

MEETING — AGENDA —

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Western Bay of Plenty
District Council

POLICY COMMITTEE

Komiti Kaupapa Here

Additional Item
Pikau Korero
PP18

Thursday, 21 February 2019



Open Items
Policy Committee No. PP18
Additional Item

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- 1. Policy and Planning Work Programme**

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Western Bay of Plenty District Council

Policy Committee

2019 Policy and Planning Work programme

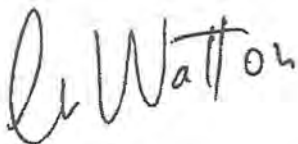
Purpose

The purpose of this report is to agree the 2019 work programme for the Policy and Planning team.

This report outlines the key projects progressed in 2018, provides an overview of ongoing work, and other projects that could be included for 2019.

Recommendation

- 1. THAT the Policy and Planning Manager's report dated 4 February 2019 and titled 2019 Policy and Planning work programme be received.**
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.**
- 3. THAT the projects in section 3 of this report be included in the 2019 Policy and Planning work programme, alongside the team's ongoing commitments:**
 - Projects commenced in 2019, as set out in Table 1**
 - Proposed projects set out in Table 2, to be progressed in the priority order agreed**



Emily Watton
Policy and Planning Manager

1. Background

This report provides an overview on work progressed or completed in 2018, and seeks direction on the matters that the Policy Committee wishes to prioritise for the 2019 calendar year.

2. Projects progressed in 2018

A significant workload was progressed in 2018, as summarised in Attachment One. Many projects were not commenced until after completion of the Long Term Plan, and therefore will continue into 2019.

3. Work programme options for 2019

The first table below recommends the work already underway, which must be completed in 2019.

Indicative workload is shown in the table alongside each project. Major projects involve a substantial amount of work over a number of months. A medium project requires some work over a number of months, and a minor project will require lower levels of work over a shorter time period. Please note that the ongoing projects outlined in Part 4 of this report can also require significant work.

The subsequent table outlines additional other projects that will be commenced later in 2019, and are expected to continue into 2020. Staff capacity is currently 7.6 FTE, including manager and administration.

It should also be noted that it is not uncommon for other projects to be included in the work programme throughout the year because of changes in legislation, or in response to a community issue that is not anticipated at the time of writing this report.

Statutory Planning		
Long Term Plan amendment	Proposal to introduce kerbside waste services	Major
Annual Plan 2019/20	Project management of the consultation and submission analysis component of the Annual Plan 2019/20.	Medium
Bylaws		
Freedom Camping Bylaw	Consultation on draft bylaw intended to occur alongside Annual Plan 2019/20	Medium
General Bylaw		Major
Trading in Public Place Bylaw		Medium
Traffic and Parking Enforcement Bylaw		Major

Strategy reviews		
Communities Strategy	To include review of Halls Policy and Council's approach to cemeteries/urupa	Major
Environment Strategy	To include the development of a corporate sustainability plan and climate change action plan	Major
Recreation and Leisure Strategy	To review the strategy in context of the Regional Spaces and Places Strategy, and consider Council's own levels of service	Major
Policy review/development		
Review of the Class 4 and TAB gambling venues policies	Consultation on draft policies intended to occur alongside Annual Plan 2019/20	Medium
Policy on supporting provision of Council infrastructure to marae in our District	To give effect to a resolution of the Operations Committee, seeking the Policy Committee to consider developing a policy	Medium
Reserves and Recreation Planning		
Concept plan review/development	To include: <ul style="list-style-type: none"> • Pokopoko Stream Reserve • Conway Road Reserve • Lund Road Reserve • Island View Reserve • Waihi Beach Community Centre Reserve • Wairoa River Rowing Club Reserve • Jamieson Oval/Jubilee Park 	Medium
Local Government Act s17A reviews		
Pensioner housing	A review of service delivery under the requirements of the Local Government Act 2002.	Major
Solid waste		Medium
Other		
Earthquake Prone Buildings	Legislative requirement to undertake consultation and identify priority buildings	Minor
Facilities in the Community Funding Round	Run every two years, alongside the Community Matching Fund	Medium

The following table sets out the projects that are proposed to commence later in 2019 (e.g. during the interregnum period). They are set out in proposed priority order, and show indicative workload as minor, medium or major.

