

Agenda for a meeting of the Policy & Regulatory Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 16 AUGUST 2016** commencing at **9.00am**.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

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- 2. CONFIRMATION OF STATUS OF AGENDA**
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GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Policy & Regulatory Committee
From	GJ Ion Chief Executive
Date	21 June 2016
Prepared by	W Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1542532
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Policy & Regulatory Committee held on Tuesday 21 June 2016.

2. RECOMMENDATION

THAT the minutes of the Policy & Regulatory Committee held on Tuesday 21 June 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Policy & Regulatory Committee Minutes 21 June 2016.

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 21 JUNE 2016** commencing at **9.00am**.

Present:

Cr DW Fulton (Chairperson)
 His Worship the Mayor Mr AM Sanson
 Cr JC Baddeley
 Cr WD Hayes
 Cr SD Lynch
 Cr RC McGuire
 Cr LM Petersen
 Cr JD Sedgwick
 Cr NMD Smith
 Cr GS Tait

Attending:

Ms S Duignan (Acting Chief Executive)
 Mr T Harty (General Manager Service Delivery)
 Mrs W Wright (Committee Secretary)
 Mrs RJ Gray (Council Support Manager)
 Mr C Clarke (Roading Manager)
 Ms AM d'Aubert (Consents Manager)
 Ms M May (Animal Control Team Leader)
 4 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Smith/Sedgwick)

THAT an apology be received from and leave of absence granted to Cr Church, Cr Costar, Cr Gibb and Cr Solomon.

CARRIED on the voices

P&R1606/04

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Baddely/Hayes)****THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 21 June 2016 be confirmed and all items therein be considered in open meeting.****CARRIED on the voices****P&R1606/05****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Crs Sedgwick/Lynch)****THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 17 May 2016 be confirmed as a true and correct record of that meeting, subject to the inclusion of an apology from Cr Smith;****AND THAT the Public Excluded minutes of the meeting of the Policy & Regulatory Committee held on Tuesday 17 May 2016 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.****CARRIED on the voices****P&R1606/06****MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

REPORTSChief Executive's Business Plan
Agenda Item 6.1Tabled Chief Executive's KPI's**Resolved: (Crs Petersen/Lynch)****THAT the report from the Chief Executive be received.****CARRIED on the voices****P&R1606/07/1**

2016 Meeting Calendar

Agenda Item 6.2

Resolved: (Crs McGuire/Lynch)

THAT the report from the Chief Executive be received.

CARRIED on the voices

P&RI606/07/2

Delegated Resource Consents Approved for the month of May 2016

Agenda Item 6.3

The Consents Manager gave a verbal overview and answered questions from the Committee.

Resolved: (Crs Hayes/Petersen)

THAT the report of the General Manager Delegated Resource Consents Approved for the month of May 2016 be received.

CARRIED on the voices

P&RI606/07/3

Delegation to Approve Future Name Requests for Private Roads

Agenda Item 6.4

The Roding Manager gave an overview of the report and answered questions.

Resolved: (Crs Smith/Baddeley)

THAT the report from the General Manager Service Delivery be received;

AND THAT the Committee recommends to Council to delegate approval for future private road name requests to Roding Planning staff in conjunction with the ward councillor;

AND FURTHER THAT the Road Naming Policy be amended accordingly.

CARRIED on the voices

P&RI606/07/4

Minutes of Zone 2 meeting held on 6 May 2016
Agenda Item 6.5

His Worship the Mayor agreed to circulate information on the Social Sector Trials.

Resolved: (Crs Tait/Smith)

THAT the report from the Chief Executive be received;

AND THAT His Worship the Mayor write to the Minister of Local Government regarding the Fire Service Review and also discuss this issue at the Mayoral Forum.

CARRIED on the voices

P&R1606/07/5

Community Engagement for new Dog Exercise areas in Tamahere and Pokeno
Agenda Item 6.6

The Animal Control Team Leader gave an overview and answered questions.

Resolved: (Crs Smith/Lynch)

THAT the report from the General Manager Customer Support – Community Engagement for new Dog Exercise areas in Tamahere and Pokeno be received;

AND THAT the committee recommends to Council that it make a determination that a bylaw amendment is the most appropriate way of addressing the identified problems; and the proposed bylaw amendments (subject to the outcome of the consultation process), are the most appropriate form of bylaw;

AND FURTHER THAT the committee recommends to Council that it make a determination that the proposed bylaw amendment does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND FURTHER THAT the committee recommends to Council to undertake community engagement in Tamahere and Pokeno in June and July 2016, in accordance with Sections 82 (principles of consultation), of the Local Government Act 2002, and section 10 of the Dog Control Act 1996.

CARRIED on the voices

P&R1606/07/6

There being no further business the meeting was declared closed at 10.14am.

Minutes approved and confirmed this

day of

2016.

DW Fulton

CHAIRPERSON

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Open Meeting

To	Policy & Regulatory Committee
From	GJ Ion Chief Executive
Date	20 June 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1540133
Report Title	Confirmation of Minutes – Proposed Cemeteries Bylaw 2016

1. EXECUTIVE SUMMARY

To confirm the minutes of a hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Cemeteries Bylaw 2016 - held on Monday 20 June 2016.

2. RECOMMENDATION

THAT the minutes of the hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Cemeteries Bylaw 2016 - held on Monday 20 June 2016 be confirmed as a true and correct record of that hearing.

3. ATTACHMENTS

P&R Hearing Minutes 20 June 2016

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Cemeteries Bylaw 2016) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 20 JUNE 2016** commencing at **9.01am**

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson [until 11.22am]
Cr JC Baddeley
Cr JA Church
Cr R Costar
Cr WD Hayes
Cr SD Lynch
Cr LM Petersen
Cr JD Sedgwick [until 10.37am and from 11.08am]
Cr NMD Smith
Cr GS Tait

Attending:

Mrs LM Wainwright (Committee Secretary)
Mrs W Wright (Committee Secretary)
Mr G Bailey (Open Spaces Operation Team Leader)
Ms D MacDonald (Cemetery/Halls Officer)
Ms M Russo (Corporate Planner)
Mr R Hodder (Secretary of the Friends of Wainui Bush Reserve Group)
Mr J Bridgman (Gordonton District Committee)
Mr B Mounsey (Haven Funeral Services Ltd)
Ms M Wilcock (on behalf of Tamahere Community Committee)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Sedgwick)

THAT an apology be received from and leave of absence granted to Crs Gibb, McGuire and Solomon.

CARRIED on the voices

P&R1606/01

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Lynch/Hayes)****THAT the agenda for a hearing of the Policy & Regulatory Committee held on Monday 20 June 2016 be confirmed and all items therein be considered in open meeting.****CARRIED on the voices****P&R1606/02****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

REPORTS**Submissions on the Proposed Waikato District Council Cemeteries Bylaw 2016**

The Chair summarised the documentation forming part of the hearing.

Hearing of Submissions

The following submitters presented their submission in relation to the Proposed Waikato District Council Cemeteries Bylaw 2016:

1. R Hodder (on behalf of Friends of Wainui Bush Reserve Group, Raglan) sub. no. 5 doc. no. 15
2. J Bridgman (on behalf of Gordonton District Committee) sub. no. 6 doc. no. 16
3. B Mounsey (on behalf of Haven Funeral Services Ltd) sub. no. 3 doc. no. 12
4. M Wilcock (on behalf of Tamahere Community Committee) sub. no. 4 doc. no. 13

The meeting adjourned at 10.37am and resumed at 11.06am.

Councillors deliberated on the Proposed Waikato District Council Cemeteries Bylaw 2016.

Cr Sedgwick entered the meeting at 11.08am during deliberations and was present when voting took place.

His Worship the Mayor retired from the meeting at 11.22am during deliberations and was not present when voting took place.

Open Meeting

To	Policy & Regulatory Committee
From	GJ Ion Chief Executive
Date	22 June 2016
Prepared by	W Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1542340
Report Title	Confirmation of Minutes – Proposed Beaches and Reserves Bylaw 2016

1. EXECUTIVE SUMMARY

To confirm the minutes of a hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Proposed Beaches and Reserves Bylaw 2016 - held on Wednesday 22 June 2016.

2. RECOMMENDATION

THAT the minutes of the hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Proposed Beaches and Reserves Bylaw 2016 – held on Wednesday 22 June 2016 be confirmed as a true and correct record of that hearing.

3. ATTACHMENTS

P&R Hearing Minutes 22 June 2016

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Reserves and Beaches Bylaw 2016) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 22 JUNE 2016** commencing at **9.00am**

Present:

Cr DW Fulton
His Worship the Mayor Mr AM Sanson
Cr JC Baddeley [until 9.40am and from 10.09am]
Cr WD Hayes
Cr SD Lynch
Cr RC McGuire
Cr LM Petersen
Cr JD Sedgwick

Attending:

Mrs W Wright (Committee Secretary)
Mrs LM Wainwright (Committee Secretary)
Mr E Parata (Asset Management Team Leader)
Mr A Corkill (Parks and Facilities Manager)
Mr R Marshall (Reserves Planner)
Ms M Russo (Corporate Planner)
Ms S Hart (Raglan Sport Fishing Club)
Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Sedgwick/Baddeley)

THAT an apology be received from and leave of absence granted to Cr Church, Cr Costar, Cr Gibb, Cr Smith and Cr Tait.

CARRIED on the voices

P&R1606/08

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Hayes/Lynch)****THAT the agenda for a hearing of the Policy & Regulatory Committee held on Wednesday 22 June 2016 be confirmed and all items therein be considered in open meeting.****CARRIED on the voices****P&R1606/09****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

REPORTS**Submissions on the Proposed Waikato District Council Reserves and Beaches Bylaw 2016**

The Chair summarised the documentation forming part of the hearing.

Hearing of Submissions

The following submitters presented their submission in relation to the Proposed Waikato District Council Reserves and Beaches Bylaw 2016:

- I. Ms S Hart (on behalf of Raglan Sport Fishing Club) sub. no. 14 doc. no. 8

Councillors deliberated on the Proposed Waikato District Council Reserves and Beaches 2016.

Cr Baddeley withdrew from the hearing at 9.40am during deliberations.

The meeting adjourned at 9.43am and resumed at 10.09am.

Cr Baddeley re-entered the hearing at 10.09am during deliberations and was present when voting took place.

Resolved: (His Worship the Mayor/Cr McGuire)**THAT the report of the General Manager Service Delivery be received;****AND THAT pursuant to sections 83 and 150 of the Local Government Act 2002, the Committee consider and, where requested, hear submissions on the notified Proposed Waikato District Council Reserves and Beaches Bylaw 2016;**

AND FURTHER THAT subject to amendments, recommend the **Waikato District Council Reserves and Beaches Bylaw 2016** for adoption at the Council meeting on **Monday 11 July 2016**.

CARRIED on the voices

P&R1606/10

There being no further business the meeting was declared closed at 10.25am.

Minutes approved and confirmed this day of 2016.

DW Fulton

CHAIRPERSON

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Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	28 July 2016
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1568650
Report Title	Confirmation of Minutes – Proposed Trade Waste and Wastewater Bylaw 2016

1. EXECUTIVE SUMMARY

To confirm the minutes of a hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 - held on Wednesday 29 June 2016.

2. RECOMMENDATION

THAT the minutes of the hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 – held on Wednesday 29 June 2016 be confirmed as a true and correct record of that hearing.

3. ATTACHMENTS

P&R Hearing Minutes 29 June 2016

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 29 JUNE 2016** commencing at **9.02am**.

Present:

Cr NMD Smith (Chairperson)
Cr RC McGuire

Attending:

Mr Tim Harty (General Manager Service Delivery)
Mrs Lynette Wainwright (Committee Secretary)

The meeting adjourned at 9.02am and resumed at 10.59am.

Present:

Cr NMD Smith (Chairperson)
His Worship the Mayor Mr AM Sanson
Cr JC Baddeley
Cr JA Church
Cr R Costar [from 11.02am]
Cr JM Gibb
Cr WD Hayes
Cr SD Lynch
Cr RC McGuire
Cr GS Tait

Attending:

Mr Tim Harty (General Manager Service Delivery)
Mrs Wanda Wright (Committee Secretary)
Mr Martin Mould (Waters Manager)
Ms Melissa Russo (Corporate Planner)
Ms Claire Scrimgeour (Senior Environmental Engineer, BECA)
Ms Fiona Sutton (Shared Services Manager)
Mr Bruce Holland (National Liquid and Hazardous Waste Operators Group)
Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Church)

THAT an apology be received from and leave of absence granted to Cr Fulton, Cr Sedgwick, Cr Petersen and Cr Solomon.

THAT an apology for lateness be received from Cr Costar.

CARRIED on the voices

P&R1606/11

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Smith/McGuire)

THAT the agenda for a hearing of the Policy & Regulatory Committee held on 29 June 2016 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

P&R1606/12

DISCLOSURES OF INTEREST

Cr Church declared a conflict of interest in submission 2, withdrew to the public gallery and did not speak to this submission.

REPORTS**Submissions on the Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016**

The Waters Manager, the Senior Environmental Engineer (BECA) and Shared Services Manager all provided verbal overviews of the submissions and answered questions from the committee.

Cr Costar entered the meeting at 11.02am during discussion on the submissions and was present when voting took place.

The hearing adjourned at 11.09am and resumed at 11.14am.

Hearing of Submissions

The following submitter presented his submission in relation to the Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016:

1. Bruce Holland (on Hazardous Waste Operations Group) sub. no. 4

Councillors deliberated on the Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016.

Resolved: (Crs Lynch/Gibb)

THAT the report of the General Manager Service Delivery be received;

AND THAT pursuant to sections 83 and 150 of the Local Government Act 2002, the Committee consider and, where requested, hear submissions on the notified Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016;

AND FURTHER THAT subject to any amendments, the proposed bylaw will be considered by the Committee at its meeting on 29 June 2016, with a view to recommending the Waikato District Council Trade Waste and Wastewater Bylaw 2016 for adoption at the Council meeting on 11 July 2016.

CARRIED on the voices

P&R1606/06/13

There being no further business the meeting was declared closed at 11.49am.

Minutes approved and confirmed this day of 2016.

NMD Smith

CHAIRPERSON

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Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	28 July 2016
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1568672
Report Title	Confirmation of Minutes – Proposed Freedom Camping Bylaw 2016

1. EXECUTIVE SUMMARY

To confirm the minutes of a hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Freedom Camping Bylaw 2016 - held on Wednesday 6 July 2016.

2. RECOMMENDATION

THAT the minutes of the hearing by the Policy & Regulatory Committee – Proposed Waikato District Council Freedom Camping Bylaw 2016 – held on Wednesday 6 July 2016 be confirmed as a true and correct record of that hearing.

3. ATTACHMENTS

P&R Hearing Minutes 6 July 2016

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Freedom Camping Bylaw 2016) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 6 JULY 2016** commencing at **9.02am** and continuing on **TUESDAY 12 JULY 2016** at **9.01am**

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson
Cr JC Baddeley
Cr JM Gibb
Cr WD Hayes
Cr SD Lynch
Cr RC McGuire
Cr LM Petersen
Cr MR Solomon

Attending:

Mrs S Duignan (General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Mr C Birkett (Monitoring Team Leader)
Ms M Russo (Corporate Planner)
Mr C Aitchison (Raglan Resident)
Mrs J Brown (Secretary of Union Church Raglan)
Mr T Duff (Raglan Backpackers and Waterfront Lodge)
Ms S Edmonds (Eureka Community Planning Committee)
Ms M Haines (Port Waikato Residents and Haines Ratepayers Association)
Mr D Hall (NZ Police)
Ms S Hall (Raglan Resident, in Tourism Industry)
Ms S Hart (Raglan Sport Fishing Club)
Mr K Holmes on behalf of Roy Breeze (NZ Fire Service)
Mr G Mackie (Chairperson, Huntly Youth Focus Trust)
Mr G Mackie (Huntly Resident and member of the NZMCA)
Mr B MacLeod (Raglan Community Board)
Mr B MacLeod (speaking as Raglan Resident and member of the NZMCA)
Mr C Thomson (Secretary, Raglan Residents and Ratepayers Association)
Ms G Wilson (Raglan Resident)
Mr K Wooderson (Raglan District Union Church)
Mr C Young (Raglan Surfing School Ltd)
Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Gibb/Hayes)

THAT an apology be received from and leave of absence granted to Cr Church, Cr Costar, Cr Sedgwick, Cr N Smith and Cr Tait.

CARRIED on the voices

P&R1607/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Hayes/Lynch)

THAT the agenda for a hearing of the Policy & Regulatory Committee held on Wednesday 6 July 2016 be confirmed and all items therein be considered in open meeting and receive one page from Submission 48.

CARRIED on the voices

P&R1607/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORTS

Submissions on the Proposed Waikato District Council Freedom Camping Bylaw 2016
Agenda Item 3.1

On 19 April 2016 Council resolved to consider and approve the Proposed Waikato District Council Freedom Camping Bylaw 2016 for public notification and consultation, in accordance with section 11 of the Freedom Camping Act 2011, and section 83 of the Local Government Act 2002 (special consultative procedure).

The General Manager Customer Support gave an overview of the Bylaw and the Act.

The Monitoring Team Leader informed the Committee about the order of the Hearing.

Resolved: (Crs Fulton/Petersen)

THAT the report of the General Manager Customer Support be received;

AND THAT pursuant to sections 83 and 150 of the Local Government Act 2002, the Committee consider and, where requested, hear submissions on the notified Proposed Waikato District Council Freedom Camping Bylaw 2016.

CARRIED on the voices

P&R1607/03

Hearing of Submissions

The following submitters presented their submission in relation to the Proposed Waikato District Council Freedom Camping Bylaw 2016:

Submitter Name	Organisation/On Behalf Of	Submitter No	Appendix 1 – staff comments	Appendix 2 – original submissions
Chris Aitchison	Raglan Resident	24	31	61
Monique Haines	Port Waikato Residents and Ratepayers Association	79	98	227
David Hall	NZ Police	39	46	99
Julia Brown	Secretary, Raglan District Union Church	46	55	120
Keith Wooderson	Raglan District Union Church	48	58	125

The hearing was adjourned at 10.34am and resumed at 10.54am.

Sheryl Hart	Raglan Sport Fishing Club	41	48	105
Susan Hall	Raglan Resident	72	90	201
Timothy Duff	Raglan Backpackers & Waterfront Lodge	71	86	196
Charlie Young	Raglan Surfing School Ltd	60	75	163
Genny Wilson	Raglan Resident	75	94	217
Bob MacLeod	Raglan Resident and member of the NZMCA	69	84	190
Bob MacLeod	Raglan Community Board	68	83	187
Sue Edmonds	Eureka Community Planning Committee	28	35	70
Chrys Thompson	Raglan Residents and Ratepayers Association	70	85	193

The hearing was adjourned at 12.04pm and resumed at 12.57pm.

Graham Mackie	Huntly Youth Focus Trust	78	97	224
Graham Mackie	Huntly Resident & Member of NZMCA	78	97	224
Kevin Holmes	Roy Breeze, New Zealand Fire Service	55	67	146

The hearing was adjourned at 1.14pm and resumed at 1.48pm.

Resolved: (Crs Hayes/Solomon)

THAT subject to any amendments, the proposed bylaw will be further considered by the Committee at its meeting on 12 July 2016.

CARRIED on the voices

P&R1607/04

The hearing was adjourned at 1.59pm and reconvened at 9.01am on Tuesday 12 July 2016.

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson
Cr JC Baddeley
Cr J Gibb
Cr WD Hayes
Cr SD Lynch
Cr RC McGuire
Cr L Petersen
Cr MR Solomon

Attending:

Mr GJ Ion (Chief Executive)
Mrs S Duignan (General Manager Customer Support)
Mr R McCulloch (Regulatory Manager)
Mr C Birkett (Monitoring Team Leader)
Ms M Russo (Corporate Planner)
Mrs W Wright (Committee Secretary)
Members of Staff

DELIBERATIONS

Tabled: Proposed Freedom Camping Bylaw Deliberations (with track changes)

The Commissioners undertook deliberations on all submissions and amendments presented.

Resolved: (Crs Lynch/McGuire)

THAT subject to the amendments, the proposed bylaw will be further considered for adoption by the Council at its meeting on 12 September 2016.

CARRIED on the voices

P&R1607/05

There being no further business, the hearing was closed at 10.09am.

Minutes approved and confirmed this day of 2016.

DW Fulton

CHAIRPERSON

Minutes2016/P&R/160706 P&R M.doc

Open Meeting

To	Waikato District Council
From	Sue Duignan General Manager Customer Support
Date	25 July 2016
Prepared by	Christine Cunningham Senior Regulatory Administrator
Chief Executive Approved	Y
DWS Document Set #	1565538
Report Title	Summary of Applications Determined by the District Licensing Committee

I. EXECUTIVE SUMMARY

This report provides a summary of applications determined by the District Licensing Committee between April and June 2016.

2. RECOMMENDATION

THAT the report from the General Manager Customer Support - Summary of Applications Determined by the District Licensing Committee – be received.

3. ATTACHMENTS

Report: The Schedule of Applications Determined by District Licensing Committee April and June 2016.

LICENCES

Applicants Name	Application Type	Premises	Decision	Date Issued	Licence No.
The Thomson Food Co Limited	On Licence Renewal	The Shack, Raglan	Granted	6/4/16	14/ON/05/2016
Raglan Club Incorporated	Club Licence Renewal	Raglan Bowling Club	Granted	13/4/16	14/CL/05/2016
Te Kowhai Golf Club Incorporated	Club Licence Renewal	Te Kowhai Golf Club	Granted	13/4/16	14/CL/04/2016
G & J Sandhu Limited	Off Licence Renewal	Fred's Four Square, Huntly	Granted	4/5/16	14/OFF/04/2016
Wharf Bar and Bistro Limited	On Licence	The Wharf Kitchen and Bar, Raglan	Granted	25/5/16	14/ON/06/2016
Zealong Tea Estate Limited	On Licence Renewal	Zealong Tea Estate Limited, Gordonton	Granted	9/6/16	14/ON/07/2016
Riverside Golf Club Incorporated	Club Licence	Riverside Golf Club, Tamahere	Granted	14/6/16	14/CL/06/2016
Helen Louise Rowling	Temporary Authority	The Wharf Kitchen and Bar, Raglan	Granted	6/5/16	14/TA/06/15.02
Shivamaniket Holdings Limited	Temporary Authority	Thirsty Liquor Pokeno	Granted	27/5/16	14/TA/02/16
KTPI Enterprises Limited	Temporary Authority	Profs @ Woodlands, Gordonton	Granted	27/5/16	14/TA/01/16.01
Waikare Golf Club Incorporated	Club Licence Renewal	Waikare Golf Club, Te Kauwhata	Granted	15/6/16	14/CL/07/2016

Hampton Downs (NZ) Limited	On Licence	Hampton Downs Motorsport Park	Granted	9/6/16	14/ON/08/2016
PGS Limited	Off Licence renewal	Raglan Liquor Centre	Granted	15/6/16	14/OFF/05/2016
Huntly Returned Services Association Incorporated	Special	Huntly RSA	Granted	13/4/16	14/SP/011/2016
Brian Robert Voice	Special	Tuakau Rugby Football Club	Granted	27/4/16	14/SP/008/2016
Raglan Community Arts Council	Special	Old School Arts Centre, 5 Stewart Street Raglan	Granted	11/5/16	14/SP/013/2016
Christopher Owen Betty	Special	Tuakau College	Granted	11/5/16	14/SP/014/2016
Rosemary Jennifer Richards	Special	Mangatangi Hall	Granted	18/5/16	14/SP/015/2016
Ngaruawahia Bowling Club Incorporated	Special	Ngaruawahia Bowling Club	Granted	18/5/16	14/SP/017/2016
Rebecca O'Neale	Special	Horsham Downs Community Hall	Granted	18/5/16	14/SP/018/2016
Raglan Community Arts Council	Special	Old School Arts Centre, 5 Stewart Street Raglan	Granted	25/5/16	14/SP/016/2016
Hukanui Golf Club Incorporated	Special	Hukanui Golf Club	Granted	25/5/16	14/SP/019/2016
Taniwharau Rugby League Club Incorporated	Special	Taniwharau Rugby League Club	Granted	1/6/16	14/SP/023/2016

Andrea Catherine Kurth	Special	Whitikahu Hall	Granted	15/6/16	14/SP/024/2016
Raglan Golf Club Incorporated	Special	Raglan Golf Club	Granted	15/6/16	14/SP/025/2016
Anita Gail Annett	Special	Te Hoe Memorial Hall	Granted	22/6/16	14/SP/022/2016
Hukanui Golf Club Incorporated	Special	Hukanui Golf Club	Granted	29/6/16	14/SP/027/2016
Rochelle Tania Carson Taylor	Special	Matangi Community Hall	Granted	29/6/16	14/SP/026/2016

MANAGER'S CERTIFICATES

Applicant's Name	Application Type	Premises	Decision	Date Issued	Certificate No.
Diane Lloyd	Renewal	Delta Hotel, Ngaruawahia	Granted	13/4/16	14/CERT/032/2016
Suresh Kumar Goel	Renewal	Brews Tuakau	Granted	13/4/16	14/CERT/028/2016
Paramjit Kaur	Renewal	Meremere Superette	Granted	13/4/16	14/CERT/031/2016
Michael Edward Anderson	Renewal	Harbour View Hotel, Raglan	Granted	13/4/16	14/CERT/029/2016
Lynette Mary MacRury	Renewal (Interim)	Ngaruawahia Golf Club	Granted	13/4/16	014/CM/02/2006

Jaimee Anita Goord	Renewal	Essex Arms Huntly	Granted	13/4/16	14/CERT/030/2016
Katerina Rihova	New	Tuakau Hotel	Granted	13/4/16	14/CERT/033/2016
Abhijeet Dhankar	Renewal	Cheep Liquor Huntly	Granted	13/4/16	14/CERT/027/2015
Oralee Nichole Williams	New	McGinty's, Huntly	Granted	20/4/16	14/CERT/036/2016
Praveen Gopaldas Punjabi	Renewal	Cheep Liquor Ngaruawahia	Granted	20/4/16	14/CERT/035/2016
Timothy William Kotahi Rawiri	New	River Haven Café & Bar, Huntly	Granted	20/4/16	14/CERT/037/2016
Carol Anne Williams	New	River Haven Café & Bar, Huntly	Granted	20/4/16	14/CERT/039/2016
Vijay Kumari Goel	Renewal	Brews Tuakau	Granted	20/4/16	14/CERT/040/2016
Robert John Bailey	Renewal	Rock-It Kitchen, Raglan	Granted	27/4/16	14/CERT/016/2015
Bronwyn Irene Watson	Renewal	Tuakau Rugby Club	Granted	27/4/16	14/CERT/041/2016
Siti Maspupah Banks	Renewal	Delta Hotel Limited	Granted	4/5/16	14/CERT/042/2016
Julie Ann Turner	New	Horsham Downs Golf Club	Granted	4/5/16	14/CERT/043/2016
Pratap Kolluru	Renewal	Cheep Liquor Huntly	Granted	4/5/16	14/CERT/045/2016
Robyn May Nabi	Renewal	Matangi Four Square	Granted	4/5/16	14/CERT/046/2016
Aloha Victoria Bailey	Renewal	Ngaruawahia Bowling Club and Cheep Liquor Huntly	Granted	4/5/16	14/CERT/044/2016

Kristy Ellen Hagan	Renewal	Onewhero Rugby Football Club	Granted	11/5/16	14/CERT/050/2016
Leona Margaret Suhr	Renewal	Cheep Liquor Ngaruawahia	Granted	11/5/16	14/CERT/049/2016
Mary Kathleen Chenery	Renewal	Cheep Liquor Ngaruawahia	Granted	11/5/16	14/CERT/047/2016
Hailey Marie Graham	Renewal	Huntly Returned Services Association	Granted	11/5/16	14/CERT/038/2015
Jessica Rose Mora	New	Huntly Thistle Association Football Club	Granted	11/5/16	14/CERT/048/2016
Aman Chauhan	New	-	Refused	18/5/16	-
Kirsty Jane MacKenzie	Renewal	Raglan Liquor Centre	Granted	18/5/16	14/CERT/052/2016
Satinderpal Singh Sidhu	New	Thirsty Liquor Raglan	Granted	18/5/16	14/CERT/053/2016
Ebony Rangi-Parea Tukiwaho	Renewal	Whatawhata Tavern	Granted	18/5/16	14/CERT/051/2016
Jared Joseph Lavery	Renewal	Raglan Supervalu	Granted	18/5/16	14/CERT/041/2015
Parth Pareshkumar Patel	Renewal	K Beez, Huntly	Granted	25/5/16	14/CERT/052/2015
Janet Hiria Hetet	Renewal	Rangiriri Hotel	Granted	25/5/16	14/CERT/040/2015
Fabien Guillaume Maisonneuve	Renewal	Zealong Tea Estate	Granted	27/5/16	14/CERT/054/2016
Alice Marie Eastwood	New	Newstead Sports and Social Club	Granted	27/5/16	14/CERT/055/2016

Patricia Dawn Toia	New	Hukanui Golf Club	Granted	27/5/16	14/CERT/056/2016
Theodorus Johannes Roodakker	New	Raglan Golf Club	Granted	1/6/16	14/CERT/058/2016
Bob Narayan Lal	Renewal	Horsham Downs Golf Club	Granted	1/6/16	14/CERT/061/2016
Joanne Elizabeth Davey	Renewal	Tuakau Cosmopolitan Club	Granted	1/6/16	14/CERT/059/2016
Brenton Jon Hahn	Renewal	Zealong Tea Estate	Granted	1/6/16	14/CERT/060/2016
Elizabeth Kate McKone	Renewal	Punnet Café	Granted	1/6/16	14/CERT/046/2015
Shelley Ann Cooper	Renewal	Wahine Moe/Raglan Boat Charters	Granted	9/6/16	14/CERT/062/2016
Daniel Whittington	New	Wahine Moe/Raglan Boat Charters	Granted	9/6/16	14/CERT/063/2016
Janelle Dawn Barakat	Renewal	Te Kauwhata Trust Tavern	Granted	9/6/16	14/CERT/064/2016
Jolyne Sonja MacFarlane	New	Yot Club, Raglan	Granted	15/6/16	14/CERT/065/2016
Stephen Christopher Parton	New	Harbour View Hotel, Raglan	Granted	15/6/16	14/CERT/066/2016
Leonie Karen Neal	Renewal	Willow Glen Café, Gordonton	Granted	15/6/16	11/CERT/81/2015
Nicola Joy Lydiard	New	Ngaruawahia RSA	Granted	22/6/16	14/CERT/071/2016
Helen Carol Jeanette Paniora	New	Glen Afton Citizens and Sports Club	Granted	22/6/16	14/CERT/070/2016

Hera Ruka	New	Tuakau Wholesale Liquor Centre	Granted	22/6/16	14/CERT/069/2016
Stacey Tanginui Paikea	New	Ngaruawahia RSA	Granted	22/6/16	14/CERT/068/2016
Kylie Anne Lundy	New	Prof's @ Woodlands, Gordonton	Granted	22/6/16	14/CERT/067/2016
Paul Lindsay Hickey	New	Te Kauwhata Rugby Sports Club	Granted	29/6/16	14/CERT/073/2016

Applications Determined at a District Licensing Committee HEARING

LICENCES

Applicant's Name	Application Type	Premises	Decision	Date Of Hearing	Licence No.
G & J Sandhu Limited	Off Licence Renewal	Fred's Four Square, Huntly	Granted	4/5/16	14/OFF/04/2016
KTPI Enterprises Limited	On Licence	Prof's @ Woodlands, Gordonton	Granted	29/6/16	14/ON/09/2016
Raglan Community Arts Council	Special	Old School Arts Centre, 5 Stewart Street Raglan	Granted	29/6/16	14/SP/020/2016

MANAGER'S CERTIFICATES

Applicant's Name	Application Type	Premises	Decision	Date of Hearing	Certificate No.
Gaven Jack Steer	Renewal	Newstead Sports and Social Club	Granted	22/6/16	14/CERT/072/2016

Open Meeting

To	Policy & Regulatory Committee
From	Tim Harty General Manager Service Delivery
Date	30 May 2016
Prepared by	Shelley Monrad Corporate Planner
Chief Executive Approved	Y
DWS Document Set #	1569072
Report Title	Feedback and recommendations based on early engagement on the Waikato Regional Transport Committee's Speed Management Project

I. EXECUTIVE SUMMARY

In 2015 the New Zealand Transport Agency (NZTA) drafted a national speed management guide.

The draft Guide provides a new framework to identify roads offering the greatest benefit from speed management, and assess the safe and appropriate speed on them. The new approach is underpinned by the Government's Safer Journeys Strategy 2010-2020 which seeks to reduce death and serious injury on New Zealand roads.

To ensure that the Speed Management Framework was robust before a wider roll-out, and that what it seeks to achieve is understood and supported by New Zealanders a draft guide was released and the Waikato region was identified to assist with implementing a trial. This was subsequently initiated by the Waikato Regional Transport Committee.

Council subsequently discussed on 14 March an engagement process that provided for informal pre-engagement on the following demonstration sites:

1. Helenslee Road and adjacent subdivision
2. Tuakau Bridge – Port Waikato Road, Port Waikato township

Both the Waikato Regional Council, NZTA and Waikato District Council initiated a joint engagement process to seek community feedback between 21 March and closed on 20 April 2016. Staff attended the Pokeno Market Day and a drop in session was held at the Port Waikato Community Hall. Post cards of each of the sites were delivered in these areas to direct people to the website and the online survey. Communication was also undertaken in local papers and school newsletters as well as the social media.

We received 83 respondents for Helenslee Road and 40 from the Tuakau-Port Waikato site.

In response to the technical analysis and community feedback, a mixture of responses are proposed, including new road markings, improvements to roads and roadsides, and changes to speed limits. A bylaw is determined to be the most appropriate mechanism to address issues relating to setting speed limits in the Waikato District.

The intention of the trial was that following implementation (amending the speed limits bylaw), the demonstration sites were to be evaluated and any findings used to further enhance the draft Guide. The finalised guide was scheduled to be completed in early 2017. However, NZTA brought this forward and it was approved in July this year, ahead of the implementation of the demonstration sites and associated speed limit bylaw amendments. The effect of this is that the trial sites did not inform the Speed Management Guide.

The process of amending the Waikato District Council Speed Limits Bylaw 2011 [the Bylaw] is to be undertaken early in 2017. This will be undertaken in accordance with the provisions of the Local Government Act 2002 and the Land Transport Rule: Setting of Speed Limits 2003, and will fulfil Council's statutory obligations.

The following documents are included as attachments to this report:

- Attachment I - Early Engagement Survey Feedback

2. RECOMMENDATION

THAT the report from the General Manager Service Delivery, and the Waikato Regional Transport Committee be received;

AND THAT the feedback received from this trial be incorporated into the district wide review of the Speed Limits Bylaw 2011 in early 2017.

3. BACKGROUND

Waikato Regional Transport Committee's Regional Speed Management Project

The Waikato Regional Transport Committee (RTC) is committed to improving regional road safety and delivering the safety outcomes outlined in the national Safer Journeys strategy. The Waikato Regional Road Safety Strategy outlines a comprehensive cross-sector programme of work to address the region's priority safety issues and advance towards the regional safety vision of "working together towards zero deaths and serious injuries on the region's roads".

The RTC recognises, however, that in order to maintain progress, more attention must be paid to particular system weaknesses which lead to deaths and serious injuries. One area that requires priority attention is speed management, and more specifically, a consistent approach to speed management by all of the agencies responsible for road infrastructure, enforcement, education, compliance and other aspects of road safety.

To successfully implement the draft national Speed Management Guide (the Guide) and reduce road related deaths and serious injuries in the Waikato will require 11 Road Controlling Authorities, NZ Police, Waikato Regional Council, and the other agencies responsible for road safety to agree to work together under one joined-up speed management plan. The RTC appointed a governance group to oversee this work, comprising elected members from councils, the NZ Transport Agency, NZ Police and the Automobile Association, and is progressing development of a regional approach to speed management.

The Guide gives effect to a significant new direction and framework for speed management in New Zealand. It provides a new process for identifying roads with the greatest benefit for speed management, including assessing the safe and appropriate speed for those roads. The Guide defines safe and appropriate speed as “travel speeds that are appropriate for road function, design, safety and use.”

