

**Mayor and Councillors**  
COUNCIL

21 APRIL 2016

Meeting Status: **Public**

Purpose of Report: For Decision

## **POLICY WORK PROGRAMME**

### **PURPOSE OF REPORT**

- 1 This report presents the proposed three year organisational Policy Work Programme for adoption.

### **DELEGATION**

- 2 The Council has the authority to make decisions on this matter.

### **BACKGROUND**

#### **Policy context**

- 3 Over time, the Council has developed a large number of strategies, policies and plans. A stocktake was undertaken last year. More than ninety strategies, policies and plans were identified as existing, under development, or potentially in need of development. Although this stocktake provided only a snapshot in time, it is clear that working with and on this large number is not practical or sustainable for the Council.

#### **Pressure to increase the number of policies and review existing policies**

- 4 In addition, there continues to be pressures to create new policies. There are a number of drivers which contribute to this, including:
  - Central government continues to create new legislation which devolves responsibility to local councils for policies, which creates a significant amount of additional work. A recent example is the Local Approved Products (Psychoactive Substances) Policy.
  - The increased pace of change in the community, due in large part to the Expressway.
  - Other economic and social drivers.
- 5 This level of change means that existing policies need to be reviewed more often to remain relevant, and that, combined with increasing demand for new policy initiatives, requires the Council to take a sustainable, programmed and prioritised approach.

#### **Strategic Policy Framework and Approach**

- 6 To address this need, a Strategic Policy Framework, provided as Appendix 1, has been developed as a tool to provide a more cohesive strategic direction. Using a framework provides significant benefits to the organisation as it:

- Provides a bridge between the council outcomes and activities, linking the wider Organisational Work Programme firmly to the vision of a vibrant, diverse and thriving Kāpiti. It emphasises the importance of the iwi partnership and situates this partnership within the framework.
  - Will increase effectiveness, and help support the overall Organisational Work Programme. It seeks to simplify the multiplicity of strategies, policies and plans and the connections between them. The framework defines 'strategies', 'policies' etc. to encourage standardisation. It also identifies the division between 'how we deliver' and when we 'engage and consult'.
  - Identifies lifecycles for new documents and those already in existence.
- 7 Informed by this framework, a rolling schedule of reviews will ensure that all strategies, policies, plans and bylaws are monitored, reviewed as necessary, and retired as appropriate. Further tools are being developed to support improved practice and standardisation, monitoring and evaluation. The framework will be used to reduce the number of policy documents over time.
- 8 This work builds on the work on the review of bylaws outlined in the report SP-15-1705, entitled Status of Council Bylaws, which was before the Audit and Risk Subcommittee on 29 September 2015.

## CONSIDERATIONS

### Process to identify the policy priorities

- 9 The Policy Work Programme recommends that a maximum of three to four strategy, policy, plan and bylaw initiatives is manageable each year, on top of other engagement and consultation processes required by legislation. This equates to progressing twelve prioritised strategies, policies or plans to be worked on over the next three years, on top of those dictated by legislation, such as bylaws.
- 10 A considered approach to the Policy Work Programme is required as there are capacity constraints at all levels for engagement; including:
- The capacity of the community to engage, without creating consultation fatigue or confusion.
  - The political capacity to lead and represent the community on top of the wider Organisational Work Programme, the unexpected, and the constraints of the election cycle.
  - The capacity of the organisation to undertake this labour intensive work within a full Organisational Work Programme.
- 11 We must also ensure that there is capacity to deal with potential new policy demands, such as Easter Trading.
- 12 A collaborative development approach was undertaken with Councillors, using a stringent prioritisation process, to develop the Policy Work Programme. The process has determined the critical few that must be done to support our strategic direction, as outlined in the LTP, and to make sure we meet legislative requirements.

## Recommended Policy Items

13 The Policy Work Programme is outlined below with indicative timing for those without a legally mandated timeframe. The policy items which are driven by legislation and have a legally mandated timeframe are listed first, with those which the council has some discretion over listed next. Discretion is largely limited to the timing of these items and their priority.

