

# Hutt River Floodplain Management Plan

## Commencing Implementation of HRFMP Non-structural Measures

### Draft Scoping Report

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Prepared by:  
Alistair Cross  
Flood Protection Group  
Landcare Division  
Wellington Regional Council  
P O Box 11 646  
Wellington

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kls-#15830



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# 1 Introduction

## 1.1 Project Outline

This project represents the initial stages of implementing the non-structural principles contained in chapter five of the Hutt River Floodplain Management Plan (HRFMP). It covers the period up to June 2003, with some discussion of work requirements for the period beyond this. The main elements included are:

- preparing material for district plan change applications
- planning for enhancing priority emergency management procedures and programmes
- preparing information to support voluntary actions.

The three elements combine to form a complete non-structural measures package.

Much of the focus in this initial 20-month period will be on working towards district plan change applications, while preparing the groundwork for implementing emergency management programmes and procedures and voluntary actions.

Preparing non-structural measures will involve the combined resources from planning/policy, emergency management and technical staff of the three councils, and the relevant council committees for decision-making. However, the Hutt and Upper Hutt City Councils will be primarily responsible for implementing measures. Responsibilities for decision-making, and resourcing, are further discussed in this document.

## 1.2 Need for Flexibility

As for previous phases of HRFMP non-structural measures development, there remains an ongoing need for flexibility during the continuing process to form full measures.

The process being entered into by the three councils is once again covering new ground. The Regional Council is providing considerable resources for the development of measures, and consequently, performance indicators are attached to the Regional Council's input. Through the HRFMP drafting process, the Hutt and Upper Hutt City Councils have acknowledged the broad programme for implementing the non-structural measures. However, the city councils also have other priorities in both planning and emergency management work that need to be accommodated in the timing of the non-structural measures programme.

In addition, the timing of statutory processes are primarily determined by the relevant legislation. The city councils will dictate the administration of these processes, and maintain the discretion to influence the timing as appropriate to their circumstances.

Given the obvious need for flexibility, it will also be vital that the city councils provide the Regional Council with very early warning of potential situations that may alter the timing of the non-structural measures process. Early warning is vital if the Regional Council are to consider adjustments to any performance indicators.

## 1.3 Flood Protection Operating Plan Milestones

### 1.3.1 Key Performance Indicators

The project timeframes will be divided into three phases, with the first two phases running until June 2003. The first phase ending in June 2002, following the completion of base material for draft district plan changes, and the first stages of planning for emergency management enhancements. The second phase sees the formation of draft plan change documents and enhancement of selected emergency management priority areas.

The key performance indicators from the Flood Protection Group's Operating Plan are:

Timeframe	Budget	Short-term Performance Indicators
June 2002	\$75,000	Prepare the information base for developing HRFMP non-structural principles into full measures, within budget and to the satisfaction of the Landcare Committee. The development of measures will involve consideration by Upper Hutt City and Hutt City Councils of: <ul style="list-style-type: none"> <li>• Policy and provisions for District Plans.</li> <li>• Enhanced emergency management programmes and procedures.</li> </ul>
Timeframe	Budget	Short-term Performance Indicators
*June 2003	\$109,000	In conjunction with officers of Hutt City and Upper Hutt City Councils: <ul style="list-style-type: none"> <li>• prepare plan change or variation applications for integrating the Hutt River Floodplain Management Plan non-structural measures into their respective District Plans; and</li> <li>• commence developing high priority enhanced emergency management programmes and procedures identified in the Hutt River Floodplain Management Plan</li> </ul> <p>to a programme agreed through the Landcare Committee and within a budget of \$109,000.</p>
# June 2004	\$ ??	<i>TO BE DETERMINED</i> <i>Provide support to Upper Hutt and Hutt City Councils through the respective district plan change application processes in the form of:</i> <ul style="list-style-type: none"> <li>• <i>responses to public queries</i></li> <li>• <i>input to the analysis of submissions and cross-submissions</i></li> <li>• <i>evidence providing during any hearing process</i></li> <li>• <i>other technical support.</i></li> </ul>

\* This is the new draft performance indicator and budget for June 2003, which will be confirmed by June 2002.

# The June 2004 performance indicator is yet to be determined, and this is an indication of its potential intent. The indicator will be drafted in December 2002, and finalised and confirmed in June 2003.

