

Members of the public who have an interest in a matter before Council may address a meeting of Council on that matter.

If you wish to address Council, please:

- a) Complete this form and return it to the June Council office on or before 10.00am on the day of the scheduled meeting.
- b) Note the Guidelines listed over.

Applicant Details	Company Name:				
Title:	Mr	Mrs	Ms	Dr	Other
Surname:			First Name:		
Address: Suburb					
Phone (Home):			Postcode:		
Email:			Mobile:		

Council Meeting Date:

Speaking in favour or against the report - Please circle one of the options below:

Speaking in favour

Speaking against

Meeting Agenda Topic:

Interest in the matter or attachments:

.....

Declaration:

I have read the attached guidelines and I understand that when making a presentation to the Council the views expressed are my own and not the Councils and I also agree not to make statements or remarks that are inflammatory or accuse individuals personally or professionally of wrong doing.

Signature:

Date:

Council Details:			
Address:	June Shire Council	Website:	www.junee.nsw.gov.au
	29 Belmore Street or PO BOX 93	Email:	jsc@junee.nsw.gov.au
	JUNEE NSW 2663	Telephone:	6924 8100
<p>Privacy and Personal Information Protection Notice: The personal information provided is collected for the purpose as stated on this document. Access is limited to Council employees and other authorised persons. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be stored in Council's record system.</p>			

PUBLIC ADDRESS COUNCIL MEETING GUIDELINES

1. Each applicant wishing to address a meeting of Council is required to make application to do so to the General Manager by 10.00am on the day of the meeting on the form prescribed.
2. Each applicant must include, on the application form, details of each item to be included in the address.
3. The address must relate to any item on the agenda to be considered by Council/Councillors at that meeting, subject to the applicant having a direct interest in the matter.
4. Applicants should provide a copy of their address and any related documentation with their application. Applications which fail to meet this criterion may be refused.
5. Any written information must be provided to the General Manager with the Application and not circulated at the Council meeting without prior notice.
6. The General Manager, or their representative, will determine applications.
7. Addresses are to be for a maximum three minutes in length with the total time allowed for open forum session being 15 minutes.
8. Should there be more than one person wishing to address Council on an issue, then those persons are to nominate one person to represent the group (only applies on those occasions where the total group time would exceed 15 minutes).
9. No motions or resolutions are moved during open forum time.
10. Questions are directed to the Chairperson who only shall respond, however, staff may be requested by the Chairperson to respond on his/her behalf.
11. Applicants will be advised of the result of their application by 3.30pm on the day of the meeting. It is important that Applicants provide a relevant contact number for this purpose.
12. The Public Address session is conducted by the Chairperson:
 - The Chairperson will announce each party addressing Council and the subject of the address.
 - The public address session will be restricted to a total of fifteen minutes per agenda item.
 - Each applicant is restricted to one address of up to three minutes.
 - Each speaker may be granted, by the Chairperson, one extension of time only, amounting to one minute, for the purpose of concluding their address. No further extensions of time are permitted.
 - Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.
 - Presentations should be courteous and concise. Personal allegations against any individual, Councillors and/or staff may not be made. A member of the public making such allegations forfeits immediately the opportunity to address the Council/Forum. The Mayor/Chairperson shall insist that an offending speaker cease speaking.

The proceedings of the Council meeting, in open session, may be recorded by tape and/or video by the media. Speakers do not have protection of privilege in respect of anything said or any material presented to the Council or Public Forum.