

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

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. RECEIPT OF MINUTES

Meeting held on Tuesday 20 September 2016. 2

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Gj Ion

CHIEF EXECUTIVE

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Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	4 November 2016
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Policy & Regulatory Committee meeting held on Tuesday 20 September 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

P&R Minutes

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 20 SEPTEMBER 2016** commencing at **9.00am**.

Present:

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

Attending:

Mr GJ Ion (Chief Executive)
Ms S Duignan (General Manager Customer Support)
Mr T Whittaker (General Manager Strategy & Support)
Mrs W Wright (Committee Secretary)
Mr C Birkett (Monitoring Team Leader)
Mr W Gauntlett (Consents Technical Team Leader)
Ms M May (Animal Control Team Leader)
Ms S Atkins (Director, Connections Ltd)
3 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Petersen)

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

CARRIED on th voices

P&R1609/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Tait/Sedgwick)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 20 September 2016 be confirmed and all items therein be considered in open meeting;

AND THAT the Committee resolves that the following item be added to the agenda as advised by the Chairperson;

- *Customer Driven Approach to Building Consents Presentation.*

CARRIED on the voices

P&R1609/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McGuire/Baddeley)

THAT the minutes of the Policy & Regulatory Committee held on Tuesday 16 August 2016 be confirmed as a true and correct record of that meeting;

AND THAT the Public Excluded minutes of the meeting of the Policy and Regulatory Committee held on Tuesday 16 August 2016 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.

CARRIED on the voices

P&R1609/03

MATTERS ARISING FROM THE MINUTES

Local Government New Zealand Conference 2016
Agenda Item 7.12

The Chief Executive advised that the issue arose due to an internal administrative oversight which has since been addressed. Therefore no further action is required.

Resolved: (Crs Smith/Sedgwick)

THAT the Recommendation under P&R1608/04/12 be rescinded:

'AND THAT Council write to LGNZ expressing an expectation that remits are presented early enough to Councils with at least 14 days'

notice to enable Councils to consider the matters prior to the meeting.'

CARRIED on the voices

P&R1609/04

REPORTS

Delegated Resource Consents Approved for the month of August 2016

Agenda Item 6.1

The Consents Technical Team Leader answered questions of the Committee.

Resolved: (Crs Tait/Gibb)

THAT the report of the General Manager Customer Support dated 9 September 2016 be received.

CARRIED on the voices

P&R1609/05/1

LGNZ Conference – Te Maruata Advisory Committee Meeting

Agenda Item 6.2

Resolved: (Crs McGuire/Sedgwick)

THAT the report from the Chief Executive be received.

CARRIED on the voices

P&R1609/05/2

Designation of Parks for Electric Charging Station

Agenda Item 6.3

The Monitoring Team Leader gave an overview and answered questions from the Committee.

Resolved: (Crs Baddeley/Smith)

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

AND THAT the proposed amendments to Schedule 1 and Map 3 of Waikato District Council Public Places Bylaw 2016 are adopted by the Council at its meeting on 3 October 2016.

CARRIED on the voices

P&R1609/05/3

Amendment to Schedule One of The Dog Control Bylaw following Community Engagement

Agenda Item 6.4

The Animal Control Team Leader gave a verbal report and answered questions of the Committee.

Resolved: (Crs Hayes/Sedgwick)

THAT the report from the General Manager Customer Support – Amendment to Schedule One of The Dog Control Bylaw following Community Engagement be received;

AND THAT the Committee recommends to Council that budget of \$25,000 is approved to complete the required works;

AND FURTHER 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

P&R1609/05/4

Adoption of Section 10a Report
Agenda Item 6.5

The Animal Control Team Leader gave a verbal report and answered questions of the Committee.

Resolved: (Crs Lynch/Sedgwick)

THAT the report from the General Manager Customer Support – Adoption of Section 10a Report be received;

AND THAT the Section 10a Report is approved for forwarding to the Secretary for Local Government.

CARRIED on the voices

P&R1609/05/5

Chief Executive's Business Plan
Agenda Item 6.6

The Chief Executive gave a verbal report and answered questions of the Committee.

Resolved: (Crs Gibb/Hayes)

THAT the report from the Chief Executive – Chief Executive's Business Plan – be received.

CARRIED on the voices

P&R1609/05/6

2016 Meeting Calendar
Agenda Item 6.7

Resolved: (Crs Smith/Sedgwick)

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

CARRIED on the voices

P&R1609/05/7

Customer Driven Approach to Building Consents Presentation
Add Item

Tabled Item: Powerpoint Presentation

Resolved: (Crs Smith/Petersen)

THAT the Customer Driven Approach to Building Consents presentation and information be received.

CARRIED on the voices

P&R1609/05/8

There being no further business the meeting was declared closed at 10.41am.

Due to the 2016 Local Body Elections, Cr Fulton and the Chief Executive Mr GJ Ion, signed off the 'end of term' September 2016 Policy & Regulatory Committee Minutes.

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AM Sanson
HIS WORSHIP THE MAYOR

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Policy and Regulatory Committee
From	S Duignan General Manager Customer Support
Date	2 November 2016
Prepared by	B McCauley
Chief Executive Approved	Y
DWS Document Set #	1631656
Report Title	Delegated Resource Consents Approved for the months of September and October 2016

1. EXECUTIVE SUMMARY

This report gives information relating to all delegated Resource Consents processed for the months of September and October excluding hearings

2. RECOMMENDATION

THAT the report of the General Manager Delegated Resource Consents Approved for the months of September and October 2016 be received.

3. APPOINTMENT OF COMMISSIONERS

There were no Commissioners appointed for the months of September and October 2016

4. ATTACHMENTS

Delegated Authority Reports - attached

Delegated Authority Report ⁹

Period from 1 September 2016 to 30 September 2016

Awaroa ki Tuakau		Ward Total: 27		
Applicant	ID No	Address	Details	Decision
S P Thompson	FLUCM96056.03	166 Logan Road PUKEKOHE	S127 for change of conditions (a and b) to reflect new location of the farm workers accommodation	Granted
S J Taylor, S M Taylor	LUC0072/17	15 Duff Road WAIUKU	To construct a garage in the Rural Zone that encroaches into the front yard setback.	Granted
T J Robb	LUC0074/17	188 Helenslee Road POKENO	To extend by 12 months an existing showhome activity in the Residential 2 Zone	Granted
K R Hines, B M Sherwin, D P Sherwin	LUC0081/17	2A Bankhall Lane PVT POKENO	To exceed maximum total building coverage requirements on a site zoned Residential 2 Zone.	Granted
Bromley Park Hatcheries Limited	LUC0092/17	115 Brown Road TUAKAU	To undertake earthworks to create four level building platforms for the construction of four breeding sheds to expand an existing poultry farming activity within the Rural Zone.	Granted
N Pitalia – GJ Gardner Homes	LUC0097/17	18 Raithburn Terrace POKENO	Construction of a new residential dwelling and retaining wall, where the dwelling will encroach into the height in relation to boundary setback, the retaining wall will encroach into the side yard setback and the required earthworks will exceed the permitted maximum volume and excavation depth.	Granted
Pokeno Heights Limited	LUC0100/16.01	62 Munro Road POKENO	S127 to change conditions of consent 1 and 19 in relation to the maximum height of retaining walls within the side, rear and riparian setback permitted activity requirements. Decision 2: To change condition 1 to fix numbering errors to what was intended and to change condition 5 of Subdivision consent (SUB0034/16) in relation to allowing the retaining walls to breach setback rules as result of the proposed subdivision.	Granted
GJ Gardiner Homes Limited	LUC0107/17	102 Hillpark Drive POKENO	To establish a 185m2 single level dwelling and earthworks that exceeds the District Plan earthworks volume.	Granted
Platinum Homes Limited	LUC0108/17	8 Kirklee Lane POKENO	Construct a single storey dwelling and undertake earthworks that exceed the maximum volume and cut depth requirements in the Residential 2 Zone.	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

J D Vlaar, W L Vlaar	LUC0123/17	45 Raithburn Terrace POKENO	Construction of a new residential dwelling where the required earthworks will exceed the permitted maximum volume.	Granted
GJ Gardner (Takanini)	LUC0127/17	23 Muirhill Place POKENO	Construction of a dwelling and attached garage where the garage encroaches into the 5m and 6m front yard setbacks.	Granted
LaValla Farm Ltd	LUC0183/13.01	139 Dominion Road TUAKAU	S127 to change conditions of consent condition PC1 to allow for the construction of a new classroom building	Granted
GBS Enterprises Limited	LUC0502/16	17 Pokeno Road POKENO	A single level purpose built 333m2 childcare building to be established on the site catering up to 60 children and 10 staff.	Granted
Hughes Developments Limited	LUC0548/16	McIntosh Drive POKENO	Landuse consent in association with subdivision of 31 residential lots and creation of a reserve Stage 2D	Granted
Pokeno Village Holdings Limited	LUC0577/16	66 Hitchen Road POKENO	Landuse consent for land identified as contaminated under the NES where a DSI has been provided zoned Residential 2 for Stages 2B - 3D to create 104 vacant residential lots	Granted
K A Wilson, R J Wilson	SUB0008/17	54 Mccready Road TUAKAU	Part A: To undertake an Environmental Lot subdivision that results in the creation of two lot entitlements (Lots 4 and 5) from the protection of 15.96ha of existing indigenous vegetation, outside the EEOA which will be demonstrated on another title within the same property Part B. To undertake a Transferrable Rural Lot Right Subdivision by transferring Lot 4 to a receiver site outside of the EEOA	Granted
Barriball Farms Limited	SUB0018/17	Bothwell Park Road WAIUKU	To undertake a Transferable Rural Lot Right subdivision to create one additional lot of 9000m2 and to undertake a boundary relocation subdivision to create a 1.10ha lot where the balance lot is 75.33ha.	Granted
Pokeno Village Holdings Limited	SUB0019/17	71 Hitchen Road POKENO	Stage 4B, 4C and 4D - Undertake a subdivision that creates five industrial lots, an esplanade reserve to vest, a drainage reserve to vest and one balance lot within the Light Industrial Zone.	Granted
L M Sinclair, A M Sinclair	SUB0029/15.01	89C Bald Hill Road PUKEKOHE	S127 to change conditions of subdivision consent in relation to telecommunications and provision for wireless connection condition 9	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

Pokeno Heights Limited	SUB0034/16.01	62 Munro Road POKENO	S127 to change conditions of consent 1 and 19 in relation to the maximum height of retaining walls within the side, rear and riparian setback permitted activity requirements. Decision 2 To change condition 1 to fix numbering errors to what was intended. and to change condition 5 of Subdivision consent (SUB0034/16) in relation to allowing the retaining walls to breach setback rules as result of the proposed subdivision. To change condition 1 to fix numbering errors to what was intended.	Granted
Hughes Developments Limited	SUB0045/16.01	McIntosh Drive POKENO	S127 to change conditions 1, 16, 36, 37, 39 and 46 of subdivision consent as a result of the addition of a clause in the requirement for foot pathing allowing for a contribution the removal of the requirement for vehicle entrances to be constructed in R.O.W's as a part of the subdivision works, and to fence off areas of riparian planting except for Lot 70, and the removal of Lot 56 from the no-build zone imposed to reflect the visual sensitive area	Granted
F M E Good	SUB0046/16.03	17 Kidd Road WAIUKU	S127 to change conditions of consent - 1, 11 and 12 to change the donor site in regards to carrying out a transferable rural lot right subdivision to transfer one development entitlement to a rural site via the amalgamation of 2 existing titles on the donor site.	Granted
C P Leuty, K L Leuty	SUB0046/17	228 Smith Road WAIUKU	Undertake a transferrable Rural lot subdivision outside the Environmental Enhancement Overlay area	Granted
Pokeno Village Holdings Limited	SUB0134/15.04	71 Hitchen Road POKENO	s221 for the partial discharge of a consent notice insofar as it affects CFR 720146.	Granted
J F Dorotich	SUB0141/15.01	240 Pokeno Road POKENO	S127 to change conditions of subdivision consent for removal of telecommunications condition	Granted
Hughes Developments Limited	SUB0175/16	McIntosh Drive POKENO	Stage 2D - Undertake a 31 residential lot subdivision with 1 road to vest and 2 lots to vest as recreation reserve within the Village Growth Area B as a part of the approved concept plan SUB1055/11.01 with additional lots, altered consent notice condition for the buildings in proximity to the railway and no planting of the common boundary with the North Island Main Trunk Railway that is not in accordance with the concept plan.	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

Pokeno Village Holdings Limited	SUB0181/16	66 Hitchen Road POKENO	Subdivision Stages 2B - 3D to create 104 vacant residential lots in six stages, including 3 JOAL's and five road lots, one pedestrian accessway, one drainage reserve (to vest) on land identified as contaminated under the NES where a DSI has been provided zoned Residential 2	Granted
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Eureka Ward Total: 6

Applicant	ID No	Address	Details	Decision
Tauwhare School	DES0005/17	26 Scotsman Valley Road TAUWHARE	Outline Plan Waiver of Works pursuant to Section 176A of the Resource Management Act 1991 for replacing and extending a shade canopy.	Approved
NZ Transport Agency	DES0029/13.08		Outline Plan for Morrinsville and Ruakura Road diversion	Accept Plan
NZ Transport Agency	LUC0018/17	211 State Highway 26 NEWSTEAD	To enable two temporary road diversions to be constructed while the Morrinsville Road and Ruakura Road bridges associated with the Hamilton Section of the Waikato Expressway are built	Granted
Nationwide Livestock Limited	LUC0032/04.02	142C Marshmeadow Road NEWSTEAD	S127 to change conditions of consent 1, 2, 8, 9 and 11 and delete condition 7 (in relation to the construction of a consented shed) of an existing consented commercial service activity in relation to vehicle movements, number of employees, allow the construction of a concrete yard for truck washing and changes to the planting plan	Granted
Z Energy Ltd	LUC0066/17	164 Percival Road RUAKURA	To install an above ground fuel tank in the country living zone for the purpose of filling mini tankers for the fuelling on NZTA vehicles for the construction of the expressway.	Granted
Nuipara Farm Limited	SUB0014/17	675 Tauwhare Road TAUWHARE	To undertake a subdivision in the Rural Zone to create one additional lot greater than 1.6ha in size.	Granted

Hukanui - Waerenga Ward Total: 2

Applicant	ID No	Address	Details	Decision
A P Hutt, D K Hutt Juristic Trustees Limited	LUC0087/17	154 Orini Road TAUPIRI	To construct a new 3 bay shed within the permitted setback from a river and wetland area.	Granted
M R Gurnell	SUB0025/17	16 Kopuku Road WAERENGA	Create one additional lot and one conservation house allotment in the rural zone	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

Huntly		Ward Total: 5		
Applicant	ID No	Address	Details	Decision
Kimihia Primary School	DES0001/17	3 Tamihana Avenue HUNTLY	An Outline Plan to erect 27.5m x 16m Shade Structure over existing court	AcceptPlan
NZ Transport Agency	DES0021/16		Notice of Requirement for an alteration to designation for a public work for Road for state highway and road for access to state highway – (Waikato Expressway, Huntly Bypass), to place fill and a fence under the dripper lines of 5 kahikatea trees (the trees are located on the neighbouring Van Tiel property).	Granted
J H Saaiman	LUC0048/17	18 Brownlie Crescent HUNTLY	To relocate a 79m2 two storey dwelling to the Huntly East Subsidence Area that infringes the maximum building height and volume of earthworks.	Granted
H W H Thompson, M M Sikisini	LUC0076/17	213 Kimihia Road HUNTLY	To undertake earthworks to construct a building platform and form a driveway for a dwelling in the Living Zone.	Granted
K M Neilson, B P Neilson	LUC0132/17	149 Te Ohaki Road HUNTLY	To undertake alterations and extend existing dwelling within the permitted 25 m setback from the southern (side) boundary.	Granted
Newcastle		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
M G Bishop	LUC0056/17	27 Westvale Lane TE KOWHAI	To construct a shed for storage of a boat, vehicles, mower and general surplus household items. The shed is to be 108m2 where the permitted maximum area for an accessory building is 80m2.	Granted
D R Andrews	LUC0060/17	501 Rotokauri Road ROKOKAURI	To construct a new accessory building in the Rural Zone which will contribute to the total building coverage exceeding the permitted 500 m2.	Granted
P J Rose	LUC0065/17	80 Blackett Road TE KOWHAI	Construct a farm shed within the minimum building setback to the western boundary.	Granted
J P R Wilkins	LUC0070/17	482B Karakariki Road KARAKARIKI	To construct a shed within the permitted setbacks in the Rural Zone	Granted
S B Kahaki, A D Kahaki	LUC0095/17	468A Rotokauri Road ROKOKAURI	To install two 25 000 L water tanks that are to encroach upon the permitted 12 m setback from the southern (side) and western (rear) boundaries.	Granted
K A Schick	LUC0121/17	347A Bedford Road TE KOWHAI	To construct a dependent person's dwelling (DPD). which fails the permitted 25 m setback from the northern and western boundaries.	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

G J Brown, H A Brown	SUB0142/16.01	622 Ngaruawahia Road TE KOWHAI	S127 to change conditions of subdivision consent to change the staging of the subdivision, reduce one of the lot sizes and change vehicle access arrangements. and t is also proposed to partially cancel an existing consent notice.	Granted
Ngaruawahia		Ward Total: 5		
Applicant	ID No	Address	Details	Decision
NZ Transport Agency	LUC0052/17		Disturbance of contaminated soil within the alignment of the Hamilton Section of the Waikato Expressway	Granted
D Van der Valk, P N Van der Valk	LUC0110/17	88 Speedy Road NGARUAWAHIA	To construct a second dwelling of 70m2 on a property in the rural zone. where the main dwelling has not yet been constructed on site and the second dwelling cannot be a dependent persons dwelling, and will not share an outdoor living court with the main dwelling.	Granted
S N Fourie, L A Fourie	LUC0145/17	5 Tawera Lane NGARUAWAHIA	Construct a dwelling which encroaches on the height control plane on the northern boundary.	Granted
W A Grinter	LUC0282/15.01	5 Wright Street TAUPIRI	S127 to change conditions of consent to enable a revise site layout whereby Lot 2 will remain vacant	Granted
Northgate Industrial Park Limited	SUB0131/16.01	2 Evolution Drive HOROTIU	S127 to change conditions of consent to add a condition for an amalgamation condition to stage I	Granted
Onewhero-Te Akau		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
Kent Street Properties Limited	LUC0040/17	Te Akau Wharf Road TE AKAU SOUTH	To construct a new residential dwelling, garage and tanks in the Coastal Zone that will be on a ridgeline that is visible from the coastal margin and is also within 100m of the Mean High Water Springs (MHWS). Retrospective consent to undertake earthworks on a ridgeline that is visible from the coastal margin and is also within 100m of the Mean High Water Springs.	Granted
R I Holmes	LUC0071/17	91 Ponganui Road TUAKAU	Undertake earthworks associated with a building platform which exceed the maximum volume and cut height	Granted
A L Dahm	SUB0029/17	152 Highway 22 TUAKAU	To undertake a Transferable Rural Lot Right Subdivision by transferring two titles to a receiver site outside of the EEOA.	Granted
M Kinghorn	SUB0031/16.01	Douglas Road TUAKAU	S127 to change of conditions 11 & 12 in regards to administrative changes to remove unnecessary wording.	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

G A Mitchell, J G Mitchell	SUB0044/17	285 Tuakau Bridge- Port Waikato Road TUAKAU	Undertake a boundary adjustment between three existing CFRs in the Rural Zone.	Granted
G A Mitchell, J G Mitchell	SUB0044/17	147 Miller Road TUAKAU	Undertake a boundary adjustment between three existing CFRs in the Rural Zone.	Granted
P J Walsh	SUB0108/16.01	38 Native Road TUAKAU	S127 to change conditions of subdivision consent for Conditions 1, 5, 8 & 9 relating to vehicle assess and easement matters.	Granted

Raglan Ward Total: 7

Applicant	ID No	Address	Details	Decision
K A Pennell, C D Pennell	LUC0008/17	4 Seabreeze Way RAGLAN	To undertake earthworks that exceed the permitted volume and cut depth, with associated retaining wall encroaching into a road boundary for the purpose of constructing a building platform for a dwelling that encroaches into two daylight admission planes and deck encroaching into a road boundary.	Granted
D S Attard- Manche, G M Brady	LUC0061/17	806 Wainui Road RAGLAN	Retrospective resource consent to legalise an existing attached second dwelling in the Living Zone.	Granted
C G Whyte, A L Darling	LUC0077/17	11 Parkers Access Road WAITETUNA	Construction of a dwelling and garage which encroaches the building setback (habitable and non-habitable).	Granted
L M Taylor, C J Taylor	LUC0091/17	5 Three Streams Road OKETE	To construct a dwelling within the Coastal Zone that encroaches into a road boundary setback.	Granted
P Leng	LUC0115/17	3A John Street RAGLAN	To establish a 180m ² two storey residential dwelling in the Living Zone that infringes daylighting, outdoor living and earthwork provisions of the District Plan.	Granted
J K Waterson	LUC0413/16	39 Long Street RAGLAN	To construct a second dwelling on a Living Zone site which contains one certificate of title.	Granted
F J Nicholson	SUB1137/11.01	Te Mata Road TE MATA	S127 to change conditions of subdivision consent to change conditions RC3 which relates to sight benching and RC8 which relates to paper road formation.	Granted

Tamahere Ward Total: 7

Applicant	ID No	Address	Details	Decision
Y Chen	LUC0039/17	86 Birchwood Lane TAMAHERE	To construct a new dwelling which will exceed the permitted impervious surface cover of 700 m ² and earthworks required to exceed the permitted volume of 100 m ³ .	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

T Muthu	LUC0051/17	74C Pencarrow Road TAMAHERE	To construct a new dwelling with attached garage in the Rural Zone which is to exceed the permitted site coverage of 500 m ² .	Granted
D C Libre	LUC0068/17	60 Yumelody Lane MATANGI	To construct a second dwelling of 70m ² on a property in the rural zone. The main dwelling has not yet been constructed on site, therefore the 70m ² second dwelling cannot be a dependent persons dwelling, it also does not share an outdoor living court with the main dwelling.	Granted
A Zachariades	LUC0085/17	122A Birchwood Lane TAMAHERE	To construct a new dwelling and driveway which will exceed the permitted 700 m ² impervious surface limit.	Granted
T M Jones, K M Jones	LUC0086/17	12 Brinkworth Road TAMAHERE	To relocate a second-hand dwelling onto a site in the Rural Zone.	Granted
A R Barry, M J Barry	LUC0579/16	5 September Grove PVT TAMAHERE	To construct a dwelling, detached shed and driveway creating impervious surfaces on this allotment as well as the existing impervious surfaces creating total impervious surfaces on this allotment of 1,980m ²	Granted
I Jacobsen	SUB0035/17	525 Pencarrow Road TAMAHERE	Undertake a boundary relocation subdivision affecting three adjacent lots to create allotments of 5,300m ² , 7,857m ² , and 18.8402ha.	Granted

