

## SUBMISSIONS ON GOVERNMENT REFORMS – DECISION MAKING AND APPROVAL PROCESS 2026

### 1. Preamble

- a) Submissions by FNDC on Government reforms both influence Government policy design and demonstrate engagement by Council to the community
- b) Submissions form an enduring record of Council's policy positions.

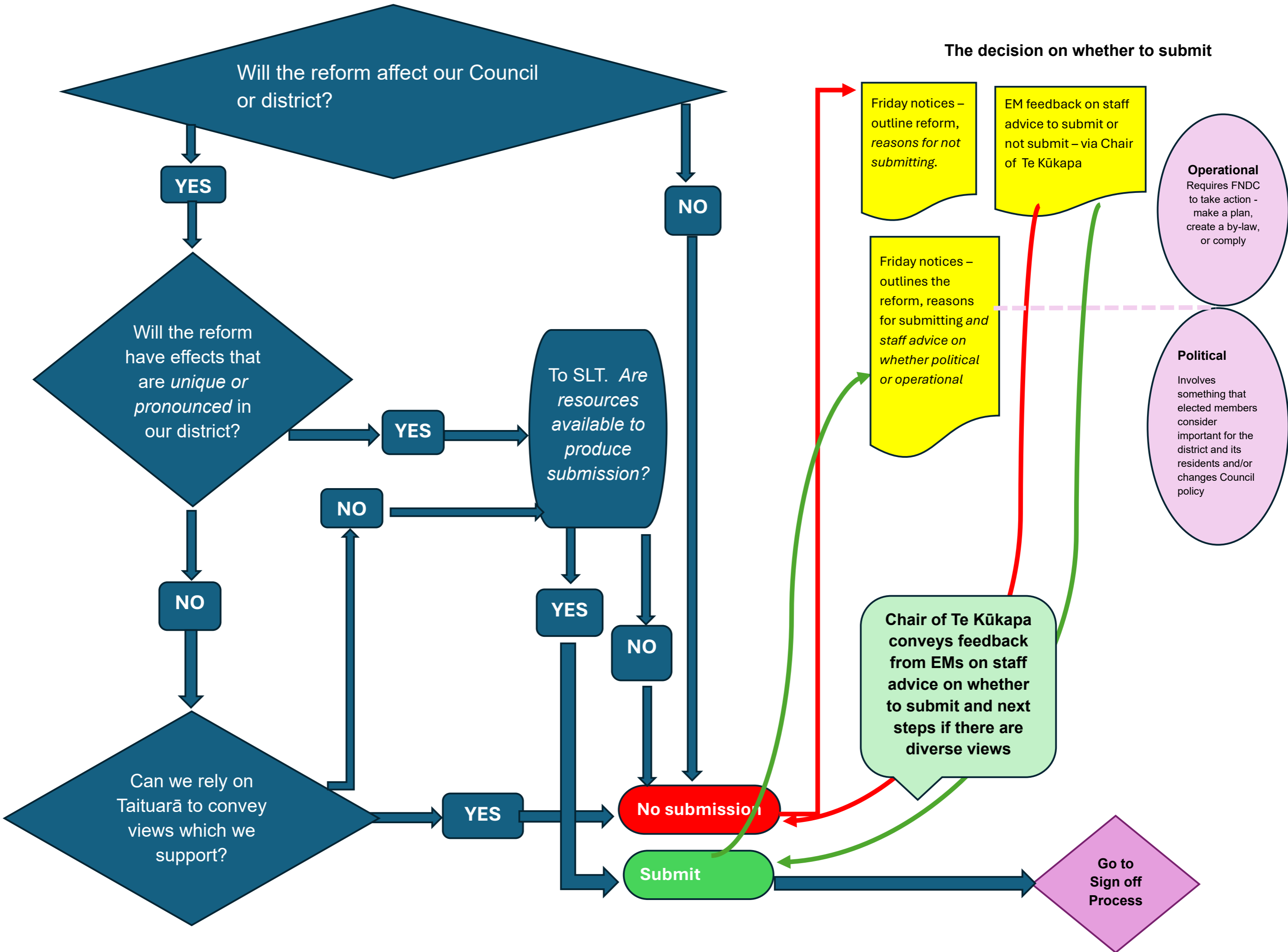
### 2. The decision on whether to submit

- a) Staff will identify any Government reform proposals in policy areas of relevance to Council and provide advice to Elected Members, in Friday Notices, on whether to submit
- b) Submissions will usually be prepared only on reforms that have unique or pronounced effects on Council or on the district
- c) Where a reform will *not* have unique or pronounced effects, Council will usually rely on a Taituarā submission to convey views to the Government that the Council supports
- d) Staff will provide advice on whether a reform is primarily political or operational, and this categorisation will determine appropriate approval and sign out processes
- e) *Operational submissions* are on matters that require FNDC to act, plan, create a bylaw, or comply with a Government law or directive
- f) *Political submissions* are on matters that are important for the district, or where Government proposals would require changes to established Council policies
- g) Elected Members can provide feedback to staff, via the Chair of Te Kūkupa, on advice they receive on reforms, including advice on whether to submit, and advice on the proposed categorisation of submissions as political or operational.

### 3. Submission content, approvals, and sign-out

- a) Where a submission is *operational*, the Chief Executive and the mayor will approve and sign out the submission
- b) Where a submission is *political*, and the time available to make a submission is *more than 20 working days*, the following approval and sign-out process will apply:
  - i) The General Manager Strategy and Policy will brief the Chair of Te Kūkupa on the reform
  - ii) The Chair will direct staff on the preferred process for enabling Elected Members to deliberate on the contents of the submission (for example, a Te Kūkupa workshop)
  - iii) Staff will draft the submission and facilitate the process as directed by the Chair
  - iv) Te Kūkupa or Council will approve the submission
  - v) The Mayor and Deputy Mayor will sign out the submission on behalf of Council.
- c) Where a submission is *political*, and the time available to make a submission is *less than 20 working days*, the following approval and sign-out process will apply:
  - i) Staff draft the submission
  - ii) The Mayor and the Deputy Mayor have delegated authority to approve and sign out the submission
  - iii) The Mayor and Deputy Mayor decide on the extent and form of any consultation with Elected Members on the submission contents.

The decision on whether to submit



Submission content, approvals, and sign-out

