

**Document No:** A411712

**Report To: Council**



**Meeting Date:** 30 October 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Contractual Issues: 12 Month Review	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)(d)
2. Contractual Issues: Setting of 2018/2019 KPIs	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)(d)

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**

**Document No:** A411715

**Report To: Council**



**Meeting Date:** 30 October 2018

**Subject: Resolution to Reopen the Meeting to the Public**

### **Purpose of Report**

- 1.1 The purpose of this business paper is for Council to pass a resolution to re-open the meeting to the public following the public excluded Contractual Issues business.

### **Suggested Resolution**

The meeting be re-opened to the public following the public excluded Contractual Issues business.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 SEPTEMBER 2018 AT 9.00AM

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

**IN ATTENDANCE:** Jason Dawson, Chief Executive (Hamilton Waikato Tourism)

Todd Ward (Waitomo News)

Chief Executive; Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Corporate Services (for part only); General Manager – Infrastructure Services (for part only) and General Manager – Environmental Services

#### 1. Council Prayer

#### 2. Deputation: Hamilton Waikato Tourism

Council received a Deputation from Jason Dawson, Chief Executive of Hamilton Waikato Tourism presenting the Hamilton Waikato Tourism 2017-2018 Annual Report.

##### Resolution

The Deputation: Hamilton Waikato Tourism – 2017/2018 Annual Report (year ending 30 June 2018) be received.

Smith/Brodie          Carried

Jason Dawson (Hamilton Waikato Tourism) and the Group Manager – Community Services left the meeting at 9.30am.

#### 3. Declarations of Member Conflicts of Interest

Members declared conflicts of interest in regard to the Agenda as follows:

Name	Item of Business on Agenda	Reason for Declaration
Mayor Brian Hanna	<ul style="list-style-type: none"> <li>• Item 7 – Receipt of Waitomo Sister City Committee Minutes</li> <li>• Item 14 – Progress Report: Waikato Region Land Transport Plan 2015-2045 – 2018 Update</li> </ul>	<p>Member of Waitomo Sister City Committee</p> <p>Member of the Waikato Road Asset Technical Accord (RATA) – Mayoral Reference Group</p>

Name	Item of Business on Agenda	Reason for Declaration
Deputy Mayor Guy Whitaker	• Item 7 – Receipt of Waitomo Sister City Committee Minutes	Member of Waitomo Sister City Committee
Councillor Janene New	• Item 7 – Receipt of Waitomo Sister City Committee Minutes	Member of Waitomo Sister City Committee

#### 4. Confirmation of Minutes – 21 August 2018

##### Resolution

The Minutes of the Waitomo District Council meeting of 21 August 2018, including the public excluded portion, be confirmed as a true and correct record subject to the following amendments:

##### Item 12 – Provision of Services Grant Fund 2018-2021 Allocation

Add Conflict of Interest Declaration Notes into the Item 12 Resolutions as follows:

2 Council approve allocation of the Provision of Services Grants for the 2018-2021 period, as follows:

1. Sport Waikato: \$74,609.00 plus GST per annum (plus CPI)

Note: Mayor Hanna refrained from participation in the consideration of the Sport Waikato application.

2. Waitomo Caves Museum Society: \$41,000 plus GST per annum (plus CPI)

Note: Cr Smith refrained from participation in the consideration of the Waitomo Caves Museum Society application.

3. Maniapoto Rugby Sub Union Inc: \$13,700 plus GST per annum

4. Pinetree No 5 Trust: \$5,000 plus GST per annum

Note: Mayor Hanna refrained from participation in the consideration of the Pinetree No 5 Trust application.

5. Te Kuiti & District Historical Society: \$15,000 plus GST per annum

Note: Mayor Hanna and Deputy Mayor Whitaker refrained from participation in the consideration of the Te Kuiti & District Historical Society application.

6. Piopio Community Swimming Pools Charitable Trust: \$10,500 plus GST per annum

7. Tainui Historical Society: \$10,000 plus GST per annum.

3 Council not approve the one-off grant request for \$19,825.00 (plus GST) from Waitomo Caves Museum Society.

Note: Cr Smith refrained from participation in the consideration of the Waitomo Caves Museum Society application.

<b>5. Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Waikato Economic Development Summit
- Regional Transport Committee
- The Lines Company Consultation Meeting at Piopio
- Zone 2 (2 Day Meeting at Gisborne)

Cr New

- Maru Trust Launch
- Waitomo Sister City
- Legendary Te Kuiti AGM
- Legendary Te Kuiti Working Party
- DC Tynan Trust
- Community Clean Up

Cr Goddard

- Benneydale Hall
- Citizens Advice Bureau AGM
- Destination Pureora
- Civil Defence
- Inframax Construction Ltd

Cr Davey

- Te Kuiti Community House
- DC Tynan Trust

Cr Smith

- District Plan Consultation Meeting – Te Waitere
- Waitomo Museum
- The Lines Company Consultation Meeting
- Maru Trust Launch
- King Country River Care Group
- West Coast Catchment Committee
- Tere Waitomo

Cr Whitaker

- Brook Park
- Tourism Expo at Otorohanga
- DC Tynan Trust

Mayor Hanna

- Waikato Plan Meeting
- Maru Trust Launch
- Roothing Funding Issues
- Tourism Expo at Otorohanga

**Resolution**

The verbal reports be received.

New/Brodie

Carried

The Group Manager – Community Services re-entered the meeting at 10.05am

**6. Receipt of Waitomo Sister City Committee Minutes: 26 June 2018 and 31 July 2018**

Council considered a business paper providing information relating to the Waitomo Sister City Committee Meetings of 26 June 2018 and 31 August 2018.

The Mayor and Group Manager – Community Services expanded verbally on the Minutes and answered Member's questions.

**Resolution**

The business paper on Waitomo District Sister City Committee – Minutes of Meetings: 26 June 2018 and 31 July 2018 be received.

New/Goddard Carried

**7. Progress Report: Community Development**

Council considered a business paper providing a brief Council on current work streams within the Community Development portfolio.

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

**Resolution**

The Progress Report: Community Development be received.

New/Brodie Carried

**8. Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan**

Council considered a business paper on progress regarding 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.

Whitaker/Smith Carried

**9. Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Council considered a business paper providing Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 25 June 2018 and 3 September 2018.

Cr Goddard, the Chief Executive and Group Manager – Community Services expanded verbally on the business paper and answered Members questions.

**Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

Goddard/Whitaker Carried

The Group Manager – Community Services left the meeting at 10.15am  
The Group Manager – Corporate Services entered the meeting at 10.15am.

**10. Interim Non-Financial Reporting for the Year Ending 30 June 2018**

Council considered a business paper providing the interim results of the non-financial performance or service performance for the 2017/18 financial year.

The General Manager – Infrastructure Services and General Manager – Environmental Services entered the meeting at 10.20am.

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

**Resolution**

The business paper on interim non-financial reporting for the year ending 30 June 2018 be received.

Davey/Smith Carried

The Group Manager – Corporate Services left the meeting at 10.30am.

**11. Waikato Region Territorial Authorities Group (WARTA) – Participation and Approval of WARTA Further Submission**

Council considered a business paper seeking Council to:

- 1 Formally ratify the decision to participate in Phase 1 of the (newly formed) “Waikato Regional Territorial Authorities Group” to present a joint further submission under the Resource Management Act 1991 in relation to the Waikato Regional Council Plan Change 1 and Variation 1 to the Waikato Regional Plan (“Healthy Rivers”); and



- 2 Receive and resolve to retrospectively approve the Waikato Regional Territorial Authorities Group further submission as lodged with the Waikato Regional Council on 17 September 2018.

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

### **Resolution**

- 1 The business paper on the Waikato Regional Territorial Authorities Group and retrospective approval of the WARTA Further Submission be received.
- 2 Council resolve to retrospectively endorse and approve the WARTA Further Submission attached as Appendix 1 to the business paper.

Goddard/Brodie          Carried

The meeting adjourned for morning tea at 10.35am and reconvened at 10.48am.

**12. Proposed Freedom Camping Bylaw and amendment to Public Places Bylaw 2009 (reviewed 2014) and Public Amenities Bylaw 2010 (reviewed 2015)**

Council considered a business paper presenting:

- 1 Proposed Draft Freedom Camping Bylaw (Appendix 2); and
- 2 Amendment to the Public Places Bylaw 2009 (reviewed 2014) and Public Amenities Bylaw 2010 (reviewed 2015) (Appendix 3 and 4 respectively); and
- 3 Statement of Proposal (Appendix 1):

for consideration and approval for public consultation using the special consultative procedure of the Local Government Act 2002 (LGA).

The General Manager – Environmental Services expanded verbally on the business paper and answered Members questions. Amendments to be made to the Maps prior to public consultation were noted as follows:

Te Waitere Reserve:	Add a "Magnification Inset" to better show the classification areas (Self Contained and Prohibited) at the Te Waitere Reserve/Te Waitere Public Toilets and rename "Te Waitere Public Toilets" to "Te Waitere Reserve".
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Benneydale Domain:	Add a "Self Contained Camping" area at the north/east end of the Benneydale Domain. <i>(It was noted that this area will require some clean-up work to enable Self Contained camping)</i>
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Te Anga Road Scenic Lookout:	Correct location Map required
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Mangaokewa Reserve: Extend the red "Prohibited Area" right out to the State Highway.  
Extend the red "Prohibited Area" to the end of the carpark along the river bank at the south/east end.

It was noted that Tainui-Waitere Domain was no longer included in the Proposed Bylaw, as camping at this Domain is managed on a "donation" basis so is not relevant to Freedom Camping.

### Resolution

- 1 The business paper on Proposed Freedom Camping Bylaw and amendment to Public Places Bylaw 2009 (reviewed 2014) and Public Amenities Bylaw 2010 (reviewed 2015) be received.
- 2 Council notes that the draft Freedom Camping Bylaw has been prepared in accordance with the requirements of Section 155 of the Local Government Act 2002 and Section 11 of the Freedom Camping Act 2011; and
- 3 Council determines in accordance with Section 155(1) of the Local Government Act 2002 and Section 11 of the Freedom Camping Act 2011; that a Freedom Camping Bylaw is the most appropriate way of addressing freedom camping issues, to complement other non-regularly approaches, in the Waitomo District; and
- 4 Council determines in accordance with Section 155(1) of the Local Government Act 2002; that proposed amendments to the Public Places Bylaw 2009 (reviewed 2014) and Public Amenities Bylaw 2010 (reviewed 2015) related to camping is the most appropriate way of addressing freedom camping issues in the Waitomo District to ensure the primacy of the Freedom Camping Bylaw; and
- 5 Council authorises the Chief Executive to make minor drafting, editing and/or layout amendments to the consultation documents prior to public consultation if necessary; and
- 6 Council agrees to adopt the Statement of Proposal, and Proposed Draft Freedom Camping Bylaw and amendments to the Public Places Bylaw 2009 (reviewed 2014) and Public Amenities Bylaw 2010 (reviewed 2015) for public consultation in accordance with the requirements of the Local Government Act 2002.

Brodie/Goddard          Carried

The General Manager – Environmental Services left the meeting at 11.15am

**13. Progress Report: Waikato Region Land Transport Plan 2015-2045 – 2018 Update**

Council considered a business paper informing of the content of the 2018 Update to The Waikato Regional Land Transport Plan 2015-2045, adopted by the Waikato Regional Council on 28 June 2018.

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

### Resolution

The Progress Report: Waikato Region Land Transport Plan 2015-2045 – 2018 Update be received.

Smith/Davey Carried

Todd Ward (Waitomo News) left the meeting at 11.20am.

## 14. 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 tabled item on Te Kuiti Cemetery be included for discussion in the public excluded portion of this meeting.
- 2 The public be excluded from the following part of the proceedings of this meeting.
- 3 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive, Group Manager – Corporate Services, General Manager – Infrastructure Services and Executive Assistant

- 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. Potential Insurance Claim	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. Valuation by PricewaterhouseCoopers	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)
3. Progress Report: Te Kuiti Cemetery	7(2)(g) maintain legal professional privilege	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/Brodie      Carried

Mayor Hanna thanked Councillor Goddard for filling in as Deputy Mayor for the period that both the Mayor and Deputy Mayor Whitaker were overseas and acknowledged the matters dealt with during their absence.

There being no further business the meeting closed at 2.00pm

Dated this 30<sup>th</sup> day of October 2018.

BRIAN HANNA  
**MAYOR**

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**Document No:** A711739

**Report To:** Council



**Meeting Date:** 30 October 2018

**Subject:** **Receipt of Brook Park Incorporated Society: Minutes – 17 September 2018 and 8 October 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, 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 is a copy of the BPIS unconfirmed Minutes of 17 September and 8 October 2018.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Unconfirmed Minutes of 17 September and 8 October 2018 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 17 September and 8 October 2018



**BROOK PARK**  
**INCORPORATED SOCIETY**

**Meeting Minutes**  
Monday 6 August 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 6 August  
2018 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churston, Neil Brooks, Helen Sinclair, Sheralee Buchanan, Phillip Houghton, Glynn Meads, Sue Wagstaff, Robin Charteris, Dawn Anselmi.

**Apologies** –Elly Kroef, Jane Murray , Andrea Hanna. Accepted- M/ S  
Graeme/ Sheralee

**Confirmation of Minutes – 9 July**

That minutes of previous meeting be accepted as a true and accurate record, with these two amendments: Maintenance/ Fencing-“ Mtnbike track **should be** metalled in summer’

‘Ed to be told to keep stock out’

Moved/seconded Graeme/ Gerald

**Matters Arising from Minutes**

Tynan report to be done.

Guy to check on Grove lock.

Trust Waikato-Sue to check closing date for grants.

Community Partnership Fund-possible grant option.

New World site OK for Guy Fawkes parking.

**Correspondence**

Inwards: ‘Donut Lady’-request to be at Guy Fawkes again this year.

Pyrotechnics-See Guy Fawkes.

Outwards: Nil

**Financial Report**

Opening balance-\$19 871.80                      Closing balance-\$24 437.09

Accounts to pay: Disc Golf \$5856.

Smart Plants \$46

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

**Maintenance/Fencing**

Wet, wet, wet!

**Weed Control**

Elly has planted two fruit tress, with one more to come.

## **Disc Golf**

Guy to take photos of existing signs to send to Simon, so that the new signs will match those existing.

Aim to have Disc Golf set up in time for Guy Fawkes 2018.

## **Guy Fawkes**

Date, 10 November suits the Pyrotechnics providers.

Guy to arrange a meeting this week with the Lines Co., re sponsorship.

Waitomo Youth Council to provide music as they did last year.

## **General Business**

Cam wants to meet Guy, Phillip and Kobus re the pine tree felling, possibly Thursday, Friday this week.

Rotary rotunda walkway in progress.

Meeting closed 6.08 pm

**Next meeting** Monday 17 September . Agenda items to Guy please, by Thursday 13 September.

Neil Brooks  
Secretary

**BROOK PARK**  
**INCORPORATED SOCIETY**

**Meeting Minutes**  
Monday 17 September 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 17  
September 2018 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churston, Neil Brooks, Helen Sinclair, Phillip Houghton, Glynn Meads, , Robin Charteris, Elly Kroef, Andrea Hanna,

**Apologies** – Jane Murray , Suzie Hoare, Sue Wagstaff. Accepted- M/ S Phillip/ Gerald.

**Confirmation of Minutes 6 August**

That minutes of previous meeting be accepted as a true and accurate record. M/S Graeme/ Neil

**Matters Arising from Minutes**

Nil

**Correspondence**

Inwards: Email-Rozel Coffin re Maniapoto Games use of the Rotunda and surrounds. Venue use OK, Tree planting to be discussed with Rozel by a delegation from BPIS.

: Lines Company-Guy Fawkes sponsorship terms.

Outwards: WDC re sponsorship of Portaloo hireage for Guy Fawkes.

**Financial Report**

Opening balance-\$24 437.09                      Closing balance-\$18 536.38

Report accepted . M/S- Phillip/ Graeme

**Maintenance/Fencing**

Wet, still. Path to Rotunda being completed by Rotary.

**Weed Control**

Guy to talk to Kelvin re clearing dead maple trees.

Working Day Sunday 7 October, 9 am for spraying/ tree cutting.

**Disc Golf**

Guy to contact Simon re signs and progress on the course set up.

**Guy Fawkes**

Lines Company –major sponsors to tune of \$3 k. New signs to feature Lines Co logo, as on all adverts. Other conditions outlined in email-refer to Inwards Correspondence.

Traffic Management Programme to be carried out by Inframax at no cost.

Maori Wardens to provide security at old New World site used for parking.

Guy read a draft letter , which we all thought was marvellous. to go to sponsors.

Organisational details for Guy Fawkes day to be discussed at the next meeting.

**General Business**

- Pine tree cutting-meeting to be arranged between parties involved.

- Motion to WDC

‘ BPIS strongly recommend that the WDC reconsider their decision not to fell the poplar trees surrounding the proposed motorhome park/ future campground site, because we see there is considerable cost benefit and less disruption to all involved, if they are felled at the same time as the pine trees.’ M/S Phillip/ Elly

- Andrea mooted the idea of introducing zebra into Brook Park, as a tourist attraction. Some lateral discussion about their possible use ensued.

Meeting closed 6.32 pm

**Next meeting** Monday 8 October . Agenda items to Guy please, by Thursday 4 October.

Neil Brooks  
Secretary

**Document No:** A411740

**Report To:** Council



**Meeting Date:** 30 October 2018

**Subject:** Waitomo District Sister City Committee –  
Minutes of Meetings: 22 August 2018 and  
17 September 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 meetings of 22 August 2018 and 17 September 2018.

### Commentary

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council (WDC) would have 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 from 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 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 has 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 forms part of this business paper for Council's information.

**Suggested Resolution**

The business paper on Waitomo District Sister City Committee – Minutes of Meetings: 22 August 2018 and 17 September 2018 be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

October 2018

- Attachments:
1. Waitomo Sister City Minutes 22 August 2018
  2. Waitomo Sister City Minutes 7 September 2018 (Unconfirmed)



## WAITOMO DISTRICT SISTER CITY COMMITTEE

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON WEDNESDAY 22 AUGUST 2018 AT 4:00PM

- PRESENT:** Janis MacDonald (Chairperson)  
 Janene New  
 Deputy Mayor Guy Whitaker  
 Jenny Crown  
 Mayor Brian Hanna
- Clowdy Ngatai (WDC Community Development Coordinator)
- APOLOGIES:** Marilyn MacKinder (out of country) Andrea Hanna

#### 1. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Legal Entity
- 2019 Trip
- General Business
- Set Next Meeting Date/Time

#### 2. Apologies

The apologies were tabled and accepted by the committee unanimously.

Accepted unanimously

#### 3. Confirmation of Minutes - 31 July 2018

##### **Resolved**

The Minutes of the Waitomo Sister City meeting convened on 31 July 2018 were read with amendments made as stated below:

*It was identified that amendments be made to reflect that the Time line and the Criteria for the 2019 Tatsuno trip were developed post 31 July meeting.*

##### **Matters arising from the July 31 2018 Minutes**

The Establishment of a Facebook Page will be postponed

Janene New/ Guy Whitaker

Carried

#### **4. Legal Entity**

The committee held discussion around the best legal entity for their needs.

CDC provided feedback from the WDC legal advisor: It has been advised in the first instance that the WDSCC seek independent legal advice as the legal entity/status is entered into for the committee. It has also been suggested either an Incorporated Society or a Charitable Trust be considered for its merits to the committee and if one of these entities fits with the vision of the committee in the future.

The incorporated society needing to have 15 members which the Committee thought could be managed.

Janis and Janene will draft up some Rules for the independent entity, Guy will send the Brook Park Rules to Janis and Janene as a template/reference.

Janis asked about the logistics of being supported (i.e. coordinating the buses and schools leading up to and during the student exchanges) by the CDC position once the committee takes an independent status. Brian thought more conversation could be had around some support for the committee.

#### **5. 2019 Trip to Tatsuno**

Brian read to the committee the email received from Akira Kakiuchi in June 2018 (A406960) which outlines that Tatsuno will provide hosting for a travelling group of 10 adults and 10 student/chaperones.

Suggested travel arrangements with a guide was presented by Janis and discussed as a committee.

Students:

- The time to travel will coincide with the Fire Fly festival which will be in June 2019.
- Janis presented some criteria points to guide students wishing to make application to travel in 2019 with the committee, this included a school report. Jenny Crown also requested that the committee be directly forwarded a character reference from the student's teacher for the committee to consider.
- The committee will outline the financial costs to be met by the student's families.

Chaperones:

- It will be an opportunity for a Tuia representative to support the young people on their travels – Brian or Clowdy to approach Pianika Waugh or Te Miri Takerei.
- Jenny has recommended at least one of the chaperones be someone with a teaching background and experience in dealing with students.
- It was suggested having a female and male chaperone would be ideal
- Ben Draper was suggested.

Adults:

- The committee and partners would be provided first consideration
- Preference is that the travelling group will be living within the Waitomo District

Invite to make application:

Janis and Janene will pull together the application notice and criteria to go out to schools next week.

## **6. General Business**

### **Background on Tatsuno**

Janis has pulled together some background information on the Sister City relationship with Tatsuno and may support the current and any new Committee members.

## **7. Next Meeting**

The next meeting is set for Tuesday 18th September 2018 at 4.00pm in the Mayor's Meeting Room.

Meeting closed at: 4:55pm



CLOWDY NGATAI

**COMMUNITY DEVELOPMENT COORDINATOR**

## WAITOMO DISTRICT SISTER CITY COMMITTEE

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON WEDNESDAY 18 SEPTEMBER 2018 AT 4:00PM

- PRESENT:** Janis MacDonald (Chairperson)  
 Janene New  
 Deputy Mayor Guy Whitaker  
 Mayor Brian Hanna  
 Marilyn MacKinder  
 Andrea Hanna
- Clowdy Ngatai (WDC Community Development Coordinator)
- APOLOGIES:** Jenny Crown

#### 1. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Inward Correspondence from Tatsuno to Mayor Brian Hanna
- Legal Entity
- 2019 Trip – 17 Applications
- General Business
- Set Next Meeting Date/Time

#### 2. Apologies

The apologies were tabled and accepted by the committee unanimously.

J MacDonald/ Unanimous Carried

#### 3. Confirmation of Minutes - 22 August 2018

##### Resolved

The Minutes of the Waitomo Sister City meeting convened on 22 August 2018 be noted as true and correct.

B Hanna/G Whitaker Carried

#### 4. Matters Arising

There we no Matters Arising.

## 5. Inward / Outward Correspondence

Email from Tatsuno – Akira Kakiuchi (Attached) and returned email from Brian, Brian reads the email. Confirmed that they will host a group of both 10 students and 10 Adults in 2019. (Email attached)

## 6. Legal Entity

Janis and Janene have written up the rules for the Incorporated Society and Janene reads through these with some changes to be made.

The Mayor and 2x elected members will be on the committee at all times.

The committee will be supported by the Community Development role in the secretary role is to also include or other staff member.

These rules will be circulated to members for review once amended.

## 7. 2019 Trip to Tatsuno – 18 Applications

Committee Scoring: Each member was provided with a collated copy of the 18 student applications and a scoring sheet with criteria. Committee members will feedback by the end of the week Friday 21.9.18 – 10am. Janis and Clowdy to collate scores and organize letters to go out to the schools/students.

Student Interviews: The intention of this is to short list to 12 students to be interviewed on the 25<sup>th</sup> of September 2018 in the Council Chambers where a further short list will be decided to take 8 students. The interviewing panel will be Janis, Brian and Jenny.

First meeting with selected students: Janis requests a meet with the successful families shortly after selection of students has been made to discuss travel arrangements, host gifts, fundraising and general time frames. This meeting is confirmed for 16 October 2018 in Chambers following the committee meeting.

Chaperones: Different suggestions were made with the committee agreeing that Jenny Crown would be asked to attend as a chaperone given that she has been on the trip with students before and she is a registered teacher with student management experience. It is agreed that Jenny's skill base would complement the other chaperone Pianika Waugh (2017 Tuia). The committee agree that they will cover the travel and first night of accommodation in Tatsuno.

Feedback form Maria Rauputu (Piopio College)

- Requested that the closing date be extended to accommodate their applications as she felt the notifications were not adequately promoted.
- They did not get their email as the person it went to was away for a week on leave.

Feedback and request from Hirere Moana (Te Wharekura o Maniapoto)

- What is the process to selecting chaperones
- Who is on the panel
- If they have someone to put forward to go as chaperones how do they do that
- She would also like to express that she is delighted they have been included as they have been asking to be included for years.

**8. General Business**

The Gift/Book form Tatsuno has been given to Hirere Moana.

**9. Next meeting**

The next meeting is set for Tuesday 16<sup>th</sup> October 2018 at 4.00pm in the Mayor's Meeting Room followed by the Meet and greet with the successful whanau that are travelling.

Meeting closed at: 4:39



CLOWDY NGATAI  
**COMMUNITY DEVELOPMENT COORDINATOR**

**Document No:** A411718

**Report To:** Council



**Meeting Date:** 30 October 2018

**Subject:** Adoption of Road Map Work Programme for the three year period ending 30 June 2021

## Purpose

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption, the Road Map Work Programme for the period 1 July 2018 to 30 June 2021 as workshopped by the Council on 16 October 2018.
- 1.2 The Road Map Work Programme (Doc A410508) has been circulated under separate cover and forms part of this business paper.

## Commentary

- 2.1 The Road Map sets out work programmes identified to date for period leading up to adoption of the next (2021-2031) Long Term Plan (LTP) in June 2021.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other projects that must also occur over this period. Some of these non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project and indicative timelines for completion. As Council is well aware, other projects of work will arise over time which will need to be tested against this Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 The Road Map is a 'living document' and as such is subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.5 This Road Map includes -
  - Projects which commenced prior to 1 July 2018 and are continuing across financial years into the current financial year.
  - Projects required by Legislation.
  - Projects required as part of the development of the 2021-2031 LTP.
  - Projects identified by the Elected Council and requested for inclusion in the Road Map.

- 2.6 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an EAP or an LTP.
- 2.7 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council on a quarterly basis. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.

### **Suggested Resolutions**

- 1 The business paper on Adoption of Road Map Work Programme for the three year period ending 30 June 2021 be received.
- 2 The Road Map Work Programme for the three year period ending 30 June 2021 (Doc A410508) be adopted.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Separate Enclosure: Road Map Work Programme as at 30 October 2018 (Doc A410508)



**Document No: A410433**

**Report To: Council**



**Meeting Date: 30 October 2018**

**Subject: Maniapoto Maori Trust Board - Waipa River Integrated Management Plan**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is brief Council on the commencement of the Upper Waipa River Integrated Management Plan process by the Maniapoto Maori Trust Board (MMTB); as outlined in the letter addressed to the Mayor dated 18 September 2018 (attached as Appendix 1).

## Background

### Overarching Legal Context - the Nga Wai O Maniapoto (Waipa River) Act 2012

- 2.1 The Nga Wai O Maniapoto (Waipa River) Act 2012 ("the Act") came into effect on 6 April 2012. The purpose of the Act is contained in section 3:

*"3 Overarching purpose of this Act*

*(1) The overarching purpose of this Act is to restore and maintain the quality and integrity of the waters that flow into and form part of the Waipa River for present and future generations and the care and protection of the mana tuku iho o Waiwaia.*

*(2) In subsection (1),—*

*(a) the phrase "the waters that flow into and form part of the Waipa River" refers to the connected and flowing body of water that comprises the Waipa River together with all its associated waters and water columns, including those flowing through its floodplains and the Maniapoto karst, streams, waterways, tributaries, springs, geothermal springs, watercourses, and lakes but does not include any unconnected waters or artificial watercourse such as an irrigation canal, water supply race, canal for the supply of water for electricity power generation, or farm drainage canal; and*

*(b) the reference to the "mana tuku iho o Waiwaia" means the ancestral authority and prestige handed down from generation to generation in respect of Waiwaia, as described in the statements of significance set out in part 2 of the deed; and*

*(c) "Waiwaia" refers to the essence and wellbeing of the Waipa River; to Maniapoto, Waiwaia is the personification of the waters of the Waipa River, its ancient and enduring spiritual guardians."*



## Commentary

### The Upper Waipa River Integrated Management Plan (UWRIMP)

- 3.1 The letter received from the Chair of the MMTB states that the board has approved the commencement of the IWRIMP (as provided for by sections 11-14 of the Act).
- 3.2 The indicative timeframe provided by the MMTB for the development of the IWRIMP is:

Preliminary discussions with Partners and River Iwi	By 2018
Agreements, planning and development of the UWRIMP	By 2019
Alignment of UWRIMP to give effect to Healthy Rivers and public consultation	By 2020
UWRIMP to sequence with Heathy Rivers to become operative	By 2021

### The requirements of the Act in relation to the UWRIMP

- 3.3 The Upper Waipa River is defined in the Act as:

*“Upper Waipa River means the body of water known as the Waipa River flowing continuously or intermittently from its source at Pekepeke to its junction with the Puniu River to the extent to which it is within the area marked “C” on SO plan 409144”.*

- 3.4 Area “C” is identified on the map in section 2 of this report, and shown below as it relates to WDC’s boundary (and the extent of the Waipa River within WDC’s boundary):



- 3.5 The purpose of the UWRIMP is outlined in section 11 of the Act: 'to achieve an integrated approach between the Trust, relevant departments, relevant local authorities, and appropriate agencies to the management of aquatic life, habitats, and natural resources within the Upper Waipā River consistent with the overarching purpose of this Act'
- 3.6 Section 12 of the Act sets out that the integrated river management plan must be prepared together by the Trust, relevant departments, relevant local authorities, and appropriate agencies by (a) following the process outlined in Schedule 2 of the Act, and (b) acting in a co-operative and coordinated manner.
- 3.7 WDC is a 'relevant local authority', as defined in the Act:
- "local authority,—*  
*(a)for the purposes of sections 17 to 31, means—*  
*(i)the Council; and*  
*(ii)the Waikato District Council; and*  
*(iii)the territorial authorities whose boundaries fall within, or partly within, the area marked "C" on SO plan 409144:*  
*(b)for the purposes of any other provisions of this Act, has the meaning given to it by the Resource Management Act 1991"*
- 3.8 In summary, the process defined in Schedule 2 of the Act states that:
- The Trust and the relevant departments, relevant local authorities, and appropriate agencies must meet to discuss the preparation of a draft plan; and
  - Once the draft plan is prepared by the relevant parties, it must be publicly notified with a submission period of at least 20 working days; and
  - The plan may be approved once the submissions have been considered by the parties.
- 3.9 Once in force, the parties must start a review of the plan within 5 years after the date on which the plan comes into force.
- 3.10 It is noted that the timeline for the UWRIMP intersects with the Proposed District Plan Review.

### **Suggested Resolution**

The business paper on Maniapoto Maori Trust Board - Waipa River Integrated Management Plan be received.



TERRENA KELLY  
**GENERAL MANAGER ENVIRONMENTAL SERVICES**

30 October 2018

Attachment: 1 Letter from Maniapoto Maori Trust Board dated 18 September 2018

# MANIAPOTO MAORI TRUST BOARD



49 Taupiri Street  
P O Box 36  
TE KUITI

Ph: 07 878 6234

Fax: 07 878 6409

[E-mail office@maniapoto.co.nz](mailto:office@maniapoto.co.nz)

18 September 2018

Brian Hanna  
Mayor  
Waitomo District Council  
PO Box 404  
Te Kuiti 3941

Tēnā koe e Koromatua

RE: **COMMENCEMENT OF THE UPPER WAIPĀ RIVER INTEGRATED MANAGEMENT PLAN**

On 27 August 2018, the Maniapoto Māori Trust Board (The Board) approved the commencement of the **Upper Waipā River Integrated Management Plan ('UWRIMP')**, as provided for in **Ngā Wai o Maniapoto (Waipā River) Act 2012**. The purpose of the UWRIMP is to provide the strategic context and framework for prioritisation and coordination of activities. Those activities, in combination are to deliver an integrated and sustainable approach to the management of aquatic life, habitats and natural resources in the Upper **Waipā** River.

