

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 14 MARCH 2016** commencing at **1.15pm.**

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

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<b>2.</b>	<b><u>CONFIRMATION OF STATUS OF AGENDA ITEMS</u></b>	
<b>3.</b>	<b><u>DISCLOSURES OF INTEREST</u></b>	
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G J Ion  
**CHIEF EXECUTIVE**  
 Agenda2016\ccl\160314\_CCL\_Order Paper

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	16 February 2016
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1150150
<b>Report Title</b>	<b>Confirmation of Minutes</b>

#### **1. Executive Summary**

To confirm the minutes of a meeting of the Waikato District Council held on Monday 15 February 2016.

#### **2. Recommendation**

**THAT the minutes of a meeting of Waikato District Council held on Monday 15 February 2016 be confirmed as a true and correct record of that meeting.**

#### **3. Attachments**

Attachment: Minutes 15 February 2016



**MINUTES** of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 15 FEBRUARY 2016** commencing at **1.20pm.**

Present	<p>His Worship the Mayor Mr AM Sanson          Cr JC Baddeley          Cr J Church          Cr DW Fulton          Cr J Gibb          Cr WD Hayes          Cr SD Lynch          Cr RC McGuire          Cr L Petersen          Cr J Sedgwick          Cr NMD Smith <i>[until 3.15pm]</i>          Cr MR Solomon          Cr CS Tait</p>
Attending	<p>Mr TG Whittaker (Acting Chief Executive)          Ms S Duignan (General Manager Customer Support)          Mr T Harty (General Manager Service Delivery)          Mrs LM Wainwright (Committee Secretary)          Mr R MacCulloch (Regulatory Manager)          Ms S Courtney (Property Maintenance Officer)          Mr K Lockley (Zero Harm Manager)          Mr N Miller (Chairperson, Onewhero-Tuakau Community Board)          Mr B Cameron (Member, Onewhero-Tuakau Community Board)          Mr L Muldowney (Tompkins Wake)          Member of the public</p>

**WDC1602/01      APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Church/Sedgwick)**

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

**CARRIED on the voices**

**WDCI602/02      CONFIRMATION OF STATUS OF AGENDA ITEMS**WDCI602/02/1      **Resolved: (Crs Sedgwick/McGuire)**

**THAT** the agenda for the meeting of the **Waikato District Council** held on **Monday 15 February 2016** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 9 which shall be considered with the public excluded.

**CARRIED on the voices**

**WDCI602/03      DISCLOSURES OF INTEREST**

Crs Gibb, Smith and Tait advised members of the Council that they would declare a conflict of interest in item PEX 3.1 [*Local Alcohol Policy Appeal Update*].

**WDCI602/04      CONFIRMATION OF MINUTES**WDCI602/04/1      **Resolved: (Crs Petersen/Church)**

**THAT** the minutes of a meeting of the **Waikato District Council** held on **Monday 14 December 2015** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**WDCI602/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**WDCI602/06      COMMITTEE AND DEPARTMENT REPORTS****WDCI602/06/1      Infrastructure Committee**WDCI602/06/1/1      Capital Budget – Tuakau War Memorial Town Hall  
Item 6.2.1

The General Manager Service Delivery gave a verbal presentation and answered questions of the committee.

Mr Miller and Mr Cameron gave a verbal presentation and answered questions of Council.

**Resolved: (Crs Hayes/Petersen)**

**THAT** the report of the **General Manager Service Delivery – Capital Budget Allocation – Tuakau War Memorial Hall** - be received;

**AND THAT** subject to compliance with Council's procurement policy, the project to convert/upgrade the Tuakau War Memorial Hall bathroom facilities and the sound and video system be approved;

**AND FURTHER THAT** the funds of \$29,454 for the bathroom conversion and up to \$70,000 for the replacement of the sound and video system be released from the Tuakau War Memorial Hall (Targeted Rate) Reserve (8825) and the project ICCI0095-C0-0000-0116 be created.

**CARRIED on the voices**

**WDC1602/06/2** **Policy & Regulatory Committee**

WDC1602/06/2/1 Receipt of Committee Minutes – Meeting held on 17 November 2015: Procurement Policy and Manual Resolution only  
Item 6.1.1

**Resolved: (Crs Fulton/McGuire)**

**P&R1511/07/5** **Procurement Policy and Manual**

**THAT** Council approves the revised policy and manual and rescinds the existing policy.

**CARRIED on the voices**

WDC1602/06/2/2 Zero Harm Report  
Item 6.1.2

**Resolved: (Crs Baddeley/Gibb)**

**THAT** the report of the Chief Executive – *Zero Harm Update* – be received.

**CARRIED on the voices**

WDC1602/06/2/3 Regional Services Fund  
Item 6.1.3

**Resolved: (Crs Smith/Fulton)**

**THAT** the report of the Chief Executive – *Regional Services Fund* – be received;

**AND THAT Waikato District Council supports Waikato Regional Council's Proposal to establish the Waikato Regional Services Fund;**

**AND FURTHER THAT the organisations that will be receiving funding support through the Waikato Regional Services Fund will not be funded by Council for the same purposes;**

**AND FURTHER THAT Council will communicate its support of the Waikato Regional Council proposal to the community through our engagement on year 2 of the LTP 2015-2025.**

**CARRIED on the voices**

**WDC1602/07**

**COMMUNITY BOARD MINUTES**

WDC1602/07/1

Onewhero-Tuakau Community Board – Meeting held on Monday 7 December 2015

**Resolved: (Crs Petersen/Church)**

**THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 7 December 2015 be received.**

**CARRIED on the voices**

WDC1602/07/2

Taupiri Community Board – Meeting held on Monday 7 December 2015

**Resolved: (Crs Solomon/Gibb)**

**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 7 December 2015 be received.**

**CARRIED on the voices**

WDC1602/07/3

Raglan Community Board – Meeting held on Tuesday 1 December 2015

**Resolved: (Cr Baddeley/His Worship the Mayor)**

**THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 1 December 2015 be received.**

**CARRIED on the voices**



**WDC1602/08      COMMUNITY COMMITTEE MINUTES**

WDC1602/08/1      Meremere Community Committee – Meeting held on Thursday 10 December 2015

**Resolved: (Crs Sedgwick/Petersen)**

**THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 10 December 2015 be received.**

**CARRIED on the voices**

WDC1602/08/2      Tamahere Community Committee – Meeting held on Monday 7 December 2015

**Resolved: (Crs Hayes/Church)**

**THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 7 December 2015 be received.**

**CARRIED on the voices**

**WDC1602/09      EXCLUSION OF THE PUBLIC**

**Resolved: (Crs Baddeley/Petersen)**

**THAT the report of the Chief Executive – *Exclusion of the Public* – be received;**

**AND THAT the public be excluded from the meeting during discussion on the following item of business:**

- 1. Confirmation of Public Excluded Minutes – 14 December 2015**
- 2. Provisional LAP Appeal Negotiation**
- 3. Land Acquisition under the Public Works Act 1981**

**This resolution is made in reliance on sections 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:**

**That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:**

- a) Protect members, or officers, or employees of any local authority, or any persons to whom section 2(5) of the Local**



### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	4 March 2016
<b>Prepared by</b>	Andrew Tester, Senior Policy Advisor, Waikato Regional Council Chris Clarke, Roading Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1468422
<b>Report Title</b>	Early Engagement on the Waikato Regional Transport Committee's Speed Management Project

## **I Executive Summary**

This report updates Waikato District Council on progress of the Waikato Regional Transport Committee's speed management project since last reporting to Council in August 2015. As part of the speed management project, support is also sought for sites in Waikato District to be included as 'demonstration sites', including approval for early public engagement on the demonstration sites to be carried out by the speed management project team in March and April.

## **2 Recommendation**

**THAT** the report of the **General Manager Strategy and Support – Early Engagement on the Waikato Regional Transport Committee's Speed Management Project** – be received;

**AND THAT** Waikato District Council supports the inclusion of 'demonstration sites' for the **Waikato Speed Management Project**;

**AND FURTHER THAT** Waikato District Council approves community engagement on the potential speed limit change sites in **Waikato District**.

## **3 Background**

### Waikato Regional Transport Committee's Regional Speed Management Project

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

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

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

The Guide gives effect to a significant new direction and framework for speed management in New Zealand. It provides a new process for assessing safe and appropriate speeds, and once tested may be incorporated into a future review of the Setting of Speed Limits Rules. The Guide defines safe and appropriate speed as “travel speeds that are appropriate for road function, design, safety and use.”

## **4 Discussion and Analysis of Options**

**4.1** In the past six months significant progress has been made, including:

- Visiting territorial authorities in the region to seek support for the project;
- Selection by the Ministry of Transport of the Waikato region to demonstrate the Guide;
- Development of a project plan and communications strategy;
- Progression of a business case on speed management in the region; and
- Collection and analysis of a significant amount of data to help inform approaches to speed concerns in the region, including community perception data and risk mapping of all roads in the Waikato region.

Over the first six months of 2016 the project team will carry out the following:

- Preparation of the programme business case for use as a supporting document for future funding applications;
- Completion and analysis of the risk assessment of the Waikato region’s road network;
- Ongoing collaboration with territorial authority roading staff as part of the work, with regular updates through the Regional Advisory Group (RAG) which meets every two months;
- Visit territorial authorities to discuss potential demonstration sites; and
- Public engagement on speed management measures at demonstration sites.

For this last bullet point, demonstration sites will be used to prove the process in the Guide and will be supported with technical, communications, and staff resources. The project team requested road controlling authority staff provide potential sites for consideration as demonstration project sites. Tuakau Bridge-Port Waikato Road and Helenslee Road have been identified as areas of concern (identified in Table One), and have been analysed following the process in the Guide. Based on the outcomes of this review, approval is sought to include the areas as demonstration sites for the RTC’s speed management project.

Table One: Proposed demonstration sites

No.	Area	Current speed	Perceived problem to address
1	Tuakau Bridge-Port Waikato Road	100km/h	Unsafe and inappropriate speed limit for the design and use of the road in line with the draft National Speed Management Guide
2	Helenslee Road from Pokeno Road to the overbridge	100km/h (note current lower temporary limit in place)	Unsafe and inappropriate speed limit for the design and use of the road in line with the draft National Speed Management Guide

#### 4.2 Reviewing speed in Waikato District – engaging differently with our communities

As part of demonstrating the draft National Speed Management Guide, nationally there is a long term project to ‘have a new conversation on speed’ and engage with our communities differently regarding speed on our roads. Regionally there is a plan to use a variety of methods to engage with people in the region. As a result we propose a revised process to ensure thorough engagement with communities to have a new conversation with them on speed in Waikato District and further afield. We propose to start with an engagement process that provides for early engagement prior to consulting on the final proposal, the timeline as follows:

Table Two: Proposed timeline for community engagement on speed

Month	Activity
<b>March</b>	<ul style="list-style-type: none"> <li>Approval from Council to be a part of the speed management demonstration project and to engage early on speed at the selected sites in the district, including methods such as social media, information days and supporting material (led/supported by the Regional Speed Management project team).</li> <li>Early on the ground engagement commences, operating within the district, but also regionally.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Early engagement continues.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Outcomes of early engagement reported to the Council.</li> <li>If the early engagement is positive, proposed Speed Limit Bylaw amendments will be proposed, including details of the process and consultation required (speed limits can be amended via resolution in the case of Waikato District Council Speed Limit Bylaw) – when the outcomes of early engagement are understood this can be reviewed and confirmed. In some cases a special consultative procedure may be required, or in the case of a resolution further engagement (consult level) may be sufficient)</li> <li>If the early engagement is not positive then speed limit changes may</li> </ul>

<b>Month</b>	<b>Activity</b>
	not be recommended. However, the Transport Agency will continue to work with Council to reach a solution.
<b>June</b>	<ul style="list-style-type: none"> <li>Engagement period finishes, and feedback is reviewed</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Council considers the feedback from consultation. If changes to the Speed Limits Bylaw can be made via resolution, this would occur now. If a special consultative procedure is required hearings would be held.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>If a special consultative procedure is required, recommendations will be provided to full Council meeting for consideration and approval.</li> </ul>

This approach will provide opportunities for the public in Waikato District to feed in to the development of measures to address speed on the road network, prior to formal consideration of a Bylaw (or any other mechanism), providing opportunities for education and discussion. It is likely several other councils will also have demonstration sites as part of the regional project, and it is hoped similar early engagement will be able to run concurrently. This will assist in creating an environment in the region where speed can be discussed at a local and regional level to build understanding and support.

