

# Corporate and Regulatory Committee Meeting

## PUBLIC BUSINESS AGENDA

A Corporate and Regulatory Committee Meeting  
will be held in the Council Chamber,  
Torphin Crescent, Tokoroa  
on Thursday 11 August 2022  
Commencing at the conclusion of Council  
Public Business

### OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

# Community & Corporate and Regulatory Committee

**Reporting to** Council

**Constitution** Full Council

## Meeting frequency

Six-weekly

## Objective

To overview and, where necessary, determine activities in the Community and Corporate & Regulatory Groups

## Scope of activity

- Enforcement of statutes, bylaws and rules including resource management, health, plumbing and drainage, sale of liquor, noise, air pollution, dangerous goods, dog control, animal/stock control, litter, general bylaws, building and traffic enforcement, emergency management and Civil Defence
- Development of appropriate control mechanisms identified by the Council or referred by staff
- Initiate, discontinue or give instructions on legal proceedings within the scope of the Committee activities
- Monitor the Community and Corporate and governance, information technology, strategic policy and projects and business improvement activities of the Council
- Consider and determine such reports as are placed before the Committee regarding the activities of the Community and Corporate & Regulatory Group
- Consider and determine matters which would normally fall within the Scope of Activity of the Community and Assets Committee

## Power to act

- Pursuant to Clause 32 of Schedule 7 to the Local Government Act 2002, the Council delegates all of its responsibilities, duties and powers to the Community and Corporate & Regulatory Committee with the following exceptions required by the LGA (which are also stated in Section 1.1 of this document).

## Management responsibility

Group Manager Community and Corporate & Group Manager Regulatory

## Attendees

Members	Chairperson	A Ngāpō	
	Mayor	J Shattock	
	Deputy Mayor	W Machen	
Councillors		H Daine	
		M Glucina	
		A Jansen	
		T Lee	
		H Nelis	
		G Petley	
		P Schulte	
		S Wallace	
			K Purdy
		Tirau Community Board (Chairperson)	
Staff	Chief Executive	S Law	
	Group Manager Assets	T Anderson	
	Group Manager Regulatory	S Robinson	
	Interim Group Manager Community and Corporate	D Lascelles	
	Chief Financial Officer	F Ferrar	
	Communications Manager	K Fabrie	
	Executive Support Assistant (Minutes)		

## Agenda Confirmed by:

S Law

**Chief Executive**

*RECOMMENDATIONS contained in reports are NOT to be construed as COUNCIL DECISIONS.  
Refer to Council minutes for RESOLUTIONS.*

## Order of Business

<b>1.</b>	<b>Apologies .....</b>	<b>4</b>
<b>2.</b>	<b>Confirmation of Agenda.....</b>	<b>4</b>
<b>3.</b>	<b>Conflicts of Interest.....</b>	<b>4</b>
<b>4.</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
4.1	Confirmation of Minutes - Public.....	5
5.1	Executive Report .....	10
<b>6.</b>	<b>Members Information Requests.....</b>	<b>12</b>

### 1. Apologies

### 2. Confirmation of Agenda

### 3. Conflicts of Interest

## **4. Confirmation of Minutes**

### **4.1 Confirmation of Minutes - Public**

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#### **Document Information**

Report To: Corporate and Regulatory  
Meeting Date: Thursday, 11 August 2022  
Author: Arama Ngapo  
Author Title: Chairperson  
Report Date: Tuesday, 26 July 2022

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#### **Purpose of Report**

This report is for information purposes only.

The purpose of this report is to present past Minutes.

#### **Recommendation**

##### **Corporate and Regulatory – 30 June 2022**

##### **Public Business**

1. *That the minutes of the public business of the Corporate and Regulatory Committee meeting held on 30 June 2022 are confirmed as a true and accurate record and the recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

#### **Attachment**

Minutes – 30 June 2022

Action Sheet

# Corporate and Regulatory Committee Meeting

## PUBLIC BUSINESS MINUTES

A Corporate and Regulatory Committee Meeting  
was held in the Council Chamber,  
Torphin Crescent, Tokoroa  
on Thursday 30 June 2022  
Commencing at 1.55pm

### Attendees

Members	Chairperson	A Ngāpō
	Mayor	J Shattock
	Deputy Mayor	W Machen
	Councillors	M Glucina
		T Lee
		P Schulte
		S Wallace
		H Daine
		A Jansen
		H Nelis
	Tīrau Community Board (Chairperson)	K Purdy
Staff	Interim Chief Executive	M Taris
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Interim Group Manager Community & Corporate	D Lascelles
	Chief Financial Officer	F Ferrar
	Communications Manager	K Fabrie
	Executive Support Assistant (Minutes)	C Cawood

### 1. Apologies

*That apology from Her Worship the Mayor is received and sustained.*

### 2. Confirmation of Agenda

**22/143 Resolved**

**Cr Machen / Cr Lee**

*That the agenda, as circulated, with the addition of the Council Report 8.4 Co-Lab 2022 Statement of Intent being placed on the Corporate and Regulatory Committee Agenda following Report 5.4, be confirmed.*

### **3. Conflicts of Interest**

That there were no conflicts of interest

### **4. Confirmation of Minutes**

#### **4.1 Confirmation of Minutes - Public**

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##### **Matters of fact:**

That the resolved actions not to be included in the minutes.

##### **22/144 Resolved**

**Cr Lee / Cr Nelis**

*That the Minutes of the Public Business of the Corporate and Regulatory Committee Meeting held on Thursday 19 May 2022 were confirmed as a true and accurate record and the Recommendations therein approved.*

##### **Matters arising:**

There were no matters arising from the minutes.

### **5. Reports**

#### **5.1 Executive Group Report**

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The Chief Executive took the report as read.

