

# Long Term Plan 2018-28

## Hearing Guidelines



Thank you for your submission and for coming to the Council Hearing to present your views. The following are suggested guidelines for individuals and groups intending to present their submission to the Hearing, which commences Monday 30 April 2018 starting at 9am.

### Venue

The Hearing will be held in the Council Chamber at Timaru District Council, 2 King George Place, Timaru (*see map*).

### Your Presentation

You will be speaking to the Mayor and 9 Councillors. Some staff and media are also likely to be present.

All submitters are given 10 minutes to present their submissions and answer questions. The time limit is to ensure everyone has a fair hearing. **Because the Council has a large number of submissions to hear and a limited time in which to hear them, your cooperation in keeping to your time allocation would be appreciated.** The time allocated to you is approximate only, although the meeting will endeavour to stay as close to the allocated times as possible.

When it is your turn to speak, you will be invited to the table. You can sit or stand, whichever feels the most comfortable. You are welcome to bring a supporter(s) with you.

Councillors will have a copy of your submission and will have read it. *You do not need to read out your submission. Use your allocated time to speak to the main points in your submission or areas you wish to highlight.* Councillors may ask questions relating to your submission.

If you require the use of any presentation aids – PowerPoint, overhead projector, whiteboard etc., **please contact us at least two working days before** the meeting so we can make arrangements. Powerpoint presentations should be sent to the email address below **at least one working day prior to the meeting.**

### Officer Comments

Council staff prepare comments on the submissions. This information will be available shortly via the Council website at [www.timaru.govt.nz](http://www.timaru.govt.nz). These comments are to clarify any areas associated with your submission and present any other relevant information to Elected Members to assist them in making a decision on your submission topics. .

### Following Your Presentation

- You are welcome to listen to other submitters who are speaking and the Council debate.
- Decisions are made following consideration and hearing of all of the oral and written submissions.
- A written summary of the outcomes from all submissions will be provided following the adoption of the Long Term Plan.

Please contact us with any questions:

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# Timaru CBD - Timaru District Council Location

