

# Public Voice Information Sheet

## 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.

## Schedule and location

Public Voice Committee meetings are generally held on the 3rd Tuesday of each month.

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

## Conduct of Public Voice sessions

A Public Voice session is no more than 30 minutes and generally follows the following format:

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

## Method of presentation

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

A *Guide to external presentations to Council: Meeting remotely (using Zoom)* is available to presenters.

## Addressing the meeting

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



## IMPORTANT NOTE: COVID-19

In order to ensure the safety of the public, Councillors and staff during the World Health Organisation declared COVID-19 pandemic, Council meetings are being held remotely using Zoom until further notice.

## 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 livestream webcast (unless otherwise stated).

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 Committee **cannot** make determinations (for example, they will not determine a development application).*

## More information:

For more information on Public Voice contact the Councillor Executive Support Team:

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

P: 4974 2000 and ask to speak to a member of the Council Executive Support Team

If you have questions regarding a **Development Application**, please ask to speak with a member of the Development and Building Services Team.