

**REPORT of a MEETING of the POLICY COMMITTEE, held in the Council Chambers,
Level 2, Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt, on
WEDNESDAY 26 JULY 2017 commencing at 4.30pm**

PRESENT: CR A R MCLEOD (CHAIR), HIS WORSHIP THE MAYOR MR W N GUPPY, CRS C B G CARSON, R B T CONNELLY, J B GRIFFITHS, J C GWILLIAM, H SWALES, S P TAYLOR AND D V WHEELER

APOLOGY: CRS G T MCARTHUR AND P E LAMBERT

ATTENDING: CHIEF EXECUTIVE, DIRECTOR OF ASSET MANAGEMENT AND OPERATIONS, DIRECTOR OF BUSINESS DEVELOPMENT SERVICES, DIRECTOR OF CORPORATE SERVICES, DIRECTOR OF COMMUNITY SERVICES, CITY SOLICITOR, MANAGER POLICY AND PLANNING AND DEMOCRATIC SERVICES ADVISOR

A. PUBLIC BUSINESS

APOLOGY

RESOLVED

THAT the apology from Councillors McArthur and Lambert be received.

Moved

Cr Taylor / Cr Swales

CARRIED

1. PUBLIC FORUM

Mary Beth Taylor relating to the Chief Executive's Report

Ms Taylor spoke about the Local Government Act Review and the Local Government Commission and questioned if there was a need for less urgency at present regarding the sharing of services. Mary Beth Taylor stated that there was also a requirement to keep the community informed about what could be done. Ms Taylor commented on the importance of focusing strongly on the quality and supply of water and asked attendees whether they agreed that food resilience should form part of the civil defence strategy. Ms Taylor raised a final item about the youth strategy and the need to engage youth in the democratic process about their responsibilities and rights.

2. GENERAL BUSINESS

Nil.

3. CONFLICT OF INTEREST DECLARATIONS AND UPDATES

Nil.

**4. DECISION REPORT ON PROPOSED PLAN CHANGE 43 TO THE UPPER HUTT
DISTRICT PLAN 2004: INTRODUCTORY CHAPTERS**

(351/12-048)

The Report from the Policy Planner through the Director of Planning and Regulatory Services dated 12 July 2017 (agenda pages A4-1 to A4-198) was tabled.

Councillor Gwilliam referred to page A4-11, and commented that feedback regarding the amendment of the last sentence of section 1.7.3, had been passed to the Policy and Planning Manager. Councillor Gwilliam reported that following further correspondence, the changes were agreed to and noted, to now read '*Publicly notified applications will be advertised, with an option for the public to make submissions to the Council in support of, or opposition to, the proposal*'.

Councillor Taylor thanked Council Officers for the work completed.

RESOLVED TO RECOMMEND

THAT the Council Policy Committee makes the following recommendations to Full Council:

- 1. THAT pursuant to Clause 10 of the First Schedule of the Resource Management Act 1991, Council gives notice of its decision on submissions to Plan Change 43 in accordance with the recommendations in this report.**

2. **THAT the modifications outline in Appendix 2 be made to Plan Change 43, prior to its inclusion in the District Plan.**
3. **THAT pursuant to Clause 17 of the First Schedule of the Resource Management Act 1991, Council resolves to make operative Plan Change 43 with the modification as set out in Appendix 2.**
4. **THAT pursuant to Clause 20 of the First Schedule of the Resource Management Act 1991, Council gives notice of Plan Change 43 becoming operative.**

Moved

His Worship the Mayor / Cr Taylor

CARRIED

5. CHANGES TO THE MANUAL OF DELEGATIONS 2017 (301/25-006)

The Report from the City Solicitor dated 18 July 2017 (agenda pages A5-1 to A5-3) was tabled.

Councillor Swales commented on Pandemic Succession page A5-2 and asked whether the descending order 1 through to 5 was skill-based. The Chief Executive advised that the Director of Regulatory and Planning Services was the current Controller and highlighted that any of the Directors could step into the role if required however the delegation required an order that was a combination of both skills and knowledge.

Councillor Connelly also referred to the Pandemic Succession and asked if the Controller role was separate and as the Director of Regulatory and Planning Services could not do both.

His Worship the Mayor noted that only one of the Directors resided in Upper Hutt which was a factor should there be an emergency. He felt this required further discussion at a later point.

RESOLVED TO RECOMMEND

1. THAT Council adopts the changes to the Manual of Delegations below:

A. CHAPTER 4 – FUNCTIONAL DELEGATIONS

Paragraph 4.2(a) is replaced with the following:

4.2 – Delegations by Council to His Worship the Mayor

- a. **Authority to appoint any officer as Acting Chief Executive on either the request of the Chief Executive or because the Mayor deems it necessary because the Chief Executive is either absent or incapacitated.**

B. CHAPTER 5 – THE CHIEF EXECUTIVE

Paragraph 5.1.1 is amended by removing the second and third paragraphs under 5.1.1 and inserting the following:

5.1.1 – Chief Executive

In the absence of the Chief Executive any officer appointed for the time being as Acting Chief Executive, is authorised to exercise every responsibility, duty or power that the Council has delegated to the Chief Executive either directly or via another officer.