## **5 Considerations**

### **5.1 Financial**

The RTC's speed management project team will provide the bulk of resource for the engagement, including the development of communications collateral, and labour. It is expected that some resource from Waikato District Council staff will be required as the project team works with the local knowledge of Waikato District Council staff to develop and deliver community engagement.

### **5.2 Legal**

The proposal aligns with the purpose of local government as defined in section 10 of the Local Government Act 2002 that relates to provision of good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. The early engagement may confirm the need for a change to the Speed Limit Bylaw 2011. If this is the case, information will be brought back to the committee to confirm whether a bylaw review is the method to address the outcomes of the engagement. Depending on the outcomes of the engagement, the bylaw may be able to be amended by resolution, or may require a review that follows the special consultative procedure outlined in the Local Government Act 2002.

### **5.3 Strategy, Plans, Policy & Partnership Alignment**

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

## 5.4 Assessment of the Significance & Engagement Policy and of External Stakeholders

At this stage the purpose of the engagement is obtain views and understand community perceptions to inform whether a formal review of the Speed Limits Bylaw is appropriate, and if so, what the exact detail of the proposal would be.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<ul style="list-style-type: none"> <li>• Drop-in sessions</li> <li>• Online survey</li> <li>• Communications collateral</li> <li>• Website</li> <li>• Social media</li> </ul>				

The following stakeholders are proposed to be engaged with:

Planned	In Progress	Complete	Key external stakeholders
Y			Internal
Y			Community Boards/Community Committees
Y			Waikato-Tainui/Local iwi
Y			Households
Y			Business
			Other (please specify)

At this stage with early engagement, the purpose is to gather community feedback from those most likely to be affected by any change to inform any proposed bylaw amendments. If the process continues into a formal bylaw review process, the required actions will be reviewed. Communication will be via social media, print advertising, and drop-in sessions, among other formats.

## 6 Conclusion

The Waikato Regional Transport Committee's Speed Management Project is working towards a regionally consistent approach to speed management. As part of the project, it is proposed to demonstrate a new process for managing speed, with two sites in Waikato District identified as a potential demonstration sites. The proposal outlined in this report seeks approval to engage with the affected community in Waikato District as part of wider regional demonstration project. Once this engagement has been carried out, the outcomes will be presented to Council, potentially with a proposal to formally amend the Speed Limits Bylaw 2011.

## 7 Attachments

N/A

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	18 February 2016
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1460365
<b>Report Title</b>	<b>Receipt of Policy &amp; Regulatory Committee Minutes – 16 February 2016</b>

**1. Executive Summary**

To receive the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 16 February 2016 and to adopt the recommendations contained therein.

**2. Recommendation**

**THAT** the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 16 February 2016 be received;

**AND THAT** the following recommendations become resolutions of Council:

**P&R1602/07/3 Review of Sensitive Expenditure Policy**

**THAT** Council adopt the reviewed Sensitive Expenditure Policy and rescind the existing policy.

**P&R1602/07/4 Freedom Camping Bylaw Determination**

**THAT** pursuant to section 155(1) of the Local Government Act 2002 and section 11 of the Freedom Camping Act 2011 the Committee recommends to Council that that a bylaw is the most appropriate mechanism for the management of freedom camping in the Waikato District.

**P&R1602/07/7 Leave of Absence – Councillor Tait**

**THAT** Councillor Tait be granted a leave of absence from 3 March 2016 to 8 April 2016.



**P&R1602/07/9 Land Acquisition Criteria**

**THAT the Land Acquisition Criteria be adopted by Council.**

**P&R1602/07/11 Unformed Legal Roads – Decision Making Framework**

**THAT Council approves the Decision Making Framework for Unformed Legal Roads and revokes the Paper Road Policy (Occupation and Disposal).**

**P&R1602/07/13 Review of Roadside Fencing Policy**

**THAT Council adopts the revised Roadside Fencing Policy.**

**P&R1602/07/14 Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016**

**THAT Council makes a determination that the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 is the most appropriate form of bylaw pursuant to section 155(1) of the Local Government Act 2002;**

**AND THAT Council makes a determination that the proposed bylaw does not give rise to any implication under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;**

**AND FURTHER THAT the Statement of Proposal, incorporating the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 (subject to any amendments), be recommended to Council at its meeting on 14 March 2016 for public notification on 23 March 2016 with the closing date for submissions being 23 May 2016, in accordance with Sections 83 (special consultative procedure) and 86 (use of special consultative procedure in relation to adoptions or review or amendment of bylaws) of the Local Government Act 2002;**

**AND FURTHER THAT submissions on the Statement of Proposal (incorporating the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016) be considered and, if requested, be heard by Council at a meeting to be held on 29 June 2016 or as early thereafter as possible.**

**P&R1602/07/15 Joint Management Agreement with Waikato  
Tainui: Approval of Schedule F - Management of Maaori  
Sites of Significance**

**THAT the Schedule attached to the report be adopted  
by Council.**

*Attachment - Minutes*



**MINUTES** of a meeting of the Policy & Regulatory Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 16 FEBRUARY 2016** commencing at **9.01am**.

**Present:**

- Cr DW Fulton (Chairperson)
- His Worship the Mayor, Mr AM Sanson
- Cr JC Baddeley
- Cr JA Church
- Cr JM Gibb
- Cr WD Hayes
- Cr SD Lynch [*from 9.05am*]
- Cr RC McGuire [*from 9.09am*]
- Cr LM Petersen
- Cr NMD Smith
- Cr MR Solomon
- Cr GS Tait

**Attending:**

- Ms S Duignan (General Manager Customer Support)
- Mr TN Harty (General Manager Service Delivery)
- Mr TG Whittaker (General Manager Strategy & Support)
- Mrs JP Davies (Committee Secretary)
- Mr C Clarke (Roading Manager)
- Mr G Bailey (Open Spaces Operations Team Leader)
- Mr C Birkett (Monitoring Team Leader)
- Mr M Edmonds (Customer Delivery Team Leader)
- Ms N Laurenson (Senior Planner)
- Ms K Thomson (Senior Planner)
- Ms M Tukere (Iwi & Community Partnership Manager)
- Members of Staff

**P&R1602/01      APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Church/Hayes)**

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

**CARRIED on the voices**

**P&R1602/02      CONFIRMATION OF STATUS OF AGENDA ITEMS**

P&R1602/02/1      **Resolved: (Crs Gibb/Church)**

**THAT** the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 16 February 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** in accordance with Standing Order 3.7.2 the order of business be changed with agenda item 7.3 [*Joint Management Agreement with Waikato Tainui - Approval of Schedule F – Management of Maaori Sites of Significance*] being considered after agenda item 7.15 or at such other time as appropriate during the course of the meeting.

**CARRIED on the voices**

**P&R1602/03      DISCLOSURES OF INTEREST**

There were no declarations of interest noted.

**P&R1602/04      CONFIRMATION OF MINUTES**

**Resolved: (Crs Hayes/Gibb)**

**THAT** the open minutes and public excluded minutes of the meeting of the Policy & Regulatory committee held on Tuesday 17 November 2015 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**P&R1602/05      MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the Minutes.

**P&R1602/06      RECEIPT OF MINUTES AND DECISION**

P&R1602/06/1      **Receipt of Hearing Minutes and Decision – Dawson-Smith and Chaiyindeephum**

**Resolved: (Crs Tait/Church)**

**THAT** the minutes and decision of a hearing for Dawson-Smith and Chaiyindeephum held on Thursday 22 October 2015 be received.

**CARRIED on the voices**

P&R1602/06/2 **Receipt of Hearing Minutes and Decision – Opal Higgins**

**Resolved: (Crs Gibb/Tait)**

**THAT the minutes and decision of a hearing for Opal Higgins held on Wednesday 2 December 2015 be received.**

**CARRIED on the voices**

**P&R1602/07 REPORTS**

P&R1602/07/1 Chief Executive’s Business Plan  
Agenda item 7.1

**Resolved: (Crs Gibb/Church)**

**THAT the report of the Chief Executive – *Chief Executive’s Business Plan* - be received.**

**CARRIED on the voices**

Cr Lynch entered the meeting [9.05am] during discussion on the above item and was present when voting took place.

P&R1602/07/2 2016 Meeting Calendar  
Agenda item 7.2

**Resolved: (Crs Baddeley/Tait)**

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

**CARRIED on the voices**

P&R1602/07/3 Review of Sensitive Expenditure Policy  
Agenda item 7.4

**Resolved: (Crs Church/Tait)**

**THAT the report of the General Manager Strategy & Support - *Review of Sensitive Expenditure Policy* - be received;**

**AND THAT the revised policy is referred to Council for approval and the existing policy rescinded.**

**CARRIED on the voices**

Cr McGuire entered the meeting [9.09am] during discussion on the above item and was present when voting took place.

P&R1602/07/4 Freedom Camping Bylaw Determination  
Agenda item 7.5

The Monitoring Team Leader provided background to the report and responded to questions from the committee.

**Resolved: (Crs Baddeley/Lynch)**

**THAT the report of the General Manager Customer Support - *Freedom Camping Bylaw Determination* - be received;**

**AND THAT pursuant to section 155(1) of the Local Government Act 2002 and section 11 of the Freedom Camping Act 2011 the Committee recommends to Council that that a bylaw is the most appropriate mechanism for the management of freedom camping in the Waikato District.**

**CARRIED on the voices**

P&R1602/07/5 Delegated Resource Consents Approved for the months of November 2015, December 2015 and January 2016  
Agenda item 7.6

The Senior Planners provided information on a number of consents contained in the report.

**Resolved: (Crs Hayes/Lynch)**

**THAT the report of the General Manager Customer Support – *Delegated Resource Consents Approved for the months of November 2015, December 2015 and January 2016* - dated 4 February 2016 be received.**

**CARRIED on the voices**

P&R1602/07/6 Summary of Applications Determined by the District Licensing Committee  
Agenda item 7.7

**Resolved: (Crs Petersen/Solomon)**

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

**CARRIED on the voices**

P&R1602/07/7 Leave of Absence – Councillor Tait  
Agenda item 7.8

**Resolved: (Crs Petersen/Smith)**

**THAT the report of the Chief Executive - *Leave of Absence - Councillor Tait* - be received;**

**AND THAT Councillor Tait be granted a leave of absence from 3 March 2016 to 8 April 2016.**

**CARRIED on the voices**

P&R1602/07/8 Road Naming Policy  
Agenda item 7.9

The Roading Manager provided background to the report and responded to questions from the committee.

**Resolved: (Crs Church/Gibb)**

**THAT the report of the General Manager Service Delivery - *Road Naming Policy* - be received;**

**AND THAT the Committee approves the reviewed Road Naming Policy with amendments and recommends Council adopt the Policy.**

**CARRIED on the voices**

The Meeting was adjourned at 10.44am and resumed at 11.02am.

P&R1602/07/9 Land Acquisition Criteria  
Agenda item 7.10

**Resolved: (Crs Tait/Lynch)**

**THAT the report of the General Manager Service Delivery - *Land Acquisition Criteria* - be received;**

**AND THAT the Land Acquisition Criteria and process contained within this report be adopted by Council.**

**CARRIED on the voices**

P&R1602/07/10 Draft Plaques, Memorials and Monuments Policy  
Agenda item 7.11

The Open Spaces Operations Team Leader presented the report and responded to questions from the committee.

**Resolved: (Crs Gibb/Baddeley)**

**THAT the report of the General Manager Service Delivery - *Draft Plaques, Memorials and Monuments Policy* - be received;**

**AND THAT Community Boards and Community Committees are consulted on the Waikato District Council Draft Plaques, Memorials and Monuments Policy, and report back to Council with a final version for approval.**

**CARRIED on the voices**

P&R1602/07/11 Unformed Legal Roads – Decision Making Framework  
Agenda item 7.12

The Roading Manager presented the report and responded to questions from the committee.

**Resolved: (Crs Church/Lynch)**

**THAT the report of the General Manager Service Delivery - *Unformed Legal Roads - Decision Making Framework* - be received;**

**AND THAT the Committee recommends that Council approves the Decision Making Framework for Unformed Legal Roads and revokes the Paper Road Policy (Occupation and Disposal).**

**CARRIED on the voices**

P&R1602/07/12 Annual Renewal of Bridge Restrictions  
Agenda item 7.13

The Roading Manager presented the report and responded to questions from the committee.

**Resolved: (Crs Tait/Hayes)**

**THAT the report of the General Manager Service Delivery - *Annual Renewal of Bridge Restrictions* - be received;**



**AND THAT the General Manager Service Delivery is delegated authority to renew existing bridge weight and speed restrictions annually in accordance with the Heavy Motor Vehicle Regulations 1974, provided that any additions or changes to the restrictions must first be approved by the Infrastructure Committee.**

**CARRIED on the voices**

P&R1602/07/13 Review of Roadside Fencing Policy  
Agenda item 7.14

The Roading Manager presented the report and responded to questions from the committee.

