



Kaipara te Oranganui

**KAIPARA  
DISTRICT**

Two Oceans Two Harbours

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## **Kaipara District Council Agenda April Long Term Plan Briefing**

**Date:** Tuesday 7 April 2020

**Time:** 9:30 am

**Location:** Broadcast live on Facebook

**Elected Members:** His Worship the Mayor Dr Jason Smith  
(Chairperson)

Cr Anna Curnow

Cr Victoria del la Varis-Woodcock Cr

Karen Joyce-Paki

Cr Jonathan Larsen

Cr Mark Vincent

Cr Peter Wethey

Cr David Wills

Cr Eryn Wilson-Collins

*For any queries regarding this meeting please contact  
the Kaipara District Council on (09) 439 7059*

7 April, 2020

9:30 am

Broadcast live on Facebook

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# Long Term Plan Activity Profiles

**Meeting:** Council Briefing  
**Date of meeting:** 07 April 2020  
**Reporting officer:** Michaela Borich, Strategic Planning Advisor

## Purpose/Ngā whāinga

To discuss and agree the groups of activities and template for the activity profiles in the Long-Term Plan (LTP).

## Context/Horopaki

An LTP must outline the activities Council undertake, these sections are called Activity profiles. Each Activity profile should set out what makes up the group of activities, explain the rationale for service delivery and outline significant negative effects that any activity within the group of activities may have on the local community.

## Discussion/Ngā kōrerorero

### Groups of Activities

The groups of Activities outline the major functions we undertake at Council. According to the LGA section 10, Roading, Wastewater, Stormwater, Flood protection and Water supply are mandatory groups, all others are at the discretion of Council.

This LTP is proposing to keep the current groups of activities with only minor changes to the activity names and the introduction of a new activity (Economic Development). Officers reviewed the current groups and decided there was no real benefit to changing these but a possible financial reporting issue if changes were made. e.g. Removing Internal Services (Customer service, HR, Communications, IT, P&C) from District Leadership, Finance and Internal Services.

The changes better reflect the current work undertaken in each activity and align with the proposed new vision and outcomes. The proposed changes can be found in **Attachment A**.

### Template

An activity profile must:

- identify the rationale for delivering the group of activities
- outline any significant effects that an activity has on social, economic, environmental or cultural well-being
- include a funding impact statement
- highlight any performance measures and targets
- show any intended changes to the level of service and reason for any material change to the cost of service.

To keep the activity profiles simple and concise, several changes to the current template are recommended. These include:

- Separating out content for each activity within the group,
- removal of the risks and issues section, how we fund this activity and legislation sections and the changes to Levels of Service section.

The proposed new template can be found in **Attachment B**.

### Next steps/E whaiake nei

- Review content of activity profiles
- Adopt activity profiles

### Attachments/Ngā tapiritanga

	Title
A	Activity profiles - Groups
B	Activity profiles – Template and Example

## Attachment A

Current Group	Activity	Proposed Group	Proposed Activity
Community Activities		Community Spaces and Facilities	
	Reserves and open spaces		Open Spaces
	Community planning		Community Development
	Libraries		Libraries
	Pensioner housing		Social housing and civic buildings
	Northern Wairoa War memorial Hall		
District Leadership, Finance and Internal Services		Governance, Strategy, Policy and support services	
	Governance		Governance
	Policy		Strategy
	Strategy		Policy
	Civil Defence		Civil Defence
			Financial Services
			People and Capability
			Information Services
			Communications
			Customer Service
			Economic development (KKS)
Flood Protection and Land Drainage			
Roads and Footpaths		Transportation	

	Roading		Roading and footpaths
Solid Waste		Waste minimisation	Solid waste
Water Supply		Water Supply	Water supply
Stormwater		Stormwater	Stormwater
Wastewater		Wastewater	Wastewater
Flood protection		Flood protection	Flood protection
Planning and Regulatory Services		Building, Resource consents, Compliance and District Planning	
	Planning		Resource consents
	Building		Building
	Regulatory		Compliance
			District Planning

