



Information Report

To: Mayor and Councillors
From: Strategic Planner
Date: Monday, 21 September 2015
Document: 1415521
File reference: Appendix A: Legislative Changes to Annual Plan Requirements
Meeting date: Wednesday, 30 September 2015
Subject: 2016/17 Annual Plan – Project Overview

Recommendation:

THAT the report be received.

Summary

The preparation of the 2016/17 Annual Plan has commenced. This report provides an overview of the project including timeframes. The 2016/17 Annual Plan will differ in document scope and community engagement processes from previous annual planning projects due to changes to the Local Government Act 2002 in 2014.

Background

The Council will be aware that an annual plan must be prepared for each financial year (except the first year of a Long Term Plan) and adopted before the commencement of the year to which it relates. The 2016/17 Annual Plan (AP) will be the first annual plan since the 2015-2025 Hauraki Long Term Plan (LTP) was adopted, and is the first to which the 2014 legislation changes apply.

These legislative changes mean:

- the AP document will look different – in general, it will only identify variations from year 2 of the LTP, must not duplicate information and must use a particular financial statement layout,
- the public only needs to be engaged on annual plan proposals if they involve significant or material changes, and
- if the Council does have to engage the public, the process and information will be different from the last annual plan, and more similar to the 2015-25 LTP process, for example requiring the production of a Consultation Document or CD (and adoption of supporting information) rather than a draft AP and providing greater flexibility in selecting engagement techniques.

The direction set by the Mayor and Councillors on the 2016/17 AP on proposed changes will be critical in estimating the degree of significance of any changes, and therefore the need to consult. The assessment will need to be rechecked as the planning progresses and decisions are made on

changes to the 2015-25 LTP. The situation will only become clearer once the issues are understood and the changes are known.

Project Overview

The 2016/17 AP project provides for the following:

- the changes to the Local Government Act 2002 relating to the scope of the AP document and the manner in which it is consulted on to be responded to,
- applying the learnings from the 2015-2025 Long Term Plan process,
- providing for recently-established sub-committees to meet their delegated responsibilities including the Economic Development Sub-Committee (on economic development budgets), and
- the 2014/15 annual plan timeframes to be retained where appropriate.

It includes the following stages and key milestones:

1. scoping the project
2. setting direction
3. preparing the proposed plan
4. undertaking some form of community engagement (*potentially* public consultation)
5. adopting the AP.

Stage and Milestone	Indicative Delivery Date
Stage 1: Scoping the Project	
Stage 2: Setting Direction	
Mayoral identification of preferred direction for the 2016/17 year (in terms of changes from that year in the 2015-2025 LTP).	Early October 2015
Council consideration and confirmation of this direction.	28 October
Significance of proposed changes initially assessed based on direction and proposals to date.	End October
Community engagement options prepared for and considered by the Council.	27 January 2016
Draft community engagement plan prepared for and approved by the Council.	24 February 2016.
Stage 3: Preparing the AP Proposals	
First review of 2016/17 proposals:	
• Economic Development Committee (economic development activity)	11 November 2015
• Land Drainage Committee (land drainage activity)	17 November 2015
• Ward Committees (ward-funded activities)	1 December 2015
• Council (district-funded activities)	16 December 2015
Second review of 2016/17 proposals:	
• Ward Committees (ward-funded activities)	9 February 2016
• Council (district-funded activities)	February 2016
Review of consolidated (all) annual plan proposals	
• Audit & Risk Committee	February 2016
• Council	February 2016
Significance and materiality of proposed changes reassessed (this will directly inform whether the Council needs to consult with the public before adopting the AP.	Feb-March 2016
Council approval of a CD for consultation OR adoption of an Annual Plan if public consultation is not undertaken.	Early March

Stage 4: Community Engagement including Consultation if Required	
Consultation period opens (if required).	Late March
Completion of SCP (if required).	End May
AP document prepared revised post consultation.	Mid June
Stage 5: Adoption of Annual Plan	
AP document adopted by the Council if consultation was carried out.	Late June
AP decisions notified and document distributed.	Mid – Late July

If a public consultation process is not carried out, the Council will likely not require the 2-3 months set aside for that purpose. If that is the case, there is the potential to complete the project earlier.

Where appropriate, Council workshops may be used to discuss issues prior to decisions being made at Council meetings.

Budget Implications

The project is not anticipated to involve expenditure beyond that already budgeted for.

Conclusion

The 2016/17 Annual Plan will differ in document scope and community engagement processes from previous annual planning projects. The project plan intends to respond to these changes, build on successful elements of the 2015-25 LTP project, respond to potential improvements identified through the 2015-25 LTP debrief and align with recent delegation changes.