## 1.4 Translating to General Outputs

This section explains the performance indicators (PIs) provided above. An important consideration for all tasks is that the Regional Council cannot control the city councils' planning programmes and plan change timeframes.

Note that the tasks discussed generally in this section relate to the task summary and detail described in section 2.

### 1.4.1 Tasks to August 2002

The Regional Council's milestone for June 2002 is a little vague. It is probably best to view the milestone as a halfway house towards achieving by June 2003:

- plan change applications to the two district plans
- action in developing enhanced emergency management programmes and procedures.

That means by June 2002, draft provisions including very basic objectives, policies and rules should really be formed; and key priorities in emergency management requiring further planning and action in the next financial year will need to be determined.

Completing related tasks by June 2002 will enable the Hutt River Advisory Committee (HRAC, or Advisory Committee)<sup>1</sup> and the relevant Hutt and Upper Hutt City Council committees to:

- see the basic format, wording and requirements for proposed district planning provisions; and consider their reasonableness, practicalities and likely implications
- consider a programme and requirements for enhancing emergency management programmes and procedures.

Between June and August 2002, the relevant committees will be requested to endorse the draft measures for further planning, refinement, consultation and analysis prior to:

- applying for plan changes
- entering emergency management requirements into council business planning where necessary.

### 1.4.2 Tasks between September 2002 and June 2003

Draft measures would be refined from September 2002 onwards, to form provisions specific to each city's district plan format and style. A short round of public consultation is proposed for March and April 2003. Then the respective district plan change documents will be prepared for reporting by June 2003, prior to applications being made.

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<sup>1</sup> The Hutt River Advisory Committee (formerly the HRFMAC) is a sub-committee of WRC Landcare Committee.

The modified performance indicator for June 2003, in particular, reflects that:

- the city councils will be applying for the plan changes
- the Regional Council cannot control the city councils' planning programmes and timeframes.

### 1.4.3 Tasks Following June 2003

The development of planning provisions will be essentially concluded by the completion of the district plan change/variation (plan change) processes, which could run for more than two years. Work on emergency management programmes and procedures is expected to be ongoing over a period of several years, with the Regional Council providing a reduced role following August 2003.

The extent of these requirements will be determined in more detail after June 2002 (discussed in section 2.7), and following guidance from the city councils.

## 1.5 General Responsibilities for Implementing Non-structural Measures

Chapter seven of the HRFMP discusses the responsibilities for implementing non-structural measures being shared between the Regional Council and the two city councils. While the responsibilities are shared, both the Hutt and Upper Hutt City Councils are the primary implementers.

In summary:

- ***District plan changes:*** The Hutt and Upper Hutt City Councils will make the Plan change applications. The Regional Council will provide staff resources and technical information to help prepare draft provisions, and assist the city councils through the plan change process. The city councils will determine how they want their respective plan change processes and the associated preparation work to proceed, and this will guide the Regional Council's input.
- ***Emergency management:*** The Regional Council will provide technical support. The Hutt and Upper Hutt City Councils will be primary the implementers of enhanced emergency management programmes and procedures, except for areas of emergency management where the Regional Council has an existing lead role. Where appropriate, the WRC Emergency Management Department can provide a facilitating role for the development of enhanced measures.
- ***Voluntary actions:*** The Regional Council will provide technical information to support the city councils in developing varying forms of public advice and information to support land use voluntary actions.

## 2 Project Tasks

### 2.1 Summary

The following table provides a summarised list of project tasks. A description of the requirements to complete each task follows the table.

The timing applied to the general programme will depend, to a large degree, on each city council's internal requirements, resourcing and business planning. It must be emphasised that the Regional Council also has no control over each council's plan change programme and associated timeframes once plan changes are underway.

Task	Approx. Start	Approx. Finish
Complete scope		February 2002
Re-form working group	February 2002	
Form draft general district plan provisions	February 2002	June 2002
Commence planning for priority emergency management programmes and procedures	March 2002	June 2002
Finalise for 2002/03 project requirements	May 2002	July 2002
Commence forming information base for voluntary actions	July 2002	June 2003
Form draft plan change documents	August 2002	December 2002
Possible Consultation Round	March 2003	April 2003
Finalise plan change documents	April 2003	May 2003
WRC FPG Debriefing Sessions		August 2002 and 2003

### 2.2 Complete Scope

A first draft identified the general requirements for developing non-structural measures over the 2001/02 financial year and beyond. Input was the provided from Hutt and Upper Hutt City Council staff through the Non-structural Measures Working Group participants.

