Mr Mayor, Madam Mayor, Mr Chairperson or Madam Chairperson, as the case may be.
5. The Chair will only allow the speaker to address Council once on a matter, unless new significant information is being considered by Council, in which case you must advise why you believe this warrants a further address to Council.
6. Where you intend to use electronic media as part of your address, a copy must be included with the completed Application Form and provided to the General Manager prior to 12:00noon on the day of the meeting. If you have any material to be circulated to Councillors, it must be provided to the General Manager by 12:00pm on the day of the meeting.
7. A maximum of five minutes will be allowed for each address unless Council consents to an extension.
8. The person addressing the meeting must keep their remarks relevant to that item.
9. Following a presentation, the Chair may ask Councillors if they have any questions to the presenter. This is an opportunity for Councillors to clarify any points raised during the presentation. Questions and responses should be questions of fact rather than opinion or speculation.
10. The opportunity to address the meeting enables you to provide your argument or opinion. However, it does not provide the opportunity for debate or to ask questions of the Councillors or Council Officers.
11. Questions to the presenter will be allowed unless the Chair has determined that the relevant question relates to matters that should not be disclosed in open meetings, such as:
 - Personal matters;
 - The personal hardship of any resident or ratepayers;
 - Industrial matters;
 - Contractual matters;
 - Proposed developments;
 - Legal advice;
 - Matters affecting the security of Council property;

- An issue outside the Shire of Gunnedah core business;
- Or any other matter which the Council considers would prejudice it or any person;
- A matter which may disadvantage the Council or any person;
- Is defamatory, indecent, abusive or objectionable in language or substance;
- Is repetitive of a question already answered (whether at the same or an earlier meeting);
- Is asked to embarrass an officer or another Councillor.

12. Following the address the person will be asked to return to their seat in the public gallery.
13. Please note that members of the public are not permitted to interact with Councillors during presentations or the conduct of the meeting, other than as set out within these guidelines.
14. Council may resolve to alter the order of business or the meeting and bring forward the matter for consideration at the conclusion of the address or question, in accordance with Clause 12 of this Code, otherwise Council will debate the matter subsequently and make a determination when the item is reached in the course of the Agenda.

I agree to comply with the Council's Code of Meeting Practice in relation to order at meetings and to comply with the directions of the Chairperson in this regard and will refrain from making any insult, allegation or personal reflection against any person, present or not at the meeting, during the course of my address to Council and any answers that I may give in response to questions from Councillors.

Council meetings are audio recorded which is accessible to the public via application. Council minutes are published on Council's website at www.gunnedah.nsw.gov.au. By submitting this information to Council, you acknowledge and accept that your personal information will be used by Council and its contractors for the preparation of Council and Committee meeting agendas and minutes.

You agree that Council is entitled to publicise your name and content of your speech, if applicable, on Council's website.

SIGNATURE _____ **DATE** _____

Once complete, please forward by post to (including copy of presentation):

General Manager
 Gunnedah Shire Council
 PO Box 63
 GUNNEDAH NSW 2380

Or via email to (including electronic presentation if applicable):

council@infogunnedah.com.au

Or via fax to: 02 6740 2119