

*Minutes of the meeting of the Policy Committee held in the Council Chambers, Waipa District Council Offices, 101 Bank Street, Te Awamutu on Monday 11 July 2005 commencing at 9.00am.*

## **1 ATTENDANCE**

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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, GG Scaramuzza, BJ Taranaki, BS Thomas, GRP Webber and Committee Member G Roberts – from item 6

### **Staff**

Chief Executive (JC Inglis), Group Manager Policy & Strategy (R McNeil), Strategic Planning Manager (A McFarlane) – until item 7, Research & Policy Development Officer (A Bron) – from item 8, Utilities Services Operations Manager (T Harty) – from item 8, Trade Waste Officer (J Bidois) – from item 8, Committee Secretary (C Plowright)

**Public - 1**

## **2 APOLOGIES**

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### **RESOLVED**

2/05/74

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

Cr Taranaki/Cr Webber

## **3 LATE ITEMS**

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Chairman Empson said all Councillors had received a letter from Brenda Stamp about the Waipa District Council website and he asked if a late item could be added to the agenda to allow staff to comment on the letter. He said it should be accepted as a late item because the letter raises issues that require urgent attention.

### **RESOLVED**

1/05/75

*That a late item be added to the agenda on the Waipa District Council website.*

Cr Cooper/Cr Lee

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**4 CONFIRMATION OF ORDER OF MEETING**

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File: 01-85-12

**RESOLVED**

1/05/76

*That the order of the meeting be confirmed.*

Cr Barnes/Cr Thomas

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**5 MINUTES OF PREVIOUS MEETINGS**

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File: 01-85-12

**Minutes of Policy Committee meeting held on 13 June 2005 were included in the agenda.**

**RESOLVED**

2/05/77

*That the minutes of the meeting of the Policy Committee held on 13 June 2005 be received subject to the amendment of "Rolling Place" to Rowling Place" on page five and the inclusion of "Chestnut Lane" with "Collinson Street" in the table on page six.*

Cr Cooper/Cr Flay

**Matters Arising -**

**5.1 Review of Traffic Related Bylaws**

File: 45-02-08

Res: 2/05/66-68

Mayor Livingston said the Committee had asked that Reid Road, which is currently in the 100km/h zone, be given consideration as a 70km/h zone and not 50km/h as stated in the minutes. He said that investigations into the rezoning of Collinson Street to 50km/h should also include Chestnut Lane. Group Manager Policy and Strategy, Ross McNeil, suggested that the minutes include reference to "Chestnut Lane" and that the speed limit review process being initiated with Land Transport New Zealand (LTNZ) would consider the suggested speed limit for Reid Road.

Councillor Webber asked for assurance that the review process with LTNZ will include consultation with local residents and the Community Board. Mr McNeil said that expectation would be signalled to LTNZ.

**5.2 Relocated Buildings**

File: 01-52-01

Res: 2/05/71-72

Mayor Livingston said he understood resolution 2/05/72 had been framed so that staff would investigate the implications of inspecting all houses requiring relocation and report back to the Committee before it becomes a requirement. The Chief Executive said the Policy Committee does not have the authority to make decisions on inspection and bond requirements and the issue has been referred to Council. He said Council would receive a report from staff on the cost, practicalities and implications of inspecting all houses and would then make a decision. He said the minutes were a true record of what happened at the meeting but the Policy Committee might like to record that the matter be given some urgency.

Councillor Lee said he thought staff had the ability to set bonds if required and he asked for this to be verified. He said the requirement to inspect buildings should also include new ones because of concerns with leaky buildings.

**RESOLVED**

2/05/78

*That the Policy Committee's resolution on item 11 of the minutes of its 13 June 2005 meeting concerning Relocated Buildings be given some urgency and reported to Council without delay.*

Cr Lee/Mayor Livingston

**5.3 Establishment of a Waikato Region Council Controlled Organisation (CCO)**

File: 01-69-04

Res: 2/05/69

The Chief Executive said he was trying to obtain clarification on the appointment of directors to the CCO.

