

**Document No: A335782**

**Report To:**

**Council**



**Meeting Date: 13 December 2016**

**Subject: Deputation – Maniapoto Maori Trust Board**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that representatives of the Maniapoto Maori Trust Board will be in attendance at 9.00am to present to the Council on the role and responsibilities of the Maniapoto Maori Trust Board.

### **Suggested Resolution**

The Deputation from the Maniapoto Maori Trust Board be received.

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 29 NOVEMBER 2016 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:** David Beck (Waitomo News)

Chief Executive (apology for lateness); Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Corporate Services (for part only) and Group Manager – Assets (for part only)

<b>1. Council Prayer</b>
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<b>2. Declarations of Conflicts of Interest</b>
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No Declarations were made.

<b>3. Confirmation of Minutes – 26 October 2016</b>
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**A332490 &  
A332491**

#### **Resolution**

The Minutes of the Waitomo District Council meeting of 26 October 2016, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Smith Carried

<b>4. Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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#### Cr Brodie

- Piopio Wastewater Treatment Plant Community Liaison Group Meeting
- Mokau School
- Les Munro Centre
- WDC Staff Meeting
- Mokau Water Main Upgrade

#### Cr Davey

- Sports Awards
- Te Kuiti Community House Trust

Cr Smith

- Waitomo Caves Discovery Centre and Museum
- Tere Waitomo

Cr Whitaker

- Brook Park
- The Lines Company
- Rural & Provincial Sector meeting Wellington
- Te Kuiti Development Incorporated
- Meadsville Work Group
- WDC Staff Meeting

Cr Goddard

- Bennydale Hall Society
- Civil Defence meeting

Cr Janene New

- Te Kuiti & Districts Historical Society
- Induction at Rotorua

Mayor Hanna

- Social Sector Trials
- Thai Student Exchange Visit
- WDC Staff Meeting
- Iwi RMCs – Promotion of Hillview
- Tourism Holdings Ltd
- Breakfast Meeting with Barbara Kuriger
- Te Kuiti and District Historical Society
- Te Kuiti High School Prize Giving

**Resolution**

The verbal reports be received.

New/Brodie Carried

<b>5.</b>	<b>Brook Park Incorporated Society: Minutes – 7 November 2016</b>	<b>A335783 &amp; zA769</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting on 7 November 2016.

Councillor Whitaker expanded verbally on the Minutes and answered Members' questions.

**Resolution**

The business paper on Brook Park Incorporated Society: Minutes – 7 November 2016 be received.

Whitaker/New Carried

**6. Policy on Easter Sunday Trading****A335972 &  
zA855**

Council considered a business paper presenting for consideration a draft Policy on Easter Sunday Trading for public consultation.

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

**Resolution**

- 1 The business paper on the Easter Sunday Trading be received.
- 2 Council approve the proposed Waitomo District Council Local Easter Sunday Trading Policy for public consultation and adopt the Statement of Proposal pursuant to section 83 of the Local Government Act 2002.

Goddard/Brodie Carried

**7. Progress Report: Road Map Work Programme****A335926 &  
A334471**

Council considered a business paper presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.

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

**Resolution**

The Progress Report: Road Map Work Programme as at 29 November 2016 be received.

Whitaker/Smith Carried

**8. Adoption of Draft Economic Development Strategy****A336010 &  
zA880**

Council considered a business paper presenting the Draft Economic Development Strategy for consideration and adoption.

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

**Resolution**

- 1 The business paper on Adoption of Draft Economic Development Strategy be received.
- 2 Council adopt the Draft Economic Development Strategy.

Smith/Whitaker Carried

<b>9. Progress Report: Les Munro Centre – Staged Upgrade</b>	<b>A336003</b>
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Council considered a progress report on the Les Munro Centre Staged Upgrade.

**Resolution**

The Progress Report: Les Munro Centre – Staged Upgrade be received.

Goddard/Brodie Carried

<b>10. Re-Establishment of the Waitomo District Licensing Committee and Re-Appointment of Members and Deputy Chairperson</b>	<b>A331987</b>
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Council considered a business paper requiring Council to re-establish the Waitomo District Licensing Committee.

The Group Manager – Compliance expanded verbally on the business paper and answered members' questions.

**Resolution**

- 1 The business paper on Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson be received.
- 2 Council resolve that:
  - (a) One District Licensing Committee be retained for Waitomo District;
  - (b) Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Council recommend to the Chief Executive that Sarah Brown be appointed Commissioner (Chairperson) to the District Licensing Committee;
  - (c) Council appoint:
    - (i) Councillor Guy Whitaker as Deputy Chairperson and member;
    - (ii) The following persons as members of the District Licensing Committee:
      - Mr Ross Murphy
      - Ms Patsi Davies
      - Dr Michael Cameron
      - Mr Roy Johnstone
    - (iii) All appointments be for a period of five years.

Brodie/New Carried

<b>11. Progress Report: Resource Consent Applications</b>	<b>A334740 &amp; A334756</b>
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed

**Resolution**

The Progress Report: Resource Consent Applications be received.

Whitaker/Goddard Carried

<b>12. Progress Report: Major Capital Works Report</b>	<b>A329557</b>
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Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans and also projects which have arisen during the course of normal maintenance and operation of the Roding Infrastructure, the three Waters and some projects in the Community Services area.

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

**Resolution**

The Progress Report: Major Capital Works Report be received.

Whitaker/Brodie Carried

<b>13. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater</b>	<b>A333954</b>
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Council considered a progress report on the three Waters activities, including contracted services.

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

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater be received.

Brodie/Whitaker Carried

<b>14. Progress Report: WDC Resource Consent – Compliance Monitoring</b>	<b>A336105</b>
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Council considered a progress report on compliance reporting against Resource Consent conditions.

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

**Resolution**

The Progress Report: Resource Consent – Compliance Monitoring be received.

Goddard/Whitaker Carried

<b>15. Progress Report: Solid Waste Activity</b>	<b>A335924</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

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

**Resolution**

The Progress Report: Solid Waste Activity be received.

Goddard/Smith Carried

<b>16. Progress Report: Monitoring Against 2015-25 LTP – Land Transport</b>	<b>A335793</b>
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Council considered a progress report on implementation of the Work Plan for the Land Transport activity as contained in Year Two (2016/2017) of the 2015-25 LTP.

The Group Manager – Assets and Chief Executive expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Monitoring Against 2015-25 LTP – Land Transport be received.

Brodie/Goddard Carried

David Beck (Waitomo News) left the meeting at 10:25am

<b>17. Motion to Exclude the Public for the consideration of:</b>	<b>A336089</b>
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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.

