



te kaunihera ā-rohe o
matamata-piako
district council

Submissions Policy

(Local Government Act 2002)

Department: Strategic Partnerships and Governance (reviewed by People and Wellness and Communication Teams)

Policy Type: Internal/External

Date: 1 December 2023

Introduction

Submissions are an important part of Matamata-Piako District Council's decision making process. A submission is formal feedback from an individual or an organisation/group in response to a Council proposal or matter upon which a decision is required. It is one of the main ways Council can better understand the views on an issue and factor them into their decision making.

This policy sets out guidance and provides clarity around the process for receiving submissions/feedback on consultations carried out in accordance with the Local Government Act 2002 (LGA). The principles in this policy may also be used for other areas of legislation.

For information on submissions made under the Resource Management Act (1991) on a plan, plan change or resource consent, please refer to [Making a submission about a proposed plan or resource consent | Ministry for the Environment](#)

All submissions are saved into Council's corporate records system and linked to the name records held within Council's core names database. Should a name not exist then the details from the submission will be used to create that name record.

Note: Social media comments are not deemed formal feedback under the LGA 2002. These are addressed through the Terms of Use on Council's Facebook page and Social Media Policy.

Objective

To ensure privacy is not breached and to ensure safety of Staff and Elected Members during a submissions process under the LGA.

Policy

General considerations

1. A submission must include:
 - the submitter's name
 - an email address, a physical address, and/or a phone number.
2. Feedback must be legible - staff are not responsible for misinterpreting a semi-legible submission.
3. Where required, staff names/positions will be removed from submissions.
4. Pro-forma/templated feedback forms, (e.g. multiple feedback forms with

identical content), will be presented to decision makers as a single form with all submitters' names and a tally at the top. This feedback may not all be made publicly available on our website. Council may choose to publish a single version of the form with a tally and submitter names. Feedback forms will still be counted individually, regardless of whether they have been incorporated with other feedback.

5. Feedback containing profanity and/or offensive language will not be accepted. Any non-acceptance will be communicated back to the submitter. Submitters can choose to revise and resubmit their submission if the consultation period is still open.
6. If a submission contains a potential threat (whether direct or implied) towards Staff, Elected Members or assets this feedback will not be accepted. Any potential threat will be referred by the Strategic Partnerships and Governance Manager or Executive Team Member to the New Zealand Police. Any non-acceptance and referral to NZ Police will be communicated back to the submitter.

Privacy considerations

7. To provide a transparent process, all feedback received on a consultation may be published on our website, including any personal information contained within the feedback.
8. The exception to the above will be where a submitter contacts council with extenuating circumstances for withholding personal information. Council may remove their private information prior to publishing the feedback. This is at the discretion of the Strategic Partnerships and Governance Manager or Executive Team Member in consultation with Council's Privacy Officer.
9. Council will ensure that our privacy statement is provided to submitters prior to feedback being published by following the steps outlined in our internal privacy statement protocol.

Late submissions

10. Any feedback, or modification to previously submitted feedback, received after the closing date of consultation above will be considered 'late feedback'.
11. Late submissions where possible will be presented to Council, who have the discretion as to whether to receive the feedback or not.

Risks

Risks of not fully appropriately implementing this policy include breaches of privacy and safety of Staff and Elected Members.

Relevant Legislation

Local Government Act 2002, section 82 and 83

Related Policies, Strategies or Guidelines

This Policy applies to all Council plans, policies or strategies consulted on using the LGA requirements.



Audience

Staff, Elected Members, Community.

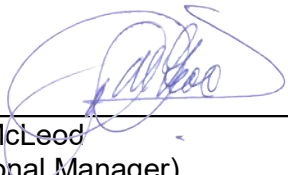
Measurement and Review

The Policy will be reviewed three yearly by the Strategic Partnerships and Governance Team alongside the People and Wellness and Communication Teams or earlier if changes are required.

Authorisation

Authorised by : Don McLeod
Chief Executive Officer
Matamata-Piako District Council

Signed:



Don McLeod
(Divisional Manager)



Erin Bates
(Department Manager)

