

Minutes of the meeting of the Policy Committee held in the Council Chambers, 101 Bank Street, Te Awamutu on Monday 14 February 2005 commencing at 9.00am

1 ATTENDANCE

Councillor AJH Empson - Chairperson

Members

His Worship the Mayor AD Livingston; Councillors – EH Barnes, RJ Cooper, GC Flay, GH Jull, PL Lee, GG Scaramuzza, DL Sharpe, BJ Taranaki, BS Thomas, GRP Webber and Committee Member G Roberts – from item 12

In Attendance

Chief Executive (JC Inglis), Deputy Chief Executive (GD Dyet), Group Manager Policy & Strategy (R McNeil), Group Manager Assets, Community & Business Services (JM Mills) – items 10-11, Group Manager Finance (S Kew) – until item 8, Planning & Policy Manager (D Frederick) – until item 8, Property Manager (A Hampton) – items 8.3 - 11, Planning Services Manager (W Allan) – item 8, Planner (D Bayley) – item 8, Planner (T Kelly) – item 17, Special Projects Manager Utility Services (P Gunasinghe) – item 12, Research & Policy Development Officer (A Bron) – items 10-14, Committee Secretary (C Plowright)

2 APOLOGIES

RESOLVED

2/05/01

That an apology for absence be received from Councillor Newlands and for lateness from Committee Member Roberts.

Cr Webber/Cr Jull

3 LATE ITEMS

Nil.

4 CONFIRMATION OF ORDER OF MEETING

File: 01-85-12

RESOLVED

2/05/02

That the order of the meeting be confirmed, subject to item 17 being taken at 3.00pm.

Mayor Livingston/Cr Barnes

5 VISITORS

Nil.

6 MINUTES OF PREVIOUS MEETINGS

File: 01-85-12

Minutes of Policy Committee meeting held on 13 December 2004 were included in the agenda.

RESOLVED

2/05/03

That the minutes of the meeting of the Policy Committee held on 13 December 2004 be received.

Cr Sharpe/Cr Taranaki

Matters Arising -

6.1 Karapiro Hall

File: 15-11-13

Councillor Webber said it was hoped the Karapiro Hall would be relocated to its new site this week.

6.2 Heritage Policy and Implementation Strategy

File: 02-13-07

The Chief Executive said Andrew McFarlane had taken on the role of Heritage Manager and, in addition to a range of heritage related responsibilities, he would be assisting the Museums with administrative issues. He said staff were looking into how closely Museum operations might become integrated with Council's activities.

Mayor Livingston said Te Awamutu Museum staff were grateful for the administrative assistance that has been provided by Council staff.

7 FEES AND CHARGES – REVIEW FOR 2005/2006 FINANCIAL YEAR

File: 75-15-03

7.1 PROPOSED FEES AND CHARGES – 2005/2006 SPECIAL CONSULTATIVE PROCEDURE

File: 75-15-03

Report of Planning and Policy Manager dated 24 January 2005 was included in the agenda.

RESOLVED

2/05/04

That the report of the Planning and Policy Manager dated 24 January 2005 be received.

Cr Jull/Cr Sharpe

RESOLVED

2/05/05

That the Dog Registration and Impounding Fees be amended to read "five dogs per rural premises" with a definition of premises and property included at the bottom on the page.

Cr Taranaki/Cr Thomas

RESOLVED

2/05/06

*That the note under Hearing Costs in the Resource Management Fees and Charges be amended to read "**The hearing fee is partial reimbursement of the costs associated with the hearing time including Council staff, consultants and Committees time**".*

Cr Sharpe/Cr Webber

RESOLVED

2/05/07

That -

- a) *Pursuant to sections 37 and 68 of the Dog Control Act 1996 and section 14 of the Impounding Act 1995, and sections 83 and 150 of the Local Government Act 2002 and by way of the Special Consultative Procedure to be confirmed at the May 2005 Council meeting, the following charges for Animal Control attached as part of the Statement of Proposal become operative from 1 July 2005.*

**STATEMENT OF PROPOSAL
REVIEW OF FEES AND CHARGES - DOG
CONTROL AND RESOURCE MANAGEMENT**

Notice is hereby given, pursuant to Section 83 and Section 150 of the Local Government Act 2002, of Waipa District Council's intention to review the Fees and Charges relating to Council's functions pursuant to the Dog Control Act 1996 and Resource Management Act 1991.

SUMMARY OF INFORMATION

Council may set fees under the Dog Control Act 1996 for the registration, impounding and control of dogs. Council proposes the following changes to the Dog Control fees:

- Introduce a fee, pursuant to the Waipa District Council Dog Control Bylaw 2004, for a permit to own more than 5 dogs in the rural area.
- Amend the structure of dog registration discounts available in order to further encourage responsible ownership of dogs.

Council may set fees under section 36 of the Resource Management Act 1991 to recover the actual and reasonable costs of processing applications and making decisions in relation to resource consents, plan changes and designations.

The proposed changes to the Resource Management fee structure are:

- Remove the minor land-use charge;
- Increase charge-out rates for staff to reflect cost recovery;
- Increase application fee for Front Yard Encroachments;
- Reduce deposit for applications for non-complying landuse activities;
- Introduce discretion to set the deposit for Limited Notified landuse applications up to a maximum of \$10,000;
- Increase deposit for subdivision applications;
- Introduce flexibility to set the deposit for subdivision applications involving 10 or more allotments;
- Introduce a fee for checking and signing easement documents;
- Reduce deposit for application to remove designation;
- Increase mileage rate;

The proposed changes to the Fees and Charges are to take effect from 1 July 2005. All fees and charges are GST inclusive.

SUBMISSIONS

The proposed Fees and Charges are notified for public comment and submissions, in writing, are invited from interested parties.

Submissions must be received at the Council Offices in Cambridge or Te Awamutu by 5.00pm Monday 28 March 2005.

Submissions will be considered by Council's Policy Committee at a meeting to be held in Te Awamutu on 9th May 2005, commencing at 9.00am. Submitters wishing to be heard in support of their submission must clearly state this in their submission.

