

<p>Office Use Only</p> <p>Question no: _____</p> <p>Trim no: _____</p>

Community Forum

Important: Please read and sign the privacy statement at the end of this form

This form is to be used for Questions/Statements and Requests for a Presentation Topic to the Community Forum.

Questions/Statements relating to Forum Matters must be submitted by 12.00 noon on the day of the Forum.

Requests for Presentations must be submitted to Council for consideration on the prescribed form. Additional information supporting the request may be included with the submission.

NameMeeting / Forum date ____ / ____ / ____

Address/Email

Postcode Phone

In accordance with Councils Community Forum Guidelines only your Name, Representative Details and subject matter/ item will be documented in the Record of Proceedings. Written Questions/Statements and verbal comments from the speaker will not be documented.

Please indicate the section of the Forum your question relates to:

Formal Community Forum Matters (Presentations)

Community Question/Statement Time (Matters on Council's current Agenda)

Informal Question/Statement Time

Representing
(self / name of organisation / other party)

Item No. or Topic

Please submit your question/statement or request for presentation topic on the back of this page and submit together with this form.

Please write your question/statement using no more than 1000 words, and

Ensure writing is legible

Please note that each speaker will be allowed a maximum of five minutes for questions/statements relating to Agenda Items. Please read attached guidelines.

Question/Statement

Privacy Statement

The personal information being voluntarily supplied on this form and any documents that are attached are collected by Wollondilly Shire Council for the purpose of community consultation and matters of concern at Community Forums. The information collected on this form may or may not be recorded in the Community Forum "Record of Proceedings" document subject to whether the information is addressed at the Community Forum.

Regardless of whether it is recorded in the "Record of Proceedings" document the information shall be stored on Council's electronic data management system and as such this information could be subject to a request for access to information under the Government Information (Public Access) Act, 2009.

I have read and understand the privacy statement

Signature:

If it becomes necessary to consult with Third Parties, do you consent to disclosure of your personal information if requested.

YES

NO

Guidelines: Community Question/Statement Time

Community Question/Statement Time will be for those matters that relate to the Ordinary Meeting of Council agenda.

Matters can be submitted up until 12 noon on the day of the Forum. The person must be in attendance at the Community Forum.

Each speaker's time will be determined in accordance with Council's Community Forum Guidelines. There can be 2 submissions for and against each issue, with each speaker allowed a maximum of 5 minutes. The Chairperson may read the question/statement if requested.

Council requires reasonable notice of the question/statement, which is required to be submitted either at Councils Customer Service desk, by fax, email or electronic submission from Councils website by 12.00 noon on the day of the meeting. The questions/statements will be given to the General Manager following receipt.

Every attempt will be made to provide answers on the night. Situations may arise where this is not possible. Councillors are provided with copies of the questions/statements for their information.

In line with Councils *Record of Proceedings*, your Name, Representative details and subject matter/item will be documented in the Record of Proceedings. Written questions/statements and verbal comments from a speaker will not be documented.

Guidelines: Informal Question/Statement Time

Informal Question/Statement Time will be for any general issues as well as those matters that were not answered during the Formal Community Forum section.

Matters must be submitted in writing up until 12 noon on the day of the Forum to be recorded in the Record of Proceedings, although the Chairperson may accept late items if time permits. The person must be in attendance at the Community Forum.

The Chairperson will read out the matter and will then invite the person to speak. Each speaker's time will be a maximum of 5 minutes.

Every attempt will be made to provide answers on the night. Situations may arise where this is not possible. Councillors are provided with copies of the questions/statements for their information.

Guidelines: Formal Community Forum Matters

Formal Community Forum matters will be pre-determined by Council and may be supported by a presentation. The time period for the length of discussions on each matter will be determined by the Chairperson. Specific matters from our community are welcome. Each speaker's time will be determined by the Chairperson. It is preferred that these matters be answered immediately.

This section of the Forum will be recorded with an outline of the presentation held and the outcome only, for example:

- A presentation was conducted by (Council Officer/Community Group/Community Member).
- Discussions were held on a matter.
- Members of our community raised questions and these were addressed by Council Officers.

Further information regarding tips for Presentations / Presenters can be found in Councils publication "*A Guide to your Community Forum Presentation* and Councils "*Community Forum Guidelines*".

Disclosure of Political Donations and Gifts



Under s147 of the Environmental Planning and Assessment Act

Changes to the Local Government and Planning Legislation Amendment (Political Donations) Bill 2008 amended the Environmental and Planning Assessment Act 1979 in the following way:

- Any person making a planning application or submission is required to disclose "reportable political donations"¹ and gifts made to any local councillor (or council staff member) within two (2) years of making of the application or submission. Failure to do so constitutes an offence of 100 units, or \$11,000.
- The disclosure is to accompany an application or submission, or if the donation or gift is made following the submission or application, then within seven (7) days of the donation or gift.
- Details in this disclosure are predefined, and include the details of who is to receive the benefit, the details of the donor, as well as donation amount or gift value being donated.

Application No. Indicate the application number this disclosure relates to.	
Name Name of party or person to whom the donation/gift was made.	
Date When the donation/gift was made.	
Donor Name Name of the person who made the donation/gift	
Donor Address The residential address of the person who made the donation/gift (in the case of an individual) or the address of the registered or other official office.	
ABN In the case of an entity.	
Donation Amount/Value	
Signed (I declare the details given in this disclosure is complete and truthful)	Dated
Customer Service Send the completed form to Wollondilly Shire Council Address: Wollondilly Shire Council, 62-64 Menangle Street, PICTON NSW 2571 PO Box 21 PICTON NSW 2571 Phone: (02) 4677 1100 Email: XXXXXXXXXXXX council@wollondilly.nsw.gov.au Fax: (02) 4677 2339 Web: www.wollondilly.nsw.gov.au	

NB: If you experience any difficulties submitting this form or do not receive an automated response via your email - please contact council on 4677 9728.

¹ Reportable political donations include those of or above the value of \$1000 within the meaning of Part 6 of the *Election Funding and Disclosure Act 1981* that is required to be disclosed under that Part.