

# Public Submission Time and Deputation Proforma

Please ensure that your presentation complies with the Rules of Public Submission Time and Deputations as published in the Agenda Briefing Forum Programme and as printed overleaf.

<b>Name</b>	
-------------	--

<b>Address</b>	
----------------	--

<b>Business, Organisation or Group (if presenting on behalf of)</b>	
---	--

<b>Agenda Briefing Forum Date:</b>		<b>Report Item No. referred to:</b>	
<b>Please tick the appropriate box below to indicate what type of presentation you wish to make.</b>		<b>Submission</b> <input type="checkbox"/>	<b>Deputation</b> <input type="checkbox"/>
<b>Are you speaking in support or opposition to the matter? Please tick appropriate box.</b>		<b>Support</b> <input type="checkbox"/>	<b>Oppose</b> <input type="checkbox"/>

*Please write a brief overview of your submission / deputation as clearly and concisely as possible – Remember – there are strict time limits applicable. The Presiding Member may limit presenters to a shorter period, if time is restricted.*

# Public Submission Time and Deputation Proforma Continued


**DEFINITIONS**

**'Submission'** is defined as a presentation made to an Agenda Briefing Forum by an individual member of the public, who can demonstrate that they are affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A submission may be made at this time in accordance to the Rules of Public Submission Time and Deputations. With the exception of the Presiding Member, no interaction between Councillors and the presenter is permitted.

**'Deputation'** is defined as a presentation made to an Agenda Briefing Forum by members of the public, whether as an individual or a group of up to five people, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A deputation will cause the relevant agenda item to be reviewed by the forum, at which time a presentation can be made in accordance to the Rules of Public Submission Time and Deputations. Interaction between Councillors and the presenter(s) is allowed with the permission of the Presiding Member. The person / people requesting a deputation will need to provide the Presiding Member with prior notice of a request to make a deputation.

**Rules for Agenda Briefing Forum Public Submission Time and Deputations**

<p>a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are affected by the matter on the agenda, will be entitled to make a submission. Those persons that can demonstrate that they are directly affected may make a deputation.</p> <p>b) Where a directly affected person has sought the prior endorsement of the Presiding Member, 'advocates' will be permitted on the condition that the directly affected person is present at the meeting.</p> <p>c) Where possible, members of the gallery are required to provide submissions/deputations in a written format to the presiding person prior to the commencement of the forum, to assist with the recording of forum notes.</p> <p>d) Only submissions/deputations that relate to a specific item of the Council agenda will be accepted.</p> <p>e) Prior to making a submission/deputation, the person is to give their name and residential address.</p> <p>f) Submissions and deputations are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a presentation.</p> <p>g) As per Council's standing orders, no debating of the issue between the gallery, Councillors or officers is permissible.</p> <p>h) Submissions/Deputations which are considered inappropriate; repetitious; lacking in decorum or adversely reflect on the integrity of any councillor or employee; offensive or otherwise not in good faith; duplicates or variations of earlier submissions; relating to the personal affairs or actions of Council members or employees; legal advice; legal proceedings or other legal processes; will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes. The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.</p> <p>i) Submissions/Deputations from members of the public that do not comply with the Rules of Public Submission Time and Deputations; or do not abide by a ruling from the Presiding Member; or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member, Councillors or Officers; or refuse to abide by any direction from the Presiding Member; will be ruled 'out of order' and the submission/deputation will not be recorded in the forum notes.</p>	<p>j) Public Submission Time is set for a period of 30 minutes, and will terminate earlier should no further submissions be forthcoming.</p> <p>k) Submissions/Deputations to be made at the forum will be registered, and the priority for making submissions/deputations shall be in accordance with that register. To enable all members of the public a fair and equitable opportunity to participate in Public Submission Time, each person shall be provided a maximum three minute time limit in the first instance, in which to make a submission.</p> <p>l) Deputations will be made at the time the matter subject to the deputation is reviewed by Council. Unless otherwise approved by a majority of Councillors, a deputation is to consist of no more that five persons, only two of whom may address the Council (with the exception of a person responding to an instruction by the Presiding Member). The time for a deputation, including interaction from Councillors, is not to exceed 15 minutes.</p> <p>m) To enable all members of the public a fair and equitable opportunity to participate, a person who has earlier made a submission cannot make or participate in a deputation on the same subject matter.</p> <p>n) A submission / deputation may include a request for the tabling of documents where these are relevant to an issue before Council. The Presiding Member will indicate when the allotted maximum time for a submission/deputation has elapsed. The presentation will cease at that time.</p> <p>o) Should there be time remaining of the initial period for Public Submission Time after all members of the public have made their initial submission, the Presiding Member will then allow members of the public to sequentially (in accordance to the register) make a further submission (with a three minute time limit) until the initial period for Public Submission Time has expired.</p> <p>p) Any extension to the initial period for Public Submission Time is to be limited to a period that will allow sufficient time for any remaining members of the public to make their initial submission.</p> <p>q) The Presiding Member may limit presenters to a shorter period to make a submission/deputation if time is restricted, and reserves the right to limit the number of submissions/deputations that can be made in respect to any one matter.</p>
---	--