Whangamarino

Ward Total: 10

Applicant	ID No	Address	Details	Decision
Spark NZ Limited	LUC0030/17	209 Whangamarino Road TE KAUWHATA	To upgrade an existing telecommunications aerial, which exceeds the maximum height for aerials.	Granted
P L Budd	LUC0057/17	126 Plantation Road TE KAUWHATA	To relocate a 127m ² single level residential dwelling and build a new garage that both encroach the boundary in the Rural Zone.	Granted
G E W Thomas	LUC0079/17	35 Awanui Avenue TE KAUWHATA	To construct a new dwelling which exceeds the maximum building coverage, does not provide low impact stormwater design feature, and does not provide on-site manoeuvring space within the Te Kauwhata Residential Zone.	Granted
NZ Transport Agency	LUC0106/17		To undergo earthworks required for channel construction to complete the drainage network to drain water from an artificial wetland, and runoff and stormwater from adjoining properties and the Rangariri Expressway via existing culverts.	Granted

Delegated Authority Report

Period from 1 September 2016 to 30 September 2016

Sublime Buildings T/A Navigation Homes Counties	LUC0112/17	28 Awanui Avenue TE KAUWHATA	To import fill in exceedance of the permitted limit and undertake earthworks over an area greater than the permitted amount.	Granted
Glennavy Farms Limited	LUC0524/16	Arkle Avenue TE KAUWHATA	To grant dispensation for future entranceway's on proposed lots 49 and 52 which do not comply with separation distance required under Appendix A as part of subdivision consent to undertake a two stage subdivision to create 10 residential lots ranging in size from 698m ² to 2.46ha and to allow soil disturbance on a HAIL site.	Granted
Envirowaste Services Limited	LUC0584/16	135 Hampton Downs Road HAMPTON DOWNS	Construct a new workshop building that exceeds the allowable gross floor area of a non-habitable building in association with the Land Fill Gas to Energy Plant, within the Rural Zone	Granted
Glennavy Farms Limited	SUB0058/16	Arkle Avenue TE KAUWHATA	Undertake a two stage subdivision to create 10 residential lots ranging in size from 698m ² to 2.46ha and to allow soil disturbance on a HAIL site.	Granted
Jetco Waikato Limited	SUB0153/16	132 Travers Road TE KAUWHATA	To undertake subdivision to create 53 residential lots, three roads to vest, two rights of way and one jointly owned access lot in four stages and undertake soil disturbance within a 'piece of land' at the subject site	Granted
Vineyard Road Limited	SUB0177/16	49 Vineyard Road TE KAUWHATA	To undertake an 18 lot (17 additional) subdivision that involves bulk earthworks, one road to vest, easements in gross for rights to drain water and frontage non-compliances in the Country Living Zone and a subdivision in accordance with Regulation 9(3) of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health.	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

Awaroa ki Tuakau		Ward Total: 20		
Applicant	ID No	Address	Details	Decision
Pokeno Village Holdings Limited	LUC0062/17	66 Hitchen Road POKENO	Undertake 1350m ³ of earthworks over a total area of 900m ² in association with stream channel erosion protection works within the margins of the Tanitewhiora Stream.	Granted
Pokeno Village Holdings Limited	LUC0063/17	66 Hitchen Road POKENO	Undertake bulk earthworks in association with the Stage 3 Hitchen Block Residential Development	Granted
A Richardson, M S Richardson	LUC0099/17	64 Thomson Road WAIUKU	To construct a new shed that encroaches into the 10m front yard by 4m.	Granted
GJ Gardner (Takanini)	LUC0100/17	22A Harrisville Road TUAKAU	Construction of a new residential dwelling where the required earthworks will exceed the maximum permitted volume, area and excavation depth.	Granted
S Meyrick	LUC0126/17	1 Springburn Place POKENO	Construction of a dwelling with an attached garage which encroaches into the front yard setback and associated earthworks which exceed the maximum permitted volumes in the Residential 2 zone	Granted
Spanit Comerical & Agricultural Buildings	LUC0128/17	10 Gateway Park Drive POKENO	Undertake cut to fill earthworks that exceeds the permitted volume and depth associated with the construction of a warehousing facility with associated offices, parking and landscape planting where there is a shortfall of parking spaces in the Light Industrial Zone.	Granted
Sublime Buildings Limited	LUC0137/17	43 Raithburn Terrace POKENO	To undertake earthworks in excess of the maximum permitted volume.	Granted
Sublime Buildings Limited	LUC0150/17	37 Raithburn Terrace POKENO	Undertake earthworks that exceed the permitted volume to provide a building platform for a dwelling that exceeds the permitted building coverage in the Residential 2 Zone.	Granted
GJ Gardiner Homes Limited	LUC0169/17	93 Hillpark Drive POKENO	To undertake earthworks in the Residential 2 Zone that exceeds the permitted volume and cut depth for the purposes of creating a building platform.	Granted
Q Zhang	LUC0580/16	6 McIntosh Drive POKENO	To establish a single level residential dwelling and an attached minor dwelling on a site in the Village Zone that fails earthworks and setback provisions of the District Plan.	Granted
S Yao	LUC0581/16	24 McIntosh Drive POKENO	To establish a 223m ² residential dwelling and an attached second 64m ² dwelling exceeding earthworks in the Village Zone.	Granted
D M Munro	SUB0024/17	42 Bright Road WAIUKU	Undertake a three lot subdivision at the receiver property by transferring two rural lot rights one each from two other donor properties	Granted
Hughes Developments Limited	SUB0045/16.02	McIntosh Drive POKENO	S127 to change conditions of subdivision consent (condition 48)	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

V M Black	SUB0049/17	95 Cameron Town Road PUKEKOHE	To transfer two rural lot rights within the Environmental Enhancement Overlay Area (EEOA) to a lot located in the Rural Zone, also within the EEOA, creating two new lots and one balance lot.	Granted
S R Hills	SUB0051/17	119 Ewing Road TUAKAU	To transfer one rural lot outside of the Environmental Enhancements Overlay Area (EEOA) to a lot located in the Rural Zone, also located outside of the EEOA.	Granted
Pokeno Village Holdings Limited	SUB0056/17	66 Hitchen Road POKENO	Undertake a subdivision to create 31 vacant residential lots in two stages, including two JOAL's and three road lots (to vest) on land zoned Residential 2 being Stage 5 of the Hitchen Block development	Granted
Greig & Bovill Developments Limited	SUB0058/17	2 Bollard Road TUAKAU	Create three freehold titles from an existing residential property	Granted
R J McIvor, J A McIvor, N B Funnell	SUB0059/17	Puketutu Road BOMBAY	Undertake a boundary adjustment subdivision of the portion of land located within Waikato District Council	Granted
A J Palmer	SUB0064/17	182 Parker Lane PUKEKOHE	Part A: To undertake an Environmental Lot subdivision that results in the creation of one lot entitlement (Lot 3) from the protection of 21.02ha of existing indigenous vegetation, outside the EEOA which will be demonstrated on the same title. Part B: To undertake a Transferrable Rural Lot Right Subdivision by transferring Lot 3 to a receiver site outside of the EEOA.	Granted
Pokeno Village Holdings Limited	SUB0134/15.04	71 Hitchen Road POKENO	s221 for the partial discharge of a consent notice insofar as it affects CFR 720146.	Granted
Eureka		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
City Edge Alliance	DES0004/17		Outline Plan of Works for the construction of Sector 5 of the Hamilton Section of the Waikato Expressway (Ruakura)	AcceptPlan
P B Sampson	LUC0078/17	95A Hinton Road EUREKA	To undertake earthworks in the Hauraki Gulf Catchment Area and to erect a barn within the permitted 12 m setback from the eastern (side) boundary.	Granted
M W Simon, G W Simon	LUC0152/17	630 Tauwhare Road TAUWHARE	To construct a dependent person's dwelling on a property in the Rural Zone.	Granted
T A A Reid, A J Reid	LUC0157/17	1140 Tauwhare Road TAUWHARE	To construct a new garage for storage that will encroach upon the 12 m setback required from the southern (side) boundary and will exceed the permitted 80 m ² building coverage. Earthworks to prepare the site to be undertaken in the Hauraki Gulf Catchment.	Granted
W J Parker, V M Parker	SUB0017/12.01	186 Holland Road NEWSTEAD	S127 to change/cancel conditions of consent to remove condition EC1 and amend EC6 and UC2.	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

N Cocurullo, K Cocurullo	SUB0075/17	35 Lisette Road NEWSTEAD	Relocate the boundaries of two sites to create two small rural lifestyle blocks (Lots 1 and 2).	Granted
Hukanui - Waerenga		Ward Total: 4		
Applicant	ID No	Address	Details	Decision
City Edge Alliance	DES0003/17		Outline Plan for Construction Works for Northern Area of Hamilton Section of the Waikato Expressway north of the southern end of State Highway 1 Ngaruawahia Section of the Expressway to north of the Greenhill Interchange	AcceptPlan
Waikato Regional Council	DES0008/17	563A Kneebone Road ORINI	Waiver of an Outline Plan for undertaking maintenance work on the Compartment 4 Tauhei Diversion left bank stopbank of the Mangawara River	Granted
F Chen	LUC0163/17	751B Gordonton Road GORDONTON	Creation of a Dependent Person's Dwelling (DPD) inside the existing primary dwelling	Granted
Nationwired Limited	SUB0074/17	Taniwha Road WAERENGA	To relocate the boundaries of two sites to create one small rural lifestyle block (Lot 1) and one large productive rural site (Lot 2).	Granted
Huntly		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
Waikato District Council	DES0007/17	93 McVie Road HUNTLY	Outline Plan of Works to install a 60m ³ septage storage tank at the Huntly Wastewater Treatment Plant.	AcceptPlan
M D Hastie, R J Hastie	LUC0016/17.01	45C Bone Road HUNTLY	S127 to change conditions of consent (1 and 3) in order to construct the dwelling 15 metres from the eastern side boundary.	Granted
S F Todd	LUC0114/17	526 Great South Road HUNTLY	Construct an extension to an existing dwelling in the Living Zone containing a bedroom that fails to meet the minimum 15m setback distance from a national route (State Highway 1) and is within a Flood Risk Area	Granted
NZ Transport Agency	LUC0175/12.03	66 Evans Road HUNTLY	S127 to change condition of consent to reflect an updated Site Management Plan (SMP).	Granted
T C Usmar	LUC0192/17	309 Tregoweth Lane HUNTLY	Charity Concert - raising funds for Starship Hospital	Granted
Sin Hing Holdings Limited	LUC0227/16	2 Great South Road HUNTLY	To establish and operate a sprout growing operation (industrial activity) within the Rural Zone. Soil Disturbance under the NES as a Discretionary Activity	Granted
Sanpat Holdings Ltd	SUB0076/17	466 Hetherington Road ROTONGARO	Undertake a boundary relocation subdivision to create allotments of 8,030m ² and 21.1759ha, where an existing water tank encroaches into the required 25m setback.	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

Newcastle		Ward Total: 3		
Applicant	ID No	Address	Details	Decision
K B Gradwell	LUC0117/17	10B Robertson Road WHATAWHATA	To relocate a second-hand dwelling onto a property in the Rural Zone.	Granted
C R Foster	LUC0571/16	98 Ferguson Road WHATAWHATA	Undertake extensions to an existing accessory building resulting in an accessory building exceeding the permitted accessory building size and an internal boundary encroachment in the Country Living Zone.	Granted
R Buchanan	SUB0062/17	19 Jon Roe Drive WHATAWHATA	Create one additional allotment in the Country Living Zone	Granted
Ngaruawahia		Ward Total: 6		
Applicant	ID No	Address	Details	Decision
Te Awa River Ride Charitable Trust	LUC0136/17	River Road HOROTIU	Construct and use a shared cycle and walkway along the true right bank of the Waikato River exceeding permitted earthworks volumes and areas in the Landscape Policy Area and a bridge over a gully adjacent to the Waikato River failing the setback requirement from the river and boundaries.	Granted
T I Bawden	LUC0188/17	River Road HOROTIU	Land Use Consent for Lot 1 of Subdivision (SUB0032/17) to allow buildings to be constructed within the required 25m setback from the new property boundary created under subdivision	Granted
T I Bawden	LUC0189/17	River Road HOROTIU	Land Use Consent for Lot 2 (SUB0032/17) to allow buildings to be constructed within the required 25m setback from the new property boundary created under subdivision	Granted
S G Fleming	SUB0020/17	45 Old Taupiri Road NGARUAWAHIA	To undertake a three stage subdivision to create 7 residential lots and an access lot where all three stages will result in vehicle crossing non-compliances with District Plan rules.	Granted
T I Bawden	SUB0032/17	River Road HOROTIU	Undertake a subdivision to create one additional lot and boundary relocation in the Rural Zone	Granted
Onewhero-Te Akau		Ward Total: 7		
Applicant	ID No	Address	Details	Decision
Chorus New Zealand Limited - Wellington	DES0006/17	2 Ashwell Drive TUAKAU	Outline plan waiver to replace electrical equipment and installation of a new air-conditioning unit	S88
GBC Winstone	LUC0133/16	217 Smeeds Quarry Road TUAKAU	Dispose of 1,000,000m ³ of overburden from an existing quarry operation to a site located in the Rural Zone for a period of 35 years.	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

M T Parker, G S Parker	SUB0039/17	123 Hunt Road TUAKAU	PART A (donor site) - To undertake an environmental lot subdivision that results in the creation of one lot from the protection of an indigenous feature inside the EEOA in the Rural Zone PART B (receiver site) - To undertake a transferable rural lot subdivision by transferring two development entitlements to a receiver site outside of the EEOA.	Granted
The C. Alma Baker Trust	SUB0045/17	1340 Port Waikato-Waikaretu Road TUAKAU	To undertake a two stage Environmental Lot subdivision that results in the creation of eight lot entitlements from the protection of approximately 460.94ha of existing indigenous vegetation, outside the EEOA. Stage 1: The proposed Lots 1, 6, 7, 9 and 10 will be demonstrated on other titles within the same property. Lot 11 will be demonstrated on the same title as the environmental feature being protected and proposed Lots 8 and 12 will be the balance lots. Stage 2: The proposed Lots 4 and 5 will be demonstrated on another title within the same property.	Granted
Pukekawa Land Company Ltd	SUB0065/17	Morrison Road TUAKAU	S348 Right of Way Approval to provide Lot 2 DP377833 contained within CFR312321 right of way through Allotments 253 & 254 Parish of Onewhero, contained within CFRSA16B/1364.	GRANTED
S C Saxton	SUB0070/17	134 Insoll Road NAIKE	To undertake an environmental lot subdivision outside the EEOA that results in the creation of one additional allotment on an adjoining site, also located outside the EEOA.	Granted
C J McColl, A J W Marsh	SUB0071/12.01	2025 Waingaro Road WAINGARO	S127 to change conditions of consent (EC6) requiring plans detailing the design of right of way, upgrading of the entrances and stormwater control to be provided at s224 as opposed to s22	Granted

Raglan				
Ward Total: 9				
Applicant	ID No	Address	Details	Decision
L S Bowman, C N Bowman	LUC0135/17	226 Okete Road TE UKU	To make alterations to an existing cottage, construct a covered deck and replace a garage in the Coastal Zone.	Granted
A G Blackie	LUC0139/17	19 Seabreeze Way RAGLAN	To construct a dwelling and retaining walls which fail to provide sufficient car manoeuvring space, road and side setbacks, and daylight admission within the Living Zone.	Granted
J Poole, Steve & Jo Poole Trustee Limited, S D Poole	LUC0140/17	24 Robertson Street RAGLAN	To construct a new residential dwelling that requires earthworks in excess of the maximum permitted volume and excavation depth that encroaches into the height control plane, involves retaining walls that encroach into boundary setbacks and does not provide the required on-site vehicle manoeuvring space.	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

A K Batchelor	LUC0155/17	112C Newton Road TE MATA	Construct a shed within a permitted internal setback in the Rural Zone	Granted
L R Copson, A M Campbell	LUC0178/17	16 Nihinihi Avenue RAGLAN	Undertake additions to an existing dwelling that results in an encroachment into a permitted daylight admission plane.	Granted
D J Hanna, Brian Braatvedt Trustee Company Limited	LUC0182/17	13A Long Street RAGLAN	To construct a garage that encroaches into an internal setback in the Living Zone	Granted
T J Park, S J Park	LUC0466/16	14 Mahana Place RAGLAN	To construct a two storey dwelling with an attached garage and an integrated dependent person's dwelling where the proposed dwelling will protrude into the height control plane with excess earthworks of 658m ³ at a maximum depth of 3.25m to create a suitable building platform. All material will be transported off site via 82-110 truck movements.	Granted
DLLD Limited	SUB0034/17	57 Munns Road TE HUTEWAI	Undertake a common boundary relocation subdivision involving two Computer Freehold Registers in the Rural Zone	Granted
Ellmers Developments Limited	SUB0098/17	2 Mahana Place RAGLAN	Create a right of way easement over the area marked "F" on DP 391128 over Lot 58 DP 391128 in favour of Lot 63 and 64 DP 391128.	Granted

Tamahere

Ward Total: 5

Applicant	ID No	Address	Details	Decision
N A McHardie, S R McHardie	LUC0103/17	107 Te Awa Road TAMAHERE	Construct and use a new garage with attic above which fails to comply with the District Plan maximum building height requirement and a separate shed, where both buildings fail to comply with the permitted minimum building setback to the southern boundary and the daylight admission requirements of the District Plan.	Granted
S M Fenwick, J H Fenwick	LUC0172/17	107D Tauwhare Road TAMAHERE	Construct a new dwelling which together with driveway and future shed will exceed the permitted 700 m ² impervious surface cover.	Granted
D C Rush	SUB0001/17	72C Woodcock Road TAMAHERE	Subdivide one lot into two in the Country Living Zone, where the existing Right of Way does not meet the required 20m reserve width, and retrospective consent is sought for the existing shed within Lot 1 that encroaches into the required 12m internal boundary setback.	Granted
W J Cummings	SUB0076/15.01	491 Bruntwood Road TAMAHERE	S127 to change conditions to allow the location of one of the vacant additional lots to be shifted around an existing dwelling and to remove the staging and change the timing of providing engineering design plans for approval from s223 to s224	Granted
Kirrie Developments Ltd	SUB0091/16.01	106 Birchwood Lane TAMAHERE	Section 127 to change one condition of consent relating to the cancellation of an existing right-of-way easement	Granted

Delegated Authority Report

Period from 1 October 2016 to 31 October 2016

Whangamarino		Ward Total: 12		
Applicant	ID No	Address	Details	Decision
T T Potini	LUC0005/17	23 Heather Green Avenue MEREMERE	To construct and run an early childhood centre in the Living Zone.	Granted
HEB Land Holding Limited	LUC0009/17	420 Bell Road POKENO	Retrospective earthworks for the construction of a proposed relocated aircraft hanger.	Granted
NZ Transport Agency	LUC0116/17	68 Whangamarino Road TE KAUWHATA	Undertake earthworks to enable the upgrade of roads in association with Longswamp Section of Waikato Expressway	Granted
C Patterson, M G T Van Basten Batenburg	LUC0141/17	733 Findlay Road MARAMARUA	To undertake earthworks in the Hauraki Gulf Catchment Area.	Granted
R D Blake, B A Blake	LUC0149/17	6 Jackway Rise TE KAUWHATA	To construct a dwelling that will encroach upon a rear boundary within the Te Kauwhata Living Zone.	Granted
A C Meechan, J C Meechan	LUC0151/17	19 Austen Street RANGIRIRI	To relocate a dwelling onto a site which does not have vehicle access to a formed road that is maintained by Council and the dwelling will be 5m from the eastern boundary and 8m from the western boundary.	Granted
NZ Transport Agency	LUC0158/17	90 Hall Road TE KAUWHATA	Undertake earthworks to enable the upgrade of roads in association with Longswamp Section of Waikato Expressway	Granted
J N Waugh	LUC0185/17	30 Rataroa Road MARAMARUA	Construct a dwelling up to 15m from the boundary of consented Lot 2 of SUB0063/17	Granted
J N Waugh	SUB0063/17	30 Rataroa Road MARAMARUA	Undertake a subdivision to create one additional lot via the Conservation House Allotment Rule of the District Plan in the Rural Zone	Granted
CYK Limited	SUB0064/15.02	262 Koheroa Road MERCER	S127 to change/cancel conditions of consent to amend the size and location of the proposed lots.	Granted
P A Price, R G Price	SUB0069/17	1170 Kopuku Road KOPUKU	Undertake a two lot subdivision in the Rural Zone which creates a child lot over 1.6ha	Granted
Clear White Investments Limited	SUB0081/16.01	Jackway Rise TE KAUWHATA	S127 to change conditions of consent to remove the requirement for Lot 6 to be a road/vested in Council which involve the activity description and conditions 1, 16c, 18a, 21, 22, 28, 42A and 2.31B.	Granted

Open Meeting

To	Policy & Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	26 October 2016
Prepared by	Christine Cunningham Senior Regulatory Administrator
Chief Executive Approved	Y
DWS Document Set #	1628098
Report Title	Summary of Applications Determined by the District Licensing Committee

I. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

The Schedule of Applications Determined by District Licensing Committee July and September 2016.

