

## REQUEST TO ADDRESS COUNCIL & COMMITTEE MEETINGS

### How to complete this form

1. Please read the attached guidelines prior to lodging this form.
2. Make sure that all fields are filled out correctly.
3. Once completed, submit this form to Council.
4. You are required to complete all sections marked \*. Failure to complete all mandatory sections may result in your request to address meetings being denied.

### 1. Applicant Details

Title	*Given Name/s	*Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Address		Postcode
<input type="text"/>		<input type="text"/>
Home Number	Mobile Number	Business Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		
*Are you representing a group or another person?		
<input type="text"/>		

### 2. Details of Proposed Address to Council

*Meeting at which you wish to speak:	
<input type="checkbox"/> Council Meeting	<input type="checkbox"/> Committee Meeting
*Date of Meeting	
<input type="text"/>	
*What do you wish to speak about?	
A: I would like to speak about the following item on the agenda:	
<input type="text"/>	
B: I wish to speak in Open Forum about:	
<input type="text"/>	
*Are you speaking for or against the Proposal/Application?	
<input type="checkbox"/> For	<input type="checkbox"/> Against
*Please give a brief outline of the issue you wish to raise	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

### Conditions of Public Participation

- Members of the public are invited to attend Council and Committee Meetings and may speak on matters included in the agenda of the meeting other than Mayoral Minutes, Questions to the Mayor, Notices of Motions, Rescission or Procedural Motions and Matters of Urgency. Speakers must complete this form prior to addressing Council or Committee meetings.
- Requests to address a Council or Committee meeting must be submitted in writing by 4.00pm on the day of the meeting to the General Manager or their representative. Please refer to the meeting Agenda for the commencement time and venue for the meeting.

- Completed forms are delivered to: Strathfield Council, 65 Homebush Road Strathfield NSW 2135 or PO Box 120, Strathfield NSW 2135, sent by email: [governance@strathfield.nsw.gov.au](mailto:governance@strathfield.nsw.gov.au) or by fax: (02) 9764 1034. Phone enquiries during business hours: (02) 9748 9999.
- Council and Committee Meetings, where all members are Councillors, are conducted in accordance with the Code of Meeting Practice and Council's Code of Conduct.
- 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 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 the meeting prior to debate by Councillors.
- It is prohibited to privately record, by visual and audio recording devices, Council or Committee meetings without permission of the Council.
- This meeting is live streamed on Council's website to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast. Strathfield Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be streamed.
- On occasion, a Council or Committee meeting may be closed to the public where 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.
- All participants at meetings including Councillors, Council staff and members of the public are not permitted to make personal comments concerning Councillors, staff or other members of the public or engage in disorderly conduct at a meeting. Penalties for disorder may include rescinding speaking rights or expulsion from the meeting. Members of the public are not permitted to ask questions of Councillors or staff.

#### Open Forum

- Council conducts an Open Forum during Council meetings. Speakers may address Council on matters not on the agenda of the meeting. Speakers can request to speak by completing the 'Request to Address Council or Committee Meetings' form or request to speak at the meeting. Speakers are limited to five minutes and may speak on matters other than those included in the agenda of the meeting, being actioned under Council's complaints handling procedures, in dispute or under investigation or a Code of Conduct complaint or investigation.

#### **\*Declaration**

*NOTE: This declaration must be signed and witnessed and given to Council's General Manager (or his representative) prior to the meeting you wish to address.*

I \_\_\_\_\_ understand that the meeting I intend to address  
(print name)

on \_\_\_\_\_ is a public meeting and may be audio recorded.

I will conduct myself with due respect to the Council and observe Council's Code of Conduct and Code of Meeting Practice, i.e. not disrupt the conduct of the meeting and treat all people with respect, and not insult, denigrate or make defamatory or personal comments which reflect on or impute improper motives to the Council, staff or other members of the public.

I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material that I intend to present at the abovementioned meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_

Name of witness: \_\_\_\_\_

Signed: \_\_\_\_\_

- Privacy statement: Council collects your personal information for the purpose of assessing your application to address Council or Committee meetings. Information contained on this form may be made public. You have the right to access and amend personal information held by Council, which is the agency that stores your personal information.