

Agenda for a meeting of the Policy & Regulatory Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 20 NOVEMBER 2018** commencing at **9.00am**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	18 September 2018
Prepared by	Lynette Wainwright 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 18 September 2018.

2. RECOMMENDATION

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 18 September 2018 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 on **TUESDAY 18 SEPTEMBER 2018** commencing at **9.00am**.

Present:

Cr JD Sedgwick (Chairperson)
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson [from 9.09am]
Cr SD Lynch
Cr BL Main
Cr NMD Smith

Attending:

Mr GJ Ion (Chief Executive)
Ms S O’Gorman (General Manager Customer Support)
Mrs L Wainwright (Committee Secretary)
Ms AM D’Aubert (Consents Manager)
Mr J Wright (Senior Planner)
Ms E Makan (Consents Team Leader – East)
Mr G Bellamy (Safety Engineer – Roading)
Ms A Murphy (Corporate Planner)
Members of staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Main/Lynch)

THAT an apology be received from His Worship the Mayor, Mr Sanson, Cr McGuire, Cr Patterson and Cr Thomson.

CARRIED on the voices

P&R1809/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Church/Main)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 18 September 2018 be confirmed and all items therein be considered in open meeting.

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.2 [*Delegated Resource Consents Approved for the month of August 2018*] being considered the first item and that other items be considered as appropriate during the course of the meeting.

CARRIED on the voices

P&R1809/02

Resolved: (Crs Main/Fulton)

THAT all reports be received.

CARRIED on the voices

P&R1809/03

Cr Smith requested his dissenting vote be recorded.

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Gibb/Main)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 21 August 2018 be confirmed as a true and correct record of that meeting;

CARRIED on the voices

P&R1809/04

Resolved: (Crs Gibb/Church)

THAT the minutes of a Hearing by the Policy & Regulatory Committee (for the Proposed Waikato District Council Dangerous, Affected and Insanitary Buildings Policy 2018) held on Tuesday 21 August 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

P&R1809/05

REPORTS

Delegated Resource Consents Approved for the month of August 2018
Agenda Item 5.2

The report was received [*P&R1809/02 refers*] and discussion was held.

Chief Executive's Business Plan
Agenda Item 5.3

The report was received [P&R1809/02 refers] and discussion was held.

Cr Henderson entered the meeting at 9.09am during discussion on the above item.

Proposed 2018 Amendments to the Waikato District Council Speed Limits Bylaw 2011
Agenda Item 5.1

The report was received [P&R1809/02 refers] and discussion was held.

The Safety Engineer – Roading answered questions of the committee.

Resolved: (Crs Bech/Smith)

THAT subject to amendments, the Committee recommends to Council that it make a determination that the proposed Speed Limits Bylaw 2018 does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND THAT the Statement of Proposal, incorporating the proposed Waikato District Council Speed Limits Bylaw 2011, subject to any amendments, be approved for public notification on 9 October 2018 with the closing date for submissions being 9 November 2018, in accordance with Section 83 (special consultative procedure) and Section 86 (use of special consultative procedure in relation to adoption or review or amendment of bylaws) of the Local Government Act 2002;

AND FURTHER THAT submissions on the Statement of Proposal, incorporating the proposed 2018 Amendments to the Waikato District Council Speed Limits Bylaw 2011, be considered and, if requested, be heard by Council at a meeting to be held on 12 December 2018 or as early thereafter as possible.

CARRIED on the voices

P&R1809/06

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	27 September 2018
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Hearing Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of a hearing of the Policy & Regulatory Committee to hear and consider submissions and make recommendations on the Proposed Waikato District Council Gambling Venues Policy 2018 held on Monday 27 August and continued on Tuesday 18 September and Wednesday 26 September 2018.

2. RECOMMENDATION

THAT the minutes of a hearing of the Policy & Regulatory Committee to hear and consider submissions and make recommendations on the Proposed Waikato District Council Gambling Venues Policy 2018 held on Monday 27 August and continued on Tuesday 18 September and Wednesday 26 September 2018 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

P&R Hearing Minutes

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Proposed Waikato District Council Gambling Venues Policy) held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 27 AUGUST 2018** commencing at **9.00am** and continued on **TUESDAY 18 SEPTEMBER 2018** commencing at **10.38am** and on **WEDNESDAY 26 SEPTEMBER 2018** commencing at **1.03pm**.

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 EM Patterson
 Cr NMD Smith

Attending:

Mrs RJ Gray (Council Support Manager)
 Mr T Pipe (Regulatory Manager)
 Ms S Solomon (Junior Corporate Planner)
 Ms M Russo (Corporate Planner Team Leader)
 Ms I-J Huirama (Team Administrator)
 Members of Staff
 Submitters

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/Lynch)

THAT an apology be received from **Cr McGuire, Cr McNally, Cr Main and Cr Thomson.**

CARRIED on the voices

P&R1808/09

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Lynch)

THAT the agenda for a hearing of the Policy & Regulatory Committee held on Monday 27 August 2018 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

P&R1808/10

DISCLOSURES OF INTEREST

His Worship, Cr Gibb and Cr Patterson advised members of the Board that they would declare a non financial conflict of interest in the Ngaruawahia RSA Submission.

REPORT

Resolved: (His Worship the Mayor/Cr Church)

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

AND THAT pursuant to section 83 of the Local Government Act 2002, the Committee considers all submissions received on the notified Proposed Waikato District Council Gambling Venues Policy 2018.

CARRIED on the voices

P&R1808/11

Submissions on the Proposed Waikato District Council Gambling Venues Policy 2018

The Chair welcomed members and submitters to the hearing and clarified that all submissions and documentation relevant to the hearing had been read. She also thanked staff for their input into the hearing.

Hearing of Submissions:

The following submitters presented their submissions in relation to the Proposed Waikato District Gambling Venues Policy 2018:

<u>Submitter</u>	<u>Presented By</u>
Grassroots Trust [Doc 1] John Ngatai	Tim Wood
Gaming Machine Association of New Zealand [Doc 2] Northern Districts Cricket	Jarrold True Ben MacCormack
The Lion Foundation [Doc 3] David Whyte [Doc 4]	Helen Van Druten
New Zealand Community Trust [Doc 5]	Tanya Piejus

Process of policy hearing questioned and answer to be provided.

The hearing adjourned at 10.44am.

The Hearing reconvened on **TUESDAY 18 SEPTEMBER 2018** at **10.38am** at the District Office, Waikato District Council, 15 Galileo Street, Ngaruawahia.

Present:

Cr JD Sedgwick (Chairperson)
 Cr AD Bech
 Cr JA Church
 Cr DW Fulton
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire
 Cr EM Patterson
 Cr NMD Smith

Attending:

Ms S O’Gorman (General Manager Customer Service)
 Mrs RJ Gray (Council Support Manager)
 Mr T Pipe (Regulatory Manager)
 Ms S Solomon (Junior Corporate Planner)
 1 Member of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Gibb/Main)

THAT an apology be received from His Worship the Mayor, Cr McGuire, Cr McNally, and Cr Thomson.

CARRIED on the voicess

P&R1808/12

DELIBERATIONS ON SUBMISSIONS

Submitters were contacted advising the date deliberations would be held and to contact the Junior Corporate Planner with any queries regarding the hearing. There had been no indication from submitters that they wished to attend the deliberations.

Deliberations commenced on the submissions to the Proposed Waikato District Council Gambling Venues Policy 2018.

The Chair summarised the themes of submissions.

The Regulatory Manager spoke of the number of machines operating and the number required that could be installed, along with the sinking lid that is commonly proposed by councils.

Points raised from submissions were discussed in full and the suggested changes to the clauses of the policies. The Regulatory Manager answered questions from the members.

It was agreed that the current policy required further updating following the discussions held during deliberations.

The hearing adjourned at 12.12pm.

The Hearing reconvened on **WEDNESDAY 26 SEPTEMBER 2018** at **1.03pm** at the District Office, Waikato District Council, 15 Galileo Street, Ngaruawahia.

Present:

Cr JD Sedgwick (Chairperson)
 Cr AD Bech
 Cr JA Church
 Cr DW Fulton
 Cr JM Gibb
 Cr SD Lynch
 Cr B Main
 Cr EM Patterson
 Cr NMD Smith

Attending:

Mrs RJ Gray (Council Support Manager)
 Mr R MacCulloch (Deputy General Manager Service Delivery)
 Ms S Solomon (Junior Corporate Planner)
 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Main/Gibb)

THAT an apology be received from His Worship the Mayor, Mr Sanson, Cr Henderson, Cr McGuire, Cr McNally, and Cr Thomson.

CARRIED on the voices

P&R1808/13

Open Meeting

To	Policy & Regulatory Committee
From	Sue O’Gorman General Manager Customer Support
Date	6 November 2018
Prepared by	Jessica Thomas Consents Administrator
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Delegated Resource Consent Approved for the months of September and October 2018

1. EXECUTIVE SUMMARY

This report gives information relating to all delegated Resource Consents processed for the months of September and October 2018 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 September and October 2018

4. ATTACHMENTS

Delegated Authority Reports - attached

- September 2018
- October 2018

Delegated Authority Report ¹⁵

Period from 1 September 2018 to 30 September 2018

Awaroa ki Tuakau

Ward Total: 14

Applicant	ID No	Address	Details	Decision
Compass Homes (Franklin) Limited	LUC0064/19	44 Hitchen Road POKENO	To undertake earthworks that exceed the permitted volume and fill depth for the purpose of creating a building platform for a dwelling and to construct a retaining wall topped by a barrier fence that encroaches into a side yard within the Residential 2 Zone.	Granted
J N Priest, J M Priest	LUC0080/19	5 Harriet Johnston Drive POKENO	Earthworks to construct a building platform that exceeds the maximum permitted volume of 100 m ³ by 38 m ³ .	Granted
Summit Homes NZ Limited	LUC0082/19	21 Lippiatt Crescent POKENO	Construction of a dwelling in the Residential 2 zone which exceeds the maximum building coverage and associated earthworks which exceed the maximum volume and cut height.	Granted
Golden Homes, G R McPike, G F McPike	LUC0083/19	7 Crickett Lane PVT POKENO	To undertake earthworks for a building platform which does not comply with permitted volumes.	Granted
P J Stanford, E A Stanford	LUC0090/19	58 Harriet Johnston Drive POKENO	To undertake earthworks in excess of the allowable volume in association with the construction of a residential dwelling within the Residential 2 Zone.	Granted
Z Yang	LUC0466/18	9 McLachlan Way PVT POKENO	Construction of a building with two dwellings, and earthworks for a building platform with earthworks exceeding the maximum permitted volume of 100 m ³ by 93.79 m ³ . Construction of a dwelling with an outdoor living court that is entirely within the southern quarter of the site.	Granted
H L Jawad, N L Jawad, W L Jawad	LUC0490/17.01	78C McIntosh Drive POKENO	S127 to change/cancel conditions of resource consent (LUC0490/17.01) to enable a revised building design, site layout, and to allow the proposed building to be located within a side yard..	Granted
A N Melville, G I Melville	SUB0001/19	14 Thorn Road TUAKAU	Undertake a subdivision in the Residential Zone creating one additional allotment.	Granted
L L Coulter, K G Coulter	SUB0002/19	283 Trig Road TUAKAU	Operative District Plan: Consented Lot subdivision outside of the EEOA transferring consented Lot 3 from SUB0339/18. Proposed District Plan: Subdivision of a property containing a Significant Natural Area, with a Certificate of Title Date issued later than 06 December 1997 creating an additional allotment on land containing high-quality soils.	Granted

Delegated Authority Report ¹⁶

Period from 1 September 2018 to 30 September 2018

G Cameron, J Cameron	SUB0013/19	198 Buckville Road PUKEKOHE	Transferable Rural Lot Right subdivision within the EEOA to create two new allotments in the Rural Zone. Easement for right of way over the adjacent Lot 4 DP 97809.	Granted
M J Van Lieshout, A J Van Lieshout	SUB0026/19	165 Golding Road PUKEKOHE	To undertake a Transferrable Rural Lot subdivision inside the EEOA and Rural Zone to create one additional lot	Granted
Bothwell Farms Limited	SUB0285/18	230 Bothwell Park Road WAIUKU	Undertake a transferable subdivision of a consented lot where both the receiver and donors sites are outside the Environmental Enhancement Overlay Area (EEOA).	Granted
Awaroa Farms Limited	SUB0286/18	309 Otua Road WAIUKU	To undertake a transferable subdivision of a consented lot where both the receiver and donors sites are outside the Environmental Enhancement Overlay Area (EEOA)	Granted
G W Shine, Shine Family Trustee Company Limited	SUB0291/18	685A Karioitahi Road WAIUKU	Subdivision to created individual freehold titles around future chalets consented under LUC0179/17, a boundary relocation and cancellation of a consent notice.	Granted

Eureka

Ward Total: 7

Applicant	ID No	Address	Details	Decision
C R Baker	LUC0031/19	145 Greenhill Road HAMILTON	Construct a new accessory building on site which will exceed the maximum permitted total building coverage of 2% provided for in the Rural Zone.	Granted
H Walton	LUC0067/19	88 Bellevue Road TAUWHARE	Confirm the permitted activity status for the operation of a private airfield	Approved
Pukeko Preschool Trust Board	LUC0074/19	20 Scotsman Valley Road TAUWHARE	Establish and Operate a Pre-School Facility for up to 30 Children in the Country Living Zone.	Granted
Camarosa Cafe Limited	LUC0089/19	11 Davison Road RUAKURA	Planning Certificate for an On Licence from a site in the Rural Zone pursuant to Section 100 of the Sale and Supply of Alcohol Act 2012	Approved
S J Gee, S M Gee	LUC0097/19	9 Marshmeadow Road NEWSTEAD	To construct a Dependent Persons Dwelling at a site within the Rural Zone	Granted
D B Finlay	SUB0075/11.03	288 Puketaha Road HAMILTON	S127 to change/cancel conditions of subdivision consent (SUB0075/11) to amend condition UC5 relating to the design and construction of any sewer/stormwater disposal system	Granted
James & Co 2015 Limited	SUB0329/18	81 Bellevue Road TAUWHARE	Undertake a subdivision for the creation of one additional lot in the Rural Zone where the parent title is less than 20ha	Granted

Delegated Authority Report ¹⁷

Period from 1 September 2018 to 30 September 2018

Hukanui - Waerenga **Ward Total: 4**

Applicant	ID No	Address	Details	Decision
D P Voogt, J H Voogt	LUC0079/19	38 Gower Road GORDONTON	To construct a new dwelling where one dwelling already exists on the property and the new dwelling encroaches on the permitted boundary setbacks, in the Rural Zone.	Granted
Redline Holdings Limited	LUC0532/18	2219 Gordonton Road GORDONTON	To establish and operate commercial activities including a service station and a takeaway restaurant. Land use consent is also required for associated signage, building setback breaches and traffic provisions non-compliances to supplement the establishment of those activities.	Granted
G P Munden, A M Munden	SUB0116/10.03	Proctor Road TE HOE	S127 to change/cancel conditions of subdivision consent (SUB0116/10.02) to delete conditions FC1, FC2 AND DC1 for stage one only.	Granted
Redline Holdings Limited	SUB0331/18	2219 Gordonton Road GORDONTON	To undertake a boundary relocation to create two separate allotments that cannot meet the allotment size requirements.	Granted

Huntly **Ward Total: 5**

Applicant	ID No	Address	Details	Decision
NZ Transport Agency (Waikato)	DES0031/15.02	Huntly East Mine	A minor alteration to a designation is sought, to allow for cut-to-waste material to be deposited onto the Huntly East Mine site.	Granted
Stevenson Resources Limited	LUC0035/11.03	Riverview Road HUNTLY	S127 to change/cancel conditions of Resource Consent LUC0035/11 being PC14 & PC16	Granted
W P Whitham	LUC0057/19	87 Ohinewai North Road OHINEWAI	To relocate a used dwelling onto a property within the Rural Zone that does not meet the minimum site area for on-site wastewater disposal, where no council reticulation is available.	Granted
J A Dobbin	LUC0541/18	96 Rosser Street HUNTLY	To erect a garage in the Huntly East Mine Subsidence Area	Granted
Norris Farms Limited	SUB0337/18	186 Broughton Road ROTONGARO	To create one additional lot, where the existing dwelling will encroach upon a proposed lot boundary	Granted

Delegated Authority Report

Period from 1 September 2018 to 30 September 2018

Newcastle

Ward Total: 4

Applicant	ID No	Address	Details	Decision
G A Holah	LUC0058/19	429 Horotiu Road TE KOWHAI	Construction of a 56.4 m ² horse shed on a property in the Rural Zone, exceeding the overall site coverage being 120 m ² above the 500 m ² maximum permitted coverage and also encroaching on the 12 m south-eastern (rear) boundary setback by 3.8 m	Granted
R R Barham, N E Barham	LUC0084/19	699B State Highway 23 WHATAWHATA	To construct a shed with attached dwelling which will exceed site coverage and non-residential building size.	Granted
Te Kowhai Estate Limited	LUC0414/17.01	571 Horotiu Road TE KOWHAI	S127 to change/cancel of conditions of resource consent (LUC0414/17) to reflect activity now that detailed design and preliminary works have been undertaken	Granted
A G Richardson	SUB0041/19	28 Howden Road WHATAWHATA	Cancellation of existing easement pursuant to Section 243(e) of the Resource Management Act 1991.	Granted

Ngaruawahia

Ward Total: 6

Applicant	ID No	Address	Details	Decision
Ports of Auckland Limited	LUC0038/19	51 Horotiu Road HOROTIU	To establish and operate a warehouse facility that has a car parking shortfall within the Horotiu Industrial Park	Granted
Classic Builders Waikato Limited	LUC0087/19	45 Matariki Terrace NGARUAWAHIA	To construct a 4 bedroom dwelling that is unable to meet onsite car parking and manoeuvring requirements.	Granted
Perjuli Developments Limited, Classic Builders Waikato Limited	LUC0096/19	47 Matariki Terrace NGARUAWAHIA	Construct a dwelling that encroaches the side setback and has parking and manoeuvring non-compliances within the New Residential Zone	Granted
Classic Builders Waikato Limited	LUC0099/19	43 Matariki Terrace NGARUAWAHIA	To construct a four bedroom dwelling that fails to provide four onsite carparks and manoeuvring space.	Granted
M K Gerrits, M G Gerrits	SUB0016/19	114 Clark Road NGARUAWAHIA	To subdivide the site to create two rural-residential lots in the Country Living Zone, which also has District Plan rule failures relating to proposed allotment boundaries and vehicle access and entrances.	Granted
S G Fleming	SUB0042/19	2A Bruces Way NGARUAWAHIA	Revoke existing easement (E.I. 7798490.1) right to drain water marked C on DP 339311 over Lot 1 DP 339311 (CT 161767), appurtenant to Lots 1, 7, 8, 201 and 203 DP 520592, as part of subdivision SUB0020/17	Granted

Delegated Authority Report ¹⁹

Period from 1 September 2018 to 30 September 2018

Onewhero-Te Akau

Ward Total: 9

Applicant	ID No	Address	Details	Decision
Bailey Ingham Trustees Limited, R F Beveridge	LUC0001/19	1383 Churchill Road TUAKAU	To construct three sheds for the operation of a free range poultry farming operation, including associated earthworks which will exceed the 250m ³ maximum permitted volume by 905m ³ and exceed the 2,000m ² maximum permitted area by 5690m ² .	Granted
Millen Trust	LUC0046/19	398 Onewhero-Tuakau Bridge Road TUAKAU	To construct a second dwelling with an attached shed on the application site in the Rural Zone.	Granted
Lakewood Lodge Limited	LUC0065/19	585 Glen Murray Road RANGIRIRI	S127 to change/cancel conditions of resource consent (LUC0065/19) to allow for an increase to the number of guests at Lakewood Lodge within the Rural Zone	Granted
Mercer Assets Limited	LUC0120/16.01	55 Morrison Road TUAKAU	S127 to change/cancel conditions of resource consent (LUC0120/16) for the expansion of the mushroom farm in the Rural Zone	Granted
K J Pitts, A J Pitts	LUC0377/18.02	369 Matira Road MATIRA	S127 to change/cancel conditions of resource consent (LUC0377/18) to allow for a smaller second dwelling than that which was originally consented to	Granted
Waingararo Trustee Limited	LUC0412/18	Highway 22 WAINGARO	Undertake earthworks including for the formation of tracks and accesses in a Ridgeline Policy Area associated with the harvesting of production forestry.	Granted
Laing Holdings Limited	SUB0028/19	368 Clark And Denize Road TUAKAU	To undertake a boundary adjustment involving two CFRs in the Rural Zone and partial revocation of a S240 Covenant	Granted
R O Peters, J A Bisacre	SUB0237/17.01	71 Mission Track TUAKAU	S127 to change/cancel conditions of subdivision consent SUB0237/17 to reduce the size of the two proposed allotments and incorporate an updated geotechnical report into consent conditions.	Granted
Deertairere Downs Trust	SUB0304/18	1034 Highway 22 TUAKAU	Undertake a Transferable Rural Lot Right subdivision, to transfer two consented lots where the donor and receiver properties are both outside the EEOA and within the Rural Zone	Granted

