

*Minutes of a meeting of the Policy Committee held in the Council Chambers,
101 Bank Street, Te Awamutu on Monday 10 December 2007 commencing at
9.04am*

1 MEMBERS

Councillor GH Jull - Chairperson

Members

His Worship the Mayor AD Livingston; Councillors – MEC Cox, LWE Hoverd, PL Lee, EC Newlands, GG Scaramuzza, DL Sharpe, GW Simmons, BJ Taranaki, BS Thomas and GRP Webber

Others

Chief Executive - JC Inglis; Group Manager Policy & Strategy - R McNeil; Project Manager Heritage Development & Reserves Planning – T Roxburgh and Secretary – C Shaw

2 APOLOGIES

RESOLVED

2/07/134

That the apology for non attendance from Cr Barnes be received.

Cr Webber/Cr Taranaki

3 LATE ITEMS

There were no late items.

4 CONFIRMATION OF ORDER OF MEETING

File: 01-85-12

RESOLVED

2/07/135

That the order of the meeting be confirmed.

Deputy Mayor Lee/Mayor Livingston

6 MINUTES OF PREVIOUS MEETINGS

File: 01-85-12

Minutes of Policy Committee meeting held on 8 October 2007.

RESOLVED

2/07/136

That the minutes of the meeting of the Policy Committee held on 8 October 2007 be received.

Cr Scaramuzza/Cr Webber

**7 MAUNGATAUTARI SCENIC RESERVE: FUTURE MANAGEMENT
CONSIDERATIONS**

File: 04-03-50

Report of Project Manager, Heritage Development and Reserve Planning.

Group Manager Policy & Strategy Ross McNeil explained Council's role as Administering Authority for the Reserve.

He said that staff have done a preliminary assessment of maintenance and development work that Council is obliged to undertake and this has an estimated cost of approximately \$130,000 per annum.

In response to a question, Mr McNeil said that the intention would be to have a standard contract for services with the Trust, and the activities of the Trust would be monitored in line with the contract.

RESOLVED

2/07/137

That -

- a) *Waipa District Council contract the Maungatautari Ecological Island Trust (MEIT) to undertake the maintenance and development work Council, as administering authority, is responsible for*
- b) *Staff initiate a review of the future management of the Maungatautari Scenic Reserve and report back to the Policy Committee with recommendations.*

Cr Hoverd/Mayor Livingston

RESOLVED

2/07/138

That the review process consider the relationship Council has with the Maungatautari Ecological Island Trust and the most efficient and cost effective means of meeting Council's statutory responsibilities for the management of the Reserve.

Cr Scaramuzza/Cr Sharpe

8 PROPOSED NATURAL HERITAGE AWARDS PROGRAMME

File: 60-16-05

Report of Project Manager, Heritage Development and Reserve Planning.

Group Manager Policy & Strategy R McNeil explained that the Natural Heritage Awards programme will recognise voluntary protection of natural heritage within the Waipa District and it is consistent with Council's Heritage Policy and Implementation Strategy.

In response to a question Mr McNeil said the cost of the Awards would be in the order of \$2,000 to \$3,000 every two years.

[Adjourned for Morning tea at 10.11am 10.29am]

RESOLVED

2/07/138

That -

- a) *The report of the Project Manager Heritage Development and Reserves Planning dated 18 November 2007 be received.*
- b) *Council establish the Natural Heritage Awards Programme – set out below - as a heritage protection initiative within its Heritage Policy and Implementation Strategy.*

Mayor Livingston/Cr Taranaki

HERITAGE AWARDS PROGRAMME

Natural heritage can be defined as those assets, sites and features that contribute to the District landscape and indigenous biodiversity. Natural heritage will influence landscape character, the presence and abundance of native plants and animals and the way people appreciate and interact with the environment in which they live.

Objective

- *To recognise initiatives that safeguard and enhance natural sites, habitats, and features in the Waipa District; and,*
- *Show the conservation of natural heritage as being environmentally beneficial and a personally rewarding experience; and,*
- *Promote awareness of Waipa's natural heritage.*

Award Categories

- a) *Habitat Retention and Management on Private land;*
- b) *Habitat Development and Management on Reserve or Public Land;*
- c) *Retention, Development and Management of Natural Landscapes;*
- d) *Natural Heritage Education; and,*
- e) *Natural Heritage Tourism.*

Qualification Criteria

Criteria based on good practice and precedents with other local authorities for each category will be developed by a judging panel made up of The Mayor, two members of the Biodiversity Council and the Project Manager Heritage Development and Reserves Planning. Nominations for an award will be compared against this criteria.

Nominations

Nominations should relate to work or projects undertaken within the past two years. They may be made by individuals or organisations and must be accompanied by an informative written and photographic statement that explains the work or project that has been undertaken.

Nominations must also include the approval of all affected parties.

