

Memorandum

6 October 2023

To: Genevieve Sage, Greg Moyle, Alexandra Bonham, Richard Northey, Sarah Trotman, Anahera Rawiri, Allan Matson

Subject: Newmarket Youth Activation 2024

From: Bevan Chuang, Specialist Advisor – Community Delivery

Contact information: Bevan.chuang@aucklandcouncil.govt.nz

Purpose

1. Placemaking activities in Newmarket to increase perception of safety

Summary

2. In FY24, the Waitemātā Local Board has a new work programme line: 4035 - Improve Perceptions of Safety in the Local Board Area with a budget of \$25,000.
3. Placemaking activities and town activations is one the five basic principles that guide CPTED (Crime Prevention Through Environmental Design)

Context

4. The purpose of the programme is to scope and deliver Community-Led projects that improve the perceptions of safety in the Local Board area.
5. Reduced opportunity for crime and improved perception of safety. Local people are more connected within their neighbourhood and experience improved wellbeing.
6. There is increased neighbourhood connectedness and community resilience.
7. There is increase pride in local areas and communities through engagement in local activations, events, healthy living and recreational activity.
8. Local organisations and groups are thriving and able to deliver successful events, activations, patrols that benefit their local communities.
9. On 15th June, Newmarket held the first Newmarket Youth Roundtable. Organisations and youth representatives gathered to talk about issue they are currently facing in Newmarket and an ongoing need for a Community Youth Hub.

Discussion

10. There has been various research on youth needs presented to the Waitemātā Local Board in the past 10 years that have a similar theme.
11. These reports identified a need for spaces and activities supporting young people to participate, feel safe, navigate vibrant city/town centres and connect positively with peers and adults.
12. City and town centres often do not provide spaces dedicated to youth needs outside of (shopping and drinking)
13. Newmarket have been advocating for a youth hub.

14. We can support activation programmes now to meet the needs of the rangatahi.

Next steps

15. Activating Newmarket
 - Three main parts of Newmarket – Westfield Newmarket; Newmarket centre (including Newmarket station square) and Upper Room
 - Upper Room is currently working with Sports Auckland to provide activities such as basketball, Gaga Ball, skateboarding etc
 - Westfield Newmarket will be working with existing retailers and commercial businesses to deliver popup programming for youth.
 - Waitematā Local Board can provide activation programming in Newmarket station square and town centre.
16. \$10,000 from LBWP ID 4035 to support programmes and activation in Newmarket
17. The reminding \$15,000 to support other initiatives such as murals and other activations programmes.

Waitematā Youth 2024

Bevan Chuang – Specialist Advisor

October 2023



Background

In FY24, the Waitematā Local Board has a new work programme line: 4035 - Improve Perceptions of Safety in the Local Board Area with a budget of \$25,000.

Placemaking activities and town activations is one the five basic principles that guide CPTED (Crime Prevention Through Environmental Design)





Discussion



There has been various research on youth needs presented to the Waitemata Local Board in the past 10 years that have a similar theme.



These reports identified a need for spaces and activities supporting young people to participate, feel safe, navigate vibrant city/town centres and connect positively with peers and adults.



City and town centres often do not provide spaces dedicated to youth needs outside of (shopping and drinking)



Newmarket have been advocating for a youth hub.



We can support activation programmes now to meet the needs of the rangatahi.



NEWMARKET STATION

← Trains Tickets Station Concourse

Information





Activating Newmarket



Three main parts of Newmarket – Westfield Newmarket; Newmarket centre (including Newmarket station square) and Upper Room



Upper Room is currently working with Sports Auckland to provide activities such as basketball, Gaga Ball, skateboarding etc



Westfield Newmarket will be working with existing retailers and commercial businesses to deliver popup programming for youth.



Waitematā Local Board can provide activation programming in Newmarket station square and town centre.



There are current two vacant retail space (19/28 (Unit K29) & 20/28 (Unit K30) Remuera Road, Newmarket) suitable for activation





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Waitematā Local Board

Development of AT's 10-year programme

Presenter: Tony Parish



3 October 2023



Purpose of this presentation

To seek input from the Local Board to the development of AT's 10-year programme for the 2024 Regional Land Transport Plan

Outline

- Working with **Council and stakeholders** early in the development process
- Our **timeline** for developing the AT programme
- **Key challenges** for developing the AT programme
- Local Board **themes and feedback** from RLTP 2021
- Local Board **priorities and outcomes** for the future
- Continuing the **engagement with Local Boards** and next steps



Working with Council and stakeholders

AT are working jointly alongside Council, as well as engaging with key stakeholders early

Long-Term Plan (LTP)

Every 3 years Auckland Council is required to develop its 10-year programme for services and investment across the Auckland region. Transport is one of many components of the Long-Term Plan (LTP).

AT will be working closely with Council Officers, Councillors, partners and stakeholders to input to **LTP development** and align with:

- Outcomes Council are seeking from their funding of AT activities
- Outcomes central government are seeking through the Government Policy Statement (GPS) on transport
- Council and AT policies and strategies – such as the Auckland Plan, RPTP, Future Connect, Room to Move etc.

Our approach to developing the programme will need to balance ambitions for improvements with what is realistically achievable given **available funding**.

