

Request to Speak Form (**PUBLIC FORUM**)

PUBLIC FORUMS COMMENCE AT 6PM

Council Meeting Date

(You must register to speak at the Public Forum by 10 AM and this form should be received by Councillor Support staff before the start of the Council Meeting - MeetingSupport@centralcoast.nsw.gov.au). With your consent your contact details in this form may be passed onto other members of the public with a similar stance as you (either for or against) on the agenda item in accordance with Part D Clause 60 of the Code of Meeting Practice.

Speaker's Name

Agenda Item speaking on

For or Against Item

Best contact number

Email

Address

Consent

I consent to my contact details being passed on to other members of the public with a similar stance: **Yes** **No**

Public Forums are broadcast live to the public and recorded. By speaking at a Public Forum you are giving consent to your image and voice being broadcast to the world. Recordings are Copyright protected and are accessible under the Government Information (Public Access) Act so they may be used in proceedings outside of Council.

Council accepts no liability for any defamatory remarks or inappropriate comments that might be made.

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 at a public forum.
- 2** You can speak on any Agenda item except:
 - a) Individual tenderers in respect to tenders;
 - b) Reports concerning investigations of allegations of Code of Conduct violations by Councillors, Chief Executive Officer or other Council employees.
- 3** You can only speak about an Item that is listed on the Agenda (excluding those listed above).
- 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 minutes. Sometimes this will be extended by Council to allow you to finish. Sometimes you may be asked to speak for a shorter period of time, this is to facilitate participation by other speakers.
- 6.** If more than two speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate, in accordance with Part D Clauses 60 and 61, 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, based on sequence of registration.
- 7** Councillors might ask you some questions after you speak to clarify something you have said. You are under no obligation to answer.
- 8** The Chairperson may ask you to stop speaking if what you are saying is considered repetitive, irrelevant or inappropriate.
- 9** Upon arriving at the meeting, please make yourself known to a Meeting Support staff member.