Delegated Authority Report

Period from 1 September 2018 to 30 September 2018

Raglan Ward Total: 5

Applicant	ID No	Address	Details	Decision
H A Thomson	FST0003/19	294 Phillips Road TE MATA	To relocate a used dwelling onto a property within the Rural Zone.	Granted
M J Walker, E M Walker	LUC0076/19	1 Aroaro Lane PVT RAGLAN	Construction of a dwelling and garage where it is proposed to have the manoeuvring undertaken within the right of way and the garage encroaching into the setback from a 'wetland'.	Granted
Te Mata Quarry Limited	LUC0078/19	465 Kawhia Road TE MATA	Retrospective consent to Establish and Operate a Cleanfill Site in the Rural Zone	Granted
A S Fox, M J M Mitchell	LUC0482/18	25A Primrose Street RAGLAN	To construct a new dwelling which protrudes through the daylight admission angle and fails to provide the required number of carparks or meet the manoeuvring requirements within the Living Zone.	Granted
SABJ Limited	LUC0560/18	20 Bow Street RAGLAN	To construct a two story building within the Business Zone, that fails to comply with the veranda and display window controls, on a site that has been identified as a 'piece of land' and therefore requires consent under the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 (NES).	Granted

Tamahere Ward Total: 4

Applicant	ID No	Address	Details	Decision
S M Palmer, W D Anderson, B J Lindsay, J J Parsonson	LUC0034/19.01	128 Discombe Road HAUTAPU	S127 to change/cancel conditions of Resource consent LUC0034/19 to amend condition 1 and to add condition 3a to allow the two consented farm workers dwellings to infringe the 25 metre boundary set back by 5 metres	Granted
Fletcher Construction Company Limited	LUC0039/19	47 Birchwood Lane TAMAHERE	To carry out earthworks and import fill on a site that will exceed the maximum permitted volume and maximum permitted area and depth in the Country Living Zone outside the designation M106.	Granted
Red Lid Garden Bins And Bags Limited	LUC0303/18	70 Tamahere Drive TAMAHERE	For retrospective landuse resource consent and for new landuse resource consent to establish and operate a transport depot in the Rural Zone and for District Plan rule failures relating to noise, building coverage and vehicle crossing separation distance.	Granted
R M Van Dalen	SUB0038/19	823A Bruntwood Road TAMAHERE	Undertake a three lot subdivision from three existing titles in the Rural Zone, which fails to comply with Operative Waikato District Plan rules subdivision generally - relating to title dates, allotment size, allotment boundaries - relating to existing buildings, and the alignment of the formation of the rights-of-way.	Granted

Delegated Authority Report ²¹

Period from 1 September 2018 to 30 September 2018

Whangamarino

Ward Total: 9

Applicant	ID No	Address	Details	Decision
Department Of Corrections, Boffa Miskell Limited - Tauranga	DES0004/19	113 Hampton Downs Road HAMPTON DOWNS	Outline Plan Waiver pursuant to Section 176A of the Resource Management Act 1991 for works related to the extension of the Intervention and Support Unit (ISU) at the Spring Hill Corrections Facility.	Granted
J C Fitzgerald, G C Fitzgerald	LUC0004/19	72 Montana Road MANGATANGI	Retrospective Resource Consent for a Transport Depot in the Rural Zone and resiting of a relocatable dwelling	Granted
Magpie Properties Limited	LUC0077/19	22 Old Vintners Close TE KAUPHATA	Construction of a dependent person's dwelling in the Country Living Zone that fails the requirement for a shared outdoor living court with the main dwelling	Granted
Travama Holdings Limited	LUC0395/18	1144 Kaiua Road MANGATANGI	Construct a new free range poultry shed on an existing poultry farm.	Granted
C A Miller Developments Limited	LUC0501/18	16 Rangiriri Road RANGIRIRI	To relocate a building onto the site for commercial purposes where the proposal infringes the separation distance from road intersections and adjacent entranceways; and is within a flood risk area in the Business Zone.	Granted
M R Ware, M E Newton	LUC0554/18	Rataroa Road MARAMARUA	To construct a new dwelling and relocate an existing cabin within the required road and internal boundary setback resulting in a height control plane infringement; and to undertake earthworks within the Hauraki Gulf Catchment Area.	Granted
J M Buckley, P R Buckley	SUB0019/19	1036 Island Block Road MEREMERE	Create an additional lot in the Rural Zone which exceeds the maximum allotment size of 1.6ha	Granted
T A Detmar	SUB0341/18	140 Caie Road MANGATAWHIRI	To undertake an environmental lot subdivision that results in the creation of two additional lots from the protection of 11.05ha of Qualifying Natural Features (QNF) outside the EEOA in the Rural Zone.	Granted
Rushala Farm Limited	SUB1082/11.02	1157 Kaiua Road MANGATANGI	S127 to change condition of resource consent SUB1082/11 to remove Lot 1 for transfer to SUB0280/18	Granted

Delegated Authority Report ²²

Period from 1 October 2018 to 31 October 2018

Awaroa ki Tuakau

Ward Total: 15

Applicant	ID No	Address	Details	Decision
ECL Design Services	LUC0086/19	16 Horace Russell Road MERCER	Undertake storage of a Hazardous Substance in the Business Zone that is not listed in the District Plan.	Granted
Trilford Homes	LUC0088/19	16 Peter Bourne Drive POKENO	Construction of a Dwelling in the Residential 2 Zone that exceeds the maximum permitted coverage of 35% of the total site area by 3.6% or 21.65 m ² .	Granted
Millo Construction Limited	LUC0103/19	47 Raithburn Terrace POKENO	Undertake earthworks to exceed the permitted volume and depth requirements	Granted
MJB Construction Limited	LUC0109/19	29 Wingfield Road POKENO	Construction of a dwelling in the Residential 2 Zone which exceeds the permitted building coverage and fails outdoor living court requirements.	Granted
Rizak Pvt Limited	LUC0129/19	3 George Street TUAKAU	Planning Certificate for an existing Sale of Alcohol for an Off licence on a site in the Business Zone pursuant to Section 100 of the Sale and Supply of Alcohol Act 2012 to reflect the change of ownership of the premises	Approved
Counties Power Limited	LUC0131/19	55 Munro Road POKENO	Certificate of Compliance pursuant to section 139 Resource Management Act 1991 for the establishment of a substation and associated infrastructure/works	Approved
Counties Power Limited	LUC0135/19	88 Bluff Road POKENO	Certificate of Compliance pursuant to section 139 Resource Management Act for the installation of a new 22kV line from the Tuakau Substation to McDonald road in Pokeno.	Approved
Onroad Transport Limited	LUC0512/18	2169A Buckland Road BUCKLAND	To undertake deposition of cleanfill in the Rural Zone and depart from separation distance requirements for an Arterial road	Granted
M A Thompson, H C N Cowan	SUB0024/19	40 Mckpherson Road MANGATAWHIRI	To transfer one consented rural lot right from one Rural zoned site outside the EEOA to another rural zoned site, outside the EEOA which exceed the performance standard relating to maximum lot size.	Granted
T C Lim	SUB0029/19	3 Liverpool Street TUAKAU	To undertake a two lot subdivision from one CFR in the Residential Zone.	Granted
Yashili New Zealand Dairy Co Ltd	SUB0044/19	1 Yashili Drive POKENO	Undertake a subdivision for one additional lot which does not meet the minimum road frontage requirement in the Light Industrial Zone	Granted
Wells McRae Family Trust	SUB0051/19	85 Great South Road POKENO	To undertake a two lot subdivision from one CFR that is located within both the Business and Residential 2 Zone.	Granted

Delegated Authority Report

Period from 1 October 2018 to 31 October 2018

C J Smith, J K Smith, O'Donnell Trustee Services (No 1) Ltd	SUB0100/18.01	202 Pinnacle Hill Road PINNACLE HILL	S127 to change/cancel conditions of subdivision consent (SUB0100/18)being Condition 1 (Land Transfer) and new conditions 4(a) Easement Surrender and 9 (a) consent notice removal	Granted
J A Jolly, G W Shine	SUB0254/18	243 Masters Road WAIUKU	To transfer two rural lot rights outside of the Environmental Enhancement Overlay Area (EEOA) to a lot located in the Rural Zone, also outside the EEOA.	Granted
P H Egan	SUB0287/18	230 Whiriwhiri Road WAIUKU	To undertake a transferable subdivision of a rural lot where both the receiver and donors sites are outside the Environmental Enhancement Overlay Area (EEOA)	Granted

Eureka

Ward Total: 8

Applicant	ID No	Address	Details	Decision
D G Garnett, A M Garnett	LUC0002/19.01	1089A Tauwhare Road TAUWHARE	S127 change of conditions of LUC0002/19 to vary the boundary setback for the proposed carport from the western boundary, in the Country Living Zone.	Granted
Nicola Burns Family Trust	LUC0045/19	298A Bellevue Road TAUWHARE	To construct a Dependent Person's Dwelling within the Rural Zone that does not share an outdoor living court with the main dwelling on the site and will utilise an existing right of way that does not comply with the permitted number of users or width.	Granted
L L Waghorn, T S Waghorn	LUC0072/19	102 Platt Road TAUWHARE	To construct a Dependent Person's Dwelling within the Rural Zone and form a driveway which runs parallel to the road within 30m of the road.	Granted
N L Watkins, R P Watkins, Lewislegal Trustees 2014 Limited	LUC0119/19	1246B State Highway 26 EUREKA	To undertake earthworks in the Hauraki Gulf catchment area for foundations and drainage for an extension to an existing dwelling.	Granted
S J Marshall, R S Marshall	LUC0120/19	6 Scotsman Valley Road TAUWHARE	Construct a garage requiring earthworks within the Hauraki Gulf Catchment that encroaches the 12 metre building setback within the Country Living Zone	Granted
V F Jefferis	LUC0124/19	675 Tauwhare Road TAUWHARE	To convert an existing farm workers dwelling into a second dwelling to be used by a farmworker or as a dependent persons dwelling scenario.	Granted
Thuraway Holdings Limited	SUB0006/19	884A Victoria Road TAUWHARE	Subdivision consent required for a boundary relocation between 5 certificates of title and the creation of two additional titles in the Rural Zone; and earthworks in the Hauraki Gulf Catchment Area to construct the vehicle entrances, right of way and for the installation of services.	Granted

Delegated Authority Report

Period from 1 October 2018 to 31 October 2018

I M Taylor, P A Taylor	SUB0081/11.02	45 Reid Road PUKETAHA	S127 to change/cancel conditions of subdivision SUB0081/11 to reflect a change in the siting of entranceways	Granted
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Hukanui - Waerenga Ward Total: 3

Applicant	ID No	Address	Details	Decision
Zealong Tea Estate Limited	LUC0047/09.05	495C Gordonton Road ROTOTUNA	S127 to change/cancel conditions of resource consent LUC0047/09.04 to extend the hours of operation and the hours for the sale of liquor.	Granted
K M A Clark	LUC0061/19	88 Henry Road TAUPIRI	To construct and use a garage / workshop on-site, failing to comply with the required minimum building setback rule in the Rural Zone.	Granted
B N Vernal	SUB0089/12.02	376 Gordonton Road ROTOTUNA	S127 to change/cancel conditions of subdivision consent (SUB0089/12.02) to amend condition LC3 to refer to the correct geotechnical assessment report.	Granted

Huntly Ward Total: 5

Applicant	ID No	Address	Details	Decision
Jin & Gui Properties Services Limited	SUB0007/19	58 Riverview Road HUNTLY	Create One Additional Lot within the Living Zone and the Flood Risk Policy Area	Granted
H J Beex	SUB0040/19	704 Hetherington Road ROTONGARO	Undertake a two stage subdivision creating two additional allotments in the Rural Zone which results in encroachments on the allotment boundaries by existing buildings and a proposed new stormwater tank.	Granted
Te Wananga O Aotearoa Te Kuratini O Nga Waka	SUB0046/19	113 Rotowaro Road HUNTLY	To undertake a subdivision of one Certificate of Title to create two additional allotments on a site with split zoning of Business, Heavy Industrial and Rural Zones, where a lot is also located within a Flood Risk Area.	Granted
Gamble Holdings Limited	SUB0195/17.01	44 Gamble Road RENOWN	S127 to change/cancel conditions of subdivision consent SUB0195/17 to increase size of Lot 7 to allow for grazing within rural residential lot.	Granted
E O Stables	SUB0264/18	205 Waikokowai Road ROTOWARO	Undertake a subdivision to create one additional lot in the Rural Zone and the Coal Mine Policy Area	Granted

Delegated Authority Report

Period from 1 October 2018 to 31 October 2018

Newcastle

Ward Total: 4

Applicant	ID No	Address	Details	Decision
J G Rees	LUC0093/19	57 Robertson Road WHATAWHATA	To construct a DPD with an attached oversized garage and yard encroachment	Granted
B J Robinson, A J Kempthorne	LUC0102/19	308 Crawford Road TE KOWHAI	To construct a second dwelling and to undertake earthworks on a property prior to obtaining title.	Granted
S C Morris, J L Morris	LUC0117/19	38 Awatea Road WHATAWHATA	To relocate a brand new dependent persons dwelling in the Country Living Zone that does not share an outdoor living court with the main dwelling on site.	Granted
H R Anderson	SUB0045/19	61 Ferguson Road WHATAWHATA	Undertake a subdivision to create an additional freehold register in the Country Living Zone, which cannot comply with the entranceway separation distance requirements	Granted

Ngaruawahia

Ward Total: 3

Applicant	ID No	Address	Details	Decision
Leisurebuilt Limited	LUC0107/19	96 Kelm Road NGARUAWAHIA	To construct a dependent person's dwelling at a site within the Rural Zone	Granted
C Ace, S K Ace	LUC0111/19	10 Jacobs Lane NGARUAWAHIA	Construct a shed that exceeds Building Coverage Provisions for Accessory Buildings within the Country Living Zone	Granted
Swordfish Projects Limited	SUB0031/19	21 Galbraith Street NGARUAWAHIA	Undertake a subdivision to create three additional lots in the New Residential Zone	Granted

Onewhero-Te Akau

Ward Total: 2

Applicant	ID No	Address	Details	Decision
L Buxeda, B V Buxeda	SUB0034/19	342 Mercer Ferry Road TUAKAU	Operative District Plan: Undertake an Intensive Rural Activity Subdivision outside of the EEOA creating one additional allotment. Proposed District Plan: Undertake a subdivision on a site with a Certificate of Title Date later than 06 December 1997 and creating additional allotments on high-quality soils, and creating new boundaries through Significant Natural Areas.	Granted
J & R Wright Limited	SUB0037/19	401 Otuiti Road TUAKAU	To undertake a staged boundary relocation subdivision in the Rural Zone.	Granted

Delegated Authority Report

Period from 1 October 2018 to 31 October 2018

Raglan

Ward Total: 8

Applicant	ID No	Address	Details	Decision
Waikato District Council	DES0006/19	15 Wainui Road RAGLAN	Outline Plan Waiver pursuant to Section 176A of the Resource Management Act 1991 for minor excavation work to install new water supply pipes and drainage pipes associated with a new toilet facility	Granted
N A Hammond, M M Hammond	LUC0100/19	25B Primrose Street RAGLAN	To construct a dwelling which protrudes through the daylight admission angle and fails to comply with the on-site manoeuvring requirements within the Living Zone.	Granted
Pilot Brewery Limited	LUC0113/19	23 Bow Street RAGLAN	Planning Certificate for an on-licence pursuant to the Sale and Supply of Alcohol Act 2012	Approved
K Weston-Arnold	SUB0015/19	437 Te Mata Road TE MATA	To undertake a subdivision by way of a conservation house allotment within the Rural Zone.	Granted
R T Galloway, M S De Jong	SUB0036/19	57 Wallis Street RAGLAN	To undertake a subdivision which results in one additional allotment in the Living Zone where Lot 1 will not comply with the minimum allotment size required.	Granted
Diamond Creek Farm Limited	SUB0039/19	97 Matakotea Road TE UKU	Undertake a subdivision to create one additional allotment each on two properties, and a boundary relocation between five allotments including one that does not meet the definition of a Viable Certificate of Title and removal of a Section of Consent Notice 854791.I for one property.	Granted
S Sharma, R Sharma	SUB0215/18	23 Cliff Street RAGLAN	To create one additional lot within the Living Zone, where the subdivision results in non-compliances with the required building setbacks and vehicle entrance separation distance.	Granted
Avondale Trust C/o Felicity Ellmers	SUB0325/18	3016 State Highway 23 TE UKU	To undertake a stage subdivision to create three additional lots in the Rural Zone, of which two lots are created under the conservation house allotment provisions	Granted

Delegated Authority Report ²⁷

Period from 1 October 2018 to 31 October 2018

Tamahere Ward Total: 7

Applicant	ID No	Address	Details	Decision
M B Causer, V A Causer	LUC0098/19	16 Tanaka Drive TAMAHERE	To construct a dwelling addition, swimming pool and sports court where the total site development will exceed the District Plan permitted maximum impervious surfaces and building coverage buildings located within the setback and for earthworked material to be removed from site and for filling using imported fill in the Country Living Zone.	Granted
T W Wood, T S Wood	LUC0106/19	224 Newell Road TAMAHERE	To construct a dwelling and driveway which exceed impervious surfaces and earthwork volumes in the Tamahere Country Living Zone.	Granted
R M Van Dalen	LUC0122/19	823B Bruntwood Road TAMAHERE	To relocate a dwelling to the site, which will be the second dwelling on the site and which will fail to comply with the maximum building coverage for the site, both for a temporary period, in the Rural Zone.	Granted
A C Schoen, M J Schoen	LUC0134/19	123D Newell Road TAMAHERE	To construct a new dwelling in the Country Living Zone that does not comply with the permitted Tamahere impervious surface Rule 27.40B	Granted
Omkaar Groups Limited	LUC0138/19	61 Devine Road TAMAHERE	Planning Certificate for the Sale of Alcohol for an Off licence on a site in the Business Zone pursuant to Section 100 of the Sale and Supply of Alcohol Act 2012	Approved
Yu2 LP	SUB0018/19	55 Windmill Road TAMAHERE	Undertake subdivision by way of boundary relocation affecting three adjacent lots in the Country Living Zone	Granted
Beckside Developments Limited	SUB0057/11.01	94B Webster Road MATANGI	S127 to change/cancel conditions of subdivision consent SUB0057/11 to change conditions relating to access and reserves. where Conditions 2, 23, 42 and 43 are proposed to be amended and condition 11A and 11B added	Granted

Whangamarino Ward Total: 3

Applicant	ID No	Address	Details	Decision
Parangon Building Limited	LUC0118/19	7 Murray Ward Drive TE KAUPWHATA	To construct a new residential dwelling in the New Residential Zone that exceeds permitted earthwork thresholds and has a non-complying living court.	Granted
Lakeside Developments 2017 Limited	SUB0035/19	95 Scott Road TE KAUPWHATA	To undertake a subdivision resulting in the creation of two additional lots, in the Lakeside - Living Zone, Te Kauwhata.	Granted
T M Welch	SUB0053/19	52 Scott Road TE KAUPWHATA	To create one additional lot in the Industrial Zone.	Granted

Open Meeting

To	Policy & Regulatory Committee
From	S O’Gorman General Manager Customer Support
Date	12 October 2018
Prepared by	Christine Cunningham
Chief Executive Approved	Y
DWS Document Set #	GOV1301 #2097142
Report Title	Summary of Applications Determined by the District Licensing Committee July - September 2018

I. EXECUTIVE SUMMARY

This report provides a summary of applications determined by the District Licensing Committee between July and September 2018.

2. RECOMMENDATION

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

3. ATTACHMENTS

Report: The Schedule of Applications Determined by District Licensing Committee between July and September 2018.

