



Report 06.193
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Committee Planning and Monitoring Subcommittee
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Process for considering submissions on proposed ten-year plan and annual plan

1. Purpose

To suggest a process for handling submissions, both at this meeting and following the consideration of submissions.

2. Significance of the decision

Both the adoption of a long-term council community plan (LTCCP) and an annual plan are significant decisions. In order to make these decisions, the Council is required to follow the 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 ten-year plan 2006-2016 (LTCCP) and 2006/07 annual plan. The Planning and Monitoring Subcommittee must consider both the oral and written submissions it receives at this meeting, and must decide if it wishes to recommend that the Policy, Finance, and Strategy Committee and Council make consequent changes to the proposed LTCCP and/or annual plan.

2.2 Submissions received

Greater Wellington had received an unprecedented 402 submissions at the time of writing this report. Report 06.185 provides a summary of these submissions.

2.3 Managers' comments on submissions

Submissions have been circulated to the relevant divisional managers for their comment. These comments will form the basis of the Council's responses to submitters. Managers have prepared their comments based on current Council

policy. The style of comment is not intended to preclude councillors from making different or additional comments, and all decisions rest with the Council.

2.4 Distribution of submissions and managers' comments

All submissions and managers' comments are included with this order paper. There are three volumes of each.

All submissions and managers' comments 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. However, the name and contact details will be removed from those submissions for which the submitter has requested it (only about five).

4. Comment

4.1 LTCCP and 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. At the time of writing, 56 submitters had requested that they be heard. Ten minutes have been allocated to each submitter. 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 Subcommittee 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 Subcommittee, and that councillors only discuss those submissions on which they want to make a particular comment or make changes to managers' comments.

4.1.3 Consideration of issues raised in submissions

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, it is appropriate for the Subcommittee to propose that specific matters be further considered by the Policy, Finance & Strategy Committee, at its meeting on 1 June 2006. 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 responses be sent to submitters on the basis of managers' comments, or as otherwise directed by the Subcommittee, following

the formal adoption of the proposed LTCCP and annual plan. These responses should originate from the Council Chairperson. 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 the Council adopt the final LTCCP and annual plan at its meeting on 29 June 2006.

5. Recommendations

That the Subcommittee:

- (1) *receives the report*
- (2) *hears the oral submissions*
- (3) *considers all written and oral submissions in the manner set out in section 4 of this report*
- (4) *notes the comments from 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 meeting on 1 June 2006, as well as on any matters which may impact on rate requirements, and*
- (6) *agrees that formal responses be sent by the Council Chairman to all submitters on the basis of managers' comments, or as otherwise recommended by the Subcommittee, following formal adoption of the 2006-16 long-term council community plan and 2006/07 annual plan.*

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