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Report 01.321

14 May 2001

Files: N/3/13/23, N/3/13/25

Report to the Hutt River Floodplain Management Advisory Committee
from Alistair Cross, Resource Planner, Flood Protection

**Hutt River Floodplain Management Plan : Consultation Draft
Process for Hearing Submissions**

1. Purpose

To outline the process and order of events for:

- Hearing and considering submissions to the Hutt River Floodplain Management Plan : Consultation Draft.
- Hearing and considering submissions to the Utilities and Services Policy, which is to be included in the Hutt River Floodplain Management Plan.
- Accepting, and if appropriate amending, the Flood Protection Group's recommendations on changes to the Hutt River Floodplain Management Plan : Consultation Draft.

Report 01.322 on this Order Paper contains the actual submissions received and the summary sheets related to each submission.

2. Background

Through the process outlined in this report, the Advisory Committee will consider submissions and accept, with appropriate modifications, additions or deletions, the Flood Protection Group's recommended changes (recommended relief) to the Hutt River Floodplain Management Plan : Consultation Draft (Consultation Draft).

After the changes are included, the Draft Hutt River Floodplain Management Plan (Draft Plan) will be presented to the Advisory Committee at its meeting on 12 July 2000. Pending the Advisory Committee's endorsement, it will recommend the Draft Plan's adoption by the Landcare Committee and the Regional Council. The Advisory Committee will also request endorsement of the Plan from Upper Hutt and Hutt City Councils.

3. End of the Consultation Process

This Advisory Committee meeting concludes the consultation and submissions processes on the Consultation Draft. The following initiatives highlight the process:

- A centre-spread insert in the Hutt News and Upper Hutt Leader, on 13 and 14 March 2001 respectively, summarising the Consultation Draft and detailing submission opportunities.
- The Consultation Draft was notified in the Evening Post on 17 March and the Dominion on 23 March.
- The Consultation Draft was included on the WRC website on 19 March (notified in advertisements as 16 March).
- About 100 copies of the Consultation Draft were produced and distributed after 21 March.
- The Consultation Draft was presented to Hutt City Council and Upper Hutt City Council's Works and Services Committee, on 20 and 21 March respectively.
- Copies of the Consultation Draft were distributed to the councils' front counters, and public libraries in Hutt, Upper Hutt, and Wellington cities.
- Approximately 1,100 copies of *Living with the River* Newsletter No. 6 were distributed to interested and affected individuals, businesses, community groups and public agencies in the Hutt Valley by 30 March. The newsletter summarised the Consultation Draft, submission opportunities and the steps required to finalise and adopt the Plan. It also contained freepost submission sheets.
- A public meeting for Hutt Valley residents was held at Belmont School hall on 2 April 2001. The Consultation Draft and submission opportunities were explained.
- The Consultation Draft was introduced at three Ava to Ewen project meetings and submission opportunities outlined.

Following the delayed production of the Consultation Draft, and comments from the public about the limited timeframe to make submissions, the deadline for submissions was extended past 17 April. Submissions received as late as 5 May 2001 have been considered and included in the summary discussion and recommendations (summary sheets) on the Consultation Draft (Attachment 3 to Report 01.322).

Twenty-five submissions were received by 5 May. During the preceding period the Flood Protection Group received numerous phone calls and e-mails. Comment and requested information were provided. Between 15 March and 10 May the Council's Flood Protection website received 369 hits and the Consultation Draft was downloaded 90 times.

On 10 May submitters were sent an acknowledgement letter and an invitation to attend and be heard at the 24 May meeting. Submitters will receive summary sheets related to all submissions and relevant procedural information, prior to the 24 May meeting.