LICENCES

Applicants Name	Application Type	Premises	Decision	Date Issued	Licence No.
Snowfield Limited	Renewal OFF	Cheep Liquor Ngaruawahia	Granted	17/7/18	14/Off/06/2018
Huntly Returned Services Association Incorporated	Renewal Club	Returned Services Association Huntly	Granted	17/7/18	14/CL/03/2018
SRP Holdings 2015 Limited	Temporary Authority (On)	Scoundrels & Sea Dogs Bar & Grill Tuakau	Granted	17/7/18	14/TA/04/18
General Distributors Limited	Renewal OFF	Countdown Huntly	Granted	24/7/18	14/OFF/07/2018
Red Fox Empire Limited	New On	Red Fox Tavern, Maramarua	Granted	31/7/18	14/ON/10/2018
Red Fox Empire Limited	New Off	Red Fox Tavern, Maramarua	Granted	31/7/18	14/OFF/09/2018
NZ MS & Co Limited	New On	The Red Indian, Raglan	Granted	7/8/1/8	14/ON/13/2018
LaValla Functions Limited	Renewal On	LaValla Estate, Tuakau	Granted	7/8/18	14/ON/12/2018
Hukanui Golf Club Incorporated	Renewal Club	Hukanui Golf Club	Granted	7/8/18	14/CL/04/2018
Back Yard Bar & Eatery Limited	Renewal On	The Backyard Bar & Eatery, Whatawhata	Granted	7/8/18	14/ON/11/2018

Back Yard Bar & Eatery Limited	Renewal Off	The Backyard Bar & Eatery, Whatawhata	Granted	17/8/18	14/OFF/13/2018
Aulakh Trading Limited	Renewal On	Delta Hotel	Granted	28/8/18	14/ON/15/2018
Aulakh Trading Limited	Renewal Off	Delta Hotel	Granted	28/8/18	14/OFF/14/2018
Taupiri Rugby Football Club Incorporated	Renewal Club	Taupiri Rugby Club	Granted	6/9/18	14/CL/08/2018
Punnet Limited	Renewal On	Punnet Cafe	Granted	6/9/18	14/ON/17/2018
Pilot Brewery Limited	Temporary Authority (On)	The Pantry, 23 Bow Street Raglan	Granted	21/8/18	14/TA/05/18
Ngaruawahia Memorial Club Limited	New On	Poppy's Restaurant, 4 Market Street Ngaruawahia	Granted	25/9/18	14/ON/20/2018
V. J. & Co Limited	Renewal Off	The Bottle-O, Ngaruawahia	Granted	14/8/18	14/OFF/11/2018
Huntly Bowling Club Incorporated	Renewal Club	Huntly Bowling Club	Granted	14/8/18	14/CL/05/2018
Raglan Rugby Sports Club Incorporated	Renewal Club	Raglan Rugby Sports Club	Granted	14/8/18	14/CL/06/2018
Te Kauwhata Foodmarket Limited	Renewal Off	Te Kauwhata Four Square	Granted	14/8/18	14/OFF/12/2018
Robert Kenneth Semple	Renewal On	Podges Place, Mercer	Granted	14/8/18	14/ON/14/2018
Te Kauwhata Licensing Trust	Renewal On	Te Kauwhata Tavern	Granted	18/9/18	14/ON/18/2018
Te Kauwhata Licensing Trust	Renewal Off	Te Kauwhata Tavern	Granted	18/9/18	14/OFF/15/2018

Huntly Squash Racquets Club Incorporated	Renewal Club	Huntly Squash Club	Granted	25/9/18	14/CL/111/2018
Rock-It Limited	Renewal On	Rock-It Kitchen	Granted	25/9/18	14/ON/19/2018
Onewhero Rugby Football Club Incorporated	Renewal Club	Onewhero Rugby Football Club	Granted	25/9/18	14/CL/10/2018
Te Mata School Board of Trustees	Special	Raglan Town Hall	Granted	3/7/18	14/SP/029/2018
Carley Donna Jones, Virginia Genise Poole-Brough, Lance Brough	Special	Ruawaro Hall Rotongaro	Granted	24/7/18	14/SP/021/2018
Ngaruawahia Bowling Club Incorporated	Special	Ngaruawahia Bowling Club	Granted	7/8/18	14/SP/033/2018
Ngaruawahia Squash Racquets Club Incorporated	Special	Ngaruawahia Squash Racquets Club	Granted	7/8/18	14/SP/035/2018
Matthew Gareth Walton	Special	War Memorial Hall Tauwhare	Granted	21/8/18	14/SP/038/2018
Funtime Foods And Amusements Limited	Special	Meremere Dragway	Granted	21/8/18	14/SP/037/2018
Ngaruawahia Golf Club Incorporated	Special	Ngaruawahia Golf Club	Granted	6/9/18	14/SP/039/2018
Hiria Maniapoto	Special	Te Uku Hall	Granted	6/9/18	14/SP/041/2018
Onewhero Society of Performing Arts	Special	Onewhero Society of Performing Arts Theatre	Granted	6/9/18	14/SP/036/2018
Raglan Community Arts Council	Special	Raglan Old School Arts Centre	Granted	6/9/18	14/SP/046/2018
Raglan Community Arts Council	Special	Raglan Town Hall	Granted	6/9/18	14/SP/040/2018

Riverside Golf Club Incorporated	Special	Riverside Golf Club, Tamahere	Granted	6/9/18	14/SP/043/2018
Raglan Community Arts Council	Special	Raglan Old School Arts Centre	Granted	6/9/18	14/ON/16/2018
Turangawaewae Rugby League and Cultural Club Incorporated	Special	Turangawaewae Rugby League and Culture Club Ngaruawahia	Granted	11/9/18	14/SP/042/2018
Hukanui Golf Club Incorporated	Special	Hukanui Golf Club	Granted	21/9/18	14/SP/044/2018
Jason Howarth	Special	Gordonton Hall	Granted	25/9/18	14/SP/045/2018
Ngaruawahia Golf Club Incorporated	Special	Ngaruawahia Golf Club	Granted	25/9/18	14/SP/052/2018

MANAGER'S CERTIFICATES

Applicant's Name	Application Type	Premises	Decision	Date Issued	Certificate No.
Katherine Ann McIntosh	New	Punnet Café Tamahere	Granted	3/7/18	14/Cert/039/2018
Jaye Marie Murray	New	Punnet Café Tamahere	Granted	3/7/18	14/Cert/040/2018
Jennifer Mary Cotman	Renewal	Waikare Golf Club Te Kauwhata	Granted	3/7/18	14/Cert/093/2016
Russell Arthur Ford	Renewal	Maramarua Golf Club	Granted	3/7/18	14/Cert/035/2017
Bai Chang Shen	New	Whitikahu Winery (remote sales)	Granted	24/7/18	14/Cert/041/2018
David Thomas Field	Renewal	Te Kauwhata Trust Tavern	Granted	24/7/18	14/Cert/037/2017

Ronald Leslie Opie	New	Te Mata Social Club	Granted	24/7/18	14/Cert/042/2018
Kimberly Waimato Puhara	New	Back Yard Bar & Eatery, Whatawhata	Granted	24/7/18	14/Cert/043/2018
Jacquelyn Deborah Marree Irvine	Renewal	Te Kauwhata Trust Tavern	Granted	31/7/18	14/Cert/097/2015
Nithin Thazhekkadan Ouseph	New	Cheep Liquor Huntly	Granted	31/7/18	14/Cert/045/2018
Komalpreet Kaur	New	Red Fox Tavern, Maramarua	Granted	31/7/18	14/Cert/044/2018
Randeep Singh	Renewal	Bottle-O Ngaruawahia	Granted	31/7/18	14/Cert/095/2016
Lovepreet Singh	Renewal	Essex Arms, Huntly	Granted	31/7/18	14/Cert/046/2018
An-Chi Lin	New	Firepot Café, Gordonton	Granted	7/8/18	14/Cert/049/2018
Te Rimutere Aylah Te Maki Natana	New	Supervalu Ngaruawahia	Granted	7/8/18	14/Cert/048/2018
Vishal Patel	New	K Beez, Huntly	Granted	7/8/18	14/Cert/047/2018
Vivek Goel	Renewal	The Bottle-O Tuakau	Granted	14/8/18	14/Cert/052/2018
Gurjashan Singh Munier	Renewal	Thirsty Liquor Huntly	Granted	14/8/18	14/Cert/051/2018
Jesalbhai Ghelabhai Patel	Renewal	Te Kauwhata Four Square	Granted	14/8/18	14/Cert/054/2015
Maninder Kaur Pancia	Renewal	Zealong Tea Estate, Gordonton	Granted	14/8/18	14/Cert/80/2014
Ricky Allan Duffull	New	Ngaruawahia United Associated Football Club	Granted	14/8/18	14/Cert/050/2018

Dianne Janet Russell	Renewal	Cheep Liquor Huntly	Granted	21/8/18	14/Cert/094/2016
Dhananjayan Manoharan	New	Thirsty Liquor Raglan	Granted	21/8/18	14/Cert/053/2018
Molly Valarie Rippey	Renewal	Raglan Rugby Sports Club	Granted	21/8/18	14/Cert/095/2014
Matthew Xavier Klevering	Renewal	Matangi Four Square	Granted	21/8/18	14/Cert/043/2017
Annette Marie Hutchby	Renewal	Waikato Stock and Saloon Car Club	Granted	28/8/18	14/Cert/070/2015
Lekha Thangavadivel	New	Thirsty Liquor Raglan	Granted	28/8/18	14/Cert/054/2018
Kayla Mary June Lines	New	Cheep Liquor Ngaruawahia	Granted	9/11/18	14/Cert/056/2018
Keith Lamont Richards	Renewal	Countdown Huntly	Granted	9/11/18	07/Cert/3356/2017
Lee Noelle Hastie	New	The Wharf Kitchen & Bar, Raglan	Granted	25/9/18	14/Cert/058/2018
Michelle Jacinda Hope Donnelly	Renewal	Raglan Club	Granted	25/9/18	14/Cert/040/2017
Lloyd Raymond Whalley	Renewal	Waingaro Hot Springs Hotel	Granted	28/8/18	14/Cert/083/2015
Carla Marie Johns	New	Elsie's Restaurant & Bar, Tuakau	Granted	6/9/18	14/Cert/055/2018
Angela Louise Sowerby	Renewal	Isobar Raglan	Granted	6/9/18	14/Cert/047/2017
Wilhelmina Antoni Maria Van Der Pasch	Renewal	The Old School Arts Centre Raglan	Granted	6/9/18	14/Cert/048/2017
Rajbir Singh	Renewal	Thirsty Liquor Huntly	Granted	6/9/18	14/Cert/065/2015

Liza Rangimarie Hiku	Renewal	Ngaruawahia RSA	Granted	6/9/18	14/Cert/044/2017
Kirsty Joan Atkinson	Renewal	Rock-it Kitchen Raglan	Granted	18/9/18	14/Cert/039/2017
Vishal Bains	New	Elsies Restaurant and Bar, Tuakau	Granted	18/9/18	14/Cert/057/2018

Applications Determined at a District Licensing Committee HEARING

LICENCES

Applicant's Name	Application Type	Premises	Decision	Date Of Hearing	Licence No.
Pilot Brewery Limited	Special	Te Kowhai Airfield, 172 Limmer Road Te Kowhai	Granted	31/8/18	14/SP/031/2018
Raglan Club Incorporated	Renewal Club	Raglan Club	Granted	21/9/18	14/CL/09/2018

Open Meeting

To	Policy and Regulatory Committee
From	Sue O’Gorman General Manager Customer Support
Date	9 November 2018
Prepared by	Mark Te Anga Animal Control Team Leader
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	2017/18 Annual Dog Control Report

I. EXECUTIVE SUMMARY

Section 10A of the Dog Control Act 1996 requires each Territorial Authority to report annually to the secretary of Local Government NZ (LGNZ) on the administration of Councils Dog Control Policy, adopted under section 10 of the Act, and any other dog control practices being carried out by the Council.

An Animal Control Report is compiled annually by this Council and contains the information required by LGNZ under section 10A along with additional information for the public.

The purpose of this report is to obtain Council’s approval for the 2017/18 Animal Control Report (as attached) so that it can be forwarded to the Secretary for Local Government NZ and placed on the Council website for the community. The information taken from the 2017/18 Animal Control Report for LGNZ will contribute to the national animal control data base which is also available for public viewing.

2. RECOMMENDATION

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

AND THAT the Committee recommend to Council that the 2017/18 Animal Control Report be approved for release to Local Government NZ and the community.

3. BACKGROUND

The information required by the secretary of local government is outlined in Section 10A of the Dog Control Act 1996 which states;

10A Territorial authority must report on dog control policy and practices

(1) A territorial authority must, in respect of each financial year, report on the administration of—
 (a) its dog control policy adopted under [section 10](#); and
 (b) its dog control practices.

(2) The report must include, in respect of each financial year, information relating, in the Territorial Authorities district, to—

- (a) the number of registered dogs;
- (b) the number of probationary owners and disqualified owners
- (c) the number of dogs classified as dangerous under and the relevant provision under which the classification is made;
- (d) the number of dogs as menacing under [section 33A](#) or [section 33C](#) and the relevant provision under which the classification is made;
- (e) the number of infringement notices issued.
- (f) the number of dog related complaints received in the previous year and the nature of those complaints;
- (g) the number of prosecutions taken by the territorial authority under this Act.

(4) The territorial authority must also, within 1 month after adopting the report, send a copy of it to the Secretary for Local Government.

The attached 2017/18 Annual Animal Control Report provides the required animal control information to contribute to the national database. On adoption by council, the report will be forwarded to the Secretary for Local Government NZ as required.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The 2017/18 Animal Control Report is attached as Schedule One; the information that will be sent to the secretary of LGNZ from this report is outlined below. For comparative purposes *Table 1: Key Data 2016/17 and 2017/18* show any emerging trends.

Table 1: Key Data – 2015/16 and 2016/17

Requests for Service	2016/17	2017/18
Dog Nuisance	313	311
Stray/Trespass	1342	1069
Property Visit (owner classifications/unregistered etc.)	701	741
Dog Welfare	82	71
Trap Required	20	18
Dog to Collect	91	91
Dog Attack	327	296
Total number of Complaints	2876	2597

Classifications	2016/17	2017/18
Total Number of Probationary Owners	0	0
Total Number of Disqualified Owners	9	11
Total Number of dogs classified as Dangerous	14	23
Dangerous by Owner Conviction Under S31(1)(a)	2	4

Dangerous by Sworn Evidence S31(1)(b)	11	18
Dangerous by Owner Admittance in Writing S31(1)(c)	1	1
Total Number of Dogs Classified as Menacing	194	173
Menacing under S33A(1)(b)(i) by Behaviour	56	56
Menacing under S33A(1)(b)(ii) by Breed Characteristics	1	1
Menacing under S33C(1) by Schedule 4 Breed	137	116

Registration	2016/17	2017/18
Total number of known dogs	14,715	14,812
Total number of registered dogs	14,111	14,070
Percentage of registered dogs	95.90%	94.99%

Infringements Issued	2016/17	2017/18
Number of infringements issued	571	268

Prosecutions	2016/17	2017/18
Number of prosecutions initiated	5	5
Number of prosecutions completed	3	3

Impounded Dogs	2016/17	2017/18
Impounded dogs returned to owner	505 (45%)	407 (48%)
Impounded dogs euthanised	375 (33%)	214 (25%)
Impounded dogs rehomed	242 (22%)	231 (27%)
Total number of impounded dogs	1122	857

A Summary of emerging trends is shown below.

- A drop in the number of reported dog attacks (327 – 296).
- A significant decrease in the number of infringements issued(571 – 268)
- A large drop in the number of dogs impounded (112 – 857).
- This information suggests that engaging and educating the community is reducing the need for enforcement action.
- For impounded dogs, almost half were able to be returned to their owner (48%), while the number euthanised has reduced to 25% while our rehomed dogs has increased by 27%
- The Animal Control Team has been working with dog owners to get their dogs desexed with Wintec offering free desexing throughout the year. The result of desexing is less litters and dogs in the community; dogs are less likely to wander and the aggression levels in most desexed dogs is decreased.

5. CONSIDERATION

By releasing the report and making it available for public viewing, activities of Dog Control will be transparent and contribute to the engagement of our communities.

Public notice will be given to advice of the release of this report and the document will be made available on the Council Website once approved for release.

6. CONCLUSION

Section 10A of the Dog Control Act 1996 requires that each Territorial Authority reports on the administration of its dog control policy and its dog control practices. The attached 2017/18 Animal Control Report provides this information and is an informative document that can be used to celebrate the achievements of the Animal Control Team.

7. ATTACHMENTS

- Animal Control report for 2017/2018
- Waikato District Council Dog Control Policy 2015



ANIMAL CONTROL

1 JULY 2017 - 30 JUNE 2018



ABOUT THIS REPORT

Section 10A of the Dog Control Act 1996 requires each local council to report on its dog control policy and practices, and provide statistical information.

This report covers the financial year 1 July 2017 to 30 June 2018 and provides the information as detailed in the legislation.

OUR DISTRICT

The Waikato district covers more than 400,000 hectares – both rural and urban. There are 14,812 known dogs in the Waikato district, owned by 9,329 owners (as of 30 June 2018). Approximately 11% of the registered dogs in our district are on a property of more than 20 hectares.

OUR TEAM

We have 11 staff to deliver animal control services in the district:

- 1 Team Leader
- 7 Animal Control Officers
- 2 Pound Keepers
- 1 Education & Engagement Officer – a newly position, appointed in July 2018.

The team is also supported by Waikato District Council's Regulatory Team administrators (1.5 staff members dedicated to the Animal Control team).



“Waikato District Council has an Animal Control team with big hearts who will go the extra mile when they can. They work hard at a thankless job and, most importantly, they care!”

Cara Thomas, dog owner in Ngaruawahia

OUR POLICIES & RULES

The Waikato District Council Animal Control team operates under the following policies and rules:

- Waikato District Council Dog Control Policy 2015
- Waikato District Council Dog Control Bylaw 2015
- Dog Control Act 1996
- Impounding Act 1955.



OUR SERVICES

Our Animal Control team provide a 24 hour/7 day service with staff working a roster to cover after-hour emergencies.

THE 3E approach

We follow the '3E' approach: engagement and education before enforcement.

This means our staff take the approach of engaging with our customers in the first instance, taking every opportunity to educate them and then, if necessary, taking the appropriate enforcement action.

This approach has resulted in better relationships with dog owners in our communities. As a result, we have seen a number of key benefits:

- Significantly increased customer satisfaction levels
- Improved culture of dog ownership in the district
- Less aggression towards staff
- Reduction in the number of infringements – which shows our staff are gaining compliance without needing to take enforcement action
- Registration compliance remains high.

PROHIBITED, LEASH ONLY AND OFF-LEASH DOG EXERCISE AREAS

The Waikato District Council Dog Control Bylaw 2015 provides details of the areas where dogs are prohibited, where they are allowed for exercise and where they may be exercised off-leash.

PROHIBITED DOG AREAS

Dogs are prohibited from the following areas:

- CBD Huntly
- CBD Ngaruawahia
- A recreation domain area in Raglan
- Within 10 metres of permanently installed children's play equipment
- Areas which are developed or marked out as sports fields.

OFF-LEASH EXERCISE AREAS

In December 2017 we added two more off-leash areas in Tuakau. We now have 27 dog exercise areas in the Waikato district – 7 fenced parks and another 20 unfenced areas where dogs can be run off-leash but they must be under control.

- Karioitahi Beach
- Port Waikato:
 - Sunset beach
- Tuakau:
 - Les Batkin Reserve
 - Alexandra Redought Reserve
 - Kowhai Reserve
 - Centennial Park
- Pokeno:
 - Pokeno Domain (fenced)
- Huntly:
 - On the shore of Lake Hakanoa (fenced)
 - Dog park on the corner of Fairfield Avenue and Graham Place (fenced)
 - Grassed area at Riverview Reserve
- Ngaruawahia:
 - On corner of Great South Road and Ellery Street (fenced)
 - Regent Street Reserve
 - Waikato Esplanade Reserve to Belt Street

- Te Kauwhata:
 - Recreation Reserve (fenced)
- Horotiu:
 - AFFCO park on Horotiu Road and State Highway 1 (fenced)
 - Riverside Reserve on Horotiu Bridge Road
- Taupiri:
 - Bob Byrne Park
- Tamahere:
 - Te Awa Reserve
 - Les Batkin Reserve
 - Alexandra Redought Reserve
 - Kowhai Reserve
- Whatawhata:
 - Whatawhata Recreation Reserve
- Te Kowhai:
 - Te Kowhai Recreation Reserve Recreation Reserve
- Raglan:
 - Aro Aro reserve, John Street (fenced)
 - from boat ramp in the Oporotoru inlet to the Aerodrome bridge
 - From Wainui Reserve carpark to just south of the Ngarunui Beach walkway
 - Beach area from the wharf, the Cliffs, Cox's Bay, Lorenzen Bay, The Doughbos and Moonlight Bay



ON-LEASH/SUPERVISED DOG AREAS

In all other areas, dogs are required to be on leash and under control at all times.

