



Report 04.291
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Committee Policy, Finance and Strategy Subcommittee
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Process for consideration of submissions on Greater Wellington's 2004/05 proposed annual plan

1. Purpose

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

2. Background

This meeting completes the public consultation phase on *Towards a sustainable future: Greater Wellington Regional Council's Statement of Proposal, Incorporating the 2004/05 Proposed Annual Plan*.

The statutory process requires preparation of an annual plan, giving public notice and inviting submissions. Submitters must also be given the opportunity to be heard by the Council. The Council must consider all submissions, both oral and written, and decide if it wants to make changes to the proposed plan based on the views expressed in submissions.

2.2 Submissions received

Report 04.292 provides a summary of the 48 submissions received.

2.3 Comments on submissions

Submissions are 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 will be sent to councillors along with this order paper.

All submissions and managers' comments are public documents. They will be made available to the public on request.

3. Comment

3.1 Annual plan process

3.1.1 Oral submissions

A primary purpose of the meeting of the Policy, Finance & Strategy 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.

Twenty-four submitters have requested to be heard this year. We have provided 15-minute timeslots for each submitter. 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. Twenty-three submitters have requested to be heard, and a copy of the timetable is included as Attachment 1 to this report.

3.1.2 Written submissions

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

3.2 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 Monday 14 June. 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.

We propose 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 annual plan. These should be sent from the Council Chairperson, Margaret Shields. 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.

The 2004/05 annual plan must be adopted before 1 July 2004. A Council meeting is scheduled for 30 June 2004 to enable this to occur.

4. Recommendations

- (1) That the Subcommittee:*

 - (a) receives the report*
 - (b) hears the oral submissions*
 - (c) considers all written submissions*
 - (d) notes the comments from officers on the submissions, and*
 - (e) requests the Chief Executive, Barry Harris to further report on the implications of any proposals that the Subcommittee considers warrant further consideration at the meeting on 14 June as well as any other matters that will impact on rate requirements.*

- (2) That formal responses be sent from Council Chairperson, Margaret Shields, to persons and organisations making submissions on the basis of managers' comments or as otherwise directed by the Subcommittee, following formal adoption of the 2004/05 annual plan.*

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