

**Full Council**

**4 April 2024**

**Report for Agenda Item | Rīpoata moto e Rāraki take [3]**

**Department: Strategy & Policy**

**Title | Taitara: Policies for revocation and archiving**

**Purpose of the Report | Te Take mō te Pūroko**

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The purpose of this report is to seek endorsement from Council on policies proposed to be revoked and archived.

**Recommendation | Kā Tūtohuka**

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That the Council:

1. **Note** the contents of this report;
2. **Endorse** the revocation and archiving of the following policies:
  - Frankton Golf Course 2011
  - Freedom Camping Policy 2010
  - Replanting of Trees Particularly the Replacement of Poplars and Other
  - Trees on Rural Roads 2010
  - Indigenous Vegetation Policy 2003
  - Lake Islands Fire Restrictions Policy 2003
  - Consultation Policy 2005
  - Computer Access for Councillors 2004
  - Local Body Elections General Elections Hoardings 1999
  - Council meetings – Staff 1997
  - Council meetings mobile phones 1995
  - Council meetings eating 1990
  - Residency Supporting Applications 1990
  - Signs Provisions and Enforcement 2006
  - Financial Contributions headworks policy 2001
  - Change in funding policy for roading Wānaka Ward 2001
  - Policy on the Resource Consent Appeal Process 2008
  - Policy on requests for confidentiality under section 42 of the RMA 2002
  - Policy for the waiver of requirement for Outline Plan (Unknown date)
  - Infrastructure Services Consultant Procurement 2012
  - Crown Range Road Vehicle Restrictions 2005

- Street Lighting on Private Roads 2003
- Wānaka and Hāwea Landfill Sites Policies 1998
- Ground Opening Policy 1997
- Damage to Street Frontages during Property Development Activities 2006
- Elderly Persons Housing Policy 2000
- Community Housing Policy 2006
- Council role in genetic engineering 2004

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8 March 2024

**Reviewed and Authorised by:**



**Name:** Michelle Morss  
**Title:** GM Strategy and Policy  
8 March 2024

## Context | Horopaki

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### **An audit of all Council policies has been undertaken to ensure that they are current and fit-for-purpose**

1. A recommendation was made in the auditor's report of the 2021-31 Long Term Plan that Council work to ensure it has a process in place to review policies. An audit of all Council policies has been undertaken by the policy team, with the ongoing compliance aspect sitting with the risk and compliance team.
2. All documents labelled as a policy were included in the initial search which returned 196 documents. There are 136 policies that meet the working definition of policy. These vary greatly in both complexity, age, and impact on Council operations.

### **It is recommended that policies that are obsolete be formally revoked and archived**

3. The policy team has engaged with officers to whom the 136 policies apply or the teams that administer the policies as to whether they remain fit-for-purpose, require review, or are no longer required.
4. There are 29 policies proposed for revocation and archive in the table at **Attachment A**. The table includes a description of the purpose of each policy, a link to the policy and an explanation as why it is proposed to be revoked and archived. Following this table, the full text of each policy can be found.
5. The table in Attachment A outlines that the primary reasons that these policies are proposed to be revoked is that they have been superseded by a more recent instrument (i.e. another policy, plan, etc.), or that the subject matter of the policy is no longer relevant. Links to the policy instrument that has replaced the policy proposed for revocation are also included in the table. These are all available on external websites, with the exception of the Immigration Policy, the full text of which is also included at the end of Attachment A.
6. Because the policies identified were adopted by Council, it is necessary that revocation be done by formal resolution of Council. Those that were adopted by a committee may be revoked by that committee or by full Council. The full list is being presented to Council for revocation for efficiency.
7. The purpose of this report is to revoke policies that are no longer required. The remaining policies continue to be relevant and will be reviewed on a rolling basis by officers and presented to Council where it is the approving entity.

### **Work continues on a risk-based schedule to update policies that require review**

8. While specific teams are the owners of their policies and are responsible for ensuring their policies are reviewed, up-to-date and fit-for-purpose, the trigger for starting a policy review does

not sit solely with the relevant business units. The risk and compliance team holds the responsibility of working with business units to identify the priority policies for review and creating a plan that all policies be reviewed on a rolling three yearly basis at a minimum.

