

Chairperson and Committee Members
STRATEGY AND POLICY COMMITTEE

31 JANUARY 2019

Meeting Status: **Public**

Purpose of Report: For Decision

2018-2021 POLICY WORK PROGRAMME

PURPOSE OF REPORT

- 1 This report presents the proposed three-year Council Policy Work Programme (PWP) 2018-2021 for adoption.

DELEGATION

- 2 The Committee has delegation to consider this matter under Section B.1 of the Governance Structure & Delegations, which states this Committee “will deal with all strategy and policy decision-making that is not the responsibility of Council. Key responsibilities will include: (a) Setting and approving the policy and strategy work programme.”

BACKGROUND

2016-2018 Policy Work Programme

- 3 The previous PWP was approved by Council in April 2016 for the period from April 2016 to June 2018. At the time of the previous PWP, it was acknowledged that there were capacity constraints that limited the amount of policy work Council could undertake in any given year. These constraints included:
 - a) Central government’s drive to pass new legislation devolving responsibilities for some policies to local councils, thereby increasing the number of legislatively-mandated policies on the PWP;
 - b) The capacity of the community to engage, without causing consultation fatigue or confusion; and
 - c) The political capacity to lead and represent the community, on top of the wider Council organisational work programme, and the capacity of the organisation to undertake this work.
- 4 Since the last programme update on 20 July 2017, six items on the programme have been completed (refer Table One).

Table One: 2016-2018 Council Policy Work Programme – Completed since 20 July 2017

Topic	Completed
Regional Waste Minimisation Plan	Adopted 10 August 2017
Kapiti Local Easter Shop Trading Policy 2017	Adopted 7 December 2017
Earthquake Prone Dangerous & Insanitary Buildings Policy 2006	Replaced by Dangerous & Insanitary Buildings Policy 2018 on 14 June 2018
Long Term Plan	Adopted 28 June 2018
Control of Alcohol in Public Places Bylaw	Adopted 6 December 2018
Trade Waste Bylaw	Adopted 24 January 2019

The remainder of the items in the previous work programme have been carried into the new PWP for 2018-2021 (refer Table Two).

Table Two: 2016-2018 Council Policy Work Programme – In progress

Topic	Update
Freedom Camping Policy	Periodic reporting initiated March 2018
Proposed District Plan	Appeals process underway
Dog Bylaw and Policy	To Council on 14 March 2019
Class 4 Gambling & TAB Board Venue Gambling Policies*	To Council on 14 March 2019
Stormwater Management Strategy Review	Underway – to complete Dec 2021
Beach Bylaw Review	Start February 2019
Towards a Sustainable Transport System 2008 Review	To resume June 2019
Environmental (Monitoring) Strategy	Not yet underway

* Omitted from PWP, but required by legislation.

CONSIDERATIONS

2018-2021 Policy Work Programme

- 5 In reviewing the PWP for the next three years, consideration was given to:
 - a) Legislative obligations;
 - b) Long Term Plan (LTP) outcomes and deliverables which set the priority focus for Council; and
 - c) The relationships between the projects, their logical dependencies, and timeframes for succession planning.
- 6 Details of the full PWP are provided, with drivers and LTP outcomes identified where applicable, in Appendix 1.

Legislative obligations

- 7 A number of the bylaws and policies on the PWP are driven by legislative obligations that require the development of new, and review of existing, policies and bylaws. (See Appendix 2 for more information on the legislatively mandated bylaws and policies.)
- 8 Specifically, over the current three-year cycle (1 July 2018 to 30 June 2021):
 - a) eight bylaws and five policies are due for review, with a further policy to be considered for development;
 - b) two WREMO Plans are to be developed; and
 - c) work will continue on:
 - the Proposed District Plan appeals and subsequent variations;
 - the NPS UDC reports, which will lead into the Development Management Strategy review; and
 - the Long Term Plans, Annual Plans, Annual Reports, and Quarterly Reports.