Council noted the inclusion of the tabled business paper on Contract 500/16/028 – Road Maintenance and Reseals Contract 2017-2020 Procurement

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:  
  
Chief Executive  
Group Manager – Community Services  
Group Manager – Assets
- 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. Inframax Construction Limited – 2016 Annual General Meeting	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. Progress Report: Health and Safety	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. Solid Waste Services Procurement	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)
4. 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)(a)
5. Contract 500/16/028 – Road Maintenance and Reseals Contract 2017-2020 Procurement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Whitaker/Brodie Carried

There being no further business the meeting closed at 12.15 pm

Dated this 13<sup>th</sup> day of December 2016.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

Confidential

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**Document No:** A336967

**Report To:**

**Council**



**Meeting Date:** 13 December 2016

**Subject:** **Manawatu-Wanganui Region Triennial Agreement**

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2017 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020.

## Background

- 2.1 Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.

## Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the proposed Triennial Agreement for the Manawatu-Wanganui Regional.
- 3.2 Horizons Regional Council have provided the following reasoning for the changes (as highlighted in blue font) in the proposed Agreement:

*The new proposal around Resource Management Act policy and planning processes is primarily required to comply with Schedule 1, Clause 3A(1). This clause sets out that the Triennial Agreement must include an agreement on the consultation process to be used by affected local authorities, for policy statement processes. The proposed wording expands this to other Regional and District Plan processes, so there is a consistent approach across all these processes. It is also intended to be sufficiently open to provide for future amendments to Schedule 1 that change existing, and introduce new, policy and plan making processes for all local authorities.*

- 3.3 Horizons Regional Council has circulated the proposed Triennial Agreement for agreement by the party Councils so that the final Triennial Agreement can be signed by all party Councils by 1 March 2017.
- 3.4 It is important to note that WDC is a "Non-Primary Signatory" to the Manawatu-Wanganui Region Triennial Agreement. This is due to the fact that while Waitomo's boundary bisects the Manawatu-Wanganui Region, Waitomo is principally identified as being within the Waikato Region.

- 3.5 On this basis the Agreement notes that the degree of involvement of the Non-primary Signatories will be in proportion to the degree to which the parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

### **Suggested Resolutions**

- 1 The business paper on Manawatu-Wanganui Region Triennial Agreement be received.
- 2 Council approve the proposed Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2017 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

December 2016

Attachment: 1 Triennial Agreement for the Manawatu-Wanganui Region (Doc 366968)

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**From:** Sharon Belk <Sharon.Belk@horizons.govt.nz>  
**Sent:** Monday, 5 December 2016 4:35 p.m.  
**To:** Dominica Pikimaui; Carol Downs; katrinak@tararua.govt.nz; Sarah Doyle; Sue Hori Te Pa; Jan Rose (jan.rose@whanganui.govt.nz); Lorraine Thompson; Michelle Higgie; 'ebishop@stratford.govt.nz'; cbruckner@taupo.govt.nz  
**Subject:** Triennial Agreement | Response required  
**Attachments:** Triennial Agreement Region Dec 2016 20161205.docx  
**Importance:** High

Good afternoon,

As you may or may not be aware the Triennial Agreement has just been updated – copy attached.

Can you please ensure that this draft document is **added as an agenda item to your Council before the end of this year**. This is very important as the LGA requires a Triennial Agreement to be in place, signed by all parties, by 1 March 2017.

While March 2017 seems like a while away, once we have agreement from all parties, we will need to arrange signature **of the original document** by all councils which takes a bit of time to coordinate.

Thanks in advance for your cooperation with this.

If you have any questions, please do not hesitate to give me a call.

Kind regards

**SHARON BELK** | PA to Craig Grant and Group Secretary Corporate & Governance  
DDI 06 952 2877 | M 021 2277 202

Horizons Regional Council | 24 hr freephone 0508 800 800 | [www.horizons.govt.nz](http://www.horizons.govt.nz)

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# Triennial Agreement for the Manawatu-Wanganui Region

**December 2016**



## MANAWATU-WANGANUI REGION

### TRIENNIAL AGREEMENT

#### PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawatu-Wanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region's communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2017 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020.

#### PARTIES

The signatories to this agreement are:

##### **Principal Signatories:**

(those local authorities whose boundaries are completely or primarily encompassed within the Manawatu-Wanganui Region and who primarily identify with that Region).

1. *Horizons Regional Council (Manawatu-Wanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Whanganui District Council*

##### **Non-primary Signatories:**

(those local authorities whose boundaries bisect the Manawatu-Wanganui Region but whose principal identification is with another Region).

1. *Taupo District Council*
2. *Waitomo District Council*
3. *Stratford District Council*

This Triennial Agreement is binding on all local authorities of the Manawatu-Wanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

## **AGREEMENT**

### **A. General**

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region's environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.

### **B. Communication and Coordination**

Signatories to this agreement will:

1. Hold a meeting of Mayors, regional Chairperson and their Chief Executive Officers every six months to review the performance of the Agreement as outlined under section D(1) of this Agreement;
2. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;
3. Develop joint approaches as required.
4. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;
5. Apply a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
6. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);
7. Consider joint community consultation for issues affecting more than one authority.

8. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.
9. Work together to achieve regional economic growth and development (refer to Appendix Two).

### C. Regional Co-operation

1. The parties note that there is value, in the appropriate circumstances, in working together to take a regional approach to issues and opportunities of mutual benefit.
2. In this triennium the parties note that areas of regional focus include developing regional growth and prosperity (e.g. through Accelerate25) and identifying regionally significant facilities (e.g. sports and recreation facilities).
3. Other areas of regional focus may arise during the triennium and will be considered by mutual agreement.
4. The parties are committed to ongoing and open discussions about how they best work together to develop opportunities that are regionally as well as locally significant.

### D. Proposals for New Regional Council Activities

#### 1. New Activities

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

- a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).
- b. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered and why); and
  - the reasons for the proposal.
- c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.
- d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs' meeting.

## 2. Significant New Activities proposed by Horizons Regional Council

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the Local Government Act will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):

- a. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered, and why); and
  - the reasons for the proposal.
- b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

## E. Form

Consultation in relation to this agreement will take one or more of the following forms:

1. A meeting of Mayors, regional Chairperson and their Chief Executive Officers will occur at least once every six months to review the performance of the agreement and discuss outstanding issues. This meeting will occur as part of the regular Regional Chiefs' meetings and minutes of the review discussions will be distributed to each council within the Region. This does not preclude meetings being coordinated by councils on request. All public communications from these meetings shall be approved by all participants prior to their release.
2. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.

3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.
4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs' meeting scheduled during or about September each year.

#### **F. Agreement to Review**

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.

