

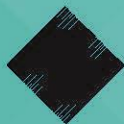
MEETING - AGENDA -

Ngā Take

ANNUAL PLAN AND LONG TERM PLAN COMMITTEE

Komiti Kaupapa Tiro Whakamua

APLTP1
Tuesday, 17 December 2019
Council Chambers
Barkes Corner, Tauranga
9.30am



**Western Bay of Plenty
District Council**

Annual Plan and Long Term Plan Committee

Membership

Chairperson	Cr John Scrimgeour
Deputy Chairperson	Cr James Denyer
Members	Mayor Garry Webber Cr Grant Dally Cr Mark Dean Cr Murray Grainger Cr Anne Henry Cr Christina Humphreys Cr Monique Lints Cr Kevin Marsh Cr Margaret Murray-Benge Cr Don Thwaites
Quorum	6
Frequency	Quarterly

Role:

- To manage the process of development of the Annual Plan, Long Term Plan and amendments, including the determination of the nature and extent of community engagement approaches to be employed.

Scope:

- To undertake on behalf of Council all processes and actions precedent to the final adoption of the Annual Plan, Long Term Plan and any amendments including, but not limited to:
 - the development of consultation documents and supporting documentation,
 - community engagement approaches and associated special consultative processes (if required), and
 - the review of policies and strategies required to be adopted and consulted on under the Local Government Act 2002 including the financial strategy, treasury management strategies and the infrastructure strategy.
- To listen to and receive the presentation of views by people and engage in spoken interaction with people pursuant to section 83(1)(d) of the Local Government Act 2002 in relation to any processes Council undertakes to consult on under the special consultative procedure, as required by the Local Government Act 2002 or any other Act.
- To engage with Council's external auditors regarding the audit work programme for the Long Term Plan and agree the terms and arrangements of the external audit.
- To review the effectiveness of the Long-Term Plan audit or any audit relating to an amendment to the Long-Term Plan.

Power to act:

- To make all decisions necessary to fulfil the role and scope of the Committee subject to the limitations imposed, including the adoption for the purposes of consultation under the Local Government Act 2002 of the consultation document and supporting documentation.
- To receive external and internal audit reports in relation to the Long Term Plan and any amendments to the Long Term Plan.
- To approve the Auditor's engagement and arrangement letters in relation to the Long-Term Plan and any amendments to the Long Term Plan.

Power to recommend:

- To Council and/or any Committee as it deems appropriate.

Power to sub-delegate:

The Committee may delegate any of its functions, duties or powers to a subcommittee, working group or other subordinate decision-making body subject to the restrictions on its delegations and provided that any sub-delegation includes a statement of purpose and specification of task.

Notice is hereby given that a Annual Plan and Long Term Plan Committee Meeting will be held in the Council Chambers, Barks Corner, Tauranga on:
 Tuesday, 17 December 2019 at 9.30am

Order Of Business

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- 1 **PRESENT**
- 2 **IN ATTENDANCE**
- 3 **APOLOGIES**
- 4 **CONSIDERATION OF LATE ITEMS**
- 5 **DECLARATIONS OF INTEREST**
- 6 **PUBLIC EXCLUDED ITEMS**
- 7 **PUBLIC FORUM**
- 8 **PRESENTATIONS**

9 REPORTS

9.1 RECOMMENDATORY REPORT FROM THE KATIKATI COMMUNITY BOARD - DRAFT 2020/21 ANNUAL OPERATING BUDGET

File Number: A3638201

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Annual Plan and Long Term Plan Committee is required to consider the recommendations and resolve accordingly. The following options are available to the Annual Plan and Long Term Plan Committee and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Annual Plan and Long Term Plan Committee to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Katikati Community Board

RECOMMENDATION

1. That the Annual Plan and Long Term Plan Committee adopt the Katikati Community Board Operating Budget for 2020/21.

<u>Operating Costs</u>	2021	
Conference / Training	2,000	
Contingency	2,000	
Grants	8,000	
Mileage Allowance	2,000	
Security	6,500	
Street Decoration	4,500	
C E Miller Bequest	14,888	
Salaries	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
Inter Departmental Charges		
TOTAL OPERATING COSTS		

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
-

RECOMMENDATION FROM THE KATIKATI COMMUNITY BOARD – 20 NOVEMBER 2019**K1.8 Draft 2020/2021 Annual Operating Budget**

The Board considered a report from the Senior Governance Advisor dated 8 November 2019 as circulated.

