

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 24 APRIL 2023** commencing at **9.30am**.

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

*The meeting will be opened with a karakia.*

## **1. APOLOGIES AND LEAVE OF ABSENCE**

## **2. CONFIRMATION OF STATUS OF AGENDA**

## **3. DISCLOSURES OF INTEREST**

## **4. CONFIRMATION OF MINUTES**

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## **5. ACTIONS REGISTER** 13

## **6. COMMITTEE REPORTS**

There are no open reports from Committees for this agenda (refer PEX agenda)

## **7. REPORTS**

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GJ Ion  
**CHIEF EXECUTIVE**

## TERMS OF REFERENCE

### COUNCIL

<b>Chairperson:</b>	Her Worship the Mayor
<b>Deputy Chairperson:</b>	Deputy Mayor
<b>Membership:</b>	The Mayor and all Councillors
<b>Meeting frequency:</b>	Six weekly – or as required
<b>Quorum:</b>	Half of the members (including vacancies)

### Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

### Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend the Council's Standing Orders.
9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
10. The power to appoint and discharge:
  - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
  - b. elected member representatives on external organisations.
11. The power to establish a joint committee with another local authority or other public body and appoint elected members as representatives on such committees or bodies.
12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.

14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
  - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
  - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
  - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve funding requests not allowed for within budgets, in accordance with Significance & Engagement Policy parameters.
11. To approve any additional funding decisions required for the Watercare Services contract.
12. To approve development agreements as recommended by the Development Agreements Subcommittee where infrastructure is not allowed for within the Long Term Plan.
13. To receive six-monthly reports from each Community Board on its activities and projects.

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	24 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Waikato District Council held on Friday, 24 February 2023.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Waikato District Council confirms:**

- a. **the minutes of a meeting held on Friday, 24 February 2023 as a true and correct record.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – CCL Minutes – 24 February 2023 (under separate cover)

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Minutes for a meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaruawahia on **WEDNESDAY, 5 APRIL 2023** commencing at **2.00pm**.

**Present:**

Her Worship the Mayor, Mrs JA Church (Chairperson)  
Cr C Beavis  
Cr C Eyre  
Cr J Gibb  
Cr P Matatahi-Poutapu [*Arrived at 2.15pm, Part Item 6.3*]  
Cr K Ngataki  
Cr M Raumati  
Cr V Reeve  
Cr L Thomson  
Cr P Thomson  
Cr T Turner  
Cr D Whyte

**Attending:**

Mr TG Whittaker (Chief Operating Officer)  
Ms A Diaz (Chief Financial Officer)  
Ms M May (General Manager Service Delivery)  
Mr C Morgan (General Manager Community Growth)  
Mrs E Edgar (Executive Manager Communications & Engagement)  
Mr K Abbot (Executive Manager Projects & Innovation)  
Mr C Bailey (Finance Manager)  
Ms N Hubbard (Corporate Planning Team Leader)  
Mrs GJ Kanawa (Democracy Manager)  
Mr A Averill (Deputy General Manager, Service Delivery)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Lisa Thomson/Reeve)**

**That the apologies for:**

- a. non-attendance from Cr Keir and Cr Patterson be accepted.**

**CARRIED**

**WDC2304/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 2

**Resolved: (Crs Gibb/Ngataki)****THAT** the agenda for a meeting of the **Waikato District Council** held on **Wednesday, 4 April 2023** be confirmed:

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 6, which shall be considered with the public excluded; and
- b. all reports be received.

**CARRIED****WDC2304/02****DISCLOSURES OF INTEREST**

Agenda Item 3

There were no declarations of interest.

**CONFIRMATION OF MINUTES**

Agenda Item 4

The report was received [*WDC2304/02 refers*] with no further discussion held.**Resolved: (Crs Whyte/Reeve)****THAT** the **Waikato District Council** confirms:

- a. the open minutes for a meeting held on **Monday, 13 March 2023** as a true and correct record.

**CARRIED****WDC2304/03****COMMITTEE REPORTS***Sustainability & Wellbeing Committee – 5 April 2023*

Agenda Item 5.1

The report was received [*WDC2304/02 refers*] and no further discussion was held.*Updates to the FPIC Agreement and Terms of Reference (S&W2304/04)***Resolved: (Crs L Thomson/Eyre)****THAT** the **Waikato District Council**:

- a. notes the **FPIC Terms of Reference**; and
- b. approves and executes, the amended **Future Proof Implementation Committee Agreement** and its associated **Terms of Reference**.

**CARRIED****WDC2304/04**

Amendment to Council's Governance Structure Delegations to reflect the agreed name of the Future Proof sub-committee to oversee public transport in the sub-region (S&W2304/05)

**Resolved: (Crs L Thomson/Reeve)**

**THAT the Waikato District Council:**

- a. amend its **Governance Structure Delegations** by changing the name of the **Metropolitan Public Transport Sub-Committee** to the **Future Proof Public Transport Sub-committee**, and by consequence,
- b. confirms the appointment of **Cr Eugene Patterson** as the **Council member** and **Cr David Whyte** as the **alternative Council member** on the **Future Proof Public Transport Sub-committee**.

**CARRIED**

**WDC2304/05**

## **REPORTS**

Local Governance Statement 2022-2025

Agenda Item 6.1

The report was received [WDC2304/02 refers] and the following discussion was held:

- It was noted that the main updates were in the section of "How we work with Maaori" due to the introduction of Maaori Ward Councillors and the development of Mana Whenua Forums.
- Changes had also been made to the appendices section to reflect changes to bylaws and legislation that had either updated or rescinded.

**Resolved: (Crs Beavis/L Thomson)**

**That the Waikato District Council:**

- a. approves the **2022-2025 Local Governance Statement**, subject to:
  - i. a final review of the document by **Legal Counsel**; and
  - ii. any minor alterations from this review being signed off by the **Chief Executive** before loading to the **Council website**.

**CARRIED**

**WDC2304/06**

Hamilton City Council Southern Links Working Group  
Agenda Item 6.2

The report was received [WDC2304/02 refers] and no further discussion was held.

**Resolved: (Crs Gibb/Whyte)**

**THAT the Waikato District Council:**

- a. **confirms the appointment of Cr Patterson (with an alternate as Cr Keir) as the Council member to join the Hamilton City Council Southern Links Working Group.**

**CARRIED**

**WDC2304/07**

Adoption of Draft Annual Plan 2023/24 and Approval to Consult  
Agenda Item 6.3

*Cr Matatahi-Poutapu entered the meeting at 2.15pm during this item.*

The report was received [WDC2304/02 refers] and the following discussion was held:

- The Finance Manager noted two workshops were held in January/March with regard to the annual plan and direction sought, which was reflected in the recommendations of the report.
- It was noted that more in depth analysis of rates comparisons would occur during the Long-Term Plan (LTP) with benchmarking against other Councils.
- *Concern raised regarding ratepayer affordability and the mechanisms can we put in place around our communities to ensure no further hardship?* Rates remissions are available, however this is for the ratepayer not tenants, therefore Council can put them in touch with MSD and other agencies that can assist.
- Sustainability and wellbeing are at the forefront of our decision making along with building up the resilience of our communities.
- It was noted that WDC have unique difficulties being a growth council and being in the middle of two urban centres as we had larger roading structures than urban Councils and were an important part of national agriculture providers.

- Apart from the Thames-Coromandel District our other neighbouring Councils have not had the recovery issues we have, nor have they had a District Plan review or the growth challenges which requires significant investment. Many Councils have one wastewater plant per 90,000 population, yet WDC have nine per 90,000 population.
- Council acknowledged the challenge of a higher rates increase than indicated in year three of the LTP but was concerned about how a lower increase now would 'kick the can down the road' and lead to heavy increases in the next LTP.
- Noted how Council must continue to advocate for different funding mechanisms for local government in the future. The current funding framework is ineffective which has been acknowledged by the Future of Local Government panel.

**ACTION:** Staff to benchmark rates against other Councils as part of next LTP process.

**ACTION:** Council to continue to advocate to Central Government for other avenues of funding to enable WDC to balance looking after the wellbeing of our communities whilst maintaining our significant infrastructure assets.

**ACTION:** Staff to provide some FAQs in regard to other agencies that can assist in the event of hardship and upload to the Council website.

**Resolved: (Crs Beavis/Gibb)**

**That the Waikato District Council:**

- a. **approves the draft Annual Plan 2023/24 financials and related annual plan disclosure statement.**
- b. **approves the engagement content for:**
  - i. **reapportionment of the existing Huntly Community Facilities targeted rate to support operating costs of the Huntly Memorial Hall; and**
  - ii. **confirming the targeted rate for the Whatawhata Community Centre; and**
  - iii. **a proposed new targeted rate for Tamahere Mangaone Restoration works.**
- c. **notes that the general rate increases for both the capital value-based charge and uniform annual general charge will be set at 7% (a 3.5% increase over that contained within year three of the 2021-2031 LTP); and**
- d. **notes that with the exception of proposed targeted rate changes under (b) that all other targeted rates remain as per year three of the 2021-2031 LTP.**

**CARRIED**

**WDC2304/08**

**EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Cr Raumati/Ngataki)**

- a. **THAT** the public be excluded from the following parts of the proceedings of this meeting:

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 2 Minutes from meeting held on Monday, 13 March 2022	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3.1 Waters Governance Board Recommendations – 29 March 2023		
Item PEX 4 Chief Executive Issues		
Item PEX 5 Mayoral Issues		

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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item PEX 2 Minutes from meeting held on Monday, 13 March 2022	Refer previous minutes for reasons for exclusion.	
Item PEX 3.1 Waters Governance Board Recommendations – 29 March 2023	Refer Waters Governance Board Agenda for reasons for exclusion.	
Item PEX 4 Chief Executive Issues	7(2)(c)(i)	To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.
Item PEX 5 Mayoral Issues		

**CARRIED****WDC2304/09**



<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Actions Register – March/April 2022</b>
Date:	24 April 2023
Report Author:	Kaye Whitfield, Executive Assistant to Chief Executive
Authorised By:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To update the Council on actions arising from the previous Council meeting.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council receives the Actions Register for April 2023.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Actions Register (PEX)

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**Waikato District Council - Actions Register (Open)**  
**April 2022**

Meeting Date	Item and Action	Person / Team Responsible	Status Update
13 March	Workshop to be scheduled for Chief Executive 2023/24 KPIs in April/May.	Democracy	<ul style="list-style-type: none"> <li>Completed</li> </ul>
13 March	Staff to update the Speed Limits Bylaw 2011 Schedules as per Resolution WDC2303/09.	Anthony Averill	<ul style="list-style-type: none"> <li>Yet to be actioned.</li> </ul>
13 March	Staff to provide an update on roading vestments from Waka Kotahi to Council at the next Infrastructure meeting.	Luke M	<ul style="list-style-type: none"> <li>This will be addressed at the next Infrastructure meeting</li> </ul>
13 March	In future staff to provide clarity of the impact that supporting additional projects would have on delivering existing work programmes.	All	<ul style="list-style-type: none"> <li>Information only</li> </ul>
13 March	Staff to seek an extension to the Waka Kotahi timeframes for spending the increased subsidy available for flood works to post 30 June 2023.	Mayor Jacqui/Grant Tredidga	<ul style="list-style-type: none"> <li>Letter has been sent</li> </ul>
5 April	Staff to benchmark rates against other Councils as part of next LTP process.	Alison	<ul style="list-style-type: none"> <li>Noted. Will be incorporated into the LTP work programme as an information request.</li> </ul>

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<b>Meeting Date</b>	<b>Item and Action</b>	<b>Person / Team Responsible</b>	<b>Status Update</b>
5 April	Council to continue to advocate to Central Government for other avenues of funding to enable WDC to balance looking after the wellbeing of our communities whilst maintaining our significant infrastructure assets.	Megan	<ul style="list-style-type: none"><li>• Staff will continue conversations with Waka Kotahi to lobby for additional subsidy in relation to storm damage to roading assets. When appropriate, elected members will be briefed to proceed at a political level.</li></ul>
5 April	Staff to provide some FAQs in regard to other agencies that can assist in the event of hardship and upload to the Council website.	Clive	<ul style="list-style-type: none"><li>• Yet to be actioned.</li></ul>

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Zero Harm Update</b>
Date:	11 April 2023
Report Author:	Lynn Shirley, Zero Harm Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide Council assurance on progress against the activities detailed in the Zero Harm Strategic Improvement Plan and current health and safety performance.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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- A significant amount of health and safety risk-based training is being undertaken across the organisation over the next three months.
- An external supplier has been engaged to undertake a review of Council's Zero Harm Safety Management (ZHSMS) against the ISO 45001 framework. The review is scheduled for June 2023.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Council receives the Zero Harm report for April 2023 and Zero Harm Dashboard for February 2023.**

## **4. Background**

### **Koorero whaimaarama**

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Councils' zero harm culture is supported by a health and safety management system of policies, standards and procedures that are designed to support the elimination or management of risk and enable best practice.

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## 5. Discussion Matapaki

### Our People

#### **Work Safe Home Safe 2023 Event**

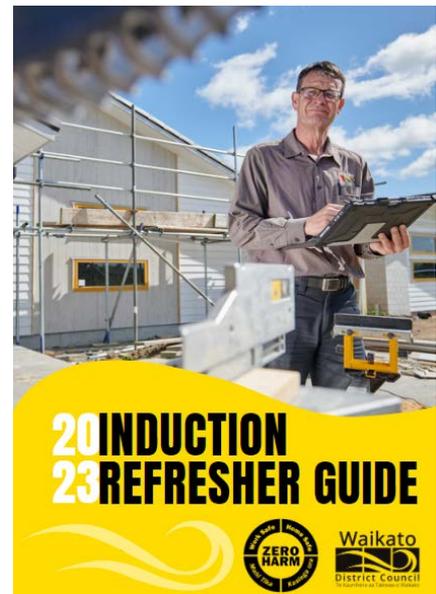
Council's annual Zero Harm 'Work Safe, Home Safe' (WSHS) event was undertaken over four weeks during February and March. The event had several key outcomes including:

- Worker connection with Council's refreshed Zero Harm Commitment. The Executive Leadership Team (ELT) shared their personal Zero Harm commitments with the organisation. We asked staff to share theirs with us and go into the draw to win a prize. We received 97 (25%) entries from across the organisation. Below are examples of commitments our staff have shared.



- Familiarisation with key Zero Harm information by the completion of refresher induction training. To ensure that our staff are aware of their health and safety responsibilities and the key controls for managing our critical risks all staff were required to complete an online refresher induction. The refresher induction covered the following:
  - Worker engagement and participation
  - Emergency management
  - Hazard and risk management
  - Mental wellbeing at work
  - On road driving and driver fatigue
  - Contractor health and safety management

All 388 (100%) current staff members completed the refresher induction process.



One of the key highlights from the event was “*The Power of Stories*” presentation delivered by Jehan Casinader. This presenter was chosen to provide a fresh perspective on managing the risk of mental wellbeing at work. Feedback was sought from staff following the presentation and responses have been overwhelmingly positive, including:

- *This was such a great presentation, thanks so much to everyone involved in bringing this to us.*
- *I thought his talk was brilliant and have already recommended it to people.*
- *The whole presentation was my favourite.*
- *Best presentation!!! Cannot wait to read the book. Thank you so much for organising this!*
- *Thanks to council for organizing this amazing workshop. Grateful!!*
- *I will share this message tonight with my kids and husband and I will be watching the recording again soon.*
- *organising this for us and allowing our team to participate by allowing us to open our doors later. Truly appreciated.*
- *I really loved Jehan's speech today I really loved it. Thank you.*
- *The presentation was very powerful, and I will be sharing it and watching it again myself.*
- *It was well received by my team and gave us some things to think about*
- *Powerful!*

### ***Safety Leadership – Zero Harm Engagement Conversations***

Weekly reporting and monthly analysis of our Zero Harm Engagement Conversations continues to be undertaken. We are now meeting monthly with the People and Capability Team to review this data. We have seen a positive increase in the number of conversations being recorded over the past three months.

### ***Safety Action Team***

The Safety Action Team (SAT) had its first meeting for 2023 in March and has welcomed eight new members from various workgroups across the organisation. Increasing our number of SAT representatives was a key outcome of the WSHS 2023 event.

### **Effective Systems**

#### ***Hazard and Risk Management***

Strengthening our people’s hazard & risk management knowledge by undertaking a review of their workgroup or team hazard register was a key outcome of the WSHS 2023 event. To support the ongoing management of our hazard registers and the identification of hazards when undertaking field work, 127 staff have been identified to attend workplace hazard and risk management training. Staff have been prioritised into one of three groups and training has been arranged for the first group of 61 over the next two months.

#### ***Procurement Health and Safety (Contractor management)***

We continue to work as part of a virtual team in conjunction with Procurement and Contracts & Partnering to ensure that our zero harm processes and tools are aligned with Council’s procurement and contracts lifecycle.

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In collaboration with Procurement, we have updated the New Supplier Form to improve the user experience and reduce the need for us to come back to the initiator for more information such as the health & safety pre-qualification status of the new supplier.

**Auditing and Assurance**

To support our continual improvement journey, we have engaged an external supplier to undertake a review of our Zero Harm Safety Management System (ZHSMS) against the International Standard (ISO) 45001 framework. This review process will assess whether the ZHSMS is fit-for-purpose and representative of good practice. The review is planned for June 2023 and all elements of our ZHSMS as illustrated (to the right) will be in scope.

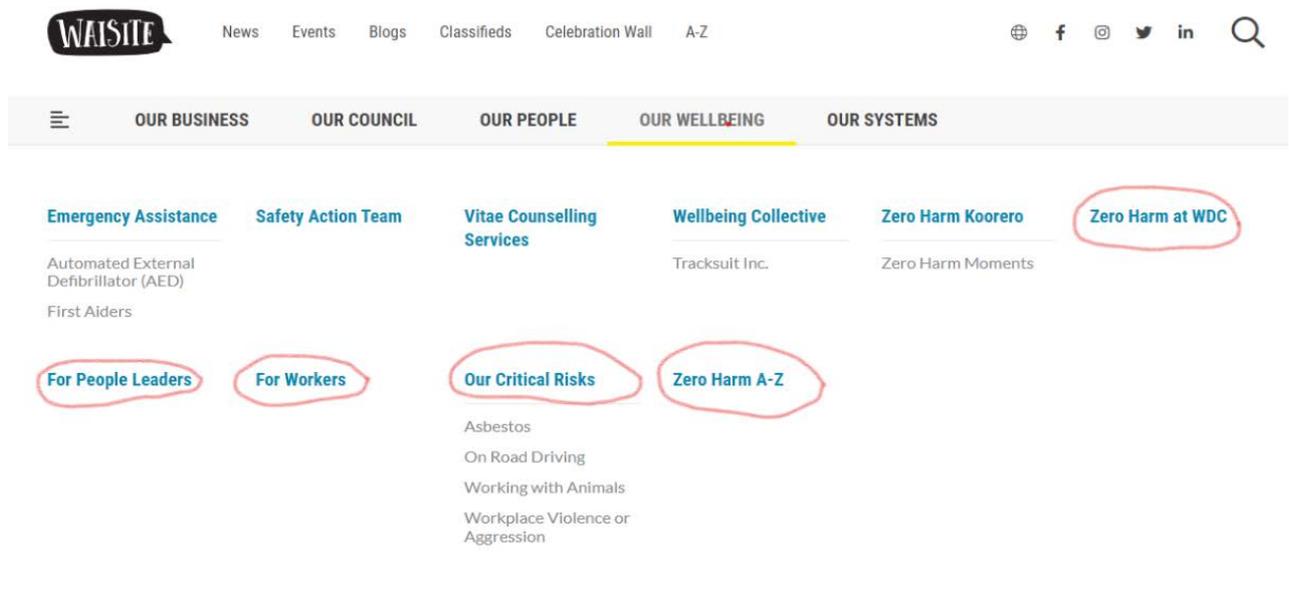


**Communication and Documentation**

Work has commenced over the last month on updating our Zero Harm information that is available on Waisite. The purpose behind these changes includes:

- Ensuring that our ZHSMS and its supporting tools are readily accessible for all staff
- Ensuring that roles, responsibilities and authorities for health and safety are made available to all interested parties
- Ensuring that all staff understand how we manage health, safety, and wellbeing at Council

As illustrated below, key changes to date include dedicated information for People Leaders and Workers and a Zero Harm A-Z of common health and safety topics.



### Performance Reporting and Event Management

Council's zero harm performance across several health and safety metrics for the period July 2022 to February 2023 is shown below. The results for the period July 2021 to June 2022 are included for comparison.

Measures	July 21 to June 22	July 22 to February 23 (annualised)	Trend Against previous year	Commentary
Events reported in BWare Safety Manager (Lead)	178	150 (225)		
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury (Lag)	2	2 (2)		December 2022 - Medical Treatment Injury (MTI) Customer Delivery  July 2022 - Lost Time Injury (LTI) Building Administration
WorkSafe NZ Notifiable Events (Lag)	1	0 (0)		
First Aid Injury events (Lag)	18	10 (15)		
Serious Near Miss events (Lead)	1	1 (3)*		*It is generally considered that having more near misses being reported is a more accurate reflection of positive safety culture
Near Miss events (Lead)	86	60 (90)*		*It is generally considered that having more near misses being reported is a more accurate reflection of positive safety culture
New Hazards (Lead)	162	56 (84)		Comparative figure for FY21/22 includes Covid-19 risk management controls and is significantly higher than normal
Zero Harm Engagement Conversations (Lead) KPI is >162 conversations per month or 1944 annually	1944	1277 (1915)		184 conversations were recorded in February. This equates to 114% of the target.

Two personal injury (Severity 6) First Aid events were recorded in BWare Safety Manager for February. One event was associated with the critical risk of Working with Animals. While showing an adoption dog to potential adoptee clients and their existing dog, there was a scuffle between the adoption dog and the dog belonging to the clients. The client attempted to intervene and the adoption dog bit the client's hand. The client suffered a small laceration to the pad of one finger. First aid support was provided, and the adoption dog was removed and contained. Post incident contact and support for the client was provided. A structured problem solve using the Incident Causation Analysis Methodology (ICAM) was completed and reviewed by the General Manager for Customer Support. Corrective actions have been loaded into Bware for tracking to completion.

The other personal injury (Severity 6) First Aid event occurred while undertaking cleaning duties at the Raglan Holiday Park. A staff member cut the inside of their thumb while cleaning along the bottom of the wall inside a shower.

The attached Zero Harm Dashboard (Attachment 1) illustrates safety performance for February 2023. The graphs have been updated based on feedback received.

## **Critical Safety Risk Management**

### ***Workplace Violence***

Review of the newly updated risk control plan for Workplace Violence has continued over the past month. The risk control plan now contains 114 controls and incorporates the findings from the facility risk assessments undertaken by Fear Free in 2017, therefore providing a more comprehensive overview of the risk. The review team is scheduled to meet again in mid-April. Work will also commence over the next month to update the documented standard, which is part of our ZHSMS, for this risk. Planning is underway to deliver the following risk-based training (illustrated in the table below) to staff over the next three months:

Level of Exposure	Recommended training based on exposure or role	Number of staff to be trained
Very High	Situational Safety and Tactical Communications (SSTC) (2 days)	<b>8</b>
High	Front Counter Safety Refresher Training (1/2 day)	<b>60</b>
High	Front Counter Safety Training (1 day)	<b>9</b>
Moderate	Situational Safety and Tactical Communications (1 day)	<b>120</b>

### ***Working on the Road or Roadside***

Substantial progress has been made over the last two months on the documented standard, which forms part of our ZHSMS and the control plan for the risk of working on the road or roadside.

Once the risk control plan is finalised work will commence on undertaking a gap analysis of controls for each workgroup or team who are required to undertake work in the road reserve.

## **6. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Zero Harm Dashboard February 2023

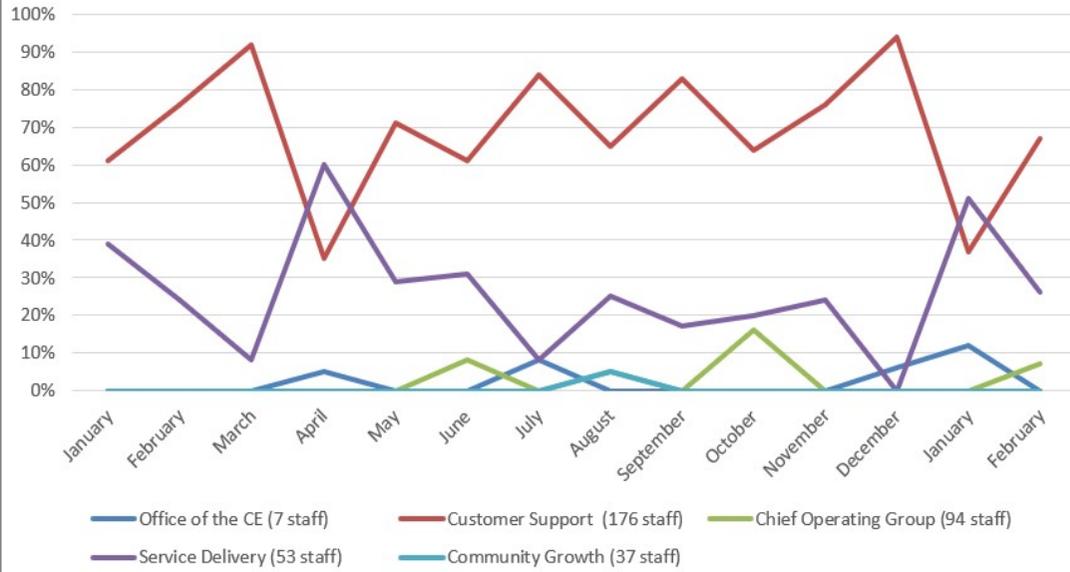
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# Zero Harm Performance Dashboard <sup>22</sup> February 2023

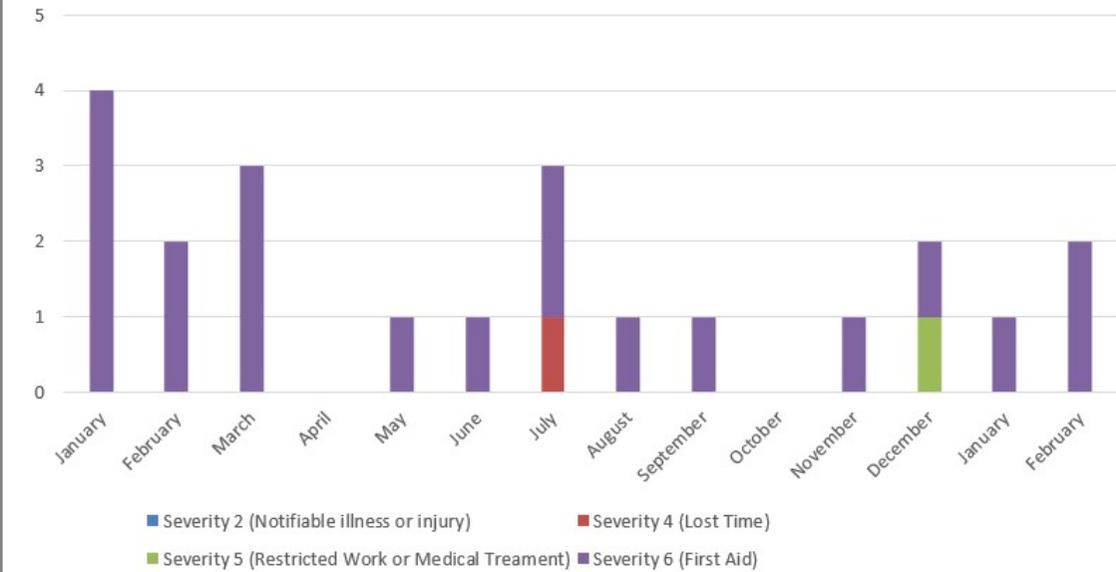


## Incident Management

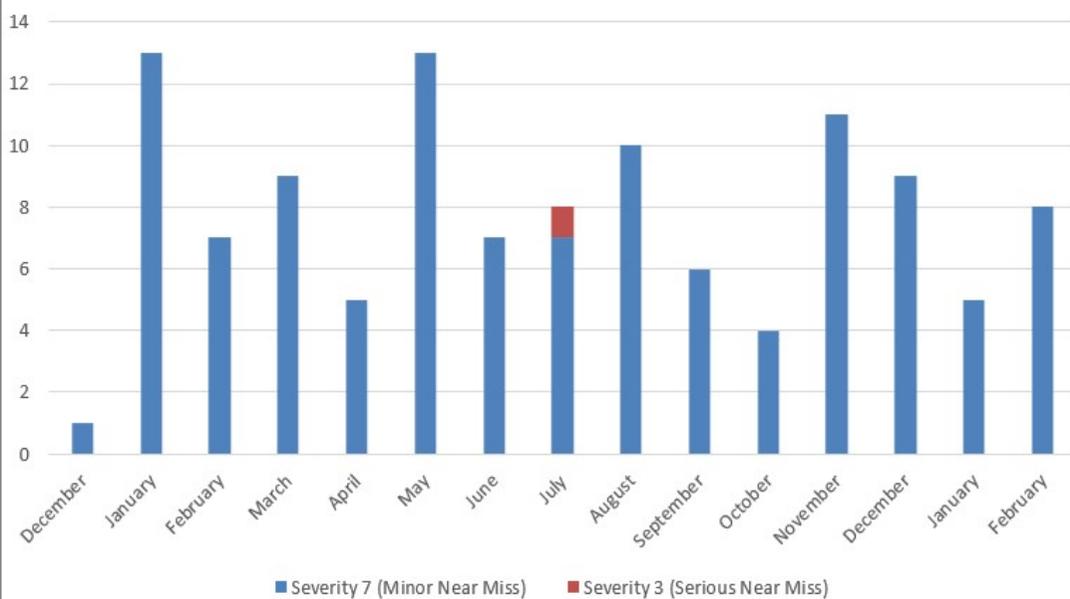
### Incident Reports by Business Unit



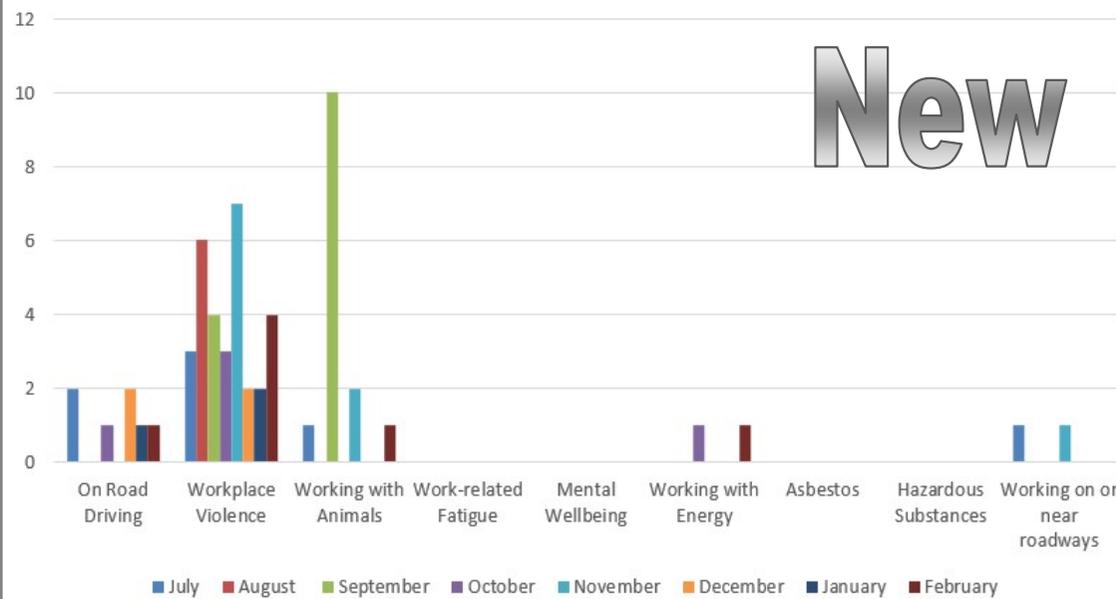
### Incidents by Severity Rating



### Near Miss Incidents



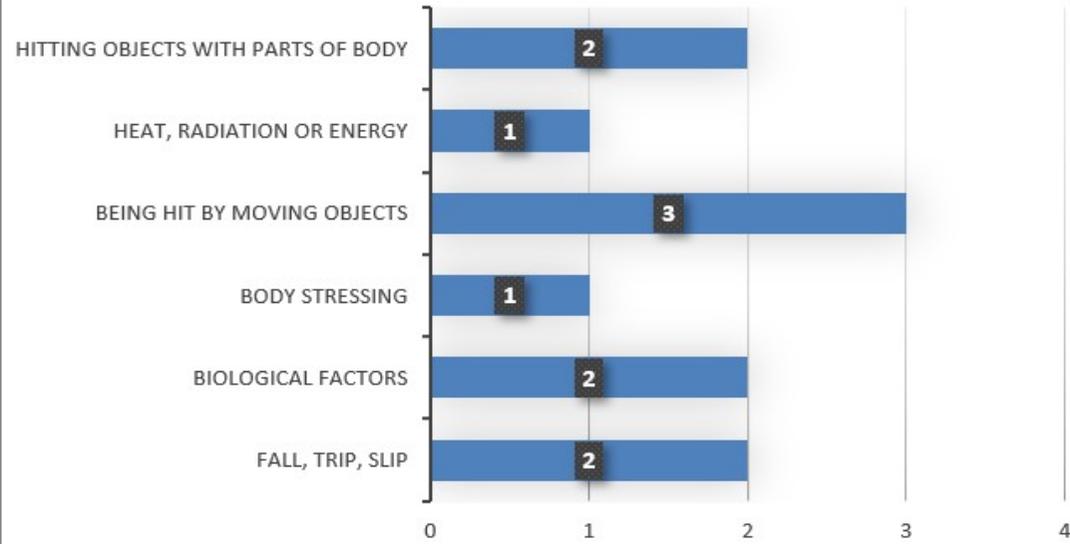
### Incidents related to a Critical Risk



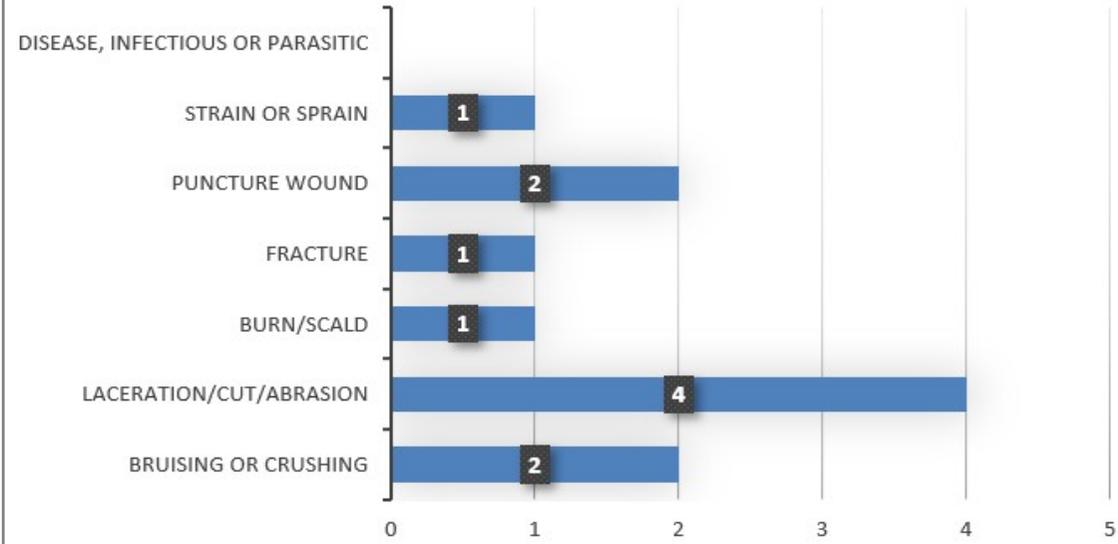


## Incident Management

### Mechanism of Harm Year to Date

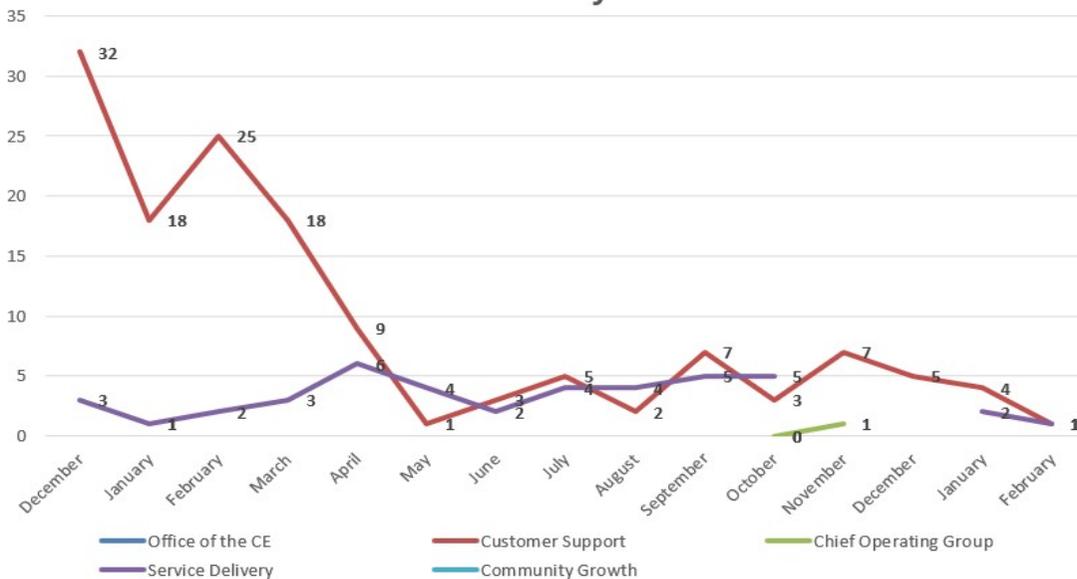


### Nature of Injury Year to Date



## Hazard & Risk Management

### New Hazards by Business Unit



## Safety Leadership & Culture

### Zero Harm Engagement Conversations



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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Reallocation of Tuakau Dog Pound Budget</b>
Date:	24 April 2023
Report Author:	Mel Tarawhiti, Community Connections Manager
Authorised by:	Anthony Averill, Deputy General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek approval to divide the 2022/23 Tuakau Dog Pound budget 1DO-10095-C0-0000-0122 and reallocate part of the funds to the Huntly Dog Pound project.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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Waikato District Council currently operates two dog pounds located in Pukekohe (leased building) and Ngaruawahia (owned building). A feasibility study was completed by Xyst Limited Consultants in March 2021, reviewing the dog pounds, locations, safety, and long-term recommendations. The study outlined both current facilities are below the national standard for animal welfare and staff safety. The recommendation is for a new larger dog pound in Huntly and a smaller satellite kennel in Tuakau.

In the current financial year 2022/23, budget was allocated for the build component of Tuakau Dog Pound under 1DO10095-0122. The remaining budget is \$2,950,449. The budget is fully funded by Internal Loans. However, the Tuakau satellite site was acquired, and the preliminary design was completed for the site at 128 Bollard Road Tuakau. The construction cost is estimated to be \$1,100,000.

Preliminary concept work and due diligence has commenced for a building in Huntly, with the preferred site in McVie Road on land being declared surplus by Waka Kotahi. The recommendation is to reallocate the funds as: \$1,100,000 to be held for the Tuakau satellite site dog pound project under account code 1DO10095-0122 and to transfer the remaining budget of \$1,850,449 to the southern new build dog pound new build identified in Huntly.

---

### 3. Staff recommendations Tuutohu-aa-kaimahi

---

#### That the Council:

- a. approves the reallocation of financial year 2022/23 budget \$2,950,449 as per below:
  - i. \$1,850,449 be transferred from 1DO10095-0122 to 1DO10010-0123 (as a new project account code) for the Huntly Dog Pound – New Build project.
  - ii. and, that the remaining budget of \$1,100,000 be held in the same account code 1DO10095-0122 for the Tuakau Dog Pound (satellite site).

### 4. Background Koorero whaimaarama

---

There are two dog pound facilities managed by the Waikato District Council, one in the north (Pukekohe) and one in Ngaruawahia. The northern dog pound located in Pukekohe is currently leased from the Auckland Council with a lease expiry of June 2024. The southern dog pound is based in Ngaruawahia. It was identified through the Long-Term Plan around 7 years ago that a new dog pound would be required. Funds became available and have been carried forward in previous years, but they were only allocated specifically to the Tuakau area.

A review by Xyst Limited (Consultants) was completed in March 2021, and it was identified that both dog pound facilities were not fit for purpose and do not meet the national standards for animal welfare and staff safety. Key considerations of increasing populations, impounding numbers and an increase in dog pound stays supported the recommendation for a new build in the area with the highest demand, and a satellite site in the northern part of the district.

The Council's Community Safety Manager has recommended building a smaller dog pound in Tuakau with a remaining focus on a new larger build where the greater need is in the southern part of the district, when funds are available.

The priority remains to deliver a satellite site in the northern district and land has been acquired at 128 Bollard Road, Tuakau for a dog pound and other council facilities. With further pressure to prioritise the new build in the area with the highest demand, research to acquire land continued and a site in McVie Road, Huntly has been identified as a suitable site. This site is currently owned by Waka Kotahi and is in the process of being declared surplus. The acquisition of this site will be the subject of a further report to Council's Infrastructure Committee.

### 5. Discussion and analysis Taataritanga me ngaa tohutohu

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The Long-Term Plan has provided for a large facility in Tuakau, and only minor improvements to the site in Ngaruawahia.

---

Further work undertaken by Council has identified that the district would be better served by a smaller, lower cost satellite dog kennel facility in Tuakau, with a larger fully serviced pound constructed in the southern part of the District, where there is greater demand for the Animal Control Services.

Table 1, Impounded Dogs from 2018-2023

	Impounded dogs				
	18/19	19/20	20/21	21/22	22/23
Tuakau	264	149	178	174	156
Ngaruawahia	530	525	588	509	536
Total	794	674	766	683	692

As shown in the above table, Ngaruawahia is the highest demand site

The Ngaruawahia site no longer meets the required standards Code of Welfare for Temporary Housing of Companion Animals, 2018. The site is also adjacent to residential properties, which would inhibit the ability to get consent for a new facility at this location along with the limited land available.

Consequences of not making the split - Ngaruawahia – will be unsafe for staff and animal welfare long term. Over the past 3 years there have been 2 serious incidents and 3 minor incidents. This is because the site is not fit for purpose when managing animals.

Once the gates are opened there are no controls in place for staff safety when visitors to the site display aggressive behaviour.

A satellite site in the northern district and a new build in the southern would accommodate the increase in services required for dog impounding, improve staff safety and meet the national standards for animal welfare.

## 5.1 Options

### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Council to consider.

**Option 1:** Do not proceed dividing the Tuakau dog pound funds from 1DO10095-0122 and leave remaining amount \$1,100,000 for Tuakau and reallocate \$1,850,449 to Huntly dog pound new build. This will mean that the priority new build for the highest area of demand in the southern area of the district will not proceed at McVie Road. The budget for Tuakau will remain largely unspent as the facility proposed is expected to cost much less than the budget provided.

**Option 2:** Enable the funding to be divided and reallocated. \$1,100,000 to remain in the Tuakau dog pound budget 1DO10095-0122 and a reallocation of \$1,850,449 to a new code 1DO10010-0123 for the Huntly new build at 93 McVie Road, Huntly.

**Staff recommend Option 2** as this will enable the two projects to progress.

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There will be no adverse impact on funding as these budgets are fully funded by Internal Loans.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Staff confirm that the budget adjustment request complies with the Council's legal and policy requirements.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

There are not considered to be any mana whenua issues with regard tri the budget change. Mana Whenua will be engaged with as part of the two separate projects.

## **5.6 Climate response and resilience considerations**

### **Whaiwhakaaro-aa-taiao**

The decisions sought by, and matters covered in, this report are consistent with the Council's [Climate Response and Resilience Policy](#) and [Climate Action Plan](#).

## **5.7 Risks**

### **Tuuraru**

The southern project will not be able to proceed without confirmation by Council of the proposed funding sources as recommended in this report. This will mean that the current building in Ngaruawahia will remain open, no longer fit for purpose with a substantial risk of potential harm to staff and animals' long term. There will be no expansion possible at this site meaning a risk of levels of service putting more pressure on staff and animals.

## **6. Significance and engagement assessment**

### **Aromatawai paahekoheko**

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### **6.1 Significance**

#### **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

There is no engagement proposed regarding this budget amendment.

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## 7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Not applicable
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 8. Attachments Ngaa taapirihanga

Attachment 1: Waikato District dog pound feasibility study, 22 March 2021 by Xyst



22 March 2021

Waikato District Council

# Waikato District dog pound feasibility study



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The report has been prepared on the basis of information available at the time of writing. While all possible care has been taken by the authors in preparing the report, no responsibility can be undertaken for errors or inaccuracies that may be in the data used.

## Executive summary

This Feasibility Study (the Study) considers the provision of dog pounds across the Waikato District. It recommends a new approach to the levels of service to meet animal welfare standards.

Waikato District Council (the Council) operates two dog pounds; these are significantly below the expected national standards for animal welfare and safety of staff. Both the Ngaruawahia (Council owned) and the Pukekohe (leased from Auckland Council) facilities require investment to bring them up to the expected quality level. The current dog pounds were reviewed, scoring 37 for Pukekohe and 17 for Ngaruawahia assessed against an 87-point checklist. This was also reinforced through the consultation feedback with stakeholders where the terms “dark”, ‘smelly” and “prison-like” were of high frequency.

Based on Council impounding numbers, the increasing average dog pound stay, increasing populations and similar provision by other comparable local authorities, the capacity determination for the district is a minimum of 40 kennels. A concept design plan and rough order of costs have been developed for a 40-kennel dog pound with provision to expand and incorporate the stockyard requirement for other animals that is currently provided for at a separate site.

Six options were considered including multiple site and single site alternatives, current locations and alternative locations, and out-sourcing. Three options were ruled out through evaluation leaving three options that were then considered in terms of financial implications.

The preferred option is a new build pound of 40 kennels at the current Ngaruawahia stockyard site, with the opportunity to also build a satellite kennel block in Tuakau. This avoids land purchase, maintains the central dog pound in close proximity to the two greatest demand centres (Huntly and Ngaruawahia) and provides for serving the northern area of the district by providing the satellite kennel block.

Based on the rough order of costs from the preliminary concept plan, and including the demolition of current Ngaruawahia dog pound and no requirement to purchase land, the cost is approximately \$5,725,000 for the new central dog pound on the outskirts of Ngaruawahia, plus \$570,000 for a satellite kennel block in Tuakau. This estimate is based on both facilities being best practice and meeting animal welfare standards and staff safety.

This is the recommended approach with the information available within the scope of this feasibility study. There may be opportunity to achieve a lower construction cost pending the procurement approach and a detailed design.

# 1 Setting the scene

## Introduction

The Council provides animal control services for the district. To support these services across the district there are dog pound facilities for impounding dogs, when required, in Pukekohe and Ngaruawahia. Both facilities are in need of upgrades in order to meet animal welfare standards and improve the safety and security of the Animal Control Officers and Pound Keepers.

The purpose of this study is to determine the best option for the Council to achieve the welfare, safety and security objectives in the most cost-effective way for the ratepayers of the district from a whole-of-life perspective. This study considers demand levels, evaluates the current provision and compares this with expected good-practice facility provision, explores possible options and evaluates these to identify the best option for Council.

This is a comprehensive study which explores a variety of options ranging from keeping the current facilities after upgrades, building new on the current site or on a new site, service level agreements with neighbouring Council dog pounds, or a combination of these.

Outlined in the Long-Term Plan, Council has \$2,336,877 set aside for a possible new pound facility and \$210,369 set aside for building maintenance upgrades to the Ngaruawahia Pound. There have been previous indications made to the Northern community that the Council might build a purpose-built pound facility in that area.

## Methodology

The following methodology has been applied to this Feasibility Study:

1. Analysis of demand drivers, including population trends, domestic animal registration trends, animal impoundment trends, adoption and euthanasia rates.
2. Assessment of current provision against current best practice.
3. Estimation of long-term kennel numbers, land requirements and capital costs.
4. Review of findings from consultation with key stakeholders.
5. Analysis of potential options including appropriate location.
6. Evaluation of options.
7. Recommendations.

## Background and research findings

### 1.1.1 Existing situation

The Council currently provides two dog pound facilities. The dog pound in Pukekohe is owned by Auckland Council and is leased to Waikato District Council. The other dog pound is located on Council property in Ngaruawahia<sup>1</sup>.

#### **Pukekohe Dog Pound**

The Pukekohe facility at 15 Austen Place, Pukekohe (Appendix 1: Current pound location maps) holds 42 indoor kennels and has six outdoor exercise pens. Although situated in Auckland, this pound only collects dogs from the Waikato District. Auckland has its own facility servicing southern Auckland at 33 Mclaughlins Road, Wiri, Auckland and does not have a need for the Pukekohe facility.

The Pukekohe facility lease expires mid-2021, however, there is the option to extend it. The annual lease cost is currently \$45,906 per annum. Under the current lease agreement, Council cannot make structural changes to the building. The building works structurally but falls short for hygiene standards.

The Pukekohe facility is serviced by three officers and a part-time pound keeper.

A better-appointed reception area would be beneficial to improve the customer experience. Dogs are catered for at a basic welfare level but there are no other services currently available at this pound.

#### **Ngaruawahia Dog Pound**

Built in 1987, the Ngaruawahia facility at 16 Brownlee Avenue, Ngaruawahia (Appendix 1: Current pound location maps) caters for 26 dogs in indoor kennels and has nine outdoor exercise pens. Expansion is possible but would require taking land from other areas of the Council portfolios.

Dogs are catered for at a basic welfare level but there are no other services currently available at this pound. The workspace is very limited and uncomfortable for staff to base themselves there.

There have been two WorkSafe notifiable incidents in the last three years where officers were harmed and required hospital admission.

Currently the dog pound comprises just two kennel blocks and a carpark; there is no customer reception area. The facility is staffed with one pound keeper for 21 hours over six days. There are five Animal Control Officers (ACOs) who make up the Animal Control Team (ACT). The ACOs are only at the dog pound when necessary. All office-based work is done from the Ngaruawahia council offices

Entry to the dog pound is through the perimeter gate so, when customers are onsite, they have access to the whole pound. Having a sheltered reception area would be beneficial by improving the customer experience and reducing risk.

#### **Additional animal control services**

The ACT provide additional services beyond impounding dogs. The ACT also microchip dogs and are involved with events promoting registrations, responsible dog ownership, microchipping and behaviour management, and stock control.

<sup>1</sup>Note: in addition to the dog pounds Council also has a stock yard in Ngaruawahia it maintains for temporary containment of other animals including sheep, goats, pigs, horses and cattle. The stock yard itself has been excluded from this study however should a new site be considered the ability to accommodate other animals is to be included.

### Considerations for both dog pounds

Both pounds were originally built for dogs staying 7-10 days. Dogs now stay for longer periods; up to two years for prosecution dogs. Occasionally the officers do deliver dogs to their owners, for example to Raglan, but in general customers come to collect their dogs.

The pounds are only open for collection between 3pm-4pm Monday-Friday which proves a difficult timing with school finish times and being during working hours.

Payment for dog collection is currently required at one of the Council offices which is separate to the pounds, making the customer process inconvenient (pay at Council office and then head to the pound to collect the dog). Online payment was tried during the Covid-19 lockdown but proved troublesome.

Security is an ongoing challenge at the dog pounds, with dogs needing to be kept in and owners kept out. Unfortunately, over the years, both pounds have experienced break-ins.

For Council to continue to meet minimum animal welfare standards, improve security and provide improved customer and staff experiences at these facilities, the following works would need to be undertaken:

#### Ngaruawahia:

- Restructuring the front of the pound to create a safe space to release dogs and to prevent dog owners being able to directly access the pound.
- Through restructure, addressing the current difficult adoption dog process by creating a space in which to show people adoption dogs.
- Creating efficient facilities to manage long-stay prosecution dogs.
- Installing heating for winter.

#### Pukekohe:

- Rebuilding the inside of the kennel blocks. This would:
  - give the dogs a dry place to sleep.
  - stop debris being hosed from one kennel to the next (potential of spreading disease).
  - cover the open drains that run through the kennels and improve drainage overall.
- Consideration needs to be given to the inadequate water pressure.
- Configuring a customer/reception area.

### 1.1.2 Policy context

The provision of dog pound facilities is governed by both legislative obligations and the policies and bylaws enacted by Council. The documents with influence on dog pound and associated service provision are:

- Impounding Act 1955
- Impounding Regulations 1981
- Dog Control Act 1996
- Health and Safety at Work Act 2015
- Local Government Act 2002
- Waikato District Council Dog Control Policy 2015
- Waikato District Council Dog Control Bylaw 2015
- Animal Welfare Act 1999
- Temporary Housing of Companion Animals Code of Welfare 1 October 2018

Further detail on these documents is outlined in Appendix 2: Further policy context detail.

## 2 Current State

To understand the need and demand for an adjustment to the district's dog pound facilities, this section investigates current best practice, the district's current trends and forecasts, and findings from stakeholder consultation.

### National comparisons

To seek comparisons with the Waikato District, districts of a similar nature were identified to investigate based on:

- Population numbers
- Geographical territory
- Proximity to larger cities
- Registered dog numbers
- Recent upgrades/new builds of pound facilities

The below councils were identified as districts of a similar nature to Waikato District Council (WDC) and their dog pounds were compared.

*Table 1: Similar districts and dogs in comparison to Waikato District*

Council	Population <sup>2</sup>	Total registered dogs	Total number of kennels	Animal control officers
Waikato DC	63,378	13,398	68	8
Kāpiti Coast DC	49,104	7,733	15	6
Hamilton DC	141,612	9,737	65	6
Hastings DC	73,245	13,100	40	6
Whangarei DC	76,995	11,374	29	4
Selwyn DC	44,595	13,972	8	2.5
New Plymouth DC	76,995	11,296	40 <sup>3</sup>	5

All of the councils identified above own and operate their own dog pounds, except for Whangarei District Council which owns its facility but has contracted Armourguard to undertake the council's regulatory duties.

All pound facilities have a full perimeter security fence with some having areas with secondary fencing for maximum security. The pounds have long opening hours and payment options on site with some having mobile eftpos and mobile ticketing. The majority of the pounds identified have a customer area secure to the pound and separate to staff office areas which are secure from customers. The services offered vary between councils, ie Selwyn DC offers free micro-chipping, all other pounds have educational programmes within the community and schools.

Further information on these council dog pounds facilities, occupancy rates and services, and key points of interest can be found in Appendix 3: Further detail of national dog pound comparisons.

#### 2.1.1 Dog pound facility assessment

From collating the information sourced through desktop research and investigating some of the more recently built pounds in New Zealand, an 87-point criteria for a well-designed dog pound was developed (See Appendix

<sup>2</sup>All population data from 2013 Census

<sup>3</sup>There are 65 possible kennels including the old pound facility but only the 40 newer ones are in normal use.

4: Criteria for a well-designed dog pound). This was designed to ensure the New Zealand Quality Code of Welfare: Temporary Housing of Companion Animals was met.

The criteria were structured into the following sections:

- Security/safety
- The reception and customer area
- The staff office/s
- The kennels
- Exercise areas
- Wider considerations

The Pukekohe and Ngaruawahia dog pounds were evaluated using the criteria (Appendix 5: Current dog pound facility assessments – 87 point criteria) and the outcomes were:

*Table 2: Pukekohe and Ngaruawahia dog pound facility assessment results in comparison to the best possible score*

Section	Pukekohe	Ngaruawahia	Best possible score
Security/safety	6	3	13
The reception and customer area	9	0	15
The staff office/s	4	0	5
The kennels	7	7	30
Exercise areas	2	4	7
Wider considerations	9	3	17
<b>Total</b>	<b>37</b>	<b>17</b>	<b>87</b>

It is clear that the current dog pound provision for the district is inadequate. The Council is doing the right thing in considering the future provision of dog pound facilities for the district.

## Waikato District's current trends and forecasts

Understanding the district's current trends and forecasts is essential to assessing the need and demand for dog pound provision for the district. In this section the population forecast is compared with registered dog numbers, the impoundment rates, and average dog stays over recent years, as primary indicators for the future demand and kennel capacity need.

## Population

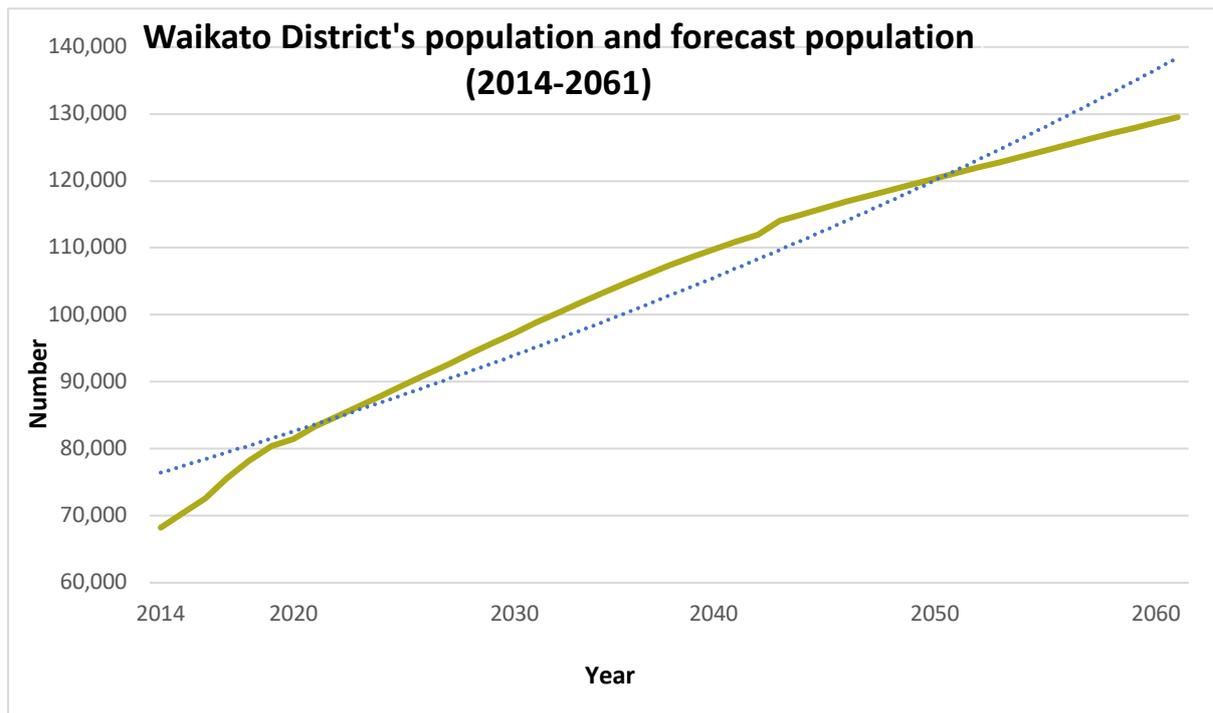


Figure 1: Forecast of the Waikato District's population from 2014-2061

Waikato District's population<sup>4</sup> is anticipated to grow by 48,044 by 2061 (to a total population of 129,517). Growth is anticipated to occur in all Waikato areas. Due to changing land use patterns and policy in the Waikato District over the next three decades, it is expected that a greater proportion of growth will be concentrated in urban areas (80%+ of total district growth into urban areas). The largest anticipated growth areas are (from high to low):

- Pokeno Rural (4,704)
- Tuakau Rural (4,480)
- Pokeno (4,191)
- Te Kauwhata West (2,655)
- Tamahere North (2,341)
- Whale Bay (1,791)
- Whatawhata East (1,699)
- Maramarua (1,677)

<sup>4</sup>Population data from 2014-2020: <http://nzdotstat.stats.govt.nz/wbos/Index.aspx> Population projections from 2020-2061: District Wide Projections 2020 University of Waikato (med and high)

Cameron, M.P. (2020). *2020 Update of Population, and Family and Household, Projections for Waikato District, 2013-2063*. University of Waikato. (Cameron, 2020). SA2 and Town/Villages Projections Oct 2020 Waikato District Council (med and high) Waikato District Council. (2020). *Waikato District Spatial Distribution Model*.

Note: this model is based off the Cameron, (2020) District Wide Projections 2020 University of Waikato.

SA2 Projections 2019 Waikato District Council (low, med and high)

Waikato District Council. (2019). *Waikato District Spatial Distribution Model*.

Note: this model is based off an update to the baseline the 2016 WISE numbers, the update was informed by a combination of 2018 census data from Statistics New Zealand 2018 population estimates from Statistics New Zealand.

**Known dog ownership and registrations**

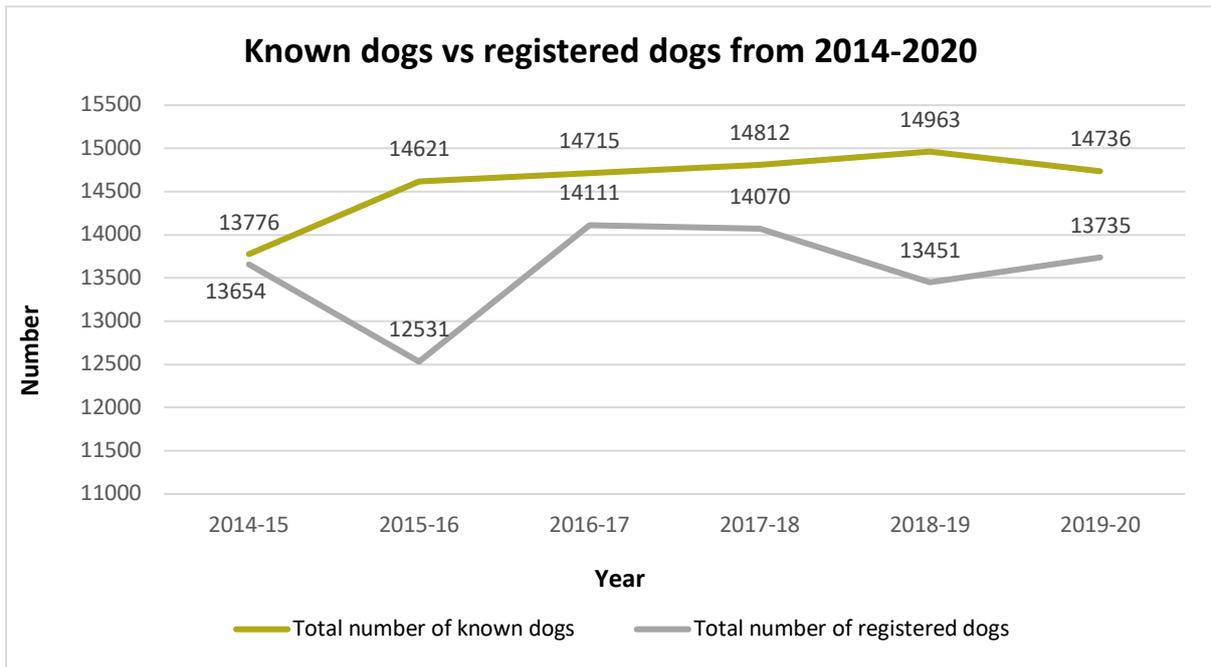


Figure 2: Waikato District's known dogs verses registered dogs from 2014-2020

The number of dogs known within the district has slightly increased since 2014. This is to be expected as population increases. It is anticipated that as the district's population increases so will dog numbers. Generally, those living in rural areas have more than one dog compared to those living in urban areas. This is due to rural households having more space and people having work dogs, ie farmers.

