

Public Access Application Form

Port Stephens

C.O.U.N.C.I.L

... a community partnership

Name: .....

Address: .....

Suburb ..... State ..... Postcode .....

Phone: (W) ..... (H) .....

Subject: .....

Speaking: FOR  AGAINST

Please provide details of the matter to be discussed and your interest in the matter.

.....  
.....

Date of Proposed Public Access: .....

Power Point Presentations are available through our system via memory stick:

Do you require this service for the **5min talk**: - YES  NO

Applicant Signature: .....

Applications must be submitted to the Executive Assistant – Councillor Support by **12 NOON MONDAY** prior to the meeting at which public access is proposed. All applications will be considered by the Mayor and approval or refusal will be forwarded by mail.

Should you have any enquiries regarding the **STATUS** of your application, please Ph: 4980 0245.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Port Stephens

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PUBLIC ACCESS  
Information Booklet & Application



**Council grants public access to citizens  
to speak on any matter they would like to  
bring to Council's attention.**

116 Adelaide Street (PO Box 42) Raymond Terrace NSW 2324  
Telephone: 02 4980 0255 Facsimile: 02 4987 3612  
Email: council@portstephens.nsw.gov.au  
Website: www.portstephens.nsw.gov.au

## Public Access



### When does Public Access occur?

Public Access is held on the **2<sup>ND</sup> Tuesday and 4<sup>TH</sup> Tuesday** of each month at **5.30pm** in the Council Chambers.

### Who Can Request Public Access?

Any person may request public access.

### How Do I Request Public Access?

1. Complete the attached Application Form outlining details on the matter you wish to speak about. Please indicate your interest in the subject and the date of the meeting you wish to have public access.
2. Return your application to Executive Assistant – Councillor Support by **12noon** on the **Monday** prior to the date access is requested.

#### **Remember to submit your application form early**

as the number of speakers permitted for public access is limited. The number of speakers permitted on any one subject is restricted to 2 speakers for and 2 speakers against the item.

### Who Approves My Application?

The Mayor will consider your application and send you an approval or refusal notice by mail.

### Defamatory Comments

Applicants are reminded that Parliamentary privilege **does not** apply to Council meetings. **Defamatory comments and or allegations against staff** may lead to suspension of Public Access and/or legal action. Public Access **will not be** protected by that privilege. Applicants should seek independent legal advice if they still intend making such comments.

## Public Access



### What if my Application is Approved?

If public access is granted please note the following procedure:

- Public Access commences at **5.30pm.**
- You should arrive at least five minutes prior to Public Access commencing
- If you require use of our power point presentation service arrive fifteen minutes prior to Public Access with material on a memory stick.
- Take a seat in the Council Chamber's gallery (preferably on the right hand side)
- The Mayor will introduce you and ask you to proceed to the microphone and podium situated at the right hand side of the Chambers.
- You have **FIVE** minutes **ONLY** in which to speak. This must be strictly adhered to. You will be advised at the 4 minute mark that you have 1 minute to finish your address
- You cannot ask questions of the Councillors or staff.
- Councillors may ask you questions once you have finished speaking.

### What if my Application is Refused?

You may re-apply or make an appointment with the Mayor to discuss the matter further. To make an appointment, contact the Executive Assistant – Councillor Support on 4980 0245.

### What if I have further questions?

The Executive Assistant – Councillor Support will be able to assist you with any further questions you may have.

Phone: 4980 0245 Fax: 4983 1918

Email: faye.johnstone@portstephens.nsw.gov.au

**For more details on Port Stephens Council visit our website**

[www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)