

Governance, Communications & Engagement Committee Agenda 10 November 2021



Meeting is held in the Council Chamber, Level 2, Philip Laing House
144 Rattray Street, Dunedin - Councillors
ORC YouTube Livestream - Members of the Public

Members:

Cr Michael Deaker, Co-Chair	Cr Kevin Malcolm
Cr Michael Laws, Co-Chair	Cr Andrew Noone
Cr Hilary Calvert	Cr Gretchen Robertson
Cr Alexa Forbes	Cr Bryan Scott
Cr Carmen Hope	Cr Kate Wilson
Cr Gary Kelliher	

Senior Officer: Sarah Gardner, Chief Executive

Meeting Support: Dianne Railton, Governance Support Officer

10 November 2021 10:00 AM

Agenda Topic	Page
1. PUBLIC FORUM No requests to address the Committee under Public Forum were received prior to publication of the agenda.	
2. APOLOGIES No apologies were received prior to publication of the agenda.	
3. CONFIRMATION OF AGENDA Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.	
4. CONFLICT OF INTEREST Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
5. CONFIRMATION OF MINUTES Minutes of previous meetings will be confirmed as true and accurate records, with or without changes.	3
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	To consider a schedule of council, committee meeting and workshop/briefing days for 2022.	
7.1.1	Attachment 1: Draft Council Calendar 2022	13
7.2	QUARTERLY ACTIONS REGISTER UPDATE - NOVEMBER 2021	14
	To provide an overview of the actions that have been added to the Council work programme.	
7.2.1	Attachment 1: Quarterly Actions Register Update - November 2021	16
7.2.2	Attachment 2: Quarterly Actions Register Update: Completed - November 2021	20
7.3	CONSIDERATION OF JOB DESCRIPTIONS FOR CHAIR AND DEPUTY CHAIR	24
	To consider job descriptions for the Chair and Deputy Chair.	
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7.3.2	Attachment 2: Position Description Deputy Chair Regional Council Oct 2021	30
8.	CLOSURE	



Minutes of a meeting of the Governance, Communications and
Engagement Committee held in the Council Chamber on
Wednesday 11 August 2021 at 10:00 AM

Membership

Cr Michael Deaker *(Co-Chair)*

Cr Michael Laws *(Co-Chair)*

Cr Hilary Calvert

Cr Alexa Forbes

Hon Cr Marian Hobbs

Cr Carmen Hope

Cr Gary Kelliher

Cr Kevin Malcolm

Cr Andrew Noone

Cr Gretchen Robertson

Cr Bryan Scott

Cr Kate Wilson

Welcome

Co-Chairperson Deaker welcomed Councillors, members of the public and staff to the meeting at 10:05 am. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gwyneth Elsum (GM Strategy, Policy and Science), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory and Communications), Amanda Vercoe (GM Governance, Culture and Customer), and Liz Spector (Governance Support).

1. APOLOGIES

That the apology for Cr Robertson be accepted.

Moved: Cr Wilson
Seconded: Cr Malcolm
CARRIED

2. PUBLIC FORUM

No public forum was held.

3. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

4. CONFLICT OF INTEREST

No conflicts of interest were advised.

5. CONFIRMATION OF MINUTES

Resolution: Cr Hope Moved, Cr Noone Seconded

That the Minutes of the 13 May 2021 Governance, Communications and Engagement Committee meeting are considered as a true and accurate record, with or without changes.

Motion Carried

6. ACTIONS

Cr Deaker reviewed the outstanding Actions. Richard Saunders (GM Regulatory and Communications) provided an update regarding the Review of the LTP 2021-31 Comms Plan, noting this will be provided to an upcoming meeting after a discussion with the Chair.

7. MATTERS FOR CONSIDERATION

7.1. Update on Enviroschools

This report was provided to update the Committee on recent Enviroschool activities. Dr Robyn Zink, Enviroschools Coordinator, and Richard Saunders, GM Regulatory and Communications, were present to speak to the report and respond to questions. Mr Saunders responded to a Councillor question regarding future funding of the programme. He noted he will provide this information in a future paper.

Dr Zink introduced Levi, Lochie, Lena and Abby, students from the North East Valley Normal School and their teacher Theresa, who were present to speak to some of their Enviroschool activities. The students spoke about protection of the environment and climate change. Cr Deaker thanked them for their presentation and several Councillors asked questions.

Dr Zink then spoke to the staff report and presented a PowerPoint which detailed some of the Enviroschools programming. After her presentation, the Councillors asked questions regarding how the programme is funded and whether there would be an interest in expanding the

programme to allow more schools to participate. Cr Wilson said the Enviroschools programme taught children to be more resilient and to address environmental problems not of their causing. She said she understood that any expansion of the programme would be a multi-agency concern and requested a future report regarding the future for the programme.

Cr Wilson then moved:

Resolution GCE21-103: Cr Wilson Moved, Cr Calvert Seconded

That the Committee:

- 1) **Notes** the update on the activities of Enviroschools in Otago.
- 2) **Requests** staff report to Council in time for the 2022/23 Annual Plan the cost of offering Enviroschools to all schools and other education centres in Otago and the territorial authority funding that would be required.

Motion Carried

7.2. Local Government Remuneration Determination 2021/22

This report was provided to note the 2021/22 Local Government Members Remuneration Determination, request consideration of the resulting updates to the ORC Expenses, Reimbursement and Allowances Policy, and to review elected member remuneration and attendance for 2020/21, prior to its inclusion in the Annual Report. Amanda Vercoe, General Manager Governance, Culture, and Customer was present to speak to the report and respond to questions.

Ms Vercoe said no changes were made to remuneration for ORC Councillors or the Chair, but there were changes to upper limits for certain allowances. She also noted each Annual Report contained the previous financial year's expenditures on salaries and allowances as well as meeting attendance data. Ms Vercoe noted that there was one error in the meeting attendance data provided in the report which incorrectly cited attendance for a meeting dated 25 November 2020. Ms Vercoe said this resulted in Crs Hope and Malcolm having one fewer absence and Crs Hobbs and Deaker having one additional absence. She said the data would be reported correctly in the Annual Report.

Cr Hope mentioned some of her absences were due to being away on Council business and asked how this could be reflected in reporting. Cr Laws suggested this data could be highlighted with an asterisk to note the meeting absentee was unable to attend as they were away on other ORC business. Cr Deaker asked if an explanatory note could be added to the Annual Report. Ms Vercoe said Standing Orders allows for this to be mentioned in meeting minutes if the Councillor and Chair note this during apologies. Chief Executive Sarah Gardner said this highlights that there needs to be a conversation about how to prioritise external meetings when they conflict with Council or Committee business and the Councillors agreed this could be discussed with the Chair.

Cr Laws then moved:

Resolution GCE21-104: Cr Laws Moved, Cr Calvert Seconded

That the Committee:

- 1) **Requests** should any Councillor be absent from Council or Committee meetings due to being on official Otago Regional Council business, this be noted as such in meeting minutes and any other reporting from 11 August 2021.

Motion Carried

Cr Malcolm requested his vote against the motion be noted in the minutes.

After further discussion of the report, Cr Kelliher moved:

Resolution GCE21-105: Cr Kelliher Moved, Cr Wilson Seconded

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the Remuneration Authority's Local Government Members Determination 2021/22.
- 3) **Selects** Option 2 – to adopt the updated ORC Expenses, Reimbursements and Allowances Policy with no increase in the communications allowance.
- 4) **Notes** the 2020/21 data for elected member remuneration and attendance data that will be included in the 2020/21 Annual Report.

Motion Carried

7.3. Review of Outstanding Actions of Council and Committee Resolutions

This report was provided to review the actions that have been added to the Council work programme over the last 12 months. Amanda Vercoe, General Manager Governance, Culture, and Customer was present to speak to the report and respond to questions. Cr Deaker thanked Ms Vercoe and said the register was a useful tool.

