

Speaking at Council – A Simple Guide

Each year, as part of the Draft Annual Business Plans and budget consultation, we invite the community to share their views. One of the ways you can provide your feedback is by speaking at a Council meeting during the consultation period.

To help you feel confident and prepared, we've put together the following information.

What is a verbal submission?

A verbal submission is when a community member speaks at a Council meeting for up to 5 minutes to talk about their ideas or concerns about the Annual Business Plan and Budget.

Will I be recorded?

- The meeting **will be filmed** and uploaded to YouTube, so there is a public record for the community
- Your **name** and the **topic** you speak about will be written in the official meeting minutes

What is the Annual Business Plan and Budget?

Each year, Council creates a plan for the next 12 months, this plan is called the Annual Business Plan and budget.

It explains:

- ☒ What important projects and services the Council will focus on
- ☒ How much money (budget) will be spent on these projects and services and how we will fund them.

When and where is the meeting?

Date: 27 May 2025

Time: Meeting starts at 7pm

(We are unable to give an exact time for your presentation, but it is usually near the beginning of the meeting and depends on how many people are speaking.)

Location: Playford Council Chambers, Playford Civic Centre, 12 Playford Boulevard, Elizabeth.

Can I use photos or other things in my presentation?

Yes! You can include:

- Photos
- Diagrams
- Notes or a short slideshow

This can help explain your ideas clearly.

If you want to use these, please bring them on a USB stick or email them to **connected@playford.sa.gov.au** at least a few days before the meeting. We will make sure they are ready for you to use.

When you arrive

You will be met by **Roxanne Withers**, the Community Engagement Officer. She will show you:

- Where to sit
- What to do when it's your turn



Roxanne Withers

Inside the room

- The elected members sit in a half-circle of tables and chairs.
- There are 15 elected members.
- Mayor Glenn Docherty sits at the long table with CEO Sam Green.
- There are also seats at the back for community members, where you will sit.



Playford Council Chambers



Mayor Glenn Docherty



CEO Sam Green

What will happen when it's your turn:

- The Mayor will call your name when it's your turn
- You will walk up to the lectern (a small stand for speaking).
(If you are a wheelchair user, we will provide a microphone instead)
- The Mayor will let you know that you have **5 minutes** to speak.
- After **4 minutes**, the Mayor will remind you that you have **1 minute left**.
- When your **5 minutes** are up, you will stop speaking.
- The Mayor will ask the elected members if they have any questions for you.
 - If they do, answer if you feel comfortable. It's okay if you don't have the answer.
 - If not, you can return to your seat.

A few tips

- It's completely normal to feel a little nervous – many people do.

- You can bring a friend or support person with you.
- Roxanne will be there to help and guide you on the night.
- After you finish speaking you can:
 - Stay for the rest of the meeting or
 - Leave whenever you are ready – whatever feels right for you.

When sharing your story:

- Keep your information relevant to the Annual Business Plans and Budget
- Share things that are true and factual
- Think about your privacy and safety – only share what you feel okay saying in public
- Remember: the meeting is filmed and uploaded to YouTube – your comments will be part of the public record.

Accessibility support

If you have any accessibility needs — such as mobility support, visual or hearing assistance, or other requirements — please let **Roxanne** know ahead of time on 8256 0333 or email connected@playford.sa.gov.au

We are here to make sure you feel welcome, supported, and confident to participate!