We expect the LTP process will identify the broad transport funding envelope and strategic direction

Regional Land Transport Plan (RLTP)

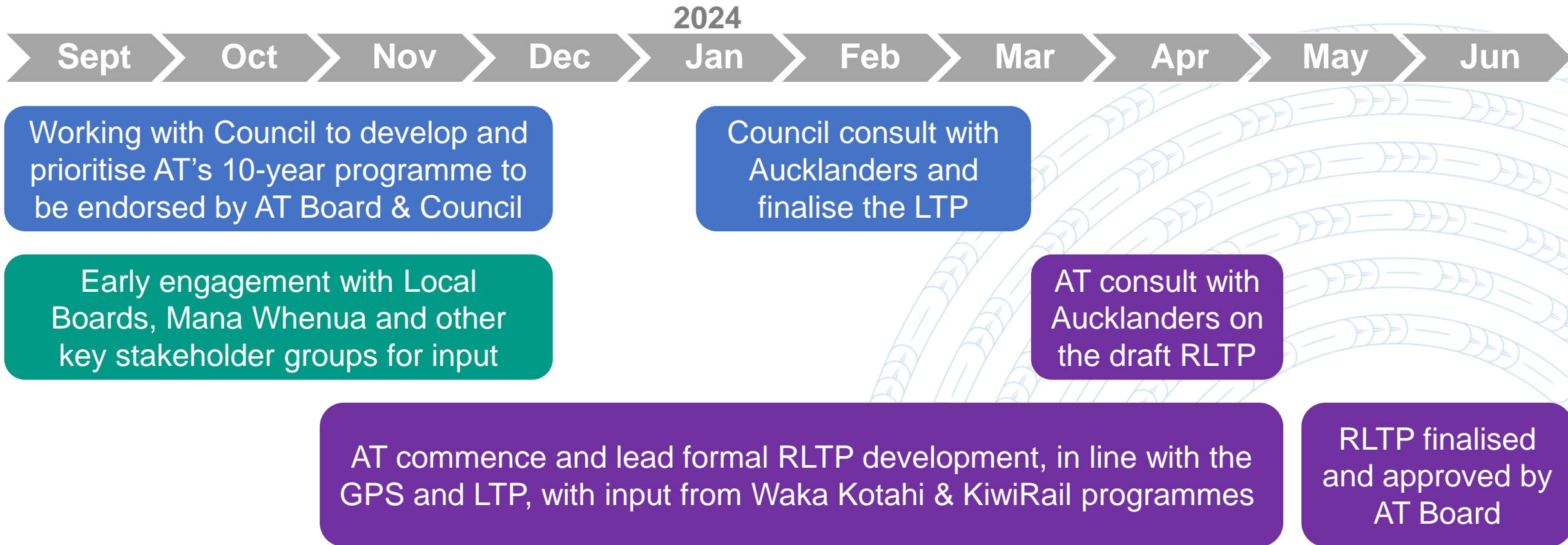
The AT transport capital programme is developed and endorsed by Council and the AT Board. Then AT and the Regional Transport Committee have the statutory responsibility to develop the **Regional Land Transport Plan** for the Auckland region.

AT will further refine and prioritise a whole of region 10-year transport programme, including the programmes from Waka Kotahi and KiwiRail, to form the Regional Land Transport Plan (RLTP 2024-34) for Auckland. This is subject to formal public consultation before finalising.



Timeline to develop the 10-year plan

AT will be developing the 10-year plan over the next 6-8 months



'Balancing' the programme is a challenge

There are a number of challenges to consider as we develop the 10-year programme

Notable challenges that are influencing the development of the 10-year programme (to provide context and prompt thinking):

- High likelihood that both **local and central government funding** will be under **significant pressure**, including **funding for public transport services**
- Continued **inflationary and cost pressures** around materials and construction
- Increased emphasis on **local and tactical interventions** in the transport system, while still supporting development of the Rapid Transit System
- Increased investment in **renewing existing assets** to safeguard the system and reduce risk and long-term costs
- Ensuring transport plays a role in working towards **emissions reduction targets** as outlined in TERP
- Accelerating **mode shift** to public transport and active (walking and cycling) modes
- Reducing the **impact of climate events** on the system through increased **resilience and adaptation**
- Delivering **faster reductions in deaths and serious injuries** to support Vision Zero goals
- Prioritising Regional Fuel Tax funded projects
- Supporting growth areas across the region with **greater access and more transport choices**



Waitematā Local Board

Previous themes and feedback to RLTP2021 feedback and projects delivered since 2021

The key themes we heard from the Local Board during public consultation in 2021 were:

- Public Transport – further rail lines required beyond CRL; need to increase bus efficiency and corridor allocation
- Slow delivery of active modes – need to support urban cycleways, their corridor allocation and improve speed of delivery
- Asset Management – need to ensure renewals factor in climate change obligations and safety
- Intensification – need to focus on this over sprawl; make city streets for livable
- Support of specific projects outlined in the feedback – programmes/ project supporting PT use and its efficiency, active modes, speed management, electrification, congestion charging, and restoring the capital fund available to Local Boards

Some capital project highlights delivered since 2021:

- Active Mode improvements – example includes Westhaven to CBD cycleway, reallocation on Queen street
- Completion of Downtown Redevelopment and Progress on decarbonization of Ferry and Bus fleet
- Roll out of speed reduction within City Centre and isthmus; enhanced Special vehicle lane roll out and enforcement
- Improved wayfinding and variable messaging to road and PT users
- CRL enabling and further supporting works delivered or planning underway for 2026



Waitematā Local Board

Looking ahead to the next 10-years we want to hear about your priorities around transport

Reviewing your draft Local Board Plan 2023, we have heard the following themes and priorities:

- Climate – Support actions under the TERP, implementation of the Low-Carbon Communities Action Plan and electrification
- Public Transport– better more frequent connections linking employment, social and educational facilities, notably the roll-out of Midtown Bus improvements
- Active modes– delivering of Greenways Plan and prioritization and greater connectivity for walking and cycling, especially around Parnell area (Station and St Georges Bay Road)
- Safety – Support Vision Zero, and seek to leverage the Local Board Transport Capital Fund to improve safety and wayfinding around schools in town centers
- Urban – Advancement of Access for Everyone (A4E), Victoria linear park, quality intensification around CRL development
- Ensuring the CRL and ALR projects respond to community feedback and desires

What other priorities, outcomes and aspirations do you have for transport in your local area?



