



**muswellbrook  
shire council**

# **PUBLIC ACCESS SPEAKER'S REQUEST FORM**

*For enquiries – Phone 65493762 or 65493726*

☐ **Ordinary Council Meeting**  
(Fourth Tuesday of Each Month)

☐ **Extra-Ordinary Council Meeting**

**Committee of Council**

**COMPLETED AND SIGNED FORMS MUST BE SUBMITTED NO LATER THAN 12 NOON ON THE DAY OF THE COUNCIL OR COMMITTEE MEETING**

**NAME:** ..... **MEETING DATE:** .....

**ADDRESS:** .....

**TELEPHONE:** .....

**EMAIL:** .....

**REPRESENTING** .....  
(Self /Name of Organisation/Other Party)

**AGENDA ITEM** .....

☐ **Supporting**      ☐ **Objecting**      ☐ **Other** .....

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

## **PUBLIC ACCESS**

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 or the Committee. A Speaker's Request is to be completed and handed or emailed the Governance Officer before 12 Noon on the day of the meeting.

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

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.

**Signature of Speaker** .....

### **Office Use Only:**

Signature of Staff ..... **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 Participation 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 65493726