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**6 MAUNGATAUTARI RESERVE MANAGEMENT PLAN –  
CONSIDERATION OF SUBMISSIONS ON DRAFT PLAN**

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File: 04-03-50

**Report of Community Planning and Liaison Manager dated 23 May 2005 was included in the agenda.**

Chairman Empson welcomed submitters on the Maungatautari Reserve Management Plan to the meeting and invited them to present their submissions.

**Submission from Ally Tairi (representing Maungatautari Marae) was heard at 9.28am**

Ally said she was attending the meeting on behalf of Ngati Koroki and Maungatautari Marae. She said that whilst it had not been possible to spend as much time on the issue as they would have liked, the main areas of concern had been covered in their submission. She emphasised that Maungatautari Mountain is not just significant to those that live in the area, it is significant to the whole of Tainui, and it was felt that this significance has been covered in their submission.

[Committee Member Roberts joined the meeting at 9.32am.]

Ally said it was suggested that the words in 1.2 of their submission be included in the introduction to the Management Plan. She said if that was adopted then it would not be necessary to include the words in 3.7 (Description of the Maungatautari Scenic Reserve) suggested in their submission. She said that statement needed more of an explanation, to make it understandable to the general public and more acceptable to Maori, and it was best for all concerned if it was left out.

Ally said Maungatautari Marae supported Council's intention to provide and maintain at least two public access points to the Scenic Reserve and hoped Council would work with them to enable the Maungatautari Ecological Island Trust (MEIT) and local Maori landowners to move forward on this issue. With respect to the southern access, Ally said the current access inside the reserve is another Maori block, owned by the Muru Whanau, and this land is kai-tiaki and belongs to the Maori Royal Family. Ally said that, as the local kai-tiaki, they would be following progress with that piece of land and any others that exist within the reserve. She said it was suggested that, in order to protect private land that has public access over it, the words "can be protected" and "can be recognised" should be changed to "will be protected" and "will be recognised".

With respect to 6.6 in the submission, it was noted that the word "stop" should be inserted before "others" in the final bullet point. The submission asks that the words "excluding trees or logs or endangered species of plants or animals" be deleted from clause 6.6 of the Management Plan to allow Tangata Whenua to collect them where appropriate. Ally said Tangata Whenua would like to know that they have the right to collect those taonga and that they will be used purely for cultural and historical purposes, not for commercial gain.

In answer to a question from Councillor Webber, Ally advised that Tangata Whenua have to obtain approval from the Minister of Conservation to collect trees or logs from Maungatautari.

Ally said the issue of overnight accommodation had been covered in the submission and she noted that the draft Management Plan had been amended accordingly. With respect to the section on Commercial Activities, Ally said local Iwi are unaware of any known waahi tapu sites on Maungatautari, but would like the ability for some input should this arise. Mayor Livingston suggested inclusion of a statement under Archaeological Sites (section 3.8) that there are sufficient protocols and statutory requirements in the event that archaeological sites are uncovered. Strategic Planning Manager, Andrew McFarlane, said that would clarify the protocol and process.

Ally said Maungatautari Marae objected very strongly to the use of mountain and motor bikes anywhere on the reserve. She said this was in relation to recreational use and that it would be necessary for MEIT to use some vehicles to carry out maintenance work. Councillor Jull asked if that would include motorised vehicles for the aged and disabled to visit the enclosures and Ally said that would be acceptable.

Mayor Livingston said Council very much appreciates the work put into the submission by Ally and the Maungatautari Marae. He said the draft Plan had been amended to take account of most of their suggestions.

Councillor Lee asked if Maungatautari could be defined as a significant site in the District Plan. Ally said Maori see the Maunga as highly significant because of what it means to the whole of Maoridom throughout New Zealand, and it is more to them than a scenic reserve.

