

Document No: A400601

Report To: Council



Meeting Date: 31 July 2018

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

2.1 Conflicts of Interest

2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.

2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:

- ensure members are not affected by personal motives when they participate in local authority matters; and
- in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).

2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.

2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in Waitomo District.

2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

2.7 Declarations of Interest

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

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| Name: | |
| Item of Business on the Agenda: | |
| Reason for Declaration: | |

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

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| Local Authority (Members' Interests) Act 1968 |
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- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?

3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where: -

- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
- The member has a close relationship with an individual or organisation affected by the matter.

3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

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| Waitomo District Council Procurement Policy – 23 February 2013 |
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4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

WDC procurement process will be conducted with a spirit of probity demonstrating:

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

A conflict of interest occurs where:

A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*⁹
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

A relative or close friend includes:

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

Examples of potential conflicts of interest include:

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

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- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.

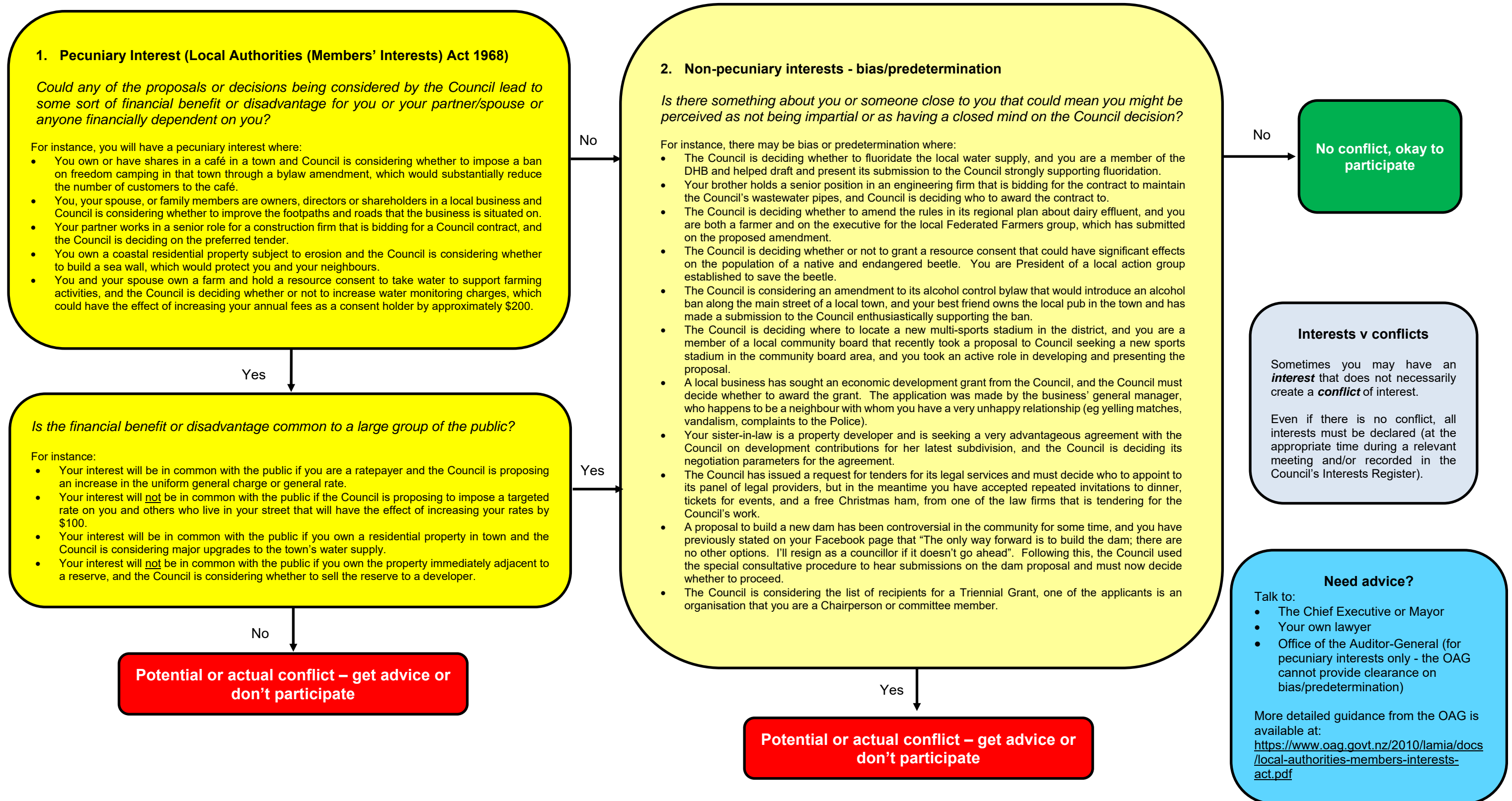
An annual update of the register will be coordinated and maintained by the Executive Office.

Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



Remember: If in doubt, stay out!

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 26 JUNE 2018 AT 9.05AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Janene New and Sue Smith

IN ATTENDANCE: Penelope Hall (Waitomo News) (for part only)

Chief Executive; Group Manager – Community Services (for part only); Group Manager – Corporate Services (for part only); General Manager – Infrastructure Services (for part only); Communications Officer (for part only) and Community Development Coordinator (for part only)

1. Council Prayer

2. Declarations of Member Conflicts of Interest

No conflict of interest declarations were made.

3. Verbal Reports: Individual Councillor Roles and Responsibilities

The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Zone 2 Meeting at Bay Park Arena, Tauranga
- Rural and Provincial Sector Meeting
- Regional Transport Committee Meeting
- South Waikato Economic Development Meeting
- Piopio College – Request for Financial Assistance

Cr New

- Creative Communities Meeting
- Legendary Te Kuiti Breakfast – 17 July with Barbara Kuriger

Cr Goddard

- Federated Farmers
- Civil Defence

Cr Davey

- Creative Communities Meeting
- Te Kuiti Community House

Cr Smith

- Zone 2 Meeting at Bay Park Arena, Tauranga
- South Waikato Economic Development Meeting
- Waitomo Museum
- River Care Group Meeting

Cr Whitaker

- South Waikato Economic Development Meeting
- Legendary Te Kuiti
- District Licencing Training

Mayor Hanna

- Inframax Construction Ltd
- Local Government New Zealand 3 Waters Symposium
- North King Country Development Trust
- WINTEC
- Waitomo District Youth Council
- Koro Wetere Tangi

Resolution

The verbal reports be received.

New/Brodie Carried

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| 4. Confirmation of Minutes – 29 May 2018 |
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Resolution

The Minutes of the Waitomo District Council meeting of 29 May 2018, including the public excluded portion, be confirmed as a true and correct record.

Whitaker/Smith Carried

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| 5. Receipt of Unconfirmed Audit and Risk Committee Minutes – 29 May 2018 |
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Resolution

The unconfirmed Minutes of the Waitomo District Council Audit and Risk Committee meeting of 29 May 2018, including the public excluded portion of those minutes, be received.

Goddard/New Carried

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| 6. Receipt of Brook Park Incorporated Society Minutes – 12 June 2018 |
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 12 June 2018.

Cr Whitaker expanded verbally on the Minutes and answered Member's questions.

Resolution

The business paper on Brook Park Incorporated Society: Meeting Minutes – 12 June 2018 be received.

Whitaker/Davey Carried

The General Manager – Infrastructure entered the meeting at 9.35am

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| 7. Progress Report: Progress Report: Water Treatment Plant Intake Structure |
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Council considered a business paper providing a brief Council on the Te Kuiti Water Treatment Plant (WTP) upgrade.

The General Manager – Infrastructure expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Water Treatment Plant Intake Structure Progress

Whitaker/Smith Carried

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| 8. Progress Report - Housing and other Property |
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Council considered a progress report on service delivery within the Housing and Other Property Activity.

The General Manager – Infrastructure expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Housing and Other Property be received.

Brodie/New Carried

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| 9. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport |
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Council considered a business paper –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in the current year of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the on-going implementation of the 2015-25 LTP as part of the Road Map Work Programme.

The General Manager – Infrastructure expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Land Transport Activity be received.

New/Brodie Carried

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| 10. Progress Report: Parks and Reserves |
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Council considered a progress report on service delivery within the Parks and Reserves Activity.

The General Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Parks and Reserves be received.

New/Brodie Carried

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| 11. Progress Report: Solid Waste Services |
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Council considered a progress report on the current work streams within the Solid Waste management portfolio, including contracted services.

The General Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Solid Waste Services be received.

Goddard/New Carried

The Group Manager – Community Services, Communications Officer and Community Development Coordinator entered the meeting at 10.00am.

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| 12. Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan |
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Council considered a progress report on development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.

Smith/Whitaker Carried

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| 13. Waitomo District Youth Council |
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Council considered a business paper providing a brief on the Waitomo District Youth Council's achievements throughout the 2017/2018 year and presenting an amended version of the Youth Council's Terms of Reference for Council consideration.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Waitomo District Youth Council be received.
- 2 Council approve the Waitomo District Youth Council Draft Terms of Reference.

New/Brodie Carried

The meeting adjourned for morning tea at 10.25am.

Penelope Hall (Waitomo News), the Group Manager – Community Services and Community Development Coordinator left the meeting at 10.30am.

The meeting reconvened at 10.30am.

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| 14. Financial Report for the Period Ending 31 May 2018 |
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Council considered a business paper presenting the financial results for the period ended 31 May 2018.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on Financial Report for the period ended 31 May 2018 be received.

Whitaker/Smith Carried

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| 15. Policy Adoption for 2018-28 Long Term Plan |
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Council considered a business paper presenting for adoption, the final draft of policies reviewed as part of the 2018-28 Long Term Plan development.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Policy Adoption for 2018-28 Long Term Plan be received.
- 2 Council adopt the Revenue and Financing Policy.
- 3 Council adopt the Policy on Remission of Rates (including Remissions and Postponements of Rates on Maori Freehold Land).
- 4 Council adopt the Treasury Policy.
- 5 Council adopt the Significance and Engagement Policy.
- 6 Council adopt the Policy on Appointment of Directors to Council Controlled Organisations.

Goddard/Whitaker Carried

16. Adoption of Solid Waste (asset) Management and Minimisation Plan

Council considered a business paper presenting the amended Solid Waste Management and Minimisation Plan 2018-2028 for consideration and adoption.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Resolution

- 1 The business paper on Adoption of the final Solid Waste (asset) Management and Minimisation Plan (SWaMMP) 2018-28 be received.
- 2 The Solid Waste (Activity) Management and Minimisation Plan 2018-2028, incorporating the 2017 Waitomo District Waste Assessment, be adopted.

Davey/Smith Carried

The General Manager – Infrastructure Services left the meeting at 11.20am.

17. Adoption of 2018-2028 Long Term Plan

Council considered a business paper –

- a. Presenting the final draft 2018-28 Long Term Plan for Council consideration and adoption as per Section 93 of the Local Government Act 2002; and
- b. Requiring Council to set the rates for the 2018/19 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

Resolution

- 1 The business paper on Adoption of final draft 2018-28 Long Term Plan be received.
- 2 Council adopt the final draft 2018-28 Long Term Plan.
- 3 The Chief Executive be delegated authority to make any final editorial amendments to the final draft 2018-28 Long Term Plan and any changes requested by the Council at the meeting.
- 4 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges and instalment due dates for the 2018/19 financial year commencing 1 July 2018 and ending on 30 June 2019 as follows:

1. GENERAL RATE

A General Rate set under section 13 of the Local Government (Rating) Act 2002 (LGRA) made on every rating unit across the District, assessed as a rate per \$100 of capital value. The General Rate is not set differentially. The General Rate will contribute to the funding of:

Governance: Leadership and Investments
 Leased Reserves
 Other Land and Buildings
 District Libraries
 Aquatic Centre
 Arts, Culture and Heritage
 Aerodrome
 Public Amenities
 Parks and Reserves
 Elderly Persons Housing
 Community Halls
 Cemeteries
 Community Support
 District Development
 Emergency Management
 Waste Minimisation
 Resource Management
 Compliance

Requirement in 2018/19 (incl. GST)

| General Rate | Rate per \$100 capital value | Total Revenue Requirement (\$000) |
|----------------------------------|------------------------------|-----------------------------------|
| All rating units in the District | 0.15862 | 4,653 |

2. UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit across the District, set under Section 15(1) (b) of the LGRA. The UAGC will contribute to the funding of:

Governance: Leadership and Investments
 Parks and Reserves
 District Libraries
 Aquatic Centre
 Arts, Culture and Heritage
 Other Land and Buildings
 Public Amenities
 Leased Reserves
 Elderly Persons Housing
 Community Halls
 Cemeteries
 Aerodrome

Community Support
 Emergency Management
 Compliance
 Resource Management
 Waste Minimisation
 Subsidised Roding

Requirement in 2018/19 (incl. GST)

| Uniform Annual General Charge | Charge per SUIP | Total Revenue Requirement (\$000) |
|----------------------------------|-----------------|-----------------------------------|
| All rating units in the district | \$687 | 3,858 |

Definition of SUIP

A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer to more than one single use. This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long term basis by someone other than the owner.

For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one separately used or inhabited part.

3. TARGETED RATES

Description and Use

Targeted Rates are set on categories of land defined by some factor, such as geographic location or provision of service. The titles of 'Targeted Rate' (TR) and 'Targeted Fixed Rate' (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Targeted Services TFR, Piopio Sewerage TFR - Piopio Wider Benefit Rating Area, Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, Te Kuiti Urban Stormwater TFR and targeted rate, and the Marokopa Community Centre TFR.

The following location definitions for the respective rating areas will apply:

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| Te Kuiti Urban Rating Area | All rating units situated within the Te Kuiti Urban Ward. (Refer to Revenue and Financing Policy for further details) |
| Te Kuiti Urban and Periphery Rating Area | All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti. (Refer to Revenue and Financing Policy for further details) |
| Rural Rating Area | All rating units situated within the Rural Ward. (Refer to Revenue and Financing Policy for further details) |
| Piopio Township | All rating units connected or with the ability to connect to the Piopio Sewerage System (Refer to Revenue and Financing Policy for further details). |
| Piopio Wider Benefit Rating Area | All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIP's connected or with the ability to connect to the Piopio Sewerage System) that are deemed to indirectly benefit from the Piopio Sewerage reticulation network. (Refer to Revenue and Financing Policy for further details) |
| Marokopa Community Centre Rating Area | Any separately used or inhabited part of a rating unit within the defined Marokopa Community Centre area (as contained in the Revenue & Financing Policy) |

3.1 Targeted Services TFR

A Targeted Services TFR set under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the District, differentiated by rating areas, to part fund the Unsubsidised Roading Activity and part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Targeted Services TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

Requirement in 2018/19 (incl. GST)

| Targeted Services (TFR) | Charge per SUIP | Total Revenue Requirement (\$000) |
|--|-----------------|-----------------------------------|
| Te Kuiti Urban and Periphery Rating Area | \$124 | 293 |
| Rating Units in the District not in the Te Kuiti Urban and Periphery Rating Area | \$32 | 103 |

3.2 Piopio Retirement Village Contribution TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Inc. through the remission of service charges.

Requirement in 2018/19 (incl. GST)

| Piopio Retirement Village Contribution (TFR) | Charge Per Rating Unit | Total Revenue Requirement (\$000) |
|--|------------------------|-----------------------------------|
| Piopio Wider Benefit Rating Area and Piopio Township | \$23 | 18 |

3.3 Rural Stormwater TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

Requirement in 2018/19 (incl. GST)

| Rural Stormwater (TFR) | Charge per SUIP | Total Revenue Requirement (\$000) |
|------------------------|-----------------|-----------------------------------|
| Rural Rating Area | \$12 | 44 |

3.4 Te Kuiti Urban Stormwater TFR and Targeted Rate.

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

Requirement in 2018/19 (incl. GST)

| Urban Stormwater (TFR) | Charge per rating unit | Total Revenue Requirement (\$000) |
|----------------------------|------------------------|-----------------------------------|
| Te Kuiti Urban Rating Area | \$159 | 285 |

| Urban Stormwater Targeted Rate (TR) | Rate per \$100 Capital Value | Total Revenue Requirement (\$000) |
|---|------------------------------|-----------------------------------|
| Te Kuiti Urban Rating Area (excluding rating units not using network) | 0.04569 | 138 |

3.5 Marokopa Community Centre TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 assessed per separately used or inhabited part of a rating unit within the defined Marokopa Community Centre Rating Area.

Requirement in 2018/19 (incl. GST)

| Marokopa Community Centre (TFR) | Charge Per SUIP | Total Revenue Requirement (\$000) |
|---------------------------------------|-----------------|-----------------------------------|
| Marokopa Community Centre Rating Area | \$22 | 5 |

3.6 Water Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 for Water Supply differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within the relevant community, with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

Requirement in 2018/19 (incl. GST)

| Water Supply (TFR) | Charge | | Total Revenue Requirement (\$000) |
|--------------------|--------------------|----------------------|-----------------------------------|
| | Per Connected SUIP | Per serviceable SUIP | |
| Te Kuiti | \$586 | \$293 | 1,231 |
| Piopio | \$1,340 | \$670 | 334 |
| Benneydale | \$1,340 | \$670 | 160 |
| Mokau | \$1,340 | \$670 | 293 |

3.7 Extraordinary Water Supply Rate

Council set a TR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m³ per SUIP, differentiated by supply area, for any rating unit situated in Te Kuiti, Piopio, Benneydale or Mokau that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Service's Bylaw). The rates are:

Requirement in 2018/19 (incl. GST)

| Water Supply Rate (TR) | 2018/19 Charge per cubic metre (including GST) above 292m ³ |
|------------------------|--|
| Te Kuiti | \$2.31 |

| Water Supply Rate (TR) | 2018/19 Charge per cubic metre (including GST) above 292m3 |
|--|---|
| Piopio | \$4.43 |
| Benneydale | \$6.90 |
| Mokau | \$9.30 |
| Total Revenue Requirement (\$000) | \$862 |

Metered Water Supply Due Dates

| | Reading Period | Due Date |
|-------------------------------------|----------------------------------|---|
| Te Kuiti Meat Companies | Monthly | 15 th of the month following invoice |
| Te Kuiti, Piopio, Mokau, Benneydale | Jul - Dec 2018 Jan - Jun 2019 | 15 th of the month following invoice |

3.8 District Wide Benefit rate for Water Supply

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Water Supply activities. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2018/19 (incl. GST)

| District Wide Benefit Rate Water Supply (TFR) | Charge per rating unit | Total Revenue Requirement (\$000) |
|---|------------------------|-----------------------------------|
| All Rating Units in the District | \$48 | 224 |

3.9 Sewerage Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 to provide for the collection and disposal of sewage. The TFR is set per separately used or inhabited part of a rating unit within the community, with liability calculated based on whether the SUIP is connected to the sewerage network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

Requirement in 2018/19 (incl. GST)

| Sewerage (TFR) | Charge | | Total Revenue Requirement (\$000) |
|----------------|--------------------|----------------------|-----------------------------------|
| | Per connected SUIP | Per serviceable SUIP | |
| Benneydale | \$1,039 | \$519 | 115 |
| Te Waitere | \$1,039 | \$519 | 17 |
| Te Kuiti | \$1039 | \$519 | 1,763 |
| Piopio | \$1,039 | \$519 | 227 |

3.10 Sewerage rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per SUIP set on a differential basis based on the following Categories

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

Base Charge:

Requirement in 2018/19 (incl. GST)

| Non- Residential Targeted Rate (TFR) | Base Charge per SUIP (up to 4 pans) | Per Serviceable SUIP | Total Revenue Requirement (\$000) |
|--------------------------------------|-------------------------------------|----------------------|-----------------------------------|
| Category 1 | \$519 | \$519 | 106 |
| Category 2 | \$519 | \$519 | 23 |
| Category 3 | \$1,039 | \$519 | 19 |

Pan Charge:

Requirement in 2018/19 (incl. GST)

| Non- Residential Targeted Rate (TFR) | Number of pans | Charge per pan (Pan Charge) | Total Revenue Requirement (\$000) |
|--------------------------------------|------------------|-----------------------------|-----------------------------------|
| Category 1 | 5th pan and over | \$727 | 80 |
| Category 2 | 5-10 Pans | \$312 | 3 |
| | Over 10 Pans | \$208 | 25 |
| Category 3 | 5th pan and over | \$727 | 43 |

3.11 Trade Waste Contribution - TFR

Council set a Trade Waste Contribution TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network.

Requirement in 2018/19 (incl. GST)

| Trade Waste Contribution (TFR) | Charge Per rating unit | Total Revenue Requirement (\$000) |
|----------------------------------|------------------------|-----------------------------------|
| All Rating Units in the District | \$40 | 187 |

3.12 District Wide Benefit Rate for Sewerage

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Sewerage activities. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2018/19 (incl. GST)

| District Wide Benefit Rate Sewerage (TFR) | Charge Per Rating Unit | Total Revenue Requirement (\$000) |
|---|------------------------|-----------------------------------|
| All rating units in the District | \$57 | 269 |

3.13 District Rooding Rate

Council set a District Rooding targeted rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value on every rating unit across the District to part fund Subsidised Rooding (part of Roads and Footpaths Activity).

Requirement in 2018/19 (incl. GST)

| District Roading Rate (TR) | Rate per \$100 Capital Value | Total Revenue Requirement (\$000) |
|----------------------------------|------------------------------|-----------------------------------|
| All rating units in the District | 0.21091 | 6,187 |

3.14 Solid Waste Collection Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service differentiated by service areas where Council operates kerbside collection and kerbside recycling services - Te Kuiti, Piopio, Mokau (including Awakino) communities and Waitomo Village and some surrounding parts.

Requirement in 2018/19 (incl. GST)

| Solid Waste Collection (TFR) | Charge per SUIP | Total Revenue Requirement (\$000) |
|------------------------------|-----------------|-----------------------------------|
| Te Kuiti | \$59 | 120 |
| Waitomo | \$68 | 43 |
| Piopio | \$132 | 31 |
| Mokau | \$139 | 43 |

3.15 Solid Waste Management Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit District wide to part fund the activity of Solid Waste Management.

Requirement in 2018/19 (incl. GST)

| Solid Waste Management (TFR) | Charge per SUIP | Total Revenue Requirement (\$000) |
|----------------------------------|-----------------|-----------------------------------|
| All rating units in the District | \$158 | 882 |

3.16 District Development Rate

Council set a District Development Targeted Rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value differentiated between Commercial and Industrial Businesses, and Rural Businesses, to part fund Economic Development, Visitor Information Centre, District and Regional Promotion and Event Co-ordination activities.

Requirement in 2018/19 (incl. GST)

| District Development Rate (TR) | Rate per \$100 Capital Value | Total Revenue Requirement (\$000) |
|--------------------------------------|------------------------------|-----------------------------------|
| Commercial and Industrial Businesses | 0.05691 | 190 |
| Rural Businesses | 0.00967 | 190 |

4. RATES PAYMENTS

Rates will be payable in four equal instalments with the due dates for payments being:

| | |
|----------------|-----------------------------|
| 1st Instalment | 31 August 2018 (Friday) |
| 2nd Instalment | 30 November 2018 (Friday) |
| 3rd Instalment | 28 February 2019 (Thursday) |
| 4th instalment | 31 May 2019 (Friday) |

Note: The due date for payment of each instalment is the last working day in each of the months specified above. Rates payments will be allocated to the oldest debt first.

5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a Rates Remissions Policy as per LGA (section 102 (3)(a), 108 and 109) and LGRA (Section 85). Remissions categories include Properties Used Jointly as a Single Unit, Community Organisations, Penalties, Financial Hardship, Organisations Providing Care for the Elderly, Clubs and Societies, New Subdivisions, Council Properties, Maori Freehold Land, cases of Land Effected by Natural Calamity, New Businesses and Rates and/ or penalties following a rating sale or abandoned land sale. The value of these remissions is \$295,500 for the 2018/19 year.

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

6. PENALTIES

Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2018 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

| | |
|--------------|------------------|
| Instalment 1 | 4 September 2018 |
| Instalment 2 | 4 December 2018 |
| Instalment 3 | 4 March 2019 |
| Instalment 4 | 4 June 2019 |
- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2018 that remains unpaid on 3 July 2018, to be added on 5 July 2018.
- (c) No penalties will be charged where a ratepayer is paying rates by direct debit or where there is an approved payment arrangement in place.

New/Brodie Carried

| |
|---|
| 18. Motion to Exclude the Public |
|---|

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive, Group Manager Corporate Services and Communications Officer
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government

Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General Subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Grounds for this resolution |
|---|--|-----------------------------|
| 1. 2018 LGNZ Annual General Meeting Remits | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a) |
| 2. Local Government Excellence Programme – CouncilMARK™ | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a) |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

New/Whitaker Carried

There being no further business the meeting closed at 12.05pm

Dated this day of 2018.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

| | |
|---|---|
| Document No: A400599 | |
| Report To: | Council |
|  | Meeting Date: 31 July 2018 |
| | Subject: Receipt of Brook Park Incorporated Society: Minutes – 9 July 2018 |
| | Type: Information Only |

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the latest Brook Park Incorporated Society meeting.

Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
 2. *The aims of the Friends of Brook Park shall be:*
 - i) *To foster interest in Brook Park;*
 - ii) *To promote the development of Brook Park;*
 - iii) *To raise funds for approved projects*
 - iv) *To preserve the integrity of Brook Park*
 3. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the*

representative to veto any decision that is not in the best interests of the park or the community.

4. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
 - 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as the "Brook Park Incorporated Society" (BPIS) to administer the day to day operations/development of Brook Park.
 - 3.10 Brook Park is operated as a farm park, with a grazing licence granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPIS cannot lease these grazing rights to another entity or individual.
 - 3.11 With the administering body being WDC and the consequent income stream for the grazing lease being part of WDC's reserve income (between \$2000-\$4000), there was little opportunity for the BPIS to achieve a sustainable income stream for minor works and administration. The income derived by BPIS at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
 - 3.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved. Council also agreed to provide an annual grant to BPIS for operational management of the reserve, equivalent to the annual derived lease income.

Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPIS minutes from 9 July 2018.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 9 July 2018 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 9 July 2018 (Doc A400664)

BROOK PARK
INCORPORATED SOCIETY

Meeting Minutes
Monday 9 July 2018
5.30 pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 9 July
2018 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Graeme Churston, Jane Murray, Neil Brooks, Helen Sinclair, Sheralee Buchanan, Rob Buckley, Ellie Kroef, Andrea Hanna, Phillip Houghton.

Apologies – Suzy Hoare, Sue Wagstaff. Accepted-M-Gerald, S-Jane

Confirmation of Minutes – 11 June

That minutes of previous meeting be accepted as a true and accurate record.
Moved/seconded Graeme / Phillip

Matters Arising from Minutes

None.

Financial Report

Opening balance-\$13 770.67 Closing balance-\$19 718.80

Lion Foundation grant \$6000

Moved Phillip / Sec Andrea: ‘ \$100 from AJ Anselmi moved in error, to be returned to rightful account’ .

\$900 from OpShop yet to come from Helen.

Tynan Trust accountability report to be written by Phillip and Guy.

PG Wrightson account to be paid.

Annual accounts to be forwarded to Smith Mitchell, accountants.

Report accepted and extra accounts to be paid. M/S- Phillip/ Rob

Correspondence

Inwards: \$6000 grant from Lion Foundation.

Grassroots funding application declined through ‘lack of funds’

Outwards: Nil

Maintenance/Fencing

Mtnbike track to be metalled in summer.

Stock being held in the Conifer Grove? Bill to be told to keep stock out . Combination lock plus sign with contact number/s to be placed at Grove entrance . Guy to check with WDC.

Weed Control

Weeds continue to grow quietly!

Disc Golf

Discussion about quotes for baskets , tees and pads.

Moved Guy/ Sec Neil . 'That we order 21 baskets and tee signs as quoted, using the \$6 000 Lion Foundation Grant with the balance from our funds, subject to all installation costs being paid by Aotea Disc Golf'.

Moved Phillip/ Sec Graeme. ' We apply to to Trust Waikato and the Community Development Fund, for funding towards the purchase and construction of disc golf tees'.

Guy Fawkes

Guy to confirm costs for 10 November. Also parking at old New World site to be confirmed.

General Business

Rotary are continuing with the rotunda walkway.

Harvesting the pine trees-Phillip to check with Cam.

Thanks to Guy for being secretary while Neil was enjoying the sun, Spanish wine and Moroccan architecture.

Meeting closed 6.40 pm

Next meeting Monday 6 August . Agenda items to Guy please, by Thursday 2 August.

Neil Brooks
Secretary

Document No: A401434

Report To: Council



Meeting Date: 31 July 2018

Subject: Protocol: Local Government Official Information and Meetings Act

Purpose of Report

- 1.1 The purpose of this business paper is to present for Council's consideration, a Protocol for dealing with requests made under the Local Government Official Information and Meetings Act (LGOIMA) relating to communication information held by elected members.

Commentary

- 2.1 To date, WDC has received very few requests made pursuant to LGOIMA for any type of information held by elected members. However, experience across the local government sector has shown a significant rise in LGOIMA requests for "communications" information held by elected members (and in particular email records held in both elected member "Council" email address in/out boxes as well as personal email address in/out boxes).
- 2.2 Such requests, particularly relating to communications addressed to personal email addresses, can sometimes fall outside the jurisdiction of LGOIMA but instead fall within the Privacy Act requirements.
- 2.3 As a result of these increased LGOIMA requests being made to Councils relating to information held by elected members, many Councils are now adopting official Protocols for how Chief Executives are to handle such requests.
- 2.4 With these types of requests being on the rise across the sector, it is deemed prudent that Council should also consider adopting a Protocol for handling such requests. A draft Protocol is attached to and forms part of this business paper for Council's consideration.

Recommendation

- 3.1 It is recommended that Council adopt a Protocol for how the Chief Executive is to respond to LGOIMA Requests relating to Elected Member(s) Communications.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

- 1 The business paper on Protocol: Local Government Official Information and Meetings Act be received.
- 2 Council adopt/not adopt the "Protocol for how the Chief Executive is to respond to LGOIMA Requests relating to Elected Member(s) Communications" (Doc No. A401227)



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Protocol for how the Chief Executive is to respond to LGOIMA Requests relating to Elected Member(s) Communications (Doc No. A401227)



Waitomo District Council

Protocol

Chief Executive response to LGOIMA Requests relating to Elected Member(s) Communications

July 2018

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1.0 Purpose

- 1.1 The purpose of this protocol is to set out, in accordance with the Local Government Official Information and Meetings Act (LGOIMA), an objective and transparent process for:
- 1 The assessment and determination of requests for the official information communications to, from and/or between any elected member(s) of the Waitomo District Council.
 - 2 Collection of official information from elected members when that official information is held on private/personal and/or another organisation's systems or equipment
 - 3 Communication of the Chief Executive's decisions on such requests

2.0 Principles

- 2.1 The following principles underlie this protocol:
- 1 The key Purposes of LGOIMA (s.4) are to:
 - progressively increase the availability of official information held by agencies, and promote the open and public transaction of business at meetings, in order to enable more effective public participation in decision making; and promote the accountability of members and officials; and so enhance respect for the law and promote good local government; and
 - protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy.
 - 2 The **Principle of availability** underpins the whole of the LGOIMA. LGOIMA explicitly states that:

*(s.5) The question whether any official information is to be made available ... shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that **the information shall be made available unless there is good reason for withholding it** (emphasis added).*

3.0 Definitions

- 3.1 The term **“official information”** is defined in section 2 of LGOIMA as “any information held by a local authority”
- 3.2 LGOIMA defines **“document”** s.2(1) as:
- (a) any writing on any material;
 - (b) any information recorded or stored by means of any tape recorder, computer, or other device; and any material subsequently derived from information so recorded or stored;
 - (c) any label, marking, or other writing that identifies or describes any thing of which it forms part, or to which it is attached by any means;
 - (d) any book, map, plan, graph, or drawing;
 - (e) any photograph, film, negative, tape, or other device in which 1 or more visual images are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced
- 3.3 **“Member”** in relation to a local authority, means any person elected or appointed to that local authority or to any committee or subcommittee of that local authority, and includes the presiding member of that local authority or of any committee or subcommittee of that local authority

4.0 Process

- 4.1 Upon receiving a request, the Chief Executive will:
1. Notify relevant elected member(s) that the Council has received a request that pertains to them and:
 - initiate retrieval of relevant official information from Waitomo District Council systems
 - request that the relevant elected member(s) provide any official information they have in their official capacity in confidence to the Chief Executive

NOTE: If an elected member advises that they have no official information or that they do have official information but declines to provide it to the Chief Executive, the responsibility for responding to any subsequent requests or complaints in relation to the original request, including in relation to any investigation by the Ombudsman, will rest with the elected member(s) concerned.
 2. Undertake an assessment of the official information retrieved to determine whether there are any grounds under sections 6 and 7 of the LGOIMA to withhold any of that material.
 3. Make his/her preliminary decision on Council’s response to the request.
 4. Prepare any official information for release in accordance with preliminary decision.

5. Consult with the relevant elected member(s) on the initial determination to obtain their view.
6. Make a final determination, taking into account the views of the consulted elected member(s) and communicate this determination to the relevant elected member(s).
7. Refer the matter to the Ombudsman for a ruling if the relevant elected member(s) do not accept the Chief Executive's final determination.
8. Communicate the CE's Decision, or that the matter has been referred to the Ombudsman, to the requestor and the relevant elected member(s).
9. Provide any relevant official information in accordance with Decision on Request.

Document No: A398335

Report To: Council



Meeting Date: 31 July 2018

Subject: Financial Reporting Schedule for the Year Ending 30 June 2019

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Reporting Schedule to Council for the 2018/19 Financial Year.

Background

- 2.1 The establishment of a timetable for Financial Reporting provides certainty to Council and the community of reports to expect over the coming year.
- 2.2 Financial and Non Financial Performance (Statements of Service Performance) information is issued quarterly to enable timely monitoring of both financial and organisational performance against performance targets established in the EAP. These reports are referred to as a Quarterly Reports.

Commentary

- 3.1 Set out below is a timeline for reports proposed to be issued for Council and the Audit and Risk Committee (ARC) meetings for the 2018/19 year.

| Meeting Date | | Report to be issued |
|---------------|-----------------------------|---|
| 31 July 2018 | Council | Financial Reporting Schedule for the 2018/19 financial year. |
| 21 Aug 2018 | ARC | Interim report on 2017/18 Annual Report. |
| 25 Sept 2018 | Council | Interim Non Financials (KPIs) results for 2017/18. |
| 30 Oct 2018 | ARC (additional meeting) | Recommend adoption of the Annual Report. Quarterly Report for the period ending 30 September 2018. |
| | Council | Adoption of the Final 2017/18 Annual Report. |
| February 2019 | ARC | Quarterly Report for the period ending 31 December 2018. |

| Meeting Date | | Report to be issued |
|--------------|---------|---|
| May 2019 | ARC | Audit Service Plan and outline of 2018/19 Draft Annual Report development process and timeline. Audit Engagement letter for the 2018/19 Draft Annual Report Quarterly Report for the period ending 31 March 2019. |
| June 2019 | Council | Monthly Financial Report for the period ending 31 May 2019. |

| |
|-----------------------------|
| Suggested Resolution |
|-----------------------------|

The business paper 'Financial Reporting Schedule for the Year Ending 30 June 2019' be received.



VIBHUTI CHOPRA
GROUP MANAGER - CORPORATE SERVICES

23 JULY 2018

Document No: A399264

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report – Communications Strategy

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

Background

- 2.1 The Communications Strategy 2015 was adopted by Council in December 2015.
- 2.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.

Commentary

3.1 Corporate Communications

- 3.2 The following provides an overview of the more significant project specific communications campaigns that have been completed over the last few months.

3.3 Great NZ Muster

- 3.4 The 2018 Great NZ Muster event was held on April 7 2018. Promotion of the event was broad and utilised numerous digital and print media channels to achieve a significant level of engagement. A summary is as follows:

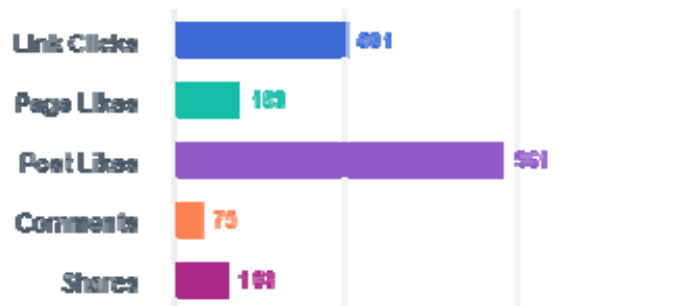
3.4.1 Media Works **national radio advertising** on The Breeze and More FM Waikato stations with a target family audience of around 53,600 listeners. Commercials ran for the week of the event.

3.4.2 **Local radio advertising** on Maniapoto FM (MFM) and Cruise FM. MFM package included both English and Te Reo advertisements and radio interviews with the Community Development Coordinator, leading up to and on the day of the event.

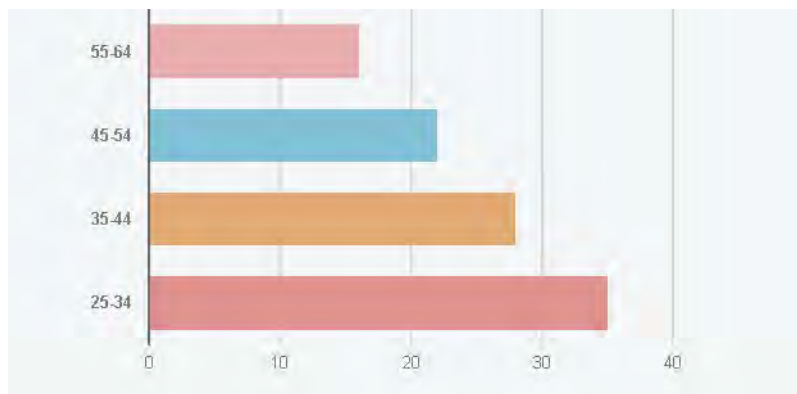
3.4.3 National **digital advertising** with Fairfax media on Stuff.co.nz. Two small adverts that appeared on the website which linked to Council's Muster webpage. This campaign achieved an excellent 'click through

rate' (CTR) of 0.24% - which is twice the industry average. There were 2,515 more impressions than the goal target; an indication of a successful campaign.

- 3.4.4 WDC worked with children's **television show** 'What Now' to feature the Great NZ Muster on an episode of 'Kid Cam'. The episode aired on Sunday April 22 on TVNZ channel 2. A link was published on our Facebook page.
- 3.4.5 **Print media advertising** and editorial coverage of the event targeting the local community, residents and businesses.
- 3.4.6 **Website** was updated with basic event information, stall holder registration form, and rules and regulations.
- 3.4.7 **Facebook** promoted event which achieved fantastic results with more than 43,000 people reached, 961 post likes and 153 post shares:



- 3.4.8 Our Muster page listed on **Eventfinda** - *a website that allows the public to both search for and list events of all types taking place across New Zealand*. Our event was viewed more than 37,000 times. 69% of people were female, 31% male, and 35% of the audience were aged 25-34 years old; audience age is shown below:



3.5 Long Term Plan 2018-2028

- 3.6 Consultation for the ten year plan commenced on April 5. A number of print and media channels were utilised to ensure a high level of public engagement and interest in the Consultation Document (CD).

- 3.6.1 The communications campaign was based on the **concept** 'Shape Waitomo to your liking' which was applied to all print and digital media.

- 3.6.2 An introductory article to the LTP consultation and timeline was published in the February edition of the **Waitomo Way**. The April edition communicated the availability of the CD, Supporting Information, and how to make a submission.
- 3.6.3 Council's CD was distributed in printed format - as an insert in the local newspaper and a large number of copies were distributed through our key locations across the district.
- 3.6.4 A digital copy of the CD and the Supporting Information was made available on Council's website. An online submission form was created. Statistics for the webpage are as follows:
- 105 sessions on the consultation webpage 'Shape Waitomo to your liking'.
 - 33 sessions on the webpage 'property information' - proposed rates for 2018/19 financial year.
 - 25 sessions on the webpage - 'supporting information for the 2018-28 LTP'.
- 3.6.5 **Print media** communications included a public notification published on April 5, advertisements published throughout the consultation period, and poster displays in key locations such as the Library and WDC Office.
- 3.6.6 **Digital media** was once again highly effective in supporting our goal of engaging residents, ratepayers and key stakeholders. LTP consultation Facebook posts reached 3,855 users, were liked by 142 people, and posts were shared 25 times.
- 3.7 The number of submissions received as part of this consultation confirms that our communications campaign was successful.
- 3.8 District Plan Review
- 3.9 We continue to publish updated information on the District Plan review process.
- 3.10 On the District Plan Review (DPR) section on the website, people can now read about 'Significant Natural Areas', 'Historic heritage', view the town concept plans for Benneydale, Piopio and Waitomo Village, and find out how they can get involved in the DPR process. Information was also published in the April issue of the Waitomo Way and shared on Facebook.
- 3.11 In the period February to July 2018, the District Plan Review webpage had a total of 255 sessions (17 were on a mobile device), with an average of 2.29 pages viewed per session.
- 3.12 A continued focus on regular DPR communications will ensure that people are kept informed on upcoming opportunities for engagement.
- 4.0 Summary of Corporate Communications**
- 4.1 We use a combination of communications channels to inform and engage with residents and ratepayers, including the Waitomo Way newsletter, website, social media, radio, print media, forms and guides, and community newsletters.
- 4.2 The following is a summary of some of the communications tasks recently completed in support of achieving the seven key objectives of the Strategy.

4.3 Promote the value of Council's role in the community

- 4.3.1 **Waitomo District Library's** range of services, reading programmes, electronic resources, recommended books etc. Frequent updates to the Library webpage and social media, and sharing of useful educational related websites such as the *Tumblebooks Library* and *Computer School*.
- 4.3.2 Information about the popularity of the **Aquatic Centre** over the pool season including children's activities, family events and learn to swim programmes.
- 4.3.3 **Civil Defence** Emergency preparedness in conjunction with Waikato CDEM. Publication of 'Never happens, happens' campaign messages and sharing of social media posts.
- 4.3.4 **Community Services** activities and projects:
- Promotion of the Les Munro Centre in the 'Wedding Planner' publication.
 - Improvements to cemeteries and availability of the new online cemetery search tool.
 - Access improvements underway at Brook Park.
- 4.3.5 **Solid Waste Management and Minimisation:**
- Promotion of kerbside recycling collection service, in particular clarifying the information about our service requirements in relation to contaminated recyclables and incorrect bins.
 - Promotion of Love Food Hate Waste Campaign and distribution of the 'Easy Choice Family Kai' planner in both print and digital format.
 - Ensuring the website and guides are kept up to date with changes to opening hours for transfer stations, and that public notification is published in print media. Reviewed, updated and re-published the 'Visitors Guide to Recycling and Waste Disposal', and 'Guide to the Kerbside Recycling Collection Service'.
- 4.3.6 **Animal Control Service**
- Responsible dog ownership, dog registration and Bylaw information.
 - Information on our impounding process published on Council's website, and development and regular updates to the new impounding webpage.
 - Educational information about the hazards posed by stock wandering on roads, and owner's responsibilities to check fences and manage stock.

4.4 Encourage involvement in local decision-making

- District Plan Review
- Consultation for the Long Term Plan 2018-28
- Consultation for the 2018 SWaMMP

4.5 Ensure communities are well informed on Council's activities/operations

- 4.5.1 Temporary roads closures, bridge repairs, and issues with the roading network as a result of weather events.
- 4.5.2 Community Services project updates including playground upgrades, public toilet renewals and upgrades.

4.6 Support Council's reputation in the District

- 4.6.1 Ensuring Council's website is updated with public information, publications, news etc.
- 4.6.2 Distribution of service request queries received via social media.
- 4.6.3 Coordination of media requests and responses.
- 4.6.4 Distribution of media releases.

4.7 Support Council's reputation within the Local Government (LG) sector

- 4.7.1 Continued promotion of the services provided by WDC in relation to its role as a Local Government, and reference to Legislation.
- 4.7.2 Publication of shared media releases:
 - Waikato Civil Defence and Metservice weather reports
 - Local Government New Zealand media releases.
 - NZTA priority traffic updates relevant to our area of the network.

4.8 Attract people to live or work in and visit the Waitomo District

- 4.8.1 Sharing of posts from Hamilton and Waikato Tourism's Facebook page.
- 4.8.2 Sharing of posts about local business development news, and tourism opportunities.
- 4.8.3 Development of WDC's Instagram page: waitomo_nz (129 followers).
- 4.8.4 Distribution of 'New Resident Welcome Packs'.
 - 53 packs distributed in the period April to July to new residents and ratepayers. Feedback has been very positive and demand is increasing.

4.9 Promote a sense of community and pride of place

- 4.9.1 Sharing information about our District; community photos, visitor sights and activities, and operational updates to keep the community informed.
- 4.9.2 Promoting the importance of recycling and reducing food waste.
- 4.9.3 Promotion of local services like the Library, Aquatic Centre, Visitor Information Centre, Landfill, Animal Control.

4.10 Statistics – Social Media

- 4.10.1 WDC Facebook page
 - Page **likes** have increased from 2,038 to 2,186.
 - People who like the page are predominantly in the age group 18-34 years. 35% are male and 65% are female.
 - The top 10 New Zealand locations of fans are:
 1. Waitomo (*includes Te Kuiti*) 333
 2. Hamilton 302
 3. Auckland 295
 4. Otorohanga 91

5. Piopio 74
6. Te Awamutu 63
7. New Plymouth 53
8. Tauranga 48
9. Wellington 45
10. Christchurch 41

4.10.2 Summary of social media posts that have performed very well:

- Citizens Awards Ceremony recipients: 1,305 people reached, 7 likes.
- Information on road closure (Oparure Road) gas leak: 3,164 people reached, 14 likes, 8 comments and 25 shares.
- Post of vibrant tamariki and mural by Library: 1,739 people reached, 82 likes, 11 comments and 6 shares.
- Post promoting pride in Te Kuiti: 4,082 people reached, 142 likes, 10 comments and 30 shares.
- Photos of improvements to access to Brook Park rotunda: 1,351 people reached, 51 likes, 3 comments and 2 shares.
- Share of link to Resene Mural Competition opportunity for the community: 2,172 people reached, 18 likes, 7 comments and 12 shares.
- Link to NZ Herald story about new tourism business developments in District: 1,580 people reached, 28 likes and 5 shares.

4.10.3 Animal Control Facebook page

- Page **likes** have increased from 1,042 to 1,101.
- People who like the page are predominantly in the age group 25-34 years. 20% are male and 79% are female.
- The top 10 New Zealand locations of fans are:
 1. Waitomo 217
 2. Hamilton 153
 3. Auckland 121
 4. Otorohanga 106
 5. Te Awamutu 53
 6. Piopio 34
 7. Hangatiki 17
 8. Cambridge 17
 9. Tauranga 16
 10. Christchurch 16

4.10.4 Te Kuiti Visitor Information Centre page

- Page **likes** have increased from 896 to 913
- People who like the page are predominantly in the age group 25-34 years. 36% are male and 63% are female.
- The top 10 locations of fans are:
 1. Auckland 140
 2. Waitomo 123
 3. Hamilton 95
 4. Otorohanga 31
 5. Tauranga 22

6. Wellington 22
7. Te Awamutu 22
8. Piopio 21
9. New Plymouth 17
10. Sydney Australia 16

4.10.5 Mayor Brian Hanna's facebook page

- Page **likes** have increased from 538 to 567
- People who like the page are predominantly in the age group 18-34 years. 41% are male and 58% are female.
- The top 10 New Zealand locations of fans are:
 1. Waitomo 98
 2. Auckland 76
 3. Hamilton 66
 4. Otorohanga 17
 5. Wellington 15
 6. Christchurch 15
 7. Piopio 11
 8. Te Awamutu 11
 9. Rotorua 10
 10. Kinohaku 9

4.11 Statistics – Waitomo Way

4.11.1 There are 232 people (down from 241) subscribed to the online newsletter. April and June issues of the newsletter have been published, covering a range of articles about Council projects and services.

4.11.2 The newsletter will no longer be distributed in plastic wrap for environmental reasons.

4.12 Statistics – Website

4.12.1 For the period March to July the website had:

- A total of 6,860 visitors to website.
- 2,210 accessed the site from a mobile device.
- The average user viewed two pages per session.

4.12.2 The top viewed pages: rating and property information, online mapping, contact, library and current vacancies.

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|-----------------------------|
| Suggested Resolution |
|-----------------------------|

The business paper Progress Report Communications Strategy be received.



VIBHUTI CHOPRA
GROUP MANAGER-CORPORATE SERVICES

9 July 2018

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|---|--|
| Document No: A401761 | |
| Report To: | Council |
|  | Meeting Date: 31 July 2018 |
| | Subject: Waikato Plan Implementation Update |
| | Type: Information Only |

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the Waikato Plan implementation.

2.0 Background

- 2.1 The Waikato Plan (WP) development was a work stream agreed by the Waikato Mayoral Forum which was developed as a joint initiative between all Council's in the Waikato region.
- 2.2 The Governance arrangements consisted of a Joint Committee set up for the development and recommendation to adopt the WP.
- 2.3 The WP was completed and recommended for adoption (and adopted) by the Joint Committee to all Council's in the Waikato region in June 2017.
- 2.4 Waitomo District Council (WDC) adopted the recommended WP and Summary at its meeting in August 2017.
- 2.5 It was also agreed, by all Council's that the Governance arrangement for the implementation of the WP would be to establish a Waikato Plan Leadership Group that would be responsible for the implementation actions.
- 2.6 Council (WDC) also resolved that Mayor Brian Hanna be appointed as the combined representative for the Southern Waikato Group on the Waikato Plan Leadership Group (WPLG).

3.0 Commentary

- 3.1 The WPLG has been meeting regularly regarding implementation of the Waikato Plan since its adoption in August 2017.
- 3.2 In May/June 2018, a 4 well-beings review of Waikato Plan implementation was commissioned to McGredy Winder & Co (MWC). The report from the review (MW Report) is enclosed as **Attachment 1** to this business paper.
- 3.3 The key points from the MW Report are as follows:
- The Waikato Plan still provides the best opportunity to make a significant contribution to the development of the Waikato with core collaboration between all partners.
 - The Report states the assessment that the Waikato Plan initiative is at a major crossroads and needs to be re-shaped or re-energised.

- The recommendation on the Governance side is that the Terms of Reference for the Waikato Plan Leadership Group be amended to refine the role and function of the Group to be more of a facilitator and influencer.
 - The report does not recommend reduction in the membership given the view that finds that 'many voices saying the same thing' is more achievable and that having many parties on the Leadership Group is therefore a powerful and positive thing.
 - In terms of the operational side, the recommendation in the report is to move to a structure involving a core Waikato Plan project team, funded by and based at the Regional Council, consisting of project management, programme management and business case expertise.
 - The report also recommends that funding of actions be undertaken on a project-by-project basis based on the merits of a business case for each project and the willingness of partners to fund the activity.
- 3.4 The review report was presented to Hamilton City Council at their meeting on 28th June and to the Waikato Mayoral Forum (WMF) on 29th June 2018. Summary of the WMF meeting is included as **Attachment 2** of this paper.
- 3.5 The Mayor can provide further details of the discussions at the Waikato Mayoral Forum on this matter.

Suggested Resolution

The Waikato Plan Implementation report be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

24 July 2018

- Attachment 1: Waikato Plan (Waikato 4 Well beings implementation) Review Report (A401776)
- Attachment 2: Summary of Waikato Mayoral Forum meeting on 29 June 2018 (A401811)



Review of the Waikato's 4 Well-Beings Implementation Structures and Processes 2018

Peter Winder
June 2018



Executive Summary

- i. The Waikato Plan (the Plan) was adopted in August 2017 after more than four year's work, costing in the order of \$1.345m. The Waikato Plan is a comprehensive, high-level approach the future of the Waikato.
- ii. Around the April meeting of the Waikato Plan Leadership Group, it was agreed:

“That an independent review be commissioned by the Waikato Local Government Chief Executives, as soon as possible, to test whether the Waikato region has the optimal structures and processes to implement strategic outcomes across the four well-beings. Such structures to include the Waikato Plan, Future Proof, Waikato Means Business, Waikato Mayoral Forum and the Regional Transport Committee.”
- iii. The Waikato Local Government Chief Executives have commissioned McGredy Winder & Co to undertake the independent review. It is primarily focused on the Waikato Plan.
- iv. The review has been informed by a desktop review of relevant material, and interviews with key stakeholders. Written feedback was provided by the Waikato District Health Board. Due to the time constraints of this review and the other commitments of the reviewer it was unfortunately not possible to co-ordinate input from Tainui and Maniapoto.

Context

Four Well-Beings

- v. The Local Government (Community Well-being) Amendment Bill currently before Parliament will reinstate in the Local Government Act 2002 the previous purpose: to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- vi. The broader purpose and its focus on “promote” provides a statutory underpinning for the role of local authorities, and local authority leaders as advocates and promoters of the well-being of their communities. It is a shift away from a solely infrastructure, regulatory and service delivery focus. It provides legitimacy for advocacy and is well aligned with the purpose of the Waikato Plan.

Regional Governance Structures

- vii. In addition to the Waikato Plan Leadership Group, there are a number of regional or sub-regional governance and decision-making structures across the Waikato. These include:
 - Waikato Regional Council
 - Regional Transport Committee
 - Mayoral Forum
 - CE Forum
 - Future Proof
 - Waikato Iwi
 - Waikato River Authority



- Waikato Means Business
 - Waikato District Health Board
 - Intersect Waikato
 - Others, including Sport Waikato, Creative Waikato, Momentum and a range of other significant philanthropic organisations, and educational and research institutions, and the University of Waikato and Wintec in particular.
- viii. All of these regional bodies make a significant contribution to the vibrancy of the people and communities of the region and to their well-being. They are important partners. Some are core statutory entities with defined statutory roles. Others are very reliant on public funding. Momentum and the other philanthropic institutions, have the potential to bring considerable funds to bear to address regional issues. There is considerable scope for deeper engagement with the philanthropic institutions within the region.

Government Priorities and Engagement

- ix. The government has a number of priorities that will, or could, have a marked impact on the Waikato. However, few of these are specifically focused on regions, let alone targeting the Waikato itself. Across many of the government priorities, it is too early to know or anticipate the nature of the potential impact on the Waikato.
- x. Government priorities include:
- the comprehensive review of taxation, employment law reform, pay fairness and equity, raising the minimum wage, and welfare reform
 - the Provincial Growth Fund
 - housing, the shortage of housing, housing affordability, homelessness, the rapid roll out of the Kiwibuild programme, improvements to state housing
 - a substantial shift in emphasis in the transport portfolio, with more attention to road safety, less investment in State Highway construction, greater focus on Auckland and public transport
 - health and education reform, but also addressing major legacy underfunding issues
 - establishing a Climate Change Commission, and a focus on adaptation to climate change
 - freshwater management and land use change.
- xi. The Waikato is not yet a real focus of the government. To realise opportunities the Waikato will need to attract the government's attention with proposals (solutions) not problems. This is difficult because government has no bureaucratic infrastructure with which to engage with the Waikato.

The Waikato Plan

- xii. The introduction to the Plan states that:

“The Waikato Plan will provide the vehicle for creating traction and help us to leverage resourcing to ensure our region and our people prosper. Together we can harness the resources and opportunities of the Waikato as a collective, as together we can go further and achieve more. This first Waikato Plan document is what we have



agreed to date, but it is just the beginning – it is the foundation stone and its contents will evolve over time as a living document.”¹

“The Plan is based on two principles:

- *Together we are stronger. Collaboration builds strength and understanding, fills gaps and cuts duplication.*
- *To succeed as a region, all parts of the Waikato must be as successful as they can be.*

- xiii. The Plan is structured around five regional priorities. For each priority the Plan identifies key actions to address them. Implementation actions span a broad range of activity.
- xiv. The implementation of the Waikato Plan is overseen by the Waikato Plan Leadership Group. The Leadership Group is established as a joint committee and comprises 15 members and a three observers.
- xv. The executive and technical support for the Waikato Plan Leadership Group is complex because of the number of partners involved. At each level, the differing interests of partners present challenges in terms of the allocation, husbanding and management of resources, and the need to reconcile differing priorities.

Feedback

- xvi. The feedback from those that were interviewed was mixed but had some clear themes. There are some quite different, even incompatible views around the Waikato Plan and its future.
- xvii. The diversity of feedback is completely normal and expected. The Waikato Plan Leadership Group reflects very different people and with differing drivers, mandates, responsibilities and objectives. Differences have existed since the Waikato Plan was initially conceived.

Observations and Conclusions

At the Cross-Roads

- xviii. The prime conclusion that the reviewer has reached is that the Waikato Plan initiative is at a major cross-roads. Either it needs to be re-shaped and re-energised or it should be wound up in its current form and the partners encouraged to pursue the implementation actions directly.
- xix. The Waikato Plan has provided a valuable evidence base, set a vision for the development of the region and identified a range of actions that, if implemented, could help to achieve the vision for the Waikato. However, the region has so far been unable to translate the Waikato Plan priorities into implementable projects with the resources necessary to be successful.
- xx. The lack of progress on implementation and uncertainty and lack of shared vision regarding the role and purpose of the Leadership Group mean that the whole initiative is now at risk of failing to make the transition between plan making and plan implementation.

¹ The Waikato Plan, August 2017, p 5



Other Observations and Conclusions

- xxi. Having considered the feedback from interviews, the desktop research and the range of factors required in the terms of reference, the reviewer makes the following observations:
- the Waikato region is not a cohesive or coherent region of interest and is not the best scale to address all issues
 - there is considerable value in the underlying evidence base
 - significant leadership discontinuities have impacted on momentum and direction
 - there are underlying and unresolved differences in vision for the plan between the partners
 - what is being attempted is hard and it will not get easier
 - it is hard for some to see the value and even more difficult to attribute the benefits of work to date
 - there is potential for strong alignment with government objectives, but this will need some work and some re-framing of the Waikato Plan actions
 - there is an on-going need to drive regional economic development strategy
 - the framework of technical and executive support is complex and probably ineffective and decision making and resource allocation is difficult
 - decision making and analytical frameworks are not as robust as will be required
 - there is considerable optimism from some partners – the opportunities are real
 - there are mixed levels of commitment and institutional support
 - there is a need to recognise the difference between directing the use of other people's resources and guiding and encouraging their decisions
 - the role as clearinghouse and facilitator is more important than the role as a decision-maker
 - some implementation actions are now dated, not practical, not implementable, or will not be cost-effective
 - implementation actions need to be projectized and resourced if they are to progress
 - resourcing is difficult and the budget is for unspecific actions
 - there is a reliance on contracted expertise, lack of 'ownership' and institutional responsibility
 - there is potential for others to fund activities
 - likely implementation projects will involve some of the Waikato Plan partners and not others, some will have sub-regional focus
 - some implementation projects relate to the statutory functions of some partners
 - **one voice for the Waikato is unrealistic – many voices saying the same thing is more achievable and would be more powerful.**

The Cross-Roads

- xxii. Either the Waikato Plan needs to be re-shaped and re-energised, or it should be wound up in its current form and the partners encouraged to pursue the implementation actions directly.



- xxiii. There is considerable opportunity for the Waikato Plan and the core collaboration between the partners to make a significant contribution to the development of the Waikato. A number of challenges are so profound that multi-year, multi-party responses will be necessary. The Waikato Plan currently provides the best opportunity to bring together that sort of response.
- xxiv. Despite the opportunity, the reviewer considers that, for the Waikato Plan process to continue, partners need to have greater confidence that:
- a) The Plan can be translated into discrete and implementable projects based on sound business cases and clear objectives and deliverables. If the partners are not confident that they can make this transition from plan making to plan implementation then they should choose to stop now rather than waste effort and scarce resources.
 - b) The Leadership Group can function as a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources. If the partners are not confident that the Leadership Group can operate in this way then they should choose to stop now rather than waste effort and scarce resources.
 - c) The Leadership Group can function as the facilitator of the message and the point at which the parties are encouraged to say the same thing rather than as the 'one voice' for the Waikato region. Authority and influence will then stem from the power of being united in common cause with many legitimate voices saying the same thing, rather than by ceding authority to speak for you to someone else. If the partners are not confident that the Leadership Group can operate in this way then they should choose to stop now rather than waste effort and scarce resources.
 - d) The Chief Executives Steering group can provide the meaningful support that is required for the Leadership Group to be effective, including support to respond to changing circumstances and emerging opportunities.
- xxv. There are a number of straight forward things that the partners can do in order to gain the confidence that they may need to proceed.