Following receipt of the feedback on the demonstration sites the draft Guide was approved by NZTA. This guide came into force in July this year prior to undertaking the implementation trial. We will look to apply this guide and the feedback received for these two sites during the review of our speed limits bylaw early next year.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Demonstrating the Guide and bringing more appropriate speeds to the Waikato region

Demonstration sites were used to prove and influence the process in the draft Guide supported with technical, communications, and staff resources. Sites were selected across the region to represent a range of roading types, with different surrounding land use. Within Waikato District the sites identified in Table One were selected in conjunction with Council staff and discussion with councillors at a workshop. As part of the site selection process, a technical assessment of the road has been carried out under the draft National Speed Management Guide framework.

Table One: Demonstration sites

Area	Current speed	Perceived problem to address
Helenslee Road and adjacent subdivision	100km/h (80km/hr temporary limit in place)	Unsafe and inappropriate speed limit for the design and use of the road in line with the draft National Speed Management Guide, recent urban subdivision has changed the previously rural character of the road to that more consistent with an urban road.
Tuakau Bridge – Port Waikato Road Port Waikato township	100km/h 70km/hr and 50km/hr	Higher deaths and serious injury statistics along this route, and an unsafe and inappropriate speed limit for the design and use of the road in line with the draft National Speed Management Guide

Early Engagement On Demonstration Sites

Council previously discussed on 14 March an engagement process that provided for informal pre-engagement on the sites in Table One. This engagement period finished on 20 April, and

included media releases, print adverts, letterbox drops, social media and drop-in sessions to encourage people to share their views via a survey. Feedback was primarily collected through survey information, however, informal feedback was also provided at the drop-in sessions. A summary of feedback is included in Table Two, with fuller detail attached as Appendix One from surveys.

Table Two: Summary of feedback

Road	Community feedback – is the road safe?	Community feedback – lower the speed?	Survey comment
Helenslee Road	83 respondents. 7 think the road is extremely safe or very safe (8%) 24 think neither safe nor unsafe (29%) 52 very unsafe or extremely unsafe (63%)	13% say don't change the speed (11/83) 87% say change the speed (72/83)	Many comments related to the increasingly urban/residential nature on Helenslee Road and the difficulty for school children in crossing the road. "Clearly residential, we need to review the speed limit to reflect this" "As the area is developing many young children now walk to school and many vehicles race past in the mornings and afternoons. Not only that but the current speed for such a built up area with continued growth does not seem right."
Tuakau Bridge – Port Waikato Road	40 respondents. 7 think the road is extremely safe or very safe (17.5%) 22 think neither safe nor unsafe (55%) 11 very unsafe or extremely unsafe (27.5%)	50% say don't change the speed (20/40) 50% say change the speed (20/40)	Feedback was mixed, those that considered their road safe commented that you need to drive to the conditions. "Generally locals travel very fast along this road, we have had several near misses, with people cutting corners and passing cars unsafely. Also visitors to the area sticking to the current speed limit are at risk of losing control due to sharp bends." "Speed limit is fine but it is a country road so need to drive to the conditions."

Speed Management Recommendations

Based on the technical analysis and feedback received, Table Three provides recommendations from the Speed Management Project Governance Group, as negotiated with Waikato District Council staff, consisting of several RTC members and a representative from the AA, for Waikato District Council to consider. Note that some of these recommendations include amendments to the Speed Limits Bylaw.

The reasons for these recommendations are based on the type of road users, and the nature of the feedback received, in particular for the Pokeno area relating to the type and rate of growth in the area, with the recommendations for Tuakau Bridge-Port Waikato Road responding more to the accidents along the route.

Table Three: Recommendations for demonstrations sites located in the Waikato District

Area	Recommendation
Helenslee Road and adjacent residential subdivision	<ul style="list-style-type: none"> Bylaw amendment to change the speed limit to 60km/h on Helenslee Road Bylaw amendment to change the speed limit to 40km/h within the residential

	<p>subdivision, including Mark Ball Drive, Hillpark Drive, Gateshead Road, Westmuir Cres, Balmore Place, Kirklee Lane, Fernan St, Millbrae Place, Parkgrove Cres, Dornal Place, Glenkirk Cres, Raithburn Tce, Springburn Place, Camburn Court, Southbrae Lane, Crosshill Court, Kilbryde Cres, Canmore St, Pyne Cres, McNeish Place, and Galston Court.</p> <ul style="list-style-type: none"> • Bylaw amendment to change the speed limit to 60km/h on Pokeno Road west of Ford Street
<p>Tuakau Bridge – Port Waikato Road Port Waikato township</p>	<ul style="list-style-type: none"> • Bylaw amendment to change the speed limit to 80km/hr on Tuakau Bridge – Port Waikato Road, Koanga Store Road, Frost Road and Aitken Road, except for a 1.2km section of Tuakau Bridge – Port Waikato Road (near the Port Waikato township) where the speed limit would be lowered from 70km/hr to 60km/hr. • Bylaw amendment to change the speed limit to 40km/hr within the Port Waikato township, including part of Maunsell Road, Stack Road, Ashwell Drive, Cordyline Road, Westside Road, Ocean View Road, Centreway Road and Mission Road. • Bylaw amendment to change the speed limit to 60km/hr on Port Waikato – Waikaretu Road

The way forward

The proposed changes to speed limits are consistent with the Guide. The implementation of the demonstration sites was not progressed and therefore any findings used to further enhance the draft Guide were not considered before the guide was approved.

Future amendments to the speed limits bylaw in the District will be made on a district wide basis in, starting in 2017.

4.2 OPTIONS

Statutory requirements

The ‘Speed Limits bylaw’

A Bylaw provides Council (as the Road Controlling Authority) with the regulatory mechanism to manage speed limits on roads in the Waikato district. A Bylaw is therefore still considered to be the most appropriate regulatory mechanism, and provides a means of enforcement for Police.

Bylaws must be made in accordance with section 22AB of the Land Transport Act 1998 and the special consultative procedure set out in section 83 and section 86 of the Local Government Act 2002.

The overall objective of this Bylaw is to balance the interests of safety and economic efficiency by ensuring speed limits are safe and appropriate for the road function, design, safety, use and the surrounding environment.

The ‘Speed Limits Rule’

The Land Transport Rule: Setting of Speed Limits Rule (54001/1) (‘the Speed Limits Rule’) brings together the requirements relating to the setting of speed limits on New Zealand roads as set out in the Land Transport Act 1998. The Rule establishes procedures whereby road controlling authorities may set enforceable speed limits on roads within their jurisdictions.

Speed Management Guide

The New Zealand Transport Agency has published a Speed Management Guide which sets out a framework to ensure a consistent sector-wide approach is adopted to manage speeds so they are appropriate for road function, design, safety, use and the surrounding environment.

What are the perceived problems to be addressed?

Considering the details specific to each road in Tables One, Two and Three, current travel speeds do not always support safety or economic efficiency. Speed management is about achieving safe and appropriate speeds that reflect road function, design, safety and use. Speed management activities are being targeted to parts of the network where:

- there is a large differential between actual travel speeds, and safe and appropriate speeds; and
- there is a high personal or particularly collective crash risk within a network area.

A review of the road network using the Speed Management Guide is required where road safety could be improved by changes to the speed limit.

5. CONSIDERATION

5.1 FINANCIAL

The recommendations in this report are not considered to have any financial implications.

5.2 LEGAL

The proposal aligns with the purpose of local government as defined in section 10 of the Local Government Act 2002 that relates to provision of good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. The early engagement has confirmed early community views on a need for a change to the Speed Limit Bylaw 2011, and when combined with technical analysis point to a need to change the Bylaw.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposal to engage early, prior to consideration of any proposal for a bylaw review aligns with Council's Significance and Engagement Policy. The proposal also aligns with policy and actions in the Waikato Regional Road Safety Strategy 2013-2016, developed by the RTC (of which Waikato District Council has one committee member appointed).

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<ul style="list-style-type: none"> • Public advertisement • Online information on the council website • Mail out to all those that provided feedback, and information drop to properties along the route • Formal notification to organisations as required • Public notice in local papers 				

State below which external stakeholders have been engaged with:

Planned	In Progress	Complete	
Y	Y		Internal
Y			Community Boards/Community Committees
Y			Waikato-Tainui/Local iwi
Y		Y	Households
Y			Business
			Other Please Specify

Early engagement focused on local residents, however, advertising and promotion extended the reach of this early engagement. Continuing to a formal consultation process, information will be provided to all those who provided early feedback, households along the subject roads, and to other organisations as required by legislation, including the Automobile Association and NZ Transport Agency.

6. CONCLUSION

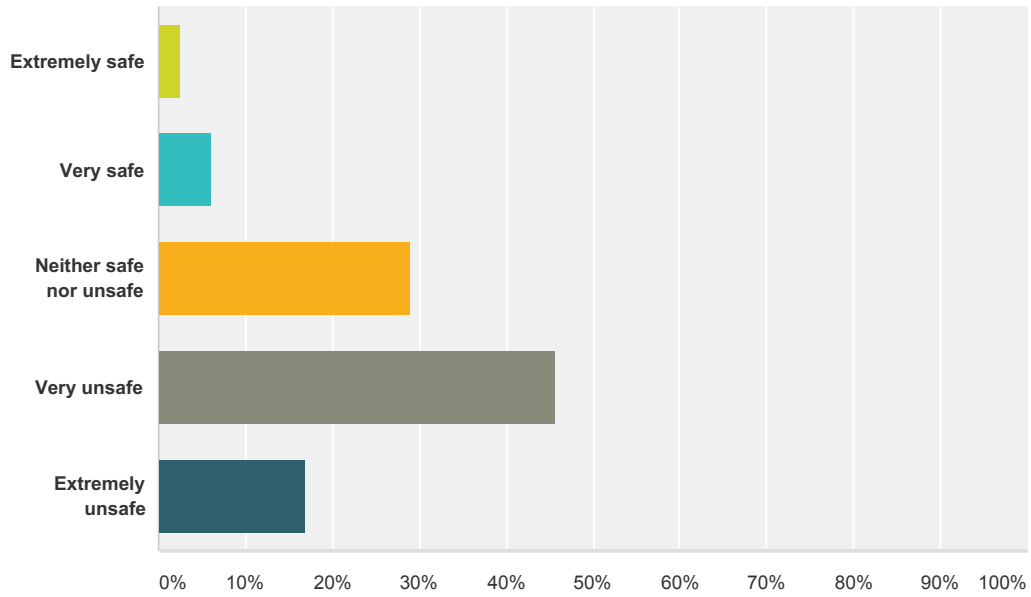
Both of the demonstration sites indicate that a speed limit change may be appropriate. This will be done through the review of the Waikato District Council Speed Limits Bylaw 2011 which is scheduled for 2017.

7. ATTACHMENTS

Attachment 1 - Early engagement survey feedback

Q4 How safe do you think the road is?

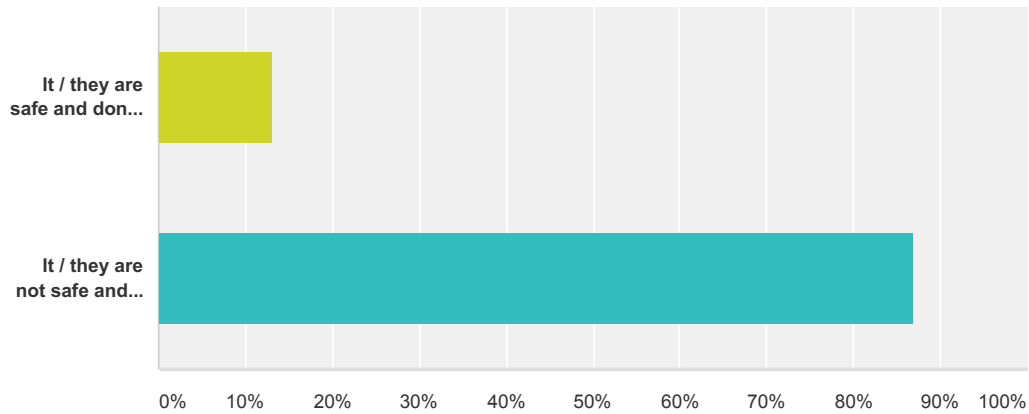
Answered: 83 Skipped: 0



Answer Choices	Responses
Extremely safe	2.41% 2
Very safe	6.02% 5
Neither safe nor unsafe	28.92% 24
Very unsafe	45.78% 38
Extremely unsafe	16.87% 14
Total	83

Q5 What do you think about the speed limit/s at this location?

Answered: 83 Skipped: 0



Answer Choices	Responses
It / they are safe and don't need changing	13.25% 11
It / they are not safe and need to be reviewed	86.75% 72
Total	83

#	Please comment on your answer	Date
1	Munro Road is not up to standard for the use and speed. 70km until widened. Helenslee 70k..	4/11/2016 11:20 AM
2	Change to 70km. Fix council portion of Helenslee Road to match developers standard. Munro Road needs to be included.	4/11/2016 11:19 AM
3	*The 100km sign on Munro Road is ridiculous - people will kill themselves if they drive that fast down there. *Coming off the motorway onto Helenslee Road 70km is too fast for al the new housing - should be 50km.	4/11/2016 11:17 AM
4	Speed needs to be reduced to 50km/hr. There is now more housing more driveways and young families using the school at the end of the road. The 50km zone should be extended to the bridge after the school heading towards Tuakau and to Pokeno village. Mark Ball Drive should occasionally be monitored for speeding traffic also.	4/10/2016 11:59 AM
5	It is currently at 70km p/h and it should be 50. More and more houses are being built on both sides of the road, so more people should drive with caution.	4/8/2016 8:44 PM
6	Change speed to 50km p/h. Sign and enforce.	4/7/2016 4:38 PM
7	I think it should be 50km/h with more residential area now.	4/7/2016 4:21 PM
8	Should be 50km. Limited visibility of Razorback road intersection.	4/7/2016 4:20 PM
9	I think the speed limit should be 50km/h.	4/7/2016 4:20 PM
10	50k please (for children)	4/7/2016 4:19 PM
11	50 or 60 kmh speed limit	4/7/2016 4:18 PM
12	50km means safer for children	4/7/2016 4:18 PM
13	50km at all times	4/7/2016 4:17 PM
14	*School children warning signs being left open 24/7. *50kph along Pokeno Road to west of school, along Helenslee to motorway, pedestrian crossing required between Hillpark S and Pokeno Road for school children. *Reengineer road to properly control unsafe width changes. Liaise with school to create adequate off road parking for school.	4/7/2016 4:16 PM
15	Speed to 50.	4/7/2016 4:15 PM

Speed Management Survey

16	I live on Pokeno Road, is 70kph speed. We have a lot of children outside our houses, huge heavy trucks travel our road 100+/day from 5am to 11pm daily, less weekends. 70km too fast unsafe. Sign for no engine brakes.	4/7/2016 4:14 PM
17	It's not the speed limit, it's the road. This road has been repeatedly fixed and is still unsafe. There are deep depressions in the road and this is not safe. Fix this road before someone DIES!	4/7/2016 4:13 PM
18	Lack of footpath, south end, make it dangerous especially for families with school children and kindy.	4/7/2016 4:13 PM
19	As the Principal of Pokeno School which is located on the corner of Helenslee and Pokeno Roads I am commenting on behalf of the Board of Trustees. I feel very strongly that the speed limit of Helenslee Road should be reduced to 50km as should the adjacent subdivision. We know have in excess of 25 children walking to and from school down Helenslee Road daily. With the increase in traffic it is vital that the speed limit is reduced to increase safety for our children. I am also aware of people who access the school grounds outside of usual school hours. It is also vital that there is a safer point for the children cross the road and a more permanent foot path is constructed. I am more than happy to be contacted directly regarding our concerns.	4/5/2016 11:38 PM
20	As the area is developing many young children now walk to school and many vehicles race past in the mornings and afternoons. Not only that but the current speed for such a built up area with continued growth does not seem right.	4/2/2016 8:39 AM
21	It's too high. A lot of the new families in the area have animals and small children, including myself, I live on Helenslee and don't let my children play out front due to the traffic speed. A concrete truck doing 70km isn't going to stop in a hurry when a ball rolls out into the road followed by a child. Also, the footpaths are incomplete, especially by the cemetery, and you have to walk on the road (with a buggy) its very dangerous.	4/2/2016 8:22 AM
22	Clearly residential we need to review the limit to reflect this	4/2/2016 3:05 AM
23	Please lower the speed limit to 50kph	4/1/2016 10:36 PM
24	i live at 172 helenslee road . the cars traveling down this road are doing around 100 kms per hour not 80 they are so fast i fear for my pets and neighbours kids i think their needs to be speed humps to reduce the speed putting up 50k sign will not slow them down	4/1/2016 1:49 PM
25	The variation of pavement width, combined with presence and absence of fog line (road edge marking) is confusing for road users. Present limit of 70 km/h seems high because of above. New housing going in with driveways onto Helenslee Rd would make transition to 50 km/h zone seem like sensible choice in future.	4/1/2016 12:32 PM
26	The trucks using Helenslee Road should find an alternative route, i believe that the speed limit should be reduced to 40/50Km/hr	4/1/2016 8:23 AM
27	Main trouble travelling this route is impatient drivers following close and making dangerous overtaking decisions.	3/31/2016 8:35 PM
28	I think that a speed limit of 60 would be a safe and better than the current one on Helenslee Rd., furthermore traffic coming out of Munro Rd. need to give way (there is a give way sign), but they (traffic from Munro Rd.) don't know what give way means and barge straight onto Helenslee Rd. without stopping to check up if it is safe to proceed. I do shift work and therefore start from very early in the morning to later in the day, no matter what time it is, it's always a risk to take the bend in the Helenslee Rd. expecting to be hit from the left. The only thing what can be done is a Stop sign to replace the give way sign. This intersection WILL cause one day a SEVERE accident, please look into it!!! Thanks, Renee Asma	3/29/2016 4:14 PM
29	With the new subdivision being built as well as the new Pokeno Heights, 70KM per hour on Helenslee Road is simply too fast, I would suggest 50KM per hour as well as some thought around the intersection of Helenslee and Munro Road. People cut the corner regularly and it is very dangerous.	3/29/2016 10:43 AM
30	Its a no brainer, speed should be reduced to 50 km/h we have more and more families moving into the area and I'm sure the reduced speed will insure a safe community for all.	3/28/2016 10:17 PM
31	The road seems safe to me at 70km, however could possibly be changed to 60 km where it is built up with houses but being a semi rural road I think 50 km is too slow.	3/28/2016 8:07 PM
32	I live on helenslee road and think the speed limit is fine, however, I would be happy if it was 60 km as well. There is no road noise and the development of footpaths and lighting have made this road a lot better	3/28/2016 8:03 PM
33	It has turned into a busy road with a kindy & a school on it . I think it should be 50km to match the rest of the Pokeno speed limited.	3/28/2016 2:58 PM
34	Signposted at 70kms/hr, but that was in place before all the houses fronting the road were built. With all the road frontage houses now almost complete with children, pets, pedestrians the limit needs to be urgently changed to 50 or less from the motorway on/off ramps through to Pokeno road. Also I believe the intersection of Helenslee and Munro rds should be changed from a "giveaway" to a " Stop" and Munro rd speed needs to be at 50kms.	3/28/2016 1:40 PM

Speed Management Survey

35	There are two bends on Helenslee Road that are unsafe and need some changes to make them safer. The first is where the cemetery and Munro Road is and the other is the next bend where the speed restriction is 45 km, also the part of the road just before the new housing starts, the rural side of the road (on the left) is narrower and on numerous occasions I have almost ended in the ditch as trucks come along have to swing wide to get around this tight bend in the road. I think a speed limit of 50 km is a sensible idea, especially now there are a lot more families with children around.	3/28/2016 12:24 PM
36	A reduction in speed should be considered due to the increase in residential housing population and increase in traffic due to building work.	3/28/2016 11:40 AM
37	The speed limit needs to be reduced to 50km/h on this road	3/27/2016 12:11 PM
38	Road signage says 70 temporary speed limit, noted on your site it is 80??. We live next to the cemetery opposite Munro Road on several occasions since we moved in 8months ago we have witnessed excessive speed especially coming up Munro and turning right into Helenslee..vehicles not slowing/stopping at the corner. There have been incidences of cars out of control and near miss accidents,screeching of tyres. It is an accident waiting to happen!	3/27/2016 9:50 AM
39	Speed limit should be 50km, there is a blind rise with no signage and a driveway that has horse floats leaving regularly with cars tearing over the blind rise. An accident waiting to happen! Leaving the property in the morning means cars tearing up your tail bumper as one cannot see them when leaving your drive. The corners are very sharp and the Munro road T-junction is dangerous. The speed should be 50km.	3/26/2016 11:20 PM
40	The road needs to be 50km as there are children walking on this road to school! Trucks speed down this road and i know they would not stop in time if a child ran out onto the road which they have to cross to get to school.	3/26/2016 8:42 PM
41	I believe that with all the new houses and subdivisions it needs to be lowered to 50km/h.	3/26/2016 6:41 PM
42	Helenslee Road in Pokeno is a direct school route for many school children, their families, siblings and also children that go to the newly opened daycare centre. Changing the speed limit to 50km/h or less is a must to improve safety of the growing community.	3/26/2016 2:15 PM
43	Tis is a busy road and getting busier so probably a 50 kmh especially down near the school because at present there is no pedestrian crossing by the childcare centre and where children cross daily for school.	3/26/2016 9:22 AM
44	50km on Helenslee road. Right now people exit the highway and yet continue to do 100km/hr. It's dangerous and the turn offs onto Hillpark drive or Mark Ball Dr are not long enough requiring people to break heavily to make the turn. Let's get a lower 50km/hr speed limit and make it safer for all residents	3/26/2016 8:24 AM
45	Growing subdivision with Primary school with increasing roll and child care centre both on 70km/hr zones and no footpaths. Also heavy machinery traffic from Dines new development. Speed limit should be 50 km/hr all the way from village past the primary school on Tuakau Rd and the whole length of Helenslee Rd.	3/26/2016 7:03 AM
46	whilst the road condition is exceptional! which i can't say the same for the rest of the roads around the area. i think the speed limit should reflect the changes within the area and be lowered to 60km/h. There are many young families in the new subdivision.	3/26/2016 12:02 AM
47	A lower speed limit will be good	3/25/2016 11:35 PM
48	Speed limit should be 50km as lots of houses and children in this area. Also lack of footpaths by cemetery and daycare means we have to walk on the road with children in buggy when going to the village - feels extremely risky when cars and trucks whizz past at 70kmh+. Reduced speed limit very welcome in this area with lots of children crossing to and from school too.	3/25/2016 11:20 PM
49	Cars are going too fast, not always slowing down for murphy road at all, pulling out of side roads is dangerous because of the speed they are going, and limited visibility with contractors vans parked everywhere. Pedestrians on road too in places as its not all footpathed on heleneslee road.	3/25/2016 9:49 PM
50	Residential area with increasing activity by both cars and pedestrians, traffic coming from SH1 does not drop to 70kph, going in the direction from town the right hand bend by the cemetery has a junction directly opposite with limited field of vision, the next right hand bend constantly has traffic cutting the corner 50kph should be the max, Mark Ball drive is also a death trap waiting to happen.	3/25/2016 9:26 PM
51	Reduce down to 50km. I live on Helenslee and several times cars have nearly hit my car as they speed right up behind me and dont see I have my indicator to turn into my driveway.	3/25/2016 8:49 PM
52	Change to 50 km per hour. Have kids on riding their bikes in suburb, people walking etc. Should be treated the same as any other residential road with same speed limit	3/25/2016 8:28 PM
53	I think the current speed limits are fine	3/25/2016 8:26 PM
54	This road should remain at 70km as its a link road to the motorway! The actual roads within the subdivision can be 20km for all I care!	3/25/2016 8:25 PM

Speed Management Survey

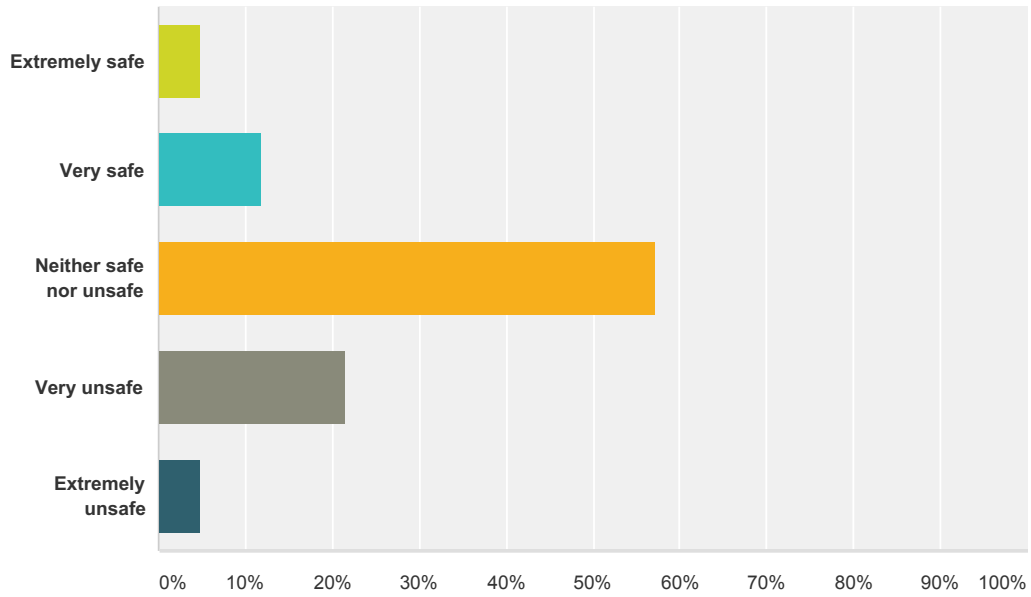
55	Due to increase in population in the area there is more traffic to and from the motorway. Also end of the road there is Pokeno School & number of children walk to school. Our family believe the speed limit should be 50km.	3/25/2016 8:06 PM
56	We live in Mark Ball Drive, people race on this road using mobile phones, texting while driving.... and do not even yield at times at the top of Mark Ball Drive and Helenslee Road. The traffic that comes from Helenslee either gets onto Mark Ball from lower down or they come speeding past on Helenslee Road. Mark Ball going east is 50 km's p/hour, going west of Mark Ball 70 km's p/hour. Trying to pull out your driveway is dangerous especially when you live on the corner of Mark Ball Drive and Helenslee Road. When people turn right onto Mark Ball drive from Helenslee they take the corner so dangerously that I think it is only a matter of time before someone drives their car into our house. In my opinion guard rails should be put on the verge to protect corner houses from vehicles speeding and potentially leaving the road, and the speed limit lowered. Furthermore when turning into Mark Ball Drive from the top of Helenslee people use the small island as a turning circle and this is not safe Thank you for conducting this survey as this has been causing me a huge amount of worry.	3/25/2016 4:53 PM
57	It should be 50km/ph as population growing, also school and a kindy located.	3/25/2016 2:42 PM
58	They need to be lowered to 60km/h to reflect the growing residential area it services	3/25/2016 2:21 PM
59	The speed limit should be reduced to 50kph. There are lots of families in the area with young children in the area, this road is not safe in a family community. There also needs to be a footpath from the end of the new development to the end of Helenslee Road where it meets Pokeno Road (where the school is) so people don't have to walk on the road when walking down to the town.	3/25/2016 2:05 PM
60	The speed needs to be 50kph. There are a great number of houses and small children on Helenslee rd, not to mention all the people in the subdivision. Pokeno is about to be a very busy place and anything over 5p is just too fast.	3/25/2016 1:52 PM
61	Although Helenslee is an arterial feeding onto SH1 (or off it), it is impossible to achieve 60km as you come on or off SH1 on the Northern end (Both are a 90° corner - North bound and South bound off ramp). On the Southern end is a school and kindy. In the middle is an awkward corner around the cemetery & awful T junction (Munro) with restricted line of sight down Helenslee. To add to this is an almost 90° corner on Helenslee Road, with a number of driveways and feeder either on the corner or within 50m of it. MAKE HELENSLEE 50km IN ITS ENTIRETY.	3/25/2016 1:48 PM
62	There needs to be a pedestrian crossing on Helenslee Rd and Pokeno Rd Pokeno near the school with a Lollipop person there when school starts and finishes.	3/25/2016 1:37 PM
63	Should be 60km/hour. Cars go pretty fast up and down here, and there are a lot of houses and children around here now. I live on this road, and the cars "hoon" down from the motorway, and are very noisy at times as well. Backing out of your driveway can be tricky too!	3/25/2016 1:27 PM
64	Cars use it as a race track it needs to be reduced to 50kms especially since its very residential and many young families are now in the area	3/25/2016 1:25 PM
65	We live on helenslee road and the speed needs to be reduced as cars do not respect the speed limit as it is flying past at 100kms plus. This is unsafe and needs to be changed. It's a ticking time bomb for a child to get seriously hurt or killed as lots of school children walk these roads. That number of children is only going to grow making it more of a risk. Road bumps would also help to reduce the speed of drivers around the school and daycare.	3/25/2016 1:19 PM
66	Helenslee road seems safe however there are a lot of new house in Mark Ball Drive with most families having 2 children and people drive as fast as in Mark Ball Drive as in Helenslee Road and don't look out for children especially around the roundabout.	3/25/2016 1:10 PM
67	I would definitely advocate for a reduction to 60km and believe that a 50km zone should be considered. There are more houses on that road now with sidewalk to encourage pedestrians but the speed - especially as it is potentially down a hill coming from Auckland - make it dangerous to both motorists and pedestrians.	3/25/2016 1:05 PM
68	The speed limit needs to be 50km and possibly some speed bumps. I have seen people driving around 100 down the road	3/25/2016 1:05 PM
69	coming out of Gateshead is dangerous when people come around the corner too fast (off the motorway) - they need to be slowed down sooner. Some also speed around the corner into Munro Road at dangerous speeds some vehicles travel too fast within the suburb too and a speed limit of 40 kmph would be safer especially for children.	3/25/2016 1:03 PM
70	50km	3/25/2016 1:01 PM
71	This is a residential area and currently 70kms but should be a 50km zone	3/25/2016 1:01 PM
72	Speed limit needs to come down to 50ks.	3/25/2016 12:27 PM
73	Should be 50k to slow cars down very step roadside edges	3/25/2016 12:23 PM
74	It is far too fast so close to houses. The main road through the subdivision Mark Ball Drive has cars screaming through. There are children playing on footpaths and riding their bikes. It is dangerous.	3/25/2016 12:18 PM

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75	Speed limit needs to be reduced to 50km	3/25/2016 12:08 PM
76	This residential road should have a lower speed limit (50kph max) there is also a couple of sharp narrow 45kph bends on Helenslee Road.	3/25/2016 11:17 AM

Q4 How safe do you think the road is?

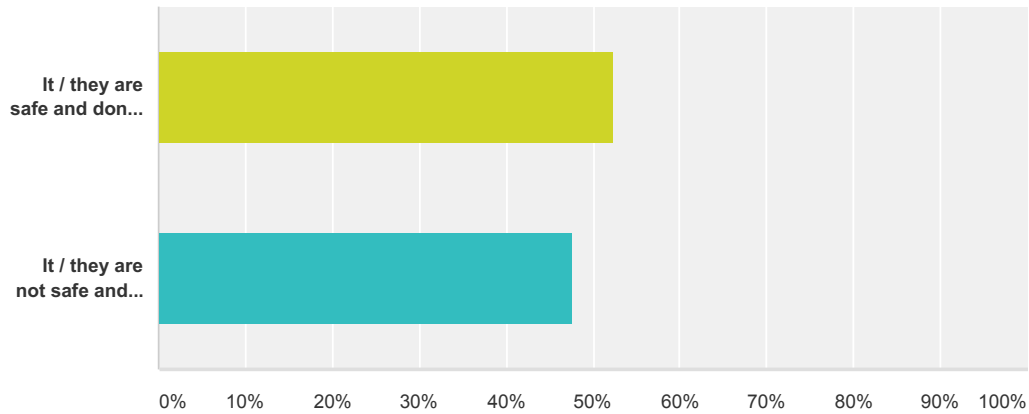
Answered: 42 Skipped: 0



Answer Choices	Responses
Extremely safe	4.76% 2
Very safe	11.90% 5
Neither safe nor unsafe	57.14% 24
Very unsafe	21.43% 9
Extremely unsafe	4.76% 2
Total	42

Q5 What do you think about the speed limit/s at this location?