Cr Noone updated the meeting on an outstanding action related to a request for the Chair to lobby Central Government for better cell phone coverage. He noted that he and Cr Wilson had spoken with Minister David Parker and Robyn Henderson of MBIE about cell phone coverage and suggested this would be an ongoing conversation. Cr Noone said the resolution could be marked complete, but conversations would continue and be reported back to Councillors.

Cr Laws asked why certain resolution actions had become overdue, specifically asking about the Memorandum of Understanding with the University of Otago. CE Sarah Gardner noted this action had been completed during a meeting the previous Friday and she would follow up on the actions register.

Mrs Gardner then noted that the list of outstanding actions reflected a significant amount of work currently underway and asked that Councillors be mindful of this before adding new work in the future. She asked that when resolutions requesting additional work are discussed during meetings, part of the discussion should include the current work programme and budgeting.

Cr Calvert then submitted a motion:

Resolution GCE21-106: Cr Calvert Moved, Cr Hope Seconded

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the complete Council and committee Action Register.
- 3) **Notes** the shared tip sheet for crafting recommendations and resolutions.
- 4) **Requests** staff add to the shared tip sheet for crafting recommendations and resolutions: "Encourage, where possible, proposed resolutions be reviewed with the Chief Executive or General Manager in advance if they have the potential to incur additional staff resourcing or impact the current budget".

Motion Carried

8. CLOSURE

There was no further business and Co-Chair Deaker declared the meeting closed at 11:32 am.

Chairperson

Date



Minutes of a meeting of the Governance, Communications and
Engagement Committee conducted electronically
on Wednesday 8 September 2021 at 1PM

Membership

Cr Michael Deaker (Co-Chair)
Cr Michael Laws (Co-Chair)
Cr Hilary Calvert
Cr Alexa Forbes
Hon Cr Marian Hobbs
Cr Carmen Hope
Cr Gary Kelliher
Cr Kevin Malcolm
Cr Andrew Noone
Cr Gretchen Robertson
Cr Bryan Scott
Cr Kate Wilson

Welcome

Co-Chair Michael Deaker welcomed Councillors and staff to the meeting at 01:03 pm. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gwyneth Elsum (GM Strategy, Policy and Science), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory and Communications), Amanda Vercoe (GM Governance, Culture and Customer), and Liz Spector (Governance Support).

1. APOLOGIES

There were no apologies.

2. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

3. CONFLICT OF INTEREST

No conflicts of interest were advised.

4. NOTICES OF MOTION

4.1. Notice of Motion - Request for Job Descriptions for Chair and Deputy Chair

In accordance with Standing Order 27.1, a Notice of Motion was submitted by Cr Bryan Scott for inclusion on the agenda of this meeting which requested job descriptions for the Chair and Deputy Chair to be provided for consideration by staff at an upcoming meeting.

Cr Scott spoke to his motion. Cr Wilson enquired what was the process for the request if the motion passed. Cr Deaker said Amanda Vercoe (GM Governance, Culture and Customer) would draft job descriptions with input from a variety of sources and would present them to the Committee for consideration at future meeting. There were no further questions and Cr Deaker put the motion.

Resolution GCE21-107: Cr Scott Moved, Cr Robertson Seconded

That the General Manager Governance, Culture and Customer after studying standing orders and what exists at other regional councils, draft job descriptions for the chair and deputy chair positions and present them to the Governance, Comms and Engagement committee for consideration. The drafting to be in consultation with the CE, Chair and Deputy Chair.

MOTION CARRIED

5. CLOSURE

There was no further business and Co-Chair Deaker declared the meeting closed at 01:09 pm.

Chairperson

Date

OUTSTANDING ACTIONS FROM RESOLUTIONS OF THE GOVERNANCE, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken	Due Date
13/05/2021	COMS2101 Community Survey Implementation Plan	Assigned	Deliver a community survey for ORC, sample size 1700, between August and October 2021. Versus Research will be contracted to deliver the annual survey for next 3 years. Res GCE21-101	General Manager Regulatory and Communications	2/11/2021 Survey underway. Results will be reported when available.	15/12/2021
11/08/2021	COMS2104 Update on EnviroSchools	Assigned	Provide a staff report to Council in time for the 2022/23 Annual Plan regarding costs of offering the EnviroSchools programme to all schools and other education centres in Otago to include information regarding any territorial authority funding that would be required. RES GCE21-103	General Manager Regulatory and Communications		31/05/2022
08/09/2021	Notice of Motion - Request for Job Descriptions for Chair and Deputy Chair	Assigned	Please provide a set of draft job descriptions for the Chair and Deputy Chair for consideration at the 10 November 2021 GCE Committee meeting. Res GCE21-107	General Manager Governance, Culture and Customer		10/11/2021

7.1. Schedule of Council, Committee and Workshop/Briefing Days for 2022

Prepared for: Governance, Communications and Engagement Committee
Report No. GOV2148
Activity: Governance Report
Author: Amanda Vercoe
Endorsed by: Sarah Gardner, Chief Executive
Date: 10 November 2021

PURPOSE

- [1] To consider a schedule of council, committee meeting and workshop/briefing days for 2022.

EXECUTIVE SUMMARY

- [2] Council needs to adopt a schedule of meetings days for Council, Committees and workshops/briefings for 2022. Attached is a proposed schedule for consideration.
- [3] Elections are scheduled to take place on 8 October 2022, so meetings dates suggested for after this date are draft for planning processes only and subject to change.
- [4] The proposed schedule accounts for:
- no meetings in school holidays
 - a fortnightly meeting cycle, with committee meetings in week 2 of the month, and Council meetings in week 4
 - monthly Council meetings (aside from April and July due to the above)
 - two meetings a quarter for Strategy and Planning Committee (these dates have been discussed with Mr Edward Ellison and Dr Lyn Carter)
 - quarterly meetings of Finance, Implementation, Data and Information, Regulatory, Governance, Communications and Engagement Committees, and the Audit and Risk Subcommittee (which takes place two weeks before Finance Committee meetings)
 - two meeting days per fortnight, over which Council/Committee meetings and workshops/briefings will be scheduled, and
 - likely governance decision points with respect to key workplans, including the Land and Water Regional Plan, Annual Plan, and Annual Report.
- [5] Some councillors have recently raised concerns about reduced councillor attendance at workshops and briefings. Staff have taken into consideration expectations on scheduling workshops/briefings, in addition to the expectations that have been created for developing workshop/briefing content. Councillors may want to have a discussion about recording attendance at workshops and expectations of each other and themselves with respect to attendance for 2022. Noting that staff proposed workshop/briefing attendance as an LTP measure but Council did not adopt it.

- [6] As was requested when the last meeting schedule was adopted in August 2020, over 2020/2021 Council meetings were held in Cromwell, Oamaru, Queenstown, along with field trips in Cromwell, North Otago and South Otago. COVID also disrupted a planned field trip for Queenstown Lakes and the Council meeting scheduled for Balclutha. Given the increased likelihood of COVID in the community in 2022, no meetings outside of Dunedin are planned before next year's election.

RECOMMENDATION

That the Committee:

- 1) **Notes** this report.
- 2) **Adopts** the schedule for council, committee and workshop/briefing days for 2022, with or without amendments.

BACKGROUND

- [7] Nil.

DISCUSSION

- [8] Nil.

OPTIONS

- [9] To adopt the schedule with or without amendments.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [10] Nil.

Financial Considerations

- [11] Nil.

Significance and Engagement Considerations

- [12] Nil.

Legislative and Risk Considerations

- [13] Council is legislatively obliged to hold council and committee meetings.

Climate Change Considerations

- [14] Nil.

Communications Considerations

- [15] Nil.

NEXT STEPS

- [16] To plan for council and committee meetings as per the adopted schedule.

