

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 1 NOVEMBER 2016** commencing at **1.00pm**.

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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GJ Ion
CHIEF EXECUTIVE
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Open Meeting

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|---------------------------------|------------------------------------|
| To | Waikato District Council |
| From | Allan Sanson Mayor |
| Date | 25 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1627777 |
| Report Title | Committee Structure and Membership |

I. EXECUTIVE SUMMARY

It is my prerogative as Mayor to choose both the committee structure and membership. However, I am doing this after discussion with Councillors I wish to promote the following committee structure that I know will allow this Council to go forward with drive and passion, to achieve outcomes that will best serve the communities we have been elected to represent.

2. RECOMMENDATION

THAT the report from the Mayor be received;

AND THAT pursuant to schedule 7 clause 30 and section 41A (3)(b) of the Local Government Act 2002 the following Committee structure have been established by exercising Mayoral powers:

- Policy & Regulatory Committee**
- Regulatory Sub-Committee (Sub-Committee of the Policy & Regulatory Committee)**
- Strategy & Finance Committee**
- Audit & Risk Committee (Sub-Committee of the Strategy & Finance Committee)**
- Infrastructure Committee**
- Discretionary & Funding Committee**
- Chief Executive's Performance Review Sub-Committee**
- Economic Development Advisory Group**
- Submission Sub-Committee**

AND FURTHER THAT pursuant to schedule 7 clause 30 and Section 41A(3)(b) of the Local Government Act 2002 and Section 186 of the Sale and Supply of Alcohol Act 2012, Waikato District Council appoints the following committee:

- District Licensing Committee**

AND FURTHER THAT pursuant to schedule 7 clause 30 of the Local Government Act 2002, Council is part of the following Joint Committee:

**Waikato-Tainui and Waikato District Council Joint Committee
Waikato Plan Joint Committee Nga Wai o Maniapoto
Future Proof**

AND FURTHER THAT the Waikato District Council agrees that the review of the Chief Executive's performance be undertaken three times per year in February, June (to set performance goals for the following year) and September (final review for the year and consideration of remuneration);

AND FURTHER THAT pursuant to schedule 7 clause 31 and section 41A(3)(c) of the Local Government Act 2002 the following appointments to Chairpersons have been made by exercising Mayoral powers:

**Policy & Regulatory Committee - Cr Sedgwick
Regulatory Sub-Committee – Cr Fulton
Strategy & Finance Committee – Cr Gibb
Audit & Risk Committee – Margaret Devlin
Infrastructure Committee – Cr Fulton
Discretionary & Funding Committee – Cr Lynch
Waikato Tainui and Waikato District Council Joint Committee Co-Chair – Mayor Sanson
Chief Executive's Performance Review Sub-Committee – Mayor Sanson
Submission Sub-Committee – Councillor Gibb
Economic Development Advisory Group – Mayor Sanson**

AND FURTHER THAT pursuant to schedule 7 clause 31 and section 41A(3)(c) of the Local Government Act 2002 and Section 189 of the Sale and Supply of Alcohol Act 2012, the following appointment as Chairperson be made by exercising Mayoral powers:

District Licensing Committee – Cr Smith

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002 the Waikato District Council appoints the following members to the committees:

**Policy & Regulatory Committee
Cr Main - Deputy Chairperson
Mayor Sanson
All Councillors**

**Regulatory Sub-Committee
Cr Gibb - Deputy Chairperson
Cr Sedgwick
Cr Main**

Strategy & Finance Committee

Cr Bech - Deputy Chairperson
Mayor Sanson
All Councillors

Audit & Risk Committee

Cr Gibb - Deputy Chairperson
Cr Sedgwick
Cr Main
Cr Bech
Mayor Sanson – ex-officio

Infrastructure Committee

Cr Patterson - Deputy Chairperson
Mayor Sanson
All Councillors

Discretionary & Funding Committee

Cr McGuire – Deputy Chairperson
Cr Henderson
Cr Main
Cr Fulton
Cr Thomson
Mayor Sanson – ex-officio

Waikato-Tainui and Waikato District Council Joint Committee

Waikato-Tainui representative – Co-Chair (to be confirmed by Waikato-Tainui)
Three other Waikato-Tainui representatives (to be confirmed by Waikato-Tainui)
Cr Fulton
Cr Gibb
Cr Thomson
Alternate: Cr Church

NB: One of the Waikato-Tainui Committee members must be the Chairperson of Te Aratuara and one of the Waikato District Council members must be the Mayor

Chief Executive’s Performance Review Sub-Committee

Cr Fulton – Deputy Chairperson
Cr Sedgwick
Cr Gibb
Cr Bech

Economic Development Advisory Group

Deputy Mayor
Strategy & Finance Chairperson
Strategy & Finance Deputy Chairperson
Policy & Regulatory Chairperson

Submission Sub-Committee

**His Worship the Mayor
 Infrastructure Chairperson
 Policy & Regulatory Chairperson
 Discretionary & Funding Chairperson**

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002 and Section 189 of the Sale and Supply of Alcohol Act 2012, Waikato District Council appoints the following members to the District Licensing Committee:

**Patsi Davies
 Brett McEwan
 Michael Cameron
 Ngaruawahia Ward Councillor (Cr Gibb)**

AND FURTHER THAT the Deputy Mayor, Councillor Fulton, will become ex- officio to all Committees (except the District Licensing Committee) if Mayor Sanson is unable to attend;

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002 Waikato District Council appoints the following members to joint committees:

**Nga Wai o Maniopoto – Mayor Sanson
 Waikato Plan – Mayor Sanson
 Alternate – Deputy Mayor**

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002 Waikato District Council appoints the following members to the Waikato District Community Wellbeing Trust:

Until the completion of the first meeting of the Trust in the 2016-2019 Council term:

**His Worship the Mayor
 Deputy Mayor
 Discretionary & Funding Chairperson
 Judy Muru
 Eileen Bateup**

From the completion of the first meeting of the Trust in the 2016-2019 Council term:

**Chairperson – Awaroa Ki Tuakau Ward Councillor (Cr Church)
 Deputy Chairperson – Eureka Ward Councillor
 Trustees: His Worship the Mayor
 Judy Muru
 Eileen Bateup**

3. BACKGROUND

Council is required to put into place a Committee structure for the Council term. The proposed structure has been developed after consultation and discussion with Councillors.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Committee structure and makeup of the various Committees has been discussed informally with Councillors.

4.2 OPTIONS

It is intended that external organisations and presentations will be made to the appropriate Committee, not to the monthly Council meeting.

Council is able to consider the committee structure that it wishes to promote. I am promoting four Council Committees and three Sub-Committees:

1. Policy & Regulatory Committee

This Committee will undertake the policy development for the Council. This will include such issues as:

- Reserves and Recreation Strategies
- Policies
- Remuneration of Elected Members
- Electoral Review
- Heritage and Conservation Strategies
- All Council Bylaws
- Building Control
- Environmental Health
- Animal Control
- Litter
- Abandoned vehicles

The Policy & Regulatory Committee will have the authority to appoint small sub-committees to deal with specific issues, for example the electoral review. The Policy & Regulatory Committee will also focus on any social policies that are required.

The Policy & Regulatory Committee will be charged with the preparation of the LTP-related policies, such as Development Contributions and Significance.

2. Regulatory Sub-Committee

This Committee will undertake hearings of resource consents pursuant to the Resource Management Act and hear appeals under the Dog Control Act.

3. Strategy & Finance Committee

This Committee will have a large portfolio but has worked extremely well as a Committee of the whole during the past Council term. I would like, as a Council, for us to meaningfully investigate development opportunities that are related to our core business, but which in time will be helpful for the delivery of service to the Council and, of course, our communities.

This Committee will have responsibilities as follows:

- Development of the Draft Annual Plan and the LTP, except for Policy development, which will be handled by the Policy & Regulatory Committee
- Finance and Treasury
- Investment
- Waikato Enterprise Agency
- Economic Development
- Civil Defence/Emergency Management
- Audit & Risk – oversee the operation of the Audit & Risk Sub-Committee
- Information Services (computer facilities)
- Waikato Regional Airport Ltd
- Strada Corporation Ltd
- Civic Assurance
- Hamilton & Waikato Tourism
- Waikato Local Authority Shared Services Ltd
- District Plan

The work on Future Proof, Waikato Plan, District Development Strategy and cross-boundary planning and related issues will also be addressed by this committee.

In addition, this committee will be responsible for the administration of the District Plan, including the comprehensive review of the plan, private plan changes and variations.

Structure planning will be a key matter to be debated and considered by this committee, particularly if this necessitates the preparation of an amended LTP.

4. Audit & Risk Committee

This Committee was formed following consultation with Audit New Zealand. The Committee is responsible for liaising with the Council's auditors, investigating any matters of concern and considering all aspects of risk that affect the operations of Council.

5. Infrastructure Committee

The role of this Committee will be to monitor and develop the operations of our infrastructure assets and facilities, which include:

- Waikato Expressway
- Road Closures
- Roding Services

- Road Safety and Education
- Passenger Transport
- Parking Enforcement Activity
- New Zealand Transport Agency liaison
- Traffic Services
- Township Development and District Minor Improvement Programme
- Rural Fire Control
- Footpaths
- Regional Transportation Issues
- Recommendations to the Regional Transport Committee
- Stock Crossings
- Water
- Wastewater
- Refuse Services
- Closed Landfills
- Housing for the Elderly
- Raglan Harbour
- Camping Grounds
- Recycling and Waste Minimisation
- Urban Stormwater
- Rural Drainage
- Parks and Reserves
- Cemeteries
- Public Playgrounds
- Swimming Pools
- Community Centres and Halls
- Public Toilets
- Public Libraries
- Museums
- Reserve Management Plans
- Property
- Sport Waikato
- Raglan Aerodrome

It is important that, as a Council, we have a strong focus to ensure that service delivery and capital developments are appropriate and the best use of Council's limited resources.

The Infrastructure Committee will be required to liaise with the New Zealand Transport Agency, or any successor body, as well as seeking to address Expressway issues and if any of these need to develop into Council policies, it will be the responsibility of this Committee to discuss the matters first and make recommendations to the Policy & Regulatory Committee.

The Infrastructure Committee will also be required to work with other Councils on cross-boundary infrastructure issues.

The workload of this Committee is both important and large. Most of the Council's expenditure is in this infrastructure area. I would like to see this Committee be proactive

in developing not only our current assets and facilities but also looking at how our communities can be better served through proactive management with a focus on efficiency.

6. Discretionary & Funding Committee

This is a new Committee that will focus on grants that were previously considered through the Rural Ward Discretionary Fund and the Events Fund.

In future, applications for these purposes will be considered by this Committee which will meet four times per year.

This Committee will also consider and comment on the Statement of Intent from the Waikato District Community Wellbeing Trust and be the liaison point with the Creative Communities Assessment Scheme Committee.

7. Waikato Tainui and Waikato District Council Joint Committee

As Mayor, I wish to ensure that we understand and embrace our ongoing responsibilities in relation to the Deed of Settlement, Waikato-Tainui and the Joint Management Agreement.

We need to ensure that we have ongoing discussions with Waikato-Tainui.

As a consequence, I am promoting the continuation of the Joint Committee. This committee will comprise four Councillors and four representatives appointed by Waikato-Tainui. The committee will be co-chaired by myself, and a representative from Waikato-Tainui.

The committee needs to reflect the Iwi interests of our entire District, including Franklin.

This committee recognises the special significance of the relationship we have through the Joint Management Agreement, local Iwi and other matters.

The committee will oversee the Joint Management Agreement implementation, advise Council on Iwi matters and Iwi concerns and will actively consult with local Iwi.

Despite the few members allocated to this committee, in a general sense, it is imperative that all Councillors are up to speed on Maaori protocol.

From an engagement perspective, the Council members will undertake Marae or site visits, so that strong relationships continue to develop. Other Councillors will be encouraged to attend these marae visits so that local input and knowledge is utilised.

8. Chief Executive's Performance Review Sub-Committee

Over the last term, the review of the Chief Executive's performance was undertaken by a sub-committee. This seemed to work very effectively.

I am therefore proposing that, in line with most other Councils and other bodies, that the performance review process is delegated to a sub-committee comprising of Councillors with appropriate skills and experience in employment matters assisted by an external facilitator.

The sub-committee will then report back to Council with an update on what has been agreed following the formal review meetings in February (interim review), June (for the setting of goals for the coming year) and September (remuneration review). The sub-committee will agree on and approve a performance plan and a remuneration level for the Chief Executive on behalf of Council.

9. District Licensing Committee

This is a Committee which has been formed to manage Council's obligations in relation to Liquor Licensing. The Committee is a legislative requirement arising out of The Sale and Supply of Alcohol Act 2012. The District Licensing Committee will decide applications for:

- new and renewed licenses and managers' certificates, regardless of whether these are contested
- temporary authorities and temporary licences
- variation of licenses, and
- most enforcement action for special licences.

10. Economic Development Advisory Group

Success in economic development terms requires a combined effort and good alignment between management and governance.

Regular reports on progress are provided to the Strategy & Finance Committee and this will continue. However, from time to time and outside of Council's scheduled meetings, there is a need for staff and politicians to engage and work together on leads and presentations to economic development prospects or clients.

It is important that we do not slow down our progress or success in this space so I am recommending the formation of an advisory group that will be quick and nimble and offer support as needed.

11. Submission Sub-Committee

There is a significant amount of ongoing activity in relation to central government, local government and legislation during each year.

To provide support to our efforts and to ensure political input into submissions that fall outside our normal meeting cycle, I am proposing the formation of a Submission Sub-Committee which will allow a fast turn-around against (at times) short timeframes.

Retrospectively any submission signed off will be reported to the appropriate Committee or Council noting the support of the Sub-Committee.

Options

The committee structure and chairs have been determined through the use of my Mayoral powers. The balance of the Committee memberships are open for discussion and amendment, if considered necessary.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Council is required to establish delegations and a timetable for the meeting of the various committees.

The committee structure and chairs have been appointed in accordance with Section 41A of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

As soon as practicable in the Council term a council structure is required to be put in place. This report fulfils this requirement.

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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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> | <p>I have discussed the composition of committees with Councillors. This report is after consideration of those discussions.</p> <p>There is no direct link to any individual community outcome.</p> <p>The committee structure will assist Council to meet its obligations in terms of the four well-beings.</p> <p>There are no direct links to Tangata Whenua.</p> <p>All ratepayers are potentially affected by the structure. The structure is geared to reflect the key service delivery options for Council in the coming term.</p> | | | | |

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 |

Comment: Discussions have been undertaken with Councillors in shaping this report.

6. CONCLUSION

Council is being notified of the committee structure and chairs. There is an opportunity for input around the remaining composition of the Committees.

7. ATTACHMENTS

N/A.

Open Meeting

| | |
|---------------------------------|------------------------------|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 25 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1627111 |
| Report Title | Delegations |

1. EXECUTIVE SUMMARY

Unless specifically excluded (as for example, the Transitional Sub-Committee and Waikato Plan Joint Committee) all of Council's Committees, Sub-Committees and subordinate decision-making bodies were discharged prior to the election in accordance with schedule 7 clause 30 (7) of the Local Government Act 2002. The delegations to these various bodies need to be confirmed or amended.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT in line with the Council's previous direction and schedule 7 clause 30(5) of the Local Government Act, the Transitional Sub-Committee be disbanded at the conclusion of this meeting;

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council makes the following delegations as detailed in the attached delegations register.

