



# LACHLAN SHIRE COUNCIL

## Public Address to Council

### Information Sheet

#### **What is Council's Policy?**

Council's policy provides that any member of the public may address Council on any local government issue at the commencement of meetings. Preference will be given to those persons wishing to speak on the agenda for that particular meeting. Council meetings normally commence at 10.00am on the third Wednesday of each month.

Should there be more than one person wishing to address Council on an issue then those persons are to nominate one person to represent the group. A maximum of 30 minutes has been allocated by Council for this forum and each speaker may speak for a maximum of 5 minutes.

#### **Where should I wait to address Council prior to the meeting?**

Members of the public who have nominated to address Council should be seated in the public gallery area 15 minutes prior to the commencement of the meeting. Persons wishing to make such an address should convey to the General Manager, or his representative, their wish to address Council. Presenters shall provide details of their name, address and the particular issue or issues they wish to speak to Council on.

#### **How will I know when to address Council?**

Shortly after the commencement of the meeting, the Mayor will call on individuals to address the Council. Persons called should make their way to the front of the Chamber and be seated where directed by the chairman or staff.

#### **When can I commence my address?**

The Mayor will acknowledge your presence and seek commencement of the address which should run no longer than 5 minutes.

At this stage you may present any relevant documentation to Council prior to the address and 21 copies should be made available for distribution to councillors and staff.

#### **Should I stand or be seated?**

You may stand or remain seated during the address and speak clearly and loudly enough so that all present in the Chamber may hear you. Council will make a record of the matters raised in the Public Forum session and such record is included in the Minutes of the Ordinary Meeting.

All Council meetings are recorded and you should avoid any slanderous or libelous statements during your address. You will not be entitled to any privilege through your address.

**What protocol should be observed?**

During your address you should maintain accepted protocol and identify elected members as 'Councillor' or in the case of the chairman then 'Mayor'.

**Will any questions be asked of me?**

At the conclusion of your address, the Mayor will determine if councillors wish to ask any questions of you and you should respond to these through the chairman.

**May I ask questions of the Council or staff?**

The Public Forum is not designed to be a question and answer session. Questions may be asked of Council or staff however these will not be responded to in the Public Forum session but will be answered in writing as soon as practical after the meeting.

**What should I do at the end of my address?**

The Mayor will thank you for your address and you may either return to the public gallery area or leave the chamber if you wish.

**When will the matter be considered by Council?**

Items on the agenda that are the subject of a public address are usually considered in the early stages of the agenda, but no motions or resolutions will be moved during the Public Forum session.