

**Mayor and Councillors**  
COUNCIL

17 MARCH 2016

Meeting Status: **Public**

Purpose of Report: For Decision

## **FUTURE KAPITI: 2016-17 CONSULTATION DOCUMENT**

### **PURPOSE OF REPORT**

- 1 This report recommends that the Council adopt a Consultation Document (CD) for the purposes of consulting on the Futurekāpiti 2016/17 Annual Plan.

### **DELEGATION**

- 2 Only the Council can adopt the Consultation Document.

### **BACKGROUND**

- 3 The Local Government Act 2012 as amended in 2014 requires council to prepare and adopt an Annual Plan by 30 June. Councils are not required to consult on the content of an annual plan provided that it contains no significant material differences from the content of the Long Term Plan to which it relates.
- 4 However where there are significant or material differences then the Council must consult on these proposed changes. Examples of material differences include changes to existing levels of service, significant new expenditure – not previously signalled in the Long Term Plan, changes to the limits in the Council's financial strategy or changes to our rates and borrowing projections.
- 5 This Council has indicated that it wishes to engage and consult with the community on the proposed changes to year 2 of the Long Term Plan regardless of whether or not any of the changes proposed trigger the Council's significance and engagement policy.
- 6 The Act forbids councils to consult on the draft Annual Plan, instead requiring the production of a consultation document (CD) which may not simply be a summary of the proposed annual plan. Councils are required to decide what issues and initiatives proposed should be discussed with the community and therefore included in the CD. Details of the issues must be available to the public so they can inform themselves more fully before providing feedback on the draft Annual Plan.
- 7 It is inevitable that minor editorial changes will be required to be made between the CD being adopted by Council and its publication. Officers recommend delegation to the Mayor, Chair of the Corporate Business Committee and the Chief Executive to approve such editorial changes.

### **CONSIDERATIONS**

- 8 A plain English consultation document (CD) has been produced that updates the community on the progress that has been made through the first year of the *Futurekapihi* 2015-35 Long Term plan and outlines proposed changes including

costs and rates impacts (where applicable) to year 2 of the *Futurekapiti* 2015-35 Long Term plan.

- 9 The CD invites the community to provide their views on those proposed changes.
- 10 In addition the CD also provides a financial overview including a summary of proposed changes to the Councils existing fees and charges structure. It also provides details of where to find additional information.
- 11 The CD is being produced as a small, printed publication which will be made available at Council service centres, libraries and facilities such as the pools.
- 12 The electronic format of the CD provided on the Council's website will be interactive enabling viewers to easily navigate between the CD and detailed underpinning information.
- 13 The design of this CD is deliberately similar to that used for consultation on last year's *Futurekapiti* 2015-35 Long Term plan to make a direct link to the Long Term Plan and to reinforce that this Annual Plan is primarily about delivering on year 2 of the *Futurekapiti* 2015-35 Long Term plan. It also enables the reuse of all the design elements.
- 14 The community will be invited to provide feedback through a range of channels. They can make a submission online, use the form in the back of the consultation document or use a separate hard copy form that will also be available in libraries and service centres. They can also email their feedback and this will be treated as a submission. Members of the community making a submission will be invited to advise if they wish to also speak to their submissions during the hearings process.

## Policy considerations

- 15 There are no proposed changes to the Council's existing policies as contained in the *Futurekapiti* 2015-35 Long Term plan that impact on this CD.

## Legal considerations

- 16 The production of the CD meets the requirements of the Local Government Act 2002.

## Financial considerations

- 17 The CD contains financial information concerning rates and borrowings movements as part of the financial summary and proposed changes to fees and charges. Additional financial information will be available on the Council's website or by referencing the *Futurekapiti* 2015-35 Long Term plan.
- 18 The proposed average rates increase for the 2016/17 financial year is 4.6% which is unchanged from our LTP forecast.

## Tāngata whenua considerations

- 19 The ART forum of the three local iwi – Te Ātiawa, Ngāti Raukawa and Ngāti Toa Rangatira has provided a vision statement for inclusion at the beginning of the CD.

## SIGNIFICANCE AND ENGAGEMENT

### Degree of significance

- 20 This matter has a low level of significance under Council policy. The changes being proposed to year 2 of the current *Futurekapiti* 2015-35 Long Term Plan are not significant under the Council's Significance and Engagement policy.

### Consultation

- 21 A consultation process is planned to occur between 4 April 2016 and 29 April 2016. This will be followed by an opportunity for submitters to the consultation process to be formally heard by Council during the week beginning 16 May 2016.

### Engagement planning

- 22 The engagement plan is focused on consultation on the Council's change proposal for year 2 of the *Futurekapiti* 2015-35 Long Term Plan and will be supported by the CD attached to this paper.

### Publicity

- 23 A communications and engagement approach has been developed to inform the community about the proposed changes to year 2 of the existing *Futurekapiti* 2015-35 Long Term plan and in addition to the CD provides an inactive way for the public to obtain information and make an electronic submission through the Council's website, adverts in local newspapers, the development and placement of a one page Kapiti Update that will appear in both local newspapers.
- 24 The Council will also encourage participation on the consultation process through the use of Facebook, the mayoral column, media and a drop in opportunity to allow the community to meet and discuss the proposals with Councillors and staff.

## RECOMMENDATIONS

- 25 It is recommended that the Council:
- 25.1 adopts the Consultation Document attached to report SP-16-1837 as a basis for consulting with the community on the draft *Futurekapiti* 2016/17 Annual Plan;
- 25.2 delegates to the Mayor, Chair of the Corporate Business Committee and Chief Executive the authority to approve minor editorial changes to the material contained in Appendices 1-12 attached to report number SP-16-1836 prior to publication.

**Report prepared by**

**Approved for submission**

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**ATTACHMENT**

**Appendix 1** 2016/17 *Futurekapiti* Annual Plan Consultation Document