



# Hawkesbury City Council

## Council Meetings – Your Guide

### When are meetings held?

Council generally holds Ordinary meetings on the second Tuesday of each month (except January), and the last Tuesday of each month (except January and December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm.

These meetings are open to the public.

### Where are these meetings held?

In the Council Chambers, 1<sup>st</sup> Floor, 366 George Street, Windsor.

### What is an Ordinary meeting?

At this meeting Council makes decisions about Council business based on recommendations from Council officers and Council Committees.

### What is an Extraordinary Meeting?

Extraordinary Meetings are either scheduled to determine procedural issues (such as voting of the Mayor or adopting the Operational Plan) or called at the request of three Councillors to deal with a matter deemed urgent.

### Who runs the meeting?

The Mayor is the chair for Council meetings. In the Mayor's absence the Deputy Mayor chairs the meeting.

### Can I speak at the Council meeting?

Yes.

Members of the public may address Council on any matter listed in the business paper.

### What do I need to do if I want to speak at a Council meeting?

You must register to speak. To register you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on the Council's website, from the Customer Service Branch or by contacting the Corporate Services and Governance Manager on (02) 4560 4426 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au).

### How long can I speak at the Council meeting?

Each speaker is allowed five minutes. All Councillor questions to, and answers from speakers, are limited to a total time of two minutes per speaker.

A maximum of three speakers 'for' the recommendation and three speakers 'against' the recommendation may address Council. If there are more than three speakers 'for'; or three speakers 'against' one item, the first three applicants for each side will speak and unsuccessful applicants will be advised via phone or email.

### How do I know it is my turn to speak?

During the meeting, the Mayor will invite you to speak when the issue you have registered to speak on, is being dealt with.

## When will the item I am interested in be discussed?

The agenda in the business paper will tell you the order of business. Items subject to public address will be heard in the order in which the Item is listed in the business paper.

## How are decisions made at Council meetings?

Councillors receive information in the business paper that includes reports and recommendations from Committees and Council officers.

Items are dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view, which will then be the subject of Councillor debate.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or with registered speakers from the public) to be adopted on block.

## How is voting carried out?

The motion or amendment for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation published in the Business Paper. The Chairperson will then ask the Councillors to vote.

Voting at a meeting, including voting in an election at a meeting, is to be by open means with all councillors who are present in the chamber required to stand in favour of the motion or amendment being voted on. However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Depending of the vote, a motion or amendment will be carried (upheld, passed) or lost.

## Are business papers available before the meeting?

Yes, business papers can be viewed online from 12pm on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12pm on the Friday before the meeting.

The business paper can also be viewed on the public computers in the Council foyer.

## How can I find out what was decided at the Council meetings?

You are invited to attend Council meetings. If this is not possible, the minutes and a podcast of each meeting will be available on Council's website on the Friday following the relevant meeting.

For more information, or for a copy of the Code of Meeting Practice, contact the Corporate Services and Governance Manager on (02) 4560 4426.

The full Code of Meeting Practice is available on Council's website at [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au)



This document contains important information. If you do not understand it, contact the Telephone Interpreter Service on 131 450.



### Hawkesbury City Council

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Office Hours: Monday to Friday 8:30am-5pm