

Agenda for a meeting of the Policy & Regulatory Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 21 JULY 2021** commencing at **9.30am**.

<b>1.</b>	<b><u>APOLOGIES AND LEAVE OF ABSENCE</u></b>	
<b>2.</b>	<b><u>CONFIRMATION OF STATUS OF AGENDA</u></b>	
<b>3.</b>	<b><u>DISCLOSURES OF INTEREST</u></b>	
<b>4.</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
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GJ Ion  
**CHIEF EXECUTIVE**

## POLICY & REGULATORY COMMITTEE

<b>Reports to:</b>	Council
<b>Chairperson:</b>	Cr Jan Sedgwick
<b>Deputy Chairperson:</b>	Cr Noel Smith
<b>Membership:</b>	The Mayor, all Councillors and Mrs Maxine Moana-Tuwahangi (Maangai Maaori)
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of the members (including vacancies)

### Purpose

The Policy & Regulatory Committee is responsible for the Council's governance policies and bylaws, reviewing the District Plan and overseeing civil defence and emergency management issues.

***In addition to the common delegations on page 10, the Policy & Regulatory Committee is delegated the following Terms of Reference and powers:***

### Terms of Reference:

1. To establish, implement and review the governance policy framework that will assist in achieving the Council's strategic priorities and outcomes.
2. To develop, review and approve the consultation process for Council bylaws.
3. To consider and determine changes to the schedules and parking restrictions in the Public Places Bylaw 2016, including hearing any submissions relating to those proposed changes.
4. To hear and determine matters arising under current bylaws, including applications for dispensation from compliance with the requirements of bylaws, unless such matters are otherwise delegated by Council.
5. To administer the Council's District Plan in accordance with the Resource Management Act 1991.
6. To monitor the performance of regulatory decision-making by the District Licensing Committee<sup>1</sup>, Regulatory Subcommittee and officers under their respective delegations.
7. To monitor the Council's Civil Defence and Emergency Management framework.

<sup>1</sup> For clarity, the District Licensing Committee is a committee of Council under the Sale and Supply of Alcohol Act 2012.

**The Committee is delegated the following powers to act:**

***Governance Policies***

- Develop and agree governance policies for the purpose of consultation/engagement.
- Recommend to Council policy for adoption, amendment or revocation.
- Monitor and review policy, including recommending amendments to any policy as and when required.

***Bylaws***

- Develop and approve the statement of proposal for new or amended bylaws for consultation.
- Recommend to Council new or amended bylaws for adoption.

***District Plan***

- Review and approve for notification a proposed district plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a), Schedule 1 of the Resource Management Act 1991)
- Withdraw a proposed plan or plan change under clause 8D, Schedule 1 of the Resource Management Act 1991.
- Make the following decisions to facilitate the administration of plan changes, variations, designation and heritage order processes:
  - a. To decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by the Council and authorise the resolution of any such appeal, provided such decisions are consistent with professional advice.
  - b. To consider and approve Council submissions on a proposed plan, plan changes, and variations.
  - c. To monitor the private plan change process.
  - d. To accept, adopt or reject private plan change applications under clause 25, Schedule 1, Resource Management Act 1991.

***Other Resource Management Issues***

- Pursuant to Section 34(1) of the Resource Management Act 1991, to exercise all of the Council's functions, powers and duties under that Act, except the functions, powers and duties:
  - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
  - b. expressly delegated to other Council committees or decision-making bodies, or officers.

- Monitor and approve submissions in relation to National Policy Statements.

### ***Civil Defence and Emergency Management***

- Monitor the performance of Waikato District's civil defence and emergency management response against Council's requirements under the Civil Defence and Emergency Management Act including:
  - a. implementation of Government requirements; and
  - b. co-ordinating with, and receiving reports from, the Waikato Region Civil Defence and Emergency Management Group Joint Committee.

### ***Other Delegations***

- Exercise all of the Council's functions, powers and duties under the Building Act 2004, the Health Act 1956, and the Food Act 2014, and the respective regulations made under these Acts, except the functions, powers and duties:
  - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
  - b. expressly delegated to other Council committees or decision-making bodies, or officers.
- Approval of attendance of elected members at conferences, seminars, training or events, in accordance with Council policy.

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### **Open Meeting**

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	12 July 2021
<b>Prepared by</b>	Lynette Wainwright Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Confirmation of Minutes

#### **1. EXECUTIVE SUMMARY**

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To confirm the minutes for the meeting of the Policy & Regulatory Committee held on Wednesday, 9 June 2021.

#### **2. RECOMMENDATION**

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**THAT the minutes for the meeting of the Policy & Regulatory Committee held on Wednesday, 9 June 2021 be confirmed as a true and correct record.**

#### **3. ATTACHMENTS**

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P&R Minutes – Wednesday, 9 June 2021

Minutes for a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 9 JUNE 2021** commencing at **9.30am**.

**Present:**

Cr JD Sedgwick (Chairperson)  
His Worship the Mayor, Mr AM Sanson  
Cr AD Bech [*from 9.31 am*]  
Cr JA Church  
Cr C Eyre  
Cr JM Gibb  
Cr SL Henderson [*from 9.45am during the public excluded section of the meeting*]  
Cr RC McGuire  
Cr FM McInally  
Ms M Moana-Tuwhangai  
Cr EM Patterson  
Cr NMD Smith  
Cr LR Thomson  
Cr CT Woolerton

**Attending:**

Mr GJ Ion (Chief Executive)  
Ms S O’Gorman (General Manager Customer Support)  
Mr R MacCulloch (General Manager Service Delivery)  
Mr S Bourke (Community Safety Manager)  
Mr J Ebenhoh (Planning & Policy Manager)  
Ms J Bell-Wymer (Corporate Planner)  
Ms C Nutt (Waters Contract Relationship Manager)  
Mr K Sevaratnam (Waters Contract Engineer)  
Ms Z Al-Khaleefa (Three Waters Contract Engineer)  
Mrs LM Wainwright (Committee Secretary)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Thomson/McInally)**

**THAT the apology from Cr Lynch be received;**

**AND THAT the apology from Cr Henderson for lateness be received.**

**CARRIED**

**P&R2106/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

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

**THAT** the agenda for the meeting of the Policy & Regulatory Committee held on Tuesday, 9 June 2021 be confirmed and all items therein be considered in open meeting with the exception of this items detailed at agenda item 7, which shall be considered with the public excluded;

**AND THAT** all reports be received;

**AND FURTHER THAT** in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.5 [*Chief Executive's Business Plan*] and item 7 [*Exclusion of the Public – confidential section of the meeting*] being considered the first item and that other items be considered as appropriate during the course of the meeting.

**CARRIED**

**P&R2106/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

Cr Bech entered the meeting at 9.31am during this item.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Thomson/Patterson)**

**THAT** the minutes for the meeting of the Policy & Regulatory Committee held on Wednesday, 28 April 2021 be confirmed as a true and correct record.

**CARRIED**

**P&R2106/03**

## **ACTIONS REGISTER – JUNE 2021**

Agenda Item 5

The report was received [*P&R2106/02 refers*].

*Procurement Policy*

**ACTION:** This action to be closed.

*Chief Executive's Business Plan*

**ACTION:** This action to be closed.

## **REPORTS**

### Chief Executive's Business Plan Agenda Item 6.5

The report was received [*P&R2106/02 refers*] and taken as read. The following points were raised:

- Capital works to the end of May 2021 totalled \$51.6M.
- A zero harm training course covering situational awareness and tactical communication would be held for elected members and staff. The course would provide skills to keep people safe when out in the field. The cost would be \$395/person.

## **EXCLUSION OF THE PUBLIC**

### Agenda Item 7

**Resolved: (Crs Patterson/Woolerton)**

**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 number 1 Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item number 2 Actions Report		
Item number 3 Intern for the Waters Governance Board		



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 1 Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 2 Actions Report		Refer to the previous Public Excluded reason in the agenda for this meeting.
Item 2.1 Intern for the Waters Governance Board	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

**CARRIED**

**P&R2106/04**

**REPORTS (CONTINUED)**

Update on the Policy and Bylaw Review Programme – June 2021  
Agenda Item 6.1

The report was received [*P&R2106/02 refers*] and the following points were raised:

- A Dog Control Policy Review workshop for elected members would be held on Wednesday, 21 July 2021 at 1.00pm. The purpose of the workshop was to provide feedback on the proposed Dog Control Policy and to inform and update members on strategic and significant information.
- Status of the Livestock Movement Bylaw.

**ACTION:** This Livestock Movement Bylaw currently sits with the legal team. Staff to advise the committee on the status of this bylaw.

- Rating for Rural Community Centre areas. Rural halls were able to review their targeted rate at any time. Hall committees need to be made aware of the process.
- Concerns were raised on the impact of out-of-date policies.

- Subject matter experts would work with the corporate planning team when policies came up for review.
- A position for a Policy Advisor had been advertised. This position would be for a fixed term of two (2) years and would assist with the backlog of out-of-date policies.

Supporting Sustainable Freedom Camping in Aotearoa, New Zealand – Submission to the Ministry of Business, Innovation and Employment  
Agenda Item 6.2

The report was received [*P&R2106/02 refers*]. The Community Safety Manager summarised the submission and the following points were raised:

- The Submission Forum had approved the submission to MBIE.
- A broader review of legislation would be undertaken in the near future.
- Waikato District Council's freedom camping bylaw was due for review in October 2021 and would cover camping outside of a vehicle.
- Maangai Maaori requested input into the freedom camping bylaw process.

**Resolved: (Crs Bech/Eyre)**

**THAT the Policy and Regulatory Committee notes that the approved submission on Supporting Sustainable Freedom Camping in Aotearoa New Zealand (as set out in pages 63 to 161 of the agenda) was lodged with the Ministry of Business Innovation and Employment on 14 May 2021.**

**CARRIED**

**P&R2106/05**

Consultation Approval for the Waikato District Council Water Supply Bylaw  
Agenda Item 6.3

The report was received [*P&R2106/02 refers*]. The report was taken as read and the Corporate Planner, supported by the Waters Contract Relationship Manager, Waters Contract Engineer and the Three Waters Contract Engineer, raised the following points:

- The report was seeking approval for consultation of the Water Supply Bylaw.
- Installation of meters - Council pays for replacement meters and new meters are paid for by developers/owners.
- Legal advice confirmed that keeping the Water Supply Bylaw and Stormwater Water Bylaw as separate documents was appropriate.

- Availability charge for water that passed a property but was not connected was not in the bylaw document but in the funding impact statement.

**Resolved: (Crs Smith/Bech)**

**THAT as required under s 83 of the Local Government Act 2002, the Policy & Regulatory Committee recommends that Waikato District Council:**

- adopts the Statement of Proposal; and**
- approves the commencement of public consultation on the proposed Waikato District Council Water Supply Bylaw 2021 and the Proposed Water Leak Remission Policy to be undertaken between 16 June 2020 and 16 July 2021; and**
- confirms that submissions on the Bylaw and the Policy be considered, and if requested by submitters, be heard by the Policy & Regulatory Committee at a hearing to be held in August 2021; and**
- notes that the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 and that it is satisfied that the Bylaw can be justified as a reasonable limitation on people's rights and freedoms.**

**CARRIED**

**P&R2106/06**

Approval for Consultation: Proposed Waikato District Council Stormwater Bylaw 2021  
Agenda Item 6.4

The report was received [P&R2106/02 refers]. The report was taken as read and the Corporate Planner, supported by the Waters Contract Relationship Manager, Waters Contract Engineer and the Three Waters Contract Engineer, raised the following points:

- Language in the Stormwater Bylaw would need to be clear as landowners were confused between drainage and stormwater.
- Question as to whether this was the right time for this bylaw as the water authority would be responsible for the process.

**ACTION:** Staff to advise the committee on the timing of the bylaw and who was responsible.

- Watercare's engineer had input into this process.

**Resolved: (Crs McNally/Henderson)**

**THAT as required under Section 83 of the Local Government Act 2002, the Policy & Regulatory Committee recommends that Council:**

- a. adopts the Statement of Proposal; and
- b. approves the commencement of public consultation on the proposed Waikato District Council Stormwater Bylaw 2021 and the Proposed Water Leak Remission Policy to be undertaken between 16 June 2021 and 16 July 2021; and
- c. confirms that submissions on the Bylaw and the Policy be considered, and if requested by submitters, be heard by the Policy & Regulatory Committee at a hearing to be held in August 2021; and
- d. notes that the Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 and that it is satisfied that the Bylaw can be justified as a reasonable limitation on people's rights and freedoms.

