

COUNCIL AGENDA



EXTRAORDINARY MEETING

Time: 9.00am
Date: Tuesday 7 April 2020
Meeting: Audio Visual Meeting

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AGENDA ITEMS

Opening Prayer

1 MEMBERS

Chairperson

His Worship the Mayor JB Mylchreest

Members

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

2 APOLOGIES

3 DISCLOSURE OF MEMBERS' INTERESTS

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

4 LATE ITEMS

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

5 CONFIRMATION OF ORDER OF MEETING

Recommendation

That the order of the meeting be confirmed

REPORTS

Reports will follow this agenda in sequential order.

Closing prayer

COUNCIL REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

To confirm the minutes of the Council meetings held on 25 February 2020 and the Emergency Council meeting held on 25 March 2020.

2 RECOMMENDATION

That the open minutes of the Waipā District Council meeting held on 25 February 2020 and the Emergency Council meeting held on 25 March 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENTS

Council Minutes – 25 February 2020
Emergency Council Minutes – 25 March 2020

COUNCIL MINUTES



Time: 9.00am
Date: Tuesday 25 February 2020
Venue: Council Chambers, Waipa District Council, 101 Bank Street,
Te Awamutu

Opening Prayer

1 PRESENT

Chairperson

His Worship the Mayor JB Mylchreest

Members

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

2 APOLOGIES

RESOLVED

01/20/01

That the apologies of Councillor Andrew Brown for non-attendance be received.

Cr St Pierre / Cr Coles

3 DISCLOSURE OF MEMBERS' INTERESTS

There were no new disclosures.

4 MINUTES OF PREVIOUS MEETING

RESOLVED

1/20/02

That the open and public excluded minutes of the Waipa District Council meeting held on 17 December 2019 having been circulated, be taken as read and confirmed as a true and correct record.

Cr Gordon / Cr Andree-Wiltens

5 LATE ITEMS

The report titled 'Application to Grassroots Trust for Funding for Te Awa Cycleway (Hamilton to Avantidrome Section)' was added as a late item because advice was received last week which identified that the application for funding must be made in Council's name. The next Council meeting is not scheduled until 31 March 2020, which would fall past the closing date for funding applications.

RESOLVED

01/20/03

*That Council **ACCEPT** the report titled 'Application to Grassroots Trust for Funding for Te Awa Cycleway (Hamilton to Avantidrome Section)' of Chief Executive Garry Dyet as a late item for the following reasons:*

- i) Advice received last week identified that the application for funding must be made in Council's name; and*
- ii) This item cannot be delayed to a subsequent meeting because applications for funding close on Friday 28 February 2020.*

Cr St Pierre / Cr Pettit

6 CONFIRMATION OF ORDER OF MEETING

Item 10 - 'Uplifting of Deferred Zone for part of Growth Cell TM2, Te Miro' was removed due to process issues.

RESOLVED

1/20/04

That the order of the meeting be confirmed subject to the following amendments:

- a) *That item 10 – ‘Uplifting of deferred zone for part of Growth Cell TM2, Te Miro’ report of Hayley Thomas, Project Planner be **REMOVED**; and*
- b) *The numbering of the agenda be re-ordered with the removal of item 10; and*
- c) *The late item ‘Application to Grassroots Trust for Funding for Te Awa Cycleway (Hamilton to Avantidrome Section)’ of Chief Executive Garry Dyet be **ACCEPTED** as item 12 of the agenda.*

Cr Pettit / Cr O’Regan

7 COUNCILLORS UPDATE ON ATTENDANCES

Councillors who have attended a conference, seminar or meeting on behalf of Council presented a report.

Cr Thomas attended the Commsafe monthly meeting and provided an update including mention of their upcoming annual golf tournament fundraiser which will be held on 27 March 2020.

Cr St Pierre attended the Wellbeing Summit on 14 February 2020 which was held at Claudelands Arena in Hamilton. There was a focus on environment and housing and Cr St Pierre was invited to join the housing group. Cr St Pierre also attended the Pirongia Community Association meeting and the 2020 Rangiaowhia Commemorations.

Cr Stolwyk attended the Rangiaowhia Commemorations, the Cambridge Trash and Treasure market days with the Cambridge Community Board Chairperson Sue Milner. Cr Stolwyk also attended the Kihikihi Polo and advised that the Ōhaupō Community Centre will be having its grand opening on Sunday 22nd March 2020 with Mayor Mylchreest opening the event.

Cr Lou Brown attended the Wellbeing Summit in Hamilton and reported on waste minimisation initiatives currently in place, namely with Raglan producing no landfill waste. Cr Lou Brown also advised that the new community charity van will be available soon.

Cr Barnes attended the Kihikihi Sports Club a newly implemented incorporated society and highlighted that their aspirations is to include a variety of sports and advised Councillors that the upcoming Ōrākau Commemorations will be held on 5 April 2020. Cr Barnes highlighted that New Plymouth District Council have set up a mobile scooters service, which are free to hire for the disabled and elderly. Cr Barnes met with Val

Massey regarding the Better Later Life Strategy that was recently released, this included the public interest in a smaller bus service running between the two towns.

Cr Pettit attended the Grey Power meeting as a speaker and provided data regarding transport in and around Cambridge. Cr Pettit also attended the RIDE festival opening with Chief Executive Garry Dyet and Mayor Mylchreest.

Cr Gordon has been involved with the heritage month at the library.

Cr Coles commented on the staff assistance provided in relation to queries raised by the public regarding the cell phone tower in Cambridge.

Mayor Mylchreest and Chief Executive Garry Dyet attended the Mayoral Forum for the Waikato region in Wairakei. Discussion was held regarding working together to gain traction with Central Government on a number of issues. The Waikato Expressway was a good example of where the region has worked together and gained funding from Central Government. There will be an impact on everyone across the region as we seek to work collectively together to tackle top priorities such as the three waters review. Housing issues were raised and it was noted that this was a prevalent issue across the entire region.

8 DOCUMENTS SIGNED UNDER COUNCIL SEAL

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

RESOLVED

1/20/05

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

a) *Warrants as set out below:*

Position for Warrant	Name of Staff
Group Manager Service Delivery	Dawn Inglis
Manager Water Services	Martin Mould
Building Compliance Officer	Paulina van der Weijden
Asset Coordinator	Harry Wilson

BCO Inspections	Greg Finch
BCO Processing	Linda Brown
Senior Development Engineer	Tony Coutts
Development Engineer	Zion Nordstrom
Development Engineer	Eva Cucvarova

Cr St Pierre / Cr Stolwyk

9 LTP BUDGET CHANGES FOR C1, C2 AND C3 GROWTH CELLS IN CAMBRIDGE

Council has received requests from a number of developers in the C1, C2, and C3 growth cells located in the Cambridge west area, to provide the necessary funding for the public infrastructure in advance of the current Long Term Plan (LTP) timing. This will enable the earlier development of the stage 1 areas for the C1 growth cell neighbourhood commercial and residential areas, the C2 growth cell neighbourhood commercial and residential areas including the provision for a new primary school and the C3 growth cell residential area.

The Ministry of Education (MOE) have indicated their support for the advanced Council funding request for the provision of the public infrastructure which will enable an earlier construction timetable for a new primary school scheduled to be open in 2023.

The advancement of the LTP growth funding will not impact the current growth budgets overall, but does include additional funding of \$19.2m and also commits Council to earlier costs and therefore a higher risk of not recovering development contributions in a timely manner, if development was too slow. The additional funding does not result in Council breaching its Financial Strategy borrowing limit.

The current LTP has funds for the C1, C2 and C3 growth cell spread from 2019/2020 through to the 2027/2028 period. The majority of the LTP funds are provided in the 2020/2021 (\$19.6m) and 2021/2022 (\$24.2m) years.

The recommendation is to reduce the period of funding from 7 down to 2 years and increase the budget by an additional \$19.2m for infrastructure associated with roading, wastewater, stormwater and parks. This additional funding was signalled to Council in May 2019. The new total difference amounts to \$40.1m; that is the

difference between the current budgets of \$19.6m for the 2020/2021 year and proposed budgets of \$59.7m.

The capital costs are recovered by Development Contributions and the current growth projections indicate that the development contributions to repay this expenditure, will be collected by 2025. The rates impact is funding depreciation earlier than currently in the 2018-28 LTP. This amounts to approximately \$185,000 and impacts in 2021/2022.

RESOLVED

1/20/06

That Council:

- a) **RECEIVES** the 'LTP budget changes for C1, C2 and C3 growth cells in Cambridge' report [document number 10228988] of Richard Bax, Consultant Engineer;
- b) **SUPPORTS** the budget changes for the C1, C2 and C3 Growth Cells by bringing forward \$40.1m of LTP funds to the 2020/2021 period as detailed in attached Appendix 1.

Cr Stolwyk / Cr Barnes

10 DELEGATIONS UPDATES – DEVELOPMENT CONTRIBUTIONS AND LIM APPROVALS

Section 3 of the Delegations Manual sets out delegations for assessing and administering development contributions (DCs). DCs are contributions taken from developers under the Local Government Act, to fund associated infrastructure upgrades and additions. Since these delegations were set, some roles and DC processes have changed. The delegations register needs updating to reflect these changes.

Part D of the Delegations Manual sets out delegations relating to approval of land information memorandums (LIMS). The Project Planner role description includes approval of LIMS, but refers to staff names rather than roles. In addition the Project Planner role and Consents Team Leader role are missing from these delegations, and need to be added. This also ensures there is sufficient cover for approving LIMS across senior staff. The temporary delegations to planning staff are no longer needed and can be rescinded.

Temporary delegations were updated to provide staff cover in the resource consents team after the resignation of the previous Consents Team Leader and Senior Planner. Both these roles have now been filled so the temporary delegations can be rescinded.

These updates reflect current practice and will not have any impact on Council's operations.

RESOLVED

1/20/07

That:

- a) *The report titled 'Delegations updates – Development Contributions and LIM Approvals (document number 10357218) of Wayne Allan, Group Manager District Growth and Regulatory Services be received;*
- b) *Pursuant to Schedule 7 section 32 of the Local Government Act 2002, and Section 34A(2) of the Resource Management Act 1991, Council delegate certain powers, functions and duties outlined in (b)(i) and (ii) with immediate effect;*
 - (i) *Amend the Delegations Register development contributions delegations under sub-part 3 pages 38 and 117 as follows (and as set out in Appendix 1):*
 - *Remove delegations requiring a guarantee.*
 - *Add new approval thresholds:*
 - *For development contributions valued at \$1 million and above to be approved by a Level 1 officer (CE or Group Manager), and*
 - *For development contributions valued at less than \$1 million to be approved by Level 2 (Manager level or equivalent).*
 - (ii) *Amend Delegations Register sub-part 3 page 116 as follows:*
 - *Change Project Planner from Level 3 to Level 2.*
 - *Remove Principal Policy Advisor and Water Services Manager from Level 2.*

- *Change “DE Technical Officer” in Level 3 to “DE Graduate Engineer”.*
- (iii) *Add “Consents Team Leader”, and “Project Planner” and “Senior Planner” to Delegation Register part D page 95, rescind planner names.*
- (iv) *Rescind temporary staff acting delegations to Hayley Thomas, Hannah Divehall and Victoria Gorter on page 61 of the Delegations Register.*

Cr O’Regan / Cr L. Brown

11 WAIKATO TRIENNIAL AGREEMENT

The Local Government Act 2002 requires all local councils within each region to enter into an agreement no later than 1 March after each triennial general election. The Triennial Agreement sets out the protocols for communication and co-ordination among the councils during the three-year term, together with a statement of the process for consultation on proposals for new regional council activities.

The Triennial Agreement represents the shared desire of the 12 local authorities in the Waikato region to work together, maximise efficiency and promote wellbeing in their respective communities. It signals the intended work and activities of the Waikato Mayoral Forum, recognising a significant level of formal and informal co-operation already exists between local authorities.

RESOLVED

1/20/08

That –

- a) *The report of Jo Gread, Manager Governance, titled ‘Adoption of Waikato Triennial Agreement’ report (document number 10348628), be received; and*
- b) *The Waikato Triennial Agreement 2019-2022 (document number 10348623, and included in Appendix 1 of this report), as endorsed by the Mayoral Forum on 25 November 2019, be adopted.*

Cr St Pierre / Cr Stolwyk

12 LATE ITEM - APPLICATION TO GRASSROOTS TRUST FOR FUNDING FOR TE AWA CYCLEWAY (HAMILTON TO AVANTIDROME SECTION)

\$1.5M was allocated to the Te Awa Cycleway (Hamilton to Avantidrome Section) in the 2015 LTP. As landowner agreements for the section near completion, engineering estimates indicate that a further \$1.2m of local share funding will be required to construct the Waipa section of the cycleway. Construction is likely to start in the 2020/21 year, however due to a number of other essential capital projects there is no prospect of raising the additional funds required through rating.

The Te Awa River Ride Charitable Trust undertook to raise the additional funding required on Council's behalf rather than taking a cheaper but far less desirable on-road route. Their first step towards obtaining this funding was to make an application to Grassroots Trust. Unfortunately, as Council is the principal agent in the procurement process for the cycle way, Grassroots Trust must receive the funding application from Council not the Te Awa Rive Ride Trust. A further requirement to the Grassroots Trust is that a resolution to apply for funding is received from applicant organisations. A resolution to that effect was therefore sought from Council.

RESOLUTION

1/20/09

That

- a) *The report of Garry Dyet, Chief Executive Officer be received;*
- b) *Council resolves to apply to the Grassroots Trust Limited for a \$350,000 grant, towards the cost of the Waipa section of the Te Awa Cycleway from Hamilton to the Avantidrome.*

Cr Pettit / Cr L. Brown

Closing Prayer

There being no further business the meeting closed at 10.12am.

COUNCIL MINUTES



CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

EMERGENCY MEETING

Time: 10.00am
Date: Wednesday 25 March 2020
Venue: Council Chambers, Waipa District Council, 101 Bank Street,
Te Awamutu

1 PRESENT

Chairperson

His Worship the Mayor JB Mylchreest

Members

EM Andree-Wiltens, AW Brown, LE Brown [via video link], PTJ Coles,
RDB Gordon [via video link], ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk,
CS St Pierre, BS Thomas

2 APOLOGIES

RESOLVED

1/20/10

That the apologies of Councillors GRP Webber and EH Barnes for non-attendance be received.

Cr Coles / Cr A. Brown

3 APPOINTMENT OF TEMPORARY EXECUTIVE COMMITTEE AND TEMPORARY DELEGATIONS

The staff report recommended that Council establish a temporary Executive Committee and approves delegations to the Committee, to enable Council to continue to make decisions now that the Prime Minister has moved New Zealand to Level 4 alert from the afternoon of Wednesday 25 March 2020. This involves a closure of Council offices from this date. This situation is likely to continue until the level reduces to at least level 2 again.

The Executive Committee membership will comprise of the Mayor, the Deputy Mayor, and Chairs of four of the Council committees, with a reduced minimum quorum of two, which will assist Council with responsive decision making.

The staff report also proposed that Council suspend the meetings of Council, Council committees (other than the Executive Committee) and the Te Awamutu and Cambridge Community Boards and any other meetings or hearings during this period.

In the event that the Executive Committee is unable to meet and comply with legislative requirements, the staff report sought to provide the same delegations to the Chief Executive and Mayor, in consultation with elected members, to ensure there is still a mechanism for lawful decision-making if needed. Increased powers under delegation are already in place for the Christmas recess and the elections period but do not extend to unprecedented circumstances such as these.

The delegations will not include those decisions which can only be made by Council, such as adopting the Annual Plan and setting rates. It is possible that further emergency legislative amendments will be forthcoming that may relax these requirements.

An additional sentence was added to item c) 'conditions' under the second bullet point of the recommendation to include provision for the Chairpersons of the four Council Committees: Strategic Planning and Policy, Finance and Corporate, Service Delivery and Regulatory, to act in the absence of the Mayor, Deputy Mayor or the relevant Chairperson of that Committee.

RESOLVED

1/20/11

That –

- a) *The information contained in the report titled 'Appointment of temporary Executive Committee and temporary delegations' (document number 10362550) of Jo Gread, Manager Governance be received;*
- b) *In response to the decision by the Prime Minister to move New Zealand to a COVID-19 Level Four environment and the restrictions imposed which will impact on the ability of elected members to continue to attend Council, committee and community board meetings in person, and pursuant to section 30 Schedule 7 of the Local Government Act 2002, Council appoints an **Executive Committee** of Council with the following terms of reference and delegations:*

Membership

Council appoints the Mayor, the Deputy Mayor, and the Chairs of the Strategic Planning and Policy Committee, the Finance and Corporate Committee, the Service Delivery Committee and the Regulatory Committee to be the members of the Executive Committee;

Quorum

Any two members of the Executive Committee which will be chaired by the Mayor (if available);

Powers

Council delegates to the Executive Committee all of Council's powers, duties, and responsibilities with the exception of those reserved to Council and listed in clause 32(1) Schedule 7 of the Local Government Act 2002 (or any other legislative measures that may be implemented by Order of Council). These powers, duties, and responsibilities include the ability to enter into any contract or to authorise any level of expenditure, including expenditure not currently provided for in the Long Term Plan 2018-28 and the Annual Plan 2019/20. They do not include the powers, duties, and responsibilities that the Council has already delegated to the Chief Executive (and Deputy Chief Executive) under delegations in force at this time, or any authority to make any Council decisions under the Civil Defence Emergency Management Act 2002 (which shall be dealt with in accordance with that Act).

Meeting frequency

As required.

Conditions

The delegations to the Executive Committee are subject to the following conditions:

- *the delegated powers, duties, and responsibilities may be exercised only in circumstances where the Council and its other committees, or its community boards are unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987;*
- *any decisions made and documents executed in exercising the delegated powers, duties, and responsibilities must be reported to the next ordinary meeting of the Council.*

Dis-establishment of Executive Committee

The delegations may be revoked at any time by the Council and the Executive Committee dis-established at that point. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence; and

- c) *The Council, as a further precaution, also wishes to provide additional powers to the Chief Executive to ensure there is a mechanism for ensuring lawful decision-making in the event that the Executive Committee is unable to meet or comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987;*

Temporary additional delegations to the Chief Executive

Council delegates to the Chief Executive (or in the absence of the Chief Executive, the Deputy Chief Executive) all of Council's powers, duties, and responsibilities except for those reserved to Council and listed in clause 32(1) Schedule 7 of the Local Government Act 2002 (or any other legislative measures that may be implemented by Order of Council). These powers, duties, and responsibilities include the ability to enter into any contract or to authorise any level of expenditure, including expenditure not currently provided for in the Long Term Plan 2018-28 and the Annual Plan 2019/20. They do not include the powers, duties, and responsibilities that the Council has already delegated to the Chief Executive (and Deputy Chief Executive) under delegations in force at this time, or any authority to make any Council decisions under the Civil Defence Emergency Management Act 2002 (which shall be dealt with in accordance with that Act).

Conditions

These delegations are subject to the following conditions:

- *the delegated powers, duties, and responsibilities may be exercised only in circumstances where the Council, its committees, or its community boards, including the Executive Committee, are unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987;*
- *the Chief Executive (and in the absence of the Chief Executive, the Deputy Chief Executive) must exercise the delegated powers, duties, and responsibilities in consultation with the Mayor (or, if the Mayor is unavailable, the Deputy Mayor or, if the Deputy Mayor is unavailable,*

the Chairperson of the relevant committee or community board, or if the Chairperson of the relevant committee or community board is unavailable, then a Chairperson from one of the four Council committees: Strategic Planning and Policy, Finance and Corporate, Service Delivery and Regulatory, or any Deputy Chairperson of the committee or community board); and in all cases with consultation with all available councillors;

- *the Deputy Chief Executive may exercise the delegated powers, duties, and responsibilities of the Chief Executive only in the event that the Chief Executive is unavailable; and*
- *any decisions made and documents executed in exercising the delegated powers, duties, and responsibilities must be reported to the next ordinary meeting of the Council.*

Revocation of delegations

These delegations may be revoked at any time by the Council. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence; and

- d) *the Delegations Register be updated accordingly.*

Cr Andree-Wiltens / Cr A. Brown

There being no further business the meeting closed at 10.10am.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

.....

DATE:

.....

COUNCIL REPORT



To: His Worship the Mayor and Councillors
From: Governance
Subject: **DOCUMENTS SIGNED UNDER COUNCIL SEAL**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

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

2 RECOMMENDATION

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

a) *Warrants as set out below:*

Position for Warrant	Name of Staff
Senior Project Engineer - Utilities	Jean De Villiers
Project Engineer - Utilities	Atif Rizvi
Reticulation Officer	Shailio Raumati
Senior Planner	Hannah Divehall
Environmental Health and Food Safety Officer	Anish Chand
Asset Planning Engineer	Kelsi Green

To: His Worship the Mayor and Councillors
From: Manager Finance
Subject: **RATES RELIEF AND REMISSION OF PENALTIES**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

The Department of Internal Affairs (DIA), Local Government New Zealand (LGNZ), NZ Society of Local Government Managers (SOLGM), National Emergency Management Agency (NEMA) and other relevant government agencies have established a Covid-19 Local Government Response Unit ('Response Unit') to canvas and work through the immediate and longer-term challenges the global pandemic poses for the local government sector and to support Local Government in its responses to these evolving challenges.

The 'Response Unit' has given advice to Councils in regards to fourth quarter rates notices, recommending that Councils continue to issue these notices due to the essential services that Councils provide and the importance of keeping these services operating. They also make reference to Central Government's \$12.1 billion support package, providing financial relief to those affected by COVID-19.

The 'Response Unit' has recommended that individual Councils should consider rates penalties, rates postponement options and arrangements for payments of rates in order to respond to the impacts of COVID-19 and provide relief to ratepayers.

Council staff have reviewed options as recommended by the 'Response Unit' and have outlined these and provided recommendations in this report.

2 RECOMMENDATION

That –

- a) *The 'Rates Relief and Remission of Penalties' report (document number 10380462), of Sarah Davies, Manager Finance, be received;*

- b) Pursuant to the Local Government Official Information and Meetings Act 1987 and Clause 23.6 of Council’s Standing Orders, Council resolve to amend Resolution 1/19/44 (Council, 25 June 2019) adopting the Waipa District Council Annual Plan 2019/20 and setting rates and penalties, to provide a new lower rate of penalty interest under the Local Government (Rating) Act 2002 on overdue accounts, reducing this rate from 10 percent to 3 percent for any water rates invoices due in March and April 2020 and for the fourth instalment of rates due in May 2020; and
- c) In relation to section 3.1.2, paragraph 3 of ‘Waipa District Council’s Remission and Postponement of Rates and Water Charges Policy’ (document number 7858261), which provides that “In addition, remission of penalty will be considered where payment has been late due to significant family disruption or as a result of matters beyond the control of the ratepayer. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.”, Council confirms that the COVID-19 Pandemic is a significant disruption beyond the control of the ratepayer and Council approves staff exercising discretion under delegated authority in applying relief by granting penalty remission with allowance for extended periods for payment of amounts owing, as follows:
- (i) ratepayers who set up payment arrangements with Council which clear all outstanding rates by 30 June 2021 for the current 2019/20 rating year; and
- (ii) ratepayers who pay their rates account in full within 14 days of the penalty date which will only apply to any water rates invoices due in March and April 2020 and for the fourth instalment of rates due in May 2020.

3 OPTIONS AND ASSESSMENT

Council passed a resolution at its 25 June 2019 meeting to adopt the Annual Plan, and to set rates and penalties under the Local Government (Rating) Act 2002. Resolution number 1/19/44 (e) set the rates, payment dates and penalties on rating units for the 2019/20 financial year and the relevant resolution extract is provided below:

“Rates payable by instalments

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

Instalment	Due Date	Penalty Added
Instalment 1	21 August 2019	28 August 2019
Instalment 2	21 November 2019	28 November 2019
Instalment 3	21 February 2020	28 February 2020
Instalment 4	21 May 2020	28 May 2020

Invoices for the supply of water via metered connections are payable in four instalments. The location where the water is supplied within the District will

determine the month the meter is read, the invoice date, the due date and penalty date. The due dates and penalty dates are per the following table.

Location	Invoiced during month of:	Due Date	Penalty Added
Te Awamutu / Pirongia	July	30-Aug-19	9-Sep-19
	October	29-Nov-19	6-Dec-19
	January	28-Feb-20	6-Mar-20
	April	29-May-20	5-Jun-20
Kihikihi	July	30-Aug-19	9-Sep-19
	October	29-Nov-19	6-Dec-19
	January	28-Feb-20	6-Mar-20
	April	29-May-20	5-Jun-20
Cambridge	August	30-Sep-19	7-Oct-19
	November	3-Jan-20	10-Jan-20
	February	31-Mar-20	7-Apr-20
	May	30-Jun-20	7-Jul-20
Pukerimu / Ohaupo	September	31-Oct-19	7-Nov-19
	December	31-Jan-20	7-Feb-20
	March	30-Apr-20	7-May-20
	June	31-Jul-20	7-Aug-20

Penalties on rates not paid by the due date

Section 58 of the Local Government Rating Act 2002 enables penalties to be imposed. A penalty of 10 per cent will be added to all instalments or part thereof remaining unpaid on the relevant date in the "Penalty Added" column of the tables above under the heading "Rates payable by instalment".

An additional penalty of 10 per cent will be added to any rates assessed in any previous year that are still unpaid on 3rd July 2019. The penalty will be added on 4th July 2019.

A further additional penalty of 10 per cent will be added to rates from the previous years that are still unpaid after 6th January 2020.

The penalty will be added on 7th January 2020."

Current rates penalties are charged at a rate of 10% which is applied to any portion of the current instalment not paid on or before the penalty date shown on the invoice. Additional penalty charges of 10% are added on 6th July and 6th January each year to the amount of rates and additional charges that remain unpaid from previous years.

Council staff considered whether Council should rely on the existing 'Remission and Postponement of Rates and Water Charges Policy' in providing remission of penalties for any ratepayers affected by COVID-19 but it was decided that the administrative burden of this could be costly. A more simple and effective method of providing relief to our ratepayers would be to reduce the penalty charge rate as it would provide relief to our ratepayers fairly and consistently across the board while still providing an incentive to our ratepayers who are able to pay their rates, to pay them.

Council staff are therefore recommending an amendment to the Council resolution to reduce the penalty rate from 10% to 3% for any water rates charges due in March and April 2020 and on the fourth instalment of rates due in May 2020.

The 'Remission and Postponement of Rates and Water Charges Policy' has two relevant policies within it which Council staff have reviewed to see where Council can provide further relief in line with the 'Response Unit' recommendations. These are the Postponement Policy, which provides a mechanism to assist ratepayers experiencing extreme financial circumstances that affect their ability to pay rates; and the Penalty Remission Policy, which provides a mechanism to enable Council to act fairly and reasonably in its consideration of overdue rates and water invoices, due to circumstances outside the ratepayer's control.

Council staff have reviewed these policies in respect to the financial impacts on ratepayers due to COVID-19 and have agreed that the policies provide for the exercise of discretion and mechanisms to provide postponement of rates and penalty remissions to ratepayers.

Staff recommend that Council provide further relief to ratepayers through penalty remissions by applying section 3.1.2 (paragraph 3) of the 'Remissions and Postponement of Rates and Water Charges Policy' (see appendix 1). This paragraph states that one of the conditions and criteria for the remission of penalties is that *"In addition, remission of penalty will be considered where payment has been late due to significant family disruption or as a result of matters beyond the control of the ratepayer. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so. Decisions on remission of penalties will be delegated to officers as set out in Council's delegations resolution."* (currently Manager of Finance).

One of the situations in which Council staff would like support from Council in applying discretion, is in the remission of penalties where ratepayers have established payment arrangements to clear outstanding rates. Staff would like to provide payment flexibility for fourth quarter rates instalments which would usually require an agreement to be set up to clear all outstanding rates by the end of the rating year in order for penalties to be remitted. Due to the extenuating circumstances, with the global pandemic of COVID-19 affecting the fourth quarter, it is recommended that paragraph 3 under section 3.1.2 be utilised to enable penalty remission for ratepayers who set up payment arrangements over a longer period by allowing them to spread the fourth rates instalment over both the remainder of the current financial year and the succeeding financial year.

Another situation in which Council staff would like support from Council in applying discretion is in the remission of penalties where payment of rates has been missed, but where the ratepayer is prepared to address the matter promptly. The current policy allows for a penalty remission where the invoice is paid within 7 days, and the ratepayer has an otherwise 'clean' payment record. Due to the unprecedented national emergency and lockdown, and the resulting economic impacts, we anticipate

that ratepayers in our community will have difficulty in meeting payments and in these extenuating circumstances we recommend utilisation of paragraph 3 under section 3.1.2 to provide for the exercise of discretion to allow penalty remission in these same circumstances where payment has been made within 14 days of the penalty date.

We will also be reviewing penalty remissions applications for other situations on a case by case basis but we are seeking Council approval to exercise discretion to apply remission of penalties for the specific situations mentioned above.

Council staff have also reviewed the arrangements for payment of rates where ratepayers do not have internet banking facilities and would normally have paid via EFTPOS or cash. Staff consider that Council has sufficient alternative options of payment available, which includes: payments online; contacting Council to make a payment over the phone; cheque payment via mail (an essential service;) and ratepayers can also set up Direct Debit plans by completing the form online or by contacting their bank to set it up.



Sarah Davies
MANAGER FINANCE



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

Appendix 1

Remissions and Postponement of Rates and Water Charges Policy (Document Set ID 7858261).

PROPOSED REMISSION AND POSTPONEMENT OF RATES AND WATER CHARGES POLICY

JULY / 2019

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**This policy is prepared pursuant to
Sections 109 and 110 of the Local Government Act 2002.**

Issue	Reason for Issue	Author	Reviewer	Date
1				
2				

PART 1 - REMISSION OF RATES

1.1 REMISSION FOR COMMUNITY, SPORTING AND OTHER ORGANISATIONS

1.1.1 *Objective*

This policy is intended to facilitate the ongoing provision of non-commercial community services and recreational opportunities for the residents of Waipa District. The purpose of granting rates remission to an organisation is to:

- (a) assist the organisation's survival; and
- (b) make membership of the organisation more accessible and affordable to Waipa residents and ratepayers

1.1.2 *Conditions and Criteria*

This part of the policy will apply to land owned and occupied by a charitable organisation, which is used exclusively or principally for sporting, recreation, or community purposes.

The policy does not apply to organisations operated for private pecuniary profit. Nor will it apply to groups or organisations who engage in recreational, sporting or community services as a secondary purpose only.

Remission will be applied as follows to all rates with the exception of targeted rates for water supply, sewage disposal or waste collection including recycling:

- (a) A remission of the 50% residual rates will be given to those societies and associations who qualify for the 50% non-rateable category under Schedule 1, Part 2 of the Local Government (Rating) Act 2002.
- (b) All other community and sporting organisations fitting the criteria stated in this policy will receive a full remission of rates.

Due to the funding arrangements put in place with the Home of Cycling Charitable Trust this policy does not apply to the New Zealand Cycling Centre of Excellence building located adjacent to the St Peters School in Cambridge.

No remission will be granted on targeted rates for water supply, sewage disposal or waste collection including recycling.

1.2 REMISSION OF UNIFORM ANNUAL GENERAL CHARGE

1.2.1 *Objective*

The Local Government (Rating) Act 2002 Section 20 states that 2 or more rating units must be treated as 1 unit for setting a rate that is applied per rating unit.

The objective of this part of the remission policy is to provide relief for land that is in common ownership but no longer eligible for application of Section 20 as the Uniform Annual General Charge will be applied on a separately used or inhabited part of a rating unit (SUIP) basis.

1.2.2 *Conditions and criteria*

The remission applied will be 100 percent of the Uniform Annual General Charge where the following criteria is met:

- (a) The land must be 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; and
- (d) Not have a dwelling, flat or unit recorded as improvements.

1.3 REMISSION RELATING TO COVENANTED LAND

1.3.1 *Objective*

To provide for relief for land where an open-space covenant under Section 22 of the Queen Elizabeth the Second National Trust Act 1977 has been registered against the title of a property.

To provide relief for land where a covenant or consent notice is registered on the title to the land to secure an appropriate interest in perpetuity for conservation, heritage and cultural purposes under either the Resource Management Act 1991 or Reserves Act 1977.

1.3.2 *Conditions and criteria*

The Local Government (Rating) Act 2002 provides for land owned or used by the QE2 National Trust to be non-rateable. Where the land to which the covenant relates remains in the ownership of the ratepayer, the covenanted land will be eligible for a remission of rate. Where a covenant or consent notice under the Resource

Management Act 1991 as described in the objective above is registered, the covenanted land will be eligible for a remission of rates.

The remission applied will be 100% of all rates other than targeted rates for water supply, sewerage disposal or waste collection including recycling.

PART 2 - POSTPONEMENT OF RATES

2.1 POSTPONEMENT POLICY

2.1.1 *Objective*

The Objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances that affect their ability to pay rates.

2.1.2 *Conditions and criteria*

Only rating units used solely for residential purposes will be eligible for consideration for rates postponement due to extreme financial circumstances.

Only the person entered on Council's rating information database as the ratepayer, or their authorised agent, may make an application for rates postponement due to extreme financial circumstances. The ratepayer must be the current owner of, and have owned for a minimum of five years, the rating unit which is the subject of the application. The ratepayer must not own any other rating units or investment properties (whether in the district or in another district).

The ratepayer (or authorised agent) must make an application to Council for consideration. Council will consider on a case by case basis all applications received that meet the criteria above. When considering an application all of the ratepayer's personal circumstances will be relevant including the following factors: age, physical or mental disability, injury, illness and family circumstances.

Before approving an application, Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.

Where Council decides to postpone rates the ratepayer must first make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Any postponed rates will be postponed until:

- (a) The death of the ratepayer; or
- (b) Until the ratepayer ceases to be the owner of the rating unit; or
- (c) Until the ratepayer ceases to use the property as his/her residence ;or
- (d) Until a date specified by Council-five yearly intervals as a minimum.

In accordance with Section 88 of the Local Government (Rating) Act 2002 Council will charge an additional fee on postponed rates for the period between the due date and the date they are paid. This fee is designed to cover the Council's administrative and financial costs, and will be based on the average bank borrowing rate in any one year. This fee would replace the six month penalty regime, and would require any six month penalties already charged to be remitted.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

PART 3 - REMISSION OF PENALTIES

3.1 PENALTY REMISSION POLICY

3.1.1 *Objective*

The objective of this part of the remission policy is to enable Council to act fairly and reasonably in its consideration of overdue rates and water invoices, due to circumstances outside the ratepayer's control.

3.1.2 *Conditions and criteria*

Remission of Penalty will be granted where payment is made within 7 days of the penalty date provided the ratepayer has made no late payments for rates or water invoices within the preceding three years.

Remission of penalty may be granted at Council's discretion where regular payments are being made in accordance with an agreement which is set up to clear all outstanding rates by the end of the rating year.

In addition, remission of penalty will be considered where payment has been late due to significant family disruption or as a result of matters beyond the control of the ratepayer. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.

Decisions on remission of penalties will be delegated to officers as set out in Council's delegations resolution.

PART 4 - REMISSION OF SEWERAGE CHARGES

4.1 SEWERAGE CHARGES REMISSION

4.1.1 *Objective*

The sewerage charges levied by Council against separate rating units make provision to charge rates based on the number of toilets. The legislation to provide some relief to schools in their liability for sewerage charges has been repealed and in the absence of new legislation Council wishes to provide a partial remission to schools in line with the previous legislation.

In some cases Council may wish to provide relief to not-for-profit organisations that choose to install more toilets than required by the building code.

4.1.2 *Conditions and criteria*

Sewerage charges for schools will be based on the required number of toilets based on staff/student numbers supplied by each school. The student numbers will be taken as those at the March roll. The difference between the required rate and the school calculation rate will be treated as a remission.

Council may partially remit the sewerage charge for not-for-profit organisations where the number of toilets installed exceeds the number of toilets required under the building code.

PART 5 - REMISSION OF WATER CHARGES

5.1 WATER CHARGES REMISSION

5.1.1 *Objective*

The Objective of this part of the policy is to assist people in situations where water usage is high and attributed to a water leak

5.1.2 *Conditions and criteria*

The ratepayer (or authorised agent) must make an application to Council for consideration.

Council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter. The leak has been repaired within one month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period). Proof of the leak being repaired has been provided to Council promptly after repair of the leak.

The amount of the remission will be the difference between the average consumption of the property prior to the leak, as deemed reasonable by Council, and the consumption over and above that average.

Remission for any particular property will generally be granted only once every year. Where a remission for a water leak has been granted to a property within the last year, the remission is to be made by the Finance Manager.

5.2 WATER REMISSION FOR COMPLEX PROPERTIES

5.2.1 *Objective*

The objective of this part of the policy is to provide a mechanism for adjusting the impact of metered water rates on complex water metered properties.

5.2.2 *Conditions and criteria*

Definition: Threshold Daily Usage means the use of 0.488 cubic metres per day

1. Any ratepayer of a residential rating unit connected to a complex water meter may apply for a remission, except where the ratepayer owns all the rating units connected to a complex meter.

2. When a ratepayer applies for a remission, the average daily usage for their rating unit (as recorded on their water invoice) is compared to the Threshold Daily Usage.
3. If the daily usage invoiced is greater than 0.877 cubic metres, the resident or ratepayer must provide evidence that there are no leaks or extraordinary use, such as where there is a swimming pool, fixed garden irrigation or any type of commercial undertaking within the rating unit prior to the remission being processed.
4. A ratepayer will be eligible for a remission where the invoiced daily usage for the rating unit is higher than the Threshold Daily Usage and the ratepayer is eligible to have their remission processed under 3 above.
5. A remission will be granted for the difference between invoiced daily usage and the Threshold Daily Usage.
6. At Council's absolute discretion, and on a case-by-case basis, Council staff can work with owners of complex properties with a water meter to get an equitable distribution of costs. This could include making reasonable inquiries about water usage as a basis for adjusting the allocations that would otherwise result from the application of this policy.

If a remission is given to one of the rating units on the complex meter, Council is unable to increase the amount invoiced to the other ratepayers on the same meter to recover the reduced revenue received.