We have been actively engaged on a range of work programmes, and the development of a number of key Maniapoto and Council plans which have now been concluded. In particular:

- |  |                        |
|--|------------------------|
| • Maniapoto Iwi Environmental Management Plan                                  | Completed              |
| • <b>Maniapoto Priorities for the Restoration of the Waipā River Catchment</b> | Completed              |
| • <b>Waikato Regional Council Waipā Catchment Plan</b>                         | Completed              |
| • Healthy Rivers Plan Change   | Extended to April 2020 |

We acknowledge that consideration of the sequencing and timing of the integrated management plan, needs to coincide and align with the Healthy Rivers Wai Ora Plan Change. The following provides an outline of indicative timeframes.

Preliminary discussions with Partners and River Iwi	By 2018
Agreements, planning and development of the UWRIMP	By 2019
Alignment of UWRIMP to give effect to Healthy Rivers and public consultation	By 2020
UWRIMP to sequence with Healthy Rivers to become operative	By 2021

We undertake to provide you with an annual update on progress of the UWRIMP, and will keep officials informed through the Accord and other interactions. We remain committed to the delivery of the UWRIMP, and it is our view that the timing is right.

Nō reira e te rangatira, e kore e kumea roatia te korero. Heoi anō, noho pai mai i roto i ngā manaakitanga katoa.

Nāku iti noa, nā

R Tiwha Bell  
Chairman

Cc: Chris Ryan, CEO Waitomo District Council.

**Document No:** A409722

**Report To:** Council



**Meeting Date:** 30 October 2018

**Subject:** Delegations Register - Update

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a revised Delegations Register updated to reflect an amendment to the following position titles:
- 'Group Manager Compliance' to 'General Manager Environmental Services'
  - 'Planner' to 'Senior Planner'.

## Background

- 2.1 Council must comply with and operate across a wide range of legislation. To do that effectively, it is able to delegate most of its responsibilities, powers and functions to Committees and the Chief Executive. The Chief Executive can in turn delegate to WDC employees. The Local Government Act 2002 provides for delegations to be made and also details which powers cannot be delegated.
- 2.2 For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council has a comprehensive Delegations Register which delegates certain statutory duties, responsibilities and powers to its committees (i.e. the Audit and Risk Committee, District Licencing Committee) and the Chief Executive, who is able to delegate certain duties and responsibilities to a subordinate level.
- 2.3 The Delegations Register also addresses those specific delegations that are legislatively only able to be delegated directly to staff/officers by the Council (i.e. delegations made under the Resource Management Act 1991).
- 2.4 Delegations are a necessary operational requirement to promote effective and expeditious decision-making. Delegations in part avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to either the Council or Chief Executive.
- 2.5 The Delegations Register was adopted by Council on 27 March 2018.

## Commentary

- 3.1 Council's authority to delegate to its standing committees, members, the Chief Executive and WDC employees is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA). This states:

***"32 Delegations***

- (1) *Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body,*

community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) [Repealed]
- (h) the power to adopt a remuneration and employment policy.”

3.2 Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. For example, Section 34 of the Resource Management Act 1991 restricts the delegation of certain plan approval functions only to the Council; and the Local Government Official Information and Meetings Act 1987 states that responses to recommendations made to the Council by the Ombudsman (section 32) must be by resolution of Council and therefore cannot be delegated.

### **Amendments to the Delegations Register**

3.3 The Delegations Register is proposed to be updated to replace all references to “Group Manager Compliance (GMC)” with “General Manager Environmental Services (GMES)” and to add the title “Senior Planner” alongside the Planner delegations. No other amendments have been made to the Delegations Register.

## **Analysis of Options**

- 4.1 There are two reasonably practicable options available to Council, (1) do nothing, or (2) approve the amendments and adopt the Delegations Register v1.2.
- 4.2 The first option, to retain the status quo, will mean that the references in the delegations are incorrect. This introduces risk to the exercise of delegated authority.
- 4.3 The second option is to adopt the Delegations Register v1.2. This option is considered the most appropriate option as it ensures that there is no risk of judicial review due to inaccurate titles in the delegations.

## **Considerations**

### **5.1 Risk**

5.2 There are no risks associated with adopting the revised Delegations Register. However, there is a risk of judicial review (challenge to delegated decision making) associated with not adopting the revised Delegations Register.

### **5.3 Consistency with Existing Plans and Policies**

5.4 The proposed Delegations Register is consistent with Council's existing plans and policies as it simply sets out how the decision making in relation to these will be administered.

**5.5 Significance and Community Views**

5.6 The adoption of a revised Delegations Register is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy. The Register simply details in one comprehensive document how certain statutory duties, responsibilities and powers of Council are exercised under delegated authority.

**Recommendation**

6.1 Council adopt the delegations as set out in the Waitomo District Council Delegations Register v1.2, for the reasons detailed above.

**Suggested Resolutions**

- 1 The business paper on Delegations Register - Annotation be received.
- 2 The delegations to Council Committees, the Chief Executive, and named roles as contained in the proposed Waitomo District Council Delegations Register (Doc No. A409701), pursuant to the Local Government Act 2002, the Local Government (Rating) Act 2002 and the Resource Management Act 1991, be adopted and shall replace and supersede the Delegations Register 1.1 with immediate effect.



TERRENA KELLY  
**GENERAL MANAGER ENVIRONMENTAL SERVICES**

30 October 2018

Attachment: 1 Waitomo District Council Delegations Register v1.2 (Doc A409701)



# DELEGATIONS REGISTER 2018

Version: 1.2

Last updated by Council: **27<sup>th</sup> March 2018**

Version updated: **30<sup>th</sup> October 2018**

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## How this Delegations Register works

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This Delegations Register is in five parts. The first part contains the Council's Delegations Policy. Parts A to C are subject to the Council's Delegations Policy.

The **Delegations Policy** explains the rules relating to the way in which delegations and sub-delegations apply and operate in the Council.

**Part A** contains delegations by the Council to Committees where applicable. Any Committee, like the Council, must comply with the decision-making requirements set out in part 6 of the Local Government Act 2002.

**Part B** contains the delegation of statutory and other delegations by the Council to the Chief Executive. These include all of the responsibilities, duties and powers imposed on the Council by statute or assumed under bylaws made by the Council, together with delegations in respect of financial management, property transactions, and other matters.

These delegations may be sub-delegated, unless this is expressly excluded in Part B.

**Part C** contains delegations by the Council to officers, in particular under the Local Government (Rating) Act 2002 and the Resource Management Act 1991.

These delegations may not be sub-delegated, unless this is expressly included in Part C.

**Part D** contains the sub-delegation by the Chief Executive to staff, of most of the responsibilities, duties and powers delegated by the Council to the Chief Executive. This is consistent with the principle behind the delegations register, referred to in clause 1.1 of the Delegations Register, which is to delegate decision-making to the lowest competent level. Generally, these sub-delegations may not be further sub-delegated.

There is also a **Financial Delegations Matrix** which is to be read in conjunction with this Delegations Register (Doc No. A85663). The Financial Delegations Matrix details financial delegations made by the Chief Executive to WDC employees in accordance with WDC's Procurement Policy, Delegations Register and Revenue and Financial Policy. This Schedule is "public excluded" to ensure the protection and privacy of individual WDC employees.

### Amendments to this Delegations Register

This Delegations Register is maintained by the Executive Office, whose staff may amend it to:

- Give effect to any Council resolution with respect to Parts A, B or C:
- Give effect to any written instruction to that effect given by the Chief Executive with respect to Part D:
- Make any typographical or grammatical corrections.



## Delegations Policy

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### 1.0 General Comments

- 1.1 The Council supports the principle of delegating decision-making to the lowest competent level. This makes best use of the abilities of elected members, ensuring the cost-effective use of resources and promoting the development of efficient and effective management. This principle has been applied to the preparation of this Delegations Register.
- 1.2 Unless expressly provided otherwise in the Local Government Act 2002, or in any other Act, the Council is able to, and will, delegate to an officer of the Council any of its responsibilities, duties or powers except the power to:
- Make a rate; or
  - Make a bylaw; or
  - Borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
  - Adopt a long-term plan, annual plan, or annual report; or
  - Appoint a chief executive; or
  - Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement.
- 1.3 Council may delegate any of its responsibilities, duties or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by whichever body made the original delegation as well as any statutory limitations. The Council may also delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.
- 1.4 To avoid doubt, no delegation relieves the body or person making the delegation of the liability or legal responsibility to perform or ensure performance of the function or duty being delegated. The Council may have the power to delegate under enactments other than the Local Government Act 2002.
- 1.5 Any delegation made includes any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
- 1.6 Unless specifically time-limited, a delegation will continue in force until specifically revoked, or varied by the delegator or the Council. A delegation may be implicitly revoked if a committee is discharged. Refer clause 30(7) of Schedule 7 of the Local Government Act 2002.
- 1.7 Unless a valid delegation in respect of a matter has been made and included in the Delegations Register or there is a statutory provision which confers a matter directly on the Chief Executive or an officer, any decision required in respect of that matter can only be made by the Council at an ordinary or extraordinary meeting.

**2.0 Committees, Subcommittees, other Subordinate Decision-Making Bodies and Joint Committees**

- 2.1 The Council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. It may also appoint a joint committee with another local authority or other public body.
- 2.2 Any of the Council's responsibilities, duties or powers other than those referred to in clause 1.2 above may be delegated (where they exist) to a committee, subcommittee or other subordinate decision-making body.
- 2.3 A committee or other subordinate decision-making body may appoint the subcommittees that it considers appropriate unless the Council prohibits it from doing so.
- 2.4 Committees or other subordinate decision-making bodies are subject in all things to the control of the Council. They must carry out all general and special directions of the Council given in relation to them. Subcommittees are subject in the same way to the committees that appointed them.
- 2.5 The Council or a committee is not entitled to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another sub-ordinate decision-making body.
- 2.6 All such bodies are, unless the Council resolves otherwise, deemed to be discharged on the coming into office of elected members at the next triennial election next after the committees, subcommittees, or other sub-ordinate bodies were appointed. Unless such a resolution is made, delegated powers may lapse by operation of this provision.
- 2.7 Committees or other subordinate decision-making bodies, may delegate any of their responsibilities, duties or powers (other than those referred to in clause 1.2) to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee or body or person that made the original delegation.
- 2.8 These entities may, without confirmation by the Council or committee or body that made the delegation, exercise those delegations in the same way as the Council could have done.

**3.0 Chief Executive**

- 3.1 The Waitomo District Council is a local authority under the Local Government Act 2002. Elected members and the Mayor make up the Council's governing body, which is responsible and democratically accountable for decision-making.
- 3.2 The governing body appoints only one employee, the Chief Executive. He or she negotiates the terms of employment and employs all Council staff. The Chief Executive is the Council's Principal Administrative Officer.
- 3.3 The Chief Executive is responsible for implementing the decisions of the Council and ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. This includes those imposed or conferred by an Act, regulation or bylaw.

3.4 The Chief Executive may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation. Further sub-delegations are not permitted under the Local Government Act 2002.

#### **4.0 Member and Officer Delegations**

4.1 For the purpose of this Policy:

**"officer"** means a named person, or the person who is for the time being the holder of a specified office

**"member"** means a member of the governing body of the Council, including the Mayor.

4.2 The Council may delegate to a member or officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2. Such delegations may be further delegated to another person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee, body or person that made the original delegation.

4.3 An officer may delegate to another officer of the Council any of his or her powers delegated by the Council to that officer, except:

- the power to delegate; or
- any power delegated to the officer that is subject to a prohibition on delegation; or
- any power under an enactment where the enactment expressly prohibits the delegation of the power.

4.4 Effectively, this means that only one sub-delegation is permitted.

4.5 An officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer could have done.

4.6 If not specified in the Delegations Register, and subject to any legislative limitations, delegations to an officer holding a named position may be exercised by all officers in a direct line of authority above that officer. This applies also to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.

4.7 A delegated authority must be exercised in accordance with all relevant Council policies and conditions, such as financial limits and process and reporting requirements.

4.8 Where an officer is in a position in an acting capacity, the officer may exercise the delegations applying to that position. However, the officer should state that he or she is exercising the delegation in an acting capacity.

4.9 Where there is any ambiguity between the wording of a legislative function and the delegation of that function to an officer, the wording of the legislation will prevail. A delegation made under legislation that is subsequently repealed will be read as a delegation made, with or without modification, under any replacement or corresponding legislation.

- 4.10 Responsibilities, duties or powers under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 delegated by the Council to officers, including the chief executive, or to commissioners, may not be sub-delegated.
- 4.11 The delegation of a responsibility, duty or power is the granting of authority to exercise that responsibility, duty or power, not a compulsion to do so (either at all or in a particular case). Whether or not to exercise a delegated authority may depend on the circumstances of a particular matter or the job description of the officer concerned.
- 4.12 Each Part of the Delegations Register will specify whether the delegations can be exercised severally (i.e. the delegation can be exercised by the officer acting alone) or whether they must be exercised jointly (i.e. two or more officers acting together).

## **Part A – Delegations to Committees, Community Boards, Subcommittees etc.**

The Council delegates, where applicable, to Committees, Community Boards, Subcommittees, Council Hearings Panels or other sub-ordinate decision-making bodies, the responsibilities, duties, and powers as set out in this Part.

These powers may be sub-delegated unless this is expressly excluded as set out in this Part.

All delegations are made severally unless specified otherwise.

Note: The Register contains reference to the Tenders Subcommittee. This is not a Committee of Council but is a committee of the Senior Management Team which considers and determines Council procurement.

### **Sub-Part 1 – Council Committees**

#### **Audit and Risk Committee**

Delegated the authority to:

1. Receive and consider external and internal audit reports.
2. Receive and consider staff reports on audit, internal control and risk management related matters.
3. Make recommendations to the Council on financial, internal control and risk management policy and procedure matters as appropriate.
4. To recommend approval of the Auditors engagement and arrangements letters.

#### **District Licensing Committee**

Council's District Licensing Committee is also a standing committee of Council and has specific powers, functions and duties pursuant to the Sale and Supply of Alcohol Act 2012.

## Part B – Statutory and Other Delegations to the Chief Executive

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For the purpose of performing his or her duties, the Council delegates to the Chief Executive all of its responsibilities, duties and powers to act on any matter, subject to the restrictions set out in the tables in this Part.

Note: these delegations expressly exclude any power, responsibility or duty that has already been delegated to a Committee or other subordinate decision-making body (where relevant).

The Chief Executive may sub-delegate any of these responsibilities, duties, or powers (including to a deputy to act if the Chief Executive is absent or not available) unless this is expressly excluded as set out in the tables in this Part.

### Sub-Part 1 – Legislative Delegations

#### 1. Animal Welfare Act 1999

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> the power to nominate a member of an animal ethics committee under section 101.	

#### 2. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> – (a) the allocation of funds to community arts projects; (b) consenting to a representative of the local authority to be a member of the community arts council under section 18(2); (c) making a grant under section 18(2)(b).	

#### 3. Biosecurity Act 1993 and any regulations made under that Act

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act <b>except</b> – (a) the power to set and assess rates as referred to in section 14; (b) the power to transfer the performance of an operation under this Act to another local authority.	

#### 4. Births, Deaths, Marriages, and Relationships Registration Act 1995

Delegation	Date Amended
The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	

#### 5. Building Act 2004 and any regulations made under that Act

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant authorised and/or enforcement officers) and regulations made under this Act <b>except -</b></p> <ul style="list-style-type: none"> <li>(a) Its power under section 213 to make arrangements for any other building consent authority to perform the Council's functions of a building consent authority.</li> <li>(b) Its power under sections 219(1)(a) and 281A to set any fee or charge in relation to a building consent and for the performance of any other function or service under the Act.</li> <li>(c) Its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority.</li> <li>(d) Its power under sections 233 to 236 to agree to undertake any function, duty or power of any other territorial authority under the Act.</li> </ul>	

#### 6. Building Research Levy Act 1969

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

#### 7. Burial and Cremation Act 1964 and any regulations made under that Act

Delegation	Date Amended
<p>All of its responsibilities, duties and powers under this Act and regulations made under this Act <b>except -</b></p> <ul style="list-style-type: none"> <li>(a) naming of cemeteries under section 7:</li> <li>(b) making of bylaws under section 16:</li> <li>(c) erecting a crematorium under sections 38 and 39.</li> <li>(d) making of bylaws under section 40</li> </ul>	

**8. Civil Defence Emergency Management Act 2002**

Delegation	Date Amended
To perform functions and powers of the Council as a member of the Civil Defence Emergency Management Group in accordance with section 17 and 18.	
All the duties of a local authority under section 64.	

**9. Criminal Procedure Act 2011 and regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

**10. Dog Control Act 1996 and any regulations made under that Act**

Delegation	Date Amended
<p>All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant dog control officers and rangers) and regulations made under this Act <b>except –</b></p> <ul style="list-style-type: none"> <li>(a) making grants under section 6(2)(b):</li> <li>(b) appointing a joint committee under section 7:</li> <li>(c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA:</li> <li>(d) entering into a written agreement under section 16(2) with another territorial authority in respect of dog control services:</li> <li>(e) making dog control bylaws under section 20:</li> <li>(f) hearing and determining an objection to a probationary owner classification under section 22:</li> <li>(g) terminating a probationary owner classification under section 23:</li> <li>(h) hearing and determining an objection to a disqualified owner classification under section 26:</li> <li>(i) hearing and determining an objection to a dangerous dog classification under section 31:</li> <li>(j) determining an objection to a menacing dog classification under sections 33B or 33D:</li> <li>(k) setting dog control fees under section 37:</li> <li>(l) hearing and determining an objection to a barking dog notice under section 55:</li> <li>(m) entering into an agreement with another territorial authority for the provision of pound facilities under section 67:</li> <li>(n) setting pound fees under section 68.</li> </ul>	

**11. Electricity Act 1992**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	



**12. Fencing Act 1978**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**13. Food Act 2014 and regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, functions and powers under this Act, and these regulations, <b>except</b> – <ul style="list-style-type: none"> <li>(a) the decision to combine with 1 or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2) :</li> <li>(b) transferring the Council’s functions, duties, and powers under section 176:</li> <li>(c) transferring the Council's functions, duties, and powers under section 179:</li> <li>(d) changing or revoking a transfer under section 182</li> <li>(e) setting fees under section 205.</li> </ul>	

**14. Food Hygiene Regulations 1974**

Delegation	Date Amended
All of its responsibilities, duties, and powers under these regulations <b>except</b> the hearing of submissions or objections.	

**15. Freedom Camping Act 2011**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> – <ul style="list-style-type: none"> <li>(a) making bylaws under section 11; and</li> <li>(b) reviewing bylaws under section 13.</li> </ul>	

**16. Gambling Act 2003**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act except adopting a policy on class 4 venues under sections 101 and 102, or granting a consent under s 100 otherwise than in accordance with Council’s policy on class 4 venues.	

**17. Gas Act 1992**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**18. Government Roothing Powers Act 1989**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> – (a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1): (b) surrendering delegated powers and duties under section 63: (c) requests to New Zealand Transport Agency under section 81 in respect of motorways.	

**19. Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**20. Health Act 1956 and any regulations made under this Act (including without limitation the Camping-Grounds Regulations 1985, the Health (Registration of Premises) Regulations 1966, the Health (Hairdressers) Regulations 1980, the Health (Burial) Regulations 1946))**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant environmental health officers) and regulations made under this Act <b>except</b> - (a) borrowing money under section 27 otherwise than in accordance with the LTP: (b) making bylaws under section 64: (c) the powers and functions under the Housing Improvement Regulations 1947 that may not be delegated as set out in regulation 22: (d) setting fees under regulation 13 of the Health (Burial) Regulations 1946: (e) setting fees under regulation 7 of the Health (Registration of Premises) Regulations 1966.	

**21. Health and Safety at Work Act 2015**

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act, of a person conducting a business or undertaking (PCBU) on behalf of Council, including the authority to appoint and warrant authorised Health and Safety Officers.	

**22. Heritage New Zealand Pouhere Taonga Act 2014**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except-</b> (a) making contributions to funds of Heritage New Zealand Pouhere Taonga under section 97: (b) transferring land to Heritage New Zealand Pouhere Taonga under section 98:	

**23. Housing Improvement Regulations 1947**

Part	Delegation	Date Amended
1	To determine the minimum standards of fitness for houses where required under the provisions of Part 1.	

**24. Impounding Act 1955 and any regulations made under that Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including authority to appoint and warrant pound keepers and rangers), and these regulations, <b>except-</b> (a) setting poundage fees and sustenance charges under section 14: (b) declaring, under section 34, that section 33 does not apply to a specified road in the district.	

**25. Land Drainage Act 1908**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> the power to subdivide drainage districts under section 16.	

**26. Land Transport Act 1998, and any rules and regulations made under that Act (including without limitation the Heavy Motor Vehicle Regulations 1974) Land Transport Rule: Vehicle Dimensions and Mass 2002 and Land Transport Rule: Setting Speed Limits 2017)**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant parking wardens), and regulations and rules made under this Act except – (a) making bylaws under sections 22AB to 22AD: (b) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule: Setting of Speed Limits 2017.	

**27. Land Transport Management Act 2003**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> – <ul style="list-style-type: none"> <li>(a) making submissions when consulted on the regional land transport programme under section 18:</li> <li>(b) making submissions when consulted on the declaration of state highways or the revocation of a declaration under section 103:</li> <li>(c) appointing a person to represent the Council on the regional transport committee under section 105.</li> </ul>	

**28. Litter Act 1979**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant litter control officers and wardens) <b>except</b> – <ul style="list-style-type: none"> <li>(a) hearing objections under section 10:</li> <li>(b) making grants under section 11:</li> <li>(c) making bylaws under section 12:</li> <li>(d) adopting an infringement notice under section 13.</li> </ul>	

**29. Local Government Act 1974**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act <b>except</b> – <ul style="list-style-type: none"> <li>(a) vesting property in a road in the New Zealand Transport Agency under section 316:</li> <li>(b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration:</li> <li>(c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section:</li> <li>(d) declaring a limited access road under section 346 and 346(A):</li> <li>(e) declaring land to be single parcels of land under section 346D:</li> <li>(f) declaring any private road or right of way to be a public road under section 349:</li> <li>(g) granting consent under section 354 in relation to a cellar or other excavation:</li> <li>(h) establishing toll gates and collecting tolls under section 361:</li> <li>(i) declaring a private drain to be a public drain under section 462:</li> <li>(j) making bylaws under section 517 relating to land drainage works.</li> </ul>	

**30. Local Government Act 2002**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant enforcement officers) <b>except</b> –	

Delegation	Date Amended
(a) those set out in clause 32(1)(a) to (h) of Schedule 7: (b) exempting a small organisation under section 7: (c) entering into a triennial agreement under section 15: (d) transferring responsibilities under section 17: (e) reviewing the delivery of services under section 17A: (f) establishing a community board under section 49: (g) establishing a council controlled organisation under section 56: (h) appointing directors to council organisations under section 57: (i) agreeing to any statement of intent of a council organisation under Schedule 8: (j) adopting assessments of water and other sanitary services under section 125: (k) prescribing fees under section 150: (l) making determinations under section 155: (m) reviewing a bylaw under section 160: (n) transferring a bylaw-making power under section 161: (o) appointing a member under section 249(2): (p) making a reorganisation proposal under clause 3 of Schedule 3.	

### 31. Local Government Official Information and Meetings Act 1987

Delegation	Date Amended
As set out in section 42, all of its powers under Parts 2 to 5 of this Act except any power specified in section 32. Under section 43(1), the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	

### 32. Local Government (Rating) Act 2002

Delegation	Date Amended
To authorise the register of a notice of charge under section 90 in relation to postponed rates. This power may not be sub-delegated.	

### 33. New Zealand Library Association Act 1939

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

### 34. Ombudsmen Act 1975

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**35. Plumbers, Gasfitters, and Drainlayers Act 2006**

Delegation	Date Amended
All of its powers under section 91.	

**36. Postal Services Act 1998**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**37. Privacy Act 1993**

Delegation	Date Amended
As set out in section 124, all of its responsibilities, duties and powers under this Act. Under section 125, the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	

**38. Property Law Act 2007**

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act.	

**39. Protected Disclosures Act 2000**

Delegation	Date Amended
All of its responsibilities, duties and powers under this Act subject to compliance with Council's Protected Disclosures (Whistleblowers) Policy, <b>except</b> adopting internal procedures under section 11, to be exercised in accordance with the Policy.	

**40. Public Records Act 2005**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**41. Public Works Act 1981**

Delegation	Date amended
All of its responsibilities, duties and powers under this Act.	

**42. Racing Act 2003**

Delegation	Date Amended
The power to consider and determine an application for a Board venue consent under section 65C of this Act in accordance with the Council's Board Policy on Gambling Venues (incorporating board venues)	

**43. Rates Rebate Act 1973**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act.	

**44. Rating Valuations Act 1998 and any regulations made under this Act**

Delegation	Date Amended
All of its responsibilities, duties, and powers under this Act and regulations.	

**45. Residential Tenancies Act 1986**

Delegation	Date Amended
The responsibilities, duties, and powers under this Act in relation to Council's pensioner housing portfolio.	

**46. Reserves Act 1977**

Delegation	Date Amended
All of the responsibilities duties and powers under this Act (including to appoint rangers in respect of any reserve for which the Council is an administering body pursuant to s 8).	

**47. Sale and Supply of Alcohol Act 2012 and any regulations made under this Act**

Delegation	Date Amended
Council's responsibilities, duties, and powers under this Act and regulations made under this Act, except the power to adopt a Local Alcohol Policy, make any Liquor Control Bylaw and set fees.	
The Council's general authority to delegate to any person any of the Chief Executive's functions, powers and duties under the Sale and Supply of Alcohol Act 2012, including the function of Secretary pursuant to section 198.	
The power to appoint and warrant licensing inspectors and under section 197 (5) to appoint a chief licensing inspector.	

**48. Statutory Land Charges Registration Act 1928**

<b>Delegation</b>	<b>Date Amended</b>
The power under section 6(3) to sign a notice of a statutory land charge.	
The power under section 7(2) to sign a certificate releasing a statutory land charge.	

**49. Summary Proceedings Act 1957 and any regulations made under this Act.**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.	

**50. Telecommunications Act 2001**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act.	

**51. Trespass Act 1980**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act. The Chief Executive is the person in lawful occupation of land owned, occupied or controlled by the Council.	

**52. Unit Titles Act 2010**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act.	

**53. Utilities Access Act 2010**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act.	



**54. Walking Access Act 2008**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act <b>except -</b> (a) the decision to give written consent as an administering authority under section 21: (b) the decision to agree to be a controlling authority (or not as the case may be) under section 36: (c) setting and imposing charges under section 37: (d) the decision to agree with the Commission's decision or to evoke a walkway: (e) making bylaws under section 68.	

**55. Waste Minimisation Act 2008**

<b>Delegation</b>	<b>Date Amended</b>
All of its responsibilities, duties, and powers under this Act (including the authority to appoint and warrant enforcement officers) <b>except -</b> (a) making decisions under section 32 with respect to the spending of the levy: (b) adopting a waste management and minimisation plan under section 43: (c) setting fees in accordance with section 46: (d) making grants under section 47: (e) reviewing the waste management and minimisation plan under section 50: (f) making bylaws under section 56: (g) reviewing bylaws under section 58.	

## Sub-Part 2 – Bylaws

### 1. Public Amenities Bylaw 2010 (reviewed 2015)

Delegation	Date Amended
All of its powers under this Bylaw.	

### 2. Waitomo District Dog Control Bylaw 2015

Delegation	Date Amended
All of its powers under this Bylaw <b>except</b> the setting of an application fee under clause 14	

### 3. Public Places Bylaw 2009 (reviewed 2014)

Delegation	Date Amended
All of its powers under this Bylaw <b>except</b> setting of fees under clause 10.1.	

### 4. Public Amenities Bylaw 2010 (reviewed 2015)

Delegation	Date Amended
All of its powers under this Bylaw <b>except</b> the setting of fees under section 1.2.	

### 5. Solid Waste Bylaw 2009 (reviewed 2014)

Delegation	Date Amended
All of its powers under this Bylaw <b>except</b> setting of fees under section 5 and the prohibitions under clause 6.9.1 and 7.3.1	

### 6. Land Transport Bylaw 2015

Delegation	Date Amended
All of its powers under this Bylaw <b>except</b> the powers set out in clauses 6.9.4, 6.10.2, 6.16.1, 6.17.1, 6.18.1, 6.19.1 (listed as 6.17.1 under clause 6.19), 7.7, and 9.1.5, only as they relate to matters being fixed by resolution of Council.	

**7. Trade Waste Bylaw 2006 (amended 2016)**

<b>Delegation</b>	<b>Date Amended</b>
All of its powers under this Bylaw <b>except</b> the setting of charges under Schedule 1E.	

**8. Water Services Bylaw 2015**

<b>Delegation</b>	<b>Date Amended</b>
All of its powers under this Bylaw <b>except</b> the powers set out in clause 6.2.2, 6.2.3, 7.3.1, 12.6.1, 12.8.1, 12.9.7, and 24.1 only as they relate to matters being fixed by resolution of Council.	

**9. Bylaws Generally**

<b>Delegation</b>	<b>Date Amended</b>
Its powers to appoint authorised officers for the purposes of performing duties under any of the Council's bylaws.	
Its powers to institute any enforcement action, including a prosecution for an offence against any of the Council's Bylaws, or bringing injunction proceedings, together with a power to make any decision pertaining to such enforcement or prosecution or injunction proceedings.	
Its powers to take enforcement action against any person who breaches any such injunction and to make any decision on any matter relating to any such action.	
No powers to set fees and charges under any bylaw.	

## Sub-Part 3 – Operational Delegations

### 1. Finance and Insurance

Financial Delegations	Limitations	Date Amended
Authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts, which have been budgeted for in Council's Long Term Plan and/or Annual Plan.	Conditional on: <ul style="list-style-type: none"> <li>▪ The expenditure is for authorised works or services for which provision has been made in Council's approved budget</li> <li>▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement policy and manual) in relation to each transaction</li> <li>▪ With regard to the acquisition and disposal of assets, the transaction being aligned with the 10 Year Plan</li> <li>▪ Financial transactions should not be subdivided to avoid the financial delegation limit or a contestable process</li> <li>▪ A summary report on the exercise of this delegation for procurement shall be submitted to the next available meeting of the Audit and Risk Committee.</li> </ul>	
Transferring budgets - authority to approve budget changes for the transfer of budgets (capital or operational) between or within an Activity.	Requires approval of the Tenders Subcommittee.	
Authority, in conjunction with any one of the Group Managers to authorise and approve any expenditure in an Emergency.	In accordance with Council's Procurement Policy.	
Authority to approve expenditure when a civil defence emergency event occurs, declared or otherwise.	In accordance with section 6.8.8 of the Waikato Region Emergency Management Group – Group Plan 2016-2021.	
To open, to operate and to close the Council's bank accounts	In conjunction with the Group Manager – Corporate Services and Finance Manager.	
Authority to negotiate borrowing.	In accordance with current Council's current Treasury Policy.	
Authority to agree on a 'compromise accommodation' with debtors.		
Authority to accept assets gifted to Council.		
Authority to negotiate the annual plan NZ Transport Agency programme and its funding with Land Transport NZ and submit monthly and annual claims against the accepted Land Transport Programme.		
Authority to invest Council funds in any manner	Subject to compliance with Council's Treasury Policy.	

Financial Delegations	Limitations	Date Amended
Authority to manage debt, interest rates, foreign exchange and cash	Subject to compliance with Council's Treasury Policy.	
Authority to establish procedures to carry out Council's financial policies and any enforcement thereof.		
S 101 Local Government Act 2002 Authority to carry out and undertake all the Council's functions, powers and duties to manage revenue, expenses, assets and liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.	Subject to compliance with Council's financial policies.	
Authority to approve any taxation payments to the Inland Revenue Department and any loan interest payments to lenders, even if such payments are in excess of the normal financial delegation for the position.		
To certify and authorise the payment of progress payments in relation to contracts entered into by the Council, within the limit of the financial delegation to the position.		
To write off unrecoverable debts or in any one case.		
Power to act as a representative of Council and authority to act on behalf of Council with respect to the scope of the Insurance Advisory Group, which is to manage the procurement of insurance for all or any of the local authorities.		
Authority to execute insurance declarations on behalf of Council, subject to the limits of the financial delegation to the position		
Authority to negotiate contracts with Council's insurers and approve claims		

## 2. Contracts

Delegation	Limitations	Date Amended
To sign on Council's behalf contracts or letters of acceptance for the purposes of creating a contract where it has been resolved by the Tenders Subcommittee to accept any tender or quotation or is within the financial delegation to the position.	<ul style="list-style-type: none"> <li>▪ For authorised works for which provision has been made in the approved budget</li> <li>▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council Procurement policy) in relation to each transaction;</li> <li>▪ Subject to within financial delegation to the position or with the authority of the Tenders Subcommittee.</li> <li>▪ A report on the exercise of this delegation for contracts <b>FIVE HUNDRED THOUSAND DOLLARS</b></li> </ul>	

Delegation	Limitations	Date Amended
	<b>(\$500,000)</b> or more shall be submitted to the next available meeting of the Council	
To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.	As above.	
To make any decision, election or determination as Principal in relation to any contract entered in to between the Council and any third party.	As above.	
The power of appointment in respect of the role of "Engineer" under NZS 3910, 3915, 3916 and 3917 Contracts, to appoint a suitably qualified external contractor to act in the role of "Engineer to Contract" in any of those contracts. The appointed "Engineer to Contract" may be permitted to appoint a suitably qualified Council employee or external contractor to act as "Engineer's Representative" to exercise any of the powers invested in the Engineer.		