#### **G. Consultation in Relation to RMA Policy and Plans**

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, Regional Policy Statement, regional plan or district plan by a local authority in the Region:

1. The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the Regional Policy Statement, or regional or district plan.
2. For the Regional Policy Statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
3. The territorial authority responsible for the preparation of a district plan, plan change or variation, will make the draft version available to the Regional Council for discussion and development.
4. The responsible local authority will ensure that at least 20 working days is available to consider and respond to any proposal.
5. The parties to this agreement acknowledge their obligation to act in accordance with the principles of consultation set out in Section 82 LGA.

#### **H. Resolving Disagreement**

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

#### **I. Servicing**

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

## J. Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14e, 15 and 16 of the Local Government Act 2002, and [Schedule 1 Clause 3A\(1\) of the Resource Management Act 1991](#).

**Section 15** of the Local Government Act 2002 requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.
2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.
3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.
4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

### **Section 14(e)**

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

### **Section 16 – (summarised)**

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

[Schedule 1 Clause 3A\(1\) of the Resource Management Act 1991](#) requires that:

A triennial agreement entered into under section 15(1) of the Local Government Act 2002 must include an agreement on the consultation process to be used by the affected local authorities in the course of—

- (a) preparing a proposed policy statement or a variation to a proposed policy statement; and
- (b) preparing a change to a policy statement; and
- (c) reviewing a policy statement.

**AUTHORITY**

This Agreement is signed by the following on behalf of their respective authorities.

<b>Council</b>		<b>Signature</b>
Horizons Regional Council	Bruce Gordon Chairperson	_____ Date:
Horowhenua District Council	Michael Feyen Mayor	_____ Date:
Manawatu District Council	Helen Worboys Mayor	_____ Date:
Palmerston North City Council	Grant Smith Mayor	_____ Date:
Rangitikei District Council	Andy Watson Mayor	_____ Date:
Ruapehu District Council	Don Cameron Mayor	_____ Date:
Stratford District Council	Neil Volzke Mayor	_____ Date:
Tararua District Council	Tracey Collis Mayor	_____ Date:
Taupo District Council	David Trewavas Mayor	_____ Date:
Waitomo District Council	Brian Hanna Mayor	_____ Date:
Whanganui District Council	Hamish McDouall Mayor	_____ Date:

## APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

Forum	Members	Comments
Regional Chiefs	<i>Horizons RC Horowhenua DC Manawatu DC Palmerston North CC Rangitikei DC Ruapehu DC Tararua DC Whanganui DC</i>	
SOLGM – Society of Local Government Managers		
LGNZ Zone and sector meetings		
LAPRN Local Authorities Public Relations Network	Public Relations/ Communications practitioners from Manawatu-Wanganui Region	
	Planners from local authorities in Manawatu-Wanganui Region	COGS meetings coordinate with Regional Chiefs meeting dates.
	Meeting of revenue and rating managers from Manawatu-Wanganui Region	
	Meeting of electoral officers from Councils in this Region	
IPWEA (Institute of Public Works Engineering Australasia)		<a href="http://www.ipwea.asn.au/">http://www.ipwea.asn.au/</a>
Civil Defence and Emergency Management Group		
ALGIM – Association of Local Government Information Management		Mission is to provide leadership to Local Government in Information Management and Information Processes. <a href="http://www.algim.org.nz/">http://www.algim.org.nz/</a>
MW LASS Ltd – Manawatu-Wanganui Local Authority Shared Services Limited	<i>Horizons RC Horowhenua DC Manawatu DC Rangitikei DC Ruapehu DC Tararua DC Whanganui DC</i>	

Forum	Members	Comments
Manawatu District and Palmerston North City Joint Strategic Planning Committee	<i>Manawatu DC</i> <i>Palmerston North CC</i>	

## APPENDIX TWO

### Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatu-Wanganui) region will work together to achieve economic growth and development.

This Appendix is a demonstration of the Councils' shared vision which is

To work collaboratively to grow the region's economy for the benefit of its communities.

#### *The agreement*

Notwithstanding the requirements of Sections 16 and 77-89 of the Local Government Act 2002, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic growth and development a priority and a standing item at their regular meetings, termed 'Meetings of the Regional Chiefs'.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

#### *Works proposed this triennium*

In the 2015-16 financial year the parties will work collaboratively to implement the opportunities identified in the Manawatu-Wanganui Regional Growth Study released by central Government on 13 July 2015.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Lead Team. (The Lead Team would likely consist of; 2 Mayors/ Chairs, 2 iwi representatives, 2 business representatives, 1 Central Government representative and 1 Chair who holds a non-voting position)
- Engaging both governance and staff in project teams that will be charged with identifying and implementing actions arising from the Regional Growth Study.
- Working with iwi and business leaders to aid implementation of the Regional Growth Study.

**Document No: A337096**

**Report To: Council Meeting**



**Meeting Date:** 13 December 2016

**Subject:** **Review of Waitomo District Council Citizens Awards Policy**

**Type:** **Decision Required**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council the Waitomo District Council Citizens Awards Policy for consideration.

### **Background**

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy. The Policy identified two award types as follows:
  1. **Lifetime Achievement:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
  2. **Citizen of the Year:** it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 2.4 Annual award ceremonies have been held since 2012 and the achievements of numerous District residents have been recognised.
- 2.5 The Policy was reviewed by Council at a Workshop held on 10 November 2015. The nomination process, timing of awards, Policy review and promotion of the awards were discussed.
- 2.6 At the conclusion of discussions Council requested minor Policy amendments. It was agreed the 'Assessment of Nominations' clause would be amended to reflect the requirement of 2 letters of support for each nomination and further that nominators be invited to speak to the Citizens Awards Working Party Committee in support of their nomination.

- 2.7 Further Policy changes included clarity of wording in regard to the Policy review timeline and noting that liaison with community groups/ organisations will form part of the communication method when calling for nominations.
- 2.8 The amended Policy was adopted by Council at the 24 November 2015 Council meeting.

<b>Commentary</b>
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- 3.1 A copy of the Waitomo District Council Citizens Awards Policy is attached to and forms part of this business paper. A summary of the Policy is as follows:
- The Awards are to take place annually.
  - The area served by the Policy is the Waitomo District.
  - The Policy will be reviewed in the month of November following each Triennial Election or earlier if required.
  - Waitomo residents are nominated for these awards via a formal nomination process. Categories include the Lifetime Achievement and Citizen of the Year.
  - Nominations for the awards are assessed by the Citizens Awards Working Party (CAWP). The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The CAWP can have up to four community members plus one Council representative and is to serve a term of three years. The current CAWP Members are The Mayor, Max Lamb, Ross Alleman and Mack Waretini.
  - Nominations are called for via a range of media and liaison with community groups/ organisations.
  - To be eligible for the Life Time Achievement Award nominees should live in the Waitomo District and have displayed a strong community spirit and made significant community contributions over an extended period.
  - To be eligible for the Citizen of the Year Award nominees must living within the District and have displayed a strong community spirit and made significant community contributions over the last year.
  - A range of supporting information is required to assist with assessment of nominations.
- 3.2 In accordance with clause 4.1 of the Policy a review of the Policy was completed in November 2016.
- 3.3 Based on the 2016 Citizens Awards proceedings and associated feedback received from the CAWP during the nomination and assessment process, staff are of the opinion that the purpose, principles and parameters of the Policy are appropriate and therefore, Policy amendments are not required at this time.

