



UPPER HUNTER SHIRE COUNCIL

REQUEST TO ADDRESS COUNCIL OR COMMITTEE MEETINGS

SUMMARY OF GUIDELINES FOR PUBLIC PARTICIPANTS

- This is your opportunity to bring forward a matter to the elected Council's attention. Please note that this is not a forum, Council suspends their meeting to enable you to present your case/opinion/ view on a subject matter.
- Council allows a maximum of 5 minutes per speaker.
- The public participant may not directly question either Councillors or staff unless given permission to do so by the chair. Council reserves the right to ask the public participant questions at the completion of the address.
- Meetings are conducted in accordance with Council's Code of Meeting Practice, Code of Meeting Practice for Council Committees, and the Local Government (General) Regulation 2005.

SELECT MEETING TO BE ADDRESSED

Council

- Completed and signed forms must be submitted no later than 12.00pm on the day of the Council meeting.

Other

Please indicate Committee name:

- Completed and signed forms must be submitted no later than 12.00pm the day prior to the Committee meeting.

NAME: TELEPHONE:

ADDRESS:

EMAIL:

REPRESENTING:

(Self / Name of Organisation / Other Party)

AGENDA ITEM NO & DESCRIPTION or TOPIC:

.....
.....

FOR OR AGAINST THE RECOMMENDATION AS PRINTED IN THE AGENDA:

(If you agree with the Report recommendation you are 'FOR' – If you don't, you are 'AGAINST')

In signing this request I acknowledge and agree to abide by the Council Code of Meeting Practice and Code of Meeting Practice for Council Committees, and recognise that I am speaking in a public setting.

SIGNATURE OF SPEAKER:

(Forms must be signed to be accepted as valid)

Office Use Only:

Signature of Staff: Date: Time:

All correspondence to:

General Manager | Upper Hunter Shire Council | PO Box 208, Scone NSW 2337

Phone: Scone Office 6540 1100 | Merriwa Office 6521 7000 | Murrurundi Office 6540 1350

Email: council@upperhunter.nsw.gov.au

UPPERHUNTER.NSW.GOV.AU

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PUBLIC PARTICIPATION PROCEDURES

1. Written application to be lodged with the General Manager prior to 12 noon on the day of the Council meeting; or to 12 noon on the day prior to a Committee meeting.

Note:

- Should an application to participate be accepted by the General Manager then participants, relevant Council staff and Councillors will be notified at the earliest possible moment.
- Public participants must be made aware of UHSC's "Code of Meeting Practice", "Public Participation Procedures" and the manner in which they are expected to behave.

2. The subject of the address to Council/Committee is to be an item on the Business Paper for that particular meeting. This does not allow the public to address Council in respect to petitions, which are 'information only' items, or individual tenderers to participate in respect to tenders.

Note:

- This does not allow the public participant to question either the councillors or staff directly unless given permission to do so by the chair. Questions may form part of a statement or comments pertaining to the business item being addressed, noting that questions will only be answered at a later date (in a timely manner) and not at the meeting. If the participant has only questions pertaining to the business items and no comment or statements to deliver, then they may read them out or table them with council, or both and the questions will be taken on notice to be answered in a timely manner at a later date.

3. Addresses will be limited to five (5) minutes. A warning may be given at about four (4) minutes and on the second warning the speaker must conclude.
4. The Mayor or Council may grant an extension of time if they consider it necessary.
5. On the completion of the address Councillors reserve the right to ask questions. Answers should be to the point and as succinct as possible and must not contain a question. Public participation does NOT include entering into the debate by Councillors on the matter.
6. Where more than one person is involved in a joint address the total time allocated will apply to the aggregate time for all speakers, i.e. the final speaker will have the remainder (if any) of the five (5) minutes allocated.
7. Public Participation is not the correct forum for members of the media to address or question Council on items on the agenda and requests to speak will not normally be accepted by the General Manager.

Thank you for your participation and co-operation.