### 3. Interim Powers

Delegation	Date Amended
<p>In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time:</p> <ul style="list-style-type: none"> <li>▪ in consultation with the General Manager - Infrastructure Services in respect of tenders and contracts with delegated powers up to <b>FIVE HUNDRED THOUSAND DOLLARS (\$500,000)</b> in accordance with an approved budget;</li> <li>▪ in consultation with the General Manager Environmental Services in respect of Liquor Licensing and Regulatory matters;</li> <li>▪ in consultation with the incoming Mayor, as may be appropriate in respect of other matters.</li> </ul> <p>Any decision made is to be reported to the first ordinary meeting of the incoming Council.</p>	
<p>In relation to matters arising during the Christmas recess, from the third week in December until the third week in January, the authority to make decisions (including entering in to any contract or authorising any expenditure) on behalf of the Council, in respect of urgent matters arising at this time, in consultation the Mayor, or if the Mayor is not available the Deputy Mayor with any such decision made to be reported to the first ordinary meeting of the Council in the New Year.</p>	
<p>In relation to matters arising during the Christmas recess, from the third week in December until the end of January, the authority to make decisions and execute documents (including entering into any contract or authorising any expenditure) on behalf of the Council, in respect of urgent matters arising at this time, in consultation with the Mayor, or if the Mayor is not available, the Deputy Mayor with any such decision made to be reported to the first ordinary meeting of the Council in the New Year.</p>	

### 4. Property

<b>Delegation</b>	<b>Date Amended</b>
In respect of interests in land, including reserves vested in Council or for which Council is the administering body, to agree to variations to the price of any property which Council has resolved to purchase or sell provided that such variation does not exceed 10% of the amount determined by independent valuation and is reported to the next available meeting of the Council.	
To negotiate and tender land for lease with third parties for a period not exceeding 10 years.	
To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.	
To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.	
To negotiate rent-free grazing leases on Council land but only if the costs of holding the property exceeds the potential return.	
To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.	
To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.	
To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.	
To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.	
To approve or decline assignment of leases.	
To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.	
To approve or decline a lessee/tenant's request for alterations to Council owned buildings.	
To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.	
To terminate a lease in consultation with the existing lessee/tenant.	
Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.	
To negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.	
To apply for any resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by Council together with the authority to sign land transfer title plans for subdivisions approved by Council.	
Authority to collect revenue and file annual returns with respect to mining licenses.	
Authority to approve the registration of a caveat on land not owned by Council pursuant to Part 8 of the Land Transfer Act 1952.	
To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.	
To apply for a building consent for work to be undertaken on Council property.	

## 5. Executing Documents

<b>Delegations</b>	<b>Limitations</b>	<b>Date Amended</b>
For all deeds to be executed by Council under the Property Law Act 2007, to be signed (and under Council Seal if required) by the Chief Executive.		

Delegations	Limitations	Date Amended
<p>Subject to the delegation above, to sign on behalf of the Council all documents relating to interests in land, including reserves vested in Council or for which Council is the administering body and which include:</p> <ul style="list-style-type: none"> <li>▪ Tenancies, leases and licences up to a 5 year term and renewals of leases where the original grant of lease contained a right of renewal</li> <li>▪ Easements and similar rights</li> <li>▪ Caveats and encumbrances</li> <li>▪ Discharges or partial discharges of mortgages granted by Council</li> <li>▪ Subdivision whether of Council owned property or in connection with resource consents granted by Council</li> <li>▪ Options to purchase (but not the exercise of any option)</li> </ul>	<p>Provided that in each case such documents:</p> <ul style="list-style-type: none"> <li>▪ include terms and provisions customary to such documents;</li> <li>▪ reflect and include specific provisions including price as resolved by Council or a Council committee</li> <li>▪ adequately protect Council.</li> </ul> <p>A report on any document signed under this authority (other than with the authority of a Council) shall be submitted to the next available meeting of the Council.</p>	
<p>To sign agreements to variations to the price of any property which Council has resolved to purchase or sell</p>	<p>Such variation must not exceed 10% of the amount resolved by Council and must be reported to the next available meeting of Council.</p>	
<p>Authority to sign documents on behalf of Council for the removal of limitations on titles as the owner of the land for which the limitation applies or owner of land adjoining.</p>		
<p>Authority and Instruction forms To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time:</p> <p>(a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and</p> <p>(b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct</p>		
<p>Signing of documents other than those relating to contracts or interests in land</p>	<ul style="list-style-type: none"> <li>▪ Documents which have been authorised by Council or a Council committee resolution</li> <li>▪ Documents include terms and provisions customary to such documents</li> <li>▪ Reflect and include specific provisions including price as per the resolution</li> <li>▪ Adequately protect Council</li> </ul>	
<p>To apply the Council Seal on any document which requires the Council Seal and which the Chief Executive is authorised to sign under this delegation</p>	<p>In accordance with Council's Policy on the Use of the Council Seal.</p>	



Delegations	Limitations	Date Amended

## 6. Litigation and claims

Date Amended	Date Amended
To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require a prior resolution of the Council)). If this authority is exercised to take or defend any proceedings of any sort in the High Court, Environment Court, or any appeal court, then a report of such proceedings shall be delivered to Council at the next available Council meeting.	
To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waitomo District Council Bylaw or the Waitomo District Plan.	
Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Mayor and a report of such resolution to be provided to the Council at its next available meeting.	
Authority to take all steps necessary to enforce any Court judgement in favour of the Council.	
Authority to exercise all power available to Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings commenced to recover any outstanding debt shall be reported to Council.	
Authority to manage potential and actual legal claims (including judicial review, injunction and disputes proceedings) and settle claims for amounts up to the excess in relation to Council's insurance cover, including signing any Settlement Agreement.	
In relation to any claims or proceedings, includes all ancillary authority necessary to give effect to the delegation, including authority to: <ul style="list-style-type: none"> <li>▪ Notify Council's insurer</li> <li>▪ Instruct external legal counsel to represent Council</li> <li>▪ Authority to engage professional or technical services in relation to the management of any such claim or proceedings</li> <li>▪ Accept service of documents</li> <li>▪ Defend the claim in any New Zealand Court or Tribunal</li> <li>▪ Deal with any interlocutory matter (including any matters relating to discovery)</li> <li>▪ Give and request any person to give sworn evidence</li> <li>▪ Apply for a witness to be summonsed</li> <li>▪ Appear on behalf of Council at the proceedings</li> <li>▪ Authorise another person to represent the Council at the proceedings</li> <li>▪ Submit the claim to alternate dispute resolution (including mediation and arbitration), including authority to sign any pre-mediation agreement</li> <li>▪ Sign any documents in respect of the above</li> <li>▪ Agree to provision or give security for costs (within the limits of any financial delegation)</li> </ul>	

Date Amended	Date Amended
To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.	

## 7. Media

Delegation	Date Amended
Authority to liaise with the media on all matters relating to the activities managed by the position.	

## 8. HR

Delegation	Date Amended
To assist with the day to day operation of the Council, authority to recruit, employ and discipline staff who report to the position holder, in accordance with Council's Human Resources policies and procedures.	
Authority to authorise and grant annual leave, domestic leave, leave in advance, special leave, and sick leave for staff who report to the position holder in accordance with Council's Human Resources policies and procedures.	
Authority to delegate these powers to staff.	

## 9. General

Delegation	Date Amended

## **Part C – Statutory and Other Delegations to Officers etc**

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The Council delegates to the persons who hold the positions as set out below, the following responsibilities, duties, and powers as set out in the tables in this Part.

Note: Unless otherwise specified, these delegations exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee or other sub-ordinate decision-making body.

These powers may only be sub-delegated if it is expressly provided for in the tables in this Part.

All delegations are made severally unless specified otherwise (i.e. the delegation can be exercised by the officer acting alone).

## Sub-Part 1 – Legislative Delegations

### 1. Local Government (Rating) Act 2002

Delegate's position title	Abbreviation
Group Manager – Corporate Services	GCS
Finance Manager	FM
Rates Officer	RO
Debt Management Officer	DMO

\* Any two of the delegates to act jointly in all cases

Section	Delegation	GCS	FM	RO	DMO
15	To determine a separately used or inhabited part of a rating unit.	✓	✓	✓	✓
20	To determine whether 2 or more rating units are to be treated as 1 rating unit.	✓	✓	✓	✓
27	To keep and maintain the rating information database and to make decisions about the recognition of a rating unit in the rating information database.	✓	✓	✓	✓
27 (s 7-9, 22, Schedules 1 and 2)	To determine the non-rateable status of a rating unit.	✓	✓	✓	
27(4)	To make decisions with respect to determining <ul style="list-style-type: none"> <li>▪ The category to which a rating unit belongs for the general rate:</li> <li>▪ The categories to which the rating unit belongs for a targeted rate:</li> <li>▪ Excess water charges.</li> </ul>	✓	✓	✓	
27(5)	To make decisions with respect to recording separately for different parts of a rating unit (if separate records are necessary because of different rating treatment for each part of a rating unit), any of the matters specified in this section.	✓	✓		
28(2)	To determine whether or not to include the name of any person in the rating information database because it is necessary to identify the rating unit.	✓	✓	✓	
28(3)	To determine the reasonable fee for being supplied with a copy of the particulars from the rating information database.	✓	✓		
28(4)	To give notice as required.	✓	✓	✓	
28C	To remove names from the rating information database.	✓	✓	✓	
29	To determine ratepayer objections to the rating information database.	✓	✓		
32,33	To update the rating information database in accordance with this section.	✓	✓	✓	

Section	Delegation	GCS	FM	RO	DMO
35	To remove names from the rating information database in accordance with this section.	✓	✓	✓	
36	To update the rating information database in accordance with this section.	✓	✓	✓	
37	To keep and maintain the rates records.	✓	✓	✓	
39	To determine objections to the rates record.	✓	✓		
40	To correct an error in the rating information database or the rates records.	✓	✓	✓	
41, 41A	To issue an amended rates assessment if an error is corrected.	✓	✓	✓	
42	To recover additional rates from a ratepayer. To set the interest rate in accordance with this section.	✓	✓	✓	
44-51	To provide for the delivery of rates assessments and rates invoices in accordance with these sections.	✓	✓	✓	
45, 46	To provide for the design (form and content) of rates assessments and invoices.	✓	✓	✓	
54	To not collect rates that are uneconomic to collect. The amount limit is TEN DOLLARS (\$10) per annum.	✓ *	✓ *		
58	To impose penalties not paid by the due date.	✓	✓	✓	
61, 62	To exercise powers for recovery of rates if owner in default.	✓	✓		✓
63	To commence legal proceedings to recover unpaid rates	✓	✓		✓
85	To determine the applicability of remissions for late payment penalties.	✓	✓		
87-90	To determine the applicability of rates postponements. (in line with Policy)	✓	✓	✓	
85-90	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.	✓	✓	✓	
99	To apply to Maori Land Court for charging order.	✓	✓		
108	To apply to apply to Maori Land Court to enforce charging order.	✓	✓		
111	To apply to Maori Land Court for payment of unpaid rates.	✓	✓	✓	
114-115	To remit or postpone rates pursuant to Council rates remission and postponement policy.	✓	✓	✓	
114-115	To carry out any administrative tasks associated with remissions or postponements under these sections, and not otherwise delegated.	✓	✓	✓	
135	To sign documents as correct copies for the purpose of Court or Tribunal proceedings.	✓			

## 2. Resource Management Act 1991

### Delegations made under the authority of sections 34 and 34A of the Resource Management Act as the case may be.

#### Note:

- (1) A local authority may delegate to an employee, or hearings commissioners appointed by the local authority (who may or may not be a member of the local authority), any functions, powers or duties under the Resource Management Act 1991 except the following:
- The approval of a proposed plan under clause 17 of Schedule 1;
  - This power of delegation;
- (2) A local authority may delegate to any person any functions, powers or duties under this Act except the following:
- powers in subsection (1)(a) and (b);
  - The decision of an application for a resource consent;
  - the making of a recommendation on a requirement for a designation.

Delegate's position title	Abbreviation
Chief Executive	CE
General Manager Infrastructure Services	GMIS
General Manager Environmental Services	GMES
Principal Planner	PP
Compliance Administrator	CA
Team Leader Compliance and Monitoring	TLCM
Planner / Senior Planner	PLAN

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
10	Extension of existing use rights	✓	✓	✓				
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	✓	✓	✓				
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	✓	✓	✓				
32	Duty to meet requirements for preparing s 32 reports and evaluations.	✓	✓	✓	✓			
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	✓	✓	✓				
37	Power to extend time periods as provided in this section	✓	✓	✓				
37A	Requirement to consider matters before extending a time limit.	✓	✓	✓	✓			
38	Power to appoint and warrant enforcement officers	✓						

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
39B	Appointment of commissioner to hearings	✓	✓	✓				
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	✓	✓	✓	✓	✓		
42	Power to make directions about hearings to protect sensitive information.	✓	✓	✓				
42A	Powers regarding the preparation, commissioning and provision of reports	✓	✓	✓	✓			
44A	Power to amend plans to address national environmental standards	✓	✓	✓				
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	✓	✓	✓				
86D	Ability to apply to Environment Court for a rule to have legal effect.	✓	✓	✓				
87BA	Power to give notice that an (boundary) activity is a permitted activity	✓	✓	✓				
87BB	Power to determine whether an activity is a permitted activity	✓	✓	✓				
87E 87F 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	✓	✓	✓				
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	✓	✓	✓	✓			
91	Power to determine not to proceed with a resource consent application on certain grounds.	✓	✓	✓	✓			
92 92A	Authority to request further information to be provided, or to commission a report	✓	✓	✓	✓			
95 95A 95B 95C 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	✓	✓	✓	✓			
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	✓	✓	✓				
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	✓	✓	✓	✓			
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	✓	✓	✓				
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	✓	✓	✓				
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	✓	✓	✓				
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	✓	✓	✓				
103	Authority to determine issues concerning two or more consent authorities.	✓	✓	✓	✓			

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
104	Duty to take matters into consideration and to exclude other matters when considering an application	✓	✓	✓	✓			
104A to 104D, 105	Power to determine resource consent applications and impose conditions providing no submissions received in opposition	✓	✓	✓				
106	Power to decline subdivision consent	✓	✓	✓				
108	Power to impose conditions on resource consent.	✓	✓	✓				
108A	Power to impose a bond as one of the conditions.	✓	✓	✓				
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	✓	✓	✓	✓		✓	
110	Power to refund financial contribution to consent holder where consent has lapsed.	✓	✓	✓				
113	Recording reasons for decisions on resource consent applications in writing.	✓	✓	✓	✓			
114	Authority to serve consent applicant and submitters with notice of the decision on an application	✓	✓	✓	✓			
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	✓	✓	✓				
120	Authority to lodge appeal on Council's behalf in Environment Court	✓	✓	✓				
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	✓	✓	✓				
125	Power to grant extension of period after which a consent will lapse	✓	✓	✓				
126	Power to cancel a resource consent by written notice	✓	✓	✓				
127	Power to change or cancel conditions imposed on a resource consent	✓	✓	✓	✓			
128 129	Power to review a resource consent and to give notice of review.	✓	✓	✓	✓			
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	✓	✓	✓				
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	✓	✓	✓	✓			
138	Authority to issue a notice of acceptance of surrender of consent	✓	✓	✓				
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	✓	✓	✓	✓			
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s 149A).	✓	✓	✓				
149E	Power to make a submission on behalf of Council on matter of national importance	✓	✓	✓				
149G	Duty to prepare a report commissioned by the EPA.	✓	✓	✓	✓			
149Q	Authority to receive report from EPA and to make comments on it.	✓	✓	✓	✓			
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	✓	✓					
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	✓	✓					



Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
149ZD	Power to recover costs incurred by the Council from the applicant	✓	✓					
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation.	✓	✓	✓				
168 168A	Duty to receive notice of requirement	✓	✓	✓				
168A	Authority to lodge notice of requirement on behalf of Council	✓	✓	✓				✓
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	✓	✓	✓				
168A	Power to make decision on Council's notice of requirement for a designation providing no submissions received in opposition	✓	✓	✓				
169	Power to request further information in relation to publicly notify notice of requirement for a designation	✓	✓	✓	✓			
169	Power to determine whether to publicly notify notice of requirement for designation	✓	✓	✓				
171	Power to consider and make recommendations on requirements for a designation providing no submissions received in opposition	✓	✓	✓				
173	Power to give notice of requiring authority's decision on designation	✓	✓	✓	✓	✓		
174	Power to appeal to Environment Court against requiring authority's decision on designation	✓	✓					✓
175	Authority to include a designation in district plan	✓	✓	✓				
176	Power to give written consent in relation to land subject to Council designation	✓	✓	✓				✓
176A	Power to request changes and to waive requirement for an outline plan	✓	✓	✓				
181	Power to receive application for alterations to designations	✓	✓	✓	✓	✓		
181	Power to determine applications for alteration of designations providing no submissions received in opposition	✓	✓	✓				
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	✓	✓	✓				
184	Power to extend designation which has not been given effect to	✓	✓	✓				
189	Duty to receive notice of requirement for heritage order	✓	✓	✓	✓			
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	✓	✓	✓				
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	✓	✓	✓				
189A	Power to make decision on Council's notice of requirement for a heritage order	✓	✓	✓				
190	Power to request further information of notice of requirement for heritage order	✓	✓	✓	✓			
190	Power to determine notification of notice of requirement for heritage order	✓	✓	✓				
191	Power to make recommendations on notice of requirement for heritage order	✓	✓	✓				
193	Authority to give written consent in relation to land protected by Council's heritage order	✓	✓	✓				
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	✓	✓					
195A	Power to receive application for alterations to heritage order	✓	✓	✓	✓	✓		

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
195A	Power to determine applications for alteration of heritage order providing no submissions received in opposition	✓	✓	✓				
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	✓	✓	✓				
220	Power to impose conditions on subdivision consents	✓	✓	✓	✓			
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	✓	✓	✓				
221(2)	Authority to issue and sign a consent notice	✓	✓	✓				
221(3)	Authority to vary or cancel a condition specified in a consent notice	✓	✓	✓				
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	✓	✓	✓				
223	Powers related to approval of survey plan as authorised officer	✓	✓	✓				
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer	✓	✓	✓				
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval.	✓	✓	✓				
234	Power to vary or cancel esplanade strips on application	✓	✓	✓				
235	Power to agree on Council's behalf to creation of esplanade strip	✓	✓	✓				
237	Power to approve a survey plan where esplanade reserves or strips are required	✓	✓	✓				
237B	Power to acquire an easement for access strip	✓	✓	✓				
237C	Authority to close access strips and give notice of closure	✓	✓	✓				
237D	Authority to agree to transfer of access strip to Crown or regional council	✓	✓	✓				
237H	Authority to object to compensation valuation determination	✓	✓	✓				
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	✓	✓	✓				
240	Authority to certify survey plans subject to covenants and undertake online registration of certificates as authorised officer	✓	✓	✓				
241	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	✓	✓	✓				
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer	✓	✓	✓				
245	Authority to approve survey plan of reclamation	✓	✓	✓				
269 - 291	Authority to determine and direct Council involvement in Environment Court proceedings	✓	✓					
292	Authority to seek that Environment Court remedy defect in plan	✓	✓					
294	Authority to seek that Environment Court review a decision or rehear proceedings	✓	✓					
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	✓	✓					
311 312	Authority to initiate declaration proceedings and take other necessary steps	✓	✓					

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
314 - 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	✓	✓					
325	Authority to consent to a stay of abatement notice	✓	✓					
325A	Power to cancel abatement notice	✓	✓					
330	Power to take preventative or remedial action in emergency circumstances	✓	✓	✓				✓
331	Power to seek reimbursement of Council's costs for emergency works	✓	✓	✓				✓
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	✓	✓	✓				
338	Authority to commence prosecution for breach of the Act	✓	✓					
357D	Power to consider and determine objections providing there is agreement between the parties.	✓	✓	✓				
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	✓	✓	✓				
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	✓	✓	✓				
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans.	✓	✓	✓				
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	✓	✓	✓				
Sch 1 Cl 6	Authority to make submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	✓	✓	✓				
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	✓	✓	✓				
Sch 1 Cl 8B	Duty to give notice of hearings	✓	✓	✓				
Sch 1 Cl 8C	Authority to determine whether hearing is required	✓	✓	✓				
Sch 1 Cl 8D	Authority to withdraw proposed plan	✓	✓					
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	✓	✓					
Sch 1 Cl 11	Duty to give notice of decisions	✓	✓	✓	✓	✓		
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	✓	✓					
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	✓	✓	✓				
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 20	Duty to give notice of plan becoming operative	✓	✓	✓				
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	✓	✓	✓				
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	✓	✓	✓	✓			

Section	Delegation	CE	GMES	PP	PLAN	CA	TLCM	GMIS
Sch 1 Cl 24	Power to modify plan change request	✓	✓	✓				
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	✓	✓	✓				
Sch 1 Cl 26	Authority to prepare and notify plan change request	✓	✓	✓				
Sch 1 Cl 28	Power to withdraw plan change request	✓	✓	✓				
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	✓	✓	✓	✓	✓		
Sch 1 Cl 29(9)	Power to vary plan change request	✓	✓	✓				
Sch 1 Cl 32	Authority to certify material incorporated by reference	✓	✓	✓				
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	✓	✓	✓				
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	✓	✓	✓				
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	✓	✓					

### Resource Management Act 1991 – Additional staff delegations

Authority is delegated to the following staff pursuant to **section 108 (power to impose conditions on a resource consent)** and **section 223 (powers related to approval of a survey plan as an authorised officer)**:

- General Manager Infrastructure Services

Authority is delegated to the following staff pursuant to **section 330 (power to undertake preventative or remedial action in emergency circumstances)**:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| ▪ Manager Water Services        | ▪ Senior Treatment Plant Operator  |
| ▪ Asset Engineer Water Services | ▪ Treatment Plant Operator         |
| ▪ Asset Engineer Roding         | ▪ Roding Contracts Supervisor      |
| ▪ Manager Local Roads           | ▪ Roding Network Supervisor        |
| ▪ Manager Operations            | ▪ Environmental Monitoring Officer |
| ▪ Water Services Engineer       |                                    |

### 3. Resource Management Commissioners

Delegation	CE	GMES	PP	Date Amended
Authority to make appointments of a commissioner(s) as required.	✓	✓	✓	

### 4. Resource Management Consultants

Authority is delegated to the General Manager Environmental Services to maintain a list of approved consultants to undertake work for Council in relation to Resource Management applications, the list is document number A337292.

Pursuant to s 34A(2) of the Resource Management Act 1991:

The Planning Consultants listed in document number A337292 (with authority delegated to the Chief Executive and General Manager Environmental Services to approve or remove at any time Planning Consultants from the list, and for the list to be updated accordingly), may carry out and undertake the following of Councils functions, powers and duties under the Act:

- (1) The processing of applications made to the Council for resource consent or for the change of cancellation of consent conditions;
- (2) The processing of requirement for designation or heritage orders;
- (3) The processing of the review of consent conditions;
- (4) The issuing of requests for information pursuant to section 92 of the Act;
- (5) The granting of waivers and extensions of time limits pursuant to section 37 of the Act;
- (6) All other matters related to processing resource consents except the granting of a consent;
- (7) Preparing reports and recommendations and presenting and speaking to those reports before Council or Hearings Commissioners.
- (8) Preparing reports and recommendations for plan changes, variations or proposed district plan matters.

In particular planning consultants Kathryn Drew and Andrew McFarlane from Bloxham, Burnett Olliver may carry out and undertake the following of Council's functions, powers and duties under the Act, when acting for Council:

- (1) Authority to sign certificates pursuant to sections 222,223,224C, 224f, 226(1)(e), 234(7), 240(1)(b), 241(4)(b), 243(f)(ii) of the Act;
- (2) Authority to sign covenants or consent notices pursuant to sections 240(3), 240(4) and 221 of the Act; and
- (3) Authority to sign Land Information Memorandums pursuant to s 44A of the Local Government Official Information and Meetings Act 1987.

## **Part D – Statutory and Other Delegations from the Chief Executive to Staff**

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The Chief Executive sub-delegates to the person holding the specified position, as set out in the tables in this Part, the powers, responsibilities and duties, as set out in the tables in this Part of the Delegations Register.

Note: these sub-delegations expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee or other sub-ordinate decision-making body.

All delegations are made severally unless specified otherwise. (i.e, a delegation can be exercised by the officer acting alone).

**Council approved delegations to the Chief Executive pursuant to Council Resolution on 27 March 2018, as set out in Part B, and in accordance with those, I hereby sub-delegate those delegations to staff as set out in the tables which form Part D of this Delegations Register**

Signed Chris Ryan

**Dated this 29<sup>th</sup> day of March 2018**

**INDEX OF STAFF POSITIONS – ABBREVIATION KEY**

<b>Delegate's position title</b>	<b>Abbreviation</b>
All Group Managers	All GMS
Animal Control Officer	ACO
Asset Engineer Roding	AER
Asset Engineer Water Services	AEWS
Asset Manager Roding	AMR
Building Control Officer	BCO
Community Facilities Contracts Officer	CFCO
Compliance Administrator	CA
Communications Officer	COM
Customer Services Officer	CSO
Enforcement Officer	EO
Environmental Health Officer	EHO
Environmental Monitoring Officer	EMO
Executive Assistant (to Chief Executive)	EA
Executive Assistant (infrastructure Services)	EAIS
Finance Manager	FM
General Manager Infrastructure Services	GMIS
Group Manager Corporate Services	GCS
Group Manager Community Services	GCOM
General Manager Environmental Services	GMES
Health And Safety Facilitator	HSF
Infrastructure Manager - Property	IM
Infrastructure Services Officer	ISO
Information Services Manager	ISM
Legal Counsel	LC
Local Civil Defence Controller	LCDC
Manager Customer Services	MCS
Manager Water Services	MWS
Manager Local Roads	MLR
Manager Operational Services	MOS
Planner	PLAN
Principal Planner	PP
Pound Officer	PO
Rates Officer	RAO
Records and Information Manager	RIM
Records Officer	RecO
Roding Contracts Supervisor	RCS
Roding Network Supervisor	RNS
Senior Accountant	SA
Team Leader Building Services	TLBS
Team Leader Compliance and Monitoring	TLCM
Team Leader Community Infrastructure	TLCI
Water Services Engineer	WSE

## Sub-Part 1 – Legislative

### 1. Amusement Devices Regulation 1978

Reg	Delegation	GMES	TLBC	BCO	IM
11	To grant amusement device permits	✓	✓	✓	
23	All powers of entry onto property, inspection of machinery, and access to and examination and copying of documents necessary to exercise powers and functions delegated under this Act or these regulations.	✓	✓	✓	✓

### 2. Animal Welfare Act 1999

Delegation	GMES	TLCM	ACO	PO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

### 3. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	GMIS
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

### 4. Biosecurity Act 1993 and any regulations made under that Act

Delegation	GMIS	IM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓



## 5. Births, Deaths, Marriages, and Relationships Registration Act 1995

Delegation	GMIS
The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	✓

## 6. Building Act 2004

Section	Delegation	GMES	TLBS	BCO	EHO	TLCM
31	To provide a copy of a PIM to the owner of the property	✓	✓	✓		
33	Authority to determine information required for an application for a project information memorandum (PIM).	✓	✓	✓		
34	Authority to issue a PIM.	✓	✓	✓		
35	Authority to determine the content of a PIM in accordance with this section	✓	✓	✓		
36	Authority to attach and issue a development contribution notice (where a Development Contribution Policy is in place)	✓	✓			
37	Authority to attach and issue certificates requiring resource consent	✓	✓	✓		
38	Provide a PIM to a network utility operator or statutory authority.	✓	✓	✓		
39	Advise Heritage New Zealand Pouhere Taonga of applications for PIMS, building consents etc.	✓	✓	✓		
45	The authority to determine plans, specifications and other information required in an application for a building consent	✓	✓	✓		
46	Provide copies of applications to the Fire Service Commission as required.	✓	✓	✓		
48	To grant or refuse an application within the time limits specified, and the power to require further information.	✓	✓	✓		
49	The authority to grant a building consent if satisfied provisions of the building code would be met.	✓	✓	✓		
50	The authority to give notice and reasons of a refusal to grant a building consent.	✓	✓	✓		
52	The authority to extend the time permitted to activate a building consent	✓	✓	✓		
54	The authority to advise applicants the amount of levy for which they are liable	✓	✓	✓		
58 and 59	To make payments and certify in respect of levies to the Department of Building and Housing (DBH).	✓	✓			
62	The power to recover unpaid levies from applicants	✓	✓			
64	To keep in safe custody all records and Building Consents issued	✓	✓			
67	Power to grant a consent subject to the waiver or modification of the building code.	✓	✓	✓		
67A	Power to grant waivers or modifications in relation to means of restricting access to residential pools	✓	✓			
68	To notify the Chief Executive (of the Ministry of Business, Innovation and Employment) if a consent is granted subject to waiver or modification of the building code.	✓	✓	✓		
70	To refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	✓	✓	✓		
71	Authority to refuse any building consent in relation to land with natural hazards.	✓	✓	✓		
72	Authority to grant any building consent in certain situations involving natural hazards.	✓	✓	✓		

Section	Delegation	GMES	TLBS	BCO	EHO	TLCM
73	Carry out the notification obligations for building consent where it is issued under section 72.	✓	✓			
74	Carry out the further notification obligations under subsection (4).	✓	✓			
75 and 77	Issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions.	✓	✓	✓		
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	✓	✓			
90	The power to carry out inspections as specified in section 90 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of this section.	✓	✓	✓	✓	
222	The power to carry out inspections as specified in section 222 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of this section.	✓	✓	✓	✓	✓
93	The authority to determine whether to issue a code compliance certificate within a certain time.	✓	✓	✓		
94	The authority to issue a code compliance certificate if satisfied of certain matters.	✓	✓	✓		
95A	Give applicant written notice where refusing to issue code compliance certificate.	✓	✓	✓		
96	Power to issue a certificate of acceptance	✓	✓	✓		
97	Power to determine other information required for an application for a certificate of acceptance	✓	✓	✓		
98	Determine whether to issue certificate of acceptance and whether to require further reasonable information	✓	✓	✓		
99	Authority to issue a certificate of acceptance in relation to part of a building work	✓	✓	✓		
99A	Give applicant written notice where refusing to issue certificate of acceptance	✓	✓	✓		
102	Authority to issue a compliance schedule.	✓	✓	✓		
106, 107 and 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections.	✓	✓	✓		
111	Authorise any agents of the Council to carry out inspections under this section.	✓	✓			
112	Authority to grant building consent for the alteration of an existing building etc if satisfied of certain matters.	✓	✓	✓		
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	✓	✓	✓		
115	Authority to determine the change of use of buildings, and give the necessary written notice.	✓	✓	✓		
116	Authority to consent to an extension of life of a building, and give the necessary written consent.	✓	✓	✓		
116A	Authority to make a determination in respect of code compliance under this section.	✓	✓			
124	Authority to determine that a building is dangerous, affected or insanitary, and take any of the specified actions	✓	✓	✓	✓	
126	Give notice to the owner of a building and apply to the District Court for an order.	✓	✓			
164	Authority to issue notices to fix.	✓	✓	✓		
167	Confirm or not that a notice has been complied with and if refused give reasons and issue further notice.	✓	✓	✓		
177, 180	Authority to make and withdraw an application for determination.	✓	✓			
215	Apply for and gain accreditation, and apply for and be registered as a building consent authority.	✓	✓			
216	Keep all records relevant to the administration of the Building Act 2004.	✓	✓			
217	Provide access to information held under section 216 to the public	✓	✓			

