

REQUEST TO ADDRESS COUNCIL FORM

Please note this is an operational document and is subject to change as required.

HOW TO SUBMIT YOUR REQUEST

Request to Address Council Form to be submitted to Council by **12pm, two (2) full business days** prior to the meeting.

WHO CAN SPEAK?

Members of the public are invited to attend Council meetings and may seek permission to speak at public forums on matters that are only included in the agenda of the meeting. Each speaker must provide their name and can speak for **3 minutes**.

Council will allow a maximum of **five (5)** speakers. If several speakers are registered to speak on the same topic, speakers may be approached by Council to consider a combined submission.

In accordance with the Code of Meeting Practice, public forums will be broadcast via livestream on Council's webpage and included in the subsequent audio-visual recordings. Speaker names will be recorded in the meeting minutes.

HOW SHOULD A SPEAKER ADDRESS A COUNCIL MEETING?

Speakers are required to comply with Council's *Code of Meeting Practice* made under *Local Government Act 1993* and in accordance with the *Local Government (General) Regulation 2021*.

The *Code of Meeting Practice* is available at www.liverpool.nsw.gov.au

Council Meeting Date: _____

Complete the fields below if you wish to address Council on an item listed on the Council Agenda:

Item Number on Agenda: _____

Item Name (as per Agenda): _____

Are you speaking for or against the recommendation? ☐ FOR ☐ AGAINST

Have you addressed Council previously in relation to this matter? ☐ YES ☐ NO

Speaker's Name: _____

Organisation/Entity Name: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____

Email: _____

Do you have a presentation or documents that would like to be shared during your address? ☐ YES ☐ NO

☐ Upload documents (must be provided at the time of your submission)

Acknowledgement

☐ If I am permitted to speak at a Public Forum, I acknowledge that they are broadcast by live stream on council's webpage and included in the subsequent audio-visual recording of this meeting. Speaker name/s will be recorded in the minutes of that meeting. I agree I must comply with Council's *Code of Meeting Practice*.

Signature: _____ Date: _____

PRIVACY NOTE: Council will collect and hold the personal information contained in this form for the purpose of considering your request. The intended recipients of the personal information are officers within Council. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application. You may make an application for access or amendments to your personal information held by Council under the Privacy and Personal Information Protection Act 1998 (PPIP Act) or the Government Information (Public Access) Act 2009 (GIPA Act). You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act

NOTICE OF LIVE STREAMING: In the interests of transparency and open government, Liverpool City Council will live stream all Council meetings. Live streaming allows the community to view proceedings via the Council website, without the need to physically attend meetings. This gives the community greater access to Council decisions and debate and eliminates geographic barriers preventing the public from attending meetings. Members of the public speaking at a Public Forums agree to be recorded and must ensure their address to the Council is respectful and appropriate. A person who uses defamatory, discriminatory or offensive language may be exposed to liability for which Council takes no responsibility. Any part of the meeting that is held in closed session will not be recorded.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