**Considerations****4.1 Risk**

4.2 There are no identified risks with this decision.

**4.3 Consistency with Existing Plans and Policies**

4.4 The Waitomo District Council Citizens Awards Policy is consistent with Council's plans and policies.

**4.5 Significance and Community Views**

4.6 The review of the Waitomo District Council Citizens Awards Policy is considered to be of low significance in accordance with the Significance and Engagement Policy.

**Recommendation**

5.1 The Waitomo District Council Citizens Awards Policy be adopted, as attached.

**Suggested Resolutions**

1 The business paper on the Review of Waitomo District Council Citizens Awards Policy be received.

2 The Waitomo District Council Citizens Awards Policy be adopted, as attached.



HELEN BEEVER  
**GROUP MANAGER - COMMUNITY SERVICES**

13 December 2016

Attachment: 1 Waitomo District Council Citizens Awards Policy (A192087)



# **Waitomo District Council**

## **Citizens Awards Policy**

**November 2015**

Policy Created	<b>November 2011</b>
Last Reviewed	<b>November 2012</b>
Review Date	<b>November 2015</b>
Review Date	<b>In the month of November following each Triennial Elections or earlier if required</b>

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## 1.0 Background

- 1.1 Waitomo District Council recognises the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 1.2 To recognise the significant contribution made to the Waitomo District by individuals within the community, Waitomo District Council has created the Waitomo District Council Citizens Awards.
- 1.3 These awards will be held annually in May.

## 2.0 Introduction

- 2.1 The purpose of this policy is to establish and document the principles, that form the basis for the Waitomo District Council Citizens Awards, which celebrate the extraordinary contribution that Waitomo residents make to their community.
- 2.2 The policy outlines the parameters by which Waitomo District Council makes the presentation of awards to members of the community who have made a significant contribution to the achievement of positive community outcomes.
- 2.3 This policy will identify all areas of the Waitomo District Council Citizens Awards.
- 2.4 The area served by this policy is the Waitomo District.

## 3.0 Policy Objective

- 3.1 The objective of the Waitomo District Council Citizens Awards Policy is to ensure it is aligned to Waitomo District Councils Awards Criteria.

## 4.0 Commencement and Review of Policy

- 4.1 This policy comes into effect from 27 November 2012 and will be reviewed in the month of November following each Triennial Election or earlier if required.

## 5.0 Scope

- 5.1 The Waitomo District Council Citizens Awards include the presentation of two types of awards; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.
- 5.2 Waitomo residents are nominated for these awards via a formal nomination process.
- 5.3 Consideration is given to all nominees who demonstrate a clear contribution to the achievement of positive community outcomes and who have displayed exemplary community service within a specified timeframe.
- 5.4 All nominations for the awards are assessed by the Citizens Awards working party (CAwp).
- 5.5 If the CAwp does not consider nominations received within any year to be suitable, awards may not be allocated in that year.
- 5.6 All decisions made by the CAwp are final and no correspondence will be entered into once a decision has been made.

## 6.0 Citizens Awards Working Party (CAwp)

- 6.1 The CAwp is appointed by Council and is made up of community members who have a strong knowledge of the district. The working party can have up to 4 community members plus one Council representative.
- 6.2 The CAwp will serve a term of 3 years.

## 7.0 Nominee Categorisation

- 7.1 Each year nominations will be called for two types of awards.
1. **Lifetime Achievement:** Recipients of the Lifetime Achievement Award will, over a number of years, have demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
  2. **Citizen of the Year:** Recipients of Citizen of the Year Award have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 7.2 In order to assist the CAwp when assessing nominations, specific information is collected about the nominee.
- 7.3 This information includes:
- Service History - associations/organisations involved with and roles held
  - Key Projects
  - Key Achievements
  - Examples/Stories
  - Letters of Support for Nomination

## 8.0 Communication

- 8.1 Nominations are called via the following methods:
- WDC Website and Facebook
  - Local Media : Radio
  - Waitomo News
  - Liaison with community groups/ organisations

## 9.0 Eligibility

### 9.1 Life Time Achievement Award

- 9.2 To be eligible the Life Time Achievement Award nominees should live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over an extended period.

### 9.3 Exceptions

- 9.4 In exceptional circumstances, and on a case-by-case basis, nominees may be considered if they have moved away from the Waitomo district, but prior to that had lived within the district for a significant time and there is evidence of significant community contribution.

## 9.5 Waitomo District Citizen of the Year Award

- 9.6 To be eligible for the Waitomo District Citizen of the Year Award nominees must live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over the last year.

## 10.0 Assessment of Nominations

- 10.1 The following information is required to enable the CAwp to adequately assess and evaluate the merits of the individual nomination.

- 10.2 Nominations are not considered for **Lifetime Achievement Award** unless the following information is provided:

- A completed Nomination Form
- Details of the nominees service history - associations/organisations involved with and roles held
- Details of key projects the nominee has been involved in
- Details of the nominees key achievements
- Further information to support the nomination i.e. any examples/stories/anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.3 Nominations are not considered for the **Waitomo Citizen of the Year Award** unless the following information is provided:

- A completed Nomination Form
- Details of key projects the nominee has been involved over the last year
- The nominees key achievements over the last year
- Further information to support the nomination i.e. service history details/stories/ anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.4 Nominators and authors of support letters will be invited to speak to the CAwp in support of their nomination.

## 10.5 Incomplete Nominations

- 10.6 All incomplete nominations will be returned to the nominator for completion before consideration by the CAwp.

## 10.7 Accountability

- 10.8 Waitomo District Council and the CAwp expect all information contained within a nomination to be true and correct. The Nominator is expected to have made all reasonable investigations and enquires into the validity of information before it is submitted.

Waitomo District Council and the CAwp will undertake reasonable enquiry into the validity of the information submitted before presenting the awards.

## 10.9 Conflicts of Interest

- 10.10 CAwp members are required to declare any direct or indirect conflict of interest in relation to any Nomination being considered.