Applicants may apply for this remission from 1 July 2018 and the remission will be effective from that date or the first day of the billing quarter in which application is made, whichever is the later. The remission will be calculated as part of the normal water billing cycle.

All remissions will be processed via the metered water account.

PART 6 - POLICY ON THE REMISSION AND POSTPONEMENT OF RATES ON MĀORI FREEHOLD LAND

6.1 REMISSION OF RATES

This policy is prepared pursuant to Sections 102 and 108 of the Local Government Act 2002 and Section 114 of the Local Government (Rating) Act 2002. In preparing this policy Council has considered the matters set out in Schedule 11 of the Local Government Act 2002.

Maori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by the Maori Land Court by freehold order. Only land that is the subject of such an order may qualify for the remission or postponement of rates under this policy.

This Policy aims to:

- (a) contribute to the fair and equitable collection of rates from all sectors of the community recognising that certain Maori lands have particular conditions, features, ownership, structures or other circumstances that make it appropriate to provide relief from rates; and
- (b) put in place a means of providing relief on rating for Maori land pursuant to Section 108 of the Local Government Act 2002 by way of remission or postponement of rates.

6.2 Objectives

The objectives of this policy are:

- (a) to recognise situations where there is no person or owner gaining an economic or financial benefit from the land;
- (b) to set aside land that is better set aside for non-use because of its natural features;
- (c) to recognise matters related to the physical accessibility of the land;
- (d) to recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes;
- (e) where part only of a block is occupied, to grant remission for the portion of the land not occupied; and
- (f) to facilitate development or use of the land where Council considers rates based on actual capital value make the actual use of the land uneconomic

6.3 Principles

The principles used in establishing this Policy are:

- (a) that, as defined in section 91 of the Local Government (Rating) Act 2002, Maori freehold land is liable for rates in the same manner as if it were general land;
- (b) that Council is required to consider whether it should have a policy which provides for remission of rates on Maori freehold land;
- (c) that Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non-collectable;
- (d) that applications for relief meet the criteria set by Council; and
- (e) that the policy does not provide for the permanent remission or postponement of rates on the property concerned.

6.4 Conditions and criteria

Council will maintain a register called the Maori freehold land rates relief register (the register), for the purpose of recording properties on which it has agreed to remit rates pursuant to this policy.

Applications for remission should include the following information:

- (a) Details of the property.
- (b) The objectives that will be achieved by providing a remission.
- (c) Documentation proving that the subject land is Maori freehold land.

Applications made after commencement of the rating year may be accepted at the discretion of Council

Any relief granted and the extent thereof is at the sole discretion of Council.

The register will be reviewed annually (or on a more regular basis at the discretion of Council). It may at its discretion add properties to the register. It may also determine that properties no longer comply either fully or in part, and either remove them from the register or reduce the extent of the relief.

Council will consider granting a remission of rates on property where any one or more of its objectives a) through to e) as set out above will be met. Where a remission is granted this will, to the extent that the objective relates to the entire property, be a 100% remission of all rates, except targeted rates for water supply, sewage disposal or waste collection including recycling. Where the objective relates to only part of the

property, there will be a proportional remission of all rates, except targeted rates for water supply, sewage disposal or waste collection including recycling.

Council will also consider granting a remission of rates on property where objective f) will be met.

This will follow the principle that the property carries a best potential use value that is significantly in excess of the economic value arising from the actual use. The remission will be to a maximum of 50% of all rates except targeted rates for water supply, sewage disposal or waste collection including recycling and will reflect a measure of the difference between rates as assessed and the rates that would be assessed based on actual use.

For the purposes of this Policy, rates are deemed to include penalties.

6.5 Postponement of rates

This policy aims to:

- (a) contribute to the fair and equitable collection of rates from all sectors of the community recognising that certain Maori lands have particular conditions, features, ownership structures or other circumstances that make it appropriate to provide relief from rates; and
- (b) put in place a means of providing relief on rating for Maori land pursuant to Section 108 of the Local Government Act 2002 by way of postponement of rates.

6.5.1 Objectives

The objectives of this policy are:

- (a) to encourage the economic development of the land by a new occupier, where there are rate arrears; and
- (b) to facilitate the development and economic use of land where it is considered that utilisation would be uneconomic if full rates are required to be paid during the period of development and establishment.

6.5.2 Principles

The principles used in establishing this Policy are:

- (a) that, as defined in Section 91 of the Local Government (Rating) Act 2002, Maori freehold land is liable for rates in the same manner as if it were general land:
- (b) that Council is required to consider whether it should have a policy which provides for the postponement of rates or rates relief on Maori freehold land:

- (c) that applications for postponement or remission meet the criteria set by Council; and
- (d) that the policy does not provide for the permanent remission or postponement of rates on the property concerned.

6.5.3 *Conditions and criteria*

Application for postponement of rates should be made in writing prior to commencement of the next rating year.

Applications made after commencement of the rating year may be accepted at the discretion of Council.

Owners or trustees making application should include the following information in their applications:

- (a) Details of the property.
- (b) The objectives that will be achieved by providing a remission.
- (c) Documentation proving that the subject land is Maori freehold land.

Any postponement granted and the extent thereof is at the sole discretion of Council.

No postponement will be granted on targeted rates for water supply, sewage disposal or waste collection including recycling.



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To: His Worship the Mayor and Councillors
From: Financial Accountant
Subject: **Eight Month Report to 29 February 2020**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

The Eight Month Report for the period ended 29 February 2020 is included as Appendix 1.

2 RECOMMENDATION

That –

- a) The information contained in the 'Eight Month Report to 29 February 2020' (document number 10378383), of Nada Milne, Financial Accountant, be received; and*
- b) The Finance and Corporate Committee approve the following 2019/20 funding requests and budget changes:*
 - A decrease of FOUR MILLION, SIX HUNDRED AND TWENTY THOUSAND DOLLARS (\$4,620,000) for Development and Reserve Contributions Revenue due to the timing of developments. This will result in a reduced balance for the Development Contributions Reserves.*

3 COMMENT

This Eight Month Report is for the period ended 29 February 2020.

The financial statements show the results for the eight months ended 29 February 2020 compared with the 2019/20 budget and the forecast to the end of the financial year.

It is important to note that the February reforecasts were done prior to the extent of COVID-19 business disruption becoming evident. It is now clear that there will be significant further variations in the last quarter of the financial year. Work is currently being carried out to better establish these impacts and this will be reported on at future meetings.

The Eight Month Report also provides an indication of the progress made with the measures, targets and key projects set out in the 2018-28 10-Year Plan.

The non-financial reporting features the traffic light indicator system. Updates on exceptions from the Organisational Plan, Key Performance indicators, community engagement strategy and a non-financial performance overview are also included in this report.

BUDGET CHANGES REQUIRING APPROVAL

There is one budget change requiring approval this month:

- Development and Reserve Contributions Revenue reduction of \$4,620,000 due to timing of developments tracking behind original budget. This will result in a reduced balance for the Development Contributions Reserves.

The change form has been processed and is included in the Financial Reports.



Nada Milne
FINANCIAL ACCOUNTANT



Reviewed by Sarah Davies
MANAGER FINANCE



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

APPENDIX 1

Eight Month Report to 29 February 2020 (document 10378378)



EIGHT MONTH REPORT

FOR THE PERIOD ENDED
29 FEBRUARY 2020

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Financial Overview

For the period ended 29 February 2020

The financial statements show the results for the eight months ended 29 February 2020 compared with the annual budget and a forecast to year end. The forecast operating surplus of \$16.8 million is \$5.5 million lower than the budget of \$22.3 million.

Total operating revenue is forecast to be approximately \$1.3 million higher than budget. This is mainly due to:

- Fees and charges revenue are forecast to be \$595,000 higher than budget. This is mainly due to:
 - Increase in revenue for Resource Management Consents of \$290,000 due to increased growth.
 - Increase in revenue for RATA of \$145,000 due to the addition of the new water services.
 - Increase in revenue for Pensioner Housing rent of \$77,000 due to the delayed sale of Blundell Place.
 - Increase in revenue for Paper Road sales of \$83,000 due to delayed sales originally forecast last year.
 - Increase in revenue for Cemeteries of \$117,000 due to the increase in charges and number of burials.
 - Decrease in revenue for Water Services of \$200,000 to reflect the decrease in the number of complex water connections being completed.
 - Decrease in revenue for Commercial rent of \$22,000 due to the vacant property on Tirau Road (State Highway 1) in Cambridge.
- Development and Reserve contributions are forecast to be \$4.6 million lower than budget based on revised estimates of development timing.
- Finance income is forecast to be \$657,000 higher than budget due to additional interest from short term arbitrage arrangements of \$826,000 which has been offset by lower than anticipated cash balances and interest rates of (\$168,800).
- Subsidies and Grants is forecast to be \$4.7 million higher than budget. This is made up of:
 - Increase in revenue for NZTA funding of \$4.6 million for the Hanlin Road Intersection.
 - Increase in external funding revenue of \$60,000 for the Cambridge Pool.
- Other revenue is forecast to be \$25,000 higher than budget due to the Profit on sale of vehicles.

Total operating expenditure is forecast to be \$6.8 million higher than budget. This is made up of:

- Employee Benefit expenses is forecast to be \$148,000 higher than budget due to an increase in staff numbers. There has also been an increase in consultancy, agency staff and internal charging (listed below). These increases have been offset by additional revenue.
- Other expenses is forecast to be \$6.8 million higher than the 2019/20 Annual Plan budget. This category includes costs such as maintenance, administration and consulting. The major variances relate to:
 - Operating carry forwards of \$3,358,000 from 2018/19. This includes balances for the de-sludge of Cambridge Sewer Treatment Plant, the Hicks Rd Water Mains Installation, Community Board Grants, Community Arts, Heritage Fund, Parks and Reserves, External Funding Balances, and Structure Plans.
 - Increase in expenditure for Cambridge Sewer Treatment Plant of \$1.1 million for desludging.
 - Increase in expenditure for profit/loss on sale of properties of \$1 million due to sale of Maungatautari Rd and Palmer Street and the sale of Te Rahu Road Cemetery being deferred to 2020/21.
 - Increase in expenditure for Hicks Road mains installation of \$345,000 for pumps and bores.
 - Increase in expenditure of \$300,000 for Cambridge Wastewater Treatment Plant stage 1 additional costs
 - Increase in expenditure for consultancy, agency staff and internal charging of \$233,000 to cover vacant positions.
 - Increase in expenditure for stormwater modelling of \$200,000 for completion of verification Stage 3.
 - Increase in expenditure for Governance and Support Services of \$188,000 mainly due to additional for Information Technology due to LTP modelling and development of marketing plan for Te Ara Wai.
 - Increase in expenditure for property services of \$160,000 mainly due to addition cost for landfills, lease management, WDC share of cost for removal of cars from Lake Arapuni and increased costs in pensioner housing maintenance.
 - Increase in expenditure for software maintenance of \$125,000 due to new software implementation.
 - Increase in expenditure for Council occupied buildings of \$78,000 for security services contract.
 - Increase in expenditure for Pirongia Town Concept Plan of \$44,000 for completion of the plan. This was funded using funds held from prior years.

- Decrease in expenditure for Hautapu Industrial Wastewater Provision of \$600,000 due to the deferral of work to 2020/21 based on developer timing.
 - Decrease in expenditure for demolition of Mahoe Street properties of \$275,000 due to the deferral of the work to 2020/21.
 - Decrease in expenditure for RATA of \$15,000 for savings in RATA roading costs offset by additional RATA water costs. This has been offset by increases in revenue for the new RATA water services.
- Finance Costs is forecast to be \$194,000 lower than budget. This is due to:
 - Additional interest of \$452,000 for short term arbitrage arrangements with this cost being offset by increased interest revenue.
 - Reduced interest expense of \$645,000 due to lower core debt requirements and lower borrowing rates.

Operating income is at 69 percent of the full year forecast and operating expenditure is at 65 percent of the full year forecast. Revenue is slightly above and expenditure slightly below the anticipated 67 percent.

Gross revenue from Significant Activities is at 66 percent of the full year forecast. Gross expenditure from Significant Activities is at 65 percent of the full year forecast. These exclude organisational revenue and expenditure. Both revenue and expenditure from Significant Activities are just below the anticipated 67 percent forecast.

Full variance explanations for each Activity are in the Group of Activities section of this report under the Cost of Service Statements.

Capital Expenditure

Capital expenditure is forecast at \$139.6 million compared to a budget of \$127.7 million. The table below summarises the capital forecast movements.

Capital forecast movement	\$000
Carry forwards from 2018/19 to the current year to complete contracts	16,866
Capital Work brought forward	7,934
Capital work not budgeted for – includes cost of work that is higher than what was anticipated	18,485
Savings in project costs	(40)
Projects deferred to future years	(29,422)
Capital work carried back to 2018/19	(1,936)
Total net changes	11,887

Explanation of significant capital variances – also detailed under each activity.

1. The significant variances in capital work brought forward relates to:

Changes since 4 month report (October 2019):

- \$940,000 brought forward from future years in 18-28 LTP for Cambridge Growth Cells C2 to align with development timings for the design services associated with Council funded infrastructure.
- \$303,000 brought forward from 2020/21 for the Cambridge Growth Cell to complete C6 Water main pipe extension.
- \$166,000 brought forward from 2020/21 for Mangaohoi Stream Remediation design and consent to align with development.
- \$50,000 brought forward from 2021/22 for contamination assessments of buildings and land on the Te Ara Wai building site.
- \$50,000 brought forward from 2024/25 for the Cambridge Road Urbanisation, C2/C3 junction design.
- \$50,000 brought forward from 2020/21 for the Pioneer Walkway to complete the cycleway upgrade.
- \$40,000 brought forward from 2020/21 for Te Ara Wai to align with the design programme.
- \$40,000 brought forward from 2020/21 for Cambridge North water provisions to align with timing of development.
- \$40,000 brought forward from 2020/21 for Kihikihi Brown Field stormwater works to complete installation of pipe and stormwater mitigation.

Previously reported in 4 month report:

- \$4,740,000 brought forward from 2020/21 for the & 2021/22 for the Cambridge Wastewater Treatment Plant upgrade.
- \$651,000 brought forward from 2023/24 to complete the Bond Rd/T3 Growth Cell water reticulation installation.
- \$500,000 brought forward from 2021/22 for construction of the Cambridge North stormwater western outlet.
- \$150,000 for replacement of Memorial Park pedestrian bridge. This project, has since been deferred to 20/21, since the concept plan will have an impact on the construction timing of this work.
- \$122,000 brought forward from 2020/21 for Waipuke Reserve as residual work to complete this project has now been committed to.

- \$66,000 for upgrading the carpark at Vaile Court.
- \$25,000 for office expense initially budgeted as an operational expense, and since transferred to capital expenditure.

2. The significant variances in capital work not budgeted relate to:

Changes since 4 month report (October 2019):

- \$4.6 million increase in forecast for Hanlin Road Intersection. This increase is 100% funded from external funding.
- \$1.3 million increase in forecast for Cambridge Growth Cell C1 development for land purchase.
- \$521,000 increase in forecast for Refurbishment of Cambridge 50m Pool structural improvements and remedial work.
- \$227,000 increase in forecast for the Cemeteries Health and Safety Improvement for additional machinery and to fund an extra 200 lawn burial plots.
- \$155,000 increase in forecast for Te Awamutu Band Rotunda strengthening and construction.
- \$150,000 increase in forecast for Carlton Street Stormwater Upgrade to complete works for flooding.
- \$93,000 increase in forecast for Cambridge North Land for the acquisition of land for the cycleway.
- \$52,800 increase in forecast for the Ra-Tu Reserve Enhancement to provide public access.

Previously reported in 4 month report:

- \$7,130,000 increase in forecast for Waikeria Prison wastewater expansion. This is funded externally by the Ministry of Justice.
- \$2,000,000 increase in forecast for Parallel Rd Water Treatment Plant upgrade, due to increased growth and current market conditions for construction contracts. This is funded by both loan and development contribution reserves.
- \$907,000 increase in forecast for Te Awamutu Wastewater Treatment Plant. This is funded by both loan and development contribution reserves.
- \$960,000 increase in forecast for Parallel Rd to Taylors Hill, for work to be completed in conjunction with the Bond Rd/T3 Growth Cell water project. This is loan funded.
- \$147,000 increase in forecast for T9 Te Rahu Rd/Picquet Hill for work to be completed in this financial year, funded from development contributions.
- \$323,000 increase in forecast of other smaller projects including roof replacement for Kihikihi Rd property, fall arrest system at the Te Awamutu Events Centre, Gasworks carpark seal, and repairs on pensioner housing units.

3. The significant variances in capital budget savings relate to:

Changes since 4 month report (October 2019):

- \$40,000 budget saving due to the acquisition of land for swale and the cycleway in Cambridge North not going ahead.

Previously reported in 4 month report:

- There were no savings in project costs reported in the 4 month report.

4. The significant projects deferred to future years relate to:

Changes since 4 month report (October 2019):

- \$6 million deferred to 2020/21 for Waikeria Prison Expansion due to timing delays and current cashflow projections.
- \$4 million deferred to 2020/21 for Parallel Rd Water Treatment Plant upgrade due to contracting delays as per Council Resolution.
- \$1.6 million deferred to 2020/21 for delay on construction of new Pensioner Housing Village stock at Vaile Court.
- \$650,000 deferred to 2020/21 for Playground Reserve Land Cambridge North due to delay with developer.
- \$610,000 deferred to 2020/21 for the Cycling – Te Awamutu/Ngaroto/Pirongia Connection due to development timing.
- \$600,000 deferred to 2021/22 for Hautapu Industrial wastewater provision to align with proposed development.
- \$300,000 deferred to 2020/21 for the reglazing of existing Pensioner Housing Village stock due to capacity issues arising from staff losses.
- \$300,000 deferred to 2020/21 for Cambridge Growth Cell (C1) stormwater provision to align with proposed development.
- \$190,000 deferred to 2020/21 for Te Awamutu Town Concept Plan Implementation to align with Te Ara Wai.
- \$66,500 deferred to 2020/21 for additional car parking at Vaile Court due to delays in construction.

Previously reported in 4 month report:

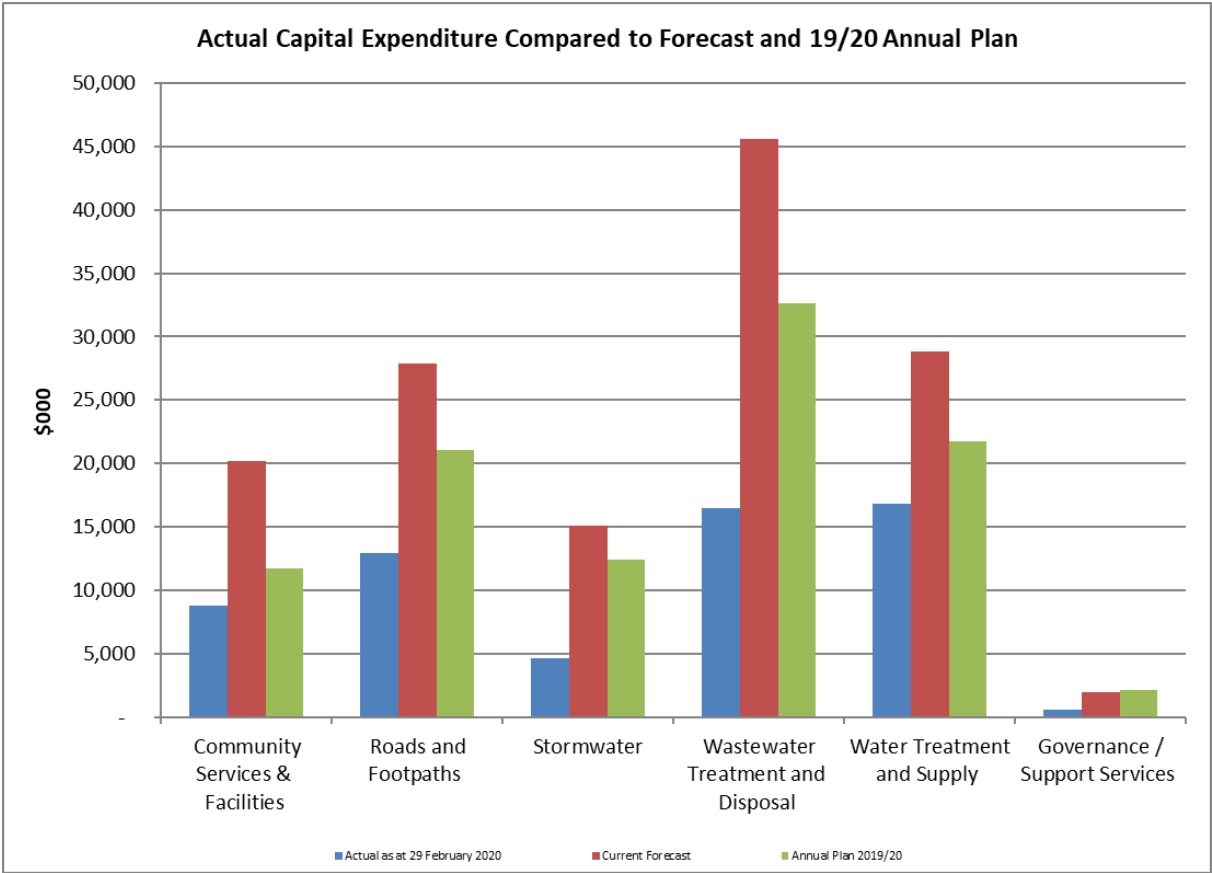
- \$4,392,000 of water projects that have since been reviewed as to estimated timeframes for actual construction within this year.
- \$3,051,000 of wastewater projects that have since been reviewed as to estimated timeframes for actual construction within this year.
- \$910,000 of stormwater projects that have since been reviewed as to estimated timeframes for actual construction within this year.
- \$2,145,000 of roading projects that have since been reviewed as to estimated timeframes for actual construction within this year.
- \$749,000 of community facility projects that have since been reviewed as to estimated timeframes for actual construction within this year.
- \$1,055,000 of support services projects that have since been reviewed as to estimated timeframes for actual delivery within this year.
- \$1,198,000 for both designing and build of Discovery Centre and for exhibition planning
- \$1,250,000 for stormwater growth projects where land is envisioned to be purchased next year.
- \$345,000 of community projects including Memorial Park pedestrian bridge, consent costs on Mangahoi Stream, Mangakaware Restoration and Development and Cambridge pool playground.

5. The significant projects carried back from 2019/20 year were:

Previously reported in 4 month report:

- \$1,700,000 for Te Awamutu Wastewater Treatment Plant for work completed ahead of schedule.
- \$140,000 for Williamson St streetscape for the undergrounding of the power supply.
- \$96,000 for the completion of the Te Awamutu staff accommodation upgrade.

Capital expenditure to date is at \$60.3 million which is 43 percent of the forecast. The graph below summarises the capital expenditure for each significant activity.



Treasury Management

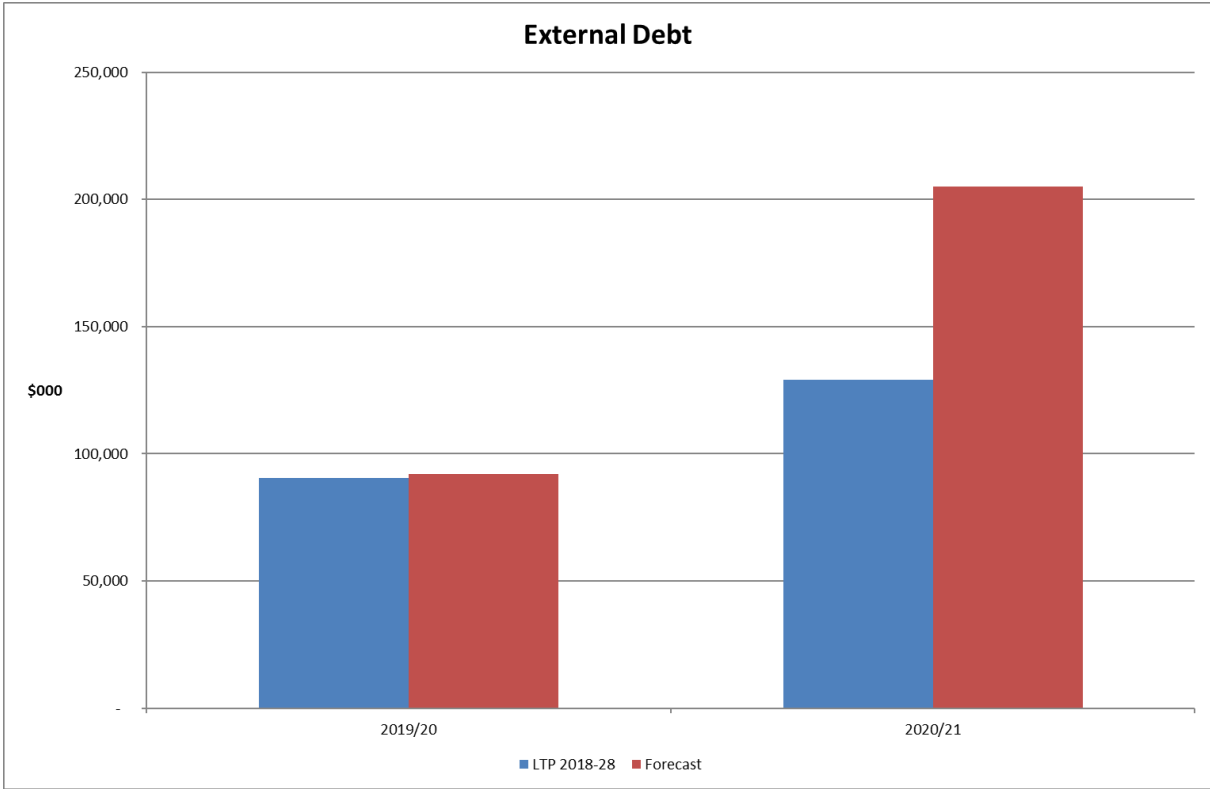
The balance of external loans as at 29 February 2020 is \$64.5 million. \$33.5 million relates to the short term arbitrage arrangements which mature on various dates between March and April 2020. It is anticipated Council will take out a further \$61 million of external loans this financial year, the year-end balance is forecast to be \$92 million. \$90.5 million of external debt was originally forecast in year two of the Long Term Plan (2019/20).

Debt movement		\$000
Opening cash position LTP year 2 2018/19		3,195
Less:	Capital Project increases after February Forecast – need to add in ones not forecast	(10,354)
Plus:	Timing of Trade Payables / Trade Receivables	(12,266)
	Expenditure lower than February Forecast (includes employee benefits and other expenses)	3,506
	Revenue higher than February Forecast (includes DC's, interest, subsidies and grants)	8,653
	Increase in carry forwards from 2018/19 forecast	0
	Increase in Investments	7,785
Opening cash balance 1 July 2019		519

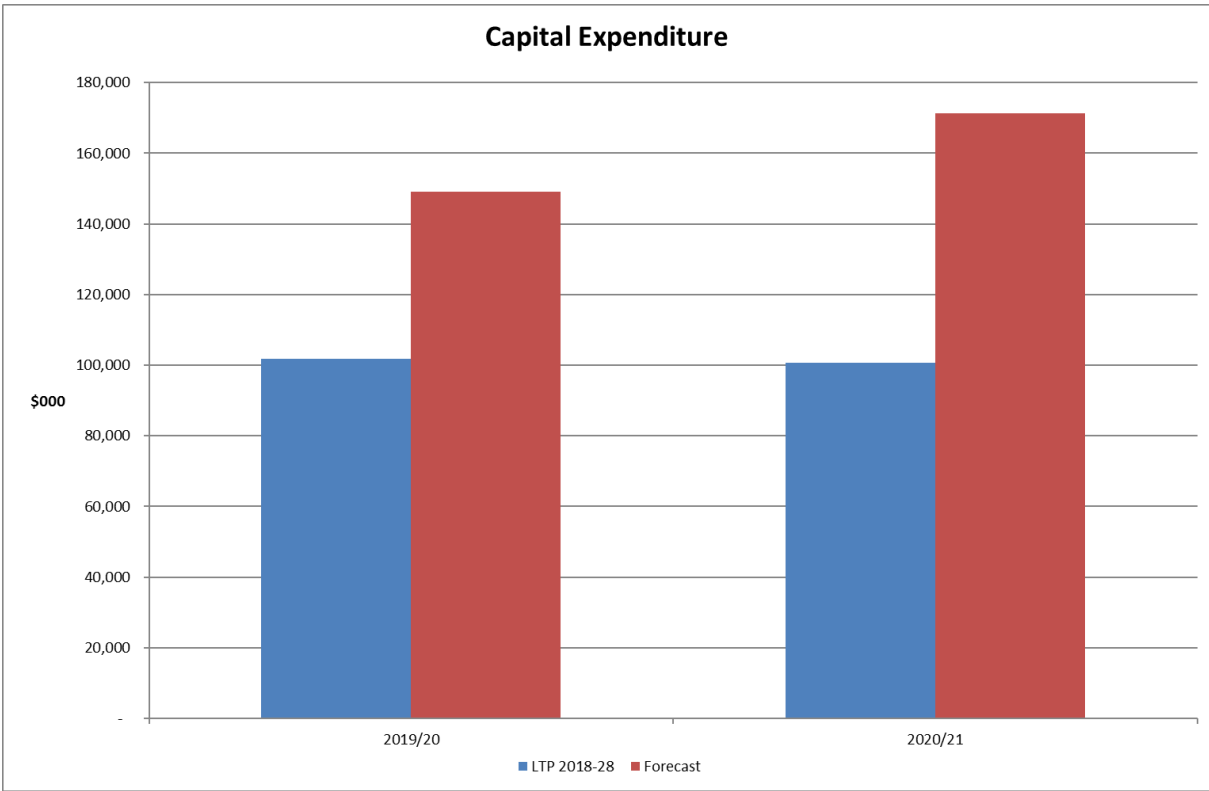
Debt movement		\$000
Opening cash balance 1 July 2019		519
Less:	Carry forwards from 2018/19	(16,866)
	Cash movement in revenue and expenditure – October & February Forecast	(7,134)
Plus:	Capital expenditure movement – October & February Forecast (excluding External Funding)	4,979
	Timing of Trade Payables / Trade Receivables	6,363
	Carry forwards forecasted for 2019/20	12,000
Adjusted Cash Balance		(139)
External Debt Increase		(1,500)
Decrease in Cash Balance		1,361

Compared to the 2018-28 Long Term Plan this is \$1.5 million more debt at year end.

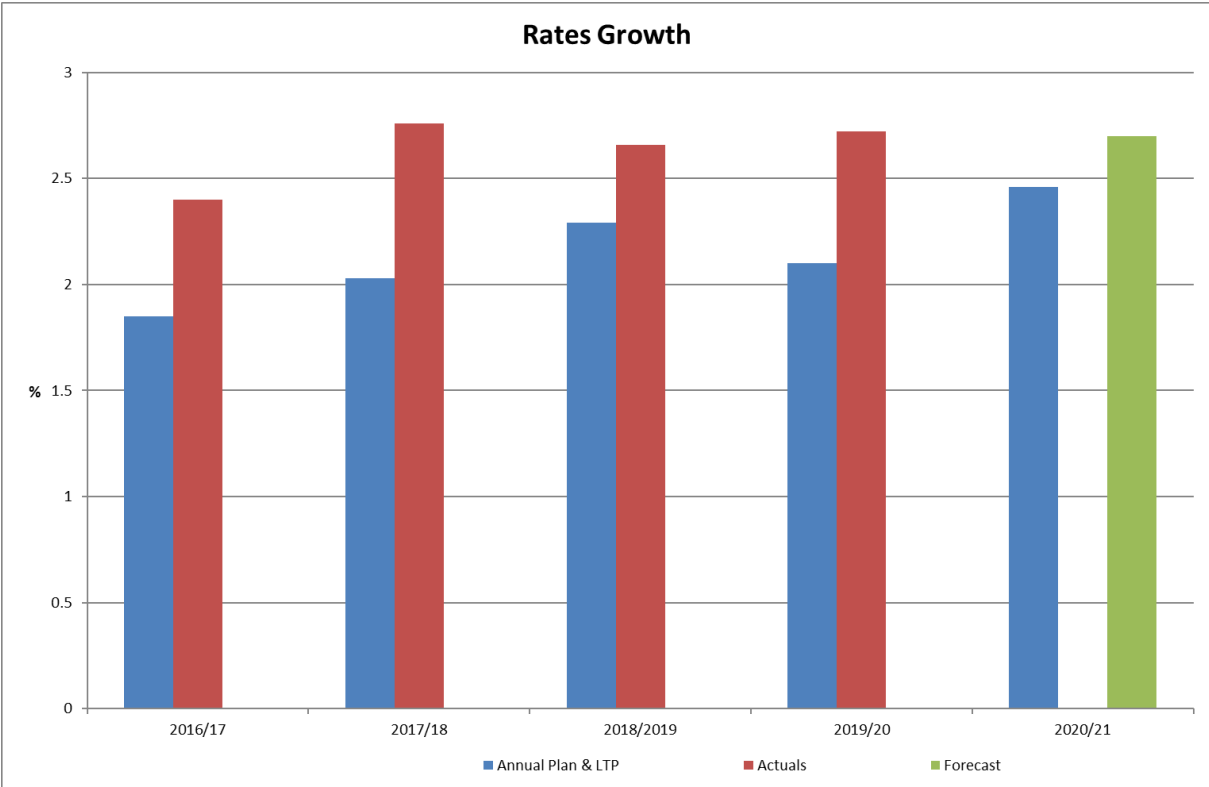
Financial Planning Implications of Forecast Changes Going Forward



The changes in level of external debt have been derived from the February 2020 forecast. The forecast adjusts the 2018-28 Long Term Plan budgets with any changes made during this financial year. The 2020/21 forecast is based on the draft 2020/21 Annual Plan.



The changes in capital expenditure have been derived from the February 2020 forecast. The forecast adjusts the Annual Plan budget figure for any changes made during this financial year. Capital expenditure for 2020/21 forecast is based on the draft 2020/21 Annual Plan.



The changes in level of rates growth have been derived using the actual rates growth from July 2019 compared to the rates growth budgeted in 2018-28 Long-term Plan (Year 3). The 2020/21 forecast is based on the draft 2020/21 Annual Plan.

Financial Risks

Risk	Assumptions 2019/20 (Year 2 LTP)	Status Update
Borrowing & Interest Rates	4.40 percent	Council's current average borrowing rate is 2.02 per cent, this is lower due to the borrowing rates on the \$33.5m borrowed for the arbitrage arrangements
Development Contribution Revenue	\$11.2 million	Forecast at \$7m due to likely changes in development timing.
Growth – Impact on Rates	2.10 percent	2019/20 actual was 2.72 percent
Inflation	2.0 percent	No change in assumption
Central Government Subsidy Payments	\$7.4 million	Forecast at \$7.7 million due to 2018/19 carry forwards and other changes

Statement of Comprehensive Income

For the period ended 29 February 2020

	2019/20	2019/20		2019/20	Budget	Budget	Budget	2018/19
		Full Year		Full Year	Variance	Variance	Variance	YTD
Notes	Actual	Forecast	Forecast	Budget	Carryforward	Previously	This Period	Last Year
	\$000	\$000	%	\$000	from 18/19	Reported	\$000	\$000
OPERATING INCOME								
Rates, excluding targeted water supply rates	35,225	52,479	67%	52,479	-	-	-	33,665
Fees, charges, and targeted rates for water supply	17,998	22,967	78%	22,372	-	857	(262)	13,723
Reserve contributions	272	422	64%	578	-	-	(156)	313
Development contributions	4,047	7,067	57%	11,534	-	-	(4,466)	3,833
Gain on revaluation of investment properties & forestry	-	421	0%	421	-	-	-	-
Vested assets	11,791	12,504	94%	12,504	-	-	-	12,034
Discovered assets	275	-	-	-	-	-	-	2,782
Dividends	51	52	98%	40	-	-	12	44
Finance income	750	848	88%	190	-	-	657	745
Subsidies and Grants	5,651	13,124	43%	8,461	-	4,663	-	4,593
Other revenue	270	428	63%	403	-	25	-	2,332
Total Operating Income	76,330	110,312	69%	108,982	-	5,545	(4,215)	74,064
OPERATING EXPENDITURE								
Employee benefit expenses	15,915	24,902	64%	24,754	-	202	(54)	13,897
Depreciation & amortisation	16,535	23,708	70%	23,724	-	-	(16)	14,693
Other expenses	27,565	43,498	63%	36,646	3,358	2,605	890	23,974
Finance costs	944	1,358	70%	1,552	-	-	(194)	765
Total Operating Expenditure	60,959	93,466	65%	86,676	3,358	2,807	626	53,329
OPERATING SURPLUS	15,371	16,846	91%	22,306	(3,358)	2,738	(4,841)	20,735
Other Comprehensive Income recognised directly in Equity								
Property Plant and Equipment								
Revaluation gains/(losses) taken to equity	(142)	47,234	0%	47,234	-	-	-	-
Cash flow hedges	-	219	0%	219	-	-	-	-
Total Other Comprehensive Income for the year	(142)	47,453	0%	47,453	-	-	-	-
Total Comprehensive Income for the year	15,229	64,299	24%	69,759	(3,358)	2,738	(4,841)	20,735

* Any Operating surpluses generally come from non-cash items. Council budgets for a general funds cash breakeven position.

- Increase in fees and charges revenue of \$595,000 mainly due to:
 - Increase in revenue for Resource Management Consents of \$290,000 due to increased growth.
 - Increase in revenue for RATA of \$145,000 due to the addition of the new water services.
 - Increase in revenue for Pensioner Housing rent of \$77,000 due to the delayed sale of Blundell Place.
 - Increase in revenue for Paper Road sales of \$83,000 due to delayed sales originally forecast last year.
 - Increase in revenue for Cemeteries of \$117,000 due to the increase in charges and number of burials.
 - Decrease in revenue for Water Services of \$200,000 to reflect the decrease in the number of complex water connections being completed.
 - Decrease in revenue for Commercial rent of \$22,000 due to the vacant property on Tirau Road (State Highway 1) in Cambridge.
- Development and Reserve contributions are forecast to be \$4.6 million lower than budget based on revised estimates of development timing.

