

## Request to Speak Form OPEN FORUM AND PUBLIC FORUM 6.30pm – Ordinary Council Meetings

<b>Council Meeting Date</b>	
<p>You must register to speak by 10 AM on the day of the meeting.</p> <p>This completed form must be received by Meeting Support Staff before the start of the Council Meeting either in person or via email (<a href="mailto:CouncillorMeetingSupport@centralcoast.nsw.gov.au">CouncillorMeetingSupport@centralcoast.nsw.gov.au</a>). If the form is incomplete it may affect the ability to register you to speak.</p> <p>If consented to, your contact details may be passed onto others with a similar stance pursuant to Clause 4.8 and clause 14.14 of the <a href="#">Code of Meeting Practice</a>.</p> <p>For Extraordinary meetings these timeframes may be altered – check the website for details</p>	
<b>Speaker's Name</b>	
<b>Best contact number</b>	
<b>Email</b>	
<b>Address</b>	
<b>When are you seeking to speak?</b>	<input type="checkbox"/> Open Forum <input type="checkbox"/> Public Forum <input type="checkbox"/> Before a Council Meeting is closed to the public
<b>For OPEN FORUM Topic – 2-3 sentences</b>	<b>A written submission must be provided with the Request to Speak Form.</b>
<b>For PUBLIC FORUM</b>	
<b>Item # and Title:</b>	
<b>For or Against Published Recommendation</b>	<input type="checkbox"/> For <input type="checkbox"/> Against
<b>Consent</b>	<p>I consent to my contact details being passed on to other members of the public who have requested to speak on the same item. See Guideline 6 on the next page for additional information.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Webcasting and public comment</b></p> <p>Open Forum, Public Forums and Council Meetings are broadcast live to the public and recorded. By speaking you are giving consent to your image and voice being broadcast to the world. Recordings are Copyright protected and are accessible under the <i>Government Information (Public Access) Act</i> so they may be used in proceedings outside of Council.</p> <p>Council accepts no liability for any defamatory remarks or inappropriate comments that might be made.</p>	
<p><b>Declaration</b></p> <p>I declare that the above information is true and correct and that I have read and will comply with the relevant provisions (see over - <a href="#">clauses 4.1-4.24</a> for the Public Forum and <a href="#">clauses 14.9-14.17</a> to speak before a meeting is closed) of Central Coast Council's <a href="#">Code of Meeting Practice</a>. I understand that I am speaking in public and acknowledge Council's Privacy Statement below.</p>	
<b>Applicant's signature:</b>	<b>Date:</b>
<p><b>Privacy Statement</b></p> <p><i>Personal Information</i> means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application.</p>	

## Guidelines for Speakers

- 1** Submitting this form does not guarantee a right to address Council. The Chief Executive Officer or their delegate may refuse an application to speak.
- 2** In Public Forum you can only speak about an Item that is listed on the Agenda.
- 3** In Open Forum you should not speak on items that have previously be determined by Council or which are currently on public consultation/exhibition. A written submission should be provided with your Request to Speak form.
- 4** You must not make defamatory or insulting statements. You should take care to ensure you have approval to discuss other people's personal information.
- 5** You will be able to speak for three (3) minutes. This time limit is to be strictly enforced by the Chairperson.
- 6** For Public Forum, if more than two speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate, in accordance Clauses 4.8 and 14.14 may:
  - a) request the speakers to nominate from among themselves the persons who are to address Council; or
  - b) determine who will address Council from the nominated speakers.
- 7** For Open Forum, a maximum of ten speakers will be able to address Council.
- 8** You may be asked questions after you speak to clarify something you have said. You are under no obligation to answer.
- 9** The Chairperson may ask you to stop speaking if what you are saying is considered repetitive, irrelevant or inappropriate.
- 10** Any written, visual or audio material or equipment required by speakers needs to be provided to Meeting Support Staff by 10AM on the day of the meeting. The Chief Executive Officer or their delegate may refuse to allow such material to be presented.
- 11** You are encouraged to provide your key points or submission in writing so that it can be shared with Council prior to the meeting. A written submission is required for Open Forum.
- 12** Upon arriving at the meeting, please make yourself known to a Meeting Support Staff member.