

Agenda for a meeting of the Policy & Regulatory Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 21 MARCH 2017** commencing at **9.00am**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 21 February 2017 2

5. CONFIRMATION OF HEARING MINUTES AND DECISIONS

5.1 P&R Hearing: Easter Trading held on Wednesday 15 March 2017 *to be circulated*

6. REPORTS

6.1 Delegated Resource Consents Approved for the month of February 2017 8

6.2 Chief Executive's Business Plan 18

6.3 2017 Meeting Calendar 26

GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	23 February 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	Gov1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 21 February 2017.

2. RECOMMENDATION

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 21 February 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

P&R Minutes

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia to be held on **TUESDAY 21 FEBRUARY 2017** commencing at **9.00am**.

Present:

Cr JD Sedgwick (Chairperson)
His Worship the Mayor, Mr AM Sanson
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr BL Main
Cr EM Patterson [*until 10.00am*]
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Ms S Duignan (General Manager Customer Support)
Mr T Harty (General Manager Service Delivery)
Mr R MacLeod (Chair, Raglan Community Board)
Mrs W Wright (Committee Secretary)
Mr R MacCulloch (Regulatory Manager)
Ms K Nicolson (Senior Policy Manager)
Ms P Fourie (Manager, Regional Engagement, Regional Relations North Island, Fonterra)
Mr M Paviour (Community Supervisor for DOC, Waikato/Regional Lead for Living Waters Waikato)
Mr L Hazlewood (CDEM Group Manager/Controller, Waikato CDEM Group)
3 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Thomson/Main)

THAT an apology for early departure be received from Cr Patterson.

CARRIED on the voices

P&R1702/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Church/Lynch)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 21 February 2017 be confirmed and all items therein be considered in open meeting;

AND THAT speaking rights be given to the Chair of the Raglan Community Board.

CARRIED on the voices

P&R1702/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 15 November 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

P&R1702/03

The meeting adjourned at 9.02am and resumed at 9.10am.

REPORTS

Presentation – Fonterra Co-operative Group Limited
Agenda Item 5.1

Mr M Paviour gave a Powerpoint presentation. Ms P Fourie answered questions from the Committee.

Tabled item: Fonterra – Living Waters Strategic Direction

Resolved: (His Worship the Mayor/Cr Main)

THAT the report from Mayor Sanson be received.

CARRIED on the voices

P&R1702/04/1

Civil Defence Emergency Management Overview
Agenda Item 5.2

Mr L Hazlewood (CDEM Group Manager/Controller, Waikato CDEM Group) gave a Powerpoint presentation and answered questions from the Committee.

Tabled item: Councillor Intro to CDEM Powerpoint

Resolved: (Crs Lynch/Thomson)

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

CARRIED on the voices

P&R1702/04/2

Cr Patterson retired from the meeting at 10.00am during the above presentation.

Delegated Resource Consents Approved for the months of November and December 2016 and January 2017
Agenda Item 5.3

The Senior Policy Manager answered questions from the Committee.

Resolved: (Crs Church/Henderson)

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

CARRIED on the voices

P&R1702/04/3

Summary of Applications Determined by the District Licensing Committee
Agenda Item 5.4

The Regulatory Manager and Cr Smith gave a brief overview of the applications for Licences.

Resolved: (Crs McNally/Smith)

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

CARRIED on the voices

P&R1702/04/4

The meeting was adjourned at 10.29am and resumed at 10.49am.

Local Governance Statement – February 2017
Agenda Item 5.5

The Chief Executive highlighted amendments to be made to this draft.

Resolved: (Crs Gibb/Thomson)

THAT the report from the Chief Executive be received;

AND THAT the Committee recommends that the Waikato District Council

adopts the amended Local Governance Statement – February 2017;

AND FURTHER THAT the District Plan Administrator be given delegated authority to update the Local Governance Statement as and when required.

CARRIED on the voices

P&R1702/04/5

Chief Executive's Business Plan
Agenda Item 5.6

Resolved: (Crs Church/Bech)

THAT the report from the Chief Executive be received.

CARRIED on the voices

P&R1702/04/6

2017 Meeting Calendar
Agenda Item 5.7

Resolved: (His Worship the Mayor/Cr Thomson)

THAT the report from the Chief Executive be received.

CARRIED on the voices

P&R1702/04/7

There being no further business the meeting was declared closed at 11.48am.

Minutes approved and confirmed this 21st day of March 2017.

Cr JD Sedgwick
CHAIRPERSON
Minutes2017/P&R/170221P&RM.doc

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	10 March 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Hearing Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a hearing for Policy & Regulatory Easter Trading Policy held on 15 March 2017.

