

Report 12.180  
Date 7 May 2012  
File E/11/01/04

Committee Long-Term Plan 2012-22 Hearing Committee  
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## Process for hearing submissions on the draft Long Term Plan 2012-22

### 1. Purpose

To brief the Long-Term Plan 2012-22 Hearing Committee on the process for considering submissions on the Long Term Plan 2012-22.

### 2. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

#### 2.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that adopting a process for the consideration of submissions be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### 3. Background

At its meeting on 2 May 2012 the Council established the Long-Term Plan 2012-22 Hearing Committee (the Committee) to consider and hear submissions and to make recommendations to the Council on the draft Long Term Plan 2012-22. A copy of the Committee's terms of reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

#### 3.1 Public consultation

This meeting completes the public consultation phase on the draft Long Term Plan 2012-22.

The Committee must consider both the oral and written submissions it receives at this meeting, and must decide what, if any, changes it wishes to recommend to the Council regarding the draft Long Term Plan 2012-22.

### **3.2 Principles of consultation**

Six principles of consultation are set out in the Local Government Act 2002 (the Act). One of these principles is that views presented to a local authority should be accepted with an open mind, and should be given due consideration by the local authority, in making a decision.

It is consistent with best practice that members hearing submissions should be present for the duration of the hearing of the oral submissions.

## **4. Submissions received**

Greater Wellington has received approximately 1300 submissions on the draft Long Term Plan 2012-22.

A copy of all the written submissions has been distributed to members of the Committee (under separate cover). It is suggested, at that meeting, that written submissions are taken as read by the Committee, and that Committee members only discuss those submissions on which they want to make a particular comment.

### **4.1 Late submissions**

Greater Wellington has received 33 late submissions on the draft Long Term Plan 2012-22. It is recommended that the Committee accept the late submissions for consideration. A copy of all late submissions is attached as a separate document. Please note the submissions have not been summarised.

## **5. Submission process**

The purpose of this meeting is to hear oral presentations in support of written submissions. At the time of writing this paper, 120 submitters have confirmed that they wish to be heard on the draft Long Term Plan 2012-22.

Five minutes have been allocated to each submitter. This allows approximately three minutes for the submitter to present their key points and two minutes for Committee members to ask questions of clarification.

The preliminary timetable for the hearing oral submissions is as follows:

Monday 21 May 9.00am until 8pm.

Tuesday 22 May 9.00am until 7pm.

Wednesday 23 May 9.00am until 11.00am.

As some changes to the timetable may be required, a final timetable will be available at the start of the meeting.

## 5.1 Consideration of issues raised in submissions

The Committee must consider all written submissions, regardless of whether or not an oral submission has been made, along with other consultation material.

The principles of consultation set out in section 82 of the Act, apply to the submission process. It is important that Committee members retain an open mind in the consideration of submissions.

Members should 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 written and oral submissions and other consultation material once all submissions have been heard.

## 5.2 Process after consideration of Submissions

The Committee will need to prepare a report to the Council setting out its recommendations on the draft Long Term Plan 2012-22. The report will be considered by the Council at its meeting on 13 June 2012.

It is proposed that each submitter receives a letter identifying the final changes to the draft Long Term Plan 2012-22 agreed by the Council, including the reasons for these changes.

## 6. Communication

The Committee meeting for hearing submissions has been advertised and all oral submitters contacted regarding the hearing date.

## 7. Recommendations

*That the Committee:*

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Accepts** the late submissions received on the draft Long Term Plan 2012-22 for consideration.
4. **Reports** its findings and recommendations to the Council meeting on 13 June 2012.

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