



Speaking at a Council meeting

This information sheet explains: attending a meeting to speak to your submissions | when to come to the meeting | who will be there | about the meeting | how to prepare for the meeting | what happens at the meeting

Make a submission

Your chance to have your say

The purpose of making a submission is to tell the Council how you feel about a specific topic.

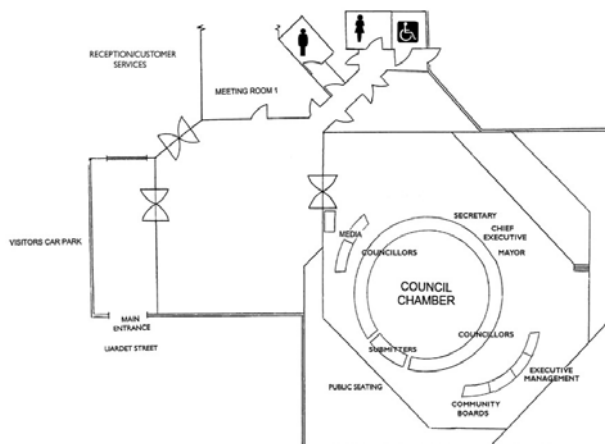
We require your contact details on your submission to enable us to contact you on the decision-making process and how you can be involved. The information also helps the decision makers understand how you will be affected by the issue or proposal. Your name and contact details will be available to the public and media as part of the submission process.

Attending a meeting to speak about your submission

Where to come

The meeting will be in the Council Chamber located in the Civic Centre, Liardet Street, New Plymouth.

Submissions are made during the meeting of the Council.



When to come

The Council will advise you of the meeting date and an approximate time you will be speaking to the Mayor and Councillors. We cannot guarantee the exact time you will be speaking. The public are welcome to attend the meeting at any time. You can choose whether you attend all of the meeting or only a part of it. Please arrive at least 15 minutes before your allocated speaking time.

We cannot guarantee the exact time you will be speaking. You may be asked to speak earlier than your allocated time, or wait beyond your allocated time. The Council considers the submissions after all submitters have been heard. Sometimes the decision is made at the same meeting and sometimes it is made on another day.

Who will be there

The Mayor, councillors, council officers, submitters, members of the public and the media may be present during your submission. It is likely that the meeting will be videoed and made available on the Council's website.

About the meeting

The Mayor and councillors will receive a copy of your submission. You should not read your submission to the Council. The purpose of speaking to your submission is to highlight the main points made in your submission.

After you have made your submission, the Mayor and councillors may ask you questions.

Before the meeting

There are a number of things you can do to prepare for the meeting.

1. At least a week before the meeting advise the Governance Team if you need any special equipment like a powerpoint, or if you have any accessibility needs,

Prepare any written material you wish to provide. The Governance Team can advise how many copies of the material. If you email a copy of your material to the Governance Team we can provide an electronic copy to the Councillors. Remember you do not need to provide a copy of your original submission.

At the meeting

1. When you arrive sit in the public seating in the Council Chamber.
2. If you have brought written material please give it to a staff member to distribute.
3. When it is your turn to speak the chairperson (usually the Mayor) will introduce you to the Council and invite you up to the submitters table. You may sit or stand to present your submission.
4. If you wish, you may bring a support person who can sit with you when you speak.
5. There will be a microphone on the submitters table. The microphone is fully automatic and will pick up your voice, provided you are not too far away from it. You will not have to press any buttons.
6. Any equipment you have prearranged to use will be accessible from your speaking position.
7. When you have finished speaking the Council may ask you a few questions. Unfortunately you are unable to question councillors.

Further information

Public participation is not a forum to request information from the Council. General requests for information are best made by calling the Council on 06 759 6060 or emailing enquiries@npdc.govt.nz.

For any enquiries regarding public participation, meeting schedules and meeting procedures, please contact the Governance Team.

Contact details:

Governance Team

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