

# STAFF REPORT

**TO:** Chairman and Members, Engineering Services Committee  
**FROM:** Roger Ashworth, Transportation Manager  
**REFERENCE:** R864  
**DATE:** 13 June 2007  
**SUBJECT:** **ROADING POLICY AND PROCEDURES MANUAL**

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## 1 PURPOSE

To advise the committee of the current status of the Roding Policy and Procedures Manual and advise of work in progress on reviewing the document.

## 2 BACKGROUND

The draft Roding Policy and Procedures Manual was distributed to Engineering Services Committee members, TDC staff and consultants in July 2005.

At the August 2005 Engineering Services Committee meeting some minor amendments were advised and the following resolution was passed:

THAT the Engineering Services Committee adopts the Tasman District Council Roding Policy and Procedures Manual, August 2005, as amended.

## 3 COMMENT

As advised to the committee at the time the manual is a living document as further policies are to be added and some existing policies amended and expanded.

The Roding Policy and Procedures Manual includes a variety of topics of which most are relatively self-explanatory and easily followed.

There are however some more complex policies such as the "Licence to Occupy" (LTO) where Council needs to formalise an agreement between an applicant who wishes to install utilities within the road reserve.

We are currently reviewing three existing documents with respect to the LTO:

- Transit New Zealand - State Highway Control Manual – Appendix 2C Deed of Grant for Services
- Marlborough District Council – Policy "Services on Legal Road"
- Agreement to maintain structures within road which is the agreement between Tasman District Council and Galeo Estates Ltd.

The abovementioned documents represent three different approaches to the problem of formalising an agreement between two parties. As mentioned this form of agreement is being reviewed and will be discussed with Council's solicitors prior to final adoption as part of the Roading Policy and Procedures Manual.

The Policy and Procedures Manual sets out Council's guidelines for administering the various policies and when in use it needs to be noted how current the policy is and whether further amendments are required.

#### **4 RECOMMENDATION**

**THAT this report be received.**

Roger Ashworth  
**Transportation Manager**