Generally, the decline in registration numbers corresponds to staffing within the ACT. For example, in 2018/19 the team got as low as four officers in the ACT and across the year maintained between four and six officers. This resulted in the team prioritising emergency work such as responding to dog attacks and stock on roads rather than following up on unregistered dogs. A full team is eight animal control officers.

**Dog impoundments**

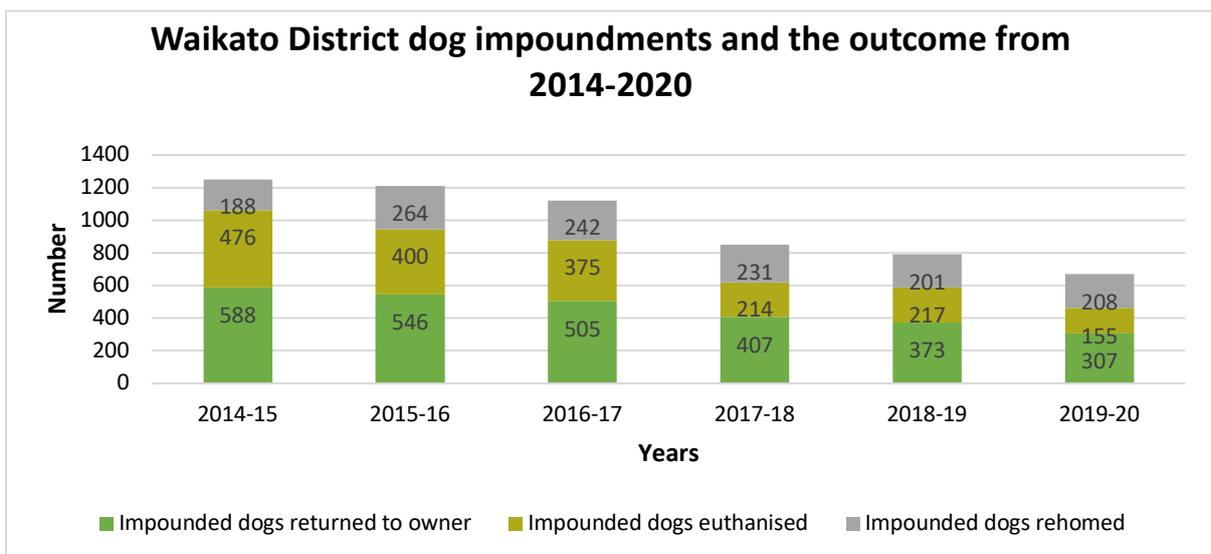


Figure 3: The District's dog impoundments and their outcome post impoundment between 2014-2020

Since 2014 dog impoundments have been declining. The graph above shows that the majority of impounded dogs are returned to their owners. It is important to note that dogs found and returned to their home without going to the pound are not recorded within these figures.

The decrease in impounding is a direct correlation to the change in how the Council focuses its animal control objectives. In the more recent years, officers have increased their dog owner engagement by educating the community about dog ownership. As an example, an officer will take a dog home to give the owner the chance to do the right thing and contain it correctly and/or comply with registration. There is far less seizing of unregistered dogs as the main aim now is to get as many unregistered dogs visited and infringed as opposed to seizing. The intended outcome is to direct resources (officer time) on gaining compliance from more dog owners rather than focus on a few.

The Council also has a subsidised desexing programme. Three to five years ago, the Council would receive many unwanted litters of pups throughout the year; some surrendered, some seized with their mother for being unregistered, and others left in the amnesty cage. In the last two years, the number of unwanted litters has dramatically decreased due to the success of the subsidised desexing programme and the wider dog owner education programme. Litters of puppies usually range between four to eight puppies (with some as big as 16) which means this has a direct impact on the impounding statistics and kennel capacity.

Over the last year, dog impoundments have come from three main areas: Huntly (29.8%), Ngaruawahia (26.3%) and Tuakau (11.7%).

#### Kennel capacity

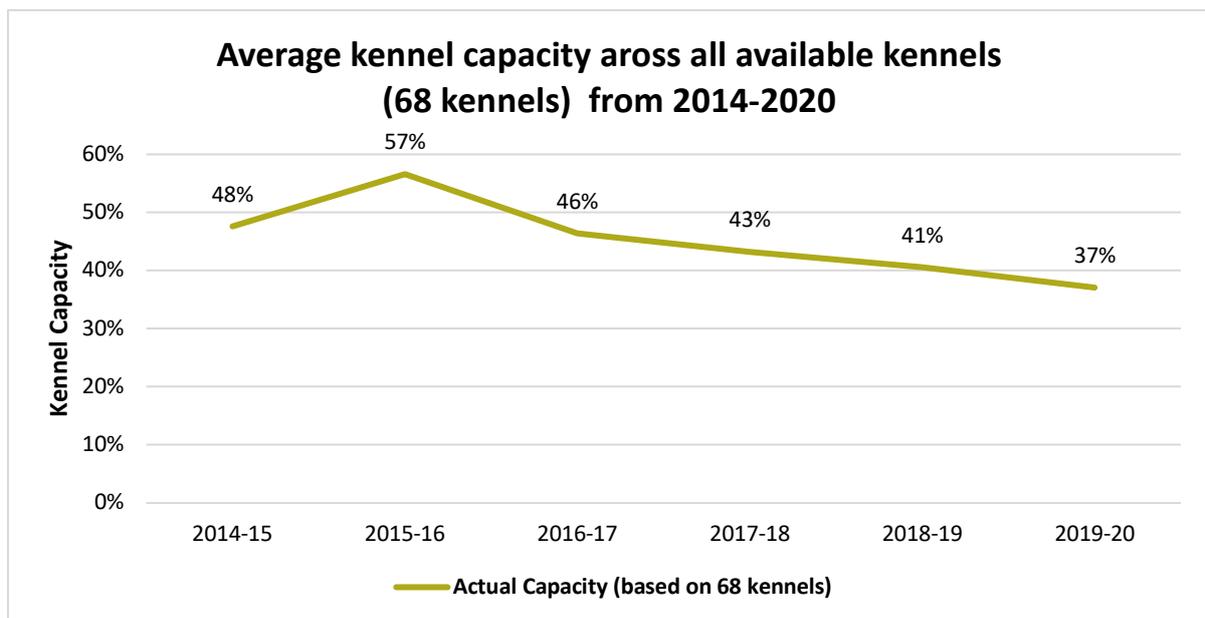


Figure 4: Average kennel capacity across all available kennels (68 kennels between Pukekohe and Ngaruawahia) from 2014-2020

Currently, between the Ngaruawahia Pound and the Pukekohe Pound, there are 68 kennels. This graph is based on the total number of dog nights per year and the average dog length of stay per year. This graph shows the average kennel capacity each year across both existing pounds. The total kennel capacity is slowly declining with 37% of kennels being occupied through 2019-2020 indicating that a reduction in capacity level will be possible.

The length of stay ranges from one day (owner collects dog immediately) to up to two years for pending prosecution cases. Historically, the Council houses between two and six dogs at any time during the year that are being held pending the outcome of a prosecution.

Dogs that are adopted out generally stay between two and four weeks. This includes an 8-day hold period (7-day is a legal requirement). Some litters of puppies will also stay for up to six weeks depending on their age at the time of impoundment.

## Consultation

To understand the current situation, input was sought from various stakeholders.

A range of stakeholders that have an interest in the Council's dog pounds were interviewed on the current facilities and the services provided by the Council's ACT. These included external stakeholders who are customers or service providers, and internal stakeholders from the teams that interact with the ACT or interact with the customers who are seeking the services of the ACT. A list of the stakeholders interviewed can be found in Appendix 6: Stakeholders consulted.

### 2.1.2 Consultation findings

**Consultation feedback on existing facilities and services:**



The word cloud below outlines the key themes and weighting<sup>5</sup> identified throughout the consultation with internal and external stakeholders.

<sup>5</sup>The weighting is determined by the size of the words, ie the larger the word the stronger this theme was felt.

### Consultation feedback on future facilities and services:



## Conclusions

Based on the sections above (national comparisons, trends and forecasts, and consultation findings) it is clear that the current dog pound provision for the district is inadequate.

The Council's pounds do not meet the expected level of provision, apart from the capacity in regard to the number of kennels, and change is needed to avoid newspaper headlines as has been seen elsewhere around the country. A new facility or facilities will require greater investment.

### 2.1.3 Estimated long-term domestic animal pen requirements

In consideration of the Council impounding numbers, the increasing average stay, increasing populations and similar provision by other comparable local authorities it is determined that 40 kennels would be the minimum for the Waikato district. This would be a reduction in the current provision of 68 kennels.

Assuming 40 kennels is the number of kennels required for the district, Figure 5 demonstrates the capacity level the pound would have achieved if there were only 40 kennels over the last six years.

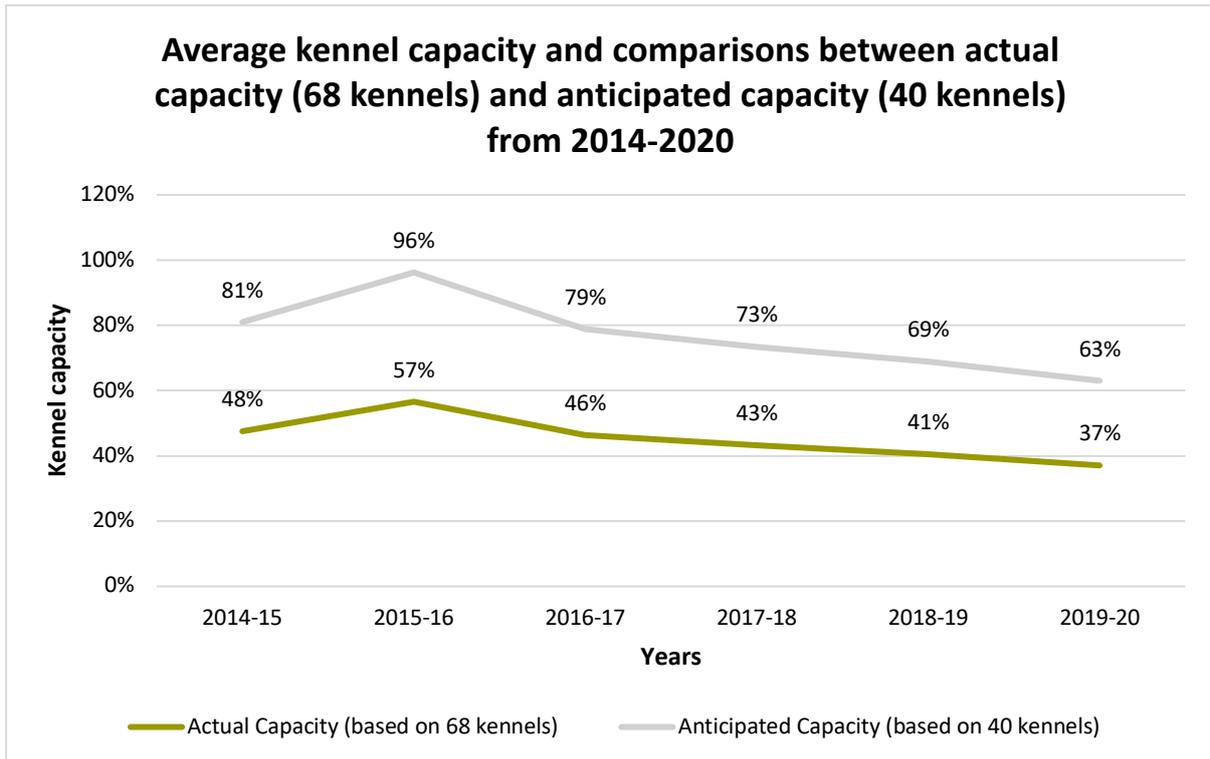


Figure 5: Comparison of average kennel capacity each year between actual kennel capacity (current) and anticipated kennel capacity. This data was based on total number of dogs nights per year and the average dog length of stay per year

There are times when the impounding numbers increase without warning, situations like seizures of high numbers of dogs from a single owner/property, or times when there may be campaigns on non-compliant owners. With 40 kennels, the Council will be able to accommodate these fluctuations and have the ability to utilise the Hamilton City dog pound facility should capacity be reached (this can also be reciprocated).

Industry guidance recommends that 25% of the pound capacity be available for long-term dogs held in retention pending the outcome of prosecution. The approach by the ACT, as a means to limit retention dogs, is to determine if dogs can be released back to their owner, subject to the owner's prosecution. This can assist with capacity management while also limiting the sustenance debt for the owner.

Examples of conditions placed on owners used elsewhere are:

- The dog must not leave the property except in an emergency.
- Council must be notified immediately should the dog escape.
- The dog must not be within 50m of a child.
- Any breach of the above conditions will result in the dog being seized and held pursuant to section 71 of the Dog Control Act 1996.

The ACT have found that in most cases the dog is a risk to the safety of people, stock, poultry etc. so it needs to remain in the pound. Long-term stayers are a burden on staff who generally care a great deal for animals.

### 3 Core components of a dog pound facility and considerations

This section outlines current best practice (nationally and internationally) and is compared with good practice and the considerations that influence the decisions behind dog pound provision.

#### Current best practice

To establish the context of what a dog pound should look and feel like, research into current best practice nationally and internationally was conducted, and this is summarised below.

##### 3.1.1 Core components of a dog pound facility

The scope of the animal control team includes collection and intake of contained, lost and stray animals, care for animals, return-to-owner services and generally providing care for dogs in accordance with the Dog Control Act 1996.

Based on the research undertaken in respect to good practice facilities, as well as consultation with key stakeholders, any new facility will need to consider the following core components:

- Design and operation which is aimed at minimising overcrowding, reducing disease and increasing live release rates, including:
  - providing adequate kennels and exercise areas for the number of animals needing to be housed.
  - appropriate management practices that keep dogs moving through the system quickly (ie from collection to adoption or re-homing, etc).
- Compartmentalised housing for dogs (ie indoor/outdoor runs for dogs). This approach helps reduce disease transmission by facilitating cleaning without having to remove animals from pens.
- Separate housing areas for adult and juvenile animals, to minimise disease transmission.
- Isolation areas for animals with infectious disease, in completely separate areas to the general population.
- Development of appropriate supporting programmes such as a behavioural modification programme for pets needing rehabilitation and owner education before re-homing.
- Opening times which suit working people and will assist in increasing reclaim rates. The facility should also be open at times that are most suitable to those wanting to adopt animals, such as weekends and during public holidays.

##### 3.1.2 Additional / value-added services

Research into current and evolving best practice animal welfare facility models also indicates a range of other allied animal welfare services can be considered for co-location at animal welfare facilities. The scope of these allied services could include the following:

- A community veterinarian clinic that can provide services for pets (such as high-volume / low- cost de-sexing) as well as on-site treatment options for the pound animals. An on-site facility of this nature may also reduce transportation needs / costs of accessing these services elsewhere. It is recognised, however, that many vets may not be interested in operating from a dog pound facility or focusing mainly on this line of business. The two veterinarian services providers interviewed through the consultation indicated they would consider having an onsite clinic.
- A small retail outlet (generally in the customer reception area) which provides all the essentials for new pet owners, such as leashes, collars, tags, toys, educational books, etc, which would be beneficial and complementary to the animal welfare facilities operations.
- A dog training / animal care education facility.

In a general sense, 'clustering' of a number of services would provide benefits to the community (assuming an accessible location) as well as additional revenue streams to support the facility and reduce costs.

The extent to which some or all of these additional services are provided will be influenced by:

- The ability of the preferred option to have sufficient capacity to incorporate additional services.
- The attractiveness of the opportunity for commercial services.
- The commercial arrangements (ie lease terms and rental rates) associated with these services.
- Council's preferred operation model. Where external providers operate facilities, these services can be provided at no additional cost to Council.

## Dog pound facility considerations

There are key influencing factors that help to determine decisions relating to the provision of facilities and services. The primary ones for dog pound provision have been researched and the resulting information is summarised below.

### 3.1.3 Single site versus multiple site

Under most circumstances the costs of servicing and maintaining two sites outweighs the benefits. Should an option to have more than one site be evaluated as suitable in the first phase of the evaluation, the financial modelling will determine the cost for the benefit and how this compares with other options.

The considerations for a single site are:

Considerations	Positive view	Counter view
Distance from residents	Is a motivation to be a responsible owner, ie not be inconvenienced by their dog being impounded.	Perception is that some residents will be disadvantaged.
Centralised staff	Full team operating from the same site.	Potentially limits applicant for roles due to commute requirement.
Larger facility required	Probable cost efficiencies.	Perceived higher capital cost and operational cost.
Opportunity for additional services	All animal control activity occurs from one place and can be supported by additional services such as onsite veterinarian.	Perceived reduction in regulatory approach and increased animal welfare focus [ <i>could also be a positive view</i> ].

Table 3: Considerations for a single dog pound facility

The considerations for multiple sites (two sites) are:

Considerations	Positive view	Counter view
Locale to more residents	Having more sites spread strategically across the district means the residents may be better served in terms of accessibility to the dog pounds.	If there are fair processes, eg an escapee is reunited with its owner rather than impounded in the first instance, then the public accepts that impounding and the inconvenience of collection may sometimes be inevitable. Furthermore, a non-compliant owner or repeat offender should be somewhat inconvenienced to help deter reoffending.
Decentralised staff	Staff can live closer to their office reducing commute time and costs.	Opportunity for disconnect and culture dilution.
Smaller facilities required	Perceived less capital cost and operational cost.	Likely presents increased comparative costs.

Table 4: Considerations for multiple dog pound facilities at different sites

### 3.1.4 Location considerations

As identified in the single site versus multiple site considerations, comments about the location will be more critical if there is a single facility. For the purpose of this study, we will focus attention on single site location considerations assuming a multi-site option will address the issues raised in relation to a single facility.

The location for a dog pound should be as central as possible in the district, to be fair on everyone across the district. It may seem sensible to locate the facility in the highest offending areas, however, convenience for the dog owners that have escapee dogs should not be a consideration above equitable access for all residents.

Location considerations require understanding of population growth and decline trends for the district to ensure a decision now on the location will still serve the residents in the future. Given a building will be built to a minimum of a 50-year life expectancy, the population forecasting is to look at least this far out.

### 3.1.5 Service delivery agreements with neighbouring councils

A dog pound facility built to meet the industry standards is a significant investment. As the regulatory responsibility is with local authorities, the general approach is for each council to build their own. However, there is potential for one council to invest in a well-appointed dog pound with greater capacity than is required for that district alone and then work with its neighbouring councils to offer the impounding services.

There are many councils currently investigating, planning for, constructing/upgrading or relatively recently have constructed/upgraded their dog pound facilities. Of those spoken to during the investigation for this report, only one had considered partnering with the neighbouring councils to see if there was an opportunity to get better utilisation of the facilities.

### 3.1.6 Role for animal rescue groups and other organisations

On the surface it would appear that there is duplication of services when you consider there are dog pounds, animal welfare centres, SPCA facilities and services, groups like Helping You Help Animals (HUHA), etc. All these services complement each other but have a different purpose.

Animal control (dog pound) has the primary purpose of ensuring the legislative obligations are met: the Dog Control Act 1996 over dogs and Impounding Act 1955 for all other animals. They ensure that dogs do not cause a nuisance to any person and do not injure, endanger or cause distress to any person; or to any stock, poultry, domestic animal, or protected wildlife. Pounds occasionally take in other animals such as cattle, sheep, pigs, goats, hens, etc, that have strayed.

Animal control accepts that a well-managed, regularly exercised and cared for pet is less likely to develop antisocial or behavioural issues such as barking or aggression. It also accepts that some dogs will not be suitable for either returning to their owners through the process of owner prosecution or re-homed based on the likelihood of their behaviour being aggressive and being a nuisance. In these circumstances the dogs may be euthanised.

The SPCA has the purpose “to advance animal welfare and prevent cruelty<sup>6</sup>”. It has the power to protect all animals, including the prosecution of people under the Animal Welfare Act 1999.

<sup>6</sup><https://www.sPCA.nz/about/spca-in-new-zealand>

The SPCA also performs euthanasia<sup>7</sup>: *“SPCA agrees that euthanasia is acceptable and necessary when an animal is suffering due to an incurable illness or injury or psychological distress, or when an animal presents a significant risk to human health and safety or the health and safety of other animals. The risk posed may be from disease or aggressive behaviour which cannot be prevented or managed in other ways.*

*SPCA is opposed to the euthanasia of healthy and behaviourally sound companion animals in New Zealand.*

*SPCA acknowledges that in certain circumstances, if there are no other viable options after health and temperament assessments, it may be necessary to euthanise an animal who is not rehomeable.”*

There can be a synergy between the two. However, a clash can occur where animal welfare or SPCA’s focus at all costs is to save the animals. This can sometimes be detrimental to the animal and a risk to the community. For example, re-homing potentially dangerous dogs. Often animal control is left to pick up the pieces.

### 3.1.7 Operational/management options

The Council operates an in-house dog pound service delivery model. An alternative is to contract out services. In the investigations for this study, there was only one instance of dog pound services being contracted out at Selwyn District Council (SDC). However, SDC decided this presented a risk and so built their own facility and brought all services back in-house in 2016.

The Council could contract a third party to provide the animal control services within their own dog pound facility, as Whangarei District Council has done. The contractor conducts the regulatory and impounding services. While several councils had contracted their entire animal control service out, most of these have reverted back to in-house services. The conclusion was that the service became profit focused rather than community safety focused. The more popular model now appears to be to contract out the after-hours emergency service. This takes considerable pressure off staff and gives them better work/life balance and a chance to relax and recharge. Reportedly, this also results in improved staff satisfaction and greater staff retention.

## Conclusions

There is no clear single model that can be applied across all councils. The approach to animal control varies across different councils and, depending on where the council sits on the spectrum of regulation to welfare focus, the delivery model will differ.

The Waikato District Dog Policy direction is to address the regulatory requirements taking a welfare approach:

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

It was clear from the consultation feedback that the Council ACOs perform their role with a high level of welfare consideration. There is an approach to care for the dogs and other animals and often the dog pound facilities fail to reach the expected levels of care.

<sup>7</sup><https://www.sPCA.nz/advice-and-welfare/article/euthanasia>

There is opportunity to increase the services provided from a dog pound facility by including commercial veterinarian services through an onsite clinic. Both of the Council's current contracted veterinarian service providers indicated interest to be included.

The nature of the Waikato District geographical spread can pose challenges with servicing the full district. However, the populated areas and the areas of highest demand for dog pounds facilities are in the Huntly, Ngaruawahia and Tuakau townships.

In terms of partnering with third parties, the Council needs to confirm the purpose statement of its animal control services: "We promote responsible dog ownership and stock management practices to keep our communities safe from harm", aligns with potential partner councils to determine what the opportunities might be for connecting with other services. A logical service share opportunity would be with Hamilton City. It has good capacity in kennel provision, but this would need to be tested further in higher level conversations than the scope of this study.

## 4 Dog Pound Opportunities

There are a number of options to consider given the findings of the earlier sections. This section provides a brief of each option and some immediately observed issues/limitations and opportunities.

### The status quo

The Council has two dog pounds that have provided the facilities for the ACT to service the region. The current buildings are in need of upgrades, as identified from the evaluation of the facilities, and this was reinforced by the consultation feedback.

#### Pukekohe Dog Pound

The issues/limitations for the Pukekohe dog pound are:

- Auckland Council owned and would require investment that is not recoverable through sale and there will be an influence on the lease value into the future.
- The location is in the Auckland Council boundaries not in the Waikato Council district.
- An upgrade will require Auckland Council approval and will not provide the building life span that a new facility will.
- There is no provision for stock containment.

The opportunities presented from the upgraded facility are:

- No need to purchase land.
- Will not require the degree of investment of a new facility.

#### Ngaruawahia Dog Pound

The issues/limitations for the Ngaruawahia dog pound are:

- The current facility footprint alone is not adequate for a dog pound that services the whole district.
- Additional land required to improve facility layout would reduce the size of the adjacent Council services depot.
- While the zone is designated light industrial, the property is near (across the road) residential properties (potential noise impacts).
- An upgrade will not provide the building life span that a new facility will.
- There is no provision for stock containment.

The opportunities presented are:

- There is Council-owned land available.
- Ngaruawahia is centrally located within the district.
- Utilising more of the council land parcel would allow for better access management, car parking, staff safety management, etc.

### Proposed land and building requirements

Based on the district's trends, forecasts and current best practice across NZ a preliminary concept design was developed on the specifications for a 40-kennel facility (see

Appendix 8: Preliminary concept plan, architect brief and rough order of costs). The dog pound design (Figure 6) includes the provision of a stockyard and room for expansion if required in the future.

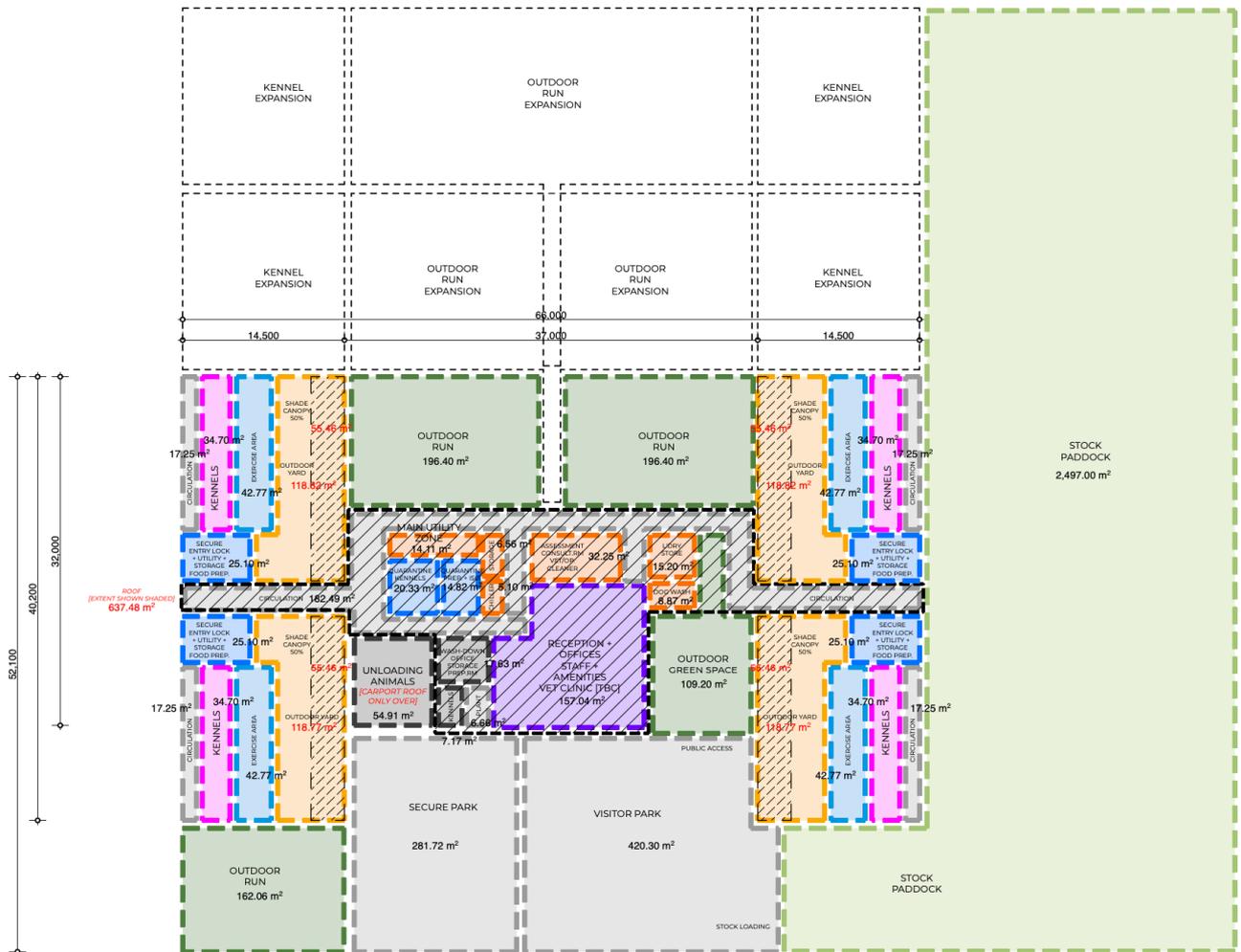


Figure 6

### Land

The land area requirement to accommodate a new facility is 7,800m<sup>2</sup> as determined by the preliminary concept plan:

- 40 kennels (four blocks) and the eight associated exercise yards
- Administration building
- Utility spaces
- Outdoor spaces, and
- A 2,500m<sup>2</sup> stockyard with room to expand for two more kennel blocks in the future

If it is considered that the room for expansion is not required and if the stockyard area can be reduced from 2,500m<sup>2</sup> to 1,600m<sup>2</sup> then the total area required will be 4,885m<sup>2</sup>.

### Buildings

As determined by the preliminary concept plan, the kennel blocks and the associated exercise yards required will be approximately 240m<sup>2</sup>. The administration and main utilities building will be approximately 360m<sup>2</sup>

including a covered unloading space for animals. Covered walkway connections between buildings are included.

The kennel blocks are laid out to allow for the aggressive dogs to be located further away from the reception and offices. Crush kennels are included for safe handling of aggressive dogs and the concept of kennel blocks allows for isolation of contagious animals.

#### **Other**

The access to and processes for owners to retrieve animals from the pound has considerable room for improvement and having a new pound that caters for administration from within the facility will go a long way towards meeting stakeholder expectations.

Animal welfare has grown in significance for stakeholders and the statutory requirements are becoming more prominent for local authorities since the introduction of the Temporary Housing of Companion Animals Code of Welfare 1 October 2018.

#### **Rough order of costs**

The quantity surveyor rough order of costs estimate for the preliminary concept plan is \$5,750,000.

### **Option 1: single new build dog pound on the existing Ngaruawahia site**

This site option considers the current Ngaruawahia dog pound site and a portion of the Council depot.

The total area of the site is approximately 1,315m<sup>2</sup> and only of sufficient size to accommodate 30 kennels within the pound building. It does not allow space for important features such as green space, customer carparking and future expansion opportunities.

The issues/limitations:

- The current facility footprint is not adequate for a dog pound that services the whole district.
- Additional land required would reduce the size of the services depot.
- While it is designated light industrial, the property is near (across the road) residential properties.
- Based on the preliminary outline of a new facility requirements there would be insufficient space to provide any green outdoor area and a customer carpark. A customer carpark would need to occur in the cul-de-sac.
- There would be no room for future expansion.
- The stockyard, used to hold other stray animals, would need to remain at current site, separate to the dog pound facility.

The opportunities presented are:

- No need to purchase land.
- Ngaruawahia is centrally located within the district.

### **Option 2: new build dog pound on the Ngaruawahia site and maintain Pukekohe**

This site option considers the existing Ngaruawahia dog pound site including a portion of the Council depot and the existing Pukekohe site.

The Council will retain two dog pounds that provide the facilities for the ACT to service the region. The Pukekohe building is in need of an upgrade as identified from the evaluation of the facility and this was reinforced by the consultation feedback.

The issues/limitations:

- The Pukekohe dog pound is Auckland Council owned and would require investment that is not recoverable through sale and there will be an influence on the lease value into the future.
- The Pukekohe building requires an upgrade and will not provide the building life span that a new facility will.
- There is no provision for stock containment at the Pukekohe site. Therefore, the stockyard would need to remain at the current site.
- Pukekohe pound would still be located outside of the Waikato District.
- Based on the preliminary outline of a new facility requirements the green space and customer carpark would not fit on the Ngaruawahia site. Customer carpark would need to occur in the cul-de-sac.

The opportunities presented are:

- No need to purchase land.
- Current location is known to the residents.
- Reduced impact on staff that work at Pukekohe.

### **Option 3: new build dog pound on the existing Ngaruawahia site and a new satellite kennel block in Tuakau**

The Council will retain two dog pound facilities that enable the ACT to service the region. The facilities will both be new and a Tuakau base will be a better location than the current Pukekohe facility to service the district. The Tuakau kennel block will be a short stay/holding facility and not have the full services of the Ngaruawahia facility. The Ngaruawahia site would include a portion of the Council depot.

Ngaruawahia existing pound site and portion of the Council depot: approximately 1315m<sup>2</sup>.

Satellite kennel block in Tuakau approximately 240m<sup>2</sup>.

Total area required for this option approximately 1555m<sup>2</sup>.

The issues/limitations:

- Cost of building two facilities.
- Based on the preliminary outline of a new facility requirements the green space and customer carpark would not fit on this site. Customer carpark would need to occur on the cul-de-sac.
- There would be no room for future expansion.
- Stockyard would need to remain at current site. Therefore, Council having three different animal control locations.
- Due to site size in Ngaruawahia (existing pound and portion of depot) this would not be suitable to achieve a current best practice facility.

The opportunities presented are:

- No need to purchase land.
- The current Ngaruawahia location is known to the residents.
- The Tuakau satellite kennel block could be built at a later date.
- Reduced operational costs associated with no longer leasing the Auckland Council site in Pukekohe.

### Option 4: single new build of centralised dog pound on an alternative site

A single new dog pound facility located centrally on a site that has appropriate land area for the current building requirements and with room for future expansion. Location to be in the Huntly/Ngaruawahia area as this has the highest intake of impoundments and will do so into the future.

Site would need to be 7,800m<sup>2</sup> at a minimum to fit the preliminary outline of new facility requirements.

The issues/limitations:

- Possible need to purchase land.
- Likely reduced district-wide access due to a single facility.
- Potentially greater travel requirements for staff.

The opportunities presented are:

- All ACT with a home base at one site although the north of the district is likely to be serviced by ACO/s that operate day to day from the Tuakau council office.
- Full animal welfare facilities provided in one place.
- Opportunity to have other services based onsite, ie veterinarian.
- Location in highest demand area.
- A new facility would enhance the perception of a professional functioning unit.
- Opportunity to re-purpose the current Ngaruawahia dog pound site.
- Reduced operational costs associated with no longer leasing the Auckland Council site in Pukekohe.

### Option 5: new build dog pound on the current stockyard site and consider a new satellite kennel block in Tuakau

Two new dog pound facilities located to meet the district spread on sites that have appropriate land area for the current building requirements and with room for future expansion. Locations in Ngaruawahia and Tuakau addressing the highest need areas now and into the future.

The site required at stockyard to fit preliminary outline of a new facility requirements approximately 7,800m<sup>2</sup>. Satellite kennel block in Tuakau approximately 240m<sup>2</sup>. The total area required for this option approximately 8,040m<sup>2</sup>.

The issues/limitations:

- Likely reduced district-wide access due to a single facility as first stage (unless a satellite kennel block is introduced immediately).
- If a satellite kennel block is introduced staff will need to have a base in Tuakau and therefore the full ACT may not be based at a single site.

The opportunities presented are:

- No need to purchase land.
- All ACT with a home base at one site although the north of the district is likely to be serviced by ACO/s that operate day to day from the Tuakau council office.
- Full animal welfare facilities provided in one place.
- Opportunity to have other services based onsite, ie veterinarian.
- Location in highest need areas.
- Stockyard site easily fits preliminary outline of a new facility requirements (7,800m<sup>2</sup>) with room for future expansion if required.
- Stockyard also on site. Therefore, animal control sites potentially at two facilities.
- Opportunity to re-purpose the current Ngaruawahia dog pound site.

- Reduced operational costs associated with no longer leasing the Auckland Council site in Pukekohe.

### Option 6: outsource all dog pound facilities to neighbouring councils

There is an opportunity to avoid capital expenditure completely by partnering with the neighbouring councils. Given there are dog pound facilities within the catchment of the Waikato District (Pukekohe dog pound and Hamilton animal shelter) it is conceivable that the Council could enter into a service level agreement with both Auckland Council and Hamilton City Council to provide the dog pound facility services.

The issues/limitations:

- Potential for inconsistent service delivery.
- Determining who will employ, manage and monitor staff.
- Aligning Dog Control Policies and Bylaws.
- Uncertain operational costs until a service level agreement is negotiated.
- Time lag to achieve the above points and a risk the agreement is not reached.
- Disgruntled customers having to travel outside the district to retrieve their animals.

The opportunities presented are:

- No facility investment.
- Potentially reduced employment head count.
- Shared services.
- Opportunity to re-purpose the current Ngaruawahia dog pound site.
- Reduced operational costs associated with no longer leasing the Auckland Council site in Pukekohe.

## 5 Evaluation of options

The options proposed required evaluation to determine suitability to achieve the outcomes expected of a modern-day dog pound. The approach taken was two phased to rule out obviously unsuitable options and those that progressed to phase two were then considered from a financial perspective.

### Evaluation framework

#### Phase one evaluation:

The first phase of evaluation of the options was to evaluate against the criteria in Table 5 below.

These criteria have been weighted to provide an evaluation score. The weighting based on its importance (the higher the number/weighting, the more important the question):

1 = Neutral                      2 = Important                      3 = Very Important

Table 3: Evaluation, phase one criteria

Criteria	Weighting
Site and location:	
The land area required for the number of kennels, outdoor pens, staff area and reception can be met	3
The location/s is suitable to service the animal control activity across the whole district	2
The location/s is suitable to accommodate future population growth predictions	3
The location/s ensures the dog pound will have little/no impact on neighbours	3
The location/s has no activity prohibited under the District or Regional Plan	3
The facilities will address the following as identified in the 87-point criteria for a good pound under the key headings of:	
Security/Safety	3
The reception and customer area	2
The staff office/s	2
The kennels	3
Exercise areas	3
Wider considerations	2
Expenditure:	
Land currently available on Council portfolio	3
Operational efficiency	2

Each consideration is given a score ranging from +2 to -3 relating to an option's attributes as follows:

+2 = Very Positive Attribute                      +1 = Positive Attribute                      0 = Neutral  
 -1 = Negative Attribute                      -2 = Very Negative Attribute                      -3 = Deal Breaker

The initial score is multiplied by the assigned weighting to give a total score. These total scores compared between options.

## Options evaluation

Using the methodology above, Table 6 below summarises how the options scored and therefore identified those to be considered further. Refer to Appendix 7: Options evaluation for the full scores and commentary.

Table 4 Evaluation Results<sup>8</sup>

Option	Score
Reference - the status quo	-24
Option 1: single new build dog pound on the Ngaruawahia site	29
Option 2: new build dog pound on the Ngaruawahia site and maintain Pukekohe	24
Option 3: new build dog pound on the existing Ngaruawahia site and a new satellite kennel block in Tuakau	<b>42</b>
Option 4: single new build of centralised dog pound on an alternative site	<b>49</b>
Option 5: new build dog pound on the current stockyard site and consider a new satellite kennel block in Tuakau	<b>54</b>
Option 6: outsource all dog pound facilities to neighbouring councils	31

The evaluation outcome is clear that a new building is the most appropriate solution to achieve the desired outcome for animal welfare, security and safety, future capacity, and providing the customer friendly facilities.

The ideal location for a primary dog pound facility is in the Ngaruawahia/Huntly area with the opportunity for a satellite, short-stay facility in the northern part of the district. Should a satellite kennel block not be deemed financially achievable from a capital perspective then a single, central facility will be the focus.

## Proposed options

1. The highest scoring option is Option 5, to build a new dog pound on the Ngaruawahia stockyard at 238 Old Taupiri Road, Ngaruawahia with the option to have a new satellite kennel block on Council land at 128 Bollard Road, Tuakau.
2. The next best option is Option 4, a single dog pound at a new Huntly/Ngaruawahia site.
3. The third option is Option 3, to use the current Ngaruawahia site for a new facility and build a new satellite kennel block in Tuakau (note: the capacity in Ngaruawahia is limited and has no provision for a stockyard so the current stockyard will need to continue to be used).

The current Ngaruawahia dog pound site could be increased to include some of the depot as shown below giving 1,315m<sup>2</sup>. Assuming the satellite kennel block is built allowing capacity for 40 kennels, a reduced preliminary concept plan to three kennel blocks still requires 1,895m<sup>2</sup>. Therefore, a greater depot area would be required and there will be a limitation on future expansion and likely remove the green space and customer carparking.

<sup>8</sup> Full table of evaluation results can be found in Appendix 7: Options evaluation



Figure 7: Existing Ngaruawahia dog pound site



Figure 8: Existing depot area in Ngaruawahia owned by the Council

The other options have been ruled out and have not been considered further.

## Financial assessment

To consider the financial impact on the Council, the following parameters have been considered from a high level. Specific, detailed cost analysis will be required further to determine ongoing costs in terms of renewals/depreciation and operational costs.

### Capital Investment

The rough order of costs for a 40-kennel facility<sup>9</sup> was determined from the preliminary concept plan and specifications brief. For the current Ngaruawahia dog pound site, a reduced sized facility to accommodate 30 kennels has been cost estimated but would mean the Tuakau satellite kennel block would be required. An estimate for the satellite kennel block has also been made.

Table 7: Capital investment breakdown of possible new build options

	Estimated provisions	Single Central Pound	Central Pound Ngaruawahia (smaller site)	Satellite kennel block
Construction Elements Sub total		\$ 4,196,000	\$ 3,326,536	\$ 418,374
Professional Fees	18%	\$ 756,000	\$ 598,776	\$ 75,307
Consents	1%	\$ 42,000	\$ 5,988	\$ 753
Sub Total		\$ 4,994,000	\$ 3,931,300	\$ 494,434
Project Contingency	15%	\$ 750,00	\$ 589,695	\$ 74,165
<b>Project Total</b>		<b>\$ 5,750,000<sup>10</sup></b>	<b>\$ 4,520,995</b>	<b>\$ 568,600</b>

<sup>9</sup>See

Appendix 8: Preliminary concept plan, architect brief and rough order of costs

<sup>10</sup> Refer to the rounded value in the rough order of costs

Table 8: Capital cost breakdown of options 5, 4 and 3

	<b>Option 5</b> New build on the stock yard site and consider a future new satellite kennel block in Tuakau	<b>Option 4</b> Single new build of centralised dog pound	<b>Option 3</b> New build on the existing Ngaruawahia site and a future new satellite kennel block in Tuakau
Preliminary site costs – secure site as clear land to build			
Land purchase <sup>11</sup>	N/A	\$780,000-\$975,000	N/A
Demolition <sup>12</sup>	\$25,000	\$25,000	\$25,000
Construction costs – to build the proposed facility/ies based on the preliminary concept plan and rough order of costs.			
Ngaruawahia (stock pound)	\$5,750,000		
Alternative central site		\$5,700,000	
Ngaruawahia (current dog pound site)			\$4,520,000
Tuakau (satellite kennel block)	(Optional) \$570,000		\$570,000
<b>TOTAL</b>	<b>\$5,775,000</b> (Optional) \$570,000	<b>\$6,505,000</b> (best case)	<b>\$5,115,000</b>

It is important to note that these options are based on a high-level preliminary concept plan only. A detailed design would provide the opportunity to reduce costs, ie material selection.

Through this study it was identified that Masterton District Council is in the process of a dog pound facility new build at a cost of \$1.4mil (700m<sup>2</sup> with 20 kennels)<sup>13</sup>.

Kāpiti DC and Hastings DC have both upgraded their facilities in the last five years costing approximately \$500,000 each.

### Operational influences

To understand what the operational implications might be with a new facility/ies the following assumptions have been applied to the reported financial figures for 2019:

- Income will remain consistent with what it would be for the same number of Animal Control Officers across all options.
- The staffing model will be:
  - Eight Animal Control Officers - 8 Full Time Equivalents (FTEs)
  - One Education Officer - 1 FTE
  - Two Pound keeper - 1.25 FTEs
  - One Team Leader - 1 FTE
- Income is based on a 50/50 ratio private/public.
- Rates contribution remains static.
- Operational income is relative to staff numbers.
- Operational expenditure is relative to staff numbers.

<sup>11</sup> Based on full preliminary concept plan area and a range per square metre of \$100-\$125.

<sup>12</sup> Based on building size and several houses the Council have recently demolished.

<sup>13</sup> During the investigations for this study, it was identified that Masterton District Council (MDC) is completing an upgrade of their Dog Pound. It would be advisable to leverage the MDC's animal shelter redevelopment experience. Martinborough's Aspect Architecture has been chosen as lead architect to design the new shelter and the consultants will include Australian animal shelter facility specialists Therian Architects. Construction expected to begin, after tendering for a contractor, in the second half of 2021. MDC Environmental Services Manager, Terri Mulligan is the MDC project owner. MDC has budgeted \$1.46 million for the initiative.

- Direct expenses have a marginal (5%) increase per staff member increase.
- Indirect expenses have no change with staff number changes.
- Property rental of \$46,000 pa is not required for owned building/s.
- Single facility direct operating costs remain the same as the current for a single 40-kennel pound.
- Satellite facilities to have 25% of direct operating costs.
- Internal rent (\$75,000) is not required for a central pound and 25% of the internal rental is required to serve the Tuakau satellite facility.
- There will be a saving of \$46k per annum without having the Pukekohe dog pound lease.

Table 9: Cost breakdown of operational cost for options 5, 4 and 3

	<b>Option 5</b> New build on a stock yard site and consider a new satellite facility in Tuakau	<b>Option 4</b> Single new build of centralised dog pound	<b>Option 3</b> New build on the existing Ngaruawahia site and a new satellite facility in Tuakau
Operational income	\$ 1,195,000	\$ 1,195,000	\$ 1,195,000
Rates funded income	\$ 930,000	\$ 930,000	\$ 930,000
<b>Total Income</b>	<b>\$ 2,125,000</b>	<b>\$ 2,125,000</b>	<b>\$ 2,125,000</b>
Staff Expenses	\$ 1,095,000	\$ 1,095,000	\$ 1,095,000
Direct operating costs	\$ 210,250	\$ 159,000	\$ 159,000
Indirect operating costs	\$ 766,250	\$ 710,000	\$ 766,250
<b>Total Expenses</b>	<b>\$ 2,071,500</b>	<b>\$ 1,964,000</b>	<b>\$ 2,020,250</b>
<b>Surplus/deficit</b>	<b>\$ 53,500</b>	<b>\$ 161,000</b>	<b>\$ 104,750</b>

## Preferred option

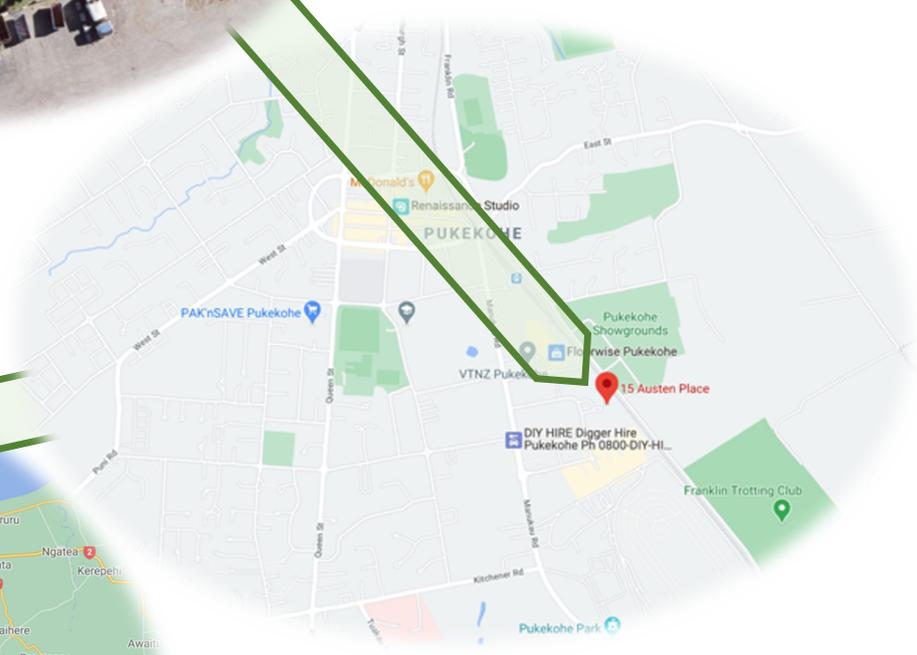
The preferred option is to build a new pound on the current stockyard site at the Ngaruawahia facility, 238 Old Taupiri Road, Ngaruawahia. This site allows for the footprint required for a 40-kennel fully serviced dog pound facility. It can accommodate stockyard provision and is already Council-owned land. Further investigation into the suitability for construction is required but the property is designated Land-Use-Code [60] Utility Services - Multi-use within utility services and the Land-Use-Zone-Code is [1A] Rural.

To supplement the central pound, a satellite kennel block could be built on the Tuakau site. This will complement the central pound and provide coverage into the north of the district as the Pukekohe facility currently does. It is recommended that the construction of a satellite kennel block is planned for consideration in the future.

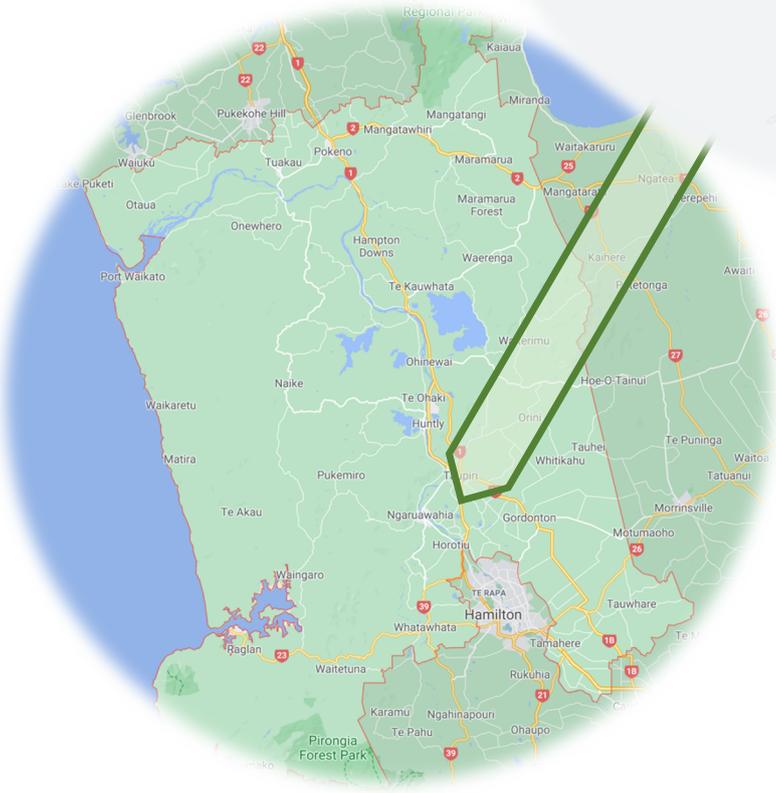
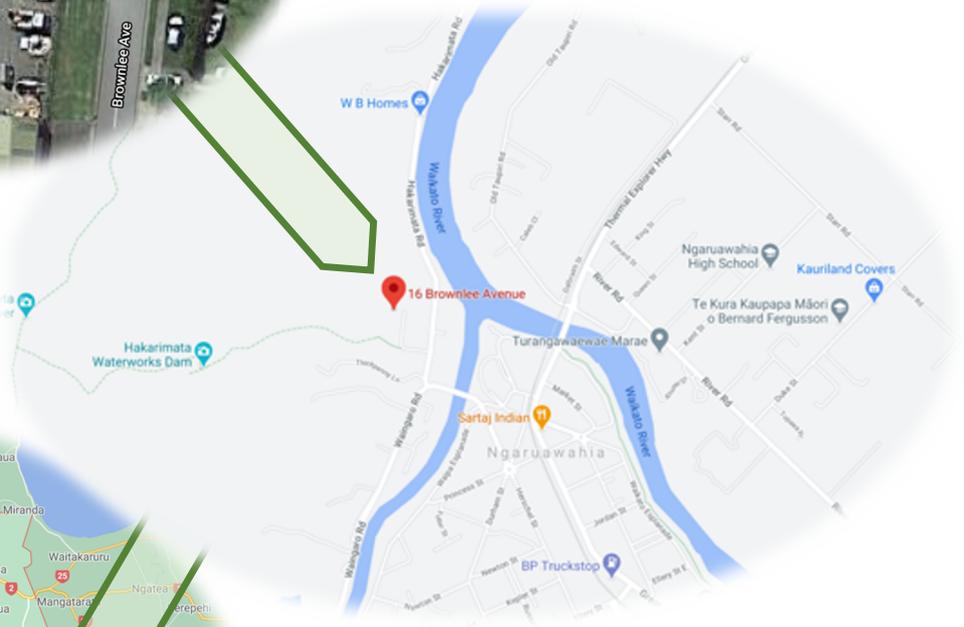
## 6 Appendices

### Appendix 1: Current pound location maps

#### Pukekohe Dog Pound



### Ngaruawahia Dog Pound



## Appendix 2: Further policy context detail

### Impounding Act 1955

The objects of the Impounding Act 1955<sup>14</sup> are to ensure every local authority provides and maintains a public pound, which must be fenced and enclosed to keep stock infected with any contagious disease separate. It allows for impounding in partnership with another local authority and provides guidance in the appointment of pound keepers, rangers and other associated positions.

There are requirements of hygiene levels, contagious disease containment and providing for the nutritional needs of impounded animals. Records of impounded animals are required to be kept and it allows for the charging for impounding services.

### Dog Control Act 1996

The objects of the Dog Control Act 1996 are<sup>15</sup>:

- (a) To make better provision for the care and control of dogs:
  - (i) by requiring the registration of dogs; and
  - (ii) by making special provision in relation to dangerous dogs and menacing dogs; and
  - (iii) by imposing on the owners of dogs, obligations designed to ensure that dogs do not cause a nuisance to any person and do not injure, endanger, or cause distress to any person; and
  - (iv) by imposing on owners of dogs, obligations designed to ensure that dogs do not injure, endanger or cause distress to any stock, poultry, domestic animal, or protected wildlife; and
- (b) To make provision in relation to damage caused by dogs.

The functions, duties and powers of the Dog Control Act 1996 are an obligation of territorial authorities. Every territorial authority is required to perform the functions, duties and exercise powers detailed by the Act. Section 10 of the Dog Control Act 1996 requires territorial authorities to adopt policy on dogs and to adopt the appropriate bylaw/s. Section 20 determines the requirements of the bylaw/s.

Section 10A of the Dog Control Act 1996 requires territorial authorities to report on dog control policy and practices as prescribed in section 10.

### Impounding Regulations 1981

The Impounding Regulations place clear expectations on local authorities to manage and record impoundings for their district.

### Health and Safety at Work Act 2015

The purpose of Health and Safety at Work Act 2015 is to provide for the health and safety of workers and workplaces. This includes the direct workforce engaged in the workplace and extends to the visitors to that workplace. The Council has obligations to identify and manage the risks, and ensure the practices for managing those risks are appropriate to avoid causing harm to workers or visitors.

### Local Government Act 2002

With regards to Dog Control the Local Government Act 2002 directs the application of bylaws. Local authorities are to conduct bylaw reviews no later than five years after the date on which the bylaw was made<sup>16</sup> and then no later than 10 years after it was last reviewed<sup>17</sup>.

<sup>14</sup>Impounding Act 1955

<sup>15</sup>Dog Control Act 1996

<sup>16</sup> Section 158 Local Government Act 2002

<sup>17</sup> Section 159 Local Government Act 2002

*Note: the Waikato District Council Dog Control Policy (2015) and Waikato District Council Dog Control Bylaw 2015 are currently under review as required by the Local Government Act 2002 and is in the planning stage at the date of this report.*

### **Waikato District Council Dog Control Policy (2015)**

The Council has a Dog Control Policy that was enacted in its current form on 1 May 2015. Its purpose is to provide articulate dog owner responsibilities under the Dog Control Act 1996 and set out the Council's provision of dog control services including regulation and enforcement.

The stated objectives are:

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

The policy determines the public places that have dog control restrictions and the level of those restrictions.

### **The Waikato District Council Dog Control Bylaw (2015)**

The Council has a Dog Control Bylaw that was enacted in its current form on 1 May 2015. The bylaw articulates the Council's approach on the specific areas of dog control and manner in which it will address the specific indiscretions.

The specific public spaces where dogs are prohibited or can be exercised under various levels of control are identified in the policy.

### **Animal Welfare Act 1999**

The Animal Welfare Act 1999 is an important consideration in terms of treatment of animals. Both Parts 1 and 2 are of direct influence over the provision of pounds and animal welfares services.

Part 1 Care of animals<sup>18</sup> - The purpose of this Part is to ensure that owners of animals and persons in charge of animals attend properly to the welfare of those animals.

Part 2 Conduct towards animals<sup>19</sup> - The purpose of this Part is to state conduct that is or is not permissible in relation to a species of animal or animals used for certain purposes.

The Council is obligated to provide for the welfare of the dogs in their temporary care to meet the minimum standard prescribed by the Animal Welfare Act 1999.

### **Temporary Housing of Companion Animals Code of Welfare 1 October 2018**

This Code of Welfare is issued by the Minister of Agriculture, under section 75 and 76 of the Animal Welfare Act 1999. The purpose of this Code is to provide information to the owners and persons in charge of companion animals in a temporary housing facility about the standards they must achieve in order to meet their obligations under the Animal Welfare Act 1999.

This Code of Welfare encourages all those responsible for the welfare of companion animals in a temporary housing facility to adopt the highest standards of husbandry, care and handling, and to equal or exceed the minimum standards.

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<sup>18</sup>Animal Welfare Act 1999

<sup>19</sup>Animal Welfare Act 1999

### Appendix 3: Further detail of national dog pound comparisons

#### Waikato District Council

Population	63,378	National Dog Database 2019-20 Levy	\$7,618.37
Total registered dogs	13,398	Number of currently registered dog owners	11,351
De-sexed dogs	7,071	Number of individuals disqualified owners	30
Micro-chipped dogs	8,772	Number of infringements currently active	543
Total kennels	68	Longest drive to the dog pound (current)	40km
Total exercise areas	15	Longest drive to the dog pound (if central)	75km
		Staff levels:	
		Animal Control Officers	8
		Pound Keepers	1
		Administration/Management	1

#### Kapiti Coast District Council

Population	49,104	National Dog Database 2019-20 Levy	\$4,990.34
Total registered dogs	7,733	Number of currently registered dog owners	6,075
De-sexed dogs	6,515	Number of individuals disqualified owners	1
Micro-chipped dogs	7,177	Number of infringements currently active	80
Total kennels	15	Longest drive to the dog pound	30km
Total exercise areas	4	Staff levels:	
		Animal Control Officers	6
		Pound Keepers	0
		Administration/Management	1 TL + 5.5 FTE customer call centre

#### The dog pound itself:

Kapiti Coast District Council owns and operates its "Animal Shelter" which is located within the services depot property with full perimeter security fencing. It had an upgrade in 2019 costing \$500,000.00. The shelter is designed to cater primarily for dog impoundments but can accommodate other animals for short stays. The position of the Animal Shelter within the services depot does not allow for customer access. There is a drive-in, secure unloading pen.

#### Occupancy and services:

The ACOs also take responsibility for all open spaces so are referred to as Public Spaces and Animal Management Officers. Their time is split across animal control and other regulatory responsibilities (approximately 80% animal control). All animal releases are done from an ACT vehicle at the main gate by appointment.

#### Points of interest:

- The upgrade was triggered by the Temporary Housing of Companion Animals Code of Welfare 1 October 2018 and the intention to meet the standards.
- The pound perimeter fences have a "roller" feature on the top wire of the compound stopping escapes.
- The ACT are located within the services depot building after relocating from the Animal Shelter building.

- The ACT vehicles are set up for full catch and release mobile service.
- The ACOs are fully mobile with their technology including mobile Eftpos and mobile ticketing.
- Had a new building been an option they would have accommodated customer access.
- Kapiti Coast District Council is progressively moving to online support service delivery, eg digital payments, booking release times, dog online portal, etc.
- Kapiti Coast District Council has no prosecution dogs in long term as they work with the owners and euthanise them.
- The Environmental Standards Manager had a strong view that a centralised model with satellite short-stay sites across council districts needs to be considered.
- The investment into multiple full welfare compliant facilities for every local authority is not intelligent investment of public funds if a shared services model could be implemented.
- Kapiti Coast District Council has proposed this with Porirua and Horowhenua but the response has not been very positive. There are concerns with ACO delivery of quality compliant systems across local authority boundaries.
- Another point raised was the level of qualification required of ACOs compared to the delivery expectations such as the powers to seize animals, enter property, etc.

### Hamilton City Pound

Population	141,612	National Dog Database 2019-20 Levy	\$10,447.09
Total registered dogs	9,737	Number of currently registered dog owners	11,351
De-sexed dogs	3,027	Number of individuals disqualified owners	30
Micro-chipped dogs	9,383	Number of infringements currently active	543
Total kennels	65	Longest drive to the dog pound	15km
Total exercise areas	12	Staff levels:	
		Animal Control Officers	5 & 1 TL
		Pound Keepers	3 FT, 3 casual & 1 TL
		Administration/Management	2 & AC Manager

### The dog pound itself:

Hamilton City Council owns its dog pound facility and it was a shared facility with the SPCA. The SPCA has since relocated to its own purpose-built facility as there was capacity pressure for both services. The layout of the facility allows for customer access to a reception direct from a customer carpark. The reception area has security features and barriers for staff protection but it has space for customers to wait for service. Customers have no access to the secure pound areas or the staff offices.

The compound is security fenced with electric fence barriers and there is one kennel block that has a second layer of security fencing with electric fence barriers. The kennels are laid out in 10-kennel blocks except for the puppy kennels where there are more, smaller kennels. Each kennel block has two exercise areas.

### Occupancy and services:

The dog pound has a veterinary room and a veterinarian onsite one day per week. They organise desexing and immunisation shots with the veterinarian. All registration, microchipping, impounds and releases happen from the site. They provide education services to schools, kindergartens and organisations such as Plunket, Power Meter companies, etc.

The Animal Education and Control hours are 7.30am to 7pm seven days a week. The kennel opening hours are 12.30pm to 4.30pm seven days (closed on statutory holidays).

Points of interest:

- Two distinct teams: the Animal Control Officers and the Administration/Kennel Attendants.
- Given the capacity the site has they have considered providing boarding services.
- The kennels were significantly quieter than other facilities where the kennels faced each other, ie the dogs could not see each other and therefore did not excite each other into barking.

#### Hastings District Council

Population	73,245	National Dog Database 2019-20 Levy	\$7,596.49
Total registered dogs	13,100	Number of currently registered dog owners	7,970
De-sexed dogs	5,327	Number of individuals disqualified owners	-
Micro-chipped dogs	6,829	Number of infringements currently active	104
Total kennels	40	Longest drive to the dog pound	90km
Total exercise areas	6	Staff levels:	
		Animal Control Officers	6
		Pound Keepers	1
		Administration/Management	1 TL

The dog pound itself:

Hastings District Council owns its dog pound facility, and this had an upgrade in 2017. It is located at the end of a cul-de-sac where there is roadside customer parking. The access is through a controlled pedestrian gate through the full perimeter electric fencing. The reception area has security features and barriers for staff protection but it has space for customers to wait for service. Customers have no access to the secure pound areas or the staff offices.