Table 2: Other proposed projects to commence later in 2019 (in proposed priority order)

Statutory planning			
Annual Plan 2020/21	Preparation of the next Annual Plan commences in late 2019	Medium	Priority 1
Early planning for the Long Term	Early project planning late in 2019 to enable the project to be initiated in early 2020.	Minor	Priority 2

Plan 2021-21			
Strategic vision and framework	A review is recommended to be completed prior to the next LTP. This will also include ensure appropriate incorporation of the four well-beings, as is signalled to become legislation.	Medium	Priority 3
Strategy development			
Events Strategy	Council should develop an Events Strategy to determine its role in external events.	Medium	Priority 1
Te Reo Māori Strategy	Resolved through the Long Term Plan process – commitment to development in 2019.	Medium	Priority 2
Bylaws			
Wastewater Drainage Bylaw 2008 review	Due for review, will lapse if not reviewed before 1 July 2020.	Major	Priority 1
Water Supply System Bylaw	Due for review, will lapse if not reviewed before 1 July 2020	Medium	Priority 1
Trade Waste Bylaw 2008 review	Due for review, will lapse if not reviewed before 4 August 2020.	Major	Priority 1
Speed Limit Bylaw review	Undertake a District-wide speed limit review following NZTA's decisions on speed limits for State Highway 2.	Major	TBC
Policy review/development			
CCTV policy	Review of previous approach and policy required to reflect contemporary ownership and operational models across the district	Medium	Priority 1
Public Art Policy review	Due for review, and is included as an action in the sub-regional Arts and Culture Strategy	Medium	Priority 2
Car Rallies Policy review	Overdue for review. Operational issues identified to address through review process.	Medium	Priority 3
Psychoactive Substances Policy review	Due for legislative review	Minor	?
Short-Term Accommodation Policy	Resolved through the Long Term Plan process – to be considered for inclusion in future Policy and Planning work programmes	Major	?
Contribution to regional policy approach for Civil Defence Centres	A policy to identify the Civil Defence Centres and Community Lead Centres across the District, and clarify expectations on operations and funding implications.	Minor	?
Council's approach to land disposal	Policy or guidance document to inform Council's response to requests for land to be returned, transitioned to joint ownership or disposed of.	Minor	?
Research and investigations			
Broader review of horse riding areas 2019/20	Resolved through the review of the Reserves and Facilities Bylaw.	Major	Priority 1
Dog exercise	Budget has been allocated for 2019/20 to	Medium	Priority 2

areas 2019/20	undertake this work. It will include an amendment to the Dog Control Policy and Bylaw if required, to accommodate any new sites.		
Sub-regional harbour access assessment	An assessment to understand future harbour access needs across the sub-region was identified through the LTP process. This has been discussed with potential partners at the Tauranga Moana Forum, and received indicative support. It is anticipated that this work will be undertaken by a specialist contracted resource.	Major	Priority 3
Poppy Places Trust	Resolved through the Long Term Plan process – for further investigation on the implications for Council.		?
Action Plan implementation			
Housing Action Plan actions	A range of actions were included in the Housing Action Plan, adopted by Council in October 2018.	Medium	Priority 1
Waste Management and Minimisation Plan actions	The WMMP includes a range of actions, including investigations of a transfer station. There will also be work to undertake any required tendering process resulting from Council's decisions on its kerbside waste proposals.	Medium	Priority 2

4. Ongoing commitments

The Policy and Planning team have a number of ongoing commitments as set out below. These have been undertaken in 2018, and also need to be taken into account when considering the 2019 work programme.

Ongoing commitments	
SmartGrowth	<ul style="list-style-type: none"> Participating member of three SmartGrowth fora (Population Aging Technical Advisory Group, Social Sector Forum, Strategic Partners Forum)
Working with Tangata whenua to ensure their views and aspirations are reflected in work undertaken by the team and organisationally	<ul style="list-style-type: none"> Support the implementation of Te Ara Mua Input into post-Treaty arrangements e.g. co-governance/management models. Updates on a range of policy and planning projects to the Partnership Forum. Ensure appropriate Tangata whenua input into policies, bylaws, plans and strategies.
Water Allocation	<ul style="list-style-type: none"> Participation in regular meetings of the Pongakawa/Kaituna catchment group.
Healthy Whare project	<ul style="list-style-type: none"> Ongoing coordination and building relationships with providers, and supporting preparation of funding applications on behalf of

	the group
Council's role in housing	<ul style="list-style-type: none"> • Involvement in BOP Health Housing Forum Steering group. Member of 'Our Community Project' for a hub for homeless people in Tauranga City. Work to progress actions in the Housing Action Plan.
Research and monitoring	<ul style="list-style-type: none"> • A number of reports and surveys undertaken as required e.g. SmartGrowth Development Trends report, Annual Residents Survey etc.
Submissions on behalf of Council	<ul style="list-style-type: none"> • Submissions prepared as required in response to Bills, draft plans etc. Also provide input to SOLGM and LGNZ as required, to contribute to submissions representing local government as a whole.

5. Significance and Engagement

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is an internal matter. Whilst each project is likely to have differing levels of significance to the community, the direction sought on prioritisation of the projects is not considered significant.

6. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Management Team	Management Team workshop in February 2019.
Tangata Whenua	Review of actions in Te Ara Mua, which sets out priorities for Council to progress.
General Public	Internal matter – n/a.