**Document No:** A337095

**Report To:** Council



**Meeting Date:** 13 December 2016

**Subject:** 2016 Community Partnership Fund –  
Consideration of Funding Applications

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the 2016 Community Partnership Fund (CPF) funding applications and grant allocations.

## Background

- 2.1 The CPF is part of Waitomo District Council's (WDC) broader Community Development Fund (CDF). A contestable fund focused on projects and programmes that contribute to the well-being of our District's communities.
- 2.2 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live, work and play in and aims to "help our community help itself" by offering access to funding and in-kind support to groups working on community initiatives.
- 2.3 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the Community Development Fund Policy (CDFP), which was reviewed in August 2014 as part of Council's CDF.
- 2.4 By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
  - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
  - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
  - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 2.5 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

## Commentary

### 3.1 The Assessment and Allocation Process

3.2 The assessment and allocation of the CPF is at the discretion of the elected Council.

3.3 There is a total of \$25,000.00 available for allocation in the 2016 funding round.

3.4 Eight eligible applications have been received as follows:

Applicant	Amount Sought
Mokau Museum and Art Gallery (Tainui Historical Society)	\$ 5,962.00
Brook Park Incorporated Society	\$4,325.00
Piopio Primary School	\$10,000.00
Te Piruru Papakainga Marae	\$3,000.00
Benneydale Hall Incorporated	\$18,246.00
Piopio Playcentre	\$2,706.00
Te Kuiti & District Historical Society Incorporated	\$10,000.00
Connect Marokopa	\$9,360.00
<b>TOTAL</b>	<b>\$63,599.00</b>

3.5 Council discussed the applications at a Workshop held on 6 December 2016.

3.6 Prior to the Workshop, a copy of the Community Development Fund Policy, Community Partnership Fund Applications and Assessment Sheets were distributed to Councillors to assist with the assessment of applications.

3.7 The value of grants to be allocated for the 2016 funding round was discussed and agreed at the Workshop. The following methodology was taken into account:

- Apply the Community Development Fund Policy;
- Declare any conflicts of interest; and
- Award funding to projects, not people.

3.8 It was noted that if Council does not fully expend the \$25,000.00 available in this funding round, it may wish to undertake an optional second funding round in February/ March 2017 or alternatively carry the funds over to the next financial year as per the CDFP.

## Considerations

### 4.1 Risk

4.2 There are no identified risks with this decision.

**4.3 Consistency with Existing Plans and Policies**

4.4 The consideration of funding applications has been undertaken consistently in accordance with the Community Development Fund Policy.

**4.5 Significance and Community Views**

4.6 The consideration of funding applications is considered to be of low significance in accordance with the Significance and Engagement Policy.

<b>Recommendation</b>
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5.1 As discussed at the 6 December 2016 Workshop, Council approves Community Partnership Fund Grants as follows:

<b>Applicant</b>	<b>Grant Amount</b>
Mokau Museum and Art Gallery (Tainui Historical Society)	\$5,000.00 (plus GST)
Piopio Primary School	\$3,600.00 (plus GST)
Te Piruru Papakainga Mare	\$1,800.00
Benneydale Hall Incorporated	\$4,700.00
Piopio Playcentre	\$1,000.00
Te Kuiti & District Historical Society Incorporated	\$8,900.00
<b>Total</b>	<b>\$25,000.00 (plus GST where applicable)</b>

<b>Suggested Resolution</b>
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1 The business paper on 2016 Community Partnership Fund – Consideration of Funding Applications be received.

2 Council approve Community Partnership Fund Grants as follows:

<b>Applicant</b>	<b>Grant Amount</b>
Mokau Museum and Art Gallery (Tainui Historical Society)	\$5,000.00 (plus GST)
Piopio Primary School	\$3,600.00 (plus GST)
Te Piruru Papakainga Mare	\$1,800.00
Benneydale Hall Incorporated	\$4,700.00
Piopio Playcentre	\$1,000.00
Te Kuiti & District Historical Society Incorporated	\$8,900.00
<b>Total</b>	<b>\$25,000.00 (plus GST where applicable)</b>

- 3 If an unexpended balance remains in the Community Partnership Fund following completion of this funding round, then Council approve/not approve a second funding round in February/ March 2016 as per the Community Development Fund Policy.

A handwritten signature in blue ink, appearing to read 'H Beever', is positioned above the typed name.

HELEN BEEVER  
**GROUP MANAGER - COMMUNITY SERVICES**

13 December 2016

**Document No:** A336010

**Report To:** Council



**Meeting Date:** 13 December 2016

**Subject:** Waitomo District Economic Development - Implementation Plan

**Type:** Decision Required

### Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Draft Waitomo District Economic Development Implementation Plan.

### Background

- 2.1 Council's vision of **'Creating a better future with vibrant communities and thriving business'** was introduced as part of the 2012-2022 Long Term Plan consultation.
- 2.2 The Waitomo District's residents and ratepayers have endorsed WDC's economic development intent.
- 2.3 The 2015-2025 Long Term Plan identified the need for WDC to create a framework for working with community organisations and local businesses to foster and assist in growing the economy for the District.
- 2.4 A framework and action plan was agreed to guide the development of WDC's Economic Development Strategy.
- 2.5 Key milestones included the collection of quantitative and qualitative data, analysis of the data, development of a District Profile and Draft Discussion Document. These documents were presented to Council at the 2 August 2016 meeting.
- 2.6 Following Council feedback the Discussion Document was socialised with the local business sector, community groups and key stakeholders. The community at large was invited to provide feedback to the Discussion Document via the submission form.
- 2.7 Feedback was considered in the drafting of the Economic Development Strategy, Waitomo District Prepared for the Future.
- 2.8 Waitomo District Council's LTP 2015-2025 outlines the strategic intent for the District and key outcomes for the Community. The WDC Economic Development Strategy aligns with the vision of building a better future for the Waitomo District with vibrant communities and thriving business.
- 2.9 Council considered the Draft Economic Development Strategy at a workshop held on the 15 November 2016.
- 2.10 The Strategy was adopted by Council at the 29 November 2016 Council Meeting.

<b>Commentary</b>
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3.1 The economic aspirations for the District are as follow:

- Flying the Waitomo flag; promoting live, work and play.
- Supporting a business friendly environment for existing and new business.
- Minimising the impact of population decline.

3.2 Key economic goals for the District that will support WDC's community outcomes and economic vision are:

- Retaining and attracting new residents to the Waitomo District.
- Supporting business access to recruitment assistance and workforce readiness programmes.
- Support youth development opportunities in particularly workforce related.
- Enabling the District Plan to support and guide business growth.
- Ensure Council assets and provisions of services are appropriate for all ages of the community.
- Maximise the benefit that visitors bring to our district.

