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Committee Social and Cultural Wellbeing Committee
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Process for considering submissions on the Baring Head/Ōrua-pouanui draft amendment to the Parks Network Plan

1. Purpose

To brief the Committee on the process for considering submissions to the Baring Head/Ōrua-pouanui draft amendment to the Parks Network Plan (the draft amendment).

2. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

2.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

3. Background

3.1 Public Consultation

This meeting completes the public consultation phase on the draft amendment.

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 that the Council make to the draft amendment.

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 42 submissions on the draft amendment, including one late submission.

A copy of all the written submissions has been distributed to members of the Committee (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, eight submitters have requested that they be heard on the draft amendment.

Five minutes have been allocated to each submitter. This may be followed by questions of clarification by the Committee. A draft hearing schedule is attached as **Attachment 1**; there may be changes prior to the meeting to reflect the availability of submitters. The final schedule will be provided on the day of the hearing.

5.1.2 Consideration of issues raised in submissions

The Committee 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 Committee 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 Committee. 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 Committee's recommendations on the draft amendment will be considered by the Council at its meeting on 27 June 2012.

It is proposed that each submitter receives a copy of the report identifying the final changes to the Plan agreed by the Council, including commentary around the reasons for these recommendations. Each submitter will also receive a letter setting out responses to the key points of their submission.

6. Communication

The Committee meeting for hearing submissions has been advertised and all oral submitters contacted regarding the hearing date.

7. Recommendations

That the Committee:

1. ***Receives** the report.*
2. ***Notes** the content of the report.*
3. ***Accepts** the late submission received on the Baring Head/Ōrua-pouanui draft amendment*
4. ***Reports** its findings and recommendations to the Council meeting on 27 June 2012.*

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Attachment 1: Draft schedule of submitters to speak at the hearing