Judging Panel

A judging panel will consider all nominations received and determine their eligibility and suitability for an award. The panel's decision is final.

The judging panel will include the Mayor, two representatives from the Biodiversity Council and The Project Manager Heritage Development and Reserve Planning.

9 COMMUNITIES FOR CLIMATE CHANGE – NEW ZEALAND PROGRAMME

File: 65-09-06

Report of Policy Analyst was included in the agenda.

Group Manager Policy & Strategy Ross McNeil outlined the programme and said that by joining CCP-NZ, Council has the opportunity to take a lead role where national and international commitment to action is growing. He said the CCP-NZ programme is based on five milestones and that these are: Conduct a greenhouse gas emissions inventory, analysis and forecast; Set emission reduction goals; Develop a local action plan to achieve these goals; Implement and quantify the benefits of policies and measures in the action plan and Monitor progress towards the reduction goal.

He said there are currently 28 Councils, representing around 63% of New Zealand's population participating in the programme. Three of these are from the Waikato Region are part of the programme; Hamilton City, South Waikato District and Environment Waikato.

Joining the Programme requires a resolution from Council confirming its commitment to the Programme and the payment of a one-off fee of \$800.00.

[Cr Webber left the meeting at 10.32am and returned at 10.34am]

In answer to a question Mr McNeil said that the administrative cost is around \$10,000 (mostly staff time) in achieving the milestones. Additional costs associated with actions and meeting targets need to be weighed against the benefits of those actions.

RESOLVED

2/07/139

That -

- a) The report of the Policy Analyst dated 15 October 2007 be received;*
- b) Waipa District Council join the Communities for Climate Protection – New Zealand programme but report back to the Committee as to how the five milestones in the programme (conduct a greenhouse gas emissions inventory; analysis and forecast; set emissions reduction goals; develop a local action plan to achieve these goals; implement and quantify the benefits of policies and measures in the action plan; monitor progress towards the reduction goal) might be achieved before taking any action to achieve them.*

Cr Cox/Cr Sharpe

10 PREPARATION OF THE 2009-19 LONG TERM COUNCIL COMMUNITY PLAN AND REVIEW OF LEVELS OF SERVICE

File: 01-91-33

Report of the Group Manager - Policy & Strategy was included in the agenda.

Mr McNeil advised that Council is required to adopt, by 30 June 2009, a new 10-year Plan (Long Term Council Community Plan – LTCCP) for the period 1 July 2009 to 30 June 2019.

Mr McNeil said the Community Boards have a statutory responsibility to oversee the levels of service for the Community and are not restricted to the list of services recommended for review. There are around 60 services undertaken by Council and these will be provided to the Boards.

[Cr Cox left the meeting at 11.01am and returned at 11.03am]

Chief Executive John Inglis said a report would be provided to for the February 2008 Policy Committee meeting listing all he services and outlining the process for preparing the community outcomes.

RESOLVED

2/07/140

That -

- a) *The report of the Community Planning and Governance Manager/Group Manager Policy & Strategy dated 26 November be received; and,*
- b) *The preparation of Council's 2009-19 LTCCP proceed in accordance with the process and timeframes outlined below:*

Task	Timeframe (Indicative)
<i>Review Community Outcomes</i>	<i>Complete</i>
<i>Develop Strategic Plan/Review Strategies</i>	<i>February – December 2008</i>
<i>Complete State of the District Report</i>	<i>May 2008</i>
<i>Review Levels of Service</i>	<i>December 2007 – June 2008</i>
<i>Review Performance Management Framework</i>	<i>April – December 2008</i>
<i>Review LGA Policies</i>	<i>March – August 2008</i>
<i>Asset Management Plans Updated</i>	<i>June 2008</i>
<i>Prepare 10-year Budgets/Programmes</i>	<i>August – December 2008</i>
<i>Prepare Draft LTCCP</i>	<i>November 2008 – February 2009</i>
<i>Submissions/Consideration of Submissions</i>	<i>March – May 2009</i>
<i>Adopt 2009-19 LTCCP</i>	<i>June 2009</i>

With the exception of the updating of asset management plans, Council will be actively involved in the various elements outlined above and responsible for their confirmation/adoption.

As indicated in the above table, the review of levels of service (LOS) now needs to be progressed. The proposed scope and process for reviewing LOS are set out in the following subsections.