There are two kennel blocks. One is new from the upgrade and one is the original building. There is a separate reception and staff building and the ACT vehicles are parked in a secure compound that is separated from the customer access areas. There is a transfer kennel from inside the compound to the outside for animal transfers with customers (was highly beneficial during the Covid19 lockdown level 1).

Occupancy and services:

The dog pound reception caters for registration and payments to be taken. There is a veterinary room with an adjustable table for ease of handling larger animals. The pound is open during the week, 9am to 10am and 3pm to 4pm, and the ACOs operate 8am to 5pm with after-hours response externally contracted out.

Points of interest:

- Hastings District Council uses the Palmerston North based call centre that many other local authorities also use.
- Having contracted out services for outside the working hours, it allows officers to switch off from the job.

**Whangarei District Council**

Population	76,995	National Dog Database 2019-20 Levy	\$7,493.61
Total registered dogs	11,374	Number of currently registered dog owners	8,674
De-sexed dogs	7,689	Number of individuals disqualified owners	1
Micro-chipped dogs	8,928	Number of infringements currently active	45
Total kennels	29	Longest drive to the dog pound	65km
Total exercise areas	4	Staff levels:	
		Animal Control Officers	4
		Pound Keepers	2
		Administration/Management	1

## The dog pound itself:

Whangarei District Council owns an Animal Management Shelter based in Kioreroa Road, Whangarei. The facility does not have an intruder-proof perimeter fence and parking is within the compound. There is a customer reception area that is secure from the pound and the staff office areas. There is a veterinary room adjacent to the customer reception. There is a staff office area, staff room and small meeting room used for customer meetings as well as staff meetings.

## Occupancy and services:

Whangarei District Council has contracted Armourguard to undertake the Council's regulatory duties under the Dog Control Act 1996, Impounding Act 1955 and relevant animal management bylaws and policies. Armourguard commenced providing dog control services for the Council from September 2016. Armourguard employs four dedicated Animal Management staff and the service operates 24 hours.

This year Armourguard has continued the focus on dog education in schools and ensuring compliance of the district's menacing dogs, along with a focus on increasing enforcement.

## Points of interest:

- The Animal Management staff deliver a dog safety in-schools programme.
- They have contracted two Veterinarians to perform services for them. One does the daily health and euthanasia activity while the other does the on-call activity.

**Selwyn District Council**

Population	44,595	National Dog Database 2019-20 Levy	\$7,291.17
Total registered dogs	13,972	Number of currently registered dog owners	9,326
De-sexed dogs	37%	Number of individuals disqualified owners	1
Micro-chipped dogs	80%	Number of infringements currently active	59
Total kennels	8	Longest drive to the dog pound	45km
Total exercise areas	4	Staff levels:	
		Animal Control Officers	2.5
		Pound Keepers	-
		Administration/Management	-

The dog pound itself:

Selwyn District Council built a small (approx. 180m<sup>2</sup>) dog pound in July 2016. The kennels are approximately 2x2m and the outdoor exercise areas of approximately 6x3m. The facility is not designed for staff to be based there.

Occupancy and services:

The dog pound is Council owned and operated. It rarely has more than three dogs at any one time and generally only overnight. Microchipping is a free service. Officers hold “pop-up” registration stations around the district every Friday, usually held in library carparks.

The dog pound has facility for payments, however, dog owners generally pay fees at the main Council office. They then either go to the dog pound with the officer or the officer brings the dog to the Council office to hand over to the owner.

Points of interest:

- There is a low number of impoundings and a low duration of stay. This is put down to the high number of direct returns based on the ability of identifying dog owners through microchips.
- Selwyn did have the dog pound service and weekend officer responsibilities contracted out. They returned to an in-house model due to the Council feeling exposed to risk of no succession, ie if the contractor terminated there would be no provision for some time. They also had concerns about the compliance with the Animal Welfare Act.

#### **New Plymouth District Council**

Population	76,995	National Dog Database 2019-20 Levy	\$7,139.07
Total registered dogs	11,296	Number of currently registered dog owners	8,826
De-sexed dogs	7,802	Number of individuals disqualified owners	
Micro-chipped dogs	8,575	Number of infringements currently active	85
Total kennels	40 <sup>20</sup>	Longest drive to the dog pound	75km
Total exercise areas	8	Staff levels:	
		Animal Control Officers	5
		Pound Keepers	1
		Administration/Management	1

The dog pound itself:

New Plymouth District Council completed a facility upgrade in 2011 by adding 40 new kennels. They are managed as 20 kennels for adoption dogs and the other 20 for other impounded dogs. There are eight exercise areas. The facility has an electric perimeter fence and parking is outside the compound. The reception is secure from the staff. There is limited office space (only one computer station).

Occupancy and services:

The pound is only open for releases and these can occur during the week, 4.30pm to 5.30pm. All registrations and processing are done from the New Plymouth District Council main building.

Points of interest:

Due to vastness of the district the animals taken into custody in the outer areas are reunited as the first option.

<sup>20</sup>There are 65 possible kennels including the old pound facility but only the 40 newer ones are in normal use.

## Appendix 4: Criteria for a well-designed dog pound

### REQUIREMENTS OF A DOG POUND CHECKLIST

“What Good Looks Like”

October 2020

Developed by Xyst based on the latest best practice and complying with the New Zealand Quality Code of Welfare: Temporary Housing of Companion Animals 2018.

**Security/Safety** - the building and compound are secure to keep the animals in and their owners out and safe

- *Security fencing surrounds the facility*
- *The fencing is climber resistant*
  - *razor wire fencing*
  - *electric security fencing*
  - *intruder alert system*
  - *other*
- *There is a security gate/s with remote access control by Officers/Pound Keepers*
- *The compound has a secure area for vehicles that allows for animals to be transferred from vehicle to kennels without exposure to the public*
- *Outdoor exercise areas are fully enclosed or have climb barriers stopping the animals from escaping*
- *There is provision for secure dog transfer from pound to customer without the customer needing to see the remainder of the pound facilities*
- *Customer car parking is outside the facility fence and customers are electronically let in through a pedestrian gate*
- *There is a designated evacuation assembly point that is visible and accessible*
- *There is a smoke detection and alarm system*
- *It is connected directly to Fire and Emergency NZ Service*
- *There is a sprinkler system*
- *There is an emergency alert system, eg manual call buttons, officer emergency pagers, etc*
- *There is an accessible storage area for personal protective equipment (PPE)*
- *There is a PPE decontamination area*

**The reception and customer area** - is functional and appropriate for customer reception

- *Reception has a clearly identifiable entry from the main security entry gate, ie clear wayfinding*
- *There is accessibility provision for customers*
- *There is security separation of staff from customer at the reception area*
- *The reception area has:*
  - *seating*
  - *is able to be cleaned for hygiene reasons*
  - *can accommodate 5-10 people*
  - *information boards*
- *Customer experience is enhanced by:*
  - *landscaping*
  - *gardens / plants*
  - *education artwork*

- other
- There is a separate meeting room for private conversations with customers
- Dog activity and kennels cannot be seen from the reception area
- Space for paperwork and payment at reception desk
- There is provision for payments to be taken at reception

**The staff office/s** - is functional and appropriate for everyday Officer/Pound Keeper work activity

- There is a staff office, separate from the kennels and customer area, which is secure from the public
- CCTV monitor/s of the kennels is visible from workstation/s
- Staff offices overlook the main entrance
- Staff room available for staff for breaks and meals
- Shower and toilet facilities available for staff (and the occasional times a customer requires)

**The kennels** – are secure, safe and hygienic

- Secure entrances should be double-door "mantraps" (minimum two)<sup>ii</sup>
- Shoe hygiene dip pads at all entry points
- Floor surface/coverings that do not have corners and are appropriate for cleaning and maintenance with hygiene and safety in mind
- Kennels are higher than the walkway or drain along the front (any wash back out from the kennel goes down the drain rather than into the next pen)
- Dog beds are at an appropriate height to enable cleaning but low enough so the animal cannot get under them
- Wall mounted dog beds<sup>iii</sup> that can be lifted back against the wall for kennel cleaning
- Positioning allows for effective cleaning, ie the drain position is not hindered by the bed when hosing out the kennel
- Kennels are of sufficient size for the size of the animal<sup>iv</sup>
- There are kennels of different sizes
- Some large kennels for to accommodate long-term stay dogs
- Kennels are hygiene independent<sup>v</sup>, with individual drains (in rear corner for hosing out)<sup>vi</sup>
- There are "crush" kennels to accommodate safe handling of aggressive animals
- Kennels are lockable (to prevent accidental opening)
- There is an isolation area for unwell or highly antisocial dogs
- There are kennels appropriate for puppies
- External feeding<sup>vii</sup> and watering<sup>viii</sup> mechanisms for each kennel providing for safe, efficient and hygienic servicing of animal's nutritional needs
- Feed bowls fit for purpose and hygienic, eg stainless steel
- Solid walls between kennels to prevent animals from looking at each other
- Metal grates on fences and gates are of an appropriate size to prevent dogs from sticking their heads through (in particular puppies).
- Natural light enters the indoor kennel areas<sup>ix</sup>
- There are acoustic dampening design features, ie normally there are mainly hard surfaces in kennel buildings so features to provide acoustic relief are important
- Ventilation management<sup>x</sup> ie there are mechanisms to accommodate air flow for quality air management ensuring the removal of stale, contaminated air
- Air quality is monitored:
  - using testing devices
  - using Officer/Pound Keeper judgement
  - other
- Entry doors provide ventilation and are able to be locked

- *If windows are used for ventilation, there are bird deterrent design features<sup>xi</sup>. For example, electric windows with netting barriers*
- *Temperature control<sup>xii</sup> ie there are mechanisms to accommodate temperature management ensuring the kennels do not get too cold or too hot*
- *Temperature is monitored:*
  - *using mounted thermometers*
  - *using Officer/Pound Keeper judgement*
  - *other*
- *Cleaning equipment is easily accessible to the kennels for prompt response to hygiene issues*
- *Separate kennel area/building for dangerous dogs*
- *Separate kennel area/building for adoptions dogs/friendly dogs*

#### **Exercise areas** - are sufficient, safe and hygienic dog exercise

- *There are sufficient outdoor exercise areas for animal exercise*
- *The ratio is: 1 exercise area / 5 kennels*
- *There is ability to directly transfer dangerous dogs from indoor kennels to the exercise areas*
- *They provide shade to the dogs*
- *They have a water supply*
- *They have surface fall so the waste from hosing the area will drain away*
- *Drains are covered and the water drains away, ie does not puddle in the drain*
- *Outdoor exercise areas have a range of kennel sizes*

#### **Wider considerations**

- *There is a hygienic veterinarian/medical room*
- *The vet/medical room is easily accessible to the kennels*
- *There is an electric lifting table for vets and medical care*
- *There is cool storage for deceased animals*
- *There are sufficient hoses, for kennel cleaning, that are retractable and wall-mounted at an appropriate height and distance from the kennels*
- *There is hot water supply for cleaning bowls and utensils*
- *There is a lockable chemical storage area*
- *Electrical sockets are positioned on the wall at least 1000mm above the floor to avoid “splash-ups” of water and cleaning solutions used in floor hosing.*
- *Lighting fixtures in kennels are placed over dog runs rather than down the middle of the aisle*
- *CCTV camera positioning is such that the dogs can be seen from the office/s*
- *Masking of noise – use of masking mechanisms such as background music is possible*
- *Accessible separate storage space for food and other nutritional items*
- *Storage space for other equipment and items such as bed blankets, exercise/play equipment, etc.*
- *There is an outdoor wash area/tub with compliant drainage to allow for cleaning animals*
- *Area to weigh dogs and record information on animal arrival*
- *Laundry facilities and room, washing line required outside in sunny area*
- *Hanging area for work equipment and PPE gear, ie gumboots, overalls, etc*

## Appendix 5: Current dog pound facility assessments – 87 point criteria

### REQUIREMENTS OF A DOG POUND CHECKLIST

“What Good Looks Like”

October 2020

Developed by Xyst based on the latest best practice and complying with the New Zealand Quality Code of Welfare: Temporary Housing of Companion Animals 2018.

Pukekohe Pound		
The general requirements are:		Comments
<b>Security/Safety</b> - the building and compound are secure to keep the animals in and their owners out <sup>xiii</sup> and safe - 13		
• Security fencing surrounds the facility	<input checked="" type="checkbox"/>	
• The fencing is climber resistant <ul style="list-style-type: none"> <li>• razor wire fencing</li> <li>• electric security fencing</li> <li>• intruder alert system</li> <li>• other</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
• There is a security gate/s with remote access control by Officers/Pound Keepers	<input checked="" type="checkbox"/>	
• The compound has a secure area for vehicles that allows for animals to be transferred from vehicle to kennels without exposure to the public	<input checked="" type="checkbox"/>	
• Outdoor exercise areas are fully enclosed or have climb barriers stopping the animals from escaping	<input checked="" type="checkbox"/>	1 exercise area is fully enclosed.
• There is provision for secure dog transfer from pound to customer without the customer needing to see the remainder of the pound facilities	<input checked="" type="checkbox"/>	
• Customer car parking is outside the facility fence and customers are electronically let in through a pedestrian gate	<input type="checkbox"/>	
• There is a designated evacuation assembly point that is visible and accessible	<input type="checkbox"/>	
• There is a smoke detection and alarm system <ul style="list-style-type: none"> <li>• It is connected directly to Fire and Emergency NZ Service</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
• There is a sprinkler system	<input type="checkbox"/>	
• There is an emergency alert system, eg manual call buttons, officer emergency pagers, etc	<input checked="" type="checkbox"/>	

<b>Pukekohe Pound</b>		
<b>The general requirements are:</b>		<b>Comments</b>
• <i>There is an accessible storage area for personal protective equipment (PPE)</i>	<input type="checkbox"/>	
• <i>There is a PPE decontamination area</i>	<input type="checkbox"/>	
<b>The reception and customer area - is functional and appropriate for customer reception. - 15</b>		
• <i>Reception has a clearly identifiable entry from the main security entry gate, ie clear wayfinding</i>	<input type="checkbox"/>	
• <i>There is accessibility provision for customers</i>	<input checked="" type="checkbox"/>	
• <i>There is security separation of staff from customer at the reception area</i>	<input checked="" type="checkbox"/>	
• <i>The reception area has:</i> <ul style="list-style-type: none"> <li>• <i>seating</i></li> <li>• <i>is able to be cleaned for hygiene reasons</i></li> <li>• <i>can accommodate 5-10 people</i></li> <li>• <i>information boards</i></li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
• <i>Customer experience is enhanced by:</i> <ul style="list-style-type: none"> <li>• <i>landscaping</i></li> <li>• <i>gardens / plants</i></li> <li>• <i>education artwork</i></li> <li>• <i>other</i></li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
• <i>There is a separate meeting room for private conversations with customers</i>	<input checked="" type="checkbox"/>	Has a waiting room which is separate to the main entrance.
• <i>Dog activity and kennels cannot be seen from the reception area</i>	<input checked="" type="checkbox"/>	
• <i>Space for paperwork and payment at reception desk</i>	<input checked="" type="checkbox"/>	
• <i>There is provision for payments to be taken at reception</i>	<input type="checkbox"/>	N/A
<b>The staff office/s - is functional and appropriate for everyday Officer/Pound Keeper work activity - 5</b>		
• <i>There is a staff office, separate from the kennels and customer area, which is secure from the public</i>	<input checked="" type="checkbox"/>	
• <i>CCTV monitor/s of the kennels is visible from workstation/s</i>	<input type="checkbox"/>	
• <i>Staff offices overlook the main entrance</i>	<input checked="" type="checkbox"/>	
• <i>Staff room available for staff for breaks and meals</i>	<input checked="" type="checkbox"/>	
• <i>Shower and toilet facilities available for staff (and the occasional times a customer requires)</i>	<input checked="" type="checkbox"/>	

Pukekohe Pound		
The general requirements are:		Comments
<b>The kennels – are secure, safe and hygienic - 30</b>		
• <i>Secure entrances should be double-door "mantraps" (minimum two)<sup>xiv</sup></i>	<input type="checkbox"/>	
• <i>Shoe hygiene dip pads at all entry points</i>	<input type="checkbox"/>	
• <i>Floor surface/coverings that do not have corners are appropriate for cleaning and maintenance with hygiene and safety in mind</i>	<input type="checkbox"/>	
• <i>Kennels are higher than the walkway or drain along the front (any wash back out from the kennel goes down the drain rather than into the next pen)</i>	<input type="checkbox"/>	
• <i>Dog beds are at an appropriate height to enable cleaning but low enough so the animal cannot get under them</i>	<input type="checkbox"/>	
• <i>Wall mounted dog beds<sup>xv</sup> that can be lifted back against the wall for kennel cleaning</i> <ul style="list-style-type: none"> <li>• <i>Positioning allows for effective cleaning, ie the drain position is not hindered by the bed when hosing out the kennel</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	Has plastic beds which are not connected to anything.
• <i>Kennels are of sufficient size for the size of the animal<sup>xvi</sup></i>	<input checked="" type="checkbox"/>	
• <i>There are kennels of different sizes</i>	<input type="checkbox"/>	
• <i>Some large kennels for to accommodate long-term stay dogs</i>	<input type="checkbox"/>	
• <i>Kennels are hygiene independent<sup>xvii</sup>, with individual drains (in rear corner for hosing out)<sup>xviii</sup></i>	<input type="checkbox"/>	
• <i>There are "crush" kennels to accommodate safe handling of aggressive animals</i>	<input type="checkbox"/>	
• <i>Kennels are lockable (to prevent accidental opening)</i>	<input type="checkbox"/>	
• <i>There is an isolation area for unwell or highly antisocial dogs</i>	<input checked="" type="checkbox"/>	
• <i>There are kennels appropriate for puppies</i>	<input type="checkbox"/>	
• <i>External feeding<sup>xix</sup> and watering<sup>xx</sup> mechanisms for each kennel providing for safe, efficient and hygienic servicing of animal's nutritional needs</i>	<input type="checkbox"/>	
• <i>Feed bowls fit for purpose and hygienic, eg stainless steel</i>	<input checked="" type="checkbox"/>	

Pukekohe Pound		
The general requirements are:		Comments
<ul style="list-style-type: none"> <li>• Solid walls between kennels to prevent animals from looking at each other</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Metal grates on fences and gates are of an appropriate size to prevent dogs from sticking their heads through (in particular puppies).</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Natural light enters the indoor kennel areas<sup>xxi</sup></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• There are acoustic dampening design features, ie normally there are mainly hard surfaces in kennel buildings so features to provide acoustic relief are important</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Ventilation management<sup>xxii</sup> ie there are mechanisms to accommodate air flow for quality air management ensuring the removal of stale, contaminated air</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Air quality is monitored <ul style="list-style-type: none"> <li>• Using testing devices</li> <li>• Using Officer/Pound Keeper judgement</li> <li>• Other</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Entry doors provide ventilation and are able to be locked</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• If windows are used for ventilation, are there bird deterrent design features<sup>xxiii</sup>? For example, electric windows with netting barriers</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Temperature control<sup>xxiv</sup> ie there are mechanisms to accommodate temperature management ensuring the kennels do not get too cold or too hot</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Temperature is monitored <ul style="list-style-type: none"> <li>• Using mounted thermometers</li> <li>• Using Officer/Pound Keeper judgement</li> <li>• Other</li> </ul> </li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cleaning equipment is easily accessible to the kennels for prompt response to hygiene issues</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Separate kennel area/building for dangerous dogs</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Separate kennel area/building for adoptions dogs/friendly dogs</li> </ul>	<input checked="" type="checkbox"/>	

<b>Exercise areas - are sufficient, safe and hygienic dog exercise - 7</b>		
<ul style="list-style-type: none"> <li>• <i>There are sufficient outdoor exercise areas for animal exercise</i></li> <li>• <i>The ratio is: 1 exercise area / ___10___ Kennels</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There is ability to directly transfer dangerous dogs from indoor kennels to the exercise areas</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>They provide shade to the dogs</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>They have a water supply</i></li> </ul>	<input type="checkbox"/>	Manually fill bowls.
<ul style="list-style-type: none"> <li>• <i>They have surface fall so the waste from hosing the area will drain away</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Drains are covered and the water drains away, ie does not puddle in the drain</i></li> </ul>	<input checked="" type="checkbox"/>	Drains as long as fox valve is clear.
<ul style="list-style-type: none"> <li>• <i>Outdoor exercise areas have a range of kennel sizes</i></li> </ul>	<input type="checkbox"/>	
<b>Wider considerations - 17</b>		
<ul style="list-style-type: none"> <li>• <i>There is hygienic veterinarian/medical room</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>The vet/medical room is easily accessible to the kennels</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There is an electric lifting table for vets and medical care</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There is cool storage for deceased animals</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There are sufficient hoses, for kennel cleaning, that are retractable and wall mounted at an appropriate height and distance from the kennels</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There is hot water supply for cleaning bowls and utensils</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>There is a lockable chemical storage area</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Electrical sockets are positioned on the wall at least 1000mm above the floor to avoid "splash-ups" of water and cleaning solutions used in floor hosing.</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Lighting fixtures in kennels are placed over dog runs rather than down the middle of the aisle</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>CCTV camera positioning is such that the dogs can be seen from the office/s</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Masking of noise – use of masking mechanisms such as background music is possible</i></li> </ul>	<input type="checkbox"/>	

• Accessible separate storage space for food and other nutritional items	<input checked="" type="checkbox"/>	
• Storage space for other equipment and items such as bed blankets, exercise/play equipment, etc	<input checked="" type="checkbox"/>	
• There is an outdoor wash area/tub with compliant drainage to allow for cleaning animals	<input type="checkbox"/>	
• Area to weigh dogs and record information on animal arrival	<input type="checkbox"/>	
• Laundry facilities and room, washing line required outside in sunny area	<input checked="" type="checkbox"/>	No washing line but has a clothes dryer.
• Hanging area for work equipment and PPE gear, ie gumboots, overalls, etc.	<input type="checkbox"/>	

### Ngaruawahia Pound

The general requirements are:		Comments
<b>Security/Safety</b> - the building and compound are secure to keep the animals in and their owners out <sup>xxv</sup> and safe - 13		
• Security fencing surrounds the facility	<input checked="" type="checkbox"/>	Has been broken into several times.
• The fencing is climber resistant <ul style="list-style-type: none"> <li>• razor wire fencing</li> <li>• electric security fencing</li> <li>• intruder alert system</li> <li>• other</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Barbed wire around the top. Alliance yards next door. Stuff gets piled against the fence giving easy access to jump.
• There is a security gate/s with remote access control by Officers/Pound Keepers	<input checked="" type="checkbox"/>	
• The compound has a secure area for vehicles that allows for animals to be transferred from vehicle to kennels without exposure to the public	<input type="checkbox"/>	Public and visitor parking is the same as for the Animal Control Officers.
• Outdoor exercise areas are fully enclosed or have climb barriers stopping the animals from escaping	<input type="checkbox"/>	Two yards have roots.
• There is provision for secure dog transfer from pound to customer without the customer needing to see the remainder of the pound facilities	<input type="checkbox"/>	Dogs are brought out on lead to owners or owner collects it if aggressive.
• Customer car parking is outside the facility fence and are electronically let in through a pedestrian gate	<input type="checkbox"/>	Customer park is in secure fenced area at pound facility.
• There is a designated evacuation assembly point that is visible and accessible	<input type="checkbox"/>	

<b>Ngaruawahia Pound</b>		
<b>The general requirements are:</b>		<b>Comments</b>
<ul style="list-style-type: none"> <li>There is a smoke detection and alarm system               <ul style="list-style-type: none"> <li>It is connected directly to Fire and Emergency NZ Service</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>There is a sprinkler system</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>There is an emergency alert system, eg manual call buttons, officer emergency pager,s etc</li> </ul>	<input type="checkbox"/>	Officers and pound staff wear personal safety device. Nothing in the pound itself.
<ul style="list-style-type: none"> <li>There is an accessible storage area for personal protective equipment (PPE)</li> </ul>	<input type="checkbox"/>	No designated storage area. Has cabinet or food store room.
<ul style="list-style-type: none"> <li>There is a PPE decontamination area</li> </ul>	<input type="checkbox"/>	
<b>The reception and customer area - is functional and appropriate for customer reception. - 15</b>		
<ul style="list-style-type: none"> <li>Reception has a clearly identifiable entry from the main security entry gate, ie clear wayfinding</li> </ul>	<input type="checkbox"/>	No reception area.
<ul style="list-style-type: none"> <li>There is accessibility provision for customers</li> </ul>	<input type="checkbox"/>	No public are meant to enter the pound area.
<ul style="list-style-type: none"> <li>There is security separation of staff from customer at the reception area</li> </ul>	<input type="checkbox"/>	No separation, no reception area.
<ul style="list-style-type: none"> <li>The reception area has:               <ul style="list-style-type: none"> <li>seating</li> <li>is able to be cleaned for hygiene reasons</li> <li>can accommodate 5-10 people</li> <li>information boards</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No reception area. Concrete area where dogs are micro-chipped, owners wait outside.
<ul style="list-style-type: none"> <li>Customer experience is enhanced by:               <ul style="list-style-type: none"> <li>landscaping</li> <li>gardens / plants</li> <li>education artwork</li> <li>other</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Concrete driveway, old planter boxes with dead flowers.
<ul style="list-style-type: none"> <li>There is a separate meeting room for private conversations with customers</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Dog activity and kennels cannot be seen from the reception area</li> </ul>	<input type="checkbox"/>	Pound block x3 yards can be seen from the carpark area.
<ul style="list-style-type: none"> <li>Space for paperwork and payment at reception desk</li> </ul>	<input type="checkbox"/>	No payment facilities. Paperwork is done on the micro-chip desk.
<ul style="list-style-type: none"> <li>There is provision for payments to be taken at reception</li> </ul>	<input type="checkbox"/>	No payment facilities at the pound.
<b>The staff office/s - is functional and appropriate for everyday Officer/Pound Keeper work activity - 5</b>		
<ul style="list-style-type: none"> <li>There is a staff office separate from the kennels and customer area which is secure from the public</li> </ul>	<input type="checkbox"/>	Office room at front of the building cannot see customers arriving at the office. Not separate.

<b>Ngaruawahia Pound</b>		
<b>The general requirements are:</b>		<b>Comments</b>
<ul style="list-style-type: none"> <li>• <i>CCTV monitor/s of the kennels is visible from workstation/s</i></li> </ul>	<input type="checkbox"/>	No CCTV.
<ul style="list-style-type: none"> <li>• <i>Staff offices overlook the main entrance</i></li> </ul>	<input type="checkbox"/>	Office is enclosed with one window – cannot see unless standing.
<ul style="list-style-type: none"> <li>• <i>Staff room available for staff for breaks and meals</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Shower and toilet facilities available for staff (and the occasional times a customer requires)</i></li> </ul>	<input type="checkbox"/>	Toilet and shower room off the office room. Is not for customer use.
<b>The kennels– are secure, safe and hygienic - 30</b>		
<ul style="list-style-type: none"> <li>• <i>Secure entrances should be double-door "mantraps" (minimum two)<sup>xxvi</sup></i></li> </ul>	<input type="checkbox"/>	Entrance to the pounds has two doors but we are unable to secure from inside.
<ul style="list-style-type: none"> <li>• <i>Shoe hygiene dip pads at all entry points</i></li> </ul>	<input type="checkbox"/>	Plastic buckets at entrance.
<ul style="list-style-type: none"> <li>• <i>Floor surface/coverings that do not have corners are appropriate for cleaning and maintenance with hygiene and safety in mind</i></li> </ul>	<input type="checkbox"/>	Concrete floors.
<ul style="list-style-type: none"> <li>• <i>Kennels are higher than the walkway or drain along the front (any wash back out from the kennel goes down the drain rather than into the next pen)</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Dog beds are at an appropriate height to enable cleaning but low enough so the animal cannot get under them</i></li> </ul>	<input type="checkbox"/>	Dogs can get under the back boards, able to lift them up.
<ul style="list-style-type: none"> <li>• <i>Wall mounted dog beds<sup>xxvii</sup> that can be lifted back against the wall for kennel cleaning</i> <ul style="list-style-type: none"> <li>• <i>Positioning allows for effective cleaning, ie the drain position is not hindered by the bed when hosing out the kennel</i></li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	Back boards can lift.
	<input checked="" type="checkbox"/>	Drains are out the rear of kennel.
<ul style="list-style-type: none"> <li>• <i>Kennels are of sufficient size for the size of the animal<sup>xxviii</sup></i></li> </ul>	<input type="checkbox"/>	Met minimum standard when built.
<ul style="list-style-type: none"> <li>• <i>There are kennels of different sizes</i></li> </ul>	<input checked="" type="checkbox"/>	Old block same size. New block larger.
<ul style="list-style-type: none"> <li>• <i>Some large kennels for to accommodate long-term stay dogs</i></li> </ul>	<input type="checkbox"/>	Long-term dogs are kept in an exercise yard.
<ul style="list-style-type: none"> <li>• <i>Kennels are hygiene independent<sup>xxix</sup> with individual drains (in rear corner for hosing out)<sup>xxx</sup></i></li> </ul>	<input type="checkbox"/>	Drains all connect to the next kennel, have grate over.
<ul style="list-style-type: none"> <li>• <i>There are "crush" kennels to accommodate safe handling of aggressive animals</i></li> </ul>	<input type="checkbox"/>	No crush kennels.
<ul style="list-style-type: none"> <li>• <i>Kennels are lockable (to prevent accidental opening)</i></li> </ul>	<input type="checkbox"/>	If needed, padlock and chain.

Ngaruawahia Pound		
The general requirements are:		Comments
<ul style="list-style-type: none"> <li>• <i>There is an isolation area for unwell or highly antisocial dogs</i></li> </ul>	<input type="checkbox"/>	No isolation area.
<ul style="list-style-type: none"> <li>• <i>There are kennels appropriate for puppies</i></li> </ul>	<input type="checkbox"/>	Modified so pups cannot escape.
<ul style="list-style-type: none"> <li>• <i>External feeding<sup>xxxix</sup> and watering<sup>xxxix</sup> mechanisms for each kennel providing for safe, efficient and hygienic servicing of animal's nutritional needs</i></li> </ul>	<input type="checkbox"/>	All kennels have feed slots.
<ul style="list-style-type: none"> <li>• <i>Feed bowls fit for purpose and hygienic, eg stainless steel</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Solid walls between kennels to prevent animals from looking at each other</i></li> </ul>	<input checked="" type="checkbox"/>	All walls concrete $\frac{3}{4}$ way to roof, then steel mesh.
<ul style="list-style-type: none"> <li>• <i>Metal grates on fences and gates are of an appropriate size to prevent dogs from sticking their heads through (in particular puppies).</i></li> </ul>	<input type="checkbox"/>	Puppy pens have been modified. Adult dogs can still get their noses through the mesh.
<ul style="list-style-type: none"> <li>• <i>Natural light enters the indoor kennel areas<sup>xxxix</sup></i></li> </ul>	<input type="checkbox"/>	One block not much light. New block has natural light.
<ul style="list-style-type: none"> <li>• <i>There are acoustic dampening design features, ie normally there are mainly hard surfaces in kennel buildings so features to provide acoustic relief are important</i></li> </ul>	<input checked="" type="checkbox"/>	Soundproof roofing in new pound.
<ul style="list-style-type: none"> <li>• <i>Ventilation management<sup>xxxix</sup> ie there are mechanisms to accommodate air flow for quality air management ensuring the removal of stale, contaminated air</i></li> </ul>	<input type="checkbox"/>	No air vents that work.
<ul style="list-style-type: none"> <li>• <i>Air quality is monitored</i> <ul style="list-style-type: none"> <li>• <i>Using testing devices</i></li> <li>• <i>Using Officer/Pound Keeper judgement</i></li> <li>• <i>Other</i></li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not monitored.
<ul style="list-style-type: none"> <li>• <i>Entry doors provide ventilation and are able to be locked</i></li> </ul>	<input checked="" type="checkbox"/>	During the day open. At night is locked.
<ul style="list-style-type: none"> <li>• <i>If windows are used for ventilation are there bird deterrent design features<sup>xxxix</sup>? For example, electric windows with netting barriers</i></li> </ul>	<input checked="" type="checkbox"/>	Bird mesh installed last March on new block. Internal doors, bird mesh is falling off.
<ul style="list-style-type: none"> <li>• <i>Temperature control<sup>xxxix</sup> ie there are mechanisms to accommodate temperature management ensuring the kennels do not get too cold or too hot</i></li> </ul>	<input type="checkbox"/>	Slide internal doors closed during winter.
<ul style="list-style-type: none"> <li>• <i>Temperature is monitored</i> <ul style="list-style-type: none"> <li>• <i>Using mounted thermometers</i></li> <li>• <i>Using Officer/Pound Keeper judgement</i></li> <li>• <i>Other</i></li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not monitored.

<b>Ngaruawahia Pound</b>		
<b>The general requirements are:</b>		<b>Comments</b>
<ul style="list-style-type: none"> <li><i>Cleaning equipment is easily accessible to the kennels for prompt response to hygiene issues</i></li> </ul>	<input type="checkbox"/>	Kept at entrance to kennels. Hoses throughout.
<ul style="list-style-type: none"> <li><i>Separate kennel area/building for dangerous dogs</i></li> </ul>	<input type="checkbox"/>	All dogs kept together
<ul style="list-style-type: none"> <li><i>Separate kennel area/building for adoptions dogs/friendly dogs</i></li> </ul>	<input type="checkbox"/>	All dogs kept together
<b>Exercise areas - are sufficient, safe and hygienic dog exercise - 7</b>		
<ul style="list-style-type: none"> <li><i>There are sufficient outdoor exercise areas for animal exercise</i></li> <li><i>The ratio is: <b>1 exercise area / ___3.5___ Kennels</b></i></li> </ul>	<input type="checkbox"/>	Not enough exercise yards.
<ul style="list-style-type: none"> <li><i>There is ability to directly transfer dangerous dogs from indoor kennels to the exercise areas</i></li> </ul>	<input type="checkbox"/>	Dangerous dogs not moved or poled out. Not usually exercised.
<ul style="list-style-type: none"> <li><i>They provide shade to the dogs</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li><i>They have a water supply</i></li> </ul>	<input checked="" type="checkbox"/>	Water bowls in the runs.
<ul style="list-style-type: none"> <li><i>They have surface fall so the waste from hosing the area will drain away</i></li> </ul>	<input checked="" type="checkbox"/>	Waste has to flow through other kennels in the old block.
<ul style="list-style-type: none"> <li><i>Drains are covered and the water drains away, ie does not puddle in the drain</i></li> </ul>	<input type="checkbox"/>	Drain flows back into one yard. Otherwise covered.
<ul style="list-style-type: none"> <li><i>Outdoor exercise areas have a range of kennel sizes</i></li> </ul>	<input type="checkbox"/>	Plastic kennels in yards.
<b>Wider considerations - 17</b>		
<ul style="list-style-type: none"> <li><i>There is hygienic veterinarian/medical room</i></li> </ul>	<input type="checkbox"/>	No medical room
<ul style="list-style-type: none"> <li><i>The vet/medical room is easily accessible to the kennels</i></li> </ul>	<input type="checkbox"/>	No medical room
<ul style="list-style-type: none"> <li><i>There is an electric lifting table for vets and medical care</i></li> </ul>	<input type="checkbox"/>	No, dogs are lifted onto the euthanised table by hand.
<ul style="list-style-type: none"> <li><i>There is cool storage for deceased animals</i></li> </ul>	<input type="checkbox"/>	Deep freeze/chest freezer.
<ul style="list-style-type: none"> <li><i>There are sufficient hoses, for kennel cleaning, that are retractable and wall mounted at an appropriate height and distance from the kennels</i></li> </ul>	<input type="checkbox"/>	X4 large wall mounted x2 hand held, not retractable.
<ul style="list-style-type: none"> <li><i>There is hot water supply for cleaning bowls and utensils</i></li> </ul>	<input type="checkbox"/>	Hot water supply in laundry room. Hot water for buckets is in yard (often a dog yard).
<ul style="list-style-type: none"> <li><i>There is a lockable chemical storage area</i></li> </ul>	<input checked="" type="checkbox"/>	Lockable cabinet but not big enough.

Ngaruawahia Pound		
The general requirements are:		Comments
<ul style="list-style-type: none"> <li>• <i>Electrical sockets are positioned on the wall at least 1000mm above the floor to avoid “splash-ups” of water and cleaning solutions used in floor hosing.</i></li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Lighting fixtures in kennels are placed over dog runs rather than down the middle of the aisle</i></li> </ul>	<input type="checkbox"/>	Unsure.
<ul style="list-style-type: none"> <li>• <i>CCTV camera positioning is such that the dogs can be seen from the office/s</i></li> </ul>	<input type="checkbox"/>	No CCTV.
<ul style="list-style-type: none"> <li>• <i>Masking of noise – use of masking mechanisms such as background music is possible</i></li> </ul>	<input type="checkbox"/>	No sound system. Pound keeper has a radio.
<ul style="list-style-type: none"> <li>• <i>Accessible separate storage space for food and other nutritional items</i></li> </ul>	<input type="checkbox"/>	Food and bedding stored in office. Microchipped bench in room.
<ul style="list-style-type: none"> <li>• <i>Storage space for other equipment and items such as bed blankets, exercise/play equipment, etc</i></li> </ul>	<input type="checkbox"/>	Blankets, chemicals and food all stored in the same room.
<ul style="list-style-type: none"> <li>• <i>There is an outdoor wash area/tub with compliant drainage to allow for cleaning animals</i></li> </ul>	<input type="checkbox"/>	No tub or bath. Removable shower head in shower room (which staff use).
<ul style="list-style-type: none"> <li>• <i>Area to weigh dogs and record information on animal arrival</i></li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <i>Laundry facilities and room, washing line required outside in sunny area.</i></li> </ul>	<input type="checkbox"/>	Laundry with washer and dryer, sink and deep freeze.
<ul style="list-style-type: none"> <li>• <i>Hanging area for work equipment and PPE gear, ie gumboots, overalls, etc.</i></li> </ul>	<input type="checkbox"/>	Pound keeper keeps things in the office.

## Appendix 6: Stakeholders consulted

The internal stakeholders came from:

- The Council Animal Control Team
- The Council Front of House Team
- The Council Call Centre Team

The external stakeholders were:

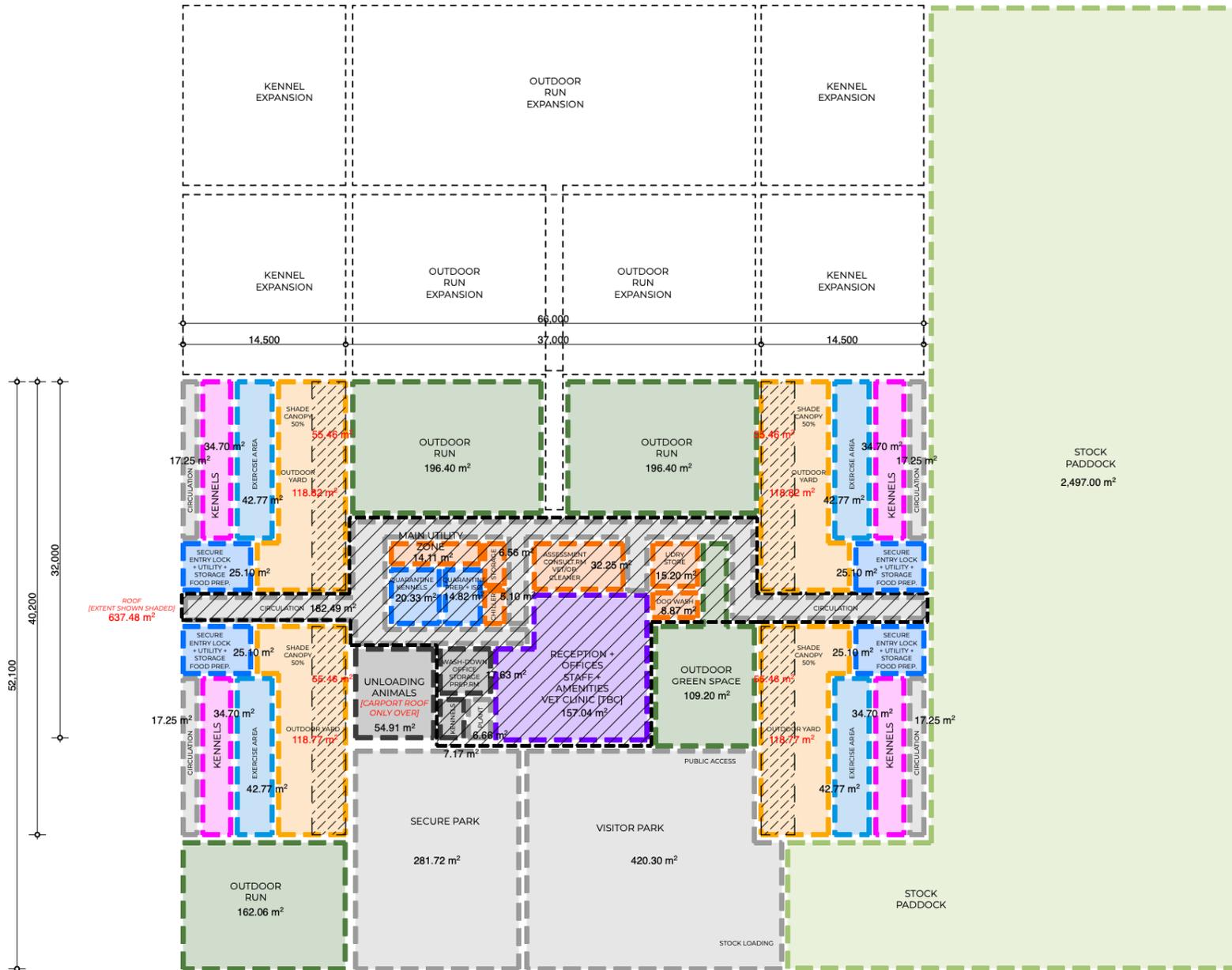
- Two veterinary companies the Council has service arrangements with for the Ngaruawahia Pound
- A veterinary nurse who has undertaken experience at the Ngaruawahia Pound
- DC Rescue Dogs Waikato representatives; Cherie Baker, Founder of DC Rescue Dogs and Sascha Van Doodewaard, Trainer
- Several customers that have used the ACT services within the last six months.

## Appendix 7: Options evaluation

Decision Criteria	Weighting	The status quo	Score	Commentary	Option 1	Score	Commentary	Option 2	Score	Commentary	Option 3	Score	Commentary
The land area required for the number of kennels, outdoor pens, staff area and reception can be met	3	-1	-3	Pukekohe accounts for about 20% of annual usage and is the only currently fit-for-purpose facility space wise	-2	-6	No stockyard on current site, no room for extension of adoption facilities or exercise areas	2	6	Will be with new main site and satellite site	2	6	Will be with new main site and satellite site
The location/s is suitable to service the animal control activity across the whole district	2	2	4	Two dog pounds so good district coverage	-2	-4	Tuakau calls turn every job into a 2-hour job if they need to bring the dog down to Ngaruawahia to be impounded	1	2	Two dog pounds so good district coverage	2	4	Pound facility in Tuakau rather than Pukekohe would be an improvement
The location/s is suitable to accommodate future population growth predictions	3	1	3	Pukekohe is not the best location	-1	-3	Single site but central	1	3	Pukekohe is not the best location	2	6	Two sites. Tuakau is a good second site for growth
The location/s ensures the dog pound will have little/no impact on neighbours/surroundings	3	0	0	Pukekohe yes Ngaruawahia no	0	0	Ngaruawahia is adjacent to residential	0	0	Pukekohe yes Ngaruawahia no	0	0	Tuakau will be Ngaruawahia no
The location/s have no activity prohibited under the District or Regional Plan	3	2	6	Assume currently compliant	2	6	Assume currently compliant	2	6	Assume both sites will be compliant	2	6	Assume both sites will be compliant
<b>The facilities will address the following as identified in the 87-point criteria for a good pound under the key headings of:</b>													
Security/Safety	3	-3	-9	Low scored	2	6	New facility	2	6	Pukekohe low scored, new facility	2	6	New facilities
The reception and customer area	2	-3	-6	Low scored	2	4	New facility	-1	-2	Pukekohe low scored, new facility	-1	-2	Tuakau will not have customer facilities
The staff office/s	2	-3	-6	Low scored	2	4	New facility	2	4	Pukekohe has a staff office for two people, new facility	-1	-2	Staff would work from Tuakau office rather than cell site
The kennels	3	-2	-6	Low scored	2	6	New facility	0	0	Pukekohe low scored, new facility	2	6	New facility
Exercise areas	3	-2	-6	Low scored	2	6	New facility	0	0	Pukekohe low scored, new facility	2	6	New facility
Wider considerations	2	-2	-4	Low scored	2	4	New facility	0	0	Pukekohe low scored, new facility	2	4	New facility
<b>Expenditure:</b>													
Land currently available on Council portfolio	3	1	3	Pukekohe no Ngaruawahia yes	2	6	Yes	1	3	Pukekohe no Ngaruawahia yes	2	6	Yes
Operational efficiency	2	0	0	Some advantages balanced by disadvantages	0	0	Efficiency improvements	-2	-4	Increased costs for larger new pound	-2	-4	Increased costs for larger new pound
<b>Total</b>			<b>-24</b>			<b>29</b>			<b>24</b>			<b>42</b>	

Decision Criteria	Weighting	Option 4	Score	Commentary	Option 5	Score	Commentary	Option 6	Score	Commentary
The land area required for the number of kennels, outdoor pens, staff area and reception can be met	3	2	6	New site with capacity for all requirements	2	6	New site with capacity for all requirements	2	6	Assume there will be
The location/s is suitable to service the animal control activity across the whole district	2	1	2	Less coverage from a single site	2	4	Two pounds so good district coverage	1	2	Assume they will, ie Pukekohe and Hamilton
The location/s is suitable to accommodate future population growth predictions	3	2	6	Single site but central	2	6	Two sites. Tuakau is a good second site for growth	0	0	Assume there might be gaps
The location/s ensures the dog pound will have little/no impact on neighbours/surroundings	3	2	6	New site will be appropriate distance from neighbours	2	6	Both would be suitable as no neighbours	2	6	Assume they are
The location/s have no activity prohibited under the District or Regional Plan	3	2	6	Assume new site will be compliant	2	6	Assume both sites would be compliant	2	6	Assume they are
<b>The facilities will address the following as identified in the 87-point criteria for a good pound under the key headings of:</b>										
Security/Safety	3	2	6	New facility	2	6	New facilities	0	0	Hamilton yes, Pukekohe no
The reception and customer area	2	2	4	New facility	-1	-2	New facilities, Tuakau will not have customer facilities	-1	-2	Hamilton yes, Pukekohe needs work
The staff office/s	2	2	4	New facility	-1	-2	New facilities, Staff wouldn't work out of the cell site	2	4	Pukekohe & Hamilton
The kennels	3	2	6	New facility	2	6	New facilities	0	0	Hamilton yes, Pukekohe needs work
Exercise areas	3	2	6	New facility	2	6	New facilities	1	3	Hamilton yes, Pukekohe needs work
Wider considerations	2	2	4	New facility	2	4	New facilities	1	2	Hamilton yes, Pukekohe needs work
<b>Expenditure:</b>										
Land currently available on council portfolio	3	-3	-9	Assume not but there could be	2	6	Yes, zoned rural	2	6	Not required
Operational efficiency	2	1	2	Efficiency improvements	1	2	Efficiency improvements	-1	-2	Uncertain
<b>Total</b>			<b>49</b>			<b>54</b>			<b>31</b>	

Appendix 8: Preliminary concept plan, architect brief and rough order of costs





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# Waikato District Council Dog Pound

## Preliminary Concept Design Brief

Updated: 15 January 2021

### Issue:

Rev.	Issued by:	Reviewed by:	Description / Comment:	Date:
A	Dion Gosling – 106 Architects	Dion Gosling – 106 Architects	WORKING DRAFT ISSUED TO XYST PROJECT MANAGER	01-12-2020
B	Dion Gosling – 106 Architects	Brendon Rope - Xyst	WORKING DRAFT ISSUED TO QS – incorporating feedback 10-12-2020	10-12-2020
C	<b>Dion Gosling – 106 Architects</b>	<b>Dion Gosling – 106 Architects</b>	<b>WORKING DRAFT ISSUED TO QS – incorporating feedback 11-01-2021</b>	<b>15-01-2021</b>

### Distribution | Copies to:

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Project No.: 20266  
Updated: 15/01/2021  
Revision: C



WDC Pound – Waikato  
– Preliminary Concept Design Brief

FOR PRELIMINARY CONCEPT PC03  
Functional Specification – Rev.C

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Waikato District dog pound feasibility study

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## 0. Introduction

Waikato District Council (WDC) has commissioned Xyst Ltd to explore options for the provision of their dog pound services. The recommendation is still to be determined but there is a high likelihood that if there is to be an investment into a pound facility it will be a single facility. A concept design is required to establish what an estimated build cost would be and this in turn will assist to determine the preferred option.

Stakeholder meetings have been conducted, good practices research and expert advice has been received and a number of options to improve the facility have been discussed. The outcome has been to focus a concept design on addressing the schedule of features and considerations to be included that are identified as "must have" and "nice to have" ("nice to have" are noted in green text).

The vision is to provide a safe, secure and welfare focused facility for primarily dogs but capable to accommodate other animals for short stays. Fundamentally the facility is to "keep animals in and owners out".

The customer accessible spaces need to be designed primarily to accommodate owners of aggressive dog breeds that are often disgruntled and exhibit antisocial behaviours. Additional to this, the area does need to cater for those coming into adopt or microchip a dog and are responsible owners or soon to be owners that want to do things by the law and in the best interests of their dog/s.

### Stages

1. Preliminary Concept
  - a. Two broad conceptual options for Xyst's consideration
  - b. Refinement workshop with Xyst (via Teams)
  - c. Updated conceptual options for stakeholder consultation
  - d. Refinement of preferred option
2. Quantity Surveyor (QS) Cost estimate

### Deliverables

- Preliminary site layout sketches
- Prepare Preliminary Concept Design to address:
  - Function and movement patterns based on functional specification
  - Preliminary sketch floor plan layouts
- Final drawings and QS cost estimate
- Updated Design Brief (as a Preliminary Concept Report) to take forward to next stage of work

### **Project Contact:**

**Brendon Rope** | Senior Consultant BLS | Xyst Ltd | Tel: +64 21 758 663



**WDC Pound – Waikato**  
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**FOR PRELIMINARY CONCEPT PC03**  
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## 1. Functional Specification

The general requirements are as follows:

- Make the compound and building secure to keep the animals in and the owners out.
- The office and customer area are to be defined spaces away from the kennel blocks. They are to be secure but not overwhelming, i.e. not 'prison like'. The reception should allow for face to face conversations but maintains the security of staff from negative or antisocial behaviour of customers.
- The kennels are to be hygienic, sized to meet good dog handling practice, and secure.

Specific building design elements to include/consider the functional specification as below:

DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
1. Compound	<ul style="list-style-type: none"> <li>• Secure fencing around the entire compound – electric.</li> <li>• Secure gate at entrance which is controlled.</li> <li>• Ensure good lighting at night.</li> <li>• Provision for a wash bay for contractor vehicles – secure, water, drainage, non-slip surface - maybe consider car-port arrangement.</li> <li>• Provision for trailer parking area within the compound for 2no. trailers.</li> <li>• Clear sign posting and wayfinding – designation of areas.</li> <li>• All walkways to be covered.</li> <li>• Compound fencing (electric) made of 3.0m high electric + 2.4m mesh fence all-round</li> </ul>	<p>4m x 6m</p> <p>Two (2) trailers – 2x carparks 10.0m x 2.5m (total)</p>		<p><b>Wash Bay:</b> Wastewater from wash bays can be contaminated with detergents, oil, grease and petroleum hydrocarbons which are pollutants.</p> <p>It is important to have a compliant wash bay to protect Council's sewerage infrastructure and reduce maintenance costs. Pollutants can inhibit the sewerage treatment process, cause sewerage overflows and fires and explosions.</p> <p>At a minimum, a wash bay will need to meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Made of a hardstand area;</li> <li>• Roofed to exclude rainwater entering the sewerage system;</li> <li>• Sloped, graded and bunded to prevent rainwater running into the hard stand area;</li> </ul> <p>Oil and Grit interceptor with integral sump</p> <p>Details TBC with TA.</p>
2. Parking	<ul style="list-style-type: none"> <li>• Visitor parking for 12 vehicles near reception. This includes disability parking.</li> <li>• Provision of secure parking (away from visitor parking) for branded Animal Management and staff vehicles (assume 8 vehicles).</li> <li>• Consideration to be given to lighting and CCTV within the carpark.</li> </ul>	2.6m x 5.0m parks	800 – 1,000sq.m	<ul style="list-style-type: none"> <li>• Parking calculated at 35sq.m per park (incl circulation) – total 24 vehicles</li> <li>• PC03 provides: 280sq.m for secure vehicles / 420sq.m for visitor park</li> </ul>

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DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
3. Unloading animals	<ul style="list-style-type: none"> <li>Secure bay for the receiving of animals. This area must be away from any area accessible by visitors. Ideally, a drive through arrangement is preferred with automatic roller doors at entry and exit.</li> <li>Area to include two kennels with water, a small office area, wash down area, room for a hydro-bath with ramp.</li> <li>One kennel to be a crush kennel</li> <li>Small storage/prep room for food &amp; blankets – food to be stored separately from blankets, small room for chemical storage.</li> </ul>	8x7m  2.1m x 2.1m  4x4m	70-80sq.m	<ul style="list-style-type: none"> <li>Option for covered canopy to secure bay area</li> <li>PC03 provides: carport roof only over Unloading Animals area</li> </ul>
4. Reception and office building/zone	<ul style="list-style-type: none"> <li>Clearly identifiable public entry from the carpark.</li> <li>Accessibility for customers.</li> <li>Allows for secure dog transfer from pound to client.</li> <li>Secure area for staff to be based - one interview room, waiting area and customer toilets. This area needs to be welcoming and cheerful. Room for display stands for collars, leashes, etc. for sale.</li> <li>Area for bins for donated goods (non-food items).</li> <li>The staff office area needs to be large enough to accommodate two reception desks, five other desks (one being a hot desk could provide for additional officers), an office for the Team Leader,</li> <li>Staff room/kitchenette, staff toilet and separate shower area, and an outside seating area.</li> <li>A reception area that is comfortable, functional and able to be cleaned for hygiene reasons.</li> <li>Floor coverings to be appropriate for cleaning and maintenance with hygiene and safety in mind.</li> <li>Natural light into all areas of the building.</li> <li>Provision for a veterinarian clinic adjacent to the reception area but clearly separate from the pound.</li> </ul>	Waiting Area: 10 – 15sq.m  Reception: 6 – 10sq.m  General Office Area: 4.5m x 5.5m 20 – 30sq.m  Storage Room: 1.5m x 3sq.m 4.5 – 5sq.m  Team Leader Office: 3.5m x 4.0m 12 - 14sq.m  Staff Room: 4m x 6m 20 – 30sq.m  Staff Amenities/Shwr Area: 4m x 5m 16 – 25sq.m  Staff Outdoor: 4m x 4m 15 – 20sq.m  Interview Room: 2.6m x 2.6m 6 – 10sq.m  Transfer Room 2.6m x 2.6m 6 – 10sq.m	115-170sq.m  Plus Vet Clinic adjacent (40 – 60sq.m)	<ul style="list-style-type: none"> <li>Ramps to entry for accessibility</li> <li>Way-finding signage</li> <li>Display for small retail items</li> <li>Interview Room to include CCTV</li> <li>Vet Clinic ideally 60sq.m</li> <li>PC03 provides: total 157sq.m for combined office, reception area incl. Vet Clinic opportunity TBC</li> </ul>

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DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
		Customer WC: (as Accessible – 3sq.m)  Donated Goods Area: 2sq.m  Vet Clinic Adjacent: 40 - 60sq.m		
5. Kennels	<ul style="list-style-type: none"> <li>40 kennels to be provided for with ability to expand in the future.</li> <li>Secure entrances to each block (minimum two).</li> <li>Secure entrances should be double-door "mantraps" (minimum two)</li> <li>Wall mounted dog bed that can be lifted back against the wall for Kennel cleaning.</li> <li>Some natural light – as much as possible.</li> <li>Acoustic considerations, i.e. there are mainly hard surfaces in the building so consideration of how to provide acoustic dampening is required.</li> <li>Temperature control and ventilation management using natural mechanisms first and auxiliary to accommodate the coldest and dampest months (possibly could be considered as a staged option, i.e. provision for plant but not installed until need has been demonstrated).</li> <li>Windows for ventilation but with bird barriers, ideally with electric open/close system.</li> <li>Kennels to be several sizes meeting the minimum size specifications (appendix 1) and not too deep, i.e. ensuring the poles can reach the back of the kennel.</li> <li>Kennels to open to its own outdoor pen that has good connection to the exercise run/s.</li> <li>Kennel walls to be concrete or other hardy material that cannot be seen through between kennels to a height of at least 1200mm so there is visual barrier between adjacent Kennels.</li> <li>Blocks of kennels allowing for segregations, e.g.               <ul style="list-style-type: none"> <li>Well behaved/adoption dogs.</li> <li>Quarantine/isolation for contagious dogs - These must be away from other dogs (need to consider the prevailing wind and a separate food preparation area is required for this area).</li> <li>Aggressive dogs.</li> <li>Puppies.</li> </ul> </li> <li>Kennels for long stay / prosecution dogs.</li> </ul>	Dangerous Dogs: 2.4m x 1.2m 3sq.m  Puppy / Sml Dog: 6sq.m (for 3no. kennels incl. circ.)  100 – 120sq.m 7m x 14m Allows for 10 kennels (1.2m x 2.4m) plus circulation, plus exercise area  Individual Outdoor Pen: 3m x 1.5m ea. 4sq.m or combined for 3 kennels: 3.8m x 3m 10 – 15sq.m  Common Outdoor Yard: 7m x 18m 120 – 140sq.m  Quarantine Zone:	100 – 120sq.m per 10 kennel compound = 400 – 500sq.m (for 40 kennels)  Plus expansion: 120sq.m	<ul style="list-style-type: none"> <li>Outdoor yards could be split into 2-3 exercise areas to assist animal management and yard:kennel ratio of 1:5</li> <li>Secure entry lock, utility &amp; storage areas could be reduced in size</li> <li>Next phase to identify the blocks with crush kennels</li> <li>Alternative view is to avoid ached roofs as it creates difficulty for crush pens and pen walls/fencing</li> <li>Use and extent of clear-lite panel to roof as light solution to be considered against security risk to break through – alternative option is for windows</li> <li>PC03 provides: approx. 25sq.m for Secure Lock zone, to incl. individual Food Prep. Areas (removed from main utility zone)</li> </ul>

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DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
	<ul style="list-style-type: none"> <li>Two crush Kennels, one in each in block (two) of kennels where the aggressive dogs and one in the secure vehicle drop off bay.</li> <li>Kennels to face north for maximum sun in winter and minimum exposure to wind &amp; rain.</li> <li>Walkways to be a minimum of 1.5m wide.</li> <li>Roofs to be arched for air circulation and clear light panels should be angled to ensure sun and shade is available in all kennels during the day.</li> <li>Kennel doors to open outwards with opening for catchpole.</li> <li>Main drainage channels to be located between kennel &amp; walkway.</li> <li>Drains located at rear of kennel to be long and low to prevent small dogs escaping and be large enough for cleaning out kennel. They should be located in one corner of the kennel and require a wind break on the outside to prevent drafts.</li> <li>Floors must fall toward drainage channels to prevent ponding.</li> <li>The drainage system must be designed so that waste from one kennel never contaminates another (hygiene independent).</li> </ul>			
6. Utility spaces:	<ul style="list-style-type: none"> <li>Animal assessment room, for weighing and checking the animals over</li> <li>Veterinarian/euthanasia room that is accessible to the kennels and officer vehicles, and easy to maintain hygiene with a lockable medicine fridge.</li> <li>Cool storage for deceased animals.</li> <li>Food preparation area to include ample bench space, dishwasher, fridge(s), storage space for dry food, bowls, cutlery etc.</li> <li>A small separate area is to be provided for cleaning gear.</li> <li>Accessible storage space for food and other items separately.</li> <li>Storage area for blankets, spare beds, etc.</li> <li>Storage area for cleaning products, Note – cleaning gear MUST be housed separately, need to consider hazardous materials, storage for yard maintenance equipment.</li> <li>Laundry(s): one laundry for general dogs to include commercial dryer and washing machine, second laundry area to be provided in quarantine area – domestic appliances suitable.</li> <li>Clothesline area that catches the sun and breeze.</li> <li>Dog wash booth/s that has its own drainage.</li> <li>Storage space for PPE gear.</li> </ul>	<p>Animal Assessment / Consult Room: 4m x 4m 16 – 20sq.m</p> <p>Vet / Operating Room: 4m x 4m 16 – 20sq.m</p> <p>Animal Cool Storage: 3.5m x 2m 6 – 7sq.m</p> <p>Main Food Prep Area: 4m x 4m 16 – 20sq.m</p> <p>Cleaner's Room - General: 2.5m x 2m 5 – 6sq.m</p> <p>Cleaner's Room - Hazardous: 2.5m x 2m 5 – 6sq.m</p>	100 – 115sq.m	<ul style="list-style-type: none"> <li>Dog wash area could be external with a shelter cover over</li> <li>PC03 provides: relocated food prep. areas to individual secure lock areas</li> <li>Approx. 40sq.m Laundry/store area with main utility zone, storage and chiller</li> <li>Dog wash with covered access to Outdoor Green Space</li> </ul>



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FOR PRELIMINARY CONCEPT PC03

Functional Specification – Rev.C

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Waikato District dog pound feasibility study

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DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
		Storage - PPE: 2.5m x 2m 5 – 6sq.m  Yard Maintenance Equipment Storage: 2.5m x 2m 5 – 6sq.m  Dry Storage (blankets, beds, etc): 2.5m x 2m 5 – 6sq.m  Laundry – General Dogs (commercial): 3.5m x 2.5m 8 – 9sq.m  Laundry – Quarantine (domestic): 2.1m x 2m 4 – 6sq.m  Clothes Line Area (external): 10m x 1.5m 15sq.m  Dog Wash Booth: 2m x 3m 6sq.m		
7. Exercise runs and enrichment areas	<ul style="list-style-type: none"> <li>Outdoor exercise runs with a ratio of 1:5 and capability to directly transfer dangerous dogs from indoor Kennels.</li> <li>Shade is required and shelter from rain.</li> <li>Green space areas for dog exercise, socialise area for adoption dogs with potential owners, and for other domestic animals.</li> </ul>	Outdoor Run: 10m x 20m ea. 180 – 200sq.m  Green Space: 10m x 10m 80 – 100sq.m	400 – 500sq.m	<ul style="list-style-type: none"> <li>PC03 provides: Approx. 200sq.m Outdoor Run areas off two kennel hubs; plus approx. 160sq.m off the 3<sup>rd</sup> kennel hub.</li> </ul>
8. Provision for stock	<ul style="list-style-type: none"> <li>Primarily goats, pigs, poultry, sheep – which will include loading ramp, deer fencing, shelter/shade. One large paddock (0.25ha) should be sufficient.</li> <li>Must have easy access for staff to feed animals.</li> </ul>		2,500sq.m (0.25ha)	<ul style="list-style-type: none"> <li>Paddock surrounds facility for ease of access to functional areas/zones</li> <li>To include stock ramp and hard surface for stock truck access &amp; loading</li> </ul>
Detailed design considerations - for reference only:	<ul style="list-style-type: none"> <li>Roller hoses that are wall mounted up on the wall at a height dogs cannot get hooked up on or chew them.</li> <li>Joins between wall and floor corners to be concave in shape.</li> </ul>			



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DOG POUND – FUNCTIONAL SPECIFICATION REQUIREMENTS				
Functional Area	Facility Specification	Size	Est. footprint	Comments / Options
	<ul style="list-style-type: none"> <li>• Finishes must be such that kennels does not get slippery, but it is easy to clean and squeegee out.</li> <li>• Provide taps and water hoses in handy locations.</li> <li>• Shoe hygiene dip pads at all entry points.</li> <li>• External feeding and watering mechanisms from kennel doors.</li> <li>• Electrical sockets should be positioned on the wall at least three feet above the floor to avoid "splash-ups" of water and cleaning solutions used in floor hosing.</li> <li>• Resin floor surfaces that do not have corners.</li> <li>• Lighting fixtures in kennels should be placed over dog runs rather than down the middle of the aisle separating facing runs. This makes it easier for visitors and staff to view the animals.</li> <li>• Hand basin hardware should be outfitted with handles, such as those on surgical sinks that can be turned off with the forearms to avoid re-contaminating hands after washing.</li> <li>• CCTV camera positioning should be considered so each kennel can be seen from the office/s.</li> <li>• Masking Noise – use electronic masking devices such as background music.</li> <li>• Integrated digital access control system.</li> <li>• Small gauge mesh so noses and paws cannot be extended through.</li> </ul>			

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## 2. Appendix 1

Kennel size specifications<sup>1</sup>:

**Table 4. Minimum pen sizes for dogs or up to four puppies**

Height of dog/puppies at shoulders (centimetres)	Minimum Area (square metres)	Minimum Width (centimetres)	Minimum Height (centimetres)	Increased floor area for each additional dog (square metres)
above 70	3.5	120	180	1.7
40 to 70	2.4	100	180	1.2
below 40	1.5	90	180	1.0

<sup>1</sup> <https://www.q2z.org.au/assets/pdf2013/G27%202013%20-%20Therian%20Animal%20Shelter%20Design%20Presentation.pdf>



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Waikato District dog pound feasibility study

## Rough Order of Costs - Waikato District Council Dog Pound

Description	Quantity Unit	Rate	Amount
<b>Main Building</b>			
Reception /Offices/Staff & Amenities& Vet Clinic	157 m2		
Kennels	8 m2		
Plant	7 m2		
Washdown /office Store Prep rm	18 m2		
Quarantine Kennels	21 m2		
Q prep & Iso	5 m2		
Main food Prep	0 m2		
Main Utility Zone	15 m2		
Store	7 m2		
Chiller	6 m2		
Assessment Consult room	33 m2		
Laundry store	16 m2		
Circulation	30 m2		
	<u>323 m2</u>	4,200.00	1,356,600.00
<b>Covered Circulation</b>			
Concrete walkway & canopy roof	183 m2	750.00	137,250.00
Unloading animals	55 m2	750.00	41,250.00
Pipe & mesh fencing to unloading animals	22 m	165.00	3,630.00
Dogwash\outdoor green space canopy	23 m2	750.00	17,250.00
<b>Outdoor Green Space</b>			
Grassed areas	110 m2	30.00	3,300.00
Canopy roof	50 m2	500.00	25,000.00
Pipe & mesh fencing	30 m	165.00	4,950.00
EV for Single Gates/doors	2 No	600.00	1,200.00
Water supply	1 Sum	500.00	500.00
<b>Secure Parking</b>			
Tarseal carpark	282 m2	230.00	64,860.00
Carport structure	282 m2	500.00	141,000.00
Pipe & mesh fencing	68 m	165.00	11,220.00
EV for gates/doors	1 No	10,000.00	10,000.00
Allowance for washdown facility	1 Sum	20,000.00	20,000.00
<b>Visitor Park</b>			
Tarseal carpark	420 m2	230.00	96,600.00
<b>Kennel Blocks</b>			
Block 1	121 m2	3,174.00	384,054.00
Block 2	121 m2	3,174.00	384,054.00
Block 3	121 m2	3,174.00	384,054.00
Block 4	121 m2	3,174.00	384,054.00
<b>Outdoor Yards</b>			
Block 1	119 m2	1,025.00	121,975.00
Block 2	119 m2	1,025.00	121,975.00
Block 3	119 m2	1,025.00	121,975.00
Block 4	119 m2	1,025.00	121,975.00
<b>Outdoor Runs</b>			
Grassed areas	556 m2	30.00	16,680.00
Pipe & mesh fencing	166 m	165.00	27,390.00
EV for Single Gates/doors	3 No	600.00	1,800.00
Water supply	3 Sum	1,500.00	4,500.00

Description	Quantity Unit	Rate	Amount
<b>Stock Paddocks</b>			
Grassed areas	2,497 m2	30.00	74,910.00
Pipe & mesh fencing	246 m	165.00	40,590.00
EV for vehicle gate	2 No	1,000.00	2,000.00
Water supply	1 Sum	2,000.00	2,000.00
<b>Compound Fencing</b>			
compound fence comprising 2.5m pipe& mesh fence plus 3m electric fence	228 m	285.00	64,980.00
EV for vehicular gate	1 No	2,000.00	2,000.00
<b>Construction Elements Sub total</b>			<b>4,196,000.00</b>
Professional Fees	18%		756,000.00
Consents	1%		42,000.00
			<b>4,994,000.00</b>
Project Contingency	15%		750,000.00
<b>Project Total</b>			<b>5,744,000.00</b>
			<b>Say \$ 5,750,000.00</b>

The total estimate for the delivery for the new facility is in the order of \$5.75M, based on the breakdown below,

#### Clarifications and Exclusions

##### General

- These estimates have been based on the scope and assumptions stated in the estimate

##### Clarifications

Estimates are based on the following:

- 106 Architects Prelim Concept plans dated 15th January 2021
- 106 Architects Prelim Concept Design Brief dated 15th January 2021. Services infrastructure is assumed to be available at site boundary

##### Exclusions

The following are excluded from these estimates:

- Ground risk issues
- Loose Furniture, Fittings and Equipment Services infrastructure upgrades
- Development Contributions and network upgrade charges Land, Finance and Legal costs
- Escalation from January 2021
- GST

## Appendix 9: End notes

- 
- <sup>i</sup>Minimum Standard No. 8 – Housing Design and Construction, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>ii</sup>Minimum Standard No. 8 – Housing Design and Construction, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>iii</sup>Minimum Standard No. 7 – Providing for Behavioural Needs, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>iv</sup>Minimum Standard No. 7 – Providing for Behavioural Needs, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>v</sup>Minimum Standard No. 8 – Housing Design and Construction, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>vi</sup>Minimum Standard No. 13 – Hygiene, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>vii</sup>Minimum Standard No. 2 – Food and Feeding, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>viii</sup>Minimum Standard No. 3 – Drinking Water for Terrestrial Animals, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>ix</sup>Minimum Standard No. 11 – Lighting, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>x</sup>Minimum Standard No. 12 – Air and Water, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>xi</sup>Minimum Standard No. 9 – General Facility Management, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>xii</sup>Minimum Standard No. 10 – Temperature, Quality Code of Welfare: Temporary Housing of Companion Animals
- <sup>xiii</sup>Minimum Standard No. 8 – Housing Design and Construction, Quality Code of Welfare: Temporary Housing of Companion Animals
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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Adoption of the Public Places Bylaw 2023</b>
Date:	24 April 2023
Report Author:	Toby McIntyre, Policy Advisor
Authorised by:	Sue O’Gorman, General Manager Customer Service

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide Council with a copy of the proposed Public Places Bylaw 2023 for adoption, including changes requested by the Policy and Regulatory Committee at deliberations.

