



ABOUT THESE GUIDELINES

These guidelines are designed to assist people who are preparing a **submission** or **petition** to the Wanganui District Council.

It is important that content and format needs to be considered carefully. These guidelines will assist people in writing a **petition** or **submission** and provides guidance when presenting an oral **petition** or **submission**.

These guidelines set out how to prepare a **submission** or **petition** within the Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003, adopted by resolution of the Wanganui District Council. These Standing Orders comply with Part 4 and Schedule 7 of the Local Government Act 2002, and Part VII of the Local Government Official Information and Meetings Act 1988.

These guidelines also explain the process of having **submission** or **petitions** presented to the Council, and what happens following presentation.

Anyone is entitled to make a submission to Council

Anyone is entitled to petition the Council

CONTENTS

What is a submission?	3
Calling for Submissions	3
Writing a submission in relation to Council's Special Consultative Procedure	3
Who can make a submission?	3
Special Consultative Procedure	4
Deputations and presentations	4
Meeting protocols.....	4
Presenting oral submissions	4
All other submissions	5
Sending your submission.....	5
What is a petition?	5
Who can petition?	5
Should you petition	5
Principal petitioner	6
Signing the front page	6
Rules for signatures on pages	6
Petitions acceptable for presentation	6
Presenting a petition.....	6
The role of the Chief Executive	7
Consideration of petitions by committees	7
Report on a petition to the Council.....	7
Referral of the report to the Council.....	7
Further information available	8
Publications on the website/contact details	8
Appendix 1 – Suggested layout of submissions	
Appendix 2 – Check list	
Appendix 3 – Handling of petitions (flowchart)	
Appendix 4 – Suggested layout of petitions	

What is a submission?

A submission is the presentation of views or opinions on a matter currently under consideration by the Council. The Council invites the public to make submissions on a matter through a formal consultation process.

Submissions are normally received in written form, and they can be reinforced through oral presentation to a committee.

By writing or presenting a submission, a community member provides the Council with his/her own insights, observations and opinions.

Submissions may be presented in English or Maori. For non English speaking persons, an interpreter may be used.

New Zealand's local government democracy provides for community members to elect their representatives, and also allows community members to have a say in shaping the policies that affect their community. This involvement includes the Council receiving and deliberating on submissions and petitions from the public. This system of community involvement in local government proposals is important in the governance process and democratic life of all New Zealanders. Submissions are received on planning issues and other matters before the Council.

Calling for Submissions

The term "calling for submissions" means that there is either a statutory requirement to do so, or that the Council considers the issue significant enough to consult on and seek public comment.

Writing a submission in relation to Council's Special Consultative Procedure

When writing a submission a copy of the Statement of Proposal for the particular issue being submitted on is required. The Statement of Proposal and a submission form is available from Wanganui District Council, or can be downloaded from the Council's website – www.wanganui.govt.nz

Who can make a submission?

Any person who makes a submission on a proposal is given every opportunity to be heard by the local authority (if that person so requests). Every meeting at which submissions are heard under the Special Consultative Procedure, and at which the council, community board or committee deliberates, is open to the public.

Special Consultative Procedure

This is a procedure that Councils are required to undertake in certain decision-making circumstances, as defined by the Local Government Act 2002 (Section 83). Section 83 sets out the procedures for people wishing to make submissions.

Deputations and presentations

Deputations may be received by the local authority or any of its committees, provided an application for admission setting out the subject has been lodged with the Chief Executive at least two working days before the date of the meeting, and has been subsequently approved by the chairperson. The chairperson may refuse requests for deputations which are repetitious or offensive.¹ Except with the approval of the local authority or committee, not more than two members of a deputation may address the meeting.

Meeting protocols

Protocols for presenting submissions may vary due to the nature of the submission. This may be through legislative procedure e.g. the Liquor Act. The Governance Services Manager will advise further on meeting protocols.

Presenting oral submissions

The submitter may present the submission to the appropriate committee or the submission document may be tabled for the Council's consideration.

