

# Activity Profiles Update

**Meeting:** Council Briefing  
**Date of meeting:** 2 December 2020  
**Reporting officer:** Michaela Borich, Strategic Planning Advisor

## Purpose/Ngā whāinga

To update on changes made to the Activity profiles after feedback from Elected Members at previous briefings.

## Context/Horopaki

A Long-Term Plan (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. Activity profiles advise the community what each Activity at Council does so is important the information is clear and meaningful.

This is an update to advise the changes made to the Activity profiles after initial feedback from Elected Members.

## Discussion/Ngā kōrerorero

In the LTP 2021/2031 it is proposed that there will be nine groups of activities, these include:

1. Open Spaces and Facilities
2. District Leadership, Finance and Internal Services
3. Flood protection and land drainage
4. Transportation
5. Waste Minimisation
6. Water Supply
7. Stormwater
8. Wastewater
9. Building, Resource consents and compliance

After feedback from Elected Members, the following changes have or have not been incorporated.

### District Leadership, Finance and Internal Services

1. **Internal Services:** It was suggested to include a measure for cyber security and remissions policy on meeting criteria. After investigating what other councils do and speaking to Managers of these departments, these measures have not been included in the profile for the following reasons:
  - a) **Cyber security** – This is not something most businesses would want to share with the public as there is a risk of advising people, we do not have good security and leave Council open to cyber-attacks, spam etc. We do track this internally with levels of reporting to the Audit, Risk and Finance Committee as part of the risk framework, so staff are recommending not including this as a measure in the Annual Report.
  - b) **Remissions policy** – It is not recommended adding this as a measure, as this would require further auditing and administration resources to track this. Ensuring that remissions criteria is met, is business as usual and audited as part of the Annual report. The policy outlines what criteria is required for those applying for remissions and adhered to by staff.

2. **Governance:** It was suggested that a measure be included around Māori Engagement and Elected Member performance.

a) Māori Engagement: The following measure has been added:

	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
Council demonstrates engagement with Māori across the District in decision making	Achieved	Achieved	Achieved	Achieved

b) Elected Member performance: The following measures have been added

	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
Elected Members are performing well	60%	1% more than previous	1% more than previous	1% more than previous
The community have trust in the Council	60%	1% more than previous	1% more than previous	1% more than previous

- c) **Community Outcomes:** Elected members proposed that all community outcomes should be added as a measure, however Council staff felt this would add too many additional questions to the customer satisfaction survey which would become cumbersome to answer. The above measures are already questions asked in the customer satisfaction survey so obtaining these results will be straight forward as well as give a comparison to previous years.

3. **Community Development:** It was suggested to include a measure around an Engagement Framework. This measure has not been included as this is business as usual for Council and may also be difficult to measure annually.
4. **Policy:** It was suggested to include a measure around Statutory timeframes. The following measure has been added:

	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
All statutory development and review timeframes for Bylaws and Policies are met	100%	100%	100%	100%

5. **Economic Development:** It was suggested to consider adding an economic development measure. A measure on this has not been included as these projects and deliverables could be included as part of the proposed Council Controlled Organisation (CCO) work.

### Transportation

1. **Roading:** it was suggested to include a measure around resilience and climate change. These have not been included as there is insufficient budget at this stage to include a measure around these areas. These concepts will be developed over this LTP with an aim to include them in budgets and as a performance for the next LTP.

### Four Waters

1. It was suggested to review whether “major capital projects completed within budgets” should appear across other activities. This measure is already in the waters and transportation activities, where the majority of capital projects are undertaken.

2. It was suggested to review the 1:50 and 1:100 year weather events information. This information comes directly from NRC who provide the data. If NRC update this information this would be reflected in our measures, however at this stage this measure remains as is.
3. It was suggested adding a measure around customer satisfaction for water supply. This was considered, however, as there are multiple mandatory measures from the Department of Internal Affairs already included, council staff felt another measure on this was not required. This information is still captured and available via the Customer Satisfaction Survey.

### Waste Minimisation

1. **Waste minimisation:** It was suggested to change the measure around recycling to be per household and not total collection. This has been changed and the below is the updated measure:

	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
Average amount of recycling collected and deposited per property within the Kaipara District	Set benchmark	Greater than previous	Greater than previous	Greater than previous

### Climate change call out boxes

Council officers are proposing to include a climate change section in each activity profile. This highlights the importance and effects of climate change and links back to the Community outcomes.

Council staff would like to know if there is any further feedback prior to these been adopted as a source document in February 2021.

### Next steps/E whaiake nei

- Financials added to activity profiles
- Activity profiles adopted as a source document
- Activity profiles designed and finalised

### Attachments/Ngā tapiritanga

	Title
A	Activity Profiles