Answered: 42 Skipped: 0



Answer Choices	Responses	
It / they are safe and don't need changing	52.38%	22
It / they are not safe and need to be reviewed	47.62%	20
Total		42

#	Please comment on your answer	Date
1	If anything, they are too low.	4/17/2016 8:53 PM
2	It is my understanding that most of the crashes on this road are caused by a mix of alcohol and excessive speed. Any road that is treated as a race track has the potential to cause harm. Reducing the speed limit will have no effect on people who have no respect for the law or their own personal safety.	4/14/2016 9:16 PM
3	Vehicles go at a speed up to 100kms outside our home 19 Tuakau Bridge Road. Children are at risk, domestic cats are run over and killed. Can't go for walks as too risky, no footpaths. Have to go to dairy 3 houses away by car as at risk walking.	4/11/2016 11:43 AM
4	We reside at 19 Tuakau Bridge, Port Waikato Rd which is approx. 50 metres before dairy and 50km limit. The speed limit passed our property is 70km we want speed reduced to 50km/ph. We have no footpath. No easy walking access to dairy.	4/11/2016 11:41 AM
5	I think Te Kohanga straight could be widened and improved with 100km but the rest of the road 80km limit allows a smooth ride and time to avert horses, pigs, cows, people, sheep etc. The cornering limits in place are great indicators for those corners. I feel the 70km sign leading into the Port should be residence speed of 50km. Please get people to keep their lights dipped when behind or watch their distance.	4/11/2016 11:37 AM
6	The signage at present is very good for corner, but Te Kohanga School and the 2 marae could have lower speeds.	4/11/2016 11:34 AM
7	I think speed limits ok. Condition of road need repairs and painting edge lines and centre lines.	4/11/2016 11:28 AM
8	Neither safe nor unsafe: depends on section of the road as it's a long corridor Roadside maintenance and patching of road could be improved. It / they are not safe and need to be reviewed: Especially the 70km/h speed limit coming into Port Waikato. This response is on behalf of the Port Waikato Residents and Ratepayers Association. Please see attached speed limit review query from November 2013, about reducing speed limit on approach to Port Waikato township.	4/11/2016 11:27 AM
9	Change the 70km to 50km extend past the school camp.	4/11/2016 11:25 AM
10	Suggest 90km/hr from Brasell's Woolshed to just past primary school.	4/11/2016 11:24 AM

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11	Neither safe nor unsafe: dependant on stretch of road. It / they are not safe and need to be reviewed: in Port Waikato township. Corridor to remain at current speed. From Klondyke Road to Port Waikato village could be a caution windy road next 5kms. Speed in village should be 50km up to school camp.	4/11/2016 11:23 AM
12	I'm fire crew - I've attended far too many fatalities and serious MVA's on the port road. The speed limit definitely needs changing at the accident black spots.	4/11/2016 11:21 AM
13	More education on safe driving eg hazards on the road (signs for).	4/11/2016 11:18 AM
14	This is a country road used by cars, heavy trucks, tractors and occasionally animals. Not suitable to be 100kms. Road is narrow and few passing places and mostly windy. People tend to drive at different speeds. The road is a trap for those who are not familiar with it. I would like to see the speed limit reduced. From Klondyke Road to the Wharf Store is one of the worst areas of the road.	4/11/2016 11:15 AM
15	None	4/11/2016 11:13 AM
16	Love the clever signage on the side of the roads. Changes regularly and alerts you to the conditions 10/10. Think speed should be 80km with 50km where the speed changes to 70km as it approaches Port Waikato store..	4/11/2016 11:11 AM
17	The road is not the problem, I strongly believe driver education/training and licencing is the root cause of accidents on NZ roads.	4/11/2016 11:10 AM
18	How about you get "Limestone Downs" (owned by English UK Trust Alma Baker Trust) to repair the above road back to the standard it was at prior to their 1000 head dairy conversion which required 15-20 44 ton truck and trailer and 9 concrete trucks per day for 3 months to use the above road.	4/11/2016 11:09 AM
19	Road is becoming a lot more busier and needs constant monitoring and maintenance.	4/11/2016 11:05 AM
20	There are 4 families involved in our dairy farm who all live on the 2km straight past Frost road, everyday we experience fast and dangerous driving. Sometimes we witness racing and drivers using cellphones! Is a speed camera an option ? A deep drain runs parallel along the length of the straight which also makes this section extremely hazardous with some fatalities over the last few years!	4/9/2016 12:33 PM
21	I have driven on this road for over thirty years and have never had an accident. If people drive to the conditions (ie slow down in wet weather) there is no problem.	4/6/2016 6:31 PM
22	Generally locals travel very fast along this road, we have had several near misses, with people cutting corners and passing cars unsafely. Also visitors to the area sticking to current speed limit are at risk of losing control due to the sharp bends.	4/1/2016 5:26 PM
23	We live at 480 Port Waikato rd and seem to have a crash outside our home everytime it rains, after a dry spell. I think that there needs to be a warning sign at least on our corner.	4/1/2016 5:24 PM
24	Outside Te Kohanga school, the limit should reduce to 50km - actually the route should be 50km after the straights until after Te Kohanga school in my opinion. And just after Te Awamarahi Marae, coming round the bend - there are so many accidents - there needs to be warning signs. The camber of the road is deplorable in rainy weather. Thanks	4/1/2016 1:48 PM
25	I agree on changing the 70km area once you hit the township to 50km as this is a built up area with children present but I am against reducing the open road speed. I am a Port Waikato fire fighter and the reason for the crashes are based mainly on drug/alcohol/phone and speeding (won't matter what speed limit is). The majority of people who drive this road do it sober/straight/not on the phone and have no problems. In my opinion, reducing the legal speed limit will make absolutely no difference to those that flaunt the law now anyway.	3/31/2016 12:44 PM
26	Reducing the speed limit would make my everyday commute horrible and much longer than it already is. It would cause more crashes from locals trying to pass!!!	3/29/2016 10:13 AM
27	The speeds traveled on this road need to be gauged depending on road conditions at the time traveling and require drivers to use common sense to judge appropriate speeds. On fine days with good visability portions of this road are perfectly safe traveling at 100km/h but on a wet day with poor visability 80km/h would be dangerous. Speed limits are not the issue on this road, driving appropriately is. Perhaps better sign posting and safe speed signs for the bends on this road would be a more effective way of improving the safety on it.	3/28/2016 8:12 PM
28	The road is safe, so long as people drive to the conditions, more education and perhaps some more signs up on the "problem" corners / stretches of road would be better than a blanket 80km/h for the entire stretch of road...	3/28/2016 6:59 PM
29	A lot of the road is poorly aligned and camber is wrong on many corners. People who only travel at 80km on this road cause a lot of problems because there are few places to pass safely. People who use the road frequently are used to the uneven surfaces and bad corners wish to travel at the allowed 100 km. Signs requesting people to pull over and let others past would be helpful. When country roads are sealed town drivers seem to treat them as motorways. Education is needed to explain the difference between town and country roads.	3/28/2016 3:33 PM

Speed Management Survey

30	The Port road can be driven safely with the speed limit as it is now for most of the distance but sadly not on some of the bends.. Over the last fortnight I have witnessed three cars that have crashed off the road and have finished up in farmers paddocks. Maybe if the entire length of the road was made 80 KPH it might make a difference.	3/26/2016 6:25 PM
31	Other than Tuakau bridge because if it's narrowness the road to Port Waikato is wide, well constructed and suitable for speeds up to 100k. There are far worse roads in the North Waikato region.	3/25/2016 8:18 PM
32	Country Roads have hazards and need to drive to the conditions. Education to people that are not familiar with the roads would be more detrimental	3/25/2016 1:57 PM
33	People need to be educated around country roads and hazardous conditions, rather than lowering the speed limit	3/25/2016 1:42 PM
34	The road is safe if you drive to the conditions.	3/25/2016 1:41 PM
35	speed limit is fine but it is a county road so need to drive to the conditions	3/25/2016 1:40 PM
36	I think its more the fact that there are a lot of people who like to cruise home which is fine however not everyone wants to just cruise home they want to get home and travel the actual speed if there where some decent passing lanes to allow this to happen from time to time I think you would find this would reduce the people from making poor decisions and then loosing control don't get me wrong there are some poor parts to the road condition itself and if they to were looked at for more permanent solutions instead of constant patch up jobs all the time....it to could reduce the amount of accidents.....	3/24/2016 10:45 PM
37	Most people drive well within a safe speed limit. However two issues need attention: 1. There are some corners that are unforgiving and should be upgraded. 2. Signage is inconsistent and should be upgraded. In particular: (a) Some corners should be signposted with safe limits. There are some that are signposted but can be safely taken at 100 km/hr and there are others that are not signposted but it is necessary to slow down in order to corner safely. (b) I suspect there are 2 or 3 straight sections of road that look to be safe for overtaking, but are not, and require yellow no-overtaking lines.	3/24/2016 8:03 PM
38	We drive this road every day and do not believe the issue is with excessive speed. Rather, it is with some people driving too slowly (sometimes as slow as 60km to 70km), resulting in drivers taking risks to get past because there are not enough straight roads to safely pass. Reducing the speed limit will not stop this. People will still get frustrated with slow or erratic drivers. Also, as there are never any cops or speed cameras on this road, people will always speed. The other problem is with the extremely poor road maintenance by the Waikato District Council. They are constantly doing patchwork repairs resulting in a very uneven road surface. They also do not sweep away the gravel after resealing, making the road very unsafe. Fix the road properly, rather than reduce the speed limit!	3/24/2016 3:05 PM

Open Meeting

To	Policy & Regulatory Committee
From	Tim Harty General Manager Service Delivery
Date	5 August 2016
Prepared By	Gordon Bailey Open Spaces Operations Team Leader
Chief Executive Approved	Y
DWS Document Set #	1560545
Report Title	Draft Plaques, Memorials and Monuments Policy

I. EXECUTIVE SUMMARY

Council regularly receives requests from the public to install memorials and plaques within its parks. These can range from trees to seats or artwork.

Some areas, such as Raglan, are very popular for such requests, so much so that there is a risk of becoming over memorialised.

To assist staff to better manage and deal appropriately and fairly with requests for plaques and memorials a draft policy has been developed.

A Council workshop was held in late 2015 followed by a report to Council in February 2016, to consider the draft policy and recommended that Council engage Community Boards and Community Committees on the Waikato District Council draft Plaques, Memorials and Monuments Policy.

Engagement has taken place with general support for the policy, with some amended suggestions as outlined within this report.

2. RECOMMENDATION

THAT the report of the General Manager Service Delivery be received;

AND THAT the Committee approves the Plaques, Memorials and Monuments Policy.

3. BACKGROUND

Staff regularly receive requests from customers to install memorials to loved ones, prominent members of the community or to recognise a significant event.

Currently staff have no guidelines to assist in ensuring all applications are treated equitably and that proposals reflect the surrounding environment and are fit for purpose. There is also no clarity around costs and on-going maintenance responsibilities.

To address this issue staff developed a draft policy that was discussed in a workshop held in November 2015. Suggestions from that workshop went to Council in February 2016 where a draft policy was supported and sent to Community Boards and Committees seeking feedback.

Between February and May 2016 the draft policy was considered by all Community Boards and Committees and feedback was received. This feedback is outlined in attachment two – Summary of Submissions.

Cemetery plaques and memorials are not included in this draft policy as they are covered under the Cemetery Bylaw. War Memorials are not covered under this policy due to the sensitivity, required accuracy in naming and other protocols. Any application for a War Memorial will be a direct decision by Council.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The policy outlines a process for the Council and the Community to follow when new plaques, memorials and monuments are proposed by the public. The purpose of the policy is to prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Waikato District.

The policy covers all plaques and memorials placed on land, buildings or property that the Council owns or has control of. This type of policy is in place in a large number of Local Authorities around the country.

Although outlined within the policy itself for clarity the following definitions will apply:

Plaque

A flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text of information relevant to its location.

Memorial

An object established in memory of a person or event eg War Memorials.

Monument

A structure created in memory of a person or event or which has become important to a social group as a part of their remembrance of past events eg Huntly's Poppet Head.

Object

An object is small in scale when compared to a structure or building. Examples include memorial gates, sculptures and fountains.

Structure

A structure is a functional construction intended to be used for purposes other than sheltering human activity. Examples include bridges and gazebos.

Public Art installations are not included in this policy as they will be considered on a case by case basis by Council's Community Development Officer.

4.2 OPTIONS

There are three options:

Option 1: Adopt the draft Plaques, Memorials and Monuments Policy.

Option 2: Don't adopt the draft Plaques, Memorials and Monuments Policy.

Option 3: Adopt the draft Plaques, Memorials and Monuments Policy with amendments.

Option 1 is the preferred option.

5. CONSIDERATIONS

The following key points from the draft policy should be noted:

- No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances. It is not appropriate generally to have multiple memorials to one person.
- Approval would be dependent on the suitability of the site for the item. If an application for a personal memorial is declined, the Council's decision is final.
- Memorialisation subjects will be limited to individuals who have lived in or have a special association with the District. All materials used for plaques, memorials and monuments should have a minimum service life of 50 years as detailed in Section 2, NZS 4242:1995 Headstones and Cemetery Monuments.
- Any proposal that incorporates sculptural reliefs or is an artistic work will be referred to Council's Community Development Coordinator for consideration.
- Commemorative trees, native or exotic must be consistent with Council's District Tree Policy. Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboricultural practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.
- For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth
- Council is open to discussion of unique and substantial memorials. A written proposal should be made outlining the desired outcome and budget available.

This policy has been developed to align with Council's Tree Policy, and General Reserves Management Plan.

5.1 Financial

There is no anticipated financial cost to Council apart from ongoing maintenance requirements which can be accommodated within existing budgets.

5.2 Assessment of Significance and Engagement Policy and of External Stakeholders

The Significance and Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region.
- (b) Any persons who are likely to be particularly affected by, or interest in, the issue, proposal, decision, or matter.
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy provides in Schedule 1, a list of Waikato District Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community. This policy is not significant in terms of Council's significance policy.

The following stakeholders have been engaged with:

Planned	In Progress	Complete	
		X	Internal
		X	Community boards/Community Committees

Feedback received from Community Boards and Community Committees show a strong desire from both groups to be involved in the approval process for memorials. The main reason for this is that these groups know and represent the Communities they serve and will be able to provide valuable information to staff on the appropriateness of any application. It is proposed that applications will be sent to the appropriate Board or Committee for comment before final approval is granted.

These suggested changes have been incorporated into the policy.

6. CONCLUSION

To ensure the District has a consistent approach to installation and management of plaques and memorials this Plaques, Memorials and Monuments Policy is recommended. This will assist both the public and Council staff to ensure all application requests are considered against an agreed set of criteria.

Consideration of existing numbers of plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will be taken into account with each application.

With all such issues that generally involve memorialisation, emotions play a significant part. While this policy will provide staff with clear guidelines it is expected that staff will undertake discussions and where possible allow some latitude to accommodate reasonable requests.

7. ATTACHMENTS

- Attachment 1 - WDC Draft Plaques, Memorials and Monuments Policy 2016
- Attachment 2 - Community Committee/ Board feedback



Draft Plaques, Memorials and Monuments Policy

Policy Owner: Gordon Bailey
 Policy Sponsor: Andrew Corkill
 Approved By:
 Approval Date:
 Resolution Number
 Effective Date
 Next Review Date:

Chief Executive:
 General Manager:

Introduction

This policy sets a process for the Waikato District Council, (hereafter referred to as “the Council”) and the community to follow when new plaques, memorials and monuments are proposed. The purpose of this policy is to prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Waikato District, (hereafter referred to as “the District”).

This policy covers all plaques and memorials proposed or being placed on land, buildings or property which the Council owns or over which it has control. All such plaques and memorials will be required to conform to this policy.

This policy does not cover signage, interpretative panels, display boards, banners, war memorials, cemeteries or public artworks.

Policy Definitions

For the purpose of this policy and procedures, the following definitions will apply:

1. **Plaque:** A flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text of information relevant to its location. To be affixed to an object, building or pavement.
2. **Memorial:** An object established in memory of a person or event e.g. war memorial.
3. **Monument:** A structure created in memory of a person or event or which has become important to a social group as a part of their remembrance of past events e.g. Huntly Poppet Head
4. **Object:** An object is small in scale when compared to a structure or building. It is generally moveable. Examples include: memorial gates, sculptures and fountains.

5. **Structure:** A structure is a functional construction intended to be used for purposes other than sheltering human activity. Examples include, bridges and gazebos.

Guidelines

1. No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
2. Any proposal for a plaque that incorporates sculptural reliefs or for a memorial or monument that is three dimensional or sculptural or is an artistic work, will be referred to Councils Community Development Officer for consideration with recommendations then put to the appropriate delegated authority for approval.
3. The Council has specified a range of categories for plaques and memorials appropriate to the needs of individuals and organisations. No proposals will be considered outside of these categories. Applications can only be made under one category.
4. Subjects for plaques and memorials (Categories 1, 2 and 3) will be limited to the following:
 - An individual or association that has contributed significantly to the District.
 - An individual or association strongly linked to the District and its history.
5. Subjects for Category 4, personalised memorial plaques on a seat, bench or picnic table will be considered by the Council on a case by case basis. Approval is dependent on the suitability of the site for the item of furniture and whether there is a genuine need for it as determined by the Council. If an application for a personal memorial is declined, the Council's decision is final. Subjects will be limited to:
 - Individuals who have lived in or have a special association with the District.
6. All materials used for plaques, memorials and monuments should have a minimum service life of 50 years as detailed in Section 2, NZS 4242:1995. Headstone & Cemetery Monuments.
7. Any plaque, memorial or monument approved by and placed in the district should be deemed to be owned and under the unconditional control and management of the Council.

Categories

Category 1: Commemorative Trees with Plaques

This category is reserved for commemoration of individuals with local community connections, dignitaries, civic and historic occasions. Commemorative trees, native or exotic must be consistent with Council's District Tree Policy to be planted in any of the District parks or gardens and placed in a grassed location. Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboriculture practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

- For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

Design Specification

- Brass or bronze plaque on concrete or stone plinth.
- Maximum size 300mm x 200mm (w x h).

Category 2: Metal Plaques

To signify or commemorate a historic or civic occupation or to provide minor interpretative material relevant to a nearby building, artwork or historic feature or site. Such plaques will not be permitted as private memorials for individuals or families.

- Plaques for artwork will be referred to Council's Community Development Officer as a component of the artwork with their recommendations then referred to the appropriate delegated authority for consideration. Plaques for artwork are used to list artist, title, date of installation of artwork and interpretative information and are installed for every new Council commissioned artwork in a public place. The plaque shape and material should be in keeping with the artwork.
- Any new applications for plaques with historical significance received by the Council are referred to the local relevant Historical Society or Heritage New Zealand for verification.

Design Specification (excluding plaques for artwork)

- Maximum size 300mm x 200mm (w x h).
- Plaque to be brass, bronze or stainless steel to ensure durability.
- Small oval brass plaques have been used across the district to identify sites/features of historic interest. Where appropriate this style of plaque will continue to be used however historic plaques will not be limited to this design.

Category 3: Ornamental Feature, Fountain, or Sculptural Memorials

Council is open to discussion of unique and substantial memorials. A written proposal should be made to the appropriate delegated authority outlining the desired outcome and budget available. These applications will be considered on a case by case basis.

Category 4: Personalised Memorial Plaques on Seats, Benches or Picnic Tables

This memorial is a small commemorative metal plaque for groups or individuals, to be attached to a park seat or bench. The location of the seat or bench is at the discretion of the Council (refer to section 5). Once installed, memorial furniture becomes a Council asset which will be maintained to Council standards for a period of at least five years. After this time removal of the asset is at Council's discretion. If due to unforeseen circumstances a seat or bench must be removed, consideration will be given to relocating to a nearby site if practical.

Design Specification

- Small rectangular brass plaque – maximum size 80mm x 150mm (h x w).
- Installation to be on the back rest of the seat or bench.

Locations

Applicants should nominate a preferred site (general location for the placement of the plaque, memorial or monument. Only sites that have relevance to the person, group or even being commemorated should be nominated.

It should be noted that Cemeteries are **not** included in this policy.

Approval for a particular site will only be granted if consistent with the Council's Reserve Management Plan for that site, and the proposed plaque, memorial or monument being relevant to the site. Consideration of existing numbers of plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will be taken into account with each application. The appropriate delegated authority has final approval of appropriate site/s and will determine the exact location of any plaque or memorial.

The plaque or memorial shall be located at the designated site until such time that it cannot be maintained due to natural degradation with the following exceptions:

1. The area in which the item is sited to be redeveloped.
2. The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
3. The structure or support on which the item is located is to be removed or permanently altered.

Wording

- Text should be brief and in language easily understood by the public. It should avoid the use of jargon or acronyms.
- Text should be written following research from a wide range of authoritative sources and where relevant be verified by the Heritage New Zealand.
- A final proof of the plaque/memorial wording must be approved by the applicant prior to production.
- If a graphic image is utilised the amount of text may need to be reduced.

- Any sponsorship recognition will be through use of approved wording or logo, which will take up no more than 10% of the overall plaque design.
- Applicants are required to cover full costs of items including, seats, benches, trees, plaques, memorials and installation.
- Council will cover on-going maintenance.

Replacements

Requests will be considered to replace existing plaques or memorials which have been damaged or otherwise degraded or require alterations, however replacements will need to conform to current design specifications and guidelines. Replacement costs will be the responsibility of the applicant unless the appropriate delegated authority decides it is appropriate for Council to fund the replacement. (Historical plaques or memorials which are part of the Council's collection will be appropriately maintained/replaced by the Council).

All metal plaques are at risk of theft due to their scrap value and must be securely attached to solid objects such as buildings, rocks or pavement.

Applications

1. Applications will be made in writing in the first instance to Waikato District Council, Private Bag 544, Ngaruawahia 3742.
2. Applications should include all relevant details including proposed category of plaque or memorial, proposed site or location, proposed text or images, size and material to be included and any other pertinent information.
3. Decision will be confirmed in writing to the applicant.
4. The applicant must meet all costs associated with design, manufacture and installation of the plaque, memorial or monument. In some instances a contribution toward maintenance may also be a condition of approval.
5. Payment for approved plaques and memorials will need to be made in full prior to being order by Council. Applicants may undertake ordering directly with suppliers.
6. The Council will manage the installation of the plaque/memorial as specified.
7. No applications will be considered outside this process.

Implementation

1. Written application with appropriate information received.
2. If necessary the application will be referred to the appropriate delegated authority.
3. Application approved/declined and applicant notified accordingly.
4. If successful, applicant to pay full cost before the application is processed further.
5. On receipt of payment the Council will order artwork design for plaques to ensure uniformity.
6. On receipt of full payment the Council will order associated tree or bench or organise installation of plaque/memorial/monument.

Review

This policy will be reviewed five years after is adoption.

Plaques, Memorial and Monuments Application Form



Please complete this form after having read the Plaques, Memorial and Monuments Policy at www.waikatodistrict.govt.nz

Please email the completed form to publicenquiries@waikato.govt.nz or post to Plaques, Memorial and Monuments application, Private Bag 544 Ngaruawahia 3742

Applicant	
Name	
Telephone number	
Email address	
Address	
Have you read the Plaques, Memorial and Monuments Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's signature (if posted)	Date
Reason for memorialisation (include connection with community etc)	
Proposed text: Include graphics, logos etc. (Use a separate page if necessary)	

Draft Plaques, Memorials and Monuments Policy.		
Name	Feedback	Staff Comments
Meremere Community Committee	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Jim Katu/Vivienne Milton)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT the Meremere Community Committee provide feedback to staff on the content of the proposed policy; AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016.</p> <p>CARRIED on the voices MMCC1605/06/2</p>	Noted
Ngaruawahia Community Board	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Ms Diamond/Cr Gibb)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT the Ngaruawahia Community Board provide feedback to staff on the content of the proposed policy; AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016. AND FURTHER THAT any proposals be referred, along with a list of preferred providers, to the Community Board for consultation before final approval is granted.</p> <p>CARRIED on the voices NCBI605/06/06</p>	Policy has been adjusted to involve local Boards or Committees in the decision making process
Raglan Community Board	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Mr Vink/Mr MacLeod)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT the Raglan Community Board submit that the involvement of community boards in the application be part of the process for the proposed policy.</p> <p>CARRIED on the voices RCBI605/07/10</p>	Policy has been adjusted to involve local Boards or Committees in the decision making process

<p>Alan Vink Chair Raglan Community Board</p>	<p>Morning Gordon and Andrew</p> <p>You will see(below)at the RCB Meeting in May that we received your Draft Report. As you will note we deem it very important that our Board and in fact all CB's and Committee's be involved in the decision(s) around the placement of a plaque or Memorial. The reason for this is that we are 'local' and therefore will probably know the applicant personally, and the person whom they wish to be remembered and associated circumstances. Staff at Ngaruawahia won't have that personal knowledge.</p> <p>Further, we would recommend that the Chair OR the Deputy Chair sign off on the application with any comments he/she wishes to make before it is sent into Council. That after Council staff have processed it and before a response is made to the applicant it is given to the CB (probably in a 'publically excluded' meeting) to approve or not.</p> <p>Excerpt From May RCB Minutes. Draft Plaques, Memorials and Monuments Policy Agenda Item 7.6 Resolved: (Mr Vink/Mr MacLeod) THAT the report of the General Manager Service Delivery be received; 10 May 2016 AND THAT the Raglan Community Board submit that the involvement of community boards in the application be part of the process for the proposed policy. CARRIED on the voices RCBI 605/07/10</p> <p>Thankyou for this opportunity to provide some feedback.</p> <p>Kind Regards</p>	<p>Policy has been adjusted to involve local Boards or Committees in the dcesion making process</p>
<p>Alan Vink Chair Raglan Community Board</p>	<p>"memorial trees for those of us not considered to be dignitaries, which have been planted in Friends of Wainui Reserve since it started in 1992. As non dignitaries don't seem to be being consulted about this policy, is it possible for RCB to mention it in your submission"</p>	<p>Policy amended</p>
<p>Te Kauwhata Community Committee</p>	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Mr Wilson/Mr Dawson)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT the Te Kauwhata Community Committee provide feedback to staff on the content of the proposed policy; AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016.</p> <p>CARRIED on the voices TKDCC 1605/06/3</p>	

Taupiri Community Boards	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Cr Gibb/Mr Hansen)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT feedback to staff on the content of the proposed policy is as follows;</p> <p>The Board requests that Council staff seek their views on applications received before a decision is made on approving / declining the request.</p> <p>The Board requests that the provision '6' of the 'Applications' section of the draft policy be amended to allow other parties to manufacture plaques and memorials (rather than Council having the sole ability to decide who manufactures them). For this to work, the standards and specifications for plaques and memorials need to be very clear after sign off by council that the plaque/memorial design meets the criteria as it may be manufactured by the applicant's preferred provider.</p> <p>CARRIED on the voices</p>	Policy has been adjusted to involve local Boards or Committees in the decision making process. Section 6 has been amended to allow applicant choice to use Council or not in this process
Taupiri Community Board	<p>The Board requests that Council staff seek their views on applications received before a decision is made on approving / declining the request.</p> <p>The Board requests that provisions '6' of the 'Applications' section of the draft policy be amended to allow other parties to manufacture plaques and memorials (rather than Council having the sole ability to decide who manufactures them). For this to work, the standards and specifications for plaques and memorials need to be very clear.</p>	
Onewhero - Tuakau Community Board	<p><u>Draft Plaques, Memorials and Monuments Policy</u> Resolved: (Mr Gee/Cr Petersen)</p> <p>THAT the report of the General Manager Service Delivery be received; AND THAT the Onewhero-Tuakau Community Board provide feedback to staff on the content of the proposed policy; AND FURTHER THAT feedback be provided to the Open Spaces Team Leader by 31 May 2016.</p> <p>CARRIED on the voices OTCB1605/06/5</p>	

<p>Bruce Cameron - Onewhero/Tuakau Commu</p>	<p>The Onewhero/Tuakau Community Board feels that if plaques/memorials are going to be placed in a community, it should be the Community Board or relevant local hall committee or other relevant body that the application should made to in the first instance. This can be via the council office.</p> <p>The local boards and committees will know the relevance of the application and will most likely know the people or body wanting such a memorial.</p> <p>It would not go down very well in a community, if a person or body/group went through the appropriate council application as drafted and were granted such application to such person in a community without that community's knowledge.</p> <p>The community could well see such a memorial as being totally out of touch with local sentiments.</p> <p>The applicant should also be able to submit a design and if approved, have it made.</p> <p>For the planting of trees, again, once approved, the applicant should be able to purchase or procure that/those tree/trees themselves.</p> <p>In both theses instances, the sculpture or monument plaque may have a much greater significance because of where it has come from and materials used. The same can also apply to a tree.</p> <p>There should be a basic guideline for a plaque/memorial, but not limited to it.</p> <p>A sculpture also should be left to local discretion as to what is appropriate, i.e what may be appropriate for Raglan may not be appropriate for Tuakau, Te Kauwhata or Huntly etc or vice versa.</p> <p>Such memorials can also reflect the features and characters of an area, and should not be limited to a standard prescribed policy across the whole of the WDC jurisdiction.Each community has its own characteristics and this should be allowed to be reflected by the people who live there.</p> <p>We also have trouble understanding why the council staff would want to take on such a policy along with the time and costs associated with it, when local boards/communities can take on such a job; who know the special characteristics of their area.</p> <p>If no appropriate body exists in a particular area, then it will be up to council to make such a decision.</p> <p>We thank you for the opportunity to submit on this policy and trust our submission will be given serious consideration, Should you wish to clarify any points made or discuss this submission please do no hesitate to get back to the OTCB.</p> <p>Bruce Cameron Onewhero/Tuakau Community Board</p>

Policy has been adjusted to involve local Boards or Committess in the dcesion making process

Open Meeting

To	Policy and Regulatory Committee
From	Gavin Ion Chief Executive
Date	4 July 2016
Prepared by	Sandra Kelly District Plan Administrator
Chief Executive Approved	Y
DWS Document Set #	1550199
Report Title	Amendment to Delegations Register

I. EXECUTIVE SUMMARY

The Council delegates responsibility to Committees, Community Boards and Officers to assist in the effective and efficient implementation of its functions, duties and powers. There are three types of delegations: Statutory, Discretionary Statutory and Operational. Operational delegations are made to staff by the Chief Executive to facilitate and enable the efficient and effective operation of the organisation. Examples include acting on matters relating to various legislation and acts.

The General Manager Service Delivery and the Roading Manager currently have delegation under the Land Transport Rule: Traffic Control Device 2004, however the delegation is not broad enough and it is therefore requested that it be widened to allow them both to manage all matters under the act.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT Council approves the amendment to the Delegations Register to allow the General Manager Service Delivery and the Roading Manager to act in respect of all matters under the Land Transport Rule: Traffic Control Device 2004.

3. BACKGROUND

The Council's power, functions and duties are all prescribed either expressly or implied by various Acts and Regulations, with the most significant being the Local Government Act

2002. Collectively, this legislation sets the framework within which the Council and its staff must operate.

The Council delegates responsibilities to Committees, Community Boards and Officers to assist in the effective and efficient implementation of its functions, duties and powers. There are three types of delegations:

1 Statutory – These delegations relate to the positions held by Officers where the powers, duties and functions of those positions are specifically referenced in legislation. Examples of this include the Chief Executive Officer, Animal Control Officer and Enforcement Officer.

2 Discretionary Statutory – These delegations relate to the functions, duties and powers of the Council that may be lawfully delegated, and the Council chooses to do so. Examples include delegating to a Committee the authority to hear and consider submissions, or the authority granted to Community Boards to disburse community grants.

3 Operational – These delegations are generally made to staff by the Chief Executive to facilitate the efficient and effective operation of the organisation. Examples include the authority to purchase goods and services within certain fields as part of approved budgets, and the authority to recruit staff.

The Local Government Act 2002 (Clause 32 of Schedule 7) permits an officer to sub-delegate to any other officer of the Council one or more of his or her powers under the Local Government Act except the power to delegate any power where either the statute prohibits delegation or the Council prohibits delegation. The Council and the Chief Executive have, through the provisions of this Register, delegated the appropriate powers, functions and duties (being discretionary statutory and/or operational delegations) to the most appropriate competent level of decision-making. This approach is consistent with the provisions of the Local Government Act 2002.

Where the Chief Executive or any other officer receives a discretionary statutory delegation from the Council, that officer may not sub-delegate that power, duty or function unless specifically authorised to do so by the Council.

Where any operational delegation has been authorised by the Chief Executive, the officer holding that delegation may not sub-delegate that authority to any other staff member unless authorised by the Chief Executive to do so.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Challenges regarding authorisation to mark roads to disallow parking have arisen and in order to address this it has been recommended that the delegation to do this under the Land Transport Rule: Traffic Control Devices 2004 be widened to allow the General Manager of Service Delivery and Roading Manager to handle all matters under the Land Transport Rule: Traffic Control Devices 2004.

4.2 OPTIONS

- a) The Council can delegate to enable the better management of road marking and parking issues in the district.
- b) The Council can refuse to widen the delegation.

Option (a) is the preferred option.

5. CONSIDERATION

5.1 FINANCIAL

No financial considerations required.

5.2 LEGAL

The Council is authorised to make the above delegation pursuant to Schedule 7, Clause 32 of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

N/A

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

N/A

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
		N/A	Community Boards/Community Committees
		N/A	Waikato-Tainui/Local iwi
		N/A	Households
		N/A	Business
		N/A	Other Please Specify

The matter has been discussed with relevant staff.

6. CONCLUSION

Amending the General Manager and Roading Manager's delegation will avoid future challenges and other issues that may arise under the Land Transport Rules pertaining to Council's roading functions.

7. ATTACHMENTS

General Manager Service Delivery and Roading Managers delegation. The full delegations register is available on Council's website.

GENERAL MANAGER SERVICE DELIVERY**LINKAGES (INCLUDE APPLICABLE REGULATIONS AND RULES)**

Building Act 2004
 Burial and Cremation Act 1964
 Cadastral Survey Act 2002
 Civil Defence Emergency Management Act 2002
 Climate Change Response Act 2002
 Construction Contracts Act 2002
 Employment Relations Act 2000
 Fencing of Swimming Pools Act 1987
 Fire Service Act 1975
 Forest and Rural Fires Act 1977
 Government Roding Powers Act 1989
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety in Employment Act 1992
 Historic Places Act 1993
 Land Drainage Act 1908
 Land Transfer Act 1952
 Land Transport Act 1998
 Land Transport Management Act 2003
 Local Drainage Act 1908
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Marine and Coastal Area (Takutai Moana) Act 2011
 Privacy Act 1993
 Property Law Act 2007
 Public Bodies Leases Act 1969
 Public Transport Management Act 2008
 Public Works Act 1981
 Reserves Act 1977
 Residential Tenancies Act 1986
 Resource Management Act 1991
 Sale of Liquor Act 1989
 Standards Act 1988
 Te Ture Whenua Maori Act 1993
 Trespass Act 1980

Utilities Access Act 2010
 Waikato Raupatu Claims (Waikato River) Settlement Act 2010
 Walking Access Act 2008
 Waste Minimisation Act 2008
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO

Chief Executive

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991
- 3 A Rural Fire Officer pursuant to Section 13 of the Forest and Rural Fires Act 1977

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out and undertake all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991
- 3 Authority to exercise the functions, powers and duties of a Rural Fire Officer pursuant to the Forest and Rural Fires Act 1977.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise the all the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 3 Authority to exercise the Council's operational powers to construct works on or under private land or under a building pursuant to Section 181 of the Local Government Act 2002.
- 4 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 5 Authority to restrict water supply to a person's land or building pursuant to Section 193 of the Local Government Act 2002.
- 6 Authority to authorise consent to discharge trade waste into the Council's wastewater system pursuant to Section 196 of the Local Government Act 2002.
- 7 Authority to require conditions to be added to a subdivision plan in relation to issues of stormwater, water supply and wastewater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 8 Authority to close to the public any esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property pursuant to section 237(C) of the Resource Management Act 1991.
- 9 Authority to authorise the undertaking of emergency works of a preventive or remedial nature pursuant to Section 330 of the Resource Management Act 1991.
- 10 Authority pursuant to the Land Drainage Act 1908 to carry out and undertake the Council's operational functions, powers or duties under the Act.
- 12 Authority to carry out and undertake the Council's powers under Parts 3 to 6 of the Property Law Act 2007.

- 13 Authority to carry out and undertake the Council's operational functions, powers or duties under the Parts 2 – 8 of the Public Works Act 1981.
- 14 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.
- 15 Authority to carry out and undertake operational functions, powers or duties under the Reserves Act 1977 other than matters which require the approval of the Minister
- 16 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 17 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.
- 18 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 19 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 20 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 21 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 22 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 23 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.
- 24 Authority to require conditions to be added to a subdivision plan in relation to issues of transport management and associated infrastructure, water treatment and supply, wastewater treatment and disposal, and stormwater pursuant to the Resource Management Act 1991 and the Council's District Plan.
- 25 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 26 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 27 Authority to require an applicant for a consent or a requiring authority or a person requesting a private plan change to provide further information relating to the application or notice of requirement or plan change under section 92(1), section 190 and clause 23 of the First Schedule of the Resource Management Act 1991.
- 28 Authority delegated by the Chief Executive to approve the registration or removal of a compensation certificate over land; such a certificate being registered pursuant to the Public Works Act 1981.

OPERATIONAL DELEGATIONS

- 1 Authority to establish procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works or services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 In conjunction with the Communications Manager authority to liaise with the media on matters related to the activities of the Service Delivery Team.

- 6 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- 7 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 8 Authority to initiate, conduct, compromise, and conclude any action at the District Court in respect of alleged offences against any Act or Bylaw of relevance to the Service Delivery Team, or in respect of the recovery of any related fees and charges and costs incurred by the Council, and service of notices.
- 9 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.
- 10 Authority to set and/or establish adopted engineering standards, procedures or guidelines for matters related to the provision of water supply, wastewater and stormwater services for the District.
- 11 Authority to undertake emergency works outside the current service delivery budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 12 Authority to act as Engineer to the Contract or Principal's Representative, supervise or manage the Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 13 Authority to approve the erection of a boundary fence with a public reserve subject to budgets provided and within the guidelines of policy.
- 14 Authority to serve notice on individuals, property owners and/or occupiers for matters affecting the safety and convenience of infrastructure and road users, matters affecting the structural integrity of the infrastructure and road pavement matters affecting the integrity or use of Council services, such notice to be given in the terms and manner of the appropriate section and Act.
- 15 Authority to dispose of all surplus plant to Council's best advantage, in accordance with the Vehicle Replacement Policy.
- 16 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment
- 17 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 18 Authority to enter into any delegation agreements with the New Zealand Transport Agency (or its successors) or their agents as may be necessary to enable the Council to carry out its functions, duties, powers, liabilities and undertakings pursuant to Sections 62 and 63 of the Government Roading Powers Act 1989.
- 19 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 20 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 21 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 22 Authority to apply for a building consent for work to be undertaken on Council property.
Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.
Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 23 Authority to approve subsidies of up to \$7,500 each for the installation of stock underpasses, subject to any application meeting the criteria of the Council's stock underpass policy and there being budgeted funds available and subject to the registering of an encumbrance upon the title of the subject property; and the discretion, in the later event of the property's being sold, to permit the continuance of the encumbrance or to require its discharge.

- 24 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 25 Authority to approve the installation of a stock underpass in accordance with the Council's policy and Livestock Movement Bylaw 2011.
- 26 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.

