

## Public Forum Guidelines

### Public Forum

The Buller District Council welcomes input from residents. The public forum provides an opportunity to address Councillors, the Chief Executive and the Senior Management team.

### Subjects

A period is set aside for the public to speak to Council before the meeting. Members of the public are allocated a time to address the Council on items that fall within delegations of the Council provided the matters are not subject to legal proceedings, and are not already subject to a process providing for the hearing of submissions. Speakers may be questioned through the Chair by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker(s). Such presentations do not form part of the formal business of the meeting with those requiring further action being referred to the Chief Executive for further reporting at another Council meeting.

### Procedure for members of the public wishing to speak at the public forum

The Chair may at their discretion refuse a public forum on any reasonable grounds including, but not limited to:

- insufficient time to hear the public forum at the meeting
- the public forum would be more suitably heard at another meeting of Council
- the subject of the matter of the public forum is offensive or repetitious or vexatious or is considered likely to be so
- the subject matter is insufficiently relevant to the business and legislative responsibilities of Council
- the subject matter is part of an ongoing issue that is being dealt with by staff
- the previous disorderly or inappropriate behavior of the applicant at Council meetings.

### Application

Members of the public who wish to participate should advise Glenda Martyn, phone (03)788 9642 or email [glenda.martyn@bdc.govt.nz](mailto:glenda.martyn@bdc.govt.nz) advising the subject matter and the names of speakers at least 24 hours in advance of the meeting.

### Speakers during public forum

The time allowed for each speaker is **5 minutes**.

The Chairperson has the discretion to terminate the presentation at any time where:

- a speaker is repeating an earlier speaker at the same public forum
- the speaker criticises elected members or staff
- the presentation is repetitious, disrespectful or offensive.

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers.

If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

No debate will take place in regard to issues raised at public forums and no decisions will be made.

### Response to Public Forum Presentations.

Councillors will normally discuss Public Forum presentations at the conclusion of Public Agenda items. The Mayor or delegated person will provide a reply to the presenter within a few days of the Council meeting.