Finalising this document essentially completes the scoping exercise. The information refined during scoping included:

- ordering of tasks
- specific needs including information, analysis and providing for statutory requirements



- identifying key responsibilities to share or split between the Regional Council and the two city councils
- resource availability and constraints specific to the two city councils
- adjusted timelines (excluding key end-of-year milestones)
- adding other tasks where necessary.

**Scope Tasks:**

Task Timelines	<ul style="list-style-type: none"> <li>• First draft for external comment by 22 November.</li> <li>• Meetings during early December.</li> <li>• Final draft scope by 20 December.</li> <li>• Finalise scope by February 2002.</li> </ul>
Who is Involved	<ul style="list-style-type: none"> <li>• WRC Flood Protection Group to lead it with input in the initial phase.</li> <li>• NSMWG provides input following the first draft.</li> </ul>

**2.3 Re-form Working Group**

Re-forming the Non-structural Measures Working Group (NSMWG, the working group), with the first meeting is likely to be scheduled for January 2002. Group participants should consider other officers who might need to be on the group either permanently or from time to time.

Other staff who are likely to be involved include:

- additional staff from WRC Flood Protection Group
- Resource Policy and Resource Investigations Department staff from the Regional Council
- additional resource/district planning and emergency management staff from the city councils.

**Working Group Tasks:**

Task Timelines	First meeting – mid to late February 2002.
Who is Involved	Regional Council and Hutt and Upper Hutt City Council officers who formerly were part of the NSOWG, and additional officers as required.

## 2.4 Form Draft District Plan Provisions

### 2.4.1 Ensuring we are on the Right Track

Should the final scope not provide a clear enough path ahead, then the working group may need to spend more time in the initial stages identifying the requirements for developing district planning policies and rules, including basic needs for section 32 (Resource Management Act 1991) analyses. This work should be an extension of the scope rather than core scoping work itself. At the same time we will need to ensure we have a clear understanding about the intent behind each of the non-structural principles.

### 2.4.2 Commence Developing Provisions

The HRFMP assumes that a full set of draft provisions will be developed from the principles, providing material to evaluate more closely at the local level. This work will commence in February 2002.

It may be best to begin this work by developing very basic objectives and policy statements that support the various sets of non-structural measures. The Regional Council can facilitate this task through the NSMWG. The working group will need to identify basic information requirements for individual measures, such as regulatory standards to consider.

The Regional Council will provide flood hazard information to support the eventual development of basic technical and performance standards or conditions. That will involve:

- establishing, where necessary, appropriate technical thresholds for certain activities, with refinement of these thresholds following June 2002
- considering how the various flood hazard maps and plans are to be referenced in the district plans.

Basic and indicative wording for district planning rules, including options for appropriate activity types, can be identified and developed in parallel with work on technical information and standards. The city councils will need to be heavily involved in this work, ensuring that indicative wording is consistent with their respective Plans from the start. At the same time, it would be appropriate to evaluate the reasonableness, practicalities and implications of the developing rules – which is probably best led by the city councils. The working group requires the flexibility to drop provisions that are clearly impractical, or just far too difficult to develop. However, the decisions of the group will need to be reported to the councils' committees if they exclude or significantly extend on the established non-structural principles.

Finally, the intent of draft policies supporting the rules will need to be determined. It is best to clarify and firm-up the policy intent once the groundwork on draft rules has been completed. The draft policies relate to the draft objective statements identified earlier.

### 2.4.3 Outline Section 32 RMA Requirements

Some of this work has already been undertaken during the development of non-structural principles in 2000; for instance, a benefit-cost analysis of building floor levels in unprotected flood-prone areas. The working group will need to decide the extent of further analysis required.

Section 32 RMA analysis requirements need to be outlined to the relevant council committees so that they can understand the general nature of alternatives, and benefits and costs of implementing regulations. At this stage the outline should be fairly succinct because much of the s.32 work naturally would be carried out in the 2002/03 year. There is little point progressing s.32 work until the Councils' committees have agreed to the provisions to be refined during the following year. However, the understanding of what s.32 requirements will require should be reasonably advanced by June 2002.

