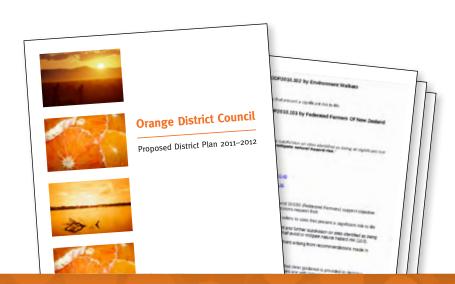
Introducing the software that will transform your consultation management.

submissions.co.nz





submissions.co.nz captures all the details – no more scattered spreadsheets with information strewn all over your organisation. Feel secure knowing your important information is recorded in a proper database. The information is backedup and available online from anywhere.

submissions.co.nz

The steps

1. IMPORT

It's easy to import your consultation documents into submissions.co.nz.

Set up your consultation project, record the key dates and import the documents as PDFs into the system.

We convert your table of contents into section numbers ready for submissions.

You can group or edit the sections as required. Assign staff the sections they will need to analyse.

PLAN INDEX	
Introduction	
Plan Structure	was developed
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Land Use Ch	
Subdivision 0	
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	atural Environment
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Issue 2	Coastal Environment Rural Charanter
Issue 3	Natural Hazards
	hysical Environment
Issue 5	Neighbourhood Character
Issue 6	Subdivision of Land
Issue 7	Heritage
Issue 8	Safety of Road Users
Issue 9	Hazardous Substances
Issue 10	Contaminated Land
basue 11	Network Utility Operations
Issue 12	Surface Water
Land Use Ch Section 1	District Wide Rules
Section 1 Section 2	Landscape Policy Area
Section 3	Coastal Policy Area
Section 4	Indigenous Vegetation
Section 5	Farthworks
Section 6	Natural Hazards
Section 7	Building Construction, Alteration or Relocation
Section 8	Wastewater
Section 9	Stormwater
Section 10	Water Supply
Section 11	Planting of Trees or Crops
Section 12 Section 13	Vehicle Access and Traffic Generation
Section 13	Vehicle Parking and Loading Noise
exction 15	Odour
Section 16	Dust Generation
Section 17	Storage of Materials
Section 18	Outside Lighting / Reflective Building Materials
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2. PUBLISH

Once the consultation documents are published on submissions.co.nz they can be accessed for submissions.

We provide the web-pages you need, customised to reflect your corporate look.

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3. REGISTER

Submitters who register their submission online either type them directly or upload them as PDFs or MS Word documents. Submissions received by mail or hand are OCR scanned and input by your staff. The system generates acknowledgements.

If a public hearing is required, submitters indicate their desire to speak. A scheduling tool manages the hearing time slots.

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4. SUMMARISE

Summarise submissions quickly and easily by cutting and pasting key points into the system. Use the editor or import your summary from MS Word.

Link the submission to the relevant document section.

After submissions have closed and summaries are completed, create the submission summary report. Publish this on the website or deliver it to submitters by email or post.

Land Use Chapter

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5. ANALYSE

Your staff analyse the submissions that have been grouped within each section. They each get an up-todate list of their analysis tasks from their My Desktop tab on the system.

The analysis can be either typed directly into submissions.co.nz or imported from MS Word. On completion, submissions.co.nz creates reports for the hearing authority.

When the hearings have concluded, add the authority's comments and directions. Then publish the final reports or findings.

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6. REPORTS

submissions.co.nz can create the reports you need for management, submitters, and the authority. It also provides an award-winning report writer that you can use to create and publish your own reports.

The reports can be published on your website.

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Q&A

Q. How will submissions.co.nz improve the consultation process?

A. Let us count the ways! It is easy to use. It encourages online submissions. It is transparent and auditable as submissions can be made available to the public instantly. It simplifies the work for staff. It is efficient, and so much more.

Q. Can we use submissions.co.nz for any consultation?

A. Yes, submissions.co.nz is suitable for all consultations. It is ideal for LTPs, Annual Plans, District Plan changes, Resource Consents and Special Consultation Procedures (LGA 2002).

Q. How many staff can use the system?

A. There is no limit to the number of users or projects under management. Multiple staff can work on a project at any one time.

Q. Is submissions.co.nz easy to use?

A. Each step for users is clear and logical so minimal staff training is required.

Q. Can submissions.co.nz create all the reports we need?

A. Yes, submissions.co.nz does all the hard work. It creates the reports and documents, including mailmerge letters and emails. You can edit the templates, and control and record delivery of correspondence.

Q. Can we write our own reports on projects in submissions.co.nz?

A. Yes you can. As well as providing formatted reports, submissions.co.nz has a report writer. This allows you to create your own reports and publish the results in PDF, MS Word or MS Excel format.

Q. Can we search for words or phrases in the databases?

A. Yes. The system has a search function.

Q. Will we still need to store information in our own spreadsheets?

A. No, submissions.co.nz stores all the information for you in a relational database. This prevents inconsistencies across a project.

Q. Are our submissions secure in submissions.co.nz?

A. All your information is stored in your relational database. You control the users and their access to your system. We back up your database and replicate it to a server in another town. An audit trail of all actions is recorded and available for inspection.

Q. What do we need to be able to run submissions.co.nz?

A. submissions.co.nz does not require any infrastructural investment. It is a hosted online service. You only need a computer with an internet connection and Google Chrome, Firefox, Safari or MS IE 8 (or more recent) browser software.

Contact info@submissions.co.nz for more information.

submissions.co.nz