OUR FUNDING: DOG REGISTRATION AND OTHER FEES

DOG REGISTRATION FEES

Waikato District Council has a scaled fee structure for registration. This rewards dog owners who have no history of offences, have continuously registered their dog/s and who meet the property requirements specified within our policies.

We also offer a reduced registration fee to dog owners who registered their dogs prior to 20 July – 33% of dogs within our district were registered prior to this.

OTHER FEES

Our fees for impounding, seizure, sustenance and microchipping are set at a rate that ensures have a user-pays system. Therefore, dog owners that offend will contribute the most to the cost of providing animal control services within our district.

DOG POUND FACILITIES

We have two facilities where we impound dogs – one in Ngaruawahia and one in Pukekohe which is leased from Auckland Council.

The pound facility at Ngaruawahia can hold 25 dogs while the Tuakau facility can hold 40 dogs.

Both pounds are maintained by staff that are qualified in animal care and have the skills necessary to handle dogs of all nature and maintain a high standard of cleanliness within the facility.

“Zoe is settling into her new life without a problem.

Thank you to those who rescued her and trusted us to give her a loving home and a life of fun and adventure.

We are so happy with our beautiful gentle addition to our family.”

Patricia Andrew, Kawerau

SAVING LIVES

In the last financial year our team has continued to focus on rehoming as many impounded dogs as possible that are of suitable breed and temperament.

As a result we have kept euthanasia rates at a low level. This is something we are very proud of!

We work closely with local rescue organisations including Paws 4 Life, DC Rescue, The Humane Alternative, and Auckland Puppy Rescue.



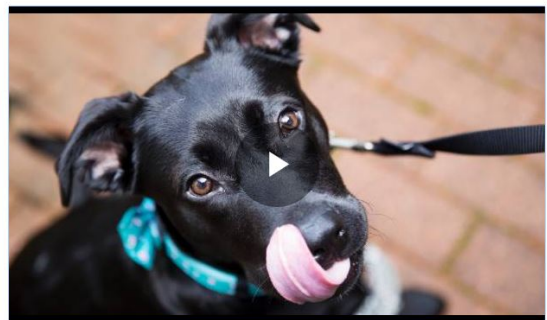
“I just wanted to say thank you for caring about these dogs and doing all you can to find homes for them.”

Annie SevenOak, Auckland

Our relationship with Fundraising for Impounded Dogs, for example, has allowed us to source treatment and rehome critically injured dogs without using ratepayer money.

The 'people's puppy' is on his way to recovery

JO LINES-MACKENZIE
Last updated 06:49, October 12, 2017



Elmo was rescued during a domestic violence incident where his owners had allegedly attempted to snap his legs.

We have also seen a large percentage of dogs returned to their owners as a result of the education we have been doing.

OUR COMMUNITY ENGAGEMENT ACTIVITIES

DOG SMART / EDUCATION VISITS

Our Education & Engagement Officer has been focusing on evolving our education resources so they are tailored to our district’s needs. This includes the development of a bi-lingual children’s education programme so it can be delivered in both English and Te Reo.

This is hugely important for sectors that historically have been reluctant to engage with us because of our inability to relate with their community.

POUND PUPS POOL PARTY

In March 2018 we held our inaugural Pound Pups Pool Party, which was a great success.

We had 70 dogs from across the wider Waikato region. Feedback was 100% positive from those that attended.

Animal Control staff were in attendance – they not only ensured that dogs were safe but jumped into the pool and helped the dogs who were a bit shy of the water! More than \$8000 was raised for our chosen charity – Fundraising for Impounded Dogs.



DIRTY DOG CHALLENGE

On 16 June 2018 we teamed up with Hamilton City Council to hold the ‘Dirty Dog Challenge’ in Ngaruawahia.

This was a unique event where dog owners could complete a 2.5km or 6km obstacle course with their dog. The event was a huge success, with 146 dogs and approximately 170 people taking part.



“What an amazing event. We had loads of fun. It was so well organised. Well done to everyone that made it a great day.”

Tanya Butler

“Such an awesome event! I haven’t laughed so much in such a long time!! Well done organisers. Your effort didn’t go unnoticed.”

Danielle Miles

DOGS IN LIBRARIES

Our 'Dogs in Libraries' reading programme continues to be very popular. People can practice their reading skills by reading aloud to one of our education dogs, at any of the libraries in the Waikato district.

This type of programme has shown to increase a person's relaxation while reading because it's a lot less intimidating than reading to other people and you can proceed at your own pace.

The dogs we use are owned by some of our Animal Control Officers and they are all previously Pound dogs. They have been extensively tested to make sure they have the right temperament so that it's a safe environment. Our Education & Engagement Officer is present at all times to help facilitate the session.

While it's very popular with children, the programme is also available to adults or new immigrants that want to practice their reading.



"The 'Raglan Dogs in Libraries' initiative has been pivotal in encouraging my grandson to persevere with learning to read. Kohe is a receptive, non-threatening audience and her handler Helen Williams has incredible patience and rapport that sees all the children gravitate to her when she arrives.

This initiative impacts on many levels. Educating children and adults, establishing warm relationships, encouraging children to love and look after animals and miraculously helping a little boy overcome enormous barriers and feel proud of himself."

Jane Edgar, Raglan

DE-SEXING

As a team, we are dedicated to de-sexing as many dogs as possible to decrease the amount of unwanted puppies we see in our communities.

WHY YOU SHOULD DE-SEX YOUR DOG...



Dogs that are de-sexed are more sociable (and less aggressive), don't wander/roam, are healthier and live longer.

Chat to us about cheap de-sexing options, we offer subsidised de-sexing for pit bulls and pit bull crosses* **phone 0800 492 452.**

* Funding has been provided by central government as part of the national strategy to reduce the risk and harm of dog attacks. Subsidy available to dogs classified as menacing or dangerous.



FOR MORE INFORMATION GO TO:
www.waikatodistrict.govt.nz/dogs

Waikato
DISTRICT COUNCIL
Te Kaitiaki o Te Taumata o Waikato

Spey-Me-Baby is a subsidised de-sexing scheme for classified menacing dogs including pit bulls and pit bull crosses.

This is thanks to funding which has been provided by central government as part of the national strategy to reduce the risk and harm of dog attacks.

Dog owners will only need to pay \$70 for their dog (male or female) to be de-sexed and the remainder of the fee will be covered by the funding.

If dogs do not meet the requirements of our campaign then customers are encouraged by Animal Control Officers to contact DC Desex a Dog or Hurrah Desexy Revolution, two of our local charities offering subsidised desexing.

We support these charities by way of fundraising and assist with transporting dogs to and from the vet if the owner has no means of transport sometimes in our own personal time.

KEY HIGHLIGHTS: THE NUMBERS AT A GLANCE

RESPONDING TO COMMUNITY NEEDS

Between 1 July 2017 and 30 June 2018 our team responded to more than 3,619 complaints from members of the public. These complaints ranged from dog attacks, threatening dogs, barking nuisances and roaming complaints. We also responded to 404 service requests involving roaming livestock. As a result of the stock calls, we impounded 52 animals.

As well as responding to complaints and requests, our team also carried out proactive patrols during their daily routine activities.

IMPOUNDED DOGS

As a result of these complaints and proactive patrols, our team impounded 857 dogs – a slight drop in numbers from the previous year, which was 1122.

Historically, as little as 5% of impounded dogs have been rehomed but with the help of social media and our focus on proactive work, we are now rehoming 15% of impounded dogs, and 11% are being transferred to other agencies so that they can find homes.

These dogs are thoroughly temperament tested, vaccinated, treated for fleas and worms, micro-chipped, registered and desexed prior to going to their new homes.

Of the 857 dogs impounded:

- 407 were returned to owner (47%)
- 136 were adopted (15%)
- 95 were transferred to other agencies (11%)
- 214 were euthanased (12%)
- 3 are pending prosecution (0.3%)
- 2 are still impounded (0.2%)

REGISTERED DOGS

In the past five years, the number of registered dogs in the district has risen from 13075 to 14070. This is an increase of 8% and is a result of growth in our district, dog owners proactively registering and staff locating unknown dogs.

Even with this increase, we have had a reduction in the number of impounded dogs (857). This is a 40% decrease from 1408 five years ago.

DOG ATTACKS

While there was an increase in the number of reported dog attacks in our district, we believe this number is the result of the education work we are doing with our communities, dog owners and school children. As a result of that education, more people know what to do in these situations – they are now coming forward and reporting the incident.

CUSTOMER ENGAGEMENT SCORE

One way success is measured for our Animal Control team is through customer satisfaction surveys.

Customers are randomly contacted and if they have had interactions with the team, they are asked to provide a rating of either 'very dissatisfied, dissatisfied, neutral, satisfied or very satisfied'.

Of those surveyed in the 2017/2018 financial year, 82% were satisfied with the service from the Animal Control team. As a comparison, in 2013/2014 only 55% were satisfied/very satisfied with the service.



POUND PUPS FACEBOOK GROUP

We now have more than 12,000 people following our Pound Pups Facebook Group. This number continues to grow.



THE NUMBERS IN DETAIL

REQUESTS FOR SERVICE	
Dog Nuisance	311
Stray/Trespass	1069
Property Visit (owner classifications/unregistered etc)	741
Dog Welfare	71
Trap Required	18
Dog Attack	296
Other (includes Animal charges for impounded dogs, missing dog reports etc)	1,113
TOTAL NUMBER OF COMPLAINTS	3,619

REGISTRATION	
Total number of known dogs	14,812
Total number of registered dogs	14,070
Percentage of registered dogs	94.99%

PROSECUTIONS	
Number of prosecutions initiated	5
Number of prosecutions completed	3

IMPOUNDED DOGS	
Total number of impounded dogs	857
Impounded dogs returned to owner	407
Impounded dogs euthanased	214
Impounded dogs rehomed	231

CLASSIFICATIONS	
Total Number of Probationary Owners	0
Total Number of Disqualified Owners	11
Total Number or dogs classified as Dangerous	23
Dangerous by Owner Conviction Under S31(1)(a)	4
Dangerous by Sworn Evidence S31(1)(b)	18
Dangerous by Owner Admittance in Writing S31(1)©	1
Total Number of Dogs Classified as Menacing	173
Menacing under S33A(1)(b)(i) by Behaviour	56
Menacing under S33A(1)(b)(ii) by Breed Characteristics	1
Menacing under S33C(1) by Schedule 4 Breed	116

INFRINGEMENTS ISSUED

SECTION	NUMBER	OFFENCE
18	Willful obstruction of dog control officer or ranger	2
19(2)	Failure or refusal to supply information or willfully providing false particulars	4
19A(2)	Failure to supply information or willfully providing false particulars	1
20(5)	Failure to comply with any bylaw authorised by the section	23
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	0
24	Failure to comply with obligations of probationary owner 0	0
28(5)	Failure to comply with the effects of classification of dangerous dog	0
32(2)	Failure comply with the effects of classification of dog as dangerous dog	2
32(4)	Fraudulent sale or transfer of dangerous dog	0
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	10
33F(3)	Failure to advise person of muzzle and leashing requirement	0
36A(6)	Failure to implant microchip transponder in dog	2
41	False statement in relation to dog registration	0
41A	Falsely notifying death of dog	0
42	Failure to register dog	202
46(4)	Fraudulent procurement of attempt to procure replacement dog registration label or disc	0
48(3)	Failure to advise change of ownership	0
49(4)	Failure to advise change of address	0

51(1)	Removal, swapping, or counterfeiting of registration label or disc	0
52A	Failure to keep dog controlled or confined	18
53(1)	Failure to keep dog under control	3
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, and to provide adequate exercise	0
54A	Failure to carry a leash in public	0
55(7)	Failure to comply with barking dog abatement notice	0
62(4)	Allowing dog known to be dangerous to be at large unmuzzled or unleashed	0
62(5)	Failure to advise of muzzle and leashing requirements	0
72(2)	Releasing dog from custody	1
Total Number of Infringements		268

Dog Control Policy

Policy Owner	General Manager – Customer Support
Policy Sponsor	
Approved By:	Policy & Regulatory Committee
Approval Date:	13 April 2015
Resolution Number	WDC1504/06/1/9/6
Effective Date	1 May 2015
Next Review Date:	

Introduction

This document contains Waikato District Council's policy on dogs pursuant to the Dog Control Act 1996 ("the Act"). The Waikato District Council Dog Control Bylaw gives effect to this policy.

Objective(s)

- (a) to minimise danger, distress, and nuisance to the community
- (b) to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults
- (c) to enable, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs
- (d) to promote the exercise and recreational needs of dogs and their owners

Significance

This policy affects all dog owners within the Waikato District, or people bringing dogs into the district, as well as members of the public.

Relevant Documents/Legislation

- Dog Control Act 1996
- Waikato District Council Dog Control Bylaw 2015

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, and must be reviewed in conjunction with Council's Dog Control Bylaw, within its statutory timeframe.

Policy Statements

Responsible dog ownership

Council will encourage responsible dog ownership within the Waikato District through public education and enforcement of Council's Bylaw, and other relevant legislation.

Responsible ownership requires owners to have an understanding of how to appropriately care for their dogs and how to control their dogs in public places as to not cause a nuisance or risk to the safety of other animals, or members of the public.

Council requires dog owners to control dogs on a leash when in public places, except within designated exercise areas, and to remove faeces from public places. Council provides dog exercise areas within the district to promote opportunities for dog owners to exercise and socialise their dogs in an appropriate environment.

Provision of dog control services / Regulation and enforcement

Council will provide a comprehensive and robust dog control service to protect members of the public from nuisance, minimize the danger of dogs in public places, and to ensure that dogs within the district are appropriately cared for by their owners.

Council's Dog Control Bylaw will provide public spaces for exercising dogs, but also set restrictions prohibiting dogs from certain public places, or requiring dogs to be leashed and controlled to promote the safety of members of the public, these areas are specified in Appendix one. Council will provide signage, where practicable, to ensure dog owners are made aware of their obligations under Council's Dog Control Bylaw.

Council will also regulate the number of dogs that can be kept on properties in more densely populated areas to minimise nuisance issues and enhance public safety.

A permit to exceed these provisions may be applied for, and will be considered on a case by case basis.

Council requires all dogs classified as menacing, by behaviour or breed, under section 33A of the Dog Control Act to be neutered.

Funding

Council will set fees and charges for dog registration and other dog control services in order to fund dog management services primarily on a user pays basis.

Through the schedule of fees and charges, Council will annually set:

- a reasonable annual registration fee, with discounts being available to incentivise responsible dog ownership and the prompt payment of registration fees.
- a fee for the release of an impounded dog in order to recover costs associated with the provision of pound facilities.

Council will use income from fines to contribute to the costs associated with providing its dog control service and provide for otherwise irrecoverable costs through general rate funding.

Appendix one: Control of Dogs in public places

Unless provided for in the Animal Control Act 1996 or Waikato District Council Dog Control Bylaw, a dog that enters or remains in a public place must be secured on a leash and kept under continuous control. Exceptions apply where otherwise specified in this Appendix.

Prohibited Areas (District Wide)

No person shall permit any dog to enter or remain in a prohibited area whether it is under control or not, except a working dog while it is working, a dog confined in or on a vehicle, a dog being taken to or from veterinary premises.

Guidance note: exceptions to these restrictions are listed in section 5.6 of the Bylaw.

Locality	Description of area and times	Map #
Huntly	Any street or public place within the central business area of Huntly, including Main Street and rear accesses, at all times including public holidays.	19
Ngaruawahia	Any street within the central business area of Ngaruawahia township including Jesmond Street, from the pedestrian crossing between the Waipa Hotel and Pharo's Postshop, Stationary and Lotto to the area between the Plunket Rooms and the Anglican Church, at all times including public holidays. Business side of SH1 Ngaruawahia between Martin and Market Streets	20
Raglan	Within the Raglan Kopua Camping Grounds, the domain, the playground and picnic area of the foreshore of Oporu inlet from the footbridge to the boat ramp, at all times including public holidays	9
Port Waikato	Within 250 metres north or south of any lifesaving patrolled areas on Port Waikato Beach and Sunset Beach from 10am to 6pm on weekends, public holidays and school holidays from the beginning of Labour Weekend to the end of March the following year.	22
Hakarimata Scenic Reserve	Area from Brownlee Avenue to the dam site on the walkway.	23
Waireinga Scenic Reserve	Carpark area leading up to Department of Conservation walkway.	24

On-lead areas

Dogs are allowed in the following areas if **under control** and on a leash, but should not be left unattended and/or tethered.

Locality	Description of area and times	Map #
Te Kauwhata	In or on any part of any street or public place within the central business area of Te Kauwhata township more particularly defined as Main Road from the Te Kauwhata Trust Tavern and business premises opposite to Saleyard and Te Kauwhata Road intersection, at all times including public holidays.	12
Raglan	In or on any part of any street or public place within the central business area of Raglan township more particularly defined as: <ul style="list-style-type: none"> • Bow Street from the Cliff Street intersection to 43 Bow Street, • Wainui Road from Bow Street to the Bankart Street intersection, • Wallis Street from Bow Street to the end of the business premises, • Volcom Lane between Wainui Road and Bow Street. at all times including public holidays	8
Tuakau	Any street within the central business area of Tuakau township more particularly defined as George Street, between Madil street and the corner of Dominion Road and Ryders Road at all times including public holidays. This includes Central Park and extends to the Dominion Road shopping area.	21

Dog Exercise Areas

A dog may be exercised in the areas below free of restraint if kept under continuous control by its owner. Where there is a presence of stock, all dogs must remain leashed.

Note: Council may from time to time by resolution under the Dog Control Bylaw designate additional dog exercise areas.

Locality	Description of area	Map #
Huntly	A fenced area on the shore of Lake Hakanoa situated at the end of Onslow Street in the Huntly Domain	1
	The grassed area along the Waikato River on Riverview Road known as the Riverview Reserve.	2
	Fenced dog park on the corner of Fairfield Avenue and Graham Place	3
Taupiri	Bob Byrne Park on Great South Road.	4
Ngaruawahia	Regent Street Reserve. The grassed area from Great South Road to the end of area bordering Turangawaewae Marae.	5
	From the Great South Road bridge pilings on Lower Waikato Esplanade along the grassed area known as the Waikato Esplanade Reserve to Belt Street.	5
	The fenced area on the corner of Great South Road and Ellery Street (old dump site).	6
	Waipa Esplanade Reserve from the Pony Club along the grassed area to the area below Princess Street.	7
Raglan	The fenced area on the corner of Wallis Street and John Street known as Aro Aro Reserve.	8
	The grassed area and foreshore from the boat ramp in the Oporuru inlet to the Aerodrome Bridge.	9
	From the Wainui Reserve carpark at the western end of Te Riria Kereopa Memorial Drive to 300 metres south of the northern walkway at Ngarunui Beach below the Wainui Reserve.	10
	Beach areas from the wharf, the Cliffs, Cox's Bay, Lorenzen Bay, The Doughboys and Moonlight Bay.	11
Te Kauwhata	Fenced areas on the Te Kauwhata Recreation Reserve.	12
Horotiu	Fenced AFFCO Park on Horotiu Road and State Highway 1.	13
	Riverside Reserve on Horotiu Bridge Road.	14
Whatawhata	Whatawhata Recreation Reserve, except when the reserve is being used for sporting activities.	15
Te Kowhai	Te Kowhai Recreation Reserve, except when the reserve is being used for sporting activities.	16
Karioitahi Beach	The beach area known as Karioitahi beach	N/A
Port Waikato	Sunset beach, beyond 250 metres north or south of any lifesaving patrolled areas. This extends along the shoreline to Maretai Bay, but does not include the reserve area. Note: The area within the lifesaving patrolled areas is prohibited from 10am to 6pm on weekends, public holidays and school holidays from the beginning of Labour Weekend to the end of March from the following year. This is specified in the Prohibited areas schedule.	N/A

Tuakau	Les Batkin Reserve, in the marked areas specified from Tuakau Bridge to (but excluding) the toilet block and from the carpark entrance to the northern boundary	17
Tuakau	Alexandra Redoubt Reserve in the marked areas specified	18

Open Meeting

To	Policy & Regulatory Committee
From	Ian Cathcart General Manager Service Delivery
Date	6 November 2018
Prepared by	Megan May Parks and Facilities Manager
Chief Executive Approved	Y
Reference #	P&R2018
Report Title	Community Consultation for Amendment to Cemeteries Bylaw

I. EXECUTIVE SUMMARY

In 2016, the Council's Cemeteries Bylaw was reviewed following consultation with members of the public and key stakeholders. As a result of this review, the Bylaw was updated and came into force on 11 July 2016. Since this time, there has been criticism from the public in relation to section 6.2 which limits the number of adjacent plots which may be purchased at one time. Staff have since reviewed this clause and believe that there is an opportunity to remove this which would enable multiple family members to be buried within close proximity to each other.