Levels of Service Review - Best Practice

Best practice guidance suggests that:

- 1. Council should not review all levels of service at once as it is a big task and needs to be manageable. There are some levels of service that are a given (e.g. wastewater is governed by resource consent requirements), so embarking on a review of these types of service is not considered necessary.*
- 2. It is not necessary to review all the levels of service every time the strategic or asset management plan is reviewed. However, it is appropriate to consider areas where level of service change is necessary or desirable.*
- 3. In assessing which levels of service should be reviewed the following questions should be considered:*
 - Do the existing levels of service and performance measures align or fit with community outcomes?*
 - Is it likely that the community desire changes to the level of service provision?*
 - Is there political expectation for a change to the level of service provision?*
 - Is it an area of high public interest?*

Developing Level of Service Options

- Not all level of service changes need to go through a political and customer consultation process.*
- If the change relates to how the service is provided rather than what the customer receives (i.e. a technical rather than a customer performance issue) then the decision can be made internally by management.*
- Service levels need to be presented to customers as a continuum, ideally with the cost implications (and any other impacts) clearly identified.*
- Council needs to consider whether there are upper or lower limits which may provide the boundaries for consultation, for example:*
 - legal minimums (e.g. building codes)*
 - national or regional guidelines (e.g. minimum requirements for drinking water)*
 - technical constraints (e.g. a maximum grass length which can be mowed using standard mowers)*

- *cost implications (e.g. reducing resealing may have short term savings but impact longer term on higher road rehabilitation costs if the road surface is not adequately sealed).*

Options for Consultation

There are a number of options considered appropriate for engaging the community when reviewing the LOS. These include:

- *Community survey – using an external survey/research company to canvas community opinion – either by phone or postal questionnaire*
- *Focus groups*
- *A combination of focus groups with a community survey to follow based on the results of the focus group exercise*
- *Community forums or public meetings*
- *Meetings with selected interest groups*
- *Using what Council already knows about community needs and doing a desktop review (i.e. no community consultation).*

- c) *The Levels of Service review proceed on the basis of the recommended options for both methodology and services as set put below:*

Preferred Option

The preferred option for consulting with service users/residents is to establish focus groups, comprising stakeholder representatives, for each confirmed service. The outcome of these sessions will determine whether meaningful alternatives can be identified and costed, and then made available (as a survey) for wider community feedback . The process would be as follows:

- *Facilitate focus groups to review recommended services and analyse results*
- *Cost focus group recommendations*
- *Go back to focus groups with costs attached to their suggestions*
- *Seek feedback from the general public on recommended changes to current LOS*
- *Present revised LOS to Council for approval to include in development of the draft 2009-19 LTCCP*
- *Incorporate revised LOS in the draft LTCCP 2009-19 and confirm by way of the Special Consultative Procedure.*

The rationale for this approach is that focus groups provide immediate feedback, as well as supporting long-term stakeholder relationships. The focus groups will help refine issues/proposals before Council embarks on a general public consultative process.

Community Boards have a statutory responsibility to oversee the delivery of services within their respective communities. Given this responsibility, it is appropriate that the Cambridge and Te Awamutu Boards play a key role by advising Council as to their levels of service preferences and rationale.

Recommended Services for Review

The following table outlines the recommended services for focus group/community review, along with the rationale for each.

Service	Comments/Rationale/Justification
<i>Dog Control</i>	<i>Dog control attracts high public and political interest. Staff are currently dealing with an average of one dog bite a week. Due to recent attacks covered in the media, we are expecting further direction/legislative change from central government so it is a good time to gauge resident/ratepayer expectations of service. The 2007 NRB survey showed a marked fall in satisfaction levels. The after-hours contract is also due for renewal from 1 July 2008 so an appropriate time to consider levels of service.</i>
<i>Noise Control</i>	<i>High public interest, with increasing level of noise complaints (particularly in Cambridge). The cost of the after-hours service has increased by 40% in the past year. Given increasing costs, it is appropriate to review community expectations of service. We need to gauge whether ratepayers want the same level of service despite the increasing costs of the service. The after-hours contract is also due for renewal from 1 July 2008 so an appropriate time to consider levels of service.</i>
<i>Museums</i>	<i>With the recent integration of the Te Awamutu Museum operation and forthcoming integration of the Cambridge Museum, it is appropriate to consider the LOS for a District Museum service at this time.</i>
<i>Libraries</i>	<i>The Cambridge and Te Awamutu Libraries have different hours of operation. The LOS review process provides an opportunity to move towards a consistent service.</i>
<i>Road Maintenance</i>	<i>Community feedback suggests that there has been a reduction in the level of service. This, coupled with major recent cost increases, provides an opportune time to review one of Council's fundamental and most significant services.</i>
<i>Road Safety</i>	<i>Minimising the potential conflict between different road user groups is seen as essential as levels of road use increase. Recent concerns from about speed levels around District schools highlights this point. Council is embarking on the development of a Cycle Strategy and confirming an appropriate level of service is seen as critical to successful implementation of such a strategy.</i>
<i>Street Lighting</i>	<i>Street lighting is considered essential for community safety, with</i>