9. Business units will then need to ensure the time and resource is provided for so that they review their policies and ensure they comply with the three yearly review requirement. The policy team will continue to support business units and provide advice on process, content and drafting of policy instruments to ensure the policy is consistent with Council's strategic direction and key priorities.

#### Analysis and Advice | Tatāritaka me kā Tohutohu

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10. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.

11. Option 1 Endorse the revocation and archiving of the policies listed at **Attachment A**.

##### *Advantages:*

- This option supports the policy audit by ensuring that Council policies are appropriate and fit for purpose.
- Aspects of the recommendation in the auditor's report to the 2021-31 LTP would be completed.
- This option contributes to the efficient and effective administration of Council's policy making.
- The potential for ambiguity concerning the policies that guide Council's decision-making is reduced.

##### *Disadvantages:*

- There are no known disadvantages with Option 1.

12. Option 2 Choose not to endorse the revocation and archiving of the policies listed at **Attachment A**, or choose to endorse some but not all of the revocation and archiving of the policies.

##### *Advantages:*

- There are no known advantages with this option.

##### *Disadvantages:*

- This stage of the policy audit will not be completed.
- The recommendation from the auditor's report to the 2021-31 LTP will not be addressed.
- This option will not contribute to the efficient and effective administration of Council's policy making.

- The potential for ambiguity concerning what policies guide Council’s decision-making would remain.

13. This report recommends **Option 1** for addressing the matter because it completes a step in the policy audit, follows best practice for management of policies, streamlines the number of Council policies and responds to a recommendation from auditors.

#### Consultation Process | Hātepe Matapaki

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#### Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

14. This matter is of low significance, as determined by reference to the Council’s Significance and Engagement Policy 2021 because it is of low importance to the district, there is minimal community interest in the matter, it is consistent with best practice in relation to policies, there is no impact on Council objectives (i.e. Long Term Plan, Annual Plan, Financial Strategy) and there is no impact on mana whenua.

15. The community is not affected by the matter, as it relates to the best practice in relation to Council policies.

16. Council has not undertaken any external consultation in relation to this matter, but has worked throughout the organisation to carry out the policy audit.

#### Māori Consultation | Iwi Rūnaka

17. The Council has not undertaken any consultation with iwi, as the revocation of obsolete policies is not a decision that relates to the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taoka.

#### Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

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18. This matter relates to the Strategic/Political/Reputation risk category. It is associated with RISK10035 Ineffective business processes within the QLDC Risk Register. This risk has been assessed as having a low residual risk rating.

19. The approval of the recommended option will allow Council to implement additional controls for this risk. This will be achieved by ensuring that policies no longer fit for purpose are revoked. The risk implications if the policy audit is not completed and a process is not in place to ensure policies are regularly reviewed are a lack of alignment across policies, auditors repeated recommendations, reputational risk, and the potential for ambiguity in Council decision making.

### Financial Implications | Kā Riteka ā-Pūtea

20. There are no direct financial implications of the policy audit. Staff resource to carry out this work is provided for in existing budgets. Ongoing resource will be required as an outcome of the audit and the implementation of policy reviews to ensure compliance with a three-year review cycle.

### Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

21. The following Council policies, strategies and bylaws were considered:

- the principles of the Vision Beyond 2050: Our Vision and Mission - QLDC
- the policies referenced in Attachment A, and relevant successor policies.

22. The recommended option is consistent with the principles set out in the named principles and policies.

23. This matter is included in the Long Term Plan/Annual Plan as functions of the policy and risk and compliance teams.

### Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka Waeture

24. There are no legal considerations related to this report.

### Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

25. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The recommendation in this report is appropriate and within the ambit of Section 10 of the Act.

26. The recommended option:

- can be implemented through current funding under the Long Term Plan and Annual Plan;
- is consistent with the Council's plans and policies; and
- would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.

### Attachments | Kā Tāpirihaka

A	Policies for revocation and archiving: <b>Circulated separately</b>
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