Engaging with Local Boards

Your input is important to develop a programme that works for all Aucklanders

We are meeting all Local Boards individually during September and October for early engagement.

We will be considering **Local Board Plans** (having reviewed initial drafts), and we are seeking your views, particularly on:

- Key transport issues and challenges in your area
- The potential for small scale and tactical projects to help resolve issues (in line with Council direction)
- How we can better align our projects with 'soft' interventions, such as parking management
- Any specific project priorities at this stage

We will be undertaking **full formal consultation** on the RLTP, currently likely to occur in March / April 2024. This will be an opportunity for Local Boards to comment on the detailed content of the RLTP.





Thank you



Waitematā Local Board Members – Written feedback process

Discussion guide

October 2021 – G Boyd LBS



Content

Why the local board gives written feedback.

Filtering what the local board gives feedback on.

Guidance on structure of influential feedback.

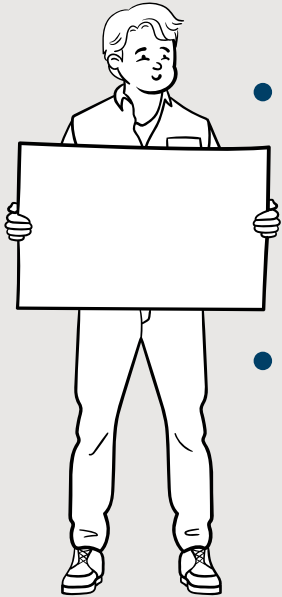
Suggested process for the WLB to develop feedback.

Simply and clearly resolving final feedback



Why the local board gives written feedback

- It is a local board's role under Local Government Auckland Council Act – to express local perspectives to the Governing Body on regional matters.
- To identify matters for the local board area that are unique or potential very localised impacts to decision/policy makers.
- To express a collective elected representative voice on matters that its community has a strong stance on.



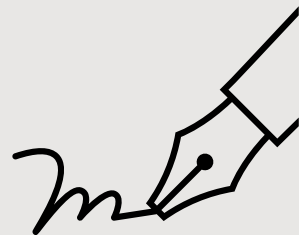
Filtering what the local board gives feedback on

- Auckland Council / Auckland Transport regional policies, plans and regulations.
 - Early elected member engagement reviewing terms of reference and issues to be considered
 - Concurrent consultations at same time as community
 - Post community consultation.
- Matters the local board has insight to previously received feedback on.
- Local board input to Auckland Council submissions to Government.
 - Bill's
 - Discussion papers / Briefs.



Guidance on structure of influential feedback.

- Write to influence the person holding the pen on the other-side.
- Less is more.
- Recognise that significant effort has gotten to creating what you are reviewing and giving comment to.
- Your expertise and value is to help confirm or give voice to what is important or unique to your community.





Guidance on structure of influential feedback.

| | |
|----------|---|
| Read | Read all content |
| Jot | Jot your summary down |
| Make | Make it easy for receiver to either simply note or incorporate your perspective |
| Respond | Respond to the proposal specifically |
| Outline | Outline support or opposition to what is proposed |
| Localise | Localise your feedback |
| Utilise | Utilise style guide, section breaks and bullets |



