

APPENDIX F
Public Forum (Normative)

<p>Public Forum</p> <p>A period of up to 15 minutes will be set aside for a public forum at the commencement of the monthly Council meeting which is open to the public.</p>
<p>Subjects of public forum</p> <p>The public forum (and those speaking during it) may address any subject which is within the Council's terms of reference, provided the matter is not sub-judice.</p> <p><i>Note:</i> <i>The public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or sub-committee sits in a quasi-judicial capacity.</i></p>
<p>Procedure for members of the public wishing to speak at the public forum</p> <p>The Chairperson may in their discretion refuse a public forum on any reasonable grounds including, but not limited to:</p> <ul style="list-style-type: none">• 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. <p>Application</p> <p>Members of the public who wish to participate should send a written application setting out the subject matter and the names of speakers to the Chief Executive Officer at least 10 working days before the day of the meeting.</p> <p>Application forms are available on Council's website www.wdc.govt.nz or from Council Offices.</p>
<p>Speakers during public forum</p> <p>The time allowed for each speaker is 5 minutes.</p> <p>The Chairperson has the discretion to terminate the presentation at any time where:</p> <ul style="list-style-type: none">- 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. <p>At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers.</p> <p>If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.</p> <p>No debate will take place in regard to issues raised at public forums and no decisions will be made.</p> <p>Time extension</p> <p>Standing orders may be suspended on a vote of not less than 75% of those present to extend the period of public participation or the period any speaker is allowed to speak.</p>
<p>Cessation of public forum</p> <p>Public Forum will cease at the commencement of the pre election period prior to any local body elections.</p>