MEIT's Chief Executive, Jim Mylchreest, thanked staff, consultants and the Maungatautari Reserve Committee for their work on the draft Management Plan. He said MEIT was comfortable with the draft Plan and supported the submission from Maungatautari Marae.

#### **Submission from Sabina Owen was heard at 9.55am**

Sabina said she was concerned that Council is taking on a big project that might not be sustainable in the long term and that it might be best served by the Department of Conservation (DOC). Whilst wishing the project every success she voiced her concern on this particular issue.

With reference to Table 2.1 (Legal Descriptions) Sabina noted that the last two lots in the table have been described as "Vested In" Waipa District Council. She explained why she felt that was an incorrect description and that it should be explained that the reserve is under the control and management of Waipa District Council. She suggested the inclusion of reference to Section 28 of the Reserves Act in this regard. It was accepted that this was a terminology issue that could be altered to provide clarification.

Sabina said she noted there are a number of access points to the reserve, although it is stated in the draft Plan that Council will maintain two legalised public access points, and she asked for clarification on this. It was explained that there are a number of private access points to the reserve from adjoining landowners, but only two public access points. Andrew said that maintaining a minimum of two public access points ensured free public access to the reserve without the need to go through the two enclosures.

Sabina said she agreed with Mayor Livingston's suggestion concerning some additional words of explanation on archaeological sites.

Sabina said she felt there should be a clearer distinction in the draft Management Plan about who does what, i.e. the Council is the legal authority and MEIT carries out the development work. She suggested the removal of the word "agent" in the Management of Fauna section, as this might jeopardise MEIT's eligibility for central government funding.

Mayor Livingston said the Committee appreciated the effort that has gone into Sabina's submission and he thanked her for the positive manner in which it was presented.

[The meeting adjourned at 10.06am and reconvened at 10.30am. Councillor Barnes and Committee Member Roberts rejoined the meeting at a later stage.]

Andrew recapped the process that has been followed in developing the draft Maungatautari Reserve Management Plan. He said the submission from Maungatautari Marae was particularly appreciated because Council had asked for help on cultural and historical aspects of the draft Plan. He said the amendments suggested by Maungatautari Marae on the historical background had been included on pages 15 – 16 of the draft Plan.

[Councillor Barnes rejoined the meeting at 10.35am.]

Andrew said it would not be possible to accommodate Maungatautari Marae's request concerning the wording for use of legal covenants (transferable development rights and environmental protection lots) from "can be" to "will be" because they are administered through the District Plan and are part of a separate process. He said this would not prevent anyone from obtaining a transferable development right or environmental protection lot.

[Committee Member Roberts rejoined the meeting at 10.40am.]

Andrew said the draft Plan already contains a suggested amendment in line with Maungatautari Marae's request concerning the collection of fallen trees or logs for cultural and spiritual purposes. With respect to the accommodation issue raised in Maungatautari Marae's submission, Andrew said this reference had been amended to "temporary shelters" with no reference to overnight accommodation.

Andrew said the draft Plan restricts the use of recreational and motorised vehicles in the reserve in line with the submission from Maungatautari Marae. The draft Plan refers to mountain biking being restricted to designated mountain bike tracks but, as there are none at present, this activity is unable to take place.

It was noted that the "s" should be removed from Waikato on page 52 and that there could be other minor editing corrections required.

With respect to Sabina Owen's submission, Andrew said her query concerning the extent of visitor education facilities in the enclosures could be clarified by an amendment to the text and her concerns about the terminology "vested in" could be amended to clarify that Council owns those two parcels of land. He said he did not see the need for a change in the text to provide clarification about existing authorisations and resource consents or in response to Sabina's concerns about public access points. He suggested that in the interests of cultural responsibility the draft Plan should not be too specific about archaeological sites, other than a slight expansion of the text, because there are sufficient protocols and requirements in place in the event that a site is uncovered.

