



## Application to address a Committee Meeting

### Details of Applicant

Title	<input type="text"/>	Surname	<input type="text"/>
Given Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Are you a resident/ratepayer of the City?  Yes  No

I am representing the following organisation and attach written consent to speak on its behalf

Organisation Name

### Details of the Application

I apply to address the Committee in respect of the following:

Name of Committee	<input type="text"/>		
Date of Meeting	<input type="text"/>	Item No	<input type="text"/>
Subject Matter	<input type="text"/>		

I will be speaking:  For the recommendation  
 Against the recommendation

### Order at Meetings

It is the role of the Chairperson to ensure that all those present at a meeting adhere to the requirements of the constitution and it is expected that any directions by the Chairperson in relation to the conduct of the meeting or persons present at the meeting would be adhered to. When addressing the Committee, it is expected that persons will refrain from making any insult, allegation or personal reflection against any person, present or not at the meeting, during the course of their address or any answers they give in response to questions from Councillors.

### Acknowledgment by Applicant

I agree to comply with the Committee's constitution in relation to addressing a Committee meeting and issues relating to the Privacy and Personal Information Protection Act. I also agree to comply with the directions of the Chairperson in this regard and will refrain from making any insult, allegation or personal reflection against any person, present or not at the meeting, during the course of my address to the Committee and any answers that I may give in response to questions from Committee Members.

Applicant's Signature  Date

## PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

The details provided in this application form may contain information that is personal information, such as information that identifies you etc., for the purposes of the *Privacy and Personal Information Protection Act*.

The purpose of collecting this information is to enable the Council to maintain a record of those persons who wish to address a meeting of the Council about items on the agenda and to highlight to those persons the relevant provisions relating to the conduct of a meeting as contained in Council's Code of Meeting Practice. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard.

The submission of personal information with your application is required under Clause 4.4 of Council's Code of Meeting Practice if you wish to address the meeting. The information will ultimately be stored in Council's records system.