LICENCES

Applicants Name	Application Type	Premises	Decision	Date Issued	Licence No.
Glen Murray Community Association Incorporated	Special	2400 Highway 22, Tuakau	Granted	7/7/16	14/SP/029/2016
Pukekawa Pony Club Incorporated	Special	Pukekawa Community Hall	Granted	27/7/16	14/SP/031/2016
Heidi Belinda Hall	Special	Harrisville School	Granted	10/8/16	14/SP/032/2016
Clothe Our Kids – Waikato	Special	Te Kowhai Community Hall	Granted	17/8/16	14/SP/033/2016
Raglan Community Arts Council	Special	Raglan Old School Arts Centre	Granted	17/8/16	14/SP/034/2016
Ngaruawahia Golf Club Incorporated	Special	Ngaruawahia Golf Club	Granted	24/8/16	14/SP/038/2016
Funtime Foods & Amusements Limited	Special	Meremere Dragway, Clune Road, Meremere	Granted	31/8/16	14/SP/035/2016
Jodi Cherie Fitzgerald	Special	Mangatawhiri Pre-School Mangatawhiri Hall	Granted	31/8/16	14/SP/037/2016
Tessa Ritchie	Special	Onewhero Area School & Community Hall	Granted	31/8/16	14/SP/039/2016
Glenn Raymond Miller	Special	Tamahere Community Centre	Granted	8/9/16	14/SP/036/2016

Pilot Brewery Limited	Special	Country Market Te Kowhai Community Hall	Granted	8/9/16	I4/SP/040/2016
Matangi-Hillcrest Sports Club Incorporated	Special	Sports Club Matangi-Hillcrest	Granted	20/9/16	I4/SP/041/2016
Huntly Thistle Association Football Club Incorporated	Special	Huntly Thistle Football Club	Granted	20/9/16	I4/SP/042/2016
Raglan Community Arts Council	Special	Raglan Old School Arts Centre	Granted	29/9/16	I4/SP/043/2016
Matangi School Board of Trustees	Special	Matangi Community Hall	Granted	28/9/16	I4/SP/045/2016
Glen Afton Citizens Sports Club Incorporated	Special	Glen Afton Citizens Sports Club	Granted	28/9/16	I4/SP/046/2016
Te Kauwhata Foodmarket Limited	Off licence renewal	Te Kauwhata Four Square	Granted	7/7/16	I4/OFF/06/2016
Venus NZ Limited	Off licence renewal	Thirsty Liquor Raglan	Granted	7/7/16	I4/OFF/07/2016
Taupiri Bowling Club Incorporated	Club licence Renewal	Taupiri Bowling Club	Granted	20/7/16	I4/CL/12/2016
Huntly Golf Club Incorporated	Club licence renewal	Huntly Golf Club	Granted	27/7/16	I4/CL/13/2016
Horsham Downs Golf Club Incorporated	Club licence renewal	Horsham Downs Golf Club	Granted	27/7/16	I4/CL/14/2016
Raglan Club Incorporated	Off licence renewal	Raglan Club	Granted	3/8/16	I4/OFF/08/2016
Willow Glen 2015 Limited	On licence renewal	Willow Glen Café Gordonton	Granted	7/7/16	I4/ON/10/2016

Gails of Tamahere Limited	On licence renewal	Gails of Tamahere	Granted	27/7/16	14/ON/12/2016
Shivamaniket Holdings Limited	Temporary Authority	Super Liquor Pokeno	Granted	12/8/16	14/TA/02/16.01
Huntly & District Workingmens Club Incorporated	Club licence renewal	Huntly Workingmens Club	Granted	17/8/16	14/CL/18/2016
Gails of Tamahere Limited	Off licence renewal	Gails of Tamahere	Granted	24/8/16	14/OFF/04/2015
Raglan Golf Club Incorporated	Club licence renewal	Raglan Golf Club	Granted	7/7/16	14/CL/11/2016
Newstead Sports and Social Club Incorporated	Club licence renewal	Newstead Sports and Social Club	Granted	7/7/16	14/CL/10/2016
Te Kauwhata Bowling Club Incorporated	Club licence renewal	Te Kauwhata Bowling Club	Granted	7/7/16	14/CL/09/2016

Ngaruawahia Golf Club Incorporated	Club licence renewal	Ngaruawahia Golf Club	Granted	3/8/16	14/CL16/2016
Taniwha Social Club Incorporated	Club licence renewal	Taniwha Social Club	Granted	10/8/16	14/CL/17/2016
Vibolrith Hem	On licence renewal	Blacksands Café Raglan	Granted	8/9/16	14/ON/13/2016
Ngaruawahia Bowling Club Incorporated	Club licence renewal	Ngaruawahia Bowling Club	Granted	8/9/16	14/CL/19/2016
Satnam's Supermarket Limited	Off licence	Raglan Four Square	Granted	8/9/16	14/OFF/10/2016

Zealong Tea Estate Limited	On licence	Zealong Tea Estate Gordonton	Granted	28/9/16	14/ON/14/2016
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MANAGER'S CERTIFICATES

Applicant's Name	Application Type	Premises	Decision	Date Issued	Certificate No.
Sandra Osborne	Renewal	Supervalue Raglan	Granted	7/7/16	14/CERT/078/2016
Clare Colleen Brittain	New	Harbour View Hotel, Raglan	Granted	7/7/16	14/CERT/75/2016
Vanessa Te Aohuri King	New	Mokai Awhina Sports and Recreational Club, Tuakau	Granted	7/7/16	14/CERT/074/2016
Bronwyn Clark	Renewal	Raglan Club	Granted	7/7/16	14/CERT/077/2016
Shirishkumar Raghubhai Patel	Renewal	Tuakau Food Market	Granted	7/7/16	14/CERT/062/2015
Ajitkumar Raghubhai Patel	Renewal	Tuakau Food Market	Granted	7/7/16	14/CERT/061/2015
Jo-Anne Carol McVeagh	Renewal	Harbour View Hotel Raglan	Granted	7/7/16	14/CERT/076/2016
Aaron Lindley McKenzie	New	Lat 35 Wines Limited, Tamahere, remote sales	Granted	13/7/16	14/CERT/079/2016
Graham Neil Gunn	Renewal	Huntly Bowling Club	Granted	20/7/16	14/CERT/081/2016
Cassandra Jane Blomfield	Renewal	Chez Bean Café, Tuakau Rugby Club	Granted	20/7/16	07/CERT/3300/2015
Dawn Maureen Metcalfe	Renewal	The Metcalfe's Conference and Adventure Centre, Rotowaro	Granted	27/7/16	14/CERT/082/2016
Choung Hieng	New	Blacksands Café,	Granted	3/8/16	14/CERT/084/2016

Peng		Raglan			
Sharnae Rata Van der Helder	Renewal	The Shack, Raglan	Granted	3/8/16	14/CERT/085/2016
Kulbir Singh Sidhu	New	Brews, Tuakau	Granted	10/8/16	14/CERT/091/2016
Barinder Kaur	New	Sartaj Indian Restaurant, Ngaruawahia	Granted	10/8/16	14/CERT/090/2016
Jeffrey Desmond Lyons	Renewal	Te Kauwhata Squash Club	Granted	10/8/16	14/CERT/087/2016
Gregory Peter Boyd	Renewal	Te Akau Waingaro Community Complex	Granted	10/8/16	14/CERT/086/2016
Rahul Chopra	New	Supervalu Tuakau	Granted	10/8/16	14/CERT/088/2016
Franceska Rhonda Peyroux	New	Elsie's Restaurant, Tuakau	Granted	10/8/16	14/CERT/089/2016
Dianne Janet Russell	New	Cheep Liquor Huntly	Granted	17/8/16	14/CERT/094/2016
Randeep Singh	New	The Bottle-O, Ngaruawahia	Granted	17/8/16	14/CERT/095/2016

Raewyn Marie Cornwall	Renewal	Countdown Huntly	Granted	17/8/16	14/CERT/096/2016
Allan John Metcalfe	Renewal	The Metcalfes Conference and Adventure Centre, Rotowaro	Granted	17/8/16	14/CERT/097/2016
Pankaj Goel	Renewal	Brews Tuakau	Granted	24/8/16	14/CERT/098/2016
Rewa Taua	New	Mokai Awhina Sports, Cultural and Recreation Club	Granted	31/8/16	14/CERT/099/2016
Josefina Velasco Veitch	Renewal	Harbour View Hotel Raglan	Granted	31/8/16	14/CERT/100/2016
Andrew Irvine White	Renewal	Raglan Sunset Motel	Granted	31/8/16	14/CERT/101/2016
Rebecca Maria Claassen	New	Fire Pot Café, Gordonton	Granted	31/8/16	14/CERT/102/2016
Geraldine Aroha Muru	Renewal	New World Ngaruawahia	Granted	8/9/16	14/CERT/105/2016
Ajay Lad	Renewal	Supervalue Ngaruawahia	Granted	8/9/16	14/CERT/106/2016
Ross Thornton Jones	New	Supervalue Raglan	Granted	14/9/16	14/CERT/108/2016
David Lawson Smith	Renewal	Tuakau Cosmopolitan Club	Granted	20/9/16	14/CERT/110/2016
Mereaina Raima Herangi	Renewal	Waikato Tainui College for Research Development	Granted	20/9/16	14/CERT/113/2016
Brent Peter Cederman	Renewal	Raglan Sunset Motel	Granted	20/9/16	14/CERT/112/2016

Roderick Thomas Leader	Renewal	Hillside Hotel Huntly	Granted	20/9/16	14/CERT1111/2016
Kimberlee May Brown	Renewal	The Metcalfes Conference and Adventure Centre	Granted	20/9/16	14/CERT/088/2015
Cheryl Anne Beere	Renewal	Local Eatery Raglan	Granted	20/9/16	14/CERT/072/2015
Haley Ailsa McMahon	Renewal	Punnet Café Tamahere	Granted	20/9/16	14/CERT/074/2015
Anna Etenish Lindstrom	Renewal	Onewhero Rugby Football Club	Granted	28/9/16	14/CERT/086/2015
Damien Brian Robert Newbury	New	Tuakau Hotel	Granted	28/9/16	14/CERT/114/2016

Applications Determined at a District Licensing Committee Hearing

LICENCES

Applicant's Name	Application Type	Premises	Decision	Date Of Hearing	Licence No.
General Distributors Limited	Off Licence Renewal	Countdown Huntly	Granted	5/8/16	Under appeal
S J Tiwana Limited	Off Licence Renewal	Meremere Superette	Interim Granted	12/8/16	

Open Meeting

To	Policy & Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	2 November 2016
Prepared by	Roger MacCulloch Regulatory Manager
Chief Executive Approved	Y
Reference/Doc Set #	1630884
Report Title	Adoption of Local Alcohol Policy

I. EXECUTIVE SUMMARY

On 13 April 2015, Council resolved to adopt its Provisional Local Alcohol (LAP). The provisional policy was notified in the Waikato Times, North Waikato News, Franklin News and Raglan Chronical during the week of 20 April 2015. It was then subject to appeal to the Alcohol Regulatory and Licensing Authority (ARLA) by any person or agency that made a submission on the Draft (Proposed) LAP for a period of 30 days.

During the appeal period, two appeals were received. Negotiations were held with the appellants and agreement reached on changes to the LAP. ARLA has now confirmed that the issues raised in the appeals have been resolved and that the amended LAP may now be adopted by Council.

This report details the options for Council in respect of the LAP and the process to be followed should Council resolve to bring the LAP into force.

2. RECOMMENDATION

THAT the report from the General Manager Customer Support – *Provisional Local Alcohol Policy Appeals* be received;

AND THAT Council resolves to bring the adopted Local Alcohol Policy into force

AND FURTHER THAT Council resolves that the Local Alcohol Policy, with the exception of clauses 4.6, 5.6, and 6.6, comes into force on 1 January 2017.

AND FURTHER THAT Council resolves that clauses 4.6, 5.6, and 6.6 of the policy come into force 3 months later on 1 April 2017.

3. BACKGROUND

On 13 April 2015, Council resolved to adopt its Provisional Local Alcohol Policy (LAP). The provisional policy was notified in the Waikato Times, North Waikato News, Franklin News and Raglan Chronical during the week of 20 April 2015. It was then subject to appeal to the Alcohol Regulatory and Licensing Authority (ARLA) by any person or agency that made a submission on the Draft (Proposed) LAP for a period of 30 days.

During the appeal period, two appeals were received. These were from Super Liquor Holdings Ltd and The Mill Retail Holdings Ltd (Independent Liquor NZ). On 18 August 2015 Council resolved to enter into negotiations with the appellants on a potential resolution to the appeals. Negotiations were held on 25 January 2016, chaired by Lachlan Muldowney of Tompkins Wake.

The negotiations resulted in agreed changes to the LAP. On 7 April 2016 a public hearing was held before ARLA where a joint memorandum between Council and the appellants was presented. ARLA considered the matter and issued the order appended as Attachment 1.

A practice direction from ARLA requires that the agreed changes are circulated to submitters who submitted on the clauses that were proposed to change. Letters were therefore sent to the relevant submitters identifying the proposed changes on 8 June 2016. The submitters were able to oppose the changes by notifying ARLA, in which case a public hearing would be held.

No submissions in opposition were received by ARLA. The amended LAP was then resubmitted to ARLA on 30 August 2016 to consider on the papers. ARLA determined that all issues raised in the appeals have been resolved and ordered that the resubmitted LAP may now be adopted. The decision is attached as Attachment 2.

Council must now make a decision on whether or not to bring the policy into force.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Section 87 of the Sale and Supply of Alcohol Act (the Act) details when a LAP is adopted. In the case of a resubmitted policy, section 87(3) provides that the resubmitted policy is adopted when the licensing authority makes its decision. The resubmitted LAP is therefore deemed to be adopted as Council's LAP on 29 September 2016, the date of the Authority's decision. The adopted policy is attached as Attachment 3.

However, section 87(6) states that a local alcohol policy has no effect until it is brought into force.

4.2 OPTIONS

Council has the following options in respect of the policy:

1. Bring the adopted policy into force;

The benefit of this option is that the process of developing the policy has been completed, including consultation and dealing with appeals through the statutory process. While some compromises have been made from the adopted provisional policy, most of the major benefits of the policy have been retained.

2. Amend the policy, in which case all of the requirements of the Act will apply in respect of the special consultative procedure and adoption process;

This option would involve significant costs in undertaking consultation and developing an amended policy and it is not considered likely that an amended policy, following the consultation and appeal process, would achieve better outcomes than the existing policy.

3. Revoke the policy using the special consultative procedure and adopt another policy in its place;

This option would involve significant costs in undertaking consultation and developing a new policy and it is not considered likely that a new policy, following the consultation and appeal process, would achieve better outcomes than the existing policy.

4. Revoke the policy using the special consultative procedure and without adopting another in its place.

This option would involve significant costs in undertaking consultation. If a policy is not adopted the benefits that exist in the existing policy would be lost.

If option 1 is chosen section 89 of the Act states that once the policy has been adopted any elements relating to maximum trading hours or a one way door policy must be treated as regulations and disallowable instruments under the Legislation Act 2012. These provisions require notification to Parliament of the relevant elements so that Parliament's Regulations Review Committee can review them and, if necessary, disallow them. Notification must be made no later than the 16th sitting day of the House of Representatives after the day on which they are made (day of adoption of the LAP, being the date of the ARLA decision on 29 September 2016).

Section 90 of the Act requires that public notice is given of the adoption of the policy and provides that Council may bring the policy into force on a day stated by resolution. However, as the policy contains provisions stating maximum trading hours for licensed premises that are different to those that previously applied, those provisions cannot be brought into force earlier than three months after the day public notice of the adoption of the policy is given. The relevant clauses of the policy stating maximum trading hours are clauses 4.6, 5.6 and 6.6. While the policy contains reference to one way door policies, they are discretionary and will not have statutory effect.

Council can therefore decide either to bring the entire policy into force at the same time, which must be at least 3 months following the public notice of its adoption, or bring the majority of the policy into force earlier and the maximum trading hours provisions at a later date.

5. CONSIDERATION

5.1 FINANCIAL

The financial implications of option 1 are budgeted as it is the final step in the process of developing a local alcohol policy. There will be ongoing financial implications in respect of the maintenance of the policy which requires review every six years using the special consultative procedure. These costs will fall within operational budgets.

If any of options 2 to 4 are adopted there will be unplanned costs of the special consultative procedure and any required research and development of further policy. These would need to be met from existing operational budgets.

5.2 LEGAL

The Local Alcohol Policy has been developed in accordance with the requirements of the Sale and Supply of Alcohol Act 2012 and complies with the purpose of Local Government as detailed in Section 10 of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This is a new policy developed in accordance with the requirements of the Sale and Supply of Alcohol Act 2012.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The policy has been developed in accordance with the requirements of the Sale and Supply of Alcohol Act 2012 and using the special consultative procedure.

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

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
		Yes	Waikato-Tainui/Local iwi
		Yes	Households
		Yes	Business
		Yes	Other – Police and Medical Officer of Health

6. CONCLUSION

The Local Alcohol Policy has been developed in accordance with the requirements of the Sale and Supply of Alcohol Act 2012. Appeals were received to the Provisional Local Alcohol Policy which have now been resolved. The Alcohol Regulatory and Licensing Authority has issued a decision that the resubmitted Provisional Local Alcohol Policy may be adopted.

The adopted policy has no effect until a Council resolution brings it into force. The Council may decide to bring the policy into force, amend it or revoke it. Public notification is required to notify the adoption of the policy and to bring the policy into force at a date stated in the resolution. Elements relating to maximum trading hours may not be brought into force earlier than 3 months after the date of public notice. It is recommended that Council resolves to bring the policy, other than elements relating to maximum trading hours specified in clauses 4.6, 5.6, and 6.6, be brought into force on 1 January 2017 and that those specified clauses are brought into force on 1 April 2017.

7. ATTACHMENTS

- 1 Alcohol Regulatory and Licensing Authority – Consent order.
- 2 Alcohol Regulatory and Licensing Authority – Final LAP decision.
- 3 Adopted Local Alcohol Policy.

Attachment 1 - Alcohol Regulatory and Licensing Authority – Consent order

Attachment 2 - Alcohol Regulatory and Licensing Authority – Final LAP decision

Attachment 3 - Adopted Local Alcohol Policy

IN THE MATTER

of appeals under s.81 of the Act in respect of the Provisional Local Alcohol Policy of the Waikato District Council

AND**IN THE MATTER**

of appeals by **THE MILL RETAIL HOLDINGS LIMITED and INDEPENDENT LIQUOR (NZ) LIMITED and SUPER LIQUOR HOLDINGS LIMITED**

Appellants

AND

WAIKATO DISTRICT COUNCIL

Respondent

AND

MEDICAL OFFICER OF HEALTH and PROGRESSIVE ENTERPRISES LIMITED

Section 205 parties

BEFORE THE ALCOHOL REGULATORY AND LICENSING AUTHORITY

Chairman: District Court Judge J D Hole

Members: Mr R S Miller

HEARING at HAMILTON on 7 April 2016

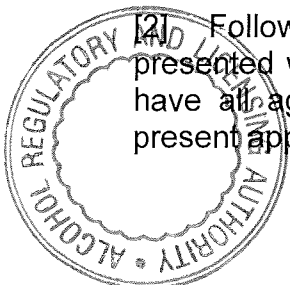
APPEARANCES

Ms M Crocket – for and on behalf of all parties

CONSENT ORDER***Introduction***

[1] The appellants have appealed various elements of the Provisional Local Alcohol Policy (PLAP) promulgated by the Waikato District Council (Council). Progressive Enterprises Limited and the Medical Officer of Health have s.205 status.

[2] Following a meeting of most of the parties in January 2016 the Authority has been presented with a memorandum in which the appellants, respondent and s.205 parties have all agreed to certain amendments to the PLAP in an attempt to resolve the present appeals.



[3] In light of the negotiated amendments referred to above the parties seek an order pursuant to s.83(2)(a) of the Act, such order being by consent rather than representing a decision or determination on the merits.

Order

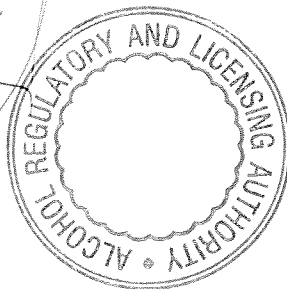
[4] Accordingly the Authority is satisfied that the following elements of the Waikato District Council's Provisional Local Alcohol Policy are unreasonable in light of the object of the Act and, therefore, asks the respondent to reconsider them:

- (a) Clause 5.3.2 (location of off-licence premises by reference to proximity to premises of a particular kind or kinds).
- (b) Clauses 5.4.1 and 5.4.2 (location of off-licence premises by reference to proximity to facilities of a particular kind or kinds).
- (c) Clause 5.5.1 (further issuing of off-licences in the district).
- (d) Clause 5.7 (discretionary conditions of consent).
- (e) Any clauses which require amendment consequent to reconsideration of the clauses listed above.

[5] There is no order for costs.

DATED at WELLINGTON this 18th day of April 2016


L A Cartwright
Secretary



IN THE MATTER of the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER of appeals pursuant to s.81 of the Act by **THE MILL RETAIL HOLDINGS LIMITED and INDEPENDENT LIQUOR (NZ) LIMITED, and SUPER LIQUOR HOLDINGS LIMITED**

Appellants

AND **WAIKATO DISTRICT COUNCIL**

Respondent

AND **MEDICAL OFFICER OF HEALTH and PROGRESSIVE ENTERPRISES LIMITED**

Section 205 parties

BEFORE THE ALCOHOL REGULATORY AND LICENSING AUTHORITY

Chairperson: District Court Judge K D Kelly
Member: Mr R S Miller

Final submissions by joint memorandum received 16 September 2016

FINAL DECISION OF THE AUTHORITY (ON THE PAPERS)

Introduction

[1] At a hearing held before the Authority in Hamilton on 7 April 2016 an order was issued directing the respondent (the Council) to reconsider various elements of its Provisional Local Alcohol Policy (PLAP) in accordance with a memorandum following a meeting of the parties held in January 2016 seeking a consent order. The elements to be revisited were identified in paragraph [4] of the consent order dated 18 April 2016.

[2] Following a meeting of the parties the Council reconsidered the PLAP and, on 8 June 2016 Council wrote to those persons and organisations who had made submissions on the PLAP with suggested amendments to those elements identified in the consent order to ascertain whether they wished to present further submissions.

[3] Our secretariat has confirmed that, pursuant to s.205(2)(d) no further submissions have been received. The parties have amended the policy document in accordance with the Authority's order and have corrected any grammatical and typographical errors that needed amendment as well as identifying elements that required amendment as a consequence of changes to other elements.

[4] The reconsidered PLAP has now been resubmitted to the Authority by way of a joint memorandum of parties dated 30 August 2016 seeking consent that all of the amendments are to be included and adopted and to have the matters dealt with pursuant to s.86(2) of the Act in accordance with the Authority's Practice Note dated 19 March 2015.

Authority's decision and reasons

[6] The Authority now is satisfied that all outstanding issues raised in the appeals have been resolved. The Authority is further satisfied, in accordance with s.87(3) of the Act that every element it asked the Council to reconsider has been deleted or replaced by a new or amended element that is not unreasonable in light of the object of the Act. The appeals are, therefore, disposed of in their entirety.

