

Policy work programme update report

Meeting: Council Briefing
Date of meeting: 4 March 2020
Reporting officer: Shireen Munday, Senior Policy Planner/Analyst

Purpose/Ngā whāinga

To update Council on recently completed tasks and projects, and provide an overview of the scheduled current and future work programme, with a focus on significant projects.

Context/Horopaki

The Policy Team is responsible for the delivery of a range of statutory and non-statutory policies, plans and strategies, as well as other one-off projects or on-going pieces of work. This update provides Council with an overview of our work programme, and in particular those statutory pieces of work that are subject to specific timeframes and other constraints. This report excludes the District Plan Review project, which will be reported to Council as a separate item at this meeting.

Discussion/Ngā kōrerorero

Overview of current work programme

Staff last provided an update report in July 2019. Since then some projects or tasks have been completed or further progressed, and others have been added to the programme. Attachment 1 provides an update on the tasks and projects included in the July 2019 report, as well as providing details of the new items added to the work programme since then.

Attachment 2 provides an overview of the plans, strategies, policies and reports that form the key part of our forward work programme (excluding the District Plan Review), and this provides indicative timeframes through to June 2022.

Part of the ongoing work of the team is to ensure statutory policies, including bylaws, are reviewed and amended (if required) within statutory timeframes. In some instances, the Policy Team is the 'business owner' of the relevant bylaw, policy or plan (e.g. the Class 4 Gambling Policy) and in some cases we provide policy development or review support to another business owner (e.g. Reserve Management Plans). In general, the Policy Team does not have any responsibilities for the financial policies associated with Council's Long Term Plan.

Attachment 2 further provides an overview of Council's bylaws, and those policies and plans for which the team is currently responsible, and their statutory review timeframes. All statutory review requirements due prior to July 2022 have been incorporated in the forward work programme (highlighted in grey). The Speed Limits Bylaw has been included in this list to cover all Kaipara District Council bylaws, however this Bylaw is now administered by the Northland Transport Alliance.

Future work programme

There are many external factors that can have an impact on the team's forward work programme. Legislative changes may mean prioritising developing a new policy or amending an existing one. Submissions called for on national legislation often have a relatively short turn-around timeframe. In addition, our communities may be experiencing new or emerging issues that may require a policy approach, and other business units across the organisation, as well as Council, may also have requests for policy development.

To ensure the work undertaken by the team is prioritised to meet Council's strategic direction and statutory requirements, staff have developed a process for the approval of new work requests.

A key component of most projects delivered by the team is community, iwi/hapu and Mana Whenua and/or stakeholder engagement activities. To support a best practice engagement

approach for our policy and planning processes, staff have developed a high level timeframe and process flowchart to accommodate this. This process will be further outlined via the presentation provided at this meeting.

Next steps/E whaiake nei

Staff will provide an update report on the Policy work programme by October 2020.

Attachments/Ngā tapiritanga

	Title
1	Policy Team work programme as at Mar 2020
2	2020-2022 Policy Team key deliverables and statutory review timeframes