3. BACKGROUND

Council is required to reconsider the delegations to the various Committees and bodies and this usually takes place as early as possible in the Council term.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

In the past term, the delegations worked fairly effectively. It is proposed to retain the status quo albeit that some changes are being proposed.

4.2 OPTIONS

Council could accept or amend the delegations as detailed in the attached Delegations Register.

Some changes in financial limits and updates arising from changes in legislation have been incorporated for consideration by Council.

Some changes have been proposed around the Chief Executive's Performance Review Sub-Committee to streamline the process at the request of the Mayor.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Appointments of Committees and delegations to the various bodies need to be confirmed in accordance with schedule 7 clause 30 and 32 of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report establishes delegations that are aimed at promoting progress in relation to the various community outcomes. There are no direct links only the indirect links.

There are no direct links to the four well-beings. The Council believes that effective delegations will assist in achieving the community outcomes.

A number of the Committees (particularly the Waikato-Tainui and Waikato District Council Joint Committee and Nga Wai o Maniapoto) have specific involvement with Tangata Whenua.

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 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> | This is a Council decision and it will be up to Council to decide whether the delegations are effective. | | | | |

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 |

Comment: The delegations register is a comprehensive document which details all the appropriate delegations to allow Council to function. Councillors will need to decide if these are appropriate.

6. CONCLUSION

This report recommends the confirmation of delegations with Committees, Sub-Committees and other decision making bodies.

7. ATTACHMENTS

Delegations Manual

Open Meeting

| | |
|---------------------------------|---|
| To | Waikato District Council |
| From | Allan Sanson Mayor |
| Date | 26 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1628166 |
| Report Title | Appointments to Community Boards and Other Committees |

I. EXECUTIVE SUMMARY

At the first meeting of the Council after the triennial elections the Council makes appointments to Community Boards, ad hoc Committees or Committees ancillary to the standing Committees of Council.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

THAT pursuant to section 50 (b) of the Local Government Act 2002 and section 19(b) of the Local Electoral Act the Waikato District Council makes the following appointments to the Community Boards:

- | | |
|--|---|
| Raglan Community Board | - Raglan Ward Councillor |
| Onewhero-Tuakau Community Board | - Onewhero Te Akau Ward Councillor - Awaroa Ki Tuakau Councillor - Ward Councillor (Cr Church) |
| Huntly Community Board | - Huntly Ward Councillors (2) |
| Ngaruawahia Community Board | - Ngaruawahia Ward Councillors (2) |
| Taupiri Community Board | - Ngaruawahia Ward Councillors (2) |

The Local Government Commission determination requires the above appointments to be made.

AND THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to outside organisations:

**Waikato Regional Council: Regional Transport Committee:
Infrastructure Committee Chairperson
His Worship the Mayor (in the absence of the Infrastructure
Chairperson)
Infrastructure Committee Deputy Chairperson (in the
absence of the Infrastructure Committee Chairperson or His
Worship the Mayor)**

**Waikato Regional Council: Regional Road Safety Committee:
Infrastructure Committee Chairperson
Infrastructure Committee Deputy Chairperson (in the
absence of the Infrastructure Committee Chairperson)**

**AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local
Government Act 2002, and in line with previous appointments, the Waikato
District Council makes the following appointment to Community Committees:**

**Te Kauwhata Community Committee:
Whangamarino Ward Councillor**

**Meremere Community Committee:
Whangamarino Ward Councillor**

**North East Waikato Community Committee:
Whangamarino Ward Councillor**

**Rangiriri Community Committee:
Whangamarino Ward Councillor**

**Te Kowhai Community Committee:
Newcastle Ward Councillor**

**Eureka Community Committee:
Eureka Ward Councillor**

**Tauwhare Community Committee:
Eureka Ward Councillor**

**Matangi Community Committee:
Eureka Ward Councillor**

**Tamahere Community Committee:
Tamahere Ward Councillor**

**Pokeno Community Committee:
Awaroa Ki Tuakau Ward Councillors (2)**

**Pukemiro/Glen Afton Community Committee:
Huntly Ward Councillors (2)**

**Glen Massey Community Committee:
Ngaruawahia Ward Councillors (2)**

**Gordonton Community Committee:
Hukanui-Waerenga Ward Councillor**

**Horsham Downs Community Committee:
Hukanui-Waerenga Ward Councillor**

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to recreation reserve committees and a Hall Committee:

**Te Kauwhata Domain Management Committee:
Whangamarino Ward Councillor**

**Whatawhata Domain Management Committee
Newcastle Ward Councillor**

**Ohinewai Hall & Community Committee:
Huntly Ward Councillor (Cr Lynch)**

**Lake Rotokauri Management Committee:
Newcastle Ward Councillor**

**Lake Kainui Recreation Reserve Committee:
Hukanui-Waerenga Ward Councillor**

**Puketirini Management Committee:
Huntly Ward Councillor (Cr McNally)
Infrastructure Committee Chairperson**

**Raglan Coastal Reserves Advisory Committee:
Raglan Ward Councillor
Raglan Community Board Chairperson**

**Te Akau/Waingaro Community Complex Committee:
Onewhero-Te Akau Ward Councillor**

**Te Kowhai Hall Committee:
Newcastle Ward Councillor**

**Tuakau Recreation Reserve Committee:
Awaroa Ki Tuakau Ward Councillor (Cr Henderson)**

**Mercer Recreation Reserve Committee:
Awaroa Ki Tuakau Ward Councillors (2)**

Lake Waikare Governance Group:

**Whangamarino Ward Councillor
Hukanui-Waerenga Ward Councillor**

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002, to exercise speaking and voting rights, the Waikato District Council appoints the following members in respect of Companies and Council Controlled Organisations (and related organisations) in which the Waikato District Council has a shareholding, namely:

**Waikato Regional Airport Ltd:
His Worship the Mayor
Deputy Mayor (Alternate)**

**Civic Assurance
His Worship the Mayor
Deputy Mayor (Alternate)**

**Strada Corporation Limited
His Worship the Mayor
Deputy Mayor (Alternate)**

**Hamilton & Waikato Tourism
Strategy & Finance Committee Chairperson**

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002, the Waikato District Council delegates the following responsibilities, duties and power to deal with matters affecting the WEL Energy Trust:

**His Worship the Mayor
Deputy Mayor (Alternate)**

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002, the Waikato District Council appoints the following representatives to attend Local Government New Zealand (including Zone 2 meetings and Rural/Provincial Sector meetings):

**His Worship the Mayor
Deputy Mayor**

AND FURTHER THAT pursuant to section 18 of the Hauraki Gulf Marine Park Act 2000 the Waikato District Council makes the following appointments to be the Hauraki Gulf Forum Committee:

Eureka Ward Councillor

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002, and the Waikato District Council makes the following appointments to the Raglan Kopua Holiday Park Board of Management:

Raglan Ward Councillor

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002, and in line with previous appointments, the Waikato District Council makes the following appointments to Creative Communities New Zealand:

**Discretionary & Funding Chairperson
Awaroa Ki Tuakau Ward Councillor (Cr Henderson)**

AND FURTHER THAT pursuant to schedule 7 clause 31 of the Local Government Act 2002 and in line with previous appointments the Waikato District Council makes the following appointments to the River Liaison Sub-Committees with Waikato Regional Council:

**Lower Waikato River and Catchment Liaison Sub- Committee:
Whangamarino Ward Councillor**

**Middle Waikato River and Catchment Liaison Sub- Committee:
Eureka Ward Councillor**

**Waipa River and Catchment Liaison Sub-Committee
Newcastle Ward Councillor**

**West Coast Liaison Zone Sub-Committee
Raglan Ward Councillor**

AND FURTHER THAT pursuant to clause 32 of schedule 7 of the Local Government Act 2002 the Waikato District Council delegates the power to represent Council on the Nga Wai o Maniapoto Joint Committee:

**His Worship the Mayor
Deputy Mayor (in the absence of His Worship)**

AND FURTHER THAT pursuant to clause 32 of schedule 7 of the Local Government Act 2002, the Waikato District Council delegates the role to be the Council representatives to the Future Proof Implementation Committee:

**His Worship the Mayor
Deputy Mayor**

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council delegates the power to represent Council on the Waikato Plan Joint Committee:

**His Worship the Mayor
Deputy Mayor (Alternate)**

AND FURTHER THAT pursuant to schedule 7 clause 31 and clause 32 of the Local Government Act 2002 and section 13 of the Civil Defence Emergency Management Act 2002 the Waikato District Council makes the following

appointment to the Waikato Region Civil Defence and Emergency Management Group Joint Committee:

Newcastle Ward Councillor

AND FURTHER THAT in the absence of the Newcastle Ward Councillor, the Deputy Mayor has delegated authority to act as the Council's representative on the Waikato Region Civil Defence and Emergency Management Group Joint Committee:

AND FURTHER THAT pursuant to clause 32 of schedule 7 of the Local Government Act 2002 Council's representative or alternative representative be granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets as per section 7 of the Waikato Region Civil Defence and Emergency Management Group Constituting Agreement;

AND FURTHER THAT pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Waikato District Council makes these delegations to be the Council representatives to the following:

**Waikato Coalfields Museum Trust
Huntly Ward Councillor (Cr McInally)**

**Taitua Arboretum Advisory Group
Newcastle Ward Councillor**

**Woodlands Historic Trust Board
Mr Peter De Luca**

**Department of Corrections Community Liaison Group for the Spring Hill
Corrections Facility
Whangamarino Ward Councillor**

**Hamilton Airport Community Liaison Group
Tamahere Ward Councillor**

**Waters CCO Governance Group
His Worship the Mayor
Strategy & Finance Chairperson
Strategy & Finance Deputy Chairperson**

3. BACKGROUND

This report has been gauged around appointments made by taking account of position rather than person. This should avoid any difficulties in terms of appointments being affected by changes to Council Committees or areas of responsibility.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This is about representation on various groups. Obviously the group has an interest in the outcome, as do ratepayers.

4.2 OPTIONS

The Council could choose to confirm these appointments or not.

The appointments are most effective when made at the first meeting of the triennium.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Appointments to the various Committees and bodies are made in accordance with schedule 7 clause 31 of the Local Government Act 2002 and related legislation.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

For Council to meet its LTP aspirations around community engagement, it is important that Council is well represented at various community organisations and committees.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The appointments to committees and other organisations do not trigger the provisions under the Significance and Engagement Policy

| Highest levels of engagement | Inform <input type="checkbox"/> | Consult <input checked="" type="checkbox"/> | Involve <input type="checkbox"/> | Collaborate <input type="checkbox"/> | Empower <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> | <p>This report relates to Council appointments that assist in meeting its obligations in relation to community outcomes.</p> <p>Council has made the various appointments in order to meet our requirements in terms of the four well-beings.</p> | | | | |

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 |

Comment: This matter has been generally discussed with Councillors.

6. CONCLUSION

The Council is being asked to confirm the various appointments to groups and organisations as this is important for the LTP goal of community engagement.

7. ATTACHMENTS

Nil.

Open Meeting

| | |
|---------------------------------|-----------------------------------|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 7 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1626203 |
| Report Title | Community Board/Committee Charter |

I. EXECUTIVE SUMMARY

This report draws attention to the Community Board and Community Committee Charters that have been put in place over the past few years. This is an opportunity for the new Council to review the Charter.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Waikato District Council confirms the Community Board and Community Committee Charters as attached.

3. BACKGROUND

Council, in conjunction with the various Community Boards and several Community Committees, put in place Charters a number of years ago that effectively provides terms of reference. This report includes some minor modifications to the Charters and also incorporates new Charters for Pokeno and Tamahere Community Committees.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Schedule 7 clause 32 of the Local Government Act 2002 requires Council to reconfirm the delegation to the Community Boards/Committees. This is scheduled to happen on 1 November 2016.

The changes that are proposed to the various Charters are aimed to:

- Encourage more focus of Community Boards and Committees on projects and less on routine maintenance.

- Encouraging placemaking activities.
- Requiring appropriate health & safety systems to be in place where the Community Boards or Committee are directing or leading work.
- Providing clear information that all members of the Community Board or Community Committee (including Council appointments) are able to be elected as Chairperson or Deputy Chairperson.

4.2 OPTIONS

This report is for Council to confirm or amend the current Charters so that the Community Boards/Community Committees have terms of reference. The current Charters are in place and will remain so unless changed by a Council resolution.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Schedule 7 clause 32 of the Local Government Act 2002 required Council to reconfirm the role of Community Boards/Committees.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has put in place Community Board/Committee Charters, which outlines the general rules governing the operation of Community Boards/Committees.

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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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> | <p>The Chief Executive will discuss this matter at the meeting.</p> <p>The Charter provides clear guidance on how the Community Boards/Committees will operate and what their responsibilities will be. The Charter should assist with progress in relation to Community Outcomes.</p> <p>The link to the four well-beings is indirect. It is related to creating an environment in which the four well-beings can be considered.</p> <p>The Charter does not specifically single out any particular group or nationality.</p> | | | | |

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 |

Comment: This matter will be discussed at the first meeting of each Community Board and the four identified Community Committees (Meremere, Te Kauwhata, Tamahere, Pokeno).

Discussions have already been held with Tamahere Community Committee.

6. CONCLUSION

The terms of reference (by way of a charter) need to be determined by Council in terms of delegations to each Community Board and applicable Community Committees (Meremere, Te Kauwhata, Tamahere, Pokeno).

7. ATTACHMENTS

Community Board Charter
Community Committee Charters – Te Kauwhata, Meremere, Tamahere, Pokeno

COMMUNITY BOARDS AND COMMUNITY COMMITTEES

The Waikato District Council has adopted the Community Board Charter as shown below:

COMMUNITY BOARD CHARTER

1 Purpose

The _____ Community Board (the Community Board) is set up by the Waikato District Council (the Council) to assist the Council in dealing with local issues in the community of _____.

2 Roles and Delegations

- (a) The Council's roles are:
- i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:
- i) Represent, and act as an advocate for, the interests of its community.
 - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
 - iii) Maintain an overview of services provided by the Council within the community of _____.
 - iv) Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
 - v) Communicate with community organisations and special interest groups within the community of _____.
 - vi) To disburse within the community of _____ any discretionary funds allocated by the Council as part of its Annual Plan or Long Term Plan budget.
 - vii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
 - viii) To oversee and provide governance support to projects as agreed with council.
 - ix) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - x) Promote and encourage Placemaking activities that reflect pride in our community.

- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaruawahia, Onewhero-Tuakau, Raglan and Taupiri Community Boards as follows:
- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within their community board area
 - ii) To consider applications for, and to distribute any Discretionary Fund grants within their Community Board area, in a fair and equitable fashion.
 - iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by Community Boards is hereby expressly prohibited except the power to appoint sub-committees to administer Council-owned halls and community centres within their Community Board area.