Section	Delegation	GMES	TLBS	BCO	EHO	TLCM
218	Provide information to the Chief Executive of the Ministry of Business, Innovation and Employment.	✓	✓			
219(1)(b) and (2)	Authority collect the levy under S53 and to refuse service where the fees or charges are not paid.	✓	✓			
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	✓				
221	To exercise the powers to recover costs under this section	✓				
222	Authority to carry out inspections and to enter premises	✓	✓	✓		
363A	The power to issue certificates of public use, and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant.	✓	✓	✓		
371A 372	Authority to carry out all of the functions, powers and duties of an Enforcement Officer and the issue of infringement notices under Section 372 of the Act.	✓	✓	✓		
377, 378 and 379	Authority to file a charging document for an offence against the Building Act 2004.	✓				
381	Apply for an injunction.	✓				

## 7. Building Research Levy Act 1969

Delegation	GME	TLBS	BCO
If the Council has been appointed an agent under section 9, receiving any levies payable.	✓	✓	✓

## 8. Burial and Cremation Act 1964 and any regulations made under that Act including (without limitation) the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Delegation	GMIS	IM	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓	✓

### 9. Camping-Grounds Regulations 1985

Reg	Delegation	GMES	TLBS	BCO	TLCM	EHO
3	To refuse to grant a certificate of registration, and to refuse to permit the use of an existing camp-ground for a relocatable home park.	✓	✓	✓	✓	✓
4	To require copies of camp plan to be lodge with the Council.	✓	✓		✓	✓
5	To determine if sites satisfactorily marked.	✓	✓	✓	✓	✓
6(3)	To give permission in writing to buildings or structures.	✓	✓	✓		
8	To determine whether lighting is satisfactory.	✓	✓	✓		
9	To determine whether the camping-ground meets the required standards of sanitation and safety.	✓	✓	✓		✓
10	To request to examine records.	✓	✓		✓	✓
11	To give written consent to a relocatable home on a relocatable home park.	✓	✓	✓		
12	To determine if a satisfactory standard of all-weather access is being provided and maintained.	✓	✓	✓		
14	To grant certificates of exemption under this regulation.	✓	✓			
Schedule	To determine if a camping-ground meets the required standards and to determine acceptable standards for those matters that the Schedule leaves to the discretion of the Council.	✓	✓			

### 10. Civil Defence Emergency Management Act 2002

Delegation	LCDC
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓

### 11. Criminal Procedure Act 2011 and regulations

Delegation	All GMS
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓

**12. Dog Control Act 1996**

Section	Delegation	GMES	TLCM	ACO	CA	CSO
21	To classify probationary owners.	✓				
23A	To require a probationary owner to undertake a dog owner education programme or dog obedience course.	✓				
25	To disqualify owners.	✓				
28(6)	To extend a period of disqualification.	✓				
31	To classify any dog as a dangerous dog.	✓				
32(1)(f)	To consent to the disposal of a dangerous dog.	✓				
32(5)(b)	To authorise the release of a dog from custody.	✓	✓			
33A and 33C	To classify any dog as a menacing dog.	✓				
33E(1)	To require the production of a certificate.	✓	✓	✓		
33E(5)	To exempt any menacing dog from the muzzling requirements in any specified circumstances.	✓				
33EB(2)	To require the production of a certificate.	✓	✓	✓		
33ED	To classify a dog as a dangerous dog or menacing dog.	✓				
35 and 35A	To provide register information and make any necessary determinations under these sections.	✓	✓	✓		
36A(3)(a)	To issue instructions under this section.	✓	✓			
39	To remit, reduce or refund dog control fees or part of those fees in accordance with this section.	✓				
40	To require written statements and the production of certificates under this section.	✓	✓	✓		
46	To issue replacement labels or discs.	✓	✓	✓	✓	✓
66	To authorise any person other than a dog control officer to issue an infringement notice under this section.	✓				
66	To commence proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued and to make any decision in any matter relating to such proceedings.	✓				
69 and 70(7)	To sell, destroy or dispose of any dog.	✓	✓	✓		
71 and 71A	To exercise the Council's powers under these sections.	✓				
General	To institute any prosecution for an offence under the Act or under any bylaw made by the Council under the Act and to make any decision in any matter relating to any such prosecution.	✓				
General	To apply for an injunction preventing a person from committing a breach of any bylaw made by the Council under section 20 of the Act and to make any decision in any matter relating to such an application.	✓				
General	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓				

**13.**

**14. Electricity Act 1992**

Delegation	GMIS	GCS	IM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

**15. Fencing Act 1978**

Delegation	GMIS	IM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive with respect to the extension, location, relocation of fences on road.	✓	✓

**16. The Food Hygiene Regulations 1974**

Delegation	GMES	EHO
All of the responsibilities, duties, and powers under these regulations that have been delegated to the Chief Executive.	✓	✓

**17. Food Act 2014**

Delegation	GME	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓
Issue and sign any certificates or other documents issued by the Territorial Authority, or any applications made by the territorial authority under this Act.	✓	✓

**18. Freedom Camping Act 2011**

Section	Delegation	GMIS	GMES	IM
39	To decide whether or not to return seized and impounded property.	✓	✓	✓
40	To dispose of seized and impounded property.	✓	✓	✓

**19. Gambling Act 2003**

Delegation	GMES
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

**20. Gas Act 1992**

Delegation	GCS	GMIS
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

**21. Government Roading Powers Act 1989**

Delegation	GMIS	MLR
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive, including powers to enter in to agreements with NZTA .	✓	✓

**22. Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act**

Delegation	GMES	TLBS	TLCM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

**23. Health Act 1956**

Section	Delegation	GME S	EHO
33	To exercise the powers under this section.	✓	✓
34	To abate nuisance without notice.	✓	✓
41	All the powers of the Council in respect of cleansing orders.	✓	✓

Section	Delegation	GME S	EHO
42	To be an authorised officer and to issue repair notices and closing orders.	✓	
45	To cancel a closing order.	✓	
54	To grant consent to the operation of an offensive trade and impose conditions.	✓	✓
58	To grant consent to the establishment of stockyards and impose conditions.	✓	✓
64	Authority to administer and enforce any Bylaw made pursuant to the Act 1956.	✓	✓
81	To determine if the cleansing or disinfection of premises and / or articles is necessary. Power to authorise an environmental health officer to enter premises and carry out the cleaning and disinfection.	✓	✓
128	To determine who may enter and inspect any dwelling house, building, land, ship or other premises under this section.  Note Environmental Health Officers are authorised to enter and inspect any dwelling house, building, land, ship or other premises under this section.	✓	✓
General	To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.	✓	

#### 24. Health Act 1956 – Part 2A – Drinking Water

Section	Delegation	GMIS	MOS	MWS
69K, 69L, 69M	To apply for registration as a drinking water supplier, water carrier, and to provide information about any associated changes as required under section 69M.	✓	✓	✓
69S	To take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied, and to make decisions about when to restrict or interrupt the provision of drinking water to any point of supply under section 69S.	✓	✓	✓
69T	To determine if the Council's ability to maintain an adequate supply of drinking water is or may be at imminent risk for any reason, and to take steps as referred to in section 69T.	✓	✓	✓
69U	To take reasonable steps to contribute to the protection of a drinking water source.	✓	✓	✓
69V	To take all practicable steps to comply with drinking water standards.	✓	✓	✓
69W	To take reasonable steps to supply wholesome drinking water.	✓	✓	✓
69X	To check water quality before connecting to a new water source.	✓	✓	✓
69Y	To monitor drinking water to ensure compliance with drinking water standards and assess public health risk.	✓	✓	✓
69ZA-69ZS	To prepare and implement a water safety plan in relation to drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, and to take remedial action if standards breached.	✓		✓
69ZZP	To make assessments and warn users of self-supplied building water supplies about contamination.	✓	✓	✓
69ZZZ	As a network supplier to take actions with respect to backflow prevention.	✓	✓	✓



**25. Health (Burial) Regulations 1946**

Reg	Delegation	GMIS	EHO
16	To sign the certificates of registration.	✓	
19	To grant registration of additional or substituted places of funeral directors.	✓	✓

**26. Health (Hairdressers) Regulations 1980**

Reg	Delegation	GME S	EHO
3	To grant certificates of registration.	✓	✓
4	To grant certificates of exemption.	✓	

**27. Health (Registration of Premises) Regulations 1966**

Reg	Delegation	GMES	EHO	CA
4	To require all such particulars in any application for registration.	✓	✓	✓
5	To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.	✓	✓	
8	To keep records of all registered premises, and provide for inspection of these records.	✓	✓	✓
9	To serve notices, and to determine to cancel registration of a premises.	✓	✓	

**28. Health and Safety at Work Act 2015**

Delegation	GCOM	HSF
Authority to act, in accordance with the direction of the Chief Executive, on behalf of Council in all matters relating to the employment of staff and to assume responsibility for ensuring the obligations of Council as an employer comply with the provisions of the Act	✓	
Authority to assume accountability for ensuring the obligations of Council as an employer comply with the provisions laid down in the Health and Safety Management Plan	✓	✓
Authority to provide on behalf of Council, reasonable opportunities for its employees to participate effectively in ongoing processes for improvement of health and safety in the employees places of work	✓	✓
Authority to make recommendations to Council regarding the health and safety in a place of work which are proposed by the Health and Safety Committee.	✓	✓



**34. Land Transport Act 1998 and any rules made under this Act**

Section	Delegation	GMIS	GMES	MLR	TLCM	AER	RCS	RNS	AMR	IM
General	Authority to carry out the functions, powers and duties of a Parking Warden.	✓	✓	✓	✓	✓	✓	✓	✓	✓
General	To take enforcement action (including any prosecution) under this Act, and these rules and regulations.	✓	✓							
General	All of the responsibilities, duties, and powers under this Act, and these rules and regulations, that have been delegated to the Chief Executive.	✓		✓						
General	To exercise the Council's powers as a road controlling authority in relation to the Land Transport Rule: Traffic Control Devices 2004 and the Traffic Control Devices Manual (including without limitation Part 8 of the Manual which is the Code of Practice for Temporary Traffic Management), the placement of regulatory signs and markings to control traffic.	✓		✓		✓	✓	✓	✓	

**35. Land Transport Management Act 2003**

Delegation	GMIS	MLR	AMR
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

**36. Land Transport Rule: Setting of Speed Limits 2003**

Section	Delegation	GMIS	MLR	AER	RCS	RNS	AMR
5	All of the Council's powers under this section in relation to the setting of temporary speed limits.	✓	✓	✓	✓	✓	✓

**37. Land Transport Rule: Vehicle Dimensions and Mass 2002**

Section	Delegation	GMIS	MLR	AER	RCS	AMR
5	To issue permits to the operator of a heavy motor vehicle.	✓	✓	✓	✓	✓



## 40. Local Government Act 2002

Section	Delegation	GMIS	GMES	GCS	GCOM	IM	MOS	MWS	MLR	AER	AEWS	AMR	PP	EHO	TLCM	EMO	EO	WSE	RCS	RNS
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against this Act. To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓	✓																	
163	To exercise the Council's powers to remove or alter a work or thing that is, or has been, constructed in breach of a bylaw; and to recover the costs of removal or alteration from the person who committed the breach.	✓	✓			✓	✓	✓	✓			✓	✓		✓	✓				
167	To determine whether or not to return seized and impounded property.	✓	✓																	
168	To dispose of seized property in accordance with this section.	✓	✓	✓																
171	To exercise the power of entry and give the required notice.	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
173	To exercise a power of entry.	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
181(1) and (2)	To determine the construction of works on or under private land or under a building on private land are necessary for— (a) the supply by territorial authorities of water by means of reticulated systems; (b) the supply of water through water races; (c) trade wastes disposal; (d) land drainage and rivers clearance. To determine the construction of works on or under private land or under a building on private land are necessary for sewage and stormwater drainage. The power to construct such works.	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓		
181(3)	To request and obtain the prior written consent from the owner of the land to the construction of the work or give the notice and deposit the description and plan of the works for public inspection as required by Schedule 12 (but not to conduct the hearing).	✓	✓		✓		✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓



**41. Local Government Official Information and Meetings Act 1987**

Section	Delegation	All staff	All GMS	All managers	GMES	EA	PP
11	To give reasonable assistance to those persons requesting information.	✓					
12	To transfer requests and attend to subsequent notification.		✓			✓	
13	To make decisions on requests and to determine whether or not to charge for information.		✓	✓			
14	To provide for extensions of time to provide official information and to attend to subsequent notification.		✓	✓		✓	
15	To determine the manner of presenting information and to attend to subsequent notification.		✓	✓			
16	To determine deletions (redactions) from documents and attend to subsequent notification.		✓	✓			
17, 17A, 17B, 18	To determine whether or not to refuse a request for information, and providing reason(s) for refusal.		✓	✓			
21	To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.		✓	✓			
22	To provide a written statement under this section.		✓	✓		✓	
24	To take precautions regarding access to personal information.		✓	✓		✓	
25	To deal with requests for corrections.		✓	✓		✓	
26	To refuse to supply personal information.		✓	✓		✓	
44A	To make decisions on information to be included in Land Information Memoranda and issuing Land Information Memoranda.				✓		✓
46	To provide for the public notification of meetings.					✓	
46A, 49, 51	To provide for the availability of agendas, reports and minutes.					✓	
51A	To provide for the public notification of resolution at emergency meeting.		✓			✓	

**42. New Zealand Library Association Act 1939**

Delegation	GCOM	MCS
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓

**43. Plumbers, Gasfitters and Drainlayers Act 2006**

Section	Delegation	GMIS	TLBS
15, 16	To consult with the Minister in relation to certain sanitary plumbing exemptions.	✓	✓

**44. Postal Services Act 1998**

Section	Delegation	GMIS	MLR	AER	AMR
40	To impose prescribe conditions in relation to the erection of public letterboxes.	✓	✓	✓	✓

**45. Privacy Act 1993**

Part	Delegation	All GMIS	LC	EA
Part 5	All of the responsibilities, duties, and powers that have been delegated to the Chief Executive.	✓	✓	✓

**46. Property Law Act 2007**

Delegation	GMIS	IM	ISO
All of the responsibilities, duties and powers that have been delegated to the Chief Executive	✓	✓	✓

**47. Public Records Act 2005**

Section	Delegation	GCS	LC	RIM	RecO
17	To provide for the creation and maintenance of local authority records.	✓	✓	✓	✓
40	To comply with the requirements in relation to protected records.	✓	✓	✓	✓
45, 46	To classify the access status of the Council's local authority records.	✓	✓	✓	✓
47	To provide for the public inspection of open access records.	✓	✓	✓	✓



## 48. Public Works Act 1981

Section	Delegation	GMIS	GMES	IM	MWS	MLR	MOS	ISO
4(6)(b)(ii)	Power to sign notices	✓						
17(1)	Power to enter into an agreement to purchase land for any public work for which the Council is responsible [ <b><i>provided that the purchase price is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a Council resolution or resolution of one of its appropriately authorised subordinate decision-making bodies</i></b> ]	✓						
18(1)	Power to serve notice of Council's desire to acquire land and to invite owner of land to sell and to lodge a notice with the District Land Registrar (LINZ)	✓						
18(1)(d)	Authority to negotiate with the owner in an attempt to reach an agreement for the acquisition of land.	✓		✓				
18(2)	Power to proceed to take land for a public work [ <b><i>provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken</i></b> ]	✓						
18(3) and (4)	Power to withdraw a notice under subsection 18(1) and responsibility to ensure the District Land Registrar (LINZ) is given notice of the withdrawal	✓						
18(5) and 17(4)	Power to apply to the Maori Land Court for an order under the provisions of Part 10 of Te Ture Whenua Maori Act 1993	✓						
18(7)	Power to proceed to take land if any of the circumstances specified in subsection 18(7) apply [ <b><i>provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken</i></b> ]	✓						
20	Authority to apply to the Minister for a declaration	✓						
21	Power to purchase and/or improve land for granting as compensation [ <b><i>provided that the purchase price and costs of the improvements are within the limits of the Delegate's financial authority</i></b> ]	✓						
23(1)	Power to give notice in accordance with section 23 of Council's intention to take land (including, without limitation, to cause a survey plan to be prepared and lodged with the Chief Surveyor and a copy of the notice to be lodged with the District Land Registrar) [ <b><i>provided that a prior resolution has been passed by Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the land be taken.</i></b> ]	✓						
23(8)	Power to withdraw a section 23 notice and to lodge notice of such withdrawal with the District Land Registrar (LINZ)	✓						
24(6)	Power to represent the Council at an Environment Court hearing into an objection	✓						
25	Power to agree to an Environment Court judge conducting an inquiry alone	✓						
27	Power to give notice on Council's behalf of its intention to take or acquire natural material on land for public work [ <b><i>provided that a prior resolution having been passed by full Council or one of Council's appropriately authorised subordinate decision-making bodies approving that the material be taken</i></b> ]	✓						

Section	Delegation	GMIS	GMES	IM	MWS	MLR	MOS	ISO
28	Power to acquire or take and hold the land acquired for a public work subject to any particular estate, interest, easement, profit à prendre, covenant, or encumbrance, and to acquire or to take and hold any such estate or interest separately	✓						
31	Power to acquire surface, subsoil, or air space separately, including subsoil that has not already been acquired, if required at a later date	✓						
34(3)	Power to subdivide, develop, provide access to, set apart, or dispose of any severed land taken under this section	✓	✓					
40	Power to dispose of land no longer required for public work in accordance with this section [ <b><i>provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies. If the land is to be sold at less than the current market value, prior approval must be obtained from the Chief Executive.</i></b> ]	✓		✓				
41(e)	Power to apply to the Maori Land Court for disposal of former Maori land when no longer required [ <b><i>provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies</i></b> ]	✓						
42	Power to dispose of land no longer required for public work in accordance with section 42 (where either offer to sell under section 40(2) has not been accepted or whether section 40(2) and 40(4) do not apply) and to give notice of sale, auction or invitation for tenders [ <b><i>provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies</i></b> ]	✓	✓					
43	Power to sell land on deferred payments [ <b><i>provided that the disposal is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies</i></b> ]	✓						
45(1) and 49	Power to grant a lease or tenancy or licence to occupy land held for public work (including airspace and/or subsoil).	✓		✓				
45(6)	Power to accept the surrender of any lease, tenancy or licence to occupy that was granted under section 45.	✓		✓				
47	Power to apply to Registrar of Land to issue a certificate of title for land held for public work	✓	✓					
48 and 49	Power to grant easement over land held for public work (including airspace and/or subsoil) (including to impose conditions and set rental amount, if any).	✓	✓					

Section	Delegation	GMIS	GMES	IM	MWS	MLR	MOS	ISO
50	Power to agree the provisions of a sale and purchase agreement for the transfer to Council of an existing public work [ <i>provided that the agreement is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies.</i> ]  Power to agree the provisions of a sale and purchase agreement for the transfer from Council to the Crown or another local authority of an existing public work [ <i>provided that the agreement is within the limits of the Delegate's financial authority and the purchase is in accordance with the Council's Long-term Plan or a prior resolution of Council or one of Council's appropriately authorised subordinate decision-making bodies.</i> ]	✓						
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	✓	✓					
63	Power to pay compensation for injurious affection where no land taken [ <i>provided the amount of the compensation is within the limits of the Delegate's financial authority</i> ]	✓						
65	Power to assess and /or pay compensation for land for which no general demand exists	✓						
70(1)	Power to offer compensation for estate or interest in land taken	✓						
71(6)	Power to request further information if the owner or occupier of any land wishes to do anything on or under the land which may cause the amount of compensation payable to him to be reduced	✓						
71(7)	Power to decline the application from the owner or occupier	✓						
73(4) and 74(4)	Power to consent as notifying authority to registration of a dealing	✓	✓					
75	Power to pay compensation to tenants of residential and business premises	✓						
76	Power to refund expenses where acquisition of land abandoned [ <i>provided that the refund is within the limits of the Delegate's financial authority</i> ]	✓						
79	Power to take proceedings to determine compensation if person entitled fails to make claim	✓						
81	Power to apply to District Court for an order authorising the Public Trust to represent infants, absentee owners, etc	✓						
84	Power to file claims in District Court requiring claim to be heard by Tribunal	✓						
96	Power to pay compensation to Public Trust when title doubtful	✓						
99(2)	Power to pay the mortgagor the full amount of any compensation where the compensation does not exceed \$250, without incurring any liability to the mortgagee	✓						
100(3)	Power to pay the owner of land the full amount of any compensation where the compensation does not exceed \$250, without incurring any liability to the holder of any rent charge	✓						
103	Power to grant easements in lieu of compensation	✓						
105	Power to grant land as compensation where equivalent land not readily available	✓						

Section	Delegation	GMIS	GMES	IM	MWS	MLR	MOS	ISO
107(1)	Power to enter into an agreement with a person entitled to land under section 105 or 106 for the repayment of any money agreed to be due by way of equality of exchange	✓						
107(2)	Power to apply to the Land Valuation Tribunal to fix the value of land that is subject to exchange	✓						
107(5)	Power to consent to registration of dealing while a charge under section 107(4) is registered against land	✓						
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	✓						
107A	Power to grant lease or licence as compensation to lessee or licensee of land taken	✓						
107(9C)	Responsibility to consult with District Land Registrar as to practicability of amalgamating land	✓		✓				
110 and 111	Power to authorise entry and give notice to the owner and occupier; power to sign evidence of authorisation on behalf of Council for a person to enter onto private land for the purposes specified in subsection 110(1) or 111(1).	✓						
114	Power to give written consent for land to be declared road	✓						
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	✓	✓					
133(2) and 134	Power to sign a notice requiring the removal of trees, hedges etc that obscure visibility or interfere with a public work and authorise service	✓						
133(5)	Authority to represent Council at a hearing commenced under subsection 133(3)	✓						
133(7), (8) and (9)	Power to authorise Council's employees or agents to enter on the land to carry out the required work in the circumstances specified in subsection 133(7) and recover Council's costs	✓						
135	Power to authorise Council's employees or agents to enter on the land and carry out emergency work on trees etc and to recover Council's costs	✓						
191	Power to apply the land to any authorised secondary use or to grant licences, permits, and privileges in respect of any authorised secondary use of the land to any persons upon or subject to such terms and conditions as the Delegate thinks fit, for any period, with or without a right of renewal	✓						
233	Power to give notice on Council's behalf before entry onto private land	✓	✓	✓	✓	✓	✓	✓
234	Power to enter onto land where there is an imminent danger to life or property or a likelihood of serious interference with or damage to any public work and to do such work as is necessary and sufficient to remove the danger or cause the likelihood of serious interference in accordance with section 234. <b>[A person is delegated this power when they are issued with a warrant of appointment by the Chief Executive that specifies the section 234 power of entry.]</b>	✓		✓	✓	✓	✓	✓
237	Power to sign on Council's behalf approval for excavations near public works	✓						
239	Power to remove or cause to be removed any property that has been abandoned on public works land.	✓		✓	✓	✓	✓	✓

**49. Racing Act 2003**

Delegation	GME S
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

**50. Rates Rebate Act 1973**

Section	Delegation	GCS	FM
5-8	To consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7, and apply the rebate/refund if granted.	✓	✓
9	To apply to Secretary for Local Government for refund of rebates granted.	✓	✓
10(1)	To authorise the recovery of all or part of a rates rebate or rates refund as a rate payable in respect of the rating unit.	✓	
11A	To seek advice from the Secretary of Local Government.	✓	
13	To take any declarations required for the purposes of this Act.	✓	

**51. Rating Valuations Act 1998**

Section	Delegation	GCS	FM	RO	COM
8	To appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council.	✓	✓		
9	To undertake general revaluation in accordance with this section.	✓	✓		
10	To provide specified information to the Valuer-General.	✓	✓		
12	To give public notice in accordance with section 12 and provide for public inspection of the district valuation roll.	✓	✓		
13	To give notice of general revaluation in accordance with this section.	✓	✓		✓
14-17	To exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation.	✓	✓		
34(4)	To decide to alter the valuation or to decline to alter the valuation.	✓			
34(5)	To alter the valuation roll.	✓	✓	✓	
35	To give notice as required by this section.	✓	✓		✓
36	To file on Council's behalf for an objection to be heard by the Land Valuation Tribunal and arrange for service to the required parties.	✓			
38(3)	To authorise a person who provides or has provided valuation services to the Council (or an officer or employee of such person) to represent Council in proceedings before the Land Valuation Tribunal.	✓			
39	To alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal.	✓	✓	✓	

Section	Delegation	GCS	FM	RO	COM
41	To provide certified copies of entries in the district valuation roll.	✓	✓	✓	
42	To keep and maintain information and documents, and provide to Valuer-General when required.	✓	✓	✓	
43	To enter into agreement with the regional council as to the regional council's annual share of costs.	✓			
45	To provide written authorisation to persons for entry onto private property to carry out valuations.	✓			

## 52. Rating Valuations Regulations 1998

Section	Delegation	GCS	FM	RTL
6	To extend the due date for lodging an objection.	✓	✓	
8	To notify the objector of the further information needed if the objection is to proceed.	✓	✓	
10	To refuse to consider late or incomplete objections.	✓	✓	
12	To issue and endorse as accurate a certified copy of an entry in the district valuation roll.	✓	✓	

## 53. Reserves Act 1977

Section	Delegation	GMIS	GMES	GCS	IM	ISO
6(3)	Power to revoke, issue or amend a Gazette notice.	✓	✓			
14(4)	Power to Gazette resolution to declare vested land to be a reserve.	✓	✓			
15(3)	Power to do all things necessary to affect any exchange of reserve for land.	✓	✓		✓	
23(3)	Power to prohibit access to the whole or any specified part of a local purpose reserve.	✓				
24A(2)	Duty to notify all those affected by such a change and to consider objections properly lodged as soon as practicable.	✓	✓		✓	
42(1)	Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature or scientific reserve and to determine terms and conditions.	✓			✓	
42(2)	Power to authorise the cutting or destruction of trees and bushes on any recreation reserve, or Government purpose reserve, or local purpose reserve, subject to being satisfied that certain conditions apply.	✓			✓	
44(1) and (2)	Power to grant consent to any person to use a reserve for purposes of accommodation or to remain on a reserve.	✓			✓	
45	Power to give or decline prior approval to erect shelters, huts, cabins, lodgings etc on any recreation or scenic reserve where such use is contemplated or provided for in approved management plan for the reserve.	✓				
47(2)	Duty to give public notice and call for objections to set aside all/part of a reserve as a wilderness area.	✓			✓	

Section	Delegation	GMIS	GMES	GCS	IM	ISO
48(1)	Power to grant rights of way and other easements over reserves where contemplated in an approved management plan or where already existing and the use will be the same or similar in character, intensity and scale.	✓	✓			
49	Power to grant or decline the right to take exotica flora and exotica fauna not protected under the Wildlife Act 1953, or rock mineral or soil from a reserve for scientific or educational purposes.	✓	✓		✓	
50(1)	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna in the case of any recreation, Government purpose, or local purpose reserve. Power to authorise or decline to authorise the taking and killing of any non-protected exotic fauna using firearms, traps, nets or other like objects in any scenic or historic reserve.	✓				
51(1)	Power to authorise or decline to authorise the introduction of indigenous flora or fauna or exotic flora but only if provided for or contemplated in an approved management plan.	✓				
53	Powers (other than leasing) in respect of recreation reserves.	✓	✓		✓	✓
55	Power to do such things (other than leasing) in respect of scenic reserves.	✓	✓		✓	✓
57(7)	Power to in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
57(9)(c)	Power to, do such other things as may be considered necessary for the proper and beneficial management, administration, and control of the nature reserve and for the protection, preservation, and well-being of the indigenous flora and fauna and other features in the reserve.	✓	✓		✓	✓
58(d)	Power to do such other things as may be considered necessary or desirable for the proper and beneficial management, administration, and control of the historic reserve, conditional on the Minister's consent.	✓			✓	✓
58A(1) and (2)	Power to grant leases or licences of historic reserves, and to give notice, but only where the activity is provided for or contemplated in an approved management plan for the reserve or activity and the effects of the use will be the same or similar. Conditional on the approval of terms and conditions of any commercial lease by the Manager Property.	✓	✓		✓	
59(1)	Power, in respect of scientific reserves on the authorisation of the Minister, to issue a permit for access for scientific study or for control and management purposes.	✓			✓	
59(7)	Power to, in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
59A	Granting of concessions on reserves administered by the Crown subject to the requirements of the Act	✓	✓			
60	Power to, in respect of a Government purpose reserve, do such things as are necessary or desirable for the proper and beneficial administration, management, and control of the reserve and for its use for the purposes specified in its classification.	✓	✓		✓	✓
61(1)	Power to do such things in respect of local purpose reserves, considered necessary or desirable for the proper and beneficial management, administration, and control of the reserve and for the use of the reserve for the purpose specified in its classification.	✓	✓		✓	✓

Section	Delegation	GMIS	GMES	GCS	IM	ISO
74	Power to grant licences to temporarily occupy certain reserves, conditional on the activity is provided for or contemplated in an approved management plan for the reserve or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale.	✓			✓	
77	Power to enter into covenant(s) to provide for the management of any private land or any Crown land so as to preserve the natural environment, or landscape amenity, or wildlife or freshwater-life or marine-life habitat, or historical value.	✓	✓			
78	Duty to apply all money received by way of rent, royalty, or otherwise in respect of any dealing with any reserve in accordance with the provisions of this section.	✓		✓	✓	✓
79(4)	Power, when appointed by the Minister under section 28 to be the administering body of a reserve, to pay and withdraw all monies into the general bank account.	✓		✓		
88	Duty, as administering body of a reserve or reserves to prepare the annual statement and audit of accounts to be incorporated in the Council's annual statement of accounts.	✓		✓		
94	Power to authorise certain activities on a reserve, which would otherwise be unlawful under paragraph (c) or paragraph (i) of this subsection.	✓			✓	
101	To lay any information in respect of an offence against the Reserves Act 1977.	✓	✓			

#### 54. Residential Tenancies Act 1986

Delegation	GMIS	GMES	LC	IM	ISO
All of the responsibilities, duties, and powers under this Act in relation to Council's pensioner housing portfolio.	✓	✓	✓	✓	✓

#### 55. Sale and Supply of Alcohol Act 2012 and regulations

Section	Delegation	GMES	CA	TLBS	BCO	PLAN*
198	The role of Secretary of the District Licensing Committee for the purposes of the Act, Regulations and Waitomo Local Alcohol Policy	✓				
198	The role of Secretary of the District Licensing Committee for the purposes of the Act, Regulations and Waitomo Local Alcohol Policy <i>*only when the GMES is unavailable and where Planner is advised to undertake that role by the GMES or Chief Executive at and during timeframes specified in that advice</i>	✓				✓
64	To issue licences, certificates and authorities (endorsed where appropriate).	✓	✓			



Section	Delegation	GMES	CA	TLBS	BCO	PLAN*
65-66	To keep records of every application filed with the DLC and the decision on the application. To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences. To provide extracts from any record or register. To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.	✓	✓			
67	To certify extracts of registers or records.	✓				
72	To issue duplicate licences or certificates to holders.	✓	✓			
73	To receive notifications of surrender of licences and certificates. To notify the secretary of ARLA of the surrender, and record the specified information.	✓	✓			
100(f)	To issue certificates.	✓	✓			✓
102	To give copies of objections to applicants.	✓	✓			
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓			
120	To give copies of objections to applicants. To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓			
128	To give copies of objections to applicants.	✓	✓			
129	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓			
139	To require applicants to attach notices of applications to conspicuous sites etc	✓				✓
140(2)	To set the time for the lodging of objections.	✓				✓
140(4)	To give copies of objections to applicants.	✓	✓			✓
141	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓			✓
143(1)(b)	To issue certificates.	✓	✓			✓
155	To receive copies of appeals of licensing committee decisions. To send copies of all required documentation related to an appeal to the secretary of ARLA.	✓	✓			✓
220	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓			✓
225	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓			✓
283	To give copies of applications to licensees.	✓	✓			✓

