

# Application for Public Forum

Refer to Part 4 of the Code of Meeting Practice



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

Signed forms are to be submitted no later than 4.30pm two business days before the meeting is to be held. This will generally be on the Monday in the week of the Council meeting.

## Council Meeting Details

<b>Council Meeting Date:</b>	
<b>Agenda Item Number:</b>	
<b>Agenda Topic:</b>	

## Applicant Details

<b>Name of Applicant:</b>							
<b>Mr</b>		<b>Mrs</b>		<b>Ms</b>		<b>Other:</b>	
<b>Organisation Name:</b>							
<b>Postal Address:</b>							
<b>Business Phone:</b>				<b>Mobile Phone:</b>			
<b>Email:</b>							

## Presentation Details

I have written, visual or audio material to be presented. Please note, if yes, the materials must be attached to this application.	<b>Yes</b>		<b>No</b>	
<b>Equipment Needs:</b>				

## Declaration and Applicants Signature

I declare that the above information is true and correct and that I have read and will comply with the guidelines for speaking provided at Part 4 of Council's Code of Meeting Practice. I acknowledge that Council is legally required to live stream this meeting and that this constitutes a form of publication. I acknowledge that any defamatory comments or imputations I make could give rise to civil liabilities and I undertake not to make such comments or imputations. I agree to indemnify Council in respect of any defamatory statements or imputations made by me should I be granted permission to speak. I consent to my image and address being broadcast as part of the Council meeting, with the broadcast stored and made available to the public for later viewing. I acknowledge Council's Privacy Statement below.

<b>Full Name:</b>		<b>Signature:</b>		<b>Date:</b>	
-------------------	--	-------------------	--	--------------	--

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection and intended recipients:** The personal information in this form will be used and disclosed for the purpose of communicating with you regarding your application to speak at a public meeting. Intended recipients of this information include Council officials, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

*Working with you*

**Supply:** Supply of your personal information is voluntary, however, if you do not provide the requested information (or any part of it) your application may not be accepted.

**Storage and access/correction:** Your personal information is being collected and will be stored by Wingecarribee Shire Council, 68 Elizabeth Street Moss Vale NSW 2577. This form will be placed on a relevant file and/or recorded in Council’s electronic document and records management system. You may make application to access or amend your personal information. Any such application will be handled in accordance with the PPIPA.

**Office Use Only**

Date:		GM Signature:			
Approved:		Declined:		Reason for Decline:	