

Council Agenda

Council Chambers
Waipa District Council
101 Bank Street
Te Awamutu



Chairperson
His Worship the Mayor JB Mylchreest

Members
EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon,
ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber

Opening Prayer

28 July 2020 09:00 AM - 11:05 AM

Agenda Topic	Presenter	Time	Page
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7. Documents Signed Under Council Seal	Chairperson	09:19 AM-09:21 AM	28
8. Local Government New Zealand Annual General Meeting 2020	Manager Governance - J Gread	09:21 AM-09:31 AM	29
9. Resource Management Act and Operational Delegations to Staff	Legal Counsel - J McFarlane	09:31 AM-09:41 AM	31
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12. 27-20-12 Cambridge C2/C3 Infrastructure – Programme 09:48 AM-10:08 AM
Cambridge Road Water Trunk Main & Manager (Growth)
Cambridge Road Wastewater Rising Mains – - R Walker
Contract Award

13. Morning Tea 10:08 AM-10:23 AM

Closing Prayer

**COUNCIL
AGENDA**



APOLOGIES

COUNCIL AGENDA



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

COUNCIL AGENDA



LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

COUNCIL AGENDA



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed

COUNCIL AGENDA



COUNCILLORS UPDATE ON ATTENDANCES

Councillors who have attended a conference, seminar or meeting on behalf of Waipa District Council may provide a verbal update.

COUNCIL REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 28 July 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Council meeting held on Tuesday 30 June 2020.

2 RECOMMENDATION

That the open minutes of the Waipā District Council meeting held on 30 June 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Council Minutes – 30 June 2020

COUNCIL MINUTES



Time: 9:00am
Date: Tuesday, 30 June 2020
Venue: Council Chambers, Waipa District Council, 101 Bank Street,
Te Awamutu

Opening Prayer

1 PRESENT

Chairperson

His Worship the Mayor JB Mylchreest

Members

EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber

2 APOLOGIES

There were no apologies.

3 DISCLOSURE OF MEMBERS' INTERESTS

There were no new disclosures.

4 LATE ITEMS

There were no late items.

5 CONFIRMATION OF ORDER OF MEETING

RESOLVED

1/20/26

That the order of the meeting be confirmed

Councillor Gordon / Councillor A. Brown

6 UPDATE ON COUNCILLOR ATTENDANCES

Councillor A. Brown attended the Draft Memorial Park Concept Plan meeting held onsite on Sunday 28 June 2020.

Councillor Gordon provided an update on his attendance at the Urban Mobility Workshop held at Waipa District Council.

Councillor Barnes attended the Draft Memorial Park Concept Plan meeting. Ms Barnes also attended a church service which gave thanks to the district for their efforts towards the Covid-19 pandemic.

Councillor L. Brown organised a meeting for the Returned Services Association (RSA) in collaboration with the Rotary and Lions Clubs, which participated in a walkthrough of Memorial Park in regard to the Draft Memorial Park Concept Plan. Mr L. Brown also attended the Urban Mobility Workshop held at Waipa District Council which focussed on urban mobility in town centres and also attended a church service which gave thanks to the district for their efforts towards the Covid-19 pandemic.

Councillor Stolwyk attended the official opening of the Ōhaupō Community, Sport and Recreation Centre with Mayor Mylchreest.

Councillor St Pierre attended the official opening of the Ōhaupō Community, Sport and Recreation Centre. Ms St Pierre also advised of her involvement in regard to consultation with the Te Awamutu Draft Memorial Park Concept Plan and the Pirongia 'Be Bold' Consultation plan. Ms St Pierre attended the Pirongia Community Association and provided feedback from the meeting.

As a member of Commsafe Te Awamutu, Councillor Thomas provided an update on their recent meeting.

Councillor Webber attended the Regional Transport Workshop at Environment Waikato and provided an update to Council.

Mayor Mylchreest provided an update on his attendance at the Zone 2 Meeting.

7 CONFIRMATION OF MINUTES

RESOLVED

1/20/27

That the open minutes of the Waipa District Council meeting held on 26 May 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor St Pierre / Councillor O'Regan

8 DOCUMENTS SIGNED UNDER COUNCIL SEAL

RESOLVED

1/20/28

That the following schedule of documents to which the Common Seal of the Waipa District Council has been applied under delegated authority be received:

Warrants as set out below:

Position for Warrant	Name of Staff
<i>Enforcement Officer – Contractor</i>	<i>Colleen Corbett</i>
<i>Enforcement Officer</i>	<i>Bishow Tripathie</i>

Councillor Webber / Councillor Andree-Wiltens

9 ADOPTION OF ANNUAL PLAN 2020/21, FEES AND SETTING OF RATES

The Strategic Planning and Policy Committee heard and deliberated on submissions to the Draft Annual Plan 2020/21 on 26 and 27 May 2020. The requested amendments were incorporated into the Revised Draft Annual Plan 2020/21 which was approved by the Strategic Planning and Policy Committee on 16 June 2020 to be recommended to Council for adoption at this meeting. At that same meeting, the Committee also approved for recommendation to Council: The Draft Schedule B Fees and Charges; the

Draft Schedule of Development Contributions; and decisions on submissions that had been deferred and amended from the meeting on 26 and 27 May 2020.

The Annual Plan is required to be adopted, and the rates for 2020/21 are required to be set, by 30 June 2020.

Schedule B Fees and Charges include those fees and charges that required public consultation (undertaken from 23 March to 24 April 2020). Schedule A Fees and Charges 2020/21 do not require consultation. These were adopted by the Strategic Planning and Policy Committee at an extraordinary meeting held on 17 March 2020. Council's published Schedule of Fees and Charges 2020/21 will amalgamate Schedules A and B and will also incorporate the Schedule of Development Contributions 2020/21.

Chief Executive G Dyet introduced the annual plan report. Mr Dyet thanked staff for their significant work on the document after Council originally signalled a possible 4.2% increase in the previous draft annual plan document prior to going into lockdown, to revising the budgets to achieve a rating increase of 2.4% in light of changes due to the Covid-19 pandemic.

Manger Strategy, Ms Downey advised that the annual plan has had some typographical changes. This included a change in tense to recognise that the draft revised annual plan presented will become the annual plan and minor wording changes to provide more clarity and consistency.

RESOLVED

1/20/29

That Council:

- a) **RECEIVES** the report of Graham Pollard, Strategic Projects Driver (document number 10411927); and
- b) **ADOPTS** the Revised Draft Annual Plan 2020/21 (document number 10393734 attached as Appendix 1) as the Annual Plan 2020/21 in accordance with Section 95 and Schedule 10 of the Local Government Act 2002; and in adopting the Annual Plan, Council:
 - i. Approve the financial estimates for the 2020/21 financial year with a rate requirement of **FIFTY SEVEN MILLION AND FIFTY-TWO THOUSAND, SEVEN HUNDRED AND SEVENTY-EIGHT DOLLARS (\$57,052,778) GST exclusive; and**

- ii. Pursuant to schedule 7, clause 32(1)(c) of the Local Government Act 2002, and in accordance with the Waipa District Council Annual Plan 2020/21, approve borrowing from external sources of **ONE HUNDRED AND TWENTY MILLION DOLLARS** (\$120,000,000); and
- c) **ADOPTS** the Draft Schedule B Fees and Charges 2020/21 (document number 10363997 attached as Appendix 2) for the financial year commencing on 1 July 2020 and ending on 30 June 2021; and
- d) **AMENDS** the development contributions in the Waipa District Development Contributions Policy 2018 by the amounts set out in the Draft Schedule of Development Contributions 2020/21 (document 10408462), commencing from 1 July 2020, pursuant to s106(2B) of the Local Government Act 2002 and the Waipa District Development Contributions Policy 2018, which shall be updated with the amended development contributions; and
- e) **SETS** the rates, payment dates and penalties on rating units in the Waipa District for the financial year commencing on 1 July 2020 and ending on 30 June 2021, pursuant to the provisions of the Local Government (Rating) Act 2002, and the Local Government Act 2002 as follows:

[Rates requirement figures quoted in the section below are inclusive of GST at the prevailing rate.]

General rate

A general rate is set under section 13 of the Local Government (Rating) Act 2002 based on the capital value of each rating unit in the district with no differential being set. The rate for 2020/21 is 0.1245 cents in the dollar on the capital value of each rating unit.

The general rate will fund 61.6 percent of the district wide funding.

Amount to be raised: \$27,352,505 inclusive of GST.

Uniform annual general charge (UAGC)

A uniform annual general charge is set under section 15 of the Local Government Rating Act 2002 at \$708.00 inclusive of GST per separately used or inhabited part of a rating unit.

The uniform annual general charge will fund a portion of the district wide funding.

Amount to be raised: \$17,030,940 inclusive of GST.

Targeted rates

Targeted rates are set under sections 16 and 19 of the Local Government Rating Act 2002 for the activities listed below. Council will not invite lump sum contributions in respect of any of these targeted rates.