## Attachment B

Current	Proposed
Activity Group	Activity Group
Why we do this activity	Purpose
What we do	What we do
Benefits to the Community	Significant Negative Effects
Risks and Issues	Contribution to Community Outcomes / Well-beings (Graphic)
How we fund this service	What we will deliver
Legislation associated with this service	Performance Measures
Improvement Programme	Change in Level of Service
Performance Measures	Funding Impact Statement
Significant Negative Effects	
Funding Impact Statement	

## Example – proposed template

# Resource Consents, District Planning, Building Control and Compliance

## Purpose

This activity enhances the quality of the natural and built environment, to plan for future growth through balancing protection of the existing environment and the economic and social needs of our community, and to meet our responsibilities under various legislation, such as: the Building Act 2004; Dog Control Act 1996; Resource Management Act 1991; and the Local Government Act 2002.

## Building Control

### What we do

We are responsible for administering and implementing the provisions of the Building Act 2004. We maintain accreditation as a Building Consent Authority and ensure all buildings are constructed and maintained to appropriate standards and specifications. We provide information on request to applicants who intend to build or develop a property; meet the building consent application and Code Compliance Certificate timeframes; provide certification that consented buildings people visit, work and live in comply with the NZ Building Code and inspect and audit buildings in compliance with regulations and take enforcement action where necessary.

### Contribution to Community Outcomes



### What we will deliver

Description	When
Process building consents and Code compliance certificates	Annually



**Performance Measures**

	LTP Year 1 Target 2021/2022	LTP Year 2 Target 2022/2023	LTP Year 3 Target 2023/2024	LTP Years 4-10 Target 2024/2031
Percentage of building control customers who rate request for service responses as very satisfied or satisfied.	78%	79%	80%	80%
Percentage of building consents processed within 20 working days.	100%	100%	100%	100%
Percentage of illegal activity/unauthorised work complaints investigation initiated within 3 working days. Measured by: Core application Overdue Service Request Report.	90%	92%	94%	95%

**Changes in Levels of Service**

TBC

**Significant Negative effects**

Activity	Effect	Mitigation

**Funding Impact Statement**


# Significance and Engagement Policy review

**Meeting:** Council Briefing  
**Date of meeting:** 7 April 2020  
**Reporting officer:** Shireen Munday, Senior Policy Analyst

## Purpose/Ngā whāinga

To present the key requirements of a Significance and Engagement Policy for discussion and questions.

## Context/Horopaki

Council's Significance and Engagement Policy (the Policy) is a statutory requirement under section 76AA of the Local Government Act 2002 (the Act). Council last reviewed the Policy in 2018 (Attachment A). There is no statutory review requirement for the Policy, however Council requested a review in late 2019.

## Discussion/Ngā kōrerorero

### Purpose

The purpose of a Significance and Engagement Policy can be summarised as follows:

- to detail Council's general approach to determining the significance of a proposal or decision
- to provide details on how Council will engage with the community on matters that Council has determined to have a high level of significance
- to also provide details about how Council will engage with the community on matters that do not have a high level of significance
- to provide a list of Strategic Assets.

The Policy can be considered an agreement with the community on the above matters, as the Policy is adopted after public consultation in accordance with section 82 of the Act.

### Process and implications

Should Council provide direction that it wishes to consider proceeding with a review, this has two key implications.

Firstly, the Policy has linkages to the consultation document of the Long Term Plan. Council is required to have regard to the Policy in terms of the content of the consultation document. Therefore, it is appropriate to complete the review prior to the development of this document. The review schedule has taken this matter into account.

Secondly, generally there is a requirement for Council to consult with the community before amending the Policy. This has also been considered in terms of the review schedule and can be accommodated.

More information around the schedule and timeframes will be provided at the briefing itself. Engagement with the public is currently scheduled for June/July but that can be amended to accommodate the evolving situation as a result of COVID-19.

