

**CODE OF PRACTICE FOR CITY INFRASTRUCTURE
& LAND DEVELOPMENT**

ADMINISTRATION MANUAL

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SECTION 1.0 INTRODUCTION

The purpose and objective of the Code of Practice for City Infrastructure and Land Development (Code) is to provide a mechanism through which projects involving city infrastructure and land development can achieve the environmental and management goals of the Waitakere City Council.

The Code also provides:

- a) A means of compliance with the policies, objectives and rules of:

The Strategic Plan
The Asset Management Plans
The District Plan
- b) A platform on which projects can be evaluated on a consistent basis.
- c) Standards to assist developers with the design and construction of their projects.
- d) Utility network operators with a means of meeting the requirements of their Asset Management and Business Plans.
- e) A basis against which innovative and experimental projects can be evaluated.
- f) A means of compliance with resource consent conditions relating to land development and the provision of new city infrastructure.

This Code is a duly approved and adopted document of the Waitakere City Council, Minute No.23319/99, and its requirements are to be adhered to accordingly.

This Section of the Code describes the procedures through which the document will be managed and the levels of authority and responsibility for implementing amendments and alterations and for using discretion in situations where the Code cannot be strictly applied.

The following relationships diagram demonstrates how the Code fits into the Council's operations:

SECTION 2.0 ADMINISTRATION PROCEDURES

2.1 Administration

The Code is administered by City Services (a part of Waitakere City Council). All amendments to it must be authorised by the manager of City Services.

2.2 Amendment Process

All amendments are to be submitted to the administrator of the Code. Amendments will be tabled at the meeting of the 'General Amendments Subgroup'. Once this committee has approved an amendment it is submitted to the 'Code of Practice Review Committee' before being formally signed off by the 'Director of City Services'.

2.3 Submitting of Amendments

Anyone can submit an amendment using form AM1. All proposed amendments should clearly show the suggested change to any written clauses in the code and all changes to drawings must be shown by submitting a professionally draughted standard detail with full notations and measurements. The administrator must receive amendments by the determined deadline (normally 10 working days before the General Amendments Subgroup meeting). External applicants are charged a fee of \$25 dollars.

Note: Prior to submitting an amendment this should be discussed with a representative from the relevant asset area of Council.

If you are unsure who to contact call the call centre on 839 0400.

2.4 The Code of Practice Administrator

The 'Code of Practice Administrator' is appointed by the 'Director of City Services'. The administrator organises meetings, collates amendments, attends all Code of Practice Subgroup and Committee meetings, takes minutes and obtains sign off for amendments from the 'Director of City Services'.

Note: You can contact the administrator by calling the Council call centre on 839 0400

The administrator is also responsible for updating the code and supplying all subscribers with up to date copies of the code.

The administrator has a coordinating function, acting as a point of contact for Council staff and the public, and co-ordinating the review of the code.

Minor changes which do not alter the intent of the code of practice, such as the correction of spelling and formatting mistakes, may be undertaken by the administrator without going through the formal amendment process.

2.5 The General Amendments Subgroup

The 'General Amendments Subgroup' meets at least twice a year to allow for additional meetings and urgent changes:

- Transport Assets
- Aftercare/Special Projects
- Resource Management and Building
- Eco Water Solutions
- Parks

The manager of each of the above areas nominates one person to be part of this group.

The Director of City Services may also attend these meeting on occasions and the group may consult additional Council officers or external specialists.

There is no quorum required for the meetings. Officers unable to attend may submit their written comments to the administrator before the meeting, or may nominate another officer from their work area to represent them at the meeting.

The meeting dates and deadlines for amendments can be obtained from the administrator.

The purpose of the General Amendments Meeting is to discuss submitted amendments and to ensure that they meet the requirements of all the represented asset areas as well as being consistent with Council's policies. The group will approve or reject each proposed amendment.

2.6 The Code of Practice Review Committee

This committee is responsible for ensuring that amendments passed by the General Amendments Subgroup are consistent with Council's strategic direction. The committee consists of one representative of each of the following Council areas:

- Eco Water Solutions
- Resource Management and Building
- Strategic Unit

The manager of each of the above areas nominates one person to be part of this group.

The Manager City Services may also attend these meeting on occasions and the group may consult additional Council officers or external specialists.

There is no quorum required for the meetings. Officers unable to attend may submit their written comments to the administrator before the meeting, or may nominate another officer from their work area to represent them at the meeting.

Section 3.0 Complying with the Code

3.1 Waitakere City Council encourages alternative solutions to those described in this code where this will result in better solutions. Council especially encourages developers to consider environmentally sustainable approaches and Council officers are available to discuss these. There may also be situations where the code can not be applied.

When proposing solutions different to this code the following Council officers should be contacted to obtain advice and approval.

ACTIVITY	DISCRETIONARY AUTHORITY
Traffic	Service Manager – Transport Assets
Roading	Transportation Engineer
Stormwater, Wastewater	Drainage Assets Engineer
Water Supply	Water Assets Engineer
Parks & Reserves	Service Manager – Parks
Geotechnical	Special Projects Engineer

When using discretion the Officer shall have due regard for the Council's mission of "Eco-City - Sustainable, Dynamic, Just" and shall utilise the principles of: open honest communication, responsiveness, innovation, excellence and integrity.