A Way Forward

- xxvi. It is recommended that if the partners choose to proceed with implementing the Waikato Plan, they take the following actions to re-shape and re-energise the programme and the way that it works:
- a) Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role and function of the Group as a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources.
 - b) Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role as the facilitator of the message and the point at which the parties are encouraged to say the same thing rather than as the 'one voice' for the Waikato region.



- c) Strip implementation funding out of the Waikato Plan budget and secure implementation funding on a project-by-project basis based on the merits of the business case and the willingness of the partners to fund the activity.
 - d) Allocate specific resources through the regional council to undertake the critical project manager, programme development, programme coordination, and business case work that is required to make the transition from the plan making phase to the plan implementation phase.
 - e) Establish a core Waikato Plan project team at the regional council and manage an appropriate transition from the existing contracted project support resources to the new team.
 - f) Establish project-specific governance, reporting and funding arrangements for each implementation activity that reflect the nature of the activity and the partners. All implementation activity should be reported to the Leadership Group so that it can undertake its core facilitation clearinghouse roles.
- xxvii. The core Waikato Plan project team is likely to involve around two FTEs, but that may include some part-time roles.
- xxviii. The funding framework will need to be changed in order to make the recommended transition. It is important that the current contractual obligations are respected, and that sufficient resourcing is available. This means that it would be wise to carry forward any under expenditure from the current year and use contributions for 2018/19 provided in Council Long-Term Plans to support the Waikato Plan and the transition process.



Introduction

1. The Waikato Plan (the Plan) was adopted in August 2017 after more than four year's work, costing in the order of \$1.345m. The Waikato Plan is a comprehensive, high-level approach the future of the Waikato. The introduction to the Plan states:

“The Waikato Plan will provide the vehicle for creating traction and help us to leverage resourcing to ensure our region and our people prosper. Together we can harness the resources and opportunities of the Waikato as a collective, as together we can go further and achieve more. This first Waikato Plan document is what we have agreed to date, but it is just the beginning – it is the foundation stone and its contents will evolve over time as a living document.”²

2. Around the April meeting of the Waikato Plan Leadership Group, it was agreed:

“That an independent review be commissioned by the Waikato Local Government Chief Executives, as soon as possible, to test whether the Waikato region has the optimal structures and processes to implement strategic outcomes across the four well-beings. Such structures to include the Waikato Plan, Future Proof, Waikato Means Business, Waikato Mayoral Forum and the Regional Transport Committee.”

3. It is understood that the prime focus of this review was the Waikato Plan.

The Review

4. In response to the resolution, the Waikato Local Government Chief Executives have commissioned McGredy Winder & Co to undertake an independent review that is primarily focused on the Waikato Plan, but also considers how the Waikato Plan and related processes intersect and interact with Future Proof, Waikato Means Business, the Waikato Mayoral Forum and the Regional Transport Committee.
5. This is not a review of Future Proof, Waikato Means Business, the Waikato Mayoral Forum, or the Regional Transport Committee.
6. The terms of reference for the review require the reviewer to consider:
 - the revised statutory purpose of local government with the reintroduction of the four well-beings
 - the broader statutory obligations of local authorities and government agencies
 - the interests and expectations of partners in the Waikato Plan
 - the intended purpose and nature of the Waikato Plan
 - the significant investment that has been made in the Waikato Plan to date and the relatively early state of work to implement the completed plan

² The Waikato Plan, August 2017, p 5



- the extent to which the Waikato Plan is implementable, the capacity within the Waikato to implement the Plan effectively and different options for the implementation of the Waikato Plan
 - the governance and implementation structures for the Waikato Plan and how they intersect and interact with Future Proof, Waikato Means Business, the Waikato Mayoral Forum and the Regional Transport Committee, as well as how effectively they support engagement and partnership with government
 - the nature and effectiveness of the representation frameworks and the partnerships that are reflected in the Waikato Plan
 - the nature, effectiveness and future requirements for technical and administrative support for the implementation and periodic review of the Waikato Plan
 - the key policies and initiatives of the new government, how they fit and align (or not) with the Waikato Plan and options for achieving better alignment.
7. The terms of reference require the reviewer to be independent and present a considered view and set of recommendations to the Waikato Plan Leadership Group.

Approach

8. The review has been undertaken by Peter Winder, a Director of McGredy Winder & Co.
9. The review has been informed by a desktop review of relevant material, including:
- the Waikato Plan (both the draft Plan and as adopted after consultation)
 - the Waikato Plan Implementation Programme
 - agendas of the Waikato Plan Leadership Group, the Chief Executives Steering Group, the Technical Reference/Implementation Group, and the Strategic Partners Forum
 - dashboard reporting on progress with Plan Implementation
 - budgets and financial reporting
 - the terms of reference for each of the Waikato Plan groups
 - the business case and establishment plans for the Waikato Regional Economic Development Agency
 - Agendas of the Regional Transport Committee and the draft Regional Land Transport Plan
 - Agendas for the Waikato Mayoral Forum, and previous work on its priorities
 - Previous work on WLASS and its future strategy
 - Structures, terms of reference, agendas and work associated with Future Proof.
10. The insights gained from the desktop review were then further informed and tested through interviews with key stakeholders. The following people were interviewed as part of the review:
- the Mayors of Hamilton City Council and Hauraki and Waitomo District Councils
 - the Chair of the Waikato Regional Council
 - the Chief Executives of Hamilton City Council, Waipa District Council and Waikato Regional Council
 - Margaret Devlin, Chair of the Waikato Plan Leadership Group



- Dallas Fisher, Chair of Waikato Means Business and a member of the Waikato Plan Leadership Group
 - Lale Ieremia, a member of the Waikato Plan Leadership Group
 - Ken Tremaine and Bill Wasley – advisors in the development and implementation of the Plan
 - Eugene Berryman-Kamp, Chief executive of TARIT
 - Vanessa Eparaima, Chair Raukawa Settlement Trust and Raukawa Charitable Trust
 - Kelvin Eglinton, Chief Executive of Momentum
 - Parekawhia McLean, regional Director of the New Zealand Transport Agency
 - Richard Hardy and Richard Ward, officials with the Department of Internal Affairs
 - Ernst Zollner and Neasa Carroll, officials with the Ministry of Business Innovation and Employment based in the Government Auckland Policy Office
 - A senior advisor in the office of the Hon Phil Twyford.
11. Written feedback was provided by the Waikato District Health Board. Due to the time constraints of this review and the other commitments of the reviewer it was not possible to co-ordinate input from Tainui and Maniapoto.

Context

12. It is important to put this review in context. The following section addresses the legislative change to re-introduce the four well-beings to the purpose of local government, and the range of regional governance entities and forums across the Waikato.

Four Well-Beings

13. In 2002, the Local Government Act 1974 was substantially replaced by a new Local Government Act. A key feature of the 2002 reforms was to introduce a broad purpose for local government that embraced promoting the economic, environmental, social and cultural well-being of communities in the present and for the future.
14. The broad purpose for local authorities went hand-in-glove with the requirement to produce Community Outcome Statements and Long-Term Council-Community Plans (LTCCPs) that identified the community outcomes that the council and the community sought to achieve and the actions that would be taken to achieve them. LTCCPs were intended to become the focus of council advocacy and facilitation on behalf of their communities. Community Outcome Statements were intentionally broad and designed to focus communities, businesses, government agencies and non-government organisations on joined up actions to address issues and challenges that were beyond the remit and capacity of any one party.
15. In subsequent reforms, the purpose of local government was narrowed, the requirement to produce Community Outcome Statements was removed and LTCCPs became Long-Term Plans. The narrower purpose was more focused on what the local authority delivers and the way in which it operates: *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.*



16. The Local Government (Community Well-being) Amendment Bill currently before Parliament will reinstate in the Local Government Act 2002 the previous purpose: *to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*
17. The broader purpose and its focus on “*promote*” provides a statutory underpinning for the role of local authorities, and local authority leaders as advocates and promoters of the well-being of their communities. It is a shift away from a solely infrastructure, regulatory and service delivery focus.
18. Importantly, in each of the reforms (when the four well-beings were first introduced in 2002, when they were removed in 2012, and now that they are being returned) no transitional provisions were made. That is:
 - there was no additional resourcing or new revenue provided in 2002 to reflect a broader mandate
 - there was no period in which councils had to stop doing things as a consequence of the more narrow 2012 purpose
 - there are no new resources, or new revenue, or new powers to support the reintroduction of the well-beings.
19. It is also important to note that the purpose of local authorities under the Local Government Act 2002 does not take precedence over the specific purposes and objectives of other legislation (like the Resource Management Act, or the Land Transport Management Act) when councils perform functions or duties under those Acts.
20. The re-instatement of the four well-beings into the Local Government Act provides legitimacy for advocacy. It also provides for overlap and alignment with a range of government agencies that are also focused on well-being. District Health Boards, the Ministry of Health, school boards of trustees, the Ministry of Education, the Ministry of Social Development, the Ministry for the Environment, the Department of Conservation, the Ministry of Business, Innovation and Employment, the Ministry of Primary Industry, Housing New Zealand, the New Zealand Transport Agency, the Ministry of Transport, the Treasury, the Department of Internal Affairs, the Ministry of Culture and Heritage, Creative New Zealand, Sports New Zealand, New Zealand Trade and Enterprise, Tourism New Zealand, the New Zealand Police, Fire and Emergency New Zealand and the Ministry of Civil Defence and Emergency Management and the recently announced Ministry of Housing and Urban Development, all provide services, or have responsibilities that go directly to one or more of the four well-beings. Any of these organisations and their responsible Ministers are now legitimate partners for local authorities, or legitimate targets for local authority advocacy in relation to the issues faced by communities.
21. The Waikato Plan was developed with the intention of influencing government and changing the allocation of government resources to better achieve the vision for the Waikato. Arguably, the Waikato Plan is better aligned with the broader purpose of local government that is now being enacted than the narrower 2012 version. However, the change in legislation makes a review of the Plan timely.
22. For many of the Waikato Plan partners the change in the Local Government Act makes little if any difference because they already have a holistic approach to well-being. Iwi strategic plans are particularly notable for the way in which they embrace the long term cultural, social, and economic well-being of their people and care for the environment.



Regional Governance Structures

23. In addition to the Waikato Plan Leadership Group, there are a number of regional or sub-regional governance and decision-making structures across the Waikato.

Waikato Regional Council

24. The most obvious and truly regional governance structure is the Waikato Regional Council itself. Its elected representatives come from across the whole region and have a mandate to work on behalf of all the people and communities of the region. When the purpose of local government is changed to include the four well-beings, the regional council will have the same well-being focused statutory purpose as the territorial authorities. The Waikato Regional Council has particular responsibilities with respect to the environment under the Resource Management Act. It also has quite specific and unique obligations in relation to water and the restoration of rivers under a number of Treaty Settlements. This includes key co-governance arrangements with River Iwi.
25. In any consideration of regional implementation structures, the regional council must be considered an option. The regional council's mission "*working together to build a Waikato region that has a healthy environment, strong economy and vibrant communities*", is broad and well-being orientated. The role that the regional council has played with respect to Waikato Means Business and the establishment of the regional economic development agency illustrates the sort of role that the regional council can play – well beyond its more traditional primary focus on environmental issues. One of the distinct advantages that the regional council brings to any regional initiative is the ability to raise rates revenue from across the whole region, ensuring (within the limitations of any rating system) that those who may benefit from the initiative contribute to its funding.

Regional Transport Committee

26. Whilst technically a committee of the Regional Council, the Regional Transport Committee (RTC) is a statutory committee with specific functions under the Land Transport Management Act. The RTC must prepare the Regional Land Transport Plan, which involves combining the transport programmes of all territorial authorities, with the NZTA programme and passenger transport plans to agree the priorities for transport investment across the whole of the Waikato region. Membership comprises a representative from each territorial authority and NZTA, as well as two representatives from the Waikato Regional Council and a non-voting advisor from the New Zealand Police.
27. As the organisation that spends the most on transport infrastructure across the region, it is important that the region's priorities and growth objectives influence NZTA's decisions. The RTC is one of the forums through which the local authorities of the region influence the decision-making of NZTA. It needs to function effectively.
28. The RTC has an important function on behalf of the region. However, its mandate beyond the processes of the Land Transport Management Act is limited. As a statutory committee, the region must have a RTC and its membership is prescribed in statute. This makes this structure of limited value for considering other issues. Also its voice is perhaps less commanding than the collective voice of the Mayors of the region. The RTC has in the past played a very significant role in advocacy in relation to state highway investment. There is no impediment to this happening again.



29. It is important that the RTC makes transport planning and priority decisions in a robust regional context. A region-wide strategic view of the development of the region will help to ensure that transport investments, in state highways and roads that cross local authority boundaries in particular, reinforce the other policy settings used to shape and influence growth and development. This was one of the drivers for the original thinking about the Waikato Plan being a spatial plan for the whole of the region. In practice, developing a meaningful spatial plan for the whole of the region proved too difficult and the Waikato Plan was reconceived. That does not remove the need for transport decisions to have context. If the Waikato Plan is able to generate specific implementation initiatives that help to shape growth, then that will be an important input to the RTC's decision making.

Mayoral Forum

30. The Waikato Mayoral Forum is an important part of the system for engagement between the local authorities of the region. The Mayoral Forum is a non-statutory forum where the Mayors and the Chair of the Regional Council meet, engage, and explore the potential for joint action and ways in which their councils can work together. The Waikato Mayoral Forum has a history and track record of providing important leadership and direction. It has played a major role in driving many of the joint initiatives in the region.
31. The Mayoral Forum has no mandate other than the mandate and influence of the Mayors. It cannot make decisions that bind councils, nor can it direct the allocation of council resources. Despite this, the Forum has significant influence. As elected representatives, Mayors have significant standing. They can influence and lead communities and key people within communities because of their electoral mandate and authority. Mayors have a mandate as advocates for their district. Each leader has a voice that has standing. When the Mayors speak as one, all saying the same thing, their combined voice has impact.
32. While Mayors have only one vote around the council table, they can influence Council resource allocation. Under the Local Government Act they lead budget and planning processes. This authority lends weight to the role that the Mayoral Forum can play.
33. One of the key differences between the Mayoral Forum and the Leadership Group is that the Leadership Group is formally established as a joint committee under the Local Government Act. This formality brings with it specific authorities under the terms of reference for the committee. It also brings a high level of transparency, since all of its meetings are subject to the full openness and transparency obligations of the Local Government Official Information and Meetings Act.

CE Forum

34. Like the mayoral forum, the CE Forum has no statutory authority. Each CE does however have the relevant delegated authorities to commit their organisation's resources as provided for by Council policy and relevant budgets. The CEs have the collective ability to implement agreed policy, or joint initiatives that fall within their remit. The region's CEs are also the directors of WLASS, the shared service company that provides a vehicle for undertaking joint activity. This means that the CE Forum could be a significant vehicle for advancing the implementation of agreed policy. It is not however the role of CEs to make policy on behalf of their councils.



Future Proof

35. Future Proof is the ongoing collaboration on future planning by Waikato District Council, Hamilton City Council, Waipa District Council, NZTA and Tangata Whenua. Future Proof provides the vehicle for the partners to consider the planning and development of urban growth across a very rapidly growing part of the region. Whilst not a region-wide initiative, Future Proof is important because it provides the closest thing that the region has to a meaningful spatial plan. Future Proof planning has not only addressed the location of future urban settlement, but also how it will be serviced and connected to existing urban communities, infrastructure and services. Recently, Future Proof has been driven by the need to implement the National Policy Statement on Urban Development Capacity. Part of the Future Proof area is also a key part of the government's focus through its approach to the Auckland-Hamilton growth corridor.
36. Any consideration of regional strategy needs to consider and relate to Future Proof, just as Future Proof needs to be informed by both the specific local issues facing the residents and businesses of its constituent councils and the broader regional context. However, Future Proof decision-making is already challenged by the need to accommodate the differing aspiration of the partners (in particular the four council partners). There would seem little potential benefit and considerable downside risk in seeking to further integrate Future Proof with the Waikato Plan process and structures – other than to ensure that the two processes are fully informed and can be influenced by each other.

Waikato Iwi

37. The principal iwi groups in the Waikato region are Waikato-Tainui, Maniapoto, Raukawa, Hauraki, Te Arawa and Tūwharetoa. Within these iwi groups there are numerous hapū. Across the region there are a number of iwi authorities, iwi trust boards and rūnanga. The mandate and role of these institutions varies, but reflects the statutory authority of Treaty Settlements and the decisions by iwi, hapū and whanau as to how they will organise their affairs.
38. As mana whenua iwi exercise kaitiakitanga and rangatiratanga within their rohe.
39. Waikato Iwi are an important part of the regional economy. Māori businesses and Iwi investments across the Waikato are substantial. Iwi are a vital component of the future economic performance of the region. Waikato Iwi are also a key part of the culture and spirit of the region and its people.
40. The Waikato Iwi have a very long-term approach to the development of their people and the region. They have a broad approach to well-being and a particular focus on education, housing, and creating opportunities that will enable their people to live and work within their rohe.
41. The Waikato Regional Council website identifies 18 Iwi Management Plans. They are documents developed and approved by iwi to address matters of resource management activity of significance within their respective rohe. Management plans are focused on sustaining the mauri of the natural environment and cultural heritage within each rohe. They have standing under the Resource Management Act and provide a mechanism in which iwi interests can be considered in council processes. In addition to Iwi Management Plans Waikato Iwi have a number of significant Joint Management Agreements with local authorities setting out the way in which they will work together.



Waikato River Authority

42. The Waikato River Authority is a statutory body formed under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, and with additional responsibilities arising from the Nga Wai o Maniapoto (Waipa River) Act 2012 (and He Mahere Taiao – The Maniapoto Iwi Environmental Management Plan).
43. The vision of the Waikato River Authority is for *“a future where a healthy Waikato River sustains abundant life and prosperous communities who, in turn, are all responsible for restoring and protecting the health and wellbeing of the Waikato River, and all it embraces, for generations to come”*².
44. The purpose of the Waikato River Authority is to:
- *“set the primary direction through the Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River for future generations*
 - *promote an integrated, holistic, and co-ordinated approach to the implementation of the Vision and Strategy and the management of the Waikato River*
 - *fund rehabilitation initiatives for the Waikato River in its role as trustee for the Waikato River Clean-up Trust.”*³
45. The Authority has ten Board Members who are appointed by the river iwi and Ministers of the Crown. The Authority is the sole Trustee of the Waikato River Clean-up Trust whose role is to fund projects which meet the purpose of the Authority. The Waikato River Authority is supported in its work by a small Management Team.
46. The Waikato River Authority is a significant regional institution with considerable resources devoted to the restoration of the combined Waikato and Waipā catchments. The Authority’s Restoration Strategy reflects a very significant partnership and collaboration between many parties. Over time, the Authority have had a major impact on the region and the catchment for which it has responsibilities. However, that catchment does not cover the whole of the Waikato region.

Waikato Means Business

47. Waikato Means Business is the name of the region’s 20-year economic development strategy. The strategy was released in February 2014. It was created with input from civic, business and Māori leaders. The vision for the strategy is:
- “We want to improve standards of living in the Waikato region, where all people, communities and businesses reach their potential.”*⁴
48. The strategy *“sets out the issues, challenges and opportunities that face the Waikato region, and identifies strategic priorities and areas of focus to transform it. The strategy aims to guide regional economic development policy, investment and activities.”*⁴

² Waikato River Authority website

³ Waikato River Authority website

⁴ Waikato Means Business website



49. The strategy's development was initiated by the Waikato Mayoral Forum. Development was overseen by a Governance Group, acting as a sounding board to test and challenge assumptions made, and assist in engaging the wider Waikato business community.
50. Having developed the strategy and initiated a number of important projects, the governance group has led the push to establish a regional economic development agency. The business case for the new agency has now been accepted, initial funding agreed, and the establishment process is underway.
51. Importantly, the new regional economic development agency will focus on implementing the strategy. It will not have an ongoing role in developing strategy. That means that it will need to have an ongoing relationship with a regional body that can develop strategy. Ideally, economic strategy will be developed as an integral part of broader regional strategy, consistent with a holistic approach to the four well-beings.

Waikato District Health Board

52. The Waikato District Health Board has wide-ranging objectives and functions under the New Zealand Public Health and Disability Act 2000. The first, and arguably most encompassing objective of a District Health Board is to improve, promote and protect the health of people and communities. Other objectives and functions include reducing health disparities, improving health outcomes for Māori, promoting the integration of health services, working with others and fostering community participation in health improvement.
53. There is a very considerable overlap between the broad responsibilities of the District Health Board and the well-beings purpose of local authorities. There is also overlap between the specific health roles of territorial authorities under the Public Health Act, some of the specific roles of the District Medical Officer of Health and the broad public health roles of District Health Boards. This overlap and alignment makes the District Health Board an important partner in any initiative that would impact on the health of the people and communities of the Waikato region. However, the District Health Board's interest in, for instance, economic development is likely to be more indirect (as a determinant of health outcomes) than that adopted by local authorities or other community and business groups.

Intersect Waikato

54. Intersect is the Waikato based forum of public sector agencies designed to foster effective collaborations. It is founded on the recognition that:

“Complex social problems are almost multi-dimensional. Effective solutions require co-ordinated multi agency and multi-level responses. The time is right for agencies to sharpen their focus and give attention to ways of better working together for the benefit of their constituent communities.

Collaboration is not an end in itself. It must firstly identify the key strategic social issues to address and, secondly, deliver clear and measurable outcomes for individuals and communities. This will create benefits for the people, agencies, and organisations involved.

Intersect Waikato is the vehicle that key agencies charged with social development in the Waikato region have adopted to achieve meaningful, outcomes-orientated collaboration for the benefit of the community.”⁵

⁵ Intersect Waikato, Terms of Reference 2013



55. Intersect is established to “provide a Waikato based forum through which the Chief Executives and Regional Managers of public sector organisations can meet to:

- (1) *Develop inter-agency relationships at a senior level.*
- (2) *Identify and agree the strategic initiatives for the implementation of social development projects which require a collaborative response.*
- (3) *Communicate with and engage the Waikato public sector in aligning and co-ordinating their response to the strategic initiatives.*
- (4) *Monitor and evaluate achievements towards outcomes.”⁶*

56. The 2013 Terms of Reference provide for the Executive to comprise the Chief Executives/Regional Managers of:

- Ministry of Business, Innovation and Employment
- Housing New Zealand Corporation
- Accident Compensation Corporation
- Ministry of Education
- New Zealand Police
- Te Puni Kōkiri
- Waikato District Health Board
- Ministry of Health
- Ministry of Social Development – Work and Income New Zealand, Child Youth & Family, Ministry of Youth Development, Family & Community Services
- Department of Corrections
- Local Government
- Waikato Regional Council
- Careers Services New Zealand
- Ministry of Justice
- Department of Internal Affairs
- Inland Revenue
- Office of Ethnic Affairs
- Ministry of Pacific Island Affairs

57. In practise, few of the public sector organisations that are members of Intersect Waikato have any senior regional staff with a mandate or authority to contribute to regional policy development. By and large the regional public servants have direct implementation and service delivery roles. It appears that most local authority chief executives have delegated this responsibility to others in their organisations. Intersect Waikato may provide a forum for aligning activity between some agencies, but it is not an effective forum for developing or pursuing distinct Waikato region approach to Waikato region issues.

⁶ Intersect Waikato, Terms of Reference 2013



Others

58. Across the Waikato region there are a large number of significant regional bodies with specific roles. These include:
- Sport Waikato and other regional administrative bodies for specific sporting codes
 - Creative Waikato and a range of creative and arts and cultural bodies
 - Momentum and a range of other significant philanthropic organisations
 - educational and research institutions, and the University of Waikato and Wintec in particular.
59. All of these other regional bodies make a significant contribution to the vibrancy of the people and communities of the region and to their well-being. These organisations are important partners. Some are very reliant on public funding. Others, like Momentum, have the potential to bring considerable philanthropic funds to bear to address regional issues. There is considerable scope for deeper engagement with the philanthropic institutions within the region.

Government Priorities and Engagement

60. The government has a number of priorities that will, or could, have a marked impact on the Waikato. However, few of these are specifically focused on regions, let alone targeting the Waikato itself. Across many of the government priorities it is too early to know or anticipate the nature of the potential impact on the Waikato. Many of the priority areas are currently the subject of wide-ranging reviews which will be completed either later in 2018 or early in 2019. The following paragraphs set out the core priorities that have currently emerged.
61. The government has clear priorities around the comprehensive review of taxation, employment law reform, pay fairness and equity, raising the minimum wage, and welfare reform. These are fundamental and important and they could have a significant impact on the Waikato and its people but will not be regionally driven policy choices. Unless there are Waikato-specific impacts from proposed policy changes, it will be difficult for the Waikato to drive changes in a national policy approach to these areas.
62. The Provincial Growth Fund is the most obvious and visible commitment by the government to regional development and the future of provincial New Zealand. At first blush, Waikato is not a priority, but the government has now accepted that the Waikato does not need to be one region and initiatives from parts of the region are valid and will be considered. In order to secure Provincial Growth Fund money, the region will need specific proposals and identified priorities. This means that, to a degree, it is a bit of a race, where some regions are better positioned than others with fundable projects scoped and ready to go. Some of the media coverage and apparent Ministerial frustration suggests that MBIE may still be applying some previous government thinking about economic development. As the way in which the fund works and is allocated changes to better align with the current government's priorities, there will be opportunities for the Waikato, especially for those parts of the region that have demonstrated high levels of deprivation.
63. Housing is a major focus for the government. The Minister is driven to address the shortage of housing, housing affordability, homelessness, and the quality of homes (especially rental properties). The rapid roll out of the Kiwibuild programme, and improvements to state housing are critical to the government. This goes hand in hand with institutional reform to better integrate land use and transport planning, and the creation of both the new Ministry of



Housing and Urban Development and one (or more) Urban Development Authority. The key point of intersection between these issues and the Waikato is in the Auckland – Hamilton growth corridor.

64. In the transport portfolio, this government has brought a substantial shift in emphasis. It will pay more attention to road safety, there will be less investment in State Highway construction, greater focus on Auckland and public transport, attention to the Auckland – Hamilton growth corridor, better integration of land use and transport planning, and progress on funding (fuel tax and regional fuel tax). The shift in emphasis means that the next stages of the development of the Waikato state highway network will be a far lower priority than would have been the case with the previous government. However, train services from Hamilton to Auckland are now a real possibility.
65. The need to address growth, housing and transport issues means that there is a real focus on the Auckland – Hamilton Growth Corridor. This is a tightly focused interest where the Minister is looking to make significant progress very quickly. There will be little appetite for complex and time consuming processes that involve parties that are not directly relevant to making immediate progress.
66. Health and education are also a significant government priority. This government is seeking to bring a real people focus to policy development, but faces major legacy underfunding issues. New investment is likely to be squeezed out by the need to deal with that legacy. Comprehensive reviews of most of the education and health systems are underway. Reforms will have an impact on the Waikato, but the timing and nature of those impacts are unknown. Health and education policy will be driven by national considerations. Education reviews may impact significantly on non-university tertiary education.
67. With respect to the environment portfolio, the government has priorities for addressing freshwater management and climate change. The establishment of a Climate Change Commission and a major emerging focus on adaptation to climate change will be marked differences from previous governments. Freshwater management and land use is a key priority. Biosecurity and biodiversity will also be key themes and reflect the influence of the Greens. This is an area of policy that is very complex and where the particular water management frameworks that have been created through Treaty settlements mean that the Waikato will need to be vigilant and make a significant contribution to policy development.
68. The focus on immigration policy is likely to reduce the number of migrants. This will change labour force dynamics and the nature of skill shortages. It will also change wage cost pressure and training needs. Reducing international migration may stimulate some internal movement, including the potential for movement back to Auckland.
69. The Government has started to engage seriously with questions about prisons, the prison population, rehabilitation, and reform of the approach to incarceration. This has already changed the likely investment in one major Waikato prison. It is likely to have further impacts on the need for and location of both prison and rehabilitation services.
70. Of considerably less national impact, but potentially important for parts of the Waikato, the Minister for Racing, Winston Peters, has both an abiding love of horse racing and big aspirations for the racing industry.
71. Overall it seems that the Waikato is not yet a real focus of the government. The Waikato is not the prime target for its provincial agenda. The government's view of the Waikato is perhaps more coloured by the Auckland growth agenda than its provincial growth agenda.



There are opportunities, but to realise them the Waikato will need to attract the government's attention. The government is in a hurry with a substantial agenda. To attract attention, the Waikato will need proposals (solutions), not problems.

72. Lastly, it is important to note that the government has no bureaucratic infrastructure with which to drive engagement with the Waikato. The Government Auckland Policy Office is the only regionally based policy capability outside of Wellington. It has taken more than a decade to get to where it is at and there are currently no plans to duplicate or extend it. Beyond this, there is a small capacity in the Department of Internal Affairs, the National Infrastructure Unit, and the MBIE staff devoted to regional economic development and the Provincial Growth Fund. Pathways to gain the attention of officials are not obvious or easy.

The Waikato Plan

73. The introduction to the Plan states that:

“The Waikato Plan will provide the vehicle for creating traction and help us to leverage resourcing to ensure our region and our people prosper. Together we can harness the resources and opportunities of the Waikato as a collective, as together we can go further and achieve more. This first Waikato Plan document is what we have agreed to date, but it is just the beginning – it is the foundation stone and its contents will evolve over time as a living document.”⁷

“The Plan is based on two principles:

- *Together we are stronger. Collaboration builds strength and understanding, fills gaps and cuts duplication.*
- *To succeed as a region, all parts of the Waikato must be as successful as they can be.*

The Plan is more than a document; it is a reflection of close working relationships between leading organisations in the Waikato. This united approach will help co-ordinate a guide decision-making on complex regional-scale issues like population change, transport, water, economic development and the environment.

The Plan will help guide investment in our region from both the public and private sectors. It will help ensure appropriate funding goes to agreed priority areas, in a timely way. It clearly identifies how much money we need and where funding might come from and details how priorities will be addressed.

The Plan does not duplicate regional or local initiatives already planned or underway, but supports a number of those initiatives. Importantly, the Plan provides our region with a strong, united and collective voice to Central Government and others on key issues.”⁸

“The Plan does not over-ride statutory documents or the functions of statutory bodies/committees. It is a multi-agency agreement that provides strategic guidance and advocacy and has been prepared within the framework provided by the Local Government Act 2002.”⁹

⁷ The Waikato Plan, August 2017, p5

⁸ The Waikato Plan, August 2017, p6

⁹ The Waikato Plan, August 2017, p7



74. The breadth of the Waikato Plan and the way in which it is intended to connect to Waikato Means Business is set out in Figure 1.

Figure 1: The Waikato Plan Relationships and Priorities



75. The Plan is structured around five regional priorities. For each priority, the Plan identifies key actions to address them. Implementation actions span a significant range, and include: collaborating on a regional development strategy, conducting a housing needs assessment, support for a Waikato Medical School, the establishment of a freight and logistics action group, developing partnerships with Iwi, developing the Waikato as a Waters Centre of Excellence, growing visitor numbers, and implementing the Waikato Plan Aligned Planning project.
76. The Waikato Plan is a sizeable undertaking. Developing the Plan to the point of adoption cost the region \$1.345m. Table 1 sets out the budget that was then proposed to support the implementation of the Plan. The implementation budget anticipated ongoing expenditure in the order of \$0.5m per annum but expected that external (government) contributions would be able to be secured so that the total contribution from local authorities would decline over future years. In practice, government co-funding has not been able to be secured. Indeed, it seems unlikely that the government will want to contribute to the administration and support of the Waikato Plan. It may however be encouraged to contribute to implementation projects that align with its interests and priorities.



Table 1: Current Waikato Plan Implementation Support Budget

WAIKATO PLAN

Implementation Support Budget 2017/18 - 2019/20

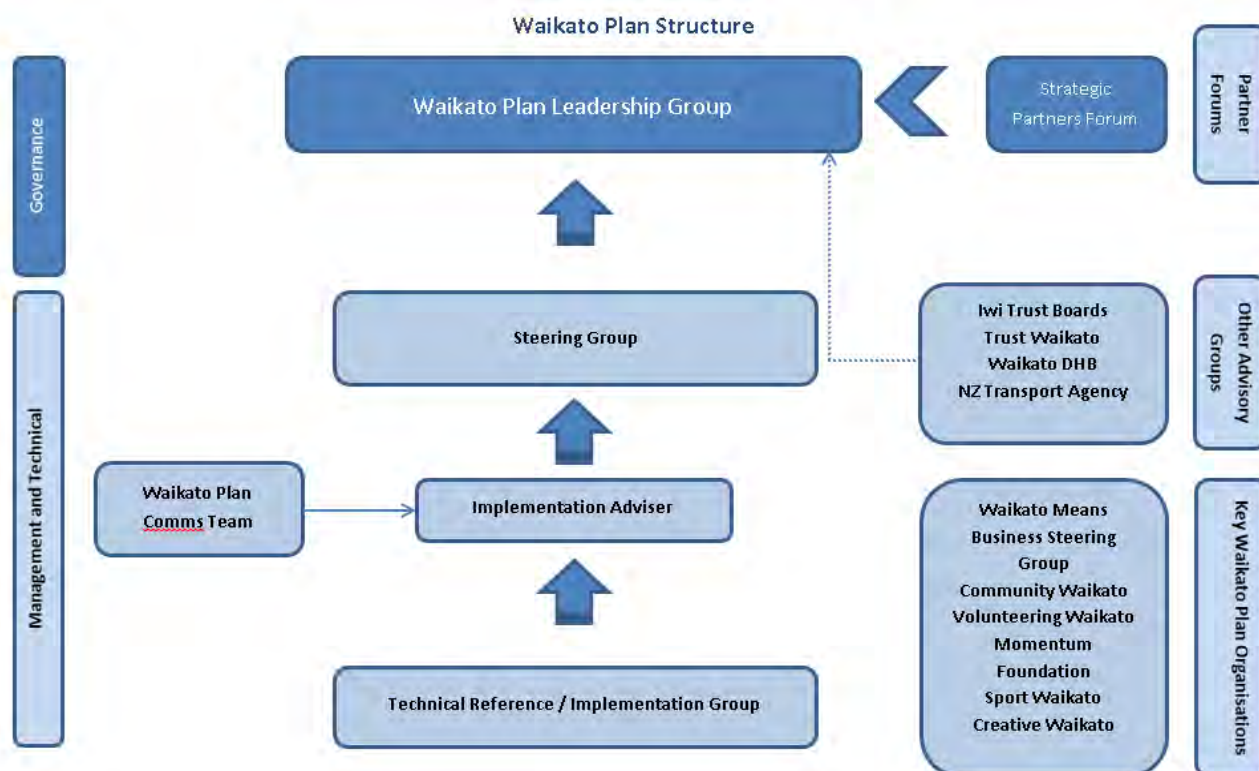
| | Proposed Budget 2017/18 ¹ | Proposed Budget 2018/19 | Proposed Budget 2019/20 |
|--|---|----------------------------|----------------------------|
| Budget | | | |
| Joint Committee Remuneration (incl Independent Chair) | 66,667 | 80,000 | 80,000 |
| Support for Iwi engagement - including setting up an Iwi/Maori Forum | 33,334 | 40,000 | 40,000 |
| Implementation Advice | 125,000 | 150,000 | 150,000 |
| Senior Technical Support | 58,334 | 70,000 | 70,000 |
| Development of an Implementation Plan | 12,500 | 10,000 | |
| Implementation of the 10 Priority Actions | 62,500 | 50,000 | 50,000 |
| Aligned Planning Priority - continued implementation of this project | 8,334 | 5,000 | |
| Other implementation actions | 29,167 | 30,000 | 25,000 |
| Submissions / input into national approaches or documents | 12,500 | 15,000 | 15,000 |
| Alignment with Waikato Means Business | 4,167 | 5,000 | |
| Monitoring and reporting (annual report on progress) | 8,334 | 10,000 | 10,000 |
| Branding/Website maintenance | 16,667 | 20,000 | 20,000 |
| Project comms and engagement | 8,334 | 10,000 | 10,000 |
| Contingency | 20,834 | 25,000 | 25,000 |
| Total Project Expenditure | 466,672 | 520,000 | 495,000 |
| Revenue Contributions | 2 | 3 | 4 |
| Hamilton City Council ⁵ | 99,124 | 81,900 | 51,975 |
| Hauraki District | 16,810 | 15,600 | 9,900 |
| Matamata-Piako District | 35,873 | 31,200 | 19,800 |
| Otorohanga | 11,213 | 7,800 | 4,950 |
| South Waikato District | 17,445 | 15,600 | 9,900 |
| Taupo District | 0 | 0 | 0 |
| Waikato District | 66,100 | 54,600 | 34,650 |
| Waikato Regional Council | 168,190 | 140,400 | 89,100 |
| Waipa District | 44,017 | 35,100 | 22,275 |
| Waitomo District | 7,901 | 7,800 | 4,950 |
| Total Funding Contributions | 466,672 | 390,000 | 247,500 |
| External funding contribution (minimum required for administration costs) | | 130,000 | 247,500 |
| | | 25% | 50% |

- Notes**
- 2017/18 budget is for a period of 10 months as implementation will begin once the Waikato Plan is adopted.
 - 2017/18 calculation based on current funding formulas. These will need to be revisited.
 - 2018/19 funding will be 75% Local Government contribution, 25% external
 - 2019/20 funding will be 50% Local Government contribution, 50% external
 - The funding contribution of Hamilton City Council includes \$58,000 (Yr 1, 70k pa Yr2 onwards) of senior technical support as included in budget above. As a result HCC cash contribution will be the full contribution shown less the cost of the senior technical support HCC will pay directly themselves. The budget and funding contributions do not anticipate any internal resources or 'in kind' contributions from any of the other Waikato Plan partners.
 - Any external funding received will be used in the first instance to reduce the WRC contribution reflecting that WRC is currently funding some of the implementation actions in the Waikato Plan eg. WMB, Waters Centre of Excellence.
 - Taupo District Council wishes to abstain from contributing to the implementation phase. The Chief Executive's forum on 24 March 2017 have agreed to meet Taupo's allocation on a pro-rata basis through a reallocation of contributions between the remaining Councils in proportion to their original percentage allocation.

77. The implementation of the Waikato Plan is overseen by the Waikato Plan Leadership Group. The Leadership Group is established as a joint committee under the Local Government Act. The Leadership Group currently comprises 15 members and a further three observers. There has been ongoing debate and concern over the size of the committee and the nature of representation and involvement. The Terms of Reference for the leadership Group are set out in Attachment 1.
78. The Waikato Plan Leadership Group is supported by a deceptively simple structure. The support structure set out in Figure 2 looks simple. However, the complexity comes from the number of partners involved in each level of the support structure. The Waikato Plan is seeking to bring together a large number of public, private and Iwi entities and interests. At each level, these differing interests present challenges in terms of the allocation, husbanding and management of resources and the need to reconcile potentially differing priorities, world views and mandates.
79. In addition to the groups shown in Figure 2, the implementation of the Plan will require new groups to be established. It is likely that each major action could have a slightly different set of key partners. Each action will need to be resourced, managed, and the programme of actions will need to be integrated effectively.



Figure 2: Waikato Plan Implementation Structure



Feedback

80. The feedback from those that were interviewed was mixed but had some clear themes. There are some quite different, even incompatible views around the Waikato Plan and its future. The following statements reflect the feedback that was received through the review. It is not considered helpful to attribute the feedback, and the following statements are paraphrases rather than verbatim statements. The feedback included:

- a view that the development of the Waikato Plan and the development of the evidence base in particular has had some positive outcomes and challenged conventional thinking about the nature of the issues and opportunities the region faces
- recognition that the process of developing the Waikato Plan has led to the pursuit of a number of initiatives along the way, including: rationalisation of policies, plans and by-laws; the development of regional infrastructure standards; and aligned planning processes for resource consents
- a recognition that the development of the Waikato Plan reinforced the thinking and commitment to the development of a regional economic development agency and has provided impetus to work to streamline consenting processes and that these were worthwhile
- a concern that the Waikato has invested substantial resources in the Waikato Plan, that investment has got the region to the start line, but efforts to develop a real implementation programme have gone nowhere so far



- a concern that the Waikato Plan Leadership Group was too large and unwieldy to exercise effective governance and oversight of a programme of work
- a view that the Waikato Plan Leadership Group now has the breadth of representation necessary to make progress
- an expectation that through the Waikato Plan and the Waikato Plan Leadership Group the region would have one voice and be able to engage with government to reallocate resources
- concern over the what 'one voice for the Waikato' actually means and the mandate, authority and ability of the Waikato Plan Leadership Group to speak on behalf of each organisation within the region – and in particular to make decisions or engage with government in ways that had the potential to cut across the interests and responsibilities of partner agencies
- concern over how one voice for the Waikato can work in relation to the leadership role of elected representatives (especially Mayors)
- frustration at the amount of effort that is required to make progress with so many partners and how long it is taking to frame up implementation actions
- concern over a perceived lack of business case discipline and rigour around the identified actions in the Waikato Plan and the merits of some actions (several people noted concerns in relation to the focus on autonomous vehicles)
- a view that real value comes from the conversation and engagement between the parties and that the Waikato Plan Leadership Group provides a unique opportunity for that
- recognition that the development of the Waikato Plan has built up social capital through the development of cross-agency relationships
- a view that the region needs to focus on action rather than talking and the Waikato Plan Leadership Group is something of a talk-fest that will not deliver credible actions
- a view that the Waikato Plan is a plan (written document), that planning is now finished, and it is time to implement that plan
- a view that the Waikato Plan is a process, that the process will be ongoing, and the written document has little significance
- some rather unflattering comparisons between the considerable progress that had been made through Waikato Means Business and the perceived lesser progress made in regard to the Waikato Plan
- concerns over the real commitment of the organisations to implementation and whether the Waikato Plan process can move beyond motherhood and apple pie type statements
- significant hope that the Waikato Plan process can realise significant opportunities for the Waikato
- observations that the Waikato Plan was developed primarily by the Mayoral Forum and that it had now been passed to a rather different group to implement, questioning the level of both understanding and ownership of the Plan by the newly populated Waikato Plan Leadership Group
- concerns (in particular from some of the newer members of the Leadership Group) over some of the specific actions and whether they were wise, appropriate, or necessary given other initiatives that they were aware of but the authors of the Plan perhaps did not know about



- a view that the new Leadership Group would take some time to gel and that this was a normal storming and norming process
- concerns over the level of input (control) over the process that local authorities had and a desire to see other voices playing a bigger role
- concerns over the mandate of 'other voices' and what weight should be given to them in comparison with those with an electoral mandate
- a recognition that trying to drive collaboration across the whole region and across such a broad range of stakeholders was challenging (some said impossible)
- recognition that the Waikato region was not a cohesive community of interest and that there were sub-regions with more obvious shared interests and issues
- recognition that the government's key priorities with respect to the Waikato were not region-wide
- a sense that it will be very difficult to attribute benefit and value to the partners but that does not mean that there will be no benefits
- a sense that the Plan and the Leadership Group tended to be dominated by local authority views and whilst they were valid, they tended to revert to the physical planning of infrastructure and land use control, rather than on the broader drivers of well-being, including the drivers of the economy and the drivers of poor health outcomes
- a desire to use the Plan processes to make a concerted effort to improve health outcomes by focusing on the broad determinants of health and well-being
- thoughts on how to improve programme delivery structures and the adoption of project management, monitoring and reporting disciplines
- thoughts around the composition of the Leadership Group, including both greater and fewer members, and giving participants voting rights
- views that there is significant potential for the Waikato Plan to be successful, but that people and organisations do not have the time or resources to be active partners unless there is a clear commitment from others and the processes for implementation are clear and achievable
- a sense that in order to continue to invest (both money and time) there needed to be greater confidence that sensible and beneficial actions would follow, and if that could not be achieved then it was time to rule a line under the initiative and move on.

81. In some ways the diversity of feedback is completely normal and expected. The Waikato Plan Leadership Group reflects very different people and with differing drivers, mandates, responsibilities and objectives. The Leadership Group includes some that have a long history of involvement in developing the Plan and others that are completely new to the Plan and the Plan processes. Differences of this nature have existed since the Waikato Plan was initially conceived. It is considerably easier to paper over or ignore differences when focused on high level statements of principle that may be considered by those who do not share the view to be 'mostly harmless'. It is considerably more difficult to ignore differences once the focus is on the implementation of specific initiatives that require considerable effort and investment, where one or more parties see no benefit, or worse, consider that the initiative undermines them. Implementing the Waikato Plan requires the shift from high level principle to actual action. Differences between the parties will surface and will have to be addressed.



Observations and Conclusions

At the Cross-Roads

82. The prime conclusion that the reviewer has reached is that the Waikato Plan initiative is at a major cross-roads. Either it needs to be re-shaped and re-energised or it should be wound up in its current form and the partners encouraged to pursue the implementation actions directly.
83. The Waikato Plan has provided a valuable evidence base, set a vision for the development of the region and identified a range of actions that, if implemented, could help to achieve the vision for the Waikato.
84. However, since the adoption of the Waikato Plan, the region has so far been unable to translate the Waikato Plan priorities into implementable projects with the resources necessary to be successful. There are sound and understandable reasons for not yet being able to deliver implementable projects. It has taken time to establish implementation structures and secure effective tangata whenua input. Securing scarce public sector resources can be time-consuming and difficult – particularly where there are many partners.
85. The lack of progress on implementation and uncertainty and lack of shared vision regarding the role and purpose of the Leadership Group mean that the whole initiative is now at risk of failing to make the transition between plan making and plan implementation. Making that transition will not be easy or straight-forward. Having a large number of partners brings with it a higher risk of failure. There is a risk that further expenditure trying to frame up and progress implementation actions could be wasted.
86. On the other hand, the objectives of the Waikato Plan will only be achieved by many players. The objectives are beyond the ability of any one player to achieve by themselves. Therefore, winding up the Waikato Plan in its current form and encouraging the partners to pick up the implementation actions without a broader and ongoing framework carries the risk that a substantial part of the investment that has been made to date will be wasted.

Other Observations and Conclusions

87. Having considered the feedback from interviews, the desktop research and the range of factors required in the terms of reference, the reviewer makes the following observations and conclusions.

The Waikato region is not a cohesive or coherent region of interest and is not the best scale to address all issues.

88. The Waikato region is not necessarily a coherent community of interest. The 'region' is united because of water and the need to effectively manage water across the catchments of the Waikato, Waipa and Paiko-Waitoa-Waihou systems. But underneath that there are distinct sub-regional communities of interest, including the west coast of the region and the Coromandel peninsular.
89. Whilst the Future Proof sub-region is united by the need to manage urban growth and provide substantial urban infrastructure, outside of that area most of the districts have different drivers. These include: the transformation of rural production systems and what that means



for demand for labour, aging populations and the future of small rural towns, the delivery of services to rural towns, and how to drive economic growth in the face of significant forces driving the decline of rural towns.

90. The distinct sub-regional communities of interest and the different issues and challenges that unite them means that not all issues are most sensibly dealt at a regional level. Sub-regional collaboration may be a far more sensible way to obtain the benefits of scale that come from pooling resources whilst being able to focus on the specific issues and solutions that communities have in common.
91. This approach has been explicitly recognised in the establishment of the regional economic development agency. It will be just as relevant in other initiatives.

There is considerable value in the underlying evidence base.

92. In producing the Waikato Plan, considerable effort was devoted to understanding some of the underlying demographic and social issues across the region. Most recently, the report on deprivation has highlighted real deprivation, previously hidden by district and region wide averages.
93. There is considerable value in the underlying evidence base and the research that was conducted to bring it together. However, the value of that work will diminish over time as it becomes dated and things change. It will be necessary for this sort of work to be repeated from time to time to ensure that decision-makers understand the issues and can make informed and evidence-based decisions.

Significant leadership discontinuities have impacted on momentum and direction.

94. The development of the Waikato Plan has been overseen by a joint committee that until the adoption of the plan was largely comprised of Mayors of the region and the Chair of the regional council. There have been significant discontinuities in leadership, most importantly following the 2016 local government election and then subsequently when the membership of the committee was changed to introduce Iwi and a broader range of business and community representatives.
95. These discontinuities in leadership are important. On each occasion, fresh perspectives and different expectations were introduced to the group. This has been both helpful and difficult. The fresh perspectives have added the potential for engagement with partners that were not previously engaged. They have also meant that a lot of prior thinking has been challenged, requiring re-work and what some members would consider 'wheel-spinning' while that takes place.
96. The most recent discontinuity in the membership of the leadership group has been a significant factor contributing to the lack of progress with implementation.

Underlying and unresolved differences in vision for the plan between the partners.

97. It was evident from the meeting of the leadership group attended by the reviewer, and from the interview feedback, that amongst the partners there are different visions and expectations as to what the Waikato Plan is and what it could achieve. Some of these go right back to the beginning of the Waikato Plan because some partners still really want the



Waikato Plan to be a spatial plan and provide the basis for shifting capital around the region. Others see the Plan as more of a process of engagement and conversation, others see it as a way of developing the agenda of shared action across the region. These differences in vision create ongoing debate and/or the temptation to relitigate issues and go right back to the beginning.

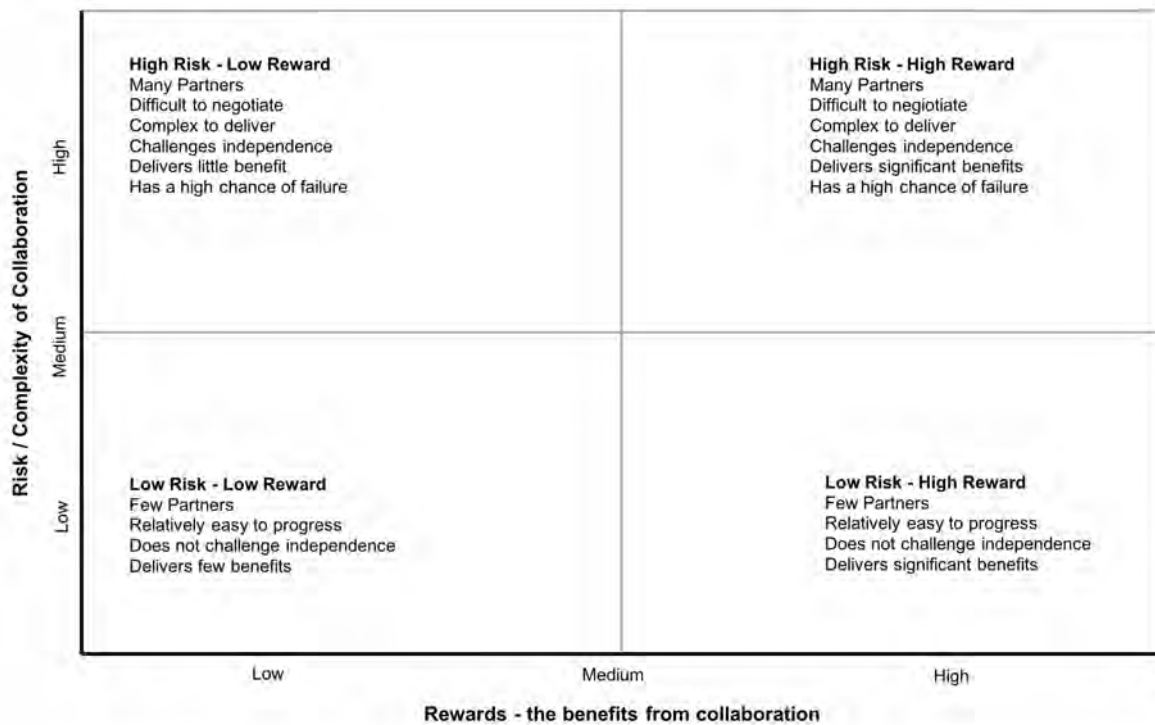
98. For the Waikato Plan to realise its potential and justify the significant investment to date, the partners need to find a way to stop relitigating issues and build on what has been done, rather than keep going back to the beginning. Unless this can be done, the Plan will achieve little. For the government to be attracted to engage as a partner to implement actions arising from the Plan, it will need to be convinced that the Plan partners are serious, committed to action, and that the initiatives are sound, robust, and enjoy support from across the region.
99. If these differences in aspiration cannot be honestly dealt with and resolved, it would be better to stop and rule a line under what has been done than to continue with little chance of making more substantive progress.

What is being attempted is hard and it will not get easier.

100. Where collaboration is possible and would provide benefits, the general rule is that the greater the scale of the collaborative effort, the greater the potential benefits. However, the greater the number of partners, the more complex and difficult it is to collaborate, and the lower the chance of success. This presents a real conundrum. Successfully tackling large, common challenges offers the greatest potential benefit from collaboration, but is difficult, particularly where it challenges the independence of each partner.
101. Another aspect of the collaboration conundrum is that partners generally will not commit until they see that there are real benefits for them and their communities. However, significant joint expenditure can be required to develop joint policy positions or joint business cases before the nature and extent of benefits are clear. There is potential for partners with weak incentives and no real likelihood of agreeing to, or funding, joint action to sit at the table, influence the design of the solution and then opt out when a real commitment is required. This 'going along for the ride' behaviour is made easy by funding frameworks that make it possible for some partners to sit at the table with no real skin in the game.
102. This conundrum can be expressed as a simple risk/complexity and reward framework. Placing risk and complexity on one axis of a graph and the size of potential benefits (reward) on the other provides a graphical representation of the relative merits and challenges of collaborative efforts. This is shown in Figure 3.
103. Generally, the complexity and risk of a joint initiative increases rapidly as the number of partners increases. It also increases rapidly if, in order to secure the potential benefits, the partners would need to give up some of their independence and either share, or delegate decision-making responsibilities.
104. All of the initiatives that have been identified through the Waikato Plan sit in the two upper quadrants of Figure 3. To be worthwhile, implementable actions should sit in the upper right quadrant. They are by definition hard, and require the involvement of multiple partners. They are designed to address issues that are beyond the remit, resources and capacity of organisations acting alone, and there is a real risk of failure.



Figure 3: Risk / Complexity and Reward Framework



Hard to see the value and even more difficult to attribute the benefits of work to date.

105. As well as being difficult to do with a high risk of failure, the worthwhile joint initiatives arising from the Waikato Plan are likely to be long-term and will not necessarily provide a direct benefit to those that resource them. Indeed, it will be hard to attribute the benefits.
106. This is doubly so for the work that has been done to date because it really sets the framework for thinking about the region and scoping and prioritising joint initiatives that will help to achieve the outcomes sought by the Plan. Actual implementable actions are the intended next step. It is entirely understandable that those who have a strong action orientation are frustrated by the slow progress to action and see limited direct benefits from what has been done so far.

There is potential for strong alignment with government objectives, but this will need some work and some re-framing of the Waikato Plan actions.

107. There are major areas of the Waikato Plan that are strongly aligned with the current government's priorities. Others can be made to better align by reframing them in the language of this government rather than the language of the previous one.
108. Whilst much of the discussion over recent months seems to have been focused on economic development, housing, the reorientation of government's transport objectives and managing growth, the area where there is perhaps the most obvious alignment and the most fundamental long-term need for collective action is in relation to the intersection between:



- environmental objectives relating to both water quality and the availability of water
- economic objectives, the reliance on primary production, and the need to fundamentally change land use practices in order to achieve environmental outcomes
- the high cost of upgrading and replacing infrastructure to meet rising standards and the ability of communities to pay for it
- the impacts on climate change on flooding, land use and the viability of both some settlements and some land use practices
- the cost of adaptation and what that means for people and communities
- the deep commitments that have been made through Treaty settlements and other agreements to clean up and restore rivers.

109. The government has clearly signalled its intention to focus on meaningful responses to climate change as well as effective water management and improving water quality. Water is the one thing that unites the Waikato Region. Changing the way in which water and land is managed is the most profound multi-agency, multi-partner, business and community issue facing the region. It is an issue that is of fundamental importance to Iwi, where the Regional Council has direct and far reaching responsibilities. It is also an issue that directly affects every local authority because they are very significant users of water (for municipal supply) and, through both wastewater and stormwater systems, significant sources of discharges to both land and water. It is an issue that directly impacts on many aspects of government, and where some potential responses have the potential to impact significantly on small rural communities – either positively or negatively.

110. For the Waikato to achieve economic prosperity while at the same time restoring rivers, making major changes to land use practices and adapting to the impact of climate change, it will need a broad range of both regulatory and non-regulatory actions and substantial collaboration between many partners over the long term.

On-going need to drive regional economic development strategy

111. To date Waikato Means Business has driven both economic development strategy and the implementation of the strategy. The regional economic development agency will be focused on implementation. This means that there will be an on-going need to drive the strategic thinking about economic development from outside the new agency and ensure that it has a strategy to implement.

The framework of technical and executive support is complex and probably ineffective and decision making and resource allocation is difficult.

112. The framework of technical and executive support for the Waikato Plan is set out in Figure 2. It is complex, has multiple layers, and decision making at each layer is complicated, because at most levels there is no way of committing an organisation to a particular course of action. This means that making progress is dependent upon the independent consultants (who themselves can't command the allocation of resources) and the Chief Executives' Forum. Importantly, the Waikato Plan Leadership Group itself has no real scope to allocate resources other than the limited amount that has been contributed to the plan development and initial implementation process.

113. The Waikato Plan and its processes are only one of the region-wide collaborative efforts that compete for attention from decision-makers. Chief Executives in particular have little time to



do any heavy lifting or analysis, or to provide technical direction to the Waikato Plan work. This makes progress difficult, and means that there is a real risk that organisations sit at the table but do not really 'own' the decisions.

Decision making and analytical frameworks are not as robust as will be required.

114. The evidence base that underpins the Waikato Plan is sound. However, in developing the action, it seems that the sort of business case discipline that the government would expect has not been rigorously applied. Clearly the next phase of the implementation programme is intended to develop business plans for the priority actions. In order to secure funding, these business cases will need to be robust and the initiatives considered would need to be sound and implementable.

115. At the last workshop, the reviewer observed a very free-wheeling discussion on priorities. The discussion appeared uninformed by the potential cost or impact of initiatives, and indeed by what some partners are already doing. To make credible progress, the Leadership Group will need to be supported by further sound technical work to deliver credible business cases. It will also need to ensure that the insights and understanding that the new committee members have of what is actually going on across the Waikato is shared.

There is considerable optimism from some partners – the opportunities are real.

116. Some of the Waikato Plan partners have considerable optimism over the potential of the initiative to provide something of a 'game-changer' within the region. There is genuine excitement from some over the potential to do things differently and to untap the potential of non-government organisations within the region.

There are mixed levels of commitment and institutional support.

117. There is some strong support for the Waikato Plan, but overall support is mixed and there is a degree of scepticism from many partners, and some that really question the value of continuing. If the Waikato Plan is to achieve its potential and the vision that some partners hold, the Leadership Group will need to secure higher and more uniform levels of support from partners.

There is a need to recognise the difference between directing the use of other people's resources and guiding and encouraging their decisions.

118. One of the tensions within the Leadership Group and between the partners is a degree of nervousness over the potential for the Leadership Group to attempt to direct their decision-making and their resources. For some local authority partners this is a concern over their statutory obligations to their community, their statutory decision-making requirements, and the recognition that elected representatives have stood for office to secure a mandate to make those decisions. Where the Waikato Plan seeks to direct others rather than encourage them to reach the same conclusion, it will fail. The Waikato Plan relies on the power of persuasion and convincing argument, not on coercive powers. It relies on goodwill and voluntarism not on regulation or instruction.

The role as clearinghouse and facilitator is more important than the role as a decision-maker.

119. If the Waikato Plan is to achieve its potential, the Leadership Group will need to understand the difference between acting like a board of directors ('directing' the use and allocation of



resources), and acting as a broker and facilitator that encourages the reallocation and sharing of resources to secure better outcomes. It is the latter of those two roles that the Waikato Plan Leadership Group can fulfil. If the group is seen as trying to direct the use of other people's resources, it will fail. Acting as a broker, facilitator and encourager with multiple partners is far more difficult than a more directive style. It will require finesse and artful management.