**CARRIED**

**P&R2106/07**

*Resolutions P&R2106/08 to P&R2106/10 are contained in the public excluded section of these minutes.*

There being no further business the meeting was declared closed at 10.33am.

Minutes approved and confirmed this                                  day of                                  2021.

JD Sedgwick  
**CHAIRPERSON**

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**Open Meeting**

<b>To</b>	Policy and Regulatory Committee
<b>From</b>	Sue O’Gorman General Manager Customer Support
<b>Date</b>	9 July 2021
<b>Prepared by</b>	Evonne Miller PA General Manager Customer Support
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Actions Register – July 2021

## **1. EXECUTIVE SUMMARY**

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Purpose of this report is to provide the Policy and Regulatory Committee with an update on Actions arising the previous meeting.

## **2. RECOMMENDATION**

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**THAT** the report from the **General Manager Customer Support** be received.

## **3. ATTACHMENTS**

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Policy & Regulatory Committee Actions Register July 2021

	Action	Responsible to Action	Status/Update/Response
1.	<p><u>Livestock Movement Bylaw</u></p> <p>Please advise the committee on the status of this bylaw.</p>	<p>Community Growth – Bessie Clarke</p>	<p>Legal review has been completed. Staff currently reviewing and then will share with the Councillors prior to the workshop on the 28th July 2021.</p>
2.	<p><u>Proposed Waikato District Council Stormwater Bylaw 2021</u></p> <p>Staff to advise the committee on the timing of the bylaw and who was responsible.</p>	<p>Water Contract team – Carole Nutt</p> <p>Community Growth – Jodi Bell-Wymer</p>	<p>Although the three waters reform is in motion, the water team are of the view that a Stormwater Bylaw in our district is required as soon as possible to inform and education our community and enable WDC (and Watercare staff where applicable) to enforce the regulations of the bylaw.</p> <p>The reform will be a large task and 1 July 2024 is the earliest the new entities will be operative; furthermore, there is likely to a period where individual councils existing bylaws continue until such time a consolidated new bylaw may apply under any new entity.</p> <p>As WDC does not currently have a Stormwater Bylaw, it is in our Districts best interest to create one to protect our assets and waterways with a bylaw.</p> <p>Hamilton City Council completed a review and update of their Stormwater bylaw in 2021 that was used for the basis of WDC's Bylaw achieving alignment in light of impending waters reform.</p>

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### **Open Meeting**

<b>To</b>	Policy and Regulatory Committee
<b>From</b>	Vishal Ramduny Acting General Manager Community Growth
<b>Date</b>	6 July 2021
<b>Prepared by</b>	Bessie Clarke Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 – 3174911
<b>Report Title</b>	Update on Policy and Bylaw Review Programme – July 2021

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to update the Policy and Regulatory (P&R) Committee on progress made on the Policy and Bylaw Review Programme since the previous report in June 2021. Staff have worked on a number of bylaws and policies since then. In addition, work is currently being scoped on other policies and bylaws.

## **2. RECOMMENDATION**

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**THAT the report from the Acting General Manager Community Growth be received.**

## **3. BACKGROUND**

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### **Progress made**

Policies and bylaws are key decision-making and regulatory monitoring documents. They need to be kept up to date so any decision or enforcement action using the bylaw or policy that is taken by Council is appropriate and consistent.

The following bylaws and policies have had work carried out on them since the last report (details provided in attachments):

- Livestock Movement Bylaw 2011 and related policies – Council’s Legal team provided their feedback on the draft bylaw in late June. Staff considered this feedback before circulating the draft bylaw to the Council working group and Federated Farmers earlier this month. A Council workshop is scheduled for 28 July 2021.

- Development Contributions Policy 2018 – The proposed draft Development Contributions Policy 2021 was adopted by Council on 28 July 2021.
- Dog Control Bylaw 2015 and Dog Control Policy 2015 – A draft amended version of Council’s Dog Control Bylaw was presented at a Council workshop on 3 May 2021. Another workshop is scheduled for 21 July 2021. This workshop will focus primarily on Council’s Dog Control Policy rather than the Bylaw.

The timings for the review of this bylaw and policy have extended slightly due to workshop scheduling. Adoption of both the bylaw and policy has shifted to early 2022. This will still achieve the requirement to review both documents prior to the end of the two-year grace period in May 2022.

- Water Supply Bylaw 2014, proposed Stormwater Bylaw and proposed Water Leak Relief Policy – Both bylaws and the proposed Water Leak Relief Policy were open for public consultation from 16 June to 16 July 2021. A hearing is scheduled for 11 August 2021.
- Solid Waste Bylaw – Development of this bylaw has begun and an initial Council workshop was held in mid-June. Stakeholder engagement is underway at present and a second workshop is scheduled with Council on 21 July 2021.
- Risk Management Policy 2018 – This policy was reviewed by the relevant staff and went to the Audit and Risk Meeting in June. A few minor changes were recommended and the policy is being presented for approval at the July Policy and Regulatory Committee meeting.
- Gambling Venues Policy 2018 – The completion date for review of this policy has been delayed until end of 2021 due to staff resourcing constraints. This policy is due for review by October 2021, however the policy is unable to lapse under the Gambling Act 2003 and Racing Act 2003. As a first step, a consultant has been engaged to complete a Gambling Social Impact Assessment Report to support the review of the current policy.

Further details on the bylaw and policy review program are provided in both attachments to this report.

The review timings noted in the attachments are an estimate only. If the Committee would like to see the review of a policy or bylaw fast-tracked, then direction for staff is requested so that other reviews can be re-prioritised or delayed. This is to ensure resourcing in the Corporate Planning team, as well as from subject matter experts is allocated to meet any re-prioritisation.

## **Policies**

Council has a number of policies that relate to a broad range of acts. These policies cover a variety of activities and while some are on legislated review cycles, policies not required by legislation are intended to be reviewed every three to five years or as required. Policies that are required by legislation are generally given higher priority than those that are not.



## Bylaws

Under s.156 of the Local Government Act 2002 (LGA), bylaws must be reviewed five years after they are made and every 10 years thereafter. The LGA gives a grace period of two years (i.e. years 6 and 7 of the bylaw on its first review or years 11 and 12 on the second review cycle), within which the bylaw must be reviewed or it will expire automatically two years after the date on which it should have been reviewed by. It is generally considered best practice to review a bylaw before the start of the grace period.

## Review Process

The process of review often starts with discussion in a Council workshop environment to identify any improvements / corrections / issues related to the policy or bylaw. Once these have been discussed and considered by Council staff will work through these and produce a report seeking consultation approval from the Policy and Regulatory Committee. Consultation then occurs as appropriate under s.82 or s.83 (which includes a hearing) of the LGA. The results of the consultation are presented to the Committee who can request further changes or corrections to the policy or bylaw in response to submissions. The Committee may recommend that Council formally adopt the policy or bylaw. The adopted policy or bylaw is publicly notified and the review is complete. The whole process can take anywhere from 6 to 18 months depending on the complexities of the document and related issues.

A review may be triggered by a legislated review period or change in legislation, a political driver or an issue having been identified that requires an amendment.

## 4. ATTACHMENTS

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1. Register of Bylaws July 2021
2. Register of External Policies July 2021

NOTE: Attachment 2 – Policies in red indicate they are overdue for review, policies in green are current and policies in beige have been tagged to be revoked. Charters are noted in purple.

## Register of Bylaws

Updated: 30 June 2021

Bylaw	Status	Priority	Full Review Date	Bylaw Revoked (full review + 2 years)	P&R to approve draft for Consultation	Consultation	P&R Committee to recommend adoption	Progress Made at July 2021	Comments	Related Legislation
<b>Livestock Movement Bylaw (new)</b>	new	1	Jul-17	Jul-19	Jul-21	Oct-21	Mar-22	<p>Staff and Councillors have been meeting with Federated Farmers to refine and develop the draft bylaw. Legal provided feedback in late June, and staff incorporated this feedback before circulating to relevant Councillors and Federated Farmers.</p> <p>A Council workshop on the draft bylaw has been scheduled for 28 July 2021. A six-week consultation period is planned in October 2021.</p>	The Livestock Movement Policy and the Stock Underpass Policy is also reviewed concurrently with the bylaw.	Land Transport Act 1998
<b>Water Supply Bylaw 2014</b>	current	2	Oct-19	Oct-21	May-21	Jun-21	Sep-21	The Policy and Regulatory Committee approved consultation on the proposed Water Supply Bylaw 2014 on 9 June 2021. Consultation is now open and closes 16 July 2021. A hearing is scheduled for 11 August 2021.	Review to occur concurrently with proposed Stormwater Bylaw.	Health Act 1956
<b>Speed Limit Bylaw 2011</b>	expired	3	Jun-16	n/a	Sep-21	Oct-21	Mar-22	<p>This bylaw has expired but is still enforceable. Staff have been advised that New Zealand Transport Agency are looking into taking on speed bylaw functions, which would make this bylaw defunct. As such, a full bylaw review at this point is not recommended.</p> <p>The change to the bylaw schedule is planned for the second half of 2021. It is expected this review will look at speed limits in residential areas. Transport staff plan to bring a pre-notification report to the Policy and Regulatory Committee in July 2021.</p>	Section 6 of the Land Transport (Speed Limits Validation and Other Matters) Act 2015 validates the Speed Limits Bylaw ie: this bylaw can expire but cannot lapse	Land Transport Act 2015
<b>Dog Control Bylaw 2015</b>	Reached start of 2 year grace period	4	May-20	May-22	Oct-21	Oct-21	Early 2022	<p>Council workshop was held on the 3 May 2021 to seek direction from Council regarding the bylaw.</p> <p>A second workshop is scheduled for 21 July 2021 which will focus on the Dog Control Policy. A revised version of the bylaw incorporating feedback from the previous workshop will also be presented.</p> <p>Note the review timeframes have been amended slightly in response to scheduling of workshops.</p>	Dog Control Policy must be reviewed at the same time (s.10AA Dog Control Act).	Dog Control Act 1996

## Register of Bylaws

Updated: 30 June 2021

Bylaw	Status	Priority	Full Review Date	Bylaw Revoked (full review + 2 years)	P&R to approve draft for Consultation	Consultation	P&R Committee to recommend adoption	Progress Made at July 2021	Comments	Related Legislation
<b>Solid Waste Bylaw (new)</b>	new	-	-	-	Sept-21	Nov-21	Early 2022	The development of this bylaw has begun. An initial workshop with Council was held on 14 June 2021 to present the draft bylaw. Stakeholder engagement is currently underway, with a second Council workshop scheduled on 21 July 2021.		Waste Minimisation Act 2008
<b>Freedom Camping Bylaw 2016</b>	current	5	Oct-21	Oct-23	TBC	TBC	TBC	Work has not yet started on this bylaw review. Awaiting direction following MBIE's consultation regarding 'Supporting Sustainable Freedom Camping Aotearoa New Zealand.'		Freedom Camping Act 2011
<b>Public Places Bylaw 2016</b>	current	8	Feb-22	Apr-23	TBC	TBC	TBC	Work has not yet started on this bylaw review. Council resolved to begin this review in 2022 to allow other bylaw reviews to progress.		Land Transport Act 1998
<b>Cemeteries Bylaw 2016</b>	current	9	Jul-21	Jul-23	TBC	TBC	TBC	Work has not yet started on this bylaw review.		Burial and Cremation Act 1964
<b>Reserves and Beaches Bylaw 2016</b>	current	10	Sep-21	Sep-23	TBC	TBC	TBC	Work has not yet started on this bylaw review.		Reserves Act 1977
<b>Trade Waste and Wastewater Bylaw 2016</b>	current	11	Sep-21	Sep-23	TBC	TBC	TBC	Work has not yet started on this bylaw review.		Health Act 1956
<b>Stormwater Bylaw (new)</b>	new	NA	-	-	May -21	Jun-21	Sep-21	The Policy and Regulatory Committee approved consultation on the proposed new Stormwater Bylaw on 9 June 2021. Consultation is now open and closes 16 July 2021.	Review to occur concurrently with Water Supply Bylaw.	Health Act 1956
<b>Alcohol Control Bylaw 2020</b>	new	NA	Dec 2030	Dec-2032	NA	NA	NA	As a recently reviewed bylaw, no review is required until 2030.	S.11 of the Local Government Alcohol Reform Amendment Act 2012 gave all existing bylaws made prior to the commencement of the act an expiration date of December 2018	Sale and Supply of Alcohol Act 2012 and the Local Government (Alcohol Reform) Amendment Act 2012
<b>Keeping of Animals Bylaw 2015</b>	new	NA	May-31	May-33	TBC	TBC	TBC	The amended Keeping of Animals Bylaw 2015 was adopted by Council on 17 May 2021. Following adoption, a legal opinion on the adopted bylaw from a member of the public was received. Council's legal team are reviewing this legal opinion.		Health Act 1956