## **2. Executive summary**

### **Whakaraapopototanga matua**

---

The Policy and Regulatory Committee (Committee) agreed on 24 February to consult on proposed amendments to the Public Places Bylaw between 27 February and 27 March 2023. 75 submissions were received, and eight submitters spoke at or were represented at Council hearings on 11 April 2023.

The Committee considered public feedback and deliberated on the Bylaw on 11 and 12 April 2023. Following deliberations, several changes were requested by the Committee to be made to the Bylaw.

The requested changes are listed and have been made to the Bylaw (Attachment 1) for Council’s consideration and adoption.

---

### 3. Staff recommendations Tuutohu-aa-kaimahi

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#### That the Waikato District Council:

- a. confirms that further consultation is not required under section 76 of the Local Government Act 2002;
- b. confirms, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem(s);
- c. confirms that, in accordance with Section 155 of the local government Act 2002, the proposed bylaw is the most appropriate form of bylaw;
- d. confirms that the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990;
- e. notes the changes made to the proposed Public Places Bylaw (Attachment 1), as directed during deliberations by the Policy and Regulatory Committee on 11 and 12 April; and
- f. recommends that Council adopts the Public Places Bylaw (Attachment 2).

### 4. Background Koorero whaimaarama

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The Committee agreed on 24 February to consult on the proposed amendments to the Public Places Bylaw between 27 February and 27 March 2023.

The key proposed changes to the Bylaw were:

- Separating traffic provisions from the Public Places Bylaw into a new Traffic Bylaw;
- Expansion of signage clauses to include all signage on public land, rather than only electoral advertising;
- Implementing a district-wide approach to prohibitions on the riding of wheeled recreational devices (e.g. skateboards, scooters) within prohibited zones in town centres;
- Implementing district-wide prohibitions regarding horses on footpaths within urban areas.

A Special Consultative Procedure took place between 27 February and 27 March 2023. A total of 76 submissions were received on the proposed Public Places Bylaw, and eight submitters elected to present in person at hearings on 11 April.

The Committee considered public feedback and directed staff to make required changes during deliberations on 11 and 12 April 2023.

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## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

The following changes have been to the Bylaw following submitter feedback and direction from the Policy and Regulatory Committee.

Clause	Change
4.1 – Definition of Footpath*	Removed the words “or grass berm”
4.1 – Definition of Urban Areas*	Added the words “or under”
4.1 - Definitions	Added a definition for “Mind-altering Substances”
4.1 – Definition of Grass Berm	Added the words “but does not include unformed roads”
5.1 – Nuisance heading*	Added the words “or where otherwise permitted”
5.4 - Nuisance	Added the words “or restrict visibility for road users”
6.1 (b) – Obstruction or Encroachment in Public Places	Added the words “or restrict visibility for road users”
8.1 - Horses*	Added the word “paved” to footpath description, and Removed the words “or berm”
10.2 – Approved Use of Footpaths/Berms*	Added the words “and Chairs” to the heading
11.1 – Skateboards, Roller Skates, Inline Skates and Wheeled Recreational Devices	Added the words “so as to cause damage to any property or person, or in a manner which is careless, dangerous or causes an obstruction, or annoyance to any person or persons using the public place”
20 – Control of Signage and Electoral Advertising	Clause now relates to Signage and Electoral Advertising
20.4 - Control of Signage and Electoral Advertising	Added an advisory note stating “Nothing in this bylaw authorises any matters/activities which will result in a non-compliance with the Waikato District Plan (operative or proposed).”
Removal of Livestock in Public Places Clause (Clause 23 of the Public Places Bylaw 2016)	Due to being covered in other bylaws
* Changes made post-deliberations as directed by the Policy & Regulatory Committee	

### 5.1 Options

#### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Council to consider. This assessment reflects the level of significance and Council’s legislative requirements. The options are set out below:

1. Council to adopt the Bylaw.
2. Further consultation and review of the Bylaw.

Staff recommend **Option 1** in order that Council meets the legislative review deadline of 26 April 2023. Option 2 would not meet the legislative deadline, and the bylaw would lapse.

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Section 145 of the Act gives Council the power to make bylaws for one or more of the following purposes:

- a. protecting the public from nuisance;
- b. protecting, promoting, and maintaining public health and safety;
- c. minimising the potential for offensive behaviour in public places.

When making Bylaws, Section 155 of the LGA requires Council to determine whether the proposed bylaw:

- a. Is the most appropriate way of addressing the problems or perceived problems;
- b. Is the most appropriate form of the bylaw; and
- c. Gives rise to any implications under the New Zealand Bill of Rights Act 1990.

In accordance with their delegated authority, the Corporate Planning team has determined, under section 155 of the Act, that the proposed Bylaws:

- a. are the most appropriate way of addressing the problems or perceived problems; and
- b. are the most appropriate form of Bylaws.

Legal staff have confirmed that, in accordance with section 155(3) of the Act, the proposed Bylaws, do not give rise to any implications under the New Zealand Bill of Rights Act 1990.

Staff confirm that the recommendation complies with the Council's legal and policy requirements. Consultation has been undertaken in accordance with section 83 of the Local Government Act 2002. In addition to meeting procedural requirements, the bylaw has been reviewed for legal compliance.

---

#### **5.4 Strategy and policy considerations** **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

#### **5.5 Maaori and cultural considerations** **Whaiwhakaaro Maaori me oona tikanga**

No significant impact on Maaori or material cultural issues have been identified.

#### **5.6 Climate response and resilience considerations** **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

#### **5.7 Risks** **Tuuraru**

A significant risk for Council is that the Public Places Bylaw 2016 will be automatically revoked on 26 April 2023 and, should the proposed bylaw not be adopted, this would leave WDC without any legislation managing the matters contained within the bylaw. This would include any licensing matters relating to public trading and remove engagement, education, and enforcement options for our Monitoring team.

## **6. Significance and engagement assessment** **Aromatawai paahekoheko**

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### **6.1 Significance** **Te Hiranga**

The decisions and matters of this report are assessed as of moderate significance, in accordance with the Council's [Significance and Engagement Policy](#).

This considers the following relevant criteria:

- There is a legal requirement to engage with the community;
  - The proposal or decision will affect a large proportion of the community;
  - The community interest is likely to be high.
-

## 6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The community and stakeholders were consulted from 27 February to 27 March, in accordance with section 83 of the Local Government Act 2002.</p> <p>The following was undertaken:</p> <ul style="list-style-type: none"> <li>• Direct contact with mana whenua and Community Boards/Committees;</li> <li>• Public notices in local papers;</li> <li>• An update on the Council Website;</li> <li>• Promotional media release;</li> <li>• Social media posts to support the release on the Council Facebook page.</li> </ul>					

External stakeholders that have been engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Affected Communities

## 7. Next steps Ahu whakamua

The Bylaw will be signed by the Mayor and Chief Executive and sealed with Council's seal, once the Bylaw has been populated with Council resolutions.

Following the decision, all submitters will be contacted by email to advise on Council's decisions on the Bylaw.

To ensure the general public is informed:

- public notices will be placed in local newspapers;
- information will be published on Council's website;
- a post will be published on Council's social media and information will be included in Council's e-newsletter;
- A media release will also be issued;
- Council's website will be updated with the reviewed bylaw.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Moderate
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments Ngaa taapirihanga

Attachment 1 – Final Public Places Bylaw 2023 for Adoption - tracked changes version

Attachment 2 – Final Public Places Bylaw 2023 for Adoption - clean version

# PROPOSED WAIKATO DISTRICT COUNCIL PUBLIC PLACES BYLAW 2023

**WAIKATO DISTRICT COUNCIL** in exercise of its powers under the Local Government Act 2002 and its respective amendments, and all other relevant powers, hereby makes the following bylaw.

## PART I – INTRODUCTION

### 1 SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 This Bylaw shall be known as the ‘Waikato District Council Public Places Bylaw 2023’.
- 1.2 This Bylaw shall come into force on Date, Month, 2023.
- 1.3 This Bylaw applies to all property owned by, or under the control and management of the Waikato District Council.

## 2 REVOCATIONS

- 2.1 The following Bylaw is revoked the day this new Bylaw come into force:
  - a) The Waikato District Council Public Places Bylaw 2016

## 3 PURPOSE OF THIS BYLAW

The purpose of this Bylaw is to protect the public from nuisance and protect, promote, and maintain public health and safety while using property owned by or under the management of Council.

## 4 INTERPRETATION

- 4.1 In this Bylaw, the following definitions shall apply, unless inconsistent with the context,

<b><i>Authorised Officer</i></b>	means an employee or a contractor of the Waikato District Council appointed or authorised to carry out general or specific duties arising from any of the provisions of this Bylaw, unless stated otherwise in this Bylaw.
<b><i>Beach</i></b>	means the area of sand between high and low water level.

<b>Chief Executive</b>	means the Chief Executive of the Waikato District Council.
<b>Council</b>	means the Waikato District Council and includes any person authorised by the Council to act on its behalf.
<b>Election Advertisement</b>	has the same meaning as Section 3A of the Electoral Act 1993.
<b>Footpath</b>	means a path or way principally designed for and used by pedestrians and includes any footbridge <del>or grass berm</del> .
<b>Goods</b>	means any product or service
<b>Grass berm</b>	means any area of footpath or road which is laid out in grass, but does not include unformed (paper) roads.
<b>Item</b>	includes but is not limited to any vehicle, sign, merchandise, merchandise stand, household furnishings, appliances, fixtures or fittings, building materials, scaffolding, skip bins, and produce.
<b>Loading Zone</b>	means an area of marked roadway designated solely for the purpose of loading or unloading goods or passengers.
<b>Mind-altering Substance</b>	as defined by Section 9 of the Psychoactive Substances Act 2013 means unless the context otherwise requires, means a substance, mixture, preparation, article, device, or thing that is capable of inducing a psychoactive effect (by any means) in an individual who uses the psychoactive substance.
<b>Nuisance</b>	has the same meaning as contained in section 29 of the Health Act 1956 and includes a person, animal, thing, or circumstance causing unreasonable interference with the peace, comfort or convenience of another person whether or not that person is in a public place.
<b>Ornamental Verge or Plot</b>	includes every flowerbed, grass berm or plot, shrubbery or planted area which has been constructed as such and which is separated from the roadway by kerbing or other well-defined edging.

<b>Owner</b>	(in relation to a motor vehicle) means the person lawfully entitled to possession thereof, except where: <ul style="list-style-type: none"> <li>a) The motor vehicle is subject to a bailment that is for a period not exceeding 28 days; or</li> <li>b) The motor vehicle is let on hire pursuant to the terms of a rental-service licence – in which case ‘owner’ means the person who, but for the bailment or letting on hire, would be lawfully entitled to possession of the motor vehicle; and ‘owned’ and ‘ownership’ have corresponding meanings.</li> </ul>
<b>Person</b>	includes an individual, a corporation sole, and also a body of persons, whether incorporated or unincorporated.
<b>Public Place</b>	means every road (including unformed roads), footpath, court, land, access way, mall, thoroughfare and walkway of a public nature, that is open to or used by the public as of right or not and with or without payment of any fee. Every park, reserve, beach, place of public resort or place the public have access with or without the payment of fee.
<b>Reserve</b>	includes every reserve under the Reserves Act 1977 and any open space, plantation, park, garden or grounds set apart for public recreation or enjoyment which is now or hereafter may be under the management of the Council.
<b>Road</b>	Has the same meaning as contained in s2 of the Land Transport Act 1998.
<b>Sign</b>	is any material or device used for the purposes of advertising or to disseminate information, or any other similar purpose. These may include, but are not limited to any poster, placard, handbill, flags, banners, writing, picture, or device for advertising or other purposes that is displayed in, on or over any public place, including placed on a footpath.
<b>Structure</b>	Has the same meaning as contained in s2 of the Resource Management Act 1991.
<b>Unformed Road or ‘Paper Road’</b>	Means a legally recognised road that is not formed and which may not be identifiable on the ground but will be recorded on survey plans.

**Urban Areas**

Means any part of the Waikato District with a speed limit of 70Km/h or under.

**Vehicle**

has the same meaning as contained in s2 in the Land Transport Act 1998.

## **PART 2 – ACTIVITIES IN PUBLIC PLACES**

### **5. NUISANCE**

- 5.1 Except with the prior written consent of Council, or where otherwise permitted, no person shall in or on any public place:
- a) Interfere with any refuse which is awaiting collection by an authorised collector;
  - b) Drive any vehicle in a manner that is dangerous or inconsiderate to pedestrians or other vehicles in the public place;
  - c) Cause or allow any material or thing to be deposited onto a public place or road (excluding domestic refuse and recycling bins as collected on a regular basis);
  - d) Create and/or leave any work, hole or excavation in a public place in a manner that could be a danger or nuisance to anyone entering or using that public place;
  - e) Fly from or land any glider or powered aircraft (including model aeroplanes), hot air balloon, hang glider, parachute or similar except in the case of emergency, or attendance at an emergency;
  - f) Play any game or use any object including recreational devices, skateboards, roller blades, roller skates, bicycles or motorised scooters, recklessly or in a manner which may be dangerous or injurious or cause a nuisance to persons in the public place, or damage the public place;
  - g) Erect or place any structure on, over or under the public place except in compliance with any other Bylaw or legislation.
- 5.2 A person must not use a public place to consume, inject or inhale or distribute or offer for sale any mind-altering substance (excluding alcohol).
- 5.3 Where any fence, wall, retaining wall or land adjacent to a public place is in a condition or state of disrepair which, in the opinion of an Authorised Officer, could cause damage or injury to persons passing, the Authorised Officer may give notice requiring the owner or occupier to repair or remove the fence, wall or retaining wall, or make the land adjacent to the public place safe.
- 5.4 No person shall permit vegetation to encroach onto or over any public place that may obstruct or interfere with the free movement of persons using that public place, or restrict visibility for road users.
- 5.5 Notwithstanding any other clause of this Bylaw and subject to any restriction imposed by Council in relation to the lighting of fires, no person shall in any public place light any fire except at fireplaces specially provided or in an appliance designed for outdoor cooking.

### **6. OBSTRUCTION OR ENCROACHMENT IN PUBLIC PLACES**

- 6.1 No person shall, without prior written consent of Council:
- a) Obstruct the entrances to or exits from a public place;

- b) Place or leave any material or item, including signage, on a public place that could obstruct the public right of passage, or restrict visibility for road users, without the written permission of an Authorised Officer and then only in accordance with such conditions as may be imposed;
- c) Allow any gate or door on property abutting a public place, to swing over or across the public place or any part thereof.

## 7. DAMAGE TO PUBLIC PLACES

7.1 Except with the prior written permission of Council, no person shall, in any public place:

- a) Damage, interfere with, destroy or remove any grass plot, flower bed, tree, shrub or plant or any inscription or label relating to it;
- b) Pollute, damage, deface or disfigure, apply graffiti, posters or advertising devices to, or otherwise interfere with any ornament, statue, building, structure, facilities, or display boards;
- c) Cause or permit to be done any act whatsoever by which damage is caused to any public place, or any work or thing in, on, over or under the public place;
- d) Damage or interfere with any natural feature, animal or plant;
- e) Use any vehicle so that it damages any part of a public place;
- f) Allow any animal under their control to damage any part of a public place;
- g) Remove any sand, soil or other naturally occurring material found in a public place;
- h) Open any drain or sewer on, or disturb or remove the surface of, any public place;
- i) Cause or permit the dripping or flowing of water from the roof, eaves or guttering system of any building or structure onto any public place.

7.2 Any person carrying out authorised works on a public place shall provide reinstatement of the works to a standard approved by an Authorised Officer.

## 8. HORSES

8.1 No person shall ride, drive, lead, or take any horse across or along any paved footpath ~~or berm~~ within Waikato District urban areas, except:

- a) at an authorised vehicle crossing; or
- b) with the prior written consent of Council.

## 9. PLACING OF ARTICLES ON PUBLIC PLACES

- 9.1 No person shall place, leave or permit to be placed or left any material or thing, scaffolding, hoardings, signage, amusement devices, items for sale or hire, on any footpath, grass berm or public place unless:
- a) Such action has first been approved in writing by Council, and then only in accordance with any conditions attached to that approval;
  - b) Such action is taken for the purpose of regular refuse or other collections authorised by Council or is otherwise authorised by law; or
  - c) Such action is permitted pursuant to any other Bylaw.

## 10. APPROVED USE OF FOOTPATHS, BERMS

### 10.1 Merchandise, Merchandise Stands or Advertising Signs

Notwithstanding the provisions of Clause 9.1, items in the form of merchandise, or advertising signs may be displayed on footpaths or public places fronting the merchandise or sign owner's retail or service establishment, provided that:

- a) At least 2/3 or 1.5m, whichever is the greater, of the footpath width remains clear of obstruction for pedestrians and mobility devices at all times; and
- b) Merchandise stands and/or advertising signs are not permanently fixed to the footpath space; and
- c) The merchandise, stands and/or footpath signs are removed from the footpath whenever the retail or service establishment is closed for business; and
- d) The advertising signs are presented and maintained to a professional standard at all times; and
- e) Kerb and channel crossings for pedestrians or other access to footpaths remain unobstructed; and
- f) No person is prevented or restricted from exiting their vehicle from any identified parking space.

### 10.2 Dining Tables and Chairs on Footpaths

Notwithstanding the provisions of Clause 9.1, small dining tables and chairs may be set up on footpaths fronting the food outlet's establishment provided that:

- a) No less than 2/3 or 1.5m, whichever is the greater, of the footpath width remains clear of obstruction for pedestrians at all times; and

- b) Kerb and channel crossings for pedestrians or other access to footpaths remain unobstructed; and
- c) The tables and chairs are not permanently fixed to the footpath space; and
- d) The tables and chairs are removed from the footpath whenever the retail or service establishment is closed for business; and
- e) The tables and the footpath area frontage are presented and maintained to a clean and tidy standard at all times; and
- f) No person is prevented or restricted from exiting their vehicle from any identified parking space.

## **11. SKATEBOARDS, ROLLER SKATES, INLINE SKATES AND WHEELED RECREATIONAL DEVICES**

- 11.1 No person shall ride or use any skateboard, roller skates, inline skates or wheeled recreational device on any road or footpath, on any footbridge, or in any public place within the areas specified in Schedule 1 attached so as to cause damage to any property or person, or in a manner which is careless, dangerous or causes an obstruction, or annoyance to any person or persons using the public place.
- 11.2 Nothing in this clause shall restrict or prevent the use of any wheelchair, pushchair, pram, trolley, cart or invalid carriage or other similar device constructed for and used for the purpose of the transportation of disabled persons, young persons or personal effects, on any such footpath.
- 11.3 A Police Officer or an Authorised Officer may impound at the offices of the Council or at any Police Station, any skateboard used in breach of this Bylaw by a person who has been personally requested to refrain from using the skateboard in breach of the Bylaw and has been advised of this power to impound the skateboard.
- 11.4 A skateboard impounded in accordance with Clause 22.4 may be recovered after the expiry of five days after the day of impounding upon payment of any costs associated with the impounding, but not exceeding \$100.00.

## **PART 3 – TRADING IN PUBLIC PLACES**

### **12. LICENCE REQUIRED**

- 12.1 Unless exempted by Clause 19 of this Bylaw, no person in any public place shall engage in the sale of goods and services of any description whatsoever without first having obtained a licence from Council.

### **13. RESTRICTED TRADING ACTIVITIES**

- 13.1 No person shall wash or clean the windows of any vehicle for payment or donation

within 100 metres of any road intersection.

#### **14. APPLICATION FOR LICENCE**

14.1 Every person who wishes to sell goods in a public place shall make written application to Council to obtain a licence. The information to be supplied by the applicant shall include but not be limited to any of the following:

- a) name and address of the applicant;
- b) name and address of the person(s) selling the goods;
- c) the location of where the goods will be sold;
- d) the telephone number of the applicant;
- e) the type of goods for sale;
- f) the time sought for selling;
- g) the type of vehicle(s) and registration numbers if applicable;
- h) evidence of good character.

#### **15. LICENCE DETAILS**

15.1 Council, in granting any licence, may impose conditions on that licence. The conditions imposed may include, but not be limited to, any of the following:

- a) time and place of where goods will be sold;
- b) duration of the licence;
- c) location;
- d) types of goods for sale;
- e) area available for sale;
- f) persons entitled to sell;
- g) safety and hygiene requirements;
- h) use of signage:
- i) use of music or other audible devices for attracting customers;
- j) litter, cleanliness, management;
- k) name and address of licence holder to be conspicuously displayed;
- l) site rental.

#### **16. LICENCE FEES**

16.1 Licence fees are contained in the Fees and Charges section of the Waikato District Council Long Term Plan. Changes to these fees may be made by resolution of Council. Fees may differ for any class of licence as prescribed.

## **17. PRODUCTION OF LICENCE**

17.1 Every licence holder when engaged in the sale of goods shall at all times carry a licence and show the licence to any authorised officer when requested.

17.2 Every licence holder shall, notwithstanding the conditions of the licence, comply with any request or requirement of an authorised officer.

## **18. LICENCE NOT TRANSFERABLE**

18.1 No licence issued under this Bylaw shall be transferable to any other person.

## **19. EXEMPTIONS**

19.1 The exemptions allowed under Part 3 of the Bylaw are as follows:

- a) Selling by commercial fishermen of limited quantity of fish in the vicinity of a fishing vessel as specified in section 191 of the Fisheries Act 1996;
- b) Service delivery vehicles including milk vendors;
- c) Any market, stall or stand which has a current approval under any other bylaw, legislation, resource consent or specific resolution of Council;
- d) Any market, stall or stand which has been initiated by Council for the benefit of the community;
- e) Any motor vehicle advertising any business or service;
- f) Buskers and street entertainers provided that no sale of any items is involved and provided that permission is first obtained from the owners or occupiers of any business premises outside which they intend to perform.

## **PART 4 CONTROL OF SIGNAGE AND ELECTORAL ADVERTISING**

### **20. RESTRICTIONS APPLYING TO SIGNAGE AND ELECTORAL ADVERTISING**

20.1 No election sign shall be placed on any reserve or public place without prior written approval of Council;

20.2 Any person who displays an election sign must comply with the following:

- a) Election signs must be removed before midnight on the day before election day;
- b) Election signs for elections under the Electoral Act 1993 must not be displayed on election day;
- c) Election signs must not exceed 3 square metres in area;
- d) Election signs and their supporting structures must be securely braced and

anchored, and constructed, fixed or displayed in a manner so that they will not come loose under normal weather conditions.

20.3 No sign shall be placed or be allowed to remain where in the opinion of Council (or New Zealand Land Transport Authority) that sign would:

- a) Obstruct or be likely to obstruct the view of any corner, bend, intersection, vehicle crossing, traffic sign or traffic signal;
- b) Distract unduly or be likely to distract unduly the attention of road users;
- c) Resemble or likely to be confused with any traffic sign or signal;
- d) Give rise to excessive levels of glare, use flashing or revolving lights or use reflective material that may interfere with a road user's vision;
- e) Constitute or be likely to constitute in any way a danger to road users.

20.4 Advisory note: Nothing in this bylaw authorises any matters/activities which will result in a non-compliance with the Waikato District Plan (operative or proposed).

## **PART 5 – EXEMPTIONS, OFFENCES AND PENALTIES**

### **21. EXEMPTIONS TO THIS BYLAW**

21.1 The driver or person in charge of an 'emergency vehicle' attending an emergency or other call-out, or of a vehicle being used for the emergency repair of any public or network utility, shall be exempt from the provisions of this Bylaw.

21.2 The Chief Executive may, on application from any person or organisation, grant that person or organisation an exemption from any provisions of this Bylaw. Any such exemption shall be in writing, signed by the Chief Executive and shall specify:

- a) which provisions of the Bylaw the exemption applies to; and
- b) name of the person or organisation in whose favour the exemption has been granted; and
- c) the road or land or portion thereof to which the exemption applies; and
- d) the dates on which the exemption will apply.

### **22. NOTICES**

22.1 Any notice, order or document issued under this Bylaw by the Council may be delivered to the recipient either personally or by sending the same, by messenger, post, fax or email, to the recipient at their last-known place of residence or business.

22.2 If such person is absent from New Zealand the order or notice may be sent to their agent in any manner mentioned in Clause 22.1 of this Bylaw.

22.3 If the recipient is not known or is absent from New Zealand and has no known agent in New Zealand, and the order or notice relates to any land or building, the order or notice addressed to the owner or occupier of such building or land may be served on the person in occupation thereof, or left with some inmate of his/her abode; or, if there is no person in occupation, may be put up on some conspicuous part of such building or land. It shall not be necessary in such notice to name the occupier or the owner of such land or building.

### **23. OBSTRUCTION OF AUTHORISED OFFICER**

23.1 No person shall obstruct any Authorised Officer in the course of his or her duties.

### **24. OFFENCES**

24.1 Every person commits an offence against this Bylaw who:

- a) does or omits, or causes to be done or omitted any act, matter, or thing, or who causes or knowingly permits or allows any circumstances to exist contrary to any provision contained in this Bylaw;
- b) does anything or causes any circumstances to exist for which a licence or approval from the Council is required under this Bylaw, without first obtaining that licence or approval; or
- c) fails to comply with any conditions imposed in respect of a licence or approval under this Bylaw; or fails to comply with any notice or direction given under this Bylaw.

### **25. PENALTIES**

25.1 Every person who commits a breach of any of the provisions of this Bylaw shall be liable on conviction, to a penalty not exceeding twenty thousand dollars (\$20,000).

25.2 Where damage occurs to any road, footpath, berm, reserve or public place as a result of a breach of the provisions of this Bylaw, the cost of repairing the road, footpath, berm, reserve or public place may be recovered from the owner or person in charge of the vehicle, horse or item causing the damage.

### **26. ENFORCEMENT POWERS**

26.1 The Council may, under section 163 of the Local Government Act 2002, remove or alter a work or thing that has been constructed in breach of this Bylaw and may recover any costs of removal or alteration from the person who committed the breach.

### **27. POWER TO AMEND SCHEDULES BY RESOLUTION**

27.1 Council may from time to time by resolution, substitute or make additions or alterations to any schedule of this Bylaw.

This Bylaw was made pursuant to a resolution passed by the Waikato District Council on ~~Date~~24, ~~Month~~April 2023.

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

---

Mayor

---

Chief Executive

## SCHEDULE I

**AREAS WHERE SKATEBOARDS ARE  
PROHIBITED**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** the following areas to be no riding areas at all times.

The following portions of roads are hereby constituted restricted and no person may ride or use any Skateboard, Scooter or Roller Blades in the following areas except with the written consent of the Council:

<b>Huntly</b>	<p>Main Street on both sides including Garden Place and carparks or open spaces connected to Main Street from its intersection with Great South Road in the North to the Railway Overbridge in the South.</p> <p>The access to Venna Fry Lane from Main Street between the Civic Centre and the Waikato District Library.</p> <p>The Riverside carpark.</p> <p>On the Railway footbridge across the Waikato River connecting Main Street with Bridge Street, Huntly West.</p> <p>Bridge Street, Huntly West on both sides from its intersection with Harris Street to the railway footbridge.</p>
<b>Ngaaruawaahia</b>	<p>Great South Road on the eastern side from its intersection with Martin Street to its intersection with Market Street.</p> <p>Jesmond Street on its northern side from its intersection with Market Street to its intersection with Great South Road.</p> <p>Jesmond Street on its southern side from its intersection with Waikato Esplanade to its intersection with Great South Road.</p> <p>Galileo Street on both sides from its intersection with Martin Street to its intersection with Jesmond Street.</p>
<b>Raglan</b>	<p>Bow Street on its northern side from its intersection with James Street to its intersection with Wallis Street.</p> <p>Bow Street on its southern side from its intersection with Bankart Street to its intersection with Wi Neera Street.</p> <p>Wainui Road on both sides from its intersection with Bow Street to its intersection with Stewart Street.</p> <p>The footpath connecting Bow Street with the footbridge over the Oporuru Inlet and on the footbridge over the Oporuru Inlet.</p>
<b>Te Kauwhata</b>	<p>Main Road on both sides from its intersection with Baird Avenue to its intersection with Saleyards Road.</p>
<b>Tuakau</b>	<p>That part of George Street between Liverpool Street and Henderson Avenue.</p>

# PROPOSED WAIKATO DISTRICT COUNCIL PUBLIC PLACES BYLAW 2023

**WAIKATO DISTRICT COUNCIL** in exercise of its powers under the Local Government Act 2002 and its respective amendments, and all other relevant powers, hereby makes the following bylaw.

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- 2.1 The following Bylaw is revoked the day this new Bylaw come into force:
  - a) The Waikato District Council Public Places Bylaw 2016

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<b><i>Beach</i></b>	means the area of sand between high and low water level.

<b>Chief Executive</b>	means the Chief Executive of the Waikato District Council.
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<b>Ornamental Verge or Plot</b>	includes every flowerbed, grass berm or plot, shrubbery or planted area which has been constructed as such and which is separated from the roadway by kerbing or other well-defined edging.

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<b>Person</b>	includes an individual, a corporation sole, and also a body of persons, whether incorporated or unincorporated.
<b>Public Place</b>	means every road (including unformed roads), footpath, court, land, access way, mall, thoroughfare and walkway of a public nature, that is open to or used by the public as of right or not and with or without payment of any fee. Every park, reserve, beach, place of public resort or place the public have access with or without the payment of fee.
<b>Reserve</b>	includes every reserve under the Reserves Act 1977 and any open space, plantation, park, garden or grounds set apart for public recreation or enjoyment which is now or hereafter may be under the management of the Council.
<b>Road</b>	Has the same meaning as contained in s2 of the Land Transport Act 1998.
<b>Sign</b>	is any material or device used for the purposes of advertising or to disseminate information, or any other similar purpose. These may include, but are not limited to any poster, placard, handbill, flags, banners, writing, picture, or device for advertising or other purposes that is displayed in, on or over any public place, including placed on a footpath.
<b>Structure</b>	Has the same meaning as contained in s2 of the Resource Management Act 1991.
<b>Unformed Road or ‘Paper Road’</b>	Means a legally recognised road that is not formed and which may not be identifiable on the ground but will be recorded on survey plans.

**Urban Areas**

Means any part of the Waikato District with a speed limit of 70Km/h or under.

**Vehicle**

has the same meaning as contained in s2 in the Land Transport Act 1998.

## **PART 2 – ACTIVITIES IN PUBLIC PLACES**

### **5. NUISANCE**

- 5.1 Except with the prior written consent of Council, or where otherwise permitted, no person shall in or on any public place:
- a) Interfere with any refuse which is awaiting collection by an authorised collector;
  - b) Drive any vehicle in a manner that is dangerous or inconsiderate to pedestrians or other vehicles in the public place;
  - c) Cause or allow any material or thing to be deposited onto a public place or road (excluding domestic refuse and recycling bins as collected on a regular basis);
  - d) Create and/or leave any work, hole or excavation in a public place in a manner that could be a danger or nuisance to anyone entering or using that public place;
  - e) Fly from or land any glider or powered aircraft (including model aeroplanes), hot air balloon, hang glider, parachute or similar except in the case of emergency, or attendance at an emergency;
  - f) Play any game or use any object including recreational devices, skateboards, roller blades, roller skates, bicycles or motorised scooters, recklessly or in a manner which may be dangerous or injurious or cause a nuisance to persons in the public place, or damage the public place;
  - g) Erect or place any structure on, over or under the public place except in compliance with any other Bylaw or legislation.
- 5.2 A person must not use a public place to consume, inject or inhale or distribute or offer for sale any mind-altering substance (excluding alcohol).
- 5.3 Where any fence, wall, retaining wall or land adjacent to a public place is in a condition or state of disrepair which, in the opinion of an Authorised Officer, could cause damage or injury to persons passing, the Authorised Officer may give notice requiring the owner or occupier to repair or remove the fence, wall or retaining wall, or make the land adjacent to the public place safe.
- 5.4 No person shall permit vegetation to encroach onto or over any public place that may obstruct or interfere with the free movement of persons using that public place, or restrict visibility for road users.
- 5.5 Notwithstanding any other clause of this Bylaw and subject to any restriction imposed by Council in relation to the lighting of fires, no person shall in any public place light any fire except at fireplaces specially provided or in an appliance designed for outdoor cooking.

### **6. OBSTRUCTION OR ENCROACHMENT IN PUBLIC PLACES**

- 6.1 No person shall, without prior written consent of Council:
- a) Obstruct the entrances to or exits from a public place;

- b) Place or leave any material or item, including signage, on a public place that could obstruct the public right of passage, or restrict visibility for road users, without the written permission of an Authorised Officer and then only in accordance with such conditions as may be imposed;
- c) Allow any gate or door on property abutting a public place, to swing over or across the public place or any part thereof.

## **7. DAMAGE TO PUBLIC PLACES**

7.1 Except with the prior written permission of Council, no person shall, in any public place:

- a) Damage, interfere with, destroy or remove any grass plot, flower bed, tree, shrub or plant or any inscription or label relating to it;
- b) Pollute, damage, deface or disfigure, apply graffiti, posters or advertising devices to, or otherwise interfere with any ornament, statue, building, structure, facilities, or display boards;
- c) Cause or permit to be done any act whatsoever by which damage is caused to any public place, or any work or thing in, on, over or under the public place;
- d) Damage or interfere with any natural feature, animal or plant;
- e) Use any vehicle so that it damages any part of a public place;
- f) Allow any animal under their control to damage any part of a public place;
- g) Remove any sand, soil or other naturally occurring material found in a public place;
- h) Open any drain or sewer on, or disturb or remove the surface of, any public place;
- i) Cause or permit the dripping or flowing of water from the roof, eaves or guttering system of any building or structure onto any public place.

7.2 Any person carrying out authorised works on a public place shall provide reinstatement of the works to a standard approved by an Authorised Officer.

## **8. HORSES**

8.1 No person shall ride, drive, lead, or take any horse across or along any paved footpath within Waikato District urban areas, except:

- a) at an authorised vehicle crossing; or
- b) with the prior written consent of Council.

## **9. PLACING OF ARTICLES ON PUBLIC PLACES**

- 9.1 No person shall place, leave or permit to be placed or left any material or thing, scaffolding, hoardings, signage, amusement devices, items for sale or hire, on any footpath, grass berm or public place unless:
- a) Such action has first been approved in writing by Council, and then only in accordance with any conditions attached to that approval;
  - b) Such action is taken for the purpose of regular refuse or other collections authorised by Council or is otherwise authorised by law; or
  - c) Such action is permitted pursuant to any other Bylaw.

## **10. APPROVED USE OF FOOTPATHS, BERMS**

### **10.1 Merchandise, Merchandise Stands or Advertising Signs**

Notwithstanding the provisions of Clause 9.1, items in the form of merchandise, or advertising signs may be displayed on footpaths or public places fronting the merchandise or sign owner's retail or service establishment, provided that:

- a) At least 2/3 or 1.5m, whichever is the greater, of the footpath width remains clear of obstruction for pedestrians and mobility devices at all times; and
- b) Merchandise stands and/or advertising signs are not permanently fixed to the footpath space; and
- c) The merchandise, stands and/or footpath signs are removed from the footpath whenever the retail or service establishment is closed for business; and
- d) The advertising signs are presented and maintained to a professional standard at all times; and
- e) Kerb and channel crossings for pedestrians or other access to footpaths remain unobstructed; and
- f) No person is prevented or restricted from exiting their vehicle from any identified parking space.

### **10.2 Dining Tables and Chairs on Footpaths**

Notwithstanding the provisions of Clause 9.1, small dining tables and chairs may be set up on footpaths fronting the food outlet's establishment provided that:

- a) No less than 2/3 or 1.5m, whichever is the greater, of the footpath width remains clear of obstruction for pedestrians at all times; and

- b) Kerb and channel crossings for pedestrians or other access to footpaths remain unobstructed; and
- c) The tables and chairs are not permanently fixed to the footpath space; and
- d) The tables and chairs are removed from the footpath whenever the retail or service establishment is closed for business; and
- e) The tables and the footpath area frontage are presented and maintained to a clean and tidy standard at all times; and
- f) No person is prevented or restricted from exiting their vehicle from any identified parking space.

## **11. SKATEBOARDS, ROLLER SKATES, INLINE SKATES AND WHEELED RECREATIONAL DEVICES**

- 11.1 No person shall ride or use any skateboard, roller skates, inline skates or wheeled recreational device on any road or footpath, on any footbridge, or in any public place within the areas specified in Schedule 1 attached so as to cause damage to any property or person, or in a manner which is careless, dangerous or causes an obstruction, or annoyance to any person or persons using the public place.
- 11.2 Nothing in this clause shall restrict or prevent the use of any wheelchair, pushchair, pram, trolley, cart or invalid carriage or other similar device constructed for and used for the purpose of the transportation of disabled persons, young persons or personal effects, on any such footpath.
- 11.3 A Police Officer or an Authorised Officer may impound at the offices of the Council or at any Police Station, any skateboard used in breach of this Bylaw by a person who has been personally requested to refrain from using the skateboard in breach of the Bylaw and has been advised of this power to impound the skateboard.
- 11.4 A skateboard impounded in accordance with Clause 22.4 may be recovered after the expiry of five days after the day of impounding upon payment of any costs associated with the impounding, but not exceeding \$100.00.

## **PART 3 – TRADING IN PUBLIC PLACES**

### **12. LICENCE REQUIRED**

- 12.1 Unless exempted by Clause 19 of this Bylaw, no person in any public place shall engage in the sale of goods and services of any description whatsoever without first having obtained a licence from Council.

### **13. RESTRICTED TRADING ACTIVITIES**

- 13.1 No person shall wash or clean the windows of any vehicle for payment or donation

within 100 metres of any road intersection.

#### **14. APPLICATION FOR LICENCE**

14.1 Every person who wishes to sell goods in a public place shall make written application to Council to obtain a licence. The information to be supplied by the applicant shall include but not be limited to any of the following:

- a) name and address of the applicant;
- b) name and address of the person(s) selling the goods;
- c) the location of where the goods will be sold;
- d) the telephone number of the applicant;
- e) the type of goods for sale;
- f) the time sought for selling;
- g) the type of vehicle(s) and registration numbers if applicable;
- h) evidence of good character.

#### **15. LICENCE DETAILS**

15.1 Council, in granting any licence, may impose conditions on that licence. The conditions imposed may include, but not be limited to, any of the following:

- a) time and place of where goods will be sold;
- b) duration of the licence;
- c) location;
- d) types of goods for sale;
- e) area available for sale;
- f) persons entitled to sell;
- g) safety and hygiene requirements;
- h) use of signage:
  - i) use of music or other audible devices for attracting customers;
  - j) litter, cleanliness, management;
- k) name and address of licence holder to be conspicuously displayed;
- l) site rental.

#### **16. LICENCE FEES**

16.1 Licence fees are contained in the Fees and Charges section of the Waikato District Council Long Term Plan. Changes to these fees may be made by resolution of Council. Fees may differ for any class of licence as prescribed.

## **17. PRODUCTION OF LICENCE**

17.1 Every licence holder when engaged in the sale of goods shall at all times carry a licence and show the licence to any authorised officer when requested.

17.2 Every licence holder shall, notwithstanding the conditions of the licence, comply with any request or requirement of an authorised officer.

## **18. LICENCE NOT TRANSFERABLE**

18.1 No licence issued under this Bylaw shall be transferable to any other person.

## **19. EXEMPTIONS**

19.1 The exemptions allowed under Part 3 of the Bylaw are as follows:

- a) Selling by commercial fishermen of limited quantity of fish in the vicinity of a fishing vessel as specified in section 191 of the Fisheries Act 1996;
- b) Service delivery vehicles including milk vendors;
- c) Any market, stall or stand which has a current approval under any other bylaw, legislation, resource consent or specific resolution of Council;
- d) Any market, stall or stand which has been initiated by Council for the benefit of the community;
- e) Any motor vehicle advertising any business or service;
- f) Buskers and street entertainers provided that no sale of any items is involved and provided that permission is first obtained from the owners or occupiers of any business premises outside which they intend to perform.

## **PART 4 CONTROL OF SIGNAGE AND ELECTORAL ADVERTISING**

### **20. RESTRICTIONS APPLYING TO SIGNAGE AND ELECTORAL ADVERTISING**

20.1 No election sign shall be placed on any reserve or public place without prior written approval of Council;

20.2 Any person who displays an election sign must comply with the following:

- a) Election signs must be removed before midnight on the day before election day;
- b) Election signs for elections under the Electoral Act 1993 must not be displayed on election day;
- c) Election signs must not exceed 3 square metres in area;
- d) Election signs and their supporting structures must be securely braced and

anchored, and constructed, fixed or displayed in a manner so that they will not come loose under normal weather conditions.

20.3 No sign shall be placed or be allowed to remain where in the opinion of Council (or New Zealand Land Transport Authority) that sign would:

- a) Obstruct or be likely to obstruct the view of any corner, bend, intersection, vehicle crossing, traffic sign or traffic signal;
- b) Distract unduly or be likely to distract unduly the attention of road users;
- c) Resemble or likely to be confused with any traffic sign or signal;
- d) Give rise to excessive levels of glare, use flashing or revolving lights or use reflective material that may interfere with a road user's vision;
- e) Constitute or be likely to constitute in any way a danger to road users.

20.4 Advisory note: Nothing in this bylaw authorises any matters/activities which will result in a non-compliance with the Waikato District Plan (operative or proposed).

## **PART 5 – EXEMPTIONS, OFFENCES AND PENALTIES**

### **21. EXEMPTIONS TO THIS BYLAW**

21.1 The driver or person in charge of an 'emergency vehicle' attending an emergency or other call-out, or of a vehicle being used for the emergency repair of any public or network utility, shall be exempt from the provisions of this Bylaw.

21.2 The Chief Executive may, on application from any person or organisation, grant that person or organisation an exemption from any provisions of this Bylaw. Any such exemption shall be in writing, signed by the Chief Executive and shall specify:

- a) which provisions of the Bylaw the exemption applies to; and
- b) name of the person or organisation in whose favour the exemption has been granted; and
- c) the road or land or portion thereof to which the exemption applies; and
- d) the dates on which the exemption will apply.

### **22. NOTICES**

22.1 Any notice, order or document issued under this Bylaw by the Council may be delivered to the recipient either personally or by sending the same, by messenger, post, fax or email, to the recipient at their last-known place of residence or business.

22.2 If such person is absent from New Zealand the order or notice may be sent to their agent in any manner mentioned in Clause 22.1 of this Bylaw.

22.3 If the recipient is not known or is absent from New Zealand and has no known agent in New Zealand, and the order or notice relates to any land or building, the order or notice addressed to the owner or occupier of such building or land may be served on the person in occupation thereof, or left with some inmate of his/her abode; or, if there is no person in occupation, may be put up on some conspicuous part of such building or land. It shall not be necessary in such notice to name the occupier or the owner of such land or building.

### **23. OBSTRUCTION OF AUTHORISED OFFICER**

23.1 No person shall obstruct any Authorised Officer in the course of his or her duties.

### **24. OFFENCES**

24.1 Every person commits an offence against this Bylaw who:

- a) does or omits, or causes to be done or omitted any act, matter, or thing, or who causes or knowingly permits or allows any circumstances to exist contrary to any provision contained in this Bylaw;
- b) does anything or causes any circumstances to exist for which a licence or approval from the Council is required under this Bylaw, without first obtaining that licence or approval; or
- c) fails to comply with any conditions imposed in respect of a licence or approval under this Bylaw; or fails to comply with any notice or direction given under this Bylaw.

### **25. PENALTIES**

25.1 Every person who commits a breach of any of the provisions of this Bylaw shall be liable on conviction, to a penalty not exceeding twenty thousand dollars (\$20,000).

25.2 Where damage occurs to any road, footpath, berm, reserve or public place as a result of a breach of the provisions of this Bylaw, the cost of repairing the road, footpath, berm, reserve or public place may be recovered from the owner or person in charge of the vehicle, horse or item causing the damage.

### **26. ENFORCEMENT POWERS**

26.1 The Council may, under section 163 of the Local Government Act 2002, remove or alter a work or thing that has been constructed in breach of this Bylaw and may recover any costs of removal or alteration from the person who committed the breach.

### **27. POWER TO AMEND SCHEDULES BY RESOLUTION**

27.1 Council may from time to time by resolution, substitute or make additions or alterations to any schedule of this Bylaw.

This Bylaw was made pursuant to a resolution passed by the Waikato District Council on 24, April 2023.

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

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Mayor

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Chief Executive

## SCHEDULE I

**AREAS WHERE SKATEBOARDS ARE  
PROHIBITED**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** the following areas to be no riding areas at all times.

The following portions of roads are hereby constituted restricted and no person may ride or use any Skateboard, Scooter or Roller Blades in the following areas except with the written consent of the Council:

<b>Huntly</b>	<p>Main Street on both sides including Garden Place and carparks or open spaces connected to Main Street from its intersection with Great South Road in the North to the Railway Overbridge in the South.</p> <p>The access to Venna Fry Lane from Main Street between the Civic Centre and the Waikato District Library.</p> <p>The Riverside carpark.</p> <p>On the Railway footbridge across the Waikato River connecting Main Street with Bridge Street, Huntly West.</p> <p>Bridge Street, Huntly West on both sides from its intersection with Harris Street to the railway footbridge.</p>
<b>Ngaaruawaahia</b>	<p>Great South Road on the eastern side from its intersection with Martin Street to its intersection with Market Street.</p> <p>Jesmond Street on its northern side from its intersection with Market Street to its intersection with Great South Road.</p> <p>Jesmond Street on its southern side from its intersection with Waikato Esplanade to its intersection with Great South Road.</p> <p>Galileo Street on both sides from its intersection with Martin Street to its intersection with Jesmond Street.</p>
<b>Raglan</b>	<p>Bow Street on its northern side from its intersection with James Street to its intersection with Wallis Street.</p> <p>Bow Street on its southern side from its intersection with Bankart Street to its intersection with Wi Neera Street.</p> <p>Wainui Road on both sides from its intersection with Bow Street to its intersection with Stewart Street.</p> <p>The footpath connecting Bow Street with the footbridge over the Oporuru Inlet and on the footbridge over the Oporuru Inlet.</p>
<b>Te Kauwhata</b>	<p>Main Road on both sides from its intersection with Baird Avenue to its intersection with Saleyards Road.</p>
<b>Tuakau</b>	<p>That part of George Street between Liverpool Street and Henderson Avenue.</p>

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Adoption of the Traffic Bylaw 2023</b>
Date:	24 April 2023
Report Author:	Anthea Sayer, Corporate Planner Toby McIntyre, Policy Advisor
Authorised by:	Megan May, General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide Council with a copy of the proposed Traffic Bylaw 2023 for adoption, including changes requested by the Policy and Regulatory Committee at deliberations on 11 April 2023.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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The Policy and Regulatory Committee (Committee) agreed on 24 February to consult on the proposed new Traffic Bylaw between 27 February and 27 March 2023. 47 submissions were received, and seven submitters spoke at or were represented at Council hearings on 11 April 2023.

The Committee considered public feedback and deliberated on the Bylaw on 11 April 2023. Following deliberations, several changes were requested by the Committee to be made to the Bylaw.

The requested changes are listed and have been made to the Bylaw (Attachment 1) for Council's consideration and adoption.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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That the Waikato District Council:

- a. confirms that further consultation is not required under section 76 of the Local Government Act 2002;
- b. confirms, in accordance with Section 155 of the Local Government Act 2002, a bylaw is the most appropriate way of addressing the perceived problem(s);
- c. confirms that, in accordance with Section 155 of the local government Act 2002, the proposed bylaw is the most appropriate form of bylaw;
- d. confirms that the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990;
- e. notes the changes made to the proposed Traffic Bylaw (Attachment 1), as directed during deliberations by the Policy and Regulatory Committee on 11 April;
- f. recommends that Council adopts the Traffic Bylaw (Attachment 2).

### 4. Background Koorero whaimaarama

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The Committee agreed on 24 February to consult on the proposed Traffic Bylaw between 27 February and 27 March 2023.

The key proposed changes to the existing Bylaw framework were:

- Separating traffic provisions from the Public Places Bylaw 2016 into a new Traffic Bylaw;
- Inclusion of a Light Motor Vehicle Prohibitions Clause;
- Inclusion of a Turning Restrictions Clause;
- Inclusion of a Damage to Roads Clause; and
- Inclusion of a Damage to Signs Clause.

A Special Consultative Procedure took place between 27 February and 27 March 2023. A total of 76 submissions were received on the proposed Traffic Bylaw, and seven submitters elected to present in person at hearings on 11 April.

The Committee considered public feedback and directed staff to make required changes during deliberations on 11 April 2023.

### 5. Discussion and analysis Taataritanga me ngaa tohutohu

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The following changes have been made to the Bylaw following submitter feedback and direction from the Policy and Regulatory Committee.

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Clause	Change
4 - Definition	Definition of 'berm' added. Definition of 'light motor vehicle' added.
6.1 (b) – Stopping, Standing and Parking	The word 'verge' was replaced with 'berm'.
6.3 – Stopping, Standing and Parking	'Adjacent' replaced with 'within'. Addition of the word 'goods' to heavy motor vehicle to clearly define what class of heavy vehicle this clause refers to.
6.6 - Stopping, Standing and Parking	The time period that a person can stop, stand or park a vehicle within the transport corridor was extended from three to seven days. Addition of the word 'motor' to 'vehicle' to provide clarity.
6.8 - Stopping, Standing and Parking	'Operate' was added to 'park' and 'place' with reference to cranes, mobile cranes, excavators or drill rigs.
6.11 - Stopping, Standing and Parking	This clause was removed as it overrode the rest of 6.11.
6.12 (now clause 6.11) - Stopping, Standing and Parking	Clarification that the clause refers to Council reserves through the addition of the word 'Council'.
17 – Damage to Roads	Text has been added to clause 17.1(a) to make it clear that any damage to roads is in excess of normal wear and tear.
23.5 Exempt Vehicles	A new clause was added to allow Council to provide specific exemptions.
Schedule 1	'As sign posted' will be added where relevant to this schedule.
Schedule 8	New schedule added for boat launching ramps.

## 5.1 Options

### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Council to consider. This assessment reflects the level of significance and Council's legislative requirements. The options are set out below:

1. Council to adopt the Bylaw.
2. Council not adopt the bylaw and requests further consultation and review.

Staff recommend **Option 1** in order that Council meets the legislative review deadline of 26 April 2023 for the existing Public Places Bylaw from which the traffic-related material has been extracted. Option 2 would not meet this deadline and the traffic-related bylaw controls would lapse.

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## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report at this point; however, should Council add roads to the Light Motor Vehicle Prohibition Schedule, this will require the installation of new signs. Council does not currently have adequate budget to cover this, however, funding will be requested as part of the 2024-2034 Long Term Plan.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Section 145 of the Act gives Council the power to make bylaws for one or more of the following purposes:

- a) protecting the public from nuisance;
- b) protecting, promoting, and maintaining public health and safety;
- c) minimising the potential for offensive behaviour in public places.

When making Bylaws, Section 155 of the LGA requires Council to determine whether the proposed bylaw:

- a) Is the most appropriate way of addressing the problems or perceived problems;
- b) Is the most appropriate form of the bylaw; and
- c) Gives rise to any implications under the New Zealand Bill of Rights Act 1990.

In accordance with their delegated authority, the Corporate Planning team has determined, under section 155 of the Act, that the proposed Bylaws:

- a) are the most appropriate way of addressing the problems or perceived problems; and
- b) are the most appropriate form of Bylaws.

Legal staff have confirmed that, in accordance with section 155(3) of the Act, the proposed Bylaws, do not give rise to any implications under the New Zealand Bill of Rights Act 1990.

Staff confirm that the recommendation complies with the Council's legal and policy requirements. Consultation has been undertaken in accordance with section 83 of the Local Government Act 2002. In addition to meeting procedural requirements, the bylaw has been reviewed for legal compliance.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

No significant impact on Maaori or material cultural issues have been identified.

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## 5.6 Climate response and resilience considerations

### Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

## 5.7 Risks

### Tuuraru

A significant risk for Council is that the Public Places Bylaw 2016 will be automatically revoked on 26 April 2023 and, should the proposed bylaw not be adopted, this would leave WDC without any legislation managing the matters contained within the bylaw. This would include parking enforcement options across the district for our Monitoring team.

## 6. Significance and engagement assessment

### Aromatawai paahekoheko

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### 6.1 Significance

#### Te Hiranga

The decisions and matters of this report are assessed as of moderate significance, in accordance with the Council's [Significance and Engagement Policy](#).

This considers the following relevant criteria:

- There is a legal requirement to engage with the community;
- The proposal or decision will affect a large proportion of the community;
- The community interest is likely to be high.

### 6.2 Engagement

#### Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The community and stakeholders were consulted from 27 February to 27 March 2023, in accordance with section 83 of the Local Government Act 2002.</p> <p>The following was undertaken:</p> <ul style="list-style-type: none"> <li>• Direct contact with mana whenua and Community Boards/Committees;</li> <li>• Public notices in local papers;</li> <li>• An update on the Council Website;</li> <li>• Promotional media release;</li> <li>• Social media posts to support the release on the Council Facebook page.</li> </ul>				

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External stakeholders that have been engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	✓	Internal
<input type="checkbox"/>	<input type="checkbox"/>	✓	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	✓	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	✓	Affected Communities

## 7. Next steps Ahu whakamua

The Bylaw will be signed by the Mayor and Chief Executive and sealed with Council's seal, once the Bylaw has been populated with Council resolutions.

Following the decision, all submitters will be contacted by email to advise on Council's decisions on the Bylaw.

To ensure the general public is informed:

- public notices will be placed in local newspapers;
- information will be published on Council's website;
- a post will be published on Council's social media and information will be included in Council's e-newsletter;
- A media release will also be issued;
- Council's website will be updated with the reviewed bylaw.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's Terms of Reference and Delegations. Confirmed

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*). Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*). Moderate

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
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The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
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The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
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The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed
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## 9. Attachments

### Ngaa taapirihanga

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Attachment 1 – FINAL Traffic Bylaw for adoption - tracked changes version

Attachment 2 – FINAL Traffic Bylaw for adoption - clean version

Attachment 3 - FINAL Traffic Bylaw schedules for adoption - tracked changes version

Attachment 4 - FINAL Traffic Bylaw schedules for adoption - clean version

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# Waikato District Council

## Proposed Traffic Bylaw 2023

Waikato District Council, in exercise of its powers under the Local Government Act 1974, Local Government Act 2002 and its respective amendments, the Land Transport Act 1998 and its respective amendments, and all other relevant powers, hereby makes the following bylaw:

### 1.0 INTRODUCTION

- 1.1 This Bylaw shall be known as the 'Waikato District Council Traffic Bylaw 2023'.
- 1.2 This Bylaw shall come into force on (Day) (Month) (Year).

### 2.0 PURPOSE OF BYLAW

- 2.1 The purpose of this Bylaw is to regulate parking and the use of vehicles on land which is under the control of Waikato District Council.

### 3.0 APPLICATION

- 3.1 This Bylaw applies to all roads under the control and/or management of Waikato District Council.

