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**REPORT 5**  
*(1215/12/IM)*

## **REVIEW OF BOARD'S PROCESSES IN DRAFTING SUBMISSIONS**

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### **1. Purpose of Report**

This report clarifies the processes by which the Tawa Community Board makes submissions to Wellington City Council and other organisations.

### **2. Recommendations**

Officers recommend that the Tawa Community Board:

1. *Receives the information.*
2. *Agrees that where possible, the Preferred Process (as identified in the report) will be used by the Board when making submissions.*
3. *Agrees that where it is not possible to use the Preferred Process, the Alternative Process (as identified in the report) will be used by the Board when making submissions.*

### **3. Discussion**

#### **3.1 Role of the Community Board**

Under section 52 of the Local Government Act 2001, the role of a community board is to:-

- a) represent, and act as an advocate for, the interests of its community; and
- b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- c) maintain an overview of services provided by the territorial authority within the community; and
- d) prepare an annual submission to the territorial authority for expenditure within the community; and

- e) communicate with community organisations and special interest groups within the community; and
- f) undertake any other responsibilities that are delegated to it by the territorial authority. One aspect of performance of the Board's role is drafting and lodging submissions.

As well as the above, the Board also has delegated authority to:-

- *“facilitate the Council's consultation with local residents and community groups on local issues and local aspects of city wide issues including input into the Long Term Council Community Plan, Annual Plan and policies that impact on the Board's area; and*
- *engage with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks and gardens matters.”*

The Board's terms of reference specifically state that the Board will have responsibility and authority to:-

- “1.0 Make submissions (as a Community Board) to any organisations (including submissions on resource consents notified by the Greater Wellington Regional Council and Wellington City Council) relating to matters of interest to the Board in respect of the Board's area...*
- 1.3 Consider matters referred to it by officers, the Council, its committees or subcommittees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate...”*

The Board has a responsibility and authority to make submissions on any subject which is of interest to the Board.

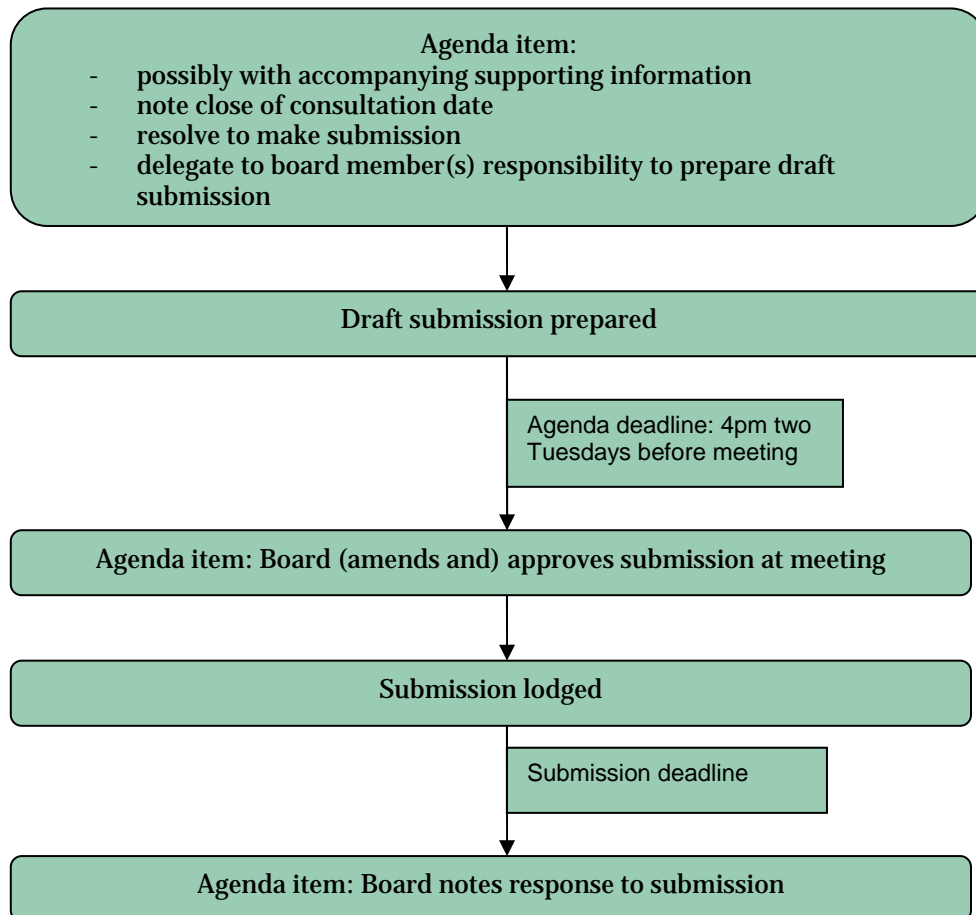
The Community Board Coordinator keeps an eye on upcoming issues which may be of interest to the Board and advises the Chair accordingly. An item is then placed onto the forward programme. As with all other items, under standing orders, if members would like to add an item to the agenda they should make a request to the Chair in the first instance.

### **3.2 Board's Processes to Make Submissions**

The Board generally delegates authority to draft the submission to the Board member whose portfolio alignment most closely matches the subject matter of the consultation. Individual Board members do not have authority to draft submissions without the Board's prior approval.

