

POLICY IS COMPLIANT WITH THE CHARTER OF HUMAN RIGHTS LEGISLATION

POLICY

1. Council welcomes the opportunity for members of the public to address the Council, any Special Committee and the Internal Development Approvals Committee.
2. The following guidelines shall apply to public submissions:
 - (a) In any matter before and under discussion by Council or a Standing Committee, where a member of the public has been invited to make a submission, a five minute restriction shall be placed on the speaker;
 - (b) The Chairperson shall have the sole discretion as to extending the speaking time or varying the conditions of these guidelines in any other respect;
 - (c) It is the responsibility of the minute clerk or the Chief Executive Officer to advise the Chairperson when the times allocated or extended as permitted pursuant to this policy have expired;
 - (d) There will be no time restriction imposed on submissions made pursuant to section 223 of the Local Government Act 1989, however submitters will be encouraged to accord to the spirit of these guidelines;
 - (e) Where prior notice has been given, Council officers will facilitate arrangements to enable members of the public to nominate representative speakers on their behalf where necessary. In circumstances where a group of people wish to make a submission on the same subject and no prior notice given, a representative speaker on the group's behalf shall be encouraged;
 - (f) All public comment is to be made prior to commencement of debate on matters to be determined;
 - (g) Any person accepting the Chairperson's invitation to address the meeting shall confine himself or herself to the subject under consideration;
 - (h) People making submissions shall address the meeting as a whole and the debate shall be conducted at the conclusion of submissions; and
 - (i) Town planning permit applicants shall be given an opportunity to present their submission before objectors and may exercise a right of reply following the hearing of all submissions.
3. The general provisions of these guidelines shall be made known to all intending speakers and members of the public, prior to the commencement of business at meetings.
4. Related documents and attachments
 - Meeting Procedures Local Law, No. 1 of 2011
 - Notification of reports to Council & Committee meetings policy - (Trim ref D09/51553)