Targeted ward rates

A targeted ward rate is set on each rating unit in the district. The targeted rate will be a fixed amount per rating unit. This rate will be set on a differential basis based on location, being the wards of Te Awamutu, Kakepuku, Cambridge, Maungatautari and Pirongia. The rates for the 2020/21 year are shown in the following table:

Ward	\$ Rate (GST inclusive)	\$ Raising
Cambridge	266.21	2,308,581
Kakepuku	199.74	241,890
Maungatautari	224.07	321,983
Pirongia	179.48	562,851
Te Awamutu	251.69	1,686,820

The targeted ward rate will fund a portion of the district-wide funding and fund the public community/group benefit element of activities.

The activities funded from the targeted ward rate include community boards, community grants, libraries, Cambridge pool, Te Awamutu Events Centre, museums, Cambridge Town Hall (Cambridge ward only) community properties (Cambridge and Te Awamutu Wards), passenger transport, Cambridge Refuse Centre grant, and National Cycling Centre of Excellence.

Amount to be raised: \$5,122,125 inclusive of GST.

Cambridge community sports hall

A targeted rate is set to fund the loan charges for the grant made for the development of the sports hall located at the Cambridge High School. The rate is set on land in the Cambridge and Maungatautari wards only.

The targeted rate is a fixed amount of \$9 inclusive of GST per rating unit.

Amount to be raised: \$91,516 inclusive of GST.

Urban Town Halls

A targeted rate is set to fund the maintenance costs for the Pirongia Memorial Hall and the Kihikihi Town Hall and part of the maintenance costs of the Cambridge Town Hall. The rate is set on land in the Cambridge and Te Awamutu wards, and the Pirongia township being roll number 4605.

The targeted rate is a fixed amount of \$12.91 inclusive of GST per rating unit.

Amount to be raised: \$204,598 inclusive of GST.

Capital works

A targeted rate is set to fund capital costs in connection with improvements and extensions to footpaths, kerbing and channelling of roads and street lighting as follows. The rate is set on land in Cambridge and Te Awamutu wards only.

The capital works rate is based on the capital value of the rating unit. It is set on a differential basis based on location, with the categories being the wards of Te Awamutu and Cambridge. The rates in cents per dollar of capital value are shown in the following table:

Ward	Rate in cents per dollar (GST inclusive)	\$ Raising
Cambridge	0.0006	44,781
Te Awamutu	0.0009	38,418

Amount to be raised: \$83,199 inclusive of GST.

Stormwater

A targeted rate is set to fund the operating costs and loan charges for stormwater in urban and rural areas of the district. The stormwater rate is based on the capital value of each rating unit in the district. The stormwater rate is set on a differential basis based on location, the categories being urban and rural. Urban is defined as being the urban drainage areas of Cambridge, Te Awamutu, Kihikihi, Ōhaupō, Pirongia and Karāpiro, as shown on Drainage Maps on www.waipadc.govt.nz. Rural is defined as the remaining area of the district

not defined as urban. The rates for 2020/21 in cents per dollar of capital value are shown in the following table:

	Rate in cents per dollar (GST inclusive)	\$ Raising
Urban	0.0359	3,492,270
Rural	0.0062	727,484

Amount to be raised: \$4,219,754 inclusive of GST.

Sewerage charges

A targeted rate is set for sewerage disposal costs and loan charges for each rating unit in the areas of the Cambridge sewerage scheme and the Te Awamutu sewerage scheme.

The targeted rate is set on a differential basis based on the provision of service, the categories of service being connected and serviceable. Connected means any rating unit that is connected to the Cambridge or Te Awamutu sewerage scheme. Serviceable means any rating unit situated within 30 metres of a public sewerage drain in one of the above Council sewerage scheme areas to which it is capable of being effectively connected but which is not so connected. For connected rating units, the liability is an amount per rating unit, calculated based on the number of pans and urinals at the rating unit. The rates for the 2020/21 year are:

A rating unit used primarily as a residence for one household will be treated as having no more than one pan or urinal. Rating units that are neither connected to the scheme nor serviceable are not liable for this rate.

	\$ Rate per pan or urinal (GST inclusive)	\$ Raising
Connected (3 or less pans)	578.00	7,691,755
Connected (4 to 10 pans)	491.31	548,786
Connected (11-15 pans)	404.60	179,645
Connected (16-20 pans)	352.58	84,266
Connected (21-35 pans)	317.91	176,120
Connected (36-45 pans)	277.45	22,472
Connected (46 or more pans)	260.10	301,970
	\$ Rate per rating unit (GST inclusive)	\$ Raising
Serviceable	289.01	105,487

Amount to be raised: \$9,110,502 inclusive of GST.

Water charges

A targeted rate is set to fund water supply costs and loan charges to non-metered rating units in the areas of the Cambridge water supply and the Te Awamutu water supply.

The targeted rate is set on a differential basis based on the provision of service, the categories of service being connected and serviceable, and is a fixed amount per separately used or inhabited part of a rating unit. Connected means connected to Council water works in the Cambridge or Te Awamutu water supply areas, but excluding metered connections. Serviceable means within 100 metres of a supply pipe in either of the above water supply areas and capable of being effectively connected but not so connected. The rates for the 2020/21 year are:

	\$ Rate per SuiP (GST inclusive)	\$ Raising
Connected	-	
Serviceable	114.00	19,205

Rating units that have a metered supply and those that are neither connected to the scheme, nor serviceable are not liable for this rate.

Amount to be raised: \$19,205 inclusive of GST.

(a) A targeted rate is set for the supply of water to rating units with metered connections.

❖ The targeted rate includes both an amount per separately used or inhabited part of a rating unit and a charge based on the cubic metres of water consumed and is set for all metered rating units other than rating units subject to a separate water supply contract. The amount of the consumption-based component of the rate depends on the service provided, namely potable or raw water supply. The rates for the 2020/21 year are:

	\$ Rate per SUIP (Incl GST)	Consumption \$ Rate (GST incl)
Potable Water	114.00	1.5937 per m ³
Raw Water	114.00	0.3985 per m ³

- ❖ Amount to be raised: \$12,891,477 inclusive of GST.
- (b) A targeted rate is set to fund the Arohena rural water supply loan costs for Waipā ratepayers within the Arohena rural water supply area (administered by the Ōtorohanga District Council).
 - ❖ The Arohena water rate is based on the capital value of each rating unit located within the Arohena rural water supply area. The rate for 2020/21 in cents per dollar of capital value is 0.0067 inclusive of GST.
 - ❖ Amount to be raised: \$5,635 inclusive of GST.

Recycling charges

A targeted rate is set to fund the provision of a kerbside refuse recycling service to each household in the district.

- a) Recycling Rate
 - ❖ The targeted rate is a fixed amount of \$103.00 inclusive of GST per separately used or inhabited part of a rating unit SUIP (where for the purposes of Recycling rates SUIP is defined to include only household units).
 - ❖ Amount to be raised: \$2,213,285 inclusive of GST.

Community hall charges

Council has a number of community halls which have a targeted rate set for each hall. The targeted rates are to fund part of the costs of the relevant community hall.

These rates are a fixed amount per separately used or inhabited part of a rating unit SUIP (where for the purposes of Community Hall rates SUIP is defined to include only household units), and will be charged to every rating unit within the relevant community hall areas on which there is at least one residential household.

The plans showing the boundaries of the various community hall areas can be found at www.waipadc.govt.nz.

The following table shows the details for the various community hall targeted rates:

	\$ Rate per Suip (GST inclusive)	\$ Raising
Fencourt Hall	16.00	6,142
Hautapu Hall	20.40	9,180
Horahora Hall	26.95	3,773
Karapiro Hall	26.75	9,469
Koromatua Hall	20.40	5,773
Maungatautari Hall	37.25	6,034
Monavale	30.00	6,241
Ngahinapouri Hall	30.00	10,321
Ohaupo Hall	13.30	5,747
Parawera Hall	18.60	2,231
Paterangi Hall	28.55	5,397
Pukeatua Hall	21.30	3,877
Rangioawhia Hall	14.25	1,866
Rukuhia Hall	26.10	7,674
Te Miro Hall	27.90	4,911
Te Rore Hall	13.80	662
Whitehall Hall	30.00	2,760

Sports and Recreation Centre charges

Council has a number of sports and recreation centres which have a targeted rate set for each sports and recreation centre. The targeted rates are to fund part of the costs of the relevant sports and recreation centre.

These rates are a fixed amount per separately used or inhabited part of a rating unit SUIP (where for the purposes of sports and recreation centre rates SUIP is defined to include only household units), and will be charged to every rating unit within the relevant sports and recreation centre area on which there is at least one residential household.

The plans showing the boundaries of the various community centres areas can be found at www.waipadc.govt.nz.