**Resolved: (Crs Gibb/Lynch)**

**THAT the report of the General Manager Service Delivery - *Review of Roadside Fencing Policy* - be received;**

**AND THAT the Committee supports the revised Roadside Fencing Policy for formal adoption by Council.**

**CARRIED on the voices**

P&R1602/07/14 Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016  
Agenda item 7.15

**Resolved: (Crs Hayes/Baddeley)**

**THAT the report of the General Manager Service Delivery - *Proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016* - be received;**

**AND THAT the Committee recommends to Council that it make a determination that the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 is the most appropriate form of bylaw pursuant to section 155(1) of the Local Government Act 2002;**

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

**AND FURTHER THAT** the Statement of Proposal, incorporating the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016 (subject to any amendments), be recommended to Council at its meeting on 14 March 2016 for public notification on 23 March 2016 with the closing date for submissions being 23 May 2016, in accordance with Sections 83 (special consultative procedure) and 86 (use of special consultative procedure in relation to adoptions or review or amendment of bylaws) of the Local Government Act 2002;

**AND FURTHER THAT** submissions on the Statement of Proposal (incorporating the proposed Waikato District Council Trade Waste and Wastewater Bylaw 2016) be considered and, if requested, be heard by Council at a meeting to be held on 29 June 2016 or as early thereafter as possible

**CARRIED on the voices**

P&R1602/07/15 Joint Management Agreement with Waikato Tainui: Approval of Schedule F - Management of Maaori Sites of Significance  
Agenda item 7.3

The Iwi & Community Partnership Manager addressed the committee and provided background to the report.

**Resolved: (Crs Lynch/Hayes)**

**THAT** the report of the General Manager Strategy & Support - *Joint Management Agreement with Waikato Tainui: Approval of Schedule F - Management of Maaori Sites of Significance* - be received;

**AND THAT** the Schedule attached to the report be referred to Council for approval.

**CARRIED on the voices**

The General Manager Strategy & Support introduced Mr Michael Edmonds who will be covering for Ms Marae Tukere while she undertakes study in 2016.

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

Minutes approved and confirmed this ..... day of March 2016.

DW Fulton  
**CHAIRPERSON**

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### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	15 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1112767
<b>Report Title</b>	<b>Receipt of Hearing Minutes – Dawson-Smith and Chaiyindeephum</b>

#### 1. Executive Summary

To receive the minutes of a hearing held on Thursday 22 October 2015 – Dawson-Smith and Chaiyindeephum.

#### 2. Recommendation

**THAT the report of the Chief Executive – (Receipt of Hearing Minutes – Dawson-Smith and Chaiyindeephum) - be received.**

#### 3. Attachments

*Minutes 22 October 2015*



**MINUTES** of a hearing by an Independent Commissioner of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 22 OCTOBER 2015** commencing at **9.01am**.

Present Commissioner R de Luca

Attending Ms G Burborough (Planner)  
 Ms M Carmine (Consents Team Leader)  
 Mrs LM Wainwright (Committee Secretary)  
 Mr M Dawson-Smith (Applicant)  
 Ms P Chaiyindeephum (Applicant)  
 Ms B Dawson-Smith (Applicant's daughter)  
 Ms K Sanders (Planner, Louise Feathers Planning Ltd)  
 Ms L Feathers (Louise Feathers Planning Ltd)  
 Mr T Weizman (Classic Builders)  
 Mr I Johnson (Environmental Management Services)  
 Mrs B Craig (Submitter)  
 Mr K Craig (Submitter)

**HG1510/01** **HEARING – MARK ROBERT DAWSON-SMITH AND PRANEE CHAIYINDEEPHUM**  
File No. LUC0026/16

Application to construct a new dwelling on site in the rural zone at 6209 State Highway 1, Horotiu.

### **INTRODUCTION**

Commissioner de Luca welcomed all parties to the hearing. He advised that a site visit had taken place this morning.

The applicant's presented an amended plan.

The Consents Team Leader and Planner addressed the amended plan, set back issues and the road classification of State Highway 1, Horotiu.

**HEARING OF APPLICATION**

Ms Sanders, applicant's representative, presented written and verbal evidence and answered questions of the Commissioner.

Mr Weizman presented written and verbal evidence and answered questions of the Commissioner.

Mr Dawson-Smith presented written and verbal evidence.

The hearing adjourned at 9.47am and resumed at 10.03am.

**HEARING OF SUBMISSIONS**

Mrs Craig presented written and verbal evidence and answered questions of the Commissioner.

Mr Johnson presented verbal evidence and answered questions of the Commissioner.

**PLANNER'S REPORT**

The Consents Team Leader gave a verbal report and answered questions of the Commissioner.

The Planner gave written and verbal evidence and answered questions of the Commissioner.

**RIGHT OF REPLY**

The applicant's representative gave her right of reply.

The hearing adjourned at 10.55am and the decision reserved.

**DELIBERATIONS**

The Commissioner undertook deliberations on all evidence presented.

The hearing was declared closed on Tuesday 22 October 2015.

**HGI510/02**

**DECISION**

**THAT the Commissioner confirmed the application by Mark Robert Dawson-Smith and Pranee Chaiyindeephum be granted subject to conditions as outlined in the decision dated 30 October 2015.**

Minutes2015/HE151022 HE M.doc

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	15 December 2015
<b>Prepared By</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1112716
<b>Report Title</b>	<b>Receipt of Hearing Minutes – Opal Higgins</b>

#### 1. Executive Summary

To receive the minutes of a hearing held on Wednesday 2 December 2015 – Opal Higgins.

#### 2. Recommendation

**THAT** the report of the Chief Executive – (*Receipt of Hearing Minutes – Opal Higgins*) - be received.

#### 3. Attachments

*Minutes 2 December 2015*



**MINUTES** of a hearing by Commissioners of the Regulatory Subcommittee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 2 DECEMBER 2015** commencing at **9.03am**.

*These minutes should be read in conjunction with notes and evidence placed on the Consent file.*

Present                    Cr DW Fulton (Chairperson)  
                                 Cr J Gibb

Attending                Mr R Falconer (Consultant Planner – BCD Group)  
                                 Ms K Thomson (Senior Planner)  
                                 Mrs LM Wainwright (Committee Secretary)  
                                 Mrs O Higgins (Applicant)  
                                 Ms L Feathers (Louise Feathers Planning Ltd)  
                                 Mr N Robins (Transportation Engineer, AECOM New Zealand Ltd)  
                                 Mr D Martens (Acoustic Engineer, Earcon Acoustics Consultants)  
                                 Ms L Crosby (Submitter)  
                                 Ms H Tawha (Submitter)  
                                 Mr L Tawha (Submitter)  
                                 Mrs F Denby (Submitter)  
                                 Mr L Denby (Submitter)  
                                 Members of the public

**HE1512/01                HEARING – OPAL ROSE HIGGINS**  
**File No. LUC0370/15**

Application to establish an Educational Facility at 9 Newton Street, Ngaruawahia.

**INTRODUCTION**

Commissioner Fulton introduced the members of the hearing panel and welcomed all parties. He advised that an orientation visit had taken place on Tuesday 1 December 2015 and that a site visit will take place following the hearing.

**HEARING OF APPLICATION**

Ms Feathers outlined the process for the applicant's team.



Ms Higgins gave written and verbal evidence and answered questions of the committee.

Ms Feathers gave written and verbal evidence and answered questions of the committee.

### **HEARING OF SUBMISSIONS**

Mrs Tawha presented verbal evidence and answered questions of the committee.

The meeting adjourned at 10.24am and resumed at 10.46am.

Mr Tawha presented verbal evidence and answered questions of the committee.

Mrs Crosby presented verbal evidence and answered questions of the committee.

Mrs Denby presented verbal evidence and answered questions of the committee.

Mr Denby presented verbal evidence and answered questions of the committee.

### **STAFF REPORT**

The consultant planner gave verbal evidence and answered questions of the committee.

The meeting adjourned at 12.28pm and resumed at 1.10pm.

### **RIGHT OF REPLY**

The applicant's representative gave her right of reply.

The hearing adjourned at 1.26pm and the decision reserved.

### **DELIBERATIONS**

The Commissioners undertook deliberations on all evidence presented.

The hearing was declared closed at 10.00am on Tuesday 8 December 2015.

**HE1512/02**

**DECISION**

**THAT the Commissioners confirmed the application by Opal Higgins be granted subject to conditions as outlined in the decision dated 14 December 2015.**

Minutes2015/HE151202 HE Opal Higgins M.doc

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	17 February 2016
<b>Prepared By</b>	JP Davies Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1459270
<b>Report Title</b>	<b>Receipt of Policy &amp; Regulatory Hearing Minutes - Public Places Bylaw - 2 &amp; 10 February 2016</b>

#### **1. Executive Summary**

The minutes for the Policy & Regulatory Hearing - Public Places Bylaw - held on 2 & 10 February 2016 are submitted for receipt.

#### **2. Recommendation**

**THAT the minutes for the Policy & Regulatory Hearing - Public Places Bylaw - held on Tuesday 2 & 10 February 2016 be received.**

#### **3 Attachments**

*Attachment – Minutes*



**MINUTES** of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Public Places Bylaw 2015) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 2 FEBRUARY 2016** commencing at **9.03am** and continuing on **WEDNESDAY 10 FEBRUARY 2016** commencing at **9.02am**.

**Present:**

- Cr DW Fulton (Chairperson)
- His Worship the Mayor, Mr AM Sanson [*Tues 2 Feb; Wed 10 Feb 2016 until 9.52am and from 11.49am until 12.25pm*]
- Cr JC Baddeley [*Wed 10 Feb 2016 only*]
- Cr JA Church
- Cr JM Gibb
- Cr WD Hayes
- Cr SD Lynch
- Cr RC McGuire
- Cr LM Petersen
- Cr JD Sedgwick [*Tues 2 Feb; Wed 10 Feb until 11.25am and from 12.01pm until 12.16pm*]
- Cr MR Solomon
- Cr GS Tait

**Attending:**

- Mr GJ Ion (Chief Executive)
- Ms S Duignan (General Manager Customer Support)
- Mrs JP Davies (Committee Secretary)
- Mr C Birkett (Monitoring Team Leader)
- Ms H Geddes (PA to General Manager Customer Support)
- Mr R MacCulloch (Regulatory Manager)
- Mrs S Monrad (Corporate Planner)
- Submitters
- Members of Staff

**P&R1602/10**      **APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Lynch/Sedgwick)**

**THAT apologies be received from and leave of absence granted to Cr Baddeley (Tuesday 2 February), Cr Costar and Cr Smith.**

**CARRIED on the voices**

**P&R1602/11      CONFIRMATION OF STATUS OF AGENDA ITEMS****P&R1602/11/1      Resolved: (Crs Hayes/Lynch)**

**THAT** the agenda for a hearing by the Policy & Regulatory Committee held on Tuesday 2 February 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** an electronic submission made by the Ngaruawahia Community Board be accepted as a late submission which owing to technical difficulties had not been received at the time of commencement of the Hearing. The submission would be presented at the conclusion of the presentation of submissions in order that it be considered during Deliberations (Doc 6).

**CARRIED on the voices**

**P&R1602/12      DISCLOSURES OF INTEREST**

There were no declarations of interest noted.

**P&R1502/13      REPORTS****SUBMISSIONS ON THE PROPOSED WAIKATO DISTRICT COUNCIL PUBLIC PLACES BYLAW 2015**

The Monitoring Team Leader summarised the documentation forming part of the hearing process surrounding the creating of the proposed Public Places Bylaw. He provided a summary of the proposed bylaw.

**P&R1602/13/1      HEARING OF SUBMISSIONS**

The following submitters presented their submission in relation to the Proposed Waikato District Council Public Places Bylaw 2015:

- 1      Robert MacLeod on behalf of Genette Wilson (Sub no 7)(Doc 1)
- 2      Robert MacLeod (Sub no 6)(Doc 2)
- 3      Robert MacLeod (Sub no 10)(Opotoru Road Protecting Raglan Character)(Doc 3)
- 4      Susan Marrow (Sub no 8)(Raglan Vintage & Retro)
- 5      Kelly Murphy (Sub no 5)(Raglan Community Board)

The Hearing was adjourned at 10.10am and resumed at 10.30am.

The Corporate Planner outlined changes to the submitter's timetable for the benefit of the Committee.