### 4.0 DEFINITIONS

For the purposes of this Bylaw the following definitions shall apply:

<b>Act</b>	Means the Land Transport Act 1998 the regulations and the rules under that Act.
<b>Approved Disabled Person's Parking Permit</b>	Has the same meaning as the Land Transport (Road User) Rule 2004.
<b>Berm</b>	The area of a road corridor between the trafficable road and a property boundary, which may contain footpaths, drainage, lighting columns, signs and other council assets.
<b>Boat</b>	Includes jet skis and other water-borne vessels.

<b>Boat Launching Ramp</b>	Means a place described in the Boat Launching Ramp Schedule of this Bylaw.
<b>Bus</b>	Means a bus as defined in the Land Transport (Road User) Rule 2004.
<b>Bus Lane</b>	Means a lane reserved by a marking or sign installed at the start of the lane and at each point at which the lane resumes after an intersection for the use of buses and cycles, transport devices, mopeds, and motorcycles (unless one or more are specifically excluded by the sign).
<b>Bus Stop</b>	Means a place where passengers may board or alight from a bus indicated by a sign that includes the text 'bus stop' as specified in Schedule I of the Land Transport Rule, Traffic Control Devices 2004 and includes an area of the road in the vicinity of a place that is reserved for a bus stop to allow passengers to board or alight from the bus.
<b>Chief Executive</b>	Means the Chief Executive of Waikato District Council.
<b>Class of Vehicle</b>	Means groupings of vehicles defined by reference to any common feature and includes: <ul style="list-style-type: none"> <li>a. vehicles by type, description, weight, size or dimension;</li> <li>b. vehicles carrying specified classes of load by the mass, size or nature of such loads;</li> <li>c. vehicles carrying no fewer or less than a specified number of occupants;</li> <li>d. vehicles used for specified purposes;</li> <li>e. vehicles driven by specified classes of persons;</li> <li>f. carpool and shared vehicle; and</li> <li>g. vehicles displaying a permit authorised by Waikato District Council.</li> </ul>

<b>Cruising<sup>1</sup></b>	<p>Means driving repeatedly in the same direction over the same section of road in a motor vehicle in a manner that:</p> <ol style="list-style-type: none"> <li>a. draws attention to the power or sound of the engine of the motor vehicle being driven; or</li> <li>b. creates a convoy that is formed otherwise than in trade and impedes traffic flow.</li> </ol>
<b>Council</b>	<p>Means the Waikato District Council or any officer authorised to exercise the authority of the Council.</p>
<b>Cycle</b>	<p>Means a wheeled vehicle that is designed primarily to be propelled by the muscular energy of the rider by means of a crank and includes a power assisted cycle.</p>
<b>Cycle Lane</b>	<p>Means a longitudinal strip within a roadway that is reserved for the use of:</p> <ol style="list-style-type: none"> <li>a. cycles; and</li> <li>b. transport devices unless specifically excluded from using the lane by a marking or traffic sign and are included in the Cycle Lane Schedule of this Bylaw.</li> </ol>
<b>Cycle Path</b>	<p>Means part of the road defined by signs or markings and is physically separated from the roadway that is intended for the use of cyclists, but which may be used also by pedestrians.</p> <p>It must also include a cycle track formed under section 332 of the Local Government Act 1974 and be included in Cycle Path Schedule of this Bylaw.</p>
<b>Designated</b>	<p>Means specified by Council by resolution.</p>
<b>Driver</b>	<p>Means a person driving a vehicle and includes the rider of an all-terrain vehicle, a motorcycle, a moped, a cycle, a mobility device or transport device.</p>

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<sup>1</sup> This definition is as per the Land Transport Act 1998

<b>Emergency Vehicle</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Enactment</b>	Has the same meaning as section 29 of the Interpretation Act 1999.
<b>Enforcement Officer</b>	Means any person appointed or authorised in writing by the Chief Executive or by the Council to act on its behalf and with its authority including a Parking Warden under the provisions of the Land Transport Act 1998. Also includes police officers.
<b>Engine Brakes</b>	Means a device or feature of an engine to increase, when applied, the retardation force provided by the engine that can be utilised to control the speed of the vehicle.
<b>Freight Container</b>	Is an article of transport equipment that is: <ul style="list-style-type: none"> <li>a. of a permanent character and strong enough to be suitable for repeated use;</li> <li>b. Specifically designed to facilitate the transport of goods by one or more modes of transport, without intermediate loading; and</li> <li>c. designed to be secured and readily handled having fittings for these purposes.</li> </ul>
<b>Freedom Camping</b>	Has the same meaning as the Freedom Camping Act 2011.
<b>Footpath</b>	Means a path or way principally designed for, and used by, pedestrians and includes a footbridge.
<b>Goods Service Vehicle</b>	Means a motor vehicle that is designed exclusively or principally for the carriage of goods or used for the collection or delivery of goods in the course of trade.
<b>Heavy Motor Vehicle</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Lane</b>	Means a longitudinal strip of the roadway intended for the passage of vehicles or a specific class of vehicles that is separate from other parts of the roadway by a

longitudinal line or lines of paint or raised studs or another method of lane delineation specified in clause 7.12(1) or (1A) of the Land Transport Rule - Traffic Control Devices 2004.

It can include a:

- a. cycle lane; and
- b. lane for the use of vehicular traffic that is at least 2.5m wide; and
- c. lane of a two-way road divided by a centre line.

**Light Motor Vehicle** Has the same meaning as in the Land Transport (Road User) Rule 2004.

**Mobility Device** Has the same meaning as the Land Transport (Road User Rule) 2004.

**Mobility Parking Space** Means a parking place set aside under the provisions of this Bylaw for use by people who hold an approved disabled person's parking permit.

**Motor Vehicle** Means a vehicle drawn or propelled by mechanical power including a trailer but does not include:

- a. a vehicle running on rails; or
- b. a trailer (other than a trailer designed solely for the carriage of goods) that is designed and used exclusively as part of the armament of the New Zealand Defence Force; or
- c. a trailer running on one wheel and designed exclusively as a speed measuring device or for testing the wear of vehicle tyres; or
- d. a vehicle designed for amusement purposes and used exclusively within a place of recreation, amusement, or entertainment to which the public does not have access with motor vehicles; or
- e. a pedestrian-controlled machine; or

- f. a vehicle that the Agency has declared under section 168A of the Act is not a motor vehicle; or
- g. a mobility device.

<b>Network Utility Operator</b>	Has the same meaning given to it by section 166 of the Resource Management Act 1999.
<b>Parking Place</b>	Means a place (including a building) where vehicles or any class of vehicles may stop, stand or park and may be situated: <ul style="list-style-type: none"> <li>a. within a road or road reserve (on-street parking); or</li> <li>b. on property owned by Council which is not road reserve (off-street parking).</li> </ul>
<b>Parking Warden</b>	Means a parking warden appointed under section 128D of the Land Transport Act 1998.
<b>Passenger Service Vehicle</b>	Has the same meaning as section 2(1) of the Land Transport Act 1998.
<b>Pedestrian</b>	Means a person: <ul style="list-style-type: none"> <li>a. on foot on a road; or</li> <li>b. in or on a contrivance equipped with wheels or revolving runners that is not a vehicle; or</li> <li>c. operating a powered wheelchair.</li> </ul>
<b>Pedestrian Crossing</b>	Has the same meaning as the Land Transport (Road User Rule) 2004.
<b>Person</b>	Includes a natural person, corporation sole and body of persons whether incorporated or unincorporated.
<b>Power-assisted Cycle</b>	Has the same meaning as the Land Transport (Road User Rule) 2004.
<b>Powered Transport Device</b>	Means a wheeled vehicle (other than a cycle or a mobility device) powered by one or more propulsion motors that the Agency has declared, under section 168A(2) or (3) of the Act, is not a motor vehicle.

<b>Powered Wheelchair</b>	Means a mobility device that is a wheelchair propelled by mechanical power and operated by a joystick or other specialist interface but does not include a mobility device operated by a tiller or handlebar.
<b>Public Work</b>	Has the same meaning as section 2 of the Public Works Act 1981.
<b>Public Place</b>	Includes: <ul style="list-style-type: none"><li>a. every motorway, road, street, private street, footpath, access way, service lane, court, mall, and thoroughfare;</li><li>b. any public reserve within the meaning of section 2 of the Reserves Act 1977 to which the public generally has access, whether with or without payment of any fee, and any reserve under that Act classified as a nature reserve or a scientific reserve;</li><li>c. any park, garden, or other place of public recreation to which the public has access, whether with or without payment of any fee;</li><li>d. any beach or foreshore, or the bank of any river or stream, or the margin of any lake, to which the public traditionally has access, whether with or without payment of any fee;</li><li>e. any waters to which the public traditionally has access, whether with or without payment of any fee, for bathing or other recreational purposes;</li><li>f. every wharf, pier, or jetty (whether under the control of a harbour board or not) to which the public has access;</li><li>g. any conservation area within the meaning of the Conservation Act 1987;</li><li>h. any airport within the meaning of section 2 of the Airport Authorities Act 1966;</li><li>i. any cemetery within the meaning of section 2 of the Burial and Cremation Act 1964;</li><li>j. any land vested in or controlled by any local authority (within the meaning of section 5(1) of</li></ul>

the Local Government Act 2002) or the Crown, being land that is not occupied pursuant to any lease, licence, or other authority by any private person;

- k. any national park constituted under the National Parks Act 1980;
- l. any other place whether public or private in the open air, including any walkway within the meaning of section 4 of the Walking Access Act 2008, to which the public has access, whether with or without payment of any fee.

<b>Residential Zone</b>	Any area used predominantly for residential purposes and includes any area which is zoned residential in the Waikato District Council District Plan (Operative or Proposed).
<b>Rider</b>	Means a person riding an animal, an all-terrain vehicle, a motorcycle, a moped, a cycle, a mobility device or a transport device.
<b>Road</b>	Has the same meaning as contained in s2 of the Land Transport Act 1998 and includes any unformed roads.
<b>Roadway</b>	Means that portion of the road used or able to be used for the time being for vehicular traffic in general.
<b>Self-Contained Vehicle</b>	Means a vehicle used for camping which meets the conditions of NZS5465:2001 and displays a NZS5465:2001 Self-Containment Certificate.
<b>School Crossing Point</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Shared Path</b>	Means a path that is intended to be used as a path by some or all of the following persons at the same time: <ul style="list-style-type: none"> <li>a. Pedestrians;</li> <li>b. Cyclists;</li> <li>c. Riders of mobility devices;</li> <li>d. Riders of transport devices.</li> </ul>

<b>Shared Zone</b>	Means a length of roadway, defined by signs or markings, intended to be used by pedestrians and vehicles, as set out in the Land Transport (Road User) Rule 2004.
<b>Special Vehicle Lane</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>State Highway</b>	Means a state highway defined in Part I of the Land Transport Management Act 2003.
<b>Stock</b>	Includes sheep, cattle, goats and any other herd animal, but does not include a horse that is being led, ridden, or which is drawing any vehicle.
<b>Traffic Control Device</b>	Has the same meaning as in the Land Transport (Traffic Control Devices) Rule 2004.
<b>Transport Corridor</b>	All roads as defined above and includes all land from boundary to boundary (including the berm and carriageway).
<b>Transport Device</b>	Means: <ul style="list-style-type: none"> <li>a. a powered transport device; or</li> <li>b. an unpowered transport device.</li> </ul>
<b>Transport Station</b>	Has the same meaning as section 591(6) of the Local Government Act 1974.
<b>Transit Lane</b>	Means a lane, defined by signs or markings, reserved for the use of the following (unless specifically excluded by a sign installed at the start of the lane): <ul style="list-style-type: none"> <li>a. passenger service vehicles;</li> <li>b. motor vehicles carrying not less than the number of persons (including the driver) specified on the sign;</li> <li>c. cycles;</li> <li>d. transport devices;</li> <li>e. motorcycles;</li> </ul>

f. mopeds.

<b>Unpowered Transport Device</b>	Means a wheeled vehicle, other than a cycle, that is propelled by human power or gravity.
<b>Vehicle</b>	Has the same meaning as in the Land Transport Act 1998.
<b>Vehicle Crossing</b>	Is a place where vehicles are being taken or, in the opinion of the council, are likely to be taken, on to or from any land across any footpath on any road or any water channel on or adjoining any road.
<b>Zone Parking</b>	Has the same meaning as in Land Transport Rule: Traffic Control Devices 2004.

## 5.0 INTERPRETATION

- 5.1 Any undefined words, phrases or expressions used in this Bylaw have the same meaning as in the Act unless the context plainly requires a different meaning.
- 5.2 Explanatory notes are for information purposes only, do not form part of this Bylaw, and may be inserted or changed by Council at any time.

## STOPPING, STANDING AND PARKING

- 6.1 No person shall stop, stand or park a motor vehicle on any footpath, grass berm, flowerbed, shrubbery, median strip, traffic island or any ornamental verge or plot laid out on any street, road or public place, except:
- on a specified parking berm or public place as may be identified in Schedule 1; or
  - on a berm that is not separated from the roadway by kerb and channel, if the vehicle is parked to ensure that the driver's side wheels remain on the roadway and a clear pedestrian passage no less than 1.2m wide is retained between the vehicle and any fence, shrub or other obstruction and the vehicle is not parked on any footpath or contrary to the provision of Clause 10 of this Bylaw.
  - with the prior written consent of the Council; or
  - in compliance with a public notification by the Council.
- 6.2 No person shall stop, stand or park a motor vehicle or motor vehicle combination on any road or parking place in contravention of a restriction imposed by the Council and evidenced by appropriate signs and/or road markings. Notwithstanding the provisions of this subclause and subject to such conditions as appropriate in the circumstances and

payment of the prescribed fee, the Council may authorise the stopping, standing, or parking of specified vehicles.

- 6.3 No person shall stop, stand or park a heavy goods motor vehicle or heavy motor vehicle combination for a period of more than one hour on any parking place within a residential zoned area. This clause does not prohibit a vehicle from stopping, standing, or parking for a period that is reasonably required for the purpose of loading or unloading that vehicle in the course of trade.
- 6.4 No person shall stop, stand, or park any vehicle which, by reason of its condition or content, causes an offensive odour on any part of the transport corridor, including any parking place.
- 6.5 No person shall, without the prior written permission of the Council, park a motor vehicle or trailer for the purpose of advertising a good or service or for offering the vehicle for sale unless the vehicle is being used for day-to-day private travel, on any part of the transport corridor, including any parking place. This restriction includes vehicles and trailers displayed for sale, and mobile billboards.
- 6.6 Except with the prior written permission of the Council, no person shall stop, stand or park a motor vehicle within the transport corridor for any period exceeding seven days, if that vehicle cannot be easily moved on at the request of the Council.
- 6.7 No person shall park or place any machinery, equipment, materials, waste disposal bins, skips or freight containers within the transport corridor except with the permission of the Council and in accordance with any conditions that Council may require. Council may remove any such item for non-compliance with any condition, at the owner's cost. This clause does not apply to those containers that are used solely for the purpose of residential waste collection as authorised by the Council and placed off the roadway, provided that such containers are not left on any road for a period not exceeding 24 hours.
- 6.8 No person shall park, place or operate any crane, mobile crane, excavator or drill rig on a road, except with the permission of Council and in accordance with any conditions that Council may impose.
- 6.9 No person shall repair, alter or add to a vehicle while the vehicle is on the road, unless those repairs, alterations or additions are necessary to enable the vehicle to be removed from the road.
- 6.10 Regardless of whether a sign is present, a person must not stop, stand or park a motor vehicle on any part of the transport corridor that is laid out as a cultivated area including a grass plot, a flower bed or shrubbery.

- 6.11 No person shall stop, stand, or park a vehicle on any Council reserve unless:
- a. It is within an area set aside for parking and the parking is associated with the use of the Council reserve; or
  - b. The person has received prior approval from Council.

## **7 PARKING PLACES**

- 7.1 The Council may with reference to a specified parking place or places by resolution:
- e. Permit or prohibit a class or classes of motor vehicles; and
  - f. Permit or prohibit time restrictions on parking; and
  - g. Specify and impose conditions of parking in that parking place or in those parking places; and
  - h. Specify part or parts that are available for public use; and
  - i. Specify part or parts that are available for reserve parking; and
  - j. Specify and prescribe fees and rental charges for parking in or reserving parking in that parking place or in those parking places; and
  - k. Permit specified parking places to be used for street vending and market purposes.
- 7.2 The Council may with reference to a specified off-street parking place or places, by resolution, delegate to the Chief Executive of the authority, the ability to do any of the things specified in subclauses 7.1 (a) to (g) above.
- 7.3 Council shall display signs indicating any such prohibition, specification or condition as it applies to any road or parking place.
- 7.4 The Council may from time to time by resolution:
- a. Declare any road or part of a road, including the days and times, to be a timed parking place;
  - b. Declare the number and situation of parking places within a parking place;
  - c. Declare the time allowed for parking in such parking places which it shall be unlawful to remain parked;
  - d. Add to or amend the parking places schedule of this Bylaw.
- 7.5 For any timed parking places, limits will apply between 8am and 6pm every day of the week except where signs relating to those places covered by this Bylaw indicate otherwise.
- 7.6 Any restrictions that apply to a timed parking area do not apply in locations within that area where other specific stopping, standing and parking restrictions apply.

7.7 Where the Council has reserved parking places as mobility parking spaces, the approved Mobility Parking Permit shall be displayed so that it is clearly visible. The permit shall not be displayed if the parking place is not being used for the benefit of the permit holder.

## **8 TEMPORARY ALTERNATE USE OF PARKING SPACES**

8.1 Where parking at a timed parking place is to be temporarily halted, the Council may place or erect signs or notices (or authorise the placing or erecting of signs or notices) stating parking is not available in the specified place or area.

8.2 It shall be unlawful for any person to park a vehicle in a timed parking place where parking has been temporarily halted, except with the written permission of the Council.

## **9 UNLAWFUL PARKING**

9.1 No person shall park any vehicle or vehicle combination in a parking place except as permitted by the provisions of this Bylaw.

9.2 No person shall park a vehicle or vehicle combination in a parking place so that any part of that vehicle extends beyond any line defining that place unless by reason of its size it may be necessary for the vehicle to extend onto an adjoining and unoccupied parking place. If the parking places occupied by the vehicle or vehicle combination are metered parking places, the driver shall be liable to pay a parking fee for each place so occupied.

9.3 No person shall park for a period greater than the maximum indicated, except where the vehicle is being used for the benefit of an approved mobility parking permit holder.

9.4 No person shall obstruct vehicle access to or egress from any parking place.

9.5 No vehicle shall be returned to any timed parking place on a road until a period of 20 minutes has elapsed from the time the vehicle previously left the metered parking place.

## **10 ONE-WAY ROADS**

10.1 Subject to the erection of the prescribed signs and/or markings, a person may only drive along the roads or parts of roads listed as a 'one-way road' in the One-Way Roads Schedule of this Bylaw, in the direction specified.

10.2 The Council may, by resolution, specify that cycles may travel in the opposite direction on a one-way road.

10.3 The Council may, by resolution, amend the One-Way Roads Schedule to provide for a road, or part of a road, to be a one-way road or to provide that a road should cease to be used as a one-way road.

**11 TURNING RESTRICTIONS**

- 11.1 Subject to the installation of the prescribed signs and/or markings, no person shall drive a vehicle contrary to any turning restriction listed in the Turning Restrictions Schedule of this Bylaw.
- 11.2 The Council may by resolution amend the Turning Restrictions Schedule to prohibit turns, for vehicles on a roadway turning from facing or travelling in one direction to facing or travelling in the opposite direction (No 'U-turns').

**12 CYCLE PATHS**

- 12.1 Subject to the installation of the prescribed signs and/or markings, the roads, parts of roads and places listed in the Cycle Paths Schedule of this Bylaw are cycle paths and are to operate as shared paths. Priority (if any) is indicated in this schedule.
- 12.2 The Council may by resolution amend the Cycle Paths Schedule to provide for a road or part of a road to be used as a Cycle Path either permanently or for a set period of time, or to provide that a road or part of a road should cease to be used as a cycle path.

**13 SHARED ZONES**

- 13.1 Council may by resolution specify any road to be a shared zone and specify any restrictions on how the shared zone is to be used by the public. In addition to any roads declared to be shared zone by resolution under Clause 24, the roads, parts of road and places listed in Shared Zones Schedule of this Bylaw are 'Shared Zones'.
- 13.2 Except where Council has by resolution specified otherwise, no person may stand or park a vehicle in a shared zone.
- 13.3 No person may use a shared zone in a manner contrary to any restriction made by Council.

**14 LIGHT MOTOR VEHICLE PROHIBITIONS**

- 14.1 Subject to the installation of the prescribed signs and/or markings, Council may by resolution restrict or prohibit any vehicle having a gross motor vehicle mass less than 3,500kg from being operated on any road generally between the hours of 9pm and 4am unless specified otherwise in the Light Motor Vehicles Prohibitions Schedule of this Bylaw.
- 14.2 No person may drive or permit a motor vehicle to be driven in contravention of a resolution made by Council unless:
- a. that motor vehicle is used for the express purpose of visiting a property with a frontage to a road specified in the resolution; or
  - b. that motor vehicle is being used for the time being as a passenger service vehicle;
- or

c. prior written permission from Council has been obtained.

14.3 Council may by resolution:

- a. specify any section of road or roads on which cruising is controlled, restricted, or prohibited;
- b. prescribe the period of time that must elapse between each time a driver drives on a specified section of road for the driver to avoid being regarded as cruising.

14.4 No person shall use a motor vehicle on any specified section of road or roads in contravention of a control, prohibition or restriction made by Council as set out in the Light Motor Vehicle Prohibitions Schedule.

## 15 HEAVY MOTOR VEHICLE PROHIBITIONS

15.1 No person shall operate engine brakes on any road where the permanent speed limit does not exceed 70 kilometres per hour.

15.2 No person shall operate engine brakes on any road identified in the Heavy Motor Vehicle Schedule, ~~Part 1 Prohibition of Engine Brakes of this Bylaw~~, due to noise nuisance.

15.3 No person shall drive or permit to be driven any heavy motor vehicle except a passenger service vehicle on or along those roads or parts of roads listed in the Heavy Motor Vehicle Schedule, ~~Part 2 Prohibition of Heavy Motor Vehicles of this Bylaw~~, except for the purpose of picking up or delivering goods to an address on those roads when alternative access is not available for this purpose.

15.4 No person shall drive or permit to be driven or park any heavy motor vehicle or any specified class of heavy motor vehicle during such hours or exceeding such period as may be specified for the roads or public places listed in the Heavy Motor Vehicle Schedule of this Bylaw, except for the purposes of loading or unloading goods or passengers at any property whose access is by way of the road or public place.

15.5 The prohibitions set out in this section shall not apply to:

- a. A network utility operator or its authorised agent or contractor engaged in the provision of, or maintenance of a network utility operation.
- b. Emergency vehicles, vehicle recovery services, tradespersons' vehicles or campervans as identified on signs approaching the road to which the restriction applies.
- c. Residential waste collections carried out by either the local authority or a contractor licensed by the local authority.
- d. Any other class of heavy vehicle the Council may exclude from the prohibitions in Clause 15 in accordance with the Local Government Act 2002 and as identified on signs approaching the road to which the restriction applies.

- 15.7 The Council may amend the Heavy Motor Vehicle Schedule by resolution to prohibit any heavy traffic on any road or roads within the district or to remove a heavy traffic prohibition.

**File Note:** Please note that weight restrictions may be placed on bridges outside the Bylaw through section 11 of the 1974 Heavy Motor Vehicle Regulations. (This file note does not form part of the Bylaw).

## **16 BOAT LAUNCHING RAMPS**

- 16.1 No person may use a launching ramp other than for launching boats from trailers or retrieving boats onto trailers, except with authorisation from Council.
- 16.2 No person shall:
- a. Stop any vehicle on any part of a launching ramp or the approach to a launching ramp for longer than is necessary to launch or recover a boat.
  - b. Drive or move any vehicle onto a launching ramp to recover a boat before the boat is ready to be recovered.
- 16.3 Council may, by resolution, amend the Launching Ramp Schedule to remove or add launching ramps and approaches to launching ramps from this Schedule.

## **17 DAMAGE TO ROADS**

- 17.1 No person shall undertake any activity that causes, or may cause:
- a. damage to any road in excess of normal wear and tear; or
  - b. a safety hazard.
- 17.2 Without limiting the generality of clause 17.1, no person may:
- a. mix any concrete or other material of any kind on the surface of any road;
  - b. cause or permit any concrete, mortar, or material of a similar nature to be swept, washed, hosed or sluiced into any road or into any drain connected with any part of Council's drainage or wastewater system;
  - c. use any vehicle whose wheels or tracks causes or may cause damage to the surface or any part of any road;
  - d. drag or trail anything whether on a sledge or skids or otherwise so as to damage any road.

## **18 DAMAGE TO SIGNS**

- 18.1 No person may interfere with, damage or remove any traffic sign unless instructed to do so by an Authorised Officer.

## **19 SEIZURE AND IMPOUNDING**

- 19.1 A council enforcement officer authorised to enforce the provisions of this Bylaw, may seize and impound any property used in a manner that breaches this Bylaw if:
- a. the property is materially involved in the commission of an offence; and
  - b. it is reasonable in the circumstances to seize and impound the property; and

- c. before seizing and impounding the property, the enforcement officer:
  - i. directed (orally or in writing) the person committing the offence to stop committing the offence; and
  - ii. has advised (orally or in writing) the person committing the offence that, if he or she does not stop committing the offence, the enforcement officer has power to seize and impound the property; and
  - iii. provided the person with a reasonable opportunity to stop committing the offence.

19.2 As soon as practicable after seizing and impounding the property, an enforcement officer must give a notice in the prescribed form (where a form is prescribed):

- a. to the person in possession of the property at the time it was seized and impounded; or
- b. if paragraph a does not apply, to any person who the enforcement officer can ascertain is the owner of, or has an interest in, the property.

19.3 Council may require the vehicle owner to pay Council's costs in seizing, impounding, transporting, and storing the property.

19.4 A notice under this section may be served:

- a. By delivering it, or a copy of it, personally to the person who appears to be in possession of the property at the time it was seized and impounded; or
- b. By sending it, or a copy of it, by post addressed to any person who the enforcement officer can ascertain is the owner of, or has an interest in, the property at his or her last known place of residence or business or postal address.

## **20 REMOVAL OF VEHICLES AND THINGS**

20.1 In addition to the powers conferred on it by any other enactment, Council may remove or cause to be removed any vehicle or thing found to be in breach of this Bylaw from any parking place, transport station or road.

20.2 Council may recover from the person who committed the breach of this Bylaw the costs incurred by Council in connection with the removal of the vehicle or thing.

## **21 OFFENCES AND PENALTIES**

21.1 Every person who breaches this Bylaw (including any control, restriction, limitation or prohibition made under this Bylaw) commits an offence under the Act, or the Local Government Act 2002, and is liable to the penalties set out in the relevant Act.

21.2 Any person who fails to comply with this Bylaw may have their vehicle moved if a parking warden believes that the vehicle causes:

- a. an obstruction in the road or to any vehicle entrance to any property; or
- b. the removal of the vehicle is desirable in the interests of road safety or for the convenience or in the interests of the public.

**22 DEFENSES**

- 22.1 A person is not in breach of this Bylaw if that person proves that the act or omission complained of:
- a. took place in compliance with the directions of an enforcement officer, a parking warden or a traffic control device; or
  - b. was performed by an enforcement officer or a parking warden and was necessary in the execution of that person's duty.

**23 EXEMPT VEHICLES**

- 23.1 This Bylaw shall not apply to emergency vehicles being used in an emergency.
- 23.2 Clauses 3 to 11, 14, 17 and 20 of this Bylaw shall not apply to medical practitioners such as doctors, district nurses and midwives who are attending an emergency.
- 23.3 This Bylaw shall not apply to vehicles operated by the Council or for the Council during the necessary fulfilment of Council's statutory functions, duties or powers.
- 23.4 This Bylaw shall not apply to vehicles operated by utility providers whilst engaged in emergency repair work to a public utility service.
- 23.5 This Bylaw shall not apply to vehicles for which the owner/operator has received written permission from Council to carry out any action that contradicts this Bylaw.

**24 POWER TO AMEND SCHEDULES BY RESOLUTION**

- 24.1 Council may from time to time by resolution substitute or make additions or alterations to any schedule or traffic map of this Bylaw.

This Bylaw was made pursuant to a resolution passed by the Waikato District Council on 24 April 2023.

The Common Seal of the Waikato District Council  
Was hereto affixed in the presence of:

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Mayor

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Chief Executive

## Table of Schedules

<u>#</u>	<u>Schedule Title</u>
1	Time Limited Parking Areas
	Special Parking Areas
	Parking Places
	No Stopping Restrictions
2	One-way Street Restrictions
3	Turning Restrictions
4	Cycle Lanes
5	Cycle Paths
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7	Light Motor Vehicle Prohibitions
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8	<u>Launching Ramps</u>

# Waikato District Council

## Proposed Traffic Bylaw 2023

Waikato District Council, in exercise of its powers under the Local Government Act 1974, Local Government Act 2002 and its respective amendments, the Land Transport Act 1998 and its respective amendments, and all other relevant powers, hereby makes the following bylaw:

### 1.0 INTRODUCTION

- 1.1 This Bylaw shall be known as the 'Waikato District Council Traffic Bylaw 2023'.
- 1.2 This Bylaw shall come into force on (Day) (Month) (Year).

### 2.0 PURPOSE OF BYLAW

- 2.1 The purpose of this Bylaw is to regulate parking and the use of vehicles on land which is under the control of Waikato District Council.

### 3.0 APPLICATION

- 3.1 This Bylaw applies to all roads under the control and/or management of Waikato District Council.

### 4.0 DEFINITIONS

For the purposes of this Bylaw the following definitions shall apply:

<b>Act</b>	Means the Land Transport Act 1998 the regulations and the rules under that Act.
<b>Approved Disabled Person's Parking Permit</b>	Has the same meaning as the Land Transport (Road User) Rule 2004.
<b>Berm</b>	The area of a road corridor between the trafficable road and a property boundary, which may contain footpaths, drainage, lighting columns, signs and other council assets.
<b>Boat</b>	Includes jet skis and other water-borne vessels.

<b>Boat Launching Ramp</b>	Means a place described in the Boat Launching Ramp Schedule of this Bylaw.
<b>Bus</b>	Means a bus as defined in the Land Transport (Road User) Rule 2004.
<b>Bus Lane</b>	Means a lane reserved by a marking or sign installed at the start of the lane and at each point at which the lane resumes after an intersection for the use of buses and cycles, transport devices, mopeds, and motorcycles (unless one or more are specifically excluded by the sign).
<b>Bus Stop</b>	Means a place where passengers may board or alight from a bus indicated by a sign that includes the text 'bus stop' as specified in Schedule I of the Land Transport Rule, Traffic Control Devices 2004 and includes an area of the road in the vicinity of a place that is reserved for a bus stop to allow passengers to board or alight from the bus.
<b>Chief Executive</b>	Means the Chief Executive of Waikato District Council.
<b>Class of Vehicle</b>	Means groupings of vehicles defined by reference to any common feature and includes: <ul style="list-style-type: none"> <li>a. vehicles by type, description, weight, size or dimension;</li> <li>b. vehicles carrying specified classes of load by the mass, size or nature of such loads;</li> <li>c. vehicles carrying no fewer or less than a specified number of occupants;</li> <li>d. vehicles used for specified purposes;</li> <li>e. vehicles driven by specified classes of persons;</li> <li>f. carpool and shared vehicle; and</li> <li>g. vehicles displaying a permit authorised by Waikato District Council.</li> </ul>

<b>Cruising<sup>1</sup></b>	Means driving repeatedly in the same direction over the same section of road in a motor vehicle in a manner that: <ul style="list-style-type: none"> <li>a. draws attention to the power or sound of the engine of the motor vehicle being driven; or</li> <li>b. creates a convoy that is formed otherwise than in trade and impedes traffic flow.</li> </ul>
<b>Council</b>	Means the Waikato District Council or any officer authorised to exercise the authority of the Council.
<b>Cycle</b>	Means a wheeled vehicle that is designed primarily to be propelled by the muscular energy of the rider by means of a crank and includes a power assisted cycle.
<b>Cycle Lane</b>	Means a longitudinal strip within a roadway that is reserved for the use of: <ul style="list-style-type: none"> <li>a. cycles; and</li> <li>b. transport devices unless specifically excluded from using the lane by a marking or traffic sign and are included in the Cycle Lane Schedule of this Bylaw.</li> </ul>
<b>Cycle Path</b>	Means part of the road defined by signs or markings and is physically separated from the roadway that is intended for the use of cyclists, but which may be used also by pedestrians. <p>It must also include a cycle track formed under section 332 of the Local Government Act 1974 and be included in Cycle Path Schedule of this Bylaw.</p>
<b>Designated</b>	Means specified by Council by resolution.
<b>Driver</b>	Means a person driving a vehicle and includes the rider of an all-terrain vehicle, a motorcycle, a moped, a cycle, a mobility device or transport device.

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<sup>1</sup> This definition is as per the Land Transport Act 1998

<b>Emergency Vehicle</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Enactment</b>	Has the same meaning as section 29 of the Interpretation Act 1999.
<b>Enforcement Officer</b>	Means any person appointed or authorised in writing by the Chief Executive or by the Council to act on its behalf and with its authority including a Parking Warden under the provisions of the Land Transport Act 1998. Also includes police officers.
<b>Engine Brakes</b>	Means a device or feature of an engine to increase, when applied, the retardation force provided by the engine that can be utilised to control the speed of the vehicle.
<b>Freight Container</b>	Is an article of transport equipment that is: <ul style="list-style-type: none"> <li>a. of a permanent character and strong enough to be suitable for repeated use;</li> <li>b. Specifically designed to facilitate the transport of goods by one or more modes of transport, without intermediate loading; and</li> <li>c. designed to be secured and readily handled having fittings for these purposes.</li> </ul>
<b>Freedom Camping</b>	Has the same meaning as the Freedom Camping Act 2011.
<b>Footpath</b>	Means a path or way principally designed for, and used by, pedestrians and includes a footbridge.
<b>Goods Service Vehicle</b>	Means a motor vehicle that is designed exclusively or principally for the carriage of goods or used for the collection or delivery of goods in the course of trade.
<b>Heavy Motor Vehicle</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Lane</b>	Means a longitudinal strip of the roadway intended for the passage of vehicles or a specific class of vehicles that is separate from other parts of the roadway by a

longitudinal line or lines of paint or raised studs or another method of lane delineation specified in clause 7.12(1) or (1A) of the Land Transport Rule - Traffic Control Devices 2004.

It can include a:

- a. cycle lane; and
- b. lane for the use of vehicular traffic that is at least 2.5m wide; and
- c. lane of a two-way road divided by a centre line.

**Light Motor Vehicle** Has the same meaning as in the Land Transport (Road User) Rule 2004.

**Mobility Device** Has the same meaning as the Land Transport (Road User Rule) 2004.

**Mobility Parking Space** Means a parking place set aside under the provisions of this Bylaw for use by people who hold an approved disabled person's parking permit.

**Motor Vehicle** Means a vehicle drawn or propelled by mechanical power including a trailer but does not include:

- a. a vehicle running on rails; or
- b. a trailer (other than a trailer designed solely for the carriage of goods) that is designed and used exclusively as part of the armament of the New Zealand Defence Force; or
- c. a trailer running on one wheel and designed exclusively as a speed measuring device or for testing the wear of vehicle tyres; or
- d. a vehicle designed for amusement purposes and used exclusively within a place of recreation, amusement, or entertainment to which the public does not have access with motor vehicles; or
- e. a pedestrian-controlled machine; or

- f. a vehicle that the Agency has declared under section 168A of the Act is not a motor vehicle; or
- g. a mobility device.

<b>Network Utility Operator</b>	Has the same meaning given to it by section 166 of the Resource Management Act 1999.
<b>Parking Place</b>	Means a place (including a building) where vehicles or any class of vehicles may stop, stand or park and may be situated: <ul style="list-style-type: none"> <li>a. within a road or road reserve (on-street parking); or</li> <li>b. on property owned by Council which is not road reserve (off-street parking).</li> </ul>
<b>Parking Warden</b>	Means a parking warden appointed under section 128D of the Land Transport Act 1998.
<b>Passenger Service Vehicle</b>	Has the same meaning as section 2(1) of the Land Transport Act 1998.
<b>Pedestrian</b>	Means a person: <ul style="list-style-type: none"> <li>a. on foot on a road; or</li> <li>b. in or on a contrivance equipped with wheels or revolving runners that is not a vehicle; or</li> <li>c. operating a powered wheelchair.</li> </ul>
<b>Pedestrian Crossing</b>	Has the same meaning as the Land Transport (Road User Rule) 2004.
<b>Person</b>	Includes a natural person, corporation sole and body of persons whether incorporated or unincorporated.
<b>Power-assisted Cycle</b>	Has the same meaning as the Land Transport (Road User Rule) 2004.
<b>Powered Transport Device</b>	Means a wheeled vehicle (other than a cycle or a mobility device) powered by one or more propulsion motors that the Agency has declared, under section 168A(2) or (3) of the Act, is not a motor vehicle.

<b>Powered Wheelchair</b>	Means a mobility device that is a wheelchair propelled by mechanical power and operated by a joystick or other specialist interface but does not include a mobility device operated by a tiller or handlebar.
<b>Public Work</b>	Has the same meaning as section 2 of the Public Works Act 1981.
<b>Public Place</b>	Includes: <ul style="list-style-type: none"><li>a. every motorway, road, street, private street, footpath, access way, service lane, court, mall, and thoroughfare;</li><li>b. any public reserve within the meaning of section 2 of the Reserves Act 1977 to which the public generally has access, whether with or without payment of any fee, and any reserve under that Act classified as a nature reserve or a scientific reserve;</li><li>c. any park, garden, or other place of public recreation to which the public has access, whether with or without payment of any fee;</li><li>d. any beach or foreshore, or the bank of any river or stream, or the margin of any lake, to which the public traditionally has access, whether with or without payment of any fee;</li><li>e. any waters to which the public traditionally has access, whether with or without payment of any fee, for bathing or other recreational purposes;</li><li>f. every wharf, pier, or jetty (whether under the control of a harbour board or not) to which the public has access;</li><li>g. any conservation area within the meaning of the Conservation Act 1987;</li><li>h. any airport within the meaning of section 2 of the Airport Authorities Act 1966;</li><li>i. any cemetery within the meaning of section 2 of the Burial and Cremation Act 1964;</li><li>j. any land vested in or controlled by any local authority (within the meaning of section 5(1) of</li></ul>

the Local Government Act 2002) or the Crown, being land that is not occupied pursuant to any lease, licence, or other authority by any private person;

- k. any national park constituted under the National Parks Act 1980;
- l. any other place whether public or private in the open air, including any walkway within the meaning of section 4 of the Walking Access Act 2008, to which the public has access, whether with or without payment of any fee.

<b>Residential Zone</b>	Any area used predominantly for residential purposes and includes any area which is zoned residential in the Waikato District Council District Plan (Operative or Proposed).
<b>Rider</b>	Means a person riding an animal, an all-terrain vehicle, a motorcycle, a moped, a cycle, a mobility device or a transport device.
<b>Road</b>	Has the same meaning as contained in s2 of the Land Transport Act 1998 and includes any unformed roads.
<b>Roadway</b>	Means that portion of the road used or able to be used for the time being for vehicular traffic in general.
<b>Self-Contained Vehicle</b>	Means a vehicle used for camping which meets the conditions of NZS5465:2001 and displays a NZS5465:2001 Self-Containment Certificate.
<b>School Crossing Point</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>Shared Path</b>	Means a path that is intended to be used as a path by some or all of the following persons at the same time: <ul style="list-style-type: none"> <li>a. Pedestrians;</li> <li>b. Cyclists;</li> <li>c. Riders of mobility devices;</li> <li>d. Riders of transport devices.</li> </ul>

<b>Shared Zone</b>	Means a length of roadway, defined by signs or markings, intended to be used by pedestrians and vehicles, as set out in the Land Transport (Road User) Rule 2004.
<b>Special Vehicle Lane</b>	Has the same meaning as in the Land Transport (Road User) Rule 2004.
<b>State Highway</b>	Means a state highway defined in Part I of the Land Transport Management Act 2003.
<b>Stock</b>	Includes sheep, cattle, goats and any other herd animal, but does not include a horse that is being led, ridden, or which is drawing any vehicle.
<b>Traffic Control Device</b>	Has the same meaning as in the Land Transport (Traffic Control Devices) Rule 2004.
<b>Transport Corridor</b>	All roads as defined above and includes all land from boundary to boundary (including the berm and carriageway).
<b>Transport Device</b>	Means: <ul style="list-style-type: none"> <li>a. a powered transport device; or</li> <li>b. an unpowered transport device.</li> </ul>
<b>Transport Station</b>	Has the same meaning as section 591(6) of the Local Government Act 1974.
<b>Transit Lane</b>	Means a lane, defined by signs or markings, reserved for the use of the following (unless specifically excluded by a sign installed at the start of the lane): <ul style="list-style-type: none"> <li>a. passenger service vehicles;</li> <li>b. motor vehicles carrying not less than the number of persons (including the driver) specified on the sign;</li> <li>c. cycles;</li> <li>d. transport devices;</li> <li>e. motorcycles;</li> </ul>

f. mopeds.

<b>Unpowered Transport Device</b>	Means a wheeled vehicle, other than a cycle, that is propelled by human power or gravity.
<b>Vehicle</b>	Has the same meaning as in the Land Transport Act 1998.
<b>Vehicle Crossing</b>	Is a place where vehicles are being taken or, in the opinion of the council, are likely to be taken, on to or from any land across any footpath on any road or any water channel on or adjoining any road.
<b>Zone Parking</b>	Has the same meaning as in Land Transport Rule: Traffic Control Devices 2004.

## 5.0 INTERPRETATION

- 5.1 Any undefined words, phrases or expressions used in this Bylaw have the same meaning as in the Act unless the context plainly requires a different meaning.
- 5.2 Explanatory notes are for information purposes only, do not form part of this Bylaw, and may be inserted or changed by Council at any time.

## STOPPING, STANDING AND PARKING

- 6.1 No person shall stop, stand or park a motor vehicle on any footpath, grass berm, flowerbed, shrubbery, median strip, traffic island or any ornamental verge or plot laid out on any street, road or public place, except:
- on a specified parking berm or public place as may be identified in Schedule 1; or
  - on a berm that is not separated from the roadway by kerb and channel, if the vehicle is parked to ensure that the driver's side wheels remain on the roadway and a clear pedestrian passage no less than 1.2m wide is retained between the vehicle and any fence, shrub or other obstruction and the vehicle is not parked on any footpath or contrary to the provision of Clause 10 of this Bylaw.
  - with the prior written consent of the Council; or
  - in compliance with a public notification by the Council.
- 6.2 No person shall stop, stand or park a motor vehicle or motor vehicle combination on any road or parking place in contravention of a restriction imposed by the Council and evidenced by appropriate signs and/or road markings. Notwithstanding the provisions of this subclause and subject to such conditions as appropriate in the circumstances and

payment of the prescribed fee, the Council may authorise the stopping, standing, or parking of specified vehicles.

- 6.3 No person shall stop, stand or park a heavy goods motor vehicle or heavy motor vehicle combination for a period of more than one hour on any parking place within a residential zoned area. This clause does not prohibit a vehicle from stopping, standing, or parking for a period that is reasonably required for the purpose of loading or unloading that vehicle in the course of trade.
- 6.4 No person shall stop, stand, or park any vehicle which, by reason of its condition or content, causes an offensive odour on any part of the transport corridor, including any parking place.
- 6.5 No person shall, without the prior written permission of the Council, park a motor vehicle or trailer for the purpose of advertising a good or service or for offering the vehicle for sale unless the vehicle is being used for day-to-day private travel, on any part of the transport corridor, including any parking place. This restriction includes vehicles and trailers displayed for sale, and mobile billboards.
- 6.6 Except with the prior written permission of the Council, no person shall stop, stand or park a motor vehicle within the transport corridor for any period exceeding seven days, if that vehicle cannot be easily moved on at the request of the Council.
- 6.7 No person shall park or place any machinery, equipment, materials, waste disposal bins, skips or freight containers within the transport corridor except with the permission of the Council and in accordance with any conditions that Council may require. Council may remove any such item for non-compliance with any condition, at the owner's cost. This clause does not apply to those containers that are used solely for the purpose of residential waste collection as authorised by the Council and placed off the roadway, provided that such containers are not left on any road for a period not exceeding 24 hours.
- 6.8 No person shall park, place or operate any crane, mobile crane, excavator or drill rig on a road, except with the permission of Council and in accordance with any conditions that Council may impose.
- 6.9 No person shall repair, alter or add to a vehicle while the vehicle is on the road, unless those repairs, alterations or additions are necessary to enable the vehicle to be removed from the road.
- 6.10 Regardless of whether a sign is present, a person must not stop, stand or park a motor vehicle on any part of the transport corridor that is laid out as a cultivated area including a grass plot, a flower bed or shrubbery.

- 6.11 No person shall stop, stand, or park a vehicle on any Council reserve unless:
- a. It is within an area set aside for parking and the parking is associated with the use of the Council reserve; or
  - b. The person has received prior approval from Council.

## **7 PARKING PLACES**

- 7.1 The Council may with reference to a specified parking place or places by resolution:
- e. Permit or prohibit a class or classes of motor vehicles; and
  - f. Permit or prohibit time restrictions on parking; and
  - g. Specify and impose conditions of parking in that parking place or in those parking places; and
  - h. Specify part or parts that are available for public use; and
  - i. Specify part or parts that are available for reserve parking; and
  - j. Specify and prescribe fees and rental charges for parking in or reserving parking in that parking place or in those parking places; and
  - k. Permit specified parking places to be used for street vending and market purposes.
- 7.2 The Council may with reference to a specified off-street parking place or places, by resolution, delegate to the Chief Executive of the authority, the ability to do any of the things specified in subclauses 7.1 (a) to (g) above.
- 7.3 Council shall display signs indicating any such prohibition, specification or condition as it applies to any road or parking place.
- 7.4 The Council may from time to time by resolution:
- a. Declare any road or part of a road, including the days and times, to be a timed parking place;
  - b. Declare the number and situation of parking places within a parking place;
  - c. Declare the time allowed for parking in such parking places which it shall be unlawful to remain parked;
  - d. Add to or amend the parking places schedule of this Bylaw.
- 7.5 For any timed parking places, limits will apply between 8am and 6pm every day of the week except where signs relating to those places covered by this Bylaw indicate otherwise.
- 7.6 Any restrictions that apply to a timed parking area do not apply in locations within that area where other specific stopping, standing and parking restrictions apply.

7.7 Where the Council has reserved parking places as mobility parking spaces, the approved Mobility Parking Permit shall be displayed so that it is clearly visible. The permit shall not be displayed if the parking place is not being used for the benefit of the permit holder.

## **8 TEMPORARY ALTERNATE USE OF PARKING SPACES**

8.1 Where parking at a timed parking place is to be temporarily halted, the Council may place or erect signs or notices (or authorise the placing or erecting of signs or notices) stating parking is not available in the specified place or area.

8.2 It shall be unlawful for any person to park a vehicle in a timed parking place where parking has been temporarily halted, except with the written permission of the Council.

## **9 UNLAWFUL PARKING**

9.1 No person shall park any vehicle or vehicle combination in a parking place except as permitted by the provisions of this Bylaw.

9.2 No person shall park a vehicle or vehicle combination in a parking place so that any part of that vehicle extends beyond any line defining that place unless by reason of its size it may be necessary for the vehicle to extend onto an adjoining and unoccupied parking place. If the parking places occupied by the vehicle or vehicle combination are metered parking places, the driver shall be liable to pay a parking fee for each place so occupied.

9.3 No person shall park for a period greater than the maximum indicated, except where the vehicle is being used for the benefit of an approved mobility parking permit holder.

9.4 No person shall obstruct vehicle access to or egress from any parking place.

9.5 No vehicle shall be returned to any timed parking place on a road until a period of 20 minutes has elapsed from the time the vehicle previously left the metered parking place.

## **10 ONE-WAY ROADS**

10.1 Subject to the erection of the prescribed signs and/or markings, a person may only drive along the roads or parts of roads listed as a 'one-way road' in the One-Way Roads Schedule of this Bylaw, in the direction specified.

10.2 The Council may, by resolution, specify that cycles may travel in the opposite direction on a one-way road.

10.3 The Council may, by resolution, amend the One-Way Roads Schedule to provide for a road, or part of a road, to be a one-way road or to provide that a road should cease to be used as a one-way road.

**11 TURNING RESTRICTIONS**

- 11.1 Subject to the installation of the prescribed signs and/or markings, no person shall drive a vehicle contrary to any turning restriction listed in the Turning Restrictions Schedule of this Bylaw.
- 11.2 The Council may by resolution amend the Turning Restrictions Schedule to prohibit turns, for vehicles on a roadway turning from facing or travelling in one direction to facing or travelling in the opposite direction (No 'U-turns').

**12 CYCLE PATHS**

- 12.1 Subject to the installation of the prescribed signs and/or markings, the roads, parts of roads and places listed in the Cycle Paths Schedule of this Bylaw are cycle paths and are to operate as shared paths. Priority (if any) is indicated in this schedule.
- 12.2 The Council may by resolution amend the Cycle Paths Schedule to provide for a road or part of a road to be used as a Cycle Path either permanently or for a set period of time, or to provide that a road or part of a road should cease to be used as a cycle path.

**13 SHARED ZONES**

- 13.1 Council may by resolution specify any road to be a shared zone and specify any restrictions on how the shared zone is to be used by the public. In addition to any roads declared to be shared zone by resolution under Clause 24, the roads, parts of road and places listed in Shared Zones Schedule of this Bylaw are 'Shared Zones'.
- 13.2 Except where Council has by resolution specified otherwise, no person may stand or park a vehicle in a shared zone.
- 13.3 No person may use a shared zone in a manner contrary to any restriction made by Council.

**14 LIGHT MOTOR VEHICLE PROHIBITIONS**

- 14.1 Subject to the installation of the prescribed signs and/or markings, Council may by resolution restrict or prohibit any vehicle having a gross motor vehicle mass less than 3,500kg from being operated on any road generally between the hours of 9pm and 4am unless specified otherwise in the Light Motor Vehicles Prohibitions Schedule of this Bylaw.
- 14.2 No person may drive or permit a motor vehicle to be driven in contravention of a resolution made by Council unless:
- a. that motor vehicle is used for the express purpose of visiting a property with a frontage to a road specified in the resolution; or
  - b. that motor vehicle is being used for the time being as a passenger service vehicle;
- or

c. prior written permission from Council has been obtained.

14.3 Council may by resolution:

- a. specify any section of road or roads on which cruising is controlled, restricted, or prohibited;
- b. prescribe the period of time that must elapse between each time a driver drives on a specified section of road for the driver to avoid being regarded as cruising.

14.4 No person shall use a motor vehicle on any specified section of road or roads in contravention of a control, prohibition or restriction made by Council as set out in the Light Motor Vehicle Prohibitions Schedule.

## **15 HEAVY MOTOR VEHICLE PROHIBITIONS**

15.1 No person shall operate engine brakes on any road where the permanent speed limit does not exceed 70 kilometres per hour.

15.2 No person shall operate engine brakes on any road identified in the Heavy Motor Vehicle Schedule due to noise nuisance.

15.3 No person shall drive or permit to be driven any heavy motor vehicle except a passenger service vehicle on or along those roads or parts of roads listed in the Heavy Motor Vehicle Schedule except for the purpose of picking up or delivering goods to an address on those roads when alternative access is not available for this purpose.

15.4 No person shall drive or permit to be driven or park any heavy motor vehicle or any specified class of heavy motor vehicle during such hours or exceeding such period as may be specified for the roads or public places listed in the Heavy Motor Vehicle Schedule of this Bylaw, except for the purposes of loading or unloading goods or passengers at any property whose access is by way of the road or public place.

15.5 The prohibitions set out in this section shall not apply to:

- a. A network utility operator or its authorised agent or contractor engaged in the provision of, or maintenance of a network utility operation.
- b. Emergency vehicles, vehicle recovery services, tradespersons' vehicles or campervans as identified on signs approaching the road to which the restriction applies.
- c. Residential waste collections carried out by either the local authority or a contractor licensed by the local authority.
- d. Any other class of heavy vehicle the Council may exclude from the prohibitions in Clause 15 in accordance with the Local Government Act 2002 and as identified on signs approaching the road to which the restriction applies.

- 15.7 The Council may amend the Heavy Motor Vehicle Schedule by resolution to prohibit any heavy traffic on any road or roads within the district or to remove a heavy traffic prohibition.

**File Note:** Please note that weight restrictions may be placed on bridges outside the Bylaw through section 11 of the 1974 Heavy Motor Vehicle Regulations. (This file note does not form part of the Bylaw).

## **16 BOAT LAUNCHING RAMPS**

- 16.1 No person may use a launching ramp other than for launching boats from trailers or retrieving boats onto trailers, except with authorisation from Council.
- 16.2 No person shall:
- a. Stop any vehicle on any part of a launching ramp or the approach to a launching ramp for longer than is necessary to launch or recover a boat.
  - b. Drive or move any vehicle onto a launching ramp to recover a boat before the boat is ready to be recovered.
- 16.3 Council may, by resolution, amend the Launching Ramp Schedule to remove or add launching ramps and approaches to launching ramps from this Schedule.

## **17 DAMAGE TO ROADS**

- 17.1 No person shall undertake any activity that causes, or may cause:
- a. damage to any road in excess of normal wear and tear; or
  - b. a safety hazard.
- 17.2 Without limiting the generality of clause 17.1, no person may:
- a. mix any concrete or other material of any kind on the surface of any road;
  - b. cause or permit any concrete, mortar, or material of a similar nature to be swept, washed, hosed or sluiced into any road or into any drain connected with any part of Council's drainage or wastewater system;
  - c. use any vehicle whose wheels or tracks causes or may cause damage to the surface or any part of any road;
  - d. drag or trail anything whether on a sledge or skids or otherwise so as to damage any road.

## **18 DAMAGE TO SIGNS**

- 18.1 No person may interfere with, damage or remove any traffic sign unless instructed to do so by an Authorised Officer.

## **19 SEIZURE AND IMPOUNDING**

- 19.1 A council enforcement officer authorised to enforce the provisions of this Bylaw, may seize and impound any property used in a manner that breaches this Bylaw if:
- a. the property is materially involved in the commission of an offence; and
  - b. it is reasonable in the circumstances to seize and impound the property; and

- c. before seizing and impounding the property, the enforcement officer:
  - i. directed (orally or in writing) the person committing the offence to stop committing the offence; and
  - ii. has advised (orally or in writing) the person committing the offence that, if he or she does not stop committing the offence, the enforcement officer has power to seize and impound the property; and
  - iii. provided the person with a reasonable opportunity to stop committing the offence.

19.2 As soon as practicable after seizing and impounding the property, an enforcement officer must give a notice in the prescribed form (where a form is prescribed):

- a. to the person in possession of the property at the time it was seized and impounded; or
- b. if paragraph a does not apply, to any person who the enforcement officer can ascertain is the owner of, or has an interest in, the property.

19.3 Council may require the vehicle owner to pay Council's costs in seizing, impounding, transporting, and storing the property.

19.4 A notice under this section may be served:

- a. By delivering it, or a copy of it, personally to the person who appears to be in possession of the property at the time it was seized and impounded; or
- b. By sending it, or a copy of it, by post addressed to any person who the enforcement officer can ascertain is the owner of, or has an interest in, the property at his or her last known place of residence or business or postal address.

## **20 REMOVAL OF VEHICLES AND THINGS**

20.1 In addition to the powers conferred on it by any other enactment, Council may remove or cause to be removed any vehicle or thing found to be in breach of this Bylaw from any parking place, transport station or road.

20.2 Council may recover from the person who committed the breach of this Bylaw the costs incurred by Council in connection with the removal of the vehicle or thing.

## **21 OFFENCES AND PENALTIES**

21.1 Every person who breaches this Bylaw (including any control, restriction, limitation or prohibition made under this Bylaw) commits an offence under the Act, or the Local Government Act 2002, and is liable to the penalties set out in the relevant Act.

21.2 Any person who fails to comply with this Bylaw may have their vehicle moved if a parking warden believes that the vehicle causes:

- a. an obstruction in the road or to any vehicle entrance to any property; or
- b. the removal of the vehicle is desirable in the interests of road safety or for the convenience or in the interests of the public.

**22 DEFENSES**

- 22.1 A person is not in breach of this Bylaw if that person proves that the act or omission complained of:
- a. took place in compliance with the directions of an enforcement officer, a parking warden or a traffic control device; or
  - b. was performed by an enforcement officer or a parking warden and was necessary in the execution of that person's duty.

**23 EXEMPT VEHICLES**

- 23.1 This Bylaw shall not apply to emergency vehicles being used in an emergency.
- 23.2 Clauses 3 to 11, 14, 17 and 20 of this Bylaw shall not apply to medical practitioners such as doctors, district nurses and midwives who are attending an emergency.
- 23.3 This Bylaw shall not apply to vehicles operated by the Council or for the Council during the necessary fulfilment of Council's statutory functions, duties or powers.
- 23.4 This Bylaw shall not apply to vehicles operated by utility providers whilst engaged in emergency repair work to a public utility service.
- 23.5 This Bylaw shall not apply to vehicles for which the owner/operator has received written permission from Council to carry out any action that contradicts this Bylaw.

**24 POWER TO AMEND SCHEDULES BY RESOLUTION**

- 24.1 Council may from time to time by resolution substitute or make additions or alterations to any schedule or traffic map of this Bylaw.

This Bylaw was made pursuant to a resolution passed by the Waikato District Council on 24 April 2023.

The Common Seal of the Waikato District Council  
Was hereto affixed in the presence of:

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Mayor

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Chief Executive

## Table of Schedules

<b>#</b>	<b><u>Schedule Title</u></b>
1	Time Limited Parking Areas
	Special Parking Areas
	Parking Places
	No Stopping Restrictions
2	One-way Street Restrictions
3	Turning Restrictions
4	Cycle Lanes
5	Cycle Paths
6	Shared Zones
7	Light Motor Vehicle Prohibitions
	Heavy Motor Vehicle Prohibitions
8	Launching Ramps

**Schedule I  
Waikato District Parking  
Restrictions**

**Pursuant** to the Land Transport Act 1998 **Council Hereby Declares** the following parking, standing, and stopping restrictions, limitations, and prohibitions apply to any vehicle or specified class or description of vehicle on any road, or portion of a road, or other area, controlled by the Council, and specified as follows:  
Unless otherwise stated, time limits specified in this schedule shall apply between the hours of 8:00am and 6:00pm – daily except public holidays.

