



Waitakere City Council  
*Te Taiao o Waitakere*

## 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:-

<u>DATE:</u>			<u>TIME:</u>	
	Friday,	4 June 2004		9.30 am
	Tuesday,	8 June 2004		3.00 pm
	Wednesday,	9 June 2004		3.00 pm
	Friday,	11 June 2004		9.30 am
	Tuesday,	15 June 2004		3.00 pm
	Thursday,	17 June 2004		9.30 am
	Friday,	18 June 2004		9.30 am
	Tuesday,	22 June 2004		9.30 am
	Wednesday,	23 June 2004		9.30 am
	Friday,	25 June 2004		9.30 am
	Monday,	28 June 2004		9.30 am
	Tuesday,	29 June 2004		9.30 am

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 May 2004

Ngareta Delamere  
**COMMITTEE SECRETARY**  
Telephone (09) 836 8000 extn 8552

### 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, QSM, 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.)

**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 FRIDAY, 4 JUNE 2004, 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 FRIDAY, 4 JUNE 2004, 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, 27 February 2004
Reconvened	- Monday, 1 March 2004
Reconvened	- Tuesday, 2 March 2004
Reconvened	- Friday, 5 March 2004

**RECOMMENDATION**

That the minutes of the Ordinary Meetings of the Long Term Council Community Plan and Annual Plan Special Committee held on Friday, 27 February 2004 and Reconvened on Monday, 1 March 2004, Tuesday, 2 March 2004 and Friday, 5 March 2004, as circulated, be taken as read and now be confirmed.



4 **ANNUAL PLAN 2004/2005 HEARINGS AND DECISIONS AND AMENDMENTS TO THE LONG TERM COUNCIL COMMUNITY PLAN**

**PURPOSE OF THE REPORT**

The purpose of this report is to advise the Long Term Council Community Plan and Annual Plan Special Committee of the process for the hearings and decisions for adopting the final Annual Plan 2004/2005 and adoption of the amendments to the Long Term Council Community Plan.

**BACKGROUND**

Submissions on the draft Annual Plan 2004/2005 were open from 13 April 2004 until 13 May 2004. This year around 420 submissions have been received, compared with 1,940 last year, which included 1,500 on Water Funding and Privatisation of Services. Policies for adoption in this process include the Heritage Strategy and Action Plan and the Economic Development Strategy.

A Statement of Proposal to amend the Long Term Council Community Plan was approved for public consultation from 30 April 2004 to 1 June 2004. The amendments were to provide for adoption of the following policies:

- Development Contributions and Financial Contributions Policy
- Rates Remission Policy
- Rates Postponement Policy
- Amendment to the Revenue and Financing Policy

and consequential financial impacts.

Submissions on these are still being processed and hearings will be held in conjunction with those on the Annual Plan 2004/2005.

**STRATEGIC CONTEXT**

The Annual Plan 2004/2005 is year two of the Long Term Council Community Plan adopted in 2003. Annual Plan consultation is an exercise in providing the community with a voice with regard to Council decisions each year. As long term planning processes become more embedded in both Council and community processes, it is expected that the Long Term Council Community Plan will become the main focus of consultation.

The community outcomes which consultation support are, in particular, Sustainable Development, Treaty of Waitangi, and Active Democracy.

**PROCESS FOR HEARING AND DECISIONS**

It is proposed to follow the procedures used successfully over the previous few years for the hearing and decisions process. The target date for Council to adopt the final Plan and the Statement of Proposal to amend the Long Term Council Community Plan is 29 June 2004.

The process has two stages. The first is the submission hearings and the second is the decision process.

## Hearings

A1-A9

The hearings provide the submitters with the opportunity to speak to their submission. Generally speakers have been allocated 10 minutes each to outline the main points of their submission. Councillors and Te Taumata Runanga and Community Board Chairpersons, or a representative of Te Taumata Runanga or the Community Board, have the opportunity to ask questions of the speaker on any points which may need clarification. The draft schedule of speakers as attached at pages A1 to A9.

The material to be considered as part of the hearing and decisions process includes:

- a checklist of all issues which includes a précis of points in submissions, the responsible Unit for responding to the submission, and the area by Strategic Platform;
- full public submissions.

The above material and an updated schedule of speakers will be circulated under separate cover.

## Decisions

The material to be considered as part of the decision process includes Unit commentaries and recommendations on public submissions (grey books). This material will be circulated under separate cover for the decisions meeting scheduled to commence Tuesday, 22 June 2004.

There will also be the opportunity for the Special Committee to request further information during the early stages of the decision deliberations. Reports can then be brought back where possible to assist in concluding the deliberations. In addition, any proposed changes to the final Plan or to matters concerning the amendments to the Long Term Council Community Plan will be provided to the meeting through the Chief Executive under separate cover.

## TIMETABLE

The meeting schedule for the adoption of the Annual Plan 2004/2005 and amendments to the Long Term Council Community Plan is as follows:

DAY	DATE	MEETING	TIME
Friday	4 June 2004	Hearing	9.30 am
Tuesday	8 June 2004	Hearing	3.00 pm
Wednesday	9 June 2004	Hearing	3.00 pm
Friday	11 June 2004	Hearing	9.30 am
Tuesday	15 June 2004	Hearing	3.00 pm
Thursday	17 June 2004	Hearing	9.30 am
Friday	18 June 2004	Hearing	9.30 am
Tuesday	22 June 2004	Decisions	9.30 am
Wednesday	23 June 2004	Decisions	9.30 am
Friday	25 June 2004	Decisions	9.30 am
Monday	28 June 2004	Decisions	9.30 am
Tuesday	29 June 2004	Decisions	9.30 am
Tuesday	29 June 2004	Special Council Adoption of Final Plan	12.00 noon

## **CONCLUSION**

The statutory periods for submissions on the draft Annual Plan for 2004/2005 and the Statement of Proposal to amend the Long Term Council and Community Plan have closed. The Special Committee must now hear oral submissions and consider all consultation material. In order to comply with the Local Government Act 2002 the final Annual Plan and amendments to the Long Term Council Community Plan must be adopted by 30 June 2004.

## **RECOMMENDATION**

That the information be received.

Report prepared by: Andrew Pollock, Director: Finance and Ann Magee, Director: Strategy and Development.