The following table shows the details for the various community centres targeted rates:

	\$ Rate per Suip (GST inclusive)	\$ Raising
Kaipaki	39.70	11,472
Ohaupo	38.80	34,882
Pirongia	17.35	16,764

Early payment of rates

Sections 55 and 56 of the Local Government Rating Act 2002 empower us to accept early payment of rates. Council accepts payment in full of all rates assessed in each year on or before the due date for the first instalment of the year. No discount will be given to any payment of rates received on this basis.

Rates payable by instalments

Rates are payable by four equal instalments with the due dates and penalty dates as set out in the table below:

Instalment	Due Date	Penalty Added
Instalment 1	21 August 2020	28 August 2020
Instalment 2	23 November 2020	30 November 2020
Instalment 3	22 February 2021	01 March 2021
Instalment 4	21 May 2021	28 May 2021

Water Rates payable by instalment

Invoices for the supply of water via metered connections are payable in four instalments. The location where the water is supplied within the District will determine the month the meter is read, the invoice date, the due date and penalty date. The due dates and penalty dates are per the following table.

Location	Invoiced during month of:	Due Date	Penalty Added
Te Awamutu / Pirongia	July	31-Aug-20	7-Sep-20
	October	30-Nov-20	7-Dec-20
	January	1-Mar-21	8-Mar-21
	April	31-May-21	7-Jun-21
Kihikihi	July	31-Aug-20	7-Sep-20
	October	30-Nov-20	7-Dec-20
	January	1-Mar-21	8-Mar-21
	April	31-May-21	7-Jun-21
Cambridge	August	30-Sep-20	7-Oct-20
	November	5-Jan-21	12-Jan-21
	February	31-Mar-21	7-Apr-21
	May	30-Jun-21	7-Jul-21
Pukerimu / Ohaupo	September	30-Oct-20	6-Nov-20
	December	29-Jan-21	5-Feb-21
	March	30-Apr-21	7-May-21
	June	30-Jul-21	6-Aug-21

Penalties on rates not paid by the due date

Section 58 of the Local Government Rating Act 2002 enables penalties to be imposed. A penalty of 3 per cent will be added to all instalments or part thereof remaining unpaid on the relevant date in the "Penalty Added" column of the table above under the heading "Rates payable by instalment".

An additional penalty of 3 per cent will be added to any rates assessed in any previous year that are still unpaid on 6th July 2020. The penalty will be added on 7th July 2020.

A further additional penalty of 3 per cent will be added to rates from the previous years that are still unpaid after 6th January 2021.

The penalty will be added on 7th January 2021.

Penalties on water rates not paid by the due date

Section 58 of the Local Government Rating Act 2002 enables penalties to be imposed. A penalty of 3 per cent will be added to all instalments or part thereof remaining unpaid on the relevant date in the "Penalty Added" column of the table above under the heading "Water Rates payable by instalment".

Councillor O'Regan / Councillor A. Brown
[Councillor Webber requested that his vote against be recorded]

10 REPORT ON THE JUNE 2020 AUDIT AND RISK COMMITTEE MEETING

Deputy Chief Executive / Group Manager Business Support K Morris provided highlights of the report to Council and answered questions by Council members.

Mr Morris advised that progress on business continuity had been delayed due to the covid-19 pandemic and acknowledged that during this crisis, there was an increase of risk in cyberspace matters.

Mr Morris further advised that as a result of the KPMG review process, it was determined that Council needs to take a more strategic approach to asset management planning.

The Audit & Risk Committee had reviewed the draft annual plan document at its 8 June 2020 meeting with a focus on the assumptions underpinning the plan and assessment

of compliance with legislation. The Committee was of the view that with the headline rates number at 2.4%, a surplus could have been applied.

In response to a query regarding business continuity in particular regarding consents, Group Manager District Growth and Regulatory W Allan advised that figures current until the end of May, show the number of building consents are increasing. The total number of consents in May are on par with those issued in February prior to lockdown.

Mr Allan advised that further information will be presented in the next district growth and regulatory quarterly report presented to Council.

RESOLVED

1/20/30

That the 'Report on the June 2020 Audit and Risk Committee meeting' (document number 10416562), of Ken Morris, Deputy Chief Executive / Group Manager Business Support, be received.

Councillor Gordon / Councillor St Pierre

11 COMMUNITY BOARD AND PIRONGIA WARD DELEGATIONS

Manager Governance J Gread presented the report and answered questions of Council.

RESOLVED

1/20/31

That –

- a) *The report titled 'Community Board and Pirongia Ward Delegations' (document number 10417852) of Jo Gread, Manager Governance, be received;*
- b) *Pursuant to Clause 52 and Schedule 7, Clause 32 of the Local Government Act 2002, Council delegate authority to the Cambridge and Te Awamutu Community Boards and the Pirongia Ward Committee to undertake other responsibilities in their respective wards, such as supporting or organising community activities (including events) or their own projects for works and services or supporting Council projects, including authority where required to allocate funding within the relevant Community Board or Ward Committee approved budget to such activities, providing that such activities and/or funding promote the social, economic, environmental or cultural well-being of their communities in the present and for the future, align with Council's policies, plans and strategies and do not require staff resource other than that which has been*

Council Agenda with Run Sheet - Community Board and Pirongia Ward Delegations 6 182 Report to Council – 30 June 2020 COMMUNITY BOARD AND PIRONGIA WARD DELEGATIONS Page 2 of 4 10417852 approved by the Chief Executive (with the exception of the normal support functions of the Governance Team); and

- c) *The Delegations Register be updated to include these new delegations.*

Councillor Pettit / Councillor L. Brown

12 ADOPTION OF AMENDMENTS TO THE WAIPĀ DISTRICT FIRE CONTROL BYLAW 2015

Chief Executive G Dyet introduced the report to Council. The report was taken as read and no questions were asked.

RESOLVED

1/20/32

That Council:

- a) **RECEIVES** *the report of Graham Pollard, Strategic Projects Driver [document number 10413640]; and*
- b) **ADOPTS** *the amendments to the Fire Control Bylaw 2015, in accordance with Section 145 (general bylaw-making powers) and section 152B (Effect of Fire and Emergency New Zealand Act 2017 on bylaws) of the Local Government Act 2002 Council as set out in Appendix 1 [document number 10356804], as a result of the changes to Council's role brought in by the Fire and Emergency New Zealand Act 2017, effective from 1 August 2020.*

Councillor Gordon / Councillor Coles

13 28-17-03 BRIDGES & STRUCTURES PROFESSIONAL SERVICES CONTRACT – EXTENSION TO CONTRACT PERIOD AND INCREASE TO APPROVED CONTRACT SUM

Group Manager Service Delivery D Inglis presented the report and answered questions of the Committee.

Approval was sought to extend the contract period and increase the approved contract sum for contract 28-17-03 for Professional Services for Bridges and other Structures

(for Hamilton City, Waipa and Waikato District Councils) from \$2,300,000.00 to \$3,200,000.00.

The contract is a collaborative procurement between Waipa District Council, Hamilton City Council and Waikato District Council which commenced in August 2017. BECA Ltd is the supplier for this contract which is managed by the Waikato Regional Asset Technical Accord (RATA), on behalf of the partner councils. The Contract was awarded on a three year initial period with two possible extension options, each of 12 months. The supplier has performed satisfactorily over the initial three year period, and achieved satisfactory performance reviews during the course of the contract.

RESOLVED

1/20/33

That

- a) *The report titled 28-17-03 Bridges and Structures Professional Services Contract – Contract Extension and Increase in Approved Contract Sum (document number 10378132), of Michael Kulpa, RATA Project Manager, be received;*
- b) *Council approves the extension of the Contract for a period of one year.*
- c) *Council approves the increase in Approved Contract Sum for Contract 28-17-03 Bridge and Structures Professional Services for Hamilton City, Waipa and Waikato District Councils, from TWO MILLION, THREE HUNDRED THOUSAND DOLLARS (\$2,300,000), excluding GST, to THREE MILLION, TWO HUNDRED THOUSAND DOLLARS (\$3,200,000.00), excluding GST, to be funded from allocated funding for the work that is currently anticipated under this collaborative contract, as detailed below, and work for the partner Councils to be recovered in full.*

Councillor St Pierre / Councillor O'Regan

14 CHIEF EXECUTIVE KEY PERFORMANCE INDICATORS 2020/21

The Chief Executive (CE) Key Performance Indicators (KPIs) are an outcome of a process to define Council's 'Internal' Strategic Priorities for the coming financial year.

These internal or operational priorities are deemed the most appropriate focus areas to sit alongside and assist the delivery of a set of 'External' Strategic Priorities (priorities with which the community will see tangible results) that were developed to guide the 2018-28 Long-Term Plan (LTP).

The CE KPIs include all identified internal priorities and are listed in detail in the report. They are made up of a focus area, desired outcomes, key actions to support the delivery of the desired outcomes and measures of success. The key actions form the basis of the CE’s Business Plan and subsequently inform the content of second and third tier business plans for the 2020-21 year.