3 Membership of the Community Board

- (a) The membership of the Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in clause 8 of this Charter.
- (d) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

4 Chairperson

- (a) The Community Board shall appoint a Chairperson from within its membership. The Chairperson may be an elected board member or a Councillor appointed to the Board.
- (b) The Community Board shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected board member or a Councillor appointed to the Board.

5 Remuneration

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

6 Meeting Procedures

- (a) The Community Board shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
 - i) matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
 - ii) concerns with Council operations to be discussed.
 - iii) Ward Councillors to report back to the meeting on Council discussions and decisions
 - iv) Community Board members to provide any relevant updates
- (c) Prior to each meeting, the Community Board must provide an open forum for members of the public to engage with the Board on local issues.

7 Communication

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

8 Responsibilities of Ward Councillors and Staff

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's Draft Annual Plan and/or draft Long-Term Plan (if applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the Draft Annual Plan or draft Long-Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make representations to Council.
- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:
 - street lighting upgrades
 - footpath development
 - roading upgrade
 - utilities works
 - playground works

- (d) The Community Board members will be kept up to date with planned works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a submission.
- (f) The Community Board members will be invited to participate in meetings held in the Community Board area on proposed works projects.

9 Responsibilities of Community Board Members

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.
- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.
- (f) Provide leadership and oversight of local projects agreed with Council.
- (g) Ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
- (h) Promote and encourage placemaking activities that reflect pride in our community.

10 Responsibilities of the Council

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- (b) The Council may accept representations from the Community Board at its ordinary meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.

The Waikato District Council will appoint Ward Councillors to its respective Community Boards in line with the Local Government Commission determination.

Pursuant to section 50(b) of the Local Government Act 2002 and section 19F of the Local Electoral Act the Waikato District Council makes the following appointments to its Community Boards:

Appointments confirmed 1 November 2016

Huntly Community Board

Huntly Ward Councillors (2)

Ngaruawahia Community Board

Ngaruawahia Ward Councillors (2)

Onewhero-Tuakau Community Board

Onewhero-Te Akau Ward Councillor

One Awaroa Ki Tuakau Ward Councillor

Raglan Community Board

Raglan Ward Councillor

Taupiri Community Board

Ngaruawahia Ward Councillors (2)

TE KAUWHATA COMMUNITY COMMITTEE CHARTER

The Waikato District Council has adopted the Te Kauwhata Community Committee Charter as shown below:

1 Purpose

The Te Kauwhata Community Committee is set up by the Waikato District Council to deal with local issues on behalf of the Council in the township of Te Kauwhata and surrounding rural area.

2 Roles and Delegations

The role of the Te Kauwhata Community Committee shall be as follows:

- (a) To consider and report on all matters referred to it by the Waikato District Council or any matter of interest or concern to the Te Kauwhata Community Committee.
- (b) The overview of road works, water supply, sewerage, stormwater, parks, recreational facilities, community activities and traffic management within the township of Te Kauwhata.
- (c) To prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the township.
- (d) To communicate with community organisations and special interest groups within the township.
- (e) To oversee and provide governance support to projects as agreed with Council.
- (f) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Committee.
- (g) Promote and encourage placemaking activities that reflect pride in our community.
- (h) Any other function and duties as may be delegated from time to time to the Te Kauwhata Community Committee by Council.
- (i) Any delegation of authority given to the Te Kauwhata Community Committee can be withdrawn by resolution of the Council at any time, without reference to the Community Committee.
- (j) Any sub-delegation of these responsibilities, duties and powers by Community Committees is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

3 Membership

- (a) The Te Kauwhata Community Committee shall consist of not fewer than three elected members nor more than twelve elected members plus an appointed member from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the Councillor elected to the Whangamarino Ward or such other person that the Council may from time to time appoint.

- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Whangamarino Ward Councillor to the Te Kauwhata Community Committee.)

4 Elections

- (a) The members shall be elected on a three-yearly cycle. The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (b) The Community Committee may co-opt members to assist the Committee as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (c) The Council may assist in filling vacancies as appropriate.

5 Chairperson

- (a) The Te Kauwhata Community Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Te Kauwhata Community Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

6 Remuneration

- (a) Remuneration to individual members shall be allocated at the discretion of the Te Kauwhata Community Committee, within the amount provided on an annual basis by the Waikato District Council.
- (b) Any remuneration provision provided by the Waikato District Council but not allocated may be used for other projects within the Te Kauwhata community at the discretion of the Te Kauwhata Community Committee.

7 Meeting Procedures

- (a) The Te Kauwhata Community Committee shall follow the general principles of the Standing Orders for Community Board meetings. Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (b) A quorum of members of the Community Committee shall consist of no fewer than three members.

8 Abolition of Community Committee

The Te Kauwhata Community Committee may be abolished by resolution of the Waikato District Council after consultation with or at the request of the Te Kauwhata Community Committee.

MEREMERE COMMUNITY COMMITTEE CHARTER

The Waikato District Council has adopted the Meremere Community Committee Charter as shown below:

1 Purpose

The Meremere Community Committee is set up by the Waikato District Council to deal with local issues on behalf of the Council in the township of Meremere.

2 Roles and Delegations

The role of the Meremere Community Committee shall be as follows:

- (a) The consideration of and reporting on all matters referred to it by the Waikato District Council or any matter of interest or concern to the Meremere Community Committee.
- (b) The overview of road works, water supply, sewerage, stormwater, parks, recreational facilities, community activities and traffic management within the township of Meremere.
- (c) The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the township.
- (d) Communication with community organisations and special interest groups within the township.
- (e) To oversee and provide governance support to projects as agreed with Council.
- (f) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Committee.
- (g) Promote and encourage placemaking activities that reflect pride in our community.
- (h) To manage and administer as it considers appropriate the Meremere Community Halls.
- (i) Any other function and duties as may be delegated from time to time to the Meremere Community Committee by the Council.
- (j) Any delegation of authority given to the Meremere Community Committee can be withdrawn by resolution of the Council at any time, without reference to the Community Committee.
- (k) Any sub-delegation of these responsibilities, duties and powers by Community Committees is hereby expressly prohibited pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002

3 Membership

- (a) The Meremere Community Committee shall consist of not fewer than three elected members nor more than twelve elected members plus an appointed member from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the Councillor elected to the Whangamarino Ward or such other person that the Council may from time to time appoint.
- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Whangamarino Ward Councillor to the Meremere Community Committee and Rangimaria Epiha.)

4 Elections

- (a) The members shall be elected on a three-yearly cycle. The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (b) The Community Committee may co-opt members to assist the Committee as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (c) The Council may assist in filling vacancies as appropriate.

5 Chairperson

- (a) The Meremere Community Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Meremere Community Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

6 Remuneration

- (a) Remuneration to individual members shall be allocated at the discretion of the Meremere Community Committee, within the amount provided on an annual basis by the Waikato District Council.

- (b) Any remuneration provision provided by the Waikato District Council but not allocated may be used for other projects within the Meremere community at the discretion of the Meremere Community Committee.

7 Meeting Procedures

- (a) The Meremere Community Committee shall follow the general principles of Standing Orders for Community Board meetings. Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (b) A quorum of members of the Community Committee shall consist of not fewer than three members.

8 Abolition of Community Committee

The Meremere Community Committee may be abolished by resolution of the Waikato District Council after consultation with or at the request from the Meremere Community Committee.

TAMAHERE COMMUNITY COMMITTEE CHARTER

1 Purpose

The Tamahere Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Tamahere community to work collaboratively in dealing with local issues in the Tamahere area.

2 Roles and Delegations

The role of the Committee shall be as follows:

- (a) The Council's roles are:
 - i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.

- (b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:
 - i) Represent and act as an advocate for the interests of the local community.
 - ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
 - iii) Maintain an overview of services provided by the Council within Tamahere
 - iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Tamahere through the Long Term Plan or Annual Plan (whichever is applicable).
 - v) Communication with community organisations and special interest groups within the local area.
 - vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.
 - vii) To oversee and provide governance support to projects as agreed with Council.
 - viii) To ensure appropriate health & safety systems are in place and operating for any works undertaken at the direction of the Committee.
 - ix) Promote and encourage Placemaking activities that reflect pride in our community.

3 Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.

- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4 Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than fourteen elected members plus the relevant appointed member from Council.
- (b) The appointed member should be, in the first instance, the councillor elected to the Tamahere Ward or such other person that the Council may from time to time appoint. Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

5 Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or his/her nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6 Chairperson

- (a) The Committee shall appoint a Chairperson from within its membership. The Chairperson may be an elected Committee member or the member appointed by Council.
- (b) The Committee shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected Committee member or the member appointed by Council.

7 Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.

(b) Council currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

8 Meeting Procedures

(a) The Committee shall follow the general principles of the Standing Orders for Community Board meetings.

(b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.

(c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9 Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

POKENO COMMUNITY COMMITTEE CHARTER

I Purpose

The Pokeno Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

2 Roles and Delegations

The role of the Committee shall be as follows:

- (a) The Council's roles are:
 - i) To give effect to local identity and preferences.
 - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - iii) To increase efficiency.

- (b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:
 - i) Represent and act as an advocate for the interests of the Pokeno community.
 - ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
 - iii) Maintain an overview of services provided by the Council within Pokeno
 - iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
 - v) Communication with community organisations and special interest groups within the Pokeno.
 - vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.
 - vii) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
 - viii) Promote and encourage Placemaking activities that reflect pride in our community.
 - ix) To oversee and provide governance support to projects as agreed with Council.

3 Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.

- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4 Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.
- (c) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

5 Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or a nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6 Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7 **Funding**

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

8 **Meeting Procedures**

- (a) The Committee shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than seven (7) members.

9 **Abolition of the Committee**

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

OTHER COMMUNITY COMMITTEES

A number of committees have been formed in communities within the district to consult with residents towards the development of community plans and to capture the shared vision and aspirations of the communities and highlight the key issues and projects they wish to address within the next ten years. The Council appoints the Ward Councillor to these committees to act as a liaison between the community and the Council.

Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002 the Waikato District Council makes the following appointments to Community Committees:

Eureka Community Committee:

Eureka Ward Councillor

Glen Massey Community Committee:

Ngaruawahia Ward Councillors (2)

Gordonton Community Committee:

Hukanui-Waerenga Ward Councillor

Horsham Downs Community Committee:

Hukanui-Waerenga Ward Councillor

Matangi Community Committee:

Eureka Ward Councillor

North-East Waikato Community Committee:

Whangamarino Ward Councillor

Pukemiro/Glen Afton Community Committee:

Huntly Ward Councillors (2)

Rangiriri Community Committee:

Whangamarino Ward Councillor

Tamahere Community Committee:

Tamahere Ward Councillor

Tauwhare Community Committee:

Eureka Ward Councillor

Te Kowhai Community Committee:

Newcastle Ward Councillor

Open Meeting

| | |
|---------------------------------|------------------------------|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 18 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1625569 |
| Report Title | Code of Conduct |

1. EXECUTIVE SUMMARY

To draw to the attention of elected members the existence of the Code of Conduct and to have a discussion about how it operates.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

The Local Government Act 2002 (Schedule 7 clause 15) requires all Councils to put a Code of Conduct in place. This Council duly did so in 2002. A copy of the Code of Conduct is attached.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Code of Conduct sets out what is expected of elected members and how they should behave in Council situations. There is an expectation that elected members will behave with dignity and respect towards staff, the public, other elected members and other interested parties.

The Code of Conduct was put in place by a previous Council but is binding on the new Council and its successors. In general terms, the Code of Conduct was based on a standard originally developed by Local Government New Zealand, and is largely common sense.

A review of the Code of Conduct is not required at this time as it was reviewed earlier this year. However, it would be useful for elected members to identify any suggested changes at

this time. In practice, the Code of Conduct may only be amended if there is a 75% majority of Council supporting the changes.

Local Government New Zealand have released a new version which contains some additional elements. It is proposed to workshop this with Council next year to consider whether it would be more appropriate for Council.

4.2 OPTIONS

Elected members need to be aware of the Code of Conduct. In practice it has been invoked infrequently because the conduct of members has been generally consistent with the intent of the policy.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Council is required to have a Code of Conduct in place as a requirement of the Local Government Act.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Code of Conduct deals with how elected members behave and affect others. The Code provides a series of guidelines and procedures to protect affected parties.

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 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> | <p>The Code of Conduct was originally prepared after consultation with Council and after consideration of best practice.</p> <p>The Code of Conduct governs the behaviour of elected members and the discussion they have on all matters. There is no direct link to any individual community outcome.</p> <p>There is no direct link to one or more of the well-beings.</p> <p>There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.</p> | | | | |

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

The Code of Conduct is a robust document that has operated in a manner generally consistent with the behaviour of elected members.

The Code of Conduct can only be changed by a vote of more than 75% of the members present. The Council will review the Code at the Council meeting on 1 November 2016

The Code of Conduct can only be amended or replaced. There must always be a Code of Conduct in place.

7. ATTACHMENTS

Code of Conduct

Code of Conduct – Council and Community Committees

| | |
|-------------------|--------------------------|
| Policy Owner | Chief Executive |
| Approved By: | Waikato District Council |
| Resolution Number | WDC1310/25 |
| Effective Date | April 2016 |
| Next Review Date: | April 2019 |

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PART ONE: INTRODUCTION

Schedule 7 of the Local Government Act 2002 (the Act) requires Council to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

In the context of this report, the term “elected members” refers to Councillors and Community Committee representatives.

This code of conduct provides guidance on the standards of behaviour that are expected from all the elected members of the Waikato District Council. The code applies to elected members in their dealings with:

- each other
- the Chief Executive
- all staff employed by the Chief Executive on behalf of the Council
- the media
- the general public.

This code also applies to all Council committees, sub-committees and Community Committees.

In accordance with section 54 (2) of the Local Government Act 2002, the Code of Conduct does not apply to Community Boards. Community Boards are, however, not excluded from adopting their own Code of Conduct.

The objective of the code is to enhance:

- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Waikato District
- the credibility and accountability of the Council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities (recorded in Part Two of this Code)
- agreed general principles of conduct (recorded in Part Three of this Code)
- specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of this Code).

Elected members are primarily accountable to the electors of the district through the democratic process. However elected members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members’ Interests) Act 1968.

The code of conduct that follows is based on the following general principles of good governance:

- **Public interest.** Elected members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity.** Elected members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity.** Elected members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.
- **Accountability.** Elected members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness.** Elected members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal judgment.** Elected members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others.** Elected members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to uphold the law.** Elected members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship.** Elected members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership.** Elected members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

PART TWO: ROLES AND RESPONSIBILITIES

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles as a:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of Council;

- providing leadership and feedback to other elected members on teamwork and Chairmanship of committees; and
- Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Recent changes to the Local Government Act have provided additional powers to the Mayor. These powers relate to:

- The appointment of the Deputy Mayor and Committee Chairpersons
- The determination of the Committee structure
- Leadership of budget, plans and key policy discussions.