2. RECOMMENDATION

THAT the minutes of a hearing for Policy & Regulatory Easter Trading Policy held on 15 March 2017 be received.

3. ATTACHMENTS

Hearing minutes *to be circulated*

Open Meeting

To	Policy & Regulatory Committee
From	Sue Duignan General Manager Customer Support
Date	7 March 2017
Prepared by	Beryl McCauley Consents Administrator
Chief Executive Approved	Y
Reference #	1691181
Report Title	Delegated Resource Consent Approved for the month of February 2017

1. EXECUTIVE SUMMARY

This report gives information relating to all delegated Resource Consents processed for the month of February 2017 excluding hearings.

2. RECOMMENDATION

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

3. APPOINTMENT OF COMMISSIONERS

There were no Commissioners appointed for the month of February 2017

4. ATTACHMENTS

Delegated Authority Reports - attached

- February 2017

Awaroa ki Tuakau		Ward Total: 16		
Applicant	ID No	Address	Details	Decision
Watercare Services Ltd	DES0012/17	Hayward Road TUAKAU	Outline Plan of Works to install a new transformer and widen a driveway at the Waikato Water Treatment Plant raw water pump station.	Accept Plan
Q Zhang	LUC0003/17	15 McIntosh Drive POKENO	To establish a 312m ² residential dwelling with an attached second dwelling, with side yard setback encroachments and earthwork excavations that exceed the maximum volume requirements.	Granted
Waikato District Council	LUC0055/17	Munro Road POKENO	Earthworks (including filling with a floodplain and re-alignment of a stream) to provide suitable ground levels for the future development of the Pokeno Sports Park	Granted
D I McIntosh, A J McIntosh, W J McIntosh, T K McIntosh	LUC0143/17	16 Cambridge Street POKENO	To construct a storage building within the Pokeno Structure Plan Area and to waive the requirement to comply with the Front Yard Control Line.	Granted
Archihomes Limited	LUC0231/17	106 Great South Road POKENO	The construction of 8 dwellings of which 8 have yard encroachments, 7 dwellings are above the maximum site coverage, 5 dwellings partially within a flood area, a dwelling within the stream setback/riparian setback, and associated earthworks/cleanfill deposition.	Granted
Holcim (New Zealand) Limited – Christchurch	LUC0239/17	611 Beaver Road BOMBAY	To deposit 2,810,000m ³ of managed fill in a quarry over a period of 20 years.	Granted
Bromley Park Hatcheries Limited	LUC0315/17	115 Brown Road TUAKAU	To undertake earthworks to create eight level building platforms for the construction of eight breeding sheds to expand an existing poultry farming activity within the Rural Zone and to undertake soil disturbance that requires consent under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011	Granted

Waikato District Council	LUC0334/17	22 Great South Road POKENO	To install a gravity fed wastewater network in Pokeno, where a section of the works will extend into a Heritage Area.	Granted
M Singh, M S Bath	LUC0335/17	18 McIntosh Drive POKENO	Undertake earthworks in the Village Zone in excess of the maximum permitted volume, in order to construct a new dwelling.	Granted
Cox-Roberts Properties Limited	LUC0339/17	23A Jellicoe Avenue TUAKAU	Land use component: To establish a multi-unit development in the Residential Zone comprising two residential units, where both units do not provide the required outdoor living court shape and to undertake earthworks that will exceed the maximum permitted volume as part of subdivision (SUB0175/17)	Granted
Bromley Park Hatcheries Limited	LUC0364/16.01	115 Brown Road TUAKAU	S127 to change conditions of landuse consent (LUC0364/16) 1, 5 and 7 to relocate consented sheds 4, 5 and 6 to another area within the site, closer to the existing office and ancillary activities associated with the hatchery operation	Granted
T M Smith	LUC0386/17	8 Kilbryde Crescent POKENO	To extend the time of dwelling being used as a showhome	Granted
Pokeno Village Holdings Limited	SUB0075/16.01	66 Hitchen Road POKENO	S127 to change conditions of subdivision consent (SUB0075/16) to reflect new staging layout and inclusive of a new area of road to vest	Granted
Archihomes Limited	SUB0119/17	106 Great South Road POKENO	Subdivision for 6 additional lots associated with a landuse consent for 8 dwellings in the Residential 2 Zone and the relocation of a common boundary with an undersized riparian margin.	Granted
R F Hull, S S Hull	SUB0154/17	489 Waiuku-Otaua Road WAIUKU	Part A: To transfer two Lot rights from a Rural Zone property outside of the Environmental Enhancement Overlay Area (EEOA).	Granted