[7] It is hereby ordered that the resubmitted PLAP, including any amendments or deletions detailed in the parties' joint memorandum (together with any other consequential amendments) may now be adopted.

[8] There is no order for costs.

DATED at WELLINGTON this 29th day of September 2016

J S Mitchell
Secretary



Local Alcohol Policy 2016

Local Alcohol Policy 2016

Policy Owner: Regulatory Manager
 Policy Sponsor: General Manager Customer Support
 Approved By: Waikato District Council
 Approved Date:
 Resolution Number:

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I. Introduction and Overview

- I.1. The Sale and Supply of Alcohol Act 2012 (“the Act”) establishes a national framework for regulating the sale and supply of alcohol. The object of the Act is that:

the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

- I.2. The Act enables local authorities to develop a local alcohol policy (LAP) to guide expectations for the development of alcohol licensing within their district. The LAP is a set of policies, made by the Council in consultation with its community, about the sale and supply of alcohol in its geographical area. While it is not mandatory for local authorities to develop a LAP, the Waikato District Council approved the development of a LAP in May 2013.

- I.3. The Act requires the District Licensing Committee (DLC) and the Alcohol Regulatory and Licensing Authority (ARLA) to have regard to the content of any relevant LAP when making decisions under the Act. This statutory recognition allows local authorities, in consultation with their communities and stakeholders, to have greater influence over the local licensed environment.

- I.4. Section 77 of the Act details what policies relating to licensing may be included in a LAP. No other matters may be included. Policies that may be included are:

- Location of licensed premises by reference to broad areas;
- Location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- Location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- Whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any stated part of the district;
- Maximum trading hours;
- The issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions;
- One-way door restrictions.

2. Objectives of the Local Alcohol Policy

2.1. The objectives of this policy are to:

- Reflect the views of local communities as to the appropriate location, number, hours and conditions that should be applied to licensed premises within their communities;
- Balance the views of local communities regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act, to minimise the harm caused by excessive or inappropriate consumption of alcohol;
- Provide certainty and clarity for applicants and the public as to whether a proposed licence application will meet the criteria of the LAP;
- Provide effective guidance to the District Licensing Committee and Alcohol Regulatory and Licensing Authority when making decisions.

3. Definitions

authorised customer	in relation to premises a club licence is held for, means a person who— (a) is a member of the club concerned; or (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or (c) is an authorised visitor
authorised visitor	in relation to premises a club licence is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members
bottle store	a retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else.
cafe	has the same meaning as “restaurant”
class I restaurant	a restaurant that has or applies for an on-licence and— (a) has, in the opinion of the territorial authority, a significant separate bar area; and (b) in the opinion of the territorial authority, operates that bar area, at least 1 night a week, in the manner of a tavern

club	a body that— (a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or (b) is a body corporate whose object is not (or none of whose objects is) gain; or (c) holds permanent club charter
District Licensing Committee	the Waikato District Licensing Committee appointed pursuant to section 186 of the Act
early childcare facility	includes any crèche, childcare centre, kindergarten, kohanga reo, play centre, plunket rooms and any other place (excluding a school) where five or more children receive care or education on a commercial basis
facility	includes a place of worship, school, or early childcare facility
function centre	premises in which the principal business is pre-booked private functions where alcohol is sold or supplied in conjunction with those functions
grocery store	a shop that— (a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and (b) comprises premises where— (i) a range of food products and other household items is sold; but (ii) the principal business carried on is or will be the sale of food products
hotel	a premises used or intended to be used in the course of business principally for providing to the public— (a) lodging; and (b) alcohol, meals, and refreshments for consumption on the premises
maximum trading hours	the maximum hours for which a licence may be granted permitting the sale, supply or consumption of alcohol

member	in relation to a club, means a person who— (a) has expressly agreed in writing to comply with the club's rules; and (b) is recognised as a member of the club by those rules.
outdoor dining area	an area of a premises holding an on-licence or club licence that is outside of the building on any part of a public footpath, pavement or other public place
place of worship	includes any church, mosque or other facility designed primarily for worship and related religious activities
public park	any park, reserve, playground, garden or similar public place maintained by the local authority for recreation purposes
restaurant	premises that— (a) are not a conveyance; and (b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises
school	includes any primary, intermediate or secondary school and any kurakaupapa
supermarket	A premises are a supermarket with a floor area of at least 1000m ² (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items).
tavern	premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but does not include an airport bar
the Act	the Sale and Supply of Alcohol Act 2012

4. On-Licence Policies

4.1. Introduction

4.1.1. An on-licence premises is one where the sale, supply and consumption of alcohol is authorised on the premises from which it is sold. Common examples include hotels, taverns and restaurants.

4.1.2. Section 14 of the Act states:

“On any premises an on-licence (other than an on-licence endorsed under section 37 of the Act) is held for, the licensee—

Can sell and supply alcohol for consumption there; and

Can let people consume alcohol”.

4.1.3. Policies relating to on-licences also apply to:

- BYO restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act).

4.1.4. For the purposes of clauses 4.2.1, 4.3.1, 4.3.2, 4.4.1 and 4.4.2 a licensed premises that changes ownership but continues to hold an on-licence is not considered to be a "new licensed premises".

4.1.5. For the purposes of clauses 4.2.1, 4.3.1, 4.3.2, 4.4.1 and 4.4.2 a premises that has not been subject to an on-licence for more than twelve (12) months prior to the filing of the application shall be considered as being a new premises being licensed for the first time. Premises that have been subject to an on-licence in the 12 months prior to filing the application are not considered as being new premises being licensed for the first time.

4.2. Location of on-licence premises by reference to broad areas

4.2.1. New on-licence premises being licensed for the first time shall be restricted to:

- (i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or
- (ii) locations authorised by resource consent.

4.3. Location of on-licence premises by reference to proximity to premises of a particular kind or kinds

4.3.1. When considering any new on-licence application in respect of new premises being licensed for the first time, the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of the proposed premises to other licensed premises where this is considered relevant.

4.3.2. No new on-licence for a new tavern, not being located in an area zoned under the Waikato District Plan to allow commercial activities, shall be located within five (5) kilometres of any existing tavern or hotel that holds an on-licence.

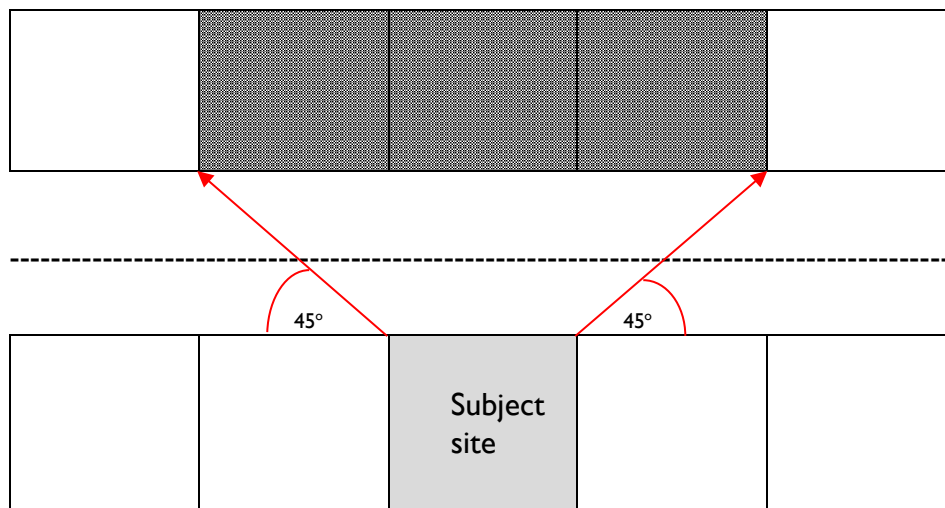
4.4. Location of on-licence premises by reference to proximity to facilities of a particular kind or kinds

4.4.1. No new on-licence shall be issued in respect of:

- (i) a tavern; or
- (ii) a class I restaurant; or
- (iii) a hotel with a significant bar area operating in the manner of a tavern; or
- (iv) any other premises with a significant bar area operating in the manner of a tavern

where the site directly borders any school, early childcare facility, or place of worship existing at the time the licence application is made unless it can be demonstrated to the District Licensing Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities. "Directly borders" includes across any road from such facility as shown in figure one.

Figure 1: Proximity of New Premises Directly Bordering a Facility



4.4.2. In any zone other than one zoned under the Waikato District Plan to allow commercial activities as permitted activities, in respect of:

- (i) a tavern; or
- (ii) a class I restaurant; or
- (iii) a hotel with a significant bar area operating in the manner of a tavern; or
- (iv) any other premises with a significant bar area operating in the manner of a tavern

the boundary of the site shall be a minimum of 100 metres from the boundary of any school, early childcare facility, place of worship, public park or residential dwelling existing at the time the licence application is made unless it can be demonstrated to the District Licensing Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities.

4.4.3. Renewal of a licence shall be unaffected should such a facility later establish at a site within 100 metres of the premises.

4.5. Further issuing of on-licences in the district

4.5.1. This policy does not limit the number of on-licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.

4.6. Maximum trading hours for on-licences

4.6.1. The following maximum trading hours apply to all on-licences in the Waikato district:

Maximum trading hours	
(i).	Monday to Sunday 7.00am to 1.00am the following day
(ii).	New Years Eve 7.00am to 2.00am the following day
(iii).	In any outdoor dining area located in a public area the trading hours shall not exceed 9.00am to 11.00pm. Outside of these hours the area shall be subject to any alcohol control bylaw that is in force in the area.
(iv).	At any time to any guest residing on the premises.

4.7. One way door restrictions

4.7.1. A one-way door restriction may be applied to any licence at the time of its issue or renewal when the closing time is later than midnight if the District Licensing Committee or Alcohol Regulatory and Licensing Authority believe this is warranted. The restriction shall apply after midnight.

4.8. Discretionary conditions of on-licences

4.8.1 In accordance with sections 110(1) and 117 the District Licensing Committee or Alcohol Regulatory and Licensing Authority may impose discretionary conditions (in addition to those required by section 110(2)) on any licence or renewed licence. These may include conditions related to the following, or any other reasonable condition:

- Prohibited persons
- Management of premises
- People or kinds of people to be served
- Low and non-alcoholic beverages
- Transport options
- Exclusion of the public
- Advertisements, signage, display and promotion of alcohol
- Application of the principles of Crime Prevention Through Environmental Design. On-licence premises where appropriate will give effect to the principles of Crime Prevention Through Environmental Design where they achieve outcomes (where applicable to the individual premises) including:

- Bar Area
 - Bar staff have good visibility of entire premises
 - Bar area is open with no obstructions affecting monitoring of premises
 - Cash registers are front facing
- Lighting
 - Internal lighting is suitable
 - Lighting allows staff to monitor patrons
 - Lighting allows staff to check IDs
 - Internal lighting can be raised in an emergency and at closing time
 - External lighting is suitable
- Internal Layout
 - The premises is laid out so staff can monitor patrons at all times
 - Where there may be blind spots, mirrors or CCTV are installed
 - Bar is easily approached by customers
- CCTV
 - CCTV is installed in suitable locations to monitor vulnerable areas (areas that are not easily or continuously monitored by staff)
 - Customers are aware of the CCTV system
- Entrances and exits
 - Entrances and exits are visible from behind the bar area
 - CCTV is installed to monitor blind entrances and exits
- Outdoor Drinking Areas
 - Outdoor drinking areas are monitored by bar and/or security staff
 - Lighting allows staff to monitor patrons
 - Outdoor drinking areas are well defined from surrounding external environment
 - Pavement creep is not evident
- Staff
 - Relevant staff understand how to operate the CCTV system
 - There are sufficient numbers of staff to ensure control of the premises during trading hours

5 Off-Licence Policies

5.1 Introduction

5.1.1 An off-licence premises is one where alcohol is authorised to be sold from the premises for consumption somewhere else. Common examples include bottle stores, supermarkets and grocery stores.

5.1.2 Section 17 of the Act states:

“On the premises an off-licence is held for, the licensee can sell alcohol for consumption somewhere else.

While the premises an off-licence is held for are open for the sale of alcohol for consumption somewhere else, the licensee can also supply alcohol free, as a sample, for consumption on the premises.”

5.1.3 Policies relating to off-licences do not apply to applications for off-licences endorsed under section 39 or 40 relating to auctioneers and remote sellers.

5.1.4 For the purposes of clauses 5.2.1, 5.3.1, 5.3.2, 5.4.1, and 5.4.2 a licensed premises that changes ownership but continues to hold an off-licence is not considered to be a "new licensed premises".

5.1.5 For the purposes of clauses 5.2.1, 5.3.1, 5.3.2, 5.4.1, and 5.4.2 a premises that has not been subject to an off-licence for more than twelve (12) months prior to the filing of the application shall be considered as being a new premises being licensed for the first time. Premises that have been subject to an off-licence in the 12 months prior to filing the application are not considered as being new premises being licensed for the first time.

5.2 Location of off-licence premises by reference to broad areas

5.2.1 New off-licence premises being licensed for the first time (excluding auctioneers and remote sellers endorsed under sections 39 and 40 of the Act respectively) shall be limited to:

- (i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or
- (ii) locations authorised by resource consent.

5.3 Location of off-licence premises by reference to proximity to premises of a particular kind or kinds

5.3.1 When considering any new off-licence application in respect of new premises being licensed for the first time, the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of the proposed premises to other licensed premises where this is considered relevant.

5.3.2 No new off-licence in respect of a bottle store shall be issued for any premises located within one (1) kilometre of the legal site boundary of any existing bottle store, licensed supermarket or grocery store unless:

- (i) the premises are located within the business zone in the urban areas of Te Kauwhata, Tuakau or Pokeno; and
- (ii) it is demonstrated to the District Licensing Committee that the proximity to the existing premises does not result in significant adverse effects including:
 - the amenity and good order of the locality being reduced to more than a minor extent
 - any other potential adverse effect which may give rise to alcohol-related harm.

5.4 Location of off-licence premises by reference to proximity to facilities of a particular kind or kinds

5.4.1 No new off-licences in respect of a bottle store shall be issued for any premises located within the business zone in the urban areas of Te Kauwhata, Tuakau or Pokeno where the site frontage directly borders the legal site boundary of any school, early childcare facility, place of worship or public park existing at the time the licence application is made unless it can be demonstrated to the District Licensing Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities. “Directly borders” includes across any road from such facility as shown in figure one. Provided the applicant demonstrates how the outcomes listed in clauses 5.7.1 (g) and (h) will be achieved, the following shall be considered to have no significant impact:

- (a) the hours of an off-licence where there is no external display of alcohol-related advertising; and
- (b) the operation of an off-licence where the licensee implements an ID 25 policy.

5.4.1.1 Renewal of a licence shall be unaffected should such a facility later establish at a site which borders the premises.

5.4.2 Except as set out in clause 5.4.1 above, no new off-licences in respect of a bottle store shall be issued for any premises located within 100 metres of the legal site boundary of any school, early childcare facility, place of worship or public park existing at the time the licence application is made unless:

- (a) it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities; and
- (b) the applicant demonstrates how the outcomes listed in clauses 5.7.1 (g) and (h) will be achieved

5.4.2.1 Renewal of a licence shall be unaffected should such a facility later establish at a site within 100 metres of the premises.

5.5 Further issuing of off-licences in the district

Bottle stores

5.5.1 The number of standalone bottle store off-licences issued in the urban areas of Ngaruawahia, Huntly and Raglan shall not exceed the number existing at the date this LAP comes into force:

Ngaruawahia (2), Huntly (3), Raglan (2)

5.5.2 For the purposes of clause 5.5.1 a bottle store associated with a hotel or tavern is not a standalone bottle store

Other off-licences

5.5.3 Except for standalone bottle store off-licences as provided in clause 5.5.1, this policy does not limit the number of other types of off-licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.

5.6 Maximum trading hours for off-licences

The following maximum trading hours apply to all off-licences in the Waikato district:

Maximum trading hours	
Monday to Sunday	7.00am to 10.00pm

5.7 Discretionary conditions of off-licences

5.7.1 In accordance with sections 116(1) and 117 of the Act the District Licensing Committee may impose discretionary conditions in relation to the following matters (in addition to those required by section 116(2)) on any new off-licence or renewed off-licence. These may include conditions related to the following, or any other reasonable condition:

- (a) Prohibited persons
- (b) People or kinds of people to be served
- (c) Kinds of alcohol to be sold
- (d) Designation of the premises as a supervised area or restricted area
- (e) Display of nationally consistent safe drinking messages and material
- (f) Advertisements, signage and display of alcohol
- (g) Application of the principles of Crime Prevention Through Environmental Design. Supermarkets, bottle stores and other off-licence premises where appropriate will give effect to the principles of Crime Prevention Through Environmental Design where they achieve outcomes (where applicable to the individual premises) including:
 - Lighting
 - Internal lighting enables passive surveillance by staff and active surveillance by CCTV
 - Lighting allows customers to be seen as they enter the premises
 - Lighting allows staff to check IDs
 - External areas such as car parks and loading bays are well lit, subject to the requirements of any resource consent or district plan rule
 - Internal Layout
 - General points of sale are positioned near the main entrance
 - CCTV
 - CCTV is installed in suitable locations to monitor vulnerable areas (areas that are not easily or continuously monitored by staff)
 - Customers are aware of the CCTV system
 - Staff
 - Relevant staff understand how to operate the CCTV system
 - There are sufficient numbers of staff to ensure control of the premises during trading hours
- (h) External promotion and advertising such that at least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of

any side of the premises may contain alcohol related signage or advertising excluding the company and/or trading name.

- 5.7.2 For any licence issued or renewed in respect of a bottle store the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall impose a condition designating the premises as either supervised or restricted.

6 Club Licence Policies

6.1 Introduction

- 6.1.1 A club licence premises is one where the sale, supply and consumption of alcohol is authorised on the premises from which it is sold to authorised customers. Common examples include sports clubs and chartered clubs such as an RSA or Workingmen's Club.

- 6.1.2 Section 21 of the Act states:

“On the premises a club licence is held for, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.”

- 6.1.3 For the purposes of clauses 6.2.1, 6.2.2, 6.3.1 and 6.4.1 any premises that have not been subject to a club licence in the twelve (12) months prior to the application shall be considered as being a new premises being licensed for the first time.

6.2 Location of club licence premises by reference to broad areas

- 6.2.1 New club licence premises in respect of a sports or social club being licensed for the first time should be located at, or in close proximity to, the sports grounds or other facilities used by the club, if relevant.

- 6.2.2 New club licence premises in respect of a chartered club such as an RSA, Workingmens, Cosmopolitan or similar type of club, being licensed for the first time shall be limited to:

- (i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or
- (ii) locations authorised by resource consent.

6.3 Location of club licence premises by reference to proximity to premises of a particular kind or kinds

- 6.3.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of any proposed new club premises being licensed for the first time to any other existing premises when considering a new licence application.

6.4 Location of club licence premises by reference to proximity to facilities of a particular kind or kinds

6.4.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of any proposed new club premises being licensed for the first time to any school, early childcare facility, place of worship, public park or residential area.

6.5 Further issuing of club licences in the district

6.5.1 This policy does not limit the number of club licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.

6.6 Maximum trading hours for club licences

6.6.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the days and hours of operation, and the type of activities undertaken by the club, in setting club hours.

6.6.2 Subject to clause 6.6.3 the following maximum trading hours apply to all club licence premises in the Waikato district:

Maximum trading hours	
Monday to Sunday	9.00am to 1.00am the following day

6.6.3 Returned Services Associations affiliated with the Royal New Zealand Returned Services Association and other club-licensed premises of a similar nature that are involved with Anzac Day commemorations/civic services shall be permitted to trade from 5.00am on Anzac Day.

6.7 One way door restrictions

6.7.1 A one-way door restriction may be applied to any licence at the time of its issue or renewal when the closing time is later than midnight if the District Licensing Committee or Alcohol Regulatory and Licensing Authority believe this is warranted. The restriction shall apply after midnight.

6.8 Discretionary conditions of club licences

6.8.1 In accordance with sections 110(1) and 117 the District Licensing Committee or Alcohol Regulatory and Licensing Authority may impose discretionary conditions (in addition to those required by section 110(2)) on any licence or renewed licence. These may include conditions related to the following, or any other reasonable condition:

- Prohibited persons
- Management of premises
- People or kinds of people to be served
- Low and non-alcoholic beverages

- Transport options
- Exclusion of the public.

6.8.2 In accordance with section 215(3) the District Licensing Committee or Alcohol Regulatory and Licensing Authority should impose a condition on a club licence requiring a manager to be on duty:

- (i) At all times at chartered clubs; and
- (ii) At any other club when:
 - there are more than 50 patrons present; or
 - at any time after 10.00 pm

7 Special Licence Policies

7.1 Introduction

7.1.1 Special licences allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or at licensed premises when the sale of alcohol would otherwise be unlawful.

7.1.2 Section 22 of the Act states:

“There are 2 kinds of special licence: on-site special licences and off-site special licences”

“On the premises a special licence designated as an on-site special licence is held for, the licensee can sell or supply alcohol, for consumption there, to people attending an event described in it”

“On the premises a special licence designated as an off-site special licence is held for, the licensee can sell the licensee’s alcohol, for consumption somewhere else, to people attending an event described in it”

7.2 Maximum trading hours for special licences

7.2.1 No maximum trading hours for special licences are specified in this policy.

7.2.2 The District Licensing Committee shall determine the trading hours for special licence applications on a case by case basis having regard to the criteria detailed in section 142 of the Act.

7.2.3 Where an application for a special licence is in respect of premises already subject to an on, off or club licence with the maximum hours permitted for that type of licence under this policy, a special licence with greater hours will only be issued in exceptional circumstances as determined by the District Licensing Committee.

7.2.4 A special licence should only be issued with greater hours than the guideline set out below in exceptional circumstances as determined by the District Licensing Committee:

Guideline maximum trading hours	
Monday to Sunday	7.00am to 1.00am the following day

7.3 Discretionary conditions of special licences

7.3.1 In accordance with sections 146 and 147(1) the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 147(3):

- Sale and supply to prohibited persons
- People or kinds of people to be served
- The kind or kinds of alcohol that may be sold or delivered
- The provision of food for consumption on the premises
- The provision of low and non-alcoholic beverages
- The provision of information relating to transport options
- Exclusion of the public
- Restricting the types of containers used for sale or supply
- The filing of returns
- Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)
- Any reasonable condition not inconsistent with the Act.