Copies of the proposed fees and charges and submission forms are available from:

Te Awamutu	Council Offices, Bank Street, Te Awamutu 07-872-0030 Council Library, Roche Street, Te Awamutu
Cambridge	Council Offices, Wilson Street, Cambridge 07-823-3800 Council Library, Wilson Street, Cambridge

Freephone 0800 924 723

Submissions can be made:

By mail to Waipa District Council. Private Bag 2402, Te Awamutu

By email to info@waipadc.govt.nz

By fax to 07 872 0033

By delivery to Council Offices.

APPENDIX 1 RESOURCE MANAGEMENT FEES AND CHARGES

FIXED CHARGES

The Waipa District Resource Management Fees and Charges became operative on 1 July 2005. All fixed charges are stated **INCLUSIVE** of GST. Amounts stated in the attached schedule are deposits, and further additional charges may be imposed upon the applicant.

The purpose of each charge is to recover the cost of receiving and processing applications and issuing decisions. Charge-out rates for Council officers are set out in the fees and charges schedule. If reference is made to actual staff time it is to be charged in accordance with the hourly charge-out rates, which are fixed. The charge-out rates for Council officers and mileage apply when processing any resource management application.

If it is necessary for the services of a planning consultant, engineering, lwi or other consultant including attending any hearing, then the recoverable charge for the consultant will be charged in full to the applicant unless there is an element of public good.

Any legal fees incurred by the Council in relation to advice obtained on any particular application, including the fees incurred if Council's solicitor is required to be present at any hearing, will be charged in full to the applicant unless there is an element of public good.

Any Commissioner hearing fees and associated costs in considering and determining any particular application will be charged in full to the applicant.

The Planning Services Manager shall have the discretion to reduce any charges payable if in his or her opinion there are some benefits to the community as a whole or there are circumstances that exist which warrant a reduction of the charges.

PAYMENT OF FIXED CHARGES

All the amounts specified as fixed charges are payable in advance pursuant to Section 36 (7) of the RMA and Council may not perform the action to which the charge relates until the charge has been paid to it in full.

ADDITIONAL CHARGES

Pursuant to Section 36(3) of the RMA, where the fixed charge as set out in the schedule hereof is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned the Council may require the person who is liable to pay the charge to also pay an additional charge.

REFUND OF CHARGES

Pursuant to Section 36(5) of the RMA, the Council may remit the whole or any part of a fixed charge where the charge paid is greater than the actual and reasonable costs incurred by the Council relating to any particular application. Any refunds will be paid after Council has assessed the final costs incurred by the Council in respect to the application.

LIST OF FIXED CHARGES

A fixed charge shall be paid by the applicant for each type of application or action listed in the attached schedule.

DESCRIPTION OF SERVICE

All references are to the Resource Management Act 1991 (RMA) unless specified otherwise.

APPLICATIONS FOR LAND USE CONSENT

EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
-----------------------------	----------------------------

Non-Notified Applications

~~Minor land use consents involving a reduction in the internal site boundary setback requirement where:~~ \$70.00

- ~~a) The yard encroachment is not within a front yard and~~
- ~~b) Written consents of affected persons have been obtained.~~

Controlled Activities

\$350.00	\$400.00
----------	----------

Except no charge will be made for applications involving only:
Special Landscape Character Areas
Central Cambridge Character Areas

Discretionary Activities

\$500.00

Except for Residential and Rural dwellings and accessory buildings, which cannot meet the conditions for a permitted activity in the zone.

\$350.00	\$400.00
----------	----------

Except no charge will be made for applications involving only:
Heritage Buildings and Sites
Protected Trees

Non-Complying Activities

\$1,000.00	\$600.00
\$350.00	\$400.00

Except for Structures which only cannot meet the front yard setbacks for the zone.

Except no charge will be made for applications involving only:
Heritage Buildings and Sites
Protected Trees

Public Notified Applications

All land Use Consent Applications

\$2,000.00
up to a
maximum
deposit of
\$20,000.00

The deposit may be increased at the discretion of the Planning Services Manger where the land use application to which the charge relates has any of the following attributes:

- a) it involves a significant land use development;
- b) it is likely to involve significant time for Council staff to process;
- c) it is likely to require the use of specialist consultant advice;
- d) it is likely to be a contentious application.



POLICY COMMITTEE MINUTES 14 FEBRUARY 2005

	EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
Limited Notified Applications		
All land Use Consent Applications	\$1,500.00	\$1,500.00 up to a maximum deposit of \$10,000.00
<p>The deposit may be increased at the discretion of the Planning Services Manger where the land use application to which the charge relates has any of the following attributes:</p> <ul style="list-style-type: none"> a) it involves a significant land use development; b) it is likely to involve significant time for Council staff to process; c) it is likely to require the use of specialist consultant advice; d) it is likely to be a contentious application. 		
Actions Related to all Types of Land Use Consents		
Monitoring of significant Land Use Consents involving the administration, monitoring and supervision of the conditions and the Progress with giving effect to the consent.	\$150.00	
Cost for each inspection required after the first inspection an additional charge of	\$75.00	
APPLICATION FOR SUBDIVISION CONSENT		
Including subdivision by way of cross lease, company lease or unit title		\$950.00
Non-Notified Applications		
<i>Controlled Activities</i>	\$850.00	
<i>Discretionary Activities</i>	\$850.00	
<i>Non-Complying Activities</i>	\$1,000.00	
Subdivision applications which involve 10 or more lots		\$2,000 plus \$50.00 per additional lot after the first 10 lots
Notified Applications		
All Subdivision Applications	\$2,000.00 up to a maximum deposit of \$20,000.00	\$2,000.00 plus \$50.00 per additional lot after the first 10 lots
<p>The deposit may be increased at the discretion of the Planning Services Manager where the subdivision application to which the change relates has any of the following attributes:</p>		

	EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
a) it involves a significant subdivision development;		up to a
b) it is likely to involve significant time for Council staff to process;		maximum
c) it is likely to require the use of specialist consultant advice;		deposit of
d) it is likely to be a contentious application;		\$20,000.00
e) it is likely to involve significant servicing investigation.		

