

Report 11.123  
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Committee Greater Wellington Parks Network Plan  
Subcommittee  
Author Margaret Meek, Senior Policy Analyst

## Process for considering submissions

### 1. Purpose

To brief the Subcommittee on the process for considering submissions on specific provisions of the Greater Wellington Parks Network Plan that relate to Battle Hill Farm Forest Park (the Battle Hill Provisions).

### 2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

### 3. Background

At its meeting on 14 December 2010 the Council established this Subcommittee to consider and hear submissions and to make recommendations to the Council on the Battle Hill Provisions. A copy of the Subcommittee's terms of reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

#### 3.1 Public Consultation

This meeting completes the public consultation phase on the Battle Hill Provisions.

The Committee must consider both the oral and written submissions it receives at this meeting, and must decide what, if any, changes it wishes to recommend to the Council regarding the Battle Hill Provisions.

#### 3.2 Principles of consultation

Six principles of consultation are set out in the Local Government Act 2002 (the Act). One of these principles is that views presented to a local authority

should be accepted with an open mind, and should be given due consideration by the local authority, in making a decision.

It is consistent with best practice that members hearing submissions must be present for the duration of the hearing of the oral submissions.

#### **4. Submissions received**

Greater Wellington has received twenty-two submissions on the Battle Hill Provisions.

A copy of all the written submissions has been distributed to members of the Subcommittee (under separate cover).

#### **5. Comment**

##### **5.1 Draft Plan submission process**

###### **5.1.1 Oral presentations**

The purpose of this meeting is to hear oral presentations in support of written submissions. At the time of writing this paper, thirteen submitters have requested that they be heard on the Battle Hill Provisions.

Ten minutes have been allocated to each submitter, plus question time. This allows approximately ten minutes for the submitter to present their key points and five minutes for Subcommittee members to ask questions of clarification. Whilst a hearing schedule has now been drawn up, there may be changes prior to the meeting to reflect the availability of submitters, so the final schedule will be provided at the meeting on 7 April 2011.

###### **5.1.2 Consideration of issues raised in submissions**

The Subcommittee must consider all written submissions, regardless of whether or not an oral submission has been made.

The principles of consultation, set out in section 82 of the Local Government Act 2002, apply to the submission process. It is important that Subcommittee members retain an open mind in the consideration of submissions. Members should be present for the hearings and deliberations in order to participate in the decision making of the Subcommittee. There will be an opportunity to discuss the issues raised in both written and oral submissions once all submissions have been heard.

##### **5.2 Process after consideration of submissions**

The Subcommittee will need to prepare a report to Council setting out its recommendations on the Battle Hill Provisions within the Greater Wellington Parks Network Plan. The report will be considered by the Council at its meeting on 24 May 2011.

It is proposed that each submitter receives a letter identifying the final changes to the Greater Wellington Parks Network Plan agreed by the Council, including commentary around the reasons for these recommendations.

## **6. Communication**

The Subcommittee meetings for hearing submissions have been advertised and all oral submitters contacted regarding the hearing dates. Letters confirming their speaking slot were sent by Monday, 28 March 2011.

## **7. Recommendations**

*That the Subcommittee:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

Report approved by:

**Margaret Meek**  
Senior Policy Analyst

**Francis Ryan**  
Manager, Democratic  
Services

**Attachment 1 Terms of reference**