7.4 One-way door restrictions

7.4.1 The District Licensing Committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours prior to the conclusion of the event.

8 Policy Review

8.1 Pursuant to section 97 of the Act Council must review its LAP no later than six years after it came into force and no later than six years after the most recent review of it was completed. If directed by Council a LAP can be reviewed or amended earlier.

Appendix I – Reasons

Reasons for the key elements of the local alcohol policy are provided below in response to the suggestion of the Alcohol Regulatory and Licensing Authority expressed in its decision on the appeal to the Tasman district Provisional Local Alcohol Policy. The reasons outline the key considerations of Council in deciding the policy elements including responses to some submission points made on the draft policy.

On Licence Policies	
Clause	Reasons
<p>4.2.1 New on-licence premises being licensed for the first time shall be restricted to:</p> <p>(i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or</p> <p>(ii) locations authorised by resource consent.</p>	<p>Council considers that licensed premises are appropriately located in commercial zones or in other areas where the effects of the proposed activity have been considered under the provisions of the Resource Management Act. This provision has strong support from the community and industry.</p>
<p>4.3.1 When considering any new on-licence application in respect of new premises being licensed for the first time, the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of the proposed premises to other licensed premises where this is considered relevant.</p>	<p>Council considers that proximity to other licensed premises is an important consideration in respect of potential alcohol related harm arising from a high density of licensed premises. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act.</p>
<p>4.3.2 No new on-licence for a new tavern, not being located in an area zoned under the Waikato District Plan to allow commercial activities, shall be located within five (5) kilometres of any existing tavern or hotel that holds an on-licence.</p>	<p>Council wishes to avoid a proliferation of premises whose primary focus is the sale of alcohol in inappropriately zoned areas to minimize the potential for alcohol related harm in those areas.</p> <p>Some submitters raised the issue of ‘a level playing field’ and Council has considered whether or not the element is unreasonable in the light of the object of the Act. In doing so, Council considered the appeal decisions of the Alcohol and Regulatory and Licensing Authority to the Tasman District and Wellington City Provisional Local Alcohol Policies where the matter of unreasonableness was discussed.</p> <p>In this case, Council does not consider the element unreasonable because:</p> <ul style="list-style-type: none"> • Taverns by definition are intended to be used principally for providing alcohol and other refreshments while other types of premises have a principal focus on their primary activity; • In non-commercial areas, primarily rural, businesses that have the sale of alcohol as their primary focus have a higher potential for causing alcohol related harm by creating a

	<p>high density of outlets relative to the population base in the area;</p> <ul style="list-style-type: none"> • The distance of 5 km provides a reasonable buffer between premises while also not being so restrictive that it prevents premises from establishing. • Council wishes to take a precautionary approach to potential alcohol related harm issues developing in more isolated areas.
<p>4.4.1 No new on-licence shall be issued in respect of:</p> <ul style="list-style-type: none"> (i) a tavern; or (ii) a class I restaurant; or (iii) a hotel with a significant bar area operating in the manner of a tavern; or (iv) any other premises with a significant bar area operating in the manner of a tavern <p>where the site directly borders any school, early childcare facility, or place of worship existing at the time the licence application is made unless it can be demonstrated to the District Licensing Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities. “Directly borders” includes across any road from such facility as shown in figure one.</p>	<p>Council considers that, where businesses have as part of their activity a focus on the sale of alcohol, the proximity of the premises to a “sensitive site” is a relevant consideration to be considered by the District Licensing Committee. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act.</p> <p>This element of the policy was strongly supported. Some submitters considered that supermarkets should be excluded to provide for certainty or that a specific distance should be specified. Council does not agree, noting that such density issues are considered under the statutory criteria when considering a licence application, with this element reinforcing the need to consider neighbouring land uses in the area.</p>
<p>4.4.2 In any zone other than one zoned under the Waikato District Plan to allow commercial activities as permitted activities, in respect of:</p> <ul style="list-style-type: none"> (i) a tavern; or (ii) a class I restaurant; or (iii) a hotel with a significant bar area operating in the manner of a tavern; or (iv) any other premises with a significant bar area operating in the manner of a tavern <p>the boundary of the site shall be a minimum of 100 metres from the boundary of any school, early childcare facility, place of worship, public park or residential dwelling existing at the time the licence application is made unless it can be demonstrated to the District Licensing</p>	<p>Council considers that, where businesses have as part of their activity a focus on the sale of alcohol, the proximity of the premises to a “sensitive site” is a relevant consideration to be considered by the District Licensing Committee. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act. Council does not believe the same considerations apply to licensed premises that may be considered “family friendly” such as cafes.</p> <p>This element is only applied to areas outside locations where such premises are expected and provided for. Where the District Licensing Committee considers there may be an impact to users of the facilities identified, Council has set an expectation of a minimum separation distance that will provide a reasonable level of separation.</p>

<p>Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities.</p>	<p>Some submitters sought a greater distance but on balance Council considered the 100m separation to provide an adequate buffer.</p>
<p>4.4.3 Renewal of a licence shall be unaffected should such a facility later establish at a site within 100 metres of the premises.</p>	<p>Council wishes to confirm that the provisions of section 4.4 only apply to establishment of new premises and that premises legitimately established will retain their rights to operate the licence (existing use rights).</p>
<p>4.5.1 This policy does not limit the number of on-licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.</p>	<p>Council has no evidence that establishment of on-licences should be restricted in the district.</p>
<p>4.6.1 The following maximum trading hours apply to all on licences:</p> <ul style="list-style-type: none"> (i) Monday to Sunday 7.00am to 1.00am the following day (ii) New Years Eve 7.00am to 2.00am the following day (iii) In any outdoor dining area located in a public area the trading hours shall not exceed 9.00am to 11.00pm. Outside of these hours the area shall be subject to any alcohol control bylaw that is in force in the area (iv) At any time to any guest residing on the premises. 	<p>The draft policy provided for different hours for various types of premises with hotels and taverns opening times restricted to 9am while restaurants, cafes and function centres had proposed opening hours of 7am. A closing time of 2am for hotels and taverns was proposed in the weekend in urban areas and 1am in other areas. Some submitters sought more restrictive opening and closing hours for on-licences, while others noted the commercial advantage provided to restaurants, cafes and function centres where taverns and hotels also operated similar activities as part of their business. Some tavern/hotel licensees in urban areas promoted a 1am closing time.</p> <p>Council adopted the consistent hours for all on-licences for the following reasons:</p> <ul style="list-style-type: none"> • As noted by the Alcohol Regulatory and Licensing Authority (ARLA) in its decision on appeals to the Wellington City Provisional Local Alcohol Policy, in the absence of a LAP with its own local considerations, the default maximum hours set out in the Act provide a useful guide to the maximum hours that are reasonable in the light of the object of the Act • Submitters seeking more restrictive hours relied on general research with no evidence of local alcohol related harm issues • In the appeal to the Tasman district Provisional Local Alcohol Policy, ARLA notes that where licences are not as extensive as the default hours, the existing trading hours applying in the district will prove a starting point • Cafes, restaurants and function centres have historically held licences with opening hours of 7am with no evidence of alcohol related harm associated with these hours • Most on-licence premises have historically

	<p>traded with closing hours of 1am with no evidence of alcohol related harm associated with these hours to justify imposing more restrictive hours. Some premises have held licences with closing hours beyond 1am with few issues but Council wishes to take a precautionary approach in respect of the majority and potential for alcohol related harm to develop if hours beyond 1am were permitted</p> <ul style="list-style-type: none"> • Council notes that, while hotels and taverns are defined in the Act, there is a continuum of services that on-licence premises may provide such that it is considered unreasonable in terms of the object of the Act to attempt to differentiate maximum trading hours on the basis of the definitions in the Act that serve more to categorise premises in terms of risk and therefore fees under the legislation • The maximum trading hours are not a right and more restrictive hours may be imposed by the District Licensing Committee on a case by case basis should the individual circumstances of the premises warrant it.
<p>4.7.1 A one-way door restriction may be applied to any licence at the time of its issue or renewal when the closing time is later than midnight if the District Licensing Committee or Alcohol Regulatory and Licensing Authority believes this is warranted. The restriction shall apply after midnight.</p>	<p>The draft policy provided for a mandatory one-way door restriction for premises that have a focus on provision of alcohol. Submissions were received both strongly in favour and strongly opposed to the mandatory restriction. On balance Council decided to identify one-way door restrictions as a discretionary restriction that the DLC can apply on a case by case basis for the following reasons:</p> <ul style="list-style-type: none"> • Evidence in support of restrictions cited overseas experience, particularly in Sydney Australia • No local evidence is available to support the necessity for mandatory one-way door restrictions on all premises in the district that have a focus on provision of alcohol • Waikato district is in no way comparable to Sydney Australia • One-way door restrictions are seen as generally appropriate for busy late night entertainment precincts and may not be necessary for premises in more isolated areas • The DLC can determine the necessity for one-way door restrictions on the basis of evidence presented by reporting agencies on a case by case basis.
<p>4.8.1 In accordance with sections 110(1) and 117 the District Licensing Committee or Alcohol Regulatory and Licensing</p>	<p>The identification of discretionary conditions was strongly supported by submitters. Some submitters sought more prescriptive conditions.</p>

<p>Authority may impose discretionary conditions (in addition to those required by section 110(2)) on any licence or renewed licence. These may include conditions related to the following, or any other reasonable condition:</p> <ul style="list-style-type: none"> (a) Prohibited persons (b) Management of premises (c) People or kinds of people to be served (d) Low and non-alcoholic beverages (e) Transport options (f) Exclusion of the public (g) Advertisements, signage, display and promotion of alcohol (h) Application of the principles of Crime Prevention Through Environmental Design. On-licence premises where appropriate will give effect to the principles of Crime Prevention Through Environmental Design where they achieve outcomes (where applicable to the individual premises) including: <ul style="list-style-type: none"> ○ Bar Area <ul style="list-style-type: none"> ▪ Bar staff have good visibility of entire premises ▪ Bar area is open with no obstructions affecting monitoring of premises ▪ Cash registers are front facing ○ Lighting <ul style="list-style-type: none"> ▪ Internal lighting is suitable ▪ Lighting allows staff to monitor patrons ▪ Lighting allows staff to check IDs ▪ Internal lighting can be raised in an emergency and at closing time ▪ External lighting is suitable ○ Internal Layout <ul style="list-style-type: none"> ▪ The premises is laid out so staff can monitor patrons at all times ▪ Where there may be blind spots, mirrors or CCTV are installed 	<p>Council notes that, by their nature, discretionary conditions may or may not be applied by the DLC. The intention of Council in this element of the policy is to draw attention to the types of condition that Council would like the Committee to consider, with the intention of giving effect to the object of the Act that the sale, supply and consumption of alcohol should be undertaken safely and responsibly on licensed premises. The list is not exhaustive and the Act provides that the DLC may impose any reasonable condition not inconsistent with the Act.</p>
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<ul style="list-style-type: none"> ▪ Bar is easily approached by customers ○ CCTV <ul style="list-style-type: none"> ▪ CCTV is installed in suitable locations to monitor vulnerable areas (areas that are not easily or continuously monitored by staff) ▪ Customers are aware of the CCTV system ○ Entrances and exits <ul style="list-style-type: none"> ▪ Entrances and exits are visible from behind the bar area ▪ CCTV is installed to monitor blind entrances and exits ○ Outdoor Drinking Areas <ul style="list-style-type: none"> ▪ Outdoor drinking areas are monitored by bar and/or security staff ▪ Lighting allows staff to monitor patrons ▪ Outdoor drinking areas are well defined from surrounding external environment ▪ Pavement creep is not evident ○ Staff <ul style="list-style-type: none"> ▪ Relevant staff understand how to operate the CCTV system ▪ There are sufficient numbers of staff to ensure control of the premises during trading hours. 	
Off-Licence Policies	
Clause	Reasons
<p>5.2.1 New off-licence premises being licensed for the first time (excluding auctioneers and remote sellers endorsed under sections 39 and 40 of the Act respectively) shall be limited to:</p> <ul style="list-style-type: none"> (i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or (ii) locations authorised by resource consent. 	<p>Council considers that licensed premises are appropriately located in commercial zones or in other areas where the effects of the proposed activity have been considered under the provisions of the Resource Management Act. This provision has strong support from the community and industry.</p>
<p>5.3.1 When considering any new off-licence application in respect to new premises being licensed for the first time, the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of the</p>	<p>This element of the policy was strongly supported. Some submitters considered that supermarkets should be excluded to provide for certainty or that a specific distance should be specified. Council does not agree, noting that such density issues are considered under the</p>

<p>proposed premises to other licensed premises where this is considered relevant.</p>	<p>statutory criteria when considering a licence application, with this element reinforcing the need to consider other licensed premises in the area.</p> <p>Council considers that proximity to other licensed premises is an important consideration in respect of potential alcohol related harm arising from a high density of licensed premises. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act.</p>
<p>5.3.2 No new off-licence in respect of a bottle store shall be issued for any premises located within one (1) kilometre of the legal site boundary of any existing bottle store, licensed supermarket or grocery store unless:</p> <p>(i) the premises are located within the business zone (to which clause 5.2.1(i) applies) in the urban areas of Te Kauwhata, Tuakau or Pokeno; and</p> <p>(ii) it is demonstrated to the District Licensing Committee that the proximity to the existing premises does not result in significant adverse effects including:</p> <ul style="list-style-type: none"> • the amenity and good order of the locality being reduced to more than a minor extent • any other potential adverse effect which may give rise to alcohol-related harm. 	<p>Council wishes to avoid a proliferation of premises whose primary focus is the sale of alcohol to minimize the potential for alcohol related harm in those areas.</p> <p>Some submitters raised the issue of ‘a level playing field’ and Council has considered whether or not the element is unreasonable in the light of the object of the Act. In doing so, Council considered the appeal decisions of the Alcohol and Regulatory and Licensing Authority to the Tasman District and Wellington City Provisional Local Alcohol Policies where the matter of unreasonableness was discussed. In this case, Council does not consider the element unreasonable because:</p> <ul style="list-style-type: none"> • Bottle stores have a primary focus of selling alcohol while in supermarkets and grocery stores it is ancillary • Supermarkets and grocery stores are restricted to the types of alcohol that may be sold and do not sell many of the types of alcohol that are often associated with alcohol related harm and attractive to young people (eg RTDs) • Supermarkets and grocery stores have particular requirements imposed under the Act in respect of advertising, display and promotion of alcohol aimed at minimizing alcohol related harm that bottle stores do not • Experience has shown that the community is most concerned with the proliferation of bottle stores • Bottle stores may establish anywhere in the identified town centre zones subject to meeting specified criteria and in other areas when authorized by resource consent and being separated a minimum distance from

	<p>other premises</p> <ul style="list-style-type: none"> • Council wishes to take a precautionary approach to potential alcohol related harm issues.
<p>5.4.1 No new off-licences in respect of a bottle store shall be issued for any premises located within the business zone in the urban areas of Te Kauwhata, Tuakau or Pokeno where the site frontage directly borders the legal site boundary of any school, early childcare facility, place of worship or public park existing at the time the licence application is made unless it can be demonstrated to the District Licensing Committee that the hours, signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities. “Directly borders” includes across any road from such facility as shown in figure one. Provided the applicant demonstrates how the outcomes listed in clauses 5.7.1 (g) and (h) will be achieved, the following shall be considered to have no significant impact:</p> <p>(a) the hours of an off-licence where there is no external display of alcohol advertising; and</p> <p>(b) the operation of an off-licence where the licensee implements an ID 25 policy.</p>	<p>Council considers that, where businesses are located within business zones where they may be established without resource consent and have as their activity a focus on the sale of alcohol, the proximity of the premises to a “sensitive site” is a relevant consideration to be considered by the District Licensing Committee. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act. While the premises are permitted to establish in the business zone the intention is to minimize the potential for alcohol-related harm associated with extensive external advertising on “at risk” members of the community who may attend adjacent sites and to ensure high standards of operation. Council does not believe the same considerations apply to licensed premises that may be considered “family friendly” such as supermarkets and grocery stores which are not permitted to display external advertising.</p>
<p>5.4.1.1 Renewal of a licence shall be unaffected should such a facility later establish at a site which borders the premises.</p>	<p>Council wishes to confirm that the provisions of section 5.4.1 only apply to establishment of new premises and that premises legitimately established will retain their rights to operate the licence (existing use rights).</p>
<p>5.4.2 Except as set out in clause 5.4.1 above, no new off-licences in respect of a bottle store shall be issued for any premises located within 100 metres of the legal site boundary of any school, early childcare facility, place of worship or public park existing at the time the licence application is made unless:</p> <p>(a) it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant impact on those facilities and/or persons using those facilities; and</p>	<p>Council considers that, where businesses located outside business zones where they may be established without resource consent and have as their activity a focus on the sale of alcohol, the proximity of the premises to a “sensitive site” is a relevant consideration to be considered by the District Licensing Committee. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act. Council does not believe the same considerations apply to licensed premises that may be considered “family friendly” such as supermarkets and grocery stores.</p>

<p>(b) the applicant demonstrates how the outcomes listed in clauses 5.7.1 (g) and (h) will be achieved.</p>	<p>Where the District Licensing Committee considers there may be an impact to users of the facilities identified, Council has set an expectation of a minimum separation distance that will provide a reasonable level of separation. Some submitters sought a greater distance but on balance Council considered the 100m separation to provide an adequate buffer.</p>
<p>5.4.2.1 Renewal of a licence shall be unaffected should such a facility later establish at a site within 100 metres of the premises.</p>	<p>Council wishes to confirm that the provisions of section 5.4.2 only apply to establishment of new premises and that premises legitimately established will retain their rights to operate the licence (existing use rights).</p>
<p>5.5.1 The number of standalone bottle store off-licences issued in the urban areas of Ngaruawahia, Huntly and Raglan shall not exceed the number existing at the date this LAP comes into force: Ngaruawahia (2), Huntly (3), Raglan (2)</p>	<p>The cap on the number of bottle stores is due to the number of bottle stores already established in Ngaruawahia, Huntly and Raglan in relation to the population base being served and indications from the community that proliferation of bottle stores is of most concern.</p> <p>The element was strongly supported by submitters. Submissions were received that the policy needs to reflect a level playing field for all operators. Council has considered whether the element is unreasonable in the light of the object of the Act and particularly if the measure is unjust or partial or unequal in operation between licence holders.</p> <p>Council acknowledges that the measure targets bottle stores but does not consider it unreasonable for the following reasons:</p> <ul style="list-style-type: none"> • Bottle stores have a primary focus of selling alcohol while in other off-licences it is ancillary • Other off-licences such as supermarkets and grocery stores are restricted to the types of alcohol that may be sold and do not sell many of the types of alcohol that are often associated with alcohol related harm and attractive to young people (eg RTDs) • Supermarkets and grocery stores have particular requirements imposed under the Act in respect of advertising, display and promotion of alcohol aimed at minimizing alcohol related harm that bottle stores do not • Experience has shown that the community is most concerned with the proliferation of bottle stores • The measure is consistent for licence holders operating standalone bottle stores.

<p>5.5.2 For the purposes of clause 5.5.1 a bottle store associated with a hotel or tavern is not a standalone bottle store.</p>	<p>Council does not consider bottle stores associated with hotels and taverns to be standalone bottle stores as they form part of an overall business package with the off-licence forming a small part of the business.</p>
<p>5.5.3 Except for standalone bottle store off-licences as provided in clause 5.5.1, this policy does not limit the number of other types of off-licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.</p>	<p>Outside of the areas identified in clause 5.5.1 the density of off-licences including bottle stores does not justify a restriction.</p>
<p>5.6.1 The following maximum trading hours apply to all off-licences in the Waikato district:</p> <p>Monday to Sunday 7.00am to 10.00pm</p>	<p>The draft policy provided for hours of 9am to 10pm for all off-licences. Some submitters sought more restrictive opening and closing hours for off-licences, while others including the supermarket representatives questioned what alcohol related harm was sought to be controlled by restricting hours between 7am to 9am. The significant majority of submitters supported consistent hours for all off-licences.</p> <p>Council adopted the consistent hours of 7am to 10pm for all off-licences for the following reasons:</p> <ul style="list-style-type: none"> • As noted by the Alcohol Regulatory and Licensing Authority (ARLA) in its decision on appeals to the Wellington City Provisional Local Alcohol Policy, in the absence of a LAP with its own local considerations, the default maximum hours set out in the Act provide a useful guide to the maximum hours that are reasonable in the light of the object of the Act • Submitters seeking more restrictive hours relied on general research with no evidence of local alcohol related harm issues to support restrictions • In the appeal to the Tasman district Provisional Local Alcohol Policy, ARLA notes that where licences are not as extensive as the default hours, the existing trading hours applying in the district will prove a starting point • Supermarkets and grocery stores have historically held licences with opening hours of 7am with no evidence of alcohol related harm associated with these hours • The closing time of 10pm was accepted by almost all submitters, noting that some sought more restrictive hours • The significant majority of submitters supported consistent hours for all off-licences.