**TIME LIMITED PARKING AREAS**

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>MAXIMUM PARKING TIME LIMIT 180 MINUTES</b>		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and eighty minutes, on any of the following roads or portions of road	All vehicles.	<b>Raglan Community</b> i) Any part of Opororu Road (as identified on Map 1 I)
<b>MAXIMUM PARKING TIME LIMIT 120 MINUTES</b>		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and twenty minutes, on any of the following roads or portions of road	All vehicles.	<b>Huntly Community</b> i) Any part of Shand Lane (specific sections as indicated on Map 1) ii) Apart of Venna Fry Lane (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Galileo Street (specific sections as indicated on Map 2) ii) Any part of Martin Street (specific sections as indicated on Map 2) iii) Any part of Newcastle Street (specific sections as indicated on Map 2) iv) Any part of Jesmond Street (specific sections as indicated on Map 2)

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		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>iii) Any part of Raglan Wharf (specific sections as indicated on Map 4)</li> <li>iv) Any part of Bankart Street (specific sections as indicated on Maps 3 and 4)</li> <li>v) Any part of Wainui Road carpark (specific sections as indicated on Map 3)</li> </ul>
<p><b>MAXIMUM PARKING TIME LIMIT 60 MINUTES</b></p> <p>No person shall allow any vehicle to stop, stand or park for a longer period than sixty minutes, on any of the following roads or portions of road</p>	<p>All vehicles</p>	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>ii) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>iii) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>iv) Any part of Station Place (specific sections as indicated on Map 1)</li> </ul> <hr/> <p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Martin Street (specific sections as indicated on Map 2)</li> <li>ii) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> </ul> <hr/> <p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wallis Street (specific sections as indicated on Map 3)</li> </ul>

MAXIMUM PARKING TIME LIMIT <b>30 MINUTES</b>	All vehicles	<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map 1)</p>
No person shall allow any vehicle to stop, stand or park for a longer period than thirty minutes, on any of the following roads or portions of road		<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Martin Street (specific sections as indicated on Map 2)</p> <p>ii) Any part of Waingaro Road (specific sections as indicated on Map 2)</p> <p>iii) Any part of Jesmond Street (specific sections as indicated on Map 2)</p>
		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <p>i) Any part of Wainui Road (specific sections as indicated on Map 3)</p>
MAXIMUM PARKING TIME LIMIT <b>15 MINUTES</b>	All Vehicles	<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map 1)</p>
No person shall allow any vehicle to stop, stand or park for a longer period than fifteen minutes, on any of the following roads or portions of roads.		<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Great South Road (specific sections as indicated on Map 2)</p>
		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <p>i) Any part of Bow Street (specific sections as indicated on Map 3)</p> <p>ii) Any part of Wallis Street (specific sections as indicated on Map 3)</p>
MAXIMUM PARKING TIME LIMIT <b>5 MINUTES</b>	All vehicles	<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Great South Road (specific sections as indicated on Map 2)</p>

<p>No person shall allow any vehicle to stop, stand or park for a longer period than five minutes, on any of the following roads or portions of road</p>		<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map I)</p>
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**SPECIAL PARKING AREAS**

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>PERMIT ONLY PARKING AREAS</b>		
The following portions of roads are hereby constituted as reserved or permit-only parking areas and no person except those who have been issued with a relevant permit shall allow any vehicle to stop, stand or park in these parking spaces or areas.	All Vehicles except those displaying relevant parking permits.	<b>Huntly Community</b> i) Any part of Venna Fry Lane and the carpark between the railway overbridge and No. 178 Main Street (specific sections as indicated on Map 1) ii) Any part of Shand Lane (specific sections as indicated on Map 1) iii) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1) iii) Any part of Station Place (specific sections as indicated on Map 1)
		<b>Raglan Community</b> i) Bow Street - any part of the carpark located on the eastern side of the Town Hall (specific sections as indicated on Map 3)
<b>DISABLED PARKING AREAS</b>		
The following portion of roads are hereby constituted as disabled parking areas for the exclusive use of any disabled person. No person, except those holding and displaying an Operation Mobility Concession Card on the inside of their vehicle, shall stop, stand or park any vehicle in these parking spaces or areas.	All Vehicles except those clearly displaying Operation Mobility Concession Card.	<b>Huntly Community</b> i) Any part of Main Street (specific sections as indicated on Map 1) ii) Any part of Venna Fry Lane or the carparks accessed from Venna Fry Lane (specific sections as indicated on Map 1) iii) Any part of Shand Lane (specific sections as indicated on Map 1) iv) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1) v) Any part of Wight Street (specific sections as indicated on Map 1) vi) Any part of Station Place (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Jesmond Street (specific sections as indicated on Map 2) ii) Any part of Galileo Street (specific sections as indicated on Map 2) iv) Any part of Newcastle Street (specific sections as indicated on Map 2) v) Any part of Martin Street (specific sections as indicated on Map 2)

		<p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>v) Any part of Raglan Wharf (specific sections as indicated on Map 4)</li> </ul>
		<p><b>Taupiri Community</b> (as identified on Map 5)</p> <ul style="list-style-type: none"> <li>i) Any part of Greenlane Road</li> </ul>
		<p><b>Puketaha Community</b> (as identified on Map 10)</p> <ul style="list-style-type: none"> <li>i) Any part of Sainsbury Road</li> </ul>
		<p><b>Te Kauwhata Community</b> (as identified on Map 14)</p> <ul style="list-style-type: none"> <li>i) Any part of Main Road</li> <li>ii) Any part of Wira Street</li> </ul>
		<p><b>Tuakau Community</b> (as identified on Map 15)</p> <ul style="list-style-type: none"> <li>i) Any part of George Street</li> </ul>

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>EMERGENCY VEHICLE PARKING AREAS</b>		
The following portions of roads are hereby constituted as reserved for emergency service vehicles only and no person shall allow any vehicle other than an emergency service vehicle to stop, stand or park on any of the following roads or portions of roads 24 hours a day.	All Vehicles except emergency vehicles.	<b>Raglan Community</b> i) Any part of Raglan Wharf (specific sections as indicated on Map 4) ii) Any part of Wainui Road (specific sections as indicated on Map 3)
		<b>Ngaruawahia Community</b> i) Any part of Brownlee Avenue (specific sections as indicated on Map 2)
<b>TAXI STANDS</b>		
The following portions of roads are hereby constituted as a taxi stand and no person shall allow any vehicle other than a clearly identified taxi to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except taxis	<b>Huntly Community</b> i) Any part of Main Street (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Jesmond Street (specific sections as indicated on Map 2)
		<b>Raglan Community</b> i) Any part of Wainui Road (specific sections as indicated on Map 11)
<b>BUS STOPS</b>		
The following portions of roads are hereby constituted bus stops and restricted to use for stopping, standing or parking by Large Passenger Vehicles and no person shall allow any other vehicle to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except Buses	<b>Huntly Community</b> i) Any part of Main Street (specific sections as indicated on Map 1) ii) Any part of Bailey Street (specific sections as indicated on Map 1) iii) Any part of Bridge Street (specific sections as indicated on Map 1) iv) Any part of Great South Road (specific sections as indicated on Map 1) v) Any part of Hakanoa Street (specific sections as indicated on Map 1) vi) Any part of Harris Street (specific sections as indicated on Map 1) vii) Any part of McDiarmid Crescent (specific sections as indicated on Map 1) viii) Any part of Onslow Street (specific sections as indicated on Map 1) ix) Any part of Ralph Street (specific sections as indicated on Map 1)

		<ul style="list-style-type: none"> <li>x) Any part of Russell Road (specific sections as indicated on Map 1)</li> <li>xi) Any part of Tamihana Avenue (specific sections as indicated on Map 1)</li> <li>xii) Any part of Tumate Mahuta Drive (specific sections as indicated on Map 1)</li> <li>xiii) Any part of Wight Street (specific sections as indicated on Map 1)</li> <li>xiv) Any part of William Street (specific sections as indicated on Map 1)</li> </ul> <p><b>Onewhero Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Hall Road (specific sections as indicated on Map 7)</li> <li>ii) Any part of Great South Road (specific sections as indicated on Map 7)</li> </ul> <p><b>Pokeno Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Gateway Park Drive (specific sections as indicated on Map 8)</li> <li>ii) Any part of Great South Road (specific sections as indicated on Map 8)</li> <li>iii) Any part of Harriet Johnston Drive (specific sections as indicated on Map 8)</li> <li>iv) Any part of Helenslee Road (specific sections as indicated on Map 8)</li> <li>v) Any part of Hillpark Drive (specific sections as indicated on Map 8)</li> <li>vi) Any part of Hitchen Road (specific sections as indicated on Map 8)</li> <li>vii) Any part of Mark Ball Drive (specific sections as indicated on Map 8)</li> <li>viii) Any part of McDonald Road (specific sections as indicated on Map 8)</li> </ul> <p><b>Tuakau Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Bollard Road (specific sections as indicated on Map 15)</li> <li>ii) Any part of Buckland Road (specific sections as indicated on Map 15)</li> <li>iii) Any part of George Street (specific sections as indicated on Map 15)</li> <li>iv) Any part of Harrisville Road (specific sections as indicated on Map 15)</li> <li>v) Any part of School Road (specific sections as indicated on Map 15)</li> <li>vi) Any part of St Stephens Avenue (specific sections as indicated on Map 15)</li> <li>vii) Any part of Thorn Road (specific sections as indicated on Map 15)</li> </ul> <p><b>Port Waikato Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Maunsell Road (specific sections as indicated on Map 9)</li> </ul>
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		<p><b>Te Kauwhata Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Te Wharepu Road (specific sections as indicated on Map 13)</li> <li>ii) Any part of Waerenga Road (specific sections as indicated on Map 13)</li> <li>iii) Any part of Wira Street (specific sections as indicated on Map 13)</li> </ul>
		<p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 2)</li> <li>ii) Any part of Galileo Street (specific sections as indicated on Map 2)</li> <li>iii) Any part of Waingaro Road (specific sections as indicated on Map 2)</li> </ul>
		<p><b>Taupiri Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 5)</li> <li>ii) Any part of Greenlane Road (specific sections as indicated on Map 5)</li> </ul>
		<p><b>Horotiu Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Horotiu Bridge Road (specific sections as indicated on Map 6)</li> </ul>
		<p><b>Te Kowhai Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Horotui Road (specific sections as indicated on Map 6)</li> </ul>
		<p><b>Whatawhata Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Store Road (specific sections as indicated on Map 16)</li> </ul>
		<p><b>Puketaha Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Sainsbury Road (specific sections as indicated on Map 10)</li> </ul>

		<p><b>Raglan Community</b></p> <ul style="list-style-type: none"><li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li><li>ii) Any part of Government Road (specific sections as indicated on Map 3)</li><li>iii) Any part of James Street (specific sections as indicated on Map 3)</li><li>iv) Any part of Manu Bay Road (specific sections as indicated on Map 17)</li><li>v) Any part of Manukau Road (specific sections as indicated on Map 11)</li><li>vi) Any part of Ngarunui Beach Road (specific sections as indicated on Map 11)</li><li>vii) Any part of Norrie Avenue (specific sections as indicated on Map 11)</li><li>viii) Any part of Te Hutewai Road (specific sections as indicated on Map 11)</li><li>ix) Any part of Te Mata Road (specific sections as indicated on Map 11)</li><li>x) Any part of Wainui Road (specific sections as indicated on Map 3)</li><li>xi) Any part of Wallis Street (specific sections as indicated on Map 3)</li></ul>
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Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>LOADING ZONES</b>		
The following portion of road is hereby constituted as a loading zone and no person shall allow any vehicle, except a Goods Vehicle, to stop, stand or park on any of the following roads or portions of roads.	All Vehicles – Except Goods Vehicles	<b>Huntly Community</b> i) Any part of Civic Place (specific sections as indicated on Map 1) ii) Any part of Main Street (specific sections as indicated on Map 1) iii) Any part of Venna Fry Lane (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Jesmond Street (specific sections as indicated on Map 2)
		<b>Tamahere Community</b> i) Any part of Devine Road (specific sections as indicated on Map 12)
		<b>Raglan Community</b> i) Any part of Bow Street (specific sections as indicated on Map 3) ii) Any part of Wallis Street (specific sections as indicated on Map 3)
<b>CAR AND TRAILER PARKING AREAS 48 HOURS</b>		
The following portions of roads are hereby constituted as reserved for the parking of cars with boat trailers only and no person shall allow any vehicle other than a car and boat trailer to stand or park, on any of the following roads or portions of roads. A car and trailer is only permitted to park in these areas for a maximum of forty eight hours (2 days).		<b>Raglan Community</b> i) Raglan Wharf (specific sections as indicated on Map 4) ii) Any part of Wallis Street (specific sections as indicated on Maps 3 and 4)

<b>MOTORCYCLE PARKING</b>		
The following portions of roads are hereby constituted as reserved for the parking of motorcycles only and no person shall allow any vehicle other than a motorcycle to stand or park, on any of the following roads or portions of roads.	Only Motorcycles	<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map 1)</p> <hr/> <p><b>Raglan Community</b></p> <p>i) Raglan Wharf (specific sections as indicated on Map 4)</p> <p>ii) Any part of Wallis Street (specific sections as indicated on Maps 3 and 4)</p>

**PARKING PLACES**

Type of Restriction	Applicable to: (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>PARKING PLACES OR PARKING AREAS</b>		
The following portions of road or land are hereby constituted as parking places or parking areas.	All Vehicles	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Main Street (specific sections as indicated on Map 1)</li> <li>ii) Shand Lane (specific sections as indicated on Map 1)</li> <li>iii) Station Place (specific sections as indicated on Map 1)</li> <li>iv) Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>v) Venna Fry Lane (specific sections as indicated on Map 1)</li> </ul>
		<p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Jesmond Street (specific sections as indicated on Map 2)</li> <li>ii) Galileo Street (specific sections as indicated on Map 2)</li> <li>iii) Market Street (specific sections as indicated on Map 2)</li> <li>iv) Newcastle Street (specific sections as indicated on Map 2)</li> <li>v) Newcastle Street Carpark (specific sections as indicated on Map 2)</li> <li>vi) Martin Street (specific sections as indicated on Map 2)</li> <li>vii) Great South Road (specific sections as indicated on Map 2)</li> </ul>
		<p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iv) Bankart Street (specific sections as indicated on Map 3)</li> <li>v) Wallis Street (western end) (specific sections as indicated on Maps 3 and 4)</li> <li>vi) Wallis Street (eastern end) (specific sections as indicated on Maps 3 and 4)</li> <li>vii) Raglan Wharf (specific sections as indicated on Map 4)</li> </ul>

**NO STOPPING RESTRICTIONS**

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>NO STOPPING OR PARKING AT ALL TIMES</b>		
<p>The following portions of roads are hereby constituted as no stopping areas and no person shall allow any vehicle to stop, stand or be parked whether attended or unattended in any of the following 'No Parking' areas where a traffic sign is erected or marked on the road (in accordance with the provisions of the Land Transport Rule "Traffic Control Devices 2004"), except in conformity with the terms of any prohibition, limitation or restriction applying to that zone. This restriction shall apply 24 hours a day unless otherwise stated.</p>	<p>All Vehicles</p>	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Venna Fry Lane (specific sections as indicated on Map 1)</li> <li>ii) Any part of Civic Place (specific sections as indicated on Map 1)</li> <li>iii) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>iv) Any part of Station Place (specific sections as indicated on Map 1)</li> <li>v) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>vi) Any part of Mine Square (BNZ Plaza) (specific sections as indicated on Map 1)</li> <li>vii) Any part of Great South Road (specific sections as indicated on Map 1)</li> <li>viii) Any part of Harris Street (specific sections as indicated on Map 1)</li> <li>ix) Any part of Kimihia Road (specific sections as indicated on Map 1)</li> <li>x) Any part of Lake View Terrace (specific sections as indicated on Map 1)</li> <li>xi) Any part of McVie Road (specific sections as indicated on Map 1)</li> <li>xii) Any part of Ralph Street (specific sections as indicated on Map 1)</li> <li>xiii) Any part of Rayner Road (specific sections as indicated on Map 1)</li> <li>xiv) Any part of Semple Street (specific sections as indicated on Map 1)</li> <li>xv) Any part of Taihua Road (specific sections as indicated on Map 1)</li> <li>xvi) Any part of Waugh Lane (specific sections as indicated on Map 1)</li> <li>xvii) Any part of William Street (specific sections as indicated on Map 1)</li> </ul> <p><b>Tuakau Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Hall Street (specific sections as indicated on Map 15)</li> <li>ii) Any part of Onewhero-Tuakau Bridge Road (specific sections as indicated on Map 15)</li> </ul> <p><b>Port Waikato Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Ocean View Road (specific sections as indicated on Map 9)</li> </ul>

		<p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> <li>ii) Any part of Market Street (specific sections as indicated on Map 2)</li> <li>iii) Any part of Lower Waikato Esplanade (specific sections as indicated on Map 2)</li> <li>iv) Any part of Galileo Street (specific sections as indicated on Map 2)</li> <li>v) Any part of Great South Road (specific sections as indicated on Map 2)</li> <li>vi) Any part of Martin Street (specific sections as indicated on Map 2)</li> </ul>
		<p><b>Taupiri Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 5)</li> <li>ii) Any part of Te Putu Street (specific sections as indicated on Map 5)</li> </ul>
		<p><b>Raglan Community</b> (as identified on Map 3)</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iii) Any part of Cliff Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>v) Any part of Wainui Road (including Helipad Area) (specific sections as indicated on Map 3)</li> <li>vi) Any part of Bankart Street (specific sections as indicated on Map 3)</li> <li>vii) Any part of Wallis Street/Raglan Wharf (specific sections as indicated on Map 4)</li> <li>viii) Any part of Calvert Road (specific sections as indicated on Map 11)</li> <li>ix) Any part of Daisy Street (specific sections as indicated on Map 11)</li> <li>x) Any part of Oporu Road (specific sections as indicated on Map 11)</li> <li>xi) Any part of Tohora Close (specific sections as indicated on Map 11)</li> </ul>

## Maps for Waikato District Council Traffic Bylaw 2023 Schedules

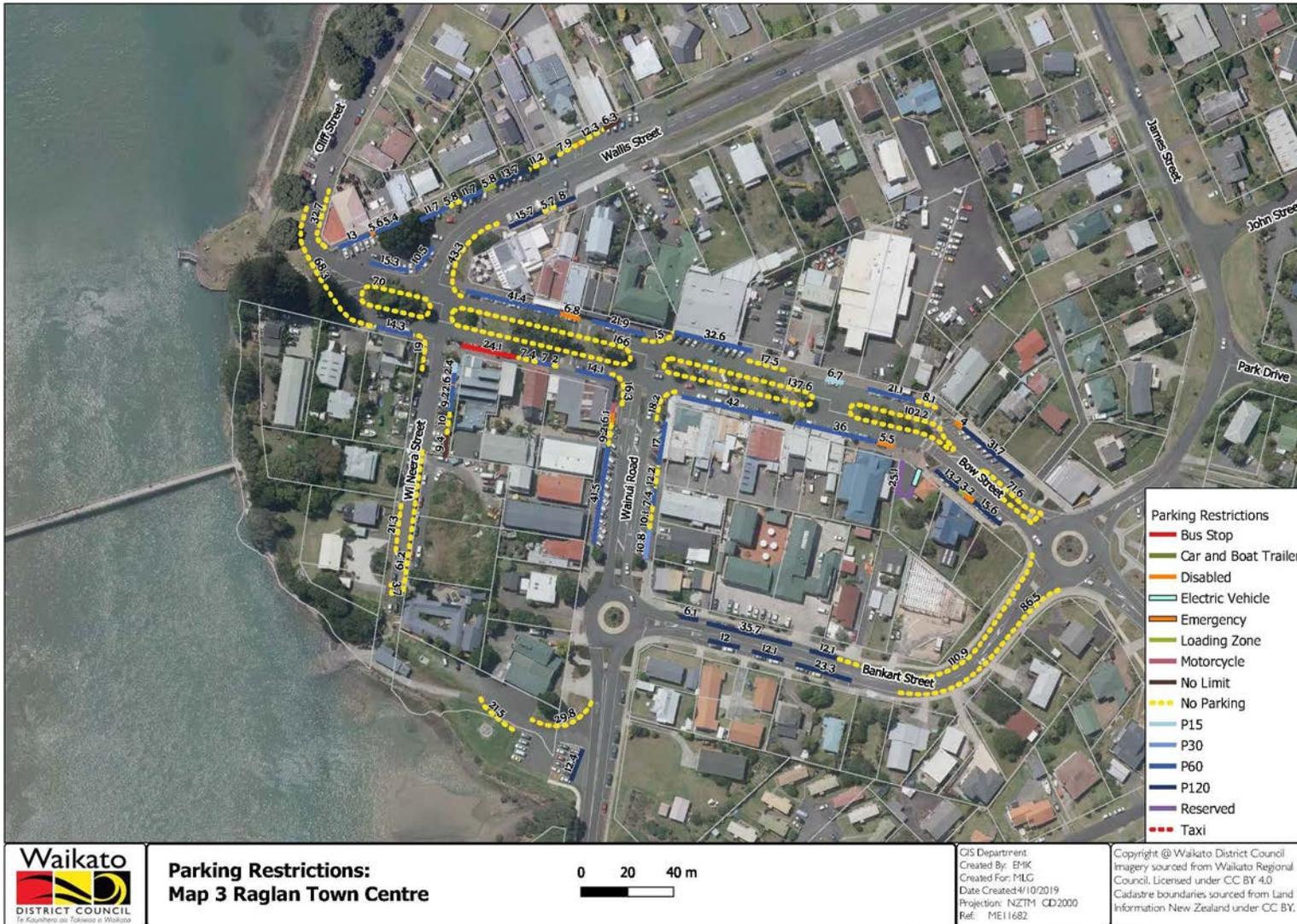
Legend/Key for Maps

**LEGEND** 

-  Parking
-  Bus Stop
-  No Stopping
-  Disabled
-  Permit Only
-  Loading Zone
-  Motorcycle
-  No Parking
-  P15
-  P30
-  P60
-  P120
-  P180
-  Reserved
-  No Parking - Taxi Stand
-  Taxi
-  Road
-  Property











**Parking Restrictions:  
Map 5 Taupiri Town Centre**

0 20 40 m

CIS Department  
Created By: BMK  
Created For: MLG  
Date Created: 4/10/2019  
Projection: NZTM CD2000  
Ref: ME11682

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Cadastral boundaries sourced from Land Information New Zealand under CC BY.



Horotiu – Map 6

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Onewhero - Map 7

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Open Street Map

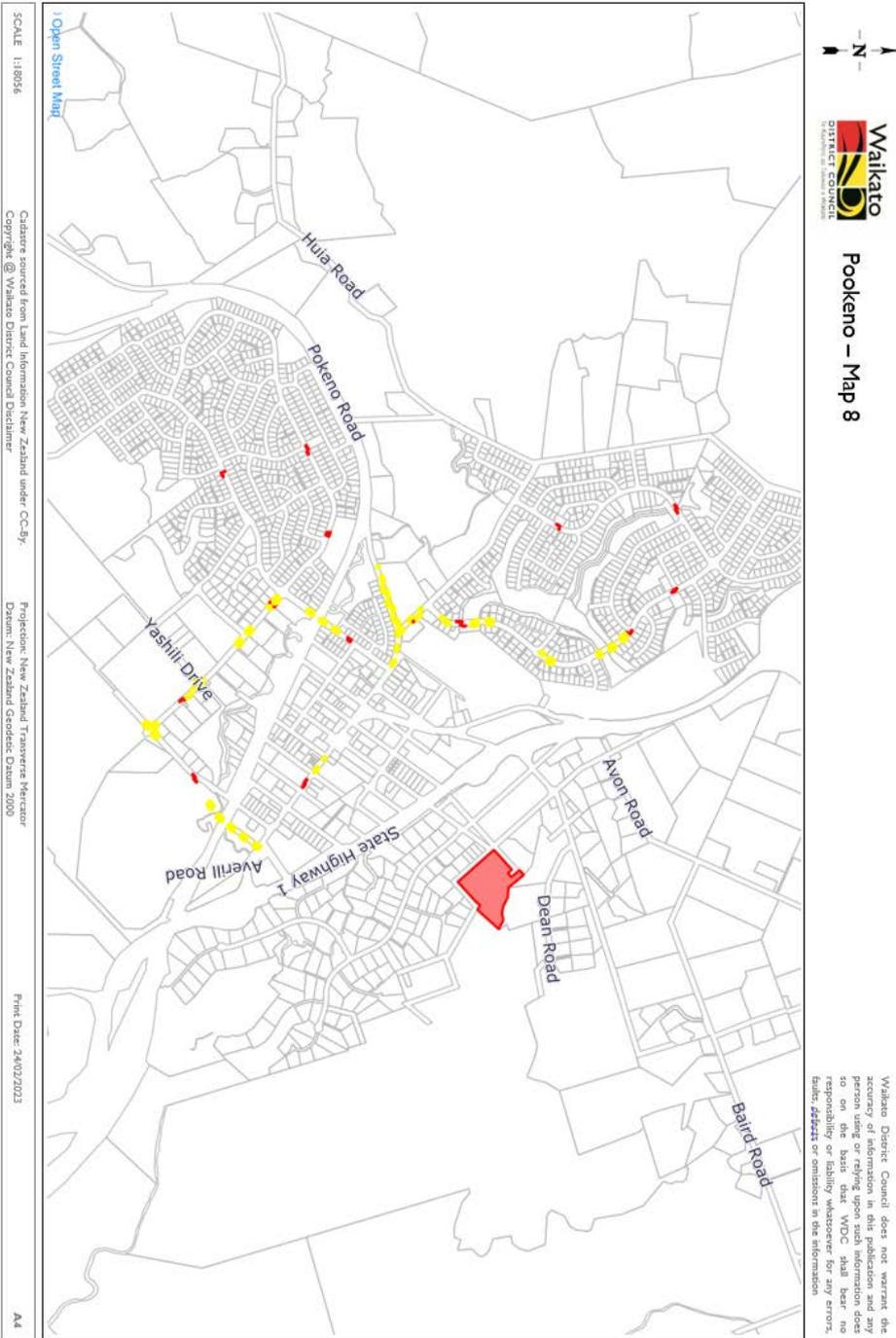
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Port Waikato – Map 9

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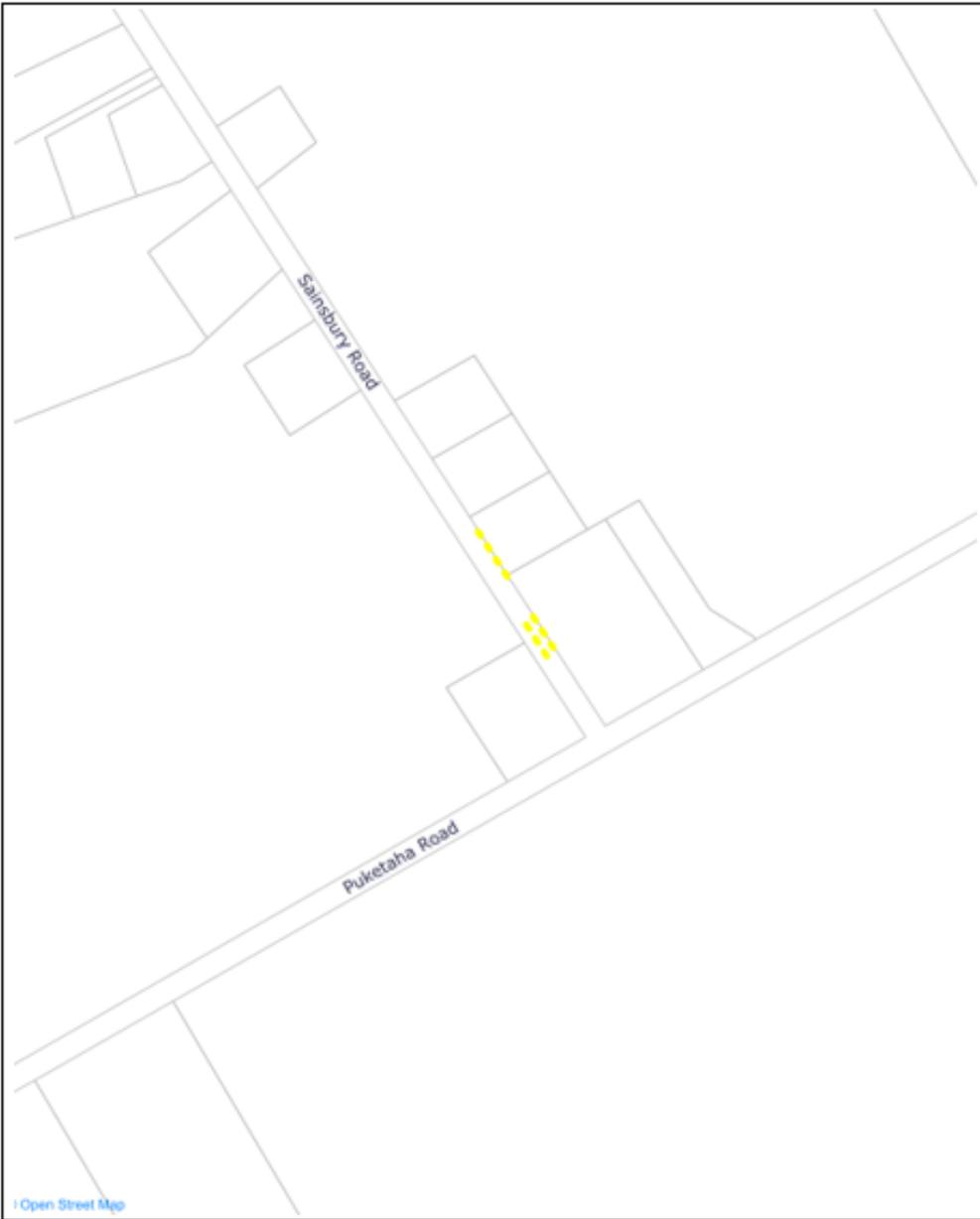
Open Street Map

SCALE 1:4514	Cadastre sourced from Land Information New Zealand under CC-BY. Copyright © Waikato District Council	Projection: New Zealand Transverse Mercator Datum: New Zealand Geodetic Datum 2000	Print Date: 04/02/2022	A4
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Puketaha – Map 10

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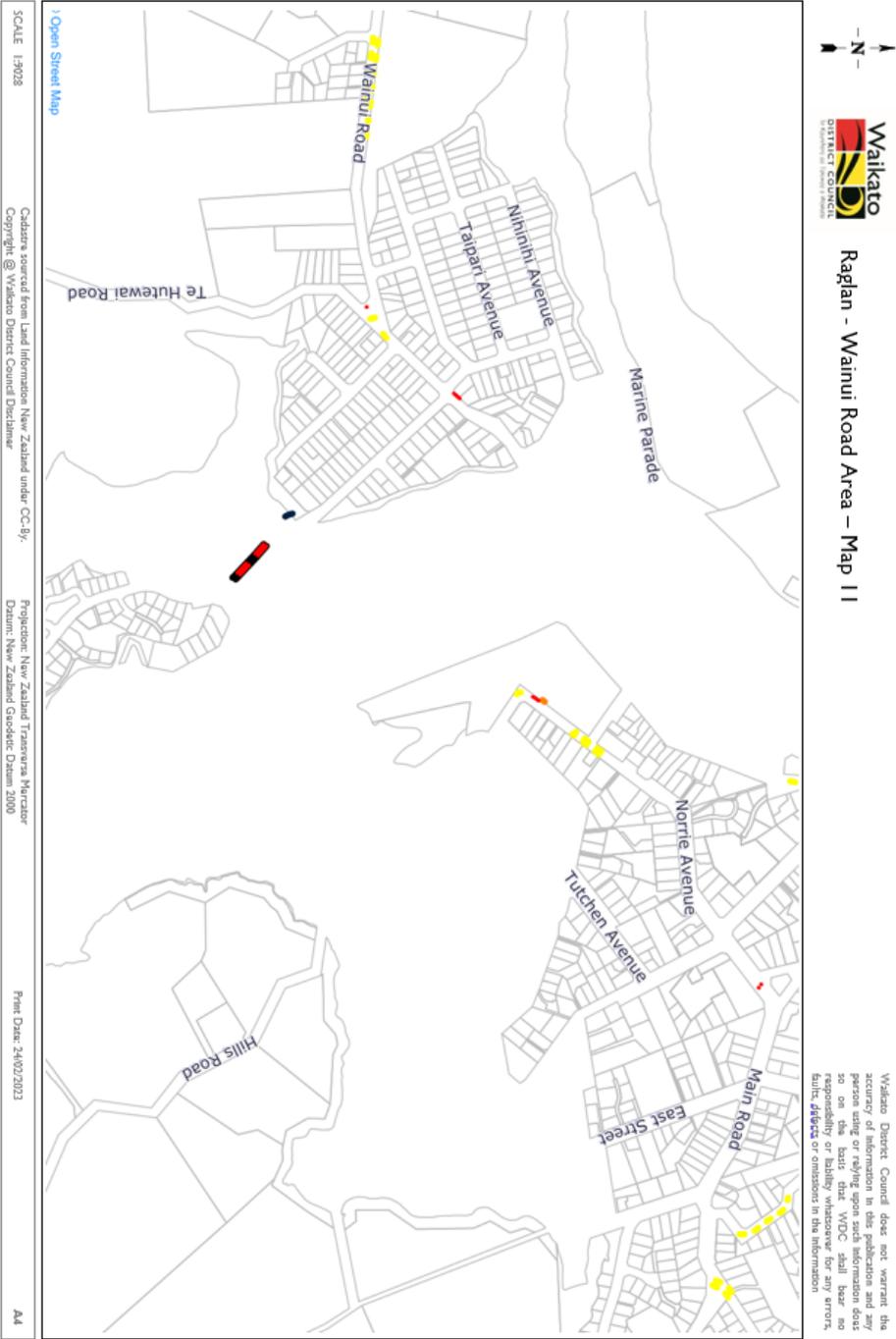
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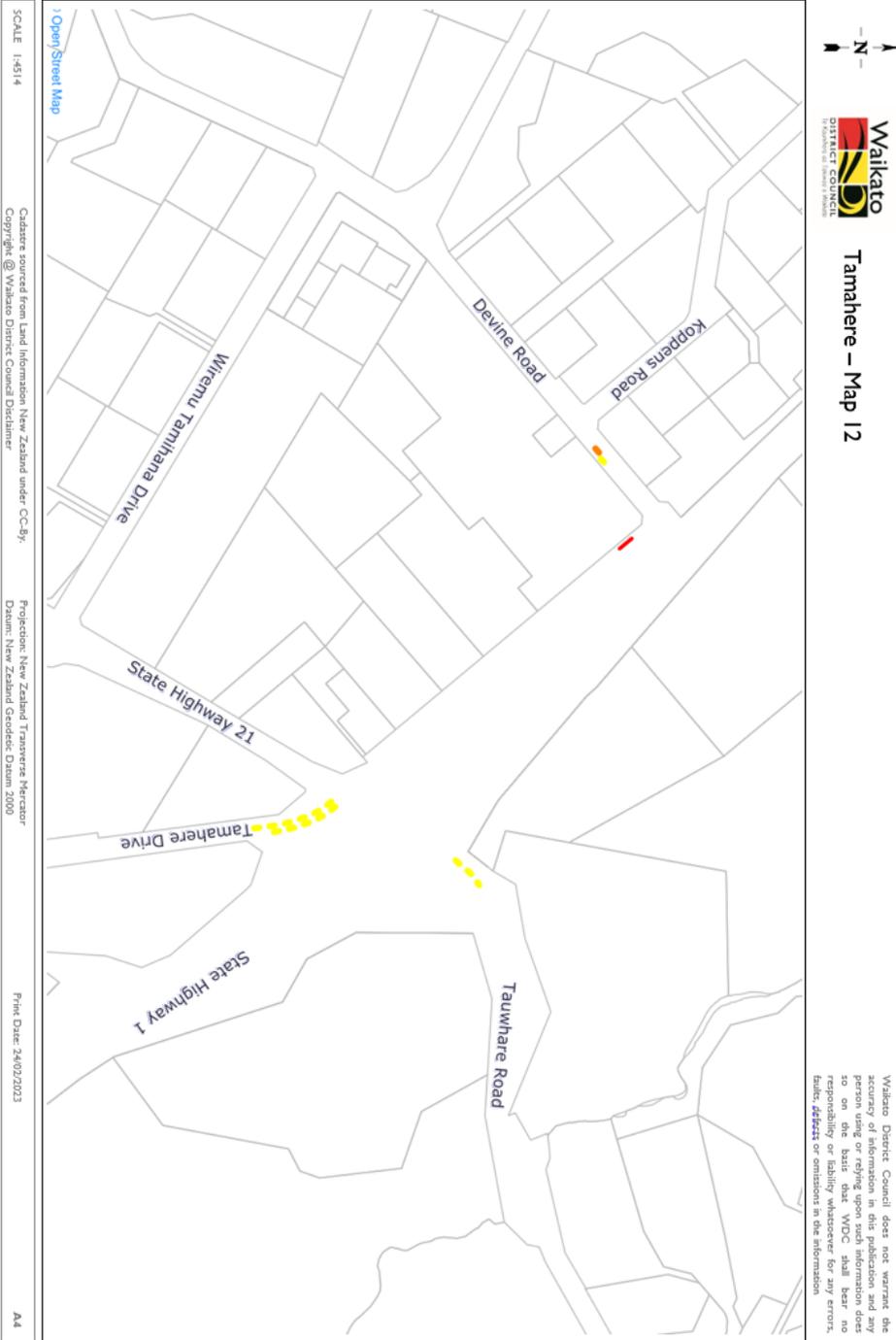
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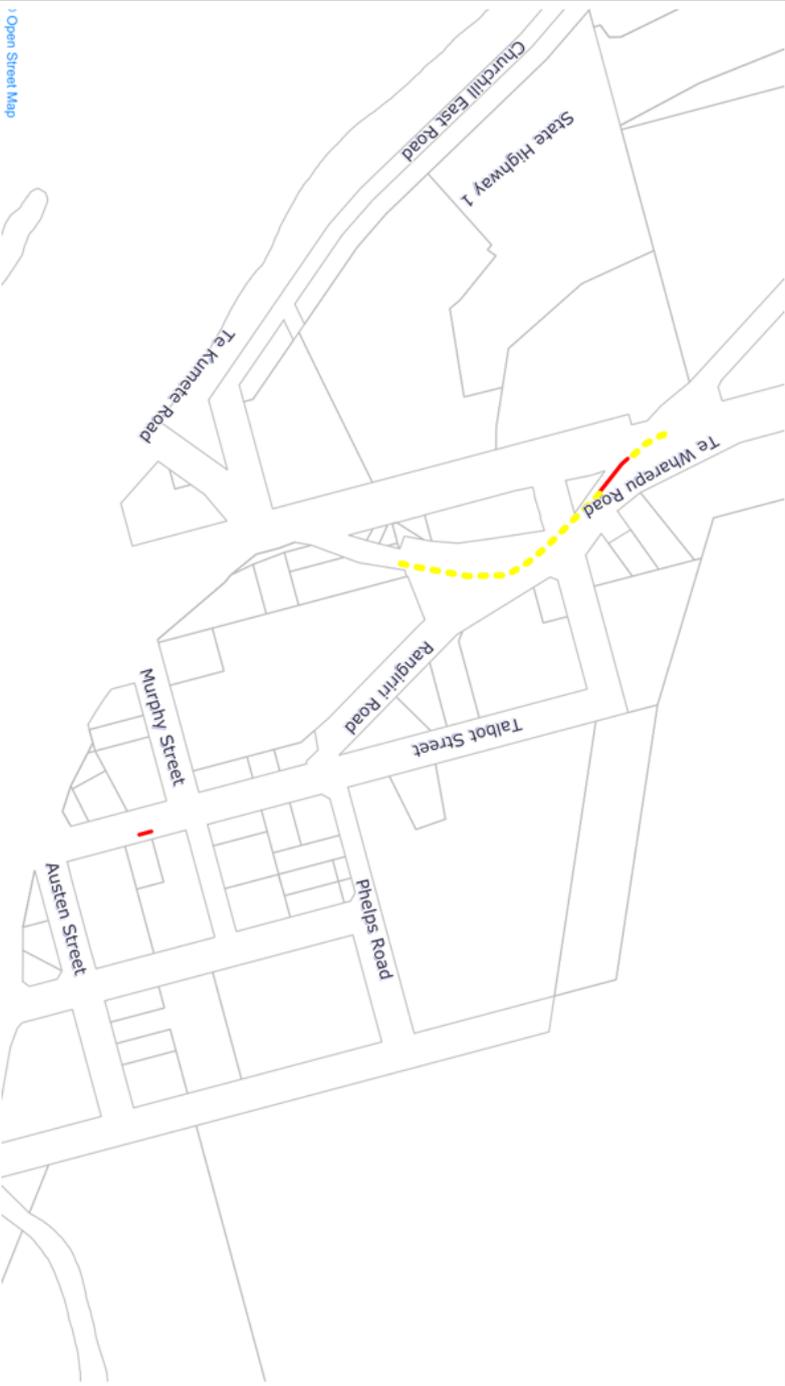






Te Kauwhata – Map 13

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Open Street Map

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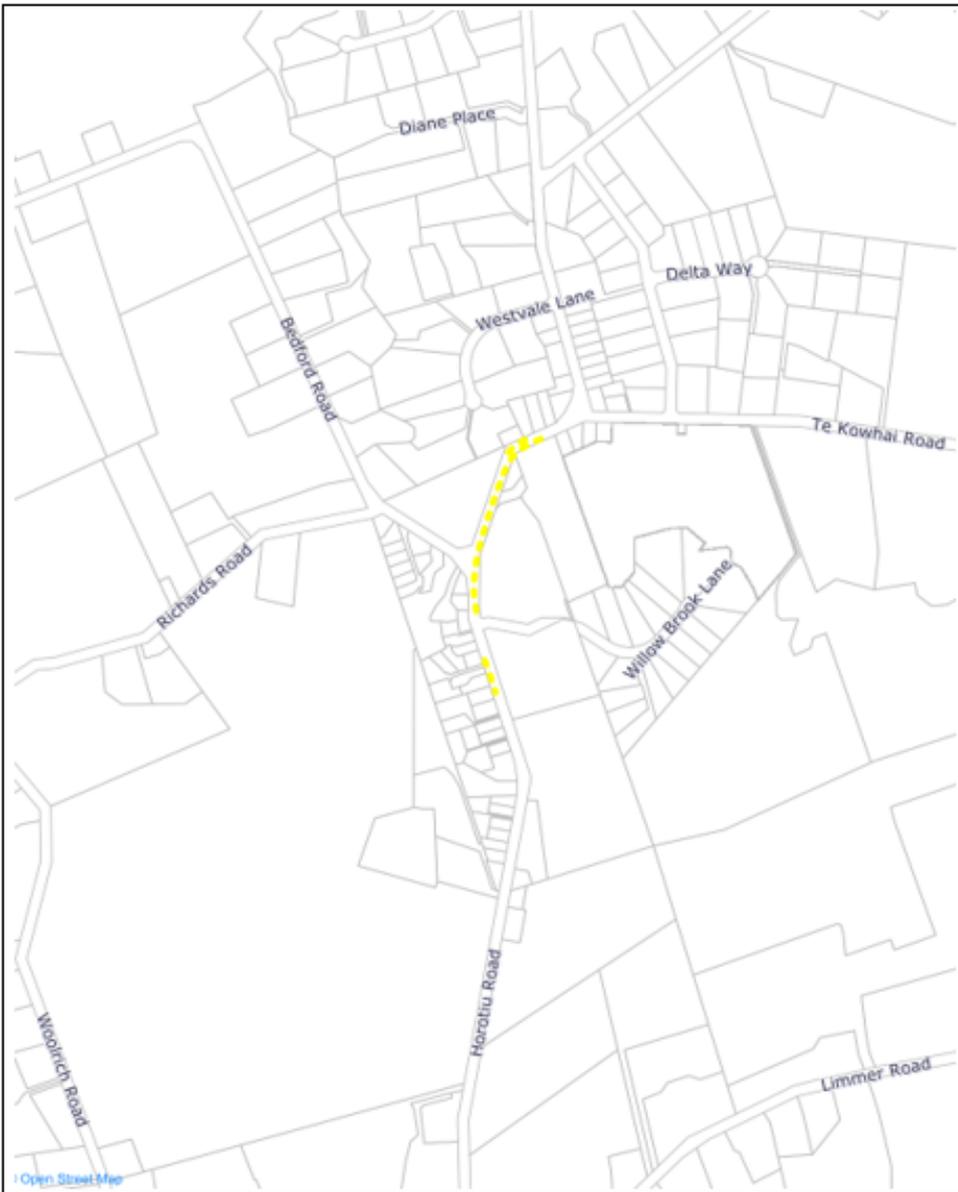
Print Date: 24/02/2023

A4

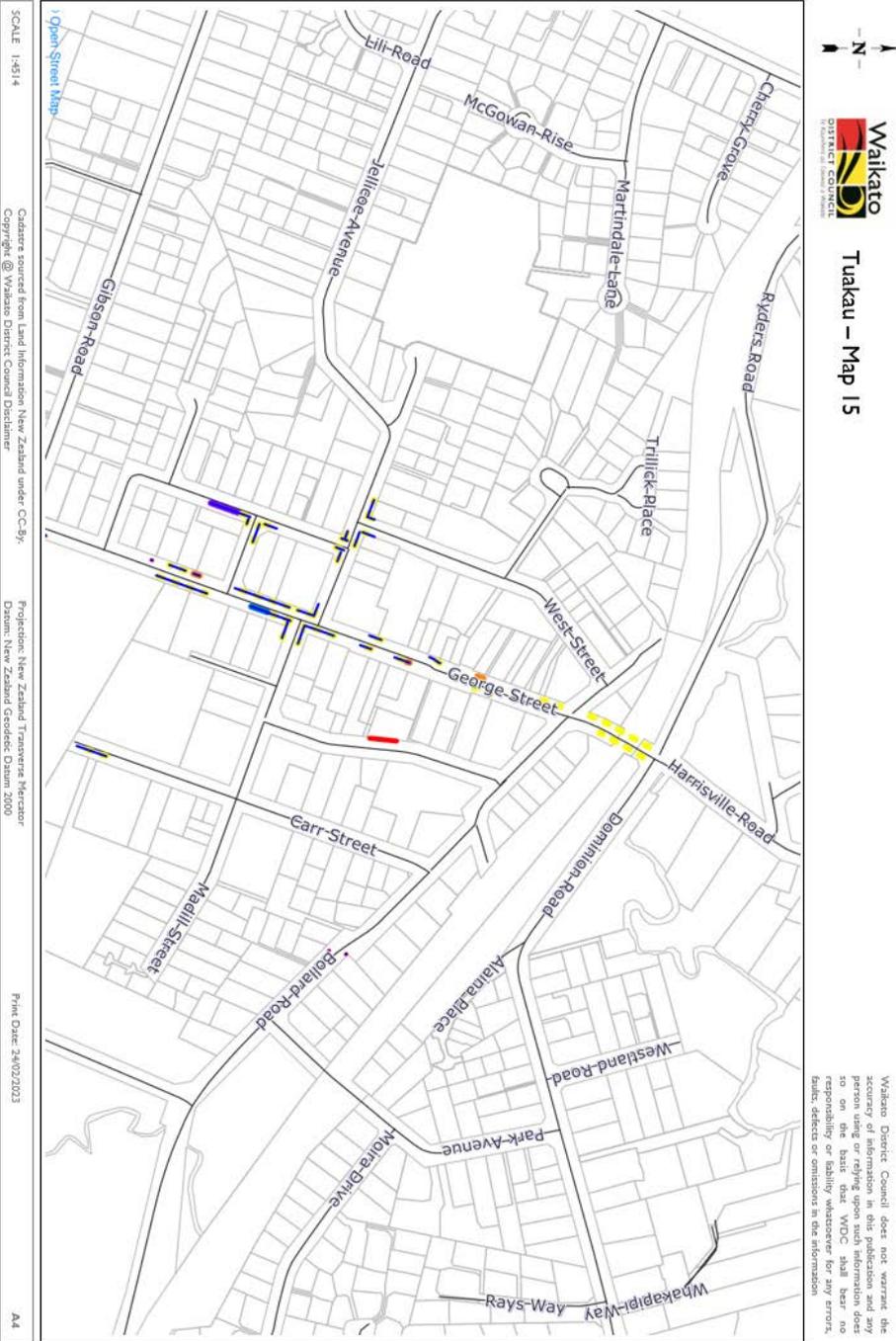


Te Kowhai – Map 14

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Whatawhata - Map 16

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Open Street Map

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### Raglan - Manu Bay Road - Map 17

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Print Date: 25/03/2023

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## Schedule 2 One-Way Street Restrictions

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** the following streets to be one-way streets, in that any vehicle may only travel in the specified direction for that street.

### Type of Restriction

The following portions of roads are hereby constituted one-way streets and no person may travel upon them in a direction other than that indicated by traffic signs and Maps.

### Applicable to

All vehicles

### Specified Area/Road

Tuakau	School Road, in an easterly direction from Buckland Road to Church Street.
Te Kauwhata	Wira Street in a northerly direction from Mahi Road to Waerenga Road
Huntly	Shand Lane, in a northerly direction from Station Place to the northern end of the Permit Only parking area shown on Map 1.  Shand Lane in a northerly direction from the northern side of Mine Square (BNZ Plaza) its intersection with Main Street.  Venna Fry Lane in a northerly direction from Garden Place to Main Street.  McDiarmid Crescent in a northerly direction from Hall Street to Penman Place.
Whatawhata	School Road, in a northerly direction from 20m south of Mason Road to Mason Road
Raglan	Cliff Road in a westerly direction from 120m west of Bow Street to Puriri Street.

### Schedule 3 Turning Restrictions

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** that any vehicle is prohibited from making left or right turns.

#### Type of Restriction

Left turn movements are prohibited at these locations and no person may turn at them in a direction other than that indicated by traffic signs.

#### Applicable to

All vehicles

#### Specified Intersection

Location	Description
Mangatawhiri	Mangatawhiri Road turning loop approach to Mangatawhiri Road
Tuakau	Buckland Road approach to School Road
Huntly	Great South Road approach to Thermal Explorer Highway
Raglan	James Street approach to Cliff Street
Whatawhata	Mason Road approach to School Road

#### Type of Restriction

Right turn movements are prohibited at these locations and no person may turn at them in a direction other than that indicated by traffic signs.

#### Applicable to

All vehicles

#### Specified Intersection

Location	Description
Rangiriri	Armitage Road approach to Waikato Expressway (SH1)
Huntly	Bell Crossing Street approach to Great South Road
Tamahere	Devine Road approach to State Highway 1 on ramp Tamahere Drive approach to State Highway 1 off ramp
Taupiri	Gordonton Road (North) approach to Te Putu Street
Ngaruawahia	Regent Street approach to Great South Road Jesmond Street approach to Great South Road
Tuakau	Buckland Road approach to School Road

### **Schedule 4 Cycle Lanes**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the following streets to have a cycle lane in that only cyclists may travel in the specified section of that street.

#### **Type of Restriction**

The following portions of roads are hereby constituted cycle lanes and no person may travel upon them other than that indicated by traffic signs.

#### **Applicable to**

Cycles

#### **Specified Area/Road**

This table is intentionally blank.

<b>Location</b>	<b>Description</b>

**Schedule 5  
Cycle Paths**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the following streets to have a cycle path in that only cyclists may travel in the specified section of that street.

**Type of Restriction**

The following portions of roads are hereby constituted cycle paths and no person may travel upon them other than that indicated by traffic signs.

**Applicable to**

Cycles

**Specified Area/Road**

This table is intentionally blank

Location	Description

**Schedule 6**  
**Shared zones**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council** **Hereby Declares** the following streets to be a shared zone.

**Type of Restriction**

The following portions of roads are hereby constituted shared zones and no person may travel upon them other than that indicated by the traffic signs.

**Applicable to**

All vehicles and pedestrians

**Specified Area/Road**

Location	Description

### **Schedule 7 Roads Restricted to Specific Classes of Vehicles**

Pursuant to the Land Transport Act 1998, Local Government Act 2002 and Heavy Motor Vehicles Regulation 1974, **Council Hereby Declares** the following roads, or portion of a road, or other area controlled by the Council to be restricted to specified types of vehicles:

#### **Type of Restriction**

The following portions of roads are hereby constituted restricted and no person may drive a prohibited type of vehicle on them except with the written consent of the Council.

#### **Applicable to (specified type of prohibited vehicle)**

Vehicles with a mass under 3,500kg are restricted or prohibited from operating on the following roads between the hours of 9pm and 4am.

#### **Specified Area/Road**

<b>Location</b>	<b>Description</b>
Horotiu	Onion Road from Horotiu Road to the boundary with Hamilton City Council

#### **Type of Restriction**

The following roads shall not be used by heavy motor vehicles except for the purpose of loading and unloading goods or passengers at any property whose access is by way of the named road or public place.

#### **Applicable to (specified type of prohibited vehicle)**

Heavy vehicles

#### **Specified Area/Road**

<b>Location</b>	<b>Description</b>
Tuakau	Dromgools Road from George Street to Geraghtys Road Geraghtys Rd from George Street to Buckland Road
Rangiriri	Churchill East Road from RP 6950 to Plantation Road

**Schedule 8  
Boat Launching Ramps**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, Council Hereby Declares the use of the following boat launching ramps is restricted to specific usage.

**Type of Restriction**

Vehicles shall not use the following launching ramps except for the purpose of launching or retrieving a boat.

**Applicable to**

All vehicles

**Specified areas**

<b><u>Location</u></b>	<b><u>Description</u></b>

## Schedule I Waikato District Parking Restrictions

**Pursuant** to the Land Transport Act 1998 **Council Hereby Declares** the following parking, standing, and stopping restrictions, limitations, and prohibitions apply to any vehicle or specified class or description of vehicle on any road, or portion of a road, or other area, controlled by the Council, and specified as follows:

Unless otherwise stated, time limits specified in this schedule shall apply between the hours of 8:00am and 6:00pm – daily except public holidays.

### TIME LIMITED PARKING AREAS

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>MAXIMUM PARKING TIME LIMIT 180 MINUTES</b>		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and eighty minutes, on any of the following roads or portions of road	All vehicles.	<b>Raglan Community</b> i) Any part of Oporuru Road (as identified on Map 11)
<b>MAXIMUM PARKING TIME LIMIT 120 MINUTES</b>		
No person shall allow any vehicle to stop, stand or park for a longer period than one hundred and twenty minutes, on any of the following roads or portions of road	All vehicles.	<b>Huntly Community</b> i) Any part of Shand Lane (specific sections as indicated on Map 1) ii) Any part of Venna Fry Lane (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Galileo Street (specific sections as indicated on Map 2) ii) Any part of Martin Street (specific sections as indicated on Map 2) iii) Any part of Newcastle Street (specific sections as indicated on Map 2) iv) Any part of Jesmond Street (specific sections as indicated on Map 2)

		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>iii) Any part of Raglan Wharf (specific sections as indicated on Map 4)</li> <li>iv) Any part of Bankart Street (specific sections as indicated on Maps 3 and 4)</li> <li>v) Any part of Wainui Road carpark (specific sections as indicated on Map 3)</li> </ul>
<p><b>MAXIMUM PARKING TIME LIMIT 60 MINUTES</b></p>	<p>All vehicles</p>	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>ii) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>iii) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>iv) Any part of Station Place (specific sections as indicated on Map 1)</li> </ul>
<p>No person shall allow any vehicle to stop, stand or park for a longer period than sixty minutes, on any of the following roads or portions of road</p>		<p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Martin Street (specific sections as indicated on Map 2)</li> <li>ii) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> </ul>
		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wallis Street (specific sections as indicated on Map 3)</li> </ul>

<p><b>MAXIMUM PARKING TIME LIMIT 30 MINUTES</b></p>	<p>All vehicles</p>	<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map 1)</p>
<p>No person shall allow any vehicle to stop, stand or park for a longer period than thirty minutes, on any of the following roads or portions of road</p>		<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Martin Street (specific sections as indicated on Map 2)</p> <p>ii) Any part of Waingaro Road (specific sections as indicated on Map 2)</p> <p>iii) Any part of Jesmond Street (specific sections as indicated on Map 2)</p> <p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <p>i) Any part of Wainui Road (specific sections as indicated on Map 3)</p>
<p><b>MAXIMUM PARKING TIME LIMIT 15 MINUTES</b></p>	<p>All Vehicles</p>	<p><b>Huntly Community</b></p> <p>i) Any part of Main Street (specific sections as indicated on Map 1)</p>
<p>No person shall allow any vehicle to stop, stand or park for a longer period than fifteen minutes, on any of the following roads or portions of roads.</p>		<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Great South Road (specific sections as indicated on Map 2)</p>
		<p><b>Raglan Community</b></p> <p>The specified time limits for the following roads shall apply between the hours of 8.00am and 6.00pm daily, including public holidays:</p> <p>i) Any part of Bow Street (specific sections as indicated on Map 3)</p> <p>ii) Any part of Wallis Street (specific sections as indicated on Map 3)</p>
<p><b>MAXIMUM PARKING TIME LIMIT 5 MINUTES</b></p>	<p>All vehicles</p>	<p><b>Ngaruawahia Community</b></p> <p>i) Any part of Great South Road (specific sections as indicated on Map 2)</p>

No person shall allow any vehicle to stop, stand or park for a longer period than five minutes, on any of the following roads or portions of road

***Huntly Community***

- i) Any part of Main Street (specific sections as indicated on Map 1)

**SPECIAL PARKING AREAS**

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>PERMIT ONLY PARKING AREAS</b>		
The following portions of roads are hereby constituted as reserved or permit-only parking areas and no person except those who have been issued with a relevant permit shall allow any vehicle to stop, stand or park in these parking spaces or areas.	All Vehicles except those displaying relevant parking permits.	<b>Huntly Community</b> <ul style="list-style-type: none"> <li>i) Any part of Venna Fry Lane and the carpark between the railway overbridge and No. 178 Main Street (specific sections as indicated on Map 1)</li> <li>ii) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>iii) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>iii) Any part of Station Place (specific sections as indicated on Map 1)</li> </ul>
		<b>Raglan Community</b> <ul style="list-style-type: none"> <li>i) Bow Street - any part of the carpark located on the eastern side of the Town Hall (specific sections as indicated on Map 3)</li> </ul>
<b>DISABLED PARKING AREAS</b>		
The following portion of roads are hereby constituted as disabled parking areas for the exclusive use of any disabled person. No person, except those holding and displaying an Operation Mobility Concession Card on the inside of their vehicle, shall stop, stand or park any vehicle in these parking spaces or areas.	All Vehicles except those clearly displaying Operation Mobility Concession Card.	<b>Huntly Community</b> <ul style="list-style-type: none"> <li>i) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>ii) Any part of Venna Fry Lane or the carparks accessed from Venna Fry Lane (specific sections as indicated on Map 1)</li> <li>iii) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>iv) Any part of Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>v) Any part of Wight Street (specific sections as indicated on Map 1)</li> <li>vi) Any part of Station Place (specific sections as indicated on Map 1)</li> </ul>
		<b>Ngaruawahia Community</b> <ul style="list-style-type: none"> <li>i) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> <li>ii) Any part of Galileo Street (specific sections as indicated on Map 2)</li> <li>iv) Any part of Newcastle Street (specific sections as indicated on Map 2)</li> <li>v) Any part of Martin Street (specific sections as indicated on Map 2)</li> </ul>

		<p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>v) Any part of Raglan Wharf (specific sections as indicated on Map 4)</li> </ul>
		<p><b>Taupiri Community</b> (as identified on Map 5)</p> <ul style="list-style-type: none"> <li>i) Any part of Greenlane Road</li> </ul>
		<p><b>Puketaha Community</b> (as identified on Map 10)</p> <ul style="list-style-type: none"> <li>i) Any part of Sainsbury Road</li> </ul>
		<p><b>Te Kauwhata Community</b> (as identified on Map 14)</p> <ul style="list-style-type: none"> <li>i) Any part of Main Road</li> <li>ii) Any part of Wira Street</li> </ul>
		<p><b>Tuakau Community</b> (as identified on Map 15)</p> <ul style="list-style-type: none"> <li>i) Any part of George Street</li> </ul>

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>EMERGENCY VEHICLE PARKING AREAS</b>		
The following portions of roads are hereby constituted as reserved for emergency service vehicles only and no person shall allow any vehicle other than an emergency service vehicle to stop, stand or park on any of the following roads or portions of roads 24 hours a day.	All Vehicles except emergency vehicles.	<b>Raglan Community</b> i) Any part of Raglan Wharf (specific sections as indicated on Map 4) ii) Any part of Wainui Road (specific sections as indicated on Map 3)
		<b>Ngaruawahia Community</b> i) Any part of Brownlee Avenue (specific sections as indicated on Map 2)
<b>TAXI STANDS</b>		
The following portions of roads are hereby constituted as a taxi stand and no person shall allow any vehicle other than a clearly identified taxi to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except taxis	<b>Huntly Community</b> i) Any part of Main Street (specific sections as indicated on Map 1)
		<b>Ngaruawahia Community</b> i) Any part of Jesmond Street (specific sections as indicated on Map 2)
		<b>Raglan Community</b> i) Any part of Wainui Road (specific sections as indicated on Map 11)
<b>BUS STOPS</b>		
The following portions of roads are hereby constituted bus stops and restricted to use for stopping, standing or parking by Large Passenger Vehicles and no person shall allow any other vehicle to stop, stand or park, on any of the following roads or portions of roads	All Vehicles except Buses	<b>Huntly Community</b> i) Any part of Main Street (specific sections as indicated on Map 1) ii) Any part of Bailey Street (specific sections as indicated on Map 1) iii) Any part of Bridge Street (specific sections as indicated on Map 1) iv) Any part of Great South Road (specific sections as indicated on Map 1) v) Any part of Hakanoa Street (specific sections as indicated on Map 1) vi) Any part of Harris Street (specific sections as indicated on Map 1) vii) Any part of McDiarmid Crescent (specific sections as indicated on Map 1) viii) Any part of Onslow Street (specific sections as indicated on Map 1) ix) Any part of Ralph Street (specific sections as indicated on Map 1)

		<ul style="list-style-type: none"> <li>x) Any part of Russell Road (specific sections as indicated on Map 1)</li> <li>xi) Any part of Tamihana Avenue (specific sections as indicated on Map 1)</li> <li>xii) Any part of Tumate Mahuta Drive (specific sections as indicated on Map 1)</li> <li>xiii) Any part of Wight Street (specific sections as indicated on Map 1)</li> <li>xiv) Any part of William Street (specific sections as indicated on Map 1)</li> </ul> <p><b>Onewhero Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Hall Road (specific sections as indicated on Map 7)</li> <li>ii) Any part of Great South Road (specific sections as indicated on Map 7)</li> </ul> <p><b>Pokeno Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Gateway Park Drive (specific sections as indicated on Map 8)</li> <li>ii) Any part of Great South Road (specific sections as indicated on Map 8)</li> <li>iii) Any part of Harriet Johnston Drive (specific sections as indicated on Map 8)</li> <li>iv) Any part of Helenslee Road (specific sections as indicated on Map 8)</li> <li>v) Any part of Hillpark Drive (specific sections as indicated on Map 8)</li> <li>vi) Any part of Hitchen Road (specific sections as indicated on Map 8)</li> <li>vii) Any part of Mark Ball Drive (specific sections as indicated on Map 8)</li> <li>viii) Any part of McDonald Road (specific sections as indicated on Map 8)</li> </ul> <p><b>Tuakau Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Bollard Road (specific sections as indicated on Map 15)</li> <li>ii) Any part of Buckland Road (specific sections as indicated on Map 15)</li> <li>iii) Any part of George Street (specific sections as indicated on Map 15)</li> <li>iv) Any part of Harrisville Road (specific sections as indicated on Map 15)</li> <li>v) Any part of School Road (specific sections as indicated on Map 15)</li> <li>vi) Any part of St Stephens Avenue (specific sections as indicated on Map 15)</li> <li>vii) Any part of Thorn Road (specific sections as indicated on Map 15)</li> </ul> <p><b>Port Waikato Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Maunsell Road (specific sections as indicated on Map 9)</li> </ul>
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		<p><b><i>Te Kauwhata Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Te Wharepu Road (specific sections as indicated on Map 13)</li> <li>ii) Any part of Waerenga Road (specific sections as indicated on Map 13)</li> <li>iii) Any part of Wira Street (specific sections as indicated on Map 13)</li> </ul>
		<p><b><i>Ngaruawahia Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 2)</li> <li>ii) Any part of Galileo Street (specific sections as indicated on Map 2)</li> <li>iii) Any part of Waingaro Road (specific sections as indicated on Map 2)</li> </ul>
		<p><b><i>Taupiri Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 5)</li> <li>ii) Any part of Greenlane Road (specific sections as indicated on Map 5)</li> </ul>
		<p><b><i>Horotiu Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Horotiu Bridge Road (specific sections as indicated on Map 6)</li> </ul>
		<p><b><i>Te Kowhai Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Horotui Road (specific sections as indicated on Map 6)</li> </ul>
		<p><b><i>Whatawhata Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Store Road (specific sections as indicated on Map 16)</li> </ul>
		<p><b><i>Puketaha Community</i></b></p> <ul style="list-style-type: none"> <li>i) Any part of Sainsbury Road (specific sections as indicated on Map 10)</li> </ul>

		<p><b><i>Raglan Community</i></b></p> <ul style="list-style-type: none"><li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li><li>ii) Any part of Government Road (specific sections as indicated on Map 3)</li><li>iii) Any part of James Street (specific sections as indicated on Map 3)</li><li>iv) Any part of Manu Bay Road (specific sections as indicated on Map 17)</li><li>v) Any part of Manukau Road (specific sections as indicated on Map 11)</li><li>vi) Any part of Ngarunui Beach Road (specific sections as indicated on Map 11)</li><li>vii) Any part of Norrie Avenue (specific sections as indicated on Map 11)</li><li>viii) Any part of Te Hutewai Road (specific sections as indicated on Map 11)</li><li>ix) Any part of Te Mata Road (specific sections as indicated on Map 11)</li><li>x) Any part of Wainui Road (specific sections as indicated on Map 3)</li><li>xi) Any part of Wallis Street (specific sections as indicated on Map 3)</li></ul>
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Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>LOADING ZONES</b>		
<p>The following portion of road is hereby constituted as a loading zone and no person shall allow any vehicle, except a Goods Vehicle, to stop, stand or park on any of the following roads or portions of roads.</p>	<p>All Vehicles – Except Goods Vehicles</p>	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Civic Place (specific sections as indicated on Map 1)</li> <li>ii) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>iii) Any part of Venna Fry Lane (specific sections as indicated on Map 1)</li> </ul> <p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> </ul> <p><b>Tamahere Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Devine Road (specific sections as indicated on Map 12)</li> </ul> <p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wallis Street (specific sections as indicated on Map 3)</li> </ul>
<b>CAR AND TRAILER PARKING AREAS 48 HOURS</b>		
<p>The following portions of roads are hereby constituted as reserved for the parking of cars with boat trailers only and no person shall allow any vehicle other than a car and boat trailer to stand or park, on any of the following roads or portions of roads. A car and trailer is only permitted to park in these areas for a maximum of forty eight hours (2 days).</p>		<p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Raglan Wharf (specific sections as indicated on Map 4)</li> <li>ii) Any part of Wallis Street (specific sections as indicated on Maps 3 and 4)</li> </ul>