			Part B: Creation of two new Lots located in the Rural Zone, also outside of the EEOA, with resultant Lots sizes of 0.83ha, 0.70ha and 5.61ha.	
Cox-Roberts Properties Limited	SUB0175/17	23A Jellicoe Avenue TUAKAU	Create one additional lot in the Residential Zone with the creation of a right of way easement over Lot 4 DP 54862 pursuant to Section 348 of the Local Government Act 1974.	Granted
Eureka		Ward Total: 2		
Applicant	ID No	Address	Details	Decision
K Dhillon	LUC0083/17	11 Davison Road RUAKURA	Operate a commercial activity in the Rural Zone with signage and traffic non-compliances	Granted
J I Johansen, T L Johansen	SUB0156/17	348 Piako Road GORDONTON	Creation of two lots with an oversized child lot and dwelling/barn within the notional lot setback, an entrance that does not meet separation distances and an unsealed private way in the Rural Zone.	Granted
Hukanui - Waerenga		Ward Total: 6		
Applicant	ID No	Address	Details	Decision
9Y & CK Limited	LUC0338/17	1060 Gordonton Road GORDONTON	Planning Certificate of Compliance for the sale and supply of alcohol, in the Light Industrial Zone.	Approved
M B Pizzini	LUC0343/17	472 Tainui Road TAUHEI	Retrospective consent to relocate a second-hand building onto a property in the Rural Zone as the second dwelling.	Granted
M R Gurnell	SUB0025/17.01	16 Kopuku Road WAERENGA	S127 to change conditions I and II of subdivision consent SUB0025/17, which relates to an entrance upgrade to proposed Lot 3.	Granted
LS & KA McLaggan Limited	SUB0157/17	627 Henry Road ORINI	To undertake a subdivision resulting in one additional lot from one certificate of title in the Rural Zone	Granted
Tuiwai Farm Limited	SUB0172/17	280 Stannard Road WAERENGA	Undertake a subdivision to create one additional allotment in the Rural Zone.	Granted

JBR Farms Limited	SUB0176/17	517 Seifert Road WHITIKAHU	To subdivide one lot into two in the Rural Zone, where a portion of the site is affected by the Flood Risk Area.	Granted
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Huntly	Ward Total: 1			
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Applicant	ID No	Address	Details	Decision
PFL Trustee Company Limited	LUC0329/17	494 Great South Road HUNTLY	To construct a shed as an extension of the existing building on site that fails to meet the minimum 7.5m setback distance from the boundary and is within the flood risk area.	Granted

Newcastle	Ward Total: 10			
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Applicant	ID No	Address	Details	Decision
K E Bunyard, M J Bunyard	LUC0298/17	5 Pheasant Close ROTOKAURI	To establish a 105m ² standalone shed.	Granted
G B Linn	LUC0311/17	256 Onion Road HOROTIU	Retrospective consent for earthworks in the Rural Zone which exceed the permitted activity requirements of 1000m ³ in volume and 1000m ² in area.	Granted
Back Yard Bar & Eatery Limited	LUC0337/17	Horotiu Road WHATAWHATA	Planning Certificate of Compliance for the sale and supply of alcohol, in the Business Zone.	Approved
R N Fleet, S C Fleet	LUC0341/17	43C Houkura Rise WHATAWHATA	To undertake earthworks which will exceed the permitted volume, area and maximum cut depth.	Granted
NZTE Operations	LUC0353/17	172 Limmer Road TE KOWHAI	To hold a one off temporary event for the Te Kowhai Country Market, including the Sport Aviation Association, Huntly Hot Rod Club, Madeleines Retro Kitchen and Pilot Brewery on 11 February 2017 at the Te Kowhai Airfield.	Granted
R M Monk, K I Monk	LUC0364/17	36 Wallace Road DINSDALE	To construct an attached garage that will fail the side setback, daylight admission and minimum site area requirements within the Rural Zone.	Granted

R V Jerebine, M D W Jerebine	SUB0148/17	60 Karakariki Valley Road KARAKARIKI	To undertake a subdivision to create one additional allotment and a boundary relocation between two adjacent Computer Freehold Registers in the Rural Zone	Granted
R B King, E R King	SUB0168/17	18 Westvale Lane TE KOWHAI	To create one additional title that is unable to provide compliant shape factor, road frontage and access width.	Granted
Greg & Trish Thomson Family Trust	SUB0184/17	46 School Road WHATAWHATA	Relocate the existing boundaries between two existing adjoining CFRs that are in separate ownership within the Rural Zone	Granted
M P Young	SUB0286/08.01	979 Horotiu Road HOROTIU	S127 to change conditions of subdivision consent (SUB0286/08) to provide for the relocation of a right of way	Granted