ATTACHMENTS

1. Draft Schedule of Council Calendar for 2022 [7.1.1 - 1 page]

Draft Council Calendar 2022

	January	February	March	April	May	June	July	August	September	October	November	December
Mon	3			4	2		4	1	5	3 School hols		5
Tue	4	1	1	5	3		5	2	6	4	1	6
Wed	5	2	2	6	4	1	6	3	7	5	2	7 TBC Committee Round
Thur	6	3	3	7	5	2	7	4	8	6	3	8 TBC Committee Round
Fri	7	4	4	8	6	3	8 3 months til election	5	9	7	4	9
Sat	8	5	5	9	7	4	9	6	10	8 ELECTION	5	10
Sun	9	6	6	10	8	5	10	7	11	9	6	11
Mon	10	7 Waitangi Day		11	9	6 Queens Bdy	11 school hols	8	12	10	7	12
Tue	11	8	8	12	10	7	12	9	13	11	8	13
Wed	12	9 Strategy and Planning	9 DIAC, IMP	13 Strategy and Planning	11 Strategy and Planning	8 DIAC, IMP	13 Strategy and Planning	10 Strategy and Planning	14 DIAC, IMP	12	9	14
Thur	13	10 A&R	10 REG, GCE	14 Workshop	12 A&R	9 REG, GCE	14 Workshop	A&R	15 REG, GCE	13	10	15
Fri	14	11	11	15 Good Friday	13	10	15	12	16	14	11	16
Sat	15	12	12	16	14	11	16	13	17	15	12	17
Sun	16	13	13	17	15	12	17	14	18	16	13	18
Mon	17	14	14	18 Easter Mon	16	13	18	15	19	17	14	19
Tue	18	15	15	19 Easter Tue	17	14	19	16	20	18	15	20
Wed	19	16	16	20 School hols	18	15	20	17	21 A&R (Annual Report)	19	16 TBC Council	21
Thur	20	17	17	21	19	16	21	18	22	20	17 TBC Workshop	22
Fri	21	18	18	22	20	17	22	19	23	21	18	23
Sat	22	19	19	23	21	18	23	20	24	22	19	24
Sun	23	20	20	24	22	19	24	21	25	23	20	25
Mon	24	21	21 Otago Ann	25 ANZAC Day	23	20	25	22	26	24 Labour Day	21	26
Tue	25	22	22	26	24	21	26	23	27	25	22	27
Wed	26	23 Finance, Council	23 Council	27	25 Finance, Council	22 Council (Annual Plan)	27	24 Finance, Council	28 LAST COUNCIL (Annual Report)	26 TBC Inaugural Council	23	28
Thur	27	24 Workshop	24 Workshop	28	26 Workshop	23 Workshop	28	25 Workshop	29	27 TBC Workshop	24	29
Fri	28	25	25	29	27	24 Matariki	29	26	30	28	25	30
Sat	29	26	26	30	28	25	30	27	29	29	26	31
Sun	30	27	27	29	29	26	31	28	30	30	27	
Mon	31	28	28	30	30	27	29	29	31	31	28	
Tue			29		31	28		30			29	
Wed			30			29		31			30	
Thur			31			30						
Fri												
Sat												
Sun												

7.2. Quarterly Actions Register Update - November 2021

Prepared for:	Governance, Communications and Engagement Committee
Report No.	GOV2151
Activity:	Governance Report
Author:	Amanda Vercoe, General Manager Governance, Culture and Communications
Endorsed by:	Sarah Gardner, Chief Executive
Date:	10 November 2021

PURPOSE

- [1] To provide an overview of the actions that have been added to the Council work programme.

EXECUTIVE SUMMARY

- [2] The Council Actions Register is made up of resolutions from Council and its committees that request new or additional work to be done and/or a report back provided.
- [3] The actions are reported against the agendas of the Council/committee meetings in which they are made, alongside progress updates (when relevant).
- [4] Included in this paper is the full Actions Register as it currently stands.
- [5] Year 1 of the Long-term Plan 2021/31 represents a significant increase in service delivery, and it is important to keep in mind the link between the Strategic Directions and Long-term Plan 2021-31 and any new or additional actions that are created via resolutions. Actions are often unbudgeted, which can have implications for ORC's budget. Councillors should also note paragraph 14 of the Public Excluded Audit and Risk Paper 2106 (on the agenda for 11 November 2021) in relation to unbudgeted expenditure.
- [6] Since July 2021 when the LTP commenced, 18 new actions have been adopted of which 10 involve unplanned work which is either unbudgeted or requires reprioritisation of existing resource to complete.

RECOMMENDATION

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the Council Action Register.

BACKGROUND

- [7] Nil.

DISCUSSION

- [8] Nil.

OPTIONS

[9] Nil.

CONSIDERATIONS**Strategic Framework and Policy Considerations**

[10] Actions on the Action Register should align with the Strategic Directions and Long-term Plan 2021-31.

Financial Considerations

[11] Actions on the Action Register should give consideration to how they will be funded.

Significance and Engagement Considerations

[12] Nil.

Legislative and Risk Considerations

[13] There is delivery risk to existing work programmes with additional actions.

Climate Change Considerations

[14] Nil.

Communications Considerations

[15] Nil.

NEXT STEPS

[16] Nil.

ATTACHMENTS

1. Quarterly Actions Register Update - November 2021 [7.2.1 - 4 pages]
2. Quarterly Actions Register Update Completed November 2021 [XSCN] [7.2.2 - 4 pages]

Quarterly Actions Register Update – November 2021

Meeting Date	Document	Item	Status	Action Required	Assignee/s	Action Taken	Due Date
13/05/2021	Audit and Risk Subcommittee 2021.05.13	Risk Review Update	In Progress	Track documents/items marked as non-compliant as identified in the Warrant of Fitness and/or Mandatory Documents Register by adding an additional column in the register. RES AR21-104	General Manager Corporate Services and CFO, Legal Counsel	28/07/2021 Legal Counsel An additional column to track non-compliant documents/items will be added to the Annual Legislative Warrant of Fitness and Mandatory Documents Register which will be presented to the Audit & Risk Sub-Committee early 2022.	28/02/2022
14/10/2021	Audit and Risk Subcommittee 2021.10.14	CS2137 Corporate Policy Overview	Assigned	Staff to develop a policy on contract management and bring back progress towards this to Audit and Risk Subcommittee early 2022. RES AR21-126	General Manager Corporate Services and CFO, Manager Finance - Reporting	2/11/2021 General Manager Corporate Services and CFO This will be added to the agenda for the Policy Review Group to consider and progress will be reported back to A&R via the Policy updates from that group.	31/03/2022
26/08/2020	Council Meeting 2020.08.26	GOV1937 Electoral System for 2022 and 2025 Local Body Elections	In Progress	Work with Electoral Officer to include a poll asking for voter preference for STV/FPP alongside voting papers for the 2022 local elections.	General Manager Governance, Culture and Customer, Governance Support Officer	1/09/2020 Contacted Electoral Officer Anthony Morton of Electionz for information. He will update our file, noting the request to conduct the poll with the 2022 election. He indicated additional cost of approx \$75,000, not including additional comms that will be necessary. 14/09/2020 Public Notice in ODT on 12/9/20 to meet legislative requirements and to advise ORC intends to conduct a poll on voting systems alongside the 2022 local body elections.	01/01/2022
23/06/2021	Council Meeting 2021.06.23	REG2108 Consent Fees Policy	Assigned	Staff review the Financial Support for Resource Consent Processing Fees policy at the end of the 2021/2022 year, and report back to Council on any recommended changes. Res CM21-126	General Manager Regulatory and Communications		09/12/2021
23/06/2021	Council Meeting 2021.06.23	GOV2116 Zero Carbon 2030 Alliance Memorandum of Understanding	Assigned	Staff will update Council on discussions and activities related to the Zero Carbon 2030 Alliance. Res CM21-127	General Manager Governance, Culture and Customer, Senior Advisor - Mayoral Forum	2/11/2021 No activity to report currently.	09/12/2021
25/08/2021	Council Meeting 2021.08.25	SPS2146 Manuherekia FMU Plan Provisions	Assigned	That the Technical Advisory Group (TAG) be requested to provide regular reports to the Strategy and Planning Committee on progress towards finalising the required science for the Manuherekia catchment. Res CM21-141	General Manager Strategy, Policy and Science	29/10/2021 General Manager Strategy, Policy and Science Report provided to 13 October 2021 Strategy & Planning Committee. Based on proposed work program, TAG expects to provide regular reports to Committee for the remainder of 2021 and the first quarter of 2022.	17/12/2021
29/09/2021	Council Meeting 2021.09.29	Chairperson's Report	Assigned	Staff organise a Bicultural Competency workshop. Res CM21-166	General Manager Governance, Culture and Customer	20/10/2021 General Manager Governance, Culture and Customer Staff are working with Aukaha to set up a learning opportunity for early 2022. Further information will be provided as the detail is developed.	30/04/2022
29/09/2021	Council Meeting 2021.09.29	Chairperson's Report	Assigned	Undertake a review of the Manuherekia Governance decision making process. Res CM21-167	Chairperson		09/12/2021
27/10/2021	Council Meeting 2021.10.27	GOV2142 Mana to Mana - Update	Assigned	The Chair to request Mana to Mana to consider expanding the membership to all 12 Councillors. Res CM21-177	Chairperson	2/11/2021 Request will be made at Mana to Mana Meeting on 9 November 2021.	09/11/2021