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor. If the Mayor declines to do this, then the Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Committee Chairpersons

As noted above, the Mayor has the power to appoint Chairpersons and to form Committees. If the Mayor declines to do this then the Council may create one or more committees of Council. A committee Chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. Committee Chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

Councillors

Councillors acting as the Council are responsible for:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive
- representing the interests of the residents and ratepayers of the Waikato District Council. (On election, the members' first responsibility is to the district as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each elected member has one vote. Any individual elected member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

Community Boards

Within the Waikato District there are five community boards:

- Huntly Community Board
- Ngaruawahia Community Board

- Onewhero-Tuakau Community Board
- Raglan Community Board
- Taupiri Community Board

The community board elected members, acting as the community board, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Waikato District Council, or any matter of interest or concern to the community board
- maintain an overview of services provided by the Waikato District Council within the community
- prepare an annual submission to the Waikato District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Waikato District Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council and community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

The Chief Executive is accountable to Council directly and not to Community Boards or Community Committees.

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

Meeting Attendance

Elected members are expected to attend and participate in all Council meetings, Standing Committee meetings and sub-committee meetings to which they have been appointed, unless they have submitted an apology or obtained a leave of absence in advance for non-attendance.

Councillors are expected to attend all workshops and those hearings that are held as part of the consultation process on Council documents, such as the Annual Plan and Long Term Plan.

From time to time, working parties will be established by the Council or a Standing Committee to achieve specific outcomes. Elected members are expected to make themselves available to be appointed to an equitable share of these working parties, and to attend all meetings of those to which they are appointed.

Appointments to Other Bodies

At the first meeting following the triennial elections and on other occasions (as appropriate) Council will appoint elected members to a variety of other bodies.

These appointments will be made on the basis of the best person for the specific role bearing in mind the skills required, the views of the Council and location of the elected member.

PART THREE: RELATIONSHIPS AND BEHAVIOURS

This part of the code sets out the agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

Relationships with Other Elected Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct
- treat people with courtesy and respect
- remain attentive and engaged in meetings.

Elected members shall maintain the respect and dignity of their office in their dealings with each other, Council officers and the public.

Elected members should also note that discussions are not subject to privilege.

Elected members will act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.

Elected members should remember that they have no personal power to commit the Council to any particular policy, course of action or expenditure and must not represent they have such authority if that is not the case.

Elected members will not make comments regarding other elected members or Council officers which are improper or derogatory.

In the performance of their official duties, elected members should refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

Elected members should dress in business attire for the meeting, function or gathering, they are attending on behalf of Council.

Relationships with Staff

The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instructor censure an employee
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Chief Executive's Performance Review Sub-Committee.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Elected members should raise operational issues with the Chief Executive in the first instance. If it is a routine matter such as repairing a pothole, cutting of vegetation or footpath repairs, the issue should be logged with Customer Delivery who will enter the issue into our service request system. This enables progress on these issues to be monitored.

Relationships with the Community

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the Media

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of Council. Media spans the full range of traditional, current and emerging social mediums including, but not limited to printed material, verbal discussions and all forms of electronic and digital material.

From time to time, individual elected members will be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own

right. This part of the code deals with the rights and duties of elected members when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact on behalf of Council:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee Chairperson
- the Mayor may refer any matter to the relevant committee Chairperson or to the Chief Executive for their comment
- no other elected member may comment on behalf of Council without having first obtained the approval of the Mayor. The only exception is providing information on Council activities through columns in community newspapers or newsletters or websites.

Elected members are free to express a personal view in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council
- where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view
- media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.
- the elected member should ensure that any comments made do not compromise Council's statutory responsibilities. For example, it would not be appropriate to comment on matters subject to legal proceedings or consent hearings before the Policy & Regulatory Sub-Committee.

Meeting Decisions

Every elected member who has the right to speak can lawfully express his or her opinion at any Council or Committee meeting within the limits imposed by Standing Orders. These meetings are open to the media and their comments may be reported.

Once a matter has been determined at a Council meeting, it becomes the Council's position until it is lawfully changed by a subsequent Council decision. All elected members and staff will respect this position.

The Mayor can make statements that accurately report Council decisions.

Committee Chairs can make statements that accurately report their Committee's decisions, or factual statements about Council or Committee decisions.

Elected members have the right to voice their own opinion to the news media, on Council/committee decisions, but they must state clearly when they are expressing a majority, collective Council view and when they are expressing a personal, minority opinion.

Confidential Information

In the course of their duties elected members will occasionally receive information that may need to be treated as confidential. This will generally be information that

is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use, circulate or disclose (verbal or written) confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Information Received in Capacity as an Elected Member

Any information received by an elected member in his/her capacity as an elected member that relates to the ability of Council to give effect to any provision of the Local Government Act 2002 or any other statute under which Council has responsibilities shall be disclosed by that elected member to the Mayor, all other applicable elected members and, if appropriate, the Chief Executive.

This duty of disclosure will require elected members to whom information may be offered on the basis that confidence be preserved to inform the intended provider of the information of the duty of disclosure and to decline to receive the information if that duty is likely to be compromised.

Responding to Queries Involving Liability Issues

Elected members need to ensure they respond to queries in an appropriate manner and with due regard to the legal position of Council. At times, elected members are asked to become involved in legal disputes or insurance claims. Such matters should be referred to the Chief Executive. It is important that Council act in an appropriate manner with regard to legal and insurance issues. Often our insurance cover depends on the way we address or manage an issue.

Training, Conferences and Induction

Following the triennial election, the Chief Executive will organise induction training for all elected members who require it. This will address the role of elected members and provide valuable information about what an elected member needs to know.

Council has a budget for training and development of elected members. From time to time consideration will be given to attendance at the Local Government Conference, Zone meetings and Planning Conference. Other conferences or meetings may also be considered.

If an elected member wishes to attend a conference or meeting, then he or she should discuss this with the Mayor.

Decisions on training, attendance at meetings, and attendance at conferences will be made by Council.

In the case of a Community Board or Community Committee elected member, an approach should be made to the Chairperson.

Conflicts of Interest

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's immediate family or business interests contract with the authority or have a pecuniary interest. Elected members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Elected members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the elected member or the elected member's immediate family for profit or gain
- any company, trust, partnership etc for which the elected member or their immediate family is a director, partner, trustee or beneficiary
- the address of any land in which the elected member has a beneficial interest and which is in the Waikato District Council
- the address of any land where the landlord is the Waikato District Council and:
 - the elected member or their immediate family is a tenant, or
 - the land is tenanted by a firm in which the elected member or immediate family is a partner, or a company of which the elected member or immediate family is a director, or a trust of which the elected member or immediate family is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the elected member's actions during the course of their duties as an elected member.

If the elected member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the elected member should seek guidance from the Chief Executive immediately.

Elected members should be guided by best practice, transparency and prudence in assessing interest situations. Bearing these principles in mind, elected members must disclose the interest so it can be considered.

Elected members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the elected member may seek an exemption to allow that elected member to

participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Standing Orders

Elected members must adhere to any standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment.

Ethics

Waikato District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination
- not influence, or attempt to influence, any Council employee to take actions that may benefit the elected member, or the elected member's family or business interests
- Only use Council resources (including facilities, staff, equipment and supplies) effectively and economically in the course of their duties, and within other guidelines, and not in connection with any election campaign or other personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position
- where a gift or hosted event in excess of \$100 excluding GST or more in value is offered to an elected member, this must be declared on Council's interest register.

Acceptance of substantial gifts, favours or hospitality may be construed as a bribe or perceived as undue influence. Working meals and social occasions should be undertaken in an appropriate manner.

Disqualification of Members from Office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector or are convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require elected members to declare whether they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Council therefore requires

elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

PART FOUR: COMPLIANCE AND REVIEW

This part deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

Compliance

Elected members must note that they are bound to comply with the provisions of this code of conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Elected members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members.

Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

Dealing with Complaints

There are two stages to a complaint:

- (a) Receiving and/or informally mediating the complaint.
- (b) Formalisation and investigation of the complaint, should it remain unresolved.

- (a) Receiving and/or informally mediating the complaint

When an issue arises the complainant should attempt to resolve the issue themselves with the party or elected member involved.

Should this be unsuccessful, the complainant should approach the Mayor (or Deputy Mayor in the absence of the Mayor) for an informal mediation between the parties.

If the informal mediation is unsuccessful, the complaint should be submitted in writing to the Mayor, (or Deputy Mayor in the absence of the Mayor). The complaint is confidential and will be acted on immediately.

Any allegation of a breach of a code of conduct must make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

- (b) Formalisation and Investigation of the Complaint

The Mayor (or Deputy Mayor in the absence of the Mayor) or nominee will convene an internal investigative group of four persons comprising a representative of both parties and two independent internal parties, (determined by the convener). Please note that a person can be either a witness or a representative (on the internal investigative group) but not both.

In extenuating circumstances, external parties may become involved as determined by the convener.

The internal investigative group will be chaired by the convener and will investigate, determine and make a decision on the breach and related consequences. The internal investigative group will provide a confidential report to Council.

The report once considered by Council will remain confidential.

Responses to Breaches of the Code

The exact nature of the action the internal investigative group may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render elected members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the elected member having to make good the loss or damage
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the internal investigative group (via Council) may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the internal investigative group may decide on any of the following actions:

- censure
- removal of the elected member from Council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

The internal investigative group will work with Council to implement its decision.

Review

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of conduct require a resolution supported by 75 per cent or more of the elected members of the Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

APPENDIX TO THE CODE OF CONDUCT

Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the Council library or in the office of the Chief Executive.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where an elected member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that elected member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse or partner contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that elected member has a pecuniary interest, and if so, may seek an exemption to allow that elected member to participate or vote on a particularly issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meeting procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the Chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another elected member is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other elected members, any employee of the Council or any member of the public.

The Local Government Official Information and Meetings Act 1987, sets out the rules around provision of information. These are summarised as follows:

Official Information

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The Local Government Official Information and Meetings Act 1987 requires all official information to be available to the public unless there are good reasons for withholding it.

Requesting Information

In brief, the Act states:

- requests should be made with “due particularity” (rather than asking for all files about a general topic, which creates a large amount of work) (section 10)
- it is the duty of Council to assist people making requests (section 11)
- the Council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges (section 13)
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so (section 15).

Refusing Requests for Information

A request may be refused (section 17) if:

- there is good reason to withhold it under section 6 or 7 of the Act
- the information will soon be publicly available
- the local authority does not actually hold the information
- the information cannot be made available without substantial collation or research
- the request is frivolous or vexatious.

Where a request is refused the Council must give its reasons and advise the requestor that there is a right to have the decision review by the Ombudsmen.

Sections 6 and 7 give the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety
- withholding the information is necessary to:
 - protect privacy
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of the information
 - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations
 - protect any obligations of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest
 - maintain free and frank discussion or protect officers and elected members from harassment
 - maintain legal professional privilege
 - enable the Council to carry out without prejudice or disadvantage commercial activities or negotiations
 - prevent the use of information for improper gain.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council

- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Please note that Council is not required to produce a prospectus following the enactment of the Securities (Local Authority Exemption) Amendment Act 2008. In its place a shorter investment statement is required.

Local Government Acts 1974 and 2002

The various provisions of the Local Government Act 1974 and 2002 form the basis of local government. Local government is a creature created by statute and in place to meet the requirements of the Local Government Act.

Elected members should be aware of the purpose of local government (section 10 Local Government Act 2002)

1. The purpose of local government is:
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
2. In this Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are:
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances.

In performing its role a local authority must have particular regard to the contribution that the following core services make to its communities

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities and other community infrastructure

“(1) In performing its role, as outlined in section 14 of the Local Government Act 2002, a local authority must act in accordance with the following principles:

- (a) a local authority should -

- (i) conduct its business in an open, transparent and democratically accountable manner; and
- (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- (c) when making a decision, a local authority should take account of:
 - (i) the diversity of the community, and the community's interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii)
- (d) a local authority should provide opportunities for Maaori to contribute to its decision-making processes:
- (e) a local authority should collaborate and co-operate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
- (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
- (fa) a local authority should periodically -
 - (i) assess the expected returns to the authority from investing in, or undertaking a commercial activity; and
 - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- (h) in taking a sustainable development approach, a local authority should take into account:
 - (i) the social, economic, and cultural interests of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.”

Sections 44-46 of the Local Government Act 2002 outline action that can be taken by the Auditor General to recover a loss incurred by a local authority:

- “(1) For the purposes of this section and sections 45 and 46, a local authority is to be regarded as having incurred a loss to the extent that any of the following actions and omissions has occurred and the local authority has not been fully compensated for the action or omission concerned:
- (a) money belonging to, or administrable by, a local authority has been unlawfully expended; or
 - (b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
 - (c) a liability has been unlawfully incurred by the local authority; or
 - (d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.”

The Auditor General has the right to recover any such loss from each member of the local authority jointly and severally.

The Local Government Act deals with issues of governance, structure of local government, planning, decision-making and accountability, regulatory and enforcement, offences, penalties and other proceedings.

Resource Management Act 1991

This Act governs how Council should deal with land use and other planning processes. The Resource Management Act sets out to provide a range of rules that support a sustainable environment but also permits local autonomy based around the development of a District Plan that applies to each individual local authority.

Privacy Act 1993

The Privacy Act 1993 explains how Council should manage issues to do with information it holds to conduct its business. This could involve individual records relating to ratepayers or staff records for employees of Council.

Council must comply with the requirements of this Act and as part of this process a staff member has been appointed as the designated Privacy Officer. Any queries in relation to the Privacy Act should be directed to the Chief Executive in the first instance.

Public Audit Act 2001

Council is publicly accountable under the provisions of the Public Audit Act 2001. As a result of this, an annual audit is undertaken under the direction of the Auditor General. This audit reviews the financial and non-financial performance of Council through the development and reporting of the Annual Report.

[WDC0710/24, WDC1011/25/1/3 refer]

Health and Safety at Work Act 2015 (replaces the Health & Safety in Employment Act 1992)

The Health & Safety at Work Act took effect on 4 April 2016. Elected members are deemed officers under the legislation. Whilst elected members can't be prosecuted under this legislation, they are not exempt from prosecution under other legislation. As officers, elected members are required to take a responsible attitude to health and safety and undertake due diligence to ensure compliance with the legislation.

Open Meeting

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| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 7 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1626579 |
| Report Title | Standing Orders for Meetings of Local Authorities and Community Boards |

1. EXECUTIVE SUMMARY

Council has been operating under the Model Standing Orders for Meetings of Local Authorities and Community Boards (NZS 9202:2003) including Amendment No. 1.

Last year, Local Government New Zealand, together with a representative group of officials and elected members commenced work on reviewing the existing Standing Orders with a view to replacing them with updated Standing Orders. A draft was sent to all local authorities, with a request to provide comments. The new Standing Orders have now become available and councillors have been provided with a copy. It is important that councillors familiarise themselves with the rules.

It is recommended that Council adopt and operate under the new "Waikato District Council Standing Orders". A separate report regarding the adoption of these Standing Orders will be submitted to the Council's Community Boards.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT Waikato District Council cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

AND FURTHER THAT Waikato District Council adopt the new Waikato District Council Standing Orders and conduct its meetings using those Standing Orders.

3. BACKGROUND

Council must adopt Standing Orders at its inaugural meeting as a requirement of the Local Government Act 2002 ("LGA"). Standing Orders apply to full Council meetings and committee meetings, and to community board meetings. They provide the basis for the orderly conduct of meetings and contain rules defining the rights of Chairs and members to

address meetings. Council may amend or suspend any part of its Standing Orders if 75% of the members present vote in support.