## Register of External Policies

Updated: 5 July 2021

<table border="1"> <tr><td>Overdue for review</td></tr> <tr><td>Policy is current</td></tr> <tr><td>Due to be revoked</td></tr> <tr><td>Charters</td></tr> <tr><td>Under review</td></tr> </table>	Overdue for review	Policy is current	Due to be revoked	Charters	Under review	Council (WDC/FDC)	Group	Policy Owner	Date approved	Next review date	Required under Statute? If so, which act?	Comments	Status	Update since last Committee meeting?
Overdue for review														
Policy is current														
Due to be revoked														
Charters														
Under review														
Climate Response and Resilience Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Aug 2020	October 2021	N/A	Review has been update of this policy has been deferred to: <ul style="list-style-type: none"> <li>• Allow for collaborative work on climate change that is scheduled later this year with peer Councils</li> <li>• Facilitate recruitment of a role who will be responsible for the Climate Resilience programme and the progression and maintenance of the policy.</li> </ul>	CURRENT						
Community Partnership Loan Funding Scheme	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2009	Dec 2020	N/A	The policy is still in effect until the last loan is repaid – 1 December 2020 and then the policy ceases to exist. Otherwise replaced by Treasure Risk Management Policy.	CURRENT						
Dangerous and Insanitary Buildings Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Sep 2018	Sep 2023	Building Act 2004		CURRENT						
Development Contributions Policy 2021	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jun 2021	Jun 2024	Local Government Act 2002	Draft Policy has now been approved by Council.	CURRENT	YES – Policy was approved at Council meeting on 28 July 2021.					
Development Contributions, Remissions for Subsidiary or Second Dwelling for dependents only	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2007	N/A			CURRENT						
Development or Financial Contributions	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2009	N/A	Y, Local Government Act 2002		CURRENT						
Easter Trading Policy	WDC	Customer Support	Sue O’Gorman (Customer Support General Manager)	Apr 2017	Apr 2022	Shop Trading Hours Act 1990		CURRENT						
Fraud Prevention Policy	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jul 2018	Jul 2021	N/A		CURRENT						

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Charters														
Under review														
Gambling Venues Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Oct 2018	Oct 2021	Gambling Act 2003 and Racing Act 2003	This review has been delayed to the last quarter of 2021 due to staffing constraints. This policy is required to be reviewed by October 2021; however, the policy cannot cease to have effect if it is overdue for review.	CURRENT	YES – A consultant has been engaged to complete a social impact assessment to support the review, when this commences.					
Library Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Oct 2019	Oct 2024	N/A	Replaces Library Services Policy and Library Lending Policy. New single policy.	CURRENT						
Local Alcohol Policy 2017	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Dec 2016	Dec 2022	Sale and Supply of Alcohol Act 2012		CURRENT						
Petitions Guidelines	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Mar 2021	Mar 2024	N/A		CURRENT						
Psychoactive Substances Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Jul 2019	Jul 2024	Psychoactive Substances Act 2013		CURRENT						
Rates Remission and Postponement policy	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2012	Not stated	N/A		CURRENT						
Remission or postponement of Rates on Maori Freehold Land	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2012	Not stated	Local Government Act 2002		CURRENT						
Sensitive Expenditure	WDC	Operations	Alison Diaz (Chief Finance Officer)	Nov 2018	Nov 2021	N/A		CURRENT						
Significance and Engagement Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Dec 2020	Dec 2023	Local Government Act 2002		CURRENT						
Strategic Land Acquisition and Disposal Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Oct 2019	Oct 2024			CURRENT						

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Overdue for review														
Policy is current														
Due to be revoked														
Charters														
Under review														
Treasury Risk Management Policy (including Liability and Investment Policies)	WDC	Operations	Alison Diaz (Chief Finance Officer)	Dec 2018	Dec 2021	N/A		CURRENT						
Activity Management Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jun 2017	Jun 2020	N/A		REVIEW						
Application of Interest to Council Reserves Policy	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2010	Jan 2013	N/A		REVIEW						
Appointing Directors and Trustees to Council Controlled Organisations Policy	WDC	Operations	Chief Executive Group	Feb 2014	Feb 2017	N/A		REVIEW						
Bus Shelter - Public and Private	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2007	Jan 2010	N/A		REVIEW						
Cellular Network Site Policy	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2008	Jan 2011	N/A	The property team were consulted and recommend maintaining the policy until it can be incorporated into lease agreements or other appropriate operational templates. Once this is complete, it can be revoked.	REVIEW						
Chief Executive Remuneration & Employment Policy	WDC	People & Capabilities	Vanessa Jenkins (People & Capability Manager)	Aug 2016	Aug 2019	N/A		REVIEW						
Collection of Arrears	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2010	Jan 2013	N/A		REVIEW						
Community Water Fluoridation Policy	WDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Jan 2012	Jan 2015	N/A		REVIEW						

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Overdue for review														
Policy is current														
Due to be revoked														
Charters														
Under review														
Control of Business Advertising Signs/Displays in public places	FDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Jan 1998	Jan 2002	N/A		REVIEW						
Conversion of overhead to underground services	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2007	Jan 2010	N/A		REVIEW						
Debts Write-Off Policy	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2000	Jan 2003	N/A	Out of date – just gives power to CE & CSGM to write off debt less than \$2,500. Needs to be contained within the delegations policy and manual.	REVIEW						
District minor improvement programme policy	WDC	Operations	Unknown	Jan 2011	Jan 2014	N/A		REVIEW						
District Tree Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Apr 2015	Apr 2018	N/A		REVIEW						
Easements Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Dec 2014	Dec 2017	N/A		REVIEW						
Fencing - Council Reserves Land	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2007	Jan 2010	N/A		REVIEW						
Firearms Policy	WDC	Customer Support	Sue O'Gorman (Customer Support General Manager)	Jun 2014	Jun 2017	N/A		REVIEW						
Footpath prioritisation	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2009	Jan 2011	N/A		REVIEW						
Funding for road closures for community events	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jan 2009	Jan 2011	N/A		REVIEW						
Grass Verge Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Sep 2016	Oct 2019	N/A		REVIEW						

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Policy is current														
Due to be revoked														
Charters														
Under review														
Halls and community centres policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2002	Jan 2005	N/A	The contents of this policy are now covered under the Terms of Reference for halls. Delete when General Halls Policy is adopted	REVIEW						
Heritage Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Apr 2014	Apr 2017	N/A	Review has been delayed for Heritage Strategy to progress to provide a direction.	REVIEW						
Leases to Individuals and Commercial Organisations Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2010	Jan 2013	N/A	Will be merged into Occupancy Policy. Revoke once General Occupancy Policy is reviewed.	REVIEW						
Leasing of Reserve Land	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2010	Jan 2013	N/A		REVIEW						
Licences – grazing policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 1990	Jan 1993	N/A	To be included in Occupancy Policy. Revoke once included in General Occupancy Policy.	REVIEW						
Lump Sum Payment Policy (Rates)	WDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2004	Jan 2007	N/A		REVIEW						
Non-Standard Road Name Signs and Entrance Structures	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Not stated	Not stated	N/A		REVIEW						
Notable Tree Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)			N/A		REVIEW						
Plaques, Memorials and Monuments Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Sep 2016	Sep 2019	N/A		REVIEW						
Property Management	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2010	Jan 2013	N/A		REVIEW						
Rating for services		Operations	Alison Diaz (Chief Finance Officer)	Jan 2005	Jan 2008	N/A		REVIEW						
Rating Rural Community Centre Areas	FDC	Operations	Alison Diaz (Chief Finance Officer)	Jan 2009	Jan 2012	N/A		REVIEW						



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Overdue for review														
Policy is current														
Due to be revoked														
Charters														
Under review														
Refuse Collection and Disposal	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2014	Jan 2017	N/A		REVIEW						
Relocatable Home Parks & Camping Grounds Policy	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2009	Jan 2012	N/A		REVIEW						
Reserve Contributions & Conservation Covenants	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 1998	Jan 2001	N/A		REVIEW						
Reserves – Committees of Management Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2005	Jan 2008	N/A		REVIEW						
Road Closure for Motor Sport Events Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Mar 2012	Mar 2015	N/A	Was planned to be reviewed in Jan 2021. Review still pending.	REVIEW						
Road Naming Policy 2016	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Mar 2016	Oct 2018	N/A		REVIEW						
Rooding financial contributions - expenditure of	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2016	Jan 2019	N/A		REVIEW						
Roadside Fencing Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Mar 2016	Feb 2019	N/A		REVIEW						
Roadside weedspraying – no spray zones	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2009	Jan 2012	N/A		REVIEW						
Rural Halls – Administration Services for	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 1997	Jan 2000	N/A	The contents of this policy are now covered under the Terms of Reference for halls. Delete when General Halls Policy is adopted	REVIEW						
Rural Halls (Operation and Election of Hall Committees)		Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2005	Jan 2008	N/A	The contents of this policy are now covered under the Terms of Reference for halls. Delete when General Halls Policy is adopted.	REVIEW						
Rural road lighting prioritisation	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2009	Jan 2012	N/A		REVIEW						

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Overdue for review														
Policy is current														
Due to be revoked														
Charters														
Under review														
Sponsorship of, and advertising on, council properties and assets	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2002	Jan 2005	N/A		REVIEW						
Stock Underpasses – Financial Assistance	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2002	Jan 2005	N/A		REVIEW						
Street Lighting and other security/amenity lighting	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 1997	Jan 2000	N/A		REVIEW						
Te Kaupapa Here o Ngaa Tohu Reorua - Bilingual Signage Policy	WDC	Operations	Chief Executive Group	May 2017	May 2020	N/A		REVIEW						
Te Reo Maaori Policy	WDC	Operations	Chief Executive Group	Apr 2016	Apr 2019	N/A		REVIEW						
Town Halls – Administration	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2004	Jan 2007	N/A	The contents of this policy are now covered under the Terms of Reference for halls. Delete when General Halls Policy is adopted.	REVIEW						
Vehicle Crossings	FDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 1997	Jan 2000	N/A		REVIEW						
Vehicle Entrance Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2009	Jan 2012	N/A		REVIEW						
Community Board Charter	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Oct 2013	Oct 2016	N/A		REVOKE						
Meremere Community Committee Charter	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Oct 2013	Oct 2016	N/A	This was updated after the 2016 elections and will shortly be reviewed for this triennium. Therefore, no need for separate policy to be in place in addition to the Charter itself. Once charters have been updated, the policy can be revoked.	REVOKE						
Te Kauwhata Community Committee Charter	WDC	Operations	Tony Whittaker (Chief Operating Officer)	Oct 2013	Oct 2016	N/A	This was updated after the 2016 elections and will shortly be reviewed for this triennium. Therefore, no need for separate policy to be in place in addition to the	REVOKE						

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Policy is current										
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							Charter itself. Once charters have been updated, the policy can be revoked.			
Water Policy	WDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Aug 2016	Sep 2021	N/A	To be reviewed concurrently with the WaterSupply Bylaw. Work will be scoped to occur with the review of the Water Supply Bylaw	UNDER REVIEW		
Trade Waste Agreements	FDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Jan 2007	Jan 2010	N/A	Policy has been reviewed by Watercare consultant recommending revocation. A report will be brought to the October Policy and Regulatory Committee alongside the new water supply bylaws recommending revocation of this policy	UNDER REVIEW		
Trade Waste Bylaw Charging Policy	FDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Jan 2010	Jan 2013	N/A	Policy has been reviewed by Watercare consultant recommending revocation. A report will be brought to the October Policy and Regulatory Committee alongside the new water supply bylaws recommending revocation of this policy.	UNDER REVIEW		
Water rates - discontinuing supply	FDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Jan 2009	Jan 2011	N/A	Policy has been reviewed by Watercare consultant recommending revocation. A report will be brought to the October Policy and Regulatory Committee alongside the new water supply bylaws recommending revocation of this policy.	UNDER REVIEW		
Discretionary Grants Policy	WDC	Community Growth	Clive Morgan (General Manager Community Growth)	Jun 2018	Jun 2021	N/A	Staff reviewing policy to align with recent changes to Council's funding procedures.	UNDER REVIEW	YES – Review has been initiated.	
Risk Management Policy	WDC	Operations	Katja Jenkins (Risk Advisor)	Mar 2018	Mar 2021	N/A	Went to the June Audit and Risk Meeting. On the agenda for July P&R Committee meeting.	UNDER REVIEW	YES – Went to June Audit and Risk meeting seeking support. Report prepared for the 19 <sup>th</sup> July Policy and Regulatory Committee meeting seeking recommendation for Council approval.	
Temporary Road Closures and Events on Roads	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Not stated	Not stated	N/A	Draft version under development.	UNDER REVIEW		

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Policy is current														
Due to be revoked														
Charters														
Under review														
Dog Control Policy	WDC	Customer Support	Sue O’Gorman (Customer Support General Manager)	Apr 2015	With Dog Control Bylaw	Dog Control Act 1996	Currently being reviewed alongside Dog Control Bylaw	UNDER REVIEW						
Stock Underpass Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Dec 2006	Dec 2009	N/A	Being reviewed with the Livestock Movement Bylaw currently underway	UNDER REVIEW	YES – Legal feedback on draft bylaw received.					
Lead Developer Fund (Water/ Wastewater)	WDC	Watercare	Ian Cathcart (Special Infrastructure Projects Manager)	Jan 2005	Jan 2008	N/A	Policy has been reviewed by Watercare consultant recommending revocation. A report will be brought to the October Policy and Regulatory Committee alongside the new water supply bylaws recommending revocation of this policy	REVOKE						
Livestock Movement Policy	WDC	Service Delivery	Roger MacCulloch (General Manager Service Delivery)	Jan 2011	Jan 2014	N/A	Needs to be reviewed in conjunction with the Livestock Movement Bylaw during 2020/21 to be timed with the Bylaw review currently underway	REVIEW	YES – Legal feedback on draft bylaw received.					