7. Issues and Options Assessment

Option A	
THAT the recommended projects be included in the 2019 Policy and Planning work programme	
Assessment of option for advantages and disadvantages taking a sustainable approach	This will depend on the projects Council direct staff to work on. By setting an agreed work programme, staff are clear on the priority projects to progress, and can manage resourcing needs accordingly.
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	Budgets are allocated for 2018/19 and 2019/20 to undertake the Policy and Planning work programme.

8. Statutory Compliance

It is noted for each project if there is a legislative requirement to review a policy, bylaw or plan in 2019. Once the work programme is confirmed, each project will be independently scoped and planned to ensure statutory compliance is achieved.

9. Funding/Budget Implications

Budget Information	Funding	Relevant Detail
Policy and Planning budgets for 2018-19 and 2019-20.		Budgets are allocated to undertake Policy and Planning work programme.

Attachment One

Key projects for 2018		
Long Term Plan	The Long Term Plan was adopted on 28 June 2018, following three phases of community engagement.	Major
Review of General Bylaw	Preparatory work has been completed, with a draft bylaw intended to be adopted for consultation alongside the Annual Plan 2019/20	Medium
Review of the Trading in Public Places Bylaw	Preparatory work has been completed, with a draft bylaw intended to be adopted for consultation alongside the Annual Plan 2019/20	Medium
Water Supply System Bylaw	An amendment to the Terms and Conditions for the Supply of Water was adopted in December 2018. Review of the bylaw was deferred till after completion of the District-wide metering project, and will commence later in 2019.	Medium
Development of a policy on Urupa	Direction was given at a Policy Committee workshop in September 2018 that Council's role regarding Urupa was better incorporated in the Community Strategy	Medium
Completion of Kaimai Ward Concept Plans	Concept plans for Ruahihi Power Station Reserve, Maramatanga Park, and Lynley Park Reserve were adopted in April 2018, and Precious Reserve in June 2018.	Minor
Policy on supporting provision of Council infrastructure to Marae in our District	Operations Committee recommended that a policy should be developed. Early work has commenced on this project.	Medium
Waihi Beach/Katikati Reserve Management Plan	The final Plan was adopted by Council in December 2018.	Major
Development of a climate change action plan	The Committee has given direction to incorporate this within the Environment Strategy	Medium
Paengaroa concept plans	Consideration required through Operations Committee as to whether partial disposal of Pokapoka Reserve is appropriate. A draft concept plan	Medium

	for Conway Road Reserve has been created by PCA, and staff are looking at implementation timing and funding.	
Review of the Recreation and Leisure Strategy	A number of workshops have been held to scope the review of the strategy with the Committee.	Major
Environment Strategy review	A number of workshops have been held to scope the review of the strategy with the Committee.	Major
17A on solid waste services	This work is being progressed alongside the proposal for kerbside services, and will be finalised once a decision is made on the proposal.	Major
Implementation of Te Ara Mua actions	Progress was made against a number of actions. Refer to report to Partnership Forum report 20 November 2018. Highlights include input from Maori into the Long Term Plan 2018, expansion of the Healthy Whare initiative beyond Maketu and development of a Road Naming Policy.	Minor-medium
Housing Need and Demand Assessment actions	Council adopted its Housing Action Plan in October 2018, in response to the outcomes of the sub-regional Housing Need and Demand Assessment	Medium
Council's approach to land disposal	A matter included in the work programme but not progressed given that ownership arrangements for Panepane are not finalised. The purpose of this project is to document lessons learnt for treatment of surplus land where there may be requests to return, transition to joint ownership or dispose.	Medium
Freedom Camping Bylaw review	Preparatory work has been completed, with a draft bylaw intended to be adopted for consultation alongside the Annual Plan 2019/20.	Medium
Communities Strategy review	A number of workshops have been held to scope the review of the strategy with the Committee.	Major
17A review of pensioner housing	The scope of the review has been agreed with the Committee and will progress in 2019.	Major
Road naming policy	The final policy was adopted in April 2018.	Minor
Class 4 and TAB venues policies	Preparatory work has been completed. It's intended that draft policies will be adopted for	Medium

	consultation alongside the Annual Plan 2019/20	
Dog Control Policy and Bylaw amendment	In September 2018, the Committee elected to defer the review of the Policy and Bylaw amendment, using improved education, signage and monitoring where there had been isolated issues. Any changes required will be considered alongside the investigation of dog exercise areas in 2019/20.	Minor
Review of the Reserves and Facilities Bylaw	The amended bylaw was adopted in November 2018.	Major
Omokoroa Domain Concept Plan	A new concept plan was adopted in October 2018.	Medium
Amendments to the Rural Water Supply Extension Policy	Minor amendments were made to clarify payment procedures for new connections	Minor
Speed Limit Bylaw review	Scoping work was undertaken on the bylaw review, but direction was given to defer the review until after NZTA has made decisions on State Highway 2 speed limits	Minor