

# Public Forum

## Guideline for participants

Council has adopted a guideline for the conduct of the public forum.

Greater Hume Shire Council provides the opportunity for residents and members of the community to address Council prior to the formal sections of the monthly Council meeting (usually held third Wednesday of the month).

Essentially, this is your opportunity to directly speak to councillors on any issue or matter regarding Council affairs. Councillors may, in return, ask questions of you regarding the matter.

Council's management team appreciates that the public forum is an important mechanism to enable interaction between the decision making role of Council (its monthly meeting), staff and the wider community.



# Public Forum

## Public Forum – Guideline for Participants is as follows:

- Lodge a request with an Executive Assistant by telephone, or email to advise that you wish to address Council in the public forum. Tel: (02) 6036 0100 or email: [mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au)
- Council encourages you to prepare a concise speech. Please ensure that points for your verbal presentation do not exceed five minutes, as any presentation beyond five minutes will not be permitted. At four minutes 30 seconds a bell will be heard.
- Questions may be put to you by councillors, however such questions will be contained to no more than 3 minutes.

If your issues or concerns are complex you may wish to prepare a background paper which can be distributed to councillors.

This guideline will be distributed to all people who register to speak in the public forum. Alternatively this guide is available on Council's website at <https://www.greaterhume.nsw.gov.au/Your-Greater-Hume-Council/Council-Meetings>

From time to time, Council receives requests for other stakeholder organisations to make presentations to Council. These requests are handled on a one to one basis, with the preferred option of including the matter on the agenda and a suspension of standing orders to receive the presentation.

For more information please do not hesitate to contact an Executive Assistant at the Holbrook office Tel: (02) 6036 0100 or email [mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au)