

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 22 September 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 (Deputy Chairperson)	J Shattock
	Councillors	
		H Daine
		M Glucina
		A Jansen
		T Lee
		B Machen
		H Nelis
		G Petley
		P Schulte
		S Wallace
	Tirau Community Board (Chairperson)	K Purdy
Staff	Chief Executive	S Law
	Interim Executive Manager Corporate	M Booth
	Interim Executive Manager Transformation	D Lascelles
	Interim Executive Manager Operations	J Hassall
	Group Manager Assets	T Anderson
	Group Manager Regulatory	S Robinson
	Communications Manager	K Fabrie
	Executive Support Assistant (Minutes)	C Cawood

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

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1. Apologies

2. Confirmation of Agenda

3. Conflicts of Interest

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Document Information

Report To:	Corporate and Regulatory
Meeting Date:	Thursday, 22 September 2022
Author:	Arama Ngāpō
Author Title:	Chairperson
Report Date:	Thursday, 15 September 2022

Purpose

1. To present past minutes.

Recommendation

2. That the Corporate and Regulatory Committee:
 - a) confirms the minutes of the public business of the Corporate and Regulatory meeting held on Thursday 11 August 2022 as a true and accurate record.

Attachments

Unconfirmed Corporate and Regulatory Committee public minutes – 11 August 2022

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 11 August 2022
Commencing at 1.08 pm

Attendees

Members	Chairperson Mayor	A Ngāpō J Shattock
	Councillors	H Daine M Glucina T Lee H Nelis G Petley P Schulte S Wallace
	Tirau Community Board (Chairperson)	K Purdy
Staff	Chief Executive Group Manager Assets Group Manager Regulatory IEM Transformation Manager Communications Manager Executive Support Assistant (Minutes)	S Law T Anderson S Robinson D Lascelles K Fabrie C Cawood

1. Apologies

22/183 Resolved

Cr Wallace / Cr Daine

That apologies from Cr Machen and Cr Jensen are received and sustained.

2. Confirmation of Agenda

22/184 Resolved

Cr Wallace / Cr Daine

That the Agenda, as circulated, be confirmed.

3. Conflicts of Interest

That there were no conflicts of interest.

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Matters of fact:

That there were no matters of fact.

22/185 Resolved

Cr Schulte/ Cr Wallace

- a) *That the Minutes of the Public Business of the Corporate and Regulatory Committee Meeting held on Thursday 30 June 2022 were confirmed as a true and accurate record and the Recommendations therein approved.*
- b) *That recommendations approved without amendment and passed unanimously.*

5. Reports

5.1 Executive Report

Chief Executive took the report as read.

The Regulatory Group Manager held a discussion and answered any questions.

22/186 Resolved

Cr Petley / Cr Lee

That Report No 2022–592164, Executive Report – August 2022, be received.

6. Members Information Requests

That there were no information requests

Meeting closed 1.25pm.

A Ngāpō

CHAIRPERSON

5. Reports

5.1 Executive Report

Document Information

Report To:	Corporate and Regulatory
Meeting Date:	Thursday, 22 September 2022
Author:	Susan Law
Author Title:	Chief Executive
Group Manager Lead:	Michael Booth and James Hassall
Report Date:	Thursday, 8 September 2022

Purpose

1. To provide an update on key activities across the organisation.

Recommendation

2. That the Corporate and Regulatory Committee:
 - a) receives Report 2022- 599923, Executive Report.

Regulatory Group Update

District Change Programme

3. Direct affected party consultation has commenced for residential and industrial growth in Tokoroa and Tīrau. A good number of attendees have visited the drop in chats in Tīrau and Tokoroa with generally positive feedback about the proposals for growth. Preparation for similar direct consultation with landowners in proposed natural hazard zone areas has been completed and is scheduled to coincide with the receipt of final modelling in September/October.
4. Staff have agreed on an updated action plan to progress the Nga Wahi Tuturu Proposed Pan Change and consultation with local marae alongside Raukawa staff continues for the proposed marae purpose zone. Joint Working Party discussions with Iwi in line with Council's Joint Management Agreements are progressing.
5. On 7 September, a Councillor workshop was held to share additional information guiding the District Plan review programme and Resource Management Act process requirements. Staff will commence a road designation process in Putāruru.
6. Learnings from the Affordable Housing Summit are being investigated to inform our local District Plan Review Programme and Housing Strategy including the suitability of sustainable housing, universal design and inclusionary zoning options.