Meeting Date	Document	Item	Status	Action Required	Assignee/s	Action Taken	Due Date
09/06/2021	Data and Information Committee 2021.06.09	SPS2132 Coastal Monitoring Programme	Assigned	Present a paper to the Strategy and Planning Committee in 2022 outlining monitoring options for a State of the Environment network and seek Council approval to implement the programme. Res DAIC21-103	General Manager Strategy, Policy and Science, Manager Science		30/06/2022
09/06/2021	Data and Information Committee 2021.06.09	HA22106 Active faults in the Dunedin City and Clutha Districts	Assigned	Provide a report to the Strategy and Planning Committee by 31/12/2031 on options for incorporating the GNS Science active fault report and other fault information held by ORC into planning frameworks across Otago. DAIC21-106	General Manager Operations, Manager Natural Hazards	2/11/2021 Dr Palmer advised the report will go to 9 December 2021 Council Meeting.	31/12/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Develop a region-wide methodology for water improvement funding for the 2022/23 Annual Plan. Res FIN21-106	General Manager Corporate Services and CFO		30/06/2022
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Staff to ensure opportunities exist to allow all interested parties to be fully involved in any scheme performance review process. Res FIN21-108	General Manager Operations		01/06/2022
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Establish a harbour facilities and management plan in a collaboration with iwi, community boards and groups, DCC and Port Otago with a budget of \$100k in each of financial years 2 and 3 of the LTP2021-31. Staff and Councillors to determine ToRs. Res FIN21-109	General Manager Strategy, Policy and Science		
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Consider the potential of realtime data and citizen science input when upgrading or investing in assets. If this requires extra funding, those purchases should be brought back to Council for consideration. Res FIN21-109	General Manager Strategy, Policy and Science		28/02/2022
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Provide a paper discussing re-establishment of the Otago Regional Council Environmental Awards. Res FIN21-111	General Manager Regulatory and Communications		31/12/2021
25/08/2021	Finance Committee 2021.08.25	PPT2113 Outcome of Interim \$2 Dunedin Fare	Assigned	Write to the Dunedin City Council and Waka Kotahi to invite them to participate in an independently facilitated (likely public) workshop to consider: a. a joint objective of public transport in Dunedin, which levers that we, and others, can use to promote those objectives, e.g., parking options and costs; b. timing of review of fares, with consideration of routes, usage and flexibility of bus services and patronage; c. coordination of building of planned complementary infrastructure; and d. coordination of travel demand management across large city businesses. Res FIN21-120	Chairperson		30/11/2021
25/08/2021	Finance Committee 2021.08.25	PPT2113 Outcome of Interim \$2 Dunedin Fare	Assigned	Have discussions with DCC and WK in time to include potential financial outcomes in Annual Planning processes prior to end of October. Resolution FIN21-120	Chairperson		30/11/2021
25/08/2021	Finance Committee 2021.08.25	PPT2113 Outcome of Interim \$2 Dunedin Fare	Assigned	Invite a standing group of ORC and DCC councillors and officers to enhance and guide Dunedin public transport. Res FIN21-120	General Manager Operations		11/11/2021

Meeting Date	Document	Item	Status	Action Required	Assignee/s	Action Taken	Due Date
13/05/2021	Governance, Communications and Engagement Committee 2021.05.13	COMS2101 Community Survey Implementation Plan	Assigned	Deliver a community survey for ORC, sample size 1700, between August and October 2021. Versus Research will be contracted to deliver the annual survey for next 3 years. Res GCE21-101	General Manager Regulatory and Communications	2/11/2021 Survey underway. Results will be reported when available.	15/12/2021
11/08/2021	Governance, Communications and Engagement Committee 2021.08.11	COMS2104 Update on Enviroschools	Assigned	Provide a staff report to Council in time for the 2022/23 Annual Plan regarding costs of offering the Enviroschools programme to all schools and other education centres in Otago to include information regarding any territorial authority funding that would be required. RES GCE21-103	General Manager Regulatory and Communications		31/05/2022
08/09/2021	Governance, Communications and Engagement Committee 2021.09.08 extraordinary	Notice of Motion - Request for Job Descriptions for Chair and Deputy Chair	Assigned	Please provide a set of draft job descriptions for the Chair and Deputy Chair for consideration at the 10 November 2021 GCE Committee meeting. Res GCE21-107	General Manager Governance, Culture and Customer		10/11/2021
14/10/2020	Implementation Committee 2020.10.14	OPS1014 Biosecurity Implementation Improvement Update - Pest Management	In Progress	Bring a paper to the Implementation Committee detailing pros and cons of Options 2 and 3 to determine future use of rabbit control assets.	General Manager Operations, Manager Biosecurity and Rural Liaison	19/10/2020 Work on this report to start. 1/09/2021 Dr Palmer, 1 Sept 2021: The condition and safety of existing assets has been assessed by an external expert and their findings are being reviewed by staff. This will inform further work on Options 2 and 3.	15/12/2021
08/09/2021	Implementation Committee 2021.09.08	Notice of Motion - Request for Reports	In Progress	Include details on progress on gravel extraction consents in regular quarterly reporting to the Implementation Committee. Res IMP21-115	General Manager Operations		08/12/2021
08/09/2021	Implementation Committee 2021.09.08	Notice of Motion - Request for Reports	In Progress	Include information on development of work programmes for the 2022/23 and subsequent annual plans for river management in regular quarterly reporting to the Implementation Committee. Res IMP21-115	General Manager Operations		08/12/2021
08/09/2021	Implementation Committee 2021.09.08	Notice of Motion - Request for Reports	Assigned	Present a staff report detailing timeframes and process to better develop asset management plans for plantings alongside riverbanks. Res IMP21-115	General Manager Operations		08/12/2021
09/09/2021	Regulatory Committee 2021.09.09	GOV2139 Regulatory Group - Quarterly Activity Report	Assigned	Staff are to provide an updated report on the compliance status of TLA operated waste water treatment plants in the Otago Region for the December Regulatory Committee meeting. Res REG21-105	General Manager Regulatory and Communications		10/12/2021
01/12/2020	Strategy and Planning Committee 2020.12.01	P&S1885 ORC Role in South Dunedin/Harbourside Adaptation collaboration with DCC	In Progress	Progress collaboration with DCC to deliver the South Dunedin/Harbourside natural hazards adaptation programme as in Option 3 and report back to Council.	Chairperson	26/01/2021 Date to be set for initial meeting between Chair Noone, Mayor Hawkins and staff. 6/05/2021 Chair Noone advised he had spoken with DCC Mayor Hawkins who is waiting on a formal position from Councillors 12/07/2021 That Chair Noone formally write to DCC requesting a discussion held on the action point South Dunedin Harbourside Adaptation Programme	28/02/2021

