



## PROCEDURE SHEET

### HEARING OF SUBMISSIONS

#### **Presenting your submission**

You have indicated a wish to present your submission in person before a committee of Councillors. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We would like this meeting to be relatively informal. We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

#### **Time Allocation**

10 minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

#### **Who will be there?**

The Sport and Recreation Committee will hear the submissions. The Committee comprises all elected members – as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

#### **Agenda**

An Agenda for the meeting at which you will be speaking will be available on the Council website from Wednesday 9 August 2017 - [pncc.govt.nz](http://pncc.govt.nz). The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

#### **Venue**

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.

#### **Tikanga Maori**

You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the "Further

Information” section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.

**Visual Aids**

A whiteboard, and computer with PowerPoint will be available for your use.

**Final Consideration of Submissions**

Final consideration of submissions will be at the ordinary meeting of the Sport and Recreation Committee on Monday, 4 September 2017. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission, or participate in the Committee or Council deliberations.

**Changes to this Procedure**

The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.

**Further Information**

If you have any questions about the procedure outlined above please contact Penny Odell, Committee Administrator, phone 06 356-8199 or email [penny.odell@pncc.govt.nz](mailto:penny.odell@pncc.govt.nz).

\* \* \* \* \*