Limited Notified Applications

All Subdivision Applications less than 10 lots \$1,500.00

Subdivision Applications which involve 10 lots or more

The deposit may be increased at the discretion of the Planning Services Manager where the subdivision application to which the change relates has any of the following attributes:

- a) it involves a significant subdivision development;
- b) it is likely to involve significant time for Council staff to process;
- c) it is likely to require the use of specialist consultant advice;
- d) it is likely to be a contentious application;
- e) it is likely to involve significant servicing investigation.

\$2,000
plus \$50.00
per
additional
lot after the
first 10 lots
up to a
maximum
deposit of
\$20,000

ACTIONS RELATED TO ALL TYPES OF SUBDIVISION CONSENTS

Certificates for:

Section 222 (RMA) – Completion Certificate	\$60.00
Section 223 (RMA) – Survey Plan Approval	\$85.00
Section 224 (RMA) – Completion of Subdivision Conditions	\$120.00
Section 226 (RMA) – Restrictions upon issue of CT	\$300.00
Section 243 (RMA) – Easement Approval and Revocation of Easement	\$85.00

Approval plus legal cost

Cross Lease Amendments to flat plan \$225.00

Amalgamation Cancellation (Section 241 RMA). \$60.00

Covenant plus legal costs (Section 220(1)(b) and 220(2) RMA) \$60.00

Consent Notice Administration plus legal costs (Section 221 RMA). \$85.00

Consent Notice release, partial release or variation plus legal costs (Section 221 RMA). \$85.00

Checking & Signing Easement Documentation. \$85.00

EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
-----------------------------	----------------------------

Inspection of conditions and engineering plans

a) For inspection of works required to comply with conditions.

Actual staff
time & mileage

b) For checking engineering plans or for re-checking amendments.

Applications for creating an esplanade strip, or variation, or cancellation pursuant to Sections 232 and 234 (RMA) plus legal costs.

\$120.00

APPLICATION FOR A CHANGE TO THE DISTRICT PLAN

For all cost associated with processing, considering and determining a private plan change to the District Plan in accordance with the First Schedule of the RMA.

\$6,000.00
up to a
maximum
deposit of
\$20,000.00

The deposit may be increased at the discretion of the Planning Services Manger where the Plan Change to which the charge relates has any of the following attributes:

- a) it involves a major change in Council policy and/or is a significant development;
- b) it affects a wide geographical area which will require significant public notification;
- c) it is likely to involve significant time for Council staff and/or consultants to process;
- d) it is likely to be a contentious application

CHARGES RELATING TO ALL TYPES OF RESOURCE CONSENTS AND OTHER RESOURCE MANAGEMENT ACTIVITIES

- | | |
|--|----------|
| a) Renewal of Resource Consent (Section 124 RMA). | \$300.00 |
| b) Extension of Consent Periods (Section 125, 126 RMA). | \$300.00 |
| c) Change or Cancellation of Consent Conditions (Section 127 RMA). | \$300.00 |
| d) Review of Consent Conditions (Section 128-132 RMA). | \$300.00 |
| e) Existing Use Right Determination (Sections 10, 10A & 10B). | \$300.00 |
| f) Certification of Compliance (Section 139 RMA). | \$300.00 |
| g) ROW Approval (Section 348 Local Government Act 1974). | \$300.00 |

	EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
h) Upon entering into any cash bond plus legal costs.	\$85.00	
i) Upon entering into any registered bond plus legal costs.	\$120.00	
j) Request for a release, partial release or variation of any bond or covenant plus legal costs.	\$85.00	
k) Request for additional time to carry out any work in respect of which a bond has been given (Section 109(4), 222(2) RMA).	\$120.00	
l) Administration costs to process a resource management application.	Actual staff time	
m) Hearing Costs	\$150.00	
Minimum hearing fee with a further sum of \$100.00 for each half hour or part thereof of hearing time after the first half hour.	\$100.00	
l) Administration costs to process a resource management application.	Actual staff time	
m) Hearing Costs	\$150.00	
Minimum hearing fee with a further sum of \$100.00 for each half hour or part thereof of hearing time after the first half hour.	\$100.00	
Note		
The hearing fee is required to reimburse all partial reimbursement of the costs associated with the hearing time including except Council staff, and/or consultants and committees time.		
n) If an applicant fails to give at least 2 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing, the Council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing.	Actual Costs including staff time	
o) Pre-hearing Meetings	\$125.00	
-Minimum pre-hearing fee with a further sum of \$60.00 for each half hour or part thereof of pre-hearing time after the first half hour.		
p) Decisions on resource management applications by staff acting under delegated authority.	\$80.00	
q) Where no other charge is prescribed for administration costs incurred in affixing Council's seal and/or signature to any document required in connection with the implementation of the conditions imposed in a resource consent or in connection with the	\$60.00	

EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
-----------------------------	----------------------------

subsequent variation or release of any document entered into pursuant to a condition imposed plus legal costs.

- | | | |
|---|-----------------|--|
| r) Resource Management planning certificate under the Sale of Liquor Act 1989. | \$70.00 | |
| s) Preparation of any document encumbrance or certificate for the purposes of the Overseas Investment Commission or for any purpose under any such enactments or regulations. | \$85.00 | |
| t) Surrender of resource consent (Section 138 RMA). | \$300.00 | |
| u) Public Notice Costs. | Actual
Costs | |
| v) Sign. | \$10.00 | |

APPLICATIONS FOR REQUIREMENTS FOR DESIGNATIONS AND HERITAGE ORDERS

Non-Notified Applications

- | | | |
|---|------------|-----------------|
| a) Requirement for designation (Section 168 & 168A RMA). | \$2,500.00 | |
| b) Approval of Outline Plan (Section 176A RMA). | \$300.00 | |
| c) Requirement for alteration to a designation (Section 181 RMA). | \$1,000.00 | |
| d) Requirement for removal of a designation (Section 182 RMA). | \$1,000.00 | \$500.00 |
| e) Transfer of rights and responsibilities for designations (Section 180 RMA). | \$500.00 | |
| f) Application to determine that a designation should not lapse (Section 184 & 184A RMA). | \$300.00 | |
| g) Request pursuant to Section 177 (RMA) relating to a Requiring Authority responsible for the earlier designation or heritage order. | \$300.00 | |
| h) Application for consent pursuant to Section 178 (RMA) to do anything, which would prevent or hinder the public work. | \$300.00 | |
| i) Requirements for heritage orders (Section 189 & 189A RMA) | \$1,500.00 | |
| j) Requirements for removal of heritage orders (Section 196 RMA) | \$1,000.00 | |

EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
-----------------------------	----------------------------

Notified Applications

- | | |
|---|---|
| a) Requirements for designations (Section 168 & 168A RMA).