P&R1602/13/2

**HEARING OF SUBMISSIONS (continued)**

The following submitters presented their submission in relation to the Proposed Waikato District Council Public Places Bylaw 2015:

- 6 Robert MacLeod (Sub no 11)(Raglan Residents & Ratepayers Association)(Doc 4)
- 7 John Lawson (Sub no 14)(*via telephone conference call*)
- 8 Chrissy Hodgkinson (Sub no 12)(The Raglan House)

The Hearing was adjourned at 11.01am and resumed at 11.10am.

- 9 Helen Clotworthy (Sub no 13)(Pokeno Community Group)  
(*via telephone conference call*)
- 10 Craig Bridgman (Sub no 17)(Doc 5)
- 11 Sheryl Hart (Sub no 16)(Raglan Sport Fishing Club)

Questions were raised by the Committee from submitters at the conclusion of each submission.

The Hearing was adjourned at 11.51am and resumed at 9.02am on WEDNESDAY 10 FEBRUARY 2016.

The Chair reconvened the Hearing and outlined the format for the Deliberations today. He advised all submissions including the late submission received would be considered.

The Regulatory Manager provided a powerpoint presentation covering submission points (Doc 7) with questions and discussion from the committee. The Monitoring Team Leader responded to questions to clarify various points raised.

His Worship the Mayor withdrew from the hearing [9.52am] during discussion on the submission points.

The hearing was adjourned at 10.39am and resumed at 11.02am.

The Regulatory Manager resumed the summary of submission points raised in the power point presentation with questions from the committee. Lengthy discussion took place with clarification from the Monitoring Team Leader.

Cr Sedgwick withdrew from the Hearing [11.25am] and re-entered the Hearing at [12.01pm] during discussion on submission points.

His Worship the Mayor re-entered the Hearing [11.49am] during discussion on submission points.

Cr Sedgwick retired from the Hearing [12.16pm] during discussion on the submission points.

His Worship the Mayor retired from the Hearing [12.25pm] during discussion on submission points.

**P&R1602/14**

**SUBMISSION ON THE PROPOSED WAIKATO DISTRICT COUNCIL PUBLIC PLACES BYLAW 2015**

**Resolved: (Crs Tait/Petersen)**

**THAT the report of the General Manager Customer Support - *Submission on the Proposed Public Places Bylaw 2015* - be received;**

**AND THAT pursuant to sections 83 and 150 of the Local Government Act 2002, the Committee consider and, where requested, hear submissions on the notified Proposed Waikato District Council Public Places Bylaw 2015;**

**AND FURTHER THAT subject to any amendments, the proposed bylaw will be further considered by the Committee at its meeting on 15 March 2016, with a view to recommending the Waikato District Council Public Places Bylaw 2015 for adoption at the Council meeting on 11 April 2016.**

**CARRIED on the voices**

There being no further business, the hearing was declared closed at 12.31pm.

Minutes approved and confirmed this                      day of                      2016.

DW Fulton  
**CHAIRPERSON**

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*Open Meeting*

<b>To</b>	Waikato District Council
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	7 March 2016
<b>Prepared By</b>	K Lockley Zero Harm Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1470988
<b>Report Title</b>	<b>Zero Harm Update</b>

## 1. Executive Summary

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

## 2. Recommendation

**THAT the report of the Chief Executive – *Zero Harm Update* - be received;**

## 3. Information Supporting Dashboard Report

Near miss reporting across all sectors of the organisation is showing a steady increase (80 for the month). No serious harm injuries for the month. Nine first aid injuries (all minor) and fourteen incidents of unsafe situations or behaviour are noted.

## 4. General Updates

### Safety Conversations

Continue to be carried out across the organisation.

### Over Speed Reporting

Monitoring continues with a pleasing reduction in overspeeds being noted.

### WSMP Audit

The Audit programme remains on track with employee and managers focus group workshops planned for 8 March 2016.



The internal assessment of health & safety management systems and process will take place on 30 March 2016 and the ACC audit has been scheduled for 16 May 2016.

Documentation continues to be reviewed and adapted to meet the objectives of the new Health and Safety at Work Act 2015.

### **Customer Support Team Managers**

Customer Support Team Managers are undertaking a series of training sessions on the new legislation and internal systems and procedures prior to the new act coming into being.

### **Audits**

The auditing of contractors work places continue.

## **8. Conclusion**

The current workplace safety management practices programme remains on target for the dates to meet Council objective.

## **9. Attachments**

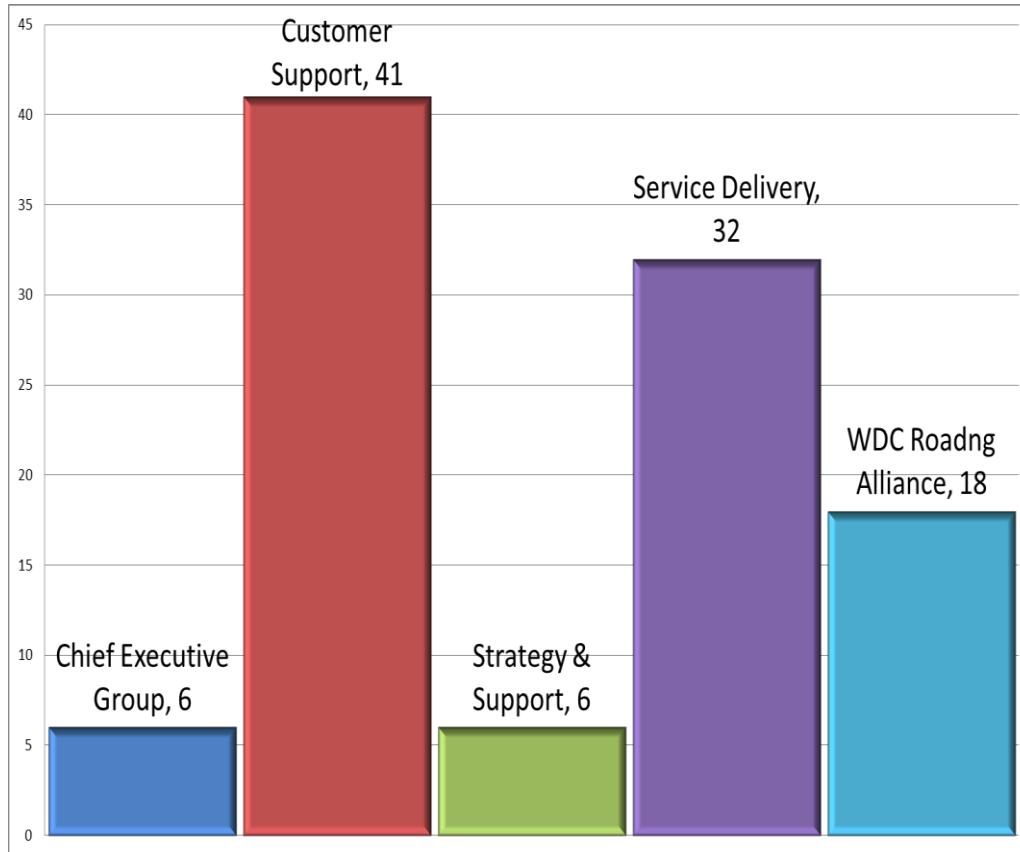
Zero Harm Dashboard

# FEBRUARY 2016

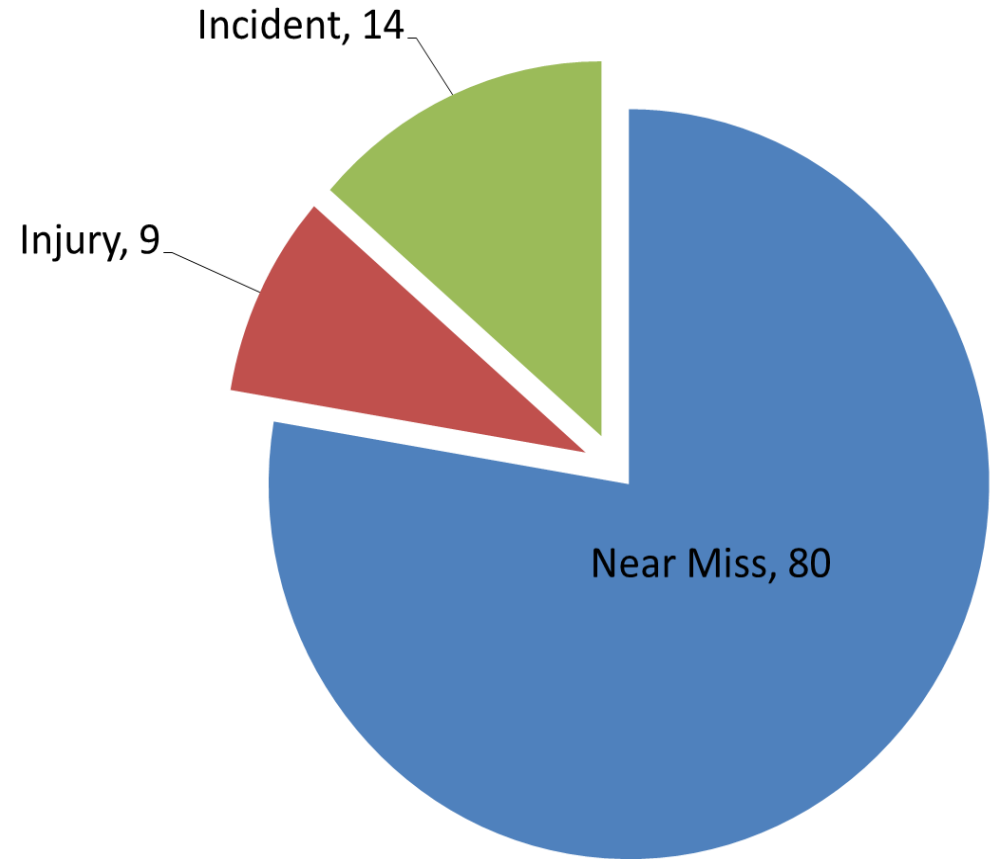
## Total Reported – 103



**Number of reports per group;**



**Break down of reports;**



# FEBRUARY 2016

## Total Reported – 103



### Injuries;

- Minor Bruising – slipped and fell down stairway.
- Minor Puncture – fish fin punctured leg
- Minor Strain – strained back of leg getting out of digger
- Minor Bruising – walked into door handle
- Minor Strain/Sprain – Working sweeping and shovelling loose material
- Minor Cut – caught finger on metal clip that secures the nose to hose
- Minor Bruising – hit thumb on underside of bench
- Minor Graze – child walking on the steps slipped and grazed ankle
- Minor Cut – grazed finger on cello tape dispenser

### Incidents;

- Alliance – truck hit another vehicle (damage repaired on site)
- Alliance – Reversed into farm fence gate, causing minor damage
- Car Accident – minor damage
- Property damage – goat chewed through wires in back of ute whilst in transit
- Vandalism – Raglan mural
- Property Damage – Unruly public afterhours
- Property Damage Norfolk pine, large branch fell and damaged a vehicle.
- Alliance – Water cart handbrake was left off and cart rolled backwards damaging shed.
- Alliance – Potential fibre optic strike
- Contractor Safety Observation – inappropriate use of scaffold
- Contractor Safety Observation – lack of appropriate PPE
- Property – blue liquid running down wall from air con unit
- Contractor Safety Observation – equipment left unattended in library
- Alliance – Struck telecom cable

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	TG Whittaker General Manager Strategy & Support
<b>Date</b>	23 February 2016
<b>Prepared by</b>	RJ Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1463444
<b>Report Title</b>	2016 Triennial Elections

## I Executive Summary

The purpose of this report is to provide Council with a timetable for progressing the 2016 Local Authority election. Independent Election Services has been contracted to conduct the 2016 Triennial Election. Attached is a report they have compiled which includes three recommendations.

The recommendation outlines three options for ordering candidate names on voting papers. The options are as follows:

- i) Alphabetical order of candidate names; or
- ii) Pseudo random order of candidate names; or
- iii) Random order of candidate names.

The recommendation is alphabetical ordering because it is well acknowledged by the public and there is no evidence to suggest that having candidates in this order impacts upon the voting pattern.

## 2 Recommendation

**THAT the report of the General Manager Strategy & Support – 2016 Triennial Elections – be received;**

**AND THAT Council resolves for the 2016 Waikato District Council triennial elections to adopt the alphabetical order of candidate names.**

## 3 Attachments

Independent Election Services 2016 information

**Election Services**

Level 2, 198 Federal Street, Auckland

PO Box 5135, Wellesley Street

Auckland 1141

Phone: 64 9 973 5212

Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)

Report to the  
Waikato District Council  
regarding the

## **2016 Triennial Elections**

From the  
Electoral Officer

5 February 2016



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## Outline

The 2016 triennial Council elections will occur on Saturday 8 October 2016. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting documents.

