

STAFF REPORT

TO: Chair and Members, Corporate Services Committee
FROM: Susan Edwards, Strategic Development Manager
REFERENCE: A503
SUBJECT: Annual Plan 2011/2012 Timeline – RFN10-11-07

Purpose

To provide Councillors with the timeline for the preparation of the Annual Plan 2011/2012 for their information.

Background

Every year Council is required to prepare an annual plan by 30 June for the subsequent financial year starting 1 July.

The process for preparing the annual plan is prescribed in the Local Government Act 2002 (LGA 2002). The Council is required to prepare a draft annual plan and summary document and to consult on those documents using a Special Consultative Procedure (which is also prescribed in the LGA 2002). As part of the process, the Council is required to call for submissions on the documents and to hold a hearing of those submitters wishing to be heard.

The Council then prepares a final annual plan following consideration of the submissions on the draft annual plan.

Discussion

The timeline is attached to provide Councillors with an indication of the process used for preparing the annual plan and to provide you with the dates of critical meetings for you to attend.

Significance

The content of this report is not significant in terms of Council's significance policy.

Recommendation

Officers recommend that Councillors note the information on the Annual Plan process and the attached timeline and that you set aside the Council meetings and workshop dates in your diaries.

Suggested Resolution

THAT the Corporate Services Committee notes the contents of the report and the timeline for preparation of the Annual Plan 2011/2012.

Susan Edwards
Strategic Development Manager