### Open Meeting

<b>To</b>	Policy and Regulatory Committee
<b>From</b>	Vishal Ramduny Acting General Manager Community Growth
<b>Date</b>	7 July 2021
<b>Prepared by</b>	Taljit Heera - Strategic Planner Jane Macartney - Senior Policy Planner
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 3174912
<b>Report Title</b>	National Policy Statement on Urban Development 2020 – Removal of Minimum Car Parking rules from the Operative Waikato District Plan

## I. EXECUTIVE SUMMARY

---

The National Policy Statement on Urban Development 2020 (NPS-UD) came into force on 20 August 2020.

The NPS-UD addresses similar matters to the preceding National Policy Statement on Urban Development Capacity 2016, although its policies are more directive in requiring Councils to undertake certain actions. One such action is for Waikato District Council (as a tier 1 territorial authority) to remove minimum car parking rates from its district plan as directed by Policy 11 of the NPS-UD which states:

*In relation to car parking:*

- (a) the district plans for tier 1, 2, and 3 territorial authorities do not set minimum car parking rate requirements, other than for accessible car parks; and*
- (b) tier 1, 2 and 3 local authorities are strongly encouraged to manage effects associated with the supply and demand for car parking through comprehensive parking management plans.*

The purpose of this direction is to enable more housing and commercial developments, particularly in higher density areas where people do not necessarily need to own or use a car to access jobs, services, or amenities. It will enable urban space to be used for higher value purposes other than car parking, and also remove a significant cost for higher density developments. Developers may still choose to provide car parking in many areas, but the number of car parks will be driven by market demand. The provisions concerning general layout of on-site car parking, manoeuvring, and accessible car parks, remain without change.

The NPS-UD requires that any district plan provisions that specify minimum on-site car parking rates (other than on-site accessible car parks) be removed no later than 20 February 2022, and without a Schedule 1 process. Despite this deadline, the requirements of Policy 11 have been in effect since 20 August 2020. However, unless these particular provisions are removed from the district plan, they remain operative. The Consents Team has advised that, on occasions, these provisions were the sole reason for resource consents being triggered. This situation then resulted in considerable time and expense for both applicants and Council staff because of the need to address these operative provisions in their section 42A reports and set out the reasons for having to disregard them as directed by the NPS-UD.

The removal of these operative provisions on 23 July 2021, will enable developers to choose either a reduced number of on-site car parking spaces (compared to what was specified in the now removed provisions) or complete reliance on on-street parking spaces. In turn, removing this trigger for resource consent will mean savings in time and cost for developers and Council.

As an alternative to the district plan specifying minimum on-site parking rates, Policy 11(b) in the NPS-UD encourages the use of comprehensive parking management plans. District plans can contain a policy stating that these plans, travel demand management and other methods are the appropriate means of managing the demand and supply effects of car parking. There is also the ability for district plans to specify maximum parking rates as a legitimate tool for demand management and these can support high density and public transport use objectives.

Council staff are currently exploring these alternatives to ascertain whether there is benefit in amending the Operative Waikato District Plan (OWDP) to require certain developments to be supported by a traffic management plan before the activity commences. Any changes to the district plan of this nature will need to be reported to Council before potentially progressing as a plan change or variation through the necessary Schedule 1 process. It is also expected that the Ministry for the Environment will provide further guidance to all Councils on this matter in the near future.

As an aside, a list of provisions that specify minimum on-site car parking rates in the Proposed Waikato District Plan (PWDP) will be provided to the independent hearing panel. This list will assist the panel in producing a decision version of the PWDP that responds to the directive of Policy 11 in the NPS-UD.

**Attachment 1** sets out the OWDP provisions that will be deleted or amended as a result of the NPS-UD.

## **2. RECOMMENDATION**

---

**THAT the report from the Acting General Manager Community Growth be received.**

## **3. ATTACHMENT**

---

Identified Provisions for removal in the Operative District Plan concerning On-Site Parking

## Attachment 1

### Identified Provisions for removal in the Operative District Plan concerning On-Site Parking

#### Operative Waikato District Plan (Franklin Section)

Amend the following provisions (shown in ~~strike-out~~)

#### **Part 9 Transportation**

##### **9.3.1 Objective – Minimise Conflict**

To minimise conflict between the movement and access functions of roads and ensure, as far as practicable, that activities are compatible with the predominant function of the roads they front.

##### **Policies:**

...

6. That all activities ~~be required to provide off road parking and loading facilities and to have access points (vehicle crossings) which comply with the Council's minimum standards for same.~~

#### **Part 15 Activities throughout the District**

##### **15.2 Temporary Activities**

###### 15.2.1.4 Assessment Criteria

...

- ~~Parking requirements and management;~~

#### **Part 17 Rural and Coastal Objectives, Policies and Methods**

##### 17B.3.2 Village Amenity Policies

...

7. ~~Any On-site car parking (either covered or uncovered) shall be that is provided that:~~  
 (i) is sited and designed to avoid the need for reverse manoeuvring onto the street  
 (ii) ~~is sufficient to cater for the typical needs of residents, while street parking should be provided and maintained to cater for the needs of visitors.~~

#### **Part 19 Objectives, Policies and Methods: Urban**

##### **19.3 Residential and Rural Residential Areas**

###### **19.3.1 Objective – Residential Choice**

...

Reasons and Explanation for Objective, Policies and Methods

...

(Policy 3) Rules require new sites to be of a shape and size capable of accommodating an average sized house plus required parking and outdoor living areas. There is no minimum size for lots as such (unless specified by regional rules). This will also aid the plan's objective of ensuring efficient use of the urban land resource, and will give greater access to freehold titles.

### 19.3.3 Objective – Residential Amenities

To safeguard the amenity values of the Residential Zone while recognising the need to use urban land efficiently.

#### Policies

...

14. That any garage, carport, or ~~required~~ car parking spaces be sited and designed to obviate the need for reverse manoeuvring onto the street.

### 19.3.5 Objective – Residential Standards

To achieve a consistent standard of on-site amenity and servicing for all residential activities, and to facilitate the creation of freehold titles.

#### Policies

1. That the same on-site standard of living amenity and convenience be required for both single houses and multi-unit housing developments through policies and rules for:

- distances between dwelling units;
- Building heights relative to boundaries;
- ~~- parking spaces for each dwelling unit (except where these are located within a business centre);~~

### 19.3.7 Objectives – Residential 2 Zone

...

#### 2. Policy – Residential Subdivision and Development

...

(h) ~~Sufficient~~ Any on-site car parking shall have sufficient manoeuvring where ~~(and manoeuvring where adjoining an arterial road) should be provided to cater for the typical needs of residents, while street parking should be provided and maintained to cater for the needs of visitors.~~

## 19.4 Managing Business Activities

### Objective 19.4.1 Objective – Business Activity Areas

To permit a wide range of activities to occur within the district's established urban, commercial and urban industrial areas provided performance standards are achieved, and only allow business activities out of these areas where any adverse effects can be appropriately and effectively addressed.

#### Policies

...

~~6. Where an activity clearly does not need or cannot reasonably be expected to have formed on the site the number of parking spaces required by the plan, the Council will, inter alia, consider:~~



- ~~–allowing any waiver or reduction of the number on the basis that the consent be made specific to the activity or applicant, including for a specified duration or for certain hours of operation, or other appropriate conditions;~~
- ~~–the practicalities of joint use of spaces on adjoining or nearby sites in which case Council may required that such use be formalised by some form of contract or binding agreement between concerned parties;~~
- ~~–a proposal that spaces be formed away from the site where such spaces will clearly have a positive effect on parking space availability in the locality and/or will offset the impact of the lack of spaces on the subject site;~~
- ~~–allowing the applicant to carry out works in the road which will mitigate for the lack of on-site spaces, such as kerb-line modification and converting parallel to angle parking bays;~~
- ~~–factors external to the site which clearly will remedy or mitigate for the proposed lack of spaces for the foreseeable future (for instance the extension of a public off street parking area nearby).~~

#### **Methods of Implementation of Policies:**

...

~~5. This policy will be applied to land use consent applications for a reduction or waiver of the plan's on-site parking rules.~~

#### **19.4.2 Objective – Business Centres**

To support the defined business 'centres' of Tuakau and Pokeno as the foci of pedestrian-oriented retailing and allied business activities for the district.

#### **Policies**

1. That the business centre of Tuakau and Pokeno be defined (on planning maps) for the purpose of applying development Rules which are intended to:

...

- ~~Ensure adequate on-site parking and loading provision; and~~

...

~~2. That a lesser parking standard apply within the centre of the zone in recognition of:~~

- ~~the public parking and service lane 'resources' in these areas;~~
- ~~the greater difficulty of accommodating vehicles on the smaller sites which are common in these areas;~~
- ~~the likelihood that vehicle movements will actually detract from the pleasantness of shopping for pedestrians;~~
- ~~the need to encourage a greater intensity of development in the centres for the sake of diversity and efficient land consumption;~~

~~and that applications to reduce or waive the parking requirement be considered in terms of these reasons.~~

#### **Methods of Implementation of Policies:**

...

~~2. Rules specifying two different parking space standards.~~

#### **Reasons and Explanation for Objective, Policies and Methods:**

...

Notwithstanding this renewed emphasis for a community-drive, 'centre plan' method to the broader issues affecting business centres, rules are still the preferred method for addressing most site-to-site issues such as building bulk, noise and odour, parking and loading, and aspects of pedestrian convenience.

...

(Policy 2) The policy is self-explanatory.

## 19.5 Managing Neighbourhood Centres

### 19.5.1 Activities in, and Development of, a Neighbourhood Centre

...

#### 3. Policies

(a) Subdivision and development should provide small scale Neighbourhood Centres that:

(vii) accommodate most associated parking and loading requirements on site, ~~with some allowance for on-street parking.~~

## Part 26 Subdivision: Urban

### 26.4A Assessment of Restricted Discretionary Activities

...

2. Applications for Restricted Discretionary Activity resource consent for subdivision will be assessed against the following criteria unless the matters are specified as not applicable to the site.

...

b) Density

...

- Pokeno Structure Plan Area:

...

\*\* Density per gross hectare for the purpose of this criterion shall be the number of potential household units per hectare. This area (ha) includes land for:

i) Residential purposes, including all open space, ~~on-site parking and~~ accessways associated with residential development;

## 26.6 Requirements for Urban Subdivision

### 26.6.4 Frontage to Road (Vehicular Access Requirement)

Subject to the provisions of section 106(1)(c) RMA 1991, every new lot shall have a minimum frontage to a legal road (which may be in the form of a common access lot) of:

...

