

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 19 MARCH 2019** commencing at **9.00am**.

Present:

Cr JD Sedgwick (Chairperson)
His Worship the Mayor, Mr AM Sanson [until 9.23am]
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr RC McGuire
Cr FM McNally
Cr EM Patterson
Cr NMD Smith
Cr LR Thomson [until 9.57am]

Attending:

Mr GJ Ion (Chief Executive)
Mr T Whittaker (Chief Operating Officer)
Ms S O’Gorman (General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Ms AM D’Aubert (Consents Manager)
Mr W Hill (Consents Team Leader)
Ms E Makin Consents Team Leader – East)
Mr J Wright (Senior Planner)
Ms K Newell (Civil Defence Emergency Coordinator)
Mr J Snowball (Group Controller, Civil Defence Emergency Management)
Mr M Bang (GEMO Team Leader, Civil Defence Emergency Management)
Ms A Parquist (Change Manager)
Mr K Abbott (Projects and Innovation Manager)
Mr T Pipe (Regulatory Manager)
Mr S Kumar (Environmental Health Officer)
Ms C Cunningham (Senior Regulatory Administrator)
3 Members of staff

His Worship the Mayor called for a minute’s silence to mark the recent terrorist attacks in Christchurch.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/McInally)

THAT an apology be received from Cr Main and Cr Lynch;

AND THAT an apology for early departure be received from His Worship the Mayor and Cr Thomson.

CARRIED on the voices

P&R1903/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Thomson)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 19 March 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business for consideration be changed as follows:

1. **Agenda Item 5.5 [District Licensing Process]**
2. **Agenda Item 5.2 [Joint Committee Minutes and Emergency Management Update]**
3. **Agenda Item 5.1 [Civil Defence Emergency Management Local Welfare Committee Plan]**
4. **Agenda Item 5.3 onwards**

CARRIED on the voices

P&R1903/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Patterson/Thomson)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 19 February 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

P&R1903/03

REPORTS

District Licensing Process

Agenda Item 5.5

Cr Smith, the Chair of the District Licensing Committee (DLC), provided an overview of the DLC's process for considering and determining licence applications. He noted the importance of the statutory timeframes and that Councillors should refer any queries they receive on specific applications to the DLC Secretary.

The Regulatory Team were introduced; being responsible for receiving and processing licence applications.

His Worship the Mayor retired from the meeting at 9.23am during discussion on the above item.

Joint Committee Minutes and Emergency Management Update

Agenda Item 5.2

The report was received [*P&R1903/02 refers*].

Mr Snowball introduced himself and listed the key functions as Group Manager and Group Controller at the Waikato Emergency Management Office (GEMO).

Mr Snowball highlighted the following:

- GEMO's focus is to deliver the Emergency Management Systems reform; the national legislation and regulation;
- Systems reform required changes to the way the Council deals with Civil Defence and Emergency Management (CDEM). This includes that councils enter into shared service arrangements;
- The reforms are expected to be delivered by May 2020.

The Committee discussed the central government's budget to aid transition at a territorial level. The Committee would discuss this, and future planning, at a workshop.

Civil Defence Emergency Management Local Welfare Committee Plan
Agenda Item 5.1

The report was received [P&R1903/02 refers]. Ms Parquist took the report as read and drew the Committee's attention to the following:

- Civil Defence and Welfare at the Council had changed over the last six years.
- The appointment of Team Leaders, support staff and recently, a Resilience Community Coordinator addressed concerns on the robustness of the Welfare Committee.
- Civil Defence Emergency Management is part of the organisation's culture.

Civil Defence Emergency Management (CDEM) Local Plan
Agenda Item 5.3

The report was received [P&R1903/02 refers]. Ms Newell took the report as read and highlighted the following points:

- The Local Plan is in draft form and the Committee was invited to provide feedback;
- The Local Plan was intended to align with the Gearing for Growth and Greatness strategy that Council was currently implementing; and
- Changes to Recovery legislation and the Incident & Emergency Management Leadership Team were noted.

A workshop was suggested for this matter to discuss how Councillors could get involved in assisting/supporting this plan.

A steering group would be established to facilitate a discussion with Committee members on the use of the blueprinting process to include 'Plan B' and 'Plan C' (as referred to in the agenda).

Chief Executive's Business Plan
Agenda Item 5.4

The report was received [P&R1903/02 refers].

Cr Thomson retired from the meeting at 9.57am during discussion on the above item.

Delegated Resource Consent Approved for the month of February 2019
Agenda Item 5.6

The report was received [P&R1903/02 refers] and The Consents Manager took the report as read.