3. Finance income is forecast to be \$657,000 higher than budget due to additional interest from short term arbitrage arrangements of \$826,000 which has been offset by lower than anticipated cash balances and interest rates of (\$168,800).
4. Subsidies and Grants is forecast to be \$4.7 million higher than budget. This is mainly due to an increase in forecast NZTA funding of \$4.6 million for Hanlin Road Intersection and increase of \$60,000 in external funding forecast for the Cambridge Pool.
5. Other revenue is forecast to be \$25,000 higher than budget. This is due to profit on sale from the sale of vehicles.
6. Increase in Employee Benefit expenses of \$148,000. This has been offset by additional revenue.
7. Increase in other expenses of \$6.8 million, the major variances are:
 - Operating carry forwards of \$3,358,000 from 2018/19. This includes balances for the desludge of Cambridge Sewer Treatment Plant, the Hicks Rd Water Mains Installation, Community Board Grants, Community Arts, Heritage Fund, Parks and Reserves, External Funding Balances, and Structure Plans.
 - Increase in expenditure for Cambridge Sewer Treatment Plant of \$1.1 million for desludging.
 - Increase in expenditure for profit/loss on sale of properties of \$1 million due to sale of Maungatautari Rd and Palmer Street and the sale of Te Rahu Road Cemetery being deferred to 2020/21.
 - Increase in expenditure for Hicks Road mains installation of \$345,000 for pumps and bores.
 - Increase in expenditure of \$300,000 for Cambridge Wastewater Treatment Plant stage 1 additional costs
 - Increase in expenditure for consultancy, agency staff and internal charging of \$233,000 to cover vacant positions.
 - Increase in expenditure for stormwater modelling of \$200,000 for completion of verification Stage 3.
 - Increase in expenditure for Governance and Support Services of \$188,000 mainly due to additional for Information Technology due to LTP modelling and development of marketing plan for Te Ara Wai.
 - Increase in expenditure for property services of \$160,000 mainly due to addition cost for landfills, lease management, WDC share of cost for removal of cars from Lake Arapuni and increased costs in pensioner housing maintenance.
 - Increase in expenditure for software maintenance of \$125,000 due to new software implementation.
 - Increase in expenditure for Council occupied buildings of \$78,000 for security services contract.
 - Increase in expenditure for Pirongia Town Concept Plan of \$44,000 for completion of the plan. This was funded using funds held from prior years.
 - Decrease in expenditure for Hautapu Industrial Wastewater Provision of \$600,000 due to the deferral of the work to 2020/21 based on developer timing.
 - Decrease in expenditure for demolition of Mahoe Street properties of \$275,000 due to the deferral of the work to 2020/21.
 - Decrease in expenditure for RATA of \$15,000 for savings in RATA roading costs offset by additional RATA water costs. This has been offset by increases in revenue for the new RATA water services.
8. Finance Costs are forecast to be \$194,000 lower than budget due to reduced interest expense of \$645,000 due to lower debt requirements and lower borrowing rates. This has been offset by additional interest of \$452,000 for short term arbitrage arrangements with this cost being offset by increased interest revenue.

Summary Cost of Service For the period ended 29 February 2020

	2019/20	2019/20		2019/20	Budget	Budget	Budget	2018/19
	Actual	Forecast	Forecast	Full Year	Variance	Variance	Variance	YTD
	\$000	\$000	%	Budget	Carryforward	Previously	This Period	Last Year
				\$000	from 18/19	Reported	\$000	\$000
Revenue								
Governance & Strategic Direction	105	103	102%	108	-	-	(5)	41
Planning and Regulatory	4,261	6,135	69%	5,675	-	460	-	3,922
Community Services and Facilities	3,053	4,908	62%	3,969	-	928	11	4,818
Roads and Footpaths	5,887	13,258	44%	8,511	-	4,837	(90)	4,568
Stormwater	21	22	95%	17	-	-	5	31
Wastewater Treatment and Disposal	459	743	62%	711	-	-	32	421
Water Treatment and Supply	10,151	11,285	90%	11,455	-	-	(170)	6,426
Support Services*	9,324	13,973	67%	13,955	-	19	(1)	7,971
GROSS REVENUE	33,261	50,427	66%	44,401	-	6,244	(218)	28,198
Less Internal Charges	(9,258)	(13,887)	67%	(13,887)	-	-	-	(7,917)
NET INCOME	24,003	36,540	66%	30,514	-	6,244	(218)	20,281
Expenditure								
Governance & Strategic Direction	6,111	9,833	62%	8,909	884	136	(96)	5,212
Planning and Regulatory	5,410	8,556	63%	8,462	-	(78)	172	5,011
Community Services and Facilities	15,372	25,392	61%	24,443	426	(70)	593	13,435
Roads and Footpaths	15,057	21,326	71%	21,211	98	(2)	19	13,241
Stormwater	2,416	4,121	59%	3,922	-	199	-	3,746
Wastewater Treatment and Disposal	8,758	10,979	80%	8,366	1,210	1,403	-	5,305
Water Treatment and Supply	8,597	13,644	63%	12,656	660	328	-	7,591
Support Services	9,647	15,562	62%	14,460	80	890	132	8,104
GROSS EXPENDITURE	71,368	109,413	65%	102,429	3,358	2,806	820	61,645
Less Internal Charges	(9,258)	(13,887)	67%	(13,887)	-	-	-	(7,917)
Less rates charged to Council properties	(820)	(1,103)	74%	(1,103)	-	-	-	(270)
NET EXPENDITURE	61,290	94,423	65%	87,439	3,358	2,806	820	53,458

* This includes internal charges

Refer individual Costs of Service Statements for explanations for variances.

Statement of Equity

For the period ended 29 February 2020

	2019/20 Year to Date Actual \$000	2019/20 Full Year Forecast \$000	Forecast %	2019/20 Full Year Budget \$000	Budget Variance \$000	2018/19 Full Year \$000
Balance at 1 July	1,717,060	1,717,060	100%	1,599,128		1,570,794
Total comprehensive income previously reported	15,230	64,298	24%	69,759	(5,461)	146,266
Balance at 30 June	1,732,290	1,781,358	97%	1,668,887	(5,461)	1,717,060

Statement of Financial Position As at 29 February 2020

	Notes	2019/20 Year to Date Actual \$000	2019/20 Full Year Forecast \$000	Forecast %	2019/20 Full Year Budget \$000	2018/19 Full Year \$000
ASSETS						
Current Assets						
Cash and cash equivalents	1	36,200	514	7043%	1,875	519
Other financial assets		-	-		96	-
Investments in CCO's		240	-		-	-
Assets held for sale		-	2,369	0%	7,689	2,369
Trade and other receivables		6,768	8,509	80%	6,473	8,436
Total Current Assets		43,208	11,392	379%	16,133	11,324
Non Current Assets						
Trade and other receivables		-	14	0%	32	14
Property plant and equipment		1,748,399	1,870,564	93%	1,750,153	1,706,976
Intangible Assets		1,782	2,155	83%	1,779	1,336
Forestry Assets		2,977	3,015	99%	2,419	2,977
Investment Properties		16,696	16,092	104%	15,976	16,591
Investments in CCO's		15,559	15,799	98%	13,603	15,799
Total Non Current Assets		1,785,413	1,907,639	94%	1,783,962	1,743,693
Total Assets		1,828,621	1,919,031	95%	1,800,095	1,755,017
LIABILITIES						
Current Liabilities						
Trade and other payables		28,108	38,866	72%	14,053	15,922
Provisions		212	210	101%	86	212
Employee benefit liabilities		1,574	1,380	114%	1,314	1,343
Borrowings	2	49,500	11,500	430%	15,500	-
Total Current Liabilities		79,394	51,956	153%	30,953	17,477
Non Current Liabilities						
Trade and other payables		-	3,543	0%	15,733	3,543
Derivative financial instruments		1,321	1,102	120%	716	1,321
Provisions		616	573	108%	555	616
Borrowings	2	15,000	80,500	19%	83,250	15,000
Total Non Current Liabilities		16,937	85,718	20%	100,254	20,480
Total Liabilities		96,331	137,674	70%	131,207	37,957
EQUITY						
Retained Earnings		518,562	535,744	97%	506,791	506,502
Other reserves		1,213,728	1,245,614	97%	1,162,097	1,210,558
Total Equity		1,732,290	1,781,358	97%	1,668,888	1,717,060

1. \$33.5 million of the current cash balance relates to the current short term arbitrage arrangements.
2. The balance of external loans as at 28 February is \$64.5 million, \$33.5 million relates to the short term arbitrage arrangements which mature at various intervals between December and March 2020. It is anticipated that Council will take out a further \$61 million of external loans this financial year bringing the forecast end of financial year loan balance to \$92 million.

Treasury Management Report

INVESTMENT POLICY (Treasury Management Policy)

1. Market Commentary

The Official Cash Rate is 1.0% set 12 February 2020.

2. Cash and Treasury Investments

	S&P Rating - Short (Long) Term	Total Short Term Investments	Policy Limit (\$)	%	Policy Limit (%)	Policy Compliance
Registered Banks						
ASB Bank Limited	A-1+(AA-)	8,687,336	40,000,000			✓
ANZ Bank New Zealand Limited	A-1+(AA-)	7,500,000	40,000,000			✓
Bank of New Zealand	A-1+(AA-)	-	40,000,000			✓
Westpac Banking Corporation	A-1+(AA-)	19,999,999	40,000,000			✓
Total Registered Banks		36,187,335		99.3%	≤ 100%	✓
Local Authorities						
	N/A	240,000	10,000,000			✓
Total Local Authorities and Other Issuers		240,000		0.7%	≤ 50%	✓
Total Investments		36,427,335		100%		

Commentary

There are no policy breaches.

BORROWING POLICY (Treasury Management Policy)

3. External Borrowing Maturity Profile

	Total Debt	2019/20	2020/21	2021/22 Onwards
Total Existing	64,500,000	49,500,000	-	15,000,000
Total Forecast Borrowing at year end	92,000,000	-	30,000,000	62,000,000

Commentary

Existing borrowing maturing this financial year is \$49.5 million of which \$33.5 million relates to the short term arbitrage arrangement maturing at various stages between December 2019 and March 2020. It is anticipated that Council will take out a further \$68.5 million of new debt prior to 30 June 2020.

4. Refinancing

Existing Debt to be Refinanced this year

-

Policy Compliance

✓

Policy Parameters - No more than \$30 million of outstanding external debt is subject to refinancing over the next 12 months or any rolling 12 month period thereafter.

5. Weighted Average Borrowing Rate

2.02%

Other Treasury Matters

Internal Loans

	29/02/2020	30/10/2019	30/06/2019
	\$000	\$000	\$0
Development Contribution Loans	16,670	18,081	19,073
Governance	2,463	2,463	2,999
Planning & Regulatory	190	190	214
Community Services & Facilities	21,850	21,850	23,446
Roads & Footpaths	16,812	16,812	17,559
Stormwater	170	170	777
Wastewater	6,583	6,583	6,721
Support Services	6,839	6,839	6,430
Arbitrage Debt	55,000	55,000	-
Total Debt	126,577	127,988	77,219
Less External Debt	64,500	81,000	15,000
Arbitrage Debt	33,500	55,000	-
Balance External Debt	31,000	26,000	15,000
Internal Loans	62,077	46,988	62,219

Net Debt

	29/02/2020	31/10/2019	30/06/2019	28/02/2019	31/10/2018	30/06/2018	28/02/2018
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Total External Loans	64,500	81,000	15,000	42,000	47,000	13,000	48,000
Less Total Investments	36,427	58,719	739	45,589	48,273	11,881	54,579
Net Debt	28,073	22,281	14,261	(3,589)	(1,273)	1,119	(6,579)

Forecast 30 June 2020 Net Debt

	30/06/2020
	\$000
Total External Loans	92,000
Less Total Investments	740
Net Debt	91,260

Organisational Performance Overview

A brief overview of organisational achievements for the four months November 2019 to February 2020 is outlined below.

This period included significant progress on Council's key planning documents:

- Preparation of Council's 2020-21 Annual Plan which is now pending communication out to the Community for input.
- The first step in a three part consultation process for the 2021-31 Long Term Plan began. A series of community BBQs commenced with the aim of seeking feedback around Waipa's vision and community outcomes.

This planning activity is occurring in parallel with Council continuing to focus on delivering the large capital works portfolio programmed for the second year of the 2018-28 Long Term Plan.

The details of performance levels and key achievements for the period are set out in each of the Group of Activity areas in the report. The following outlines some key highlights:

- Focus was maintained on continuous improvement; making processes easier for both Council's staff and customers.
 - A number of digital improvements were implemented as part of Council's digital roadmap including: increasing the type and methods that customers can use to make online payments, phase one of the implementation of a central contracts register as part of internal audit recommendations, and an enterprise budgeting software module which enables faster financial modelling.
 - Planning is underway for Council to carry out its' annual staff engagement 'pulse check.' The results of the survey will help to inform staff's internal priorities for the 2020/21 year.
 - A refresh of Council's staff values was completed and will be internally launched with staff over March and April.
- Significant milestones were reached for the capital works program. Highlights included:
 - Stage one of the Te Awamutu water supply project nears completion. This is part of a major infrastructure project to improve Te Awamutu's water supply.
 - Work on the Hanlin Road roundabout began. The roundabout is designed to increase the safety of the busy intersection. Once finished, it will include a new bus stop, street lighting, landscaping, footpaths and cycleways.
 - Te Ara Wai Journeys, a website accessed via mobile phone, was launched. Te Ara Wai Journeys takes visitors on pathways through natural landscapes, battle sites and early settlements in Waipā that formed the community and helped shape New Zealand.
 - Work began on Council's Albert Park pump station upgrade, part of the Waikeria pipeline project.
- Highlights also included improvements to some key parks and reserves:
 - Work was completed on an extension of the carpark at Waipuke Park. This allowed more people to enjoy the hotspot over the summer months.
 - The Thompson Street Playground in Cambridge was upgraded with a well-received opening picnic at the playground held in December.

- More than 200 new speed limits come into effect across the District at the beginning of November; a contribution to making roads safer for the growing population.
- On November 1st Waipa's Mayor and Councillors were sworn in for a new term. During the period Councillors also voted to add an iwi representative to the finance and corporate and service delivery committees. This means four committees have direct input from local Iwi before decisions on key issues are made by Council.

Overall the past eight months have represented a busy and successful period for Council. Council remains committed to our continuous improvement approach and will seek to make further improvements on behalf of the community in the future.

Community Engagement Strategy

Engagement

It has been a very productive and successful few months for the communications team, with preparations underway to commence engagement with the community around the long term plan, vision and community outcomes, and planning and support for numerous Council projects.

Key communications projects have included:

- Strategy and Community Services
 - Long Term Plan strategic community engagement preparation, which kicked off in early March with several community BBQs across the district
 - Council's new website development and launch
 - Te Ara Wai Journeys launch and marketing communication strategy
 - Ongoing Te Ara Wai project communications
 - Thompson Street playground opening
 - New Zealand Land War commemorations
 - Cambridge Be Bold Town structure plan community feedback
 - Ngahinapouri and Kihikihi town concept plans communications plan development
 - Library website launch
 - Cambridge Library closure communications
 - Kaniwhaniwha toilet updates
 - Maungatautari reputation management
 - Museum digitalisation
 - Rangimarie playground opening
 - Tree policy and funding communications
 - Communications planning for Memorial Park, Lake Te Koo Utu
- Service Delivery
 - Safer Roads, Safer Waipā speed limits campaign
 - Cambridge Road / Parallel Road / Kaipaki Road pipeline communications and reputation management
 - Smart Water campaign
 - Waikeria pipeline communications
 - Christie Ave pump station communications
 - Cambridge Pool project communications
 - Recycling wheelie bin rollout and reputation management for ongoing recycling and waste minimisation issues
 - Waste Minimisation fund communication
 - Public places bylaw communications
 - Hanlin Road project communications
 - Ohaupo streetscape work communications

- Roading re-seal communication
- Williamson Street work
- Business Support
 - Triennial elections
 - Councillor and community board induction, including media training
 - Re-opening of the Pirongia War Memorial Hall
 - Revaluations and rates rebates communications
 - Annual Plan communications development
 - Strategic framework - BI branding
 - Earthquake prone buildings communications
- District Growth and Regulatory
 - CDEM and crisis communications management preparation
 - Dog registration promotion
- Other
 - Council's 30-year anniversary
 - Friends of Council event support
 - Christmas / summer comms
 - Media releases for BAU
 - Cell phone tower communications

Funding Rounds

District Promotion Fund

The District Promotion Fund supports events that promote Waipā district as an attractive place to visit and spend time in. Following decisions made during the 2018-28 Long Term Plan process, the District Promotion Fund was increased by \$50,000 to \$150,000 per year. The majority of this fund was allocated at the June 2019 funding round for events taking place between 1 July 2019 and 30 June 2020. However, \$50,000 previously allocated to the RIDE Festival was made available due to the Cycle Classic not returning to Waipā.

Late applications were received and at the Council meeting on 17 December 2019, three events were allocated a total of \$28,744.

- Tokyo Olympic Farewell
- Balloons Visit Waipa District Council
- Pre-season Magic vs Swifts

An additional \$21,256 remained in the District Promotion Fund to be used by the end of the financial year. With additional late applications received, the District Promotion Fund committee allocated \$19,100 to the following events:

- Rangiaowhia Commemoration
- Red Bull UCI Pump Track World Championship Qualifier
- Waikato Kyokoshin Karate Championship 2020

Due to the impact on Coronavirus, some events funded through the District Promotion Fund and Community Events funds are being cancelled and / or will be postponed. We are currently trying to establish what impact this will have on the 2019-20 funding rounds.

Creative Communities Scheme

The Creative Communities Scheme is funded by Creative New Zealand and administered by Council. The September round saw 10 applications with \$20,964 being allocated to a range of projects.

Events

It's been a spring and summer period for events with many leveraging opportunities.

District promotion and community event funding, council equipment, and planning advice and promotion support was provided to the following events:

- Citroen Car Club
- NZ CrossFit Nationals
- Cambridge Half Marathon
- Cambridge Christmas Parade
- Te Awamutu Christmas Parade
- Le Quesnoy sculpture unveiling
- Friends of Council
- Journeys launch
- Pirongia Market
- Waikato Veteran and Vintage Car Club Kairangi
- TISSOT UCI Cycling World Cup
- UCI C1 BMX Championships
- NZ Water Ski Racing Series Race
- Waka Ama
- Kiwigrass Academy and Festival
- Whanau Fun Day
- New Zealand International Polo Day
- Hamilton City Cycling Club
- Ohaupō School Blueberry Fun Run
- Pre-Season Magic vs Swifts
- RIDE Festival
- Rangiaowhia Commemoration
- Mystery Creek Women's Polo
- Child Cancer Charity Ride
- XRACE Cambridge
- Targa Bambino

- Red Bull Pump Track World Qualifier
- Armistice in Cambridge

Social media

Facebook

We use Facebook as a key communication channel for raising awareness of Council issues, projects and events with the local community, and it's increasingly becoming a touchpoint for ratepayers with queries and suggestions.

The Waipa District Council page reached 7,630 followers in March 2020 and has an average monthly reach of 91,000 people. The Waipa Home of Champions page sits at 3,636 followers and has a reach of around 76,000 per month.

Instagram

Growth on Instagram has resulted in our account now having 1,261 followers (up from 1,125 in November 2019). More and more people are using the #waipanz hashtag to share their local photos and showcase our natural environment, facilities, and hospitality.

Twitter

The Waipā community is not as active on Twitter as other social media networks, but our Waipa District Council Twitter account has grown to 500 followers in March 2020 (up from 437 in November 2019).

Ad hoc and Emergency Work

These work requests have been generated as a result of Council meetings/workshops or Councillor requests, or from the Chief Executive or Executive team that are outside of budgeted work programmes or emergency work.

Ad hoc work request	Impact / update	Budget Implications
Desludge Cambridge Sewer Treatment Plant	Additional work required to Desludge Cambridge Sewer Treatment Plan.	\$1,100,000
Response to Covid – 19	Increase in cleaning of Council occupied buildings and purchase of hygiene products	TBC

Top Risks 2019/20

Waipa District Council's Top Risks – Updated August 2019

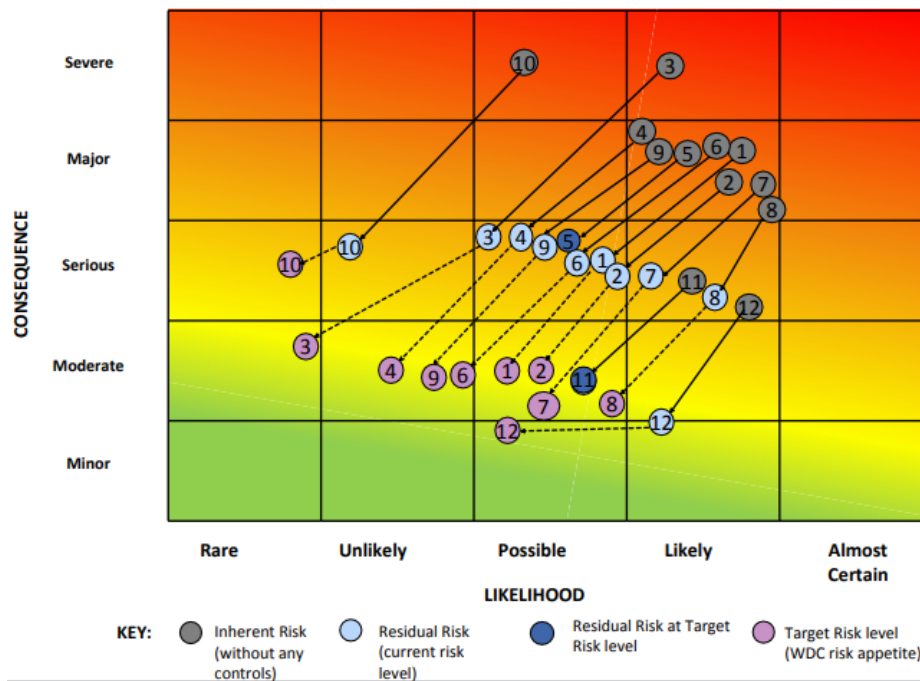
WDC's Top Risks are reviewed annual and monitored by the Executive Team and the Audit and Risk Committee on a quarterly basis.

Summary of Top Risks

The following are the top risks to the achievement of Waipa District Council's 2019/20 strategic priorities. Detail on each risk is set out on subsequent pages.

Monitoring and Review:

- Planned activity monitoring will occur through the existing business plan monitoring mechanism.
- Quarterly Executive Team and Audit and Risk Committee reporting on risk management.



#	Risk Areas	Residual (current) Level
1	Adequate staffing capacity and capability to deliver Council's objectives impacting on WDC's delivery of projects, finances and reputation	High
2	Failure to deliver 10-Year Plan programme of projects increases costs and puts unsustainable pressure on existing staff and reputation	High
3	Business Resilience failure resulting in significant financial and reputational loss to WDC and significant social and economic risk to the District	High
4	Risks to Information Management including cybersecurity resulting in reputational damage and property loss	High
5	Changes in central government policy or legislation can have an adverse effects on WDC's reputation, financial planning, delivery of services and legal compliance	High
6	Failure of relationships with key stakeholders can adversely impact WDC's ability to operate and deliver services and projects	High
7	Failure of Iwi partnership can adversely impact WDC's ability to operate and deliver services and projects and meet legislative obligations	High
8	Risk to Financial Sustainability is challenged by the significant growth within the District	High
9	Failure to respond to customer demand and meet increasing expectations for engaging and transacting with Council, including digital.	High
10	Failure to embed a Health and Safety culture resulting in serious injury or death to staff or members of the public	Medium
11	Elected membership make-up not reflective of a diverse community leading to poorer decision making and lack of representation.	Medium
12	Climate change impacts resulting in significant financial and reputational risk for Council and adverse economic and social impacts for the community	Medium

Strategic Priority Indicators

The following outlines the year to date status of the confirmed 2019/20 internal and external Strategic Priorities. In summary there are a total of 28 Strategic Priority lag indicators (CE KPIs) and 36 lead indicators.

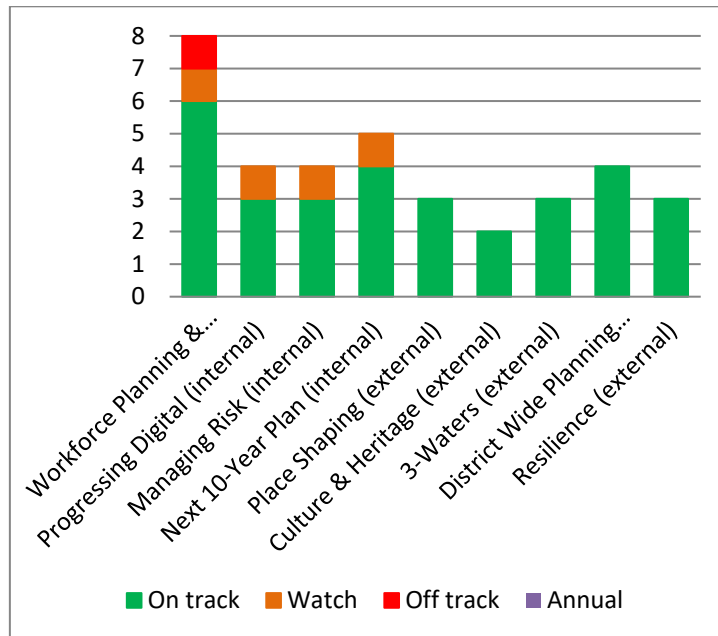


Figure 1: Strategic Priority Lead Indicators ((Actions to deliver the CE KPIs))

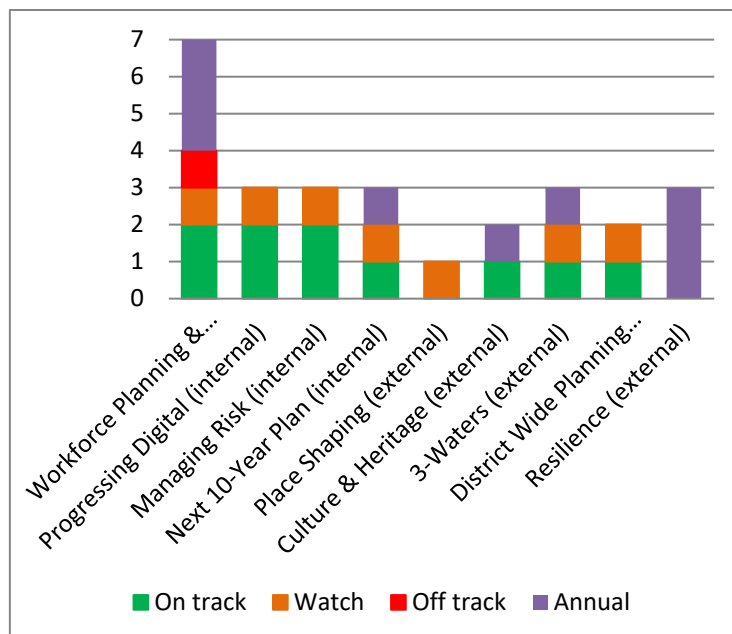


Figure 2: Strategic Priority Lag Indicators (CE KPIs)

The exceptions with associated commentary are outlined below.

Table 1: Strategic Priority Lead Indicators ((actions to deliver the CE KPIs)) exceptions

Strategic Priority	Strategic Priority Statement	Comment	Status
Workforce Planning & Culture	Council's values refresh completed and launched by 31 August 2019.	The working group has taken time to get the outcome of this project right. Strong values have a significant influence on all aspects of our strategic framework. The values have now been confirmed and roll-out will begin in March 2020.	
Workforce Planning & Culture	Tikanga roll out	A funding proposal for the programme is currently being considered. The roll-out of the program will not occur until next year.	
Progressing Digital	Digital roadmap communicated across the organisation.	Communication plan completed. Delayed delivery pending more certainty around ability to secure funding for the roadmap as do not want to over promise to staff.	
Managing Risk	A funding proposal for the programme is currently being considered. The roll-out of the programme will not occur until next year.	There have been some delays in the improvement program due to pressures on resourcing. The strategy and policy are now under development.	
Next 10-Year Plan	AMPs and business cases completed	There is significant pressure on resources to deliver these within the LTP project timeframes. Timeframe extended for completion until end March	

Table 2: Strategic Priority Lag Indicators ((CE KPIs)) exceptions

Strategic Priority	Strategic Priority Statement	Comment	Status
Workforce Planning & Culture	>25% of staff enrolled in a Tikanga programme	A funding proposal for the program is currently being considered. The roll-out of the programme will not occur until next year.	
Progressing Digital	**Resident Perception: – “How convenient was it for you to make your enquiry or lodge your complaint in this way?” ≥78%	71% This has increased. There are multiple projects underway to increase digital capability to make it more convenient for customers to interact with Council	

Strategic Priority	Strategic Priority Statement	Comment	Status
Managing Risk	Effective delivery of the capex programme (% spend goals) – top strategic risk 100% Renewals, 80% LOS, 70% Growth	Renewal – 44% LOS - 40% Growth – 30% Delivery of capex programme is behind schedule.	
Next 10-Year Plan	**Resident Perception: “Being transparent with spending.” ≥26% Resident Perception: “Making appropriate investment decisions for the District” ≥27%	24% and 25% respectively. Only marginally below target. Pre-consultation is currently underway for the 2021/31 10-Year Plan which will provide residents an avenue to provide input on future priorities and information on financial decision making.	
Place Shaping	Positive trend in Resident perception survey- “How satisfied are you with the way your town is developing in terms of look and feel?” ≥48%	47% Only marginally below target. Pre-consultation is currently underway for the 2021/31 10-Year Plan.	
3-Waters	Resident perception survey – “Overall satisfaction with Council for its management of water in the Waipa District” (3-Waters) ≥51%	47% Significant investment in waters infrastructure continues.	
District Wide Planning	≥39% Resident perception survey – “Council has a clear vision and provides clear direction for the development of the District.”	37% Marginally below target. Pre-consultation is currently underway for the 2021/31 10-Year Plan. This includes a review of Council’s vision and community outcomes.	

**** Note this was the first and second round of resident surveying using both postal and online (versus phone surveying) therefore the ‘dip’ could be attributed to this. The trend will continue to be monitored on a quarterly basis.**

Group of Activity - Governance

Council governance is the decision-making of the elected Council, its committees and community boards. This work is supported by the Planning and Community Relations Group and the Legal and Governance Support departments.

The following outlines the year to date status of the level of service performance measures for the governance group of activities. In summary there are a total of 4 performance measures for the group, 2 measured annually and 2 considered on track.

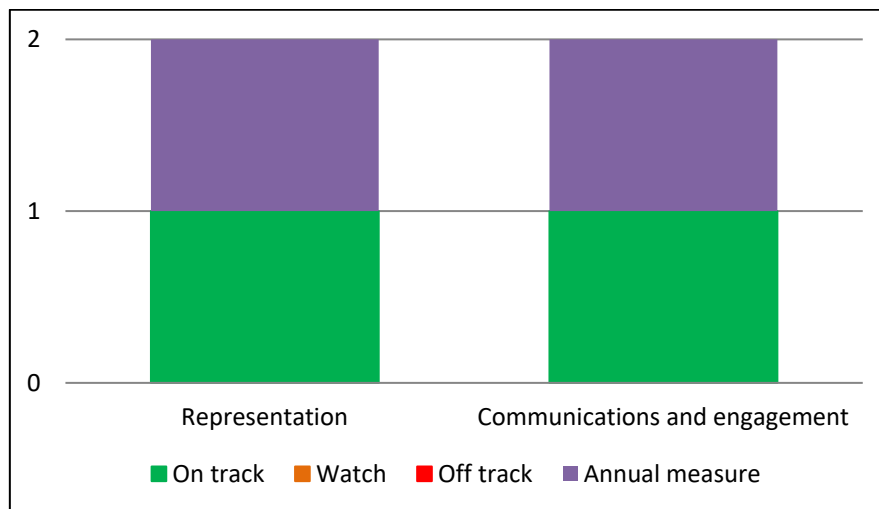


Figure 2: Governance key performance indicator graph

Operating and Capital Costs

	2019/20 Year to Date	2019/20 Full Year		2019/20 Full Year	Budget Variance Carryforward	Budget Variance Previously Reported	Budget Variance This Period	2018/19 YTD
	Actual	Forecast	Forecast	Budget	from 18/19			Last Year
	Notes	\$000	\$000	%	\$000	\$000	\$000	\$000
REVENUE								
Council & Committees		2	7	29%	-	-	7	3
Elections		55	54	102%	66	(7)	(5)	-
Community Grants		48	42	114%	42	-	-	38
TOTAL REVENUE		105	103	102%	108	-	(5)	41
OPERATING EXPENDITURE								
Council & Committees	1	1,781	2,723	65%	2,649	-	59	1,761
Cambridge Community Board		129	208	62%	201	-	7	122
Te Awamutu Community Board		121	185	65%	185	-	-	121
Elections		162	177	92%	231	-	9	5
Community Grants	2	1,105	1,443	77%	1,270	173	-	581
Strategic Planning	3	1,357	2,871	47%	2,130	711	76	1,211
Community Relationships		1,223	1,905	64%	1,913	-	(7)	1,205
Strategic Relationships		233	321	73%	329	-	(8)	206
TOTAL EXPENDITURE		6,111	9,833	62%	8,908	884	136	5,212
OPERATING SURPLUS/(DEFICIT)		(6,006)	(9,730)	62%	(8,800)	(884)	(136)	90
CAPITAL EXPENDITURE								
Capital Expenditure (excluding Vested)		9	9	100%	-	-	-	56
Debt Repayment		584	584	100%	-	-	-	587
TOTAL CAPITAL EXPENDITURE		593	593	100%	-	-	-	643

Explanation of significant cost of service variances

1. Increase in Council & Committees budget of \$64,000, mainly for councillor induction and training costs.
2. Increase in Community Grants budget of \$173,000 for carry forward of funds not spent in 2018/19 for community grants. This included \$76,000 for the Cambridge Cricket Club due to work being undertaken that the grant is funding being deferred to this financial year.
3. Overall increase in Strategic Planning budgets of \$741,000 which includes increases in budget for carry forward for the unspent heritage grants of \$80,000 and structure plans commenced in 2017/18 but not yet complete of \$631,000.

Group of Activity - Planning and Regulatory

The planning and regulatory group of activities covers resource management, building compliance, environmental health, animal control and development engineering. We provide these services to manage the natural and physical resources of the district, and promote and protect the health and safety of our communities and the general public. The avoidance or mitigation of natural hazards is a core service of our Council and is a central concern of this group of activities.

The following outlines the year to date status of the level of service performance measures for the Planning and Regulatory group of activities. In summary there are a total of 11 performance measures for the group of which 7 are considered on track.

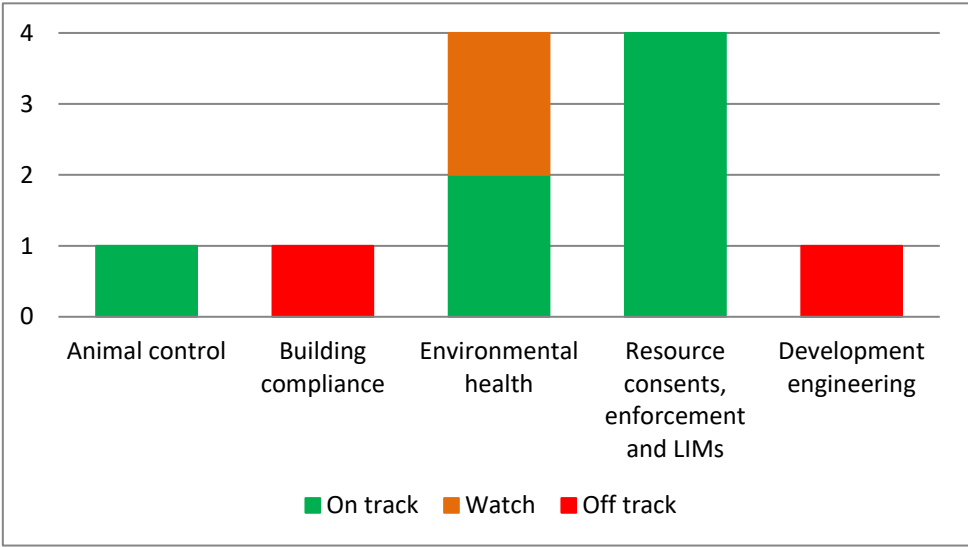




Figure 3: Planning and regulatory key performance indicator graph

The exceptions with associated commentary are outlined below.