The deposit may be increased at the discretion of the Planning Services Manager where the designation to which the charge relates has any of the following attributes:
i) it involves a significant designation;
ii) it affects a wide geographical area which will require significant public notification;
iii) it is likely to involve significant time for Council staff and/or consultants to process;
iv) it is likely to be a contentious application. | \$2,500.00
up to a
maximum
deposit of
\$20,000.00 |
| b) All other notified designations or heritage order applications. | \$2,000.00 |

Request for information and Supply of Documents

- | | | |
|--|--|--|
| a) For any request to provide information in respect of the District Plan or any resource consent – per half hour or part thereof after the first half hour of time. | \$28.00 | |
| b) For copies of the District Plan: | | |
| <ul style="list-style-type: none"> • Text and A4 coloured maps • Text only • A4 colour maps • A3 colour maps • A4 colour maps per sheet • A3 colour maps per sheet | <ul style="list-style-type: none"> \$215.00 \$120.00 \$120.00 \$135.00 \$3.35 5.60 | |
| c) For Annotation Service on District Plan – per annotation. | Actual
Cost | |
| d) For copies of any Change or Variation to the District Plan. | Actual
Cost | |
| e) For photocopying (including double sided). | | |
| <ul style="list-style-type: none"> • Each A4 page • Each A3 page | <ul style="list-style-type: none"> \$0.13 \$0.20 | <ul style="list-style-type: none"> \$0.15 |
| f) For aerial photo/site or project plan printing | | |
| <ul style="list-style-type: none"> • Each A3 • Each A2 • Each A1 | <ul style="list-style-type: none"> \$3.40 \$4.50 \$5.60 | |

	EXISTING FIXED CHARGE	AMENDED FIXED CHARGE
Hourly Charge-Out for Council Officers		
Planning Services Manager	\$120.00	
Senior Planning Officer	\$90.00	\$95.00
Planning Officers	\$85.00	\$90.00
Engineering Officers	\$85.00	\$90.00
Environmental Health Officers	\$85.00	\$90.00
Building Control Officers	\$85.00	\$90.00
Parks & Reserves Officers	\$85.00	\$90.00
Monitoring & Enforcement Officers	\$85.00	\$90.00
Planning Administration Officers	\$65.00	\$70.00
Mileage		
For each kilometer traveled	\$0.70	\$0.75

- c) *Pursuant to section 150 and section 83 of the Local Government Act 2002 and section 36 of the Resource Management Act 1991, and by way of the Special Consultative Procedure to be confirmed at the May 2005 Council meeting, the following charges for Resource Management attached as part of the Statement of Proposal become operative from 1 July 2005.*

Cr Sharpe/Cr Taranaki

APPENDIX 2

DOG REGISTRATION AND IMPOUNDING FEES

DOG REGISTRATION AND IMPOUNDING FEES

Pursuant to the provisions of the Dog Control Act 1996, public notice is hereby given that the fees for the registration and control of dogs for the year commencing 1 July 2005 to 30 June 2006 are due 1 July 2005 and all dogs must be registered by 31 July 2005.

The following fees are prescribed and apply to all dogs over the age of three months:

All fees include Goods and Service Tax

**REGISTRATION FEES – RURAL DOGS - \$50.00 STANDARD
REGISTRATION FEE**

Reductions: \$20.00

If paid before 1 August each year, within 14 days of acquiring a dog or within 14 days of the dog attaining three months of age.

Total reductions available \$20.00

Minimum fee \$30.00

Permit for more than 5 dogs on per rural property premises (any property over 1ha) \$25.00

Fee for any further inspection required \$25.00

**REGISTRATION FEES – URBAN DOGS - \$80.00 STANDARD
REGISTRATION FEE**

Reductions:	\$15.00	Property adequately fenced (Fee for any further inspection required \$15)
	\$10.00	Dog neutered (spayed or castrated)
	\$15.00	Evidence of completion of a recognised owner education programme or dog obedience training and passing a Dog Owner's Quiz (Must be passed annually)
	\$10.00	If paid before 1 st August each year, within 14 days of acquiring a dog or within 14 days of the dog attaining three months of age

Total reductions available \$50.00

Minimum fee \$30.00

Permit for more than two dogs on urban property (property less than 1ha) \$25.00

Fee for any further inspection required \$25.00

Note (1) No fee is payable in respect to certified guide or hearing ear dogs

Note (2) The permits either for more than two dogs or more than five dogs last for three years when a further permit will require to be obtained.

Note (3) Replacement dog registration tags are available at \$3.00 each.

NB Any infringement offences committed or convictions under the Act may mean any reductions are lost at the discretion of the Environmental Safety Manager.

Impounding Fees

First Impounding **\$50.00**

Plus an additional \$20.00 for each subsequent impounding in any 24-month period involving dogs owned by the same person or organisation

Sustenance **\$7.00 per day**

Note: (1) The fee charged for the sale of unwanted/unclaimed dogs within the Waipa District will be the applicable registration fee, plus a \$20.00 administration fee.

Note: (2) The fee charged for the sale of unwanted/unclaimed dogs being rehomed outside the Waipa District will be \$50.00 (includes registration fee).

Note: (3) The destruction or disposal fee for any unclaimed, impounded dog is \$25.00.

Note: (4) The owner of an impounded dog remains liable for all impounding fees irrespective of the fate of the dog.

Registration fees may be paid at the Council offices in Bank Street, Te Awamutu and Wilson Street, Cambridge or by posting to Waipa District Council, Private Bag 2402, Te Awamutu. For further information please phone Cambridge (07) 823 3800, Te Awamutu (07) 872 0030 or (0800) 924 723.

Definitions:

“Property” means “a property or a collection of properties under common occupancy or in a single certificate of title which are farmed in conjunction with one another, and are contiguous”.

“Premises” means “any dwelling house and associated buildings”.