### Review process

Staff have completed a full review of the current Policy, as well as a detailed analysis of the legislative requirements, supported by a review of nine policies of other local authorities.

A presentation will be provided at the briefing to provide an overview of the key matters as indicated above, including a comparison between the current Policy wording and possible revised options.

### Next steps/E whaiake nei

Based on the discussion and direction received at this meeting, staff will develop a full draft Policy for further direction at a future Briefing.

### Attachments/Ngā tapiritanga

	Title
A	Kaipara District Council Significance and Engagement Policy 2018



# **Significance and Engagement Policy**

## **December 2017**

adopted

Document Control			
Version	Date	Author(s)	Comments
1.0	25/09/2014	S Mahoney	Periodic review, minor editing
1.1	November 2017	S Mahoney	Long Term Plan Briefing
1.2	February 2018	Linda Osborne	Additional sentence in 7.1 before adoption

## 1 Purpose

Kaipara District Council engages with its communities in a number of ways. Sometimes this is set in legislation and the steps we follow need to be clear and transparent. Council's Significance and Engagement Policy is required under the Local Government Act 2002 S76AA.

This policy details:

- how Council determines the significance of its proposals in relation to issues, assets and other matters;
- any criteria or procedures used to assess the effects and extent of significance; and
- how community views on engagement are responded to and how we engage with communities.

Where Council considers there to be doubt over the significance of a proposal or decisions, then it should err on the side of caution and offer to engage with the community of interest .

## 2 Determining significance

Significance is defined in the Local Government Act 2002 (Part 1 Schedule 5) as '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 –

- the district or region;
- any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- the capacity of the local authority to perform its role, and the financial and other cost of doing so.'

In determining the degree of significance, Council should consider whether an issue, proposal, decision or matter will:

- 1) Impact negatively on Council's capability or capacity to carry out its role;
- 2) Reduce Council's level of service in a major or irreparable way;
- 3) Impact on Council's approved financial performance as agreed in the Long Term Plan and subsequent Annual Plans; or
- 4) impact on a community or area within the district in a way that may be considered major for that identified community of interest;
- 5) Impact on the cultural values of the district's Maori community and their relationship to land and water.

## 3 Assessing significance

Assessments of significance are always considered in context rather than in isolation. Significance is assessed on a continuum rather than as a binary. Issues may have low, medium or high significance for some communities and be different for others. Assessments of significance should reflect this

rather than just a simple significant/non-significant answer. Council will consider an issue to require special consultation where it is considered of 'high' significance. In addition, the impact of high significance must trigger more than one of the determining factors above.

Assessments of significance should consider:

- the number of individuals or groups impacted by the proposal or decision;
- the extent and timeframe of the impact of the proposal or decision on those individuals or groups;
- the financial impact (see below); and
- the levels of public interest.

#### 4 Financial impact

While the financial impact of a proposal or decision is not the only consideration of significance, it is one which can be easily quantified.

Council uses a guide to these financial thresholds for measuring the impact on an annualised basis as:

- involving \$3,000,000 per annum or more budgeted expenditure;
  - involving \$300,000 per annum or more unbudgeted expenditure;
  - increasing annual rates or specific targeted rates by 10% or more;
- or
- involving a transfer of ownership or control of one of Council's strategic assets.

#### 5 Strategic assets

In accordance with section 76AA(3) of the Local Government Act 2002, Council must list the assets it considers strategic assets. Strategic asset, *'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'.*

Kaipara District Council considers, for the purposes of the Act, the following classes of asset to be strategic assets:

- the roading network;
- water supply schemes;
- wastewater schemes;
- reserves;
- cemeteries;
- stormwater schemes; and
- pensioner housing.

Council will consider these assets as classes of assets, rather than individual assets within each class, when considering significance.

## **6 Procedure**

Council officers are responsible in the first instance to assess whether engagement is required and, if so, the level of engagement necessary. The first test will be legislative requirements and the second will be the significance of the matter.