Katherine Quinn
STRATEGIC PLANNER

Appendix A Legislative Changes to Annual Planning Requirements

In 2014, changes to the Local Government Act 2002 (LGA02) were made that affect the development of, and consultation on, an annual plan. These changes support the direction of the Government to streamline annual plans and avoid re-consulting on matters already consulted on via a long term planning process.

The amendments pertain to public participation in councils' annual planning processes and the content of the annual plan. The upcoming 2016/17 annual planning process is the first of the Hauraki District Council's annual plan to which these changes will apply.

The changes are set out here with a view to informing the development of the 2016/17 Annual Plan project plan.

Change: Public participation in annual plan decision-making is no longer a purpose of the annual plan.

Previous legislation explicitly noted that one of the purposes of the annual planning process was to extend opportunities for public participation in decision-making relating to the costs and funding of council activities. This has now been withdrawn.

Change: Only proposed annual plans with significant or material differences from the relevant year of the Long Term Plan (LTP) must be consulted on.

Previous legislation required all draft annual plans to be consulted on, irrespective of their content. This requirement has been removed for proposed annual plans which do not include significant or material differences.

Change: As was the case with the 2015-2025 long term planning process, the consultation process and information requirements have changed.

In summary, the changes included:

- requiring the Council to consult in a manner that 'gives effect to' a set of consultation principles, rather than adhering to what was a prescriptive process (known as the Special Consultative Procedure) as provided for in previous legislation,
- requiring the production of a 'consultation document' (CD) where a proposed annual plan is to be consulted on. The CD should identify significant and material differences between the proposed annual plan and the content of the relevant year of the LTP. The purpose, process and content of the CD is set out in the LGA02. The Council must adopt any supporting information that is relied on by the content of the CD

Change: the disclosure of information in the annual plan must reference, rather than duplicate the LTP.

Except where the purpose of the annual plan requires otherwise, the inclusion of information must not duplicate the LTP, but rather refer to it instead. The annual plan *should* include the following information:

- the proposed annual budget and funding impact statement (FIS) for the annual plan year, and
- any variation from the financial statements and FIS in the relevant year of the LTP.

Change: the financial information has new specific disclosure requirements.

The Local Government (Financial Reporting and Prudence) Regulations 2014 include specific requirements for the disclosure in and presentation of financial information. This includes the funding impact statements being presented in a set format.

Change: changes made to the Council's fees and charges are no longer subject to the special consultative procedure specifically and instead the consultation principles set out in the LGA02.

The LGA02 provides for the Council to prescribe fees or charges payable for a certificate, authority, approval, permit, or consent from, or inspection by, the local authority. Such fees and charges must be prescribed either in bylaws or following consultation 'in a manner that gives effect to the requirements of' the consultation principles set out in the Act (section 82). Previously, the special consultative procedure was specifically required to be used instead of section 82 consultation.

This does not apply to charges for goods, services, or amenities provided by the local authority in reliance on the general powers.



Information Report

To: Mayor and Councillors
From: John McIver
Date: Wednesday, 23 September 2015
File reference: Document: 1416713
Appendix A: 1407165
Meeting date: Wednesday, 30 September 2015
Subject: **Letter of thanks from Age Concern Thames**

Recommendation:

THAT the report be received.

Summary

In late August, Council received a letter from Age Concern Thames, thanking Council for the funding support of \$5,000 per annum for 5 years to support older people in the District.

Attached is the letter from Age Concern (Appendix A).

John McIver
Community Development Officer

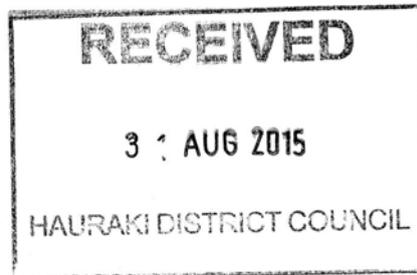
APPENDIX A

26 August 2015

Hauraki District Council

PO Box 17

Paeroa 3640



RE: Request for funding support for Age Concern Thames

Dear Hauraki District Council,

On behalf of Age Concern Thames we would like to thank the Hauraki District Council for the three year funding commitment to support older people in our District. It is heart-warming to see the Hauraki District Council actively participating in promoting positive aging in our District. We thank you for the partnership formed with Age Concern Thames and look forward to supporting our communities in this venture.

Best Wishes and thanks again.

Yours Sincerely,

Julia Monrad

Manager /Service Co-ordinator

Age Concern Thames

(07) 868 9790

Email: julia@ageconcern.gen.nz

Serving the needs of older people