The report also contains the external priorities which have been refreshed and are shown in a track-changed version to reflect the work required in Year 3 of the LTP.

RESOLVED

1/20/34

That –

- a) *The ‘Chief Executive Key Performance Indicators 2020/21’ report (document number 10420151) of Garry Dyet, Chief Executive be received;*
- b) *Council **APPROVE** the Chief Executive Key Performance Indicators (CE KPIs) as set out in Appendix 1 of this report for the purposes of evaluating the Chief Executive’s performance for the 2020/21 financial year.*
- c) *Council approve the refreshed success measures and corresponding actions associated with Council’s External Strategic Priorities as set out in Appendix 2 of this report.*

Councillor Stolwyk / Councillor Barnes

15 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

1/20/35

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>1. Confirmation of Public Excluded Minutes – 26 May 2020</i>	<i>Good reason to withhold exists under section 7 Local Government</i>	<i>Section 48(1)(a)</i>

<p>2. <i>Remuneration for Iwi Representatives</i></p> <p>3. <i>Proposed Acquisition of Property for Stormwater Pond and Road in C1 Growth Cell - Proposed Disposal of Unformed Road, Pirongia</i></p>	<p><i>Official Information and Meetings Act 1987</i></p>	
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
1.	<i>Sections 7(2)(j)</i>	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
2.	<i>Section 7(2)(c)</i>	<p><i>To protect information which is subject to an obligation of confidence where the making available of the information would be likely to:</i></p> <ul style="list-style-type: none"> <i>i) prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied;</i> <i>or</i> <i>ii) would be likely otherwise to damage the public interest</i>
3.	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>

Councillor A. Brown / Councillor Pettit

[The meeting adjourned for morning tea at 10.07am and resumed in the public excluded section at 10.25am]

Closing prayer

COUNCIL MINUTES



There being no further business the meeting closed at 10.50am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

.....

DATE:

.....

COUNCIL REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: **DOCUMENTS SIGNED UNDER COUNCIL SEAL**
Meeting Date: 28 July 2020

1 EXECUTIVE SUMMARY

Council policy and delegated authority provides for use of the Council seal prior to notification to Council in specified cases.

2 RECOMMENDATION

That the following schedule of documents to which the Common Seal of the Waipā District Council has been applied under delegated authority be received:

- a) Pirongia Road Realignment and Land Purchase – Somerton Trust*
- b) Fire Control Bylaw 2015 (amended)*

To: His Worship the Mayor and Councillors
From: Manager Governance
Subject: **LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING
2020**
Meeting Date: 28 July 2020

1 EXECUTIVE SUMMARY

To seek confirmation of representation at the Local Government New Zealand (LGNZ) Annual General Meeting (AGM) on 21 August 2020.

2 RECOMMENDATION

That –

- a) *The report 'Local Government New Zealand Annual General Meeting 2020' (Doc 10432972) of Manager Governance be **RECEIVED**; and*
- b) *Council confirms the following delegates for the 2020 Annual General Meeting:*
 - i. *Mayor Jim Mylchreest as the presiding delegate; and*
 - ii. *Chief Executive, Garry Dyet as the alternate presiding delegate.*

3 COMMENTARY

The Local Government New Zealand (LGNZ) National Council made the decision to postpone the 2020 LGNZ Conference based on the uncertainty around COVID-19 (Coronavirus) and to ensure the health and well-being of members and stakeholders.

National Council decided to make this decision as early as possible to maximise the opportunity for delegates to alter their travel and accommodation arrangements.

LGNZ has now rescheduled the conference to Thursday 15 to Saturday 17 July 2021 at the same venues in Blenheim. The 2020 Annual General Meeting (AGM) of LGNZ will still be going ahead and will be held on 21 August 2020. Under the Rules and Constitution of LGNZ [Clauses G13, G15, G16 and G17], Waipā District Council is entitled to have 'not more than four (4) delegates' at the AGM with the following voting rights:

- Council must appoint one of its delegates as its 'presiding delegate' (being the person authorised to vote on behalf of council at the AGM).
- Council may appoint an alternate delegate. This person is responsible for voting on behalf of council if the presiding delegate is absent from the AGM.
- Council may appoint more than one alternate delegate provided the total number of alternate delegates does not exceed the number of delegates appointed / representatives allowed.

All delegates may participate in the discussion.

Having regard to the decision making provisions in the Local Government Act 2002 and Council's Significance & Engagement Policy, a decision in accordance with the recommendations is considered to have low significance.



Jo Gread
MANAGER GOVERNANCE



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

To: His Worship the Mayor and Councillors
From: Legal Council
Subject: **RESOURCE MANAGEMENT ACT AND OPERATIONAL DELEGATIONS TO STAFF**
Meeting Date: 28 July 2020

1 EXECUTIVE SUMMARY

The purpose of this report is for Council to authorise delegations to staff under the Resource Management Act 1991 (RMA) due to the re-structure of some teams in the regulatory and Water Services areas. Only Council can authorise delegations under the RMA, they cannot be subdelegated.

The delegations also include an operational delegation to the Chief Executive relating to contracts and the appointments of Engineer to Contract, to allow for appointments of both external and internal parties.

Appendix 1 – RMA delegations to Environmental Health Team Leader and Enforcement Team Leader

2 RECOMMENDATION

That –

- a) *the ‘Resource Management Act and Operational Delegations to Staff’ report (document number 10433155) of Jennie McFarlane, Legal Counsel be received;*
- b) *pursuant to Clause 32 Schedule 7 of the Local Government Act 2002, Council:*
 - i. *Delegate Council’s powers, duties and functions under the sections of the Resource Management Act 1991 set out in Appendix 1 to this report (document number 10433915), to the new positions of Environmental Health Team Leader and Enforcement Team Leader in the Compliance team;*
 - ii. *Delegate Council’s powers, duties and functions under section 330 of the Resource Management Act 1991 (power to undertake preventative or remedial action in emergency circumstances) to the position of Graduate Engineer (formerly known*

as Development Engineer Technical Officer with the delegation to this position to be revoked) and to the positions of Network Team Leader, Network Engineer, Stormwater Engineer and Strategic Planning and Asset Team Leader (with the delegation to the positions of Network Supervisor, Stormwater Officer, Asset Management Team Leader and Asset Planning Engineer Senior to be revoked now these roles have been dis-established);

- iii. *Delegate authority to the Chief Executive and to the Group Manager Service Delivery to accept on Council's behalf any transfer of a discharge permit pursuant to section 137 of the Resource Management Act 1991;*
- iv. *Amend the delegation to the Chief Executive in the Delegations Register (Section 2 Contracts Subpart 4 – Operational Delegations Part B) as set out below:
“The power of appointment in respect of the role of “Engineer” under NZS 3910, 3916 and 3917 Contracts, to appoint a suitably qualified engineer to act in the role of “Engineer to Contract” in any of those contracts”; and ratify any current appointments of engineering staff who have been appointed as “Engineer to Contract”; and*

c) *The Delegations Register be updated accordingly.*

3 OPTIONS AND ASSESSMENT

Resource Management Act 1991 (RMA)

There have been some position title changes and team re-structures in the areas of Compliance, Water Services and Development Engineering. These positions have roles and functions under the RMA and the powers under the RMA can only be authorised and delegated by Council. Appendix 1 to the report contains the details of the delegations to the new team leader positions in the Compliance team.

Whilst rarely used, a number of staff hold powers under s330 RMA in relation to emergency actions. S137 relates to the transfer of discharge permits, this includes transfers from developers but currently there is no delegation in place at a staff level so this is also being addressed.

Amendment to Chief Executive operational delegation (Contracts)

The current delegation is set out below:

‘The power of appointment in respect of the role of “Engineer” under NZS 3910, 3915, 3916 and 3917 Contracts, to appoint a suitably qualified external contractor to act in the role of “Engineer to Contract” in any of these contracts. The appointed “Engineer to Contract” may be permitted to appoint a suitably qualified Council employee or external contractor to act as “Engineer’s Representative” to exercise any of the powers invested in the Engineer.’

With the volume of projects and works programmed in the 10 Year Plan resulting in multiple contracts, some of which are smaller and can be managed internally, it is more efficient to have the flexibility to appoint an Engineer to Contract either externally or internally, noting the independence of this role which is clearly set out in the contract conditions. There are some internal appointments currently which require to be ratified. Once there is a delegation in place for the Chief Executive, this can be sub-delegated to staff as required.

There is no consultation or engagement required in relation to delegations which is a statutory function of Council. There are no financial considerations either.



Jennie McFarlane
LEGAL COUNSEL



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

Clause 7 Schedule 32

Delegations

- (1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—
 - a) the power to make a rate; or
 - b) the power to make a bylaw; or
 - c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
 - d) the power to adopt a long-term plan, annual plan, or annual report; or
 - e) the power to appoint a chief executive; or
 - f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
 - g) *[Repealed]*
 - h) the power to adopt a remuneration and employment policy.
- (2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).
- (3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.
- (4) A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.
- (5) A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

- (6) A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.
- (7) To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.
- (8) The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.