This task can be completed once the rules likely to be recommended for further refinement have been firmed-up.

### 2.4.4 Hutt City Council Proposed District Plan Review

Hutt City Council may soon be undertaking a review of the residential provisions of their Proposed District Plan.

HCC officers have been asked by their Council to report on a possible review. The paper will go to their Strategy and Policy Committee in May this year, outlining the review's terms of reference. The outcome of this reporting may be a review of the residential provisions to be carried out at a future date through a District Plan change or variation.

Any review may also tag on consideration of possible flood hazard provisions for those parts of Belmont within a *residential activity area*, depending on the recommendations of the HCC Strategy and Policy Committee. The possible extent, nature and timing of work required on the Belmont provisions could be known following the May meeting, should the Belmont provisions be included in a review.

If the Belmont provisions were to be included, then the process for developing them would parallel the work programme for the full set of non-structural land-use measures. In the meantime preparation work, forming basic provisions and refining the flood hazard maps for Belmont, can occur to support the HRFMP non-structural measures project. The outputs of these tasks can also be ready in time for a Proposed District Plan review should they be required.

**District Plan Provision Tasks:**

<p>Task Timelines</p>	<ul style="list-style-type: none"> <li>• Identify specific information requirements by mid March 2002.</li> <li>• Develop base objectives supporting principles by mid March 2002.</li> <li>• Develop technical standards and conditions from late February to mid April 2002.</li> <li>• Develop indicative wording for district plan rules from early April to late May 2002.</li> <li>• Identify an appropriate activity status for each rule from early April to late May 2002.</li> <li>• Form policy intent, to support any district plan rules from May to early June 2002.</li> <li>• Outline section 32 RMA requirements during May 2002.</li> </ul> <p>Possible Hutt City Council PDP Review</p> <ul style="list-style-type: none"> <li>• Commence forming provisions in February 2002.</li> <li>• Refine flood hazard maps for Belmont by April 2002.</li> <li>• Provide input to HCC officer reports as required.</li> </ul>
<p>Who is Involved</p>	<ul style="list-style-type: none"> <li>• WRC Flood Protection Group</li> <li>• WRC Emergency Management and Resource Policy Departments to comment on draft objectives, policies and rules.</li> <li>• NSMWG with additional resource/district planning staff as required.</li> </ul>

## 2.5 Developing Emergency Management Programmes and Procedures

Unlike the district planning provisions, forming enhanced emergency management programmes and procedures needs more groundwork to determine what these measures require. Much of the planning for this work will occur in the current financial year, with actual enhancements taking place after August 2002. The focus here should be on getting the priority enhancement work up and running, but with the bulk of the work actually taking place next financial year. In that case, the enhancement work required until June 2002 is likely to be minimal. However, this does not preclude the working group identifying things the councils can do relatively simply and easily to enhance overall emergency management, such as producing and disseminating hazards information including enlarged hazards maps.

More specifically, requirements for commencing work to enhance existing programmes and procedures include:

- identifying the priority measures to begin work on up until June 2003, which will be partly guided by sections 5.6 and 5.7 of the HRFMP
- determining a work programme, general resourcing needs and any consideration of additional business planning requirements for work after June 2003.

The WRC Emergency Management Department will help to facilitate the development of enhanced measures where appropriate.

**Emergency Management Measures Tasks:**

Task Timelines	<ul style="list-style-type: none"> <li>• By May 2002, identifying the priority programmes and procedures to develop.</li> <li>• Determining work programme, general resourcing needs and consideration of business planning needs, by June 2002.</li> </ul>
Who is Involved	<ul style="list-style-type: none"> <li>• WRC Flood Protection Group</li> <li>• WRC Emergency Management Department to comment on directions for emergency management. The WRC Resource Investigations Department also provides input.</li> <li>• NSMWG with additional emergency management staff as required.</li> </ul>

It should be noted that emergency management measures cross over with voluntary actions - for instance, providing hazard maps and plans. However, there is no direct link with work on district plan provisions, other than potential policy explanations that may cite emergency management amongst a suite of methods for managing the flood hazard.

