



Have your say
*Making an
oral submission*

Absolutely

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ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL

Wellington

Prior to the day

- We'll contact you and let you know how long you have to speak. It's a good idea to tailor your submission so you use the time as effectively as possible.
- You can use a power-point presentation to reinforce your submission but you will need to deliver it to the Council's Democratic Services team at least 24 hours in advance so that we can check that it works. You can arrange this by calling 499 4444.
- You can bring along written material supporting your position. If you are bringing written material, check with us how many copies you will need.

What to expect on the day

- It's best to arrive at least 10 minutes early. If the submissions are running ahead of time you may be asked to speak earlier.
- When you arrive, you will be greeted by a Council advisor who will show you where to sit while you wait your turn. They will also show you where you will be speaking from and answer any last minute questions.
- If you have brought along written material, please give it to the advisor to distribute.
- When it is your turn to speak, whoever is chairing the meeting will introduce you and invite you to move to the place where you will speak from.
- The Chair will remind you how long you have to speak. The bell is a sign you have one minute left.
- If there is time when you have finished speaking, the Councillors may want to ask you a few questions so that they can better understand your position. If you'd like to take questions, use your time carefully.

Tips for making a good oral submission

- You only have a short time to speak so it pays to use it to reinforce the main points of your written submission – the Councillors will have received a copy of this.
- Try to highlight evidence supporting your position.
- Speak at a moderate pace so that the Councillors can take notes if they want to.
- If you are asked a question that you're not sure of the answer to, it's okay to say that you don't know.

Be aware, a summary of what you say will be taken down and included in the record, or minutes, of the meeting. There are often journalists or other members of the public at the meeting and anything you say could appear in a news report or elsewhere, for instance on an internet blog site.

If you have any questions about making your oral submission feel free to contact Democratic Services on 499 4444.