Resolved: Members Harray / Warren

1. *THAT the report from the Senior Governance Advisor dated 8 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.*
2. *THAT it be recommended to the Annual Plan and Long Term Plan Committee that the Katikati Community Board Draft 2020/2021 Annual Operating Budget be:*

Operating Costs	2020/21	
Conference/Training	2,000	
Contingency	2,000	
Grants	8,000	
Mileage Allowance	2,000	
Security	6,500	
Street Decoration	4,500	
C E Miller Bequest	14,888	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

STAFF COMMENTS – FINANCE MANAGER

Community Board Member salaries are set by the Remuneration Committee and the total budgeted cost of the 2018 – 28 Long Term Plan for each Community Board will be funded via each Community Board targeted area of benefit. Community Board operational budgets for 2020/21 do not trigger the significance policy.

9.2 RECOMMENDATORY REPORT FROM THE MAKETU COMMUNITY BOARD - DRAFT 2020/21 ANNUAL OPERATING BUDGET

File Number: A3638229

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Annual Plan and Long Term Plan Committee is required to consider the recommendations and resolve accordingly. The following options are available to the Annual Plan and Long Term Plan Committee and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Annual Plan and Long Term Plan Committee to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Maketu Community Board

RECOMMENDATION

1. That the Annual Plan and Long Term Plan Committee adopt the Maketu Community Board Operating Budget for 2020/21.

Operating Costs	2021	
Contingency	17,000	
Grants	5,000	
Mileage Allowance	1,000	
Security	4,020	
Salaries	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
Inter Departmental Charges		
TOTAL OPERATING COSTS		

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.

RECOMMENDATION FROM THE MAKETU COMMUNITY BOARD – 26 NOVEMBER 2019**MC1.9 Draft 2020/2021 Annual Operating Budget**

The Board considered a report from the Senior Governance Advisor dated 8 November 2019 as circulated.

Resolved: Members Beech / Simpson

1. *THAT the report from the Senior Governance Advisor dated 8 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.*
2. *THAT it be recommended to the Annual Plan and Long Term Plan Committee that the Maketu Community Board Draft 2020/2021 Annual Operating Budget be:*

Operating Costs	2020/21	
Contingency	17,000	
Grants	5,000	
Mileage Allowance	1,000	
Security	4,020	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

STAFF COMMENTS – FINANCE MANAGER

Community Board Member salaries are set by the Remuneration Committee and the total budgeted cost of the 2018 – 28 Long Term Plan for each Community Board will be funded via each Community Board targeted area of benefit. Community Board operational budgets for 2020/21 do not trigger the significance policy.

9.3 RECOMMENDATORY REPORT FROM THE OMOKOROA COMMUNITY BOARD - DRAFT 2020/21 ANNUAL OPERATING BUDGET

File Number: A3638238

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Annual Plan and Long Term Plan Committee is required to consider the recommendations and resolve accordingly. The following options are available to the Annual Plan and Long Term Plan Committee and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Annual Plan and Long Term Plan Committee to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Omokoroa Community Board

RECOMMENDATION

1. That the Annual Plan and Long Term Plan Committee adopt the Omokoroa Community Board Operating Budget for 2020/21.

Operating Costs	2021	
Conference / Training	2,500	
Contingency	4,000	
Grants	7,500	
Mileage Allowance	1,500	
Salaries	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
Inter Departmental Charges		
TOTAL OPERATING COSTS		

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.

RECOMMENDATION FROM THE OMOKOROA COMMUNITY BOARD – 19 NOVEMBER 2019**OM1.9 Draft 2020/2021 Annual Operating Budget**

The Board considered a report from the Senior Governance Advisor dated 8 November 2019 as circulated.

