



**Procedural Policy Manual 2010
Version 1.2**



WAIPA
HOME OF CHAMPIONS

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Introduction

Council adopts policies to assist in the effective and efficient implementation of its function, duties and powers. There are two types of policy:

1. Strategic (Governance) – Policies that set long-term direction or goals, and the means of achieving them
2. Procedural – Policies that provide guidance for dealing with similar issues in a consistent manner.

Council has traditionally maintained a register of procedural policies, which has been subject to regular review. This manual contains Council's procedural policies.

Council is required by statute to prepare and maintain a number of policies. The nature and administrative requirements associated with some of these policies mean that they may not be included in this manual. The following table sets out these statutory policies and where they may be viewed:

STATUTORY POLICIES

POLICIES IN 10 YEAR PLAN (LTCCP)	LEGISLATIVE REFERENCE	LOCATION OF POLICY
Significance	Local Government Act 2002	Council intranet/website
Revenue & Financing	Local Government Act 2002	Council intranet/website
Treasury Management	Local Government Act 2002	Council intranet/website
Development Contributions	Local Government Act 2002	Council intranet/website
Private Sector Partnerships	Local Government Act 2002	Council intranet/website
Remission & Postponement of Rates	Local Government Act 2002	Council intranet/website
Remission & Postponement of Rates on Maori Freehold Land	Local Government Act 2002	Council intranet/website
REGULATORY POLICIES		
Dog Control Policy 2009	Dog Control Act 1996	Council intranet/website
Gambling Venue Policy 2010	Gambling Act 2003	Council intranet/website
Board Venue Policy 2010	Gambling Act 2003	Council intranet/website
Earthquake-prone Buildings Policy 2006	Building Act 2004	Council intranet/website
Dangerous & Insanitary Buildings Policy 2006	Building Act 2004	Council intranet/website

STRATEGIC POLICIES

Council has a number of strategic policy documents that are not included in this manual, but are publicly available, including:

- Annual Plan
- District Plan
- District Bylaws
- Leisure Plan
- Reserve Management Plans
- Asset Management Plans
- Levels of Service
- Waste Management Plan
- District Promotion Strategy
- Heritage Policy and Implementation Strategy 2004
- Environment Strategy 2010
- Cycling and Walking Strategy 2009
- District Growth Strategy – Waipa 2050, Future Proof and Town Concept Plans
- Assessment of Water and Sanitary Services
- 10-year Plan (Long Term Council Community Plan, LTCCP)

Policy Development and Review

Council develops strategic and procedural policy as required to ensure the effective and efficient discharge of its functions, duties and powers. Through consultation, the public are invited to provide input to, and feedback on, the development and review of strategic policy. Historically, the development and review of procedural policies has not generally been subject to public scrutiny, although this has now changed and this manual has been consulted on with the Iwi Consultative Committee and the two Community Boards in the District. In future, Council will endeavour to seek public comment as part of the process to review existing or introduce new procedural policy.

The following process will apply to the development and review of procedural policy:

- New policy will be developed as and when required
- Where circumstances warrant, existing policy will be reviewed as and when required
- All existing policy will be reviewed following each triennial Council election

This policy manual will be updated annually at six-monthly intervals. Changes will also be made as and when required (outside of the formal review periods).

Format of this Manual

This manual has sections aligned to Council's Significant Activities and organisational structure. Each section contains the procedural policies that relate to that function or activity.

The policies are presented in a consistent form based around a template. The template is designed to provide the reader/user with additional information to assist with understanding and/or application of the policy. The template used is explained as follows.

Name of Policy

Objective – details the purpose of the policy

Policy - The exact wording as approved by Council. Any related delegations will be referenced against the policy

Linkages/references - To other policies, documents and legislation

Department - Which Department is responsible for implementing or administering the policy


Last reviewed/resolution - if policy has been amended or added since review of whole manual or the last date that it was reviewed

Container - File name and number.

Notes – provide background and any additional relevant information, upcoming reviews etc.

1 CHIEF EXECUTIVE

1.1 Use of Council Seal


	<h3>Use of Council Seal</h3>
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Policy Objective	To set out the limitations on the use of the Council Seal.
Policy	<p>1.1.1 The Common Seal of the Waipa District Council may be affixed to documents that provide or certify:</p> <ul style="list-style-type: none"> • Consent to dealing where a Caveat has been lodged under Section 113 of the Building Act 2004 • Withdrawal of Caveat lodged under Section 113 of the Building Act 2004 where the terms of the bond have been complied with • Consent to dealing where Council has a Land Charge imposed and/or the Statutory Land Charges Registration Act 1928 and where such dealing does not affect the priority of substance of Council's Statutory Land Charge. (A partial release, where part of the land is sold but the charge remains, would still be a matter for Council's discretion) • Consent to dealing where Council has a rates postponement charge imposed under the Local Government (Rating) Act 2002 and where such dealing does not affect the priority or substance of Council's Statutory Land Charge • Authorities under Seal to Council's Solicitor to act in any High Court matter as required by the rules of the High Court • Contract for sale or purchase of land and transfers under the Land Transfer Act 1952 on the sale of land in circumstances where Council has already resolved to sell or purchase but may not actually have resolved to affix the seal • All Reserve Bank Security Transfer documents under authority delegated to the Chief Executive • Legal documents arranging the transfer of Council leases, provided the original conditions of the lease are not varied. Lease renewals - Where the original lease contains the automatic right of renewal without variation of the terms excepting a review of rent. Variations of leases arising from rent reviews, boundary adjustments (subdivisions) and

	<p>easements</p> <ul style="list-style-type: none"> • Bonds for reserve contributions • Bonds for roading construction in subdivision development • Contracts let under delegated financial authority • Land transfer documents where Council or the Regulatory Committee of Council has required an easement for services over the property • Certification of land transfer documents pursuant to Section 223 of the Resource Management Act 1991 • Consent to registration of mortgage where a Council resolution requires the property owner to enter into a bond for removal of "temporary" accommodation • New On-Licences, Off-Licences, Club Managers Certificates and General Manager Certificates issued pursuant to the Sale of Liquor Act 1989 • Any other matter where Council's Solicitor certifies in writing that the interests of Council are likely to be prejudiced if the sealing of a document has to await a full meeting of Council <p>1.1.2 The Common Seal may be affixed to any document referred to in 1.7.1 subject to the following requirements:</p> <ul style="list-style-type: none"> • The Common Seal is affixed by an Officer acting under delegated authority; and • A schedule listing the documents to which the Common Seal has been applied is provided to the next scheduled meeting of Council so that Council may ratify the sealing and pass an appropriate resolution to record the same <p>1.1.3 The Chief Executive shall be responsible for managing the security and use of the Common Seal.</p>
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Linkages/References	Waipa District Council Delegations Register
Department	Chief Executive
Last Reviewed/Resolution	28 th September 2010
Container	Use of Council Seal 01-22-30
Notes	The application of the Council Seal to documents signifies the legal approval or acceptance of some action to discharge a statutory authority. The use of the Council Seal is monitored and reported to Council on a monthly basis.

1.2 Delegation of Authority

	<h3>Delegation of Authority</h3>
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Policy Objective	To make provision for the effective discharge of Council’s powers, duties, functions and responsibilities.
Policy	Council will delegate authority to enable decisions to be made for the effective and efficient discharge of its functions, duties and powers within the constraints set by statute. A delegation register will be maintained by the Chief Executive.

Linkages/References	Waipa District Council Delegations Register Local Government Act 2002 – Clause 32 Schedule 7
Department	Chief Executive
Last Reviewed/ Resolution	28 th September 2010
Containers	Delegation of Functions 01-22-18 Delegations of Community Boards 01-21-16
Notes	Statutes define matters that the Council and certain Council Officers cannot delegate. Notwithstanding these restrictions, Council has recognised the value in having decisions taken at the lowest possible competent level. The Council itself determines policy. However, the implementation of that policy, and related decisions, is often best undertaken by Committees and staff. Delegated authority does allow for effective, efficient decision-making and a higher standard of service delivery.

1.3 Code of Conduct

Policy	The Policy is available on Council's Intranet and website.
Linkages/References	Waipa District Council Pensioner Housing Policy 2010
Department	Legal and Corporate Support
Last Reviewed/ Resolution	September 2011
Container	75-09-01

1.4 Protected Disclosures Procedures

	<h3>Protected Disclosures Procedures</h3>
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Policy Objective	To set out the procedures for the disclosure of serious wrongdoing in or by the Council.
Policy	<p>Council has adopted the following internal procedures for the disclosure of serious wrongdoing in or by the organisation:</p> <p>1.4.1 INTRODUCTION The Protected Disclosures Act 2000 (the Act) requires Council to have internal procedures for the disclosure of serious wrongdoing in or by the organisation.</p> <p>1.4.2 PUBLICATION OF INTERNAL PROCEDURES FOR DISCLOSURE Council is required to have and promulgate Internal Procedures for Disclosure for receiving and dealing with information about serious wrongdoing. Actions that are not made in accordance with these Internal Procedures are not protected by the Act.</p> <p>1.4.3 ACTIONS CONSTITUTING SERIOUS WRONGDOING Serious wrongdoing includes any of the following:</p> <ul style="list-style-type: none"> a) Unlawful, corrupt or irregular use of public funds or resources; or b) An act, omission or course of conduct that constitutes serious risk to: <ul style="list-style-type: none"> i) Public health; or ii) Public safety; or iii) The environment; or iv) The maintenance of law; or c) An act, omission, or course of conduct that constitutes an offence, or d) An act, omission, or course of conduct by a public official that: <ul style="list-style-type: none"> i) Is oppressive; or ii) Is improperly discriminatory; or iii) Is grossly negligent; or iv) Constitutes gross mismanagement <p>The wrongdoing can occur either before or after 1 January 2001.</p>

1.4.4 PROTECTED DISCLOSURES

An employee may disclose information in the manner provided if:

- a) The information is about serious wrongdoing in or by the organisation; and
- b) The employee believes on reasonable grounds that the information is true or likely to be true; and
- c) The employee wishes to disclose the information so that the serious wrongdoing can be investigated; and
- d) The employee wishes the disclosure to be protected.

Any disclosure so made is a protected disclosure of the information for the purposes of the Act.

1.4.5 PROTECTIONS

- a) The Act protects against retaliatory action from the employer under personal grievance procedures and under anti-discrimination provisions of the Human Rights Act 1993.
- b) Protection is not available to anyone who makes false disclosures or otherwise acts in bad faith.
- c) The Act overrides other legislation but excludes disclosure of information protected by legal professional privilege.

1.4.6 CONFIDENTIALITY

Every person to whom a protected disclosure is made or referred must use his or her best endeavours not to disclose information that might identify the person who made the protected disclosure unless:

- a) That person consents in writing to the disclosure of that information; or
- b) The person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information is:
 - i) Essential to the effective investigation of the allegations in the protected disclosure; or
 - ii) Essential to prevent serious risk to public health or public safety or the environment, or
 - iii) Essential having regard to the principles of natural justice (explained below).

A request for information under the Official Information Act 1982 (other than one made by a member of the police for the

purpose of investigating an offence) may be refused, as contrary to this Act, if it might identify a person who has made a protected disclosure.

1.4.7 PRINCIPLES OF NATURAL JUSTICE

Natural Justice is a concept that requires the observance of certain minimum standards and procedural fairness. Two major principles of natural justice should be observed in following procedures developed for the purposes of the Act:

- They must allow for all relevant factual material to be disclosed so that anyone using the procedures can do so with confidence that information will logically support the finding or deciding a course of action.
- The person to whom a disclosure is made must first listen fairly to any information to ascertain if it is relevant or supports an allegation of "serious wrongdoing".

1.4.8 PROCEDURES FOR DISCLOSURE

- a) Disclosures pursuant to the Act will be dealt with on the following basis and in the following order:
 - i) Disclosures will in the first instance be made to a departmental manager or a more senior manager.
 - ii) Failing satisfaction disclosures will be made to the Chief Executive.
 - iii) Failing satisfaction they will be made to the Mayor.
 - iv) Failing satisfaction they will be made to an Ombudsman.
 - v) Failing satisfaction they will be addressed according to any other appropriate remedies as set out in the Act.
- b) Disclosure may bypass a person in the event that person may be involved in or be party to the act or omission giving rise to the disclosure. In particular, disclosure may be made to the Chief Executive, the Mayor, an appropriate authority, a Minister of the Crown or an Ombudsman pursuant to Sections 8 to 10 of the Act.

In particular, the disclosure may be escalated where:

 - i) The person of internal procedure reference is or may be involved.
 - ii) The organisation may be involved.
 - iii) There has been no action within 20 working days.
 - iv) The person to whom the disclosure has been referred has decided not to investigate, or has made insufficient progress within a reasonable time, or has investigated but not acted or recommended action, and the employee continues to believe on reasonable grounds that the information disclosed is true or likely to be

true.

- c) Disclosures may be made orally but the recipient of the disclosure may request that the disclosure be formalised in writing prior to taking action.
- d) An employee making a disclosure:
 - i) Must not contact the suspected person.
 - ii) Must not attempt to personally conduct investigations or interviews related to the suspected wrongdoing.

1.4.9 ACTIONS REQUIRED IN RESPONSE TO A DISCLOSURE

The person receiving a disclosure must:

- a) Discuss the matter with the employee.
- b) Record the disclosure and the date notification was received. This should include a detailed file note recording the interview, the investigation, and the explanation given to the complainant.
- c) Provide information and guidance to the employee on:
 - i) The kinds of disclosures that are protected by the Act.
 - ii) The protections and remedies available under the Act and the Human Rights Act 1993
 - iii) How and in what circumstances information disclosed under the Act may be referred to another appropriate authority under the Act.
- d) Advise the person making the disclosure, of the procedures for disclosure.
- e) Advise the person making the disclosure that they will be advised within 20 days of how the matter has been dealt with.
- f) Ensure that the person who made the disclosure is advised of the action or actions taken within 20 days from the date of disclosure.
- g) Advise the person who made the disclosure of their right to take the matter to a Minister of the Crown or an Ombudsman (in compliance with Section 10 of the legislation), unless it has already been taken to an Ombudsman in the escalation process.
- h) Advise the Chief Executive.

1.4.10 ACTIONS REQUIRED BY CHIEF EXECUTIVE

In these procedures the term "Chief Executive" means, in the absence of the Chief Executive, the Deputy or Acting Chief Executive and, failing such appointment, any senior manager of Council.

In the event the Chief Executive is allegedly implicated, these actions will be required by the person within the organisation to whom disclosure has been escalated:

	<p>The Chief Executive will:</p> <ul style="list-style-type: none"> a) Commission whatever investigative or restorative or disciplinary action or actions are considered necessary to deal with the wrongdoing. b) Ensure the person who received the complaint is advised of how the matter has or is being dealt with, or how it has been resolved, so that the person making the disclosure may be advised of such within 20 days from the date that the disclosure was made. <p>1.4.11 PUBLICATION OF PROCEDURES</p> <p>These procedures are publicised within the organisation as follows:</p> <ul style="list-style-type: none"> a) A copy is given to all new employees on commencement of employment. b) Not less than once per year, all employees are to be sent a reminder, via electronic or paper memo, of the existence of the internal procedures. c) The procedures are to be raised as a reminder at routine staff meetings. d) The procedures are to be maintained in Council's Policy register or manual. e) The procedures are to be maintained on Council's Intranet. f) The procedures are to be published on staff notice boards throughout the organisation.
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Linkages/References	Protected Disclosures Act 2000
Department	Chief Executive
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	Council is required by the Protected Disclosures Act 2000 to develop and maintain procedures for receiving and dealing with information from employees about serious wrongdoing.

1.5 Contestability – Service Delivery

	<h3>Contestability – Service Delivery</h3>
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Policy Objective	To ensure that Council’s services are provided in the most effective and efficient manner.
Policy	<p>Council wishes to maintain a balance between service delivery by Council staff, contract or competitive tender. Council will itself provide the service where:</p> <ul style="list-style-type: none"> a) It is more economical than contracting work out; and, b) The market is not providing an effective or competitive service; and, c) It can be demonstrated as being more efficient or effective than contracting work out. <p>Council will not in general use its own resources to compete with the private sector other than to effectively and economically use resources, which are justified for retention in accordance with the above criteria. Where Council does compete with the private sector for outside work, costs will be recovered at market rates.</p>

Linkages/References	Local Government Act 2002
Department	Chief Executive
Last Reviewed/Resolution	28 th September 2010
Container	
Notes	The Local Government Act generally requires every local authority to ensure that the method adopted for the delivery of services is the most effective and efficient option.

2 BUSINESS SUPPORT

2.1 Governance

2.1.1 Governance Structure

	<h3>Governance Structure</h3>
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Policy Objective	To establish an effective governance structure.
Policy	<p>There shall be an ordinary Council meeting each month except January.</p> <p>Meeting frequency, time and venue are to be determined by each committee.</p> <p>NZS 9202:2003 (incorporating Amendment No. 1) shall be used as Council's Standing Orders.</p> <p>Executive Committee</p> <p>a) Purpose: Decisions on urgent matters arising between scheduled Council Meetings, or specific matters referred by Council.</p> <p>b) Structure: Mayor, Deputy Mayor and Chairpersons of Strategic Planning & Policy, Service Delivery, Finance and Corporate and Regulatory Committees. Mayor is Chairperson.</p> <p>Chief Executive Performance Management Committee</p> <p>a) Purpose: To conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.</p> <p>b) Structure: Mayor, Deputy Mayor and one Committee Chair.</p> <p>Regulatory Committee</p> <p>a) Purpose: To conduct hearings and exercise Council's statutory responsibilities for resource management, animal, building and health controls, and liquor licensing and any other matter of a regulatory nature. Appointed commissioners will hear applications.</p> <p>b) Structure:</p>