7.2 PROPOSED FEES AND CHARGES – 2005/2006

File: 75-15-03

Report of Planning and Policy Manager dated 24 January 2005 was included in the agenda.

RESOLVED

2/05/08

That the report of the Planning and Policy Manager dated 24 January 2005 be received.

Cr Webber/Cr Jull

It was explained that these fees and charges do not require public notification and can be adopted by Council resolution.

RESOLVED

2/05/09

That the Policy Committee recommend that Council delegate authority to the Chief Executive to vary the charges for Karapiro Domain Camping and Karapiro Domain Lake User Charges to best advantage of the facility, its use and the need to reasonably recover costs from revenue; and that a report on the revenue and expenditure associated with the Domain be provided to the Policy Committee by 30 June 2005.

Mayor Livingston/Cr Jull.

RESOLVED

2/05/10

That the words "These charges may be reduced by 20% for the period 1 May to 30 September" be removed from the schedule of fees and charges for Karapiro Domain Camping and Karapiro Domain Lake User Charges and replaced with "Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue".

Mayor Livingston/Cr Jull

RESOLVED

2/05/11

That -

- a) *The Fees and Charges as per the attached "Proposed Rates, Fees and Charges schedule"* be recommended to Council for adoption, effective from 1 July 2005, with the exception of the Fees and Charges for Building Control Fees, Dog Registration and Impounding Fees, and Resource Management Fees and Charges.*

- b) Pursuant to section 219 of the Building Act 2004 and Section 150 of the Local Government Act 2002, Council Fees and Charges for Building Control as presented in the attached "Proposed Rates, Fees and Charges schedule"*, be recommended to Council for adoption with effect from 31 March 2005 and that the charges operative from 1 July 2004 be replaced as from 31 March 2005 by this resolution.
- c) The use and availability of the Karapiro Domain Water Sports Complex be clarified with respect to rowing use of this complex and its availability for casual hireage.
Cr Barnes/Cr Jull

* The Rates, Fees and Charges Schedule is attached to the prime copy and forms a part of these minutes.

[The meeting adjourned at 10.30am and reconvened at 10.45am.]

8 PROPOSED PLAN CHANGES TO PROVIDE FOR URBAN GROWTH

The Chief Executive said two of the reports under this heading were progressing work identified in the Waipa Urban Growth Strategy, adopted by Council in November 2003. He said the third report provided Council with the opportunity to re-zone an area of land in Ohaupo to rural residential, which would allow it to be subdivided into approximately 30 lots.

8.1 BOND ROAD TE AWAMUTU – PLAN CHANGE DISCUSSION DOCUMENT

File: 65-07-45

Report of the Planner dated 22 December 2004 was included in the agenda.

The Chief Executive said Council had previously approved investigations to be undertaken for growth-cell TA6 on the eastern side of Bond Road, Te Awamutu, as identified in the Waipa Urban Growth Strategy 2003. He said Council had recently been approached by a landowner of property on the western side of Bond Road requesting that a parcel of land of approximately 7.3 hectares also be included in the Plan Change investigations.

RESOLVED

2/05/12

That the report of the Planner dated 22 December 2004 be received.

Cr Webber/Mayor Livingston

RESOLVED

2/05/13

That the area of land legally described as Lot 2 DPS 8777 and part of Pt Allot 249 Puniu Parish as illustrated in the Plan attached as Appendix 1 to the Planner's report be included in the Plan Change investigations for growth Cell TA6 – Bond Road, Te Awamutu.

Cr Jull/Cr Thomas

8.2 OHAUPO PLAN CHANGE – DISCUSSION DOCUMENT

File: 65-07-22

Report of the Planner dated 15 December 2004 was included in the agenda.

The Chief Executive explained that the township of Ohaupo had not received consideration as part of the Waipa Urban Growth Strategy. He said it has two areas of land available for residential development, being residential-zoned land at the southern end of the village, and rural-residential zoned land at the northern end of the village. Both areas have been zoned in this manner for some time but have not been developed.

RESOLVED

2/05/14

That -

- a) *The report of the Planner dated 15 December 2004 be received; and*
- b) *The Policy Committee authorise Council officers to undertake a full investigation of all the relevant issues, including preliminary consultation with affected parties and stakeholder groups, of the Rural zone area north of Ryburn Road, between State Highway 3 and the North Island Main Trunk Railway, as identified as Appendix 2 of the Planner's report; and*
- c) *Officers report back to the Policy Committee with findings of investigations and consultation and provide alternatives and recommendations.*

Cr Sharpe/Cr Scaramuzza

Councillor Sharpe **moved, seconded** Councillor Taranaki -

That the investigations include the area to the north of the residential zone being included as a proposed rural residential zone and the average lot size being 4000m².

Mayor Livingston said that from a good planning perspective Council should ensure that those rural residential extensions are able to receive an unrestricted potable water supply. The Chief Executive said both a restricted and unrestricted water supply should be available as options because an unrestricted supply might be cost prohibitive. With the approval of the mover and seconder it was agreed to add the following words to the motion *“and that it is a requirement that there be the option of a restricted or unrestricted potable water supply”*.

RESOLVED

2/05/15

That the investigations include the area to the north of the residential zone being included as a proposed rural residential zone and the average lot size being 4000m² and that it is a requirement that there be the option of a restricted or unrestricted potable water supply.

Cr Sharpe/Cr Taranaki

**8.3 WAIPA URBAN GROWTH STRATEGY (WUGS)
IMPLEMENTATION: HAUTAPU INDUSTRIAL AND PICQUET
HILL RESIDENTIAL GROWTH CELL INVESTIGATIONS –
COSTS**

File: 65-06-07

Chairperson Empson declared an interest in this item and vacated the chair. Mayor Livingston chaired the meeting during this item. Councillor Empson did not take part in the discussion or vote on this item.

The Chief Executive explained that the Waipa Urban Growth Strategy requires Council to progress the growth cells for Picquet Hill and Hautapu during the current and the next financial years. He said staff had sought tenders for the professional consultant services required to complete structure planning and land use investigations (i.e. District Plan Change) for those two growth cells and this information had been distributed to Councillors in a public excluded report so as not to compromise the tenderers. He said the tender quotes were above the budget for each project.

He said it was likely that most of the expenditure would fall in the 2005/06 year and he suggested that Councillors receive the information but there was no need to approve additional funds to complete the work at this stage.