- 5 metres where that lot is intended for any other purpose, provided that these may be reduced where;
  - ...The subdivision involves existing lots which have less than the required frontage, no additional lots with a less frontage will be created, and all the lots in the subdivision will be capable of accommodating a range of Permitted activities without compromising ~~on-site parking or~~ loading requirements, or

## Part 27 Residential Zone

### 27.6 Standards for Permitted Activities

#### 27.6.1 Standards For All Activities

...

##### 27.6.1.1A Delineated Area/Notional Lot

A delineated area / notional lot of at least 350m<sup>2</sup> shall be provided for each permitted DWELLING HOUSE or MULTI-UNIT HOUSING unit. Such delineated area/notional lot shall be shown on plans submitted to Council in support of a building or resource consent application. The delineated area/notional lot shall be retained for the exclusive use of the

occupier and comprise the DWELLING HOUSE or MULTI-UNIT HOUSING unit, required parking, and private open space but no common driveway or manoeuvring area.

## 27.6.2 Special Requirements for Multi-Unit Housing

...

### 27.6.2.3 Parking spaces on site

1. ~~At least one covered parking space is required adjacent to or in close proximity to each unit in the development. In all cases where Rule 27.6.2.1 applies, the space must be wholly within an defined notional lot boundaries of the unit to which it relates, and the manoeuvring area for each space shall be entirely within:~~

- ~~• the notional lot to which the space relates, or~~
- ~~• a common area, or~~
- ~~• a combination of the above.~~

2. ~~For developments of six units or more, parking spaces shall be provided on site at the rate of 1.2 per unit, fractions of 0.6 or greater to be rounded up. Where Rule 27.6.2.1 applies, these spaces and their manoeuvring areas must be contained within any defined common area/s.~~

3. All spaces must comply with the standards of Part 51 (relating to dimensions and manoeuvring areas).

~~Explanation: The incidence of car ownership in the general population is such that the provision of spaces at a rate less than one per unit, or 1.2 per unit for larger developments, should be dealt with on a case by case basis (resource consent).~~

## Part 27A Rule 27A – Residential 2 Zone

### 27A.5 Development Standards for all Activities – Residential 2 Zone

...

#### 27A.5.1 Delineated Area/Notional Lot

A delineated area/notional lot of at least 450m<sup>2</sup> shall be provided for each permitted DWELLING HOUSE. Such delineated area/notional lot shall be shown on plans submitted to Council in support of a building or resource consent application. It shall be retained for the exclusive use of the occupier and comprise the DWELLING HOUSE, required parking, private open space but no common driveway or manoeuvring area.

...

#### 27A.5.8 On-site Parking and Position of vehicle crossings.

#### 27A.5.8 On-site parking and position of vehicle crossings

....

Explanation:

~~Inadequate on-site provision of parking can result in adverse amenity effects arising from vehicles parked on streets and berms.~~

~~It may be appropriate to exercise discretion in situations where a SITE is located particularly close to public transport, or a Town Centre, or where additional off-SITE parking has been (or will be) provided as part of an integrated development.~~

## Part 29 Business Zone

### 29.5 Development Standards for Permitted Activities – Business Zone

...

#### 29.5.6 Parking spaces

~~"1. Subject to 29.5.6:2 and the provisions of Part 51, parking spaces (and associated manoeuvring/driveway areas) shall be provided on site for all activities as follows:~~

~~(a) For SITES within the Business Centres shown on the planning maps:~~

~~(i) One spaces for every 40 square metres of gross floor area located at ground level.~~

~~(ii) One space for every w50 square metres of gross floor area above ground level.~~

~~(b) For SITES outside the Business Centres shown on the planning maps:~~

~~(i) (One space for every 30 square metres of gross floor area.~~

....

Explanation:

The lesser requirement for parking spaces within the defined 'centres' reflects the availability and suitability of spaces in designated off-street public parking areas or in the street. Also, sites within the centres are often small and cannot readily accommodate on-site parking areas without creating other problems, such as vehicle crossings dissecting footpaths. It also acts to a degree as an incentive to development in line with Council's strategy of supporting the intensification of employment and pedestrian-reliant activities within town centres sites outside the centres are generally in main road locations. It is important in these areas to ensure that on-site parking is adequate for most of the hours of operation of the business so that the movement function of the road is not eroded by vehicles parking in the street or executing extra manoeuvres due to a lack of spaces.

The two figures for calculating the number of spaces are inevitably arbitrary and reflect a generalisation of figures that have been used in the past for commercial and industrial activities and most recent 'observed' figures. There will be circumstances when the figure is either too low or too high. Where it leads to a requirement for too many spaces, the activity will have to demonstrate that not only the present activity but also further possible activities on the site do not or will not need that number of spaces. Where the number is too low, the Council will expect the business to relocate to a site that better caters for their parking needs and achieves the outcomes sought by Council including vibrant and functional town centres and roading networks. Over time the Council expects that businesses and other activities will locate on to, or develop, properties to suit their particular needs rather than using the plan's minimum as the maximum.

The calculation of spaces solely on a floor area basis has a number of advantages in a 'business' context and is the only method the Council has effective control over. Other methods that have been used in the past include 'number of employees', or 'number of persons the activity is designed to accommodate' (diners in a restaurant for example). These factors can change regularly and entail a major monitoring cum enforcement role for the Council, a role which is not considered cost-effective in terms of the perceived adverse effects of a lack of spaces."

## **Part 29A Village Business Zone**

### **29A.2 Development Standards for Permitted Activities**

#### **29A.2.3 Parking Spaces**

~~"1. Subject to 29A.2.3.2 and the provisions of Part 51, parking spaces (and associated manoeuvring/driveway areas) shall be provided on site for all activities as follows:~~

~~For sites within the Village Business Zone:~~

~~One space for evert 30 square metres of gross floor area.~~

~~2. Where a specific parking standard or parking arrangement is given in Part 51 for any activity, that standard shall apply in place of that in 29A.2.3.1, but the overall number of spaces on the site shall not be less than required by 29A.2.3.1.~~

...

**Explanation:**

It is important in these areas to ensure that on-site parking is adequate for most of the hours of operation of the business so that the movement function of the road is not eroded by vehicle parking in the street or executing extra manoeuvres due to a lack of spaces.

**Part 29D Neighbourhood Centre**

**29D.6.3 Parking Spaces**

Rule 29.5.6 applies, ~~except that formed on-street car parks adjoining the SITE can be included as part of the car parking requirements of this rule.~~

**Part 38A Tuakau Industrial Services Zone (TISZ): Subdivision Provisions**

**38A.5.8 Existing Buildings and Activities to Comply**

...

**Explanation**

This rule seeks to ensure that the existing effects and environmental outcomes arising from any existing land use activity are not worsened by the creation of inappropriate boundary locations (e.g. required parking is not separated from the activity it serves).

**Part 39A TUAKAU Industrial Services Zone (TISZ) – Land Use Provisions**

**39A.6.12 Parking Spaces**

1. ~~The number of parking spaces provided will be as set out in 29.5.6 PARKING SPACES.~~

...

**Explanation:**

The purpose of this standard is:

- ~~• To provide the appropriate number of parking spaces to serve the activity and so ensure that the function and safety of the road is not compromised by vehicles parking in the street or executing extra manoeuvres on the road due to a lack of space.~~

...

**Part 41A Tuakau Industrial Zone: Subdivision Provisions**

**41A.5.8 Existing Buildings and Activities to Comply**

...

**Explanation:**

This rules seeks to ensure that the existing effects and environmental outcomes arising from any existing land use activities are not worsened by the creation of inappropriate boundary locations (e.g. required parking is not separated from the activity it serves).

**Part 42A: Tuakau TIZ: Land Use Provisions**

**42A.6.10 Parking Standards**

1. ~~Parking shall be provided on-SITE as follows:~~

Activity	Parking requirement
----------	---------------------

Storage and freight handling facilities, warehouses, manufacturing, processing and assembly of goods/products	One for every 100m <sup>2</sup> gross floor area plus 1 for every 100m <sup>2</sup> of open space used for the manufacturing, processing and assembly, but no additional parking is required for storage and geight handling that occurs in open space, i.e. outside.
---	---

....

Explanation:

The purpose of these rules is:

- To provide the appropriate number of parking spaces on site to serve the activity to ensure that the function and safety of the road is not compromised by vehicles parking in the street or executing extra manoeuvres on the road due to a lack of space.

...

The size of a building is also governed by its ability to accommodate the parking required for a building of a particular size and use on site. Therefore, parking requirements, in the absence of site coverage rules, also play an integral role in the retention of open space on site and effect of the building on the amenity of the area. Therefore, failure to meet the required number of parking spaces on site caused by any 'oversized' building not only jeopardizes the ability of the site to be used for subsequently potentially more intensive activities but also adversely affects the scale and intensity of the site relative to its surroundings.

**Part 43 Queens Redoubt Heritage Zone**

**43.4.4 On-site Parking and Position of Vehicle Crossings**

....

Explanation

Inadequate on-site provision of parking can result in adverse amenity effects arising from vehicles parked on streets and berms.

**Part 51 Parking, Loading and Access**

...

**51.1.2 Number of Spaces Required**

The number of parking spaces to be provided on the site of an activity shall be as set out in Table 51.A below, provided that:

- Where an activity requires a resource consent then these requirements may be used as a guide and a greater or lesser number may be set;
- Where a standard is not specified then that which is closes to the proposed activity may be used; or to be determined on the advice of a traffic report prepared by a traffic engineer having regard to the characteristics and circumstances of the particular proposed activity; and
- Where a proposed activity incorporates more than one of the activities for which a separate standard is set, then the Council shall determine which activity is deemed to predominate on the site and may permit up to half the spaces required by the secondary activity to be waived.

Table 51.A Number of Parking Spaces by Activity

Activity	Minimum Parking Spaces Required
----------	---------------------------------

Note: Words in capitals are defined in Part 50	
Gatteries/Kennels	3
CHILD CARE AND LEARNING CENTRES	1 per four pupils/children the centre is licensed for.
CINEMAS	Inside Business "Centre": 1 per 6 seats. Outside Business "Centre": 1 per 4 seats.
COMMUNITY FACILITIES	1 per 20m <sup>2</sup> g.f.a plus 1 per 10m <sup>2</sup> g.f.a for floor areas over 400m <sup>2</sup> provided that where there are large meeting type areas which would seldom be used at the same time (such as church auditorium and church hall) then the smaller floor area may be subtracted from the total.
DWELLING HOUSE/MEDIUM DENSITY HOUSING unit/MULTI-UNIT HOUSING unit	1 covered or uncovered car park per unit.
FARM STAY ACCOMMODATION/HOMESTAY ACCOMMODATION	1 per two guests
FAST FOOD/FAMILY RESTAURANT/CAFÉ/RESTAURANT/TAKEAWAY	Inside Business Centre: 1 per 40m <sup>2</sup> g.f.a. plus not less than 4 queuing spaces for any drive through facility. Outside Business Centre: 1 per 30m <sup>2</sup> g.f.a plus not less than 4 queuing spaces for any drive through facility
FUNERAL SERVICES PREMISES	1 per 30m <sup>2</sup> g.f.a plus, where a chapel or funeral service auditorium is included, 1 per 10m <sup>2</sup> of chapel floor area, such area to be subtracted from the gross area.
HEALTH CENTRES	3 per specialist/professional/advisor whether part-time or full-time.
HERITAGE CENTRE	To be determined at the time the application is assessed and imposed by conditions.
HOME OCCUPATION	1 per non-resident worker
HOSPITALS	1 per 25m <sup>2</sup> g.f.a.
INDUSTRY/warehouse (Storage and freight handling facilities, warehouses, manufacturing, processing and assembly and distribution of products)	1 per 100m <sup>2</sup> g.f.a. of BUILDINGS plus 1 per 500m <sup>2</sup> of outdoor space used for the activity
MOTOR CAMP	1 per camp site plus 1 per cabin plus 2 or manager's residence.
MULTI-UNIT HOUSING	(Refer to Residential Zone).
OFFICES	1 per 40m <sup>2</sup> g.f.a.
ON-LICENCE LIQUOUR PREMISES	Inside Business Centre: 1 per 40m <sup>2</sup> g.f.a

	Outside Business Centre: 1 per 30m <sup>2</sup> g.f.a
RETAILING ACTIVITIES outside Business Zone	1 per 15m <sup>2</sup> g.f.a minus the number of spaces that are predominantly provided in the road in front of the premises by way of kerb indentation or similar means.
SCHOOLS	1 per teacher plus 1 for each office/support person plus 3 for each 6 <sup>th</sup> and 7 <sup>th</sup> form class.
SERVICE STATIONS	1 per 30m <sup>2</sup> of retail space plus 4 per workshop bay plus 3 queuing spaces for a car wash plus 2 per air hose/vacuum
SHOW HOME	3
SPECIAL HOUSING DEVELOPMENTS	1 per self-contained unit plus either 1 per 50m <sup>2</sup> g.f.a (excluding the units) or 1 per two bedrooms, whichever is the greater.
TRADE SUPPLY OUTLETS/YARD-BASED RETAIL/GARDEN CENTRES	1 per 40m <sup>2</sup> g.f.a of BUILDING, plus 1 per 500m <sup>2</sup> of yard, plus 1 per 2 employees.
TRAVELLERS' ACCOMMODATION	1 per self-contained unit plus 2 for the manager's residence
VARIETY DISCOUNT (SUPERMARKET) & MERCHANDISING	Inside Business Centre: 1 per 40m <sup>2</sup> g.f.a. Outside Business Centre: 1 per 25m <sup>2</sup> g.f.a.
VETERINARY CENTRE	3 per 75m <sup>2</sup> g.f.a

#### 51.1.4 Rounding

A fraction of 0.6 or greater in any parking spaces calculation shall be deemed to be a requirement for one whole space. Fractions below 0.6 shall be disregarded.

