



## Request to Address Council

To allow members of the public an opportunity to address Council on matters of concern, the Council has decided to set aside a maximum of 15 minutes at the start of each General Meeting, for this purpose. The matter must be one of public interest related to local government and it is to be a submission to Council. Council will not enter into a question and answer session.

Rules have been adopted so that the session will run smoothly, to the maximum benefit of all concerned.

The rules are:-

1. The session is for a maximum of 15 minutes, with a maximum of three speakers per session. It is advisable to notify the Chief Executive Officer beforehand of the wish to address Council, as the first to indicate will receive first priority and so on.
2. The right of any individual to address Council during the public session is at the absolute discretion of the Council.
3. The session is under the control of the person chairing the meeting. A person making a submission must cease talking if and when required by the Chair.
4. A person addressing the Council must stand and act and speak with decorum and frame any remarks in respectful and courteous language.
5. The Chair may require a person to cease making the submission if an address or comment is irrelevant, offensive or unduly long.

Please note that unless specifically requested by the Chair, a person may not address the Council from the public gallery other than at the public session and in accordance with the rules referred to above.

**Name of Person/s Addressing Council:** \_\_\_\_\_

**Contact Phone Numbers:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

***Please attach a detailed statement outlining the reasons why you are requesting to address Council.***

**By signing below you are acknowledging that you have read and understood the conditions outlined in this document.**

**Applicant Signature:** \_\_\_\_\_

*Office use only:*

**Approved by Mayor:** \_\_\_\_\_

**Approved by Chief Executive Officer:** \_\_\_\_\_