**2.6 Forming Information Base for Voluntary Actions**

Work on voluntary actions need to be limited during the next two years given the extensive needs for planning and emergency management programmes and procedures. That means the Regional Council will not be planning any additional publications under this project to support voluntary actions. Instead the main emphasis in next two years is on ensuring that hazard information we have already produced is known and available, in both physical map / plan / document or electronic (GIS) form. An information base of known flood hazard information should be developed in the first instance so that the public can more readily understand and access what is available. Considerations for the public's additional information needs could follow after that.

After June 2003, determining needs for more targeted information, like guidelines for locating and strengthening structures or storing natural hazards, will need to coincide with changes to the district plans. That is because decisions on voluntary actions require some degree of certainty about the provisions likely to make it through the plan change process.

**Voluntary Actions Tasks:**

Task Timelines	<ul style="list-style-type: none"> <li>• Identifying existing information base by June 2003.</li> <li>• Consideration of additional requirements for developing material to support voluntary actions commencing in July 2003.</li> </ul>
Who is Involved	<ul style="list-style-type: none"> <li>• WRC Flood Protection Group</li> <li>• WRC Emergency Management and Resource Investigation Departments.</li> <li>• NSMWG with additional staff as required.</li> </ul>

## 2.7 Planning for 2002/03 Project Requirements

General requirements are to form tentative programmes for:

- refining district plan objectives, policies and rules
- completing additional tasks that will be required prior to starting a plan change process
- forming and finalising plan change documents
- commencing enhancement of emergency management programmes and procedures, and associated business planning.

### 2.7.1 District Plan Changes

The main thrust of the preparation work encompasses finalising draft objectives, policies and rules. It is expected that Regional Council staff will give specific input to technical and performance standards and conditions, and are able to provide significant resources to help form the plan change documents. The city councils will:

- determine how and where in their respective district plans the provisions are best represented
- ensure consistency of objectives, policies and rules with the format and style of their respective district plans
- establish existing district plan objectives, policies and rules that may be inconsistent, requiring their amending or withdrawal
- determine needs for cross-references with other district plan objectives, policies and rules
- advise on appropriate ways to include or reference flood hazard information (including the various flood hazard plans provided in the HRFMP).

The Hutt and Upper Hutt City Councils' planning staff will provide guidance on the nature and extent of tasks to complete to support the formation of plan change documents. Part V and the first schedule of the RMA cover the statutory requirements for a plan change. Work is anticipated preparing to meet these requirements in time for change applications to be made after June 2003. One such requirement is the assessment of alternatives and costs and benefits require by section 32 of the RMA. These matters need more consideration following June 2002.

### 2.7.2 Consultation on Draft Plan Changes

A public consultation round in autumn 2003 would help refine the draft provisions before the plan change applications were notified. Consultation may delay the notification of the plan change applications by at least three months, however it's advantages include:

- providing affected parties an opportunity to view and comment on the draft provisions
- providing council officers the opportunity to improve the quality, fairness and appropriateness of plan change provisions

- improving the potential for smoother plan changes processes
- providing more certainty to council members regarding the direction being taken.

Consultation is discussed more in Section 5.2.

### 2.7.3 Requirements Following June 2003

Project requirements for the 2003/04 financial year will require planning before June 2003. Regional Council input during this phase is likely to focus on technical support in responding to plan change queries, input to submissions and cross-submissions analysis, providing evidence in plan hearings and through any appeals, and an administrative component.

### 2.7.4 Emergency Management

Work will begin on developing the priority programmes and procedures selected in the 2001/02 year. The exact requirements for progressing that work, including budget implications, will be programmed by August 2002. This does not mean that measures will need to be completed by June 2003, but rather that work would be progressing on the enhancements, reflecting the ongoing nature of emergency management development and review.

The Regional Council's role following June 2003 is likely to include monitoring of ongoing emergency management enhancements, and providing information and occasional facilitation work as requested by the city councils.

