

# Public Voice and Public Briefings Information

## What is Public Voice?

Public Voice sessions provide an opportunity for members of the public to make presentations to Council on Development Applications (DAs) that are to be determined by the Development Applications Committee at a future meeting.

## What is Public Briefing?

Public Briefing sessions provide an opportunity for members of the public to make short presentations 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 items on Council's agenda will be communicated in advance of the meeting.

## Conduct of sessions

Sessions are generally limited to 30 minutes and follow the following format:

### Public Voice

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

### Public 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 presentation or verbal presentation.

- Presenters are asked to remain seated in the public gallery until invited by the Lord Mayor for you to speak
- PowerPoint presentations 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)

## Agenda and Business Papers

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

## 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 Public Briefing application
- Be clear and emphasise your key messages
- Respect other's points of view
- Be courteous, cooperative and composed

## 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:

*Public Voice or Briefing Committees **do not** make determinations (eg, they will not determine a development application and are information sharing sessions only).*

## 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