Section	Delegation	GMES	CA	TLBS	BCO	PLAN*
	To fix dates for public hearings. To give notice of hearings.					
284	To send copies or orders to the secretary of ARLA.	✓	✓			✓
Reg 5(1)	The power to assign a cost/risk rating to any premises for which a licence is held	✓				✓
Reg 5(6)	The power under Regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form opinions.	✓				✓
Reg 6	The power under Regulation 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign fees categories.	✓				✓
Reg 9	The power under Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form a belief in respect of the patronage of events.	✓				✓
Reg 10(2)	The power under Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to charge a fee for a special licence that is 1 class below the class of the licence that is issued.	✓				✓
Reg 19	The power under Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to make publicly available a report.	✓				✓

#### 56. Statutory Land Charges Registration Act 1928

Section	Delegation	GCS	GMIS	GMES
6	To sign a notice of a statutory land charge.	✓	✓	✓
7	To sign a certificate releasing a statutory land charge.	✓	✓	✓

#### 57. Summary Proceedings Act 1957

Delegation	GMIS	GMES
To institute proceedings including prosecutions under this Act.	✓	✓

**58. Telecommunications Act 2001**

Section	Delegation	GMIS	MLR	AMR
137	To impose conditions on any authority to construct, place and maintain lines or wireless works, in, on, along, over, across, or under any road.	✓	✓	✓
142	To impose conditions on any authority to place a cabinet or appliance on a road.	✓	✓	✓

**59. Trespass Act 1980**

Section	Delegation	GCS	GMIS	GMES	GCOM
3 and 4	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of giving a warning to leave under section 3 and giving a warning to staff off a place under section 4		✓		
10	To be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of commencing proceedings.		✓	✓	

**60. Unit Titles Act 2010**

Section	Delegation	GMES	PP
32(2)(a)	To give a certificate in respect of any unit plan.	✓	✓

**61. Utilities Access Act 2010**

Delegation	GMIS	MLR
To act as a utility operator on behalf of Council in relation to water and wastewater infrastructure and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓
To act as the corridor manager on behalf of Council in relation to the transport corridor and to perform all the responsibilities, duties and powers of that position in accordance with the Utilities Access Act 2010 and the National Code of Practice for Utilities Operators Access to Transport Corridors.	✓	✓

**62. Walking Access Act 2008**

Delegation	GMIS	GMES	IM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

**63. Waste Minimisation Act 2008**

Section	Delegation	GMIS	MOS
52	To undertake, or contract for any waste management and minimization service, facility or activity in accordance with this section (provided the exercise of this sub-delegation is within the delegate's financial authority).	✓	✓
53	To sell any marketable product in accordance with this section.	✓	✓
55	To comply with any notice issued by a Health Protection Officer and give notice / directions to person providing waste collection service.	✓	✓
84	To decide whether or not to return seized or impounded property	✓	
85	To dispose of seized or impounded property in accordance with this section.	✓	✓



**6. Water Services Bylaw 2015**

Delegation	GMIS	MOS	MWS	AEWS	WSE
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓

**7. Public Health and Safety Bylaw 2009 (updated 2014)**

Delegation	GMIS	GME	TLCM
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

**8. Solid Waste Bylaw 2009 (updated 2014)**

Delegation	GMIS	MOS	EAIS
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

## Sub-Part 3 – Operational Delegations

### 1. Finance and Insurance

Delegations	Limitations	Position
<p>Authority to approve either capital or operational expenditure and to authorise the commencement of authorised works/services, including for any multi-year contracts,, which have been budgeted for in Council's 10 Year Plan (LTP) and/or Annual Plan</p>	<p>Conditional on:</p> <ul style="list-style-type: none"> <li>▪ The expenditure is for authorised works or services for which provision has been made in Council's approved budget</li> <li>▪ No sum shall be knowingly committed over a single financial year which exceeds 75% of the LTP budget sum for that significant activity.</li> <li>▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement Policy) in relation to each transaction</li> <li>▪ With regard to the acquisition and disposal of assets, the transaction being in accordance with the 10 Year Plan</li> <li>▪ Financial transactions should not be subdivided to avoid the financial delegation limit or a contestable process</li> <li>▪ The expenditure to be within the financial delegation held by the position.</li> </ul>	<p>Those positions which hold financial delegations (The Finance Department maintain a register of the financial delegations held by positions).</p>
<p>Transferring budgets – authority to approve budget change forms for the transfer of budgets (capital or operational) within an activity</p>	<p>Requires approval of the Chief Executive Subject to a limit of <b>TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000)</b></p>	<p>Any Group Manager together with the Chief Executive, as members of the Senior Management Team acting together</p>
<p>To exempt the calling of tenders over <b>FIFTY THOUSAND DOLLARS (\$50,000)</b> (GST inclusive) in accordance with an approved budget.</p>	<p>Requires the authority of the Group Manager Corporate Services together with one other Senior Management Team member, in accordance with Council's Procurement Policy</p>	<p>GMS, GMIS, GCOM, GMES as members of the Senior Management Team.</p>
<p>Authority, to authorise and approve any expenditure in an emergency.</p>	<p>Only in conjunction with the Chief Executive and in accordance with Council's Procurement Policy.</p>	<p>GMS, GMIS, GCOM, GMES</p>

Delegations	Limitations	Position
Authority to approve expenditure when formally placed in control of an event (civil defence emergency)	None – In accordance with Section 6.8 of the Waikato Region Emergency Management Group – Group Plan 2016-2021. Provided that all ongoing total expenditure is reported to the Chief Executive at intervals agreed.	Local Civil Defence Controller
To open, to operate and to close the Council's bank accounts	In conjunction with the Chief Executive.	GCS, FM
Authority to negotiate terms of borrowing.	In accordance with current Council's Ten Year Plan.	GCS, SA <sup>+</sup> <i>+ in conjunction with GCS</i>
Authority to agree on a 'compromise accommodation' with debtors.	In conjunction with GCS	GCS, FM, DMO
Authority to accept assets gifted to Council.		GCS, GMIS, GCOM, GMES
Authority to negotiate the annual plan NZ Transport Agency (NZTA) programme and its funding with Land Transport NZ and submit monthly and annual claims against the accepted Land Transport Programme.		GMIS, MLR, AMR
Authority to invest Council funds in any manner	Subject to compliance with Council's Investment Policy.	GCS, FM, SA <i>* any two together</i>
Authority to manage debt, interest rates, foreign exchange and cash	Subject to compliance with Council's Liability Management Policy.	GCS, FM, SA <i>* any two together</i>
Authority to establish procedures to carry out Council's, financial policies and any enforcement thereof.		GCS, FM
S 101 Local Government Act 2002 Authority to carry out and undertake all the Council's functions, powers and duties to manage revenue, expenses, assets and liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interest of the community.	Subject to compliance with Council's financial policies.	GCS, FM
Authority to approve any taxation payments to the Inland Revenue Department and any loan interest payments to lenders, even if such payments are in excess of the normal financial delegation for the position.		GCS, FM, SA
To certify and authorise the payment of progress payments in relation to contracts entered into by the Council.	Within the limit of the financial delegation to the position	Those positions with financial delegations. (The Finance Department maintain a register of the financial delegations held by positions).



<b>Delegations</b>	<b>Limitations</b>	<b>Position</b>
Authority to write off unrecoverable debts or stock between the sum of <b>TEN THOUSAND DOLLARS (\$10,000)</b> in any one case,	In consultation with the Chief Executive. Any amounts over this sum shall be reported to Council or a Council committee.	GCS, FM
Power to act as a representative of Council and authority to act on behalf of Council with respect to the scope of the Insurance Advisory Group, which is to manage the procurement of insurance for all or any of the local authorities.		GCS, FM
Authority to execute insurance declarations on behalf of Council, subject to the limits of the financial delegation to the position		GCS
Authority to negotiate contracts with Council's insurers and approve claims		GCS, FM

## 2. Contracts

<b>Delegation</b>	<b>Limitations</b>	<b>Delegate</b>	<b>Delegate</b>
To sign on Council's behalf contracts or issue letters of acceptance for the purposes of creating a contract where it has been resolved by the Council or any committee or subcommittee of the Council to accept any tender or quotation or where such contract is within the delegation to any committee, subcommittee or officer.	<ul style="list-style-type: none"> <li>▪ For authorised works for which provision has been made in Council's approved budget.</li> <li>▪ Compliance with procedures identified in any relevant financial authority manual or policy (such as Council's Procurement) in relation to each transaction.</li> <li>▪ Subject to within the financial delegation to the position or with the authority of a Council or committee resolution</li> </ul>	All Group Managers	All staff holding financial delegation
To carry out or authorise the carrying out of any works or other expenditure considered necessary to be undertaken by the Principal pursuant to the Conditions of Contract.	As above	All Group Managers	All staff holding financial delegation
To make any decision, election or determination as Principal in relation to any contract entered in to between the Council and any third party.	As above	All Group Managers	All staff holding financial delegations

<b>Delegation</b>	<b>Limitations</b>	<b>Delegate</b>	<b>Delegate</b>
The power of appointment in respect of the roles of "Engineer" under NZS 3910, 3915, 3916 and 3917 Contracts, to appoint a suitably qualified external contractor to act in the role of "Engineer to Contract" in any of those contracts. The appointed "Engineer to Contract" may be permitted to appoint a suitably qualified Council employee or external contractor to act as "Engineer's Representative" to exercise any of the powers invested in the Engineer.		GMIS	MWS, MLR, MOS, AER, AEWS, AMR, IM, ISO, RCS, RNS, WSE

### 3. Property

<b>Delegation</b>	<b>GMIS</b>	<b>IM</b>	<b>ISO</b>	<b>GCS</b>	<b>FM</b>
To negotiate and enter into Licences to Occupy (LTO) for the private use of activities/structures on WDC land or land where WDC is the formal administrator of the land	✓				
To negotiate and tender land for lease with third parties for a period not exceeding 10 years.	✓	✓			
To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.	✓	✓			
To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.	✓	✓			
To negotiate rent-free grazing leases on Council land but only if the costs of maintenance of the property exceeds the potential return.	✓	✓			
To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months. (in line with Policy)	✓	✓	✓		
To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.	✓	✓ (only GMIS to approve initiating Court proceedings)			
To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.	✓	✓			
To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.	✓	✓			
To approve or decline assignment of leases.	✓	✓			
To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.	✓	✓			
To approve or decline a lessee/tenant's request for alterations to Council owned buildings.	✓	✓			
To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.	✓	✓			
To terminate a lease in consultation with the existing lessee/tenant.	✓	✓			

Delegation	GMIS	IM	ISO	GCS	FM
Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.	✓	✓	✓		
To apply for any resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by Council together with the authority to sign land transfer title plans for subdivisions approved by Council.	✓	✓			
Authority to collect revenue and file annual returns with respect to mining licenses.	✓	✓		✓	✓
Authority to approve the registration of a caveat on land not owned by Council pursuant to Part 8 of the Land Transfer Act 1952.	✓	✓			
To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.	✓				
To apply for a building consent for work to be undertaken on Council property.	✓	✓			
Authority to negotiate to acquire land for purposes of road construction or road maintenance	✓				

#### 4. Executing Documents

Delegations	Limitations	Delegate	Delegate
For all deeds to be executed by Council under the Property Law Act 2007, to be signed and sealed by two elected members and the Chief Executive.			
Subject to the delegation above, to sign on behalf of the Council all documents relating to interests in land, including reserves vested in Council or for which Council is the administering body and which include: <ul style="list-style-type: none"> <li>▪ Tenancies, leases and licences up to a 5 year term and renewals of leases where the original grant of lease contained a right of renewal</li> <li>▪ Easements and similar rights</li> <li>▪ Caveats and encumbrances</li> <li>▪ Discharges or partial discharges of mortgages granted by Council</li> <li>▪ Subdivision whether of Council owned property or in connection with resource consents granted by Council</li> <li>▪ Options to purchase (but not the exercise of any option)</li> </ul>	<p>Provided that in each case such documents:</p> <ul style="list-style-type: none"> <li>▪ include terms and provisions customary to such documents;</li> <li>▪ reflect and include specific provisions including price as resolved by Council or a Council committee</li> <li>▪ adequately protect Council.</li> </ul> <p>A report on the documents signed under this authority (other than with the authority of a Council or committee resolution) shall be submitted to the next available meeting of the Council or a Council committee.</p>	GMIS	
Agreements to variations to the price of any property which Council has resolved to purchase or sell	Such variation must not exceed 10% of the amount resolved by Council or a Council committee and must be reported to the next available meeting of Council or Council committee.	GMIS	

Delegations	Limitations	Delegate	Delegate
Authority to sign documents on behalf of Council for the removal of limitations on titles as the owner of the land for which the limitation applies or owner of land adjoining.		GMIS GMES	
Authority to issue and sign on behalf of Council any notices which may be required to be given by Council under the provisions of the Local Government Act 2002, Local Government Act 1974 or any other legislation or bylaw		All GMS	
<p>Authority and Instruction forms To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time:</p> <p>(a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and</p> <p>(b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct</p>		All GMS	PP
Signing of documents other than those relating to contracts or interests in land	<ul style="list-style-type: none"> <li>▪ Documents which have been authorised by Council or a committee resolution</li> <li>▪ Documents include terms and provisions customary to such documents</li> <li>▪ Reflect and include specific provisions including price as per the resolution</li> <li>▪ Adequately protect Council</li> </ul>	All GMS	PP (related to Resource Management Act 1991)
To apply the Council Seal on any document which requires the Council Seal	<p>Authorised by a Council Resolution and in accordance with Council's Policy on Use of the Council Seal.</p> <p>Provided that any documents requiring sealing pursuant to processes under the Resource Management Act are authorised to be signed by the GMES and the PP.</p>	All GMS	PP (only documents as part of processes under Resource Management Act 1991)

## 5. Litigation and Claims

Delegation	All GMS	GMES
To authorise the taking or defending of proceedings in the Council's name in any Court or Tribunal (except for proceedings for rating sale pursuant to the Local Government (Rating) Act 2002 which shall require approval by the Chief Executive)). If this authority is exercised to take or defend any proceedings of any sort in the High Court, Environment Court, or any appeal court, then a report of such proceedings shall be delivered to Council at the next available Council meeting.	✓	✓
To authorise the undertaking of any prosecution proceedings in the name of the Council or by any Council employee for breach of any Act, Regulation or Waitomo District Council Bylaw or the Waitomo District Plan.		✓
Authority to resolve resource management appeals through Environment Court mediation processes with the proviso that in exercising this authority, consultation should be undertaken with the Mayor and Chief Executive and a report of such resolution to be provided to the Council at its next available meeting.		✓
Authority to take all steps necessary to enforce any Court judgement in favour of the Council.	✓	
Authority to exercise all power available to Council for the recovery of debt, other than rates, owed to the Council. Any legal proceedings commenced to recover any outstanding debt shall be reported to Council.	✓	
Authority to manage potential and actual legal claims (including judicial review, injunction and disputes proceedings) and settle claims for amounts up to the excess in relation to Council's insurance cover, including signing any Settlement Agreement.	✓	

<b>Delegation</b>	<b>All GMS</b>	<b>GMS</b>
<p>In relation to any claims or proceedings, includes all ancillary authority necessary to give effect to the delegation, including authority to:</p> <ul style="list-style-type: none"> <li>▪ Notify Council's insurer</li> <li>▪ Instruct external legal counsel to represent Council</li> <li>▪ Authority to engage professional or technical services in relation to the management of any such claim or proceedings</li> <li>▪ Accept service of documents</li> <li>▪ Defend the claim in any New Zealand Court or Tribunal</li> <li>▪ Deal with any interlocutory matter (including any matters relating to discovery)</li> <li>▪ Give and request any person to give sworn evidence</li> <li>▪ Apply for a witness to be summonsed</li> <li>▪ Appear on behalf of Council at the proceedings</li> <li>▪ Authorise another person to represent the Council at the proceedings</li> <li>▪ Submit the claim to alternate dispute resolution (including mediation and arbitration), including authority to sign any pre-mediation agreement</li> <li>▪ Sign any documents in respect of the above</li> <li>▪ Agree to provision or give security for costs (within the limits of any financial delegation)</li> <li>▪ To delegate to any Council employee the authority to take all steps and do all things which may be necessary in connection with the taking or defending of proceedings on behalf of the Council, either civil or criminal, or of any other sort, or to appear on behalf of the Council in any Court or Tribunal.</li> </ul>	✓	

## 6. Media

Delegations to staff in accordance with appointments to positions (HR department maintains a note of positions and tiers)

Delegation	ALL GMS	COM
Authorised to liaise with the media on all matters relating to the activities managed by the position.	✓	
Authority to liaise with the media on Council matters relating to general enquiries, and on specific matters where authorised to do so by the Chief Executive, Group Manager or Manager in accordance with the delegations conferred on these roles.		✓

## 7. Human Resources

Delegations to staff in accordance with appointments to positions which manage other staff (HR department maintains a note of positions and tiers)

Delegation	ALL GMS
Authority to authorise and grant paid annual leave, domestic leave and sick leave for staff who report to the position holder, in accordance with Council's Human Resources policies and procedures	✓





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**Report To: Council**



**Meeting Date: 30 October 2018**

**Subject: Civil Defence Emergency Management  
Local Recovery Manager Arrangements**

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this business paper is present to Council for consideration a proposal to establish a Civil Defence Emergency Management (CDEM) Local Recovery Manager role.

## Background

- 2.1 Waitomo District Council (WDC) does not currently have a Local Recovery Manager to fulfil the recovery manager functions during transition periods.
- 2.2 The Civil Defence Emergency Management Act 2002 (the Act) requires all CDEM Groups to appoint a suitably qualified and experienced person to be a Group Recovery Manager, and each group may appoint one or more Local Recovery Managers.
- 2.3 It is normal and accepted practice for each Council within the Waikato Regional Group Emergency Management Office (the GEMO) area to have a Local Recovery Manager in place to coordinate and facilitate immediate, medium and long-term recovery activities within their district. This is also anticipated by the Group Plan.
- 2.4 Section 30 of the Act provides discretion to the GEMO to appoint a Local Recovery Manager, and the appointment process follows a similar formal process to the appointment of a Local Controller. The appointment must be formally made by the Waikato CDEM Joint Committee.

## Commentary

- 3.1 Recovery means the coordinated efforts and processes to bring about the immediate, medium and long term holistic regeneration and enhancement of a community following an emergency (from the Act). Recovery should:
- Support cultural and physical well-being of individuals and communities;
  - Minimise the escalation of the consequences of the disaster;
  - Reduce future exposure to hazards and their associate risks – i.e. build resilience; and

- Take opportunities to regenerate and enhance communities in ways that will meet future needs (across the social, economic, natural and built environments).
- 3.2 The Act and the CDEM Group Plan require Councils to effectively plan for and carry out recovery activities; and to do that effectively in the Waitomo District, a Local Recovery Manager role is required.
- 3.3 The Local Recovery Manager role is a critical CDEM role. The Act provides a wide range of powers and responsibilities to a Local Recovery Manager during a local transition period (through the auspices of the Group Recovery Manager), and it is therefore fundamentally important that a person with the appropriate experience and skills is appointed to the role.
- 3.4 The Act requires a Local Recovery Manager to follow the directions of a Group Recovery Manager during a transition period.
- 3.5 In summary the powers available to a Local Recovery Manager (through the auspices of the Group Recovery Manager) during a transition period are:

Powers during transition periods	Comment
<p>94H – <b>general powers</b> including ability to carry or require to be carried out: works, clearing of roads/public places, examining and marking, making safe structures and materials</p> <p>Plus, providing for conservation and supply of food, fuel and other essential supplies and disseminating information and advice.</p>	<p>Equivalent to section 85(1)(a) but also incorporates part of s92 to enable the ability to 'examine and mark' property, animal and other things.</p> <p>Also mirrors section 85(1)(e) and (h), as the activities of providing welfare services and public information commonly continue post state of emergencies.</p>
<p>94I – power to <b>require information</b></p>	<p>Provides the Recovery Manager with the power to require any person to give information that is in the possession of the person asked to give the information.</p> <p>The appeal rights (s77), disposal of information (s81) and Restrictions on disclosure of information (s83) also apply to this provision.</p>
<p>94K – power to <b>direct evacuation</b></p>	<p>Similar to section 86 under state of emergency</p>
<p>94L – <b>entry</b> on premises and places</p>	<p>Similar to section 87 under state of emergency</p>
<p>94M – <b>closing roads</b> and public places</p>	<p>Similar to section 88 under state of emergency</p>
<p>94N(1) – <b>giving direction</b> to any person</p>	<p>Similar to existing section 91 under state of emergency. But the text reflects that the change in circumstances of the recovery phase and "activities substantially contribute to the consequence of an emergency" rather than "contribute to the emergency".</p>
<p>94N(2) to (8)</p>	<p>Enables a Recovery Manager or constable to direct the owner of a structure, or the owners of structures of a particular type, to obtain an assessment of the effects of the emergency (or subsequent events) on the structure.</p> <p>Regard needs to be had as to risk the structure poses to people and other property.</p> <p>There is also criteria for what a direction must include – including the scope of the assessment, the reasonable time in which the assessment must be concluded, and requirement to give the assessment to the person who directed it.</p>
<p>94NA</p>	<p>Sets out the notice requirements for directing an assessment of a structure under 94N(2).</p>

- 3.6 Due to the specific experience and skills required, and the lack of capacity within the existing internal staff resource to undertake this role, it is proposed to recruit a permanent part time Local Recovery Manager commencing this financial year. This is not currently within existing budgets.

## Considerations

### 4.1 Risk

- 4.2 Should Council not establish a Local Recovery Manager role, there is a risk that Council would not appropriately and adequately address the requirements of the Act to plan for and carry out recovery activities for our community.

### 4.3 Significance and Community Views

- 4.4 The establishment of a Local Recovery Manager role is a staff resourcing issue and therefore community engagement/consultation is not required. This is not a significant decision under Council's Significance and Engagement Policy.

## Recommendation

- 5.1 It is recommended that Council approve the additional budget expenditure to establish a Local Recovery Manager role.

## Suggested Resolutions

1. The business paper on Civil Defence Emergency Management Local Recovery Manager Arrangements be received.
2. Council approves / not approves additional budget expenditure to establish a permanent part- time Local Recovery Manager role.



HELEN BEEVER  
**GROUP MANAGER COMMUNITY SERVICES**

30 October 2018

**Document No: A410485**

**Report To: Council**



**Meeting Date: 30 October 2018**

**Subject: Progress Report - Civil Defence and Emergency Management (CDEM)**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on current activities within the Civil Defence and Emergency Management portfolio.

### **Background**

- 2.1 Waitomo District Council (WDC) provides Civil Defence and Emergency Management functions for the District as required by the Civil Defence and Emergency Management Act 2002.
- 2.2 WDC's emergency management activities are assisted by the Emergency Management Operations Manager and Emergency Management Coordinator employed by WDC to provide a shared service arrangement for Waipa, Otorohanga and Waitomo District Council; jointly operating and collaborating as the Western Waikato Emergency Operating Area (WWEOA).

### **Commentary**

- 3.1 For the period May to October 2018, the following CDEM activities have been undertaken in the Waitomo District under the four "Rs" (Reduction, Readiness, Response, Recovery).

#### **3.2 Reduction**

- 3.3 Work is underway to identify a western area 'hazardscape' in collaboration with the Waikato Regional Council hazards team. A new hazards portal is being developed by the GEMO, and it is estimated that this will be trialled in late 2018, and be live in mid-2019. Once completed, this will be used to inform various reduction workstreams over the next few years.

- 3.4 The identification of hazards is also underway as part of the District Plan Review. Currently coastal hazards and some flood modelling is being undertaken; and this work will inform the relevant objectives, policies and rules of the Proposed District Plan.

#### **3.5 Readiness**

- 3.6 Prioritised work has been underway to improve the Western Waikato Area's "Readiness" to respond to significant civil defence emergencies.

3.7 Across the three councils this work is focused on the following areas:

- Ensuring Emergency Operating Centres (EOCs) are maintained at high levels of readiness to support local, regional and national events.
- Appropriate civil defence (CDC) facilities are identified and resourced to provide for evacuated or displaced persons, along with information to communities.
- Community response plans and arrangements have the sustained capability to deliver effective, expedient and efficient responses tailored to local communities.

3.8 In respect of WDC, the following work has been completed and/or is underway:

- EOC resources have been comprehensively audited and catalogued. New or replacement resource needs have been identified, and these have either been addressed or will be programmed for replacement.
- Improved service arrangements for communications (i.e. radios) servicing has been completed.
- A CDEM training needs assessment has been completed, with CDEM foundation training currently underway for staff as required.
- Additional EOC resources have been developed for each functional leadership role.

3.9 Welfare

3.10 A draft Waitomo District Welfare Plan is currently being developed as required by the Waikato CDEM Group Plan 2016-2021.

3.11 The Plan is a high-level document which explains the concept of welfare services and sets out the roles and responsibilities of the agencies involved in the delivery of the nine welfare sub-functions in an emergency. The Plan draws on the information contained in the 'WCG Co-ordination Operational Protocols Response and Recovery'; 'Welfare Services in an Emergency Director's Guideline' and the 'Waikato Welfare Co-ordination Group Plan'. The Plan also sets out the Responsibilities of the Local Welfare Manager, Council and CDEM Co-ordinator as approved by the CEG.

3.12 In accordance with the requirements of the Waikato CDEM Group Plan 2016-2021 the establishment of a Welfare Committee is underway for the Otorohanga and Waitomo Area. One combined committee for the two areas is appropriate as the key contact person for some partner agencies and organisations is the same for both areas.

3.13 Along with creating efficiencies for all parties involved in the combined committee, this approach also enhances collaboration between the two areas, which will be beneficial in a civil defence emergency in either area.

3.14 It is expected that the first meeting of the Welfare Committee (led by the WDC's Welfare Manager and the Emergency Management Coordinator) will take place in November or December 2018; and thereafter would meet quarterly.

- 3.15 Initial contact has been made with several agencies and organisations (i.e. Citizen's Advice Bureau, Community Support Houses, Rotary, Principals Associations, Rural Woman NZ, Lions, and regional contacts for MSD, DHB, Red Cross and Salvation Army) that generally undertake key welfare functions in the community. All agencies/organisations approached to date have indicated they support being part of the welfare committee.
- 3.16 In addition, a review of current arrangements for Civil Defence Centres across Waitomo District is underway to ensure that established Welfare Centres comply with national standards and are resourced accordingly.

### **3.17 Response**

- 3.18 Contact details for the National Warning System and the Group Emergency Management Office (GEMO) have been reviewed and updated as required. The Local Controller and the Emergency Management Operations Manager receive national and GEMO alerts through to both mobile phone and email on a 24/7 basis.
- 3.19 Severe weather events occurred during this period within the district, however the impact of these did not necessitate the activation of the EOC.
- 3.20 Of note was the severe weather event on 18 June 2018 which brought gale-force winds, hail and thunderstorms along with tornados across the area. The tornadoes were experienced across parts of North Taranaki, and while proximate to Mokau, it was fortunate the path avoided this community.
- 3.21 Two monitoring events occurred within this period, which involved the Local Controller, the Civil Defence Operations Manager, and Regional and local Council staff.
- 3.22 The first was a significant fire event at the Repco Building in Te Kuiti on 9 May 2018 where there was residual runoff oil from the fire/premises into a nearby waterway. This was contained with a local and Regional Council response.
- 3.23 The second was a gas leak which occurred on 30 May 2018 during maintenance work on a major gas line at Oparure Road near Te Kuiti. An evacuation of a rural school and a small number of adjacent houses was required, along with the closing of the roads in the immediate vicinity of the leak. Emergency Services attended and the gas leak was repaired by gas company workers within a number of hours. There were no long-term effects, or further response required.
- 3.24 Community Response Plans
- 3.25 Work is currently underway to review and update the Mokau Community Response Plan. An initial meeting was held in Mokau in October 2018, attended by the Emergency Management Operations Manager, the Local Controller, emergency services and other key stakeholders in the Mokau community.
- 3.26 Once the Mokau Community Response Plan is completed, a Community Response Plan will be prepared with the Marokopa community.

### **3.27 Recovery**

- 3.28 There were no recovery activities of any significance undertaken during this period.

### 3.29 Local Recovery Manager

- 3.30 Recovery is defined as 'the coordinated efforts and processes to effect the immediate, medium and long-term holistic regeneration of a community following a disaster'.
- 3.31 WDC is required to plan for and carry out recovery activities, and currently does not have a Local Recovery Manager. Local Recovery Managers work under the auspices of the Group Recovery Manager during a transition period as per the requirements of the Act; and are subject to a similar appointment process (by the Joint Committee) to a Local Controller.
- 3.32 The Group Plan requires councils to have a Local Recovery Plan and to have capacity and capability that appropriately addresses the recovery requirements.
- 3.33 As this is a critical role, it is proposed that a Local Recovery Manager role is established. A business paper regarding the establishment of this role is contained elsewhere in this Agenda.

### **3.34 CDEM Review: Government Response to Technical Advisory Group's Recommendations - August 2018**

- 3.35 In August 2018, the government released its response to the Technical Advisory Group's (TAG) report into how New Zealand responds to natural disasters and emergencies.
- 3.36 The government's response addresses the TAG's findings and 42 recommendations and sets out a multi-year work programme that will deliver extensive change to New Zealand's emergency response system.
- 3.37 A summary of the themes to guide the government's response is set out in the table below:

*Table 1: Five themes to guide the Government's response*

Theme	This means better:
Put the safety and wellbeing of people at the heart of the emergency response system	<ul style="list-style-type: none"> <li>• Public warnings, particularly for tsunami</li> <li>• Public communication in a response</li> <li>• Identification of welfare needs</li> <li>• Participation of iwi/ Māori and marae</li> </ul>
Strengthen the national leadership of the emergency management system	<ul style="list-style-type: none"> <li>• Oversight by a national emergency management agency (currently MCDEM).</li> <li>• Stewardship of the emergency management system</li> <li>• National standards to set minimum service levels and ensure operational consistency</li> </ul>
Make it clear who is responsible for what nationally and regionally	<ul style="list-style-type: none"> <li>• Legislation to set out functions and responsibilities of local authorities</li> <li>• Authority for Controllers to coordinate emergency response</li> <li>• Decision making and communication about when an incident becomes an emergency and who is in control</li> <li>• Planning how agencies will work together and who will do what, when</li> </ul>
Build the capability and capacity of the emergency management workforce	<ul style="list-style-type: none"> <li>• Training and accreditation of Controllers.</li> <li>• Capability of those working in CIMS roles</li> <li>• Ability to assist local response efforts through Fly-in Teams</li> <li>• Volunteer capability and capacity</li> </ul>
Improve the information and intelligence system that supports decision making in emergencies	<ul style="list-style-type: none"> <li>• Synthesis of information into a Common Operating Picture for decision makers</li> <li>• Integration of science advice into emergency responses</li> <li>• National capability through a new or improved national emergency management facility</li> </ul>

- 3.38 A copy of the report "Delivering better responses to natural disasters and other emergencies - Government response to the Technical Advisory Group's recommendations - August 2018" is attached this business paper.

**Suggested Resolution**

The Progress Report: Civil Defence and Emergency Management (CDEM) be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**



TERRENA KELLY  
**GENERAL MANAGER – ENVIRONMENTAL SERVICES**

30 October 2018

- Attachment: 1 Delivering better responses to natural disasters and other emergencies - government response to the Technical Advisory Group's recommendations - August 2018 (A410652)




# Delivering better responses to natural disasters and other emergencies

## Government response to the Technical Advisory Group's recommendations

AUGUST 2018

New Zealand Government



**Delivering better responses to natural disasters and other emergencies – Government response to the Technical Advisory Group’s recommendations.**

August 2018

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Cover photograph by  
**Mark Hannah**



**Hon Kris Fafoi**  
Minister of Civil Defence

## Delivering better responses to natural disasters and other emergencies

**The Government is committed to ensuring people and communities are well taken care of and supported in any emergency or disaster, wherever and whenever it happens.**

In January 2018, I released a report by a Technical Advisory Group (TAG) that provided advice and options on how to deliver better responses to natural disasters and other emergencies.

The Government has carefully considered the TAG's report and its 42 recommendations, and this is our response.