C. CHAPTER 5 – THE CHIEF EXECUTIVE

Paragraph 5.1.2 is replaced with the following:

5.1.2 – Pandemic succession

That the following Council officers be appointed as Acting Chief Executive in the following order of precedence in the event of the Chief Executive being absent from work as a consequence of a pandemic:

1. **Director of Planning and Regulatory Services**
2. **Director of Corporate Services**
3. **Director of Community Services**
4. **Director of Business Development Services**
5. **Director of Asset Management and Operations**

Moved

Cr Taylor / His Worship the Mayor

CARRIED

6. DIRECTOR'S REPORT – PLANNING AND REGULATORY SERVICES DEPARTMENT (301/25-010)

The Report from the Director of Planning and Regulatory Services dated 13 July 2017 (agenda pages A6-1 to A6-6) was tabled.

Councillor Gwilliam referred to Greater Wellington's Natural Resources Plan on page A6-1 and asked whether it would impact on the work being undertaken in the natural significant areas. The Chief Executive advised that it would not.

On the same matter Councillor Connelly asked for the topics of the two rounds of hearings. The Chief Executive undertook to report back on the topics.

Councillor Gwilliam referred to Plan Change 42 on page A6-1 and asked whether the panel would include Councillors or an independent. His Worship the Mayor advised that an independent had been considered the most appropriate.

Councillor Carson asked if there had been any delays in getting building inspections carried out as feedback had been received from some parties about the length of time involved. The Chief Executive commented that two new staff had been employed as highlighted in the City Services report, however there had been absences associated with annual and sick leave, as well as maternity leave. The Chief Executive stated that there would be a resource review to ascertain whether another inspector was required due to the volume of applications being received.

RESOLVED TO RECOMMEND

THAT the report be received.

Moved

Cr Taylor / Cr Gwilliam

CARRIED

7. DIRECTOR'S REPORT – BUSINESS DEVELOPMENT SERVICES DEPARTMENT (301/25-012)

The Report from the Director of Business Development Services dated 12 July 2017 (agenda pages A7-1 to A7-3) was tabled.

Councillor Swales referred to page A7-2 regarding sustainability and waste minimisation initiatives, and asked why updates were provided to City Services and not the Policy Committee. The Director explained that updates fell under City Services and were not a Policy Committee matter.

Councillor Swales asked about the community garden funds on page A7-2 and where a list of the projects could be found. The Director commented that the information would be provided.

Councillor Swales noted that 11 home energy assessments audits were completed in June. Councillor Swales asked whether they were due to a drive or the time of year. The Director replied that that this had been due to the cold weather which generated more interest in home heating.

Councillor Swales enquired regarding Easter trading hours and engagement with the community on this matter and whether there would be a draft policy provided. The Director responded that the intention was to informally engage with community groups to get a feel for insights and hoped to bring back a summary of that consulting.

Councillor Swales asked whether there was a need to have a policy. The Director responded that since the earthquake in November 2016, shopping in the CBD had increased and this may have changed the desire of retailers, who previously may not have had an interest in Easter trading hours, to revisit their position.

Councillor McLeod stated that the Open Space Strategy scheduled to be presented to Council on the 9 August 2017, would be presented to the next round of meetings after August.

RESOLVED TO RECOMMEND

THAT the report be received.

Moved

Cr Taylor / Cr Wheeler

CARRIED

8. CHIEF EXECUTIVE'S REPORT (301/25-009)

The Report from the Chief Executive dated 15 July 2017 (agenda pages A8-1 to A8-8) was tabled.

Councillor Swales referred to page A8-2 under the Civil Defence Review regarding engagement and asked whether engagement referred to key stakeholders that were named or others aside from those that had been named. The Chief Executive stated that this group consisted of key stakeholders who would determine what the key issues were.

Councillor Wheeler referred to page A8-2 Go Shift and asked if all councils were receptive to a standardised approach. The Chief Executive commented that it was supported by MBIE, and had gains and efficiencies that councils would be wanting to adopt benefits from.

Councillor Taylor asked how long the Go Shift initiative had been going and what was the implementation timeframe. The Chief Executive advised that the implementation had been going for 18 months with form development and online processes. He added that the aim was to implement the initiative as soon as possible once it had been resourced.

RESOLVED TO RECOMMEND

THAT the report be received.

Moved

Cr Connelly / Cr Taylor

CARRIED

9. GENERAL BUSINESS

There was no General Business.

10. PUBLIC EXCLUSION

RESOLVED TO RECOMMEND

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

B.1 CHIEF EXECUTIVE'S REPORT

B.2 GENERAL BUSINESS

THAT the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A)	(B)	(C)
GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND FOR THE PASSING OF THIS RESOLUTION

Chief Executive's Report	The withholding of information is necessary to protect the privacy of natural persons and to maintain legal professional privilege and to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Section 7(2)(g) Section 7(2)(i)
General Business	The withholding of information is necessary to protect information subject to an obligation of confidence.	Section 7(2)(c)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column B above.

Moved

Cr Griffiths / Cr Carson

CARRIED

The Public Business Section of the meeting concluded at 5.05pm.

The Public Excluded Section of the meeting concluded at 5.36pm.

Cr A R McLeod

CHAIR