Long term plan outcomes and deliverables

9 Council's LTP outcomes for the next 10 years are:

3-year focus

- Improved financial position against financial constraints
- Infrastructure investment that supports resilience and agreed growth projections
- Improved accessibility of Council services
- A positive response to our distinct district identity
- An effective response to climate change in Kāpiti

10-year focus

- Community satisfaction with Council services is maintained or improved
- A more diverse range of businesses in the District
- A community that is more resilient through Council's advocacy
- A community better supported to lead initiatives in response to agreed community priorities
- Improved biodiversity and environment through sustainable practices
- WREMO levels of service consistently met or exceeded in response to emergency preparedness.

10 The PWP aligns with both the three-year and 10-year outcomes of Council, particularly in regards to Council's focus on ensuring capacity for growth and enabling a thriving economy, while focusing on climate change and ensuring our communities are resilient and safe.

11 In addition, many of the policies included in the PWP are specifically identified in the LTP and activity plans. (See Appendix 3 for more information on these policies.)

12 In addition to the legislatively mandated bylaws and policies (as discussed in paragraphs 7 and 8), the LTP commitments include work on the review and/or development of:

- a) eleven strategies;
- b) two policies;
- c) two plans;
- d) a potential bylaw;
- e) a subdivision development guide and subsequent plan change; and
- f) five pieces of work that contribute towards the development of a strategy or policy (e.g. land audit, speed limit review, etc).

Other strategy and policy work

13 During the development of the PWP, eight additional projects have been identified for which there is a strong business need, but they have been neither

legislatively mandated nor included in the LTP. (See Appendix 4 for more information on these policies.)

- 14 The programme of work to be completed over the next three years – which includes the legislative obligations, long term plan deliverables, and other strategy and policy work – is both challenging and resource hungry. As always, there is the need to balance those policies which are legislatively required with the LTP commitments and priorities.
- 15 In developing this new PWP, staff have met with Group Managers and Activity Managers, and reviewed the strategic direction and outcomes of the LTP, to pull together a PWP that reflects the work to be completed within existing resources.

LEGAL CONSIDERATIONS

- 16 Legal Counsel has confirmed the timeframes for the review of all policies which have a legal driver or a mandatory review.

FINANCIAL CONSIDERATIONS

- 17 There are no immediate financial implications from the adoption of the PWP. As part of the LTP development, the PWP has been progressed to ensure delivery of key workstreams and necessary budgets have been allocated.

TĀNGATA WHENUA CONSIDERATIONS

- 18 Through representation on TWOK, all three iwi were represented in the development and adoption of the LTP, which has informed the development of this PWP.
- 19 As the implementation of the PWP is carried out over the next three years, planning to ensure that individual projects are created in partnership with tāngata whenua will be undertaken.

STRATEGIC CONSIDERATIONS

- 20 One of the key considerations for the development of the PWP has been to align it to the 3-year and 10-year priorities of Council. As noted above, staff have worked with the Group Managers and Activity Managers to align the PWP with each group's work streams and activity management plans.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 21 Council's agreement of this PWP has a low degree of significance. The degree of significance for each individual policy project will be identified as each policy project is progressed.

Consultation and engagement

- 22 The LTP consultation covered a number of issues that have been reflected in the outcome of this PWP (e.g. growth, sustainability, climate change, etc).
- 23 Further engagement and consultation planning will be undertaken for each policy project as appropriate and in accordance with Council's Significance and Engagement Policy.

RECOMMENDATIONS

24 That the Council adopt the 2018-2021 Policy Work Programme.

Report prepared by	Approved for submission	Approved for submission
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Senior Policy Advisor, Strategy & Planning	Group Manager, Regulatory Services	Acting Group Manager, Strategy and Planning