120. If the role of clearinghouse and facilitator is accepted, then having many partners at the table in the Leadership Group is a good thing. It will ensure that relevant perspectives can be heard. It will ensure that opportunities to align efforts can be understood, and it allows those at the table to bring back to their organisations the issues and priorities for the region.
121. If the Leadership Group was seeking to act as a decision-maker and direct the resources of others, then the very large number of members would make decision making cumbersome, difficult and time consuming, but ultimately fruitless, because it simply cannot direct the resources of the partners.

Some implementation actions are now dated, not practical, implementable, or will not be cost-effective.

122. With the change in government, some actions (like the new medical school) have been ruled out quite quickly. Others that were not considered a priority (housing) may now have a better chance of securing government attention. Other actions, like the emerging focus on autonomous vehicles, may simply not be practical or implementable within the Waikato context.
123. In moving to implement the Waikato Plan, discipline will be needed to work through the proposed actions to determine whether or not they should progress any further. A staged business approach would be the most cost-effective way of filtering possible implementation actions and progressing those that warrant further effort.

Implementation actions need to be projectized and resourced if they are to progress.

124. The current Implementation Programme sets out a number of priority actions over the period 2017/18 to 2026/27. For the first tranche of actions it sets out some tasks and KPIs relating to progress. The Implementation Programme indicates actions for Tranche 1 with costs estimated to be in the range of \$500,000 to \$600,000. The Programme anticipates government contributions to the actions.
125. The actions in the Implementation Programme are too high level and not yet sufficiently defined to secure either serious partner funding or a government contribution. Some of the Connection actions have been achieved in part (Iwi are now represented on the Leadership Group) but most of the initial Connection actions will be very difficult to achieve in the abstract. Models for engaging with government are more likely to evolve in the context of real projects than from an in principle engagement about working together. The current government is in too much of a hurry to drive significant reform for it to spend time in complex conversations that are not leading anywhere.
126. Few of the actions have an identified implementation pathway and many have multiple participants, but as yet no identified lead and no identified project or delivery structure. Generally, business cases for implementation actions have not been developed and, as a consequence, resources have not been allocated. In large part, this simply reflects where



the Leadership Group is at in the process of implementing the plan. However, this also reflects more underlying issues with the way in which the Waikato Plan is supported and resourced. To make progress, the technical and executive support for the Plan and Plan Actions will need to be refocused, resourced and energised to produce a series of business cases that the Leadership Group can then use as the basis of its work with potential partners to secure funding and resource commitments. Actions will need to be projectized. Project teams will need to be established. Without this sort of activity, no progress will be made.

Resourcing is difficult and the budget is for unspecified actions.

127. At the moment, resourcing is limited and difficult. The contributions from the local authorities are limited and at this stage other partners are contributing nothing more than the time and energy of their representative on the Leadership Group. The key to changing this is the point of defined implementation projects with robust business cases that demonstrate the value of the initiative and provide the way to secure resources.
128. The current budget for the Waikato Plan includes some funding for implementation, but the implementation actions are still unclear and need to be projectized and resourced. Allocating budget for unspecified activity is very difficult for all of the Waikato Plan partners. It is likely that partners will be more inclined to contribute to implementation projects that they see real value in than to the generic support for the Waikato Plan. Recognising this, it would be sensible to strip out of the current budget funding for implementation and only fund the resource required to support the Leadership Group, undertake monitoring and reporting, develop implementation business cases, and support the establishment of projects.
129. Adopting this approach would mean that implementation initiatives would stand or fall on the strength of their business case and the willingness of partners to specifically fund them. This approach means that partners can focus their efforts and resources on the things that mean the most to their constituents.

There is a reliance on contracted expertise, lack of 'ownership' and institutional responsibility.

130. Progress with the Waikato Plan is, at the moment, largely dependent on the capacity and efforts of two external contractors. These two have made a profound contribution to the development of the Plan. Without their efforts, the Plan initiative would previously have floundered and come to nothing. However, the reliance on these two contractors tends to obscure the lack of integrated institutional support for the Plan's actions and the support of the Leadership Group. One of the consequences of this is that none of the partner agencies (and the local authorities in particular) feel ownership for the process, or responsibility if things don't get done, or are not effective.
131. To progress from plan making to plan implementation, considerable work needs to be done to develop business cases and establish and resource projects with defined leaders and clear objectives and outcomes. This activity and reporting on progress will be the core ongoing work to support the operation of the Leadership Group. In many respects, this is similar to the role that Harvey Brooks played with respect to Waikato Means Business as it worked through the phase from conception to the development and adoption of the business case for establishing the regional economic development agency. It would make sense for this resource to be embedded in one of the partner agencies. The reviewer considers that the Waikato Regional Council would be the logical home for this resource.



There is potential for others to fund activities.

132. There is significant potential to unlock funding from a range of organisations that are not currently part of the Leadership Group. There is significant scope within the philanthropic sector to contribute to initiatives that are aligned to their mandate. Momentum has signalled a real interest in working with the Waikato Plan partners to progress a range of issues that are important to them.
133. Equally, there is significant scope to secure government funding for some actions. The Provincial Growth Fund offers considerable scope, but to access it, the region will need to have specific projects that have a convincing business case that fits within the Fund's criteria and objectives. There is significant potential to align Waikato projects with the government's emerging climate change and water programmes. Again, to secure this funding, the region will need to have a sound proposition.

Likely implementation projects will involve some of the Waikato Plan partners and not others. Some will have sub-regional focus.

134. The current Implementation Programme includes a number of initiatives (like the rail connection from Hamilton to Auckland) that are inherently sub-regional. It is important that in developing, framing and pursuing implementation projects, the partners recognise the need for those directly involved to lead, drive and make decisions. Whilst the Leadership Group needs to understand broadly what is going on, it cannot be driving the decisions on every initiative.

Some implementation projects relate to the statutory functions of some partners.

135. A significant number of the actions identified under the Environment priority are the core statutory function of the regional council, or joint agencies and relationships established with Iwi through Treaty Settlements. Some implementation actions within the Connections priority are the direct responsibility of the local authorities, NZTA and the Regional Transport Committee.
136. The Waikato Plan Leadership Group cannot do the job of these organisations for them. It can provide leadership in terms of priorities. It can help to identify interconnections and help to line up joint action. It can act as a facilitator. It cannot act as a decision-maker. It cannot seek to do the job of responsible agencies for them.

One voice for the Waikato is unrealistic – many voices saying the same thing is more achievable and would be more powerful.

137. One of the strong themes that emerged from the interviews with Waikato Plan partners was the goal of being able to speak with one voice for the Waikato. Quite what that meant in practice differed amongst those that were interviewed. Some felt that the Waikato Plan Leadership Group should be the spokesperson for the region. Some felt that it was important that the Leadership Group was the vehicle for engagement with government. Others struggled with the mandate and ability of the Leadership Group to speak for the region. Some had a great deal of difficulty with the notion that the Leadership Group would become the point of engagement between the region and government – particularly given the electoral mandate and responsibilities of local authority politicians.



138. Each of the partners that are involved in the Leadership Group have their own voice, their own mandate and their own legitimacy. Each has their own ability to engage with government and with other partners. Each has their own credibility and role. There will be issues where the partners will not be in agreement. There will be issues where, because of statutory responsibilities or tikanga, one or more of the partners cannot agree to another group speaking on their behalf. It is unrealistic to strive for the Leadership Group being the one voice for the Waikato region. Indeed, this could be a weak proposition, because in order to reach agreement between all of the partners, the message is likely to become a mild, lowest common denominator, do least harm version of what might be said.
139. The reviewer is strongly of the view that many legitimate voices saying the same thing would be a far more powerful proposition for the Waikato than one joint committee seeking to speak on behalf of many. Adopting the many voices saying the same thing approach means that the Leadership Group becomes the facilitator of the message and the point at which the parties are encouraged to say the same thing. Authority and influence will then stem from the power of being united in common cause, rather than by ceding authority to speak for you to someone else.
140. As with the role of clearinghouse and facilitator, not board of directors, once you accept that many voices saying the same thing is a stronger proposition than one entity seeking to be the one voice of the Waikato, then having a large number of parties on the Leadership Group is a good thing. The greater the number of partners that say the same thing, the stronger the message will be.

The Cross-Roads

141. As noted above, the prime conclusion that the reviewer has reached is that the Waikato Plan initiative is at a major cross-roads. Either it needs to be re-shaped and re-energised, or it should be wound up in its current form and the partners encouraged to pursue the implementation actions directly. As discussed above, there are issues and risks associated with either course of action. The key issue to consider at this cross-roads is the balance between the potential to realise benefits and the risk that substantial effort and scarce resources are devoted in initiatives that do not, or worse, cannot succeed.
142. There is considerable opportunity for the Waikato Plan and the core collaboration between the partners to make a significant contribution to the development of the Waikato. The issues, opportunities and challenges facing the region are such that partners acting by themselves are unlikely to achieve the best outcomes. A number of challenges (like adaptation to climate change and dealing with water quality and river health) are so profound that multi-year, multi-party responses that address some of the fundamentals of the Waikato community and economy will be necessary. The Waikato Plan currently provides the best opportunity to bring together that sort of response from within the region.
143. Despite the opportunity, the reviewer considers that, for the Waikato Plan process to continue, partners need to have greater confidence that:
- a) The Plan can be translated into discrete and implementable projects based on sound business cases and clear objectives and deliverables. If the partners are not confident that they can make this transition from plan making to plan implementation then they should choose to stop now rather than waste effort and scarce resources.



- b) The Leadership Group can function as a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources. If the partners are not confident that the Leadership Group can operate in this way then they should choose to stop now rather than waste effort and scarce resources.
 - c) The Leadership Group can function as the facilitator of the message and the point at which the parties are encouraged to say the same thing rather than as the 'one voice' for the Waikato region. Authority and influence will then stem from the power of being united in common cause with many legitimate voices saying the same thing, rather than by ceding authority to speak for you to someone else. If the partners are not confident that the Leadership Group can operate in this way then they should choose to stop now rather than waste effort and scarce resources.
 - d) The Chief Executives Steering group can provide the meaningful support that is required for the Leadership Group to be effective, including support to respond to changing circumstances and emerging opportunities.
144. There are a number of straight forward things that the partners can do in order to gain the confidence that they may need to proceed.

A Way Forward

145. It is recommended that if the partners choose to proceed with implementing the Waikato Plan, they take the following actions to re-shape and re-energise the programme and the way that it works:
- a) Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role and function of the Group as a clearinghouse, facilitator and influencer, encouraging the allocation of resources rather than as the place that directs other people's resources.
 - b) Make changes to the Terms of Reference for the Waikato Plan Leadership Group to reflect the refined role as the facilitator of the message and the point at which the parties are encouraged to say the same thing rather than as the 'one voice' for the Waikato region.
 - c) Strip implementation funding out of the Waikato Plan budget and secure implementation funding on a project-by-project basis based on the merits of the business case and the willingness of the partners to fund the activity.
 - d) Allocate specific resources through the regional council to undertake the critical project manager, programme development, programme coordination, and business case work that is required to make the transition from the plan making phase to the plan implementation phase.
 - e) Establish a core Waikato Plan project team at the regional council and manage an appropriate transition from the existing contracted project support resources to the new team.



- f) Establish project-specific governance, reporting and funding arrangements for each implementation activity that reflect the nature of the activity and the partners. All implementation activity should be reported to the Leadership Group so that it can undertake its core facilitation clearinghouse roles.
146. The core Waikato Plan project team is likely to involve around two FTEs, but that may include some part-time roles. The team would need to be supported by the host council and be able to call on the senior managers and the chief executive in order to resolve issues and address problems as they may arise. Core skills and experience would need to include:
- project management, monitoring and reporting
 - broad policy and implementation experience
 - a deep commitment to and affinity with the Waikato region and its people
 - an understanding of Māori values and tikanga and an ability to work effectively with Iwi
 - ability to work collegially with many parties
 - ability to build credibility with leaders, technical experts, business and community leaders
 - effective facilitation and negotiation skills
 - breadth of experience across agencies and across initiatives designed to address more than one of the four well-beings
 - business case development
 - ability to operate in and support a complex political environment
 - experience in advocacy and communications.
147. The funding framework will need to be changed in order to make the recommended transition. It is also important that the current contractual obligations are respected, and that the sufficient resourcing is available. This means that it would be wise to carry forward any under expenditure from the current year and use contributions for 2018/19 provided in Council Long-Term Plans to support the Waikato Plan and the transition process.



Attachment 1: Waikato Plan Leadership Group Terms of Reference

Waikato Plan Leadership Group Terms of Reference

The Waikato Plan Leadership Group has been established to implement the Waikato Plan in accordance with the functions as set out in the Terms of Reference below. The Waikato Plan Leadership Group is to be comprised of local government (elected members), tāngata whenua representatives, independent non local government members (representing business and the community) and non-voting members (government agencies).

Terms of Reference for the Waikato Plan Leadership Group (Joint Committee)

Waikato Plan Leadership Group (Joint Committee)

Purpose: Pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, to establish a joint Committee of partner Councils of the Waikato Region and tāngata whenua with additional representation from business and the wider community as well as government and regional agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Objectives: The Leadership Group has been established to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan. The aim of the Waikato Plan is for the region to speak with 'one voice' on agreed top priorities, so that our messages are consistent and collectively shared.

The Waikato Plan's aim for the region is "to build champion communities together".

Membership: The membership shall be comprised as follows:

- Independent Chairperson (non-elected member) – voting
- Local Government – five elected member representatives - voting
- Tāngata whenua – up to six representatives – voting
- Business / Community – up to four representatives - voting
- Government / Regional Agencies – up to four representatives – non-voting, with the NZTA and Waikato District Health Board having one representative each¹

Delegations: The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
 - Oversee the implementation of the Waikato Plan, in particular the
-

¹ Refer to the Waikato Plan Leadership Group Agreement for specific details of the membership



actions, and any changes to the Plan.

- Recommend to Council partners any finalised plan changes or amendments for adoption.
- Take responsibility for progressing those actions specifically allocated to the “Waikato Plan Leadership Group” in the Plan.
- Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
 - Select and appoint an Independent Chairperson and a Deputy Chairperson.
 - Implement any Memorandum of Understanding agreed between the partners.
-



-
- Approve and implement the Agreement as adopted by the Leadership Group.

Meeting frequency: Bi-monthly or as necessary and determined by the Independent Chairperson.



Summary of Waikato Mayoral Forum meeting on Friday 29 June 2018

WAIKATO LASS

Kelvin French was introduced by Waikato LASS Board chair Gavin Ion as the agency's new chief executive to facilitate a transformation for the organisation over the next 12 months. The former AgResearch finance leader said he was excited to be part of helping the Waikato region and its councils.

The forum heard that over the past few years WLASS had achieved success largely around procurement and delivering savings for councils. But looking to the future, the WLASS Board had engaged a consultant to review opportunities for the organisation to deliver a lot more benefit to shareholders.

As a result, the WLASS Board had resolved in April to expand the capability and resourcing of the company. That will include a strong focus on digital transformation and improving the customer experience.

The forum heard that chasing such opportunities required the employment of a fulltime chief executive and support staff. A detailed implementation plan will now be developed and consulted on with shareholders.

REGIONAL SPORTS FACILITIES FUNDING FRAMEWORK

Matthew Cooper and Leanne Stewart from Sport Waikato provided an update on the review of the Waikato Regional Sport Facilities Plan, adopted by the forum in November 2014. The forum heard that the 2018 review is well underway, but already the plan had helped leverage funding and efficient resource allocation.

The forum also discussed the Community Facilities Funding Framework drafted by Waikato Regional Council, which it had endorsed in September 2017. The framework was developed to guide Waikato's local authorities to make collective, equitable, strategic investments in new facilities so that communities benefit from these investments now and into the future. The forum heard that the framework is seen as the benchmark in New Zealand.

The forum voted in favour of writing to the Waikato Regional Council to encourage it to reconsider its decision in June not to adopt the Community Facilities Funding Framework, as well as to encourage local authorities to consider adopting the framework if they hadn't already.

WAIKATO PLAN

Peter Winder was commissioned to undertake an independent review on the challenges and opportunities of implementing the Waikato Plan. He presented the findings of his six-page report to the forum, acknowledging that implementing the Waikato Plan will be hard. But he said there were very high levels of optimism from some of the partners for the Waikato and to leverage Government resources.

Mr Winder made a number of recommendations to reshape and reenergise the programme and the way that it works.



The forum supported the recommendations in Mr Winder's report and requested the Chief Executive's Steering Group, in conjunction with the Waikato Plan Leadership Group, implement the key findings.

AUCKLAND TO HAMILTON CORRIDOR PLAN

The forum heard that the Auckland to Hamilton corridor plan is being driven by Ministers Phil Twyford and Nanaia Mahuta, supported by Jamie Strange and Julie-Anne Genter. The initiative comes from the Government's growth agenda. There are three parties to the partnership – Government, councils, iwi.

Through the plan the Government wants to ensure growth with the right outcomes: improving housing affordability and choices, enhancing the quality of the natural environment and vitality of the communities on the corridor, improving access to employment, public services and amenities, and creating employment opportunities.

The forum heard that conversations so far had also extended to corridors in other parts of the region, including Hauraki and the Coromandel Peninsula.

The dual purpose of the project is to develop an integrated spatial plan and establish an ongoing growth management partnership for the transport corridor between Hamilton and Auckland. They're not starting from scratch, the forum heard. Existing plans, including Future Proof and the Waikato Plan, will inform the corridor plan.

THREE WATERS REVIEW

Representing the Waikato on this review is Waitomo Mayor Brian Hanna, Waikato Regional Council CEO Vaughan Payne and Matamata-Piako District Council CEO Don McLeod.

They briefed the forum on a three waters review underway by the Government in the wake of the Havelock North incident. The cross-agency work programme is being led by the Department of Internal Affairs to develop options and recommendations to create a strong and sustainable three waters system.

The forum was told the timeframes they're working to are very tight and there could be huge implications for local councils including regulation – something which would be broadly supported. Ministers require a report with high level options and recommendations in October 2019. The direction of reform will be signalled in 2019.

WAIKATO REGIONAL ECONOMIC DEVELOPMENT AGENCY

The morning's meeting concluded with forum members joining with stakeholders to celebrate the establishment of the Waikato Regional Economic Development Agency (REDA).

But first, the forum heard that the Waikato REDA has three objectives that are broad enough to cover the range of activities the agency will need to undertake and provide a good sense of what it is trying to achieve:

- Lift economic performance across the Waikato region.
- Attract, retain and grow investment, talent and business across the region.



- Champion and provide 'one voice' for economic and business needs and opportunities across the region.

A communications strategy has been developed for the Waikato REDA to help it establish itself as the eminent regional economic voice for the region. The strategy identifies the organisation's value proposition and key messages through the establishment phase.

Waikato Economic Summit

The forum also had an update on plans for the Waikato Economic Summit – a significant milestone in the early life of the Waikato REDA. As well as signalling the agency's leadership mandate and role in the region, the summit will help to build a consensus around the agency's agenda and the pipeline projects it will deliver, advocate for and support over the next 12-24 months.

Document No: A400948

Report To: Council



Meeting Date: 31 July 2018

Subject: Waikato Regional Council 2018
Representational Arrangements

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Waikato Regional Councils proposed 2018 Representational Arrangements Review for Council's consideration and feedback.

Background

- 2.1 Under Section 19H of the Electoral Act 2001, Waikato Regional Council (WRC) is required to review its representational arrangements.
- 2.2 WRC are required to provide notice of this review to each territorial authority whose district or part of the district is within the region (s19L).
- 2.3 This review consists of determining how elected members will be elected, either through electors of the district, electors of two or more wards or a combination of both.
- 2.4 In either case the proposed name and proposed boundaries of each ward and the number of members proposed to be elected by the electors of each ward and any proposed number of elected members of any local board need to be considered.

Commentary

- 3.1 On the 6th July WDC received notification on WRC's 2018 Representation Arrangements Review (**Attachment 1**).
- 3.2 The notification advises that WRC has resolved to retain the number of councillors at 14 and retain the existing 8 constituencies (including two Maori constituencies).
- 3.3 WRC state that the initial proposal best reflects current regional communities of interest and provides for fair and effective representation to the citizens of the region.
- 3.4 Submissions on the initial proposal close on 3 August 2018.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

- 1 The business paper on Waikato Regional Council 2018 Representational Arrangements be received.
- 2 Council endorse Waikato Regional Council's proposed 2018 Representation Arrangements

Or

Council would like to suggest changes to Waikato Regional Council's proposed 2018 Representation Arrangements.



VIBHUTI CHOPRA
GROUP MANAGER - CORPORATE SERVICES

24 July 2018

Attachment 1: Letter of WRC 2018 Representational Arrangement Review
(zA4224)

RECEIVED

6 JUL 2018

WAITOMO DISTRICT
COUNCIL

// bringing change



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E info@electionservices.co.nz
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PO Box 5135, Wellesley Street, Auckland 1141, New Zealand
Level 2, 198 Federal Street, Auckland

4 July 2018

Waitomo District Council
P O Box 404
Te Kuiti

(Attention: Chief Executive)

Dear Chris

Re: Waikato Regional Council: 2018 Representation Arrangements Review

Under section 19L of the Local Electoral Act 2001, the Waikato Regional Council is required to advise the constituent territorial authorities within the region of its resolution regarding its 2018 Representation Arrangements Review.

We advise as follows:

The Waikato Regional Council has met on a number of occasions to consider their 2018 representation arrangements review.

The three legislative principles of identifying regional communities of interest, effective representation and fair representation have been considered by the Council.

After due consideration, Council has resolved as their initial proposal to retain the number of councillors at 14 and retain the existing eight constituencies (six general constituencies and two Māori constituencies).

Council believes the initial proposal best reflects current regional communities of interest and provides for fair and effective representation to the citizens of the region.

Accordingly, on 28 June 2018, Council made a resolution of the initial representation arrangements review.

A public notice advising of the review and calling for submissions was made on 3 July 2018, with submissions closing on 3 August 2018 – copy attached.

If you require any additional information regarding this review, please contact the writer direct.

Yours sincerely



Dale Ofsoske
Independent Election Services Ltd
for Waikato Regional Council

WRC-waitomodc-ltr-4Jul18

WAIKATO REGIONAL COUNCIL REVIEW OF REPRESENTATION ARRANGEMENTS FOR THE 2019 LOCAL ELECTIONS

On 28 June 2018 Waikato Regional Council reviewed its representation arrangements, and resolved that the following proposal apply for the elections to be held on 12 October 2019:

It is proposed that the Council comprise 14 members elected from six general constituencies and two Māori constituencies.

The six general constituencies reflect the following identified communities of interest:

- i. Thames-Coromandel General Constituency, comprising Thames-Coromandel District plus area units 534200 (Ohinemuri) and 534400 (Waihi) within Hauraki District.
- ii. Waikato General Constituency comprising the Waikato District.
- iii. Hamilton General Constituency comprising Hamilton City.
- iv. Waihou General Constituency comprising South Waikato District, Matamata-Piako District and Hauraki District minus area units 534200 (Ohinemuri) and 534400 (Waihi), plus area units 538861 (Arahiwi) within Rotorua District.
- v. Waipa-King Country General Constituency comprising Waipa District, Otorohanga District and Waitomo District.
- vi. Taupō-Rotorua General Constituency comprising the parts of Taupō District and Rotorua District, minus area units 538861 (Arahiwi) within the Waikato region.

The population that each member will represent is as follows:

| GENERAL CONSTITUENCY | GENERAL ELECTORAL POPULATION | MEMBERS | GENERAL ELECTORAL POPULATION PER MEMBER |
|----------------------|------------------------------|---------|---|
| THAMES-COROMANDEL | 33,800 | 1 | 33,800 |
| WAIKATO | 60,200 | 2 | 30,100 |
| HAMILTON | 140,900 | 4 | 35,225 |
| WAIHOU | 59,700 | 2 | 29,850 |
| WAIPA/KING COUNTRY | 68,200 | 2 | 34,100 |
| TAUPO/ROTORUA | 32,600 | 1 | 32,600 |

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents falls within the range of 32,500 +/- 10% (29,250 to 35,750).

The two Māori constituencies reflect the following identified communities of interest:

- i. Ngā Hau e Wha Māori Constituency, comprising Hamilton City and Waikato District.
- ii. Ngā Tae ki Uta Māori Constituency, comprising Thames-Coromandel District, Hauraki District, Matamata Piako District, Waipa District, Otorohanga District, Waitomo District, South Waikato District, and the parts of Taupō District and Rotorua District within the Waikato region.

The population that each member will represent is as follows:

| MAORI CONSTITUENCY | MAORI ELECTORAL POPULATION | MEMBERS | MAORI ELECTORAL POPULATION PER MEMBER |
|--------------------|----------------------------|---------|---------------------------------------|
| Ngā Hau e Wha | 37,800 | 1 | 37,800 |
| Ngā Tae ki Uta | 32,000 | 1 | 32,000 |

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents falls within the range of 35,000 +/- 10% (31,500 to 38,500).

Further information

Copies of Waikato Regional Council's resolution and maps setting out the areas of the proposed constituencies may be viewed and obtained from the Council's offices at 401 Grey Street Hamilton East, 33-35 Albert Street Whitianga, 13 Opatito Road Paeroa and corner of Paeroa Hapi and Titiraupenga Streets Taupō.

Any queries regarding the Council's decision should be directed to the Statutory Processes Advisor, Sarah McLeay sarah.mcleay@waikatoregion.govt.nz ph (07) 859 2784. Relevant information is also available on Waikato Regional Council's website, www.waikatoregion.govt.nz.

Submissions are invited

Persons with an interest in the proposed representation arrangements are invited to make written submissions on the Council's representation proposal. Submissions are to be forwarded to the Electoral Officer, Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3240.

Submissions must be received in writing no later than 4 pm on Tuesday 3 August 2018.

Vaughn Payne
Chief Executive

www.waikatoregion.govt.nz

Document No: A401044

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report: Proposed Waitomo District Plan

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the development and review of the Proposed Waitomo District Plan.

Local Government Act S.11A Considerations

- 2.1 There are Section 11A considerations relating to this business paper. Council must have particular regard to the contribution that its core services make to the Waitomo Community. The review of the District Plan will consider and develop a rule and policy framework that will potentially influence the long term location, development and delivery of core services to the community. These matters are being workshopped with the Council as part of the ongoing process of drafting of the District Plan provisions.

Background

- 3.1 In September 2015, Council resolved to undertake a full review of the Operative Waitomo District Plan. The 2018-28 Waitomo District Long Term Plan provides for this process. The main objective this process is to develop the Proposed Waitomo District Plan (PDP) to notification stage within the assigned timeframe. The PDP must be legally robust and provide guidance for long term resource management in the District.

Commentary

- 4.1 The following table is an update on the projects underway:

| Project | Progress |
|--|--|
| Identification and Management of Coastal Hazards | Preparation for the second round of consultation with coastal communities is underway. This is scheduled for 18-19 August 2018, and potentially 25 August 2018. Further meetings with CMT applicants are proposed. |
| Benneydale and Piopio Town Concept Plans, Waitomo Caves Village Structure Plan | Open days were held in each town to seek community feedback on the proposed planning documents. Amendments to the documents to reflect this feedback is underway. |
| Te Kuiti Town Concept Plan, Mokau Structure Plan | These documents are being finalised for the second round of consultation in these two communities. |
| Flood and Land Stability Hazard Assessments | This project will commence in August 2018. |
| Landscapes, Natural Features and the Coastal Environment | The draft natural features assessment is complete. The landscapes and coastal environment assessments will be visually confirmed in early |

| | |
|---|---|
| | August. Consultation dates with landowners are to be confirmed. |
| Identification of Significant Natural Areas | The initial stakeholder meeting has been held. The desktop assessment exercise is almost complete. Selected site ground-truthing will likely occur in August 2018. Consultation dates with landowners are to be confirmed (likely late September 2018). |
| Identification of heritage buildings and cultural sites | Initial meetings have been held with volunteer groups and Heritage New Zealand. Initial meetings with Maniapoto Maori Trust Board staff have been held. |
| Iwi Consultation | This has been ongoing and supported by the newly appointed Iwi Liaison Service Provider. Staff are looking forward to the first meeting of the RMC working Group and to connecting with and establishing a working relationship with Ngati Mahuta. |
| Industry and Special Industrial Areas | Consultation with this stakeholder group is the next engagement project to commence. |

4.2 The following table summarises the matters that the Council has heard, considered and provided direction on since 27 March 2017.

| Matters Council has considered and provided direction on: | Date of Workshop |
|--|-------------------------|
| Application of the purpose of the Resource Management Act Application of the hierarchy of statutory documents The purpose of the rural zone Planning maps | 12 April 2017 |
| Structure planning and Town Concept planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau The purpose of the rural-residential zone The purpose of the residential zone | 20 June 2017 |
| Maniapoto Maori Trust Board Engagement Strategy The Designation process | 20 July 2017 |
| Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects. Maniapoto Maori Trust Board Engagement Strategy The Communication Strategy Coastal hazards, coastal flooding and adaptive management strategies | 15 August 2017 |
| Consultation – Te Kuiti and Mokau Reserve Management Plan alignment The purpose of the settlement zone The purpose of the Industrial zone Special Industrial Areas | 19 September 2017 |
| Waitomo District Natural Hazards Summary | 10 October 2017 |
| Local Indigenous Biodiversity Strategies (LIBS) Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions The purpose of the papakainga zone | 17 October 2017 |
| Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions | 21 November 2017 |
| Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days Heritage structures and buildings – proposed project approach | 13 February 2018 |
| The purpose of the conservation zone The purpose of the open space zone | 20 February 2018 |
| The purpose of the subdivision chapter The purpose of the commercial zone Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku Progress on Significant Natural Area identification Progress on the Structure Planning and Town Concept Planning work | 6 March 2018 |
| The purpose of the works and utilities chapter The purpose of the transport chapter Initial rezoning approach The Waitomo Structure Plan, The Benneydale Town Concept Plan and the Piopio Town Concept Plan New national environmental standards for plantation forestry | 17 April 2017 |
| Strategic guidelines for the District Plan Progress on Significant Natural Area identification - stakeholders | 5 June 2018 |

| | |
|---|--------------|
| Reserves Management Plan progress Town centre survey Rezoning project National Planning Standards Coastal hazards, coastal flooding and adaptive management strategies update The Waitomo Structure Plan, the Benneydale Town Concept Plan and the Piopio Town Concept Plan – Final versions | |
| The purpose of the tourism zone The purpose of the deferred zone The purpose of the hazards chapter The purpose of the landscapes chapter The flooding and instability hazards project Coastal hazards – community open days Summary of feedback from the Piopio, Waitomo Caves Village and Benneydale Planning processes The MAP process for Te Kuiti and Mokau | 24 July 2018 |

- 4.3 In line with Council's direction, the focus of 2018 continues to be on community engagement over a range of issues. Ongoing consultation with coastal communities and Customary Marine Title Applicants is occurring on coastal hazards. Engagement with landowners on issues including heritage buildings, significant natural areas and outstanding natural landscapes and features will commence. Town concept and structure planning consultation has begun for Piopio, Waitomo and Benneydale. A second round of consultation is proposed for Te Kuiti and Mokau. Work is also underway through the Manaipoto Maori Trust Board Engagement Strategy to prepare for the first working group meeting.

Suggested Resolution

The Progress Report: Proposed Waitomo District Plan be received.



CATHY O'CALLAGHAN
PRINCIPAL PLANNER

31 July 2018

Document No: A396617

Report To: Council



Meeting Date: 31 July 2018

Subject: Walking Access Commission Proposal for Waitomo District Council to become Controlling Authority

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is provide information to Council to enable Council to take a decision on the Walking Access Commission proposal for Waitomo District Council ("WDC") to become a Controlling Authority for the proposed Walkway over Graymont and Council owned land alongside the Mangaokewa River.

Background

- 2.1 In late 2017, the Walking Access Commission ("WAC") approached WDC to establish whether WDC would consent to becoming a Controlling Authority over a proposed gazetted walkway for the Te Araroa Trail where it traverses the Graymont Property in Te Kuiti. The WAC have advised that the Department of Conservation ("DOC") will not consent to becoming a Controlling Authority for the walkway.
- 2.2 The proposed gazetted walkway arose as a result of Graymont purchasing McDonalds Lime Works, which was subject to the Overseas Investment Act ("OIA"). During the OIA process, the Walking Access Commission recommended that Graymont consent to the creation of a gazetted walkway over the current walking track on the property, which Graymont accepted.
- 2.3 Since the initial approach, discussions have ensued between WDC staff and the WAC to clarify the ongoing requirements, responsibilities and costs of the proposal, should the proposal be accepted by Council. These matters are discussed further below.

Commentary

The proposal

- 3.1 The WAC proposes to gazette an existing walkway (approximately 1.7km in length) pursuant to the Walking Access Act 2008 ("the Act") over the Te Araroa Trail where it traverses the Graymont property (including a bridge) and land owned/administered by WDC abutting the Graymont property.
- 3.2 In order to facilitate this, the WAC have requested that WDC:
- a) Assumes the Controlling Authority role for the Walkway along the Mangaokewa Stream;

- b) Agrees to a Walking Access easement being created over land owned by WDC, being CFR 338222;
- c) Gives consent for the Commission to declare a Walkway by gazette notice over Council administered public land (being Riverbank Reserve Lot 3 DPS 8550 and Local Purpose Reserve Lot 4 DPS 61780);
- d) Consent to Graymont voluntarily creating esplanade strips along the Mangaokewa Stream, where there is currently no riparian protection on land abutting the stream that belongs to Graymont, on Lot 2 DP 397794, Lot 2 315918 and Part Te Kūiti B14 in accordance with the requirements of the Resource Management Act 1991, at the cost of Graymont / the applicant.

Note: request (d) is not included in the WAC Report attached as Appendix 1, however this has been requested by the WAC via email.

3.3 The WAC considers the benefits of the proposal are:

“Securing enduring public access is proposed by a Walkway, pursuant to the Walking Access Act 2008 (WAA 2008). This ensures that there will always be public access for the Trail. The benefits of creating a Walkway are:

- *Land ownership remains with the landowner*
- *Walkways come complete with its own compliance and enforcement provisions*
- *Limits liability on Landholders*
- *Is flexible in terms of rules and restrictions (can be closed for track repair etc.)*
- *Inexpensive”*

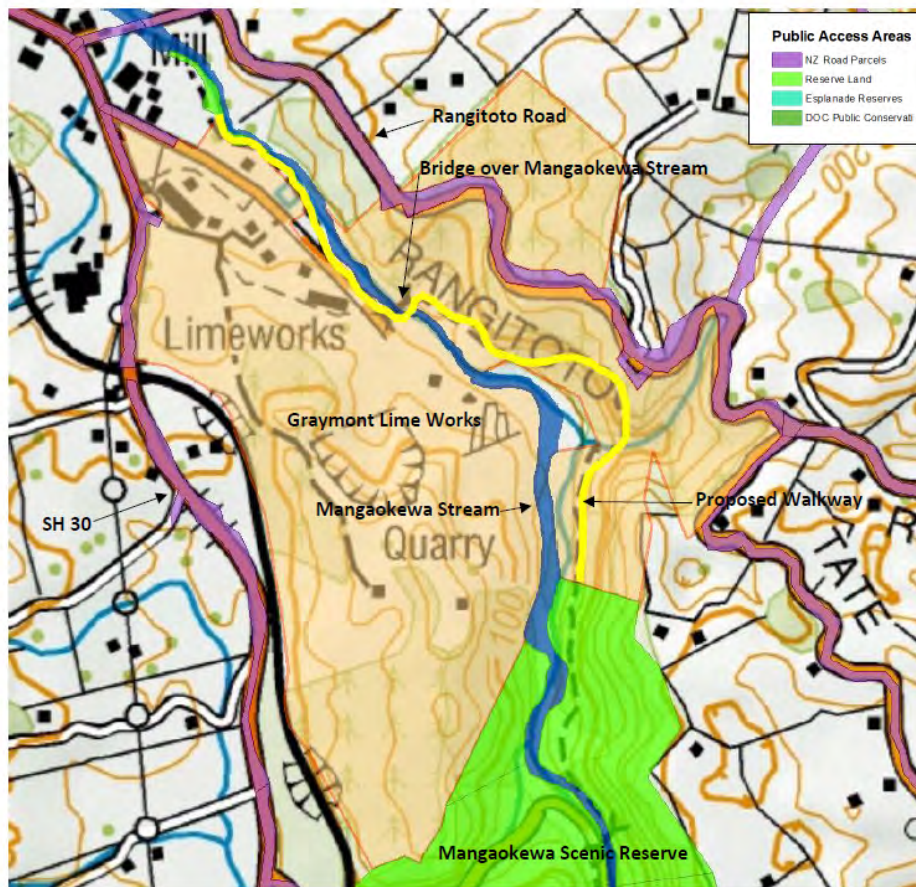
3.4 The WAC proposal is attached as Appendix 1. A plan showing the walkway proposed to be gazetted is attached as Appendix 2; and photos of the walkway are attached as Appendix 3.

3.5 The full legal descriptions and ownership of each certificate of title proposed to be gazetted, along with a map showing the general extent of the walkway is as follows:

Certificate of Title and Ownership Status

| Title Reference | Legal description | Owner | Status |
|-----------------------------|-------------------------------------|---|---|
| Reserve vested on DPS 8550 | Lot 3 DPS 8550 | Waitomo District Council | Riverbank Reserve – Esplanade |
| Reserve vested on DPS 61780 | Lot 4 DPS 61780 | Waitomo District Council | Local Purpose Reserve – Esplanade |
| CFR 338222 | Lot 3 DP 384579 | Waitomo District Council / HMQ (DOC Part IVA) | Local Purpose Reserve - Esplanade (subject to Part IVA Conservation Act 1987) |
| CFR 338221 | Lot 2 DP 384579 and Lot 2 DP 315918 | Graymont (NZ) Limited / HMQ (DOC Part IVA) | Private Freehold (Lot 2 DP 384579 subject to Part IVA Conservation Act 1987) |
| SA50D/246 | Lot 3 DPS 61780 | Graymont (NZ) Limited / HMQ (DOC Part IVA) | Private Freehold (subject to Part IVA Conservation Act 1987) |
| SA41C/889 | Lot 2 DPS 48958 | Graymont (NZ) Limited | Private Freehold |
| SA1021/124 | Part Te Kuiti B14 Block | Graymont (NZ) Limited | Private Freehold |

Map showing general extent of proposed walkway (yellow line)



- 3.6 It is noted that there are only two other gazetted walkways (as established under the Act) in the Waikato Region – the Hakarimata Walkway and the Huka Falls to Aratiatia Rapids Walkway.

Legal context

- 3.7 The purpose of the WAC (as stated on their website) is to provide the public with free, certain, enduring, and practical walking access to the outdoors, so that the public can enjoy the outdoors.
- 3.8 The WAC is a Crown agent under the Crown Entities Act 2004 and was created following the passing into law of the Walking Access Act 2008.
- 3.9 The Act sets out the requirements for the establishment of walkways over public and private land. In summary, where the WAC considers that all or part of any public land should be made available for use as a walkway, it may propose to declare all or part of that land; however it must first obtain the written consent from the administering authority of the land (section 21 of the Act).
- 3.10 If the administering authority consents to the declaration of the walkway, the administering authority may impose any conditions in relation to the walkway when granting consent.
- 3.11 In addition, if the walkway proposal is consented to by the administering authority, the WAC must meet the following requirements:
- a) the walkway must be defined on a survey plan and registered with Land Information NZ; and

- b) The WAC must assign a distinctive name to the walkway over public land (taking into account the views of Iwi/hapu and other persons/organizations the WAC considers to have an interest); and
- c) The WAC must publish a notice in the NZ Gazette, which must specify conditions (if any); and publically notify the declaration in the local newspaper.
- 3.12 Walkways proposed by the WAC over private land essentially follow the same process, with the distinction being that the WAC negotiates an agreement with the landowner of the private land for an easement, lease, or purchase of the land.
- 3.13 Once a walkway is gazetted, the public may at any time, without charge pass or repass over the walkway on foot (subject to any conditions imposed, or access restrictions set by the Controlled Authority).
- 3.14 The WAC's powers in relation to walkways include:
- Making any arrangements that the Commission considers necessary or desirable to make a walkway reasonably accessible to members of the public;
 - Promotion, supervision or control of committees appointed, or organisations approved by the Commission for the establishment or enjoyment of walkways by the public;
 - Monitoring Controlling Authorities in the exercise of their powers and performance of their functions.
 - Enforcement (appointment and removal of enforcement officers).

Effect of Controlling Authority Status

- 3.15 As discussed above, the WAC proposes that Council, in addition to providing access over WDC land, becomes the Controlling Authority for the walkway. The effect of this, should it be accepted, is discussed below.
- 3.16 Section 35 of the Act sets out that the WAC may appoint (and subsequently revoke) a department, local authority or public body, or the Commissioner of Crown Lands to be the controlling authority of a walkway.
- 3.17 Section 36 of the Act states as follows:

"36 Appointment of controlling authorities for walkways on public land

- (1) *If public land has been declared to be a walkway under section 24, the administering authority of the land is the controlling authority for the walkway.*
- (2) *However, if the administering authority advises the Commission, in writing, that it does not consent to becoming the controlling authority,—*
- (a) subsection (1) does not apply; and*
- (b) the Commission may appoint a controlling authority in accordance with section 35.*
- (3) *If there is no controlling authority under this section or section 35, the Commission is the controlling authority.*
- (4) *To avoid doubt, if the Commission becomes the controlling authority under subsection (3), the Commission may subsequently, in accordance with section 35, appoint another person to be the controlling authority in place of the Commission."*

3.18 Section 37 of the Act sets out the functions and powers of Controlling Authorities as follows:

“37 Functions and powers of controlling authorities

(1) A controlling authority of a walkway has the following functions:

- (a) erecting and maintaining poles, markers, or other suitable indicators to mark the line of the walkway:*
- (b) erecting and maintaining, at the controlling authority's discretion,—*
 - (i) any stiles, fences, or other structures that are necessary or desirable to enable members of the public to use the walkway:*
 - (ii) notices warning members of the public who use the walkway not to trespass on any land adjoining the walkway:*
- (c) providing for the proper control and use of the walkway:*
- (d) generally promoting and maintaining the walkway for the pleasure, safety, and welfare of members of the public.*

(2) A controlling authority of a walkway has the power to do anything that is reasonably necessary or desirable to enable it to carry out its functions, including—

- (a) developing, improving, and maintaining the walkway:*
- (b) establishing any camping grounds, huts, hostels, accommodation houses, or other facilities or amenities on the walkway or land adjoining the walkway:*
- (c) imposing charges for the use of facilities or amenities:*
- (d) spending money in the discharge of its functions and powers in respect of the walkway, as long as the controlling authority is not prohibited from doing so by another enactment or any rule of law.*

(3) A controlling authority may establish, or impose a charge for, facilities or amenities on a walkway or land adjoining a walkway only if—

- (a) it is not inconsistent with any conditions imposed in relation to the walkway; and*
- (b) either—*
 - (i) it is provided for by the easement or lease relating to the walkway (if any), but only in the case of facilities or amenities on the walkway; or*
 - (ii) the controlling authority obtains the written consent of the landholder of the land on which the facilities or amenities are, or are proposed to be, located.”*

3.19 In addition the Act sets out that the Controlling Authority is responsible for a range of other functions as follows:

a) Closure of the walkway for:

- Safety reasons;
- During an emergency;
- For maintenance /development;
- At the request of a landowner adjoining the walkway; and
- If it considers the closure is necessary to comply with a condition imposed in relation to the walkway.

Such closures must be notified to the WAC in advance or immediately after closure, the public must be notified, and the Controlling Authority must not close a walkway for any longer than it considers necessary.

- b) When closed, the erection of signs at all points that the walkway can be entered, and public notice in the newspaper (stating the period it is closed, the reason for closure, and that it is an offence to enter the walkway); and
- c) Enforcement – where the WAC appoints council staff (by agreement) as enforcement officers under the Act;
- d) The making of bylaws (optional) to provide for the maintenance of good order on walkways; and provide the conditions under which the public may use a walkway.

Liabilities

3.20 Section 66 of the Act states:

“66 Limitation on liability of landholders

- (1) A landholder is not liable for any loss or damage suffered by a person using—*
 - (a) walking access on the landholder's land, in the case of private land; or*
 - (b) a walkway on the landholder's land, in the case of public land.*
- (2) The liability referred to in subsection (1)—*
 - (a) means liability under—*
 - (i) the Occupiers' Liability Act 1962; or*
 - (ii) any common law rule referred to in section 3 of that Act; and*
 - (b) includes liability for both compensatory and exemplary damages.*
 - (3) However, subsection (1) does not apply to any loss or damage caused by the landholder's deliberate act or omission.”*

3.21 Notwithstanding the above, it is considered that WDC would have Health and Safety obligations (as per other tracks WDC maintains) under the Health and Safety at Work Act 2015 should WDC assume the Controlling Authority role.

| |
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| Analysis of Options |
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4.1 The options available to Council are:

- a) Consent to the entire WAC request, as follows:
 - Assume the Controlling Authority role for the Walkway along the Mangaokewa Stream;
 - Agree to a Walking Access easement being created over land owned by WDC, being CFR 338222;
 - Give consent for the Commission to declare a Walkway by gazette notice over Council administered public land (being Riverbank Reserve Lot 3 DPS 8550 and Local Purpose Reserve Lot 4 DPS 61780)
 - Consent to Graymont voluntarily creating esplanade strips along the Mangaokewa Stream, where there is currently no riparian protection on land abutting the stream that belongs to Graymont, on Lot 2 DP 397794, Lot 2 315918 and Part Te Kūiti B14 in accordance with the requirements of the Resource Management Act 1991, at the cost of Graymont / the applicant.

- b) Decline the proposal for WDC to become a Controlling Authority over the walkway; and in addition, either:
 - i. Decline the easement and declaration of walkway (by gazette); or
 - ii. Consent to the easement and declaration of walkway (by gazette); or
- 4.2 It is noted that an option to decline the voluntary Esplanade Strips has not been included above, as this part of the WAC request is included here for completeness only, and does not require a council decision. This is discussed further below.

Controlling Authority Status

- 4.2 As outlined above in section 3 of this business paper, consenting to the Controlling Authority status would result in Council assuming legal responsibility for the walkway. This would have implications in respect of the management of the walkway and associated required expenditure.
- 4.3 Should Council consent to this proposal, the potential (unbudgeted) annual maintenance cost implications for the 1.7km walkway is estimated to be 16 hours of staff time, every three months (approximately \$4,000 per annum).
- 4.4 It is noted that should Council not consent to the Controlling Authority status, the WAC will be unable to gazette the walkway, as DOC have indicated they have no interest in becoming the Controlling Authority.

Creation of easements and declaration of walkway

- 4.5 As discussed previously, in order for the WAC to declare a walkway, it must obtain the consent of the Administering Authority (and private property owner).
- 4.6 Should Council consent to the declaration of the walkway, Council is able to impose conditions in relation to the walkway when granting consent (section 21 of the Act).
- 4.7 Consenting to the easement creation and declaration of walkway is appropriate as there is already a walkway over the land, and the WDC owned land is reserve land. However, it is noted that should Council take a decision not to become the Controlling Authority, the creation of easements and declaration will be unnecessary.

Creation of voluntary Esplanade Strips by Graymont

- 4.8 Esplanade Strips alongside rivers are commonly used instruments under the Resource Management Act 1991. They provide for public access next to rivers without land ownership changing, and Council does not incur any costs for their creation.
- 4.9 The creation of Esplanade Strips is a normal process undertaken regularly during subdivision processes (or at any time voluntarily), and these are consented by the Group Manager Compliance under delegated authority. Accordingly, Council consent (by resolution) to the creation of the Esplanade Strips is not required, however has been included in this report for completeness.

Assessment of options

4.10 The following table provides an assessment of the options:

| Options | Assessment | |
|--|--|---|
| | Benefits | Costs |
| Status Quo – all proposals by WAC declined by Council (excluding the voluntary creation of Esplanade Strips which is subject to the RMA) | <ul style="list-style-type: none"> ▪ No costs to Council ▪ Access along the walkway would still be protected provided Graymont voluntarily creates Esplanade Strips along Graymont owned land | <ul style="list-style-type: none"> ▪ No formal enduring access along the portion of walkway ▪ WAC is unable to Gazette the walkway as the law requires a Controlling Authority to be appointed. |
| Consent to WAC request to become a Controlling Authority | <ul style="list-style-type: none"> ▪ Formal enduring access is provided for along the entire 1.7km length of walkway ▪ The walkway is listed on Walking Access Commission website and is formally gazetted. ▪ Liability for property owners along walkway is protected. | <ul style="list-style-type: none"> ▪ Council incurs administrative and maintenance costs ▪ Council takes on risk associated with managing the walkway not owned by WDC. |
| Decline Controlling Authority request and consent to easements | <ul style="list-style-type: none"> ▪ Council does not take legal responsibility for the walkway ▪ Consenting to the easements does not result in walkway management responsibility | <ul style="list-style-type: none"> ▪ WAC unable to formally gazette the walkway, as there must be a Controlling Authority and DOC has already declined. |

Considerations

5.1 Risk

5.2 The risks associated with this decision is limited to the legal and financial responsibilities Council would assume should Council take a decision to become the Controlling Authority for the walkway. Potential costs include maintenance, signs and materials, and administration.

5.3 In respect of the bridge which traverses the Mangaokewa River, Graymont has advised the WAC in writing (via email) that they own the bridge as follows:

“Upon reviewing the adjoining land ownership and the easement of right of way, Graymont has concluded we own the bridge and will therefore have an inspection carried out and implement maintenance requirements to ensure the bridge is safe for use, as the proposed gazetted walkway route will include access across the bridge over the Mangaokewa Stream.”

5.4 The WAC has advised that under the Act, all access must be maintained and not obstructed. This means that should there be any issues with the bridge in the future, Graymont would need to discuss any proposal to restrict access or remove the bridge with the Controlling Authority or the WAC before undertaking any action.

5.5 It is considered that there is minimal risk to Council should it take a decision to consent to the creation of easements, and the gazetting of the walkway over public land (however as discussed previously, should Council not consent to the Controlling Authority status, it is unlikely this will proceed).

5.6 In respect of the process under the RMA for Graymont to voluntarily create Esplanade Strips, it is noted that there is no risk as the creation of Esplanade Strips alongside rivers are commonly used instruments; and these provide for public access next to rivers without land ownership changing.

5.7 Consistency with Existing Plans and Policies

5.8 A decision by Council to undertake either of the options discussed above in section 4 will not be inconsistent with any of Council's plans or policy.

5.9 Significance and Community Views

5.10 This decision is not a significant decision pursuant to Council's Significance and Engagement Policy. Public access to the walkway exists whether Council consents to the proposal (either in full or in part) or not; and access across Council's land to the public is already enabled by virtue of the land being Esplanade Reserve.

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| Recommendation |
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6.1 It is recommended that:

- a) Council consent in principle to the proposal for WDC to become a Controlling Authority and to the easement and declaration of walkway (by gazette), subject to the maintenance and operation of the bridge being satisfactorily addressed; and
- b) Council delegate authority to the Chief Executive to identify and determine as appropriate the necessary actions to give effect to Council's in principle decision, including if required, the imposing of conditions subject to section 21 of the Walking Access Act 2008.

| |
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| Suggested Resolutions |
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- 1 The Business Paper on 'Walking Access Commission Request for Waitomo District Council to become Controlling Authority' for the Walkway over land held in Certificates of Title: Reserve vested on DPS 8550, Reserve vested on DPS 61780, CFR 338222, CFR 338221, SA50D/246, SA41C/889, SA1021/124 be received.
- 2 That Council resolve to consent in principle to the Walking Access Commission request for Waitomo District Council to become Controlling Authority for the Walkway held in Certificates of Title: Reserve vested on DPS 8550, Reserve vested on DPS 61780, CFR 338222, CFR 338221, SA50D/246, SA41C/889, SA1021/124; and consent to the declaration of a Walkway over Council owned land legally described as Reserve vested on DPS 8550, Reserve vested on DPS 61780, and CFR 338222; subject to the maintenance and operation of the bridge being satisfactorily addressed; and
- 3 That Council delegate authority to the Chief Executive to identify and determine as appropriate the necessary actions to give effect to Council's in principle decision, including if required, the imposing of conditions subject to section 21 of the Walking Access Act 2008.
- 4 That Council notes that consent will be provided to Graymont to voluntarily create esplanade strips along the Mangaokewa Stream, where there is currently no riparian protection on land abutting the stream that belongs to Graymont, on Lot 2 DP 397794, Lot 2 315918 and Part Te Kūiti B14 under delegated authority in

accordance with the requirements of the Resource Management Act 1991 at the cost of Graymont / the applicant.



TERRENA KELLY
GROUP MANAGER COMPLIANCE



KOBUS DU TOIT
GENERAL MANAGER INFRASTRUCTURE SERVICES

31 July 2018

Attachment: 1 Request to Waitomo District Council to assist with the creation of a walkway over / alongside the Mangaokewa River
 2 Plan showing proposed walkway to be gazetted and land ownership
 3 Photos of walkway

Photos of Walkway



Request to Waitomo District Council to assist with the creation of a Walkway over alongside the Mangaokewa River



When Graymont purchased McDonald's Lime Works in Te Kūiti, the sale was referred to the Overseas Investment Office. Arising from this process, the Walking Access Commission (the Commission) recommended public access provisions on the property. The purchaser, Graymont, has accepted the Commission's recommendations and is working with the Commission to implement the recommendations.

A gazetted Walkway pursuant to the Walking Access Act 2008, will be created for the track where it traverses Graymont property. It is proposed to also include in the Walkway sections of the track that traverse land owned or administered by Waitomo District Council (WDC) that abut the Graymont property

This report outlines a request from the Commission to Waitomo District Council that WDC:

1. Assumes the Controlling Authority role for the Walkway along the Mangaokewa Stream
2. Agrees to a Walking Access easement being created over land owned by WDC, being CFR 338220;
3. Give consent for the Commission to declare a Walkway by gazette notice over Council administered public land (being Riverbank Reserve Lot 3 DPS 8550 and Local Purpose Reserve Lot 4 DPS 61780)

Trail overview

The trail is an existing track. It forms part of the Te Araroa Trail and a popular walking route for people walking from Te Kūiti township to the Mangaokewa Scenic Reserve. The

track is a formed pathway, as illustrated in the photo above. The trail traverses land owned by Graymont and WDC as well as public land administered by WDC and DOC. A protective covenant is also proposed by DOC over part of the trail. An initial survey plan in Appendix 1 depicts the trail. A final survey will be created as part of the gazetting process.

Securing Enduring Public Access for the Trail

Securing enduring public access is proposed by a Walkway, pursuant to the *Walking Access Act 2008* (WAA 2008). This ensures that there will always be public access for the Trail. The benefits of creating a Walkway are:

- Land ownership remains with the landowner
- Walkways come complete with its own compliance and enforcement provisions
- Limits liability on Landholders
- Is flexible in terms of rules and restrictions (can be closed for track repair etc)
- Inexpensive

WDC as Controlling Authority for the Walkway

All Walkways created under the *WAA 2008* require a public body as a Controlling Authority. The duties of the Controlling Authority are to maintain the Walkway as set out in Section 37 of *WAA 2008* (see Appendix 2).

Create enduring access on land administered by WDC

The Commission seeks consent from WDC to declare the walkway over public land (being Riverbank Reserve Lot 3 DPS 8550 and Local Purpose Reserve Lot 4 DPS 61780) pursuant to sections 21 to 25 of the *WAA 2008*. The track traverses several land parcels owned and administered by the WDC. The Commission seeks consent from WDC to take an easement over Waitomo District Council freehold property CFR 338220 in the gazetted route and depict this land parcel as part of the Walkway on the survey plan.

Walkways are created by linking the easements on each land title through a Gazette Notice. This allows the Controlling Authority to manage the Trail as one route even though it covers different land types. It is important to secure an interest over each land parcel to ensure the Trail:

- has enduring access for its entirety
- the permitted activities are consistent over the route (e.g. allows for walking, cycling and dogs on leads)
- can be managed by the Controlling Authority (e.g. the Trail can be closed when extreme weather forecasts suggest the route may be unsafe)

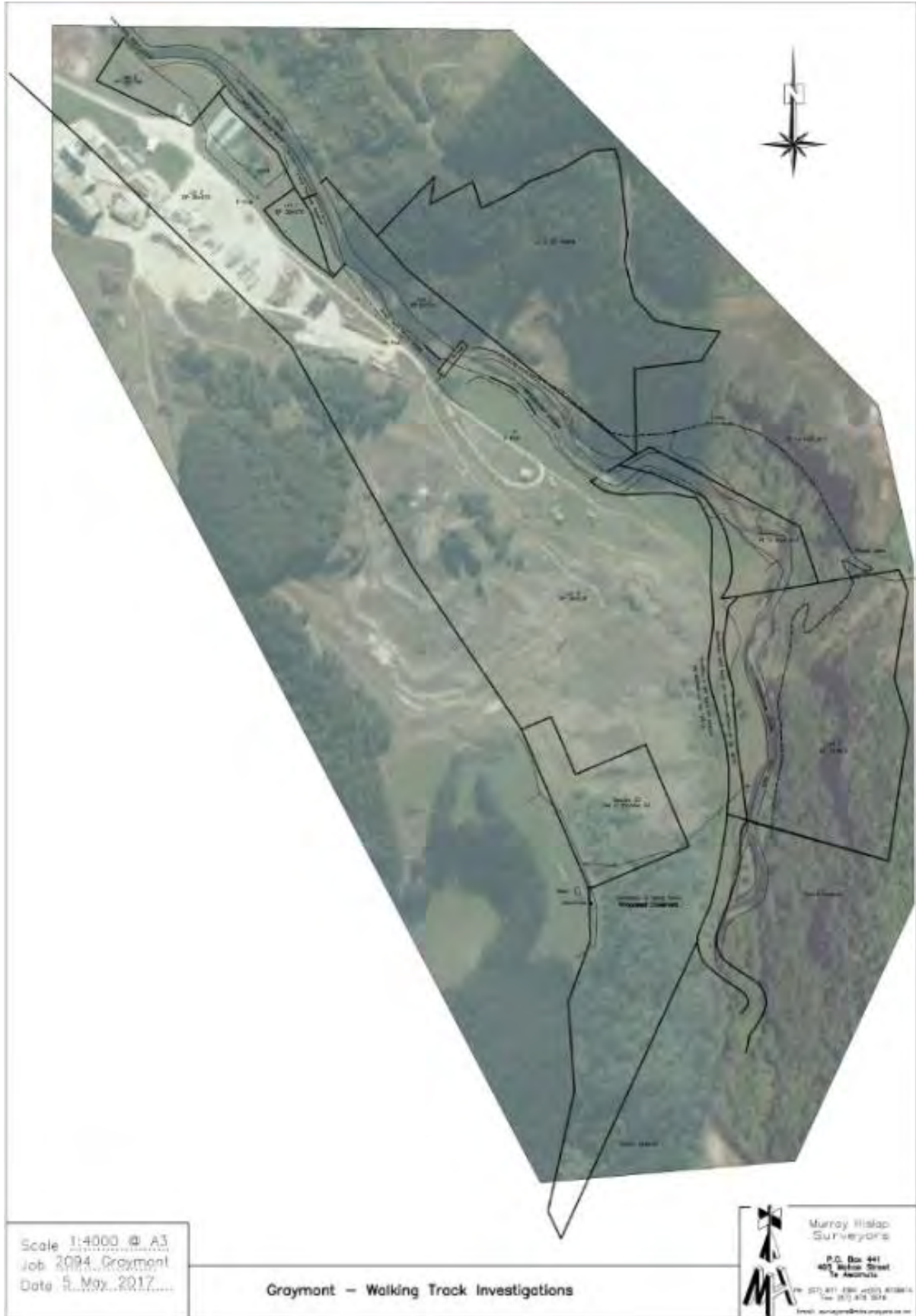
Who maintains the Walkway

Ongoing maintenance for Walkways is often undertaken by a community group. A memorandum of understanding (MOU) between the Controlling Authority and the community group can be used to outline the expectation of each parties regarding maintenance. In this instance, Te Kūiti Rotary Club maintain the trail on an informal basis but there is no formal agreement.