#### 51.1.9 Demarcation of Spaces

All required spaces shall be painted out or physically demarcated on the ground.

### Part 54 Structure Plans

#### Part 54.11 Whangarata Business Park Structure Plan

...

#### Parking

....

Private parking is provided on-site.



## **Operative Waikato District Plan (Waikato Section)**

Amend the following provisions (shown in ~~strike-out~~)

### **8 Land Transport Networks**

#### **8.2 Issue – Operation of the Land Transport Network...**

POLICIES

...

8.2.5A

– ~~“Land use activities should provide adequate on-site parking.”~~

#### **8.3 Reasons and Explanations**

...

8.3.3 Safe and Efficient Land Transport Network

...

~~Land use activities should provide adequate on-site parking to minimise road congestion.”~~

8.3.5 Connection to Existing Road

~~“New subdivision, land use activities or developments need to connect safely to existing roads This can be achieved by minimising and restricting the location of access points onto roads from individual sites, providing sufficient and accessible off-street parking, loading, turning....”~~

### **13 Amenity Values**

13.4 Issue – Subdivision, Building and Development

...

POLICIES

....

~~(g) provide adequate vehicle manoeuvring and parking space on site~~

### **16 Financial Contributions**

#### **16.9 Parking Spaces in Town Centres**

~~An activity in a town centre, which is required to provide parking space under this plan, shall make a financial contribution in money as set out below, instead of providing the space on-site (town centres comprise the central business areas of Huntly, Ngaruawahia and Raglan as shown on the Planning Map).~~

~~The number of parking spaces required is determined by the formula:~~

~~Number of parking spaces =  $GFA/50$~~

~~The contribution of the loss of:~~

~~Contribution = Number of parking spaces x \$6,000~~

~~Or~~

~~Contribution = Number of parking spaces x the current land value of 24m<sup>2</sup>~~

~~Where:~~

- ~~• GFA = gross floor area in m<sup>2</sup>~~

- ~~1 parking space is to be provided per 50m<sup>2</sup> GFA~~
- ~~\$6,000 is in year 2000 terms and shall be adjusted at the same rate as the Producers Price Index~~
- ~~24 is a constant representing the area in square metres of one parking space~~
- ~~Valuation is determined by a registered valuer.~~

## 19 Information to Accompany a Resource Consent Application

...

19.2 Required with all applications

...

(j) (v) vehicle provisions – location, ~~number~~ and dimension of parking, loading,, manoeuvring, queuing, spaces and access (refer to Appendix A: Traffic)

## Chapter 21: Living Zone Rules

### 21E.2.6 Carparking

#### 21E.2.6.1

Any activity is a permitted activity if:

- (a) ~~for a residential activity on sites of 300m<sup>2</sup> or less, provide a minimum of one carparking space per dwelling for a residential activity plus on-street parking at a ratio of 0.7 carparking spaces per allotment; or~~
- (b) ~~for a residential activity on sites greater than 300m<sup>2</sup>, provide a minimum of two carparking spaces per dwelling for a residential activity; or~~
- (c) ~~for a retirement village, it provides a ratio of 0.5 carparking spaces per independent living unit and one visitor space for every 10 residents.~~

These controls shall apply instead of the standards in Table 1 of Appendix A2.

#### Section 21E.2.6.2

*Any activity that does not comply with a condition for a permitted activity is a restricted discretionary activity.*

*Discretion restricted to:*

- ~~traffic impacts on the safety and efficiency of the road network,~~
- ~~traffic impacts on infrastructure condition and expected life,~~
- ~~traffic effects on amenity, including noise.~~

## Chapter 24: Industrial Zone Rules

### 24.14.2 Access, vehicle entrance, parking, loading and manoeuvring space

...

- ~~number, area, type and location of parking spaces~~

### 24.44.2 Building coverage

...

~~On-site parking provision~~

## Chapter 25 Rural Zone

25B.5.1

Any activity is a permitted activity if:

~~(a) car parking of one space per 35m<sup>2</sup> of gross floor area, and~~

....

25D.2.1 Schedule 25D Hampton Downs Motorsport Park Subdivision

...

(d) subdivision in the apartment buildings areas shown in Figure 25DA complies with the following standards and terms...

~~(ix) parking spaces are allocated exclusively to each residential unit, and~~

**Appendix A Traffic**

A2 Roads, Access, Entrances, Parking, Loading, Queuing, Manoeuring

A11.1

Any activity is a permitted activity if:

...

(c) parking, loading bays and manoeuvring spaces are sealed, drained and permanently marked if ~~5 or more parking spaces are required, excluding parking spaces required for a dwelling, and~~

A11.2

...

Discretion restricted to:

- ~~number~~, areas, type and location of parking spaces.

Table 1 Required Parking and Loading Spaces

Delete second column (which outlines the “Required Parking Spaces”), except the accessible car parks

Activity	Required Parking Spaces	Required Loading Bays
Any activity not specified		The same as the activity on the list that it most closely resembles
All activities, accessible parks	At least one accessible park shall be located on a level surface and close to access to every activity. If more than 50 car parks are required for the activity by this Table, accessible parks shall be included at a ratio of 1 for every 50 car parks required. Accessible car parking spaces to comply with the provisions of the NZ Building Code,	Nil

	Clause D1 Access Routes, reference D1/AS1.10.	
Bulk retail and car yards	1 car space per 200m <sup>2</sup> site area	1 heavy goods vehicle (HGV)
Childcare and day care facility	1 car space per every full time staff equivalent plus 1 car space per 40m <sup>2</sup> gross floor area (GFA).	Nil
Clubrooms at sports facilities	1 car space per 35m <sup>2</sup> GFA	1 HGV
Community, marae, conference facilities, places of assembly	1 car space per 35m <sup>2</sup> net public floor area.	1 HGV
Dairies, take away food, bottle stores	1 car space per 30m <sup>2</sup> GFA, except that in the Rangitahi Living Zone 1 car space per 50m <sup>2</sup> GFA is required.	1 HGV, except that in the Rangitahi Living Zone 1 HGV per 1000m <sup>2</sup> GFA of Rangitahi commercial activity is required.
Dependent person's dwelling	1 car space per bedroom, except that in the Rangitahi Living Zone 1 car space per dwelling is required.	Nil
Dwellings	1 car space per bedroom, except that in the Rangitahi Living Zone 2 car spaces are required for dwellings with 2 or more bedrooms and one car space is required for studio or 1 bedroom residential units.	Nil
Emergency service facilities	1 car space per on-duty staff person, plus sufficient space for all the emergency vehicles that use the site.	Nil
Garden centres	1 car space per 100m <sup>2</sup> site area	1 HGV
Healthcare, veterinary, and personal services	2.5 car spaces per professional consultant plus 1 car space per full-time equivalent staff person.	Nil
Home occupations	In addition to residential requirements, 1 car space per employee plus 1 where the activity attracts clients to the site.	Nil
Hospitality services (e.g. cafes, taverns)	1 car space per 10m <sup>2</sup> net public floor area, except that in the Rangitahi Living Zone 1 car space per 15m <sup>2</sup> net public floor area is required.	1 HGV, except that in the Rangitahi Living Zone 1 HGV per 1000m <sup>2</sup> GFA of Rangitahi commercial activity is required.

Housing for the elderly	1 car space per 4 occupants	Nil
Indoor sports facilities	4 car spaces per sports court or 1 car space per 4 persons provided for in the design.	Nil
Industrial activities	1 car space per 100m <sup>2</sup> GFA.	1 HGV
Multi-unit residential development	1 car space per bedroom, except that in the Rangitahi Living Zone, 2 car spaces are required for dwellings with 2 or more bedrooms and one car space is required for studio or 1 bedroom residential units.	Nil
Network Utility Sites and Activities	1 car space per on-duty staff person. (NB no parking space requirement shall apply to un-staffed facilities and sites).	Nil
Offices	1 car space per 35m <sup>2</sup> GFA	Nil
Outdoor sports field	15 car spaces per hectare	Nil
Hospital	2 car spaces per 3 patients accommodated plus 1 per 2 full-time staff equivalents.	1 HGV
Residential care	1 car space per 75m <sup>2</sup> GFA	Nil
Retail activity	1 car space per 45m <sup>2</sup> GFA including indoor and outdoor retail area.	Nil
Rural selling place	4 car spaces per rural selling place	Nil
School	Primary — 1 car space for every full-time staff equivalent plus 2 for every 50 students accommodated. Secondary — 1 car space for every full-time staff equivalent plus 1 per 10 students accommodated in Years 11 to 13.	All – 1 HGV plus bus areas to meet demand plus on-site drop off bay for students driven to and from school.
Service stations	1 car space per 45m <sup>2</sup> GFA excluding car washes and canopies over petrol pumps, plus 3 queuing per car was, plus 4 per repair bay.	Nil
Tertiary education facilities	1 car space per every full-time staff equivalent plus 1 per every 20 full-time equivalent students	2 HGV, plus bus areas to meet demand.

	provided for by the institution.	
Travellers' accommodation	1 car space per bedroom (or in the Rangitahi Living Zone 1 car space per accommodation unit) or 1 per 4 persons to be accommodated, plus 2 for manager residences with more than 1 bedroom, plus 1 for every 2 full-time staff equivalents, plus 1 coach park per 30 hotel or backpackers' beds.	1 HGV, plus 1 bus area to meet demand.
Warehousing activity	1 car space per 45m <sup>2</sup> GFA	1 HGV

### Standards for Table 1

- When calculating the requirements for parking and loading on the basis of the prescribed floor area, the area for parking, loading and manoeuvring shall be excluded.

### Open Meeting

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	7 July 2021
<b>Prepared by</b>	Gareth Bellamy Senior Transportation Engineer
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	P&R2021; ECM #3176029
<b>Report Title</b>	Proposed 2021 Amendments to the Waikato District Council Speed Limits Bylaw 2011

## 1. EXECUTIVE SUMMARY

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The purpose of this report is to advise the Policy and Regulatory Committee of staffs' desire to develop a Speed Management Plan for the district, and make changes to speed limits across the district in association with Council's Speed Limit Bylaw.

These matters will be discussed in more detail in a workshop to be held on 26 July 2021.

## 2. RECOMMENDATION

---

**THAT the report from the General Manager Service Delivery be received.**

## 3. BACKGROUND

---

The Government Policy Statement on Land Transport 2021/22 – 2030/31 ('GPS'), Road Safety is still the top priority by the central Government to reduce road trauma on New Zealand roads. To this end the GPS states that:

*On average, one person is killed every day on New Zealand roads, and another seven are seriously injured. The number of road deaths in New Zealand rose significantly between 2013-2017. Deaths and serious injuries should not be an inevitable cost of moving people and freight from place to place. We need to create a transport system in both urban and regional areas that protects people. This priority gives effect to, but is not limited to, the Road to Zero."*

Road to Zero has been adopted by the RTC and key focuses are:

- *ensuring safer and appropriate speeds, including around schools.*
- *improving the safety of active transport modes, including rules for what types of vehicles should be allowed on footpaths, cycleways, shared paths and roadways, and under what conditions; and*
- *reviewing regulatory barriers to accelerate the implementation of speed management.*

Road to Zero: New Zealand's Road Safety Strategy 2020 – 2030 outlines proposals for a new road safety strategy for New Zealand. Of the five focus areas within the Strategy, speed management has the highest priority.

