

Making an Annual Plan submission in 2010 From an insiders and outsiders perspective



It's easy.
The basics are:

1. ***“Just Do it”*** - It is a numbers game and it's important to make a submission
2. **Keep it brief**
3. **Keep it simple and well laid out (number paragraphs etc)**
4. **Emphasise what you are passionate about, preferably at the beginning**
5. **Be positive where you can – it lightens the atmosphere**
6. **Use photos if you can – these are worth a thousand words and keeps your audience awake**
7. **Turn up and present it in person. Have your say – Councillors are public servants, even if they have trouble remembering that sometimes :)**

This year is less of a big event – the 3 yearly review of the Long Term Council Community Plan (LTCCP) was last year so this Annual Plan will be mostly “steady-as-she-goes”, and a good year to practice your submission-writing skills.

It is a local body election year, so focus your energies on getting walking and cycling-friendly councillors elected, and building positive relationships with those people.

Specifics:

- Look at your council's Draft Annual Plan. Available online (often under “*Have your say*”). If you download a pdf you can search for references to walking / walkers / pedestrians / cycling / cyclists (try walk/cycl/ped as a generic search strategy to get the most relevant references). Or get a hard copy from your council office and write on it as you browse. Don't be put off by the size of it - the main sections relevant to walking & cycling are under “Transport, “Parks and Gardens/Reserves/Recreation”, and “Community Outcomes”.
- If you made a submission last year, check to see whether any action has been taken on it and re-present what hasn't been acted on. It gets embarrassing eventually and action might be taken. Check the feedback Council gave to your group (any officers reports etc)
- Check with council staff regarding the current status of a project or issue of concern so that your comments on it will be accurate.
- Write the draft early enough so other members of your group can comment on it. Other eyes always come up with new ideas, as well as spotting the typos & incoherencies.
- For help on layout and general style, see Living Streets and CAN's websites on submission-writing:

<http://www.livingstreets.org.nz/sites/livingstreets.org.nz/files/MakingSubmissionJune2008.pdf>

More Detailed references you could consider in your Annual Plan submission:

- Safer Journeys to 2020 (the government's new road safety strategy) at <http://www.transport.govt.nz/saferjourneys/Pages/default.aspx>
Look at “First Actions” under “Safer Speeds” (pdf pp 21-25), “Safe Walking and Cycling” (pdf pp 38-39), & “Reducing the Impact of Distraction and Fatigue” (pdf pp 40-41)
- Your region's Regional Land Transport Strategy (RLTS)
- Your region's National Land Transport Programme (NLTP) to see if there are any projects relevant to your group that you want to address, via <http://www.nzta.govt.nz/resources/national-land-transport-programme/2009-2012/regional/index.html>. This deals with any issues under the jurisdiction of NZTA – Highways and Network Operations (HNO, previously known as “Transit”) i.e. anything to do with State Highways. Look at projects under your local or regional Council's name and your regional NZTA [e.g. Canterbury Highways and Network Operations]. Under projects listed read across the columns (there is a Key explaining table headings, called Regional Tables). Look at a) their NLTP Status (column called “Status”) and “Funding priority”; and b) what years are proposed for a project to be undertaken.