The determining officer shall ensure that the management, financial and environmental goals, objectives and rules of the City Infrastructure and District Plans are complied with.

SECTION 4.0 DOCUMENT CONTROL

4.1 The master copy of the Code document shall be stored by the Administrator.

4.2 Each set of the Code shall be individually numbered.

4.3 The Administrator shall keep a register of the individual set holders and the particular documents held.

4.4 Copies of amendments and alterations to the Code shall be distributed to all set holders by the Administrator.

4.5 An archive of obsolete documentation shall be maintained by the Administrator.

4.6 A register of applications and associated reports shall be maintained by the Administrator.

4.7 A register of amendments and alterations shall be maintained by the Administrator.

4.8 All amended documents shall have their issue number and date recorded on them.

DOCUMENTS HELD BY THE ADMINISTRATOR

CODE OF PRACTICE (MASTER)
DISTRIBUTION REGISTER
UPDATES REGISTER
APPLICATIONS REGISTER
OBSOLETE DOCUMENTATION REGISTER
AMENDMENTS/ALTERATIONS REGISTER

SECTION 5.0 APPLICATIONS

5.1 AMENDMENTS AND ALTERATIONS TO THE CODE

5.1.1 All applications for amendments or alterations to the Code shall be made on Form AM-1 and shall be supported by sufficient information and details to enable a review to be undertaken.

Such information and details may include:

- History
- Specifications
- Design Drawings
- Performance evaluations
- Trialing proposals
- Extenuating circumstances
- Discussion on alternatives and other opportunities

5.1.2 Such applications shall be accompanied by a fee of \$25.00 + GST.

5.2 FOR ENGINEERING DESIGN APPROVAL

5.2.1 All applications for engineering design approval shall be made on the appropriate form and shall be supported by sufficient information to enable a complete review to be undertaken.

This information may include:

- Design plans
- Geotechnical reports
- Flood analyses
- Design calculations
- Design reports
- Regulatory requirements
- Right of entry permission to carry out works on private property.

5.2.2 Applications relating to subdivisions and other land development projects shall be made to the Planning Manager.

5.2.3 Applications relating solely to extensions of infrastructure or infrastructure maintenance shall be made to the relevant Asset Engineer.

5.2.4 Applications relating to projects that require a building consent shall be referred to the Building Control Manager.

5.2.5 Engineering design approval applications shall be referred to an appropriate Council Officer for checking. All design shall be checked for:

- Engineering soundness and safety
- Environmental impact
- Compliance with Code
- Compliance with the District Plan
- Fulfilment of resource consent obligations
- Adequacy for their intended performance
- Building Code requirements

5.2.6 Engineering design approval shall be in the form of an endorsement on the documents signed by the appropriate authority and may be accompanied by a cover note stating special requirements or exigencies. Such approval constitutes Council's acceptance of the design and signifies that works may proceed.

5.2.7 Applications shall be accompanied by an initial submission fee of \$100 +GST, with any additional costs for time and resources required to be charged to the applicant.

5.3 RESOURCE CONSENTS

All applications for subdivision and other land use consents shall be made in the form of a resource consent application pursuant to the relevant sections of the District Plan and the Resource Management Act 1991 and shall include all reports, plans, calculations, authorities and fees as may be necessary.

Note: Where resource or building consents need to be obtained by Council departments they shall be subject to the procedures and requirements of this Code.

5.4 BUILDING CONSENTS

Applications for building consents shall be made on the prescribed form to the Building Control Manager in accordance with the Building Act 1991.

FORM AM-1

WAITAKERE CITY COUNCIL	APPLICATION NO:
	DATE:
<hr/> <p>Application for Amendment, Alteration or Additions to the Code of Practice</p> <hr/>	
Applicant:	
Contact Address:	
Phone:	Fax:
Type of application:	
Documents affected:	
Submission: (attached)	
.....	
.....	
Fees - \$25 + GST (attached)	
<p>For Official Use</p>	
Level of Impact:	
Determining Authority:	
Decision:	
Comments:	

SIGN OFF:

Asset Engineer: _____ Date: _____

Asset Manager: _____ Date: _____



Group Manager: _____

Date: _____

FORM AM-2



Code of Practice for City Infrastructure and Land Development
 (46-6100-38060-764)

Company Name:	
Postal Address:	
Physical Address:	
Contact Person:	
Phone Number:	
Fax Number:	
E-mail:	
Document Number:	
(Office use)	

	Amount
<input type="checkbox"/> I enclose payment for _____ copies of the code at \$170 (incl. GST) each.	
<input type="checkbox"/> Yes, we would like to receive regular updates to the code of practice. We enclose a cheque for \$85 (incl. GST) and agree to be invoiced once a year for further updates. (Please note that it is important that your Code of Practice remains up to date. We therefore recommend that you subscribe to receive updates.)	
<input type="checkbox"/> We would like to receive the code of practice on CD ROM at \$ 150 per year (two updates). We include a cheque for \$150 and agree to be invoiced yearly. <i>Please circle which version of CAD files you require: Autocad R14 or DFX</i>	
TOTAL	

Please post the completed form to:

Name: _____
 Signed: _____
 Date: _____

Code of Practice
 Waitakere City Council
 Private Bag 93109
 Henderson
 Waitakere City