

Request to Speak Form

Public Forums at Council Meetings



Council Meeting Date:

You must register to speak by 10am on the day of the Public Forum. Timeframes may be different for Extraordinary Meetings – please refer to the [Council Meetings webpage](#) for details.

To register, complete this form and return to civicsupport@centralcoast.nsw.gov.au or in person to Customer Service. An incomplete form may result in your request not being processed.

Individuals wishing to speak at a Council Meeting must act in accordance with the [Code of Meeting Practice](#) and [Public Forum Policy](#).

Speaker's name

Agenda item addressing (number and title)

For or Against item ☐ For ☐ Against

Best contact number

Email

Home address

Consent: 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 8 below for additional information.

☐ Yes ☐ No

Webcasting and public comment

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 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.

Declaration

I declare that the above information is true and correct and that I have read and will comply with the relevant provisions of Council's [Code of Meeting Practice](#) and [Public Forum Policy](#). I understand that I am speaking in public and acknowledge Council's Privacy Statement below.

Applicant's signature: Date:

Note: If this document has opened in a browser and you are not able to sign, download the document and open in Adobe.

Privacy Statement

Personal Information 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.

Privacy Notice

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002](#) (NSW) and [Health Privacy Principles](#), and any subordinate legislation.

Purpose	The information on this form is being collected for the purpose of requesting to speak before the Administrator at a Council Meeting. The information collected will be used for the purpose outlined, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	Council Officials involved in administering and attending Council Meetings.
Supply	Voluntary.
Consequence of non-provision	If you do not supply the information, we will not be able to process your application and you will not be unable to speak at the Council Meeting.
Disclosure	If you do not supply the information, we will not be able to process your application and you will not be unable to speak at the Council Meeting. Disclosure Your information will be published on Council's website at noon on the day prior to the commencement of the meeting and this will be removed following the conclusion of the meeting. Your name will be announced on the live stream during the public forum when you are introduced to speak and the audio-video of the meeting will remain on the YouTube platform indefinitely.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 2 Hely Street Wyong NSW 2259.
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 02 4306 7900 or by sending an email to ask@centralcoast.nsw.gov.au .
If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the Information and Privacy Commission or visit their website ipc.nsw.gov.au .	

Guidelines for Speakers

1. You will need to provide your key points or submission in writing on the next page so that it can be shared with Council prior to the meeting.
2. Submitting this form does not guarantee a right to address Council. The Chief Executive Officer or their delegate may refuse an application to speak.
3. Only items on the relevant, current Agenda Paper can be discussed at the Public Forum.
4. A person may apply to speak on no more than two items of business on the Agenda of the Council Meeting
5. You must not make defamatory or insulting statements. You should take care to ensure you have approval to discuss other people's personal information.
6. You will be able to speak for three (3) minutes. This time limit is to be strictly enforced by the Chairperson.
7. No more than eight (8) speakers in total are to be permitted to speak at each Public Forum. If more than eight speakers apply to speak at a Public Forum, the applications will be processed in order of receipt.
8. No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the Agenda for the Council Meeting.
9. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the Chief Executive Officer or their delegate is to determine who will address the council at the Public Forum.
10. You may be asked questions after you speak to clarify something you have said. You are under no obligation to answer.
11. The Chairperson may ask you to stop speaking if what you are saying is considered repetitive, irrelevant or inappropriate.
12. 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 forum. The Chief Executive Officer or their delegate may refuse to allow such material to be presented.
13. Upon arriving at the meeting, please make yourself known to a Meeting Support staff member.

Written Submission/Speaker Notes

Please provide your speaker notes below or attach separately (maximum ½ page) so that it can be shared with Council prior to the meeting.