4. **Incorporating a Utilities and Services Policy into the Plan**

A Utilities and Services Policy was not sufficiently advanced to be included in the Consultation Draft, at the time of its release in March. A process to include a Utilities and Services Policy was run in parallel with the Consultation Draft submission process. The Utilities and Services Policy process included:

- Agreeing with the Technical Liaison Group (TLG) a set of principles to guide development of the Utilities and Services Policy.
- Preparing and circulating the draft principles to all major utility and service providers for comment.
- Preparing and circulating a Draft Utilities and Services Policy, based on feedback received on the guidelines.
- A request to all major utility and service providers for submissions on the Draft Utilities and Services Policy

The Draft Utilities and Services Policy, the submissions received and summary sheets are contained in Attachment 4 to Report 01.322. The process proposed for considering submissions to the Draft Utilities and Services Policy at the 24 May meeting is similar to that for the Consultation Draft.

5. **The Process for Hearing and Considering Submissions**

The order of events for hearing and considering submissions will be:

- Submitters present their submissions on the Consultation Draft and the Draft Utilities and Services Policy.
- The Advisory Committee considers all submissions, Flood Protection Group responses and corresponding recommendations for the Consultation Draft. The Advisory Committee will note any agreed amendments to the Flood Protection Group recommendations.
- A similar consideration of submissions on the Draft Utilities and Services Policy will follow submissions on the Consultation Draft.
- Finally, the Advisory Committee will confirm their agreed recommendations on submissions for both the Consultation Draft and the Utilities and Services Policy.

5.1 ***Considering Submissions***

The following will assist the Advisory Committee to make recommendations on the submissions:

- Evidence presented by submitters who request to be heard.
- The written submissions from all submitters (Attachments 1 and 2 and Part 2 of Attachment 4 to Report 01.322).
- The submission summary sheets and supporting information (Attachment 3 and Part 3 of Attachment 4 to Report 01.322).

(i) ***Hearing Submitters***

Submitters who have requested to be heard will present submissions during the morning session. Each submitter will have five minutes to present their evidence. The submitters will be expected to focus on key matters contained in their submission. They may also respond to the Flood Protection Group's recommendations on amendments that they requested to the Consultation Draft. Major points raised by submitters will be recorded for the Advisory Committee's consideration later in the meeting.

(ii) ***The Submissions***

External submissions on the Consultation Draft form Attachment 1 of Report 01.322. Attachment 2 to Report 01.322 is the Flood Protection Group's own submission to the Consultation Draft, and submissions on the Draft Utilities and Services Policy are contained in Part 2 of Attachment 4 of the same report.

(iii) ***Submission Summary Sheets***

These sheets contain the following information for each submission:

- A summary of issues and relief sought by each submitter.
- The Flood Protection Group's response to issues raised and relief sought.
- The Group's recommendations (recommended relief) on each submission.

The issues are separated into:

- ***Issues directly related to the Consultation Draft*** including content, structure, style, level of detail and presentation.
- ***Other matters*** include issues that are outside the plan drafting process. Examples are issues related to Design Standard decisions, or matters of design that will be addressed at the implementation stage.

The ***Flood Protection Group Response*** to submissions considers each key issue, responds to the relief sought and discusses the recommended relief. Where an issue is self-explanatory, this is noted and no response is provided.

The ***Recommended Relief*** is the Flood Protection Group's suggested way of dealing with the ***Relief Sought***. It does this by accepting, accepting in part, or declining the submitter's request/s to modify the Consultation Draft. The approach adopted is based on a resource management planning model, and provides the Advisory Committee with a systematic way of addressing all recommendations. The Advisory Committee may agree to accept, modify, or delete the recommended relief as it sees fit.

(iv) ***Finding Your Way around the Summary Sheets***

The numbering system used on the summary sheets allows the reader to track each submitter's issues and relief sought through to the Flood Protection Group's response and recommendations.

Issues are identified by the submission number suffixed with a letter, e.g. the first issue for submission 14 is 14.a. *Relief sought* items are identified with the submission number suffixed with a number, e.g. the first relief sought item for submission 14 is 14.1.

5.2 *Considering Report Recommendations*

The Advisory Committee will consider recommendations in Report 01.322 following the consideration of all submissions.

6. **Recommendation**

That the Advisory Committee receive the report and note the contents.

Report prepared by:

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