Ngaruawahia	Ward Total: 5
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Applicant	ID No	Address	Details	Decision
G W Metcalfe	LUC0300/17	13 Edward Street NGARUAWAHIA	To allow for reverse manoeuvring of vehicles to and from a shared access, in relation to vehicles on Lot 1 as part of a subdivision to create two lots in the Living Zone which fails District Plan rules relating to minimum lot size, allotment boundaries and road access.	Granted
J Gibb	LUC0321/17	56 Kent Street NGARUAWAHIA	To erect an electronic noticeboard on road reserve to display school and community group notices.	Granted
Chachi Group Limited	LUC0513/16	2A Ellery Street NGARUAWAHIA	To construct and operate a show home as a commercial activity from a site in the Living Zone for a period of 2 years, undertake earthworks and erect signage	Granted
G W Metcalfe	SUB0125/17	13 Edward Street NGARUAWAHIA	To undertake a two lot subdivision in the Living Zone which fails District Plan rules relating to minimum lot size, allotment boundaries and road access.	Granted

Debian Limited	SUB0134/17.01	23 Kent Street NGARUAWAHIA	S127 to amend conditions of subdivision consent (SUB0134/17) to allow for a change in lot sizes to provide for minimum lot sizes in the Living Zone, following a surveying error in the original application.	Granted
Onewhero-Te Akau		Ward Total: 4		
Applicant	ID No	Address	Details	Decision
R K Thomas, P A Thomas	SUB0153/17	134 Wilton Collieries Road GLEN MASSEY	Undertake a two lot subdivision involving a title issued after December 1997 to relocate a common boundary	Granted
B J Morris	SUB0159/17	Hunt Road TUAKAU	Undertake a TRLR subdivision to transfer consented Lots 8 and 9 from SUB0066/17 to a receiver site that is located in the Rural Zone and is outside of the EEOA.	Granted
G B Eskdale, S Eskdale	SUB0171/17	87 Lee Road TUAKAU	To undertake a TRLR subdivision to transfer consented Lot 7 from SUB0066/17 and consented Lot 5 from SUB0008/17 to a receiver site that is located in the Rural Zone and is outside of the EEOA.	Granted
R J Kelsey, G A Farndale	SUB0173/17	346 Wairamarama Onewhero Road TUAKAU	Undertake subdivision by way of boundary relocation in the Rural Zone.	Granted
Raglan		Ward Total: 2		
Applicant	ID No	Address	Details	Decision
M Farrant	LUC0310/17	2 Mahana Place RAGLAN	To establish a second attached residential dwelling to a site in the Living Zone that fails parking, earthworks volume and outdoor living court.	Granted
S I Wihongi, V L Wihongi, LOFA Trustee Limited	LUC0314/17	108B Whaanga Road WHALE BAY	To undertake the removal of indigenous vegetation in order to construct a shed on a site that has no legal or physical access.	Granted

Tamahere		Ward Total: 8		
Applicant	ID No	Address	Details	Decision
NZ Transport Agency	DES0013/17		Outline Plan of Works for the Tamahere East-West Link Gully	Accept Plan
N R Harcourt, S J Harcourt	LUC0167/17	306C Tamahere Drive TAMAHERE	To undertake house additions within the permitted 25m setback in the Rural Zone.	Granted
M J Yearsley, J H Yearsley	LUC0229/17	4 Green Haven Lane TAMAHERE	To undertake earthworks in the Country Living Zone which exceed the permitted volume, area and impervious surfaces areas.	Granted
Diprose Miller Trustees Limited, J M Keir, T A Keir	LUC0328/17	2 Green Haven Lane TAMAHERE	To construct a dwelling, garage / shed and driveway that exceeds the permitted 700m2 impervious surfaces and the shed exceeds the permitted accessory building coverage.	Granted
L Hayidakis, S J Hayidakis	LUC0336/17	31 Broadmeadows Road HAUTAPU	To construct a new shed and water tank that will encroach into the required 12m internal boundary setback, with respect to the southern and eastern site boundaries.	Granted
B P M (Lenting, B Lenting	LUC0351/17	36 Windmill Road TAMAHERE	To undertake additions to an existing dwelling that will exceed impervious surfaces.	Granted
Tamahere Eventide Home Trust	LUC0515/16	621 State Highway 1 TAMAHERE	To construct a new two storey building in two stages comprising aged care on the ground floor and residential units on the first level with support services	Granted
G M Spry	SUB0131/17	9 Monaro Grove PVT TAMAHERE	A subdivision consent which moves the boundary lines between 3 existing certificates of titles	Granted