## Background

The 2016 triennial elections for most local authorities are due to occur on Saturday 8 October 2016, and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001, the New Zealand Public Health & Disability Act 2000 and, to a limited extent, the Local Government Act 2002.

Certain pre-election information and tasks are outlined in this report for Council's information and attention.

The Local Electoral Regulations 2001 provides for Council to resolve the order of candidate names to appear on the voting documents (alphabetical, pseudo-random or random order). If no decision is made, the order of names defaults to alphabetical.

## Narrative

### 2016 Elections

Elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (13)
  - Awaroa ki Tuakau Ward (2)
  - Eureka Ward (1)
  - Hukanui-Waerenga Ward (1)
  - Huntly Ward (2)
  - Newcastle Ward (1)
  - Ngaruawahia Ward (2)
  - Onewhero-Te Akau Ward (1)
  - Raglan Ward (1)
  - Tamahere Ward (1)
  - Whangamarino Ward (1)
- Community Board Members (30)
  - Huntly Community (6)
  - Ngaruawahia Community (6)
  - Onewhero-Tuakau Community (6)
  - Raglan Community (6)
  - Taupiri Community (6)
- Waikato Regional Council Members (either 2 members from the Waikato General Constituency, or 1 member from the Nga Hau e Wha Māori Constituency)
- District Health Board Members (either 7 members

- from the Waikato District Health Board, or 7 members from the Counties Manukau District Health Board)
- Te Kauwhata Licensing Trust (6) for the Te Kauwhata area only.

#### 2016 Election Timetable

With an election date of **Saturday 8 October 2016**, the following key functions and dates will apply:

##### **Nominations open/roll open**

Friday 15 July 2016

##### **Nominations close/roll closes (noon)**

Friday 12 August 2016

##### **Delivery of voting mailers**

From Friday 16 September 2016

##### **Close of voting**

Noon Saturday 8 October 2016

A more detailed timetable is attached [Appendix 1](#) and has been placed on Council's website.

#### 2016 Election Fact Sheet

A 2016 Election Fact Sheet summarising the key functions of the election ([Appendix 2](#)) is attached and has also been placed on Council's website.

#### Compilation of non-resident Ratepayer Roll

The compilation of the 2016 non-resident Ratepayer Roll is required to commence early in 2016. This will include:

- an insert detailing the qualifications and procedures for enrolment as a ratepayer elector to be included with the February 2016 rates instalment notice ([Appendix 3](#));
- a national Ratepayer Roll inquiry hotline operating between 11 April and 26 August 2016;
- a confirmation letter issued to all current ratepayer electors in March/April 2016;
- a national advertising campaign on the qualifications and procedures for enrolment as a ratepayer elector during May 2016.

The above are all required by legislation but are considered minimum processes. Council is able to undertake additional promotion of the Ratepayer Roll if it wishes - such as contacting (letter/email etc) all current or potential ratepayer electors encouraging their enrolment and participation in the electoral process.



## Order of Candidate Names

Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options – alphabetical, pseudo-random (names drawn out of a hat in random with all voting documents printed in this order) or random order (names randomly drawn by computer with each voting document different).

Council may determine which order the names of candidates are to appear on the voting documents, but if no decision is made, the order of names defaults to alphabetical order.

Council resolved to adopt the alphabetical order for previous triennial elections.

### Alphabetical Order

Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local authority and parliamentary elections.

Comments regarding alphabetical order are:

- voters are easily able to find candidate names for whom they wish to vote for. Some candidates and voters over the years have argued that alphabetical order of candidate names may tend to favour those candidates with names in the first part of the alphabet, but in practice this is generally not the case – most voters tend to look for name recognition, regardless of where in the alphabet the surname lies;
- the order of candidates on the voting document matches the order of candidates listed in the candidate directory (candidate profile statements).

### Pseudo-Random Order

Pseudo-random order is where candidate surnames are randomly selected and the order selected is the order appearing on all voting documents relevant to that issue. The names are randomly selected by a method such as drawing names out of a hat.

Comments regarding pseudo-random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are a large number of candidates;
- the order of candidates on the voting document does not match the order of candidates listed in the

candidate directory (candidate profile statements).

### **Random Order**

Random order is where all candidate surnames are randomly selected and the order of surnames is different on every voting document. The names are randomly selected by computer so that the order of surnames is different on each voting document.

The random order enables names to be placed on each issue in a completely unique order on each voting document.

Comments regarding random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are a large number of candidates;
- the order of candidates on the voting document do not match the order of candidates listed in the candidate directory (candidate profile statements).

There is no longer any price differential in printing costs between the three orders of candidate names.

### **Pre-Election Report**

Section 99A of the Local Government Act 2002 requires each local authority to prepare a pre-election report, whose purpose is to provide information to promote public discussion about the issues facing the local authority. The pre-election report is prepared by the Chief Executive, must contain financial and major project information, and must be completed by 30 June 2016.

### **Online Voting Trials**

Government has agreed to consider trialling online voting (in conjunction with postal voting) for certain territorial authorities for the 2016 triennial elections.

Expressions of interest from territorial authorities was called for by Local Government New Zealand in June 2015 and 8 territorial authorities have agreed to participate. The 8 territorial authorities to potentially trial online voting are Masterton District Council, Matamata-Piako District Council, Palmerston North City Council, Porirua District Council, Rotorua District Council, Selwyn District Council, Whanganui District Council and Wellington City Council.

The trials are subject to compliance to a comprehensive Department of Internal Affairs requirements document and to Government's final approval, expected in March 2016.

## Recommendation

It is recommended that:

Council resolves for the 2016 Waikato District Council triennial elections, to adopt *either*:

- (i) the alphabetical order of candidate names; *or*
- (ii) the pseudo-random order of candidate names; *or*
- (iii) the random order of candidate names

as permitted under regulation 31 of the Local Electoral Regulations 2001.

*Author:*



Dale Ofoske  
Electoral Officer // Waikato District Council  
Election Services

## APPENDIX ONE:

2016

# Timetable

## Triennial Election



**Waikato**  
DISTRICT COUNCIL  
*Te Kaunihera aa Takiwaa o Waikato*

## SATURDAY 8 OCTOBER 2016

Wednesday 2 March - Saturday 30 April 2016	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Wednesday 2 March - Wednesday 6 July 2016	Preparation of ratepayer roll [Reg 10, LER]
May 2016	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 27 June 2016	ES enrolment update campaign commences
Wednesday 13 July 2016	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 15 July 2016	<b>Nominations open / rolls open for inspection</b> [Sec 42, LEA]
Friday 12 August 2016	<b>Nominations close (12 noon) / rolls close</b> [Sec 5, 55, LEA, Reg 21, LER]
Wednesday 17 August - Wednesday 24 August 2016	Public notice of candidate names [Sec 65, LEA]
by Monday 12 September 2016	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 23, LER]
Friday 16 September 2016	ES letter sent to unpublished roll electors
Friday 16 September - Wednesday 21 September 2016	<b>Delivery of voting documents</b> [Sec 5, LEA, Reg 51, LER]
Friday 16 September - Saturday 8 October 2016	Progressive roll scrutiny [Sec 83, LEA] Special voting period Early processing
by 12 noon, Friday 7 October 2016	Appointment of scrutineers (noon) [Sec 68, LEA]
<b>Saturday 8 October 2016</b>	<b>Election day</b> [Sec 10, LEA] Voting closes 12 noon - counting commences [Sec 84, LEA] Preliminary results (FPP) available as soon as practicable after close of voting [Sec 85, LEA]
after 12 noon, Saturday 8 October - Thursday 13 October 2016	Official count [Sec 84, LEA]
Saturday 15 October - Wednesday 19 October 2016	Declaration/public notice of results [Sec 86, LEA]
Mid-December 2016	Return of election expenses & donations form [Sec 112A, LEA]



// Dale Ofsoke  
Electoral Officer  
Waikato District Council  
February 2016

LEA = Local Electoral Act 2001  
LER = Local Electoral Regulations 2001  
ES = Enrolment Services, Electoral Commission  
FPP = First Past the Post

## APPENDIX TWO:



### GENERAL

Triennial elections for elected members of most local authorities throughout New Zealand are to be conducted, by postal vote, on Saturday 8 October 2016.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be administered under contract, by Election Services, for the Waikato District Council.

### POSITIONS

Elections will be required for the following positions:

- *Mayor* (elected 'at large')
- *Councillors (13)*
  - Awaroa ki Tuakau Ward (2)
  - Eureka Ward (1)
  - Hukanui-Waerenga Ward (1)
  - Huntly Ward (2)
  - Newcastle Ward (1)
  - Ngaruawahia Ward (2)
  - Onewhero-Te Akau Ward (1)
  - Raglan Ward (1)
  - Tamahere Ward (1)
  - Whangamarino Ward (1)
- *Community Board Members (30)*
  - Huntly Community (6)
  - Ngaruawahia Community (6)
  - Onewhero-Tuakau Community (6)
  - Raglan Community (6)
  - Taupiri Community (6)
- *Waikato Regional Council Members* (either 2 members from the Waikato General Constituency, or 1 member from the Nga Hau e Wha Māori Constituency)
- *District Health Board Members* (either 7 members from the Waikato District Health Board, or 7 members from the Counties Manukau District Health Board')
- *Te Kauwhata Licensing Trust* (6) for the Te Kauwhata area only

### NOMINATIONS

Nominations for the above positions will open on **Friday 15 July 2016** and close at **noon on Friday 12 August 2016**.

Nomination forms will be available during this period from:

- Council's Main Office, 15 Galileo Street, Ngaruawahia
- Huntly Office and Library, 142 Main Street, Huntly
- Raglan Office and Library, 7 Bow Street, Raglan
- Te Kauwhata Office and Library, 1 Main Road, Te Kauwhata
- Tuakau Office, 2 Dominion Road, Tuakau
- by accessing [www.waikatodc.govt.nz](http://www.waikatodc.govt.nz)
- by telephoning the electoral office on 0800 922 822

To be eligible to stand for election, a candidate must be:

- enrolled as a Parliamentary elector (anywhere in New Zealand); and
- a New Zealand citizen.

Detailed candidate information handbooks will be available from the electoral office (phone 0800 922 822) from May 2016.

## ELECTORAL ROLL

Those eligible to vote at the election are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes. The preliminary electoral roll (by ward) will be available for public inspection at all Council offices within the district from **Friday 15 July 2016 to Friday 12 August 2016**.

**Resident Roll.** All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (eg change of address details, including new postal addresses) should be made by:

- completing the appropriate form at any post shop;
- telephoning 0800 ENROLNOW (0800 367 656)
- accessing the Enrolment Services (Electoral Commission) website on [www.elections.org.nz](http://www.elections.org.nz)

**Ratepayer Roll.** If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (providing the nominated person resides outside of the area). Ratepayer Roll Enrolment Forms are available at all Council offices, or by phoning the electoral office on 0800 922 822.

## ELECTORAL SYSTEM

The first past the post (FPP) electoral system will be used for all elections except for the Waikato and Counties Manukau District Health Boards which will use the single transferable voting (STV) electoral system.

## VOTING PERIOD

Voting documents will be sent to all eligible electors, by post, from **Friday 16 September 2016**.

The voting period is three weeks (**Friday 16 September 2016 to noon Saturday 8 October 2016**). Electors may post their completed voting documents back to the electoral officer using the orange pre-paid envelope sent with their voting document. Polling places for the issuing of special voting documents and for the receiving of completed voting documents will be available from Friday 16 September 2016 to noon Saturday 8 October 2016 at all Council offices.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by **noon Saturday 8 October 2016**.

Progress results will be known early afternoon, and preliminary results will be known late in the evening on **Saturday 8 October 2016**. These will be accessible on Council's website [www.waikatodc.govt.nz](http://www.waikatodc.govt.nz)

For further information regarding this election, please contact:




// Dale Ofoske, Electoral Officer, Waikato District Council  
 PO Box 5135, Wellesley Street, Auckland 1141  
 Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)  
 Phone: 0800 922 822



// Rose Gray, Deputy Electoral Officer, Waikato District Council  
 Private Bag 544, Ngaruawahia 3742  
 Email: [rose.gray@waicd.govt.nz](mailto:rose.gray@waicd.govt.nz)  
 Phone: 0800 492 452

## APPENDIX THREE:



**Local Elections 2016  
YOUR VOTE  
YOUR COMMUNITY**

**Wherever you pay rates  
it pays to vote**

**DO YOU LIVE IN ONE AREA AND PAY RATES ON A PROPERTY IN ANOTHER?**

**Then you may qualify to vote more than once at the local authority elections on 8 October 2016**

- If you live and vote in one council district, but also pay rates on a property in another district, you may be eligible to enrol as a non-resident ratepayer elector in that other council district.
- A firm, company, trust, corporation or society which pays rates on a property may nominate one of its members or officers as a non-resident ratepayer elector, provided that the nominator and the person nominated are both registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.
- In the case of partners, joint tenants and tenants in common, who collectively pay rates on a property, one of the group may be nominated to be entered on the ratepayer electoral roll. Again, the nominated person and the nominator must be registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.