Council has been operating under Model Standing Orders Version 2003, incorporating Amendment No. 1. A project team led by Local Government New Zealand has reviewed those Standing Orders and produced an up to date version, incorporating feedback received from local authorities.

4. DISCUSSION AND ANALYSIS OF OPTIONS

The new Standing Orders are easier to read and are organised in a more logical manner than the Model Standing Orders. They contain enhanced powers of a Chairperson and there are three options for motions and amendments.

4.1 Discussion

4.1.1 The key points regarding Standing Orders are as follows:

- The Chairperson or Mayor has a casting vote. Convention suggests that the Chairperson should vote for the status quo but this is not mandatory.
- For key positions, Council has a process of one round of voting with the matter being resolved by lot if two or more candidates are tied at the end of the voting round.
- Wherever possible meetings should be open and transparent.
- A quorum is defined as:
 - (a) Council meetings – half of the elected representatives, where the number of members is even, and a majority of the members present, where the number of members is odd.
 - (b) Committee meetings – not fewer than two members.
- Notification of Meetings - Standing Orders specify that appropriate notice should be given of meetings to be held. Generally this would be 14 days unless a schedule of meetings has been agreed.
- Minutes are to be kept of official meetings.
- Council may delegate all functions to a Committee or Sub-Committee except:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money or purchase or dispose of assets.
 - d) The power to adopt an LTP, Annual Plan or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required by the LTP or developed for the purpose of the local governance statement.
 - g) *repealed*
 - h) The power to adopt a remuneration and employment policy.

4.1.2 Role of Mayor - Standing Orders 5.1 and 5.3: Appointments and Establishment of committees (see also section 41A of the LGA).

The Mayor has the following powers:

- (a) to appoint the Deputy Mayor
- (b) to establish committees of the territorial authority:
- (c) to appoint the Chairperson of each committee established under paragraph (b), and, for that purpose, a Mayor may -
 - (i) make the appointment before the other members of the committee are determined, and
 - (ii) appoint himself or herself.

The Mayor may decline to appoint a deputy Mayor or to establish committees or appoint chairpersons to committees under section 41A of the LGA. In that case the process to make appointments or establish committees set out in the Standing Orders must be followed.

4.1.3 Removal of Deputy Mayor, discharging or reconstituting a committee, appointing additional committees or discharging a Committee Chairperson by the territorial authority

A territorial authority may—

- (a) Remove, in accordance with clause 18 of Schedule 7 of the LGA, a deputy mayor or committee chairperson, whether appointed by the Mayor or elected by the Council, or a Deputy Chairperson. The process for removal is set out in Appendix 8 of the Standing Orders.
- (b) Discharge or reconstitute, in accordance with clause 30 of Schedule 7 of the LGA, a committee established by the Mayor.
- (c) Appoint, in accordance with clause 30 of Schedule 7 of the LGA, one or more committees in addition to any established by the Mayor under Standing Order 5.3.
- (d) Appoint or discharge, in accordance with clause 31 of Schedule 7 of the LGA, any member of a committee or sub-committee.

4.1.4 Voting System for certain appointments – standing order 5.6

Where the mayor declines to appoint a deputy mayor or committee chairs, or where the territorial authority exercises the powers under Standing Order 5.5 to remove the Deputy Mayor or a Committee Chairperson, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- Voting system A or
- Voting system B

System A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;

- (b) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.
- (d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B requires that a person is elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only 1 round of voting; and
- (b) If 2 or more candidates tie for the most votes, the tie is resolved by lot.

[cl.25, Schedule 7, LGA]

4.1.5 Committees and subordinate decision-making bodies subject to direction of local authority – Clauses 30(3) and (6) Schedule 7 of the LGA

A committee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body. A sub-committee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.

Nothing in this clause entitles a local authority or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, sub-committee, or another subordinate decision-making body.

4.1.6 Options for speaking and moving - Standing Order 21.1

This provision provides three options (A to C) for speaking and moving motions and amendments at a meeting of a local authority, its committees and sub-committees, and any community board. Options A to C are described in Standing Orders 21.2 to 21.4

Option A applies unless, on the recommendation of the Chairperson at the beginning of a meeting, the meeting resolves (by simple majority) to adopt either Option B or Option C for the meeting generally, or for any specified items on the agenda.

4.2 Options

Council is required to conduct its meetings in accordance with the Standing Orders that it has adopted.

It is appropriate that Council operates under the most up-to-date Standing Orders and adopts the new Standing Orders which have been prepared by officials and members of local authorities, under the umbrella of Local Government New Zealand.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Local Government Act 2002 requires Council to adopt a set of Standing Orders (schedule 7, clause 27).

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Standing Orders should reflect the intent of Council. It should provide the appropriate level of formality and facilitate good decision making.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The above policy has no bearing on Standing Orders.

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 |

Comment: Council operates under a set of Standing Orders. If there is good alignment, the Standing Orders will facilitate a positive meeting environment.

6. CONCLUSION

Council is required to use Standing Orders to conduct its meetings. This report is for Council to confirm that the new Waikato District Council Standing Orders apply to the conduct of all meetings of Council.

Open Meeting

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| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 19 October 2016 |
| Prepared by | Rose Gray Council Support Manager |
| Chief Executive Approved | Y |
| Reference # | GOV1301 |
| Report Title | Confirmation of Minutes - Extraordinary Meeting 3 October 2016 - Inaugural Meeting 27 October 2016 |

I. EXECUTIVE SUMMARY

To confirm the minutes of an Extraordinary meeting of the Waikato District Council held on Monday 3 October 2016 and an Inaugural meeting held on Thursday 27 October 2016.

2. RECOMMENDATION

THAT the minutes of an Extraordinary meeting of Waikato District Council held on Monday 3 October 2016 and an Inaugural Meeting held on Thursday 27 October 2016 be confirmed as a true and correct record of those meetings.

3. ATTACHMENTS

CCL Minutes
- Extraordinary
- Inaugural

MINUTES of an extraordinary meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 3 OCTOBER 2016** commencing at **1.17pm**.

Present:

His Worship the Mayor Mr AM Sanson
Cr JC Baddeley
Cr J Church
Cr R Costar
Cr DW Fulton
Cr J Gibb
Cr WD Hayes
Cr SD Lynch
Cr RC McGuire *[from 1.18pm]*
Cr L Petersen
Cr J Sedgwick
Cr NMD Smith
Cr MR Solomon
Cr CS Tait

Attending:

Mr TG Whittaker (Acting Chief Executive)
Ms S Duignan (General Manager Customer Support)
Mr T Harty (General Manager Service Delivery)
Mrs R Gray (Council Support Manager)
Mr M Mould (Waters Manager)
Mr V Ramduny (Planning & Strategy Manager)
Mrs J Vernon (Strategic Planning & Resource Management Team Leader)
Mr A Corkill (Parks & Facilities Manager)
Ms J Macartney (Senior Policy Planner)
6 staff

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Sedgwick/Church)

THAT the agenda for the meeting of the Waikato District Council held on Monday 3 October 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 9 which shall be considered with the public excluded;

AND THAT the following item be discussed at an appropriate time during the course of the meeting;

- Closing Speeches (verbal);

AND FURTHER THAT Council resolves that the following item be added to the agenda as a matter of urgency as advised by the Acting Chief Executive:

- Transitional Committee.

CARRIED on the voices

WDC1610/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Tait/Sedgwick)

THAT the minutes of a meeting of the Waikato District Council held on Monday 12 September 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1610/02/1

CONFIRMATION OF EXTRAORDINARY MINUTES

Resolved: (Crs Sedgwick/Gibb)

THAT the minutes of an extraordinary meeting of the Waikato District Council held on Tuesday 20 September 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1610/02/2

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Cr McGuire entered the meeting at 1.17pm prior to discussion on the following item.

COMMITTEE AND DEPARTMENTAL REPORTS

Receipt of Policy & Regulatory Committee Minutes held on Tuesday 20 September 2016
Agenda Item 6.1.1

Resolved: (Crs Fulton/Smith)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 20 September 2016 be received.

CARRIED on the voices

WDC1610/03/1/1

Designation of Parks for Electric Charging Station - P&R1609/05/3

Resolved: (Crs Fulton/Petersen)

THAT the proposed amendments to Schedule 1 and Map 3 of Waikato District Council Public Places Bylaw 2016 be adopted.

CARRIED on the voices

WDC1610/03/1/2

Amendment to Schedule One of the Dog Control Bylaw Following Community Engagement – P&R1609/05/4

Resolved: (Crs Fulton/Church)

THAT Council approves a budget of \$25,000 to complete the required works;

AND THAT the works are to be loan funded, with principal repayments from the Parks & Reserves Replacement Fund and interest repayments from general rate.

CARRIED on the voices

WDC1610/03/1/3

SI0a Report – P&R1609/05/2

Resolved: (Crs Fulton/Tait)

THAT the Section 10a report be approved for forwarding to the Secretary for Local Government.

CARRIED on the voices

WDC1610/03/1/4

Receipt of Hearing Minutes – M Gray**Resolved: (Crs Fulton/Sedgwick)****THAT the minutes of a hearing for M Gray held on Wednesday 17 August 2016 be received.****CARRIED on the voices****WDC1610/03/1/5**Receipt of Hearing Minutes – LD Cole**Resolved: (Crs Fulton/Gibb)****THAT the minutes of a hearing for LD Cole held on Tuesday 10 August 2016 be received.****CARRIED on the voices****WDC1610/03/1/6**Zero Harm Update

Agenda Item 6.1.4

The Zero Harm Manager gave a verbal report highlighting:

- Overspeed statistics reducing
- Drug & Alcohol Draft policy.

Resolved: (Crs McGuire/Baddeley)**THAT the report from the Chief Executive be received.****CARRIED on the voices****WDC1610/03/1/7**Appointment of Principal Rural Fire Officer

Agenda Item 6.1.5

The Parks & Facilities Manager answered questions of the members on this item.

Resolved: (Crs Petersen/Smith)**THAT the report from the General Manager Service Delivery be received;****AND THAT Andy Baker be appointed as Principal Rural Fire Officer under section 13 of the Forest and Rural Fires Act 1977.****CARRIED on the voices****WDC1610/03/1/8**

Appointment of Local Welfare Manager
Agenda Item 6.1.6

Resolved: (Crs Petersen/Smith)

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

AND THAT Council acknowledge the contribution Angela Parquist has made over the last three years to local welfare;

AND FURTHER THAT the appointment of Helen Geddes as Local Welfare Manager be approved.

CARRIED on the voices

WDC1610/03/1/9

Waikato District Council Submission on Plan Change 16 (Tuakau Structure Plan – Stage 1: Residential and Industrial Rezoning)
Agenda Item 6.1.7

Cr Fulton, Cr Gibb and Cr Sedgwick declared a conflict of interest, withdrew to the gallery and did not speak to or vote on this item.

The Policy Planner provided an overview of this report.

Resolved: (Crs Church/Hayes)

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

AND THAT Council retrospectively endorses its submission to Plan Change 16 as per the agenda report attachment.

CARRIED on the voices

WDC1610/03/1/10

Establishment of a Delegated Transitional Subcommittee following the 2016 Election
Add.Item

Resolved: (Crs Hayes/Church)

THAT the following members of the Waikato District Council form a subcommittee to ensure continuity of Council's financial decision-making during the interim period from 10 October 2016 until the new Council is sworn in and committees are duly constituted by the Council following the 2016 triennial election:

- Cr Fulton
- Cr McGuire
- Cr Sedgwick
- Cr Smith
- Chief Executive;

AND THAT the elected members and the Chief Executive so appointed be delegated Waikato District Council's authority to approve contracts and financial approvals in line with the 2016/2017 Annual Plan until such time as the new Council and Committees are duly constituted by the new Council;

AND FURTHER THAT the subcommittee be dissolved once the committee structure and delegations have been approved;

AND FURTHER THAT a report be provided to the first Council meeting of any decisions made by the subcommittee.

CARRIED on the voices

WDC1610/03/1/11

Cr Smith requested his abstention be noted.

Receipt of Strategy & Finance Committee Minutes held on Tuesday 27 September 2016
Agenda Item 6.2.1

Resolved: (Crs Baddeley/Gibb)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 27 September 2016 be received.

CARRIED on the voices

WDC1610/03/2/1

Risk Management Maturity Assessment – S&F1609/03

Resolved: (Crs Baddeley/McGuire)

THAT Council supports the engagement of KPMG to undertake a risk management maturity assessment review;

AND THAT Council approves funding from the 2015/16 General Rate surplus to fund this review.

CARRIED on the voices

WDC1610/03/2/2

Plan Change 16: Tuakau Structure Plan Stage 1 (Rezoning for Residential and Industrial Purposes – S&F1609/04/3

Resolved: (Crs Baddeley/Church)

THAT an independent commissioner, two qualified Councillors and an iwi representative be appointed as the hearings panel;

AND THAT the hearings panel be delegated authority to make the decision on Plan Change 16.

CARRIED on the voices

WDC1610/03/2/3

Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan – S&F1609/04/11

Resolved: (Crs Baddeley/Smith)

THAT Council approves the Final Draft Ngaruawahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan and be available for further community engagement.

CARRIED on the voices

WDC1610/03/2/4

Preparation of the Annual Report 2016/2017 and Summary – S&F1609/04/20

Resolved: (Cr Baddeley/His Worship the Mayor)

THAT the final audited Annual Report 2015/16 and Summary as amended be adopted.

CARRIED on the voices

WDC1610/03/2/5

Development Contributions Deferral Request Subdivision Matangi Farm Lands Limited – S&F1609/10

Resolved: (Crs Baddeley/Gibb)

THAT Council approves the draft Agreement to defer Contributions between Matangi Farm Lands Limited and Waikato District Council.

CARRIED on the voices

WDC1610/03/2/6

Cr Baddeley took this opportunity as Chair of the Strategy & Finance Committee to thank the General Manager Strategy & Support and staff for their support to this committee over the past three years.

Receipt of Audit & Risk Committee Minutes held on Tuesday 27 September 2016
Agenda Item 6.2.1

Resolved: (Crs Baddeley/Hayes)

THAT the minutes of a meeting of the Audit & Risk Committee held on Tuesday 27 September 2016 be received.