3.3 The Economic Development Strategy outlines three strategy stands within which there are a number of initiatives. These initiatives have been broken down into Current and Proposed Initiatives:

- **A Place to Live and Learn**

The focus of this stand is to retain our youth, encourage ex-residents to return, embrace New Zealand's aging population, and promote our District as a great place to live.

- **A Place to do Business**

The focus of this strand also has a youth focus; preparing our businesses for working with youth and empowering our youth to be successful employees. Our district's workforce also desperately needs more skilled workers to ensure a sustainable and innovative business community.

- **A Place to Stay and Play**

The focus off this strand is in leveraging off the large volume of visitors to the Waitomo Caves at the same time ensuring that their experience is of a high quality. Also of importance is that we have appropriate infrastructure, accommodation and housing in place to cater for visitors and tourism and hospitality staff.

### **3.4 Implementation of the Strategy**

3.5 A Draft Implementation Plan has been developed to guide and support implementation of the initiatives outlined in the Economic Development Strategy.

3.9 The Draft Plan outlines timeframes within which the initiatives will commence.

- 3.10 Attached to and forming part of this business paper is a copy of the Draft Economic Development Strategy Implementation Plan for Council's consideration.

### Considerations

#### 4.1 Risk

- 4.2 There are no identified risks with this decision.

#### 4.3 Consistency with Existing Plans and Policies

- 4.4 The Waitomo District Economic Development Strategy is consistent with Council's plans and policies. Council's LTP 2015-2025 outlines the strategic intent for the District and key outcomes for the Community.

#### 4.5 Significance and Community Views

- 4.6 The Economic Development Strategy is a significant document to be shared with the District Community. The Community has contributed to the development of the Strategy via a range of forums including discussion groups, surveys and submissions to the Discussion Document.

### Suggested Resolutions

1. The business paper on Waitomo District Economic Development Implementation Plan be received.
2. Council adopt / not adopt the Draft Waitomo District Economic Development Implementation Plan.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

13 December 2016

Attachment: 1. Draft Waitomo District Economic Development Implementation Plan

## Draft Waitomo District Economic Development Implementation Plan

The Waitomo District Council Economic Development Strategy, *"Waitomo District: Prepared For The Future"* identifies opportunities where Waitomo District Council can best influence economic growth.

This Plan will guide and support the implementation of goals and initiatives outlined in the Strategy, contributing to the development of Vibrant Communities and Thriving Business.

### Housing Development Initiatives

Actions	Timeline
Actively market residential sections within the Parkside Subdivision	On-going
Focus on facilitating housing and business growth as part of the District Plan review	Commencing January 2017

### District Promotion Initiatives

Actions	Timeline
Develop a District Promotions Plan	February 2017
Update WDC's image and video library	Commencing April 2017
Develop overarching identity for the Waitomo District	May – July 2017
Develop a framework to inform the establishment of a website-portal	July 2017 to September 2017

### Age Friendly Initiatives

Actions	Timeline
In conjunction with key stakeholders conduct a stocktake of current youth and senior related projects/ groups	March 2017
Conduct an age-related needs analysis to identify gaps with particular focus on existing provision/management of Council services/assets	May 2017

Formation of an Interest Group focusing on age specific challenges and opportunities	May 2017
Develop Action Plan	July 2017

## Connecting the Community

Actions	Timeline
Continue to lobby, submit applications and build relationships with key stakeholders in the telecommunication community to extend broadband and mobile coverage	On-going
Respond to Crown Fibre Holding RBI2 / MBS request, providing information regarding the under-served areas in the District	December 2016 to February 2017
Continual liaison with appropriate telecommunication suppliers to support the RFP process for RBI1 and MBS	On-going
Continue to implement actions outlined in the Digital Enablement Plan	On-going

## Initiatives to Promote a Sustainable Work-Force

Actions	Timeline
Initiate and support the formation of a working group to focus on the development of the District's workforce and how to attract new employees to live and work within the District	March 2017
In conjunction with key stakeholders, support the establishment of an initiative to assist job seekers in preparing for the workforce	May 2017

## Sustainable Development of Freedom Camping in the District

Actions	Timeline
<p>Information dissemination - current camping situation including:</p> <ul style="list-style-type: none"> <li>• Communications to local tourism industry stakeholders</li> <li>• Marketing material update – Explore Brochure</li> <li>• Update of Council website</li> </ul>	December 2016 to March 2017
<p>Site revitalisation and site development investigations including:</p> <ul style="list-style-type: none"> <li>• Haggis Lookout</li> <li>• Te Waitere</li> <li>• Waikawau</li> <li>• Benneydale</li> <li>• Piopio</li> <li>• Te Kuiti</li> </ul>	December 2016 to March 2017
Development of a Freedom Camping Bylaw	January 2017 to July 2017

## Tourism Development

Actions	Timeline
Support the TERE Waitomo Trust and key stakeholders with the on-going implementation of the Village Structure Plan.	On-going
Continue to facilitate the opportunities for investment and/or development of accommodation in the District	On-going
Support the growth of the Timber Trail Cycleway and associated opportunities	December 2016 to June 2018
Investigate opportunities and submit applications to the Regional Mid-Sized Tourism Facilities Fund for provision of infrastructure	December 2016 to February 2017

DRAFT

**Document No:** A337159

**Report To:** Council



**Meeting Date:** 13 December 2016

**Subject:** Freedom Camping Monitoring Programme

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this Business Paper is to brief Council on the Freedom Camping Monitoring Programme and actions underway to support Councils intention to achieve Motor Home Friendly status.

## Background

- 2.1 Council has committed to the goal of participating in the Motor Homes Friendly Towns scheme.
- 2.2 For a town to obtain motorhome friendly status the requirements of the New Zealand Motor Caravan Association (NZMCA) are as follows:
  - A freedom camping related bylaw consistent with the premise of the Freedom Camping Act 2011, i.e. responsible freedom camping is generally a permitted activity;
  - A public dump station;
  - Access to potable water at dump station site;
  - Refuse and recycling facilities;
  - Access to medical facilities;
  - A general shopping area for groceries; and
  - A vehicle service centre.
- 2.3 The Freedom Camping Act permits freedom camping on all Council owned land unless otherwise prohibited by a freedom camping bylaw or under any other enactment.
- 2.4 WDC's Public Places Bylaw 2009 prohibits camping in all local authority areas unless an area is set aside for camping (clause 4.3b).
- 2.5 Should Council revoke the current provision in the Public Places Bylaw which restricts camping in our District, the implications of section 10 of the Freedom Camping Act 2011 are that freedom camping would be permitted on all Council owned land in the District unless it was restricted by either a new bylaw made under the Freedom Camping Act 2011 or any other enactment.
- 2.6 One of the common examples of an 'other enactment' which restricts camping in our District is the Reserves Act 1977.