Andrew said Sabina's request for clarification on legal responsibilities of Council and MEIT was unnecessary as it was defined within the legislative framework and the nature of that relationship was being worked on through the development of a Memorandum of Understanding. He said there had been ongoing discussion about use of the term "agent" and this has been put aside because it could compromise MEIT's funding from central government. He said all aspects of the flora and fauna section of the draft Plan had been developed with assistance from DOC.

**RESOLVED**

2/05/79

*That the report of the Community Planning and Liaison Manager dated 23 May 2005 be received.*

Cr Scaramuzza/Mayor Livingston

**RESOLVED**

2/05/80

*That the amendments to section 3.7 of the draft Maungatautari Reserve Management Plan be approved.*

Mayor Livingston/Cr Webber

**RESOLVED**

2/05/81

*That an additional policy on the collection of fallen trees and logs be included in section 6.6 of the draft Maungatautari Reserve Management Plan.*

Committee Member Roberts/Cr Taranaki

**RESOLVED**

2/05/82

*That the text of the draft Maungatautari Reserve Management Plan be amended to clarify the location of the principal education facilities.*

Cr Taranaki/Cr Thomas

**RESOLVED**

2/05/83

*That the text of the draft Maungatautari Reserve Management Plan be amended to provide clarification on ownership of Lots 3 and 4 DPS 59103.*

Cr Jull/Cr Flay

**RESOLVED**

2/05/84

*That reference to Section 28 of the Reserves Act be included in table 2.3 of the draft Maungatautari Reserve Management Plan with a more detailed description of that section in Appendix C.*

Committee Member Roberts/Cr Scaramuzza

The Committee considered Sabina Owen's request that commentary on the Resource Management Act and District Plan be relocated to the front of the draft Plan. Following discussion it was agreed that the existing linkages section and summary at the front of the draft Plan are sufficient.

There was lengthy discussion concerning the policies in section 6.6, and particularly how Maori would interpret them, but no changes were recommended to the text of the draft Plan. It was explained that whilst the draft Plan recognises the significance of Maungatautari, it does not recognise the significance of flora and fauna in any detail, other than their significance to Maori.

The Chief Executive said that at the time the Maungatautari Reserve Committee was appointed a letter was received from Wally Papa stating that Pohara Marae will not participate in the meetings until their grievances are addressed. He said that, since then, Pohara has not participated although Council has attempted to consult with them on the development of the Maungatautari Reserve Development Plan. He said Council's records show that three copies of every agenda have been sent to representatives of Pohara (Wally Papa, Ted Tauroa and a copy to Pohara Marae). The draft Management Plan was sent to them on 9 February 2005 and reference to the draft Plan has been sent to them on a number of occasions between June 2004 and June 2005. In addition to this Council's consultants, Environmental Management Services, have tried on several occasions to contact the Pohara Marae Committee and individuals whose names were provided to them. He said that despite those efforts there has been no consultation.

The Chief Executive said that very recently communication has been received from Willie Te Aho, representing Pohara, stating it appears that the past issues of the Karapiro Reserve Management Plan and the Maungatautari Reserve Management Plan have still not been addressed and that Ngati Koroki Kahukura ki Pohara has not been consulted. They also feel the reference to cultural and historical values are clearly wrong and do not take account of claims to Maungatautari, particularly those filed by Wally Papa in November 2003.

The Chief Executive said the Policy Committee should acknowledge the absence of comment or input from Pohara on the development of the Maungatautari Reserve Management Plan, it should express concern that it was unable to get information and input from Pohara and acknowledge that Council and its representatives made a concerted effort on several occasions to consult with Pohara on the development of the Plan. He said he was concerned that Council could end up adopting a Plan that has not had the input Council would have liked and that there may be an opportunity to get some dialogue in future, perhaps with a small change to the Plan if necessary.

Mayor Livingston said Maungatautari Marae had taken a positive approach to consultation on the draft Plan which had been beneficial to all concerned. He said Council had made every possible endeavour to consult with Pohara on the draft Plan and if they have chosen not to become involved that is their choice. He said it was important for Council to progress the Management Plan.