In accordance with the provisions of the Local Government Act and Council's Significance and Engagement Policy, consultation is proposed between 28 November 2018 and 1 February 2019, to allow for it to be reviewed.

The purpose of this report is to obtain Council approval to begin consultation which would suggest the removal of Section 6.2 of the Bylaw.

2. RECOMMENDATION

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

AND THAT the Committee determine that a bylaw amendment is the most appropriate way of addressing the perceived problems; and the proposed bylaw amendments (subject to the outcome of the consultation process), are the most appropriate form of bylaw;

AND FURTHER THAT the Committee determine that the proposed bylaw amendment does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND FURTHER THAT the Committee approve to undertake consultation between 28 November 2018 – 1 February 2019, in accordance with the Local Government Act 2002.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

Since the Bylaw review, Cemeteries staff have been contacted by members of the community who want to pre purchase plots. The current bylaw only allows for this to occur in conjunction with the burial of a family member and therefore eliminates the ability for people to make arrangements for burial prior to their death. By doing so, there is the potential to cause unnecessary financial and emotional stress on the deceased persons family members during times of heightened stress.

The decision to include this clause was generated from prior staffs' experiences in other territorial authorities who had this clause included in their bylaw. The reason for the inclusion was due to a lack of available land and the potential that a large amount of cemetery land could be allocated yet not utilised and this could increase the need for additional land purchase for cemeteries in the future. Prior to this bylaw being introduced, staff are aware of one occasion when eight plots were pre-purchased. This is considered to be an anomaly and therefore poses limited risk to the available land within our cemeteries.

As detailed in the Waikato District Council Cemetery Strategy, a 2014 report commissioned by the Council provides supply and demand projections between 2015 and 2045 for the Waikato District. Overall it shows that despite some cemeteries being projected to reach capacity by 2045, all parts of the district are forecast to have surplus capacity in nearby cemeteries and therefore the impact of the proposed amendments to the bylaw should be low.

3.2 OPTIONS

Options available to the Council

Option 1: Do nothing. Discussions with members of the community have suggested that there is a desire to amend the bylaw to allow for pre-purchase of plots.

This option is not recommended.

Option 2: Consult with key stakeholders and interested members of the public. This option allows the community to provide feedback on the proposed amendment.

Staff consider that this is the preferred option as it will identify if there is desire from the stakeholders to remove this clause.

4. CONSIDERATION

4.1 FINANCIAL

Staff resources will be required to develop and deliver community engagement. This will include the receipt of submissions and questions relating to the consultation.

4.2 LEGAL

Consultation on the proposed bylaw is in accordance with section 83 of the Local Government Act.

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed engagement will assist in an amendment to the Waikato District Council Cemeteries Bylaw 2016.

Consultation on the proposed Bylaw amendments aligns with Council's Significance and Engagement Policy.

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empowe
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<ul style="list-style-type: none"> ▪ Targeted letters to key stakeholders ▪ Public notice/advertisements in the local papers 				

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: Funeral Directors and Monumental Masons

5. CONCLUSION

Approval is sought to commence consultation with key stakeholders. This is a requirement of the Local Government Act 2002 and allows for public feedback on the removal of clause 6.2 of the Cemeteries Bylaw

6. ATTACHMENTS

- Statement of Proposal including proposed amendments to the Cemeteries Bylaw 2016

Waikato District Council

Proposed Cemeteries Bylaw 2016

This Bylaw of the Waikato District Council is made pursuant to the Local Government Act 2002 and the Burial and Cremation Act 1964 and their respective amendments and all other relevant powers, hereby makes the following bylaw.

Introduction

1.0 Short title, commencement and application

- 1.1 The bylaw shall be known as the 'Waikato District Council Cemeteries Bylaw 2016'.
- 1.2 The bylaw shall apply to the Waikato District.
- 1.3 The Bylaw shall come into force on the date of adoption.

2.0 Revocation

The following bylaws are hereby revoked from the day this new bylaw comes into force: 'Waikato District Council Cemeteries and Crematoria Bylaw 2008' and 'Franklin District Council Cemeteries Bylaw 2008'.

3.0 Purpose

To enable the Council to regulate activities and set standards for the operation of cemeteries under the control of the Council.

4.0 Definitions

For the purposes of this Bylaw, the following definitions shall apply, unless inconsistent with the context:

Authorised Officer	means any person appointed by the Council to act on its behalf and with its authority
Beam	means a concrete strip that marks plot row and number and in which a headstone or plaque is placed.
Burial	means interment of a body, remains or ashes
Cemetery	means any cemetery vested in or under the control of Council and dedicated as a cemetery.
Council	means the governing body of the Waikato District Council or any person delegated to act on its behalf.
Disinterment	means the removal of a body (or remains of a body) buried in any cemetery.

Exclusive right of burial	means a right that may be purchased from the Council which grants the purchaser and his or her successor, the exclusive right of burial in a designated burial plot for a specified number of years; and <ol style="list-style-type: none"> 1. does not create an ownership interest in the designated plot; and 2. lapses in accordance with section 10 of the Burial and Cremation Act 1964.
Grave	means the area where the body of a deceased person is, or their ashes, are buried.
Headstone	means a memorial that projects above the ground.
Interment	means the burial of a body or ashes in a plot.
Lawn cemetery	means a grass lawn cemetery where no headstones project above the ground.
Non-operational cemetery	means a cemetery that has been closed by a closing order, but may accept future ash interments.
NZS 4242: 1995	means the New Zealand Standard for Headstones and Cemetery Monuments.
Operational cemetery	means a cemetery that is accepting of new interments.
Plot	means a specified area set aside for the burial of a casket or ashes.
Sexton	means any person appointed by the Council to manage the day to day activities of any cemetery under its jurisdiction.

5.0 Burials

5.1 Before a burial may take place, an application for interment must be lodged with the Council.

5.2 The application must be accompanied by:

- a) a medical certificate or coroner's authorisation, as applicable;
- b) written permission from the owner of the exclusive right of burial in respect of a plot, where applicable;
- c) payment of the burial fees set by the Council.

5.3 Burials must take place:

- a) in a specific plot in respect of which an exclusive right of burial has been purchased; or
- b) in a plot chosen by the Council if no exclusive right of burial has been purchased.

6.0 Exclusive right of burial

6.1 An exclusive right of burial may be sold by the Council and may be held for sixty years. The Council will not re-purchase any presold plots.

~~6.2 Any person is entitled to purchase an exclusive right of burial for no more than two plots. Any relative of a person who has bought such right may purchase two adjacent plots at the time of burial only.~~

6.36.2 Where doubt of ownership of an exclusive right of burial exists, the Council may satisfy itself, that the use of the respective plot is authorised.

6.46.3 The Council will not sell the exclusive right of burial in respect of any plots located in cemetery areas reserved exclusively for the burial of deceased persons who have served in Her Majesty's Forces.

7.0 Notification of burial

7.1 Interments may take place between the hours of 10.00am and 3.30pm on Mondays to Fridays inclusive, and between 10.30am and 2.30pm on Saturdays. On Sundays and public holidays, cemeteries are closed for all interments.

7.2 Burials may take place outside these times by prior arrangement with Council.

7.3 Notification of an intended burial must be given to the Council not less than eight working hours prior to the time of burial. If less notice is given, an extra charge may be imposed by the Council.

8.0 Plots and graves

8.1 Only the Sexton is authorised to dig a grave.

8.2 The Council requires prior notification if a person, or persons, wish to fill any grave.

8.3 The minimum depth of cover for any casket must be not less than 800mm.

8.4 A maximum of two deceased persons may be buried in any one plot.

8.5 A grave may be reopened for subsequent burial(s) where consent is given by the Council and:

- a) by the owner of the exclusive right of burial, or their representative; and
- b) the relevant prescribed form is provided to the Council.

9.0 Ashes

9.1 A maximum of eight urns containing ashes that may be buried in any burial plot, or a maximum of two urns may be buried in an ashes plot.

9.2 Ashes may not be scattered in any cemetery.

10.0 Disinterments

10.1 The disinterment of a body, or remains of a body, must be conducted in accordance with sections 51 and 55 of the Burial and Cremation Act 1964.

10.2 If a grave has become empty due to disinterment, and there is no exclusive right of burial, that plot will revert back to the Council and the Council will not make any refund of the cost of that burial plot.

11.0 Memorials and adornments

11.1 Prior to the installation of any memorial, an application for a memorial must be submitted to

the Council, together with:

- a) proof of an exclusive right of burial for the respective plot; and
- b) payment of the relevant fee set by the Council.

11.2 Memorials must:

- a) cover no more than two plots, provided the respective exclusive burial rights are owned by the same owner;
- b) limit inscriptions to the front of the memorials for double beam areas;
- c) be set in a way approved by Council.

11.3 Memorials and the associated plots must be kept in good order and repair by the holder of the exclusive right of burial, or their successor.

11.4 Only a Monumental Mason who complies with the Council's Health and Safety requirements, and preferably a member of the New Zealand Master Monumental Masons Association may undertake work associated with any monument.

11.5 Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, the Council may remove any installation of any kind that falls into a state of decay or disrepair.

11.6 No above-ground memorials, including railing or fencing, must be placed in grounds designated as lawn cemeteries.

11.7 Removal of any memorial must be approved by the Council using the relevant prescribed forms and accompanied by proof of exclusive right of burial for that plot.

11.8 The Council may remove any unauthorised memorials from the Cemetery.

11.9 Adornments, including wreaths and floral tributes, may be placed on a plot for up to twenty-eight days following an interment. After this time, all adornments will be relocated to the concrete beam. Any adornments added after this time must be duly placed in approved receptacles, or on the concrete beam.

11.10 Adornments must not inhibit the proper maintenance of the Cemetery or other graves.

11.11 Breakable jars, vases or receptacles must not be used as flower containers.

11.12 The Council may remove unapproved receptacles, ornaments or memorabilia from graves at any time to facilitate the maintenance of those graves.

11.13 In areas set aside as a lawn cemetery, a plaque must be placed centrally on the beam opposite the associated plot.

11.14 All foundations for kerbs, tombstones, headstones, monuments, vaults and any other above-ground structure, must be constructed to the satisfaction of the Council and in compliance with the New Zealand Headstones and Cemetery Monuments NZS 4242:1995 or its subsequent amendments or replacement, subject to the following restrictions:

- a) No memorial stone, fence or enclosure must exceed 1200mm in height.
- b) In any areas that are designated as Services Cemeteries – all monuments and headstones must be constructed in accordance with the requirements of Veterans' Affairs New Zealand.

11.15 Any headstone or other monument, which in the opinion of the Council is offensive, may be removed at the direction of the Council.

11.16 No Monumental Mason or other person must remove any kerb, headstone, monument or tablet from any Cemetery without permission from the Council.

11.17 Any authorised person erecting or repairing any headstone or monument must remove all excess materials, tools and equipment from the cemetery on completion of the works and leave the site in a tidy state.

12.0 Ground maintenance

12.1 The holder of an exclusive right of burial or must ensure that:

- a) memorial placed on the respective are maintained and secure;
- b) memorials do not inhibit regular maintenance of the Cemetery.
- c) kerbs and enclosures are kept in good order.

12.2 No person must plant any tree, shrub, plant or other vegetation in the Cemetery.

12.3 The Council may cut or remove any vegetation planted in the Cemetery at its discretion.

12.4 Any person installing or attending any work in a cemetery must withdraw for the duration of a nearby funeral service, or at the direction of the Council.

12.5 Any person using a footpath or roadway in the Cemetery for the purpose of mixing cement or mortar must do so on a proper mixing board or in a manner approved by the Council.

13.0 Records

13.1 The Council will keep plans showing areas available for burial and burial plots available for purchase. These plans may be inspected at the Council's offices during office hours or on the Council's website.

14.0 Poor persons

14.1 Where application is made to the Council for the interment or of any deceased poor person, the applicant shall, on making such application, provide to the Council a duly signed certificate certifying that such deceased person has not left sufficient means to pay the ordinary charge of interment or cremation fixed by this part of the bylaw, that the cost of burial is not covered by any Accident Compensation entitlement and that his/her relatives and friends are unable to pay the same.

15.0 Vehicles in Cemeteries

15.1 Vehicles must use designated roadways and car parks within a Cemetery.

15.2 Vehicles may only access cemeteries from:

- a) 7.00 am to 8.30pm during the months of October to the end of March;
- b) 8.00am to 5.00pm during the months of April to the end of September;

15.3 The speed limit in all cemeteries is 20km/hr unless notified otherwise.

16.0 Dogs and Horses

16.1 No person must take horses or dogs into a Cemetery.

17.0 Nuisance

17.1 No person shall, in or near any part of a Cemetery, prevent, interrupt or delay a burial.

17.2 No person shall, in or near any part of a Cemetery, cause a nuisance or annoyance to persons who are lawfully in Cemetery, or who are approaching a Cemetery for a lawful purpose.

18.0 Advertising

18.1 No person shall within any Cemetery advertise or solicit any order or custom from any person for any work in connection with a Cemetery or for the sale preparation, or supply of any article, material, or thing to be set up, affixed, placed or used in a Cemetery.

18.2 No person shall without the consent of a funeral director, or a special permit in writing for the occasion from the Council, take any photographs or moving images at a funeral.

19.0 Safety

19.1 All persons, whether Council employees or staff of funeral directors, shall take all necessary steps to ensure that any Cemetery is a safe site at all times, and particularly during any funeral or burial.

19.2 All necessary warning signs, protective barriers and other protective means shall be put in place prior to the commencement of any funeral or burial.

19.3 No person, other than the Council or Sexton, or their duly authorised representatives, shall fill in any grave.

20.0 Fees and Charges

20.1 The Council may prescribe fees and charges for burials and disinterments, the purchase of exclusive rights of burial, headstone erections and other services. These fees will be included in the Council's Fees and Charges Schedule. A copy of fees and charges will be available from the Council's website, office or any customer service centre.

20.2 No burial warrant will be issued until all fees have been paid or satisfactory arrangements have been made for the payment of fees.

21.0 Offences

21.1 Any person commits an offence against this bylaw who does or omits or causes to be done or omitted any act contrary to the provisions of this bylaw

22.0 Penalties

22.1 Any person who commits an offence against this bylaw is liable to a fine not exceeding \$20,000.00

23.0 General

23.1 Any resolution of the Council may be amended, rescinded or reinstated by a further resolution of the Council.

This bylaw was made pursuant to a resolution passed by the Waikato District Council on **Add Date**.

THE COMMON SEAL of WAIKATO DISTRICT COUNCIL was hereto affixed in the presence of:

Mayor

Chief Executive

Statement of Proposal

What's changing in our Cemeteries?

Proposed amendments to the Cemeteries Bylaw 2016

This Statement of Proposal is made for the purposes of Sections 83, 86 and 156 of the Local Government Act 2002. It includes:

- Background to the proposal
- Reasons for the proposal
- Summary of the proposed changes
- 'have your say' details.

Background

In 2016, Council undertook a review of their Cemeteries Bylaw. Part of this review included clause 6.2, which restricts the pre-purchasing of plots only to when a relative is to be buried and restricting the number of plots that can be purchased to two.

6.2 In cemeteries where plot pre-purchase is available a person is entitled to purchase the exclusive right of burial for no more than two plots. Any relative of a person so buried may, at the time of burial, purchase two adjacent plots at the time of burial only.

At the time the bylaw was drafted there was lack of available land within our cemeteries and there was a potential risk that a large portion of our cemeteries could be allocated and not utilised. Therefore, this would increase the need to purchase additional land for future cemeteries.

The decision to include this clause was in response to addressing an instance whereby eight plots were pre-purchased at a single time. It is now considered that this instance was a one-off and the likelihood of it happening again is low.

Since the bylaw came into force on 11 July 2016 Council has received criticism relating to clause 6.2. In response to this feedback Council is undertaking a review with the intention to amend the bylaw.

Key changes we're proposing to make

Here's a summary of the key changes we're proposing to make

- Pre-purchase of plots

Pre-purchase of plots

What we're doing now

Under the current bylaw, the pre-purchasing of plots can occur only at the time of the burial of a relative. The number of plots that can be pre-purchased is limited to two.

What we're proposing

In response to feedback received from the public, Council is undertaking a review with the intention to amend the bylaw, enabling the public to pre-purchase plots at any stage.

Have your say

Tell us what you think about the proposed changes to the Cemeteries Bylaw by making a submission before 1 February 2019.

Copies of the Statement of Proposal, Proposed Cemeteries Bylaw and submission form are available:

- through our website at www.waikatodistrict.govt.nz
- by emailing consult@waidc.govt.nz
- by phoning 0800 492 452

You can make a submission in the following ways:

- Online at www.waikatodistrict.govt.nz/sayit
- Email it to consult@waidc.govt.nz
- Posting it to:
 - Freepost 803
 - Waikato District Council
 - Private Bag 544
 - Ngaruawahia 3742
- Delivering it to any of our Council Offices
Ngaruawahia office
 15 Galileo Street, Ngaruawahia

Huntly office and library

142 Main Street, Huntly

Meremere library

Te Pua Ave, Meremere

Ngaruawahia library

4 Jesmond Street, Ngaruawahia

Raglan office and library

7 Bow Street, Raglan

Te Kauwhata office and library

1 Main Road, Te Kauwhata

Tuakau office

2 Dominion Rd, Tuakau

Tuakau library

72 George St, Tuakau

Open Meeting

To	Policy & Regulatory Committee
From	Tony Whittaker Chief Operating Officer
Date	9 November 2018
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2118100
Report Title	Fraud Prevention Policy Review

I. EXECUTIVE SUMMARY

Council's Fraud Prevention Policy is required to be reviewed by the end of November 2018. As this policy relates to Council's risk appetite for fraud, it is reviewed in conjunction with the Audit & Risk Committee.

The Audit & Risk Committee requested that the policy give more regard to "own device" use and impacts. While it is not possible to monitor individual devices, the definition and related policy sections have been updated to reinforce that system access and unauthorised use / alteration of council data are considered part of the remit of the policy.

The remainder of the policy has also been checked for inaccuracies or changes in best practice, and staff are comfortable that the policy address the main objectives noting that the broader Anti-fraud and Corruption Framework is used to report any policy breaches and related details as they arise.

The Policy & Regulatory Committee is being asked to approve the amendments to the policy and set a three yearly review date of June 2021.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the Policy & Regulatory Committee approves the proposed amendments to the Fraud Prevention Policy.

3. ATTACHMENTS

Marked up version of the Fraud Prevention Policy

Fraud Prevention Policy

Policy Owner:	Chief Executive
Policy Sponsor:	General Manager Strategy and Support <u>Chief Operating Officer</u>
Approved By:	Policy & Regulatory Committee
Approval Date:	13 July 2018
Resolution Number:	WDC 1507/16/1/10
Next Review Date:	<u>June 2021</u> November 2018 (extension)

Purpose

To address the risk of fraud and describe the actions the Council will take when any suspected fraud is reported or discovered.

Fraud prevention is about ensuring the overall integrity and performance of the Council.

Objectives

The specific objectives of this policy are to:

- ensure that the assets and reputation of Council and its members and staff are protected from fraudulent misconduct;
- prevent fraud and/or corruption within the organisation; and
- provide a consistent and transparent approach to all allegations of fraud and/or corruption.

Application

This policy applies to all elected members and staff, contractors, consultants and volunteers of Council.

Definitions

Fraud is defined as theft, unlawful conversion, embezzlement, violation of Waikato District Council policies relating to employment, finance, equipment and other assets, or any other action in relation to those matters likely to bring the Council into disrepute.

Fraud includes, but is not limited to:

- Forgery of any type;
- Misappropriation of Council funds, financial securities, supplies and other assets (including intellectual property);
- Mis-recording and/or mis-reporting financial transactions;
- Seeking and/or accepting anything of material value (i.e. greater than \$100) from Council suppliers, without disclosure, in accordance with the [Gifts & Hospitality Policy](#);
- Unauthorised use of Council property, equipment, materials or records for personal advantage or gain;
- Unauthorised disclosure of confidential information;
- Unauthorised destruction or alteration of systems, records or data;
- Unauthorised transfer of funds;
- Hacking, spamming, hijack of domains and/or servers;
- Unauthorised access and/or use of council systems, records or data;

- Authorising or receiving payment for goods or services not received or performed;
- Authorising or receiving payment for time not worked;
- Dishonest claims for reimbursement of expenses;
- Failure to disclose any Conflict of Interest; and
- Bribery.