Note: The term "council district" includes a city, district and regional council area and where established, a community board area. The term also includes the area of the Auckland Council and the areas of its local boards.

**Eligibility to enrol or be nominated will depend on individual circumstances**

In each case only one ratepayer elector can be nominated, irrespective of the number of properties owned by the firm, company, society, trust, partnership or ratepayer in a council district.


**New Ratepayer Electors**

If you think you may be eligible to enrol or to nominate a person for the ratepayer electoral roll, you will need to obtain an Enrolment Form for Ratepayer Electors from the city or district council to which you pay your rates.

**ENROL NOW – THE RATEPAYER ELECTORAL ROLL CLOSES ON 12 AUGUST 2016**

**If you are on the Parliamentary electoral roll you will automatically be on the local authority residential electoral roll**

If you want further information please phone toll free  
**0508 08 10 16** (from 11 April 2016 to 26 August 2016)  
 Brought to you by New Zealand Local Authority Electoral Officers



**Local Elections 2016  
YOUR VOTE  
YOUR COMMUNITY**

**Wherever you pay rates  
it pays to vote**

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	G J Ion Chief Executive
<b>Date</b>	26 February 2016
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1468144
<b>Report Title</b>	WEL Energy Trust Annual Plan Submission

## 1 Executive Summary

To agree on the wording of a proposed submission on the WEL Energy Trust draft Annual Plan for 2016/17.

## 2 Recommendation

**THAT the report of the Chief Executive – WEL Energy Trust Annual Plan Submission – be received;**

## 3 Background

The WEL Energy Trust produces an annual plan that details its proposed work programme for the forthcoming year. The draft Annual Plan for 2016/2017 has been released with the submission period finishing on Wednesday 16 March.

## 4 Discussion and Analysis of Options

### 4.1 Discussion

The Annual Plan is now a streamlined document, and clearly spells out the strategic direction as consulted on with the community.

WEL Energy Trust's draft Annual Plan for 2016/2017 signals a planned level of community grants of \$2,500,000 (compared to \$2,650,000 in the previous year) and a continuation of the power discount programme (based on company performance). \$1,147,000 is available to support community projects through community loans. Provision is also made to support major transformational projects that will advance the Trust's aims as well as the community. No specific allocation has been made for this purpose.



The priority for the year will be for the Trust to refine and embed the work done in 2015/2016 around new methods of community investment.

The Annual Plan provides feedback on the strategic direction for the Trust in terms of engaging with the community, building strong partnerships and delivering added value to stakeholders.

The strategy for 2015-2019 is based around:

1. Maximising long term impact by being strategic and transformative.
2. Expanding support into other areas that aid the community as an addition to the existing grants process.
3. Governing the Trust effectively and efficiently to be responsive to our community.

#### **4.2 Options**

Historically, Council has always taken an interest in the affairs of the Trust and supported the direction the Trust has taken.

## **5 Considerations**

### **5.1 Financial**

There are no direct financial consequence at this stage.

### **5.2 Legal**

Nil.

### **5.3 Strategy, Plans, Policy & Partnership Alignment**

As a capital beneficiary of the WEL Energy Trust, Council is representing the views of the Waikato district community in making any submission on this draft Annual Plan.

### **5.4 Assessment of Significance & Engagement**

Nil.

## 6 Consultation

The following stakeholders have been/or will be consulted:

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

*Comment (if any):*

## 7 Conclusion

Council is being asked to approve a submission on the WEL Energy Trust's draft Annual Plan for 2016/2017. The main thrust of the submission is to support the direction being taken by the WEL Energy Trust in relation to community grants, community engagement and investment, and encouraging the Trust to take a wider perspective in supporting the community. There are several points of clarification which are being sought.

## 8 Attachments

Draft submission

26 February 2016

Mark Ingle  
Chairman  
WEL Energy Trust  
PO Box 1336  
HAMILTON 3240

Dear Mark

Thank you for the opportunity to make this submission in relation to the WEL Energy Trust's draft Annual Plan for 2016/2017. The Council welcomes the opportunity to be able to input into the process and also appreciates the early engagement and discussions that the Mayor was involved in.

The Council supports the strategic direction outlined in the document. It is clear that the Trust sees that its value lies in being forward-thinking, establishing good partnerships and close collaboration with the community. We support the intention of the Trust to be recognised as a key part of the community and to extend the role it plays.

We note and support the aim for 2016/2017 to refine and embed the community investment model. Learnings from 2015/2016 will no doubt help to achieve this outcome.

The action focus in being strategic and transformative, expanding support beyond grants and governing effectively will help our communities to benefit from the operation of the Trust.

We note that the grants programme is budgeted at a slightly lower level than last year but there will be added flexibility and more frequency in the way in which grants are administered.

We look forward to working with you towards developing even stronger partnerships between the Council, WEL Energy Trust and the community.

It is important that, for the Trust to succeed, there is a high level of engagement and discussion so that stakeholders are fully involved. We have appreciated the opportunities we have had during the year to meet with and engage with the Trust.

We support the intention of the Trust to be accepted as part of the community and as a trusted voice in the community.

The emphasis on communication is essential to ensure that stakeholders are clear on direction, strategy and purpose.

It is encouraging to see that good progress is being made on moving forward on the outcomes of the Trust's strategic direction and a clear strategy has been determined for the next two years which will allow time for the strategy to be reviewed.

The \$250,000 that has been committed to other energy efficiency initiatives certainly provides an encouragement for better management of our limited energy resources.

Whilst we support the Major Transformational Projects Fund, we note that no budget has been set and we would be interested to know if any grants have been made or are planned from this Fund at the present time. There is very little information in the plan for such a game changer.

It would be interesting to know the success of the community loans and the quick response rounds and whether these initiatives have been positively received by the community.

We note the intent to move multi-year grants. Whilst we have no objections, we wonder whether setting a prescribed percentage of 25% restricts the Trust. In our view, grants should be assessed on individual merits rather than utilising any prescribed formula.

We support the continuous improvement ethos that is apparent in this Annual Plan. Pursuing best practice, efficiency and community impact are all reflective of where the Trust is positioning itself.

In a financial sense we are interested to see interest earnings dropping, and governance/representation and WEL Networks shareholding costs rise. All of these matters are putting pressure on the budget.

Despite this, the Trust is in a solid financial position. The long-term support of WEL Networks through shareholding has been a sound investment for the Trust that has stood the test of time.

We appreciate the work that has been undertaken around the performance measures. It is noted that they all have deadlines which certainly imposes a level of accountability on the Trust to complete the actions noted.

Thank you for the opportunity to make this submission. The Council appreciates the support that the Trust gives to our community and we look forward to working with you towards the goal of a strong and vibrant Waikato.

Council would like to be heard in relation to its submission.

Yours sincerely

Allan Sanson  
**MAYOR**

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TN Harty General Manager Service Delivery
<b>Date</b>	26 February 2016
<b>Prepared By</b>	C Clarke Roading Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1465937
<b>Report Title</b>	<b>Revised Road Naming Policy</b>

**1. Executive Summary**

The road naming policy was presented for approval at the Policy and Regulatory Committee on 16<sup>th</sup> February. The policy was amended and circulated to Councillors for comment. Staff now seek approval of the revised policy from Council.

**2. Recommendation**

**THAT the report of the General Manager Service Delivery – Road Naming Policy - be received;**

**AND THAT the Committee adopts the reviewed Road Naming Policy;**

**AND THAT the existing Road Naming Policy (reference WDC1305/06/6) be revoked.**

**3. Discussion**

The road naming policy was presented for approval at the Policy and Regulatory Committee on 16<sup>th</sup> February. The policy was amended and circulated to Councillors for comment. Staff now seek approval of the revised policy from Council.

In addition to the recommendation put forward to the Policy and Regulatory Committee, it is also recommended that the existing Road Naming policy (WDC1305/06/6) be revoked.

**4. Conclusion**

Staff recommends that the proposed Road Naming Policy be approved by Council.

**5. Attachments**

- Road Naming Policy with Amendments (for approval)

# Road Naming Policy

Policy Owner	General Manager, Service Delivery
Policy Sponsor	Infrastructure Committee
Approved By:	Policy Committee
Approval Date:	TBC
Resolution Number	
Effective Date	TBC
Next Review Date:	October 2018

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## Scope

This Policy applies to:

- the naming of new or previously unnamed Public Roads;
- changing the name of an existing Public Road; and
- the naming of Private Roads

## Objectives

The objectives of this policy are to ensure that:

- Clear guidance of the criteria and process for road naming is provided to Council employees, subdivision developers, Community Boards/Committees/ Groups and the general public.
- Council meets the requirements of the Local Government Act 1974.
- Communities and local iwi have input into road naming.
- Adequate consultation is undertaken with Community Boards/ Committees/ Groups.

## Related Documents/Legislature

Hamilton City Council – Infrastructure Technical Specification  
 WDC Heritage Strategy  
 Local Government Act 1974 – s319A  
 Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)  
 Road Naming Policy (2013)  
 Guidelines for selection of road names

## Application

This Policy applies to the following parties:

Waikato District Council - Service Delivery Group, Consents, Planning and Strategy  
 General Public  
 Subdivision Developers

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## Definitions

### Public Road

Has the same meaning as road in the Local Government Act 1974 (s315)  
Public Roads are maintained by the Council.

### Private Road

Has the same meaning as private road in the Local Government Act 1974 (s315)  
Private Roads are not maintained by the Council.

The following definitions include the different types of road titles which could apply to both public and private roads:

<b>Avenue</b>	wide straight roadway or street usually planted either side with trees
<b>Boulevard</b>	once a promenade on the side of demolished fortifications; now applied to any street or broad main road
<b>Close</b>	a small quiet residential road or street
<b>Court</b>	an enclosed, uncovered area opening off a street(s)
<b>Crescent</b>	a crescent shaped street
<b>Drive</b>	a main connecting route in a suburb
<b>Esplanade</b>	Level roadway along the seaside, lake or a river
<b>Glade</b>	tree covered street or a passage between trees
<b>Glen</b>	in a narrow valley
<b>Grove</b>	a road lined with houses and often trees, especially in a suburban area
<b>Hill</b>	applies to a feature rather than a route
<b>Lane</b>	a narrow road or way between buildings, hedges, fences, etc.
<b>Place</b>	an open square lined with houses in a town
<b>Quay</b>	along the waterfront
<b>Road/Street</b>	route of way between places
<b>Terrace</b>	a street along the face or top of a slope
<b>View</b>	a street with a view
<b>Way</b>	a path or route

### Subdivision Developer

A person, consultant or agent who is in the process of undertaking a subdivision development whereby subdivision resource consent is applicable.

### Approved List

A list of road names which have been pre-selected by Community Boards, Community Committees, Community Groups, Iwi and approved by the Infrastructure Committee.

### Community Boards, Committees and Groups to be Consulted

A list of Community Boards, Committees and Groups is as follows:

Community Boards	Community Groups	
Huntly	Eureka	North East Waikato
Ngaruawahia	Glen Afton/Pukemiro	Newstead
Onewhero- Tuakau	Glen Massey	Pokeno
Raglan	Gordonton	Rangiriri
Taupri	Horongarara	Tamahere
	Horsham Downs	Tauwhare
<b>Community Committee</b>	Matangi	Te Kowhai
Meremere	Port Waikato Residents & Ratepayers	
Te Kauwhata	Whatawhata Residents & Ratepayers	

## Policy Statements

All road names require approval by the Infrastructure Committee. This includes all road names to be included on the Approved List.

### Naming Public Roads

Public Roads to be vested in Council shall be named (at the cost of the developer).

Public Road Signs shall be in accordance with Manual of Traffic Signs and Markings - Part I Section 7 Guide Signs (Design, Policy, Location)

### Naming Private Roads

Private roads shall be named (at the cost of the developer) where there are 6 or more lots gaining access. If there are 5 or fewer lots gaining access, the developer may use the number with lettering suffix A-E or suggest a private name as per **section 1.2**.