Council reporting on proposals and decisions will contain a clear statement of that assessment and a recommendation if appropriate. The statement needs to contain a clear explanation of why significance has been triggered (if it has) and its implications. It should also consider any previous engagement on this matter and the potential costs and benefits of engagement.

## **7 Engagement**

Engagement provides an opportunity for the public to express its views on the decision or proposal being considered by Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice. Engagement should allow all relevant views and options to be identified and then considered before a decision is made.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made.

Engagement does not mean that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public's involvement.

### **7.1 Engaging with Maori**

Council is committed to maintaining strong relationships with Maori communities in the Kaipara. When engaging with Māori, Council will reflect the agreements in place, such as the Memorandum of Understanding (MoU) with Te Uri o Hau Settlement Trust, as starting points. Council recognises the importance of its relationships with Te Uri o Hau and Te Iwi O Te Roroa. We recognise there are wider Māori groups within the district and will also seek to engage with them where this is needed. This will result in better quality decision-making and clearer processes.

Council also has an Iwi relationship plan and hosts a Tangata Whenua forum for engaging with the wider Maori community two or three times a year.

Council will comply with sections 58c-58u of the Resource Management Act 1991 relating to Mana Whakahono a Rohe.

### **7.2 When Council will engage**

- a) When legislation requires that consultation be undertaken:

Council will consult when it has a legislative requirement to consult (for example, as set out by the Local Government Act 2002, Resource Management Act 1991, Reserves Act 1977, Land Transport Management Act 2003). Council will undertake these consultation processes in

accordance with the legislative requirements guiding them as the minimum. Council may choose to consult further depending on the level of significance of the matter being considered and notwithstanding the legislative requirements.

- b) When a significant proposal or decision is being considered:

Subject to consideration of factors under section 7.2 of this Policy, Council will look to undertake what it considers to be an appropriate form of engagement whenever a 'significant decision' needs to be made.

A significant decision is one which has been identified as such under this Policy.

**Note:** a 'significant' decision will not automatically trigger application of the Special Consultative Procedure (SCP). For more information about the SCP, refer to the Local Government Act 2002 sections 83, 86, 87 and 93A.

- c) For some matters that are not considered significant:

In general, where a matter is not considered significant under this Policy, consultation will not be undertaken. This is consistent with clauses 7.3a) and 7.3h) of this Policy.

### 7.3 When Council may not engage

Information is always necessary for the decision-making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. Council may also choose not to consult on a matter and, if so, will make this determination in accordance with the criteria below and notwithstanding any legislative requirements.

Council will not engage when:

- a) the matter is not of a nature or significance that requires consultation (s82(4)(c), LGA 2002);
- b) Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b), LGA 2002);
- c) there is a need for confidentiality or commercial sensitivity (s82(4)(d), LGA 2002);
- d) the costs of consultation outweigh the benefits of it (s82(4)(e), LGA 2002);
- e) the matter has already been addressed by Council's policies or plans, which have previously been consulted on;
- f) an immediate or quick response or decision is needed or it is not reasonably practicable to engage;
- g) works are required unexpectedly or following further investigations on projects, already approved by Council;
- h) it is business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) when Council has consulted on the issue in the last 24 months.

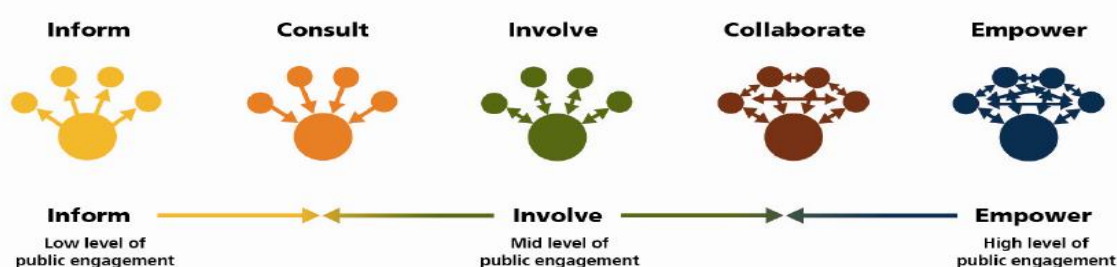


Where the above-listed circumstances apply and consultation is not to be undertaken, Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (s78(1), LGA 2002). The Local Government Act 2002 requires that this consideration be in proportion to the significance of the matters affected by the decision (s79(1)).