Table 2: Planning and regulatory key performance indicator exceptions

Measure	Comment	YTD Target	YTD Actual	Status
Building consent applications are processed within statutory timeframes.	988 out of 995 building consents have been processed within timeframes year to date. A number of causes for the 7 that didn't meet timeframes including complexity of information required and resourcing challenges. These have since been resolved.	100 percent	99.10%	
The percentage of excessive noise complaints investigated within 1 hour.	A new contractor has been in place since September and has lifted performance. The year to date target is a reflection of the performance of the interim contractor during July and August.	95 percent	92.96 percent	

Measure	Comment	YTD Target	YTD Actual	Status
The percentage of smoke complaints investigated within 1 hour.	Marginally under target. 17 complaints have been received year to date. Only one is outside of the timeframe. Due to the low volumes this has placed the result slightly below target.	95 percent	94.12 percent	
Development Engineering - We are responsive to enquiries and requests for information.	The level of service continues to be impacted by resourcing constraints that Development Engineering has had over the past eighteen months. Two new staff have commenced in the team and they started in January 2020. With a four to six month training to get them up to speed, we will see some improvement in the figures over this time. Another staff member is currently being recruited with an appointment expected in June.	95 percent	85.83 percent	

Operating and Capital Costs

		2019/20	2019/20		2019/20	Budget	Budget	Budget	2018/19
		Year to Date	Full Year		Full Year	Variance	Variance	Variance	YTD
						Carryforward	Previously		
	Notes	Actual	Forecast	Forecast	Budget	from 18/19	Reported	This Period	Last Year
		\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
REVENUE									
Resource Management	1	1,328	2,062	64%	1,772	-	290	-	1,260
Building Control	2	1,769	2,651	67%	2,551	-	100	-	1,691
Environmental Health		294	449	65%	449	-	-	-	276
Animal Control		525	549	96%	549	-	-	-	503
Development Engineering		344	424	81%	354	-	70	-	192
TOTAL REVENUE		4,260	6,135	69%	5,675	-	460	-	3,922
OPERATING EXPENDITURE									
Resource Management	3	1,635	2,920	56%	3,032	-	(103)	(9)	1,674
Building Control	4	1,979	2,922	68%	2,757	-	(17)	182	1,535
Environmental Health		699	1,085	64%	1,106	-	(21)	-	669
Animal Control		502	799	63%	848	-	(49)	-	515
Development Engineering	5	595	829	72%	719	-	110	-	618
TOTAL EXPENDITURE		5,410	8,555	63%	8,462	-	(80)	173	5,011
OPERATING SURPLUS/(DEFICIT)		(1,150)	(2,420)	48%	(2,787)	-	540	(173)	(1,089)
CAPITAL EXPENDITURE									
Capital Expenditure (excluding Vested)		7	30	23%	-	-	-	30	-
Debt Repayment		24	24	100%	-	-	-	24	22
TOTAL CAPITAL EXPENDITURE		24	54	1	-	-	-	54	22

Explanation of significant cost of service variances

1. Increase in Resource Management revenue of \$290,000 mainly due to an increase in the number of building consents.
2. Increase in Building Control Income of \$100,000 due in an increase in the number of building consents which has been offset by an increase in expenditure.
3. Decrease in Resource Management expenditure of \$103,000 due to staff vacancies.
4. Increase in Building Control expenditure of \$165,000 mainly due to additional funds being required for the implementation of the AlphaOne system.
5. Increase in Development Engineering expenditure of \$110,000 for additional staff required. This has been partially offset by additional revenue.

Group of Activity - Community Services and Facilities

The community services and facilities group of activities provides recreational benefit and promotes the health and safety; and social and environmental wellbeing of our communities. Libraries, museums, reserves, and other recreational facilities are recognised by our Significance and Engagement Policy as significant activities of Council. In addition, the Policy also recognises the pensioner housing units as strategic assets.

The following outlines the year to date status of the level of service performance measures for the Community Services and Facilities group of activities. . In summary there are a total of 27 performance measures for the group of which 17 are considered on track. The exceptions with associated commentary are outlined below.

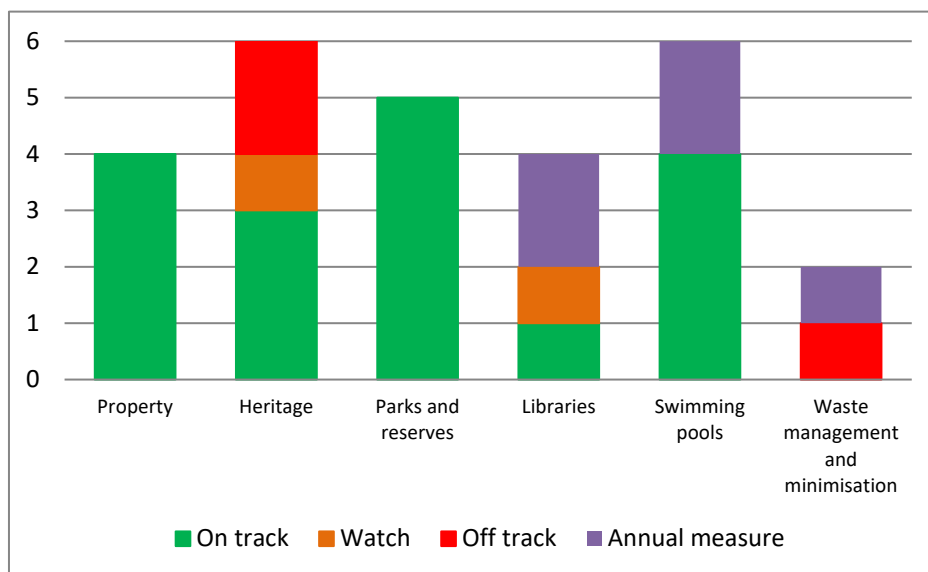


Figure 4: Community services and facilities key performance indicator graph

Table 3: Community services and facilities key performance indicator exceptions

Measure	Comment	YTD Target	YTD Actual	Status
The number of annual visitors to key Heritage sites – Te Awamutu Museum (excluding school students).	There is no definitive reason for the walk-in visitors to be lower than target, despite a vibrant programme of exhibitions. It is likely due to a combination of factors including weather, parking, the isolated location and level of facilities of the museum. Going forward the location of the proposed Discovery Centre is anticipated to reverse this reduction in casual visitors.	5537	2157	

Measure	Comment	YTD Target	YTD Actual	Status
The number of school students experiencing Heritage based education through the LEOTC programme	The number of school students attending have been affected by a number of factors. Educator vacancies have contributed to lower bookings. A new Educator began at the end of February.	2658	1195	
The number of annual visitors to key Heritage sites – Pirongia Visitor Centre	Numbers will continue to be monitored on a monthly basis.	2492	2244	
Size of the library collection compared to the LIANZA standard of 3 items per resident.	Only marginally outside of the range. There is some fluctuation due to the balancing of acquisitions and disposals.	2.95-3.05	2.94	
Number of justified complaints received about kerbside recycling collections services.	The new recycling wheelie bin service began in July. There are 20 new routes for the drivers to learn and new technology. Teething problems are expected. The number of complaints are now steadily decreasing with a significant drop in February (only 11 complaints received).	84	264	
The number of walk-in library visitors to TA and Cambridge	The door counters in both Te Awamutu and Cambridge libraries are no longer operational therefore a result cannot be reported. Work is underway to investigate and select alternative technology.	N/A	N/A	N/A

Operating and Capital Costs

	2019/20 Year to Date	2019/20 Full Year	2019/20 Full Year	Budget Variance	Budget Variance	Budget Variance	2018/19 YTD
	Actual	Forecast	Forecast	Carryforward	Previously	This Period	Last Year
Notes	\$000	\$000	%	\$000	from 18/19 \$000	\$000	\$000
REVENUE							
Parks and Reserves	11	-	-	-	-	-	-
Mighty River Domain	1	647	870	74%	721	-	149
District Museums	52	98	53%	98	-	-	79
District Libraries	101	161	63%	196	-	-	(35)
District Pool Te Awamutu	185	263	70%	263	-	-	-
District Pool Cambridge	2	123	461	27%	101	-	360
Cemeteries	3	207	309	67%	192	-	-
Public Toilets	4	-	250	0%	-	-	250
Properties	603	943	64%	872	-	106	(35)
Pensioner Housing & Own your Own Housing	814	1,159	70%	1,135	-	63	(39)
Rural Fire/Civil Defence	146	195	75%	195	-	-	-
Waste Management	164	198	83%	196	-	-	2
TOTAL REVENUE	3,053	4,907	62%	3,969	-	928	10
OPERATING EXPENDITURE							
Parks and Reserves	5	4,424	7,675	58%	7,355	260	60
Mighty River Domain	1,090	1,625	67%	1,595	-	41	(11)
District Museums	6	796	2,134	37%	1,970	84	(2)
District Libraries	1,351	2,102	64%	2,149	-	(41)	(6)
District Pool Te Awamutu	1,297	1,910	68%	1,909	-	1	-
District Pool Cambridge	7	172	405	42%	801	-	-
Heritage	8	239	470	51%	496	57	(1)
Cemeteries	231	438	53%	370	-	(29)	97
Public Toilets	324	583	56%	643	-	(60)	-
Properties	9	2,421	3,981	61%	3,266	-	(86)
Pensioner Housing & Own your Own Housing	831	1,345	62%	1,371	-	(26)	-
Forestry	39	134	29%	134	-	-	-
Rural Fire/Civil Defence	203	335	61%	339	-	(4)	-
Waste Management	10	1,938	2,231	87%	2,023	25	76
National Cycle Centre of Excellence	15	23	23	65%	23	-	-
TOTAL EXPENDITURE	15,371	25,391	61%	24,444	426	(71)	592
OPERATING SURPLUS/(DEFICIT)	(12,318)	(20,484)	60%	(20,475)	(426)	999	(582)
CAPITAL EXPENDITURE							
Capital Expenditure (excluding Vested)	11	8,783	20,267	43%	21,977	2,093	3,037
Debt Repayment	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE	8,783	20,267	43%	21,977	2,093	3,037	(6,840)

Explanation of significant cost of service variances

- Increase in revenue for Mighty River Domain of \$149,000 for external funding for Karapiro Reserve Development.
- Increase in revenue for Cambridge Pool of \$360,000 for external funding of the new pool.
- Increase in Cemeteries revenue of \$117,000 due to increase in fees and charges and number of burials.
- Increase in revenue for the Public Toilets of \$250,000 for external funding of the Pirongia toilets.
- Increase in expenditure for Parks & Reserves of \$320,000 mainly due to the carry forward of \$260,000 in reserve work due to staffing restraints
- Increase in expenditure for District Museums of \$164,000 mainly due to the carry forward of the heritage grant for \$84,000 and \$82,000 transferred from Heritage.
- Decrease in expenditure for the Cambridge Pool of \$396,000 due to delay in opening.
- Decrease in expenditure for Heritage of \$26,000 mainly due to \$57,000 an increase in Maungatautari Planning and Legal work required and \$82,000 transferred to Museums.
- Increase in properties budget of \$715,000 mainly due to profit/loss on sale of properties of \$1 million due to sale of Maungatautari Rd, Palmer Street and the sale of Te Rahu Road Cemetery being deferred to 2020/21. This has been offset by a decrease in expenditure for demolition of Mahoe Street properties of \$275,000 due to the deferral of the work to 2020/21.
- Increase in expenditure for Waste Management of \$208,000 for the increase in landfill costs.

Explanation of significant capital variance

11. Capital budget variance of \$1.7 million mainly due to:

- Increases in capital budgets from projects carried forward from 2018/19 of \$2.1 million. This includes Cambridge Town Pool \$963,000, Parks and Reserves \$685,000 consisting of playgrounds work, Mangakaware restoration, Maungatautari – Hicks Rd Formation and slip remediation for Mangahoi Stream and Settlers Track. Toilet Upgrades of \$91,000, pensioner housing of \$100,000, exhibition planning of \$40,000, web design for Te Awamutu and Cambridge libraries of \$18,000, heritage work of \$92,000, Karapiro Domain developments of \$90,000 and property purchase for Te Awamutu commercial of \$12,000.
- Reduction in capital budgets have occurred for Karapiro Domain carpark of \$26,000, Flour Mill sites of \$15,000, Cambridge Motor Park Carpark renewal of \$50,000, Te Rahu Rd development of \$230,000, Parks and Reserves of \$367,000 including Waipuke Development, Centennial Park playground and esplanade reserve work with the budgets transferred to 2020/21, New Pensioner Housing Construction of \$1.6 million deferred to 2020/21, Cycling Te Awamutu\Ngaroto\Pirongia connections of \$610,000 deferred to 2020/21, Playground Reserve Land Cambridge North of \$430,000, reglazing of the Pensioner Housing Village of \$330,000 deferred to 2020/21 and exhibition planning associated with Te Ara Wai of \$1.2 million.
- Increase in capital budgets for refurbishment of existing Cambridge Pool of \$521,000, Te Awamutu Bank Rotunda of \$155,000 and Pensioner Housing of \$88,000 for the Vaile Court carpark renewal.

Group of Activity – Roads and Footpaths

The roads and footpaths group of activities are the primary service provider for the construction and maintenance of the local transport network within the district. Our work in the road corridor includes road and footpath construction and maintenance, road safety, cycling and walking, car parks, street lights and passenger transport. This group of activities is a core service for Council and is recognised as a significant activity by our Significance and Engagement Policy.

The following outlines the year to date status of the level of service performance measures for the roads and footpaths group of activities. In summary there are a total of 10 performance measures for the group; 9 measures are reported at the end of the financial year.

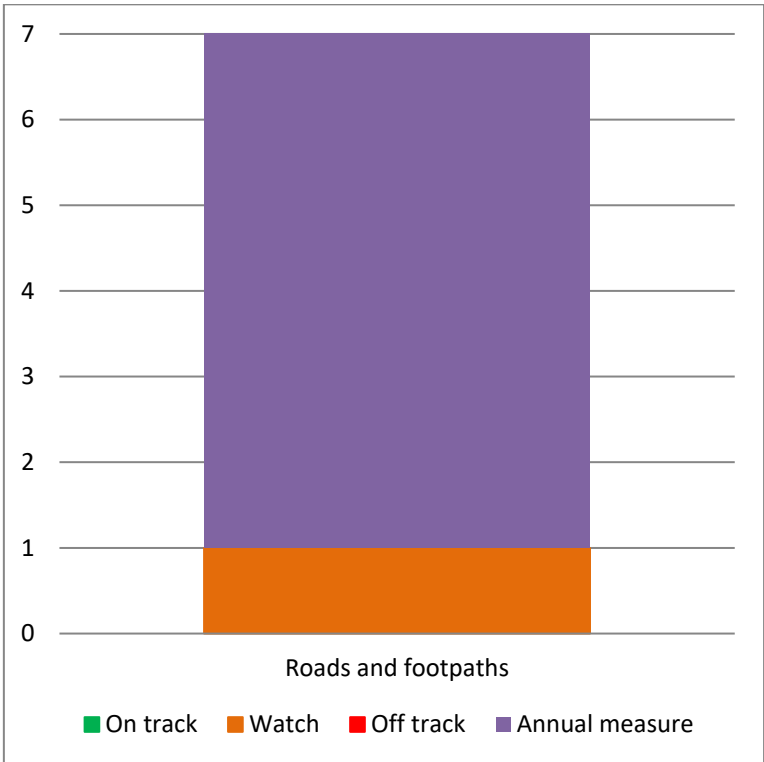


Figure 5: Roads and footpath key performance indicator

Table x: Roads and footpaths key performance indicator exceptions

Measure	Comment	YTD Target	YTD Actual	Status
The percentage of customer service requests relating to roads and footpaths addressed within the time frame specified in the long term plan.	The target will not be met. Staff are working hard to close out historical requests and improve performance.	90%	64.66%	

Operating and Capital Costs

		2019/20	2019/20		2019/20	Budget	Budget	Budget	2018/19
		Year to Date	Full Year		Full Year	Variance	Variance	Variance	YTD
		Actual	Forecast	Forecast	Budget	Carryforward	Previously	This Period	Last Year
	Notes	\$000	\$000	%	\$000	from 18/19	Reported	\$000	\$000
REVENUE									
Activity Revenue	1	5,887	13,258	44%	8,511	-	4,837	(90)	4,568
TOTAL REVENUE		5,887	13,258	44%	8,511	-	4,837	(90)	4,568
OPERATING EXPENDITURE									
Depreciation and Amortisation		7,251	9,979	73%	9,995	-	-	(16)	6,315
Activity Expenses	2	6,177	9,153	67%	8,825	98	258	(28)	5,555
Internal Charges and Overheads	2	1,250	1,588	79%	1,786	-	(260)	62	1,010
Finance Costs		379	606	63%	606	-	-	-	362
TOTAL EXPENDITURE		15,057	21,326	71%	21,212	98	(2)	18	13,242
OPERATING SURPLUS/(DEFICIT)		(9,170)	(8,068)	114%	(12,701)	(98)	4,839	(108)	(8,674)
CAPITAL EXPENDITURE									
Capital Expenditure (excluding Vested)	3	7,230	22,507	32%	18,173	1,699	2,395	240	4,997
Vested Assets		5,728	5,408	106%	5,408	-	-	-	4,893
Debt Repayment		936	936	100%	-	-	-	936	1,022
TOTAL CAPITAL EXPENDITURE		13,894	28,851	48%	23,581	1,699	2,395	1,176	10,912

Explanation of significant cost of service variances

1. Increase in revenue of \$4.7 million is mainly due to the external funding from NZTA for the Hanlin Road intersection.
2. Increase in expenditure of \$114,000 mainly due to carry forward from 2018/19 of parking strategy \$58,000 and CCTV operation \$40,000. The increase in RATA cost recovery \$258,000 is offset against overheads.

Explanation of significant capital variances

3. The capital variance is mainly due to:
 - Increase for capital budgets carried forward from 2018/2019 of 1.7 million including Hanlin Road Intersection project of \$400,000, Town Concept Plan projects of \$187,000, Williamson St Streetscape project of \$158,000, CCTV Video System of \$167,000 and TAW to Pirongia Shared Pathway project of \$84,000, roading upgrade projects of \$150,000. The remaining \$554,000 was carried forward for miscellaneous projects.
 - Increase in capital budget of \$4.6 million for Hanlin Road Intersection (funded from NZTA), increase in budget for the Cycling-Pioneer Walkway of \$50,000, increase in budget for Cambridge Road Urbanisation of \$50,000 and increase in budget for the design C2 & C3 Cambridge Road junction of \$410,000.
 - Decrease in Town Concept projects of \$740,000, Cycleway projects of \$459,000, roading maintenance projects of \$837,000, Mangapiko Stream Bridge Footpath Widening project of \$300,000. The remaining \$140,000 was for miscellaneous projects.

Group of Activity - Stormwater

Typically stormwater is described as being rainfall that runs off roofs, roads and other surfaces and then into gutters and stormwater collection systems such as pipes, culverts, open drains/swales and detention structures. The stormwater network infrastructure is a core service of Council and stormwater management is recognised by our Significance and Engagement Policy as a significant activity of Council.

The following outlines the year to date status of the level of service performance measures for the stormwater group of activities. In summary there are a total of 8 performance measures all of which are considered on track.

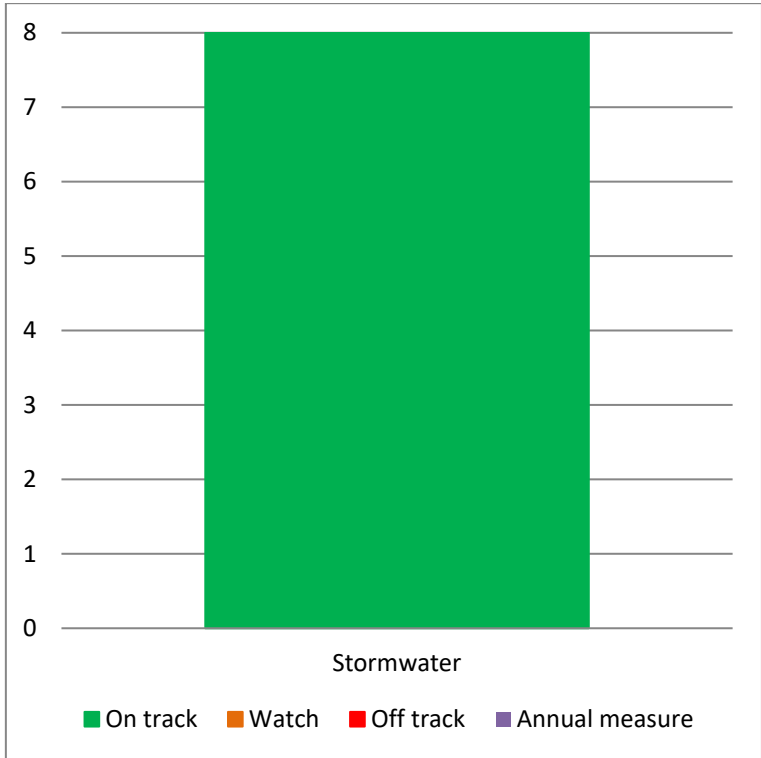


Figure 6: Stormwater key performance indicators

Operating and Capital Costs

	2019/20 Year to Date	2019/20 Full Year	2019/20 Full Year	Budget Variance	Budget Variance	Budget Variance	2018/19 YTD	
	Actual	Forecast	Forecast	Carryforward from 18/19	Previously Reported	This Period	Last Year	
	Notes	\$000	\$000	%	\$000	\$000	\$000	
REVENUE								
Activity Revenue		21	22	95%	17	-	5	31
TOTAL REVENUE		21	22	95%	17	-	5	31
OPERATING EXPENDITURE								
Depreciation and Amortisation		1,109	1,461	76%	1,461	-	-	931
Activity Expenses	1	917	2,054	45%	1,854	-	199	2,521
Internal Charges and Overheads		373	571	65%	571	-	-	294
Finance Costs		17	36	47%	36	-	-	-
TOTAL EXPENDITURE		2,416	4,122	59%	3,922	-	199	3,746
OPERATING SURPLUS/(DEFICIT)		(2,395)	(4,100)	58%	(3,905)	-	(199)	4
CAPITAL EXPENDITURE								
Capital Expenditure (excluding Vested)	2	2,210	12,133	18%	8,332	3,635	(1,610)	1,776
Vested Assets		2,432	2,946	83%	2,946	-	-	2,460
Debt Repayment		23	23	100%	-	-	-	23
TOTAL CAPITAL EXPENDITURE		4,665	15,102	31%	11,278	3,635	(1,610)	1,799

Explanation of significant cost of service variances

1. Increase in activity expenses due to completion of the 19/20 stormwater modelling verification Stage 3.

Explanation of significant capital variances

2. The capital variance is mainly due to:
 - Increases in capital budgets from projects carried forward from 2018/19 of \$3.6 million. This includes construction of Victoria Road Swale \$200,000, land purchase and construction of Western Swale \$816,000, purchase of land and construction for North Eastern Swale of \$831,000, Lakeview Drive Renewals of \$112,000, and purchase of Victoria Road Land and construction of swale \$872,000, Truck Reticulation for Cambridge North \$148,000, Hautapu Industrial Stormwater Provision \$125,000, Truck Reticulation for Cambridge North Western \$273,000, Provision for Stormwater Development C1, C2 and C3 \$135,000, Te Awamutu T1 Flood Mitigation \$64,000 and district wide renewals \$24,000.
 - Increase in capital budgets for Carlton Street Stormwater upgrade of \$150,000 to complete works and increase in Stormwater land Purchases (C1) of \$1.3 million due to timing of development.
 - Decrease in capital budgets for Cambridge Park Stormwater Provision of \$256,000 deferred to 2020/21, Western Outlet of \$150,000 deferred to 2020/21 due to the need of the pond to settle, Kihikihi Brown Fields of \$150,000 deferred to 2020/21 (only scoping completed at this stage) and decrease in Stormwater land purchases C2 and C3 of \$400,000 deferred to 2020/21 due to timing of development, Land purchase Western Outlet of \$153,000 and Victoria Rd upgrade of \$350,000 deferred to 2020/21 as bulk of land purchases will be undertaken next financial year.

Group of Activity - Wastewater Treatment and Disposal

The wastewater treatment and disposal activity includes the reticulation network for the collection of sewage and trade waste and its treatment and disposal. The wastewater network infrastructure is a core service of Council and wastewater treatment and disposal is recognised by our Significance and Engagement Policy as a significant activity of Council.

The following outlines the year to date status of the level of service performance measures for the wastewater treatment and disposal group of activities. In summary there are a total of 8 performance measures for the group of which 7 are considered on track. The exception with commentary is outlined below.

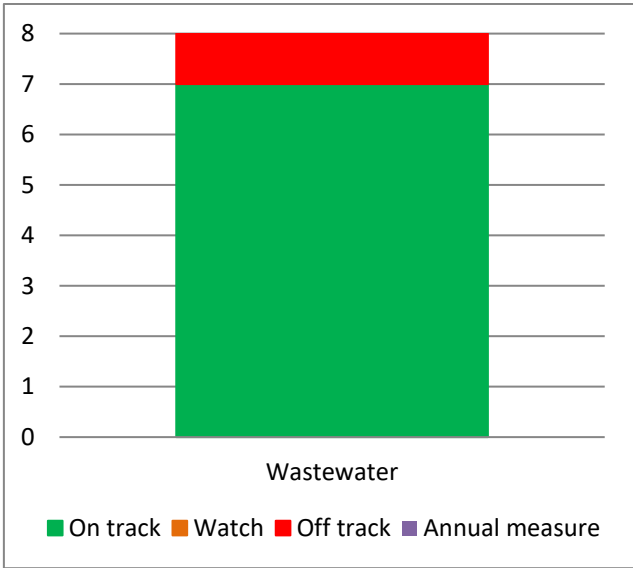


Figure 7: Wastewater treatment and disposal key performance indicator graph

Table 4: Wastewater key performance indicator exceptions5

Measure	Comment	YTD Target	YTD Actual	Status
Compliance with consents for discharge from the sewerage system – Number of Abatement Notices.	The abatement notices are associated with ongoing resource consent non-compliance at Cambridge wastewater treatment plant. The planned upgrade will address this issue.	0	2	

Operating and Capital Costs

	2019/20 Year to Date	2019/20 Full Year		2019/20 Full Year	Budget Variance	Budget Variance	Budget Variance	2018/19 YTD
	Actual	Forecast	Forecast	Budget	Carryforward from 18/19	Previously Reported	This Period	Last Year
Notes	\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
REVENUE								
Activity Revenue	459	743	62%	711	-	-	32	421
TOTAL REVENUE	459	743	62%	711	-	-	32	421
OPERATING EXPENDITURE								
Depreciation and Amortisation	2,431	3,120	78%	3,120	-	-	-	1,897
Activity Expenses	1	5,099	6,072	84%	3,459	1,210	1,403	2,608
Internal Charges and Overheads	1,085	1,520	71%	1,520	-	-	-	773
Finance Costs	143	267	54%	267	-	-	-	27
TOTAL EXPENDITURE	8,758	10,979	80%	8,366	1,210	1,403	-	5,305
OPERATING SURPLUS/(DEFICIT)	(8,299)	(10,236)	81%	(7,655)	(1,210)	(1,403)	32	(4,884)
CAPITAL EXPENDITURE								
Capital Expenditure (excluding Vested)	2	14,770	43,046	34%	40,242	1,193	1,427	184
Vested Assets	1,666	2,557	65%	2,557	-	-	-	1,786
Debt Repayment	171	171	100%	-	-	-	171	52
TOTAL CAPITAL EXPENDITURE	16,607	45,774	36%	42,799	1,193	1,427	355	9,741

Explanation of significant cost of service variances

- Increase in activity expenses of \$2.6 million mainly due to:
 - Operating carry forward of \$1.2 million for District Wide Wastewater Strategy of \$31,000 and desludge of Cambridge Sewer Treatment Plant of \$1.1 million.
 - Increase in budget of an additional \$1.1 million for the Desludge Cambridge Sewer Treatment and for Te Awamutu Wastewater Treatment Plant Upgrade \$300,000.

Explanation of significant capital variances

- The capital variance is mainly due to:
 - Increases in capital budgets from projects carried forward from 2018/19 of \$1.2 million. This includes Cambridge Pipe Bridge \$300,000, Cambridge Growth Cells (C1, C2, C3), Cambridge North and Hautapu \$399,000, Cambridge Headworks \$37,000, Te Awamutu T1 Development \$79,000 and Christie Ave Pump Station Renewal \$378,000.
 - Increase in capital budgets for Waikeria Prison Expansion of \$1.1 million (funded externally), Cambridge Treatment Plant of \$4.7 million and Cambridge Growth Cells (C2, C3) of \$185,000 due to timing of development.
 - Decrease in capital budgets for Cambridge North, Hautapu Industrial Wastewater provision and Hautapu East of \$3.6 million deferred to 2020/21, Te Awamutu Wastewater Treatment Plant of \$793,000 and Vogel/Alpha St Odour Control \$51,000 also deferred to 2020/21.

Group of Activity - Water Treatment and Supply

The water treatment and supply group of activities includes all the services involved in abstracting, treating, storing and distributing water to users through the reticulation network. The water network infrastructure is a core service of Council and water treatment and supply is recognised by our Significance and Engagement Policy as a significant activity of Council.

The following outlines the year to date status of the level of service performance measures for the water treatment and supply group of activities. In summary there are a total of 32 performance measures for the group of which 24 are considered on track with 8 measures to be reported at the end of the financial year.

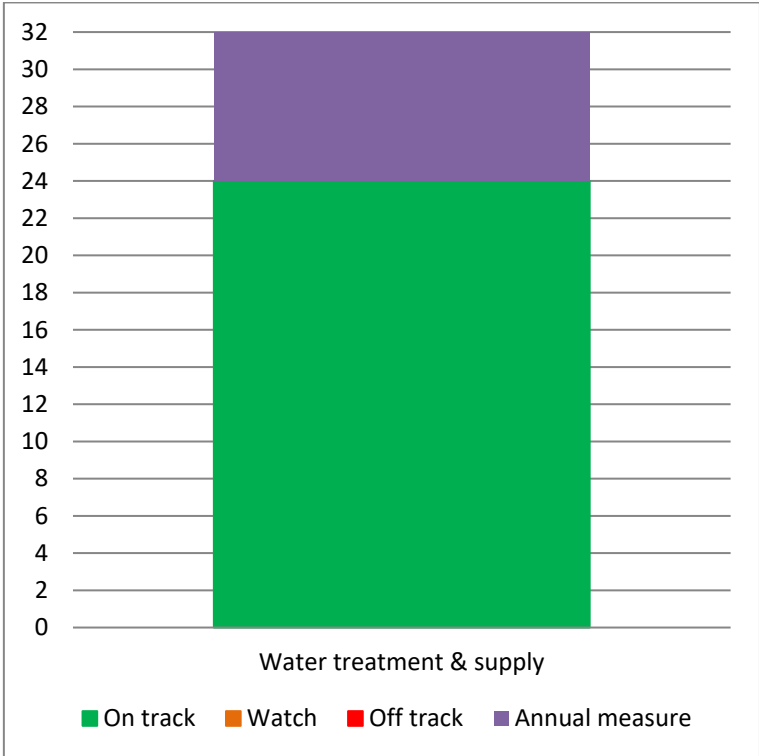


Figure 8: Water treatment and supply key performance indicator graph

Operating and Capital Costs

	2019/20 Year to Date	2019/20 Full Year		2019/20 Full Year	Budget Variance	Budget Variance	Budget Variance	2018/19 YTD	
	Actual	Forecast	Forecast	Budget	Carryforward from 18/19	Previously Reported	This Period	Last Year	
Notes	\$000	\$000	%	\$000	\$000	\$000	\$000	\$000	
REVENUE									
Activity Revenue	10,151	11,285	90%	11,455	-	-	(170)	6,426	
TOTAL REVENUE	10,151	11,285	90%	11,455	-	-	(170)	6,426	
OPERATING EXPENDITURE									
Depreciation and Amortisation	2,856	4,886	58%	4,886	-	-	-	2,991	
Activity Expenses	1	5,023	7,464	67%	6,475	660	328	1	3,971
Internal Charges and Overheads	718	1,021	70%	1,021	-	-	-	630	
Finance Costs	-	274	0%	274	-	-	-	-	
TOTAL EXPENDITURE	8,597	13,645	63%	12,656	660	328	1	7,592	
OPERATING SURPLUS/(DEFICIT)	1,554	(2,360)	-66%	(1,201)	(660)	(328)	(171)	(1,166)	
CAPITAL EXPENDITURE									
Capital Expenditure (excluding Vested)	2	15,003	27,195	55%	23,715	7,846	(460)	(3,906)	5,118
Vested Assets	1,841	1,593	116%	1,593	-	-	-	2,895	
Debt Repayment	174	174	100%	-	-	-	174	-	
TOTAL CAPITAL EXPENDITURE	17,018	28,962	59%	25,308	7,846	(460)	(3,732)	8,013	

Explanation of significant cost of service variances

- Increase in activity expenses of \$989,000 mainly due to:
 - Operating carry forward of \$660,000 for Hicks Rd Mains installation and peer reviews of the water modelling.
 - Increase in Hicks Rd mains installation budget of a further \$345,000 due to needing on demand supply resulting in another pump and bores to be installed.

Explanation of significant capital variances

- The capital variance is mainly due to:
 - Increases in capital budgets from projects carried forward from 2018/19 of \$7.8 million. This includes Raw Water Main and Inlet \$5.7 million, Hicks Rd Mains Installation \$1.4 million, Ongoing water meter installations \$169,000, Dedicated main from Leamington to Cambridge North \$243,000, District Wide Water Main renewals \$194,000, Cambridge Water reticulation growth C2 and C3 \$48,000, Karapiro Rising Main \$25,000 and Karapiro Water Treatment Plant Renewals \$60,000.
 - Increases in capital budgets for Dedicated Main Leamington to CB North \$70,000 due to construction difficulties under the Karapiro Gully, increase in budget of \$860,000 for Parallel Rd to Taylors Rd pipeline, increase in budget for Te Awamutu Growth Cell (T3-T10) Bond Rd \$751,000 due to timing of development and increase in budget for Te Awamutu Growth Cell (T9) Te Rahu Rd – Picquet Hill of \$147,000 due to timing of development, Increase in budget for Cambridge Growth Cell (C6) water main pipe extension of \$303,000 brought forward from 2020/21 due to timing of development.
 - Reductions in capital budgets deferred to 2020/21 for Parallel Rd Treatment Plant upgrade of \$5.5 million, Cambridge Growth Cells water projects of \$421,000, Kihikihi Water Supply projects \$353,000 and standby generators for treatment plants \$248,000.

Group of Activity - Support Services

Support services provide a range of specialist skills and services to support the delivery of our services, including customer support, financial management, human resources, information services, legal and corporate support, organisational development, and property management.

The following outlines the year to date status of the level of service performance measures for the support group of activities. In summary there are a total of 3 performance measures for the group, all of which are considered on track.

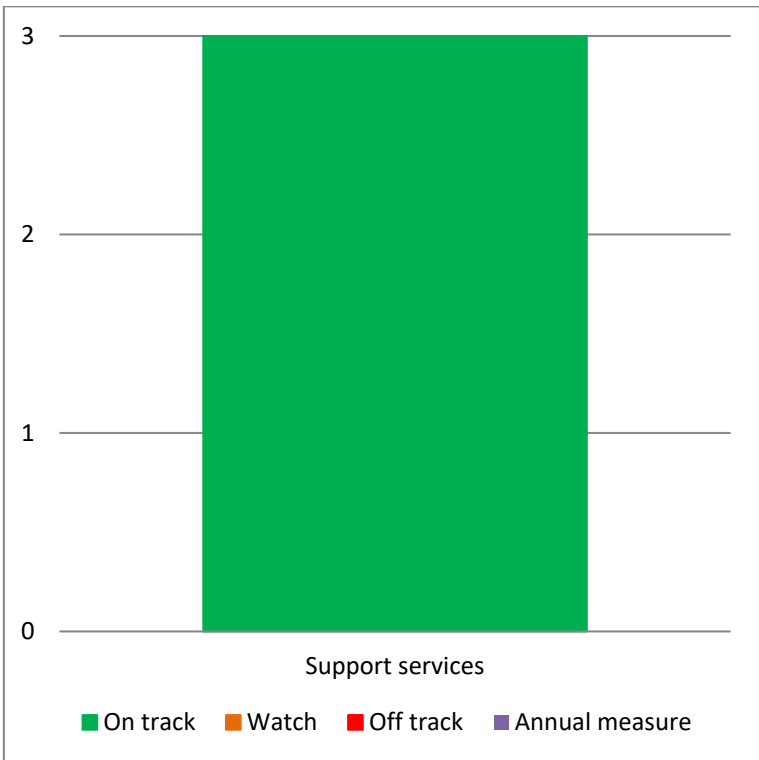


Figure 9: Support services key performance indicator graph

Operating and Capital Costs

		2019/20 Year to Date	2019/20 Full Year		2019/20 Full Year	Budget Variance	Budget Variance	Budget Variance	2018/19 YTD
	Notes	Actual \$000	Forecast \$000	Forecast %	Budget \$000	Carryforward from 18/19 \$000	Previously Reported \$000	This Period \$000	Last Year \$000
REVENUE									
Fees and Charges	1	66	86	77%	67	-	19	-	54
TOTAL REVENUE		66	86	77%	67	-	19	-	54
OPERATING EXPENDITURE									
Employee Related Expenses	2	6,309	10,167	62%	9,651	-	516	-	5,154
Depreciation and Amortisation		952	1,315	72%	1,315	-	-	-	761
Activity Expenses	3	2,233	3,855	58%	3,269	80	374	132	2,101
Finance Costs		153	225	68%	225	-	-	-	88
TOTAL EXPENDITURE		9,647	15,562	62%	14,460	80	890	132	8,104
OPERATING SURPLUS/(DEFICIT)									
		9,606	14,547	66%	14,315	70	28	134	8,326
CAPITAL EXPENDITURE									
Capital Expenditure (excluding Vested)	4	616	1,975	31%	2,585	400	(1,126)	116	2,564
Debt Repayment		364	364	100%	-	-	-	364	272
TOTAL CAPITAL EXPENDITURE		980	2,339	42%	2,585	400	(1,126)	480	2,836

Explanation of significant cost of service variances

- Profit on sale from vehicle sales \$25,000 offset by reduction in amounts recoverable from Waikato Regional \$7,000.
- Increase in employee benefit expenses of \$516,000 which has been offset by additional revenue across activities.
- Increase in activity expenses of \$586,000 mainly due to:
 - Operating Carry forward of \$80,000 from 2018/2019 for consultancy costs, conference expenses for new group managers and software maintenance.
 - Increase in LTP modelling budget of \$149,000 for implementation of financial modelling tool (partially offset from decrease in capital budget), increase in small office equipment budget of \$15,000, increase in consultancy of \$50,000 for Annual Plan support, increase in property maintenance budget of \$48,000 for Cambridge library structural integrity, increase in legal support budget of \$15,000 for additional legal fees for property works, increase in training budget of \$25,000 for organisational leadership training.

Explanation of significant capital variances

- The capital variance is mainly due to:
 - Increases in capital budgets from projects carried forward from 2018/19 of \$400,000. This includes LTP modelling, Technology One Contract Management Module, e-Services Enhancements, advanced security items for Council occupied buildings and Kihikihi Dog Pound Geotech work.
 - Increases in capital budgets for Digital Roadmap of \$270,000, LTP modelling of \$110,000, additional furniture budget of \$25,000.
 - Reductions in capital budgets due to deferrals to 2020/21 including phone renewals of \$5000, e-service enhancements of \$380,000, software implementation for asset module of \$150,000, Te Awamutu staff accommodation renewal \$996,000 and LTP Modelling \$127,000 (offset to operating costs).