	<i>regular public requests for additional streetlights in both rural and urban areas of the District. The current stated level of service is linked to meeting New Zealand standards which trigger very high compliance costs. Given the level of public interest and the costs of meeting current levels of service, it is timely that this service is reviewed.</i>
<i>Footpaths</i>	<i>Despite considerable investment in new footpaths and footpath maintenance in recent years, the level of satisfaction for this service area is less than what would be considered acceptable. Footpaths are considered a key Council service and, as such, future investment would benefit from a public review of the current level of service</i>
<i>Parking</i>	<i>The recent NRB Survey results highlight a high level of public interest and significant concern about the level of parking services in Cambridge and Te Awamutu. In addition, the current level of service not well defined and communicated</i>

Solid Waste - The adoption of the Waste Management Plan in 2005 confirmed the extent of Council's involvement in waste management activities. The Plan is not scheduled for review until 2009/10. However, Council's recent move into urban/rural recycling and a strong community perception that Council needs to take a greater level of involvement/control in relation to waste management, suggest that reviewing Council's involvement in refuse collection and disposal might be timely.

Public Transport – Council supports the provision of scheduled bus services through annual funding. This funding is provided to Environment Waikato who, as contract managers, coordinate the provision of government funding and oversee service delivery. A review of public transport services is signalled for 2008, but will fall outside the scope of this proposed LOS review process as it will be part of a sub-regional process involving Environment Waikato, Hamilton City Council and Land Transport NZ.

Summary of Level of Service Review Project Milestones

The following table outlines the LOS review process and indicative timelines:

<i>Confirm (document) existing levels of service</i>	<i>12 October 2007</i>
<i>Identify Services for Review</i>	<i>5 October 2007</i>
<i>Report to Council</i>	<i>December 2007</i>
<i>Conduct Focus Groups</i>	<i>February 2008</i>
<i>Prepare LOS options/costings</i>	<i>February 2008</i>

<i>Community Board feedback</i>	<i>February/March 2008</i>
<i>Report to Council on preferred options (costed)</i>	<i>April 2008</i>
<i>Seek public feedback on preferred options</i>	<i>April/May 2008</i>
<i>Report to Council to consider community feedback</i>	<i>June 2008</i>
<i>Finalise draft LOS (Council)</i>	<i>June 2008</i>
<i>Draft LOS feed into review of AMPs</i>	<i>May/June2008</i>
<i>Draft LOS feed into LTCCP budget process</i>	<i>July/August 2008</i>
<i>LOS confirmed with adoption of LTCCP</i>	<i>June 2009</i>

Cr Cox/Cr Taranaki

11 REVIEW OF DELEGATIONS

File: 50-01-07

Policy & Strategy Manager Ross McNeil outlined the three types of delegation:

- Statutory – these apply to officers whose positions are set in statute, and their powers, duties and functions are expressly referenced in legislation. Examples include the Chief Executive, Dog Control Officer and Environmental Health Officer.
- Discretionary Statutory – these relate to powers, functions and duties that Council may lawfully delegate, and chooses to do so. Such delegations may be made to a committee, community board or officer.
- Operational – these are made by the Chief Executive to staff to facilitate the effective and efficient operation of the organisation. Examples include the authority to purchase goods and services within certain limits, and the authority to recruit and appoint staff.

He said that Council's current delegations register, which contains delegations authorised by Council and by the Chief Executive, was adopted in 2005 and recent changes to legislation and to staff positions prompted a review of these delegations. The delegations arising from changes in legislation, have been prepared or reviewed by Council's legal advisors.

[Cr Taranaki left the meeting at 11.39am and returned at 11.41am]

[Cr Scaramuzza left the meeting at 11.41am and returned at 11.47am]

Cr Lee advised that there was an omission in the register with regard to the HAZNO delegation and would like to see reference to the District Hazards Substances Officer included.

[Mayor Livingston left the meeting at 11.51am and returned at 11.57am]

RESOLVED

2/07/141

That -

- a) *The information be received.*
- b) *The draft Delegations Register, subject the addition of 4.1, Hazardous Substances be recommended to Council for confirmation.*

Cr Lee/Cr Scaramuzza

11 MEETING DATES FOR 2008

File: 01-85-12

The Committee was informed that the Local Government Act 2002 (Schedule 7 Clause 21(5)(d)) requires that the date of the next meeting, or a schedule of dates for future meetings to be fixed.

RESOLVED

2/07/142

That the pursuant to Schedule 7, Clause 21 of the Local Government Act 2002, the following schedule of meeting dates be adopted (generally the second Tuesday of each month except for January) by the Policy Committee:

12 February 2008, 11 March 2008, 8 April 2008, 13 May 2008, 10 June 2008, 8 July 2008, 12 August 2008, 9 September 2008, 14 October 2008, 11 November 2008, and 9 December 2008.

Cr Lee/Cr Thomas

There being no further business the meeting closed at 11.59am.

CONFIRMED AS A TRUE AND ACCURATE RECORD

CHAIRPERSON: _____

DATE: _____