Committee Member Roberts said she did not agree and that there was a mis-interpretation of the word consultation.

Mayor Livingston said he took Committee Member Roberts' comments on board but still felt Council had made every possible endeavour to consult with all parties, including Iwi. He said that recently the Chief Executive and others had attended a hui to address that and felt there had been a positive outcome. He said that whilst Committee Member Roberts might not agree with the definition of consultation, Council has done its best to consult, including taking advice from Iwi on how best to do so. He said he would appreciate feedback from Committee Member Roberts on her definition of consultation and how it can be achieved.

**RESOLVED**

2/05/85

*That following consideration of submissions, the draft Maungatautari Reserve Management Plan (as amended) be referred to Council for adoption, subject to the Minister of Conservation approval(s) required by the Reserves Act 1977.*

Mayor Livingston/Cr Jull

**7 PROPOSED TRADE WASTE BYLAW AND REVIEW OF WASTEWATER DRAINAGE BYLAW – NOTIFICATION OF PROPOSED BYLAW FOR PUBLIC SUBMISSIONS**

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File: 45-02-25 & 45-02-26

**Report of Research and Policy Development Officer dated 16 May 2005 was included in the agenda.**

Group Manager Policy and Strategy, Ross McNeil, outlined the processes followed by Council to develop and make the Trade Waste Bylaw 2005, to review and subsequently to revoke the Wastewater Drainage Bylaw 1998 and to make the Wastewater Drainage Bylaw 2005.

Mr McNeil said the purpose of having a Trade Waste Bylaw was to enable Council to control the types and levels of waste received at Council's Wastewater Treatment Plants. He said materials or effluent discharged into Council's wastewater systems, and onto its treatment plants, could have a potentially adverse effect on the infrastructure provided and maintained by Council and on the biological process that takes place. He said that effluent going into Council's systems in an uncontrolled manner has the potential to see Council not meet its Resource Consent obligations and Council has set a target in its recently adopted Waste Management Plan to adopt a Trade Waste Bylaw by December 2005.

Mr McNeil said Council's current Wastewater Drainage Bylaw is under review because it has a direct linkage to the Trade Waste Bylaw and because there is an obligation to review all current Bylaws by 2008.

Mr McNeil said it was proposed that the fees and charges relating to trade waste would be separated from the Bylaw so they can be reviewed annually as part of Council's Fees and Charges review. He said Council had recently appointed a Trade Waste Officer to monitor trade discharges and administer the new Bylaw.

Mr McNeil explained that the key aspect identified during the review of the Wastewater Drainage Bylaw relates to the point of discharge location, which will now be on the property boundary. He said this would give Council responsibility for and control over repairs and maintenance carried out in the road reserve.

Mr McNeil said Council's Trade Waste Officer, Jason Bidois, had been liaising with significant trade waste generators in the District and all stakeholders would be contacted when the Bylaw is released for public comment. He said the public consultation period would be for a minimum period of two months.

**RESOLVED**

2/05/86

*That the report of the Research and Policy Development Officer dated 16 May 2005 be received.*

Cr Lee/Cr Cooper

Councillor Lee asked if existing premises that do not comply would be picked up as part of the process, i.e. service stations where contaminated spills flow into the stormwater system. Mr McNeil said it was anticipated staff would pick up on those situations during discussions with various business operators.

Councillor Lee asked how the Bylaw would control the discharge of chemicals from swimming pools. Mr McNeil said there would be an education programme developed to raise awareness in the community. He said if Council was able to identify where a discharge has come from it could take appropriate enforcement action.

Councillor Lee suggested that enforcement officers should have access to premises at all times as this would be essential in the case of a major spill. Mr McNeil said enforcement officers would be able to gain immediate access in a state of emergency but, for the purpose of monitoring and taking samples, it was felt this should be termed as reasonable access.

Councillor Lee suggested that only “approved” plastic containers should be used for sampling. Mr McNeil said both Bylaws had been developed using national model standard bylaws but he had no issue with including the word “approved” on page 30 of the proposed Trade Waste Bylaw.