Management of Council Property

- 1 To negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- 2 To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions. Decisions to decline the renewal of a Council lease where the lessee/tenant has not abided by terms and obligations of the lease must be referred to the Council.
- 3 To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- 4 To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.
- 5 To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.
- 6 To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.
- 7 To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- 8 To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.
- 9 To approve or decline assignment of leases.
- 10 To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- 11 To approve or decline a lessee/tenant's request for alterations to Council owned buildings.
- 12 To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.
- 13 To terminate a lease in consultation with the existing lessee/tenant.
- 14 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 15 Authority to negotiate to acquire land for the purpose of infrastructure construction or maintenance .
- 16 To negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 18 Authority to submit a resource consent application on behalf of the Council in relation to Council owned land or with respect to activities proposed to be undertaken by the Council together with the authority to sign land transfer title plans for subdivisions approved by the Council.
- 19 Authority to collect revenue and file annual returns with respect to mining licences.
- 20 Authority to approve the registration of a caveat on land not owned by the Council pursuant to Part 8 of the Land Transfer Act 1952.
- 21 To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.

- 22 To apply for a building consent for work to be undertaken on Council property.
- 23 Authority to collect rent and other outgoings in accordance with a Council lease agreement.
- 24 Authority to serve notices on lessees under sections 245 and 246 of the Property Law Act 2007, of Council's intention to cancel a lease for non-payment of rent or breach of covenant.
- 25 Authority to purchase and dispose of Council vehicles within the Council's policy and budget.

Court Procedures

- 1 To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Bylaw or the Waikato or Franklin District Plans.
- 2 To authorise the taking or defending of proceedings in the Council's name and to appear on behalf of the Council in any Court or Tribunal in relation to any matter pertaining to the Service Delivery Team.

If this authority is exercised to take or defend any proceedings of any sort in the High Court, then a report of such proceedings shall be delivered to the Council at the next available Council meeting.

- 2 To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of the proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety in Employment Act 1992, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983, and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the General Manager Service Delivery (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Rooding Manager
 - (b) Parks and Facilities Manager
 - (c) Project Delivery Manager
 - (d) Waters Manager

(e) Business Support Team Leader/Personal Assistant

FINANCIAL DELEGATIONS

- 1 Capital/Operational – Category GM, Two Hundred and Fifty Thousand Dollars (\$250,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment
- 2 No sums shall be knowingly committed over a single financial year which exceed 75% of the Long Term Plan budgeted sum for that significant activity

ROADING MANAGER**LINKAGES** (INCLUDE APPLICABLE REGULATIONS AND RULES)

Employment Relations Act 2000
Forest and Rural Fires Act 1977
Government Roding Powers Act 1989
Health and Safety in Employment Act 1992
Land Transfer Act 1952
Land Transport Act 1998
Land Transport Management Act 2003
Local Drainage Act 1908
Local Government Act 1974
Local Government Act 2002
Local Government Official Information and Meetings Act 1987
Privacy Act 1993
Property Law Act 2007
Public Transport Management Act 2008
Public Works Act 1981
Reserves Act 1977
Resource Management Act 1991
Te Ture Whenua Maori Act 1993
Trespass Act 1980
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Vehicle Dimensions and Mass Rules 2002
Franklin District Council Bylaws administered by Waikato District Council
Waikato District Council Bylaws
Waikato District Council Policies
Waikato District Plan (including Franklin Section)

REPORTING TO General Manager Service Delivery

STATUTORY APPOINTMENT

- 1 An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002
- 2 An Enforcement Officer pursuant to Section 38 of Resource Management Act 1991

STATUTORY DELEGATIONS AND ENFORCEMENT

- 1 Authority to carry out and undertake all the functions, powers and duties of an Enforcement Officer under the Local Government Act 2002.
- 2 Authority to carry out all or any of the functions, powers and duties of an Enforcement Officer under the Resource Management Act 1991.

DISCRETIONARY STATUTORY DELEGATIONS

- 1 Authority to administer and enforce Waikato District Council Bylaws and Franklin District Council Bylaws administered by Waikato District Council in accordance with the scope of the position.
- 2 Authority to exercise all the Council's roading (transport management) operational functions, powers and duties pursuant to Part 21 of the Local Government Act 1974.
- 3 Authority to exercise the Council's functions, powers and duties pursuant to Part 26 of the Local Government Act 1974.
- 4 Authority to exercise the functions, powers and duties conferred on the Council by clauses 11 and 12 of Schedule 10 of the Local Government Act 1974 - temporary prohibition of traffic on roads (except for clause 11(e)).
- 5 Authority to exercise the Council's operational powers to construct and undertake works on or under private land and buildings pursuant to Section 181 of the Local Government Act 2002.
- 6 Authority to negotiate compensation for land taken or injuriously affected pursuant to Section 190 of the Local Government Act 2002.
- 7 Authority to issue overweight permits pursuant to Section 5 Vehicle Dimensions and Mass Rules 2002.
- 8 Authority to exercise the Council's operational functions powers or duties pursuant to the Land Drainage Act 1908.
- 9 Authority to exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980.

- 10 Authority to certify that a survey plan has been approved under s223 of the Resource Management Act 1991.
- 11 Authority to authorise the undertaking of emergency works pursuant to Section 330 of the Resource Management Act 1991.
- 12 Duty pursuant to the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 to ensure that particular regard is had to the vision and strategy for the Waikato River in any function performed pursuant to any of the enactments listed in Section 17 of that Act on behalf of the Waikato District Council.

OPERATIONAL DELEGATIONS

- 1 The establishment of procedures to carry out the Council's policies and any enforcement thereof.
- 2 To authorise the commencement of works, services and authorise expenditure of monies for which provision has been made in the Annual Plan or Long Term Plan.
- 3 Authority to submit a claim to the New Zealand Transport Agency or its successors for payment.
- 4 Authority to certify and authorise progress payments in relation to contracts entered into by the Council up to the value of the accepted contract sum as identified in the purchase order and the contract.
- 5 Authority to negotiate the annual plan New Zealand Transport Agency Programme and its funding and submit monthly and annual claims against the accepted Land Transport Programme.
- 6 Authority to act as Engineer to the Contract, supervise or manage Engineer to the Contract, or act as Engineer's representative to the Contract in contractual matters as required.
- 7 Authority to issue a letter of acceptance for the purpose of creating a contract where it has been resolved by the Council or under delegation to accept any tender or quotation.
- 8 Authority to undertake emergency works outside the current transport budget where the health and safety of life or property is affected, such works to be limited to repairs without any new work being included unless specifically referred to the Infrastructure Committee for approval.
- 9 Authority and power to act on the Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- 10 Authority to negotiate to acquire land for the purpose of road construction or road maintenance.
- 11 Authority to negotiate sale and purchase agreements, subject to the Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- 12 Authority to apply for a building consent for work to be undertaken on Council property.
- 13 Authority to submit a resource management application on behalf of the Council with respect to any local government infrastructure.

- 14 Authority to exercise all powers available to the Council for the recovery of debt, other than rates, owed to the Council.
Any legal proceedings instituted to recover any outstanding debt shall be approved by the Council.
- 15 Authority to approve temporary road closures where required for traffic safety or road construction undertaken throughout the Waikato District, or for road rallies, cycling events and recreational activities on land adjoining the roads within the District.
- 16 Authority to authorise the implementation of the alternative road width standard from that defined in the Waikato District Plan.
- 17 Authority to act on all matters under the Land Transport Rule: Traffic Control Devices 2004.
- 18 Authority to approve the receiving of gifted (vested) assets in accordance with Council standards and procedures.
- 19 Authority to settle claims for reparation for minor damage (except matters relating to persons employed or previously employed by the Waikato District Council) for amounts up to Ten Thousand Dollars.

PERSONNEL DELEGATIONS

- 1 To assist with the day to day operation of the Waikato District Council this officer shall have the delegated authority to recruit, employ and discipline staff in accordance with the Council's policies and procedures.
- 2 This officer may authorise and grant paid annual leave and sick leave in accordance with the Council's policies and procedures.
- 3 Within the scope of the position, authority to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions laid down in the Employment Relations Act 2000, Equal Pay Act 1972, Health and Safety in Employment Act 1992, Holidays Act 2003, Human Rights Act 1993, Minimum Wage Act 1983 and the Parental Leave & Employment Protection Act 1987.
- 4 The authority and power to either generally or particularly sub-delegate in writing to any other officer of the Council, all or any of the powers pursuant to the delegations of the Rooding Planning Manager (the officer to whom sub-delegation is made may not further sub-delegate).
- 5 This officer is delegated all the functions, powers and duties delegated to those who report to this position:
 - (a) Asset Management Team Leader
 - (b) Alliance

FINANCIAL DELEGATIONS

Capital/Operational – Category D, One Hundred Thousand Dollars (\$100,000) in accordance with approved budgets and Council procedures and for works (materials, plant hire, labour, contracts, consultancy fees, maintenance contracts and equipment).

Open Meeting

To	Policy & Regulatory Committee
From	TG Whittaker General Manager Strategy & Support
Date	4 August 2016
Prepared by	Sandra Kelly District Plan Administrator
Chief Executive Approved	Y
DWS Document Set #	1573447
Report Title	Amendment to Chief Executive's Delegation

I. EXECUTIVE SUMMARY

The purpose of this report is for the Committee to consider making a change to delegations to authorise the Chief Executive to approve new and amended positions and their associated financial delegations without requiring Council's approval.

The Council has delegated functions to the Chief Executive based on the Council's risk profile. It is suggested that Council then support the Chief Executive implementing delegations through the organisation to deliver the business of Council. Hence, it is recommended that the Chief Executive be able to approve delegations without Council approval.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the **Policy & Regulatory Committee** recommends to Council that it delegates to the Chief Executive the approval of delegations (including financial) for new and amended positions;

AND FURTHER THAT any such delegations are a subset of the delegations available to the Chief Executive and that financial delegations are at levels lower than those available to the Chief Executive.

3. BACKGROUND

The Council's power, functions and duties are all prescribed either expressly or implied by various Acts and Regulations, with the most significant being the Local Government

Act 2002. Collectively, this legislation sets the framework within which the Council and its staff must operate.

The Council delegates responsibilities to Committees, Community Boards and Officers to assist in the effective and efficient implementation of its functions, duties and powers. There are three types of delegations:

1 Statutory – These delegations relate to the positions held by Officers where the powers, duties and functions of those positions are specifically referenced in legislation. Examples of this include the Animal Control Officer’s authorisations to carry out duties under the Dog Control Act 1996.

2 Discretionary Statutory – These delegations relate to the functions, duties and powers of the Council that may be lawfully delegated, and the Council chooses to do so. Examples include delegating to a Committee the authority to hear and consider submissions, or the authority granted to Community Boards to disburse community grants.

3 Operational – These delegations are generally made to staff by the Chief Executive to facilitate the efficient and effective operation of the organisation. Examples include the authority to purchase goods and services within certain fields as part of approved budgets, and the authority to recruit staff within the framework approved by Council as part of Council’s planning processes.

The Council and the Chief Executive have, through the provisions of this Register, delegated the appropriate powers, functions and duties (being discretionary statutory and/or operational delegations) to the most appropriate competent level of decision-making. This approach is consistent with the provisions of the Local Government Act 2002.

Where the Chief Executive or any other Officer receives a discretionary statutory delegation from the Council, that officer may not sub-delegate that power, duty or function unless specifically authorised to do so by the Council.

Where any operational delegation has been authorised by the Chief Executive, the Officer holding that delegation may not sub-delegate that authority to any other staff member unless authorised by the Chief Executive to do so.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

From time to time managers make changes to positions and financial delegations within their teams to improve organisational efficiencies. However these changes are required to be approved by Council meaning that there is often a time lag for them to take effect. This not only creates operational inefficiencies but also means that any corresponding change to a position or associated delegation are not immediately reflected in the Delegations Register. This could result in incorrect practices due to the delays caused by waiting for Council approval.

The Delegations Register is administered by the District Plan Administrator for Councillors and staff. Of late there have been issues when position titles have changed within the organisation with the corresponding change to financial (operational) delegations unable to take effect immediately as the Chief Executive does not currently have the delegation to approve new positions or amendments to delegations.

The Council has delegated functions to the Chief Executive based on the Council's risk profile. It is suggested that Council then support the Chief Executive implementing delegations through the organisation to deliver the business of Council. Under this proposal, the Chief Executive would be able to approve delegations without Council approval.

4.2 OPTIONS

1. To retain the status quo and changes to staff financial delegation (i.e. staff delegations) would require Council approval.
2. This is not ideal as it will not resolve the operational inefficiencies and the challenges currently being experienced.
3. For the Chief Executive to be given the authority to approve any new and amended positions and their associated financial delegations. This will help improve organisation processes and facilitate operational efficiency.

Option 2 is preferred.

5. CONSIDERATION

5.1 FINANCIAL

No considerations required.

5.2 LEGAL

The Local Government Act 2002 (Clause 32 of Schedule 7) permits an officer to sub-delegate to any other Officer of the Council one or more of his or her powers under the Local Government Act except the power to delegate any power where either the statute prohibits delegation or the Council prohibits delegation. Strategy, Plans, Policy and Partnership Alignment.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Nil.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Planned	In Progress	Complete	
		✓	Internal
Nil	Nil	Nil	Community Boards/Community Committees
Nil	Nil	Nil	Waikato-Tainui/Local iwi
Nil	Nil	Nil	Households
Nil	Nil	Nil	Business
Nil	Nil	Nil	Other Please Specify

6. CONCLUSION

Amending the Chief Executive's delegation will assist the District Plan Administrator and the Finance Team when there are changes to the operational delegations of staff at Council. This will help improve organisational processes and facilitate operational efficiency.

7. ATTACHMENTS

Chief Executive's Delegation with the proposed amendment highlighted in yellow.

Category Limits of Expenditure (GST exclusive)

A	\$ 10,000 individually
B	\$ 25,000 individually
C	\$ 50,000 individually
D	\$ 100,000 individually
General Manager (GM)	\$ 250,000 individually
Chief Executive (CE)	\$ 1,000,000 individually

The following delegations apply in the Chief Executive's Team	
Category	Officer
CE	Chief Executive
B	Human Resources Manager
	Communications Manager
A	Executive Assistant
	Personal Assistant
	Senior Communications Advisor
	Communications Advisor
	Online Communications Advisor
	Zero Harm Manager

CHIEF EXECUTIVE**LINKAGES**

Building Act 2004
 Civil Defence Emergency Management Act 2002
 Dog Control Act 1996
 Employment Relations Act 2000
 Fencing of Swimming Pools Act 1987
 Food Act 1981 and Food Hygiene Regulations 1974
 Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005
 Health Act 1956
 Health and Safety in Employment Act 1992
 Impounding Act 1995
 Land Drainage Act 1908
 Litter Act 1979
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Local Government (Rating) Act 2002

Privacy Act 1993
 Public Records Act 2005
 Public Works Act 1981
 Reserves Act 1977
 Resource Management Act 1991
 Sale and Supply of Alcohol Act 2012
 Sale of Liquor Act 1989
 Transport Act 1962
 Trespass Act 1980
 Unit Titles Act 2010
 Regulations made under any of the above Acts
 Franklin District Council Bylaws administered by Waikato District Council
 Waikato District Council Bylaws
 Waikato District Council Policies
 Waikato District Plan (including Franklin Section)

REPORTING TO Waikato District Council

STATUTORY APPOINTMENTS

- 1 A statutory appointment pursuant to Section 42 of the Local Government Act 2002 to be the Chief Executive Officer and the Principal Administration Officer for the purposes of any other Act (Section 42(4) of the Local Government Act 2002).
- 2 A statutory appointment pursuant to section 196 of the Sale and Supply of Alcohol Act 2012 to be the Secretary of the District Licensing Committee

STATUTORY DELEGATIONS

- 1 All powers and authorities exercisable by the Chief Executive under the Local Government Act 2002 and any other Act, Regulation, Bylaw or Standing Order of the Waikato District Council using that terminology, as well as by the “Principal Administrative Officer” or “General Manager” in terms of any Act, Regulation, Bylaw or Standing Order of the Waikato District Council using that terminology.
- 2 Authority pursuant to Clause 32B of Schedule 7 to the Local Government Act 2002 to delegate to any other officer of the Council any of the Chief Executive’s powers and duties except:
 - (a) the power to delegate; and
 - (b) any power delegated to the Chief Executive which is subject to a prohibition on delegation; and

- (c) any power under any enactment where the enactment expressly prohibits the delegation of the power.

DISCRETIONARY STATUTORY DELEGATIONS

1 Civil Defence and Fire

- (a) To perform functions and powers of the Council as a member of the Civil Defence Emergency Management Group in accordance with Section 17 and 18 of the Civil Defence Emergency Management Act 2002.
- (b) To plan and provide for Civil Defence Emergency within the District pursuant to Section 64 of the Civil Defence Emergency Act 2002.
- (c) In the absence or unavailability of the Principal Rural Fire Officer under the Forest and Rural Fires Act 1977 or the appointed deputy, the authority to act in the position of Principal Rural Fire Officer in terms of that Act and any regulation pursuant to the Forest and Rural Fires Regulations 2005.

2 Official Information and Privacy Act Requests

- (a) Pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987 to exercise all the powers and authorities of the Council under Parts II to V of that Act, **EXCEPT** powers specified in Section 32 of that Act (recommendations made to the Council by the Ombudsman).
- (b) Pursuant to Section 43 of the Local Government Official Information and Meetings Act 1987 authority to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 3.1 above together with any general or special directions or conditions as may be appropriate in the circumstances.
- (c) To act as Privacy Officer pursuant to Section 23 of the Privacy Act 1993, and pursuant to Section 124 of that Act, to undertake all of the Council's powers and duties in respect of Privacy Act matters insofar as they relate to information held or kept by the Council.
- (d) Pursuant to Section 125 of the Privacy Act 1993, to delegate to any employee of the Council in writing all or any of the powers referred to in paragraph 3.3 above **EXCEPT** the powers specified in Section 125(1)(a) and (b) of the Act.

3 Building Act 2004

To undertake all of the Council's functions, powers, duties and obligations under the Building Act 2004 **OTHER** than:

- (a) the transfer of any function, power or duty to another local authority pursuant to Section 233 of that Act or the making of arrangements with any other building consent authority pursuant to Section 213 of that Act; and
- (b) the fixing of any fees or charges in accordance with Section 219 of that Act.

4 Resource Management Act 1991

Pursuant to Section 34A of the Resource Management Act 1991 authority to carry out and undertake all of the Council's functions, powers, duties and obligations under that Act **OTHER** than:

- (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1 or any change to a proposed policy statement or plan;

- (b) the making of a recommendation on a requirement for a designation or heritage order under Part VIII which has been notified in accordance with Section 95A to 95F of the Resource Management Act 1991;
- (c) the granting of a notified resource consent to which submissions in opposition have been received;
- (d) the transfer of any one or more of the local authority's functions, powers or duties pursuant to Section 33 of the Resource Management Act 1991;
- (e) the fixing of any fees or charges in accordance with Section 36 of the Resource Management Act 1991;
- (f) this power of delegation;

but including, in accordance with Section 34A(5) the power to do anything prior to any final decision on any of the matters referred to above and subject to their nevertheless having the right to refer any delegated to the Council for decision.

5 Sale of Liquor Act

- (a) Delegation from the Policy & Regulatory Committee pursuant to Section 104(2) of the Sale of Liquor Act 1989 to the Chief Executive, as Secretary of the District Licensing Agency, all the powers, duties and discretions of the District Licensing Agency as listed in Schedule A. Please note this delegation ceases on 18 December 2013

(NOTE: The Policy & Regulatory Committee has also approved the sub-delegation pursuant to Clause 32B(1) of Schedule 7 of the Local Government Act 2002, by the Secretary of the District Licensing Agency to the General Manager Customer Support and the Environmental Health Team Leader severally, all the powers, duties and discretions under the Sale of Liquor Act as listed in Schedule A attached to the Customer Support delegations.)

- (b) Pursuant to Section 196 of the Sale and Supply of Alcohol Act 2012 to undertake all the roles, responsibilities and requirements as Secretary of the District Licensing Committee. (from 18 December 2013)
- (c) The Policy & Regulatory Committee has also approved the sub-delegation pursuant to clause 32B(1) of Schedule 7 of the Local Government Act 2002, by the Secretary of the District Licensing Agency all the powers, duties and discretion he/she holds in relation to the Sale and Supply of Alcohol Act 2012 to the General Manager Customer Support and the Regulatory Manager severally.
- (d) In conjunction with the Chairperson of the District Licensing Committee, the power under section 189(6) of the Sale and Supply of Alcohol Act 2012 (the Act) to appoint members to the District Licensing Committee from the list of persons approved to be members of the committee required to be established under section 192 of the Act.

6 Authority to Appoint and Warrant

- (a) To appoint persons to be:
 - i Enforcement Officers under the provisions of Section 177 of the Local Government Act 2002, Section 38 of the Resource Management Act 1991 and Section 229 of the Building Control Act 2004;
 - ii Authorised Officers under the provisions of Sections 171 and 173 of the Local Government Act 2002 and Section 222 of the Building Act 2004;
 - iii Parking Wardens pursuant to Sections 128D and 128E of the Land Transport Act 1998;
 - iv Litter Control Officers pursuant to Section 5 of the Litter Act 1979;

- v Pound Keepers or Deputy Pound Keepers pursuant to Section 8 of the Impounding Act 1955;
 - vi Rangers pursuant to Section 8 of the Impounding Act 1955;
 - vii Inspectors pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012;
 - viii Local Authority Inspectors pursuant to Section 2 of the Food Act 1981;
 - ix Environmental Health Officers pursuant to Section 28 of the Health Act 1956;
 - x Rural Fire Officers pursuant to Section 13 of the Forest and Rural Fires Act 1977;
 - xi Privacy Officers pursuant to Sections 23 and 124 of the Privacy Act 1993 and Information Officers pursuant to Section 42 of the Local Government Official Information and Meetings Act 1987;
 - xii Rangers under Section 8 of the Reserves Act 1977;
 - xiii Dog Control Officers pursuant to Section 11 of the Dog Control Act 1996;
 - xiv To any other position required to enable the Council to fulfil its statutory obligations and duties.
- (b) Pursuant to Clause 32A of Schedule 7 of the Local Government Act 2002 to issue warrants to enforcement officers appointed under the Local Government Act 2002 and to issue such warrants as may be required to persons appointed to positions pursuant to paragraph 5(a) including persons who are not employees of the Council.
- (c) Authority to suspend or revoke the appointment of any person appointed to positions under paragraph 5(a).

7 Signing and Sealing of Documents on behalf of the Council

- (a) Documents relating to interests in land, including reserves vested in the Council or for which the Council is the administering body:
- i to sign on behalf of the Council all documents which evidence transactions of any sort which have been authorised by Council resolution and which:
 - include terms and provisions customary to such documents;
 - adequately protect the Council;
 - reflect and include specific provisions including price as resolved by the Council;
 - ii to sign on behalf of the Council all documents relating to:
 - tenancies, leases and licences for up to 5 years and renewals of leases where the original grant of lease contained a right of renewal;
 - easements and similar rights;
 - caveats or encumbrances;
 - discharges or partial discharges of mortgages granted by the Council;
 - subdivision whether of Council owned property or in connection with resource consents granted by the Council;
 - options to purchase (but not the exercise of any option);
- PROVIDED THAT** in each case such documents:
- include terms and provisions customary to such documents; and

- adequately protect the Council.

A report on the documents signed under the authority of (i) or (ii) above shall be submitted to the next available meeting of the Council.

- iii to agree to variations to the price of any property which the Council has resolved to purchase or sell **PROVIDED THAT** such variation does not exceed 5% of the amount resolved by the Council and is reported to the next available meeting of the Council.

(b) Signing of documents other than those relating to interests in land:

i to sign on the Council's behalf contracts for:

- authorised works for which provision has been made in the Council's approved budget; and
- which are to be carried out within the criteria laid down by the Council's purchasing, tendering and contract tendering procedures.

A report on the exercise of this delegation for contracts Five Hundred Thousand Dollars (\$500,000) or more shall be submitted to the next available meeting of the Council.

- ii to sign on the Council's behalf contracts or issue letters of acceptance for the purposes of creating a contract where it has been resolved by the Council or any committee or sub-committee of the Council to accept any tender or quotation or where such contract is within the delegation to any officer.

(c) To give any certification or authentication required of the Chief Executive under the Unit Titles Act 2010.

(d) Jointly with the Mayor to affix, and to attest to the affixing of, the Common Seal of the Council on any document which requires the Council's seal and which the Chief Executive is authorised to sign under this delegation.

8 Financial

(a) Jointly with the General Manager Strategy & Support authority to open, to operate and to close the Council's bank accounts.

(b) To exempt the calling of tenders over One Hundred Thousand Dollars (\$100,000) (GST inclusive) in accordance with an approved budget.

(c) To certify and authorise the payment of progress payments in relation to contracts entered into by the Council.

(d) Jointly with the General Manager Strategy & Support, and in accordance with the Debt Write-off Policy, authority to write off unrecoverable debts or stock up to Two Thousand Five Hundred Dollars (\$2,500), with debts written off over \$500 to be reported to the Strategy & Finance Committee.

(e) Ensure Council's policies comply with existing and new legislation.

(f) Jointly with the General Manager Strategy & Support, to issue and monitor the use of Credit Cards.

(g) Authorise expenditure within Council approved budgets.

(h) Approve the register of cheque and electronic banking signatories.

(i) Approve new counterparties and counterparty limits.

(j) Authority to amend capital works and operational programmes within the approved total budget.

(k) Approve new or amended positions and their associated financial delegations**9 General**

- (a) To exercise all the powers of the Council as owner or occupier of any land or premises under and pursuant to the provisions of the Trespass Act 1980 with authority to delegate these powers to any other employee of the Council.
- (b) To exercise the powers conferred on the Council by Clauses 11 and 12 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads) **EXCEPT** for clause 11(e).
- (c) To make any decision, election, or determination as 'Principal' in relation to any contract entered into between the Council and any third party.
- (d) To give, sign or authorise any notice to any third party in the name of or on behalf of the Principal under any contract.
- (e) To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.
- (f) To issue and sign on behalf of the Council any certificates or notices which may be required to be given by the Council under the provisions of the Local Government Act 2002, the Local Government Act 1974 or any other legislation or bylaw and to delegate this authority to any other employee of the Council.
- (g) To give effect to the approved programmes and activities in the Long Term Plan or Annual Plan.
- (h) Authority pursuant to the Local Government (Rating) Act 2002 to carry out and undertake all the Council's functions, powers or duties to manage the setting, assessment and collection of rates.
- (i) To update the Council's Governance Statement when required.
- (j) Representing Waikato District Council, to be a director of Local Authority Shared Services Limited.
- (k) Pursuant to Clause 32B of Schedule 7 of the Local Government Act 2002, and subject to the provisions and exclusions of that Clause, the power and authority to delegate to any other officer of the Council one or more of his or her powers under this Act or any other enactment.
- (l) To undertake any power or authority delegated by the Council to any employee of the Council as though that authority and power had also been delegated to the Chief Executive.

10 Court Processes

- (a) To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require a prior resolution of the Council).
If this authority is exercised to take or defend any proceedings of any sort in the High Court then a report of such proceedings shall be delivered to the Council at the next available Council meeting.
- (b) To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waikato District Council Bylaw or the Waikato District Plan.

- (c) To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.

11 Development Contributions

- (a) Authority to carry out on the Council’s behalf, all its functions, powers and duties in relation to the Waikato District Council’s Development Contributions Policy.

12 Interim Issues

- (a) In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time:
 - i in consultation with the General Manager Service Delivery in respect of tenders and contracts with delegated powers up to half a million dollars (\$500,000) in accordance with an approved budget;
 - ii in consultation with the General Manager Customer Support in respect of liquor licensing and regulatory matters;
 - iii in consultation with the incoming Mayor, as may be appropriate in respect of other matters.

Any decision made is to be reported to the first ordinary meeting of the incoming Council.

- (b) In relation to matters arising during the Christmas recess, from the third week in December until the third week in January, the authority to make decisions (including entering in to any contract or authorising any expenditure) on behalf of the Council, in respect of urgent matters arising at this time, in consultation with the Mayor, or if the Mayor is not available the Deputy Mayor, and if the Deputy Mayor is not available, then the Chairperson of the appropriate standing committee, with any such decision made to be reported to the first ordinary meeting of the Council in the New Year.

PERSONNEL DELEGATIONS

See Statutory Appointment

The Chief Executive is delegated all the functions, powers and duties delegated to those who report directly to this position:

- (a) Executive Assistant
- (b) General Manager Service Delivery;
- (c) General Manager Customer Support;
- (d) General Manager Strategy & Support.
- (e) Communications Manager
- (f) Human Resources Manager

FINANCIAL DELEGATIONS

- 1 Capital/Operational – Chief Executive (CE) One Million Dollars (\$1,000,000) for all contracts
- 2 Category General Manager (GM), Two Hundred and Fifty Thousand Dollars (\$250,000) General Manager Service Delivery, General Manager Strategy & Support and General Manager Customer Support in accordance with approved budgets and Council procedures.
- 3 Category B, Twenty Five Thousand Dollars (\$25,000) Communications Manager and Human Resources Manager for materials and services in each respective team.
- 4 No sums shall be knowingly committed over a single financial year which exceed 75% of the Long Term Plan budgeted sum for that significant activity.

Open Meeting

To	Policy & Regulatory Committee
From	Tim Harty General Manager Service Delivery
Date	5 August 2016
Prepared By	Gordon Bailey Open Spaces Operations Team Leader
Chief Executive Approved	Y
DWS Document Set #	1555390
Report Title	Draft Grass Verge Policy 2016

I. EXECUTIVE SUMMARY

Council maintains approximately 1,050 individual grass verges equating to 22 hectares of land area throughout the District. The annual maintenance cost of this work is \$103,000. No verges in the former Franklin District are maintained by Council.

Council currently has no policy to provide staff direction on how to handle requests received for Council to take on additional verge mowing. Without a policy there is a significant risk that the expenditure on verge mowing will continue to grow with a further risk of uncontrolled budget expenditure.

Staff undertook a review of other Local Authorities and many have a policy in place to manage expectations for grass verge mowing.

Council has had four workshops on this issue over the last 12 months and a report on this matter was presented to Council in December 2015. The outcomes of that report recommend *“That Council consult widely on the draft Grass Verge Policy”*.

Consultation was undertaken between 14 March and 8 April 2016 and 180 submissions were received.

Following a Council workshop in May to discuss the results of the submission process, there was a general view that Council’s grass verge policy should be that the maintenance of verges be the responsibility of the adjacent landowner. It was acknowledged that to get to this position would take some time and that existing verges maintained by Council should be ring-fenced with a view to reducing the number over time until no verges are maintained by Council.

2. RECOMMENDATION

THAT the report of the General Manager Service Delivery be received;

AND THAT the Grass Verge Policy be adopted;

AND FURTHER THAT Council communicate the outcomes of the Waikato District Council Grass Verge Policy.

3. BACKGROUND

Staff regularly receive requests from customers to undertake maintenance of grass verges outside their property. In all 1,050 verges through parts of the district are mowed by Council's contractor. In the northern portion of the (former Franklin District) area no residential verges are maintained. The Waikato District Council has no formal position on mowing verges which makes it difficult for staff to make consistent decisions on the requests they receive.

Total costs to date for verge mowing is \$103,000. This figure has increased each year as additional verges have been added to the maintenance contract through requests by customers. This ad hoc addition to the contract scope makes budgeting difficult.

The vast majority of verges maintained are done for unknown historical reasons.

It is generally accepted nationally that the responsibility for maintaining verges located between property boundaries and the road is that of the adjoining neighbour or property owner. A vast majority of Waikato District residents do undertake mowing of their own verges. A policy based approach to this issue is standard for many other Local Authorities around New Zealand. Councils with similar verge policies to that proposed include:

- Hamilton City Council
- Dunedin City Council
- Queenstown Lakes District Council
- Invercargill City Council
- Auckland Council

Most of these Councils have had such policies for many years and are accepted by their communities.

Staff ran two Council workshops in September and November 2015. These were followed with a report to the Policy & Regulatory meeting in December 2015 which recommended that Council consult widely on the draft Grass Verge policy (P&R1511/07/9). The draft policy accompanying the report recommended that it should be the adjacent resident's responsibility to undertake verge mowing subject to a number of exceptions that could be applied for.

The draft grass verge policy that was consulted on, envisaged exemptions for age, illness, size or steepness of verges. It was also suggested that Council would continue to mow verges that were not maintained but no fewer than six times per year. This was to manage fire risks and general tidiness.

A further workshop was held in May 2016. Following a review of the submissions Council's preferred outcome centred around removing any exemptions and ring-fencing those currently on the original mowing schedules with a view to reducing these over time. Reducing these would require staff to discuss with each affected property owner a way forward for their particular circumstance.

The updated draft Grass Verge Policy 2016 is found as attachment I.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Contract maps of all maintenance areas have been prepared for the new Open Spaces contract with City Care. This process raised the issue of the maintenance of grass verges. The City Care contract is set up in a way that verge mowing can be removed and Council will not be penalised. Reducing verge maintenance costs would enable increased investment into other areas of the open spaces network.

The draft Grass Verge Policy would cover all urban areas in the district within the 50km/h and below zones. The speed threshold of 50km/ph is considered appropriate as the vast majority of verges that are currently maintained fall within this. This speed zone area captures the more intensive residential areas of the district.

Verges in communities over 50km/h are not intended to be covered by this policy and maintenance of those verges is the residents' responsibility or are maintained by the Roadway Alliance.

Following the workshop in May 2016 Council had a preferred option that the verge policy should be similar to other Councils, in that it is the resident's responsibility to maintain the adjacent verge. In arriving at the position, there was general support that the currently maintained verges should be ring-fenced and Council continue to maintain them, with a view to reduce these over time.

The draft policy proposed for adoption has within it a process for ring-fencing the verges that Council currently maintains, including a process to investigate why Council is maintaining these verges. It is envisaged that Council will undertake a conversation with the adjacent owners with a view to reduce the number of verges mowed by Council over time.

The draft policy intends that any grass verge maintenance undertaken by Council following adoption of the policy will only be done on a bi-monthly basis. The rationale for this is that less regular maintenance may encourage residents to undertake the work themselves for the following reasons:

- It would not be equitable for exempt residents to receive what could be seen as a higher level of service than those who undertake the work themselves
- It would be expensive to implement a higher level of service as contractors would have to only a small number to maintain, thus visiting each property on a less regular basis will be more cost effective
- Bi monthly mowing is deemed frequent enough to ensure verges don't become overgrown with weeds or pose a fire risk

4.2 OPTIONS

There are three options available:

Option 1: Reject draft Grass Verge Policy and retain the status quo - this could result in additional unbudgeted costs.

Option 2: Adopt draft Grass Verge Policy as attached.

Option 3: Adopt draft Grass Verge with amendments.

Option 2 is the preferred option.

5. CONSIDERATION

5.1 FINANCIAL

The cost of maintaining verges currently is approximately \$103,000 pa. The cost is covered by Council's District Wide Reserves General Maintenance budgets. There is significant pressure on this budget which is being increased over the next two years to meet agreed levels of service. Should a policy be introduced, savings of \$103,000 would not be realised until significant headway was made in the reduction of existing verges maintained by Council. Staff believe that the policy would realise savings in the vicinity of \$80,000 per annum from 2017/18 and stop the current "creep" in cost due to increasing verge maintenance requests being received. Any savings from the process will be reinvested in the Open Spaces Maintenance Programme.

5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The Significance & Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interest in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy provides at Schedule I a list of Waikato District Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

While Schedule I identifies the roading network as a whole (including grass verges) is considered to be a strategic asset.

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
		✓	Community Boards/Community Committees
			Waikato-Tainui/Local iwi
✓			Households
			Business
			Other Please Specify

Engagement was undertaken between 14 March and 8 April 2016. This included direct mail out to those who have verges mowed currently, WDC website, Newspaper advert and a media release seeking feedback on the draft policy.

- 180 submissions received – a summary of submissions can be found in Attachment 2
 - 75 supported draft policy
 - 101 against draft policy
 - 4 did not state/other suggestions

Of those 78 submitters:

- 48 said 'no' they did not support the policy
- 29 said 'yes' they do support the policy
- 1 did not state whether they supported the policy
- The main themes from the submissions focused on;
- Illness
- Age
- Large verges
- Steep verges

Other themes included resistance of some people not mowing their verges – lack of community pride, creating potential conflict between neighbours.

If the policy as drafted is adopted, further public discussion and engagement will need to be undertaken through the implementation process.