CARRIED on the voices

WDC1610/03/2/7

2016/2016 Annual Report Audit – A&R1609/07/1**Resolved: (Crs Baddeley/Gibb)****THAT Council adopts the risk assessment perspective from the Audit & Risk Committee in the 2015/2016 Annual Report.****CARRIED on the voices****WDC1610/03/2/8**Receipt of Infrastructure Committee Minutes held on Tuesday 13 September 2016
Agenda Item 6.3.1**Resolved: (Crs Hayes/Petersen)****THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 13 September 2016 be received.****CARRIED on the voices****WDC1610/03/3/1****Mangawara Stream Bridge Project Funding – INF1609/04/2****Resolved: (Crs Hayes/Gibb)****THAT Council approves additional funds of \$77,000 be provided to fund the Mangawara Bridge construction shortfall;****AND THAT the funds be provided by increasing the loan amount for the project and covering interest repayments from the unsubsidised roading budget and principal repayments from the Roothing Replacement Reserve Fund.****CARRIED on the voices****WDC1610/03/3/2****Te Kopua Domain – Easement – INF1609/04/6****Resolved: (Crs Hayes/Solomon)****THAT subject to consultation with the Kopua Camp Board of Management, Council exercise its delegated authority under s48 Reserves Act 1977 to negotiate and complete a grant of an electricity easement in gross, in favour of WEL Networks Limited, over parts of the land legally described as part Papahua No.2 Block and Section 2 Block 1 Karioi Survey District.****CARRIED on the voices****WDC1610/03/3/3**

Stopping and Disposal of Unformed Factory Road, at Otaua – INF1604/7**Resolved: (Crs Hayes/Church)****THAT** the section of unformed Factory Road comprising 4186 square metres shown as Section I SO 500754 be declared surplus to Council roading requirements;**AND THAT** subject to the successful completion of statutory processes that the section of unformed Factory Road shown as Section I SO 500754 be stopped pursuant to Section 342 Local Government Act 1974;**AND FURTHER THAT** when stopped, Section I SO 500754 be sold for amalgamation with part Lot 2 DP 53932 comprised in CFR NA 26D/1421, at a price to be established by market valuation and to be within Council property policy, with the applicant to be responsible for all costs incurred;**AND FURTHER THAT** the proceeds of sale be credited to the Property Proceeds Reserve.**CARRIED on the voices****WDC1610/03/3/4****Road Name Proposal at Birchwood Lane, Tamahere – INF1609/04/8****Resolved: (Crs Hayes/Tait)****THAT** Council approves naming the new road developed to service the Kirrie Developments Ltd – Stage 4 subdivision – Kirriemuir Close.**CARRIED on the voices****WDC1610/03/3/5****Land Exchange for Road Realignment – Waipuna Road, Waerenga – INF1609/04/9****Resolved: (Crs Hayes/Costar)****THAT** the Chief Executive be authorised to sign agreements pursuant to Section 17 of the Public Works Act, to acquire from LN and JP Rankin, the parcels of land described in the First Schedule hereto and from GH and PJ Exton and BR Sheppard, the parcels of land described in the Second Schedule hereto, for road (Waipuna Road);**AND THAT** the portions of unformed Waipuna Road described in Schedule 3 hereto, be stopped and amalgamated with the land of the adjoining owner, pursuant to Sections 116 and 117 of the Public Works Act 1981, in exchange for the land to be acquired for road;

AND FURTHER THAT Consents be executed by the Mayor and Chief Executive pursuant to part VIII of the Public Works Act 1981, to give effect to the above.

FIRST SCHEDULE (all as shown on SO Plan 462410)

Section 4 comprising 1112 m² being Part Lot 7 DP 404496;

Section 9 comprising 271 m² being Part Lot 6 DP 404496;

Section 10 comprising 182 m² being Part Lot 5 DP 404496;

Section 14 comprising 9 m² being Part Lot 8 DP 404496;

Section 15 comprising 51 m² being Part Lot 8 DP 404496.

SECOND SCHEDULE (all as shown on SO Plan 462410)

Section 5 comprising 230 m² being Part Allotment 419 Parish of Whangamarino;

Section 6 comprising 1039 m² being Part Allotment 415 Parish of Whangamarino.

THIRD SCHEDULE (all as shown on SO Plan 462410)

Legal road shown as:

Section 1 comprising 709m²

Section 2 comprising 773m²

Section 3 comprising 716m²

Section 7 comprising 1055m²

Section 8 comprising 299m²

Section 11 comprising 321m²

Section 12 comprising 267m²

Section 13 comprising 744m².

CARRIED on the voices

WDC1610/03/3/6

Razorback Road Water Treatment Site

Agenda Item 6.3.2

The report was taken as read and the Parks & Facilities Manager answered questions of the members.

Resolved: (Crs Church/Petersen)

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

AND THAT Lot 1 DP 201625 comprising 1045 square metres held in CT NA 138D/834 be declared surplus to Council requirements, and be released for sale on the open market, subject to section 40 Public Works Act 1981 offer back obligations;

AND FURTHER THAT the property proceeds of sale, less costs including the costs associated with the decommissioning of the site, be credited to the Property Proceeds Reserve.

CARRIED on the voices

WDC1610/03/3/7

Waters Team Resourcing
Agenda Item 6.3.3

The report was taken as read and the General Manager Service Delivery provided an overview of the report and answered questions of the members.

Resolved: (Crs Fulton/Baddeley)

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

AND THAT Council approves the sole supplier engagement of Downer New Zealand Limited to provide staffing services in accordance with those outlined within the agenda report;

AND FURTHER THAT the Chief Executive be delegated authority to enter into a contract with Downer New Zealand Limited for those services, up to a maximum value of \$1,000,000;

AND FURTHER THAT the funds for this contract be drawn from the District-Wide Water and Wastewater reserves;

AND FURTHER THAT it be noted that the salary savings in the order of \$235,000 in respect of the 2017/2018 year be offset against this contract.

CARRIED on the voices

WDC1610/03/3/8

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes held on Monday 5 September 2016
Agenda Item 7.1

Resolved: (Crs Petersen/Hayes)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 5 September 2016 be received.

CARRIED on the voices

WDC1610/04/1

Receipt of Taupiri Community Board Minutes held on Monday 12 September 2016
Agenda Item 7.2

Resolved: (Crs Gibb/Solomon)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 12 September 2016 be received.

CARRIED on the voices

WDC1610/04/2

Receipt of Raglan Community Board Minutes held on Tuesday 13 September 2016
Agenda Item 7.3

Resolved: (Crs Baddeley/Tait)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 September 2016 be received.

CARRIED on the voices

WDC1610/04/3

Receipt of Ngaruawahia Community Board Minutes held on Tuesday 13 September 2016
Agenda Item 7.4

Resolved: (Crs Gibb/Solomon)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 13 September 2016 be received.

CARRIED on the voices

WDC1610/04/4

Receipt of Huntly Community Board Minutes held on Tuesday 20 September 2016
Agenda Item 7.5

Resolved: (Crs Tait/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 20 September 2016 be received.

CARRIED on the voices

WDC1610/04/5

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes held on Wednesday 7 September 2016
Agenda Item 8.2

Resolved: (Crs Sedgwick/Lynch)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 7 September 2016 be received.

CARRIED on the voices

WDC1610/05/1

Receipt of Meremere Community Committee Minutes held on Thursday 8 September 2016
Agenda Item 8.1

Resolved: (Crs Sedgwick/Lynch)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 8 September 2016 be received.

CARRIED on the voices

WDC1610/05/2

Receipt of Tamahere Community Committee Minutes held on Monday 5 September 2016
Agenda Item 8.3

Resolved: (Crs Hayes/Tait)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 5 September 2016 be received.

CARRIED on the voices

WDC1610/05/3

Receipt of Pokeno Community Committee Minutes held on Monday 9 August 2016
Agenda Item 8.3

Resolved: (Crs Church/Petersen)

THAT the minutes of a meeting of the Pokeno Community Committee held on Monday 9 August 2016 be received.

CARRIED on the voices

WDC1610/05/4

EXCLUSION OF THE PUBLIC

Agenda Item 9

Resolved: (Crs McGuire/Hayes)

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:

Confirmation of Minutes dated 12 September 2016

Receipt of Minutes:

Strategy & Finance Committee dated 27 September 2016

Audit & Risk Committee dated 27 September 2016

Infrastructure Committee dated 13 September 2016**REPORTS****a. Chief Executive's Issues (Verbal Report)**

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(1)(a)

CARRIED on the voices

WDC1610/06

Resolution nos WDC1610/07 to WDC1610/09 are contained in the public excluded section of these minutes.

Having resumed open meeting His Worship invited councillors to speak owing to this being the last meeting of the triennium.

Closing Speeches

Add.Item

Closing speeches were provided from councillors retiring; Cr Baddeley, Cr Costar, Cr Petersen and Cr Tait.

Other speakers included Cr Fulton, Cr Gibb, Cr Church, Cr Solomon and His Worship the Mayor.

There being no further business the meeting was declared closed at 3.39pm.

Minutes approved and confirmed this 3rd day of October 2016.

Due to the 2016 Local Body Elections, His Worship the Mayor and the Chief Executive Mr GJ Ion, signed off the 'end of term' October 2016 Waikato District Council Minutes.

.....
AM Sanson
CHAIRPERSON

Minutes2016/CCL/161003 CCL Minutes

.....
GJ Ion
CHIEF EXECUTIVE

MINUTES of an Inaugural meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 27 OCTOBER 2016** commencing at **5.30pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech
 Cr JA Church
 Cr DW Fulton
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire
 Cr FM McInally
 Cr BL Main
 Cr EM Patterson
 Cr JD Sedgwick
 Cr NMD Smith
 Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
 Ms S Duignan (General Manager Customer Support)
 Mr T Harty (General Manager Service Delivery)
 Mr TG Whittaker (General Manager Strategy & Support)
 Mrs R Gray (Council Support Manager)
 Councillors' families and friends
 Staff

The Chief Executive opened the meeting at 5.30pm and presided.

DECLARATION BY HIS WORSHIP THE MAYOR PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002

His Worship the Mayor made and signed his Declaration in accordance with the provisions of Section 7 Clause 14 of the Local Government Act 2002.

DECLARATION BY MEMBERS PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACT 2002

Councillors made and signed their Declarations in accordance with the provisions of Schedule 7 Clause 14 of the Local Government Act 2002.

The Chief Executive vacated the Chair and His Worship presided for the remainder of the meeting.

STATUTORY REQUIREMENTS

Agenda Item 3

Resolved: (Crs Fulton/Church)

THAT the report from the Chief Executive be received;

AND THAT Council acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

CARRIED on the voices

WDCI610/10

APPOINTMENT OF DEPUTY MAYOR

Agenda Item 4

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the report from His Worship the Mayor be received;

AND THAT in accordance with section 41A (3) (a), Councillor Fulton has been appointed to the role of Deputy Mayor.

CARRIED on the voices

WDCI610/11

SCHEDULE OF MEETINGS

Agenda Item 5

Resolved: (Crs Sedgwick/Bech)

THAT the report from the Chief Executive be received;

AND THAT the schedule of Council and Committee meetings for the balance of 2016 and 2017 set out in Appendix A be adopted;

AND FURTHER THAT the Meetings of the Waikato District Council commence at 1.15pm on the second Monday of each month, with the exception of January each year when no meeting shall be held and December 2016 when the meeting will be held on 5 December;

AND FURTHER THAT the Strategy & Finance Committee meeting be amended to be held on Tuesday 22 November 2016 at 1pm.

CARRIED on the voices

WDC1610/12

His Worship the Mayor expressed his congratulations to the Councillors, noting that there were six new Councillors this triennium. He welcomed and thanked their families and friends for their support and was looking forward to the next three years.

There being no further business the meeting was declared closed at 6.11 pm.

Minutes approved and confirmed this day of 2016.

AM Sanson

CHAIRPERSON

Minutes 2017/CCL/161027/Minutes

Open Meeting

| | |
|---------------------------------|------------------------------------|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 20 October 2016 |
| Prepared by | Kevin Lockley Zero Harm Manager |
| Chief Executive Approved | Y |
| DWS Document Set # | 1626513 |
| Report Title | Zero Harm Update |

1. EXECUTIVE SUMMARY

The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Safety Conversations

Council has introduced a new key performance indicator for managers for this year, managers are required to carry out two safety conversations each month.

The Chief Executive and Managers continue to carry out safety conversations across the organisation. The most recent conversations were held with the Alliance and City Care contractors at the Brownlee Street depot. The contractors have now settled into the newly renovated offices and depot. Also, discussions have been held about safety at our libraries and offices.

Managers have concentrated their safety conversations with staff on health and wellbeing, to support Council's wellness programme this follows on from the excellent workshops held with Mike King on mental health wellness.

Over Speed Reporting

Numbers of events for the month of October reporting period reduced and the level of speed has also reduced since the focus on risk of high speeding has become the subject of safety conversations with staff. This coupled with the recent driver training programme, is showing encouraging results.

Risk Management

Initial meetings have been held with The Drug Detection agency in conjunction with the Council Drug and Alcohol policy regarding implementation. The agency is developing a proposal which will be submitted and discussed with senior management over the next few weeks.

Monthly Statistics

Total injury incidents for the reporting period were (6), 5 requiring first aid only and one no first aid or medical treatment. There were no lost time injuries.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

4.2 OPTIONS

Council could choose to accept the report or not. Council could ask for additional information if needed.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

This report is prepared as part of assisting Council with compliance with Health & Safety at Work Act 2015.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic Plan is also in place and is currently being updated to reflect the strategies for the next 12 months.

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"/> |
| Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertaken due diligence to ensure appropriate health & safety systems are in place and operating. | | | | | |

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 |

Council engages with our Community Boards and Community Committees to ensure they are clear on their requirements. Council also undertakes audits and safety conversations in relation to our contractors.