Resolved: Members T Sage / Presland

1. *THAT the report from the Senior Governance Advisor dated 8 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.*
2. *THAT it be recommended to the Annual Plan and Long Term Plan Committee that the Omokoroa Community Board Draft 2020/2021 Annual Operating Budget be:*

Operating Costs	2020/21	
Conference/Training	2,500	
Contingency	4,000	
Grants	7,500	
Mileage Allowance	1.500	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

STAFF COMMENTS – FINANCE MANAGER

Community Board Member salaries are set by the Remuneration Committee and the total budgeted cost of the 2018 – 28 Long Term Plan for each Community Board will be funded via each Community Board targeted area of benefit. Community Board operational budgets for 2020/21 do not trigger the significance policy.

9.4 RECOMMENDATORY REPORT FROM THE TE PUKE COMMUNITY BOARD - DRAFT 2020/21 ANNUAL OPERATING BUDGET

File Number: A3638242

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Annual Plan and Long Term Plan Committee is required to consider the recommendations and resolve accordingly. The following options are available to the Annual Plan and Long Term Plan Committee and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Annual Plan and Long Term Plan Committee to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Te Puke Community Board

RECOMMENDATION

1. That the Annual Plan and Long Term Plan Committee adopt the Te Puke Community Board Operating Budget for 2020/21.

Operating Costs	2021	
Conference / Training	2,000	
Contingency	5,000	
Grants	11,000	
Mileage Allowance	1,000	
Security	7,560	
Street Decoration	8,500	
Anzac Day Civic Service	1,500	
Salaries	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
Inter Departmental Charges		
TOTAL OPERATING COSTS		

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
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RECOMMENDATION FROM THE TE PUKE COMMUNITY BOARD – 18 NOVEMBER 2019**TP1.8 Draft 2020/2021 Annual Operating Budget****Declaration of Interest**

Board Member and Deputy Chairperson T Rolleston declared an interest in agenda Item TP1.8 in regard to the Security line item in the Draft 2020/21 Annual Operating Budget – advising that he was a provider of CCTV systems used in the immediate town centre of Te Puke that had been purchased by the previous Community Board.

Member Rolleston took no part in the discussion or vote thereon relating to the Security line item associated with the Draft 2020/2021 Annual Operating Budget.

The Board considered a report from the Senior Governance Advisor dated 8 November 2019 as circulated with the agenda.

The Board was advised that the management of the CCTV system throughout the Western Bay of Plenty District was currently under review.

Resolved: Members Crawford / Snell

1. *THAT the report from the Democracy Advisor dated 8 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan that the Te Puke Community Board Draft 2020/2021 Annual Operating Budget be:*

Operating Costs	2021	
Conference/Training	2,000	
Contingency	5,000	
Grants	11,000	
Mileage Allowance	1,000	
Security	7,560	
Street Decoration	8,500	
Anzac Day Civic Service	1,5000	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

STAFF COMMENTS – FINANCE MANAGER

Community Board Member salaries are set by the Remuneration Committee and the total budgeted cost of the 2018 – 28 Long Term Plan for each Community Board will be funded via each Community Board targeted area of benefit. Community Board operational budgets for 2020/21 do not trigger the significance policy.

9.5 RECOMMENDATORY REPORT FROM THE WAIHI BEACH COMMUNITY BOARD - DRAFT 2020/21 ANNUAL OPERATING BUDGET

File Number: A3638268

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Annual Plan and Long Term Plan Committee is required to consider the recommendations and resolve accordingly. The following options are available to the Annual Plan and Long Term Plan Committee and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Annual Plan and Long Term Plan Committee to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Waihi Beach Community Board

RECOMMENDATION

1. That the Annual Plan and Long Term Plan Committee adopt the Waihi Beach Community Board Operating Budget for 2020/21.

<u>Operating Costs</u>	2021	
CBD Road Closure	1,000	
Conference / Training	2,000	
Extra Rubbish Collection	2,000	
Contingency	2,000	
Grants	5,000	
Mileage Allowance	5,000	
Salaries	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
Inter Departmental Charges		
TOTAL OPERATING COSTS		

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.