ATTACHMENTS

Appendix 1: Policy Work Programme 2018-2021

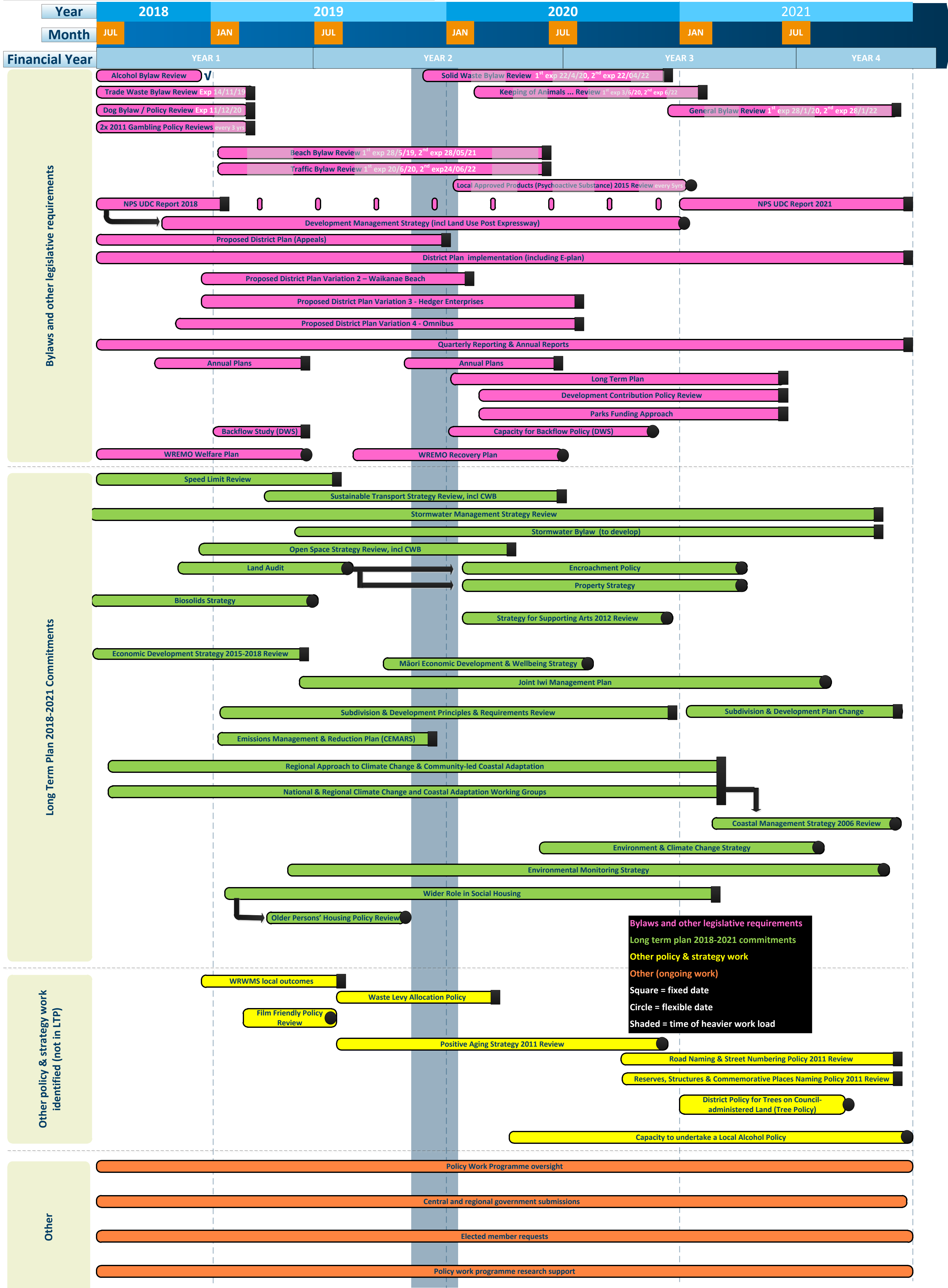
Appendix 2: Policy Work Programme 2018-2021 – Bylaws and other legislative requirements

Appendix 3: Policy Work Programme 2018-2021 – Long term plan commitments

Appendix 4: Policy Work Programme 2018-2021 – Other policy and strategy work

Appendix 1: Policy Work Programme 2018-2021

<<< See separate document. >>>



Bylaws and other legislative requirements
Long term plan 2018-2021 commitments
Other policy & strategy work
 Other (ongoing work)
 Square = fixed date
 Circle = flexible date
 Shaded = time of heavier work load