### Policy Work Programme

Topic	Mandate	Timing
<b>Bylaws - Legislation</b>		
Alcohol in Public Places	Legislation	By 2018
Cemeteries (incl. natural burials)	Legislation	In development
Fire Prevention	Legislation	In development
Other incl. Trade Waste, Dog and Dog Policy, Beach etc.	Legislation	2017 onwards
Public places (Trading, Freedom Camping Policy)	Legislation	2016/17
<b>Other Legislative Requirements</b>		
Annual Plans / Long Term Plans	Legislation	Annual
Proposed District Plan	Legislation	Hearings underway
Priority Buildings Policy	Legislation	2016/17
Regional Waste Minimisation Plan	Legislation	2016/17
<b>High Priority</b>		
Community Facilities Strategy	LTP	2016/17
Engagement and Communications Strategy	LTP	Completed
Local Alcohol Policy	Legislation	2016/17
Storm water Management Strategy	LTP	2018
Towards a Sustainable Transport System 2008 – review	LTP	2016/17
Community Futures	LTP	2015/18
Environmental Strategy	LTP	2016/17
ED development strategies	LTP	2014/16

- 14 Further information about the purpose of each of the policy items in the table above is provided with an explanation of why they are a priority in Appendix 2.
- 15 The new Council will review the Policy Work Programme at the beginning of the next triennium. The programme will also be reviewed in line with the Annual Plan and Long Term Plan processes.

### Legal considerations

- 16 Legal advice was sought to confirm the timeframes for the review of policies which have a legal driver.

### Financial considerations

- 17 There are no immediate financial implications from the adoption of the Policy Work Programme.

### Tāngata whenua considerations

- 18 The importance of the partnership with Tāngata Whenua is reflected in the Strategic Policy Framework.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

- 19 The Significance and Engagement Policy has informed the development of the Strategic Framework. This matter has a low degree of significance. The degree of significance for each policy project will be identified as each policy project is scoped.

### Consultation already undertaken

- 20 The Policy Work Programme has been developed in collaboration with Councillors. Engagement and consultation planning will be undertaken for each policy project as appropriate.

### Engagement planning

- 21 Consultation planning for each item in the Policy Work Programme will be informed by the Significance and Engagement Policy.

## RECOMMENDATIONS

22 That the Council adopt the Policy Work Programme 2016-2018 recommended in SP-16-1846.

**Report prepared by**                      **Approved for submission**    **Approved for submission**

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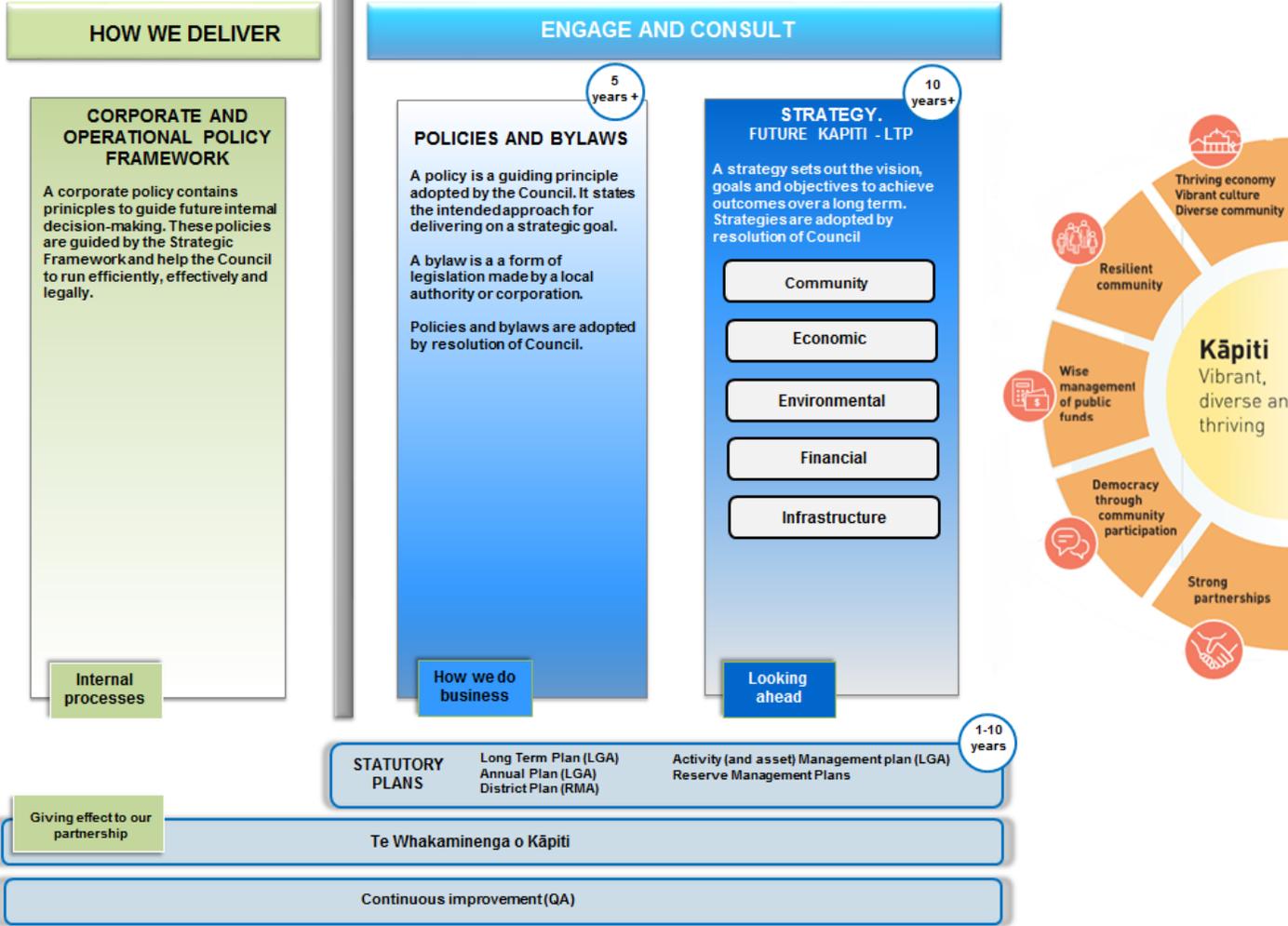
## ATTACHMENTS

