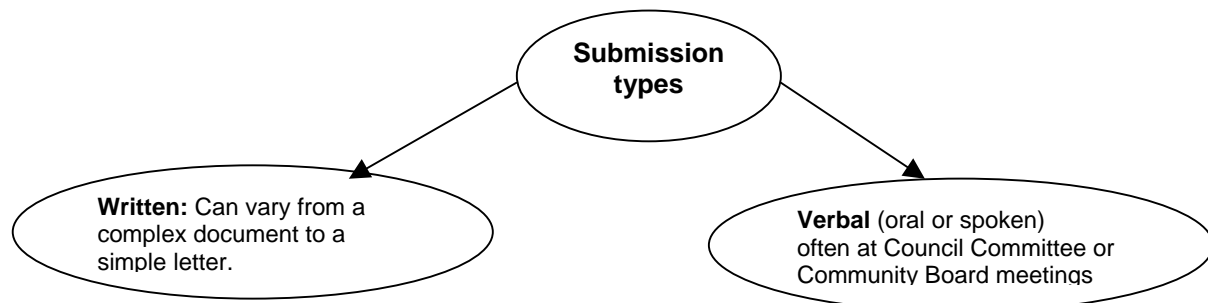


TIP SHEET No. 1: How to make a submission

This tip sheet includes information on the different types of submissions you can make, how to plan and present your submission and how to gain access to your Council committees and/or Community Boards

TYPES OF SUBMISSIONS

There are two types of submissions you can make to the Christchurch City Council; written and verbal. Written submissions can range from a simple letter to a complex document. Verbal submissions are sometimes called oral or spoken submissions and are often presented at Council Committee or Community Board meetings. Each time the council consults with the community it may seek both or either written and verbal submissions.



PLANNING WHAT YOU WANT TO SAY

Note: The same basic planning steps apply to both written and verbal submissions.

Identify the appropriate details

- To whom are you making the submission? For example, are you presenting it to a project manager, a community board, a committee?
- Do they have special forms or procedures? For example, variations to the City Plan require you to use a standard form for submissions
- Do they need multiple copies? For example, if there are several committee members then they will probably all need copies of your submission – the Committee/Community Secretary can arrange this if you give them the time.
- Decide whether it will be oral, written or both and who will take responsibility for what.

Identify the issue

- Clearly outline the issue. You may address a complete issue or document or just part of one. For example, your submission may cover the whole City Plan or concentrate on an issue in a particular street.
- List the points you wish to make.

Clarify what you and/or your organisation think needs to change

It isn't enough just to express concern or disagreement. Make the purpose of your submission clear, for example

- "The proposal to redesign our street should be set aside until the issue of tree plantings on the grass verges is discussed with the local community"
- "Rewrite clause 14 part 2 of the City Plan to include" (suggest the actual words to use)

Network

Co-ordination with others who share your concerns will strengthen your case. Your group may choose:

- for everyone to present similar points of view
- to present the same message from varying perspectives
- each to approach different parts of the problem to ensure the whole issue is covered.

MAKING A WRITTEN SUBMISSION

Want to write your concerns down?

Plan as above:

- if your submission is long, summarise your main points on a page at the beginning
- use clear headings, eg Submission toBill/Plan from
- use clear numbering systems, e.g. 1, 1.1, 1.2, 1.3 etc
- if you are responding to a particular part of a bill, document or report give the page or clause number of that document

Start with a brief background statement explaining why you are making a submission. This could include information about your organisation.

Middle of the submission:

- state your concerns
- state the changes you want or don't want
- identify and reinforce any parts of the proposal you think are good
- state clearly if you wish to speak at any hearings.

Finish the submission:

- if it is a long submission do you have a summary?
- list clearly your name and position, address (include your e-mail address if you have one), phone (home and daytime contact), and a fax number (if available)
- sign the document
- list any appendices and references for further information.

MAKING A VERBAL SUBMISSION

Want to speak to a council committee or community board?

- If you want to speak to a Council Committee/Community Board you will need to apply, either in person or by telephone, to the Committee Secretary/Community Secretary **no later than six clear working days** before the Committee or Board meeting.

- Applications to speak are then subject to approval by the chairperson of the Council Committee/Community Board.
- Late applications for speaking rights may be granted if, in the opinion of the chairperson, the matter is one of urgency or major public interest.
- Up to two members of a group may address the Committee/Board, with a time limit of five minutes for each speaker.
- Committee/Board members may then ask questions for clarification of matters raised
- To find out when Council meetings are held, go to <http://www.ccc.govt.nz/webapps/meetingman>

Suggestions:

- consider taking a support person or people who may help you with the presentation and/or support you afterwards.
- check the venue, time, and duration of presentation
- rehearse or role-play your presentation
- arrive in plenty of time
- dress comfortably.

Start your submission by:

- introducing yourself and your perspective
- identifying whether you are speaking about your earlier written submission or making a verbal submission involving new issues or ideas.

Middle of the submission:

- it's preferable to use notes rather than read a speech or a written submission
- identify the key points
- if you are speaking to your written submission you need not repeat the whole message. Simply highlight the major points or elaborate on parts.
- state your concerns
- state what you want changed or not changed
- reinforce and support any good parts of the proposal

Finish by:

- giving a summary
- allowing enough time for questions
- presenting a folder of supporting material, eg references, appendices etc

EVALUATION

- With your network spend time evaluating what worked and what did not work.
- Identify “where to from here”. Do you need to supply additional information? Do you wish to rally further support?
- Keep a watch on the outcome. If it is successful a letter of appreciation may be considered. If not you may wish to consider further action, be it another submission or another form of action.

FOR MORE INFORMATION

- Go to <http://www.ccc.govt.nz/HaveYourSay/Links>
- Agendas and proceedings - <http://www.ccc.govt.nz/Council/Agendas>

- How to find out when meetings are being held - Go to <http://www.ccc.govt.nz/webapps/meetingman>