Resource Management Act 1991

Section 137

Transferability of discharge permits

- (1) The holder of a discharge permit may—
 - (a) transfer part or all of the holder's interest in the permit; and
 - (b) make the transfer for part or all of the remaining period of the permit.
- (2) The holder may make the transfer if it—
 - (a) is for the site for which the permit is granted; and
 - (b) is to—
 - (i) another owner or occupier of the site for which the permit is granted; or
 - (ii) a local authority.
- (3) The holder may make the transfer if it is for another site and is to any person, if a regional plan—
 - (a) allows the transfer; or
 - (b) allows the holder to apply to the consent authority that granted the permit to be allowed to make the transfer.
- (4) A regional plan may allow a transfer or a consent authority may allow a transfer if—
 - (a) the transfer does not worsen the actual or potential effect of any discharges on the environment; and
 - (b) the transfer does not result in any discharges that contravene a national environmental standard; and
 - (c) if the discharge is to water, both sites are in the same catchment; and
 - (d) if the discharge is to air and a national environmental standard applies to a discharge to air, both sites are in the same air-shed as defined in the standard; and
 - (e) if the discharge is to air and paragraph (d) does not apply, both sites are in the same region.
- (5) An application under subsection (3)(b)—
 - (a) must be in the prescribed form; and
 - (b) must be lodged jointly by the holder of the permit and the person to whom it is proposed to transfer the interest in the permit; and
 - (c) must be considered under [sections 39 to 42A](#), [88 to 115](#), [120](#), and [121](#) as if—
 - (i) the application for a transfer were an application for a resource consent; and
 - (ii) the holder were an applicant for a resource consent.
- (6) The transfer has no effect until the consent authority that granted the permit receives written notice of it.
- (7) When a consent authority receives written notice of a transfer that is made for all of the remaining period of the permit,—

- (a) the original permit, or the part of it that relates to the part of the interest transferred, is cancelled; and
- (b) the interest, or the part of it transferred, is a new permit on the same conditions as the original permit.

Appendix 1

RMA delegations to Environmental Health Team Leader and Enforcement Team Leader (document number 10433915)

Resource Management Act 1991

Delegations made under the authority of sections 34 and 34A of the Resource Management Act as the case may be.

Note:

- (1) A local authority may delegate to an employee, or hearings commissioners appointed by the local authority (who may or may not be a member of the local authority), any functions, powers or duties under the Resource Management Act 1991 except the following:
- (a) The approval of a proposed policy statement or plan under clause 17 of Schedule 1;
 - (b) This power of delegation;
- (a) A local authority may delegate to any person any functions, powers or duties under this Act except the following:
- (b) powers in subsection (1)(a) and (b);
 - (c) The decision of an application for a resource consent;
 - (c) the making of a recommendation on a requirement for a designation.

Delegate's position title	Abbreviation
Chief Executive	CE
Group Manager District Growth & Regulatory Services	GMDGR
Group Manager Service Delivery	GMSD
Manager Compliance	MC
Manager District Plan and Growth	MDPG
Principal Policy Advisor	PPA
Consents Team Leader	CTL
Senior Planner	SP
Project Planner	PRPL
Policy Planner	POP
Planner & Graduate Planner	PLAN
Planning Technical Officer & Duty Planner	PLTO / DPL
Planning Administration Officer	PAO
Environmental Services-Health Team Leader	EST EHTL
Enforcement Team Leader	ETL
Senior Enforcement Officer	SE ETL

Section	Delegation	CE	GMSD	GMDGR	MDPG	MC	PPA	CTL	SP	PRPL	POP	PLAN	PLTO/DP	PAO	SECRET	SECRET
10	Extension of existing use rights	✓		✓	✓		✓	✓								
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	✓		✓	✓	✓	✓	✓								
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	✓		✓	✓	✓	✓	✓								
32	Duty to meet requirements for preparing s 32 reports and evaluations.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	✓		✓	✓	✓	✓	✓								
36AAB(1)	Authority to remit the whole or any part of any change of a kind referred to in s36 of the RMA (administrative charges) that would otherwise be payable.			✓	✓			✓								
37	Power to extend time periods as provided in this section	✓		✓	✓		✓	✓	✓	✓						
37A	Requirement to consider matters before extending a time limit.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
38	Power to appoint and warrant enforcement officers	✓														
39B	Appointment of commissioner to hearings	✓		✓	✓											
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
42	Power to make directions about hearings to protect sensitive information.	✓		✓	✓	✓										
42A	Powers regarding the preparation, commissioning and provision of reports	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				
44A	Power to amend plans to address national environmental standards	✓		✓	✓											
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	✓		✓	✓											
58I (2)	National environmental standards mandatory direction to change plans	✓		✓	✓											
58(4)(d)	National environmental standards consequential amendments that can be undertaken without a schedule 1 process	✓		✓	✓											
86D	Ability to apply to Environment Court for a rule to have legal effect.	✓		✓	✓											
87BA	Authority to sign a Notice for a Deemed Permitted Boundary Activity	✓		✓	✓	✓		✓	✓	✓						
87BB	Authority to sign a Notice for a Deemed Marginal or Temporary Activity	✓		✓	✓	✓		✓	✓	✓						

Section	Delegation	CE	GMSD	GMDGR	MDPG	MC	PPA	CTL	SP	PRPL	POP	PLAN	PLTO/DP	PAO	EST/EHT	SEO/ETL
87E 87F 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	✓		✓	✓		✓	✓	✓	✓						
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
91	Power to determine not to proceed with a resource consent application on certain grounds.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
92 92A	Authority to request further information to be provided, or to commission a report	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				
95 95A 95B 95C 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	✓		✓	✓		✓	✓	✓	✓						
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	✓		✓	✓	✓	✓	✓								
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	✓		✓	✓		✓	✓								
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
103	Authority to determine issues concerning two or more consent authorities.	✓		✓	✓		✓	✓	✓	✓	✓	✓				
104	Duty to take matters into consideration and to exclude other matters when considering an application	✓		✓	✓		✓	✓	✓	✓	✓	✓				
104A and 104C,	Power to determine resource consent applications and impose conditions providing no submissions received in opposition (controlled and restricted discretionary)	✓		✓	✓		✓	✓	✓	✓						

Section	Delegation	CE	GMSD	GMDGR	MDPG	MC	PPA	CTL	SP	PRPL	POP	PLAN	PLTO/DP	PAO	ESPEHT	SEOETL
176A	Power to request changes and to waive requirement for an outline plan	✓		✓	✓		✓	✓								
181	Power to receive application for alterations to designations	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
181	Power to determine applications for alteration of designations providing no submissions received in opposition	✓		✓	✓		✓	✓								
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	✓		✓	✓		✓	✓								
184	Power to extend designation which has not been given effect to	✓		✓	✓		✓	✓								
189	Duty to receive notice of requirement for heritage order	✓		✓	✓		✓	✓	✓	✓	✓	✓				
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	✓		✓	✓		✓	✓								
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	✓		✓	✓		✓	✓								
189A	Power to make decision on Council's notice of requirement for a heritage order	✓		✓	✓		✓	✓								
190	Power to request further information of notice of requirement for heritage order	✓		✓	✓		✓	✓	✓	✓	✓	✓				
190	Power to determine notification of notice of requirement for heritage order	✓		✓	✓		✓	✓								
191	Power to make recommendations on notice of requirement for heritage order	✓		✓	✓		✓	✓								
193	Authority to give written consent in relation to land protected by Council's heritage order	✓		✓	✓		✓	✓								
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	✓		✓												
195A	Power to receive application for alterations to heritage order	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
195A	Power to determine applications for alteration of heritage order providing no submissions received in opposition	✓		✓	✓		✓	✓								
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	✓		✓	✓		✓	✓								
220	Power to impose conditions on subdivision consents	✓		✓	✓		✓	✓	✓	✓	✓	✓				
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	✓		✓	✓			✓	✓	✓						
221(2)	Authority to issue and sign a consent notice	✓		✓	✓		✓	✓	✓	✓						

Part D – Statutory and Other Delegations from the Chief Executive to Staff

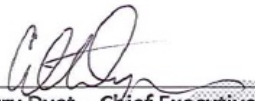
The Chief Executive sub-delegates to the person holding the specified position, as set out in the tables in this Part, the powers, responsibilities and duties, as set out in the tables in this Part of the Delegations Register.

Note: these sub-delegations expressly exclude any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee or other sub-ordinate decision-making body.

All delegations are made severally unless specified otherwise. (i.e, a delegation can be exercised by the officer acting alone).

Council approved delegations to the Chief Executive pursuant to Council Resolution 1/16/24 on 26 April 2016, as set out in Part B, and in accordance with those, I hereby sub-delegate those delegations to staff as set out in the tables which form Part D of this Delegations Register

Signed



Garry Dyet – Chief Executive

Dated this 26th day of April 2016 and subsequent Council resolutions as recorded in Part E Supporting Documentation.

