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Committee Annual Plan 2014/15 Hearing Committee  
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## **Process for hearing submissions on the draft Annual Plan 2014/15 and other matters that are the subject of concurrent consultation**

### **1. Purpose**

To brief the Annual Plan 2014/15 Hearing Committee on the process for considering submissions on the draft Annual Plan 2014/15 and other matters that are the subject of concurrent consultation.

### **2. Background**

At its meeting on 9 April 2014 the Council established the Annual Plan 2014/15 Hearing Committee (the Committee) to consider and hear submissions and to make recommendations to the Council on the draft Annual Plan 2014/15 and other matters which are the subject of concurrent consultation. A copy of the Committee's terms of reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

#### **2.1 Public consultation**

The hearing completes the public consultation phase on the draft Annual Plan 2014/15. The Council concurrently consulted on:

- proposed integrated delivery of water services
- the draft Regional Public Transport Plan 2014 (PT Plan).

The hearing will have two parts: submissions on the draft Annual Plan 2014/15 (including the proposed integrated delivery of water services) will be considered on 27 May, and submissions on the draft PT Plan will be considered on 28 and 29 May. However, where submitters have requested an oral hearing on both the Annual Plan 2014/15 (including the proposed integrated delivery of water services) and the draft PT Plan, they have been invited to speak once, as scheduling allows.

## **2.2 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 should be present for the substantial part of the hearing and deliberations in order to participate in the decision-making of the Committee.

## **3. Submissions received**

85 submissions have been received on the draft Annual Plan 2014/15. Of the 85 submissions, 26 referred to the proposed integrated delivery of water services. In addition, 618 submissions have been received on the draft PT Plan.

A copy of all the written submissions has been distributed to members of the Committee (under separate cover). It is suggested 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.

### **3.1 Late submissions**

Two late submissions were received on the draft Annual Plan 2014/15 (including the proposal for integrated water services). It is recommended that the Committee accept the late submissions for consideration. The late submissions (circulated by email) are from the Tawa Community Board and Wellington City Council.

Three late submissions were received on the draft PT Plan. It is recommended that the Committee accept the late submissions for consideration. All draft PT Plan submissions were circulated together; the late submissions are from the New Zealand Transport Agency, Wellington City Council, and the Wellington City Council Accessibility Advisory Group. It is recommended that the Committee accept the late submissions for consideration.

## **4. Submission process**

The purpose of the hearing is to hear oral presentations in support of written submissions. At the time of writing this paper, 44 submitters have confirmed that they wish to be heard on the draft Annual Plan 2014/15 and matters of concurrent consultation. 119 submitters have indicated that they wish to be heard on the draft PT Plan, 10 of which overlap with the draft Annual Plan 2014/15 and will be heard at the hearing on 27 May.

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

Tuesday 27 May 9.30am until 6.30pm.

Wednesday 28 May 9.30am until 5.00pm.

Thursday 29 May 9.00am until 5.00pm.

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

#### **4.1 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.

#### **4.2 Deliberations**

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 Annual Plan 2014/15, the proposed integrated delivery of water services, and the draft Regional Public Transport Plan. Deliberations will take place during the course of the hearing.

#### **4.3 Process after consideration of Submissions**

The Committee will need to prepare a report to the Council setting out its recommendations on the draft Annual Plan 2014/15 (including the proposed integrated delivery of water services). In addition, it will also need to report on its recommendations on the draft PT Plan.

It is proposed that each submitter receives a letter identifying the final changes to the draft Annual Plan 2014/15 and other matters which are the subject of concurrent consultation agreed by the Council, including the reasons for these changes.

### **5. Communication**

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

### **6. 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.

#### **6.1 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 the matter 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.

### **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 Annual Plan 2014/15 (including the proposal for integrated water services), for consideration.*
4. *Accepts the late submissions received on the draft Regional Public Transport Plan 2014 for consideration.*
5. *Reports its findings and recommendations to the Council.*

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