RESOLVED

2/05/16

That the report of the Senior Planner dated 14 January 2005 be received, that the Policy Committee acknowledges the increase in costs and approves the continued investigation of the Hautapu and Picquet Hill Growth Cells with respect to preparing a draft Plan Change.

Cr Cooper/Cr Thomas

9 PROPOSED PLAN CHANGE TO AMEND APPENDIX 11 OF THE DISTRICT PLAN – ARCHAEOLOGICAL SITES

File: 65-07-48

Report of Planner, Jude Marsden, dated 6 January 2005 was included in the agenda.

RESOLVED

2/05/17

That

- a) *The report of Planner Jude Marsden dated 6 January 2005 be received; and*
- b) *The Policy Committee authorise the public notification of proposed Plan Change 48 – Archaeological Review, compiled in accordance with the statutory requirements of the Resource Management Act 1991 to provide for further archaeological sites to be included in the Waipa District Plan.*

Cr Taranaki/Mayor Livingston

Mayor Livingston said it was appropriate to acknowledge the work of the Waipa Heritage Council in carrying out a comprehensive review of the District Plan Appendices. He said that, in particular, Mary Hurst and the late Jim Mandeno had done a huge amount of work on identifying heritage sites.

RESOLVED

2/05/18

That a note of appreciation be sent from Council to the Waipa Heritage Council for its work on the identification of heritage sites.

Mayor Livingston/Cr Taranaki

10 ALLOCATION OF RESERVE CONTRIBUTION FUNDS

File: 01-22-17

Report of Group Manager Assets, Community and Business Services dated 24 January 2005 was included in the agenda.

The Chief Executive explained that Tables 1 and 5 of the report contained some incorrect figures and he provided corrected figures.

The Chief Executive said the report in the agenda proposed that all reserve contribution revenue be committed to a list approved by Council. He suggested that the table be extended further and presented to the Community Boards and Pirongia Ward Consultative Committee for comment before the Policy Committee makes a recommendation to Council.

RESOLVED

2/05/19

That the report of Group Manager Assets, Community and Business Services dated 24 January 2005 be received and the corrections noted.

Mayor Livingston/Cr Lee

Mayor Livingston asked if work already committed by the Community Boards from reserve development funds could still proceed as some of it was essential work that was urgently required. Group Manager Assets, Community and Business Services, John Mills, said that projects approved for the 2004/05 year would still proceed.

RESOLVED

2/05/20

That any further work done on the list of projects for consideration from reserve contribution funds should not compromise work scheduled for the current year or the expectations of community groups associated with those projects.

Chairperson Empson/Cr Barnes

RESOLVED

2/05/21

That the Community Boards be advised to not allocate any further reserve development funds.

Cr Sharpe/Cr Lee

11 REVIEW OF CONSULTATION WITH COMMUNITY TENANTS RELATING TO THE LEASE OF COUNCIL OWNED OR ADMINISTERED LAND BY RECREATIONAL, EDUCATIONAL AND CULTURAL GROUPS

File: 45-05-03

Report of Property Manager dated 14 January 2005 was included in the agenda.

Property Manager, Amanda Hampton, said submitters had expressed three main areas of concern, these being the commercial rental formula, the cost of ongoing water and sewerage charges and the administration fee. Following discussion it was agreed to remove the word "semi" from

(i) of the proposed policy.

Mayor Livingston suggested that for simplicity and ease of understanding the administration fee should be reviewed every five years, at the time when the lease is reviewed. Group Manager Assets, Community and Business Services, John Mills, said he felt Council should review the fee annually but implement it every five years.

RESOLVED

2/05/22

That

- a) *The report of the Property Manager dated 14 January 2005 be received.*
- b) *The resolutions adopted by the Policy Committee on 9 August 2004 and presented in the Property Manager's report of 14 January 2005 as "Proposed Policy for Lease of Council Land to Community Tenants" be adopted as Council policy and implemented by agreement with tenants or when current leases expire and a new lease is negotiated.*
- c) *The common seal for the Waipa District Council be affixed to all relevant documentation.*

Chairperson Empson/Cr Taranaki

[The meeting adjourned for lunch at 12.20pm and reconvened at 12.49pm.]

12 ASSESSMENT OF WATER SERVICES AND SANITARY SERVICES IN THE DISTRICT

File: 28-04-72

Graham Sweetlove from Opus International Consultants attended the meeting for this item.

[Committee Member Roberts joined the meeting at 1.50pm.]

Councillor Sharpe said she noted there was no mention of a possible water supply being provided by Hamilton City. She said some individual properties in Rukuhia, and the Rukuhia School, have problems with the quantity and quality of their domestic water supply. The Chief Executive said it would be helpful to note this in the Assessment of Water Services before it goes out for public consultation.

Mayor Livingston suggested that the Department of Conservation owned toilets at Grey Road and Corcoran Road and the Council toilet at the Kaniwhaniwha Reserve carpark should be added to the list of privately owned and operated public toilets on page 12 of the Waipa Sanitary Services Assessment. He said he also felt there should be mention about the provision of toilets for the Maungatautari Ecological Island Project on Hicks Road.

Comment [c1]: This is a copy
– JING has original

The Committee identified several typographical errors and these will be corrected before the Assessment goes out for public consultation.

RESOLVED

2/05/23

That

a) *The Assessment of Water Services and Sanitary Services completed by OPUS International Consultants in January 2005 and presented in two reports of the same name and date be received and approved for public notification and consultation in accordance with the requirements of the Local Government Act 2002 subject to the following changes -*

- *Reference to the fact that some individual properties in Rukuhia, and the Rukuhia School, have problems with the quantity and quality of their domestic water supply to be included in the Assessment of Water Services.*
- *Rukuhia Hall to be deleted from the list of existing public toilets within Council owned/community shared facilities on page 11 of the Sanitary Services Assessment.*
- *DOC owned toilets on Grey Road and Corcoran Road and Council toilet at the Kaniwhaniwha Reserve carpark to be added to the list of privately owned and operated public toilets on page 12 of the Sanitary Services Assessment.*
- *Reference to the public toilet to be provided at Hicks Road for the Maungatautari Ecological Island project to be included in the Sanitary Services Assessment.*
- *Reference to "Te Pahu tyres" to be deleted from pages 19 and 20 of the Sanitary Services Assessment.*
- *Two references to Lake Te Ko Uta on page 26 of the Sanitary Services Assessment to be amended to Lake Te Ko Utu.*

b) *That the following Statement of Proposal and Summary of Information be publicly notified and submissions on the proposal be received until 5.00pm on Friday 18 March 2005.*

STATEMENT OF PROPOSAL

To adopt an assessment of water and other sanitary services as required by and pursuant to section 125 of the Local Government Act 2002.