- 2.7 Council has discussed its intent to develop a Freedom Camping Bylaw and further to achieve Motor Home Friendly status.
- 2.8 A course of action was approved, which included:
- Monitoring of camping activities in the District over the summer months to inform the development of a Freedom Camping Bylaw
  - An assessment of popular camping places in the District on Council property
  - Assessment of non-Council camping sites – number of commercial, free of charge, DOC managed
  - Determine potential new campsites for the District, and
  - Development of a Freedom Camping Bylaw and amendment to the Public Places Bylaw.

<h2>Commentary</h2>
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- 3.0 Assessment of popular sites or potentially popular sites within the District has been undertaken and the findings reported to Council.
- 3.1 The need to develop a Freedom Camping Bylaw has also been discussed as a means to effectively manage freedom camping activity within the District.
- 3.2 Recommended next steps towards developing a Bylaw and becoming a Motorhome Friendly District were discussed with Council at the September 2016 Workshop.
- 3.3 Among the suggested next steps were a range of short-term initiatives to meet the needs of freedom campers during the 2016/2017 summer holiday season.
- 3.4 The sites identified are as follows. The range of initiatives are progressing.
- 3.5 **Haggis Lookout.** This is a popular freedom camping site and is currently listed on the Campermate App. Works to tidy up the site include a one-off rubbish clearance and some minor works to repair wooden barriers.
- 3.6 **Te Waitere.** The reserve area at Te Waitere (located by the public toilets) provides an attractive site for freedom campers. Planned works include grading and rolling of the metal access and installation of a picnic table to enhance the site for both day visitors and those overnighing. Provision of a rubbish bin is not recommended for this site. Appropriate signage will be installed inviting campers to 'take their rubbish on departure'.
- 3.7 **Waikawau.** This is another popular freedom camping site. On investigation it was noted that the site required a one-off clean up to remove unsightly rubbish. This will be undertaken shortly. Further enhancements are planned for this site however a full site assessment which incorporates health and safety considerations is required. The on-going removal of rubbish is also a consideration for this site.
- 3.8 **Benneydale.** The next stage is to investigate the option of a freedom camping site and dump station at the Benneydale Domain. A meeting with representatives of the Benneydale Sports and Recreation Club will be arranged. The target date to install a dump station is pre 30 June 2017. Detailed specifications and costings will be the next step, upon favourable agreement for the Sports and Recreation Club.

- 3.9 **Piopio.** Tui Park is recognised as a camping site among the New Zealand Motorhome Campervan Association members. The site is currently serviced by a local resident who is employed by a local business. Servicing is undertaken on an irregular basis. To ensure a more regular and consistent approach, servicing of the facility will be incorporated into the current WDC services – i.e. Kara Park. The cost to improve the level of service to freedom campers in Piopio is minimal.
- 3.10 **Te Kuiti.** Te Kuiti receives a number of motorhome travelers, stopping to utilize the town facilities and shops, visit attractions, and visit the Te Kuiti i-SITE for advice. Dedicated parking sites in the main street for up to three motorhomes, available 24/7, has been discussed. Investigation regarding implementation is underway. Monitoring of freedom camping activity at the Mangaokewa Scenic Reserve is also on-going.
- 3.11 **Information dissemination.** Local tourism operators and i-SITE teams are the forward facing presence when it comes to receiving visitors. Therefore they require accurate and up-to-date information about where to camp in the District, whether it is at no cost or at a commercial facility. The following initiatives are underway:
- A list of freedom camping and commercial camping sites in the Waitomo District has been prepared and distributed to all relevant stakeholders, including local tourism industry stakeholders and Campermate.
  - An update of the Explore Waitomo brochure, the key District tourism map, is underway. Updates include a message to freedom campers and motorhome travelers advising they visit a local i-SITE to gather information on where freedom camping is permitted.
- 3.12 **Freedom Camping Bylaw.** Preparation for the development of a Freedom Camping Bylaw will commence in January 2017.

### Suggested Resolution

1. The business paper on Freedom Camping Monitoring Programme be received.



HELEN BEEVER  
GROUP MANAGER – COMMUNITY SERVICES

13 December 2016

**Document No:** A337268

**Report To:**

**Council**



**Meeting Date:** 13 December 2016

**Subject:** **Resource Management Act 1991 Delegations**

## Purpose of Report

- 1.1 The purpose of this Business Paper is to seek a resolution from Council to adopt new delegations for powers, functions and duties under the Resource Management Act 1991 (RMA).

## Background

- 2.1 The Group Manager Compliance role is a newly established role at Council and is responsible for (among other matters) planning functions under the RMA.
- 2.2 Because the role is newly established there are no existing delegations for the role, and these are required in order for the Group Manager Compliance to appropriately administer the District Plan and any RMA matters.

## Commentary

- 3.1 Section 34A of the RMA enables Council to delegate to an employee (or hearings commissioner) any functions, powers or duties under the Act except the:
- Approval of a proposed policy statement or plan
  - The power of delegation under section 34A
- 3.2 Council may also delegate to any other person any other functions, powers or duties under the Act except:
- The approval of a proposed policy statement or plan
  - The decision on an application for resource consent
  - The making of a recommendation on the requirement for a designation
- 3.3 The proposed delegations (attached as Appendix 1) address all functions, powers and duties under the RMA that are required to be exercised by Council staff, commissioners or consultants (as required). In addition, the opportunity has been taken to review delegations to other council staff, commissioners and consultants to ensure Council is able to exercise its functions, powers and duties efficiently and effectively.
- 3.4 In particular, new delegations are proposed to allow the Chief Executive and Group Manager Compliance to appoint Resource Management Commissioners if required, and to allow approved consultants to undertake planning work (i.e. processing resource consents) as required.

**Suggested Resolutions**

1. The business paper on Resource Management Act delegations be received; and
2. Pursuant to section 34A of the Resource Management Act 1991, Council resolve to delegate the functions, powers and duties to the employees, hearings commissioners and consultants as set out in the Resource Management delegations schedule attached as Appendix 1 (A337293).



TERRENA KELLY  
**GROUP MANAGER – COMPLIANCE**

13 December 2016

Attachment: Resource Management Delegations Schedule (A377293)

## 1. 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:
  - (a) The approval of a proposed policy statement or plan under clause 17 of Schedule 1;
  - (b) This power of delegation;
  
- (2) A local authority may delegate to any person any functions, powers or duties under this Act except the following:
  - (a) powers in subsection (1)(a) and (b);
  - (b) The decision of an application for a resource consent;
  - (c) the making of a recommendation on a requirement for a designation.