RECOMMENDATION FROM THE WAIHI BEACH COMMUNITY BOARD – 18 NOVEMBER 2019**WB1.8 Draft 2020/2021 Annual Operating Budget**

The Board considered a report from the Senior Governance Advisor dated 8 November 2019 as circulated.

Resolved: Members Goudie / Hulme

1. *THAT the report from the Senior Governance Advisor dated 8 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.*
2. *THAT it be recommended to the Annual Plan and Long Term Plan Committee that the Waihi Beach Community Board Draft 2020/2021 Annual Operating Budget be:*

Operating Costs	2020/21	
CBD Road Closure	1,000	
Conference/Training	2,000	
Extra Rubbish Collection	2,000	
Contingency	2,000	
Grants	5,000	
Mileage Allowance	5,000	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

STAFF COMMENTS – FINANCE MANAGER

Community Board Member salaries are set by the Remuneration Committee and the total budgeted cost of the 2018 – 28 Long Term Plan for each Community Board will be funded via each Community Board targeted area of benefit. Community Board operational budgets for 2020/21 do not trigger the significance policy.

9.6 ENGAGEMENT OPTIONS FOR THE ANNUAL PLAN 2020/21**File Number: A3638188****Author: David Jensen, Senior Financial Planner****Authoriser: Kumaren Perumal, Group Manager Finance and Technology Services****EXECUTIVE SUMMARY**

The purpose of this report is to seek resolution from the Annual Plan and Long Term Plan Committee regarding the level of community engagement it considers appropriate for the Annual Plan 2020-2021.

RECOMMENDATION

1. THAT the Senior Financial Planner's report dated 10 December 2019 and titled Engagement Options for the Annual Plan 2020/21 be received.
2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy (Attachment 1).
- 3A. THAT Council considers that at present there are no material or significant differences from the Long Term Plan for 2020-21, and therefore will not consult on the Annual Plan 2020-21, in accordance with section 95(2A) of the Local Government Act 2002.

OR

- 3B. THAT Council will undertake consultation in accordance with section 82 of the Local Government Act 2002 on its Annual Plan 2020/21 as required in section 95(2) of the Local Government Act 2002.
4. THAT staff prepare a communications and engagement plan to give effect to resolution [3A/3B] for direction at the Annual Plan workshop on 13 February 2019.

BACKGROUND

Amendments in 2014 to the Local Government Act 2002 (LGA) mean that Council is no longer required to follow the Special Consultative Procedure (SCP) for the adoption of its Annual Plan. The intent of these changes (in part) was to encourage a greater emphasis on longer-term, strategic decision-making during consideration of the Long Term Plan (LTP) every three years.

Council is required to make a decision as to whether there are any significant or material differences from the content of the LTP for the 2020/21 financial year. If there are none, then Council is not required to consult.

In the event that Council determines that there are significant or material differences and consultation is required, LGA section 82 provides a greater scope of engagement options than the previous requirement to follow the SCP. Therefore, staff seek a decision from Council as to the level of engagement it considers appropriate for the Annual Plan 2020/21.

Significance is determined using the Significance and Engagement Policy (SEP) (**Attachment 1**). For a matter to be deemed 'significant' it needs to be assessed as having a high degree of significance under the SEP.

A matter may be considered 'material' if it could, by itself or in conjunction with other differences, influence the decisions or assessment of those reading or responding to a consultation document. The purpose of an Annual Plan consultation document is to provide effective public participation in the decisions relating to Council activities in the coming year and the effects on costs and funding.

If the changes proposed in the Annual Plan are significantly different from the forecast for 2020/21 in the LTP, then Council may also need to implement a LTP amendment. If this is the case, then Council must follow the LGA SCP and produce a single consultation document combining both processes.

