



Ashfield Council

Request to Address Council Meeting

Meeting Date: _____ (dd/mm/yyyy)

Agenda Item No: _____

Item Name/Subject:

Your details:

Name: _____

Address: Please enter full address, including street number, street name,
suburb and postcode.

Telephone: Home/Work: _____ Mobile: _____

Email: _____@_____

I acknowledge that my name will be recorded in the minutes of the meeting.

(Print full name)

(Signature)

How to submit your form

Please send completed form to Ashfield Council, PO Box 1145 Ashfield NSW 1800 or hand in to the Customer Service Centre at 260 Liverpool Road Ashfield. Completed forms can also be submitted by fax: 02 9716 1911 or by email: info@ashfield.nsw.gov.au. Phone enquiries during business hours: 02 9716 1800.

Guidelines to addressing Council meetings

Guidelines to addressing Ashfield Council meetings are in regard to the Ashfield Council Code of Meeting Practice (the Code). Full copies of the Code are available on the Council website www.ashfield.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 members including Councillors and/or members of the public must conduct their meetings in accordance with the Code of Meeting Practice.

All proceedings and resolutions at Council meetings are recorded in the minutes of the meeting. It is prohibited to privately record, by visual and audio recording devices, Council or Committee meetings without permission of the Council.

Who can speak at a Council meeting?

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

The only exception to this is when Council is dealing with confidential matters. This is called 'closed committee' and might involve matters of a legal or personnel nature. There is normally a notation on the Agenda relating to such matters.

Requests to address a meeting are made by submitting the completed application form to Council before 2.00pm on the day of the meeting.

You can make a request to speak when you arrive at the Council meeting. You must complete this form and hand it to a senior member of Council staff, who are seated at the top end of the Council chambers.

Speakers must provide their name and acknowledge that it will be recorded in the minutes of the meeting. Speakers are not permitted to ask questions of Councillors or Council staff.

Are there restrictions on what I can speak about?

In accordance with the Ashfield Council Code of Meeting Practice, the following restrictions apply:

- The subject matter only is to be discussed.
- Debate will not be permitted.
- A speaker cannot speak more than once on the subject, without the consent of Council.
- Speakers have a time limit of three (3) minutes each, or such longer period as resolved by Council.

Conduct of meeting

The meeting is conducted in accordance with Council's Code of Meeting Practice. 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 Part 4 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.

The personal information requested on this form is being collected by the Council for the purposes of enabling you to speak at a Council meeting. The personal information will be used solely by the Council for this primary purpose or directly related purposes. The applicant understands that the personal

information provided is for these purposes and that they may apply to the Council for access and/or amendment of the information.

Should a member of the public address a Council meeting it is acknowledged that their name will be recorded in the minutes of the meeting.