WDC has sought clarification about the bridge over the Mangaokewa Stream, which the trail uses. As the bridge is owned by Graymont they will continue to be responsible for the maintenance of the bridge.

Appendices

Appendix 1 Draft Survey Plan of trail



Appendix 2 (excerpt from *Walking Access Act 2008*)**37 Functions and powers of controlling authorities**

- (1) A controlling authority of a walkway has the following functions:
 - (a) erecting and maintaining poles, markers, or other suitable indicators to mark the line of the walkway;
 - (b) erecting and maintaining, at the controlling authority's discretion,—
 - (i) any stiles, fences, or other structures that are necessary or desirable to enable members of the public to use the walkway;
 - (ii) notices warning members of the public who use the walkway not to trespass on any land adjoining the walkway;
 - (c) providing for the proper control and use of the walkway;
 - (d) generally promoting and maintaining the walkway for the pleasure, safety, and welfare of members of the public.

(2) A controlling authority of a walkway has the power to do anything that is reasonably necessary or desirable to enable it to carry out its functions, including—

- (a) developing, improving, and maintaining the walkway;
- (b) establishing any camping grounds, huts, hostels, accommodation houses, or other facilities or amenities on the walkway or land adjoining the walkway;
- (c) imposing charges for the use of facilities or amenities;
- (d) spending money in the discharge of its functions and powers in respect of the walkway, as long as the controlling authority is not prohibited from doing so by another enactment or any rule of law.

(3) A controlling authority may establish, or impose a charge for, facilities or amenities on a walkway or land adjoining a walkway only if—

- (a) it is not inconsistent with any conditions imposed in relation to the walkway; and
- (b) either—
 - (i) it is provided for by the easement or lease relating to the walkway (if any), but only in the case of facilities or amenities on the walkway; or
 - (ii) the controlling authority obtains the written consent of the landholder of the land on which the facilities or amenities are, or are proposed to be, located.



Lot 2 DP 397794 not depicted correctly - please amend
Identify on the survey plan a 20m wide esplanade strip along any boundary of Mangakewa stream that falls within Lot 2 DP 397794 NB
Esplanade strips do not need to be formally surveyed.

Lot 3 DP 61780 and Lot 2 DP 384579 are Subject to 4A of the Conservation Act 1987.
Please depict a 20m wide marginal strip where applicable (within each parcel extent) along both sides of the Mangakewa Stream and identify in a Schedule - examples available if required

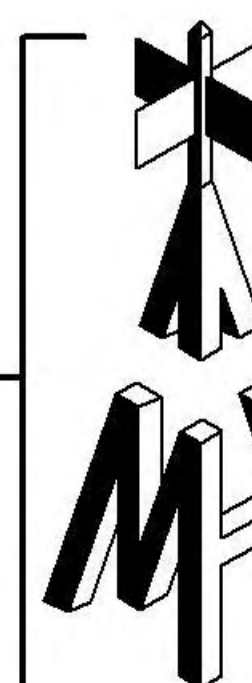
If any part of Mangakewa stream falls within this parcel being Pt Te Kuiti B14, identify on the survey plan a 20m wide esplanade strip along that stream boundary

All affected parcels
Identify on the survey plan a 5m wide easement (being 2.5m either side of the centreline of the track) over the entire length of the track i.e. from Northern boundary of Lot 2 DP 397794 to southern boundary of Lot 2 DP 315918.
Show an easement schedule for all the parcels affected.
The purpose of the easement is 'Walkway' under the Walking Access Act 2008; the easement will be in gross; the grantee will be NZ Walking Access Commission. Examples can be provided if required.

Identify 20m wide esplanade strips along the actual banks of the Mangakewa Stream that fall within Lot 2 DP 315918

Scale 1:4000 @ A3
Job 2094 Graymont
Date 5 May 2017

Graymont – Walking Track Investigations



Murray Hislop Surveyors

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Document No: A396641

Report To: Council



Meeting Date: 31 July 2018

Subject: Proposed Submission on the Draft National Planning Standards

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present a proposed submission from Waitomo District Council to the Draft National Planning Standards.

Background

- 2.1 The Draft National Planning Standards aim to provide national consistency for the structure, format and electronic accessibility of Resource Management Act Plans. The Standards apply to District and Regional Plans and Regional Policy Statements. The premise is that planning documents will become easier to prepare and more user friendly.
- 2.2 Waitomo District Council has been one of the pilot Councils for the National Planning Standards for the past year. Staff have commented on the proposed provisions over this time period and presented at the RMLA conference last year about the suggested District Plan structure.

Commentary

- 3.1 The proposed submission relates only to District Plans. Generally, the proposed submission is supportive of the development of a cohesive national direction to assist with alignment and consistency of planning documents. The proposed submission is also supportive of the suggested timeframes for implementation, the ability to add locally derived sections and to omit certain non-relevant chapters. However, the proposed submission requests that further consideration is given as to how the Standards might better support innovation and adaptive practices to provide for the changes that will undoubtedly offer significant environmental and societal benefit in the future.
- 3.2 The proposed submission makes a number of wording suggestions, particularly in the definitions section. It also raises concerns about the greater range of matters that are now required to be included in District Plans, which could potentially increase the size and complexity of plans. The proposed submission suggests that some district wide matters and the precincts remain within the zones, and opposes mining becoming a stand-alone chapter. It also requests that the numbering and naming protocols are simplified, seeks clarification on a number of matters (specifically around duplication of provisions and location of provisions), and asks that the schedule formats are broadened.
- 3.3 The proposed submission opposes the separation of objectives and policies, the linking of regional and district plan provisions, retaining old versions of District

Plans on Council websites, uploading digital data to a central government site, the proposed map colour of the rural, rural-residential and rural settlement zones, the heritage item map symbology and the hazard area map notations. It also opposes the coastal environment map symbology and the location of anticipated environmental results and monitoring measures within zone chapters.

Considerations

5.1 **Risk**

5.2 There is no risk to Council in endorsing the proposed submission and consenting to its lodgment with the Ministry for the Environment.

5.3 **Consistency with Existing Plans and Policies**

5.4 The proposed submission is not inconsistent with any existing plans and policies.

5.5 As all District Plans will be required to be consistent with the National Planning Standards, the proposed submission aims to improve the future structure, content and integrity of WDC's Proposed District Plan.

5.6 **Significance and Community Views**

5.7 This is not a significant decision (in accordance with Council's Significance and Engagement Policy) and there is no requirement for Council to consider any affected persons. Lodging the proposed submission is an operational matter. In addition, the points raised in the proposed submission aim to facilitate a better outcome for all users of district plans.

Recommendation

6.1 It is recommended that Council resolves to endorse the proposed submission for formal lodgment with the Ministry for the Environment.

Suggested Resolutions

1 The business paper 'Proposed Submission on the Draft National Planning Standards' be received

2 That Council resolve to endorse the Proposed Submission on the Draft National Planning Standards, and permit Waitomo District Council Staff to formally lodge the submission with the Ministry for the Environment.

TERRENA KELLY
GROUP MANAGER COMPLIANCE

31 July 2018

Attachments: Council Business Paper – 31 July 2018 – Proposed Submission on National Planning Standards – Attachment 1 (Doc A396640)
Council Business Paper – 31 July 2018 – Proposed Submission on National Planning Standards – Attachment 2 (Doc A400999)

DRAFT NATIONAL PLANNING STANDARDS: SUBMISSION

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Introduction

1. Waitomo District Council (WDC) thanks the Ministry for the Environment for this opportunity to provide feedback on the Draft National Planning Standards. WDC supports the development of a cohesive national direction to assist with alignment and consistency in the development of planning documents. Our submission relates to the standards within the context of District Plans.
2. This submission represents the views of the Mayor and elected members of the Waitomo District Council.

General Comments

3. While WDC supports a consistent structure for district plans and the ability for Councils to add locally derived sections as required, we request that further consideration is given as to how the Standards might better support innovation and adaptive planning practices. For example, new zones might be required to extend and operate in a three dimensional manner to accommodate and protect biodiversity. WDC believes that flexibility is required in the Standards to provide for changes that will undoubtedly offer significant environmental and societal benefit. Without the ability to adapt, the Standards could delay innovative practices which might address some of our most pressing issues.
4. WDC supports a five year mandatory timeframe.
5. WDC notes that it is unlikely that any District Council could give effect to the mandatory directions without significant consequential amendments. We note that 'consequential amendment' is not defined in the Resource Management Act 1991 (RMA), therefore it is difficult to assess what 'consequential amendments' would go beyond the scope of that authorised by section 581 (3)(d). Where RMA Schedule 1 amendments are required, this imposes a significant cost and resourcing burden on Councils. Many Councils will therefore run the risk of re-litigating matters that have already cost their ratepayers large amounts of time and money.
6. Often the wording of the mandatory directions state "*if the following matters are addressed in policy statements and plans, they must be located/included in...*". This wording does not clearly direct Councils as to whether the matter listed is optional or mandatory. Here is an example from S-TW:

6. If the following matters are addressed in policy statements and plans, they must be located in the *Consultation* chapter:

- any specific consultation processes with tangata whenua, (as required by the RMA)
- any relevant consultation processes from iwi and hapū planning documents
- a description of best practice consultation and engagement processes as agreed with specific iwi or hapū
- a flowchart of the consultation process used or supported
- a link/reference to external best practice processes documents
- an explanation of the purpose of any consultation processes
- reference to how the consultation processes are given effect to.

7. WDC suggests that the wording should be amended as follows:

6. Policy statements and plans must include a *Consultation* chapter. The items in red text are mandatory. The items in black text are optional:

- any specific consultation processes with tangata whenua, (as required by the RMA)
- any relevant consultation processes from iwi and hapū planning documents
- a description of best practice consultation and engagement processes as agreed with specific iwi or hapū
- a flowchart of the consultation process used or supported
- a link/reference to external best practice processes documents
- an explanation of the purpose of any consultation processes
- reference to how the consultation processes are given effect to.

8. As a general observation, WDC notes that the range of matters that must (?) be included in response to the National Planning Standards will significantly increase the size of District Plans. WDC understood that the intention was to make District Plans more concise and user friendly. The Standards seem cumbersome in places, and require Councils to include a lot of information that doesn't necessarily help users to interpret the Plans.
9. The following statement '*this chapter and any section in this chapter must include objectives, policies and methods including rules (if any)*' requires clarification. It appears from the wording that methods must be included, but rules are optional. Perhaps this is because the Standard is accommodating Regional Policy Statements as well as Plans. It is suggested that this is reworded as follows:

'this chapter and any section in this chapter must include objectives and policies, and where relevant, rules and methods'

It is noted that methods are optional in District Plans and are not widely used because they have no statutory enforceability.

10. WDC seeks clarification on the issue of appeals to matters covered by the National Planning Standards. Are we correct that the RMA disallows appeals where these are related to the National Planning Standards? Or could an appeal be made to the definitions (for example) set out in the Standard? If an appeal could result in a decision that materially affects a definition, what are the consequences for other local authorities?

National Planning Standards

S-DP: Draft District Plan Structure Standard

11. Introduction: In the interests of streamlining planning documents, WDC considers that the 'Introduction' and 'Purpose' could be amalgamated.
12. How the plan works: 'Legal effect of rules' – clarification is required as to whether this section can be removed once a District Plan is fully operative (i.e.: when the legal effect of rules no longer has relevance). WDC considers that once a District Plan is fully operative, the section should be able to be removed without using Schedule 1 of the RMA. Alternatively, it is suggested that this section is not mandatory.

13. Community Values: WDC supports the 'Protected Trees' chapter being optional in the community values section.
14. General District Wide Matters: WDC does not support mining activities being managed in the district-wide section. It is considered that these areas and activities are better managed in the Zone chapters. If mining activities are to be set apart, why are other major activities not provided for separately e.g.: a dairy factory section or an intensive farming chapter?
15. General District Wide Matters: WDC would prefer that temporary activities, noise/light, earthworks and signs are addressed in the Zone chapters. In our experience, this is more user-friendly for plan users.
16. Area Specific Matters – 'future urban zone': District Plans often need to have future Rural Residential, Open Space or Rural Settlement Zones. These are not necessarily urban in nature. In our view, the title should be amended to 'future zones', rather than referred to as 'urban'.

S-IGP: Draft Introduction and General Provisions Standard

17. Update Tables: The update tables (7, 8 and 9) will become very long and unwieldy over time. WDC's preference is that this is not mandatory. However, if it is to remain it is suggested that this information is located in a schedule or appendix so as not to clutter the introduction section.
18. How the Policy Statement/Plan Works Chapter (S-HPW) – 'Legal effects of rules' section: This will simply repeat what is stated in the RMA, which has little value and is unlikely to be useful to the public using the Plan. Furthermore, once a District Plan is fully operative, it becomes obsolete.
19. Table 11: states '*Abbreviations must be listed numerically (if relevant) and then alphabetically from A–Z*'. Does this mean Councils don't have to list them numerically if we don't think listing them numerically is relevant? Or is it meant that:

'If the plan or policy statement uses abbreviations they must be numbered, and then listed alphabetically from A–Z'

WDC also suggests that numbering these entries is not necessary.
20. Te Reo Terms: WDC suggests that Clauses 18 and 19 are merged so it is clear what terms belong in the definitions and what terms belong in the glossary.
21. Te Reo Terms: WDC suggests that numbering these entries is not necessary.
22. Table 13 – National Directions: it is noted that the District Plan will be required to provide a hyperlink to the national direction instrument document. This assumes that the URL addresses on the Ministry for the Environment website will remain static, or is it anticipated that changes to URLs will be able to be undertaken using clause 20A of the RMA?
23. Table 14 – National Policy Statement Table: In WDC's view, Clause 4 a) and c) require clarification as their intent is not clear. For example, in respect of 4a) if a Council is undertaking a full District Plan Review, would the table state "full District Plan Review"?

24. Table 15 – National Environment Standard Table: WDC suggests that the title *'details on which rules are more lenient or stringent than the NES'* should be amended to state *'Are there rules more lenient or stringent than the NES?'* This then makes the answers 8a) 'none' and 8b) 'yes', make sense.
25. Regulations: Is this section mandatory for District Councils?

S-TW: Tangata Whenua Structure Standard

26. Where the Standards require District Plans to list Iwi and Hapu Planning Documents and participation arrangements, co-management agreements, joint management agreements etc.; does this mean that those documents become formally incorporated by reference? (i.e. Part 3 of the RMA: 'Incorporation of documents by reference in plans and proposed plans')?
27. Is it intended that 'iwi and hapū planning documents' mean Iwi Environmental Management Plans? Does this mean documents pursuant to section 74 (2)(A) of the RMA?

S-DWM: Draft District Wide Matters Standard

Natural Environment Values chapter (S-NEV)

28. Coastal Environment: WDC considers that an example of how the coastal environment might be identified by a narrative would be of assistance to Councils for drafting purposes.
29. Landscape, landforms and natural character: For clarification purposes, is it intended that natural character of the coastal environment is included in the 'coastal environment' chapter or the 'Landscape, landforms and natural character' chapter?

Environmental Risks chapter (S-ER)

30. Clause 12 states: *'If matters relating to natural hazards are to be addressed in the plan, they should be located in the Natural hazards section.'* WDC notes that by the use of the term 'should', it suggests that including natural hazards in the Natural Hazards section is not mandatory. Is this what is envisaged? The wording of this (if 'should' was intended to mean 'must') raises potential unintended consequences. For example, if a subdivision rule is a Restricted Discretionary Activity (RDA), and one of the matters of discretion is 'natural hazards', would referencing this in the subdivision chapter be acceptable (noting that all RDA matters must be listed in the rule or they cannot be considered). All zones are likely to have rules or RDA criteria that need to include references to natural hazards. For example, in the Residential Zone, setbacks from a flood overlay might be required.
31. WDC is also concerned that the outline and approach proposed for the Natural Hazards section has failed to adequately consider the Coastal hazards and climate change: Guidance for local government 2017. This document proposes an adaptive and multidisciplinary approach, and planning approaches developed under this guideline may be constrained by the requirement to place all hazards provisions in one chapter, and by the limited hazard symbology proposed. It is our concern that the inflexible nature of the Standards might stifle innovation.
32. 'Hazardous substances': District Councils have previously been advised by the Ministry for the Environment that hazardous substances no longer need to be

included in District Plans. WDC's view is that this should not be a mandatory section.

Community Values chapter (S-CV)

33. Archeological sites: WDC suggests clarification is required as to whether these sites are to be addressed in the historic heritage section or in the sites of significance to Māori section. WDC also seeks to understand if these are to be cross referenced to a schedule.
34. Clause 17(d) and 18(d): WDC suggest these require clarification. The wording is complicated. We suggest:
- 17(d) cross reference to a schedule in the schedule chapter that provides:
- a list of the specific location of historic areas and sites identified as requiring management, with a description of why or what in each area/site requires management.
 - a list of the sites subject to a heritage protection order with a description of why or what in each site requires management.
- 18(d) cross reference to a schedule in the schedules chapter that provides:
- a list of the specific location of areas and sites of significance to Māori identified as requiring management, with a description of why or what in each area/site requires management
35. Clause 19 – S-DP: The Draft District Plan Structure Standard suggests that Protected Trees are optional – it would be helpful to make this clear in Clause 19. Leading on from our general comments, it is essential that the Standards make it very clear what is optional and what is mandatory.

Infrastructure and Energy chapter (S-IE)

36. Clause 23 states: *'If relevant to a local authority, the following matters must be addressed in the Infrastructure and energy chapter unless provided in a special purpose zone, requirement or designation'*. Does 'requirement' mean 'notice of requirement', and if so why is designation (which is also a notice of requirement) listed separately?
37. Clause 23: WDC is unsure which 'noise related metrics' are anticipated in this chapter? Does this conflict with the General District-Wide Matters chapter (Clause 31), which requires all noise matters to locate in the General District-Wide Matters chapter?

General District-Wide matters chapter (S-GDW)

38. WDC does not consider it appropriate for temporary activity provisions to be contained in this chapter. For ease of use for plan users, these provisions should be included in the zones to which they relate.
39. WDC does not consider it appropriate for noise and light provisions to be contained in this chapter. For ease of use for plan users, noise provisions should be included in the zones to which they relate.
40. WDC does not consider it appropriate for earthwork provisions to be contained in this chapter. For ease of use for plan users, these provisions should be included in the zones to which they relate.

41. WDC does not consider it appropriate for signs provisions to be contained in this chapter. For ease of use for plan users, these provisions should be included in the zones to which they relate.
42. Mining activities – the S-DP: Draft District Plan Structure Standard requires mining activities to be managed in the district-wide section. There is no provision made for this in Standard S-GDW. To reiterate, WDC considers that mining activities are better managed in the zone chapters.

S-ASM: Draft Area Specific Matters Standard

43. Rural Zone – the purpose of the zone: WDC agrees that the purpose of the Rural Zone is to provide primarily for primary production activities. WDC considers the zone should also provide for tourism activities, particularly where these rely on a rural environment or setting.
44. Rural Settlement Zone: WDC supports the approach and mix of activities provided for in this zone.
45. Future Urban Zone: District Plans often need to have future Rural Residential, Open Space or Rural Settlement Zones. These are not necessarily urban in nature. In our view, the title should be amended to 'future zones', rather than referred to as urban.
46. Precincts: Standard S-DP requires standalone sections for Precincts and Development Areas. The mandatory directions in S-ASM refer to modifying the policy approach of the underlying zone(s). Should the Precincts sit in the zones they relate to? Would these not be used in the residential zone to manage character or the rural zone to manage a site of rural industry? WDC considers that Development Areas might sit across different zones but Precincts are generally used within a zone.
47. Development Areas: WDC observes that it is difficult to remove text from plans without plan changes as required by Clause 17. WDC is concerned by the approach of this chapter – WDC has concept plans and structure plans that apply to whole towns. It may be a terminology issue but it would be useful to better understand the approach suggested in Clauses 13-17.
48. Designations: WDC seeks clarification on the difference between a unique identifier and a map identifier.
49. Designations: WDC considers that including the designation conditions in Table 16 will make this chapter unwieldy, particularly as complicated designations can have 30+ conditions. WDC therefore submits that conditions should not be included in the District Plan. Additionally, Clause 21 states that the designation conditions must be included as a schedule. WDC suggests that should the inclusion of conditions remain mandatory, this should be clarified. On balance, WDC feels that the designations in their entirety, should be in a schedule.

S-SAM: Draft Schedules, Appendices and Maps Standard

50. Table 17: WDC considers that the columns in this table are too limiting and the information needs to be unique to the schedule it is representing. For example, in a heritage schedule, Councils would need to add the HNZ category, and perhaps a description of the building and maybe a District Plan Category to cross reference to the rules. For SNAs, the significance ranking is the primary reason for listing them e.g.: is it international, national, regional or local? Also the protection status of the SNA is crucial. Despite the move to E-Plans, a map number is also useful in these tables. See also paragraph 49 above – the designations conditions schedule cannot follow the format proposed in Table 17.
51. Appendix: The requirement to only include technical and/or descriptive specifications required to be complied with to meet a rule requirement means that voluntary guidelines cannot be included. Is it the intention of the Standard to remove the ability for Councils to add guidance colour charts for heritage buildings and landscapes, design guidelines for towns and precincts, guidelines for property design to improve driveway safety etc? WDC strongly submits that this flexibility should be maintained as these guidelines greatly assist plan users.

F-1: Draft Electronic Accessibility and Functionality Standard

52. Table 18 (7): In respect of the requirement to provide a 'note' within any district plan rule (and hyperlink to relevant plan) that clarifies an activity may also require consent from another plan. WDC strongly opposes this proposal. The potential for Districts and Regions to make errors interpreting each other's plans and to fail to keep up with changes to these documents is likely to cause significant issues and overly complicate matters. In addition, this would create significant and unnecessary administrative burden for little gain.
53. Table 18 (11 and 12): WDC is unsure what will be achieved by requiring a copy of all previous plans under the RMA both at the time they first became operative and the final version before being superseded by the replacement plan on the local authority website; as well as providing all versions of the current plan since first becoming operative on the local authority website. It is our view that it is a pointless exercise to keep historical versions or superseded versions once a plan is operative. Copies of historic plans can be made available on request, and this can be noted on Council websites. WDC therefore strongly opposes this requirement. In our view this will simply confuse people, and introduce risk (and cost) should people accidentally use and refer to an incorrect version of a district plan.
54. Table 18 (13 and 14): WDC is unsure what will be achieved by requiring this digital data to be uploaded. It is unclear what this data will be used for and how it will be managed and kept up to date. WDC opposes this provision.
55. Table 19 and 20, E-Plan standards, accessibility and functionality: WDC considers that if the government wishes to achieve consistency across the whole country, then an E-plan package should be developed or commissioned by the Ministry so that all Councils use the same platform.

F-2: Draft Mapping Standard

56. Table 21 Zone colour palette table: WDC opposes the colour of the Rural Zone. It is our experience that the Rural Zone is where the majority of the overlays sit. We consider that the Rural Zone should be left white so that all overlays and features are easy to read and identify.
57. Table 21 Zone colour palette table: WDC opposes the colour of the Rural Residential and the Rural Settlement Zones. The colours are too similar and will likely be adjacent to one another in some areas of our District.
58. Table 22 Symbology table: WDC opposes the Heritage item symbol and requests it is amended to reflect Heritage items in the New Zealand context.
59. Table 22 Symbology table: WDC notes that the Standard only allows for point features in terms of sites of significance to Māori. WDC requests the ability to use a polygon for some sites rather than a point, as not all sites will logically be displayed as points.
60. Table 22 Symbology table: WDC notes that there is no symbology for gas pipelines. WDC understands that we may add additional symbols but this is a matter that could easily be consistent across the country.
61. Table 22 Symbology table: WDC notes that there is no symbology for archaeological sites. WDC understands that we may add additional symbols but this is a matter that could easily be consistent across the country.
62. Table 22 Symbology table: WDC opposes the Hazard notation – there is only one symbol for Coastal Hazard, Flood Hazard, Volcanic and Fault Hazards. This will be very complicated where there are overlapping hazards (which often occurs). WDC is also concerned that the single notation approach has failed to adequately consider the Coastal hazards and climate change: Guidance for local government 2017. This document proposes an adaptive and multidisciplinary approach, and planning approaches to address it may be constrained by the limited hazard symbology proposed.
63. Table 22 Symbology table: WDC notes that there is no hazard symbology for unstable land.
64. Table 22 Symbology table: WDC notes that the hazard notations do not allow for different hazard risks from a single hazard e.g.: Coastal Hazard A and B, Flooding Hazard A and B, Land Instability Hazard A and B. These areas have to be mapped showing the different areas so that Councils can manage the different risks and effects appropriately. WDC submits that these different hazard risks must be taken into account.
65. Table 22 Symbology table: WDC notes that the statutory acknowledgement polygon areas are too similar to the heritage polygon areas.
66. Table 22 Symbology table: WDC opposes the coastal environment symbology. The Waikato Regional Policy Statement requires a line not an area of coverage.
67. Table 22 Symbology table: WDC notes that there are no symbols for SNAs and Outstanding Natural Features and Landscapes (ONFLs); there is no notation for a

development area or a precinct; there is no notation for a designation (NoR) stage; there is no notation for District and Regional Boundaries; Urban limits; Strategic roads; formed or indicative roads; service lanes; railway line; , esplanade reserves / strip requirements etc. WDC understands that we may add additional symbols but these are matters that could easily be consistent across the country.

68. WDC requests that the point symbols be provided in .svg format.

F-5: Draft Chapter Form Standard

69. Clauses 7-10: WDC opposes the separation of objectives and policies. WDC considers that it is a more coherent and disciplined planning practice to group the objective directly with the subservient policies to ensure a robust relationship exists within the policy framework.

70. Clauses 13 and 14: WDC opposes locating the anticipated environmental results and monitoring text within the chapters. WDC considers that these headings do not assist users in understanding the plan, and in fact could cause confusion. These matters are a Council function and accordingly have a place in the appendices rather than in the day to day functioning of a Plan.

71. Table 26 Rule Table: Councils would benefit from an example of a zone formatted in this manner.

F-6: Draft Status of Rules and Other Text and Numbering Form Standard

72. Numbering form: WDC observes that the numbering form is very complicated and should be simplified.

73. Table 28: WDC notes that there are no abbreviations in the 'Sections' part of Table 28 (District Plans) for the Part 2 – Tangata Whenua provisions (Recognition of iwi and hapū, Tangata whenua – local authority relationships, Iwi and hapū planning documents and Consultation). There is also no FMIHI– for Foreword/mihi for District Plans.

CM-1: Draft Definitions standard

WDC makes the following comments:

74. Accessory buildings: Are garages and carports considered to be accessory buildings? Most district plans define garages and carports as accessory buildings.

75. Dust: Amend the definition to add 'rock' to the list.

76. Home business: Consider excluding nuisance activities from the home business definition eg: panel beating, spray painting, motor vehicle repair or wrecking, fibre glassing activities, sheet metal work, wrought iron work, activities involved scrap metal or demolition materials or hazardous waste substances, activities involving processing fish or meat, boarding and/or breeding kennels or catteries, or funeral parlours etc. These activities generally create nuisance issues in our experience.

77. Industrial activity: Amend the definition to exclude mineral extraction activities/mining.

78. Intensive primary production: Amend the definition to include glasshouses/greenhouses.
79. Outdoor living space: amend as follows: “means an area of open space for the exclusive use of the occupants of the residential unit or units to which the space is allocated. This excludes outdoor service and storage areas, driveways, manoeuvring areas and parking spaces”.
80. Primary production: Amend the definition to exclude ‘Intensive primary production’. Is it envisaged that bee keeping will fall under this definition?

Thank you for the opportunity to make this submission. For enquiries regarding this submission please contact:



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Draft National Planning Standards

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Draft national planning standards overview

There are 18 draft national planning standards relevant to the various resource management policy statements and plans in New Zealand. These are set out by type (ie, a structure standard, form standard, or other standard) in Table 1.

Table 1: National planning standards by type

| Structure standards | Form standards |
|--|--|
| <p>Main structure standards:</p> <ul style="list-style-type: none"> • Regional Policy Statement Structure (S-RPS) • Regional Plan Structure (S-RP) • District Plan Structure (S-DP) • Combined Plan Structure (S-CP) <p>Part/chapter structure standards:</p> <ul style="list-style-type: none"> • Introduction and General Provisions (S-IGP) <ul style="list-style-type: none"> – Introduction Chapter (S-INTRO) – How the Policy Statement/Plan Works Chapter (S-HPW) – Interpretation Chapter (S-INTER) – National Direction Instruments Chapter (S-NDI) • Tangata Whenua (S-TW) • Strategic Direction (S-SD) • District Wide Matters (S-DWM) <ul style="list-style-type: none"> – Natural Environment Values Chapter (S-NEV) – Environmental Risks Chapter (S-ER) – Community Values Chapter (S-CV) – Infrastructure and Energy Chapter (S-IE) – Subdivision Chapter Structure (S-SUB) – General District Wide Chapter (S-GDW) • Area Specific Matters (S-ASM) <ul style="list-style-type: none"> – Zone Chapter (S-ZONES) – Precincts Chapter (S-PREC) – Development Areas Chapter (S-DEV) – Designations Chapter (S-DES) • Schedules, Appendices, Maps (S-SAM) | <p>Electronic Functionality & Accessibility (F-1)</p> <p>Mapping (F-2)</p> <p>Spatial Planning Tools (Region) (F-3)</p> <p>Spatial Planning Tools (District) (F-4)</p> <p>Chapter Form (F-5)</p> <p>Status of Rule and other Text and Numbering Format (F-6)</p> |
| | Content and metrics |
| | <p>Definitions (CM-1)</p> <p>Noise and Vibration Metrics (CM-2)</p> |

Table 2 sets out which standard is relevant to each type of policy statement and plan.

Table 2: National planning standards relevance to policy statements/plans

| | Structure standards | Chapter standards | Form standards | Other standards |
|-----------------------------------|---|---|---|--|
| Regional policy statements | Regional Policy Statement Structure (S-RPS) | Introduction and General Provisions (S-IGP) Tangata Whenua (S-TW) Schedules, Appendices and Maps (S-SAM) | Electronic Functionality & Accessibility (F-1) Mapping (F-2) Spatial Planning Tools (Region) (F-3) Chapter Form (F-5) Status of Rule and other Text and Numbering Format (F-6) | Definitions (CM-1) |
| Regional plans | Regional Plan Structure (S-RP) | Introduction and General Provisions (S-IGP) Tangata Whenua (S-TW) Schedules, Appendices and Maps (S-SAM) | Electronic Functionality & Accessibility (F-1) Mapping (F-2) Spatial Planning Tools (Region) (F-3) Chapter Form (F-5) Status of Rule and other Text and Numbering Format (F-6) | Definitions (CM-1) Noise and Vibration Metrics (CM-2) |
| Combined plans | Combined Plan Structure (S-CP) | Introduction and general provisions (S-IGP) Tangata Whenua (S-TW) District Wide Matters (S-DWM) Area Specific Matters (S-ASM) Schedules, Appendices, Maps (S-SAM) | Electronic Functionality & Accessibility (F-1) Mapping (F-2) Spatial Planning Tools (Region) (F-3) Spatial Planning Tools (District) (F-4) Chapter Form (F-5) Status of Rule and other Text and Numbering Format (F-6) | Definitions (CM-1) Noise and Vibration Metrics (CM-2) |
| District plans | District Plan Structure (S-DP) | Introduction and General Provisions (S-IGP) Tangata Whenua (S-TW) Strategic Direction (S-SD) District Wide Matters (S-DWM) Area Specific Matters (S-ASM) Schedules, Appendices, Maps (S-SAM) | Electronic Functionality & Accessibility (F-1) Mapping (F-2) Spatial Planning Tools (District) (F-4) Chapter Form (F-5) Status of Rule and other Text and Numbering Format (F-6) | Definitions (CM-1) Noise and Vibration Metrics (CM-2) |

S-RPS: Draft Regional Policy Statement Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements.

A. Purpose

1. To provide a consistent structure for regional policy statements. Overall, the level of prescription is high at the front ‘administrative’ end of the structure, and becomes more flexible in the resource ‘theme’ chapters, where subordinate sections can be created as needed.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Regional Policy Statement Structure Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard:
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council.
- 3 All regional policy statements must contain mandatory headings (ie, part, chapter or section headings) in the order provided in Table 3: Regional policy statement structure below, unless otherwise stated.
- 4 Local authorities must consider whether other sections should also be included and include them if they are required.

Table 3: Regional policy statement structure

[insert name of region] Regional Policy Statement

| Chapter | Section | Instruction |
|---|----------------------------------|---|
| PART 1 – INTRODUCTION AND GENERAL PROVISIONS | | Local authorities must implement the Introduction and General Provisions Standard (S-IGP). |
| Introduction | Foreword/mihi | Local authorities must implement the Definitions Standard (CM-1). |
| | Introduction | |
| | Purpose | |
| | Description of the region | |
| How the policy statement works | Statutory context | |
| | General approach | |
| | Cross boundary issues | |
| Interpretation | Definitions | |
| | Abbreviations | |
| | Glossary of Te Reo Māori terms | |
| National direction instruments | National policy statements | |
| | National environmental standards | |
| | Regulations | |

| PART 2 – TANGATA WHENUA | | Local authorities must implement the Tangata Whenua Standard (S-TW). |
|--|--|--|
| Recognition of iwi and hapū | | |
| Tangata whenua – local authority relationships | | |
| Iwi and hapū planning documents | | |
| Consultation | | |
| PART 3 – SIGNIFICANT RESOURCE MANAGEMENT ISSUES FOR THE REGION | | |
| Significant resource management issues | | Local authorities must include sections where the matters raised are relevant as significant resource management issues for the region. |
| PART 4 – THEMES | | |
| Air quality | | If air quality matters are addressed in the regional policy statement they must be included in the <i>Air quality</i> chapter. |
| Coastal environment | | If coastal environment matters are addressed in the regional policy statement they must be included in the <i>Coastal environment</i> chapter. |
| Landscape, landforms and natural character | | If landscape, landforms and natural character matters are addressed in the regional policy statement they must be included in the <i>Landscape, landforms and natural character</i> chapter. |
| Ecosystems and indigenous biodiversity | | If ecosystem and indigenous biodiversity matters are addressed in the regional policy statement they must be included in the <i>Ecosystem and indigenous biodiversity</i> chapter. |
| Environmental risk | | If environmental risk matters are addressed in the regional policy statement they must be included in the <i>Environmental risk</i> chapter. |
| Historic heritage | | If historic heritage matters are addressed in the regional policy statement they must be included in the <i>Historic heritage</i> chapter. |
| Infrastructure and energy | | If infrastructure and energy matters are addressed in the regional policy statement they must be included in the <i>Infrastructure and energy</i> chapter. |
| Land | | If land matters are addressed in the regional policy statement they must be included in the <i>Land</i> chapter. Local authorities must consider whether to combine this chapter with the <i>Water</i> chapter. |

| | | |
|--|--|---|
| Water | | <p>If water matters are addressed in the regional policy statement they must be included in the <i>Water</i> chapter.</p> <p>Local authorities must consider whether to combine this chapter with the land chapter.</p> |
| Special topics | | <p>If a local authority chooses to address other matters or topics that cannot be addressed under the other chapters, they must use the <i>Special topics</i> chapter.</p> |
| PART 5 – EVALUATION AND MONITORING | | |
| PART 6 – SCHEDULES, APPENDICES AND MAPS | | |
| | | Local authorities must implement the Schedules, Appendices and Maps Standard (S-SAM). |
| Schedules | | <p>If the local authority uses schedules, it must provide a <i>Schedules</i> chapter.</p> |
| Appendices | | <p>If the local authority uses appendices, it must provide an <i>Appendices</i> chapter.</p> |
| Maps | | <p>If the local authority uses separate maps rather than an ePlan, it must provide the maps as a separate chapter.</p> |

S-RP: Draft Regional Plan Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional plans.

A. Purpose

1. To provide a consistent structure for regional plans. Overall, the level of prescription is high at the front 'administrative' end of the structure, and becomes more flexible in the resource 'theme' chapters, where subordinate sections can be created as needed.
2. Most elements of the structure are required. Various forms of this structure are already widely used across local authorities and it is intended that the limited flexibility provided will assist in implementation without detracting from a consistent structure.

B. Relationship to other planning standards

3. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

4. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
5. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Regional Plan Structure Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough District Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council.
- 3 All regional plans must contain mandatory headings (ie, part, chapter or section headings) in the order provided in Table 4: Regional plan structure below, unless otherwise stated.
- 4 Local authorities must consider whether other sections should also be included and include them if they are required.

Table 4: Regional plan structure

[insert name of region] Regional Plan

| Chapter | Section | Instruction |
|---|----------------------------------|--|
| PART 1 – INTRODUCTION AND GENERAL PROVISIONS | | Local authorities must implement the Introduction and General Provisions Standard (S-IGP) |
| Introduction | Foreword/mihi | Local authorities must implement the Definitions Standard (CM-1). |
| | Introduction | |
| | Purpose | |
| | Description of the region | |
| How the plan works | Statutory context | |
| | General approach | |
| | Cross boundary issues | |
| | Legal effect of rules | |
| Interpretation | Definitions | |
| | Abbreviations | |
| | Glossary of Te Reo Māori terms | |
| National direction instruments | National policy statements | |
| | National environmental standards | |
| | Regulations | |

| Chapter | Section | Instruction |
|--|---------|--|
| PART 2 –TANGATA WHENUA | | Local authorities must implement the Tangata Whenua Standard (S-TW) |
| Recognition of iwi and hapū | | |
| Tangata whenua – local authority relationships | | |
| Iwi and hapū planning documents | | |
| Consultation | | |
| PART 3 – ISSUES AND OBJECTIVES | | If the local authority includes issues and objectives in a separate section this part must be used. |
| Issues | | |
| Objectives | | |
| PART 4 – THEMES | | If the local authority chooses to address matters on a theme basis, this part and any of its relevant accompanying chapters must be used. |
| Air quality | | If the local authority chooses to address matters on a theme basis and air quality matters are addressed in the regional plan they must be included in the <i>Air quality</i> chapter. |
| Coastal environment | | If the local authority chooses to address matters on a theme basis and <i>coastal environment</i> matters are addressed in the regional plan they must be included in the <i>Coastal environment</i> chapter. |
| Landscape, landforms and natural character | | If the local authority chooses to address matters on a theme basis and landscape, landforms and natural character matters are addressed in the regional plan they must be included in the <i>Landscape, landforms and natural character</i> chapter. |
| Ecosystem and indigenous biodiversity | | If the local authority chooses to address matters on a theme basis and ecosystem and indigenous biodiversity matters are addressed in the regional plan they must be included in the <i>Ecosystem and indigenous biodiversity</i> chapter. |
| Environmental risk | | If the local authority chooses to address matters on a theme basis and environmental risk matters are addressed in the regional plan they must be included in the <i>Environmental risk</i> chapter. |
| Historic heritage | | If the local authority chooses to address matters on a theme basis and historic heritage matters are addressed in the regional plan they must be included in the <i>Historic heritage</i> chapter. |
| Infrastructure and energy | | If the local authority chooses to address matters on a theme basis and infrastructure and energy matters are addressed in the regional plan they must be included in the <i>Infrastructure and energy</i> chapter. |

| Chapter | Section | Instruction |
|--|---------|--|
| Land | | <p>If the local authority chooses to address matters on a theme basis and land matters are addressed in the regional plan they must be included in the <i>Land</i> chapter.</p> <p>Local authorities must consider whether to combine this chapter with the <i>Water</i> chapter.</p> |
| Water | | <p>If the local authority chooses to address matters on a theme basis and water matters are addressed in the regional plan they must be included in the <i>Water</i> chapter.</p> <p>Local authorities must consider whether to combine this chapter with the <i>Land</i> chapter.</p> |
| Special topics | | <p>If the local authority chooses to address matters on a theme basis and a local authority chooses to address other matters or topics in the plan that cannot be addressed under the other chapters they must be included in the <i>Special topics</i> chapter.</p> |
| PART 5 – CATCHMENTS | | If the local authority chooses to address matters on a catchment basis, this part and any of its relevant accompanying chapters must be used. |
| Insert name of catchment or freshwater management unit | | |
| PART 6 – EVALUATION AND MONITORING | | |
| PART 7 – SCHEDULES APPENDICES AND MAPS | | Local authorities must implement the Schedules, Appendices and Maps Part Standard (S-SAM). |
| Schedules | | <p>If the local authority uses schedules, it must provide a <i>Schedules</i> chapter.</p> |
| Appendices | | <p>If the local authority uses appendices, it must provide an <i>Appendices</i> chapter.</p> |
| Maps | | <p>If the local authority uses separate maps rather than an ePlan, it must provide maps as a separate chapter.</p> |

S-DP: Draft District Plan Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to district plans.

A. Purpose

1. To provide a consistent structure for district plans. This standard prescribes the name and order of key parts, chapters and sections of district plans. The standard allows councils to add locally derived sections if required.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft District Plan Structure Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
- 3 All district plans must contain mandatory headings (ie, part, chapter or section headings) in the order provided in Table 5: District plan structure below, unless otherwise stated.

Table 5: District plan structure

[insert name of district] District Plan

| Chapter | Section | Instruction |
|---|----------------------------------|--|
| PART 1 – INTRODUCTION AND GENERAL PROVISIONS | | Local authorities must implement the Introduction and General Provisions Standard (S-IGP). |
| Introduction | Foreword/mihi | Local authorities must consider whether other sections should also be included in these chapters and include them if they are required. Local authorities must implement the Definitions Standard (CM-1). |
| | Introduction | |
| | Purpose | |
| | Description of the district | |
| How the plan works | Statutory context | |
| | General approach | |
| | Cross boundary issues | |
| | Legal effect of rules | |
| Interpretation | Definitions | |
| | Abbreviations | |
| | Glossary of Te Reo Māori terms | |
| National direction instruments | National policy statements | |
| | National environmental standards | |
| | Regulations | |

| Chapter | Section | Instruction |
|--|---|---|
| PART 2 – TANGATA WHENUA | | Local authorities must implement the Tangata Whenua Standard (S-TW). |
| Recognition of iwi and hapū | | |
| Tangata whenua – local authority relationships | | |
| Iwi and hapū planning documents | | |
| Consultation | | |
| PART 3 – STRATEGIC DIRECTION | | Local authorities must implement the Strategic Direction Standard (S-SD). If the local authority is including provisions on significant resource management matters relevant to the district it must provide a strategic direction part. |
| Strategic direction | | Local authorities must consider whether sections on a matter by matter basis should also be included in this chapter and include them if they are required. |
| PART 4 – DISTRICT-WIDE MATTERS | | Local authorities must implement the District Wide Matters Standard (S-DWM). |
| Natural environmental values | Coastal environment | Local authorities must consider whether other sections should also be included in this chapter and include them if they are required. If the local authority has a coastal environment, it must provide a <i>Coastal environment</i> section in the location identified. |
| | Landscape, landforms and natural character | |
| | Ecosystem and indigenous biodiversity | |
| Environmental risks | Natural hazards | The Noise and Vibration Metrics Standard (CM-2) must be implemented through the noise section. |
| | Hazardous substances and contaminated sites | |
| Community values | Heritage sites and areas | If the local authority chooses to protect trees for heritage or other community value reasons, it must provide a <i>Protected trees</i> section in the location identified. |
| | Sites of significance to Māori | |
| | Protected trees | |
| Infrastructure and energy | | If the local authority has waterways on which activities occur that require management, it must provide an <i>Activities on the surface of water</i> section in the location identified. |
| Subdivision | | |
| General district-wide matters | Temporary activities | If the local authority has mining activities that require management, it must provide a <i>Mining</i> section in the location identified. |
| | Noise and light | |
| | Earthworks | |
| | Signs | |
| | Activities on the surface of water | |
| | Mining | |

| Chapter | Section | Instruction |
|---------------------------------------|-----------------------------------|--|
| PART 5 – AREA-SPECIFIC MATTERS | | Local authorities must implement the Area Specific Matters Standard (S-ASM) as specified below. |
| Residential zones | Low-density residential zone | For the zones that the local authority chooses, the zones must follow the order, and the chapter and section headings, set out in this standard. |
| | Residential zone | |
| | Medium-density residential zone | |
| | High-density residential zone | |
| Rural zones | Rural zone | If only one zone is chosen under a chapter heading, the section heading becomes the chapter heading and the provisions are housed there. |
| | Rural production zone | |
| | Rural residential zone | |
| | Rural settlement zone | |
| Commercial zones | Neighbourhood commercial zone | |
| | Local commercial zone | |
| | Commercial zone | |
| | Mixed use zone | |
| | Town centre zone | |
| | City centre zone | |
| Industrial zones | Light industrial zone | |
| | Industrial zone | |
| | Heavy industrial zone | |
| Open space and recreation zones | Open space zone | |
| | Sport and active recreation zone | |
| | Conservation zone | |
| Special purpose zones | Airport zone | |
| | Port zone | |
| | Hospital zone | |
| | Education zone | |
| | Stadium zone | |
| | Future urban zone | |
| | Māori cultural zone | |
| | [Additional Special Purpose] Zone | |
| Precincts | | |
| Development areas | | |
| Designations | | |

| Chapter | Section | Instruction |
|---|---------|---|
| PART 6 – SCHEDULES, APPENDICES AND MAPS Local authorities must implement the Schedules, Appendices and Maps Standard (S-SAM). | | |
| Schedules | | If the local authority uses schedules, it must provide a <i>Schedules</i> chapter. |
| Appendices | | If the local authority uses appendices, it must provide an <i>Appendices</i> chapter. |
| Maps | | If the local authority uses separate maps rather than an ePlan, it must provide maps as a separate chapter. |

S-CP: Draft Combined Plan Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to combined plans.

A. Purpose

1. To clarify how the individual plan structures may be combined when a combined planning document meets the RMA requirement for two or more of the following: a regional policy statement, a regional plan, and/or a district plan.
2. It applies to any situation where a combined plan described in 1 above is prepared; as enabled through section 80 of the Resource Management Act 1991 (RMA). This can include a combined plan by one or more local authorities (including under section 80(5) of the RMA).
3. This planning standard is not applicable to a single type of planning document that is being applied across multiple local authority jurisdictions (such as the Wairarapa Combined District Plan).

B. Relationship to other planning standards

4. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition of standard in combined plans

5. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
6. Consequential amendments to any plan that are necessary to avoid duplication or conflict with amendments as required by paragraph 5 above must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Combined Plan Structure Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
 - 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
 - 3 All combined plans must contain mandatory headings (ie, part, chapter or section headings) in the order provided in Table 6: Combined Plan Structure below to the extent relevant for the combined plan.
 - 4 Where a planning standard identifies the location of any objectives and policies, local authorities must consider whether this requirement has been achieved within Part 3 Regional Policy Statement of the combined plan.
 - 5 Any combined plan must clearly identify which provisions relate to the regional coastal plan, regional plan or the district plan as the case may be.
 - 6 Local authorities must consider whether other sections should also be included and include them if they are required.
-

Table 6: Combined plan structure

[insert name of region/area and plan] Plan

| Chapter | Section | Direction |
|---|--|---|
| PART 1 – INTRODUCTION AND GENERAL PROVISIONS | | Local authorities must implement the Introduction and General Provisions Standard (S-IGP) |
| Introduction | Foreword/mihi | Local authorities must implement the Definitions Standard (CM-1). |
| | Introduction | |
| | Purpose | |
| | Description of the region/area | |
| How the plan works | Statutory context | |
| | General approach | |
| | Cross boundary issues | |
| | Roles and responsibilities | |
| | Management plans, strategies and regulations | |
| | Legal effect of rules | |
| Interpretation | Definitions | |
| | Abbreviations | |
| | Glossary of Te Reo Māori terms | |
| National direction instruments | National policy statements | |
| | National environmental standards | |
| | Regulations | |
| PART 2 – TANGATA WHENUA | | Local authorities must implement the Tangata Whenua Standard (S-TW) |
| Recognition of iwi and hapū | | |
| Tangata whenua – local authority relationships | | |
| Iwi and hapū planning documents | | |
| Consultation | | |
| PART 3 – REGIONAL POLICY STATEMENT | | If a regional policy statement is part of the combined plan this part must be used |
| Significant resource management issues for the region | Significant resource management issue and discussion | Local authorities must include sections where the matters raised are relevant as significant resource management issues for the region. |
| Themes | Air quality | If air quality matters are addressed in the regional policy |

| Chapter | Section | Direction |
|--|--|--|
| | | statement on a theme basis they must be included in the <i>Air quality</i> section. |
| | Coastal environment | If coastal environment matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Coastal environment</i> section. |
| | Landscape, landforms and natural character | If landscape, landforms and natural character matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Landscape, landforms and natural character</i> section. |
| | Ecosystems and indigenous biodiversity | If ecosystem and indigenous biodiversity matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Ecosystem and indigenous biodiversity</i> section. |
| | Environmental risk | If environmental risk matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Environmental risk</i> section. |
| | Historic heritage | If historic heritage matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Historic heritage</i> section. |
| | Infrastructure and energy | If infrastructure and energy matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Infrastructure and energy</i> section. |
| | Land | If land matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Land</i> section. Local authorities must consider whether to combine this section with the <i>Water</i> section. |
| | Water | If water matters are addressed in the regional policy statement on a theme basis they must be included in the <i>Water</i> section. Local authorities must consider whether to combine this chapter with the <i>Land</i> section. |
| | Special topics | If a local authority addresses other matters or topics in the regional policy statement that cannot be addressed under the other chapters, they must use the <i>Special topics</i> section. |
| PART 4 – REGION WIDE MATTERS | | Local authorities must implement the District Wide Matters Standard (S-DWM) to the extent it is relevant |
| Issues and objectives | Issues | If the local authority includes issues and objectives in a separate section that is not part of a regional policy statement this chapter must be used. |
| | Objectives | |
| Air quality | | If the local authority chooses to address air quality matters outside of a regional policy statement and on a theme basis this chapter must be used. |
| Coastal environment | | If the combined plan does not include a district plan and the local authority chooses to address coastal environment matters outside of a regional policy statement and on a theme basis this chapter must be used. Coastal environment matters may be addressed through a separate coastal environment plan. |
| Landscape, landforms and natural character | | If the combined plan does not include a district plan, and the local authority chooses to address landscape, landforms and natural character matter outside of the regional policy statement on a |

| Chapter | Section | Direction |
|--|---|---|
| | | theme basis this chapter must be used. |
| Ecosystems and indigenous biodiversity | | If the combined plan does not include a district plan, and the local authority chooses to address ecosystem and indigenous biodiversity matters on a theme basis this chapter must be used. |
| Environmental risk | | If the combined plan does not include a district plan, and the local authority chooses to address environmental risk matters on a theme basis this chapter must be used. |
| Historic heritage | | If the combined plan does not include a district plan, and the local authority chooses to address historic heritage matters on a theme basis this chapter must be used. |
| Infrastructure and energy | | If the combined plan does not include a district plan, and the local authority chooses to address infrastructure and energy matters on a theme basis this chapter must be used. |
| Land | | If the local authority chooses to address regional plan land matters outside of the regional policy statement on a theme basis this chapter must be used. Local authorities must consider whether to combine this chapter with the <i>Water</i> chapter. |
| Water | | If the local authority chooses to address water matters outside of the regional policy statement on a theme basis this chapter must be used. Local authorities must consider whether to combine this chapter with the <i>Land</i> chapter. |
| Natural environmental values | Coastal environment | If the combined plan includes a district plan then local authorities must implement the District Wide Matters Standard (S-DWM). If the combined plan includes a regional plan, regional plan provisions may be integrated with the implementation of the General District Wide Matters Standard (S-DWM). |
| | Landscape, landforms and natural character | |
| | Ecosystems and indigenous biodiversity | |
| Environmental risk | Natural hazards | The Noise and Vibration Metrics Standard (CM-2) must be implemented through the <i>Noise and Light</i> section. |
| | Hazardous substances and contaminated sites | |
| Community values | Historic heritage | |
| | Sites of significance to Māori | |
| | Protected trees | |
| Infrastructure and energy | | |
| Subdivision | | |
| General region-wide matters | Temporary activities | |
| | Noise and light | |
| | Earthworks | |
| | Signs | |
| | Activities on the surface of water | |
| | Mining | |

| Chapter | Section | Direction |
|---|----------------------------------|--|
| Special topics | | If the local authority chooses to address matters on a theme basis and a local authority chooses to address other matters or topics in the plan that cannot be addressed under the other chapters they must be included in the <i>Special topics</i> chapter. |
| PART 5 – CATCHMENTS | | If the local authority chooses to address matters on a catchment basis, this part and any of its relevant accompanying chapters must be used. |
| Insert name of catchment or freshwater management unit. | | |
| PART 6 – AREA-SPECIFIC MATTERS | | If the combined plan includes a district plan, the local authority must comply with this part. Local authorities must implement the Area Specific Matters Standard (S-ASM). |
| Residential zones | Low-density residential zone | For the zones that the local authority chooses, the zones must follow the order, and the chapter and section headings, set out in this standard. If only one zone is chosen under a chapter heading, the section heading becomes the chapter heading and the provisions are housed there. |
| | Residential zone | |
| | Medium-density residential zone | |
| | High-density residential zone | |
| Rural zones | Rural zone | |
| | Rural production zone | |
| | Rural residential zone | |
| | Rural settlement zone | |
| Commercial zones | Neighbourhood commercial zone | |
| | Local commercial zone | |
| | Commercial zone | |
| | Mixed use zone | |
| | Town centre zone | |
| | City centre zone | |
| Industrial zones | Light industrial zone | |
| | Industrial zone | |
| | Heavy industrial zone | |
| Open space and recreation zones | Open space zone | |
| | Sport and active recreation zone | |
| | Conservation zone | |
| Special purpose zones | Airport zone | |
| | Port zone | |
| | Hospital zone | |
| | Education zone | |

| Chapter | Section | Direction |
|--|-----------------------------------|---|
| | Stadium zone | |
| | Future urban zone | |
| | Māori cultural zone | |
| | [Additional Special Purpose] Zone | |
| Precincts | | |
| Development areas | | |
| Designations | | |
| PART 7 - EVALUATION AND MONITORING | | |
| PART 8 – SCHEDULES, APPENDICES AND MAPS | | Local authorities must implement the Schedules, Appendices and Maps Standard (S-SAM). |
| Schedules | | If the local authority uses schedules, it must provide a <i>Schedules</i> chapter. |
| Appendices | | If the local authority uses appendices, it must provide an <i>Appendices</i> chapter. |
| Maps | | If the local authority uses separate maps rather than an ePlan, it must provide maps as a separate chapter. |

S-IGP: Draft Introduction and General Provisions Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To provide details of the components that should be included in this part and outlines the matters that should be addressed in this part and its sections if relevant to a local authority.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Introduction and General Provisions Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.

Introduction Chapter (S-INTRO)

- 3 If a local authority/mayoral/chair foreword and/or mihi are included in the policy statement/plan, they must be included in the *Foreword/mihi* section.
-
- 4 If the following matters are addressed in the policy statement/plan, they must be included in the *Introduction* section:
 - a. the date the policy statement or plan was made operative and local authority seal (RMA, schedule 1, clause 17(3))
 - b. updates made to the policy statement or plan using table formats in the following order and using the form set out below in tables 7, 8 and 9:
 - i. within each update table, the updates must be listed in order by the date the amended or new provisions were made operative, with the latest updates located at the bottom of the table
 - c. local strategic scene setting
 - d. a contents page or other similar method of navigation with all policy statement or plan chapters listed
 - e. if a contents table is to be used, it must follow the format of table 10 below.

Table 7: Update table

| Update number | Date of update approval | Description including title of change or amendment, and a description of the update | Link to policy statement and/or plan change, approval, or documents |
|---------------|-------------------------|---|---|
| | | | |

Table 8: Map update table

| Update number | Date of update approval | Description including the title change or amendment, and description of update | Link to policy statement and/or plan change, approval, or documents |
|---------------|-------------------------|--|---|
| | | | |

Table 9: Designations, heritage orders, or others statutory Mechanisms update table

| Update number | Date of update approval | Description including name of requiring authority, heritage protection authority, or other authority, and the amendment, approved | Link to policy statement and/or plan change, approval, or documents |
|---------------|-------------------------|---|---|
| | | | |

Table 10: Contents table

| Reference including part, chapter or section number | Title including name of part, chapter or section | Hyperlink or page number |
|---|--|--------------------------|
| | | |

- 5 If the following matters are addressed in the policy statement/plan, they must be included in the *Purpose* section:
- information on the role of the policy statement and/or plan
 - information on how RMA Part 2 matters have been taken into account, recognised, and provided for
 - information on how the policy statement or plan has taken into account sections 6e and 7a of the RMA and the principles of the Treaty of Waitangi (Te Tiriti o Waitangi) (RMA section 8).
- 6 If the following matters are addressed in the policy statement/plan, they must be included in the *Region and its Resources, or Description of Region or Description of the District* (as relevant for the policy statement or plan) section:
- key information about the region and/or district that is of relevance from a resource management perspective.

How the Policy Statement/Plan Works Chapter (S-HPW)

- 7 If the following matters are to be addressed in the policy statement/plan, they must be located in the *Statutory Context* section:
- the statutory requirements to prepare the policy statement or plan identified in sections 60, 64, 65, or 73 of the RMA
 - a list of all RMA planning documents relevant to the region/district/city, and how they relate to each other and to the policy statement/plan. This includes a discussion around their hierarchy
 - a list of all other plans that are important to the context or content of the plan; eg, urban development strategies, regional spatial plans (RMA section 74(2)(b)).
- 8 If the following matters are to be addressed in the policy statement/plan, they must be located in the *General approach* section:
- an explanation of the approach taken around integrated management
 - an explanation of how region and/or district wide provisions, catchments, zones, overlays, precincts, mapped controls and designations relate to each other
 - the steps plan users should take to determine if an activity is provided for by the policy statement/plan, or is provided for in a certain area
 - how applications subject to multiple zones or chapters are treated
 - an outline of the “administrative” or other provisions of the RMA that apply
 - any other matter the local authority considers will aid in the policy statement/plan’s use.

- 9 If the following matters are to be addressed in the policy statement/plan, they must be located in the *Cross boundary issues* section:
- relevant cross boundary issues
 - the processes to be used to manage matters that cross local authority boundaries.

- 10 If the following matters are to be addressed in the plan, they must be located in the *Legal effect of rules* section :
- the legal effect of rules,
 - how, as rules in proposed plans move towards becoming operative, their relative status [and thus weighting] is presented in the plan
 - how rules that have early or delayed legal effect are identified.

- 11 Local authorities must consider whether other sections should also be included in this chapter.

For example section 62(1)(i) requires that the local authority responsible for the matters specified in the section is stated in a regional policy statement.

Interpretation Chapter (S-INTER)

- 12 Definitions must be included in a single list, both terms required by the national planning standards, and additional terms the local authority chooses to define.

- 13 Definitions Standard (CM-1) provides the structure, form and content for this section.

- 14 If abbreviations are to be provided in district plans, they must be located in the *Abbreviations* section, using Table 11: Abbreviation table in the form below.

Table 11: Abbreviations table

| Abbreviations | Full term |
|--|--|
| Must include abbreviations to be explained | Must include the full term, and if resulting from other legislation, the reference to that section |

- 15 Abbreviations must be listed numerically (if relevant) and then alphabetically from A–Z.

- 16 Where an abbreviation is defined in other New Zealand legislation, reference to the other legislation must be included in the Abbreviations table.

- 17 If relevant to a local authority, if a te reo Māori term is used in a rule it must be defined in the definitions section.

- 18 The glossary of te reo Māori terms must be used when terms are used in or relevant to the interpretation of objectives, policies and other text, or the understanding of Māori perspectives on resource management perspectives within the region.

- 19 If te reo Māori terms are to be provided in policy statements/plans, they must be located in the *Glossary of te reo Māori terms*, in the form below.

Table 12: Glossary of te reo Māori terms table

| Te reo Māori term | Explanations |
|---|--------------|
| Must include terms to be explained by the local authority | |

- 20 Te reo Māori terms must be listed numerically (if relevant) and then alphabetically from A- Z.

- 21 Where a term is defined in other relevant New Zealand legislation, that reference to the other New Zealand legislation must be included in the *Glossary* table.

