

PLEASE NOTE THIS MEETING WILL BE BROADCAST LIVE ON THE INTERNET



**PORT MACQUARIE
HASTINGS**

**REQUEST TO SPEAK ON AN
AGENDA ITEM
AT A COUNCIL MEETING**

DATE OF MEETING:

YOU MUST PROVIDE THE FOLLOWING DETAILS TO ADDRESS COUNCIL
Please complete this form and return it to the
Executive Services Section by **4.30pm on the day prior** to the Meeting
Fax to 6581 8123 or email bronwyn.lyon@pmhc.nsw.gov.au

NAME:

ORGANISATION OR GROUP REPRESENTED:

ADDRESS:

TELEPHONE:

(home) (business) (mobile)

EMAIL:

FAX NO:

TITLE OF THE ITEM IN THE BUSINESS PAPER:

ITEM NO:

DO YOU?

SUPPORT THE RECOMMENDATION?

OPPOSE THE RECOMMENDATION?

INTEREST OF THE SPEAKER:

(eg affected person, neighbour, applicant, applicant's representative, interested person)

STATEMENT OF THE POINTS TO BE COVERED DURING THE ADDRESS:

PLEASE TURN OVER THE PAGE

Please Note:

- Speakers should note that Council meetings are broadcast live on the internet. Council accepts no responsibility for any defamatory statements made by speakers.
- All speakers must sign the Application to Address form prior to addressing Council.
- Consideration of items for which requests to address the Council Meeting have been received will commence at 5.30 pm.
- If you have any documentation to support your presentation, please provide 2 copies to the Manager Governance and Executive Services (or his representative) prior to the Meeting.
- Audio-visual presentations must be received prior to 12 noon on meeting day and formatted in font Arial 40pt bold.
- Each speaker will be allowed a maximum of five minutes.
- When asked by the Chairperson of the meeting, please proceed to the Council Table and address Council. At the conclusion of your address and after any questions, you will be asked to return to your seat.
- The item will then be debated and the recommendation put to a vote.
- Members of the public may quietly enter and leave the Meeting at any time.

DECLARATION

NOTE:

This declaration must be signed and witnessed and given to Council's Manager Governance & Executive Services (or his representative) prior to the meeting you wish to address.

I understand that the meeting I intend to address
on is a public meeting and is being broadcast live on the internet.

I will conduct myself with due respect to the Council and observe the Code of Conduct and Code of Meeting Practice, ie not disrupt the conduct of the meeting and treat all people with respect, courtesy, compassion and sensitivity and not insult, denigrate or make defamatory or personal reflects on or impute improper motives to the Council, staff or other members of the public. I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material that I intend to present at the abovementioned meeting.

Dated this day
of

Signed:

Signed:

Witness:

.....

Name of Witness: