

Methodology for assessing issues for inclusion within the proposed plan changes

Steps	Details
Step 1: Determine the scope of the proposed plan changes	The purpose of this step is to determine the scope of the proposed plan changes. This is to ensure that the issues proposed for inclusion cannot be addressed using a Clause 20a or Clause 16 process or are not going to create a policy review.
Step 2: Review of issues and quality assurance	<p>A project team was established to review the issues that were out of scope of PC4 in addition to the issues that continued to be identified by both staff and members of the public. The scope statement developed in step 1 was used to guide this review.</p> <p>The recommendations of the project team were audited by a review panel comprising of senior managers, representatives from the Council's legal and resource consent departments, and Auckland Transport. The review panel sought to ensure the issues proposed to be included within the relevant plan change were within scope of that plan change and most appropriately addressed by the plan change.</p>
Step 3: Issue definition	The issues proposed for inclusion within the plan changes were recorded verbatim from the original source email. As a first step, the project team grouped similar issues and wrote clear issue statements so that it was clear what the plan change is trying to achieve.
Step 4: Research and collection of evidence	<p>Once the issues had been clearly defined, the project team undertook background research to determine how the issue had come about and to build up an evidence basis to support or reject proposed amendments to the plan.</p> <p>Depending on the issue, this process included reviewing recent consent decisions, seeking input from experts, undertaking site visits, consulting with internal and external stakeholders.</p>
Step 5: Development of draft plan change and section 32 evaluation report	The project team drafted amendments to the Unitary Plan to address the various issues and documented the section 32 evaluation process.
Step 6: Identify affected sections of the Unitary Plan	The project team identified an initial index of the sections of the Unitary Plan affected by the proposed amendments. The purpose of the index was to ensure that consequential amendments could be identified and to identify any crossover between different workstreams. It was also used in consulting with stakeholders to determine areas of interest.
Step 7: Stakeholder review of draft plan change and section 32 evaluation report	<p>The proposed amendments and draft section 32 evaluation report was circulated to internal stakeholders for comment and feedback. The internal stakeholders included plan users across the council including the resource consents department, Healthy Waters and Parks Services as well as council controlled organisations such as Auckland Transport and Watercare.</p> <p>Upon receiving this feedback, the proposed amendments and section 32 evaluation report were further refined.</p>
Step 8: Finalise draft plan changes for consultation and notification	This step includes collating the evaluation reports for the proposed plan changes, including the proposed amendments for iwi consultation. Following which, public notification.