Whangamarino		Ward Total: 10		
Applicant	ID No	Address	Details	Decision
Waikato Regional Council	LUC0265/17	122 Vineyard Road TE KAUPWHATA	Upgrade the "Orchard Road Pump Station", involving construction and use of a new pump station and switchboard shed where that shed will fail the District Plan minimum building setback to boundary requirement and to undertake associated earthworks and filling within a Flood Risk Area.	Granted
NZ Transport Agency	LUC0293/17	State Highway 1 RANGIRIRI	Construct a new carpark associated with the Rangiriri Pa site that requires consent under the rural zone and the living zone provisions.	Granted
T D Troy, L A Troy	LUC0330/17	67A Esk Road MARAMARUA	Construction of a dwelling and installation of a water tank within the minimum 25m from side yard boundary in the Rural Zone	Granted
J E Cunnold	LUC0345/17	97 Rataroa Road MARAMARUA	To undertake earthworks in the Hauraki Gulf Catchment Area to create a building site.	Granted
Kopuera Land Company Limited	LUC0346/17	590E Koheroa Road MERCER	To install and use a bridge over the Kopuera Stream for farm access which will not comply with the 30m Development Setback from a stream required under the Waikato District Plan.	Granted
Landmark Homes - Counties	LUC0352/17	97 Esk Road MARAMARUA	To construct a dwelling that encroaches upon the 25m northern (side) boundary	Granted
Golden Homes Hamilton	LUC0355/17	22B Green Acres Drive TE KAUPWHATA	Retrospective landuse consent for earthworks and filling using imported fill and landuse consent for new earthworks to remediate the site under the Waikato District Plan Resource consent for soil disturbance under the National Environmental Standard for Managing Contaminants in Soil to Protect Human Health	Granted

Kaiaua Farms Limited	SUB0040/17	1152 Kopuku Road KOPUKU	Undertake a two staged subdivision involving, a boundary adjustment and a boundary relocation between two certificates of title and the creation of two additional lots	Granted
J N Comins	SUB0089/17	22A Roto Street TE KAUWHATA	Undertake a subdivision in the Living Zone which involves moving land from one title to another, with no additional lots created.	Granted
Vineyard Road Limited	SUB0155/17	4 Vineyard Road TE KAUWHATA	Undertake a 14 lot rural residential subdivision (being 13 additional lots) within the Country Living Zone, where Lot 6 is 4,215m ² in size, two lots have reduced road frontages, another two lots have reduced width access legs, the proposed ROW is of reduced width, a number of the vehicle entrances will not comply with required access separation distances and one entrance is non-compliant with the required sight distance. NES: The subject site has been identified as containing HAIL Activities and is considered to be a Controlled Activity under National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011.	Granted

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	8 March 2017
Chief Executive Approved	Y
DWS Document Set #	1693360
Report Title	Chief Executive's Business Plan

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. BACKGROUND

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

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

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

4.2 OPTIONS

The list of projects has been agreed by Council.

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

5. CONSIDERATION

5.1 FINANCIAL

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

5.2 LEGAL

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

In other words, to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

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

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

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

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

The assessment depends on the issues involved.

6. CONCLUSION

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

7. ATTACHMENTS

Chief Executive's KPI worksheet.

