

MAKING A SUBMISSION OR GIVING FEEDBACK TO COUNCIL

The Basic Guide

1. You need to provide your name phone number, address and email address if you have it.
2. You need to say what you are giving feedback or making a submission on.

JOINT NOTIFICATION OF APPLICATIONS FOR RESOURCE CONSENT UNDER THE RESOURCE MANAGEMENT ACT - The NRC reference number for this application is APP.039494.01.01. The KDC reference for this application is RM170441.

3. Make your points really simple, just bullet points will do.
4. You must use the prescribed Submission forms from each council. These are available from the meeting organisers.
5. Let Council know if you support, oppose the proposal or if it's neither but you want to make a point, just say so.
6. It's fine to make a submission as a member of the public but if you represent an organisation be really clear who you represent. If you are from an organisation but are promoting your own view then say so.
7. You need to say if you want to speak at a hearing or not.

In More Detail

New Zealand's system of local government democracy not only provides for citizens to elect their representatives, but also allows citizens to have a say in shaping the local laws, policies and plans that affect them. One of the ways this involvement is achieved is by the Council receiving submissions from the public. The system of public input into proposals is an important element in the local government process and in the democratic life of the country.

For public submissions to be effective, content and format are factors that need to be considered carefully. This guide is designed to help those writing a submission to a Council committee to produce it in a form that is easily read and understood. This will enable a submission to be more effective and allow its recommendations or suggestions to have a greater impact on the committee.

Getting started

What is a submission?

An opportunity to present your views on a matter before a committee.

A submission is the presentation of views or opinions on a matter currently under consideration by Council. Submissions are normally received in written form, and they can be reinforced through oral presentation to the Council, a Committee of Council or a Council appointed hearings panel or Commissioner. By writing or presenting a submission, you are providing the Council with your own insights, observations and opinions. The reasons that you provide for any changes that you believe should be made, or actions you believe should be taken, will give validity to your submission.

Submissions may be presented in English, Māori, or sign language.

How to write a submission

MUST BE IN THE PRESCRIBED FORM FROM EACH COUNCIL (Form 13).

Submissions should be ordered and easy to read

Who has been consulted?

Note how much support you have and how widely you have consulted while writing the submission.

Content of your submission

Five basic principles

When writing a submission there are five basic principles to making a good submission.

Relevant

Your submission must be relevant to the matter before the committee. A committee may decide not to receive a submission it considers not relevant.

Clear

Arrange your sentences and paragraphs in a logical order. Present a clear and logically developed argument. A submission that jumps from one issue to another and back again or jumbles unrelated issues together may confuse members and reduce its impact.

Concise

Be simple and direct. Do not write more than is necessary. An overly long submission may prove too long for members to consider fully. They want to know what you think and the evidence or arguments you have that support your view.

Accurate

Be accurate and complete. Include all relevant information. It will only confuse the committee if, in your submission, you refer to evidence or information that is not included. Make sure your facts are correct. An error-ridden submission will greatly reduce its impact and credibility.

Conclusion

Restate your recommendations in a conclusion at the end of the submission or an executive summary at the beginning. Consider listing your submission's recommendations or summing up its main points.

Sending your submission

One copy required

This should be sent to the Council before the closing date for submissions. It must also be sent to Tegel within a reasonable amount of time after sending it to the council.

Address your submission to:

NRC: Private Bag 9021, Whāngārei Mail Centre, Whāngārei 0148 or mailroom@nrc.govt.nz.

KDC: Unit 6, 6 Molesworth Drive, Mangawhai 0505 or rmanotified@kaipara.govt.nz.

AND DELIVER TO:

Andrea Brabant, Tonkin and Taylor Ltd, PO Box 5271, Wellesley Street, Auckland 1141 or abrabant@tonkintaylor.co.nz

If you have any problems meeting the closing date, telephone the Council immediately so that alternative arrangements, if possible, can be made. A late submission will not necessarily be accepted by the committee.

Presenting oral submissions

Appearing before a committee or hearings panel.

Your opportunity to present views in person. Making an oral submission provides you with the opportunity to reinforce what you have said in your written submission. It also allows the committee to clarify points raised in your submission. If the committee has decided to hear your submission, committee staff will inform you of the time and place of the meeting and the time allocated for your submission. Notification may be at short notice.

Before the meeting

It may help to observe other submissions being presented. The format for the presentation of oral submissions varies between committees and the nature of the business. As the hearing of evidence during a committee meeting is generally open to the public and the news media, you may wish to attend one of these meetings before you give evidence or to arrive early and observe other presentations. It is best to discuss any concerns about giving evidence with committee staff before the meeting commences.

Prepare your oral presentation

Prior to appearing before the committee, it is a good idea to prepare your submission so you are able to present all relevant points and leave enough time for questions. Although committees usually work to a timetable, the time allocated to hear a submission will vary but is limited to 3 minutes for public forum at a regular Council or Committee meeting and generally 10 minutes at a specific submission hearing.

At the meeting

Introduce yourself to the committee

At the meeting, when the committee is ready to hear your submission, the chairperson will invite you to sit at the table. At this stage, you should introduce yourself and anyone who may be appearing with you.

Summarise the main points

Following the introductions, the chairperson will ask you to speak to your submission. Briefly summarise the main points of your submission along with any recommendations. All communication with the committee should be addressed through the chairperson. Because of time constraints and the fact that the committee will have already studied your submission, you should not read it out. If there is any new information that has become available you may wish to inform the committee of it. Bear in mind that committee members may wish to ask you questions to clarify matters and discuss issues raised by your submission, so it is important to leave time for them to do so.

Please provide electronically any supplementary submission to committee staff prior to the meeting or bring 15 copies of any supplementary submission to a Council or Standing Committee meeting and at least five copies to a submission hearing.

After presentation of your submission

You may be asked questions. After the presentation of your submission the members of the committee will usually question you to clarify points they are uncertain about or that they feel

require further examination. If there are any other people appearing with you, you may wish to call on them to answer questions.

Further information may be requested

Sometimes the committee will ask for additional information during the hearing. If you agree to provide the information, you should forward two copies of each item of information requested to the clerk of the committee by an agreed date.

Supporting documents: