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**Report 01.488**

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Report to the Hutt River Floodplain Management Advisory Committee  
from Alistair Cross, Resource Planner, Flood Protection Group

## **Recommending the Draft Hutt River Floodplain Management Plan**

### **1. Purpose**

- To present to the Advisory Committee the Draft Hutt River Floodplain Management Plan to ensure it contains the recommended relief requested by the Committee at its meeting on 24 May 2001.
- To highlight remaining changes and formatting requirements to be made to the document, and present the steps required to complete the Plan.
- To ask the Advisory Committee to request the Upper Hutt and Hutt City Councils consider and endorse the Draft Plan.
- To recommend to the Advisory Committee a mechanism to oversee the final editing and production of the Hutt River Floodplain Management Plan.
- To ask the Advisory Committee to recommend the Draft Hutt River Floodplain Management Plan to the Regional Council's Landcare Committee for its approval and its subsequent referral to the Wellington Regional Council for adoption.

### **2. Background**

#### **2.1 Today's Meeting**

This report discusses the Draft Hutt River Floodplain Management Plan, and the remaining process, drafting and publishing requirements to complete the Plan.

In today's Advisory Committee meeting, the Committee will be asked to:

- Endorse the Draft Hutt River Floodplain Management Plan (Draft Plan), and recommend it to the Landcare Committee.
- Request that the Upper Hutt and Hutt City Councils consider and endorse the Draft Plan.
- Put in place a mechanism to oversee final drafting and production of the Plan.

## 2.2 Recapping the May Advisory Committee Meeting

On 24 May the Advisory Committee considered submissions on the Hutt River Floodplain Management Plan : Consultation Draft (Consultation Draft), and the Draft Utilities and Services Policy. Twenty-five Consultation Draft submissions were considered, following eight oral presentations by submitters. The Advisory Committee also considered six submissions on the Draft Utilities and Services Policy.

The Advisory Committee's recommended amendments to the Consultation Draft have now been incorporated into the Draft Plan.

A schedule of cross-references between the Draft Plan and the Upper Hutt and Hutt City Councils' submissions on the Consultation Draft forms **Attachment 1** to this report.

## 2.3 Drafting and Publishing Requirements

Much work has gone into incorporating the Advisory Committee's recommended amendments and additional text and structural edits into the Draft Plan. However, the document requires additional editing to provide the necessary quality, readability and usefulness for a public audience. A professional editor<sup>1</sup> has been appointed to assist with this work, and already has provided considerable advice on the Draft Plan.

An outline of the amendments to the Consultation Draft and the additional drafting required, is presented in Sections 3 and 4, and will be discussed in more detailed in the presentation to this report on 12 July.

An Advisory Committee mechanism to oversee the drafting and publishing process is discussed in Section 5.

The Draft Plan forms **Attachment 2** to this report and is attached separately.

## 2.4 Ongoing Decision-Making Process

The decision-making steps to finalise the Plan are discussed in Section 6. They include endorsement of the Draft Plan by the City Councils.

## 3. Changes to the Consultation Draft

The project team is delighted to have completed amendments to the Consultation Draft, forming the Draft Hutt River Floodplain Management Plan. These include:

- all amendments recommended by the Advisory Committee at the 24 May meeting, with the exception of changes to figures
- incorporating the Draft Utilities and Services Policy.

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<sup>1</sup> Ray Prebble of Macmillan and Prebble Editorial Consultants has been appointed to carry out professional editing work.

### 3.1 **Improving Structure, Style and Readability**

Major style, structural, readability, and “flow” changes recommended by the professional editor were considered and incorporated where appropriate. In addition, structural and editing changes suggested by the project team have also been added. The major structural changes include:

- forming a new chapter on the Design Standard and its selection process
- combining in separate chapters the structural, non-structural and the Environmental Strategy together with their respective policies.

### 3.2 **Noting Policy Wording Changes**

The amended text includes improved wording for many of the policies. The project team has carefully reviewed these changes to ensure that the policies’ intended meaning has not been altered. The Advisory Committee should particularly note the following policy alterations:

- Policy 29 now reflects the City Councils’ desire for flexibility throughout the implementation of non-structural measures
- Policy 39 provides strong guidance on considering recreational uses, and now has more apparent weight than the other Environmental Strategy policies.

### 3.3 **Amendments to Figures for Next Editing Round**

It should be noted that the Advisory Committee’s recommended amendments to figures will be completed in the next editing phase. They include providing:

- new floodmap titles and annotations
- a ‘before and after’ stopbank profile figure
- annotated structural measures reach plans
- a Melling to Kennedy-Good Bridge reach plan showing stopbank connection points at the margins of the golf courses.

### 3.4 **Input from City Council Officers**

A working version of the Draft Plan was sent to Hutt and Upper Hutt City Council officers to ensure that the City Councils’ approved amendments were appropriately incorporated into the document.

## 4. **Editing and Publishing Changes to Come**

The remaining drafting work is the extensive polishing that the document requires before it is prepared for publishing.

Final drafting, editing and subsequent layout design work will occur during the next two months. This work will result in the Draft Plan’s pre-printed form, and a mock-up version of part of the document will be presented to the Wellington Regional Council on 23 August. Printing will follow during September, ready for the Plan’s launch in October.

The remaining drafting work includes:

- grammatical changes to improve structure, flow and readability
- re-ordering of some sections within the chapters
- final changes to text
- adding a foreword to the document.

Layout design work, prior to publishing the document will cover:

- modifying the layout
- modifying plans, maps and figures
- incorporating photos
- incorporating design elements during typesetting.

Arrangements are currently being made to appoint a layout designer and printer.

## **5. Overseeing Plan Completion**

This report recommends that the Advisory Committee provide a mechanism to oversee the final drafting and production of the Plan, linking in with the relevant decision-making process steps.

It is envisaged that this mechanism would be an important auditing function performed by the Advisory Committee Chairman, during drafting and production, on behalf of the Committee.

At this stage, the critical auditing steps identified are:

1. during the initial Plan design work
2. during development and finalising of the Plan foreword
3. prior to the final typesetting to review the full text, layout and effects, and any recommended changes from the Wellington Regional Council
4. before final printing to view the printed proof.

## **6. The Process Steps to Complete the Plan**

The following steps are required to complete the process, assuming the Advisory Committee recommend the Draft Plan to the Landcare Committee:

1. The Hutt City and Upper Hutt City Councils endorse the Draft Plan
2. The Landcare Committee recommend the Draft Plan, to the Wellington Regional Council, for its adoption.

The City Councils' endorsement of the Draft Plan is a vital step to ensure that both Councils are satisfied with the document's content and intent. This process step should enable the Landcare Committee and Wellington Regional Council to be comfortable with the process to finalise the Draft Plan.

Leeway has been built into the drafting process to incorporate minor changes to the Draft Plan, if the Regional Council's Landcare Committee or the Wellington Regional Council require it.

## 7. Recommendations

*That the Advisory Committee:*

- (1) *Receive the report and note the contents.*
- (2) *Endorse the Draft Hutt River Floodplain Management Plan.*
- (3) *Request the Upper Hutt and Hutt City Councils consider and endorse the Draft Hutt River Floodplain Management Plan.*
- (4) *Recommend the Draft Hutt River Floodplain Management Plan to the Regional Council's Landcare Committee for its approval and subsequent referral to the Wellington Regional Council for adoption.*
- (5) *Agree to the mechanism noted in this report to oversee the final drafting, layout design and publishing of the Hutt River Floodplain Management Plan.*

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**Attachment 1 :** Cross-references to the Upper Hutt and Hutt City Councils' Submissions  
(enclosed separately)

**Attachment 2 :** Draft Hutt River Floodplain Management Plan – July 2001  
(enclosed separately)