

## How to find out about consultation topics?

- Public Notices  
[These let you know about Council meetings, business, projects and changes.]
- Community Boards and Council administered Community Committees.
- Council meetings.
- The LINK newsletter – published two-monthly by WDC.
- Local newspapers.
- Your local Council office.
- Our website – [www.waikatodc.govt.nz](http://www.waikatodc.govt.nz)




## If you require further information please contact one of Waikato District Council's offices

Corporate Planning Manager  
Waikato District Council

 Private Bag 544  
Ngaruawahia

 07 824 8633  
0800 492 452

 07 824 8091

 [consult@waicd.govt.nz](mailto:consult@waicd.govt.nz)

# How to make a Submission on Council documents

## Tips and information to help you

Consultation is about Council seeking your views and opinions about issues affecting you and the community. Your submissions will be considered by Council, alongside a number of other related factors, when it makes decisions.

# How to make a Submission

## What is consultation?

- It involves listening as much as talking.
- It is about sharing information.
- It involves dialogue.
- It is about providing people with feedback.
- It is about increasing understanding.

## What does consultation do?

- It helps people to understand each other's viewpoints.
- It develops trust and partnership between people.
- It allows people to contribute to tasks as equals.
- It increases the power and influence of both parties in a relationship.
- It helps people to understand what is happening.

## What does Council consult on?

Waikato District Council (WDC) seeks public opinion on a range of topics and plans each year. These might include things like:

- Annual Report.
- Annual Plan.
- Long Term Council Community Plan (LTCCP).
- District Plan.
- Structure Plans for specific communities.
- Community Plan.
- Some resource consents.

These documents and topics help WDC plan for the future of the district and your input gives Council other opinions to consider when making decisions.



## Written Submissions



Submission forms are included with most consultation documents.

When making a written submission:

- Write clearly so the document can be copied for the use of the Mayor and Councillors at a hearing.
- State what you would like to see changed and why.
- Tick the box that lets us know if you wish to make a verbal presentation to support your submission.
- Ensure you are aware of the stated closing date and have your submission in to Council by that date.

## Verbal Submissions



Once Council has received the written submissions it holds a Hearing. This gives you an opportunity to make a verbal presentation to Council. Hearing dates are set by the Council or the relevant Committee and you will be notified about the time you are to appear.

Some submissions will be considered by Council, some by a Committee or Sub-Committee or in some cases (like the District Plan or resource consent applications) it may be heard by Independent Commissioners.

In all of these cases the members of the Hearing Panel will be given a copy of your submission. Copies will also be made available to interested members of the public.

## make a Submission

When making the verbal presentation:

### ■ **Highlight the main points**

- Do not simply read your submission.
- Be prepared to answer questions.
- Stick to the allocated time frame.

### ■ **Use of visual aids**

- You can use additional visual aids like PowerPoint, maps or physical exhibits.
- If you require specialist equipment (eg data show, video, computer, whiteboard) please let the person who contacts you know as soon as possible.

### ■ **Additional material**

- If you wish to present any additional material on the day please bring enough copies for all of the Hearing Panel. (Your Council contact will let you know how many).

### ■ **Addressing the Chair**

- If the Chair is the Mayor, address him/her as "Your Worship".
- In all other cases address the chair as "Madam Chair" or "Mister Chair".

### ■ **Cross examination**

- Submitters may only speak about their own submission.
- In some situations you may be invited to comment on other ideas.
- District Plan or resource consent hearings DO NOT allow cross-examination.