

Appendix 2 Consultation and Communications Plan

Project Details

Project Name	<input type="text" value="Heritage Review"/>	BU/Team	<input type="text" value="District Plan Team"/>		
Contact Person	<input type="text" value="Natasha Belt"/>	Phone	<input type="text" value="3718"/>		
Fax	<input type="text" value="801 3165"/>	Email	<input type="text" value="natasha.belt@wcc.govt.nz"/>		
Business objective What objective in your business plan will this project achieve?	<input type="text" value="The requirement to maintain and update the District Plan."/>				
When will the consultation run? Min timeframe 20 working days		Start	<input type="text" value="Mid Jan 06"/>	End	<input type="text" value="Late Feb 06"/>

Overview

What are you consulting on and why? Include all background information. **eg** What are the negotiables.
Refer to Section 2 of the [Consultation Policy and Guidelines](#).

The consultation is on proposals for the targeted review of the Heritage Chapters in the District Plan (Chapters 20 and 21).

The Heritage objectives, policies and rules are proposed to be strengthened to reflect the new requirements under the Resource Management Act to protect the status of historic heritage and also to progress Council's Built Heritage Policy 2005 which seeks to provide greater protection for the city's historic heritage.

What are the objectives of your consultation? Include measurable objectives
eg process will be understood by at least three local media, 80% of submitters will display a clear understanding of the issue, we will receive submissions from at least four stakeholder groups. **Refer to** Section 3 of the [Consultation Policy and Guidelines](#).

- It is not necessary to obtain agreement from the target audiences to the proposals, but rather to show that the Council is open to considering other options and that the proposed provisions will be amended if appropriate.

Are there any other Wellington City Council consultations planned for this time?
Refer to the [Consultation Register](#) to find out.

Yes – how will you ensure your audience is not confused or overloaded? No – go to next question

YES: Consultation on the Urban Development Strategy and LTCCP.

Both of those processes are 'high-level' and should not conflict with the aim of the consultation for this project. It is suggested that any material sent out in relation to this consultation simply acknowledges other 'related' consultation occurring and illustrates how the reviews/strategy/plans relate to each other. Because the issues we are consulting on are to be focused on particular provisions in the Plan, it is unlikely that the target audiences will become confused or feel as though they are 'saying the same thing to Council several times'.

What 'type' of consultation will you use? eg reactive, interactive, participatory or partnering.

Refer to Section 4 of the [Consultation Policy and Guidelines](#) for descriptions of the types.

Primarily reactive consultation as the policy development is at a reasonably advanced stage. We believe it will be a more efficient use of our time and the public's if we ask them to respond to draft proposals rather than 'starting from scratch'. This will help to focus the consultation, making it more meaningful for all involved.

Who else may need to know the consultation is happening? Include both internal and external parties.

The wider Strategy and Planning Group, and Council generally.

Talk to the Treaty Relationships Team about how to work with Maori in your consultation. Record the advice given below.

Consultation with Tangata Whenua is required under the RMA. This will be progressed on advice from the Senior Advisor, Treaty Relations.

Mitigation Risks and Issues

Identify below as appropriate:

Key Issues / Risks	Mitigation
Consultation may prompt owners or developers to advance redevelopment plans.	Target consultation with short but reasonable timeframe.
Failure to consult properly may cause many unnecessary submissions at the formal notification stage. Conversely, consultation may reduce formal submissions.	Remain open to new ideas from those consulted. Keep lines of communication open to keep target audiences up-to-date with the process and any 'decisions' made that they would be interested in.
Consultation processes take longer than anticipated affecting the planned 'notification' date of the Plan Change	Communicate to all parties the length of the consultation period.
Other 'affected parties' may wish to be involved which could expand the process.	Provide flexibility to include other parties (within reason) without compromising the process.

Key Messages

What are your key messages?

- Heritage values could be better protected under the District Plan. This has been confirmed by Council monitoring, which has showed that some of the rules are not as effective as they could be.
- RMA Amendment Act 2003 elevated the status of heritage to a matter of national importance.
- Council has responded to the elevated status with the Built Heritage Policy 2005, which recommended making District Plan changes.

Audience and Communication Tools

Identify your target audiences and list the communication tools you will use to reach each of them. Use the list of communications tools below as a guideline. Refer to Section 6 of the [Consultation Policy and Guidelines](#) for help.

<p style="text-align: center;">Audiences</p> <p style="text-align: center;">Each audience may have different consultation and communication needs. Include: individuals, groups, affected parties, relevant Council units, Maori, Pacific Island, ethnic minorities, disability groups, general public.</p>	<p style="text-align: center;">Tools</p> <p style="text-align: center;">Select the best tools for each of your audiences. A combination of tools are better than one.</p>
<p>Statutory Agencies</p> <ul style="list-style-type: none"> • MfE • Ministry of Culture and Heritage • Greater Wgtn – The Regional Council • Adjacent cities – Porirua City, Hutt City • Tangata Whenua – Tenth Trust, Ngati Toa 	<p>Send letters/information/draft proposals seeking feedback. More for their information. Meetings if required.</p>
<p>Owners of Listed Buildings, Objects, Areas</p> <ul style="list-style-type: none"> • All owners 	<p>Send letters/information/draft proposals seeking feedback. Arrange one-on-one meetings or group meetings if requested.</p>
<p>Interest Groups</p> <ul style="list-style-type: none"> • Property Council • Wellington Civic Trust • Federation of Progressive Associations • Residents Associations • Historic Places Trust • Tawa Community Board 	<p>Send letters/information/draft proposals seeking feedback. Arrange one-on-one meetings or group meetings if requested.</p>

Action Plan

What is your task, time and people action plan?		
Date	Action	Who is responsible
1 December 2005	Proposed plan change provisions considered by the Strategy and Planning Committee. Agree to consult.	Natasha Belt
December 2005	Develop information pack summarising key areas of change for consultation.	Natasha Belt
Mid Jan 2006	Send out letters/information pack to target audiences and set up meetings where these are requested.	Natasha Belt
Late Feb- early March 2006	Summarise feedback and adjust proposals as may be necessary.	Natasha Belt
March 2006	Finalise all plan change documentation including the required section 32 report and report to the Strategy and Policy Committee.	Natasha Belt