Example of Safer Speeds feedback

Context

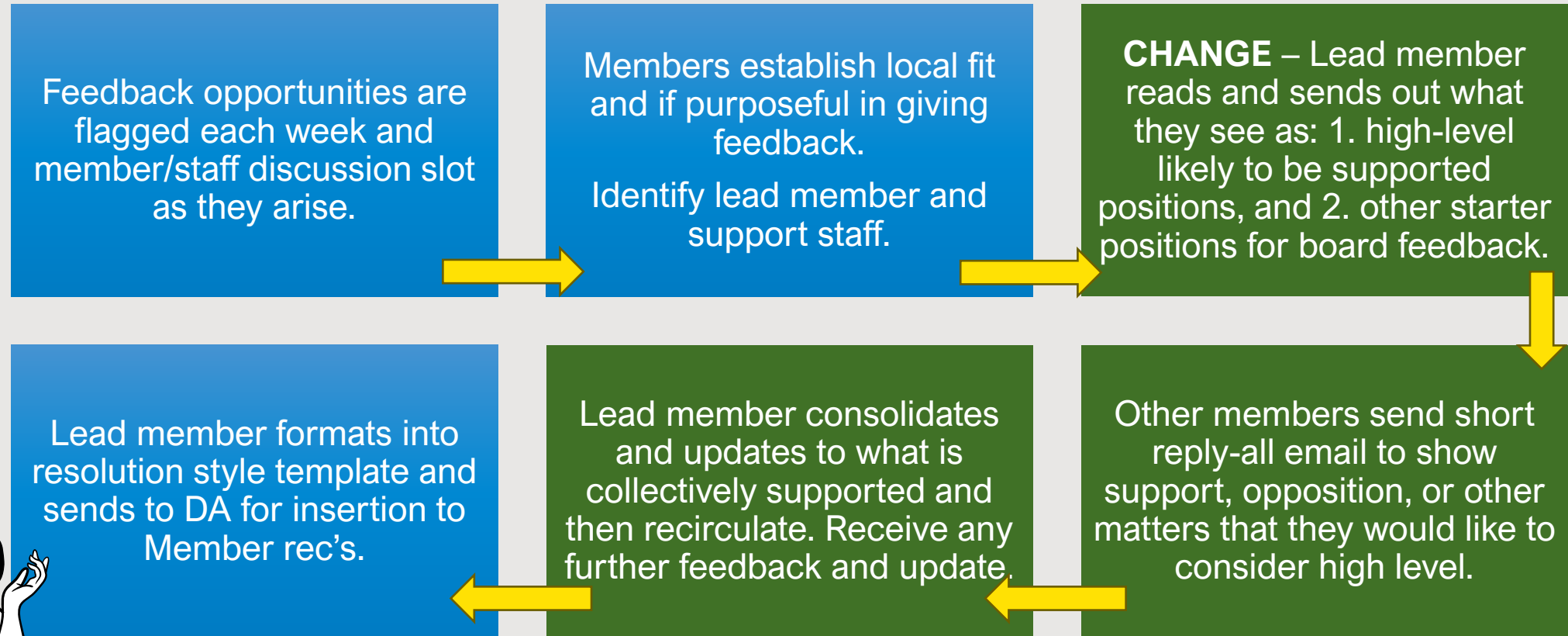
- The Waitematā Local Board area has the city centre at its geographic centre and whilst surrounded by motorways the local board area has the highest number of car volumes (##,0000 per day) for the Auckland region traversing its neighbourhoods and villages through major arterial routes that feed in from western and eastern suburbs.
- 9 of the 11 local board's schools (6,700 pupils) are on these arterial routes with the other two are located on busy feeder roads.
- The local board's residential areas are made up of many of Auckland's oldest suburbs, therefore these neighbourhoods have narrow roadways, tight on-street parking and a short block cross-grid roading network.
- At the local level the grid street network enables opportunity to walk and cycle between local destinations, however many people who might use active transport don't noting their concern about safety around high traffic volumes.
- The Waitematā Local Board 2023 local board plan identifies the desire to ensure that all transport modes are safe and connected

The Waitematā local board:

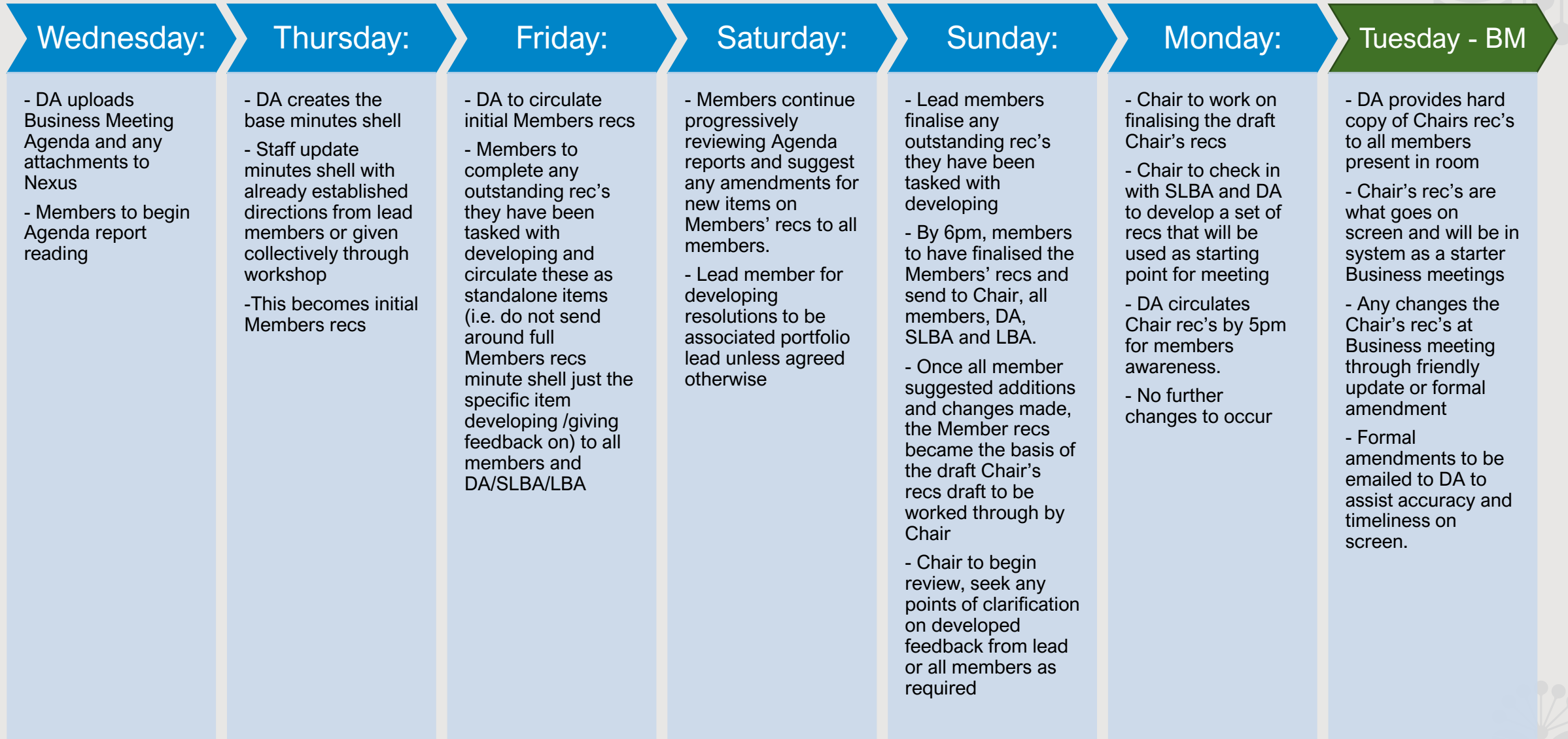
1. support proposals to:
 - a) reduce the speed limit to 40 km/hr in the identified Parnell neighbourhood area including along Gladstone Road.
 - b) reduce the speed limit to 30 km/hr immediately outside school entry and exit points 30 minutes prior and after school starts, noting specific comments below about where the school speed zone should be shorter in length.
 - c) install variable speed signs and signage noting the school speed zone and to prompt driver awareness and to let drivers know what the maximum speed limit is at that time.
2. do not support proposals:
 - a) to extend the Garnet Road speed limit to be 30 kmphr its full length, request that consideration be given to shortening this to being from Cumberland Avenue rather than the Meola Reef roundabout as proposed.
3. provides the related further feedback for consideration
 - a) ...