To: His Worship the Mayor and Councillors
From: Legal Counsel
Subject: **USE OF MACRON IN LOCAL AUTHORITIES NAMES**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

The purpose of this report is to seek Council resolutions for Council to;

- Adopt Waipā District Council as a ‘trading name’ for branding and other purposes; and
- Approve taking a proposed remit to the next Annual General Meeting of Local Government New Zealand (LGNZ) to seek legislative or other reform in relation to the use of macrons, and changes to names, by local authorities.

The following appendix accompanies this report:

Appendix 1 – LGNZ Memorandum 2020 Annual General Meeting Remit Process

2 RECOMMENDATION

That –

- a) The ‘Use of Macron in Local Authorities Names’ report (document number 10374311) of Jennie McFarlane, Legal Counsel be received;*
- b) Council adopt a trading name of “Waipā District Council” incorporating the use of a macron to reflect correct pronunciation, which may be used in all circumstances other than when the legal name of Council under the Local Government Act 2002 and other local government legislation is required to be used;*
- c) Council approve taking a remit to the next Annual General Meeting of Local Government New Zealand (LGNZ), whenever that is held, requesting that LGNZ work with central government to address the use of macrons and changes to the names of local authorities, through legislative or other reform, in the interests of*

the local government sector and the wider community, in accordance with the process required by LGNZ for remits as set out in Appendix 1 attached to this report; and

- d) *Council to approve seeking support at the next Zone 2 meeting or directly, from other local authorities in New Zealand for the proposed remit as required by the LGNZ remit process.*

3 OPTIONS AND ASSESSMENT

3.1 Use of macron in Council's name

Local authorities are corporate bodies created by statute under the Local Government Act 2002 (LGA), the legal names are listed in Schedule 2 of the LGA. Waipa District Council (without the inclusion of a macron) is the legal name of Council and can only be changed through rather complex legislative processes.

Councils are not able to have trading names in the way that companies do, but the concept of a 'trading name' for a council is shorthand for the name or brand that the council prefers to operate under, which is different from the legal name in the LGA.

This is not uncommon, for instance, Kapiti Coast District Council trades as the Kāpiti Coast District Council, the Rotorua District Council trades as the Rotorua Lakes Council and the Manawatū-Whanganui Regional Council trades as the Horizons Regional Council.

There are some particular situations where Council needs to use its legal names (e.g. legal proceedings, contracts, invoices, etc) but other than that, it can use a trading name, for example for branding and signage.

Councillors discussed during their induction, a desire to use a macron to help ensure correct pronunciation and to adopt "Waipā District Council" as a trading name. A resolution by Council is required to adopt a trading name.

LGA Part 6 Decision making requirements sections 77-79

Options

Council needs to identify and consider all reasonably practicable options. Staff have identified the following options:

- Option 1 Status quo – no change
- Option 2 Adopt a trading name incorporating a macron in to Council's name
- Option 3 Seek a name change through the processes in the New Zealand Geographic Board Act 2008
- Option 4 Seek legislative reform to enable use of the macron

Option 1 – Status quo

Councillors have already expressed a desire to use the macron to encourage the correct pronunciation of Council's name and to use the name with the macron for branding and other purposes. This option is not recommended as it is not in keeping with the direction in which Council wishes to go as a council.

Option 2 – Trading name

This option is recommended, it is already accepted practice with some other councils and does not impact on Council's legal name, provided the legal name is used in the circumstances which it is required.

Council staff will be provided with clear direction on when the trading name can and cannot be used. In any case the difference between Council's legal name and the proposed trading name is negligible and the advice staff have received is that it is extremely unlikely that a court would invalidate a council's actions if it used its trading name when it should in fact have used its legal name.

Options 3 and 4 – Pursuing single council name change through Geographic Board or legislative reform

These are not recommended as they involve complex legislative processes which can take up to two years and involve potentially considerable cost. Staff's advice is that as this is an issue which has relevance to many councils, that it would be more efficient and cost effective to go through LGNZ with a proposed remit and for LGNZ to address this matter with central government and determine the best approach.

Consultation and Engagement

Council must also consider the views and preferences of interested and affected persons. There are no specific consultation obligations that apply to a decision to adopt a trading name. Council has considerable discretion in deciding whether any engagement or consultation is appropriate. In this case, Council is not proposing to change the legal name of the Council or the name of the district, but simply to have a trading name, incorporating a macron. Given that, it is not proposed to undertake consultation on this matter.

Significance and Engagement Policy

A decision by Council to adopt a trading name must be made in accordance with the usual decision-making requirements in Part 6 of the LGA for any Council decision. This requires Council to assess the significance of the decision, taking in to account the considerations set out in Council's Significance and Engagement Policy. These include:

- The level of financial consequences of the decision
- Whether the decision will affect a large portion of the community
- The likely impact on Māori cultural values
- Whether community interest is high
- Whether the likely consequences are controversial.

The costs for changing document templates, business cards, signage, etc, with the new name will be met from existing budgets, and can be done gradually as part of an ongoing, as required, process. The Chief Executive was contacted by a local resident who affiliates to marae in Pirongia and Kawhia asking Council to formally change the name. Council believes this is the right thing to do and hopefully that this will have an impact on Māori cultural values in a positive way. It is not anticipated that this will affect a large portion of the community in any significant manner, nor that community interest is high.

The name of the district is not being changed, so the consequences of the decision are also not expected to be significant. For these reasons, engagement and consultation has not been carried out.

3.2 LGNZ Remit

To date, changes to local authority names to include macrons have resulted from applications to the New Zealand Geographic Board, which can alter the name of a district if the local authority consents to (third parties can apply), or requests the alteration. There is no fee for the request but a council will incur costs in preparing an application by undertaking research and preparing evidence to support the application (such as evidence of consultation with local Iwi) .

Consideration of applications can take 1 to 2 years and involve the Geographic Board undertaking consultation on the matter. Any opposition is referred to the Minister for Land Information for decision. If the application is successful, then there will be a formal change in name for the district and the Government is obligated to instigate an Order in Council process to change the name in Schedule 2 of the LGA.

There are three councils which have gone through this process in the last 2-3 years. The Manawatū-Whanganui Regional Council applied to change its own name (to include the macron and adding an 'h' in to "Whanganui"). The two other changes for Ōpōtiki and Ōtorohanga District Councils resulted from applications by the Office of Treaty Settlements as part of settlement agreements with local Iwi.

There are five councils which use macrons as part of a trading name but for which there is no macron in the legal name:

- Kaikōura District Council
- Kāpiti Coast District Council
- Rangatīkei District Council
- Taupō District Council
- Whakatāne District Council

There are councils such as Waipa District Council and others which could include macrons but which do not currently use them in a trading name and for which there is no macron in the legal name. For this reason, staff consider that this matter has implications for the local government sector as a whole and that it would not be efficient or cost effective for councils to individually go through the legislative

processes to change a name. Perhaps at least the use of a macron could be managed at a national level through a change for example to the LGA.

Options

There are five potential options for addressing this issue at a national level as follows:

- Option 1 NZ Geographic Board could proactively change the names of districts and regions
- Option 2 The Minister of Local Government could recommend local authority name changes that involve the addition of the macron (no legislative reform required for either of these options)
- Option 3 Parliament could amend Schedule 2 of the LGA to change all local authority names that should include macrons
- Option 4 Parliament could amend Schedule 2 of the LGA to change the names of self-elected local authorities who wish to include macrons in their names
- Option 5 Parliament could insert a new section in the LGA to provide that use of a local authority name, or a district or region name, with the addition of a macron, is lawful and will not invalidate any action.

There are a number of advantages and disadvantages associated with each of these options and it is not proposed to go through these in this report; this is a matter staff suggest LGNZ determine in conjunction with central government. Option 5 was the first one that was first considered by staff as a possible LGNZ remit that could be recommended by Council. However, whilst it is a simpler and faster solution, it would not change the legal names of the councils only protect them from a challenge to a decision. It is more appropriate that LGNZ assess the options and any other possible options and explore them further with central government.


LGNZ remit process

LGNZ has released a memorandum setting out the process for taking a remit to the AGM, which was due to be held in Blenheim on Saturday 18 July 2020, now postponed indefinitely due to national lockdown and COVID-19 alert levels. A copy of the LGNZ memorandum is attached as Appendix 1 which sets out the process and criteria. Of note, a remit is required to address major strategic 'issues of the moment' and have a national focus articulating a 'major interest or concern at the national political level'. It is considered that the issue of council's names meets this test, although the impact of COVID-19 clearly puts such matters in to question.

Proposed remits were due to be submitted by Monday 11 May 2020 and require the support from at least one zone or sector group meeting or from five other councils. The next Zone 2 meeting is not until later in May 2020 and at this stage, it is not known if that will be held or postponed. Approval is sought from Council to seek support for the proposed remit, either through a Zone 2 meeting or from five other councils. Hopefully this will be achievable, timeframes were tight and whilst they are now unknown, it is appropriate for staff to work on this proposal and seek support in order to be able to meet any new deadline set by LGNZ when it is in a position to hold an AGM. As yet other councils have not been approached but it is anticipated there will be support from some.



Jennie McFarlane
LEGAL COUNSEL



Reviewed and approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

The definition of 'territorial authority' in section 5(1) provides that "territorial authority means a city council or a district council named in Part 2 of Schedule 2". Council legal names are listed in Schedule 2. Section 23(3) provides that "a territorial authority that is a district council must be described as the "(*name of district council*) District Council."

Appendix 1

LGNZ Memorandum 2020 Annual General Meeting Remit Process (document number 10378102)

MEMORANDUM

**We are.
LGNZ.**

Te Kāhui Kaunihera o Aotearoa.

Date: 24 February 2020
To: Mayors, Chairs and Chief Executives, Zone Secretaries and Sector Chairs
From: Malcolm Alexander, Chief Executive, Local Government New Zealand
Subject: 2020 Annual General Meeting Remit Process

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on Saturday 18 July 2020 in Blenheim, to do so no later than 5:00pm, Monday 11 May 2020. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point three below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The National Council's Remits Screening Policy is as follows:

1. Remits must be relevant to local government as a whole, rather than exclusively relevant to a single zone or sector group, or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to them being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - Nature of the issue;
 - Background to it being raised;
 - Issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;

- Level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- Resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- Suggested actions that could be taken by Local Government New Zealand, should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2020 AGM:

- All proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than 5:00pm, Monday 11 May 2020, to allow time for the remits committee to properly assess remits;
- A remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- Prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit, assessing each remit against the criteria outlined in the above policy;
- Proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- Proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- All accepted remits will be posted to the Local Government New Zealand website, and members will be informed, at least one month prior to the AGM in order to allow members sufficient time to discuss the remits prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after 5:00pm, Monday 11 May 2020.

General

Remits for AGM consideration will also be included formally in the AGM Business Papers that will be distributed to delegates no later than two weeks before the AGM, as required by the Rules (although as noted above, the proposed remits will be available for member consideration before the AGM papers are issued to the membership).

Should you require further clarification of the requirements regarding the remit process, please contact Leanne Brockelbank on 04 924 1212 or leanne.brockelbank@lgnz.co.nz.

Annual General Meeting 2020

Remit application

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (Zone/sector meeting and/or list five councils as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- Nature of the issue;
- Background to its being raised;
- New or confirming existing policy;
- How the issue relates to objectives in the current Work Programme;
- What work or action on the issue has been done, and the outcome;
- Any existing relevant legislation, policy or practice;
- Outcome of any prior discussion at a Zone or Sector meeting;
- Evidence of support from a Zone/sector meeting, or five councils; and
- Suggested course of action envisaged.

Please forward to:

Local Government New Zealand
Leanne Brockelbank, Deputy Chief Executive Operations
P O Box 1214
Wellington 6140
leanne.brockelbank@lgnz.co.nz

No later than 5:00pm, Monday 11 May 2020.

To: His Worship the Mayor and Councillors
From: Manager Governance
Subject: **Governance Statement 2020**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

All councils are required to produce and make publicly available a Governance Statement within 6 months after the triennial elections.

A Governance Statement includes information on a council's representation arrangements, members' roles, governance and management structures, functions and how it engages with its communities.

Staff have reviewed and updated the existing Governance Statement and a revised draft version is provided as Appendix 1 of this report for consideration by Council. The Governance Statement for the 2016-2019 term is attached as Appendix 2.

Subject to any amendments, the Waipa District Governance Statement will be made available to the public. At this stage it is simply in a word format but the Communications Team will arrange for the document to be formatted in Corporate style with appropriate branding, photos etc.

2 RECOMMENDATION

That –

- a) The 'Governance Statement 2020' report (document number 10357740) of Jo Gread, Manager Governance be received; and*
- b) Council consider, and subject to any amendments, adopt and make publicly available the draft Waipa District Council Governance Statement (document number 10373594) pursuant to section 40 of the Local Government Act 2002.*

3 COMMENT

The new version of the Governance Statement reflects changes over the last three years, whether to Council, committees, or to management structures.

Local Government Act 2002

Under the Local Government Act 2002, a local authority must prepare and make publicly available a local governance statement as specified in section 40 of the Act.

A Governance Statement is required to cover the following:

- The functions, responsibilities and activities of the local authority
- Any local legislation that confers powers on the local authority
- Council's bylaws
- The electoral system
- Representation arrangements
- Members roles and conduct
- Governance structures and processes
- Meeting processes
- Consultation policies
- Policies for liaising and memoranda or agreements with Maori
- The management structure
- The remuneration and employment policy, if adopted
- The Equal Employment Opportunities Policy
- Key approved planning and policy documents and the process for their development and review
- Systems for public access to Council and the elected members
- Processes for requests for official information

Significance and Engagement Policy

The Governance Statement can be adopted by ordinary resolution and no formal public consultation is required. In terms of Council's Significance and Engagement Policy, the Governance Statement is a statutory requirement and the assessment of significance is low. It will be provided to the community for information.

Where a governance statement includes matters of significance (such as policies or memoranda or agreements with Maori), the local authority may choose to use the special consultative procedure.

In the view of Council staff, there is nothing of particular significance in the proposed Governance Statement which would warrant a public consultation process as much of the information is already available in other documents or on Council's website. Generally public consultation is carried out by Council in connection with policies which it adopts, particularly statutory and long term plan policies. In addition, there is a particular process followed in connection with the development of joint management agreements.

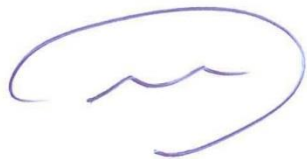
Financial status

There are no financial implications to consider in this matter.



Jo Gread

MANAGER GOVERNANCE



Reviewed by Ken Morris

DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

s.40 Local government statements

- (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—
 - (a) the functions, responsibilities, and activities of the local authority; and
 - (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership, and delegations; and
 - (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with, and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

APPENDIX 1

Proposed Waipa District Council Governance Statement
(document number 10373594)



GOVERNANCE STATEMENT

2020

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Introduction

The purpose of the Waipa District Council's Governance Statement is to help inform communities on how Council works. It is a collection of information on Council's role, governance and decision-making arrangements, how we engage with our communities and our management structure and employment policies.

Much of the information that Council is required to provide in the Governance Statement is already available to residents in the Waipa District through information in other documents and on Council's website www.waipadc.govt.nz. This document provides the information required, or guidance on how to access it.

The Local Government Act 2002 (LGA) requires each council to have a Governance Statement and to produce a new governance statement within six months following each triennial election, which must be made publicly available.

Waipa District Council has a Mayor and 13 Councillors

Mayor

Jim Mylchreest JP

Cambridge Ward Councillors

Liz Stolwyk (Deputy Mayor)

Philip Coles

Roger Gordon

Mike Pettit

Grahame Webber

Te Awamutu Ward Councillors

Hazel Barnes JP

Andrew Brown

Lou Brown

Marcus Gower

Pirongia Ward Councillors

Clare St Pierre

Bruce Thomas JP

Maungatautari Ward Councillor

Elwyn Andree-Wiltens

Takepuku Ward Councillor

Susan O'Regan

Our Council

Council's Vision

Waipa Home of Champions – Building the Future Together.

Our goals and outcomes for our community are:

Economically Progressive

Continuing to build a sustainable thriving economy based upon the district's unique characteristics.

Environmental and Cultural Champions

Building a community that is proud of Waipā's physical and cultural environment.

Connected with our Community

Ensuring the Waipā Community is actively involved in the decisions and actions that affect Waipā.

Socially Responsible

Utilising the knowledge and resources within Waipa for the benefit of the whole community.

'Together we can create and inspire Champion Communities'.

Representation Arrangements and Electoral Systems

Council

In Waipā we have a Mayor elected at large for the district, and 13 Councillors to cover five areas of the district, known as wards. The Councillors are elected on a ward basis, as shown in the table below. The second table details population estimates for each ward – the larger the population, the more elected members to represent the community. The wards are also shown on the ward map on the next page. While the councillors have been elected from their respective wards, they have an obligation and a duty to represent the interests of the district as a whole.

Ward	Number of Councillors
Cambridge	5
Maungatautari	1
Te Awamutu	4
Kakepuku	1
Pirongia	2

Population estimate by ward (as at 30 June 2018) are:

Ward	Population (54,000)
Cambridge	20,900
Maungatautari	4,060
Te Awamutu	16,000
Kakepuku	4,120
Pirongia	8,960

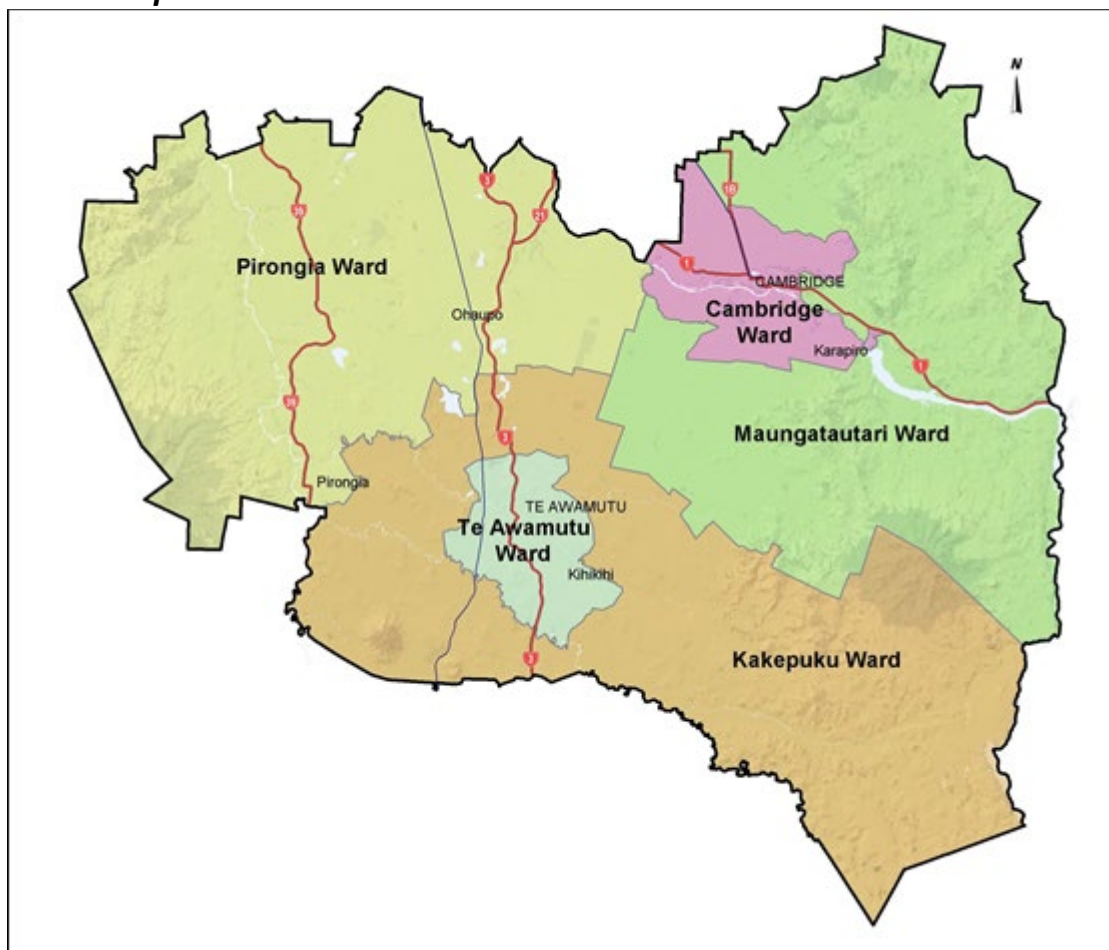
Māori Wards and Constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors. Given the current size of Council, up to two Māori seats could be established within Waipā district.

In completing the representation review in 2018, Council resolved not to establish Māori wards and the final representation arrangements confirmed this position. The establishment of Māori wards can be revisited at any time in accordance with the representation arrangements review process covered in this section.

Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll on the issue. The demand for a poll can be initiated by a petition signed by 5% of electors within the Waipā district.

Ward Map



Community Boards

The Community Boards are constituted under Section 49 of the Local Government Act 2002. Local government election candidates can only be elected to Council or to a Community Board (not both).

Waipa District has two Community Boards whose members are elected on a ward basis, as follows:

Cambridge	Comprising Cambridge and Maungatautari Wards
Te Awamutu	Comprising Te Awamutu and Kakepuku Wards

The Chairperson is elected by the members of the Community Board.

The Te Awamutu Community Board has seven members and the Cambridge Community Board has eight members. The representation arrangements confirmed in 2018 (for the 2019 and 2022 local elections) established that the Te Awamutu Community Board has five elected members with a further two members appointed by Council. The Cambridge Community Board has six elected members and two appointed by Council as shown in the table below:

Cambridge Community Board	Te Awamutu Community Board
Cambridge Ward = 5 Members	Te Awamutu Ward = 4 Members
Maungatautari Ward = 1 Member	Takepuku Ward = 1 Member
Council Appointed = 2 Members	Council Appointed = 2 Members

The current membership of the Community Boards is set out in the table below :

Cambridge Community Board	Te Awamutu Community Board
Sue Milner (Chairperson)	Ange Holt (Chairperson)
Elise Badger	Gary Derbyshire
Jo Davies-Colley	Richard Hurrell
Jim Goddin	Jill Taylor
Alana MacKay	Kane Titchener
Mike Montgomerie	Lou Brown (Council appointed)
Elwyn Andree-Wiltens (Council appointed)	Susan O'Regan (Council appointed)
Grahame Webber (Council appointed)	

An existing Community Board can only be disestablished through a representation review process. Electors can seek the formation of a new Community Board. This is achieved by following the review process outlined below.

Representation Arrangements Review

Under the Local Electoral Act 2001, Council must review the representation arrangements and the electoral system, including Māori ward and constituencies, at least once every six years. Council completed a review of the district's representation arrangements in 2018, and as a result of growth in the Cambridge Ward, there is now an additional Cambridge Ward councillor and an additional Cambridge Ward Community Board member. The next statutory review is due in 2024.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and must also follow guidelines published by the Local Government Commission.

This review must include:

- The number of elected councillors (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- Whether the elected councillors (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation;
- The boundaries and names of those wards and the number of members that will represent each ward;

- Whether or not to have separate wards for electors on the Māori roll;
- Whether to have Community Boards and if so how many, their boundaries and membership; and
- Whether to subdivide a community for electoral purposes.

The Act gives the community the right to make written submissions to Council, and the right to be heard if they wish in relation to a representation review. There is also a right to appeal any decisions made by Council to the Local Government Commission, which makes a binding decision on the appeal.

Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Elections to Council and the Community Boards – electoral systems

Elections for Council and the Community Boards are held every three years when electors will have the opportunity to vote. The Local Electoral Act 2001 and its regulations provide for the conduct of elections including voting methods, voting systems, nomination requirements, electoral roll requirements, length of voting period and progressive processing period, candidate profiles, offences and campaign expenditure limits.

Waipa District Council currently conducts its elections under the First-Past-the-Post (FPP) electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that the candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote System. This system is used in District Health Board Elections. Electors rank as many candidates as they choose in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes cast. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Changing the System

There are three ways in which Council's electoral (voting) system can be changed under the Local Electoral Act 2001:

- Council can resolve to change the electoral system to be used at the next two elections;
- Council may resolve to conduct a binding poll on a proposal that a specific electoral system be used; or
- Electors can demand a binding poll.

In the latter case, a poll can be initiated at any time by not less than 5% of electors signing a petition demanding that a poll be held.

Reorganisation of Local Authorities

The purpose of local government reorganisation is to promote good local government by enabling and facilitating improvements to local governance. The Local Government Act 2002 sets out procedures that must be followed during proposals to make changes to the organisation and district.

Proposals for a boundary alteration, the transfer of functions from one local authority to another or the establishment/abolition of a council will be considered by one of the affected local authorities or by the Local Government Commission. A reorganisation initiative may be proposed by one or more affected local authorities, a group of at least 10% of electors in the affected area, or the Minister of Local Government.

Further information on these requirements can be found in the Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation. See www.lgc.govt.nz.

Roles and Conduct

Council

The Council is elected every three years and is responsible for setting the overall strategic direction of the district and the budget through Long Term and Annual Plans. It also has the following roles:

- Ensuring Council fulfils its responsibilities and follows the principles of Local Government as set out in the Local Government Act 2002.
- Setting the policy direction of Council.
- Monitoring the performance of Council in terms of meeting its responsibilities and achieving its policies.
- Representing the interests of the district (when elected all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district).
- Employing the Chief Executive (under the Local Government Act, the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Council may create one or more committees of Council. A committee must have a chairperson, who is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Register.

The Mayor

The Mayor is elected by the District as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. The Mayor has additional discretionary powers to:

- Lead the development of Council plans, policies and budgets;
- Appoint the Deputy Mayor;
- Establish council committees; and
- Appoint chairs to those committees.

In addition the Mayor has the following roles:

- Presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- An ex-officio member of all Council committees;
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- Ceremonial head of Council;
- Providing leadership and feedback to other elected members on teamwork and chairing Committees; and
- The Mayor is required to be a Justice of the Peace while holding office.

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor or elected by the members of Council, at the first meeting of the Council after the triennial local government elections. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may only be removed from office by a Council resolution.

Elected members

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.

- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Local Government Official Information and Meetings Act 1987, which sets out the requirements for making information available, including public admission to meetings and the protection of certain official information.
- The Financial Markets Conduct Act 2013.
- The Health and Safety at Work Act 2015.
- The Protected Disclosures Act 2000 (whistle blowing).

Code of Conduct

The purpose of a code of conduct is to provide guidance on the standards of behaviour expected from the Mayor, Councillors and Community Board members.

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75% majority vote of Council.

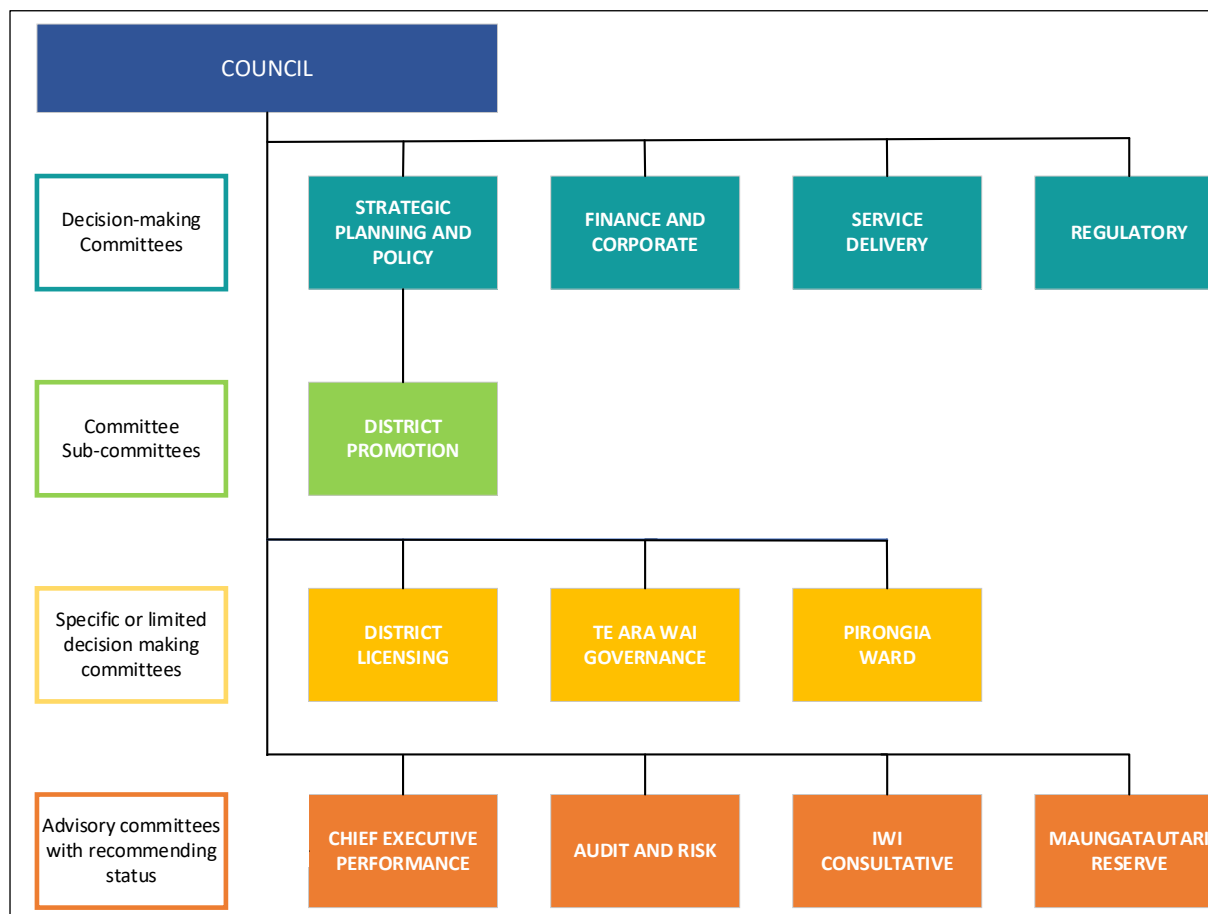
The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code.

Local Government New Zealand provided a new template and guidelines for Codes of Conduct in 2019. Council will be reviewing its Code of Conduct in light of the new template and guidelines. The Code of Conduct is available from Council offices or on Council's website.

Governance Structures

Committees

The Council has appointed eleven standing committees for the 2019-2022 term.



Purpose and Membership of Council and Committees

Council

Council carries out responsibilities required under the Local Government Act 2002. It is the final decision-making authority to undertake any activity or business wholly or principally for the benefit of the district and can consider recommendations made by committees.

It is made up of all Councillors and the Mayor.

Standing Committees

Strategic Planning and Policy Committee

Membership:

Full Council and an appointed Iwi representative.

Purpose:

To oversee the development and implementation of liveable spaces in our communities, with a focus on the promotion of the social, economic, environmental and cultural well-being of communities. To oversee the development and implementation of Council's community services, plans (including Long Term, Annual and District Plans), bylaws, strategies and policies and where appropriate, with the exception of the District Plan, to act as Council's hearings committee for consultation submissions in relation to these.

Delegation:

Exercise all the powers, functions and duties of Council with the exception of those powers as set out in Schedule 7 Clause 32(1) of the Local Government Act 2002, which are only for Council and cannot be delegated by Council.

District Promotions Sub-Committee

A sub-committee of the Strategic Planning and Policy Committee

Membership:

Mayor Mylchreest, Councillor Coles, Councillor Gower, Councillor St Pierre, Councillor Stolwyk, Merv Gyde, Kevin Burgess

Purpose:

To make allocation decisions in respect of Council's District Promotions Fund and Community Event Fund.

Delegation:

1. Make allocation decisions in respect of Council's District Promotions Fund and the Community Event Fund and carry out any other duties allocated to the sub-committee by the Strategic Planning and Policy Committee.
2. Review and approve funding for a District Promotions Fund or Community Event Fund application that falls outside the date range of that current financial year, providing such funding exists in the current Long Term Plan.

The Strategic Planning and Policy Committee approves the carry-over of any unspent District Promotions Fund or Community Event Fund monies at the end of a financial year, in order to be available for use in the following financial year.

Finance and Corporate Committee

Membership:

Full Council and an appointed Iwi representative.

Purpose:

To undertake Council's corporate and governance functions specifically in relation to financial and non-financial reporting, financial and treasury policies and arrangements, insurance arrangements, property management and Council Controlled Organisations.

Delegation:

Exercise all the powers, functions and duties of Council with the exception of those powers as set out in Schedule 7 Clause 32(1) of the Local Government Act 2002, which are only for Council and cannot be delegated by Council.

Service Delivery Committee

Membership:

Full Council and an appointed Iwi representative.

Purpose:

To have responsibility for overseeing Council's infrastructure work programme, asset management planning and levels of service in relation to the service delivery areas of Transportation Management, Road Asset Technical Accord and Water Services, including the consideration of regional integration of these services.

Delegation:

Exercise all the powers, functions and duties of Council with the exception of those powers as set out in Schedule 7 Clause 32(1) of the Local Government Act 2002, which are only for Council and cannot be delegated by Council.

Regulatory Committee

Membership:

Councillor Gower, Councillor St Pierre, Councillor Stolwyk and an appointed Iwi representative.

Purpose:

To manage the regulatory aspects of Council's business, in particular in relation to the Resource Management Act 1991.

Delegation:

1. Exercise pursuant to Section 34(1) of the Resource Management Act 1991 Council's functions, powers and duties under the Act (subject to the requirements in relation to accreditation).

2. Exercise Council's functions, powers and duties under the Dog Control Act 1996, in particular:
 - 2.1 Hearing and determining an objection to a probationary owner classification under Section 22;
 - 2.2 Terminating a probationary owner classification under Section 23;
 - 2.3 Hearing and determining an objection to a disqualified owner classification under Section 26;
 - 2.4 Hearing and determining an objection to a dangerous dog classification under section 31;
 - 2.5 Determining an objection to a menacing dog classification under sections 33B or 33D; or
 - 2.6 Hearing and determining an objection to a barking dog notice under section 55
3. Exercise, pursuant to Section 12 of the Fencing of Swimming Pools Act 1987, Council's functions, powers and duties under Section 6 of the Act and Clause 11 of the Schedule to the Act, in particular:
 - 3.1 granting exemptions under Section 6; and
 - 3.2 making determinations under Clause 11 of the Schedule.
4. Exercise Council's functions, powers and duties under the Food Act 2014 and associated regulations (including to act as the registration authority).
5. The authority to hear any objection concerning any officer's decision or other objection in relation to any regulatory function and in particular, but not exclusively, in relation to the Building Act 2004, the Forest and Rural Fires Act 1977, Part II of the Health Act 1956, the Impounding Act 1955, the Land Drainage Act 1908, the Litter Act 1979 and the Local Government Act 2002.
6. The Chair of the Regulatory Committee has authority together with either the Group Manager District Growth and Regulatory Services or the Manager District Plan and Growth, to make appointments of a commissioner or commissioners from Council's panel of commissioners for Resource Management hearings as required.

Audit and Risk Committee

Membership:

Mayor Mylchreest, Councillor A Brown, Councillor Gordon, Councillor O'Regan, Councillor St Pierre, Bruce Robertson

Purpose:

To provide independent assurance and assistance to the Waipa District Council on Council's risk, control and compliance framework, and its external accountability responsibilities.

Delegation:

1. Receive and consider external and internal audit reports;
2. Receive and consider staff reports on audit, internal control and risk management related matters;

3. Make recommendations to the Finance and Corporate Committee and/or Council on financial, internal control and risk management policy and procedure matters as appropriate;
4. To recommend approval of the Auditors engagement and arrangements letters.

Te Ara Wai Governance Committee

Membership:

Mayor Mylchreest, Councillor A Brown, Councillor O'Regan, Councillor Stolwyk, Lee-Ann Muntz, Paraone Gloyne, Puawai Cairns, Glenda Taituha

Purpose:

To provide a governance and strategic overview for the establishment of Te Ara Wai.

Delegation:

1. Receive the final design for review and recommend the final design to Council for adoption ensuring that the final design meets the functional specifications;
2. Receive reports on project risks and their mitigation from staff on a minimum of a quarterly basis and make recommendations to staff;
3. Receive reports from staff on progress of the project in terms of delivery of project milestones and costs on a minimum of a quarterly basis and make recommendations to staff;
4. Determine an appropriate name and branding for the discovery centre;
5. Receive reports from staff on the post establishment management and governance of the discovery centre and make recommendations to Council;
6. Receive reports and approve plans for the appropriate transfer of objects from the current museum to the discovery centre;
7. Maintain an overview of the development of sites of significance which are promoted in the discovery centre;
8. Ensure partners including iwi and key stakeholders remain supportive of the discovery centre;
9. Approve applications for funding from external sources;
10. Act as an advocate for the Waipa discovery centre (known as Te Ara Wai) and its value and importance to the future health and prosperity of the wider community; and
11. Maintain an overview of Te Awamutu Hub streetscape projects, ensuring that these are complementary to the Museum and Discovery Centre.

District Licensing Committee

Membership:

Commissioner Sara Grayson, Alternative Commissioner Tegan McIntyre, Councillor Gower, Ross Murphy, Patsi Davies, Michael Cameron, Roy Johnstone, John Gower

Purpose:

To consider and determine applications for licences, managers certificates, renewal of licences and managers certificates, temporary authorities and other matters pursuant to Section 187 of the Sale and Supply of Alcohol Act 2012.

Pirongia Ward Committee**Membership:**

Councillor St Pierre, Councillor Thomas, John Wood (Pirongia Community Association), Alan Rawlings (Te Pahu Residents' and Ratepayers Association), G Orchard (Kaipaki Community), Haupai Puke (Purekireki Marae) and Janet Williams (Koromatua), C Gatenby (Ohaupo Community), plus a representative from Te Whakakitenga o Waikato.

Purpose:

To allocate funds, to consider the draft annual plan and to perform similar representative functions as the community boards, and to manage the three reserves known as Franklin Street, Rangimarie and Te Ngahere reserves.

