

**INFORMATION FOR PEOPLE MAKING DEPUTATIONS
OR APPEARING DURING PUBLIC FORUM AND
QUESTIONS WITHOUT NOTICE FROM THE PUBLIC**

1. Please ensure that mobile telephones and pagers are switched off whilst in the Chambers.
2. Please confine your address to the issue you wish to bring to Council's attention.
3. Please be as brief as possible.
4. No personal or derogatory comments are to be made.
5. There are 5 minutes available to each speaker. If thought appropriate, an extension may be granted by Councillors.
6. Please identify yourself before speaking so that we can record your name for the minutes.
7. Please provide your presentation in writing to the Minutes Secretary.
8. Councillors, staff and members of the public are bound by the Code of Conduct and must show mutual respect for one another and members of the public.