Therefore, any changes from what is envisaged in year three of the LTP need to be considered under the following three lenses:

1. Threshold for significance under Council's SEP;
2. Determination of materiality under the LGA; and
3. Threshold for LTP amendment under the LGA.

DETERMINATION OF SIGNIFICANT OR MATERIAL DIFFERENCES FROM THE LONG TERM PLAN FOR 2020/21

Elected Members will consider a range of preliminary information intended to be used as inputs into the development of the Annual Plan. The information includes an analysis of budget and project changes compared to the forecast for 2020/21 in the LTP, as well as a discussion on the topics of debt management and the water charging regime.

This information is to be reviewed through the lens of the Significance and Engagement Policy in order to determine the appropriate level of community consultation for the 2020/21 Annual Plan.

SIGNIFICANCE AND ENGAGEMENT

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the requirements for consultation are clearly set out in the LGA. Where it is considered that there are no material or significant differences from the LTP forecasts for 2020/21 and consultation is not required, the community will have already had an engagement opportunity through the Long Term Plan 2018-28. Whether consultation is held or not, ongoing feedback channels for residents and ratepayers continue to be available, such as contacting elected members, the Chief Executive or coming to speak at public forums.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

The decision sought by this report requires Council to determine the appropriate level of engagement for the Annual Plan 2020/21. This decision will be informed by Council's consideration of any potential material or significant differences from the Long Term Plan forecasts for 2020/21. Council is not required to undertake any consultation in order to adopt the recommendations of this report.

ISSUES AND OPTIONS ASSESSMENT

Option A	
Council considers there are no material or significant differences, and therefore will not consult on the Annual Plan 2020/21	
Assessment of advantages and	Advantages: <ul style="list-style-type: none"> • Legislation enables Council not to consult where

<p>disadvantages including impact on each of the four well-beings:</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>there are no material or significant differences from the LTP</p> <ul style="list-style-type: none"> • Council is delivering on its LTP – it is ‘business as usual’ • There is no restriction on disseminating information to communities about projects that will be progressed during 2020/21 • Council can inform key stakeholder groups and individuals that ordinarily have an interest in the Annual Plan • Existing opportunities for feedback remain – e.g. speaking at public forum, contacting Elected Members • Elected members, the community and staff can focus on the pre-engagement for the LTP, which offers a broader platform for discussion than the Annual Plan. <p>Disadvantages:</p> <ul style="list-style-type: none"> • Some members of the community may expect Council to consult on its Annual Plan, because that has previously been required by legislation • Any new funding requests will need to be deferred to the LTP.
<p>Other implications and any assumptions that relate to this option</p>	<p>Should the situation change during the rest of the Annual Plan process, this decision could be reviewed (as far as practicable).</p>
<p>Costs (including present and future costs, direct, indirect and contingent costs)</p>	<p>If there is no formal consultation process, there will be a significant reduction in staff resources required and costs associated with finalising the Annual Plan 2020/21.</p>
<p>Option B</p> <p>Council will consult on the Annual Plan 2020/21, as it considers that there are material or significant differences from the LTP</p>	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings:</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>Advantages:</p> <ul style="list-style-type: none"> • Appropriate when there is significant or material differences from the LTP • Enables elected members to test community views where there is a matter requiring feedback and discussion • The scope of engagement and methods employed can be selected so they are appropriate for the issues being consulted on. <p>Disadvantages:</p> <ul style="list-style-type: none"> • If there are no material or significant differences from the LTP, then there is no clear purpose to the consultation and limited opportunity for those giving feedback to influence decisions

Costs (including present and future costs, direct, indirect and contingent costs)	Costs are involved if consultation is undertaken – in terms of staff time to run the consultation process (e.g. submission analysis, providing feedback to submitters, undertaking any events) and the collateral produced for the consultation (e.g. consultation document). However, these costs can be managed within existing budgets.
Option C Status Quo No decision is made on whether or not to consult on the Annual Plan 2020/21	
Assessment of advantages and disadvantages including impact on each of the four well-beings: <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	Disadvantages: <ul style="list-style-type: none"> • If no decision is made, staff will be required to continue to prepare for either eventuality. This could result in wasted resource if, for example, work commences on producing a consultation document and Council subsequently decides not to consult. • Lack of clarity for those stakeholders interested in the Annual Plan process.
Costs (including present and future costs, direct, indirect and contingent costs)	Some costs may be incurred (similar to Option B) as staff prepare for the possibility of consultation.