Delegated authority to:

1. Allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the promotion of the social, economic, environmental and cultural well-being of communities in the present and for the future;
2. Manage on behalf of Council the Franklin Street, Rangimarie and Te Ngahere reserves and consider and recommend reserve development projects within the Pirongia Ward to the Service Delivery Committee;
3. Represent, and act as an advocate for, the interests of its community;
4. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Committee;
5. Maintain an overview of services provided by the Council within the community;
6. Prepare an annual submission to the Council for expenditure within the community;
7. Communicate with community organisations and special interest groups within the community; and
8. Undertake any other responsibilities that are delegated to it by the Council.

Chief Executive Performance Management Committee**Membership:**

Mayor Mylchreest, Councillor O'Regan, Councillor Stolwyk, Councillor Thomas

Purpose:

To conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.

Waipa Iwi Consultative Committee**Membership:**

Mayor Mylchreest, Councillor O'Regan, Councillor Stolwyk, Councillor A Brown, Councillor Webber, Councillor Gower, Waikato Tainui Trust Board representative, Raukawa Settlement Trust representative, Barney Manaia (Maniapoto Trust Board), Gaylene Roberts, (Ngā Iwi Toopu o Waipā Chairperson), Jim Keremeta (kaumatua), Kataraina Hodge (Wharepuhunga), Chris Riki (Ngāti Haua), Haupai Puke (Purekireki), Harold Maniapoto (Punui), Waitiahoaho Te Ruki (Kakepuku), Rangiuiia Riki (Kaniwhaniwha), Josephine Taute (Maungatautari), Kate Searancke (Ngāti Ngawaero), Hano Ormsby (Ngāti Hikairo), Bill Harris (Ngāti Apakura)

Purpose:

To facilitate communications between Council and Tangata Whenua. The Committee will consider any matter impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee will advise Council and the various Iwi on Treaty of Waitangi implications for policies and activities of Council.

Maungatautari Reserve Committee**Membership:**

Mayor Mylchreest, Councillor Andree-Wiltens, Councillor Coles, Councillor Gordon, Councillor Webber, Ted Tauroa (Pohara Marae), Poto Davies (Maungatautari Marae/MEIT), Fred Haimona (Ngāti Haua), Geoff Canham (Consultant), representative from the Maungatautari Ecological Island Trust, representative from the Department of Conservation and representative from the Waikato Regional Council. [Landowners to be appointed once available].

Purpose:

To facilitate Council's role in relation to the administration and management, including co-governance and management of the Maungatautari Reserve in accordance with the requirements of the Reserves Act 1977, reserve management issues as they relate to the reserve and to the ecological island project, and to oversee the services of MEIT for day-to-day management of the enclosures and to oversee the Reserve Management Plan for the reserve.

Delegations to Council committees, community boards and staff

Council has considerable ability under the Local Government Act 2002 and other local government legislation to delegate its powers, functions and duties to committees, community boards and staff. This enables Council to operate efficiently and effectively.

These delegations are contained in Council's Delegations Register which is subject to regular updates and reviews.

Purpose and Role of Community Boards

Community Boards form part of governance structure of the district, but exist as separate entities through statute and operate independently of Council. The Te Awamutu Community Board is made up of five elected members and two appointed members and the Cambridge Community Board is made up of six elected members and two appointed members.

The role of the Community Boards is to:

- Represent, and act as an advocate for, the interests of its community;
- Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- Maintain an overview of services provided by the territorial authority within the community;
- Prepare an annual submission to the territorial authority for expenditure within the community;
- Communicate with community organisations and special interest groups within the community; and
- Undertake any other responsibilities that are delegated to it by the territorial authority.

Council has delegated the following power to the Community Boards:

Authority to allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the promotion of the social, economic, environmental and cultural well-being of communities in the present and for the future.

The Cambridge Community Board has two additional delegations:

1. To maintain and enhance sister city relationships between Cambridge and Le Quesnoy (France) and between Cambridge and Bihoro (Japan), including the spend of budgeted sister city funds but excluding the power to approve overseas travel funded by Council or Community Board funds, such power of approval being specifically retained by Council; and
2. To organise the annual ANZAC and Armistice civic events in Cambridge.

Community Boards may make recommendations to Council on any matter of interest, and may seek approval for any initiative for which delegated authority has not already been given.

Senior Council

Council actively promotes and supports as many residents as possible being involved in the overview of its services and activities, as well as in the general exchange of information. To this end, Council has facilitated the establishment of the Senior Council. While this group is

not part of Council's formal governance structure, it is valued as a contributor to Council's decision-making processes.

Joint Committees

One appointment has been made by Council to each of the following joint committees:

- Waikato Civil Defence Emergency Management Group
- Waikato Regional Council Land Transport Committee
- Future Proof Implementation Committee

Note: the arrangements for co-governance and joint management agreements are covered later on in the document.

Triennial Agreement for the Waikato Region

The Local Government Act 2002 requires the territorial authorities in each regional council area to have a Triennial Agreement.

The purpose of this agreement is to encourage local authorities to work together to promote the well-being of their communities in all of their social, economic, environmental and cultural aspects, consistent with the principles of sustainable development. This agreement provides an opportunity for improved communication and coordination at all levels of local government in the Waikato region.

It is recognised that a significant level of formal and informal cooperation already exists between local authorities. The success of the Triennial Agreement will be demonstrated through expanded relationships that help local authorities to work cooperatively and collaboratively to advance community outcomes (such as through mayoral forums). This agreement does not address local authorities' relationships with Central Government agencies or other important sectors of the community, each of which will also be important to the effective delivery of community outcomes.

The Triennial Agreement must be reviewed and updated by 1 March following each three-yearly local authority election. The 12 councils that are signatories to the Waikato Region Triennial Agreement are Thames-Coromandel District Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, Rotorua District Council, South Waikato District Council, Taupō District Council, Waipa District Council, Waitomo District Council, Waikato District Council and the Waikato Regional Council. Council considered the draft Waikato Triennial Agreement 2019-22 at its meeting on 25 February 2020 and approved entering into the agreement.

Council Controlled Organisations

Council is a shareholder in the following activities that are defined as Council Controlled Organisations under the Local Government Act 2002:

- **Waikato Regional Airport Limited**
Waikato Regional Airport Limited (Hamilton International Airport) is jointly owned by five local authorities – Waipa District, Hamilton City, Waikato District, Matamata-Piako District and Otorohanga District Councils. Waipa District Council’s shareholding is 15.62%.

- **Local Government Funding Agency Limited**
The Local Government Funding Agency Limited has been established by the Local Government sector and the Crown to enable local authorities to borrow at lower interest margins than would otherwise be available.

- **Waikato Local Authority Shared Services Limited (WLASS)**
Local authorities of the Waikato Region have established WLASS as a Council Controlled Organisation. As one of 12 shareholders having equal shareholding, Waipā’s shareholding is 4.29%. The company is used as an umbrella for the development of shared services throughout the region. The company continues to act as the legal entity to manage contracts arising from the work of the Waikato Mayoral Forum as well as providing administrative support to the Forum.

Council's Direction

Activities, Purpose and Responsibilities

Information on Council's activities is contained in the Long Term Plan and the Annual Plan produced each year (available on Council's website). The table below provides a summary of Council activities.

Group of Activities	Activity
Governance	Representation Communications and Engagement <i>Additionally, the Governance group of activities is responsible for ensuring Maori involvement in decision making and developing strategy and community relationships.</i>
Planning and Regulatory	Animal Control Building Compliance Development Engineering Environmental Health Resource Consents, Enforcement and Land Information Memorandums
Community Services and Facilities	Parks and Reserves Libraries Property Services Heritage Swimming Pools Waste Management and Minimisation <i>Community Services and Facilities also covers civil defence and emergency management.</i>
Roads and Footpaths	Roads and Structures Footpaths and Cycleways Signage and Traffic Facilities Street Lighting Amenity
Stormwater	
Wastewater Treatment and Disposal	
Water Treatment and Supply	
Support Services	Information Services Customer Support <i>Additionally, the Support Services group of activities is responsible for financial management, human resources, legal and corporate support and business improvement functions.</i>

Purpose and Responsibilities

Council's purpose is set out in the Local Government Act 2002, which identifies its key responsibilities. In 2019, Parliament amended the Act, one significant amendment being a change to the purpose statement for all local authorities in New Zealand by bringing back the four well-beings. Councils are now required to promote the social, environmental, economic and cultural wellbeing of communities.

The purpose and role of local government is set out in Section 10 of the Act:

Purpose of Local Government

(1) The purpose of local government is

(a) to enable democratic local decision-making and action by, and on behalf of, communities; and

(b) to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Local Government Legislation and Waipa District Bylaws

Legislation

Local government is a complex business and operates in a highly regulated environment. There are a number of key statutes which drive how councils work such as the Local Government Acts 1974 and 2002, the Resource Management Act 1991 and the Building Act 2004 to name some. Appendix A (page 47) contains a list of most of the key legislation that applies to all New Zealand local authorities. For more information visit www.legislation.govt.nz

Waipa District Bylaws

Bylaws are rules or regulations Council can make at local government level, under national legislation, that affect how people live, work and play. Bylaws are designed to protect both the district and people's rights with the purpose of making the district a safe and healthy place. In most cases, bylaws are optional and will vary from district to district. Councils are required to have some bylaws, such as a dog control bylaw. There is a review process under the Local Government Act 2002 and generally a review will involve consultation with the community. Fees can also be set in relation to bylaws and these are usually reviewed annually.

Bylaws are broadly made to cover one or more of the following purposes:

- Protecting the public from nuisance.
- Protecting, promoting and maintaining public health and safety.
- Minimising the potential of offensive behaviour in public places.

Council has made the following bylaws in accordance with the Local Government Act 2002 and other relevant legislation to control or permit specific activities within the District. Copies are available from Council's website:

Bylaw	General description	Date Bylaw made	Last reviewed
Cemeteries Bylaw 2013 (Amendments 2018)	The purpose of this bylaw is to provide for the efficient management and maintenance of cemeteries under the Council's control in a manner that: (a) Protects the public from nuisance; (b) Maintains public health and safety; and (c) Minimises the potential for offensive behaviour	2013	2018
Dog Control Bylaw 2015	The purpose of this bylaw is to support and give effect to the Waipa District Dog Control Policy 2015. Its objectives include to: (a) Protect the public from nuisance; (b) Maintain public health and safety; (c) Minimise the potential for offensive behaviour; (d) Minimise danger, distress, and nuisance to the community generally; (e) To avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children; (f) Enabling the public to use streets and public amenities without fear of attack or intimidation by dogs; and (g) Provide for the exercise and recreational needs of dogs and their owners.	1997	2015
Fire Control Bylaw 2015	The purpose of this bylaw is to protect and maintain public health and safety from the start or spread of fire, by regulating the use of outdoor fires and other fire hazards.	2007	2015
Maungatautari Scenic Reserve Bylaw 2007	The objectives of this bylaw are – (a) To enable the management of the Maungatautari Scenic Reserve as an area free from predators and non-indigenous animals; (b) To require access to the Reserve to be only through specified public gateways; and (c) To control entry to Environmental Protection Areas within the Reserve.	2007	No reviews on current bylaw
Public Places Bylaw 2018	The general purposes of this bylaw reflect section 145 Local Government Act 2002, which are to: (a) Protect the public from nuisance; (b) Protect, promote and maintain public health and safety; (c) Minimise the potential for offensive behaviour in public places;	2018	No reviews on current bylaw

	<p>More specifically, the purposes of this Bylaw are to:</p> <ul style="list-style-type: none"> (a) Regulate trading in public places; (b) Regulate, control or prohibit signs and advertising in public places; (c) Contribute to safer roads and roadsides; (d) Manage activities within public places; (e) Ensure public places are safe and used in ways that positively contribute to the District's identity and people's enjoyment of public places. 		
Public Places Alcohol Control Bylaw 2015	<p>The purpose of this bylaw is to prohibit or control the consumption of, bringing into and possession of alcohol in restricted places and also to:</p> <ul style="list-style-type: none"> (a) Protect the public from nuisance in public places; (b) Protect, promote and maintain public health and safety in public places; and (c) Minimise the potential for offensive behaviour in public places. 	2008	2015
Solid Waste Management and Minimisation Bylaw 2018	<p>The purpose of this bylaw is to support:</p> <ul style="list-style-type: none"> (a) The promotion and delivery of effective and efficient waste management and minimisation in Waipā district as required under the Waste Minimisation Act 2008; (b) The implementation of the Council's Waste Management and Minimisation Plans; (c) The purpose the Waste Minimisation Act 2008 and the goals in the New Zealand Waste Strategy; (d) The regulation of the collection, transport and processing of waste; (e) The protection of the health and safety of waste collectors, waste operators and the public, and (f) The management of litter and nuisance in public places 	2018	No reviews on current bylaw
Speed Limits Bylaw 2019	<p>This bylaw allows Waipa District Council to set speed limits by resolution, on all roads under its ownership and/or control, and in other designated locations as specified in the bylaw.</p>	2019	No reviews on current bylaw
Trade Waste Bylaw 2011	<p>This bylaw is the legislative tool for fair and effective management of trade waste entering the Waipa District Council wastewater system.</p>	2011	No reviews on current bylaw
Waipa District Stormwater Bylaw 2019	<p>The purpose of this bylaw is to:</p> <ul style="list-style-type: none"> (a) Protect the public from nuisance, (b) Protect, promote, and maintain public health and safety, (c) Reduce the risk of flooding of land and property from Council's stormwater and land drainage systems, 	2019	No reviews on current bylaw

	<p>(d) Protect and manage Council’s stormwater and land drainage infrastructure</p> <ul style="list-style-type: none"> i. Manage the entry of prohibited materials into the stormwater system ii. Contribute to achieving appropriate environmental outcomes consistent with Te Ture Waimana (Vision and Strategy) and the Future Proof Sub-Regional Three Waters Strategy. 		
Wastewater Drainage Bylaw 2011	The purpose of this bylaw is to control wastewater discharges. It covers wastewater drainage from both domestic and trade premises to Waipa District Council’s wastewater system.	2011	No reviews on current bylaw
Water Supply Bylaw 2013	<p>The purpose of this Bylaw:</p> <ul style="list-style-type: none"> (a) Protecting, promoting, and maintaining public health and safety (b) Promoting the efficient use of water and protecting against waste or misuse of water from the water supply system (c) Protection of the water supply and water supply system from pollution and contamination. (d) Manage and protect from damage, misuse, or loss of land, structures or infrastructure associated with the water supply system. (e) Preventing the unauthorised use of land, structure or infrastructure associated with the water supply system. 	2013	No reviews on current bylaw

Council’s Principles

The Local Government Act 2002 sets out principles guiding local authorities in the way that they perform their roles.

In performing its role, a local authority must act in accordance with the following principles:

- (a) A local authority should—
 - (i) Conduct its business in an open, transparent, and democratically accountable manner; and
 - (ii) Give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- (b) A local authority should make itself aware of, and should have regard to, the views of all of its communities;
- (c) When making a decision, a local authority should take account of—
 - (i) The diversity of the community, and the community’s interests, within its district or region;

- (ii) The interests of future as well as current communities; and
 - (iii) The likely impact of any decision on each aspect of well-being referred to in Section 10 (LGA 2002):
- (d) A local authority should provide opportunities for Māori to contribute to its decision-making processes;
 - (e) A local authority should actively seek to collaborate and co-operate with other local authorities and bodies to improve the effectiveness and efficiency with which it achieves its identified priorities and desired outcomes;
 - (f) A local authority should undertake any commercial transactions in accordance with sound business practices;
 - (g) A local authority should periodically—
 - (i) Assess the expected returns to the authority from investing in, or undertaking, a commercial activity; and
 - (ii) Satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity;
 - (g) A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets; and
 - (h) In taking a sustainable development approach, a local authority should take into account—
 - (i) The social, economic, and cultural well-being of people and communities;
 - (ii) The need to maintain and enhance the quality of the environment; and
 - (iii) The reasonably foreseeable needs of future generations.

If any of these principles, or any aspects of well-being referred to in Section 10 (LGA 2002), are in conflict in any particular case, Council should resolve the conflict in accordance with the principle to “conduct its business in an open, transparent, and democratically accountable manner”.

Council is also required to follow the detailed decision-making processes outlined in the Local Government Act 2002 when carrying out its obligations.

Key Strategies, Plans and Policies

Council sets its direction through strategies, plans and policies. Council has key planning and policy documents as detailed below, copies of which are available from Council offices or on the Council website. The development and review process for these varies, for some there are statutory processes and reviews, such as for Long Term Plan (every three years) and District Plans (every ten years). For some statutory policies, it is usually every three or five years. Others are discretionary but as long term planning and strategies help drive the Long Term and Annual Plans, they may be subject to review as part of that process.

Council has developed an Integrated Strategic Planning Framework to assist with understanding how what we do on a daily basis delivers on our Vision & Community Outcomes.

STRATEGIC FRAMEWORK

VISION

Waipā Home of Champions - Building the future together






COMMUNITY OUTCOMES

What we want for our district

 SOCIALLY RESPONSIBLE Utilising the knowledge and resources within Waipā for the benefit of the whole community	 ENVIRONMENTAL AND CULTURAL CHAMPIONS Building a community that is proud of Waipā's physical and cultural environment	 ECONOMICALLY PROGRESSIVE Continuing to build a sustainable thriving economy based upon the district's unique characteristics	 CONNECTED WITH OUR COMMUNITY Ensuring the Waipā Community is actively involved in the decisions and actions that affect Waipā
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EXTERNAL STRATEGIC PRIORITIES

Our focus areas for the next 3 years

 Culture and Heritage	 District Wide Planning	 Place Shaping	 Resilience	 Water Treatment and Supply
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KEY STRATEGIES AND PLANS

To achieve the Council's vision

PARTNERSHIP STRATEGIES AND PLANS	OPERATIVE DISTRICT PLAN	COUNCIL'S STRATEGIES AND PLANS INCLUDING:
<ul style="list-style-type: none"> Waikato Plan Regional Land Transport Strategy Sub regional 3 Waters Strategy Waikato Regional Economic Development Programme 	<ul style="list-style-type: none"> Objectives, Policies and Rules to Promote Sustainable Land Use 	<ul style="list-style-type: none"> Waipā 2050 District Growth Strategy Economic Development Strategy Waipā Integrated Transport Strategy Environment Strategy Waipā Waste Strategy 2017-2025 Reserve Management Plans Town Concept Plans

INTERNAL STRATEGIC PRIORITIES

Our focus areas for the next 1 year

 Workforce Planning & Culture	 Progressing Digital	 Managing Risk	 Next 10-year plan
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HOW WE DO THIS

LONG TERM PLAN AND ANNUAL PLAN	SERVICE DELIVERY	MONITORING AND REPORTING
<ul style="list-style-type: none"> Activities and Services How they are to be delivered What are the costs? How are they funded? 	<ul style="list-style-type: none"> Business Planning Levels of Service Activity Management Plans 	<ul style="list-style-type: none"> Annual Report Resident Perception Survey 4 Monthly Reporting on Progress against Annual Plan Quarterly Reporting on Growth matters

Other **key strategies and plans** include:

- Financial Strategy;
- Infrastructure Strategy (the Local Government Act 2002 requires local authorities to have a 30 year strategy);
- Asset Management Plans;
- Transport Procurement Strategy;
- Waste Management and Minimisation Plan.

Council's **statutory and key policies** include:

- Long Term Plan policies such as the Revenue and Finance Policy;
- Significance and Engagement Policy;
- Development Contributions Policy;
- Dog Control Policy;
- Gambling Venue Policy;
- Board Venue Policy;
- Dangerous and Insanitary Buildings Policy 2017;
- Earthquake-prone Buildings Policy 2012;
- Local Alcohol Policy;
- Arts Policy;
- Closed Circuit Television (CCTV) for Community Safety in Public Places Policy;
- Psychoactive Substances Policy 2014;
- Pensioner Housing Policy; and
- Age Friendly Policy.

Waipā District Plan

The plan is a key document for the district as it contains policy guidance and rules on development and subdivision and also seeks to protect important buildings, landscapes and natural areas. The District Plan became fully operative in August 2017.

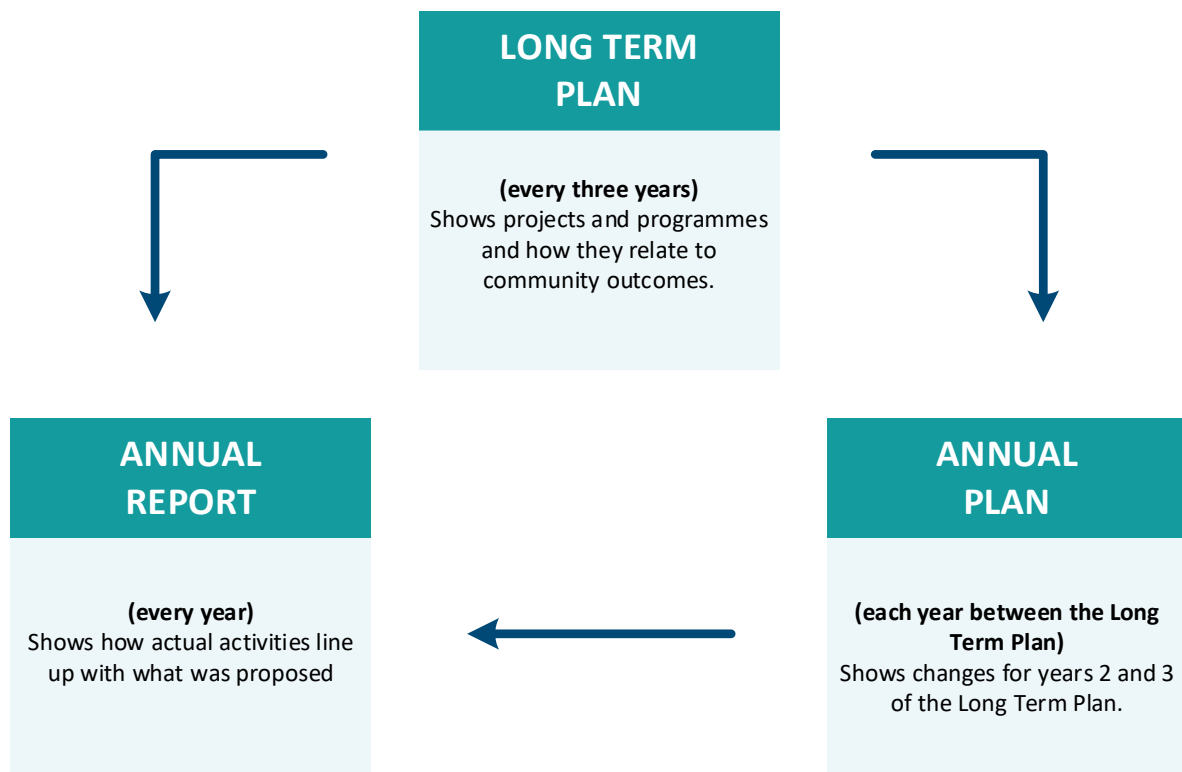
The Long Term Plan, Annual Plan and Annual Report

The Long Term Plan is Council's major planning and strategic document for the future of Waipā district. It describes what Council is going to do, when it is going to be done and how much it is going to cost. The Plan is a focus document for implementing the strategies that Council has put in place.

Council must ensure resources are used in a sustainable manner, that means taking into account the needs of the present while not making it harder for future generations to meet their needs. Affordability must also be a given consideration. Sustainability, affordability and well-being must be balanced and there will be occasions when Council is faced with making decisions to promote certain aspects of well-being where those decisions may have a significant negative effect elsewhere. These details are included in the Long Term Plan for the community to consider.

The Long Term Plan covers a ten year period and is reviewed and republished every three years. In the interim years, Council produces an Annual Plan which is based on information from the Long Term Plan. There is a public consultation process in relation to the Long Term Plan but the amendments to the Local Government Act 2002 mean there is no longer a requirement for Council to formally consult on an Annual Plan each year if the changes from the Long Term Plan are not significant or material.

Council’s management, through regular monitoring and review of progress on the Annual Plan, ensures that Council’s objectives, policies, and performance targets are achieved. Reports are presented to Council on a four monthly basis. Each year Council publishes an Annual Report, which contains audited accounts, documents its financial position with an overview of the progress made during the year against the financial and non-financial performance measures for that year. The following diagram shows the relationship between the three documents/processes.



Community Engagement

Access to Council

Council can be contacted by:

- Phone – 0800 924 723
- Email – info@waipadc.govt.nz
- Website – www.waipadc.govt.nz
- Social media – Facebook, Twitter, Instagram
- Logging an online request via our web page
<https://www.waipadc.govt.nz/contact-us>

Other information on Council’s website includes the Councillors and Community Board members and their contact details.

The contact details for offices and library facilities are as follows:

Office Locations

Te Awamutu Office	<u>Street Address:</u> 101 Bank Street Te Awamutu 3800 <u>Postal Address:</u> Private Bag 2402 Te Awamutu 3840	Freephone: 0800 924 723 Phone: 07 872 0030 Fax: 07 872 0033
Cambridge Service Centre	<u>Street Address:</u> 23 Wilson Street Cambridge 3800 <u>Postal Address:</u> Private Bag 2402 Te Awamutu 3840	Freephone: 0800 924 723 Phone: 07 823 3800 Fax: 07 872 0033
Te Awamutu Library	Selwyn Lane Te Awamutu 3800	Freephone: 0800 924 723 Phone: 07 872 0055
Cambridge Library	23 Wilson Street Cambridge 3434	Freephone: 0800 924 723 Phone: 07 823 3838 Fax: 07 823 3810

Customer Service Requests

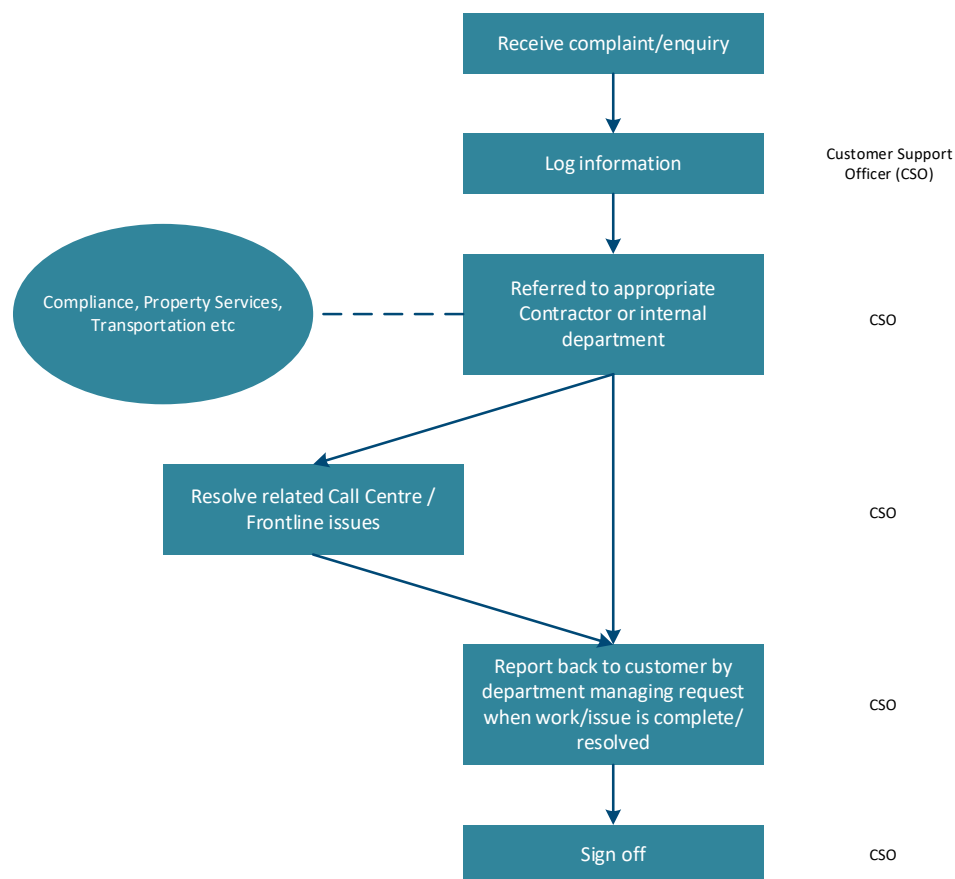
Council provides customers with a responsive service by disseminating accurate information, providing appropriate advice and ensuring the delivery of a high standard of service in a timely manner.

All customer enquiries and complaints are attended to promptly. Provision is made for follow up action to be carried out and feedback provided to the customer. This is done through liaison with all other departments within Council and external contractors.

All requests and complaints are recorded, allowing follow up on subsequent actions and direct feedback to customers.

Customer Complaints / Enquiry

Purpose: to respond and resolve customer requests for service (complaints and/or enquiries).



Council Meetings and Workshops

Council and Community Boards meet monthly with the exception of January each year.

Meetings are publicly notified and conducted in accordance with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Agendas and minutes are also available on Council's website.

The Council, its Committees and Community Boards have adopted Standing Orders, which set out procedures for the conduct of their meetings. During meetings the Mayor, Councillors and Community Board members must follow Standing Orders. Council may alter Standing Orders by a vote of 75% of the members present.

All Council, Committee and Community Board meetings must be open to the public unless there is reason to consider some item with the public excluded. LGOIMA contains a list of the circumstances where meetings may consider items with the public excluded (these circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order). Council, Committee and Community Board agendas are public documents, although parts may be withheld if the above circumstances apply.

Although meetings are open to the public, members of the public do not have speaking rights unless provision has been made in accordance with Standing Orders.

The Mayor or Chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct or remove any member who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of LGOIMA.

For an ordinary meeting, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary or emergency meetings can generally be called on shorter notice.

Council Workshops

Council also holds workshops in order to receive information from staff and advisors, and to be able to consider proposals and options in an informal environment. Council is obliged to follow the statutory decision-making processes and make decisions in formal meetings but is able to obtain briefings from staff in workshops.

Information Requests

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from Council. Any request for information is a request made under LGOIMA. It is not necessary to state that a request is being made under LGOIMA.

Requests for official information may be made in any format however, it is preferable for Council to receive requests in writing.

Once a request is made, Council will acknowledge it and must initially advise within 20 working days whether it will provide the information. It must supply the information unless reason exists for withholding it or an extension of time has been requested. The over-riding principle of LGOIMA is that information is provided unless there is good reason for withholding it.

LGOIMA states that information may be withheld if release of the information would:

- Endanger the safety of any person;
- Prejudice maintenance of the law;
- Compromise the privacy of any person;
- Reveal confidential or commercially sensitive information;
- Cause offence to Tikanga Māori or would disclose the location of wāhi tapu;
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the local authority while carrying out negotiations or commercial activities;
- Allow information to be used for improper gain or advantage.

The Council may charge for official information requests – the fee incurred reflects research and collation time. It is not a charge for the information itself. Information on Council's fees and charges is available on the website or by contacting Council.

Council Decisions

Decision Making

Council must make all decisions in accordance with the requirements set out in Sections 77 to 82 of the Local Government Act 2002 (LGA). The significance of the decision will determine how Council adheres to these requirements. The key sections require that for any decision Council should:

- Seek to identify all reasonably practicable options for the achievement of the objective of the decisions;
- Consider the views and preferences of the community at all stages of the decision-making, particularly persons likely to be affected by or interested in the matter, and the views of Māori (especially where land or water is affected);
- Make provision for the contribution to decision-making processes by Māori;
- Have regard to the purpose of local government (Section 10 LGA);
- Provide reasons for decisions made, and identify and explain any inconsistency with other Council plans or policies.

Significance and Engagement Policy

Council is required by the Local Government Act 2002 to have a Significance and Engagement Policy, which Council adopted in July 2014 and reviewed in 2017. The policy can be accessed on Council's website.

The purpose of the policy is to:

- Enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
- Provide clarity about how and when communities can expect to be engaged in decisions by Council; and
- Inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

Consultation Processes and Principles

Consultation

Consultation, in its widest sense, is a genuine two-way communication between the Council, local people, the community and other stakeholders. Consultation can be either formal or informal, ranging from a telephone enquiry to adopting a formal consultative process. Both are legitimate and both are valuable. Informal consultation is often referred to as 'engagement'.

The Local Government Act 2002 contains provisions and principles on consultation. There are certain situations and legislative or policy requirements where Council has to consult formally with the community on decisions. In some cases, Council is required to consult using the special consultative procedure as set out in the Local Government Act 2002. Information on this process is contained in Appendix B (page 49).

Why we consult:

Improved decision making and better outcomes or results are two of the main reasons that the Council consults. Public consultation strengthens democratic participation^[1] and accountability. It is an important means of enhancing the capacity of the Council to better meet the expectations of the people of the district when decisions are being made.

¹ Participation being the democratic process in which citizens elect representatives from their community to represent them on the Council and make decisions on their behalf.

Our commitment to consultation and engagement

The Council is committed to:

- Ongoing and timely consultation with the people of the district and other stakeholders on matters that affect them before final decisions are made;
- Encouraging constructive community participation;
- Clearly identifying the issues and decisions that benefit from consultation; and
- Providing feedback on Council decisions.

Consultation Principles

The principles that direct Council's approach to consultation (these draw on the six principles in the Local Government Act) are:

- **Access to information**
"That persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons." Section 82(1)(a)
- **Being Inclusive**
"That persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority." Section 82(1)(b)
- **Consulting with a clear purpose**
"That persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of consultation and the scope of the decision to be taken following the consideration of views presented." Section 82(1)(c)
- **Providing a reasonable opportunity for views to be presented**
"That persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons." Section 82(1)(d)
- **Being open and responsive**
"That the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration." Section 82(1)(e)
- **Providing feedback**
"Persons who present their views to the local authority should have access to a clear record or description of relevant decisions made by the local authority and explanatory material relating to decisions, which may include, for example, reports relating to the matter that were considered before the decisions were made." Section 82(1)(f)

Council will also consider the following:

- **Timely processes**

Council will provide a timetable that enables full participation in the consultation process for people to receive and absorb information. It will also allow reasonable time for people to become involved in the process and respond or participate.

- **Taking a prudent approach**

The Council must balance its desire to include the community in its decision-making process with appropriate and relevant use of resources. Section 82(4) of the Local Government Act requires the Council, when making a decision about the extent to which it observes the consultation principles laid out in the Act, to have regard to (among other things) the costs and benefits of any consultation procedure.

- **Consulting with Māori**

The Council recognises its obligations under the Local Government Act (Section 82(2)) to ensure that it has processes in place to consult with Māori. In meeting these obligations, the Council has a governance structure that includes an Iwi Consultative Committee. In addition, Council recognises, supports and works with Ngā Iwi Toopu o Waipā – a Mana Whenua group whose membership is drawn from hapū of the Waipā district.

Initially consultation processes with Tangata Whenua will be through the Iwi Consultative Committee and Ngā Iwi Toopu o Waipā.

- **Being innovative in approach to consultation**

The Council will look to use new ways of consulting with its local people and other stakeholders as appropriate, to complement traditional methods and try to involve people not usually reached by current methods.

Council will be flexible in accepting feedback from people in forms that suit them, for example; email, telephone, one-on-one contact, surveys, submissions, hearings, focus groups, public meetings and so on, except where it is limited by legislation.

- **Learning and improving processes through experience**

The Council will endeavour to continually improve its consultation processes.

Policy on liaison with Māori Joint Management Agreements and Appointments to Council Committees

The Waipā district was settled and populated by Māori, particularly by the Tainui people, for centuries until the land wars of the early 1860s and the establishment of the towns of Alexandra (Pirongia), Te Awamutu, Kihikihi and Cambridge.

Ngā Iwi

There are three major iwi in Waipā, all affiliate to Tainui Waka,

- Waikato
- Ngāti Raukawa
- Ngāti Maniapoto

Ngā Hapū

The major hapū in Waipā affiliate to the major iwi of the Waipā and to Tainui Waka, the major hapū are:

- Ngāti Apakura
- Ngāti Paretekawa
- Ngāti Unu and Ngāti Kahu
- Ngāti Koroki Kahukura
- Ngāti Hauā
- Ngāti Hikairo
- Ngāti Mahanga

Note: There are many more hapū than can be accounted for in the Waipā district.

Māori involvement in decision-making

The Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi has been reflected in the Local Government Act 2002, which provides principles and requirements for local authorities to facilitate participation by Māori in local authority decision-making.

The principles are outlined as follows:

- Part 2(14)(1)(d) requires a local authority to provide opportunities for Māori to contribute to its decision-making processes.
- Part 6(77)(1)(c) requires that any significant decisions in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.
- Part 6(81)(1) refers to specific requirements to facilitate Māori contributions to the decision-making process. This includes a process to provide opportunities for contribution, to consider ways to foster Māori capacity to contribute to the decision-

making processes, and to provide relevant information to Māori to allow for decision-making contributions.

The Local Government Act consolidates the principles for Māori contribution to the decision-making processes by requiring a policy to be developed. Schedule 10 Part 1(8) states as follows:

“A Long Term Plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1)(b) to foster the development of Māori capacity to contribute to the decision-making processes of the local authority, over the period covered by the plan”.

Council recognises the principles and terms of the Treaty of Waitangi that are fostered and supported in partnership with Tangata Whenua.

The principles that Council recognises are:

- Maintenance and funding of a consultative mechanism for Tangata Whenua;
- Involving Tangata Whenua in Council planning and policy processes; and
- Maintenance of an organisational structure, environment and leadership that promotes the recognition of Tangata Whenua and Treaty obligations.

The objectives that Council has are:

- Commitment to on-going development of the capacity of Māori to contribute to the Council’s decision-making processes; and
- Commitment to decision-making processes that are robust, effective and transparent.

Council has developed a policy and structure with Māori to facilitate greater participation in its decision-making processes.

Iwi Consultative Committee

The Iwi Consultative Committee considers all matters impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee advises Council and the various iwi on Treaty of Waitangi implications for policies and activities of Council. Details of the membership of the Committee are part of the governance section of this report.

Ngā Iwi Toopu O Waipā (NITOW)

Ngā Iwi Toopu O Waipā is translated as “The Assembled People of Waipā”, and is a group that represents all hapū in the Waipā district. The group meets monthly and Council has a formal agreement with NITOW to review all resource consent applications as well as consider other matters of significance.

Appointments to Council Committees

Council further promotes the decision-making capacity of Māori through the appointment of iwi representatives to the Strategic Planning and Policy, Regulatory, Finance and Corporate and Service Delivery Committees of Council. There is currently an interim iwi representative appointment to the Strategic Planning and Policy Committee and the Regulatory Committee while a recruitment process is undertaken for the four iwi representative appointments.