#### **4. THE PROPOSAL**

---

Council has completed three years of speed limit reviews (“Review”) within the district. Since completing these changes, there has been a significant volume of requests from our community to reduce the speed limits in other residential areas, provide uniformity in residential areas, and provide safe and appropriate speed limits around school.

In the previous 3 years of changes, residential roads in Raglan, Whatawhata, Tuakau and Pokeno have been reduced to 40km/h. The underlying reason for 40km/h is that the likelihood of a serious/fatal crash risk reduces from 78% at 50km/h to <23% at 40km/h.

It is proposed to make some changes across the district in 2021/22 as part of the proposed Bylaw and to also consult on a 5 year District Speed Management Plan that will also form part of the Bylaw.

##### **Proposed changes to be undertaken by Bylaw 2021/22:**

- To complete Tuakau's existing residential areas to align with previously completed speed limit changes, (40% were completed in the 2020 changes) change from 50km/h to 40km/h. Some minor engineering works will be installed to support the proposed lower speed limits and ensure that the roads/routes are 'self-explaining'.
- To complete Pokeno existing residential area to align with previously completed speed limit changes (95% of the township has been completed), some roads change to 60km/h from 80km/h to meet growth, several residential roads change from 50km/h to 40km/h. Some minor engineering works will be installed to support the proposed lower speed limits and ensure that the roads/routes are 'self-explaining'.
- To make some minor changes to some speed limits to align with development growth, alignment to previous speed limit changes, and from Police recommendations following serious crashes.
- To change speed limits around all schools both rural and urban so that at school start and end times the speed limit will be 40km/h and school zones signage and delineation will be installed at all schools so there is consistency. In rural areas this will require the underlying permanent speed limit to be reduced to 60km/h so that the speed step change is self-explaining and achievable. In some existing residential areas that already have 40km/h speed limits, these locations will have school zones signage and delineation.



## **A Speed Management Plan**

It is also proposed to consult on a speed management plan that will form part of the proposed bylaw changes.

This plan will be the proposed “speed limit map of the district” and will include all the relevant schedules, so that if supported through the bylaw process, any future changes can be made by Resolution without the need to undertake any further bylaw proposals or consultation.

Adopting a Speed Management plan has been successfully established by Hamilton City Council, where HCC consulted once and it is now used to make staged changes by resolution when needed, or when funding becomes available.

One of the critiques of the 3 year changes made to date has been “where are we going” “what is the long term vision”. This speed limit plan provides a forward vision for our communities and for our Council to plan speed limit changes and to align with funding for the necessary engineering works to support any speed limit changes and make the roads “self-explanatory”.

The proposed plan will include Huntly, Ngaruawahia, Meremere, and Te Kauwhata these communities have requested lower speeds, however these roads that have wide corridors and are not self-explaining to support a lower speed.

Engineering works will be required to support any lower speed limits. These works are not budgeted for in the approved LTP and will need to be aligned with next LTP (2024-27) and undertaken over a 3-year period.

It is proposed to change residential roads from 50km/h to 40km/h. However, some roads will remain at their current speed as these are classified as ‘collectors’ and the expectation is that traffic efficiencies should remain as is.

An electronic map has been provided, print outs of maps and schedules will be made available for the workshop on 26 July 2021.

## **5. CONCLUSION**

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This report is to advise the Policy and Regulatory Committee of staffs’ desire to develop a Speed Management Plan for the district, and make changes to speed limits across the district in association with Council’s Speed Limit Bylaw.

These matters will be discussed in more detail in a workshop to be held on 26 July 2021.

## **6. ATTACHMENTS**

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Nil

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### **Open Meeting**

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	8 July 2021
<b>Prepared by</b>	Alison Diaz Chief Financial Officer
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 3175327
<b>Report Title</b>	Fraud Prevention Policy Review

## **I. EXECUTIVE SUMMARY**

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Council's Fraud Prevention Policy is required to be reviewed by the end of July 2021. As this Policy relates to Council's risk appetite for fraud it is reviewed in conjunction with the Audit & Risk Committee. The Audit & Risk Committee reviewed the attached Policy in June 2021 and have not recommended any further changes.

Staff have checked the current policy for any inaccuracies or changes in best practice and are comfortable that the policy is still appropriate. The broader Anti-fraud and Corruption Framework is used to report any policy breaches and related details as they arise.

## **2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received;

**AND THAT** the Policy & Regulatory Committee recommends that Council adopts the Fraud Prevention Policy.

## **3. ATTACHMENTS**

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Fraud Prevention Policy

# Fraud Prevention Policy

Policy Owner: Chief Operating Officer  
 Date approved:  
 Next review date: July 2024  
 Document number:  
 Engagement required: Internal

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## 1 Purpose

The purpose of this policy is to:

- a) address the risk of fraud; and
- b) describe the actions the Council will take when any suspected fraud is reported or discovered

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

## 2 Objectives

The specific objectives of this policy are to:

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

## 3 Definitions

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

Fraud includes, but is not limited to:

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

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

#### **4 Application**

This policy applies to all elected members, including community boards and committees, and all Council managers and staff, whether full-time, part-time or casual.

#### **5 Significance**

This Policy is not considered significant under the Significance and Engagement Policy.

#### **6 Policy statements**

##### General Statements

The Local Government Act 2002 requires Council, including its elected members and staff or agents, to spend public funds subject to the standards of probity and financial prudence such that all expenditure withstands public scrutiny.

Council recognises that all its assets are owned by the community and there is an expectation and obligation that elected members and staff act honestly and with integrity to safeguard public resources. Council is committed to protecting its revenue, property, information and other assets from any attempt by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees or elected members, to gain financial or other benefits from Council by deceit.

Council is committed to the development and maintenance of best practice processes and procedures to prevent and detect fraud, and that demonstrate appropriate stewardship of Council assets.

Whilst the Chief Executive has ultimate responsibility for ensuring adequate controls are in place to prevent and detect fraud, each Manager has responsibility for ensuring appropriate controls are in place at all levels to ensure safeguards against fraudulent activity, and must take action to implement and maintain these controls.

Council has a zero tolerance to fraud. Whilst the Council values the integrity of its employees, and relies on them to act at all times in an ethical and honest manner, it will not tolerate fraud or the concealment of fraud. It will investigate all reported incidents of alleged fraud, prosecute where fraud is proven and seek restitution.

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

### Minimising the Risk of Fraud

Internal controls, including the screening of new staff, will be maintained and regularly reviewed to provide assurance for the prevention and detection of fraud, misappropriation and other irregularities. Transactions, activities and locations that may be susceptible to fraud will be reviewed regularly.

Internal audit will have a key role in the ongoing monitoring of fraud related risk, and the assessment of the effectiveness of the internal control environment.

Specific reviews of internal controls will be undertaken by external auditors as part of their internal audit programme, along with a programme of internal audits by internal auditors.

Findings of these internal control audits will be reported to the Audit & Risk Committee.

The Policy and Regulatory Committee has a governance responsibility to ensure that this policy is reviewed regularly and to satisfy itself that Council has appropriate processes and systems in place to capture and effectively investigate fraud related information. The Audit & Risk Committee has an interest in this policy from a risk perspective and hence will be involved in the review.

### Duty to Report and Investigate

Any person who is aware of or suspects fraudulent activity must promptly report such activity to his or her line manager or general manager in the first instance, or an 'Internal Authority' as defined in Council's Protected Disclosures (Whistleblowers) Policy.

An individual who reports a suspicion of fraud regarding another individual or the organisation in good faith will in no circumstances be threatened, intimidated, or dismissed because they acted in accordance with this policy. Refer to Protected Disclosures (Whistleblowers) Policy.

A manager to whom a protected disclosure is made must refer the disclosure to an 'Internal Authority' or the Chief Executive immediately.

An 'Internal Authority' who has received a protected disclosure report will consider the information provided, determine what action should be taken and inform the Chief Executive.

If suspicions relate to the Chief Executive, the 'Internal Authority' will inform the Mayor, who will carry out all investigations and further steps outlined in this policy and associated process.

The Chief Executive and/or Internal Authority shall determine if an investigation is required and, where required, establish an investigation team. The Chief Executive or Internal Authority shall also notify the Mayor, the Audit & Risk Sub-Committee Chair and Council's external auditor.

The investigation team will have free and unrestricted access to all Council records and premises, whether owned or rented. The investigation team will also have the authority to examine, copy, and/or remove all, or any portion of the contents of computers, files, desks, cabinets and other

storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody or any such items or facilities, within the scope of the investigation.

Where fraud has been proven, the Chief Executive will:

- a) Direct the manager of the area where the fraud has taken place to put controls in place to mitigate further losses and prevent reoccurrence of similar misconduct;
- b) Review the reasons for the incident, the measures taken to prevent a recurrence, and any action needed to strengthen future responses to fraud;
- c) Advise the Council's insurers as appropriate (depending on the nature of the fraud);
- d) Keep all other relevant personnel suitably informed about the incident and the organisation's response, including the external auditor and the Communications, Marketing & Engagement Manager.

Where fraud is not proven, the investigation team will provide the Chief Executive with a confidential report which includes a recommended course of action and any recommended improvements to internal controls that are identified as a result of the investigation. A summary of this report will be provided to the Mayor, Audit & Risk Committee, Chair of Strategy & Finance Committee and the external auditor.

#### Disciplinary Processes

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

#### Recovery of Loss

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

#### Confidentiality

While alleged or actual instances of fraud can affect the rights and reputation of anyone implicated, individual identities will be protected wherever possible without detriment to Council.

All participants in a fraud investigation shall keep the details and results of the investigation confidential.

#### Dealing with the Media

Any person contacted by the media with respect to any fraud investigation must refer the media to the Communications, Marketing & Engagement Manager.

## **7 Policy review**

This policy shall be reviewed at three yearly intervals or as deemed appropriate by the Chief Executive.

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### **Open Meeting**

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	09 July 2021
<b>Prepared by</b>	Katja Jenkins Risk Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Risk Management Policy

## **1. EXECUTIVE SUMMARY**

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Council's current Risk Management Policy has been in place since March 2018. A review of the policy has been completed and the revised policy was presented to the Audit & Risk Committee for support on 08 June 2021. The policy is now presented to the Policy & Regulatory Committee for support, and recommendation to Council to adopt.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Operating Officer be received;**  
**AND THAT the Policy & Regulatory Committee recommends that Council adopts the updated Risk Management Policy.**

## **3. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **3.1 DISCUSSION**

The Risk Management Policy was due for review in March 2021. A full review of the Policy has been undertaken and an updated draft has been reviewed and supported by the Audit & Risk Committee. Key changes are:

- Removal of text relating to Risk Management process. This simplifies the purpose of the policy by clarifying the policy statements. The Risk Management Framework includes all relevant process documentation.
- Clarification of wording to distinguish Council as an organisation from Council as a group of elected members forming a governing body.
- Addition of policy statements relating to emerging risks.
- Addition of policy statements relating to business continuity planning.

#### **4. ATTACHMENTS**

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Appendix I: Risk Management Policy 2021



# Risk Management Policy

Policy Sponsor	Waikato District Council
Policy Owner:	Chief Executive
Document number:	1982658
Approved by:	
Date approved:	
Next review date:	July 2024

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## Purpose

To explain the system Waikato District Council has in place to identify and manage risks which could prevent the Council from achieving its strategic objectives or maintaining business continuity at a strategic, operational and project level.

Waikato District Councils approach to risk management, the risk management process, and the main risk reporting procedures are set out in detail in the Risk Management Framework, which supplements this document.

## Definitions

**Business Continuity Management (“BCM”)** means the ability of Waikato District Council or part thereof, to continue to provide essential services to customers during and following any event which affects the normal capacity to deliver those services.

**Councillors** means Councils Elected Members

**Executive Leadership Team (“ELT”)** refers to the Chief Executive, Chief Operating Officer (“COO”), General Managers and Managers reporting to the COO.

**Innovation & Risk Manager and Risk Advisor** means the staff member responsible for co-ordination of risk management activity within the organisation, including administration of the Organisational Risk Register (“ORR”).

**Low, Moderate, High or Extreme Rated Risks** means risk ratings as defined by using the organisation’s Likelihood and Consequence Tables in the Risk Management Framework.

**Organisational Risk Register (“ORR”)** means the Risk Register containing the organisation’s strategic risks and associated risk mitigations

**Risk** means an uncertain event or condition that, if it occurs, has a positive or negative effect. Risks can occur from various sources (such as financial, reputation/image, environmental, etc.) and be relevant at either project, operational or strategic levels within the organisation. A risk is quantified in terms of likelihood (probability of occurrence) and consequence (impact).

