



CODE OF MEETING PRACTICE – PUBLIC/OPEN FORUM

SPEAKER REGISTRATION FORM

It is important that you read the following information to be aware of what is permitted and expected from you before you submit your request to speak at the Public Forum.

As specified at item 4.4 of the Code of Meeting Practice; as a member of the public, you may address Council on matters related to an associated **AGENDA ITEM, as part of the Public Forum.**

To ensure everyone has an opportunity to speak, the maximum speaking time is **three (3) minutes** per speaker. The Public Forum will run for up to 30 minutes. No more than **two (2) speakers** are permitted to speak 'for' or 'against' each item of business on the agenda.

Oral presentations can be made however no electronic presentations are permitted.

Only the chairperson shall respond, however staff may be asked to comment on an issue, or if investigation is required, a report to a subsequent meeting may be required.

Please complete the section below, and provide to a Council Staff Member, at least 15 minutes before the start of the Public Forum.

In the event that the Public Forum closes before everyone has the opportunity to speak, the person/s who missed out will have the opportunity to speak first at the next available Public Forum.

Please be advised that this is a Public Forum, and speakers need to be aware that they have no protection from action in response to any comments they may make.

This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website. By speaking at this meeting, you consent to your image and, or voice being live streamed and publicly available.

Name

Address.....
.....

Email.....

Phone

Organisation

Date of Meeting

AGENDA ITEM FOR DISCUSSION

FOR OR AGAINST

I have read and understand the conditions of conduct and unacceptable behaviour at the Public Forum, as set out over leaf.

Signature Date

The information supplied by you is private information for the purposes of the privacy and personal information protection act. Your information is being collected by council and may be used in the future to provide feedback on any issue raised. The information will not be used for any other purpose, and you can elect not to provide particular details, however your name and the topic for discussion must be supplied.

SPEAKER REGISTRATION – COOTAMUNDRA-GUNDAGAI REGIONAL OUNCIL – PUBLIC FORUM

Conduct

Essentially the principles of Council's Code of Conduct should be expected of each speaker who addresses the Council, Committee or Forum.

Those principles incorporate integrity, objectivity, accountability, openness, honesty and respect.

The Public Forum does not provide private parliamentary privilege to either speakers, Councillors or staff.

Speakers are expected

- To behave in a manner that does not cause any reasonable person unwarranted offence or embarrassment.
- To act lawfully, honestly and to exercise a degree of care and diligence in the comments made.
- To observe the highest standards of honesty and integrity and to avoid conduct (verbal/actions) that might suggest any departure from the key principles of conduct.
- To be frank, honest and open when presenting to Council.
- To avoid any behaviour that could be deemed to be an act of disorder or misbehaviour, such as insults or personal reflections on or imputes improper motives when discussing others.
- To not behave in a manner that might be considered to be threatening to, or harassment of Councillors or Council staff.

Unacceptable behaviour at the Public Forum

Persons who conduct themselves in a manner considered by any reasonable person, to be disorderly, will be expelled from the Forum in a similar manner as that provided under the Meetings Regulations for Council and Committee meetings (Section 233) Local Government (General) Regulation 2021.

Should the behaviour of a speaker and/or audience be such that the Chairperson of the Forum deems it necessary to discontinue a particular section of the Forum, then the following will apply:

- the speaker and/or persons will be asked to discontinue the offensive behaviour
- the speaker and/or persons may be asked to leave the building where the meeting is being held
- a Police Officer or any person authorised for the purpose by Council, or the person presiding may, by using only such force as is necessary, remove the person/persons from the building and if necessary, restrain that person from re-entering the building
- the person may be advised to correspond in future with Council via mail or email and/or
- Council's appointed legal representative.