

## 22. Policy Summaries

### Introduction

This piece of the LTCCP jigsaw discusses the summaries of the various policy documents that must be included in the LTCCP, ie the summaries of the assessment of water and sanitary services the waste management plan currently 'in force' and the significance policy. This deals with the integration of these policies into the wider plan and thus underpins the second of the virtues – integrated decision-making.

### Why are policy summaries so important?

Summaries of the assessment of water and sanitary services and the waste management plan are a recognition that the full documents have the potential to add significantly to the length of an LTCCP. Nevertheless these documents do contain information regarding the current standard of these facilities, and the local authority's intentions that are very relevant to an informed assessment of some of the content of an LTCCP.

The significance policy is an important trigger for a variety of decisions. A council's definition of 'strategic asset' is also of interest to some readers. A summary of the significance policy can help users assess some of the content.

### How do policy summaries relate to the legislation?

Schedule 10 gives local authorities the option of including the full versions of the plan and assessment if so desired.

### Who should be involved in preparing policy summaries?

The summary of the assessment of water and sanitary services, the waste management plan, and significance policy should be prepared by someone knowledgeable about the range of issues covered in these documents, and peer reviewed by a fresh pair of eyes for accessibility of language, coverage of the key issues etc.

It may be difficult to meaningfully summarise the significance policy. Provided it is not too long, it may be sensible to incorporate the full significance policy into the LTCCP.

### When should policy summaries be prepared?

The summaries of the assessment and of the waste management plan should be prepared as soon as possible after their adoption. Both these documents are adopted via the special consultative procedure and thus the summary that is used in that procedure can form the basis of the LTCCP summary. The significance policy should already be available for summarising at the start of the process.

### Where should policy summaries appear in the LTCCP?

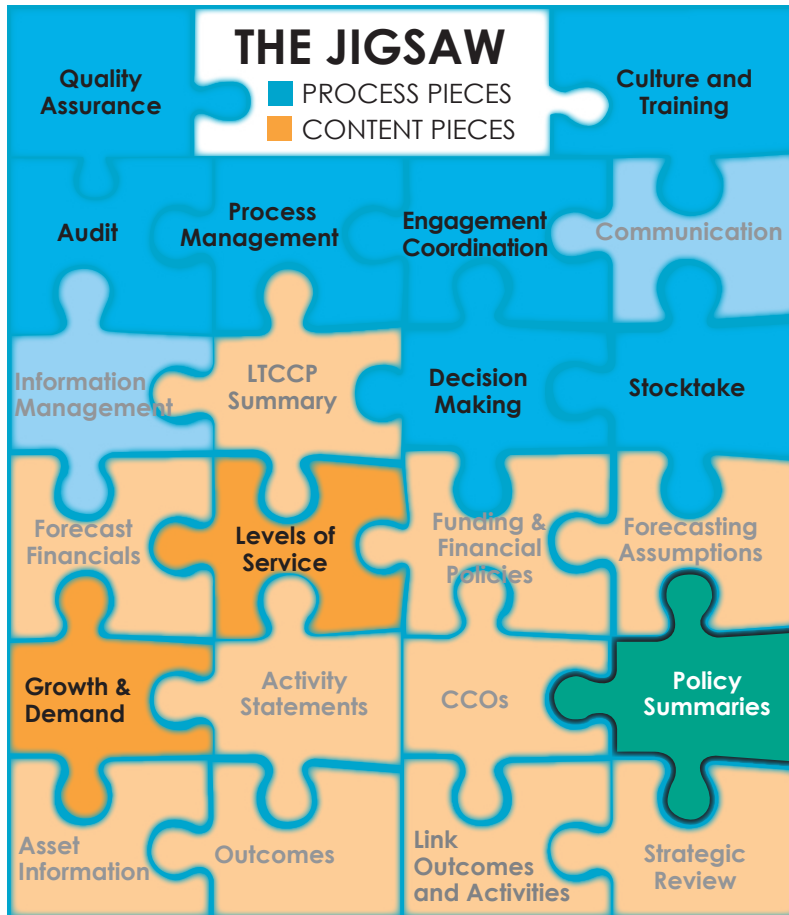
The summaries of the assessment and the waste management plan can be presented either:

- a stand alone section in the LTCCP, or
- alongside the groups of activities to which they relate (provided the summaries are distinguishable and not mixed in with the other activity information).

The summary of the significance policy could sit:

- somewhere at the beginning to assist people in interpreting the term 'significant', or
- alongside the other policy documents (and this is the option most local authorities appear to have taken in 2006).

## What other processes do the policy summaries link to?



## What were the weaknesses apparent with the 2006 policy summaries?

Some LTCCPs were missing a summary of the assessment of water and sanitary services or the waste management plan.

Rather than a summary some LTCCPs included the full assessment or waste management plan, adding to the overall size of the document.

## What good practice information is available?

This is an area that did not receive much attention in either the 2004 or 2006 LTCCPs – and thus no examples of a good policy summary have been identified. If your LTCCP has a summary you believe represents good practice, please contact [horan@solgm.org.nz](mailto:horan@solgm.org.nz).

### **Checklist of questions to consider when compiling summaries**

- Has the summary met the legislative requirements?
- Have we thought about the best place for the summary in the LTCCP?
- Is the summary understandable, has it covered the major matters, and is the message right?
- Is the information consistent with the remaining content of the LTCCP?
- Is the summary in a form and language accessible to the general public?