

**Chairperson and Committee Members**  
CORPORATE BUSINESS COMMITTEE

22 SEPTEMBER 2011

Meeting Status: **Public**

Purpose of Report: For Approval

**PROCESS - 2012 LONG TERM PLAN**

**PURPOSE OF REPORT**

- 1 This report sets out an overall programme for the development of the 2012 Long Term Plan with a general indication of what is involved at each stage.

**SIGNIFICANCE OF DECISION**

- 2 The Council's Significance Policy is not triggered by this report.

**BACKGROUND**

- 3 The Local Government Act 2002 requires a review of the Long Term Plan every three years. The previous review took place in 2008/09 and the new LTCCP was adopted by 30 June 2009.
- 4 The LTP must be adopted before the beginning of the first year to which it relates. The LTP sets out the activities, plans and policies for at least a ten year period and must be formally updated every three years. It was previously called a Long Term Council Community Plan (LTCCP) until it was renamed by the Local Government Act 2002 Amendment Act 2010.
- 5 The primary purpose of an LTP is to:
  - describe the activities of the Council;
  - provide integrated decision making (between the Council and the community) and coordination of resources;
  - describe the community outcomes;
  - provide a long term focus for the Council's decision and activities;
  - provide a basis for accountability to the community; and
  - provide an opportunity for community participation.

**CONSIDERATIONS**

- 6 The preparation of the 2012 LTP provides the first significant opportunity for Council to present a new twenty year plan that reflects their vision for the Kāpiti Coast.
- 7 The preparation process effectively commenced after the 2010 election when Council received detailed briefings on each of the 16 activities that make up the 2009 LTCCP. Since then Elected Members have spent an extensive amount of time considering draft Asset Management Plans (AMP). The AMP work programme forms a significant part of the planning programme to achieve a LTP

by 30 June 2012. Corporate Business Committee members have also indicated through the receipt of quarterly Activity Reports a number of Key Performance Measures that they wish to see changed.

- 8 The general timeline is broken into two calendar year parts. The timeline through to Christmas 2012 is attached as Appendix 1 to this report (SP-11-353). The focus, as discussed by Elected Members at the 13 September 2011 briefing, is to provide information around the remaining activities that are non-asset based. The presentation format will be similar to the draft Asset Management Plans, but on a smaller scale.
- 9 Elected Members will also receive information on other key issues such as energy, impacts of government policy, funding splits and compliance resourcing (for food, health, liquor, bylaws, District Plan and Resource Consents) etc.
- 10 In the new calendar year Elected Members will need to turn their focus to the big picture areas: this includes development of the Financial Strategy, overall review of programmes and costs against considerations such as rates impact, affordability, debt levels and risk management considerations. It will also need to establish priorities for levels of service within a limited resource base. It must have regard for the 10-12 year programme and not just for the next three years.
- 11 In preparation for this a session for Council facilitated by Mike Richardson is scheduled for 2 and 3 November 2011 at which attendees will have a first discussion of priorities and focus for the next 10 years. Material will be provided prior to that session. Prior to that discussion you will also have a briefing on affordability issues with a formal paper on affordability to follow in November. That affordability paper will not address the impact of Council's work programme, but will set the scene in terms of overall pressures on the programme. The key dates for 2012 will be included in the draft 2012 meetings calendar to be reviewed at an upcoming Council meeting.

### Financial Considerations

- 12 The 2011/12 Annual Plan includes provision to meet the costs of developing the LTP. These include costs of consultation, communications and advertising, printing and publishing, specialist technical advice and administration support.

### Legal Considerations

- 13 The process is consistent with the Local Government Act 2002 and the associated audit work programme to be undertaken by Ernst and Young will ensure ongoing compliance.

### Delegation

- 14 The Corporate Business Committee has delegated authority to consider this report under the following delegation in the Governance Structure, Section B.3.7:

*“LTCCP (Long Term Council Community Plan)*

- 7.4 Authority, within the strategic direction established by Council, to:
- *Develop and make recommendations to Council on the following:*
    - *Revenue and Financing;*
    - *Rating;*
    - *Treasury management;*
    - *Financial management.”*

### Consultation

- 15 The formal consultation around the draft LTP will be designed to meet the legislative requirements for a Special Consultative Procedure. This element will be included in the LTP Communications Strategy discussed in paragraph 18 below.