6. CONCLUSION

To ensure the District has a consistent approach to management of grass verges a district wide Grass Verge Policy is required. This will assist both the public and Council staff to ensure all verge maintenance requests are considered against an agreed set of criteria.

7. ATTACHMENTS

- WDC Draft Grass Verge Policy 2016

Grass Verge Policy 2016

Policy Owner Gordon Bailey Chief Executive
 Policy Sponsor Andrew Corkill Service Delivery
 Approved By:
 Approval Date:
 Resolution Number
 Effective Date
 Next Review Date:

Objective

To provide consistency across the Waikato District over the responsibility of maintaining grass verges within the 50km/ph residential zones.

Application

Applies to all property owners who own land adjacent to road verges within any 50km/ph zones across the district

Significance

The Significance & Engagement Policy requires the Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issue, proposal, decision, or matter, in terms of its likely impact on, and likely consequences for:

- (a) The district or region;
- (b) Any persons who are likely to be particularly affected by, or interest in, the issue, proposal, decision, or matter;
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Policy provides at Schedule I a list of Waikato District Council's strategic assets that Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

While Schedule I identifies the roading network as a whole is considered to be a strategic asset.

(Also identified in Schedule I is "Reserves listed and managed under the Reserves Act 1977").

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, but not less than once every three years.

Policy Statements

That Council adopts the following policy for maintenance of grass verges outside residential properties in all urban areas of the district:

1. That the maintenance of all grass verges is the responsibility of the adjacent property owner.
2. That the Council continues to maintain the grass verges currently identified in existing reserve maintenance contract maps but undertake an annual review of those grass verges being maintained with a view of determining the reason for Council undertaking individual verge maintenance Unless by way of age or illness preventing verge maintenance, notice will be given that Council will cease maintaining the verge in accordance with this policy.
3. That the policy be implemented from 1st September 2016.
4. Urban area means – within the 50 km/ph areas only.

Open Meeting

To	Policy & Regulatory Committee
From	TN Harty General Manager Service Delivery
Date	13 June 2016
Prepared By	M Mould Waters Manager
Chief Executive Approved	Y
DWS Document Set #	1531840
Report Title	Review of Water Supply Policies

1. EXECUTIVE SUMMARY

Council has a number of policies relating to water supply that are due for review. The Water Supply Bylaw adopted by Council in 2014 has superseded some of these policies, however, some are still required.

It is important that Council maintains a water policy covering restricted water supplies and backflow prevention to fulfil obligations relating to public health protection and demand management. It is proposed to combine these into one water supply policy, along with other matters not covered by the bylaw, for simplicity.

2. RECOMMENDATION

THAT the report of the **General Manager Service Delivery** be received;

AND THAT the revised water supply policy is referred to Council for approval and the existing water supply policies **WDC 04/53/3/2**, **WDC1008/05/1/2**, **WDC05/33/1/3** and **WDC04/53/3/2** are rescinded.

3. BACKGROUND

The water supply policies in Table 1 are currently due for review. The policies come from both Waikato District Council and Franklin District Council. The policies cover:

- Backflow prevention
- Requirements for restricted flow supplies
- Transferring water allocations
- Water supply areas
- Requirements for new connections in rural areas

In 2014 a Water Supply Bylaw was adopted by Council which covers some of the aspects covered by the previous policies. The matters that are not covered by the bylaw, and are of material concern, can be covered in a single water policy.

4. DISCUSSION

Table 2 below outlines which sections of the existing policies have been transferred to the new combined water supply policy (Attachment 1) and which sections of those policies are no longer required.

Table 1 – Summary of Changes to Water Supply Policies

Old Policy Name	Sections transferred to new Water Supply Policy	Sections no longer required
Backflow Prevention Policy 2008 ex Franklin DC (WDC 04/53/3/2)	The introduction and principles sections in the Franklin DC policy have been amended to reflect current practice and be consistent with the policy section in the national WaterNZ Backflow Prevention Code of Practice.	Remainder of the Franklin DC document. This is very similar to the WaterNZ Backflow Prevention Code of Practice which Council staff and customers can refer to.
Flow Restrictor Removal and Reinstallation in Rural and Country Living Zones of the District Policy 2010 (WDC1008/05/1/2)	Sections 1, 2, 3, and 4.	Section 5 on callout charges not consistent with current fees and charges schedule.
Water Policy 2005 (WDC05/33/1/3)	Water Disconnection Policy - Rural Reticulated Water Schemes.	Sections 1&2 relating to new connections covered in Infrastructure Technical Specifications. Water Supply Areas covered in bylaw.
Transferring / Selling Water Allocations 2004 (WDC04/53/3/2)	Full policy	

5. CONSIDERATIONS

5.1 Consultation

As there are no changes to current practices proposed in the revised water supply policy no consultation or engagement is considered necessary.

5.2 Restricted Supplies

Restricted supplies are provided in several country living and rural areas in the district. Clear rules around restrictor removal and requirements for these supplies are not included in the Water Supply Bylaw. Regional Council resource consents and the Water Supply Agreement with HCC require Council to manage these supplies to avoid peak flows due to restrictor removal or system leaks.

5.3 Backflow Prevention

While the Water Supply Bylaw includes some information on backflow prevention requirements, further detail is required on Council's commitment to boundary backflow prevention to fulfil Council's obligations under the Health (Drinking Water) Amendment Act 2007. Some Councils have their boundary backflow prevention policy as an appendix to their Water Supply Bylaw (eg Hamilton City Council, Palmerston North City Council) and this could be considered next time the Water Supply Bylaw is reviewed.

6. CONCLUSION

Staff have assessed the water policies due for review and have combined all the sections still required into a single water policy. Minor clarification and formatting improvements have been made.

7. ATTACHMENTS

- Revised Water Supply Policy



Water Supply Policy

Policy Sponsor: Chief Executive
 Policy Owner: General Manager, Service Delivery
 Policy Number: WDC xxx

Approved By: Chief Executive
 Date Approved: 2016
 Next Review Date: 2021

Definitions

Council - The Waikato District Council and includes any officer authorised to exercise the authority of the Council.

Customer - A person who has obtained the right to use or direct the manner of use of water supplied by the Council to any premises.

Objective(s)

To outline requirements for restricted water supplies and boundary backflow protection not covered in the Water Supply Bylaw 2014 and subsequent amendments.

Application

The policy applies to all properties connected to a Waikato District Council (Council) Water Supply.

Policy Statements

I. Restricted Water Supplies

- I.1. Water supplies provided to properties in the Rural and Country Living Zones (refer to Schedule 3 Water Supply Area Maps Waikato District Council Water Supply Bylaw 2014) must be restricted, with appropriately sized flow restrictor to deliver the minimum water allocation of 1.8 cubic metres per day or a volume as agreed by Council.

Note: As at 1 July 2015 there are grandparented properties in rural areas on full pressure at the following locations:

Huntly

- Rotowaro Road
- Hetherington Road

Ngaruawahia

- Old Taupiri Road
- Duke Street

Previous Review Dates:

- Starr Road
- Kent Street
- River Road (Ngaruawahia end)

Te Kauwhata

- Wayside Road
- Traverse Road
- Scott Road
- Waerenga Road
- Te Kauwhata Road
- Hall Road
- Churchill East Road

Southern Districts

- Tauwhare Pa
- Gordonton Village
- Matangi Village

- 1.2. Properties identified without flow restrictors in Rural and Country Living zones of the District will be given twelve weeks written notice to install onsite water storage of a minimum volume of 22 cubic metres or the equivalent of at least 48 hours of average water use where this is greater than 22 cubic metres. Grandparented properties as detailed in 1.1 above are exempt. After this period Council shall install the appropriately sized flow restrictor.
- 1.3. New connections in grandparented areas in Southern Districts on full pressure will be required to have a restricted connection unless approved by Council.
- 1.4. Requests for removal of restrictors for building purposes will be granted on payment of a fee for the removal and reinstallation of the restrictor. The period without the flow restrictor will be limited to four months. The Customer must make arrangements to install onsite storage as per 1.2 above during this period.
- 1.5. Requests for removal of restrictors due to onsite storage tanks running dry are treated as follows depending on the cause:
 - a. Council fault – Council will remove the restrictor as soon as possible to enable the tank to fill, and re-install the restrictor once the tank is full, without charge to the Customer.
 - b. Fault on property (leaks, pump faults, etc.) – After staff investigation of the fault, the Customer may either request Council to remove the restrictor and reinstall to fill the tank, after the Customer has repaired the fault or the Customer shall make alternative arrangement to fill the tank. Restrictor removal and reinstallation charges will apply.
 - c. Tanks running dry during summer when the water consumption within the property is higher than the allocation. If capacity is available, the Customer may buy extra allocation to suit the consumption. Then Council will install an appropriately sized restrictor. Charges for removal and reinstallation of the restrictor shall apply.
- 1.6. Council allows Customers to apply for disconnection from the rural water supplies. No refund either in part or whole of any development contribution will be made. Such an application must state the alternative water source the consumer will rely on. Council charges those



property owners a disconnection fee to recover costs of effecting the disconnection. Should the owner wish to reconnect to a Council water scheme, reconnection fees will be charged.

- 1.7. Customers are allowed to transfer water allocations subject to following conditions:
- a. The initial property retains a 1.8 cubic metre allocation;
 - b. The transfer has to take place within the same water supply;
 - c. The new property to which water allocation is transferred or sold has to be located at a place where the Council is able to supply the allocation without further upgrading or extension works;
 - d. If upgrading or extension works are required then the Customer transferring the allocation has to pay up-front for the full cost of the upgrading or extension works; and
 - e. The Customer transferring the allocation has to pay for the connection cost to the new property and a transfer fee.

2. Boundary Backflow Protection

The Health (Drinking Water) Amendment Act 2007 guides water suppliers in respect to the development of a backflow prevention policy to protect the water supply. Council will achieve this aim through effective and efficient enforcement of the Water Supply Bylaw 2014, the Backflow Prevention Code of Practice and public education.

This backflow prevention policy outlines Council's commitment to the protection of the potable water.

- 2.1 To minimise the risk that the water supply once treated becomes contaminated, Council's policy is that an appropriate level of backflow prevention is provided on all water connections at the point of supply between the Customer and the water supplier.
- 2.2 The type of backflow prevention device to be used is dependent on the risk to the water supply posed by the Customer.
- 2.3 Generally domestic/ordinary use connections will have a non-testable dual check device and commercial/extraordinary use Customers will require a testable backflow prevention device at the point of supply.
- 2.4 Installation, maintenance, testing and replacement of boundary backflow prevention devices must be undertaken only by Council approved contractor or by Council staff who are appropriately qualified.
- 2.5 The installation and replacement details must be in accordance with Council's Engineering Standards and be as approved by Council.
- 2.6 Testable backflow prevention devices, whether owned by Council or the Customer, must be tested at least annually and after any maintenance. A test report must be submitted to the Council for the Customer owned devices.
- 2.7 Existing Extraordinary Supply connections, as defined by the Bylaw, without adequate backflow prevention are to be upgraded at the Customers' cost. These will be prioritised according to potential risk and Customers will be given the option to install the device or have Council install the device and pass on the cost.



- 2.8 Existing Ordinary Supply connections (domestic) as defined by the Bylaw without backflow prevention will be upgraded when the service valves or meters are replaced by Council (at no additional cost to the Customer).
- 2.9 When the ownership of a boundary testable backflow prevention device has been vested in Council, it will be maintained and replaced as required by Council at the Customer's cost.
- 2.10 Periodic surveying of existing connections will be undertaken to determine any change of use requiring upgrading of backflow prevention.
- 2.11 Enforcement where necessary will be as set out in the Water Supply Bylaw 2014.

Policy Review

This policy should be reviewed every 5 years.

Open Meeting

To	Policy and Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	18 July 2016
Chief Executive Approved	Y
DWS Document Set #	1573256
Report Title	Year-end report

I. EXECUTIVE SUMMARY

Introduction

This purpose of this report is to inform the Committee of year-end outcomes and business trends for the Customer Support Group. Whilst the higher level information sits within the Annual Report, it provides the opportunity for the Policy and Regulatory Committee to discuss operational aspect of the business. The Customer Support Group includes Building Quality, Consents, Regulatory (Animal Control, Environmental Health and Monitoring), Customer Delivery teams and Emergency Management. It comprises approximately 160 staff across these services.

The Group has faced an increasing workload, not only due to growth in the northern part of the district, but also because of legislative changes.

Customer Support Group Results

The full report on organisational achievements is in the Annual Report which will be presented to Strategy and Finance on 27 Spetember 2016. The Customer Support Group contributed to key organisational results.

Service Requests:

Achieved Response Target	Achieved Completion Target
94.4%	93.42%

LTP measures:

The Group achieved 15/20 of the LTP KPIs with three within 5% of achievement and two not achieved. The focus on this has improved the result considerably from last year.

Consents

Consent activity has increased by 33.5% over the last 12 months with 1000 resource consent applications received.

The duty planner service shows increased usage with an additional 766 enquiries responded to. In spite of this increase the customer response time has improved from 2.8 working days to 1.9 working days. This has been achieved by sharing the role amongst four rostered planners.

Indicator	14/15	15/16
No. of consent applications received (including designations)	749	1000
Compliance with 20 day timeframe	100% (av. Processing time 15.24 days)	100% (av processing time 13.6 days)
Net* increase in properties created by subdivision	Data not collected	612
Duty Planner enquiries	4012	4778

**This figure is derived from the total new properties in the rates database that were created by subdivision subtracting those properties ended by subdivision or by amalgamation due to subdivision.*

There were 568 more enquiries received regarding properties in 2015/16 compared with the previous year.

Indicator	14/15	15/16
LIM requests received	1530	1665
Property enquiries	1502	1935

Four key improvements to service are worthy of mention:

1. Established an E Newsletter for Consents & Building Units. First edition 'Growing Places' released on 25 July to cover the fourth quarter of 15/16.
2. Implemented a process to meet the 2015 RMA amendments that notified resource consent must be processed within 6 months.
3. Established a new role of Development Contribution Coordinator. Since the role has been filled the time taken to respond to DC review requests has reduced from 25.8 working days to 8.6 working days.
4. Established LIMs online service. From 31 May 2016 customers have been able to apply for LIMs online – we are already receiving 90% of requests online.

Building Quality

The growth in the district has significantly impacted on the Building Quality Team with annual increases from 2014/15 to 2015/16 as below:

Indicator	14/15	15/16
No. of Building Consents	1642	2004
No. of new dwellings	511	791
Value of Works	\$288,505,144.53	\$366,899,712.90
Compliance with 20 WD Timeframe (%)	99.9	95.5

The increase in the number of new dwellings places a significantly greater workload on the building consent processing team as these take approximately 4.5 times longer to process than other applications. The increase in workload has also had an impact on the capacity to provide inspections which means at present there is around a 4-6 day wait for an inspection. This, along with the increase in applications generally, equates to a 32% increase in workload. Two additional building review officer positions were recruited in March/April 2016. An additional building inspector was recruited in June 2016. It has been challenging to recruit new staff as their skills are in high demand within the wider industry. Regrettably this has impacted on our ability to meet the statutory 20 day processing timeframes and therefore on the level of customer service.

Animal Control

Animal Control continue to implement a more customer-centric approach to their service. This is called the 'Three E's' – engage, educate and then enforce which has resulted in less customer complaints and an increase in satisfaction levels over the last three years (55% □ 61% □ 69%). The staff undertook 36 education visits to community groups or schools and prepared the ground for the 'Dogs in Libraries' programme to commence in August of this financial year.

Indicator	14/15	15/16
No of registered dogs	13654	14147
Reports of aggressive dogs	225	286
No. infringements issued	808	784
No. of dogs:		
- Impounded	1254	1205
- Released	588	545
- Euthanised	478	397
- Adopted	118	263

The new Dog Control Policy and Bylaw was implemented in 2015.

Environmental Health

Environmental Health were required to implement the introduction of the new Food Act which came into effect on 1 March 2016. They developed a new system to manage applications under the Act and in the spirit of customer engagement held workshops in Tuakau and Ngaruawahia to assist food businesses in their transition to the new act. They have also provided one-on-one transition mentoring for food businesses.

Indicator	14/15	15/16
Alcohol license applications	341	316
District Licensing Committee (DLC) hearings	13	10
Inspected premises that are licensed to sell alcohol	53	108
Registered food premises	251	260
Carried out inspections of food/health premises	300	321
Received excessive noise complaints (85% responded to within LTP timeframes)	1118	1246
Processed requests for contaminated land property information (HAIL reports)	97	291

The Environmental Health team has lifted their level of customer engagement with informative articles in The Link, workshops in Ngaruawahia, Huntly and Tuakau for alcohol licencing and participation in the Raglan Alcohol Accord workshop. They regularly meet with the Police and the DHB to discuss alcohol matters.

Monitoring

The role of the monitoring team is primarily to monitor consent holders compliance with resource consent conditions. They are responsible for monitoring compliance with the Rangiriri, Huntly and Hamilton expressway construction. In addition to this they:

- Monitored the Vodafone Cable project at Raglan
- Monitored the Puke Coal site and provided advice during the sanitary landfill consent hearing and appeal process
- Advised on the Huntly Gun Club relocation project
- Monitored the development of Northgate Industrial Park

They have led the review of the Public Places Bylaw (consolidating 5 bylaws) and developed the Freedom Camping Bylaw 2016. They are responsible for enforcing particular bylaws (e.g. Public Places Bylaw)

Type of Activity	12/13	13/14	14/15	15/16
Consents monitored	901	1064	1005	1084
RMA infringements	9	10	14	13
Litter complaints	427	468	563	616
Parking infringements	984	2469	2772	3417

Customer Delivery

Libraries

All of our libraries are well-patronized and seen as community hubs in each location. The introduction of late night opening has engaged our customers. Library utilisation continues to increase and the library tablets (self led educational tools) and availability of WIFI at library sites contributes to this, with particularly high usage after school by students.

Between 50 and 100 customers can be expected at any site on any given late night service. The programme has been gradually rolled out with Te Kauwhata and Huntly are yet to commence the service.

The library stock is now rotated across all six sites ensuring each library has refreshed material for customers.

Libraries are engaging with customers through initiatives such as the SKOOB and Toddler Time Programmes, Matariki writing and art competition and Dogs in Libraries.

Type of Inquiry	14/15	15/16
New Memberships	1736	1948
Footfall	363931	351572
Internet sessions (excludes WIFI)	55394	60782

The slightly reduced footfall is due to the closure of Ngaruawahia Library for upgrade for approximately two months last winter and the absence of door counters in the temporary location.

Contact Centre

The contact centre is the first point of contact for telephone customers. They also support the customer utilisation of online services and email inquiries (info@waidc). Contact centre staff aim to answer as many customer queries as possible at the first point of contact. A score of 62% was achieved. Our success with this requires other council teams to keep the contact centre well-informed.

Type of Inquiry	14/15	15/16
Phone	107965	114682
Email (info@)	5425	7532
Online services (request it)	435	1567
Online dog registrations	201	496

The figures show significant increases in the info@ and request it services via the website.

Emergency Management

Disaster response capability

Civil Defence and Emergency Management (CDEM) training has been ongoing throughout the year. More than 100 council staff are now trained and capable of forming teams to operate and support the district's Emergency Operations Centre (EOC). About one third of these personnel have undertaken intermediate level CDEM training and some have completed advanced training. We also ran a successful council training exercise to test our standard operating procedures in the EOC.

The CDEM coordinator has helped facilitate the completion of four community response plans, and there are four more in development. We've also started discussions with other communities to help identify and bring together a local group prepared to take responsibility for this important function to ensure their community is ready to manage the first 72 hours of an emergency.

WDC took part in an annual North Island Red Cross exercise in September, and we promoted and took part in the Ministry of Civil Defence and Emergency Management's 'Get Ready Get Thru' public campaign in October. This included support for the innovative Waikato Civil Defence three-day 'Disaster House', publicised on social media, in which three young people showed what it was like to survive three days on whatever they could grab from their homes in 10 minutes.

Business resilience

Having completed our district's Civil Defence Emergency Management Plan the previous year, this year we developed a 'recovery' plan for rehabilitation after a disaster. This includes how we prioritise and restore our critical infrastructure and services such as water and roading. We undertook a training exercise to test the plan and will continue to refine our capability to improve our business resilience in case of a civil emergency.

A commissioned assessment of tsunami risk on the district's west coast was completed and concluded that Port Waikato, Raglan Harbour and Aotea Harbour are at low risk of inundation, but tsunami waves would produce potentially dangerous currents that would persist for many hours, particularly at the entrance to each harbour.

We continued to maintain good working relationship with local emergency services, the Waikato District Health Board, NZ Red Cross, local Lions groups and the Ministry of Social Development who will be key partners in an emergency and recovery.

2. RECOMMENDATION

THAT the report from the General Manager Customer Support - Year-end report be received.

Open Meeting

To	Policy and Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	20 July 2016
Prepared by	Craig Birkett Monitoring Team Leader
Chief Executive Approved	Y
DWS Document Set #	1568741
Report Title	Designation of parks for electric charging station

I. EXECUTIVE SUMMARY

Council has received a request from WEL Networks for Council to support the placement of a charging station for electric vehicles in Raglan CBD. WEL Networks has requested that two carparks in one of Council's parking areas be dedicated to electric vehicles. The area that has been identified as being most suitable for the placement of the charging station carparks is currently used for permit parking and is situated behind the current visitor sign on Bow Street beside the Raglan town hall.

The Waikato District Council Public Places Bylaw 2016 (public places bylaw) states that Council may by resolution allow only certain vehicles to use a parking space. The restriction on the use of that parking space is required to be identified by the placement of prescribed signs. In order to designate the proposed carparks a change will be required to Schedule 1 and Map 3 of the public places bylaw.

This report is to advise the committee of the request that has been received from WEL and highlight the need to change the parking schedule in Raglan to designate parks for electric vehicles if the proposal is considered acceptable. Although no decision on the request is required at this time, a recommendation report will be submitted to the Council in September, once the proposal has been discussed with all relevant stakeholders. Any preliminary comments that the Committee has on this proposal will be welcomed.

2. RECOMMENDATION

THAT the report from the Group Manager Customer Support be received.

3. BACKGROUND

WEL Networks (WEL) has requested that Council support the placement of a high speed electric vehicle charger in Raglan (Attachment 1). WEL has asked that the charger be placed in a Council carpark area. Following a review of potential sites in Raglan it has been identified that the first two carparks in the current permit parking zone (behind the visitor sign) is the most appropriate location. This location has been marked on the map in Attachment 2.

In order to ensure that these parks are available for electric vehicles WEL has requested that they be dedicated carparks with a 60 minute time limit so that they are not occupied by one electric vehicle all day.

The Waikato District Council Public Places Bylaw 2016 (public places bylaw) allows Council to define the vehicles or classes of vehicle that may be entitled to use any parking place and the conditions under which a parking place may be used. A change to the Schedule of the public places bylaw will be required to designate these parks for sole use of electric vehicles. This amendment to the Schedule of the bylaw can be made by a resolution of Council.

In their letter to Council WEL provides addition information regarding the charging station and have stated that there will be no cost to Council. All ongoing costs including maintenance and supply of electricity will be met by WEL.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The area that has been identified as the most suitable for the charging station is in an area that is used for permit parking. The permit parking area is currently used by the Community House, Plunket, and the Raglan Community Radio Station. These permit holders are being contacted and informed of the requested change and resulting reduction of available parks in this designated area.

The building that is on the site is leased by Plunket. The lease includes an area of 1 meter around the building. The location of the chargers will be outside this area.

The carpark does not currently have any road markings or signs. In order to allow for maximum utilisation of the area, the only carparks that are proposed to be marked are the electric car parking bays.

If the parking restriction is put in place signage will need to be placed stating that only electric vehicles will be able to park in those designated spaces.

An amendment to Schedule 1 and Map 3 of the public places bylaw will be necessary in order to designate the carparks for electric vehicles.

This is an opportunity for a charging station to be located in Raglan and for information about the use of electric vehicles in Raglan to be collected. Councils Roding Manager

supports the designation of these car parks and has identified that this will provide Council with information about use of electric vehicles in Raglan.

The costs associated with the placement and maintenance of the charging station will be met by WEL. In order to ensure that there is clarity around the placement of the charging station an agreement would need to be entered into between Council and WEL Networks. If the committee is supportive of the proposal an agreement will be drafted.

This designation needs to be considered within the wider context of Raglan parking.

5. CONSIDERATION

5.1 FINANCIAL

Any expenses in marking this area and placing signage will be met from existing budgets.

5.2 LEGAL

In order to designate the car parks for use by electric vehicles only a change to Schedule 1 and Map 3 of the public places bylaw is required. This can be done by resolution of Council as provided for in clause 41 of the bylaw.

In order to ensure that the use of the area and charger is clear an agreement will be entered into between Council and WEL networks.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This decision does not trigger the Significance & Engagement Policy.

The Raglan Community Board has been advised of the proposal and comment on it will be provided to the committee at the next meeting.

6. CONCLUSION

This report is to inform the committee of the request received from WEL and obtain preliminary guidance on the committee's views. If the committee is interested in pursuing the proposal further work will be carried out to understand the views of key stakeholders, draft an agreement and suggest changes to the public places bylaw.

7. ATTACHMENTS

Attachment 1: Letter regarding proposed High Speed Electric Vehicle Charging Station.

Attachment 2: Map 3 identifying the location of the proposed car parks.



13 June 2016

Ref: 6988691

Wayne Furlong
Roads Asset Management Team Leader
Waikato District Council
Private Bag 544
Ngaruawahia 3742

Dear Wayne

HIGH SPEED ELECTRIC VEHICLE CHARGING STATION, RAGLAN

We are starting to see the emergence of electric vehicles (EV) on our roads. While still in its infancy with around 1300 EV's and 8 different models available, we do expect EV's to significantly grow in numbers over the coming years and become the main stream transport option in the future. The recent announcement of the Governments Electric Vehicle Programme will assist in the growth of EV's in New Zealand.

WEL is keen to learn and understand the impacts of electric vehicles and how it will affect our electricity network. The best way to achieve this understanding is to embrace this technological change.

We know the two key issues for EV's are range (now in excess of 150km per charge) and access to fast charging systems. These fast charger systems require a specific size electricity supply connection that will limit or determine future commercial locations.

WEL, in conjunction with ABB, installed a fast charger (the first in the Waikato) for public use at WEL's offices in Te Rapa (picture attached) which has seen regular use since its connection. WEL is now embarking on a programme to install four more demonstration ABB EV fast chargers in the Waikato region. Two of the proposed sites for the fast chargers are within the Waikato District Councils area: WEL's substation by the motorway in Te Kauwhata and the Raglan CBD.

The proposed Raglan CBD site supports the future growth of tourism in the region and will bring additional economic benefits to the community over time.

The proposed site is either the car park in front of the Plunket Facility in the main street or the first car park in the permit area behind the Visitor sign (Pics attached).

Key aspects of the EV fast charger location:

1. Strategically placed close to a WEL main distribution connection and telecommunications communications network
2. A high public profile and easy to find for motorists in the CBD
3. The charger would be installed beside a dedicated car park or on the footpath edge
4. The car park will need to be dedicated for this purpose with appropriate signage.
5. Proposed installation would be in three months' time
6. A fast charge will take about 15 minutes for an 80% charge
7. Once installed the Raglan location will form part of the national EV charging network that can be found on the web or via the cell phone app PlugShare
8. There will be no cost to Council
9. The charger is expected to remain on site for at least 10 years
10. WEL will be responsible for maintaining the unit
11. The units are completely safe and will not become active until they are physically connected to a vehicle
12. The ABB charger supports the range of EV's available in NZ

While the chargers are very expensive, circa \$50K, there will be no cost to the motorist for charging initially but at some point we will activate a charging system to be able to recover some of the cost.

As we learn more about these fast chargers and how they operate we are happy to share information with Council. WEL may also look at installing a CCTV camera to cover the charger / car park for security purposes only.

We see this as a positive story for our community and would welcome discussions with Council for these communications.

WEL is seeking the Councils' support and approval to proceed. Should you have any questions please let me know. I look forward to your response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jack Nannes', with a long horizontal flourish extending to the right.

Jack Nannes

Business Development Manager





Google earth



Proposed Car Park A



Google earth



Proposed Car Park B



Legend	
	Bus Stop
	Car and Boat Trailer
	Disabled
	Electric Vehicle
	Loading Zone
	No Limit
	No Parking
	P15
	P30
	P60
	P120
	Reserved
	Taxi

Schedule I

Waikato District Parking Restrictions

Pursuant to the Land Transport Act 1998 **Council Hereby Declares** the following parking, standing, and stopping restrictions, limitations, and prohibitions apply to any vehicle or specified class or description of vehicle on any road, or portion of a road, or other area, controlled by the Council, and specified as follows:

Unless otherwise stated, time limits specified in this schedule shall apply between the hours of 8:00am and 6:00pm – daily except public holidays.

TIME LIMITED PARKING AREAS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
MAXIMUM PARKING TIME LIMIT 120 MINUTES		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and twenty minutes, on any of the following roads or portions of road	All vehicles.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Shand Lane ii) Any part of Station Place iii) Apart of Venna Fry Lane
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Galileo Street ii) Any part of Martin Street iii) Any part of Newcastle Street
		<p>Raglan Community The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> i) Any part of Bow Street (as identified on Map 3) ii) Any part of Wallis Street (as identified on Map 3) iv) Any part of Wallis Street - Raglan Wharf (as identified on Map 4) v) Any part of Bankart Street (as identified on Map 3)

MAXIMUM PARKING TIME LIMIT 60 MINUTES	All vehicles	Huntly Community (as identified on Map 1) i) Any part of Venna Fry Lane iii) Any part of Shand Lane iv) Any part of Mine Square (BNZ Carpark) v) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than sixty minutes, on any of the following roads or portions of road		Ngaruawahia Community (as identified on Map 2) i) Any part of Jesmond Street
MAXIMUM PARKING TIME LIMIT 60 MINUTES (contd)	All vehicles	Raglan Community (as identified on Map 3) The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays: i) Any part of Bow Street ii) Any part of Wainui Road iii) Any part of Wi Neera Street iv) Any part of Wallis Street
MAXIMUM PARKING TIME LIMIT 30 MINUTES	All vehicles	Huntly Community (as identified on Map 1) i) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than thirty minutes, on any of the following roads or portions of road		Raglan Community (as identified on Map 3) The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays: i) Any part of Bow Street ii) Any part of Wainui Road
MAXIMUM PARKING TIME LIMIT 15 MINUTES	All Vehicles	Huntly Community (as identified on Map 1) i) Any part of Main Street
No person shall allow any vehicle to stop, stand or park for a longer period than fifteen minutes, on any of the following roads or portions of roads.		Ngaruawahia Community i) Any part of Great South Road

		<p>Raglan Community The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> i) Any part of Bow Street (as identified on Map 3) ii) Any part of Raglan Wharf (as identified on Map 4)
<p>MAXIMUM PARKING TIME LIMIT 5 MINUTES</p>	<p>All vehicles</p>	<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Great South Road
<p>No person shall allow any vehicle to stop, stand or park for a longer period than five minutes, on any of the following roads or portions of road</p>		

SPECIAL PARKING AREAS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
PERMIT ONLY PARKING AREAS		
The following portions of roads are hereby constituted as reserved or permit-only parking areas and no person except those who have been issued with a relevant permit shall allow any vehicle to stop, stand or park in these parking spaces or areas.	All Vehicles except those displaying relevant parking permits.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Venna Fry Lane and the carpark between the railway overbridge and No. 178 Main Street ii) Any part of Shand Lane iii) Any part of Mine Square (BNZ Carpark) iv) Any part of Station Place
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Bow Street - any part of the carpark located on the eastern side of the Town Hall
DISABLED PARKING AREAS		
The following portion of roads are hereby constituted as disabled parking areas for the exclusive use of any disabled person. No person, except those holding and displaying an Operation Mobility Concession Card on the inside of their vehicle, shall stop, stand or park any vehicle in these parking spaces or areas.	All Vehicles except those clearly displaying Operation Mobility Concession Card.	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Main Street ii) Any part of Venna Fry Lane or the carparks accessed from Venna Fry Lane iii) Any part of Shand Lane iv) Any part of Mine Square (BNZ Carpark)
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Jesmond Street ii) Any part of Galileo Street iii) Any part of Newcastle Street
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Any part of Bow Street ii) Any part of Wainui Road iii) Any part of Wallis Street iiii) Any part of Wi Neera Street

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
EMERGENCY VEHICLE PARKING AREAS		
The following portions of roads are hereby constituted as reserved for emergency service vehicles only and no person shall allow any vehicle other than an emergency service vehicle to stop, stand or park on any of the following roads or portions of roads 24 hours a day.	All Vehicles except emergency vehicles.	<p>Raglan Community</p> <p>i) Any part of Raglan Wharf as indicated on Map 4</p>
TAXI STANDS		
The following portions of roads are hereby constituted as a taxi stand and no person shall allow any vehicle other than a clearly identified taxi to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except taxis	<p>Huntly Community (as identified on Map 1)</p> <p>i) Any part of Main Street</p>
		<p>Ngaruawahia Community (as identified on Map 2)</p> <p>i) Any part of Jesmond Street</p>
BUS STOPS		
The following portions of roads are hereby constituted bus stops and restricted to use for stopping, standing or parking by Large Passenger Vehicles and no person shall allow any other vehicle to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except Buses	<p>Huntly Community (as identified on Map 1)</p> <p>i) Any part of Main Street</p>
		<p>Ngaruawahia Community (as identified on Map 2)</p> <p>i) Any part of Great South Rd (SH1)</p>
		<p>Raglan Community (as identified on Map 3)</p> <p>i) Any part of Bow Street</p>

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
LOADING ZONES		
The following portion of road is hereby constituted as a loading zone and no person shall allow any vehicle, except a Goods Vehicle, to stop, stand or park on any of the following roads or portions of roads.	All Vehicles – Except Goods Vehicles	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Main Street ii) Any part of Venna Fry Lane <p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Jesmond Street <p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Any part of Bow Street
CAR AND TRAILER PARKING AREAS 48 HOURS		
The following portions of roads are hereby constituted as reserved for the parking of cars with boat trailers only and no person shall allow any vehicle other than a car and boat trailer to stand or park, on any of the following roads or portions of roads. A car and trailer is only permitted to park in these areas for a maximum of forty eight hours (2 days).		<p>Raglan Community</p> <ul style="list-style-type: none"> i) Raglan Wharf (as identified on Map 4)
<u>ELECTRIC VEHICLES P60 Minutes</u>		
<u>The following portions of roads are hereby constituted as reserved for the parking of electric cars only and no person shall allow any vehicle other than an electric car, on any of the specified parking areas. An electric vehicle is only permitted to park in these areas for a maximum of 60 minutes.</u>	<u>All Vehicles – Except electric vehicles</u>	<p><u>Raglan Community (as identified on Map 4)</u></p> <ul style="list-style-type: none"> <u>i) Bow Street - any part of the carpark located on the eastern side of the Town Hall</u>

PARKING PLACES

Type of Restriction	Applicable to: (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
PARKING PLACES OR PARKING AREAS		
The following portions of road or land are hereby constituted as parking places or parking areas.	All Vehicles	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Main Street ii) Shand Lane iii) Station Place iv) Mine Square (BNZ Carpark) v) Venna Fry Lane
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Jesmond Street ii) Galileo Street iii) Market Street iv) Newcastle Street v) Newcastle Street Carpark vi) Martin Street vii) Great South Road
		<p>Raglan Community (as identified on Maps 3 and 4)</p> <ul style="list-style-type: none"> i) Bow Street ii) Wainui Road iii) Wi Neera Street iv) Bankart Street v) Wallis Street (western end) vi) Wallis Street (eastern end) vii) Raglan Wharf

NO STOPPING RESTRICTIONS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
NO STOPPING OR PARKING AT ALL TIMES		
<p>The following portions of roads are hereby constituted as no stopping areas and no person shall allow any vehicle to stop, stand or be parked whether attended or unattended in any of the following ‘No Parking’ areas where a traffic sign is erected or marked on the road (in accordance with the provisions of the Land Transport Rule “Traffic Control Devices 2004”), except in conformity with the terms of any prohibition, limitation or restriction applying to that zone. This restriction shall apply 24 hours a day unless otherwise stated.</p>	All Vehicles	<p>Huntly Community (as identified on Map 1)</p> <ul style="list-style-type: none"> i) Any part of Venna Fry Lane ii) Any part of Civic Place iii) Any part of Main Street iv) Any part of Station Place v) Any part of Shand Lane vi) Any part of Mine Square (BNZ Plaza)
		<p>Ngaruawahia Community (as identified on Map 2)</p> <ul style="list-style-type: none"> i) Any part of Jesmond Street ii) Any part of Market Street iii) Any part of Lower Waikato Esplanade iv) Any part of Galileo Street v) Any part of Great South Road vi) Any part of Martin Street
		<p>Raglan Community (as identified on Map 3)</p> <ul style="list-style-type: none"> i) Any part of Bow Street ii) Any part of Wi Neera Street iii) Any part of Cliff Street iv) Any part of Wallis Street vi) Any part of Wainui Road (including Helipad Area) vii) Any part of Bankart Street vi) Any part of Wallis Street/Raglan Wharf (as identified on Map 4)

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	4 August 2016
Prepared by	Tracey King Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	1573898
Report Title	2016 Meeting Calendar

1. EXECUTIVE SUMMARY

A monthly report is provided on the meeting calendar. Recent changes are incorporated so that Councillors are kept up to date.