	<p>Four Councillors plus Mayor and a Council appointed Nga Iwi Toopu o Waipa representative, with power to co-opt for consent hearings. Chairperson appointed by Council. (Note: Commissioners may be appointed by Council when required)</p> <p>c) Generally meets monthly or more/less frequently as required.</p> <p>Strategic Planning and Policy Committee</p> <p>a) Purpose: To oversee the development and review of Council’s strategic and resource management plans and strategies; to oversee the development of and review of community plans, policies and bylaws; to engage with and seek feedback from community stakeholders and partners in the process;</p> <p>b) Structure: All councillors, Mayor and a Council appointed Iwi representative nominated by Nga Iwi Toopu O Waipa. Council to appoint a chairperson.</p> <p>c) Generally meets monthly but may meet more/less frequently as required.</p> <p>Service Delivery Committee</p> <p>a) Purpose: To oversee the development and review of Council’s strategies, plans and projects in relation to the road corridor, four waters, waste management; community facilities and the capital expenditure programme, and to monitor and report on their implementation. To consider regional integration of services.</p> <p>b) Structure: Mayor plus six Councillors.</p> <p>c) Generally meets monthly but may meet more/less frequently as required.</p> <p>Finance and Corporate Committee</p> <p>a) Purpose: To oversee Council’s corporate and governance functions and duties specifically in relation to financial and non-financial reporting, financial policies and treasury matters, and property management.</p> <p>b) Structure: Mayor plus six Councillors.</p> <p>c) Generally meets monthly but may meet more/less frequently as required.</p>
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	<p>Waipa Iwi Consultative Committee</p> <p>a) Purpose: To facilitate communications between Council and Tangata Whenua. The committee will consider any matter impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee will advise Council and the various Iwi on Treaty of Waitangi implications for policies and activities of Council.</p> <p>b) Structure: Council membership Mayor, Deputy Mayor, Chairperson Regulatory, Strategic Planning & Policy, Service Delivery and Finance and Corporate Committees. The Chief Executive attends these meetings as a member of the Committee. (Notwithstanding S114R Local Government Act 1974). Iwi membership The Chairperson of Nga Iwi Toopu O Waipa, three Kaumatua representatives and nine members recommended by Nga Iwi Toopu O Waipa and appointed by Council to represent the hapu of the Waipa District. For each hapu representative recommended by Nga Iwi Toopu O Waipa, a proxy representative may also be nominated to act at meetings in the absence of the principal hapu representative. Proxy representatives appointed by Council shall be entitled to receive such meeting fees and expenses that would otherwise have been paid to the principal hapu representative. Mayor is Chairperson.</p> <p>c) Meets at least at three monthly intervals. Any two members may request a meeting.</p> <p>d) Alternate meetings will be held on marae, where standing orders will be suspended and the meeting conducted in accordance with that marae's protocol.</p> <p>e) The Committee shall have regard to the principles of the Treaty of Waitangi (Te Tiriti o Waitangi) at all times. Delegated authority is recommending status only.</p> <p>Maungatautari Reserve Committee</p> <p>a) Purpose: To facilitate effective and meaningful communication between Council, Tangata Whenua, the Maungatautari Ecological Island Trust, the Department of Conservation and the public. To advise Council on all reserve management issues as they relate to Maungatautari</p>
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	<p>Scenic Reserve, the proposed Maungatautari Ecological Island project and the administrative requirements of Section 19 (Scenic Reserves) of the Reserves Act 1977. To oversee the services of the Maungatautari Ecological Island Trust for day-to-day management of the proposed enclosures. To oversee the preparation of an updated reserve management plan for the Reserve.</p> <p>b) Structure: The Maungatautari Reserve Committee shall comprise representation as follows: Council membership – One Councillor from the Maungatautari Ward and one Councillor from the Kakepuku Ward. Tangata Whenua membership – Five Tangata Whenua to be recommended by Nga Iwi Toopu o Waipa and to include representation from Maungatautari Marae, Pohara Marae, Parawera Marae, Ngati Haua and Nga Iwi Toopu o Waipa. Other membership – Maungatautari Ecological Island Trust (1), Department of Conservation (1), Scientific Community (1), adjoining landowners (2). The Chairperson is a Council Member.</p> <p>c) Meets bi-monthly Delegated authority is recommending status only.</p> <p>Mighty River Domain and Karapiro Reserves Committee</p> <p>a) Purpose The purpose is to facilitate effective and meaningful communication between key stakeholders who are Council, Tangata Whenua, the Waikato Regional Council, Mighty River Power, users and the community; to advise Council on all reserve management issues as they relate to the Domain and Karapiro lakeside reserves; to monitor implementation of the Karapiro Domain Strategic Plan and Reserve Management Plan 2005 and any revisions of it; to oversee the preparation of updated reserve management plans; to advise Council on the management of the Domain; and to advise Council on its promotion and future development.</p> <p>b) Structure Membership is nine made up of:</p> <ul style="list-style-type: none"> • the Councillor from the Maungatautari Ward; • a Councillor from the Cambridge Ward; • two representatives from Tangata Whenua, consisting of one from Ngati Haua and one from Ngati Koroki Kahukura (nominated by Tangata Whenua);
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	<ul style="list-style-type: none"> • one representative from Mighty River Power (nominated by Mighty River Power); • one representative from the Waikato Regional Council (nominated by the Regional Council); • two representative from Domain users (one from Rowing and one from non-Rowing, both nominated by the Karapiro Users Group); • and one representative from the community (selected by Council). <p>The term of appointment is for three years to coincide with the electoral term of Council.</p> <p>The Chairperson is to be a Councillor.</p> <p>c) Meeting frequency is at least quarterly in the months of February, May, August and November. Additional meetings may be held from time to time as required. Delegated authority is recommending status only.</p> <p>Pirongia Ward Consultative Committee</p> <p>a) Purpose: To allocate funds from the Pirongia Ward minor community works budget to consider and approve applications for community grant funding and to consider the draft Annual Plan.</p> <p>b) Structure: Council membership – Pirongia Ward Members and Mayor. Community membership – Chairperson, or a person nominated by the Chairperson, of each of the Pirongia Ward Ratepayers Groups. Chairperson is Mayor.</p> <p>c) Meets biannually.</p> <p>Pirongia Reserve Management Committee</p> <p>a) Purpose: To oversee the management and development of specific Pirongia reserves (Section 1, 167 and 550).</p> <p>b) Structure: A joint committee comprising Waipa District Mayor, two Pirongia Ward Councillors, two persons nominated by the Pirongia Residents and Ratepayers Association, one person nominated by Purekireki Marae, and one person nominated by Te Kauhanganui o Waikato. Chairperson is the Mayor</p> <p>c) One to Two meetings annually</p> <p>d) Term of the Committee to be for three years to coincide with the Triennial General Elections. Reappointments due October 2010.</p>
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	<p>Delegated authority is recommending status only.</p> <p>District Promotions Committee</p> <p>a) Purpose To consider and approve, in accordance with specified criteria, applications for financial assistance for the promotion and sponsorship of events within the Waipa District.</p> <p>b) Structure Mayor, Deputy Mayor, and the chairperson of the Strategic Planning and Policy Committee.</p> <p>c) Meets once per year (expected about August or September).</p> <p>Waikato Civil Defence Emergency Management Group</p> <p>a) Purpose: To act as the Waikato Civil Defence Emergency Management Group in accordance with the provisions of the Civil Defence Emergency Management Act 2002.</p> <p>b) Structure: A joint committee comprising one representative from the Waikato Regional, Hamilton City, Hauraki, Matamata-Piako, Otorohanga, South Waikato, Taupo, Thames-Coromandel, Waipa and Waitomo District Council.</p> <p>c) Meets as required.</p> <p>d) Waipa District Council will appoint a representative to the group.</p>

Linkages/References	<p>Waipa District Council Administration Manual Waipa District Council Delegations Register Local Government Act 2002 – Part 4 and Schedule 7 Refer to Policy 3.2.3 – Hearings Procedures</p>																						
Department	Business Support - Legal and Corporate Support																						
Last Reviewed/Resolution	28 th September 2010																						
Containers	<table> <tr><td>Executive Committee</td><td>01-22-22</td></tr> <tr><td>Regulatory Committee</td><td>01-52-08</td></tr> <tr><td>Policy Committee</td><td>01-85-12</td></tr> <tr><td>Strategic Planning & Development</td><td>01-85-30</td></tr> <tr><td>Iwi Consultative Committee</td><td>01-89-08</td></tr> <tr><td>Maungatautari Reserve Committee</td><td>01-85-26</td></tr> <tr><td>Karapiro Reserve (Mighty River) Domain Committee</td><td>01-85-25</td></tr> <tr><td>Pirongia Ward Consultative Committee</td><td>01-89-07</td></tr> <tr><td>Civil Defence Administration</td><td>01-16-02</td></tr> <tr><td>Pirongia Reserves Management Committee</td><td>01-89-09</td></tr> <tr><td>District Promotions Committee</td><td>02-03-01</td></tr> </table>	Executive Committee	01-22-22	Regulatory Committee	01-52-08	Policy Committee	01-85-12	Strategic Planning & Development	01-85-30	Iwi Consultative Committee	01-89-08	Maungatautari Reserve Committee	01-85-26	Karapiro Reserve (Mighty River) Domain Committee	01-85-25	Pirongia Ward Consultative Committee	01-89-07	Civil Defence Administration	01-16-02	Pirongia Reserves Management Committee	01-89-09	District Promotions Committee	02-03-01
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Civil Defence Administration	01-16-02																						
Pirongia Reserves Management Committee	01-89-09																						
District Promotions Committee	02-03-01																						

Notes	<p>Council is empowered to conduct meetings and appoint such committees as are necessary and appropriate for good government and the effective and efficient conduct of its business.</p> <p>Council's Governance Structure is under review and after the 2010 Local Government elections there may be changes to the committee structure. Once a governance structure has been approved by Council, any related policy changes will require to be confirmed and approved by Council.</p>
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2.1.2 Council Controlled Organisations

	<h3>Council Controlled Organisations</h3>
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Policy Objective	To make provision for the appointment of representatives to those organisations in which Council has an interest.
Policy	<p>Council has an ownership/financial interest in and will exercise a degree of control over the following organisations:</p> <ul style="list-style-type: none"> • Waikato Regional Airport Limited • New Zealand Local Government Insurance Corporation (NZLGIC) • Local Authority Shared Services Limited <p>Council will appoint the maximum permitted number of members to these organisations.</p>

Linkages/References	Annual Plan 10-year Plan (LTCCP) Local Government Act 2002 – Part 5						
Department	Business Support						
Last Reviewed/Resolution	28 th September 2010						
Containers	<table border="0"> <tr> <td>Local Authority Trading Enterprise (LATE)</td> <td style="text-align: right;">01-11-01</td> </tr> <tr> <td>NZ Local Govt Insurance Corp</td> <td style="text-align: right;">75-31-03</td> </tr> <tr> <td>Waikato Regional Airport Authority</td> <td style="text-align: right;">40-13-01</td> </tr> </table>	Local Authority Trading Enterprise (LATE)	01-11-01	NZ Local Govt Insurance Corp	75-31-03	Waikato Regional Airport Authority	40-13-01
Local Authority Trading Enterprise (LATE)	01-11-01						
NZ Local Govt Insurance Corp	75-31-03						
Waikato Regional Airport Authority	40-13-01						
Notes	<p>Waikato Regional Airport Limited is a Council Controlled Organisation (CCO) and is jointly owned by Hamilton City, Waikato Waipa, Otorohanga and Matamata-Piako District Councils. Waipa District Council's interest is 15.625% as at February 2006.</p> <p>New Zealand Local Government Insurance Corporation (NZLGIC) is wholly owned by New Zealand city, district and regional councils. It provides a range of products and services to prevent loss and manage risk. Waipa has 0.3% of the shares.</p> <p>The Local Authority Shared Services is a company set within the Waikato Region for the Councils to benefit from mutually beneficial joint projects. Waipa's share in the company is around 8%.</p>						


2.1.3 Community Boards

	<h2>Community Boards</h2>
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Policy Objective	To assist Community Boards fulfil their statutory responsibilities.
Policy	<p>Council recognises the statutory role of Community Boards to overview the development, management and delivery of services within their communities and act as advocates on behalf of their communities.</p> <p>Council will provide information to Community Boards in order to assist them in fulfilling their statutory and advocacy responsibilities. This information will generally include, but may not be limited to:</p> <ul style="list-style-type: none"> • Proposed statutory plans and policies • Planned asset management and community projects and programmes • Progress reports on asset management and community projects and programmes • Resource consent applications and approvals • Census information <p>Council will provide the necessary facilities and administrative support to allow Community Boards to fulfill their statutory responsibilities. The level of support shall be agreed between Council and Community Boards and subject to annual review.</p>

Linkages/References	Waipa District Council Delegations Register Waipa District Council Administration Manual Local Government Act 2002 - Part 4 and Schedule 7				
Department	Business Support - Legal and Corporate Support				
Last Reviewed/Resolution	28 th September 2010				
Containers	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Te Awamutu</td> <td style="text-align: right;">01-21-21</td> </tr> <tr> <td>Cambridge</td> <td style="text-align: right;">01-21-02</td> </tr> </table>	Te Awamutu	01-21-21	Cambridge	01-21-02
Te Awamutu	01-21-21				
Cambridge	01-21-02				
Notes	The areas covered by Cambridge/Maungatautari Wards and Te Awamutu/Kakepuku Wards are legally constituted as communities and each has a Community Board. Each Board has a legal responsibility to monitor Council's delivery of services in their area and such other responsibilities as Council may delegate to them.				

2.1.4 Representation on External Organisations and Committees


	<h3>Representation on External Organisations and Committees</h3>
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Policy Objective	To appoint members to external organisations and committees for the purpose of representing Waipa District Council.
Policy	<p>Council recognises the purpose and supports the activities of a range of statutory and non-statutory community organisations. Council wishes to work in partnership with these organisations and, in doing so, will take the opportunity to appoint members where permitted or invited to do so. Appointments will generally be made following each Local Government triennial election.</p> <p>Council has an opportunity to secure representation on a number of external organisations and committees. Any decision to secure representation will be determined on a case-by-case basis but will have regard to:</p> <ul style="list-style-type: none"> • The nature and extent of the representation opportunity • The relative benefit of representation to the District • Alignment with Council's objectives • Council's role in the management of the organisation or committee

Linkages/References	Local Government Act 2002 – Part 5						
Department	Business Support - Legal and Corporate Support						
Last Reviewed/ Resolution	28 th September 2010						
Containers	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Councillors General</td> <td style="text-align: right;">75-09-01</td> </tr> <tr> <td>Maungatautari Reserve Committee</td> <td style="text-align: right;">01-85-26</td> </tr> <tr> <td>Rukuhia Reserve Committee</td> <td style="text-align: right;">60-12-06</td> </tr> </table>	Councillors General	75-09-01	Maungatautari Reserve Committee	01-85-26	Rukuhia Reserve Committee	60-12-06
Councillors General	75-09-01						
Maungatautari Reserve Committee	01-85-26						
Rukuhia Reserve Committee	60-12-06						
Notes	<p>From time to time Council has the opportunity to appoint representatives to external organisations and committees for the purpose of representing Council and/or the District's interests.</p> <p>The following organisations are not committees or Council agencies, but have Council representation or could be considered appropriate for such representation.</p> <p>Joint Committees:</p> <ul style="list-style-type: none"> • Future Proof (<i>two appointees</i>) • Civil Defence Emergency Management Group (<i>one appointee</i>) 						

	<ul style="list-style-type: none"> • Regional Land Transport Committee (Environment Waikato) <i>(One appointee)</i> • Regional Passenger Transport Committee (Environment Waikato) <i>(one appointee)</i> • Project Watershed Liaison Groups (Environment Waikato) – Middle Waikato River and Catchment Liaison Subcommittee <i>(One appointee)</i> – Waipa River and Catchment Liaison Subcommittee <i>(One appointee)</i> – Upper Waikato Subcommittee <i>(One appointee)</i> • Joint Resource Management Working Party <i>(Four appointees)</i> <p>Council appointments to other organisations:</p> <ul style="list-style-type: none"> • Waipa District Biodiversity Council <i>(Two appointees)</i> • Waipa District Heritage Council <i>(Two appointees)</i> • Karapiro Lake Users Group <i>(Two Council appointees)</i> • Te Awamutu and District Museum Trust Board <i>(Three Council appointees, one invited from Iwi)</i> • Waikato Tourism Advisory Board <i>(One appointee)</i> <p>Other organisation’s appointments of Council member;</p> <ul style="list-style-type: none"> • New Zealand National Fieldays Society <i>(Mayor invited as Honorary President)</i> • Maungatautari Ecological Island Trust <i>(One appointee)</i> • North Island Grid Upgrade Mayors/Chairs Forum <i>(One appointee)</i> • Te Awamutu Gracelands Trust <i>(Mayor by virtue of Office)</i> • Kihikihi Sports Domain Committee • Lake Arapuni User Group • Pirongia Residents and Ratepayers Association • Ohaupo Residents Association • Te Pahu Ratepayers Association • Sport Waikato • K2010 Ltd • Freeman Court • Waikeria Liaison • Youth Council • Senior Council
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2.1.5 Members' Remuneration and Expenses

	<h3>Members' Remuneration and Expenses</h3>
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Policy Objective	<p>To set out the circumstances and provisions by which members of Council, Council Committees, Community Boards and other approved persons are entitled to be remunerated, have their expenses met or reimbursed.</p>
Policy	<p>Salaries, meeting and other allowances, and reimbursement of expenses for the Mayor, Deputy Mayor, Chairpersons, Councillors, appointed members of Council Committees and the Chairperson and members of Community Boards shall be paid in accordance with the determination of the Remuneration Authority.</p> <p>The following meetings are included:</p> <ul style="list-style-type: none"> a) Council and Community Boards b) Strategic Planning and Development, Policy, Regulatory and Iwi Consultative Committees of Council c) Such other meetings/conferences/forums where remuneration is specifically approved by Council from time to time <p>Re-imburement of reasonable expenses shall be at rates approved by Council from time to time.</p>

Linkages/References	<p>Remuneration Authority Annual Determinations Local Government Act 2002</p>
Department	<p>Business Support</p>
Last Reviewed/ Resolution	<p>28th September 2010</p>
Container	<p>Members Remuneration 75-09-02</p>
Notes	<p>Remuneration limits are set by the Remuneration Authority, although the payment of expenses is a matter for Council to set by way of Policy.</p> <p>The determination from the Remuneration Authority is expected in May/June of each year, although Council may have the option of retaining the existing system.</p>

2.1.6 Appointment and Remuneration of Directors to Council Controlled Organisations

	<h3>Appointment and Remuneration of Directors to Council Controlled Organisations</h3>
Policy Objective	<p>To set out an objective and transparent process for the:</p> <ul style="list-style-type: none"> • Identification and consideration of the skills, knowledge and experience required of directors of a Council organisation; • Appointment of directors to a Council organisation; • Remuneration of directors to a Council organisation.
Policy	<p>2.1.6.1 Council considers that persons to be considered for directorship must have the skills, knowledge and experience to:</p> <ul style="list-style-type: none"> • guide the organisation given the nature and scope of its activities; • contribute to the achievement of the objectives of the organisation. <p>Skills Required The Council considers that any person that it appoints to be a director of a CCO or CCTO should, as a minimum, have the following skills:</p> <ul style="list-style-type: none"> • intellectual ability; • an understanding of governance issues; • either business experience or other experience that is relevant to the activities of the organisation (or both); • sound judgement; • a high standard of personal integrity; • the ability to work as a member of a team. <p>Appointment of Directors When vacancies arise in the CCO or CCTO the Council will undertake the following process:</p> <p>Waikato Regional Airport Ltd The appointment of directors will be undertaken jointly with the other four shareholding councils. Nominations will be received from elected representatives from all current shareholders. The shareholders representatives will shortlist</p>

the nominations taking into account the skills required for the positions. Short listed nominations will be interviewed by the shareholder representatives and a joint decision made for recommendation to the company Annual General Meeting. The mix of skills and experience on the board will be taken into account, and consideration given to complementing and reinforcing existing skills and reducing known weaknesses where necessary.

Final Appointment

The final appointment for directors for any CCO or CCTO will be made in committee thus protecting the privacy of natural persons. Public announcements of the appointments will be made as soon as practicable after the Council and/or shareholding councils have made a decision.

Conflicts of Interest

The Council expects that directors of any CCO or CCTO will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations the Council requires directors to follow the provisions of the New Zealand Institute of Directors' Code of Ethics. All directors are appointed "at the pleasure of the Council" and may be dismissed for breaches of this code.

Remuneration

Remuneration of directors of CCO's or CCTO's is a matter of public interest. The Council, in conjunction with other shareholders, will set the director's remuneration by resolution at the Annual General Meeting. On reaching a view on the appropriate level of remuneration for directors the shareholders representative will consider the following factors:

- the need to attract and retain appropriately qualified people to be directors;
- the level and movement of salaries in comparable organisations;
- the past performance of the organisation;
- the financial position of the organisation.

2.1.6.2 COUNCIL ORGANISATIONS (CO's)

Appointments to CO's are made for a number of reasons. These include:

- to provide a means of monitoring where the Council has made a grant to that body;
- to enable Council involvement where the CO's activity is

	<p>relevant to the Council;</p> <ul style="list-style-type: none"> • to satisfy a request from the CO that the Council appoint a representative; • statutory requirements. <p>Appointments to a CO are generally for a three-year term, and are made at the triennial Council appointments meeting or at a meeting following receipt of a notice of motion.</p> <p>The Council will endeavour to minimise the number of appointments where the benefit to the Council of such an appointment is minimal.</p> <p>All appointments will be at the pleasure of Council.</p> <p>Identification of required skills, knowledge and experience of CO Directors, and Appointment.</p> <p>The range of reasons for the appointment of Council representatives to COs results in a wider range of desired attributes for appointees to these bodies.</p> <p>Council will determine the required skills, knowledge and experience for each appointment. Candidates are not restricted to Councillors – in some cases, it may be more appropriate to appoint Council staff or external people with affiliations to the Council.</p> <p>Remuneration of CO Directors</p> <p>CO directors appointed by the Council will receive the remuneration (if any) offered by that body.</p> <p>2.1.6.3 Appointment of Directors to Local Authorities Shared Services Limited</p> <p>In accordance with section 13.1 of the Company’s constitution that states:</p> <p>“The Board shall consist of not less than three (3) and not more than nine (9) directors, of whom:</p> <ul style="list-style-type: none"> a) One shall be appointed by Waikato Regional Council; b) One shall be appointed by Hamilton City Council; c) One shall be appointed by agreement between Franklin District Council and Waikato District Council; d) One shall be appointed by agreement between Thames-Coromandel, Hauraki and Matamata Piako District Councils;
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- e) One shall be appointed by agreement between Waipa, Otorohanga and Waitomo District Councils;
- f) One shall be appointed by agreement between South Waikato, Taupo and Rotorua District Councils.
- g) Up to three additional directors may be appointed by the board: such appointees must have one or more of the following skills:
 - i. Specialist information technology skills
 - ii. Specialist financial skills
 - iii. Specialist commercial skills; and'
 - iv. Specialist entrepreneurial skills''

The Mayors of the Otorohanga, Waipa and Waitomo District Councils will meet annually to review the performance of the appointed director and agree on the appointment or reappointment of a director for the next twelve months.

The recommendation of the Mayors will be presented for ratification at an ordinary meeting of each Council. Although authority to appoint a director may be delegated, in which case Council will be advised of the appointment or reappointment at its next ordinary meeting.

The appointed director must be the Chief Executive of either the Waipa District Council, the Otorohanga District Council or the Waitomo District Council.