The TAG was asked to focus on response (and readiness to respond) within the emergency response system, and so that is the focus of this report. However, the Government wishes to acknowledge that community resilience and preparedness is a very important part of emergency management.

Across New Zealand, regions are leading innovative work to enhance our resilience, and we applaud the great work underway.

Throughout the emergency management system there is passion and commitment from all those who respond to emergencies, paid staff and volunteers alike. The people who roll up their sleeves to help when disaster strikes are the backbone of our response system.

In recent years, significant global and local events have changed how we think about emergency management. The Canterbury and Kaikōura/Wellington earthquakes and the Port Hills fire are still fresh in our minds.

A changing climate means we get more frequent storms and floods. Globally, we see the impact of tsunamis, pandemics, cyber-attacks, armed conflict, and other hazards that cause serious harm to people, environments, and economies. Our risks are changing.

Our response system must change too to ensure it works when we need it. Improvements are therefore needed to clarify, strengthen, modernise, and professionalise it, to ensure it performs when needed.

This response sets out a broad, multi-year work programme that will deliver extensive change to New Zealand's emergency response system.

Many of the proposals in the TAG report are not new, and some were raised in the review of the Canterbury earthquake response. Without the significant change set out in this response, we run the risk that a future review will make the same recommendations. If we don't act, our people, economy, and environment could be more adversely affected than might otherwise be the case.

We have worked with local government, iwi, communities and other agencies as we developed this response. I would like to thank the TAG, led by Hon. Roger Sowry, and all those who contributed.

I look forward to continuing this important work to deliver better responses to emergencies, for all our communities.

The Government's response to each of the TAG's recommendations is in Appendix 1.

## Improving how New Zealand responds to natural disasters and other emergencies requires us to make progress in five key areas:

- 1 Putting the safety and wellbeing of people at the heart of the emergency response system
- 2 Strengthening the national leadership of the emergency management system
- 3 Making it clear who is responsible for what, nationally and regionally
- 4 Building the capability and capacity of the emergency management workforce
- 5 Improving the information and intelligence system that supports decision making in emergencies

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# Putting the safety and wellbeing of people at the heart of the emergency response system

## What do we want to do and why?

Community resilience and preparedness is a very important part of emergency management. Our system expects individuals, families, whānau, communities, and businesses to be prepared to help themselves when disaster strikes. So people can do this effectively, we need to ensure that people are at the heart of the emergency management system.

Our current response system places a lot of emphasis on getting our infrastructure up and running, which is undoubtedly important. But emphasising the wellbeing of those affected by an emergency is equally important.

Effective communication with the public is essential in a response. We want to ensure better communication with the public during emergency responses so that people know what is going on, what to expect, and what to do. It is important that we use the wide range of information sources and channels that are available.

Early warning systems are a critical component of our system. They enable individuals and communities at risk from hazards to act effectively and in sufficient time to reduce the likelihood of death, injury, and damage to property and the environment. The Ministry of Civil Defence & Emergency Management has had a strong focus in recent years on improving the consistency of warnings to the public across all hazards. This work will continue. Any delays in providing warnings about potential tsunami puts lives at risk. We want to ensure that any delays in the current system are removed.

Early and effective engagement with communities and individuals affected by an emergency is critical to support them in the immediate aftermath and in their longer-term recovery. We want to see improvements in how people's welfare needs are registered and assessed on the ground during responses. This includes common standards for collection of welfare data. This is about how we find out what individuals or households need during a response and what questions to ask. We want to ensure that our processes for meeting those welfare needs are in good shape.

We recognise that people and communities face different challenges during and following natural disasters and other emergencies. Our role is to ensure that all New Zealanders get a consistent standard of care in an emergency, no matter who or where they are.

We recognise that iwi bring a great deal of capability in relation to emergency management. We want greater recognition, understanding and integration of iwi/Māori perspectives and tikanga in emergency management – before, during, and after an event. We also want to recognise and support the role of marae who look after people in an emergency.

We know that some communities and individuals are more vulnerable to negative impacts than others. The Ministry of Civil Defence & Emergency Management will continue to engage with the disabled and other communities to ensure that their needs are met before, during, and after an emergency.

Although there is significant strength and resilience within rural communities, the challenges they face are different to those faced by urban communities due to the dispersed and isolated nature of the rural population. Our emergency response system must accommodate this.

## What are we doing now and what will we do in the next 12 months?

- Improve communication with the public in an emergency response so they know what is going on, what to expect, and what to do.
- Improve how important strategic information is shared with key decision makers, spokespeople, and the media, so they get the right advice at the right time.
- Continue current work on improving the consistency of warnings to the public across all hazards.
- Speed up tsunami warnings.
- Scope work needed to identify and upgrade suitable marae for emergency management purposes.
- Work with Civil Defence Emergency Management Groups to scope a system to capture and store welfare registration and needs assessment data using common standards and robust processes for data collection.



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## What will take a bit longer?

- Develop a longer-term approach to working with iwi on matters of governance and planning.
- Implement agreed changes to welfare registration and data collection systems and processes.

## Links to TAG recommendations

- 4.1 Recognise the capability that iwi bring to emergency management.
- 4.2 Legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role.
- 7.3.3 Increase the speed by which alerts are provided and distributed.
- 8.1 Confirm the Mayor as the primary spokesperson and provide the Mayor with supported strategic communications advice.
- 8.2 Recognise strategic communications as an essential element of effective response.
- 8.4 Ensure timely, consistent, and proactive use of the range of appropriate media channels both for communication, and for gathering intelligence.

## Strengthening the national leadership of the emergency management system

### What do we want to do and why?

The Government has a core role in ensuring that our emergency management system is fit-for-purpose and will work when called upon. This role is wider than just 'response' – the emergency management system covers the 4Rs of risk reduction, readiness, response, and recovery.

We want greater nationwide consistency and where it is needed, stronger, directive national leadership. We want to work collaboratively with stakeholders to improve the performance of the emergency management system.

We agree with the TAG that the national emergency management agency, whether it is the existing Ministry of Civil Defence & Emergency Management or a new agency, needs to play a greater leadership role in the emergency management system. It should continue to have a strong 'all hazards and risks' and operational 4Rs focus.

It needs to work with communities, iwi, business, local government and central government agencies to create an emergency management system that is able to plan for, withstand, respond to and support recovery from emergencies when they occur.

This involves activities such as standard setting and monitoring, developing common ways of working, building the capability of the emergency management workforce, leading investments in system-level infrastructure, and providing assurance to the Government and the public that the system is able to perform.





The national agency must also have a strong operational function to lead the coordination of a response to national-scale emergencies, regardless of what hazard causes them, and to support local government to coordinate the response to local-scale emergencies.

Outside of the national agency, other government agencies manage incidents that happen in their patch, because they have expertise in dealing with particular hazards. For example, the Ministry for Primary Industries leads responses to biosecurity threats and the Ministry of Health leads on risks to human health. The national emergency management agency comes in to support these agencies when needed.

For some risks and hazards, such as infrastructure failure, it's not clear who should be in the lead. We will work with agencies to clarify and confirm which agencies are best placed to have lead agency responsibilities for specific hazards.

We want government agencies to ensure that the emergency management system works together and is fit-for-purpose far into the future. This means better stewardship of the system.

Finally, we want New Zealanders to recognise that emergency management is broader than what the outdated term of 'civil defence' suggests. We want to keep it simple and call it what it actually is – 'emergency management'.

## What are we doing now and what will we do in the next 12 months?

- Develop options as to the functions, form, and location of our national emergency management agency.
- Enhance stewardship through existing chief executive governance arrangements, supported by Ministers, to drive greater cohesion across the emergency management system.
- Work with government agencies to clarify and confirm lead agencies responsible for hazard-specific incidents.

## What will take a bit longer?

- Strengthen the leadership of our national emergency management agency to set, monitor and enforce national standards for emergency management, so there is a consistent minimum standard of care across the country.
- Retire the name 'civil defence' and replace it with 'emergency management' to better reflect the broad and integrated nature of who the emergency management sector is and what it does.

## Links to TAG recommendations

- 1.1, 1.2, 1.3, 1.4, 1.7 Agree to establish a new National Emergency Management Agency (NEMA) to provide strong national leadership.
- 1.5 Agree that the NEMA's monitoring responsibilities, and OAG responsibilities, will be used to full effect through publication of results.
- 1.6 Agree that lead agency responsibilities are allocated to appropriate agencies.
- 1.8 Strengthen incentives and accountability for system stewardship.

# Making it clear who is responsible for what, nationally and regionally

## What do we want to do and why?

Most of our readiness for, and response to, emergencies happens at the local level. Local authorities in each region are required to form a Civil Defence Emergency Management (CDEM) Group to provide for and coordinate emergency management in the region.

CDEM Groups can largely determine how they operate and what they do. This has allowed for flexibility and innovation. However, it also means we have a wide variety of approaches to emergency response, and variable practices and capability, from region to region.

Local authorities are also able to undertake emergency management independently of the Group and the TAG noted that some don't 'buy-in' to the Group approach. If some local authorities don't participate fully then we may not get the full benefits of economies of scale to support a capable workforce. We want cooperation and coordination to maximise the impact and reach of readiness activities, and an understanding of hazards and their impacts at a regional scale.

Inconsistent approaches across New Zealand makes it harder for the Government to ensure that people are getting a consistent minimum standard of care across the country, and for the national agency and other Groups to support responses.

We want all local authorities to engage fully in the regional approach so there is consistency, collaboration, and capability and therefore confidence in the emergency response system.

We want to keep some flexibility for local innovation to meet local needs; we know there is no 'one size fits all'. However, some rebalancing is needed so that flexibility doesn't get in the way of the smooth operation of readiness and response.

We want relevant people in the system to know what their role and authority is in an emergency. Currently, roles and authority are not as clear as they could be, resulting in duplication, gaps, confusion and frustration, and ultimately a poorer response.

We want to tighten all of this up, primarily through changing the Civil Defence Emergency Management Act 2002 to clarify functions and authority, and making regulations under that Act to set national standards. We also want to ensure that the Co-ordinated Incident Management System is used consistently across all agencies operating in the system.

The national agency will follow this up with good monitoring and assurance processes. It will also continue to do national planning for how agencies will work together and who will do what, when.

We will work with local government on all of this.

## What are we doing now and what will we do in the next 12 months?

- Continue to review national plans with agencies to improve planning and arrangements for how agencies will work together and who will do what.
- Formalise roles and responsibilities in the Co-ordinated Incident Management System.
- Clarify in relevant documents what 'lead agency' means (e.g. the Co-ordinated Incident Management System manual, the National Security Systems handbook, and the National CDEM Plan).
- Encourage CDEM Groups to co-opt ambulance services onto their Co-ordinating Executive Groups.



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## What will take a bit longer?

Changing the Civil Defence Emergency Management Act to:

- Require local authorities to cooperate as a CDEM Group within each region with shared emergency management services and personnel.
- Clarify that Mayors declare states of local emergency for their district or city and require that they consider the advice of a Controller (where this is practicable).
- Provide for the National Controller, Group Controllers and Local Controllers to each have a clear function and power to coordinate an emergency response in the appropriate circumstances.
- Require CDEM Groups to have a clear decision point and communications for when there is an emergency so it is clear who is in charge.
- Clarify criteria for declaring a state of local emergency (that emergency powers are, or likely to be, necessary).
- Determine whether the Director of Civil Defence Emergency Management should be able to intervene in a local response where there are matters of national interest.
- Include ambulance services on each CDEM Group's Co-ordinating Executive Group.

## Links to TAG recommendations

- |                           |   |
|---------------------------|---|
| <b>2.1, 2.2</b>           | Require CDEM Groups to: take a regional approach consistent with the intent of the CDEM Act; and to provide adequate funding and resourcing for effective CDEM activities.                                      |
| <b>2.3, 2.4, 2.5</b>      | Strengthen: national standards over minimum requirements; CDEM Group (joint committee) governance; and accountability for Group performance.  |
| <b>2.6</b>                | Require the development of shared emergency management services across the CDEM regions (majority view).  |
| <b>3.1, 3.3</b>           | Clarify that Mayors have primary authority to declare states of local emergency for their representative districts; and retain the ability for the Minister of Civil Defence to declare any state of emergency. |
| <b>3.2</b>                | Require training and advice as a precondition for any person (primarily the Mayors) using their authority to declare a state of local emergency.  |
| <b>6.1</b>                | Enable the Director to direct Group Controller(s) during an emergency under the CDEM Act when there are matters of national interest.   |
| <b>6.2, 6.3, 6.4, 6.5</b> | Create generic authorisation of accredited Controllers; and require and confirm clear authority at the Group level and for Group Controllers.   |
| <b>6.6, 6.7</b>           | Assign default tasking to agencies; and clarify and review lead agency descriptions.  |
| <b>6.8</b>                | Require use of the Co-ordinated Incident Management System.   |
| <b>6.9</b>                | Extend membership to key entities required to coordinate and effective response.  |

## Building the capability and capacity of the emergency management workforce

### What do we want to do and why?

Managing an emergency is complex. People and organisations involved in emergencies need to have the appropriate experience, skills and competence to perform their roles and manage public safety effectively and efficiently.

The Government agrees with the TAG that there is a pressing need to build the capability and capacity of the emergency management workforce.

Our long-term goal is to build the capability and capacity of the emergency management workforce so it has the right number of skilled people who are prepared to respond 24/7.

We envision a workforce in which there are career pathways, consistent and high-quality training and development, and clear professional standards and accreditation processes.

To support this, we will establish Fly-in Teams to provide an immediate solution to localised issues of staff capability and capacity. Fly-in Teams will be able to rapidly respond to emergencies and will have the right skills in place to support CDEM Groups to manage emergencies effectively and consistently, irrespective of where in New Zealand they occur.

We want to professionalise the Controller position so that every person who holds a statutory Controller appointment under the Civil Defence Emergency Management Act meets mandatory competency standards. This will mean they have the skills, knowledge, and experience to do the job well and hold an accreditation to do so.

We also want to build the capability of the response workforce more broadly. The workforce that contributes to the emergency effort will always include staff for whom this is not their day job. As such, it is essential that people who perform key roles within the Co-ordinated Incident Management System structure have the appropriate knowledge, skills, experience, and aptitude to deliver on their role.

Building the skills and capabilities of volunteers is also important, as volunteers are an essential part of our emergency response system and will continue to be so. This will happen as the result work currently underway in the Ministry of Civil Defence & Emergency Management working with a number of partner agencies. It will be supported by the longer-term changes that will be delivered as we build the overall capability and capacity of the emergency management workforce.

## What are we doing now and what will we do in the next 12 months?

- Design and implement Fly-in Teams.
- Implement a revised Controller development programme to replace the current one.
- Continue to build capability, through the use of unit standards and training, for those operating in Co-ordinated Incident Management System roles in central and local government.
- Work with local government to ensure that capability development solutions work for both central and local government. This includes co-designing the approach to Controller certification.
- Continue to work across local government, emergency services and relevant government agencies on ways to improve volunteer capability and capacity, and to ensure volunteers are kept safe in the system.

## What will take a bit longer?

- Roll out of a programme for professionalising Controllers, which includes implementing a certification scheme for Civil Defence Emergency Management Controllers.
- Amend the Civil Defence Emergency Management Act to enable Fly-in Controllers to undertake their statutory function anywhere in the country.
- Enable the Director of Civil Defence Emergency Management to personally accredit/veto Controller appointments.
- Develop regulations to specify definitions for 'suitably qualified and experienced' in relation to Controllers and 'suitably trained and competent personnel' for other Co-ordinated Incident Management System functions.
- Enforce the expectation that people in relevant Co-ordinated Incident Management System roles are trained and competent.

## Links to TAG recommendations

- 5.1 Strengthen the professionalism of emergency management, with a particular focus on Controllers.
- 5.2 Establish Fly-in Teams.
- 5.3 Ensure a consistent high standard of volunteer competence.

## Improving the information and intelligence system that supports decision making in emergencies

### What do we want to do and why?

Effective decision making before, during, and after emergencies can significantly improve outcomes for communities. When an emergency strikes, response authorities and the public need to make decisions about what to do. To do this, they need timely and relevant information, and analysis about what it means.

We agree with the TAG that we need to improve how we synthesise vital information into a common picture of what is going on so that decision makers have the information they need when they need it. This is a significant undertaking but one that we believe is essential if we are to improve our response to emergencies.

Science advice is often an important part of an emergency response and we want to make sure that it is well integrated into our emergency response system. It is important that science speak with one credible and authoritative voice so that we get informed messages to the public.



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Gathering and distributing information that people can use is a fast-moving area as technology develops. Although this is challenging, it provides opportunities. We want to figure out how the emergency management system can better gather, consume and use information. The goal here is to ensure timely communication so that people know what is going on, what to expect, and what to do.

Finally, we agree with the TAG that there is a need to look into the physical and technological issues with the existing National Crisis Management Centre in the Beehive's sub-basement. We want to ensure it is fit-for-purpose and can support agencies to work together to manage significant national events.

## What are we doing now and what will we do in the next 12 months?

- Include strategic communications and public information experts in Fly-in Teams.
- Continue to upgrade IT infrastructure in the current national emergency management facility.
- Implement arrangements for an Auckland-based facility to manage a national crisis if the Wellington facility is unavailable.
- Progress elements of the Common Operating Picture, including pulling together existing work on data needs.
- Develop a business case for a Common Operating Picture.
- Put structures in place to build the capability of those working in the intelligence function in responses.
- Undertake the first stages of a business case for a new national emergency management facility.
- Formalise a system to integrate science advice into emergency responses and document this in the Co-ordinated Incident Management System.

## What will take a bit longer?

- Develop and implement a Common Operating Picture (depending on what the business case shows).
- Build a new national emergency management facility (depending on what the business case shows).
- Continue developing the capability of those working in the intelligence function.

## Links to TAG recommendations

- 7.1 Establish a new national emergency management facility (replacing the Bunker) with a fit-for-future physical layout and technological functionality.
- 7.2 Invest in the technology to ensure a fit-for-purpose Common Operating Picture.
- 7.3 Establish an integrated 24/7 operation for the monitoring, alerting and warning of emergencies.
- 7.4 Recognise the importance of science intelligence as part of situational awareness.
- 8.3 Include and deploy trained and experienced Public Information Managers and Strategic Communications in 'Fly-in Team'.
- 8.4 Ensure timely, consistent, and proactive use of the range of appropriate media channels.

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## Appendix 1: The Technical Advisory Group's specific recommendations



## Chapter 1: National level (functions and structure)

### 1.1, 1.2, 1.3, 1.4, 1.7 Agree to establish a new National Emergency Management Agency (NEMA)

TAG Recommendation	Proposed Government Response	
<p>Agree to establish a new National Emergency Management Agency (NEMA) as a departmental agency hosted by DPMC to replace MCDEM (1.1).</p>	<p><b>Agree in principle</b></p>	<p>We agree with the TAG that we need greater nationwide consistency and stronger, directive national leadership to work collaboratively with the range of parties involved in emergency management to continually improve the performance of the sector. The national emergency management agency (whether it be the Ministry of Civil Defence &amp; Emergency Management (MCDEM) or a new national emergency management agency) must play a greater leadership role within the sector. It should have a strong 'all hazards and risks', operational, 4Rs focus as recommended by the TAG. It needs to work with communities, government agencies, emergency services, lifeline utilities, businesses, and other organisations to create an emergency management system that is ready and able to respond to and support recovery from emergencies (irrespective of cause) when they occur.</p> <p>It would do this by working with others to build the capability and capacity of the system to plan for, withstand, respond to, and recover from an emergency. This would involve activities such as standard setting and monitoring, common ways of working, workforce development, and leading investments in system-level infrastructure. It would also provide assurance to the government and the public as well as lead (and support) the all hazards and risks response to national and local emergencies. The latter role would require it to have a strong operations/ response function, working alongside other lead agencies and Civil Defence Emergency Management (CDEM) Groups.</p> <p>We have asked for further work to be done on the best functions, form, and location of the national emergency management agency.</p>
<p>Agree that the core function of NEMA is to enable the Director CDEM to meet their functions and duties and exercise their powers under relevant emergency management legislation, including (1.2):</p> <ul style="list-style-type: none"> <li>• As the national authority for support and coordination in states of local emergency, and control in national emergencies (1.2.1).</li> <li>• Taking an oversight role through developing, monitoring and evaluating the all hazards-all risks national CDEM Strategy and Plan, and addressing matters of national interest in Groups' and other agencies' plans and activities (1.2.2).</li> <li>• Assuring system capability and performance through setting standards and monitoring that those standards are being met (1.2.3).</li> </ul>	<p><b>Agree in principle</b></p>	<p>Covered in response to recommendation 1.1.</p>

Note that this will require more proactive leadership of the sector, and an assertive, and when required, directive stance, as envisaged in the provisions of the CDEM Act (1.3).	<b>Agree in principle</b>	Covered in response to recommendation 1.1.
Retain the 4R's all hazards—all risks perspective within NEMA, with a focus on operational responsibilities, and consider shifting strategic policy advice responsibilities to a separate part of DPMC (1.4).	<b>Agree in principle</b>	Covered in response to recommendation 1.1.
Ensure that NEMA has the resources and the capability to credibly do the job expected of it (1.7).	<b>Agree in principle</b>	Covered in response to recommendation 1.1.

### 1.5 Agree that the NEMA's monitoring responsibilities, and OAG responsibilities, will be used to full effect through publication of results

TAG Recommendation	Proposed Government Response
Agree that the NEMA's monitoring responsibilities, and OAG responsibilities, will be used to full effect through publication of results (1.5).	<p><b>Agree in part</b></p> <p>We agree that NEMA's monitoring responsibilities should be used to full effect through the publication of results. However, we see the monitoring role as having more to it than simply publishing results. The following functions are also necessary:</p> <ul style="list-style-type: none"> <li>• Supporting CDEM Groups to self-evaluate performance against those standards and make the necessary changes at the organisational level.</li> <li>• Undertaking objective reviews, evaluations and assessments of CDEM Group and national level arrangements and the sector's performance, capacity and capability.</li> <li>• Identifying what is working well and where improvements are needed to CDEM Group and national emergency management arrangements.</li> <li>• Monitoring the implementation of recommendations and actions identified through reviews to ensure they are effective and sustainable in the long term.</li> </ul> <p>We do not believe that the Office of the Auditor-General (OAG) has a role in this process, as it is a core function of the national agency. However, OAG may have a high-level audit role through requiring mandatory public reporting of expenditure/performance against the Group Plan (links to recommendations in 2.2).</p>

## 1.6 Agree that lead agency responsibilities are allocated to appropriate agencies

TAG Recommendation	Proposed Government Response	
<p>Agree that lead agency responsibilities are allocated to appropriate agencies (1.6).</p>	<p><b>Agree</b></p>	<p>The term 'lead agency' is used in a range of documents and its meaning changes with context and by document. The scope and number of definitions has led to a range of interpretations, making the responsibilities and authority of a lead agency unclear. As the TAG noted, "this situation is confusing, occasionally contradictory, and in an emergency, it is potentially risky."</p> <p>We support clarifying and reviewing lead agency descriptions and allocating lead agency responsibilities to appropriate agencies. We view lead agencies as those that have the mandate to manage the response to an incident until it transitions to become an emergency under the CDEM Act (2002).</p> <p>Lead agencies should be determined by the extent to which they:</p> <ul style="list-style-type: none"> <li>• Have the specialist expertise and experience for particular hazards and threats.</li> <li>• Have the appropriate regulatory levers, protocols, agreements, and existing relationships with relevant sectors.</li> <li>• Promote sectoral risk reduction and readiness as a subset of their broader policy interests.</li> </ul>
<p>The Ministry for Business, Innovation and Employment is specified as lead agency with responsibility for infrastructure failure. There are also calls to be made in relation to responsibility for transport and water (1.6.1).</p>	<p><b>Agree in principle</b></p>	<p>We have asked for further work to be done to clarify and confirm which agencies are best placed to have lead agency responsibilities for specific hazards. This includes confirming lead agency responsibilities for infrastructure failure (including transport and water). Until that point, there will be no change to existing lead agency arrangements.</p> <p>However, we do not support the recommendation as written because 'infrastructure failure' is not sufficiently specific to warrant an individual agency having lead agency responsibilities for it.</p> <p>Current arrangements in which the relevant transport agency has the lead agency mandate for managing responses to road, rail, air, and sea transport risks seem sensible.</p> <p>The Government is reviewing '3 Waters' infrastructure to develop options and recommendations needed to create a strong, sustainable '3 Waters' network. The Department of Internal Affairs is leading this work and proposals are due with Cabinet in late 2019. We recommend that decisions about which agency should lead water responses be taken after this time.</p> <p>There is further work needed to confirm whether the Ministry of Business, Innovation and Employment should be the lead agency with responsibility for ICT, energy, and fuel-supply failure.</p>

Responsibility for assessing, monitoring, and alerting the hazard risk in relation to geological and meteorological risks (earthquake, tsunami, flood, other weather) is clarified (1.6.2).	<b>Agree</b>	<p>Early warning systems that enable individuals and communities threatened by hazards to act effectively and in sufficient time to reduce the likelihood of death, injury, and damage to property and the environment are a critical component of our system. As a first priority we have asked MCDEM and GNS Science to work together to speed up tsunami warnings. We note that volcanos and landslides are also geological risks that we assess, monitor and provide warnings for as needed.</p> <p>MCDEM has had a strong focus in recent years on improving the consistency of warnings to the public across all hazards. This work will continue.</p>
The Ministry for Social Development is specified as lead agency with responsibility for welfare aspects of response (1.6.3).	<b>Disagree</b>	<p>The term lead agency relates to leading response to an event caused by a hazard. This is not welfare, which is one of seven core functions in the Co-ordinated Incident Management System. In a response, all these functions come under the mandate of the lead agency running the response.</p> <p>Under the current framework (that was put in place in 2015 in response to the findings of the review into the 22 February 2011 Christchurch earthquake), the CDEM Group is responsible for ensuring that there is an effective welfare function across its region. This is delivered within a national framework led by the national emergency management agency (currently MCDEM). This makes logical sense and we see no need to change it.</p>

### 1.8 Strengthen incentives and accountability for system stewardship

TAG Recommendation	Proposed Government Response
Strengthen incentives and accountability for system stewardship (1.8).	<p><b>Agree</b></p> <p>We agree there is a need for greater nationwide consistency and stronger, directive national leadership. The national emergency management agency would work collaboratively with the range of parties involved in emergency management to continually improve the performance of the system. This includes strengthening the accountability for stewardship of the emergency management system (particularly in respect of multi-agency issues) so we can remain confident that it will remain fit-for-purpose and fit-for-the-future.</p>
Developing transparency, governance, and structural approaches to strengthen collective action and stewardship in this sector (1.8.1).	<p><b>Agree</b></p> <p>We support public sector chief executives from across the emergency management sector working more collaboratively to improve transparency, collective action, and system governance. The Hazard Risk Board (HRB) has a role in managing civil contingencies and hazard risks through appropriate governance, alignment, and prioritisation of investment, policy and activity. As such, we see HRB as the most appropriate governance body to provide stewardship for the system. We will support HRB as it fulfils its system stewardship role.</p>
Considering joint accountabilities in departmental CE's performance agreements, backed up in Ministerial letters of expectation (1.8.2).	<p><b>Agree in principle</b></p> <p>Working with HRB may involve including joint accountabilities in departmental chief executives' performance agreements, backed up by Ministerial letters of expectation. We have yet to determine if this is the right approach.</p>

## Chapter 2: Regional structure

### 2.1 Require Groups to take a regional approach consistent with the intent of the CDEM Act

TAG Recommendation	Proposed Government Response
Require Groups to take a regional approach consistent with the intent of the CDEM Act (2.1).	<p><b>Agree</b></p> <p>We support a strengthened regional approach to emergency management while still providing flexibility for local delivery to suit local needs and characteristics.</p> <p>We intend to amend the CDEM Act so that the CDEM Group and member local authorities have clear and separate responsibilities for emergency management. Groups (local authorities collectively) would continue to be responsible for planning and providing for emergency management. Groups would have an explicit function to coordinate emergency management activity across the region through the Group Plan, work programme, and shared emergency management service agreement. Local authority members would be required to give effect to the decisions of the Group, including to resource the decisions of the Group.</p> <p>We intend to also provide more flexibility for Joint Committee Groups to agree which member local authority will act as the Group's statutory administering authority. The regional council remains as a default unless the Group agrees otherwise. This reinforces the current intent of the CDEM Act that the regional council does not have any greater governance role than any other member.</p> <p>We intend to also enable Group members, in an emergency when an urgent decision is required, to attend a Group (Joint Committee) meeting by audio/audiovisual link, rather than having to be physically present, in order to achieve a quorum. This has been an issue in the past for Group leadership in an emergency.</p> <p>From this, we expect increased economies of scale, capability, capacity, and interoperability between regions to deliver better emergency management services across the 4Rs. There is still flexibility to tailor activities to suit local needs and characteristics. Emergency management personnel can be embedded in local authorities to take account of the needs of, and maintain connections with, local communities.</p>

### 2.2 Require Groups to provide adequate funding and resourcing for effective CDEM activities

TAG Recommendation	Proposed Government Response
Require Groups to provide adequate funding and resourcing for effective CDEM activities (2.2).	<p><b>Agree in part</b></p> <p>It would be difficult and precedent setting to specify, regulate and enforce a requirement for 'adequate' funding on local government.</p> <p>Expected cost savings from shared emergency management services will enable Groups to more adequately fund emergency management.</p> <p>We intend to make regulations under the CDEM Act to require Groups to publicly report to their communities and to the Government on expenditure and performance against the Group Plan and regulations. This means that the community and the Government can better hold Groups and local authorities to account, which will encourage Groups to more adequately fund emergency management.</p>

### 2.3 Strengthen national standards over minimum requirements

TAG Recommendation	Proposed Government Response	
Strengthen national standards over minimum requirements (2.3)	<b>Agree</b>	We intend to make regulations under the CDEM Act to establish minimum standards for Groups (to be monitored by a national emergency management agency (MCDEM or a new agency) with appropriate penalties for non compliance), which include performance standards and consistent operating practices and systems for emergency management that align with the Co-ordinated Incident Management System.

### 2.4 Strengthen Group (joint committee) governance

TAG Recommendation	Proposed Government Response	
Strengthen Group (joint committee) governance (2.4).	<b>Agree in part</b>	<p>A legislative change to 'require' that only Mayors and regional council Chairs can participate in Group governance and that they may not delegate this to another elected member is at odds with normal local government practice and may slow down governance if it affects the ability to meet quorum.</p> <p>Genuine and effective participation of elected members is a cultural issue that is difficult to legislate for. Strengthening the Group approach by requiring that local authorities give effect to and resource activities decided by the Group is expected to incentivise stronger local authority participation in governance.</p>

### 2.5 Strengthen accountability for Group performance (through NEMA monitoring and OAG audit)

TAG Recommendation	Proposed Government Response	
Strengthen accountability for Group performance (through NEMA monitoring and OAG audit) (2.5).	<b>Agree</b>	We intend to make regulations under the CDEM Act to establish minimum standards for Groups, to be monitored by a national emergency management agency (MCDEM or a new agency).