<p>5.7.1 In accordance with sections 116(1) and 117 of the Act the District Licensing Committee may impose discretionary conditions in relation to the following matters (in addition to those required by section 116(2)) on any new off-licence or renewed off-licence. These may include conditions related to the following, or any other reasonable condition:</p> <ul style="list-style-type: none"> (a) Prohibited persons (b) People or kinds of people to be served (c) Kinds of alcohol to be sold (d) Designation of the premises as a supervised area or restricted area (e) Display of nationally consistent safe drinking messages and material (f) Advertisements, signage and display of alcohol (g) Application of the principles of Crime Prevention Through Environmental Design. Supermarkets, bottle stores and other off-licence premises where appropriate will give effect to the principles of Crime Prevention Through Environmental Design where they achieve outcomes (where applicable to the individual premises) including: <ul style="list-style-type: none"> ○ Lighting <ul style="list-style-type: none"> ▪ Internal lighting enables passive surveillance by staff and active surveillance by CCTV ▪ Lighting allows customers to be seen as they enter the premises ▪ Lighting allows staff to check IDs ▪ External areas such as car parks and loading bays are well lit, subject to the requirements of any resource consent or district plan rule ○ Internal Layout <ul style="list-style-type: none"> ▪ General points of sale are positioned near the main entrance 	<p>The identification of discretionary conditions was strongly supported by submitters. Some submitters sought more prescriptive conditions. Council notes that, by their nature, discretionary conditions may or may not be applied by the DLC. The intention of Council in this element of the policy is to draw attention to the types of condition that Council would like the Committee to consider, with the intention of giving effect to the object of the Act that the sale, supply and consumption of alcohol should be undertaken safely and responsibly on licensed premises. The list is not exhaustive and the Act provides that the DLC may impose any reasonable condition not inconsistent with the Act.</p>
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<ul style="list-style-type: none"> ○ CCTV <ul style="list-style-type: none"> ▪ CCTV is installed in suitable locations to monitor vulnerable areas (areas that are not easily or continuously monitored by staff) ▪ Customers are aware of the CCTV system ○ Staff <ul style="list-style-type: none"> ▪ Relevant staff understand how to operate the CCTV system ▪ There are sufficient numbers of staff to ensure control of the premises during trading hours <p>(h) External promotion and advertising such that at least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of any side of the premises may contain alcohol related signage or advertising excluding the company and/or trading name.</p>	
<p>5.7.2 For any licence issued or renewed in respect of a bottle store the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall impose a condition designating the premises as either supervised or restricted.</p>	<p>Council considers that off-licence businesses having the sale of alcohol as the primary focus should be subject to a designation restricting entry of minors to the premises. The majority of submitters supported this proposal.</p>
<p>Club Licence Policies</p>	
<p>Clause</p>	<p>Reasons</p>
<p>6.2.1 New club licence premises in respect of a sports or social club being licensed for the first time should be located at, or in close proximity to, the sports grounds or other facilities used by the club, if relevant.</p>	<p>Council considers that it is appropriate that the club licence premises are at the location that club activities are undertaken. The club activities must still meet requirements of the Resource Management Act.</p>
<p>6.2.2 New club licence premises in respect of a chartered club such as an RSA, Workingmens, Cosmopolitan or similar type of club, being licensed for the first time shall be limited to:</p> <ul style="list-style-type: none"> (i) areas zoned under the Waikato District Plan to allow commercial activities as permitted activities; or (ii) locations authorised by resource consent. 	<p>Chartered club activities are considered similar to on-licence premises and similar location provisions are considered appropriate.</p>

<p>6.3.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of any proposed new club premises being licensed for the first time to any other existing premises when considering a new licence application.</p>	<p>Council considers that proximity to other licensed premises is an important consideration in respect of potential alcohol related harm arising from a high density of licensed premises. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act.</p>
<p>6.4.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the proximity of any proposed new club premises being licensed for the first time to any school, early childcare facility, place of worship, public park or residential area.</p>	<p>Council considers that the proximity of club premises to a “sensitive site” is a relevant consideration to be considered by the District Licensing Committee. Council considers that the District Licensing Committee is in the best position to consider this on a case by case basis within the criteria relating to amenity and good order contained in sections 105 and 106 of the Act.</p> <p>Some submitters contended that club licence premises should contain the same provisions as on-licence premises and that the policy favours club licences inappropriately. Council notes that there are many types of clubs with varying degrees of risk of alcohol related harm. It is therefore considered that a blanket approach is not appropriate and that the DLC is in the best position to consider neighbouring land uses and density issues on a case by case basis. It is also noted that the corresponding on-licence provision applies only to those on-licence premises that have a focus on the sale of alcohol.</p>
<p>6.5.1 This policy does not limit the number of club licence premises in the Waikato district or restrict the issue of new licences, provided the other policy criteria are met.</p>	<p>Council has no evidence that establishment of club licences should be restricted in the district.</p>
<p>6.6.1 The District Licensing Committee or Alcohol Regulatory and Licensing Authority shall have regard to the days and hours of operation, and the type of activities undertaken by the club, in setting club hours.</p>	<p>This element is to ensure that the licensed hours of clubs reflect the times that club activities are undertaken.</p>
<p>6.6.2 Subject to clause 6.6.3 the following maximum trading hours apply to all club licence premise in the Waikato district:</p> <p>Monday to Sunday 9.00am to 1.00am the following day</p>	<p>The proposed club licence hours were generally supported by most submitters, although some sought more restrictive hours. Council adopted the proposed hours for the following reasons:</p> <ul style="list-style-type: none"> As noted by the Alcohol Regulatory and Licensing Authority (ARLA) in its decision on appeals to the Wellington City Provisional Local Alcohol Policy, in the absence of a LAP with its own local considerations, the default maximum hours set out in the Act provide a useful guide to the maximum hours that are

	<p>reasonable in the light of the object of the Act</p> <ul style="list-style-type: none"> • Submitters seeking more restrictive hours relied on general research with no evidence of local alcohol related harm issues. • In the appeal to the Tasman district Provisional Local Alcohol Policy, ARLA notes that where licences are not as extensive as the default hours, the existing trading hours applying in the district will prove a starting point • The hours are consistent with historical operating hours of clubs in the district with no evidence of alcohol related harm associated with these hours to justify imposing more restrictive hours. • The maximum trading hours are not a right and more restrictive hours may be imposed by the District Licensing Committee on a case by case basis should the individual circumstances of the premises warrant it.
<p>6.6.3 Returned Services Associations affiliated with the Royal New Zealand Returned Services Association and other club-licensed premises of a similar nature that are involved with Anzac Day commemorations/civic services shall be permitted to trade from 5.00am on Anzac Day.</p>	<p>Council recognizes the significance of Anzac Day commemorations to people in the district and New Zealanders as a whole and considers it appropriate to provide for clubs associated with the Returned Services Association to utilize the club licence at this special time.</p>
<p>6.7.1 A one-way door restriction may be applied to any licence at the time of its issue or renewal when the closing time is later than midnight if the District Licensing Committee or Alcohol Regulatory and Licensing Authority believe this is warranted. The restriction shall apply after midnight.</p>	<p>Council decided to identify one-way door restrictions as a discretionary restriction that the DLC can apply on a case by case basis for the following reasons:</p> <ul style="list-style-type: none"> • No local evidence is available to support the necessity for mandatory one-way door restrictions in club premises in the district • There are many types of clubs with varying degrees of risk of alcohol related harm • The DLC can determine the necessity for one-way door restrictions on the basis of evidence presented by reporting agencies on a case by case basis.
<p>6.8.1 In accordance with sections 110(1) and 117 the District Licensing Committee or Alcohol Regulatory and Licensing Authority may impose discretionary conditions (in addition to those required by section 110(2)) on any licence or renewed licence. These may include conditions related to the following, or any other reasonable condition:</p> <ul style="list-style-type: none"> • Prohibited persons • Management of premises 	<p>Provisions relating to discretionary conditions for club licences were inadvertently omitted from the draft policy. Submissions were received noting the omission and requested identification of discretionary conditions.</p> <p>Council notes that, by their nature, discretionary conditions may or may not be applied by the DLC. The intention of Council in this element of the policy is to draw attention to the types of condition that Council would like the Committee to consider, with the intention of</p>

<ul style="list-style-type: none"> • People or kinds of people to be served • Low and non-alcoholic beverages • Transport options • Exclusion of the public. 	<p>giving effect to the object of the Act that the sale, supply and consumption of alcohol should be undertaken safely and responsibly on licensed premises. The list is not exhaustive and the Act provides that the DLC may impose any reasonable condition not inconsistent with the Act.</p>
<p>6.8.2 In accordance with section 215(3) the District Licensing Committee or Alcohol Regulatory and Licensing Authority shall impose a condition on a club licence requiring a manager to be on duty:</p> <p>(i) At all times at chartered clubs; and</p> <p>(ii) At any other club when:</p> <ul style="list-style-type: none"> • there are more than 50 patrons present; or • at any time after 10.00 pm 	<p>Management of licensed premises is seen as a key component in achieving the object of the Act that the sale, supply and consumption of alcohol should be undertaken safely and responsibly. The Act provides that the requirement to have a manager on duty at all times when alcohol is being sold to the public does not apply to a club licence unless it is a condition of the licence.</p> <p>Council considers that a condition should be imposed requiring a manager to be on duty in chartered clubs similar to on-licence premises and clubs with large numbers present or operating later at night when the risk of excessive consumption of alcohol is likely to increase.</p>
Special Licence Policies	
Clause	Reasons
<p>7.2.1 No maximum trading hours for special licences are specified in this policy.</p>	<p>Due to the uncertainty of types of events and when these may occur, Council does not consider that prescribing maximum trading hours is appropriate. Council notes that the Act does not prescribe national default hours and considers this is because of this uncertainty and that the presumption under the Act is that applications would be considered on their individual merits.</p>
<p>7.2.2 The District Licensing Committee shall determine the trading hours for special licence applications on a case by case basis having regard to the criteria detailed in section 142 of the Act.</p>	<p>Council considers that the DLC is in the best position to assess special licence applications on their individual merits, taking account of the statutory criteria that must be considered.</p>
<p>7.2.3 Where an application for a special licence is in respect of premises already subject to an on, off or club licence with the maximum hours permitted for that type of licence under this policy, a special licence with greater hours will only be issued in exceptional circumstances as determined by the District Licensing Committee.</p>	<p>Council does not consider that special licences should be used by licensed premises to attempt to extend their normal trading activities. The DLC is considered to be in the best position to assess the nature of the proposed event.</p>
<p>7.2.4 A special licence should only be issued with greater hours than the guideline set out below in exceptional circumstances as determined by the District Licensing Committee:</p> <p>Monday to Sunday 7.00am to 1.00am the</p>	<p>While acknowledging that prescribing maximum trading hours is not considered appropriate due to uncertainty in the types of events that may arise and a need for flexibility, Council wishes to set the expectation that hours for what may be considered normal activities should be consistent</p>

<p>following day</p>	<p>with those provided for licensed premises. It is the abnormal, unusual or exceptional event that may warrant consideration of hours outside the normal hours. Some submitters sought greater clarity on what is meant by “exceptional”. Due to the wide variety of circumstances that may arise, Council does not believe that a blanket definition in the policy is possible and that the DLC is in the best position to consider the circumstances as they arise.</p>
<p>7.3.1 In accordance with sections 146 and 147(1) the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 147(3):</p> <ul style="list-style-type: none"> • Sale and supply to prohibited persons • People or kinds of people to be served • The kind or kinds of alcohol that may be sold or delivered • The provision of food for consumption on the premises • The provision of low and non-alcoholic beverages • The provision of information relating to transport options • Exclusion of the public • Restricting the types of containers used for sale or supply • The filing of returns • Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence) • Any reasonable condition not inconsistent with the Act. 	<p>Council notes that, by their nature, discretionary conditions may or may not be applied by the DLC. The intention of Council in this element of the policy is to draw attention to the types of condition that Council would like the Committee to consider, with the intention of giving effect to the object of the Act that the sale, supply and consumption of alcohol should be undertaken safely and responsibly on licensed premises. The list is not exhaustive and the Act provides that the DLC may impose any reasonable condition not inconsistent with the Act.</p>
<p>7.4.1 The District Licensing Committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours prior to the conclusion of the event.</p>	<p>Council decided to identify one-way door restrictions as a discretionary restriction that the DLC can apply on a case by case basis for the following reasons:</p> <ul style="list-style-type: none"> • There are many types of special licence events with varying degrees of risk of alcohol related harm • The DLC can determine the necessity for one-way door restrictions on the basis of evidence presented by reporting agencies on a case by case basis.

Open Meeting

To	Policy and Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	31 October 2016
Prepared by	Craig Birkett Monitoring Team Leader
Chief Executive Approved	Y
Reference/Doc Set #	1631173
Report Title	Implementation of the Freedom Camping Bylaw

I. EXECUTIVE SUMMARY

During the review of the Public Places Bylaw in 2015, Council resolved to remove the freedom camping provisions from the bylaw and create a separate Freedom Camping Bylaw under the Freedom Camping Act 2011. This by-law is required to address problems with freedom camping practices such as inappropriate disposal of human waste, littering, and maintain access to high use public areas.

After developing a draft bylaw and going through the special consultative procedure in 2016, the Freedom Camping Bylaw 2016 (the Bylaw) became operative on 17 October 2016. The Bylaw identifies areas within the district where freedom camping is permitted, prohibited or restricted.

The purpose of this report is to provide the Committee with an update on how the bylaw will be implemented and clarify the specific provisions being put in place to manage potential problems during the upcoming summer period. It also highlights the fact that although existing staff and resources are being used to carry out this work this summer, additional resource is likely to be required to ensure the successful delivery of this service in the long term.

2. RECOMMENDATION

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

3. BACKGROUND

Under the Freedom Camping Act 2011, freedom camping is permitted on public land except in areas where it is restricted or prohibited by a bylaw.

Prohibited areas is the term used to describe locations where no camping may take place and restricted areas are locations where camping may occur subject to certain conditions. Conditions that may be applied to restricted areas include the number of freedom camping vehicles, maximum number of consecutive nights freedom camping may occur in the same area by the same camper(s), and requiring campers to be self-contained.

During the development of the Waikato District Freedom Camping Bylaw 2016, it was decided that the following provisions would apply:

- Self-contained vehicles are permitted in all areas except those that are prohibited.
- Prohibited areas have been identified in Raglan, Ngaruawahia, Port Waikato.
- Restricted areas have been established in Ngaruawahia, Tuakau, Onewhero and Te Kauwhata.

These provisions are generally supported by our communities. However during the consultation process, it became clear that the Raglan community has divided views on whether or not freedom camping should be permitted within the town. Under the bylaw self-contained vehicles are permitted except in those areas that are prohibited.

There is an expectation from the community that Council will proactively publicise the new bylaw and enforce the new provisions. This was acknowledged by Council during deliberations. The following sections of this report summarise the actions being taken to implement the bylaw across the district and manage freedom camping both this summer and in the longer term.

4. DISCUSSION

4.1 DISCUSSION

When new regulations are introduced and then require enforcing, the best approach is to engage with the community, interested / affected parties, and key stakeholders, educate them on the issue and what's been put in place to best manage it, and then, as a last resort, use enforcement tools such as infringement notices to achieve compliance if the rules are not being followed.

4.2 Engagement and Education

To ensure we engage with and inform freedom campers of the new rules and regulations, Council intends to:

- Circulate 'what you need to know' flyers;
- Publish information about the changes on Council's website; and
- Work with other agencies (e.g. New Zealand Motor Caravan Association) to inform affected parties.
- Place new signage at key locations around the district;

More detail on each of these initiatives follows.

Circulate 'what you need to know' flyers

An information flyer has been developed (Attachment 1) to advise campers of the new requirements, where to go to get more information about it, and that they can receive a \$200 fine if they do not comply. The flyer/quick guide will be sent out to i-sites and other key stakeholders in the industry to maximise coverage.

Publish information about the changes on Councils Website

The Council's website will be the main source of information for freedom campers. The website currently contains information on the new bylaw and the various camping options available within the Waikato District. An interactive map is also being developed that will enable customers to easily view the prohibited areas in the district.

Work with other agencies to inform affected parties

The New Zealand Motor Caravan Association has a large number of members that travel around in self-contained vehicles that need to know about the new bylaw. The Association has been actively involved in the bylaw development process and will be asked to provide information to its members on the new requirements. There are also a number of rental companies that provide vehicles that are 'setup' for camping. Council will provide information to these companies on the new requirements to help educate the freedom campers.

Place new signage at key locations

Camping signage throughout the district has been reviewed in light of the new bylaw. New signs have been designed (refer to Attachment 2) and will be installed prior to Christmas. The signs have been developed to complement existing reserve signage and clarify what restrictions apply in key locations.

4.3 Enforcement

In order to ensure that the new provisions of the bylaw are complied with, Council staff will proactively patrol prohibited areas and popular camping spots in Raglan during the peak summer period (mid December 2016 to mid-March 2017) and will respond to any complaints received via the service request system.

The proactive patrols, which deter people from breaching the rules, will be noticeable in Raglan where the majority of prohibited areas are located and the community has been very proactive at reporting camping issues.

If compliance is not achieved via engagement and education, \$200 infringement notices will be issued.

5. FINANCIAL

Historically, the number of complaints received about freedom camping within the district has been relatively low. However since the Freedom Camping Act 2011 came into force, there has been a growing number of complaints received about inappropriate camping activities occurring.

As a result of this trend, along with the need to implement the new Dog Control Bylaw 2015, Council redeployed an Animal Control officer, who is also a warranted parking warden, to patrol 'hot spots' (particularly in Raglan) over the 2015/16 summer break period. This initiative worked well and prevented any significant problems occurring with illegal camping and uncontrolled dogs. However the high workload made it very difficult for the staff involved.

Given this situation, separate staff will carry out these activities this summer, with an external contractor being brought in to carry out the freedom camping patrols. This is being partially funded from the existing parking warden budget and partially from the revenue generated from infringements issued. The use of the parking budget and an external contractor to facilitate this work is not however an appropriate long term solution and LTP funding for a specialist position may be requested.

With regard to the development and installation of new signs, this will cost approximately \$30,000. Although this has not specifically been budgeted for, the majority of it will be covered from the existing signage budget and additional revenue generated from infringements issued.

6. CONCLUSION

Staff have developed a comprehensive implementation plan for the Freedom Camping bylaw which relies on engaging and educating freedom campers and proactively patrolling trouble spots to ensure compliance with the new provisions.

Although resourcing has been found to carry out this work this summer, other options will need to be examined to ensure an appropriate level of service is provided in future.

7. ATTACHMENTS

Attachment 1 - Flyer that is to be distributed
Attachment 2 - Details of proposed signage