National Direction Instruments Chapter (S-NDI)

22 All policy statements and plans must include a national direction instruments chapter as set out in Table 13: National direction instruments below.

Table 13: National direction instruments

| Section | Text | Instruction | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|---|--|--|--|--|
| National policy statement | <p>National policy statements (NPS) and the New Zealand Coastal Policy Statement (NZCPS) form part of the RMA's policy framework and are prepared by central government to address nationally significant matters. NPS and the NZCPS contain objectives, policies and methods that must be given effect to by decision makers when drafting plans and policy statements. NPS and NZCPS must also be given regard by consent authorities when making decisions on resource consent applications, alongside other considerations. The following table provides an overview of whether NPS' and NZCPS have been implemented in the Plan.</p> <p>Table 14: National policy statement table</p> <table border="1"> <thead> <tr> <th>National Policy Statement (including hyperlinks)</th> <th>Details of the Policy Statement and/or Plan review or a relevant¹ change to give effect (fully or partially) to each National Policy Statement</th> </tr> </thead> <tbody> <tr> <td>National Policy Statement on Freshwater Management 2014 (amended in August 2017)</td> <td></td> </tr> <tr> <td>National Policy Statement on Urban Development Capacity 2016</td> <td></td> </tr> <tr> <td>National Policy Statement on Renewable Electricity Generation 2011</td> <td></td> </tr> <tr> <td>New Zealand Coastal Policy Statement 2010</td> <td></td> </tr> <tr> <td>National Policy Statement on Electricity Transmission 2008</td> <td></td> </tr> </tbody> </table> | National Policy Statement (including hyperlinks) | Details of the Policy Statement and/or Plan review or a relevant ¹ change to give effect (fully or partially) to each National Policy Statement | National Policy Statement on Freshwater Management 2014 (amended in August 2017) | | National Policy Statement on Urban Development Capacity 2016 | | National Policy Statement on Renewable Electricity Generation 2011 | | New Zealand Coastal Policy Statement 2010 | | National Policy Statement on Electricity Transmission 2008 | | <ol style="list-style-type: none"> 1 A national policy statement table must be provided in the form identified in table 14, to identify how these matters are addressed by the policy statement and/or plan. 2 The national policy statement table must be updated if a change or review gives effect to a NPS. 3 Plans must provide a link to the national direction instrument document 4 For each national policy statement insert one of the following choices in the second column of the table from the following list: <ol style="list-style-type: none"> a. full policy statement and/or plan b. plan change X (list all) c. policy statement/plan reviewed and no change required including the date review was notified d. not applicable e. no review undertaken yet. |
| National Policy Statement (including hyperlinks) | Details of the Policy Statement and/or Plan review or a relevant ¹ change to give effect (fully or partially) to each National Policy Statement | | | | | | | | | | | | | |
| National Policy Statement on Freshwater Management 2014 (amended in August 2017) | | | | | | | | | | | | | | |
| National Policy Statement on Urban Development Capacity 2016 | | | | | | | | | | | | | | |
| National Policy Statement on Renewable Electricity Generation 2011 | | | | | | | | | | | | | | |
| New Zealand Coastal Policy Statement 2010 | | | | | | | | | | | | | | |
| National Policy Statement on Electricity Transmission 2008 | | | | | | | | | | | | | | |

¹ A 'relevant plan change' is a plan change that is promulgated (developed and notified) to give effect to the NPS or includes provisions that must give effect to the NPS.

| <p>National environmental standards</p> | <p>National environmental standards (NESs) provide a consistent approach to decision-making process throughout the whole country or specific area. NESs are prepared by central government and can prescribe technical standards, methods (including rules) or other requirements for environmental matters. If an activity doesn't comply with an NES, it requires a resource consent. NESs are enforced by local authorities. In some circumstances, plan rules can be more lenient or stringent than NES rules. Where the plan has more lenient or stringent rules these are identified in the table below.</p> | <p>5 A national environment standard table must be provided in the form provided in table 15.</p> <p>6 The national environmental standards table must be updated if a change or review amends plan provisions in response to a NES.</p> <p>7 Plans must provide a link to the national direction instrument document.</p> <p>8 Complete the table by inserting one of choices in the table for each national environment standard from the following list:</p> <p>a. none</p> <p>b. yes.</p> <p>If "yes" is chosen above the local authority must list details including rule/section references(s)</p> <p>c. plan duplication or conflict not assessed yet</p> <p>d. not applicable.</p> | | | | | | | | | | | | | | |
|--|---|--|---|---|--|--|--|--|--|---|--|--|--|---|--|--|
| | <p>Table 15: National environment standard table</p> <table border="1"> <thead> <tr> <th data-bbox="427 573 740 685">National environment standard (including hyperlinks)</th> <th data-bbox="740 573 1002 685">Details on which rules are more lenient or stringent than the NES</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 685 740 831">Resource Management (National Environmental Standard on Plantation Forestry) Regulations 2017</td> <td data-bbox="740 685 1002 831"></td> </tr> <tr> <td data-bbox="427 831 740 1005">Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016</td> <td data-bbox="740 831 1002 1005"></td> </tr> <tr> <td data-bbox="427 1005 740 1216">Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011</td> <td data-bbox="740 1005 1002 1216"></td> </tr> <tr> <td data-bbox="427 1216 740 1391">Resource Management (National Environmental Standards for Electricity Transmission Activities) Regulations 2009</td> <td data-bbox="740 1216 1002 1391"></td> </tr> <tr> <td data-bbox="427 1391 740 1568">Resource Management (National Environmental Standard for Sources of Drinking Water) Regulations 2007</td> <td data-bbox="740 1391 1002 1568"></td> </tr> <tr> <td data-bbox="427 1568 740 1713">Resource Management (National Environmental Standards for Air Quality) Regulations 2004</td> <td data-bbox="740 1568 1002 1713"></td> </tr> </tbody> </table> | National environment standard (including hyperlinks) | Details on which rules are more lenient or stringent than the NES | Resource Management (National Environmental Standard on Plantation Forestry) Regulations 2017 | | Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016 | | Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 | | Resource Management (National Environmental Standards for Electricity Transmission Activities) Regulations 2009 | | Resource Management (National Environmental Standard for Sources of Drinking Water) Regulations 2007 | | Resource Management (National Environmental Standards for Air Quality) Regulations 2004 | | |
| National environment standard (including hyperlinks) | Details on which rules are more lenient or stringent than the NES | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standard on Plantation Forestry) Regulations 2017 | | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016 | | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 | | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standards for Electricity Transmission Activities) Regulations 2009 | | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standard for Sources of Drinking Water) Regulations 2007 | | | | | | | | | | | | | | | | |
| Resource Management (National Environmental Standards for Air Quality) Regulations 2004 | | | | | | | | | | | | | | | | |
| <p>Regulations</p> | <p>The regulations included in this section are only those that manage how certain activities can be carried out under the RMA excluding the national environmental standards listed above. It is noted that there are other regulations around RMA procedures and payments. All regulations are available on the Legislation New Zealand Website.</p> <p>Resource Management (Exemptions) Regulations 2017</p> <p>Resource Management (Marine Pollution) Regulations 1998</p> <p>Resource Management (Exemptions) Regulations 1996</p> | <p>9 Plans must provide a link to the national direction instrument document.</p> | | | | | | | | | | | | | | |

S-TW: Draft Tangata Whenua Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 policy statements and plans developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To provide a consistent way in which tangata whenua values, objectives, policies and methods including rules (if any), and issues of importance in resource management, are considered and presented in policy statements and plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Tangata Whenua Structure Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
 - 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
-
- 3 If the following matters are addressed in policy statements and plans, they must be located in the *Recognition of iwi/hapū* chapter:
 - a history of the iwi/hapū within the rohe, the iwi/hapū relationship with the rohe, environmental management perspective and values
 - a description of resources of significance to tangata whenua
 - where agreed with the iwi authorities, a list of relevant iwi authorities. Where possible this should include a link to iwi authority websites
 - a description of the relationship of iwi or hapū with ancestral lands, water, sites, wāhi tapu, and interests in resource management
 - an explanation of how iwi and hapū values have been considered when preparing the Plan, or are reflected in the plan
 - an overview of the outcome of resource management arrangements from treaty settlement and post-treaty settlement agreements
 - a list and explanation of what the statutory acknowledgements for the district and region are. Where possible this should include a link to the relevant statutory acknowledgement legislation
 - a brief explanation of how statutory acknowledgements affect the plan and/or how statutory acknowledgements are reflected in specific Objectives, Policies, and Methods, including rules (if any)
 - if any statutory acknowledgement requires a specific resource management processes, identification of that process.
-
- 4 If the following matters are addressed in policy statements and plans, they must be located in the *Tangata whenua-local authority relationships* chapter:
 - a list of any formal relationships agreements between tangata whenua and a local authority. Those formal relationship agreements may include any memoranda of understanding, mana whakahono a rohe/iwi participation arrangements, co-management agreements, joint management agreements and transfer of powers under RMA 1991 section 33, as they relate to resource management functions
 - where agreed with tangata whenua a link, to the agreement document identified in 2 (a) above.
-

-
- 5 If the following matters are addressed in policy statements and plans, they must be located in the *Iwi and hapū planning documents* chapter:
- a list of iwi and hapū planning documents lodged with a local authority. Where possible this should include a link to planning documents
 - a description of how the local authority has taken the iwi/hapū planning documents into account in the plan
 - a flowchart of how iwi and hapū planning documents are used
 - if relevant and agreed, parts of the iwi/hapū planning documents.
-
- 6 If the following matters are addressed in policy statements and plans, they must be located in the *Consultation* chapter:
- any specific consultation processes with tangata whenua, (as required by the RMA)
 - any relevant consultation processes from iwi and hapū planning documents
 - a description of best practice consultation and engagement processes as agreed with specific iwi or hapū
 - a flowchart of the consultation process used or supported
 - a link/reference to external best practice processes documents
 - an explanation of the purpose of any consultation processes
 - reference to how the consultation processes are given effect to.
-

S-SD: Draft Strategic Direction Structure Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to district plans.

A. Purpose

1. To provide a consistent place and manner to present the significant strategic matters that influence decision making, and how the local authority will address those matters.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Strategic Direction Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
 - 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
-
- 3 If the following matters are to be addressed in district plans, they must be located in the *Strategic direction* chapter:
 - an identification and outline of the key strategic or significant resource management matters of importance to the district
 - objectives that address those matters for the district that guide decision making at a strategic level
 - policies that address the strategic matters for the district, if it is considered that those policies are not better located in other more specific chapters
 - how the Māori resource management provisions in Part 2 of the RMA 1991, and Treaty of Waitangi (Te Tiriti o Waitangi) principles as identified through consultation with tangata whenua will be implemented through the plan.
-

S-DWM: Draft District Wide Matters Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to district plans and combined plans.

A. Purpose

1. To ensure that the chapters contained within Part 4 - District wide matters, if it is relevant to the local authority, are located consistently in plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

District Wide Matters Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.

Natural Environment Values chapter (S-NEV)

- 3 This chapter and any section in this chapter must include objectives, policies and methods, including rules (if any).
- 4 In addition, this chapter and any section in this chapter may contain other provisions enabled under section 75(2) of the RMA.

- 5 If the district has a coastline, a coastal environment section must be provided.
- 6 If the following matters are addressed in combined plans or district plans, they must be located in the *Coastal environment* section:
 - a. identification of the coastal environment, either by mapping or narrative
 - b. objectives, policies and methods, including rules (if any) to give effect to the NZCPS
 - c. objectives, policies and methods, including rules (if any) that will ensure the life supporting capacity of these systems are safeguarded
 - d. objectives, policies and methods, including rules (if any) that manage the effect of activities in the coastal environment.

- 7 If the following matters are to be addressed in combined plans or district plans, they must be located in the *Landscape, landforms and natural character* section:
 - a. the identification of landscapes, landforms and natural character that are outstanding, significant or valued by the community
 - b. objectives, policies and methods, including rules (if any) that will ensure the life supporting capacity of these systems are safeguarded
 - c. objectives, policies and methods, including rules (if any) that will manage those features and landscapes.

- 8 Local authorities must consider whether other sections to address other particular natural environment values on a district wide basis that are not addressed within specific zones, should also be included in this chapter.

- 9 If matters are included in combined plans or district plans in regard to the ecosystems and indigenous biodiversity they should be located in the *Ecosystems and indigenous biodiversity* section.

Environmental Risks chapter (S-ER)

- 10 This chapter and any section in this chapter section must include objectives, policies and methods including rules (if any).
- 11 In addition, this chapter and any section in this chapter may contain other provisions enabled under section 75(2) of the RMA.

12 If matters relating to natural hazards are to be addressed in the plan, they should be located in the *Natural hazards* section.

13 If the following matters are to be addressed in the plan, they should be located in the *Hazardous substances and contaminated sites* section:

- a. any provision required to manage the land use aspects of hazardous substances where this is not covered by other legislation or regulation
 - b. provisions relating to the use, storage and disposal of hazardous substances on land and in the coastal marine area that presents a specific risk to human or ecological health and property
 - c. any provision required to address managing contaminated sites where this is not covered by existing legislation or regulation (ie, This section must not replicate the requirements of the Resource Management (National Environmental Standards for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011).
-

14 Local authorities must consider whether other sections to address other particular environmental risks on a district wide basis that are not addressed within specific zones, should also be included in this chapter.

Community Values chapter (S-CV)

15 This chapter and any section in this chapter must include objectives, policies and methods including rules (if any).

16 In addition, this chapter and any section in this chapter may contain other provisions enabled under section 75(2) of the RMA.

17 If the following matters are addressed in the plan, they must be included in the *Historic heritage* section:

- a. objectives, policies and methods, including rules (if any) to manage heritage resources and the historic values of those resources
 - b. an identification of heritage resources
 - c. identification of heritage resources subject to a heritage protection order
 - d. cross reference to a schedule in the schedule chapter that provides a list of the specific location of historic areas and sites identified as requiring management, and sites subject to a heritage protection order with a description of why or what in each area or site requires management.
-

18 If the following matters are addressed in the plan, they must be included in the *Sites of significance to Māori* section:

- a. objectives, policies and methods, including rules (if any) that manage sites of significance to Māori
 - b. sites of significance to Māori that have been identified through an agreed process with tangata whenua, including any Māori Cultural Landscape
 - c. a description of agreed process of identification and how this process is implemented
 - d. cross referencing to the schedules chapter that a list of the specific location of areas and sites of significance to Māori identified as requiring management, with a description of why or what in each area or site requires management
 - e. sub-headings or descriptions of the sites; eg, wahi tapu, wahi tipuna, statutory acknowledgement, customary rights, historic site and other culturally important sites and areas
 - f. a description of regulatory processes for identification and management and how this is given effect
 - g. an explanation of how iwi are engaged (eg, through a cultural impact assessment).
-

19 If the following matters are addressed in the plan, they must be included in the *Protected trees* section:

- a. objectives, policies and methods, including rules (if any) that manage trees/groups of trees
 - b. identification of individual protected trees and/or groups of protected trees
 - c. cross referencing to a schedule in the schedules chapter that provide a list of the specific location and species of the protected individual tree/group of trees.
-

20 Local authorities must consider whether other sections to address other particular community values on a district wide basis that are not addressed within specific zones should also be included in this chapter.

Infrastructure and Energy chapter (S-IE)

- 21 The *Infrastructure and energy* chapter must, to the extent relevant contain provisions that give effect to:
- a. National Policy Statement for Renewable Electricity Generation 2011
 - b. National Policy Statement on Electricity Transmission 2008.
- 22 The *Infrastructure and energy* chapter must be consistent with the:
- a. Resource Management (National Environmental Standards for Electricity Transmission Activities) Regulations 2009
 - b. Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016.
- 23 If relevant to a local authority, the following matters must be addressed in the *Infrastructure and energy* chapter unless provided in a special purpose zone, requirement or designation:
- a. objectives, policies and methods including rules if any, relating to the operation, maintenance, upgrading and development of infrastructure including where relevant:
 - i. state highways and local roads
 - ii. railways
 - iii. airports
 - iv. ports
 - v. electricity generation, transmission and distribution
 - vi. wastewater, stormwater and drinking water infrastructure
 - vii. other network utilities not listed
 - viii. bulk storage and transmission of fuel or energy
 - ix. street furniture
 - x. any buffer corridor area provisions required for the national grid
 - b. a statement about the zoning status of roads; eg, the adjoining zoning applies to the centre line of the road
 - c. provisions to manage reverse sensitivity effects between infrastructure and other activities.
- 24 Any noise related metrics must be consistent with the Noise and Vibration Metrics Standard (CM-2).
- 25 The *Infrastructure and Energy* chapter must refer to any relevant applied Special Purpose Zone (eg, Airport zone, Port Zone, Hydro-electricity Generation Zone).

Subdivision chapter (S-SUB)

- 26 If the following matters are addressed in the plan, include them in the *Subdivision* chapter:
- a. any technical subdivision requirements of Part 10 of the RMA
 - b. objectives, policies and methods, including rules (if any) to manage subdivision
 - c. reference to other documents used for the management of subdivision such as Codes of Practice.
- 27 If the local authority decides it is appropriate to separate this chapter into different sections, sections may be provided.

General District-Wide matters chapter (S-GDW)

- 28 This chapter and any section in this chapter must include objectives, policies and methods, including rules (if any).
- 29 In addition, this chapter and any section in this chapter may contain other provisions enabled under section 75(2) of the RMA.
-
- 30 If the following matters are addressed in the plan, they must be located in the *Temporary activities* section:
- a. objectives, policies and methods, including rules (if any) addressing activities, buildings and events that because of their temporary nature require a specific management approach.
-
- 31 If the following matters are addressed in the plan, they must be located in the *Noise and light* section:
- a. objectives, policies and methods, including rules (if any) managing noise and light
 - b. objectives, policies and methods, including rules (if any) for noise, light spill and glare for different areas and receiving environments
 - c. noise/light thresholds for each zone or other spatially defined area
 - d. sound insulation requirements for sensitive activities or limits to the location of noise sensitive activities relative
-

to noise generating activities

- e. specific requirements for common significant noise and light generating activities.

32 Any noise related metrics must be consistent with the Noise and Vibrations Metrics Standard (CM-2).

33 If the following matters are addressed in the plan, they must be located in the *Earthworks* section:

- a. objectives, policies and methods, including rules (if any) to manage earthworks including but not limited to cumulative effects.
-

34 If the following matters are addressed in the plan, they must be located in the *Signs* section:

- a. objectives, policies and methods, including rules (if any) to manage signs including but not limited to cumulative effects.
-

35 If the following matters are addressed in the plan, they must be located in the *Activities on the surface of waterways* section:

- a. objectives, policies and methods, including rules (if any) to manage the effects of activities on the surface of water bodies including but not limited to cumulative effects.
-

36 Local authorities must consider whether other sections to address other matters on a district wide basis that are not addressed within specific zones, should also be included in this chapter.

S-ASM: Draft Area Specific Matters Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to district plans and combined plans.

A. Purpose

1. To provide a consistent way for plans to provide chapters in plans relating to zones, precincts, development areas and designations within the Area Specific Matters part of a plan.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory and discretionary directions.
4. The amendments made to any plan to give effect to the mandatory directions in the table (or cells) in part D must be in accordance with section 58I (2) and (3) of the RMA.
5. The amendments made to any plan to give effect to the discretionary directions in the table (or cells) in part D must be in accordance with section 58I (4) of the RMA.
6. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraphs 4 or 5 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by sections 58I (3)(d) and 58I(4)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Area Specific Matters Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.

Zone chapters (S-ZONES)

- 3 Where a zone is to be used, the related zone structure and order in the District Plan Structure Standard (S-DP) is to be used.
- 4 Where a zone is to be used, each zone must include objectives, policies and methods including rules (if any) in accordance with the Chapter Form Standard (F-5).
- 5 Where a zone is to be used, in addition to the matters identified in this and any other relevant standard, each zone may also include any other provision enabled under section 75(2) of the RMA.
- 6 A local authority may include additional special purpose zones in accordance with Direction 7 below but must not include any other additional zones.
- 7 An additional special purpose zone must only be created when the proposed land use activities and anticipated development within the defined area:
 - a. are significant to the district or region
 - b. could not be enabled by any other zone
 - c. could not be enabled by the introduction of an overlay, precinct, designation, development area, or specific control.

Discretionary direction

- 8 The local authority must choose at least one of the following zones to use in their Plans. Each zone option contains a purpose statement which the zone provisions must fulfil.

| Zone | Purpose statement |
|---------------------------------|---|
| Low-density residential zone | The purpose of the <i>Low-density residential zone</i> is to provide primarily for residential activities where there may be constraints on urban density. |
| Residential zone | The purpose of the <i>Residential zone</i> is to provide primarily for residential activities in areas of suburban character. |
| Medium-density residential zone | The purpose of the <i>Medium-density residential zone</i> is to provide primarily for residential activities in areas of urban character. |
| High-density residential zone | The purpose of the <i>High-density residential zone</i> is to provide primarily for residential activities in areas of high density, urban character. |
| Rural zone | The purpose of the <i>Rural zone</i> is to provide primarily for primary production activities. The zone may also provide for a limited range of activities which support rural production. |

| | |
|----------------------------------|---|
| Rural production zone | The purpose of the <i>Rural production zone</i> is to prioritise primary production activities that rely on the productive nature of the soils, intensive primary production, and also providing for associated rural industry. |
| Rural residential zone | The purpose of the <i>Rural residential zone</i> is to provide primarily for a residential lifestyle within a rural environment, while still enabling primary production to occur appropriate to the size of the lots. |
| Rural settlement zone | The purpose of the <i>Rural settlement zone</i> is to provide primarily for a mixture of residential, commercial, light industrial activities and community activities located within rural areas that support a small settlement and surrounding rural area. |
| Neighbourhood commercial zone | The purpose of the <i>Neighbourhood commercial zone</i> is to provide primarily for small-scale commercial activities that directly support the immediate residential neighbourhood. |
| Local commercial zone | The purpose of the <i>Local commercial zone</i> is to provide primarily for a range of commercial activities that provide for the daily/weekly shopping needs of the residential catchment. |
| Commercial zone | The purpose of the <i>Commercial zone</i> is to provide primarily for a broad range of commercial activities. It also provides for activities that are not sensitive to the effects generated from commercial activities. |
| Mixed-use zone | The purpose of the <i>Mixed-use zone</i> is to provide primarily for a mix of residential, commercial, light industrial, recreational and community activities. |
| Town centre zone | The purpose of the <i>Town centre zone</i> is to provide primarily: <ul style="list-style-type: none"> • in smaller urban areas, for a diverse range of commercial activities and associated community, recreation, and residential activities which support both residents and visitors • in secondary centres in major cities, for community, recreational, commercial and residential activities which service the immediate and wider neighbourhood areas. |
| City centre zone | The purpose of the <i>City centre zone</i> is to provide primarily for a diverse range of commercial, community, recreational, and residential activities. |
| Light industrial zone | The purpose of the <i>Light industrial zone</i> is to provide primarily for a limited range of industrial activities that are more compatible with sensitive activities. |
| Industrial zone | The purpose of the <i>Industrial zone</i> is to provide primarily for a range of industrial activities. It also provides for associated activities that are not sensitive to the effects generated from industrial activities. |
| Heavy industrial zone | The purpose of the <i>Heavy industrial zone</i> is to provide primarily for industrial activities that may be incompatible with sensitive activities. |
| Open space zone | The purpose of the <i>Open space zone</i> is to provide primarily for a range of passive and active recreational activities, along with limited facilities and structures, and opportunities for relaxing and socializing. |
| Sport and active recreation zone | The purpose of the <i>Sport and active recreation zone</i> is to provide primarily for indoor and outdoor active recreation and sports and associated facilities, including large scale buildings and structures. |
| Conservation zone | The purpose of the <i>Conservation zone</i> is to provide primarily for the ongoing management of land that has a particular conservation focus. |
| Airport zone | The purpose of the <i>Airport zone</i> is to: <ul style="list-style-type: none"> • enable the ongoing operation and future development of airports and the surrounding airfield and aerodrome • enable associated operational areas and facilities • enable operations relating to the transportation of people and freight • provide for aeronautical (or aviation) activities of airports, as well as operational, administrative, commercial and industrial activities associated with airports. |
| Port zone | The purpose of the <i>Port zone</i> is to enable: |

| | |
|--|--|
| | <ul style="list-style-type: none"> the ongoing operation and future development of ports and associated operational areas and facilities operations relating to the transportation of people and freight. |
| Hospital zone | The purpose of the <i>Hospital zone</i> is to provide primarily for the ongoing operation of a locally or regionally important primary medical facility, and associated health care services and healthcare facilities. |
| Education zone | The purpose of the <i>Education zone</i> is to provide primarily for educational facilities. |
| Stadium zone | The purpose of the <i>Stadium zone</i> is to provide primarily for the ongoing operation of large scale sports and recreation facilities, buildings and structures. It may accommodate a range of large-scale sports, leisure, entertainment, art, recreation, or event and cultural activities. |
| Future urban zone | The purpose of the <i>Future urban zone</i> is to identify land as suitable for urbanisation. The Future Urban Zone is a transitional zone. |
| Māori cultural zone | The purpose of the <i>Māori cultural zone</i> is to enable a range of activities which specifically meet Māori cultural needs including but not limited to residential and commercial activities. |
| [Additional special purpose] zone <i>Refer to mandatory direction 6 above</i> | The purpose of the [additional special purpose] zone is to manage ... [local authority to add]. |

Mandatory directions

Precincts chapter (S-PREC)

9 A precinct spatially identifies and manages an area where two or more additional provisions apply which modify the policy approach of the underlying zone(s) or refine or modify land use outcomes.

10 If no precinct is required, do not include this chapter in the plan.

11 Each precinct must be provided as a different section of the chapter, and must meet the direction below.

- Each precinct must have a unique name indicating the purpose of the precinct.
- Any section must include objectives, policies, and methods including rules if any.
- Any section may contain other provisions enabled under section 75(2) of the RMA.

12 Any precinct may include reference to a design guide or other guidance material.

Development Areas chapter (S-DEV)

13 A development area spatially identifies and manages areas where conceptual plans such as structure plans, framework plans, outline development plans, or growth area plans apply to determine future land use and/or development.

14 If no development area is required, do not include this chapter in the plan.

15 Each development area must be provided as a different section of the chapter, and must meet the direction below.

- Each development area must have a unique name.
- Any section must include at least one objective and policy.
- Any section may contain other provisions enabled under section 75(2) of the RMA.

16 A development area section may include referenced documents, for example a concept plan.

17 When the development is completed, the development plan section must be removed from the plan.

Designations chapter (S-DES)

18 A separate designation table must be used for each Requiring Authority and use the form outlined in table 16 below.

Table 16: Designation table

| Name of Requiring Authority | |
|---|--|
| Unique identifier and map identifier | |
| Purpose of the designation | |
| Site identifier (This can include: Legal description and/or physical address and/or site name/description) | |
| Lapse date or Identification that designation has been given effect (ie, doesn't lapse) | |
| Designation hierarchy (primary or secondary) | |
| Conditions | |
| Additional information | |

19 The designation tables must be included alphabetically A-Z based on the name of the requiring authority.

20 Designations for each requiring authority within each designation table must be listed alphabetically A-Z based on the unique identifier and map identifier.

21 Designation conditions must be included as a schedule to the district plan.

S-SAM: Draft Schedules, Appendices and Maps Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To enable consistent schedules, appendices and maps are provided in policy statements and plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement or plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Schedules, Appendices and Maps Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
- 3 If no schedules are required in the plan, do not include the schedule chapter in the policy statement or plan.
- 4 Where schedules are required, each schedule must be presented as a separate schedule table in the form below.

Table 17: Schedule table

| Descriptive title | | | |
|-------------------|--|---|---|
| Unique identifier | Site identifier (eg, legal description, physical address, site name/description) | Site type (including description of values) | Reference to study/material used for identification |
| | | | |

- 5 Each schedule must have a descriptive title, identifying the contents in the schedule (eg, outstanding natural features and landscapes).
- 6 All the sites/areas and their values that have been identified in a district wide overlay must be listed within a schedule.
- 7 Each appendix must address a different “topic”, and must be provided as a separate section.
- 8 Except as provided in direction 9 below, appendices may only include technical and/or descriptive specifications required to be complied with to meet a rule or rule requirement in a topic or zone based chapter.
- 9 Appendices may include more specific maps that identify areas subject to specific controls.
- 10 If an ePlan is used, no separate map set is required.
- 11 Where a paper-based plan is being produced, a separate map set must be produced that meets the mapping requirements of the spatial planning tool standard; and the mapping standard.

F-1: Draft Electronic Accessibility and Functionality Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To prescribe requirements to improve the electronic accessibility and functionality of policy statements and plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement or plan that are needed to avoid duplication or conflict with amendments made as required by paragraph 3 above must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Electronic Accessibility and Functionality Standard

Table 18: Standard for baseline accessibility and functionality requirements

| Category | Instructions | Who | |
|--------------------------------------|--|-----------------------|--|
| Timeframes | 1 This baseline accessibility and functionality requirements part of the planning standard must be implemented within 12 months of the gazettal of this national planning standard. | All local authorities | |
| Plan accessibility and functionality | 2 All policy statements and plans prepared under the Resource Management Act 1991 can be accessed in no more than three clicks (three pages/pop ups) from the local authority homepage (one click from the home page is strongly preferred). | All local authorities | |
| | 3 All plans and policy statements are hosted on local authority websites via a commonly named 'District Plan' or 'Regional Policy Statement and Plans' landing page. | | |
| | 4 All regional policy statements and plans on local authority websites must comply with Department for Internal Affairs' Web Accessibility Standard 1.0 and Web Usability Standard 1.2 or their successors. | | |
| | 5 Local authorities must provide hyperlinks to their plans and regional policy statements to the Ministry for the Environment and inform the Ministry for the Environment if the hyperlink changes. | | |
| | 6 Ensure that policy statements and plans contain information on when they were last updated. | | |
| | 7 Provide a 'note' within any district or regional plan rule (and hyperlink to relevant plan) that clarifies an activity may also require consent from another plan (eg, note and hyperlink from a regional plan rule relating to earthworks to relevant district plan chapters relating to earthworks). | | |
| | 8 Links are provided between significant planning provisions (eg, hyperlinks within the policy statement/plan, the use of tabulation, or bookmarking). | | Only local authorities that use PDFs to present their policy statements or plans |
| | 9 Plans and regional policy statements support key word search functionality. | | |
| | 10 Legal status of provisions must be displayed (including in downloaded or printed format) | All local authorities | |
| | 11 All versions of the current plan since first becoming operative must be available from the local authority website. | | |
| | 12 A copy of all previous plans under the RMA both at the time they first became operative and the final version before being superseded by the replacement plan must be available from the local authority website (in PDF format). | | |

| Category | Instructions | Who |
|----------------|--|-----------------------|
| Data standards | 13 Upload publically accessible, existing digital plan data such as plotted features, polypoints and polygons to www.data.govt.nz in machine readable format accordance with OpenData principles ² . | All local authorities |
| | 14 Make publically accessible digital datasets (that form the geospatial data for Local Authorities GIS systems that are utilised by ePlans) compliant with New Zealand Geodetic Datum NZGD2000, New Zealand Transverse Mercator 2000 and New Zealand Vertical Datum 2016 NZVD2016. | |
| Plan text | 15 Make a clear differentiation between proposed, decisions made, appealed and operative provision within the plan. | |
| | 16 The policy statement or plan must identify whether the provisions are regional policy statement provisions (RMA section 62), regional plan provisions (section 63), regional coastal plan provisions (section 64) or district plan provisions (section 72). In an ePlan, these provisions must be searchable and able to be compiled. | |

Table 19: Standard for ePlan requirements

| Category | Instruction | Who |
|---------------------------------|--|-----------------------|
| Accessibility and functionality | <p>1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this national planning standard.</p> <p>2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this national planning standard.</p> <ul style="list-style-type: none"> – Auckland Council – Marlborough Council – Northland Regional Council – Southland Regional Council – Wellington Regional Council – Christchurch City Council – Dunedin City Council – Hurunui District Council – Invercargill City Council – Kāpiti Coast District Council – Queenstown-Lakes District Council – South Taranaki District Council – Thames-Coromandel District Council. <p>3 In addition to requirements in the baseline accessibility and functionality standard provided in table 18 above, local authorities must present their policy statements and plans in an ePlan format, as described by level 5 of the ePlan electronic accessibility and functionality scale in Figure 1 and table 20 below (additional description of levels).</p> | All local authorities |

² The Government has set up an [OpenData toolkit](#).

Figure 1: ePlan Electronic Accessibility and Functionality Scale

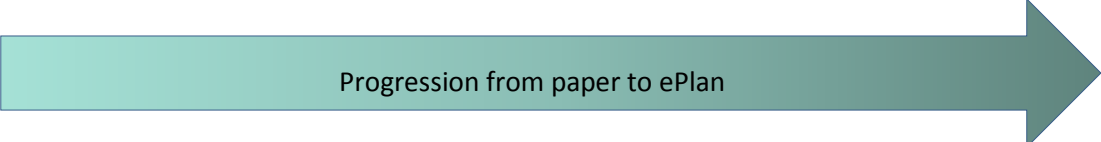
| ePlan Electronic Accessibility and Functionality Scale | | | | | | | |
|--|---|---|---|--|--|--|-------------------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Paper based RMA plan, maps and diagrams supplied as an appendix or in separate volume. | Text and spatial representations such as maps of RMA plan displayed in static flat PDF in separate non hyperlinked linked chapters. | PDF maps of the spatial elements of the plan with online, PDF text (key word searchable) of plan accessed within 3 clicks of home page. | Online HTML text plan hyperlinked back to (not embedded) basic function GIS viewer. | Higher function GIS system linking back to formatted HTML text of the plan, referred to as WebMap. | ePlan spatially integrated with GIS system, allowing click to drill through different map layers and specific rules that apply to particular properties or activities and infrastructure services. | ePlan linked with online consent provision. ePlan link to various information provided as part of a LIM and natural hazard resilience information. | Future innovation |
|  <p>Progression from paper to ePlan</p> | | | | | | | |

Table 20: Additional description of levels

| Level | Description |
|-------|--|
| 5 | <p>1 Digital interactive online data system that displays and manages content including text and spatial data (ePlan integrated into GIS system). Specific functionality will include:</p> <ul style="list-style-type: none"> – spatial integration of mapping and search functions through a ‘click-to-drill’ ability through different map layers and specific provisions – the ability to view the plan either as a full text document, specific provisions, or results shown as a result of user queries (eg, property and/or activity queries) – the ability to submit on proposed plan changes online, either through the ePlan or through an online submission service that is linked to the ePlan – ability to download, print out and provide, without alteration, a hard copy version of the plan, which includes planning maps (in part or the entire document) – ability for the council seal and electronic signature to be displayed electronically or in downloaded, printed format (in part or the entire document) of operative or proposed policy statements and plans. |
| 6 | <p>2 ePlan linked with online consent application and to information provided as part of a land information memorandum (LIM). Specific functionality enables:</p> <ul style="list-style-type: none"> – the ability to apply for resource consents online, either through the ePlan or through an online resource consent application service that is linked to the ePlan – tracking of plan and consent processes, preparation of letters and other forms of communication (eg, automated acknowledgement of submissions) – the ability to access other spatial information that may be of interest to ePlan users, such as the resource consent, building consent and natural hazard information that is relevant for a specific site – links to other local authorities property based data. |
| 7 | <p>3 Future innovation not yet described.</p> |

F-2: Draft Mapping Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional plans, district plans and combined plans.

A. Purpose

1. To define how zones and commonly used symbols are displayed on planning maps.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA. Plans must be amended without using a process in Schedule 1 of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments made as required by paragraph 3 above must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used (see RMA section 58I(7)).















D. Provisions

Draft Mapping Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard:
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
- 3 When the Area Specific Matters Standard (S-ASM) is adopted by district plans and combined plans, the zone colour palette provided in Table 21 below must be applied in maps and ePlans.
- 4 When the District Plan Structure (S-DP), Regional Plan Structure (S-RP) and/or Combined Plan Structure (S-CP) Standards are adopted, the symbols provided in table 22 below must be applied in maps and ePlans when required.
- 5 Local authorities may include additional symbols in maps and ePlans.

Table 21: Zone colour palette table

| Zone | Symbol | R | G | B |
|----------------------------|---|-----|-----|-----|
| Low-density residential |  | 255 | 237 | 150 |
| Residential |  | 255 | 255 | 115 |
| Medium-density residential |  | 255 | 223 | 128 |
| High-density residential |  | 255 | 208 | 66 |
| Rural |  | 181 | 187 | 125 |
| Rural production |  | 145 | 154 | 69 |
| Rural residential |  | 255 | 250 | 205 |
| Rural settlement |  | 250 | 235 | 215 |
| Neighbourhood commercial |  | 205 | 92 | 92 |
| Local commercial |  | 255 | 203 | 203 |
| Commercial |  | 254 | 143 | 119 |
| Mixed use |  | 255 | 153 | 51 |
| Town centre |  | 255 | 89 | 51 |
| City centre |  | 158 | 33 | 69 |


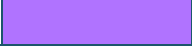


















| Zone | Symbol | R | G | B |
|-----------------------------|---|-----|-----|-----|
| Light industrial |  | 221 | 160 | 221 |
| Industrial |  | 176 | 115 | 255 |
| Heavy industrial |  | 158 | 112 | 154 |
| Open space |  | 205 | 230 | 197 |
| Sport and active recreation |  | 164 | 212 | 152 |
| Conservation |  | 135 | 191 | 121 |
| Special purpose zones |  | 204 | 204 | 204 |

Table 22: Symbology table

| Name | Description | Symbol |
|---|--|---|
| Heritage item (building or structure) | Geometry point |  |
| Protected tree | Geometry point |  |
| Protected tree group | Geometry point |  |
| Sites of significance to Māori | Geometry point | <i>Council to consult with tangata whenua</i> |
| Marae | Geometry point |  |
| National grid line | Geometry line |  |
| National grid underground cable | Geometry line |  |
| Designation | Geometry polygon RGB 20, 177, 231 Fill: None Outline width: 2.0 Designation identifier |  |
| Heritage area | Geometry polygon RBG 98, 49, 3 Outline width: 5 |  |
| Coastal hazard Flood hazard Volcanic hazard Fault hazard | Geometry polygon Fill: RGB 204, 229, 232 Outline: RGB 150, 197, 216 Default transparency: 40% |  |

| Name | Description | Symbol |
|---------------------------------|---|--|
| Faultline hazard | Geometry line Dashed Line RGB: 94, 129, 168 Line RGB: 191, 220, 231 Line width: 3 |  |
| Noise contours (airport, port) | Geometry polygon Line fill symbol Angle: 45.00 Line width: 0.5 Outline width: 2 RGB 245, 130, 33 |  |
| Coastal environment | Line fill symbol: Angle: 90.00 Line width: 1 Line offset: 100 Outline width: 2 RGB 28, 103, 148 |  |
| Statutory acknowledgement areas | Geometry polygon Fill: White Black banded red outline RGB 225, 0, 0 Outline Width: 0.5 Default transparency: 60% |  |

F-3: Draft Spatial Planning Tools (Regional) Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, and combined plans.

A. Purpose

1. To provide for the consistent application and understanding of how spatial planning tools are used in regional policy statements, regional plans and the regional plan components of combined plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement or plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Spatial Planning Tools (Regional) Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council.
- 3 If relevant to a local authority, where a regional plan or a combined plan uses a spatial planning tool that has the functions described in table 23 below.
 - a. The plan must use the name of the relevant spatial planning tool.
 - b. The tool must only be used where the function of that spatial planning tool can be met.
 - c. The tool must be represented in maps or ePlans in the manner identified.
- 4 In addition to the spatial planning tools in table 23, where a regional plan has a need that is not met by the functions described in table 23, other categories of spatial planning tools may be used within regional plans where appropriate (provided they do not overlap with the tools specified in this standard).

Table 23: Regional plans, policy statements and regional components of combined plans

| Name | Function | Represented by |
|-----------------------------------|---|--|
| Zone | A zone spatially identifies and manages an area with common environmental characteristics or to achieve an environmental outcome, by bundling compatible activities or effects together, and restricting those which are incompatible. In regional plans, a zone only applies to the coastal marine area. | Polygon [cc cross reference Mapping Standard] |
| Overlay | An overlay spatially identifies an area, feature or item that following a region-wide assessment has been determined to have distinctive values or environmental risks that require management. | Point, polygon or 3D polygon [cc cross reference Mapping Standard] |
| Specific control | A specific control spatially identifies where a provision controls one issue or matter at a specific site or area. | Point, line or polygon [cc cross reference Mapping Standard] |
| Freshwater management unit | A freshwater management unit's function is defined in the National Policy Statement for Freshwater Management 2017. Requirements for freshwater management units are set within that national policy statement. | Polygon [cc cross reference Mapping Standard] |
| Airshed | An airshed spatially identifies the location where the Minister for the Environment has specified an airshed in a specific area under the Resource Management (National Environmental Standards for Air Quality) Regulations 2004. Requirements for airsheds are set within that national environmental standard. | Polygon [cc cross reference Mapping Standard] |
| Area | An area spatially identifies an area, which is not a zone, overlay, specific control, freshwater management unit or airshed, where activities or classes of activities are managed in a certain way. | Polygon [cc cross reference Mapping Standard] |

F-4: Draft Spatial Planning Tools (District) Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to district plans and combined plans.

A. Purpose

1. To provide for the consistent application and understanding of how spatial planning tools are used in district plans and the district plan components of combined plans.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Spatial Planning Tools (District) Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
- 3 If relevant to a local authority, where a district plan or a combined plan uses a spatial planning tool that has the functions described in table 24 below.
 - a. The plan must use the name of the relevant spatial planning tool.
 - b. The tool must only be used where the function of that spatial planning tool can be fulfilled.
 - c. The tools must be represented in maps or ePlans in the manner identified.
 - d. The plans must have their associated provisions located in the position identified.
- 4 Other than the spatial planning tools identified in Table 24 below, no other spatial planning tools may be created.

Table 24: District plan components of combined plans and district plan spatial planning tools

| Name | Function | Represented by | Location of associated provisions within district plan and combined plan structure |
|------------------|---|--|--|
| Zones | A zone spatially identifies and manages an area with common environmental characteristics or to achieve an environmental outcome, by bundling compatible activities or effects together, and restricting those which are incompatible. | Polygon [cc cross reference Mapping Standard] | Zone chapter |
| Overlays | An overlay spatially identifies an area, feature or item that following a district wide assessment has been determined to have distinctive values, environmental risks or factors that require management in a different manner from the underlying zone provisions | Polygons or point data [cc cross reference Mapping Standard] | District wide chapters and may be supported by an associated schedule in schedules chapter |
| Precincts | A precinct spatially identifies and manages an area where two or more additional provisions apply which modify the policy approach of the underlying zone(s) or refine or modify land use outcomes. | Polygons [cc cross reference Mapping Standard] | Precinct chapter. Design guide(s) or similar located in appendices chapter |

| Name | Function | Represented by | Location of associated provisions within district plan and combined plan structure |
|--------------------------|---|--|--|
| Specific controls | A specific control spatially identifies where a provision controls one issue or matter at a specific site or area (for example height on a particular site) and is not of a size or scale to warrant use of the precinct or overlay tool. | Polygons or point data [cc cross reference Mapping Standard] | Relevant zone chapter as well as any detailed diagrams or maps |
| Development areas | A development area spatially identifies and manages areas where conceptual plans such as structure plans, framework plans, outline development plans, or growth area plans apply to determine future land use and/or development. When the associated development is complete, the development areas spatial planning tool must be removed. | Polygons (general outline/indication where possible) [cc cross reference Mapping Standard] | Development area chapter |
| Designations | Spatially identifies where a designation is included in a plan under section 168 or section 168A or clause 4 of Schedule 1 of the RMA. | Polygon or point data [cc cross reference Mapping Standard] | Identified in designations chapter |
| Heritage orders | Spatially identifies heritage orders enabled under section 189 of the RMA. | Polygon or point data [cc cross reference mapping standard] | Identified in community value chapter |

F-5: Draft Chapter Form Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. The standard sits alongside the structure standards to ensure a consistent location and format of policy statement and plan content.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Chapter Form Standard

| Mandatory directions | |
|----------------------|--|
| TEXT | INSTRUCTION |
| | <p>1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.</p> <p>2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.</p> <ul style="list-style-type: none"> – Auckland Council – Marlborough Council – Northland Regional Council – Southland Regional Council – Wellington Regional Council – Christchurch City Council – Dunedin City Council – Hurunui District Council – Invercargill City Council – Kāpiti Coast District Council – Queenstown-Lakes District Council – South Taranaki District Council – Thames-Coromandel District Council. |
| | <p>3 Chapters within <i>Part 2 – Tangata Whenua</i>, <i>Part 3 – District-Wide Matters</i> and <i>Part 4 – Area-Specific Matters</i> must use the order of headings below.</p> |
| | <p>4 Unless otherwise stated, regional policy statement chapters, regional plans chapters and combined plan chapters may contain headings in the order provided.</p> |
| Introduction | <p>5 Local authorities must consider whether an introduction statement is required for each chapter.</p> |
| Issues | <p>6 Local authorities must consider whether issues need to be addressed in each chapter.</p> |
| Objectives | <p>7 Local authorities must consider whether objectives need to be provided for any chapter or section.</p> <p>8 Where provided, objectives must be grouped together.</p> <p>For example,</p> <p>O1 and its “short title”</p> <p>Text objective 1</p> <p>O2 and its “short title”</p> <p>Text objective 2</p> |
| Policies | <p>9 Local authorities must consider whether policies need to be provided for any chapter or section.</p> <p>10 Policies for the chapter must be grouped together.</p> <p>For example,</p> <p>P1 and its “short title”</p> <p>Text policy 1</p> <p>P2 and its “short title”</p> <p>Text policy 2</p> |

| Mandatory directions | |
|-----------------------------------|---|
| TEXT | INSTRUCTION |
| Methods | 11 Local authorities must consider whether methods including rules (if any) need to be provided for any chapter or section. |
| Rules | 12 Where rules are required <ol style="list-style-type: none"> If the activity status is abbreviated in the rule table the following abbreviations must be used in the activity status cell in the table: P Permitted, C Controlled, RD Restricted Discretionary, D Discretionary, NC Non Complying, Pr Prohibited. Local authorities must consider whether the section should include a rule overview table and/or a rule requirement table(s). If a local authority includes a rule overview table, rules, or a rule requirement table they must be presented as identified in tables 25, 26 and 27 below Bold text in tables 26 and 27 indicates mandatory text that must be inserted into plans if these tables are used. |
| Anticipated environmental results | 13 Local authorities must consider whether anticipated environmental results need to be provided for any chapter or section. |
| Monitoring | 14 Local authorities must consider whether monitoring needs to be provided for in any chapter or section. |

Table 25: Rule overview table

| Use/activity | Rule number |
|-------------------------|--|
| Insert name of activity | Insert the rule number in the format required by the F-6: Status of Rules and Other Text and Numbering Form Standard |

Table 26: Rule table

| | | |
|--|---|---|
| Insert unique rule number in format required by the F-6: Status of Rules and Other Text and Numbering Form Standard | Insert rule title in bold text | |
| <p>This cell is to be used where rules are applied on an area specific basis (ie, zones or to spatial planning tools)</p> <p>If required, insert name of relevant spatial planning tool/s</p> <p>Or</p> <p>If required insert name of relevant zone/s xx zone or all zones</p> | <p>This cell is required for permitted activities</p> <p>Activity status: Insert activity status. If abbreviated use a mandatory abbreviation</p> <p>Where: Insert rule descriptor</p> <ol style="list-style-type: none"> insert rule detail insert rule detail insert rule detail. <p>Where this activity complies with the following rule requirements:</p> <ol style="list-style-type: none"> insert reference to rule requirement/s. | <p>This cell is required for permitted activities if the rule includes rule requirements.</p> <p>Activity status when compliance not achieved: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>(Use for C activities)</p> <p>Matters over which control is reserved:</p> <ol style="list-style-type: none"> insert matter insert matter. <p>(Use for RD activities)</p> <p>Matters of discretion are restricted to:</p> <ol style="list-style-type: none"> insert matter insert matter. <p>Notification: Insert notification detail, if any</p> |
| | <p>This cell is required for controlled activities</p> <p>Activity status: Insert activity status. If</p> | <p>This cell is required for controlled activities if the rule includes rule requirements</p> |

| | | |
|--|--|---|
| | <p>abbreviated use a mandatory abbreviation.</p> <p>Where: Insert rule descriptor:</p> <ol style="list-style-type: none"> 1 insert rule detail 2 insert rule detail 3 insert rule detail. <p>Matters over which control is reserved:</p> <ol style="list-style-type: none"> 1 insert matter 2 insert matter <p>Where this activity complies with the following rule requirements:</p> <ol style="list-style-type: none"> 1 insert reference to rule requirement/s. <p>Notification: Insert notification detail, if any.</p> | <p>Activity status when compliance not achieved: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Use for RD activities)</p> <p>Matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1 insert matter 2 insert matter. <p>Notification: Insert notification detail, if any.</p> |
| | <p>This cell is required for restricted discretionary activities.</p> <p>Activity status: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Where: Insert rule descriptor:</p> <ol style="list-style-type: none"> 1 insert rule detail 2 insert rule detail 3 insert rule detail. <p>Matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1 insert matter 2 insert matter. <p>Where this activity complies with the following rule requirements:</p> <ol style="list-style-type: none"> 1 insert reference to rule requirement/s. <p>Notification: Insert notification detail, if any.</p> | <p>This cell is required for restricted discretionary activities if the rule includes rule requirements.</p> <p>Activity status when compliance not achieved: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Notification: Insert notification detail, if any.</p> |
| | <p>This cell is required for discretionary activities.</p> <p>Activity status: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Where: Insert rule descriptor:</p> <ol style="list-style-type: none"> 1 insert rule detail 2 insert rule detail 3 insert rule detail. <p>Where this activity complies with the following rule requirements:</p> <ol style="list-style-type: none"> 1 insert reference to rule requirement/s. <p>Notification: Insert notification detail, if any.</p> | <p>This cell is required for discretionary activities if the rule includes rule requirements.</p> <p>Activity status when compliance not achieved: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Notification: Insert notification detail, if any.</p> |
| | <p>This cell is required for non-complying activities.</p> <p>Activity status: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Where: Insert rule descriptor:</p> <ol style="list-style-type: none"> 1 insert rule detail 2 insert rule detail | <p>This cell is required for non-complying activities if the rule includes rule requirements.</p> <p>Activity status when compliance not achieved: Insert activity status. If abbreviated use a mandatory abbreviation.</p> <p>Notification: Insert notification detail, if any</p> |

| | | |
|--|---|--|
| | <p>3 insert rule detail.</p> <p>Where this activity complies with the following rule requirements:</p> <p>1. insert reference to rule requirement/s.</p> <p>Notification: Insert notification detail, if any.</p> | |
| | <p>This cell is required for prohibited activities.</p> <p>Activity status: Insert activity status, if abbreviated use a mandatory abbreviation.</p> <p>Where: Insert rule descriptor:</p> <p>1 insert rule detail</p> <p>2 insert rule detail</p> <p>3 insert rule detail.</p> | |

Table 27: Rule requirements table

| Insert rule requirement number in the format required by the F-6: Status of Rules and Other Text and Numbering Form Standard | Insert rule requirement title |
|--|--|
| <p>This cell is to be used when rule requirements are applied on an area specific basis (ie, zones or to spatial planning tools)</p> <p>Insert name of relevant spatial planning tool</p> <p>Or</p> <p>Insert name of relevant zone/s zone or all zones</p> | <p>1 Insert rule requirement matter</p> <p>2 Insert rule requirement matter</p> <p>If not applicable N/ A</p> |

F-6: Draft Status of Rules and Other Text and Numbering Form Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To provide consistent formatting for some common components of plans, specifically:
 - numbering plan provisions that is an alpha-numeric numbering format
 - rule format
 - prescribing that the legal effect of objectives, policies and methods, including rules (if any), and other policy statement and plan text must be shown.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standard. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any policy statement or plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any policy statement or plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Status of Rules and Other Text; and Numbering Form Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.

