

*Minutes of a meeting of the Policy Committee held in the Council Chambers, Waipa District Council Offices, 101 Bank Street, Te Awamutu on Monday 12 June 2006 commencing at 9.00am.*

## **1 MEMBERS**

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Councillor AJH Empson - Chairperson

### **Members**

His Worship the Mayor AD Livingston; Councillors – EH Barnes, RJ Cooper, GC Flay, GH Jull, PL Lee – from 9.04am, EC Newlands – from 9.16am, GG Scaramuzza, DL Sharpe, BJ Taranaki, BS Thomas, GRP Webber and Committee Member G Roberts – from 9.11am.

### **Staff**

Chief Executive (JC Inglis), Deputy Chief Executive (GD Dyet) – from item 7, Group Manager Policy & Strategy (R McNeil) – until item 8, Group Manager Assets, Community & Business Services (JM Mills) – from item 9, Property Manager (A Hampton) – from item 9, Committee Secretary (C Plowright)

**Public** - Nil

## **2 APOLOGIES**

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### **RESOLVED**

2/06/62

*That an apology for lateness be received from Committee Member Roberts.*

Cr Sharpe/Cr Taranaki

## **3 LATE ITEMS**

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Nil.

## **4 CONFIRMATION OF ORDER OF MEETING**

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File: 01-85-12

### **RESOLVED**

2/06/63

*That the order of the meeting be confirmed.*

Cr Scaramuzza/Cr Sharpe

## **5 VISITORS**

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Nil.

## **6 MINUTES OF PREVIOUS MEETINGS**

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File: 01-85-12

**Minutes of Policy Committee meeting held on 8 May 2006 were included in the agenda.**

### **RESOLVED**

2/06/06

*That the minutes of the meeting of the Policy Committee held on 8 May 2006 be received.*

Cr Thomas/Cr Scaramuzza

[Councillor Lee joined the meeting at 9.04am.]

## **7 REPRESENTATION REVIEW – CONSIDERATION OF SUBMISSIONS**

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File: 01-70-04

The Policy Committee was reminded that public notice of Council's preferred representation arrangements was given in April 2006 and submissions were invited. Group Manager Policy and Strategy, Ross McNeil, said one submission has been received and the submitter, who wishes to be heard, has been invited to present his submission to the Policy Committee.

### **Submission from John Fisher was heard at 9.05am**

Mr Fisher said he was concerned that the proposed new boundary would place him in the Cambridge urban ward which seems inappropriate for a rural dairy farmer. He said that, together with his neighbours on Parallel Road, he would prefer to have a rural Councillor representing this area because they would have a greater appreciation for rural issues. He said he felt it would be more appropriate for Karapiro Village to be included in the Cambridge ward area, as opposed to the Parallel Road area, because it is more of an urban area and is connected to Cambridge water supply and sewerage disposal.

[Committee Member Roberts joined the meeting at 9.11am.]

Chairperson Empson said the submitter had raised a valid point and he asked if it could be incorporated into the proposal. Mayor Livingston said there was more commonality between Cambridge and Karapiro than with the Parallel Road area and the submitter's suggestion was worthy of consideration.

[Councillor Newlands joined the meeting at 9.16am.]

The submitter was advised that Council would consider his suggestion when it makes a final decision on representation arrangements at the end of June.

[Mr Fisher left the meeting at 9.20am.]

Mr McNeil said the population figures used in the proposal were based on the 2001 census. He said staff would need to go back to Statistics New Zealand to get an updated estimate and see if it was possible to swap the meshblocks in Parallel Road and McLarnon Road with Karapiro Village.

**RESOLVED**

2/06/65

*That following consideration of the submission received on the proposed representation arrangements, and a subsequent discussion by the Policy Committee, adjustment of the meshblocks around Parallel Road and Karapiro township be made to take account of the points raised in discussion and these be presented to Council at its meeting on 27 June 2006 for consideration.*

Cr Taranaki/Cr Flay

**8 DEVELOPMENT CONTRIBUTIONS POLICY – DELEGATION OF AUTHORITY**

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File: 01-91-38

It was explained that the Development Contributions Policy requires assessments and decisions to be made when development proposals and applications are received. The policy assumes these assessments and decisions will be made by Council but it is appropriate that they be delegated to committees or staff. A schedule of items that should be delegated to enable efficient administration and implementation of the policy was included in the agenda.

**RESOLVED**

2/06/66

*That authority be delegated to Council's Policy and Regulatory Committees and officers as set out below for the implementation and execution of Council's Development Contributions Policy: and that a Manual providing guidance on process and implementation be maintained to ensure the policy operates efficiently, transparently and fairly.*

**WAIPA DISTRICT COUNCIL**  
**DEVELOPMENT CONTRIBUTIONS POLICY -**  
**DELEGATIONS**

**EFFECTIVE 1 JULY 2006**

**General Delegation**

- 1 Under clauses 32 and 32B of Schedule 7 of the Local Government Act 2002, the Council delegates its powers, functions and duties in respect of Council's Development Contributions Policy as set out below.

**Delegation to the Policy Committee**

- 2 The Council delegates to the Policy Committee its functions, powers and duties in relation to hearing submissions on and determining proposed amendments to the Development Contributions Policy.

**Delegation to the Regulatory Committee**

- 3 The Council delegates to the Regulatory Committee:
- 3.1 Its functions, powers and duties in relation to hearing and determining applications for remission under paragraphs 4.20 – 4.25 of the Development Contributions Policy where:
    - 3.1.1 the remission sought is greater than \$10,000; or
    - 3.1.2 the recommended remission is greater than \$10,000;  
or
    - 3.1.3 the applicant requests a hearing.
  - 3.2 All the levels of authority (ie 1, 2 and 3) set in Section 5 below
  - 3.3 The power to hear and determine any other matter arising from the operation and administration of the Development Contributions Policy. The Regulatory Committee does not have the authority to change the Development Contributions Policy but can make recommendations to Council.

