



WARD MEETING QUESTION FORM

Please complete this form and forward to Council's Coordinator Customer Service:

In Person: 274 Gower Street, Preston **Fax:** 8470 8877

Postal Address: PO Box 91, PRESTON 3072 **Email:** [\(to be determined\)@darebin.vic.gov.au](mailto:(to be determined)@darebin.vic.gov.au)

Online: (web address to be determined)

Note: The form must be received by no later than 5pm on the Monday preceding the forum.

Name of Resident _____ **Telephone** _____

Address _____

Ward: (Circle one) Cazaly La Trobe Rucker

Organisation (If applicable) _____

I, hereby request to address the Ward Meeting to be held on _____ 2013

Topic (please indicate preferred position) and/or foreshadowed Question

As the above named individual, I understand and agree to abide by the conditions of Darebin City Councils Ward Meeting guidelines.

Signed _____ **Date** ____/____/2013

PRIVACY STATEMENT

The personal information requested on this form is being collected by Council for the purpose of identifying the individual wishing to address Council and to enable Council to respond or undertake any follow-up action.

The personal information will be used solely by Council for that primary purpose or directly related purposes.

WARD MEETINGS OPERATING GUIDELINES

The Darebin City Council is committed to providing an opportunity for members of the community to play an active role in civic matters.

Ward meetings provide an informal setting for residents to discuss issues with Councillors from their local Wards and for Councillors to present items relevant to those Wards.

A 'Ward Meetings Question Form' will allow resident's to register items that they wish to raise with Councillors, thus providing Councillors an opportunity to ensure they have all relevant information available to present at the Ward meeting relating to those questions asked. An opportunity for residents to raise questions without notice will also be available.

It is important that Councillors and residents fully understand the guidelines surrounding Council's Ward meetings:

1. Councillors should attend the meetings held in the Wards they represent.
2. Councillors will rotate the role of Chairperson at each of the Ward meetings.
3. Ward meetings are open to all members of the Darebin community.
4. All discussions will be conducted in a structured and orderly manner and directed through the Chair and will allow where appropriate, alternate speakers for and against.
5. Ward Meetings do not constitute a formal meeting. No minutes will be taken, unless where directed by the Chairperson, and no resolutions can or will be passed.
6. Ward meetings do not constitute an Assembly of Councillors unless the majority of Councillors are present.
7. Matters that are already under consideration by Council can not be discussed.
8. Any individual who wishes to present on a matter before the Ward Meeting is to lodge a Ward Meeting Question Form by 5pm on the Monday prior to the meeting.
9. Council, where possible, will publicise on Council's website the topics it intends to explore in forthcoming Ward meetings. These topics will initially be covered by way of Council Officers or others making a presentation at the meeting and the Chairperson then conducting a discussion with residents in attendance.
10. Each item on the agenda will be considered individually, with each individual restricting their comments to the subject topic and limited to 3 minutes speaking time, with 2 minutes extension, if approved by the Chairperson.
11. Questions without Notice will also form part of the Ward meeting allowing for residents to raise questions on the night of the meeting, however, questions or issues submitted via the Ward meetings Question Form will be addressed first.
12. Ward Meeting Question Forms are to be marked to the attention of Council's Coordinator Customer Service and may be submitted either by:
 - hand at the Darebin Municipal Office, 274 Gower Street, Preston
 - mail at PO Box 91, PRESTON, 3072

APPENDIX A

- email at (tobedetermined@[arebin.vic.gov.au](mailto:tobedetermined@arebin.vic.gov.au))
- online submission at (web address to be determined); or
- by fax on 8470 8877.