INDEX OF STAFF POSITIONS – ABBREVIATION KEY

Delegate's position title	Abbreviation
Animal Control Officer/ Animal Control Officer Co-ordinator	ACO
Animal Control Administrator	ACA
Animal Control Team Leader	ACTL
Arborist Planner	AP
Asset Coordinator	ACOO
Asset Management Planning Analyst	AMPA
Asset Management Team Leader	AMTL
Asset Planning Engineer	APE
Asset Planning Engineer Senior	APES
Building Compliance Team Leader	BCTL
Building Compliance Officer – Inspections	BCOI
Building Compliance Officer – Processing	BCOP
Building Consents Receiving Officer	BCRO
Chief Financial Officer (Group Manager Business Support)	CFO
Contracts and Projects Officer	CPO
Compliance Officer Drinking Water	CODW
Compliance Officer Resource Consents	CORC
Consents Team Leader	CTL
Customer Support Officer	CSO
Customer Support Team Leader	CSTL
Demand Management Officer	DMO
Development Engineer	DE
Development Engineer Technical Officer	DETO
Development Engineering Team Leader	DETL
Senior Development Engineer	SDE
District Hazardous Substances Officer	DHSO
Library Services Team Leader	LSTL
Earthquake-prone Building Assessor	EPBA
Enforcement Officer	EO
Engineering Assistant (Transportation)	EA(T)
Engineering Assistant (Waters)	EA(W)
Environmental Health Officer	EHO
Environmental Services Health Team Leader	ESTLEHTLEHTL
Financial Planner	FP
All Group Managers (including Director of Special Projects)	All GMS
Group Manager Business Support	GMBS
Group Manager District Growth & Regulatory Services	GMDGR

Delegate's position title	Abbreviation
Group Manager Service Delivery	GMSD
Group Manager Strategy & Community Services	GMSCS
Health And Safety Advisor	HAS
Information Management Analyst	IMA
Information Management Officer	IMO
Information Management Lead	IML
Legal Counsel	LC
Local Civil Defence Controller	LCDC
Manager Business Improvement and Risk Management	MBIRM
Manager Communication and Engagement	MCEA
Manager Community Services	MCS
Manager Compliance	MC
Manager District Plan & Growth	MDPG
Manager Finance	MF
Manager Human Resources	MHR
Manager Information Services	MIS
Manager Governance	MG
Manager Project Delivery (Major Capital Works)	MPD(MCW)
Manager Property Services	MPS
Manager Road Asset Technical Accord	MRATA
Manager Transportation	MT
Manager Strategic Partnerships	
Manager Strategy	
Manager Water Services	MWS
Manager Waipa Heritage and Museum	MHM
Museums and Heritage Director	MHD
Network Supervisor	NS
Network Team Leader	NTL
Parks and Reserves Operations Team Leader	PROTL
Parks and Reserves Supervisor	PRS
Community Facilities Team Leader	CFTL
Planners/Graduate Planner	PLAN
Planning and Compliance Team Leader (Water Services)	PCTL
Policy Planner	POP
Pool Fence Safety Compliance Officer	PFSCO
Principal Engineer	PREN
Principal Policy Advisor	PPA
Project Engineer Major Capital Works	PE(MCW)
Project Engineer Utilities	PEU
Project Planner	PRPL

Delegate's position title	Abbreviation
Property Advisor	PRA
Regulatory Admin Environmental Services	RAES
Reserves Planner	RP
Reticulation Operator	RO
Revenue Team Leader	RTL
Contracts Engineer – Transportation	CET
Asset Management Team Leader – Transportation	AMTLT
Operations Team Leader – Transportation	OTLT/PET
Project Engineer - Transportation	PET
Senior Building Compliance Officer – Inspections	SBCOI
Senior Building Compliance Officer – Processing	SBCOP
Senior Customer Support Officer	SCSO
Senior Enforcement Officer	SEOETL
Senior Planner	SP
Senior Project Engineer Utilities	SPEU
Senior Project Manager (Major Capital Works)	SPM(MCW)
Senior Reserves Planner	SRP
Sexton	STN
Stormwater Officer	SO
Technical Building Compliance Officer	TBCO
Technical Engineer	TE
Technical Officer	TO
Trade Waste Team Leader	TWTL
Trade Waste Officer	TWO
Trade Waste Technical Support Officer	TWTSO
Traffic Management Co-ordinator	TMC
Transport Safety Officer	TSO
Waste Minimisation Officer	WMO
Water Service Asset Coordinator	WSAC

PART E: Supporting Documentation

Sub-Part 1 – Legislative

1. Amusement Devices Regulation 1978

Reg	Delegation	GMDGR	MC	BCTL	SBCOI/ SBCOP	TBCO/BCOI /BCOP
11	To grant amusement device permits	✓	✓	✓	✓	✓
23	All powers of entry onto property, inspection of machinery, and access to and examination and copying of documents necessary to exercise powers and functions delegated under this Act or these regulations.	✓	✓	✓	✓	✓

2. Animal Welfare Act 1999

Delegation	GMDGR	MC	EST HTL	ACO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

3. Arts Council of New Zealand Toi Aotearoa Act 2014

Delegation	GMSCS
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓

PART E: Supporting Documentation

4. Biosecurity Act 1993 and any regulations made under that Act

Delegation	GMSCS	MCS	MHM
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

5. Births, Deaths, Marriages, and Relationships Registration Act 1995

Delegation	GMBS	MG
The power under section 75E to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person.	✓	✓

6. Building Act 2004

Section	Delegation	GMDGR	MC	BCTL	SBCOI/SBCOP	TBCO/BCOI/BC OP/EPBA	BCRO	EST/HTL	EHO	SECRET/EO	PFSCO
31	To provide a copy of a PIM to the owner of the property	✓	✓	✓	✓	✓	✓				
33	Authority to determine information required for an application for a project information memorandum (PIM).	✓	✓	✓	✓	✓	✓				
34	Authority to issue a PIM.	✓	✓	✓	✓	✓	✓				
35	Authority to determine the content of a PIM in accordance with this section	✓	✓	✓	✓	✓	✓				
36	Authority to attach and issue a development contribution notice	✓	✓	✓	✓	✓	✓				
37	Authority to attach and issue certificates requiring resource consent	✓	✓	✓	✓	✓	✓				
38	Provide a PIM to a network utility operator or statutory authority.	✓	✓	✓	✓	✓	✓				
39	Advise Heritage New Zealand Pouhere Taonga of applications for PIMS, building consents etc.	✓	✓	✓	✓	✓	✓				

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	BCTL	SBCOI/SBCOP	TBCO/BCOI/BC OP/EPBA	BCRO	EST EHTL	EHO	SEO ETL/EO	PFSCO
45	The authority to determine plans, specifications and other information required in an application for a building consent	✓	✓	✓	✓	✓	✓				
46	Provide copies of applications to Fire and Emergency NZ as required.	✓	✓	✓	✓	✓	✓				
48	To grant or refuse an application within the time limits specified, and the power to require further information.	✓	✓	✓	✓	✓	✓				
49	The authority to grant a building consent if satisfied provisions of the building code would be met.	✓	✓	✓	✓	✓	✓				
50	The authority to give notice and reasons of a refusal to grant a building consent.	✓	✓	✓	✓	✓	✓				
51	The authority to issue of building consent.	✓	✓	✓	✓	✓	✓				
52	The authority to extend the time permitted to activate a building consent	✓	✓	✓	✓	✓	✓				
54	The authority to advise applicants the amount of levy for which they are liable	✓	✓	✓	✓	✓	✓				
58 and 59	To make payments and certify in respect of levies to the Department of Building and Housing (DBH).	✓	✓	✓							
62	The power to recover unpaid levies from applicants	✓	✓	✓							
64	To keep in safe custody all records and Building Consents issued	✓	✓	✓							
67	Power to grant a consent subject to the waiver or modification of the building code.	✓	✓	✓	✓	✓					
67A	Authority to grant waivers or modifications in relation to means of restricting access to residential pools	✓	✓	✓	✓	✓				✓	
68	To notify the Chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to waiver or modification of the building code.	✓	✓	✓	✓	✓					
70	To refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	✓	✓	✓	✓	✓					
71	Authority to refuse any building consent in relation to land with natural hazards.	✓	✓	✓	✓	✓					
72	Authority to grant any building consent in certain situations involving natural hazards.	✓	✓	✓	✓	✓					
73	Carry out the notification obligations for building consent where it is issued under section 72.	✓	✓	✓							
74	Carry out the further notification obligations under subsection (4).	✓	✓	✓							
75 and 77	Issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions.	✓	✓	✓							
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	✓	✓	✓							
90, 222	The power to carry out inspections as specified in sections 90 and 222 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of these sections .	✓	✓	✓	✓	✓		✓	✓		
93	The authority to determine whether to issue a code compliance certificate within a certain time.	✓	✓	✓	✓	✓					
94	The authority to issue a code compliance certificate if satisfied of certain matters.	✓	✓	✓	✓	✓					