2.6 Require the development of shared emergency management services across the CDEM regions (majority view)

TAG Recommendation	Proposed Government Response
<p><b>Majority view.</b> Require the development of shared emergency management services across the CDEM regions (2.6):</p> <ul style="list-style-type: none"> <li>• The regional or unitary council responsible for resourcing and administration (2.6.1).</li> <li>• Consistent Emergency Management Office structures, with Emergency Operating Centres across the CDEM Group area (2.6.2).</li> <li>• Regional appointment and oversight of all controllers, with clear line management and an emphasis on appointments embedded within territorial authorities (2.6.3).</li> <li>• Defined functions and responsibilities for respective territorial and regional councils (2.6.4).</li> </ul> <p><b>Minority view.</b> Strengthened Status Quo – no change to the functions and requirements set out in the current CDEM Act, but bolster implementation with stronger national standards (through NEMA), and stronger accountability for resourcing, capability, and performance (through NEMA monitoring and OAG audit).</p>	<p><b>Agree in part to majority recommendation</b></p> <p>We intend to make regulations under the CDEM Act to require Groups to establish publicly available shared emergency management services agreements that set out how the Group will deliver emergency management across the region, in accordance with the Group Plan and regulations.</p> <p>We also intend to make regulations to require consistent organisational arrangements. This would include that Groups maintain the ability to establish and operate:</p> <ul style="list-style-type: none"> <li>• An Emergency Management Office (EMO) to undertake the Group’s planning and programme management, risk reduction, and readiness for response and recovery activities.</li> <li>• An Emergency Coordination Centre, Emergency Operations Centres (EOC), and Recovery Management Offices, where operationally appropriate; and to staff Co-ordinated Incident Management System functions, to respond to emergencies and undertake recovery.</li> </ul> <p>The regulations would also ensure that emergency management personnel, including Controllers and Recovery Managers, have clear functional direction and management from, and accountability ultimately to the Group, although this may be managed on a day-to-day basis through the Coordinating Executive Group (CEG). They are not subject to direction from local authority members or chief executives (even though they are employed by the Group’s administering authority and may be domiciled in local authority member offices).</p> <p>We will not require, however, that the regional council is responsible for resourcing and administration. Another member may be better placed to undertake that role. We would provide flexibility for the Group to agree which member local authority will act as the Group’s statutory administering authority and how the Group will apportion and collect funding. The regional council remains as a default administering authority unless the Group agrees otherwise.</p> <p>Through shared emergency management service agreements, the Group would provide for emergency management across the 4Rs on behalf of its member local authorities. Activities could be delivered on a region-wide basis or tailored to the particular characteristics of each district, including its hazards and risks and what is needed to manage them. Some Group personnel, including Local Controllers may be domiciled with local authorities to engage the local authority in emergency management activities, integrate with other local authority work, and to have a physical presence in each district to stand up an EOC. However, they would remain accountable to the Group.</p>

## Chapter 3: Declarations

### 3.1 Clarify that elected representatives (the mayors) have primary authority to declare states of local emergency for their representative districts

TAG Recommendation	Proposed Government Response	
Revise section 25 of the CDEM Act to give mayors the primary role (3.1.1).	<b>Agree</b>	<p>We intend to amend the CDEM Act so that there is no overlap in who is responsible for declaring a state of local emergency over what area, in the first instance. The Group appointee would declare for the Group area (region) and may declare for more than one district, and the Mayor would declare for one district or one or more wards. As a backup, we would provide for a representative of any member of the Group to declare if the Mayor (or Mayor's designate) is unable to declare.</p> <p>We would require the Group, when considering whether to declare, to seek and consider comment from any affected Mayor unless the circumstances are impracticable or the situation is urgent.</p> <p>We would also require that Mayors and Group appointees receive and consider the advice of a Controller before making a decision to declare, unless the circumstances are impracticable or the situation is urgent.</p> <p>We would also clarify that the word 'area' in the CDEM Act refers to the whole Group area rather than a district or ward.</p> <p>The CDEM Act also provides for Mayors and Groups to give 'notice of a local transition period' that makes emergency powers available to assist recovery, which currently mirrors the declaration process. We would therefore mirror the changes above to giving notice of a local transition period, where this is appropriate.</p>
While mayors have primary authority, provide for the Chair of the Joint Committee to be able to declare in appropriate circumstances (consulting with affected mayors where practicable) as a multi-district or CDEM Group-wide declaration may be most appropriate (3.1.2).	<b>Agree</b>	Covered in response to recommendation 3.1.1.



### 3.2 Require training and advice as a precondition for any person (primarily the mayors) using their authority to declare a state of local emergency

TAG Recommendation	Proposed Government Response	
Require training and advice as a precondition for any person (primarily the mayors) using their authority to declare a state of local emergency (3.2).	<b>Disagree</b>	We intend to provide for Mayors and Group appointees to receive advice from qualified Controllers prior to being able to use their authority to declare a state of local emergency. Defining what constitutes training, implementing it, and monitoring compliance would add costs that we do not consider are commensurate with the problem or potential benefits. We will encourage Mayors to seek training as soon as practicable after election as part of a Mayor's induction into the role.
If a mayor is not trained then another trained representative of the elective members of the Joint Committee (the Group) will need to declare (3.2.1).	<b>Disagree</b>	See above.

### 3.3 Retain the ability for the Minister of Civil Defence to declare any state of emergency (local or national)

TAG Recommendation	Proposed Government Response	
Retain the ability for the Minister of Civil Defence to declare any state of emergency (local or national). No change to the current CDEM Act is proposed (3.3).	<b>Agree</b>	No change to the CDEM Act required.

### 3.4 Amend guidance to include 'public confidence' as a factor to consider in deciding to declare a state of emergency

TAG Recommendation	Proposed Government Response	
Amend guidance to include 'public confidence' as a factor to consider in deciding to declare a state of emergency (3.4).	<b>Agree in part</b>	<p>Public confidence is an outcome of robust information, clear and timely communication and strong leadership. To achieve the outcome of greater public confidence the Government intends to:</p> <ul style="list-style-type: none"> <li>• Undertake work related to other TAG recommendations that will result in a more timely flow of information and a common operating picture, which will assist authorities and the public to be aware earlier of the nature and scale of the event, and take precautionary actions and communication to enhance public confidence.</li> <li>• Make regulations to require Groups to set out a process in their Group Plan by which the Group will determine when an incident is deemed to be an emergency for the purposes of the CDEM Act and how that is communicated to agencies in the emergency management system. Groups may communicate such a decision to the public along with any messaging, in order to inform and assure the public.</li> <li>• Encourage Groups/local authorities (supported by central government) to identify in their arrangements (such as standard operating procedures) the actions necessary to maintain public confidence in an evolving situation, including effective public information about the incident and how the local authority and/or Group is managing the incident.</li> <li>• Amend the CDEM Act so that it is explicit that the criterion for declaring a state of local emergency is that the emergency power(s) under the CDEM Act are necessary, or likely to be necessary, to manage a response to the emergency (assuming also that the tests for an 'emergency' as defined in the CDEM Act are met).</li> </ul>

### 3.5 Provide the option of the mayor declaring a 'major incident'

TAG Recommendation	Proposed Government Response	
Provide the option of the mayor declaring a 'major incident' (3.5).	<b>Agree in part</b>	We will not provide for a statutory 'major incident' declaration but to achieve the outcome of greater public confidence the Government intends to respond as outlined above in 3.4.
Under a major incident the legislative powers available are limited to those that the councils and emergency services (such as Police) can use under other Acts (3.5.1).	<b>Agree in part</b>	Covered in response to recommendation 3.5.

## Chapter 4: Role of Iwi

### 4.1 Recognise the capability that iwi bring to emergency management

TAG Recommendation	Proposed Government Response	
<p>Recognise the capability that iwi bring to emergency management (4.1).</p>	<p><b>Agree</b></p>	<p>We seek to achieve:</p> <ul style="list-style-type: none"> <li>• Greater recognition, understanding and integration of iwi/Māori perspectives and tikanga in emergency management.</li> <li>• Greater recognition, understanding and integration of the capacity and capability of marae to look after people in an emergency.</li> </ul> <p>Officials from the Department of the Prime Minister and Cabinet (DPMC), assisted by Te Puni Kōkiri, will engage with iwi and Groups to explore:</p> <ul style="list-style-type: none"> <li>• Iwi representation on the CEG of each Group, to ensure iwi input into advice to the Group on governance and planning. How iwi are represented in areas where multiple iwi are present will also need to be worked through.</li> <li>• An explicit requirement for Groups to consult with iwi/Māori on emergency management planning, particularly when developing their Group Plans.</li> </ul> <p>Officials from DPMC, assisted by Te Puni Kōkiri, will also engage with iwi and Groups to explore a proposal that:</p> <ul style="list-style-type: none"> <li>• Groups work with marae in their region to identify marae that could, and want to, have a role in emergency responses (noting that marae are one community facility amongst many); and any infrastructure upgrades and training needed to enable those marae to respond effectively.</li> <li>• Groups undertake planning, understand their tikanga, and develop protocols with those identified marae that may be required, including to support reimbursement for welfare-related expenses.</li> </ul> <p>The national emergency management agency will be responsible, on an ongoing basis, for providing Groups with support and guidance, and for monitoring progress on engagement with iwi, Māori and marae.</p>

#### 4.2 Legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role

TAG Recommendation	Proposed Government Response	
Appropriate iwi representatives to be part of the Groups' Coordinating Executive Group (CEGs) (4.2.1).	<b>Agree in principle</b>	We agree in principle that iwi should be represented on CEGs, pending engagement with iwi and Groups as outlined in 4.1 above and noting that there is a question as to how iwi will be represented in areas where multiple iwi are present.
Appropriate iwi representatives to be included on the Group Joint Committees (Groups) (4.2.2).	<b>Disagree</b>	<p>We do not favour iwi membership of Groups because Group members are elected (Mayors and regional council Chairs).</p> <p>Iwi can be invited to attend Group meetings and to provide specialist knowledge and advice, but do not have voting rights. The national emergency management agency will strongly encourage Groups to seek advice from iwi on strategic governance decisions.</p> <p>The responses in 4.1 and 4.2.1 represent other ways for Groups to engage with iwi, Māori and marae.</p>

#### 4.3 Look to the recent Mana Whakahono-a-Rohe amendments to the RMA as a model for a future CDEM Act amendment

TAG Recommendation	Proposed Government Response	
Look to the recent Mana Whakahono-a-Rohe amendments to the RMA as a model for a future CDEM Act amendment. Both the Local Government Act and recent amendments to the RMA provide examples of legislative changes sought (4.3).	<b>Disagree</b>	At present, we do not favour the Mana Whakahono-a-Rohe arrangement as a model for engagement given the work proposed in 4.1 and 4.2.1 above.

## Chapter 5: Capability and capacity

### 5.1 Strengthen the professionalism of emergency management, with a particular focus on Controllers

TAG Recommendation	Proposed Government Response	
Require all Controllers (Group and National) to meet one mandatory national standard of technical and personal competency, prior to them being accredited as a CDEM Controller (5.1.1).	<b>Agree</b>	<p>We intend to make regulations under the CDEM Act to establish the mandatory national standard of technical and personal competency for national, regional, and local CDEM Controllers. This can be done irrespective of decisions about accreditation/certification that are discussed below. This can be done within the existing legal framework.</p> <p>In advance of any national certification system being implemented, national monitoring of CDEM groups should require demonstrated evidence from the Group that its Controllers meet the standard that has been set and their plan for achieving this (recognising that it will take time).</p> <p>DPMC's National Security Workforce Directorate and MCDEM are currently contracting a provider to deliver a revised Controller development programme that includes a capability framework, a refreshed learning solution for Controllers, and a tool to measure current capability against the framework. The final solution will replace the current Massey/MCDEM Controller Development course.</p>
Confirm that only accredited Controllers are permitted to act as Controllers during any declared state of emergency (5.1.2).	<b>Agree in principle</b>	The aim is that eventually, all Controllers are accredited so only accredited Controllers will be permitted to act during an emergency. However, the transition to a professional emergency management workforce will need to be carefully managed to ensure that current capacity, both paid and volunteer, is retained. We will also need to acknowledge prior learning/experience, and potentially build in a period of transition so that experienced and suitable people have a window in which to be appropriately recognised.
Investigate the ability to leverage off the Australian Emergency Management experience (5.1.3).	<b>Agree</b>	We will look at experience from other jurisdictions as we develop the approach to professionalising the Controller position and to building the capability of the emergency management workforce more generally.
Require the Director to personally confirm that a Group Controller meets the expected standard prior to formal accreditation (5.1.4).	<b>Agree in principle</b>	Covered in response to recommendation 5.1.2.
Investigate a process by which the status of someone as an accredited Controller is reviewable (5.1.5).	<b>Agree in principle</b>	Covered in response to recommendation 5.1.2.

Develop national training and professional competency for all the relevant Coordinated Incident Management System (CIMS) functions (5.1.6).

**Agree in principle**

New Zealand's Co-ordinated Incident Management System helps to achieve effective co-ordinated incident management across responding agencies by establishing common structures, functions and terminology. To give effect to the Co-ordinated Incident Management System, people performing key roles at the national, CDEM Group, and local levels during a response are expected to be trained and practiced in its use.

The workforce that contributes to the emergency effort will always include staff for whom this is not their day job as well as volunteers. These people play a crucial role in the emergency management system and will continue to do so. However, we need to ensure we are providing a career pathway that provides people in key roles the level of experience, training and support that their role warrants. Those in key Co-ordinated Incident Management System roles (i.e. the Co-ordinated Incident Management System function managers) should be appropriately skilled and trained to fulfil their roles. Others should have a basic understanding of how the system works and their role within it.

Under the CDEM Act, CDEM Groups are required to ensure that suitably trained and competent personnel, including volunteers are available for effective emergency management in their area. We intend to make regulations under the CDEM Act to establish what suitably trained and competent means. Work is underway within DPMC to build capability among those operating in Co-ordinated Incident Management System roles in central and local government. We are currently working on a number of unit standards (and context specific training through MCDEM) to achieve this.

We do not propose a formal 'professionalising' of the Co-ordinated Incident Management System roles. However, over time we do expect to see an increasing percentage of people in these roles with the relevant unit standard. Monitoring by the national agency would focus on this.

## 5.2 Establish Fly-in Teams

### TAG Recommendation

Have national teams of professional CDEM Controller and other essential roles (such as CIMS functions, strategic communications, and science) that can be immediately deployed (either on the request of the Group Controller, or on the discretion of the Director) (5.2.1).

- Provide for professionals to be on the 'Fly-In' roster from a variety of agencies (5.2.1.1).
- Recognise that some or all of national support roles are likely to be required with any state of emergency that is more than minor (5.2.1.2).
- Investigate where these priority roles can be sourced from (secondments are a possibility (5.2.1.3)).

### Proposed Government Response

**Agree**

We agree that Fly-in Teams are an essential capability in the emergency management system. The key benefit of Fly-in Teams is that they can rapidly deploy to emergencies, and have the right skills in place to effectively and consistently support CDEM Groups to manage emergencies, irrespective of where they occur in New Zealand. We agree that these teams should include experienced Public Information Managers and Strategic Communications experts as required, and the teams should have the capability to engage effectively with local Māori. The staffing and rostering requirements for Fly-in Teams will be confirmed during the development stage, however, we agree that a variety of agencies could provide people.

### 5.3 Ensure a consistent high standard of volunteer competence

TAG Recommendation	Proposed Government Response	
<p>During an emergency response when deployed for the purposes of urban light rescue, shift oversight of trained and accredited NZRTs to FENZ as the agency with the most appropriate functional alignment with the volunteer capability (5.3.1).</p>	<p><b>Agree in principle</b></p>	<p>The Director of CDEM is currently working with CDEM Group Managers, New Zealand Response Team Leaders, Fire and Emergency NZ, NZ Police, Ministry of Health, Maritime NZ, and NZ Search and Rescue to explore options for building a robust and sustainable volunteer capability and capacity for emergency management. This work will cover the role of volunteers in the system, health and safety issues related to their tasking, and their training. This work will address the TAG's recommendations regarding volunteers.</p> <p>If established, the national emergency management agency (NEMA) would likely have a role in understanding what kinds of volunteer capability are required, the level of capability for different functions, and any relevant standard(s) necessary. This would include working with WorkSafe to obtain clarity on its accountability when Groups engage volunteers, and how best to protect volunteers from liability.</p> <p>The NEMA and agencies with mandates for technical or specialist functions would also likely have a role in accrediting volunteers or training providers so that volunteers are recognised as being competent and able to appropriately assist during emergencies. Ultimately, building volunteer capability is a subset of the wider work to lift emergency management capability overall. We propose looking into a range of models including from Australia's State and Territorial Emergency Services (SES) in recognising / training / accrediting volunteers as this work develops.</p>
<p>NEMA to work with WorkSafe New Zealand to get clarity on its accountability when Groups engage volunteers (and other employees) in response (5.3.2).</p>	<p><b>Agree in principle</b></p>	<p>Covered in response to recommendation 5.3.1.</p>
<p>For NZ Response Teams (5.3.3):</p> <ul style="list-style-type: none"> <li>• Agree that during an emergency response when deployed for the purposes of urban light rescue, FENZ have control of the teams if they are trained, equipped, and resourced to an agreed accredited level (5.3.3.1).</li> <li>• FENZ and NEMA to work with CEG Chairs and NZRTs on how the teams can be recognised as being trained for responsibilities that they can appropriately assist with during emergencies (5.3.3.2).</li> </ul>	<p><b>Agree in principle</b></p>	<p>Covered in response to recommendation 5.3.1.</p>
<p>Identify how New Zealand can incorporate best practice from Australia's State and Territorial Emergency Services (SES) in recognising / training / accrediting volunteers, including assessment of volunteers' existing qualifications (5.3.4).</p>	<p><b>Agree in principle</b></p>	<p>Covered in response to recommendation 5.3.1.</p>
<p>Explore how best to protect volunteers from liability if they are 'in the system' i.e. NZRT, USAR (5.3.5).</p>	<p><b>Agree in principle</b></p>	<p>Covered in response to recommendation 5.3.1.</p>

## Chapter 6: Authority

### 6.1 Enable the Director to direct Group Controller(s) during an emergency under the CDEM Act when there are matters of national interest

TAG Recommendation	Proposed Government Response	
Enable the Director to direct Group Controller(s) during an emergency under the CDEM Act when there are matters of national interest (6.1).	<b>Agree in principle</b>	We intend to do further policy work on enabling the Director of CDEM to intervene in a local response where there are matters of national interest. This work will consider how such a power fits with existing national intervention provisions in the CDEM Act, the proposed national Fly-in Teams, and appropriate criteria for national interest, including checks on the intervention power.
Include appropriate checks and balances to this command authority (6.1.1): <ul style="list-style-type: none"> <li>• Setting out circumstances of national interest requiring intervention (6.1.1.1).</li> <li>• A requirement that any use of the authority is transparently reported (6.1.1.2).</li> </ul>	<b>Agree in principle</b>	Covered in response to recommendation 6.1.

### 6.2 Create generic authorisation of accredited Controller appointments

TAG Recommendation	Proposed Government Response	
Provide for qualified people to be brought in during events (Fly-in Teams – see Chapter Five) and be able to (6.2.1): <ul style="list-style-type: none"> <li>• Access the relevant CDEM Act powers of a Controller, (6.2.1.1).</li> <li>• Enable them to act in the role of CDEM Controller anywhere in the country (6.2.1.2).</li> </ul>	<b>Agree</b>	We intend to amend the CDEM Act so that, if requested by a Group, accredited Controllers are automatically authorised to operate as the Group Controller in that Group's region.



### 6.3 Require clear command authority at Group level

TAG Recommendation	Proposed Government Response	
Require any 'local' or secondary Controllers to be under the clear command authority of the Group Controller in charge of an event (noting there will be roster changes). They do not have independent powers (6.3.1).	<b>Agree</b>	We intend to amend the CDEM Act to provide that Local Controllers must perform their function to coordinate a response to, and manage the consequences of, emergencies; and may exercise their power to direct personnel and control other resources that are made available by agencies, unless directed otherwise by the Group Controller.

### 6.4 Confirm the authority of Group Controller

TAG Recommendation	Proposed Government Response	
Reinforce that there is no mandate for the Group Controller to be subject to direction by those that might have a different relationship to them outside a state of emergency (6.4.1).	<b>Agree</b>	<p>As per our response to Chapter 2 on regional structures, we intend to make regulations under the CDEM Act to ensure that emergency management personnel, including Controllers and Recovery Managers, have clear functional direction and management from, and accountability ultimately to the Group, although this may be managed on a day-to-day basis through the CEG. They are not subject to direction from local authority members or chief executives (even though they are employed by the Group's administering authority and may be domiciled in local authority member offices).</p> <p>We intend to confirm the authority of Group and Local Controllers in emergency responses through non-statutory means, such as:</p> <ul style="list-style-type: none"> <li>• Ensuring that Group/Local Controllers are appropriately selected, trained and accredited (addressed by the professionalisation workstream) so that they understand their statutory role and accountabilities.</li> <li>• Reinforcing in operational documents such as Director's guidance, and in Controller training, the status and accountabilities of the Group/Local Controllers.</li> <li>• Working with stakeholders in local government and the emergency system to adjust expectations, for example, incorporate into the Mayor's training.</li> </ul>

## 6.5 Require clear control authority for Group Controllers

TAG Recommendation		Proposed Government Response
Ensure that when a state of emergency is declared under the CDEM Act the Group Controller has control over the emergency response. This includes being able to task other agencies (6.5.1).	<b>Agree in part</b>	<p>We intend to amend the CDEM Act so that the National Controller, Group Controller and Local Controller each have a clear function to coordinate a response in the appropriate circumstances (a state of national emergency, a state of local emergency, and an undeclared emergency) and a corresponding power(s) to achieve this function. The powers are generally to 'direct' personnel and/or their performance, and/or 'control' other resources that are made available by agencies.</p> <p>We also intend to amend the CDEM Act to clarify authority for Group/Local Controllers in an undeclared emergency such that:</p> <ul style="list-style-type: none"> <li>• Groups are required to set out in their Group Plan a policy for how an emergency is recognised for the purposes of the CDEM Act and communicated to relevant agencies. The national emergency management agency (MCDEM or a new agency) would facilitate Groups to collectively develop a model approach.</li> <li>• The Group Controller and any Local Controllers have a power in an undeclared emergency and when there is a state of local emergency (but not a state of national emergency) to direct personnel and control resources made available by agencies. The Local Controller must exercise this power unless directed otherwise by the Group Controller. Group/Local Controllers would have appropriate corresponding protection from liability.</li> </ul>
Develop and set out parameters of agency tasks – such as appropriate limits and preconditions – in the relevant Plans (National CDEM Plan Order for nationally managed hazards and Group CDEM Plans (6.5.2).	<b>Agree</b>	The national emergency management agency will facilitate continuous improvement of preparedness and planning for responses by setting out default tasking and arrangements for how agencies will work together and who will do what in the National CDEM Plan and Group Plans and their supporting plans, as these are reviewed.
Develop effective mechanisms to bind and clarify responsibilities (6.5.3).	<b>Disagree</b>	Section 59 of the CDEM Act requires agencies to undertake any CDEM functions and duties required by the National CDEM Plan and Group Plans. No further mechanisms are proposed.

## 6.6 Assign default tasking to agencies

TAG Recommendation		Proposed Government Response
<p>Require that relevant agencies specifically consider likely emergency response tasks and assign responsibilities, including (6.6.1):</p> <ul style="list-style-type: none"> <li>• The CIMS functions (for example, logistics, planning, intelligence) within operation centres (6.6.1.1).</li> <li>• Commonly experienced short-term tasks of manning cordons, rapid assessment and air traffic control (6.6.1.2).</li> <li>• Roles and responsibilities as part of the Fly-in Team discussed in Chapter Five (6.6.1.3).</li> </ul>	<b>Agree</b>	The national emergency management agency (MCDEM or a new agency) will facilitate default tasking and arrangements for how agencies will work together and who will do what in the National CDEM Plan and Group Plans and their supporting plans, as these are reviewed.

## 6.7 Clarify and review lead agency descriptions

TAG Recommendation	Proposed Government Response	
<p>Review the list of lead agencies so that it covers agencies with the primary mandate for overseeing a particular hazard or risk across the 4R's (including who manages the response to an incident) and ensure consistent expression through relevant documents (6.7.1).</p>	<p><b>Agree</b></p>	<p>There are varying definitions of the term 'lead agency' in different documents. We agree that this needs clarifying. We propose the term 'lead agency' is agreed as meaning 'the agency with a mandate to manage the response to an incident through legislation, under protocols, by agreement, or because it has the expertise and experience. The lead agency establishes control to coordinate the response of all agencies involved' (Co-ordinated Incident Management System definition). This definition is aligned with that in the National CDEM Plan.</p> <p>In the event that an incident escalates to become an 'emergency' (as defined in the CDEM Act), MCDEM and CDEM Groups have overall control of the response (depending on whether the emergency is national or local). The agency managing the hazard would continue to have responsibility for managing the specific incident (e.g. Fire and Emergency New Zealand managing the fire, Ministry for Primary Industries the biosecurity incursion, local government the flooding).</p> <p>In line with DPMC's development of a national risk register, we consider that agencies with a lead role outside of response should be referred to as 'risk coordinating agencies'.</p> <p>We intend that all relevant documents that refer to 'lead agencies' be updated to reflect these terms. Such documents include the Co-ordinated Incident Management System manual, the National Security Systems Handbook, and CDEM Group Plans.</p>
<p>Change references to lead agency to clarify that, when a state of emergency is declared under the CDEM Act (6.7.2):</p> <ul style="list-style-type: none"> <li>• A Controller (Group or National) has overall control to manage the emergency (6.7.2.1).</li> <li>• The agency managing the hazard continues to have responsibility for managing the specific incident (6.7.2.2).</li> </ul>	<p><b>Agree</b></p>	

### 6.8 Require use of CIMS (2nd edition)

TAG Recommendation	Proposed Government Response	
NEMA to require all entities listed at the front of the CIMS 2nd Edition to commit to using it, and collectively updating it to add clarity and reflect NZ legislative roles and authority (6.8.1).	<b>Agree</b>	We intend to require all relevant agencies in the emergency response system to use the latest edition of the Co-ordinated Incident Management System.

### 6.9 Extend membership to key entities required to coordinate an effective response

TAG Recommendation	Proposed Government Response	
Extend CEG membership to include Ambulance as emergency services and also iwi (see separate recommendation in Chapter Four) as appropriate for the area (6.9.1).	<b>Agree in principle</b>	We agree in principle to amend the CDEM Act to provide for Ambulance to be a member of the CEG, subject to further work on implementation.
Emphasise the role of the Regional Emergency Management Advisors (currently with MCDEM) and recognise them as full members of the CEGs (6.9.2).	<b>Disagree</b>	We will not include Regional Emergency Management Advisors as members of the CEG. This is to maintain their autonomous roles as advisors to the Group and CEG, and for monitoring performance of the Group on behalf of the Director of CDEM.

### 6.10 Representatives from agencies in the CEG to attend emergency operations centres

TAG Recommendation	Proposed Government Response	
<p>Emphasise the importance of the liaison role when there is a declared CDEM state of emergency (6.10.1):</p> <ul style="list-style-type: none"> <li>• For services such as Police, Fire and Emergency New Zealand, Ambulance, iwi, district health boards, (6.10.1.1).</li> <li>• Ensure they are represented at the activated operation centre following a catastrophic event (such as a large earthquake) or when it is activated to respond to a developing event (such as a weather event) (6.10.1.2).</li> </ul>	<b>Agree</b>	Chief executives of agencies will be required to ensure that there is appropriate representation of their agency at an EOC to the extent possible, and that this expectation is reflected in agencies' plans and standard operating procedures.

## Chapter 7: Intelligence

### 7.1 Establish a new national emergency management facility (replacing the Bunker) with a fit-for-future physical layout and technological functionality

TAG Recommendation	Proposed Government Response	
Enable a national emergency to be controlled and managed from the new facility (7.1.1).	<b>Agree in principle</b>	In an emergency, agencies need to work together to co-ordinate an effective response. A place to do this from is a critical part of our emergency management infrastructure. Our existing facility in the Beehive's sub-basement (the National Crisis Management Centre) is outdated and has significant physical shortfalls. While addressing its IT issues through the Common Operating Picture (see recommendation 7.2) and an existing IT infrastructure upgrade project (see recommendation 7.1.4) will help improve the functionality of the existing facility, these activities will not address its physical issues. We have done a preliminary analysis of options around a new facility and have asked that a more detailed business case be developed.
Provide for all current CIMS functions, along with a common operating picture and strategic communications (7.1.2).	<b>Agree</b>	The business case for the new facility will ensure that all Co-ordinated Incident Management System functions are accommodated.
For national resilience, provide for two facilities and/or easy transfer of base operations (7.1.3).	<b>Agree</b>	MCDEM has recently signed an agreement with the Ellerslie Racecourse to provide an Auckland-based facility from which to manage a national crisis if the Wellington facility is unavailable for a sustained period. We will consider issues of national resilience in the business case referred to under recommendation 7.1.1. MCDEM is investigating arrangements to address issues with the current facility while the work in recommendation 7.1.1. is done.
Maintain effective technological links with other operating centres (Groups, Police, FENZ, Defence, Ministry of Health, and Transport for example) (7.1.4).	<b>Agree</b>	MCDEM is already upgrading the IT infrastructure within the current national facility. This will improve access to IT systems inside and outside the current facility. Work on a Common Operating Picture (recommendation 7.2.1) will also contribute to this.
Systems to be adaptable so that all central government organisations can effectively operate out of the central facility if required (7.1.5).	<b>Agree</b>	Covered in response to recommendation 7.1.4.

## 7.2 Invest in the technology to ensure a fit-for-purpose Common Operating Picture

TAG Recommendation	Proposed Government Response	
Investigate technology needed for a Common Operating Picture based on international best practice models as a strong contender for New Zealand's common operating model (7.2.1).	<b>Agree in principle</b>	<p>When an emergency strikes, response authorities and the public need to make decisions about what to do. They need timely, relevant information to do this. We agree with the TAG that we need to improve how we synthesise vital information into a common picture for decision makers.</p> <p>There is lots of activity already underway in local and central government and by other parties. We have supported work to pull this together into a coherent approach. This work will include government and non-government entities. It will provide immediate benefits for the sector by making the data everyone needs available for them to use and by creating an early common operating picture in the existing National Crisis Management Centre. This work will also help us to understand what, if any, additional investment is needed.</p>
Expect all entities with emergency operations functions to collectively solve the challenge of cross agency systems to share intelligence, and situational assessment (7.2.2).	<b>Agree</b>	The work (outlined in recommendation 7.2.1) will involve a wide range of government agencies. It will be overseen by the Hazard Risk Board, the members of which are chief executives of agencies with lead agency responsibilities or key support roles. It also has good connections with local government through MCDEM.

## 7.3 Establish an integrated 24/7 operation for the monitoring, alerting and warning of emergencies

TAG Recommendation	Proposed Government Response	
Investigate the benefit of using the new national emergency management facility as part of the 24/7 operation (7.3.1).	<b>Agree in principle</b>	This will be considered as part of the approach outlined in 7.3.2 below and as required in the business case work outlined in recommendation 7.1.1.
Utilise and integrate with existing 24/7 capabilities to provide intelligence and assessment of developing or shock emergencies (with an all hazards and risks approach) (7.3.2).	<b>Agree in part</b>	New Zealand's current hazard risk monitoring approach is decentralised. A large number of agencies are involved in assessing risk across a range of natural and human-made hazards and security threats. An all-hazards environment may need a greater degree of integration as a national emergency management agency responsible for managing the response effort and addressing the consequences of emergencies needs to know where emergency management activity may be needed. We plan to take an approach that involves consolidating monitoring information for use by a range of users first. If the consolidated monitoring proves to be of use and greater integration is considered valuable, then this decision (and potentially business case) will be made at that time.
Increase the speed by which alerts are provided and distributed, particularly in regard to simplifying or shortening current practice and providing timely and geographically accurate tsunami warnings (7.3.3).	<b>Agree</b>	<p>Early warning systems that enable individuals and communities at risk from hazards to act effectively and in sufficient time to reduce the likelihood of death, injury and damage to property and the environment are a critical component of our system. MCDEM and GNS Science are working together to streamline and speed up tsunami warnings.</p> <p>MCDEM has had a strong focus in recent years on improving the consistency of warnings to the public across all hazards. This work will continue.</p>

#### 7.4 Recognise the importance of science intelligence as part of situational awareness

TAG Recommendation	Proposed Government Response	
Develop an expert group based on the UK SAGE model (7.4.1).	<b>Agree</b>	<p>Science advice is often an important part of an emergency response. It is important that decision makers receive the best possible advice based on the available information in a timely, coordinated, and understandable way.</p> <p>Within New Zealand, there is a range of existing mechanisms in place at national and CDEM Group level. Work was done with the previous Prime Minister's Chief Science Advisor to set up a system akin to the SAGE model at the national level. The network of Chief Science Advisors has a role to play. The country's Crown Research Institutes (CRIs) have a role to play in emergency management across the 4Rs. Through their peak body, Science New Zealand, they are currently looking at how they contribute now and how this could be enhanced.</p> <p>These varying strands of work will be connected up to develop a coherent model that operates at national and Group level. This is akin to the SAGE model recommended by the TAG but tailored to the New Zealand context. This will be formalised and documented in the Co-ordinated Incident Management System and the National Security System handbook as appropriate.</p>
Enable relevant science capability to be embedded as part of the Fly-in Team (7.4.2).	<b>Agree in part</b>	As noted in our response to recommendation 7.4.1, science advice is a critical part of most, if not all, emergency responses. The work referred to in response to recommendation 7.4.1. will ensure that science advice is available to people managing the response to an emergency. This may require them to be included in the Fly-in Team but other methods may be more appropriate.

