



Chapter 4

DISTRICT DEVELOPMENT

Section 2

Consents Administration

280 CODE OF SUBDIVISION TO BE REVIEWED AND REVISED

Type: P
File: SP/2/1
Min: 1059/5/85
1987/9/88
Last Reviewed: Feb 08
Next Review: Feb 10

To regularly review and update "Standards for Engineering Design and Construction" in accordance with relevant legislation and to reflect industry best practice

285 RESOURCE CONSENT APPLICATIONS - MAORI CONSULTATION
Please Refer to Resource Consents: Planning Practice Manual

293 RESOURCE CONSENT HEARINGS – GUIDELINES FOR CONDUCT
Please Refer to Resource Consents: Planning Practice Manual

295 RESOURCE CONSENT HEARINGS - REQUESTS FOR LATE ADJOURNMENTS

Type: PD
File: TP/1/6
Min: 288/6/98
492/8/98
1/05
Last Reviewed: Feb 08
Next Review: Feb 10

Late adjournments only for legitimate reasons

That requests for late adjournments of Council Resource Consents hearings by applicants for will only be accepted in the case of proven legitimate reasons. Each request should normally occur at least 10 working days prior to the date of the Hearing. If a request for an adjournment is received within the 10 day period prior to the Hearing, the applicant shall incur the costs relating to the late adjournment.

Delegations

For delegations to make these decisions refer to Council's Delegations Register.

Availability of applicants to be checked when scheduling hearings

That every effort be made to contact applicants to check their availability prior to hearings being confirmed.

300 RESOURCE CONSENT HEARINGS – SITE VISITS BY COUNCILLORS

Type: P
File: CP/3/1
TP/1/6
520/9/98
36/11/98
Last Reviewed: Feb 08
Next Review: Feb 10

A site visit by the Resource Consent Hearing Panel will occur during the consideration of all notified applications. Such visits will proceed in accordance with the following protocols:

1. Applicants and submitters will be advised that the site visit will occur, no applicants or submitters are to be invited to attend a site visit. The site visit will usually occur following the adjournment of the Hearing.
2. The reporting officer and other Council officers involved with the assessment of the application shall not attend the site visit. Should the panel require assistance then the Team Leader Resource Consents (or other relevant advisory Officer) shall be requested to attend. In this instance, the applicant and submitters should be informed at the conclusion of the Hearing.
3. There will be no ability for either the submitters nor the applicant to address or accompany the Hearing panel during their site visit.

The site visit is to assist the Councillors/Commissioners to assess the application in relation to the site and is a means to provide a locational context for an application. However, this does not preclude the Hearing Panel from deliberating upon the proposals before them on site.

305 NOTIFIED CONSENTS

Type: P
 File: TP/1/6
 CJ/2/1
 CJ/2/2
 TP/1/2
 Min: 1059/5/85
 1936/8/85
 3530/12/86
 2722/10/86
 TP/570/3/87
 1297/5/87
 Last Reviewed: Feb 08
 Next Review: Feb 10

Applicants to be informed of procedures for hearings	That applicants for resource consents be informed of the procedure for hearings when they are notified of the date of the hearing.
Applications affecting Kawau	That when applications for resource consents for Kawau are fully notified, the Kawau Island Advisory Committee be treated as a member of the public with a particular interest in the matter, and be served notice in the normal manner.
Tape Recordings not permitted without prior permission	That the tape recording of planning hearings not be permitted without the prior consent of the Council/Committee holding the hearing.

320 DELEGATIONS TO COUNCIL OFFICERS - RESOURCE MANAGEMENT ACT 1991 These delegations are shown in Council's Delegations Register.

340 REMOVAL OF TREES - APPLICATIONS WHERE OWNER'S APPROVAL IS NOT RECEIVED

Type: P
File: TP/8/1
TD/1/1
Min: 304/6/95
404/8/95
616/11/95
Last Reviewed: Feb 08
Next Review: Feb 10

That where applications are received for the removal of trees on neighbouring properties and the owner's approval is not received with the application the application be limited or fully notified and a fee charged.

345 SCHEME PLANS - SEPTIC TANK EFFLUENT DISPOSAL - SOIL SUITABILITY

Type: PD
File: SP/1/1
DD/1/1
Min: PR/2275/11/88
32/1/89
509/8/90
710/10/90
242/4/91
11/91
256/5/93
Last Reviewed: Feb 08
Next Review: Feb 10

General Policy

That at the time of subdivision, all lots created on a scheme plan be reported on in the format shown in Policy 75.

The report shall include comments on any restrictions or constraints on the design of effluent disposal systems on each site, and where appropriate shall take into account a minimum dwelling size of three bedrooms in terms of TP 58 criteria.

Exceptions

That in the case of lots greater than 3,000 m² in area, unconstrained by topographical or stability features, and where there are no known problems with effluent disposal in the immediate vicinity, the general policy set out in (a) above may be waived at the discretion of the Chief Executive so that the report and design may be based on the actual disposal site at the time of installation. This delegation includes a power of sub-delegation as the Chief Executive sees fit.

Note: For sub-delegations from the Chief Executive refer to the Delegations Register.

350 LIMITED ACCESS ROADS - SUBDIVISIONAL AND RESOURCE CONSENTS

Type: PD
File: RF/250/1
RF/219/1
Min: 785/12/91
105/2/92
4/92
3/94
6/97
6/98
Last Reviewed: Feb 08
Next Review: Feb 10

Delegations relating to limited access roads	These delegations are shown in Council's Delegations Register. (a)
Guidelines for decisions	That decisions under (a) above, be based on the following general guidelines: (i) That in general only one crossing place be authorised to any parcel of land as defined in Section 346D of the Local Government Act 1974. (ii) That the location of any new crossing place be determined with due regard to sight distances and traffic safety. (iii) That in general in the case of a subdivision the number of access points shall not be increased from those existing prior to the subdivision and shall be reduced to a minimum consistent with Section 346D of the Local Government Act 1974, in cases where a number of additional crossings already exist. (iv) The construction standards for crossings be in accordance with Standards for Engineering Design and Construction.



Chapter 4

DISTRICT DEVELOPMENT

Section 3

Financial Policies

365 GENERAL CHARGEOUT RATES

Please refer to Appendix A: Fees and Charges

373 REDUCTION OF WAIVER OR PERMISSION FEES – NON PROFIT AND CHARITABLE ORGANISATIONS

See Policy 90 (Chapter 1).

380 RESOURCE CONSENTS FOR SUBDIVISIONS AND DEVELOPMENTS - METHODS OF CALCULATION, AND OF PAYMENT, OF MONETARY CONTRIBUTIONS

Type: PD

File: SP/1/1

TP/1/6

RF/219/1

AB/17/1

Min: 1059/5/85 WW/30/3/87 HBC/838/12/91

1602/7/85 TP/573/3/87 105/2/92

2744/10/85 651/3/87 HBC/84/2/92

25/1/86 1004/4/87 155/3/92

322/2/86 HGP/371/4/88 179/4/92

2211/9/86 1008/5/88 397/7/92

HGP/2343/9/86 HL/170/5/88 258/5/93

HGP/2350/9/86 242/4/91 436/7/93

2481/9/86 288/5/91 HBC/186/5/95

2485/9/86 694/11/91 244/5/95

Last Reviewed: Feb 08

Next Review: Feb 10

Reserves contributions – policy

(i) When conditions requiring payment of a reserves contribution to be imposed

That Reserves contributions be paid in respect of all resource consents for subdivisions (except those for certain categories of cross lease and unit title applications - refer Policy 390 for details) and for 'Development Plans'.

(ii) Property valuations for the purpose of assessing reserves contributions

That in all cases which require the market value of the land concerned to be determined, as the basis on which the Reserve contribution will be calculated, the Chief Executive be empowered to make that determination on behalf of the Council after receipt of a report by a registered valuer. Such a report may be supplied by the applicant or requested by the Council. If the subject matter of an objection under Section 357 of the Resource Management Act 1991 concerns a valuation, the owner is invited to submit a report from a registered valuer. The Council will either accept the valuation or ask the Valuer-General to fix the value.

The Chief Executive is authorised to delegate the authority given to make the determination referred to above, as he thinks fits.

Note: 1. For sub-delegations from the Chief Executive refer Council's Delegations Register.

(ii) Contributions for water supply in the Hibiscus Coast

Refer Policy No. 2505.

390 CROSS LEASE AND UNIT TITLE SUBDIVISIONS - RESERVES AND SERVICES UPGRADING CONTRIBUTIONS

Type: P
 File: SP/1/1
 Min: 179/4/92
 397/7/92
 Last Reviewed: Feb 08
 Next Review: Feb 10

<p>Cross Leases or Unit Titles with Certificates issued prior to 1 October 1991</p>	<p>That, with regard to subdivisional consent applications lodged after 1 October 1991, conditions relating to the payment of reserves and services upgrading contributions be imposed in accordance with the following:</p> <p>Sites that have previously been the subject of a cross lease or unit title application and had a Section 314 Local Government Act 1974 Certificate or Section 5(1)(g) Unit Titles Act 1972 Certificate issued prior to 1 October 1991, shall not be subject to subdivisional conditions requiring the payment of reserves and services upgrading contributions. Development plan provisions will continue to apply at building consent stage to these sites.</p>
<p>Cross Leases or Unit Titles for which building consents issued prior to 1 October 1991</p>	<p>Subdivisional conditions requiring the payment of reserve and services upgrading contributions will not be imposed on cross lease and unit title applications involving buildings for which building consents were issued prior to 1 October 1991, except where that subdivision will create one or more additional sites available for building on.</p>
<p>All other Cross Lease or Unit Title applications</p>	<p>All other cross lease and unit title applications will be treated as conventional subdivisions, with allowance being given for any contributions made by the vesting of land or the payment of cash within the previous five years.</p>

395 STAGED UNIT TITLE SUBDIVISIONS - BONDING FOR INCOMPLETE WORKS

Type: P
 File: SP/1/1
 Min: 258/5/93
 436/7/93
 Last Reviewed: Feb 08
 Next Review: Feb 10

<p>Where a unit title subdivision is to be carried out in stages the Council will permit the applicant to enter into a bond for the completion of works relating to the second and subsequent stages of the development, prior to the issue of a Section 224(c) Certificate. All bonds shall require the works to be completed within a maximum of two years; shall be guaranteed by either a cash deposit or by a bank or insurance company operating in New Zealand; shall (except in the case of second coat seal) be for a value equal to twice the estimated cost of the uncompleted work as determined by the Council and shall be in a form acceptable to the District Land Registrar for registration under the Land Transfer Act 1952.</p>

Chapter 5

DOGS

Primary Objective:

To ensure that dogs do not become a nuisance in the community.

To fulfil the objectives set out in the Dog Policy adopted under the Dog Control Act 1996 Section 10

Section

From

Provision and maintenance of a Dog Control Service.

430

430 DISTRICT DOG POLICY

Type: P
File: DC/10/2
Min: 235/5/96
439/8/96
222/5/97
1307/9/04
Last Reviewed: Feb 08
Next Review: Feb 10

The Council has adopted the Rodney District Dog Policy 2004 and the Rodney District Dog Control Bylaw 2004. These are available on the RDC website.

450 FEES AND CHARGES – DOG IMPOUNDING
Please refer to Appendix A: Fees and Charges

455 FEES, CHARGES AND GRANTS – DOG CONTROL
Please refer to Appendix A: Fees and Charges

CHAPTER 6

CIVIL DEFENCE and EMERGENCY MANAGEMENT

The Council acknowledges that Emergency Management is a core function of local authorities.

This approach recognises that emergency management underpins most, if not all, activities undertaken by local authorities: community services, district planning, environmental health and regulatory functions.

Min:630/11/97

Primary Objectives:

- (1) To increase community awareness, understanding and participation in CDEM.
- (2) To reduce the risks from hazards to Rodney.
- (3) To enhance Rodney's capability to manage emergencies.
- (4) To enhance Rodney's capability to recover from disasters.

SECTION

FROM

Provision and Maintenance of
a Civil Defence Service and
Organisation

460

460 PROVISION AND MAINTENANCE OF A CIVIL DEFENCE SERVICE

Type: P
File: CC/1/1
Min: 1059/5/85
589/9/90
183/3/91
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	To provide and maintain an adequate Civil Defence and Emergency Management Capability for the District.
Vision Rodney – Intent #4 <i>“We will take care of ourselves while working with others”</i>	<p>4.1 Keep the Rodney volunteer spirit alive. We will maintain and grow this spirit of being involved in our communities and finding solutions. We will also encourage agencies and organisations to work with us, not do things for us or without us.</p> <p>4.2 Keep Rodney safe. To improve safety in Rodney all partners must be engaged to work together.</p> <p>4.3 Develop top class emergency services. We will ensure that we have the best service possible and direct, rapid access to facilities outside the district.</p> <p>4.4 Develop dedicated health and social services. Rodney has reached the point where it must have dedicated, local services, or at a minimum, good access to such services. It is also important that we all know what services are available and how they can help.</p> <p>4.5 Ensure we have good connectivity throughout the district. We will advocate for, and develop, good and appropriate transport and telecommunication infrastructure</p>
Council's role	<p>Improve and promote the sustainable management of hazards in a way that contributes to the social, economic, cultural and environmental well-being and safety of the public and also to the protection of property.</p> <p>To increase community awareness, understanding and participation in CDEM.</p> <p>Respond to and manage the adverse effects of emergencies.</p> <p>To enhance Rodney District's capability to recover from emergencies.</p> <p>Monitor compliance with the CDEM Act 2002 and any other legislative provisions relevant to the purpose of the CDEM Act.</p>

4XX HAZARD IDENTIFICATION AND PRIORITISATION

Type: P
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	To obtain clarity, consistency, integration, understanding and coordination between and within local authorities with respect to risk reduction mechanisms from both a regional and local perspective.
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Council's role	<p>Identify, assess, and manage relevant hazards and risks. <i>CDEM Act 2002 Section 17 (1ai)</i></p> <p>Consult and communicate about risks. <i>CDEM Act 2002 Section 17 (1aii)</i></p> <p>Consistency and coordination of risk reduction mechanisms. <i>Auckland CDEMG Plan 2004 Target 4.</i></p> <p>To improve the hazard and risk information in the region <i>Auckland CDEMG Plan 2004 Target 5.</i></p>
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4XX RODNEY DISTRICT COUNCIL BUSINESS CONTINUITY PLAN (BCP)

Type: P
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	<p>Ensure that the Rodney District Council is able to function to the fullest possible extent during and after an emergency. <i>CDEM Act 2002 Section 64 (2).</i></p>
Council's role	<p>To develop procedures that ensures the critical business functions of the Rodney District Council are maintained (or resumed within tolerable timeframes) following any significant disruptive event.</p>

4XX PUBLIC INFORMATION

Type: P
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	<p>Public information in a CDEM sense is the deliberate, planned and sustained effort to establish and maintain mutual understanding between those managing the response to an event and the public.</p>
Council's role	<p>Promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of the CDEM Act 2002 within the Rodney District: <i>CDEM Act 2002 Section 17 (1g)</i></p> <p>To ensure a coordinated approach to media management and public information. <i>Auckland CDEMG Plan 2004 Target 21.</i></p> <p>To develop an integrated system that can provide warnings to the public. <i>Auckland CDEMG Plan 2004 Target 22.</i> <i>CDEM Act 2002 Section 64 (2).</i></p>

4XX RODNEY DISTRICT COUNCIL EMERGENCY OPERATIONS CENTRE

Type: P
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	<p>Respond to and manage the adverse effects of emergencies. <i>CDEM Act 2002 Section 17 (1d)</i></p> <p>Take all steps necessary on an ongoing basis to maintain and provide, or to</p>
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	<p>arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Rodney District. <i>CDEM Act 2002 Section 17 (1b)</i></p>
Council's role	<p>To ensure response arrangements are well understood and practiced. <i>Auckland CDEMG Plan 2004 Target 17</i></p> <p>Comprehensive administrative procedures to ensure staff health and safety is not compromised.</p>

4XX DISASTER RECOVERY PLAN

Type: P
Last Reviewed: Feb 08
Next Review: Feb 10

Objective	<p>To develop a Disaster Recovery Plan that will allow the community to return to normal social and economic activities as soon as possible after an emergency event. Other actions can also be undertaken at the same time taking action which may relieve the future occurrence of disasters as well as noting opportunities which may arise to make improvements within the community.</p>
Council's role	<p>Carry out recovery activities. <i>CDEM Act 2002 Section 17 (1e)</i></p> <p>To standardise local recovery planning and test its efficiency. <i>Auckland CDEMG Plan 2004 Target 24.</i></p> <p>The Recovery priorities will be:</p> <ol style="list-style-type: none"> 1. Health & Safety of Individuals and the Community 2. Social recovery 3. Economic recovery 4. Physical recovery

470 NATIONAL - PUBLICITY

Type: P
File: CC/1/3
Min: 1059/5/85
PR/2330/9/86
2481/9/86
73/2/92
Last Reviewed: Feb 08
Next Review: Feb 10

Urge increased publicity	<p>To press for increased publicity on a national basis about appropriate action for individuals to take in an emergency.</p>
Civil defence module for schools	<p>To ensure that the current civil defence and emergency management modules taught in School level is continued.</p> <p>Note: The Council believes that public awareness of “what to do in an emergency” is a prime civil defence responsibility and that it is most effectively initiated at the national level.</p>

475 NATIONAL - FINANCIAL ASSISTANCE

Type: P
File: CC/1/3
Min: 1059/5/85
PR/2330/9/86
2481/9/86
73/2/92
Last Reviewed: Feb 08
Next Review: Feb 10

The initial and primary duty for responding to and dealing with the consequences of emergencies rests with the local authorities who are initially responsible for funding all civil defence emergency expenditure (CDEE).

The National Civil Defence Plan defines CDEE as being the costs incurred during national and civil defence emergencies, covering the following:

1. Costs of taking the necessary precautions or preventive actions whether by evacuation of people, by construction, by demolition or by any other means to reduce the immediate danger to human life within the period of a national emergency or a legally declared state of civil defence emergency;
2. Costs incurred in the immediate period leading up to such states of emergency where precautions or preventive actions are taken with a view to reducing the impact of disasters; or
3. Costs incurred in completing actions after a national or civil defence emergency has been terminated which otherwise meet the conditions set out in (1) or (2).

485 REGIONAL – EMERGENCY MANAGEMENT IN THE AUCKLAND REGION

Type: P
File: CC/1/3
Min: 630/11/97
115/3/98
Last Reviewed: Feb 08
Next Review: Feb 10

Regional organisation of the Auckland CDEMG

The Council supports the establishment of One Civil Defence and Emergency Management Group (CDEMG) for the Auckland Region, supported by three emergency response zones (northern, central and southern) aligned with TLA boundaries.

