

Public Forum Speaker Agreement

Date of Public Forum: / /

Name:

Address:.....

.....

Telephone Number:

Email:

I am representing the following Organisation/Group (if applicable)

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Please provide details of matter to be discussed

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Declaration

I agree to comply with the Council's *Code of Meeting Practice* in relation to order at meetings and to comply with the directions of the Chairperson in this regard and will refrain from making any insult, allegation or personal reflection against any person, present or not, at the public forum during the course of my address to Council and any answers that I may give in response to questions from Councillors. I have read and understood the following guidelines:

- Each speaker is required to state their name and address, organisation (if applicable) and interest in the issue before speaking.
- Presentations should be respectful, courteous, based on facts and be concise.
- Presentations may be webcast and/or live streamed.
- Personal allegations against Councillors and/or staff or other members of the public may not be made. The rights of other people must be observed at all times. A member of the public making such allegations forfeits immediately the opportunity to address the public forum.
- At the conclusion of an address a question and answer period is available for Councillors to clarify issued raised in the address. The opportunity to address the public forum enables you to provide your argument of opinion. However, it does not provide the opportunity for debate or to ask questions of the Councillors or Council Officers. Councillors are not to enter into any general debate with speakers.
- Following the address the person will be asked to return to their seat in the public gallery.
- Members of the public are not permitted to interact with Councillors during presentations or the public forum, other than as set out within these guidelines.

..... Date/...../.....
(Signature)