



Report **06.425**
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File J/01/02/02

Committee **Environment Committee**
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Process for considering submissions on the proposed amendment to the Wellington Regional Navigation and Safety Bylaws 2003

1. Purpose

To agree to a process for handling submissions on the Council's proposed amendment to the Wellington Regional Navigation and Safety Bylaws 2003 (the Bylaws).

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. The decisions only relate to the process for handling the submissions Greater Wellington has received on its proposed amendment to the Bylaws.

3. Background

The consultation requirements for amending bylaws are set out in the Local Government Act 2002. On 22 July the Council notified the public of its proposed amendment to Bylaws and invited submissions. This meeting completes the consultation process on the Council's proposed amendment to the Bylaws.

4. Comment

Greater Wellington has received 97 written submissions and is expecting to hear eight oral presentations. It is important that the Committee agrees a robust and transparent process for considering the submissions Greater Wellington receives. At this meeting the Committee will be hearing oral submissions and considering written submissions, and making a recommendation to the Council on the proposed amendment to the Bylaws.

4.1 Oral submissions

Oral submissions provide submitters with the opportunity to speak to the Committee face-to-face about the key issues raised in their submission. It is a time for Committee members to listen, but there is also the chance for members to ask questions, particularly with the aim of clarifying points made by submitters.

Officers have provided a ten minute timeslot for each oral submission. This allows approximately five minutes for the submitters to get across their key messages (but not read their submission in full) and five minutes for Committee members to ask any questions of clarification. A list of submitters wanting to make oral presentations is provided in **attachment 1**.

4.2 Written submissions

All councillors are given a copy of the written submissions Greater Wellington has received. Report 06.426 provides a summary of the key points raised in the written submissions.

4.3 Process after consideration of all submissions

After considering all submissions it is appropriate for the Committee to make a recommendation to the Council on the proposed amendment to the Bylaws. After the meeting, a paper outlining the Committee's recommendation(s) to Council will be prepared by officers. The Council will decide on whether to proceed with the proposed amendment to the Bylaws at its meeting on 17 October 2006.

The Committee's recommendations and the Council's decision must be made in light of the submissions that have been received.

Formal replies will be sent to all submitters who have supplied their contact details soon after the Council has made its decision on the proposed amendment to the Bylaws. It is proposed that the replies include a brief summary of the reasons for the Council's decision. It is suggested that these replies be sent from the Council Chairman.

5. Communication

Oral submitters have already been advised of the process that is generally followed for making oral submissions. Responses to submitters are discussed under 4.3 above.

If the Bylaws are amended then the Council must, as soon as practicable after the amendment is made, give public notice of the making of the amendment, stating the date on which the amended Bylaws come into effect and that copies of the Bylaws may be inspected or obtained from Greater Wellington.

6. Recommendations

That the Committee:

1. ***Receives*** the written submissions Greater Wellington has received on the proposed amendment to the Wellington Regional Navigation and Safety Bylaws 2003.
2. ***Hears*** submitters' oral presentations.
3. ***Agrees*** to the process for considering these submissions and making recommendations to the Council as set out in section 4 of this report.

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Attachment 1: Timetable for hearing oral submitters