

Public Access

Information Booklet and Application Form

116 Adelaide Street, Raymond Terrace
 NSW 2324
 PO Box 42, Raymond Terrace NSW 2324
 p 02 4988 0245
 e councillor@portstephens.nsw.gov.au
 ABN 16 744 377 876

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

Name

Address

Suburb

State

Postcode

Representing

Yes (proof must be attached)

No

Email

Phone

Mobile

Speaking? For

Against

You consent to be recorded and broadcast live on the internet? Yes

No

Agenda item no. (if applicable)

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

WEBCASTING AND PUBLIC COMMENT: The Public Access forum and Council Meetings are broadcast live to the public and recorded. By speaking, you are giving consent to your image and voice being broadcast to the world. Recordings are copyright protected and are accessible under the Government Information (Public Access) Act so they may be used in proceedings outside of Council. Council accepts no liability for any defamatory remarks or inappropriate comments that might be made.

DECLARATION: I declare the above information is true and correct and that I have read and will comply with the relevant provisions of Council's Code of Meeting Practice and Public Access Policy (hyperlinks to both). I also declare I will conduct myself with respect towards the Council, not disrupt the Council meeting and will treat all people with respect, courtesy, compassion and sensitivity and adhere to the directions of the Chairperson. I understand that I am speaking in public and that no form of legal privilege applies, should I say or present any material that is inappropriate I may be subject to legal action and acknowledge Council's Privacy Statement below.

Applicant's signature

Date

OFFICE USE ONLY	Approved	Refused	Date
	Mayor Ryan Palmer		

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, in accordance with Council's Code of Meeting Practice, and approval or refusal will be forwarded by email.

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

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, prior to the Council meeting.

Who can request Public Access?

Only items on the relevant, current Agenda Paper can be discussed at the Public Forum.

Any person may request public access. Please be aware that your details may be considered public information and you consent to the use of your personal information for the purpose of Public Access. 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, if applicable. 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. Submitting this form does not guarantee a right to address Council. 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. If there are more than 12 speakers in total on any given night, the applications will be processed in order of receipt.

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

All persons are reminded that any form of legal privilege does **NOT** apply to Public Access. **Defamatory comments and/or allegations against Councillors, staff or other community members** may lead to suspension of Public Access and/or legal action.

Public Access will **NOT** be protected by any form of legal privilege.

Applicants should seek independent legal advice if they still intend making such comments.

You should take care to ensure you have approval to discuss other people's personal information.

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 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 are not permitted to ask questions of the Councillors or staff.
- Councillors may ask you questions once you have finished speaking however you are under no obligation to answer.
- 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.

Webcasting

Council meetings are recorded and broadcast on the internet via webcast. This means that your image and any comments made are available to the public via Council's website.

If you do not consent to being recorded and broadcast on the internet you will be heard prior to those that do consent.

Council accepts no responsibility or liability for any defamatory or offensive statements made by speakers during the course of Public Access.

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

Privacy Statement

Personal Information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can be reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application.