## 7.4 Methods for engagement

This Policy sets out the engagement and decision-making principles which we will follow, our statutory consultation requirements and explains how we will go about determining significance.

All of these matters guide and inform the level and type of engagement that Council will undertake for any particular issue. Council follows the International Association of Public Participation (IAP2) approach (set out below) which indicates different engagement approaches on a spectrum from providing information through to community empowerment.



Council will seek opportunities to involve or collaborate with our communities, such as through Placemaking initiatives and community-led planning. The type and nature of the decision also guides how Council will go about communicating and engaging with our communities.

This table provides an indicative guide to this:

Type or nature of decision	Examples of how we may engage
<u>Small and simple</u> (low significance) (e.g. re-development community halls, minor park improvements, footpath and roadworks)	Localised promotion, through display boards, local papers, social media coverage and website updates. Targeted engagement through service users. Utilise local library space, Council offices or local noticeboards. Surveys, open days or informal information sessions may be appropriate.
<u>Medium</u> (e.g. walking and cycling portions, action plans, local area plans)	Targeted engagement, online engagement which may include a survey and social media. Hui or public information events. Information boards in libraries and service centres. Promotion through rates newsletters (if appropriate), the local media papers.
<u>Large or complex</u> (high significance) (e.g. new roads, bridges, Long Term Plan,	Large-scale publicity and promotion. There could be an informal engagement/discussion phase plus a formal phase of consultation. Likely to need consideration of different cultural styles and needs for engagement.

Type or nature of decision	Examples of how we may engage
Community/Town Plans and Local Alcohol Policy changes)	Likely to include a range of events and a focus on online activities including website, social media, surveys or e-newsletters.

## 7.5 Tools for community engagement

More than a third of our ratepayers are absentee owners. This fact is actively considered when Council engages with its residents and ratepayers. Where appropriate, more than one channel of communication is used to ensure a general awareness that Council is looking to engage and seeking feedback. We acknowledge that just as we have a responsibility to provide opportunities for people to engage with us, the community in turn has a responsibility to consider whether to accept them and engage with Council. We will respect every individual's right to choose or refrain from engagement with Council.

This table covers some of those tools and how they meet the aforementioned IAP2 scale:

Inform	Consult	Involve	Collaborate	Empower
<ul style="list-style-type: none"> <li>• letter</li> <li>• letterbox drop</li> <li>• advertise in local papers</li> <li>• media releases</li> <li>• Council newsletters</li> <li>• open letters</li> <li>• community newsletters.</li> </ul>	<ul style="list-style-type: none"> <li>• advertise in local papers</li> <li>• iwi, hui, community leaders</li> <li>• media</li> <li>• social media</li> <li>• open letters</li> <li>• committees.</li> </ul>	<ul style="list-style-type: none"> <li>• iwi, hui, community leaders</li> <li>• media</li> <li>• social media</li> <li>• personal briefings</li> <li>• focus groups</li> <li>• committees</li> <li>• public meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• iwi, hui, community leaders</li> <li>• personal briefings</li> <li>• focus groups</li> <li>• committees</li> <li>• social media.</li> </ul>	<ul style="list-style-type: none"> <li>• committees</li> <li>• advisory panels</li> <li>• public meetings.</li> </ul>

In addition to the toolbox as outlined, additional methods of consultation and engagement can be potentially included such as:

- public meetings;
- resident and ratepayer survey;
- telephone survey;
- stakeholder contact lists;
- street survey (targeting demographic);
- texting;
- posters;
- rates notice;
- sports groups
- electronic newsletter;
- brochures;
- displays (e.g. pastoral shows);
- community roadshows;
- radio advertising;
- targeted education (e.g. schools);
- cinema advertising;
- editorial; and
- user interface

## Appendix

Appendix 1 – Information requirements, Council-provided feedback and length of engagement.