Remuneration (LASS constitution section 16.2)


The payment of remuneration or the provision of other benefits of the Company or a Director for services as a director or in any other capacity may only be authorised by ordinary resolution of shareholders.

That in accordance with Section 13.1 of the Local Authority Shared Services constitution Council's Chief Executive, be appointed to act as director on behalf of the Waipa, Otorohanga and Waitomo District Councils.

That authority be delegated to the Mayor to agree and decide in consultation with the Mayors of Otorohanga District Council and Waitomo District Council on the appointment of a director of the Council Controlled Organisation Local Authority Shared Services Limited in accordance with Council's policy and the company's constitution.

Linkages/References	Local Government Act 2002, section 57 Policy 2.1.2 Council Controlled Organisations Policy 2.1.4 Representation on External Organisations and Committees
Department	Business Support
Last Reviewed/ Resolution	28 th September 2010
Containers	Local Authority Trading Enterprise (LATE) 01-11-01 Members Remuneration 75-09-02
Notes	<p>Every local authority is required by Section 57 of the Local Government Act 2002 to adopt a policy on the appointment and remuneration of directors to Council organisations.</p> <p>Council has a significant commercial interest in Waikato Regional Airport Ltd (WRAL) and Local Authority Shared Services Ltd as Council controlled trading organisations. The appointment of Directors to these organisations is the subject of a long-standing process.</p> <p>The appointment of representatives (Directors) to other organisations is often subject to invitation and confirmed at the triennial Council appointments meeting.</p> <p>The term “Council Organisation” (“CO”) is used in the context of the definitions provided in Section 6 of the Local Government Act 2002 (the Act). The Act also creates two sub-categories of COs – “Council-controlled Organisations” (“CCOs”) and “Council-controlled Trading Organisations (“CCTOs”).</p> <p>The Council has interests that fall in each of these categories. These organisations are listed in Council’s existing procedural policies 1.3 – Council Controlled Organisations and 1.5 – Representation on External Organisations and Committees.</p> <p>The following definitions are provided for guidance purposes only. Full legal definitions are provided in Section 6 of the Act.</p> <p>Meaning of Council Organisation – In broad terms, a CO is an organisation in which the Council has a voting interest or the right to appoint a director, trustee or manager (however described). This is a wide-ranging definition, covering a large number of bodies.</p> <p>Meaning of Council-Controlled Organisation – A CCO is a CO in which one or more local authorities control, directly or indirectly, 50% or more of the votes or have the right, directly or indirectly, to appoint 50% or more of the directors, trustees or managers (however described).</p> <p>Meaning of Council-Controlled Trading Organisation – A CCTO is a CCO that operates a trading undertaking for the purpose of making a profit.</p>

2.1.7 Elected Member Attendance at Conferences


	<h3>Elected Member Attendance at Conferences</h3>
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Policy Objective	To set out the criteria for member attendance at conferences.
Policy	<p>The Mayor and Deputy Mayor shall have the opportunity to attend each annual Local Government New Zealand conference. Other elected members of Council will have the opportunity to attend the conference on a biennial basis, except that following the triennial elections any new members will have priority.</p> <p>Other relevant conferences and forums may be attended by Councillors, Members of the appropriate Committee and/or Community Board Members or other elected representative, subject to the approval of the Mayor and Chief Executive. Where members attend a conference it is expected that a brief written report be prepared for inclusion in a subsequent Council meeting agenda.</p>

Linkages/References	Annual Plan – Governance Section 10-year Plan (LTCCP) – Governance Section Remuneration Authority – Expenses Determination
Department	Business Support
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	The customary practice has been for the Mayor, Deputy Mayor and one other elected member to attend the Local Government conference. On this basis, it would have taken 11 years for each Councillor to have an opportunity to attend the conference therefore the provision for new elected members are invited in the year following a triennial election. The Local Government conference is recognised as an important forum for all elected representatives.

2.2 Finance

2.2.1 Depreciation


	<h2>Depreciation Policy</h2>
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Policy Objective	<p>To set depreciation rates that reflect generally accepted practice and to set the principles for the use of depreciation reserves.</p>												
Policy	<p>2.2.1.1 Depreciation rates</p> <p>Depreciation will be provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates used will be:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">Years</th> </tr> </thead> <tbody> <tr> <td>Buildings – not componentised</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Buildings - componentised</td> <td style="text-align: center;">25 – 80</td> </tr> <tr> <td>Plant and Vehicles</td> <td style="text-align: center;">3 – 10</td> </tr> <tr> <td>Furniture, fittings and equipment</td> <td style="text-align: center;">3 – 10</td> </tr> <tr> <td>Computer equipment</td> <td style="text-align: center;">3 – 10</td> </tr> </tbody> </table> <p>Infrastructural assets (roading, stormwater, sewerage, water supply systems) will be depreciated on a straight-line basis at varying rates based on residual life.</p> <p>The timing of revaluation of assets is cyclical in nature, with infrastructural roading assets, infrastructural waters assets and operational land & building re-valued on a three yearly cycle, with one of each of these groups of assets being re-valued each year.</p> <p>2.2.1.2 Funding of Depreciation</p> <p>Depreciation will be fully funded from rates, with the exception of:</p> <ul style="list-style-type: none"> • where Council is not intending to replace the asset • where there was significant external funding for the original construction / purchase of the asset, Council will fund the depreciation to the percentage of Council's original funding contribution. <p>2.2.1.3 Maintenance of Depreciation Funds</p> <p>For infrastructural assets, separate balance reserves will be established, being a reserve for Water, Wastewater,</p>		Years	Buildings – not componentised	40	Buildings - componentised	25 – 80	Plant and Vehicles	3 – 10	Furniture, fittings and equipment	3 – 10	Computer equipment	3 – 10
	Years												
Buildings – not componentised	40												
Buildings - componentised	25 – 80												
Plant and Vehicles	3 – 10												
Furniture, fittings and equipment	3 – 10												
Computer equipment	3 – 10												

	<p>Stormwater and Rooding.</p> <p>The principles of the separate balance reserves are:</p> <ul style="list-style-type: none"> • There is only one reserve for each activity. Activity revenue, operating expenditure and capital needs (including loan funding requirements) will flow through these reserves. Losses on disposal are not funded via these reserves. • Any balance in the reserve will be expended before loan funding is sought unless the capital project was specifically targeted for loan funding. • Surplus capital balances will be used to repay any existing internal loans for the activity. • If the reserve goes into deficit, an internal loan will be raised, which will be repaid by reserve surpluses in following years. Interest on internal loans is to be funded from the activity by rates. <p>Property, Plant and Equipment will have depreciation reserves established. These reserves include:</p> <ul style="list-style-type: none"> • Long Term Assets - Buildings and Public Toilets • Medium Term Assets - Computers, Vehicles, Library Books, and Parks assets <p>Principles of the Property, Plant and Equipment depreciation reserves include:</p> <ul style="list-style-type: none"> • The reserves will be processed via the ledger with spreadsheet reconciliations to the individual areas, e.g. Vehicles, Computers • Rate revenue from funded depreciation will be credited to the reserve and the reserve used to fund renewals and principal loan repayments. • Capital expenditure for renewals should be funded from depreciation reserves in the first instance. Capital expenditure for “new” capital work can be funded from depreciation reserves provided there is capacity available after considering renewal capital expenditure, otherwise “new” work will be funded from loans.
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Linkages/References	Local Government Act 2002 Generally Accepted Accounting Practice (GAAP)
Department	Business Support - Finance
Last Reviewed/ Resolution	28 th September 2010
Container	Finance General 75-16-05
Notes	The Local Government Act 2002 effectively requires Councils to include an annual funding allowance to offset the ‘decline in service potential’. The purpose of this is to ensure sufficient funding is available to replace the asset at the end of its useful life.

2.2.3 Capital Expenditure and Project Planning

	<h3>Capital Expenditure and Project Planning</h3>
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Policy Objective	To establish a process for selecting, approving and managing projects.
Policy	<p>2.2.3.1 Capital Approval</p> <p>Most capital expenditure projects are initially approved via the Long Term Plan (LTP) or Annual Plan process, with a prioritisation model used as part of the approval process. All capital expenditure must be in accordance with relevant legislative requirements and must align with the plans, direction and vision of Waipa District Council (WDC).</p> <p>Capital expenditure requested outside LTP or Annual Plan process, must be made via the “Request to change Approved Budget” with associated documentation relevant to the Project Management system. The Executive and where appropriate Council, authorises the “Request to Change Approved Budget”.</p> <p>Approval of capital expenditure must be sought before any expenditure is made or commitment to a project is given.</p> <p>If an overrun becomes likely authorisation via the “Request to Change Approved Budget” is required for the additional expenditure. No commitment or expenditure above the approved level is to be made prior to obtaining approval for the additional expenditure.</p> <p>Projects requiring capital expenditure must be approved as an entire project. This includes the costs associated with different departments, e.g. Water, Stormwater, Sewerage or Road Corridor and any operating costs that could be associated with the project. If there are maintenance contracts or other operational costs associated with the acquisition, the costs must be specified at the time of seeking budget approval for the project.</p> <p>The purchase of capital items and expenditure of projects will follow WDC Procurement Policy as set out in the Procurement Policy & Procedures Manual, which includes the completion of purchase requisitions and full open tenders for purchases</p>

	<p>over \$50,000.</p> <p>All capital expenditure projects must be included in and managed via the Project Management system.</p> <p>2.2.3.2 Carry forwards If a project which is approved via an LTP or Annual Plan, is deferred or otherwise delayed into a later year, approval is required via the “Request to Change Approved Budget”. These deferrals are to be notified to Council, as part of the quarterly reforecast reporting and at the time of approving the LTP or Annual Plan for the year that the projects are moved to.</p> <p>2.2.3.3 Emergency Un-budgeted works In the case of emergency un-budgeted works, the Chief Executive Officer (or the person holding his delegated authority) may approve the expenditure.</p> <p>The completion of the “Request to Change Approved Budget” with the reference that the expenditure was emergency works, must occur as soon as practical after the event.</p> <p>The Chief Executive Officer (or the person holding his delegated authority) must be informed of the emergency works and acknowledge the expenditure by signing the “Request to Change Approved Budget”.</p> <p>2.2.3.4 Accounting for Capital Expenditure All capital expenditure is to be processed via the project ledger. Items greater than \$2,000 in cost and which provide service potential for longer than one year will be recognised as an asset. The threshold does not apply to computer equipment where assets are capitalised at values below \$2,000. Infrastructural Assets will be recorded at component level and include costs below the \$2,000 threshold.</p> <p>The capitalised asset must include any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended. The value must include all costs of the item, including for example, purchased or constructed cost, freight, legal or valuation fees, internal labour cost, consultancy costs and capitalised interest (where applicable).</p> <p>2.2.3.5 Funding of Capital Expenditure Development Contributions are used to fund the assessed</p>
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	<p>growth portion of Capital Expenditure. Where possible, growth related capital expenditure will be timed to match the revenue received from development contributions.</p> <p>Capital expenditure for renewals (non-growth portion) should be funded from depreciation and separate balance reserves in the first instance. Capital expenditure for “new” capital work can be funded from depreciation reserves provided there is capacity available after considering renewal capital expenditure, otherwise “new” work will be funded from loans.</p>
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Linkages/References	<p>10 Year Plan (LTCCP) Annual Plan Waipa District Council Project Management System Communication and Consultation – Policy 9.3 Waipa District Council Procurement Policy and Procedures Manual</p>
Department	Business Support - Finance
Last Reviewed/Resolution	28 th September 2010
Container	75-16-05
Notes	<p>Council undertakes projects as a way of improving services to customers. Investment in projects accounts for around a third of Council’s total budget. The effective identification, selection, approval and management of projects is critical to the success of this customer service focus.</p>

2.2.4 Funding of Reserve Land

	<h3>Funding of Reserve Land</h3>
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Policy Objective	To make provision for the funding of reserves and confirm the procedure for prioritising reserve development activities.
Policy	<p>Revenue derived from reserves shall be expended on reserves</p> <p>Priorities for the expenditure of reserve development funds will be determined by Council in consultation with relevant community agencies.</p>

Linkages/References	<p>Resource Management Act 1991</p> <p>District Plan</p> <p>Reserves Act 1977</p> <p>Funding Policy</p> <p>Resource Management Act Policy</p> <p>Communication and Consultation Policy</p>
Department	<p>Business Support - Finance</p> <p>Service Delivery - Community Facilities</p> <p>Planning and Community Relations</p>
Last Reviewed/ Resolution	28 th September 2010
Container	60-12-01
Notes	<p>Reserve development funds are collected from developers by way of a levy at the time of subdivision approval. These funds are required to be used to develop reserves within the general area of the development (local reserves) or within the District (District Reserves). Council's reserve development programme is such that reserves may be available for commercial/community lease and any revenue must be reinvested in reserves.</p> <p>Council accepts an obligation to purchase and develop esplanade reserves, walkways and river landing places identified in the District Plan.</p>

2.2.5 Community Grants and Guarantees

	<h3>Community Grants and Guarantees</h3>
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Policy Objective	<p>To recognise and support community development initiatives through the provision of grants and guarantees and set out the procedures for the provision of support.</p>
Policy	<p>2.2.5.1 GENERAL</p> <p>Council will consider financial assistance, by way of grants and/or guarantees, to incorporated societies (community organisations) in order to meet the physical, recreational, cultural and social needs of residents of the District. Any request for grants or guarantees will be assessed against Council's strategic objectives.</p> <p>Council will declare each year in the Long Term Council Community Plan/Annual Plan and the Annual Report, the total value of grants to community groups/organisations. The value declared shall include the dollar value of rates remitted, whether mandatory or discretionary and shall also show the value of subsidies met through the general rate.</p> <p>2.2.5.2 OPERATING GRANTS</p> <p>Council will set an annual community grant budget for allocation within Community Board areas and the Pirongia Ward. The funds will be allocated to support the general objectives of groups that promote community well-being. Allocations will be made in accordance with the following general criteria:</p> <ul style="list-style-type: none"> • The organisation is recognised and operates on a not-for-profit basis • The aims and objectives of the organisation are consistent with those of Council • Current financial accounts accompany any application <p>Unexpended balances from global funds allocated to Community Boards shall be carried forward to the following financial year.</p> <p>2.2.5.3 CAPITAL GRANTS</p> <p>a) Grants of up to \$30,000 to assist with development of</p>

facilities will be considered but only where those facilities are available for community use for at least 75% of the time.

- b) Grants of up to \$15,000 will be considered where the community has limited but assured access to the facilities.


2.2.5.4 GUARANTEES

- a) Guarantees for finance will be considered where the facilities are situated on Council owned land or on freehold land owned by the applicant.
- b) Council will approve such assistance provided that the total of all outstanding loans and guarantees approved shall not in the aggregate exceed \$5 million without the specific approval of Council. Individual guarantees are limited to \$1 million.
- d) No guarantee shall be authorised for less than \$10,000.
- e) The maximum term for any guarantee is 10 years with scaled lesser terms at the Council's discretion relative to the amount guaranteed.
- f) A Deed of Agreement setting out the conditions under which the guarantee has been granted, as prepared by the Council's solicitor, shall be entered into, all costs of which shall be borne by the applicant.
- g) The guarantee shall be reduced by a fixed annual amount as determined by the Council upon initial approval, but shall in no case be less than \$1,000 or 10% of the original guarantee whichever is the greater.
- h) A further supplementary Deed of Agreement shall be entered into between the recipient applicant (the borrower), a bank (the lender) and the Council (the guarantor) providing, inter alia, that the Council will guarantee the outstanding principal sum only (but not interest) during the term of the guarantee and detailing the terms of the annual reduction referred to in (viii) above.
- i) Council's security in the event of it being called on to meet its contingent liability under the guarantee shall be:
 - i) Where the society or organisation is located on Council owned property Council will need to be satisfied that the terms of any lease give adequate protection to Council's position. An amendment or renewal of the lease may of course involve the society in additional legal costs.
 - ii) If the society or organisation is not established on Council owned property special consideration will need to be given to the security required by Council before any guarantee is given.
- j) In the case of freehold land, the Council shall have the

	<p>option of:</p> <ul style="list-style-type: none"> i) Purchasing the property for the amount short of its estimated value and the outstanding guarantee; or ii) Requiring the property to be sold to realise the amount outstanding. k) Design, siting and method of construction shall be approved by Council prior to commencement of any work. l) The building and/or property shall be maintained to the satisfaction of the Council during the term of guarantee.
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Linkages/References	Annual Plan Annual Report 10-year Plan (LTCCP)										
Department	Business Support – Finance Planning and Community Relations – Community Relations										
Last Reviewed/Resolution	28 th September 2010										
Containers	<table> <tr> <td>Community Guarantees</td> <td>01-34-01</td> </tr> <tr> <td>Community Grants General</td> <td>01-31-09</td> </tr> <tr> <td>Te Awamutu Community Grants</td> <td>01-31-10</td> </tr> <tr> <td>Cambridge Community Grants</td> <td>01-31-11</td> </tr> <tr> <td>Pirongia Community Grants</td> <td>01-31-12</td> </tr> </table>	Community Guarantees	01-34-01	Community Grants General	01-31-09	Te Awamutu Community Grants	01-31-10	Cambridge Community Grants	01-31-11	Pirongia Community Grants	01-31-12
Community Guarantees	01-34-01										
Community Grants General	01-31-09										
Te Awamutu Community Grants	01-31-10										
Cambridge Community Grants	01-31-11										
Pirongia Community Grants	01-31-12										
Notes	<p>Council receives requests from community organisations for funding to support community projects or to act as guarantor for such projects. Council recognises the valuable contribution made by these groups and has made funds available for this purposes. Where significant levels of funds are required, Council has agreed to act as guarantor subject to the provision of detailed proposals and management conditions. Council has provided loans in the past, however, this practice was discontinued in 1997.</p> <p>The current criteria for the allocation of grants are:</p> <ul style="list-style-type: none"> • That the organisation concerned is non-profit making and is providing a community or welfare service for the benefit of the wider community. • Funds are allocated principally for use in aid of running costs. • All applications must be supported by a copy of the organisation's most recent annual financial statements. 										

2.2.6 Procurement Policy

	<h3>Procurement Policy</h3>
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Policy Objective	To ensure that there is a process for procurement and best value is obtained when sourcing goods and services.
Policy	Goods and services will be purchased in accordance the Waipa District Council Procurement Policy and Procedures Manual.

Linkages/References	<p>Waipa District Council Procurement Policy and Procedures Manual</p> <p>Waipa District Council Administration Manual</p> <p>Fair Trading Act 1986</p> <p>Commerce Act 1986</p>
Department	Business Support - Finance
Last Reviewed/ Resolution	28 th September 2010
Container	Competitive Pricing 01-64-04
Notes	Council has a general statutory obligation to carry out its activities in the most effective and efficient manner. Some of the work undertaken by Council is carried out under contract and securing the best price for works and services is in the interests of ratepayers and residents. A manual on procurement policy and procedures was developed in 2009/10.

2.2.7 Council Vehicles

	<h3>Council Vehicles</h3>
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Policy Objective	To make provision for a Mayoral vehicle and other vehicles for general staff duties.
Policy	<p>A suitable vehicle will be made available for use by the Mayor. Such allocation will be subject to the relevant requirements of the Remuneration Authority.</p> <p>The Chief Executive shall maintain a documented policy on the use and management of Council vehicles.</p>

Linkages/References	Remuneration Authority – Remuneration Determination Waipa District Council Administration Manual	
Department	Business Support	
Last Reviewed/ Resolution	28 th September 2010	
Containers	Plant – General	90-01-01
	Plant Replacement	90-01-21
	Plant Disposals	90-01-10A
	Plant Lists	90-01-14
Notes	The Mayor has traditionally been allocated a Council vehicle in recognition of the extent of Council business conducted as part of the role. Council staff have access to Council vehicles as part of their role. This access varies according to individual circumstances and is subject to criteria determined by the Chief Executive.	


2.2.8 Entertainment

	<h3>Entertainment</h3>
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Policy Objective	To establish appropriate controls for the provision of food and/or beverages to members, guests and staff.
Policy	<p>COUNCIL AND COMMITTEES</p> <p>Lunches will generally be provided for members and guests at all Council and Committee meetings, where such meetings are scheduled as full-day meetings.</p> <p>Council hosts official visitors, delegations and special occasions. The provision of hospitality and gifts during such occasions shall be at the discretion of the Mayor.</p> <p>STAFF</p> <p>The Chief Executive shall maintain a policy on the provision of food and/or beverages for staff and visitors.</p>

Linkages/References	Waipa District Council Administration Manual Office of the Auditor General – Accounting Standards
Department	Business Support
Last Reviewed/Resolution	28 th September 2010
Container	
Notes	Expenditure on food and beverages is recognised as a sensitive issue, particularly given the public funds involved. The value in having a suitable policy covering such expenditure has been identified by Audit New Zealand. In the interests of transparency and accountability, Council has established policies that cover both elected members and staff.