Meeting Date	Document	Item	Status	Action Required	Assignee/s	Action Taken	Due Date
						<p>4/08/2021</p> <p>Chair Noone wrote to the DCC and a meeting has been scheduled in the Mayor's office on Tuesday 31 August, which Cr Noone, Sarah Gardner and Gavin Palmer will attend.</p>	
13/10/2021	Strategy and Planning Committee 2021.10.13	SPS2159 Otago Greenhouse Gas (GHG) Profile Update	Assigned	<p>Delegate to the Chair, writing a letter to appropriate Ministers to seek clarification and consideration of issues based on the Otago Greenhouse Gas paper October 2021 that is being presenting to Otago; and invite representatives to meet with Council.</p> <p>RES SP21-118</p>	Chairperson		30/11/2021

Quarterly Actions Register Update: Completed – November 2021

Meeting Date	Document	Item	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
13/05/2021	Audit and Risk Subcommittee 2021.05.13	Safety and Wellbeing	Investigate how other entities monitor personal vehicle usage and report back on best practice. Res AR21-101	General Manager Corporate Services and CFO	29/07/2021 General Manager Corporate Services and CFO This will be reported to the 11 November A&R meeting 2/11/2021 General Manager Corporate Services and CFO Report included in 11 November 2021 Audit and Risk agenda	11/11/2021	02/11/2021
13/05/2021	Audit and Risk Subcommittee 2021.05.13	Risk Review Update	Provide a report to A & R detailing any actions taken that address recommendations of external reviews and track each item until action has been completed. RES AR21-104	General Manager Corporate Services and CFO	30/09/2021 General Manager Corporate Services and CFO Paper is going to 14 October 2021 Audit and Risk meeting 3/10/2021 General Manager Corporate Services and CFO Paper included in agenda for 14 October 2021 Audit and Risk meeting	14/10/2021	03/10/2021
24/03/2021	Council Meeting 2021.03.24	Notice of Motion - Investigate resource needs and timeline for possible collaborative development of an Otago Harbour Plan with ORC, DCC, Port Otago and Community Input	Report back before completion of the LTP process on timeline and resourcing needs for collaborative development of an Otago Harbour Plan with ORC, DCC, Port Otago, Iwi and community input.	General Manager Strategy, Policy and Science	13/07/2021 General Manager Strategy, Policy and Science During LTP deliberations councillors allocated resources towards a Otago Harbour Plan. Please refer to following Finance Committee resolution of 26/05/21: <i>Request establishment of a harbour facilities and management plan in a collaboration with Iwi, Community boards and groups, Dunedin City Council and Port Otago with budgeted funds of \$100,000 in each of financial years two and three of the LTP 2021-2031. Staff and Councillors will determine terms of reference.</i>	27/05/2021	13/07/2021
24/03/2021	Council Meeting 2021.03.24	GOV2113 Local Government New Zealand Annual Conference 2021 Attendance	Provide a report to on the 2021 LGNZ Annual Conference to the Governance, Communications and Engagement Committee, August 2021.	Chairperson	17/08/2021 A report on was provided to the 11 August 2021 Governance, Communications and Engagement Committee.	11/08/2021	21/09/2021
09/06/2021	Council Meeting 2021.06.09	CS2132 LGFA Funding Proposal	Continue with next steps to join LGFA including formal consultation, and bring recommendation to Council following any public hearings on submissions to the proposal. Res CM21-110	General Manager Corporate Services and CFO	9/07/2021 General Manager Corporate Services and CFO LGFA proposal is out for consultation. Hearings are scheduled for 28-July and a paper with recommendations will be taken to Council on 25-August.	30/09/2021	09/07/2021
23/06/2021	Council Meeting 2021.06.23	GOV2125 Adoption of Long Term Plan 2021/31	That the Chair is to confirm Council's position regarding public transport in a letter to the Mayor of Dunedin City Council. Res CM21-121	Chairperson	2/11/2021 Letter sent to Mayor Hawkins, dated 21 October 2021, re Dunedin Public Transport - DCC Annual Plan Submission. Copy included in Chair's Report 27 October 2021.	25/08/2021	02/11/2021
23/06/2021	Council Meeting 2021.06.23	GOV2125 Adoption of Long Term Plan 2021/31	Refer this draft motion to be considered by the Implementation Committee: Provide a quarterly report to the Implementation Committee starting with the 9 December 2021 agenda on progress made on gravel extraction consents. (will be a Notice of Motion). Res CM21-122	Councillor	7/09/2021 A Notice of Motion was filed by Cr Wilson and the motion was included on the 8/9/21 Implementation Committee agenda.	14/06/2021	07/09/2021
23/06/2021	Council Meeting 2021.06.23	GOV2125 Adoption of Long Term Plan 2021/31	Refer this draft motion to be considered by the Implementation Committee: Provide a quarterly report to the Implementation Committee on development of work programmes for river management to be included in future annual plan budgets (Will be a Notice of Motion). Res CM21-122	Councillor	7/09/2021 A Notice of Motion was filed by Cr Wilson and the motion was included on the 8/9/21 Implementation Committee agenda.	14/06/2021	07/09/2021

Meeting Date	Document	Item	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
09/06/2021	Data and Information Committee 2021.06.09	SPS2126 Otago Greenhouse Gas Profile 2018/19 financial year	Refer the Greenhouse Gas Profile 2018/19 to the 13 Oct 21 Strategy & Planning Committee to review the 5m tree rule and other methods of capturing carbon sequestering of tussocks, soil and other horticultural activity. Res DAIC21-101	General Manager Strategy, Policy and Science, Manager Strategy	6/10/2021 General Manager Strategy, Policy and Science Paper prepared for the Strategy & Planning Committee meeting on 13th October 2021 addressing resolution.	13/10/2021	02/11/2021
09/06/2021	Data and Information Committee 2021.06.09	SPS2126 Otago Greenhouse Gas Profile 2018/19 financial year	Refer the Greenhouse Gas Profile 2018/19 to the Otago Mayoral Forum to establish a collaborative operation with the Otago Territorial Local Authorities. Res DAIC21-101	General Manager Governance, Culture and Customer	2/09/2021 Mayoral Forum Advisor: The GHG inventory and associated regional collaboration will be on the agenda of the 24 September 2021 Mayoral Forum meeting.	30/09/2021	02/11/2021
08/09/2021	Data and Information Committee 2021.09.08	SPS2147 LakeSPI Report	Refer the LakeSPI report to staff for consideration as part of the Lakes Strategic Plan prior to their report to the 10 November 2021 Strategy and Planning Committee meeting. Res DAIC21-111	General Manager Strategy, Policy and Science	29/10/2021 General Manager Strategy, Policy and Science Considered when drafting the Otago Lakes Strategic Plan Scope paper (SPS2162) presented to 10 November 2021 Strategy & Planning Committee.	10/11/2021	29/10/2021
08/09/2021	Data and Information Committee 2021.09.08	SPS2143 Air Quality 2010-2019 SoE Report	Please provide a report to an upcoming Strategy and Planning Committee meeting on areas of concern regarding potential knowledge gaps about Otago's air quality. Res DAIC21-112	General Manager Strategy, Policy and Science	29/10/2021 General Manager Strategy, Policy and Science Report provided as a paper to 10 November 2021 Strategy & Planning Committee titled Air Quality Knowledge Gaps (SPS2161).	10/11/2021	29/10/2021
24/02/2021	Finance Committee 2021.02.24	CS2113 Significance & Engagement Policy	Report back on programmed review of current ORC Significance and Engagement Policy.	General Manager Regulatory and Communications	18/05/2021 This is being tracked through the Governance, Communications and Engagement Committee actions and will be reported to the Strategy and Planning Committee at the 7 July 2021 meeting. 14/07/2021 14/07/2021 Dianne Railton - Draft He Mahi Rau Rika Draft Significance, Engagement and Maori Participation Policy presented at S&P Committee on 7 July 2021. Consultation will commence on 19 July 2021 and the draft document, subject to a formal design process, will be presented to Council for final adoption on 29 September 2021.	07/07/2021	27/07/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Apply Option B for funding Pest Management being a regional targeted rate based on land value. Res FIN21-102	General Manager Corporate Services and CFO	6/07/2021 General Manager Corporate Services and CFO Option B applied in final LTP	23/06/2021	06/07/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Apply Option 2 for delivering pest management being expenditure of \$3.3m from yr one onwards in the LTP2021-31. Res FIN21-103	General Manager Corporate Services and CFO	6/07/2021 General Manager Corporate Services and CFO Option 2 applied in final LTP	23/06/2021	06/07/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Apply Option One approach for balancing the budget being an increase in total rates to achieve immediate and sustainable funding for operational expenditures of LTP2021-31. Res FIN21-104	General Manager Corporate Services and CFO	6/07/2021 General Manager Corporate Services and CFO Option one applied in final LTP	23/06/2021	06/07/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Apply Option Two for funding Lake Hayes work programme via the existing river and water mgmt targeted rate for years 1 and 2 of the LTP2021-31. Res FIN21-105	General Manager Corporate Services and CFO	6/07/2021 General Manager Corporate Services and CFO Option two (funding via river and waterway management rates) applied in all 10 years of the final LTP noting this will be reviewed in the first 2 years and may be	23/06/2021	06/07/2021

