



## NOTICE OF MEETING

# LONG TERM COUNCIL COMMUNITY PLAN AND ANNUAL PLAN SPECIAL COMMITTEE

I hereby give notice that an Ordinary Meeting of the Long Term Council Community Plan and Annual Plan Special Committee will be held on:-

<b><u>DATE:</u></b>	<b>Monday,</b>	<b>20 October 2003</b>	<b><u>TIME:</u></b>	<b>9.30 am</b>
	<b>Thursday,</b>	<b>30 October 2003</b>		<b>9.30 am</b>
	<b>Friday</b>	<b>21 November 2003</b>		<b>9.30 am</b>

**VENUE:** Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City

to consider the business as set out herein and to take any necessary action connected therewith.

28 October 2003

Ngareta Delamere  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8820

### MEMBERSHIP:

Councillor	JM	Clews, QSO, JP (Chairperson)
Mayor	Bob	Harvey, QSO, JP (Deputy Chairperson)
Deputy Mayor	CA	Stone
Councillors	DQ	Battersby, JP
	BA	Brady, JP
	RP	Dallow, QPM, JP
	AC	Fenton
	OE	Hoskin, MNZM, JP
	PA	Hulse
	JP	Lawley
	GE	Nash, JP
	VS	Neeson, JP
	GB	Presland
	GW	Russell, JP
	DA	Yates, JP

(Quorum 5 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

# WAITAKERE CITY COUNCIL



**AGENDA FOR AN ORDINARY MEETING OF THE LONG TERM COUNCIL COMMUNITY  
PLAN AND ANNUAL PLAN SPECIAL COMMITTEE TO BE HELD IN THE CIVIC  
CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON MONDAY, 20 OCTOBER 2003, COMMENCING AT 9.30 AM.**

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**AGENDA FOR AN ORDINARY MEETING OF THE LONG TERM COUNCIL COMMUNITY PLAN AND ANNUAL PLAN SPECIAL COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON MONDAY, 20 OCTOBER 2003, COMMENCING AT 9.30 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



### **3 CONFIRMATION OF MINUTES**

Ordinary Friday, 6 June 2003  
Reconvened Tuesday, 10 June 2003  
Wednesday, 11 June 2003  
Thursday, 12 June 2003  
Friday, 13 June 2003  
Monday, 16 June 2003  
Tuesday, 17 June 2003  
Friday, 20 June 2003  
Monday, 23 June 2003  
Tuesday, 24 June 2003  
Thursday, 26 June 2003  
Friday, 27 June 2003

### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Long Term Council Community Plan and Annual Plan Special Committee held on Friday, 6 June 2003 and Reconvened on Tuesday, 10 June 2003, Wednesday, 11 June 2003, Thursday, 12 June 2003, Friday, 13 June 2003, Monday, 16 June 2003, Tuesday, 17 June 2003, Friday, 20 June 2003, Monday, 23 June 2003, Tuesday, 24 June 2003, Thursday, 26 June 2003 and Friday 27 June 2003, as circulated, be taken as read and now be confirmed.



### **4 PREPARATION OF THE 2004/2005 ANNUAL PLAN**

#### **PURPOSE OF THE REPORT**

The purpose of this report is to outline the process for the Long Term Council Community Plan and Annual Plan Special Committee to consider issues in relation to the preparation of the Annual Plan 2004/2005 and proposed further meetings are scheduled for 30 October 2003 and 21 November 2003.

#### **BACKGROUND**

Council adopted its ten year Long Term Council Community Plan on 30 June 2003. Waitakere City was one of nine councils to adopt a Long Term Council Community Plan under the transitional provisions of the Local Government Act 2002. The 2003/2004 Annual Plan was incorporated as part of the Long Term Council Community Plan 2003-2012.

The 2004/2005 Annual Plan is Year 2 of the Long Term Council Community Plan. This means the 2004/2005 Annual Plan's main framework and service programme/levels are largely set. Significant changes to the 2004/2005 work programme would require a statutory amendment to the Long Term Council Community Plan. This would require full consultation on the amendment and Audit Office review. The 2004/2005 Annual Plan process has been planned on the basis of no significant changes to the Long Term Council Community Plan.

## **STRATEGIC CONTEXT**

Each year Council produces a work programme (the Annual Plan) for the City over the coming financial year. The Annual Plan sets out the services and activities Council will deliver, what it will cost, and how it will be paid for and how it supports the Council's strategic vision. This requirement continues under the new Local Government Act 2002.

## **MEETINGS/WORKSHOPS**

In order to assist in the preparation and review of Year 2 of the Long Term Council Community Plan, it is planned to hold two meetings in October 2003 and a further meeting in November 2003. The purpose of these meetings is to enable the identification of any key issues, information requirements, clarification and high-level direction of the Committee. This will assist guidance and direction of staff work planning, budgeting and reporting material for the Stage 1 Deliberations material and adoption/production of the draft 2004/2005 Annual Plan.

It is intended that the Committee at their meeting will break into a workshop to discuss matters concerning the Annual Plan for 2004/2005. This will provide a platform for a wide range of issues to be discussed.

This workshop will cover:

- Legislative requirements for the preparation of the Annual Plan 2004/2005;
- Strategic alignment of the Annual Plan 2004/2005;
- Financial issues (including debt level) in the current Annual Plan and 2004/2005;
- Priorities and outcomes in the current Annual Plan and 2004/2005;
- Communications Plan for the 2004/2005 Annual Plan;
- 2004/2005 Annual Plan document format.

The discussions from the workshop will be used to further assist staff in the development of the draft Annual Plan 2004/2005 to be considered by the Committee in February 2004.

### **Meeting 30 October 2003**

At this meeting it is intended to cover Infrastructural Asset Management and any issues arising from the meeting of 20 October 2003.

### **Meeting 21 November 2003**

This is scheduled to address any further issues raised by the Committee to assist in the preparation of the draft Annual Plan 2004/2005.

## DRAFT TIMING

The table below shows the indicative timeline for the preparation of the 2004/2005 Annual Plan. The meeting dates will be considered by Council later in the year when the draft 2004 Council Meeting Schedule is presented.

Meetings/Action	Dates
Long Term Council Community Plan/Annual Plan Special Committee Workshops (Preparation, key issues, information requirements, clarification and high level direction of the Committee)	20 October 2003 30 October 2003 21 November 2003
Stage 1 Deliberations Meetings	27 February - 11 March 2004
Draft Annual Plan approved	11 March 2004
Public submission period begins	13 April 2004
Public submission period ends	13 May 2004
Hearings	4 June -18 June 2004
Stage 2 Deliberations Meetings	22 June - 29 June 2004
Final adoption of 2004/2005 Annual Plan	30 June 2004

**Table 1: Timeline for the Preparation of the 2004/2005 Annual Plan.**

## CONCLUSION

Three meetings/workshops have been scheduled to assist in the preparation of the draft 2004/2005 Annual Plan. These meetings are intended to ensure any issues raised by the Committee are addressed in a timely manner.

## RECOMMENDATIONS

1. That the information be received.
2. That the Long Term Council Community Plan and Annual Plan Special Committee begin preparatory discussions and work towards completing the 2004/2005 Annual Plan, including identifying any key issues, information requirements, clarification and high-level direction of the Long Term Council Community Plan and Annual Plan Committee.

Report prepared by: Dick Guy, Corporate Planner.

