



**Battle Hill**  
FARM FOREST PARK

**Battle Hill Farm Forest Park**  
**Management plan review consultation**  
**strategy**

**Fiona Shaw**

**Amanda Cox**

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## **1. Purpose**

The purpose of this strategy is to set direction, identify priorities, outline a programme and identify the roles and responsibilities for consultation during the Battle Hill Farm Forest Park Management Plan.

Should it produce satisfactory outcomes in terms of awareness and participation, the strategy will guide the management plan review processes for Belmont Regional Park and subsequent parks as required.

## **2. Battle Hill Farm Forest Park Management Plan review**

We are embarking on a review of the Battle Hill Farm Forest Park Management Plan, which was last reviewed in September 1996. It is important that the revised plan reflect the significant changes that have occurred since that time and reflect the community's vision for the park.

## **3. Why do we need a consultation strategy?**

A consultation strategy is required to ensure that stakeholders and the public are aware of, and participate in, the review. Not only is this good practice but it is also a statutory requirement under the Local Government Act and the Reserves Act.

We need to ensure that:

- We consult the right people in the most appropriate manner.
- People are aware of the review and its significance.
- People know what the process is, how they can be involved and the results of that process.
- The Battle Hill Farm Forest Park Management Plan review sets a good example of the Parks Department's work in accordance with the Regional Parks Network Management Plan (and its consultation provisions).

## **4. What is consultation?**

Generally, the essential elements of consultation are accepted as those identified in the Wellington International Airport Ltd v Air NZ case. The Court of Appeal noted that these elements included:

- a description of the proposal not yet fully decided upon
- providing enough information for informed and intelligent responses
- listening to other parties' views and considering those responses
- waiting until consulted parties have a say before decisions are made
- allowing sufficient time

- making a genuine effort to consult
- all parties undertaking the process in good faith
- keeping an open mind and being willing to change part, or all, of a proposal
- holding meetings and providing relevant and further information on request
- repeating the consultation process if necessary

There is no universal method or approach to consultation; the process is dependent on the project. However, any process undertaken should include the above elements to ensure that any consultation process is adequate.

## **5. What are we trying to find out?**

At this stage, the consultation process will be attempting to discover:

- The community's aims and aspirations for Battle Hill Farm Forest Park
- The community's views on management practices
- Issues to be resolved during the review and in the revised plan
- How the review affects them and what their concerns are
- The best way for us to continue consulting/communicating with affected parties and the community in future
- Themes/stories the community want to tell about the park

## **6. What does this strategy include?**

This strategy suggests a method for achieving an effective consultation process during the Battle Hill Farm Forest Park Management Plan review. Discrete consultation phases of the project are identified as the basis for the strategy. Key consultation periods occur during phases 1 and 3 of the project (outlined below).

Phase		Who	Purpose	How	Outcomes
1	Scoping	Parks staff, GW staff	Collate information from LTCCP, the network plan and staff research reports	Meetings, research papers and submissions	Broad understanding of GW viewpoints and issues
	Initial contact	Iwi, TAs, DoC	Inform parties of upcoming process, determine needs, requirements and points of view	Letters, meetings if required	Understand parties' needs/requirements
		Recreational, community and environmental groups associated with park	Inform parties of upcoming process, determine needs, requirements and points of view	Attend upcoming meetings, letters, press release, elements	Parties aware of process, P&F aware of viewpoints, information sheet
	Feedback period	All interested parties, wider public	Scope range of issues/suggestions that require consideration	Information sheet, displays at park, internet, public meetings as requested/required	A range of comments, issues, viewpoints to be addressed by draft plan
2	Direction setting	Landcare Committee	Present issues and options paper	Paper and presentation to committee	Agreed direction for drafting plan
	Plan drafting	Parks officers	Prepare draft management plan	Include comments and direction from above steps	Draft plan for comment and consultation
	Finalise draft plan	Landcare Committee	Make any changes required to draft plan. Obtain approval to release draft plan	Landcare Committee workshop Landcare Committee meeting	Draft approved for formal consultation
3	Consultation – LGA provisions	All	Meet requirements of LGA and ensure the plans meet the regional community's needs	Meetings, displays, make draft available, libraries	Summary of submissions Hearing organised
	Hearing	Landcare Committee and submitters	Hear submissions and make changes, if required	Formal hearing, either in front of Landcare Committee or delegated Councillors	Changes made, content agreed, final plan drafted, submitter's responded to
	Plan approved	Landcare Committee	Final approved for release by Landcare Committee	Landcare Committee meeting	Park management plan finalised

## **7. Consultation Parties**

Two types of consultation parties are identified below. The first group of “Affected Parties” includes Iwi, neighbouring landowners, government agencies territorial authorities and the Department of Conservation. The second group is called “Interested Parties” and includes interest groups, network utility operators, experts and those involved in related projects.