Building Consent Authority

7. The proposed Action Plan to meet the Building Consent Authority accreditation special assessment report has been submitted and accepted by IANZ. Staff are on track to provide the evidence necessary by 14 October to satisfy and clear the report requirements.

Environmental Health and Alcohol

8. The District Licensing Chair and Chief Licensing Inspector provided an opportunity for upskilling to our Sale and Supply of Alcohol Act license holders and premise staff, District Licensing Committee members and Police and Health agencies, over two days. The anticipated outcome of increased knowledge, from our key decision maker, should enable premises to further minimise harm from alcohol and meet expectations at time of licence renewal and hearings.

Levels of Service

9. All Regulatory functional teams continue to carry at least one vacancy at this time which will further impact levels of service and the achievement of KPIs. Three staff joined Waikato Regional Council teams to complete their well-regarded Basic Investigative Skills for Local Government training course, to enable in particular, improved monitoring and enforcement within the Resource Management Act workstream.

Update on 3 Waters

10. The Roadshow in Rotorua was attended by the Leadership Team. Comprising of the CEO and the Interim Executive Managers.
11. The National Transition Unit has established workstreams of all the work that needs to be undertaken before Day 1 (1 July 2024). The presentations for the workstreams were provided by the workstream leads:
 - Head of Program – Jaron Shaw
 - Asset Management, Operations and Stormwater – Lorraine Kendrick
 - Finance and Commercial – Brian Monk
 - Workforce – Laila Harre
 - Customer, Data and Digital – Rebecca Chenery
 - Engagement – Peter Cox.
12. In summary the timelines for the completion of key tasks are extremely tight, including completing the transition from Councils to the 4 Entities by 1 July 2024.
13. There is little detail on the information and activities required of local Councils to transfer these to the new Entity.
14. In the Asset Management, Operations and Stormwater workstream, there is considerable work in integrating 22 Council plans and priorities both at an operational and strategic level. It was clear that the NTU would undertake matters to 60%, (a phrase frequently used) but the new Entities would set their own plans and priorities. This would unlikely be completed before 2024 or for some time thereafter.
15. South Waikato DC's decision to accelerate the development of critical stormwater infrastructure is timely and ensures the implementation of its priorities for the community, as it will be uncertain whether these will be priorities for Entity B or when they will be implemented.
16. In the Transformation team, a structure has been established to enable the Council to fulfill its transition requirements. It comprises technical, data, operational, finance and Human Resource capability. While the workload is unknown at this stage, it is unlikely that the transition funding will be adequate to fully meet the additional cost.

17. The role of the Local Transition Team for Entity B is being reconsidered, especially in the light of the withdrawal of the Elected Members during the period leading up to the election. The Chief Executives will meet to discuss the issues relating to Councils and the transition to Entity B.

Organisational Structure

18. The three Interim Executive Managers have settled into their new roles. Ensuring business as usual as well as giving consideration to the transformational changes necessary has become the business as usual.
19. A new interim structure has been notified to all staff, showing in some cases new teams, reporting relationships and new positions which have been created to fill gaps in the existing structure. The new roles primarily relate to the following functional areas:
- Governance and democratic support
 - Policy and strategy
 - Growth planning.
20. All staff will directly or indirectly report through to one of the three Interim Executive Managers who report to the CEO.
21. Work is now commencing on developing the internal policies, procedures and delegations to give proper effect to the structure.

Corporate Planning

22. While there is still work to undertake on the amendment to the Long-Term Plan, we are now turning our attention to the annual plan.
23. The process requires all managers of functional areas to determine 'what' of the relevant year of the Long-Term Plan will be prioritized for 2023/24, 'how' that will be done, and then 'what resources will be required. This will be the 'bottom up' part of the process. The 'top down' comprises the determination of the high-level priorities of the Council.
24. The process for development of the annual plan supports the 'golden thread' of outcomes that impact the community to activities that happen on the ground. We can be held account for management of budgets and delivery of outputs.

Recruitment of staff

25. Councillors are referred to the 2022 Workforce Scan – Elected Members Information Report in the 30 June 2022, Council Public Agenda. in which challenges in recruiting appropriately skilled and experienced staff were advised. These challenges remain and are across the whole Council, especially in those areas where activities that support the growth of the population and economy are needed.
26. With support from Taupo District Council, where the challenges are less acute, we are identifying the major HR strategies that may assist.
27. Our remuneration policies require review and an RFP has been initiated to review those with a view to making the Council's remuneration more competitive with other Councils and the private sector, especially those consulting back to local government.

Attachments

Three Waters Reform Transition Programme

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.