2.2.9 Fees and Charges

	<h3>Fees and Charges</h3>
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Policy Objective	To make provision for the recovery of the costs of services through fees and charges and ensure their regular review.
Policy	<p>Council will review all fees and charges annually, as part of the annual plan process.</p> <p>Within the constraints of legislation and other Council policies, all user charges and fees will be set at a level to recover the cost of providing services.</p>

Linkages/References	Waipa District Council Fees and Charges schedule Local Government Act 2002 Resource Management Act 1991
Department	Business Support
Last Reviewed/Resolution	28 th September 2010
Container	Fees and Charges 75-15-03
Notes	<p>The Local Government Act 2002 allows Councils to recover the cost of services from users of those services. Where the users/beneficiaries of a service can be identified and are individuals or clearly defined groups, then Council can set appropriate fees and charges. Such charges must be fair and reasonable, and may be required to follow a consultative procedure before their confirmation. There are, however, a range of fees and charges that are set by Government through regulations, for which Council has no ability to change (e.g. Sale of Liquor Act 1989 fees). The Resource Management Act 1991 also allows Council to recover the “reasonable cost” of providing the activity to which it relates.</p> <p>Fees and Charges are contained within a separate, but publicly available schedule.</p>

2.3 Property

2.3.1 General


	<h2>General</h2>
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Policy Objective	To oversee management of Council property for the purpose of maximising economic return and community benefit while maintaining cost transparency.
Policy	<p>This Policy defines land as a physical entity including buildings, structures or improvements to land or land covered by water or a strata lot or unit and includes the rights to land and airspace.</p> <p>Core Assets Assets held in order that Council can undertake its functions are Core Assets and described as-</p> <ul style="list-style-type: none"> • Operational – includes land, buildings, and other improvements for use in Council’s normal business. • Restricted – cannot be disposed of because of legal or other restrictions but provides a benefit or service to the community. • Infrastructural – fixed utility systems providing ongoing service to the community. <p>At the present time unless there is change in legislation or Council policy these assets are not available for disposal.</p> <p>Assets identified as non-core will be recorded as such and managed for best commercial return. Such assets may be bought and sold to improve the rate of return.</p> <p>Council will promote business development through zoning suitable land in the District Plan. Council does not generally wish to undertake commercial development in competition to the private sector. However, there may be occasions where such development is desirable in the interest of the community and Council will consider each opportunity on its merits.</p>

Linkages/References	Local Government Act 2002 District Plan
Department	Business Support - Property
Last Reviewed/	28 th September 2010

Resolution	
Container	Property Management General 90-02-02
Notes	Council manages a significant property portfolio on behalf of the community. Some of this property has strategic (core) significance, in that it will generally be retained in perpetuity. Where possible, Council will manage all property for maximum community benefit, whether economic or otherwise.

2.3.2 Property Management


	<h2>Property Management</h2>
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Policy Objective	<p>To oversee management of Council property for the purpose of maximizing economic return and community benefit while maintaining cost transparency.</p>
Policy	<p>Purchase of Property</p> <p>Where Council is purchasing property subject to the Public Works Act 1981 then the procedures defined in the Act will be followed including obtaining valuations supported by a Registered Valuation less than 6 months old (if required by the Manager Property Services).</p> <p>Where Council is purchasing properties on a willing buyer willing seller basis then a valuation supported by a Registered Valuation less than 6 months old is required.</p> <p>Disposal of Property (excluding unformed roads)</p> <p>Council:</p> <ul style="list-style-type: none"> • requires all property declared surplus to be sold on the basis of the highest value and best use concept • requires all property declared surplus to be sold for a value no less than that set by a current independent valuation by a Registered Valuer unless there are persuasive reasons not to do so in accordance with 3 below. The valuation is to be undertaken within six months prior to being presented to Council • endorses the practice of selling surplus properties by the method considered most appropriate for the property being sold. <p>In the first instance, competitive open market methods of sale will be considered and determined on merit. These may include: public tender, public auction or private treaty.</p> <p>In some circumstances Council may consider a sale or disposal other than through the open market based on individual case merits. These circumstances may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Land that because of its small size, dimensions or irregular shape would not readily support a self-contained development outcome • Land that has no legal access • Land to be developed by another level of government • Preferred future use for the land as identified by the Council • Land of nominal value • Land for inclusion with an adjacent holding

	<ul style="list-style-type: none"> Land that will complement a proposed development on an adjoining site, the sale of which is consistent with Council's objectives.
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Linkages/References	Local Government Act 2002
Department	Business Support-Property
Last Reviewed/Resolution	28 th September 2010
Container	Property Management General 90-02-02
Notes	Council manages a significant property portfolio on behalf of the community. Some of this property has strategic (core) significance, in that it will generally be retained in perpetuity. Where possible, Council will manage all property for maximum community benefit, whether economic or otherwise.

2.3.3 Unformed Roads

	<h2>Unformed Roads</h2>
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Policy Objective	To manage the development and disposal of unformed (paper) roads
Policy	<p>The development of unformed roads will not be permitted without prior Council approval. Any such approval shall be subject to Council standards. Council will not accept any responsibility for maintaining unformed roads unless prior Council approval has been granted.</p> <p>Where an adjoining property owner initiates the proposed purchase of an unformed road, all costs including the value of the land are to be recovered by Council.</p> <p>Where Council initiates the disposal of an unformed road then best use and value is to be obtained.</p> <p>Where appropriate Council will use the procedures of the Public Work Act 1981 for the stopping and disposal of an unformed road. Criteria to be considered will be: Is there a public good greater than the rights of the adjoining property owner? If this criteria cannot be met then the provisions of the Local Government Act 1974 procedures will be followed.</p>

Linkages/References	Local Government Act 1974 Public Works Act 1981
Department	Business Support - Property
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	


2.3.4 Forestry

	<h2>Forestry</h2>
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Policy Objective	To clarify the purposes for and management of Council's forestry activities.
Policy	<p>Council's interest in forestry activities on Pirongia is principally based on the need to effectively manage a community water supply catchment. Whilst protecting the integrity of the catchment, Council will manage its forestry activities to maximise long-term financial benefits.</p> <p>Part of maximising long-term financial benefits is taking advantage of any carbon credit allocation available under the Emissions Trading Scheme.</p> <p>Forestry land not included in the "controlled" or "restricted" classifications according to Waipa District Water Supply bylaws may be leased for grazing.</p> <p>Public access to Council forests is generally prohibited, although entry permits may be issued subject to approval.</p> <p>Net revenue from tree farming operations is regarded as general revenue income for the District.</p>

Linkages/References	10 Year Plan (LTCCP) Pirongia Forestry Management Plan Waipa District Water Supply Bylaw 2008 Local Government Act 2002
Department	Business Support - Property
Last Reviewed/Resolution	28 th September 2010
Container	01-32-02
Notes	The catchment for the Pirongia/Te Awamutu water supply is located on the slopes of Mount Pirongia and must be actively managed to assure the safety of the supply. This area has been planted in forest and access restricted. Council is also involved in adjacent commercial forestry operations on Pirongia.

2.3.5 Leases

	<h3>Leases</h3>
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Policy Objective	To oversee management of Council property for the purpose of maximizing economic return and community benefit while maintaining cost transparency.
Policy	<p>All Council owned, administered or controlled land, including Endowment, whether classified reserve or not, may be leased or rented to ensure best use and provide a market return for the property.</p> <p>2.3.5.1 Glasgow Leases</p> <p>Council will sell land subject to a "Glasgow lease" to the lessee as of right.</p> <p>2.3.5.2 Leasing Land for Recreational Use</p> <p>Where land is reserve then, Council will support recreational, educational, cultural and sporting clubs by permitting use of existing reserve land at minimal cost, provided the use meets the criteria of the relevant Reserve Management Plan and the Leisure Plan. Council seeks equity between similar groups.</p> <p>2.3.5.3 Lease of Council Buildings to Community Groups</p> <p>Council may rent/lease buildings to community groups. To ensure consistency, tenants will be required to meet all outgoings associated with their activities, including rates (subject to clause 2.3.5.8 below), insurance, water, ground and building maintenance. This will only be applicable where the group has sole occupancy of the building.</p> <p>2.3.5.4 Lease of Recreational Land for Non-recreational Use</p> <p>Council may lease recreational reserve land not immediately required for development, to appropriate individuals or groups, who will maintain the land in good order, ensure public safety, retain the passive enjoyment and the provision of open spaces within the District. Any lease must comply with the relevant Reserve Management Plan and the Reserves Act 1977.</p>

Leases to groups or individuals for the purpose of making private profits will be negotiated on a commercial basis with rentals being assessed through market values or by tender. Where community leases that are subject to this policy have a semi-commercial nature, Council may increase rentals to reflect this.

2.3.5.5 Erection or Replacement of Buildings on Council reserves

Council may permit the erection or replacement of buildings on reserve land subject to compliance with the relevant Reserve Management Plan.

The shared use of land and/or facilities will be encouraged by Council facilitating co-operation between clubs to utilise existing buildings before agreement is given for a new building upon a reserve.

2.3.5.6 Standard Lease

Council aims to have all community leases of all Council owned buildings renewed and effective from the same date wherever this can be negotiated.

Council has a standard community lease to be used, which contains standard terms and conditions which are to be applied, and reflect Council's requirements.

2.3.5.7 Term of Lease

Leases will generally be for a term of five(5) years with two rights of renewal for a further period of five years. This term will be subject to the provisions of any relevant reserve management plan and to any lease restrictions imposed by the Reserves Act 1977. Applications for longer leases will be referred to Council for consideration.

2.3.5.8 Fees and Charges

All property rentals will reflect market/commercial rates irrespective of the tenant. Any difference between market/commercial rate and rent charged shall be shown as a grant.


The general rate is to be remitted for all land used by sports, recreational, community and cultural facilities.

All rates for water and sewerage will be on the basis on a Uniform Annual Charge to each group with the exception of those that are extraordinary consumers or those licensed to sell liquor. For sewerage charges, for those tenants who do not hold

	<p>a liquor licence, there will be one sewerage charge as per Council's Fees and Charges Schedule. For those tenants who hold a liquor licence, the charges will be 50% of the sewerage charges as per Council's Fees and Charges Schedule, that would be applicable to the property.</p> <p>There is to be a calculation of 2% of the value of improvements for annual maintenance on all Council owned premises. The rental is to include this valuation.</p> <p>The annual administration charge to community groups be \$210 plus GST per lease. Any fees and charges will be reviewed annually by Council as part of the Annual Plan review.</p> <p>Lessees must accept responsibility for collection of extraordinary refuse but Council will continue with the routine collection from rubbish bins.</p>
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Linkages/References	Local Government Act 2002 Reserves Act 1977 Reserve Management Plans
Department	Business Support - Property
Last Reviewed/Resolution	28 th September 2010
Container	Property Management General 90-02-02
Notes	Council has several Glasgow leases and the management of these is constrained by legislation and the agreements that are in place with the improvement owner. A Glasgow lease is a historical lease entered in perpetuity with the lessee. Leases cover land only, which is not considered core to Council's needs and the lessee being the owner of all improvements, which are often residential in nature. These leases provide for rent reviews at 33 year intervals and given the ownership of the improvements, the most likely purchaser is the lessee. The sale of the land to the lessee is considered to be an appropriate means of resolving an inefficient administrative arrangement. These leases date back before the formation of Waipa District Council.

2.3.6 Pensioner Housing

	Pensioner Housing
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Policy Objective	To provide guidelines on the management of pensioner housing.
Policy	The Policy is available on Council's Intranet and website.

Linkages/References	Waipa District Council Pensioner Housing Policy 2010
Department	Business Support - Property
Last Reviewed/ Resolution	30 March 2010 Resolution 1/10/30
Container	
Notes	This policy sets out the Council's practice in regard to the provision, management and tenancy of pensioner housing within Waipa District. The policy includes Own your Own pensioner housing.

2.3.7 Community Halls

	<h2>Community Halls</h2>
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Policy Objective	To encourage local communities to take a greater role in the management of public halls and to make provision for the funding of development and maintenance works for community halls subject to the availability of funds.
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Policy	<ul style="list-style-type: none"> a) Council will encourage local involvement in administration of community halls (which for the purpose of the Policy are those community halls on an approved list held by Council’s Property Department). The preferred method is establishment of an incorporated society, responsible for administration, maintenance and accounting. b) Where Council is the owner or legal administering body for the facility, a lease or licence to occupy at a nominal rental shall be entered into with the society. The lease shall provide for a member of Waipa District Council to be an ex officio member of the Hall Committee, not being a committee of Council. The lease shall provide for renewal of rental at five-year intervals. c) Council shall arrange appropriate buildings insurance coverage over Council owned and, where requested, community owned, public halls. These insurance premium payments will be met from the general rate for the District. d) Community halls will receive 100% remission of general rates but will be liable for any targeted rates for water supply and wastewater disposal. e) Council will further assist public hall committees through targeted rating established over the community served by their hall, provided: <ul style="list-style-type: none"> i) A legal entity such as an incorporated society is responsible for the management of the facility. ii) The hall committee has defined the rating area and obtained the written consent of at least 75% of the ratepayers in the community. f) Any community hall receiving funding from targeted rates will need to provide Council annually with a set of verified accounts and a maintenance (asset) management plan in order to be funded.
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Linkages/References	10-year Plan (LTCCP) Annual Plan – Amenity Services Section
Department	Business Support - Property

Last Reviewed/ Resolution	28 th September 2010
Container	Halls General 15-11-25 Also look on each individual file for halls and the valuation roll number.
Notes	It is not always practical for Council or a governing body to retain the control of community buildings when the community are best suited to control and make decisions for the community. This type of hall management allows for greater communication between the hall committees and Council for the decisions they will make on the hall's future. Not all halls are rated and a variety of management arrangements exist.

2.3.8 Elections Advertising/Signage

	<h2>Elections Advertising/Signage</h2>
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<p>Policy Objective</p>	<p>The erection of temporary signs in the Waipa District is controlled under Council’s Operative Waipa District Plan 1997, Section 357 of the Local Government Act 1974, or Bylaws. This aims to provide specific policy in relation to elections advertising/signage.</p>
<p>Policy</p>	<p>Signs on Council’s Road Reserve Election signs are not permitted on Council’s road reserve/carriageway (including signs attached to vehicles). Signs may be fastened to boundary fences of private property provided no part of the sign or support encroaches onto or over the road reserve. Signs may not be attached to stock underpass rails or any other fencing encroaching into the road reserve.</p> <p>Signs should be sited no closer than 20 metres to an intersection or in proximity to a sharp curve in the road where they may cause distraction to motorists or restrict visibility. Any signs considered to be a traffic hazard by an enforcement officer may be required to be re-sited.</p> <p>Signs on Council Property No election signs will be permitted on any Council property or Council reserve, park or public place controlled by Council.</p> <p>Signs in/on Public Places Signs in urban areas are controlled by the Waipa District Control of Signs and Sale of Goods Bylaw 2007.</p> <p><i>The bylaw prohibits vehicles with signage from parking in public places for the purposes of displaying signage.</i></p> <p>In all areas the Waipa District Public Places Bylaw 2007 must be complied with (i.e. no obstructions or hazards to be caused).</p> <p>Signs on Private Property Any election hoarding/sign erected on a private property must comply with the Operative Waipa District Plan rules for election signs.</p> <p>Recommendations / Best Practice Guidelines For public safety reasons, the following recommendations should also be complied with:</p>

	<ul style="list-style-type: none"> • There must be a ground clearance of 1.4 m under the sign • Signs must be securely braced from the ground up to carry windloads for the duration of their erection; • Signs must not be affixed to any tree, fence, parks furniture or Council sign; • Signs must not be placed under the drip line of protected trees; • The grassed area damaged by the hoardings/signs i.e. support holes, must be reinstated; • Signs must not be placed in a location where it can obstruct the visibility of motorists; • Signs shall be sited no closer than 20 metres to an intersection or in proximity to a sharp curve in the road where they may cause distraction to motorists or restrict visibility. (Signs considered to be a traffic hazard will be required to be re-sited). • Signs must not be placed in a location where it will be an obstacle to pedestrians; • Signs must not to be reflectorised; • Signs must not imitate any official road sign; or interfere with the objective of official road signs. • No election advertising material should have Council’s logo on it. <p>Any non-complying signs, or signs deemed to be unsafe, may be removed by Council officers and enforcement costs may apply.</p> <p>Monitoring</p> <ul style="list-style-type: none"> • Candidates should regularly (daily if possible), monitor all their election signs with the view to reinstating any vandalised or storm damaged signs. • Any signs that have <u>not</u> been reinstated within a period of 72 hours, may be removed from the site by Council Officers. • To assist Council in the prompt processing of an election sign complaint, it would be appreciated if all candidates/parties register a contact name and phone number with Waipa District Council’s Electoral Officer, for each ward within Waipa District where signs are to be erected. Candidates should ensure compliance with s 113 of the Local Electoral Act 2201 which requires that any advertisement (including signs) should contain a statement setting out the true name of the person(s) for whom or at whose direction it is published and the street address of his or her residence or business.
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Linkages/References	Local Electoral Act 2001 District Plan
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	Waipa District Control of Signs and Sale of Goods Bylaw 2007
Department	Business Support Planning and Community Relations – Planning (Enforcement)
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	<p>The period of display for election hoardings/signs on sites is limited to <u>90 days</u> prior to an election, by-election or referendum.</p> <p>Signs on State Highways Signs on State Highways are controlled by the New Zealand Transport Agency (NZTA) through the Transit New Zealand (Signs on State Highways) Bylaw 2003/13.</p>

2.3.9 Smoking in the Workplace

	<h2>Smoking in the Workplace</h2>
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Policy Objective	To declare specified Council facilities as no smoking areas.
Policy	Smoking is not permitted inside any Council building or vehicle.

Linkages/References	Administration Manual, section 6.10 Smoke-Free Environments Act 1990
Department	Business Support - Property
Last Reviewed/ Resolution	28 th September 2010
Container	Smoke Free Policy 02-01-35
Notes	The Smoke-Free Environments Act 1990 requires that all employers have a written policy on smoking.

2.4 Information Management

Protection of Local Archives

	<h3>Protection of Local Archives</h3>
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Policy Objective	To make provision for the ongoing management of certain records and their public availability.
Policy	Council will endeavour to preserve all local archives of permanent historical value that members of the public can reasonably expect to be preserved and available for reference. This shall include documents that portray the constitution, organisation, functions, policies and financing of local authorities; documents which demonstrate the role of the authority in its dealings with members of the community; and documents, which provide information about life and growth of the community and of technological development.

Linkages/References	Public Records Act 2005 Local Government Official Information and Meetings Act 1987
Department	Business Support - Information Services
Last Reviewed/Resolution	28 th September 2010
Container	Archives – General 01-07-02
Notes	Council has a statutory obligation to retain and manage certain records for the effective and efficient discharge of its duties, functions and powers. There are, however, certain historical records that are not covered by statute. Council recognises the value in preserving such records for the ongoing benefit of the District and its residents.

