

APPENDIX 2: SO&F ANNUAL WORK PROGRAMME

KEY	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
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Mandated role			Proposed items - 2023			
Scope	Areas of focus		Quarter 3 (Jan to March)	Quarter 4 (April to June)	Quarter 1 (July to Sept)	Quarter 2 (Oct to Dec)
` Strategic	Setting and approving the policy and strategy work programme	<i>Strategic direction</i>	<ul style="list-style-type: none"> Approach for strategic direction, and blueprint for Kapiti Creating our vision to 2060+ Collective impact engagement approach, including mapping of key stakeholders Expert futures series – approach; economic doughnut model, 15-minute neighbourhoods 	<ul style="list-style-type: none"> Environmental scan update Review of outcomes and measures Approach to vision sessions with communities Introducing trust and confidence survey Community board report-backs on visioning work Expert futures series – implications technology and social movements 	<ul style="list-style-type: none"> Community personas and themes from overall engagement Costed scenarios for change, and trade-off discussions Strategic shifts including role and activities, given reform change (stop, start, more, different) 	<ul style="list-style-type: none"> Kapiti vision, and road map Agreement to story for LTP (3–10-year period) Strategic direction ‘on a page’ and animated vision approach Community board report-back on local outcomes and priority
		<i>Policies</i>	<ul style="list-style-type: none"> Policy work programme update and review Climate Action Fund policy adoption Easter Sunday Trading Policy review 	<ul style="list-style-type: none"> Kapiti Recovery Plan 2020 Smoke-free policy review Alcohol policy review Freedom camping review 	<ul style="list-style-type: none"> Policy work programme progress report CCTV Policy options Public EV chargers policy Road Naming & Street Numbering Policy review Submissions themes, post consultation – Easter Sunday Trading, Alcohol, Smoke free, and Freedom Camping 	<ul style="list-style-type: none"> New Zealand Local Government Funding Agency review Encroachment Policy (New) Reserves, Structures & Commemorative Places Naming Policy review Adoption policy changes - Easter Sunday Trading, Alcohol, Smoke free, and Freedom Camping
	Development and/or review of strategies, plans, policies and bylaws	<i>Strategies</i>	<ul style="list-style-type: none"> Local Action Plan WMMP adoption 	<ul style="list-style-type: none"> KCDC age friendly strategy Safety and role of CCTV / report Corporate emissions reduction plan Climate strategy and emission targets 	<ul style="list-style-type: none"> Creativity strategy, and priorities Property strategy, and funding requirements Review of growth strategy, open space strategy 	<ul style="list-style-type: none"> Arts, heritage and culture strategy, and priorities Climate strategy, and funding requirements
		<i>Bylaws</i>	<ul style="list-style-type: none"> Review of effectiveness of by-laws, and reporting requirements 	<ul style="list-style-type: none"> Public places by-law review 	<ul style="list-style-type: none"> Consideration of Freedom camping by-law 	<ul style="list-style-type: none"> Freedom camping by-law
	Overviewing strategic programmes	<i>Climate related</i>	<ul style="list-style-type: none"> Climate change action plan update 	<ul style="list-style-type: none"> Climate change action plan update 	<ul style="list-style-type: none"> Draft waste minimisation activity plan (for LTP) 	
		<i>Place based growth</i>	<ul style="list-style-type: none"> Place-based steering group update – progressing residential development projects (Rangiuru Road) Complex Development Opportunity – Otaki, including IAF and township design 	<ul style="list-style-type: none"> Towncentre design – Paraparaumu, precinct, human centred design options Discussion council role in Airport 	<ul style="list-style-type: none"> Update on population projections, and Housing & Business Needs Assessment Whalesong next steps 	<ul style="list-style-type: none"> Discussion on Council role in Airport
		<i>Housing</i>	<ul style="list-style-type: none"> Council-owned organisations – exploring options for housing entity, including report back on community submissions Approach for social housing and homelessness Procedures for Council housing and homelessness 	<ul style="list-style-type: none"> Council-owned organisations – submissions outcomes Review older persons housing scope Proposal for typology – growth/mix plan through to 2060+ Iwi and Maori role in social housing 	<ul style="list-style-type: none"> Options to implement housing entity actions, business case, including iwi/Council partnership 	<ul style="list-style-type: none"> Housing entity decision, and funding requirements
		<i>Economic development</i>	<ul style="list-style-type: none"> New economic development reporting 	<ul style="list-style-type: none"> Terms of reference report-backs – review pf governance and impact 	<ul style="list-style-type: none"> Economic development strategy action plan 	<ul style="list-style-type: none"> Long-term plan requirements for implementing the new Economic