This Auckland CDEMG is formed of elected councillors from each council within the Auckland regional boundary. The role of this group is to:

- to make policy (based on the recommendations of the CEG);
- to approve funding as appropriate;
- to advocate for the region to central government and other agencies;
- to monitor the performance of the EMG and participating local authorities;
- to have strategic focus and therefore to approve long term strategies;
- to endorse the recommendations of the EMG including the mechanism for declarations.

The Group delivers CDEM through the Coordinating Executive Group (CEG) which is comprised of the executives, planners and operational staff of the many agencies involved in CDEM, emergency services, lifeline utilities and government departments, in the Auckland region. This consortium is focused,

amongst other things, to:

1. identify and understand hazards and risks
2. prepare CDEM Group plans and manage hazards and risks in accordance with the 4R's (reduction, readiness, response and recovery).

490 LOCAL - COUNCIL TO MEET ITS STATUTORY RESPONSIBILITIES

Type: P

Last Reviewed: Feb 08

Next Review: Feb 10

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- Plan and provide for civil defence emergency management within the Rodney District.
CDEM Act 2002 Section 64 (1)
 - Identify, assess, and manage relevant hazards and risks.
CDEM Act 2002 Section 17 (1ai)
 - Consult and communicate about risks.
CDEM Act 2002 Section 17 (1aii)
 - Identify and implement cost-effective risk reduction.
CDEM Act 2002 Section 17 (1aiii)
 - Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Rodney District.
CDEM Act 2002 Section 17 (1b)
 - Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Rodney District.
CDEM Act 2002 Section 17 (1c)
 - Respond to and manage the adverse effects of emergencies.
CDEM Act 2002 Section 17 (1d)
 - Carry out recovery activities.
CDEM Act 2002 Section 17 (1e)
 - Promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of the CDEM Act 2002 within the Rodney District.
CDEM Act 2002 Section 17 (1g)
 - Monitor and report on compliance with this Act and legislative provisions relevant to the purpose of the CDEM Act 2002, within the Rodney District.
CDEM Act 2002 Section 17 (1h)
 - Develop, approve, implement, and monitor (and regularly review) the Auckland Civil Defence Emergency Management Group Plan.
CDEM Act 2002 Section 17 (1i)
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	<ul style="list-style-type: none"> Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan. <i>CDEM Act 2002 Section 17 (1j)</i> Promote civil defence emergency management in the Rodney District that is consistent with the purpose of the CDEM Act 2002. <i>CDEM Act 2002 Section 17 (1k)</i>
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495 LOCAL - CIVIL DEFENCE

Type: P
File: CC/1/1
Last Reviewed: Feb 08
Next Review: Feb 10

Appointment of Local Controllers	<p>Under s.27 of the Civil Defence Emergency Management (CDEM) Act 2002, the Auckland CDEM Group has appointed the following persons to be a Local Controller for a Level 3 event involving Rodney District:</p> <ol style="list-style-type: none"> Bill Smith The Community Wellbeing Manager Director of Assets and Facilities
Powers of Local Controllers	<p>The CDEM Group has delegated the following powers during a state of local civil defence emergency in Rodney District or one or more wards, to the appointed Local Controllers:</p> <ul style="list-style-type: none"> All powers under ss.85 to 92 of the CDEM Act. 2002 <i>Despite anything in Section 27 subsection (1) CDEM Act 2002 the Local Controller must follow any directions given by the Auckland CDEM Group Controller during an emergency.</i>
Declarations	<p>Under s.25 (5) of the Act, the Mayor of Rodney District may declare a state of local emergency for the Rodney District, or one or more wards of the Rodney District.</p> <p>By resolution of the Council, the following have been authorised to act on behalf of the Mayor if the Mayor is absent to declare a state of local emergency for Rodney District, or one or more wards of Rodney District:</p> <ol style="list-style-type: none"> The Deputy Mayor The Rodney District's Representative on the Auckland Emergency Management Group
Civil Defence Warranted Personnel	<p>All civil defence personnel are issued with warrants which only empower in the event of a declared emergency.</p>

500 LOCAL - NETWORK OF AREA CO-ORDINATORS TO BE ESTABLISHED

Type: P
File:
Last Reviewed: Feb 08
Next Review: Feb 10

	<p>To establish a network of area co-ordinators and Community Emergency Reporting Centres throughout the District; their function to be reconnaissance and reporting and provision of suitable centralised local community meeting centres for people to congregate at in an emergency.</p>
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505 LOCAL - COMMUNITY CIVIL DEFENCE AWARENESS

Type: P
File:
Last Reviewed: Feb 08
Next Review: Feb 10

To be selectively involved with local community civil defence awareness (e.g. the Emergency Management Officer attending meetings of community groups) on an ongoing basis.

Note: Public awareness of what to do in the event of an emergency is a vital civil defence responsibility and the Council believes that this can most effectively be achieved through publicity on a national basis and through a local education system.

510 LOCAL - TRAINING AND INFORMATION

Type: P
File:
Last Reviewed: Feb 08
Next Review: Feb 10

Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Rodney District.
CDEM Act 2002 Section 17 (1b)

515 LOCAL - COUNCIL FUNDING

Type: P
File: CC/1/1
Min: 1059/5/85
PR/2330/9/86
2481/9/86
73/2/92
Last Reviewed: Feb 08
Next Review: Feb 10

To ensure that sufficient rates funds are allocated to Civil Defence on an annual basis in the budgeting process so that an efficient/effective Civil Defence organisation can be maintained.

Chapter 7

ENVIRONMENTAL HEALTH LIQUOR LICENSING, GAMBLING VENUES, BROTHELS AND COMMERCIAL SEX PREMISES

Primary Objective:

To carry out the statutory regulatory and bylaw functions of the Council with respect to liquor licensing and all environmental health matters including but not limited to, food safety, notifiable infectious diseases, air and water quality, noise control, swimming pools, and to protect and promote environmental and community health.

Section	From
1. General Objectives and Policies	520
2. Financial Policies	600

520 ENVIRONMENTAL HEALTH - DELEGATIONS UNDER THE BUILDING ACT 1991

These delegations are shown on Council's Delegations Register.

530 ENVIRONMENTAL HEALTH - TEMPORARY LIVING ACCOMMODATION (OTHER THAN A BUILDING COVERED BY A BUILDING CONSENT)

These delegations are shown on Council's Delegations Register.

535 ENVIRONMENTAL HEALTH - DELEGATIONS TO COUNCIL OFFICERS - ENVIRONMENTAL HEALTH AND BYLAW ISSUES

These delegations are shown on Council's Delegations Register.

540 ENVIRONMENTAL HEALTH - NOISE CONTROL

These delegations are shown on Council's Delegations Register.

545 ENVIRONMENTAL HEALTH - RAT CONTROL

Type: P
 File: PA/1/1
 Min: 1059/5/85
 2211/9/86
 16/1/91
 256/5/93
 HBC/330/7/93
 436/7/93
 188/3/94
 Last Reviewed: Aug 07
 Next Review: Aug 09

Council to encourage "self help" in the District	That the Council encourage residents in the District to attend to rat control problems, by making available information and advice on specific infestation problems.
Supply of rat bait in the District	That urban property residents in the District be supplied with free rat bait purchased by the Council to destroy rats, as a ratepayer cost of Environmental Health.
Environmental Health Officers to provide advisory services	That Council's Environmental Health Officers continue to provide an advisory service on recommended rat control measures.
Rat Control Programmes	That the Council undertake rat control programmes in infested areas from time to time to abate nuisance. This will include rat control programmes in the Hibiscus Coast, Helensville riverbank and Warkworth riverbank areas four times per year.
Environmental Health Officers to act on complaints	That Council's Environmental Health Officers handle complaints, carry out investigations, and require removal of refuse and upgrading of private properties, where it is considered harbourage or breeding of rats is occurring.

550 ENVIRONMENTAL HEALTH - SEWERAGE, SEPTIC TANKS, PRIVATE DRAINS ETC.

Type: P
 File: See Policies listed below
 Min: See Policies listed below

The following policies are important to the work of the Environmental Health Section:

Drainage Nuisances from Wastewater Disposal Schemes - See No: 2065

Private Drains - See No: 2070

555 ENVIRONMENTAL HEALTH - MARKET DAYS

These delegations are shown on Council’s Delegations Register.

560 ENVIRONMENTAL HEALTH - MOBILE SHOPS, STANDS, AND BUSKERS ON ROADS

Type: PD
 File: HA/1/1
 RF/225/1
 Min: 1059/5/85 44/1/94
 242/4/91 188/3/94
 282/5/91 110/3/95
 395/6/91 4/97
 707/11/91 6/97
 38/1/92 234/5/98
 256/5/93 6/02
 552/9/93

Last Reviewed: Aug 07

Next Review: Aug 09

State Highways - Control lies with Transit New Zealand

Transit New Zealand has delegated its powers to the Council to impose No Stopping and No Parking restrictions and Parking Restrictions and limits and to enforce any or all of these; to control furniture or structures on footpaths, berms and road carriageways; roadside vendors, including car sales on road reserves of the state highways; to control nuisances or dangerous activities, on state highways in the Rodney District where the speed limit is 70 km/h or less.

Transit New Zealand retains control on State Highways where the speed limit is more than 70km/h.

For applications for licences on rural State Highways requiring a Council report, the Chief Executive has been delegated authority (with power to sub-delegate) to respond to the Regional Manager of Transit New Zealand

Mobile shops/stands on reserves

Refer 1945.

570 LIQUOR LICENSING - APPOINTMENT OF PRINCIPAL ADMINISTRATIVE OFFICER AND INSPECTORS FOR THE PURPOSE OF THE SALE OF LIQUOR ACT

These delegations are shown on Council’s Delegations Register.

575 LIQUOR LICENSING - APPLICATIONS FOR ON, OFF AND CLUB LICENCES

Type: P
 File: LI/1/4
 Min: HBC/374/9/95
 RT/325/9/95
 HBC/458/11/95
 28/1/96
 122/3/97
 Last Reviewed: Aug 07
 Next Review: Aug 09

General Policy	That as a matter of policy liquor licences generally be limited to 1.00 a.m. but that each application be assessed on merit. The reason for this policy is the unavailability in the area of Police, ambulance and other emergency services after 1.00 a.m.
Applications with a 1.00 a.m. or earlier closure	Applications with a 1.00 a.m. or earlier closure will continue to be processed in accordance with the existing system.
Applications with a closure later than 1.00 a.m.	Applications with a closure later than 1.00 a.m. will have the Council policy highlighted in the Liquor Licensing Inspector's report.

585 LIQUOR LICENSING - ENCOURAGEMENT OF "NON-DRINKING DRIVER" CONCEPT

Type: P
 File: LF/1/1
 Min: 547/9/91
 734/11/91
 Last Reviewed: Aug 07
 Next Review: Aug 09

	That the Rodney District Licensing Agency actively encourage licensees within its District to promote the non-drinking driver concept, and to instruct its liquor licensing inspectors to particularly stress this and other host responsibilities when carrying out their duties under the Sale of Liquor Act 1989.
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590 GAMBLING VENUE POLICY

Type: P
 File: GC/1/1
 Min: 609/05/04
 Last Reviewed: Aug 07
 Next Review: Aug 09

Rodney District Gambling Venue Policy	A copy of the approved Policy is available on the RDC website.
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595 BROTHELS AND COMMERCIAL SEX PREMISES

Type: P
File: TP/16/4
Min: 1439/09/04
Last Reviewed: Aug 07
Next Review: Aug 09

Bylaw

The Council has adopted a Brothels and Commercial Sex Premises Bylaw (refer Council's Bylaws, available on the RDC website) which came into effect on 1 November 2004.

1120 DELEGATION OF POWERS UNDER GENERAL BYLAW 1998, LITTER ACT 1979 AND TRANSPORT ACT 1962

These delegations are shown in Council's Delegations Register.



Chapter 7

ENVIRONMENTAL HEALTH AND LIQUOR LICENSING

Section 2

Financial Policies

600 ENVIRONMENTAL HEALTH REGISTRATION AND LICENCE FEES TO BE REGULARLY REVIEWED

Type: P
File: LI/1/1
Min: 1059/5/85
16/1/91
132/3/92
256/5/93
Last Reviewed: Aug 07
Next Review: Aug 09

That the Council adjust consent fees, registration fees and other licence fees, from time to time, with the aim of deriving sufficient revenue to enable it to pay **all the direct costs** including overheads of the health and miscellaneous licensing functions of the Environmental Health Section from these 'user pays' charges.

605 ENVIRONMENTAL HEALTH FEES AND LIQUOR LICENSING FEES
Please refer to Appendix A: Fees and Charges



Chapter 8

FINANCIAL ADMINISTRATION

Section 2

Rates and Charges

870 PENALTIES ON UNPAID RATES

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

For information only

LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 57

(1) A local authority may, by resolution, authorise penalties to be added to rates that are not paid by the due date.

(2) A resolution made under subsection (1) must-

(a) be made not later than the date when the local authority sets the rates for the financial year; and

(b) state-

(i) how the penalty is calculated; and

(ii) the date that the penalty is to be added to the amount of the unpaid rates.

(3) A penalty must not-

(a) exceed 10% of the amount of the unpaid rates on the date when the penalty is added; or

(b) be added to rates postponed under section 87 until the rates become payable.

Objectives of the Policy	In the interests of all ratepayers, to encourage payment of rates by due date.
Conditions and Criteria	<p>A resolution authorising the penalties to be added to rates not paid by the due date will be made each year by Council in accordance with section 57 of the Local Government (Rating) Act 2002. Penalties of 10% (accumulative) are added to rates that are not paid by due date (excluding charges for water consumed as measured by meter and billed separately) on the following basis:</p> <ul style="list-style-type: none"> • On current rates which remain unpaid on the day after the due date for payment for each particular instalment, and • On all rates unpaid at the end of each financial year (including arrears and penalties); and • On all rates remaining unpaid at the end of each succeeding period of six months (including arrears and previous penalties).
	Previous authority – Council resolutions - 702/11/93, 745/11/94

875 NEGOTIATED ARRANGEMENTS FOR PAYMENT OF ARREARS OF RATES

Type: P
 File: RB/1/1
 Min: 714/07/03
 AB/14/2
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy	To assist ratepayers to clear arrears of rates in the context that Council should pursue a vigorous approach for the collection of rate arrears.	
Conditions and Criteria	<ol style="list-style-type: none"> 1. The property must be an owner-occupied residential property 2. The ratepayer must enter into a written agreement undertaking to make weekly/fortnightly/monthly direct debit or automatic bank payments of a sufficient amount to clear all arrears and current rates within one year from the date of the agreement. [However, where the required payments would be prohibitively high the Chief Executive may, at his or her discretion, extend the one year period]. 3. Where the conditions in 1 and 2 above are met, all additional penalties incurred during that year will be remitted at the end of the year provided the agreement is honoured without default. 4. That, subject to the proviso in (2) above, the Chief Executive Officer, Finance Manager, Revenue Manager, Credit Control Officer, Rates Technical Officer, Water Rates Clerk and Rate Arrears Clerk be given delegated authority to negotiate arrangements in accordance with the limits in the table below: 	
	<i>Name of Officer</i>	<i>Delegated Limit</i>
	Director Finance and Business	No limit
	Revenue Manager	20,000
	Credit Control Officer, Rates Technical Officer	10,000
	Water Rates Clerk	4,000
	Rate Arrears Clerk	2,000
	Previous authority – council resolutions – 1059/5/85, 277/5/93, 702/11/93, 139/3/96, 319/6/96, 131/3/98, 9/98	

880 SALE OR LEASE OF ABANDONED LAND

Type: P
 File: RB/1/1
 Min: 714/07/03
 AB/14/2
 Last Reviewed: May 08
 Next Review: May 10

For Information Only

LOCAL GOVERNMENT (RATING) ACT 2002 – SECTION 77.

Sale or lease of abandoned land

(1) In this section and sections 78 to 81, abandoned land means a rating unit for which the rates have not been paid to the local authority for 3 years or more, and the ratepayer for that land-

- (a) is unknown; or
- (b) cannot be found after due inquiry and has no known agent in New Zealand; or
- (c) is deceased and has no personal representative; or
- (d) has given notice to the local authority that he or she intends to abandon or has abandoned the land.

Objectives of the Policy	<p>To deal with abandoned land so that it may generate rate revenue in the future provided that –</p> <ul style="list-style-type: none"> • The cost of finding and defining the properties and auctioning them; and • The likely degree of difficulty in finding a buyer will not result in a net loss to Council.
Conditions and Criteria	<ol style="list-style-type: none"> 1. Chief Executive to report to the Council annually with a summary of the situation as it pertains to rates outstanding on abandoned land. 2. Council to be advised, prior to the initial public notice, of properties to be dealt with under this section. 3. Chief Executive is hereby given delegated authority to act on behalf of Council in arranging for the lease or sale of abandoned land in accordance with Council policy shown above.
	Previous authority – Council resolution - 702/11/93

885 RATES BY INSTALMENT

Type: P
 File: RB/1/1
 Min: 714/07/03
 AB/14/2
 Last Reviewed: May 08
 Next Review: May 10

For information only

The former provisions of Part IX of the Rating Powers Act 1988 have not been re-instated in the new Act.

However, a council resolution is required each year as indicated below:

**LOCAL GOVERNMENT (RATING) ACT 2002
SECTION 24. Due date or dates for payment**

A local authority must state, in the resolution setting a rate, -

- (a) the financial year to which the rate applies; and
- (b) the date on which the rate must be paid or, if the rate is payable by instalments, the dates by which the specified amounts must be paid.

Objectives of the Policy	<p>To assist ratepayers by spreading the requirement for the payment of rates through the year.</p> <p>To set dates for payment which avoid the Christmas and main holiday period.</p>
Conditions and Criteria	<p>The annual rates be payable by four equal instalments, which will be due for payment in July, October, January and April each year.</p> <p>Prior authority – Council resolutions/Special Order procedure - 702/11/93, 138/3/96, 131/3/98</p>

890 RATES PAYMENTS BY ADDITIONAL OPTIONS

Type: P
File: RB/1/1
Min: 714/07/03
AB/14/2
Last Reviewed: May 08
Next Review: May 10

Objectives of the Policy	<p>To encourage people to pay their rates more regularly by extending the options available.</p>
Conditions and Criteria	<p>Ratepayers may pay their annual rates fortnightly, monthly, quarterly or annually by direct debit.</p> <p>Penalty will not be added to rates being paid by direct debit unless three payments are missed during the current year, in which case the direct debit authority will be cancelled and penalty added to the amount owing.</p> <p>The option of telephone or internet banking are also available to all customers.</p> <p>Ratepayers may pay their rates online by credit card. Credit cards accepted for payment are Visa and Mastercard. Council's bank charges a percentage based convenience fee for this service (there is a minimum fee per transaction).</p>

Ratepayers may pay their rates by mailing a cheque, together with the remittance slip in the reusable "reply paid" envelope provided.