3 PLANNING AND COMMUNITY RELATIONS

3.1 Community Relations

3.1.1 Treaty of Waitangi

	<h2>Treaty of Waitangi</h2>
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Policy Objective	To recognise the relevance of the Treaty of Waitangi in the context of Council’s partnership with Tangata Whenua.
Policy	<p>Council recognises the principles and terms of the Treaty of Waitangi that are fostered and supported in partnership with Tangata Whenua.</p> <p>The principles that Council recognises are:</p> <ul style="list-style-type: none"> ▪ Maintenance and funding of a consultative mechanism for Tangata Whenua ▪ Involving Tangata Whenua in Council planning and policy processes ▪ Maintenance of an organisational structure, environment and leadership that promotes the recognition of Tangata Whenua and Treaty obligations

Linkages/References	Resource Management Act 1991 Local Government Act 2002 10-year Plan (LTCCP)				
Department	Planning and Community Relations – Community Relations (Iwi Liaison)				
Last Reviewed/Resolution	28 th September 2010				
Containers	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Iwi Consultation Committee</td> <td style="text-align: right;">65-06-03</td> </tr> <tr> <td>Maori Issues</td> <td style="text-align: right;">65-15-02</td> </tr> </table>	Iwi Consultation Committee	65-06-03	Maori Issues	65-15-02
Iwi Consultation Committee	65-06-03				
Maori Issues	65-15-02				
Notes	<p>Council’s Iwi Consultative Committee is consulted on matters relevant to the wider Maori population of Waipa. Iwi representatives are appointed to Council’s Strategic Planning and Development, Policy and Regulatory Committees. While Council is not a partner in the Treaty, it recognises the importance of the Treaty and wishes to ensure that its decisions are consistent with the principles recognised by Iwi.</p> <p>Council is part of the Waikato Raupatu River Accord and recognises the evolving nature of relationships in light of FutureProof and Treaty Settlements.</p>				

3.1.2 Communication and Consultation

	<h2>Communication and Consultation</h2>
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Policy Objective	To establish a framework for communication and consultation with residents, ratepayers and the general public.
Policy	<p>COMMUNICATION AND CONSULTATION STRATEGY</p> <p>Council will develop, maintain and regularly review a communication and consultation strategy that sets out:</p> <ul style="list-style-type: none"> • Council’s role in the provision of information and advice to residents, ratepayers and the general public; • Minimum requirements for the provision of information and advice by Council and staff; • Minimum requirements for community consultation and providing for community involvement in decision-making. <p>Council will consult on significant issues/changes to adopted plans and programmes, including any proposed project with a minimum expected cost of \$500,000. Council will consult all key stakeholders whether or not a statutory obligation exists to do so. In undertaking this consultation, Council will generally follow the Special Consultative Procedure as set out in the Local Government Act 2002 or the process initially followed if the requirement is a statutory one. The actual process followed and the detailed nature of the consultation will be determined on a case-by-case basis.</p>

Linkages/References	Local Government Act 2002 Policy 2.2.3 Capital Expenditure and Project Planning Govenance Statement
Department	Planning and Community Relations
Last Reviewed/ Resolution	28 th September 2010
Container	Public Relations 20-07-03
Notes	Council has statutory obligation to consult when making certain significant decisions, such as adopting plans and making bylaws. Council has recognised the general importance of involving the community in decision-making, and wishes to go beyond the minimum statutory requirements in doing so.


3.1.3 Statements to News Media

	<h2>Statements to News Media</h2>
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Policy Objective	To specify those persons who may make statements to the media on behalf of Council.
Policy	Comment on behalf of Council will be made only by the Mayor, or staff with appropriate delegated authority.

Linkages/References	Waipa District Council Administration Manual Waipa District Council Delegations Register Waipa District Council Communication Strategy
Department	Planning and Community Relations – Community Relations
Last Reviewed/Resolution	28 th September 2010
Container	Press Release 01-54-08
Notes	Council wishes to be proactive in keeping the community informed of its activities and relevant issues. The restriction on statements to the media helps to ensure that information is appropriate, accurate and timely.

3.1.4 Complaints

	<h2>Complaints</h2>
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Policy Objective	To make provision for the recording, investigation and, where possible, resolution of complaints received by Council.
Policy	A database shall be maintained to record all complaints and requests for service and the action taken. The information recorded shall include date received, customer name and subject. All complaints/requests for service will be responded to and the date and nature of response recorded.

Linkages/References	Waipa District Council Administration Manual Resource Management Act 1991
Department	Planning and Community Relationships – Community Relations (Customer Support) and Planning
Last Reviewed/Resolution	28 th September 2010
Container	Complaints 01-17-10
Notes	The effective management of complaints is sound business practice and can provide a useful driver for improving services and increasing customer satisfaction. The Resource Management Act 1991 requires Council to record the details of all resource management related complaints and their outcomes.

3.1.5 Sister Cities Policy

	<h2>Sister Cities Policy</h2>
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Policy Objective	To set out Council’s role and expectations in regard to the establishment and support of Sister City relationships.
Policy	<p>Council recognises that formal relationships with international local government agencies can enhance the cultural, social, economic and environmental well-being of Waipa District residents. Council will maintain existing Sister City relationships by agreement with the Sister City partner, and enter into new relationships by agreement but subject to the relationship directly enhancing the well-being of District residents.</p> <p>When the opportunity arises to consider entering into Sister City relationships, Council will:</p> <ul style="list-style-type: none"> • Have the sole discretion on behalf of District residents to accept or decline the opportunity. This discretion will not limit Council from consulting Community Board and appropriate local agencies, groups or individuals when considering such opportunities. • Not prevent relationships being established or maintained between community groups or individuals, but may not provide funding or resources to support those links; <p>For all Sister City relationships Council will:</p> <ul style="list-style-type: none"> • Be the signatory on behalf of District residents; • Take a lead or coordinating role in the maintenance and enhancement of these relationships; • Provide an appropriate level of funding/resourcing to maintain the relationship, whilst ensuring the well-being of residents is enhanced; and • Monitor and report on the level to which the relationships enhance the well-being of Waipa residents. <p>Council acknowledges that Sister City relationships:</p> <ul style="list-style-type: none"> • Should not impose a financial burden on either partner, and official delegations will be sanctioned only by mutual consent, with each delegation paying all of its own expenses except where the host partner agrees to extend hospitality;

	<ul style="list-style-type: none"> • Should not be affected by changes to elected members or staff of either organisation; • May cease to enhance the well-being of District residents and, in such cases, may be terminated by mutual agreement with the relationship partner. In such cases the links established between individuals and community groups during the course of the formal relationship may continue, although Council may choose to not commit funding or resources to support those links; • Benefit from the involvement of community groups in fostering relationships with other community groups. While Council will work with these groups to maximise the benefits from sister city relationships, it is not expected that any financial resources will be provided to support the activities of these groups.
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Linkages/References	Sister City Agreements <ul style="list-style-type: none"> • Bihoro (Japan) - 1997 • Le Quesnoy (France) – 1999 • Moree (Australia) – Prior 1989
Department	Planning and Community Relations
Last Reviewed/Resolution	28 th September 2010
Container	Sister Cities 01-80-03
Notes	Council recognises that formal relationships with international local government agencies can enhance the cultural, social, economic and environmental well-being of Waipa District residents. Council will maintain existing sister city relationships by agreement with sister city partner, and enter into new relationships by agreement but subject to the relationship enhancing the well-being of the District residents.

3.1.6 Cambridge CBD – Sporting Champions

	<h2>Cambridge CBD – Sporting Champions</h2>
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Policy Objective	To recognise Cambridge’s outstanding achievers in sports.
Policy	<p>The Cambridge Central Business District street artwork themes reflect the Town of Champions, Town of Equine Champions. These may be displayed in mosaics, information plaques and perhaps in the future by quality bronze statues.</p> <p>The following criteria and eligibility be used to determine the inductees for Cambridge Outstanding Achievers to be acknowledged in plaques set in the footpath in Duke Street and Empire Street in Cambridge:</p> <ul style="list-style-type: none"> • Duke Street to be for sports people, trainers and coaches only. Therefore sporting administrators and others would be considered in the Empire Street criteria. • Consider only elite sports people who have achieved at the highest senior levels, i.e. not junior or age group championships. • Born and lived in Cambridge or its environs, or • Achieved “champion” status while residing in Cambridge or its environs. • Ask those who meet the above residency criteria if they consider themselves a Cambridge person. <p>That a working group comprising the Mayor, Deputy Mayor, Cambridge Board Chairman and prominent high achievers determine who meets the criteria and present names to Council for approval.</p> <p>That the working group remain active to ensure high achievers are identified and presented to Council for approval.</p>

Linkages/References	
Department	Planning and Community Relations – Community Relations
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	

3.1.7 Te Awamutu Walk of Fame


	<h2>Te Awamutu Walk of Fame</h2>
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Policy Objective	To recognise Te Awamutu outstanding achievers.
Policy	<p>The Te Awamutu Walk of Fame recognises outstanding achievers, and is located in Selwyn Park, Te Awamutu.</p> <p>The following criteria and eligibility criteria be used to determine inductees for Te Awamutu Outstanding Achievers to be acknowledged in the Te Awamutu Walk of Fame:</p> <ul style="list-style-type: none"> • Consider outstanding achievers who are well known nationally and internationally • Consider only elite people who have achieved at the highest senior levels, i.e. not junior or age group championships. • Born and lived in Te Awamutu or its environs, or • Achieved “outstanding achiever” status while residing in Te Awamutu or its environs. • Invite those meeting the above residency criteria to answer in the affirmative “Do they consider themselves a Te Awamutu person?”. <p>A working group comprising the Mayor, a Te Awamutu Councillor, the Te Awamutu Board Chairperson and including appointees from Iwi, the Te Awamutu Information Centre and Keep Te Awamutu Alive Society to determine who meets the criteria and present names to Council for approval.</p>

Linkages/References	
Department	Planning and Community Relations – Community Relations
Last Reviewed/Resolution	28 th September 2010
Container	
Notes	

3.2 Planning and Regulatory

3.2.1 Resource Management Act 1991 (RMA)


	<h2>Resource Management Act 1991 (RMA)</h2>
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<p>Policy Objective</p>	<p>To make provision for consultation with Iwi in relation to resource management issues and applications; to set out the criteria by which Council staff will determine whether an application is to be publicly or limited notified, or non-notified, and, to set out the basis by which District Development Levies will be expended.</p>
<p>Policy</p>	<p>Resource consent applications will be referred to Iwi for tangata whenua comment as per an agreed list.</p> <p>NOTIFICATION REQUIREMENTS</p> <p>In determining whether the Council should exercise its discretion to process and determine a resource consent application without public or limited notification, Sections 95 to 95E of the Resource Management Act 1991 will apply.</p> <p>Any decision which exercises discretion under Sections 95 to 95E of the RMA to process and determine a resource consent application without public or limited notification must be fully documented with supporting reasons.</p> <p>DEVELOPMENT IMPACT FEES</p> <p>Council is able to collect Development Impact Fees (DIF's) under the Resource Management Act 1991, where appropriate. Council will use collected reserve levies from new developments for the purpose of developing Council reserves.</p> <p>DEVELOPMENT CONTRIBUTIONS POLICY</p> <p>Council will collect development contributions on all resource consents, building consents and authorisation for service connection applications as per Council's Development Contribution Policy 2009 to enable fair contributions by developers to fund growth related infrastructure and services.</p>

<p>Linkages/References</p>	<p>Resource Management Act 1991 – Section 94 Waipa District Council Delegations Register 10 Year Plan (LTCCP)</p>
<p>Department</p>	<p>Planning and Community Services – Planning/ Development Engineering</p>

Last Reviewed/ Resolution	28 th September 2010
Container	Resource Management General 65-32-03
Notes	<p>Council's governance structure was developed to recognise the status of Iwi and their role in resource management issues.</p> <p>The RMA requires Council to determine whether consent applications are to be publicly notified, limited notified, or non-notified and the method for determining notification is clearly outlined in Sections 95 to 95E of the RMA.</p> <p>Council has the ability under the Local Government Act 2002 to collect development contributions in accordance with its Development Contribution Policy. The contributions will be required where the effect of the development is to require new or additional assets or assets of increased capacity for which Council must incur (or has already incurred) capital expenditure to provide for community facilities.</p>

3.2.2 Bonds

	<h2>Bonds</h2>
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<p>Policy Objective</p>	<p>To set out the procedure for entering into and managing bonds relating to land use and subdivision consents (under special circumstances).</p>
<p>Policy</p>	<p>3.2.2.1 BONDS FOR LAND USE CONSENTS</p> <p>a) To all Bonds</p> <p>i) The bond documentation shall be completed before the consent may be exercised. Bonds shall only be allowed for minor cosmetic reasons, (e.g.. a planting season that has been missed), and will not generally be allowed for any infrastructure works unless special circumstances exist. The decision on whether special conditions exist is at the sole discretion of Council. Bonds are not available for non resource management reasons such as financial hardship or to avoid or delay the fulfilment of consent conditions.</p> <p>ii) The bond will be required for an amount assessed as the cost of completing the works/financial contributions in the event of there being default under the bond and the works/financial contributions having to be completed /paid by Council. The amount assessed is to be a maximum of 2 times the estimated cost of the work/financial contribution.</p> <p>iii) The Council will require all works/financial contributions to be completed/paid as soon as practicable and will not, unless special circumstances exist, agree to works/financial contributions being bonded for a period longer than two years or the minimum term of any quotes used to estimate the cost of the outstanding works. Where special circumstances exist and an extension is granted, an additional administration fee will be payable at the rate applicable at the time prior to the extension being granted by Council.</p> <p>iv) In the event of the applicant disposing of the property the subject of the consent so that she/he/they will no longer be the holder of the resource consent the Council may at its sole discretion, if there is no default in performance of any other condition in the consent, by agreement with the holder of the resource consent cancel the bond and replace it with a bond in similar terms with the new holder of the resource consent for the time being at the cost of the</p>


	<p>original consent holder.</p> <p>b) Small Works \$5,000 or less- Where the amount of any work or works required to be bonded is \$5,000 or less the applicant who is entering into the bond will be required:</p> <ul style="list-style-type: none"> i) To deposit with the Council a cash sum equivalent to the assessment of value of the works. ii) To pay an administrative charge pursuant to Section 36 of the Resource Management Act 1991. iii) To enter into a bond on the form supplied by Council. Note: The cash sum will be held in Council's Solicitors Trust account and interest (less Residents Withholding Tax) as earned on the sum on day-to-day call rates will be paid to the applicant when the bond is cancelled. <p>c) Works/Financial Contributions in Excess of \$5,000 - Where the value of any work/financial contribution is in excess of \$5,000 the applicant who is entering into a bond will be required</p> <ul style="list-style-type: none"> i) Either to deposit with the Council a cash sum equivalent to the assessment of the value of the work/financial contribution or provide a guarantee from a bank or other acceptable financial institution for the full amount of the bond in which the guarantor shall bind itself to pay for the carrying out and completion of any such works/financial contributions in the event of the default of the applicant. ii) To enter into a bond as prepared by the Council's solicitors at the cost in all things of the applicant. Such bond will be registered against the applicant's title. <p>d) Releases of Bonds and Variations Any bond given will be released by the Council when the work/financial contribution required has been fully carried out/paid to the satisfaction of the Council by confirmation in writing.</p> <ul style="list-style-type: none"> iii) On any request for an inspection to lead to a release or variation of a bond an administration fee pursuant to Section 36 of the Resource Management Act 1991 shall be paid. <p>3.2.2.2 BONDS FOR SUBDIVISION CONSENTS</p> <p>a) To all Bonds</p> <ul style="list-style-type: none"> i) Unless special circumstances exist, a subdivision consent condition cannot be bonded. If Council staff determine that special circumstances do exist at their sole discretion, the bond documentation shall be completed before any
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	<p>Section 224 Certificate is issued.</p> <ul style="list-style-type: none"> ii) If a bond is requested under special circumstances, then the applicant must provide reasons in writing. iii) Council will not accept any bond for the completion of subdivision consent conditions which involve essential works being works or services necessary to ensure public health, road safety or prevention of damage to property. There shall be no exceptions and for the avoidance of doubt financial hardship or the deferral/avoidance of costs to satisfy consent conditions are not a special circumstance. <p>Where Special Circumstances exist, the following will apply:</p> <ul style="list-style-type: none"> b) That the bond will be required for an amount assessed as the cost of completing the works or financial contributions in the event of there being default under the bond and the works or financial contributions having to be completed or paid by Council. The amount assessed is to be a maximum of 2 times the estimated cost of the work or financial contribution. c) The Council will require all works or financial contributions to be completed/paid as soon as practicable and will not, unless special circumstances exist, agree to works or financial contributions being bonded for a period longer than two years or the minimum term of any quotes used to estimate the cost of the outstanding works. d) Small Works \$5,000 or less- Where the amount of any work or works required to be bonded is \$5,000 or less the applicant who is entering into the bond will be required. <ul style="list-style-type: none"> i) To deposit with the Council a cash sum equivalent to the assessment of value of the works. ii) To pay an administrative charge pursuant to Section 36 of the Resource Management Act 1991. iii) To enter into a bond on the form supplied by Council. Note: The cash sum will be held in Council's Solicitors Trust account and interest (less Residents Withholding Tax) as earned on the sum on day-to-day call rates will be paid to the applicant when the bond is cancelled. e) Works/Financial Contributions in Excess of \$5,000- Where the value of any work/financial contribution is in excess of \$5,000 the applicant who is entering into a bond will be required <ul style="list-style-type: none"> i) Either to deposit with the Council a cash sum equivalent to the assessment of the value of the work/financial contribution or to provide a guarantee from a bank or
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	<p>other acceptable financial institution for the full amount of the bond in which the guarantor shall bind itself to pay for the carrying out and completion of any such works/financial contributions in the event of the default of the applicant.</p> <p>ii) To enter into a bond as prepared by the Council's solicitors at the cost in all things of the applicant. Such bond will be registered against the applicant's title.</p> <p>f) Releases of Bonds and Variations</p> <p>g) Any bond given will be released by the Council when the work or financial contribution required has been fully carried out or paid to the satisfaction of the Council.</p> <p>i) If more than one allotment on the approved subdivision plan is subject to a bond then-</p> <ul style="list-style-type: none"> • No partial release from the bond will be granted for any allotment which will be affected by the work or works or financial contributions being uncompleted or unpaid. <p>ii) In respect of all releases, or variations of bond, any documents required shall be prepared by Council's solicitors at the cost in all things of the applicant.</p> <p>iii) On any request for an inspection to lead to a release, partial release or variation of a bond an administration fee pursuant to Section 36 of the Resource Management Act 1991 shall be paid.</p>
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Linkages/References	Resource Management Act 1991
Department	Planning and Community Relations- Planning/Development Engineering
Last Reviewed/Resolution	28 th September 2010
Container	Bonds 45-01-01
Notes	Council, through the District Plan, is responsible for managing the effects of land use and subdivision activities. In the past some consents have been granted but not complied with, resulting in difficult and often expensive enforcement actions. Currently, where such activities require a resource consent, in limited circumstances, Council may issue the consent subject to the provisions of a bond and the satisfactory completion of any works or conditions. Where a bond is required and the works are minor, it may be paid in cash to the value of works to be undertaken.

3.2.3 Hearings Procedures

	<h2>Hearings Procedures</h2>
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Policy Objective	To set out the procedures by which statutory and other hearings will be conducted.
Policy	<p>3.2.3.1 A hearing is a quasi-judicial process where evidence is presented in support of an application or objection. Council is generally obliged to conduct hearings as a consequence of, or in relation to, the provisions of the Resource Management Act 1991, the Dog Control Act 1996, and Sale of Liquor Act 1989.</p> <p>3.2.3.2 Where applicable, Council hearings will be conducted in accordance with the requirements of the governing legislation and with any good practice guide (see section below on RMA hearings). If there is none available then Council hearings will be conducted in accordance with the following procedures:</p> <ul style="list-style-type: none"> a) All hearings shall generally be held in the offices of the Waipa District Council situated at Bank Street, Te Awamutu or Wilson Street, Cambridge. Alternative venues may be arranged if circumstances dictate that either of these venues is inappropriate because of their size or location. b) Each hearing will usually be conducted before the Waipa District Council Regulatory Committee chaired by a person appointed by Council and in their absence by the Deputy Chairman, Mayor or Deputy Mayor. c) Not less than 10 working days notice before the hearing all parties shall be notified of the commencement date, time, and of the place of the hearing. d) For hearings, a copy of the Council officer's report relating to the application or objection will be circulated to all parties at least five (5) working days before the hearing date. e) Council requests that a copy of any written evidence to be presented at the hearing by any party be provided to the Council prior to the hearing at the earliest opportunity. This will allow Council to circulate relevant material prior to a hearing. g) Presentation equipment and technical assistance will be made available by Council at all hearings where prior

arrangement has been made.

- h) People presenting evidence will not be required to swear an oath.