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	Economic development strategy		<ul style="list-style-type: none"> Future options for Economic Development Kotahitanga Board Update on population projections, and Housing & Business Needs Assessment 	<ul style="list-style-type: none"> Economic development strategy refresh – proposed focus, including consideration of Maori wellbeing Introducing business satisfaction survey Proposed economic data dashboard 	<ul style="list-style-type: none"> Year-end reporting on progress Release new economic data dashboard 	Development strategy and action plan
		Workforce		<ul style="list-style-type: none"> Progress on intergenerational strategy – implementation of over 65 initiatives 	<ul style="list-style-type: none"> Funding requirements for intergenerational strategy First education hub pilot 	<ul style="list-style-type: none">
		Destination marketing, and Tourism	<ul style="list-style-type: none"> Report on Tourism Board progress Options for additional funding from WellingtonNZ Future direction for Te Uruhi / Gateway 	<ul style="list-style-type: none"> Whalesong – supporting business case for funding Destination marketing Otaki, update on comprehensive economic development approach for Otaki 	<ul style="list-style-type: none"> Refresh of destination marketing strategy including how we will achieve Te Uruhi outcomes 	<ul style="list-style-type: none"> Destination marketing action plan, and funding requirements (B) Town centre activation review – progress to improve economic growth
		Food and beverage	<ul style="list-style-type: none"> Major Event Fund allocation / priority, including assessment of return on funded events 	<ul style="list-style-type: none"> Kanoa funding submission 	<ul style="list-style-type: none"> Food and Beverage strategy, and funding requirements Update on Food and Beverage cluster events Kanoa funding submission Wellington on a Plate event 	<ul style="list-style-type: none"> Update on regenerative agriculture/horticulture study and whenua land optimisation
		Business support		<ul style="list-style-type: none"> Update on Kapiti tech and digital cluster approach 		<ul style="list-style-type: none"> Business support strategy - business support capability assessment findings Scope for creative industries strategy
	Liaison and planning with other territorial authorities (and bodies)		<ul style="list-style-type: none"> Waka Kotahi update Kainga Ora update Opportunities for progressing initiatives with Horowhenua and Porirua DC Greater Wellington WLRG approach for approving the Future Development Strategy 	<ul style="list-style-type: none"> Police, update on Kapiti priorities Health, update on Kapiti priorities WLRG, Future Development Strategy Greater Wellington Connect with Horowhenua District Council Education, update on Kapiti priorities 	<ul style="list-style-type: none"> Opportunities for progressing initiatives with Horowhenua and Porirua DC Greater Wellington Connect with Horowhenua District Council Education, update on Kapiti priorities Waka Kotahi update Kainga Ora update 	<ul style="list-style-type: none"> Police, update on Kapiti priorities Health, update on Kapiti priorities Greater Wellington Connect with Horowhenua District Council Education, update on Kapiti priorities
Financial	Approval of contracts and contract variations outside the Chief Executive's delegations				<ul style="list-style-type: none"> 	
	Financial management, including risk mitigation	Asset management plans	<ul style="list-style-type: none"> Public conveniences Community Halls 	<ul style="list-style-type: none"> Older persons housing; Mahara Gallery; "Play" 	<ul style="list-style-type: none"> Cemeteries Parks and open space Council accommodation 	<ul style="list-style-type: none"> Aquatics Libraries Cultural facilities
		Reporting	<ul style="list-style-type: none"> 22/23 half year performance report LGFA/CCO draft 23-26 SOI (draft) 	<ul style="list-style-type: none"> 22/23 Q3 performance report 22/23 Annual Treasury compliance report 	<ul style="list-style-type: none"> LGFA/CCO draft 23-26 SOI (final) LGF Annual report (22/23) AGM resolutions 	<ul style="list-style-type: none"> 22/23 half year performance report LGFA/CCO draft 23-26 SOI (draft)

