

## Guide to making a submission Have your say - Kōrero mai!

***Kaituna, he taonga tuku iho – a treasure gifted to us*** is the proposed Kaituna River Document which is open for submissions until 4pm on 24 July 2017.

### Who can make a submission?

Any person can make a submission. You don't have to be an expert.

### Why should I make a submission?

Submissions are open to all and we encourage you to have your say – kōrero mai! In order for the Kaituna River Document to positively impact the waterway, it must be shaped by those who treasure it, those who are connected to it and those who benefit from using it.




### How do I make a submission?

You can make a submission online, by email or on paper. For online submissions, head to [www.kaituna.org.nz](http://www.kaituna.org.nz) to complete the submission form or to upload your video or voice recorded submission. You can also send your written submission to [info@kaituna.org.nz](mailto:info@kaituna.org.nz) or post it to Te Maru o Kaituna River Authority c/- BOPRC, PO Box 364, Whakatāne 3158. Submissions can be made in English or te reo, Māori.

### Proposed Kaituna River Document

**Have your say and make a formal submission 27 May – 24 July 2017**

The proposed document is now available for the public to make a formal submission.

 <b>Online</b> Complete a submission form on our website <a href="http://www.kaituna.org.nz">www.kaituna.org.nz</a>	<b>OR</b>	 <b>Email</b> <a href="mailto:info@kaituna.org.nz">info@kaituna.org.nz</a> written, video or voice recorded submissions in English or Te Reo are welcomed.	<b>OR</b>	 <b>On paper</b> Post to: Te Maru o Kaituna c/- BOPRC P O Box 364 Whakatāne 3158
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### What makes a good submission?

For a submission to have influence in the decision making process, it should be specific about the changes you wish to see. We want to know whether you agree or disagree with the proposed vision, objectives or desired outcomes, or any other material in the proposed document.

- Be as clear and detailed as possible in your submission
- Write in simple, everyday language
- Be specific, particularly about the changes you wish to see made to the proposed document. Tell Te Maru o Kaituna what you would like considered – don't leave us to guess.

## What should your submission look like?

A submission form is available from [www.kaituna.org.nz](http://www.kaituna.org.nz). You can attach additional pages to it if you need more space.

Your submission should include:

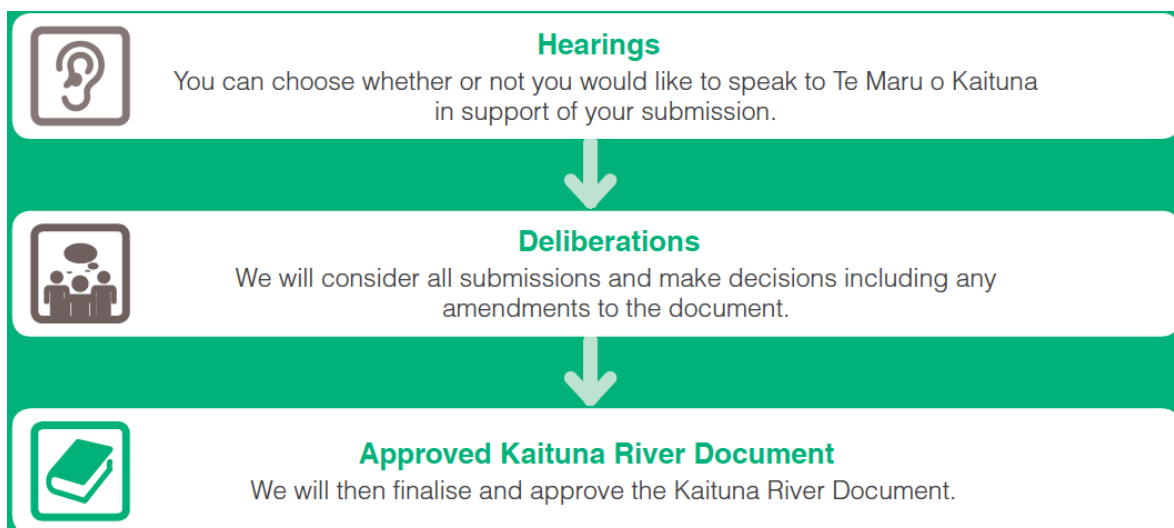
- Your full name, address, telephone number and email address so information can be sent to you.
- Whether you support or oppose specific parts of the proposed document. We are particularly interested in your thoughts on the proposed vision, objectives and desired outcomes. Be specific about letting us know what improvements you suggest and your reasons why. Tell Te Maru o Kaituna what you would like considered – don't leave us to guess.
- Letting us know if you want to speak at a hearing. You don't have to, and while speaking at a hearing can help to highlight what you write in your submission, your submission is just as valid if you don't speak.

**The closing date for submissions is 4pm on Monday, 24 July 2017.**

Please try to get your submission to us well before close. If you send your submission by post close to the closing date, check with Sue Simpson on 0800 884 881 extension 8813 to make sure it has arrived in time.

## What happens after I make a submission?

Once submissions have closed, Te Maru o Kaituna will consider all submissions received and will hold a public hearing for those who have indicated in their submissions they would like to speak to us in support of your submission. Te Maru o Kaituna will make our decisions on submissions and approve the Kaituna River Document with any necessary amendments.



If you have any questions, concerns or issues while making your submission, please visit [www.kaituna.org.nz](http://www.kaituna.org.nz), email [info@kaituna.org.nz](mailto:info@kaituna.org.nz) or call Adam Fort or Clarke Koopu on 0800 884 880.