



# PORT STEPHENS

## C O U N C I L

### **PUBLIC ACCESS** INFORMATION BOOKLET AND APPLICATION FORM



116 Adelaide Street (PO Box 42) Raymond Terrace NSW 2324  
Telephone: 02 4988 0255 | Email: [councillor@portstephens.nsw.gov.au](mailto:councillor@portstephens.nsw.gov.au)  
Website: [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)

# PUBLIC ACCESS APPLICATION FORM

Please email completed form to [councillor@portstephens.nsw.gov.au](mailto:councillor@portstephens.nsw.gov.au) prior to 12 noon 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: \_\_\_\_\_

## When does Public Access occur?

Public Access is held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at **5:30pm** in the Council Chambers, prior to the Council meeting.

## 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.

Any legal representatives acting on behalf of others are not permitted to speak unless they have identified their status as a legal representative when applying to speak.

## How do I request Public Access?

1. Complete the attached Application Form outlining details on the agenda items you wish to speak on. Please indicate your interest in the subject and the date of the meeting you wish to have public access.
2. You may request to speak on no more than 2 agenda items.
3. Return your application to the Mayor's Office by **12 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 2 speakers FOR and 2 speakers AGAINST any item, with a maximum of 12 speakers in total on any given night.

## 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 5 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](mailto: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 your Public Access address being cancelled and/or any future application being refused.
- You have **5** 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.
- Speaking at Public Access does not guarantee that Council will take action on the matters raised.

### 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](mailto:councillor@portstephens.nsw.gov.au)