<b>MOTORCYCLE PARKING</b>		
The following portions of roads are hereby constituted as reserved for the parking of motorcycles only and no person shall allow any vehicle other than a motorcycle to stand or park, on any of the following roads or portions of roads.	Only Motorcycles	<b><i>Huntly Community</i></b>  i) Any part of Main Street (specific sections as indicated on Map 1)
		<b><i>Raglan Community</i></b>  i) Raglan Wharf (specific sections as indicated on Map 4) ii) Any part of Wallis Street (specific sections as indicated on Maps 3 and 4)

**PARKING PLACES**

Type of Restriction	Applicable to: (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>PARKING PLACES OR PARKING AREAS</b>		
The following portions of road or land are hereby constituted as parking places or parking areas.	All Vehicles	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Main Street (specific sections as indicated on Map 1)</li> <li>ii) Shand Lane (specific sections as indicated on Map 1)</li> <li>iii) Station Place (specific sections as indicated on Map 1)</li> <li>iv) Mine Square (BNZ Carpark) (specific sections as indicated on Map 1)</li> <li>v) Venna Fry Lane (specific sections as indicated on Map 1)</li> </ul> <p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Jesmond Street (specific sections as indicated on Map 2)</li> <li>ii) Galileo Street (specific sections as indicated on Map 2)</li> <li>iii) Market Street (specific sections as indicated on Map 2)</li> <li>iv) Newcastle Street (specific sections as indicated on Map 2)</li> <li>v) Newcastle Street Carpark (specific sections as indicated on Map 2)</li> <li>vi) Martin Street (specific sections as indicated on Map 2)</li> <li>vii) Great South Road (specific sections as indicated on Map 2)</li> </ul> <p><b>Raglan Community</b></p> <ul style="list-style-type: none"> <li>i) Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Wainui Road (specific sections as indicated on Map 3)</li> <li>iii) Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iv) Bankart Street (specific sections as indicated on Map 3)</li> <li>v) Wallis Street (western end) (specific sections as indicated on Maps 3 and 4)</li> <li>vi) Wallis Street (eastern end) (specific sections as indicated on Maps 3 and 4)</li> <li>vii) Raglan Wharf (specific sections as indicated on Map 4)</li> </ul>

**NO STOPPING RESTRICTIONS**

Type of Restriction	Applicable to (Specified Type of Vehicle)	Applicable to (Specified Area/Road)
<b>NO STOPPING OR PARKING AT ALL TIMES</b>		
<p>The following portions of roads are hereby constituted as no stopping areas and no person shall allow any vehicle to stop, stand or be parked whether attended or unattended in any of the following 'No Parking' areas where a traffic sign is erected or marked on the road (in accordance with the provisions of the Land Transport Rule "Traffic Control Devices 2004"), except in conformity with the terms of any prohibition, limitation or restriction applying to that zone. This restriction shall apply 24 hours a day unless otherwise stated.</p>	All Vehicles	<p><b>Huntly Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Venna Fry Lane (specific sections as indicated on Map 1)</li> <li>ii) Any part of Civic Place (specific sections as indicated on Map 1)</li> <li>iii) Any part of Main Street (specific sections as indicated on Map 1)</li> <li>iv) Any part of Station Place (specific sections as indicated on Map 1)</li> <li>v) Any part of Shand Lane (specific sections as indicated on Map 1)</li> <li>vi) Any part of Mine Square (BNZ Plaza) (specific sections as indicated on Map 1)</li> <li>vii) Any part of Great South Road (specific sections as indicated on Map 1)</li> <li>viii) Any part of Harris Street (specific sections as indicated on Map 1)</li> <li>ix) Any part of Kimihia Road (specific sections as indicated on Map 1)</li> <li>x) Any part of Lake View Terrace (specific sections as indicated on Map 1)</li> <li>xi) Any part of McVie Road (specific sections as indicated on Map 1)</li> <li>xii) Any part of Ralph Street (specific sections as indicated on Map 1)</li> <li>xiii) Any part of Rayner Road (specific sections as indicated on Map 1)</li> <li>xiv) Any part of Semple Street (specific sections as indicated on Map 1)</li> <li>xv) Any part of Taihua Road (specific sections as indicated on Map 1)</li> <li>xvi) Any part of Waugh Lane (specific sections as indicated on Map 1)</li> <li>xvii) Any part of William Street (specific sections as indicated on Map 1)</li> </ul> <p><b>Tuakau Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Hall Street (specific sections as indicated on Map 15)</li> <li>ii) Any part of Onewhero-Tuakau Bridge Road (specific sections as indicated on Map 15)</li> </ul> <p><b>Port Waikato Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Ocean View Road (specific sections as indicated on Map 9)</li> </ul>

		<p><b>Ngaruawahia Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Jesmond Street (specific sections as indicated on Map 2)</li> <li>ii) Any part of Market Street (specific sections as indicated on Map 2)</li> <li>iii) Any part of Lower Waikato Esplanade (specific sections as indicated on Map 2)</li> <li>iv) Any part of Galileo Street (specific sections as indicated on Map 2)</li> <li>v) Any part of Great South Road (specific sections as indicated on Map 2)</li> <li>vi) Any part of Martin Street (specific sections as indicated on Map 2)</li> </ul> <p><b>Taupiri Community</b></p> <ul style="list-style-type: none"> <li>i) Any part of Great South Road (specific sections as indicated on Map 5)</li> <li>ii) Any part of Te Putu Street (specific sections as indicated on Map 5)</li> </ul> <p><b>Raglan Community</b> (as identified on Map 3)</p> <ul style="list-style-type: none"> <li>i) Any part of Bow Street (specific sections as indicated on Map 3)</li> <li>ii) Any part of Wi Neera Street (specific sections as indicated on Map 3)</li> <li>iii) Any part of Cliff Street (specific sections as indicated on Map 3)</li> <li>iv) Any part of Wallis Street (specific sections as indicated on Map 3)</li> <li>v) Any part of Wainui Road (including Helipad Area) (specific sections as indicated on Map 3)</li> <li>vi) Any part of Bankart Street (specific sections as indicated on Map 3)</li> <li>vii) Any part of Wallis Street/Raglan Wharf (specific sections as indicated on Map 4)</li> <li>viii) Any part of Calvert Road (specific sections as indicated on Map 11)</li> <li>ix) Any part of Daisy Street (specific sections as indicated on Map 11)</li> <li>x) Any part of Opororu Road (specific sections as indicated on Map 11)</li> <li>xi) Any part of Tohora Close (specific sections as indicated on Map 11)</li> </ul>
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# Maps for Waikato District Council Traffic Bylaw 2023 Schedules

Legend/Key for Maps

**LEGEND**

-  Parking
-  Bus Stop
-  No Stopping
-  Disabled
-  Permit Only
-  Loading Zone
-  Motorcycle
-  No Parking
-  P15
-  P30
-  P60
-  P120
-  P180
-  Reserved
-  No Parking - Taxi Stand
-  Taxi
-  Road
-  Property



**Parking Restrictions:  
Map 1 Huntly Town Centre**

GIS Department  
Created By: EMK  
Created For: CBIRK001  
Date Created: 04/03/2019  
Projection: NZTM  
CD2000  
Ref: ME11682

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**Parking Restrictions:  
Map 2 Ngaruawahia Town Centre**

GIS Department  
 Created By: EMK  
 Created For: CBIRK001  
 Date Created: 04/03/2019  
 Projection: NZTM  
 ID: 2000  
 Ref: ME11682

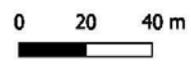
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- Parking Restrictions**
- Bus Stop
  - Car and Boat Trailer
  - Disabled
  - Electric Vehicle
  - Emergency
  - Loading Zone
  - Motorcycle
  - No Limit
  - - - No Parking
  - P15
  - P30
  - P60
  - P120
  - Reserved
  - - - Taxi



**Parking Restrictions:  
Map 3 Raglan Town Centre**



CIS Department  
Created By: EMK  
Created For: MLC  
Date Created: 4/10/2019  
Projection: NZTM CD2000  
Ref: ME11682

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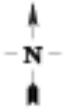


**Parking Restrictions:  
Map 5 Taupiri Town Centre**



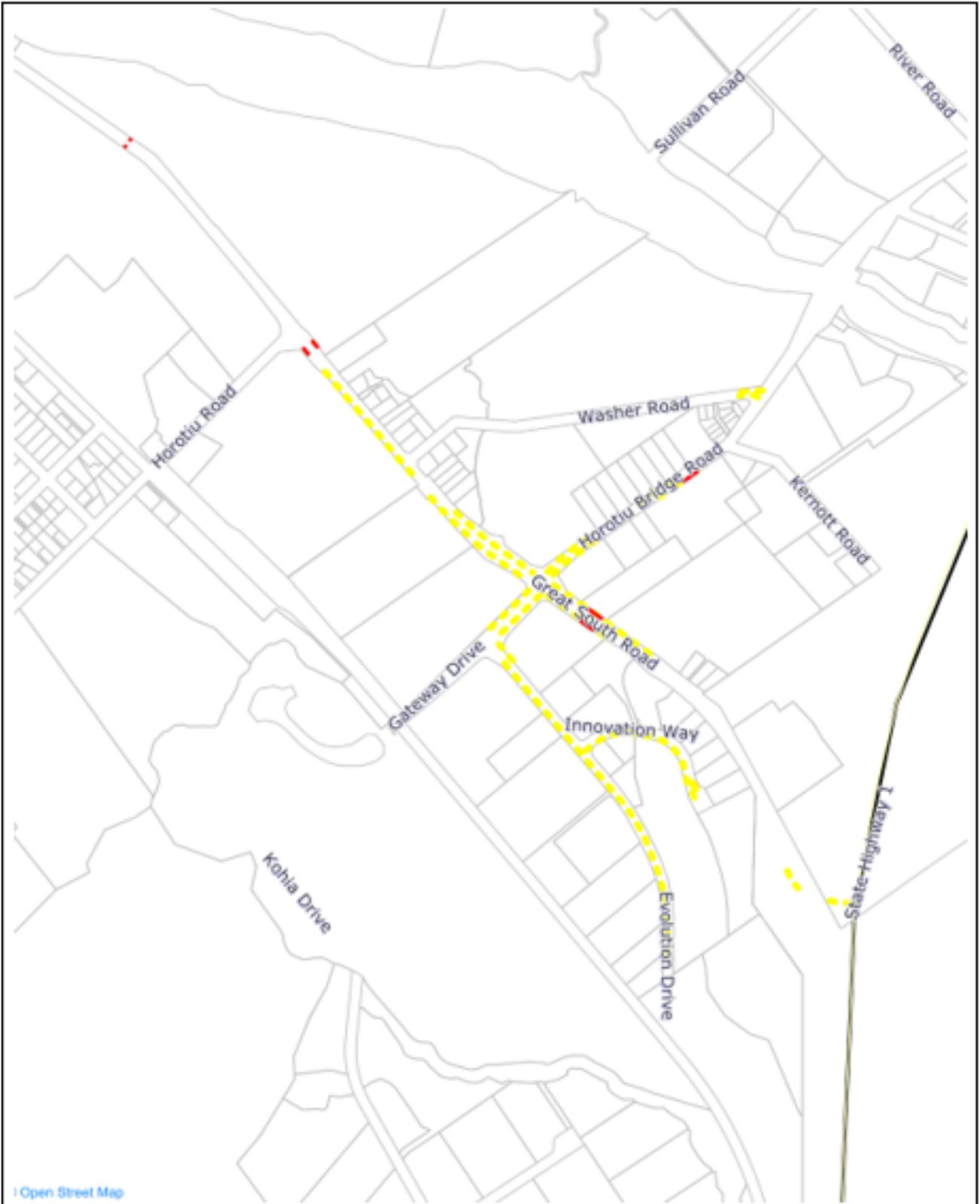
CIS Department  
Created By: EMK  
Created For: MLC  
Date Created: 4/10/2019  
Projection: NZTM CD2000  
Ref: ME11682

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### Horotiu – Map 6

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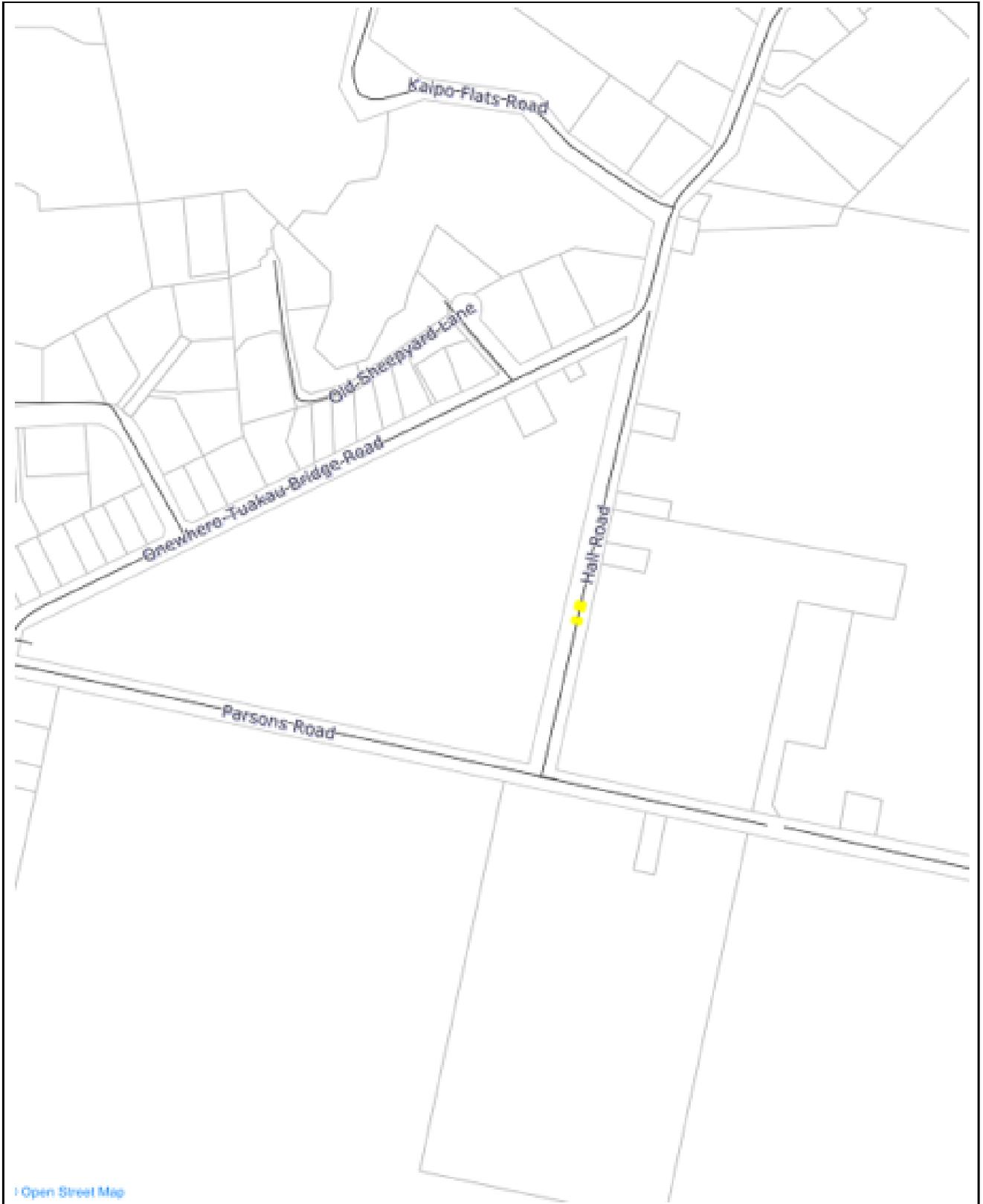
Open Street Map

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Onewhero - Map 7

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Open Street Map

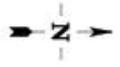
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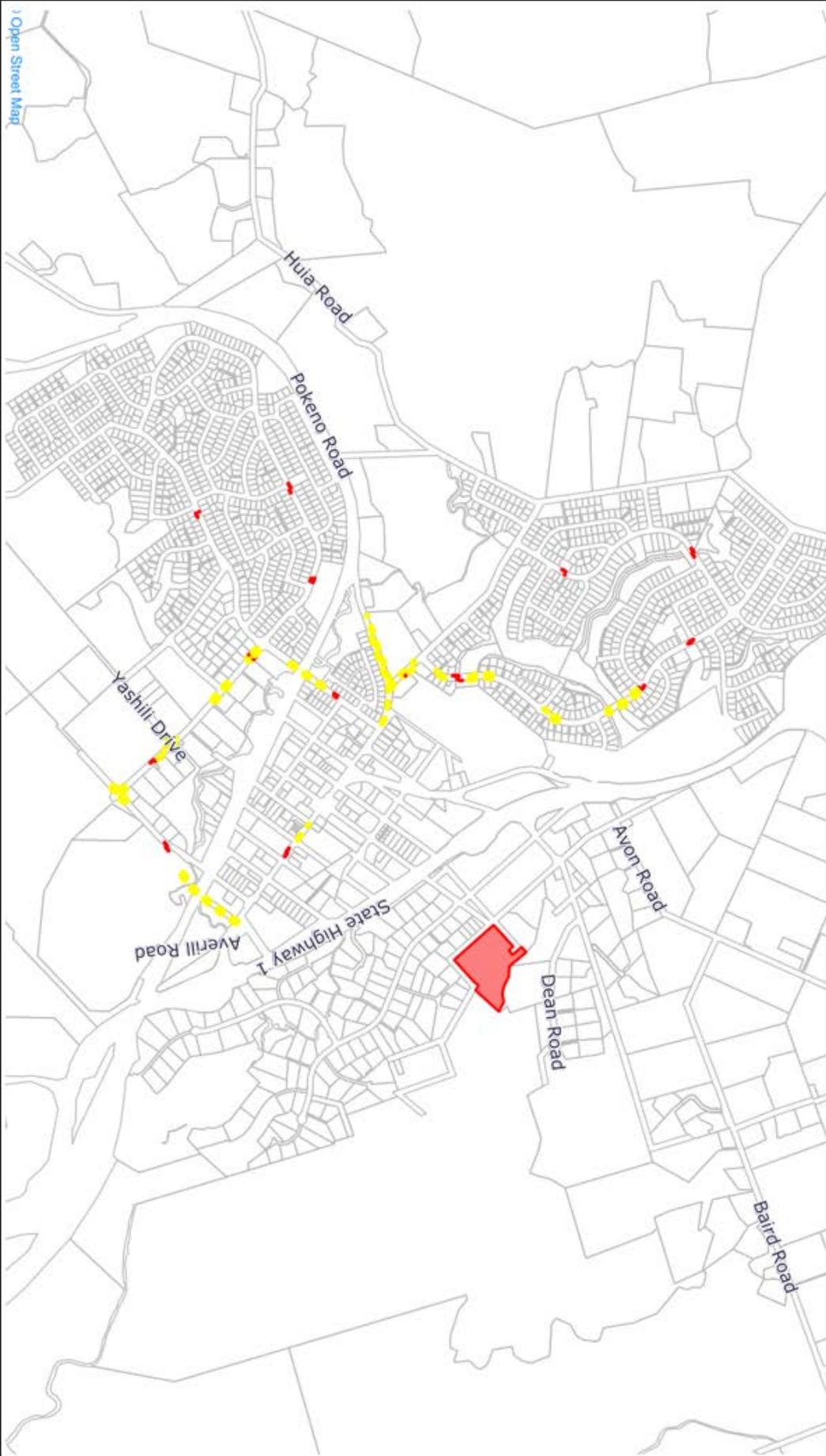
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Datum: New Zealand Geodetic Datum 2000

Print Date: 25/03/2022

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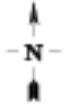


### Pookeno – Map 8



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Port Waikato – Map 9

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Open Street Map

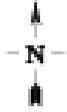
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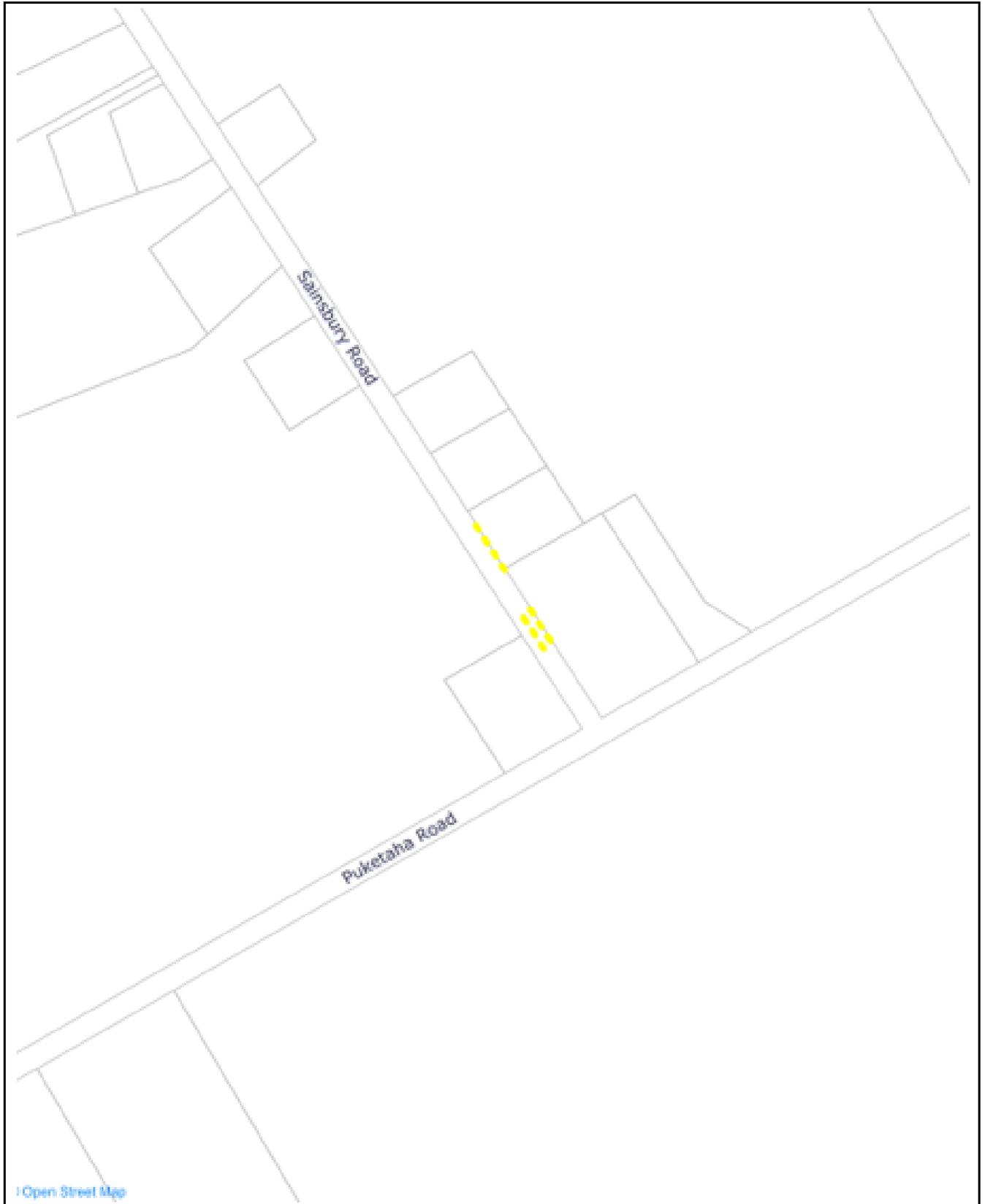
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### Puketaha – Map 10

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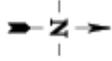
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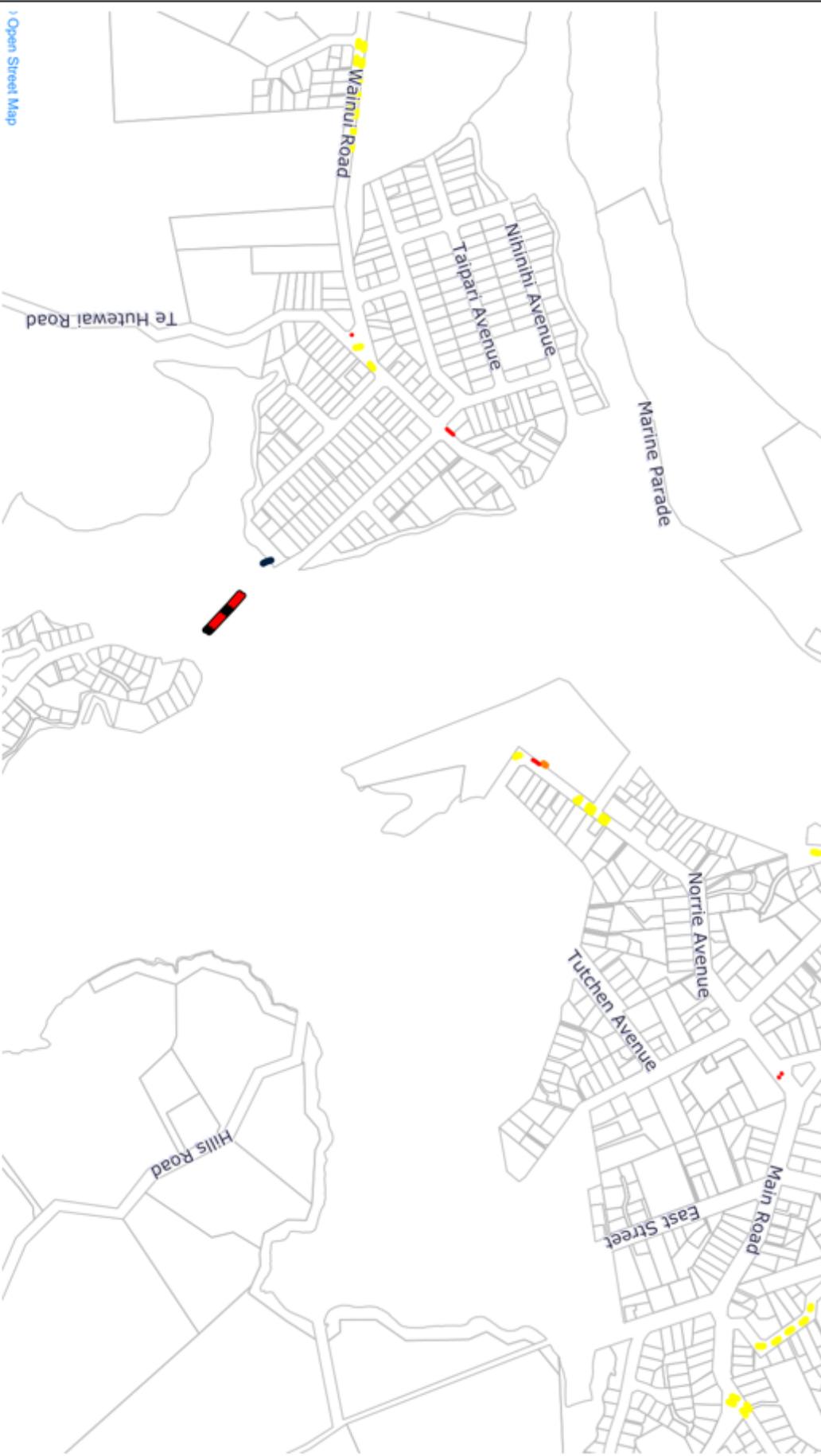
Print Date: 04/02/2023

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### Raglan - Wainui Road Area – Map 11

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Open Street Map

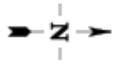
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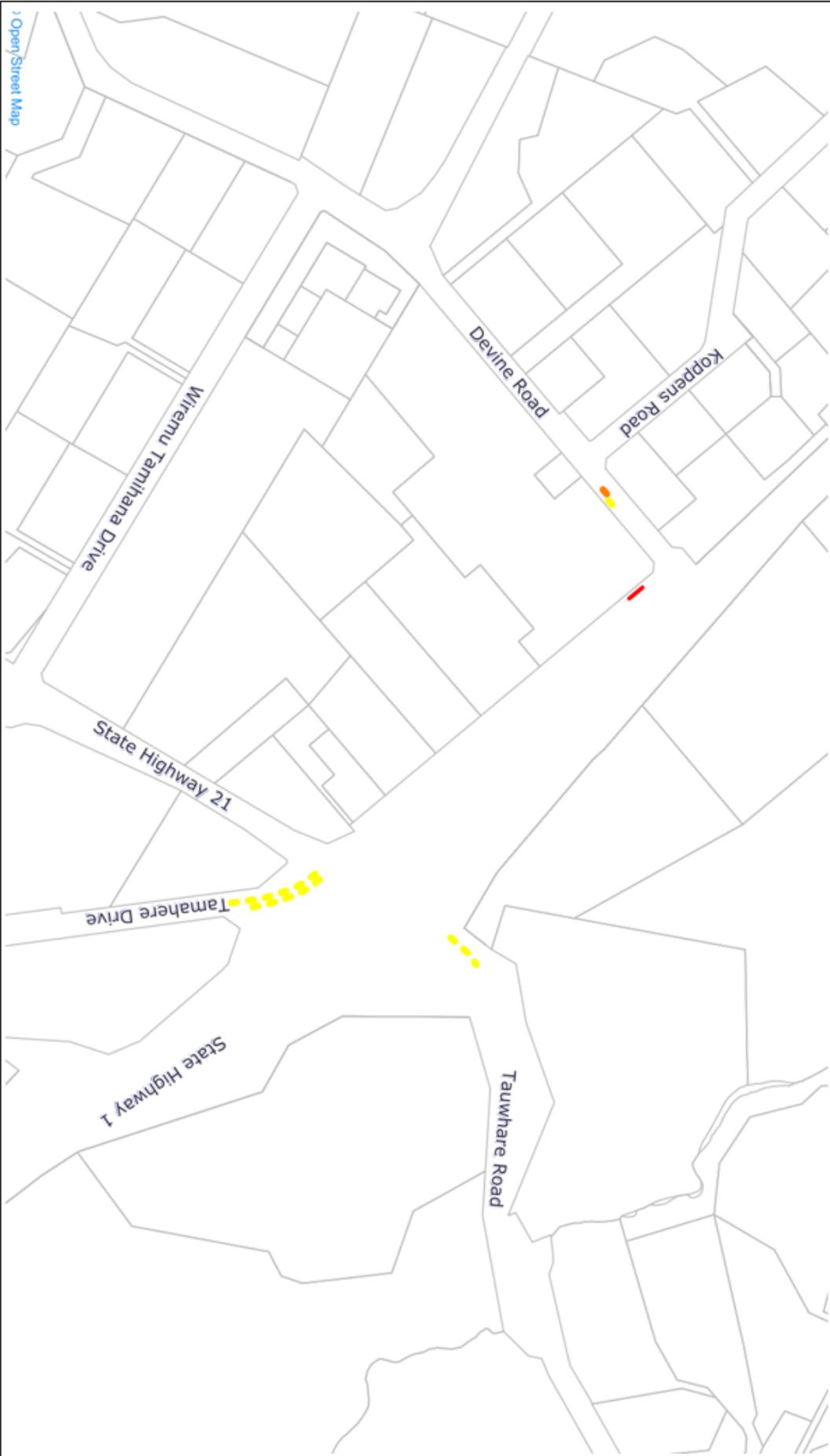
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### Tamahere – Map 12

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Open Street Map

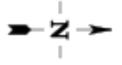
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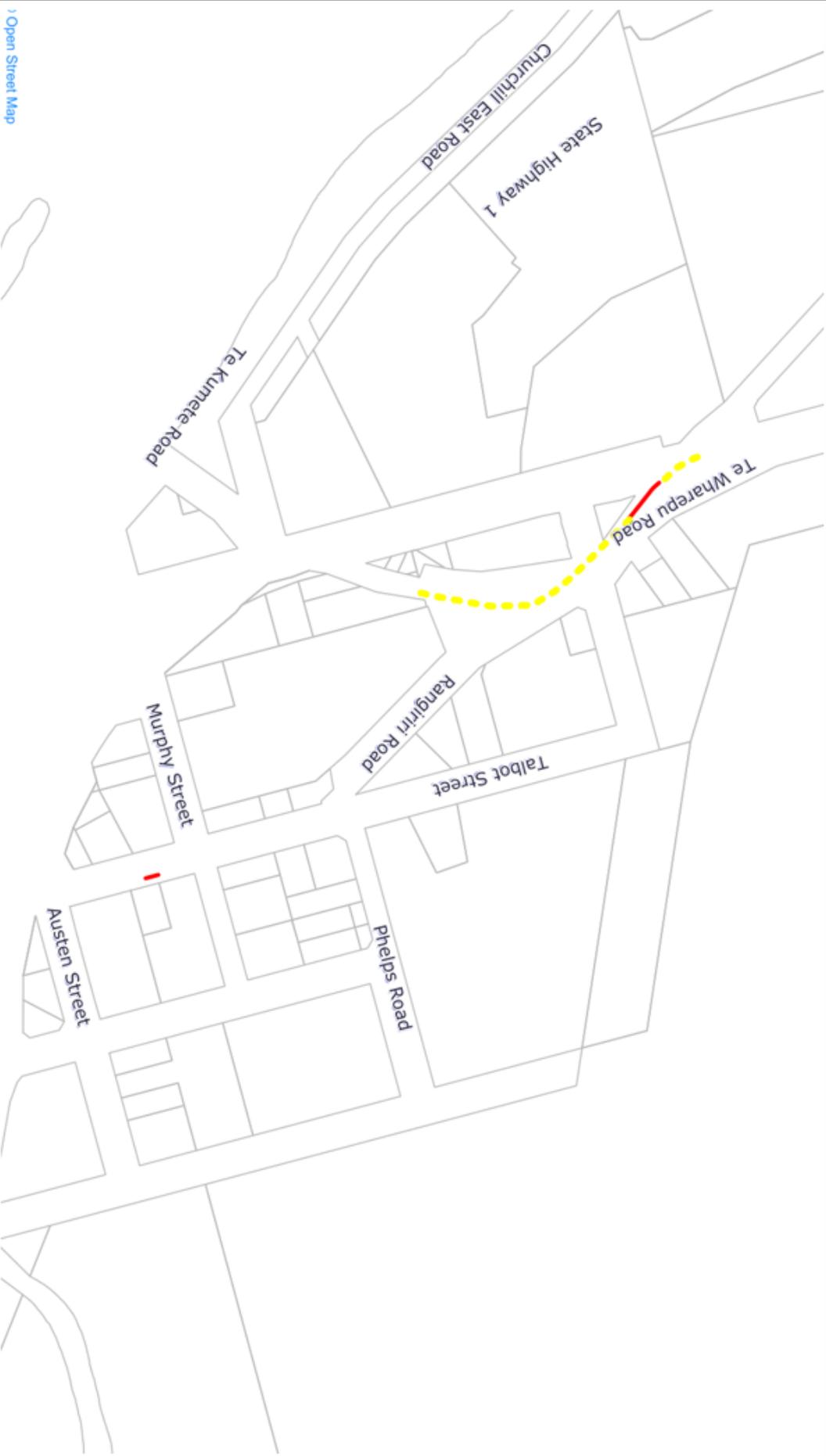
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### Te Kauwhata – Map 13

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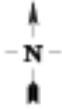
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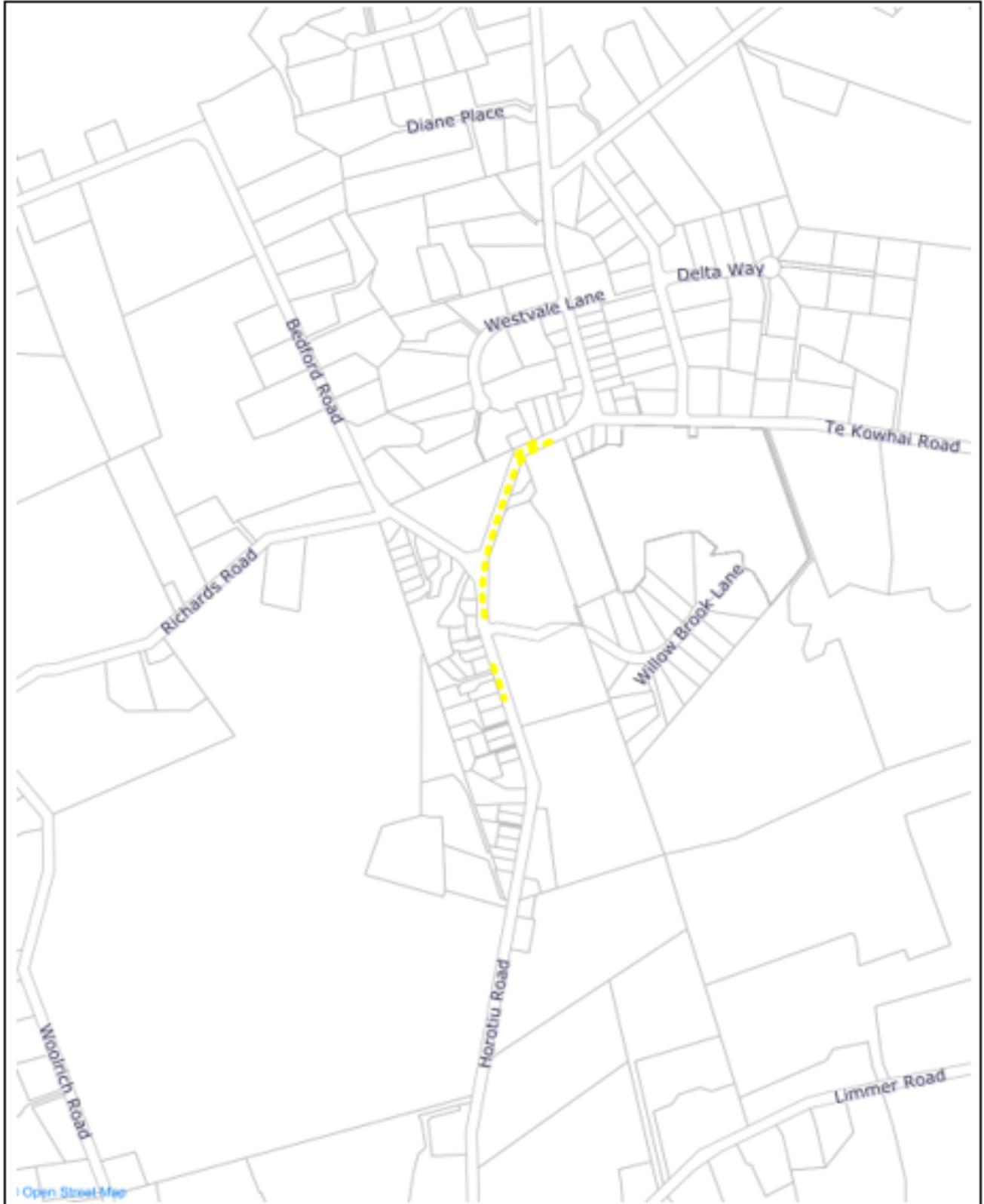
Print Date: 24/02/2023

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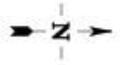


### Te Kowhai – Map 14

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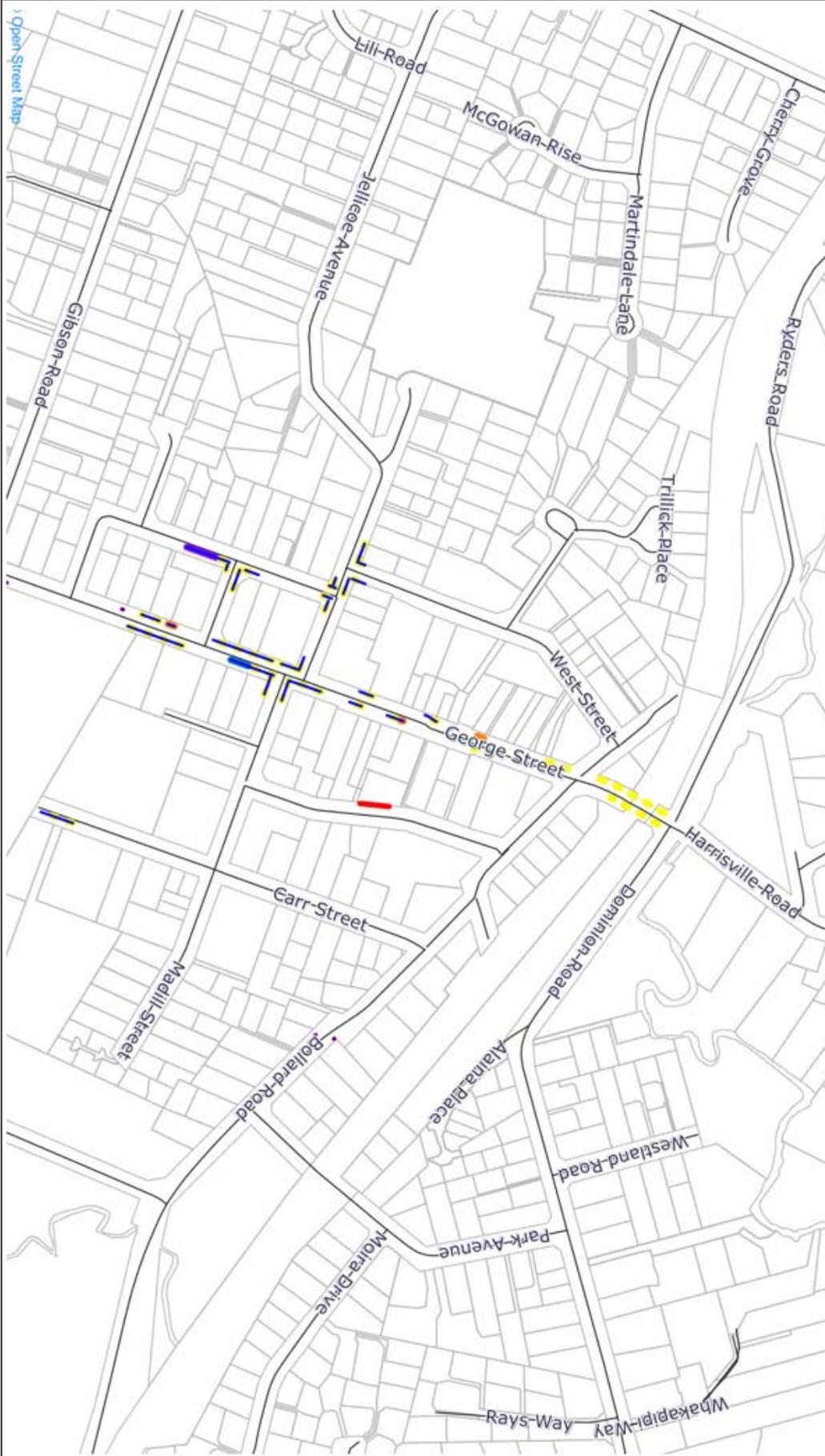


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# Tuakau – Map 15

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### Whatawhata - Map 16

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Open Street Map

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### Raglan - Manu Bay Road - Map 17

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## Schedule 2 One-Way Street Restrictions

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** the following streets to be one-way streets, in that any vehicle may only travel in the specified direction for that street.

### Type of Restriction

The following portions of roads are hereby constituted one-way streets and no person may travel upon them in a direction other than that indicated by traffic signs and Maps.

### Applicable to

All vehicles

### Specified Area/Road

Tuakau	School Road, in an easterly direction from Buckland Road to Church Street.
Te Kauwhata	Wira Street in a northerly direction from Mahi Road to Waerenga Road
Huntly	Shand Lane, in a northerly direction from Station Place to the northern end of the Permit Only parking area shown on Map I.  Shand Lane in a northerly direction from the northern side of Mine Square (BNZ Plaza) its intersection with Main Street.  Venna Fry Lane in a northerly direction from Garden Place to Main Street.  McDiarmid Crescent in a northerly direction from Hall Street to Penman Place.
Whatawhata	School Road, in a northerly direction from 20m south of Mason Road to Mason Road
Raglan	Cliff Road in a westerly direction from 120m west of Bow Street to Puriri Street.

### Schedule 3 Turning Restrictions

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002 **Council Hereby Declares** that any vehicle is prohibited from making left or right turns.

#### Type of Restriction

Left turn movements are prohibited at these locations and no person may turn at them in a direction other than that indicated by traffic signs.

#### Applicable to

All vehicles

#### Specified Intersection

Location	Description
Mangatawhiri	Mangatawhiri Road turning loop approach to Mangatawhiri Road
Tuakau	Buckland Road approach to School Road
Huntly	Great South Road approach to Thermal Explorer Highway
Raglan	James Street approach to Cliff Street
Whatawhata	Mason Road approach to School Road

#### Type of Restriction

Right turn movements are prohibited at these locations and no person may turn at them in a direction other than that indicated by traffic signs.

#### Applicable to

All vehicles

#### Specified Intersection

Location	Description
Rangiriri	Armitage Road approach to Waikato Expressway (SH1)
Huntly	Bell Crossing Street approach to Great South Road
Tamahere	Devine Road approach to State Highway 1 on ramp Tamahere Drive approach to State Highway 1 off ramp
Taupiri	Gordonton Road (North) approach to Te Putu Street
Ngaruawahia	Regent Street approach to Great South Road Jesmond Street approach to Great South Road
Tuakau	Buckland Road approach to School Road

## Schedule 4 Cycle Lanes

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the following streets to have a cycle lane in that only cyclists may travel in the specified section of that street.

### Type of Restriction

The following portions of roads are hereby constituted cycle lanes and no person may travel upon them other than that indicated by traffic signs.

### Applicable to

Cycles

### Specified Area/Road

This table is intentionally blank.

Location	Description

**Schedule 5  
Cycle Paths**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the following streets to have a cycle path in that only cyclists may travel in the specified section of that street.

**Type of Restriction**

The following portions of roads are hereby constituted cycle paths and no person may travel upon them other than that indicated by traffic signs.

**Applicable to**

Cycles

**Specified Area/Road**

This table is intentionally blank.

Location	Description

## Schedule 6 Shared zones

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the following streets to be a shared zone.

### Type of Restriction

The following portions of roads are hereby constituted shared zones and no person may travel upon them other than that indicated by the traffic signs.

### Applicable to

All vehicles and pedestrians

### Specified Area/Road

This table is intentionally blank.

Location	Description

## Schedule 7 Roads Restricted to Specific Classes of Vehicles

Pursuant to the Land Transport Act 1998, Local Government Act 2002 and Heavy Motor Vehicles Regulation 1974, **Council Hereby Declares** the following roads, or portion of a road, or other area controlled by the Council to be restricted to specified types of vehicles:

### Type of Restriction

The following portions of roads are hereby constituted restricted and no person may drive a prohibited type of vehicle on them except with the written consent of the Council.

### Applicable to (specified type of prohibited vehicle)

Vehicles with a mass under 3,500kg are restricted or prohibited from operating on the following roads between the hours of 9pm and 4am.

### Specified Area/Road

Location	Description
Horotiu	Onion Road from Horotiu Road to the boundary with Hamilton City Council

### Type of Restriction

The following roads shall not be used by heavy motor vehicles except for the purpose of loading and unloading goods or passengers at any property whose access is by way of the named road or public place.

### Applicable to (specified type of prohibited vehicle)

Heavy vehicles

### Specified Area/Road

Location	Description
Tuakau	Dromgools Road from George Street to Geraghtys Road Geraghtys Rd from George Street to Buckland Road
Rangiriri	Churchill East Road from RP 6950 to Plantation Road

## **Schedule 8**

### **Boat Launching Ramps**

Pursuant to the Land Transport Act 1998 and the Local Government Act 2002, **Council Hereby Declares** the use of the following boat launching ramps is restricted to specific usage.

#### **Type of Restriction**

Vehicles shall not use the following launching ramps except for the purpose of launching or retrieving a boat.

#### **Applicable to**

All vehicles

#### **Specified areas**

This table is intentionally blank.

<b>Location</b>	<b>Description</b>

---

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>2024-34 LTP Community outcomes approval for public engagement</b>
Date:	24 April 2023
Report Author:	Nicole Hubbard, Corporate Planning Manager
Authorised by:	Tony Whittaker, Chief Operating Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek approval to consult with the community for feedback on draft community outcome statements.

## **2. Executive summary**

### **Whakaraapopototanga matua**

---

Local authorities are required to describe community outcomes in their Long-Term Plan (LTP), and how each of their activities contribute to the achievement of these. Community outcomes should promote the social, economic, environmental and cultural well-being of the community.

Two recent workshops, with Councillors, Community Board and Committee Chairs and mana whenua representatives, have been facilitated by Polis Consulting Group to determine a set of new draft community outcome statements that will be consulted on with the community. Following consultation, final community outcome statements will be confirmed and included in our 2024-2034 LTP.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council approves the draft Community Outcomes statements for consultation with the community.**

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## 4. Background

### Koorero whaimaarama

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In a 2019 amendment to the LGA, promoting the four well-beings was restored as part of the purpose of local government, meaning local authorities are once again responsible for improving the well-being of their communities.

Under section 5 (Interpretation) of the LGA, community outcomes are defined as the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental and cultural well-being of its district or region in the present and for the future. They are a requirement under the Local Government Act 2002 (LGA) and must be described in the LTP and reported on in the Annual Report.

Community outcomes give local authorities and their communities the opportunity to define what well-being means to them and how the local authority will contribute to this.

The current set of community outcomes were developed in 2017 as part of the 2018-2028 LTP. These were not changed for the 2021-2031 LTP, and there are several reasons that now is a good time to develop a new set of community outcomes. Namely:

- The community outcomes were developed six years ago. It is timely that we check in with the community about what well-being means to them, particularly in light of the level of global, national and local change since 2020.
- The community outcomes could be improved. The current outcome statements are a mixture of outcomes and statements noting how Council will operate. The outcomes also only reflect three well-beings (environment, social and economic) with no cultural outcome.
- Several councillors requested a review of the current outcomes, noting the lack of a cultural wellbeing outcome.

On 31 March 2023 Polis Consulting Group presented their Shifting Landscapes presentation to Council, which outlined the global, national and local trends that are impacting on the district. As part of this workshop Councillors and other attendees, including Community Board and Committee Chairs, mana whenua representatives and ELT, were asked to consider what they thought were the biggest issues that were going to impact on the Waikato District, and what the key opportunities were.

Polis Consulting Group then facilitated a workshop on 4 April 2023, where Councillors and other attendees were asked to consider what was important to our communities under each of the four well-beings: social, economic, environmental and cultural. From this feedback staff have drafted a set of community outcome statements to consult with the community on.

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## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

---

As per the LGA, the legislative requirements around community outcomes are that long term plans must state the community outcomes the local authority is working towards and identify the community outcomes that each activity primarily contributes to.

Due to these requirements and the legislative interpretation of community outcomes, staff suggest having a community outcome associated with each of the four well-beings.

Through the two workshops facilitated by Polis Consulting Group, Councillors, Community Board and Committee Chairs and mana whenua representatives had the opportunity to feed into the process of drafting four new community outcome statements. These draft statements have been carefully crafted by staff to reflect the feedback received, and they are now ready to go out to the community for consultation. The purpose of this consultation is to test with the community whether we have accurately represented our community's aspirations within the four well-beings.

The following are the proposed community outcome statements:

#### **Social**

##### We live, work and play together

Our communities are connected, safe, accessible and resilient. We put community well-being at the heart of our decisions, and we embrace partnership to get things done to improve people's lives.

#### **Economic**

##### Supporting local prosperity

We champion growth in our local economy, promoting our unique location and value in Aotearoa and in the world. We support local and encourage innovation, while elevating our rural and Maaori economies as key contributors to our district's prosperity and sustainability.

#### **Environmental**

##### Our environmental health underpins the health of our people

Our waterways are healthy and create connections. We protect and enhance native biodiversity and take care of our taiao. We minimise our impact on the environment and work together to promote sustainable practices across our communities.

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## Cultural

### Celebrating who we are

We honour Te Tiriti and the connection of tangata whenua to our takiwaa/district. We celebrate our diverse communities and promote creative expression in our communities, to enhance our sense of belonging and identity.

The Community Outcome statements will also be translated into Te Reo Maaori for consultation.

## 5.1 Options

### Ngaa koowhiringa

Staff have assessed that there are three reasonable and viable options for the Council to consider. This assessment reflects the level of significance (see paragraph 6.1) and the importance of this piece of work being completed to feed into the rest of the 2024-2034 Long Term Plan process. The options are set out below.

Options	Advantages	Disadvantages
<p><b>Option 1:</b> Approve the new draft community outcome statements for public consultation.</p> <p><b>(Staff recommend this option)</b></p>	<ul style="list-style-type: none"> <li>• Councillors, Community Board and Committee Chairs, and mana whenua representatives all had the opportunity to contribute to these statements.</li> <li>• The draft statements reflect the feedback received in workshops.</li> <li>• Consulting on these gives the community the opportunity to let us know whether we understand their aspirations correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Consulting with the community will take time, and means we will not have confirmed community outcomes to feed into the rest of the LTP planning process until the end of May.</li> </ul>

Options	Advantages	Disadvantages
<p><b>Option 2:</b></p> <p>Approve the new draft community outcome statements, with some changes, for public consultation.</p>	<ul style="list-style-type: none"> <li>• Councillors, Community Board and Committee Chairs, and mana whenua representatives all had the opportunity to contribute to these statements.</li> <li>• If staff have mis-represented feedback from the workshops, changes can be made to rectify this.</li> <li>• Consulting on these gives the community the opportunity to let us know whether we understand their aspirations correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Making changes may only reflect one viewpoint, rather than taking into account all workshop feedback.</li> <li>• Consulting with the community will take time, and means we will not have confirmed community outcomes to feed into the rest of the LTP planning process until the end of May.</li> </ul>
<p><b>Option 3:</b></p> <p>Do not approve new draft community outcome statements, and keep the existing community outcome statements without further review.</p>	<ul style="list-style-type: none"> <li>• Continuing to use the existing community outcomes will save time and enable staff to immediately use them to feed into LTP planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Councillors, Community Board and Committee members, mana whenua and the broader community will not have the opportunity to provide feedback on the relevance and validity of the outcome statements.</li> <li>• Cultural well-being is not reflected in our community outcome statements.</li> <li>• The existing outcome statements were developed six years ago and have not been re-tested recently.</li> </ul>

Staff recommend option one because the proposed draft statements have taken into account all the feedback received through the recent workshops. This option also gives the community an opportunity to provide their feedback, which is important especially considering these outcome statements should reflect the community's aspirations with regards to their well-being.

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

The proposed Community Outcomes impact on all of our community, and therefore staff will be undertaking community consultation in order to gather feedback.

Maaori and cultural considerations have been part of the community outcomes review process, with Maaori representation in the workshops, and the crucial inclusion of a cultural well-being focused outcome statement.

## **5.6 Climate response and resilience considerations**

### **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council. However, the final form of these community outcomes will play a key role in the prioritisation of Council's work programme and budget in the LTP, so the inclusion of an environmental outcome that reflects climate considerations such as minimising impact on the environment and promoting sustainable practices is important.

## **5.7 Risks**

### **Tuuraru**

There is a risk if Council does not adopt the staff recommendation that this will delay the 2024-2034 LTP planning process.

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## 6. Significance and engagement assessment Aromatawai paahekoheko

### 6.1 Significance Te Hiranga

The decisions and matters of this specific report are assessed as having low significance in accordance with the Council's [Significance and Engagement Policy](#). However, this report is part of a broader project or process – the Long Term Plan – that is assessed as having high significance.

### 6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Councillors, Community Board and Committee Chairs, and Mana Whenua representatives were invited to participate in the workshops to develop the community outcomes.</p> <p>The wider community will be consulted in relation to the proposed community outcomes statements.</p>					

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

Planned	In Progress	Complete	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 7. Next steps Ahu whakamua

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Once the proposed Community Outcomes statements are approved by Council for consultation, staff will develop consultation material and undertake consultation during May 2023. Exact dates are yet to be confirmed.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

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As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments Ngaa taapirihanga

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There are no attachments for this report.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>2022 Elections Report</b>
Date:	24 April 2022
Report Author:	Gaylene Kanawa, Democracy Manager/Deputy Electoral Officer
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide the Waikato District Council 2022 Final Elections Report from the Council's independent Electoral Officer – Dale Ofsoske, Independent Electoral Services Ltd.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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Council engaged Independent Election Services to undertake the 2022 Triennial Elections. Attached is the Independent Electoral Officer's report for those elections. A point to note in the report is that the recovery costs of the election came in a lot less than originally anticipated, therefore there is a deficit in the cost recovery budget of \$58,321.

This was partially due to the Waikato Regional Council Maaori ward seats being elected unopposed and the Te Kauwhata Licensing Trust also not requiring voting papers due to their six (6) vacancies being elected unopposed also.

It is noted that this report does not cover the Tuakau by-election, which was an additional cost of \$22,503. The Electoral Officer received ten (10) candidate nominations in the by-election for four (4) vacancies.

Only 15.21% of votes were returned, yet Council received a number of requests to issue special votes due to the storm event over Auckland Anniversary weekend when papers were delivered, and some destroyed. The daily return of votes is attached to this report as Attachment 2.

On Friday, 17 February at 12noon voting was closed and the attached declaration made by the Electoral Officer later that evening (refer Attachment 3). The Democracy Manager contacted the successful candidates on Saturday morning and induction packs were provided as with those members elected in October 2022.

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The successful candidates sworn in on Monday, 27 February 2023 were – Adrienne Frame, Stephanie Henderson, Carl Morgan and Fili Semau. The Tuakau Community Board currently have an interim Chairperson and this role will be voted on again at their May meeting.

### **3. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. receives the report on the 2022 Triennial Elections, and**
- b. notes the update on the results from the Tuakau Community Board by-election.**

### **4. Attachments**

#### **Ngaa taapirihanga**

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Attachment 1 – 2022 Final Elections Report – WaiDC

Attachment 2 – Votes Returned - Tuakau CB By-election

Attachment 3 - Declaration Results - Tuakau CB By-election

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**Election Services**

Level 2, 198 Federal Street, Auckland

PO Box 5135, Wellesley Street

Auckland 1141

Phone: 64 9 973 5212

Email: [info@electionservices.co.nz](mailto:info@electionservices.co.nz)

Report to the  
Waikato District Council  
regarding the

## 2022 Triennial Elections

From the  
Electoral Officer

8 March 2023



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## Outline

The 2022 local government triennial elections occurred on Saturday 8 October 2022. The elections for Waikato District Council, Waikato Regional Council and Te Kauwhata Licensing Trust were conducted satisfactorily and on time and met all legislative and practical requirements.

This report summaries the electoral process.

## Background

Local government elections are required every three years, with the 2022 election occurring on Saturday 8 October 2022. The conduct of these elections is prescribed by legislation and regulation to ensure public confidence and electoral integrity are maintained.

The following preliminary actions/decisions were made:

- (i) in 2020, Council resolved to retain the FPP (first past the post) electoral system for the 2022 triennial election. The FPP electoral system applied also to the Waikato Regional Council and the Te Kauwhata Licensing Trust elections;
- (ii) in 2020, Council resolved to establish one or more Māori wards for the 2022 and 2025 triennial elections;
- (iii) during 2021, Council undertook a representation arrangements review (a review of wards, boundaries, number of councillors etc). The final proposal comprised the mayor, 13 councillors from 10 wards and 32 community board members from six community boards;
- (iv) postal voting to be used;
- (v) the alphabetical order of candidate names to be used for Waikato District Council and Te Kauwhata Licensing Trust and the random order of candidate names to be used for the Waikato Regional Council;
- (vi) no election was required for the Waikato District Health Board.

The electoral officer appointed for Waikato District Council is Dale Ofsoske of Election Services, with Gaylene Kanawa, Democracy Manager, appointed Deputy Electoral Officer.

With the 2022 elections now complete, this report details the various electoral processes undertaken, together with election statistics for the information of Council.

## Narrative

### Elections Required

Elections were undertaken for:

Waikato District Council

- mayor (elected at large)
- councillors (13)
  - Awaroa-Maramarua General Ward (1)
  - Huntly General Ward (1)
  - Newcastle-Ngāruawāhia General Ward (2)
  - Tamahere-Woodlands General Ward (2)
  - Tuakau-Pōkeno General Ward (2)

- Waerenga-Whitikahu General Ward (1)
- Western Districts General Ward (1)
- Whāingaroa General Ward (1)
- Tai Raro Takiwaa Māori Ward (1)
- Tai Runga Takiwaa Māori Ward (1)
- community board members (32)
  - Huntly Community Board (6)
  - Ngāruawāhia Community Board (6)
  - Rural-Port Waikato Community Board (4)
    - consisting of
    - North Subdivision (2)
    - South Subdivision (2)
  - Raglan Community Board (6)
  - Taupiri Community Board (4)
  - Tuakau Community Board (6)

#### Waikato Regional Council

- two members (elected from the Waikato General Constituency); or
- one member (elected from the Ngā Hau e Wha Māori Constituency)

#### Te Kauwhata Licensing Trust

- six members (elected 'at large' from the trust area).

### Election Timetable

Key election functions and dates were:

#### **Nomination period**

15 July – 12 August 2022

#### **Inspection of Preliminary Electoral Roll**

15 July – 12 August 2022

#### **Delivery of voting mailers**

16-21 September 2022

#### **Special voting/early processing**

16 September – 8 October 2022

#### **Election day**

8 October 2022

#### **Preliminary count**

9 October 2022

#### **Official count**

9-14 October 2022

#### **Return of Electoral Donations & Expenses Form**

by 9 December 2022

**Electoral Roll**

The electoral roll comprises two parts, the Residential Electoral Roll and the Ratepayer Electoral Roll.

The Residential Electoral Roll contains parliamentary electors, whose details are supplied by the Electoral Commission.

Each territorial authority is responsible for compiling its own non-resident Ratepayer Electoral Roll.

To compile the Ratepayer Electoral Roll, three actions are required:

- (i) issuing an explanatory ratepayer roll flyer with all rates notices;
- (ii) a nationwide advertising campaign on the criteria of ratepayer elector qualifications and enrolment procedures; and
- (iii) the issuing of Ratepayer Confirmation Forms to all eligible 2019 Ratepayer Electoral Roll electors, and if returned, these along with any new enrolments, form the basis of the 2022 Ratepayer Electoral Roll.

A national advertising campaign was undertaken by Taituarā during May 2022 advising readers in all major daily newspapers of the criteria and qualifications required to be eligible for the Ratepayer Electoral Roll. A 0800 free-phone service was again used as a national helpline.

In April 2022, 67 Ratepayer Roll Confirmation Forms were issued to eligible 2019 Ratepayer Electoral Roll electors. A total of 65 non-resident ratepayer electors appeared on the 2022 Final Ratepayer Electoral Roll.

**Preliminary and Final Electoral Rolls**

The Preliminary and Final Electoral Rolls contained elector details in alphabetical order with a flag denoting voting entitlements (ward, community board, regional council constituency, licensing trust).

The Preliminary Electoral Roll was available for public inspection at the following locations during normal office hours between 15 July 2022 and 12 August 2022:

- Council's Main Office, 15 Galileo Street, Ngāruawāhia;
- Raglan Office, 7 Bow Street, Raglan;
- Huntly Office, 142 Main Street, Huntly;
- Tamahere Office and Community Space, Block C, Level 1, 65 Devine Road, Tamahere;
- Te Kauwhata Office, 1 Main Road, Te Kauwhata;
- Tuakau Office, 2 Dominion Road, Tuakau.