Appendix 2: PWP 2018-2021 – Bylaws and other legislative requirements

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
Alcohol in Public Places Bylaw	To enhance the safety of the public & allow responsible enjoyment of public places	LGA 2002	Completed Dec 2018	A community that is more resilient through Council's advocacy
Trade Waste Bylaw	To manage trade waste discharges that enter the Kāpiti wastewater system	LGA 2002	To complete by Jan 2019	Infrastructure that supports resilience & agreed growth projections
Dog Bylaw and Policy	To promote better care & control of dogs on the Kāpiti Coast	Dog Control Act 1996	To complete by Mar 2019	Community satisfaction with Council services is maintained
Class 4 Gambling Policy & TAB Board Venue Gambling Policy	To regulate number and location of pokie machines & TAB Board venues	Gambling Act 2003, Racing Act 2003	To complete by Mar 2019	A community that is more resilient through Council's advocacy
Beach Bylaw	To manage human activities on the beach & protect the beach environment	LGA 2002	Feb 2019 – June 2020	Improved environment through sustainable practices
Traffic Bylaw	Sets requirements for parking & control of traffic on any road, public car park, reserve or other public place owned or controlled by KCDC	LGA 2002, Land Transport Act 1962	Feb 2019 – June 2020	Community satisfaction with Council services is maintained
Solid Waste Bylaw	To monitor & regulate collection, transportation, disposal & management of waste & encourage reduction of waste	LGA 2002, Waste Minimisation Act 2008, Litter Act 1979	Oct 2019 – Oct 2020	Infrastructure that supports resilience & agreed growth projections

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
Keeping of Animals, Bees & Poultry Bylaw	Manages keeping of animals, bees & poultry throughout the District	LGA 2002	Mar 2020 – Mar 2021	Improved biodiversity & environment through sustainable practices
General Bylaw	Generic administrative provisions common to all Council bylaws	LGA 2002	Nov 2020 – Nov 2021	BAU Council activity
Local Approved Products Policy (Psychoactive Substance)	Restricts the location of retail 'legal high' outlets to reduce harm from psychoactive substances in the District.	Psychoactive Substances Act 2013	Jan 2020 – Feb 2021	A community that is more resilient through Council's advocacy
NPS-UDC Reporting	Assessments & reporting required on the National Policy Statement on Urban Development Capacity	RMA 1991	Primary report due Mar 2019 and Dec 2021. Quarterly updates in between.	Infrastructure investment that supports resilience and agreed growth projections
Development Management Strategy	Framework for sustainable development & growth	RMA 1991, LGA 2002, and PDP	Nov 2018 – Jan 2021, drawing on evidence from NPS-UDC reports	A community better supported to lead initiatives in response to agreed community priorities; a positive response to distinct district identity
PDP Appeals	Appeals on the Proposed District Plan (PDP)	RMA 1991	To complete by Dec 2019	A more diverse range of businesses in the District
District Plan Implementation (including E-plan)	Implementing District Plan	RMA 1991	Ongoing	Improved accessibility of Council services

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
PDP Variation 2 – Waikanae Beach	Variation to provisions in PDP for Waikanae Beach area	RMA 1991 and PDP Appeals	To complete by Feb 2020	Improved accessibility of Council services
PDP Variation 3 – Hedger Enterprises	Variation to provisions in PDP related to Hedger Enterprises appeal	RMA 1991 and PDP Appeals	To complete by June 2020	Improved accessibility of Council services
PDP Variation 4 - Omnibus	Variation to make a number of small amendments to the PDP	RMA 1991 and PDP Appeals	To complete by June 2020	Improved accessibility of Council services
Quarterly Reporting & Annual Reports	Reporting on Council progress every quarter within financial year June-July	LGA 2002	Ongoing	Improved accessibility of Council services
Annual Plans	Makes changes to LTP in response to legislation & other projects during LTP 3-year cycle.	LGA 2002	June 2019, June 2020	Improved accessibility of Council services; Improved financial position against financial constraints
Long Term Plan	Sets direction, financial & infrastructure strategies & budget for 20 years, 2018-2038	LGA 2002	To complete by June 2021	Improved accessibility of Council services; Improved financial position against financial constraints
Development Contribution Policy	To ensure that infrastructure costs are funded by developments that lead to growth	LGA 2002	To complete by June 2021	Infrastructure investment that supports resilience & agreed growth projections
Parks Funding Approach	Related to Reserves Funding Policy (part of Finance Strategy)	LGA 2002	To complete by June 2021	Infrastructure investment that supports resilience & agreed growth projections

