

## REGISTRATION TO ADDRESS COUNCIL DURING THE PUBLIC FORUM SESSION AT AN ORDINARY COUNCIL MEETING

This form must be completed and emailed/handed to the General Manager or Council staff by 4.00pm the day before the scheduled Council meeting.

- Please read Council's Code of Meeting Practice (refer to Council's website) in relation to the Public Forum session at Ordinary Council Meetings (Section 4).
- Speakers must identify the item of business on the agenda of the council meeting that they wish to speak on, and whether they wish to speak 'for' or 'against' the item.
- Speakers will be limited to no more than three (3) minutes per item.
- No more than four (4) speakers are permitted to speak on each item of business on the Council Meeting agenda.

### SECTION 1 – REGISTRATION DETAILS

Council Meeting Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Details: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Item No/Subject: \_\_\_\_\_

For:      Against:      (please tick)

### SECTION 2 – PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected includes Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email [council@yass.nsw.gov.au](mailto:council@yass.nsw.gov.au) or addressed to Yass Valley Council, PO Box 6, YASS NSW 2582.

## GENERAL INFORMATION ON SPEAKING AT A COUNCIL MEETING

- Applications to speak at the public forum must be received by 4.00pm the day before the meeting. The item of business on the agenda and whether you wish to speak 'for' or 'against' must be identified.
- You may apply to speak on no more than **three (3)** agenda items.
- Legal representatives acting on behalf of others are not permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- No more than **four (4)** speakers are permitted to speak 'for' or 'against' on one agenda item.
- Written, visual or audio material to be presented in support of address to Council must be registered.
- Speakers will be allowed **three (3)** minutes to address Council
- Councillors may ask the speaker questions, following their address.
- Speakers must not digress from the item on the agenda they have registered to speak on.
- Speakers cannot ask councillors or council staff questions.
- Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of Council's Code of Conduct or making other potentially defamatory statements.
- The Chair may request the person to refrain from inappropriate behaviour, to withdraw and unreservedly apologise for any inappropriate comments. If the speaker fails to comply, the chair may immediately request the person to stop speaking.

**Note:** For further details please refer to the Code of Meeting Practice for Yass Valley Council (available on Council's website).