2. RECOMMENDATION

THAT the report from the Chief Executive – *2016 Meeting Calendar* - be received.

3. BACKGROUND

Council has already approved a meeting timetable for 2016. It was agreed that I would provide a monthly update on the meeting calendar including as much relevant information as possible.

The Council timetable is, of course, unclear after the 2016 elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

As discussed, Councillors should rely on the latest calendar and dispense with previous copies.

The workshop schedule for the remainder of the year is as follows:

AUGUST 2016

Monday 8 August	Tuesday 9 August
Discretionary & Funding 9am – 11.30am Lunch 12pm Citizenship 12.30pm Council Meeting 1.15pm	Infrastructure 9am – 12.30pm
Tuesday 16 August	Tuesday 23 August
Policy & Regulatory 9am – 12pm Lunch 12pm Workshops 12.30pm – 3.30pm <ul style="list-style-type: none"> ▪ District Plan Review: 12.30pm – 2.30pm convened by Sandra Kelly ▪ S17A Introduction/Overview: 2.30pm – 3pm convened by Donna Rawlings/Vishal Ramduny 	Strategy & Finance 9am – 12.30pm Lunch 12.30pm Workshops 1pm – 4pm <ul style="list-style-type: none"> ▪ Rules in the District Plan: 1pm – 2pm convened by Sandra Kelly ▪ Seal Extension: 2pm – 3pm convened by Chris Clarke ▪ Post Election Induction Timetable and Content Debrief: 3pm – 4pm convened by Shelley Monrad

SEPTEMBER 2016

Tuesday 6 September	Monday 12 September
Workshops 9am – 12pm <ul style="list-style-type: none"> ▪ District Plan Review 9am – 12pm convened by Damon Mathfield 	Workshops 9am – 12pm <ul style="list-style-type: none"> ▪ Economic Development Strategy Plan 9am – 9.45am convened by Clive Morgan ▪ District Plan Review 10am – 12pm convened by Damon Mathfield Lunch 12pm Council Meeting 1.15pm
Tuesday 13 September	Tuesday 20 September
Infrastructure 9am – 12.30pm	Policy & Regulatory 9am – 12pm Workshops 1pm – 4pm <ul style="list-style-type: none"> ▪ District Plan Review 1pm – 4pm convened by Damon Mathfield
Tuesday 27 September	
Strategy & Finance 9am – 12.30pm Lunch 12.30pm Audit & Risk 1pm – 3pm	

4.2 OPTIONS

Council could choose to approve the calendar or not. The idea of providing a monthly update is beneficial because there are a number of changes that arise on a regular basis. The calendars provide the most up to date information that we have but will not take account of short notice events.

5. CONSIDERATION**5.1 FINANCIAL**

Nil.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The report is about keeping Councillors informed and up to date with regards to forthcoming meetings and workshops. Items discussed will cover a range of community outcomes and one or more of the four well beings.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This report is for information only and to keep Council informed.					

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

6. CONCLUSION

Council is being asked to receive and review a monthly update on the meeting calendar for the remainder of 2016.

7. ATTACHMENTS

Nil.

Open Meeting

To	Policy and Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	4 August 2016
Prepared by	Beryl McCauley
Chief Executive Approved	Y
DWS Document Set #	1573759
Report Title	Delegated Resource Consents Approved for the months of June and July 2016

1. EXECUTIVE SUMMARY

This report gives information relating to all delegated Resource Consents processed for the months of June and July 2016 excluding hearings

2. RECOMMENDATION

THAT the report of the General Manager Customer Support – Delegated Resource Consents Approved for the months of June and July 2016 - dated 4 August 2016 be received.

3. APPOINTMENT OF COMMISSIONERS

There were no Commissioners appointed for the months of June and July

4. ATTACHMENTS

Delegated Authority Reports - attached

Delegated Authority Report ^{L38}

Period from 1 June 2016 to 30 June 2016

Awaroa ki Tuakau		Ward Total: 46		
Applicant	ID No	Address	Details	Decision
Bromley Park Hatcheries Limited	LUC0364/16	115 Brown Road TUAKAU	To undertake earthworks to create six level building platforms for the construction of six rearing sheds to expand a existing poultry farming activity which involves undertaking earthworks within the 30m development setback of a stream and also within the riverbed of a stream within the Rural Zone.	Granted
NC Tran Limited	LUC0391/16	60 Hillpark Drive POKENO	Undertake earthworks (1.6m) which exceed the permitted depth of 1.5m in the Residential 2 Zone.	Granted
W G Ralph	LUC0399/15	39 Millstone Lane POKENO	Construction of a dwelling that encroaches the front yard setback, wastewater field and water tanks which encroach the wetland setback and associated earthworks which exceed the permitted volume, area and cut height.	Granted
Venture Developments Limited	LUC0432/16	20 Hillpark Drive POKENO	Undertake earthworks over the permitted 100m ³ and to construct a dwelling that encroaches the 3m permitted yard in the Residential 2 Zone.	Granted
A E Cossey	LUC0440/16	215A Bald Hill Road WAIUKU	To undertake earthworks in the Rural Zone that exceed the maximum permitted cut depth.	Granted
K A Olliver, R J Olliver	LUC0454/16	4 Craighall Court POKENO	Construct a residential home where earthworks exceeds 100m ³ in volume and retaining walls within the yard setbacks in the Residential 2 Zone	Granted
Pokeno Village Holdings Limited	LUC0468/16	71 Hitchen Road POKENO	To authorise the use and development of the site for Light Industrial activities on the land zoned Residential 2	Granted
J Cheema	LUC0481/16	44 Hillpark Drive POKENO	Undertake earthworks (1.8m) which exceed the permitted depth of 1.5m in the Residential 2 Zone.	Granted
J A Tilyard	LUC0484/16	44 Moira Drive TUAKAU	To construct a residential dwelling where the garage encroaches (5m) on the permitted 6m garage setback in the Residential Zone.	Granted
A R Speight, C J Goldsmith	LUC0488/16	24 Johnson Street TUAKAU	To carry out earthworks to prepare a building platform for a new dwelling in the Rural Residential Zone, where the earthworks exceed the maximum permitted volume, maximum permitted cut depth and maximum permitted importation of clean fill volume.	Granted
Ashcroft Developments Limited	LUC0489/16	33A Raithburn Terrace POKENO	Undertake earthworks that exceeds the permitted volume in the Residential 2 Zone	Granted

Delegated Authority Report ¹³⁹

Period from 1 June 2016 to 30 June 2016

Smart Environmental Limited	LUC0498/16	100C Bollard Road TUAKAU	Establish a Recycling Depot in the Business Zone	Granted
G W Bovill	LUC0500/16	28A Elizabeth Street TUAKAU	To construct an integral garage and carport within the permitted building setbacks from the road boundary and to exceed permitted activity requirements relating to site coverage.	Granted
GJ Gardiner Homes Limited	LUC0503/16	47 Hillpark Drive POKENO	To construct a dwelling that exceeds building coverage and earthworks that exceed the permitted volume that requires a retaining wall that encroaches into a side yard in the Residential 2 Zone.	Granted
D S McNaughton	LUC0508/16	203 Buckville Road PUKEKOHE	Landuse Consent processed in conjunction to SUB0127/16	Granted
Mike Greer Homes Auckland Limited	LUC0510/16	4 Glenkirk Crescent POKENO	Undertake earthworks exceeding 100m ³ to provide a building platform in the Residential 2 Zone.	Granted
M R Wright	LUC0516/16	31 Raithburn Terrace POKENO	To construct a single storey dwelling that requires earthworks to create a suitable building platform that will exceed the permitted volume of 100m ³ by 394m ³ (494m ³) and the maximum depth of cut is 2.5m exceeding the permitted depth of 1.5m.	Granted
S N Yearbury, J F Yearbury	LUC0528/16	233E Pinnacle Hill Road BOMBAY	To undertake earthworks associated with the construction of an in ground swimming pool were the maximum cut exceeds the permitted depth in the Rural Zone.	Granted
Shivamaniket Holdings Limited	LUC0530/16	39 Great South Road POKENO	Planning Certificate of Compliance for the sale of liquor for an Off Licence in the Business Zone	Approved
M T Clark, T Clark	LUC0531/16	4A Craighall Court POKENO	To construct a building within the permitted building setbacks in the Residential 2 Zone.	Granted
T Clark, M T Clark	LUC0532/16	4B Craighall Court POKENO	To construct a building within the permitted building setbacks in the Residential 2 Zone.	Granted
T Clark, M T Clark	LUC0533/16	4C Craighall Court POKENO	To undertake earthworks and construct a building which exceed within the permitted earthwork standards and building setbacks in the Residential 2 Zone.	Granted
Pokeno Village Holdings Limited	LUC0534/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 1 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0535/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 2 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0536/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 3 that contains Light Industrial Zone land for residential activities.	Granted

Delegated Authority Report ¹⁴⁰

Period from 1 June 2016 to 30 June 2016

Pokeno Village Holdings Limited	LUC0537/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 4 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0538/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 5 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0539/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 6 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0540/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 7 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0541/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 8 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0542/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 9 that contains Light Industrial Zone land for residential activities.	Granted
G R Sta. Ana	LUC0545/16	30 Raithburn Terrace POKENO	To construct a single storey dwelling that requires earthworks to create a suitable building platform. The earthworks exceed the permitted volume of 100m ³ by 36.4m ³ (136.4m ³).	Granted
Pokeno Village Holdings Limited	LUC0551/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 32 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0552/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 33 that contains Light Industrial Zone land for residential activities.	Granted
Pokeno Village Holdings Limited	LUC0553/16	66 Hitchen Road POKENO	To authorise the use and development for Lot 37 that contains Light Industrial Zone land for residential activities.	Granted
B L Green, R J Green	LUC0558/16	57B Irish Road POKENO	To construct a garage in the Rural Zone that encroaches into the front yard setback.	Granted
RCR Properties Limited	SUB0022/16	32 Parker Lane PUKEKOHE	Undertake an Environmental Lot subdivision creating two additional lots through the protection of a Qualifying Natural Feature within the Environmental Enhancement Overlay Area.	Granted
S O Jang, Y G Bag	SUB0063/16	6 Irish Road POKENO	Undertake subdivision on the basis of the provisions for existing intensive rural activities (greenhouses) to create 2 additional lots, in the Rural Zone	Granted
J I Blackwood	SUB0088/16	159 Baird Road POKENO	To transfer a rural lot development right from a property inside the Southern Rural Management Area into a property inside the Hunua Rural Management Area, both subject properties being outside the EEOA	Granted
Nguon Developments Limited	SUB0089/16	29 S Hwy I BOMBAY	To create three allotments from an existing certificate of title (two additional lots) in the Residential 2 Zone.	Granted

Delegated Authority Report ¹⁴¹

Period from 1 June 2016 to 30 June 2016

D S McNaughton	SUB0127/16	203 Buckville Road PUKEKOHE	Carry out a transferable rural lot subdivision by the transfer one consented lot and one consented notional environmental lot (created off-site) and undertake boundary adjustment in the Rural Zone, on land where a HAIL activity has been identified.	Granted
G S Yelchich	SUB0151/16	Butchers Bridge Road WAIUKU	Undertake a boundary adjustment and subdivision in the Rural Zone via the transfer of one consented lot with both donor and receiver lots outside the EEOA.	Granted
Pokeno Village Holdings Limited	SUB0155/16	71 Hitchen Road POKENO	Undertake a subdivision that creates one industrial lot within the Light Industrial and Residential 2 Zone	Granted
R E Ghisi	SUB0158/16	3A Booth Crescent TUAKAU	Undertake a two lot subdivision from one certificate of title around two existing attached dwellings in the Residential Zone	Granted
M A Salter, G K Jensen	SUB0167/16	252 Waiuku-Otaua Road WAIUKU	To transfer one rural lot right outside of the Environmental Enhancement Overlay Area (EEOA) to a lot located in the Rural Zone, also outside the EEOA, creating one new lot and one balance lot.	Granted
Exception Limited	SUB0168/16	353 Harrisville Road PUKEKOHE	To carry out a transferable rural lot subdivision in the Rural Zone by the transfer of one consented notional environmental lot (created off-site), on land where a HAIL activity has been identified and where the Right of Way does not meet the minimum required width.	Granted

Eureka **Ward Total: 8**

Applicant	ID No	Address	Details	Decision
NZ Transport Agency	DES0029/13.07		Outline Plan for Ryburn Road Extension and Site Access Track to Site Office	Processing
B P Kinney	LUC0457/16	163 Craig Road NEWSTEAD	To construct a dwelling that encroaches the western (side) boundary and the northern (side) boundary and to construct a shed and water tanks which encroach the northern (side) boundary.	Granted
J W L Brennan, C P Brennan	LUC0477/16	22 Nicholls Road TAUWHARE	Construction of a new dwelling within the Hauraki Gulf Catchment Area where the earthworks are within the permitted thresholds of the underlying Rural Zone.	Granted
M A Eman	LUC0487/16	406 Tauwhare Road MATANGI	Operation of a commercial office and product sales within an existing dwelling within the Rural Zone	Granted
J Lea	LUC0492/16	62B Eureka Road EUREKA	To undertake earthworks within the Hauraki Gulf Catchment Area in order to provide a suitable building platform for a new dwelling, attached garage and driveway.	Granted

Delegated Authority Report ¹⁴²

Period from 1 June 2016 to 30 June 2016

D G McNae	LUC0563/16	581 Matangi Road MATANGI	Construction of a shed that will encroach upon the eastern (side) and southern (side) boundaries.	Granted
M F Roach	SUB0171/16	150 Schollum Road EUREKA	To realign the existing boundaries between two existing CFRs that are held under separate ownership within the Rural Zone	Granted
Matangi Farm Lands Limited	SUB0236/08.04	406 Tauwhare Road MATANGI	S127 to change conditions of Consent to close an existing vehicle entrance and amend the length of footpath the applicant is required to construct.	Granted

Hukanui - Waerenga **Ward Total: 2**

Applicant	ID No	Address	Details	Decision
Hamilton City Council	DES0025/16	Kay Road ROTOTUNA	Notice of Requirement for an alteration to designation for a public work for Water Storage and Supply Reservoir, for vegetation removal and replacement to enable construction works of the bulk water pipes that feed the reservoir and installation and use of a temporary vehicle access to Kay Road during construction.	Granted
M N Lyall	LUC0543/16	15 Lucien Place WHITIKAHU	To resite a dwelling onto a site in the Rural Zone	Granted

Huntly **Ward Total: 4**

Applicant	ID No	Address	Details	Decision
P J L Christensen, R M Christensen	LUC0480/16	15 Gregson Drive HUNTLY	Construction of a new residential dwelling on a vacant site which does not provide the required on-site vehicle manoeuvring space and the removal of soil from the site to construct a suitable building platform.	Granted
P B Davies, G J Holmes	LUC0504/16	3790 State Highway 1 HUNTLY	To erect a new carport/garage that encroaches upon the permitted 12 m setback from the northern (side) boundary.	Granted
R A Rees, P A Rees	LUC0505/16	63 James Road HUNTLY	To erect a new garage for the purpose of storage and for home office space that encroaches upon the 12 m north-eastern (side) boundary setback and to exceed the permitted 80 m ² of accessory buildings.	Granted
TS Farms Limited	SUB0148/16	326 Glen Murray Road RANGIRIRI	Undertake a subdivision that results in one additional lot in the Rural Zone/ Coal Mining Policy Area and an entrance which fails separation distances.	Granted

Newcastle **Ward Total: 5**

Applicant	ID No	Address	Details	Decision
S W Edwards, P C Edwards	LUC0465/16	12B Miriama Way WHATAWHATA	Undertake earthworks (where 100m ³ is permitted by the District Plan) to form a suitable building platform for a new dwelling.	Granted
D J Reidy	LUC0546/16	68 Howden Road WHATAWHATA	To construct a new shed that will encroach upon the 25 m setback from an internal boundary.	Granted

Delegated Authority Report ¹⁴³

Period from 1 June 2016 to 30 June 2016

C I Moon, J E A Moon	SUB0092/12.02	111 Bowman Road WHATAWHATA	S127 to change conditions of consent in relation to telecommunications and provision for wireless connection condition PC3	Granted
E R Wilson	SUB0156/16	167 Bell Road WHATAWHATA	Subdivision of existing Lot 2 into 5 allotments, one of which is to be amalgamated with the existing Lot 1	Granted
J J Patterson, K Patterson	SUB1020/11.03	Kakaramea Road WHATAWHATA	S127 to change conditions PC8, PC9 and LC4 to reflect layout changes granted in SUB1020/11.02.	Granted

Ngaruawahia Ward Total: 3

Applicant	ID No	Address	Details	Decision
Open Country Dairy	LUC0262/15	6128 State Highway 1 HOROTIU	Construct and operate a milk powder processing plant	Granted
P B Vandy, R J Vandy	LUC0461/16	819 Waingaro Road GLEN MASSEY	Retrospective consent for a Dependent Person's Dwelling (DPD) in the Rural Zone. DPD to fail setback from the southern (rear) and western (side) boundaries and does not share an outdoor living court with the main dwelling.	Granted
D G Wenham, V J Wenham	LUC0529/16	18 Smith Road NGARUAWAHIA	To construct a new accessory building in the Rural Zone which will contribute to the total building coverage exceeding the permitted 500 m2.	Granted

Onewhero-Te Akau Ward Total: 1

Applicant	ID No	Address	Details	Decision
The Pakuranga Hunt Incorporated	LUC0371/15	145 Logan Road TUAKAU	Construct kennels and associated amenities to house approximately 40 hounds on the site for the purposes of operating a hunt kennel.	Granted

Raglan Ward Total: 8

Applicant	ID No	Address	Details	Decision
D De Ruysscher	LUC0435/16	330 Wainui Road RAGLAN	Earthworks associated with the construction of a permitted mountain bike activity which exceeds the maximum earthworks volume and will not be revegetated to 80% ground cover.	Granted
B E Sproule	LUC0471/16	116C Greenslade Road RAGLAN	To partially demolish an existing residential dwelling and construct a new dwelling that encroaches the mean high water springs mark and side boundary setback	Granted
C R Watson	LUC0478/16	109 Greenslade Road RAGLAN	To undertake earthworks of approximately 289m3 in relation to establishment of a residential dwelling in the Living Zone	Granted
J D Hodgson	LUC0486/16	19 Wallis Street RAGLAN	To construct a dependent persons dwelling on a site less than 900m2 in the Living Zone and to construct a building closer than 7m to a zone boundary on a site that is proposed to be rezoned to Business Zone under Plan Change 14.	Granted

Delegated Authority Report ¹⁴⁴

Period from 1 June 2016 to 30 June 2016

M D Apperley	LUC0490/16	121C Riria Kereopa Memorial Drive RAGLAN	To undertake earthworks in association with the construction of a new accessway for access to 121C Riria Kereopa Memorial Drive from Rau O Te Huia Rise.	Granted
J M Nines	LUC0501/16	2 Robert Street RAGLAN	Construction of a new dwelling in the living zone that encroaches the road boundary setback and two height control planes and requires earthworks in excess of the permitted volume	Granted

Satnam's Supermarket Limited	LUC0568/16	3 Bankart Street RAGLAN	Planning Certificate of Compliance for an Off Licence pursuant to Sale and Supply of Alcohol Act 2012	Approved
R M Peart, C A Peart	SUB1070/11.01	Okete Road OKETE	S127 to change condition PC5 of resource consent SUB1070/11 to allow for wireless broadband and telephone connections in the Rural Zone.	Granted

Tamahere Ward Total: 9

Applicant	ID No	Address	Details	Decision
R S Roy	LUC0173/16.01	336 Bruntwood Road TAMAHERE	Variation in order to change the conditions for general accordance and the 'activity' name to read as follows: To construct a dwelling that encroaches into the minimum boundary setback requirement of 25 metres, and place two water tanks and the shed mounted solar panel into the minimum boundary setback requirement of 12 metres.	Granted
T W Sperry, R A Evans-Sperry	LUC0390/16	17A Shelby Lane TAMAHERE	Construction of a residential dwelling in the Country Living Zone which fails earthworks provisions.	Granted
J Thompson, L Chou	LUC0426/16	26 Hodge Drive TAMAHERE	To carry out earthworks to prepare a building platform for a new dwelling in the Country Living Zone, where the earthworks exceeds the maximum permitted volume.	Granted
R Bain, S Bain	LUC0475/16	51A Cedar Park Road TAMAHERE	Construct a new four bedroom home with detached Dependant persons dwelling	Granted
Katana Farms Limited	LUC0483/16	62 Webster Road MATANGI	Construct a habitable building within the Rural Zone that will encroach into the 25m internal boundary setback	Granted
K M Peterson, G H Willey	LUC0506/16	372 Lee Martin Road TAMAHERE	Convert the existing stables to a dependent persons dwelling that will not share the outdoor living court with the existing principal dwelling in the Rural Zone.	Granted
S V Silver	LUC0519/16	280 Pencarrow Road TAMAHERE	Addition of bedroom and ensuite to first floor which will increase the boundary encroachment on the southern boundary in the Rural Zone	Granted

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Period from 1 June 2016 to 30 June 2016

ESTATE OF S R Nicolson, D L Nicolson	SUB0064/12.01	240 Tauwhare Road TAMAHERE	Ss127 to amend the location of one of the lots (Lot 3), remove the staging and update or amend engineering conditions	Granted
C G Jones	SUB0161/16	28 Devine Road TAMAHERE	Subdivide two lots into five in the Country Living Zone, on land where a HAIL activity is identified and where the existing shed within Lot 1 encroaches into the required 12m internal boundary setback, and the total impervious surfaces within Lot 1 exceeds the maximum permitted.	Granted

Whangamarino Ward Total: 10

Applicant	ID No	Address	Details	Decision
PPD Waerenga Ltd	LUC0414/16	5 Roto Street TE KAUWHATA	To construct 28 dwellings on a single Computer Freehold Register in the New Residential Zone, where the dwellings within Lots 9, 10, 15, 19, 20, 23-25, 30, 33, 34 and 36 provide one less car parking space per bedroom, the garages on Lots 18, 21, 27 and 32 are located further forward of the front building line of the dwelling and a general dispensation for retaining walls to be located within the 1.5m required setback on the side and rear boundaries of the individual lots in association with SUB0084/15.04	Granted
David Reid Homes Waikato Limited	LUC0428/16	39 Moorfield Road TE KAUWHATA	To construct an extension to an existing dwelling, and a dependant person's dwelling that is attached to the extension. The dependent person's dwelling will encroach into the side yard setbacks, will not share an outdoor living court with the primary dwelling, and will not be relocatable.	Granted
H P Reyneke, R A Milne	LUC0460/16	51 Mahi Road TE KAUWHATA	To relocate a 94 m2 dwelling onto a site in the Te Kauwhata Living Zone Structure Plan area and to form a new vehicle entrance that fails separation distance.	Granted
Te Kauwhata College Board Of Trustees	LUC0464/16	62 Mahi Road TE KAUWHATA	To construct a third dwelling and two double garages on-site for a teachers residence. which fails to comply with the maximum number of dwellings permitted on a certificate of title, the gross floor area (gfa) of the double garages exceeds the maximum permitted gfa for non-residential buildings, more than 1 residential activity will use the same driveway for vehicular access and the vehicle crossing to be used does not comply with the minimum separation distance from another vehicle crossing.	Granted
GJ Gardner Homes	LUC0556/16	1 Ribbonwood Close TE KAUWHATA	Retrospective consent to construct a dwelling that has a dwelling with a road boundary encroachment and also a garage encroachment.	Granted

Delegated Authority Report ¹⁴⁶

Period from 1 June 2016 to 30 June 2016

P Chevin	SUB0084/15.04	99 Waerenga Road TE KAUWHATA	S127 to change conditions of consent to allow for a change to the staging of the consent and to address District Plan infringements as a result of dwellings being constructed prior to s224(c) in association with LUC0414/16	Granted
Jetco Waikato Limited	SUB0112/16	132 Travers Road TE KAUWHATA	To undertake subdivision to create 18 residential lots within the Te Kauwhata West Living Zone and the removal of consent notices from underlying titles.	Granted
G D Shanley, CA Trustees (GD & JL Shanley) Limited, J L Shanley	SUB0152/16	1876 Miranda Road POKENO	To transfer one rural lot right outside of the Environmental Enhancement Overlay Area (EEOA) to a lot located in the Rural Zone, also outside of the EEOA, to create one additional lot containing an existing dwelling.	Granted
Whangamarino Farm Ltd	SUB0163/16	41 Black Road TE KAUWHATA	To undertake a boundary relocation to create Lot 1, 2 and 3 and to then amalgamate Lots 2 and 3.	Granted

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Period from 1 July 2016 to 31 July 2016

Awaroa ki Tuakau		Ward Total: 27		
Applicant	ID No	Address	Details	Decision
Watercare Services Ltd	DES0027/16	Hayward Road TUAKAU	Outline Plan of Works to construct a new clarifier (clarifier 5) and undertake earthworks at the Waikato Water Treatment Plant	AcceptPlan
B J Leddy, B A Taylor	LUC0001/17	5 Craighall Court POKENO	To construct an attached garage that encroaches into the front yard in the Residential 2 Zone.	Granted
D R Janse van Rensburg, J Janse van Rensburg	LUC0006/17	3 Craighall Court POKENO	To construct a 221m ² dwelling and attached garage that exceeds the total allowable site coverage by 0.8 % in the Residential 2 Zone.	Granted
A Pantig	LUC0010/17	35A Raithburn Terrace POKENO	Undertake earthworks to create a level building platform for a dwelling and for a driveway to provide access to the garage in the Residential 2 Zone.	Granted
R Goble, W X Wen	LUC0032/17	2 Craighall Court POKENO	Undertake earthworks exceeding 100m ³ to provide a building platform in the Residential 2 Zone.	Granted
Kimando Property Investments Limited	LUC0407/16	33 Jellicoe Avenue TUAKAU	Construct off-site and re-locate on site two new re-locatable dwellings on-site within proposed Lots 2 and 3 of the subdivision, creating 5 dwellings on the one certificate of title prior to subdivision (refer SUB0136/16)	Granted
PEL Holdings Limited	LUC0485/16	6 Gateway Park Drive POKENO	Undertake cut to fill earthworks that exceeds the allowable volume and area in connection with the construction of a warehousing facility with associated offices, parking and landscape planting where there is a shortfall of parking spaces in the Light Industrial Zone	Granted
Hughes Developments Limited	LUC0496/16	McIntosh Drive POKENO	Stage 2D to build a bridge and earthworks required to enable the future subdivision of the site	Granted
Colwick Gillies Construction 2011 Ltd	LUC0517/16	34 Raithburn Terrace POKENO	To construct a dwelling that requires earthworks to create a building platform exceeding the permitted volume of 100m ³ by 166m ³ , the deposition of 210m ³ of cleanfill onto the site will exceed the permitted volume of 100m ³ and construct Retaining walls of 1.5m in height within the permitted 1.5m side boundary setbacks.	Granted
J R Johns, B N Aker	LUC0527/16	215 Pinnacle Hill Road BOMBAY	To undertake earthworks in the Rural Zone that exceeds the maximum permitted depth to create a building platform.	Granted
J D Sowden, L A McGregor	LUC0561/16	19 Raithburn Terrace POKENO	To undertake earthworks that exceeds the permitted volume in connection with the construction of a dwelling in the Residential 2 Zone.	Granted

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Period from 1 July 2016 to 31 July 2016

E A Harker, B J Harker	LUC0574/16	13 Hill Top Rd East PUKEKOHE	To undertake earthworks associated with the construction of an in ground swimming pool were the maximum cut exceeds the permitted depth in the Rural Zone	Granted
A M Massey, F Bailey	LUC0575/16	262F Pinnacle Hill Road BOMBAY	To construct a subsidiary dwelling for a dependent relative in the Rural Zone that exceeds the maximum size and the setback distance from the main dwelling.	Granted
M G Dixon	LUC0582/16	8 Bankhall Lane PVT POKENO	To construct a single storey dwelling in the Residential 2 Zone where the permitted setback is encroached on the western boundary.	Granted
MJB Construction Limited	LUC0583/16	6 Camburn Court POKENO	To construct a dwelling that exceeds building coverage and earthworks that exceeds the permitted volume in the Residential 2 Zone.	Granted
S L A Ang, J L Ang	LUC0585/16	44 Millstone Lane POKENO	Undertake earthworks exceeding 100m ³ to provide a building platform in the Village Zone.	Granted
S Borrie, M J Borrie	LUC0587/16	8 Mark Ball Drive POKENO	To construct a dwelling that exceeds building coverage in the Residential 2 Zone.	Granted
A J Balsillie, J D Balsillie	SUB0026/16.03	48 Fraser Road POKENO	S127 to vary clause consent notice document 9424576.1 in so far as it relates to lots 2 and 3	Granted
B J Lees	SUB0067/16.01	100 Kellyville Road MERCER	S127 to change I of Part B and Part C of resource consent SUB0067/16 imposed as part of the original consent decision to allow the boundaries around Lot 2 of the receiver site go around the wetland therefore keeping the whole of the wetland within the one title which will ensure that ongoing management will be kept within the one entity.	Granted
Hoffer and Family Limited	SUB0068/16.02	430 Forestry Road WAIUKU	Change of conditions to conditions 10 and 11 to change the donor site in regards to carrying out a transferable rural lot right subdivision to transfer one development entitlement to a rural site via the amalgamation of 2 existing titles on the donor site.	Granted
Finkura Limited	SUB0133/15.03	S Hway 1 BOMBAY	S127 to change conditions of consent Change of the conditions of consent to delay engineering design plan approval for wastewater from prior to s.223 approval to time of building consent application in regards to Lot 1 and impose a consent notice in respect of this.	Granted

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Period from 1 July 2016 to 31 July 2016

Kimando Property Investments Limited	SUB0136/16	33 Jellicoe Avenue TUAKAU	To carry out a five lot fee-simple subdivision from one parent lot within the Residential Zone. Land Use • Construct off-site and re-locate on site two new re-locatable dwellings on-site within proposed Lots 2 and 3 of the subdivision, creating 5 dwellings on the one certificate of title prior to subdivision. • Construct a new garage within proposed Lot 1 of SUB0136/16 that encroaches into the required 6m front yard setback. • Construct a new garage within proposed Lot 3 of SUB0136/16 that encroaches into the 1m rear yard setback.	Granted
S C Kemble, J G Kemble, J Houghton	SUB0145/16	262 Pinnacle Hill Road BOMBAY	To undertake subdivision in the Rural Zone via the transfer of one rural lot with both donor and receiver lots outside the EEOA.	Granted
G S Yelchich	SUB0151/16.01	Butchers Bridge Road WAIUKU	S127 to change conditions of consent to remove incorrect encumbrance/fencing conditions.	Granted
K G Coulter	SUB0174/16	283 Trig Road TUAKAU	Undertake a subdivision to undertake a boundary relocation between two adjoining titles	Granted
Pokeno Village Holdings Limited	SUB0176/16	71 Hitchen Road POKENO	Subdivision to create one additional lot in the Light Industrial Zone.	Granted
Pokeno Village Holdings Limited	SUB0180/16	31 Pokeno Road POKENO	Subdivision to create a road to vest (unformed)	Granted

Eureka **Ward Total: 5**

Applicant	ID No	Address	Details	Decision
Lord Cowell Holdings Ltd	LUC0035/17	15 Vaile Road NEWSTEAD	Planning Certificate of Compliance for the sale and supply of alcohol (On Licence) from a site in the Rural Zone	Approved
B A McFarlane, K McFarlane	LUC0559/16	65C Platt Road TAUWHARE	Relocate a used dwelling onto a vacant site located within the Rural Zone.\$5170.00 payment made on 18 July is being xferred by Finance to the BRES and BLD.	Granted
K J Green	LUC0565/16	623 Tauwhare Road TAUWHARE	To undertake internal renovations and addition of a pergola to an existing sleepout which encroaches upon the permitted 12 m setback.	Granted
N D Miller, C M Miller	LUC0576/16	122 Craig Road NEWSTEAD	To undertake an extension to existing dwelling which will encroach upon the 25 m setback from the side (western) boundary.	Granted
L R Lye, E J Lye	SUB0119/16	223 Vaile Road NEWSTEAD	To vary consent notice document no. B573042.2 in so far as it relates to Lot 2 DPS 85872 only, to reduce the no build area from 28m to 12m from the boundary with Lot 1 DPS 85872.	Granted

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Period from 1 July 2016 to 31 July 2016

Hukanui - Waerenga		Ward Total: 4		
Applicant	ID No	Address	Details	Decision
B G Love	LUC0549/16	254 Waipuna Road WAERENGA	Relocate dwelling onto a vacant site in the rural zone.	Granted
A J Bellamy	LUC0570/16	1146 Orini Road ORINI	Construct a garage within the permitted boundary setback to the side boundary in the Rural Zone.	Granted
Pastoral Trustees Limited	SUB0179/16	364 Te Hoe Road TE HOE	To undertake a subdivision to create one additional allotment in the Rural Zone.	Granted
The Juffermans Charitable Trust	SUB0182/16	62 Williamson Road GORDONTON	Undertake a subdivision to create one additional lot with a boundary relocation between two viable certificates of title.	Granted
Huntly		Ward Total: 5		
Applicant	ID No	Address	Details	Decision
NZ Transport Agency	DES0021/16		Notice of Requirement for an alteration to designation for a public work for Road for state highway and road for access to state highway – (Waikato Expressway, Huntly Bypass), to place fill and a fence under the dripper lines of 5 kahikatea trees (the trees are located on the neighbouring Van Tiel property).	Granted
Huntly College Board Of Trustees	DES0026/16	Bridge Street HUNTLY	Waiver of the requirement for an Outline Plan of Works on a designated site being Huntly College	Processing
M D Hastie, R J Hastie	LUC0016/17	45C Bone Road HUNTLY	To construct a new dwelling in the Rural Zone that encroaches upon the required 25 m setback from the eastern (side) boundary.	Granted
O C Aarsen	LUC0429/16.01	914 Hetherington Road ROTONGARO	S127 to change conditions of consent to reflect the proposed shed being closer to the boundary than originally consented.	Granted
O'Reilly's Opencast Limited	LUC0491/16	Riverview Road HUNTLY	To continue existing opencast mining operations for the extraction of coal and fireclay	Granted
Newcastle		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
Triple S Properties Limited	LUC0497/16	74 Bell Road WHATAWHATA	To undertake earthworks to form a level building platform and driveway for a new dwelling in the Country Living Zone.	Granted
K O Svadlenak	LUC0557/16	21 Awatea Road WHATAWHATA	To construct a shed which exceeds the site coverage provisions for non-residential buildings, with both the shed and a water tank failing the setback requirements for buildings within the Country Living Zone.	Granted
P Collins, A Murphy	LUC0562/16	Kakaramea Road WHATAWHATA	To construct a new dwelling that is to encroach upon the permitted 25 m boundary setback.	Granted

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Period from 1 July 2016 to 31 July 2016