### Policy Implications

- 16 There are no policy implications arising from this report.

### Tāngata Whenua Considerations

- 17 Te Whakaminenga o Kāpiti will receive a briefing on the LTP process at their next regular meeting with a view to them considering how they will input to the process.

### Publicity Considerations

- 18 A LTP Communications Strategy covering general communications and consultation will be prepared and reported back for consideration. It will describe how the Council intends to engage and communicate with stakeholders in the development of the LTP.

## RECOMMENDATIONS

- 19 That the Corporate Business Committee approves the process timeline outlined as detailed in Appendix 1 of report SP-11-353.

**Report prepared by:**

**Approved for submission by:**

Sharon Foss  
**Manager, Corporate Planning and Reporting**

Gael Ferguson  
**Group Manager, Strategy and Partnerships**

## Appendix 1

<u>2011</u>	<u>Long Term Plan Timelines - Briefings / Workshops / Meetings</u>	
<b>September</b>	Thurs <b>22</b>	CBC 9am Formal paper on LTP process
	Tues <b>27</b>	<i>CBC</i> <i>9.30am - 11am</i> Briefing To follow CBC <i>CBC to hear Submitters re LG Funding Agency.</i> Libraries, Arts and Museums Solid Waste <i>Note: May include Expressway update if needed</i>
<b>October</b>	Tues <b>4</b>	Briefing 9.30 – 11.30am Supporting Environmental Sustainability Governance and Tangata Whenua
	Tues <b>11</b>	Briefing 1.30pm – 4.30pm LTP: Affordability Report (Stage 1) Rates Remissions Policy Energy Costs Government Policy
	Tues <b>18</b>	Briefing 9am – 1.30pm Social Wellbeing – incl. health and education role Water – Waikanae Catchment Any other issues / matters arising
	Thurs <b>20</b>	Briefing 9am – 1.30pm Environmental Protection Activity – Activity costs plus focus on compliance resourcing for food, health, liquor, bylaws, District Plan and Resource Consents.

<b><u>Long Term Plan Timelines - Briefings / Workshops / Meetings</u></b>		
<b>November</b>	Wed 2 Thurs 3	2 days Workshop with Mike Richardson - priorities and focus for next 10 years
	Tues <b>8</b>	Briefing 9am –3pm Funding Splits and Fees and Charges Building Control and Resource Consents Differentials Coastal Capital Value Development Management
	Tues <b>15</b>	Briefing LTP 9.00 – 12noon <i>District Plan 1–4.30pm</i> Other Funding Splits – Cemeteries, Pools, Parking Enforcement Other Funding Sources Community Facilities Housing Report <i>Followed by briefing on District Plan update on 6 x consultant’s reports at 1pm.</i>
	Tues <b>22</b>	Briefing 1.30pm-4.30pm Active Recreation Role Managed Retreat Risks
	Tues <b>29</b>	Briefing LTP 9.00 – 12noon <i>District Plan 1–4.30pm</i> Economic Development Treasury Management Policies Other income sources <i>Followed by (if required) continuation of briefing on District Plan update on 6 x consultant’s reports at 1pm.</i>
<b>December</b>	Thurs <b>8</b>	Briefing after CBC if needed Back-up time if needed

<b>2012</b>	<b><u>Long Term Plan Timelines - Briefings / Workshops / Meetings</u></b>
<b>January</b>	
<b>February</b>	<p data-bbox="719 434 1046 465"><u>Big Picture Focus Areas</u></p> <p data-bbox="719 468 959 499">Financial Strategy</p> <p data-bbox="719 501 1018 533">Programmes and Costs</p> <p data-bbox="719 535 948 566">Levels of Service</p> <p data-bbox="719 568 1050 600">Other Delivery Initiatives</p> <p data-bbox="719 602 1222 633">Revenue and Financing Policy Review</p> <p data-bbox="791 636 1326 667">– Building Control &amp; Resource Consents</p> <p data-bbox="301 651 368 683"><b>TBC</b></p>