6. CONCLUSION

This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

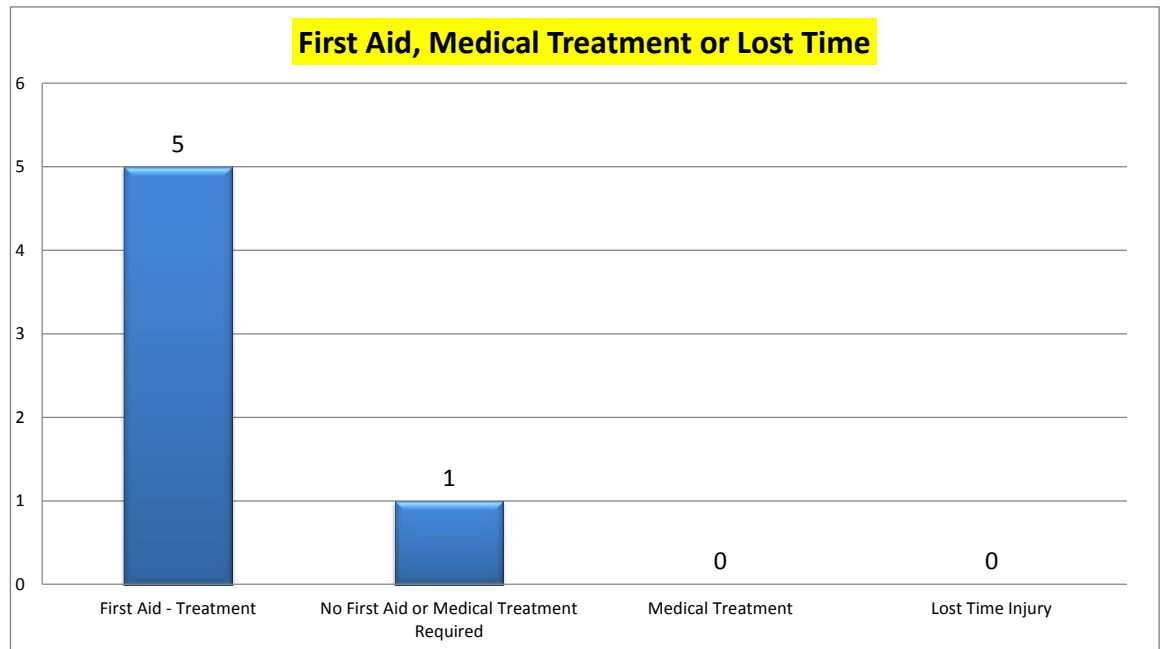
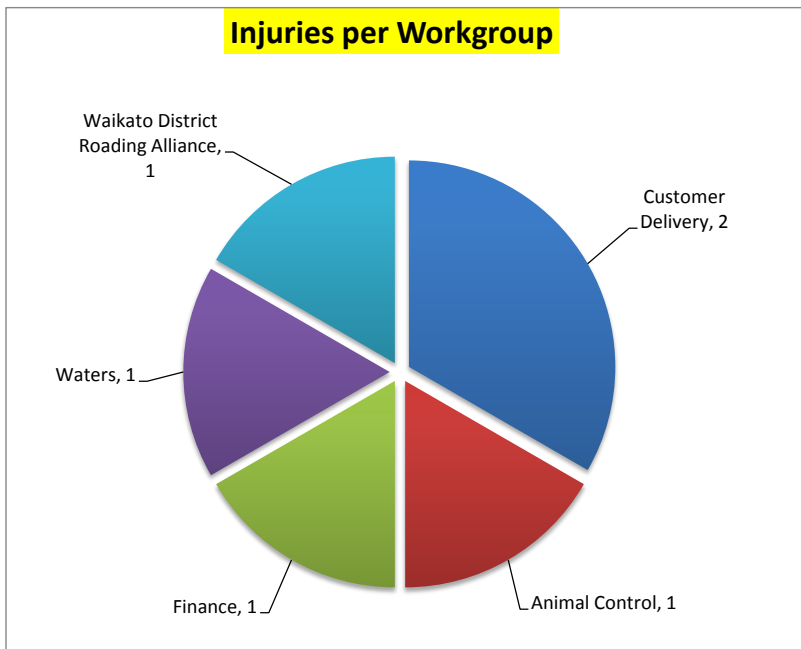
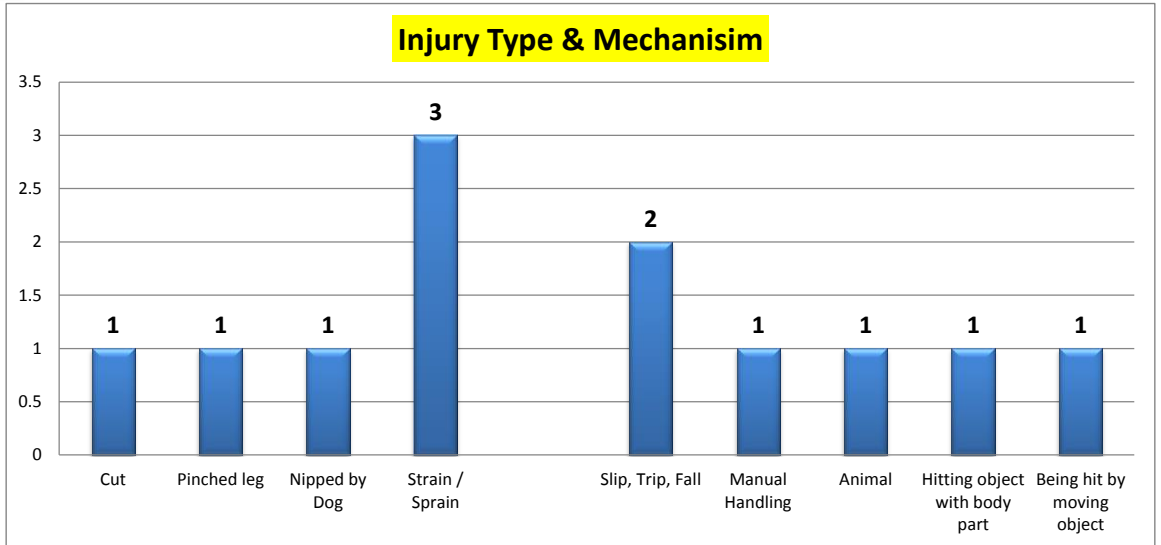
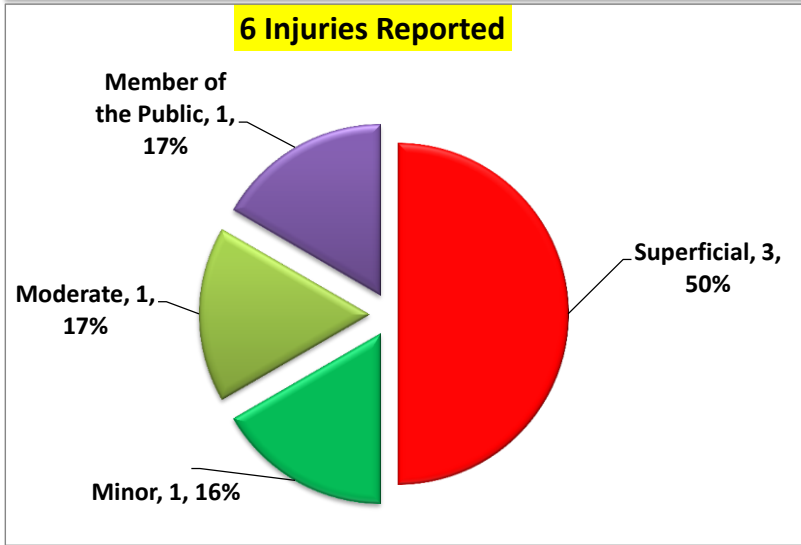
7. ATTACHMENTS

Zero Harm Dashboard –October 2016

Zero Harm Dashboard - October 2016

(22/09/2016 - 20/10/2016)

Total Recordable Injury Rate = 2.81



Open Meeting

| | |
|---------------------------------|--|
| To | Waikato District Council |
| From | Tony Whittaker General Manager Strategy & Support |
| Date | 07 October 2016 |
| Prepared by | Vishal Ramduny Planning & Strategy Manager |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1619124 |
| Report Title | Additional Carry Forward 2015/16 Request - Waikato River Alive Project Fund |

I. EXECUTIVE SUMMARY

On 23 August 2013, Council received \$34,781.91 in funding from the Waikato River Authority towards a tree planting programme for the Waikato River Alive Project.

The total spend up to 30 June 2016 was \$10,911.41. The balance of the funding (\$23,870.50) was not carried forward but was returned to the General Rate account as indicated below:

Budget transfer journal entries

| | | | |
|----|--------------------|-----------------------------|------------|
| PR | 5PS55019E012020000 | Waikato River Alive Project | 23,870.50 |
| PR | 5PS55019E090110000 | General Rate | -23,870.50 |

The purpose of this report is to seek approval for the transfer of the balance of \$23,870.50 from the General Rate account back to the Waikato River Alive Project.

The budget request will be funded by General Rate. The amount requested is equivalent to the amount returned to the General Rate account in the previous year.

2. RECOMMENDATION

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

AND THAT Council approves the transfer of the balance of \$23,870.50 from the **General Rate** account back to the **Waikato River Alive Project**.

Open Meeting

| | |
|---------------------------------|---|
| To | Waikato District Council |
| From | Tim Harty General Manager Service Delivery |
| Date | 20 October 2016 |
| Prepared by | Tony Peake Asset Engineer |
| Chief Executive Approved | Y |
| Reference # | SUB0045/16 and SUB0175/16 |
| Report Title | New Road Name Proposals for Kowhai Downs Subdivision |

1. EXECUTIVE SUMMARY

This report seeks Council's approval of a developer proposal to name one new public road and informs Council concerning the naming of six Right of Ways (ROW), located on Hughes Developments Ltd property at McIntosh Drive, Pokeno.

Stages 2C and 2D of the development will service 95 lots in the 113 lot subdivision.

This report recommends that Council approves the name Te Ara Aukati Terrace for Road 2, and informs Council regarding the selection of Ascension Lane for ROW 1, and Peet Row for ROW 2. The Ward Councillor has also supported the proposal to name ROW 3 McLachlan Way, ROW 4 Old Lexie Way, ROW 5 Lorrie Lane, and ROW 6 Crickett Row from the Pokeno Community Committee Approved Road name list.

2. RECOMMENDATION

THAT report from the General Manager Service Delivery be received;

AND THAT Council approves the name Te Ara Aukati Terrace for Road 2 within the Kowhai Downs subdivision, McIntosh Drive, Pokeno.

3. BACKGROUND

Hughes Developments Ltd will ultimately develop a 113 lot subdivision named Kowhai Downs by extending McIntosh Drive along the east side of the Waikato Expressway at Pokeno.

McIntosh Drive (Road 1) has now been extended as Stage 2 C and a new Road 2 leading off McIntosh Drive will be constructed as Stage 2 D.

The developers have proposed the names Te Ara Aukati Terrace and Tawhiao Drive (nominated in preference order) be considered as suitable name choices for Road 2.

The developers have also proposed Ascension and Peet as names for ROW's 1 and 2 and this name choice has Ward Councillor support. These ROW names are reported for the information of Council.

The developers have requested McLachlan, Old Lexie, Lorrie and Crickett be allocated off the Pokeno Community Committee's approved name list to ROW's 3-6. This proposal also has Ward Councillor support. These ROW names are reported for the information of Council.

New owners will require Council to provide addresses for their allotments.

Sections 1.2(a) and 2.3(a) of the Road naming Policy requires either the Infrastructure Committee or Council to approve road name applications. The policy also provides for staff to approve private road (ROWs) name proposals provided they are supported by the associated Ward Councillor.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Te Ara Aukati translates as "the track to the boundary between Waikato and Taamaki Makaurau / Auckland (Te Pou O Mangataawhiri) that Kingi Tawhiao, the second Maori King, laid down to Governor George Grey". The use of this name for a Hughes Developments Ltd subdivision road has been endorsed by Ngaati Tamaoho and has this name now has Ward Councillor support.

Tawhiao was the second Maori King who had declared the track to the boundary an "Aukati" – a boundary not to be crossed. Council's Iwi liaison officer has advised the King's name is not now considered suitable for road naming purposes and Tawhiao was then rejected.

Ascension recognises support of Ascension Homes with the development and this name choice has Ward Councillor support.

Peet recognises a local farmer who had recent association with Kowhai Downs and this name has Ward Councillor support.

There are no new name conflicts created by the use of Te Ara Aukati, Ascension and Peet for road naming.

The names McLachlan, Old Lexie, Lorrie and Crickett were discussed when the approved name list for Pokeno was formulated by the previous Council. The proposal to allocate

these names from the PCC Approved Road name List across to ROW's 3-6 has Ward Councillor support.

4.2 OPTIONS

There are 3 options:

Option 1: The Council may agree to support the developer's remaining name preference for road 2 – Te Ara Aukati.

Option 2: The Council may choose to not agree with supporting the name Te Ara Aukati and instead allocate an alternative name from the pre-approved Pokeno Road Name list to Road 2.

Option 3: The Council may choose to not agree with the name Te Ara Aukati and instead invite the Developer to submit a new name request for Road 2.

It is recommended that Council approves option 1.

5. CONSIDERATION

5.1 FINANCIAL

All road naming and property identification costs will be met by Hughes Developments Ltd.

5.2 LEGAL

Nil

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Ward member consultation around road naming has been undertaken in accordance with Council policy and standard operating procedures.

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| This matter is not considered to be significant in terms of Council's significance policy. | | | | | |

| External Stakeholder Consultation | | | |
|-----------------------------------|-------------|----------|---------------------------------------|
| Planned | In Progress | Complete | |
| | | Yes | Internal |
| | Yes | | Community Boards/Community Committees |
| | | Yes | Waikato-Tainui/Local iwi |

| | | | |
|----|--|-----|------------------|
| No | | | Households |
| No | | | Business |
| | | Yes | Adjoining TLA's. |

6. CONCLUSION

The Council is requested to consider the developer's road name application and endorse a decision by way of resolution.

It is recommended that Council approves the developer's name choice for Road 2 – Te Ara Aukati Terrace.

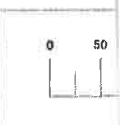
New allotments will be given title and address points once this recommended road name, together with the names allocated to ROW's 1-6, are registered in Landonline.

7. ATTACHMENTS

- Locality Plan



RESOURC
No. Sub 075/16
Approved By [Signature]
Date 13/9/16
NOT FOR CO



Notes:
I. Subject to
II. Subject to

Kowhai Downs

Open Meeting

| | |
|---------------------------------|--|
| To | Waikato District Council |
| From | Tim Harty General Manager Service Delivery |
| Date | 20 October 2016 |
| Prepared by | Tony Peake Asset Engineer |
| Chief Executive Approved | Y |
| Reference # | SUB0236/08 |
| Report Title | New Road Name Proposals at Taplin Road, Matangi |

I. EXECUTIVE SUMMARY

This consultation report seeks Council's approval of a developer proposal to name three new public roads, located on Matangi Lifestyle Developments Ltd property at 406 Tauwhare Road, Matangi.

The road layout services a 20 lot subdivision fronting the south-west side of Taplin Road and provides access to rear lots on both sides of roads 1 and 2.

This report recommends Council approves the name Meadowpark Way for the internal link road, Margot Lane for the no-exit road heading south-east and Clover Close for the stub no-exit road heading north-west.

2. RECOMMENDATION

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

AND THAT Council approves the names Meadowpark Way for Road 1, Margot Lane for Road 2 (south-east), and Clover Close for Road 2 (north-west).

3. BACKGROUND

Matangi Lifestyle Developments Ltd have developed a 20 lot subdivision at Parklands Estate on the south-west side of Taplin Road.

Two road alignments have been constructed to access Taplin Road from the 14 lots located at the rear of the subdivision.

New owners will require Council to provide addresses for their allotments.

Sections 1.2(a) and 2.3(a) of the Road naming Policy requires either the Infrastructure Committee or Council to approve road name applications.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The developer has proposed three names for each road.

The three names proposed for road 1, and listed in order of preference, are Parklands Drive, Meadowpark Way and Meadow Drive.

Parklands Drive has been rejected by staff due to potential conflict with the same name in Waipa District.

Meadowpark Way does not directly conflict with existing regional names. Meadowpark was selected by the developer due to the park-like vista provided by fine lawn /turf production on adjoining farmland. Meadowpark has Ward Councillor approval.

Meadow Drive has been rejected by staff due to potential conflict with the same name in this district.

The three names proposed for road 2, and listed in order of preference, are Margot Lane, Greenfield Lane and Clover Lane.

Margot Lane does not conflict with existing regional names. Margot was selected by the developer as a tribute to his late mother who farmed the same property for approximately 60 years. There is no conflict with existing Hamilton City names. Margot is proposed for the south-western leg of road 2.

Greenfield Lane has potential conflict with the same name nearby in Hamilton and was rejected.

Clover Close does not appear to conflict with Cloverfield Lane at Ngaruawahia. Clover was selected by the developer due to the park-like vista available from the subdivision. There is no conflict with existing Hamilton City names. Clover is proposed for the north-western leg of road 2.

4.2 OPTIONS

There are three options:

Option 1: The Council may agree to endorse the developer's second name preference for road 1 – Meadowpark Way, first name preference for the south-west leg of Road 2 – Margot Lane, and third name preference for the north-west leg of road 2 – Clover Close.

