



PUBLIC ACCESS SPEAKER'S REQUEST FORM

For Enquiries - Phone 49349711 or 49349712 OR Forms maybe faxed to: 49344102

Ordinary Council
(5.30pm 2nd Tuesday of each month)

Ordinary Council
(5.30 pm 4th Tuesday of each month)

(please tick appropriate box)

**COMPLETED AND SIGNED FORMS NEED TO BE SUBMITTED
NO LATER THAN 2.00 PM ON DAY OF THE COUNCIL MEETING.**

APPLICANTS NAME: **TELEPHONE:**

ADDRESS:

REPRESENTING:
(Self/Name of Organisation/Other Party)

AGENDA ITEM NO & DESCRIPTION :

.....
.....

FOR OR AGAINST THE RECOMMENDATION AS PRINTED IN THE AGENDA:

(If you agree with the Report recommendation you are 'FOR' – if you don't, you are AGAINST)

SUMMARY OF GUIDELINES FOR SPEAKERS IN PUBLIC ACCESS

1. A person can speak for a maximum period of three (3) minutes
2. A maximum of two (2) persons for and two (2) persons against a particular item on the agenda may speak.
3. There must be a direct link between the applicant and the substance of the agenda item.
4. Public Access cannot be used to request reports from the Mayor, Councillors or staff, nor used to address matters in the Minutes of an earlier meeting or other matters already dealt with at the meeting.
5. Public Access is not available on agenda items which are for noting or information.
6. Persons speaking at Public Access may, with the permission of the Mayor, use appropriate materials or documents to support their position, but may not table documents to be actioned by the Council.
7. Persons speaking in Public Access are not able to ask questions or receive comments on their presentation.

NB: Applications are accepted on a first in, first accepted basis

In signing this request I acknowledge and agree to abide by the Council Code of Meeting Practice relating to Public Access and recognise that I am speaking in a public forum and that Council meetings are recorded.

SIGNATURE OF SPEAKER
Forms must be signed to be accepted as valid

Office use only:

Signature of staff: **Date**..... **Time**.....

Privacy & Personal Information Protection Notice (Section 10 – Privacy & Personal Information Protection Act, 1998)
Maitland City 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 access section 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 (GDA-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 4934 9700.