Related Documents/Legislature

Legislation

- Local Government Act 2002
- Local Authority (Members' Interests) Act 1968
- Crimes Act 1961
- Protected Disclosures Act 2000

WDC Policies and Supporting Processes

- [Code of Conduct \(staff\)](#)
- [Code of Conduct \(elected personnel\)](#)
- [Protected Disclosure \(Whistleblowers\) Policy](#)
- [Conflict of Interest Policy](#)
- [Reimbursement of Expenses Policy \(staff\)](#)
- [Reimbursement of Mileage and Expenses Policy \(elected personnel\)](#)
- [Gifts & Hospitality Policy](#)
- [Report and Investigate Fraudulent or Suspected Fraudulent Activity process](#)
- [Email Use Policy](#)
- [Remote Access Policy](#)
- [Internet Use Policy](#)
- [Records Management Policy](#)

Policy Statements

General Statements

1. The Local Government Act 2002 requires Council, including its elected members and staff or agents, to spend public funds subject to the standards of probity and financial prudence such that all expenditure withstands public scrutiny.
2. Council recognises that all its assets are owned by the community and there is an expectation and obligation that elected members and staff act honestly and with integrity to safeguard public resources. Council is committed to protecting its revenue, property, information and other assets from any attempt by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees or elected members, to gain financial or other benefits from Council by deceit.
3. Council is committed to the development and maintenance of best practice processes and procedures to prevent and detect fraud, and that demonstrate appropriate stewardship of Council assets.
4. Whilst the Chief Executive has ultimate responsibility for ensuring adequate controls are in place to prevent and detect fraud, each Manager has responsibility for ensuring appropriate controls are in place at all levels to ensure safeguards against fraudulent activity, and must take action to implement and maintain these controls.
5. Council has a zero tolerance to fraud. Whilst the Council values the integrity of its employees, and relies on them to act at all times in an ethical and honest manner, it will

not tolerate fraud or the concealment of fraud. It will investigate all reported incidents of alleged fraud, prosecute where fraud is proven and seek restitution.

6. All disclosures of dishonest or fraudulent practices will be treated seriously. All proven incidents of fraud will be pursued through every means available and appropriate disciplinary action taken.

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Minimising the Risk of Fraud

8. Internal controls, including the screening of new staff, will be maintained and regularly reviewed to provide assurance for the prevention and detection of fraud, misappropriation and other irregularities. Transactions, activities and locations that may be susceptible to fraud will be reviewed regularly.
9. Internal audit will have a key role in the ongoing monitoring of fraud related risk, and the assessment of the effectiveness of the internal control environment.
10. Specific reviews of internal controls will be undertaken by external auditors as part of their internal audit programme, along with a programme of internal audits by internal auditors.
11. Findings of these internal control audits will be reported to the Audit & Risk Committee at each of their meetings.
12. The Policy and Regulatory Committee has a governance responsibility to ensure that this policy is reviewed regularly and to satisfy itself that Council has appropriate processes and systems in place to capture and effectively investigate fraud related information. The Audit & Risk Committee has an interest in this policy from a risk perspective and hence will be involved in the review.

Duty to Report and Investigate

13. Any person who is aware of or suspects fraudulent activity must promptly report such activity to his or her line manager or general manager in the first instance, or an 'Internal Authority' as defined in Council's Protected Disclosures (Whistleblowers) Policy.
14. An individual who reports a suspicion of fraud regarding another individual or the organization in good faith will in no circumstances be threatened, intimidated, or dismissed because he or she acted in accordance with this policy. Refer to Protected Disclosures (Whistleblowers) Policy.
15. A manager to whom a protected disclosure is made must refer the disclosure to an 'Internal Authority' or the Chief Executive immediately.
16. An 'Internal Authority' who has received a protected disclosure report will consider the information provided, determine what action should be taken and inform the Chief Executive.
17. If suspicions relate to the Chief Executive, the 'Internal Authority' will inform the Mayor, who will carry out all investigations and further steps outlined in this policy and associated process.
18. The Chief Executive and/or Internal Authority shall determine if an investigation is required and, where required, establish an investigation team. The Chief Executive or Internal Authority shall also notify the Mayor, the Audit & Risk Sub-Committee Chair and Council's external auditor.
19. The investigation team will have free and unrestricted access to all Council records and premises, whether owned or rented. The investigation team will also have the authority to examine, copy, and/or remove all, or any portion of the contents of computers, files, desks, cabinets and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody or any such items or facilities, within the scope of the investigation.

20. Where fraud has been proven, the Chief Executive will:
- a. Direct the manager of the area where the fraud has taken place to put controls in place to mitigate further losses and prevent reoccurrence of similar misconduct;
 - b. Review the reasons for the incident, the measures taken to prevent a recurrence, and any action needed to strengthen future responses to fraud;
 - c. Advise the Council's insurers as appropriate (depending on the nature of the fraud);
 - d. Keep all other relevant personnel suitably informed about the incident and the organisation's response, including the external auditor and the Communications Manager.
21. Where fraud is not proven, the investigation team will provide the Chief Executive with a confidential report which includes a recommended course of action and any recommended improvements to internal controls that are identified as a result of the investigation. A summary of this report will be provided to the Mayor, Audit & Risk Committee, Chair of Strategy & Finance Committee and the external auditor.

Disciplinary Processes

22. Where a person is suspected of having committed fraud, the Chief Executive will follow the relevant disciplinary procedures outlined in Council's Disciplinary Policy and supporting processes.

Recovery of Loss

23. Recovering losses of money or property is a major objective of the Council following any fraud investigation. The amount of any loss will be quantified as far as possible, repayment or reparation sought and prosecution pursued.

Confidentiality

24. While alleged or actual instances of fraud can affect the rights and reputation of anyone implicated, individual identities will be protected wherever possible without detriment to Council.
25. All participants in a fraud investigation shall keep the details and results of the investigation confidential.

Dealing with the Media

26. Any person contacted by the media with respect to any fraud investigation ~~shall~~ must refer the media to the Communications Manager.

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, at least once every three years.

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	02 November 2018
Prepared by	Vishal Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
Reference #	GOV1301 / 2112349
Report Title	Memorandum of Understanding for Remunerating Elected Representatives Serving on the Proposed District Plan Independent Hearings Panel

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Policy & Regulatory Committee's approval on a memorandum of understanding ("MoU") for the remuneration of the following three elected representatives appointed as independent hearing commissioners to the hearings panel for the Proposed Waikato District Plan, Stages 1 and 2 ("PDP"):

- Cr Dynes Fulton
- Cr Janet Gibb
- Cr Jan Sedgwick

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Policy & Regulatory Committee recommends to Council that the memorandum of understanding which confirms the remuneration of Cr Dynes Fulton, Cr Janet Gibb and Cr Jan Sedgwick (who have all been appointed as independent hearing commissioners to the hearings panel for the Proposed Waikato District Plan (Stages 1 and 2)), be received.

AND FURTHER THAT the Policy & Regulatory Committee recommends to Council that Cr Dynes Fulton, Cr Janet Gibb and Cr Jan Sedgwick be remunerated as per the hearing rate set by the Remuneration Authority for elected representatives of the Waikato District Council for the duration of the Proposed Waikato District Plan hearings (this includes pre-hearing preparation and post-hearing work related to decisions).

3. BACKGROUND

The Proposed Waikato District Plan (“PDP Stage 1”) was notified on 18 July 2018. The PDP Stage 1 combines both the Franklin and Waikato sections into a single district plan with a consistent approach to development and growth across the district. Submissions on the PDP Stage 1 closed on 9 October 2018.

At its meeting of 10 September 2018 Council resolved to appoint Cr Dynes Fulton, Cr Janet Gibb and Cr Jan Sedgwick as independent hearings commissioners to the independent hearings panel for both PDP Stage 1 and PDP Stage 2 of the Proposed District Plan. PDP Stage 2 is expected to be notified in the second quarter of 2019.

The hearings for both PDP Stage 1 and PDP Stage 2 are expected to be held in the second half of 2019. It is quite conceivable that the hearings and associated decision-making process may not be completed prior to the Local Body Elections taking place on 12 October 2019.

To mitigate this risk Council resolved to appoint the three aforementioned elected representatives as independent hearings commissioners so that should any of these them decide not to stand for re-election or not be re-elected, they will still be able to carry on their role as an independent hearing commissioner for the Proposed Waikato District Plan. It is important to note that for consistency, transparency and fairness the same commissioners must be involved for the duration of the process until either a recommendation is made to Council by the hearings panel or a decision is made by the panel (unless there is some unforeseen circumstance such as ill health).

Three additional (external) independent commissioners (including an iwi commissioner) will be appointed at a later date to complete the make-up of the independent hearings panel. Appointing the three elected members to the hearings panel will also avoid any conflict of interests during the semi-judicial and judicial stages of the review.

It is also important to ensure that there is consistency with regards to the remuneration of the three elected members whilst they are serving as independent hearings commissioners.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

With the hearings of the PDP expected to overlap the local body elections in October 2019 it is important that there is agreement on the remuneration for the three elected representatives.

In light of the hearings potentially overlapping with the local body elections, the Chief Executive has had a discussion with Cr Dynes Fulton, Cr Janet Gibb and Cr Jan Sedgwick with a view to establishing clear expectations (from a remuneration perspective) of either them not standing for re-election or not being re-elected (note: the risk of any of them not standing for re-election or of not been re-elected whilst they are serving as commissioners has already been mitigated by Council appointing them as independent hearings commissioners for the PDP).

It is proposed that the three elected representatives be paid the elected representative remuneration rate set by the Remuneration Authority for hearings (in this case assuming the Remuneration Authority does not change the rate, \$80 per hour as none of the three councillors will chair the hearings panel) even if they decide not to stand for election or are not re-elected. Even if re-elected the three representatives will continue to receive the same remuneration rate and allowances set by the Remuneration Authority for hearings for Waikato District Council elected representatives.

To formalise this arrangement a MoU has been drawn up (see attached) which the three elected representatives will sign once Council passes the resolution in this regard. Signing the MoU will ensure that there is consistency with regards to the remuneration and allowances paid to the three elected members whilst they serve as independent hearings commissioners.

5. CONSIDERATION

5.1 FINANCIAL

Funding for the PDP is provided for in the Long Term Plan. Further budget requirements for the PDP (including the hearings and appeals stages) will be considered by Council as part of the Annual Plan 2019/2020.

5.2 LEGAL

Council can appoint one or more elected representatives to be a hearing commissioner under s34A (1) to carry out any functions, powers or duties under the RMA. This includes the power to hear and determine submissions on the PDP or hear and make recommendations to Council in respect of submissions on the PDP. This will enable them to continue the hearing process in the event the appointed Councillors do not stand for re-election or are not re-elected.

Council's elected representatives are currently remunerated as per the rate set by the Local Government Members (2017/2018) (Local Authorities) Determination 2017.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The PDP has been reviewed to address growth in the district along with combining the Franklin and Waikato section of the Operative District Plan into one plan.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submissions to the PDP (Stage 1) closed on 9 October 2018. Staff are currently analysing and summarising the submissions to inform the section 42A hearings report.					

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

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

6. CONCLUSION

This report seeks the support of the Council for the three elected representatives (who are accredited RMA hearings commissioners) to sign an MoU which will ensure consistency with regards to their remuneration whilst serving as independent hearings commissioners for the Proposed District Plan irrespective if they are re-elected or not. The remuneration will be based on the applicable rate prescribed by the Remuneration Authority for hearings.

7. ATTACHMENTS

Memorandum of Understanding

Remuneration Rate

2. The Members agree that they will be remunerated for their services as independent hearings commissioners for the PDP hearings at the applicable remuneration payable to elected members of local authorities as determined by the Remuneration Authority pursuant to Schedule 7, Local Government Act 2002.
3. The elected member remuneration shall apply whether the members are elected members or not..
4. The hourly fee payable to the Members for each hour of hearing time at the commencement of this MOU is \$80.00 per hour.
5. The meaning of “hearing time” is as defined in the Remuneration Authority Determination in force, being at the commencement of this MOU, the Local Government Members (2018/2019) Local Authorities) Determination 2018.

Disputes

6. If any dispute or difference arises between the parties in relation to this MOU, the parties shall enter into good faith discussions to resolve the dispute or difference,

Other Terms

7. This MOU may be amended by agreement between the parties. Any amendment shall be recorded in writing and signed by the parties.

Signed for Waikato District Council

**GAVIN ION
CHIEF EXECUTIVE**

Signed by

COUNCILLOR DYNES FULTON

COUNCILLOR JANET GIBB

COUNCILLOR JAN SEDGWICK

Open Meeting

To	Policy & Regulatory Committee
From	Tony Whittaker Chief Operating Officer
Date	13 November 2018
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2118833
Report Title	Sensitive Expenditure Policy Review

I. EXECUTIVE SUMMARY

Council's Sensitive Expenditure Policy is due for review by March 2019.

Approval for minor changes to the policy are being requested in order to address administrative issues related to the change in council roles, reimbursement of meal costs, clarity around tax compliance for donations/koha and changes to use of council assets.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the revised Sensitive Expenditure Policy is recommended to Council for approval.

3. BACKGROUND

Public entities are required to establish and maintain a sensitive expenditure policy. Senior management are expected to review the policy regularly and communicate the policy to all staff and elected representatives at least annually.

Council's Sensitive Expenditure Policy was developed in line with the Auditor General's Good Practice Guide 'Controlling sensitive expenditure: Guidelines for public entities'. These guidelines outline the principles applicable to sensitive expenditure and the scope of policies and procedures required of a public entity. Clause 3.4 of Part 3 outlines the generic content of policies and procedures, as follows:

"Policies and procedures relating to sensitive expenditure need to:

- Make clear what types of expenditure are and are not permitted;

- Outline clear approval processes that are specific about who approves what, including arrangements for when the usual approver is unavailable;
- Set spending limits or boundaries, including explaining what is meant by ‘actual and reasonable’ when these terms are used, and specifying dollar limits and defined boundaries, where practicable, of what is ‘reasonable’;
- Allow manager discretion to grant an exception to a policy or procedure only in exceptional circumstances;
- Specify the monitoring and reporting regime and, where applicable, any internal audit checks that may be applied; and
- Specify the process for amending the policies and procedures.”

The proposed amendments to the Sensitive Expenditure Policy continue to comply with these requirements and complement the other Council policies such as Fraud Prevention, Codes of Conduct (staff and elected members), Gifts & Hospitality, Reimbursement of Expenses, and Rewards and Recognition Policies.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The amendments being proposed are:

Item	Current Policy position	Proposed changes
Change in Council roles	Contains naming conventions from the previous organisational structure.	Policy wide. Update role references to reflect new organisational structure.
Reimbursement for meals	There is no reimbursement provided for any beverage consumed by staff whilst on Council business.	Section 6.2.4.2 to be updated to allow reimbursement of meal costs including non-alcoholic beverages to a maximum of \$65. Sections 6.2.4.2 & 6.3 Clarity that council will not reimburse any alcoholic beverage costs.

Item	Current Policy position	Proposed changes
Clarity of what constitutes donation/koha payments	<p>Allows for koha payments to be made in cash which does not align with Council's cash-free position.</p> <p>Does not clearly outline why understanding what does and doesn't constitute donations/koha payments is important.</p>	<p>Section 6.5.1 to be updated to remove the cash exception for koha.</p> <p>Outline that there are tax compliance matters (without being too technical) if donations/koha are not classified correctly by supplementing with examples of what does not constitute donations/koha.</p>
Use of Council assets	<p>Does not specify the expectations for use of Council devices while travelling abroad (business related and private use).</p> <p>Includes a process for personal use of telephones/mobiles despite the underlying contractual changes with the supplier.</p>	<p>Section 6.2.1 adds the expectation that WiFi or pre-paid data packages will be used rather than cellular network roaming for business related international travel. Section 7.2.1 specifies that the individual is responsible for any roaming / cellular charges relating to private use while travelling overseas.</p> <p>Section 7.2.1 removes the process now that national and Australian calls are free of charge. The context of keeping personal use to a reasonable level remains.</p>

The proposed adjustments would not be retrospective i.e. expense claims will be processed under the policy in existence at the time of lodging the approved claim for reimbursement to payroll.

4.2 OPTIONS

The Policy & Regulatory Committee could choose to recommend to Council that the proposed policy changes be approved as is, or could ask for further adjustments to be made to the policy.

5. CONSIDERATION

5.1 FINANCIAL

The Sensitive Expenditure Policy is a key policy in delivering financial prudence when dealing with public funds. The proposed changes, while minor, will resolve administrative issues that occur when trying to maintain compliance with the policy. The costs to Council in terms of managing these changes are not expected to increase.

5.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The policy amendments will continue to complement other Council policies such as Fraud Prevention, Codes of Conduct (staff and elected members), Gifts & Hospitality, Reimbursement of Expenses, and Rewards and Recognition Policies.

6. CONCLUSION

The policy has been updated to address minor clarification and administrative items. The changes proposed to reimbursement of non-alcoholic beverages are supported by the Executive Leadership Team.

7. ATTACHMENTS

Marked-up version of the Sensitive Expenditure Policy



Sensitive Expenditure Policy

Policy Owner:	Chief Executive
Date approved:	March 2016 <u>November 2018</u>
Next review date:	March 2019 <u>November 2021</u>
Document number:	1987304 <u>TBC</u>
Engagement required:	N/A

1 Purpose

To provide a framework for staff entering into ~~and/or~~ approving sensitive expenditure and other financial transactions on behalf of Council.

This policy should be read in conjunction with specific policies listed in Related Documents/Legislature.

2 Definitions

Approving Manager a staff member's line manager or a manager higher in the financial delegation approval hierarchy.

Entertainment Expenses expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council staff members and/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.

Official Function social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive, or the relevant General Manager.

Credit Card includes vehicle fleet cards, purchase cards and equivalent cards used to obtain goods and services before payment is made.

Sensitive Expenditure any Council expenditure that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual staff member that is additional to the business benefit to the entity of the expenditure. It also includes expenditure by Council that could be considered unusual for Council's purpose and/or functions.

Travel, accommodation, gifts and hospitality are examples of sensitive expenditure.

Supplier a current or potential provider of goods or services to the Council.

3 Application

Sensitive Expenditure Policy ~~2016~~ 2018

This policy applies to all elected members (including community board and committee members) and staff of the Waikato District Council.

The term 'staff' will be deemed to cover all of the above categories where it is mentioned within this document.

4 Significance

This policy is not considered significant in terms of the Significance and Engagement Policy.

5 Policy Statements – Principles and Controls

5.1 Principles and Ethics

Council spends public money and, as a consequence, all expenditure should be subject to a standard of probity and financial prudence expected of a local authority and be able to withstand public scrutiny.

Council is obliged to safeguard and use its resources in a responsible manner. Furthermore, Council staff and elected members must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the risk of perceived or actual personal benefit to the staff or elected member arising from certain expenditure categories, such as travel, accommodation, gifts and hospitality, the Controller and Auditor-General defines them as 'sensitive' expenditure. The Council expects all staff involved in arranging, making or approving sensitive expenditure to:

- a) do so only for Council purposes;
- b) exercise prudence and professionalism;
- c) not derive personal financial gain;
- d) act impartially;
- e) ensure the expenditure is moderate and conservative in the context of the given situation;
- f) have read and adhered to this and other relevant Council policies.

The Council's two Codes of Conduct identify the required behavioural standards for staff and elected members in all areas of their work.

5.2 Determining when sensitive expenditure is appropriate

In deciding what appropriate sensitive expenditure is, elected members and Council staff need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, Council could be criticised for extravagance and waste.

5.3 Responsibilities of the Mayor, Councillors and General Managers

Overall responsibility for this policy rests with the Mayor, Councillors and the Executive Leadership Team (ELT). This group must make it clear to staff what is and is not 'acceptable sensitive expenditure' and model those behaviours to the highest standard.

5.4 Controls and judgement

In the absence of a specific rule for a given situation, the Mayor, Councillors and ELT are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and ELT are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

5.5 General controls

All claims must be submitted promptly, on the relevant expense reimbursement form, after the expenditure is incurred. Except in exceptional circumstances this means within one month.

Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to the Waikato District Council business.

Valid, original GST compliant [tax](#) invoices/receipts and other supporting documentation must be maintained/submitted for all sensitive expenditure. Credit card statements and EFTPOS receipts do not constitute adequate documentation for reimbursement.

All claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim.

5.6 Approval of sensitive expenditure

Approval of sensitive expenditure must:

- a) be given by a person senior to the person who will benefit or might be perceived to benefit from the expenditure, wherever practical;
- b) be given before the expenditure is incurred, wherever practical;
- c) be made strictly within delegated authority and only where budgetary provision exists;
- d) ensure that all budgetary considerations include the [fringe benefit tax](#) impact (approx. 50% increase in cost)
- e) only be given where the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met.

Expenditure incurred by the Mayor or other elected members (not explicitly approved by Council), will be reviewed by the Chief Executive for compliance with this policy.