Suggested process for WLB members to develop feedback



Development of Chairs rec's for business meetings





You can do this...

... let's circle back and get shared agreement



MAKING A SUBMISSION TO A PARLIAMENTARY SELECT COMMITTEE



Office of the Clerk of the House of Representatives

2012

About this guide

New Zealand's system of parliamentary democracy not only provides for citizens to elect their representatives, but also allows citizens to have a say in shaping the laws that affect them. One of the ways this involvement is achieved is by the select committees of the House of Representatives receiving submissions from the public. The system of public input into legislative proposals is an important element in the parliamentary process and in the democratic life of the country. Submissions are also received on parliamentary inquiries and other matters before select committees. This provides the public with an opportunity to put forward its views on issues and may ultimately result in new laws.

For public submissions to be effective, content and format are factors that need to be considered carefully. This guide is designed to help those writing a submission to a select committee to produce it in a form that is easily read and understood. This will enable a submission to be more effective and allow its recommendations or suggestions to have a greater impact on the committee. The guide also covers how to present an oral submission, describes the rights of witnesses, and provides general information on select committees.

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Getting started

What is a submission?

An opportunity to present your views on a matter before a committee

A submission is the presentation of views or opinions on a matter currently under consideration by a select committee. Submissions are normally received in written form, and they can be reinforced through oral presentation to the committee. By writing or presenting a submission, you are providing the committee with your own insights, observations, and opinions. The reasons that you provide for any changes that you believe should be made, or actions you believe should be taken, will give validity to your submission. Submissions may be presented in English, Māori, or sign language.

Calling for submissions

Request for submissions publicly advertised

When a committee decides to seek submissions, it usually places advertisements in the major daily, or relevant local, newspapers, and on the Parliament website. The advertisement will state:

- the name of the bill, inquiry, or matter under consideration for which submissions are sought
- the name of the committee that is considering the matter
- the date by which submissions can be made.

Public access to bills and other government publications

Online access to bills

Information about bills before the House and its committees can be accessed online from the Parliament website www.parliament.nz. All bills are available for download from the New Zealand Legislation website www.legislation.govt.nz.

Some libraries hold bills

Some of the larger libraries hold bills.

Bills can be purchased

Copies of bills can also be purchased at Vicbooks Pipitea (23 Lambton Quay, Wellington) and several other bookshops throughout New Zealand. If you call 04 568 0005, Legislation Direct staff will inform you of the stockist nearest you, or you can place a direct order with Legislation Direct, www.legislationdirect.co.nz.

Preparing your submission

Online submissions

You can submit online

Submissions for items of business can now be made online via a webform on the Parliament website www.parliament.nz.

Making an online submission is a quick and effective way to communicate your views to parliamentary select committees. You will need to follow the instructions on the website for making an online submission to ensure that your submission is received.

You will be able to upload an electronic document you have prepared in accordance with the following guidelines.

How to write a submission

Submissions should be ordered and easy to read

While there is no set format for a submission to a select committee, you should aim to present your submission in a way that is ordered and easy to read. The following are suggestions that will help you achieve this. A suggested format is included as an appendix. You should include the following information.

Heading

Head your submission with the name of the select committee to which it is addressed and the full title of the bill, inquiry, or matter under consideration.

Who is it from?

If you make your submission online using the webform, follow the guidelines for submitting your personal details. It is important that you separate out your personal details from the main body of your submission, otherwise your personal details will not only be released publicly; they will end up being posted on the Parliament website.

If you do not use the online form, you should provide the following information in a covering letter: your name or the name of the organisation you are representing; an email address; a contact address; and a daytime telephone number.

If you provide this information in the submission itself, please be aware that it will be published on the Parliament website.

Do you wish to appear before a committee?

The webform allows you to indicate whether you wish to request an opportunity to speak to the committee in person. If you do not use the online form, please include your request in your covering letter.

If you wish to appear before the committee, include with your name your daytime telephone number and email address. If you wish others to appear in support, include their names and, if representing an organisation, designations.

What are your organisation's aims?

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 represent the organisation and note your position within the organisation.

Who has been consulted?

Note how much support you have and how widely you have consulted while writing the submission.