The primary submitter will be contacted before the meeting and, if they wish to speak to the committee, will be allowed up to 10 minutes under the Council's Standing Orders.

The primary submitter will receive a copy of the agenda for the meeting at which the submission is to be considered. The committee agenda notes the time and place of the meeting and where the submission has been placed on the agenda. Submitters will be invited to speak by the chairperson.

Prior to the meeting, the Governance Services staff will discuss the process of presentation of the submission and ask how many people will attend the meeting to support the submission.

After the presentation, the members of the committee may ask questions on points they are uncertain about or that require further elaboration. If there are other submitters present, they may be called on to answer questions

¹ NZS 9202:2003 S.3.19.1

All other submissions

The process for writing a submission to the Council on any other matter is different from writing a submission under the Special Consultative Procedure. Please list any specific recommendations that the Council may wish to consider.

Sending your submission

Send the submission to:

Chief Executive Wanganui District Council, PO Box 637, Wanganui. Please quote the name of the plan, or what the submission is about e.g. Submission on 10-Year Plan or roading issue.

If there are any problems meeting the closing date, telephone the Governance Services Manager or Customer Services Supervisor at the Council immediately so that alternative arrangements, if possible, can be made. A late submission will not necessarily be accepted.

What is a petition?

A petition is a document addressed to the Wanganui District Council, signed by one person or many people, that requests the Council to take action on a matter of Council policy or to put right a local or private grievance. The Chief Executive will decide whether the correspondence submitted qualifies as a petition.

Any petition presented to Wanganui District Council or any of its committees may be in English or Maori. If the petition is in Maori, prior arrangement with the chairperson should be sought at least two working days before the meeting. This can be done via the Governance Services Manager. Under Standing Orders NZ 9202:2003 S3.20.3, a committee chairperson may order that any petition be translated and/or printed in another language

Who can petition?

Anyone of any age may petition the Wanganui District Council, including business houses, clubs and community organisations that have sufficient identity as organisations

Should you petition

Petitioning the Wanganui District Council is not always the only course of action. Some matters can be investigated by an Ombudsman or other agencies.

Advice can be obtained on whether a matter is within the jurisdiction of the Ombudsman from the offices of the Ombudsman situated in Wellington, Auckland and Christchurch, or by writing to the Office of the Ombudsman, PO Box 10-152, The Terrace, Wellington.

Principal petitioner

The principal petitioner is usually the person:

- who has initiated or organised the petition; and
- is sought by a committee to provide further information on the petition.

Signing the front page

It is important that the Council is aware of the name of the person presenting the petition. Make sure the name of the principal person, who may be an individual or a person who is representing an organisation, appears at the head of the petition.

If the petition is from a business house or club/society, a duly authorised officer of the organisation must sign the front page of the petition on behalf of the organisation.

The petition must be not more than 50 words, and must not be disrespectful or use offensive language or statements made with malice.

Rules for signatures on pages

Unless incapacitated, a person must sign a petition themselves (a person signing on behalf of an incapacitated person must state this fact beside the signature).

Signatures must be original (not photocopied, faxed, scanned, pasted or otherwise transferred onto sheets of the petition).

Signatories do not have to include their addresses.

Petitions acceptable for presentation

To be accepted by the Wanganui District Council, a petition must be clearly addressed to the Wanganui District Council.

If the petition is similar to an earlier petition that has already been finally considered by the Wanganui District Council, it may be received or considered by a committee only if substantial and material new evidence has become available since the consideration of the earlier petition.

Presenting a petition

Prior to the committee meeting, the Governance Services staff will discuss the process of presenting the petition and check the number of people expected to attend the meeting to support the petition.

A petition presented to a local authority or any of its committees may be in English or Maori. Prior arrangements with the chairperson should be sought at least two working days before the meeting if the petition is not in English. The chairperson may order that any petition be translated and/or printed in another language (Standing Orders S3.20.3).