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				<ul style="list-style-type: none"> Productivity and effectiveness analysis and new performance reporting from 2023/24 		
	Approval of non - budgeted expenditure					
	Write - offs and remissions					
	Property purchases or sales, public excluded		<ul style="list-style-type: none"> Property update – acquisitions, disposals processes; and update on Public Works Acts requirements Developer facilitation process, and link to Urban and Housing Panel 	<ul style="list-style-type: none"> Land holdings overview and alignment to 2050-ish vision Potential impact of 3-water reforms on property holdings Property pipeline approach Greenfields and wetlands mapping 	<ul style="list-style-type: none"> Land holdings mapping of key developments, and changes Property acquisition budget Opportunities for improving yield of return, assets for Economic Development Kotahitanga Board 	<ul style="list-style-type: none"> Decisions for land holdings related to 3-Waters
	Financial policies				<ul style="list-style-type: none"> Rates distribution model review Development contribution model review 	<ul style="list-style-type: none"> Review revenue and finance policy Draft climate change Budgets (for LTP)
Operational	Preparation of the District Plan and Plan Changes		<ul style="list-style-type: none"> Review of district plan change priorities. PC2, intensification, 42A recommendations summary. Scoping mana whenua (2024), and future urban development changes (2024). 	<ul style="list-style-type: none"> Public notification of 1A, 1C, 1D, 1K (accessible carparking, cycle parking, street reclassification, election signage) PC2, intensification, overview 42A recommendations. 1F, modification indigenous vegetation, 42A recommendations summary. 1E, rural indigenous biodiversity incentives, section 32 valuation report. 	<ul style="list-style-type: none"> Council decision on 1L changes (Council site rezoning) Council decision PC2, intensification, 42A recommendations. 1F, modification indigenous vegetation, Council decision re recommendations. 1E, rural indigenous biodiversity incentives, public notification of change. 	<ul style="list-style-type: none"> 1F, modification indigenous vegetation, adoption (if no submissions).
	Oversight of any shared services initiatives			<ul style="list-style-type: none"> Emergency management – recovery approach 	<ul style="list-style-type: none"> Emergency management – recovery plan and permissions environment 	
	Reviewing and approving community contracts			<ul style="list-style-type: none"> Ōtaki social investment funding 		
	Receive annual reports from any community or advisory group		<ul style="list-style-type: none"> Elevate Otaki Takutai Kapiti update (CAP) 	<ul style="list-style-type: none"> Elevate Otaki CWB update 	<ul style="list-style-type: none"> Takutai Kapiti Update (CAP) Social Investment programme annual report back from contract holders – tranche one 	<ul style="list-style-type: none"> Social Investment programme annual report back from contract holders – tranche two ZEAL annual report
	All regulatory and planning matters from an operational perspective		<ul style="list-style-type: none"> Speed management plan 	<ul style="list-style-type: none"> Kapiti Whaitua progress report WKUKT progress report 	<ul style="list-style-type: none"> Climate and environment education update 	<ul style="list-style-type: none"> Biodiverstiy progress report
	Operational aspects of bylaws				<ul style="list-style-type: none"> Beach access progress report 	

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	Signing off any submission to an external agency or body		<ul style="list-style-type: none">• RMA reform submissions – water services bill, water services efficiency and consumer protection bill• Future for local government submission• Welfare committee and community emergency preparedness	<ul style="list-style-type: none">• Alcohol harm minimisation Act amendment submission• Briefing WRGF Climate change projects• WLRG Future Development Strategy		
	Considering and confirming recommendations made by subcommittees					
	Making recommendations to Council on matters of interest to the committee		<ul style="list-style-type: none">• Waikanae Library operating model• Progress regarding PP20 revocation	<ul style="list-style-type: none">• Mahara Gallery operating model		