3.2.3.3 HEARING FORMAT

Generally, hearings will be conducted as follows:

- a) The application or objection will be called and the Chairperson will declare the hearing open.
- b) All parties present will be asked by the Chairperson to identify themselves, stating their interest in the matter.
- c) The Chairperson will call on the applicant(s), objector(s) or their representatives to present the application /objection.
 - i) The applicant(s), objector(s) or representatives makes an opening address. Usually this is a brief outline of the facts and legal submissions they may wish to make.
 - ii) The applicant(s), objector(s) or representatives may then call any witness to give evidence in support of an application.
- d) The Chairperson and other members of the Committee may ask questions of the applicant/objector or any witnesses. No other person or parties shall be permitted to cross-examine any other person or party.
- e) The Chairperson will then call on each submitting party in turn to present their case. Those parties speaking in support of a proposal will speak first, followed by those opposed to the proposal. The Chairperson may:
 - i) If it is considered that there likely to be excessive repetition, limit the circumstances in which parties having the same interest in a matter may speak or call evidence in support;
 - ii) Direct that an applicant or submitter present within a specified time limit;
 - iii) Direct that evidence and submissions be recorded, taken as read or limited to matters in dispute;
 - iv) Direct a submitter not to present the whole or part of a submission if it is irrelevant or not in dispute;
- f) The Chairperson and other members of the Committee may ask questions of the submitters or any witnesses. No other person or parties shall be permitted to cross-examine any other person or party.
- g) The Chairperson will then call the Council's representative to report on the application or objection. The Council representative may call such other witnesses as considered necessary.
- h) The Chairperson and other members of the Committee may ask questions of the Council representative and any

	<p>other person used by the Council representative to present evidence.</p> <ul style="list-style-type: none"> i) The Chairperson will advise the applicant(s) that they have the right of reply. The reply must be confined to matters arising out of the evidence or any legal points that require clarification. The applicant(s) or objector(s) may not introduce new evidence at this stage. j) If the Committee decide that there is insufficient information available for it to reach a decision on the application then the Chairperson may adjourn the hearing pending receipt of the further information. Upon the receipt of the further information the Council representative shall pre-circulate the additional information to all parties involved in the hearing at least two working days prior to the hearing being reconvened. k) A reconvened hearing will then follow the process from section 2.3.2(a) of these procedures. If the hearing is adjourned after the applicant's right of reply, the hearing must be concluded no later than 10 working days after the right of reply (either orally or in writing) has been exercised. l) The Chairperson will then declare the hearing completed and may also advise that the decision will be reserved. Once the decision has been made it will be conveyed to all parties within 15 working days after the hearing. n) The Committee may resolve to exclude the public to allow discussion on the proposal. o) The Committee will resolve the decision and may formulate conditions. p) After the presentation of evidence by any applicant, submitter or witness, the Chairperson may ask staff, or consultants acting for the Council, whether there are any requests for questions to be directed by the Chairperson. q) The order of the hearing procedure may vary at the discretion of the Chairperson. All questions or requests for points of clarification should be directed to the Chairperson who, at his/her discretion, may seek an answer from the appropriate person. <p>RESOURCE MANAGEMENT ACT HEARINGS</p> <p>All RMA hearings will be conducted in accordance with Sections 39 to 42 of the RMA (Powers and Duties in Relation to Hearings), in particular Section 41C. Section 41C(1) states that the Council/Commissioner may direct the order of business at a hearing, including the order in which evidence and submissions are heard.</p> <p>Hearings will be conducted in public except for those Resource Management hearings where the Council determines that the need to</p>
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	<p>protect sensitive information is such that the public should be excluded pursuant to Section 42 of the RMA.</p> <p>In relation to designation requirements under the RMA, a letter, containing the recommendation of the Committee/Commissioner to the Requiring Authority (the Agency that is proposing land be designated), will be sent to submitters for their information. Submitters will be advised of the Requiring Authority's decision within 15 working days of it being received by Council.</p>
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Linkages/References	Resource Management Act 1991 Dog Control Act 1996 Sale of Liquor Act 1989
Department	Planning and Community Relations – Planning/ Environmental Services
Last Reviewed/ Resolution	28 th September 2010
Container	Hearings Procedures 01-53-01
Notes	The Resource Management Act 1991 and the Dog Control Act 1996 make specific provision for the hearing of applications, objections and any other circumstances where a statutory right exists for persons to seek a hearing. Council's policies such as Liquor Licensing Policy, Gambling Venue and Board Venue Policies and Development Contribution Policy set the criteria against which staff, under delegated authority, may approve/issue unopposed applications. Those applications that fall outside the policy criteria will normally be subject to a hearing.

3.2.4 Submissions, Appeals and Objections by Council

	<h2>Submissions, Appeals and Objections by Council</h2>
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Policy Objective	To allow Council staff to lodge a general submission or objection on any matter notified to Council where time precludes prior consideration by Council.
Policy	Council will normally take the opportunity to make submissions, or lodge appeals or objections on any significant matter affecting Council's interests. All submissions, appeals or objections shall be approved by Council, unless timing prevents prior approval, in which case they can be lodged with the prior approval of the Chief Executive and reported to Council at the earliest opportunity thereafter.

Linkages/References	Local Government New Zealand
Department	Planning and Community Relations - Strategy
Last Reviewed/Resolution	28 th September 2010
Container	The file will relate to the nature of the works notified and/or the organisation promoting these works.
Notes	Council has the opportunity to make submissions or lodge objections on matters throughout the year. However, the timing of these often means that a deadline arrives before a formal response can be considered by Council.


3.2.5 Contaminated Sites

	<h2>Contaminated Sites</h2>
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Policy Objective	To make provision for the management of contaminated sites.
Policy	Council will maintain a database of contaminated and potentially contaminated sites within the District and the owners/occupiers of such sites will be advised accordingly. The information will assist Council in meeting its obligations pursuant to the Local Government Official Information and Meetings Act 1987 and will be made available in conjunction with applications for Land Information Memoranda.

Linkages/References	Local Government Official Information and Meetings Act 1987
Department	Planning and Community Relations – Environmental Services
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	Council is required to provide information on properties if so requested, including whether the site may be contaminated. The establishment and ongoing maintenance of a contaminated sites database allows Council to meet its statutory obligations.

3.2.6 Liquor Licensing Policy 2003

	Waipa District Licensing Agency Liquor Licensing Policy 2003
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Policy Objective	<p>The object of the Sale of Liquor Act 1989 is</p> <p><i>“...to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse so far as that can be achieved by legislative means...”</i></p> <p>The object of the Sale of Liquor Act 1989 further requires that every District Licensing Agency</p> <p><i>“...shall exercise its jurisdiction, powers, and discretions under the Act in the manner that is most likely to promote the object of this Act.”</i></p> <p>The Liquor Licensing Authority in Wellington indicated that local authorities should adopt a Liquor policy to assist the District Licensing Agency in carrying out its functions.</p>
Policy	<p>3.2.6.1 PURPOSE AND INTENT OF THE POLICY</p> <p>The Sale of Liquor Act 1989 (the Act) sets out clear procedures for District Licensing Agencies to consider and determine unopposed applications for licences and managers certificates.</p> <p>There are however areas where the District Licensing Agency can make discretionary judgements or decisions. The development of clear guidelines will help ensure consistency in administering the requirements of the Act, as well as providing a degree of certainty for applicants. The purpose and intent of this policy is to provide these guidelines.</p> <p>It is not the intent of this policy to state matters that are already statutory requirements of the Act, but to address matters where the Act gives the District Licensing Agency some discretion. Applicants should be aware of their statutory obligations under the Act.</p> <p>When an application to the District Licensing Agency is unopposed by reporting Authorities, but falls outside of this policy, the District Licensing Agency may consider the application at a public hearing.</p> <p>This policy should be read in conjunction with any changes to the Sale of Liquor Act 1989.</p>

	<p>3.2.6.1.2 SECTION 96 STATEMENTS AND CASE LAW</p> <p>The Liquor Licensing Authority may, from time to time, issue statements to District Licensing Agencies under section 96 of the Act setting out its views on the general administration of the Act, the policy to be followed in the administration of the Act, or any provisions of it, or any information obtained by the Authority from any enquiry held by it, or from any other source.</p> <p>In the exercise of its functions under this Act, every District Licensing Agency must observe any statement issued under this section.</p> <p>The District Licensing Agency will also give consideration to any relevant Liquor Licensing Authority decisions or case law when considering applications under the Act.</p> <p>The District Licensing Agency will be referred to as “the Agency” from hereon.</p> <p>3.2.6.3 APPLICATIONS</p> <p>3.2.6.3.1 The Agency will only process those applications that have been properly completed by the applicant or their agent to the satisfaction of the Liquor Licensing Inspector.</p> <p>3.2.6.3.2 Applications must be filed within the statutory timeframes dictated by the Act.</p> <p>3.2.6.3.3 All applications for special licences should be submitted at least 10 working days prior to the event, unless the application relates to a private social gathering. Applications received later than 10 days prior to the event will be accepted and processed only where, in the opinion of the District Licensing Agency Secretary (“the Secretary”), it is practicable to do so.</p> <p>3.2.6.3.4 The Agency will require in the case of applications for on, off or club licences that notice of the application in the prescribed form be attached in a conspicuous place on or adjacent to the site to which the application relates. The notice shall be displayed for a minimum period of 10 working days after the date of the first public notice of the making of the application. This requirement may be exempted by the Agency Chairperson or the Secretary in those situations where it is impracticable or unreasonable to comply.</p> <p>3.2.6.3.5 Applications must be accompanied by the correct fee as dictated by the Act and relevant regulations.</p> <p>3.2.6.4 REFUNDS</p>
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	<p>Application fees submitted with applications are not generally refundable. The Secretary may consider requests for refunds in exceptional circumstances. Such refunds will be of such an amount as to reflect the costs incurred by the Agency in consideration of the application, and will not exceed 50% of the original fee.</p> <p>3.2.6.4 PUBLIC NOTICES</p> <p>3.2.6.4.1 Applications for on, off and club licences shall be advertised in accordance with the Act</p> <p>3.2.6.4.2 The District Licensing Agency may require the public notification of special licences where it believes the matter is of public interest or for any matter it considers relevant in terms of the objective of the Act.</p> <p>3.2.6.4.3 WAIVERS</p> <p>The Agency or Chairperson may consider applications for waiver under section 111 of the Act where errors or omissions in the application, process or public notices are minor and will not, in the opinion of the Liquor Licensing Inspector have any undue effect on the application or the right of public and reporting agencies to comment. This authority may be delegated to the Secretary of the Agency.</p> <p>3.2.6.5 CRITERIA FOR PREMISES LICENCES</p> <p>3.2.6.5.1 Sections 13, 35, 59 and 79 of the Act specify criteria for the Agency to have regard to when considering any application for any type of licence. Information to complete these assessments is obtained from reports on the application from the Agency’s Liquor Licensing Inspector, the Police, and the Medical Officer of Health. The following specifies minimum criteria that must be satisfied before further consideration is given to any application.</p> <p>3.2.6.5 SUITABILITY OF APPLICANT</p> <p>Refer to Section 9.0</p> <p>3.2.6.6 TRADING HOURS</p> <p>3.2.6.6.1 This part of the policy applies only to applications for new licences and/or for new tavern, hotel and club premises (other than sports clubs). The Act defines taverns, hotels etc. It does not apply to existing licences as applications for renewals of these licences can only be considered on the existing approved hours, unless a variation has been applied for and approved. The times prescribed in this policy include those imposed by the Act.</p>
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New Licences – Existing Premises

Liquor may be sold only on the following days and during the following hours:

- a) Monday to Saturday 7:00am to 2:00am the following day (except the days before Good Friday, Easter Sunday, Christmas Day and Anzac Day where 7.00am to 12.00 midnight shall apply) to any person who is present on the premises.
- b) Sundays (other than Easter Sunday) 9.00am to 10.00pm to any person who is present on the premises. [Note: This is from the Amendment Act and applies retrospectively to existing licences. It can but does not have to apply to new licences]
- c) Good Friday, Easter Sunday, Christmas Day and Anzac Day 7:00am to 10pm to any person who is present on the premises for the purpose of dining. [There is a general prohibition on the sale and supply of liquor to all other persons (except for after 1.00pm on Anzac Day)]
- d) The sale and supply of liquor on Anzac Day is prohibited to any person before 1.00pm, except for those present on the premises for the purpose of dining.
- e) In the case of hotels, liquor may be served at any time to any person currently lodging on the premises.

3.2.6.7 New Licences – New Premises

In the case of new Hotels or Taverns located more than 250 meters from a residential zoned area the criteria as for 3.3.1 shall apply.

In all other cases liquor may be sold only on the following days and during the following hours:

- a) Monday to Thursday 7:00am to 10:30pm to any person who is present on the premises
- b) Friday and Saturday 7.00am to 12.00 midnight to any person who is present on the premises Sundays (other than Easter Sunday) 9.00am to 10.00pm to any person who is present on the premises. [Note: This is from the Amendment Act and applies retrospectively to existing licences. It can but does not have to apply to new licences]
- c) Good Friday, Easter Sunday, Christmas Day and Anzac

	<p>Day 7:00am to 10pm to any person who is present on the premises for the purpose of dining. There is a general prohibition on the sale and supply of liquor to all other persons (except for after 1.00pm on Anzac Day)</p> <p>d) The sale and supply of liquor on Anzac Day is prohibited to any person before 1.00pm, except for those present on the premises for the purpose of dining</p> <p>e) In the case of Hotels, liquor may be served at any time to any person currently lodging on the premises.</p> <p>3.2.6.8 CLUBS</p> <p>a) Maximum hours for sports clubs shall allow liquor to be sold only on the following days and during the following hours:</p> <p style="padding-left: 40px;">Monday to Sunday 8.00am to 1.00am the following day</p> <p>b) The District Licensing Agency will have regard to the hours of operation and type of activities of the club, as well as to the proximity of the club premises to residential properties in setting the licence hours.</p> <p>c) Chartered Clubs – the criteria for hotels and taverns given in 3.3.2 shall apply. The restrictions of trading on certain public holidays will not apply.</p> <p>3.2.6.9 RESTRICTED OR SUPERVISED AREAS</p> <p>3.2.6.9.1 All or part of every hotel or tavern premises must be designated as a restricted or supervised area;</p> <p>3.2.6.9.2 Designations may be applied to other premises as may be recommended by the Licensing Inspector and determined by the Agency in consultation with the licensee.</p> <p>3.2.6.10 HOST RESPONSIBILITY</p> <p>3.2.6.10.1 All applications for new licences shall be accompanied by a written host responsibility policy covering (but not limited to):</p> <ul style="list-style-type: none"> • Signage • Provision of food • Provision of low and non-alcoholic drinks • Transport options • Prohibited persons • Cleanliness of footpaths and other public areas in the immediate vicinity of the premises
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	<p>The Liquor Licensing Inspector will assess the host responsibility policy as part of the licence application.</p> <p>3.2.6.10.2 The policy shall be kept or displayed in a place where it can be easily accessed by staff</p> <p>3.2.6.10.3 The Licensee may be required to demonstrate to the Liquor Licensing Inspector that staff receive regular training on the policy, including determining the state of intoxication of patrons.</p> <p>3.2.6.10.4 The policy shall be made available to Police, Liquor Licensing Inspector, Medical Officer of Health and patrons on request.</p> <p>3.2.6.11 CONDITIONS THAT MAY BE IMPOSED ON A LICENCE</p> <p>3.2.6.11.1 Under Sections 14, 37, 60 and 80 of the Act the Agency can impose conditions to the issue of any licence. Some conditions specified in the Act are mandatory for the type of licence being issued. Other matters are listed for which the Agency may impose conditions. This policy gives guidelines as to when any one of these matters may be imposed as a condition on the issue of a licence.</p> <p>3.2.6.12 PROMOTION OF THE RESPONSIBLE CONSUMPTION OF LIQUOR</p> <p>3.2.6.12.1 The Agency will make conditions, where appropriate, to ensure the responsible consumption of liquor when granting applications for on-licences. This may include restrictions on the number of alcoholic drinks sold to any one individual. The Agency does not support the sale of alcohol from mobile vendors.</p> <p>3.2.6.12.2 The Agency will not support any application where it feels the nature of the event, or any advertising associated with it, promotes excessive consumption of liquor.</p> <p>3.2.6.13 CATERERS</p> <p>3.2.6.13.1 The Agency will require, as a condition or conditions attached to any endorsed off-licence issued, that catering operations will provide non-alcoholic refreshments and food as part of its range of products. A full range of non-alcoholic refreshments, including juices and water, is to be provided for patrons.</p> <p>3.2.6.13.2 Food consisting of at least packaged and snack foods in the nature of pies, sandwiches, filled rolls, pizzas and the like must be available at all times, and the availability of those foodstuffs shall be notified to patrons by appropriate notices throughout the premises.</p> <p>3.2.6.14 TEMPORARY AUTHORITIES</p> <p>3.2.6.14.1 Temporary authorities may be granted to permit the</p>
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	<p>continuation of a business with a current on-licence or off-licence.</p> <p>3.2.6.14.2 A temporary authority may be issued for a period of up to three months at one time, or until the expiry of the current on-licence or off-licence.</p> <p>3.2.6.14.3 Any temporary authority will generally be issued and operated under the existing terms of the base licence, though the Agency will exercise its right to impose conditions as it sees fit as provided for in the Act.</p> <p>3.2.6.14.4 The Agency will not issue more than one temporary Authority unless a full application for a substantive licence has been received prior to the expiry of that Temporary Authority, except in exceptional circumstances to be determined by the Secretary.</p> <p>3.2.6.15 OFF LICENCES</p> <p>3.2.6.15.1 Where the off-licence is part of premises that also holds an on-licence or club licence, the hours of the off-licence shall not exceed, but may be less than, the hours of the other licence in force.</p> <p>3.2.6.15.2 In any other case the maximum hours as given for taverns and hotels in 3.3 will apply</p> <p>3.2.6.16 CRITERIA AND CONDITIONS FOR SPECIAL LICENCES</p> <p>3.2.6.16.1 A special licence can be issued pursuant to either Section 73 or 74 of the Act. An inspector and member of the Police report on applications. Sections 79 and 80 set the conditions and criteria that the Agency must have regard to when issuing special licences.</p> <p>3.2.6.16.2 A special licence issued under Section 73 authorises the holder of the licence to sell and supply liquor on the premises or conveyance described in the licence to anyone attending any “occasion or event or series of occasions or events” described in the licence.</p> <p>3.2.6.16.3 A special licence issued under Section 74 authorises the holder of an on-licence or a club licence to sell and supply liquor for consumption on the premises, at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings of any kind specified in the licence.</p> <p>3.2.6.16.4 The Agency will not issue a special licence in situations where it believes that an application should be made for a full on, off or club licence having regard to Section 7.8.</p>
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	<p>3.2.6.17 DEFINITION OF “OCCASION OR EVENT OR A SERIES OF OCCASIONS OR EVENTS”</p> <p>3.2.6.17.1 An occasion or an event can be any identifiable event and should be outside the usual or regular activities of an on, off or club licensed premises. An event may run over more than one day and may be several consecutive days.</p> <p>3.2.6.17.2 A series of occasions or events is defined as a series of related events or activities that have specified beginning and end points.</p> <p>3.2.6.18 DEFINITION OF SOCIAL GATHERING</p> <p>A social gathering must have the following characteristics:</p> <ul style="list-style-type: none"> a) There must be a purpose for the function or gathering other than mere enjoyment of bar facilities; b) Liquor consumption must be ancillary to the true purpose; c) The attendees must be only the promoters, the participants, and the specially invited guests who are participators in or spectators to then principal activity; <p>3.2.6.19 PRIVATE SOCIAL GATHERINGS ON LICENSED PREMISES</p> <p>If a private social gathering (e.g. a wedding or birthday party) is being held on a licensed premises outside the hours or conditions of the licence and the host of the function is giving the liquor to their guests and paying the licensee for the costs afterwards, the person selling the liquor (i.e. the licence holder) requires a special licence.</p> <p>3.2.6.20 DURATION AND FREQUENCY</p> <p>3.2.6.20.1 A special licence can be used for any lawful activity that does not fall into the regular activity of any other category of licence specified in the Act. A special licence will not be issued where, in the opinion of the Agency, the extent or regularity of the activity is such that an on, off or club licence is required by the Act.</p> <p>3.2.6.20.2 Special licences will not be granted beyond 1.00am (or 2.00am on New Year’s Day) except at the discretion of the Chairperson and Secretary of the Agency.</p> <p>3.2.6.20.3 The Agency will not issue a special licence for more than twelve (12) occasions, events or social gatherings on one</p>
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	<p>licence.</p> <p>3.2.6.21 SPECIAL LICENCE APPLICATIONS</p> <p>3.2.6.21.1 The party who receives the proceeds from the sale or supply of liquor shall be the applicant for a special licence.</p> <p>3.2.6.21.2 All applications for special licences should be submitted in accordance with Section 2.1.3.</p> <p>3.2.6.22 DISPLAY OF LICENCE</p> <p>The Agency will direct that the licence, together with the conditions imposed on the licence, be displayed in a conspicuous place, at the place described in the licence, except in the case of a private social gathering.</p> <p>3.2.6.23 MANAGER TO BE IN ATTENDANCE</p> <p>3.2.6.23.1 The Agency may require any applicant who holds a special licence to appoint a certificated manager except where the Agency considers that the licensee, or some other person nominated by the licensee, will effectively manage the conduct of the sale of liquor pursuant to the licence.</p> <p>3.2.6.23.2 The applicant, or nominated manager, may be subjected to the same criteria as specified for managers in the policy statement below.</p> <p>3.2.6.24 CRITERIA FOR MANAGERS CERTIFICATES</p> <p>Section 121 of the Act specifies criteria for the Agency to have regard to when considering any application for manager’s certificates. Information to assess against the criteria is obtained from reports on the application from the Agency’s Liquor Licensing Inspector and the Police. The following specifies minimum criteria that must be satisfied before further consideration is given to any application.</p> <p>3.2.6.25 RELEVANT EXPERIENCE</p> <p>3.2.6.25.1 This will be assessed in terms of the applicant’s relevant experience in the hospitality industry, their management ability as determined from their personal history, their character and reputation as determined by their presentation in an interview situation.</p> <p>3.2.6.25.2 Written evidence of experience should accompany the application. Consideration may be given to personal references</p> <p>3.2.6.25.3 Applicants will be required to display a satisfactory understanding of the Act.</p>
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	<p>3.2.6.26 RELEVANT TRAINING AND QUALIFICATIONS</p> <p>3.2.6.26.1 The Agency will require any applicant for a General Managers Certificate to hold the prescribed qualification once Section 117A of the Act is in force. Until this section takes effect, the Liquor Licensing Inspector will determine what constitutes an acceptable qualification.</p> <p>3.2.6.26.2 Applicants for Club Manager’s Certificates will need to demonstrate competence with the requirements of the role and an understanding of the provisions of the Act. The Agency may require applicants to complete an approved form of assessment.</p> <p>3.2.6.27 SUITABILITY OF APPLICANT</p> <p>Refer to Section 9.0</p> <p>3.2.6.28 MATTERS RELATING TO CLUB MANAGERS CERTIFICATES</p> <p>3.2.6.28.1 The applicant for a club managers certificate needs to demonstrate a significant commitment to the club by providing evidence of a significant involvement in the management and activities of the club itself</p> <p>3.2.6.28.2 In the case of clubs commonly known as Chartered Clubs, including RSA’s, Workingmen’s Clubs and Cosmopolitan Clubs, applicants shall be encouraged to apply for a General Manager’s Certificate.</p> <p>3.2.6.29 OTHER MATTERS</p> <p>3.2.6.29.1 In addition to the above listed matters, the Agency will also have regard to any matters raised in any report from the Licensing Inspector, or the Police.</p> <p>3.2.6.29.2 In certain circumstances, on a recommendation in any such reports, the Agency may be prepared to modify, add to or waive some of the criteria stated above.</p> <p>3.2.6.30 SUITABILITY OF APPLICANT</p> <p>3.2.6.30.1 This policy applies to applicants for premises licences, special licences, and managers certificates.</p> <p>3.2.6.30.2 The suitability of an applicant will include consideration of their experience in the hospitality industry, their management ability as determined from their personal history, their character and reputation as determined by their presentation in an interview situation.</p> <p>3.2.6.30.3 In determining suitability an assessment is made of the likelihood of a potential licensee or manager upholding the law in light of the evidence provided. Due consideration is given to reports from the Police and the Licensing Inspector.</p>
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	<p>If either of these agencies raise any matters in opposition then the application is referred to the Liquor Licensing Authority. Matters in opposition can include evidence relating to the applicants past management of a licensed premises in such a manner that caused annoyance to neighbours, particularly in residential areas, and particularly in relation to the emission of noise.</p> <p>3.2.6.30.4 In considering the effect of individual convictions on the suitability of an applicant for an on-licence in terms of Section 13(1)(a) of the Act, the Agency may give less weight to convictions:</p> <ul style="list-style-type: none"> <i>i)</i> Considered historic provided there has been no offending of any kind since that time; <i>ii)</i> Relating to minor traffic or parking offences not involving liquor. <p>3.2.6.30.5 The Agency may give added weight to any conviction:</p> <ul style="list-style-type: none"> <i>i)</i> For any offence occurring on or involving or arising from conduct on licensed premises; <i>ii)</i> Relating to or involving the use or abuse of drugs or liquor, including drink-driving; <i>iii)</i> Relating to repeat offending or a pattern of offending <i>iv)</i> For assault or violence offences against any person or property. <p>3.2.6.30.6 The Agency may place a greater weight on any conviction of any type that the applicant fails to disclose on the application.</p> <p>3.2.6.31 DISPLAY OF LICENCE RENEWAL NOTICE</p> <p>Applicants shall ensure that the notice of renewal is displayed alongside or adjacent to the original licence, at the principal entrance or in a conspicuous or prominent place, whichever applies.</p> <p>3.2.6.32 LIQUOR LICENSING AUTHORITY</p> <p>The Agency reserves the right to refer any application to the Liquor Licensing Authority for a determination, where the granting of that application could, or would, have a significant effect outside of the Agency's district, fails to comply with this policy, or is opposed by reporting Agencies.</p>
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	<p>3.2.6.33 FIRE SAFETY AND THE NZ FIRE SERVICE</p> <p>3.2.6.33.1 Applicants will need to ensure that, in the case of premises licences, the premises comply with the fire safety requirements of the Building Act 1991, the Fire Service Act 1975 and any regulations that may apply.</p> <p>3.2.6.33.2 The required evidence of this must accompany applications for renewal.</p> <p>3.2.6.33.3 The Agency or the Liquor Licensing Inspector may consult with the Fire Service where it believes that issues relating to fire safety may exist with regard to an application.</p> <p>3.2.6.33.4 Members of the Fire Service shall be encouraged to exercise their powers of inspection with regard to licensed premises.</p> <p>3.2.6.33.5 The Agency shall convene a hearing under section 134 of the Act where the Fire Service applies for suspension or cancellation of a licence.</p> <p>3.2.6.34 INSPECTIONS AND ENFORCEMENT</p> <p>3.2.6.34.1 All licensed premises will be subject to random inspections at the discretion of the Liquor Licensing Inspector in accordance with the Act.</p> <p>3.2.6.34.2 The Liquor Licensing Inspector may at any reasonable time inspect any premises that are the subject of a special licence.</p> <p>3.2.6.34.3 The Liquor Licensing Inspector and Police will take necessary action where breaches of the Act are identified.</p> <p>3.2.6.34.4 The Agency will view seriously any offence under the Act and will consider suitable enforcement action appropriate to the degree of the offence to ensure continued compliance with the Act.</p> <p>3.2.6.35 PUBLIC CONSULTATION AND PARTICIPATION</p> <p>3.2.6.35.1 The Agency will encourage public participation and consultation in liquor issues with a particular emphasis on awareness of the Agency and its role, and the public's role in ensuring a responsible approach to liquor consumption.</p> <p>3.2.6.35.2 The Agency shall convene liquor liaison group meetings on a regular basis, comprising representatives of reporting agencies and other interested parties.</p> <p>3.2.6.36 EDUCATION</p> <p>3.2.6.36.1 The Agency will maintain a public awareness and communication role targeting specific groups with the aim of promoting the need for moderation in alcohol consumption and a high level of compliance with legislative</p>
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	<p>requirements.</p> <p>3.2.6.36.2 The Agency shall encourage those in the industry to complete relevant training.</p> <p>3.2.6.36.3 The Agency shall convene regular meeting with licensees and those in the industry.</p>
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Linkages/References	Sale of Liquor Act 1991 Resource Management Act 1991 District Plan
Department	Planning and Community Relations – Environmental Services
Last Reviewed/Resolution	June 2003
Container	33-25-18
Notes	This policy is due for review, but due to the review by the Law Commission and central government of the Sale of Liquor Act 1989, the review has been delayed until such time as the direction is clear from central government and can be incorporated in to a review. Central government released its law reform proposals in August 2010, to be followed now with the statutory process.