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	BCTL	SBCOI/SBCOP	TBCO/BCOI/BC OP/EPBA	BCRO	EST+EHTL	EHO	SEOETL/EO	PFSCO
95A	Give applicant written notice where refusing to issue code compliance certificate.	✓	✓	✓	✓	✓					
96	Power to issue a certificate of acceptance	✓	✓	✓	✓	✓					
97	Power to determine other information required for an application for a certificate of acceptance	✓	✓	✓	✓	✓					
98	Determine whether to issue certificate of acceptance and whether to require further reasonable information	✓	✓	✓	✓	✓					
99	Authority to issue a certificate of acceptance in relation to part of a building work	✓	✓	✓	✓	✓					
99A	Give applicant written notice where refusing to issue certificate of acceptance	✓	✓	✓	✓	✓					
102	Authority to issue a compliance schedule.	✓	✓	✓	✓	✓	✓				
106, 107 and 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections.	✓	✓	✓	✓	✓	✓				
111	Authorisd agents of the Council to carry out inspections under this section.	✓	✓	✓	✓	✓					
112	Authority to grant building consent for the alteration of an existing building etc if satisfied of certain matters.	✓	✓	✓	✓	✓					
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	✓	✓	✓	✓	✓					
115	Authority to determine the change of use of buildings, and give the necessary written notice.	✓	✓	✓	✓	✓					
116	Authority to consent to an extension of life of a building, and give the necessary written consent.	✓	✓	✓	✓	✓					
116A	Authority to make a determination in respect of code compliance under this section.	✓	✓	✓							
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	✓	✓	✓	✓	✓		✓	✓		
126	Give notice to the owner of a building and apply to the District Court for an order.	✓	✓								
133AG	Authority to identify potentially earthquake-prone buildings	✓	✓	✓	✓	✓					
133AH	Authority to request from the property owner an engineering assessment of potentially earthquake-prone buildings	✓	✓	✓	✓	✓					
133AJ	Authority to grant an extension of time to the owner to provide engineering assessment	✓	✓	✓	✓	✓					
133AK	Authority to determine whether a building is earthquake-prone.	✓	✓	✓	✓	✓					
133AL	Authority to issue earthquake-prone building notices for earthquake-prone buildings	✓	✓	✓	✓	✓					
133AN	Power to grant to the owner of an earthquake-prone building, an exemption from the requirement to carry out seismic work on that building.	✓	✓	✓	✓	✓					
133AO	Power to grant an extension of time of up to 10 years to complete seismic work to the owner of a heritage building.	✓	✓	✓	✓	✓					

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	BCTL	SBCOI/SBCOP	TBCO/BCOI/BC OP/EPBA	BCRO	ESTLEHTL	EHO	SEQETL/EO	PFSCO
381	Apply for an injunction.	✓									

7. Burial and Cremation Act 1964 and any regulations made under that Act including (without limitation) the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Delegation	GMSCS	GMDGR	MCS	MC	PROTL/ CFTL/PRS	ESTLEHTL	EHO
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓

8. Camping-Grounds Regulations 1985

Reg	Delegation	GMDGR	MC	BCTL	ESTLEHTL	EHO
3	To refuse to grant a certificate of registration, and to refuse to permit the use of an existing camp-ground for a relocatable home park.	✓	✓	✓	✓	✓
4	To require copies of camp plan to be lodge with the Council.	✓	✓		✓	✓
5	To determine if sites satisfactorily marked.	✓	✓		✓	✓
6(3)	To give permission in writing to buildings or structures.	✓	✓	✓		
8	To determine whether lighting is satisfactory.	✓	✓	✓		
9	To determine whether the camping-ground meets the required standards of sanitation and safety.	✓	✓		✓	✓
10	To request to examine records.	✓	✓		✓	✓
11	To give written consent to a relocatable home on a relocatable home park.	✓	✓	✓		
12	To determine if a satisfactory standard of all-weather access is being provided and maintained.	✓	✓	✓		
14	To grant certificates of exemption under this regulation.	✓	✓		✓	

PART E: Supporting Documentation

Reg	Delegation	GMDGR	MC	BCTL	ESTLEHT	EHO
Schedule	To determine if a camping-ground meets the required standards and to determine acceptable standards for those matters that the Schedule leaves to the discretion of the Council.	✓	✓		✓	

All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive. ✓

9. Dog Control Act 1996

Section	Delegation	GMDGR	MC	ESTLEHTLA CTL	ACO	ACA	CSTL/SCSO/ CSO
21	To classify probationary owners.	✓	✓	✓			
23A	To require a probationary owner to undertake a dog owner education programme or dog obedience course.	✓	✓	✓			
25	To disqualify owners.	✓	✓	✓			
28(6)	To extend a period of disqualification.	✓	✓	✓			
31	To classify any dog as a dangerous dog.	✓	✓	✓			
32(1)(f)	To consent to the disposal of a dangerous dog.	✓	✓	✓			
32(5)(b)	To authorise the release of a dog from custody.	✓	✓	✓	✓		
33A and 33C	To classify any dog as a menacing dog.	✓	✓	✓			
33E(1)	To require the production of a certificate.	✓	✓	✓	✓		
33E(5)	To exempt any menacing dog from the muzzling requirements in any specified circumstances.	✓	✓	✓			
33EB(2)	To require the production of a certificate.	✓	✓	✓	✓		
33ED	To classify a dog as a dangerous dog or menacing dog.	✓	✓	✓			
35 and 35A	To provide register information and make any necessary determinations under these sections.	✓	✓	✓	✓		
36A(3)(a)	To issue instructions under this section.	✓	✓	✓			
39	To remit, reduce or refund dog control fees or part of those fees in accordance with this section.	✓	✓	✓			
40	To require written statements and the production of certificates under this section.	✓	✓	✓	✓		
46	To issue replacement labels or discs.	✓	✓	✓	✓	✓	✓

Commented [KT1]: Animal Control Team Leader

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	ESTLEHTLA CTI	ACO	ACA	CSTL/SCSO/ CSO
66	To authorise any person other than a dog control officer to issue an infringement notice under this section.	✓	✓				
66	To commence proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued and to make any decision in any matter relating to such proceedings.	✓	✓	✓			
<u>69(2)</u>	<u>give written notice to the owner that the dog has been impounded</u>	✓	✓	✓	✓	✓	✓
69 and 70(7)	To sell, destroy or dispose of any dog.	✓	✓	✓	✓		
71 and 71A	To exercise the Council's powers under these sections.	✓	✓	✓			
General	To institute any prosecution for an offence under the Act or under any bylaw made by the Council under the Act and to make any decision in any matter relating to any such prosecution.	✓					
General	To apply for an injunction preventing a person from committing a breach of any bylaw made by the Council under section 20 of the Act and to make any decision in any matter relating to such an application.	✓					
General	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	✓					

PART E: Supporting Documentation

10. ~~Fencing of Swimming Pools Act 1987~~ – repealed with effect from 1 January 2017

Section	Delegation	GMPER	MPR	BCTL	SBCO/TBCO /BCO
General	All other responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive, in particular to undertake inspections, except for the power to initiate prosecution proceedings	✓	✓	✓	✓
General	The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	✓			

11. ~~The Food Hygiene Regulations 1974~~ repealed with effect from 31 March 2018

Delegation	GMPER	MPR	ESTLENT	EHO
All of the responsibilities, duties, and powers under these regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓

12. Food Act 2014

Delegation	GMDGR	MC	ESTLENT	EHO	RAES
All of the responsibilities, duties, and powers under this Act and these regulations that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓
Issue and sign any certificates or other documents issued by the Territorial Authority (such as in its role as registration authority), or any applications made by the territorial authority under this Act. *	✓	✓	✓		
Act as a verifier under the Act for Food Control Plans and sign any related reports.*		✓	✓	✓	
Act as a verifier under the Act for National Programmes and sign any related reports.*		✓	✓	✓	
Act as a Food Safety Officer under the Food Act and sign any resulting reports or notices relevant to that role.*		✓	✓	✓	

Commented [KT2]: EHTL

PART E: Supporting Documentation

*subject to individual Ministry for Primary Industries approval under s139 of the Food Act 2014.