Future Proof and Waipā 2050

The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipā and Waikato District Councils, Hamilton City Council and Waikato Regional Council. It included the establishment of a Tangata Whenua reference group – Ngā Karu Atuā o te Waka – with members drawn from iwi and hapū-based groups representing Tangata Whenua in Waipā district and the wider region.

In addition to participating in Future Proof, Waipā district has a growth strategy, Waipā 2050. The growth strategy guides future long term planning. Council's District Plan has been reviewed to align with Waipā 2050 and the new Plan is almost fully operative. Iwi have been consulted in the review process and have participated in the hearings process.

Co-governance arrangements and Joint Management Agreements (JMAs)

Maungatautari Scenic Reserve

In light of the scale and significance of the Maungatautari Ecological Island project, a committee was established to oversee the management and development of the Maungatautari Scenic Reserve. Further developments have occurred since the establishment of the committee with a number of Treaty settlements and it is expected that there will be further moves to co-governance with iwi.

Waikato River/JMAs

The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, the Ngāti Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 and the Ngā Wai o Maniapoto (Waipa River) Act 2012 provide further opportunities for iwi involvement in decision-making. These Acts require Waipa District Council to enter into Joint Management Agreements with respect to the Waikato River and activities within its catchment affecting the river, with Waikato-Tainui, Raukawa and Maniapoto respectively. These JMAs were all signed in 2013.

JMAs define the process around engagement for resource consent applications, plan changes, and monitoring and enforcement as they relate to Te Ture Whaimana o Te Awa o Waikato (the vision and strategy for the Waikato River). They can also enable the provision of some customary activities with respect to the river and can extend to providing opportunities for closer relationships with Trust boards.

Management

Roles and Relationships

Whilst Councillors are primarily responsible for the adoption of policies and making decisions, Council employs a Chief Executive to be responsible for implementing these and managing Council's budgets. Both the Council and the Chief Executive work to protect and enhance the reputation of Waipa District Council and carry out the Council's purpose in a business-like, professional and ethical manner. Council ensures that the authority of the Chief Executive is preserved at all times.

The Chief Executive's responsibilities in this role are outlined in the Local Government Act 2002 Part 4 Section 42(2).

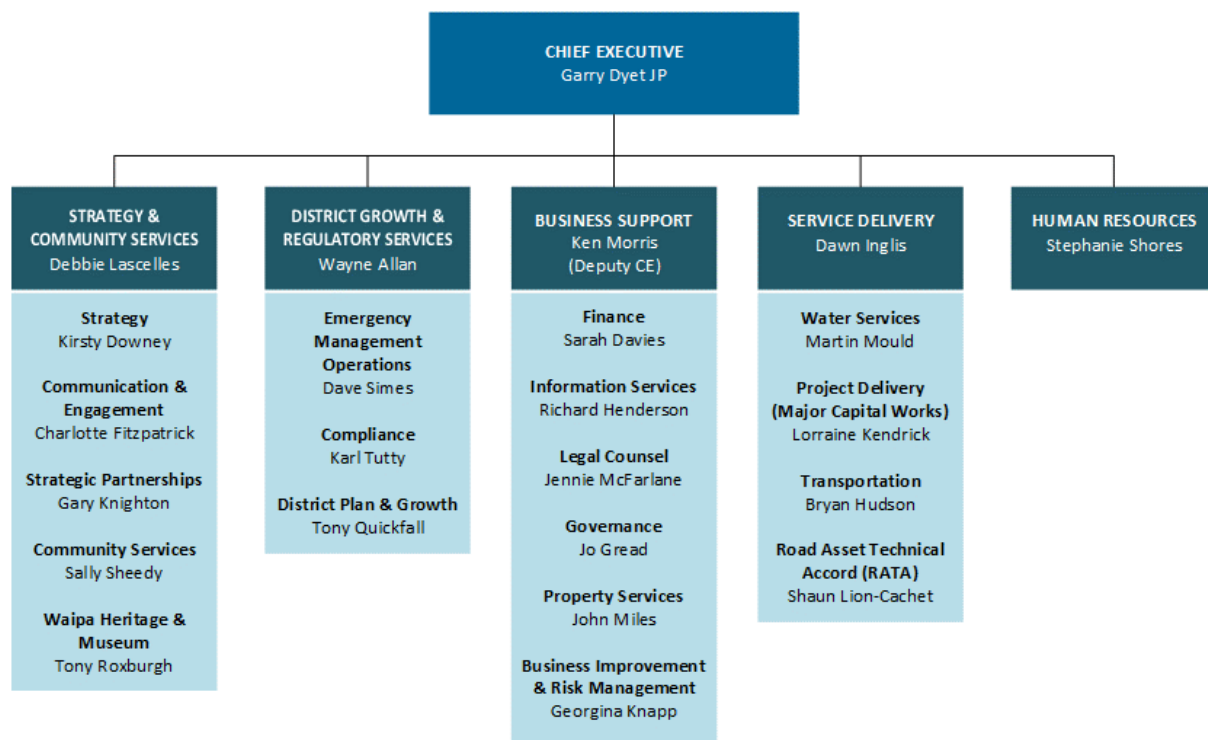
The Chief Executive is responsible for:

- Implementing the decisions of the local authority;
- Providing advice to members of the local authority and to its community boards;
- Ensuring that all responsibilities, duties, and powers delegated to the Chief Executive or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised;
- Ensuring the effective and efficient management of the activities of the local authority;
- Facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001;
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- Providing leadership for the staff of the local authority;
- Employing, on behalf of the local authority, the staff of the local authority; and
- Negotiating the terms of employment of the staff of the local authority.

The Chief Executive is supported by four Group Managers and the Human Resources Manager and is responsible for ensuring, so far as is practicable, that the management structure of the local authority:

- Reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- Is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

Organisational Structure



Garry Dyet
Chief Executive

Debbie Lascelles
Group Manager
Strategy &
Community
Services

Wayne Allan
Group Manager
District Growth
& Regulatory
Services

Ken Morris
Deputy CE
Group Manager
Business Support

Dawn Inglis
Group Manager
Service Delivery

Stephanie Shores
Manager
Human
Resources

The **Human Resource** Department reports Directly to the Chief Executive.

Business Unit Activity Areas

Strategy & Community Services

The Strategy & Community Services Group is responsible for the following functions:

Strategy

- Strategic Planning & Projects
- Economic Development

Strategic Partnerships

- Fundraising
- Iwi Relationships

Waipā Heritage & Museum

Communication & Engagement

- Customer Support
- Frontline and Call Centre
- Internal/External Communications
- Events & Marketing
- Social Media

Community Services

- Libraries
- Parks & Reserves
- Community Facilities
- Reserves Planning

Business Support

The Business Support Group is responsible for the following functions:

Legal Counsel

Governance

Property Services

Business Improvement and Risk Management

Finance

- Revenue
- Financial Planning
- Accounts
- Procurement

Information Services

- Information Management
- Information Technology
 - Systems
 - Service Desk
 - Solutions
 - Geographic Information System (GIS)

District Growth & Regulatory Services

The District Growth & Regulatory Services Group is responsible for the following functions:

Emergency Management / Civil Defence

Compliance

- Building Compliance
- Environmental Services
- Animal Control
- Environmental Health
- Enforcement

District Plan & Growth

- Consents & Planning
- Development Engineering
- District Plan

Human Resources

Organisational Capability & Development

Human Resources

Health & Safety

Payroll

Service Delivery

The Service Delivery Group is responsible for the following functions:

Water Services

- Planning and Compliance
- Asset Management
- Network (Stormwater, Treatment, Reticulation)

Project Delivery

- Project Management
- Performance and Compliance

Transportation

- Operations
- Asset Management
- Programme Planning

Road Asset Technical Accord

Employment Policies

A governance statement is required to provide information on any remuneration and employment policy, if adopted, and its equal opportunities policy.

Performance and Remuneration Policy 2012

The Chief Executive is responsible for looking after the operations of Council, including the appointment and management of staff. A council has the option to adopt a remuneration and employment policy. Waipa District Council has not adopted a remuneration and employment policy in relation to Council staff. However there is an organisational Performance and Remuneration Policy that applies to staff and is administered by the Chief Executive.

Equal Opportunities Policy 2011

Council is firmly committed to the principles of Equal Employment Opportunity (EEO) in the recruitment, selection, employment, training and promotion of its employees. EEO practices help ensure all employees and potential employees have equal opportunity to achieve their potential. This is currently under review, but no major changes are envisaged.

Objectives

- Access the best skills and abilities for a vacant position from the labour market and/or within the existing pool of employees within the organisation.
- Be seen as an 'employer of choice' in the labour market.
- Retain skilled employees.
- Develop high performing employees by providing equality of opportunity in the workplace through access to and consideration for recruitment, selection, promotion, conditions of employment, training and career development.

Guiding principles

- When we recruit from the market, we promote vacancies in ways that reach and encourage a diverse range of applicants.

- We respect differences amongst our people and draw on individuals' strengths and interests.
- We provide employees with a working environment that is safe, flexible, fair, culturally appropriate, friendly and professional.
- We celebrate the diversity of our community and understand the importance of EEO practices.
- We provide flexible work options and other work-life initiatives thereby promoting greater work satisfaction, motivation and productivity.
- We always comply with relevant legislation.
- We will maintain and implement a workplace Code of Conduct that sets minimum acceptable standards of behaviour and continually monitor its effectiveness and appropriateness.
- We will maintain and implement a Health and Safety Management Programme and continually monitor its effectiveness and appropriateness.
- We will ensure that our employment and administration policies reflect best practice in EEO.

Appendix A – Legislation

An Act is a law passed by Parliament (before it is passed, it is called a Bill). Many Acts have supporting regulations, which are laws made under an Act of Parliament. Regulations generally deal with matters of detail or administration, or matters that are subject to frequent change.

Current Acts that apply to local government include:

- Animal Welfare Act 1999
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Biosecurity Act 1993
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizenship Act 1977
- Civil Defence Emergency Management Act 2002
- Disabled Persons Community Welfare Act 1975
- Dog Control Act 1996
- Fencing Act 1978
- Food Act 2014
- Freedom Camping Act 2011
- Gambling Act 2003
- Government Roding Powers Act 1989
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transport Act 1998
- Land Transport Management Act 2003
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- New Zealand Library Association Act 1939
- Privacy Act 1993
- Property Law Act 2007
- Protected Disclosures Act 2000
- Prostitution Reform Act 2003
- Public Records Act 2005
- Public Works Act 1981
- Racing Act 2003
- Rates Rebate Act 1973

- Rating Valuations Act 1998
- Reserves Act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Te Ture Whenua Maori Act 1993
- Trespass Act 1980
- Unit Titles Act 2010
- Waste Minimisation Act 2008
- Weathertight Homes Resolution Services Act 2006.

Appendix B – Special Consultative Procedure

The Local Government Act 2002 (LGA) has specific procedures that Council must follow when making certain types of decisions. The special consultative procedure (set out in the consultation Sections 82-90) is regarded as the minimum process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance and Engagement Policy.

This procedure is set out in the LGA and will be used where:

- Legislation specifies that it should be used;
- The Council proposes to adopt or amend the Long Term Plan;
- The Council proposes to adopt, review or amend any bylaws;
- The Council proposes to alter the mode of delivery of a significant activity as defined in The Council's Significance and Engagement Policy;
- The Council decides it is appropriate to use a consultative procedure (e.g. the issue may be particularly topical so that the Council wishes to add a degree of formality to the process).

What is the Special Consultative Procedure?

- 1 The Council must prepare and adopt a Statement of Proposal and if the local authority considers that it is necessary to enable public understanding of the proposal, include a Summary of Information in the statement. The summary must:
 - Be a fair representation of the major matters in the statement in a form determined by the Council; and
 - Indicate where the Statement of Proposal is available.
- 2 State the period within which persons interested in the proposal may present their views to the local authority. The timeframe must be at least one month from the date the statement is issued. The Council must make available the statement of proposal and a description of how the Council will provide persons interested in the proposal with an opportunity to present their views to the local authority.
- 3 The Council must make a statement of the period within which views on the proposal may be provided to the Council.
- 4 The Council must make the summary of information contained in the statement of proposal (or the statement of proposal, if a summary is not prepared) as widely available as reasonably practicable as a basis for consultation.
- 5 The Council must provide an opportunity for persons to present their views to the Council and that those persons are given a reasonable opportunity to do so; and are informed about how and when they may take up that opportunity. Council may allow persons to present their views to Council by way of an audio link or audio-visual link.

If the Council is intending to adopt or amend bylaws the LGA specifies some additional requirements that are part of the process. These are found in Section 86 of the LGA.

APPENDIX 2

Waipa District Council Governance Statement 2017
(document number 10375749)



GOVERNANCE STATEMENT

28 MARCH 2017

0800 WAIPADC (924 723) www.waipadc.govt.nz

**Waipa**
DISTRICT COUNCIL

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Introduction

The purpose of Council's Governance Statement is to help inform communities on how Council works. It is a collection of information on Council's role, governance and decision-making arrangements, how we engage with our communities and our management structure and employment policies.

Much of the information that Council is required to provide in the Governance Statement is already available to Waipa District Council residents through information in other documents and on Council's website www.waipadc.govt.nz. This document provides the information required or guidance on how to access it.

The Local Government Act 2002 (LGA) requires each council to have a Governance Statement and to produce a new governance statement within six months following each triennial election, which must be made publicly available.

Our Council



'Together we can create and inspire Champion Communities'.

REPRESENTATION ARRANGEMENTS AND ELECTORAL SYSTEMS

Council

In Waipa we have a Mayor elected at large for the district, and 12 councillors cover five areas of the district, known as wards. The councillors are elected on a ward basis as shown in the table below, the second table details population estimates for each ward – the larger the population, the more elected members to represent the community. The wards are also shown on the ward map below. While the councillors have been elected from their respective wards, they have an obligation and a duty to represent the interests of the district as a whole.

Ward	Number of Councillors
Cambridge	4
Maungatautari	1
Te Awamutu	4
Kakepuku	1
Pirongia	2

Population estimate by ward (as at 30 June 2015) are:

Ward	Population (50,430)
Cambridge	19,300
Maungatautari	3,890
Te Awamutu	15,000
Kakepuku	3,860
Pirongia	8,380

Maori Wards and Constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Given the current size of Council, up to two Maori seats could be established within Waipa District.

In completing the representation review in 2012 Council resolved not to establish Maori Wards and the final representation arrangements confirmed this position. The establishment of Maori Wards can be revisited at any time in accordance with the representation arrangements review process covered in this section.

Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll on the issue. The demand for a poll can be initiated by a petition signed by 5% of electors within the District.

Ward Map



Community Boards

The Community Boards are constituted under Section 49 of the Local Government Act 2002.

Local government election candidates can only be elected to Council or to a Community Board (not both).

Waipa District has two Community Boards whose members are elected on ward basis, as follows:

Cambridge	Comprising Cambridge and Maungatautari Wards
Te Awamutu	Comprising Te Awamutu and Kakepuku Wards

The Chairperson is elected by the members of the Community Board.

The Cambridge and the Te Awamutu Community Boards currently each have seven members. The representation arrangements confirmed in 2012 (for the 2013 and 2016 local elections) established that each Community Board has five elected members with a further two members appointed by Council in accordance with Council policy, as shown in the table below:

Cambridge Community Board	Te Awamutu Community Board
Cambridge Ward = 4 Members	Te Awamutu Ward = 4 Members
Maungatautari Ward = 1 Member	Kakepuku Ward = 1 Member
Council Appointed = 2 Members	Council Appointed = 2 Members

The current membership of the Community Boards is set out in the table below :

Cambridge Community Board	Te Awamutu Community Board
Mike Pettit (Chairperson)	Gary Derbyshire (Chairperson)
John Bishop	Richard Hurrell
Philip Coles	Colleen Wilson
Julie Epps	Ange Holt
Roger Gordon	Nigel Anderson
Elwyn Andree-Wiltens (Council appointed member)	Andrew Brown (Council appointed member)
Sue Milner (Council appointed member)	Susan O'Regan (Council appointed member)

An existing Community Board can only be disestablished through a representation review process. Electors can seek the formation of a new Community Board. This is achieved by following the review process outlined over the page.

Representation Arrangements Review

Under the Local Electoral Act 2001, Council must review the representation arrangements and the electoral system, including Maori wards and constituencies, at least once every six years. Council completed a review of the District's representation arrangements in 2012, when no change was made. The next review is due in 2018.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and must also follow guidelines published by the Local Government Commission.

This review must include:

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation;
- the boundaries and names of those wards and the number of members that will represent each ward;
- whether or not to have separate wards for electors on the Maori roll;
- whether to have Community Boards and if so how many, their boundaries and membership; and
- whether to subdivide a community for electoral purposes.

The Act gives the community the right to make written submissions to Council, and the right to be heard if they wish in relation to a representation review. There is also a right to appeal any decisions made by Council to the Local Government Commission, which makes a binding decision on the appeal.

Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Elections to Council and the Community Boards – electoral systems

Elections for Council and the community boards are held every three years when electors have the opportunity to vote. The Local Electoral Act 2001 and its regulations provide for the conduct of elections including voting methods, voting systems, nomination requirements, electoral roll requirements, length of voting period and progressive processing period, candidate profiles, offences and campaign expenditure limits.

Waipa District Council currently conducts its elections under the First-Past-the-Post (FPP) electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that the candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote System. This system is used in District Health Board Elections. Electors rank as many candidates as they choose in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes cast. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Changing the System

There are three ways in which Council's electoral (voting) system can be changed under the Local Electoral Act 2001:

- Council can resolve to change the electoral system to be used at the next two elections; or
- Council can conduct a binding poll on the question; or
- Electors can demand a binding poll.

In the latter case a poll can be initiated at any time by not less than 5% of electors signing a petition demanding that a poll be held.

Once changed, an electoral system must be used for the next two triennial general elections. Council's last review of its electoral system was in 2012 when Council decided to continue to use the First Past the Post system for the 2013 and 2016 elections.

Reorganisation of local authorities

The Local Government Act 2002 sets out procedures that must be followed during proposals to make changes to the district's boundaries.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. A proposal cannot be implemented without a poll of electors, unless it is only a minor boundary change.

Further information on these requirements can be found in the Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation. See www.lgc.govt.nz.

ROLES AND CONDUCT

Council

The Council is elected every three years and is responsible for setting the overall strategic direction of the District and the budget through Long Term and Annual Plans. It also has the following roles:

- Ensuring Council fulfils its responsibilities and follows the principles of Local Government as set out in the Local Government Act 2002.
- Setting the policy direction of Council.
- Monitoring the performance of Council in terms of meeting its responsibilities and achieving its policies.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district).
- Employing the Chief Executive (under the Local Government Act, the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Council may create one or more committees of Council. A committee must have a chairperson, who is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Register.

The Mayor

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of Council. Mayors now have additional discretionary powers to:

- lead the development of Council plans, policies and budgets;
- appoint the Deputy Mayor;
- establish council committees; and
- appoint chairs to those committees.

In addition the Mayor has the following roles:

- Presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- An ex-officio member of all Council committees.
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Providing leadership and feedback to other elected members on teamwork and chairing Committees.
- The Mayor is required to be a Justice of the Peace while holding office.

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor or elected by the members of Council, at the first meeting of the Council after the triennial local government elections. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may only be removed from office by a Council resolution.

Elected members

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Local Government Official Information and Meetings Act 1987, which sets out the requirements for making information available, including public admission to meetings and the protection of certain official information.
- The Financial Markets Conduct Act 2013.
- The Health and Safety at Work Act 2015.
- The Protected Disclosures Act 2000 (whistle blowing).

Code of Conduct

The purpose of a code is to provide guidance on the standards of behaviour expected from the Mayor and Councillors.

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75% majority vote of Council.

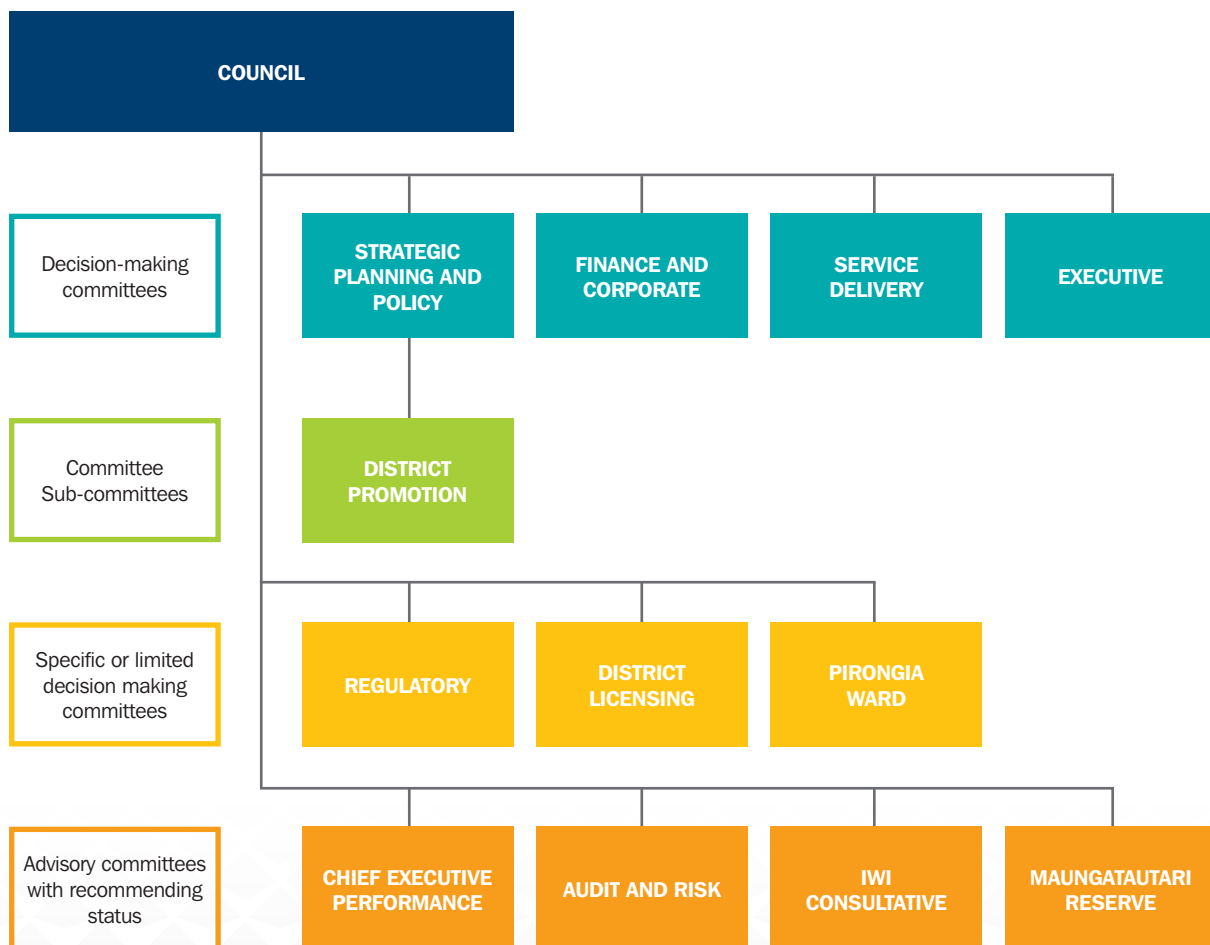
The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code.

Local Government New Zealand provided a new template and guidelines for Codes of Conduct in 2016. At the Council meeting in May 2017, Council will be reviewing it's Code of Conduct in light of the new template and guidelines. The Code of Conduct is available from Council offices or on Council's website.

GOVERNANCE STRUCTURES

Committees

The Council has appointed eleven standing committees for the 2016 -2019 term.



Purpose and Membership of Council and Committees

Details of current membership and meeting frequency of committees is on Council's website.

Council

Council carries out responsibilities required under the Local Government Act 2002. It is the final decision-making authority for certain decisions and can consider recommendations made by committees.

It is made up of all Councillors and the Mayor.

Standing Committees

Strategic Planning and Policy Committee

This Committee is made up of all Councillors, the Mayor, and an Iwi representative nominated by Nga Iwi Toopu o Waipa and appointed by Council.

Purpose: to oversee the development and review of Council's plans (including the long term and annual plans), bylaws, strategies and policies, and where appropriate, to act as Council's hearings committee for consultation in relation to these; and to exercise Council's powers under the Resource Management Act 1991 in relation to the District Plan, plan changes and variations.

Strategic Planning and Policy Sub-committee – District Promotions Committee

Membership of the District Promotions Committee includes the Mayor (as Chairperson) and four councillors.

Purpose: to consider and approve, in accordance with specified criteria, applications for financial assistance for the promotion and sponsorship of events within Waipa District.

Service Delivery Committee

This Committee is made up of all Councillors plus the Mayor.

Purpose: to have responsibility for overseeing Council's infrastructure work programme, asset management planning and levels of service in relation to the service delivery areas of the Road Corridor, Road Asset Technical Accord, Water Services, Waipa Heritage and Museums and Community Facilities, including the consideration of regional integration of services.

Finance and Corporate Committee

This Committee is made up of all Councillors plus the Mayor.

Purpose: to undertake Council's corporate and governance functions specifically in relation to financial and non-financial reporting, financial policies and treasury matters, insurance matters, property management and Council Controlled Organisations.

Regulatory Committee

This Committee is made up of the Mayor, four councillors and a Council appointed iwi representative nominated by Nga iwi Toopu o Waipa.

Purpose: to manage the regulatory aspects of Council's business, particularly in relation to the Resource Management Act 1991.

Note: appointed commissioners may hear and determine applications. All members of the Committee require to be accredited members.

Audit and Risk Committee

This Committee is made up of The Mayor, five councillors and one external member.

Purpose: to provide independent assurance and assistance to Council on Council's risk, control and compliance framework and its external accountability responsibilities.

District Licensing Committee

This Committee of Council also acts as a Board of Inquiry under the Sale and Supply of Alcohol Act 2012. A commissioner has been appointed as the Chair and must sit with two committee members when required, from a panel of members.

Purpose: to consider and determine applications for licences, managers' certificates, renewals, temporary authorities and other matters pursuant to the Act.

Iwi Consultative Committee

The Iwi Consultative Committee is made up of the following members:

The Mayor, the Deputy Mayor, and the Chairs of the Strategic Planning and Policy Committee, Service Delivery Committee, Finance and Corporate Committee and the Regulatory Committee, one representative from each of the Waikato Tainui Trust Board, Maniapoto Trust Board and the Raukawa Settlement Trust, the Chairperson of Nga Iwi Toopu O Waipa, a Kaumatua representative and nine members recommended by Nga Iwi Toopu O Waipa and appointed by Council to represent the hapu of the Waipa District. The Chief Executive attends these meetings as a member of the Committee.

Purpose: to facilitate communications between Council and Tangata Whenua. The Committee will consider any matter impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee will advise Council and iwi on Treaty of Waitangi implications for policies and activities of Council.

Pirongia Ward Committee

Membership of the Pirongia Ward Committee includes the Mayor, the two Pirongia Ward Councillors, a representative from each of the Pirongia Community Association, the Ohaupo and the Te Pahu Residents and Ratepayers Associations, and up to five community members. One of the Pirongia Ward councillors is the chair of the committee.

Purpose: to allocate funds, to consider the draft annual plan and to perform similar representative functions as the community boards.

Maungatautari Reserve Committee

The membership of the Maungatautari Reserve Committee comprises two Councillors, one of whom is to chair the Committee, one Trustee of the Maungatautari Ecological Island Trust, two representatives from Ngati Koroki Kahukura representing Pohara and Maungatautari Marae, one representative from Parawera Marae, one representative from Ngati Haua, two persons representing adjoining landowners, one representative from the Department of Conservation and one representative from Waikato Regional Council.

Purpose:

- to facilitate effective and meaningful communication between Council, Tangata Whenua, the Maungatautari Ecological Island Trust (MEIT), the Department of Conservation and the public in relation to the management of the Maungatautari Scenic Reserve;
- to advise Council on all reserve management issues, as they relate to the Reserve, the Maungatautari Ecological Island project and the administrative requirements of the Reserves Act 1977;
- to oversee the services of MEIT for day-to-day management of the enclosure; and
- to oversee the Reserve Management Plan for the Reserve.

Executive Committee

This Committee is made up of the Mayor, the Deputy Mayor and Chairpersons of the Strategic Planning and Policy Committee, Service Delivery Committee, Finance and Corporate Committee and Regulatory Committee. The Mayor is Chairperson.

Purpose: to make decisions on urgent matters arising between scheduled Council meetings or on specific matters referred by Council.

Chief Executive Performance Management Committee

This Committee is made up of the Mayor, the Deputy Mayor and one committee chair.

Purpose: to conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.

Delegations to Council committees, community boards and staff

Council has considerable ability under the Local Government Act 2002 and other local government legislation to delegate its powers, functions and duties to committees, community boards and staff. This enables Council to operate efficiently and effectively. These delegations are contained in Council's Delegations Register which is subject to regular updates and reviews.

Purpose and Role of Community Boards

Community Boards form part of governance structure of the District, but exist as separate entities through statute and operate independently of Council. The Community Boards are made up of five elected members and two appointed members. Boards elect their own Chairperson.

The role of Boards is to:

- represent, and act as an advocate for, the interests of its community;
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- maintain an overview of services provided by the territorial authority within the community;
- prepare an annual submission to the territorial authority for expenditure within the community;
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Council has delegated the following power to Community Boards:

Authority to allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the requirements of the Local Government Act 2002 to meet the current and future needs for communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Community Boards may make recommendations to Council on any matter of interest, and may seek approval for any initiative for which delegated authority has not already been given.

Senior and Youth Councils

Council actively promotes and supports as many residents as possible being involved in the overview of its services and activities, as well as in the general exchange of information. To this end, Council has facilitated the establishment of several special interest groups such as the Youth Council and the Senior Council, and also provides support services to community safety groups. While these groups are not part of Council's formal governance structure, they are valued as contributors to Council's decision-making processes.

Joint Committees

One appointment has been made by Council to each of the following joint committees:

- Waikato Civil Defence Emergency Management Group
- Waikato Regional Council Land Transport Committee
- Future Proof Implementation Committee.
- Waikato Spatial Plan Committee

Note: the arrangements for co-governance and joint management agreements are covered later on in the document.

Triennial Agreement for the Waikato Region

The Local Government Act 2002 requires the territorial authorities in each regional council area to have a Triennial Agreement.

The purpose of this agreement is to encourage local authorities to work together to promote the well-being of their communities in all of their social, economic, environmental and cultural aspects, consistent with the principles of sustainable development. This agreement provides an opportunity for improved communication and coordination at all levels of local government in the Waikato region.

It is recognised that a significant level of formal and informal cooperation already exists between local authorities. The success of the Triennial Agreement will be demonstrated through expanded relationships that help local authorities to work cooperatively and collaboratively to advance community outcomes (such as through mayoral forums). This agreement does not address local authorities' relationships with Central Government agencies or other important sectors of the community, each of which will also be important to the effective delivery of community outcomes.

The Triennial Agreement must be reviewed and updated by 1 March following each three-yearly local authority election. The 12 councils that are signatories to the Waikato Region Triennial Agreement are Thames-Coromandel District Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, Rotorua District Council, South Waikato District Council, Taupo District Council, Waipa District Council, Waitomo District Council, Waikato District Council and the Waikato Regional Council. Council considered the draft Waikato Triennial Agreement 2016-2019 at its meeting on 28 February 2017 and approved entering in to the Agreement. The Agreement also reflects the Waikato Mayoral Forum Memorandum of Understanding.

Council Controlled Organisations

Council is a shareholder in the following activities that are defined as Council controlled organisations under the Local Government Act 2002:

- **Waikato Regional Airport Limited**

Waikato Regional Airport Limited (Hamilton International Airport) is jointly owned by five local authorities – Waipa District, Hamilton City, Waikato District, Matamata-Piako District and Otorohanga District Councils. Waipa District Council's shareholding is 15.625%.

- **Local Government Funding Agency Limited**

The Local Government Funding Agency Limited has been established by the Local Government sector and the Crown to enable local authorities to borrow at lower interest margins than would otherwise be available.

- **Local Authority Shared Services Limited (LASS)**

Local authorities of the Waikato Region have established LASS as a Council controlled organisation. As one of 12 shareholders having equal shareholding, Waipa's shareholding is 8.33%. The company is used as an umbrella for the development of shared services throughout the region.

The primary activities of the Waikato LASS include the operation of a Shared Valuation Database Service (SVDS), the development of a Waikato Regional Transport Model (WRTM) and the Insurance Advisory Group. The Company continues to act as the legal entity to manage contracts arising from the work of the Waikato Mayoral Forum as well as providing administrative support to the Forum.

- **Civic Financial Services Limited**

Council is also a shareholder of the Civic Financial Services Limited (known as Civic), which is wholly owned by New Zealand city, district and regional councils. It provides a range of products and services to prevent loss and manage risk.

Council's Direction

ACTIVITIES, PURPOSE AND RESPONSIBILITIES

Information on Council's activities is contained in the 10-Year Plan and the annual plan produced each year (available on Council's website). The table below provides a summary of Council activities.

Group of Activities	Activity
Governance	Council and committees
	Community Boards
	Strategic planning
	Community relationships
Planning and Regulatory	Resource Management
	Building Compliance
	Enforcement
	Environmental Health
	Animal Control
	Alcohol Licensing
	Development Engineering
	Community Services and Facilities
	Lake Karapiro Mighty River Domain
	Libraries
	Waipa Heritage and Museums
	Swimming Pools
	Public Toilets
	Community Halls
	Pensioner Housing
	Cemeteries
	Civil Defence Emergency Management and Rural Fire
	Waste Management and Minimisation
Roads and Footpaths	Local roads and footpaths, road safety, cycling and walking, car parks, street lights and passenger transport
	Road Asset Technical Accord
Stormwater	
Wastewater Treatment and Disposal	
Water Treatment and Supply	
Support Services	Customer Support, Finance, Human Resources, Information Services, Legal and Corporate Support, Property.

PURPOSE AND RESPONSIBILITIES

Council's purpose is set out in the Local Government Act 2002 which sets out its key responsibilities. In 2012, Parliament amended the Act, one significant amendment being a change to the purpose statement for all local authorities in New Zealand. It also removed the references to "promoting the social, environmental, economic and cultural wellbeing of communities."

The purpose and role of local government is set out in section 10 of the Act:

"Purpose of Local Government

- (1) The purpose of local government is
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses. "

In the Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are –

- Efficient
- Effective
- Appropriate to present and anticipated future circumstances.

This is promoted through the broad range of Council's services and activities such as:

- resource management (including landuse planning and development control) and environmental health and safety (including building control and environmental health matters);
- network Infrastructure (roading and transport, sewerage, water/storm water);
- community facilities.

LOCAL GOVERNMENT LEGISLATION AND WAIPA DISTRICT BYLAWS

Legislation

Local government is a complex business and operates in a highly regulated environment. There are a number of key statutes which drive how councils work such as the Local Government Acts 1974 and 2002, the Resource Management Act 1991 and the Building Act 2004 to name a few. Appendix A contains a list of some of the key legislation that applies to all New Zealand local authorities. For more information visit www.legislation.govt.nz

Waipa District Bylaws

Bylaws are rules or regulations Council can make at local government level, under national legislation, that affect how people live, work and play. Bylaws are designed to protect both the district and people's rights with the purpose of making the district a safe and healthy place. In most cases, bylaws are optional and will vary from district to district, some bylaws councils are required to have, such as a dog control bylaw. There is a review process under the Local Government Act 2002, and generally a review will involve consultation with the community. Fees can also be set in relation to bylaws, and these are usually reviewed annually.

Bylaws are broadly made to cover one or more of the following purposes:

- Protecting the public from nuisance.
- Protecting, promoting and maintaining public health and safety.
- Minimising the potential of offensive behaviour in public places.

Council has made the following bylaws in accordance with the Local Government Act 2002 and other relevant legislation to control or permit specific activities within the District. Copies are available from Council's website:

- **Cemeteries Bylaw 2013**
- **Control of Signs and Sale of Goods in a Public Place Bylaw 2007**
- **Land Drainage and Stormwater Bylaw 2008**
- **Dog Control Bylaw 2015**
- **Fire Control Bylaw 2015**
- **Public Places Alcohol Control Bylaw 2015**
- **Maungatautari Scenic Reserve Bylaw 2007**
- **Public Places Bylaw 2007**
- **Solid Waste Bylaw 2012**
- **Speed Limits Bylaw 2016**
- **Trade Waste Bylaw 2011**
- **Traffic and Stock Droving Bylaw 2012**
- **Wastewater Drainage Bylaw 2011**
- **Water Supply Bylaw 2013.**

COUNCIL'S PRINCIPLES

The Local Government Act 2002 sets out principles guiding local authorities in the way that they perform their roles.

In performing its role, a local authority must act in accordance with the following principles:

- A local authority should:
 - conduct its business in an open, transparent, and democratically accountable manner; and
 - give effect to its identified priorities and desired outcomes in an efficient and effective manner; and
- A local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- When making a decision, a local authority should take account of:
 - the diversity of the community, and the community's interests, within its district or region; and
 - the interests of future as well as current communities; and
 - the likely impact of any decision on each of the social, economic, environmental and cultural aspects of well-being of the community; and

- A local authority should provide opportunities for Maori to contribute to its decision-making processes; and
- A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
- A local authority should undertake any commercial transactions in accordance with sound business practices; and
- A local authority should periodically:
 - assess the expected returns to the authority from investing in, or undertaking, a commercial activity; and
 - satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- In taking a sustainable development approach, a local authority should take into account:
 - the social, economic and cultural well-being of people and communities; and
 - the need to maintain and enhance the quality of the environment; and
 - the reasonably foreseeable needs of future generations.

If any of these principles, or any aspects of well-being referred to in the purpose of Local Government above, are in conflict in any particular case, Council should resolve the conflict in accordance with the principle to “conduct its business in an open, transparent, and democratically accountable manner”.

It is also required to follow the detailed decision-making processes outlined in the Local Government Act 2002 when carrying out its obligations.

