

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 website or customer service centre.

Your Councillors

You can contact your elected representatives to discuss any issues of.

EAST WARD

Cr Matthew Deeth	0413 357 206
Cr Noel Lowry	0406 047 086

CENTRAL WARD

Cr Michael Banasik	0425 798 068
Cr Blair Briggs	0418 269 913
Cr Robert Khan	0407 705 100

NORTH WARD

Cr Matt Gould	0427 936 471
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. We will also seek your consent to be webcast. 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.

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Phone: 02 4677 1100 Fax: 02 4677 2339
Email: council@wollondilly.nsw.gov.au
Rural Living – 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. Council elects one of its members to the office of Mayor for a two year term. The Mayor is the civic and ceremonial leader of Council.

Community Forum Presentations

Community Forums are webcast live. They do not 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

- 10 minutes for Presentations
- 5 minutes for questions on the presentation 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