Option 2: The Council may choose to not agree with any particular name preference discussed in option 1, and instead invite the developer to submit a new name proposal.

Option 3: The Council may choose to not agree with option 1 and instead invite the developer to submit three new name proposals.

It is recommended that the Council approves option 1.

5. CONSIDERATION

5.1 FINANCIAL

All costs will be met by Matangi Lifestyle Developments Ltd.

5.2 LEGAL

Nil

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Ward member consultation around road naming has been undertaken in accordance with Council policy and standard operating procedures.

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| This matter is not considered to be significant in terms of Council's significance policy. | | | | | |

| External Stakeholder Consultation | | | |
|-----------------------------------|-------------|----------|---------------------------------------|
| Planned | In Progress | Complete | |
| | | Yes | Internal |
| No | | | Community Boards/Community Committees |
| No | | | Waikato-Tainui/Local iwi |
| No | | | Households |
| No | | | Business |
| | | Yes | Adjoining TLA's. |

6. CONCLUSION

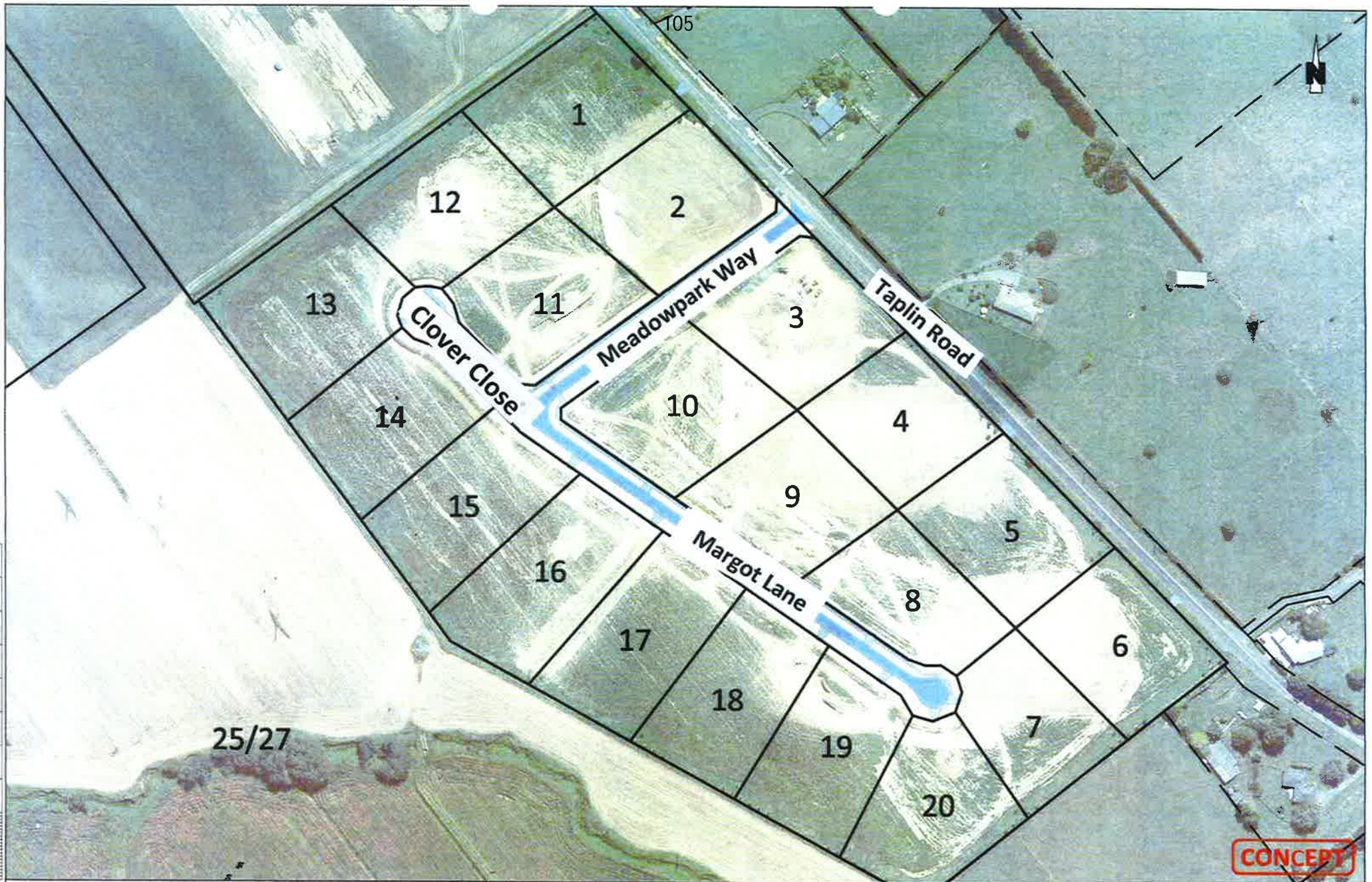
The Council is requested to consider the developer's road name application and endorse a decision by way of resolution.

It is recommended that Council approves naming Road 1 Meadowpark Way, Road 2 (south east) - Margot Lane and Road 2 (north-west) Clover Close.

New allotments will be addressed with RAPID numbers when the new names are registered in Landonline.

7. ATTACHMENTS

- Locality Plan



CONCEPT



Auckland Office
 A: 25 Broadway, Newmarket
 P: 09 524 1025
 Hamilton Office
 A: 50 Church Road, Hamilton
 P: 07 849 9922
 Te Awamutu Office
 A: 109 Market Street, Te Awamutu
 P: 07 874 6144

PARKLANDS ESTATE
 Matangi Lifestyle Developments Ltd
 Taplin Road, Matangi

**Road Naming
 Application**

| Issue Description | Checked | Date | Date | Scale: |
|-------------------|--------------|------------|-----------|---------------|
| | Designed: JB | 29.08.16 | 29.08.16 | 1:2000 |
| | Drawn: JB | 29.08.16 | | (A3 Original) |
| | Checked: | | | |
| | Job No: | Dwg No: | Rev: | |
| | H1196 | 150 | 00 | |

Open Meeting

| | |
|---------------------------------|--|
| To | Waikato District Council |
| From | Tim Harty General Manager Service Delivery |
| Date | 20 October 2016 |
| Prepared by | Tony Peake Asset Engineer |
| Chief Executive Approved | Y |
| Reference # | SUB0094/08 |
| Report Title | New Road Name Proposal at Awatea Road, Whatawhata |

I. EXECUTIVE SUMMARY

This report seeks Council's approval of the final road naming for a 2014 staged subdivision at Awatea Road, Whatawhata. The developer, Triple S Properties Ltd, is required to name a new road four located off Miriama Place.

The new cul-de-sac (Road Four) services 6 lots in the 63 lot subdivision.

This report recommends that Council approves the name Harihari Lane for Road Four.

2. RECOMMENDATION

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

AND THAT Council approves the name Harihari Lane for Road 4.

3. BACKGROUND

Triple S Properties Ltd have developed a 63 lot subdivision fronting Bell Road on the west side of the Waipa River at Whatawhata.

Four roads have been constructed to access Bell Road from the new allotments and three roads resulting from earlier construction have been named previously – Awatea Road, Houkura Rise and Miriama Way.

Road Four will require naming and it is proposed to utilise one of the two alternate names submitted for roads two and three in 2014.

New owners will require Council to provide addresses for their allotments.

Sections 1.2(a) and 2.3(a) of the Road naming Policy requires either the Infrastructure Committee or Council to approve road name applications.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The developer had originally proposed four names for roads two and three in 2014.

The unused names from the developer's proposal list are Emare and Harihari.

Emare is an existing road name in Waikato District and therefore must be rejected.

Harihari has no conflict with Hamilton City and remains the only viable name option from within the original developer name proposals. The developer still supports this proposal.

4.2 OPTIONS

There are two Options:

Option 1: The Council may agree to support the developer's remaining name preference and allocate the name Harihari Lane to road four.

Option 2: The Council may choose to not agree with supporting the allocation of the developer's remaining name preference across to road 4, and instead invite the developer to submit new name proposals.

It is recommended that the Council approves option 1.

5. CONSIDERATION

5.1 FINANCIAL

All costs will be met by Triple S Properties Ltd.

5.2 LEGAL

Nil

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Ward member consultation around road naming has been undertaken in accordance with Council policy and standard operating procedures.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

| | | | | | |
|--|---|---|--|--|--|
| Highest levels of engagement | Inform <input type="checkbox"/> | Consult <input checked="" type="checkbox"/> | Involve <input type="checkbox"/> | Collaborate <input type="checkbox"/> | Empower <input type="checkbox"/> |
| This matter is not considered to be significant in terms of Council's significance policy. | | | | | |

| External Stakeholder Consultation | | | |
|-----------------------------------|-------------|----------|---------------------------------------|
| Planned | In Progress | Complete | |
| | | Yes | Internal |
| No | | | Community Boards/Community Committees |
| No | | | Waikato-Tainui/Local iwi |
| No | | | Households |
| No | | | Business |
| | | Yes | Adjoining TLA's. |

6. CONCLUSION

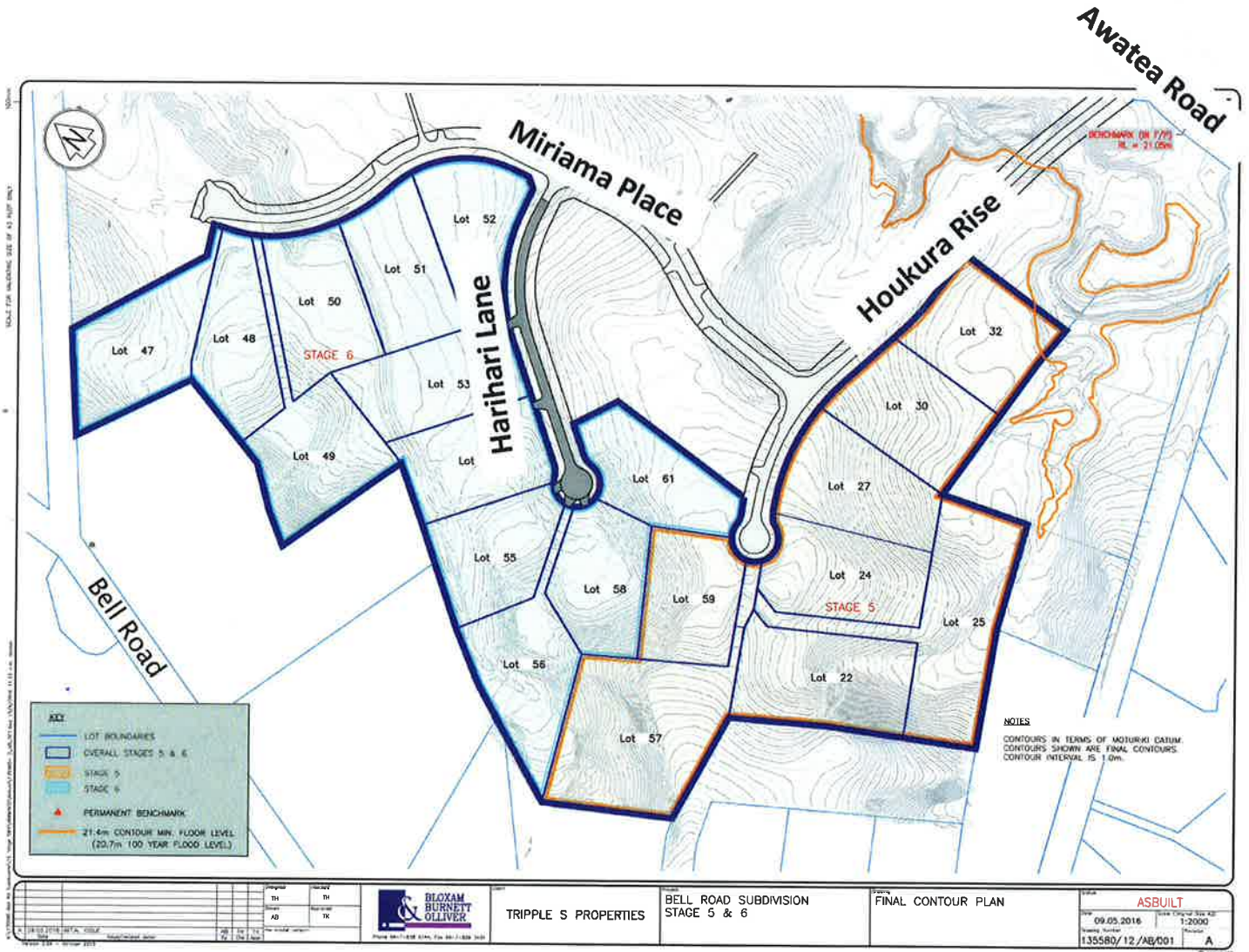
The Council is requested to consider the developer's road name application and endorse a decision by way of resolution.

It is recommended that the Council approves naming Road Four - Harihari Lane.

New allotments will be addressed once these names are registered in Landonline.

7. ATTACHMENTS

- Locality Plan



Open Meeting

| | |
|---------------------------------|--|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 12 October 2016 |
| Chief Executive Approved | Y |
| Reference/Doc Set # | 1625565 |
| Report Title | Attendance at the Newly Elected Member workshops |

1. EXECUTIVE SUMMARY

To determine who will attend the Newly Elected Member workshops in Hamilton on 24 November 2016.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

AND THAT the following Councillors be approved to attend the Elected Members workshop:

Councillor Bech
Councillor Main
Councillor Paterson
Councillor McInally
Councillor Thompson
Councillor Henderson

3. BACKGROUND

Council usually agrees on attendance at workshops and training for Councillors.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Training specifically targeted to newly elected members would be beneficial to new Councillors. It is up to Council to decide how many people to send, although six places have been reserved at the workshop in Hamilton on 24 November.

4.2 OPTIONS

Training specifically targeted to newly elected members would be beneficial to new Councillors. It is up to Council to decide how many people to send, although five places have been reserved at the workshop in Hamilton on 24 November.

5. CONSIDERATION

5.1 FINANCIAL

The cost of attendance will be funded from the Council training budget.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

It is standard practice for Council to agree in advance on who will attend the workshops.

The training and orientation of newly elected members will be of benefit to all ratepayers.

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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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> | This is an opportunity for new Councillors to network with other newly elected members in the Waikato/Bay of Plenty area. | | | | |

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 |

Comment: This matter was discussed with the previous Council and some places booked for the training. This report firms up the actual attendees.

6. CONCLUSION

Council needs to agree on who will attend the forthcoming Newly Elected Member workshops in Hamilton on 24 November 2016.

7. ATTACHMENTS

Nil.

Open Meeting

| | |
|---------------------------------|--------------------------------------|
| To | Waikato District Council |
| From | Gavin Ion Chief Executive |
| Date | 26 October 2016 |
| Prepared by | Rose Gray Council Support Manager |
| Chief Executive Approved | Y |
| Reference | GOV1301 |
| Report Title | Exclusion of the Public |

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable Council to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of Extraordinary Minutes dated 3 October 2016.

REPORTS

a. Transitional Subcommittee

The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 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) (b) (i) (ii)

Section 48(1) (3) (d)

3. ATTACHMENTS

Nil