3.3 Development Engineering

3.3.1 Naming of Roads

	<h2>Naming of Roads</h2>
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Policy Objective	To provide a framework for the naming of roads in the District.
Policy	<p>Council has the statutory responsibility for the naming and renaming of roads within the District, including road types. In exercising this responsibility, Council will ensure that community aspirations, including those of Iwi and developers, are considered in the process. Council has the final decision on the naming of roads.</p> <p>Register of Potential Road Names</p> <p>In order to provide guidance when naming roads, Council will maintain a register of potential road names that may be applied anywhere in the Waipa District or in specified areas or communities within the District. In relation to the area in which the road is situated, road names which may include some Maori name options shall be drawn from:</p> <ul style="list-style-type: none">• The names of persons, past or present, including past elected members of Council or Community Boards, who have played a significant role in the area or community• Significant historical events• Significant geographical or topographical features.• Council's Sister City relationships.• In the area of Cambridge west of the river, including the rural area outside of the townbelt road names should take into account early settlers and the heritage of the area. <p>The register of names shall record the rationale for including the proposed name.</p> <p>Where the proposed name is that of a person, the name recorded for use will generally be the surname of that person. The inclusion of the name of any living person shall be accompanied by suitable evidence approving the use of that person's name.</p>

The historical themes used for the naming of roads in urban communities are:

Leamington	British and New Zealand authors/poets, early settlers/residents and names that reflect the heritage of the area
Cambridge East	Monarchs, early settlers/residents and government politicians
Te Awamutu	Noted residents
Kihikihi	Politicians/members of the local constabulary/militia
Pirongia	Explorers of the north-west passage
Ohaupo	Local landowners

The register shall be subject to regular review and at least biennially. The review process shall include referring the register to Community Boards, Nga Iwi Toopu o Waipa and Pirongia Ward Consultative Committee for comment and recommended names for inclusion. Any such recommendations shall be accompanied by supporting rationale, and will be considered by Council, who will determine whether or not the register will be amended. The register will be made available to the general public.

Process of Naming Roads

Where Council receives a request to name or rename a road, and the proposed name is listed in the register and the location is appropriate, then the request will be referred to Council for a decision. Unless individual circumstances warrant otherwise including, by way of example, historical Maori place names, Council will support the request and confirm the name accordingly.

Where the request relates to a road that is not listed in the register, the request shall be accompanied by supporting rationale for the proposed name. Council will refer the request to the relevant Community Board, Nga Iwi Toopu o Waipa and the Pirongia Ward Consultative Committee (as appropriate) for comment prior to Council’s decision.

Proposed names must not be shown on any plans or drawings until Council approval has been obtained.

Road Type

The road type name must be one that most accurately reflects the type of roadway that is being named and including the potential long term development of the road. The list below should be used as appropriate.

Road types and appropriate names	
Type of road	Road name options
Relatively short, dead-end Roads, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise
Long Cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Loop Road to same street	Crescent, Loop, Circle
Rural Road	Road
Wide spacious roads	Avenue, Boulevard, Parade
Narrow Road, Service Lane, Access Way	Lane, Way
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Short Road leading to water	Landing

To avoid duplication and confusion, where a name has been used in one area of the District it shall not be used elsewhere in the District.

Linkages/References	Register of Potential Names (record number 07834324)
Department	Planning and Community Relations - Development Engineering
Last Reviewed/Resolution	28 th September 2010
Container	Naming Procedures 55-28-12
Notes	

3.3.2 Stock Underpasses

	<h2>Stock Underpasses</h2>
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Policy Objective	To provide and maintain a safe road network
Policy	<p>Council will:</p> <ul style="list-style-type: none"> i) Encourage the installation of stock underpasses and may contribute a subsidy in accordance with New Zealand Transport Agency (NZTA) conditions; ii) Require three quotes to be obtained, as per Council's Procurement Policy. iii) Give priority to funding underpasses at existing crossings; iv) Give priority to those underpasses that provide the most benefit to road users in the form of improved safety, reduced delay and road maintenance cost. v) Pay any subsidy upon the satisfactory completion of works. <p>Require notification of any intention to cease use of an underpass or to modify or remove any underpass. Council may require the repayment of any paid subsidy in the event the underpass ceases to be used.</p>

Linkages/References	
Department	Planning and Community Relations – Development Engineering
Last Reviewed/ Resolution	28 th September 2010
Container	
Notes	

4 Service Delivery

4.1 Water Services


4.1.1 Water Treatment and Supply

	<h3>Water Treatment and Supply</h3>
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Policy Objective	To confirm the provision of water supply will be managed through Council's bylaw and to make provision for extension to the supply network.
Policy	<p>Council will maintain a water supply bylaw that sets out the general terms and conditions for the provision of reticulated water while providing for the effective protection of the reticulation and the quality of supply.</p> <p>Council will investigate requests for extensions of its water supply reticulation that are consistent with supply strategies and capacity. As a general rule, the cost of investigations and any extensions will be met by the applicant or group of applicants.</p>

Linkages/References	<p>Waipa District Water Supply Bylaw 2008</p> <p>Asset Management Plans</p> <p>Waipa District Growth Strategy</p> <p>District Plan</p> <p>10 Year Plan (LTCCP)</p>
Department	Service Delivery – Water Services
Last Reviewed/Resolution	28 th September 2010
Container	Water Supply – General 85-27-03
Notes	<p>Water supply schemes serve Cambridge, Te Awmautu, Ohaupo, Pirongia, Pukerimu, Karapiro and Kihikihi. Council is required to meet minimum standards in the provision of water to these areas while maintaining the integrity of reticulation. Matters relating to the supply of water and management of the reticulation are provided through a water supply bylaw. Council does receive requests for extensions to the water supply reticulation and these need to be managed in a consistent manner so that Council's ability to deliver a safe cost effective service is not comprised. Council is working with neighbouring councils on the development of a Water Strategy.</p>

4.1.2 Wastewater Treatment and Disposal

	<h3>Wastewater Treatment and Disposal</h3>
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Policy Objective	To provide for the effective management of the sewerage network and treatment facilities in accordance with resource consent requirements.
Policy	<p>Council will maintain a wastewater drainage bylaw that sets out the general terms and conditions for the acceptance of domestic and non-domestic wastewater into Council's sewerage systems.</p> <p>Council will investigate requests for extensions to its sewerage reticulation that are consistent with treatment/disposal strategies and capacity. As a general rule, the cost of investigations and any extensions will be met by the applicant or group of applicants.</p>

Linkages/References	<p>Waipa District Wastewater Drainage Bylaw 2005 (Note under review in 10/11 year)</p> <p>Asset Management Plans</p> <p>Waipa District Growth Strategy</p> <p>District Plan</p> <p>10 Year Plan (LTCCP)</p>												
Department	Service Delivery – Water Services												
Last Reviewed/Resolution	28 th September 2010												
Containers	<table border="0"> <tr> <td>Cambridge Sewerage Reticulation</td> <td>85-36-01</td> </tr> <tr> <td>Te Awamutu Sewerage Reticulation</td> <td>85-36-03</td> </tr> <tr> <td>Karapiro Sewerage Reticulation</td> <td>85-36-04</td> </tr> <tr> <td>Cambridge sewerage treatment</td> <td>85-13-02</td> </tr> <tr> <td>Te Awamutu Sewerage Treatment</td> <td>85-13-03</td> </tr> <tr> <td>Karapiro Sewerage Treatment</td> <td>85-36-05</td> </tr> </table>	Cambridge Sewerage Reticulation	85-36-01	Te Awamutu Sewerage Reticulation	85-36-03	Karapiro Sewerage Reticulation	85-36-04	Cambridge sewerage treatment	85-13-02	Te Awamutu Sewerage Treatment	85-13-03	Karapiro Sewerage Treatment	85-36-05
Cambridge Sewerage Reticulation	85-36-01												
Te Awamutu Sewerage Reticulation	85-36-03												
Karapiro Sewerage Reticulation	85-36-04												
Cambridge sewerage treatment	85-13-02												
Te Awamutu Sewerage Treatment	85-13-03												
Karapiro Sewerage Treatment	85-36-05												
Notes	<p>Wastewater schemes serve Cambridge, Te Awamutu, Karapiro and Kihikihi. Council is required to meet minimum standards in the collection and treatment of wastewater while maintaining the integrity of the reticulation. Matters relating to the acceptance of wastewater and management of the reticulation are provided for through resource consents and bylaws. Council does receive requests for extensions to the sewerage reticulation and these need to be managed in a consistent manner so that Council's ability to deliver a safe, cost effective service means that legal requirements are not compromised.</p>												

4.1.3 Land Drainage and Stormwater

	<h3>Land Drainage and Stormwater</h3>
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Policy Objective	To assist in the maintenance and effective operation of local drainage networks.
Policy	<p>Council will maintain a Land Drainage and Stormwater Bylaw that sets out the general terms and conditions for the management of open land drains and acceptance of Stormwater into Council's Stormwater system.</p> <p>Council will manage and maintain of those land drainage systems and associated assets that are not managed by Environment Waikato.</p> <p>Council will maintain a record of the principal drainage network throughout the District. This record will include identification of responsibilities.</p>

Linkages/References	<p>Land Drainage Act 1908</p> <p>Land Drainage and Stormwater Bylaw 2008</p> <p>Local Government Act 1974 (Provisions relating to drainage)</p> <p>10 Year Plan (LTCCP)</p> <p>Asset management plans.</p>
Department	Service Delivery – Water Services
Last Reviewed/Resolution	28 th September 2010
Container	Rural Drainage 85-02-06
Notes	<p>Prior to 1989 some rural areas had been established as Drainage Districts and managed by a local Drainage Board. Following local government amalgamation in 1989 those areas classified as Drainage Districts were to be managed by regional councils. When the Waipa District was formed areas around Ohaupo and Fencourt were Drainage Districts and the responsibility for drainage management within these areas became the responsibility of Environment Waikato. At this time Council determined that the management of drainage systems would best be accomplished by those property owners who were directly benefiting from such systems.</p>

4.2 Road Corridor

4.2.1 Road Control Policy 2007

	<h2>Road Control Policy 2007</h2>
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<p>Policy Objective</p>	<p>To establish Council’s policy in relation to road safety, and the means by which road safety can be maximised; and,</p> <p>To establish Council’s policy in relation to parking control, and the means by which parking resources can be managed for the benefit of the community.</p>
<p>Policy</p>	<p>This Policy relates to:</p> <ul style="list-style-type: none"> • the setting of parking restrictions, and the provision of associated signage and road marking; • the provision of new traffic control devices, including the erection of signage and associated road marking; • the setting of speed limits, and the provision of associated signage and road marking - <p>on roads administered by the Waipa District Council as the Road Controlling Authority.</p> <p>Principles: Waipa District Council will:</p> <ol style="list-style-type: none"> 1. Ensure compliance with the provisions of the Land Transport Rule – Traffic Control Devices 2004 and amendments, for the provision, modification or removal of any new traffic control devices, regulatory traffic and parking signs/markings on roads in the District controlled by the Council; 2. Maintain a safety management system, including appropriate processes, standards and schedules as may be required to ensure the ongoing safe and effective management of roads in the District controlled by the Council; 3. Follow safety management plans as they are developed and approved by the Council for road maintenance contracts and a safety management system with respect to the installation

	<p>of any new traffic control devices, regulatory traffic and parking signs/markings on roads in the District controlled by the Council;</p> <ol style="list-style-type: none"> 4. Maintain a register of all traffic control devices, regulatory traffic and parking signs/markings on roads in the District controlled by the Council; 5. Having regard to public safety and road user convenience, seek to establish the lowest practicable speed limits in accordance with the process set out in the Land Transport Rule – Setting of Speed Limits 2003, 6. Maintain a speed limit register pursuant to the Waipa District Speed Limits Bylaw 2005; and 7. Process requests according to the Waipa District Council Standard Operating Procedure for Installing New Traffic Control Devices, Regulatory Traffic and Parking Signs/Markings. <p>PARKING RESTRICTIONS</p> <p>Delegations:</p> <p>For the purposes of the Waipa District Council Traffic Bylaw 2005, the Engineer, as defined in that Bylaw, shall be the Council’s Group Manager Service Delivery.</p> <p>Parking Restrictions:</p> <p>The Engineer may designate areas as parking restricted areas, spaces or zones in accordance with the guidelines below. The Engineer shall maintain a register of parking restricted areas, spaces and zones. The register shall specify the number of parking restricted spaces within each area or zone designated as disabled parking, loading zone/5 minute parking or taxi stand.</p> <p>Where existing signage or road markings are inconsistent with the provisions of this Policy, the Engineer may, as circumstances warrant, change those signs or road markings so as to be consistent with the provisions of this Policy.</p> <p>Subject to the provisions of the Waipa District Council Traffic Bylaw 2005, the Engineer shall maintain a register of parking restrictions that from time to time apply in the Waipa District</p>
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Register of Parking Restrictions:	
Restriction	Location
<i>10 minute parking (maximum)</i>	<i>On streets in the immediate vicinity of post shops, schools and public toilets within the Town Centre and General Zones up to a maximum of five designated parking areas in each town.</i>
<i>60 minute parking (maximum)</i>	<i>On streets within the Town Centre Zones of Cambridge and Te Awamutu as shown in the operative Waipa District Plan.</i>
<i>120 minute parking (maximum)</i>	<i>On streets within the General Zones of Cambridge and Te Awamutu as shown in the operative Waipa District Plan.</i>
<i>Loading zone/5 minute parking (maximum)</i>	<i>On streets in the immediate vicinity of main retail/commercial areas within the Town Centre and General Zones up to a maximum of five loading zone/5 minute parking spaces in each town.</i>
<i>Disabled parking spaces</i>	<i>On streets in the immediate vicinity of main retail areas and community facilities, including post shops, medical centres and public toilets, within the Town Centre and General Zones up to a maximum of 12 disabled car parks in each town.</i>
<i>Bus stops</i>	<i>On streets in the immediate vicinity of schools, information centres and major community facilities, and at locations on scheduled bus routes where the safety and convenience of passengers is maximised.</i>
<i>Taxi stand zones</i>	<i>On streets in the immediate vicinity of main retail/commercial areas within the Town Centre and General Zones up to a maximum of five taxi stand zones in each town.</i>
<i>No stopping zones</i>	<i>On sections of streets where the road environment presents a significant safety issue.</i>

Linkages/References	Land Transport Rule-Traffic Control Devices 2004 Land Transport Rule-Setting of Speed Limits 2003 Waipa District Speed Limits Bylaw 2005 Waipa District Traffic Bylaw 2005 District Plan
Department	Service Delivery-Road Corridor
Adopted	Road Control Policy was introduced and adopted in October 2007
Container	55-23-02
Notes	The policy will be reviewed by the new Road Corridor team in 2010/11.