Status of Rules and other text

| Category | Instructions |
|---|---|
| Highlighting of policy statement/plan text | <ol style="list-style-type: none"> 1 Shading boxes or a similar method to differentiate text must be used for plans and policy statements between when they are notified until when they are operative, for any of the following purposes: <ol style="list-style-type: none"> a. if text is required by a national planning standard (for example a definition), and cannot be amended b. if text is required by a national policy statement and/or national environmental standard c. if rules have effect from a date earlier than the date when the decision on public submissions is made and notified. d. if rules have no effect until the proposed plan becomes operative e. if provisions are subject to a variation f. if provisions are under appeal. |
| Legal status of policy statements/plan provisions | <ol style="list-style-type: none"> 2 For ePlans, an explanation of the legal status of provisions and the reason for that status must be provided as either a pop-up box or some other means of explanation, when the text is selected. 3 For paper based policy statements or plans, an explanation of the legal status of provisions and the reason for that status, is to be presented in the <i>Legal effect of rules</i> section in the <i>How the plan works</i> Chapter. |
| Updated policy statement/plan text | <ol style="list-style-type: none"> 4 Where text in an ePlan is updated as a result of a plan change or variation, a pop-up box or other relevant means for identifying the update date must be applied when updated text is selected. 5 Where text is updated in paper based plans as a result of a plan change or variation, a footer with an update date must be provided on the relevant page. |

| Numbering form | | |
|---|---|---|
| Category | Instructions | Example |
| Policy Statement or plan main structural elements | <p>1 All parts of a policy statement or plan structure must be numbered starting with the word part followed by sequential numbering, a hyphen, and the part title.</p> <p>2 Numbering for particular parts in regional policy statements, regional plans and combined plans may differ from those identified in the table below as different options are followed regarding structure of those plans.</p> <p>3 All chapters must be numbered starting with the key 2-6 letters of the chapter title in capital letters, followed by a hyphen then the chapter title.</p> <p>4 All sections must be numbered starting with the key 2-6 letters of the section title in capital letters, followed by a hyphen, then the section title.</p> | <p>Part 1 – Introduction and general rovisions</p> <p>NDI – National direction instruments</p> <p>RES – Residential zone</p> <p>PURP – Purpose or RR – Rural residential zone</p> |
| Combined plans | <p>5 In combined plans, where chapters or sections relate to regional policy statement matters, those chapters and section numbers must be prefixed with a PS.</p> | PSAQ – Policy statement air quality |
| Precincts | <p>6 Precincts must be numbered starting with a PREC, followed by a sequential number, a hyphen, and then the precinct title.</p> | PREC1 – Thorndon character area |
| Development areas | <p>7 Where required, Development Areas must be numbered starting with a DEV, followed by a sequential number, a hyphen or separator, and then the Development Area title</p> | DEV1 – One Tree Point structure plan area |
| Matters associated with designations | <p>8 Each requiring authority must be allocated a unique alpha based identifier.</p> <p>9 Each designation must be numbered starting with the requiring authorities identifier, followed by a D, a sequential number, a hyphen, and then the designation title.</p> | <p>Ministry of Corrections = MCR</p> <p>MCRD1 – Invercargill Prison</p> |
| Schedules | <p>10 Each schedule must be numbered starting with SCHED, followed by a sequential number, a hyphen, and the schedule title.</p> | SCHED 1 – Heritage A buildings |
| Appendices | <p>11 Each appendix must be numbered starting with APP, followed by a sequential numbering, a hyphen, and then the appendix title.</p> | APP 1 – Vehicle turning circle |
| Objectives | <p>12 Objectives must be numbered using the relevant zone, topic or spatial planning tool number, then a hyphen, an O, and then a sequential number.</p> | <p>An objective in the Natural hazards section of the Environmental Risks chapter of a district plan</p> <p>NH-O1</p> |

| | | | | | | |
|--|--|---|---------|-----------------------|--|--|
| Policies | 13 Policies must be numbered using the relevant zone, topic or spatial planning tool number, then a hyphen, a P, and then a sequential number. | A policy in the <i>Temporary Activities section</i> of the General district-wide matters chapter of a district plan TEMP-P1 | | | | |
| Matters associated with rules | <p>14 Rules must be numbered using the relevant zone, topic or spatial planning tool number, a R, and then a sequential number.</p> <p>15 Rule requirements must be numbered using the relevant zone, topic or spatial planning tool number, then REQ, and a sequential number.</p> <p>16 Where rules, matters of control, matters of discretion and rule requirements contain a number of specific content elements they must be numbered using standard numbering.</p> | <p>A rule in a Rural residential zone RR - R1</p> <p>A rule requirement in a Rural residential zone RR – REQ1</p> <p>A rule in a Rural Residential zone on visitor accommodation (as it appears using the F-5 Chapter Form</p> <table border="1" data-bbox="983 683 1398 1039"> <tr> <td data-bbox="983 683 1098 734">RR – R1</td> <td data-bbox="1098 683 1398 734">Visitor accommodation</td> </tr> <tr> <td colspan="2" data-bbox="983 734 1398 1039"> Activity Status: P Where: <ol style="list-style-type: none"> 1 The maximum number of guests per night is 5 people 2 The maximum length of continuous occupation is up to three months during any 12 month period. </td> </tr> </table> | RR – R1 | Visitor accommodation | Activity Status: P Where: <ol style="list-style-type: none"> 1 The maximum number of guests per night is 5 people 2 The maximum length of continuous occupation is up to three months during any 12 month period. | |
| RR – R1 | Visitor accommodation | | | | | |
| Activity Status: P Where: <ol style="list-style-type: none"> 1 The maximum number of guests per night is 5 people 2 The maximum length of continuous occupation is up to three months during any 12 month period. | | | | | | |
| Tables, diagrams or figures | 3 Each table, diagram or figure must have a heading of “table”, “diagram” or “figure”, then the relevant zone or spatial planning tool number (if applicable) and a sequential number that starts at the beginning of the Plan, followed by a hyphen, and a title for the table, diagram or figure. that heading must be located above the table or diagram) | <p>Eg, table 1 - Contents table</p> <p>Eg, diagram RES25 - Vehicle Turning Circle A</p> <p>Diagram in a Residential zone containing vehicle turning circles</p> | | | | |
| 4 The specific numbering provided in table 28 below must be followed. | | | | | | |

Table 28: Numbering table

| Part of the policy statement or plan | Regional policy statements | Regional plans and regional coastal environment plans | District plans | Combined plans |
|--------------------------------------|--|--|--|---|
| Parts | <ul style="list-style-type: none"> Part 1 – Introduction and general provisions Part 2 – Tangata whenua Part 3 – Significant resource management issues Part 4 – Themes Part 5 – Evaluation and monitoring Part 6 – Schedules, appendices and maps | <ul style="list-style-type: none"> Part 1 – Introduction and general provisions Part 2 – Tangata whenua Part 3 – Issues and objectives Part 4 – Themes Part 5 – Catchments Part 6 – Evaluation and monitoring Part 7 – Schedules, appendices and maps | <ul style="list-style-type: none"> Part 1 - Introduction and general provisions Part 2 – Tangata whenua Part 3 – Strategic direction Part 4 – District-wide matters Part 5 – Area specific matters Part 6 – Schedules, appendices and maps | <ul style="list-style-type: none"> Part 1 - Introduction and general provisions Part 2 – Tangata whenua Part 3 – Regional policy statement Part 4 – Region Wide Matters Part 5 – Catchments Part 6 – Area specific matters Part 7 – Evaluation and Monitoring Part 8 – Schedules, Appendices and Maps |
| Chapters | <ul style="list-style-type: none"> INTRO –for Introduction HPSW – for How the policy statement works INTER – for Interpretation NDI – for National direction instruments RIH – for Recognition of iwi and hapū TLR – for Tangata whenua - local authority relationships IHPD – for Iwi and hapū planning documents TWC – for Consultation AQ – for Air quality CE – for Coastal environment LNC – for Landscape, landforms and natural character EIB – for Ecosystems and indigenous biodiversity ER – for Environmental risk HH – for Historic heritage | <ul style="list-style-type: none"> INTRO – for Introduction HPW – for How the plan works INTER – for Interpretation NDI – for National direction instruments RIH – for Recognition of iwi and hapū TLR – for Tangata whenua - local authority relationships IHPD – for Iwi and hapū planning documents TWC – for Consultation ISSUE – for Issues OBJ – for Objectives AQ – for Air quality CE – for Coastal environment EIB – for Ecosystems and indigenous biodiversity ER – for Environmental risk HH – for Historic heritage | <ul style="list-style-type: none"> INTRO – for Introduction HPW – for How the plan works INTER - for Interpretation NDI - for National direction instruments RIH - for Recognition of iwi and hapū TLR – for Tangata whenua - local authority relationships IHPD – for Iwi and hapū planning documents TWC – for Consultation NEV – for Natural environmental values ER – for Environmental risks CV – for Community values IE – for Infrastructure and energy SUB – for Subdivision GDW – for General district-wide Matters | <ul style="list-style-type: none"> INTRO – for Introduction HPW – for How the plan works INTER – for Interpretation NDI – for National direction instruments RIH – for Recognition of iwi and hapū TLR – for Tangata whenua - Local authority relationships IHPD – for Iwi and hapū planning documents TWC - for Consultation PSSIG - for Significant resource management issues for the region in regional policy statement ISO – for Issues and objectives THEME – for Themes in regional policy statement AQ – for Air quality CE – for Coastal environment LNC – for Landscape, landforms and |

| Part of the policy statement or plan | Regional policy statements | Regional plans and regional coastal environment plans | District plans | Combined plans |
|--------------------------------------|---|--|--|--|
| | <ul style="list-style-type: none"> • IE – for Infrastructure and energy • LAND – for Land • WATER – for Water • ST – for Special topics • SCHED – for Schedules • APP – for Appendices • MAPS – for Maps | <ul style="list-style-type: none"> • IE – for Infrastructure and energy • LAND – for Land • LNC – for Landscape, landforms and natural character • WATER –for Water • ST – for Special topics • SCHED – for Schedules • APP – for Appendices • MAPS – for Maps | <ul style="list-style-type: none"> • RES - for Residential zones • RUR – for Rural zones • COM – for Commercial zones • IND - for Industrial zones • OSR – for Open space and recreation zones • SP - for Special purpose zones • PREC – for Precincts • DEV – for Development areas • DES - for Designations • SCHED – for Schedules • APP – for Appendices • MAPS – for Maps | <ul style="list-style-type: none"> • natural character • EIB – for Ecosystems and indigenous biodiversity • ER – for Environmental risk • HH – Historic heritage • IE – for Infrastructure and energy • LAND – for Land • WATER – for Water • NEV – for Natural environment values • CV – for Community values • SUB for Subdivision • GRW – for General region-wide matters • ST – for Special topics • RES – for Residential zones • RUR – for Rural zones • COM – for Commercial zones • IND – for Industrial zones • OSR – for Open space and recreation zones • SP – for Special purpose zones • PREC – for Precincts • DEV - for Development areas • DES - for Designations • SCHED - for Schedules • APP – for Appendices • MAPS – for Maps |

| Part of the policy statement or plan | Regional policy statements | Regional plans and regional coastal environment plans | District plans | Combined plans |
|--------------------------------------|--|---|---|---|
| Sections | <ul style="list-style-type: none"> • FMIHI – for Foreword/mihi • INTRO-for Introduction • PURP – for Purpose • DR – for Description of the region • SC—for Statutory context • GA – for General approach • CBI – for Cross boundary issues • DEF – for Definitions • ABB – for Abbreviations • GTR – for Glossary of Te Reo Māori terms • NPS – for National policy statements • NES – for National environmental standards • REG – for regulations | <ul style="list-style-type: none"> • FMIHI – for Foreword/mihi • INTRO – for Introduction • PURP – for Purpose • DR – for Description of the region • SC – for Statutory context • GA – for General approach • CBI – for Cross boundary issues • LER – for Legal effect of rules • DEF – Definitions • ABB – Abbreviations • GTR – for Glossary of Te Reo Māori terms • NPS – for National policy statements • NES – for National environmental standards • REG – for Regulations | <ul style="list-style-type: none"> • INTRO for Introduction • PURP – for Purpose • DD – for Description of the district • SC – for Statutory context • DEF – for Definitions • ABB – for Abbreviations • GTR – for Glossary of Te Reo Māori terms • GA for General approach • CBI – for Cross boundary issues • LER – for Legal effect of rules • NPS – for National policy statements • NES – for National environmental standards • REG – for Regulations • SD – Strategic direction • LNC – for Landscapes, landforms and natural character • EIB – for Ecosystems and indigenous biodiversity • NH - for Natural hazards • HSCS – for Hazardous substances and contaminated sites • HH – for Historic heritage • SSM – for Sites of significance to Māori • IE – for Infrastructure and energy • SUB – for Subdivision • TEMP – for Temporary activities | <ul style="list-style-type: none"> • FMIHI – for Foreword/mihi • INTRO – for Introduction • PURP – for Purpose • DR – for Description of the region/area • SC – for Statutory context • GA – for General approach • CBI – for Cross boundary issues • LER – for Legal effect of rules • DEF – for Definitions • ABB – for Abbreviations • GTR – for Glossary of Te Reo Māori terms • NPS – for National policy statements • NES – for National environmental standards • REG – for Regulations • PSAQ - for Air quality in regional policy statement • PSCE - for Coastal environment in regional policy statement • PSLNC – for Landscapes, landforms and natural character in regional policy statement • PSEIB - for Ecosystems and indigenous biodiversity in regional policy statement • PSER - for Environmental risk in regional policy statement • PSHH – Historic heritage in regional policy statement • PSIE – Infrastructure and energy in regional policy statement • PSLD – for Land in regional policy |

| Part of the policy statement or plan | Regional policy statements | Regional plans and regional coastal environment plans | District plans | Combined plans |
|--------------------------------------|----------------------------|---|---|---|
| | | | <ul style="list-style-type: none"> • NL – for Noise and light • EARTH – for Earthworks • SI – for Signs • PT – for Protected trees • CE – for Coastal environment • ASW – for Activities on the surface of water • MIN – for Mining • LDR – for Low-density residential zone • RES - for Residential zone • MDR – for Medium-density residential zone • HDR – for High-density residential zone • RUR – for Rural zone • RPROD – for Rural production zone • RR – for Rural residential zone • RS – for Rural settlement zone • NC – for Neighbourhood commercial zone • LC – for Local commercial zone • COM – for Commercial zone • TC – for Town centre zone • CC – for City centre zone • MU – for Mixed use zone • LI – for Light industrial zone • IND - for Industrial zone • HI – for Heavy industrial zone • OS – for Open space zone | <p>statement</p> <ul style="list-style-type: none"> • PSW – for Water in regional policy statement • PSST – for Special topics in regional policy statement • ISS – for Issues • OBJ - for Objectives • CE – for Coastal environment • LNC – for Landscapes, landforms and natural character • EIB – for Ecosystems and indigenous biodiversity • NH - for Natural hazards • HSCS – for Hazardous substances and contaminated sites • HH – for Historic heritage • SSM – for Sites of significance to Māori • PT – for Protected trees • TEMP – for Temporary activities • NL – for Noise and light • EARTH – for Earthworks • SI – for Signs • ASW – for Activities on the surface of water • MIN – for Mining • LDR – for Low-density residential zone • RES - for Residential zone • MDR – for Medium-density residential zone • HDR – for High-density residential zone • RUR – for Rural zone |

| Part of the policy statement or plan | Regional policy statements | Regional plans and regional coastal environment plans | District plans | Combined plans |
|--------------------------------------|----------------------------|---|--|---|
| | | | <ul style="list-style-type: none"> • SAR – for Sport and active recreation zone • CON – for Conservation zone • SPA – for Airport zone • SPPO – for Port zone • SPH – for Hospital zone • SPED – for Education zone • SPST – for Stadium zone • SPFU – for Future Urban zone • SPMC – for Māori cultural zone | <ul style="list-style-type: none"> • RPROD – for Rural production zone • RR – for Rural residential zone • RS – for Rural settlement zone • NC – for Neighbourhood commercial zone • LC – for Local commercial zone • COM – for Commercial zone • MU – for Mixed use zone • TC – for Town centre zone • CC – for City centre zone • LI – for Light industrial zone • IND - for Industrial zone • HI – for Heavy industrial zone • OS – for Open space zone • SAR – for Sport and active recreation zone • CON – for Conservation zone • SPA – for Airport zone • SPPO – for Port zone • SPH – for Hospital zone • SPED – for Education zone • SPST – for Stadium zone • SPFU – for Future urban zone • SPMC – for Māori cultural zone |

CM-1: Draft Definitions standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed across New Zealand. This planning standard applies to regional policy statements, regional plans, district plans and combined plans.

A. Purpose

1. To provide mandatory definitions across local authority policy statements and plans to improve plan consistency and enable greater certainty around the meaning of terms across the country.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standards overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in policy statements and plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Definitions standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this national planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this national planning standard.
 - a. Auckland Council
 - b. Marlborough Council
 - c. Northland Regional Council
 - d. Southland Regional Council
 - e. Wellington Regional Council
 - f. Christchurch City Council
 - g. Dunedin City Council
 - h. Hurunui District Council
 - i. Invercargill City Council
 - j. Kāpiti Coast District Council
 - k. Queenstown-Lakes District Council
 - l. South Taranaki District Council
 - m. Thames-Coromandel District Council.
- 3 Any definitions for terms used in the regional policy statement or plan must be included as a single list in the definitions section of the policy statement or plan as follows.
 - a. definitions must be presented in a definitions table prepared in the form of Table 29: Definitions table below.
 - b. The definitions appearing in the Definitions table apply wherever the term (or a synonym of a term) is defined in a regional policy statement or plan.
 - c. Policy statements and plans may include definitions that only apply to a subcategory or narrower application of a term defined in the Definitions table.
 - d. Policy statements and plans may include locally defined terms that are not synonyms of a term in the Definitions table.
 - e. All definitions of terms (ie, those made mandatory by this standard and those locally defined) must be listed in the Definitions table alphabetically, or in the case of terms that begin with a number, those terms are at the top of the table, and listed numerically in ascending order.
 - f. If a definition included in a plan or policy statement uses a definition from relevant New Zealand legislation, reference to the legislation and the definition must be included in the Definition table.
 - g. Any definition may include diagrams to aid in the interpretation of the definition.
 - h. Guidance on how definitions relate to one another may be included. This may be, but is not limited to, the use of nesting tables or Venn diagrams.

Table 29: Definitions Table

| Term | Definition |
|--------------------|--|
| abrasive blasting | means the cleaning, smoothing, roughening, cutting or removal of part of the surface of any article by the use, as an abrasive, of a jet of sand, metal, shot or grit or other material propelled by a blast of compressed air or steam or water or by a wheel |
| accessory building | means a detached building , the use of which is ancillary to the use of the principal building , buildings or activity on the same site , but does not include any minor residential unit |
| access strip | has the same meaning as in section 2 of the RMA (as set out in box below) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>means a strip of land created by the registration of an easement in accordance with section 237B for the purpose of allowing public access to or along any river, or lake, or the coast, or to any esplanade reserve, esplanade strip, other reserve, or land owned by the local authority or by the Crown (but excluding all land held for a public work except land held, administered, or managed under the Conservation Act 1987 and the Acts named in Schedule 1 of that Act)</p> </div> |
| addition | means any works undertaken to an existing building which has the effect of increasing the gross floor area of that building |
| allotment | has the same meaning as in section 218 of the RMA (as set out in box below) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>means—</p> <p>(a) any parcel of land under the Land Transfer Act 1952 that is a continuous area and whose boundaries are shown separately on a survey plan, whether or not—</p> <p style="padding-left: 20px;">(i) the subdivision shown on the survey plan has been allowed, or subdivision approval has been granted, under another Act; or</p> <p style="padding-left: 20px;">(ii) a subdivision consent for the subdivision shown on the survey plan has been granted under this Act; or</p> <p>(b) any parcel of land or building or part of a building that is shown or identified separately—</p> <p style="padding-left: 20px;">(i) on a survey plan; or</p> <p style="padding-left: 20px;">(ii) on a licence within the meaning of Part 7A of the Land Transfer Act 1952; or</p> <p>(c) any unit on a unit plan; or</p> <p>(d) any parcel of land not subject to the Land Transfer Act 1952</p> </div> |
| amenity values | has the same meaning as in section 2 of the RMA (as set out in the box below) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>means those natural or physical qualities and characteristics of an area that contribute to people’s appreciation of its pleasantness, aesthetic coherence, and cultural and recreational attributes</p> </div> |
| ancillary activity | means an activity that either provides support to, or is incidental and subsidiary to, the primary activity on the same site |
| aquifer | means a permeable geological formation, group of formations, or part of a formation capable of receiving, storing, transmitting and yielding water |

| Term | Definition |
|--------------------------------|---|
| bed | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>means—</p> <p>(a) in relation to any river—</p> <p style="padding-left: 20px;">(i) for the purposes of esplanade reserves, esplanade strips, and subdivision, the space of land which the waters of the river cover at its annual fullest flow without overtopping its banks;</p> <p style="padding-left: 20px;">(ii) in all other cases, the space of land which the waters of the river cover at its fullest flow without overtopping its banks; and</p> <p>(b) in relation to any lake, except a lake controlled by artificial means,—</p> <p style="padding-left: 20px;">(i) for the purposes of esplanade reserves, esplanade strips, and subdivision, the space of land which the waters of the lake cover at its annual highest level without exceeding its margin;</p> <p style="padding-left: 20px;">(ii) in all other cases, the space of land which the waters of the lake cover at its highest level without exceeding its margin; and</p> <p>(c) in relation to any lake controlled by artificial means, the space of land which the waters of the lake cover at its maximum permitted operating level; and</p> <p>(d) in relation to the sea, the submarine areas covered by the internal waters and the territorial sea</p> </div> |
| best practicable option | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>in relation to a discharge of a contaminant or an emission of noise, means the best method for preventing or minimising the adverse effects on the environment having regard, among other things, to—</p> <p>(a) the nature of the discharge or emission and the sensitivity of the receiving environment to adverse effects; and</p> <p>(b) the financial implications, and the effects on the environment, of that option when compared with other options; and</p> <p>(c) the current state of technical knowledge and the likelihood that the option can be successfully applied</p> </div> |
| bore | <p>(a) means any hole constructed into the ground that is used to—</p> <p style="padding-left: 20px;">(i) investigate or monitor conditions below the ground surface; or</p> <p style="padding-left: 20px;">(ii) abstract liquid substances from the ground; or</p> <p style="padding-left: 20px;">(iii) discharge liquid substances into the ground; but</p> <p>(b) it does not include test pits and soak holes</p> |
| boundary | means the legal perimeter of a site |
| boundary adjustment | means a subdivision that alters the existing boundary between adjoining sites , without altering the number of sites |
| building | means any structure , whether temporary or permanent, moveable or fixed, that is enclosed, with 2 or more walls and a roof, or any structure that is similarly enclosed |
| building damage from vibration | means any permanent effect of vibration that reduces the serviceability of a structure or one of its components |
| cleanfill | means an area used for the disposal of exclusively inert, non-decomposing material |
| commercial activity | means an activity with the primary purpose of trading in goods, equipment or services |
| community facility | means a non-profit facility primarily for recreational, sporting, cultural, safety and welfare, religious or similar community purposes |

| Term | Definition |
|-----------------------|---|
| coastal marine area | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>means the foreshore, seabed, and coastal water, and the air space above the water—</p> <p>(a) of which the seaward boundary is the outer limits of the territorial sea:</p> <p>(b) of which the landward boundary is the line of mean high water springs, except that where that line crosses a river, the landward boundary at that point shall be whichever is the lesser of—</p> <p>(i) 1 kilometre upstream from the mouth of the river; or</p> <p>(ii) the point upstream that is calculated by multiplying the width of the river mouth by 5</p> </div> |
| coastal water | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>means seawater within the outer limits of the territorial sea and includes—</p> <p>(a) seawater with a substantial fresh water component; and</p> <p>(b) seawater in estuaries, fiords, inlets, harbours, or embayments</p> </div> |
| contaminant | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>includes any substance (including gases, odorous compounds, liquids, solids, and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar, or other substances, energy, or heat—</p> <p>(a) when discharged into water, changes or is likely to change the physical, chemical, or biological condition of water; or</p> <p>(b) when discharged onto or into land or into air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged</p> </div> |
| contaminated land | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>means land that has a hazardous substance in or on it that—</p> <p>(a) has significant adverse effects on the environment; or</p> <p>(b) is reasonably likely to have significant adverse effects on the environment</p> </div> |
| coverage | <p>means the percentage of the net site area covered by the footprint of structures as identified in the relevant rule</p> |
| discharge | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>includes emit, deposit, and allow to escape</p> </div> |
| drain | <p>means any artificial watercourse, open or piped, that is designed and constructed, or used, for the purpose of the drainage of surface or subsurface water</p> |
| drinking water | <p>means water intended to be used for human consumption; and includes water intended to be used for food preparation, utensil washing, and oral or other personal hygiene</p> |
| dry abrasive blasting | <p>means abrasive blasting using materials to which no water has been added</p> |
| dust | <p>means all non-combusted particulate matter that is suspended in the air, or has settled after being airborne. Dust may be derived from materials including sand, cement, fertiliser, coal, soil, paint, ash, animal products or wood</p> |
| earthworks | <p>means any land disturbance that changes the existing ground contour or ground level</p> |

| Term | Definition |
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| educational facility | <p>(a) means the use of land or building for the primary purpose of regular teaching or training in accordance with a pre-set syllabus by suitably qualified or experienced instructors; but</p> <p>(b) does not include any industrial activity</p> |
| effect | <p>has the same meaning as in section 3 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>includes—</p> <p>(a) any positive or adverse effect; and</p> <p>(b) any temporary or permanent effect; and</p> <p>(c) any past, present, or future effect; and</p> <p>(d) any cumulative effect which arises over time or in combination with other effects—</p> <p>regardless of the scale, intensity, duration, or frequency of the effect, and also includes—</p> <p>(e) any potential effect of high probability; and</p> <p>(f) any potential effect of low probability which has a high potential impact</p> </div> |
| environment | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>includes—</p> <p>(a) ecosystems and their constituent parts, including people and communities; and</p> <p>(b) all natural and physical resources; and</p> <p>(c) amenity values; and</p> <p>(d) the social, economic, aesthetic, and cultural conditions which affect the matters stated in paragraphs (a) to (c) or which are affected by those matters</p> </div> |
| esplanade reserve | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>means a reserve within the meaning of the Reserves Act 1977—</p> <p>(a) which is either—</p> <p style="padding-left: 20px;">(i) a local purpose reserve within the meaning of section 23 of that Act, if vested in the territorial authority under section 239; or</p> <p style="padding-left: 20px;">(ii) a reserve vested in the Crown or a regional council under section 237D; and</p> <p>(b) which is vested in the territorial authority, regional council, or the Crown for a purpose or purposes set out in section 229</p> </div> |
| esplanade strip | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>means a strip of land created by the registration of an instrument in accordance with section 232 for a purpose or purposes set out in section 229</p> </div> |
| fertiliser | <p>(a) means any substance or biological compound that is—</p> <p style="padding-left: 20px;">(i) applied to plants or soils, whether in solid or liquid form; and</p> <p style="padding-left: 20px;">(ii) supports or sustains the growth, productivity or quality of soils, plants or, indirectly, animals; but</p> <p>(b) does not include livestock and human effluent, or pathogens</p> |
| footprint | <p>means the total area of structures at ground floor level and the area of any section of any of those structures that protrudes directly above the ground</p> |

| Term | Definition |
|---|--|
| freshwater | has the same meaning as fresh water in section 2 of the RMA (as set out in the box below) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">means all water except coastal water and geothermal water</div> |
| functional need | means the need for a proposal or activity to traverse, locate or operate in a particular environment because the activity can only occur in that environment |
| green infrastructure | means natural ecosystems and built products, technologies, and practices that primarily use natural elements, or engineered systems that mimic natural processes, to provide utility services. This includes built infrastructure, such as rain gardens, natural elements in modified environments, and natural waterbodies |
| greywater | means untreated liquid waste from sources such as household sinks, basins, baths, showers and similar appliances but does not include any sewage |
| gross floor area | means the sum of the total area of all floors of all buildings on the site (including any void area in those floors, such as service shafts or lift or stairwells), measured from the exterior faces of exterior walls or from the centre lines of walls separating 2 buildings and, in the absence of a wall on any side, measured to the exterior edge of the floor |
| ground level | means— (a) the actual finished surface level of the ground after the most recent subdivision that created at least one additional allotment was completed (at the issue of the section 224c Certificate or the previous legislative equivalent), but excludes any excavation or filling associated with the construction or alteration of a building: (b) if the ground level cannot be identified under paragraph (a), the existing surface level of the ground, excluding areas of cut or fill associated with the construction or alteration of a building: (c) if, in any case under paragraph (a) or (b), a retaining wall or retaining structure is located on the boundary, the level on front of the retaining wall or retaining structure where it intersects the boundary |
| groundwater | means water occupying openings, cavities, or spaces in soils or rocks under the surface of the land |
| habitable room | means any room in a residential unit, visitor accommodation, educational facility, commercial activity or healthcare facility used for the purposes of teaching or respite care or used as a living room, dining room, sitting room, bedroom, or similarly occupied room |
| hazardous substance | has the same meaning as in section 2 of the RMA (as set out in the box below) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">includes, but is not limited to, any substance defined in section 2 of the Hazardous Substances and New Organisms Act 1996 as a hazardous substance</div> |
| height [in relation to a district plan] | means the vertical distance between ground level at any point and the highest part of the structure immediately above that point |
| height [in relation to a regional plan or regional policy statement or a combined plan that includes a regional plan or regional policy statement] | means is the vertical distance between the highest part of a structure and a reference point. The reference point outside the coastal marine area is ground level unless otherwise stated in a rule. The reference point inside the coastal marine area is mean sea level |
| height in relation to boundary | means the maximum height of a structure relative to its distance from the boundary of a site or other specified location |

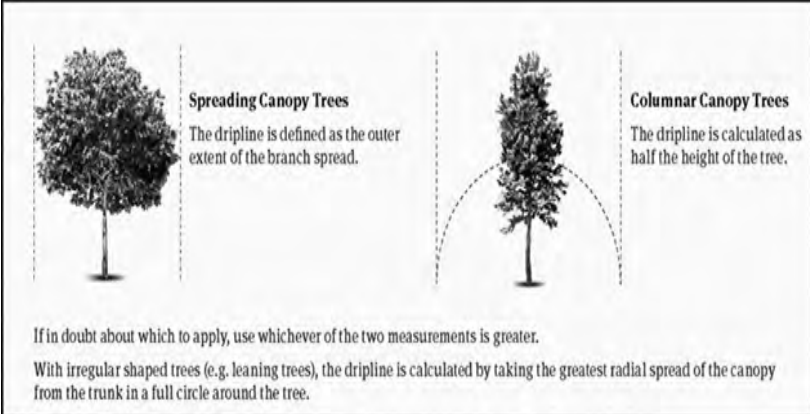
| Term | Definition |
|---------------------|---|
| historic heritage | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>(a) means those natural and physical resources that contribute to an understanding and appreciation of New Zealand’s history and cultures, deriving from any of the following qualities:</p> <ul style="list-style-type: none"> (i) archaeological: (ii) architectural: (iii) cultural: (iv) historic: (v) scientific: (vi) technological; and <p>(b) includes—</p> <ul style="list-style-type: none"> (i) historic sites, structures, places, and areas; and (ii) archaeological sites; and (iii) sites of significance to Māori, including wāhi tapu; and (iv) surroundings associated with the natural and physical resources </div> |
| home business | <p>means an occupation, craft, service or profession that is secondary to the use of the site for a residential activity</p> |
| industrial activity | <p>means an activity for the primary purpose of—</p> <ul style="list-style-type: none"> (a) manufacturing, fabricating, processing, packing, storing, maintaining, or repairing goods; or (b) research laboratories used for scientific, industrial or medical research; or (c) yard-based storage, distribution and logistics activities; or (d) any training facilities for any of the above activities |
| infrastructure | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>means—</p> <ul style="list-style-type: none"> (a) pipelines that distribute or transmit natural or manufactured gas, petroleum, biofuel, or geothermal energy: (b) a network for the purpose of telecommunication as defined in section 5 of the Telecommunications Act 2001: (c) a network for the purpose of radiocommunication as defined in section 2(1) of the Radiocommunications Act 1989: (d) facilities for the generation of electricity, lines used or intended to be used to convey electricity, and support structures for lines used or intended to be used to convey electricity, excluding facilities, lines, and support structures if a person— <ul style="list-style-type: none"> (i) uses them in connection with the generation of electricity for the person’s use; and (ii) does not use them to generate any electricity for supply to any other person: (e) a water supply distribution system, including a system for irrigation: (f) a drainage or sewerage system: (g) structures for transport on land by cycleways, rail, roads, walkways, or any other means: (h) facilities for the loading or unloading of cargo or passengers transported on land by any means: </div> |

| Term | Definition |
|------------------------------|---|
| | <p>(i) an airport as defined in section 2 of the Airport Authorities Act 1966:</p> <p>(j) a navigation installation as defined in section 2 of the Civil Aviation Act 1990:</p> <p>(k) facilities for the loading or unloading of cargo or passengers carried by sea, including a port related commercial undertaking as defined in section 2(1) of the Port Companies Act 1988:</p> <p>(l) anything described as a network utility operation in regulations made for the purposes of the definition of network utility operator in section 166</p> |
| intensive primary production | means primary production activities that involve the production of fungi, livestock or poultry that principally occur within buildings |
| iwi authority | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div data-bbox="480 658 1361 759" style="border: 1px solid black; padding: 5px;"> <p>Means the authority which represents an iwi and which is recognised by that iwi as having authority to do so</p> </div> |
| kaitiakitanga | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div data-bbox="480 844 1361 978" style="border: 1px solid black; padding: 5px;"> <p>the exercise of guardianship by the tangata whenua of an area in accordance with tikanga Maori in relation to natural and physical resources; and includes the ethic of stewardship</p> </div> |
| lake | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div data-bbox="480 1061 1361 1131" style="border: 1px solid black; padding: 5px;"> <p>means a body of fresh water which is entirely or nearly surrounded by land</p> </div> |
| land | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div data-bbox="480 1214 1361 1473" style="border: 1px solid black; padding: 5px;"> <p>(a) includes land covered by water and the airspace above land; and</p> <p>(b) in a national environmental standard dealing with a regional council function under section 30 or a regional rule, does not include the bed of a lake or river; and</p> <p>(c) in a national environmental standard dealing with a territorial authority function under section 31 or a district rule, includes the surface of water in a lake or river</p> </div> |
| landfill | means the use, or the previous use, of land for the primary purpose of the disposal of waste |
| land disturbance | means the alteration to land, including by moving, cutting, placing, filling or excavation of soil, cleanfill , earth or substrate land |
| L_{Aeq} | has the same meaning as ‘time-average A-weighted sound pressure level’ in New Zealand Standard 6801:2008 Measurement of Environmental Sound |
| $L_{AF(max)}$ | has the same meaning as the ‘maximum A-frequency weighted, F-time weighted sound pressure level’ in New Zealand Standard 6801:2008 Measurement Of Environmental Sound |
| L_{A90} | has the same meaning as the ‘Background ground level’ In New Zealand Standard 6801:2008 Measurement of Environmental Sound |
| L_{peak} | has the same meaning as ‘Peak sound pressure level’ in New Zealand Standard 6801:2008 Measurement of Environmental Sound |
| L_{dn} | has the same meaning as the ‘Day night level, or day-night average sound level’ in New Zealand Standard 6801:2008 Measurement of Environmental Sound |

| Term | Definition |
|--------------------------------|--|
| mana whenua | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>customary authority exercised by an iwi or hapu in an identified area</p> </div> |
| mining | <p>has the same meaning as in section 2 of the RMA and Crown Minerals Act 1991 (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>(a) means to take, win, or extract, by whatever means,—</p> <ul style="list-style-type: none"> (i) a mineral existing in its natural state in land; or (ii) a chemical substance from a mineral existing in its natural state in land; <p>and</p> <p>(b) includes—</p> <ul style="list-style-type: none"> (i) the injection of petroleum into an underground gas storage facility; and (ii) the extraction of petroleum from an underground gas storage facility; but <p>(c) does not include prospecting or exploration for a mineral or chemical substance referred to in paragraph (a)</p> </div> |
| minor residential unit | <p>means a self-contained residential unit that is ancillary to the principal residential unit and is held in common ownership with the principal residential unit on the same site, which can be attached to the principal building or be a detached stand-alone building.</p> |
| natural and physical resources | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Includes land, water, air, soil, minerals, and energy, all forms of plants and animals (whether native to New Zealand or introduced), and all structures</p> </div> |
| natural hazard | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>means any atmospheric or earth or water related occurrence (including earthquake, tsunami, erosion, volcanic and geothermal activity, landslip, subsidence, sedimentation, wind, drought, fire, or flooding) the action of which adversely affects or may adversely affect human life, property, or other aspects of the environment</p> </div> |
| net floor area | <p>a) means the sum of any gross floor area designed for tenant occupancy and exclusive use; and</p> <p>b) Includes—</p> <ul style="list-style-type: none"> (i) both freehold and leased areas; and (ii) any stock storage or preparation areas, whether exclusive or not; but <p>c) does not include—</p> <ul style="list-style-type: none"> (i) liftwells and stair wells including landing areas: (ii) corridors and mall common spaces: (iii) building service rooms: (iv) required parking areas |
| net site area | <p>means the total area of the site, but does not include:</p> <ul style="list-style-type: none"> a) any area of land that legally provides access to another site: b) any area of land used primarily for legal access to a rear site: c) any area of land subject to a designation that is intended to be taken or acquired under the Public Works Act 1981 |

| Term | Definition |
|--------------------------|---|
| network utility operator | <p>has the same meaning as in s166 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 10px;"> <p>means a person who—</p> <ul style="list-style-type: none"> (a) undertakes or proposes to undertake the distribution or transmission by pipeline of natural or manufactured gas, petroleum, biofuel, or geothermal energy; or (b) operates or proposes to operate a network for the purpose of— <ul style="list-style-type: none"> (i) telecommunication as defined in section 5 of the Telecommunications Act 2001; or (ii) radiocommunication as defined in section 2(1) of the Radiocommunications Act 1989; or (c) is an electricity operator or electricity distributor as defined in section 2 of the Electricity Act 1992 for the purpose of line function services as defined in that section; or (d) undertakes or proposes to undertake the distribution of water for supply (including irrigation); or (e) undertakes or proposes to undertake a drainage or sewerage system; or (f) constructs, operates, or proposes to construct or operate, a road or railway line; or (g) is an airport authority as defined by the Airport Authorities Act 1966 for the purposes of operating an airport as defined by that Act; or (h) is a provider of any approach control service within the meaning of the Civil Aviation Act 1990; or (i) undertakes or proposes to undertake a project or work prescribed as a network utility operation for the purposes of this definition by regulations made under this Act,— <p>and the words network utility operation have a corresponding meaning</p> </div> |
| noise | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Includes vibration</p> </div> |
| notional boundary | <p>means a line 20 metres from any side of a building that contains an activity sensitive to noise, or the legal boundary, if it is closer to that building</p> |
| official sign | <p>means all signs required or provided for under any statute or regulation, or are otherwise related to aspects of public safety</p> |
| outdoor living space | <p>means an area of open space for the use of the occupants of the residential unit or units to which the space is allocated</p> |
| peak particle velocity | <p>means the measure of the vibration amplitude, zero to maximum that is used for building structural damage assessment</p> |
| primary production | <ul style="list-style-type: none"> a) means any agricultural, pastoral, horticultural, forestry or aquaculture activities for the purpose of commercial gain or exchange; and b) includes any land and auxiliary buildings used for the production of the products that result from the listed activities; but c) does not include processing of those products |
| quarry | <p>means an area of land where the excavation, with or without the processing, of minerals and other solid natural substances occurs</p> |

| Term | Definition |
|-----------------------------|---|
| raft | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>means any moored floating platform which is not self-propelled; and includes platforms that provide buoyancy support for the surfaces on which fish or marine vegetation are cultivated or for any cage or other device used to contain or restrain fish or marine vegetation; but does not include booms situated on lakes subject to artificial control which have been installed to ensure the safe operation of electricity generating facilities</p> </div> |
| rating level | means a derived noise level used for comparison with a noise limit |
| reclamation | means the infilling of any part of a waterbody , bed of lake or river or part of a waterbody or coastal marine area , to create permanent land , and includes any embankment or causeway, but does not include beach re-nourishment or any deposition of material or infilling that is not permanent |
| residential activity | means the use of land and buildings by people for the primary purpose of living accommodation |
| residential unit | means a building or part of a building that is used for a residential activity exclusively by one household, and must include sleeping, cooking, bathing and toilet facilities. |
| retirement village premises | <p>has the same meaning as in section 226A of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>means premises (including any land and associated buildings) within a complex of premises for occupation as residences predominantly by persons who are retired and any spouses or partners of such persons</p> </div> |
| reverse sensitivity | means the potential for the operation of an existing lawfully established activity to be compromised, constrained, or curtailed by the more recent establishment or alteration of another activity which may be sensitive to the actual, potential or perceived adverse environmental effects generated by an existing activity |
| river | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>means a continually or intermittently flowing body of fresh water; and includes a stream and modified watercourse; but does not include any artificial watercourse (including an irrigation canal, water supply race, canal for the supply of water for electricity power generation, and farm drainage canal)</p> </div> |
| road | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Roding Powers Act 1989</p> </div> |
| root protection area | <p>means the circular area surrounding a tree, which is the greater of the radius, measured from the base of the trunk to:</p> <ol style="list-style-type: none"> a) the outer extent of the branch spread; or b) half the height of the tree. <p><i>If this definition is included in the final standard, a diagram similar to the CCC Replacement District Plan dripline definition will be included, eg,:</i></p> |

| Term | Definition |
|--|---|
| |  |
| rural industry | means an industrial activity where the principal function supports primary production or aquaculture activities |
| setback | means the distance between a structure or activity and the boundary of its site , or other feature specified in the Plan |
| sewage | means any water that contains any toilet or urinal waste, or any waste in water from industrial or commercial processes |
| sign | <p>(a) means any device, character, graphic or electronic display, whether temporary or permanent, that is visible from beyond the site boundary, for the purposes of—</p> <ul style="list-style-type: none"> (i) identification of and provision of information about any activity, site or structure; (ii) providing directions; (iii) promoting goods, services or forthcoming events; and <p>(b) includes the frame, supporting device and any associated ancillary equipment whose principal function is to support the message or notice; and</p> <p>(c) may be two- or three-dimensional, and manufactured, painted, written, printed, carved, embossed, inflated, projected onto, or fixed or attached to, any structure or natural object; and</p> <p>(d) may be illuminated by an internal or external light source.</p> |
| site | <p>means:</p> <ul style="list-style-type: none"> a) an area of land comprised in a single computer freehold register (record of title as per Land Transfer Act 2017); or b) an area of land which comprises two or more adjoining legally defined allotments in such a way that the allotments cannot be administered separately without the prior consent of the council; or c) the land comprised in a single allotment or balance area on an approved survey plan of subdivision for which a separate computer freehold register could be issued without further consent of the Council; or d) in the case of land subdivided under the Unit Title Act 1972 or the cross lease system, a site is deemed to be the whole of the land subject to the unit development or cross lease; or e) an area of adjacent land comprised in two or more computer freehold registers where an activity is occurring or proposed . |
| small scale renewable electricity generation | means renewable electricity generation which does not exceed a power rating of 20kW. |
| special audible characteristic | means sound that has a distinctive characteristic such as tonality or impulsiveness which affects its subjective acceptability. |
| stormwater | means water from natural precipitation (including any contaminants it contains) that flows over land or structures (including in a network), to a waterbody or the coastal marine area . |

| Term | Definition |
|------------------------|---|
| structure | means any building , equipment, device or other facility made by people and which is fixed to or located on land; and includes any raft , but excludes motorised vehicles that can be moved under their own power |
| subdivision | <p>has the same meaning as “subdivision of land” in section 218 of the RMA (as set out in the box below)</p> <div data-bbox="480 405 1362 1010" style="border: 1px solid black; padding: 10px;"> <p>means—</p> <p>(a) the division of an allotment—</p> <ul style="list-style-type: none"> (i) by an application to the Registrar-General of Land for the issue of a separate certificate of title for any part of the allotment; or (ii) by the disposition by way of sale or offer for sale of the fee simple to part of the allotment; or (iii) by a lease of part of the allotment which, including renewals, is or could be for a term of more than 35 years; or (iv) by the grant of a company lease or cross lease in respect of any part of the allotment; or (v) by the deposit of a unit plan, or an application to the Registrar-General of Land for the issue of a separate certificate of title for any part of a unit on a unit plan; or <p>(b) an application to the Registrar-General of Land for the issue of a separate certificate of title in circumstances where the issue of that certificate of title is prohibited by section 226</p> </div> |
| sustainable management | <p>has the same meaning as in section 5 of the RMA (as set out in the box below)</p> <div data-bbox="480 1084 1362 1435" style="border: 1px solid black; padding: 10px;"> <p>means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while—</p> <ul style="list-style-type: none"> (a) sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations; and (b) safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and (c) avoiding, remedying, or mitigating any adverse effects of activities on the environment. </div> |
| swale | means an area of land that has been shaped to allow a watercourse to form during stormwater collection |
| tangata whenua | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div data-bbox="480 1603 1362 1704" style="border: 1px solid black; padding: 10px;"> <p>in relation to a particular area, means the iwi, or hapū, that holds mana whenua over that area</p> </div> |
| Territorial Authority | <p>has the same meaning as in section 5 of the Local Government Act (as set out in the box below)</p> <div data-bbox="480 1823 1362 1890" style="border: 1px solid black; padding: 10px;"> <p>means a city council or a district council named in Part 2 of Schedule 2</p> </div> |
| visitor accommodation | Means land and/or buildings used primarily for accommodating non-residents, subject to a tariff being paid |
| wastewater | includes sewage , and greywater |

| Term | Definition |
|------------------------|--|
| water | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>(a) means water in all its physical forms whether flowing or not and whether over or under the ground:</p> <p>(b) includes fresh water, coastal water, and geothermal water:</p> <p>(c) does not include water in any form while in any pipe, tank, or cistern</p> </div> |
| water sensitive design | <p>means an interdisciplinary approach to land use and development planning, design and implementation which integrates land use and water management, to minimise adverse effects on freshwater systems and coastal environments, particularly from stormwater runoff</p> |
| waterbody | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>means fresh water or geothermal water in a river, lake, stream, pond, wetland, or aquifer, or any part thereof, that is not located within the coastal marine area</p> </div> |
| wetland | <p>has the same meaning as in section 2 of the RMA (as set out in the box below)</p> <div style="border: 1px solid black; padding: 5px;"> <p>includes permanently or intermittently wet areas, shallow water, and land water margins that support a natural ecosystem of plants and animals that are adapted to wet conditions</p> </div> |
| wet abrasive blasting | <p>means abrasive blasting to which water has been added</p> |

CM-2: Draft Noise and Vibration Metrics Standard

The planning standards were developed to provide greater consistency of Resource Management Act 1991 plans and policy statements developed in New Zealand. This planning standard applies to regional plans, district plans and combined plans.

A. Purpose

1. To require rules that manage noise emissions to reflect the latest version of the relevant acoustical New Zealand Standards and provide a consistent methodology for the management of vibration effects.

B. Relationship to other planning standards

2. This standard must be used in conjunction with all other relevant planning standards. Table 2 of the national planning standard overview sets out which planning standards are relevant to each type of policy statement and plan.

C. Recognition in plans

3. The table (or cells) in part D contains mandatory directions. The amendments made to any plan to give effect to these mandatory directions must be in accordance with section 58I (2) and (3) of the RMA.
4. Consequential amendments to any plan that are needed to avoid duplication or conflict with amendments as required by paragraph 3 must also be made without using an RMA Schedule 1 process. If consequential amendments go beyond the scope of amendments authorised by section 58I (3)(d) of the RMA, a RMA Schedule 1 process will need to be used.

D. Provisions

Draft Noise and Vibration Metrics Standard

Mandatory directions

- 1 Except as provided in direction 2 below, local authorities must amend their documents in accordance with section 58I of the RMA within 5 years of gazettal of this planning standard.
- 2 Documents of the local authorities listed below must be amended in accordance with section 58I of the RMA within 7 years of gazettal of this planning standard.
 - Auckland Council
 - Marlborough Council
 - Northland Regional Council
 - Southland Regional Council
 - Wellington Regional Council
 - Christchurch City Council
 - Dunedin City Council
 - Hurunui District Council
 - Invercargill City Council
 - Kāpiti Coast District Council
 - Queenstown-Lakes District Council
 - South Taranaki District Council
 - Thames-Coromandel District Council.
- 3 Any plan rule to manage an emission of noise must be consistent with noise measurement methods in the New Zealand Standards listed in table 30: Acoustic New Zealand Standards below.

Table 30: Acoustic New Zealand Standards referenced

| New Zealand Acoustical Standards referenced |
|--|
| New Zealand Standard 6801:2008 Acoustics - Measurement of Environmental Sound |
| New Zealand Standard 6802:2008 Acoustics – Environmental noise |
| New Zealand Standard 6803:1999 Acoustics - Construction noise |
| New Zealand Standard 6805:1992 Airport noise management and land use planning – measurement only |
| New Zealand Standard 6806:2010 Acoustics – Road-traffic noise – New and altered roads |
| New Zealand Standard 6808:2010 Acoustics - Wind farm noise |
| New Zealand Standard 6809:1999 Acoustics - Port noise management and land use planning |

- 4 Any plan rule to manage an emission of noise must be consistent with the assessment methods in section 6 Rating Level and section 7 LMAX in New Zealand Standard 6802:2008 Acoustics – Environment Noise.
- 5 Any plan rule to manage damage to structures from construction vibration must be consistent with peak particle velocity (ppv) limits in Tables 1, 2 and 3 in DIN 4150-3 (1999) Vibrations in buildings – Part 3: Effects on structures.

Document No: A400759

Report To: Council



Meeting Date: 31 July 2018

Subject: Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider and adopt the Waitomo District Council Dog Control Policy and Practices Report 2017/2018 ("the Report").

Background

- 2.1 Section 10A of the Dog Control Act 1996 ("The Act") requires councils to report annually on the administration of its Dog Control Policy and Practices. This has been a requirement since the Act was amended in 2003.

Commentary

- 3.1 Section 10A of the Act specifies the information that Council must include in its report in respect of each financial year as follows:
- (a) the number of registered dogs in the territorial authority district;*
 - (b) the number of probationary owners and disqualified owners in the territorial authority district;*
 - (c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made;*
 - (d) the number of dogs in the territorial authority district classified 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 by the territorial authority;*
 - (f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints;*
 - (g) the number of prosecutions taken by the territorial authority under this Act."*
- 3.2 The Report (attached as Appendix 1) addresses all the matters required by the Act.
- 3.3 Section 10A also specifies that Council must publically notify the Report within one month of adopting the report, and send a copy of it to the Secretary for Local Government.

Considerations

4.1 **Risk**

4.2 There is no risk to Council in adopting this report.

4.3 **Significance and Community Views**

4.4 This is not a significant decision (in accordance with Council's Significance and Engagement Policy) and there is no requirement for Council to consider any affected persons. Providing the report to the Secretary of Local Government is an operational matter.

Recommendation

6.1 It is recommended that Council resolves to adopt the Report and give public notice of the report as required by the Act.

Suggested Resolutions

- 1 The business paper on 'Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2017/2018 (Reference A400671).



TERRENA KELLY
GROUP MANAGER COMPLIANCE

31 July 2018

Attachment: Report on Waitomo District Council Dog Control Policy and Practices 2017/2018 (Doc A400671)



**REPORT ON
WAITOMO DISTRICT COUNCIL DOG CONTROL POLICY AND PRACTICES
2017/2018**

TO: The Secretary for Local Government
FROM: Terrena Kelly, Group Manager Compliance
SUBJECT: Report on Waitomo District Council Dog Control Policy and Practices
2017/2018
DATE: 31 July 2018

1 INTRODUCTION

This is Waitomo District Council's (WDC) annual report on Council's Dog Control Policy and Practices for the period 1 July 2017 to 30 June 2018, as required by section 10A of the Dog Control Act 1996.

The format of the report follows that previously prescribed by the Secretary for Local Government, Department of Internal Affairs.

2 DOG CONTROL POLICY AND PRACTICES

2.1 Dog Control in the District

The total number of active dogs on WDC's register at the end of the 2017/18 registration year was 3468, down from 3590 in 2016/17, a decrease of 122 dogs.

WDC provides a twenty-four hour animal control service, with Animal Control Officers ("ACO") covering this function during normal business hours. Any urgent animal control service requests received after-hours (including weekends and public holidays) are responded to by an after-hour's contractor. Training is provided to contractors, with both providers working closely together on animal control matters.

WDC also maintains good working relationships with the local Police, veterinarians and the Waikato SPCA.

WDC employs one full time ACO, and a Compliance Administrator. The Team Leader Compliance and Monitoring leads the team, and performs the ACO role when required for operational reasons.

The ACO works predominantly in the field, whilst the compliance administrator oversees the administration of the WDC database, the National Dog Database (NDD), and the registration process.

WDC operates a dog pound in William Street Te Kuiti. The pound equipment is updated on an as needed basis.

This year the statistics show a slight decrease in impounding's from the previous year. There have been 185 dogs impounded (204 last year), with 85 dogs returned to their owner, 44 dogs euthanized, and 56 re-homed.

The dog owners of impounded dogs are required to pay an impounding fee, as well as registration fees if the dog is unregistered, plus micro-chipping fees if applicable. In addition, sustenance fees are charged for each day the dog is in the pound.

Microchipping continues to be a key focus. It is noted that the Act requires dogs being registered for the first time to be chipped within two months of registration (with herding dogs exempt from the requirement), and classified dangerous and menacing dogs are also required to be microchipped.

Microchipping is carried out by the ACO who has the appropriate training to perform the task. Owners are charged a nominal fee of \$25 to cover costs.

The WDC Dog Control Policy and Bylaw was formally adopted in 2015.

2.2 Dog Control Enforcement Practices

For this period, WDC received 426 dog control related complaints that required action.

WDC takes a pragmatic approach to enforcement, and generally attempts to educate dog owners in the first instance. For example, if a registered dog is picked up for a first wandering offence, the dog might be returned to the owner with a verbal warning, rather than impounding.

Complaints relating to wandering dogs numbered 277 this year (314 last year), and 40 complaints were received in relation to barking dogs (93 last year). WDC works with complainants to identify and capture wandering dogs, sometimes using WDC owned cage traps if required.

In respect of barking complaints, most are resolved quickly once the owner is advised of the issue and has been provided advice on methods to resolve the issue. Where the issue is not resolved within a timely manner, an Abatement Notice is issued (as provided by the Act) and this has proven to be a useful tool in these circumstances. WDC has issued no Abatement Notices in this period.

WDC received 37 complaints related to attacks, rushing and/or aggressive dog incidents. Each incident is investigated, a report made (including an attack rating assessment). Upon completion of the investigation and reporting, a decision is made (and recorded) as to what action is appropriate as per the requirements of the Act. Each incident is assessed on its merits on a case by case basis.

For this period, 51 (103 last year) infringement notices had been issued and have since either been paid by the owner, or sent to the District Court. A further 14 infringements were issued, but were subsequently cancelled.

The infringement notices were issued as follows:

- One for wilful obstruction of officer
- Two for breach of section 33EC(1) (failure to comply with menacing dog classification)
- 32 for breach of Section 42 (non-registration)
- 16 for breach of Section 52(a) (failure to confine), and breach of Section 53(1) (failure to control)

There was one prosecution undertaken by the NZ Police with assistance from WDC during this period. The owner pleaded guilty on 30 May 2018 in the Te Kuiti District Court to the charge of owning two dogs that attacked stock. The owner was subsequently convicted and ordered to pay reparation; and was disqualified for owning any dogs for five years.

2.3 Dogs Prohibited, Leash Only and Dog Exercise Areas

WDC's policy requires all dogs to be on a leash in public places.

The policy also identifies dog prohibited areas (i.e. sports grounds, children's playgrounds and schools), and dog exercise areas. Signs are installed as appropriate to advise the public.

2.4 Dog Registration and Other Fees

There was no change to the dog registration fees for 2017/18, except for the addition of a seizure fee.

Where dog owners have not registered their dogs within the required timeframe, these are followed up. The process involves an initial reminder letter and phone call to the owner, followed by the issuing of an infringement notice for non-registration, which is cancelled if the dog is subsequent registered within the required timeframe. If this approach is unsuccessful, dogs are seized and held until registered.

2.5 Education

WDC proactively engages in education for dog owners on a monthly basis by a range of mediums including the local newspaper, Waitomo Way (a council newsletter) and council's two Facebook pages (one dedicated to animal control).

2.6 Disqualified and Probationary Dog Owners

Waitomo District has one disqualified dog owner, and no probationary owners.

2.7 Menacing and Dangerous Dogs

For this period, there are no classified dangerous dogs and 28 menacing dogs classified in the District out of a population of 3468 dogs. Any new dog of a menacing breed/type is identified following registration, classified and referred for a compliance check.

In April 2017, WDC received funding from the Department of Internal Affairs (DIA) to run a menacing dog campaign for the neutering of menacing dogs. As at 30 June 2018, 15 dogs have been neutered under this campaign (since the commencement in May 2017), with 2 classified due to behaviour, and 13 classified due to breed type. The campaign is ongoing while funding is available.

2.8 Other Information

Council requires owners of more than two dogs on any urban property to apply for a permit from Council. Upon application, the dog owner's property is inspected in accordance with the requirements of the Dog Control Bylaw. If the requirements are met, the permit is issued subject to any necessary conditions. A permit may be reviewed by WDC at any time, and may be modified or revoked if any non-compliances with the permit are detected.

3 STATISTICAL INFORMATION

| Category | For period 1 July 2014 – 30 June 2015 | For period 1 July 2015 – 30 June 2016 | For period 1 July 2016 – 30 June 2017 | For period 1 July 2017 – 30 June 2018 |
|--|---|---|---|---|
| 1) Total # Registered Dogs | 3,698 | 3,330 | 3,590 | 3,468 |
| 2) Total # Probationary Owners | 0 | 0 | 0 | 0 |
| 3) Total # Disqualified Owners | 0 | 0 | 0 | 1 |
| 4) Total # Dangerous Dogs (current at end of period) | 0 | 0 | 1 | 0 |
| ▪ Dangerous by Owner Conviction Under s31(1)(a) | 0 | 0 | 0 | 0 |
| ▪ Dangerous by Sworn Evidence s31(1)(b) | 0 | 0 | 1 | 0 |
| ▪ Dangerous by Owner Admittance in Writing s31(1)(c) | 0 | 0 | 0 | 0 |
| 5) Total # Menacing Dogs (end of period) | 16 | 20 | 26 | 28 |
| ▪ Menacing under s33A(1)(b)(i) - i.e. by Behaviour | 2 | 2 | 3 | 3 |
| ▪ Menacing under s33A(1)(b)(ii)- by Breed Characteristics | 5 | 5 | 6 | 7 |
| ▪ Menacing under s33C(1) by Schedule 4 Breed | 9 | 13 | 17 | 18 |
| 6) Total # Infringement Notices (excluding cancelled) | 20 | 24 | 74 | 51 |
| 7) Total # Complaints Received (needing action) | 670 | 524 | 518 | 426 |
| ▪ Aggressive | - | - | 2 | 8 |
| ▪ Bins/Signs | 12 | 0 | - | - |
| ▪ Bite/attack | 44 | 6 | 33 | 37 |
| ▪ Barking | 50 | 50 | 93 | 40 |
| ▪ Breach of Council Bylaw or permits | - | - | 4 | 3 |
| ▪ Lost Dog/other | - | - | 1 | 26 |
| ▪ Rushing in public place | 35 | 26 | 17 | 14 |
| ▪ Unregistered | - | - | - | 4 |
| ▪ Wandering | 348 | 241 | 314 | 277 |
| ▪ Worrying animals | - | - | 19 | 1 |
| ▪ No water, shelter, food or exercise | 32 | 25 | 35 | 16 |
| 8) Total no of prosecutions | 0 | 0 | 0 | 1 |

Document No: A400326

Report To: Council



Meeting Date: 11 July 2018

Subject: Building Consent Authority Accreditation

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is brief Council on the outcome of the recent audit of the Waitomo District Council (WDC) Building Consent Authority (BCA) carried out by International Accreditation New Zealand (IANZ).

Background

- 2.1 The purpose of the building consent authority accreditation scheme (administered by the Ministry of Business, Innovation and Employment (MBIE)) is to set out the minimum policies, procedures and systems that a BCA must have, and consistently and effectively implement, to perform its building control functions.
- 2.2 Section 215 of the Building Act 2004 (the Act) requires a BCA to maintain accreditation at all times. In order to retain accreditation, a BCA must maintain compliance with all accreditation requirements, and undergo regular accreditation assessments.
- 2.3 MBIE contracts IANZ to undertake the required BCA assessments / audits, and these are currently conducted on a two-yearly basis.
- 2.4 IANZ conducted its most recent audit of WDC's BCA over four days in late June 2018 (19th to 22nd of June). During this time all of WDC's BCA systems, procedures, policies and staff competencies were comprehensively audited.
- 2.5 A copy of the IANZ assessment report is attached as Appendix 1.

Commentary

- 3.1 The assessment process undertaken by IANZ is outlined in the diagram attached as Appendix 2. Essentially, each policy, procedure and system is assessed and determined to be either compliant, a 'general non-compliance', or a 'serious non-compliance'.
- 3.2 Non-compliances raised by IANZ must be addressed within a timeframe set by IANZ.
- 3.3 The recent audit of WDC's BCA resulted in continued substantial compliance with the requirements of the Building (Accreditation of Building Consent Authority) Regulations 2006, with only three minor general non-compliances to be addressed by WDC by the 5 October 2018. This is an excellent result in the context of the

changes to the accreditation regulations made in 2017, which significantly increased the workload associated with BCA accreditation.

- 3.4 It is noted that IANZ staff identified in the report (attached as Appendix 2) the following specific good practice and performance:

"This accreditation assessment found the following aspects of the BCA's operations of particular note as good practice and/or performance which should be maintained:

- Internal audits had been conducted to a high standard with good records and follow up on issues raised during the internal audits*
- Inspection activities were noted as being implemented by competent staff with a good standard of record keeping in evidence*
- Building consent processing implementation included good records of decisions made and the reasons for those decisions*
- It was noted that the Waikato Building Consent Group cluster was working very well for the WDC BCA."*

Suggested Resolution

The business paper on Building Consent Authority Accreditation be received.



TERRENA KELLY
GROUP MANAGER COMPLIANCE

31 July 2018

- Attachments:
- 1 IANZ Building Consent Authority Accreditation Assessment Report-Waitomo District Council (Doc A400328)
 - 2 Diagram of IANZ Assessment Process (Doc A400745)



**BUILDING CONSENT AUTHORITY ACCREDITATION
ASSESSMENT REPORT
WAITOMO DISTRICT COUNCIL**

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INTRODUCTION

This report relates to the accreditation assessment of the Waitomo District Council (WDC) Building Consent Authority (BCA) which took place on 19 to 22 June 2018, to determine compliance with the requirements of the *Building (Accreditation of Building Consent Authorities) Regulations 2006* (the Regulations).

This report is based on the document review, witnessing of activities and interviews with the BCA's employees undertaken during the accreditation assessment.

A copy of this report, and subsequent information regarding progress towards clearance of non-compliance/s, will be provided to the Ministry of Business, Innovation and Employment (MBIE) in accordance with International Accreditation New Zealand's (IANZ) contractual obligations. This report may also be made publicly available by the BCA as long as this is not done in a way that misrepresents the content within. It may also be released under the Local Government Meetings and Official Information Act 1987 consistent with any ground for withholding that might be applicable.

ACCREDITATION FEEDBACK AND CONTINUING ACCREDITATION

Accreditation is a statement, by IANZ, that your organisation complies with the Regulations and MBIE BCA accreditation scheme guidance documents (as relevant). Where non-compliance with the Regulations has been identified, the Act requires that it must be addressed. This report will also highlight examples of good practice and performance.

This accreditation assessment found that the BCA was non-compliant with a number of accreditation requirements as detailed below. The non-compliances identified must be addressed before accreditation is continued.

Summary of the non-compliances identified during the assessment

Your non-compliances with the Regulations have been summarised and recorded in detail in this report. Please complete the Record of Non-compliance table/s detailing your proposed corrective actions and forward a copy to IANZ. This plan of action must be provided to IANZ by 27 July 2018.

All non-compliances must be finally addressed and cleared by 5 October 2018. To maintain accreditation you must provide evidence of the actions taken to clear non-compliance to IANZ within the required timeframe. If you do not agree with the non-compliances identified, please contact the Lead Assessor as soon as possible. If you need further time to address non-compliances, please contact the Lead Assessor as soon as possible.

Where you are seeking an extension to an agreed timeframe to address a non-compliance, your Chief Executive is required to make a formal request for an extension of the timeframe.

If you have a complaint about the assessment process, please follow the procedure set out in the IANZ complaint process which can be found in the IANZ Procedures and Conditions of Building Consent Authority Accreditation on the IANZ website.

Summary of the good practice and performance identified during the assessment

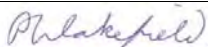

This accreditation assessment found the following aspects of the BCA's operations of particular note as good practice and/or performance which should be maintained:

- Internal audits had been conducted to a high standard with good records and follow up on issues raised during the internal audits
- Inspection activities were noted as being implemented by competent staff with a good standard of record keeping in evidence
- Building consent processing implementation included good records of decisions made and the reasons for those decisions
- It was noted that the Waikato Building Consent Group cluster was working very well for the WDC BCA

NEXT ACCREDITATION ASSESSMENT

Unless your BCA undergoes a significant change, requiring some form of interim assessment, the next assessment of the BCA is planned for June 2020. You will be formally notified of your next assessment six weeks prior to its planned date.

