



Manly Council

Council Offices: 1 Belgrave Street Manly
Postal Address: PO Box 82 MANLY NSW 1655
Email: records@manly.nsw.gov.au
Phone: 02 9976 1500 Fax: 02 9976 1400
Website: www.manly.nsw.gov.au

APPLICATION TO ADDRESS COUNCIL

ABN 43 662 868 065

NOTE: This form is to be used by a member of the public wishing to address a Council or Committee meeting in relation to an item listed on a meeting agenda.

Members of the public wishing to address a Council or Committee meeting on a topic which is **not** an agenda item may do so in the Public Forum section of the meeting and should complete the application form to Address Council or Committee during the Public Forum at the meeting.

Please ensure your application is submitted to Council by **12 noon** on the day of the Council or Committee meeting.

The form can be submitted to Council by email, fax, post or hand delivered (details above).

To confirm receipt of your application please telephone the Office Manager, Corporate Services on 9976 1516 after 12 noon on the day of the meeting.

Name (please print clearly): _____

Company Name (if applicable) _____

Your Address: _____

Telephone (Home): _____ (Work) _____

(Mobile): _____ (Facsimile) _____

Email: _____

MEETING DETAILS

I wish to address:

☐ Ordinary Council meeting ☐ Planning and Strategy Committee meeting

Meeting date:

Name of item on the Agenda:

Have you previously addressed Council on this matter? **YES / NO**

I AM IN SUPPORT OF THE ITEM ON THE AGENDA ☐

I AM NOT IN SUPPORT OF THE ITEM ON THE AGENDA ☐

I wish to address the Council/Committee meeting for the following reasons:

.....

.....

NOTE: The Chairperson of the meeting will only allow a member of the public to address Council **ONCE** per item unless new and significant information is to be presented in which case you must advise why any such new information is considered to be "significant".

Signed: _____ Date: _____



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GUIDELINES FOR PUBLIC ADDRESSES AT COUNCIL AND COMMITTEE MEETINGS

1. Members of the public wishing to address an Ordinary Council meeting or a Planning and Strategy Committee meeting in the Public Address section of the meeting must complete an application form.
2. Application forms must be received by the Office Manager of Corporate Services prior to 12.00 noon on the day of the meeting.
3. Where a number of people are seeking to address a meeting on the same matter, a spokesperson must be elected as only one (1) speaker for and one (1) speaker against an item is permitted.
4. The Mayor/Chairperson will only allow the Applicant/Objector to Address Council ONCE on the Issue/Application, unless new significant information is to be presented in which case you must advise why any such new information is considered "significant".
5. Information is not permitted to be circulated at the meeting. Should you wish to circulate information relevant to your address sufficient copies of the information must be received by the Office Manager of Corporate Services by 12.00 noon on the day of the meeting and shall be distributed at the discretion of the General Manager.
6. A maximum of three (3) minutes will be allowed for each address.
7. The person addressing Council should read the report in the Agenda prior to the meeting and should keep their remarks relevant to that item.
8. After completing the address the person addressing the meeting may be asked whether they will answer questions from the Councillors. Questions will be limited to questions of "fact" and not questions of "opinion".
9. 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.
10. Following the address the person will be asked to return to their seat in the public gallery.
11. Council will then debate the matter and make a determination.

12. Use and disclosure of personal information

Personal information you supply on this sheet will be used solely by Manly Council staff in their orderly administration of Council business. Manly Council will not disclose personal information concerning you, including your name and address, to parties outside Council except in accordance with the Privacy and Personal Information Protection Act 1998 (NSW). Details regarding disclosure of personal information by Manly Council may be found in the Privacy Code of Practice for Local Government. You have a right of access to and a right to correct personal information Council collects in respect of yourself. This information will be held at Manly Council at its offices located at 1 Belgrave Street, Manly NSW. Enquiries for access should be directed to the Manager, Administration.

Reference

Council's Code of Meeting Practice