The reason for the Proposal is to comply with the requirements of the Local Government Act 2002, which specifies the content and extent of the required assessment and requires that it be made (adopted) by Council no later than 30 June 2005.

An assessment of sanitary services is not required to address matters that have been considered in a Waste Management Plan made under the Local Government Act 1974. Council has such a Waste Management Plan and this is being reviewed at present. It includes an assessment of waste management services in accordance with the sanitary services assessment and is part of the Waste Management Plan process.

The assessment of water and sanitary services is presented in two reports prepared by OPUS Consultants entitled "Assessment of Water Services" and "Sanitary Services Assessment" both dated January 2005 and they form part of this Statement of Proposal.

SUMMARY OF INFORMATION

An assessment of water services and sanitary services has been completed in accordance with the requirements of the Local Government Act 2002.

This is the first such assessment of these services and must, according to the Local Government Act 2002, be adopted before 30 June 2005.

It is not required to address matters that have been considered in a Waste Management Plan made under the Local Government Act 1974.

Council is reviewing its Waste Management Plan and the requirements of the assessment are addressed in that review. A revised Waste Management Plan is scheduled for adoption by Council by 30 June 2005.

The assessment of water and sanitary services is provided in two reports titled "Assessment of Water Services" and "Sanitary Services Assessment", both prepared by OPUS International Consultants dated January 2005 and approved for public notification by Council's Policy Committee on 14 February 2005.

The Statement of Proposal may be inspected at the Council Offices in Bank Street, Te Awamutu and Wilson Street Cambridge and the Council Libraries in Roche Street, Te Awamutu and Wilson Street, Cambridge.

A copy of the Proposal and the reports relating to it may be obtained from the Council Offices in Bank Street, Te Awamutu and Wilson Street Cambridge and the Council Libraries in Roche Street, Te Awamutu and Wilson Street, Cambridge.

Submissions are invited on the Proposal. They must be in writing and will be received until the close of day (5.00pm) on Friday 18 March 2005.

Chairperson Empson/Cr Flay

13 WAIPA DISTRICT DRAFT WASTE MANAGEMENT PLAN

File: 92-03-01

Report of Research and Policy Development Officer dated 12 January 2005 was included in the agenda.

Mayor Livingston asked what effect the proposed kerbside recycling service would have on the Te Awamutu Transfer Station. Mr McNeil said the proposed recycling service would not impact on the financial viability of the Transfer Station because they provide that service free of charge for a limited range of recyclables and their other services will remain unchanged.

In answer to a question from Councillor Cooper, Mr McNeil said it was envisaged that the kerbside collection service would be for urban areas only but, if there was a demand for the service to be extended into rural areas, this could be investigated. Councillor Sharpe said drop off points for rural recyclables was very useful but it would help if there was a sign erected at those points saying "Only Waipa District Council permitted bags".

Councillor Taranaki asked why ratepayers had to wait until 2008 for the kerbside recycling service. Mr McNeil said it was likely the proposed service would require an amendment to the Long Term Council Community Plan (LTCCP) in July 2006 and it was estimated it would take a year or two to achieve the 90% target for recycling in the Waste Management Plan.

Mayor Livingston said that in justifying the cost of \$30 per household for the kerbside recycling service, it should be explained what this cost will cover and that there will be fewer trips to the Transfer Station required and a saving in rubbish bags.

RESOLVED

2/05/24

That

- a) *The report of the Research and Policy Development Officer dated 12 January 2005 be received.*
- b) *The draft Waste Management Plan (attached as Appendix 2 to the officer's report) and Assessment of Refuse Collection and Disposal Services (Appendix 1 of the officer's report) be notified in accordance with the requirements of the Local Government Act 2002 and released for public comment on Thursday 17 February 2005 subject to an explanation being included on cost implications and that it is not proposed to start the kerbside recycling service before 1 July 2006.*

- c) *Submissions be received on the draft Waste Management Plan/ Assessment of Refuse Collection and Disposal Services until 5.00pm on Friday 18 March 2005.*
- d) *Submissions will be considered at a meeting of the Policy Committee to be held on Monday 11 April 2005.*
- e) *Following consideration of the Draft Waste Management Plan/ Assessment of Refuse Collection and Disposal Services, Council adopt the draft Plan at a meeting scheduled for 28 June 2005.*
Mayor Livingston/Cr Cooper

14 PROPOSED COMMUNITY-BASED COMMITTEE TO OVERSEE MANAGEMENT OF PIRONGIA RESERVES

File: 60-12-01

Report of Group Manager Policy and Strategy dated 21 January 2005 was included in the agenda.

RESOLVED

2/05/25

That

- a) *The report of the Group Manager Policy and Strategy dated 21 January 2005 be received.*
- b) *Subject to f) below, a Pirongia Reserves Management Committee be established to oversee the management and development of those Pirongia reserves covered by an 'appointment' from the Department of Conservation to Council for the purpose of controlling and managing the reserves identified as Sections 1, 550 and 167 in Pirongia.*
- c) *The Pirongia Reserves Management Committee have recommending status only.*
- d) *The Pirongia Reserves Management Committee meet at least once per year at a time to be determined by the Committee.*
- e) *Membership of the Committee be:*
 - *The Pirongia Ward Councillors;*
 - *Two persons nominated by the Pirongia Residents and Ratepayers Association to represent the Pirongia community;*
 - *One person nominated by Purekireki Marae;*
 - *One person nominated by Te Kauhanganui o Waikato;*
 - *Waipa District Mayor as Chairperson.*

All members be identified by name and appointed by Council.

Members of the Committee (excluding the Mayor) will be entitled to receive travelling expenses for the purposes of attending the annual meeting.

