

# Public Voice and Public Briefings Information

## What is Public Voice?

Public Voice is a mechanism for members of the public to address the elected Council on matters of community interest and in respect of certain development applications.

## What is Public Briefing?

Provide an opportunity for members of the public to address to elected Council on matters relating to significant issues of a general, strategic or policy nature, including planning proposals relevant to CN's functions, facilities of services.

## Schedule and location

Committee meetings are generally held on the 3rd Tuesday of each month in the Council Chambers, 1<sup>st</sup> Floor, 12 Stewart Avenue, Newcastle West.

Details of the items on Council's agenda will be communicated in advance of the meeting.

### Conduct of Public Voice and Briefing sessions

Sessions are no more than 30 minutes and generally follows the following format:

#### Public Voice

1. Presenter(s) opposed to the proposal – 10 minutes (up to two presenters to share the time)
2. Presenter(s) in support of the proposal – 10 minutes (up to two presenters to share the time)
3. Questions from Councillors – 10 minutes

#### Briefings

1. Two speakers on an issue – 20 minutes
2. Questions from Councillors – 10 minutes

## Presentations

Method of presentations are to be in the form of PowerPoint presentations only.

- Presenters are asked to remain seated in the public gallery until invited by the Lord Mayor for you to speak
- PowerPoint presentations may be used and should be no more than 10 slides in length
- PowerPoint presentations are to be submitted the day prior to the Council meeting via email to [Councillor\\_Services@ncc.nsw.gov.au](mailto:Councillor_Services@ncc.nsw.gov.au)



### Addressing the meeting

Presenters are to confine their address to matters related to the proposal.

Presenters should address members of Council by their official title such as Lord Mayor, Councillor or Chairperson.

### Hints when preparing presentations

- Be concise and focus on the issues. Limit presentations to issues outlined in the Public Voice or Briefings application
- Be clear and emphasise your key messages
- Respect other's points of view
- Be courteous, cooperative and composed

### Agenda and Business Papers

Copies of the Agenda and Business Papers are available on our website ahead of the meetings.

### Webcasting and public record

Council meetings are livestreamed and webcast via CN's YouTube channel.

Council accepts no liability for any defamatory, discriminatory or offensive remarks or gestures that are made during a meeting.

Opinions expressed or statements made by participants or third parties during a webcast, or included in any presentation, are the opinions or statements of those individuals and do not imply any form of endorsement by the City of Newcastle.

#### **Note:**

*A Public Voice or Briefing Committee **cannot** make determinations (for example, they will not determine a development application).*

### **More Information**

Email: [Councillor\\_Services@ncc.nsw.gov.au](mailto:Councillor_Services@ncc.nsw.gov.au)

Phone: 4974 2000 and ask to speak to a member of the Council Services Team