Ratepayers may pay their rates at any branch of the Bank of New Zealand within the Rodney District (by cash, cheque or EFTPOS).

Ratepayers may pay their rates by cash, cheque or EFTPOS at the Orewa office and the Service Centres at Warkworth, Huapai, Helensville and Whangaparaoa. EFTPOS is accepted for any payment for which cash or a cheque would be accepted, however bank cards only are accepted. No cash withdrawals are permitted. No credit card payments are accepted over the counter or by telephone.

Prior authority – Council resolutions - 589/9/90, 102/2/91, 702/11/93, 138/3/96, 544/9/98

895 "REPLY PAID" ENVELOPES TO BE SENT WITH RATE INVOICES

Type: P
File: RB/1/1
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

Objectives of the Policy

To assist ratepayers in the payment of rates

Conditions and Criteria

That "reply paid" reusable envelopes be sent out with the rate invoices but not with 'Overdue Rates Notices' and 'Final Demands'.

Prior authority – Council resolutions - 1059/5/85, 779/4/86, 2211/9/86, 702/11/93

900 READING OF WATER METERS

Type: P
File: RB/1/1
AB/14/2
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

Objectives of the Policy

To improve cashflow and spread the payment requirement for users

Conditions and Criteria

That water meters be read at six monthly intervals.

Prior authority – Council resolutions - 1059/5/85, 138/3/96

905 COLLECTION OF RATE ARREARS

Type: P
File: RB/1/1
AB/14/2
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

Objectives of the Policy

In the interests of all ratepayers, that the Council pursue a vigorous campaign for the collection of rate arrears.

It is noted that a good arrears collection system is one which deals with the offending parties with dignity, understanding and respect; adheres strictly to the legislative provisions; is firm with people as to their obligations when the need requires it; and achieves the end objective of payment in full within a reasonable time, of the money due.

Steps to Collect Rate Arrears

That the steps to be taken for the collection of rate arrears shall include the following:

- 'Final notices' to be sent as soon as possible after penalty date.
- Legal action for recovery of outstanding rates (including possible sale of property) to be commenced within a reasonable period.
- In terms of Section 62 of the Local Government (Rating) Act 2002, notices of requirement to pay, be sent to mortgagees as soon as possible after 1 July.
- In respect of High Court actions and property sales, the Council's Solicitor to be instructed to include interest on monies owing.
- The Chief Executive Officer to be notified in writing prior to any property sales.

Previous authority – Council resolutions – 1059/5/85, 277/5/93, 702/11/93, 139/3/96, 319/6/96, 131/3/98, 9/98

910 NON RATEABILITY - CHURCH PROPERTIES

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

**LOCAL GOVERNMENT (RATING) ACT 2002
 SCHEDULE 1 – Categories of non-rateable land
 Part 1 – Land fully non-rateable**

Clause 9: Land used solely or principally

- (a) as a place of religious worship:
- (b) for a Sunday or Sabbath school or other form of religious education and not used for private pecuniary profit.

Objectives of the Policy	To document the Council’s interpretation of the wording of Schedule 1, Part 1, clause 9 of the Local Government (Rating) Act 2002; and provide the link to Council delegations
Conditions and Criteria	<ol style="list-style-type: none"> 1. The Director Finance and Business or the Revenue Manager are authorised to approve applications for the non-rateable status of church properties, if he or she is satisfied that the land defined in the current rating legislation is being used for that purpose regularly throughout the year. 2. That for the purposes of this resolution, church land which has been formed as a hard surface parking area for cars shall be deemed to be part of “land used solely or principally...as a place of religious worship”, unless this conflicts with the provisions of any legislation. 3. The Director Finance and Business or the Revenue Manager are authorised to approve applications for the non-rateable status of Sunday or Sabbath school, if he or she is satisfied that the land Defined in the current rating legislation is being used for that purpose Regularly throughout the year.
	Previous authority – Council resolutions - 1059/5/85, 702/11/93, 315/6/95, 427/8/95

915 RATES COLLECTION – WATER SUPPLY MAY BE RESTRICTED IF WATER RATES NOT PAID

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

For information only

LOCAL GOVERNMENT ACT 2002 - SECTION 193
Power to restrict water supply

(1) The water supply to a persons land or building may be restricted by a local government organisation in any manner it thinks fit if the person –

- (a) Commits an offence against this subpart; or
- (b) Fails or refuses to do anything required by this Part in respect of water, water pipes, waterworks or water races; or
- (c) Fails or refuses to do anything that he or she has undertaken or agreed to do in respect of the water supply to his or her land or building; or
- (d) Refuses entry to, or obstructs, an enforcement officer under section 182.

(2) Restriction of the water supply under subsection (1) must not create unsanitary conditions in, or associated with, the land or building.

Objectives of the Policy	To protect the Councils interests and to ensure that the cost of water supply is fairly met by those who consume the water rather than being borne by other ratepayers.
Conditions and Criteria	<p>1. Pursuant to subsection 193(1)(c) of the Local Government Act 2002, the Chief Executive Officer is authorised, if any person refuses or fails to pay any water or other charge in respect of the supply of water for which he or she is liable, to restrict the supply of water to the land or building in respect of which the rate or charge is payable.</p> <p>Previous authority – Council resolutions – 1059/5/85, 702/11/93, 787/9/99, 975/11/99</p>

920 DISCOUNT FOR EARLY PAYMENT OF RATES IN CURRENT FINANCIAL YEAR [Except Water by Meter]

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

For Information Only

LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 55

- 1) A local authority may adopt a policy for the payment of some or all rates that are identified in the rates assessment before the due date or dates for those rates in the current financial year.
- 2) A policy adopted under subsection (1)-
 - (a) must be adopted using the special consultative procedure
 - (b) may be included in the annual plan.
- 3) A policy adopted under this section may provide for the local authority to discount the amount of the rates if payment is made by a specified date before the due date or dates.

Objectives of the Policy	To encourage early payment of rates, giving the Council the opportunity to earn additional interest.
Conditions and Criteria	<ol style="list-style-type: none"> 1. A 5% discount will be allowed if the total rates assessed for the current year and all arrears are paid in full: <ol style="list-style-type: none"> (i) on or before the due date for the first instalment or (ii) where an extended date for payment has been granted, on or before the extended date or (iii) at the Council's discretion, where the rates are paid after the due date for the first instalment or the extended date for payment if there is a very good reason for paying after the relevant date, such as: <ul style="list-style-type: none"> - unusual tragic circumstances, eg family tragedy, hospitalisation, car accident etc. 2. The Director Finance and Business or Revenue Manager have delegated authority to immediately resolve matters pertaining to the discount provisions of Council policy.
	Previous authority – Council resolutions - 702/11/93, 737/11/94, 31/1/95, 131/3/98

925 DISCOUNT FOR EARLY PAYMENT OF RATES IN CURRENT FINANCIAL YEAR [Water by meter charges only]

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

For Information Only

LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 55

4) A local authority may adopt a policy for the payment of some or all rates that are identified in the rates assessment before the due date or dates for those rates in the current financial year.

5) A policy adopted under subsection (1) -

(c) must be adopted using the special consultative procedure
 (d) may be included in the annual plan.

6) A policy adopted under this section may provide for the local authority to discount the amount of the rates if payment is made by a specified date before the due date or dates.

Objectives of the Policy	To encourage early payment of water rates
Conditions and Criteria	A 5% discount will be allowed if water charges are paid within one month of due date.

930 REMISSION POLICIES

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

**For Information Only
 LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 85
 Remission of rates**

- (1) A local authority may remit all or part of the rates on a rating unit (including penalties for unpaid rates) if –
 - (a) the local authority has adopted a rates remission policy under section 109 of the Local Government Act 2002; and
 - (b) the local authority is satisfied that the conditions and criteria in the policy are met.
- (2) The local authority must give notice to the ratepayer identifying the remitted rates.

LOCAL GOVERNMENT ACT 2002 - SECTION 102 (5)

A local authority may adopt all or any of the following policies:

- (a) a rates remission policy;
- (b) a rates postponement policy.

LOCAL GOVERNMENT ACT 2002 - SECTION 102 (2)

A local authority must, subject to subsection (3), use the special consultative procedure in adopting a policy under this section.

LOCAL GOVERNMENT ACT 2002 - SECTION 102 (3)

A policy under this section may be adopted by a local authority as part of its long-term council community plan.

940 REMISSION POLICY - RATES COLLECTION ON MAORI LAND

Type: P
 File: AB/1/1
 MC/1/1
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy	To facilitate the collection of rates on Maori land.
Conditions and Criteria	<ul style="list-style-type: none"> (a) Existing management policies to continue That existing management policies and procedures concerning the collection of overdue rates on Maori land continue. (b) Identification of responsibility

That emphasis be on identifying some person (or persons) to take responsibility for payment of the rates - either by being in actual occupation of the land or otherwise.

(c) Remission of previous arrears

- (i) That if, after an undertaking to pay future rates is given, the rates are paid for the following three years, then at the expiration of the three year period from the time of such undertaking, all previous arrears be remitted.
- (ii) That because, in the absence of a charging order granted by the court, overdue rates are not able to be collected after the expiration of six years from the time they become due, all rates that fall within that category be remitted annually.

Previous authority – Council resolutions - 1059/5/85, 702/11/93, 30/01/97,131/3/98

945 REMISSION POLICY –MORE THAN ONE RATING UNIT USED AS A SINGLE FARMING OPERATION

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 1/05
 Last Reviewed: May 08
 Next Review: May 10

**For Information Only
 LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 20
 Rating Units in common ownership**

Two or more rating units must be treated as 1 unit for setting a rate if those units are-

- (a) owned by the same person or persons; and
- (b) used jointly as a single unit; and
- (c) contiguous or separated only by a road, railway, drain, water race, river or stream

Objective of the Policy

The objective of this policy is to promote fairness in the application of uniform annual charges by providing for their remission where a single farm entity includes more than one rating unit. This does not include those rating units which must be treated as 1 rating unit for setting a rate under s20 LGRA

Conditions and Criteria

The Council may, on its own motion, or on written application from a ratepayer or occupier of such properties remit any uniform annual charges in excess of one, if it considers it reasonable in the circumstances to do so. There are two situations where remissions may be given. In both cases remission may only be granted where the rating units will be used jointly as a single farm entity and where residential dwellings are situated on no more

	<p>than one rating unit within the group.</p>
	<p>1. Rating units not strictly contiguous</p> <p>The group of rating units would otherwise be treated as a single rating unit, except that the units are not strictly contiguous (e.g. a farm run off block).</p>
	<p>2. The occupier of all the rating units is the same but the occupier does not own the rating units or does not own all the rating units</p> <p>If the occupier is not the ratepayer for all of the rating units concerned, the Council will only consider such application provided there is a written lease of at least 12 months certain naming the occupier as lessee.</p>
Delegations	<p>The Director Finance & Business or Revenue Manager has delegated authority to deal with those remissions under this section that fit within the criteria. Applications which do not fall within the criteria set out above will not be approved.</p>
Farmland	<p>A “farming operation” will be interpreted by the Council to be land that is used exclusively or principally for agricultural, horticultural, or pastoral purposes, or for the keeping of bees or poultry or other livestock.</p>
	<p>Previous authority – section 23 Rating Powers Act 1988 and Council resolutions - 813/12/98, 91/2/99, 785/9/99, 975/11/99, 1059/5/85, 517/3/89, 702/11/93, 138/3/96, 131/3/98</p>

950 REMISSION POLICY – SCHOOLS – PAN/URINAL CHARGES

Type: P
File: RB/1/1
AB/14/2
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

For Information Only

**LOCAL GOVERNMENT (RATING) ACT 2002 – SECTION 25
Regulations relating to rating of educational establishments**

- (1) The Governor-General may, by Order in Council, make regulations prescribing how local authorities may assess rates for sewage disposal under section 9 in relation to the land referred to in clause 6(a) or (b) of Part 1 of Schedule 1.
- (2) Regulations-
 - (a) may be made only after the earlier of-
 - (i) the date on which a report that complies with section 26 has been presented to Parliament; or
 - (ii) 1 July 2007; and
 - (b) may be made only on the recommendation of the Minister.
- (3) Before making a recommendation under subsection (2)(b), the Minister must consult-
 - (a) New Zealand Local Government Association Incorporated; and
 - (b) any other organisations that the Minister considers have a particular interest in the regulations.
- (4) In this section and section 26 (except paragraph (c)(i)), Minister means the Minister responsible for the administration of this Act.

26. Report of Ministerial review of rating practice in relation to educational establishments

A report complies with this section if:

- (a) the report is made by the Minister; and
- (b) the report reviews the practice of local authorities, in relation to the financial years commencing on 1 July 2003 and 1 July 2004,
 - (i) in assessing rates for sewage disposal under section 9 in relation to the land referred to in clause 6(a) or (b) of Part 1 of Schedule 1; and
 - (ii) in remitting those rates; and
- (c) in preparing the report, the Minister has consulted
 - (i) the Minister responsible for the administration of the Education Act 1989; and
 - (ii) New Zealand Local Government Association Incorporated; and
 - (iii) any other organisations that the Minister considers have a particular interest in the review; and
- (d) the report is presented to Parliament by the Minister.

Objectives of the Policy	To make charges to schools more equitable by taking into account that the number of students rather than the number of pans/urinals is a better indicator of impact on the sewerage system.
Conditions and Criteria	To remit sewerage pan charges levied on schools in the District in excess of the minimum number required pursuant to the Fifth Schedule of the Drainage and Plumbing Regulations 1978 or in the case of a new school built after 1 January 1993 pursuant to the Building Act 1991.
	Previous authority - 702/11/93, 591/8/94, 675/10/94, 131/3/98

955 REMISSION POLICY WHERE ORGANISATIONS BY THEIR EXISTENCE IN THE DISTRICT DIRECTLY BENEFIT THE RESIDENTS OF THE DISTRICT.

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

**For Information Only
 Excerpts from Schedule 1 of the Local Government (Rating) Act 2002
 Land fully non-rateable**

- 3 Land that is -
 - (a) owned by a society or association of persons (whether incorporated or not); and
 - (b) used for conservation or preservation purposes; and
 - (c) not used for private pecuniary profit; and
 - (d) able to be accessed by the general public.

- 4 Land used by a local authority -
 - (a) for a public garden, reserve, or children’s playground:
 - (b) for games and sports (except galloping races, harness races, or greyhound races):
 - (c) for a public hall, library, athenaeum, museum, art gallery, or other similar institution

Land 50% non-rateable

- 2 Land owned or used by a society or association of persons (whether incorporated or not) for games or sports, except galloping races, harness races, or greyhound races.

Notes:

For the purposes of this part, unless the context otherwise requires, -
land, in clause 2, excludes land in respect of which a club licence under the Sale of Liquor Act 1989 is for the time being in force.

Objectives of the Policy	To encourage certain sport, recreation and welfare organisations in the District which directly benefit the residents of the District.
Conditions and Criteria	<ol style="list-style-type: none"><li data-bbox="518 409 1465 533">1. Applicant organisations must benefit residents of the District The Council will exercise its discretionary powers for rate relief, only to organisations which by their existence in the District will directly benefit the residents of the District.<li data-bbox="518 562 1465 685">2. Not to apply to non-rateable land This policy does not apply to categories of land that are non-rateable or 50% non-rateable in accordance with Schedule 1 of the Local Government (Rating) Act 2002.<li data-bbox="518 714 1465 815">3. Public halls and libraries That subject to (1) above, all public halls and libraries receive 100% remission of all rates, - with the exception of water and sewerage charges.<li data-bbox="518 844 1465 1021">4. Sporting clubs and similar organisations That sporting clubs and other similar organisations that would be 50% non-rateable in accordance with the Local Government (Rating) Act 2002 Schedule 1 Part 2, except that a liquor licence is in force in respect of the land, receive 50% remission of all rates, - with the exception of water and sewerage charges.<li data-bbox="518 1050 1465 1227">5. Organisations whose principal objective is to promote education or health That subject to (1) above, organisations whose principal objective is to promote education or health, the members of such organisations deriving no pecuniary gain, be granted a 100% remission of all rates, - with the exception of water and sewerage charges.<li data-bbox="518 1256 1465 1379">6. Reserves used for passive recreation That subject to (1) above, reserves used for passive recreation that do not receive income, receive 100% remission of all rates, - with the exception of water and sewerage charges.<li data-bbox="518 1408 1465 1608">7. Organisations leasing Council land may qualify for additional assistance That in the case of organisations leasing Council land and run by voluntary assistance solely for the benefit of the community, the members of which derive no pecuniary gain, the Council is prepared to consider those applications as eligible for further rate relief.<li data-bbox="518 1637 1465 1738">8. Other organisations That all other remissions be limited to 50% of all rates, - with the exception of water and sewerage charges.<li data-bbox="518 1789 1465 2002">9. The Council may consider remission not strictly in accordance with this policy Subject to (1) above, the Council may consider remissions beyond any limits in this policy if the circumstances so warrant. In particular those organisations already receiving relief outside the general conditions of this policy (eg receiving remissions of water and sewerage uniform rates) shall continue to do so until this policy is reviewed.<li data-bbox="518 2031 1465 2116">10. Proviso - Hibiscus Coast remissions Hibiscus Coast remissions are further subject to the proviso that (unless there are special circumstances) remissions will not be granted. Other

organisations should apply for a grant.

11. Review of this Policy

It is the intention of the Council to undertake a major review of this policy as part of a wider rates review before 1 July 2005.

Previous Policy – Council resolutions – 1059/5/85, 2595/12/88, 239/2/89, BC/875/12/90, 214/4/91, 395/6/91, 702/11/93

960 REMISSION POLICY – FOR HARDSHIP RESULTING FROM A WATER LEAK

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy

To provide a measure of relief, by way of partial rates remission, for property owners/ occupiers/ tenants, for whom the payment of full water rates, as a result of the existence of a water leak on the property which they occupy, is otherwise likely to cause extreme financial hardship.

Conditions and Criteria

1. Definition of Hardship and Eligibility for Relief

In the Council's opinion "hardship" may occur, and a measure of relief may be given by the Council, when the following aspects are present:-

- The existence of a leak on the occupied property has been established and a plumber has been engaged to repair the leak as soon as possible after its detection and a copy of the plumber's account has been submitted to the Council officer dealing with the application for relief; and
- The ratepayer's water rates account is not less than three times larger than the average of the water rates accounts for the previous four consumption periods (or less where the ratepayer's tenure of the property is less); and
- An application for water rates relief has not been received during the preceding two year period in respect of the subject property (to prevent abuse of the provision of relief) .