STATUTORY COMPLIANCE

The LGA sets out the consultation requirements associated with the adoption of the Annual Plan. The recommendations of this report seek to confirm Council's assessment of whether there are any significant or material differences from the Long Term Plan 2020/21, and consequently the appropriate level of consultation.

The assessment of significance of any differences from the Long Term Plan have been made using criteria in Council's Significance and Engagement Policy (**Attachment 1**).

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Annual Plan production costs	All costs associated with the production of the Annual Plan have been budgeted for.

ATTACHMENTS

1. Engagement Options for the Annual Plan 2020_21

Council Policy

Significance and Engagement Policy

1. Relevant Legislation

Local Government Act (LGA) 2002.

2. Purpose of Policy

The purpose of this Policy is to let both Council and the community identify the level of significance of particular proposals or decisions, and to understand when and how the community will be engaged in making decisions.

This Policy is one of the inputs into Council's approach to sustainable decision making. The approach to sustainable decision making is set out in Schedule 1 to this Policy.

3. Policy Objectives

3.1 To set out how the level of significance of a proposal or decision is determined.

3.2 To set out how Council will engage with the public about particular proposals or decisions, depending on its level of significance.

4. Policy

4.1 Council will take into account the following matters when determining the level of significance of a proposal or decision:

- Whether there is a legal requirement to engage with the community and what that requirement is (see policy 4.4 and 4.5)
- Whether the proposal or decision affects the level of service of a significant activity
- The level of financial consequence of the proposal or decision
- Whether the proposal or decision affects a large part of the community, and the extent to which they are affected
- The likely impact on future and present interests of the community, recognising Maori cultural values and their relationship to land and water
- Whether community interest in the proposal or decision is high, and /or there are divided community views
- Whether community views are already known from previous engagement processes
- Whether the decision is reversible

4.2 In general, if a proposal or decision is affected by a number of the above matters, the higher its level of significance, and greater the need for community engagement.

Council Policy

Significance and Engagement Policy

- 4.3** Council will decide early in each process the appropriate level of engagement to support decision making, and will apply the principles of engagement set out in Part 5.
- 4.4** In some instances legislation requires Council to follow either the Special Consultative Procedure (SCP) set out in Section 83 of the LGA 2002, or the principles of consultation set out in Section 82 of the LGA 2002, regardless of the level of significance of a proposal or decision.
- 4.5** In accordance with Section 97 of the LGA 2002, some decisions will only be taken if they have been consulted on and provided for in a Long Term Plan. This includes a decision to alter significantly the intended level of service of a significant activity, and a decision to transfer the ownership or control of a strategic asset to or from a local authority. Council's strategic assets are listed in Schedule 2 to this policy.
- 4.6** For all other proposals or decisions Council will determine the appropriate level of engagement on a case by case basis, applying the engagement principles set out in Part 5 of this policy.
- 4.7** Engagement will be informed by Council's Community Engagement Guidelines and Tangata Whenua Engagement Guidelines and Protocols. A summary of the engagement spectrum and tools is provided in Schedule 3 to this policy.
- 4.8** Council, through its Tangata Whenua Engagement Guidelines and Protocols, recognises the specific obligations set out in Section 81 of the LGA 2002 to establish and maintain processes to provide opportunities for Maori to contribute to Council decision-making processes.
- 4.9** If Council makes a decision that is inconsistent with this policy, the steps identified in Section 80 of the LGA 2002 will be followed.

5. Principles of Engagement

Engagement will be:

- Meaningful - based on an open mind and willingness to listen.
- Respectful - with the aim of building council-community relationships.
- Supported by the provision of information which is balanced, sufficient and in plain language.
- Inclusive and endeavour to reach all those affected.
- Flexible and tailored to the needs of those who are being engaged.
- Coordinated across Council departments to minimise duplication and engagement fatigue.
- Pragmatic, efficient and value for money.