Content of your submission

Five basic principles

When writing a submission, you will usually be making comments in relation to a bill or inquiry. While there are differences in the way in which a submission is written for a bill or inquiry, there are five basic principles that apply to both.

Relevant

Your submission must be relevant to the matter before the committee. A committee may decide

not to receive a submission it considers not relevant.

Clear

Arrange your sentences and paragraphs in a logical order. Present a clear and logically developed argument. A submission that jumps from one issue to another and back again or jumbles unrelated issues together may confuse members and reduce its impact.

Concise

Be simple and direct. Do not write more than is necessary. An overly long submission may prove too long for members to consider fully. They want to know what you think and the evidence or arguments you have that support your view.

Accurate

Be accurate and complete. Include all relevant information. It will only confuse the committee if, in your submission, you refer to evidence or information that is not included. Make sure your facts are correct. An error-ridden submission will greatly reduce its impact and credibility.

Conclusion

Restate your recommendations in a conclusion at the end of the submission or an executive summary at the beginning. Consider listing your submission's recommendations or summing up its main points.

Writing a submission on a bill

Focus on the bill

When writing a submission on a bill you should have a copy of that bill so you know what is being proposed. You will then be able to focus your submission on what the bill actually contains. Information on public access to bills is contained in the previous section, "Getting started".

General position

First, state your general position on the bill, whether you support or oppose the measure being proposed, and give your reasons.

| | |
|---|---|
| <i>Detailed comments</i> | Having stated your general position, make more detailed comments on the clauses that are of concern to you. If you feel that certain clauses need to be changed, say so, and give your reasons. You might also like to suggest new wording for the clauses that you feel ought to be changed. Using clauses as numbered in the bill is a good way to organise your submission. |
| <i>Address the terms of reference</i> | <p>Writing a submission for an inquiry</p> <p>Writing a submission for an inquiry is different from writing a submission on a bill. As there are no specific clauses to comment on, use the terms of reference of the inquiry as a guide to presenting your views. You may then like to list any specific recommendations that you wish the committee to consider. It is essential to have a copy of the inquiry's terms of reference to assist in preparing your submission. These can be found on the Parliament website www.parliament.nz.</p> |
| <i>Layout and format should assist the reader</i> | <p>Layout and format of your submission</p> <p>Layout and format are very important in assisting the reader. Guidelines are available on the Parliament website www.parliament.nz to assist you to prepare a submission. A suggested format has also been included in the appendix to this guide.</p> |
| <i>Two copies required</i> | <p>Sending your submission</p> <p>If you do not make your submission online using the webform on the Parliament website www.parliament.nz, select committees require two hard copies of each submission. Both copies should be sent together to the committee secretariat before the closing date for submissions.</p> |

Address your submission to:

Secretariat

_____ Committee

Select Committee Services

Parliament Buildings

WELLINGTON 6160

You will need to pay postage to send your submission.

*Late submissions may
not be accepted*

If you have any problems meeting the closing date, telephone the committee secretariat immediately so that alternative arrangements, if possible, can be made. A late submission will not necessarily be accepted by the committee.

Presenting oral submissions

Appearing before a committee

Your opportunity to present views in person

Making an oral submission provides you with the opportunity to reinforce what you have said in your written submission. It also allows the committee to clarify points raised in your submission. If the committee has decided to hear your submission, committee staff will inform you of the time and place of the meeting and the time allocated for your submission. Notification may be at short notice.

Before the meeting

It may help to observe other submissions being presented

The format for the presentation of oral submissions varies between committees and the nature of the business. As the hearing of evidence during a committee meeting is generally open to the public and the news media, you may wish to attend one of these meetings before you give evidence or to arrive early and observe other presentations. It is best to discuss any concerns about giving evidence with committee staff before the meeting commences.

Prepare your oral presentation

Prior to appearing before the committee, it is a good idea to prepare your submission so you are able to present all relevant points and leave enough time for questions. Although committees usually work to a timetable, the time allocated to hear a submission will vary.

At the meeting

Introduce yourself to the committee

At the meeting, when the committee is ready to hear your submission, the chairperson will invite you to sit at the table. At this stage, you should introduce yourself and anyone who may be appearing with you.

Summarise the main points

Following the introductions, the chairperson will ask you to speak to your submission. Briefly summarise the main points of your submission along with any recommendations. All communication with the committee should be addressed through the chairperson. Because of time constraints and the fact that the committee will have already studied your submission, you should not read it out. If there is any new information that has become available you may wish to inform the committee of it. Bear in mind that committee members may wish to ask you questions to clarify matters and discuss issues raised by your submission, so it is important to leave time for them to do so.

Please provide any supplementary submission electronically to committee staff prior to the meeting or bring 15 copies of any supplementary submission to the meeting.

After presentation of your submission

You may be asked questions

After the presentation of your submission the members of the committee will usually question you to clarify points they are uncertain about or that they feel require further examination. If there are any other people appearing with you, you may wish to call on them to answer questions.

Further information may be requested

Sometimes the committee will ask for additional information during the hearing. If you agree to provide the information, you should forward two copies of each item of information requested to the clerk of the committee by an agreed date.

Your rights as a witness

Some procedural protections for witnesses

The Standing Orders (procedural rules of the House and its committees) provide some protection to you when you appear as a witness

before a select committee. Your rights as a witness allow you to:

- apply to have some or all of your evidence heard in private or secret, giving reasons for such an application
- raise matters of concern with the clerk of the committee relating to evidence you are to give
- make a written submission before appearing to give evidence
- be accompanied by and consult counsel
- object to a question on the grounds of relevance
- object on any grounds to answering a relevant question and state grounds for objection
- have the opportunity to correct errors in any transcriptions of your evidence
- complain of apparent bias on the part of a member.