In the case of General Managers, approval must be given by the Chief Executive. In the case of the Chief Executive, approval is required from the Mayor.

6 Policy Statements – Specific Areas of Expenditure

6.1 Council credit cards

6.1.1 Bank Credit Cards

The ~~Finance Manager~~ Chief Financial Officer (CFO) operates a credit card account, in the name of the Chief Executive, solely for the procurement of goods or services through the internet.

The credit card spending limit is \$5,000 and the maximum limit per transaction is \$2,500. Changes to these limits shall be approved by the Strategy and Finance Committee.

The credit card is to be stored securely and the card details, such as card number and expiry date restricted to the staff involved in its administration.

Internet purchases are to be made by a delegated member of the finance team who will ensure that:

- a) Purchases are made only from established reputable companies known to Council.
- b) Internet sites are secure and the vendor is reputable.
- c) The procurement complies with Councils procurement policy and manual controls.
- d) A copy of the online order form and invoice is printed to support the payment.

The delegated Finance staff member shall provide a report to the ~~Finance Manager~~ CFO on transactions made on the credit card during the previous month. Such reports shall include the nature and quantum of expenditure and copies of relevant documentation.

Should the credit card be lost or misplaced, the card is to be cancelled immediately and a replacement sought.

Where approval is given by the ~~General Manager Strategy & Support~~ Chief Operating Officer (COO) to cancel the credit card, the delegated Finance staff member shall promptly destroy the card and advise the issuing bank of its cancellation.

The credit card is not to be used for cash advances and is not available for private use.

If any misuse of the credit card is identified, the Fraud Policy will apply and Council will pursue recovery of the debt wherever possible and practicable in accordance with the process 'Report and Investigate Fraudulent Activity'.

The Strategy & Finance Committee will authorise the issuance of any further credit cards on recommendation from the Chief Executive who must be satisfied that the issuance of any extra card(s) is essential for administrative efficiencies. In recommending the issue of a card the Chief Executive will also include the approved credit limit.

6.1.2 Fleet Fuel Cards

Fuel cards are provided in each Council-owned vehicle for the sole purpose of re-fueling the fleet vehicle. When purchasing fuel, at designated service stations, the driver must provide the station attendant with the current odometer reading.

Fleet fuel cards shall not be used for car washes or for fueling private vehicles.

6.2 Travel and accommodation

6.2.1 General

Elected members and staff may need to incur travel and accommodation costs while conducting legitimate Council business elsewhere in New Zealand or overseas. Expenditure should be economical and efficient, having regard to purpose, distance, time, urgency and personal health, security and safety considerations.

Without prior approval no additional costs will be paid by Council after the conclusion of the conference.

Domestic travel should be undertaken in the most cost effective, practical and efficient manner. For example, travel to Auckland or Taupo or Tauranga is most efficient by car. Travel to Wellington or the South Island will usually be by air.

In assessing the best method of travel, consideration should be given to distance, timetable constraints, urgency, personal health, security and safety.

Any fines (parking or traffic offences) incurred in using motor vehicles are the responsibility of the driver, not Council. This clause does not include any offences in relation to Warrant of Fitness or registration of Council fleet vehicles.

The use of communication technology (eg mobile phones, telephones, email and internet access) should be moderate. Reasonable private use to clear email and communicate with family members, while travelling on council business, is permitted. Staff and Elected Members must use WiFi-wifi networks or pre-paid data packages and not use avoid cellular network roaming s when accessing data roaming travelling internationally.

Staff will generally be permitted to take annual leave in conjunction with Council business as long as the annual leave is incidental to the travel. In other words, there must be a clear business purpose for the travel and this is the primary reason for the travel.- Council will not fund any costs associated with private travel or annual leave (other than utilization of accumulated annual leave for staff).

Elected Members, General Managers and staff, with the express approval of the Mayor, Chief Executive or General Manager respectively may undertake private travel (extended travel) before, during or at the end of Council travel, provided there is no additional cost to Council and the private travel is only incidental to the business purpose of the travel.

Council will not reimburse elected members or staff for tipping while they are on business in New Zealand. Council will reimburse elected members and staff for low to moderate tipping during international travel only in places where tipping is local practice.

With the exclusion of the annual LGNZ Conference where delegate member's spouses may attend at Council's cost (refer [Conferences and Seminars Policy – Attendance and Payment of Expenses](#)), as a general principle, the travel cost of accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council.

6.2.2 Private Vehicle

Generally Council will not pay for travel by private motor vehicle where travel by other means is more practical and cost effective. Staff are expected to always use a Council vehicle for Council business if one is available.

Where the use of a private vehicle is approved for Council-related business, the staff member must ensure they have appropriate insurance cover for the vehicle while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver. Staff reimbursement for the use of a private vehicle will be made in accordance with the [Reimbursement of Expenses Policy](#)

Reimbursement for the use of private vehicles for elected members will be made in accordance with the [Reimbursement of Mileage and Expenses - Elected Members Policy](#).

6.2.3 Air travel

6.2.3.1 General

To the extent practicable, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible.

All travel bookings are to be made in accordance with the process [Request Corporate Travel and/or Accommodation](#) and associated guidelines.

All air travel shall be booked through an Executive Assistant or appropriate Personal Assistant to ensure that competitive prices are obtained.

Discounted economy or economy class (or a discount airline if applicable) is to be the first choice for journeys. The Chief Executive or Mayor may consider an upgrade to another travel class, for staff or elected member respectively, in special circumstances, if there is:

- a) no additional cost to Council; or
- b) the cost is covered by the person travelling; or
- c) where the work schedule on arrival, or personal health, safety or security reasons make another class preferable.

Stopovers

The cost of stopovers will only be reimbursed where they are pre-approved and have a clear business purpose.

Airline Membership Clubs

The Mayor and Chief Executive will be entitled to Koru Club or equivalent airline membership to reflect the need for travel on Council business. Council will pay for the membership.

The Chief Executive may approve membership of such airline travel clubs for other staff provided there is a clear business purpose for the membership. Such approval will be reviewed annually.

The payment of airline fees for membership clubs is not considered to be remuneration.

Airline Loyalty Rewards

Loyalty rewards from air points (or other loyalty schemes) accruing to elected members or staff carrying out their official duties may remain with the relevant elected or staff member provided the use of airlines supplying air points does not result in Council incurring additional costs.

6.2.3.2 International Travel

Any proposed international travel on Council business, or for training or personal development of the Chief Executive at the cost of Council, must receive prior approval from the Council including details of estimated cost and the expected benefit to the organisation and its ratepayers.

This policy does not apply to international travel undertaken for the purposes of training and personal development of staff (other than the Chief Executive), as long as the travel has been approved by the Chief Executive and the overall cost has been approved through the Annual Plan or Long-Term Plan process.

Any person travelling internationally on Council business must provide a report to the Mayor or Chief Executive upon their return detailing the benefits of the trip.

6.2.4 Meals and accommodation

6.2.4.1 Elected Personnel

Refer to Council's Policy on ['Conferences and Seminars – Attendance and Payment of Expenses \(including Local Government NZ Conferences\).'](#)

6.2.4.2 Staff

To the extent practicable, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation (which should be modest) and security issues. The use of '5 star' or 'luxury' accommodation requires the express approval of the Chief Executive, prior to the booking being confirmed.

All accommodation bookings are to be made in accordance with the process [Request Corporate Travel and/or Accommodation](#)

Wherever possible use is to be made of Council's preferred suppliers and negotiated corporate rates. Where any staff member chooses to stay in private accommodation, no reimbursement will be made.

Reasonable meal costs will be met except where a meal has been provided as part of the meeting, conference, training etc.

Council will meet the cost of the following expenses whilst staff are on Council business:

- a) Meals ([including non-alcoholic drinks](#)) to a maximum cost of \$65 [per meal](#) per staff member;
- b) Maintaining business related and family communication, in accordance with 6.2.1;
- c) Reasonable expenses for unexpected events, e.g. overnight expenses due to a cancelled plane flight.

Council will not reimburse the following non-business expenses:

- a) Any [alcoholic](#) drinks
- b) Use of hotel minibar or pay per view.

Accommodation check out times are to be observed and Council will not meet any additional costs as a result of the staff member failing to check out on time except in the case of extenuating circumstances.

6.2.5 Rental Cars and Taxis

Rental cars are only to be used if it is impracticable or uneconomic to use a Council vehicle. Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip. Any fine (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.

Personal use of a rental car is only permitted in exceptional circumstances and requires the express approval of the relevant General Manager or Chief Executive. All additional costs as a result of private use are the responsibility of the elected member or staff member.

Council expects the use of taxis to be moderate, conservative and cost effective relative to other transport options. Wherever practicable, shuttle, train or bus services are to be used in lieu of taxis.

Taxi cards are only to be used in an individual's name and require the express approval of the Chief Executive. All use of taxi cards/chits is to be transparent with the purpose of each trip recorded on the account.

6.3 [Entertainment and hospitality](#)

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to meals and alcohol. It also includes non-catering related items, such as Council funded entry to sporting or cultural events.

There are four business purposes for Council providing entertainment and hospitality:

- a) Building relationships.
- b) Representing the organisation.
- c) Reciprocating hospitality where there is a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality.
- d) Recognising significant business achievement.

Supporting the Council's internal organisational development may in some circumstances also be a legitimate business purpose for moderate expenditure.

The principles of a justified business purpose, moderate and conservative expenditure, should be applied.

All entertainment and hospitality expenditure must be pre-approved where practical and always supported by clear documentation. This documentation must identify the date, venue, costs, recipients and benefits derived and/or reasons for the event. The most senior person present (with delegated authority) should approve and confirm the expenditure as being appropriate.

Council will not reimburse the cost of alcoholic drinks, ~~of any description~~.

Refer also to Council's [Anniversaries, Farewells and Long Service Leave](#) Policy and [Rewards and Recognition](#) Policy.

6.4 Staff support and welfare expenditure

6.4.1 Clothing

Other than official uniforms and health and zero harm-related clothing, elected members or staff will not be clothed at the Council's expense, when they are engaged in a normal business activity.

6.4.2 Financing Social Club activities

Council may make a prudent and reasonable monetary contribution to the staff social club. The contribution may be in the form of an all-purpose grant towards the club's annual budget, or it may be a grant or subsidy for a specific event or item.

6.4.3 Farewells, long service and retirements

Expenditure on farewells, long service and retirements includes spending on functions, gifts and other items and should not be extravagant or inappropriate to the occasion. Refer to Council's [Anniversaries, Long-Service Awards and Farewell Policy](#).

6.4.4 Professional Memberships

Membership to a professional body is sensitive expenditure due to its personal nature.

Payment of professional fees by Council on behalf of a staff member must be:

- a) approved by the General Manager or Chief Executive;
- b) clearly relevant to the performance of the staff member's duties and responsibilities;
- c) for the staff member alone and is not to cover members of their family or other non-staff members;
- d) for no longer than one-year in duration unless significant discounts are available and it is reasonable to expect a two year membership to be an advantage to the Council;
- e) for the benefit of the Council and are not intended to be a personal benefit to staff members, and accordingly are not liable for [fringe benefit tax](#);
- f) cancelled or transferred to an appropriate staff member if the staff member's employment with the Council is terminated, via resignation or otherwise;
- g) refunded directly to the Council if the membership is cancelled.

6.4.5 Sponsorship of staff or others

Staff taking part in an activity that is not part of their job – such as a sporting event – may be sponsored by Council through the provision of, or payment for, goods or services (for example, a t-shirt or an entry fee).

Sponsorship should have a justified business purpose, which could include both publicity for the Council and its objectives and organisational development. The cost to Council must be moderate and conservative. If the sponsorship does not have a justified business purpose, the cost is a donation.

In normal circumstances sponsorship will be provided through a social club rather than directly to the staff member.

Sponsorship of people who are not staff must be undertaken in a manner that is transparent. It is also preferable that, if non-staff are sponsored, the sponsorship is of an organisation they belong to, rather than directly of the individual.

Where a staff member is chosen to represent New Zealand at an international event, special leave may be available at the discretion of the Chief Executive. Refer to the [Sports, Art and Culture Leave Policy](#) for further information.

6.5 Other types of expenditure

6.5.1 Donations & Koha

A donation/koha is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return.

Council requires donations to be:

- a) Lawful in all respects.
- b) Disclosed in aggregate in the Council's annual report.
- c) Made to a recognised organisation by normal commercial means (not to an individual).
- d) Not in cash. ~~(except as a koha and with the express approval of the General Manager, Strategy & Support or Chief Executive).~~
- e) Non-political.

The amount of koha given on behalf of Council should reflect the occasion and the prestige of Council in its relations with Tangata Whenua and approved by the Chief Executive or relevant General Manager on advice from the ~~General Manager Strategy & Support~~ COOPouhono Iwi ki te Haapori (Iwi and Community Partnerships Manager).

The following payments are not donations/koha and as such will likely have PAYE/Withholding tax and/or GST implications:

- a) A payment in response to providing a service (e.g. lecturing or presenting).
- b) A payment to a marae for the use of their premises. This may involve accommodation, food and drink, or other related services.
- c) A payment made for Maaori or iwi participation at a hui or a blessing undertaken by Kaumaatua.

6.5.2 Gifts

With the exception of Long Service awards, the giving of gifts up to \$300 requires the approval of the relevant General Manager. Giving of any gift over \$300 requires the approval of the Chief Executive in respect of staff, and the Mayor in respect of elected members.

The giving of gifts must be appropriate, transparent and reasonable.

Refer to Council's Anniversaries, Farewell and Long-Service Awards – Guidelines.

The receiving of a gift is not strictly sensitive expenditure but it is nevertheless a sensitive issue.

Refer to Council's Gifts and Hospitality Policy for information.

7 **Policy Statements – Other Sensitive Financial Transactions**

7.1 Loyalty reward scheme benefits/prizes

Sensitive Expenditure Policy ~~2016~~2018

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Except in the cases of airline loyalty rewards (covered under section 2.4 of this policy), fuel loyalty schemes (such as AA Rewards), and Fly Buys, etc., Council treats loyalty rewards accruing to staff carrying out their official duties as the property of Council.

Where a reward/prize to the value of less than \$100 is obtained by chance and without inducement, it may be retained by the individual. Rewards or prizes greater than this value should be declared in Council's Interests Register in accordance with the [Gifts & Hospitality Policy](#).

Generally, prizes received from a free competition entry obtained while undertaking Council business are considered to be a loyalty or reward scheme. However prizes received from competitions at trainings or conference events, or through membership of professional bodies, are considered to be the property of the individual, unless their value exceeds \$100 in which case they are to be considered as a gift and disclosed in the Interests Register in accordance with the Gifts & Hospitality Policy.

In situations where receiving a prize or loyalty reward could be perceived as inappropriate, even if Council rather than the individual would benefit from it, Council expects the prize or reward to be declined.

7.2 Private use of Council assets

7.2.1 General

Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, laptops, tablets, cell phones, cameras, means of accessing the internet, vehicles, equipment and stationery.

The cost to Council of personal use of any asset will be recovered wherever possible, unless it is impractical or uneconomic to separately identify those costs.

Personal use of photocopiers is permitted in limited circumstances. Such use should be restricted to lunchtime or after work when the copiers are not so busy, and payment for copies taken must be paid for in accordance with the current photocopy charges listed in the fees and charges. ~~Please refer to the Promapp process for more information on how to do this.~~

~~<https://go.promapp.com/waikatode/Process/Minimode/Permalink/EulApCJb4dmumciPYTUyG>~~

Personal use of telephones and mobiles is permitted in limited [reasonable use](#) circumstances. ~~Elected members and staff who take council-issued devices overseas on personal trips must cover their own roaming and/or call charges. Details of personal calls made by staff on council telephones, where charges are incurred, are to be provided to the Accounts Payable Officer who will advise the staff member of the cost of the call.~~

~~Payment for personal photocopies and phone calls must be made immediately after use of the respective asset or receipt/notification of the cost involved. (If the total cost is more than \$10, payment to be made to Customer Delivery and coded to staff purchases. If the~~

~~total cost is less than \$10, the staff member may either make payment to Customer Delivery as above or, for Ngaruawahia staff, place the money in one of three honesty boxes provided.~~

Personal use of other assets will only be permitted in limited circumstances and prior approval must be obtained from the relevant manager.

The use of Council assets in any private business that any elected member or staff member may operate is strictly prohibited.

7.2.2 Council Vehicles

Council vehicles (except those provided explicitly under an Employment Agreement) are not available for private use. Full details on the provision of and use of Council vehicles are contained in the [Vehicle Use Policy](#).

7.3 Private use of Council suppliers

Council does not generally support the private use of Council suppliers by staff. Staff are however able to access supplier discount vouchers through the N3 website (previously Government Stores Board). Refer Waisite/Staff Information/Staff Purchases for N3 access details.

7.4 Council use of private assets

Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles, private cell phones and private computers.

Pre-approval by the Chief Executive or General Manager is required. In assessing the request the Chief Executive or General Manager will pay particular attention to the principles of a justified business purpose and preserving impartiality and integrity.

Staff members must not approve or administer payments to themselves for the Council's use of their private assets.

Note: The main issue associated with Council's use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the elected or staff member.

7.5 Disposal of surplus assets

Without the express prior approval of Council, no surplus assets with a market value of more than \$500 per item will be sold directly to staff or elected members. In any event, the sale of surplus assets must:

- a) Maximise the return to Council;
- b) Be sold at no less than the market value determined by an appropriate valuation; and
- c) Be documented by the issuance of a tax invoice and receipt.

Council will not permit direct sale to friends or acquaintances, of staff or elected members, for a surplus asset with a market value of more than \$500.

8 Policy review

This policy shall be reviewed at every three years or as required by the Chief Executive.

Open Meeting

To	Policy & Regulatory Committee
From	Tony Whittaker Chief Operating Officer
Date	09 November 2018
Prepared by	Stacey Solomon Junior Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318 / 2116811
Report Title	Standing Orders Policy

I. EXECUTIVE SUMMARY

All Councils are required by the Local Government Act 2002 (“LGA”) to adopt a set of Standing Orders that control the way the Council’s meetings are conducted. Elected members must abide by these Standing Orders.

At its meeting in November of 2016 Council received a report titled *Standing Orders for Meetings of Local Authorities and Community Boards*. The purpose of that report from November 2016 was to outline changes to Standing Orders that had been made to the Model Standing Orders for Meetings of Local Authorities and Community Boards (NZS 9202:2003) including Amendment No.1. The report also outlined for the incoming Council the purpose and key points of the Standing Orders.

Council adopted the Waikato District Council Standing Orders and resolved to make effective and conduct its meetings using these Standing Orders at that meeting in November 2016 (res no. WDC1611/07).

Council did not receive the Standing Orders Policy in November of 2016, which they are also required to formally adopt.

This purpose of this report is for Council to receive and to formalise the Waikato District Council Standing Orders Policy (updated September 2018) that was made effective in November 2016.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received;

AND THAT the Policy & Regulatory Committee considers and recommends to Council to adopt the Standing Orders Policy originally dated 1 November 2016.

3. BACKGROUND

Under schedule 7, clause 27 of the LGA, Council at its inaugural meeting is required to adopt a set of Standing Orders to apply to full Council meetings, committee meetings and to community board meetings.

The purpose of the Standing Orders is to provide guidelines for correct conduct of meetings and to define the rights of Chairs and members to address meetings; Standing Orders enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner. Standing Orders also reflect the intent of Council, providing appropriate conditions for the facilitation of good decision making by:

- allowing structured discussion of topics;
- ensuring consensus can be reached through fair and structured discussion;
- ensuring respect is given to the opinions of others; and
- ensuring any conflicts are correctly resolved through discussion.

In this manner, the appropriate application of Standing Orders contributes to greater public confidence in the quality of local governance.

Prior to 2016 Council had been operating under Model Standing Orders Version 2003, incorporating Amendment No. 1. A project team led by Local Government New Zealand in 2015/2016 reviewed those Standing Orders and produced an up to date version, incorporating feedback received from local authorities.

The updated Orders were intended to be easier to read and organized in a more logical way. They also contained enhanced powers of a Chairperson, and three options for motions and amendments.

The updated version of the Standing Orders is what Council received and resolved in November of 2016.

It is also noted that any part of the Standing Orders are able to be amended or suspended if 75 per-cent of the members present vote in support.

The Waikato District Council Standing Orders Policy is reviewed every three years. The policy is next due for review in November 2019.

4. CONSIDERATION

4.1 FINANCIAL

NIL financial impact.

4.2 LEGAL

Council is required to adopt a set of Standing Orders in accordance with the LGA (schedule 7, clause 27).

4.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The above policy has no impact on Standing Orders.