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
Backflow study (DWS)	Ensures security of wastewater & stormwater infrastructure	Health Act 1956, Health (Drinking Water) Amendment Act 2007, NZ Drinking Water Standards	To complete by June 2019	
Capacity to undertake a Backflow Policy (DWS)	Ensures security of wastewater & stormwater infrastructure	Health Act 1956, Health (Drinking Water) Amendment Act 2007, NZ Drinking Water Standards	2020, drawing on evidence from Backflow study	
WREMO Welfare Plan	Welfare Plan for District for emergency preparedness	CDEM Act 2002	To complete by June 2019	WREMO levels of service consistently met or exceeded in response to emergency preparedness
WREMO Recovery Plan	Recovery Plan following an emergency	CDEM Act 2002	Aug 2019 – June 2020	WREMO levels of service consistently met or exceeded in response to emergency preparedness

Appendix 3: PWP 2018-2021 – Long term plan commitments

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
Speed Limit Review	Review of speed limits in rural areas and Paraparaumu, Raumati and Paekākāriki.	LTP	To complete by June 2019	A community that is more resilient through Council's advocacy
Sustainable Transport Strategy, incl CWB	To manage and provide for sustainable transport on the Kāpiti Coast.	LTP	June 2019 – June 2020	Improved environment through sustainable practices
Stormwater Management Strategy	To manage the District's stormwater & provide protection from effects of flooding.	LTP	To be completed by Dec 2021	Infrastructure that supports resilience & agreed growth projections
Stormwater Bylaw	To manage the District's stormwater & provide protection from effects of flooding.	LTP	If it is determined via the Stormwater Management Strategy review that a bylaw is required, it will be completed by Dec 2021	Infrastructure that supports resilience & agreed growth projections
Open Space Strategy, incl CWB	Vision for provision & management of open space in the District for next 20-50 years	LTP	To be completed by Mar 2020	Positive response to our distinct district identity; improved biodiversity & environment through sustainable practices
Land Audit	Review of Council-owned land	LTP	To be completed by Aug 2019	Improved financial position against financial constraints
Property Strategy	Deciding outcomes for Council land following land audit	LTP	If it is determined via the Land Audit that a Property Strategy is required, it will be completed by Mar 2021	Improved financial position against financial constraints

Encroachment Policy	Set Council's policy for encroachment requests onto Council-owned land	Not specifically mentioned in the LTP or AMPs, but discussed by Council as a possible outcome of the Land Audit	If it is determined via the Land Audit that an Encroachment Policy is required, it will be completed by Mar 2021	Improved accessibility of Council services
Biosolids Strategy	Complete the biosolids disposal strategy for adoption by Council	LTP	To be completed by June 2019	Improved financial position against financial constraints; improved biodiversity and environment through sustainable practices
Strategy for Supporting the Arts 2012	Guides the Public Art Panel, which oversees the public art programme.	LTP	Feb 2020 – Nov 2020	A positive response to our distinct district identity
Economic Development Strategy 2015-2018	To foster development of an economy that performs at its full potential	LTP	To be completed by June 2019	A more diverse range of businesses in the district; improved financial position against financial constraints
Māori Economic Development & Wellbeing Strategy	Build & leverage collective resources, knowledge, skills, leadership & capability to better position Māori to thrive	LTP, LGA 2002; Tiriti o Waitangi	Oct 2019 – June 2020	A community better supported to lead initiatives in response to agreed community priorities
Joint Iwi Management Plan	Recognises & provides for Māori cultural values and interest in the natural & physical resources in the District	LTP, LGA 2002; Tiriti o Waitangi	June 2019 – June 2021	A community better supported to lead initiatives in response to agreed community priorities
Subdivision Development Principles and Guidelines	Update of Principles & Requirements to align with current Council direction	LTP, RMA 1991	Jan 2019 – Dec 2021	Infrastructure investment that supports resilience and agreed growth projections
Emissions Management & Reduction Plan (CEMARS)	Tracks how Council measures, manages and reduces greenhouse gas emissions (carbon footprint)	LTP, RMA 1991	Jan 2019 – Dec 2019	An effective response to climate change in Kāpiti