Apparent bias occurs where a member of the committee has made an allegation of crime or expressed a concluded view on any conduct or activity of a criminal nature, identifying by name or otherwise a person as being responsible for or associated with that crime, conduct, or activity.

Right of reply to allegations

People who are the subject of allegations have right of reply

Standing Orders provide protections for people where allegations made in select committee proceedings may seriously damage their reputation, whether or not that person appears as a witness. If your evidence contains allegations, such a person will be informed of the allegations and may:

- make a written submission to the committee and appear to respond to allegations
- ask that further witnesses give evidence in his or her interest

- request a copy of all information (except secret evidence) a committee possesses concerning him or her
- respond to proposed committee findings where his or her reputation would be seriously damaged by those findings, before a committee reports to the House.

Return of evidence

You need to be aware that a select committee may return, or expunge from any transcript of proceedings, any evidence or statement that it considers to be irrelevant to its proceedings, offensive, or possibly defamatory.

If you wish to include any reference to matters awaiting judicial decision, you must contact the clerk of the committee before doing so.

Separate guide available

The Office of the Clerk produces a guide, *Natural Justice Before Select Committees*, setting out procedural protections. It is available on the Parliament website www.parliament.nz. If you wish to raise any of the matters outlined above, contact the clerk of the committee.

About select committees

What is a select committee?

Select committees undertake detailed work of the House

Select committees are appointed by the House of Representatives to undertake much of its detailed work. They are groups of members of Parliament deriving their powers from the House and reporting their findings to it. Membership reflects the balance of parties in the House.

Public input is through the submission process

Select committee consideration allows detailed examination in a manner that would not be possible in the House. This also allows members of the public to have a direct input into the parliamentary process by making written and oral submissions. Select committees may travel within New Zealand to obtain evidence.

Subject committees

Most committee work is done by subject committees

Most select committee work is carried out by 13 subject committees, which are established at the commencement of each Parliament and continue in existence for the duration of that Parliament. The overall membership of committees must be proportional to party membership in the House.

The subject committees are:

Commerce

Education and Science

Finance and Expenditure

Foreign Affairs, Defence and Trade

Government Administration

Health

Justice and Electoral

Law and Order

Local Government and Environment

Māori Affairs

Primary Production

Social Services
Transport and Industrial Relations.

Other committees

*Specialist committees
are also appointed*

In addition to the subject committees, five specialist committees are established or convened by Standing Orders. These are:

Business
Officers of Parliament
Privileges
Regulations Review
Standing Orders.

Ad hoc committees can also be appointed for a specific purpose such as a bill or an inquiry.

Refer to the Parliament website for more information about select committees
www.parliament.nz.

Calling for evidence

*Witnesses can be
required to attend or
produce documents*

Select committees may request that people attend meetings to give evidence and that documents and records be produced. They can apply to the Speaker to issue a summons, if necessary, to obtain the evidence or to require a witness to attend.

Hearing of submissions

*Submissions are
usually heard in
public*

It is normal for committees to receive and consider submissions but they are not required to. Submissions are usually heard in public. However, depending on the nature of the submission, committees can also hear evidence in private or in secret. Evidence heard in private will remain confidential until the item (bill or inquiry) to which it relates is reported to the House. Secret evidence, on the other hand, remains secret unless the House chooses to disclose it.

Status of submissions

Submissions are generally released when a committee starts to hear evidence

While submissions can be discussed freely during their preparation, once a submission has been sent to a committee it becomes the property of that committee. Committees usually release submissions when they start hearing evidence.

Once released, submissions are published on the Parliament website

Once released, submissions are published on the Parliament website www.parliament.nz.

Those wishing to include any information of a private or personal nature in a submission should first discuss this with the clerk of the committee.

You are not prevented from releasing your own submission

It is not a contempt of the House for you to release your submission before the committee has received it. However, if you decide to do this, you will not have the protection of parliamentary privilege for any statements made in your submission.

“Effective repetition” of defamatory statements

Further to this, a recent court ruling has held that a person may be liable for defamation if that person makes a defamatory statement in a situation that is protected by parliamentary privilege (such as an oral presentation to a select committee) and later affirms that statement (without actually repeating it) on an occasion that is not protected by parliamentary privilege.

Costs

You meet your own costs

You are responsible for paying your own travel expenses to meeting venues and all other personal costs associated with presenting your submission.

Further information

Further information available

Information about items of business before select committees can be accessed either online from the Parliament website www.parliament.nz, or by contacting Select Committee Services by

telephone on 04 817 9520 or fax on
04 499 0486.

*Publications on the
Parliament website*

The Office of the Clerk publishes a range of material about Parliament, including select committees. This can be found on the Parliament website www.parliament.nz.

Appendix: Suggested submission format

Covering letter

Date

Page number

Submission on the XXX Bill/Inquiry

To the (name of Committee) Committee

Personal details

This submission is from (name of individual/organisation and address).

I/we wish to appear before the committee to speak to my/our submission.

I can be contacted at: (*List your daytime contact telephone number and email address or the name, address, contact telephone number; and email address of the contact person for your organisation if different from above*).

I/we wish that the following also appear in support of my/our submission: (*list names and positions in organisation*).

