

Public speaking rights, presentations and petitions



greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

You have the right to attend Greater Wellington's formal and open meetings to present opinions and ideas to Councillors and committee members.

You should contact Greater Wellington's Democratic Services department for advice on the best meeting to speak at. The rules relating to speaking at formal meetings are summarised below. The full rules are available in Section 4 of the Council's Standing Orders – www.gw.govt.nz/standingorders.

Public speaking rights

You can speak at the start of public Council and committee meetings for up to three minutes.

1. Your topic must be on an agenda item for that meeting. However, cannot speak in relation to the following agenda items:
 - Minutes being presented to a meeting for authentication
 - Reports on business conducted at concluded committee meetings, which are for information only
 - Reports that set out recommendations arising from a hearing process
2. Public speaking rights also do not apply to:
 - Hearings of submissions
 - Meetings where the Council or one of its committees sits in a quasi-judicial capacity
 - The first Council meeting after its election
3. You can bring along written material summarising or elaborating on your topic. Please ensure sufficient copies are available for all Council or committee members
4. You can obtain a copy of the agenda and reports at least two days before the meeting from the Council or online at www.gw.govt.nz/committee-meetings-calendar

At the meeting

The public participation session is usually held at the beginning of a meeting. Please arrive 10 minutes before it starts. At the meeting we will show you where to sit/stand when it is your time to speak. If you have brought along any written material, please give it to the staff member to distribute.

When it is your turn to speak, the Chair will introduce you and invite you to move to the place where you will speak for up to three minutes.

The Chair and Councillors will listen but not debate your comments with you during the meeting. Councillors, with the permission of the Chair, may ask questions if there are any of your points requiring further information or clarification.

It is important not to interrupt Councillors when they are speaking and not to speak until requested by the Chair. The Chair may terminate your statement if it is offensive or disrespectful.

Other ways to participate in meetings

Presentations

Presentations up to 10 minutes may be made by individuals or organisations. Written notice explaining the nature of your presentation must be received by the Chief Executive at least two working days before the meeting and approved by the Chair.

Petitions

Petitions should be fewer than 150 words (not including signatories' names and details). The petition's organiser may address the Council or one of its committees on the subject of the petition for a maximum of 10 minutes.

Once a petition has been presented to a meeting, the Chair will formally move that the petition be received and either that it be referred to an appropriate committee for consideration and report, or that it be dealt with by the Council.

Use of datashow equipment

You can use our datashow equipment (eg, for PowerPoint presentations) but you will need to send us an electronic copy by 12noon on the working day before the meeting.

For more information, please contact Greater Wellington:

Democratic Services department
04 384 5708 or 0800 496 734