

Request to Address Council or Committee Meeting

Details of Applicant:

Name: _____ Contact No.: _____

Address: _____

Email: _____

If you are representing someone else or an organisation, who are you representing?

Details of Proposed Address:

Date of Meeting at which you wish to make your address: _____

Are you planning to speak about an item listed on the agenda for this meeting? Yes No

If you are planning to speak on an item on the agenda please indicate which one it is:

Item Number: _____ Please specify: *For* *Against*

If you are planning to speak on an item **not** on the agenda, please a brief outline/explanation:

I understand and accept the conditions set out in the 'Public Participation at Meetings Guidelines'

Signed: _____ Date.: _____

Please register your request to speak by 12 noon on the day of the Meeting:

- Fax to 9952 8070
- Deliver to the Customer Service Centre – Ground Floor, 1 Pope Street, (inside Top Ryde City Shopping Centre)
- Post to Locked Bag 2069, North Ryde 1670
- Email to cityofryde@ryde.nsw.gov.au
- Phone 9952 8200

Office Use Only:

Scanned copy of this form to be forwarded to Governance as soon as possible. Trim Reference: _____

Received by: _____ Date/Time received: _____

Request to Address Council or Committee Meeting

To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Committee meetings.

Who can speak at a Meeting?

Anyone can speak at a Meeting! You may speak if you are a resident or ratepayer, or you can have someone else speak on your behalf. You can also speak as a representative of a local community organisation or authority.

Are there any restrictions on what I can speak about?

You may speak on any Council related matter whether it is listed on the agenda or not, except for:

- Matters relating to the determination of a Development Application (including any alleged breaches of the *Environmental Planning & Assessment Act, 1979*)
- “confidential” matters under the *Local Government Act 1993*, e.g. some legal matters, tenders, personnel matters – check with the staff if you’re not sure.
- Matters that have been already listed and considered by the Finance and Governance Committee, Ryde Civic Hub Committee, Works and Community Committee, or Planning and Environment Committee; and have then been referred to Council for determination under delegated authority.

You may not make insulting or defamatory statements, and you should take care when discussing other people’s personal information. Also, a member of the public may be expelled from a meeting for engaging in disorderly conduct. You are reminded that some meetings are webcast.

Are there any rules for speaking at the meeting?

Council Meetings:

Time is allocated at the beginning of the meeting for speakers. Each speaker has 3 minutes – there is a warning bell after 2 minutes. No extensions of time are given and there is no question and answer time.

Committee Meetings:

A maximum of 5 minutes will be allowed per person or a maximum of 15 minutes for a group. Councillors may ask questions of a speaker. It should be noted that speakers are under no obligation to answer any question put to them.

General Information

You may use and distribute printed information; sketches etc. but we can’t accommodate audio-visual equipment. The order of speakers is allocated on a first-come first-served basis, except at Planning and Environment Committee Meetings where objectors speak first followed by the applicant or their representative.

Important Note: The Chairperson may vary these practices, if such action will promote equity or will facilitate the conduct of the meeting.

Need more information? Any questions, please phone Governance on 9952 8200.