Submission

I/we support/oppose the intent of this bill because (*state reasons*). *If an organisation, give brief details of your organisation's aims, membership and structure and the people consulted in the preparation of the submission.*

I/we wish to make the following comments (*general views*).

Clause 1 (*if submitting on a bill*)

I/we support/oppose this clause because (*state reasons*).

Clause 2 (*if submitting on a bill*)

Although I/we agree with the general intent of this clause, I/we consider that (*note changes you would like made and suggest new wording*).

Specific comments (*if submitting on an inquiry*)

I/we wish to raise the following matters under term of reference 1, term of reference 2, etc (*expand on your views and give reasons*).

Recommendations

(*List any further recommendations or conclusions you wish the committee to consider. You may wish to restate recommendations mentioned earlier.*)

YOUR GUIDE TO

WRITING A SUBMISSION



A **submission** is written comment you can send to a select committee on a bill, inquiry, or other matter it is considering. Your submission tells Parliament what you like, dislike, or would change about an item of business. You may have a solution to a problem, or want to explain what an issue means to you.

Parliament welcomes everyone's submissions. Submissions are part of Parliament's official record. All submissions are publicly available and published online.

What can I submit on?

You can submit on any business item the committee has called for submissions on. A committee will call for submissions when it wants public feedback.

Committees do not have to accept every submission sent to them. Committees can return a submission that is not relevant, is offensive, is possibly defamatory, or is suppressed by an order of a New Zealand Court.

COMMON ITEMS OF BUSINESS



A Bill

Use the Bill to guide the content of your submission.



A Petition

Use the petition request to guide the content of your submission.



An Inquiry

Use the terms of reference to guide the content of your submission.



For more information

The Office of the Clerk can help guide you through the submissions process.



(04) 817 9520



select.committees@parliament.govt.nz

For more information on select committees, and what you can make a submission on now, visit www.parliament.nz



HE KUPU ĀWHINA KI TE

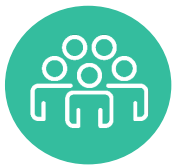
TUHI TĀPAETANGA

If you are submitting as



AN INDIVIDUAL

Make sure your submission does not include any personal details. When you submit online, you enter your contact details separately.



AN ORGANISATION

Give a brief description of your organisation and its aims. Make sure you have the authority to represent the organisation. When you submit online, you will need to provide your name and tell us your role in the organisation.

If you are unable to use our online portal, please provide your contact details on a separate piece of paper, along with your submission.

Where do I make a submission?

www.parliament.nz/make-a-submission

Type your submission into the form or upload it as an attachment.

Tips for good submissions

GENERAL POSITION

Tell the committee what you think about the item of business and why.

RECOMMENDATIONS

Tell the committee what you think it should do, or what you think should change.

CLEAR

Be concise. Use headings, paragraphs, and bullet points to present your comments and recommendations.

ACCURATE

Support your comments and recommendations. Tell the committee where you found any facts or figures you use.

RELEVANT

Being specific improves the effectiveness of your submission. Focus on what the item of business is specifically about, and what you think about the details proposed.

SIMPLE

Use plain language. Try to avoid jargon, and explain any technical terms that you use.

HANDY HINTS AND GUIDELINES TO MAKING A SUBMISSION/PROVIDING FEEDBACK

A submission is a statement that explains your opinion to Council. Although Council needs to receive written submissions, you can also speak to Council at a hearing in support of your written submission.

The following points are designed to assist you in making a submission to Council.

1. Gather the relevant information from Council.

There are three main information sources that will help you to make an effective submission:

- **Documentation.** Copies of the relevant documentation relating to the proposed plan, bylaw or policy can be:
 - viewed/downloaded from Council's website (including the online submission form)
www.hamilton.govt.nz/haveyoursay
 - available from Council libraries or Hamilton City Council offices, Garden Place
 - telephone 07 838 6699 to request a hard copy be posted to you.
- **Council Staff.** Council staff can supply you with further information (such as concept plans, designs or reports) and clarify anything you may not understand in the written documents.
- **Elected Members.** You can contact the Mayor or Councillors directly to discuss issues of concern.

2. Be specific about what you want Council to do.

When writing your submission, you will need to mention if you are:

- Supporting or opposing a project, programme, bylaw or policy that Council has proposed.

In addition, it is a good idea to:

- Keep written submissions to a reasonable length.
- Provide a written summary of your key points at the beginning.
- Reference the relevant parts of the current consultation document you are submitting on.
- Reference any linkage to other relevant Council plans, bylaws or policies.

3. Where possible, provide reasons for your suggestion(s).

This helps Council to prioritise their decision-making. Some things you may want to think about are:

- The positive or negative impacts that proposed projects or programmes may have on the environment, the community, the economy or cultural well-being.
- Suggesting alternatives to the proposed approach. If you do this, please try to provide reasons why you think such alternatives should be considered.

4. Speaking in Support of your written submission

You can also speak to Council at the hearings in support of your written submission. Once your submission has been received by Council, you will be given details of when a hearing will take place.

When speaking at the hearings, make sure you:

- Outline only the key points of your written submission.
- Outline any new points you wish to raise (if possible, please bring 20 copies to distribute at the hearings - these should be supplied to the committee advisor for distribution).
- Use visuals if possible, for example Powerpoint, DVD etc.
- Allow time in your presentation for questions from the Mayor and Councillors.
- Be aware of the length of speaking time you are allocated.

REMEMBER: Submissions to the proposed plans, bylaws or policies must be received by Council no later than the date advertised for the current consultation.

For any further information or assistance on making a submission, telephone Council 07 838 6699.