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

5. CONCLUSION

In November of 2016, Council resolved to adopt and conduct its meetings using the Standing Orders. Council did not, at this meeting in November of 2016, formally adopt the Waikato District Council Standing Orders Policy.

This report is for Council to formally confirm and adopt the Waikato District Council Standing Orders Policy 2016.

6. ATTACHMENTS

Waikato District Council Standing Orders Policy 2016

Standing Orders Policy

Policy Owner	Chief Executive
Approved By:	Waikato District Council
Resolution Number	WDC1310/26 (reported to council res no WDC1611/07)
Effective Date	October 2013 November 2016
Next Review Date:	October 2016 November 2019

Adoption of Standing Orders

Waikato District Council confirms that it will operate under the new 'Waikato District Council Standing Orders' to conduct its meetings incorporating clauses as follows.

Council must adopt Standing Orders at its inaugural meeting as a requirement of the Local Government Act 2002 ("LGA"), (schedule 7, clause 27). Standing Orders apply to full Council meetings and committee meetings, and to community board meetings. They provide the basis for the orderly conduct of meetings and contain rules defining the rights of Chairs and members to address meetings. Council may amend or suspend any part of its Standing Orders if 75% of the members present vote in support.

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

The key points regarding Standing Orders are as follows:

- The Chairperson or Mayor has a casting vote. Convention suggests that the Chairperson should vote for the status quo but this is not mandatory.
- For key positions, Council has a process of one round of voting with the matter being resolved by lot if two or more candidates are tied at the end of the voting round.
- Wherever possible meetings should be open and transparent.
- A quorum is defined as:
 - (a) Council meetings – half of the elected representatives, where the number of members is even, and a majority of the members present, where the number of members is odd.
 - (b) Committee meetings – not fewer than two members.
- Notification of Meetings - Standing Orders specify that appropriate notice should be given of meetings to be held. Generally this would be 14 days unless a schedule of meetings has been agreed.
- Minutes are to be kept of official meetings.
- Council may delegate all functions to a Committee or Subcommittee except:
 - a) The power to make a rate.
 - b) The power to make a bylaw.

- c) The power to borrow money or purchase or dispose of assets.
- d) The power to adopt an LTP, Annual Plan or Annual Report.
- e) The power to appoint a Chief Executive.
- f) The power to adopt policies required by the LTP or developed for the purpose of the local governance statement.
- g) *repealed*
- h) The power to adopt a remuneration and employment policy.

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

The Mayor has the following powers:

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

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

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

A territorial authority may—

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

Voting System for certain appointments – standing order 5.6

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

- Voting system A or
- Voting system B

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

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

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

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

[cl.25, Schedule 7, LGA]

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

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

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

Options for speaking and moving - Standing Order 21.1

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

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

Councillors have been provided with a full copy of Standing Orders. They should familiarise themselves with the rules.

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	15 November 2018
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	2018-2019 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;
AND THAT the 2019 Annual Meeting Calendar be approved.

3. BACKGROUND

Council has already approved a meeting timetable for 2018. It was agreed that I would provide a monthly update on the meeting calendar including as much relevant information as possible.

The proposed 2019 Annual Meeting Calendar has also been included, for consideration by the Committee.

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 three months is as follows:

NOVEMBER 2018

Tuesday 20 November	Tuesday 26 November
<ul style="list-style-type: none"> ▪ 9am – 12.30pm: Policy & Regulatory Committee ▪ 1.00pm – 1.30pm: Briefing for Councillors: Overview of Rotokauri North proposal to change Hamilton District Plan ▪ 1.30pm – 3.30pm: Councillor Workshop – Inorganic Waste ▪ 3.30 – 4.00pm: Council’s National Policy Statement on Urban Development Capacity obligations 	<ul style="list-style-type: none"> ▪ 9am – 12.30pm: Infrastructure Committee ▪ 1.00pm – 3.00pm: Councillor Workshop – Emergency Management ▪ 3.00pm – 4.00pm: Presentation from Raglan Naturally
Wednesday 28 November	
<ul style="list-style-type: none"> ▪ 9am – 12.30pm: Strategy & Finance Committee ▪ 1.00pm – 2.00pm: Extraordinary Council Meeting ▪ TBC 2.00pm – 4.00pm: Councillor Workshop – Waste 	

DECEMBER 2018

Monday 10 December	Wednesday 12 December
<ul style="list-style-type: none"> ▪ TBC 8.30am – 10.30am: Councillor Workshop – Public Transport Review ▪ TBC 11.00am – 12.30pm: Councillor Workshop – Annual Plan ▪ 12.30pm – 1.15pm: Councillor only time (including lunch) ▪ 1.15pm – 3.15pm: Council Meeting 	<ul style="list-style-type: none"> ▪ 9am – 11.30am: Audit & Risk Committee ▪ 12.30pm – 3.30pm: Speed Limit Bylaw Hearing ▪ 3.30pm – 5.30pm: Blueprint Update for Councillors with Kobus Mentz ▪ 5.30pm – 7.00pm: Joint Community Board/Community Committee Workshop

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

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

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

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

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

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

6. CONCLUSION

Council is being asked to receive and review a monthly update on the meeting calendar for the remainder of 2018.

7. ATTACHMENTS

- Annual Meeting Calendar 2018
- Meeting Calendar 2019 (Draft)

110 ANNUAL CALENDAR - 2018

Updated 15 November 2018

	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																									SAT	
SUN							1						1				1						1		SAT	
MON	1	New Year's Day					2	Easter Monday				2					3	OTCB		1			3	OTCB	MON	
TUES	2	New Year's Day Observed					3		1			3					4		2	S&F			4	HCB PCC RCB	TUE	
WED	3						4		2			4		1		5			3				5	TKCC	WED	
THU	4		1		1		5		3			5		2		6			4			1	DLC Hrg	6	DLC Hrg	THU
FRI	5		2		2		6		4		1	6		3		7			5			2		7		FRI
SAT	6		3		3		7		5		2	7		4		8			6			3		8		SAT
SUN	7		4		4		8		6		3	8		5		9			7			4		9		SAT
MON	8		5		5		9	CCL	7	OTCB	4	Queen's Birthday	9	CCL	6		10	TCB	8			5	INF Hearing Rally	10	CCL	MON
TUE	9		6	Waitangi Day	6		10		8	PCC RCB NCB	5		10	PCC	7		11	PCC RCB NCB	9			6		11		TUE
WED	10		7		7		11	Citizenship	9	Citizenship	6		11		8	Citizenship	12	Citizenship	10			7		12	A&R P&R Hearing Speed Limit Bylaw	WED
THU	11		8		8		12		10	RMA Hearing Fels	7		12		9		13	CCS	11			8		13		THU
FRI	12	DLC Hrg	9		9		13	DLC Hrg	11	Matangi Hillcrest Sports Club	8		13		10		14	DLC Hrg	12	DLC Hrg		9		14	DLC Hrg	FRI
SAT	13		10		10		14		12		9		14		11		15		13			10		15		SAT
SUN	14		11		11		15		13		10		15		12		16		14			11		16		SAT
MON	15		12	CCL	12	D&F CCL	16		14	D&F CCL	11		16		13	D&F CCL	17	A&R	15			12	D&F CCL	17	RMA Hearing Mainland Poultry	MON
TUE	16		13	PCC RCB NCB	13	RCB NCB	17	OTCB Extra	15	P&R	12	A&R PCC RCB NCB	17		14	PCC RCB NCB	18	P&R	16			13	PCC RCB NCB	18	RMA Hearing Mainland Poultry	TUE
WED	17		14	Citizenship	14		18		16	CCL LTP	13	INF Hearing WMMP Citizenship	18		15		19		17			14	Citizenship	19	DLC Hrg	WED
THU	18		15		15		19		17	CCL LTP	14		19		16		20		18			15		20		THU
FRI	19		16		16		20		18	CCL LTP	15		20		17		21		19			16	Waters Gov Bd	21		FRI
SAT	20		17		17		21		19		16		21		18		22		20			17		22		SAT
SUN	21		18		18		22		20		17		22		19		23		21			18		23		SAT
MON	22		19		19		23		21		18		23		20		24		22	Labour Day		19		24		MON
TUE	23		20		20	P&R	24		22	INF CCL Extra	19		24		21	P&R Hearing DAIB Policy	25	INF	23			20		25	Christmas Day	TUE
WED	24		21	CEPR RMA Hearing Te K Lands	21		25	ANZAC Day	23	S&F	20		25		22	S&F HCB	26	S&F P&R	24			21	RegSub Hearing Dog hearing	26	Boxing Day	WED
THU	25		22		22		26		24		21		26		23	RMA Hearing Todd Bawden	27		25			22	INF Hearing Natural Reserves	27		THU
FRI	26		23		23		27		25		22		27		24		28		26			23		28		FRI
SAT	27		24		24		28		26		23		28		25		29		27			24		29		SAT
SUN	28		25		25		29		27		24		29		26		30		28			25		30		SAT
MON	29	Auckland Anniversary	26		26		30		28		25		30		27	P&R Hearing Gambling Policy			29			26		31		MON
TUES	30	DLC Hrg	27	INF	27		29		26		26		31		28				30	INF Hrg Nat Reserves MP		27				TUE
WED	31		28	S&F CCL Extra	28	S&F	30		27	S&F CCL Extra	27		31		29	P&R Hearing Representation Rev			31			28	S&F CCL Extra			WED
THU					29	CCS A&R	31		28		28				30							29				THU
FRI					30	Good Friday			29		29				31							30				FRI
SAT					31				30		30															SAT
SUN																										SAT

KEY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	KEY
		Infrastructure (9.00am)	Council (1.15pm)	Policy & Regulatory (9.00am)	Strategy & Finance (9.00am)	Citizenship	DLC Hearings Times/dates TBC	Taupiri CB (6.00pm)	Raglan CB (2.00pm)	Onewhero-Tuakau CB (7.00pm)	Meremere CC (7.00pm)	W/S: Councillors' workshops	
		LTP(Long term Plan) Workshop)	Chief Executive's Performance Review (9.00am)	CCS: Creative Communities (10.00am)	Discretionary & Funding (9.00am)	Audit & Risk (9.00am or 1pm)	PCC (7.00pm)	Ngaruawahia CB (6.00pm)	Huntly CB (6.00pm)	Te Kauwhata CC (7.00pm)	Civil Defence Management Group	Other Meetings	

ANNUAL CALENDAR - 2019 - DRAFT

Updated 29 October 2018

	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													
SUN											2													
MON							1				3	Queen's Birthday	1										2	
TUES	1	New Year's Day																						
WED	2	New Year's Day Observed																						
THU	3																							
FRI	4		1		1		5		3		7		5		2		6		4		1		6	
SAT	5		2		2		6		4		8		6		3		7		5		2		7	
SUN	6		3		3		7		5		9		7		4		8		6		3		8	
MON	7		4		4		8		6		10		8		5		9		7		4		9	
TUE	8		5		5		9		7		11		9		6		10		8		5		10	
WED	9		6		6		10		8		12		10		7		11		9		6		11	
THU	10		7		7		11		9		13		11		8		12		10		7		12	
FRI	11		8		8		12		10		14		12		9		13		11		8		13	
SAT	12		9		9		13		11		15		13		10		14		12		9		14	
SUN	13		10		10		14		12		16		14		11		15		13		10		15	
MON	14		11		11		15		13		17		15		12		16		14		11		16	
TUE	15		12		12		16		14		18		16		13		17		15		12		17	
WED	16		13		13		17		15		19		17		14		18		16		13		18	
THU	17		14		14		18		16		20		18		15		19		17		14		19	
FRI	18		15		15		19		17		21		19		16		20		18		15		20	
SAT	19		16		16		20		18		22		20		17		21		19		16		21	
SUN	20		17		17		21		19		23		21		18		22		20		17		22	
MON	21		18		18		22		20		24		22		19		23		21		18		23	
TUE	22		19		19		23		21		25		23		20		24		22		19		24	
WED	23		20		20		24		22		26		24		21		25		23		20		25	
THU	24		21		21		25		23		27		25		22		26		24		21		26	
FRI	25		22		22		26		24		28		26		23		27		25		22		27	
SAT	26		23		23		27		25		29		27		24		28		26		23		28	
SUN	27		24		24		28		26		30		28		25		29		27		24		29	
MON	28	Auckland Anniversary	25		25		29		27				29		26		30		28		25		30	
TUES	29		26		26		30		28				30		27				29		26		31	
WED	30		27		27				29				31		28				30		27			
THU	31		28		28				30						29				31		28			
FRI					29				31						30						29			
SAT					30										31						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	

Open Meeting

To	Policy & Regulatory Committee
From	Gavin Ion Chief Executive
Date	November 2018
Chief Executive Approved	Y
Reference #	GOV1318
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. This report covers 2018/2019 items.

2. RECOMMENDATION

THAT the report from the Chief Executive 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 2018/2019.

4.2 OPTIONS

The list of projects has been agreed by Council.

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

5. CONSIDERATION

5.1 FINANCIAL

Nil at this stage.

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 are involved as a strategic partner of Council.

Iwi have been engaging in the waters management project and with Council and government on the Hamilton to Auckland Corridor.

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 for 2018/2019.

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 – 2018/2019

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
1. Delivery and achievement of LTP year 1 (covers normal business activities and the delivery of the annual work programme)	1.1	LTP financial year 2018/2019 work programmes are completed on time, cancelled, agreed for deferral or carried forward as agreed with Council.	Work is underway, predominantly with the letting of contracts for carry forward works. A resource allocation assessment is being undertaken to determine whether there are sufficient resources available to complete the work budgeted and carried forward.	
	1.2	The LTP year 1 is completed within agreed budget and variations approved by Council.	At this early stage of the year budgets and tenders are being worked through to identify any concerns.	
	1.3	80% of the 2018/2019 year LTP non-financial KPIs are achieved.	A quarterly report on this will be provided to the November Strategy & Finance Committee meeting.	
	1.4	a) A comprehensive review of the Economic Development Implementation Plan is to be completed by the end of May 2019. b) The agreed 2018/2019 projects in the Implementation Plan are delivered by 30 June 2019.	a) This work has not commenced at present. b) Once the review of the Implementation Plan is completed, this goal will be triggered.	
	1.5	Provide evidence that services are being delivered in an efficient, innovative (where possible, taking into account available Council resources) and cost effective manner e.g. Regional Library Service.	Work is underway on the feasibility of a Regional Library Service. The Alliance with Downer delivered a gain share for 2017/18 which is an indication of cost effectiveness. The Waikato Building Cluster is seeking efficiencies through reducing auditing from eight audits (one per council) to one audit (for all eight councils). Approval has been sought from government on this idea.	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
	1.6	Demonstrate progress with delivering or completing action points on the Audit & Risk Committee's work programme at each meeting.	<p>Progress has been made in reducing outstanding items on the work programme. A more detailed comment will be made to the next Committee round.</p> <p>A detailed deep dive into a specific topic has been undertaken. In September, this related to the zero harm strategic risk. In December the focus will be on our waters management.</p>	
2. Continued improvements in customer service	2.1	Completion of more than 90% of service requests within set timeframes for the year.	At the end of October 88.77% of service requests have been completed within the set timeframes.	
	2.2	Overdue service requests are less than 110 on average for the year.	Overdue service requests at the end of October were 107. The 12 month rolling average was 102.	
	2.3	The agreed programme items in the Council agreed customer strategy are implemented by 30 June 2019.	The Customer Experience Strategy work plan is being developed in conjunction with Gearing for Growth and Greatness. A number of projects will be required.	
3. Partnerships, relationships, regional initiatives and engagement with external stakeholders	3.1	<p>a) Engage with key stakeholders, including developers, community organisations, Community Boards/Committees, Iwi, key regional contacts and other council contacts about how relationships with the Chief Executive and Council can be strengthened and made more productive.</p> <p>b) Provide evidence of progress against the current action plan and update the action plan to incorporate new feedback at each sub-</p>	<p>(a) The Chief Executive has met with Iwi, neighbouring councils and developers on strategic issues. Feedback to date has been constructive. As a result, more meetings have been organised with Waikato-Tainui and with NZTA to progress mutual outcomes.</p> <p>(b) <u>Leadership</u> The Chief Executive has been working with developers and Waikato Regional Council about water allocation. This led to a successful agreement that will benefit our</p>	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
		committee meeting.	<p>community and economic development activities.</p> <p>The Chief Executive is leading the regional conversation about the transformation of WLASS.</p> <p><u>Interpersonal Ability</u> A key focus has been engagement with Iwi. Two hui have been held to advance engagement.</p> <p><u>Visibility</u> More time is being allocated for key regional meetings. This is evident in the Hamilton to Auckland Corridor work and the Waikato Economic Development Forum held at the end of August.</p> <p>The Chief Executive, Mayor and Councillor Thomson recently attended the National Maaori Housing Conference and this presented some important networking opportunities particularly with government Ministers.</p>	
	3.2	Provide evidence of collaboration with NZTA to deliver key outcomes.	Discussions were held at the Local Government Conference and through a recent meeting. This engagement is the basis for further collaboration.	
	3.3	Provide evidence of collaboration and engagement with Iwi including the key outcomes achieved.	<p>The Chief Executive has attended several Waikato-Tainui events. The Mayor and Chief Executive have now established regular meetings with the Waikato-Tainui Te Arataura Chair and Chief Executive.</p> <p>As noted above, The Chief Executive, Mayor and Councillor Thomson also attended the National Maaori Housing Conference which was well</p>	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
			received by local and national Iwi.	
	3.4	Agreed milestones are met in implementing the Strategic Plan for the Waikato Building Cluster Group.	<p>Work is progressing on the Strategic Plan:</p> <ul style="list-style-type: none"> ▪ Additional customer research has been undertaken. The results are being summarised for use in a work plan. ▪ Contact has been made with Government in relation to audit fees for the Cluster. ▪ A plan is being put in place for staff development and the development of a training and development centre. 	
	3.5	<ul style="list-style-type: none"> ▪ An implementation plan for the Waters Governance Board is agreed by 31 October 2018. ▪ The agreed action items for 2018/2019 are completed on time and to budget. 	<ul style="list-style-type: none"> ▪ Work is underway on the implementation plan. This will be heavily influenced by feedback from Watercare. ▪ This will follow development from the implementation plan. ▪ The Waters Governance Board held its inaugural meeting on 16 November. 	
	3.6	Provide evidence of community engagement on key initiatives.	<p>Work continues on engagement in relation to the notified District Plan.</p> <p>The Blueprints project has also been progressing master planning in the District.</p>	
4. Staff and Culture (including leadership, engagement, retention, zero harm)	4.1	Leadership – The Staff Survey indicates a positive movement of 2% or more in relation to the leadership provided by senior management.	The survey will be undertaken later in the year.	
	4.2	The Engagement Index shows a positive movement of 2% or more in the Annual Staff Survey.	The survey will be undertaken later in the year.	

Key project/priority	Key deliverables/KPIs	Progress	Final Achievement Met/Not Met
	<p>4.3 Performance on key HR measures is as follows:</p> <ul style="list-style-type: none"> a) Staff movement due to general turnover is less than 16%. b) Outstanding leave balances reduce by 5% or more by 30 June. c) Sick leave taken reduces by 5% or more by 30 June (noting this is an indication only of staff welfare and wellbeing). d) The score on the survey question “This organisation cares about the well-being of its people” increases by 2% or more. e) Provide a quarterly update summary and associated actions based on feedback from exit interviews. 	<ul style="list-style-type: none"> a) Annual staff turnover is 14.18% at 31 October. b) This goal was achieved for 2018. This measure relates to 2019. c) For the year 1 July 2017 to 30 June 2018 – Total sick leave taken 21,564.5 hours From 1 July 2018 to 10 November 2018 - Sick leave taken 8,423.7 hours - For comparison: For 1 July 2017 to 10 November 2017 – sick leave taken 8,587.8 hours This meaning the sick leave used for 2018/2019 year so far is tracking 1.9% less than the same period in the year 2017/2018 d) The survey will be undertaken later in the year. Need to source a new provider, due to the unavailability of using IBM. e) A summary of exit interview material was provided to the Chief Executive Performance Review Sub-committee for the 2017/2018 year. f) The next summary update will be provided in December 2018 	
	<p>4.4 Provide quarterly updates to Council on progress with implementing the 100 day plan.</p>	<p>The Executive Leadership Team are working through feedback on Gearing for Growth & Greatness (100 day plan).</p> <p>The Chief Operating Officer and General Manager</p>	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
			<p>Community Growth appointments have been made.</p> <p>The first wave of recruitment has started for the additional roles.</p>	
	4.5	The Zero Harm Strategic Plan actions for 2018/19 are completed by 30 June.	<p>An update on the Zero Harm Strategic Plan was discussed with Council at the August meeting.</p> <p>Work has begun on monitoring the actions required to deliver the plan.</p>	