Regional Approach to Climate Change and Community-led Coastal Adaptation	To define regional approach to climate change	LTP, RMA 1991	Ongoing	An effective response to climate change in Kāpiti
National/Regional Working Groups	To create cohesive national and regional framework for responding to climate change	LTP, RMA 1991	Ongoing	An effective response to climate change in Kāpiti
Coastal Strategy	To guide management of coastal environment	LTP, RMA 1991	Mar 2021 – Dec 2021	An effective response to climate change in Kāpiti
Environment & Climate Change Strategy	Sets out Council's commitment to a better environment	LTP, RMA 1991	June 2020 – June 2021	An effective response to climate change in Kāpiti
Environmental Monitoring Strategy	Feedback mechanism to detect & understand changes in the environment on the Kāpiti Coast.	LTP, RMA 1991	May 2019 – Nov 2021	Improved biodiversity & environment through sustainable practices
Wider Role in Housing	Determining Council's wider role in housing – social, papakainga, private	LTP	Jan 2019 – Mar 2021	A community that is more resilient through Council's advocacy
Older Persons' Housing Policy	Consideration of divestment or retention & interim funding of housing for older persons	LTP	May 2019 – Sept 2019	A community that is more resilient through Council's advocacy

Appendix 4: PWP 2018-2021 – Other policy and strategy work

Policy	Descriptor	Driver	Timeframe	LTP Outcome 3-10 years
WRWMS local outcomes	Plan for the local outcomes of the Wellington Region Waste Minimisation Strategy	WRWMS	Dec 2018 – July 2019	A community that is more resilient through Council's advocacy
Waste Levy Allocation Policy	Establishes guidelines for the disbursement of waste levy allocation funds	MfE Waste Minimisation Fund	July 2019 – Mar 2020	A community that is more resilient through Council's advocacy
Film Friendly Policy	Policy required by Screen Wellington for when they grant licences for filming in the Kāpiti Coast District.	Screen Wellington	To complete by Mar 2019	A more diverse range of businesses in the district; a positive response to our distinct District identity
Positive Aging Strategy 2011 Review	Foundation for policy, planning & project work to enhance & improve quality of life for older people within the District.	Older Persons' Council; Accessibility Advisory Group	June 2019 – Nov 2020	A community that is more resilient through Council's advocacy
Road Naming & Street Numbering Policy Review	Naming & numbering of new Council roads	LGA 2002	Sep 2020 – Dec 2021	Positive response to our distinct district identity
Reserve, Structures, and Commemorative Place Naming Policy Review	Naming of reserves, structures & commemorative places	Tiriti o Waitangi	Sep 2020 – Dec 2021	Positive response to our distinct district identity
District Policy for Trees on Council-administered Land	Ongoing stewardship of trees on Council administered land	Roading and PAOS	Jan 2021 – Sep 2021	Improved biodiversity & environment through sustainable practices
Capacity to undertake a Local Alcohol Policy	To reduce alcohol-related harm & crime in Kāpiti	Enabled by the Sale and Supply of Alcohol Act 2012	Mar 2020 – Dec 2021	A community that is more resilient through Council's advocacy