Chief Executive's KPIs

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
1. Responsiveness and resolution of Service Requests logged (linked to LTP key goal of community engagement)	1.1	Completion of service requests within set timeframes for the year > 90%	1.1	90.43% of service requests for the year to 28 February 2017 have been completed on time. We are slightly ahead of target.	
	1.2	The total of overdue service requests < 110 on average for the year.	1.2	The total overdue service requests (against completion target) averaged 103 at the end of February 2017.	
2. Reduction in carry forward works (linked to LTP key goals of affordability and community engagement)	2.1	Reduction in controllable carry forward works by more than 10% in dollar terms for the year ended 30 June 2017 (e.g., non-controllable projects such as development contribution funded projects, grants and donations and discretionary funds are not included in this calculation).	2.1	<ul style="list-style-type: none"> ▪ Work is underway on the 2016/2017 work programme. Outstanding projects from 2015/2016 are being worked on in order to tender and complete these projects during this financial year. ▪ Progress is behind budget and some key land agreements are urgently needed to complete key infrastructure projects. ▪ A number of key projects have been let in the current quarter and key land procurement processes are completed. At this stage we are on track to meet the controllable carry forward reduction target. 	
3. Regional Initiatives – undertake works across councils and across the Waikato Regional that promote: <ul style="list-style-type: none"> ▪ Efficiency ▪ Common purpose 	3.1	Waters Review – Develop and implement an agreed process for the Waters CCO, subject to Council's decision.	3.1	<ul style="list-style-type: none"> ▪ Council has endorsed the Asset Owning CCO option. ▪ Waipa have recommended another option and Hamilton are still considering their position. ▪ Further discussions are being held about an alternative option. 	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
<ul style="list-style-type: none"> ▪ Affordability ▪ Collaboration ▪ Community engagement <p>(Linked to LTP key goals of affordability, economic development and community engagement)</p>	3.2	<p>Waikato Plan – Demonstrate the impact the Chief Executive has made in relation to the:</p> <ul style="list-style-type: none"> - Waikato Plan - Regional Sports Facilities Plan <p>Which is consistent with Council’s aspirations and expectations.</p>	3.2	<p>The Chief Executive has played a part in encouraging Iwi involvement in the Waikato Plan.</p> <p>He is also actively involved in the Chief Executive’s steering group for this project.</p> <p>Of the ten councils involved in the Regional Sports Facility Plan, nine have now signed the Memorandum of Understanding. This has been driven by the Chief Executive.</p> <p>The Chief Executive also spearheaded the signing of the Regional Triennial Agreement. The Agreement is now signed by all Councils.</p>	
<p>4. Economic Development – the District grows and prospers (linked to LTP key goal of economic development).</p>	4.1	<p>Agree an Implementation Plan for 2016/2017.</p>	4.1	<p>The implementation plan has been agreed with Council.</p>	
	4.2	<p>The agreed projects in the Implementation Plan are delivered by 30 June 2017.</p>	4.2	<p>Full reports on progress were provided to the November and February Strategy & Finance Committee meetings.</p> <p>The report indicated that the implementation plan is on track.</p> <p>An initial meeting of the Economic development Advisory Group has been held</p>	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
5. Rooding Alliance – Council has let a \$150 million contract to the Alliance with Downers/HEB for the delivery of road maintenance and related services (linked to the LTP key goals of affordability and community engagement).	5.1	The financial performance of the Waikato District Alliance is such that a gain share payment is due at the end of the financial year.	5.1	This is an end goal which both Council and Downer will be working to achieve throughout the year.	
	5.2	Achieve 80% of targets set in the Waikato District Alliance key performance indicator dashboard.	5.2	February: Of the 30 targets set for the Alliance: <ul style="list-style-type: none"> - 21 achieved target - 1 is between 80-100% of target - 8 are annual measures which will be available at the end of the year. YTD: Of the 30 targets set for the Alliance: <ul style="list-style-type: none"> - 20 achieved target - 2 are between 80-100% of target - 8 are annual measures which will be available at the end of the year. 	
	5.3	Provide a report to the appropriate committee on a monthly basis that covers all aspects of the Alliance model.	5.3	The Alliance is covered through the Service Delivery monthly report. A specific Alliance update report was also considered by the Infrastructure Committee in September.	
6. Transformational organisational change. - Outline what initiatives and actions are being undertaken to ensure an	6.1	Implement all of the 2016/17 strategies for the Zero Harm Strategic Plan.	6.1	A number of the actions have been completed and some are ongoing. A full update on progress was provided to the December Council meeting. Quarterly reporting of key indicators has also been introduced.	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
engaged and committed workforce (linked to the LTP key goal of community engagement).	6.2	An improvement of 4.75% or more is demonstrated in the engagement profile from the staff culture survey.	6.2 <ul style="list-style-type: none"> ▪ An indicative staff survey prior to Christmas indicated this goal would be difficult to achieve. ▪ Recent initiatives around culture have been a guest speaker about wellness, the introduction of a wellness programme (Tracksuit Inc) and staff culture workshops. ▪ Leadership has been a key focus with expectations having been outlined and support in place to make improvements. The focus is on Managers and Team Leaders being “people leaders”. A leadership development programme for all people leaders commenced in February. 	
	6.3	Undertake 360 degree feedback of key stakeholders, including developers, iwi, Audit & Risk Chair etc.	6.3 <ul style="list-style-type: none"> ▪ A suggested list of key stakeholders has been agreed. ▪ A format and questions are being developed for the engagement process. External assistance is being sought for this work. 	
	6.4	Develop an action plan for Council by 30 June 2017, in relation to improvements identified by the feedback.	6.4 <p>The engagement by means of a survey will provide the feedback for the Action plan.</p>	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
7. General Management	7.1	That the Audit and Risk Committee undertakes process reviews on targeted areas, and that any “red flags” are raised, discussed and incorporated by mutual agreement into KPIs.	7.1	Following on from a Conflict of Interest report, the Committee considered a procurement review in December. A number of improvement actions were identified and have been programmed for action.	
	7.2	That the Chief Executive provides oversight in the implementation of the Open Spaces Contract.		<ul style="list-style-type: none"> ▪ The Open Spaces Contract commenced on 1 August. The contract appears to be progressing satisfactorily, including the use of local sub-contractors. ▪ Workloads within the organisation are high with consent numbers continuing at record levels (Building Consents up 21.8% year to date (on top of 22% increase over the previous 12 Months) in workload terms and resource consents up 18.6% since 1 July 2016). (Note this is on top of the 33.4% increase experienced over the previous 12 months – 1/7/1015 - 30/6/16) ▪ Meetings have been held with Pokeno Land Consortium and other key developers to understand their pending requirements. 	