Appendix 1    Strategic Policy Framework

Appendix 2    Policy Items

Appendix 1

STRATEGIC POLICY FRAMEWORK



## Appendix 2

## Policy Items

Name	Purpose	Why it is a priority
Community facilities strategy	To provide a strategic framework to guide the council's decisions on investing in community facilities over the next 20+ years. The proposed scope includes: facilities owned and managed by council; facilities owned or operated by a third party which have an on-going funding relationship with council and provide public access to the facility; facilities owned by council and leased by other parties; council owned land, and detailed development planning for Otaraau Park	The key drivers are to ensure existing facilities are fit for purpose, address gaps or duplication in provision and needs for community facilities, and meet future demand arising from population growth and changing user expectations
Community Futures	Collaborative work to develop a vision for Waikanae Beach, Paekākāriki, and Ōtaki. Will provide evidence for possible plan changes	This project helps communities adjust and make the best of the change brought by the Roads of National Significance (RoNS). The first community project is Waikanae Beach which does not have a local outcomes statement. While Ōtaki and Paekākāriki have existing local outcome statements, these statements become less relevant over time. The community futures projects for Ōtaki and Paekākāriki will help these communities adjust as they revisit their visions

Economic development strategies (Business attraction, and Māori development strategy)	Action Plans arising from the Economic Development Strategy	Under the Economic Development Strategy, there are two sub-strategies requiring work. Economic development is about building healthy economies in order to have healthy communities. Good economic development can: improve household income; improve GDP growth; improve the liveability of the district; create local employment, and attract business and visitors
Engagement & Communications Strategy	Articulating strategic direction for communications and engagement activity that helps achieve the council's vision of a vibrant, diverse and thriving district	Improving engagement and communication is a core focus areas for this council. Excellent engagement and communication supports the Organisational Work Programme
Environmental Strategy	To provide an overarching high level statement on the council's approach to environmental management	Environmental management is a core business of council and the council has legislative responsibilities for the environment. Council activities have significant impacts on the environment. This strategy will also improve overall coordination and clarity about how the council assists environmental groups and improve interaction with government and non-government agencies
Local Alcohol Policy	The purpose of the Local Alcohol Policy (LAP) is to reduce alcohol-related harm. Preparatory work includes research and exploring the possibility of setting up an alcohol accord with licensees and agencies to work together to promote a safer community	A LAP will provide a policy framework for individual decisions on alcohol licensing. Currently, the District Licensing Committee is experiencing difficulties addressing cumulative effects and other issues within the confines of per-application decision-making

Review of the 2008 Stormwater management strategy	Review the prioritisation of storm water management investment	This review will respond to the changes in projections due to climate change (storm events, levels of service), as well as respond to legislative drivers (e.g. fresh water discharges), the recent flooding, and development management impacts. It will also allow for alignment with the new GWRC Regional Plan and the Whaitua process for managing water resources
Review of the 2008 Towards a sustainable transport system	New transport hierarchy required by NZTA by 2018	This review needs to occur so as to align with the NZTA mandatory One Network Classification, it will also allow for a considered response to the impacts for the network from the expressways, and potential changes in modes of travel and transport and funding