

IN THE MATTER

of the Resource
Management Act 1991

AND

IN THE MATTER

of the Queenstown Lakes
Proposed District Plan

REPLY TO MEMORANDUM REGARDING NOTIFICATION TO SUBMITTERS

1. On 4 May 2016 the Hearing Panel received a Memorandum from Mr Goldsmith submitting that it would assist all submitters involved in the Proposed District Plan hearings if the Council staff were directed to notify submitters by email when relevant material is uploaded to the District Plan Review webpage. In this Memorandum Mr Goldsmith provided us with two recent examples of material being uploaded but no such notification being sent out.
2. We apologise for this. We had understood that as material was being uploaded, email notification was being sent out to submitters in the relevant hearing stream advising that the material was available. It appears that we were incorrect in our assumption. We consider it important that all submitters be made aware of material put before the Panel.
3. We have instructed the Council staff that such email notification is to occur. In particular, our instructions are -
 - a) when any material relating to a particular hearing stream is uploaded onto the webpage, an email is to be sent to all submitters whose submissions are to be considered in that hearing stream (whether they are appearing or not), and such email is to contain an appropriate link to enable easy access to the material;
 - b) where the material involves multiple documents, such as the evidence and legal submissions to be heard, the notification email is to go out immediately after all such material received within the time limits specified in the Procedural Minutes has been uploaded;
 - c) where evidence and legal submissions are received late, they are to be marked as late before uploading. Email notification should occur before the close of business on the day that material has been uploaded;

- d) when material is tabled at a hearing, this should be uploaded by the end of the next working day and notification made once all the material for any particular hearing day has been uploaded;
 - e) when any material is uploaded that is not specific to a hearing stream and is of a more general nature, such as Mr Goldsmith's Memorandum and this Reply, notification should go to all submitters.
4. If the Council staff are in any doubt as to which category material falls into, they will seek guidance from the Panel Chair.
5. There may be submitters, or their advisers, who would like to be notified when any material is uploaded. We have instructed the Council staff to create a mailing list for such a group. If any submitter or adviser wishes to be on that list, they should email dp.hearings@qldc.govt.nz with "All Notifications" as the subject and request that they be included on it. Those people should be aware that being on that list means that there will be instances when they receive multiple emails concerning the same documents. We do not expect the Council staff to filter the lists to ensure such duplication does not occur.

For the Hearing Panel

A handwritten signature in blue ink, appearing to read 'Nugent', is written over the typed name.

Denis Nugent (Chair)

6 May 2016