##### **22/145 Resolved**

**Cr Lee / Cr Wallace**

*That Report No 2022-588082, Executive Group Report – May 2022, be received*

#### **5.2 Community and Corporate Group Report – May 2022**

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The Interim Group Manager for Community and Corporate took the report as read.

##### **22/146 Resolved**

**Cr Wallace / Cr Nelis**

*That Report No 2022-588080, Regulatory Group Report – May 2022, be received.*

#### **5.3 Regulatory Group Report**

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The Regulatory Group Manager took the report as read and provided updates.

##### **22/147 Resolved**

**Cr Lee / Cr Nelis**

*That Report No 2022-583284, Performance Report – March 2022, be received.*

## 5.4 Performance Group Report – May 2022

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Chief Financial Officer took the report as read.

**22/148 Resolved**

**Cr Daine / Cr Schulte**

*That Report No 2022-583284, Performance Report – May 2022, be received.*

## 5.5 Co-Lab 2022 Statement of Intent

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The Chief Executive introduced the Statement of Intent for the fourth coming year from Co-Lab, shared services organisation.

**22/149 Resolved**

**Cr Daine / Cr Wallace**

*That Report No 2022–588576, Co-Lab 2022 Statement of Intent, be received.*

## 6. Members Information Requests

1. Cr Nelis sought the origin of introducing staff to Council.
2. The chair upheld a point of order related to Cr Nelis's question.
3. Cr Nelis inquired about policies related to recognition of gift of land.
4. Cr Ngapo asked if the council had signed up with the automated website of Land Information New Zealand.

Meeting closed at 2.05pm

A Ngāpō

**CHAIRPERSON**



**C & R COMMITTEE ACTION SHEET 2022****PUBLIC - CURRENT**

<b>No</b>	<b>Meeting</b>	<b>Action Point/ Requester</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Action Taken/ Completion Date</b>
10	Corporate and Regulatory 30/06/2022	The Regulatory Group Manager to find out if cowsheds are classified as industrial or commercial buildings.	The Regulatory Group Manager	08/08/2022	Email sent to councillors
11	Corporate and Regulatory 30/06/2022	Cr Nelis inquired as to how many new house builds had been done in the last 12 months.	The Regulatory Group Manager	08/08/2022	Email sent to councillors
12	Corporate and Regulatory 30/06/2022	Cr Daine asked The Chief Executive to find out more about the sharing aspect of the services Co-Lab provide.	The chief executive	08/08/2022	Chief Executive to have a one on one with Councillor Daine
13	Corporate and Regulatory 30/06/2022	Cr Ngāpō To find out if we have signed up with Land Information New Zealand.	Chief Financial Officer	08/08/2022	Confirmed

## 5. Reports

### 5.1 Executive Report

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#### Document Information

Report To:	Corporate and Regulatory
Meeting Date:	Thursday, 11 August 2022
Author:	Susan Law
Author Title:	Chief Executive
Group Manager Lead:	Sharon Robinson
Report Date:	Tuesday, 2 August 2022

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#### Purpose

To inform the Committee on the relevant annual plan projects relating to the Corporate and Regulatory areas of the organisation.

#### Recommendation

1. That the Committee:
  - a) receives Report 2022-592164, Executive Report.

#### Discussion

##### Regulatory Updates

2. IANZ representatives and an MBIE observer completed a special monitoring assessment for the Building Consent Authority accreditation onsite during 2-4 August. Due to last year's online only assessment, this additional monitoring included inspections alongside an assessment of the improvements we had implemented in our systems and technical procedures.
3. In addition to ongoing engagement through the mediation process for the Healthy Rivers Wai Ora Waikato Regional Plan Change appeal, staff are continuing to liaise with other territorial authorities and engaging in the Waikato Regional Council Freshwater Policy review on Council's behalf to give effect to the National Policy Statement for Freshwater Management 2020 (NPS-FM).
4. The Chief Executive and the Coordinating Executive Group Management and Governance Subgroup for the Waikato CDEM Group have approved the request for a service level agreement to deliver Council's civil defence function. The agreement and job description are being finalised and recruitment will be undertaken alongside that for MPDC.
5. The outcome of the recent tabletop exercise was evaluated as early developing which will provide a good baseline for staff training and work programme priorities going forward. The assessment report highlighted leadership training and experience was particularly evident in the following functions: Controller, Welfare Manager, Safety Manager, Recovery Manager, and Iwi liaison.
6. Positive reports of the public's behaviour have been received regarding monitoring undertaken by Police and compliance staff, for the recently amended Public Places Bylaw concerning alcohol prohibition at reserves used for sportsgrounds.
7. A project timeline for plan change workstreams, including the Tokoroa and Tirau Growth Plan Changes (both industrial and residential) and natural hazards is being finalised. The first phase will be consultation with affected landowners and adjacent landowners. The Māori Purpose Zone

Plan Change is progressing alongside Raukawa to arrange engagement from marae to enable input to the plan change. The noise rules in the plan have been reformatted into the National Planning Standards template and energy efficiency criteria for the District Plan have been developed and will be bundled up with the wider plan change workstreams for public notification in due course.

8. A Council workshop has been scheduled for September to share additional information regarding the proposed District Plan review programme and Resource Management Act (RMA) processes. Our Joint Management Agreement Iwi partners Raukawa and Te Arawa River Iwi Trust (TARIT) will also be invited to join Councillors for this workshop.
9. All regulatory functional teams carry at least one vacancy at this time which will impact levels of service and the achievement of KPIs.

## **6. Members Information Requests**



## Council Outcomes

**Growth** - Activities and strategies that facilitate sustainable economic growth and lift community pride.

**Resilience** - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.

**Relationships** - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.