

Temporary Belmont Grazing Licence Submissions and Hearing Process

What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this statement to explain how we deal with the submissions and other information collected from you for the temporary Belmont grazing licence hearing process.

Submissions and hearing process

The submissions period for the proposed Belmont Regional Park temporary grazing licence has now closed.

Next steps:

- Greater Wellington will nominate an independent person to hear submissions and run the hearing process
- The hearing process establishes separation between the roles for Greater Wellington as follows: the applicant for the grazing licence is Delivery, the Reporting Officer for the administering body is Strategy, Policy and Regulation, and the administering body is Group Manager Environment
- The independent person may request additional steps to the below process
- The Reporting Officer for Greater Wellington will summarise and advise on the written submissions in their Hearing Report
- The Hearing Report, with appended written submissions will be published on Greater Wellington's website and provided to the independent person
- Submitters who indicated they would like to speak to their written submission will be contacted to confirm their attendance at a hearing
- The independent person will hold a hearing for submitters who wish to speak to their written submission, and the Reporting Officer will summarise key elements of oral presentations for the independent person
- The independent person will then produce a report containing their recommendations on the proposed grazing licence and provide this to Greater Wellington
- A final decision on whether to grant the proposed temporary grazing licence for Belmont Regional Park will be made by the Group Manager Environment (for Greater Wellington as the administering body), after giving full consideration to all submissions.

What information did we collect through the process, and how will we use it?

During the submissions and hearing process, we asked for:

- Your first and last name (mandatory)
- The name of your organisation or group (if you are submitting for them)
- Your email address or phone number
- The nature of your submission or objection on the proposed temporary Belmont Regional Park grazing licence
- Whether you want to make an oral presentation to support your written submission.

We collected this information from you through your submission to parksplanning@gw.govt.nz.

If you speak to your written submission at the hearing, we will document your name and organisation (where applicable) and the key elements of your oral presentation. This information will be stored along your written submission and may be reproduced in the independent person's recommendation report.

Purposes of collection and use

Greater Wellington will use the collected information to:

- a Identify your written submission and your supporting oral presentation (if you make one)
- b Publish your written submission as an appendix to the Hearing Report and on Greater Wellington website with the name of the person and organisation (where applicable) that submitted. Submitter's contact details will be removed
- c Prepare a report that includes aggregated analysis of written submissions and oral presentations
- d Contact you to:
 - i Clarify any aspect of your written submission or oral presentation
 - ii Arrange an oral presentation in support of your written submission (if you requested this)
 - iii Advise you of the decision on the proposed temporary Belmont Regional Park grazing licence.

Public availability of submissions

Greater Wellington treats all written submissions received through the submissions and hearing process as public information. As such, we:

- May be required to release all or part of your submission, and our documentation of your oral presentation, if a request is made under the Local Government Official Information and Meetings Act 1987.
- Will publish written submissions, including on Greater Wellington's website, in full and as a summary in hearing documentation. Your email address and phone number (if provided) will be excluded from any published or publicly available copy of your submission.

Using your information

We will only use the information provided to us:

- For the purposes we collect that information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use).

Sending your information to others

Your written submission, name, and your organisation's name (where applicable) will be published as part of the Hearing Report to the independent person. No other personal information will be disclosed to external parties.

Accessing and correcting your personal information

Greater Wellington enables access and correction of, and complaints about our management of, your personal information in accordance with its [Public Privacy Statement](#).

Contact us

For further information about the submissions and hearing process and our related information practices, please contact us on parksplanning@gw.govt.nz.