

Speaking at a public hearing

Speaking at a public hearing is offered with every formal consultation we undertake. There will be a tick box on the submission form asking if you would like to present your submission. This gives submitters an opportunity to present their views and speak in support of their submission in front of Council.

Who will be there?

Elected Members and some staff will be in attendance, as well as media and any public who wish to sit in the gallery. It is likely that other submitters will be there too.

The hearing will be recorded and live streamed on our Facebook page and YouTube channel. We see this as a way to maintain transparency during the hearing and deliberation process. The camera is at the back of the Council Chamber, which means it captures the councillors but only the backs of presenters.

Making your submission

You will be allocated 10 minutes to speak with Council.

The 10 minute allocation normally consists of 5 minutes for you to talk about your submission and a further 5 minutes for the Elected Members to ask any questions of clarification.

The Elected Members will have already read your written submission, so please avoid reading out what you have already sent in. Instead, we recommend you use this time to provide any additional information, context or details. The hearing is not structured as a discussion/debate, rather it is your opportunity to express your views.

If you have any questions on the proposals, please note that the hearing is not the appropriate time expect an answer to these. Feel free to get in contact with either staff or an Elected Member to ask these beforehand. Otherwise, we will get back to you with answers once Council has adopted their final decisions.

If you have any information that you would like handed out, or any information to be displayed such as through a PowerPoint, email us beforehand (no later than 4:30pm the day before) and we can help make this happen – submissions@adc.govt.nz

Do I have to present in person?

If you cannot physically make it to the hearing, you are welcome to present in support of your submission virtually. Please let us know with as much notice as possible and we will email you the necessary details for you to present via video platform.

When do I find out what day / time?

Once consultation closes Council staff will put together a schedule for the hearing. You will then be contacted to confirm the date, location and time.

It is helpful if you provide both a day time phone number and an email address so that you can be contacted easily.

You can decide not to attend a hearing at any stage, but it is helpful if you can let staff know so that the hearings can be rescheduled as necessary.

If you have any questions or concerns, please feel free to get in touch with us at submissions@adc.govt.nz