2. Applications for water rates remission

Any ratepayer may make application to the Council on the prescribed form for rates remission relief pursuant to this policy.

3. Officers authorised to deal with applications for rates remission

- The Chief Executive Officer, Director Finance & Business or Revenue Manager are authorised to deal with all applications received from ratepayers for water rates remission relief pursuant to this policy
- Any ratepayer who is aggrieved with any decision of the Chief Executive Officer, Director Finance & Business or Revenue Manager may object to the Council.
- The Council's decision will be final.
- Annually the Chief Executive Officer will provide a schedule for the Council's information, listing all the properties in respect of which applications for remission pursuant to this policy have been granted, and the amount remitted for each.

4. How and when rates remitted

Council considers that Commercial Ratepayers have a greater responsibility to maintain their assets and they are able to claim water

rates as a legitimate business expense. Therefore the relief granted to commercial ratepayers under this policy is limited. When an application for water rates remission is approved pursuant to this policy, the amount of the water rates account which must be paid will be based on:

Non commercial Ratepayers:

- The average of the previous four periods' consumption (or less where the ratepayer's tenure of the property is less) and;
- 50% of the excess consumption over and above this (see note below) up to a maximum of three times the average of the previous four periods' consumption (or less where the ratepayers' tenure of the property is less).

Payment of the amount owing may be arranged over a 12-month period.

The remainder of the account will be remitted.

NOTE: 50% roughly equates to the actual cost of producing/ purchasing and delivering the water to the council, so that the council does not sustain a financial loss as a result of this, however it is acknowledged as being unfair to charge for more than four times the average consumption.

Commercial Ratepayers

As for non-commercial ratepayers except that any remission is limited to twice the "normal" water rates invoice.

Previous authority – section 177 RPA; Council resolution - 246/4/00

965 REMISSION POLICY – ON LAND AFFECTED BY NATURAL CALAMITY

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy

To give rate relief on those properties affected by natural calamity

Conditions and Criteria

1. Where the use that may be made of any land has been detrimentally affected by erosion, subsidence, submersion, or other natural calamity.
2. The Council may, where it considers it to be fair and reasonable to do so, remit, wholly or in part, any rate assessed in respect of the rating unit or units comprising the land.

Previous authority – Council resolution - 702/11/93

970 REMISSION OF PENALTIES ON COMPASSIONATE AND OTHER GROUNDS

Type: P
File: RB/1/1
AB/14/2
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

For information only

Note: section 5 of the LG(R)A 2002 states that rate “includes a penalty added to a rate in accordance with Section 58. S58 authorises imposition of penalties for rates unpaid by the due date.

Objectives of the Policy

To consider remission of penalties on compassionate and other grounds. To consider remission for new owners and to ratepayers who have a long term excellent payment record.

Conditions and Criteria

1. That the remission of a penalty may be granted where any of the following three circumstances apply:
 - (i) **An excellent payment record for three years or more:**
If the ratepayer has paid all rate instalments on or before the due date for payment for the previous three years then a penalty will be remitted if the ratepayer pays the overdue rates as soon as practicable after they become aware of the late payment.
 - (ii) **New Owners**
New owners, who are new to the district, paying their first instalment, may be granted a remission of penalty if the ratepayer pays the overdue rates as soon as practicable after they become aware of the late payment.
 - (iii) **Compassionate Grounds**
 - (a) The ratepayer must have had a good payment record since owning the property, or for the past two years, whichever is the lesser period. That is only one penalty has been incurred in the last two years and this has been paid promptly (no remission was granted), and
 - (b) The ratepayer was unable to attend to payment due to compelling circumstances. There must be a very good reason for requesting remission such as unusual tragic circumstances e.g. family tragedy, hospitalisation, serious accident etc around the time for last day for payment, and
 - (c) The rates owing must have been paid as soon as possible taking into consideration the circumstances which caused the delay in payment.
2. Remission of penalties for new owners and for ratepayers who have had an excellent payment record for three years may be approved after confirmation of the excellent payment record or that the ratepayer is a new owner paying their first instalment.
3. Applications for the remission of penalties on compassionate grounds will be required to be in writing.
4. If the Revenue Manager believes that in the circumstances it is appropriate applications that do not strictly meet the conditions and

<p>criteria set out above may be forwarded for Council consideration.</p> <p>5. The Director Finance and Business, Revenue Manager or Customer Services Supervisor have delegated authority to apply this policy in respect of remissions of penalties to ratepayers in accordance with clauses 1(i) and 1(ii).</p> <p>6. The Director Finance and Business or Revenue Manager have delegated authority to apply this policy in respect of remissions of penalties to ratepayers in accordance with clause 1(iii).</p> <p>7. Any remissions granted under this policy to be reported in total, annually, for the Council's information.</p>
<p>Previous authority – Council resolutions - 452/8/97, 588/10/97</p>

975 REMISSIONS POLICY – REMISSION OF PENALTIES IF ARRANGEMENT FOR PAYMENT OF ARREARS OF RATES COMPLIED WITH

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

<p>Objectives of the Policy</p>	<p>To detail the Council's remission of penalties where a negotiated arrangement for payment of arrears has been entered into and complied with.</p> <p>Where the conditions in the Council's policy on Negotiated Arrangements For Payment Of Arrears Of Rates are complied with, all additional penalties incurred during that year will be remitted at the end of the year provided the agreement is honoured without default.</p> <p>Negotiated arrangements should preferably recover all rates due by the end of the current financial year, but the Revenue Manager may extend the period of the arrangement by a maximum of six months into the following year where the arrangement is entered into during the latter half of the year.</p>
	<p>Previous authority – Council resolutions – 1059/5/85, 277/5/93, 702/11/93, 139/3/96, 319/6/96, 131/3/98, 9/98</p>

980 REMISSIONS POLICY – REMISSION OF PENALTIES RELATING TO NEGOTIATED PAYMENT ARRANGEMENTS FOR PAYMENTS OF RATES OTHER THAN ARREARS

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

<p>Objectives of the</p>	<p>To ensure that penalties are not incurred where a ratepayer has entered</p>
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Policy	into, and is complying with, a negotiated payment arrangement designed to ensure that all of the rates for the year are paid in full in the year in which they are assessed.
Conditions and Criteria	<ol style="list-style-type: none"> 1. This policy excludes arrangements for the collection of arrears which are dealt with in a separate policy. 2. Any penalty added as a result of any portion of each instalment not being paid on or before the last day for payment specified on the rates invoice for that instalment may be remitted where the rates due for the year are being paid by regular weekly/fortnightly/monthly (or similar) payments under negotiated arrangements throughout the year of a sufficient sum to ensure that the whole amount due is paid in full in the year in which it is assessed.
	Previous authority – Council resolutions - 642/9/94, 745/11/94

985 REMISSIONS AND POSTPONEMENT POLICY – FARMLAND VALUES AFFECTED BY POTENTIAL USE

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy	<p>To phase out over a six year period the current rate relief to farmland, where in the past the value of the farmland was in some measure attributable to the potential use to which the land may have been put for residential, commercial, industrial, or other non-farming development.</p> <p>(Relief was formerly granted under the Rating Powers Act 1988 by use of postponed values, which were specifically identified within this Act. Although postponed values were then discontinued when the Local Government (Rating) Act 2002 was enacted, Council decided at the time to put in place a policy to mimic the effects of postponed values, until such time as the implications had been considered and a final decision reached. This interim policy granted relief by way of rates postponement for land which would have been entitled to a rates postponed value under the previous Rating Powers Act 1988.)</p>
Conditions and Criteria	<ol style="list-style-type: none"> 1. This policy shall only apply to those properties that were already eligible and had applied under the previous policies for postponed rates for farmland values affected by potential use, as at 30 June 2006. 2. The amount of postponed rates shall be calculated based on the following basis: <ol style="list-style-type: none"> (a) The portion of rates postponed (“postponed rates”) for the 2006/2007 financial year shall be an amount equal to the difference between the amount of the rates for that period calculated according to the rateable value of the property (“rateable value rates”) and the amount of the rates that would be payable for that period if the rates postponement value of the property were its rateable value (“postponed value rates”). (b) For the purposes of calculating the amount of rates to be postponed

- in subsequent years, a “postponed rates percentage” shall be assessed being the “postponed rates” divided by the “rateable value rates”.
- (c) The portion of rates postponed for the 2007/2008 financial year shall be calculated as “rateable value rates” times “postponed rates percentage” times 80%.
 - (d) The portion of rates postponed for the 2008/2009 financial year shall be calculated as “rateable value rates” times “postponed rates percentage” times 60%.
 - (e) The portion of rates postponed for the 2009/2010 financial year shall be calculated as “rateable value rates” times “postponed rates percentage” times 40%.
 - (f) The portion of rates postponed for the 2010/2011 financial year shall be calculated as “rateable value rates” times “postponed rates percentage” times 20%.
 - (g) The portion of rates postponed for the 2011/2012 financial year shall be the full amount of rates assessed on the rateable value.
3. The “rates postponement percentage” as shown in 2(b) above will be calculated once for the 2006/2007 financial year and then will remain in place for the rest of the term of this policy, regardless of any revaluations. This will therefore result in a continuing proportionate decrease in the amount of the postponed rates, even though the actual “rateable value rates” may change substantially.
 4. Penalties will not be charged on postponed rates.
 5. Any rates postponed under this policy will be written off after 5 years.
 6. All rates postponed under this policy that have not been written off in accordance with section 5 shall become due and payable when:
 - (a) The land ceases to be farmland; or
 - (b) The value of the land ceases to be to some extent attributable to the potential use to which the land may be put for residential, commercial, industrial or other non-farming development; or
 - (c) The interest of the person who was the ratepayer at the date on which the rates postponement value was established has become vested in some other person (not being his or her spouse or former spouse or the executor or administrator of his or her estate, or, where the ratepayer was the proprietor of that interest as a trustee, not being a new trustee under the
 7. If interest in part of a property eligible for postponed rates under this policy is vested in some other person (not being his or her spouse or former spouse or the executor or administrator of his or her estate, or, where the ratepayer was the proprietor of that interest as a trustee, not being a new trustee under the trust) then:
 - (a) A portion of the rates postponed under this policy that have not been written off in accordance with section 5 shall become due and payable, with the portion being the land area of the property that has changed hands divided by the land area of the initial property.
 - (b) The “rates postponement percentage” shall be amended by multiplying it by the remaining land area divided by the initial land area, so as to reduce the “rates postponement percentage” in proportion to the reduced land area now eligible for postponed rates.

990 REMISSIONS POLICY – REMISSION FOR RESIDENTIAL PROPERTIES IN COMMERCIAL OR INDUSTRIAL AREAS

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

<p>Objectives of the Policy</p>	<p>To grant some rate relief to land that is classified as being for use or development exclusively or principally for commercial or industrial purposes under an operative or proposed district scheme; and is used exclusively or principally for residential purposes and the value of the land is affected by the potential use of the land. (being land that does not have a special rateable value entered in the valuation roll in respect of the property.)</p>
<p>Conditions and Criteria</p>	<ul style="list-style-type: none"> ▪ The land does not have a special rateable value entered in the valuation roll in respect of the property. ▪ The land is a residential property in a commercial or industrial area as described above. The application for rate remission must be made to the Council prior to the commencement of the rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated. ▪ The amount remitted shall be the difference between the rates calculated on the rateable value of the property and the rates calculated as though the special rateable value were the rateable value of the property. ▪ Council's valuation service provider will be engaged to calculate a special rateable value for the property. There will be no appeals against the special rateable value. ▪ The special rateable value of any land shall be determined by the Valuer- upon the assumption that- <ul style="list-style-type: none"> (a) The actual use to which the land is being put is a use permitted as of right in an operative district scheme in force for the district in which the land is situated (whether or not such a scheme is for the time being actually in force); and (b) That use will be exclusively or principally for residential purposes. (c) The improvements on the land will be continued and maintained or replaced in order to enable the land to continue to be so used.

995 POLICY – RATES POSTPONEMENT FOR HARDSHIP

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

For information only

LOCAL GOVERNMENT (RATING) ACT 2002 - SECTION 87

- (1) A local authority must postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) if -
 - (a) the local authority has adopted a rates postponement policy under section 110 of the Local Government Act 2002; and
 - (b) the ratepayer has applied in writing for a postponement; and
 - (c) the local authority is satisfied that the conditions and criteria in the policy are met.

- (2) The local authority must give notice to the ratepayer -
 - (a) identifying the postponed rates; and
 - (b) stating when, or in which circumstances, the rates will become payable.

Objectives of the Policy

To provide a measure of relief, by way of rates postponement, for property owners/occupiers, for whom the payment of full rates is otherwise likely to cause emotional and/or financial "hardship".

Conditions and Criteria

- (i) Base Criteria
 In the Council's opinion "hardship" may occur, and a measure of relief may be able to be given by the Council, when all of the following aspects are present:-
 - The ratepayer is the property owner and has owned the property which is the subject of the application for not less than 5 years.
 - The property is used by the ratepayer as his/her permanent place of residence.
 - The property is used solely for residential purposes.
 - The ratepayer has not less than an 80% equity in the property.
 - The annual loan servicing commitment in respect of any mortgages, hire purchase or other loan commitments, does not exceed 30% of the household's gross income.
 - In the opinion of the Council the ratepayer is likely to have insufficient funds left over, after payment of rates, to purchase/maintain a suitable motor vehicle, set funds aside for emergency purposes including health care, and make proper provision for the maintenance of his/her home and chattels at an adequate standard as well as making provision for the normal pattern of daily living.
 - The total assets of the household excluding the subject rating unit, a car and normal household chattels do not exceed \$10,000.

- (ii) Applications for rates postponement
 Any ratepayer may make application to the Council on the prescribed form for rates postponement relief pursuant to this policy.

- (iii) How rates postponed and period of postponement
 When the Council approves an application for rates postponement relief pursuant to this policy the following provisions will apply:
 - The application may be for, and the Council may agree to postpone, all or a portion of the rates, after considering the personal circumstances of the ratepayer. However, as a general rule, every applicant for rates postponement will be required to pay the first \$500 of the rates bill each year (in addition to any Government rebate which may be granted).
 - The total amount of all postponed will be postponed until -

- the death of the ratepayer owner; or
 - the applicant ratepayer ceases to be the occupier (or one of the occupiers) of the land; or
 - the applicant ratepayer ceases to:
 - use the property as his/her/their permanent place of residence; or
 - to use the property solely for residential purposes.
 - any of the statements certified by the applicant in the application for rates postponement are found to have been incorrect at the time they were made; or
 - all or any part of the rates due and owing by the property owner from time to time, and not postponed, become overdue whichever first occurs.
- (iv) Penalties may be added
Pursuant to Section 57(3) of the Local Government (Rating) Act 2002 and in accordance with below penalties will be added after rates become due:
- If the postponed rates specified above are not paid within three months after grant of probate or letters of administration or one month from the change of use of the property or one week from the settlement date after sale of the property, whichever occurs first; the Council will add penalties on unpaid rates on the basis of the amount due prior to postponement, as if postponement had not occurred in the first instance. THIS NEEDS TO BE SPECIFIED IN THE COUNCIL RESOLUTION ON PENALTIES EACH YEAR.
- (v) Postponement fee to be charges
A fee will be charged on the postponed rates equal to the administrative and financial costs incurred by Council as a direct result of the postponement.
- (vi) Any part of the postponed rates may be paid at any time
Notwithstanding the foregoing:
- The applicant may elect to "postpone" the payment of a lesser sum than that which he/she would otherwise be entitled to have postponed pursuant to this policy.
 - Any part of the postponed rates and/or postponement fee may be paid at any time.
- (vii) Ratepayers to be given details of postponed rates each year
[In compliance with section 87(2) of the Local Government (Rating) Act 2002], with every rates invoice issued, every ratepayer a part of whose rates have been postponed pursuant to this policy will be provided with a notice identifying the postponed rates and stating when, or in which circumstances, the rates will become payable.
- (viii) Amount postponed etc. not to exceed \$8,000
The Council will not accept any further applications for rates postponement pursuant to this scheme after the date upon which all rates previously postponed (and not paid), together with all postponement fees total \$20,000 for any particular property.
- (ix) The Director Finance and Business is authorised to deal with applications for rates postponement
- The Director Finance and Business is hereby authorised:-
- To deal with all applications received from ratepayers for rates postponement relief pursuant to this policy.

The Director Finance and Business is further authorised to approve any application for postponement that does not strictly comply with all of the provisions of this policy, if he believes the particular circumstances so warrant.

Any ratepayer who is aggrieved with any decision of the Chief Executive Officer may object to the Council. The Council's decision will be final.

The Director Finance and Business will provide a schedule, annually, for the Council's information, listing all the properties in respect of which applications for postponement pursuant to this policy have been granted, and the accumulated amount postponed for each.

- (x) How "loss of income" due to postponed rates to be financed
 The reduction in income available to the Council as a result of the payment of rates being postponed pursuant to this policy will be financed by way of bank overdraft.

Previous authority – Council resolutions - 2595/12/88, 239/2/89, 249/4/91, 308/5/91, 395/6/91, 508/8/91, 193/4/92, 397/7/92, 702/11/93, 369/5/94, 142/3/95, 84/2/96, 160/3/97, 78/2/99

1000 REMISSION POLICY – FOR LAND VOLUNTARILY PROTECTED FOR NATURAL OR HISTORIC OR CULTURAL CONSERVATION PURPOSES

Type: P
 File: RB/1/1
 AB/14/2
 Min: 714/07/03
 Last Reviewed: May 08
 Next Review: May 10

Objectives of the Policy

To provide a measure of relief, by way of rates remission, for property owners who have voluntarily protected their land for natural or historic or cultural conservation purposes. Schedule 1 of the Local Government (Rating) Act 2002 lists land that is non-rateable in terms of the Act. This policy does not apply to any land that is non-rateable in terms of the Local Government (Rating) Act 2002.

Conditions and Criteria

- 1. Remission for land protected for conservation or preservation purposes**
 Subject to clause 2 below the Council will remit, as a matter of policy, 100% of the rates, excluding water and sewerage rates on land which is subject to:
 - (a) An open space covenant under section 22 of the Queen Elizabeth the Second National Trust Act 1977; or
 - (b) A heritage covenant under section 52 of the Historic Places Act 1980; or
 - (c) A conservation covenant under section 77 of the Reserves Act 1977; or
 - (d) A declaration of protected private land under section 76 of the Reserves Act 1977; or
 - (e) A management agreement for conservation purposes under section 38 of the Reserves Act 1977; or
 - (f) A covenant for conservation purposes under section 27 of the Conservation Act 1987; or
 - (g) A management agreement for conservation purposes under section

- 29 of the Conservation Act 1987; or
- (h) A Maori reservation for natural, historic or cultural conservation purposes under section 439 of the Maori Affairs Act 1953; or
 - (i) A covenant with the Rodney District Council obligated by bond which has the effect of preserving areas of natural bush greater than 10 hectares for a minimum period of 999 years, not including land protected as a result of a “bush lot subdivision” approved by the Council pursuant to the Operative District Plan.