#### Project Planning Tasks:

Task Timelines	<ul style="list-style-type: none"> <li>• Form 2002/03 work-programme and requirements by July 2002.</li> <li>• Form draft plan change documents by December 2002.</li> <li>• Consult the public by April 2003.</li> <li>• Plan for 2003/04 work-programme by June 2003.</li> <li>• Finalise plan change documents and requirements for emergency management measures for endorsement by the Advisory Committee and relevant HCC and UHCC committees by June 2003.</li> </ul>
Who is Involved	<ul style="list-style-type: none"> <li>• WRC Flood Protection Group to lead refining of district planning provisions from a technical perspective, with comment on planning provisions from WRC Resource Policy Department.</li> <li>• WRC Emergency Management to provide additional comment, and facilitate the development of enhanced emergency management programmes and procedures. The WRC Resource Investigations Department also provides input.</li> <li>• NSMWG to guide the programme, with additional UHCC and HCC staff to lead refining of district plan provision format and development of specific emergency management programmes and procedures.</li> </ul>

### 3 Resourcing and Funding

#### 3.1 Regional Council Funding

The Regional Council funding for the implementation of non-structural measures until June 2003 is provided below.

Timeframe	Budget	Short-term Performance Indicators
June 2002	\$75,000	<p>Prepare the information base for developing HRFMP non-structural principles into full measures, within budget and to the satisfaction of the Landcare Committee. The development of measures will involve consideration by Upper Hutt City and Hutt City Councils of:</p> <ul style="list-style-type: none"> <li>• Policy and provisions for District Plans</li> <li>• Enhanced emergency management programmes and procedures.</li> </ul>
Timeframe	Budget	Short-term Performance Indicators
* June 2003	\$109,000	<p>In conjunction with officers of Hutt City and Upper Hutt City Councils:</p> <ul style="list-style-type: none"> <li>• prepare plan change or variation applications for integrating the Hutt River Floodplain Management Plan non-structural measures into their respective District Plans; and</li> <li>• commence developing high priority enhanced emergency management programmes and procedures identified in the Hutt River Floodplain Management Plan</li> </ul> <p>to a programme agreed through the Landcare Committee and within a budget of \$109,000.</p>
# June 2004	\$ ??	<p><i>TO BE DETERMINED</i></p> <p><i>Provide support to Upper Hutt and Hutt City Councils through the respective district plan change application processes in the form of:</i></p> <ul style="list-style-type: none"> <li>• <i>responses to public queries</i></li> <li>• <i>input to the analysis of submissions and cross-submissions</i></li> <li>• <i>evidence providing during any hearing process</i></li> <li>• <i>other technical support.</i></li> </ul>

\* This is the new draft performance indicator and budget for June 2003, which will be confirmed by June 2002.

# The June 2004 performance indicator is yet to be determined, and the one presented is only indicative. The indicator will be drafted in December 2002, and finalised and confirmed in June 2003.



The Regional Council will also provide resourcing in the following way:

- The *Flood Protection Group* providing substantial role in project management, plan provisions drafting work, and the development of technical standards.
- The *Emergency Management Department* providing a lead role in facilitating enhanced programmes and procedures, and input through the non-structural options working group. The *Resource Investigations Department* may provide additional input.
- The *Resource Policy Department* providing feedback on draft planning provisions.

It is recommended that the Flood Protection Group use some specialist district planning assistance particularly given the substantial work actually required in the next 20 months. Assistance could be used to provide input to and help form draft provisions in 2001/02, and final plan change documents in 2002/03. This would lighten the load for Flood Protection staff to focus more on project management and technical aspects of this work, and probably ensure a smoother process between the Regional Council and the two city councils.

### **3.2 Resourcing From Hutt and Upper Hutt City Councils**

The Hutt and Upper Hutt City Councils will provide input as required. Input will be more critical as the project moves towards:

- forming district plan change documents
- managing the plan change process
- forming specific emergency management programmes and procedures.

## **4 Responsibilities, Reporting and Communication**

### **4.1 Project Management Responsibilities**

Alistair Cross will manage the Regional Council's involvement in this project reporting directly to Daya Atapattu. Assistance from within the Regional Council will come directly from the Emergency Management Department, with the additional planning policy assistance discussed in the last section.

The Hutt City and Upper Hutt City Council officers involved in the working group will determine their respective roles in the project. These roles are generally envisaged to be similar to those previously provided in the development of non-structural principles, as they applied to resource planning and emergency management aspects.

