

PUBLIC FORUM SPEAKERS REQUEST FORM

Ordinary Council Meeting
(Last Tuesday of each month)

Extra-Ordinary Council Meeting

**PLEASE NOTE - COMPLETED AND SIGNED FORMS MUST BE SUBMITTED NO LATER THAN 9:00am
 ON THE FRIDAY BEFORE THE COUNCIL MEETING**

Your Details

Full Name	<input type="text"/>	Meeting Date	<input type="text"/>
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>
Representing	<input type="text"/>		
	[Self, Name or Organistaion/Other Party]		
Agenda Item	<input type="text"/>		

Please note that subject to a resolution of Council each speaker will be allowed up to **two minutes** to address Council

PUBLIC FORUM

Members of the public may address Council, on any matter listed in the Agenda for that particular meeting. Addresses will be limited to two minutes and an extension of time will be approved only upon a unanimous resolution of Council. A Speaker's Request Form is to be completed and handed, emailed or faxed to the PA to the General Manager before **9:00 am** on the **Friday before the meeting**.

Persons seeking public access will be invited by the Mayor or Chairperson to address Council during the Public Forum.

There is no limit to the number of speakers who may address Council or a Committee on a particular matter. Speakers may only address the meeting and not ask questions. Councillors may direct questions to a speaker but only in respect of matters referred to in the Public Forum session, or as detailed in a written comment by the speaker contained in the Business Paper. Council's Code of Conduct applies during the Public Forum.

Signature of speaker

Office Use Only

Signature of Staff Member **Date** **Time**

Privacy and Personal Information Protection Notice (Section 10 – Privacy & Personal Information Protection Act, 1998)

Muswellbrook Shire Council complies with the Privacy Code of Practice for Local Government when dealing with all personal information. The purpose of collecting this information is to assist in administering public access to Council meetings in accordance with the Council's Code of Meeting Practice. The information will be used only by Council staff for administrative purposes. Non provision of the requested information will result in you not being able to speak in the Public Forum session of the Council Meeting. Your personal information will be stored in the Council offices and will be disposed of in accordance with the NSW General Disposal Authority (DGA-10) for Local Government.

You have the right to access any of your personal information held by Council to ensure that it is correct.

For more information, please contact Council's Public Officer by telephone on **02 6549 3700**.