### **7.1 Affected parties**

#### **Iwi**

- Te Atiawa – Wellington Tenth, Taranaki Whanui
- Ngati Toa Rangatira

#### **Landowners/agencies**

- Porirua City Council
- Department of Conservation
- Fish and Game
- Historic Places Trust

### **7.2 Interested parties**

#### **Interest groups**

- Battle Hill Eventing Inc
- Pauatahanui Residents Association
- Pauatahanui Pony Club
- Porirua Historical Association
- Neighbouring properties, neighbours, local community
- Groups and individuals who have identified an interest in Battle Hill Farm Forest Park and are included on our database (the database for the initial mailout includes many of those who engaged in the Regional Parks Network Management Plan review).
- Guardians of Pauatahanui Inlet
- Pauatahanui Inlet Community Trust

### **7.3 Network Utilities**

- Telecom
- Transpower
- Gas
- Water Supply (Greater Wellington)
- Transit New Zealand
- United Networks

#### **7.4 Experts/specialists/related projects**

Clive Anstey, Paul Blaschke – Pauatahanui Restoration Project

### **8. Consultation Methodology**

This section outlines a consultation methodology for the process.

#### **8.1 Phase 1**

This phase involves informing people that we are reviewing the plan and seeking their initial feedback to assist us in developing a draft plan. The first phase of the consultation process is complete.

##### **Affected parties**

To date we have written to Iwi and neighbouring landowners advising them of the review and inviting them to meet with us to identify their aims and aspirations for the park, issues to be resolved in the review, and how they would like to be involved. We will meet with these parties individually as required. They will also be invited to participate in the wider consultative process outlined below, should they wish to.

##### **Public notification of interested parties**

We have also commenced formal notification of our intention to review the plan pursuant to the LGA 1974. We placed advertisements in the Dominion Post, Kapiti Observer, Kapi-Mana News and the Wellingtonian. Press releases generated six articles in community newspapers. We have also sent newsletters to neighbours and over 300 residents in the Horokiri Valley by direct maildrop. Those we know are interested in Battle Hill Farm Forest Park were sent newsletter and submission forms by mail. All contacted parties were invited to find out more from our website.

We have held a public meeting to involve the community and elicit their views on the park and perhaps make written submissions. Notes of that meeting were included in submissions presented to council and published on our website.

#### **8.2 Phase 2**

Phase 2 involves bringing together the feedback from the consultation in Phase 1 to develop a draft plan. This phase does not involve formal consultation although we may hold individual meetings with affected or interested parties if required to clarify issues and options. We have produced and distributed a newsletter during this phase to feedback the key issues from the consultation in Phase 1 and advise of the timetable to come.

#### **8.3 Phase 3**

This phase involves statutory public notification of the draft plan and hearings.

To make the consultation process successful we need to ensure the community knows about the proposed changes in the plan and how they will affect the park.

Consultation in this phase will include advertisements, direct-mailed information sheets, press releases and newsletters.

Given that the review involves significant change to the park, we believe that it is sufficiently newsworthy to generate a feature in its own right. We will work with a local reporter to tease out aspects of the draft plan so that people are fully aware of its implications and attendant processes.

Following this we will hold one or more public meetings to present the draft, let people know how their suggestions and concerns have been addressed, and gain feedback in an appropriate manner.

We may need to involve ‘experts’ and ‘specialists’ in the public meeting during this phase, to provide participants with relevant information to consider in their submissions.

As part of the overall process there is a statutory requirement to have a “public hearing” where individuals present their submissions to council verbally. The submitter indicates to staff in the written submission that they wish to speak and they are contacted individually to arrange a time to present at the hearing. The hearing is notified to the community using the methods outlined in this document.

## **9. Roles and Responsibilities**

The roles and responsibilities described below are subject to change and will be adapted to meet these.

### **Letters**

Content	Planner
Distribution	Departmental administrator

### **Newspapers**

Press release	Communications and Parks Marketing
Advertisements	Planner

### **Newsletters**

Content	Planner
Preparation	Planner
Printing	Departmental administrator
Distribution	Departmental administrator

### **Website**



Content	Planner
Preparation	Planner
Uploading	Departmental administrator

**Individual Meetings with Iwi**

Booking	Planner
Set up	Planner
Note taking	Planner
In attendance	Planner (others as required)

**Community meetings**

Booking	Planner
Set up	Planner
Note taking	Community Partner
Facilitation	Independent
Attendance	Parks department

<b>Analysis of comments from the community</b>	Planner
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