Meeting Date	Document	Item	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
					subject to change from year 3.		
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Conduct an Implementation Committee workshop to discuss liaison and/or strategy groups prior to the 8 September 2021 Implementation Committee meeting. Res FIN21-106	General Manager Operations	27/07/2021 This workshop is scheduled for 12 September. 2/11/2021 Public Workshop - Liaison Groups was held on 28 September 2021.	08/09/2021	02/11/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Report back on options for an independent review of the existing rating basis for all flood protection and drainage schemes and provide potential cost details by the end of December 2021. Res FIN21-109	General Manager Corporate Services and CFO	2/11/2021 Workshop undertaken on 14 October 2021.	31/12/2021	02/11/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Establish and fund a scoping study for an Otago Lakes Strategic Plan, in association w/relevant stakeholders, that creates lake management plans aimed at improving the environmental and amenity value of the water bodies and acquire the science, partnerships, and information for these purposes with an initial budget of \$100k in each of years one and two of the LTP2021-31. Res FIN21-109	General Manager Strategy, Policy and Science	29/10/2021 General Manager Strategy, Policy and Science Proposed scope of Otago Lakes Strategic Plan scoping study provided to 10 November 2021 Strategy & Planning Committee for consideration in form of paper titled Otago Lakes Strategic Plan - Scope (SPS 2162).	31/12/2021	29/10/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Chairperson Noone and CE Gardner to meet with University of Otago for the purpose of progressing the existing MoU and report back to Council. Res FIN21-109	Chairperson	7/09/2021 Crs Forbes and Wilson along with CE Gardner attended a meeting with Dr Royden Somerville and other University representatives in August 2021.	13/05/2021	07/09/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Bring forward integrated catchment work, with a budget impact of \$200k in yr 1 and \$690k in yr 2 of the 2021/31 LTP. Res FIN21-109	General Manager Strategy, Policy and Science	13/07/2021 General Manager Strategy, Policy and Science This action was completed as part of the resolution to adopt the LTP on the 23rd June 2021.	23/06/2021	13/07/2021
26/05/2021	Finance Committee 2021.05.26	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Include an additional \$40k per annum in yrs 1 - 3 of the LTP for ECO Fund grant awards. Res FIN21-110	General Manager Corporate Services and CFO, General Manager Operations	6/07/2021 General Manager Corporate Services and CFO Completed - \$40k added for all 10 years noting years 4-7 will be reviewed in the next LTP	23/06/2021	05/08/2021
10/02/2021	Governance, Communications and Engagement Committee 2021.02.10	SPS2102 Update on Communications and Engagement Policy Review Process	Present Draft Significance, Engagement and Maori Participation Policy (SEMPP) to the 12 May 2021 Gov, Comms and Engagement Committee.	General Manager Regulatory and Communications	22/06/2021 Richard Saunders: This will be presented at the 7 July 2021 Strategy and Planning Committee meeting. 14/07/2021 Draft He Mahi Rau Rika Draft Significance, Engagement and Maori Participation Policy presented at S&P Committee on 07/07/2021. Consultation will commence on 19 July 2021 and the draft document, subject to a formal design process, will be presented to Council for final adoption on 29 September 2021.	12/05/2021	20/07/2021
11/08/2021	Governance, Communications and Engagement Committee 2021.08.11	GOV2129 Local Government Remuneration Determination 2021/22	Note in minutes and any other reporting from 11 August 2021 whether any Councillor meeting absences were due to them being away on other ORC business. RES GCE21-104	Governance Support Officer, Governance Support Officer	7/09/2021 This process has been incorporated and will continue going forward.	31/08/2021	07/09/2021

Meeting Date	Document	Item	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
11/08/2021	Governance, Communications and Engagement Committee 2021.08.11	GOV2128 Review of Outstanding Actions of Council and Committee Resolutions	Add to the shared tip sheet for crafting resolutions the following: Encourage, where possible, proposed resolutions be reviewed with the Chief Executive or General Manager in advance if they may incur additional staff resourcing or impact the current budget. RES GCE21-106	General Manager Governance, Culture and Customer	29/10/2021 General Manager Governance, Culture and Customer This has been added to the resolution guide.	31/08/2021	29/10/2021
09/06/2021	Implementation Committee 2021.06.09	BIO2110 Biosecurity Compliance Policy	Include an explanation in the draft Biosecurity Compliance and Enforcement Policy that the Crown, under existing legislation, is exempt from the same compliance rules enforced upon individuals and/or other agencies. Res IMP21-102	General Manager Operations, Manager Biosecurity and Rural Liaison	1/09/2021 Explanation added to the Biosecurity Compliance and Enforcement Policy as resolved.	23/06/2021	01/09/2021
14/10/2020	Regulatory Committee 2020.10.15	GOV1945 Regulatory Group - Quarterly Activity Report	Request the Chair and CEO to actively pursue better cellular coverage in Otago with Central Government and LGNZ to ensure staff and residents can fully engage in online data, monitoring and information opportunities and requirements.	Chairperson	1/09/2021 Chair Andrew Noone: Ongoing lobbying of the Minister responsible for the Digital Economy and Communications.	11/03/2021	07/09/2021
10/06/2021	Regulatory Committee 2021.06.10	GOV2122 Regulatory Group - Quarterly Activity Report	Provide an update on closed landfills in Otago to the next Regulatory Committee meeting (8/9/21). Res REG21-101	General Manager Regulatory and Communications	1/09/2021 Report prepared for Regulatory Committee - 9 September 2021.	08/09/2021	01/11/2021
10/06/2021	Regulatory Committee 2021.06.10	GOV2122 Regulatory Group - Quarterly Activity Report	Provide an update on allocations amounts within the outstanding deemed permits. Res REG21-101	General Manager Regulatory and Communications	1/09/2021 Email was sent to Councillors on 27 August 2021	08/09/2021	01/11/2021
10/06/2021	Regulatory Committee 2021.06.10	GOV2122 Regulatory Group - Quarterly Activity Report	Arrange a confidential briefing on updates to Plan Change 7 and Plan Change 8. Res REG21-102	General Manager Strategy, Policy and Science	24/08/2021 General Manager Strategy, Policy and Science Briefing provided by Wynn Williams and ORC staff on 12th August 2021.	11/08/2021	24/08/2021
01/12/2020	Strategy and Planning Committee 2020.12.01	OPS1016 Integrated Otago Trail Network Investigation	Conduct a Council workshop in 2021 to explore opportunities to support an integrated trail network for Otago.	General Manager Operations	26/01/2021 To be arranged. 30/03/2021 Update being arranged for 12 May 2021 committee round. 14/07/2021 Trail Network Workshop held on 12 May 2021.	01/09/2021	05/08/2021
14/04/2021	Strategy and Planning Committee 2021.04.14	PPT2103 Regional Public Transport Plan	That staff add into the consultation for requests of trail units and routes that could be incorporated into the plan.	Manager Transport	1/07/2021 This was added in.	08/04/2021	01/07/2021

7.3. Consideration of Job Descriptions for Chair and Deputy Chair

Prepared for: Governance, Communications and Engagement Committee
Report No. GOV2149
Activity: Governance Report
Author: Amanda Vercoe, General Manager Governance, Culture and Customer
Endorsed by: Cr Andrew Noone, Chairperson
Date: 10 November 2021

PURPOSE

[1] To consider job descriptions for the Chair and Deputy Chair.