13. ~~Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005~~ repealed with effect from 1 July 2017

Delegation	PRFO	GMSD*	RFO*	MCF*	PRIL*	CFCO*	SEOEH*	EO*
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive except the power to appoint a Principal Rural Fire Officer, a Deputy Rural Fire Officer, and Rural Fire Officers under section 13. *These powers may only be exercised in the absence of the Principal Rural Fire Officer, other than those powers held by staff as warranted officers under the Act.	✓	✓	✓	✓	✓	✓	✓	✓

14. Gambling Act 2003

Delegation	GMDGR	MC	ESTLEHT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

PART E: Supporting Documentation

15. Hazardous Substances and New Organisms Act 1996 and any regulations made under this Act

Delegation	GMDGR	MC	EST/ENT	DHSO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓

Commented [KT3]: Moving to the EH Team Leader JD

16. Health Act 1956

Section	Delegation	GMDGR	MC	EST/ENT	EHO
33	To exercise the powers under this section.	✓	✓	✓	✓
34	To abate nuisance without notice.		✓	✓	✓
41	All the powers of the Council in respect of cleansing orders.	✓	✓	✓	
42	To be an authorised officer and to issue repair notices and closing orders.	✓	✓	✓	
45	To cancel a closing order.	✓	✓	✓	
54	To grant consent to the operation of an offensive trade and impose conditions.	✓	✓	✓	✓
58	To grant consent to the establishment of stockyards and impose conditions.	✓	✓	✓	✓
64	Authority to administer and enforce any Bylaw made pursuant to the Act 1956.	✓	✓	✓	✓
81	To determine if the cleansing or disinfection of premises and / or articles is necessary. Power to authorise an environmental health officer to enter premises and carry out the cleaning and disinfection.	✓	✓	✓	✓
128	To determine who may enter and inspect any dwelling house, building, land, ship or other premises under this section. Note Environmental Health Officers are authorised to enter and inspect any dwelling house, building, land, ship or other premises under this section.	✓	✓	✓	✓
General	To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.	✓			

17. Health (Burial) Regulations 1946

PART E: Supporting Documentation

Reg	Delegation	GMDGR	MC	ESTLEHT	EHO
16	To sign the certificates of registration.	✓	✓	✓	
19	To grant registration of additional or substituted places of funeral directors.	✓	✓	✓	✓

18. Health (Hairdressers) Regulations 1980

Reg	Delegation	GMDGR	MC	ESTLEHT	EHO
3	To grant certificates of registration.	✓	✓	✓	✓
4	To grant certificates of exemption.	✓	✓	✓	

19. Health (Registration of Premises) Regulations 1966

Reg	Delegation	GMDGR	MC	ESTLEHT	EHO	RAES
4	To require all such particulars in any application for registration.	✓	✓	✓	✓	✓
5	To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.	✓	✓	✓	✓	
8	To keep records of all registered premises, and provide for inspection of these records.	✓	✓	✓	✓	✓
9	To serve notices, and to determine to cancel registration of a premises.	✓	✓	✓		

20. Housing Improvement Regulations 1947

Part	Delegation	GMDGR	MC	ESTLEHT	EHO
1	To determine the minimum standards of fitness for houses where required under the provisions of Part 1.	✓	✓	✓	✓

PART E: Supporting Documentation

21. Impounding Act 1955 and the Impounding Regulations 1981

Delegation	GMDGR	GMSD	MC	MT	ESTLACTL	ACO/ACA	CSTL/SCSO/CSO
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓
All of the responsibilities, duties, and powers under these regulations to sign forms 3 and 4 as an authorised officer.	✓	✓	✓	✓	✓	✓	✓

22. Land Transport Act 1998 and any rules made under this Act

Section	Delegation	GMSD	GMDGR	MT	MPR	MC	OTL/PET/A MOTL	CET/EA(T)/T MC	SEOTL/EO	DETL/TSO
General	Authority to carry out the functions, powers and duties of a Parking Warden.		✓		✓	✓			✓	
General	To take enforcement action (including any prosecution) under this Act, and these rules and regulations.	✓	✓							
General	All of the responsibilities, duties, and powers under this Act, and these rules and regulations, that have been delegated to the Chief Executive.	✓		✓						
General	To exercise the Council's powers as a road controlling authority in relation to the Land Transport Rule: Traffic Control Devices 2004 and the Traffic Control Devices Manual (including without limitation Part 8 of the Manual which is the Code of Practice for Temporary Traffic Management), the placement of regulatory signs and markings to control traffic.	✓		✓			✓	✓		✓

23. Litter Act 1979

PART E: Supporting Documentation

25. Racing Act 2003

Delegation	GMDGR	MC	ESTLEHT
All of the responsibilities, duties, and powers under this Act that have been delegated to the Chief Executive.	✓	✓	✓

26. Sale and Supply of Alcohol Act 2012 and regulations

Section	Delegation	GMDGR	MC	MDPG	ESTLEHTL	RAES	BCTL	SBCOI/SBC OP/TBCO/ BCOI/BCO	CTL	PLAN	PRPL	SP
198	The role of Secretary of the District Licensing Committee for the purposes of the Act, Regulations and Waipa Local Alcohol Policy	✓	✓		✓							
64	To issue licences, certificates and authorities (endorsed where appropriate).		✓									
65-66	To keep records of every application filed with the DLC and the decision on the application. To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences. To provide extracts from any record or register. To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.		✓		✓	✓						
67	To certify extracts of registers or records.				✓							
72	To issue duplicate licences or certificates to holders.				✓							
73	To receive notifications of surrender of licences and certificates. To notify the secretary of ARLA of the surrender, and record the specified information.				✓							
100(f)	To issue certificates.	✓	✓				✓	✓	✓		✓	✓
102	To give copies of objections to applicants.	✓	✓		✓	✓						
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	MDPG	EST/HL	RAES	BCTL	SBCO/SBC OP/TBCO/ BCO/BCO	CTL	PLAN	PRPL	SP
120	To give copies of objections to applicants. To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						
128	To give copies of objections to applicants.	✓	✓		✓	✓						
129	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						
139	To require applicants to attach notices of applications to conspicuous sites etc	✓	✓		✓							
140(2)	To set the time for the lodging of objections.	✓	✓		✓							
140(4)	To give copies of objections to applicants.	✓	✓		✓	✓						
141	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						
143(1)(b)	To issue certificates.	✓	✓	✓			✓	✓	✓	✓		
155	To receive copies of appeals of licensing committee decisions. To send copies of all required documentation related to an appeal to the secretary of ARLA.	✓	✓		✓							
<u>197(5)</u>	<u>Perform the function of Chief Inspector</u>				✓							
220	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						
225	To give copies of applications and accompanying documents to the Police and the inspectors. To give copies of any filed reports to applicants.	✓	✓		✓	✓						
283	To give copies of applications to licensees. To fix dates for public hearings. To give notice of hearings.	✓	✓		✓	✓						
284	To send copies or orders to the secretary of ARLA.	✓	✓		✓	✓						
Reg 5(1)	The power to assign a cost/risk rating to any premises for which a licence is held	✓	✓		✓							
Reg 5(6)	The power under Regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form opinions.	✓	✓		✓							
Reg 6	The power under Regulation 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign fees categories.	✓	✓		✓							

Commented [KT4]: Cannot be delegated "upwards"

PART E: Supporting Documentation

Section	Delegation	GMDGR	MC	MDPG	ESTLEHTL	RAES	BCTL	SBCO/SBC OP/TBCO/ BCO/BCO	CTL	PLAN	PRPL	SP
Reg 9	The power under Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form a belief in respect of the patronage of events.	✓	✓		✓							
Reg 10(2)	The power under Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to charge a fee for a special licence that is 1 class below the class of the licence that is issued.	✓	✓		✓							
Reg 19	The power under Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to make publicly available a report.	✓	✓		✓							

27. Summary Proceedings Act 1957

Delegation	GMBS	GMSD	GMDGR	MC	ESTLEHT
To institute proceedings including prosecutions under this Act.	✓	✓	✓		
21 Commence proceedings where an infringement notice has been issued and to make any decision in and matter in such proceedings.	✓	✓	✓	✓	✓

1. Dog Control Bylaw 2015

Delegation	GMDGR	MC	ESTLEHT	ACO
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓

PART E: Supporting Documentation

2. Fire Control Bylaw 2015

Delegation	GMSCS	GMDGR	MCS	MC	PRFO	PROTL/C FTL/ SRP	ESTLEHT	EHO	SO
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓	✓	✓

3. Public Places Alcohol Control Bylaw 2015

Delegation	GMDGR	MC	ESTLEHT
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓

4. ~~Traffic and Stock Driving Bylaw 2018~~ replaced by Public Places Bylaw 2018

Delegation	GMSPD	MT	MCR	MID	OTL/PE	DET/TS	SECURITY
All of the powers under this Bylaw that have been delegated to the Chief Executive.	✓	✓	✓	✓	✓	✓	✓

To: His Worship the Mayor and Councillors
From: Governance
Subject: RESOLUTION TO EXCLUDE THE PUBLIC
Meeting Date: 28 July 2020

1 RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>1. Confirmation of Public Excluded Minutes</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>
<i>2. 27-20-12 Cambridge C2/C3 Infrastructure – Cambridge Road Water Trunk Main & Cambridge Road Wastewater Rising Mains – Contract Award</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

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

Item No.	Section	Interest
1.	<i>Sections 7(2)(j)</i>	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
2.	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>