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Email: hcshire@hcshire.wa.gov.au

Application to Present at Ordinary Council Meeting

Meeting Date:	
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Speakers (s) <i>(maximum of two)</i>	
Name/s and Organisation:	
Contact Details (Ph):	Email:

Other Parties in Attendance <i>(maximum of three)</i>	
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Brief Outline of Presentation:

Presentation Guidelines

Requests for presentations are to be made in accordance with the following guidelines:

1. Applications for presentations to an Ordinary Meeting of Council (OMC) must be sent to ceoea@hcshire.wa.gov.au by 12 noon on the Thursday preceding the day of the Council meeting.
2. The request will be considered by the President and if approved, inserted into the OMC Agenda. The President has the right to decline any request.
3. Officers will provide a specific time and/or instructions to attend the OMC by 3 pm on the day of the meeting.
4. Presenters must not address the meeting for a period exceeding 15 minutes without the agreement of the meeting.
5. Applicants invited to present must not exceed 5 persons, only 2 of whom may address the meeting, although others may respond to specific questions from the Council and Committee members.
6. Once the presentation has concluded, the presenters will be requested to sit in the public gallery and will not be permitted to speak again.

Please email completed form to ceoea@hcshire.wa.gov.au

Note:

- 1 *Presenters are encouraged to be succinct and address information that the Shire may not be aware of - or information not contained in the reports before the Council. Presenters should address issues in a manner that explains what they are going to do/propose/support. This is not a question and answer session seeking information about what the Shire is going to do/propose/support..*
- 2 *Presenter must arrive prior to the commencement of the Council meeting to set up IT or information boards needed for the presentation - this will not be done during the meeting unless by the agreement of the President.*
- 3 *Presenters are not to sit at the Council Chamber table unless invited by the President - the Council's preferred approach is that presenters stand at the head of the table or adjacent to their IT presentation and present from there.*
- 4 *At the conclusion of the presentation and follow up questions from the Council (if any) - the presenters should exit without collecting up their material. This can be done when Council breaks - or the material should be left for staff to collect when appropriate.*