EXECUTIVE SUMMARY

[2] At the extraordinary Governance, Communications and Engagement Committee that took place on 8 September 2021, the following resolution was passed:

“That the General Manager Governance, Culture and Customer after studying standing orders and what exists at other regional councils, draft job descriptions for the chair and deputy chair positions and present them to the Governance, Comms and Engagement committee for consideration. The drafting to be in consultation with the CE, Chair and Deputy Chair”.

- [3] As a result, attached are draft job descriptions for the Chair and Deputy Chair for consideration by councillors. They are consistent with the ORC template for such documents.
- [4] Inputs to these have included reviewing Standing Orders, reviewing Local Government New Zealand’s “Guide for Regional Council Chairs” and reviewing role descriptions from Environment Canterbury and Greater Wellington Regional Council.
- [5] The job descriptions have been reviewed by the CE, Chair and Deputy Chair and feedback incorporated.

RECOMMENDATION

That the Committee:

- 1) **Notes** this report.
- 2) **Adopts** the Chair and Deputy Chair job descriptions, with or without amendments.

BACKGROUND

[6] Nil.

DISCUSSION

[7] Nil.

OPTIONS

[8] To adopt the job descriptions, with or without amendments, or not.

CONSIDERATIONS**Strategic Framework and Policy Considerations**

[9] Nil.

Financial Considerations

[10] The Chair receives \$147,000 plus use of a car (determined by the Remuneration Authority), and the Deputy Chair receives \$83,598 (set by Otago Regional Council out of annual remuneration pool, and gazetted by Remuneration Authority) for performing the roles.

Significance and Engagement Considerations

[11] Nil.

Legislative and Risk Considerations

[12] Parts of the role of Chair are guided by legislation.

Climate Change Considerations

[13] Nil.

Communications Considerations

[14] Nil.

NEXT STEPS

[15] If adopted, the Chair and Deputy Chair to use the job descriptions to guide their activities.

ATTACHMENTS

1. Position Description Chair Regional Council Oct 2021 [7.3.1 - 4 pages]
2. Position Description Deputy Chair Regional Council Oct 2021 [7.3.2 - 4 pages]



JOB DESCRIPTION

Effective from: 2021

Position Title	Chairperson, Otago Regional Council
Reporting To	Council (elected at the start of the triennium under the Local Government Act. Can be removed from office by resolution of council)
Location	Otago
Salary	\$147,000 (set annually by the Remuneration Authority)

ORC Organisational Values and Behaviours					
Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> Taking due care Using resources appropriately Kaitiakitanga Responsiveness 	<ul style="list-style-type: none"> Common vision Sharing knowledge and resources Partnerships with common goals Team work 	<ul style="list-style-type: none"> Having honest conversations Doing the right thing Trustworthiness Ownership 	<ul style="list-style-type: none"> Speaking with courage Acting ethically and with mana Following up Enabling great outcomes for all 	<ul style="list-style-type: none"> Challenging the 'status quo' Continuous improvement Creative problem solving Understanding the 'why' 	<ul style="list-style-type: none"> Speaking up Being approachable Speaking with integrity Inviting differing points of view

Purpose
<p>The purpose of the Chair's position is:</p> <ul style="list-style-type: none"> to provide effective leadership and governance oversight to the Councillors and the activities of the Otago Regional Council to lead the employment relationship with the Chief Executive to preside over Council meetings to provide leadership to the region.

Results Area	Activities	Expected Outcome
Lead the Council	<p>Support councillors to work together as a team for the betterment of the region.</p> <p>Foster an inclusive, constructive Council with positive relationships between councillors. Provide feedback to councillors on team-work and chairing of committees, as necessary. Uphold the Code of Conduct.</p> <p>Work to establish common priorities for councillors, to help drive strategy and policy.</p> <p>Maintain the boundaries between governance and operations as much as possible.</p>	<ul style="list-style-type: none"> Councillors work for the region, as per their declarations under the LGA 2002 (not just their constituency) Councillors and staff have a clear understanding of governance and operations and maintain

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	<p>Be accountable to the community for ORC's performance (for both meeting the region's needs, and performing statutory duties). Use the following mechanisms to monitor performance:</p> <ul style="list-style-type: none"> - Annual Plan and Annual Report - Community Survey - Well-being indicator reports (under development) <p>As appropriate be the public spokesperson or voice for the Council.</p> <p>Manage risk.</p>	<p>the differing roles as much as possible.</p> <ul style="list-style-type: none"> • ORC meets the region's needs and expectations, and performs statutory duties and obligations.
<p>Lead relationship building with the ORC Chief Executive and staff</p>	<p>Work with the Chief Executive and governance team on building an increasingly effective relationship and greater trust between governors and ORC staff (recognising that this relies on both parties meeting their commitments to the relationship).</p>	<ul style="list-style-type: none"> • Attend weekly meetings between the Chair, Deputy Chair and the CE with an agreed standard agenda covering relevant matters the CE needs to brief the Chair on and the Chair needs to update the CE on. • Ensure the CE is proactively briefed on any key risks and issues, taking a no surprises approach. • Provide appropriate support to the CE to enable high quality engagement between council and stakeholders, to be discussed and agreed between the Chair and the CE. • Observe the CE protocol for staff interaction. • Hold the line on values and respectful treatment of ORC staff in all settings (council meetings, media, public meetings).
<p>Manage the employment relationship with the Chief Executive</p>	<p>Manage the employment relationship with the Chief Executive, with support from the Chief</p>	<ul style="list-style-type: none"> • Obligations under the legislations are complied with.



	<p>Executive Performance Review Committee, with reference to obligations under the:</p> <ul style="list-style-type: none"> - Local Government Act 2002 - Employment Relations Act - Health and Safety at Work Act - CE's contract - Good faith 	<ul style="list-style-type: none"> • Regular feedback is provided.
<p>Preside at Council Meetings</p>	<p>Lead the development of a committee structure and regular review, to ensure it is effective.</p> <p>Chair all meetings of the governing body (aside from where Conflict of Interest matters arise) (Standing Order 14.1)</p> <p>Be responsible for the orderly conduct of meetings based on Standing Orders, and the Code of Conduct.</p> <p>Uphold the powers that Standing Orders gives to the Chair when chairing meetings (Standing Orders Appendix 8)</p> <p>Participate in pre-agenda meetings with the Chief Executive and other senior staff to provide the opportunity to go through the full agenda for completeness, accuracy and collective understanding. Signal likely meeting concerns from councillors, and signal when additional advice or more time to consider the issue might be required (Standing Order 9.1)</p> <p>Guide recommendations of appointments to external bodies and groups, when required.</p>	<ul style="list-style-type: none"> • The ORC has a committee structure that is efficient, effective, and enables business to be conducted. • Meetings are conducted in a timely and orderly manner and members are able to participate fully in decision-making • Staff are aware of potential issues before going to Council meetings, so that they can prepare. • Governance representatives are appointed to groups as required. • Councillors have a range of opportunities to be involved in chairing committees and other external appointments.
<p>Lead the ORC's role in the region</p>	<p>Be a leader and advocate for the region as a whole, by:</p> <ul style="list-style-type: none"> - understanding and leading the partnership with mana whenua and ensuring the relationship is strong, enduring and understood by councillors - building community trust in the Council, and making governance accessible, inclusive and effective - ensuring the needs of the region are conveyed clearly to central government, and that the ORC complies with central government rules and regulations and requests for information - co-ordinating the efforts of all the Councils in the region through 	<ul style="list-style-type: none"> • A strong partnership with Mana Whenua, through participation in Mana to Mana • Mana whenua are involved in decision making • The community trusts ORC decision making • ORC has a positive dialogue with central government, which allows issues to be raised in a constructive way. • ORC is an active participant in the various networks. • Key pieces of policy, such as the Regional Policy Statement, Long-term Plan, key regional plans reflect community aspirations and concerns,