4.2.2 Road Corridor-General

	<h3>Road Corridor - General</h3>
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Policy Objective	To provide, maintain and enhance a safe and appropriate District road network.
Policy	<p>4.2.2.1 Seal Extensions</p> <p>Council will progress sealing unsealed roads by maximising the use of non-rate funding and by incremental and consistent improvement of unsealed roads. The length of seal extension that can be achieved will be evaluated against the geometric and structural standards that can be applied to individual roads.</p> <p>A seal extension priority list will be maintained for all unsealed roads. The primary factors to be considered in priority ranking are:</p> <ul style="list-style-type: none"> • Traffic flows • Safety • Maintenance • Nuisance • Economic impacts <p>4.2.2.2 Road Reserves</p> <p>Rural</p> <p>Council will allow the road verge in rural areas to be used for occasional grazing purposes in a manner that is consistent with good farming practice such that public health, safety and road network maintenance is not adversely affected.</p> <p>Council will permit the erection of letterboxes within the road reserve provided that they are of a light construction and positioned no closer than 2.5m from the carriageway. The placing of any other structure or ‘obstacle’ within the road reserve shall be at the discretion of Council.</p> <p>Maintenance of Verges in Urban areas</p> <p>a) Council will only mow grass verges in cases of hardship or where a property owner cannot be traced. The frequency of such mowing to be restricted to minimising hazards and nuisance, or ensuring a minimum standard of asset maintenance. In all other cases, Council will advise property owners it is their responsibility to maintain</p>

grass verges outside their property.

- b) Planting or placing of any obstructions on verges shall be in accordance with Council standards in urban areas.

Cambridge

The width of road reserves in Cambridge to be maintained and the sale of any road reserve within Council be permitted only if it is part of a Council approved road or street project and the existing road reserve width and the aesthetic value of the street can be maintained. Where additional road reserve is created as a result of a road or street project consideration will be given to retaining the extra width or area to enhance the street's appeal. This does not apply to the section of Addison Street from Shaw Street to the eastern end of Addison Street. Road reserve on this section of Addison Street in excess of the minimum legal width may be sold subject to a process that includes public notification.

4.2.2.3 Signage within the Road Reserves

Council will provide and maintain all essential Directional, Informational, Safety and Street Name signage and consider applications for Tourist or Activity specific signage for sites that meet the following criteria:

The activity is acknowledged by Tourism Waikato as a tourist site and is recognized as being a place often visited by tourists and out-of-town visitors;

- The activity must be approved and the site must have the necessary safe access and egress, and sufficient off-road parking;
- No non-standard signage will be permitted;
- The cost of installation and maintenance shall be met by the applicant;
- Changes in the nature of the activity or non-compliance with any criteria may result in a reassessment of the need for signs.

The following guidelines shall apply for Destination and Advance Directional signage:


- Destination sign sizes shall meet accepted industry standards and signage shall be installed where Primary Arterials meet Primary Arterials, Secondary Arterials and selected Collector roads, and where Secondary Arterials meet Secondary Arterials. Sign colour shall be white text on a blue background.
- Advance Directional signs shall be installed where Primary Arterials meet Primary and Secondary Arterials. Signage shall comply with accepted industry standards, with white text on a blue background.

	<ul style="list-style-type: none"> Direction signs for tourist or out of District visitor destinations may be installed at Council's discretion. Supply installation and maintenance costs shall be met by the applicant. Sign colour shall be white text on a brown background. Text shall be subject to approval. <p>4.2.2.4 Road Works</p> <p>Any works or excavations within the road reserve are to be conducted so that any artefact or item of potential historical value uncovered or found is adequately protected from damage and Council and/or the Historic Places Trust are immediately advised of the discovery.</p>
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Linkages/References	10 Year Plan (LTCCP) Local Government Act 1974 Waipa District Traffic Bylaw 2005 (Note under review in 10/11 year) Waipa District Speed Limits Bylaw 2007 Waipa District Stock Droving Bylaw 2005 (Note under review in 10/11 year) Impounding Act 1955
Department	Service Delivery – Road Corridor
Last Reviewed/Resolution	28 th September 2010
Containers	Roads-General 55-26-06 Roads-Maintenance 55-28-10
Notes	Council is responsible for the safe and effective management of the local road network which comprises some 1055km of roads. The use and maintenance of the roads is subject to customary practice. For safety reasons, Council maintains roadside vegetation in rural areas, while residents generally assume responsibility in urban areas. The positioning of any structure or obstacle within a road reserve is at the discretion of Council. The provision of signage within the road reserve is seen as an important social and economic service. New Zealand Transport Agency has sole discretion for State Highways, but Council can set the criteria for the erection of any signs within the local road network.

4.4 Community Facilities

4.4.1 Library Services

	<h2>Library Services</h2>
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Policy Objective	To provide Library services to the residents and ratepayers of Waipa and to make provision for the recovery of a proportion of the costs through fees and charges.
Policy	<p>4.4.1.1 Council will provide library facilities to promote and enhance the social, cultural, mental and economic well-being of the residents of the Waipa District.</p> <p>4.4.1.2 In providing services, Council does not intend to compete with private service providers. The provision of any services that could otherwise be provided by the private sector will be charged on a full cost recovery basis.</p> <p>4.4.1.3 Library Services shall be based in Cambridge and Te Awamutu but may be extended to other locations where cost effective.</p> <p>4.4.1.4 A housebound service to those patrons no longer able to visit the libraries personally shall be offered on a district wide basis.</p> <p>4.4.1.5 INTELLECTUAL FREEDOM</p> <p><i>This is the statement adopted by the Council of the Library and Information Association New Zealand Aotearoa (LIANZA) March 21, 2002.</i></p> <ol style="list-style-type: none"> 1 Society creates libraries as institutions to store and make available knowledge, information, and opinions and to facilitate the enjoyment of learning and creativity in every field. Every library has a responsibility to provide its users with the widest range of information materials possible, which are within the constraints of its budget, relevant to its users' requirements, and which represent the spectrum of points of view on the topic held in the community. 2 Librarians have a responsibility to ensure that the selection and availability of information materials is

governed solely by professional considerations. In so doing, they should neither promote nor suppress opinions and beliefs expressed in the materials with which they deal. These professional considerations include the use of knowledge, skills, collection management experience, and collection development policies to make decisions on what is selected for the library collection.

- 3 No information resources should be excluded from libraries because of the opinions they express; nor because of who the author is; nor on the grounds of the political, social, moral or other views of their author.
- 4 No library materials should be censored, restricted, removed from libraries, or have access denied to them because of partisan or doctrinal disapproval or pressure. This includes access to web-based information resources.
- 5 Librarians should resist all attempts at censorship, except where that censorship is required by law. Librarians are free to request, and to lobby for, the repeal of laws, which compromise the principles set out in this statement.

4.4.1.6 DISPLAYS IN LIBRARIES

This is the statement adopted by the Council of the Library and Information Association August 10, 1978.

- 1 Public libraries are a suitable and important place for the display of material on current affairs whether local, regional, national, or international.
- 2 This information can be displayed in a variety of formats such as posters, notices, petitions, pamphlets, cartoons, or books.
- 3 In displaying this information public libraries both in New Zealand and overseas are governed by sound principles. These are that:
 - a. The aim of the library is to provide responsible texts in order that the public may form a balanced opinion.
 - b. Space should be available for all sides of opinion in controversial matters to be displayed, including unpopular and unorthodox opinions.
- 4 Citizens should be encouraged to submit such material to their local libraries and, within the limits of available space and time, libraries should display this material,

	<p>provided it does not contravene the law. The activities of pressure groups who wish to limit this freedom of expression should be resisted by librarians and their employing authorities.</p> <p>5 Fair allocation of available space and time for displays should be at the discretion of the librarian</p> <p>4.4.1.7 CONFIDENTIALITY OF LIBRARY RECORDS</p> <p><i>These are the principles adopted by the Council of the New Zealand Library Association November 15, 1984.</i></p> <p>1 Personal information held by a library for borrower, loan or information record purposes should not be used for any other purposes or be made available to any third party without the freely expressed permission of the person concerned.</p> <p>2 A person should have the right to review the details of all personal information recorded about her/himself by a library and be able to have invalid information corrected or deleted.</p> <p>3 All library records relating to individuals shall be confidential and shall not be revealed to any person except in accordance with the above; or in accordance with the provisions of the Official Information Act 1982 where the library holding that information is subject to that Act; or in any other case where the information is required pursuant to a subpoena or other order of a court of competent jurisdiction.</p>
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Linkages/References	10-year Plan (LTCCP) Annual Plan – Amenity Services Section District Libraries Business Plan
Department	Service Delivery - Community Facilities (Libraries)
Last Reviewed/Resolution	28 th September 2010
Containers	Library General 20-05-04 Cambridge Public Library 20-05-01 Te Awamutu Library 20-05-02
Notes	Council recognises the value in having public libraries, but is mindful of the need to recover costs from the users and not to duplicate private sector services.

4.4.2 Museums

	<h2>Museums</h2>
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Policy Objective	To showcase Waipa heritage and provide an anchor for the community through the operation of Cambridge and Te Awamutu Museums.
Policy	<p>Council provides Museum services and facilities that recognise, protect and showcase the significant cultural history of Waipa District.</p> <p>Museum Services are currently sited in both Te Awamutu and Cambridge and operate under a formal partnership agreement with their respective collection owners, Te Awamutu Museum Trust Board and Cambridge Historical Society.</p> <p>Council will seek representation on any Trustboard, committee or other associated entity for the Te Awamutu Museum and the Cambridge Museum.</p> <p>Kaitiaki arrangements are in place with Kingii Tuheitia for Uenuku and with local iwi for general cultural support for both museums.</p> <p>In providing these services Council intends to complement other private Museum service providers in the district.</p> <p>Collection acquisition, de-accession and management is conducted under the Waipa District Museums Collection policy and procedures. Museum practices are conducted in accordance with New Zealand Museum Standards.</p>

Linkages/References	10 Year Plan (LTCCP) Heritage Policy and Implementation Strategy 2004								
Department	Service Delivery – Community Facilities (Museums)								
Last Reviewed/ Resolution	28 th September 2010								
Containers	<table border="0"> <tr> <td>Museum – Cambridge</td> <td style="text-align: right;">20-06-01</td> </tr> <tr> <td>Museum – Te Awamutu</td> <td style="text-align: right;">20-06-02</td> </tr> <tr> <td>Te Awamutu District Museum Trust Board</td> <td style="text-align: right;">20-06-03</td> </tr> <tr> <td>Museum - Gifts to</td> <td style="text-align: right;">20-06-04</td> </tr> </table>	Museum – Cambridge	20-06-01	Museum – Te Awamutu	20-06-02	Te Awamutu District Museum Trust Board	20-06-03	Museum - Gifts to	20-06-04
Museum – Cambridge	20-06-01								
Museum – Te Awamutu	20-06-02								
Te Awamutu District Museum Trust Board	20-06-03								
Museum - Gifts to	20-06-04								
Notes	The district has a significant and proud history – both Maori and non-Maori. A large number of historical items, artefacts, artworks, archival and other materials have been preserved and displayed in two museums – Cambridge and Te Awamutu. The development of policy serves to formalise Council’s commitment to supporting the activities of these museums.								

	<p>The Museums are directly managed by Council, however, the collections remain in the ownership of the Community under the auspices of their respective Museum Trust Boards and Committees.</p> <p>The Museums are not directly managed by Council, but do receive an annual grant.</p>
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4.4.3 Parks and Reserves

	<h3>Parks and Reserves</h3>
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Policy Objective	To recognise the funding sources for parks and reserves, and to set out criteria for the use and management of sports fields.
Policy	<p>4.4.3.1 GENERAL</p> <p>Council will develop and maintain an Open Space Plan (in place of the current Leisure Plan) that will provide current information on the District’s leisure and recreation needs and presents proposed strategies for meeting them. All reserve categories will be contained within that plan.</p> <p>4.4.3.2 PROVISION OF RECREATION FACILITIES</p> <p>Council will encourage the maximum use of existing facilities before considering the provision or funding of new facilities.</p> <p>Council may make available, subject to a lease, sufficient space on appropriate reserves to enable sporting, recreational or leisure groups to erect approved premises or other facilities. The costs of administering such leases will be charged to the leaseholder.</p> <p>4.4.3.3 LEVELS OF SERVICE</p> <p>Council shall provide a basic standard of service for all recreational facilities. Where a higher standard is required by a leaseholder, then it shall be the leaseholder’s responsibility to meet that standard.</p> <p>Council reserves the right to restrict or prohibit access, from time to time, to recreational facilities where, in the opinion of Council, the facility may suffer unacceptable levels of damage due to weather or some other cause.</p> <p>4.4.3.4 PEAT LAKES</p> <p>Council, in conjunction with Iwi, Environment Waikato and the Department of Conservation is a signatory to the Waipa Peat</p>

	<p>Lakes and Wetlands Accord. The Accord has as its primary purpose the alignment of the activities of management agencies when working with tangata whenua and landowners and other interested parties towards the restoration and enhancement of Peat Lakes and Wetlands in the Waipa District.</p> <p>4.4.3.5 NAMING OF RESERVES</p> <p>The naming of new reserves will be confirmed as part of community consultative process associated with the preparation and adoption of reserve management plans.</p>
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Linkages/References	<p>10-year Plan (LTCCP) Annual Plan – Amenity Services Section Waipa District Growth Strategy Reserve Management Plans Leisure Plan Environment Strategy 2010 Asset Management Plans Waipa Peat Lakes and Wetlands Accord Cycling and Walking Strategy 2009</p>
Department	Service Delivery-Community Facilities (Parks & Reserves)
Last Reviewed/Resolution	28 th September 2010
Container	Parks and Reserves – General 01-51-10
Notes	<p>Council adopted a Leisure Plan in 2002 that sets out the ongoing leisure and recreation needs of the District. The Plan provides the basis for future annual project and work programmes. An Open Space Plan is being developed which will encompass the existing Leisure Plan and update it. Council signed the Waipa Peat Lakes and Wetlands accord in recognition of the importance of these natural areas and the need for a joint commitment to their ongoing protection and enhancement.</p>


4.4.4 Memorials

	<h2>Memorials Policy</h2>
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Policy Objective	<p>Council periodically receives requests from residents and groups within the community who want to acknowledge a past family member, friend or resident through the planting of a tree, the placing of a seat or some other structure in a public place administered by Council. A policy for responding to such requests is appropriate to ensure a consistent approach.</p>
Policy	<p>Council wishes to make provision for memorials, but of a type and in a way that maximises flexibility, such as readily able to be relocated, should development plans for an area change. Council's preference is for memorials to be structures, such as seating, that provide a practical benefit to the community, and allow the attachment of a dedication plaque or similar acknowledgement. Such structures will be consistent with the relevant reserve management plan or development plan. Approval will be subject to such conditions as may be determined by the Parks and Reserves or Road Engineer (Maintenance) Team Leaders as appropriate. Memorial structures will normally be fully funded by the applicant. Once approved and installed, memorial structures will be maintained by Council.</p> <p>Approvals for memorials not complying with this policy will be at the discretion of the Parks and Reserves or Road Engineer (Maintenance) Team Leaders as appropriate.</p>

Linkages/References	Reserve Management Plans
Department	Service Delivery-Community Facilities
Last Reviewed/Resolution	28 th September 2010
Container	
Notes	New Policy introduced in 2010.

4.4.5 Trees

	<h2>Trees</h2>
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<p>Policy Objective</p>	<p>To provide guidelines for the management of trees on public land, and make provision for the recognition and protection of significant specimen trees on private and public land.</p>
<p>Policy</p>	<p>4.4.5.1 TREES ON COUNCIL LAND</p> <ul style="list-style-type: none"> a) Council will maintain trees on Council land, including road reserves, to ensure their good health and undertake planting for continuity where trees are nearing maturity or commencing to decay. b) Trees on public reserves, including road reserves and Council land, are to be considered for removal only if it is clearly established that the tree is a potential danger to life or property by showing signs of structural defects, commencing to decay, or where root systems have obstructed or damaged services. c) Public reserves, road reserves or Council land which are adjacent to private property will be considered for removal if severe hardship from the effect of the trees can be proved. Types of hardship effecting persons lifestyle would include severe shading and overhang of trees onto private property. Severe overhang could be measured as being in excess of 25% of a tree's canopy overhanging private property. Leaf fall on its own onto private property is not considered a severe hardship. d) Trees on Council administered land will be considered for removal to make way for Council approved capital development or improvements. e) A register will be maintained on the care and protection of historic, significant native and gifted trees on Council land. f) Any felling or pruning or trimming of any tree on Council land is to be undertaken at the direction and to the

satisfaction of the *Asset Manager Recreation*.


4.4.5.2 TREES ON PRIVATE LAND

- a) Council will undertake a regular five yearly review of all trees identified in the Waipa District Plan to ensure that they are in good health and not posing a significant hazard.
- b) During the five yearly review, Council will fund tree maintenance work identified as being necessary to maintain safety, health and amenity level on trees that are protected within Council's District Plan.
- c) Council will provide, at its expense, an advisory service to all owners of trees that are worthy or potentially worthy of protection within Council's District Plan. In order to be worthy of protection, a tree must accumulate at least 100 points in the RNZIH Tree Evaluation System, potentially worthy trees must accumulate between 90 and 99 points.
- d) If a tree does not maintain a level of at least 100 points in the RNZIH Tree Evaluation System, or the tree dies, then Council will consider initiating a District Plan change to remove it from the list of protected trees. Council accepts no responsibility for any costs associated with a tree after it is removed from the list of protected trees.
- e) Should a tree on the schedule be damaged during a storm, Council will assist in the cost of clearing up the particular tree, but will not be responsible for damage caused by that tree.
- f) Protection measures for stands of indigenous trees will be targeted at those stands achieving in excess of 100 points from the RNZIH Tree Evaluation System, or a similar system approved by the RNZIH.

Linkages/References	District Plan – Policy HG4 Part 1 Section 12.4.4 Rules Section 11.4 and Appendix 13 (Note District Plan currently under review)
Department	Service Delivery - Community Facilities (Parks & Reserves)
Last Reviewed/Resolution	28 th September 2010
Container	Trees - General 01-68-01
Notes	Trees are an integral and valued part of our environment. Council acknowledges this and the benefits of maintaining and developing significant trees on public land. From time to time trees on Council-

	<p>administered land adversely effect neighbouring properties or present a risk to people or property. The development of a policy provides clear guidance for assessing and managing such situations. The District, and particularly Cambridge, contains a number of significant specimen trees, many of which date from early European settlement.</p> <p>These trees have high intrinsic value and the importance of their ongoing protection has been recognised by the community.</p>
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4.4.6 Cemeteries

	<h2>Cemeteries</h2>
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Policy Objective	To confirm the provision of internments and set out levels of service for cemeteries.
Policy	<p>4.4.6.1 BURIALS AND MEMORIALISATION</p> <p>Council will:</p> <ul style="list-style-type: none"> a) Generally adopt the "Memorial Park" layout as the accepted method for burials. b) Encourage two burials per site. c) Provide separate children's areas. d) Provide a memorial area for ashes.

Linkages/References	Reserve Management Plans Burial and Cremation Act 1967
Department	Service Delivery - Community Facilities (Parks & Reserves)
Last Reviewed/Resolution	28 th September 2010
Container	Cemeteries 25-01-08
Notes	<p>Council manages a number of cemeteries across the District and has recognised the need to standardise services and improve operational efficiencies while being sensitive to the needs of residents.</p> <p>The Memorial Park layout is based on the provision of upright headstones.</p>

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