B Aplin	LUC0578/16	26 Ferguson Road WHATAWHATA	Construct three separate carport buildings within the Country Living Zone that will encroach into the 7.5m road boundary setback and 12m internal boundary setback. Retrospective consent is also required for two existing sheds that encroach into the 12m internal boundary setback, with respect to the south-eastern boundary.	Granted
J A Morrissey, M P Morrissey	LUC0586/16	36 Houkura Rise WHATAWHATA	To construct a 48m ² garage within the permitted 12m boundary setback.	Granted
Eagle Farm Trustee Limited	SUB0185/16	86 Bowman Road WHATAWHATA	Undertake a two lot subdivision involving titles after December 1997 and which does not comply with separation distance and sight distance vehicle access requirements.	Granted
W M Clarke	SUB1124/11.01	779 Horotiu Road TE KOWHAI	Change of conditions to reflect the altered land parcel as a result of land being taken for roading.	Granted

Ngaruawahia	Ward Total: 7
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Applicant	ID No	Address	Details	Decision
Urban Homes Limited	LUC0019/17	21 Matariki Terrace NGARUAWAHIA	To construct a dwelling which protrudes into the daylight admission angle on the northern road facing boundary, and does not provide for one of the required car parking spaces.	Granted
Te Awa River Ride Charitable Trust	LUC0408/16	16A Amani Lane HOROTIU	Construct, use and maintain a new suspension bridge over the Waikato River as well as a section of pathway on the western side of the river between the bridge and the current end point of the Te Awa River Ride	Granted
WVC Property Holdings Limited	LUC0442/16	1 Innovation Way HOROTIU	New industrial building for manufacturing and packaging premium chocolates, that accommodates small scale retail space and results in a shortfall of car parking spaces.	Granted
M Delatour	LUC0479/16	Havelock Road NGARUAWAHIA	Two new industrial buildings (staged consent) on an Industrial Zone property.	Granted
Alstra (2012) Limited	LUC0522/16	38B River Road NGARUAWAHIA	To construct a second dwelling. The second dwelling will result in an increase in site coverage non-compliance.	Granted
J G Orton	LUC0547/16	3A Brownlee Avenue NGARUAWAHIA	To relocate a second-hand dwelling on to a site in the Living Zone where the outdoor living court is not in a permitted location.	Granted
Horotiu Properties Limited	SUB0122/16	River Road HOROTIU	Reserve Allotments subdivision to create Lot 3 of 1.55ha (additional), Lot 5 of 7.4070ha (balance) and Lot 6 of 6200m ² (Local Purpose Reserve (Esplanade) to Vest in Waikato District Council).	Granted

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Period from 1 July 2016 to 31 July 2016

Onewhero-Te Akau		Ward Total: 2		
Applicant	ID No	Address	Details	Decision
A Van Dijk, A B Van Dijk	LUC0567/16	499 Clark And Denize Road TUAKAU	Retrospective land use consent to operate a Travellers' Accommodation activity in the Rural Zone.	Granted
Waterfields Ltd, K James, R James	SUB0183/16	23 Jacobs Road TE AKAU	To undertake a boundary relocation to create one rural house lot and two rural balance lots (amalgamated together).	Granted
Raglan		Ward Total: 13		
Applicant	ID No	Address	Details	Decision
Aotea Farms Limited	LUC0011/17	626 Phillips Road TE MATA	To alter the existing dwelling on the site to increase the floor area of the existing dwelling by 140m ² and to construct a 68m ² attached garage in the Coastal Zone.	Granted
Western Front Limited	LUC0257/15.01	19 Bow Street RAGLAN	S127 to change Condition 1 to allow the new building to be constructed on site and will involve an increase of total height of the building by approximately 0.3m with no changes proposed to the infringement of maximum site coverage consented under LUC0257/15.	Granted
Design House Architecture Limited	LUC0300/16.01	2B Rakaunui Street RAGLAN	S127 to change conditions 4 and 5 of resource consent LUC0300/16 to amend the legal descriptions of the Raglan Wastewater Treatment Plant in Condition 4 and to amend the date of the Geotechnical Investigation Report by G.A. Hughes & Associates (2005) Ltd.	Granted
E A Hyland	LUC0388/16	33 Robertson Street RAGLAN	Build of a 2 bedroom house with attached single garage. New vehicle entrance and connection to services.	Granted
G Forgac, R Boyer	LUC0450/16	7B Three Streams Road OKETE	To construct a single storey, three bedroom dwelling in the Coastal Zone where earthworks are required and excess material will be removed from the site.	Granted
V Balasubramaniam	LUC0509/16	36A Lorenzen Bay Road RAGLAN	To construct a dwelling with associated garage that encroaches into an internal setback, protrudes through the daylight admission plane and also fails on-site parking requirements in the Living Zone.	Granted
A G Bird	LUC0511/16	10 Tahuna Avenue RAGLAN	To construct a garage and water tank within the permitted building setbacks in the Living Zone.	Granted
S D Overend, C A Overend	LUC0521/16	10 Parkers Access Road WAITETUNA	To construct a building within the permitted building setbacks relative to a stream and south-western site boundary, in the Rural Zone.	Granted
I J Anderson, G M Anderson	LUC0526/16	8B Gilmour Street RAGLAN	To construct retaining walls and undertake extensions to the existing dwelling that infringes the height control plane and boundary setback of the western boundary in the Living Zone	Granted

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Period from 1 July 2016 to 31 July 2016

G S Tookey	LUC0554/16	4316B State Highway 23 RAGLAN	To construct a new dwelling in the Coastal Zone that will be setback 4m from the northern boundary and 6m from the southern boundary (access leg 'j') where a 12m setback is permitted. The proposed above ground water tanks will infringe on the northern and southern boundaries, and the proposed septic tank will encroach on the southern boundary.	Granted
Waikato District Council	LUC0566/16	Wainui Road RAGLAN	Construct a new building at the Raglan Wastewater Treatment Plant for the purposes of storage of maintenance equipment and use as a utilities depot for the storage and movement of backfilling materials.	Granted
Anthem Homes Limited	LUC0572/16	Bayview Road RAGLAN	To establish a split level 155m ² residential dwelling that encroaches the daylight plane on the north-western boundary.	Granted
Tompkins Wake Trustees Limited	SUB0154/16	116B Greenslade Road RAGLAN	Cancellation of existing right of way easement pursuant to Section 243(e) of the Resource Management Act 1991	Granted

Tamahere

Ward Total: 8

Applicant	ID No	Address	Details	Decision
P A Nation, A A Nation	LUC0473/16	79 Pencarrow Road TAMAHERE	To construct a dependent person's dwelling on 79 Pencarrow Rd that does not share an outdoor living court with the main dwelling on the site.	Granted
N Calvin, F E Dowsett	LUC0476/16	32B Cedar Park Road TAMAHERE	Construction of a residential dwelling that encroaches into the required 15m gully setback, exceeds the maximum permitted impervious surfaces of 700m ² , and will require earthworks in excess of the permitted 100m ³ volume; and the construction of stormwater and wastewater management systems within 25m of the top contour of the gully.	Granted
E J Aldred, S Aldred	LUC0495/16	27B Hodge Drive TAMAHERE	To construct a new dwelling with a number of rule non-compliances including impervious surface coverage exceedance, building within the permitted setback from a gully and river, having a wastewater treatment field located within the permitted setback from a gully and earthworks exceeding the permitted volume.	Granted
B Tseng	LUC0514/16	3 Windmill Road TAMAHERE	Construct a dwelling which fails earthworks and impervious surfaces provisions under the District Plan	Granted
GJ Gardner Homes	LUC0523/16	98 Webster Road MATANGI	Construction of a dwelling which will encroach upon the eastern (side) boundary.	Granted

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Period from 1 July 2016 to 31 July 2016

I H W Archbold	LUC0555/16	210A Pickering Road TAMAHERE	To construct a new dwelling and dependent person's dwelling (DPD). The DPD is to fail the permitted 25 m setback from the western (side) boundary.	Granted
Devcich Bloodstock Limited	SUB0003/17	290 Lee Martin Road TAMAHERE	To undertake a boundary relocation between two certificates of title in the Rural Zone.	Granted
G L Robinson	SUB0076/12.01	548 Bruntwood Road TAMAHERE	S127 to change conditions of consent to reflect absence of overland flow path.	Granted
Whangamarino		Ward Total: 5		
Applicant	ID No	Address	Details	Decision
A K Bargiacchi, K D Lever	LUC0013/17	755 Findlay Road MARAMARUA	Undertake earthworks associated with dwelling establishment in the Hauraki Gulf Catchment Area	Granted
C S Reddish	LUC0274/16.01	1818 Miranda Road POKENO	Change of conditions to allow for water to be provided to the activity via a bore (condition 21)	Granted
Ngakau Atawhai Limited	LUC0507/16	8C Totara Place TE KAUWHATA	To construct a new dwelling in the Te Kauwhata West Living Zone that does not meet parking requirements. The proposal will exceed the permitted limit for impervious surface coverage. The site has levels of arsenic exceeding the standard safe level to protect human health so consent is required under the NES (soils). The earthworks required for site preparation and contaminant remediation exceed the permitted area and volume.	Granted
B Cockrell	SUB0059/16	63 Springhill Road MEREMERE	Undertake a two lot subdivision and an amalgamation in the Rural Zone.	Granted
RBL Smith Limited	SUB0170/16	312 Monument Road MARAMARUA	Subdivide to create one additional allotment in the Rural Zone	Granted

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	25 July 2016
Chief Executive Approved	Y
DWS Document Set #	1575241
Report Title	Local Government New Zealand Conference 2016

1. EXECUTIVE SUMMARY

This report is to update Councillors and to keep everyone informed of key issues in local government in New Zealand and internationally.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Mayor, Deputy Mayor and the Chief Executive attended the LGNZ Conference from 24-26 July in Dunedin.

Annual General Meeting

The conference opened with the Annual General meeting in Dunedin on Sunday 24 July. The meeting discussed a number of remits which were voted on. The information about the remits was received late and as a consequence the Mayor, Deputy Mayor and Chief Executive discussed and voted on behalf of council.

The detailed remits were:

- I. Impact of dust on metal roads - this remit sought to investigate the impact on health and wellbeing of our community arising from dust on metal roads. This issue has large implications for our council but has been raised as a concern through annual plan and LTP submissions.

In overall terms 85% of councils voted in favour including ourselves.

2. Community Policing- this remit was not critical of the police but critical of the government for allowing a watering down of community policing. We voted in favour of this issue along with 97% of the councils.
3. Preservation of earthquake prone public heritage buildings- this remit seeks for the government to set up a fund to support local government in the preservation of heritage in the regions. We voted in favour - 91% of councils were in favour.
4. Relocation of government services to regional services- this remit was aimed at decentralisation of central government services and encouraging more decision making at a local level. Wellington were against this proposal because it would adversely affect economic growth and development in the Wellington region. We voted against - 73% of councils were in favour.
5. Minimum standards for rental housing- this remit sought to ensure minimum standards imposed by government to protect the health and wellness of renters. We voted in favour along with 93% of councils.
6. Freedom camping - this remit sought to impose fines on the vehicle rather than the driver, to make the fines instantaneous, to widen the definition of camping grounds and to set up a working party with central government on freedom camping - 93% voted in favour including our council.
7. Beverage container deposit system - this is based on a drive to provide refunds for bottles and containers returned. The proposer talked about this being back to the future as schemes used to operate. There was some scepticism about the success of these schemes. We voted against but 90% were in favour.
8. Local Government act 2002 amendment bill (number 2) - a late remit was received and accepted at the meeting regarding any measure in the Bill that erodes local democracy or community support in regards to reorganisation and management of assets. There is concern about the impact of CCOs on councils - 97% voted in favour. We did not support this remit.

The next conference will be held in Auckland in July 2017.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Opening Ceremony

The opening ceremony commenced with a Mihi. Mayor Cull followed up with a speech detailing the history of Dunedin as a destination. He stressed the need for local involvement and community engagement in everything that Dunedin does.

The President of Local Government New Zealand spoke about the theme of the conference 'Building Great Places to Live, Work and Play'.

He spoke about the Local Government Excellence Programme which has 27 councils committed in the first year. Our council will participate next year.

The Prime Minister addressed the conference about how New Zealand compares with the rest of the world. He felt we were in a good space but still had challenges particularly around infrastructure. He spoke about the positive net migration figures largely through New Zealanders returning home.

He spoke about housing and growth and the investment government is making in this area.

The Prime Minister spoke about how to get better results for communities without amalgamation. He signalled this was the driver behind the latest Local Government Bill.

He spoke about the importance of informed communities and the role of the government "snapshots " programme to assist with this process.

Breakfast Speaker

Day two started with a breakfast presentation. Riley Elliot spoke about his role as an expert on sharks. His message was about following your passion and being inspired by your environment. He linked this to the theme of living, working and playing in your community. He believes that what you learn you need to communicate. To simplify it for your audience, he uses visual imagery as the best way to teach and communicate. He illustrated this through an example in Australia where he was successful in stopping the culling of sharks by the Australian government. He drew it to the attention of the media and public which created a backlash which the Australian Government couldn't ignore.

Morning Session

The Young Elected Members Committee presented our Communities in 2050 - Future Proofing our Communities. This noted five key trends - increased urbanisation, environmental protection, the impact of climate change, the future of work, and equality and social cohesion.

This was followed up by a speaker from Price Waterhouse Coopers who dealt with some of the new trends and what the new citizen will look like.

Change continues to be the normal state for business in 2016.

There will be a shift in global economic power towards China and Asia by 2050.

Technology will continue to be important for the future of our communities. We will continue to see this trend happen at an exponential rate.

Digital health will become increasingly important facilitated by mobile devices.

The talk focused on how to respond to the requirements of new citizens - uber is a business that is responding using shared assets and no capital ownership.

Citizens will want more involvement and interactive communication than in the past.

Adaptive outcome driven organisations like Apple are winning the support of consumers. This trend will continue through to 2050.

There is a need for organisations to shed all those systems and data that are holding you back. The talk finished with a quote from Alan Kay "the best way to predict the future is to create it".

The Mayor of Joondalup and President of the Australian Local Government Association spoke about an international perspective on tomorrow's communities.

Cities like Auckland, Sydney and Melbourne will continue to grow. Urbanisation is a continuing trend.

Rapid technological change will continue to transform our communities. Digital technologies will continue to supersede traditional business approaches. The only restrictions appear to be the digital connections that support this trend.

Maintaining the liveability of cities will be a key challenge for local government in the future. No cities over 5 million population appear in the top ten of a recent survey on liveability.

Regions also need to continue to develop and grow utilising the tools and opportunities at their disposal.

Alignment between central and local government will be critical to the success of our communities.

A key note session was held on collaboration and organisation: A regional approach to placemaking. This featured case studies from the Waikato and Canterbury.

Canterbury focused on the development of a Regional Economic Development Strategy. The aim is for a strong regional economy with resilient, connected communities and a better quality of life for all. There are seven workstreams underpinning the strategy – digital connectivity, freshwater management and irrigation, value added production, education and training for a skilled workforce, newcomer and migrant settlement, regional visitor strategy and integrated regional transport planning.

The Chair of the Waikato Regional Council spoke about the action of the Mayoral Forum and what has been achieved collaboratively. She highlighted the Waikato Story and the efforts that have been made to develop the Regional Economic Development Strategy under the "Waikato Means Business" banner.

The Regional Council outlined the healthy rivers project and the collaboration this has involved over a two and a half year project.

Mayor Brian Hanna spoke about his observations as one of the smallest district mayors and the benefits the work of the Mayoral Forum has provided to all. He stressed the benefits that came from collaboration without sacrificing local identity. He noted that for a region to be successful all parts of the region needed to benefit.

The New Zealand Initiative spoke about using incentives to strengthen economy and performance. The speaker talked about the importance of a bottom up approach to policy making and that this should happen rather than rely on central government to drive change.

He illustrated the role of incentives by citing Switzerland where individuals are rated rather than properties. This meant there was an incentive to be efficient and to retain citizens to make work programmes affordable. The more industries that establish in one area, the lower the rates each individual has to pay.

The speaker referred to the principles from Switzerland providing the blueprint for Manchester to turn the city around into a booming and growing area. Manchester has encouraged the government to allow local taxes to be retained in Manchester rather than be added to the national pool for central government to allocate as they see fit.

Engaging our Communities

Peter Kageyama spoke about engaging our communities and telling our stories. He spoke about the need for communities to love their town or city. This is founded upon towns or cities that are functional, safe, comfortable, convivial and fun. The goal is to make changes that make your city or town more loveable.

People are only concerned about things they care about. For this reason, when we receive a complaint, we should think of it as an expression of caring rather than a negative matter.

Some of the presentation focused on the role of placemaking in developing this love and emotion for your community. The presentation provided examples from across the United States of America to illustrate the point.

Political Speakers

The Leader of the opposition Andrew Little spoke about Regional Development from the Labour Party perspective. He spoke about the long-term vision of the labour party to generate economic growth from a regional perspective.

He spoke about the role of central government to make it easier for local government to achieve its community goals. He felt this included a broadening of the functions of local government.

The Associate Minister of Local Government, Louise Upston spoke about the new legislation and changes to the Local Government Act. She also spoke about the importance of elections and the role of women in local government. She was very supportive of the vote 2016 campaign being run by Local Government New Zealand.

There were a number of workshops held during the afternoon. One workshop focused on risk and infrastructure, balancing the risk exposure for Councils against insurance to cover major events. The earthquake was highlighted by the Waimakariri District Council. The broad guide given and supported by the insurance industry was to use the financial “head room” available to Councils.

Another workshop focused on customer centric services and engaging with your community through place making. Examples from the United States and Europe indicated how making people feel good helps with commitment to communities and towns or cities.

The president of Local Government New Zealand spoke about an eight point plan for the future of resource management systems. This is the preferred approach rather than to just patch the Resource Management Act.

Simpson Grierson gave their views on current legislation including the Local Government Act, Resource Management Act and Land Transport Act. Simpson Grierson noted good alignment between the three Acts but that amendments over the past 10 years have weakened this alignment. The focus on economic efficiency has been at the expense of local democracy in these amendments. The speed of change has meant that the amendments often lead to unintended consequences. An example is the narrowing of the scope of local government which is inconsistent with the desire for councils to now get involved with affordable housing. Simpson Grierson conclude that less haste and more thought would deliver better outcomes.

The Minister of Local Government addressed the conference about the Bill currently before parliament. The minister stated that he supported decisions being made at the correct level for the community.

He stressed the need for central and local government to work together to benefit the community.

The Better Services reform is aimed to deliver better outcomes and infrastructure at affordable prices for our communities.

The Minister stressed that he did not want to stop local democracy in action but to enable shared service opportunities to be realised.

Ngai Tahu spoke about the importance of partnerships at all levels in strengthening our communities. This particularly includes relationships between iwi and local government.

The Chief of the Defence Force spoke about leadership and how this applies in local government.

The Defence Force share a common set of values and a common purpose and this is fundamental in terms of how the organisation performs.

The Defence Force serve the community in the same way that local government does. It needs community support and involvement to achieve their security goals.

The founder of ICLEI spoke about building resilient and sustainable communities. He spoke about how resilience can be approached as a planning and design element to support ambitions for place making and development in high performing towns and cities.

5. CONSIDERATION

5.1 FINANCIAL

The costs of attendance at the conference were funded out of existing training budgets.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

It is important that Councillors and staff stay up to date with local government trends and national initiatives.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	This report is for information only.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

6. CONCLUSION

This report provides an update on the Local Government Conference 2016.

7. ATTACHMENTS

- LGNZ Media Release – Eight important issues debated at Local Government New Zealand AGM

- LGNZ Media Release – Future proofing project launched at LGNZ conference

24 July 2016**Eight important issues debated at Local Government New Zealand AGM**

The local government sector voted on eight significant issues when it gathered for its annual AGM in Dunedin today. There was a strong focus on local democracy, community and health issues in this year's remits. These remits, voted on in a secret ballot, will now become official policy and be actioned by Local Government New Zealand.

The Local Government Act 2002 Amendment Bill (No 2)

Waimate District Council supported by many councils around New Zealand proposed a remit in response to the Local Government Act 2002 Amendment Bill, which it says in its current form will severely hinder the rights of communities to have any say around Local Government Commission led council reorganisation or the formation of Council Controlled Organisations. The council argues the legislation removes the current requirement for community support on a range of matters and gives both the Commission and the Minister wide-ranging powers to impose change without a community poll.

The remit calls on Local Government New Zealand to vigorously oppose any measure in the Bill that directly or indirectly removes the requirement for community consultation, demonstrable community support and direct local authority involvement in reorganisation investigations and local decision-making of councils or their assets.

Local government members were overwhelming in their support for this remit with 97 per cent in favour.

Community policing

A remit calling for increased resourcing for community policing was put forward by a number of New Zealand's councils and debated at the AGM today.

Community policing is a growing issue, especially for rural communities. The councils say communities are already footing the bill for increased security measures like CCTV and foot patrols, indicating the day to day presence of police in communities throughout New Zealand is shrinking.

The remit asks that LGNZ advocate for an increase in police resourcing to ensure adequate police staffing and coverage can be provided to New Zealand communities, and that Police commanders are not forced to compromise community policing due to budget constraints.

The remit received overwhelming support with 97 per cent voting in favour.

Minimum standards for rental housing

A remit proposed by the Porirua City Council and supported by New Zealand's Metro councils asked that Local Government New Zealand engages with the Government on ways to strengthen the minimum standards for rental housing to ensure that all rental homes are warm, dry and healthy to live in.

The councils say housing quality is a growing area of concern for many local authorities and is related to the pressing issue of housing affordability and homelessness. They say improving the quality of rental housing

should over time reduce pressure on social housing providers and contribute to better health outcomes, which in turn benefit communities.

The remit was passed overwhelmingly with 93 per cent support.

Freedom camping

New Zealand's South Island councils have called for changes to legislation to enable local government to more effectively control the negative issues associated with freedom camping, and seek a working group of central and local government and the tourism industry to shape this as an urgent priority.

The councils asked that the Freedom Camping Act 2011 be amended to allow any infringement fine to be tagged to the vehicle which is being used to cause the offence, forcing rental companies and vehicle owners to take some responsibility for the actions of their clients and collect fines on behalf of enforcement authorities; allow fines to be instantaneous, preventing individuals from leaving the country during the period when infringements are able to be paid; and allow broader exemptions to the need for provision of camping facilities for those that wish to freedom camp in all areas and not just at "remote" camps.

The remit received overwhelming support with 96 per cent of votes in favour.

Impact of dust on sealed roads

Auckland and the northern councils of New Zealand have called for action to address the impacts on human health from dust on unsealed roads.

The councils have called for a working party of Local Government New Zealand, the New Zealand Transport Agency, the Ministry of Business, Innovation and Employment, the Ministry of Health, Iwi and other affected parties established to investigate the impact of dust on human health. The councils say dust emission from unsealed roads could be causing significant health issues for people who reside near these roads, and there needs to be agreement on how dust is measured, what the health impacts are and recommended mitigation strategies.

The remit received very strong support with 85 per cent of votes in favour.

Preservation of earthquake prone public heritage buildings

Creating a new fund to help councils preserve earthquake prone public heritage buildings has been called for by a number of provincial and metropolitan councils.

The remit proposed that LGNZ advocate to the Government to set up a fund to provide assistance to local communities to preserve their heritage buildings. Heritage listed buildings and their protection is a matter of national importance. In many cases these buildings are iconic and represent significant elements of New Zealand's built and cultural heritage. They are expensive to preserve and run the risk of being lost if costs of preservation become too high to be borne locally.

The remit received very strong support with 91 per cent in favour.

Relocation of government services to regional centres

A number of New Zealand's regional and metropolitan councils want to explore the potential benefits to regional New Zealand of relocating more government services in the regions.

In the remit debated at the AGM today the councils also asked that the Government look at ways to increase the ability for more civil servants to work remotely from regions outside Wellington. The councils say the gradual shift of government offices away from rural and provincial centres meant some communities have lost their biggest employers.

One of the biggest issues facing New Zealand is the future of our regional economies. Given the massive advances in communication technology and the challenges being faced by regional centres, now would be a good time for the Government to look for ways to share the economic benefits that come with its activities.

The remit was passed with support of 73 per cent of votes.

Beverage container deposit system

Palmerston North City Council supported by New Zealand's Metro councils proposed a remit calling for Local Government New Zealand to endorse the concept of a national-mandated beverage container deposit system, and requested that the Government requires industry to develop and implement this within a two-year period.

Container Deposit Schemes are a mechanism designed to decrease the number of recyclable beverage containers going to landfill or not being recycled. It is the view of the Palmerston North City Council that the development of a mandatory product stewardship scheme would reduce the environmental impact of these products.

The remit was passed with 90 per cent of the members in favour.

Ends

For more information, please contact LGNZ's Director of Advocacy, Helen Mexted on 029 924 1221 or email helen.mexted@lgnz.co.nz.

About LGNZ and local government in New Zealand

Local Government New Zealand (LGNZ) is the peak body representing New Zealand's 78 local, regional and unitary authorities. LGNZ advocates for local democracy, develops local government policy, and promotes best practice and excellence in leadership, governance and service delivery. Through its work strengthening sector capability, LGNZ contributes to the economic success and vibrancy of communities and the nation.

The local government sector plays an important role. In addition to giving citizens a say in how their communities are run, councils own a broad range of community assets worth more than \$120 billion. These include 90 per cent of New Zealand's road network, the bulk of the country's water and waste water networks, and libraries, recreation and community facilities. Council expenditure is approximately \$8.5 billion dollars, representing approximately 4 per cent of Gross Domestic Product and 11 per cent of all public expenditure.

For more information visit www.lgnz.co.nz.

25 July 2016

Future proofing project launched at LGNZ conference

How New Zealand faces up to dramatic changes over the next 30 years is the focus of a major programme of work to be launched by Local Government New Zealand at its 2016 Conference today.

Over the next three decades New Zealand will have to adapt to significant economic, social, cultural and environmental changes. Whether it's coping with increased urbanisation and what this means for cities and regions, responding to climate change, or caring for our environment, big challenges lie ahead.

To spark discussion and encourage Kiwis to think about these issues LGNZ is launching the *2050 Challenge: future proofing our communities* discussion paper.

The purpose of the 2050 Challenge is to identify the major shifts taking place in New Zealand to better understand the implications for local and central government. Once released the public will be invited to have their say on the issues and contribute to the formation of strategies.

LGNZ President Lawrence Yule says because local government is charged with place-shaping and the delivery of public services it is required to take a long-term view.

"Local government plays a critical role in planning for the long-term prosperity of our communities, so it is right that local government leads this kind of discussion," Mr Yule says.

"We need to talk about these issues now, because we need to be able to respond to these issues now. The 2050 Challenge is an excellent starting point for achieving long-term sustainability."

Work done by LGNZ so far has grouped the challenges into five major themes – urbanisation, liveable cities and changing demographics; stewardship of our natural environment; responding to climate change; equality and cohesion; and the future of work.

The 2050 Challenge was sparked by the Young Elected Members committee of New Zealand councillors. The committee sees addressing the long term shifts impacting our communities as a critical issue for a sustainable and prosperous New Zealand.

Young Elected Members co-chair Ana Coffey, Deputy Mayor of Porirua City Council, says the 2050 Challenge doesn't provide all the answers but asks the right questions and gives everyone the opportunity to be involved in future planning.

"The 2050 Challenge is a framework for thinking about the future, and we will need input from all of our communities to develop strategies for dealing with the big questions," Ms Coffey says.

The LGNZ Conference 2016 is being held in Dunedin from 24-26 July.

The five major shifts in New Zealand over the next 30 years:

Urbanisation, liveable cities and changing demographics

- By 2043 Auckland is expected to become home to a further 800,000 people, expanding to 40 per cent of New Zealand's population. Other major cities are also expected to grow.
- Concentration in urban centres is expected to come with a 'hollowing out' of many mid-sized towns and rural areas.
- By 2050 the working age population will need to support almost double the number of people aged 65+.

Stewardship of our natural environment

- Our natural environment continues to be under threat, despite efforts in many quarters to halt its degradation.
- Since human settlement in New Zealand, nearly one third of native species have become extinct.
- The quality of water in New Zealand's lakes, rivers, streams, and aquifers is variable, and depends mainly on the dominant land use in the catchment.

Responding to climate change

- Changes include rising sea levels that will cause land loss through coastal erosion and storm events.
- Higher temperatures and changes to rainfall patterns that will affect economic activity and ecosystems.
- More intense tropical cyclones which increase the need for (and cost of) emergency response.
- Low carbon infrastructure and patterns of development are essential to future prosperity.

Equality and cohesion

- Inequality is difficult to measure, but looking at income levels and the concentration of wealth, inequality has worsened over the past 40 years.
- Research suggests that inequality reduces social cohesion—and moving from an area of high social cohesion to an area of low social cohesion is as bad for personal health outcomes as taking up smoking.

The future of work

- Automation holds the prospect of producing more with less—improving our nation's overall prosperity.
- Achieving those benefits may require major structural changes in employment.
- Some have suggested that 46 per cent of New Zealand jobs are at high risk of automation before 2050.
- Jobs of the future do not appear to be like many of the jobs of the past.

Ends

For more information, please contact LGNZ's Director of Advocacy, Helen Mexted on 029 924 1221 or email helen.mexted@lgnz.co.nz.

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Open Meeting

To	Policy & Regulatory Committee
From	TG Whittaker General Manager Strategy & Support
Date	03 August 2016
Prepared by	Joan Whittaker Quality Management Coordinator
Chief Executive Approved	Y
DWS Document Set #	1574822
Report Title	Review of Remuneration Policies

I. EXECUTIVE SUMMARY

Council is required to be a “good employer” and as such maintains a number of policies covering its stance on employment and remuneration for both its Chief Executive and staff.

Council currently has two high level policies relating to remuneration:

- Chief Executive Remuneration Policy; and
- Remuneration and Employment Policy.

It also has a third “Management Consultant Policy” which refers to the appointment of a consultant to manage any Chief Executive employment issues that may arise.

These policies were all due for review this year.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

- **AND THAT** the **Staff Remuneration and Employment Policy**, and **Chief Executive Remuneration and Employment Policy** be referred to Council for approval, and the existing **Staff Remuneration and Employment Policy**, **Chief Executive Remuneration and Employment Policy**, and **Management Consultant Policy** be rescinded.

3. BACKGROUND

Clause 36(1) of the Local Government Act 2002, requires that Council operate a personnel policy that complies with the principle of being a “good employer”.

A “good employer” means an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The three policies currently under review, and the subject of this report, namely the:

- Chief Executive Remuneration Policy;
- Remuneration and Employment Policy; and
- Management Consultant Policy

are high level policies based on the principle of Council being a “good employer”.

To complement these high level policies, Council also has a number of detailed internal personnel policies relating to the “good employer: principles. These include, but are not limited to the following:

- Equal Employment Opportunity Policy
- Flexible Working Hours Policy
- Zero Harm 2015 Policy
- Job Sizing Policy
- Performance Development Policy
- Performance Management Policy
- Recruitment and Selection Policy
- Remuneration Policy
- Reward and Recognition Policy

5. CONSIDERATION

A review of the three remuneration policies referred to above has been carried out as part of our policy review process.

Few changes were required to the original policies but to avoid duplication, it is suggested that the Chief Executive Remuneration Policy and the Management Consultant Policy be combined since they both refer to the Chief Executive’s employment matters. The Management Consultant Policy was very brief and has now been incorporated as Clause 10 of the Chief Executive Remuneration and Employment Policy.

6. CONCLUSION

Staff have reviewed and updated the three employment and remuneration policies and now attach two revised policies for approval, as follows:

- Staff Remuneration and Employment Policy
- Chief Executive Remuneration and Employment Policy

These policies have recently been approved by the Executive Team.

7. ATTACHMENTS

- Staff Remuneration and Employment Policy
- Chief Executive Remuneration and Employment Policy

Chief Executive Remuneration & Employment Policy

Policy Owner:	HR Manager
Policy Sponsor:	HW The Mayor
Approved By:	Policy & Regulatory Committee
Resolution Number:	TBA
Approval Date:	August 2016
Next Review Date:	August 2019

Objectives

To describe how the position of Chief Executive is to be evaluated and remunerated.

Related Documents/Legislature

Local Government Act 2002 Section 42 and Schedule 7 Clauses 33-34

Application

This policy applies to the Human Resources Manager and HW the Mayor.

Policy Statements

- 1 The Chief Executive's position will be job evaluated by Strategic Pay, remuneration consultants.
2. The Council uses Strategic Pay to provide it's benchmarking market remuneration information.
- 3 As part of this process, the Strategic Pay formula for the value of the motor vehicle should reflect that at least 60% of the mileage undertaken is Council related.
- 4 The market for remuneration benchmarking will be the Local Government/Public Sector.
- 5 The remuneration policy line will be the Estimated Market Value Median Total Cost.
- 6 The Chief Executive will be positioned on the remuneration policy line to reflect his/her competency and experience (ie at a Council agreed percentage of the Market Median).
- 7 Strategic Pay will provide an annual remuneration report for the job sized position, based on their March Remuneration Survey - this being the closest remuneration data for the 1 July review date.
- 8 The Chief Executive's remuneration components will be adjusted by the percentage of market movement for the position reported by Strategic Pay

annually, based on the overall performance review Council Ratings in accordance with the following table:

OVERALL PERFORMANCE ACHIEVEMENT RATING	% OF ANNUAL MARKET MOVEMENT FOR THE POSITION
90 – 100% Performance Expectations Met	100
70 – 90% Performance Expectations Met	75
< 70% Performance Expectations Met	0

9. If, in the opinion of Council, with independent HR advice if necessary, the Chief Executive's performance is of a certain standard or there is a strategic reason, it has the ability to increase the remuneration movement under special circumstances by resolution. The reason(s) for any movement is/are to be fully documented.
10. Council agrees to obtain consultancy advice on any Chief Executive Employment Agreement issues. The appropriate consultant must be appointed by mutual agreement between the two parties.

Policy Review

This policy will be reviewed as deemed appropriate by the HR Manager or HW The Mayor, but not less than once every three years.

Staff Remuneration and Employment Policy

Policy Owner:	HR Manager
Policy Sponsor:	Chief Executive
Approved By:	Policy & Regulatory Committee
Resolution Number:	TBA
Approval Date:	August 2016
Next Review Date:	August 2019

Introduction

This policy sets out Waikato District Council's high level principles for staff remuneration and employment conditions. The Chief Executive will be guided by these principles when adjusting pay and employment conditions, including collective bargaining and remuneration adjustment processes.

Objective

To provide an effective and efficient local government workforce for the Waikato district that is appropriate to the present and anticipated future circumstances.

Application

This policy applies to permanent full time and part time positions but excludes the Chief Executive and fixed term and casual positions.

Relevant Documents/Legislation

Local Government Act 2002 - Amendment 2012 (Clause 36A)

Policy Statements

- Pay structures and other conditions must be demonstrated as necessary to support our business and workforce objectives.
- Council will use a robust and systematic remuneration and performance framework – to size, price and pay jobs and reward its employees. Council currently utilizes Strategic Pay methodologies for this purpose.
- The cost of all adjustments to remuneration and conditions must be considered when setting the financial envelope for both bargaining and remuneration strategies.
- Remuneration adjustments must be affordable and sustainable within total budgets and should not lead to wider labour market movements and trends.
- Full Time Equivalent (FTE) metrics will be reported in the Annual Plan.

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, but not less than once every three years.

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	08 August 2016
Prepared by	Giles Boundy Senior Environmental Planner
Chief Executive Approved	Y
DWS Document Set #	1575581
Report Title	Hauraki Gulf Forum Governance Review Update

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Committee with an update on the Hauraki Gulf Forum governance review based on a report received by the Forum on 20 June 2016.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Hauraki Gulf Forum (the Forum) is a statutory Forum established by the Hauraki Gulf Marine Park Act 2000 (HGMP Act).

The Forum is deemed to be a Joint Committee of the constituent local authorities in accordance with the Local Government Act 2002. The purpose of the Forum is:

- a) To integrate the management and, where appropriate, to promote the conservation and sustainable management of the natural, historic and physical resources of the Hauraki Gulf, its islands and catchments, for the benefit and enjoyment of the people and communities of the Gulf and New Zealand;
- b) To facilitate communication, co-operation and co-ordination on matters relating to the statutory functions of the constituent parties in relation to the Hauraki Gulf, its islands, catchments and the Forum and;
- c) To recognise the historic, traditional, cultural and spiritual relationship of tangata whenua with the Hauraki Gulf, its islands and where appropriate, its catchments.