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	10 March 2017
Chief Executive Approved	Y
DWS Document Set #	1693549
Report Title	2017 Meeting Calendar

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Council has already approved a meeting timetable for 2017. It was agreed that I would provide a monthly update on the meeting calendar including as much relevant information as possible.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

The workshop schedule for the next few months are as follows:

Tuesday 21 March: 1pm – 4.15pm	Wednesday 29 March: 9am – 1pm
9am – 12.30pm Policy & Regulatory Committee Workshops:	Councillor Induction: Bus Tour

<ul style="list-style-type: none"> ▪ 1pm – 3pm: District Plan Review convened by Sandra Kelly <p>3.15 – 4.15pm Extra Council Meeting – Annual Plan</p>	
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APRIL 2017

Monday 10 April: 9am – 12pm	Tuesday 18 April: 9am – 12pm
<ul style="list-style-type: none"> ▪ 9am – 11am: District Plan Review convened by Sandra Kelly ▪ 11am – 11.30am: Activity Management Policy convened by Shelley Monrad ▪ 11.30am – 12pm: Seachange – Hauraki Gulf Marine Spatial Plan Recommendations convened by Giles Boundy <p>12.30pm – 1.15pm Citizenship ceremony</p> <p>1.15pm – 3.15pm Council Meeting</p> <p>3.30pm – 4.30pm Councillor Workshop: One Network Review Classification and Business Case Model presented by NZTA</p>	<ul style="list-style-type: none"> ▪ 9am – 11am: District Plan Review convened by Sandra Kelly ▪ 11am – 12.00pm: Speed Management Review ▪ 12.00pm – 12.30pm: Northern Facilities convened by Elton Parata

MAY 2017

Tuesday 9 May: 9am – 12pm	Tuesday 16 May: 1pm – 4pm
<ul style="list-style-type: none"> ▪ 9am – 11am: District Plan Review convened by Sandra Kelly 	<p>9am – 12.30pm Policy & Regulatory Committee</p> <p>Workshops:</p> <ul style="list-style-type: none"> ▪ 1pm – 3pm: District Plan Review convened by Sandra Kelly
Tuesday 23 May: 1pm – 4pm	Wednesday 24 May: 1pm – 4pm
<p>9am – 12.30pm Infrastructure Committee</p> <p>Workshops:</p> <ul style="list-style-type: none"> ▪ 1pm – 3pm: District Plan Review convened by Sandra Kelly 	<p>9am – 12.30pm Strategy & Finance Committee</p> <p>Workshops:</p> <ul style="list-style-type: none"> ▪

JUNE 2017

Monday 12 June: 9am – 12pm	Tuesday 13 June: 9am – 12pm
<ul style="list-style-type: none"> ▪ 9am – 11am: District Plan Review convened by Sandra Kelly <p>12.30pm – 1.15pm Citizenship ceremony</p> <p>1.15pm – 3.15pm Council Meeting</p>	
Tuesday 20 June: 1pm – 4pm	Tuesday 27 June: 1pm – 4pm
<p>9am – 12.30pm Policy & Regulatory Committee</p> <p>Workshops:</p> <ul style="list-style-type: none"> ▪ 1pm – 3pm: District Plan Review convened by Sandra Kelly 	<p>9am – 12.30pm Infrastructure Committee</p> <p>Workshops:</p> <ul style="list-style-type: none"> ▪ 1pm – 4pm: District Plan Review convened by Sandra Kelly

4.2 OPTIONS

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

5. CONSIDERATION**5.1 FINANCIAL**

Nil.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

levels of engagement					
	This report is for information only and to keep Council informed.				