Councillor Lee also raised issues in relation to the storage of hazardous material and the declaration of an emergency.

Committee Member Roberts asked if Council’s contractors would be asked to follow the provisions of the proposed Bylaw. Mr McNeil said if a contractor contravened the Bylaw appropriate action would be taken.

**RESOLVED**

2/05/87

*That -*

- a) *The Statement of Proposal (attached to this report and forming part of this resolution) to revoke the Waipa District Wastewater Drainage Bylaw 1998; to make the Waipa District Wastewater Drainage Bylaw 2005 and to make the Waipa District Trade Waste Bylaw 2005, and adopt the schedule of trade waste fees and charges be notified in accordance with the requirements of the Local Government Act 2002 and released for public comment on Friday 15 July 2005.*
- b) *Submissions be received on the Statement of Proposal until 5.00pm on Friday 16 September 2005.*
- c) *Submissions be considered at a meeting of the Policy Committee to be held on Monday 10 October 2005.*
- d) *Following consideration of submissions on the Proposal, Council confirm the revocation of the Wastewater Drainage Bylaw 1998 and the making of two new Bylaws, Wastewater Drainage Bylaw 2005 and the Trade Waste Bylaw 2005, and the adoption of the schedule of fees and charges, as specified in b), at a meeting scheduled for 29 November 2005, with the new Bylaws coming into force on 1 December 2005.*

**STATEMENT OF PROPOSAL**

**PROPOSED TRADE WASTE BYLAW / REVIEW OF  
WASTEWATER DRAINAGE BYLAW**

- 1 *This Statement of Proposal is prepared pursuant to sections 83, 86, 89, 155, 158 and 159 of the Local Government Act 2002 (Act).*
- 2 *This is a proposal to revoke the:*
  - (a) *Waipa District Wastewater Drainage Bylaw 1998*

- 3 *This is also a proposal to adopt the following:*
- (a) *Waipa District Wastewater Drainage Bylaw 2005;*
  - (b) *Waipa District Trade Waste Bylaw 2005; and*
  - (c) *Waipa District Schedule of Fees and Charges for the Trade Waste Bylaw*
- 4 *Full copies of the draft bylaws and schedule of fees and charges as proposed to be adopted are attached and form part of this Statement of Proposal.*
- 5 *The reasons for revoking the existing bylaw are:*
- (a) *Council is required to review all bylaws by 1 July 2008.*
  - (b) *Council has committed to adopting a Trade Waste Bylaw by December 2005. The Trade Waste Bylaw is closely linked to the Wastewater Bylaw 1998, therefore, it is appropriate to review this bylaw at this time.*
- 6 *The reasons for proposing to adopt the new bylaws are:*
- Waipa District Wastewater Drainage Bylaw 2005**
- (a) *Council staff require access to public sewer drains on private property for maintenance.*
  - (b) *Control over the use of sewer drains is required to prevent blockages.*
  - (c) *Hazards are created by private work carried out on drains in the road reserve.*
- Waipa District Trade Waste Bylaw 2005**
- (a) *Uncontrolled trade waste discharges into the wastewater system are currently accepted.*

**Review Process**

- 7 *The Council is required to review its existing bylaws by 1 July 2008 pursuant to Section 158 of the Local Government Act 2002. The determination to revoke the bylaw referred to in this Statement of Proposal has arisen as a result of that review process.*

*Pursuant to section 159, the review under section 158 must take the form of a reconsideration of the matters set out in section 155 of the Act. This section requires the Council to determine whether a bylaw is the most appropriate way of addressing the perceived problem. As a result of the review, the Council considers that the proposed Wastewater Drainage Bylaw is the most appropriate way of addressing the perceived problems.*

*A similar assessment of the matters set out in section 155 of the Act must be carried out as part of the development of a new bylaw. As a result of this assessment, the Council considers that the proposed Trade Waste Bylaw is the most appropriate way of addressing the perceived problems.*