2. Dwelling houses

The maximum remission of 100% of rates will not apply in respect of any rating unit if there is a dwelling house, or pursuant to the provisions of the respective covenant or agreement, the right to erect a dwelling house on the land. The Council will consider such applications according to the particular circumstances of each case.

3. Applications accepted at any time

Applications pursuant to this policy will be accepted at any time and will be considered by the full Council in open meeting.

4. Council’s decision final

The Council will advise the applicant of its decision and of the reasons therefore. The Council’s decision will be final.

5. Continuation of remissions

When the Council has approved a particular application the rates shall thereafter be remitted annually for so long as the Council continues to be satisfied that the circumstances that existed at the time the application was granted continue to apply.

6. Schedule of all remissions to be submitted to the Council annually

A schedule of all remissions granted pursuant to this policy will be submitted to Council annually.

Previous authority – Council resolutions – 583/9/93, 702/11/93, 131/3/98, File RB/1/1

1005 REMISSIONS POLICY – REMISSION FOR ANNUAL UNIFORM RATES WITHIN A COMMERCIAL SUBDIVISION

Type: P
File: RB/1/1
AB/14/2
Min: 714/07/03
Last Reviewed: May 08
Next Review: May 10

Objectives of the Policy

To grant some rate relief to land newly subdivided that is classified as being for use or development exclusively or principally for commercial or industrial purposes under an operative or proposed district scheme to encourage such developments so as to promote employment opportunities within the District.

Conditions and Criteria

- The land subdivided must be classified as being for use or development exclusively or principally for commercial or industrial purposes under an operative or proposed district scheme.
 - Any remissions be for a maximum of two years or until the property is sold, title transferred or leased, whichever is the sooner.
 - All lots within the subdivision must remain under the same and common ownership.
 - Subject to the above all additional uniform charges after the first may be remitted, excluding any water consumption or pan/urinal charges if applicable.
-

Chapter 13

MISCELLANEOUS GENERAL ISSUES

Section	From
Miscellaneous General Issues	1220

1115 DELEGATION OF RESPONSIBILITIES TO THE STAFF
 These delegations are shown in Council’s Delegations Register.

1125 WARRANTED PERSONNEL

Type: P
 File: WA/1/1
 Min: 38/11/89
 4/96
 Last Reviewed: Feb 08
 Next Review: Feb 10

	<p>That notwithstanding the fact that the Chief Executive Officer has the power to appoint all members of the staff and notwithstanding the fact that Section 708D of the Local Government Act 1974 provides that only persons who have been authorised by the Council to enter land shall be required to have warrants issued under seal,</p> <p>as a matter of District Council policy:</p> <ul style="list-style-type: none"> - all staff and honorary personnel appointed to any of the positions listed in the schedule below be provided with warrants certifying their appointment, and - all such warrants be issued under seal of the Council.
	<p>SCHEDULE</p>
<p>Local Government Act Section 708A Officer</p>	<p>An Officer having the power to enter land and buildings pursuant to the provisions of Section 708A of the Local Government Act 1974.</p>
<p>Dog Control Officer</p>	<p>An Officer appointed pursuant to Section 11 of the Dog Control Act 1996.</p>
<p>Dog Ranger</p>	<p>A person appointed as a Ranger pursuant to Section 13 of the Dog Control Act 1996.</p>
<p>Litter Control Officer</p>	<p>A person appointed as a Litter Control Officer pursuant to Section 5 of the Litter Act 1979.</p>
<p>Foreshore Warden</p>	<p>A person appointed as a Warden pursuant to Clause 3 of the Foreshores Bylaw (a deemed Regional Bylaw administered by Rodney District Council under s.424 of the Resource Management Act)</p>
<p>Harbourmaster</p>	<p>A person appointed as a Harbourmaster pursuant to Clause 3.1 of the Foreshores and Waters Bylaw Chapters 16 and 18 (a deemed Regional Bylaw administered by Rodney District Council pursuant to s.424 of the Resource Management Act)</p>
<p>Launch Warden</p>	<p>A person appointed as a Launch Warden pursuant to Clause 3.1 of the Foreshores and Waters Bylaw - Chapter 18 (a deemed Regional Bylaw</p>

		administered by Rodney District Council pursuant to s.424 of the Resource Management Act).
Poundkeeper		A person appointed as a poundkeeper for a public pound pursuant to Section 8 of the Impounding Act 1955.
Stock Ranger		A person appointed as a Ranger pursuant to Section 8 of the Impounding Act 1955.
Dangerous Inspector	Goods	A person appointed as a Dangerous Goods Inspector pursuant to Sections 17 and 19 of the Dangerous Goods Act 1974.
Environmental Officer	Health	A person appointed as an Environmental Health Officer pursuant to Sections 28 and 128 of the Health Act 1956.
Authorised Officer		A person authorised to carry out the duties authorised in Section 11 of the Fencing of Swimming Pools Act 1987.
Food Inspector		An Environmental Health Officer and any other person assisting him and acting under his direct supervision appointed for the purposes of the Food Act 1981.
Rural Fire Officer		A person appointed pursuant to the provisions of Section 13 of the Forest and Rural Fires Act 1977.
Reserves Ranger		A person appointed as a Reserves Ranger pursuant to Section 8 of the Reserves Act 1977.
Authorised Officer		A person appointed as an Inspector under Introductory - Chapter 1 of the Council's General Bylaw.
Inspector of Liquor Act	Sale of	Authorised under Section 103 of the Sale of Liquor Act 1989.
Parking Warden		Authorised under Section 7(1) of the Transport Act to administer General Bylaw Chapter 14, Stationary Vehicle Offences.
Enforcement Officer		Authorised pursuant to Section 38 of the Resource Management Act to carry out all or any of the functions and powers of Rodney District Council as an Enforcement Officer under Sections 22, 322, 323, 327, 328, 332 and 334c of that Act.
Building and Government Act	Local	Authorised by the Rodney District Council pursuant to Sections 708A and 710 of the Local Government Act 1974 to carry out inspections and to enter premises as provided for by Section 76 and related sections of the Building Act 1991.

Civil Personnel	Defence	<p>Not included in this schedule. Appointed by the Local Controller pursuant to a power of delegation made to him by the Council pursuant to Section 42 of the Civil Defence Act 1983.</p> <hr/> <p>Note: Schedule of Warranted Personnel For a schedule of warranted personnel appointed by the Council refer to the Delegations Register, Part IV.</p>
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1220 RESOURCE CONSENT APPLICATIONS - RENEWAL BEFORE EXPIRY
 Please refer to the Office Management Guidelines Manual

1230 WAITANGI DAY

Type: P
 File: AK/1/1
 Min: 3340/12/87
 333/2/88
 Last Reviewed Feb 08
 Next Review: Feb 10

The Council considers that the Treaty of Waitangi is a national issue, not a local matter, and as such the way in which the Treaty's significance is to be recognised should be established on a national basis.

1235 RODNEY NATURE CONSERVATION AWARD

Type: P
 File: WE/1/1
 Min: NC/311/9/92
 655/11/92
 RT/273/8/94
 632/9/94
 167/3/99
 352/5/99
 Last Reviewed Feb 08
 Next Review: Feb 10

Background

This award, which replaces the previous Northern Community Nature Conservation Award, is funded from the interest earned from the Native Bush Conservation Account which was established by a contribution from Cr Schischka in 1989. Other organisations involved in judging the award will also be requested to contribute to funding it

Purpose of the Award

To give recognition to the voluntary efforts by individuals who have contributed or who are contributing to the conservation and enhancement of the natural environment and who are farming their land in a sustainable manner with long term benefits to the wider community.

Timing of Awards

The awards will be assessed in late autumn or early winter, every 3 years. Advertisement for applications will be placed in the Rodney Times in March/April of the years in which it is to be awarded.

Applications will be assessed by a panel consisting of:

Assessment panel	<ul style="list-style-type: none"> - A representative from the local branch of the New Zealand Farm Forestry Association. - A representative from the New Zealand Forest and Bird Protection Society. - A representative from Federated Farmers. - A representative from the Department of Conservation. - Mr Peter Schischka. - A Councillor - A Council Officer (Forward Planning Officer, Parks Officer or similar appropriate officer).
The Award	<p>The nature of award will be determined on the basis of available funding each three years.</p>

1240 CERTIFICATES OF APPRECIATION FOR COMMUNITY SERVICE

Type: P
 File: GA/1/1
 Last Reviewed Feb 08
 Next Review: Feb 10

<p>The Mayor, in consultation with the Chairperson of the Community and Environment Committee is authorised to issue Certificates of Appreciation for Community Service at their discretion through the year.</p>

1245 RODNEY DISTRICT COUNCIL SCHOLARSHIPS

Type: PD
 Resp: CS
 File: GA/1/1
 Min: 670/4/89 350/5/99
 1157/6/89 172/2/04
 1546/8/89 197/02/06
 25/11/89
 78/2/93
 215/4/93
 150/3/96
 35/1/97
 204/4/97
 Last Reviewed Feb 08
 Next Review: Feb 10

Rodney District Council Scholarships to be offered to local secondary schools	<p>That the Council offer seven Rodney District Council Scholarships each year, two scholarships to each of the Orewa and Mahurangi Colleges (because of their larger pupil numbers) and one scholarship to each of the Kaipara and Rodney Colleges and to Kingsway School. The Chief Executive has been authorised to offer the scholarships each year without reference to the Council. The amount of the scholarships will be determined each year when estimates are set.</p>
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Selection panel	That the selection panel for each individual college be - the Principal, a Rodney District Councillor for that Community, and one other member of the public, such person to be agreed upon by the Principal and Councillor.
Eligibility/ Applications	<p>That the award be open to any sixth or seventh form pupil intending to undergo full time tertiary education at a university, polytechnic institute, nursing course or other.</p> <p>No application form will be required. Councillors will visit the colleges to announce the opening of the scholarships application process each year. Each college will call for applications from its students and each applicant will present his or her application as he/she considers appropriate. The candidate may appear in person before the selection panel. Each college will recommend to the Council the award of the scholarship by 30 November of each year.</p> <p>(If there are a large number of applicants it may be necessary to short-list the candidates.)</p>
Criteria for awarding Scholarships	<p>Suggested criteria for use by selection panels are:</p> <ul style="list-style-type: none">(i) excellence in school work; and(ii) suitability to undergo the proposed course.
Presentation of Scholarships	That each college supply the Rodney District Council with all relevant details of the student to whom the award has been made and that the presentation of the scholarships be made by the Council.
Payment of Scholarships	That the scholarship be paid in one instalment prior to the start of the academic year.
Discretionary powers of selection panels	That the selection panels have discretionary powers to deal with matters which could lie outside the above parameters.
Cost	That the cost of the scholarships be apportioned between the Hibiscus Coast and Rural and Townships financial divisions in accordance with the number of scholarships awarded to schools in those financial areas.

1250 CRIME PREVENTION ACTIVITIES

Type: P
File: PD/1/1
Min: 185/4/98
346/6/98
3/00
3/02
621/05/04
Last Reviewed Feb 08
Next Review: Feb 10

1255 GRAFFITI (was 2475)

Type: P
File: RE/2/1
Min: 265/03/06
Last Reviewed Feb 08
Next Review: Feb 10

Responses and solutions

- (a) That the Council adopt and implement a zero tolerance approach to graffiti and tagging as mandated in Vision Rodney through eradication, prevention and education programmes.
- (b) That the zero tolerance programme be managed by the Safer Community Coordinator in partnership with New Zealand Police, schools, business, regional partners and the wider community.

Chapter 17

REPRESENTATION

Notes:

1. For Delegations to Committees and Sub-Committees refer to Council's Delegations Register
2. For General Principles of Council Operations refer Chapter 10
3. For Public Communications refer Chapter 14

SECTION

FROM

- | | |
|----------------|------|
| 1. Meetings | 1780 |
| 2. Councillors | 1860 |

1780 COUNCIL/COMMITTEE MEETINGS - COUNCILLORS' APPROACH TO

Type: P
File: CF/1/1
Min: 801/4/86
2211/9/86
Last Reviewed: Feb 08
Next Review: Feb 10

In an endeavour to keep costs to a minimum, Councillors are to make a conscious effort:

- to only hold meetings whenever absolutely necessary;
- when meetings are necessary to keep them as short as possible, so that the staff concerned can "get back to their duties" as quickly as possible;
- to concentrate on objectives and policies formulation and monitoring rather than concerning themselves with operational "nuts and bolts";
- to delegate responsibility, at the same time setting clear parameters of control;
- not to call for reports unless absolutely necessary.

1783 PROTOCOLS - BIAS, PREDETERMINATION AND CONFLICT OF INTEREST

Type: P
File: CA/2/1
CG/2/3
CF/1/1
Min: 916/8/02
Last Reviewed: Feb 08
Next Review: Feb 10

Refer Policy 1883.

1790 COUNCIL/COMMITTEE MEETINGS - PREPARATION OF AGENDAS
Please refer to the Office Management Guidelines Manual

1795 COUNCIL/COMMITTEE MEETINGS - DISTRIBUTION OF AGENDAS

Type: P
 File: CF/1/1
 Min: 3149/11/86 526/9/91
 3524/12/86 647/11/92
 2113/7/87 107/2/93
 12/11/89 588/9/93
 27/1/90 628/10/98
 277/5/90 7/00
 HK/374/6/90 10/01
 HBC/484/7/90
 626/9/90
 Last Reviewed: Feb 08
 Next Review: Feb 10

Despatch of agendas	Agendas shall be despatched 7 days prior to the meeting.
Provision of agendas for News Media	That agendas be sent to the news media, at the same time that agendas are sent to Councillors.
Circulation of agendas and minutes to ratepayers, residents and business associations	<p>Agendas are to be made available for public perusal at the following locations:</p> <p>The Council Office at Orewa, the Helensville Service Centre and the public libraries at Kumeu, Warkworth and Whangaparaoa.</p> <p>Note: The Local Government Official Information and Meetings Act 1987 specifies that agendas must be publicly available at least two working days before the meeting date.</p>
Circulation of Agendas and Minutes to members of the public	<p>As a general rule individual members of the public will not be provided with separate Council/Committee agendas, agenda indices or minutes unless:</p> <ul style="list-style-type: none"> - they are present at the meeting concerned (in which case the provisions of Standing Order No: 3.2 apply); <p style="text-align: center;">or</p>

- they are prepared to pay the costs involved.

1800 COUNCIL/COMMITTEE MEETINGS - EXCLUSION OF THE PUBLIC
Please refer to the Office Management Guidelines Manual

**1810 COUNCIL/COMMITTEE MEETINGS - DEFERMENT OF SIGNIFICANT ITEMS -
WARD MEMBERS TO BE INFORMED**
Please refer to the Office Management Guidelines Manual

1820 COUNCIL/COMMITTEE MEETINGS - HOW STAFF TO CONDUCT THEMSELVES
Please refer to the Office Management Guidelines Manual

1825 COUNCIL/COMMITTEE MEETINGS - CONVEYANCE OF DECISIONS TO PUBLIC
Please refer to the Office Management Guidelines Manual

1830 COUNCIL/COMMITTEE MEETINGS - REFRESHMENTS

Type: P
File: CG/2/1
Min: 1059/5/85
1031/5/88
1270/6/88
Last Reviewed: Feb 08
Next Review: Feb 10

Bar to be kept locked That the bar be kept locked at all times; with access to keys being confined to the Mayor and Standing Committee Chairpersons.

Refreshments available at discretion of Mayor/Chairpersons That, at the discretion of the Mayor or Chairperson of any meeting, refreshments - which may include alcohol, soft drinks, tea or coffee - be available to members at the end of the meeting.

Cost to be borne by Unauthorised Expenditure Account That the cost of such refreshments be borne by the Unauthorised Expenditure Account.

1835 COUNCIL/COMMITTEE MEETINGS - CELLPHONES NOT PERMITTED

Type: P
File: CF/1/1

TA/1/1
Min: 324/6/96
438/8/96
Last Reviewed: Feb 08
Next Review: Feb 10

That the use of cellphones not be permitted in the Council Chambers while meetings are in progress.

1840 COUNCIL/COMMITTEE MEETINGS - SUBCOMMITTEES/AD HOC COMMITTEES
Please refer to the Office Management Guidelines Manual

1850 'OTHER MEETINGS' - CHAIRPERSON

Type: P
File: CF/2/1
Min: 2185/8/86
2481/9/86
588/9/93

- (a) That for public meetings etc. called by the Council, or a Committee, the Council or the Committee determine who the Chairperson shall be.
- (b) That for other than 'Council or Committee called' public meetings the Chairperson be decided by the organisation calling the meeting.



Chapter 17

REPRESENTATION

Section 2

Councillors

1100 CODE OF CONDUCT FOR ELECTED MEMBERS AND STAFF

Type: P
File: CG/2/1
SC/21/1
Min: 529/9/91
734/11/91
7/07
Last Reviewed: Feb 08
Next Review: Feb 10

For council's Adopted Code of Conduct refer to the Council's Local governance Statement (available on the RDC Website under "Council and Councillors")

1105 COUNCILLOR : STAFF RELATIONSHIPS

Type: P
File: CG/2/1
SC/21/1
Min: 11/89
7/07
Last Reviewed: Feb 08
Next Review: Feb 10

That the Organisation endeavour to achieve the following working relationships:

- (a) That the elected Council and its Committees (to the extent that they have been so delegated by the Council) be responsible for development and approval of policy and ensuring the overall performance of the authority.
- (b) That the Chief Executive be accountable to the Council and (where appropriate) to the Committees for the provision of advice and the implementation of policy decisions of the Council and of the Committees.

That notwithstanding the separation of roles required by statute and set out above, it be recognised that the relationship between Councillors and senior executives is interdependent. Emphasis should be placed on full consultation and the development of good team relationships.

