

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 accordance with Councils Community Forum Guidelines 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.

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 speakers' 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"*.