

## Request to Speak Form (Ordinary Council Meetings)

**Council Meeting Date**

(This form must be received by Councillor Support staff by 10 AM on the day of the Council Meeting - [MeetingSupport@centralcoast.nsw.gov.au](mailto:MeetingSupport@centralcoast.nsw.gov.au))

**Speaker's Name**

**Agenda Item speaking on**

**For or Against Item**

**Best contact number**

**Email**

**Address**

**Please Note:**

Central Coast Council meetings are broadcast live to the public and recorded. By attending a Council Meeting you are giving consent to the possibility that your image and voice may also be broadcast to the world. Recordings are Copyright protected and are accessible under the Government Information (Public Access) Act so they may be used in proceedings outside of Council.

Council accepts no liability for any defamatory remarks or inappropriate comments that might be made.

### Guidelines for Speakers

- 1** Submitting this form does not guarantee a right to address Council. Council has absolute discretion in determining whether to allow a speaker to address Council.
- 2** You can speak on any Agenda item except:
  - a Individual tenderers in respect to tenders;
  - b Reports concerning investigations of allegations of Code of Conduct violations by Councillors, Chief Executive Officer or other Council employees.
- 3** You can only speak about an Item that is listed on the Agenda (excluding those listed above).
- 4** You must not make defamatory or insulting statements. You should take care to ensure you have approval to discuss other people's personal information.
- 5** You will be able to speak for three minutes. Sometimes this will be extended by Council to allow you to finish. Sometimes you may be asked to speak for a shorter period of time, this is to facilitate participation by other speakers.
- 6** Councillors might ask you some questions after you speak to clarify something you have said. You are under no obligation to answer.
- 7** The Chairperson may ask you to stop speaking if what you are saying is considered repetitive, irrelevant or inappropriate.

Upon arriving at the meeting, please make yourself known to a Meeting Support staff member.

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Speaker signature