Private Road Signs shall have blue lower case lettering with initial capitals lettering on a white background and shall have a supplementary 'Private Access' plate with blade height of 75mm attached to the bottom edge of the street name plate. All other sign attributes shall comply with the Manual of Traffic Signs and Markings.

## I. Making a Request for Road Name(s)

### I.1 Using a road name from the "Approved List"

- (a) Where an "Approved List" is available, the subdivision developer shall be invited to choose from that list and submit a written request to Council's Roading Asset Team.

**Note:** It is advised that the subdivision developer discusses their road name selection with the Roading Asset Team to ensure the road name has not already been used (and not yet taken off the list) or is proposed to be used by another subdivision developer.



## 1.2 Request for Road Name not from the “Approved List” of Road Names

- (a) Where an “Approved List” is not available or the subdivision developer wishes to choose their own road names, the developer shall follow the guideline included in **section 3** of this policy and make a request to Council’s Roding Asset Team. Council’s Roding Asset Team shall then follow procedure as set out in **section 2.3**.
- (b) Council’s Roding Asset Team shall ensure the request is complete before proceeding with the process for name approval, as set out in **section 3** below. Should the request require further information, Council’s Roding Asset Team shall contact the subdivision developer by phone, email or in writing.

## 2. Infrastructure Committee Procedure

### 2.1 Establishing Road Names onto the “Approved List”

- (a) Ward Councillor’s shall consult with Community Boards, Community Committees, Community Groups and local Iwi, in accordance with Guidelines **section 3.2**, to establish a tentative list of road names. Tentative names are to be checked by the Roding Asset Team then submitted and approved by the Infrastructure Committee before inclusion on the “approved list”. Iwi consultation can be co-ordinated by Waikato District Council Iwi & Community Partnership Manager. Council shall hold the “approved list”.

All road names, once approved by the Infrastructure Committee and included on the “approved list” do not require any further approvals from the Infrastructure Committee.

- (b) The “approved list” shall be reviewed from time to time as appropriate by the Community Boards/ Committees/ Groups to ensure the list comprises a sufficient number of road names (i.e. more than 20 names at any one time).

**Note:** An approved list may not be available for every Community. Ward Councillor’s shall determine whether or not an approved list is required for their Community depending on whether there is a need.

### 2.2 Altering Existing Road Names

- (a) In the event an existing road requires renaming, a request shall be made by either the general public or Council in accordance with section 2.3.
- (b) Where the request is being made by the general public for the alteration, they shall be responsible for undertaking consultation with both the residents of the road to be renamed and the ward councillors. The ward councillors will advise whether further consultation is required with the Community Board/Committee before making the amendment request to Council.
- (c) Where the request for amendment is being made by Council, Council’s Roding Asset Team shall undertake consultation with all owners and occupiers in the affected street or road; the

local Ward Councillors; and Community Board/ Committees/ Groups before reporting to the Infrastructure Committee.

- (d) In the event of an unfavourable response from owners and occupiers (less than 80% in favour), the road name shall remain unchanged.
- (e) If 80% approval is gained from the responses received, Council's Roding Asset Team will recommend to the Infrastructure Committee that the name be approved.

### **2.3 Road Name Requests to the Infrastructure Committee or Council**

- (a) Upon receiving a request as set out in **section 1.2** from either a subdivision developer, or as required by Council (if there is a road name change required), shall undertake consultation with local iwi, Community Boards, Community Committees and Community Groups. Following consultation a report (in accordance to Guidelines Section 3 shall be prepared by Council's Roding Asset Team recommending approval from either the Infrastructure Committee or Council.
- (b) In the case of no support from the Community Board/ Committees/ Groups the Infrastructure Committee will make final decision on approving the Road Name(s).
- (c) Upon approval of a road name Council's Roding Asset Team shall notify external agencies (i.e. Land Information New Zealand, Emergency Services).
- (d) Council's Roding Asset Team will report to Council twice yearly (in June & December) with a list and map of all new road names confirmed over the previous 6 months. An updated Road Name directory shall also be provided before this meeting.

## **3. Guidelines and Criteria for Selection of Road Names**

### **3.1 Making a request to Council's Roding Asset Team**

All requests for road names shall be in writing and submitted to Council's Roding Asset Team. All requests shall include the following details (as applicable):

- (i) Three proposed road names (using guidance below); and
- (ii) The reasons the subdivision developer wants to use these options (see guidance below); and
- (iii) Evidence to support the reasons outlined above in criteria (ii) (if applicable); and

### **3.2 When considering options for road names, the following criteria must be taken into account:**

- (a) Names should be brief (i.e. restricted to one word only) and be easily and readily pronounced. Identical sounding names with different spelling are to be avoided.
- (b) Names should not duplicate any existing district roads and preferably any name occurring within surrounding districts, including Hamilton and Auckland.

- (c) The length of the name should preferably not exceed 12-15 characters. The use of hyphens to connect parts of names should in most cases be avoided and the name written either as one word or as separate words where established by usage.
- (d) Short names should be chosen for short streets for mapping purposes.
- (e) Reasons for a road name may include but is not limited to: political, historical (including Maori or early settler), memorial, social or economic, natural features, outstanding events or persons as categorized in **section 3.3** below.

### **3.3 Weighting Categories and Description**

The following categories have been afforded a weighting based on their importance with respect to road name selection. The higher the weighting afforded (i.e. 3), the higher the importance.

#### **History – Weighting 3**

- (a) The name of a historical family, event industry or activity associated with the area. Such names may include early settlers and early notable families.
- (b) The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established. Permission of surviving relatives should be obtained where appropriate.

#### **Culture – Weighting 3 (*Cultural significance to Maori or culture other than Maori*)**

- (c) The category includes the name of a Maori heritage precinct, site or track or traditional appropriate name for the area.
- (d) All Maori names are to be submitted to an Iwi representative to ensure that they are appropriate; spelt correctly, interpreted correctly and are not offensive to Maori.
- (e) Joint non-Maori/Maori names will not generally be considered.

#### **Geography – Weighting 2**

- (f) The category includes local geographical, topographical, geological and landscape features.
- (g) Local flora and fauna also included in this category eg. Trees, plants and animals that is widespread and plentiful in the area.
- (h) Views must be readily identifiable.

#### **Theme – Weighting 2 (*Common or established themes in the area*)**

- (i) Where more than one road is being created in a development, a common theme is recommended for the names.
- (j) Where there is an established theme in the area, new road names should reflect this theme.
- (k) Proposed themes for a new subdivision must be submitted to council for approval.

#### **Noteworthy Person – Weighting 1**

- (l) Persons who have made a notable contribution to the area of the District. The contribution may be in conservation, community service, sport, arts, military, commerce, local government or other activity.

- (m) Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

## **Policy Review**

This policy will be due for review in 2018.

*[Previous Policies - WDC06/11/11/13, WDC07/12/05/11/12 & WDC09/03/08/11/14 ]*

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	GJ Ion Chief Executive
<b>Date</b>	24 February 2016
<b>Prepared by</b>	LM Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1463857
<b>Report Title</b>	Receipt of Strategy & Finance Minutes

## 1 Executive Summary

To receive the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 23 February 2016 and to adopt the recommendations contained therein.

## 2 Recommendation

**THAT the minutes of the Strategy & Finance Committee meeting held on Tuesday 23 February 2016 be received;**

**AND THAT the following becomes a resolution of Council:**

**S&F1602/07/7**

**Funding for Karioitahi Hall**

**THAT the shortfall in funding of \$2,906 per annum be funded from the LTCCP Contribution Reserve until this issue can be reconsidered through the next rating review.**

**S&F1602/07/12**

**Draft Feedback to the Local Government New Zealand on ‘A ‘blue skies’ discussion about New Zealand’s resource management system.’**

**THAT Council retrospectively approve the draft feedback to Local Government New Zealand on ‘A ‘blue skies’ discussion about New Zealand’s Resource Management System’.**

**S&F1602/07/16**

**Te Kauwhata Heavy Traffic Bypass – Removal of Designation**

**THAT the General Manager Service Delivery is requested to undertake the formal process to remove the designation.**

### **3 Attachments**

Strategy & Finance Minutes 23 February 2016



**MINUTES** of a meeting of the Strategy & Finance Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 23 FEBRUARY 2016** commencing at **9.05am**.

- Present
- Cr JC Baddeley (Chairperson)
  - His Worship the Mayor, Mr AM Sanson [*until 9.25am and from 9.29am*]
  - Cr J Church
  - Cr JM Gibb [*from 9.48am*]
  - Cr WD Hayes [*from 9.04am*]
  - Cr SD Lynch [*from 9.04am*]
  - Cr RC McGuire
  - Cr LM Petersen
  - Cr JD Sedgwick
  - Cr NMD Smith
  - Cr MR Solomon
- Attending
- Mr GJ Ion (Chief Executive)
  - Mr TG Whittaker (General Manager Strategy & Support)
  - Ms S Duignan (General Manager Customer Support)
  - Mrs L Wainwright (Committee Secretary)
  - Ms A Diaz (Finance Manager)
  - Mr V Ramduny (Planning & Strategy Manager)
  - Ms K Newell (Local CDEM Co-ordinator)
  - Mr B Cathro (Corporate Business Planner)
  - Mr C Clarke (Roading Manager)
  - Ms J Vernon (Strategic Planning and Resource Management Team Leader)
  - Ms K Bredenbeck (Huntly i-Site)

**S&F1602/01**

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/Solomon)**

**THAT an apology be received from and leave of absence granted to Crs Costar, Fulton and Tait;**

**AND THAT an apology for lateness be received from Crs Gibb and Hayes.**

**CARRIED on the voices**

**S&F1602/02            CONFIRMATION OF STATUS OF AGENDA ITEMS****S&F1602/02/1            Resolved: (Crs Sedgwick/Church)**

**THAT** the agenda for a meeting of the **Strategy & Finance Committee** held on **Tuesday 23 February 2016** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be discussed with the public excluded.

**Order of agenda be changed**

**CARRIED on the voices**

**S&F1602/03            DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**S&F1602/04            CONFIRMATION OF MINUTES****S&F1602/04/1            Resolved: (Crs Petersen/Church)**

**THAT** the minutes of a meeting of the **Strategy & Finance Committee** held on **Monday 23 November 2015** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**S&F1602/05            MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

Crs Hayes and Lynch entered the meeting [9.04am] prior to discussion on the following item.

**S&F1602/06            RECEIPT OF COMMITTEE MINUTES****S&F1602/06/1            Resolved: (His Worship the Mayor/Cr Sedgwick)**

**THAT** the minutes of a meeting of the **Audit & Risk Committee** held on **Thursday 10 December 2015** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**



**S&F1602/07****REPORTS**

S&amp;F1602/07/1

Waikato Enterprise Agency Operational report for Waikato District i-Site and Raglan i-Site July 2015 to December 2015

Item 7.1

Ms Bredenbeck gave a powerpoint presentation and answered questions of the committee.

**Resolved: (Crs Lynch/Church)**

**THAT the report of the General Manager Strategy & Support – Waikato Enterprise Agency Operational Report for Waikato District i-Site and Raglan i- Site July 2015 to December 2015 – be received.**

**CARRIED on the voices**

S&amp;F1602/07/2

CDEM Joint Committee Minutes

Item 7.3

The General Manager Customer Support gave a verbal report and answered questions of the committee.

**Resolved: (Crs Church/Hayes)**

**THAT the report of the General Manager Customer Support – CDEM Joint Committee Minutes - be received.**

**CARRIED on the voices**

His Worship the Mayor withdrew from the meeting [9.25am] during discussion on the above item and was not present when voting took place.

S&amp;F1602/07/3

CDEM National Capability Assessment Report – December 2015

Item 7.4

The General Manager Customer Support gave a verbal report and answered questions of the committee.

**Resolved: (Crs Smith/Petersen)**

**THAT the report of the General Manager Customer Support – CDEM National Capability Assessment Report December 2015 - be received.**

**CARRIED on the voices**

S&amp;F1602/07/4

Public Alerting Options  
Item 7.5

The Local CDEM Co-ordinator gave a verbal report and answered questions of the committee.

**Resolved: (Crs Church/Solomon)**

**THAT the report of the General Manager Customer Support – *Public Alerting Options* - be received.**

**CARRIED on the voices**

His Worship the Mayor re-entered the meeting [9.29am] during discussion on the above item and was present when voting took place.

S&amp;F1602/07/5

West Coast Tsunami Study  
Item 7.6

The Local CDEM Co-ordinator gave a verbal report and answered questions of the committee.

