



REQUEST TO ADDRESS COUNCIL & COMMITTEE MEETINGS

(In accordance with Code of Meeting Practice Section 360 (2)
Local Government Act 1993)

DETAILS OF APPLICANT

Name: _____ Title (Mr/s): _____

Address: _____

_____ Postcode: _____

Email: _____ Phone: _____

ARE YOU REPRESENTING A GROUP OR ANOTHER PERSON? [Please specify name]

DETAILS OF PROPOSED ADDRESS TO COUNCIL

Date of Council Meeting at which you wish to make your address: _____

Are you planning to speak about an item listed on the agenda for this meeting? _____

If you are planning to speak on an item on the agenda please indicate which one it is:

Are you speaking for or against the item? **FOR** **AGAINST** (Please tick the correct box)

Please give a brief outline of your planned address below:

HOW TO SUBMIT YOUR FORM

Please send completed form to Strathfield Council, 65 Homebush Road Strathfield NSW 2135 or PO Box 120, Strathfield NSW 2135. Forms can be submitted by fax: (02) 9748 9900 or by email: governance@strathfield.nsw.gov.au. Phone enquiries during business hours: (02) 9748 9999

GUIDELINES TO ADDRESSING COUNCIL MEETINGS

Guidelines to addressing Strathfield Council meetings are in regard to the Strathfield Council Code of Meeting Practice ("the Code"). Full copies of the Code are available on the Council website www.strathfield.nsw.gov.au and are available to view from Council's Customer Service Centre. The Code is made under Local Government Act 1993 and in accordance with the Local Government (Meetings) Regulation 1993.

Council and all Committees of Council of which all members are Councillors must conduct their meetings in accordance with the Code of Meeting Practice.

All proceedings at Council meetings are taped, which includes speeches of members of the public. The purpose of taping meetings is to ensure the accuracy of minutes and records of meeting proceedings. Tapes of the proceedings of meetings are destroyed following the expiration of 3 months from date of meeting. It is prohibited to privately record, by visual and audio recording devices, Council or Committee meetings without permission of the Council.

OPEN FORUM

Council conducts an Open Forum session from 7pm to 7.15pm prior to the commencement of the Council or Committee Meeting. A person or persons may address Council on matters not contained on the agenda of the Council or Committee meeting. Speakers do not need to make prior arrangements to speak at Open Forum.

WHO CAN SPEAK AT A COUNCIL MEETING?

Members of the public are invited to attend Council and Committee Meetings and may speak on matters included in the agenda of the meeting.

Requests to address a meeting must be submitted in writing by 4.30pm on the day of the meeting to the General Manager. Speakers must provide their name and address to the meeting and are not permitted to ask questions of Councillors or Staff.

ARE THERE RESTRICTIONS ON WHAT I CAN SPEAK ABOUT?

Speakers are limited to a maximum of four [4] on an item and speak on an alternative basis eg commencing with a speaker for, then a speaker against. Additional speakers may be permitted by decision of the Council meeting.

Speakers have a time limit of 5 minutes each and can only speak once in the course of the meeting. Members of the public address Council prior to debate by Councillors.

On occasion, a council or committee meeting may be closed to the public when matters listed in Section 10A of the Code are discussed. This can include legal advices, matters relating to commercial information or trade secret, or personnel hardship of a resident. Section 10A (4) may allow representations by members of the public prior to the meeting closing to the public.

CONDUCT OF MEETING

All participants at Council meetings including Councillors, Council staff and members of the public are expected not to make personal comments concerning Councillors, staff or other members of the public or engage in disorderly conduct at a meeting. Acts of disorder are outlined in Section 42 of the Code. Penalties for disorder may include rescinding speaking rights or expulsion from the meeting.

PRIVACY

The purpose of collection of information is for public access to Council's documents under Section 12 of the Local Government Act 1993. This form will be placed on a relevant file and may be accessible by requests for information under the Local Government Act 1993 and Freedom of Information Act 1989.

DATE: JUNE 2008