Council Policy

Significance and Engagement Policy

6. Policy Procedures

- 6.1** Council will use an internal significance checklist, alongside each report to Council / Committee, to ensure the proposal or decision has been assessed against the matters set out in Policy 4.1.
- 6.2** Each Council report will include a section on Significance, detailing the level of significance of the particular proposal or decision and the rationale for why that level has been determined.
- 6.3** Each report seeking a decision will detail the level of engagement appropriate to the proposal or decision, and tools that will be used to engage. The Community Engagement Guidelines and Tangata Whenua Engagement Guidelines and Protocols will be used to inform engagement decisions.
- 6.4** The following financial thresholds will guide analysis of the level of financial consequence of a proposal or decision. Proposals or decisions above these thresholds will be considered to be of high significance:
- Decisions or proposals in excess of \$8 million or which would result in a 5% or more increase in the annual District rates.
 - Decisions or proposals which would result in a new or increased targeted rate of more than 10% of existing rates per property.
 - Decisions or proposals relating to capital expenditure in excess of \$6 million (total project cost) which has not been provided for in the 3-year term of the current long term plan.

7. Definitions

Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Decisions	Refers to all the decisions made by or on behalf of Council including those made by officers under delegation. (Management decisions made by officers under delegation during the implementation of Council decisions will not be deemed as significant).
Engagement	A term used to describe the process of seeking public input to inform decision making. There is a continuum of community engagement (see Section 3 in Schedule 2 of this policy).

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Significance	As defined in Section 5 of the LGA 2002 this means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,— (a) the district or region; (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter; (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
Significant	Significant means that the issue, proposal, decision or other matter is assessed as having a high degree of significance against the criteria of this policy.
Strategic asset	As defined in Section 5 of the LGA 2002 “in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority’s capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes— (a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and (b) any land or building owned by the local authority and required to maintain the local authority’s capacity to provide affordable housing as part of its social policy; and (c) any equity securities held by the local authority in— (i) a port company within the meaning of the Port Companies Act 1988 ; (ii) an airport company within the meaning of the Airport Authorities Act 1966 ”. Council’s strategic assets are listed in Schedule 2.

8. Policy Review

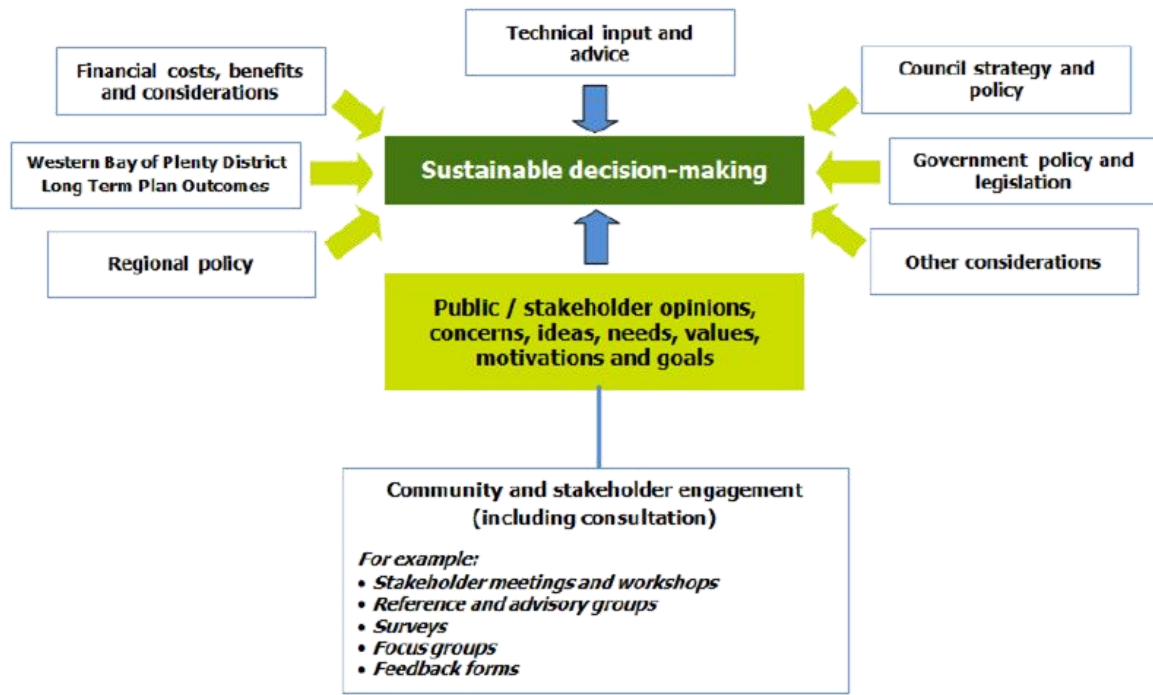
8.1 This Policy will be reviewed every 3 years following the commencement of a new triennium.

