



Bellarine Bayside

Public attendance at Bellarine Bayside Foreshore Committee of Management meetings

Notes for persons wishing to attend and/or participate at meetings

The Bellarine Bayside Foreshore Committee of Management meets monthly from February to December on the third Monday of each month. Committee meetings are held in the Bayview Room (downstairs), at Parks Hall, Newcombe Street, Portarlington.

To enable public attendance and participation in Bellarine Bayside Committee meetings, Bellarine Bayside has provided for public viewing seats and question time. Meetings are open to the public from 8:30 am, commencing with 10 minutes of Public Question Time during which pre-submitted questions will be addressed.

Members of the public wishing to attend, are requested to register with Bellarine Bayside by close of business on the Thursday prior to the scheduled monthly meeting.

Question time is specifically available for questions. It is not an opportunity to make statements or to present a case on a particular issue. You are asked to respect this and promptly direct your question to the Chairman.

Public question time gives any member of the public the opportunity to freely ask a question on any Bellarine Bayside related matter. Questions **MUST** be presented in writing, in advance (by close of business on the Friday 10 days prior to Committee Meeting) to The Secretary, Bellarine Bayside, PO Box 40 Portarlington 3223; Fax: 03 5259 2272; or delivered to reception at Portarlington Seaside Resort, Boat Road, Portarlington. Questions must be presented together with name and address of the person asking the question and attending the meeting.

Answers to questions shall be given at the meeting, if possible, or taken 'on notice'. Where a question is taken 'on notice' an answer shall be mailed within 14 days.

A time limit of 3 minutes per question, or series of questions applies from any one person.

REGISTRATION:

- Individuals must register with Bellarine Bayside by close of business on the Thursday prior to the normally scheduled meeting, by completing a registration form available from Bellarine Bayside.
- Repetitive attendance registration will be prioritized lower than new registrations.
- Public seating is limited. Persons not registered and accepted may not be admitted to the meeting.

ASKING A QUESTION:

- The Chairman will formally invite questions from the public and determine the order in which people may ask questions.
- The person asking a question then: -
 - a) states clearly his or her name
 - b) asks his or her question(s) - written copies of which have been previously submitted to Bellarine Bayside
- The Chairman may then answer the question(s) or refer the matter to another Committee Member, the Chief Executive Officer or take the question 'on notice'.
- The Chairman may disallow any question which is considered to be: -
 - a) related to a matter outside the powers or duties of Bellarine Bayside
 - b) repetitive of a question already considered
 - c) asked to embarrass a Committee Member or Officer
 - d) defamatory, indecent, offensive, trivial or objectionable in language
 - e) confidential in nature or of legal significance

The person asking the question is not permitted to enter debate with or directly question Committee Members or Officers.