The role of the Chief Executive

When petitions are delivered to the Chief Executive, they are checked. If the petition complies with the rules and conventions of the Wanganui District Council, it will be presented to the Council. If the petition does not comply, it will be returned by the Chief Executive to the principal petitioner. An explanation of why the petition is returned will be included.

Consideration of petitions by committees

Once a committee has had a petition allocated to it, the petition becomes an agenda item for the next scheduled meeting of the Council.

If the petitioner wishes to be heard, please state this clearly when submitting the petition. Speakers are allowed a maximum of five minutes to present a petition.

If the petition is presented by a Councillor on behalf of the petitioners, the Councillor may only read the petition, the statement of the parties from which it comes and the number of signatories attached to it.

Report on a petition to the Council

A committee has options available when reporting on a petition to the Council. These include:

- a report with recommendations;
- a report with no recommendation; or
- if a petition was considered with another item of business, the committee may acknowledge that and include the petition in the report on that item.

After the report is received by the Council, the Chief Executive will notify the petitioner of the Council's deliberation and resolution.

Referral of the report to the Council

Every committee report that contains recommendations is referred to the Council. The Council must report on what decision, if any, it has resolved to implement the recommendations. The Wanganui District Council's report on a petition is contained in the meeting minutes and is available to the public. Once the report has been to the Council, the petitioner will be notified within 90 days of the decision and action taken.

Further information available

Appendix 3 summarises the petition process in diagram form. If the petitioner would like further information on procedures, contact the Governance Services Manager at the Wanganui District Council, phone (06) 349 0001.

Publications on the website/contact details

The Council publishes a range of material about its activities. This can be found on the Council website at www.wanganui.govt.nz.

Other contact details: Telephone (06) 349 0001, facsimile (06) 349 0000, email wdc@wanganui.govt.nz.

Submission sheet - Suggested layout

Here is a layout that you may copy. Your name, address and daytime telephone number could be included in a covering letter instead.

(Date)

(Page number)

SUBMISSION

To the Chief Executive, Wanganui District Council

On the(Issue)

Introduction

- 1. This submission is from (name of individual/organisation and address).
- 2. I/we wish to appear before a committee of Wanganui District Council to speak about my/our submission. I can be contacted at: (List your daytime contact telephone number or the name, address and telephone number of the contact person for your organisation if different from above. These details could be included in a covering letter instead for privacy reasons).
- 3. I/we wish that the following people also appear in support of my/our submission: (List names and positions in organisation).
- 4. If you are representing an organisation, give brief details of your organisation’s aims, membership and structure and the people consulted in the preparation of the submission.

General/Summary (if your submission is long)

- 5. I/we support/oppose this proposal because (state reasons why).
- 6. I/we wish to make the following comments (views on the general intent of the issue you are submitting on).

Clause * (Plan)

- 7. I/we support/oppose the provisions of this clause because (state reasons why).

Clause * (Plan)

8. Although I/we agree with the general intent of this clause, I/we feel that (note any changes you would like to see made and be as specific as you can, suggesting new wording for the clause if you wish).

Specific comments (Enquiry)

9. State on the form: I/we wish to raise the following matters (expand on your views and give reasons for them).

Decision/Outcome requested

10. (List any decisions or outcomes you wish the committee to consider). You may wish to restate recommendations mentioned earlier in your submission.

Check List

Checklist	What you need to consider when writing a submission	What you need to consider when writing a petition
Who is it from?	Name and address of submission organiser	Name and address of principal petitioner
Word count	Not applicable	Every petition presented must comprise fewer than 50 words (not including signatories)
State whether you wish to appear before the committee	Yes/No	Yes/No
Do you represent an organisation?	Your organisation – If you are writing for an organisation, give brief details of the organisation's aims, membership and structure. Make sure that you have the authority to do so and note your position within the organisation.	Not applicable
What consultation have you thought about?	Note: how widely you have consulted while preparing the submission	A petition must include for each person who has signed, name, address and phone number (legal requirement under Standing Orders*)

(Source: Standing Orders NZ 9201:2003)