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

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

6. CONCLUSION

Council is being asked to receive and review a monthly update on the meeting calendar for the remainder of 2017.

7. ATTACHMENTS

Annual Calendar.

30 ANNUAL CALENDAR - 2017

Updated 08 March 2017

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SAT							1						1											
SUN	1	New Years Day					2						2							1				
MON	2						3		1				3						2					
TUES	3	New Year's Day Observed					4		2				4		1				3					
WED	4		1		1	RMA Hrg DLC Hrg Yot Club	5		3			5	A&R	2					4		1			
THU	5		2		2	DLC Hrg Yot Club	6		4		1	CCL AP Hrgs	6		3				5		2			
FRI	6		3		3	Zone 2 DLC Hrg Yot Club	7		5		2		7		4		1		6		3		1	
SAT	7		4		4		8		6		3		8		5		2		7		4		2	
SUN	8		5		5		9		7		4		9		6		3		8		5		3	
MON	9		6	Waitangi Day	6		10		8	D&F Citizenship	5	Queen's Birthday	10		7		4		9		6		4	TCB OTCB
TUE	10		7		7		11		9	PCC RCB NCB	6		11		8	PCC RCB NCB	5		10		7		5	RCB NCB HCB
WED	11		8		8		12	RMA Hrg Fulton Hogan	10		7		12		9		6	Joint Cttee Hui WDC	11		8		6	
THU	12		9		9		13		11		8		13		10		7		12		9		7	
FRI	13		10		10		14	Good Friday	12		9	Zone 2	14		11		8		13		10		8	
SAT	14		11		11		15		13		10		15		12		9		14		11		9	
SUN	15		12		12		16		14		11		16		13		10		15		12		10	
MON	16		13	Citizenship	13	Citizenship	17	Easter Monday	15	RMA Hrg Ridge Road	12	Citizenship	17		14	D&F Citizenship	11	Citizenship	16		13	Citizenship	11	
TUE	17		14		14		18		16	P&R RMA Hrg Ridge Road HCB	13		18		15	P&R W/S	12		17		14		12	
WED	18		15		15		19	Joint Cttee Hui Waikato Tainui RMA Hrg River Rd Nth	17		14		19		16		13		18		15		13	A&R
THU	19		16		16		20		18		15		20		17		14		19		16		14	
FRI	20		17		17		21		19		16		21		18		15		20		17		15	
SAT	21		18		18		22		20		17		22		19		16		21		18		16	
SUN	22		19		19		23		21		18		23		20		17		22		19		17	
MON	23		20		20		24		22		19		24	LGNZ Conf	21		18		23	Labour Day	20		18	
TUE	24		21		21		25	ANZAC Day	23		20		25		22		19		24		21		19	
WED	25		22		22		26		24		21		26		23		20		25		22		20	
THU	26		23		23		27		25		22		27		24		21		26		23		21	
FRI	27		24		24		28		26		23		28		25		22		27		24		22	
SAT	28		25		25		29		27		24		29		26		23		28		25		23	
SUN	29		26		26		30		28		25		30		27		24		29		26		24	
MON	30	Auckland Anniversary	27		27				29		26		31		28		25		30		27		25	Christmas Day
TUES	31		28		28				30		27				29		26		31		28		26	Boxing Day
WED					29				31		28				30		27				29		27	
THU					30						29				31		28				30		28	
FRI					31						30						29					29		
SAT																	30					30		
SUN																							31	
KEY	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	Waikato		Infrastructure (9.00am)		Council (1.15pm)		Policy & Regulatory (9.00am)		Strategy & Finance (9.00am)		Citizenship		Pokeno CC (7.30pm)		Taupiri CB (5.30pm)		Raglan CB (2.00pm)		Onewhero-Tuakau CB (7.30pm)		Meremere CC (7.00pm)		W/S: Councillors' workshops	
			LTP(Long term Plan) Workshop)		Chief Executive's Performance Review (9.00am)		CCS: Creative Communities (10.30am)		Discretionary & Funding (9.00am)		Audit & Risk (9.00am or 1pm)				Ngaruawahia CB (6.15pm)		Huntly CB (6.30pm)		Te Kauwhata CC (7.00pm)		Civil Defence Management Group		Other Meetings	