

# General tips for hearing submitters

## Things you need to know to help you understand and participate in a Council hearing process



If you haven't spoken to a hearing panel before, you might be a little nervous. Here are a few tips that might help calm those nerves.

### Plan ahead

- Check the date, session and venue you will be attending.
- Indicate to us whether you wish to present in person or online via Zoom.
- The panel have read everything you have provided. You don't need to read your submission or evidence aloud. Instead, try and make two or three key points and then let the panel ask you questions.
- You have 10 minutes to speak to your submission, this includes time for the panel to ask questions, so make sure you've prepared your main points.
- Presentations or additional handouts can be provided to the panel to support your submission. Ideally, these should be supplied to the hearing administrator two days before your session.
- A copy of your additional material or presentation will be retained as part of the official record of the hearings.
- Only submitters who have indicated they want to be heard can speak at the hearing. However, you may nominate someone else to speak on your behalf – just make sure you let us know if this is the case ahead of time.
- Even if you are speaking, you may still bring people to support you.

### On the day

- Please ensure you report to reception with sufficient time to find parking and be signed into the building ahead of your allotted time.
- Please make sure you've checked in with our hearing administrator.
- Seats are available for you and your supporters.
- The hearings are usually live streamed on Environment Southland's YouTube channel, so other people may be watching you as you present. This also means there's a recording of the hearings that could be watched later.
- Media may also be in the room and might take photos or video. They may also approach you for further comment after the hearing – it is your choice whether you wish to engage with media.
- Once you have spoken to the panel you may leave the meeting. You don't need to stay until the end of the session, however you are welcome to listen to the proceedings if you wish.
- Environment Southland staff are available at the hearing, so don't hesitate to approach us if you have queries or concerns.

### Speaking via Zoom

- Please use the link you will be provided to join the Zoom meeting allowing yourself enough time to set up.
- You will be held in a waiting room within Zoom until it's your time to speak. If you are speaking to presentation slides you will need to be able to share your screen via Zoom and be able to run the presentation yourself (please ensure you are familiar with how to do this before the hearing as we have a strict time schedule).

If you have any concerns or questions, please get in touch on 0800 76 88 45.