Statistics relating to the Final Electoral Roll are as follows:

Ward	Final Roll		
	No. Residents	No. Ratepayers	Total
Awaroa-Maramarua General	3,903	2	3,905
Huntly General	4,078	4	4,082
Newcastle-Ngāruawāhia General	9,424	6	9,430
Tamahere-Woodlands General	9,424	6	9,430
Tuakau-Pōkeno General	8,138	9	8,147
Waerenga-Whitikahu General	4,299	9	4,308
Western Districts General	3,631	12	3,643
Whāngaroa General	4,046	15	4,061
Tai Raro Takiwaa Māori	3,777	1	3,778
Tai Runga Takiwaa Māori	3,595	1	3,596
TOTAL	54,315	65	54,380

The total number of electors of 54,380 is an increase of 5,755 (+11.8%) when compared to the 2019 Final Electoral Roll of 48,625.

## Nominations

The nomination period was 15 July to noon 12 August 2022.

Nomination material was available during this time by:

- (i) visiting one of six Council offices to uplift the material;
- (ii) downloading the material from the Council's website;
- (iii) phoning the electoral office to have the material posted out.

A detailed '2022 Candidate Information Handbook' was prepared and made available to all candidates, any interested party (e.g. media) and available online.

A total of 71 nominations were received for the 46 Council vacancies, these detailed as follows:

Issue	No. Nominations	No. Vacancies
Mayor	4	1
Awaroa-Maramarua General	4	1
Huntly General	4	1
Newcastle-Ngāruawāhia General	3	2
Tamahere-Woodlands General	4	2
Tuakau-Pōkeno General	4	2
Waerenga-Whitikahu General	2	1
Western Districts General	1	1
Whāngaroa General	2	1
Tai Raro Takiwaa Māori	2	1
Tai Runga Takiwaa Māori	3	1
Huntly Community	11	6
Ngāruawāhia Community	7	6
Raglan Community	9	6
Rural-Port Waikato Community (North Subdivision)	2	2
Rural-Port Waikato Community (South Subdivision)	2	2
Taupiri Community	4	4
Tuakau Community	3	6
TOTAL	71	46

For candidate names, refer Notice of Day of Election – **Appendix 2.**

For the Western Districts General Ward, Rural-Port Waikato Community Board (both North and South Subdivisions), the Taupiri Community Board and the Te Kauwhata Licensing Trust, the number of nominations received equaled the number of vacancies, and these candidates were duly declared elected following the close of nominations. Refer Notice of Day of Election – **Appendix 2.**

For the Tuakau Community Board, there was insufficient nominations to fill the vacancies, and a by-election was required to be held for the unfilled vacancies on 17 February 2023.

The 71 nominations received for mayor, council and community board vacancies is up from the 63 nominations received at the 2019 election (for 44 vacancies).

#### **Voting Mailers**

Voting mailers consisting of an outward envelope, return prepaid envelope, voting document and candidate profile booklet (which included instructions in English and Māori) were posted to electors from Friday 16 September 2022.

The voting mailers were produced by the NZ Post Group and were consistent in design layout to all other local authorities in the country.

#### **Return of Voting Documents**

Voting documents were able to be posted back to the electoral officer or delivered to a ballot box at the following locations:

- one of the six Council offices to uplift a special vote;
- the electoral office.

#### **Special Voting**

Special votes were available from 16 September 2022 to noon 8 October 2022 by:

- (i) visiting one of the six Council offices to uplift a special vote;
- (ii) phoning the electoral office to request a special vote.

298 special votes were returned prior to the close of voting, of which 144 (48.3%) were valid. This compares to 222 special votes returned in 2019 (+34.2%), where 149 (67.12%) were valid.

#### **Elector Turnout**

Of the 54,380 electors on the Final Electoral Roll, 17,572 electors returned their vote. This represents a disappointing 32.3% return and compares to a return of 16,709 electors or 34.4% at the 2019 election (or +.2%).

A schedule of the number of daily returned voting documents over the voting period is attached (**Appendix 1**).

Of note, the 2022 average nationwide voter turnout is 45.58% (compared to 41.7% for the 2019 election) and an average 43.83% voter turnout from a number of provincial councils (e.g. Far North District, Waikato District, Gisborne District).

## Results

With the undertaking of the early processing of returned voting documents during the voting period, progress results were able to be released on election day at around 1pm. Progress results reflected about 84% of votes cast and did not include votes received at Council offices on election day morning or special votes received.

The preliminary results were released about 4.00pm on Sunday following the receipt and processing of a significant number of votes received at the Council offices on election day morning. The preliminary result reflected about 99% of votes cast. These statistics show about 15% of all votes cast were received on election day morning.

Both the progress and preliminary results were released to candidates and placed on Council's website.

The final results (Declaration of Results of Election – see **Appendix 3**) were made on Friday 14 October 2022 and were also released to candidates and placed on Council's website.

## Election Costs

The 2022 estimated election cost was \$341,000 + GST (or for 55,000 electors, \$6.20 + GST/elector), subject to actual third-party costs.

The 2022 final election cost has now been determined at \$349,783 + GST (or for 54,380 electors, \$6.43 + GST/elector).

Of the \$349,783 + GST final cost, Council is able to recover \$96,312 + GST (27.53%) from the Waikato Regional Council and \$662 + GST (.19%) from the Te Kauwhata Licensing Trust.

This leaves a net cost to Council for their election of \$252,089 + GST (72.28% of the total), or \$4.64 + GST/elector.

The cost share between organizations is determined by the nationally provided Taituarā MOU Cost Sharing Calculator.

## Upcoming Issues

### **Inquiry into the 2022 elections**

Parliament's Justice Committee is currently undertaking an inquiry into the conduct of the 2022 local government elections. Submissions closed on 14 February 2023.

The committee is examining the law and administrative procedures, with particular reference to:

- low voter turnout
- the provision of election services by private organisations, with particular reference to:
  - special voting
  - provision of ballot papers
  - complaint processes
  - accountability for local elections
  - postal voting (including security of ballots and whether postal voting is an effective method of receiving votes)
- the age of eligible voters (with reference to lowering the age of eligible voters to 16 years).

### **Electoral System Review**

Under the Local Electoral Act 2001, a local authority may resolve, before 12 September 2023, to change the electoral system used at the last election, unless a poll on the matter was recently held. Should Council wish to consider changing its electoral system (from FPP to STV), it can do so by resolution no later than 12 September 2023.

However, a public notice must be given by 19 September 2023 providing the right of electors to demand a poll on the decision.

### **Māori Representation Review**

As Council resolved in 2020 to establish one or more Māori wards for the 2022 and 2025 triennial elections, no further action on this is required.

### **Representation Arrangements Review**

The Local Electoral Act 2001 requires every local authority to undertake a representation arrangements review at least once in every six-year period. As Council last undertook such a review in 2021 (for the 2022 triennial elections), it is not required to conduct a review until 2027. However, Council can undertake a further review after three-years (2024) if required (for example if Council wishes to review its wards, community boards, boundaries, number of elected members etc).

## Summary and Conclusions

The Waikato District Council's 2022 triennial elections were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and all tasks were completed satisfactorily and on time.

There are however several electoral issues Council may wish to consider during 2023/24:

- (i) consider whether Council retains the first past the post electoral system or adopts the single transferable voting electoral system for the 2025 triennial elections – by 12 September 2023 but **must** place public notice of the electoral system to be used for the 2025 triennial election and the right of electors to demand a poll – by 19 September 2023;
- (ii) consider whether Council would like to review any current representation arrangements in 2024 (**optional**) e.g. ward and/or community board boundaries.



Dale Ofoske  
Electoral Officer // Waikato District Council  
Election Services

APPENDIX 1

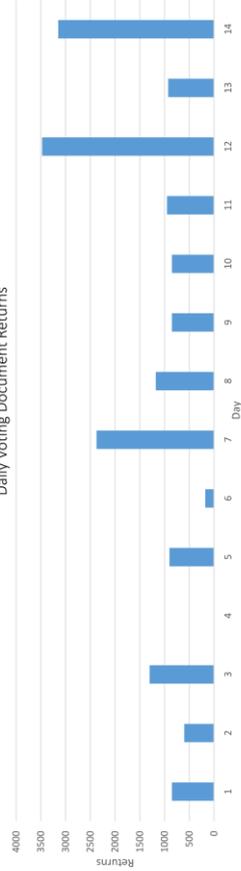


VOTING DOCUMENT RETURNS - 2022 ELECTIONS

Number of  
Returned  
Voting Documents

WV/ELECTIONS	21-Sep	22-Sep	23-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
<b>AMAROA-MARAMARUA GENERAL</b>	50	100	75	0	75	0	175	75	100	50	0	250	100	224
	3.3%	6.6%	4.9%	0%	4.9%	0%	11.7%	4.9%	6.6%	3.3%	0%	14.7%	6.6%	14.7%
<b>3905</b>	50	150	225	300	300	300	475	550	650	700	700	950	1050	1274
	1.3%	3.8%	5.8%	7.7%	7.7%	7.7%	12.2%	14.1%	16.6%	17.9%	17.9%	24.3%	26.9%	32.6%
<b>HUNTLY GENERAL</b>	75	0	250	0	50	0	275	375	100	125	100	1275	1275	1537
	1.8%	0%	6.5%	0%	1.3%	0%	6.9%	9.4%	2.5%	3.1%	3.1%	31.2%	31.2%	37.7%
<b>4082</b>	150	50	275	0	125	0	375	150	150	200	150	600	600	552
	1.9%	0.6%	3.6%	0%	1.6%	0%	4.8%	2.0%	2.0%	2.6%	2.0%	6.0%	6.0%	5.5%
<b>NEWCASTLE-NGARUAWAHIA GENERAL</b>	150	200	475	475	600	600	975	1125	1275	1475	1475	2225	2350	2902
	1.6%	2.1%	5.0%	5.0%	6.4%	6.4%	10.3%	11.6%	13.5%	15.6%	15.6%	23.6%	24.9%	30.8%
<b>9430</b>	0	75	75	0	25	0	75	125	25	0	0	175	25	321
	0.0%	0.2%	0.2%	0%	0.1%	0%	0.2%	0.3%	0.1%	0%	0%	0.4%	0.1%	0.4%
<b>TAI RARU TAKIWAHA MAORI</b>	0	75	150	150	175	175	250	375	400	400	400	575	600	921
	0.0%	0.2%	0.4%	0.4%	0.5%	0.5%	0.7%	0.9%	1.0%	1.0%	1.0%	1.5%	1.5%	2.4%
<b>3778</b>	0	50	0	0	25	0	175	100	25	75	0	125	200	235
	0.0%	0.1%	0%	0%	0.1%	0%	0.4%	0.2%	0.1%	0.2%	0%	0.3%	0.5%	0.6%
<b>TAI RUNGA TAKIWAHA MAORI</b>	0	50	50	50	75	75	250	350	375	450	450	575	775	1010
	0.0%	0.1%	0.1%	0.1%	0.2%	0.2%	0.7%	0.9%	1.0%	1.2%	1.2%	1.5%	1.9%	2.5%
<b>3596</b>	0	50	50	50	75	75	250	350	375	450	450	575	775	1010
	0.0%	0.1%	0.1%	0.1%	0.2%	0.2%	0.7%	0.9%	1.0%	1.2%	1.2%	1.5%	1.9%	2.5%
<b>TAMAHERE-WOODLANDS GENERAL</b>	175	0	350	0	250	175	375	175	200	125	400	600	175	340
	1.7%	0%	9.1%	0%	6.5%	4.6%	8.7%	4.6%	5.0%	3.1%	10.0%	15.0%	4.3%	8.3%
<b>9430</b>	175	175	525	525	775	950	1325	1500	1700	1825	2225	2825	3000	3340
	1.9%	1.9%	5.6%	5.6%	8.2%	10.1%	14.1%	15.9%	18.0%	19.4%	23.6%	30.0%	31.8%	35.4%
<b>8147</b>	150	100	125	0	100	0	375	100	75	100	75	0	525	300
	1.5%	1.0%	1.2%	0%	1.0%	0%	3.6%	1.0%	1.0%	1.0%	0%	5.2%	3.0%	3.7%
<b>TUAMAU-POKENO GENERAL</b>	150	250	375	375	475	475	850	1025	1125	1200	1200	1725	2025	2401
	1.5%	2.5%	3.7%	3.7%	4.7%	4.7%	8.5%	10.2%	11.2%	12.0%	12.0%	17.2%	20.2%	24.0%
<b>8147</b>	150	250	375	375	475	475	850	1025	1125	1200	1200	1725	2025	2401
	1.5%	2.5%	3.7%	3.7%	4.7%	4.7%	8.5%	10.2%	11.2%	12.0%	12.0%	17.2%	20.2%	24.0%
<b>WAERENGA-WHITIKAHU GENERAL</b>	75	125	75	0	100	0	250	75	75	75	100	275	0	228
	0.7%	1.2%	0.7%	0%	0.9%	0%	2.3%	0.7%	0.7%	0.7%	0.9%	2.3%	0%	1.9%
<b>4308</b>	75	200	275	275	375	375	625	700	775	850	950	1225	1225	1453
	0.7%	1.7%	2.3%	2.3%	3.1%	3.1%	5.4%	6.1%	6.7%	7.4%	8.3%	10.6%	10.6%	12.8%
<b>3643</b>	75	50	50	0	75	0	150	150	25	0	75	300	0	250
	0.7%	0.5%	0.5%	0%	0.6%	0%	1.2%	1.2%	0.1%	0%	0.6%	2.5%	0%	2.5%
<b>WESTERN DISTRICTS GENERAL</b>	75	125	175	175	250	250	400	550	575	575	650	950	950	1210
	0.7%	1.2%	1.6%	1.6%	2.3%	2.3%	3.6%	4.9%	5.1%	5.1%	5.8%	8.3%	8.3%	10.8%
<b>3643</b>	75	125	175	175	250	250	400	550	575	575	650	950	950	1210
	0.7%	1.2%	1.6%	1.6%	2.3%	2.3%	3.6%	4.9%	5.1%	5.1%	5.8%	8.3%	8.3%	10.8%
<b>WHANGARUA GENERAL</b>	100	50	25	0	75	0	200	75	50	125	125	350	0	349
	1.0%	0.5%	0.2%	0%	0.6%	0%	1.6%	0.6%	0.5%	1.0%	1.0%	2.9%	0%	2.9%
<b>4061</b>	100	600	1300	0	900	175	2375	1175	850	850	950	1175	1175	1524
	1.0%	6.0%	13.0%	0%	9.0%	1.7%	23.7%	11.7%	8.5%	8.5%	9.5%	11.7%	11.7%	15.2%
<b>TOTAL</b>	850	1450	2750	2750	3650	3650	6200	7375	8225	9075	10025	13500	14425	17572
	1.6%	2.8%	5.2%	5.2%	6.8%	6.8%	11.2%	13.1%	15.1%	16.7%	18.4%	24.8%	26.5%	32.3%
<b>54880</b>	850	1450	2750	2750	3650	3650	6200	7375	8225	9075	10025	13500	14425	17572
	1.6%	2.8%	5.2%	5.2%	6.8%	6.8%	11.2%	13.1%	15.1%	16.7%	18.4%	24.8%	26.5%	32.3%
<b>DAILY %</b>	2.8%	5.2%	6.8%	6.8%	9.1%	9.1%	14.8%	17.1%	18.8%	20.6%	22.1%	25.3%	26.8%	30.0%
<b>2019 Returns</b>	4.3%	6.0%	7.8%	7.8%	10.1%	10.1%	16.1%	18.1%	19.8%	21.3%	23.1%	28.8%	28.8%	34.4%
<b>2016 Returns</b>	4.3%	6.0%	7.8%	7.8%	10.1%	10.1%	16.1%	18.1%	19.8%	21.3%	23.1%	25.3%	26.8%	30.0%

WAIKATO DISTRICT COUNCIL 2022 ELECTION  
Daily Voting Document Returns



## APPENDIX 2



NOTICE OF DAY OF ELECTION FOR THE 2022 ELECTIONS OF WAIKATO DISTRICT COUNCIL

## Nominations received

Notice is given under section 65 of the Local Electoral Act 2001 that the following persons have been duly nominated as candidates for:

### Mayor (*one vacancy*)

Last Name	First Name	Affiliation
BECH	Aksel	Independent
CHURCH	Jacqui	Independent
HAWKINS	Korikori	
PURIRI	Ra	

### COUNCIL

#### Awaroa-Maramarua General Ward (*one vacancy*)

Last Name	First Name	Affiliation
ALFERINK	Albert	Independent
COWIE	Greg	Independent
HENDERSON	Stephanie Lillian	
THOMSON	Peter	

#### Huntly General Ward (*one vacancy*)

Last Name	First Name	Affiliation
LYNCH	Shelley Donnell	
MCINALLY	Frank	
SANDHU	Jas	
WHYTE	David	

#### Newcastle-Ngāruawāhia General Ward (*two vacancies*)

Last Name	First Name	Affiliation
GIBB	Janet	Independent
PATTERSON	Eugene	
WHETU	James	

## Tamahere-Woodlands General Ward (two vacancies)

Last Name	First Name	Affiliation
BEAVIS	Crystal	
FURBOROUGH	Luke	
KEIR	Mike	
WOOLERTON	Chris	

## Tai Raro Takiwaa Maaori Ward (one vacancy)

Last Name	First Name	Affiliation
MATATAHI-POUTAPU	Tutata Paaniora Sevilla	
NIKORA	Kawekura	

## Tai Runga Takiwaa Maaori Ward (one vacancy)

Last Name	First Name	Affiliation
HAWKINS	Korikori	
ORMSBY COCUP-HUGHES	Sharnay	Independent
TURNER	Tilly	

## Tuakau-Pokeno General Ward (two vacancies)

Last Name	First Name	Affiliation
CHURCH	Jacqui	Independent
NGATAKI	Kandi Awhina Maxine	
REEVE	Vern	
TAPINE	Doris Mereana	

## Waerenga-Whitikahu General Ward (one vacancy)

Last Name	First Name	Affiliation
RAUMATI	Marlene	Independent
THOMPSON	Tremayne	North Waikato WHAKAPAI

## Whāingaroa General Ward (one vacancy)

Last Name	First Name	Affiliation
PURIRI	Ra	
THOMSON	Lisa	Independent

## COMMUNITY BOARDS

## Huntly Community Board (six vacancies)

Last Name	First Name	Affiliation
BREDENBECK	Kim	
HETET	Pare	
MARUNUI	Tracy	

MATENGA	Sheryl	Independent
MCCUTCHAN	Greg	
MCINALLY	Frank	
SANDHU	Jas	
SINGH	Ravinder	
WAIKAI	Koroki Te Wherowhero	
WAWATAI	Eden	
WHYTE	David	

**Ngāruawāhia Community Board** (*six vacancies*)

Last Name	First Name	Affiliation
AYERS	Jack	
FIRTH	Dianne	
HOOKER	Keryn	Independent
MORGAN	Kiri-Kahurangi Breeze	
RICE	Venessa	
TOKO	Jamie	Independent
WIECHERN	Greg	

**Raglan Community Board** (*six vacancies*)

Last Name	First Name	Affiliation
AMOORE	Dennis	Independent
BAINS	Satnam	
BINNERSLEY	Kiri Atawhai	Independent
COOMBES	Selena Marie	
LEVY	Michelle	
MARINOVICH	Jason Tani	
OOSTEN	Tony	
RAYNER	Chris	
WALLIS	Ross	

As there are (for each office) more candidates than there are vacancies to be filled, an election will be held between the listed candidates on Saturday, 8 October 2022, under the first past the post electoral system by postal vote.

## Elected unopposed

**Western Districts General Ward** (*one vacancy*)

Last Name	First Name	Affiliation
EYRE	Carolyn	

As the number of candidates does not exceed the number of vacancies, Carolyn EYRE is duly declared an elected member of the Waikato District Council.

**Rural-Port Waikato Community Board**North Subdivision (*two vacancies*)

Last Name	First Name	Affiliation
COSTAR	Rosemarie	
FRY	Leah Jane	

South Subdivision (*two vacancies*)

Last Name	First Name	Affiliation
CAMERON	Bruce	
COKER-GREY	Flee	

As the number of candidates does not exceed the number of vacancies, Bruce CAMERON, Flee COKER-GREY, Rosemarie COSTAR and Leah Jane FRY are duly declared elected members of the Rural-Port Waikato Community Board.

**Taupiri Community Board (*four vacancies*)**

Last Name	First Name	Affiliation
LOVELL	Dorothy	
LOVELL	Howard	
MORLEY	Jo	
ORMSBY COCUP-HUGHES	Sharnay	Independent

As the number of candidates does not exceed the number of vacancies, Dorothy LOVELL, Howard LOVELL, Jo MORLEY and Sharnay ORMSBY COCUP-HUGHES are duly declared elected members of the Taupiri Community Board.

**Tuakau Community Board (*six vacancies*)**

Last Name	First Name	Affiliation
HENDERSON	David Calder	
REEVE	Vern	
TEMA-LIAPANEKE	Grace	

As the number of candidates does not exceed the number of vacancies, David Calder HENDERSON, Vern REEVE and Grace TEMA-LIAPANEKE are duly declared elected members of the Tuakau Community Board. A by-election will be held for the remaining vacancies on 17 February 2023.

## Order of candidate names

The Waikato District Council has resolved under regulation 31 of the Local Electoral Regulations 2001 to adopt the alphabetical order of candidate names to appear on the voting documents.

## Issuing of voting documents

Voting documents will be posted to electors from Friday, 16 September 2022.

## Return of voting documents

Voting documents must be returned not later than noon, Saturday, 8 October 2022 to the electoral officer.

Voting documents can be returned by post or hand delivered at the following council offices between Friday, 16 September 2022 and Friday, 7 October 2022 during normal office hours, and Saturday, 8 October 2022 between 9.00am – noon:

- Council's Main Office, 15 Galileo Street, Ngāruawāhia
- Huntly Office and Library, 142 Main Street, Huntly
- Raglan Office and Library, 7 Bow Street, Raglan
- Tamahere Office and Community Space, Block C, Level 1, 65 Devine Road, Tamahere
- Te Kauwhata Office and Library, 1 Main Road, Te Kauwhata
- Tuakau Office, 2 Dominion Road, Tuakau

## Special voting

Special voting in terms of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 may be exercised at the above council offices and times.

A person can apply to enrol as either a residential or ratepayer elector right up to and including Friday, 7 October 2022 –the day before the close of voting.

Dale Ofsoske, Electoral Officer

Waikato District Council

15 Galileo Street, Ngāruawāhia

17 August 2022

## APPENDIX 3

DECLARATION OF RESULTS OF ELECTION for the Waikato District Council 2022 elections			
I hereby declare the results of the elections held on 8 October 2022 for the following offices:			
<b>Mayor (one vacancy)</b>		Votes Received	
BECH, Aksel (Independent)		6344	
CHURCH, Jacqui (Independent)		7253	
HAWKINS, Korikori		2094	
PURIRI, Ra		1435	
Informal votes received: 64			
Blank votes received: 379			
I therefore declare Jacqui CHURCH to be elected.			
<b>COUNCIL</b>			
<b>Awaroa-Maramarua General Ward (one vacancy)</b>		Votes Received	
ALFERINK, Albert (Independent)		224	
COWIE, Greg (Independent)		125	
HENDERSON, Stephanie Lillian		391	
THOMSON, Peter		491	
Informal votes received: 12			
Blank votes received: 31			
I therefore declare Peter THOMSON to be elected.			
<b>Huntly General Ward (one vacancy)</b>		Votes Received	
LYNCH, Shelley Donnell		460	
MCINALLY, Frank		124	
SANDHU, Jas		214	
WHYTE, David		692	
Informal votes received: 19			
Blank votes received: 26			
I therefore declare WHYTE, David to be elected.			
<b>Newcastle-Ngaruawahia General Ward (two vacancies)</b>		Votes Received	
GIBB, Janet (Independent)		2151	
PATTERSON, Eugene		1903	
WHEHU, James		884	
Informal votes received: 1			
Blank votes received: 46			
I therefore declare Janet GIBB and Eugene PATTERSON to be elected.			
<b>Tamahere-Woodlands General Ward (two vacancies)</b>		Votes Received	
BEAVIS, Crystal		1904	
FURBOROUGH, Luke		619	
KEIR, Mike		1979	
WOOLERTON, Chris		1357	
Informal votes received: 1			
Blank votes received: 37			
I therefore declare Crystal BEAVIS and Mike KEIR to be elected.			
<b>Tai Raro Takiwaa Maaori Ward (one vacancy)</b>		Votes Received	
MATATAHI-POUTAPU, Tutata Paaniora Sevilla		514	
NIKORA, Kawekura		352	
Informal votes received: 0			
Blank votes received: 55			
I therefore declare Tutata Paaniora Sevilla MATATAHI-POUTAPU to be elected.			
<b>Tai Runga Takiwaa Maaori Ward (one vacancy)</b>		Votes Received	
HAWKINS, Korikori		326	
ORMSBY COCUP-HUGHES, Sharnay		131	
TURNER, Tilly		530	
Informal votes received: 6			
Blank votes received: 17			
I therefore declare Tilly TURNER to be elected.			
<b>Tuakau-Pakeno General Ward (two vacancies)</b>		Votes Received	
CHURCH, Jacqui (Independent)		1956	
NGATAKI, Kandi Awhina Maxine		619	
REEVE, Vern		1353	
TAPINE, Doris Mereana		178	
Informal votes received: 0			
Blank votes received: 9			
I therefore declare Jacqui CHURCH and Vern REEVE to be elected.			
As Jacqui CHURCH has been declared elected mayor to the Waikato District Council, her name has been withdrawn and the next highest polling candidate Kandi Awhina Maxine NGATAKI is declared elected.			
<b>Waerenga-Whitikahu General Ward (one vacancy)</b>		Votes Received	
RAUMATI, Marlene (Independent)		1083	
THOMPSON, Tremayne (North Waikato WHAKAPAI)		317	
Informal votes received: 0			
Blank votes received: 53			
I therefore declare Marlene RAUMATI to be elected.			
<b>Whangaroa General Ward (one vacancy)</b>		Votes Received	
PURIRI, Ra		285	
THOMSON, Lisa (Independent)		1205	
<b>BOARDS</b>			
<b>Huntly Community Board (six vacancies)</b>		Votes Received	
BREDENBECK, Kim		1063	
HETET, Pare		577	
MARUNUI, Tracy		323	
MATENGA, Sheryl (Independent)		727	
MCCUTCHAN, Greg		656	
MCINALLY, Frank		617	
SANDHU, Jas		909	
SINGH, Ravinder		303	
WAIKAI, Koroki Te Wherowhero		593	
WAWATAI, Eden		1037	
WHYTE, David		1435	
Informal votes received: 4			
Blank votes received: 20			
I therefore declare Kim BREDENBECK, Sheryl MATENGA, Greg MCCUTCHAN, Jas SANDHU, Eden WAWATAI and David WHYTE to be elected.			
As David WHYTE has been declared an elected member to the Huntly General Ward, his name has been withdrawn and the next highest polling candidate Frank MCINALLY is declared elected.			
<b>Ngaruawahia Community Board (six vacancies)</b>		Votes Received	
AYERS, Jack		832	
FIRTH, Dianne		926	
HOOKER, Keryn (Independent)		857	
MORGAN, Kiri-Kahurangi Breeze		1220	
RICE, Venessa		974	
TOKO, Jamie (Independent)		760	
WIECHERN, Greg		1099	
Informal votes received: 2			
Blank votes received: 53			
I therefore declare Jack AYERS, Dianne FIRTH, Keryn HOOKER, Kiri-Kahurangi Breeze MORGAN, Venessa RICE and Greg WIECHERN to be elected.			
<b>Raglan Community Board (six vacancies)</b>		Votes Received	
AMOORE, Dennis (Independent)		826	
BAINS, Satnam		885	
BINNERLEY, Kiri Atawhai (Independent)		875	
COOMBES, Selena Marie		390	
LEVY, Michelle		655	
MARINOVICH, Jason Tani		284	
OOSTEN, Tony		796	
RAYNER, Chris		826	
WALLIS, Ross		927	
Informal votes received: 2			
Blank votes received: 39			
I therefore declare Dennis AMOORE, Satnam BAINS, Kiri Atawhai BINNERLEY, Tony OOSTEN, Chris RAYNER and Ross WALLIS to be elected.			
<b>Western Districts General Ward (one vacancy)</b>			
Elected unopposed when nominations closed was Carolyn EYRE.			
<b>Rural-Port Waikato Community Board</b>			
<b>North Subdivision (two vacancies)</b>			
Elected unopposed when nominations closed were Rosemarie COSTAR and Leah Jane FRY.			
<b>South Subdivision (two vacancies)</b>			
Elected unopposed when nominations closed were Bruce CAMERON and Flee COKER-GREY.			
<b>Taupiri Community Board (four vacancies)</b>			
Elected unopposed when nominations closed were Dorothy LOVELL, Howard LOVELL, Jo MORLEY and Sharnay ORMSBY COCUP-HUGHES.			
<b>Tuakau Community Board (six vacancies)</b>			
Elected unopposed when nominations closed were David Calder HENDERSON, Vern REEVE and Grace TEMA-LIAPANKE. A by-election will be held for the remaining vacancies on 17 February 2023.			



Dated Ngaruawahia, 14 October 2022  
Dale Ofoske, Electoral Officer  
Waikato District Council  
15 Galileo Street, Ngaruawahia

Phone 0800 922 822



**2023 Tuakau Community Board By-Election**  
**17 February 2023**

Voting document returns

**Total Voting documents issued: 5,017**

Voting Document Returns	2-Feb	3-Feb	6-Feb	7-Feb	8-Feb	9-Feb	10-Feb	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb
Daily Total	14	222	0	100	7	76	39	0	0	156	9	140
<b>Accumulating Total</b>	<b>14</b>	<b>236</b>	<b>236</b>	<b>336</b>	<b>343</b>	<b>419</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>614</b>	<b>623</b>	<b>763</b>
Daily %	0.28%	4.42%	0.00%	1.99%	0.14%	1.51%	0.78%	0.00%	0.00%	3.11%	0.18%	2.79%
Accum %	0.28%	4.70%	4.70%	6.70%	6.84%	8.35%	9.13%	9.13%	9.13%	12.24%	12.42%	15.21%



**Declaration of Result of By-Election  
Waikato District Council  
Tuakau Community Board**



I declare the results of the by-election held on Friday 17 February 2023 for **four (4) members** of the **Tuakau Community Board** of Waikato District Council to be as follows:

<b>Candidate:</b>	<b>Votes Received</b>
COLEMAN, Peter	232
FRAME, Adrienne (Independent)	296
GEE, Richard (Independent)	281
HENDERSON, Stephanie	437
MANARANGI, Riki (Independent)	276
MORGAN, Carl (Independent)	312
MOSHIEM, Kerry	145
POTINI, Maaka	175
SEMAU, Fili	386
VAN DER LAAN, Tom	18
(1 informal vote and 1 blank vote)	

I therefore declare Adrienne FRAME, Stephanie HENDERSON, Carl MORGAN and Fili SEMAU elected.

Dated at Ngāruawāhia

17 February 2023

Dale Ofsoske, Electoral Officer  
Independent Election Services Ltd  
for **Waikato District Council**

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Triennial Agreement 2022-2025</b>
Date:	24 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## 1. Purpose of the report

### Te Take moo te puurongo

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This report seeks the Council's approval of the Waikato Triennial Agreement, as endorsed by the Mayoral Forum at its meeting on 27 March 2023.

## 2. Executive summary

### Whakaraapopototanga matua

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The Local Government Act 2002 requires all local councils within each region to enter into an agreement no later than 1 March after each triennial general election. The Triennial Agreement sets out the protocols for communication and co-ordination among the councils during the three-year term, together with a statement of the process for consultation on proposals for new regional council activities.

The Triennial Agreement represents the shared desire of the 12 local authorities in the Waikato region to work together, maximise efficiency and promote wellbeing in their respective communities. It signals the intended work and activities of the Waikato Mayoral Forum, recognising a significant level of formal and informal co-operation already exists between local authorities.

## 3. Staff recommendations

### Tuutohu-aa-kaimahi

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**That the Waikato District Council:**

- a. approves the 2022-25 Waikato Triennial Agreement, as attached to the staff report; and**
  - b. Her Worship the Mayor be delegated authority to sign the 2022-25 Waikato Triennial Agreement on behalf of the Council.**
-

## 4. Discussion and analysis

### Taataritanga me ngaa tohutohu

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Suggested priorities for the Triennial Agreement were initially discussed at the Mayoral Forum meeting on 5 December. The Chief Executives were asked to draft a new Triennial Agreement and to bring this back to the Mayoral Forum at the next meeting.

Through the Triennial Agreement, the Waikato region is well placed to build on its strong collaborative platform. The 2022-25 Triennial Agreement aims to continue to expand relationships that help local authorities to work co-operatively and collaboratively to advance community wellbeing through advocacy and process for developing clearly articulated priorities, targets, and actions.

At the Mayoral Forum meeting on 27 March 2023 it was agreed that this was completed, and the Triennial Agreement is now ready for approval by the Council. The agreement is being presented to the other councils in the region.

#### 4.1 Options

##### Ngaa koowhiringa

The Council can either decline to approve or approve the Triennial Agreement. Staff recommend that the 2022-25 Waikato Triennial Agreement be approved.

#### 4.2 Financial considerations

##### Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report. Financial consequences may arise on a case-by-case basis where Council will have the option to participate or not.

#### 4.3 Legal considerations

##### Whaiwhakaaro-aa-ture

Section 15, Local Government Act 2002, requires all local authorities within each region to enter into an agreement no later than 1 March after a triennial general election. A triennial agreement continues until the next triennial general election, unless amended or replaced by agreement.

The 2022-25 Waikato Triennial Agreement presented to the Council for approval meets the requirements of the Local Government Act 2002 albeit the timeframe to adopt the Agreement has not been achieved.

#### 4.4 Strategy and policy considerations

##### Whaiwhakaaro whakamaaherehere kaupapa here

The Triennial Agreement provides a robust framework for engagement and collaboration between the local authorities within Waikato.

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To the best of staff's knowledge, this decision is not significantly inconsistent with, nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by the Council or any plan required by the Local Government Act 2002 or any other enactment.

#### **4.5 Maaori and cultural considerations** **Whaiwhakaaro Maaori me oona tikanga**

The attached triennial agreement provides for the preparation of a workplan. A draft workplan has been discussed with the Mayoral Forum. This included a project on Co-governance and the machinery of government. From discussions at the Mayoral Forum, it is likely this will be one of the agreed projects for the Forum.

#### **4.6 Climate response and resilience considerations** **Whaiwhakaaro-aa-taiao**

The attached triennial agreement provides for the preparation of a workplan. A draft workplan has been discussed with the Mayoral Forum and this included moving to a low emissions economy. From discussions at the Mayoral Forum, it is likely this will be one of the agreed projects for the Forum.

#### **4.7 Risks** **Tuuraru**

The Triennial Agreement has already missed the deadline of 1 March 2023 under Section 15 of the LGA 2022, should Council chose not to adopt it, the region's councils run a further risk of coming under the scrutiny of the Local Government Commission.

## **5. Significance and engagement assessment** **Aromatawai paahekoheko**

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### **5.1 Significance** **Te Hiranga**

Having regard to the decision-making provisions in the LGA 2002 and the Council's [Significance and Engagement Policy](#), a decision in accordance with the recommendations is not considered to have a high degree of significance.

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## 5.2 Engagement

### Te Whakatuutakitaki

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<i>The draft Triennial Agreement has been discussed at the regional Mayoral Forum and CE Forum.</i>				

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

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – Mayoral Forum and CE Forum

## 6. Next steps

### Ahu whakamua

The Council is being asked to approve the 2022-25 Waikato Triennial Agreement, as attached, which meets the requirements under section 15, Local Government Act 2002.

If approved by Council at this meeting, Her Worship the Mayor will be delegated to sign the attached agreement for circulation to other Councils for signing and then uploaded to the Council website.

## 7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Not applicable
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	It is noted that the legislative date of 1 March has not been met due to the significant change in elected members across the region.

## 8. Attachments Ngaa taapirihanga

Attachment 1 – 2022-25 Waikato Triennial Agreement.

## 2022 - 2025 Waikato Triennial Agreement

### WHAKATAUKI (New Heading)

#### STRATEGIC CONTEXT & PURPOSE (new Heading)

In the previous triennium we have witnessed substantial global and national waves of change that have and will affect the Waikato region. Those three years encompassed:

- a global pandemic with associated supply chain disruptions and monetary policies that are now causing asset inflation and increasing disparities,
- rising attention to the effects of climate change and the transition away from fossil fuels,
- rising geopolitical tensions and 'de-globalisation', and
- global and political unrest exacerbating all these trends.

The Waikato came through the period generally well, and COVID taught us that we can be nimble, collaborative and decisive when we need to be. We are positioned well for the future, but how can we make the most of the strengths we already have?!

On top of these issues, in New Zealand, local government is confronting a spate of reforms including in health, education, 'three waters', infrastructure, agriculture and the bioeconomy, and the Resource Management system. All of which will affect how Waikato's future prosperity and well-being is determined. The Future for Local Government (FFLG) reform process has also highlighted the need for the local government system to prioritise stronger partnerships with Māori and more equitable, effective, and efficient relations with central government ensuring clear alignment on long-term strategic objectives. Subsidiarity is a key principle in the future system FFLG envisions, with strategic activity devolving locally (and upwards regionally and nationally) for greatest impact and efficacy.

None of these spheres are separate, they are all interrelated, but deciding what gets done, at what level, and by whom to achieve the greatest positive impact will be vitally important.

New and improved capabilities and capacity in people and institutions across the Waikato region will be needed to implement significant programmes of work required at a regional level.

Therefore, in this triennial agreement, it is incumbent upon Waikato's local government leaders to develop strong collaboration across strategies, institutions, and allocation of scarce resources.

In this triennial agreement, we seek to position ourselves to be architects of the future, not victims of it, as we respond to significant external change, address major challenges, and seize the many opportunities which lie ahead for the Waikato region. A strengthened, effective, and empowered Mayoral forum will be critical to enabling the successful execution of this agreement.

#### PURPOSE

The Triennial Agreement represents the shared desire of local government in the Waikato region to work collaboratively, to maximise efficiency and to promote sustainable development both regionally and in their respective communities and rohe. It is intended to align our efforts to work with Central Government, iwi / Māori, and other stakeholders, to address significant issues and achieve a range of mutually beneficial outcomes for the region. It is also intended that we interact with each other and with neighbouring regions in a coherent manner, and foster projects of a strategic nature for the region.

Such collaboration will result in measurable improvements, quantitatively and qualitatively, in the way the region positively competes for resources and talent, and the manner in which it leads its communities.

### **CURRENT LEGISLATIVE CONTEXT**

Under the Local Government Act 2002, the purpose of local government (refer Appendix 1) is to enable democratic decision-making and promote the four wellbeings.

This document is deemed to duly constitute fulfilment of section 15 of that Act (refer Appendix 1) by containing protocols for communication and co-ordination among the region's councils, including identifying and delivering facilities and services that are of significance to more than one district. The work incorporates the activities of the Waikato Mayoral Forum.

### **SCOPE**

The role of the Mayoral Forum will become increasingly important to provide a nexus between central and local government, and in collaboration across the region, in deciding on, monitoring, and evaluating, significant programmes of work undertaken at a regional level<sup>1</sup>. It will also play a role in where “the region” sees local government participating in key government functions alongside central government.

Strengthened institutions, governance, partnership, and collaborative arrangements will be necessary, and the Mayoral Forum can play a leading role in how those arrangements are formed and activated. The region’s councils cannot address significant challenges, such as managing the transformation to a low-emissions economy, on their own. They will need to work closely together, and they will need partners, funders, and collaborators. The forum can play a role in convening partners and collaborators, and in coalescing resources to support regionally significant programmes of work that are adjacent to or outside business as usual for Councils, but serve to ‘...promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.’

The Chief Executive Forum is an important group in orchestrating and supporting a) the implementation and progress reporting of this triennial agreement, b) regionally significant and strategic programmes of work, and c) regional representation where required for and on behalf of the Mayoral Forum and the local communities they serve.

The signatories to this Triennial Agreement will need to be agile and proactive on behalf of their communities in the next three years. They will also have to lay the ground for longer-term programmes of work that serve regional and national interests.

**SIGNATORIES** The parties:

- Hamilton City Council
- Hauraki District Council

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<sup>1</sup> The Mayoral forum’s focus on regional priorities should not be seen to undermine or de-prioritise sub-regional arrangements between councils (a current example being Future Proof).

- Matamata-Piako District Council
- Ōtorohanga District Council
- Rotorua District Council
- South Waikato District Council
- Taupō District Council
- Thames-Coromandel District Council
- Waikato District Council
- Waikato Regional Council
- Waipā District Council
- Waitomo District Council.

## **PRINCIPLES**

Signatories to this agreement recognise that:

1. The communities within the region are diverse and encompass a range of desired outcomes. Issues and concerns that are shared by some councils but may be of little relevance to others. The Triennial Agreement therefore acknowledges that it will be appropriate to have a range of sub-agreements that address more localised or sub-regional issues between and among councils.
2. Collaboration can aid in effective and efficient planning and encourage shared services and a collective approach to reduce costs, increase available resources, and help to make strategic judgements about the allocation of resources.
3. Collaboration can assist councils promote outcomes consistent with the purpose of local government.
4. There is a need for open communication, information sharing and seeking agreement on strategic issues.
5. We will speak as one voice when there is unanimous agreement and in good faith attempt to reach unanimity on issues of regional and national significance critical to the wellbeing of the region and its communities.
6. Common direction on all strategic issues brought before the forum may not be achieved given that each party to the agreement has functions, obligations, and rights to make decisions for their area which may conflict with the position of other signatories to this agreement. However, it is expected that a small number of regionally significant programmes of work will require collaboration on a common direction.
7. Where appropriate aligning with and influencing Central Government policy is important to the delivery of good quality, cost effective infrastructure, public services, and regulatory functions to promote and enhance the wellbeing of our communities. The forum will play an active role negotiating with Central Government on common, agreed, positions on national policy that affect

Local Government and their communities and, where regional functions can be better convened, governed and or implemented at a regional level, such as when they require Local Government relationships, knowledge, expertise, and support.

#### **PROTOCOLS FOR COMMUNICATION AND COORDINATION**

1. Councils will work together on issues where it is agreed that the region will benefit from a collaborative approach.
2. When a council has a significant disagreement with the position of the others, the other councils will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.
3. When a significant decision or issue affects a particular council then that council should be consulted in formulating the region's response.
4. This Triennial Agreement acknowledges that each council has accountability to different communities.
5. Councils agree to act in good faith and in a transparent manner on issues of information and disclosure.
6. Councils should provide early notification of decisions that may affect other councils in the region. Communication protocols may be developed between Councils where it is agreed better communication is desired.
7. All formal public communications from Mayoral Forum meetings will be circulated to all councils for comment prior to their release.
8. Councils will apply a 'no surprises' approach whereby early notice will be given over disagreements concerning policy or work programmes before critical public announcements are made.
9. If councils make decisions for their region that are inconsistent with the agreement, they must explicitly note that inconsistency and the reasons for it and notify the other councils that are parties to the agreement.

#### **GENERAL APPROACH TO COLLABORATION**

Signatories to this agreement should:

1. Share resources for the purpose of preparing background information on the various communities within the region. Such information may include demographics, survey data and scientific studies and the analysis of social, economic, environmental, and cultural trends.
2. Seek to attract investment and Government support in the region by aligning community interests, working collaboratively through Waikato Mayoral Forum work streams and other options, developing agreed positions on matters of importance to the region and continuing to develop and strengthen existing joint approaches to engage with Government agencies and other organisations.
3. Determine and prioritise strategic collaborative initiatives and projects.

4. Promote communication and co-operation among the region's councils with respect to shared services and other collaborative opportunities.
5. Make draft strategies, policies and plans available to all councils in the region for discussion and development.
6. Provide guidance on the implementation of strategic collaborative projects and monitor progress of collaborative initiatives, such as the Waikato Plan.
7. Utilise the Waikato Mayoral Forum work streams and other collaborative options to ensure that all councils can participate in identifying, delivering, and funding regionally significant projects and programmes, facilities, and services to more than one council.
8. Invite Government Ministers, relevant officials, corporate, community and iwi leaders to meet to discuss issues of strategic importance to the region.
9. Advocate for strategic investment in the region and promote the strategic benefits and advantages of the Waikato.
10. If necessary, establish one or more joint committees or other joint governance arrangements to give better effect to communication and coordination or to assist with identifying, delivering and funding regionally significant projects and programmes, facilities, and services to more than one district, or to consider proposals for new regional council activities.

#### **MAYORAL FORUM MEETINGS**

1. Signatories to this agreement will endeavour to hold a meeting of Mayors and the Regional Chairperson (supported by their Chief Executives) at least quarterly to discuss any pertinent issues and to review the performance of workstreams within the agreement. These meetings will be under the banner of the Waikato Mayoral Forum.
2. The Waikato Mayoral Forum is not a formal committee constituted under the Local Government Act, and therefore meetings are not public. Recommendations from the Mayoral Forum are for members to take to their respective councils for consideration and decisions.
3. The Chief Executives' Forum will also meet regularly to advance initiatives as requested by the Mayors and Regional Chairperson.
4. Special meetings may be called at the request of four members.
5. The secretariat will prepare an agenda for the Mayoral Forum meetings in consultation with the Chair and the Chief Executives' Forum.
6. Agendas for meetings will be issued and minutes will be taken and circulated.
7. The appointed Mayoral Forum Chairperson will ensure minutes are taken, approved, and circulated.
8. Any public communications from these meetings will be approved by all participants prior to their release.

- The Waikato Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis.

#### SECRETARIAT SUPPORT

- The Mayoral Forum will appoint Co-Lab to carry out the secretariat function.
- As part of that role, Co-Lab's functions will include preparing agendas (in consultation with the Forum Chair, workstream leads (refer below), and the CE Forum Chair), arranging venues on the day of meetings, taking minutes and actions, keeping any books and accounts and attending to any other business required to support the forum.
- Councils will fund Co-Lab *for the secretariat role* on the following basis:

Council	
Hamilton City	20.9%
Waikato Regional Council	13.2%
Waikato District	12.4%
Thames-Coromandel District	8.1%
Waipa District	9.4%
Rotorua Lakes	11.6%
Matamata-Piako District	5.9%
Hauraki District	5.0%
South Waikato District	4.6%
Waitomo District	3.9%
Otorohanga District	3.3%
Taupo District	1.7%

**NB:** With some minor exceptions (relating to shareholders) this aligns with the basis for funding the company more generally.

- Co-Lab will also undertake the activities noted above in relation to any programmes of work agreed by the Mayoral Forum. The basis of funding the secretariat for these programmes will mirror the (yet to be agreed) funding allocation for other costs associated with each programme.

#### SIGNIFICANT NEW ACTIVITIES PROPOSED BY THE REGIONAL COUNCIL

- If the regional council or a regional council-controlled organisation proposes to undertake a significant new activity then section 16 of the Local Government Act 2002 shall be adhered to.
- The regional council agrees to discuss the issues involved at one or more of the existing fora and to provide preliminary draft proposals to the affected councils for early comment, including any amendments to the regional council's Significance and Engagement Policy.
- Where the regional council proposes to undertake a significant new activity that involves one or more territorial authorities within the region the following protocols will apply:
  - The regional council will as soon as practicable inform all councils within the region of the nature, scope, and reasons for the proposal.

- (b) Councils will be given a reasonable period but no less than 40 working days, to respond to any such proposal. The regional council will fully consider any submissions on the proposal made by councils within the region.
- (c) Should there be substantive disagreement between the councils on whether the regional council should undertake the activity, the parties will refer the matter to mediation as set out in the process in s16 (4)-(6) of the Local Government Act for resolving disagreement.

#### **SIGNIFICANT NEW ACTIVITIES PROPOSED BY COUNCILS**

New activities of regional significance proposed and or led by a Council or Councils, and agreed by the Mayoral Forum, will follow the spirit and intent of the protocols set out for the regional council and regional council-controlled organisations when new regional activities are proposed.

#### **CONSULTATION IN RELATION TO THE REGIONAL POLICY STATEMENT**

To meet the requirements of clause 3A of Schedule 1 to the Resource Management Act 1991, the consultation process to be used by affected councils in relation to any further changes to the Waikato Regional Policy Statement will be developed and agreed to by all the councils. Protocols will be developed that ensure affected councils have full and effective involvement in the scoping and drafting of any changes to the Waikato Regional Policy Statement.

#### **STRATEGIC PRIORITIES OF REGIONAL SIGNIFICANCE**

The Mayoral Forum will develop and agree a work plan for the triennium that will sit outside this Triennial Agreement. The Mayoral Forum will exercise governance oversight over this work plan.

#### **TERM OF THE AGREEMENT**

The Triennial Agreement will continue to operate until such time as it is either amended by the accord of all parties or is renewed following the 2025 local government elections.

#### **OTHER (SUB-REGIONAL) AGREEMENTS**

This Agreement does not prevent Councils from entering into other agreements among themselves or outside the Waikato region. The Mayoral Forum recognises that it may make sense to collaborate and partner at a sub-regional level. Nothing in this agreement should be construed to prevent councils addressing issues, or capitalising on opportunities, at a sub-regional level. However, any other such agreement should not be contrary to the purpose and spirit of this Agreement.

#### **RESOLVING DISAGREEMENT**

In the event of a disagreement over the terms of this agreement, the parties agree to refer the issue to mediation for a resolution. In the absence of an agreement to mediation between the local authorities, the matter will be referred to a process as specified by the Minister of Local Government.

**AUTHORITY** This agreement is signed by the following on behalf of their respective authorities

Hamilton City Council	Mayor	Date
Hauraki District Council	Mayor	Date
Matamata-Piako District Council	Mayor	Date

Ōtorohanga District Council	Mayor	Date
Rotorua District Council	Mayor	Date
South Waikato District Council	Mayor	Date
Taupō District Council	Mayor	Date
Thames-Coromandel District Council	Mayor	Date
Waikato District Council	Mayor	Date
Waikato Regional Council	Chairperson	Date
Waipā District Council	Mayor	Date
Waitomo District Council	Mayor	Date

DRAFT

## Appendix 1: Legislative provisions – Local Government Act 2002

### 10 Purpose of local government

- (1) The purpose of local government is –
  - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.

### 15 Triennial agreements

- (1) Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement under this section covering the period until the next triennial general election of members.
- (2) An agreement under this section must include—
  - (a) protocols for communication and co-ordination among the local authorities; and
  - (b) a statement of the process by which the local authorities will comply with section 16 in respect of proposals for new regional council activities; and
  - (c) processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than 1 district.
- (3) An agreement under this section may also include—
  - (a) commitments by local authorities within the region to establish or continue 1 or more joint committees or other joint governance arrangements to give better effect to 1 or more of the matters referred to in subsection (2); and
  - (b) the matters to be included in the terms of reference for any such committees or arrangements, including any delegations.
- (4) An agreement under this section may be varied by agreement between all the local authorities within the region.
- (5) An agreement under this section remains in force until it is replaced by another agreement.
- (6) If a decision of a local authority is significantly inconsistent with, or is expected to have consequences that will be significantly inconsistent with, the agreement under this section that is currently in force within the region, the local authority must, when making the decision, clearly identify—
  - (a) the inconsistency; and
  - (b) the reasons for the inconsistency; and
  - (c) any intention of the local authority to seek an amendment to the agreement under subsection (4).

(7) As soon as practicable after making any decision to which subsection (6) applies, the local authority must give to each of the other local authorities within the region notice of the decision and of the matters specified in that subsection. The agreement provides an opportunity for improved communication, collaboration, co-ordination, and shared services at all levels of local government in the Waikato region whilst recognising a significant level of formal and informal co-operation already exists between councils. The success of the Triennial Agreement will be demonstrated through expanded relationships that help councils to work co-operatively and collaboratively to advance community wellbeing.

DRAFT

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>The New Zealand Farm Environment Trust - National Sustainability Showcase</b>
Date:	14 April 2023
Report Author:	Kaye Whitfield, Executive Assistant to Chief Executive
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To request approval for Council representatives Mayor Jacqui Church and Deputy Mayor Carolyn Eyre to attend the National Sustainability Showcase at Te Papa in Wellington on Friday 26 May.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The New Zealand Farm Environment Trust is hosting this National Sustainability Showcase evening to celebrate the regional supreme winners of the Ballance Farm Environment Awards and will also be announcing the new national ambassadors and the recipients of the Gordon Stephenson Trophy for 2023. More information can be found on the [Ballance Farm Environment Awards website](#).

Tickets to the event are complimentary however travel and accommodation would need to be provided and funded by Council.

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### **3. Staff recommendations** **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. grant approval to Mayor Jacqui Church and Deputy Mayor Carolyn Eyre to attend this event and provide funding for the travel and accommodation required.**

### **4. Attachments** **Ngaa taapirihanga**

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There are no attachments for this report.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Local Government NZ (LGNZ) Conference &amp; AGM 2023</b>
Date:	7 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the Council delegates for the LGNZ Conference and AGM, to be held in Christchurch from 26-28 July 2023.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The Local Government Conference will be held in Christchurch from 26 - 28 July 2023. The delegation from Council is usually the Mayor, Deputy Mayor and the Chief Executive, however during the past term the Mayor had extended the conference to an additional two (2) Councillors as a learning and development opportunity.

More details on the 2023 LGNZ Conference can be found at the following link <https://www.lgnzconference.co.nz/programme>

Councillor Lisa Thomson last year attended the Te Maruata Hui for Maaori elected members, and then stayed on for the full conference. However, that was prior to the implementation of Maaori wards and Council may wish to consider who to send to the Te Maruata Hui and to the conference that follows.

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The budget for conferences and training of elected members is nearly depleted for 2023, with \$11,385.07 remaining. As flights and accommodation etc have to be paid for prior to the conference the total amount required to send up to four (4) councillors in total would be approximately \$10-12,000.

If Council chooses to send a total of four (4) elected members to the conference the only “delegates” at the Annual General Meeting are Her Worship the Mayor and the Deputy Mayor, Councillor Eyre.

### **3. Staff recommendations** **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. confirms the following delegation to attend the LGNZ Conference 2023; Her Worship the Mayor, Deputy Mayor, Councillor Eyre, the Chief Executive, Councillor \_\_\_\_\_, and Councillor \_\_\_\_\_; and**
- b. confirms Councillor \_\_\_\_\_ will be the representative at the Te Maruata Hui prior to the conference; and**
- c. confirms Her Worship the Mayor and the Deputy Mayor, Councillor Eyre and the Chief Executive represent the Waikato District Council at the 2023 LGNZ Annual General Meeting.**

### **4. Attachments** **Ngaa taapirihanga**

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There are no attachments for this report.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>LGNZ Remit</b>
Date:	24 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To alert councillors to the remit process to be considered at the Local Government New Zealand AGM to be held on Wednesday 26 July 2023 in Christchurch.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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Local Government New Zealand (LGNZ) will be holding its Annual General Meeting on 26 July 2023 in person at the LGNZ Conference in Christchurch.

Should the Council wish to submit any remits for consideration at the AGM, the remits would need to be submitted no later than 5.00pm, 24 May. All submitted remits:

- must be supported by at least one Zone or Sector group meeting, or five councils; and
- are subject to review by LGNZ's Remits Review Committee. Remits that meet the Remits Screening Policy criteria will advance to the AGM for consideration.

For guidance, a memo from LGNZ, which includes details on the National Council's Remits Screening Policy, is attached to this report.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. advises the Chief Executive of any proposed remits for consideration by Zone 2 Councils.**
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## 4. Discussion and analysis Taataritanga me ngaa tohutohu

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This is an annual process conducted in accordance with the LGNZ Annual General meeting.

### 4.1 Options Ngaa koowhiringa

Council could choose to submit one or more remits or not.

### 4.2 Financial considerations Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report.

### 4.3 Legal considerations Whaiwhakaaro-aa-ture

There are no direct legal consequences of submitting a remit for consideration.

### 4.4 Strategy and policy considerations Whaiwhakaaro whakamaaherehere kaupapa here

Linkages to strategies, policies, and plans, depend on the nature of remits submitted.

The nature and content of any remit will determine whether the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required.

### 4.5 Maaori and cultural considerations Whaiwhakaaro Maaori me oona tikanga

The nature and content of any remit will determine whether there are any Maaori and cultural considerations.

### 4.6 Climate response and resilience considerations Whaiwhakaaro-aa-taiao

The nature and content of any remit will determine whether there are any climate action or related considerations.

### 4.7 Risks Tuuraru

The nature and content of any remit will require a risk assessment to be undertaken. Given the role at this stage is advocacy only, there are unlikely to be any risks identified.

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## 5. Significance and engagement assessment Aromatawai paahekoheko

### 5.1 Significance Te Hiranga

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#).

The nature of any remit will need to be evaluated against Council's [Significance and Engagement Policy](#) at the time the remit is being sent to Local Government New Zealand.

### 5.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>				
This is an information only request at this stage.					

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

Planned	In Progress	Complete	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

## 6. Next steps Ahu whakamua

Council needs to decide whether to propose any remits for the Local Government AGM.

## 7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's/Community Board's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance	Confirmed
The report considers impact on Maaori	Not applicable at this stage
The report and recommendations are consistent with Council's plans and policies	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities	Confirmed

## 8. Attachments Ngaa taapirihanga

Attachment 1 – LGNZ Remit Application Form 2023

# Remit



## application form

### // HOW TO SUBMIT A REMIT

Remits are positions or policies put to LGNZ's AGM for a vote.

Any remit needs the support of either an LGNZ zone, sector or five councils.

LGNZ reviews all proposed remits to ensure they meet the criteria below.

If your council wants to propose a remit for consideration by the 2023 AGM, please complete this form and email it, along with any supporting information, to [agm@lgnz.co.nz](mailto:agm@lgnz.co.nz) by Wednesday 24 May.

If you have any questions about the remit process, or want help completing your application, please contact Grace Hall, Director of Policy and Advocacy at [grace.hall@lgnz.co.nz](mailto:grace.hall@lgnz.co.nz)

### // THE PROCESS FROM HERE

Once LGNZ receives your proposed remit, it will be considered by our Remit Screening Committee. This Committee is made up of LGNZ's President, Vice-President, Chief Executive and Director of Policy and Advocacy. The Remit Screening Committee will determine whether your proposed remit satisfies the criteria, and whether or not to put it forward to the 2023 AGM.

We will let you know whether your remit is going forward to the AGM by 2 June.

### // CRITERIA FOR REMITS

- 01 The remit is relevant to local government as a whole, not just a single zone, sector or council.
- 02 The remit relates to significant matters, including constitutional and substantive policy, rather than matters that can be dealt with administratively.
- 03 The remit concerns matters that can't be addressed through channels other than the AGM.
- 04 The remit does not deal with issues that already being actioned by LGNZ. This covers work programmes underway as part of LGNZ's strategy.

**COUNCIL PROPOSING REMIT:****CONTACT NAME:****PHONE:****EMAIL:****REMIT:****WHO SUPPORTS THE PROPOSED REMIT?**

List either the LGNZ zone, sector group or five councils that support the remit.

**WHY IS THIS REMIT IMPORTANT?**

Briefly describe what the issue is and why it requires action.

*Max. 150 words*

**BACKGROUND AND CONTEXT:**

You may wish to include:

- // What has caused this issue?
- // Relevant legislation, policy or practice
- // Key statistics to show the scope of the issue
- // An outline of what your council/ others have already done to address this issue or bring about the proposed change

*Max 500 words*

**HOW DOES THIS REMIT RELATE TO LGNZ'S CURRENT WORK PROGRAMME?**

Briefly describe how the proposed remit aligns with LGNZ's strategy and policy priorities but does not duplicate existing or planned work.

*Approx. 150 words*

**HOW WILL YOUR COUNCIL HELP LGNZ TO MAKE PROGRESS ON THIS REMIT?**

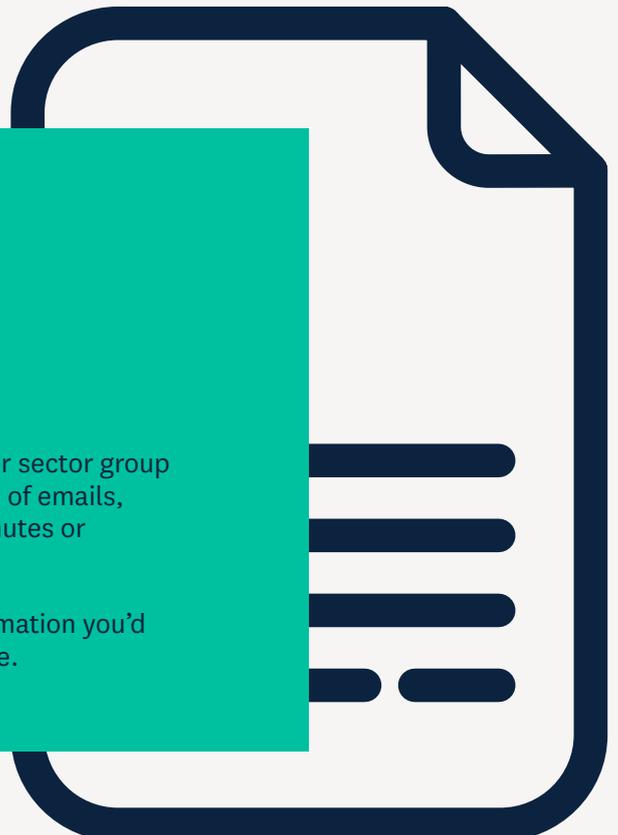
Briefly describe the steps that your council would be prepared to take to assist LGNZ to progress the remit.

*100 – 300 words*

**SUPPORTING INFORMATION AND RESEARCH**

PLEASE ATTACH TO YOUR EMAIL:

- // A copy of this application form.
- // Evidence of support from an LGNZ zone or sector group or five councils. This could be in the form of emails, letters or zone/sector group meeting minutes or resolutions.
- // Any further contextual/background information you'd like to share, combined in a single PDF file.



<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Exclusion of the Public</b>
Date:	24 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## 1. Staff recommendations Tuutohu-aa-kaimahi

a. **THAT the public be excluded from the following parts of the proceedings of this meeting:**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 2 Minutes from meeting held on Wednesday, 5 April 2023	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3 Actions Register – April 2023		
Item PEX 4.1 Infrastructure Committee Recommendations – 5 April 2023		
Item PEX 5 Chief Executive Issues		
Item PEX 6 Mayoral Issues		

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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item PEX 2 Minutes from meeting held on Monday, 13 March 2022	Refer previous minutes for reasons for exclusion.	
Item PEX 3 Actions Register April 2023		
Item PEX 4.1 Infrastructure Committee Recommendations – 12 April 2023	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
a. <u>Horotiu Industrial Park Development Update</u> (INF2304/06)	7(2)(c)(ii)	To protect information that is subject to an obligation of confidence and to protect the public interest
b. <u>Te Kowhai – Acquisition of Land for Sports Fields</u> (INF2304/07)	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
Item PEX 5 Chief Executive Issues	7(2)(c)(i)	To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.
Item PEX 6 Mayoral Issues		

## 2. Attachments

### Ngaa taapirihanga

There are no attachments for this report.