20x each label

To fit existing direction signs



**FREEDOM
CAMPING
PROHIBITED
IN THIS AREA**

\$200 infringement fee



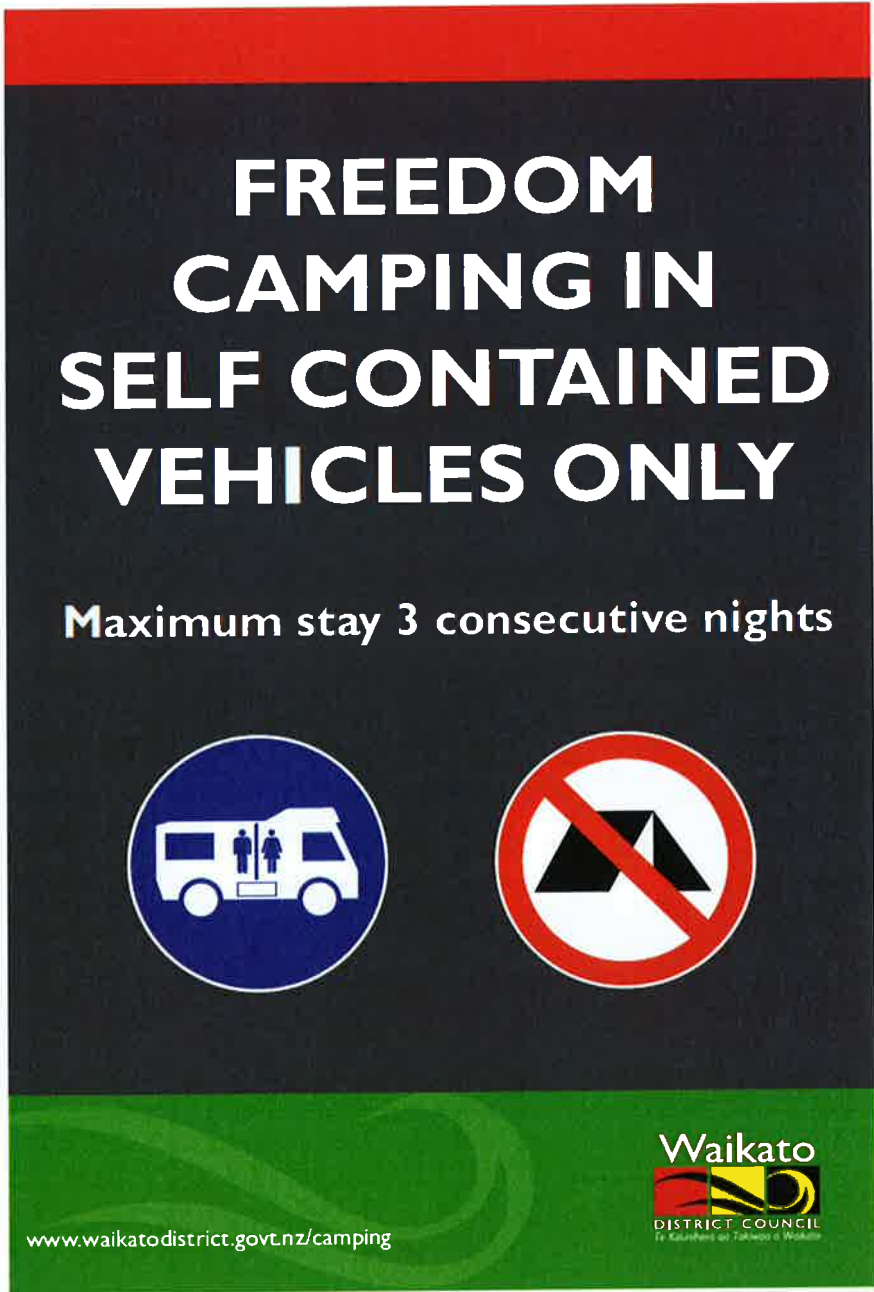
www.waikatodistrict.govt.nz/camping



Waikato
DISTRICT COUNCIL
Te Kaitiaki o te Kaitiaki o Waikato

Prohibited signs x20 400x600mm





Self contained signs x15 400x600mm

**FREEDOM
CAMPING
IS RESTRICTED**

Self contained vehicles only

Maximum stay 3 consecutive nights

www.waikatodistrict.govt.nz/camping

Waikato
DISTRICT COUNCIL
Te Kaitiaki o Te Taiāwhiri o Waikato

Restricted sign for The Point 400x600mm





Restricted sign for The Point 400x600mm





Restricted sign for St Stephen"s Tuakau x2 400x600mm



FREEDOM CAMPING IS RESTRICTED

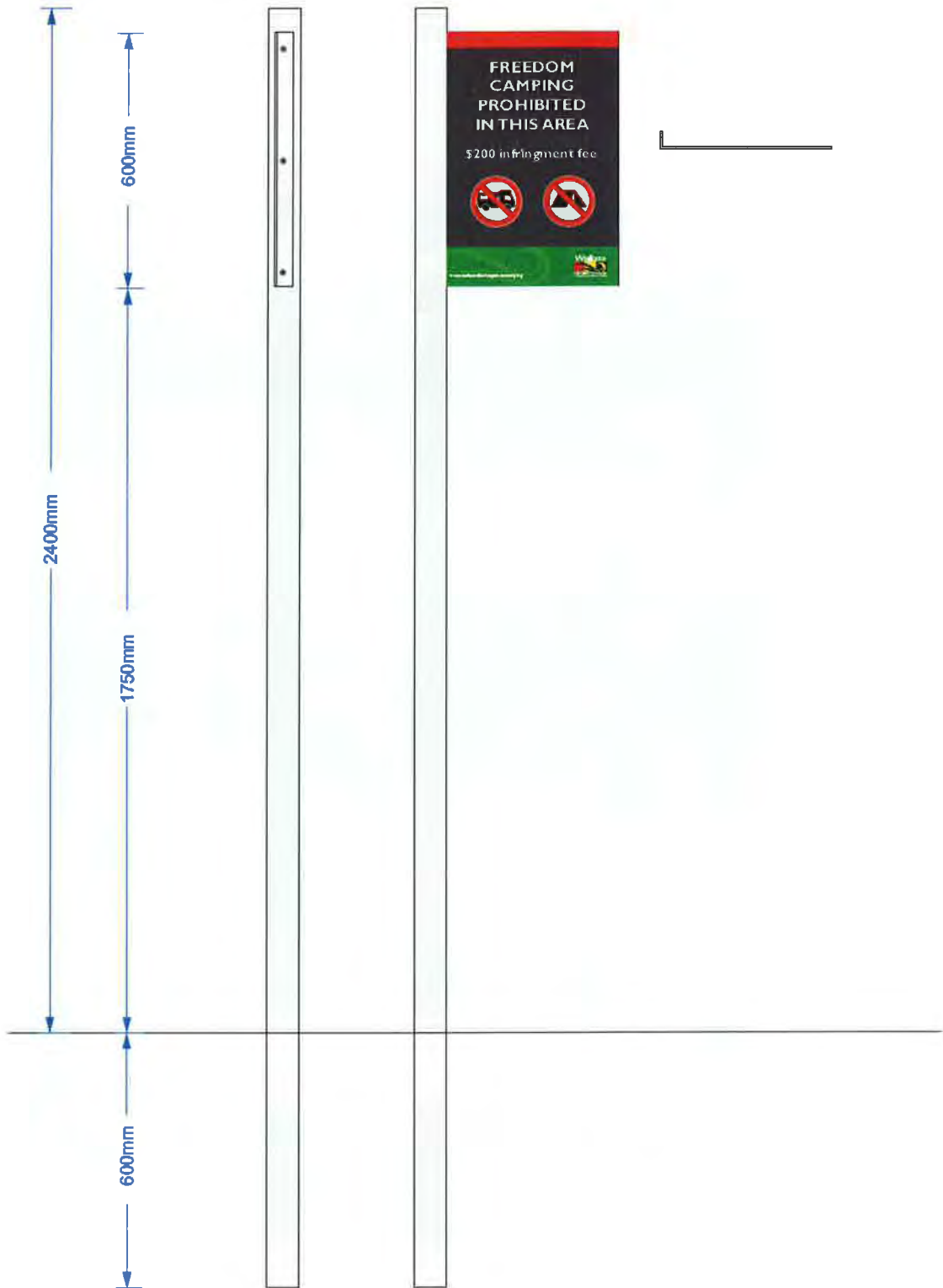
Maximum stay 3 consecutive nights



www.waikatodistrict.govt.nz/camping



Restricted sign for Onewhero 400x600mm



WDC Post Sign

- 75x75x3mm Powder coated Duragalv with welded cap
- 400x600x3mm Powder coated aluminium panel
- Print - HP Latex ink (Eco Certified) Anti graffiti laminate
- 3x Stainless steel dome head hex screws (tapped)



PLANNING TO CAMP IN THE WAIKATO DISTRICT? YOU'LL NEED TO KNOW THIS.

We've got some amazing towns and beaches and we want you to see them. But if you're planning to camp, you need to be aware of the new Waikato District Council Freedom Camping Bylaw.



WHAT YOU NEED TO KNOW



- The Waikato District Council Freedom Camping Bylaw 2016 allows freedom camping in a self-contained vehicle for a maximum of three nights, anywhere in our district except areas that are listed as prohibited or restricted.
- Signs will be displayed in areas that are prohibited or restricted. You'll also find a full list of these locations and areas on our website.
- Unless you are self-contained, campers must stay in holiday parks/ camping grounds, Department of Conservation (DOC) camping areas or other designated camping areas.
- We've got some fantastic campgrounds and first-class accommodation options. You'll find these listed on our website.
- Under the bylaw, you can receive a \$200 fine if you do not comply with the rules.
- In order to protect our unique environment, we'll be patrolling prohibited areas to make sure that people are following the rules.

We hope you enjoy your stay!

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Open Meeting

To	Policy & Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	31 October 2016
Prepared by	Kelly Newell
Chief Executive Approved	Y
DWS Document Set #	1632672
Report Title	CDEM Joint Committee Minutes

I. EXECUTIVE SUMMARY

This report provides the Committee with the minutes of the Civil Defence Emergency Management (CDEM) Group Joint Committee meeting of June and September 2016.

2. RECOMMENDATION

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

3. OVERVIEW

Joint Committee Minutes – September 2016

1. The Joint Committee received an update on the new proposed Group Emergency Coordination Centre facility.
2. The Joint Committee received an update on the proposed Hamilton City Council Service Level Agreement. The proposed service level agreement is similar to the partnership between the group emergency management office and Waikato District Council.
3. Approval was sought by the Joint Committee to release the proposed CDEM Group Plan to the Minister of Civil Defence Emergency Management for comment.
4. Members were provided with summary of the Coordinating Executive Group minutes, which included an overview of the changes to the structure and focus of the Coordinating Executive Group (CEG).
5. An overview of the current activities of the Group Emergency Management Office (GEMO) was provided and noted support from Waikato District Council in supporting the on-going delivery of training during the vacancy of the Group Training and Exercise Coordinator.

Joint Committee Minutes – June 2016

1. The Joint Committee received an overview of the proposed Waikato CDEM Group Plan and approval was sought to progress to public consultation.
2. The Joint Committee was provided with an update regarding the review of the Group Emergency Coordination Centre (GECC) accommodation arrangements, and was sought to make a recommendation regarding the options currently available.
3. Members were provided with summary of the Coordinating Executive Group minutes, which provided a consolidated update on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.
4. Lee Hazelwood was commended for his contribution to CDEM and award of a Silver Ministerial CDEM award. The Chair noted that Lee could be credited with building a quality team that has now become a benchmark for other regions.

Waikato District CDEM Activities Update

1. A pilot workshop was delivered to Port Waikato Community Response Group in May. The training was aimed at assisting groups to manage a community-led centre in an emergency.
2. Our Local Controller, Recovery Manager and Welfare Manager attended the Future of Emergency Management Conference in Wellington in June. The Local Welfare Manager also attended the National Welfare Forum.
3. Our CDEM Coordinator has been assisting in the development of our incident response procedures for our business to provide alignment to CDEM practises. The intention of the project is to allow consistency for response for business-as-usual issues and potential escalation to a CDEM emergency.
4. The CDEM Foundation Training is now part of the induction process for new staff. This course is provided every three months.
5. We now have 40 staff trained to intermediate level to work in the Emergency Operations Centre, and an additional five staff members have completed the advanced Welfare training.
6. Our EOC was activated on August 31 as part of the initial activities for Exercise Tangaroa. Staff in the EOC undertook planning in response to a tsunami threat to our West Coast communities.

4. ATTACHMENTS

1. Joint Committee Minutes – June 2016
2. Joint Committee Minutes – September 2016

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00pm on 13 June 2016.

MEMBERS:**Waikato Regional Council**

Cr Hugh Vercoe

Hamilton City Council Representative

Cr Leo Tooman

Hauraki District Council Representative

Mayor John Tregidga

Matamata Piako District Council Representative

Cr Brian Hunter

Otorohanga District Council Representative

Cr Robert Prescott

South Waikato District Council Representative

Cr Thomas Lee

Thames Coromandel District Council Representative

Cr Peter French

Waikato District Council Representative

Cr Jacqui Church

Waipa District Council Representative

Cr Judy Bannon

Waitomo District Council Representative

Cr Allan Goddard

IN ATTENDANCE**Hauraki District Council Representative**

Cr Max McLean

STAFF:

CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Democracy Advisor (Jennie Cox)

APOLOGIES**Ministry of Civil Defence & Emergency Management**

Suzanne Vowles

Taupo District Council RepresentativeCr Anna Park /1st alt Cr Kirsty Trueman /alt Mayor David Trewavas

Accepted

Confirmation of Agenda

(Agenda Item 1)

Mayor Tregidga moved/Cr Hunter seconded

CD16/10

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 13 June 2016 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD16/10)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3712687

Cr Church moved/Cr Tooman seconded

CD16/11

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 7 March 2016 be received and approved as a true and correct record.

The motion was put and carried (CD16/11)

Prior to commencing the agenda the Chair acknowledged there were a number of staff to be commended following recent recognition of their service to CDEM.

Lee Hazelwood – for his contribution to CDEM as acknowledged by him being awarded a Silver Ministerial CDEM award. The Chair noted that Lee could be credited with building a quality team that has now become a benchmark for other regions.

Sharon Cousins-O'Donnell – who had left the organisation – for her contribution over the past four years as the Waikato CDEM Group Training and Exercise Coordinator. The Chair noted that Sharon received praise for her work across groups and was expressly thanked by the Chair.

Matthew Pryor – who would be leaving – for his contribution over the past year as the Waikato CDEM Group Community Resilience Coordinator. The Chair thanked Matthew for his work and advised his focus on social marketing had boosted the profile of the Waikato CDEM to a national level.

Waikato CDEM Group Plan

File: 33 10 01 (Agenda Item 4) Doc # 6522416, 6536068

The report provided the Joint Committee with an overview of the proposed Waikato CDEM Group Plan, and request approval to proceed to the public consultation stage of the project. The Team Leader GEMO (Greg Ryan) and Group Controller (Lee Hazelwood) were present to take members through the plan and respond to any queries.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Within Section 8 (Partnerships), the map provided for the St John was not correct in the North, and the Fire Service Region 2 extended through to Gisborne. Members were advised the maps would be reviewed and updated following the meeting and prior to going to public consultation.
- Within Section 4 (Resilience) – a member noted a disconnect in the Statistics and Goals when compared with the Community Resilience plans. Members were advised that there would be explanatory notes included within the Introduction that would expand on the information that the graphic provided and explained what the tool was actually a measure of (Civil Defence readiness rather than Community resilience).
- Members noted that Section 5 related to organisational readiness and Section 3 (Reduction) would acknowledge the work that had been done.
- On page 50, point 3.5.3 – a definition was requested to determine what would be an acceptable risk by a Territorial Authority and by the public. This was sought as a way to bridge the gap between the two expectations.
- On Page 41 and Page 42 it was highlighted that the perception of the colour charts would be a risk to any one with colour blindness. Staff advised that they would look at the charts as part of the public consultation process.
- Members queried why drought was considered a “Very High” risk for Civil Defence. Members were advised that Civil Defence would be involved in the consequences of a drought particularly welfare of those in the community affected by a drought.
- Within the “Moderate” risks Terrorism was considered to be more likely in the realm of eco terrorism that would impact on the region, and the region’s economy rather than international terrorism that may have more of a national impact. Should this change, the scenario that is used to evaluate terrorism risk would change, possibly resulting in a higher risk assessment. It was noted that risk is not static and would be re-evaluated throughout the five-year cycle of the plan.
- Waikato’s CDEM staff provided support for the Regional Council’s response to the Velvetleaf incursion.
- Concern was noted that Coastal erosion and global warming were not higher on the list of risks. Members were advised that the risk was based on a 100 year event that was becoming more and more frequent. The purpose of the table was to identify risks for Civil Defence and ensure the level of response was appropriate.
- Members acknowledged the amount of work and staff time taken to get the Group Plan Review to this point. Staff were thanked for their efforts.
- Members were provided with the dates for Public consultation, Hearings and Deliberations. Following the meeting of the Joint Committee in September 2016, to make the final decisions on the plan, the Plan would be released for Ministerial Approval and was expected to be returned for Committee approval at the meeting in November. Members were advised that the Committee was not discharged at the end of the triennium and the members would remain until membership of the Committee was determined by each of the member Councils.
- Members sought consideration to hold the Hearing and Deliberations on the same day if possible. Members were advised it would depend on the number of submissions and people seeking to be heard within the hearings but staff would look in to the options available.

Cr French moved/Cr Church seconded

RESOLVED

CD16/12

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*Waikato CDEM Group Plan review*” (Doc # 6522416, dated 1 June 2016) for information.

(b) ...approve the proposed *Waikato CDEM Group Plan* (Doc # 6536068) for public consultation.

The motion was put and carried (CD16/12)

SCHEDULE B: (FOR RECOMMENDATION TO COUNCIL)

GECC Accommodation

File: 30 10 01 (Agenda Item 5) Doc # 6307585

The report provided the Joint Committee with an update regarding the review of the GECC accommodation arrangements, along with requesting a recommendation regarding the options currently available. The Team Leader GEMO (Greg Ryan) and Group Controller (Lee Hazelwood) were present to take members through the report and respond to any queries.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Members were advised that an All Hazards Centre with either Police or the NZ Fire Service was not in the immediate future for either organisation. The rental agreement was due to expire on 150 Victoria Street, Hamilton and the GEMO and Waikato Regional Council staff would be moving from the premises.
- The GEMO would initially relocate to the Deloitte building with other Waikato Regional Council staff, however it was considered impractical to remain at that location as it was not an Importance Level 4 (IL4) building nor did it support the desired level of integrated response.
- The Bryant Trust were building a building for Genesis Energy that would provide an IL4 space for the GEMO and provide an opportunity to further build on the stakeholder relationship held with Genesis. The building was occurring in central Hamilton on Ward Street, opposite Seddon Park.
- Members agreed that the six year term would provide for further discussions with either Police or the NZ Fire Services to continue around an All Hazards Centre, and should that still not be an option then a right of renewal for a further six years would provide certainty for GEMO staff.
- The recommendation of the Committee would be presented to Waikato Regional Council at the Council meeting on 30 June 2016.

Cr Vercoe moved/Mayor Tregidga seconded

RESOLVED

CD16/13

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*GECC accommodation review*” (Doc # 6307585, dated 7 June 2016) for information.

(b) ...recommend to the Waikato Regional Council that Option 1 (establish the GECC at the new Genesis Energy building for a 6 year term with a right of renewal for a further 6 years) be adopted in order to address the current GECC accommodation issues.

The motion was put and carried (CD16/13)

SCHEDULE A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 6) Doc # 6517819

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting on 20 May 2016. The CEG Chair (Langley Cavers) advised members of a review that was occurring of the CEG regarding effective operation.

Cr Hunter moved/Cr Lee seconded

RESOLVED

CD16/14

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*Summarised CEG minutes*” (Doc # 6517819, dated 1 June 2016) for information.

The motion was put and carried (CD16/14)

GEMO Report

File: 33 10 01 (Agenda Item 7) Doc # 6521960

The report provided a consolidated update on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Members were advised of a new Hazards application that was free and for use on smart phones. The GEMO would be ensuring there was promotion of the application to the public.
- The area of interest is determined by the user as a radius from a point on a map. Parameters could also be set by the user to determine what notifications would be received.
- There would be tutorials being rolled out through social media.
- As an ongoing item introducing members of the GEMO to the Joint Committee, Team Leader GEMO (Greg Ryan) provided his background to members.

Cr Bannon moved/Cr Goddard seconded

RESOLVED

CD16/15

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report "*GEMO report*" (Doc # 6521960, dated 1 June 2016) for information.

The motion was put and carried (CD16/15)

MCDEM Report

File: 33 10 01 (Agenda Item 8) Doc # 6521969

Due to the absence of Suzanne Vowles of the Ministry of Civil Defence and Emergency Management, the report was not received.

Items for Next meeting

File: 03 04 18 (Agenda Item 9)

The report provided for discussion on items for inclusion at the next meeting on 5 September 2016.

- Waikato CDEM Group Plan (approval for ministerial feedback).
- Informal barbecue or gathering for the members of the Joint Committee suggested to follow the final meeting of the triennium.

Meeting closed at 2.45pm

Doc # 7896058

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00pm on Monday 5 September 2016.

MEMBERS:

- Waikato Regional Council**
Cr H Vercoe
- Hamilton City Council Representative**
Cr L Tooman
- Hauraki District Council Representative**
Cr M McLean
- Matamata Piako District Council Representative**
Cr B Hunter
- South Waikato District Council Representative**
Cr T Lee
- Taupo District Council Representative**
Cr APark
- Thames Coromandel District Council Representative**
Cr P French
- Waikato District Council Representative**
Cr JChurch
- Waipa District Council Representative**
Cr J Bannon
- Waitomo District Council Representative**
Cr A Goddard

STAFF: CEG Chair (L Cavers), Acting Team Leader GEMO (J Snowball), Group Plan Project Manager (G Ryan), Democracy Advisor (J Cox),

APOLOGIES

- Waikato Regional Council**
Group Controller (L Hazelwood)
- Ministry of Civil Defence & Emergency Management**
S Vowles

Accepted

The Chair opened the meeting and noted prior to the business of the meeting the announcement on 5 September 2016 of Minister Nicki Kaye stepping down from her ministerial portfolios to focus on her health. It was noted that Minister Gerry Brownlee would be acting in the role of the Ministry of Civil Defence and Emergency Management.

Cr Vercoe moved/Cr Park seconded

CD16/16 **THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the announcement by Minister Nicki Kaye and send a note of support.**

The motion was put and carried (CD16/16)

The Chair further noted he had recently spoken with Ron White of the Thames Valley Civil Defence and Emergency Management Committee and noted his wife who had also supported the TVCDEM over the years, was ill.

Cr Vercoe moved/Cr Hunter seconded

CD16/17 THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the work by Ron White of the Thames Valley Civil Defence and Emergency Management Committee and send a note of support.

The motion was put and carried (CD16/17)

Confirmation of Agenda

(Agenda Item 1)

Cr Tooman moved/Cr Church seconded

CD16/18 THAT the agenda of the Waikato Civil Defence Emergency Management Group of 5 September 2016 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD16/18)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

Minutes of Previous Meeting

File: 03 04 18 (Agenda Item 3) Docs #

Councillor Church noted a correction for the date and time on the minutes of the Hearing and Deliberations meeting on 8 August 2016.

Cr French moved/Cr Bannon seconded

CD16/19 THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 13 June 2016 and the minutes of the Hearing and Deliberations of the Review of the Group Plan meeting of 8 August 2016 be received and approved as true and correct records.

The motion was put and carried (CD16/19)

Update on the GECC Facility

File: 33 10 01 (Agenda Item 4) Doc # 9008714

The report provided the Joint Committee with an update on relocation of the GECC facility. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The conceptual floorplan has been completed and following the agreement with Hamilton City Council which confirmed resources, the development of the space within the new facility has been outsourced to Property Group who will be working with Foster Group on behalf of the GEMO.
- Funding models had been agreed between the GEMO, Waikato Regional Council and Hamilton City Council.
- The inclusion of Hamilton City Council's City Safe team will provide for positive situational awareness with the incorporation of the city cameras. Work was underway with NZTA to also include access their regional cameras for the facility.
- The Chair acknowledged the Hamilton City Council and Councillor Tooman for his efforts in supporting the recommendation and making the decision to include staff within the CDEM group. It was noted to have been a unanimous vote and was a positive step forward.

Cr Hunter moved/Cr Lee seconded

RESOLVED

CD16/20

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report "Update on GECC facility" (document 9008714, dated 25 August 2016) for information

The motion was put and carried (CD16/20)

Update on Hamilton City Council Service Level Agreement

File: 33 10 01 (Agenda Item 5) Doc # 9009474

The report provided an update on the Hamilton City Council Service Level Agreement. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Hamilton City Council were comfortable with the plan as had been laid out by the GEMO in the staff increasing from 1 to 3.5. The 3.5 would reduce to 2.5 FTE after two years. The council already had vacancies. It was further proposed that the .5 position being reduced to .2 over time would be on an administration basis rather than staffing basis where by it would be one individual reducing effort to the role for Hamilton City over time.

Cr McLean moved/Cr Goddard seconded

RESOLVED

CD16/21

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Update on Hamilton City Council Service Level Agreement” (document 9009474, dated 25 August 2016) for information.**

The motion was put and carried (CD16/21)

Joint Committee Members’ Powers during Elections

File: 33 10 01 (Agenda Item 6) Doc # 9009684

The report provided the Joint Committee with an overview of their powers during elections. Acting Team Leader – GEMO (J Snowball) spoke to the report and the CEG Chair (Langley Cavers) responded to the Joint Committee’s questions.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- CEG and GEMO had been advised that the process that had been in place following the previous triennial election may have changed and formal word was expected from the Ministry. The update was not available at the time of sending the agenda, or at the meeting and the members would be advised as soon as it had been received.
- Members were advised that if there were a local event the mayor would only be able to declare once sworn in, or the Ministry would assist in making a declaration. Any changes were not expected to be major and there were a number of work arounds. It was noted that the period of concern was only between 8 October and the first triennial meeting or ordinary meeting of each council where councillors were sworn in and members would be appointed to the Joint Committee.
- The Chair of the Joint Committee would be able to assist the local authority by making a declaration and in his absence the Deputy Chair – being Councillors Vercoe and French.
- A member noted the absence of the MCDEM representative and felt it would be appropriate for a representative or alternate to be representing MCDEM at every meeting. While the written update on legislation was not available for the Joint Committee, the member felt an opportunity was lost not having a representative for members to direct questions to.

Cr Bannon moved/Cr French seconded

RESOLVED

CD16/22

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Joint Committee Members’ Powers during Elections” (document 9009684, dated 25 August 2016) for information.**

The motion was put and carried (CD16/22)

CDEM Group Plan – Approval for Submission to Minister for Comment

File: 33 10 01 (Agenda Item 7) Docs # 9010813, 8931589

The report provided the Joint Committee with an update regarding the review of the Waikato CDEM Group Plan, along with seeking their approval to release the Proposed Waikato CDEM Group Plan to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act). The Project Manager (Greg Ryan) was present to speak to the report and respond to questions of the Joint Committee.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The amendments made at the meeting of the Hearing and Deliberations of the Group Plan on 8 August 2016 were reflected in the plan.
- It was noted for members that the discussion around territorial authorities Business Continuity Plans was reflected within the amendment to Point 37 on page 68 of the agenda.
- In response to the addition of Local Iwi to the list of groups/organisations/persons for consultation, it will include “where appropriate”. It would be the authoriser of the declaration and the advisors to determine in each case whether it was appropriate to consult with Iwi.
- The maps would all be consistent and reflect the jurisdictional boundary points.
- Following the meeting the plan would be forwarded to the Minister for review over 20 working days. The plan would be reported to the new committee in November 2016. It was noted that the project had been completed within scope, within budget and within the timeframes required.