**Risk Appetite** refers to the level of risk the Council is willing to accept.

**Risk Assessment** refers to the overall process of identifying, analysing, and evaluating risks. It includes qualitative and where appropriate, quantitative assessment.

**Risk Management** means the culture, processes, coordinated activities and structures that are directed towards managing adverse effects. The risk management process involves communicating, consulting, establishing context, identifying, assessing and evaluating, treating, monitoring and reviewing risks.

**Risk Management Framework** means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout Waikato District Council.

**Council** means the Waikato District Council as an organisation.

## Policy statements

### Risk

- a) Waikato District Council recognizes that it is obliged to effectively manage and regularly review its risks at a strategic, operational and project level. The organisation does this by maintaining a Risk Management Framework and a range of risk management and business continuity processes and tools that apply across the organisation.
- b) Risk assessment is a major consideration in developing processes at all levels in the organisation. Risks must be considered and documented as part of the justification for all new projects, services, and activities. Risk assessment and monitoring must form part of the management of operational activities.
- c) All strategic risks are contained within the Organisational Risk Register (“ORR”), which is reviewed monthly by the Executive Leadership Team and reported quarterly by the Risk Advisor to the Audit and Risk Committee.
- d) Business units are responsible for managing their operational risks using Activity Risk Registers and or the online Promapp Risk Module.
- e) Business units are responsible for maintaining their team Business Continuity Plans, including any identified essential services they deliver or support.
- f) Project risks are managed by the responsible Project Manager and must be escalated where risk exceeds organisational risk appetite. Project risks are recorded in the organisation's project management software.
- g) New risks are recorded in the appropriate Risk Register. All new risks that exceed organisational risk appetite must be reported to the Risk Advisor.
- h) Emerging risks must be reported to the Risk Advisor and the Executive Leadership Team, where appropriate.
- i) Council has eight identified risk consequence portfolios defined as follows:
 

▪ Business Continuity	▪ Compliance regulatory
▪ People	▪ Environmental
▪ Financial	▪ Political & Strategic
▪ Reputation/Image	▪ Technical

Risk events will derive from, or have consequences in, one or more of the portfolios.

### Risk Appetite

Risk appetite is defined as the level of risk Council is willing to accept for each of the risk portfolios to achieve objectives. Risk appetite is determined by Council based on recommendations from the Audit and Risk Committee and the Executive Leadership Team. Risk appetite is recorded as Risk Appetite Statements captured in Waikato District Councils Risk Appetite Statement document, which forms part of the Risk Management Framework. The risk appetite statements are located in [Promapp](#).

### Roles and Responsibilities

- a) All Waikato District Council employees have a responsibility to manage risk in accordance with the Risk Management Policy and Risk Management Framework, including the risk management processes documented in Promapp.
- b) Council, through its Audit and Risk Committee, have a focus on strategic level risks and have a significant role to play in ensuring the ongoing integrity and transparency of risk management and risk reporting at Waikato District Council. The Audit and Risk Committee provides governance for the organisation's risk management.

## **2 Policy review**

This policy will be reviewed as deemed appropriate by the Audit & Risk Committee, or at least once every three years.

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### **Open Meeting**

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	7 July 2021
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Chief Executive's Business Plan

## **1. EXECUTIVE SUMMARY**

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The Chief Executive's Business Plan is a summary of progress on the Chief Executive's Performance Agreement. This report covers 2021/2022 items.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

## **3. BACKGROUND**

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The Chief Executive's Business Plan is a summary of progress on a number of issues targeted by Councillors.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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### **4.1 DISCUSSION**

The Plan is a summary of progress on specific issues. It enables staff and Councillors to focus on the big issues and ensures that attention is given to those things of strategic importance.

The Plan is in line with the Chief Executive's Performance Agreement which was updated in June 2021 in preparation for the new financial year.

### **4.2 OPTIONS**

The list of projects has been agreed by Council.

The Plan is consistent with the Chief Executive's Performance Agreement approved through workshops and the meeting of the Chief Executive Performance Review Committee in June 2021.

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## 5. CONSIDERATION

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### 5.1 FINANCIAL

Financial implications of items specified in the schedule attached to this report will be dealt with in other reporting processes.

### 5.2 LEGAL

As part of undertaking the work detailed in this plan, Council needs to ensure that the approach taken is consistent with the Purpose of Local Government.

In other words, to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

### 5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report contains the strategic issues that Council is focused on. The Chief Executive's Business Plan has been updated to align to the Chief Executive's Performance Agreement. The underpinning criteria is the council vision of "liveable, thriving and connected communities"

Iwi and Tangata Whenua have been, or will be consulted on at least some of the key projects or initiatives referred to in the report. Iwi are involved as a strategic partner of Council through our Joint Management Agreements and projects such as Raglan Wastewater Consent renewal process.

Iwi have been engaging in the waters management project and with Council and central government through Future Proof.

The list has been updated in line with the Chief Executive's Performance Agreement which was updated in June 2021.

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The report does not trigger any concerns about significance of the projects being discussed.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The report provides a summary of what progress is being made on the various issues. It is for information only.				

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

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

The assessment depends on the issues involved.

## **6. CONCLUSION**

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The schedule summarises progress on the key issues agreed with Council.

## **7. ATTACHMENTS**

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Chief Executive's KPI worksheet.

**Chief Executive's KPIs – 2021/2022**

**Overarching Council Vision: “Liveable, Thriving and Connected Communities”**

**Staff & Wellbeing Vision: “Work Safe, Home Safe”**

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
1. Delivery and achievement of LTP year 1 (covers normal business activities, financial and non-financial performance measures and the delivery of the annual work programme)	1.1	The 2021/2022 LTP Year 1 is delivered within the agreed budget, and in accordance with variations approved by Council. Provide regular updates to the Strategy & Finance Committee on progress.		The LTP was formally approved on 28 June. Pre-planning of parts of the capital works programme has already been undertaken.	
	1.2	<p>Capital Works</p> <p>a) Increasing the delivery of capital works with greater priority and focus being given to social/community related projects (e.g. agreed blueprint projects, parks, reserves, playground, public toilets).</p> <p>b) Explore how social procurement principles could be incorporated into the delivery of projects in future years, and report back on this by 31 December.</p>		<p>a) Pre-planning of parts of the capital works programme has already been undertaken.</p> <p>b) Some work has commenced on social procurement with a view to principles being incorporated into future years.</p>	
	1.3	Provide evidence (tangible examples) of alignment between the implementation of Council's work plan and the Council vision of Liveable, Thriving and Connected Communities.		<p>The LTP incorporates key elements of the vision such as blueprint projects.</p> <p>Codesign projects such as the Innovative Streets projects in Raglan and Te Kauwhata are now complete and at the stage of seeking public feedback over the next six months.</p>	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
	1.4	Ensure the financial sustainability of Council, including staying within banking covenants and treasury policies.	There are currently no financial sustainability issues.	
2. To deliver the 2022-2023 Draft Annual Plan	2.1	The 2022-2023 Draft Annual Plan is complete by 30 June 2022.	Work on this has not commenced yet.	
3. Facilitate a Council position on the Future of Local Government.	3.1	<p>a) A strategy paper on the Future of Local Government is prepared by 31 August and Council is fully briefed on the implications.</p> <p>b) In line with the strategy position paper, provide an update on organisational preparedness and any associated repurposing requirements, along with what changes would be required to future proof the Council by 31 October</p>	<p>a) Some preliminary work has commenced on this thought piece.</p> <p>b) Following completion of the strategy paper, thinking will shift to the impact on our workforce.</p>	
4. Strategic Management & Delivery (key projects and priorities includes regional and national matters)	4.1	Hamilton to Auckland Corridor - At each performance review, demonstrate the role that the Chief Executive has played in advancing the opportunities for the Waikato District in relation to the Hamilton to Auckland Corridor e.g. objective feedback, tangible progress.	Work continues on the Housing and Business Futureproof Assessment and alignment with our Waikato 2070 Growth Strategy.	
	4.2	Play an active role in Local Government Reform of 3 Waters seeking opportunities to build on the investment	The Waters Governance Board remain connected to this work.	



Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
		Council has already made.	We are a participant in the Entity B cluster at a staff level and have been working with a group of Mayors around the case for change in the specified area.	
	4.3	<p>By 30 June:</p> <p>a) Advance Phase 2 of the Solid Waste Review to enable the Ultimate Service State and associated strategy and action plan.</p> <p>b) To provide alternative arrangements/facilities for inorganic waste management in the community.</p>	<p>a) The work on the Solid Waste Review is progressing.</p> <p>b) The LTP budget provides for progress on this space.</p>	
5. Partnerships and Relationships (includes relationships with central government, Waka Kotahi, Iwi and the Waikato District Alliance)	5.1	<p>a) Provide evidence of initiatives, collaboration and engagement with Iwi, including the key outcomes achieved.</p> <p>b) Demonstrate progress on delivering the Waikato-Tainui JMA workplan.</p>	<p>a) Staff are working with Department of Conservation and Waikato-Tainui regarding the return of Te Paina to Iwi.</p> <p>b) The staff of the two organisations are working together to update progress.</p>	
	5.2	Waka Kotahi – Provide regular updates on how the relationship with Waka Kotahi is developing, with particular emphasis on the benefits to Waikato District.	The Chief Executive has engaged on several occasions with the Regional Partnerships Manager.	
	5.3	Waikato District Alliance – Undertake an efficiency and quality review of the Alliance arrangement with recommendations for improvements by 31	Some initial planning on how to undertake this review has begun.	

Key project/priority	Key deliverables/KPIs		Progress		Final Achievement Met/Not Met
		December.			
	5.4	Central Government – Provide evidence at each performance review of the impact the Chief Executive has made in building relationships with central government that are related to Council's future strategies and delivery aspirations.		Engagement with Kaianga Ora and Ministry of Housing and Urban Development is happening more regularly. This is aimed at assisting progress with planned growth.	
6. Staff and Culture (including leadership, engagement and retention)	6.1	Outline what initiatives have been undertaken to strengthen the internal culture and leadership of the organisation, and provide supporting information on the impact of these initiatives.		<p>A new Pay, Performance and Recognition strategy has been developed in conjunction with staff.</p> <p>The Takitaki leadership programme to develop 25 of our leaders has recommenced (delayed by the impacts of Covid-19).</p> <p>Staff and People Leaders have undertaken training and coaching.</p> <p>A group of 30 Change Agents have been appointed to support our on-going change journey to deliver the Council vision.</p>	
	6.2	Demonstrate progress in relation to how diversity and inclusion is being embraced by the organisation. This includes how the opportunity is developing, is being kept alive by behaviours and practices and broadening the perspective of staff.		<p>The celebration of Matariki within the organisation and through our libraries are examples.</p> <p>Work is also planned to promote Maaori language week.</p>	

Key project/priority	Key deliverables/KPIs		Progress	Final Achievement Met/Not Met
7. Zero Harm (Work Safe, Home Safe)	7.1	Lead initiatives that clearly demonstrate progress towards safety leadership in the way the organisation operates.	A recent review of our solid waste contract documentation has pushed a safety leadership rather than compliance lens.	
	7.2	Complete the Strategic Plan work for 2021/2022 by 30 June 2022.	The Plan has been set and work is underway to deliver the various initiatives.	
8. Climate Action	8.1	<p>Give effect to the goals identified in the Climate Action Plan this financial year and provide updates on progress.</p> <p>a) Report to the Strategy and Finance Committee about actions to be undertaken under the Climate Action Plan by 30 September.</p> <p>b) Provide regular updates on progress with the scheduled actions.</p>	<p>a) Work has commenced on the planned actions for this year building on the initiatives identified in the Climate Action Plan.</p> <p>b) Once the annual work plan has been finalised, updates on progress will be provided.</p>	

**Footnote:**

1. The Chief Executive has agreed to deliver KPIs, subject to any changes due to Council's change of direction on any of the KPIs, in which case such changes would be taken into account. Delivery will also be subject to factors within the control of the Chief Executive e.g. a delay in receiving materials for capital works due to Covid-19 would be outside the control of the Chief Executive.

### Open Meeting

<b>To</b>	Policy & Regulatory Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	13 July 2021
<b>Prepared by</b>	Lynette Wainwright Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Exclusion of the Public

## I. RECOMMENDATION

**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
PEX 1 – Confirmation of Minutes	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act 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
PEX 1 - Confirmation of Minutes		Refer to the previous Public Excluded reason in the agenda for this meeting.