ASSESSMENT SUMMARY

| ORGANISATION DETAILS | | |
|--|--|-------------------------|
| Organisation: | Waitomo District Council | |
| Address for service: | Queen Street Te Kuiti 3910 New Zealand | |
| Client Number: | 7436 | |
| Accreditation Number: | 77 | |
| Chief Executive: | Chris Ryan | |
| Chief Executive contact details: | Chris.ryan@waitomo.govt.nz | |
| BCA Authorised Representative: | Darryn Cosford | |
| BCA Authorised Representative contact details: | Darryn.cosford@waitomo.govt.nz | |
| BCA Quality Manager: | Darryn Cosford | |
| Number of BCA FTE's | Technical - 2 Administration – 3 FTE Vacancies – 1 | |
| ASSESSMENT TEAM | | |
| Lead Assessor: | Peter Wakefield | |
| Lead Assessor contact details: | pwakefield@ianz.govt.nz | |
| Technical Expert: | Phil Judge | |
| MBIE observer: | Clare Botha | |
| IANZ REPORT PREPARATION | | |
| Prepared by: | Peter Wakefield | |
| Signature: |  | |
| Checked by: | Adrienne Woollard | |
| Signature: |  | |
| Date: | 29/06/2018 | |
| ASSESSMENT FINDINGS | | |
| | This assessment: | Last assessment: |
| Total # of "serious" non-compliances: | 0 | - |
| Total # of "general" non-compliances: | 4 | - |
| Total # of non-compliances outstanding: | 3 | - |
| Number of recommendations: | 4 | - |
| Number of advisory notes: | 0 | - |
| Date clearance plan required from BCA: | 27/07/2018 | |
| Date all non-compliances must be finally cleared: | 5/10/2018 | |
| Accreditation to continue with non-compliance clearance? | Yes | |
| NEXT ASSESSMENT | | |
| Recommended next assessment type: | Full assessment | |
| Recommended next assessment date: | June 2020 | |
| COMMENTS | | |
| | | |

ASSESSMENT OBSERVATIONS**REGULATION 6A NOTIFICATION REQUIREMENTS**

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| Procedures for notification of changes within the BCA to MBIE and IANZ addressed requirements. No notifications had been sent to MBIE/IANZ as none had been required. | |

REGULATION 7 PERFORMING BUILDING CONTROL FUNCTIONS**Regulation 7(2)(a): providing consumer information**

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| Consumer information covered how to apply for a building consent and how applications were processed, inspected and certified. The information was clear and well presented on the BCAs website with good links to relevant websites such as the Waikato Building Consent Group 'Build Waikato', Building Performance and BRANZ websites. | |

Regulation 7(2)(b)-(c), and 7(2)(d)(i): receiving, checking and recording applications

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA had documented its procedures for receiving applications for building consents and for checking and recording the receipt of the applications. Checking and recording of applications was found to be appropriate, with vetting occurring within an appropriate timeframe. | |

Regulations 7(2)(d)(ii)-(iii): assessing and allocating applications

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>7(2)(d)(ii) Assessing applications</p> <p>The BCA had a suitable procedure for assessing applications. This was appropriately implemented.</p> <p>7(2)(d)(iii) Allocating applications</p> <p>The BCA had implemented an appropriate procedure for allocation of work. Allocation was carried out by the Technical Leader using the BCAs skills matrix.</p> | |

Regulation 7(2)(d)(iv)-(v): processing, granting and issuing consents

| | |
|--|-------|
| Non-compliance? Y/N | Yes |
| Non-compliance number/s: | GNC 1 |
| Opportunities for improvement? Y/N | Yes |
| Number of recommendations: | 1 |
| Recommendation number/s: | R1 |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>7(2)(d)(iv) Processing</p> <p>The BCA had a well-documented and appropriate procedure for processing of building consents. Processed consents included good clear records of decisions and reasons for decisions, RFIs were clearly communicated, and building consents were processed within required timeframes.</p> <p>7(2)(d)(v) Granting and issuing consents</p> <p>The BCA's granting and issuing of consents process had been generally well implemented. However, the BCA did not always ensure that Building Consents included Specified Systems and Performance Standards accurately. See GNC 1.</p> <p>It is recommended that the BCA considers reviewing the validity of conditions when placed on Building Consents. Some conditions such as PS3 documents may be more appropriate to be listed on Building Consents as either Advisory Notes or as Required Construction Documents. See recommendation R1.</p> | |

Regulation 7(2)(e): planning, performing and managing inspections

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA were observed to have planned and performed inspections in a satisfactory manner. Site visits confirmed that WDC inspection staff were following the WDC inspection procedures, and were knowledgeable and experienced. Inspection records had been well maintained and were to a good standard.</p> | |

Regulation 7(2)(f): code compliance certificates, compliance schedules and notices to fix

| | |
|--|-------|
| Non-compliance? Y/N | Yes |
| Non-compliance number/s: | GNC 2 |
| Opportunities for improvement? Y/N | Yes |
| Number of recommendations: | 1 |
| Recommendation number/s: | R2 |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>Application for a code compliance certificate</p> <p>The BCA had procedures for ensuring that all information required by the building consent was provided by the applicant before issuing a CCC. These procedures were noted to have been well implemented.</p> <p>Code compliance certificates</p> <p>The BCA had documented and effectively implemented its procedure for issue of CCCs, which had been issued within statutory timeframe requirements. The BCAs checksheets had been used appropriately and the reasons for decisions had been recorded.</p> <p>Compliance schedules</p> <p>The standard of Compliance Schedules was generally appropriate, in that they were well laid out and usually contained an appropriate level of detail. Some examples of information on Compliance Schedules which could be improved were noted, such as the front page of the BCAs Compliance Schedules indicated "Purpose Group" when "Building Use" might be more appropriate, and Specified System performance standards for items such as Automatic Doors which should include the correct performance standard for items such as related signage. It is recommended that information within Compliance Schedules is maintained so that it is always relevant and specific to the building. See recommendation R2.</p> <p>Building work that had resulted in the need for an amended Compliance Schedule, had not always been reflected in the final Building Consent documents. GNC 2 was raised, in that the BCA does not always ensure that amended Compliance Schedules are issued with CCC's.</p> <p>Notices to fix (NTF)</p> <p>Procedures for NTFs were appropriate and well understood by BCA staff. No examples relating to BCA functions had been issued.</p> | |

Regulation 7(2)(g) and (h): customer inquiries and complaints

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>7(2)(g) Customer inquiries</p> <p>The BCA had documented its procedure for management of inquiries. Information provided in relation to an inquiry regarding a consent was recorded in the WDC Objective system where appropriate.</p> <p>7(2)(h) Complaints</p> <p>Procedures for complaints were appropriate. Complaints had been recorded and well managed.</p> | |

REGULATION 8 ENSURING ENOUGH EMPLOYEES AND CONTRACTORS**Regulation 8(1): forecasting workflow**

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had undertaken a review of the volumes of work carried out, together with any known pressures. It had also made a forecast of upcoming consenting, inspection and compliance work. Procedures for forecasting workflow were appropriate and effectively implemented.</p> | |

Regulation 8(2): identifying and addressing capacity and capability needs

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA undertook an annual analysis using its performance reporting processes to consider its capacity and capability and to determine how to address any identified gaps. The BCA employed a contractor to assist the BCA in processing capability.</p> <p>Compliance with the building consent, inspection and CCC timeframes were recorded. The BCA was seen to meet statutory timeframes.</p> | |

REGULATION 9 ALLOCATING WORK

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA used a skills matrix to allocate processing, inspection and certification work to competent employees. Procedures for allocating work to people with required levels of recorded competencies were appropriate and effectively implemented.</p> | |

REGULATION 10 ESTABLISHING AND ASSESSING COMPETENCY OF EMPLOYEES**Regulation 10(1) and (3): assessing prospective employees**

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA had documented an appropriate procedure for assessing the competence of prospective employees. | |

Regulation 10(2) and (3): assessing employees performing building control functions

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA used the National Competency Assessment System (NCAS) to perform their competency assessments. Competency assessments were seen to have been completed appropriately, with good records maintained. Evidence provided, together with the discussions covered within competency assessments, were noted to support the outcomes recorded. | |

REGULATION 11 TRAINING EMPLOYEES DOING A TECHNICAL JOB**Regulation 11(1) and (2)(a)-(d),(f) and (g): the training system**

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had documented procedures for planning training and ensuring that employees received agreed training, including the monitoring of training received.</p> <p>Training needs had been reviewed and training plans updated to reflect training needs identified. Training had been given as planned. The implementation and uptake of training was monitored through a variety of methods, including observation, interview and assessing examples of work subsequent to the training.</p> <p>Training records had been well maintained.</p> | |

Regulation 11(2)(e): supervising employees doing a technical job under training

| | |
|--|-------|
| Non-compliance? Y/N | Yes |
| Non-compliance number/s: | GNC 3 |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had a documented system for supervision of employees. However, the BCA did not always ensure that supervision of staff was implemented when required. See GNC 3.</p> | |

REGULATION 12 CHOOSING AND USING CONTRACTORS

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had documented its procedures for choosing and using contractors.</p> <p>Shortform agreements were in place for each of the contractors being used. The agreements included requirements for adhering to a quality management system.</p> | |

REGULATION 13 ENSURING TECHNICAL LEADERSHIP

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>13(a) Identifying competency of individuals to be Technical Leaders</p> <p>Procedures addressed all requirements. Implementation of procedures was effective.</p> <p>13(b) Granting Technical Leaders powers and authorities.</p> <p>Procedures addressed requirements and were effectively implemented.</p> | |

REGULATION 14 ENSURING NECESSARY (TECHNICAL) RESOURCES

| | |
|---|--------------------------|
| Non-compliance? Y/N | Yes |
| Non-compliance number/s: | GNC 4 – resolved on site |
| Opportunities for improvement? Y/N | Yes |
| Number of recommendations: | 1 |
| Recommendation number/s: | R3 |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>Procedures for ensuring necessary technical resources were generally appropriate and well implemented. Facilities and equipment had been maintained. Calibration records indicated that measuring equipment such as thermometers and moisture meters had been calibrated as scheduled.</p> <p>The BCA calibration record for calibration of thermometers indicated an acceptable tolerance of plus or minus 3.5 degrees Celsius. This did not align with the documented procedure which indicated an acceptable tolerance of plus or minus 1 degree Celsius. This was raised as GNC 4 and was resolved on site during the assessment.</p> <p>It is recommended that the BCA indicates more clearly, the acceptable tolerance for measuring equipment such as moisture meters. See recommendation R3.</p> | |

REGULATION 15 KEEPING ORGANISATIONAL RECORDS

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had documented its organisational structure and lines of reporting in an organisational chart. Roles, and responsibilities were recorded in position descriptions.</p> <p>A delegations register was used to record the delegation of authority from the CEO to BCA staff.</p> | |

REGULATION 16 FILING APPLICATIONS FOR BUILDING CONSENT

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had documented its procedure for allocating each application and assigning it a unique number. This was seen to be appropriately implemented.</p> <p>A number of files were reviewed and found to contain appropriate information.</p> <p>Information was retained and managed securely on the WDC information technology systems using their Objective-Trapeze software systems.</p> | |

REGULATION 17 ASSURING QUALITY

Regulations 17(1) and (2)(a): A quality assurance system that covers management and operations

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had a well written quality system that covered its management and operations. The documented systems comprised of the Waikato Building Consent Group – Building Consent Process Manual, together with WDC desk files.</p> | |

Regulation 17(2)(b) and (3): A policy on quality and a quality manager

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had a documented Quality Policy which included quality objectives and quality performance indicators of the BCA function at a high level.</p> <p>The BCA's Quality Manager had been named and documented on the WDC desk file DF_QM_01.</p> | |

Regulation 17(2)(d) and 17(5): Management reporting and review, including of the quality system

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA undertook regular meetings and recorded BCA performance in a comprehensive performance report, which was last issued in April 2018. Reporting against its quality system via internal audits was also being considered and noted in reports.</p> | |

Regulation 17(4): Compliance with a quality assurance system

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA used a number of measures to ensure compliance with its quality system, such as in process checking, internal audit and management reviews.</p> <p>The BCA communicated about its quality system to its employees and contractors.</p> <p>The measures that the BCA used to ensure compliance with a quality system were found to be appropriate.</p> | |

Regulation 17(2)(c): Ensuring operation within any scope of accreditation

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>Not applicable to a BCA that is also a Territorial Authority.</p> | |

Regulation 17(2)(e) Supporting continuous improvement

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| Procedures for continuous improvement (CI) were appropriate and effectively implemented. The CI system at WDC, was seen to have been used as an active part of the BCA's management systems with good records of the items raised and appropriate actions taken. | |

Regulation 17(2) (h): Undertaking annual audits

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA's procedure for internal audit was found to be appropriate, with internal audits occurring to schedule. Internal audits were seen to be comprehensive in nature, with a good level of detail of examples covered. Internal audit records had been well maintained with good follow up on actions arising using the WDC corrective action system. | |

Regulation 17(2)(i): Identifying and managing conflicts of interest

| | |
|---|-----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | Yes |
| Number of recommendations: | 1 |
| Recommendation number/s: | R4 |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had developed an appropriate procedure for identifying and managing conflicts of interest (COI). A COI Register was in place, on which the BCA maintained some records of their COIs. Some COIs had been recorded on a memo to the Group Manager Compliance.</p> <p>It is recommended that all building work that is related to council owned properties is recorded in the BCAs Conflicts of Interest Register. See recommendation R4.</p> | |

Regulation 17(2)(j): Communicating with internal and external persons

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| <p>The BCA had developed an appropriate procedure for communicating with internal and external persons. Media releases were controlled under a well-managed procedure.</p> | |

Regulation 17(3A): Complaints about building practitioners

| | |
|--|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA had developed an appropriate procedure for raising concerns regarding building practitioners and making complaints as required. No complaints about practitioners had been raised within the past 24 month period. | |

REGULATION 18 TECHNICAL QUALIFICATIONS

| | |
|---|----|
| Non-compliance? Y/N | No |
| Non-compliance number/s: | - |
| Opportunities for improvement? Y/N | No |
| Number of recommendations: | 0 |
| Recommendation number/s: | - |
| Number of advisory notes: | 0 |
| Advisory note number/s: | - |
| Observations and comments, including good practice and performance | |
| The BCA had developed an appropriate procedure for ensuring employees and contractors doing a technical job, held, or were working towards an appropriate qualification. | |
| The circumstances where BCA staff were exempted from holding an appropriate qualification were clearly defined and documented. There were no employees who were exempted from holding an appropriate qualification. | |

RECORD OF NON-COMPLIANCE

| | | |
|--|--|---|
| Non-compliance number: | GNC 1 | |
| Breach of regulatory requirement: | Regulation 7 (2)(d)(v) | |
| Finding: | General Non-compliance | |
| Finding details: | <p>The BCA did not always ensure that amendments to Building Consents included Specified Systems and Performance Standards accurately.</p> <p>E.g. Mechanical Ventilation Systems had been added but this had not been identified on the Building Consent.</p> <p>Also, incorrect performance standards had been indicated on the amended Building Consent, such as NZS4512:2018, which was incorrect.</p> | |
| BCA Actions required: | <p>Please provide a copy of an amended Compliance Schedule giving an accurate record of the specified systems for the Building Consent example sighted - BC170052.</p> <p>Please consider staff training requirements and provide a copy of the training records.</p> | |
| IMPORTANT DATES | | |
| Non-compliance to be cleared by: | 5/10/2018 | |
| | Due by: | Accepted by IANZ: |
| Plan of action from BCA: | 27/07/2018 | Click here to enter a date. |
| Evidence of implementation from BCA: | 21/09/2018 | Click here to enter a date. |
| EVIDENCE | | |
| Plan of action: <i>To be provided by BCA</i> | | |
| Evidence of implementation: <i>To be provided by BCA</i> | | |
| Non-compliance cleared? Y/N | Choose an item. | |
| Signed: | | |
| Date: | Click here to enter a date. | |

RECORD OF NON-COMPLIANCE

| | | |
|--|--|---|
| Non-compliance number: | GNC 2 | |
| Breach of regulatory requirement: | Regulation 7 (2)(d)(f) | |
| Finding: | General Non-compliance | |
| Finding details: | <p>The BCA did not always ensure that amended Compliance Schedules are issued with CCC's.</p> <p>E.g. Mechanical Ventilation System changes had not been reflected or referenced within an amended Compliance Schedule after installation and completion of work, meaning that the Compliance Schedule did not accurately reflect the actual system in place of the building being certified. (BC 170052).</p> | |
| BCA Actions required: | <p>Please provide a copy of the amended Compliance Schedule giving an accurate record of the specified systems for the Building Consent example quoted.</p> <p>Please consider staff training requirements and provide a copy of the training records.</p> | |
| IMPORTANT DATES | | |
| Non-compliance to be cleared by: | 5/10/2018 | |
| | Due by: | Accepted by IANZ: |
| Plan of action from BCA: | 27/07/2018 | Click here to enter a date. |
| Evidence of implementation from BCA: | 21/09/2018 | Click here to enter a date. |
| EVIDENCE | | |
| Plan of action: <i>To be provided by BCA</i> | | |
| Evidence of implementation: <i>To be provided by BCA</i> | | |
| Non-compliance cleared? Y/N | Choose an item. | |
| Signed: | | |
| Date: | Click here to enter a date. | |

RECORD OF NON-COMPLIANCE

| | | |
|--|---|---|
| Non-compliance number: | GNC 3 | |
| Breach of regulatory requirement: | Regulation 11 (2)(e) | |
| Finding: | General Non-compliance | |
| Finding details: | <p>The BCA did not always ensure that supervision of staff was implemented when required.</p> <p>E.g. A COM 2 building consent CCC was issued by a staff member documented on the skills matrix as being under supervision for this category of building with no supervision being apparent. (BC 170139).</p> | |
| BCA Actions required: | Please provide a copy of supervision records and training given to staff for any situations where work is conducted under supervision. | |
| IMPORTANT DATES | | |
| Non-compliance to be cleared by: | 5/10/2018 | |
| | Due by: | Accepted by IANZ: |
| Plan of action from BCA: | 27/07/2018 | Click here to enter a date. |
| Evidence of implementation from BCA: | 21/09/2018 | Click here to enter a date. |
| EVIDENCE | | |
| Plan of action: <i>To be provided by BCA</i> | | |
| Evidence of implementation: <i>To be provided by BCA</i> | | |
| Non-compliance cleared? Y/N | Choose an item. | |
| Signed: | | |
| Date: | Click here to enter a date. | |

SUMMARY OF RECOMMENDATIONS

Recommendations are intended to assist your BCA to maintain compliance with the Regulations. They are **not** conditions for accreditation but a failure to make changes may result in non-compliance with the Regulations in the future.

It is recommended that:

- R1 The BCA considers reviewing the validity of conditions when placed on Building Consents. Some conditions such as PS3 documents may be more appropriate to be listed on Building Consents as either Advisory Notes or as Required Construction Documents. (Regulation 7(2)(d)(v))
- R2 Information within Compliance Schedules is maintained so that it is always relevant. E.g. the front page of the BCAs Compliance Schedules indicated "Purpose Group" when "Building Use" might be more appropriate. Also Specified System performance standards for items such as Automatic Doors should include the correct performance standard for items such as related signage. (Regulation 7(2)(f))
- R3 The BCA indicates more clearly, the acceptable tolerance for measuring equipment such as moisture meters. (Regulation 14)
- R4 All building work that is related to council owned properties is recorded in the BCAs Conflicts of Interest Register. (Regulation 17(2)(i))

SUMMARY OF ADVISORY NOTES

Advisory notes are intended to assist your BCA to improve compliance with accreditation requirements based on IANZ's experience. They are **not** conditions for accreditation and do not have to be implemented to maintain accreditation.

IANZ advises that:

No advisory notes were raised during this assessment.

SUMMARY TABLE OF NON-COMPLIANCE

The following table summarises the non-compliance identified with the accreditation requirements in your BCA's accreditation assessment. Where a non-compliance has been identified, a Record of Non-compliance template has been prepared detailing the issue, and to enable you to detail your proposed corrective actions to IANZ. You must update and return a template for each non-compliance identified.

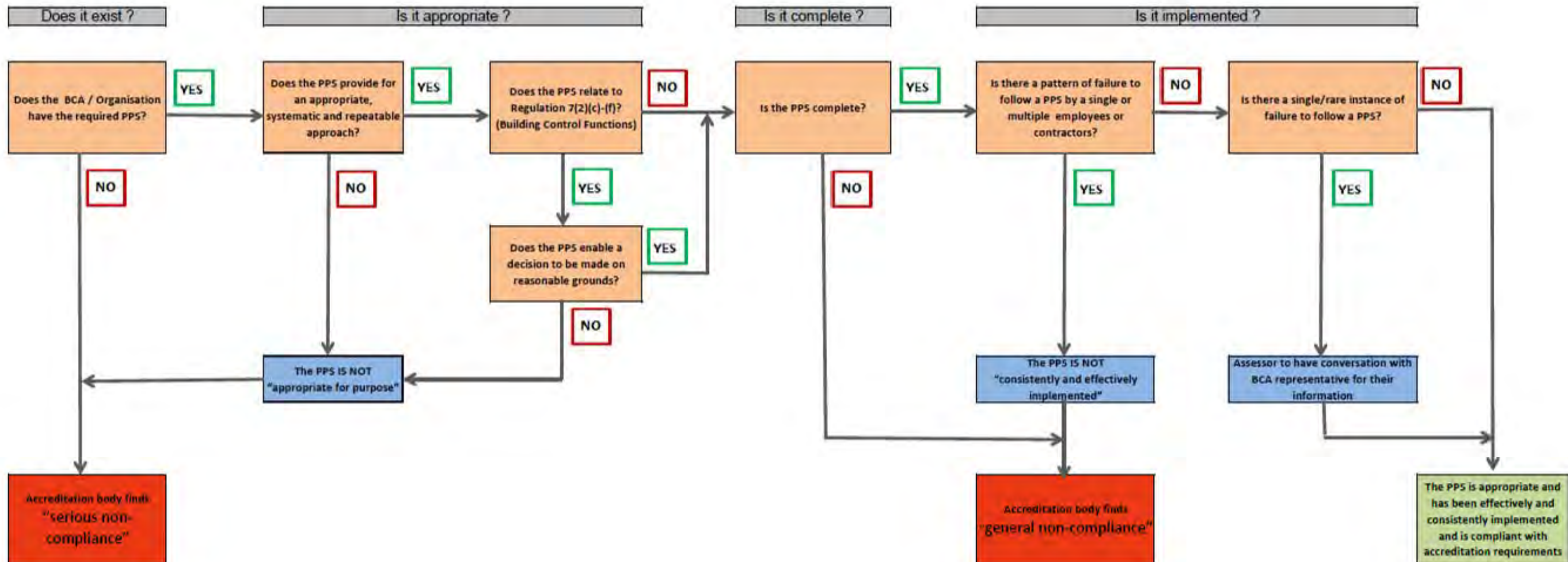
| Regulatory requirement | Non-compliance (Serious / General) | Non-compliance identification number | Breach of regulation 5/6? (Enter Yes where applicable) | | | | | | Resolved On-site? Yes/No | Date Non-compliance to be cleared by (DD/MM/YYYY) N/A where NC is resolved on-site | Date Non-compliance cleared (DD/MM/YYYY) | Number of | | Brief comment (to get to the heart of the issue) |
|------------------------|------------------------------------|--------------------------------------|---|------|------|------|------|------|--------------------------|---|--|-----------------|----------------|--|
| | | | 5(a) | 5(b) | 5(c) | 6(b) | 6(c) | 6(d) | | | | Recommendations | Advisory notes | |
| 6(A)(1) | Choose an item. | | | | | | | | | | | | | |
| 6(A)(2) | Choose an item. | | | | | | | | | | | | | |
| Regulation 7 | | | | | | | | | | | | | | |
| 7(1) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(a) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(b) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(c) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(d)(i) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(d)(ii) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(d)(iii) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(d)(iv) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(d)(v) | General | GNC 1 | | | Yes | | | No | 05/10/2018 | | 1 | | | Building Consents did not always include Specified Systems and Performance Standards accurately. Also, an incorrect performance standard had been indicated on a Building Consent. |
| 7(2)(e) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(f) | General | GNC 2 | | | Yes | | | No | 05/10/2018 | | 1 | | | Amended Compliance Schedules were not always issued with CCC's resulting in the Compliance Schedule not accurately reflecting the actual system in place. |
| 7(2)(g) | Choose an item. | | | | | | | | | | | | | |
| 7(2)(h) | Choose an item. | | | | | | | | | | | | | |
| Regulation 8 | | | | | | | | | | | | | | |
| 8(1) | Choose an item. | | | | | | | | | | | | | |
| 8(2) | Choose an item. | | | | | | | | | | | | | |
| Regulation 9 | | | | | | | | | | | | | | |
| 9 | Choose an item. | | | | | | | | | | | | | |
| Regulation 10 | | | | | | | | | | | | | | |
| 10(1) | Choose an item. | | | | | | | | | | | | | |
| 10(2) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(a) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(b) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(c) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(d) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(e) | Choose an item. | | | | | | | | | | | | | |
| 10(3)(f) | Choose an item. | | | | | | | | | | | | | |
| Regulation 11 | | | | | | | | | | | | | | |
| 11(1) | Choose an item. | | | | | | | | | | | | | |
| 11(2)(a) | Choose an item. | | | | | | | | | | | | | |
| 11(2)(b) | Choose an item. | | | | | | | | | | | | | |
| 11(2)(c) | Choose an item. | | | | | | | | | | | | | |

| Regulatory requirement | Non-compliance (Serious / General) | Non-compliance identification number | Breach of regulation 5/6? (Enter Yes where applicable) | | | | | | Resolved On-site? Yes/No | Date Non-compliance to be cleared by (DD/MM/YYYY) N/A where NC is resolved on-site | Date Non-compliance cleared (DD/MM/YYYY) | Number of | | Brief comment (to get to the heart of the issue) |
|------------------------|------------------------------------|--------------------------------------|---|------|------|------|------|------|--------------------------|---|--|-----------------|----------------|--|
| | | | 5(a) | 5(b) | 5(c) | 6(b) | 6(c) | 6(d) | | | | Recommendations | Advisory notes | |
| 11(2)(d) | Choose an item. | | | | | | | | | | | | | |
| 11(2)(e) | General | GNC 3 | | | Yes | | | No | 05/10/2018 | | | | | The BCA did not always ensure that supervision of staff was implemented when required. |
| 11(2)(f) | Choose an item. | | | | | | | | | | | | | |
| 11(2)(g) | Choose an item. | | | | | | | | | | | | | |
| Regulation 12 | | | | | | | | | | | | | | |
| 12(1) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(a) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(b) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(c) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(d) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(e) | Choose an item. | | | | | | | | | | | | | |
| 12(2)(f) | Choose an item. | | | | | | | | | | | | | |
| Regulation 13 | | | | | | | | | | | | | | |
| 13(a) | Choose an item. | | | | | | | | | | | | | |
| 13(b) | Choose an item. | | | | | | | | | | | | | |
| Regulation 14 | | | | | | | | | | | | | | |
| 14 | General | GNC 4 | | Yes | | | | Yes | N/A | 22/06/2018 | 1 | | | The BCA calibration record for calibration of thermometers indicated an acceptable tolerance of plus or minus 3.5 degrees Celsius. This did not align with the documented procedure which indicated an acceptable tolerance of plus or minus 1 degree Celsius. |
| Regulation 15 | | | | | | | | | | | | | | |
| 15(1)(a) | Choose an item. | | | | | | | | | | | | | |
| 15(1)(b) | Choose an item. | | | | | | | | | | | | | |
| 15(2) | Choose an item. | | | | | | | | | | | | | |
| Regulation 16 | | | | | | | | | | | | | | |
| 16(1) | Choose an item. | | | | | | | | | | | | | |
| 16(2)(a) | Choose an item. | | | | | | | | | | | | | |
| 16(2)(b) | Choose an item. | | | | | | | | | | | | | |
| 16(2)(c) | Choose an item. | | | | | | | | | | | | | |
| Regulation 17 | | | | | | | | | | | | | | |
| 17(1) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(a) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(b) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(c) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(d) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(e) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(h) | Choose an item. | | | | | | | | | | | | | |
| 17(2)(i) | Choose an item. | | | | | | | | | | 1 | | | |
| 17(2)(j) | Choose an item. | | | | | | | | | | | | | |
| 17(3) | Choose an item. | | | | | | | | | | | | | |
| 17(3A)(a) | Choose an item. | | | | | | | | | | | | | |
| 17(3A)(b) | Choose an item. | | | | | | | | | | | | | |
| 17(3A)(c) | Choose an item. | | | | | | | | | | | | | |

| Regulatory requirement | Non-compliance (Serious / General) | Non-compliance identification number | Breach of regulation 5/6? (Enter Yes where applicable) | | | | | | Resolved On-site? Yes/No | Date Non-compliance to be cleared by (DD/MM/YYYY) N/A where NC is resolved on-site | Date Non-compliance cleared (DD/MM/YYYY) | Number of | | Brief comment (to get to the heart of the issue) |
|------------------------|------------------------------------|--------------------------------------|---|------|------|------|------|------|--------------------------|---|--|-----------------|----------------|--|
| | | | 5(a) | 5(b) | 5(c) | 6(b) | 6(c) | 6(d) | | | | Recommendations | Advisory notes | |
| 17(4)(a) | Choose an item. | | | | | | | | | | | | | |
| 17(4)(b) | Choose an item. | | | | | | | | | | | | | |
| 17(5)(a) | Choose an item. | | | | | | | | | | | | | |
| 17(5)(b) | Choose an item. | | | | | | | | | | | | | |
| Regulation 18 | | | | | | | | | | | | | | |
| 18(1)(a) | Choose an item. | | | | | | | | | | | | | |
| 18(1)(b) | Choose an item. | | | | | | | | | | | | | |
| 18(1)(c) | Choose an item. | | | | | | | | | | | | | |
| 18(3)(a) | Choose an item. | | | | | | | | | | | | | |
| 18(3)(b) | Choose an item. | | | | | | | | | | | | | |

Compliance Status Decision Tree

PPS = Policy, Procedure, System



Explanatory Notes :

- 1) The ultimate requirement is for an assessment to be made against the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the regulations).
- 2) The MBIE Guidance Tool located on the www.building.govt.nz website has a detailed specific criteria which MBIE has assessed to be the minimum components to meet the requirements of the regulations.
- 3) The self-assessment checksheets are a prompting tool for checking the various components, but require users to read the full description in the guidance tool for clarification.
- 4) BCAs can demonstrate compliance with specific regulations being covered across a range of places within their Policies, Procedures and Systems.
- 5) Non-compliances which are found and subsequently cleared during an assessment will still be recorded in the detailed reporting sheet but will not have a full "record of non-compliance" sheet written up.

Outcomes

The intended outcome of this accreditation system is accurate and robust building consenting decisions - made routinely with appropriate recording of reasons for decisions. Competency assessment, training planning and delivery, and internal audits of processes and outcomes are very important components.

Document No: A401778

Report To: Council



Meeting Date: 31 July 2018

Subject: Request to Appoint Alternate District Licensing Committee Commissioner

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to appoint an Alternate District Licensing Committee Commissioner.

Commentary

- 2.1 The Waitomo District Council has appointed a District Licensing Committee pursuant to sections 186 to 193 of the Sale and Supply of Alcohol Act 2012. Council appointed Sara Grayson (nee Brown) as Commissioner to act as chair pursuant to section 193, and Councillor Whitaker to act as Deputy Chair pursuant to section 189. It is intended that the Deputy act as Chair when the Commissioner is unavailable.
- 2.2 Between 19 July and 12 August 2018 Commissioner Grayson will be unavailable overseas.
- 2.3 While, only extremely urgent hearings will be held over the period Commissioner Grayson is unavailable, Commissioner Grayson has identified that there should be a contingency should Councillor Whitaker not be able to undertake the Deputy Chair (Commissioner) role for some reason. Commissioner Grayson has requested that:
- "... in order to ensure on-going customer service while I'm away, ... would [it] be possible for ... council to make a temporary appointment of Tegan McIntyre as an additional Commissioner to step in; where a Deputy Chair has a conflict of interest, or becomes unavailable due to illness, or to chair a hearing if something urgent arises"*
- 2.4 It is considered that appointing an alternate Commissioner would be a pragmatic response, and should not be limited to this short period; i.e. an appointment now for the remaining term of the District Licensing Committee (DLC) would address any similar circumstances that arise in the future.

Considerations

- 3.1 The current arrangement of a Commissioner as Chair and a Councillor as Deputy Chair has worked well, with both sharing the workload and independently determining applications.
- 3.2 However if the Chair is unavailable, and there is any matter where the Deputy cannot act (such as a conflict of interest) the Act does not allow committee

members to deal with applications on their own, and offers no remedy until the Chair or Deputy is able to act.

- 3.3 Appointing an alternative Commissioner is a safeguard should this occur. This option has been used by other Councils, including Hamilton City who do not have Deputy Chairs (a Deputy can only be a Councillor). Section 189 of the Act prescribes this process whereby Council must appoint a Chair, and may appoint a deputy.

“189 Composition of licensing committees

- (1) *Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district.*
 - (2) *A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.*
 - (3) *A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.*
 - (4) *While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.*
 - (5) *No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.*
 - (6) *The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.*
 - (7) *For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act”*
- 3.4 It is unlikely that an alternative Commissioner would be needed, but each Deputy of Waipā, Otorohanga and Waitomo DLCs have had matters previously which they could not determine due to perceived or actual conflicts of interest.
- 3.5 An alternate Commissioner would only consider urgent matters which are unable to be considered by Councillor Whitaker (due to the reasons discussed above), and cannot be deferred until the return of the Chair. So in summary, an urgent application when the Chair was unavailable and the Deputy couldn't act (or vice versa) would be the circumstances.
- 3.6 Commissioner Grayson has recommended Ms Tegan McIntyre be appointed as the alternative Commissioner. Ms McIntyre is a current Waitomo District Licensing Committee member, and has been assisting the Waipā, Otorohanga and Waitomo District Licensing Committees with member training. She is also an alternate Commissioner for the Hamilton District Licensing Committee.
- 3.7 Section 193 of the Act allows the Chief Executive to appoint Commissioners on recommendation (resolution) of the territorial authority.

193 Appointment of commissioners

- (1) *The chief executive of a territorial authority may, on the recommendation of the territorial authority, appoint a **commissioner or commissioners** to any of the territorial authority's licensing committees and any person so appointed has all the functions, powers, and duties of the chairperson of the licensing committee.*
- (2) *The chief executive may only appoint a person as a commissioner if that person is of good standing in the community and has the necessary knowledge, skill, and experience relating to matters that are likely to come before the committee.*
- (3) *A person must not be appointed as a commissioner if—*
- (a) *the territorial authority believes that person has, directly or by virtue of his or her relationship with another person, such an involvement or appearance of involvement with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias; or*
 - (b) *the person is a constable, a Medical Officer of Health, an inspector, or an employee of the territorial authority.*
- (4) *A commissioner appointed under this section holds office for a term, stated when the commissioner is appointed, of up to 5 years and may be reappointed for 1 or more further periods of up to 5 years.*

3.8 Tegan McIntyre has the appropriate experience, knowledge and skills as required by section 193 (2) of the Sale and Supply of Alcohol Act 2012 to undertake the Alternate Commissioner role if required.

| |
|-----------------------|
| Recommendation |
|-----------------------|

4.1 It is recommended that Tegan McIntyre be appointed as an alternate Commissioner pursuant to section 193 of the Sale and Supply of Alcohol Act 2018 until the expiry of the current District Licensing Committee term, being 29 November 2021.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

- 1 The business paper 'Request to Appoint Alternate District Licensing Committee Commissioner' be received.
- 2 Council appoint Tegan McIntyre as an alternate Commissioner pursuant to section 193 of the Sale and Supply of Alcohol Act 2012 until the expiry of the current District Licensing Committee term, being 29 November 2021.

TERRENA KELLY
GROUP MANAGER COMPLIANCE

25 July 2018

Document No: A401210

Report To: Council



Meeting Date: 31 July 2018

**Subject: Receipt of Waitomo Sister City – Minutes:
24 May 2018**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this Business Paper is to provide Council with information relating to the Waitomo Sister City meeting convened on 24 May 2018.

Commentary

- 2.1 On 22 March 1994, the Council of the day resolved to create a Waitomo Sister City Committee (the Committee). This Committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members of the public as may from time to time be agreed.
- 2.2 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by the Waitomo District Council and the Tatsuno Township on behalf of their communities. The Agreement was later signed in Tatsuno on the 26 April 1995. This Agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The relationship with the Tatsuno International Association has been led by the Committee on which the WDC staff and Councillors of different appointments have historically sat.
- 2.4 There have been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.5 A Waitomo Sister City Terms of Reference and Guidelines was developed to support the Committee, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township. These documents were adopted by both the Committee and Council in October 2017.
- 2.6 In accordance with clause 6 of the Terms of Reference, a copy of the latest Committee meeting minutes are attached to and form part of this business paper for Council's information.

Suggested Resolution

The business paper on Receipt of Waitomo Sister City – Minutes: 24 May 2018 be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

July 2018

Attachment: Sister City Committee Minutes – 24 May 2018 (Doc No. A394615)

WAITOMO DISTRICT SISTER CITY COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON THURSDAY 24 MAY 2018 AT 4:00PM

PRESENT: Janis Mac Donald (Chairperson)
 Mayor Brian Hanna
 Marilyn Mac Kinder
 Deputy Mayor Guy Whitaker
 Clowdy Ngatai (WDC Community Development Coordinator)

APOLOGIES: Jenny Crown, Janene New, Andrea Hanna

1. Purpose of Report

- 1.1 The purpose of these minutes is to present the Waitomo Sister City Committee with an account of the business discussed in the meeting held 24 May 2018, in the Mayors Meeting room at 4:10pm.

2. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Visiting Students
- Financials
- General Business
- Set Next Meeting Date/Time

3. Apologies

- 3.1 The apologies from Jenny Crown, Janene New and Andrea Hanna were accepted.

Unanimous

4. Confirmation of Minutes - 13 February 2018

- 4.1 The Minutes of the Waitomo Sister City meeting convened on 13 February 2018 were read and confirmed as a true and correct record.

Brian/Marilyn

5. Visiting students

- 5.1 The committee discussed the success of the recent student exchange for the Tatsuno Sister City Student Exchange. An email was received from Akemi thanking

the Committee for it's very enjoyable trip. A card will be sent to Tatsuno to acknowledge them of their visit.

- 5.2 The WDSCC felt that the Exchange was a success and is motivated to provide the same kind of programme next year. The Committee is also keen to check the dates for the Waitomo Sports day and try to arrange for these dates to be included in the exchange.
- 5.3 A card and \$100.00 gift voucher for the host school (St Joseph's Catholic Primary School) be provided to the Chairperson to fill in.

6. Financial Report

Tatsuno Student Visit – Expenditure

| | |
|------------------------|----------|
| Students Gifts | 169.13 |
| Fish 'n' Chips | 86.96 |
| Kiwi House | 111.30 |
| Bakery - Reimbursement | 30.43 |
| New World (BBQ Food) | 72.10 |
| Ammons Motors | 1,387.50 |
| Afternoon Tea (WDC) | 46.96 |
| Waitete (Hire) | 100.00 |
| Voucher (Host School) | 100.00 |
| Cards | 11.98 |

Total **2,116.36**

Donation from Tatsuno 2,000.00

7. General Business

- 7.1 Clowdy to get a gift and card for Val Sheriff sorted by next meeting.
- 7.2 Discussions of when the return trip to Tatsuno should happen took place with the following outcomes noted:
- Proposed trip to the Tatsuno fire fly festival – June 2019
 - The committee will look to place return trips into a fixed rotation
 - Sister City investment fund opportunity to be explored.
 - Would there need to be a change of entity (needs to go to Council)
 - How could the committee encourage community donations
 - Consider subsidising students travel
 - Students from the district could apply to attend (criteria*)
 - Tuia Rep to be approached as the students chaperone

Criteria for student application:

- Students in years 7 and 8 will be considered
- A group of 6-8 students will be selected
- No parents will attend (students will be chaperoned by the Tuia Rep)
- Students will need to complete an application form to be considered by the committee

- Students will need to fund parts of the trip themselves
- On return to the Waitomo District the students will host a Tatsuno Exchange Student in the next years rotation.
- Some of the student activities will be done separately from the WDC contingency.

7.3 Brian will send an email to Akera to confirm dates and host availability.

8. Next Meeting

9.1 The next meeting is set for Tuesday 12 June 2018 at 4.00pm in the Mayor's Meeting Room.

Meeting closed at: 4:40pm



CLOWDY NGATAI
COMMUNITY DEVELOPMENT COORDINATOR

Document No: A402062

Report To: Council



Meeting Date: 31 July 2018

Subject: Request from the Waitomo Sister City Committee for a Review of the Waitomo Sister City Relationship Delivery

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council a written request from the Chairperson of the Waitomo Sister City Committee (WSCC) for Council to consider a review of the Waitomo Sister City Relationship delivery.

Background

2.1 Historical

- 2.2 On 22 March 1994 the Council of the day resolved that the Council would have a Waitomo Sister City Committee (WSCC). The Committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.3 At the same Council meeting, a Terms of Reference for the Sister City Committee were adopted.

Terms of Reference (*Approved by Council 22.3.94 Min No. 99/94*)

- To develop and maintain a meaningful and beneficial sister city relationship with Tatsuno in Japan.
- To prepare a sister city agreement outlining the respective responsibilities and obligations of the Waitomo District Council and the Tatsuno Town Council for consideration.
- To prepare an annual budget setting out the desired initiatives and expenditures for the consideration of the Waitomo District Council.
- To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
- To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
- To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.

- 2.4 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The agreement was later signed in Tatsuno on the 26 April 1995. This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.5 The relationship with the Tatsuno International Association has been led from the WSCC on which the Waitomo District Council (WDC) staff and Councillors of different appointments have historically sat.
- 2.6 There have been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.7 2017 Review**
- 2.8 In 2017, new Waitomo Sister City Draft Guidelines were developed to support the WSCC, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township.
- 2.9 Council, at its meeting of 29 August 2017 endorsed the Waitomo Sister City Guidelines and Terms of Reference for presentation to the Sister City Committee for review and consideration.
- 2.10 The Sister City Committee reviewed the two documents and recommended some minor amendments including that the responsibility for arranging exchange programmes and home stay accommodation (which was previously noted in the Guidelines as a Host School responsibility, is now a Sister City Committee responsibility).
- 2.11 Taking the recommendations of the Sister City Committee into account, Council, at its meeting of 31 October 2017 adopted the Waitomo Sister City Guidelines and Terms of Reference and the final Guidelines and Terms of Reference were shared with the Sister City Committee and Student Exchange Host Schools.

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|---------------------|
| <h2>Commentary</h2> |
|---------------------|

- 3.1 Attached to and forming part of this business paper is a copy of the written request received on Thursday 26 July 2018 from the Chairperson of the Waitomo Sister City Committee.
- 3.2 Prior to any resourcing being allocated to the consideration of this request, Council's guidance is sort as to whether or not it would be open to considering a change in how the Sister City Relationship with Tatsuno is delivered in the future.
- 3.3 Should Council agree that future delivery options for the Sister City Relationship should be investigated, a project will need to be included in the Road Map Work Plan 2018-2021 which is currently being developed for consideration at the September 2018 Council Meeting.

Suggested Resolution

1. The business paper on Request from the Waitomo Sister City Committee for a Review of the Waitomo Sister City Relationship Delivery be received.
2. A project for the Review of the Waitomo Sister City Relationship Delivery be included/not be included in the 2018-2021 Road Map Work Programme.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

Attachment: Letter from Waitomo Sister City Committee Chairperson (Doc A402064)

July 23,

To whom it may concern,

As chair of the Tatsuno Sister City committee, I want to promote to WDC a change in approach to furthering our relations as a Sister City committee.

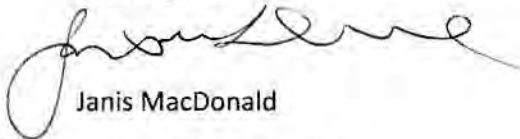
We would like to promote the establishment of the Sister City committee as a stand-alone entity, and suggest an incorporated society, or similar appropriate entity.

We still see WDC playing an important role as a funder, and to also have representation on this committee. The current system whereby council makes a sister city financial budget provision, could be changed to an annual "provision of service" grant to this separate entity. This means funds can be sought from other sources, and the annual grant from WDC can carry over to subsequent years, and also applications to council could be made for extra funding in years where a potential trip to Japan will inevitably cost more.

The intent of the committee is to be able to offer students in the district the experience of a cultural exchange on a more regular basis. Having the committee as a stand-alone entity that has the ability to support this through annual grants and funding opportunities will help considerably in achieving this goal.

We are keen to have discussions with you on this matter. Please contact me on 027 696 7122.

Kind regards



Janis MacDonald

Sister City Chairperson

Document No: A401579

Report To: Council

Meeting Date: 31 July 2018

Subject: Triennial Grant Fund 2018-2021
Allocation

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to approve funding allocations for the Triennial Grant Fund 2018-2021.

Background

- 2.1 The Triennial Grants Fund (TGF) forms part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The TGF makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.
- 2.3 To be eligible for funding via the TGF, community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with WDC and be able to identify how the work they undertake assists in the achievement of WDC's Community Outcomes.
- 2.4 The dollar value of each grant is determined on a case by case basis and should not exceed \$10,000.

Commentary

- 3.1 The assessment and allocation of the Triennial Grant Fund is at the discretion of the elected Council.
- 3.2 Eight applications have been received, as follows:

| Applicant | | Amount Sought (per annum) |
|--|---------------|---------------------------|
| Benneydale & District Historical Display | | \$500.00 |
| Citizens Advice Bureau Te Kuiti Inc | | \$4,000.00 |
| King Country Rugby Club | | \$4,000.00 |
| New Zealand Shearing Championships Inc | | \$6,000.00 |
| Number 12 | | \$11,421.12 |
| Tainui Historical Society | | \$7,409.00 |
| Te Kuiti Community House Trust | | \$10,010.00 |
| Te Kuiti Kaumatua Games | | \$558.00 |
| | TOTAL: | \$43,898.12 |

- 3.3 To maintain the integrity of the assessment process Councillors were asked to complete an Application Assessment Form for each of the applications received.
- 3.4 Council considered the applications at a Workshop held on 31 July 2018, preceding this Council meeting. Councillors evaluated the combined average and mean scores of each application to reach agreed values for Triennial Grant allocations for the 2018-2021 period.

Considerations

4.1 Risk

- 4.2 If Council does not consider the applications to the Triennial Grant Fund, it will not be meeting its obligation under the Community Development Fund Policy.

4.2 Consistency with Existing Plans and Policies

- 4.4 The consideration of funding applications has been undertaken consistently in accordance with the Community Development Fund Policy.

4.5 Significance and Community Views

- 4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

- 1 The business paper on Triennial Grant Fund 2018-2021 Allocation be received.
- 2 Council approve allocation of Triennial Grants for the 2018-2021 period, as follows:

| Applicant | Grant Amount (per annum) |
|--|---------------------------------|
| Benneydale & District Historical Display | \$ _____ |
| Citizens Advice Bureau Te Kuiti Inc | \$ _____ |
| King Country Rugby Club | \$ _____ |
| New Zealand Shearing Championships Inc | \$ _____ |
| Number Twelve | \$ _____ |
| Tainui Historical Society | \$ _____ |
| Te Kuiti Community House Trust | \$ _____ |
| Te Kuiti Kaumatua Games | \$ _____ |

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

July 2018

Document No: A401576

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress regarding development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

Background

- 2.1 The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and, in the future, specifically the next 30 years.
- 2.2 The Plan aims to "build champion communities, together". To achieve this the Plan has identified five regional priorities:
 1. People – Planning for population change
 2. Connections – Connecting our communities through targeted investment
 3. Iwi/Maori – Partnering with iwi/Maori
 4. Environment – Addressing water allocation and quality
 5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 Waikato Means Business has identified 5 strategic priorities:
 1. Telling the Waikato story
 2. Making business easier
 3. Building, attracting and retaining skills and talent
 4. Growing global industries
 5. Maintaining and building our location advantage
- 2.5 Upon finalisation of the Waikato Plan the WMB Steering Group proposed a new project - the Southern Waikato Economic Development Action Plan (SWEAP) which would focus on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.
- 2.6 The proposal was initially canvassed with Council at a Workshop held on 8 August 2017. Council were advised the majority of funding to support this project would be jointly funded by Waikato Regional Council and central government. The estimated cost of the work being \$150,000 to \$200,000 spread over an 18-month timeframe.

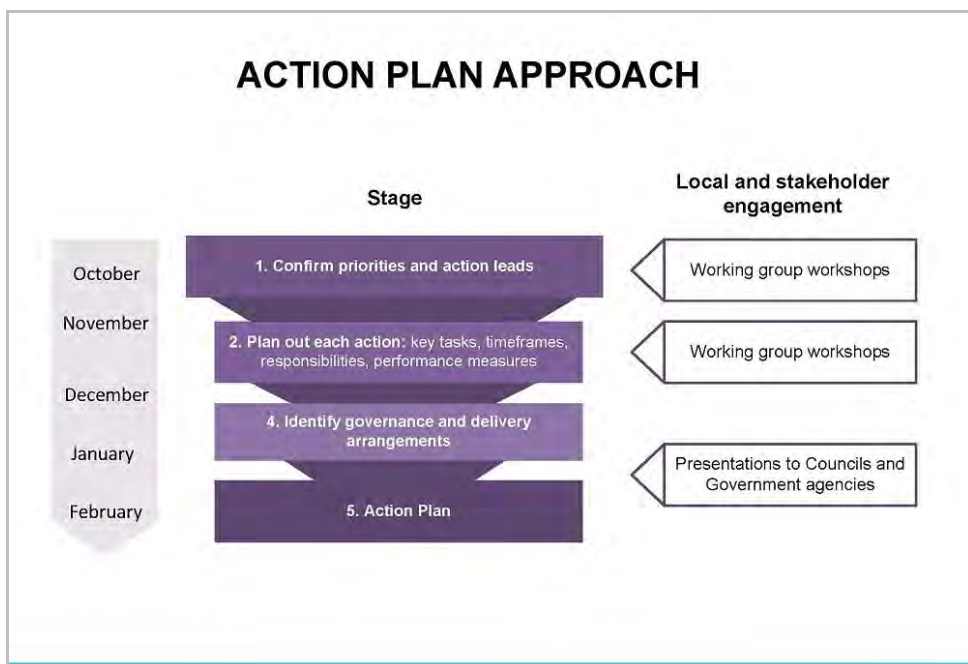
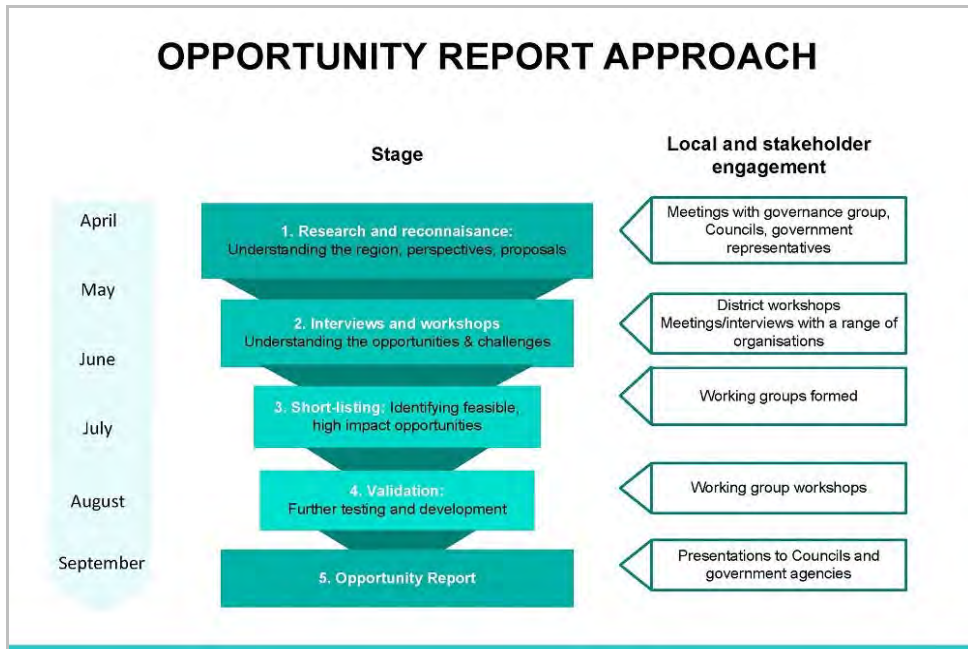
- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional Growth Report and subsequent Regional Economic Plan. Regional Growth Studies are aimed at cataloguing significant economic opportunities in regions to increase employment and incomes. Regional Economic Development Action Plans are developed by regions in conjunction with Central Government and outline actions that seek to realise opportunities identified in the Growth Report.
- 2.9 The focus of the SWEAP project is to accelerate progress on economic growth by identifying existing and new potential programmes of action which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.
- 2.10 The WMB Programme Manager, Harvey Brookes, presented a funding proposal to Council at the 26 September 2017 Council meeting. Council were advised a Project Governance Group (PGG) and a Project Management Group (PMG) would be formed to guide and oversee this project.
- 2.11 Following discussion Council approved funding of \$10,000 per annum towards the development of the SWEAP. Mayor Hanna was appointed the WDC Representative on the PGG with Councillor Goddard appointed as the Mayor's Alternative.
- 2.12 Council's feedback was requested for potential business representatives to join the PSG.

Commentary

- 3.1 The first meeting of the SWEAP Governance Group was held on 30 November 2017 at the South Waikato District Council.
- 3.2 The purpose of the meeting was to bring the parties together to discuss the SWEAP project scope and action points.
- 3.3 The PGG is made up of the three TLA elected members, three Southern Waikato business representatives, two Iwi representatives, and one Central Government official (senior regional officer). Membership of the PGG includes:
- Mayor Brian Hanna – Waitomo District
 - Mayor Jenny Shattock – South Waikato District
 - Mayor Max Baxter – Otorohanga District
 - Nicky Atkinson – Waitomo Business Representative
 - John Waldon – South Waikato Business Representative
 - Marain Hurley – Otorohanga Business Representative
 - Vanessa Epirairama – Raukawa Charitable Trust Board
 - Representatives for the Maniapoto Maori Trust Board and Raukawa Settlement Trust are to be confirmed.
- 3.4 The PGG is accountable to the WMB Steering Group for all aspects of the SWEAP. The role of the PGG is to:
- Ensure development of the SWEAP advances growth goals of the Waikato Economic Development Strategy and is aligned to the Government's Regional Growth Programme
 - Approve terms of reference for the PMG

- Approve the preferred supplier regarding the contract to develop the SWEAP
 - Share experience, business and sector knowledge
 - Identify key stakeholders for consultation to inform the SWEAP
 - Provide high level guidance to the project and advice to the PMG
 - Provide line of sight for the WMB Steering Group to the actions recommended in the completed SWEAP
 - Report back to key stakeholders
 - Assist in the facilitation of large, multi-agency, cross-boundary regional development projects/actions once the action plan moves into the implementation phase
- 3.5 The PMG is made up of three TLA representatives, up to four representatives from Central Government Agencies (MBIE, MSD, MPI and Te Puni Kokiri) and the WMB Programme Manager. Membership of the PMG includes:
- Harvey Brookes – Waikato Means Business
 - Helen Beever – Waitomo District Council
 - Trish Ambury – Otorohanga District Council
 - Sam Marshall – South Waikato District Council
 - Nease Carroll – Ministry of Business Innovation and Employment
 - Terry Curran – Ministry of Social Development
 - Cathy Stephenson – Ministry for Primary Industry
 - Michelle Paki – Te Puni Kokiri
- 3.6 The role of the PMG is to:
- Form a sub-group to oversee the Request for Proposal process and make recommendations to the PGG on a preferred supplier
 - Keep the project process on track
 - Assist consultants to ensure key resources are provided
 - Oversee secretariat and other support
 - Ensure council entities/subsidiaries and central government agencies are engaged and kept informed of the project
 - Provide advice to the PGG on resources required to implement the SWEAP.
- 3.7 A copy of the Project Scope and Terms of Reference for the PGG and PMG is attached to this Business Paper for Councils reference.
- 3.8 It was agreed at the 30 November 2017 Governance Group Meeting that the engagement of a Contractor to develop the SWEAP was the next step. The Request for Proposal (RFP) documentation was subsequently finalised and released in mid-December 2017.
- 3.9 RFP responses are scheduled to be evaluated on 19 February 2018 with Contractor candidates shortlisted for interview on 26 February 2018.
- 3.10 It is intended the SWEAP will give confidence to local, regional and national scale funding and support agencies in that there is an integrated Plan and set of actions for this area so as to help unlock the resources which are potentially available to assist with implementation. The Plan is about developing a collaborative, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.
- 3.11 Council will be kept informed of progress in the development of the SWEAP.
- 3.12 The RFP process has been completed and the project renamed the Sub Regional (Southern) Waikato Economic Development Action Plan.

- 3.13 In mid April 2018 a contract for service was agreed with the successful contractor MartinJenkins to develop the Action Plan.
- 3.14 A commissioning meeting was initially scheduled for the 30 April 2018. Due to the unavailability of a number of representatives the meeting has been re-scheduled to the 7 May 2018. The meeting will be held in the WDC Council Chambers with the Project Governance and Project Management Groups in attendance.
- 3.15 At this meeting MartinJenkins will outline the intended project approach, respective timeframes and required deliverables.
- 3.16 The work programme for the Project Governance and Project Management Groups will also be discussed and agreed at this meeting.
- 3.17 The approach that will be used to develop the Action Plan will comprise two key elements - a focus on identifying validated major opportunities and then prioritising those opportunities and determining how they will be implemented.



- 3.18 Stakeholder engagement is well underway. One-on-one interviews with identified groups and organisations has commenced and Workshops are scheduled in the three Districts during the month of June to draw on business and community understanding, ideas and knowledge.
- 3.19 At the Workshops participants will be asked to consider the following:
1. What would you like to see the district and broader sub-region (Waitomo, Otorohanga and South Waikato) aspire to over the next ten years?
 - What aspects of the economy and way of life do you want to see change and/or remain?
 - What will drive change? – changes in business activity and industry mix, population, amenities, image and perceptions, social inclusion etc
 2. What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?
 - Are there opportunities for particular sectors/niches to significantly grow in value and scale?
 - Are there any 'game changing' opportunities?
 - What actions are required to unlock the identified opportunities?
 3. What major constraints does the sub-region and district face in improving prosperity, employment and incomes? Considering:
 - The availability of labour and skills.
 - Connectivity and the quality and reliability of transport and telecommunications infrastructure.
 - Quality of infrastructure – water, waste, energy.
 - Quality of the environment and management of natural resources.
 - Image and perceptions.
 - Business environment and regulation.
 - Quality of and access to amenities and services (e.g. housing, education, cultural assets, health services, recreation opportunities).
- 3.20 An assessment of the information gathered, and identification of potential opportunities will take place at the conclusion of the interviews and Workshops. Sub working groups, by sector, will then be created to inform and provide more in-depth detail of opportunities.
- 3.21 The Waitomo District Workshop was held on Monday 11 June 2018 at the Les Munro Centre with an excellent turn out of approximately 40 community/business representatives. Around 150 representatives attended the workshops across the three districts.
- 3.22 The majority of the workshop time was spent in roundtable discussions, focusing on obtaining participant feedback on the three questions noted above.
- 3.23 It is of note that from the three workshops held consistent messaging came through across the three sets of questions.
- 3.24 Below is a summary of the key messages from across the three workshops.

3.25 Question 1 - What would you like to see your district and broader sub-region aspire to over the next ten years?

- Key Economic Aspirations – Increased productivity, affordable housing, reliable telecommunications infrastructure, sufficient infrastructure and accommodation to encourage and support increased tourism
- Key Social Aspirations – Improved local employment growth, better standards of living, opportunities for youth, visible community spirit and engaged communities
- Key Cultural Aspirations – Culture and history are better understood and valued, strong Iwi, business and community collaboration, well supported sports and recreation facilities
- Key Environmental Aspirations – Clean and healthy rivers, biodiversity is protected in key areas, sub-region is a leader in resource management practices and in sustainable farming practices and water management

3.26 What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?

- Housing and Accommodation – Investment in the upgrade and development of tourism accommodation, capturing the population of families moving south from Auckland/North Waikato
- Education and Training – Opportunities to improve education offerings, businesses and community groups working with education providers to respond to community needs
- Community Development and Engagement – Additional resources and support for community groups to either accelerate or implement community plans, expansion of initiatives focusing on youth to overcome local issues and problems
- Tourism – Collaboration of tourism attractions – create a stay destination rather than a ‘stop-off’

3.27 What major constraints does the sub-region and district face in improving prosperity, employment and incomes?

- Housing and Accommodation – limited quality housing, lack of development interest, lack of accommodation options
- Skills, Education and Training – difficulty to attract and retain skilled people, high proportion of unemployment in youth and challenges associated with quality and perception of schools
- Image/Identity – Perception and external view of sub-region
- Community Inclusion and Engagement – Residents lack of pride and not willing to engage in development opportunities, lack of support for community group engagement, challenges with encouraging youth to engage, job and life opportunities

- 3.28 Attached to and forming part of this business paper is the full Summary Report prepared by MartinJenkins.
- 3.29 A meeting of the Governance Group has tentatively been scheduled for 14 August 2018. MartinJenkins and Crowe Horwath will be updating the Group on the project, the emerging areas of priority and action, and to receive feedback and guidance from the Governance Group.

Suggested Resolution

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

July 2018

Attachment 1. Sub-regional Economic Action Plan – Summary Report

Sub-regional Economic Action Plan: summary report on the three district workshops

Background

Workshops for the Sub-regional Economic Action Plan were held in each of Otorohanga (5 June), Waitomo (11 June) and South Waikato (19 June), involving a cross-section of community and business representatives. Around 150 representatives attended across the three workshops.

The workshops commenced with a presentation by Martin Jenkins, which outlined the purpose and process for the study and action plan. To recap:

- The purpose of the project is to identify opportunities and related actions that have the greatest potential to increase prosperity and sustainably grow investment, incomes and jobs in the southern Waikato region. These may be sector-based or cross-cutting opportunities.
- There are two key elements to the project: i) the development of an Opportunity Report that will focus on identifying validated major opportunities (April to September); and ii) the development of an Action Plan that will focus on prioritising opportunities and describing how they will be implemented (September-February).
- The district workshops were part of an initial phase of information gathering. There are several subsequent stages involved in completing the Opportunity Report, including informant and stakeholder meetings, working group workshops, short-listing of opportunities, validation of the short-list, and final reporting.