	<p>participation in the Otago Mayoral Forum, Regional Sector Meetings, and other LGNZ forums</p> <ul style="list-style-type: none"> - provide regional oversight to key issues and policy leadership 	<p>and the ORC is resourced adequately in order to implement them.</p>
Training and Development	<p>Participate in and provide ongoing professional development opportunities for councillors.</p>	<ul style="list-style-type: none"> • Councillors have opportunities to undertake professional development over the triennium to support their work at Council.
Health & Safety	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified, and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others. • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.

Relationships
<ul style="list-style-type: none"> ▪ Councillors ▪ Chief Executive ▪ ORC Executive Leadership Team ▪ ORC governance team ▪ Iwi partners, Rūnaka Chairs ▪ Otago Territorial Authorities Mayors ▪ Regional Council Sector Chairs ▪ Contractors and Consultants ▪ Stakeholders, constituents, community leaders



JOB DESCRIPTION

Effective from: 2021

Position Title	Deputy Chairperson, Otago Regional Council
Reporting To	Council (elected at the start of the triennium under the Local Government Act. Can be removed from office by resolution of council)
Location	Otago
Salary	\$83,598 (set by Otago Regional Council out of annual remuneration pool, and gazetted by Remuneration Authority)

ORC Organisational Values and Behaviours					
Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> Taking due care Using resources appropriately Kaitiakitanga Responsiveness 	<ul style="list-style-type: none"> Common vision Sharing knowledge and resources Partnerships with common goals Team work 	<ul style="list-style-type: none"> Having honest conversations Doing the right thing Trustworthiness Ownership 	<ul style="list-style-type: none"> Speaking with courage Acting ethically and with mana Following up Enabling great outcomes for all 	<ul style="list-style-type: none"> Challenging the 'status quo' Continuous improvement Creative problem solving Understanding the 'why' 	<ul style="list-style-type: none"> Speaking up Being approachable Speaking with integrity Inviting differing points of view

Purpose
<p>The purpose of the Deputy Chair's position is:</p> <ul style="list-style-type: none"> if the Chair is absent or incapacitated, the Deputy Chair must perform all of the responsibilities and duties, as outlined below and may exercise the powers, of the Chair to contribute to the leadership of the Council to represent ORC and provide leadership where the Chair is not resident

Results Area	Activities	Expected Outcome
Support the Chair to lead the Council	<p>Support councillors to work together as a team for the betterment of the region.</p> <p>Foster an inclusive, constructive Council with positive relationships between councillors. Provide feedback to councillors on team-work and chairing of committees, as necessary. Uphold the Code of Conduct.</p> <p>Work to establish common priorities for councillors, to help drive strategy and policy.</p> <p>Maintain the boundaries between governance and operations as much as possible.</p>	<ul style="list-style-type: none"> Councillors work for the region, as per their declarations under the LGA 2002 (not just their constituency) Councillors and staff have a clear understanding of governance and operations and maintain

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	<p>Be accountable to the community for ORC's performance (for both meeting the region's needs, and performing statutory duties). Use the following mechanisms to monitor performance:</p> <ul style="list-style-type: none"> - Annual Plan and Annual Report - Community Survey - Well-being indicator reports (under development) <p>As appropriate be the public spokesperson or voice for the Council.</p> <p>Manage risk.</p>	<p>the differing roles as much as possible.</p> <ul style="list-style-type: none"> • ORC meets the region's needs and expectations, and performs statutory duties and obligations.
<p>Support the Chair in relationship building with the ORC Chief Executive and staff</p>	<p>Work with the Chief Executive and governance team on building an increasingly effective relationship and greater trust between governors and ORC staff (recognising that this relies on both parties meeting their commitments to the relationship).</p>	<ul style="list-style-type: none"> • Attend weekly meetings between the Chair, Deputy Chair and the CE with an agreed standard agenda covering relevant matters the CE needs to brief the Chair on and the Chair needs to update the CE on. • Ensure the CE is proactively briefed on any key risks and issues, taking a no surprises approach. • Provide appropriate support to the CE to enable high quality engagement between council and stakeholders, to be discussed and agreed between the Chair and the CE. • Observe the CE protocol for staff interaction. • Hold the line on values and respectful treatment of ORC staff in all settings (council meetings, media, public meetings).
<p>If the Chair is absent, preside at Council Meetings</p>	<p>Lead the development of a committee structure and regular review, to ensure it is effective.</p>	<ul style="list-style-type: none"> • The ORC has a committee structure that is efficient,



	<p>Chair all meetings of the governing body (aside from where Conflict of Interest matters arise) (Standing Order 14.1)</p> <p>Be responsible for the orderly conduct of meetings based on Standing Orders, and the Code of Conduct.</p> <p>Uphold the powers that Standing Orders gives to the Chair when chairing meetings (Standing Orders Appendix 8)</p> <p>Participate in pre-agenda meetings with the Chief Executive and other senior staff to provide the opportunity to go through the full agenda for completeness, accuracy and collective understanding. Signal likely meeting concerns from councillors, and signal when additional advice or more time to consider the issue might be required (Standing Order 9.1)</p> <p>Guide recommendations of appointments to external bodies and groups, when required.</p>	<p>effective, and enables business to be conducted.</p> <ul style="list-style-type: none"> • Meetings are conducted in a timely and orderly manner and members are able to participate fully in decision-making • Staff are aware of potential issues before going to Council meetings, so that they can prepare. • Governance representatives are appointed to groups as required. • Councillors have a range of opportunities to be involved in chairing committees and other external appointments.
<p>Support the Chair to lead the ORC's role in the region</p>	<p>Be a leader and advocate for the region as a whole, by:</p> <ul style="list-style-type: none"> - understanding and leading the partnership with mana whenua and ensuring the relationship is strong, enduring and understood by councillors - building community trust in the Council, and making governance accessible, inclusive and effective - ensuring the needs of the region are conveyed clearly to central government, and that the ORC complies with central government rules and regulations and requests for information - co-ordinating the efforts of all the Councils in the region through participation in the Otago Mayoral Forum, Regional Sector Meetings, and other LGNZ forums - provide regional oversight to key issues and policy leadership 	<ul style="list-style-type: none"> • A strong partnership with Mana Whenua, through participation in Mana to Mana • Mana whenua are involved in decision making • The community trusts ORC decision making • ORC has a positive dialogue with central government, which allows issues to be raised in a constructive way. • ORC is an active participant in the various networks. • Key pieces of policy, such as the Regional Policy Statement, Long-term Plan, key regional plans reflect community aspirations and concerns, and the ORC is resourced adequately in order to implement them.
<p>Training and Development</p>	<p>Participate in ongoing professional development opportunities for councillors.</p>	<ul style="list-style-type: none"> • Councillors have opportunities to undertake professional development over the triennium to support their work at Council.



<p>Health & Safety</p>	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified, and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others. • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.
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<p>Relationships</p> <ul style="list-style-type: none"> ▪ ORC Chair ▪ Councillors ▪ Chief Executive ▪ ORC Executive Leadership Team ▪ ORC governance team ▪ Iwi partners, Rūnaka Chairs ▪ Otago Territorial Authorities Mayors ▪ Regional Council Sector Chairs ▪ Contractors and Consultants ▪ Stakeholders, constituents, community leaders
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