1860 COUNCILLORS - EXPENSES - NATIONAL CONFERENCES, WARD MEETINGS, SEMINARS, RATEPAYERS' MEETINGS, RESERVE AND HALL COMMITTEE MEETINGS

Type: P
File: CG/2/2
CG/1/1
CG/2/1
Min: 621/3/87 653/11/92 386/7/97
1004/4/87 107/2/93 588/10/97
1297/5/87 588/9/93 623/10/98
20/11/89 132/2/94 55/4/01
394/6/90 371/5/94 393/7/01

Section 2: Councillors (and Public Representatives on Council Committees)

440/7/90	533/10/95	1836/11/04
626/9/90	487/9/96	1985/12/04
556/10/92	36/1/97	1397/09/05
1261/11/07		

Councillor expenses and allowances

Subject to the provisions of the Local Government Act 2002 and the Fees and Travelling Allowances Act 1951 and any determination made thereunder (and approval by the Remuneration Authority):

- (a) The Council **will reimburse actual reasonable expenses** incurred by Councillors attending **pursuant to a resolution** of the Council or of a Committee: National Conferences or Zone Meetings of the New Zealand Local Government Association or when carrying out any similar work pursuant to a resolution of the Council.
- (b) The Council will pay actual and reasonable registration, travel (economy airfares in the case of air travel), accommodation, meal and related incidental expenses incurred by members in attendance at conferences, courses, seminars and training programmes, and for approved study tours, both within New Zealand and overseas, provided:
- the related expenditure can be accommodated within existing budgets
 - the major subject of the event (conference, course, seminar or training programme etc) is of significant relevance to the Council, and includes a significant policy/governance content
 - attendance at the event is relevant for obtaining an understanding of policies and initiatives taken by other local authorities relevant to the Council's activities.
 - in selecting which member(s) should attend the event, preference is given to those members who have a responsibility for or who take a lead on the issues which the event is related to.

With regard to overseas events (conference, course, seminar, study tour etc) the following additional criteria/requirements apply:

- the event can be expected to provide knowledge of relevance and value to the Council which could not be obtained from a similar event in New Zealand. The applicant should make a case in writing to the Council or relevant Committee, explaining the benefits to be obtained, prior to the request to attend the event being approved.
- the participant is expected to provide a detailed report containing the information acquired, to the Council or relevant Committee, within two months of returning from the event.
- arrangements to attend such events should maximise other possible advantages to the Council, e.g. there should be liaison with the relevant Director or CEO regarding itineraries to see if useful visits or contacts can be made.

Note: Authority to approve

Approval of attendance at seminars, conferences etc within New Zealand may be made by the Council or relevant Committee.

Approval of attendance at overseas events may only be made by the full Council, normally on the recommendation of the relevant Committee.

- (c) The Council will pay a **kilometre allowance** when Councillors are:
- (i) attending meetings of the Council or any Committee thereof, including Reserve and Hall Advisory Committees.
 - (ii) Attending Council or Committee Workshops and meetings of

Working Parties.

- (iii) Representing the Council at meetings called by other organisations and bodies to which the particular Councillor has been appointed as its representative (or to attend), or attending such meetings when requested by the Mayor or Chief Executive Officer.
 - (iv) Representing the Council, pursuant to a resolution of the Council or a Committee, at a public meeting called by the Council/Committee.
 - (v) The following site visits:
 - Hearings Committee and District Plan Committee site visits
 - Site visits pursuant to a resolution of any other Committee or of the Council
 - Site visits of Working Parties
 - Other site visits when requested or authorised in advance by the Mayor and/or Chief Executive.
 - (vi) Informal meetings, but only when the meeting has been requested or been authorised in advance by the Mayor and/or Chief Executive.
- (d) The Council will pay a **kilometre allowance** to Councillors for attendance at meetings of structured ratepayer associations and community fora within the ward which they represent where formal notice, agendas and minutes of those meetings are provided with the claim.
- (e) The Council will **not pay** a kilometre allowance to Councillors for attendance at informal discussion sessions other than those requested or authorised **in advance** by the Mayor and/or Chief Executive.
- (f) When Councillors are travelling to areas outside the Auckland Regional district they are expected to ensure that an unnecessary number of vehicles do not travel to the same destination and (depending on the circumstances of the case) they may be paid the actual or equivalent air fare in lieu of a kilometre allowance.
- (g) The Council will re-imburse car parking charges in those instances where a kilometre allowance is payable (receipts to be provided).
- (h) The Council will re-imburse reasonable meal and/or morning/afternoon tea costs (but no alcohol costs) in those instances where a kilometre allowance is payable, and the meeting or site visit necessitates the meal and/or morning/afternoon tea being purchased (receipts to be provided).
- (i) The Council will provide stationery necessary for Councillors in their role as Councillors, on request.
- (j) Provision of ICT Facilities

Mobile Phones

- That the Mayor be provided with an RDC standard Smartphone (capable of email and calendaring).
- That each Councillor be provided with an RDC standard phone for those who do not have a mobile phone or those wishing to take advantage of a business grade phone and RDC's postpay plan calling rates and charges.

Note: For those who wish to retain their own phone, a reimbursement of 50% of their personal mobile plan and full reimbursement of all Council-related calls provided the number is a listed number.

- That all Personal Calls be reimbursed to RDC.

Section 2: Councillors (and Public Representatives on Council Committees)

Logons and Access to Microsoft Office applications

- That all elected members be provided with an RDC system logon and RDC email address to enable access to Microsoft Office applications including email, word-processing etc.
- Additionally, that this access be made available onsite at Head Office, and offsite from elected members' homes.
- That the currently provided facilities in the Mayor's Office and Councillors Workroom (one PC and landline phone for the Mayor; two thin client workstations and two landline phones in the Workroom) continue to be provided.

Computers

- That an allowance of \$500 per year be paid to all elected members who have PCs at home. Alternatively where any Councillor does not have a PC at home, that an RDC owned laptop and printer be provided.

Broadband at Elected Members Homes

- That a reimbursement of 50% of a midrange domestic broadband connection be made to all elected members.

Telephone Landlines

- That full reimbursement of the costs of a listed landline be made for the Mayor.
- That a reimbursement of 50% of the costs of a listed landline be made for Councillors.
- If the number is not listed that only Council-related calls be reimbursed.

Support

- That on-site Home Support Agreements with RDC's preferred Home Office Support provider be implemented for all elected members with RDC-provided equipment at home.
- That support at the Head Office site be provided by RDC Information Systems (IS) staff.

Training

- That training be provided to all elected members in accessing and using RDC ICT facilities and in guidelines and policies associated with the use of such facilities associated with the use of the RDC ICT facilities.

1865 COUNCILLORS - REDUCTION IN REMUNERATION FOR ABSENCES EXCEEDING THREE MONTHS

Type: P
File: CG/2/1
Min: 558/8/90
710/10/90
Last Reviewed: Feb 08
Next Review: Feb 10

That if any Councillor is absent for a period exceeding three months, that Councillor's remuneration shall be reduced - so that no payment is made beyond the first month of that Councillor's absence.

1870 COUNCILLORS - PERSONAL ACCIDENT INSURANCE

Type: P
 File: CG/2/1
 IB/1/1
 Min: 21/11/89
 Last Reviewed: Feb 08
 Next Review: Feb 10

Mayor and Councillors to be insured	That the Mayor and all District Councillors be insured by the Council against loss from personal accident arising out of and in the course of the exercise of their powers and duties as a Councillor. The amount of the cover is to be \$100,000 for death and the appropriate scale for injury (other than injury resulting in death).
Proceeds of any payments made by the Insurance Company - for death	That the proceeds of any payment made by the Insurance Company under such a policy (for death) be used: (i) First - to defray any expenses incurred by the Council as a result of the accident; (ii) Second - to pay the cost of any by-election held as a result of the Councillor's death; and that the balance be paid to the Councillor's next of kin or dependents;
Proceeds of any payments made by the Insurance Company - for injury	That the proceeds of any payment made by the Insurance Company for injury other than death, be used: (i) First - to defray any expenses incurred by the Council as a result of the accident; (ii) Second - to pay the cost of any by-election held as a result of the Councillor's injury; and the balance be paid to the Councillor concerned.

1875 MAYOR - SOCIAL FUNCTIONS

Type: P
 File: AB/1/1
 Min: 3079/11/85
 Last Reviewed: Feb 08
 Next Review: Feb 10

	That when the Mayor and spouse attend social functions as official representatives of the Council, all fees incurred as a result of the function be paid by the Council.
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1880 MAYORAL ROBES NOT TO BE ACQUIRED

Type: P
 File: CG/1/1
 Min: 22/11/89
 Last Reviewed: Feb 08
 Next Review: Feb 10

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That the Council not acquire mayoral robes.

1883 PROTOCOLS - BIAS, PREDETERMINATION AND CONFLICT OF INTEREST

Type: P
 File: CA/2/1
 CG/2/3
 CF/1/1
 Min: 916/8/02
 Last Reviewed: Feb 08
 Next Review: Feb 10

Pecuniary Interest

The Council has adopted the following protocols concerning bias, predetermination and conflict of interest:

The Mayor and Councillors will strictly adhere to the provisions of the Local Authorities (Members' Interests) Act 1968 which prohibits them from discussing or voting on matters in which they have a direct or indirect pecuniary interest, other than an interest in common with the public. (Guidance is provided in the Audit Office publication 'A Guide to the Local Authorities' (Members' Interests) Act 1968 and Councillors can also seek advice from the Audit Office.)

Predetermination

During a consultative process, the Mayor and Councillors will avoid predetermination and not commit themselves to a decision until after having heard all the evidence. This does not mean that they can not have already formed views on the matter in question, but they must consider the issue in question with open minds and remain amenable to persuasion.

Apparent Bias

The Mayor and Councillors will not participate in a decision making process where they may appear to be biased

e.g. if they are a member of an association making a submission and they have participated in the preparation of, or resolution to lodge, the submission
 or if they have previously shown any personal prejudice towards or against a party or a party's case
 or if the matter involves a close relative.

Advocacy and Decision Making Roles not compatible

If the Mayor or a Councillor has made a submission on a particular issue, or been involved in preparing a submission on a specific issue, then in the interests of procedural fairness, the Mayor or that Councillor should withdraw from discussion and decision making on that submission (and from discussion or decision making on any other submissions on the same topic).

If the Mayor or a Councillor assists a submitter to prepare a submission that fact should be declared in the submission so that this protocol can be met.

1885 COUNCILLORS – AWARDING OF CONTRACTS TO FIRMS, BUSINESS CONCERNS OR THIRD PARTIES IN WHICH COUNCILLORS HAVE A PECUNIARY INTEREST

Type: P
 File: AB/2/1
 CE/1/1
 CG/2/1
 Min: 654/3/87
 1297/5/87

See No: 740 (n), (o)

1897 DISCRETIONARY GRANTS

Type: PD
 File: GA/1/1
 Min: 897/12/01
 Last Reviewed: Feb 08
 Next Review: Feb 10

The Council has delegated to each individual Councillor the authority under Section 715 of the Local Government Act 1974 to approve grants totalling not more than \$1,000 in each financial year, subject to the following conditions.

- (i) Grants must be for purposes that Councils are authorised to make grants for under the Local Government Act 1974 (e.g. community welfare and recreation and community development).
- (ii) Grants may not be made to organisations that a Councillor belongs to or has a financial interest in.
- (iii) Councillors proposing grants shall forward their recommendations to the Chief Executive who will verify that there are no potential legality issues involved before authorising the payment.

1900 COUNCILLORS - ACCESS TO FILES

Type: PD
 File: AC/1/1
 OF/1/1
 CG/2/1
 Min: 567/9/91
 663/10/91
 750/11/91
 799/12/91
 38/1/92
 Last Reviewed: Feb 08
 Next Review: Feb 10

General rule of law

That the general rule of law is that an elected member has a right to inspect all documents in possession of the Council, **so far as access to those documents is reasonably necessary to enable that person to properly perform his/her duties as a member of the Council.**

Financial records

That it be noted that Section 223H of the Local Government Act 1974 provides for access by members to financial records.

Requests for access to files - procedure

That all requests by elected members to inspect Council files be directed to the Chief Executive (or in his/her absence to the Corporate Services Manager).

Chief Executive authorised to

That the Chief Executive be authorised to adjudicate on all requests.

adjudicate	
Rights of appeal against refusal of access	<p>That it be noted that in the case of a refusal, the elected member can appeal that decision to the Council (or if there is urgency the Mayor and the Deputy Mayor are authorised to decide such an appeal) and that a further refusal would be grounds for a request for an Ombudsman's review pursuant to the Local Government Official Information and Meetings Act.</p>
Council procedure for dealing with appeals	<p>That the Council's procedure for dealing with appeals of this nature be as follows (refer opinion of P T Cavanagh QC - 20 November 1991):-</p> <ul style="list-style-type: none">(i) When questions of confidentiality are likely to arise the matter will be debated in closed meeting.(ii) The appellant Councillor will first be given an opportunity to state his/her case.(iii) After stating his/her case the Councillor concerned will withdraw from the meeting. He/she will not participate in, or vote, on the appeal process.(iv) The Council will question the Chief Executive on the reasons for his/her decision, noting however that in cases where the Chief Executive is of the opinion that the circumstances of the case are such that Sections 7(2)(c)(i) and 7(2)(f) of the Local Government Official Information and Meetings Act apply it may be improper for the Council to press the Chief Executive for such information.(v) The Council will make its decision.(vi) If the Council's decision is to uphold the Chief Executive's decision the appellant Councillor will be reminded that he/she may still be able to make a further request to the Ombudsman for a review of the Chief Executive's refusal of his/her request or to make an application under the Judicature Amendment Act for a High Court Review of the Council's decision supporting the Chief Executive in withholding the relevant information.

1917 PUBLIC REPRESENTATIVES ON COUNCIL COMMITTEES - MILEAGE EXPENSES

Type: P
File: CF/1/1
Min: 340/6/00
Last Reviewed: Feb 08
Next Review: Feb 10

	<p>That public representatives on Council Committees required to travel to and from meetings over a distance greater than 30 kilometres (round trip) from their places of residence be reimbursed for such travel at the Inland Revenue mileage rates.</p>
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Chapter 20

STOCK RANGING AND IMPOUNDING (Other than dogs)

Primary Objective:

To ensure that stock are prevented from wandering on roads and other public places

Section

From

Provision and Maintenance of a
Stock Ranging and Impounding
Service

2125

2125 WANDERING STOCK ON ROADS

Type: P
File: ID/1/1
Min: PR/1393/7/88
1466/7/88
1988/9/88
115/3/98
Last Reviewed: Feb 08
Next Review: Feb 10

Danger and damage caused by wandering stock	The number of stock wandering at large on roads in the District is a matter of serious concern because of the danger to road users and damage caused to road surfaces.
Fences on road boundaries	That landowners with stock on road boundaries be asked to ensure their fences are stock proof.
Impounding	That when the owner of stock wandering at large cannot be readily found, or fails to take prompt remedial action, the animals be impounded.

2135 LEGAL PROCEEDINGS - IMPOUNDING ACT 1955
Please refer to Council's Delegations Register

2140 FEES AND CHARGES – IMPOUNDING OF STOCK
Please refer to Appendix A: Fees and Charges

Chapter 22

TRANSPORT SERVICES

Primary Objective:

To plan, provide, maintain, develop and improve a transport network that enables people and goods to move conveniently, economically, comfortably, safely and efficiently and to promote sustainable management which avoids or minimises adverse effects on the environment

Note: For Water Transport see Chapter 3
Coastal Matters

Section	From
1. National, Regional and District Transportation Objectives	2210
2. District Roads Maintenance	2220
3. District Roads Upgrading	2330
4. State Highways	2360
5. Parking and Service Lanes	2380
6. Public Passenger Transport	2400
7. Financial Policies	2420

2210 URBAN TRANSPORT

Type: P
 File: AI/7/1
 Min: 1059/5/85
 270/5/92
 284/5/93
 130/3/98
 Last Reviewed: Jan 08
 Next Review: Jan 10

To ensure that the interests of the Council are safeguarded by means of appropriate inputs to the preparation of the Regional and National Land Transport Plans, Programmes and transport related legislation at all available opportunities.

2212 RODNEY TRANSPORT STRATEGY - MOVING RODNEY

Type: P
 File: TC/1/1
 Min: 537/04/06
 Last Reviewed: Jan 08
 Next Review: Jan 10

The Rodney Transport Strategy Version 8 has been adopted as the Council's Transport Strategy.

The document can be viewed under Publications on the RDC website.

2215 TRANSPORT MANAGEMENT PLANNING COVERING ALTERNATIVE MODES OF TRANSPORT

Type: P
 File: RF/300/1
 RF/300/2
 RF/300/3
 Min: 446/9/95
 616/11/95
 148/3/97
 Last Reviewed: Jan 08
 Next Review: Jan 10

That as a matter of policy future strategies be formulated to recognise potential opportunities within the range of mobility/transport options available and at the same time have regard to funding assistance that may be available from Transfund New Zealand (the New Zealand Transport Agency) .

2218 AUCKLAND RAIL CORRIDORS/RAPID TRANSIT CORRIDORS

Type: P
 File: RA/1/1
 Min: 594/10/00
 655/11/00
 Last Reviewed: Jan 08
 Next Review: Jan 10

The Rodney District Council supports the following approach:

Conventional rail

That the region adopt forthwith, conventional rail as the preferred use of all rail

supported

corridors and that any other modes selected in the future be required to run at the same times and on the same tracks as conventional rail.

**Nationwide approach
to securing the rail
network**

That the Government be urged to continue a nationwide approach to securing the rail network and enabling access to competition for the provision of commuter services on the rail network.



Chapter 22

TRANSPORT SERVICES

Section 2

District Roads Maintenance

2220 ROADING MANAGEMENT STRATEGY

Type: P
 File: RF/219/1
 RF/300/1
 RF/300/2
 Min: 298/5/93
 436/7/93
 52/1/94
 146/3/96
 148/3/97
 642/11/97
 130/3/98
 Last Reviewed: Jan 08
 Next Review: Jan 10

	<p>The objectives and policies for the management of the local land transport network be,</p>
<p>Maintenance</p>	<p>To always address maintenance needs as first priority.</p> <p>To adopt a network approach in determining needs and priorities.</p> <p>To ensure that maintenance problems are addressed at an early stage.</p> <p>To target action and expenditure to the areas of greatest need.</p> <p>To achieve uniform and consistent road conditions (levels of service).</p>
<p>Safety</p>	<p>To identify and resolve blackspot problems.</p> <p>To improve the geometrics of road construction.</p> <p>To prepare, maintain and implement traffic safety management policies</p>
<p>Capital</p>	<p>Generally, to defer carrying out capital improvements until maintenance needs have been satisfactorily addressed.</p> <p>To apply the "user least total cost" principle when establishing capital priorities.</p> <p>To improve the street amenity in urban areas.</p> <p>To extend the sealed road network.</p>
<p>Asset Protection</p>	<p>To maintain an inventory of all roads, streets and bridges in order to assess asset value trends.</p> <p>To prepare and maintain a long term financial plan in order to ensure that sufficient funds will be available when required to enable the land transport network to be managed in a sustainable way.</p> <p>To determine maintenance and capital priorities on a districtwide basis financed from two geographic fund divisions - the "Urban Hibiscus Coast Area" and the "Rural and Townships Area".</p>

Please refer to Council's Delegations Register

2230 IMPACT OF FORESTRY ON ROADING

Type: P
File: RF/219/1
FD/1/1
RB/3/1
Min: 83/2/96
196/4/96
148/3/97
130/3/98
Last Reviewed: Jan 08
Next Review: Jan 10

The Council's policy is to not levy a differential rate for land that is used for forestry purposes

2235 IMPACT OF HEAVY TRAFFIC ON ROADS (E.G. FORESTRY, QUARRYING)

Type: P
File: RF/219/1
FD/1/1
Min: 1059/5/85
CGP/2285/9/85
2481/9/86
195/4/95
130/3/98
Last Reviewed: Jan 08
Next Review: Jan 10

That ongoing dialogue be maintained with the commercial foresters, quarry operators and the like in order to understand their proposed programmes and as far as practical prepare for the likely impact on District roads.