## Appendix 1 – Information requirements, Council-provided feedback and length of engagement

### 1.1 Information requirements

At a minimum, Council will provide the following information when conducting consultation or engagement activities:

- what is being proposed;
- why it is being proposed;
- what the options and consequences are for the proposal;
- if a plan or policy or similar document is proposed to be adopted – a draft of the proposed plan, policy or other document;
- if a plan or policy or similar document is proposed to be amended – details of the proposed changes to the plan, policy or other document;
- what impacts (if any) may occur if the proposal goes ahead;
- how submitters and participants can provide their views;
- the timeframe for consultation and engagement; and
- how submitters and participants will be informed about the outcome.

### 1.2 How Council will provide feedback to the community

Council will make available to submitters clear records, or descriptions of relevant decisions, made on an issue or matter. Explanatory material relating to the decision will be included e.g. references to reports used to reach a decision. Submitters will be notified of decisions or by letter, email, Council newsletter, media statement or public notice. Decisions and reports will be made available on the Council website, or hard copies supplied upon request, unless they contain confidential matters that are not able to be made available to the public.

### 1.3 Length of engagement

The length of engagement can and does differ. It will be directed by:

- The level of significance or timeframes, as determined by legislative obligations;
- The decision-making requirements and the possible effects of the decision that have not been deemed highly significant;
- The extent to which Council is already aware of the issue or views of the community;
- The level of community interest in proposed Council decisions; and/or
- The structure and demands of the decision-making process.

# Long Term Plan Briefing 1 – Infrastructure Strategy

**Meeting:** Council Briefing  
**Date of meeting:** 04 April 2020  
**Reporting officer:** Matthew Smith, Planning and Design

## Purpose/Ngā whāinga

To conduct a series of briefings to provide Elected members with the information they need to engage effectively in the Long-Term Plan and its associated documents and processes

*A presentation will be provided at the briefing.*

## Discussion/Ngā kōrerorero

The Long-term plan is an essential document and process which directs council's capital works and renewal processes for the next 10 years if done appropriately. Many documents go into identifying and feeding information into this document.

**Infrastructure Strategy (IS):** the infrastructure strategy is a document which identifies councils next steps for the following 30 years, if robust it will only need minor adjustments to keep it current with central govt policies and council direction, it is very difficult to create a document that is also robust enough to handle changing political landscapes to actually provide a 30 year plan which will remain mostly consistent for the full 30 years. This document contains:

- What we hope Kaipara will look like in 2050
- How we look to manage infrastructure
- Significant projects
- An overview of all council activities including financial profiles for 30 years,
- Funding strategy
- Key assumptions

### Vision:

Our foundation is the maintenance and operations of our infrastructure assets. This forms the bulk of our activities which are funded through rates.

Our vision is to enable our communities to succeed through targeted infrastructure investment and collaboration around three key moves -

- North Kaipara Agricultural Delta (NKAD)
- Northland to Auckland Corridor (NtAC)
- Ancient Kauri Coast

The infrastructure Strategy is integrated with the rest of the LTP, in particular:

- Financial Strategy
- District Plan – in particular the Spatial Plan and Engineering Standards
- Financial Policy

It takes and gives direction to all these documents and more by drawing together their focus and direction into an overarching strategy.

## Long Term Plan (LTP):

The long term plan is a consultation document that breaks the Infrastructure Strategy into 10 year cycles, although this document is considered the main output it is actually put together by consolidating the documentation that lie both above and below it Infrastructure strategy above and the asset management plans below, it gives the prioritised 3 year view of capital works and the more approximate values for the following 6 years of the cycle.

