

THINGS YOU SHOULD KNOW ABOUT...

Having your say

WE WELCOME YOUR INPUT INTO COUNCIL'S DECISION MAKING

This Council needs to consult widely on issues affecting the district if it is to make informed decisions.

Examples of where your input can be really valuable are when we are looking to upgrade a water supply, finalise a Council plan, or review a bylaw.

This is because you and your neighbours have information and experience that reflects the community's requirements.

We encourage anyone with an interest in a matter being considered by the Council to present their issues and have their say.

How to go about it

Written submissions are an effective way to provide information and ensure decision makers are aware of the different perspectives.

They may be in support of a proposal, or in opposition to it.

The Council must consider the views expressed in submissions with an open mind and take them into account when making decisions.

What you write in your submission is more important than how many submissions are made. Strong arguments can draw as much attention to an issue as many names in a signed petition.

MAKING YOUR SUBMISSION

Written submissions must state:

- your name and contact details
- the reasons for your submission
- the decision or action you would like the Council to take.

Keep it **SHORT**

Write **CLEARLY**

Use **SIMPLE** language

CONCENTRATE on the proposal being consulted on

Remember your submission will be more effective if it is well structured and to the point.

Contact our Customer Services Team if you feel you need more information about the proposal to be able to make your submission.

Please also contact the Council if you wish to make a verbal or alternative type of submission.

It would help us if you could be specific about what aspects of the proposal you are seeking more information about.

We sometimes hold public meetings or briefings on matters we are consulting on where you can find out more about what is going on, ask questions, and hear the views of other interested parties.

Hearing times and dates are always advertised in our Community Noticeboard advertising, or in Public Notices pages of local newspapers.

THE SUBMISSION PROCESS

The Council will publicly advertise for submissions on proposals that are open for public consultation.

You can submit online or write to us on any piece of paper, **BUT** it is helpful if you use a standard submission form.

Note: Strong arguments can draw as much attention to an issue as many names in a signed petition.

MORE INFORMATION

Visit waimakariri.govt.nz for more information about having your say, or contact Customer Services on 0800 965 468.

SOME TIPS FOR WRITING GOOD SUBMISSIONS:

- Focus on the most important points you want considered
- Explain the effect of the proposal on you and how you think the Council may be able to address your concerns
- Suggest alternatives with reasons why these should be considered
- If you are raising something new, don't forget to explain why it is needed
- Provide enough information so that anyone reading can understand clearly where and what it is you are talking about.

These are available from our Service Centres and Libraries, or from our website, and can be returned in the post, or online form of by email.

There is, generally, at least one month or longer for you to have your say from the date the proposal is advertised.

Because we work to tight timeframes it is **NOT** normally possible to accept submissions that come in after the specified closing date.

Anonymous submissions are only considered at the Councils discretion.

If you are making the submission on behalf of an organisation or group it is important to tell us how many people it represents and how many have had an opportunity to have input to it.

What you say in your submission is made public, **BUT**, we will withhold your contact details if you ask us to.

Submissions must arrive at the Council by whatever closing date is nominated in the public notice. You may also withdraw your submission at any time prior to the Council considering it.

MAKING YOUR VOICE HEARD

You are able to personally present your submission at a hearing of submissions if you wish.

This is an open meeting of the whole Council, or sometimes a Committee or a panel, where the public is welcome to attend and listen.

The submissions and background information will have been forwarded to Councillors prior to the hearing.

If you have indicated your desire to be heard, you will be notified of the date, time and place upon receipt of your submission.

You may bring a support person with you.

Because you will only have a limited amount of time to speak it may pay to make notes beforehand to ensure you cover all the points you wish to make.

As Councillors will have read your submission before the meeting it is suggested you use your speaking time to highlight the things you think are the most important.

You should bring copies of any additional supporting information you wish to leave with the Council.

Councillors may ask you to clarify aspects of your submission to ensure they clearly understand what it is you are asking for. They will not debate the issue with you.

Usually the Council will hear **all** the submissions at the one time, and then consider them, and make its decision at a later meeting.

You will be notified by mail about the decisions made by the Council in response to your submission.

LET'S TALK

- What happens at a hearing
- Date and consultations
- What is open and closed
- Significance of engagement policy

Your thoughts do count

- Keep an eye out for notices in the local paper for your chance to **have your say** on a given issue.

Remember to tell us in time

- **Have your say** before the due date for submissions or you will miss out on letting us know your views.

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