Membership is determined in accordance with Section 15 of the HGMP Act and is constituted by:

- 1 representative appointed each by the Minister of Conservation, the Minister of Fisheries and the Minister of Maori Affairs
- 7 representatives appointed by the Auckland Council
- 1 representative appointed by each of the following local authorities - Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council; and,
- 6 representatives of the tangata whenua of the Hauraki Gulf and its islands appointed by the Minister, after consultation with the tangata whenua and the Minister of Maori Affairs.

In June 2015 the Forum commissioned a report on the effectiveness and efficiency of the Forum (the Bradly Report). The report highlighted a number of opportunities, one of which was to explore a better governance model for the Forum. In June 2016 the Forum received a further report, '*Hauraki Gulf Forum Governance review and recommendations*' which was discussed at the Forum's meeting on 20 June (*Attachment 1*). The June 2016 report independently assessed the existing function and form of the Forum and made a number of recommendations for the Forum's consideration.

The June 2016 report used a number of guiding principles to inform the review, these included:

- Respecting, and accommodating, existing and future Treaty of Waitangi settlements
- Requiring the current approach to the governance of the Forum needing to reflect contemporary best practice
- The future governance model of the Forum should be based on 'influence' rather than 'representation'
- The Forum should employ the concept of Rangatira to Rangatira, and should be made up of influential leaders with the Crown playing a greater role
- Governance of the Forum needs to be simplified and focused on the purpose of the Forum.

4. HAURAKI GULF FORUM GOVERNANCE REVIEW AND RECOMMENDATIONS, JUNE 2016

The recommendations included actions that sought to optimise short term and long term functioning of the Forum, and that also signalled where legislative change may be needed. The recommendations of the June 2016 report are as follows:

(a) That particular attention is paid to Treaty settlements and the current Treaty settlement processes, and the Sea Change Tai Timu Tai Pari process, alongside this governance review process;

(b) That the governance model for the Forum is changed to a co-governance approach, comprising equal numbers of mana whenua and other members;

(c) *That mana whenua appoint their members directly through a process designed and approved by mana whenua;*

(d) *That the size of the Forum is reduced to 16 members;*

(e) *That the Forum membership is made up as follows:*

- *8 members appointed by mana whenua*
- *5 members appointed by the Minister of Conservation (for example political, business, community or NGO leaders rather than Crown representatives)*
- *3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members.*

(f) *That the term of appointments be 3 years with the ability to reappoint up to a maximum number of terms to be agreed, with a staggering of terms to ensure that there is some continuity of knowledge across terms;*

(g) *That in addition to the other changes recommended in this report, the Forum undertakes a process to promote a clear understanding of and the focus on the governance task of the Forum, including the relevant purpose, objective and function provisions of the Hauraki Gulf Marine Park Act 2000;*

(h) *That any reform of the governance arrangements for the Forum should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision making over the Hauraki Gulf;*

(i) *That, as an interim step, the Forum creates a smaller ‘core group’ of 12 members to drive more focussed and strategic governance for the Forum, and at the same time advances a case for legislative amendment to the Hauraki Gulf Marine Park Act 2000;*

(j) *That the Chief Executives of the local authorities and relevant ministries/departments work together to implement these recommendation immediately following the 2016 triennial local authority elections.*

At the 20 June meeting of the Forum the above recommendations were discussed. Whilst there was much discussion the Forum did not arrive at an agreed position or way forward.

At a subsequent meeting of the local authority chief executives it was agreed that a paper be placed before councils updating them on the recommendations before the Forum, and that the matter is discussed further with constituent councils post the October 2016 elections. This would then enable the newly elected (2016-2019) councils to determine their positions and then feed these into Forum discussions.

In order to assist council discussions, it would be expected that one of the authors of the June 2016 report (Paul Beverley, Mark Maloney or Vaughan Payne) could present the rationale and key findings of the report.

5. CONCLUSION

The purpose of this report is to provide to the Committee an update on the conversations that are being had at the Hauraki Gulf Forum. Since the recommendations from the 2016 Governance Review have only been subject to an initial discussion at the Forum no firm direction has been established as yet.

6. ATTACHMENTS

- I. Hauraki Gulf Forum - Governance review and recommendations

Hauraki Gulf Forum Governance review and recommendations.

JUNE 2016



Foreword

The Hauraki Gulf is recognised in the Hauraki Gulf Marine Park Act 2000 as a place of national significance.

There is a real need for an independent entity to advance the interests of the Hauraki Gulf, and if configured and supported appropriately, the Hauraki Gulf Forum is ideal for that role. Like the Hauraki Gulf, the Hauraki Gulf Forum is unique and presents an opportunity to provide independent, influential and effective leadership.

The current governance model for the Hauraki Gulf Forum is not effective, and consequently, the opportunity for that independent, influential and effective leadership is not being realised.

This report builds on the earlier Bradley report and provides recommendations to address the governance issues with the Hauraki Gulf Forum.

Recommendations

Our **recommendations** are as follows:

- (a) that particular attention is paid to Treaty settlements and the current Treaty settlement processes, and the Sea Change Tai Timu Tai Pari process, alongside this governance review process;
- (b) that the governance model for the Forum is changed to a co-governance approach, comprising equal numbers of mana whenua and other members;
- (c) that mana whenua appoint their members directly through a process designed and approved by mana whenua;
- (d) that the size of the Forum is reduced to 16 members;
- (e) that that the Forum membership is made up as follows:
 - 8 members appointed by mana whenua;
 - 5 members appointed by the Minister of Conservation (for example political, business, community or NGO leaders rather than Crown representatives); and
 - 3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members;
- (f) that the term of appointments be 3 years with the ability to reappoint up to a maximum number of terms to be agreed, with a staggering of terms to ensure that there is some continuity of knowledge across terms;
- (g) that in addition to the other changes recommended in this report, the Forum undertakes a process to promote a clear understanding of and focus on the governance task of the Forum, including the relevant purpose, objective and function provisions of the Hauraki Gulf Marine Park Act 2000;

- (h) that any reform of the governance arrangements for the Forum should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision-making over the Hauraki Gulf;
- (i) that, as an interim step, the Forum creates a smaller 'core group' of 12 members to drive more focused and strategic governance for the Forum, and at the same time advances a case for legislative amendment to the Hauraki Gulf Marine Park Act 2000; and
- (j) that the chief executives of the local authorities and relevant ministries/departments work together to implement these recommendations immediately following the 2016 triennial local authority elections.

Paul Beverley (Partner, Buddle Findlay Lawyers)

Vaughan Payne (Chief Executive, Waikato Regional Council)

Mark Maloney (Head of Internal Audit, Auckland Council)

24 June 2016

Introduction and context

Introduction

The Hauraki Gulf is recognised through the Hauraki Gulf Marine Park Act 2000 as being a place of 'national significance'.

Section 7 of that Act states:

"7 Recognition of national significance of Hauraki Gulf

- (1) *The interrelationship between the Hauraki Gulf, its islands, and catchments and the ability of that interrelationship to sustain the life-supporting capacity of the environment of the Hauraki Gulf and its islands are matters of national significance.*
- (2) *The life-supporting capacity of the environment of the Gulf and its islands includes the capacity—*
 - (a) *to provide for—*
 - (i) *the historic, traditional, cultural, and spiritual relationship of the tangata whenua of the Gulf with the Gulf and its islands; and*
 - (ii) *the social, economic, recreational, and cultural well-being of people and communities:*
 - (b) *to use the resources of the Gulf by the people and communities of the Gulf and New Zealand for economic activities and recreation:*
 - (c) *to maintain the soil, air, water, and ecosystems of the Gulf."*

The Hauraki Gulf Marine Park Act 2000 also provides for the establishment, purpose and functions of the Hauraki Gulf Forum ("**Forum**"). The purposes of the Forum are set out in section 15 of the Act as follows:

"15 Purposes of Forum

The Forum has the following purposes:

- (a) *to integrate the management and, where appropriate, to promote the conservation and management in a sustainable manner, of the natural, historic, and physical resources of the Hauraki Gulf, its islands, and catchments, for the benefit and enjoyment of the people and communities of the Gulf and New Zealand:*
- (b) *to facilitate communication, co-operation, and co-ordination on matters relating to the statutory functions of the constituent parties in relation to the Hauraki Gulf, its islands, and catchments, and the Forum:*
- (c) *to recognise the historic, traditional, cultural, and spiritual relationship of tangata whenua with the Hauraki Gulf, its islands, and, where appropriate, its catchments."*

In June 2015, Dr Nigel Bradly (Envirostrat Consulting Ltd) provided a report to the Hauraki Gulf Forum entitled "Review of the Hauraki Gulf Forum" ("**the Bradly report**").

That report made a number of findings and recommendations in relation to the functioning of the Forum including, in particular, in relation to governance.

This report has been commissioned by the Forum to provide recommendations on how to address the governance issues identified in the Bradly report. This report is intended to provide 'navigational' advice and recommendations to the Forum in terms of how to approach governance moving forward, and in particular what changes could be made to provide for more effective governance and better outcomes for the Hauraki Gulf.

This report does not seek to provide all of the detailed design for the new approaches that are proposed, and further detailed design work will be required in relation to any proposals that are advanced by the Forum. It is also recognised that any significant change to the governance approach will require the Hauraki Gulf Marine Park Act 2000 to be amended by Parliament. For that reason, there are recommendations made that rely on legislative change, and other interim recommendations that can be adopted in the shorter term without legislative change.

The authors have not revisited the matters set out in the Bradly Report, but have adopted and relied on those findings and recommendations.

Contextual matters

There are two very important contextual matters that must be considered along with this report.

The first is the historical Treaty of Waitangi settlement processes that have been completed or are currently underway or proposed in and around the Hauraki Gulf. While some Iwi have settled their collective/individual Treaty claims, a number of other Iwi in and around the Hauraki Gulf are still working through Treaty settlement processes. Importantly, the proposed settlements over the 'harbours' around the Hauraki Gulf are yet to commence.

Consequently, one fundamental proviso to this report is that it is not intended to impede, pre-empt or cut across any Treaty settlement or Treaty settlement processes. This report is focussed on the governance challenges for the Forum, but any response in terms of governance reform must be undertaken in a manner that is respectful and accommodating of those Treaty settlements and Treaty settlement processes. The Forum should also be alive to the opportunities that may arise out of the Treaty settlements to further enhance the governance of the Hauraki Gulf. Those opportunities are being seized in many different places in Aotearoa/New Zealand and there have been real successes in the adoption of, for example, co-governance frameworks over areas and resources.

The second contextual matter is the 'Sea Change Tai Timu Tai Pari' process that is currently underway in the Hauraki Gulf. Sea Change Tai Timu Tai Pari is a collaborative stakeholder process focused on delivering a marine spatial plan for the Hauraki Gulf towards the end of 2016. The process is governed by a co-governance entity comprising mana whenua and local authorities/the Crown (the project steering group). The stakeholder working group is developing the marine spatial plan and is comprised of mana whenua and a range of stakeholders from various communities of interest within and around the Hauraki Gulf.

As the name suggests, the Sea Change Tai Timu Tai Pari process is focused on making a real and measurable difference to the manner in which the Hauraki Gulf is managed, used and protected. The stakeholder working group is in the final stages of the marine spatial planning process. The Forum's role in the implementation of the marine spatial plan needs to be clarified and confirmed. Once approved by the Sea Change Tai Timu Tai Pari project steering group, it appears likely that the Hauraki Gulf Forum will play a key role in driving the implementation of that plan. If so, it is imperative that any revised governance structure is able to respond to and promote the effective implementation of the marine spatial plan.

Guiding Principles

In undertaking the review we have used the following guiding principles:

- (a) existing and future Treaty settlements need to be respected and accommodated in any governance reform of the Forum;
- (b) the approach to governance structures for resources recognised as being of national significance has evolved significantly since 2000, including in relation to co-governance with mana whenua and national resourcing, and the current approach to the governance of Forum needs to reflect contemporary best practice;
- (c) the future governance model for the Forum should be based on 'influence' rather than 'representation';
- (d) Rangatira to Rangatira: the Forum must be made up of influential leaders, and the Crown needs to play a greater role at the Forum table; and
- (e) the governance of the Forum needs to be simplified and there is a need for greater focus on the purpose of the Forum.

Recommendation

We **recommend** that particular attention is paid to Treaty settlements and the current Treaty settlement processes, and the Sea Change Tai Timu Tai Pari process, alongside this governance review process.

Synopsis of governance issues

The Bradley report raised a number of issues in relation to the functioning of the Forum, and identified governance as "*the root cause of failure*". We set out below some of the key passages from the Bradley report:

"The Hauraki Gulf Forum is failing to adequately promote the objectives of the Act, and will not do so without significant change. This does not mean that the legislation should be repealed, or that the Forum should be disestablished; we believe the legislation is appropriate and an entity that provides leadership for the Hauraki Gulf Marine Park is an essential component of the management regime."

"The root cause of failure is governance, and in particular the inability or unwillingness of members to collectively act as a 'political peer group' to provide the leadership envisaged by the legislation. The mismatch of willingness, understanding and expectations of members is at the heart of the failure of the Forum to promote the objectives of the Act. Many members do not understand expectations of their role and some demonstrated (through the interviews) little appreciation of the Forum's role in promoting the objectives of the Act. Members have been unable or unwilling to consistently work together as a 'political peer group' to consistently promote the objectives of the Act and a review and restructure of the governance of the Forum should occur. An alternative structure should be considered including replacing with a smaller, more agile Forum membership that provides a peer group of politically aware and strong leaders committed to promoting the objectives of the Act."

...

"It is important that the detailed assessment of governance recommended in this review includes consideration of how to maintain the momentum developed through Sea Change, Tai Timu Tai Pari. This includes consideration of co-governance as a future governance model, and how best to incorporate the perspectives of NGOs, central and local government, and sector groups alongside tangata whenua in governance structures."

...

"Although the Act was ahead of its time in including tangata whenua membership on the Forum and in clearly articulating tangata whenua values through the objectives of the Act, functions of the Forum and the Marine Park it has now become somewhat outdated, especially in terms of governance."

...

"The emergence of governance structures that better reflect the Crown – Iwi partnership as well as significantly greater capacity and capability of mana whenua have been influenced by Treaty settlements. It is important that the detailed assessment of governance recommended by this Review considers how best to incorporate modern Treaty principles of co-governance."

The Bradley report also included recommendations to address those governance issues, including the following:

"Recommendation 1. *Governance should be reformed and the current structure replaced with a smaller, more agile Forum membership that provides a peer group of politically aware and strong leaders committed to promoting the objectives of the Act, and that reflects the national significance and expectations of government in creating the Marine Park and the Forum.*

The Forum needs to work with statutory organisations but not necessarily be formed by them (as it currently largely is), and needs greater representation of tangata whenua to reflect the nature of the Crown – Iwi partnership. See Recommendation 4 for more detail."

...

"Recommendation 4. *This Review has not examined an alternative governance model in sufficient detail to recommend a specific structure, size or make-up of a future Forum. We recommend a small group of experts external to the Forum be tasked with examining this issue in depth and report back to the September 2015 Forum meeting with clear options for future governance. These individuals should have experience and expertise in natural resource management and the unique context that the Forum operates in, Treaty matters including co-governance and co-management, and best practice governance models. This would include consideration of an alternative governance model that includes the following elements:*

- *a smaller size, consideration of the appropriate length of term for appointments;*
- *rather than the current individual agency representative model, consider appointment of a peer group of politically aware and strong individuals who are committed to promoting the objectives of the Act and thus can demonstrate the leadership that government intended, but are not 'tied' to any particular agency or policy position;*
- *structure and decision rules that reflect the Crown – Iwi partnership and that is capable of enduring through future Treaty settlements without additional need to restructure the Forum or revisit its underpinning principles;*
- *consideration of whether, and how co-governance might be applied to the Forum, recognising lessons from both Sea Change, Tai Timu Tai Pari and Treaty settlements as well as other examples in New Zealand (i.e. there is no single model for co-governance, and it must be fit for purpose); and*
- *alternative funding models to provide significantly greater resourcing for the Forum to more effectively deliver its functions and promote the objectives of the Act."*

By way of summary, the governance issues identified in the Bradley report are as follows:

- (f) the extent of mana whenua membership on the Forum, including how those members are appointed;
- (g) the fact that the governance of areas and resources has evolved significantly since 2000, and the governance of the Forum does not reflect contemporary best practice, particularly in terms of co-governance with mana whenua;
- (h) the size of the Forum;

- (i) the nature of the membership on the Forum and finding the optimal mix of members with the appropriate skills, experience and expertise; and
- (j) the lack of focus on and understanding of the Forum's purpose.

These matters are addressed in turn in this report.

Mana whenua membership and co-governance

On this matter, the relevant comments from the Bradly Report include:

"Although the Act was ahead of its time in including tangata whenua membership on the Forum and in clearly articulating tangata whenua values through the objectives of the Act, functions of the Forum and the Marine Park it has now become somewhat outdated, especially in terms of governance." ...

"The emergence of governance structures that better reflect the Crown – Iwi partnership as well as significantly greater capacity and capability of mana whenua have been influenced by Treaty settlements. It is important that the detailed assessment of governance recommended by this Review considers how best to incorporate modern Treaty principles of co-governance."

As the Bradly Report identifies, while the Hauraki Gulf Marine Park Act 2000 was ahead of its time by including mana whenua at the table, there have been significant developments in integrated resource governance in this country since that time. We agree with the Bradly Report that the current governance model is somewhat outdated and needs revisiting.

Mana whenua membership

One key governance issue for the Forum is that only 6 of 21 members are mana whenua members. That membership does not reflect contemporary best practice in terms of the governance models that are being developed for significant areas and resources such as the Hauraki Gulf.

Further, under the Act the mana whenua members are appointed by the Minister of Conservation rather than by mana whenua themselves. Again, that is an outdated approach and mana whenua should appoint their own members to an entity of this nature, as opposed to a Minister making those appointments on the recommendations of mana whenua.

Mana whenua will need to consider and advise on how mana whenua members should be appointed, given that there are 26 Iwi with interests in the Hauraki Gulf, and inevitably fewer than 26 mana whenua members will be appointed to the Forum. Mana whenua may, for example, consider as a starting point the approach adopted for the Tūpuna Maunga o Tāmaki Makaurau Authority (the co-governance authority over the tūpuna maunga/volcanic cones in Auckland) which provides that for the 6 mana whenua members appointed, 2 are appointed by each of the rōpū entities identified in that settlement.

A co-governance approach

The approach to integrated resource governance has evolved significantly since 2000, and the Forum's governance model does not reflect contemporary best practice, particularly in terms of co-governance with mana whenua.

There have been a number of significant Treaty of Waitangi settlements negotiated since 2000 that provide a more partnership-based approach through a co-governance mechanism. A key feature of these entities is that they act independently and in the best interests of the particular resource being governed.

While there are many examples, some relevant examples include:

- (k) **The Tūpuna Maunga o Tāmaki Makaurau Authority:** This Authority was established through the Tāmaki Collective Treaty settlement negotiations (involving 13 Iwi of Tāmaki Makaurau) where the ownership of the tūpuna maunga (ancestral mountains) were vested back in the Iwi of the Tāmaki

Collective and a co-governance authority was established to govern those tūpuna maunga. The Authority is made up of 6 mana whenua members and 6 Auckland Council members.

- (l) **The Waikato River Authority:** This Authority was established through Treaty settlement negotiations between Waikato-Tainui/other Iwi of the Waikato River and the Crown. This is a co-governance authority made up of 5 members appointed by the Waikato River Iwi and 5 members appointed by the Crown.
- (m) **Te Urewera Board:** This Board was established through the Ngāi Tūhoe Treaty settlement and the Te Urewera Act 2014, and is responsible for the governance of Te Urewera (the former Te Urewera National Park). The Board is made up of 4 Tūhoe appointed members and 4 members appointed by the Crown.
- (n) **Te Oneroa a Tohe (90 Mile Beach) Board:** This Board was established through the Te Hiku settlements and is made up of 4 members appointed by mana whenua and 4 members appointed by local authorities.

There could also be co-governance entities emerge through other Treaty settlement negotiations including the current Hauraki Collective settlement negotiations covering areas such as the Waihou and Piako catchments and the Coromandel Peninsula, and over Lake Taupo through the Ngāti Tuwharetoa negotiations.

There are numerous other examples of co-governance and co-management approaches to areas and resources, involving a partnership based approach between mana whenua and Crown/Council/other entities.

In our view the Forum should move to a governance model based on equal numbers of mana whenua and Crown/local authority/other members. This better reflects contemporary best practice in terms of co-governing areas and resources and *"the historic, traditional, cultural, and spiritual relationship of the tangata whenua of the Gulf with the Gulf and its islands"* as referred to in the purpose of the Forum.

The co-governance models established to date have been highly successful in terms of providing a strategic governance approach. The successful adoption and implementation of these co-governance models around the country has been one of the most important developments in integrated resource governance over the last decade, and in our view the Hauraki Gulf Forum would be significantly strengthened by moving to a co-governance model. There are many advantages of a partnership based co-governance approach, including for example:

- (a) enhanced and better informed decision-making which results from the broader range of knowledge, values, traditions and experiences around the governance table; and
- (b) the mana whenua emphasis on making decisions based on intergenerational timeframes which encourages longer-term governance thinking.

We note that any governance design must fit the specific context to which it will apply. That means that another co-governance model cannot simply be replicated, but that the model must be designed carefully and in detail to reflect the specific circumstances of the Hauraki Gulf and the Hauraki Gulf Marine Park Act 2000. There are, however, a number of successful models in operation that can be drawn upon.

Recommendations

We **recommend** that the governance model for the Forum be changed to a co-governance model, comprising equal numbers of mana whenua and other members.

We also **recommend** that mana whenua appoint their members directly through a process designed and approved by mana whenua.

Size of the Forum

This issue concerns the fact that there are 21 members on the Forum. The relevant comments from the Bradley Report include:

"An alternative structure should be considered including replacing with a smaller, more agile Forum membership that provides a peer group of politically aware and strong leaders committed to promoting the objectives of the Act."

In our view there are too many members on the Forum to provide for effective governance.

As we understand it, the intention was for the Forum to act as a 'political peer group' that can exert real leadership and influence over the Hauraki Gulf. However, a membership of 21 suggests an approach closer to a 'forum', which provides an opportunity for a range of people and interest groups to come together to discuss and share ideas.

If the Forum is genuinely intended to be a 'forum', then a membership of 21 might be workable. However, if the Forum is intended to be an entity that displays governance leadership and influence, then the Forum needs to be smaller.

Currently the 21 Forum members are appointed as follows:

- (a) 6 mana whenua members (appointed by the Minister of Conservation);
- (b) 3 Crown members (appointed by Ministers);
- (c) 7 members appointed by the Auckland Council; and
- (d) 5 members appointed by the Waikato Regional Council, Waikato District Council, Matamata-Piako District Council, Thames-Coromandel District Council and Hauraki District Council (one member appointed by each).

There is no one rule for the optimal size of governance entities, but some points of comparison include:

- (a) the Tūpuna Maunga o Tāmaki Makaurau Authority (12 members);
- (b) the Waikato River Authority (10 members); and
- (c) the Te Urewera Board (8 members).

Given that 21 members is too many, and given the significant number and range of interests in the Hauraki Gulf that need to be considered, in our view the Forum should be made up of 16 members. Ideally, and from a good governance perspective, the size of the Forum would be even smaller than that. However, given the interests in the Hauraki Gulf (including the 26 Iwi and the wide range of communities and interests), we consider that 16 members is an appropriate size. This membership size will require a real focus on good governance principles to ensure that the Forum operates effectively. We discuss how that membership should be made up in the next section.

Recommendation

We **recommend** that the size of the Forum be reduced to 16 members.

The nature of Forum membership

This issue concerns the nature and optimal mix of Forum membership.

The comments from the Bradly Report include:

"Governance should be reformed and the current structure replaced with a smaller, more agile Forum membership that provides a peer group of politically aware and strong leaders committed to promoting the objectives of the Act, and that reflects the national significance and expectations of government in creating the Marine Park and the Forum.

The Forum needs to work with statutory organisations but not necessarily be formed by them (as it currently largely is), and needs greater representation of tangata whenua to reflect the nature of the Crown – Iwi partnership. See Recommendation 4 for more detail."

As noted above, there are currently 12 members appointed by 6 local authorities, 3 members appointed by the Crown and 6 mana whenua members appointed by the Minister.

We have recommended that the size of the Forum membership be reduced to 16 members, as currently there are too many members on the Forum to provide for effective governance.

The Hauraki Gulf Marine Park Act 2000 reflects a 'representative' model, where central and local government and mana whenua have 'representatives' on a 'forum'. This is likely to be a key contributor to the governance difficulties identified in the Bradly report. In the case of local authorities, those members are elected members of the local authority, and in the case of central government, the members tend to be senior level officials.

Clearly for the Forum to be effective there needs to be a strong connection with central and local government, but as the Bradly report states, the Forum does not need to be made up of representatives from those entities.

Another option is to have a smaller and more focussed Forum which is not a 'representative' entity, but rather is made up of members who are best placed to drive the achievement of the purpose of the Act and the Forum.

It is critical that the Forum is made up of influential leaders. Mana whenua have well-established processes to select their members based on tikanga. On the Crown/council side, there needs to be members who have a strong knowledge of and connection with central and local government.

The Forum particularly needs members with governance credibility and the requisite governance skills, expertise and experience. Examples could include former Members of Parliament, or business, community or NGO leaders. This approach would not only ensure members to have strong expertise in a range of strategic governance issues, but could also allow the Forum to better connect with the business, NGO and other sectors.

As one example, the new co-governance board for Te Urewera (the former Te Urewera National Park) includes equal numbers of members from Ngāi Tahu and from the Crown. The Crown members are not officials or 'Crown representatives' but include the Rt Honourable Jim Bolger (former Prime Minister); Dr John Wood (former New Zealand Ambassador to the United States and Treaty settlement Chief Crown Negotiator); Jo Breese (the former chief executive of World Wildlife Fund NZ) and Dave Bamford (an

expert in recreation and tourism). These members have the skills, expertise and experience not only to drive a strategic governance approach, but to exert real political influence in the interests of Te Urewera. Importantly these members are not there to represent the Crown, but to advance the interests of Te Urewera and the achievement of the purpose of the Te Urewera Act.

We consider that the Forum should be made up of 16 members as follows:

- (a) 8 members appointed by mana whenua;
- (b) 5 members appointed by the Minister of Conservation (for example political, business, community or NGO leaders rather than 'Crown representatives'); and
- (c) 3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members.

In our view, this mix of membership, in combination with a clear focus on purpose, is far more likely to drive the strategic governance that the Forum needs. The Minister of Conservation should not appoint officials but should appoint members with strategic governance experience. That is in no way intended to be a criticism of the work or contribution of officials, but it is very difficult for officials to act as independent governors while remaining accountable to Ministers and agencies.

As noted above, the Forum needs to be strongly 'connected' to central and local government, mana whenua, communities, the business sector and the range of interest groups in the Hauraki Gulf. The mix of membership recommended above should enhance those connections, but 'membership' on the Forum is not a pre-requisite to strong connections with those sectors and communities. It could be, however, that one or more members of the Forum could be a leader from, for example, the fishing or farming sectors (these being important sectors for the Hauraki Gulf). It could also be that a number of formal channels are established between the Forum and these communities and sectors, such as regular workshops or working parties on particular topics.

It is also critical that central government is committed to and invested in the Forum. Central government needs to be closely involved in the work of the Forum, and the government needs to provide resourcing to allow the Forum to be effective. This is a matter that can be worked through in the detailed design process, and it could be, for example, that a senior official from each key agency has a formal seat at Forum meetings (as opposed to membership).

One other matter raised in the Bradley report is the term of the appointments:

"This would include consideration of an alternative governance model that includes the following elements:

- *a smaller size, consideration of the appropriate length of term for appointments;"*

We consider that a 3 year term is appropriate with the ability to reappoint members up to a maximum number of terms to be agreed. We also consider that there should be a staggering of terms to ensure that there is some continuity of knowledge across terms (i.e the whole Forum is not replaced at the end of any 3 year term).

Recommendations

We **recommend** that that the Forum membership is made up of 16 members as follows:

- (a) 8 members appointed by mana whenua;
- (b) 5 members appointed by the Minister of Conservation (for example political, business, community or NGO leaders rather than Crown representatives); and
- (c) 3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members.

We also **recommend** that the term of appointments be 3 years with the ability to reappoint up to a maximum number of terms to be agreed, with a staggering of terms to ensure that there is some continuity of knowledge across terms.

The focus of the Forum

This issue concerns the 'focus' of the Forum – in other words the apparent lack of understanding/willingness/expectations of members to work together to promote the purpose and objectives of the Hauraki Gulf Marine Park Act 2000.

The relevant comments from the Bradley Report include:

"The Hauraki Gulf Forum is failing to adequately promote the objectives of the Act, and will not do so without significant change. This does not mean that the legislation should be repealed, or that the Forum should be disestablished; we believe the legislation is appropriate and an entity that provides leadership for the Hauraki Gulf Marine Park is an essential component of the management regime."

"The root cause of failure is governance, and in particular the inability or unwillingness of members to collectively act as a 'political peer group' to provide the leadership envisaged by the legislation. The mismatch of willingness, understanding and expectations of members is at the heart of the failure of the Forum to promote the objectives of the Act. Many members do not understand expectations of their role and some demonstrated (through the interviews) little appreciation of the Forum's role in promoting the objectives of the Act. Members have been unable or unwilling to consistently work together as a 'political peer group' to consistently promote the objectives of the Act and a review and restructure of the governance of the Forum should occur. An alternative structure should be considered including replacing with a smaller, more agile Forum membership that provides a peer group of politically aware and strong leaders committed to promoting the objectives of the Act."

There is a real need for an independent entity to act in the best interests of the Gulf, and if configured and supported appropriately, the Forum is the ideal entity for that purpose.

It may well be that the recommendations set out in this report will address these 'focus' issues identified in the Bradley report. A smaller Forum based on a co-governance model and with appropriate membership is likely to bring significantly more focus to the governance of the Forum. That should allow the Forum to act as a 'political peer group' if that is the intention. Even so, irrespective of governance changes, it is critical that the Forum creates a renewed focus and impetus on achieving the purpose of the Act and the Forum.

One of the first principles of good governance is building an understanding of and commitment to the purpose of the entity concerned. In the case of the Forum, this includes an understanding of and clear focus on:

- (a) the need to act collectively and independently in the best interests of the Hauraki Gulf;
- (b) the purpose and objectives of the Hauraki Gulf Marine Park Act 2000;
- (c) the purpose and functions of the Forum;
- (d) the nature and effect of the Hauraki Gulf Marine Park;
- (e) the opportunities that the above matters present;
- (f) role clarity for the Forum;
- (g) the importance of relationships both within and beyond the Forum membership; and
- (h) good governance practice.

One of the key tasks for the Forum is to analyse in detail the key provisions of the Act, and to agree on how it will promote the purpose and objectives of the Act moving forward. A number of the statements in the Act are aspirational and high-level, and the Forum should work through how to give meaning to the principles in a practical sense. This will require not only the identification of strategic issues (as provided for in the Act) but a detailed action plan for how the Forum will seek to drive strategic outcomes for the Hauraki Gulf. The integrated management component of the Forum's purpose must also be emphasised, particularly given the fact that the Hauraki Gulf spans several administrative boundaries. This ability to promote integrated management across these boundaries is a particular strength and point of difference for the Forum.

The Sea Change Tai Timu Tai Pari marine spatial plan may provide a sound basis for identifying strategic outcomes for the Hauraki Gulf and the Forum. The role of the Forum in the implementation of Sea Change Tai Timu Tai Pari needs to be clarified as a matter of urgency.

Another critical role for the Forum is to advocate for the interests of the Hauraki Gulf. A key issue is whether the Forum's functions should be changed to provide more statutory effect or 'teeth' so that the Forum can provide influential leadership for the Hauraki Gulf. The purpose and functions of the Forum provide considerable scope for it to promote outcomes for the Hauraki Gulf. Having said that, the outputs from the Forum have no direct effect or 'teeth' in statutory processes and this may also contribute to the focus issues identified in the Bradly report. It is recognised that sections 7 and 8 of the Act, for example, do have strong statutory effect, but the Forum itself only has a promotional or recommendatory role. Section 18(3) of the Act makes it clear that the Forum currently has a constrained ability to participate in advocacy or formal decision-making processes.

18 Powers of Forum

- (1) *The Forum has the powers that are reasonably necessary to carry out its functions.*
- (2) *The Forum's powers include the powers—*
 - (a) *to consider issues related to its purpose; and*
 - (b) *to receive reports from constituent parties; and*
 - (c) *to make recommendations to constituent parties; and*
 - (d) *to advise any person who requests the Forum's advice; and*
 - (e) *to commission or undertake those activities that are necessary to achieve its purpose.*
- (3) *The Forum must not—*
 - (a) *appear before a court or tribunal other than as a witness if called by a party to proceedings; or*
 - (b) *take part in a decision-making process under any enactment other than to advise when requested to do so.*

In addition to the governance developments since 2000, there has also been a trend to provide these types of entities with the ability to impact directly on statutory processes. For example, most co-

governance entities are provided with the function of producing a planning document that has direct effect in statutory processes such as under the RMA.

We consider that any reform of the governance arrangements should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision-making over the Hauraki Gulf. Again, this would align with the contemporary best practice examples that are being adopted for areas and resources. Further, consideration needs to be given to the name of the 'Forum', and whether there should be a change to another name that more accurately reflects any reformed governance model (such as an 'Authority').

To achieve the focus of providing leadership the Hauraki Gulf, which is recognised in statute as being nationally significant, appropriate Crown resourcing is required. This includes the need for administrative and technical support for the Forum.

Recommendations

We **recommend** that:

- (a) in addition to the other changes recommended in this report, the Forum undertakes a process to promote a clear understanding of and focus on the governance task of the Forum, including the relevant purpose, objective and function provisions of the Hauraki Gulf Marine Park Act 2000; and
- (b) any reform of the governance arrangements for the Forum should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision-making over the Hauraki Gulf.

Legislative and non-legislative reform options

A number of the recommendations in this report will require amendment to the Hauraki Gulf Marine Park Act 2000. We consider that such amendments should be progressed to deliver the governance changes that are required. That will be a matter for the Forum to take up with chief executives and Ministers.

In the meantime, the Forum could implement these recommendations by setting up a 'sub-committee' (or 'core group') of 12 members appointed as set out below. The Forum is deemed to be a joint committee of local authorities under section 22 of the Hauraki Gulf Marine Park Act 2000 and the Local Government Act 2002, and the Forum has the authority to establish a subcommittee under section 22(3) of the Hauraki Gulf Marine Park Act 2000.

This 'core group' could be established by the Forum and could be given delegations in a manner that allows the core group to be the final decision-maker for the Forum. The terms of reference could be designed so that the core group would effectively operate as the Forum.

For example:

- (a) the Forum would establish the core group (or 'subcommittee');
- (b) the mana whenua members of the Forum would be appointed as the 6 mana whenua members on the core group;
- (c) the Minister would make 3 new appointments to the core group (for example former political, business, community or NGO leaders); and
- (d) the local authorities would make 3 appointments to the core group as described earlier in this report.

This core group would then operate as an interim co-governance model and could commence the process of delivering more focused and strategic governance for the Forum.

This is clearly not a long-term solution. If the Forum wishes to adopt the recommendations in this report, then the case for legislative change needs to be advanced.

Recommendations

We **recommend** that, as an interim step, the Forum creates a smaller 'core group' of 12 members to drive more focused and strategic governance for the Forum, and at the same time advances a case for legislative amendment to the Hauraki Gulf Marine Park Act 2000.

We also **recommend** that the chief executives of the local authorities and relevant ministries/departments work together to implement these recommendations immediately following the 2016 triennial local authority elections.

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	8 August 2016
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1577261
Report Title	Exclusion of the Public

1 Executive Summary

To ensure that the public are excluded from the meeting during discussion on public excluded items.

2 Recommendation

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting during discussion on the following items of business:

Reports

a. Chief Executive's Business Plan

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)

Section 48(d)