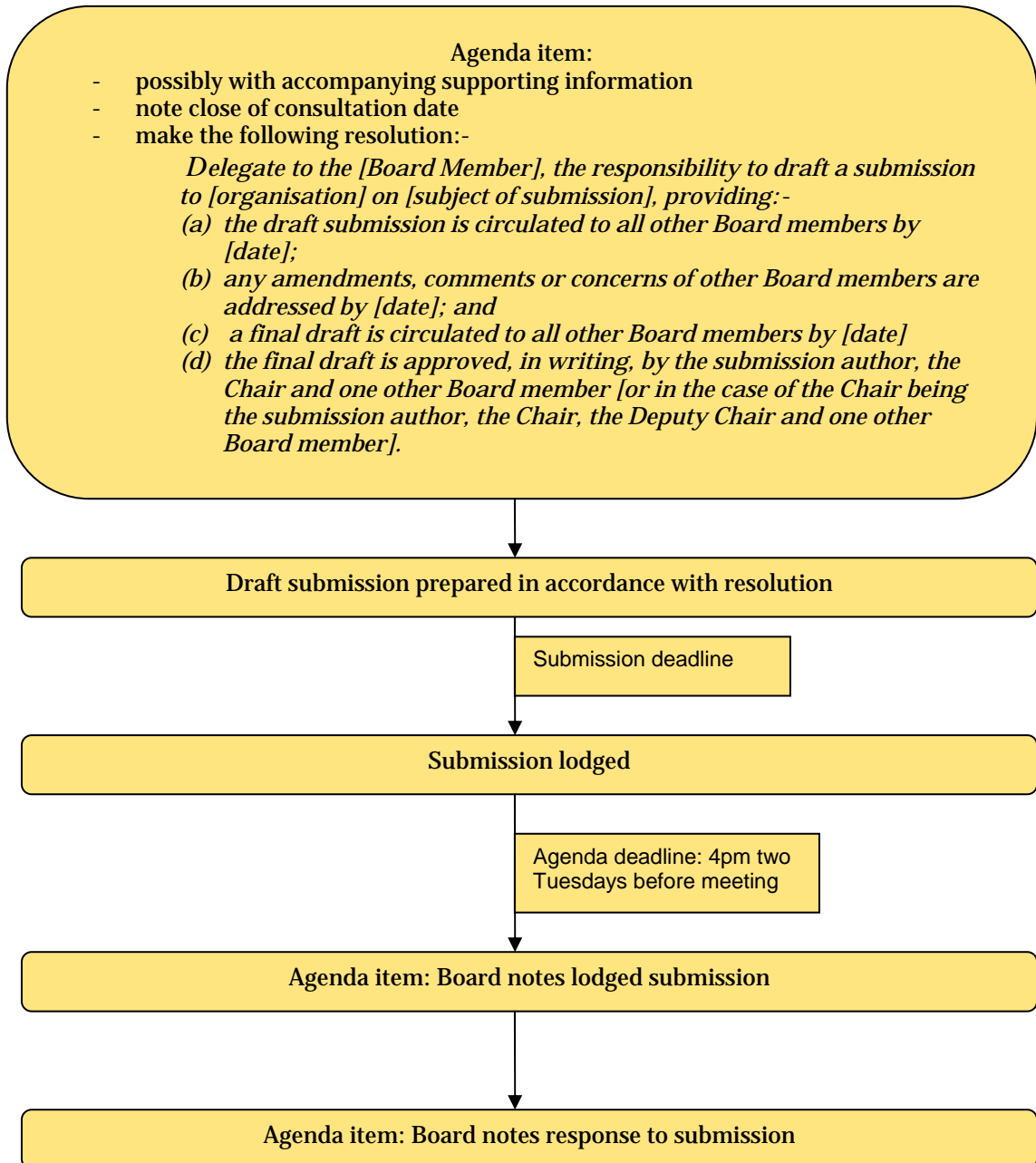
### 3.2.1 Preferred Process for Making Submissions

It is important that the submissions drafted are done so in as transparent a manner as possible. Ideally the process by which submissions are drafted, approved and submitted is as follows:-



### 3.2.2 Alternative Process for Making Submissions

In some situations, such as when the consultation period falls between board meetings or is short, it is not possible to use the above process. In these situations, the below process can be used instead:-



This alternative process is not ideal because the public does not have the opportunity to view the submission before it is submitted and it is too late to make any changes.

Board members are responsible for providing their comments to the member who has been delegated responsibility to draft the submission. Failure to do so within the specified time limits could result in the submission being finalised without their input.

### 3.3 Previous Submissions

The table below shows the submissions that the Board has made since October 2009 and the process by which they were drafted.

Submission	Preferred Process			Alternative Process		Outcome
	Date delegated	Member	Date approved	Date delegated	Member	
Wellington 2040	-	-	-	12/11/09	Robert Tredger	Members agreed no submission would be made (10/12/09)
Social Housing Policy	-	-	-	11/02/10	Malcolm Sparrow	Lodged submission noted 11/3/10
Draft Annual Plan	11/3/09	Robert Tredger	-	08/04/10	Robert Tredger	Submitted 11/05/10
Communities Facilities Policy	11/3/09	Robert Tredger	-	08/04/10	Robert Tredger	Submitted 11/05/10
Climate Change Action Plan	11/3/09	Robert Tredger	-	08/04/10	Robert Tredger	Submitted 11/05/10
Gambling Venues Policy Review	11/3/09	Chris Reading	08/04/10	-	-	Submitted 09/04/10
Liquor Control Bylaw	-	-	-	08/04/10	Graeme Hansen	Submitted 11/05/10
Wellington Regional Land Transport Strategy	-	-	-	08/04/10	Graeme Hansen	Lodged submission noted 13/05/10

## 6. Conclusion

Making submissions is a key aspect of the Board's role and it is important that the most transparent process possible is used in drafting and approving them.

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