*A report of Council's considerations under sections 155 and 158 of the Act is attached and forms part of this Statement of Proposal.*

#### **Summary of Information**

- 1 *Pursuant to the Local Government Act 2002 Council is required to review all bylaws by 1 July 2008.*
- 2 *The New Zealand Waste Strategy and Waipa District Council's Waste Management Plan state in their targets that a Waipa District Council Trade Waste Bylaw will be in force by December 2005.*
- 3 *The Wastewater Drainage Bylaw is closely linked to the Trade Waste Bylaw, therefore, it is appropriate to review this bylaw in conjunction with the development of the Trade Waste Bylaw.*
- 4 *As a result of this review the following existing bylaw is to be revoked:*
  - (a) *Waipa District Wastewater Drainage Bylaw 1998.*
- 5 *As a result of this review the following new bylaws and schedule are proposed:*
  - (a) ***Waipa District Council Wastewater Drainage Bylaw 2005***; *this bylaw is to ensure the protection of Waipa District Council personnel and the general public, protect the ability of Waipa District Council to meet the requirements of the Resource Management Act 1991, and protect the investment in the existing and any future infrastructure treatment plant and disposal facilities by controlling access to and use of the wastewater drainage system; and*

- (b) **Waipa District Council Trade Waste Bylaw 2005;** *this is a bylaw to regulate discharges of trade waste from trade premises within the Waipa District, specify conditions to allow monitoring of, and charging for, the disposal of trade wastes, and provide a basis for requiring pre-treatment of certain trade waste before acceptance to the wastewater system.*
- (c) **Waipa District Council Schedule of Fees and Charges for the Trade Waste Bylaw;** *this schedule specifies the consent and trade waste treatment fees as allowed for in the Trade Waste Bylaw 2005.*

**Public notification and submissions**

*It is proposed to release the draft 2005 bylaws for public comment on 15 July 2005. Submissions must be in writing, and will close at 5 pm on 16 September 2005. Council will acknowledge in writing each submission received. It is proposed that submissions will be heard by the Policy Committee of Council at the meeting to be held in Te Awamutu on 10 October 2005 commencing at 9 am. Submitters wishing to be heard in support of their submission must clearly state this in their submission. All submitters wishing to be heard will be given notice of the time.*

**Availability: Copies of the Statement of Proposal and Summary of Information and also submission forms will be available from:**

**Te Awamutu** Council Offices, Bank Street, Te Awamutu  
(07 872 0030)  
Council Library, Roche Street, Te Awamutu

**Cambridge** Council Offices (07 823 3800)  
Council Library, Wilson Street, Cambridge

Freephone 0800 924 723

*Submissions can be made as follows:*

- 1 *by email to Waipa District Council, Private Bag 2402, Te Awamutu*
- 2 *by email to [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)*
- 3 *by fax to (07) 872 0033*
- 4 *delivery to Waipa District Council offices, Bank Street, Te Awamutu or Wilson Street, Cambridge.*

Cr Lee/Cr Jull

**8 LATE ITEM – COUNCIL WEBSITE**

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File: 75-08-91

Group Manager Policy and Strategy, Ross McNeil, said staff have been aware for some time that there are inadequacies with Council's website and a process for improving it is being undertaken. He said a contract has just been awarded to Intergen (an internet hosting and design company) to undertake this upgrade. He said that whilst it had taken longer than he would have liked to get the project off the ground, it is now underway, and it is expected it will take several months to complete.

[At 12.10pm Mayor Livingston welcomed the Captain of Waikato/Bay of Plenty Magic, Amigene Metcalfe, to the meeting in order to acknowledge Magic's recent success in winning the National Bank Cup. He said Council was extremely proud of Magic's performance throughout the year and pleased that they think of Te Awamutu as their home.]

There being no further business, the meeting was declared closed at 12.28pm.

**CONFIRMED AS A TRUE AND CORRECT RECORD**

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

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