

## **SPEAKER REGISTRATION**

### **COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL - OPEN FORUM**

As a member of the public, you are invited to address Council on any matter, as part of the Open Forum.

To ensure everyone has an opportunity to speak, the maximum speaking time is three minutes per speaker. The Open Forum will run for up to 30 minutes.

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

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

In the event that the Open 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 Open Forum.

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

**Name**.....  
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.....

**Address**.....  
.....  
.....

**Phone**.....

**Organisation**.....  
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**Date of Meeting**.....

**Topic for discussion**.....  
.....

Relates to Item in Meeting Agenda:.....  
.....

***I HAVE READ, AND UNDERSTAND THE CONDITIONS OF CONDUCT AND UNACCEPTABLE BEHAVIOUR AT THE OPEN 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 – OPEN 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 Open 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 misbehavior, 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 Open 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 258) Local Government (General) Regulation 2005.

Should the behaviour of a speaker and/or audience be such that the Administrator/ 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.