## Chapter 8: Information and communication

### 8.1 Confirm local Mayor as primary spokesperson

TAG Recommendation	Proposed Government Response	
Provide the mayor with supported strategic communications advice (8.1.1).	<b>Agree</b>	<p>The Mayor in the affected area should be the primary spokesperson in a response as they are the known and credible face in their communities. To do this well, they need support from an effective strategic communications function, so they get the right advice at the right time.</p> <p>Work to formalise and strengthen the strategic communications function (recommendation 8.2) along with work on the Common Operating Picture (recommendation 7.2) will ensure that this support is available to spokespeople. Training for Mayors (recommendation 3.2) will support Mayors in their role.</p>
Require Group plans to identify arrangements for a regional spokesperson when managing an event that crosses territorial boundaries (8.1.2).	<b>Disagree</b>	We think that this is too low a level of detail for the Group Plan. Formalising the strategic communications function in the Co-ordinated Incident Management System (recommendation 8.2) will increase the prominence of this function and will lead to Group's identifying and documenting who they are supporting when.



## 8.2 Recognise Strategic Communications as an essential element of effective response

TAG Recommendation		Proposed Government Response
Recognise Strategic Communications as an essential element of effective response (8.2).	<b>Agree</b>	<p>Effective communication with the public and key stakeholders such as Ministers and Mayors is essential in a response. We agree with the TAG's recommendations in this area. Strategic communications and Public Information Management (PIM) are two separate functions. The strategic communications function was first implemented during the 22 February 2011 Christchurch earthquake response. There is now some confusion within the system as to how the strategic communications and PIM functions relate to one another. This will be clarified by formalising the strategic communication role (and its relationship to the PIM role) in the Co-ordinated Incident Management System, a review of which is currently underway.</p> <p>We have also identified other things that will strengthen the effectiveness of communications within a response including:</p> <ul style="list-style-type: none"> <li>• Training Controllers to understand the strategic communications role so that it is used effectively and communications objectives are embedded in response processes.</li> <li>• Standardising best practice across the response framework, including a full range of communication channels e.g. iwi radio, access radio, social media.</li> <li>• Including strategic communications and PIM in Fly-in Teams as required.</li> </ul> <p>Support for these activities is a key role of MCDEM or a potential NEMA.</p>
Deploy strategic communications support immediately for all sudden onset emergencies such as earthquakes, and other disasters depending on scale (8.2.1).	<b>Agree</b>	Arrangements to ensure strategic communications and PIM support have been developed and will continue. As noted in recommendation 8.3, Fly-in Teams should include experienced Public Information Managers and Strategic Communications experts.
Provide communications advice and support for the Minister(s), local MPs, Mayors and Chief Executives/Director (8.2.2).	<b>Agree</b>	See response to recommendations 8.1.1 and 8.2.1.
Liaise with their counterparts in other agencies (such as Police, Fire, MFAT, and NZDF) to shape a comprehensive situation report for national and international media (8.2.3).	<b>Agree</b>	Inclusion of the strategic communications function in the Co-ordinated Incident Management System will address this.
Work from both the NCMC and 'on the ground', to cover strategic communications needs (8.2.4).	<b>Agree</b>	Inclusion of the strategic communications function in the Co-ordinated Incident Management System will address this.

### 8.3 Include and deploy trained and experienced PIMs and Strategic Comms in 'Fly In Team'

TAG Recommendation	Proposed Government Response	
Include and deploy trained and experienced PIMs and Strategic Comms in 'Fly In Team' (8.3).	<b>Agree</b>	The development and implementation of Fly-in Teams is essential. These teams should include experienced Public Information Managers and Strategic Communications experts as required. Fly-in Teams should also have the capability to engage effectively with local Māori. More detail about the Fly-in Teams is given in response to recommendation 5.2.
Allocate the task of maintaining the database of people with strategic communications, and other specialist communications capability, for deployment as part of the Fly-in Team (8.3.1).	<b>Agree</b>	Establishing and maintaining Fly-in Teams and associated databases of people is a key role of the national emergency management agency (either MCDEM or NEMA).
Resource capability for social media monitoring and use (8.3.2).	<b>Agree</b>	It will be important for Fly-in Teams to have good social media capability. As noted in recommendation 8.3, we agree that Fly-in Teams should include experienced PIM and strategic communications experts.

### 8.4 Ensure timely, consistent, and proactive use of the range of appropriate media channels both for communication, and for gathering intelligence.

TAG Recommendation	Proposed Government Response	
Ensure timely, consistent, and proactive use of the range of appropriate media channels both for communication, and for gathering intelligence (8.4).	<b>Agree</b>	Some parts of the emergency management sector have not kept pace with the changing communications environment e.g. citizen journalism, a diverse range of information sources, new channels, and increasing speed. As part of the work on effective communications and a common operating picture, consideration will be given to how the emergency management sector can better consume and use information from the public. There are some good examples nationally and internationally to draw on.





**Document No:** A410493

**Report To: Council**



**Meeting Date: 30 October 2018**

**Subject: Sport Waikato – Six Monthly Report (1 January to 30 June 2018)**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council the Sport Waikato Six Monthly Report (1 January to 30 June 2018).

### **Commentary**

- 2.1 In accordance with the Service Level Agreement, Sport Waikato report to Council twice per annum.
- 2.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (1 January to 30 June 2018).

### **Suggested Resolutions**

1. The business paper on Sport Waikato – Six Monthly Report (1 January to 30 June 2018) be received.

A handwritten signature in blue ink that reads "H Beever".

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

October 2018

Attachment: Sport Waikato Six Monthly Report (A410499)



## **Sport Waikato Council Reporting**

**Waitomo District Council**  
**1<sup>st</sup> January to 30<sup>th</sup> June 2018**

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District Coordinator – Dede Downs



**Sport Waikato Council Reporting**  
 Waitomo District Council  
 1<sup>st</sup> January to 30<sup>th</sup> June 2018

# MOVING WAIKATO 2025

A STRATEGY TO GROW PARTICIPATION IN SPORT, RECREATION AND PHYSICAL ACTIVITY

Moving Waikato 2025 is an evidenced based strategy that seeks to build on the positive momentum of existing loyal partnerships and to increase the provision of opportunities for both participation and sporting success for the people of the region.

**ONE VISION**  
 A HEALTHY, VIBRANT, PHYSICALLY ACTIVE & SUCCESSFUL SPORTING REGION

**OUR PEOPLE**

A focus on the provision of opportunities that meet the needs of the people of our region - more adults and more children out there and active

- Women and Girls
- Young People
- Maori
- Rural Communities
- Older People

**BUILDING COMMUNITIES**

A focus on quality local delivery of sport, recreation and physical activity experiences – helping communities to help themselves

- Local Sport
- Education
- Recreation & Physical Activity
- Maaori Settings

**REGIONAL LEADERSHIP**

A focus on regional and national partners working together to lead change and enhance outcomes – leading and delivering change

- Insights
- Facilities
- Urban Growth
- Home of High Performance

**ACHIEVING SUCCESS THROUGH WORKING TOGETHER**



**Sport Waikato Council Reporting**  
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Dede Downs	Sport Waikato	Waitomo District Coordinator
Outcome	KPI	Evidence/Measurement
<p><u>Communications</u>            Contacts Register</p> <p><u>Participation</u>            Reducing barriers and increasing participation in recreation and sport</p>	<p>Manage a Contacts Register updating details for sports clubs, community organisations, groups and schools throughout the Waitomo District.</p> <p>1) Coordinate and/or support a minimum of eight KiwiSport/sports club/school sport initiatives in the district for primary and secondary school aged children.</p>	<p>Ongoing management of updates  <a href="http://www.sportwaikato.org.nz">www.sportwaikato.org.nz</a>.....'Be Active' Waitomo district</p> <p>The Waitomo District Coordinator pro-actively assisted KiwiSport Officers/club officials/school administrators to implement and facilitate the following:</p> <ul style="list-style-type: none"> <li>• <b>KiwiSport Football</b> – District Co-ordinator worked alongside KiwiSport Officer Scott Parsonage, WaiBOP management and North King Country Football Association (NKCF) guiding the new committee and facilitating the 2018 Saturday morning junior competition. With the departure of the NKCF President, DC stepped in to provide stability, guidance and leadership whilst building up the confidence of future office-holders. Co-facilitated the Open Day, supported holiday skill sessions, rep coaches and squad trainings, coach workshop, Pod sessions, closing day and volunteer recognition/rewards. The District Co-ordinator is confident that all committee roles will be filled in 2019.</li> <li>• <b>KiwiSport Golf</b>            KiwiSport /Waikato Golf Development Officer and District Co-ordinator facilitated a Women and Girls Golf day in the April school holidays. From the 12 who attended, four undertook further lessons and have played socially.</li> <li>• <b>Waitomo District Inter-school Cross-country</b> - Hosted by Rangitoto School, District Co-ordinator and SW Energizer provided co-ordination and hands-on assistance on the day.</li> <li>• <b>KiwiSport Volleyball</b> – District Co-ordinator assisted Waikato KiwiSport officer into the secondary schools leading up to King Country SS Volleyball Championships.</li> <li>• <b>KiwiSport/WILSS Leadership</b> Programme (facilitated by Waikato Institute of Leisure &amp; Sport Studies) – The Te Kuiti High School This is ME Leadership team of 12 inspirational young women have worked alongside WILSS and Sport Waikato since May to offer activities aimed at increasing the activity levels of their fellow students.</li> </ul>





### Sport Waikato Council Reporting

Waitomo District Council

1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>2) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.</p> <p>3) Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.</p> <p>4) Support delivery of three Secondary School events.</p> <p>5) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.</p> <p>6) Provide a minimum of nine sport-specific</p>	<p>The role of the Sport Waikato Secondary Schools Sport Director, with assistance from the District co-ordinator, is to work with secondary schools to develop and assist with the implementation of sports plans. District co-ordinator also provided and encouraged school/community/club links as well as hands-on event management.</p> <p>Support, advice and co-ordination was provided to Waitomo District Secondary Schools in a variety of settings –</p> <ul style="list-style-type: none"> <li>• Continued support and mentoring provided to the Te Kuiti High School and Piopio College Sport co-ordinators.</li> <li>• <b>Secondary School Sport Coordinator meetings</b> - facilitated by Sport Waikato in the first and third terms. Attendees - Te Kuiti, Taumarunui, Otorohanga, Piopio and Te Awamutu.</li> </ul> <p><b>Sport Waikato facilitated and delivered -</b></p> <ul style="list-style-type: none"> <li>• <b>King Country/South Waikato Secondary School Swimming championships</b> – Assisted with planning and running of the day held at Taumarunui High School.</li> <li>• <b>King Country Secondary School Athletics championships</b> – Managed and facilitated by Sport Waikato staff and Te Awamutu college.</li> <li>• <b>King Country Secondary School Cross Country Championships</b> – Hosted by Piopio College. Sport Waikato facilitated and provided hands-on assistance on the day.</li> <li>• <b>King Country Secondary School Volleyball competition</b> – Managed and facilitated by Sport Waikato and hosted by Te Awamutu College.</li> </ul> <p>A wide range of opportunities were presented by Project Energize in terms 1 and 2. Promotion of physical activity as well as opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options and active play sessions.</p> <p><b>Holiday Programmes</b> Waitomo District Co-ordinator facilitated, coordinated and/or presented holiday programmes and youth activities in the district.</p>
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### Sport Waikato Council Reporting

Waitomo District Council

1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.</p> <p>7) Facilitate Sports Day activities for Pureora Camp.</p> <p>8) Facilitate BikeWise events in the Waitomo district.</p> <p>9) Support event organisers of local events, including hands-on involvement.</p> <p>10) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or membership in the</p>	<p>Engaged community volunteers and Sport Waikato staff to help assist or facilitate.</p> <p>April – Three programmes – <b>Discover Waitomo</b> (an outing for families to Ruakuri Bush walk and Waitomo Village Museum) – 21 attendees.</p> <p><b>Holiday Football</b> – 3-day programme – averaging 25 attendees per day.</p> <p><b>Gymsport</b> – 3-day programme – averaging 12 attendees per day.</p> <p>Total holiday programmes offered over the 12-month period July 2017 to end June 2018 = 9</p> <p>January 2018 – Provided sports equipment, activity ideas and assistance to the <b>Lions Pureora camp</b> catering to 35 children 11 to 13 years of age.</p> <p>No Community BikeWise event held in 2018. Energeize held bike event at selected schools.</p> <p>Promoted the New Zealand wide Aotearoa Cycle Challenge, December 2017 to March 2018 and encouraged local entries.</p> <p>Assisted with the following initiatives and events involving Waitomo communities.</p> <ul style="list-style-type: none"> <li>• <b>Maniapoto Family Violence Intervention Network</b> – Attended MFVIN planning meetings, supported ‘Champions’ recruitment and kept up regular contact.</li> <li>• <b>Legendary Te Kuiti</b> – Attended and supported events. Sport Waikato’s Active &amp; Well Co-ordinator co-presented alongside Waikato DHB at the ‘Work Well’ breakfast in March.</li> <li>• <b>Waitomo Caves Sports Day</b> – Worked with the organising committee to identify and set Health &amp; Safety measures in place. Provided equipment, sourced local volunteers and ran children/family activities on the day.</li> <li>• <b>Waitomo Trail Run</b> – worked with the local support group to engage sports clubs and schools to manage aid stations and provide marshalling duties. Provided hands-on registration duties.</li> </ul> <p>The Waitomo District Coordinator and Sport Waikato programme managers have worked collaboratively with community leaders and schools to further develop the following projects:</p> <ul style="list-style-type: none"> <li>• <b>This is ME project</b> – Targeting the ‘Moving Waikato 2025’ strategy – A focus on the provision of opportunities that meet the needs of the people of our region – more adults and</li> </ul>
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### Sport Waikato Council Reporting

Waitomo District Council

1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>following sports clubs/activities.</p>	<p>children out there and active. Also contributing to Council's 'Community Outcomes' – A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our district.</p> <p>Aimed at assisting Women and Girls to be more active in recreation and sport.</p> <p>Following the December 2017 'Launch/Festival' day showcasing activity and sport options available across Waitomo district, the District co-ordinator and campaign team provided ongoing communication with, and assistance to, exhibitors and would be new participants.</p> <p><b><u>Positive outcomes – Early 2018</u></b></p> <ul style="list-style-type: none"> <li>• Active Drama classes started in February with 17 plus children attending weekly classes. Because these numbers increased markedly after 2 months, teenager/adult classes were also introduced.</li> <li>• New gentle exercise/meditative <b>Falan Dufa</b> sessions began at the Te Kuiti Community House in December.</li> <li>• Te Kuiti Croquet club reported increased interest in their sport.</li> <li>• <b>Kotahi Aroha whanau</b> activity group have increased their membership numbers, individuals completed huge challenges taking on marathons and half-marathons, mountain climbing expeditions and events region-wide on a regular basis and continue to set themselves higher targets.</li> <li>• <b>Women/girls rugby</b> – 35 women and girls expressed an interest in forming a local competition team. Planning started in February to provide training and competitions later in 2018 with plans to field Maniapoto teams in 2019 regional competitions.</li> <li>• Ngati Maniapoto Marae Pact Trust, <b>Te Kuiti Lifestyle Options</b> – Have reported an increase in numbers of women attending their weekly activity sessions, both in Te Kuiti and Otorohanga.</li> <li>• District co-ordinator facilitated a <b>Women and Girls Golf day</b> at Waitomo, engaging the services of Waikato Golf Development/Kiwisport Officer.</li> <li>• <b>Kori Tinana – Wahine Ma</b> – Exercise to music for women and girls, based at Te Tokanganui a Noho Marae and Te Kuiti Primary school hall. Promoted and supported by DC. Did not progress beyond April.</li> <li>• <b>Role Modal visits to Secondary schools</b> – This is ME Campaign team brought rugby and rugby league's Honey Hireme to Te Kuiti High School and Piopio College to meet with female students and provide inspirational insights.</li> <li>• <b>Te Kuiti High School</b> embraced the This is ME Kaupapa, forming a leadership group which has worked with WILSS (Waikato Institute of Leisure &amp; Sport Studies) to organise in-</li> </ul>
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### Sport Waikato Council Reporting

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1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>District sport</p>	<p>school activities. A Colour Fest Day in June was enjoyed by 96 young ladies and teachers. Self-defence, Zumba and rugby sessions were being planned for later in the year.</p> <p>.....</p> <ul style="list-style-type: none"> <li>• <b>Te Kuiti Gymsport</b> – Worked with local gymnastics coach and 2017/18 committee to plan, co-ordinate and manage weekly club sessions with the aim of attending the Te Awamutu Gymsport Festival. Local gymnasts did not attend the festival but were keen to continue learning festival routines and skills at club nights through to the end of term three. To cater for the tiny tots, a junior gymsport sub-group was formed for the 3 to 7 year olds – ‘RUGRATS’ managed by parent volunteers (guided and supported by District Co-ordinator and gym coach) regularly attracted 50 to 60 children. This group met weekly during term two with constant supervision and Health and Safety offered by District Co-ordinator and Te Kuiti Gymsport committee member.</li> <li>• <b>Junior Golf</b> - Promoted junior golf sessions at Waitomo golf club. Continued support of local junior golfers (Piopio Aria and Waitomo) playing at top regional senior inter-club level.</li> <li>• <b>Badminton</b> – Continued to support and promote the Thursday evening club nights for learners and secondary students until they ceased as Monday team competitions took over. Promoted Te Kuiti Badminton Club competitions and events.</li> <li>• <b>Waitomo District Junior Cricket</b> – Supported the Waitomo district junior module with administration and promotion throughout the 2017/18 season.</li> <li>• <b>Te Kuiti Amateur Athletics</b> – Assisted the club to manage the 2017/18 season setting in place future planning and volunteer recruitment.</li> <li>• <b>Te Kuiti Croquet club</b> – Year-round promotion and assistance provided to the small but positive club. Promoted and reported on their Open Day as they hosted players from five clubs around the Waikato region. Brought in sports turf advisor to help with their maintenance programme.</li> <li>• <b>Weekly Tennis coaching</b> and social play was offered and promoted by District co-ordinator and community volunteers.</li> <li>• <b>Te Waitere Boat club</b> – Supported the remote club with promotion of their activities and events.</li> </ul>
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**Sport Waikato Council Reporting**

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1<sup>st</sup> January to 30<sup>th</sup> June 2018

<p><u>Quality of Life</u> Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.</p>	<p>Events and activities inclusive of people with disabilities.</p> <ol style="list-style-type: none"> <li>1) Support delivery of three parent education sessions</li> <li>2) Raise awareness of fundamental skills - KiwiBaby, KiwiToddler KiwiPreschooler manuals</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Waitomo Aquatic Centre</b> – District Co-ordinator promoted the Kokiri Trust/CLM ‘Children’s Day’. Provided equipment and lawn activities to the approx. 150 attendees. <b>Aquacize/aquajogging sessions</b> – District Co-ordinator continued to lead the twice weekly morning sessions with average attendance of 6 to 8. Also gave advice and made session plans available to casual pool-goers.</li> <li>• <b>Social Sport Competitions in Waitomo District</b> - The North King Country Summer Sport database was updated and made available to community and media. The District Coordinator liaised with convenors, as well as assisted with administration and promoted social sport competitions in the North King Country – Golf, Futsal, Basketball, Touch, Lawn Bowls, Tennis, Netball.</li> <li>• <b>Volleyball</b> – Planning underway to provide social Volleyball during July/August in lieu of the annual competition.</li> <li>• <b>Funding Workshop</b> – Promoted and assisted clubs and organisations to attend the May workshop hosted by Te Kuiti Community House Trust. <b>Trust Waikato</b> – Hosted the new Funding adviser, organised visits and referred her to local clubs wanting assistance. A number of successful applications have been granted.</li> </ul> <p>.....</p> <p>Sport Waikato aims to have an all-inclusive approach to all events. KiwiSport leaders receive No Exceptions Training, to be able to work with people with a disability in the community. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis.</p> <p>.....</p> <p>Parent Education Sessions (Infant Movement) were held in Terms 1 and 2 at Te Kuiti Community House Trust, facilitated by the Sport Waikato Under Fives Energize Coordinator. District Co-ordinator supported the sessions and met with the 6 young mums (May) to offer information on local activities and ideas for getting active.</p> <p>KiwiBaby manual on-line information was regularly promoted.</p> <p>.....</p> <p>The Waitomo District co-ordinator provided promotion, support, advice and co-ordinated training to activity leaders.</p> <ul style="list-style-type: none"> <li>• Co-ordinated a new <b>ACC/DHB ‘Strong &amp; Stable’</b> workshop aimed at upskilling exercise group leaders. <i>8 attendees</i>. The session, led by Steph McLennon (Waikato</li> </ul>
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### Sport Waikato Council Reporting

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	<p>3) Support community activity groups. To ensure quality, increase numbers and develop new opportunities.</p> <p>4) Support Healthy Lifestyle Coach to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.</p>	<p>DHB) and District co-ordinator was recorded and the DVD distributed to local groups.</p> <p>Segments of the 'Strong &amp; Stable' programme have been incorporated into existing sessions.</p> <p>Regular visits made and support offered to -</p> <ul style="list-style-type: none"> <li>• <b>Piopio Mainly Music</b> - DC Promoted this very popular and well-attended weekly session for under fives and parents/caregivers</li> <li>• <b>Te Kuiti Community House Trust</b> - Continued to work collaboratively with TKCHT offering weekly Sit &amp; Be Fit sessions. Attended Roopu O Waitomo (Health and Welfare) forums.</li> <li>• <b>Seniors Activity Groups</b> - regularly visited and offered ongoing support to -</li> <li>• <b>Piopio Silverado's</b> – Assisting new group leaders and advertising the sessions.</li> <li>• <b>Te Kuiti Lifestyle Options, exercise to music</b> – Supported the leaders and assisted with planning of future activities. Facilitated and led a group Aquacise session at Otorohanga heated pool in March – 27 attendees.</li> <li>• <b>Waitomo Walkers and Piopio Cross Country Walkers</b> - Kept up support, promotion and regular contact. Led the group on excursions to neighbouring walks.</li> </ul> <p>.....</p> <p>Active &amp; Well co-ordinator Watene Hema continued to provide regular Green Prescription support to clients via face-to-face meetings at the Te Kuiti office, Te Kuiti Medical centre and Kokiri Trust Centre. Clients were encouraged to attend local community activity sessions and workshops/events.</p> <ul style="list-style-type: none"> <li>• Active &amp; Well Co-ordinator continued to support a local group of middle-aged ladies with exercise sessions leading up to their successful participation in regional events.</li> </ul> <p>A good relationship with Te Kuiti Medical Centre has been maintained.</p> <ul style="list-style-type: none"> <li>• The reach of Active &amp; Well services has extended to Te Whareruruhau clients and staff and The Warehouse staff with group workshops being held – Nutrition, sugary drinks and label-reading.</li> </ul> <p>Prospective GRX clients continued to be referred to the programme via the District co-ordinator as a result of the open-door office policy and community engagement.</p>
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## Sport Waikato Council Reporting

Waitomo District Council  
1<sup>st</sup> January to 30<sup>th</sup> June 2018

<p><u>Community Development</u></p>	<p>5) Encourage and refer people from the communities to Active &amp; Well programme, with a minimum of two clients per month referred to Healthy Lifestyle Coach.</p> <p>6) Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of two projects.</p> <p>7) Provide local community promotions to improve quality of life.</p> <p>8) Collaborative approach to Youth Initiatives through working together - MSD, WDC and Sport Waikato.</p> <p>1) Liaise with Project Energize to provide ongoing professional development to teachers and coaches for primary and intermediate schools.</p>	<p>The Waitomo District Co-ordinator works with the following groups in varying capacities, with the aim of encouraging active and healthy lifestyles:</p> <ul style="list-style-type: none"> <li>• <b>Smokefree Coalition T.T.O.A.S.T</b> – Auahi Kore/Smokefree signage was erected at Te Kuiti’s Rugby Park during junior game days.</li> <li>• <b>Kaumatua Games</b> – District Co-ordinator is an active coalition member providing resources and managing team activities - Planning began in June for the 2nd November 2018 event.</li> <li>• <b>Club Champs</b> – In partnership with Police, Maniapoto Family Violence Intervention Network, DHB – Ongoing encouragement, and training clubs, to better manage alcohol sales and consumption on sports club premises. A training day was held in February 2018 for clubs across the North King Country. Over 30 club administrators attended.</li> <li>• <b>Waikato DHB Community Forums</b> were attended and supported by the District Co-ordinator. Reports and follow-ups presented.</li> </ul> <p>.....</p> <p>Collaboration with Waitomo District Youth Council and Number 12 Centre. Ongoing support of Youth programmes (Drivers licence programme) and social activities. <i>Ongoing.</i></p> <p>Constant liaison with the two Sport Waikato <b>Project Energizers</b> working across the Waitomo district schools. All schools have been offered professional development sessions under the Sport Waikato ‘Sport Development Programme’. Some highlights -</p> <ul style="list-style-type: none"> <li>• Nutrition nuggets provided to schools, printed in weekly newsletters.</li> <li>• Promoting the ‘water or milk only option’, less sugary drinks.</li> <li>• Large ball skills.</li> <li>• Homeplay challenge.</li> <li>• Swimming and Waitomo Primary schools Swimming sports day.</li> <li>• Waitomo district primary school cross-country event.</li> <li>• North King Country Orienteering day.</li> </ul> <p>.....</p> <p>Identified possible opportunities, offered development and training and worked with officials to increase capability.</p> <ul style="list-style-type: none"> <li>• <b>Coaching Workshop</b> – Facilitated a Generic workshop Presented by Sport Waikato’s Coaching Advisor.</li> </ul>
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## Sport Waikato Council Reporting

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1<sup>st</sup> January to 30<sup>th</sup> June 2018

<p>Developing capability to ensure effective delivery of physical activity, recreation and sport</p> <p><u>Improve Information and Promotion</u> Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district</p> <p><u>Create Pride in the Community</u></p>	<ol style="list-style-type: none"> <li>1) Co-ordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches</li> <li>2) Support community projects to improve delivery of local sport.</li> </ol> <p>Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.</p> <p>Provide physical activity/sport expertise to TKDI group.</p> <p>Work with the Benneydale community to provide social family recreational opportunities.</p>	<ul style="list-style-type: none"> <li>• <b>Health &amp; Safety Forum OSHbox</b> – Facilitated this very timely and valuable workshop presented to club administrators.</li> <li>• <b>Football Coach workshop</b> – Facilitated a basic workshop aimed at getting parent volunteers started in coaching. Presented by WaiBOP/Kiwisport Officer.</li> <li>• <b>Club Administrators and officials</b> - support and guidance offered in an open-door office setting, via phone and meetings on a regular, as needed basis, to club and school representatives.</li> </ul> <hr/> <p><b>Regional Facilities</b> – Ongoing liaison with and assistance provided to Te Kuiti High School and the North King Country Indoor Sports and Recreation Centre Trust personnel. A Sport Waikato representative, Leanne Stewart, sits on this trust.</p> <p>A review of the 2014 Waikato Regional Facilities Plan has now been completed. Consultation on this document closed on the 19<sup>th</sup> of September with feedback received from contributing councils. The plan is proposed to be adopted by the Mayoral Forum later this year. <b>District Insights</b> – during 2017 Sport Waikato surveyed 180 children (aged 5-17) and 500 adults 18+ from the Waitomo District utilising the Active NZ Survey. The results of this survey will be presented to council at our next deputation.</p> <p>Financial member of TKDI - No action to report but keep in regular contact with TKDI committee and support/attend events.</p> <ul style="list-style-type: none"> <li>• Ongoing liaison with Benneydale community activity leaders, with particular regard to usage of the Benneydale Hall, school and sports club facilities and assisting with planning of community activities (e.g. 2018 Mangapehi Fun Run/Walk, social table tennis and children’s activities (in school and beyond)).</li> <li>• Destination Pureora – Irregular liaison with the Destination Pureora Committee but constant promotion of the Gateway to the Timber Trail and associated support networks.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Promoted Sport Waikato events, courses, programmes and district events.</li> <li>• Promoted Waitomo district sports club and school events, competitions and results via live radio reports, Maniapoto MFM.</li> <li>• Promoted Waitomo district council events.</li> </ul>
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### Sport Waikato Council Reporting

Waitomo District Council

1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>1) Provide Waitomo communities with information on programmes and events, developments and funding opportunities.</p> <p>2) Feedback from the community.</p> <p>Sport Volunteers are recognised through nominations to Sportmaker and Sport NZ E-card.</p>	<ul style="list-style-type: none"> <li>• Promotions on MFM radio community news on behalf of clubs and schools.</li> <li>• Window displays - Sport Waikato office, Te Kuiti I-site, Waitomo I-site, Te Kuiti, Piopio, Benneydale and Taharoa shop fronts.</li> <li>• NKC events calendar.</li> <li>• Monthly Waitomo News columns and advertisements, club sports results, photos and event promotions to Waitomo News, feature articles in Waitomo News.</li> <li>• Emails; Facebook; Websites</li> <li>• School newsletters.</li> <li>• Verbal promotions.</li> <li>• The Sport Waikato office in Rora Street continues to be an information hub fielding enquiries and requests from locals, visitors and new North King Country residents. <i>Ongoing.</i></li> <li>• Continuous evaluation and feedback is requested from community. Concerns are acted on, ideas investigated and followed up. Very positive emails, letters and comments from groups and community members from all walks of life.</li> <li>• <b>He aha te mea nui i te ao? He Tangata, He Tangata, He Tangata.</b></li> <li>• <b>Te Kuiti Community House Trust</b> – A Trustee of the TKCHT. Working in close contact with the Community House co-ordinator to present opportunities and information to the residents of Waitomo district.</li> <li>• <b>Volunteer Recognition</b> – Although the SportMaker programme had ceased, the District co-ordinator continued to recognise sport volunteers in various formats - weekly radio reports, newspaper columns, resources such as whistles, pens, notebooks, ‘Thank-you’ cards and encouraging clubs and schools to acknowledge and reward volunteer coaches/officials/referees.</li> <li>• Sport Waikato has developed a Regional Volunteer Support Plan and this will be rolled out across the region in 2018-19. The plan provides resources for Not for Profits including ongoing recognition of local volunteers.</li> <li>• <b>Following the 2017 Waitomo District Sports Awards</b>, three Waitomo district sportspeople/coaches/administrators were supported at the Brian Perry Waikato Regional Sports Awards in early 2018. Michael Barnett – World shearing administrator; Peter Lange – World shearing official; Hutana Coffin – Community coach.</li> <li>• Planning for the <b>2018 Waitomo District Sports Awards (Monday 26<sup>th</sup> November)</b> began in March 2018.</li> </ul>
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### Sport Waikato Council Reporting

Waitomo District Council

1<sup>st</sup> January to 30<sup>th</sup> June 2018

	<p>Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.</p> <p>Coming up....</p>	<ul style="list-style-type: none"> <li>• <b>Waitomo District Citizens Awards</b> - District co-ordinator supported these awards with a Lifetime Achievement nomination of Benneydale couple Jennifer and Graeme Reinhardt, who continue to offer activity options, putting their hearts and souls into ensuring their community is a wonderful place to live.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>King Country Secondary school new event – Te Nehenehenui Ki O Rahi</b> championships – being facilitated by Sport Waikato and Te Kuiti High School.</li> <li>• <b>Kaumatua Games</b></li> <li>• <b>This is ME, PINK DAY OUT – PINK WALK</b></li> <li>• <b>Rural Travel Fund</b></li> <li>• <b>This is ME Mountain Bike Day at Brook Park</b></li> <li>• <b>Te Kawau Maro o Maniapoto Hui a Iwi – Festival</b></li> <li>• <b>Cricket and Athletics club Muster days</b></li> <li>• <b>Waitomo Inter-school athletics</b></li> <li>• <b>NKC Secondary School Quad day</b></li> <li>• <b>TLC Waitomo District Sports Awards</b></li> <li>• <b>North King Country Primary school's golf days</b> – Waitomo and PP Aria</li> </ul>
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