This considers the directives of the financial strategy and all of the other strategies and policies, climate change etc. It also gives the direction to growth projects which inform the councils funding streams such as Developer Contributions (DC's) and Financial Contributions (FC's). If a project has not been identified in the long term plan (actually the asset management plan budgets) and approved by council for the amount of spend in the correct year in the 10 year cycle, with an associated amount of growth proportion, 100%, 30% etc. then council is unable to charge developers DC's for that project; if that project is required to meet minimum levels of service (as outlined in the Asset Management Plans, and Activity Profiles and set by the Department of Internal Affairs (DIA)) then council would need to complete that project at the cost of the existing rate payers without being able to recover those funds from the developer.

**Asset Management Plans (AMP):** these are the main documents for the operational staff, they set out the state of the existing assets, and the focus of the next three years of operational and capital investment, this needs to be directed by the renewals profile, the Infrastructure Strategy, Financial Strategy the District Plan etc. this is where the meat of the document is and the in depth view councils next steps.

It links to all other documents and policies it also must follow central and regional government guidelines (Levels of Service etc), it identifies current consents status, consent renewals and reporting etc as well.

The budgets and programs are completed in the AMPs first for the 3 year break down, also the operational and capital programmes of work for the remainder of the 10 years in the LTP, these then feed up into the LTP and into the IS to form their finance sections as the final budgets are approved by elected members before going out to consultation.

**Activity profiles:** these profiles are the break down of the asset management plans into single reporting years, they further break out the levels of service that council reports on every quarter to the Department of Internal affairs, it also lays out the improvement program in yearly sections from the asset management plans.

It is essential that the Activity Profiles fall out of the AMPs as they are the document that identifies the actual program of work for the next three years,

## Next steps/E whaiake nei

Conduct initial briefing with elected members and continue to construct required documents.



# Solid Waste Update

**Meeting:** LTP Briefing  
**Date of meeting:** 07 April 2020  
**Reporting officer:** Donna Powell, Infrastructure Technical Officer

## Purpose/Ngā whāinga

To update Councillor's on the current position of the Solid Waste Activity in particular planned consultation around proposed changes to levels of service and funding options.

## Context/Horopaki

During the Waste Management and Minimisation Plan 2017/22 (WMMP) and the Solid Waste Asset Management Plan (AMP) 2017 review we identified that there is need to review and potentially change how we deliver the Solid Waste Activity (in particular kerbside collection).

At a Council Briefing on 01 August 2019 we presented to Council the results of formative consultation that was carried out via the people's panel and the Council agreed with the 4 options for more formal consultation that were presented. Staff proposed that these would be consulted on as part of the upcoming Annual plan consultation that was scheduled for March 2020.

## Discussion/Ngā kōrerorero

Proposed changes from Central Government in regard to refuse and recycling activity will affect how we undertake solid waste. Given that we are not engaging on the Annual Plan and that the need for any changes to be included in the upcoming Long Term Plan (LTP) review, staff have rescheduled the consultation to Aug/Sept 2020, this will form part of the Long Term Plan early engagement with the community.

The Ministry for the Environment is proposing the changes below. The ministry is still to confirm when and to what degree these will be put in place. The changes will have an impact on the Solid Waste Activity delivery. Deferring the consultation will give Council more time to realise the full impact of these proposals.

Known proposed Central Government changes are as follows:

- Waste Levy increase and expansion to include other Landfill Classes
- Introduction of Container Deposit Schemes
- Product Stewardship of certain products (6 key products identified)
- Standardisation of recyclable products and the way they are collected
- Review of the NZ Waste Strategy
- Transitioning towards a Circular Economy

## Next steps/E whaiake nei

Investigate and cost options for early LTP consultation/engagement;  
Confirm facts and time frames around Central Government initiatives;  
Review of the WMMP so all potential changes are included.