2240 DUST CONTROL

Type: P
File: RF/219/1
Min: 1059/5/85
RT/66/4/99
262/4/99
922/10/99
1121/12/99
3/02
Last Reviewed: Jan 08
Next Review: Jan 10

That the Council allows the application of approved dust suppressants. Applicants may purchase one of the recommended compounds (as approved by the Roading Operations Manager) and use Council approved contractors to apply it.

Alternatively, if work is arranged through the Council then dust suppressants

will only be applied on receipt of payment for the full cost of the work.

2245 HEAVY VEHICLES ON ROADS

Type: PD
File: RF/219/1
RF/221/1
Min: 1059/5/85
242/4/91
11/91
9/92
52/1/94
130/3/98
3/02
Last Reviewed: Jan 08
Next Review: Jan 10

Council to seek to reduce the number and weight of heavy vehicles on arterial roads

To seek to reduce the number and weight of heavy vehicles on arterial roads, by encouraging the use of alternative transport modes for the carriage of bulky or heavy goods to and through the district.

Protection of roads from excessive damage by heavy traffic

That the Mayor and the Chief Executive Officer, be empowered to invoke Section 10 (5) of the Heavy Motor Vehicle Regulations (which authorises the Council to prohibit the use of heavy vehicles on specified roads) should they be of the opinion that it is necessary to protect any road from excessive damage. This delegation includes a power of sub-delegation as the Chief Executive sees Officer fit. (Note: For sub-delegations from the Chief Executive Officer refer Council's Delegations Register.)

2250 CLOSURE OF ROADS TO SPECIFIED TYPES OF TRAFFIC

Type: D
File: SC/28/1
RF/228/1
Min: 1059/5/85
242/4/91
9/92
149/3/93
6/98
3/02
Last Reviewed: Jan 08
Next Review: Jan 10

That subject to Section 342 of the Local Government Act 1974, and pursuant to Clause 12 of the Tenth Schedule of that Act, the Chief Executive Officer may close any road or part thereof to any specified type of traffic under Clause 11 of the said Tenth Schedule. This delegation includes a power of sub-delegation as the Chief Executive Officer sees fit. (Note: For sub-delegations from the Chief Executive Officer refer Council's Delegations Register.)

2255 TEMPORARY CLOSURE OF ROADS FOR MOTORSPORT EVENTS

Type: PD
File: RF/219/1

Min: 776/12/91
105/2/92
385/7/92
503/9/92
130/3/98
6/02

Last Reviewed: Jan 08
Next Review: Jan 10

<p>Delegated authority for initial approvals and final approvals if no objection received</p>	<p>That the Chief Executive Officer be delegated authority to initially approve temporary road closures for motorsport events under the provisions of the Tenth Schedule of the Local Government Act 1974 and to give final approval only if no objections are received, the period for lodging objections to be not less than one month, otherwise the application is to be referred to the Council or appropriate Committee for final consideration.</p>
<p>Conditions of approval</p>	<p>That conditions of approval for a temporary road closure for a motorsport event be as follows:-</p> <ol style="list-style-type: none"> 1. That the motorsport organisers be required to contact residents adjacent to the road to be closed explaining details of the closure and rights of objection. Prior to the Council giving final approval for the motorsport event the organisers shall confirm that the above requirement has been met. 2. That the motorsport organisers pay the following fees and charges: <ol style="list-style-type: none"> (i) Application fee \$250. (ii) Recovery of direct costs (e.g. public notices and preparing lists of ratepayers). (iii) Costs of any hearing of objections at the rate of \$416.00 per hour. (iv) Cost of grading the road used for the event (if necessary) at the conclusion of event (the actual cost to be determined by the Council's Engineers each time). 3. That where motorsport rally organisers require reconnaissance on roads prior to the main event being held, additional temporary road closures be effected to enable this to take place, the timing of and number of such additional temporary closures to be at the sole discretion of the Council. 4. That generally the Council only approve motorsport events to be held during weekends, public holidays or at such times (i.e. school holidays) where it is considered that minimal disruption will take place to local residents. 5. That before final approval for the event is granted the motorsport organisers prove that they have a permit from the Motorsport Association of New Zealand Incorporated for the event including public liability insurance to the value of not less than \$5 million for motorsport events for any one claim. 6. That during the period of road closure the motorsport organisers erect physical barriers as required by the Roading Operations Manager or his/her representative at each end of the road(s) to be closed. Road closed signage is to be located in such a position that an approaching driver has an uninterrupted view of it for a distance of 150 metres. 7. That clearly identified marshalls attend the barriers to explain the situation to road users and to let them pass when appropriate.

8. That the Chief Executive's representative inspect the road before and after the event to ascertain if the event has caused any damage; that the motorsport organisers be invited to appoint a representative to accompany the inspecting officer; and that if damage has been caused the full cost of repairs be paid by the motorsport organisers.
9. That the motorsport organisers check with the Roding Operations Manager within 24 hours of the proposed event to confirm that the road is in a suitable condition for holding the event, and if in the opinion of the said Manager the road is not suitable, the event be cancelled.
10. That the motorsport organisers be responsible for leaving the area in a clean and tidy condition.
11. That the motorsport organisers be required to present a Motorsport Association of New Zealand Road Damage Bond for such amount as may be determined by the Council (but not less than \$5,000) or the Chief Executive acting on delegated authority from the Council, one week before the event, to ensure that all these requirements are met. Provided all the requirements have been met, the bond will be refunded. If the requirements have not been met, the bond or portion thereof will be used to meet any costs incurred by the Council.

2260 BRIDGES - WEIGHT AND SPEED LIMIT

Type: P
 File: RF/236/1
 Min: PR/1824/9/88 195/4/95
 2175/10/88 146/3/96
 387/6/91 130/3/98
 270/5/92
 284/5/93
 52/1/94
 RT/12/2/94
 220/3/94
 Last Reviewed: Jan 08
 Next Review: Jan 10

Weight and Speed Limits

Pursuant to Regulation 11(3) of the Heavy Motor Vehicle Regulations 1974, the Council has set maximum weight and speed limits for heavy motor vehicles and combinations including a heavy motor vehicle for bridges. A schedule of the affected bridges is included in the District's Transport Management Plan.

Annual Review

Maximum weight and speed limits on bridges are to be reviewed annually, in June.

2265 PIPES AND DRAINS ON ROADS - DELEGATIONS
 Please refer to Council's Delegations Register

2270 REMOVAL OF MOTOR VEHICLES FROM ROADS - DELEGATIONS
 Please refer to Council's Delegations Register

2275 LIMITED ACCESS ROADS - SUBDIVISIONAL AND RESOURCE CONSENTS

Type: PD
File: RF/250/1
RF/219/1
Min: 785/12/91

See No: 350.

2280 CROSSINGS

Type: PD
File: RF/219/1
Min: 1059/5/85 342/6/98
387/6/91
276/11/91
496/9/92
149/3/93
284/5/93
195/4/95
130/3/98

Last Reviewed: Jan 08
Next Review: Jan 10

Property owners to pay according to estimated costs

Persons requiring new vehicle crossings will generally be directed to a contractor to have the work done. If the property owner has particular difficulty in this then the Council may assist on the basis that the property owner pay in advance for the new crossing to be arranged by the Council on the basis of "estimated cost", it being noted that there will be variations in value because of dimensions, type of construction and date of construction.

Property owners may construct own crossings

That property owners be permitted to construct their own crossings, to the Council's approved standards, provided the Council is covered by adequate public liability insurance.

Maintenance of crossings

Vehicle crossings constructed by the Council, or to a standard similar to that which Council would construct, will be maintained by the Council. Other vehicle crossings will not be recognised or maintained by the Council.

Property owners may be required to pay cost of crossings – delegation

Refer Council's Delegations Register.

2283 CODE OF PRACTICE FOR WORKING IN THE ROAD

Type: P
File: RF/311/1
Min: 262/03/06
Last Reviewed: Jan 08
Next Review: Jan 10

The Council has adopted Part 5 of the Auckland Regional Code of Practice for Working in the Road from 31 March 2006.

2285 VEHICLE CROSSINGS ASSOCIATED WITH COUNCIL ROAD WORKS

Type: P
File: RF/229/1
Min: 237/4/91
395/6/91
284/5/93
146/3/96
148/3/97
130/3/98
Last Reviewed: Jan 08
Next Review: Jan 10

Situations where realignment necessary	Where the Council carries out road works and a vehicle crossing is required to be removed and realigned to suit the new road works, the cost of removal and reinstatement work is to be met by the Council.
Optional upgrading in urban areas	<p>In urban areas where kerb and channel is installed by the Council, the adjoining property owner is to be given the opportunity to meet the cost of upgrading the crossing between the Council work and the property boundary at the time the work proceeds.</p> <p>(i) Adjacent Road Being Upgraded</p> <p>Where the Council is in the course of upgrading an urban street in which kerb and channel is included, and with the exception of vehicle crossings that would otherwise require paving as a direct result of the Council's work, the Council offer to all residential property owners the opportunity to have their vehicle crossings upgraded in concrete on the payment of the fee prescribed by the Roding Operations Manager.</p> <p>(ii) Independent of Road Upgrading Work</p> <p>From those older (as distinct from recent sub-division) streets in the area which have kerb and channel the Council will annually select a group, to the extent that they collectively contain in the order of 25 vehicle crossings which are deemed to fall below standard, and will offer the respective residential property owners the opportunity to have their vehicle crossings upgraded in concrete on the payment of the fee prescribed by the Roding Operations Manager.</p> <p>General Notes</p> <p>The above offer will apply to one only standard width vehicle crossing to a residential property title and up to a maximum length of 10 metres.</p>
Situations where new crossings are required by rural road works	In rural areas where road works are carried out and where there are no existing crossing culverts at farm gateways, the adjoining property owners are to be required to meet the cost of pipes only of the new crossings.
Notification of affected property owners	All property owners affected by road works and particularly a vehicle crossing realignment must be notified in writing of the effects of the works not later than 4 weeks prior to commencement of the work. Property owners affected by the work shall be advised of their rights pursuant to Section 335 of the Local

Government Act where appropriate and shall be advised of the work to be done affecting their crossings including any cost to be met by them.

Note: The notification to the property owners shall include, where appropriate, an offer to upgrade the paved surface of crossings at the owner's expense.

2290 WORK ON UNFORMED OR INFERIOR ROADS

Type: P
File: RF/219/1
RF/151/1
Min: 1059/5/85
11/91
146/3/96
4/97
130/3/98
Last Reviewed: Jan 08
Next Review: Jan 10

Authorisation of private individuals to do work

That the Chief Executive Officer or the Director Transportation may give authority for private individuals to carry out work on unformed public roads. Where such proposals are of some significance they shall be reported to the relevant Committee.

Policy for maintenance and/or upgrading of unformed or inferior roads

That the policy for maintenance of roads formed to a standard inferior to the standards in either the booklet "Guide to Design of Rural Roads", or the Council's "Standards for Engineering Design and Construction" adopted from time to time by Council be:

(i) **Maintenance not to be carried out by Council**

That excepting work on roads for which there are existing local arrangements, no maintenance be carried out by the Council until the required standard is attained.

(ii) **Cost of upgrading to be paid by benefiting owners**

That after Council receives a contribution sufficient to pay the estimated local authority share of the cost of the proposed construction work, the road be upgraded to the appropriate standard, and thereafter be maintained by the Council. In lieu of actually making payment to the Council the benefiting owner may with the approval of the Chief Executive Officer undertake directly the upgrading work.

Unformed etc legal roads may be stopped and sold

See Policy No: 1595.

2295 UNFORMED ROADS – TEMPORARY ACCESS

Type: PD
File: RF/219/1
Min: 79/2/99
267/4/99
6/02
Last Reviewed: Jan 08
Next Review: Jan 10

Scope	This policy refers only to requests for short term access over legal, but unformed roads for the purpose of private forestry harvesting, and is subservient to any requirements resulting from any regulatory consent process.
Road formation standards	The applicant shall arrange for road formation standards (and ongoing maintenance standards during the period of use) to be specified and certified by a Registered Engineer having particular expertise in roading matters, to the approval of the Council's Roading Operations Manager.
Reinstatement	At the conclusion of the use of the road for the nominated purpose it shall be reinstated to grassed pastureland in accordance with pre-established standards and specifications appropriate to the location and approved by the Council's Roading Operations Manager.
Future alternative use	If the land accessed by the formed road is proposed to be developed for some other private purpose at the conclusion of harvesting, then the road shall be formed in accordance with the Council's standards for subdivision and development or any subsequent Council policy or in compliance with any resource consent conditions associated with the proposed use.
Trees on Legal Road	<p>All trees located on any legal road are owned by the Council and specific approval is required from the Council for their removal.</p> <p>Where any such trees comprise native species, options must be explored for retaining significant specimens with any removal requiring the specific approval of the Roading Operations Manager.</p>
Programme	A programme for construction of any road, use of road for access purposes and subsequent reinstatement shall be agreed in advance with the Roading Operations Manager.
Bond	A bond will be required to be entered into with a bank or other approved financial institution to ensure the performance of all obligations in respect of reinstatement of roadways and payment for Council owned trees. The value of the bond will be calculated at the base rate of \$15,000 per kilometre of accessway, or such other rate approved by the Council. The Bond document shall be prepared by the Council Solicitor.
Signage	The applicant shall arrange for appropriate signage to be prepared, installed and maintained to inform the public of the particular constraints (if any) on the use of the road for the duration of the private use.
Indemnity	The landowner will be required to indemnify the Council against any claim resulting from the use of the road for access purposes.
Unforeseen issues	That where issues arise from any request that are not covered by the foregoing policy then the Chief Executive shall have the delegated authority to take appropriate decisions on such matters provided that they are not inconsistent with the general intent of the rest of this policy. Where any such decision cannot be inferred from the intent of the policy then such matters shall

be referred back to the Council or appropriate Committee for a final decision.

(**Note:** For sub-delegations from the Chief Executive refer Council's Delegations Register.)

2300 FENCES AND GATES ON ROADS

Type: PD
File: RF/220/1
RF/219/1
Min: 1059/5/85
242/4/91
726/11/91
9/92
284/5/93
6/98
6/02

Last Reviewed: Jan 08
Next Review: Jan 10

Fences on unformed roads or road verges - power to approve

That the Mayor with the Chief Executive Officer be authorised to approve or decline applications to fence unformed roads or road verges. This delegation includes a power of sub-delegation as the Chief Executive Officer sees fit. (Note: For sub-delegations from the Chief Executive Officer refer Council's Delegations Register.)

Fences on unformed roads or road verges - guidelines

That applications receive sympathetic consideration where it is impractical to fence the property boundary, or it is advantageous to Council to place the fence on the road, or the road is a cul-de-sac or minor road. Approval to fence unformed roads is to be granted only when the owners of **adjacent properties**, and/or other **interested parties**, have **no objections**.

Electric fences

That the following additional special conditions be imposed for approvals to erect electric fences:

(i) **Enclosure normally to be for purpose of clearing excess growth**

The enclosure is to be for the express purpose of clearing excess growth from the road, unless other uses are specifically permitted as special conditions.

(ii) **Where fence to be sited in relation to the carriageway**

The fence is to be not closer than 1.8 m from the water-table, or where there is no water-table, from the carriageway; and where the fence is on top of a bank it is not to be so close to the edge of the bank that it will cause the bank to fret and break away.

(iii) **Only certain fence materials to be used**

The fence standards are to be not more than 15 mm steel in diameter, and are to slope from the carriageway, and only plain wire is to be used on the fence. Permanent posts must not be permitted.

(iv) **When and how the "fenced off" area may be used**

The fence may be livened during daylight hours only, and no animal of a ferocious nature (e.g. bulls, stallions, boars, rams or billy goats) shall be grazed behind the fence, and all other animals must be removed at

	<p>or before dusk, and power switched off during hours of darkness.</p> <p>(v) Fence must comply with the requirements of the Electrical Wiring Regulations 1976</p> <p>The fence must comply at all times with the requirements of the Electrical Wiring Regulations 1976, and any current amendment thereof, and Council may at any time, and from time to time, require the property owner to produce a certificate from the local Electric Power Supply Authority that the fence and all ancillary apparatus comply with those regulations.</p> <p>(vi) Fence to be removed when area "grazed off" but may be re-erected later</p> <p>As soon as the enclosed areas have been "grazed off", the temporary electric fence must be completely removed. The fence may be replaced without further application, but subject to these conditions, when the area needs to be grazed again.</p> <p>(vii) Owner not relieved of obligation to provide and maintain a permanent fence</p> <p>Nothing shall relieve the owner of his statutory obligation to maintain, at all times, a good and sufficient stockproof fence on the correct boundary of the property, or on such other line as there may for the time being be a permit issued.</p>
<p>Council not to contribute towards cost of fences on roads</p>	<p>That apart from the replacement of fences removed during construction works the Council shall not contribute towards the cost of fencing roads.</p>
<p>Swing gates and cattlestops on roads – delegation</p>	<p>Refer Council's Delegations Register.</p>

2305 TREES AND GROWTH ON ROADS

Type: PD
File: RF/219/1
TD/1/1
NA/1/1
Min: 1059/5/85 146/3/96
L/1747/10/89 130/3/98
1878/10/89 6/98
242/4/91 6/02
387/6/91
11/91
9/92
195/4/95
Last Reviewed: Jan 08
Next Review: Jan 10

<p>Growth on roads</p>	<p>That the policy for control of growth on roads be:</p> <p>(i) Council to control growth on roads in certain circumstances</p> <p>That on sealed and metalled roads, Council controls growth which in</p>
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	<p>any way affects the road carriageway or creates a traffic hazard, - provided that the growth is on the road.</p> <p>(ii) Owners expected to maintain frontages to kerb and channel on sealed roads</p> <p>That on sealed roads, where kerbing and channel exists, the owners are expected to maintain frontages between the kerb and channel and the road/property boundary, it being noted that cases do occur where frontages become unkempt, grass becomes a fire hazard, and very occasionally the clearance of such frontages may be arranged by the Council.</p> <p>(iii) Control of growth on traffic islands etc</p> <p>That the maintenance and control of growth on traffic islands and median strips be arranged by the Council.</p>
<p>Trees affecting roads</p>	<p>(i) Action to be taken when trees are considered to be dangerous</p> <p>That where any tree is observed to be dangerous, the Engineer first make a personal approach to the property owner for its removal. If the problem is not satisfactorily attended to within a reasonable time, then subject to Section 355 of the Local Government Act 1974, the Chief Executive Officer be authorised, by notice in writing under his hand, to require the owner of any land abutting upon any road within the district to do any of the following acts:</p> <ul style="list-style-type: none">- To remove, lower, or trim to the satisfaction of the Council, any tree or hedge overhanging or over-shadowing the road in cases where, in his opinion, the removal, lowering, or trimming is necessary in order to prevent injury to the road, or obstruction to the traffic thereon, or to any channel, ditch, or drain appertaining thereto. <p>To cut down or grub up, as he directs, and remove, all obstructions to traffic or drainage arising from the growth of plants, or the spreading of roots, under the road, up to the middle line thereof, along the whole frontage of the land occupied or owned by him.</p> <p>To remove, lower, or trim to his satisfaction any tree or hedge, or to lower any fence or wall, if in the opinion of the Engineer, the tree, hedge, fence or wall is likely, by reason of obstructing the view, to cause danger to the traffic on that or any other road.</p> <p>This delegation includes a power of sub-delegation as the Chief Executive Officer sees fit.</p> <p>Note:</p> <ol style="list-style-type: none">1. The owner has a subsequent right of objection to the District Court.2. For sub-delegations from the Chief Executive Officer refer to Council's Delegations Register. <p>(ii) Certain trees to be removed from roads whilst still young</p> <p>That all trees, with the exception of native trees or trees required for more stability, be removed from any legal road whilst the trees are still young.</p>

	<p>(iii) Procedure for dealing with applications for removal of trees from roads</p> <p>That the Chief Executive be authorised to deal with applications for the removal of trees on roads, and that such applications be referred to the appropriate Council Committees only when they are, or are likely to become, contentious. This delegation includes a power of sub-delegation as the Chief Executive Officer sees fit. (Note: For sub-delegations from the Chief Executive Officer refer to Council's Delegations Register).</p> <p>(iv) Council to ensure tree planting does not cause undue shading of road pavements or interfere with the use of road verges by pedestrians where footpaths do not exist</p> <p>To ensure when carrying out work to beautify the roading network, that tree planting is designed so as to avoid undue shading of pavements (which can cause increased wear and higher maintenance costs), or interfere with the use of road verges by pedestrians where footpaths do not exist.</p> <p>(v) Council to encourage subdividers to provide for street planting</p> <p>To encourage subdividers to provide for street planting in the design of subdivisions (e.g. by providing irregular street boundaries, enabling clumps of trees planting at key points).</p> <p>(vi) Council to carry out organised street planting in Hibiscus Coast</p> <p>To provide organised street planting in the Hibiscus Coast according to a rolling programme to be reviewed annually.</p>
<p>Trees affecting power lines</p>	<p>To maintain an agreement with the relevant electricity reticulation provider addressing the obligations of the respective authorities to deal with trees that effect or may effect overhead power lines.</p>

2310 TRAFFIC SAFETY - GENERAL, ANIMALS ON ROADS, CARTAGE OF LPG

	<p>Type: PD File: RF/228/1 AJ/1/1 DA/2/4 Min: 1059/5/85 11/91 9/92 130/3/98 6/98 6/02 Last Reviewed: Jan 08 Next Review: Jan 10</p>
<p>General traffic safety</p>	<p>That subject to Section 353 of the Local Government Act 1974, the Chief Executive be empowered to take all such sufficient precautions for the general safety of the public, and of traffic, and of workmen; employed on, or near, any public road; as he thinks fit, and in particular shall:</p> <ul style="list-style-type: none"> - take all reasonable precautions to prevent accidents during the construction or repair by the Council of any road, or where any

	<p>opening is made therein by the Council for the repair of drains or gas pipes or for any other purpose.</p> <p>This delegation includes a power of sub-delegation as the Chief Executive sees fit.</p> <p>Note: For sub-delegations from the Chief Executive refer Council's Delegations Register.</p>
Animals on roads	That the Council seek to prevent danger to motorists caused by animals wandering on roads.
Cartage of LPG etc	That the Council seek to minimise hazards to people and property from the carriage of dangerous goods (such as LPG) "into" and "through" the district.

2315 GUIDELINES FOR THE ERECTION, MAINTENANCE AND REMOVAL OF WHITE CROSSES AT FATAL CRASH SITES

Type: P
File: RF/219/1
Min: 642/11/97
6/02
Last Reviewed: Jan 08
Next Review: Jan 10

General Conditions	<ul style="list-style-type: none"> • Crosses should not be encouraged as a memorial to those killed in traffic crashes. • Crosses may not be installed in 50kph limit areas. • Crosses should only be installed on or immediately adjacent to boundary fences. • Approval of the fence owner must be obtained before attaching any cross to a boundary fence. • The location chosen must not under any circumstances compromise the safety of road users. • Any crosses installed on private land must have the prior approval of that landowner. • Crosses must not in themselves create a hazard which could cause further possibly fatal crashes.
Installation Requirements	<ul style="list-style-type: none"> • No person installing white crosses may take any action which could endanger other road users or themselves in the process of installation. • Bright (preferably reflective) clothing should be worn by any person engaged in installation of crosses. • Accompanying vehicles should be parked well out of the traffic stream in a safe location. • Checks should be made for the location of any underground services such as power or telephone lines before commencing installation action. • Only responsible adults should be engaged to install crosses.
Recommended Construction	<ul style="list-style-type: none"> • Galvanised fixings are recommended. • White durable paint should be used. • Reflective materials are not permitted. • Tanalised timber with a cross section not exceeding 75mm x 50mm. • Crosses may not be set in concrete.

Dimensions	<ul style="list-style-type: none"> • Maximum height 750mm above ground level. • Maximum width 500mm. • Recommended 400mm below ground level (if appropriate). • Cross bar to be approximately 500mm from ground level or base of cross.
Detail	<ul style="list-style-type: none"> • Information recorded on the cross should be limited to the date of the fatality. Any other detail is discouraged. • Flowers or other ornamentation is totally discouraged because of the possible distracting influence on other road users.
	<p>Notes:</p> <ol style="list-style-type: none"> 1. Rodney District Council will have any cross removed that does not meet the above guidelines. 2. The cross, its maintenance and ultimate removal, is the responsibility of those installing the cross. 3. Rodney District Council will have any cross removed if it constitutes a hazard in its own right and may cause or contribute to any road crash. 4. A cross will be removed if it is located in such a position that the progress of normal roadworks is impeded by its presence. 5. Due to the sensitive nature of this situation any enquiries should be addressed to the Chief Executive with responses from the Director Transportation.

2320 NAMING OF ROADS

Type: P
File: RF/219/1
Min: 1059/5/85
Last Reviewed: Jan 08
Next Review: Jan 10

Up to date road and place name register to be maintained	To maintain an 'up to date' register of all District roads and place names.
Road naming procedures	<p>That the following procedures be adopted so as to ensure that all roads are named in an appropriate and easily identifiable way. The following procedures apply to naming of new roads or legal roads not previously named.</p> <p>Note: Special Order procedure is necessary for changes to existing road names.</p> <p>(i) New Zealand Geographic Board's Report to be used as guideline</p> <p>That the report on street naming, by the Secretary of the New Zealand Geographic Board, be adopted for use as a guideline for the naming of streets.</p> <p>(ii) Possessive "S" not to be used</p> <p>That the possessive "S" be not used, and where it now exists on street signs, these signs be changed progressively as they require replacement.</p>

(iii) **Suggestions for names**

- (a) In the case of **roads resulting from subdivision**, the subdivider be asked to suggest a name. If the subdivider has no suggestion, then the appropriate Ward Member(s) be asked to suggest a name.
- (b) In the case of **legal roads not previously named**, the appropriate Ward Member(s) be asked for suggestions (or in those situations where a property owner or developer has suggested a name, for their comments on the suggestion made).

(iv) **Suggested name to be checked with New Zealand Post and New Zealand Fire Service**

All proposed road names must be referred to New Zealand Post and New Zealand Fire Service and an opportunity allowed for objection.

(v) **Procedure when objections received**

If an objection is received from New Zealand Post or New Zealand Fire Service then the matter be referred back to the subdivider (in the case of new names resulting from subdivision) or back to the Council or appropriate Committee (in the case of legal roads not previously named) and a request made for a further suggestion.

(vi) **Council/Committee to confirm name**

That once advice has been received that New Zealand Post and New Zealand Fire Service have no objection to the name proposed, the proposal be referred to the Council or appropriate Committee for confirmation.

(vii) **Notification of approved name**

Notification of the name chosen is to be given to the District Land Registrar, the Chief Surveyor and to other affected organisations, Government Departments and Corporations.



Chapter 22

TRANSPORT SERVICES

Section 3

District Roads Upgrading

2330 ROADING STANDARDS - ACCESS TO SUBDIVISIONS

Type: P
File: RF/219/1
Min: 1602/7/85
2744/10/85
694/11/91
195/4/95
146/3/96
148/3/97
130/3/98
Last Reviewed: Jan 08
Next Review: Jan 10

Note: For private rights of way see Policy 2355.

That the following roading standards be adopted as the policy of this Council:-

(a) In all **Commercial and Industrial areas** new road formations required for access to a subdivision (whether on new or presently unformed existing legal road) shall be to a sealed standard with kerb and channel and footpath on both sides of the road and full stormwater control and reticulation as set out in the Standards for Engineering Design and Construction adopted by the Council.

(b) In all Rural Zones, other than Rural Residential Zones, new road formations required for access to a subdivision (whether on new or presently unformed existing legal road) shall, unless a waiver is granted for roads carrying less than 100 vehicles per day, be to a sealed standard in accordance with the Council's Standards for Design and Construction or as determined by the Roading Planning Manager.

Note: Requirements for residential areas are covered in the District Plan and the Council's Standards for Engineering Design and Construction.

2335 RIGHTS OF WAY (PRIVATE) - CONSTRUCTION STANDARDS

Type: P
File: SP/1/1
Min: 1541/8/89
195/4/95
146/3/96
Last Reviewed: Jan 08
Next Review: Jan 10

That the following policy be adopted as the construction standards for rights of way and access lots:

That in all areas except the Production Activity Area, Special Character Activity Areas and Conservation Activity Areas, as set out in the Proposed District Plan, all private ways shall be formed and paved to a permanent dust free (not metal) surface.

That in the Production Activity Area, Special Character Activity Areas and Conservation Activity Areas, as set out in the Proposed District Plan; all private ways shall be formed and paved to a permanent dust free (not metal) surface, except that where the private way:

- (i) does not serve, adjoin or cross horticultural land; and
- (ii) is accessed by a metalled public road which is unlikely to be sealed within ten years; and
- (iii) does not exceed a maximum grade of 1 in 8 (12.5%)

then a metalled carriageway may be constructed.

That in the case of a private way meeting the criteria of (b) above except for a short length where the grade exceeds 1 in 8 (12.5%), then subject to the section with the excessive grade being paved to a permanent surface (not metal) the balance of the private way be constructed to a metalled pavement.

That the above standards shall not apply to private ways provided solely for stock movement between farming units and not required for vehicular access to the site.

That the Chief Executive Officer (or his/her delegate) be permitted to grant minor variations to the above where such variation would have no impact on another property.

2340 ROADING WORKS TO BE PROGRAMMED SO AS NOT TO CONFLICT WITH RETICULATION WORKS

Please refer to the Office Management Guidelines Manual

2345 GENERAL ROAD UPGRADING POLICIES

Please refer to the Office Management Guidelines Manual

2350 PROVISION OF RAMPED ACCESS TO FOOTPATHS

Please refer to the Office Management Guidelines Manual

2355 HIBISCUS COAST - SPECIFIC ROAD UPGRADING POLICIES

Type: P
File: RF/31/1
RF/54/1
RF/184/1
FC/180/1
WF/1/1
Min: 1059/5/85 195/4/95
HGP/828/4/87 146/3/96
1297/5/87 148/3/97
HGP/961/4/87 130/3/98
1679/8/88 277/5/00
387/6/91
52/1/94

Last Reviewed: Jan 08

Next Review: Jan 10

Access to the Hobbs Bay/Gulf Harbour Development

That vehicular access not be permitted to the Hobbs Bay/Gulf Harbour area by any extension of Hobbs Road.

Vipond Road – upgrading

That Vipond Road be upgraded as a "main route alternative" to Whangaparaoa Road and ways and means of coping with greater traffic volumes particularly at the eastern end be determined, it being noted that land has been set aside for a new link between Brightside Road (near Langton Road) and Vipond Road.



Chapter 22

TRANSPORT SERVICES

Section 4

State Highways

2360 HIBISCUS COAST - BY-PASS OF OREWA

Type: P
File: RF/201/1
Min: 1059/5/85 52/1/94
HTP/525/12/87 384/5/94
333/2/88 524/7/94
HBC/256/4/90 195/4/95
277/5/90 146/3/96
277/5/90 148/3/97
270/5/92
284/5/93
Last Reviewed: Jan 08
Next Review: Jan 10

Council to pursue improvements to State Highways through the District

That the Council pursue with Transit New Zealand (the New Zealand Transport Agency) traffic management works to improve State Highways in the District particularly where they pass through townships.

Chapter 22

TRANSPORT SERVICES

Section 5

Parking and Service Lanes

Please refer to Appendix A: Fees and Charges

2390 PARKING ENFORCEMENT

Type: PD
 File: RF/228/4
 Min: HBC/287/8/96 3/02
 412/8/96
 542/10/96
 4/97
 563/10/97
 696/12/97
 342/6/98
 108/3/00
 Last Reviewed: Feb 08
 Next Review: Feb 10

Stationary Vehicle restrictions	That stationary vehicle restrictions imposed by the Council under the Transport Act 1962, section 7 and Schedule 7, Clause 32 of the Local Government Act 2002, on roads and public places as shown on Drawings RDC 14985 Maps 1-12, RDC 14861 Maps 1-57 and RDC 14986 be adopted and enforced.
Annual Review	That these stationary vehicle controls be reviewed by the Council in September of each year, or from time to time as required.
Private land	That the Council take no action to enforce parking times on private land.
Delegations	These delegations are shown in Council's Delegations Register.

2395 PARKING ENFORCEMENT - STATIONARY VEHICLE OFFENCES

Type: P
 File: RF/228/4
 Min: HBC/187/6/98
 RT/156/6/98
 492/8/98
 Last Reviewed: Feb 08
 Next Review: Feb 10

	That where parking enforcement officers note stationary vehicle offences affecting traffic safety during the course of enforcement of parking restrictions, appropriate corrective action be taken.
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Chapter 22

TRANSPORT SERVICES

Section 6

Public Passenger Transport

2400 PUBLIC PASSENGER TRANSPORT

Type: P
File: TC/1/1
Min: 1059/5/85
589/9/90
270/5/92
Last Reviewed: Feb 08
Next Review: Feb 10

Maintain services	To seek optimum public passenger transport services for the District.
To seek improvements to bus services	To seek improvement to bus services, especially workers services, throughout the area - provided such improvements do not increase Council's financial involvement in passenger transport activities.
"Park and Ride"	To support the concept of "park and ride" facilities.

2405 COUNCIL TO ENCOURAGE USE OF PUBLIC PASSENGER TRANSPORT AND CAR POOLING

Type: P
File: TC/1/1
Min: 1059/5/85
1679/8/88
Last Reviewed: Feb 08
Next Review: Feb 10

	To encourage firstly the use of public passenger transport rather than private cars, but where public transport is not available to encourage car pooling.
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410 COUNCIL TO ENCOURAGE PUBLIC TRANSPORT OVER WATER

Type: P
File: FC/201/1
Min: 146/3/96
Last Reviewed: Feb 08
Next Review: Feb 10

	To encourage the use of water based passenger transport in lieu of land transport where such can provide an economic self sustaining service.
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2415 EXTENSION OF COMMUTER RAIL SERVICES

Type: P
File: RA/1/1
Min: 146/3/96
Last Reviewed: Feb 08
Next Review: Feb 10

	To urge extension of commuter rail services from Waitakere to Helensville.
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Chapter 22

TRANSPORT SERVICES

Section 7

Financial Policies

2420 COUNCIL TO SEEK RETURN OF ROAD USER TAXES TO TRANSFUND NEW ZEALAND

Type: P
File: RC/184/1
AB/15/2
Min: 1059/5/85
3/96
Last Reviewed: Jan 08
Next Review: Jan 10

To press for the return of all road user taxes to Transfund New Zealand (the New Zealand Transport Agency) for the purpose of providing a greater subsidy from the National Land Transport Fund towards the cost of construction and maintenance of the roading network.

2425 COUNCIL TO SEEK CONTRIBUTION FROM AUCKLAND REGIONAL COUNCIL FOR ROADS LEADING TO RESERVES

Type: P
File: RF/219/1
AI/10/3
Min: 1059/5/85
52/1/94
148/3/97
Last Reviewed: Jan 08
Next Review: Jan 10

To endeavour to obtain an initial capital contribution, from the Auckland Regional Council, towards the cost of upgrading roads leading to Regional Reserves.

2430 QUARRIES - MANAGEMENT AND OPERATION OF

Type: P
File: QA/1/1
Min: 514/8/90
710/10/90
RT/233/6/94
RT/241/6/94
581/8/94
RT/397/11/94
195/4/95
146/3/96
Last Reviewed: Jan 08
Next Review: Jan 10

That the management and operation of all Council owned quarries (namely Flat Top and Mt Brame) be by private enterprise on a market competitive basis the Council receiving a financial return from the quarries by way of a royalty.

2435 QUARRY ROYALTIES

Type: P
File: QA/2/1
Min: 374/6/90
626/9/90
142/3/95
146/3/96
148/3/97
Last Reviewed: Jan 08
Next Review: Jan 10

That the income derived from royalties on the sale of metal from Flat Top and Mt Brame Quarries be credited to the Rural and Townships General Account.