



PORT STEPHENS

C O U N C I L

PUBLIC ACCESS INFORMATION BOOKLET AND APPLICATION FORM



**Council grants public access to citizens
To speak on any matters they would like to
Bring to Council's attention.**

116 Adelaide Street (PO Box 42) Raymond Terrace NSW 2324
Telephone: 02 4988 0255 | Email: mayor@portstephens.nsw.gov.au
Website: www.portstephens.nsw.gov.au

PUBLIC ACCESS APPLICATION FORM

Please email completed form to mayor@portstephens.nsw.gov.au prior to 12pm Monday prior to the public access request date.

NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

EMAIL: _____

PHONE: _____ MOBILE: _____

SPEAKING: FOR AGAINST

ITEM NO: _____ SUBJECT: _____

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

DATE OF PROPOSED PUBLIC ACCESS: _____

WILL YOU BE SPEAKING TO A POWER POINT PRESENTATION: YES NO

APPLICANT'S SIGNATURE: _____

Applications must be submitted to the Senior Executive Assistant 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 Email.

Should you have any enquiries regarding the status of your application, please phone 4988 0245.

APPROVED: REFUSED:

MAYOR RYAN PALMER: _____

DATE: _____



PORT STEPHENS
C O U N C I L

When does Public Access occur?

Public Access is held on the 2nd and 4th Tuesday of each month at **5:30pm** in the Council Chambers.

Who Can Request Public Access?

Any person may request public access. Please be aware that your details will be considered public information. Should you have concerns with regards to this please consult staff.

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 the Mayor's Office by **12pm (noon)** 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 two speakers FOR and two speakers AGAINST any item.

Who Approves My Application?

The Mayor will consider your application and send you an approval or refusal notice by close of business on Monday prior to the date of access being requested. If you have provided an email address you will receive your confirmation by email. If you do not have an email address you will receive notification by telephone with written confirmation in the 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.

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 are speaking to a power point presentation this document must be cleared by Council's IT department prior to Public Access. Please email your presentation to councillor@portstephens.nsw.gov.au by **2pm** on the day of the meeting. If the presentation is not received and cleared prior to commencement of public access, you may be refused use of the presentation. You must also ensure that you have the consent to use any images of other people – especially children. Council will restrict the use of any inappropriate images.
- Take a seat in the Council Chambers gallery.
- 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 must adhere to the Mayor's direction whilst addressing Council. Failure to do so may result in any future application being refused.
- You have **FIVE** minutes **ONLY** in which to speak – this must be strictly adhered to. You will be advised at the four minute mark that you have one minute to finish your address.
- You **CANNOT** ask questions of the Councillors or staff.
- Councillors may ask you questions once you have finished speaking.
- No action will be taken on your matter unless a report on your matter is before Council or an individual Councillor requests the matter be brought before Council.

What if my Application is Refused?

You may re-apply or make an appointment with the Mayor to discuss the matter further.

What if I have further questions?

The Senior Executive Assistant will be able to assist you with any further questions you may have. Phone: 4988 0245 or email:

councillor@portstephens.nsw.gov.au