The majority of the workshop time was spent in roundtable discussions, focused on getting participant feedback on three sets of questions:

- 1 What would you like to see your district and broader sub-region (Waitomo, Otorohanga and South Waikato) aspire to over the next ten years?**
 - What aspects of the economy and way of life do you want to see change/remain?
 - What will drive change? – changes in business activity and industry mix, population, amenities, image and perceptions, social inclusion etc?
- 2 What are the key opportunities for improving prosperity and growing jobs and incomes in your district and sub-region? What sectors/niches have major development potential?**
 - Are there opportunities for particular sectors/niches to significantly grow in value and scale?
 - Are there any 'game changing' opportunities?
 - What actions are required to unlock the identified opportunities?
- 3 What major constraints does your district and the sub-region face in improving prosperity, employment and incomes?**
 - Labour and skills availability? The quality and reliability of transport and telecommunications or other infrastructure? The quality of the environment and management of natural resources? The image and perceptions of the district and broader region? Regulatory or planning issues? The quality of and access to amenities and services (e.g., housing, education, health services, recreation opportunities etc.)?
 - What actions are required to help overcome these challenges?



The major messages that came out of the three workshops are outlined below. There were consistent messages from the three workshops across the three sets of questions.

Summary of key messages

1. What would you like to see your district and broader sub-region aspire to over the next ten years?

Participants identified a combination of economic, social, cultural and environmental aspirations.

Key economic aspirations included:

- All groups in the community share in economic success, including increased productivity, higher incomes, affordable housing, and jobs
- The sub-region is seen as a place for young families to live, work and play
- Sectors are not constrained by a lack of skilled labour
- There is reliable telecommunications infrastructure (e.g., broadband, wifi) across the sub-region
- Greater value is obtained from tourism attractions in the sub-region and there is sufficient infrastructure and accommodation to encourage and support increased visitor numbers and spend.

Key social aspirations included:

- A significant improvement in social indicators, including improved local employment growth and population growth, and better standards of living for residents
- The districts provide real opportunities for youth, including education opportunities (covering schools, higher education, trades training), employment opportunities and leadership positions in the communities
- The sub-region is great place to live for all – is safe, has affordable housing, has visible community spirit and engaged communities.

Key cultural aspirations included:

- Culture and history, including iwi, cultural and historical features and places, are better understood, valued, promoted and celebrated
- The districts have a rich variety of events
- The districts have well supported sports & recreation facilities
- There is strong iwi, business and community collaboration.

Key environmental aspirations included:

- The districts have clean and healthy rivers, with community involvement in the care of all water ways
- The sub-region is a leader in sustainable farming practices and water management
- Biodiversity is protected in key areas (including the development of some pest free areas)
- The sub-region is a leader in resource management practices that both protect the environment and allow for development.



The main message was that participants wanted the sub-region to be a great place to live, work and raise children and to have pride in their districts – a place they want to be in and are proud to promote. They also wanted the districts to be attractive to those from outside the region who may want to invest in and/or visit the area. This was seen as particularly requiring a balance of economic development with improved environmental quality, increased youth participation in the economy and communities, and stronger local government, iwi, business and community collaboration (within and across the districts). Participants did not want the sub-region to focus solely on economic goals, i.e., the assessment of potential opportunities through the Action Plan should also take into account how they will contribute to broader social, cultural and environmental aspirations.

2. What are the key opportunities for improving prosperity and growing jobs and incomes in your district and across the sub-region? What sectors/niches have major development/growth potential?

The workshops canvassed a combination of cross-cutting and sector based opportunities. Major cross cutting opportunities identified by participants related to housing and accommodation, education and training and community/town development. Major sector opportunities were identified in tourism, agriculture and health/aged care (although specific opportunities were identified across a broader range of sectors).

- **Housing and accommodation** – participants considered that a key potential advantage of the sub-region was the ability (e.g., due to land availability and lower costs) to provide a range of affordable housing and accommodation options.
 - There was a consistent message that the sub-region would benefit from investing in upgrading and developing more/a wider range of tourism accommodation (hotels, motels, boutique lodgings, marae stays, farm stays, camping facilities). Some specific accommodation opportunities/projects were identified, including proposals for new developments in Otorohanga and in the Waitomo caves area.
 - There was a general view that the region could capture a good proportion of the population 'drift south' (i.e., families and individuals moving from higher cost housing areas in Auckland and north Waikato) and also retirees. In some areas this would require more purposeful planning and zoning and ensuring that developments were facilitated through consenting processes.
- **Education and training** – it was considered that there were a range of opportunities to improve education offerings in the sub-region, including tailoring courses to jobs/industries in the districts, increasing 'in-school training' for trades, providing medical/aged care training, expanding driver licensing programmes, and offering leadership training for youth. A consistent message was that businesses and community groups wanted to work more closely with education providers in the Waikato region to develop programmes that responded to community needs so that students are able to take up local job opportunities (now or in the future). Questions were also raised by some participants about whether there were too many small schools across the districts and whether better educational outcomes would be achieved by combining resources and sharing staff and services.
- **Community development and engagement** – some towns/communities in the sub-region, e.g., Putaruru, Piopio, have development plans with actions that could be accelerated with additional resourcing. Other areas have community groups with aspirations that would benefit by having support to develop and implement community plans. There are also initiatives in the sub-region that are harnessing the energy and resources of youth to overcome local issues and problems (e.g., Project South Waikato Youth Vision and Innovation) that could be expanded.



- **Environmental management** – participants considered that the sub-region had the potential to be a leader in managing water quality and waste management (e.g., recycling) and in supporting environmental regeneration.
- **Tourism** – Across the districts, participants considered there was an opportunity to better join-up and market the combined tourism attractions of the sub-region, i.e., to create a sub-regional tourism ‘trail’. The districts are currently seen as ‘stop-offs’ rather than stay destinations but the combination of local attractions and proximity to the major visitor destinations of Rotorua, Taupo and Taranaki provide a real opportunity to achieve growth in overnight stays. A range of specific tourism opportunities were identified in each district. For example:
 - In Otorohanga, Kawhia was identified as an untapped tourism destination (although participants noted that tourism growth would need to be carefully managed so as to maintain the quality of the beach and avoid over-crowding). The Kiwi House, which has developed an expansion/upgrade plan, was identified as an immediate opportunity. Participants also suggested that a side-track bike trail be created in the district to link to the Timber Trail. Participants considered that there was potential to develop agri-tourism and Maori tourism initiatives in the district and sub-region.
 - In Waitomo, participants considered that Waitomo needed to have more ‘above ground’ experiences to encourage longer visitor stays. The development of cultural tourism experiences was suggested. It was proposed that the Te Araroa trail could be upgraded and linked with the Timber Trail. In addition, participants believed that there were options to grow/add experiences to the Timber Trail.
 - In the South Waikato, participants identified that the district could leverage the Te Waihou walkway/blue springs and keep visitors to the area longer by offering Maori/iwi tourism experiences, mountain bike trails, and river and lake experiences.
- **Agriculture (dairy and meat)** – participants recognised the ongoing importance of agriculture to the sub-region but noted that its ongoing success and social license was dependent on farmers continuing to improve environmental management and reduce their impacts on waterways.
- **Health services and aged care** – feedback from the workshops suggested there was potential for the sub-region to expand health and well-being services (e.g., retirement villages, wellness retreats, aged-care facilities), leveraging off the sub-region’s healthy and affordable lifestyle.

Other specific opportunities raised in workshops included:

- There is the opportunity to provide for training and employment opportunities associated with the proposed development of the Happy Valley Milk Plant in Otorohanga.
- Beattie homes is developing a proposal for a dementia care unit in Otorohanga.
- The Waikeria Prison expansion should provide local service and employment opportunities (although the extent of this is not yet clear).
- In South Waikato, there is the opportunity to accelerate the expansion of the road/rail terminal.
- There is likely to be opportunities to leverage visitor growth from the development of the indoor sport and recreation facility in Waitomo.
- There is potential to develop hubs/shared facilities for small businesses in the sub-region.



- The sub-region could attract a greater number of new businesses to the area by having a well-defined value proposition, selling the area's strengths, using endorsements from businesses that have already shifted to the area, and having a well-resourced business relocation programme (building off the existing efforts being undertaken by some Councils, e.g., South Waikato).

3. What major constraints does the sub-region and each district face in improving prosperity, employment and incomes?

Key constraints identified were often the reverse of the opportunities and related to housing and accommodation; skills, education & training; infrastructure; image/identity and community engagement.

- **Housing and accommodation** – all the districts identified that there was limited housing and accommodation options across the sub-region. In some areas, participants suggested that there was limited quality housing, planning/zoning for housing and a lack of development interest. There is also a lack of accommodation options to support visitor growth and spend – ranging from low-cost to higher end accommodation.
- **Skills, education & training** – it was noted that several industries find it difficult to find staff in the region and that it can be difficult to attract and retain skilled people from outside the sub-region. There is a high proportion of youth across the districts not in employment, education and training and relatively low levels of educational attainment. Participants indicated that education and training options in the area were not particularly well geared towards the needs of key industries. There is also a challenge associated with the quality and perceptions of schools in the sub-region, which may not be attractive for families.
- **Infrastructure** – several infrastructure issues were raised across the districts:
 - Participants identified that a lack of transport options (e.g., driver licensing, public or shared transport) was limiting education and work opportunities.
 - Variable and, in some places, a lack of, broadband and cellphone coverage impacts on residents, businesses and visitors.
 - Limits to tourism infrastructure, such as toilets, sewerage and wastewater, were considered a major constraint to growth in the tourism industry in some areas.
 - Although roading is currently regarded as generally good, the potential for increased visitor numbers and increased forestry activity will require upgrading of some routes in future.
- **Image/identity** – an overarching challenge identified was that the districts are not well-known outside the region and that there is an external view of some areas as rural 'backwaters' with social challenges. Changing the perceptions of the sub-region to attract investment and people to live, work and visit was regarded as a major issue that required attention.
- **Community inclusion and engagement** – comments were made that residents in the sub-region can lack pride in the area and not be willing to engage in development opportunities. This was seen as linked to social issues, the aging population, perceptions (e.g., a lack of positive news stories in the area) and a lack of ongoing support for community group engagement. Parochialism was regarded by several participants as inhibiting cooperation and collaboration within and across the region. A particular challenge across the sub-region is how to encourage youth to engage and see clear pathways to job and life opportunities in the area. There are (and have been) several youth engagement programmes in the area that could be bolstered.



As noted above, the workshop findings are being tested and refined during the next phases of consultation and analysis. A range of additional community and industry opportunities and challenges have already been identified through one-on-one interviews with stakeholders and business representatives over the last six weeks. A key element of the next phase of work is to determine whether and how several of the broad opportunities and challenges identified in the workshops and interviews can be developed into specific actions.



Document No: A400825

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report – Community Development

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Community Development portfolio.

Background

- 2.1 The Community Development Group exists to provide a dedicated resource for collaborating with the community across elements of well-being. It facilitates access to many opportunities and resources available within and beyond the District in support of community outcomes – Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to the provision of the Community Development Group to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.
- 2.3 The Community Development Group involves:
- Community Support
 - Tourism Development and District Promotion
 - District Development
 - Te Kuiti i-SITE Visitor Information Centre
 - Library Services
 - Customer Services
- 2.4 These activities form the foundation for engagement and the focus of work streams.

Commentary

3.1 Waitomo District Library

- 3.2 The shelving at the Library has recently been upgraded. This will be of great benefit to the library and its users. Benefits include:
- The shelving is varied in design and interchangeable to suit WDC needs.
 - New shelving has seismic bracing resulting in safer conditions during seismic disturbances.
 - The modern shelving system enhances the experience of Library users and creates more floor space for technology users and library programmes.
 - The shelving is more suitable for today's more diverse library collection and presents the collection in a more accessible and user-friendly way.

- 3.3 During the school holidays Library reading programs were held. Library staff also trialled new makerspace programmes which are becoming popular throughout NZ public libraries.
- 3.4 Makerspaces are collaborative workshops where young people gain practical hands-on experience with new technologies and innovative processes to design and build projects. They provide a flexible environment where learning is made physical by applying science, technology, math, and creativity to solve problems and build things.
- 3.5 These makerspace clubs will give the staff a chance to interact with children who are not big readers, in a positive way, while also encouraging literacy, problem solving skills and introducing them to other useful resources the library offers.
- 3.6 Each session has a format and a theme. The theme consists of a problem that needs to be solved or a challenge to take up. Waikato Libraries who are currently running these programmes on a weekly basis have found them to be very popular with the local children.
- 3.7 Some highlights in Library statistics for the 2017/18 year include:
- 31% increase in electronic book usage
 - 26 % increase in online database usage
 - 71 % increase in the use of the Maori Collection
 - Lending of children's puzzles are up by 285%
 - Lending of DVD collection up by 206%

3.8 Community Funding and Grants

- 3.9 The Community Development Coordinator continues to provide advice to potential grant applicants on Community Development Fund grant criteria and the application process.
- 3.10 The Community Development Coordinator met with four community groups from the Mokau Community on 19 July 2018. The feedback following the meeting was positive.

3.11 New Zealand Shearing Championship Committee

- 3.12 A debrief meeting held on 7 June 2018 was undertaken with the New Zealand Shearing Championship Committee.
- 3.13 The event dates for the 2019 New Zealand Shearing Championships have been confirmed as the 28th to 30th March 2019. The Great New Zealand Muster will be held on Saturday 30th March 2019.

3.14 Waitomo District Youth Council (WDYC)

- 3.15 The 2017/18 cohort of WDYC has completed their term on the WDYC.
- 3.16 The 2017/18 cohort were encouraged to continue in their roles to provide mentoring and to extend their own learning opportunities and development. 7 members will be re-standing for the WDYC and 6 new members will be welcomed.
- 3.17 A formal induction for the re-standing and new members of the WDYC was held on Thursday 26 July 2018 in the WDC Council Chambers.

3.18 Members of the 2018/19 WDYC is as follows:

Te Wharekura o Maniapoto

1. Tawhirirangi Thompson (re-stand)
2. Tangirau Papa (re-stand)
3. Makarena Moana (re-stand)
4. Moana Te Aretoa

Te Kuiti High School

5. Ngarangi Barrett
6. Ria Ngatai
7. Taetia Kopa
8. Raiden Van Herpen (re-stand)
9. Justez Howe (re- stand)

Piopio College

- 10 Savahna Curtis
11. Paige Te Miringa Coffin-Bell
12. Xavier Turner (re-stand)

Te Wananga o Aotearoa

13. Puhuiwiora Ngawaka (re- stand)

3.19 Novice Driver Training Programme

- 3.20 The locally delivered Novice Driver Training Programme has completed its second year of operation with 94 restricted licence passes achieved across the Waitomo and Otorohanga Districts during the year. The target rate per year was 80 passes.
- 3.21 The contract for service between Waitomo District Council, Otorohanga District Council and Te Kuiti Community House has been renewed for a further two year term.
- 3.22 The scope of the future work programme will build on achievements already gained and ensure a robust framework is in place to support young people between the ages of 16 and 24 with driver licencing.
- 3.23 The target pass rate for the new contracting period will increase to 110 young people successfully passing per year. The breakdown – 30 achieving learner licence, 50 achieving restricted licence and 30 achieving a full driver's licence.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

The Progress Report: Community Development be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

July 2018

Document No: A400838

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 26 March 2018 and 14 May 2018.

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
 1. Councillor Hugh Vercoe (Chair) (Waikato Regional Council)
 2. Councillor Leo Tooman (Dep. Chair) (Hamilton City Council)
 3. Mayor Phillip Buckthought (Hauraki District Council)
 4. Councillor Brian Hunter (Matamata-Piako District Council)
 5. Councillor Annette Williams (Otorohanga District Council)
 6. Councillor Thomas Lee (South Waikato District Council)
 7. Councillor Anna Park (Taupo District Council)
 8. Councillor Rex Simpson (Thames-Coromandel District Council)
 9. Councillor Jacqui Church (Waikato District Council)
 10. Councillor Judy Bannon (Waipa District Council)
 11. Councillor Allan Goddard (Waitomo District Council)

- 2.7 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 26 March 2018 and 14 May 2018.

Suggested Resolution

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

July 2018

- Attachments: 1 Joint Committee Minutes – 26 March 2018
2 Joint Committee Minutes – 14 May 2018

Waikato Civil Defence Emergency Management Joint Committee
MINUTES

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Te Puia Room, Genesis Building, 94 Bryce Street, Hamilton on Monday 26 March 2018 at 10am.

Present:

| | |
|---|---------------------|
| Hamilton City Council | Cr L Tooman |
| Hauraki District Council | Cr P Buckthought |
| Matamata Piako District | Cr B Hunter |
| Otorohanga District Council | Cr A Williams |
| South Waikato District Council | Mayor J Shattock |
| Taupō District Council | Cr A Park |
| Thames Coromandel District Council | Cr S Christie |
| Waikato District Council | Cr N Smith |
| Waikato Regional Council | Cr H Vercoe (Chair) |
| Waipā District Council | Cr J Bannon |
| Waitomo District Council | Cr A Goddard |

In Attendance:

| | |
|---|----------|
| Ministry of Civil Defence and Emergency Management | S Vowles |
|---|----------|

Staff

| |
|--|
| L Cavers – CEG Chair |
| L Hazelwood – Group Controller |
| M Ahipene – Manager Democracy Services |

Apologies

The apology from Councillor Christie for lateness were accepted.

Confirmation of Agenda

Agenda Item 3

Cr Park moved/Cr Hunter seconded.

CD18/01

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 26 March 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (CD18/01)

Disclosures of Interest

Agenda Item 4

There were no disclosures of interest.

Minutes of Previous Meeting

Agenda Item 5 Doc#11461758

Cr Buckthought moved/Cr Williams seconded.

CD18/02

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 27 November 2017 be received and approved as a correct record.

The motion was put and carried (CD18/02)

MCDEM Update

Agenda Item 6 Doc #11951809

The Regional Emergency Management Advisor (S Vowles) presented the report which provided an update on the work programme undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM).

During discussion the following was noted:

- Minister to attend a Civil Defence Meeting.
- Coastline. Preliminary cost of \$1 million per plan. Most of the works would be undertaken by the Ministry of Business, Innovation and Employment.
- MCDEM had been busy responding to events (ex-tropical cyclones Fehi and Gita).

Cr Bannon moved/Cr Smith seconded.

CD18/03

RESOLVED

THAT the report MCDEM Update (Doc # 11951809 dated 16 March 2018) be received for information.

The motion was put and carried (CD18/03)

Summary of Coordinating Executive Group Minutes

Agenda Item 7 Doc# 11966049

The Chair of the Coordinating Executive Group (L Cavers) presented the report which provided a summary of the minutes from the 9 March 2018 meeting of the Coordinating Executive Group. Given that most of the items summarised in the CEG minutes were highlighted in other reports within the agenda, further discussion would occur at the relevant time.

Mayor Shattock moved/Cr Smith seconded

CD18/04

RESOLVED

THAT the report Summary of Coordinating Executive Group Minutes (Doc # 11966049 dated 16 March 2018) be received.

The motion was put and carried (CD18/04)

Appointment of Group Recovery Manager

Agenda Item 8 Doc# 11959469

Group Controller (L Hazelwood) presented the report which provided the opportunity to consider the suitability of the nominated candidate for the position of Group Recovery Manager. By way of background information it was reported that the Joint Committee previously approved a full time recovery manager position to address both the strategic and operation requirements of the role. Gary Talbot had been appointed the role.

During discussion it was noted that Gary was most recently employed by the Ministry of Civil Defence & Emergency Management and also held previous roles that provided a strong background in emergency management.

The Joint Committee endorsed the appointment and formally recognised Greg Ryan's resignation from the position.

Mayor Shattock moved/Cr Buckthought seconded.

CD18/05

RESOLVED

- 1. THAT the report Appointment of Group Recovery Manager (Doc # 11959456 dated 16 March 2018) be received.**
- 2. THAT the Joint Committee appoint Gary Talbot as the Waikato CDEM Group Recovery Manager.**

- 3. THAT the Joint Committee acknowledge the resignation of Greg Ryan from the position of Group Recovery Manager.**

The motion was put and carried (CD18/05)

Waikato CDEM Group Plan 2016/2021 Public Consultation

Agenda Item 9 Doc #11959469

The Group Recovery Manager (G Talbot) presented the report which provided an overview of the notification process and the submissions received to the proposed Waikato CDEM Group Plan (the proposed Plan) and recommended changes. By way of background information it was reported that the proposed Plan was approved for consultation by the Joint Committee in November 2017. One late submission was received from the Ministry of Civil Defence and Emergency Management and the newly appointed Group Recovery Manager was given the opportunity to provide comment. The submission points were detailed within the report.

During discussion it was noted that once approved the proposed Plan would be presented to the Minister for feedback as required by legislation (s49 Civil Defence & Emergency Management Act 2002). The Plan would then be represented to the Joint Committee in mid-May to allow adoption prior to the deadline of 1 June 2018.

Cr Bannon moved/Cr Buckthought seconded.

CD18/06

RESOLVED

- 1. THAT the report Waikato CDEM Group Plan (Doc # 11959469 dated 16 March 2018) be received.**
- 2. THAT the Joint Committee approve the changes made and adopt the proposed Group Plan for Ministerial Feedback.**

The motion was put and carried (CD18/06)

Appointment of Local Controllers

Agenda Item 10 Doc #11949552

Group Controller (L Hazelwood) presented the report which provided an opportunity to consider the appointment of Local and Group Controllers. By way of background information it was reported that the Controller Appointment Sub-Group evaluated two Local Controller and two Group Controller candidates to address vacancies at the Waitomo and Taupo District Councils. The Sub-Group endorsed all four candidates for appointment by the Joint Committee.

During discussion the following was noted:

- Doug Wilcox was recommended as the Local Controller for Taupo District Council. Past work history indicated that he had the necessary skills and experience to work with different people, make decisions and manage the requirements of the role. Doug was also keen to undertake additional training over and above what was required.
- Terrena Kelly was recommended as the Local Controller for Waitomo District Council. Terrena, currently the Group Manager Compliance at Waitomo

District Council, had more than 16 years of local government experience in resource management planning and public policy roles as well as many years working with local emergency responders with St. John.

- Andy BuBear was recommended as a Group Controller alternative. Currently the Group Emergency Management Office Team Leader of Operations, Andy had demonstrated his ability to quickly fit in and be recognised as a leader at the local emergency level.
- Mark Bang was also recommended as a Group Controller alternative. Recently appointed as Group Emergency Management Officer Team Leader of Group Services, Mark's previous Civil Defence & Emergency Management experience leading responses and coordinating logistics for complex and challenging environments was considered an asset.

Cr Park moved/Cr Goddard seconded

CD18/07

RESOLVED

1. **THAT the report Appointment of Local Controllers (Doc # 11949552 dated 15 March 2018) be received.**
2. **THAT Doug Wilcox be appointed as Local Controller.**
3. **THAT Terrena Kelly be appointed as a Local Controller.**
4. **THAT Roger Fisher be removed as a Local Controller.**
5. **THAT Andrew BuBear be appointed as a Group Controller.**
6. **THAT Mark Bang be appointed as a Group Controller.**
7. **THAT the resignation of Chris McLay as a Group Controller be accepted.**

The motion was put and carried (CD18/07)

Appointment of Group Public Information Manager

Agenda Item 11 Doc 11951502

Presented by the Group Controller (L Hazelwood) the report provided an update on staffing arrangements for the Group Public Information Manager (PIM). By way of background information it was reported that following the resignation of the previous Group PIM (Stephen Ward) a replacement appointment was required. Nicola Chrisp was identified as a suitable candidate for the role. Currently employed by Waikato Regional Council as the manager of communications and engagement, Nicola managed a group of six teams working across education, partnerships, customer engagement, and communications, digital and marketing.

During discussion it was noted that in undertaking the role Nicola had the ability to call on communications and engagement staff resource for expert input and support if and when necessary. The appointment had been endorsed by the Coordinating Executive Group.

Cr Park moved/Cr Christie seconded.

CD18/08

RESOLVED

THAT the report Appointment of Group Public Information Manager (PIM) (Doc # 11951502 dated 16 March 2018) be received.

The motion was put and carried (CD18/08)

Group Controller's Update

Agenda Item 12 Doc#11952382

Group Controller (L Hazelwood) presented the report which provided an update on progress with the new Group Emergency Management Office (GEMO)/Group (GECC) facility, and an overview of recent personnel deployments. By way of background information it was reported that:

- The relocation of the Group Emergency Management Office to new facilities at the Genesis building was complete.
- Group Emergency Management Office staff had been deployed to support the high tide event in January which impacted Thames Coromandel, Hauraki and Waikato District Councils.
- Group Emergency Management Office staff were deployed to relieve the Taranaki Group Emergency Management Office staff responding to Ex Tropical Cyclone Gita.

Cr Williams moved/Cr Hunter seconded.

CD18/09

RESOLVED

THAT the report Group Controller's update (Doc # 11952382 dated 16 March 2018) be received.

The motion was put and carried (CD18/09)

Technical Advisory Group review

Agenda Item 13 Doc #11963681

Group Controller (L Hazelwood) presented the report which provided the findings of the Technical Advisory Group review and provided an overview of planned actions. By way of background information it was reported that following a number of events the Acting Minister of Civil Defence at the time, Gerry Brownlee, initiated a review of the response to disasters. The findings of the review were released in a report titled better responses to natural disasters and other emergencies in New Zealand.

During discussion it was noted that feedback on the recommendations is currently being sought from the Coordinating Executive Groups and other subject matter experts. All opportunities to provide formal and information feedback to the implementation team would be accepted.

Mayor Shattock moved/Cr Bannon seconded.

CD18/10

RESOLVED

THAT the report Technical Advisory Group review (Doc #11963681 dated 16 March 2018) be received.

The motion was put and carried (CD18/10)

Waikato CDEM Group Controller Policy

Agenda Item 14 Doc# 11960674, 11366638

Group Controller (L Hazelwood) presented the report which provided the opportunity to consider the Waikato CDEM Group Controller policy. By way of background information it was reported that the policy sought to establish the appointment, structure and financial arrangements for the Waikato Region Civil Defence & Emergency Management Group with regard to Local and Group Controllers.

During discussion it was noted that controllers had an uncapped financial delegation in the event of a declared emergency and accountability for the actions carried out and the expenses incurred. However greater clarity was required to an emergency other than a declared emergency and the level of authority the controllers had in such emergencies. The Controller Policy sought to achieve consistent application of arrangements across the CDEM Group.

The Committee supported the proposed approach.

Cr Smith moved/Cr Tooman seconded.

CD18/11

RESOLVED

- 1. THAT the report Waikato CDEM Group Controller Policy (Doc # 11960674 dated 16 March 2018) be received, and**
- 2. THAT the Joint Committee approve the proposed Waikato CDEM Group Controller Policy.**

The motion was put and carried (CD18/11)

Response to January Event

Agenda Item 15 Doc #11951812

Group Controller (L Hazelwood) presented the report which provided an overview of the Thames Valley Emergency Operating Area readiness and response activities related to the Firth of Thames storm surge on 5 January 2018, and focussed on local authority performance and key learnings. By way of background information it was reported that officials from central and local government were complimentary of the quality of the readiness and response activities relating to event. The report provided a critical review focused on the key learnings of the response.

During discussion it was noted that the storm surge was a significant event in the recent history of the Thames Valley Emergency Operating Area. The preparation and response successfully addressed the immediate needs of the communities impacted. Irrespective of success there were still opportunities identified for improvement.

Cr Christie moved/Cr Park seconded.

CD18/12

RESOLVED

THAT the report Response to January Event (Doc # 11951812 dated 16 March 2018) be received.

The motion was put and carried (CD18/12)

Thames Valley EOA Recovery – Firth of Thames storm surge 5 January 2018

Agenda Item 16 Doc# 11952383

Group Recovery Manager (G Talbot) presented the report which provided an overview of the recovery activity undertaken to date by Hauraki, Thames Coromandel and Waikato District Councils following the emergency which occurred as a result of the storm surge event that affected coastal communities on the Firth of Thames on Friday 5 January, 2018.

During discussion it was noted that no declaration was made under the Civil Defence Emergency Management Act 2002. The local councils (Hauraki, Waikato and Thames Coromandel) took responsibility for their own recovery activities. No transition powers or notices were required under the Act. With regard to an assessment of the recovery activities undertaken, staff would undertake to deal with any operational matters that require attention. Any matters strategic or policy in nature would be escalated to the Joint Committee.

Cr Hunter moved/Cr Christie seconded.

CD18/13

RESOLVED

THAT the report Thames Valley EOA Recovery – Firth of Thames storm surge 5 January 2018 (Doc # 11952383 dated 16 March 2018) be received.

The motion was put and carried (CD18/13)

Waikato Regional Council Long Term Plan 2018/2028 Update

Agenda Item 17 Doc# 11950721

Group Controller (L Hazelwood) presented the report which provided an update on the Long Term Plan (LTP) process used to secure funding for the Group Emergency Management Office (GEMO) work programmes.

During discussion it was noted although certain proposed initiatives will need to be curtailed or deferred due to the reduction in the budget requested, it would not impact on the overall ability to deliver the existing Group Plan nor impact on the Group Emergency Management Office's to deliver on its existing obligations. It was also noted that the figures presented in the LTP included the contributions from Waikato District and Hamilton City Councils.

Cr Park moved/Cr Smith seconded.

CD18/14

RESOLVED

THAT the report Waikato Regional Council Long Term Plan 2018/2028 Update (Doc # 11950721 dated 16 March 2018) be received.

The motion was put and carried (CD18/14)

GEMO Update

Agenda Item 18 Doc# 11952195

Group Controller (L Hazelwood) presented the report which provided an update on the activities undertaken by the Group Emergency Management Office. The report was taken as read. Of particular note, the Group Controller took the opportunity to do two things:

- Introduce key staff working in the Group Emergency Management Office, and
- Highlight improved ability of the Group to respond to emergencies now that the Group was located in the new facility.

Cr Tooman moved/Cr Smith seconded.

CD18/15

RESOLVED

THAT the report GEMO Update (Doc # 11952195 dated 16 March 2018) be received.

The motion was put and carried (CD18/15)

Warning Systems Strategy update

Agenda Item 19 Doc# 11951227

Emergency Management Coordinator – Strategic Planning (D Kruger) presented the report which provided an update on activities relating to the Waikato CDEM Group Warning System at both the Group and Local level.

During discussion concern was expressed at the lack of a consistent national warning system. Staff acknowledged the concern and noted that radio activated infill alerting devices, identified in an investigation commissioned by the Bay of Plenty CDEM Group, had the potential to become a national standard.

Cr Christie moved/Cr Park seconded.

CD18/16

RESOLVED

THAT the report Warning Systems Strategy update (Doc # 11951227 dated 16 March 2018) be received.

The motion was put and carried (CD18/16)

Meeting closed at 12.30pm.

Waikato Civil Defence Emergency Management Joint Committee MINUTES

Minutes of an extraordinary meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Te Puia Room, Genesis Building, Bryce Street, Hamilton on Monday 14 May 2018 at 9.55am.

Present:

| | |
|---------------------------------------|------------------------|
| Hamilton City Council | Cr Leo Tooman |
| Hauraki District Council | Cr Phillip Buckthought |
| Matamata Piako District | Cr Brian Hunter |
| South Waikato District Council | Cr Thomas Lee |
| Coromandel District Council | Cr Sally Christie |
| Waikato Regional Council | Cr Hugh Vercoe |
| Waitomo District Council | Cr Allan Goddard |

In Attendance:

Staff

Langley Cavers – CEG Chair
Lee Hazlewood – Group Controller
Danielle Kruger -
Sarah McLeay – Democracy Advisor

Apologies

Cr Anna Park - Taupō District Council
Cr Noel Smith - Waikato District Council
Cr Judy Bannon - Waipā District Council
Cr Annette Williams – Otorohanga District Council

Accepted

Confirmation of Agenda

Agenda Item 2

Cr Christie moved/Cr Thomas Lee seconded

CD18/17

RESOLVED

THAT the agenda of the extraordinary meeting of the Waikato Civil Defence Emergency Management Joint Committee of 14 May 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried CD18/17

Disclosures of Interest

Agenda Item 3

There were no disclosures of interest.

Minutes of Previous Meeting

Agenda Item 4 Doc 12003121

Cr Hugh Vercoe moved/Cr Sally Christie seconded

CD18/18

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 26 March 2018 be received and approved as a correct record.

The motion was put and carried CD18/18

Waikato CDEM Group Plan 2016/2021 Public Consultation

Agenda Item 6 Doc 12412316

Presented by the Group Controller (L Hazlewood) the report provided an overview of the notification process undertaken, the submissions received and an opportunity to consider the recommended changes to the Waikato Civil Defence Emergency Management Group Plan.

Cr Phillip Buckthought moved/Cr Allan Goddard seconded

CD18/19

RESOLVED

1. **THAT the report Waikato CDEM Group Plan (Doc 12412316 dated 4 May 2018) be received; and**
2. **THAT the Joint Committee adopt the proposed Group Plan in accordance with s52(1)(e) of the Civil Defence Emergency Management Act.**

The motion was put and carried CD18/19

Waikato CDEM Group Controller Policy

Agenda Item 7 Doc 12431241

Presented by the Group Controller (L Hazlewood) the report provided the Joint Committee with an opportunity to approve amendments made to the Waikato Civil Defence Emergency Management Group Controllers Policy.

Cr Sally Christie moved/Cr Thomas Lee seconded

CD18/20

RESOLVED

1. **THAT the report Waikato CDEM Group Controller Policy (Doc 12431241 dated 8 May 2018) be received; and**
2. **THAT the Joint Committee adopt the amended Group Controllers' Policy.**

The motion was put and carried CD18/20

Meeting closed at 10.04am

Document No: A400604

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report – Recreation and Culture

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Recreation and Culture Activity.

Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.3 The Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.4 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Community Facilities and the Les Munro Centre.

Commentary

- 3.1 **Lease Agreements**
- 3.2 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.3 Reviews on lease agreements are well underway. Leases coming up for renewal are being reviewed and renewed. These are being entered into MagiQ and reminders set. Already expired leases are being worked through which will be an ongoing process for some time.
- 3.4 **Community Halls**
- 3.5 Inspections have been conducted on all council owned halls. Maintenance schedules have been created and prioritized.
- 3.6 Formal agreements are being prepared for hall committees in an effort to create a general understanding of roles, responsibilities and procedures and to operate within a best practice H&S framework.

- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.
- 3.8 Hall Committee's for WDC owned assets have been requested to update contact details of members. WDC will look to engage as appropriate in a Committee's meetings and receiving minutes. This has been received well with open lines of communication now developing.
- 3.9 **Mokau Hall**
- 3.10 Earlier this month a committee meeting was attended by WDC. The hall committee tabled a proposal for the upgrade of the kitchen. This proposal also highlighted that this section of the hall had outdated electric wiring. This was investigated and an electrician was appointed to replace the wiring as a H&S risk consideration.
- 3.11 The committee is also exploring an option to promote community wellbeing by creating a gym in the unutilized lower section of the hall that can be utilized by the local community.
- 3.12 Ongoing fund raising still in progress to bridge the short fall of funds.
- 3.13 **Les Munro Centre – 2017/18**
- 3.14 An investigation into low hot water pressure in the hall was made and addressed.
- 3.15 **RSA Memorial Rock**
- 3.16 A proposal was received from the RSA late 2017 for the installation of a memorial rock at the cenotaph area. The RSA were advised by WDC that the size of the rock (4500x2500x2500) was of concern and that it would create a H&S risk. After meeting with members of the management board an agreement was reached and a memorial rock has been chosen and agreed on between the RSA and WDC. A proposed schedule around timing and siting the rock has been requested by WDC. Planned unveiling will co-inside with Armistice Day on the 11th November 2018.
- 3.17 **Waitomo District Aquatic Centre - 2017/2018 Season**
- 3.18 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.
- 3.19 The pool has closed down for the winter on the 29 April 2018.
- 3.20 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrade of the grandstand and replacing the roof sheeting and perimeter wall cladding.
- 3.21 The pool structure will also be emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.22 Replacement iron to the roof of the canopy and rear wall has now been completed along with the repainting of the steel work and various other general maintenance work to the complex.

Suggested Resolution

The Progress Report: Recreation and Culture be received.

A handwritten signature in blue ink, appearing to read "Quin Powell".

QUIN POWELL
INFRASTRUCTURE MANAGER – PROPERTY

July 2018

Document No: A400602

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report – Public Amenities

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Public Amenities portfolio.

Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.
- 2.2 A review on all Public Amenities facilities is being undertaken. This includes condition assessments and maintenance inspections to determine the current structural condition of the facilities. This will enable better planning and inform further maintenance works which may need to be done to bring the facilities up to standard.

Commentary

- 3.1 **Benneydale Public Toilets**
- 3.2 The Benneydale Public Toilets are continuing to operate well and feedback is still very positive.
- 3.3 No tenders were received for the removal of the old facility, however, the option to demolish the structure has been disregarded as a removal firm has been engaged to remove the toilets at a very minimal cost (\$1,000.00). This unit will be stored at the Te Kuiti Landfill until such time as a decision is made for its future use.
- 3.4 The Benneydale Toilets have been entered into the Keep New Zealand Beautiful - Beautiful Awards 2018 under the Best Loos category. Winners to be announced October this year.
- 3.5 A small playground and recycling container is to be erected in the picnic area of the toilet site early August.

~~3.3~~3.6 **Marokopa Public Toilets**

~~3.4~~3.7 The old Marokopa toilet structure has been removed, the site preparation work completed and the new toilet block installed.

~~3.5~~3.8 A request from the local community to install an outdoor tap/shower to stop the sand being drawn inside has been agreed to and installed.

~~3.6~~3.9 Power supply by The Lines Company has been completed and the final building consent inspection was completed.

3.10 All work has been completed and the final building inspection has being scheduled for the 18 May 2018 after which the toilet will be open for public use.

3.11 This facility is now open with all ground works complete. Has been well received by the locals.

3.12 **Rora Street Main Toilets**

3.13 New graffiti resistant partitions have now been installed and reopened to the public. Some final maintenance work within the facility is currently underway.

3.14 New doors and locks will be installed by the end of the month to both the after hours toilets. The existing doors are in poor condition and the locks are constantly requiring costly repair.

3.15 **Piopia Toilets (Kara Park)**

3.16 Quote requested for flushing system upgrade in the ladies toilets. This is to eliminate costly weekend and after hours callouts during peak times.

3.17 **Mokau Hall Toilets**

~~3.7~~3.18 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.

3.19 Upgrades to the current septic system will be addressed in the meeting have been requested in an attempt to reduce the odor around the toilets and hall.

~~3.8~~3.20 **WDC Cemeteriesy Numbering**

~~3.9~~3.21 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.

~~The first installation project are planned for the Te Kuiti cemetery. A site map including this numbering will be installed at each cemetery for easy reference.~~

3.22 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery is now complete, including the installation of new signage for both cemeteries.

3.23 The cattle stop to the entrance is in desperate need of repair and has been scheduled to be done later this month.

3.24 Proposed changes have been made by the local community in Te Waitere. The extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.

~~3.10~~3.25 **Ablution Facilities Maintenance**

~~3.11~~3.26 Condition Assessments for public toilets have been scheduled. Once inspections on all public toilets have been completed a maintenance programme will be developed.

Suggested Resolution

The Progress Report: Public Amenities be received.



QUIN POWELL
INFRASTRUCTURE MANAGER – PROPERTY

July 2018

Document No: A401642

Report To: Council



Meeting Date: 31 July 2018

Subject: Progress Report: Waters Activities

Type: Information Only

1.0 Purpose of Report

1.1 The purpose of this business paper is to provide a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

2.0 Background

2.1 The three Waters activities are:

- 1 **Water Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water.
- 2 **Sewerage and the Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage.
- 3 **Stormwater:** The collection and disposal of storm water.

2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

2.3 Sewerage Networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

2.4 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

3.0 Considerations for the Activity

3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.

3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).

3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.

- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are three works categories under each of the three Waters activities to maintain all the LoS:
- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
 - 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
 - 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.0 Service Delivery

- 4.1 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.2 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.3 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.4 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.5 The three waters reticulation network service delivery is procured externally and managed internally by the Water services engineer assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.

4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.

4.7 Services to be carried out under the agreement include, but are not limited to, the following:

| Operational Activities - Water Services | |
|---|--|
| Water Services Asset Management Team | Water Services Business Unit |
| <p>Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.</p> | <p>Reporting to the Manager Water Services on:</p> <ul style="list-style-type: none"> - physical and financial performance of physical works activities; - physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets. |
| <p>Preparation of:</p> <ul style="list-style-type: none"> - Project feasibility reports; - Asset management plans; - Work programmes; - Risk management plans. <p>Interpreting condition rating data and applying to programme development.</p> | <p>Gathering and managing information:</p> <ul style="list-style-type: none"> - Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date; - Monitoring, recording and reporting water and wastewater treatment plant performance data ; - Monitoring levels of service and reporting on achievement of key performance measures; - Monitoring, recording and reporting on trade waste discharges. <p>Delivering operations, maintenance and renewals programmes.</p> |
| <p>Developing, procuring and managing capital physical works activities. Supervising external capital works activities.</p> | <p>Providing support to the WSAMT on physical works activities.</p> |
| <p>Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.</p> | <p>Monitoring and reporting trade waste discharges.</p> |
| <p>Undertaking:</p> <ul style="list-style-type: none"> - Flow modelling studies; | <p>Implement, monitor and report compliance with safety and risk management plans.</p> |

| Operational Activities - Water Services | |
|--|---|
| Water Services Asset Management Team | Water Services Business Unit |
| <ul style="list-style-type: none"> - Catchment surveys and catchment management plans; - Water supply safety plans; - Health and safety audits; - Risk management plans. | |
| Preparing and evaluating tenders and monitoring physical works and external professional services activities. | |
| Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports. | Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks |
| Obtaining building and resource consents. | |
| Reporting to Waikato Regional Council on consent compliance and related matters. | Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data. |
| | Any other activities subsequently requested during the agreement period. |

This Agreement also includes administration support functions. The following table identifies the administration activities:

| Administration Activities – Water Services | |
|--|---|
| Water Services Asset Management Team | Water Services Business Unit |
| Setting and administering policy and standards, risk, and levels of service. | Preparing rolling maintenance programmes. |
| Approving, administering and monitoring asset management plans. | Implementing data collection and reporting systems consistent with AMS. |
| Owning maintenance management systems. | Collecting and reporting maintenance history in agreed format. |
| Owning infrastructure databases. | Providing data and information to WDC. |
| Managing WDC's water services budgets. | Reporting expenditure against approved programmes. |
| Preparing financial assistance claims – Ministry of Health. | Providing monitoring data for WDC annual plan performance measures. |
| Budget management. | Operating job costing system and report on budget spend |
| Reviewing and confirming scope of work programmes. | Reporting progress against approved programme scope. |
| Administering database of tenderers | |
| Administering and maintaining telemetry / SCADA system | Operating telemetry/SCADA stations |
| Servicing democracy, including providing customer/ratepayer interface and responding to enquiries. | After hours service arrangements. |

| Administration Activities – Water Services | |
|--|--|
| Water Services Asset Management Team | Water Services Business Unit |
| Undertaking community consultation on work projects Reporting to WDC, WRC etc. | General administration duties (e.g., correspondence, record management) |
| General administration duties (e.g., correspondence, record management) | General administration duties (e.g., correspondence, record management) |
| Reporting on WDC annual plan performance measures | Collecting performance data and reporting. |
| Developing and operating communication plans and strategies. | Public relations/communications procedures. |
| Preparing and administering service agreements or activities with professional services providers (internal and external) | |
| Accepting physical works tenders. | |
| Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place. | General administration duties (e.g., correspondence, record management) |
| Administering TW Bylaw 2006 (amended 2016) and trade waste agreements. | Administration of TW sampling and testing programmes. |
| Reporting resource consent compliance. | Monitoring and documenting treatment plants performance and resource consent compliance. |
| Auditing health and safety systems. | Preparing and administering health and safety systems. |

4.8 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.9 The following contracts are currently in place;

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 – Trade waste cleaning

4.10 **Capital Works**

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team.

4.12 **Compliance monitoring**

4.13 Compliance monitoring is reported separately.

4.14 **Planned Maintenance**

- 4.15 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

5.0 Water -DWSNZ 2005(2008)

- 5.1 The supply of treated drinking water is a process that takes place from abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

6.0 Waste Water

- 6.1 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

7.0 Storm Water

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.

- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 **Agreements has been renewed for both UBP and Te Kuiti Meats.**

9.0 Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 **Customer Expectations**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 **Environmental Responsibility**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 **Health and Safety**
- 9.7 The Three Waters activity **is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.**
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
 - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
 - Specification of works to maintain assets in a safe condition.
 - Enforcement of safe operating and work practices.
 - Compliance with industry standards and codes of practice.
- 9.9 **Efficiency and effectiveness**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.
- 9.11 The techniques of asset management support efficiency and effectiveness by:
- Using best practice principles for the employment of a well-trained and managed operations team
 - Providing a basis for monitoring asset capacity, performance and utilisation

- Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
- identifying under funding of asset maintenance and replacement
- Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
- Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

9.12 Corporate Profile

9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.

9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.

9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.

9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

| Typical Technical Levels of Service | Typical Customer Levels of Service |
|---|---|
| Outcome related - measures define what the customer receives in an interaction with an organisation | Process related - measures define how the customer experience the service |
| Quality | Intangibles |
| Quantity | Responsiveness |
| Availability | Courtesy |
| Legislative requirements | Assurance (knowledge, trust, confidence) |
| Maintainability | Empathy (understanding, individual attention) |
| Capacity | |
| Reliability and performance | |
| Environmental impacts | |
| Cost / affordability | |
| Comfort | |
| Safety | |
| Reliability and performance | |

10.0 Service Delivery – Considerations

10.1 Te Kuiti Water Treatment Plant

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.5 ~~As reported to Council prior work on Due to the persistent high water level in the Mangaokewa River Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by postponed until the high river levels. On the 6 July the contractor managed to desludge the construction area and were ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base. subside and the river intake structure can be constructed. This will be monitored and the construction program updated accordingly.~~
- 10.6 ~~The revised completion date is set for end of September 2018.~~

10.7 Benneydale Water Treatment Plant

- 10.8 The water treatment process does not meet the standard which requires Log 3.
- 10.9 The WTP UV treatment component needs to be certified to meet DWS requirements log credits.
- 10.10 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 10.11 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.12 ~~The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.~~
- 10.13 ~~The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.~~
- 10.14 ~~On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP This has been approved with minor recommendations. is being reviewed by the Infrastructures team and will be submitted after sign-off.~~
- 10.15 Piopio Water Treatment Plant
- 10.16 The new plant meets the Drinking Water Act requirements.

- 10.17 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.18 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.19 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.20 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.21 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.22 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.23 **Mokau Water Treatment Plant**
- 10.24 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.25 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.26 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.27 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.28 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.
- 10.29 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.30 A minor WTP modification is required to bring the turbidity analyser in line with requirements.

~~10.30~~ **10.31 Te Kuiti Wastewater Treatment plant**

- ~~10.31~~ 10.32 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.

~~10.32~~10.33 Planned maintenance of the major plant is under way.

- 1 ~~Service on two of the submersible aerators are have been completed. being serviced. This operation involves removing them from the reactor by crane, dismantling then and transporting the motors to an approved motor rebuilder for a complete set of bearings and seals. It was also found that the impellers required rebuilding on the two motors.~~
- 2 The ultraviolet disinfection reactors are scheduled for their annual service. This will involve stripping and cleaning all the parts, checking for any damage and recalibrating the lamps and sensors.

~~10.33~~10.34 **Piopio Waste Water system**

~~10.34~~10.35 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.

~~10.35~~10.36 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.

~~10.36~~10.37 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not renew it.

~~10.37~~10.38 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

~~10.38~~10.39 **Operational Requirements**

~~10.39~~10.40 The Piopio waste water system is based on on-site septic tanks that pre-treat the waste and separate a discharge of "grey-water" into a small bore closed reticulation system that transports this liquid to a Waste Water Treatment Plant for final treatment and discharge to the Mokau River via an outfall structure.

~~10.40~~10.41 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.

~~10.41~~10.42 The septic tanks acting as collectors require maintenance regularly for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.

~~10.42~~10.43 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.

~~10.43~~10.44 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.

~~10.44~~10.45 **Current Operation**

~~10.45~~10.46 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.

~~10.46~~10.47 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate

the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.

~~10.47~~10.48 The management of adequate maintenance and operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.

~~10.48~~10.49 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.

~~10.49~~10.50 It is noted that the small bore pipe reticulation system can become increasingly clogged up with "dirty" discharge from the on-site septic tank, resulting in back pressure of the reticulation system.

~~10.50~~10.51 This might adversely affect the network performance by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.

~~10.51~~10.52 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.

~~10.52~~10.53 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.

~~10.53~~10.54 Recently the level of reactive maintenance has increased. It is attributed to the colder weather and fats congealing in the tanks and blocking the filters and pump inlets. At present services are procured for the maintenance of the system under the service external contractors under the 3 waters services management contract – 500/16/0036.

~~10.54~~10.55 ~~It is hoped that an~~The position of the ~~in-house~~ Service Technician ~~is appointed~~has been filled and ~~soon to start with~~ pro-active maintenance to ~~minimise the preventable blocking of filters and pump screens~~system will start within due course.

~~10.55~~—The UV unit effectiveness declined and the Resource Consent Condition for E.Coli discharge limits were exceeded. A complete rebuild was done and the unit is now functioning well within limits again with near negligible E.Coli discharge.

10.56 **Te Waitere Wastewater**

10.57 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.

10.58 In addition the consent makes provision for expansion of the scheme.

10.59 The soakage field shows signs of failing and there is no spare capacity in the scheme.

10.60 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.

10.61 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.

~~10.62~~—The Te Waitere sewer pump ~~has~~ been replaced. ~~The existing unit is not being serviced when it should be done due to the difficulty in removing it from the pump chamber and it usually took a crane truck to do so.~~

~~10.63~~10.62 A new pump with a smaller footprint and different lay-out is being installed to allow the pump to be serviced when required.

~~10.64~~10.63 **Te Kuiti Waste Water Network**

~~10.65~~10.64 The part of the sewer trunk main located in Taupiri Street is in poor condition.

~~10.66~~10.65 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

~~10.67~~10.66 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.

~~10.68~~10.67 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

~~10.69~~10.68 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.

~~10.70~~10.69 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.

~~10.71~~10.70 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

~~10.72~~10.71 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.

~~10.73~~10.72 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.

~~10.74~~10.73 A survey and design has been initiated to confirm the feasibility of this project along that alignment.

~~10.75~~—~~The~~~~This project has been successfully procured and awarded~~~~procurement for the installation of the pipe is underway. The current funds for this project will need to be carried over into the new financial year to be able to complete the work.~~

~~10.76~~—~~The Carroll Street sewer pipe replacement under the railway has commenced and the work is hampered by unforeseen ground conditions. In addition the pipe alignment is much worse than anticipated with gaps of approximately 50 mm between some pipes where excavations were done.~~

~~10.77~~—~~While the area was excavated to allow for the drilling to take place a large tomo was discovered from the manhole that extended into the private property that required prompt action.~~

~~10.78~~—~~The manhole is a cast in-situ concrete one and the outside of the manhole crumbled and collapsed while the excavation was open.~~

~~10.79~~10.74 The Sewer Main under The River project was completed, but not without its own problems. While pulling the new PE pipe back under the river the drill hole collapsed in the river bank and had to be freed. The cause was a large number of buried tree trunks that, from observations, are from the time of the volcanic eruption (local folklore) at a depth of approximately 10 meters deep. The sewer main is functioning well and as expected. An additional sewer manhole was

~~constructed in anticipation of the Taupiri Street Sewer Augmentation to aid in the flow of sewer while under construction.~~

~~10.80~~ **10.75 Te Kuiti Storm Water**

~~10.81—A devastating fire destroyed the large Repco building. The Fire Service assisted successfully in saving the adjacent building from the same fate.~~

~~10.82—The resulting firefighting water run-off from controlling the blaze caused contaminants to enter into the Mangaokewa River.~~

~~10.83—The Fire Service was successful in minimising the contaminants by bunding the area and a vacuum truck was called in by WDC to remove a large portion of this contaminated run-off.~~

~~10.84—The WDC Environmental Monitoring Officer was also at hand to monitor the contaminants in the river and to take samples.~~

~~10.85~~ **10.76** ~~Waikato Regional Council was appraised of the situation and they responded with their First Response Team.~~ **No matters to report on.**

11.0 Capital Projects

11.1 **WATER**

11.2 **Te Kuiti**

11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

| <u>Water Treatment Plant Upgrade</u> | | |
|---|---|---|
| Phase 1 | | |
| Te Kuiti WTP Upgrade | Rebuild Water Treatment Plant | Completed |
| Phase 2 | | |
| New Intake Structure | Construct a new raw water intake structure | Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost. Progressing |
| Phase 3 | | |
| Old Building Demolition | Remove old building to make way for new driveway entrance and chemical tanker fill area | Completed |
| Entranceway | Reinforced concrete driveway and chemical bunded fill hard stand for trucks | Contract now completed. Entrance and exit gates has been procured to finalise site security and access control. |
| Refurbishment of Clarifiers | Cleaning, condition assessment and epoxy coating of clarifiers | This contract has successfully been completed. |

| <u>Water Reticulation Renewals</u> | | |
|---|--|---|
| Hetet Street Main Replacement | Replace 100 mm FC main in Hetet Street | This contract had a number of problems associated with its completion with the poor condition of the existing pipe causing numerous bursts during construction of the new one. In addition the poor asset data prompted additional work to be warranted. Contract now completed |
| Henderson and Earl Street | Complete ring main feed from Earl Street to Henderson Street | Contract now completed |
| Edward Street Main Replacement | Replace 100 mm FC water main in Edward Street | Tender documents being drafted and the project will start in the next financial year. Funding will have to |

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| | | be carried over for this project into the next financial year. |
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Reservoir Seismic Strengthening

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| Seismic Strengthening: Mangarino Reservoir | Clean out cracks and seal, condition assessment, replace valves | To be programmed |
|--|---|------------------|

11.4 **Benneydale**

- 11.5 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

Benneydale Water Services

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11.6 **Piopio**

- 11.7 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

Water Reticulation renewal

| | | |
|---------------------------|--|---|
| Tui Street Ring Main Feed | Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream | Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year. |
|---------------------------|--|---|

11.8 **Mokau**

- 11.9 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

Water Reticulation Renewal

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| Tainui Street | Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme | Tender documents in progress. This project will be done in conjunction with the Aria Terrace project scheduled for next year to combine the work. This is to allow savings in the establishment and disestablishment of the contractor's costs. Current year funds will have to be carried over for the next financial year. |
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11.10 **WASTE WATER**

11.11 Te Kuiti

11.12 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

| <u>Waste Water Treatment Plant</u> | | |
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| Oxidation Pond Aeration | Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid. | Programmed for 2018. This work has not progressed and has been put on hold for the time being. |
| Chemical tank bunded fill area | Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement | The tank installation and dosing pump connecting up is substantially complete. with only the electrical work to be completed. |
| Storage Shed | Storage area of equipment | This work is in progress completed. |

| <u>Waste Water Reticulation Renewal</u> | | |
|--|---|---|
| Carroll Street Sewer Replacement under Railway | Insert a new continuous PE pipe into the old concrete sewer main | This work is in progress. More detailed comment is made elsewhere in this report completed. |
| Sewer Replacement under the River | Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon. | Completed. More detailed comment on this project has been made elsewhere in this report. |
| Taupiri Street Augmentation | Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station | 2 Tenders were received. More detailed comment has been made elsewhere in this report. Contract awarded. |

11.13 Benneydale

11.14 Provision has been made for unforeseen issues that require attention.

| <u>Waste Water Reticulation</u> | | |
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11.15 Piopio

11.16 The UV disinfection unit was completely rebuilt to get the E.Coli control back to Discharge Consent limits.

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| <u>Waste Water Treatment Plant Upgrade</u> | | |
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11.17 **Te Waitere**

11.18 A new pump is being installed at the main pump station.

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| <u>Waste Water Treatment System</u> | | |
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11.19 **STORM WATER**

11.20 **Te Kuiti**

11.21 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

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| <u>Storm Water Reticulation</u> | | | |
| Waitete Road Augmentation | Install an additional 600 mm storm water pipe alongside the existing to improve drainage | Planned for 2018 | |
| View Road Augmentation | Install a wingwall, complete pipe work and install connecting pipes to design size | This project has been completed and is working well. | |
| Hospital Road Extension | Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain. | Tender documents are being drafted. | |

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| 12.0 General |
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12.1 A proposed variation in the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions has been made. This has come about due to the cost and practical implications for certain consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries.

- 1 It was agreed that an in-house assessment with the aid of a methodology (currently under review by NIWA) can be used.
 - 2 In addition the Te Kuiti Waste Water Treatment Plant bore assessment can be conducted by consultants other than NIWA. This was completed by Tonkin + Taylor at a reduced cost.
- 12.2 A source water supply study is underway. The initial project scope was to investigate the feasibility, and subsequent citing, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.
- 1 A change in scope has been done to locate a suitable underground source and this was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.
 - 2 The findings of this desktop study are encouraging with a plentiful supply available in relative proximity to the Te Kuiti WTP.
 - 3 In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
 - 4 This bore had a high Iron and Manganese content.
 - 5 A trial, reported on separately, is under way to treat the river abstracted water for Iron and Manganese removal and this appears to be successful.
 - 6 Should the existing bore trial indicate positive results, further investigation and feasibility studies will be done in order to inform the way forward.

Suggested Resolution

The Progress Report: Waters Activities be received.



KOBUS DU TOIT
GROUP MANAGER - ASSETS

Addendum

1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

1.1 Drinking Water Standards 2005 (Amended 2008)

- 1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

1.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

1.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

1.5 **Treatment Process and Log Reduction**

1.6 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

1.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

1.7.1 Protozoa with the standard organism determining the level of treatment being *Cryptosporidium*.

1.7.2 Bacteria with the standard organism determining the level of treatment being *Escherichia Coli* (E.Coli).

1.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, Cryptosporidium being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:

$$\text{log credit} = \log_{10}[1/\{1-(\text{percentage removal}/100)\}]$$

1.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.
- Filtration - this can be through various types of filters with sand being the most common type.
- Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
- A combination of the above.

1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored

for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.

- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.
- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
 - Ultraviolet disinfection through multi-wave UV reactors (now certified)
 - Chlorination
- 1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.

1.23 Piopio Water Supply

- 1.24 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.
- 1.25 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.
- 1.26 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 1.27 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 1.28 The drinking water is within Drinking Water Standards.

1.29 Benneydale Water Supply

- 1.30 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).
- 1.31 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.
- 1.32 The required modifications to the UV start-up programming has been made to comply with the DWSNZ and the WTP will most likely meet the log credits.
- 1.33 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

1.34 Mokau Water Supply

- 1.35 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)
- 1.36 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

2.0 Waste Water**2.1 Piopio Scheme**

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.

- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

2.7 Benneydale Scheme

- 2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.10 Te Waitere Scheme

- 2.11 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.12 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

2.13 Te Kuiti Scheme

- 2.14 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.15 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.16 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

- 3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.

- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.
- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

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| <h3>Key Issues/Considerations for the Activity</h3> |
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3.6 Renewals Programme

- 3.7 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 3.8 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

3.9 Climate Change

- 3.10 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 3.11 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

3.16 Safety

- 3.17 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.
- 3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
 - (a) have been identified with a potential for surcharging through network modelling studies; and
 - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

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| Levels of Service (LoS) |
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- 3.20 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.
- 3.21 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.
- 3.23 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A402114

Report To: Council



Meeting Date: 31 July 2018

Subject: Motion to Exclude the Public for the Consideration of Council Business

Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General Subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Grounds for this resolution |
|--|--|-----------------------------|
| 1. Local Government New Zealand Post Conference - Three Waters Review Update | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a) |
| 2. Marokopa Camp Ground | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a) |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT