



## Public Forum Guidelines

### Public Forum:

The Kaikōura District Council welcomes input from residents. The public forum provided 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 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, 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 behaviour of the applicant at Council meetings.

### Application:

Members of the public who wish to participate should advise Julie Gapper, phone 03 3195026 or email [Julie.gapper@kaikoura.govt.nz](mailto:Julie.gapper@kaikoura.govt.nz) advising of the subject matter and the names of the speakers at least 5 working days in advance of the meeting.

### Speakers during public forum:

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

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

- the 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 the speaker(s).

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 regards to issues raised at public forums and no decision 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 (if required) within a few days of the Council meeting.