Group	Policy, Planning and Regulatory Services	Contact (3rd Tier Manager)	Policy and Planning Manager
Supersedes	Significance and Engagement Policy 2014		
Creation Date	7 September 2017	Resolution Reference	PP6.4
Last Review Date	n/a	Resolution Reference	n/a
Review Cycle	Within 3 years of coming into effect	Date	September 2020
Authorised by	Policy Committee	Date	7 September 2017

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Schedule 1 – Council’s approach to Sustainable Decision Making



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Schedule 2 – List of Strategic Assets

For the purposes of sections 5 and 76AA(3) of the Local Government Act 2002, Council considers the following assets to be strategic assets:

- The roading network as a whole
- Reserves listed and managed under the Reserves Act 1997 excluding:
 - (a) Reserves identified for investigation for disposal in an adopted Reserve Management Plan
 - (b) Local Purpose Reserves
- Land held under other Acts or as fee simple but listed as reserves or considered as reserves.
- Water reticulation network as a whole
- Wastewater plant and network as a whole
- Stormwater reticulation network as a whole
- Library network
- Pensioner housing network.

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Schedule 3 – Community engagement levels and methods of engagement

SPECTRUM LEVEL	COMMUNITY PARTICIPATION GOAL	PROMISE TO THE COMMUNITY	EXAMPLE TECHNIQUES TO CONSIDER
<p>Inform Whakamōhio</p> <p><i>Council led - this level is just as important as the other levels</i></p>	To provide balanced and objective information to assist the community in understanding the problem, alternatives, opportunities and/or solutions	We will keep you informed	<p>Have Your Say Western Bay/Social media</p> <p>Open days/drop-in sessions/Māori initiated events</p> <p>Media (Māori and mainstream)</p>
<p>Consult Whakauiuia</p> <p><i>Council led - this is the standard Council role</i></p>	To obtain feedback on analysis, alternatives and/or decisions	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how your input influenced the decision	<p>Feedback forms/surveys</p> <p>Focus groups</p> <p>Public meetings/Marae/ community hui</p>
<p>Involve Whakaura</p> <p><i>Council led - this is where we invest in our stakeholder relationships</i></p>	To work directly with the community throughout the process to ensure concerns and aspirations are consistently understood and considered	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision	<p>Community workshops</p> <p>Partnership Forums</p> <p>Hapu/Iwi Management Plans</p>
<p>Collaborate Mahi ngatāhi</p> <p><i>Co-led - make sure you mean it. This is our partnerships, working together in collaboration</i></p>	To partner with the community in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	<p>Citizen Advisory Committees</p> <p>Partnership Forums</p>
<p>Empower Whakamanahia</p> <p><i>Community led - most under used role. This is where Council can take a step back and our communities can step up and take responsibility</i></p>	To place final decision making in the hands of the community	You will decide and we will implement what you decide	<p>Citizen juries</p> <p>Ballots</p> <p>Treaty settlement legislation</p>