- f) *The establishment of a Pirongia Reserves Management Committee, and its suggested membership, be referred to Council's Iwi Consultative Committee for comment prior to approval being sought from the Department of Conservation and subsequent confirmation by Council.*

Mayor Livingston/Cr Sharpe

15 SISTER CITIES – PROPOSED POLICY

File: 01-80-03

Report of Group Manager Policy and Strategy dated 21 January 2005 was included in the agenda.

The Chief Executive said the proposed policy on Sister Cities would provide some direction for Council on the nature, purpose, expectations and roles of the various parties involved in sister city relationships. He suggested deletion of the words "and enhance" from the proposed policy and that the annual budget should be unspecified at this stage.

It was suggested that as well as asking the Community Boards to comment on the proposed policy, comment should be sought from the Le Quesnoy Friendship Association and the Bihoro Trust.

RESOLVED

2/05/26

That

- a) *The report of Group Manager Policy and Strategy dated 21 January 2005 be received.*
- b) *The proposed Waipa District Council Sister City Policy, subject to deletion of the words "and enhance" (and e) below), be recommended to Council for adoption and included as part of Council's procedural policies.*
- c) *Council acknowledge the need for a budget to support the implementation of an adopted Sister Cities policy.*
- d) *Council review the status of the Sister City relationships with Moree, Mudgee and Prescott in accordance with the proposed policy.*
- e) *Comment on the proposed Sister City policy be invited from the Cambridge and Te Awamutu Community Boards, the Le Quesnoy Friendship Association and the Bihoro Trust and considered by Council prior to any policy being adopted.*

Cr Taranaki/Cr Webber

16 TE AWAMUTU TOWN CENTRE PLAN

File: 01-23-01

Reports from Architects, Chow Hill, dated November 2004 were included in the agenda.

RESOLVED

2/05/27

That -

- a) *The information provided by townscape architects Chow Hill "Te Awamutu's Central Area Issues Review – November 2004" and "Te Awamutu Central Area: Prioritisation of Issues / Actions – 6 December 2004" be received.*
- b) *The matters identified in this information be addressed as far as possible in Council's current LTCCP (2004) and Annual Plan for 2005. That the feasibility study required by the 2004 LTCCP and the relevant matters in the Assessment of Sanitary Services required by the Local Government Act 2002 be included with the preparation of a Plan for enhancement of the central CBD area of Te Awamutu and that this be considered with Council's 2006 LTCCP.*

Cr Barnes/Cr Jull

The Chief Executive said Chow Hill had coordinated a collection of several projects into a Te Awamutu Town Centre Plan. He said this information had been referred to consultants RDT Pacific who had been asked to combine the information into a single project that would allow individual projects to be considered prioritised and progressed. Chairperson Empson, Councillor Barnes and Mayor Livingston said they were disappointed with the Chow Hill report and hoped the report from RDT Pacific would take the project to the next stage.

Councillor Flay said there was an urgent need for public toilets in the vicinity of Selwyn Park, the Rose Gardens and the Information Centre. He said the lack of toilets near the Information Centre was causing problems for Information Centre staff. He said the Information Centre did not favour having public toilets as part of an extension to their building and would prefer a more extensive toilet to be provided in the Rose Gardens. Chairperson Empson said that locating public toilets in the Rose Gardens would be short-sited and that combining a toilet facility with a bus shelter would make sense.

The Chief Executive mentioned some of the other projects and facilities being planned for Selwyn Park and said it would be unwise to consider one project at a time because it could compromise the overall end result. He said redesigning the town centre of Te Awamutu required expertise and careful planning.

It was **moved** Councillor Barnes, **seconded** Councillor Flay –

That funding be found to build a stand alone toilet in the most appropriate spot that will not interfere with future planning as soon as possible.

Mayor Livingston said the report from RDT Pacific would identify the most appropriate place for a stand alone toilet and that it would be inappropriate to build a new toilet before that report is received.

Following discussion the motion was altered with the approval of the mover and seconder.

RESOLVED

2/05/28

That the provision of stand alone public toilets in the vicinity of Gorst Avenue, Te Awamutu be given highest priority.

Cr Barnes/Cr Flay

The Chief Executive said consultants RDT would be asked to investigate the request and he would report back to the Policy Committee in March.

[Item 17 was taken at 3.00pm and then the meeting returned to consideration of item 16 at 3.30pm.]

17 ADOPTION OF AMENDMENTS TO THE ALBERT PARK RESERVE MANAGEMENT PLAN AND POLICIES RELATING TO “COMMERCIAL SPONSORSHIP” AND SIGNAGE

File: 4492/046.00

Report of Planner Terrena Kelly dated 11 January 2005 was included in the agenda.

RESOLVED

1/05/29

That the report of Terrena Kelly, Planner, dated 11 January 2004 be received.

Mayor Livingston/Cr Jull

Mr Parlane gave a verbal presentation in support of his submission, a copy of which was included in the agenda.

The Policy Committee considered the presentation made by Mr Parlane, together with his written submission, and made the following recommendation to Council.

RESOLVED

1/05/30

That having completed a process to amend policies 3.4.6, 3.4.7 and 3.7.5 of the Albert Park Reserve Management Plan as set out in Section 41 of the Reserves Act 1977, the Albert Park Reserve Management Plan be approved by Council subject to the changes set out in the clauses below:

- 3.4.6 Buildings and facilities may have displayed upon them or painted on their surface any advertising of any sort provided the advertising complies with the operative Waipa District Plan, or resource consent has been granted in relation to that matter if it does not.*
- 3.4.7 Club buildings and or pavilions may attach signs identifying the owner/occupier of that facility, providing in all instances that the signage complies with the rules and requirements of the operative District Plan.*
- 3.7.5 The erection of permanent advertising signs, hoardings, flags or similar is prohibited on all parts of the reserve unless in accordance with the operative Waipa District Plan, or there is an existing use right in accordance with Section 10 of the Resource Management Act 1991.*

Cr Jull/Mayor Livingston

Councillors Thomas and Webber requested leave of absence for the next Policy Committee meeting on 14 March 2005.

There being no further business the meeting closed at 3.45pm

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON: _____

DATE: _____