



Report 05.150
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Committee Planning and Monitoring Subcommittee
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Process for considering submissions on proposed LTCCP amendment and proposed 2005/06 annual plan

1. Purpose

To suggest a process for handling submissions both at this meeting and for the follow-up afterwards.

2. Significance of the decision

Both the adoption of an annual plan and the amendment to a long-term council community plan (LTCCP) are deemed significant decisions. In order to make these decisions the Council is required to follow the special consultative procedure set out in section 83 of the Local Government Act 2002. This procedure includes public notification of the Council's proposals and a formal submission process.

3. Background

This meeting completes the public consultation phase on the Council's proposed *Amendment to the Long-term Council Community Plan 2003-2013 and 2005/06 Annual Plan*. The Council must consider both the oral and written submissions it receives at this meeting and must decide if it wants to make changes to the proposed annual plan or proposed amendment to the LTCCP based on the views expressed in those submissions.

2.2 Submissions received

Report 05.151 provides a summary of the 48 submissions received.

2.3 Comments on submissions

Submissions have been circulated to the relevant divisional managers for their comment. These comments will form the basis of responses to submitters. Managers prepare their comments based on current council policy. The style of comments is not intended to preclude councillors from making different or additional comments. All decisions rest with the Council.

2.4 Distribution of submissions and managers' comments

Volumes of all submissions and managers' comments on submissions are sent to councillors along with this order paper. Managers' comments are also sent to oral submitters, so they are informed of Council's current views and policies, and can take them into account when making their oral presentation.

All submissions and managers' comments are public documents. They will be made available to the public on request, unless there is good reason to withhold them, or any part of them, under the Local Government Official Information and Meetings Act 1987.

4. Comment

4.1 Annual plan process

4.1.1 Oral submissions

A primary purpose of the meeting of the Planning and Monitoring Subcommittee is to hear people who wish to make oral submissions in support of their written submissions. It is proposed that each person or group be given the opportunity to speak on their submission (but not read it in full). It is a time for councillors to listen, but there will also be an opportunity for councillors to ask questions, particularly with the aim of clarifying points made by submitters.

Seventeen submitters have requested to be heard this year. We have provided 15-minute timeslots for each submitter.¹ This allows approximately 5 minutes for the submitter to get across their key messages, 5 minutes for councillors to ask any questions of clarification and 5 minutes in case this takes a little longer than expected. A copy of the timetable of oral submissions is included as **Attachment 1** to this report.

4.1.2 Written submissions

The meeting should consider all written submissions, regardless of whether or not an oral submission has been made.

4.2 Process after consideration of all submissions

After considering all submissions it is appropriate for the Subcommittee, if it so wishes, to propose that specific matters be further considered by the Policy, Finance & Strategy Committee at the meeting on 2 May 2005. It is desirable to have management advice on funding, resource and workload implications. I suggest that the Chief Executive Barry Harris be asked to report on these matters as well as any others that could impact on the overall rate requirements.

It is proposed that formal responses be sent to persons and organisations making submissions on the basis of managers' comments or as otherwise directed by the Subcommittee, following the formal adoption of the proposed

¹ Two submitters have requested a 30 minute timeslot – Karori Wildlife Sanctuary and the Wellington Marine Conservation Trust.

annual plan. These should be sent from the Council Chairperson. Under the new requirements of the Local Government Act 2002, reasons must be given for the decisions made, including any decision not to take any action.

At this stage it is proposed the Council adopt the final annual plan and LTCCP amendment at its meeting on 17 May 2005.

5. Recommendations

(1) *That the Subcommittee:*

(a) *receives the report*

(b) *hears the oral submissions*

(c) *considers all written and oral submissions*

(d) *notes the comments from officers on the submissions, and*

(e) *requests the Chief Executive to further report on the implications of any proposals that the Subcommittee considers warrant further consideration at the meeting on 2 May as well as any other matters that will impact on rate requirements.*

(2) *That formal responses be sent from the Council Chairperson to persons and organisations making submissions on the basis of managers' comments or as otherwise directed by the Subcommittee, following formal adoption of the 2005/06 annual plan and amendment to the long-term council community plan.*

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