**Other delegations**

- 4 The Council delegates to the Officers below, all the Council's functions, powers and duties in relation to the Development Contributions Policy (except the functions, powers and duties described in delegation 3.)

**Levels of Authority**

Chief Executive Deputy Chief Executive	Level 1
Senior Managers (where Chief Executive or Deputy Chief Executive unavailable) <u>At least two of the following managers, acting jointly:</u> Group Manager - Environmental Services, Group Manager - Assets, Community & Business Services, Group Manager - Finance, Group Manager - Policy and Strategy.	Level 1
Development Contributions Officer Planning Services Manager Senior Planner Building Services Manager Development Engineer	Level 2
Resource Management Officers Building Control Officers Engineers	Level 3

- 5 The following functions, power and duties may only be exercised by the Regulatory Committee or Authorised Officer with the following specified level of authority or higher.

<b>Development Contributions Policy (paragraphs)</b>	<b>Function, Power or Duty</b>	<b>Level of Authority Required</b>
4.1, 4.4, 4.5, 4.10 – 4.16, 4.28, 4.29, 4.37 – 4.43	Assess residential development and make recommendation to Level 2 Officer.	Level 3
4.1, 4.4, 4.5, 4.10 – 4.17, 4.19, 4.28, 4.29, 4.37 – 4.43, 5.7	Assess non-residential development (retail, commercial, industrial) under 500m <sup>2</sup> and make recommendation to Level 2 Officer.	Level 3
4.1, 4.4, 4.5, 4.10 – 4.17, 4.19, 4.28, 4.29, 4.37 – 4.43, 5.7	Assess non-residential development (retail, commercial, industrial) over 500m <sup>2</sup> and make recommendation to Level 1 Officer.	Level 2
4.1, 4.4, 4.5, 4.10 – 4.17, 4.19, 4.28, 4.29, 4.37 – 4.43, 5.7	Assess non-residential development (non-retail, non-commercial, non-industrial) and make recommendation to Level 1 Officer.	Level 2
4.6, 4.7	Re-assess development on or after 12 months of date of Development Contribution Notice	Level 2
4.1, 4.4, 4.5, 4.10 – 4.17, 4.19, 4.28, 4.29, 4.37 – 4.43	Determine development contributions assessment for all residential development and non-residential	Level 2

	<i>development under 500m<sup>2</sup>.</i>	
<i>4.1, 4.4, 4.5, 4.10 – 4.17, 4.19, 4.28, 4.29, 4.37 – 4.43</i>	<i>Determine development contributions assessment for non-residential development over 500m<sup>2</sup>.</i>	<i>Level 1</i>
<i>4.2</i>	<i>Determine whether development contributions are paid in land or money.</i>	<i>Level 2</i>
<i>4.18, 4.30</i>	<i>Require special assessment.</i>	<i>Level 2</i>
<i>4.32</i>	<i>Require land valuation.</i>	<i>Level 2</i>
<i>4.33 – 4.36</i>	<i>Consider request for a guarantee and make recommendation to Level 1 Officer.</i>	<i>Level 2</i>
<i>4.3, 4.31</i>	<i>Consider a request for development agreement and make recommendation to Level 1 Officer.</i>	<i>Level 2</i>
<i>4.33 – 4.36, 4.3, 4.31</i>	<i>Determine request for guarantee or development agreement</i>	<i>Level 1</i>
<i>4.20 – 4.25</i>	<i>Consider application for remission and make recommendation to Level 1 Officer.</i>	<i>Level 2</i>
<i>4.20 - 4.25</i>	<i>Determine application for remission where no hearing required or requested</i>	<i>Level 1</i>
<i>4.26 – 4.27</i>	<i>Administer refund provisions where development does not proceed or where Council does not provide specified reserve within 10 years</i>	<i>Level 2</i>
<i>4.26 – 4.27</i>	<i>Administer refund provisions in all other cases</i>	<i>Level 1</i>
<i>4.41 -4.42</i>	<i>Require developer to prove that it is the Crown</i>	<i>Level 2</i>
<i>4.9.1 – 4.9.4</i>	<i>Authorise withholding of section 224(c) certificate, code compliance certificate or physical service connection if development contribution not paid.</i>	<i>Level 2</i>
<i>4.9.5</i>	<i>Register outstanding development contributions as charges against subject land</i>	<i>Level 2</i>
	<i>Administer development contributions systems and reporting to Policy Committee at monthly meetings.</i>	<i>Level 2</i>

Cr Sharpe/Cr Scaramuzza

[The meeting adjourned at 9.50am and reconvened at 10.10am.]

**9 RESOLUTION TO EXCLUDE THE PUBLIC**

File: 01-37-01

(Section 48, Local Government Official Information and Meetings Act 1987)

**RESOLVED**

2/06/07

*That the public be excluded from the following parts of the proceedings of this meeting.*

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

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
10	Report of Chief Executive	Contract negotiations for Te Awamutu Events Centre	Good reason to withhold exists under section 7	Section 48(1)(i)

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:*

Item No		
10	Conduct of contract negotiations	Section 7(2) (i)

Cr Webber/Cr Thomas

**10 TE AWAMUTU EVENTS CENTRE & POOL – CONTRACT NEGOTIATIONS**

File: 15-03-09

This item was considered with the public excluded.

The public were readmitted and the meeting closed at 11.28am.

**CONFIRMED AS A TRUE AND ACCURATE RECORD**

**CHAIRPERSON:** \_\_\_\_\_

**DATE:** \_\_\_\_\_