**Resolved: (Crs Church/Lynch)**

**THAT the report of the General Manager Customer Support – *West Coast Tsunami Study* - be received.**

**CARRIED on the voices**

S&amp;F1602/07/6

Summary of Movements in Discretionary Funds to 10 February 2016  
Item 7.7

**Resolved: (Crs Petersen/Sedgwick)**

**THAT the report of the General Manager Strategy & Support – *Summary of Movements in Discretionary Funds to 10 February 2016* – dated 12 February 2016 be received.**

**CARRIED on the voices**

S&amp;F1602/07/7

Funding for Karioitahi Hall  
Item 7.8

The General Manager Strategy & Support gave a verbal report and answered questions of the committee.

**Resolved: (Crs Costar/Petersen)**

**THAT the report of the General Manager (Strategy and Support) – Funding for Karioitahi Hall - be received;**

**AND THAT the shortfall in funding of \$2,906 per annum be funded from the LTCCP Contribution Reserve until this issue can be reconsidered through the next rating review.**

**CARRIED on the voices**

Cr Gibb entered the meeting [9.48am] during discussion on the above item and was present when voting took place.

S&amp;F1602/07/8

Riskpool Annual Report 2015  
Item 7.9

The Finance Manager gave a verbal report and answered questions of the committee.

**Resolved: (Crs Gibb/Hayes)**

**THAT the report of the General Manager Strategy & Support – Riskpool Annual Report 2015 – be received.**

**CARRIED on the voices**

S&amp;F1602/07/9

Structure Plan Financial Report  
Item 7.10

The General Manager Strategy & Support gave a verbal report and answered questions of the committee.

**Resolved: (Crs Gibb/Church)**

**THAT the report of the General Manager Strategy & Support – Structure Plan Financial Report - be received.**

**CARRIED on the voices**

S&amp;F1602/07/10

Waikato District Council Community Wellbeing Trust – Six Monthly Accounts to 31 December 2015

Item 7.11

**Resolved: (Crs Smith/Lynch)**

**THAT the report of the General Manager Strategy & Support – Waikato District Council Community Wellbeing Trust – Six Monthly Accounts to 31 December 2015 - be received.**

**CARRIED on the voices**

S&amp;F1602/07/11

Waikato District Community Wellbeing Trust – Draft Statement of Intent for year ended 30 June 2017

Item 7.12

The General Manager Strategy & Support gave a verbal report and answered questions of the committee.

**Resolved: (Crs Lynch/Gibb)**

**THAT the report of the General Manager Strategy & Support – Waikato District Community Wellbeing Trust – Draft Statement of Intent for year ended 30 June 2017 – be received;**

**AND THAT the Strategy & Finance Committee provides support to the Waikato District Community Wellbeing Trust.**

**CARRIED on the voices**

S&amp;F1602/07/12

Draft Feedback to the Local Government New Zealand on ‘A ‘blue skies’ discussion about New Zealand’s resource management system.’

Item 7.13

The Strategic Planning and Resource Management Team Leader gave a verbal report and answered questions of the committee.

**Resolved: (Crs Lynch/Church)**

**THAT the report of the General Manager Strategy & Support – Draft Feedback to the Local Government New Zealand on ‘A ‘blue skies’ discussion about New Zealand’s resource management system.’- be received;**

**AND THAT the Committee recommends that the draft feedback to the Local Government New Zealand on ‘A ‘blue skies’ discussion about New Zealand’s Resource Management System’ be approved retrospectively by Council.**

**CARRIED on the voices**

S&F1602/07/13 2015-2016 Half-Year Non-Financial Report  
Item 7.14

**Resolved: (Crs Sedgwick/Church)**

**THAT the report of the Acting General Manager Strategy & Support – 2015-2016 Half Year Non-Financial Report – be received.**

**CARRIED on the voices**

S&F1602/07/14 Financial Review of Key Projects  
Item 7.2

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

**Resolved: (Crs McGuire/Solomon)**

**THAT the report of the Chief Executive – *Financial Review of Key Projects* - be received.**

**CARRIED on the voices**

The meeting adjourned at 10.35am and resumed at 10.52am.

S&F1602/07/15 Financial Performance Summary for Period Ending 31 January 2016  
Item 7.15

The Finance Manager gave a verbal report and answered questions of the committee.

**Resolved: (Crs Gibb/Hayes)**

**THAT the report of the General Manager Strategy & Support – *Financial Performance Summary for the Period Ending 31 January 2016* – be received;**

**AND THAT the Committee acknowledges the continued breach of the proportion of fixed rate borrowing treasury risk management policy limit.**

**CARRIED on the voices**

S&amp;F1602/07/16

Te Kauwhata Heavy Traffic Bypass – Removal of Designation  
Item 7.16

The Roading Manager gave a verbal report and answered questions of the committee.

**Resolved: (Crs Smith/Hayes)**

**THAT the report of the General Manager Service Delivery – Te Kauwhata Heavy Traffic Bypass – Removal of Designation - be received;**

**AND THAT the General Manager Service Delivery is requested to undertake the formal process to remove the designation.**

**CARRIED on the voices**

S&amp;F1602/08

**EXCLUSION OF THE PUBLIC**

**Resolved: (His Worship the Mayor/Cr McGuire)**

**THAT the public be excluded from the meeting during discussion on the following items of business:**

- 1. Confirmation of Minutes 23 November 2015**
- 2. Receipt of Audit & Risk Subcommittee minutes 10 December 2015**
- 3. Sundry Debt Write Off – Expired Debt**

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1996 and the particular interest protected by section 6 of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public is as follows:**

**That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:**

- a. Protect members, or officers, or employees of any local authority, or any persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1996 applies, from improper pressure or harassment;**
- b. Protect the privacy of natural persons, including that of deceased natural persons;**
- c. Prevent the disclosure or use of official information for improper gain or improper advantage;**

**AND THAT the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings before the local authority where a right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings.**

**CARRIED on the voices**

*Resolutions S&F1602/9 - S&F1602/13 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business, the meeting was declared closed at 11.22am.

Minutes approved and confirmed this                      day of                      2016.

JC Baddeley  
**CHAIRPERSON**  
Minutes2016/S&F/160223 S&F M.doc

**REPORT**

Item Number:

**Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	TG Whittaker
<b>Date</b>	29 February 2016
<b>Prepared By</b>	Jenni Vernon Strategic Planning and Resource Management Team Leader
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1466445
<b>Report Title</b>	<b>Plan Change 14 (Raglan Rezoning) - Council Submission</b>

**1. Executive Summary**

Plan Change 14 (PC 14) proposes to rezone the following properties in the Raglan area:

- A number of properties on Wallis Street from Living Zone to Business Zone with Town Centre overlay;
- Two properties on Wainui Road adjacent to the Poihakena marae from Coastal Zone to Pa Zone;
- Establish a new Business overlay for a number of properties on Bankart Street and Wainui Road;
- Rezone 75 Rose Street from Living Zone to Business Zone; and
- Rezone the consented industrial areas of the Nau Mai Business Park from Rural Zone to Light Industrial Zone.

Unfortunately during the drafting and notification there were two minor omissions made which has required Council to put in a submission to PC 14. The first is a new policy and objective for the Nau Mai Business Park and the second is a typographical mistake relating to the rule number which should be “24F” and not “24E”.

**2. Recommendation**

**THAT the report of the General Manager Strategy and Support – Plan Change 14 (Raglan Rezoning) - Council Submission - be received;**

**AND THAT the Council submission on Plan Change 14 be retrospectively approved.**

**3. Background**



Plan Change 14: Raglan Rezone was notified on 18 December 2015 and closes for submissions on 29 February 2016. Originally it was deemed that the current operative policies and objectives for industrial land would cover the rezoning of the Nau Mai Business Park but a legal peer review suggested it should have its own policies and objectives and it was also discovered that a typographical mistake had been made regarding the number for the Nau Mai Business Park – Rules which should be “24F” and not “24E”.

Therefore Council has had to put in a submission to the Plan Change to correct these omissions. Since Council will be receiving this report after the closing date for submissions, it is recommended that the submission be retrospectively approved.

## **4. Discussion and Analysis of Options**

### **4.1 Discussion**

PC14 seeks to amend the zoning of the following properties:

- Properties 9, 11, 13, 14, 15A, 15B, 17, 17A, 17B, 18 and 19 Wallis St to be rezoned from Living to Business with a Town Centre overlay;
- 222 Wainui Rd (Rakanui 2A Block, adjacent to the Poihakena Marae) to be rezoned from Coastal to Pa Zone;
- 113 – 117 Wainui Rd (Rakanui 1B Block, adjacent to the Poihakena Marae) to be rezoned from Coastal to Pa Zone;
- 2, 4, 6, 8, 8A, 10, 10A, 12, 12A, 14A, 14B, 14C, 14D Bankart St to retain existing Living Zone with the establishment of a Business Zone overlay;
- 8, 10, 12 Wainui Rd to retain existing Living Zone with the establishment of a “Business Zone” overlay;
- Proposed rezoning of 75 Wallis Street from Living Zone to Business Zone; and
- Proposed rezoning of consented light industrial precincts of the Nai Mau Business Park and the establishment of a specific schedule in the District Plan.

### **4.2 Options**

Council has no practical option other than to correct these two omissions.

## **5. Considerations**

### **5.1 Financial**

Nil.

## 5.2 Legal

This submission is made as per statutory requirements relating to the Schedule 1 process of the Resource Management Act.

## 5.3 Strategy, Plans, Policy & Partnership Alignment

PC 14 proposes to amend the zoning of a number of properties in Raglan and surrounds. The Plan Change has been developed through consultation with the community.

## 5.4 Assessment of Significance

Consultation has been undertaken in accordance with Schedule 1 of the Resource Management Act 1991.

## 6. Consultation

The following stakeholders have been/or will be consulted:

Planned	In Progress	Complete	
		√	Internal
		√	Community boards/Community committees
		√	Waikato-Tainui/Local iwi
		√	Households
		√	Business
			Other Please Specify

## 7. Conclusion

It is important that the Plan Change is legally correct to avoid having to undertake a further variation at a later date.

## 8. Attachments

*Attachment 1: Council Submission*

## Introduction

Plan Change 14 proposes to rezone the following properties in the Raglan area:

- A number of properties on Wallis Street from Living Zone to Business with Town Centre overlay;
- Two properties on Wainui Road adjacent to the Poihakena marae from Coastal Zone to Pa Zone;
- Establish a new Business overlay for a number of properties on Bankart Street and Wainui Road;
- Rezone 75 Rose Street from Living Zone to Business Zone; and
- Rezone the consented industrial areas of the Nau Mai Business Park from Rural Zone to Light Industrial Zone.

## Privacy Statement

Privacy Act - The Local Government Act 2002 requires submissions to be made available to the public. Your contact details are collected to arrange a hearing date and time for you to speak (if you choose to) and so the Council can write or email to inform you of the decision(s) on your submission(s).

Your name and contact details will be made publicly available. If you would like your contact details kept confidential you need to inform us when you send in your submission.

## Submitter Details

First Name: **Troy**  
 Last Name: **Martin**  
 Organisation: **Waikato District Council**  
 On behalf of: **Waikato District Council Policy Planning**  
 Street: **15 Galileo Street**  
 Suburb: **Ngaruawahia**  
 City:  
 Country: **New Zealand**  
 Daytime Phone: **021 027 45654**  
 Mobile: **021 027 45654**  
 eMail: **troy2509@hotmail.com**

Trade competition and adverse effects:

I could  I could not

gain an advantage in trade competition through this submission

I am  I am not

directly affected by an effect of the subject matter of the submission that :

a. adversely affects the environment, and

b. does not relate to the trade competition or the effects of trade competitions.

Wishes to be heard:

Yes

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Correspondence to:

Submitter

Agent

Both

**Submission****84****Consultation Document Submissions**

Rules &gt; Industrial Zone Rules

- Support
- Oppose
- Neutral

## Decision Requested

There needs to be a new objective and policy inserted in the District Plan that supports the proposed rezoning to light industrial and the establishment of the industrial activities.

## Reason for Decision Requested

It is considered that the existing relevant objectives and policies do not strongly link with the proposed light industrial rezoning and for this reason a new objective and policy specific to the Nau Mai Business Park is required.

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Rules > 5. Proposed rezoning of consent light industrial lots of the Nau Mai Business Park from Rural Zone to Light Industrial Zone.

- Support
- Oppose
- Neutral

## Decision Requested

Figure 24F.1 demonstrates the extent of the proposed rezoning. However the wording "Nau Mai Business Park Schedule 24E" should be replaced with "Nau Mai Business Park Schedule 24F"

## Reason for Decision Requested

Appears to be a small error referring to the incorrect schedule reference.

## Attached Documents

File
No records to display.