



Report 08.325
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Committee Annual Plan Hearings Committee
Author Julia White Corporate Strategic Planner

Process for considering submissions on the Proposed 2008/09 Annual Plan

1. Purpose

To brief the Committee on the process for handling submissions, both at this meeting and following the consideration of submissions.

2. Significance of the decision

The adoption of the 2008/09 Annual Plan is a decision for which 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 Proposed Annual Plan, and a formal submission process.

3. Background

3.1 Public Consultation

This meeting completes the public consultation phase on the Council's Proposed 2008/09 Annual Plan. The Committee must consider all oral and written submissions it receives at this meeting, and decide if it wishes to recommend to Council consequent changes to the Proposed 2008/09 Annual Plan.

3.2 Submissions received

Greater Wellington received 124 submissions on the proposed 2008/09 Annual Plan Report 08.326 - Summary of submissions received on the Proposed 2008/09 Annual Plan - provides a summary of these submissions.

3.3 Divisional Managers' responses to submissions

Submissions have been circulated to the relevant Divisional Managers for their response. Divisional Managers prepared their responses based on current Council policy. It is envisaged that these responses will form the basis of the Council's replies to submitters. However, the responses are not intended to

preclude Council from making different or additional comments: all decisions rest with Council.

3.4 Distribution of submissions and managers' responses

Two sets of documents are circulated with this report. They are:

- copies of the submissions; and
- print-outs of the summaries of the submissions and Divisional Managers' responses from the submissions database.

These 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 submission process

4.1.1 Oral presentations

A key purpose of this meeting is to hear oral submissions in support of written submissions. 40 submitters have requested that they be heard. Each submitter has been allocated ten minutes, with additional time allocated for organisations. This allows approximately five minutes for the submitter to present their key points and five minutes for councillors to ask questions of clarification. The timetable of oral submissions is included as **Attachment 1** to this report.

4.1.2 Written submissions

The Committee must consider all written submissions, regardless of whether or not an oral submission has been made. It is suggested that written submissions are taken as read by the Committee, and that councillors only discuss those submissions on which they want to make a particular comment or make changes to Divisional Managers' responses.

4.1.3 Consideration of issues raised in submissions

The principles of consultation, set out in section 82 of the Local Government Act 2002, apply to the submission process. It is important that committee members retain an open mind in the consideration of submissions. Members must be present for the hearings and deliberations in order to participate in the decision making of the committee. There will be an opportunity to discuss the issues raised in both written and oral submissions once all submissions have been heard.

4.2 Process after consideration of submissions

After considering all submissions, the Committee may propose that specific matters be further considered by the Council at its meeting on 10 June 2008. It is desirable to seek management advice on funding, resource and workload implications. It is suggested that the Chief Executive be asked to report on these matters, as well as on any other matters that could impact on overall rate requirements.

It is proposed that formal replies be sent to submitters on the basis of Divisional Managers' responses, or as otherwise directed by the Committee and Council, following the formal adoption of the 2008/09 Annual Plan. It is appropriate that these replies should originate from the Council Chair. Under the Local Government Act 2002, reasons must be given for decisions made, including a decision not to take any action.

It is proposed that Council adopt the 2008/09 Annual Plan at its meeting on 30 June 2008.

5. Additional Item for consideration

Committee members should be aware that the special consultative procedure, which must be followed before the adoption of the Annual Plan, is also being used for the proposed increase in the charge out rate for processing and monitoring resource consents. The same processes which apply to the consideration of submissions on the Proposed Annual Plan also apply to the consideration of submissions on the proposed increase.

6. Recommendations

That the Committee:

1. ***Receives*** the report.
2. ***Notes*** the content of the report.
3. ***Considers*** all written and oral submissions in the manner set out in section 4 of this report;
4. ***Notes*** the responses from Divisional Managers on the submissions;
5. ***Asks*** the Chief Executive to further report on the implications of any proposals that it considers warrant further consideration at the Council meeting on 10 June 2008, as well as on any matters which may impact on rate requirements, and
6. ***Agrees*** that the Council Chair sign the formal replies to all submitters on the basis of Divisional Managers' replies, or as otherwise recommended by the Committee and determined by Council, following formal adoption of the 2008/09 Annual Plan.

Report prepared by:

Report approved by:

Julia White
Corporate Strategic Planner

Jane Bradbury
Divisional Manager,
Corporate and Strategy

Attachment 1: Timetable of Oral Submissions