

## Community Forum Guidelines

A copy of the *Community Forum Guidelines* which incorporate the *Community Forum Rules of Conduct (as Appendix A)* will be available at every Forum or can be obtained from Council's customer service centre.

## Your Councillors

You can contact your elected representatives to discuss any issues of concern to you. Their names and telephone numbers are listed below:

### EAST WARD

Cr Benn Banasik	0434 832 636
Cr Ray Law	0427 901 275
Cr Kate Terry	0439 665 149

### CENTRAL WARD

Cr Lou Amato	0439 451 143
Cr Michael Banasik	0425 798 068
Cr Col Mitchell	0418 265 006

### NORTH WARD

Cr Hilton Gibbs	0439 299 749
Cr Judith Hannan	0414 557 799
Cr Simon Landow	0415 406 719

## Privacy Statement

The information collected by Council on Community Forum Presentation Forms may constitute personal information under the Privacy and Personal Information Protection Act 1998. The information supplied is voluntary and Council is permitted to collect the information from you to consider the matters put forward. If you cannot or do not wish to provide the information Council may not be able to consider the matter. If you need further details, please contact the Privacy Contact Officer, Wollondilly Shire Council, PO Box 21, Picton 2571.



# LOCAL GOVERNMENT

## A Guide to your Community Forum Presentation

*Welcome to this  
Community Forum of  
Wollondilly Shire Council*

We trust that you will find it informative and that you will return on future occasions. The information in this leaflet is provided to assist you in understanding how the Community Forum Presentations are conducted.

PO Box 21 Picton NSW 2571  
62-64 Menangle Street Picton NSW 2571  
Phone: 02 4677 1100 Fax: 02 4677 2339  
Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)  
Rural Living – [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

**LOCAL GOVERNMENT IN ACTION**

## Your Council

Wollondilly Shire Council is composed of nine Councillors elected for a four year term. Three Councillors are elected to represent each of the three wards. Each year the Council elects one of its members to the office of Mayor. The Mayor is the civic and ceremonial leader of Council.

## Community Forum Presentations

Community Forums will not be run according to formal meeting procedures with motions introduced and speakers taking the floor to talk for or against the motion.

There are no resolutions, recommendations or motions passed in Community Forums. One of the main objectives of Community Forums is to encourage involvement of all land owners and residents and engage all stakeholders in providing Council with information of Forum Matters.

To do this, formal motions supporting or opposing a matter are not to be submitted. A Forum should be a means by which people can come together and explore matters and question activities or policies which affect their community.

Community Forums seek to be welcoming and informal occasions. If a meeting is conducted too strictly, too many people feel restricted and often to unsure to speak.

On the other hand if a meeting is too informal it may lack a sense of purpose and direction and people will tend to lose interest hence a balanced approach will need to be adopted.

## Fair Participation and Respecting Each Other

**THE ROLE OF THE CHAIRPERSON IS TO ADOPT A BALANCED APPROACH THAT WILL:**

- allow opportunity for discussion
- ensure that a meeting is not dominated by particular persons to the detriment of others present
- be consistent in the application of meeting rules and procedures
- maintain decorum and order.

**LENGTH OF PRESENTATION TIME AND QUESTION TIME**

- 10 minutes for Presentations
- 5 minutes for questions from participants

Note: this allows for 2 Presentations if required.

**TIPS FOR PRESENTERS:**

- address the chairperson and councillors on all occasions
- confine remarks to the subject matter
- respect the directions given by the chairperson
- attempt to answer any questions put by the chairperson or a councillor
- address councillor matters which are under the Jurisdiction or influence of council
- prepare a submission for consideration rather than an objection with the intention of attracting comment rather than procuring opposition
- outline considerations you would like council to take into account in reaching a decision
- detail any methods available to gain further information relevant to the matter under consideration
- provide supporting information when challenging issues of fact
- avoid using intemperate language
- avoid casting personal reflections on individuals
- prepare your submission so that it can be inspected by the decision makers and the public and provide a clear statement relating to the submission.

**THE ISSUE OF DECISION MAKING**

- Presentations provide input/information to the decision making process
- The Presentation is not the decision to be made
- Understanding that a decision may not go the way you had hoped

**TIPS FOR PRESENTATIONS**

- A guide to a good Presentation is up-to-date and accurate information. Break the information to be provided into relevant categories. Introduction and summary of what you are going to cover – key issues
- What the presentation is about
- Why it's a good idea or alternatively a bad idea
- The 'vital' facts
- Why the audience you have chosen should be interested
- What problems/positives are perceived
- What you recommend
- How you plan to go about it
- What you want done
- Who supports you – letters of support/quotes (try to have some supporters who are prominent in the community)
- What it might cost – budgets
- How long you think it will take – timelines
- Photos/maps/drawings