<b>Delegate's position title</b>	<b>Abbreviation</b>
Chief Executive	CE
Group Manager Assets	GMA
Group Manager Compliance	GMC
Environmental & Regulatory Services Leader	ERSL
Regulatory Administrator	RA
Monitoring and Compliance Officer	MCO

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
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	✓					
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.	✓	✓				
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	✓	✓	✓			

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
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.	✓	✓	✓			
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	✓	✓	✓			

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
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	✓	✓				
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	✓	✓				

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
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	GMC	ERSL	RA	MCO	GMA
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	✓	✓				

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
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	✓	✓				
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	✓	✓				

Section	Delegation	CE	GMC	ERSL	RA	MCO	GMA
Sch 1 CI 16(1)	Duty to amend proposed plan if directed by Court	✓	✓				
Sch 1 CI 16(2)	Authority to amend proposed plan to correct minor errors	✓	✓				
Sch 1 CI 20	Duty to give notice of plan becoming operative	✓	✓				
Sch 1 CI 20A	Authority to amend operative plan to correct minor errors	✓	✓				
Sch 1 CI 21	Authority to request change to regional plan or regional policy statement	✓	✓				
Sch 1 CI 23	Power to seek further information relating to private plan change requests	✓	✓	✓			
Sch 1 CI 24	Power to modify plan change request	✓	✓				
Sch 1 CI 25	Power to determine how to proceed with plan change request, including power to reject request	✓	✓				
Sch 1 CI 26	Authority to prepare and notify plan change request	✓	✓				
Sch 1 CI 28	Power to withdraw plan change request	✓	✓				
Sch 1 CI 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	✓	✓	✓	✓		
Sch 1 CI 29(9)	Power to vary plan change request	✓	✓				
Sch 1 CI 32	Authority to certify material incorporated by reference	✓	✓				
Sch 1 CI 34	Duty to consult on incorporation of material by reference	✓	✓				
Sch 1 CI 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)**:

- Manager Water Services
- Manager Local Roads
- Manager Operations
- Group Manager Assets

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

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

## 2. Resource Management Commissioners

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

## 3. Resource Management Consultants

Authority is delegated to the Group Manager Compliance 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 Group Manager Compliance 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 or 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.

**Document No: A337215**

**Report To:**

**Council**



**Meeting Date: 13 December 2016**

**Subject: Progress Report: Road Maintenance and Reseals Contract**

**For Information**

## **1 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the new Road Maintenance and Reseals Contract.

## **2 Local Government Act S.11a Considerations**

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

## **3 Risk Considerations**

- 3.1 This is an update report only, and as such no risks have been identified in regards to the information contained in this business paper.

## **4 Background**

- 4.1 A Roading Maintenance and Reseals Contract (Contract 500/14/001) with Inframax commenced 1 October 2015. At the Council meeting held on 6 October 2016 Council endorsed the NZTA proposal for Contract 500/14/001.
- 4.2 Consequences of this were a one-off procurement of a Reseals Contract for 2016/2017, and procurement of a new Road Maintenance and Reseal Contract for a five year term commencing 1 March 2017.
- 4.3 Contract 500/16/028 – Road Maintenance and Reseal Contract was advertised on 17 October 2016 inviting tenders from suitably qualified and experienced contractors for WDC's next generation Road Maintenance and Reseals Contract beginning 1 March 2017.
- 4.4 A new Contract 500/16/029 – Road Reseals 2016/2017, was also advertised on the 17 October 2016 inviting tenders from suitably qualified and experienced contractors for WDC's 2016/2017 Road Reseals Contract.

- 4.5 Both tenders closed on the 11 November 2016 at 16.00 and 4 tenders were received for each.
- 4.6 Tenders were evaluated on the Price Quality Method in accordance with the procurement plans for the 2016/17 Reseals Contract and 2017-20 Road Maintenance and Reseals Contract that was adopted by Council on 6 October 2016 and the 2016-19 Land Transport Procurement Strategy.
- 4.7 Inframax was confirmed as the preferred supplier with a tendered price of \$15,797,334.02 excluding GST for Contract 500/16/028 – Road Maintenance and Reseals Contract and Higgins as the preferred supplier with a tendered price of \$914,697.55 excluding GST for Contract 500/16/029 – Road Reseals 2016/2017.

## 5 Roading Subsidies

- 5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently 63% FAR rate, but expected to be 64% in 2017/2018) for works that meet agreed criteria via the Land Transport Programme.

## 6 Comparison

- 6.1 The new Road Maintenance and Reseals Contract (Contract 500/16/028) replaces the Road Maintenance and Reseals Contract (Contract 500/14/001).
- 6.2 Although several small improvements were incorporated into the new contract from learnings gained during the previous contract, it can be said that in essence, the basic format and intent remained very similar.
- 6.3 The biggest difference between the previous contract and the current contract can be seen in the pricing.
- 6.4 An overview financial comparison revealed the following:

<b>Contract 500/14/001</b>	<b>Contract 500/16/028</b>	<b>Difference</b>
\$5,633,820.51 p.a.	\$5,265,778.01 p.a.	-\$368,000 p.a. or 6.5%

- 6.5 A more in detail comparison of the new road maintenance and footpaths component shows:
- Road maintenance and footpaths costs reduced about 5.9% or \$268,000 p.a.
  - Reseals separable portion reduced by about 9.5% or \$100,000 p.a.
  - Preliminary and general costs reduced by about 32% or \$130,000 p.a.
  - Routine zonal maintenance costs reduced by 5.2% or \$50,000 p.a.
  - Reactive and cyclic maintenance reduced about by 3.1% or \$95,000
  - Special work day rates increased by about 1.2% or less than \$5,000 p.a.
  - Incident response remained the same.

- 6.6 The new separable reseals portion shows:
  - 1. Preliminary and general reduced by 95% or almost \$55,000 p.a.
  - 2. Surfacing reduced by 4.7% or \$45,000 p.a.
- 6.7 Almost \$200,000 of the annual cost reduction is contained in the "preliminary and general" cost, which are lump sum payments to the contractor.

**7 Discussion**

- 7.1 There is a potential saving of about \$368,000 per year for the same contractual outputs as before. This is a significant saving of about 6.5% on the previous contract.
- 7.2 This saving can be applied to the Roothing Activity by funding specific works to maintain the network to a standard as per Council agreed levels of service within the District.

**Suggested Resolution**

The Report: Comparing new and previous Road Maintenance and Reseals Contracts be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

8 December 2016

**Document No: A336192**

**Report To:**

**Council**



**Meeting Date: 13 December 2016**

**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. Progress Report: Road Maintenance and Reseals	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. Progress Report: Waikato Mayoral Forum Work Streams – Waikato Plan	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)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Investment – Parkside Subdivision	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)
4. Te Kuiti Campground Feasibility Study	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

December 2016