### **4.2 Reporting Pathways**

#### **4.2.1 Pathways are Complex**

The reporting pathways are complex, given the nature of the process that we are commencing. Regional Council performance indicators for this project closely tie in the Hutt and Upper Hutt City Councils as far as timelines are concerned. However, the decisions for accepting, modifying or rejecting the draft measures and plan change preparation processes are, in the end, the city councils' to make. In addition, the city councils may also develop their own performance indicators connected to this work.

#### **4.2.2 Making it Work in Practice**

Ultimately, the process for preparing district planning provisions and emergency management measures is the responsibility of the city councils. The relevant HCC and UHCC committees will be particularly responsible for considering and endorsing the major milestones including the:

- overall programme
- draft provisions
- pre-plan change processes, such as public consultation
- plan change process and documents.

The Hutt River Advisory Committee (HRAC) will be informed of the non-structural measures process as it progresses. Its main purpose is to guide the programme and comment on processes and documentation along the way. They would put recommendations to the WRC Landcare Committee when necessary, and request that the relevant Hutt and Upper Hutt City Council committees consider and endorse recommendations where appropriate. The Landcare Committee will need to be advised at the earliest stage where the programme will impact on the Regional Council performance indicators.

HCC and UHCC officers of the working group will be responsible for reporting recommendations directly to their relevant committees, as appropriate. There also may well be a component of reporting by HCC and UHCC officers to their relevant committees that does not necessarily directly respond or link to reporting at the Regional Council. That is the prerogative of the city councils, although it is important that key officers from the three councils are kept informed of additional reporting.

### **4.3 Reporting Requirements until June 2003**

The drafting of committee reports on non-structural measures is expected to involve close liaison between the Regional and city council officers. That means reporting officers will sometimes need to factor in additional time for comment from the other councils.

Reporting requirements are summarised below.

#### **4.3.1 March and April 2002**

Report to the HRAC, and relevant HCC and UHCC committees for their endorsement, and advise the Landcare Committee of the:

- scope and programme for developing draft planning provisions
- consideration of an appropriate mechanism to report to Hutt and Upper Hutt City Councils in July 2002 and 2003, if necessary.

Also present progress on proposed changes to the Regional Council Transitional Regional Plan, the remaining Regional Plans, and their effects on non-structural measures in the western region floodplains.

#### **4.3.2 June to August 2002**

Report to the relevant HCC and UHCC committees for their endorsement, and advise the HRAC and the Landcare Committee of:

- draft district planning provisions to be refined and consulted on in the 2002/03 year
- priority emergency management programmes and procedures to be enhanced.

#### **4.3.3 October and November 2002**

Report to the relevant HCC and UHCC committees and the HRAC for their endorsement, and advise the Landcare Committee of:

- an agreed detailed programme for refining district plan provisions, forming plan change documents and undertaking consultation in the 2002/03 financial year.

Advise on programme for developing the emergency management programmes and procedures.

#### 4.3.4 January and February 2003

Report to the relevant HCC and UHCC committees, and the HRAC for their endorsement, and advise the Landcare Committee of:

- refined draft district plan provisions for consultation between March and April of 2003.

#### 4.3.5 May and June 2003

Report to the HRAC for their endorsement and the relevant HCC and UHCC committees for their approval, and advise the Landcare Committee of:

- draft district plan change documents for application.

Advise on development of emergency management programmes and procedures.

### 4.4 Communication

Consultation on draft district plan-change documents is needed prior to commencing the plan change processes, and sufficient time is required for this task. That means completing draft documents by the end of 2002. Additionally, the plan change process itself provides opportunities for consultation; however, early feedback will provide a valuable opportunity to modify the plan change documents. Who would run the consultation, how it would be run, and what parts of the community will be targeted, also needs to be considered after June 2002. It is not necessary to make decisions on all these matters now, but it is worth considering them with a view to programming future work. A low-key approach to consultation on emergency management programmes and procedures should be undertaken, with an opportunity to update progress and request feedback at the public meetings.

Information on the proposed measures will be provided to the public, probably through *Elements* or a newsletter type publication similar to the *Living with the River* series. The time for providing draft plan change information to the public would be prior to a possible consultation round early in 2003.

### 4.5 Other Matters

A debriefing session will be held for the Flood Protection Group following the completion of each major Performance Indicator milestone in August 2002 and 2003.

A combined and more detailed work programme will be prepared at the conclusion of the scoping exercise. More tasks can be added to the programme and existing tasks modified as necessary.