



Report 08.610
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Committee Parks, Forests and Utilities Committee
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Process for considering submissions on the Concessions Policy Review

1. Purpose

To agree to a process for handling submissions on the Parks and Forests' Concessions Review.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the *Local Government Act 2002*. The decisions only relate to the process for handling the submissions Greater Wellington Regional Council (GWRC) has received on the Concessions Review.

3. Background

3.1 Introduction

The Concessions Policy for GWRC's parks and forests is being reviewed. Previous reports to the Committee have provided information about the development of the new Concessions policy (Report Nos 07.245, 08.290). Draft Concessions Guidelines were approved by Council on 30 June 2008 and feedback has been sought from the public using the Special Consultative procedure outlined in section 83 of the *Local Government Act 2002*.

The draft Concessions Guidelines were publicly advertised on 2 July and submissions were invited until 11 August 2008. This meeting completes the consultation process on the Concessions policy review. GWRC received 16 submissions and is expecting to hear three oral submissions. It is important that the Committee agrees a robust and transparent process for considering the submissions GWRC receives. At this meeting the Committee will be hearing oral submissions and considering written submissions advising officers of their recommendation as to any changes that should be made to the draft Concessions Guidelines.

3.2 Process for hearings

The Hearings and deliberations for the Concessions Policy Review will be held from 9.30 am, in the first part of the Parks, Forests and Utilities Committee meeting. The Committee will need to:

- Hear oral submissions
- Consider written submissions
- Deliberate
- Advise officers how to proceed.

3.3 Oral submissions

Oral submissions provide submitters with the opportunity to speak to the Committee face to face about the key issues raised in their submission. It is a time for Committee members to listen but there is also the chance for members to ask questions, particularly with the aim of clarifying points made by submitters.

Officers have provided a 10 minute timeslot for each oral submission. This allows approximately five minutes for the submitters to get across their key messages (but not read their submission in full) and five minutes for Committee members to ask questions of clarification.

3.4 Written submissions

All Councillors have been provided with a copy of the written submissions that GWRC has received. Report No. 08.615 provides a summary of the key points raised in the written submissions.

3.5 Process after consideration of all submissions

The Committee's recommendations must be made in light of the submissions that have been received. Officers will then prepare a paper for the following Parks, Forests and Utilities Committee meeting where recommendations to Council can be made.

4. Communications

Formal replies will be sent to all submitters who have supplied their contact details once Council has made its decisions.

5. Recommendations

That the Committee:

1. ***Receives*** the written submissions Greater Wellington Regional Council has received on the Concessions Policy Review.
2. ***Hears*** submitters' oral presentations.

3. *Agrees to the process for considering these submissions and making recommendations to the officers.*

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