Cr Park moved/Cr Church seconded

RESOLVED

CD16/23

THAT the Waikato CDEM Group Joint Committee...

- (a) **...receive this report “Waikato CDEM Group Plan review” (discover ID 9010813, dated 25 August 2016) for information.**
- (b) **...approve the Proposed Waikato CDEM Group Plan to be released to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act).**

The motion was put and carried (CD16/23)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 8) Doc # 9008212

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 19 August 2016. The CEG Chair (Langley Cavers) responded to questions from the Joint Committee.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Following a review of CEG processes CEG had decided to step back from the Civil Defence role they had. There was a group structure change, with current and new technical groups and working parties able to provide strategic advice to the

CEG allowing them to have a more strategic focus There was an effective relationship between CEG and the Waikato Regional Council with a service level agreement that confirmed the use of Regional Council resources for the GEMO.

- CEG and Waikato Regional Council were working to modify the service level agreement to reduce conflict between the Executive arm of Civil Defence (CEG) and the employer (Regional Council). This would alleviate the effect of decisions of Council on the GEMO such as staff restructures.

Cr Lee moved/Cr McLean seconded

RESOLVED

CD16/24

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Summarised CEG minutes” (discover ID 9008212, dated 25 August 2016) for information.**

The motion was put and carried (CD16/24)

GEMO Report

File: 33 10 01 (Agenda Item 9) Doc # 9007519

The report provided a consolidated update on the work the Group Emergency Management Office was undertaking, including key projects and any additional matters for Joint Committee attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Members noted the value that the CDEM group brought to the regions response to the Velvetleaf problem. It was noted in the beginning there had been silos to the event rather than a delegation of people responding to the event together.
- A member asked staff to identify which projects were not complete and were advised that the work stream that dealt with volunteers was incomplete based on the vacancy in the Community and Resilience Co-ordinator role and within the ICT area due to changes in staffing. Training had fallen behind, again because of vacancies but support had been received from Waikato District Council and Thames Valley CDEM.
- The labour budget was on target not reflecting the vacancies, which indicated less leave had been taken and more time spent on projects. Once full staffing was achieved the leave balances would be impacted.

Cr Church moved/Cr Bannon seconded

RESOLVED

CD16/25

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “GEMO Report” (document 9007519, dated 25 August 2016) for information.**

The motion was put and carried (CD16/25)

Items for Next Meeting

File: 03 04 18 (Agenda Item 10)

The item provided for discussion on items for inclusion at the next meeting.

- Group Plan
- Induction process (assuming new members to the Joint Committee)
- Update on the GEMO structure.

Prior to closing the meeting the Chair presented an award to Greg Ryan for his diligent work with the GEMO since 2012. It was noted that Greg Ryan was now a Principle Advisor for the Waikato Regional Council in the Integrated Catchment Management Directorate.

Members were thanked for their contributions to the Joint Committee over the triennium and Langley Cavers for his participation to the Committee as CEG Chair as well as the work of the staff. The Chair noted everyone worked well and it had been a rewarding group to chair.

Meeting closed at 2.18 pm.

Doc # 9010236

Open Meeting

To	Policy & Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	1 Novemeber 2016
Prepared by	Kelly Newell
Chief Executive Approved	Y
Reference/Doc Set #	1633734
Report Title	Civil Defence Emergency Management Overview

1. EXECUTIVE SUMMARY

To give the Committee an overview of Civil Defence Emergency Management (CDEM).

2. RECOMMENDATION

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

3. ATTACHMENTS

Attachment - Councillor Introduction to CDEM PowerPoint.

Civil Defence Emergency Management (CDEM)
Councillor Induction Information
2016



WE ARE ALL CIVIL DEFENCE





WAIKATO REGION
EMERGENCY MANAGEMENT

“Sometimes it does us a power of good to remind ourselves that we live on two volcanic rocks where two tectonic plates meet, in a somewhat lonely stretch of windswept ocean just above the Roaring Forties.

If you want drama – you’ve come to the right place”

Sir Geoffrey Palmer

WAIKATO REGION
EMERGENCY MANAGEMENT

Our Hazards





WAIKATO REGION
EMERGENCY MANAGEMENT

Three acronyms you need to know

CDEM - Civil Defence and Emergency Management

4Rs - Reduction, Readiness, Response and Recovery

Group vs GEMO



CDEM ACT 2002

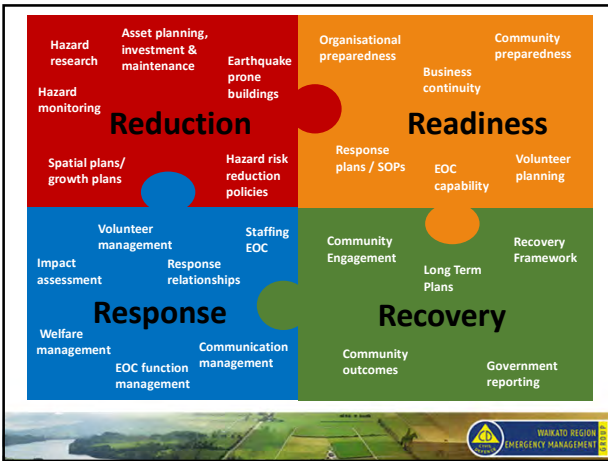
- Promotes sustainable management of hazards
- Enables communities to identify risk and be prepared
- Outlines arrangements of reduction, readiness, response and recovery
- Defines the coordination and collaboration of CDEM activities
- Encourages coordination and integration across agencies and sectors
- Provides the powers necessary to manage an event

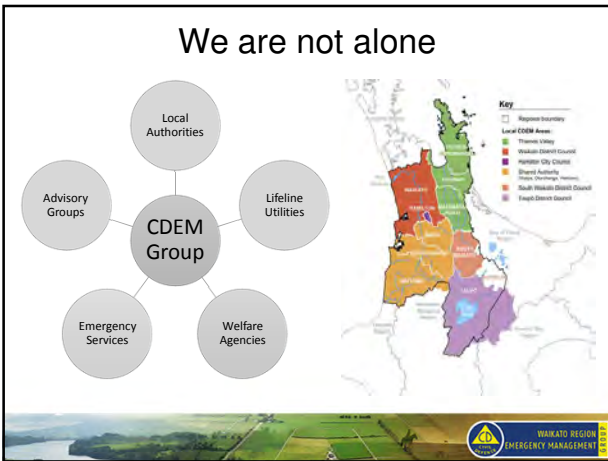


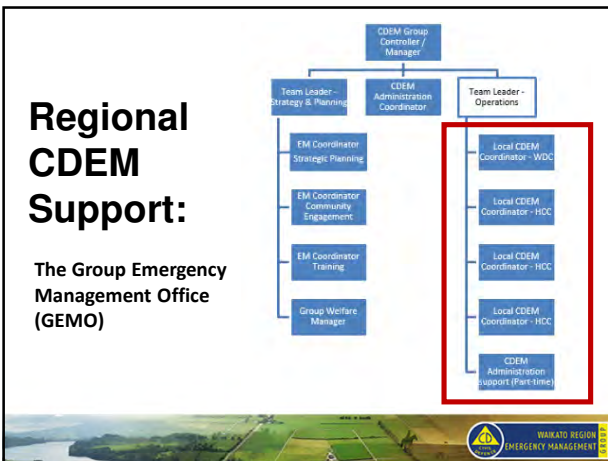
Section 64 – Duties of Local Authorities

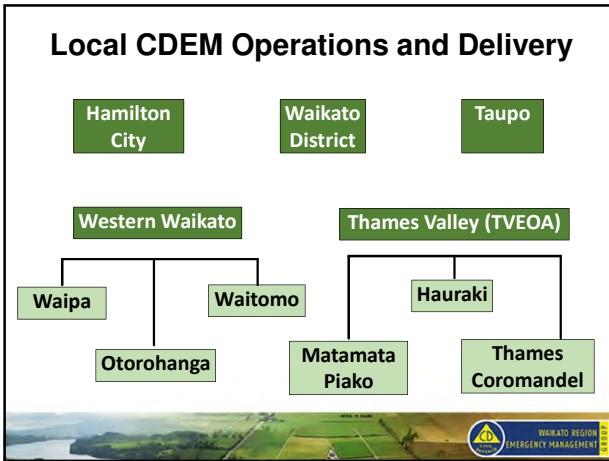
1. A local authority must plan and provide for civil defence emergency management within its district
2. A local authority must ensure it is able to function to the fullest possible extent, even though this may be a reduced level, during and after an emergency











Who is your local contact person?

Insert photo

Insert name
Local CDEM Coordinator

Insert photo

Local CDEM Controller

Insert name

Insert photo

Insert photo

Local Recovery Manager

Insert Name

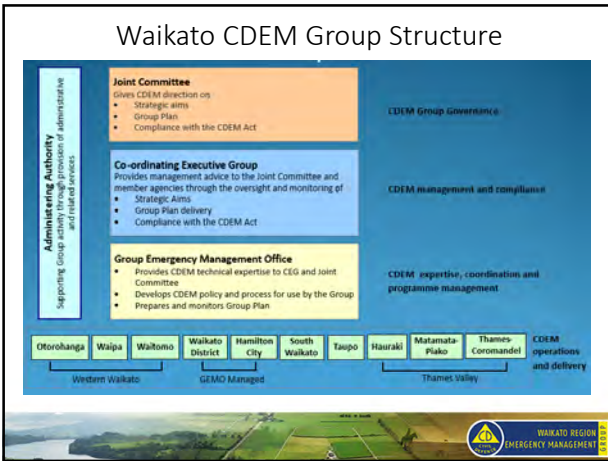
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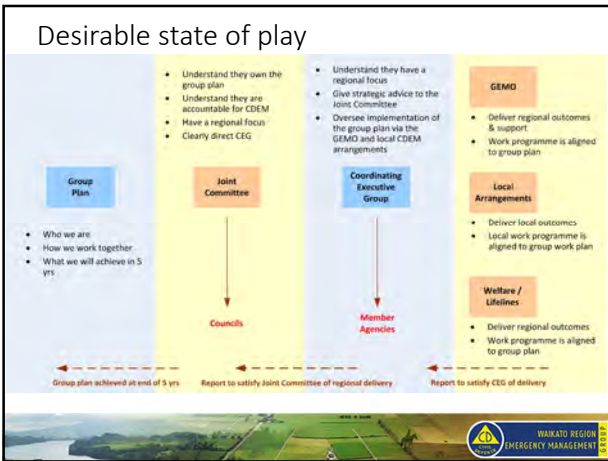
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Local Welfare Manager

Insert Name

Insert photo



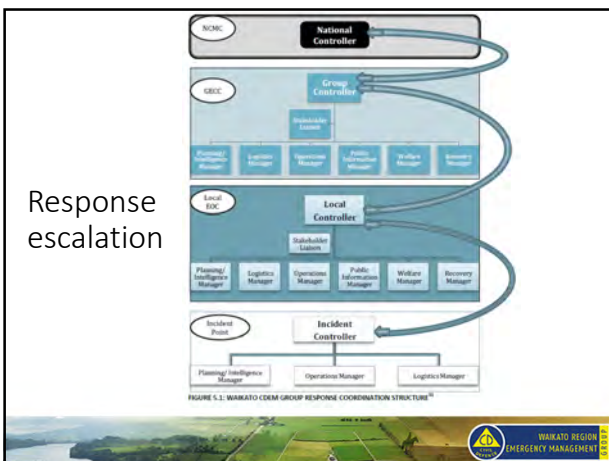




Coming soon....







Local response (district wide)



Local response (group wide)



National response



Waikato CDEM Group Focus

- 2011 – 2012: Building infrastructure, administrative excellence and developing processes/plans.
- 2013-2015: Practical application of processes and plans to enhance overall capabilities. Building of community resilience (training, exercising and developing community response planning)
- 2016 – 2021: Continuation of capability enhancement and developing community resilience. Adding organisational collaboration, and hazard/risk reduction.



Back to you





Questions?



Appointment to the Joint Committee

Key responsibilities:

- Direction
- Approval of annual work programme and budget
- Policy/Strategy development workshops
- Promotion of CDEM to council and the community

Meetings for 2017:

- March (Informational)
- June (Progress reports)
- September (End of year report/Strategic look ahead)
- November (approval of annual work programme & budget)




Event Response

- Responsible for declaration of state of emergency for the group
- Accountability and responsibility for managing an event resides solely with the Local or Group Controller
- Authority to remove Controller

Declaration - According to the Group Plan:

1. Chair (Group declaration)
2. Deputy Chair (Group declaration)
3. Any other member (Group declaration)
4. Local Mayor (Local declaration only)





WaikatoCivilDefence
CivilDefenceWKT
WaikatoCivilDefence

“We are all Civil Defence”



Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	7 November 2016
Chief Executive Approved	Y
DWS Document Set #	1634382
Report Title	Chief Executive's Business Plan

1. EXECUTIVE SUMMARY

The Chief Executive's Business Plan is a summary of progress on the Chief Executive's Performance Agreement which took effect on 1 July 2016.

2. RECOMMENDATION

THAT the report from the Chief Executive – *Chief Executive's Business Plan* – be received.

3. BACKGROUND

The Chief Executive's Business Plan is a summary of progress on a number of issues targeted by Councillors.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Plan is a summary of progress on specific issues. It enables staff and Councillors to focus on the big issues and ensures that attention is given to those things that really matter. The Plan is in line with the Chief Executive's Performance Agreement for 2016/2017 which was adopted in June.

The Council recently approved a list of key stakeholders which will be used to provide feedback on the performance of the Chief Executive.

4.2 OPTIONS

The list of projects has been agreed by Council.

The Plan is consistent with the Chief Executive's Performance Agreement recently approved by Council.

5. CONSIDERATION

5.1 FINANCIAL

Any identified financial implications will be raised with Council as needed.

5.2 LEGAL

As part of undertaking the work detailed in this plan, Council needs to ensure that the approach taken is consistent with the Purpose of Local Government.

In other words, 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.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report contains the strategic issues that Council is focused on. The Chief Executive's Business Plan has been updated to align to the Chief Executive's Performance Agreement.

Iwi and Tangata Whenua have been, or will be consulted on at least some of the key projects or initiatives referred to in the report. Iwi involvement is intended as part of the list of key stakeholders.

The projects in the list link to at least one community outcome or wellbeing. They also link to at least one LTP key goal.

The list has been updated in line with the Chief Executive's Performance Agreement agreed in June.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The report does not trigger any concerns about significance of the projects being discussed.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The report provides a summary of what progress is being made on the various issues. It is for information at this stage of the year.				

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

The assessment depends on the issues involved.

6. CONCLUSION

The schedule summarises progress on the key issues agreed with Council.

7. ATTACHMENTS

Chief Executive's KPI worksheet.

Chief Executive's KPIs

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met	
1. Responsiveness and resolution of Service Requests logged (linked to LTP key goal of community engagement)	1.1	Completion of service requests within set timeframes for the year > 90%	1.1	<ul style="list-style-type: none"> 89.59% of service requests for the year to 31 August 2016 have been completed on time. We are slightly behind target. 	
	1.2	The total of overdue service requests < 110 on average for the year.	1.2	<ul style="list-style-type: none"> The total overdue service requests (against completion target) averaged 113 at the end of October 2016. We are slightly behind target. 	
2. Reduction in carry forward works (linked to LTP key goals of affordability and community engagement)	2.1	Reduction in controllable carry forward works by more than 10% in dollar terms for the year ended 30 June 2017 (e.g., non-controllable projects such as development contribution funded projects, grants and donations and discretionary funds are not included in this calculation).	2.1	<ul style="list-style-type: none"> Work is commencing on the 2016/2017 work programme. Outstanding projects from 2015/2016 are being worked on in order to tender and complete these projects during this financial year. At this stage progress is behind budget but starting to increase as the weather improves. 	
3. Regional Initiatives – undertake works across councils and across the Waikato Regional that promote: <ul style="list-style-type: none"> Efficiency Common purpose Affordability Collaboration Community 	3.1	Waters Review – Develop and implement an agreed process for the Waters CCO, subject to Council's decision.	3.1	<ul style="list-style-type: none"> The waters CCO will be covered in detail as part of several presentations and through the induction process. A decision from council will be sought in early 2017 about whether to support the current proposal. The mayors are holding an initial discussion in mid November to assess the initial views of each council. 	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
<p>engagement</p> <p>(Linked to LTP key goals of affordability, economic development and community engagement)</p>	3.2	<p>Waikato Plan – Demonstrate the impact the Chief Executive has made in relation to the:</p> <ul style="list-style-type: none"> - Waikato Plan - Regional Sports Facilities Plan <p>Which is consistent with Council's aspirations and expectations.</p>	3.2	<p>The Chief Executive has played a part in encouraging Iwi involvement in the Waikato Plan.</p> <p>He is also actively involved in the Chief Executive's steering group for this project.</p> <p>Of the ten councils involved in the Regional Sports Facility Plan, nine have now signed the Memorandum of Understanding. This has been driven by the Chief Executive.</p>	
<p>4. Economic Development – the District grows and prospers (linked to LTP key goal of economic development).</p>	4.1	<p>Agree an Implementation Plan for 2016/2017.</p>	4.1	<p>A full report on progress was provided to the August Strategy & Finance Committee meeting.</p>	
	4.2	<p>The agreed projects in the Implementation Plan are delivered by 30 June 2017.</p>	4.2	<p>A full report on the progress of economic development was considered by the September Strategy & Finance Committee.</p>	
<p>5. Roading Alliance – Council has let a \$150 million contract to the Alliance with Downers/HEB for the delivery of road maintenance and related services (linked to the LTP key goals of affordability and community engagement).</p>	5.1	<p>The financial performance of the Waikato District Alliance is such that a gain share payment is due at the end of the financial year.</p>	5.1	<p>This is an end goal which both Council and Downer will be working to achieve throughout the year.</p>	
	5.2	<p>Achieve 80% of targets set in the Waikato District Alliance key performance indicator dashboard.</p>	5.2	<p>Of the 30 targets set for the Alliance:</p> <ul style="list-style-type: none"> - 21 achieved target - 1 is between 80-100% of target - 8 are annual measures which will be 	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
	5.3	Provide a report to the appropriate committee on a monthly basis that covers all aspects of the Alliance model.	5.3	available at the end of the year The Alliance is covered through the Service Delivery monthly report. A specific Alliance update report was also considered by the Infrastructure Committee in September.	
<p>6. Transformational organisational change.</p> <p>- Outline what initiatives and actions are being undertaken to ensure an engaged and committed workforce (linked to the LTP key goal of community engagement).</p>	6.1	Implement all of the 2016/17 strategies for the Zero Harm Strategic Plan.	6.1	<ul style="list-style-type: none"> ▪ A number of the actions have been completed and some are ongoing. Regular updates will be provided on progress. 	
	6.2	An improvement of 4.75% or more is demonstrated in the engagement profile from the staff culture survey.	6.2	<ul style="list-style-type: none"> ▪ The Staff Survey will be undertaken in early 2017. ▪ Recent initiatives around culture have been a guest speaker about wellness, the introduction of a wellness programme (Tracksuit Inc) and staff culture workshops. 	
	6.3	Undertake 360 degree feedback of key stakeholders, including developers, iwi, Audit & Risk Chair etc.	6.3	<ul style="list-style-type: none"> ▪ A suggested list of key stakeholders has been agreed. ▪ Work will commence on the engagement part of this project shortly. 	
6.4	Develop an action plan for Council by 30 June 2017, in relation to improvements identified by the feedback.	6.4	<ul style="list-style-type: none"> ▪ The engagement by means of a survey will provide the feedback for the Action plan. 		

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met	
7. General Management	7.1	That the Audit and Risk Committee undertakes process reviews on targeted areas, and that any “red flags” are raised, discussed and incorporated by mutual agreement into KPIs.	7.1	<ul style="list-style-type: none"> ▪ The induction process for the new council is well underway. 	
	7.2	That the Chief Executive provides oversight in the implementation of the Open Spaces Contract.	7.2	<ul style="list-style-type: none"> ▪ The Open Spaces Contract commenced on 1 August. The contract appears to be progressing satisfactorily, including the use of local sub contractors. ▪ Workloads within the organisation are high with consent numbers continuing at record levels (Building Consents up 34% in workload terms and resource consents up 33%). ▪ A meeting has been held with Pokeno Land Consortium to understand their pending requirements. 	

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	7 November 2016
Prepared by	Deborah Lee Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	1634342
Report Title	2016 Meeting Calendar

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. BACKGROUND

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

The Council timetable going forward has been set following the 2016 elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

Whilst no workshops have been scheduled going forward as yet, the remainder of the induction timetable is as follows:

Wednesday 9 November	Bus Tour 1 – Issues and key business related: Water	8.30am – 5pm approx
Friday 18 November	Nga Kaupapa Maaori induction	9.00am – 1pm
Wednesday 23 November	Sub-regional Council briefing- Don Rowlands Centre, Karapiro Includes but not limited to: Waters Council Controlled Organisation(CCO), Waikato Plan, Future Proof and other Growth Strategies, Healthy Rivers	8.30am – 3.30pm
Thursday 24 November	LGNZ training – Elected Member Induction - Hamilton New elected member training from LGNZ	8.30am – 5pm
Wednesday 30 November	Bus Tour 2 – Issues and key business related: Growth and Infrastructure	8.30am – 5pm approx
Wednesday 7 December	The S17a Review of Delivery of Services Wastewater - Continuous Improvement Programme (CIP) Halls study Northern facilities study North Waikato studies (passenger transport) Waikato Expressway Councillor Enquiry register	9.00am – 3.30pm
Wednesday 14 December	Media & Social Media learning and training	9.00am – 1pm

The following council and committee meetings have also been scheduled to the end of 2016:

Tuesday 15 November	Policy & Regulatory Committee	9.00am – 12.30pm
Tuesday 22 November	Infrastructure Committee	9.00am – 12.30pm
	Strategy & Finance Committee	1.00pm – 4.30pm
Monday 5 December	Council	1.15pm – 3.15pm
Wednesday 14 December	Audit & Risk Committee	1.00pm – 3.00pm

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

6. CONCLUSION

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

7. ATTACHMENTS

Nil.