KEY STRATEGIES, PLANS AND POLICIES

Council sets its direction through strategies, plans and policies. Council has key planning and policy documents as detailed below, copies of which are available from Council offices or on the Council website. The development and review process for these varies, for some there are statutory processes and reviews, such as for long term plans (every three years) and district plans (every ten years). For some statutory policies – usually every three or five years. Others are discretionary but as long term planning and strategies help drive the long term and annual plans, they may be subject to review as part of that process.

Waipa 2050

This provides a framework focused on planning for the future in an integrated and co-ordinated manner. It is a key component to implementing Future Proof in the Waipa District. The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council

Waipa 2050 consists of the following key documents:

- Waipa District Plan (Part Operative)
- Environment Strategy
- Town Concept Plans
- District Growth Strategy

Waipa District Plan (Part Operative)

The plan is a key document for the District as it contains policy guidance and rules on development and subdivision and also seeks to protect important buildings, landscapes and natural areas. After a review process, the plan was made part operative on 1 November 2016. Council also has a Development and Subdivision Manual to guide development.

Environment Strategy

Waipa is a diverse district that is renowned for its outstanding landscapes and special sites. The strategy provides guidance to Council and the community on how environmental issues and features should be managed.

The goal of the strategy is to:

- promote a vision for the Waipa District;
- set goals that will achieve and sustain the vision over time;
- identify the issues that need to be managed;
- identify current actions, likely solutions and clarifying functions;
- prioritise each issue according to its significance and achievability; and
- implement a monitoring and review process.

Town Concept Plans

Town concept plans have been prepared for Cambridge, Te Awamutu, Kihikihi, Ohaupo and Pirongia. These plans were created to provide a blue print for future development and consider the look and feel of these places to 2050.

The Town Concept plans were created based on information from the District Growth Strategy and community feedback. Each plan contains information on land use and zoning, views, vistas, history and heritage, buildings and streetscape character as well as a profile of the town's character and issues and opportunities specific to that area. From the information a town vision is formed.

District Growth Strategy

The community vision stated in the Growth Strategy is:

Te whakakotahitanga o te iwi o Waipa kia anga whakamua, kia hapai i te Taiao

Uniting the people of Waipa for progress while sustaining the environment

The strategy is a plan to manage growth of the district with the overall aim to take an integrated approach to managing growth. The main actions of the strategy are to:

- recognise, protect and enhance the features of Waipa that make the district a special place;
- set a pattern for the future growth of settlements; and
- integrate growth with infrastructure provision for a more cost effective approach to development .

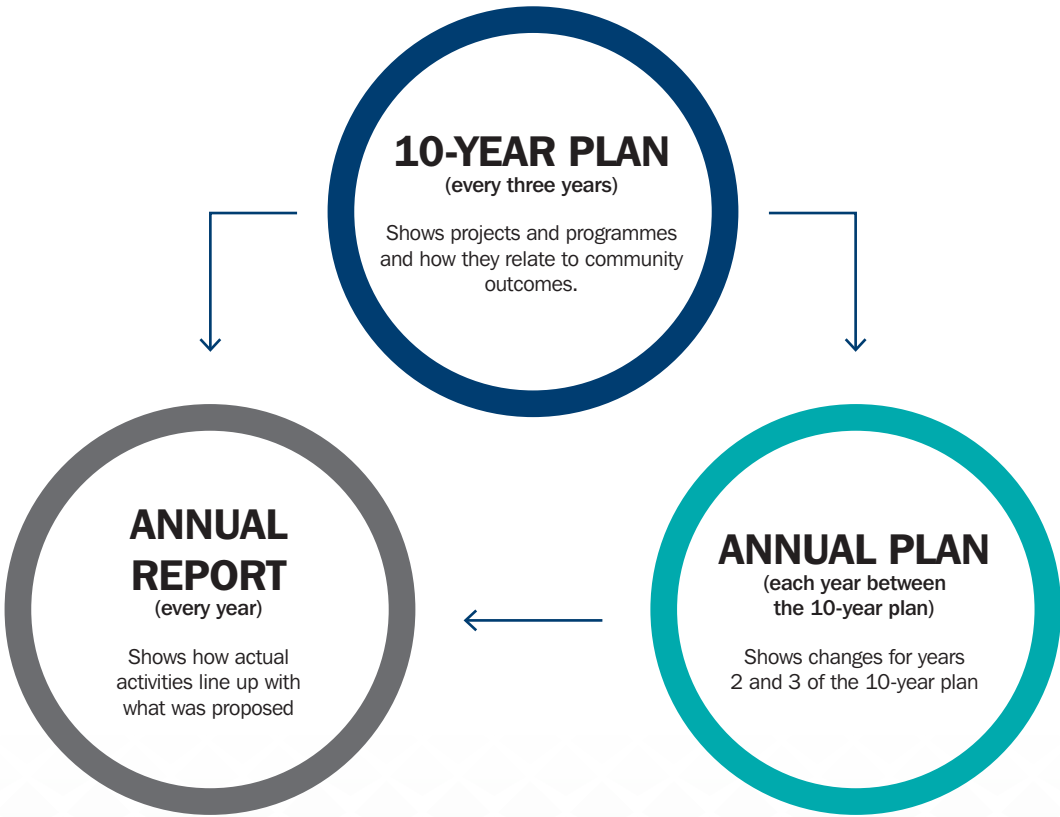
The 10-year Plan, Annual Plan and Annual Report

The 10-year Plan is Council’s major planning and strategic document for the future of Waipa District. It describes what Council is going to do, when it is going to be done and how much it is going to cost. The Plan is a focus document for implementing the strategies that Council has put in place.

Council must ensure resources are used in a sustainable manner, that means taking into account the needs of the present while not making it harder for future generations to meet their needs. Affordability must also be a given consideration. Sustainability, affordability and well-being must be balanced and there will be occasions where Council is faced with making decisions to promote certain aspects of well-being where those decisions may have a significant negative effect elsewhere. These details are included in the 10-year Plan for the community to consider.

The Plan covers a ten year period and is reviewed and republished every three years. In the interim years, Council produces an Annual Plan which is based on information from the 10-year Plan. There is a public consultation process in relation to the long term plan but the amendments to the Local Government Act 2002 mean there is no longer a requirement for Council to formally consult on an annual plan each year if the changes from the 10 Year Plan are not significant or material.

Council’s management, through regular monitoring and review of progress on the Annual Plan, ensures that Council’s Objectives, Policies, and Performance Targets are achieved. Reports are presented to Council on a four monthly basis. Each year Council publishes an Annual Report which contains audited accounts and documents its financial position and an overview of the progress made during the year against the financial and non-financial performance measures for that year. The following diagram shows the relationship between the three documents/processes.



Other **key strategies and plans** include:

- Financial Strategy
- Infrastructure Strategy (the Local Government Act 2002 now requires local authorities to have a 30 year strategy)
- Asset Management Plans
- Integrated Transport Strategy
- Transport Procurement Strategy
- Waste Management and Minimisation Plan
- Reserve Management Plans
- Waipa District Cycle Network Strategic Framework

Council's **statutory and key policies** include:

- Long term plan policies such as the Revenue and Finance Policy
- Significance and Engagement Policy
- Development Contributions Policy
- Dog Control Policy
- Class 4 Gambling Venue Policy
- Board Venue Policy
- Dangerous and Insanitary Buildings Policy 2012
- Earthquake-prone Buildings Policy 2012
- Local Alcohol Policy
- Psychoactive Substances Policy 2014
- Pensioner Housing Policy
- Age Friendly Policy

Community Engagement

ACCESS TO COUNCIL

Council can be contacted by:

- Phone – 0800 924 723
- Email – info@waipadc.govt.nz
- Website – www.waipadc.govt.nz
- Social media – Facebook, Twitter, Instagram
- Logging an online request via our web page for a fix it
<http://www.waipadc.govt.nz/our-services/do-it-online/request-for-services/Pages/default.aspx>

Other information on Council's website includes the Councillors and their contact details.

The contact details for offices and library facilities are as follows:

Office Locations

Te Awamutu Office

Street Address: 101 Bank Street, Te Awamutu 3800

Postal Address: Private Bag 2402, Te Awamutu 3840

Freephone: 0800 924 723

Phone: 07 872 0030

Fax: 07 872 0033

Cambridge Service Centre

Street Address: 23 Wilson Street, Cambridge 3800

Postal Address: Private Bag 2402, Te Awamutu 3840

Freephone: 0800 924 723

Phone: 07 823 3800

Fax: 07 872 0033

Te Awamutu Library

Selwyn Lane, Te Awamutu 3800

Freephone: 0800 924 723

Phone: 07 872 0055

Cambridge Library

23 Wilson Street, Cambridge 3434

Freephone: 0800 924 723

Phone: 07 823 3838

Fax: 07 823 3810

Customer Service Requests (CRS)

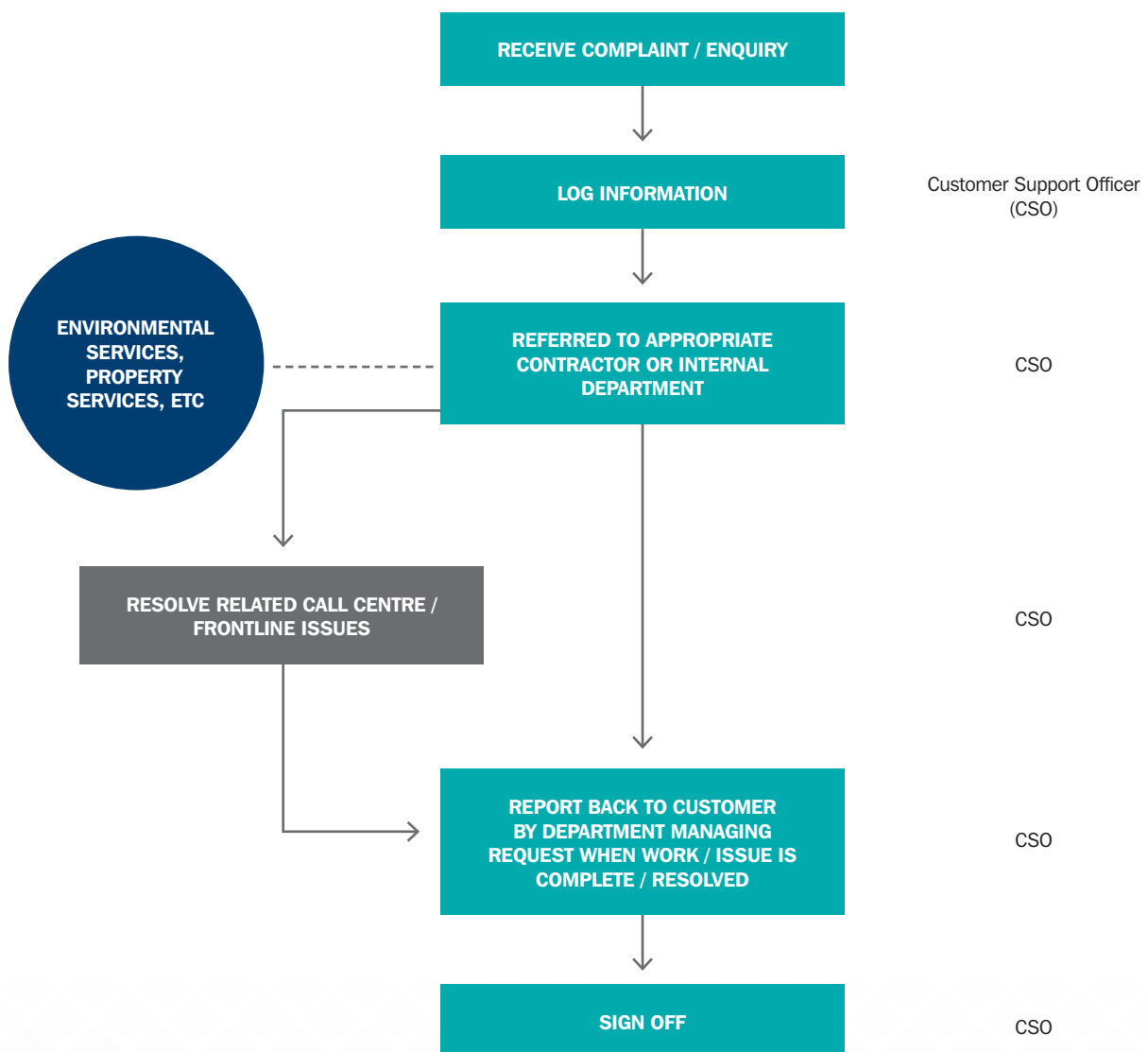
Council provides customers with a responsive service by disseminating accurate information, providing appropriate advice and ensuring the delivery of a high standard of service in a timely manner.

All customer enquiries and complaints are attended to promptly. Provision is made for follow up action to be carried out and feedback provided to the customer. This is done through liaison with all other departments within Council and external contractors.

All requests and complaints are recorded, allowing follow up on subsequent actions and direct feedback to customers.

Customer Complaints / Enquiry

Purpose: to respond and resolve customer requests for service (complaints and/or enquiries).



Council meetings and workshops

Council meets monthly with the exception of January each year. A meetings timetable for Council, the Committees and Community Boards is available on Council's website.

Meetings are publicly notified and conducted in accordance with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Agendas and minutes are also available on Council's website.

The Council, its Committees and Community Boards have adopted standing orders which set out procedures for the conduct of their meetings. During meetings the Mayor and Councillors must follow standing orders. Council may alter standing orders by a vote of 75% of the members present.

All Council, Committee and Community Board meetings must be open to the public unless there is reason to consider some item with the public excluded. LGOIMA contains a list of the circumstances where councils may consider items with the public excluded (these circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). Council, Committee and Community Board agendas are public documents, although parts may be withheld if the above circumstances apply. Where possible, the public excluded resolution is brought in to the public domain once the need for protection under LGOIMA no longer applies.

Although meetings are open to the public, members of the public do not have speaking rights unless provision has been made in accordance with Standing Orders.

The Mayor or Chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of LGOIMA.

For an ordinary meeting, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary or emergency meetings can generally be called on shorter notice.

Council workshops

Council also holds workshops in order to receive information from staff and advisors, and to be able to consider proposals and options in a less informal environment. Council is obliged to follow the statutory decision-making processes and make decisions in formal meetings but is able to provide direction to staff in workshops. Where possible these workshops are also held in the public domain.

INFORMATION REQUESTS

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from Council. Any request for information is a request made under LGOIMA. It is not necessary to state that a request is being made under LGOIMA. Requests for official information may be made in any format however, it is preferable for Council to receive requests in writing.

Once a request is made, Council will acknowledge it and must initially advise within 20 working days whether it will provide the information, and then it must supply the information unless reason exists for withholding it or an extension of time has been requested. The over-riding principle of LGOIMA is that information is provided unless there is good reason for withholding it.

LGOIMA states that information may be withheld if release of the information would:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;

- reveal confidential or commercially sensitive information;
- cause offence to Tikanga Maori or would disclose the location of wahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

The Council may charge for official information requests – the fee incurred reflects research and collation time, and is not a charge for the information itself. Information on Council's fees and charges is available on Council's website or by contacting Council.

COUNCIL DECISIONS

Decision-Making

Council must make all decisions in accordance with the requirements set out in sections 77 to 82 of the Local Government Act 2002 (LGA). The significance of the decision will determine how Council adheres to these requirements. The key sections require that for any decision Council should:

- seek to identify all reasonably practicable options for the achievement of the objective of the decisions;
- consider the views and preferences of the community at all stages of the decision-making, particularly persons likely to be affected by or interested in the matter, and the views of Maori (especially where land or water is affected);
- make provision for the contribution to decision-making processes by Maori;
- consult prior to making any decision or pre-determining an option.;
- have regard to the purpose of local government (section 10 LGA);
- provide reasons for decisions made, and identify and explain any inconsistency with other Council plans or policies.

SIGNIFICANCE AND ENGAGEMENT POLICY

Council is required by the Local Government Act 2002 to have a Significance and Engagement Policy, which Council adopted in November 2014. The policy can be accessed on Council's website.

The purpose of the policy is to:

- enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
- provide clarity about how and when communities can expect to be engaged in decisions by Council; and
- inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

CONSULTATION PROCESSES AND PRINCIPLES

Consultation

Consultation in its widest sense is a genuine two-way communication between the Council, local people, the community and other stakeholders. Consultation can be either formal or informal, ranging from a telephone enquiry to adopting a formal consultative process. Both may be legitimate and both are valuable. Informal consultation is often referred to as 'engagement'.

The Local Government Act 2002 contains provisions and principles on consultation. There are certain situations and legislative or policy requirements where Council has to consult formally with the community on decisions. In some cases, Council is required to consult using the special consultative procedure as set out in the Local Government Act 2002. Information on this process is contained in Appendix B.

Why we consult:

Improved decision-making and better outcomes or results are two of the main reasons that the Council consults. Public consultation strengthens democratic participation[] and accountability. It is an important means of enhancing the capacity of the Council to better meet the expectations of the people of the District when decisions are being made.

Our commitment to consultation and engagement

The Council is committed to:

- ongoing and timely consultation with the people of the District and other stakeholders on matters that affect them before final decisions are made;
- encouraging constructive community participation;
- clearly identifying the issues and decisions that benefit from consultation; and
- providing feedback on Council decisions.

Consultation Principles

The principles that direct Council's approach to consultation (these draw on the six principles in the Local Government Act) are:

- **Access to information**
"That persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons". Section 82(1)(a).
- **Being Inclusive**
"That persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority". Section 82(1)(b).
- **Consulting with a clear purpose**
"That persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of consultation and the scope of the decision to be taken following the consideration of views presented." Section 82(1)(c).
- **Providing a reasonable opportunity for views to be presented**
"That persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons". Section 82(1)(d)

- **Being open and responsive**

“That the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration.”. Section 82(1)(e).

- **Providing feedback**

“Persons who present their views to the local authority should have access to a clear record or description of relevant decisions made by the local authority and explanatory material relating to decisions, which may include, for example, reports relating to the matter that were considered before the decisions were made”. Section 82(1)(f).

Council will also consider the following:

- **Timely processes**

Council will provide a timetable that enables full participation in the consultation process for people to receive and absorb information. It will also allow reasonable time for people to become involved in the process and respond or participate.

Where this timetable is dictated by the Council’s decision-making process, this will be clearly indicated.

- **Taking a prudent approach**

The Council must balance its desire to include the community in its decision-making process with appropriate and relevant use of resources. Section 82(4) of the Local Government Act requires the Council, when making a decision about the extent to which it observes the consultation principles laid out in the Act, to have regard to (among other things) the costs and benefits of any consultation procedure.

- **Consulting with Maori**

The Council recognises its obligations under the Local Government Act (section 82(2)) to ensure that it has processes in place to consult with Maori. In meeting these obligations, the Council has a governance structure that includes an Iwi Consultative Committee. In addition, Council recognises, supports and works with Nga Iwi Toopu o Waipa – a group that represents the hapu of the Waipa District.

Initially consultation processes with Tangata Whenua will be through the Iwi Consultative Committee and Nga Iwi Toopu o Waipa.

- **Being innovative in approach to consultation**

The Council will look to use new ways of consulting with its local people and other stakeholders as appropriate, to complement traditional methods and try to involve people not usually reached by current methods.

Council will be flexible in accepting feedback from people in forms that suit them, for example; email, fax, telephone, one-on-one contact, surveys, submissions, hearings, focus groups, public meetings and so on, except where it is limited by legislation.

- **Learning and improving processes through experience**

The Council will endeavour to continually improve its consultation processes.

POLICY ON LIAISON WITH MAORI AND JOINT MANAGEMENT AGREEMENTS

Waipa was populated by Maori, particularly by the Tainui people, for many years until the land wars of the early 1860s and the establishment of the towns of Alexandra (Pirongia), Te Awamutu, Kihikihi and Cambridge.

Nga Hapu

The Iwi in Waipa all affiliate to Tainui Waka, the major hapu are:

- Waikato Tainui
- Ngati Raukawa
- Ngati Koroki/Kahukura
- Ngati Maniapoto
- Ngati Apakura
- Ngati Haua
- Ngati Hikairo
- Ngati Mahanga.

Maori involvement in decision-making

The Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi has been reflected in the Local Government Act 2002, which provides principles and requirements for local authorities to facilitate participation, by Maori, in local authority decision-making.

The principles are outlined as follows:

- Part 2(14)(1)(d) requires a local authority to provide opportunities for Maori to contribute to its decision-making processes.
- Part 6(77)(1)(c) requires that any significant decisions in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wahi tapu, valued flora and fauna, and other taonga.
- Part 6(81)(1) refers to specific requirements to facilitate Maori contributions to the decision-making process. This includes a process to provide opportunities for contribution, to consider ways to foster Maori capacity to contribute to the decision-making processes, and to provide relevant information to Maori to allow for decision-making contributions.

The Local Government Act consolidates the principles for Maori contribution to the decision-making processes by requiring a policy to be developed. Schedule 10 Part 1(8) states as follows:

"A Long-Term Plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1)(b) to foster the development of Maori capacity to contribute to the decision-making processes of the local authority, over the period covered by the plan".

Council recognises the principles and terms of the Treaty of Waitangi that are fostered and supported in partnership with Tangata Whenua.

The principles that Council recognises are:

- maintenance and funding of a consultative mechanism for Tangata Whenua;
- involving Tangata Whenua in Council planning and policy processes; and
- maintenance of an organisational structure, environment and leadership that promotes the recognition of Tangata Whenua and Treaty obligations.

The objectives that Council has are:

- commitment to on-going development of the capacity of Maori to contribute to the Council's decision-making processes; and
- commitment to decision-making processes that are robust, effective and transparent.

Council has developed a policy and structure with Maori to facilitate greater participation in its decision-making processes.

Iwi Consultative Committee

The Iwi Consultative Committee considers all matters impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee advises Council and the various Iwi on Treaty of Waitangi implications for policies and activities of Council. Details of the membership of the Committee are part of the governance section of this report.

Nga Iwi Toopu O Waipa (NITOW)

Nga Iwi Toopu O Waipa is translated as "The Assembled People of Waipa", and is a group that represents all hapu in the Waipa District. They meet monthly and Council has a formal agreement with NITOW for the purpose of reviewing all resource consent applications and considering other matters of significance. These recognise the mandate NITOW has in acting on behalf of iwi within the District.

Appointments to Council Committees

Council further promotes the decision-making capacity of Maori through the appointment of Iwi representatives to the Strategic Planning and Policy and Regulatory Committees of Council.

Future Proof and Waipa 2050

The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council. It included the establishment of a Tangata Whenua reference group – Nga Karu Atua o te Waka – with members drawn from iwi and hapu-based groups representing Tangata Whenua in Waipa District and the wider region.

In addition to participating in Future Proof, Waipa District has a growth strategy, Waipa 2050. The growth strategy guides future long term planning and in relation to that, Council's District Plan has been reviewed and the new Plan is almost fully operative. Iwi have been consulted in the review process and have participated in the hearings process.

Co-governance arrangements and Joint Management Agreements (JMAs)

Maungatautari Scenic Reserve

In light of the scale and significance of the Maungatautari Ecological Island project, a committee was established to oversee the management and development of the Maungatautari Scenic Reserve. Further developments have occurred since the establishment of the committee with a number of Treaty settlements and it is expected that there will be further moves to co-governance with iwi.

Waikato River/JMAs

The Waikato-Tainui Raupatu (Waikato River) Settlement Act 2010, the Ngati Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 and the Nga Wai o Maniapoto (Waipa River) Act 2012 provide further opportunities for iwi involvement in decision-making. These Acts require Waipa District Council to enter in to Joint Management Agreements with respect to the Waikato River and activities within its catchment affecting the river, with Waikato-Tainui, Raukawa and Maniapoto respectively. These JMAs were all signed in 2013.

JMAs define the process around engagement for resource consent applications, plan changes, and monitoring and enforcement as they relate to Te Ture Whaimana O Te Awa o Waikato (the vision and strategy for the Waikato River). They can also enable the provision of some customary activities with respect to the river, and can extend to providing opportunities for closer relationships with Trust boards.

Management

ROLES AND RELATIONSHIPS

Whilst councillors are primarily responsible for the adoption of policies and making decisions, Council employs a Chief Executive to be responsible for implementing these and managing Council's budgets. Both the Council and the Chief Executive work to protect and enhance the reputation of Waipa District Council and carry out the Council's purpose in a business-like, professional and ethical manner. Council ensures that the authority of the Chief Executive is preserved at all times.

The Chief Executive's responsibilities in this role are outlined in the Local Government Act 2002 Part 4 Section 42(2).

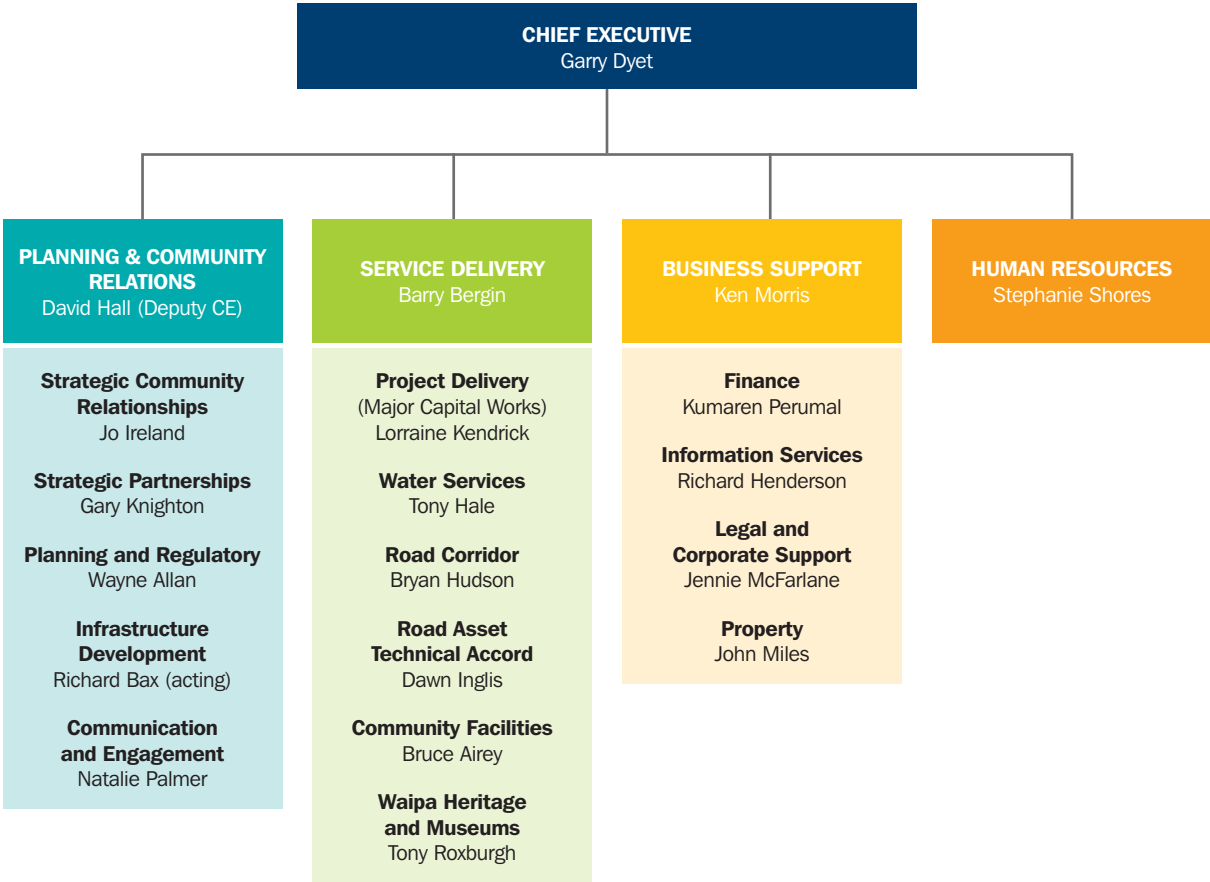
The Chief Executive is responsible for:

- implementing the decisions of the local authority; and
- providing advice to members of the local authority and to its community boards; and
- ensuring that all responsibilities, duties, and powers delegated to the Chief Executive or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised; and
- ensuring the effective and efficient management of the activities of the local authority; and
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and
- providing leadership for the staff of the local authority; and
- employing, on behalf of the local authority, the staff of the local authority; and
- negotiating the terms of employment of the staff of the local authority.

The Chief Executive is supported by three Group Managers and the Human Resources Manager and is responsible for ensuring, so far as is practicable, that the management structure of the local authority:

- reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

ORGANISATIONAL STRUCTURE



Garry Dyet
Chief Executive



David Hall
Group Manager
Planning and
Community
Relations



Barry Bergin
Group Manager
Service Delivery



Ken Morris
Group Manager
Business Support



Stephanie Shores
Manager
Human Resources

The **Human Resources** Department reports directly to the Chief Executive

BUSINESS UNIT ACTIVITY AREAS

Planning and Community Relations

The Planning and Community Relations group is responsible for the following functions:

Community Relationships

- Customer Support
- Communications
- Events
- Civil Defence Emergency Management and Rural Fire
- Iwi Liaison
- Strategic Partnership
- Strategy and District Planning
- Economic Development
- Corporate and Community Planning

Planning and Regulatory

- Resource Management consents
- Land Information Memorandum applications
- Building Compliance
- Enforcement
- Environmental Health
- Animal Control
- Alcohol Licensing
- Development Engineering

Service Delivery

The Service Delivery group is responsible for the following functions:

Asset Management Plans

Water Services

- Water Treatment and Supply
- Waste Water Treatment and Disposal
- Stormwater
- Tradewaste

Road Corridor

- Roads and Footpaths
- Waste Management

Road Asset Technical Accord

Waipa Heritage and Museums

Community Facilities

- Parks and Reserves Management
- Libraries
- Swimming Pools
- Public Toilets
- Cemeteries

Business Support

The Business Support group is responsible for the following functions:

Finance/Treasury

- Revenue
- Accounts
- Financial Planning

Information Services

- Information Technology
- GIS
- Information Management

Legal and Corporate Support

- Governance Support
- Corporate Support
- Legal Services
- Quality Management

Property Services

- Council Assets
- Pensioner Housing
- Community Halls
- Forestry

EMPLOYMENT POLICIES

A governance statement is required to provide information on any remuneration and employment policy, if adopted and its equal opportunities policy.

Performance and Remuneration Policy 2012

The Chief Executive is responsible for looking after the operations of Council, including the appointment and management of staff. A council has the option to adopt a remuneration and employment policy. Waipa District Council has not adopted a remuneration and employment policy in relation to Council staff, but there is an organisational Performance and Remuneration Policy which applies to staff and is administered by the Chief Executive. This is currently under review to align with proposed changes to Council's performance and remuneration framework.

Equal Opportunities Policy 2011

Council has a policy as set out here, and is firmly committed to the principles of Equal Employment Opportunity (EEO) in the recruitment, selection, employment, training and promotion of its employees. EEO practices help ensure all employees and potential employees have equal opportunity to achieve their potential. This is also currently under review, but with no major change envisaged.

Objectives

- Access the best skills and abilities for a vacant position from the labour market and/or within the existing pool of employees within the organisation.
- Be seen as an 'employer of choice' in the labour market.
- Retain skilled employees.
- Develop high performing employees by providing equality of opportunity in the workplace through access to and consideration for recruitment, selection, promotion, conditions of employment, training and career development.

Guiding principles

- When we recruit from the market, we promote vacancies in ways that reach and encourage a diverse range of applicants.
- We respect differences amongst our people and draw on individuals' strengths and interests.
- We provide employees with a working environment that is safe, flexible, fair, culturally appropriate, friendly and professional.
- We celebrate the diversity of our community and understand the importance of EEO practices.
- We provide flexible work options and other work-life initiatives thereby promoting greater work satisfaction, motivation and productivity.
- We always comply with relevant legislation.
- We will maintain and implement a workplace Code of Conduct that sets minimum acceptable standards of behaviour and continually monitor its effectiveness and appropriateness.
- We will maintain and implement a Health and Safety Management Programme and continually monitor its effectiveness and appropriateness.
- We will ensure that our employment and administration policies reflect best practice in EEO.

Appendix A – Legislation

An Act is a law passed by Parliament (before it is passed, it is called a Bill). Many Acts have supporting regulations, which are laws made under an Act of Parliament. Regulations generally deal with matters of detail or administration, or matters that are subject to frequent change.

Current Acts that apply to local government include:

- Animal Welfare Act 1999
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Biosecurity Act 1993
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizenship Act 1977
- Civil Defence Emergency Management Act 2002
- Disabled Persons Community Welfare Act 1976
- Dog Control Act 1996
- Fencing Act 1978
- Food Act 2014
- Forest and Rural Fires Act 1977
- Freedom Camping Act 2011
- Gambling Act 2003
- Government Roothing Powers Act 1989
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transport Act 1998
- Land Transport Management Act 2003
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- New Zealand Library Association Act 1939
- Privacy Act 1993
- Property Law Act 2007
- Protected Disclosures Act 2000
- Prostitution Reform Act 2003
- Public Records Act 2005
- Public Works Act 1981
- Racing Act 2003
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Reserves Act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Te Ture Whenua Maori Act 1993
- Trespass Act 1980
- Unit Titles Act 2010
- Waste Minimisation Act 2008
- Weathertight Homes Resolution Services Act 2006.

Appendix B – Special Consultative Procedure

The Local Government Act 2002 (LGA) has specific procedures that Council must follow when making certain types of decision. The special consultative procedure (set out in the consultation sections 82-90) is regarded as the minimum process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance and Engagement Policy.

This procedure is set out in the LGA and will be used where:

- legislation specifies that it should be used;
- the Council proposes to adopt or amend the Long-Term Plan;
- the Council proposes to adopt, review or amend any Bylaws;
- the Council proposes to alter the mode of delivery of a significant activity as defined in the Council's Significance and Engagement Policy;
- the Council decides it is appropriate to use a consultative procedure (e.g. the issue may be particularly topical so that the Council wishes to add a degree of formality to the process).

What is the Special Consultative Procedure?

- 1 The Council must prepare and adopt a Statement of Proposal and if the local authority considers that it is necessary to enable public understanding of the proposal, include a Summary of Information in the statement. The summary must:
 - be a fair representation of the major matters in the statement in a form determined by the Council; and
 - indicate where the Statement of Proposal is available.
- 2 State the period within which persons interested in the proposal may present their views to the local authority. The timeframe must be at least one month from the date the statement is issued. The Council must make the statement of proposal and a description of how the Council will provide persons interested in the proposal with an opportunity to present their views to the local authority.
- 3 The Council must make a statement of the period within which views on the proposal may be provided to the Council.
- 4 The Council must make the summary of information contained in the statement of proposal (or the statement of proposal, if a summary is not prepared) as widely available as reasonably practicable as a basis for consultation.
- 5 The Council must provide an opportunity for persons to present their views to the Council and that those persons are given a reasonable opportunity to do so; and are informed about how and when they may take up that opportunity. Council may allow persons to present their views to Council by way of an audio link or audio-visual link.

If the Council is intending to adopt or amend Bylaws the LGA specifies some additional requirements that are part of the process. These are found in section 86 of the LGA.



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 /WaipaDistrictCouncil

 /Waipa_NZ

 /Waipa_DC

COUNCIL REPORT



To: His Worship the Mayor and Councillors
From: Manager Governance
Subject: **Amendment to Standing Orders**
Meeting Date: 7 April 2020
File Reference: 72.20

1 EXECUTIVE SUMMARY

At the Council meeting on 17 December 2019 Council adopted the current version of Standing Orders.

Good local governance requires local authorities to undertake decision-making in an open, transparent and fair manner. Standing Orders provide a framework of rules for making decisions that give effect to these principles and contribute to public confidence in local government.

The adoption of a new set of Standing Orders, or any amendments to those Standing Orders, requires the support of not less than 75% of the members present.

In regard to one of the new provisions in the recently adopted Standing Orders requiring that a meeting cannot sit without a break for more than two hours without passing a resolution, on further reflection, there may be some practical difficulties with some of the Committees and Boards. It may be prudent to revert to the previous provision of requiring a resolution at the 3 hour mark if the meeting does not stop for a short break (as opposed to the 2 hour mark).

If adopted, this change will not automatically apply to the Community Boards, however a report will be presented to both Boards, which would require support of not less than 75% of the members present.

2 RECOMMENDATION

That –

- a) The 'Amendment to Standing Orders' report (document number 10376909) of Jo Gread, Manager Governance be received; and
- b) Council adopts the proposed amendment to clause 4.2 of Standing Orders as shown marked in red below:

No meeting can sit for more than ~~three~~ ~~two~~ hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.



Jo Gread
MANAGER GOVERNANCE



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

To: His Worship the Mayor and Councillors
From: Deputy Chief Executive / Group Manager Business Support
Subject: Housing Working Group Terms of Reference
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

The 10 December 2019 meeting of the Finance and Corporate Committee resolved to establish a Housing Working Group and appointed the members of that working group.

That same meeting was advised that a Terms of Reference would be developed for the working group and brought back to Council for approval.

The Housing Working Group was convened for the first time on 17 March 2020, and among other matters considered a draft Terms of Reference document. The working group agreed that the document, subject to some minor changes which have since been incorporated, be provided to Council for approval. The updated agreed draft is attached to this report.

Approval of the Terms of Reference document is sought.

2 RECOMMENDATION

That –

- a) The report titled 'Housing Working Group Terms of Reference' (document number 10377750), of Ken Morris, Deputy Chief Executive / Group Manager Business Support, be received; and*
- b) Council approve the Terms of Reference for the Waipā District Council Housing Working Group (document number 10372692).*

3 STAFF COMMENT

The Finance and Corporate Committee has resolved to establish a Housing Working Group and appointed the members of that working group.

It is good practice to have a Terms of Reference document to clearly establish the responsibilities and role of that working group.

A Terms of Reference document has been drafted and agreed by the working group at its first meeting. The working group now seeks Council approval of that Terms of Reference document.

The Terms of Reference document sets a general objective for the working group to assist and advise the Council in regard to any matters associated with Council's provision of 'Housing for the Elderly' or any 'Affordable and Social Housing' initiatives. It is important to note in this regard a deliberate move away from the term 'Pensioner Housing' to 'Housing for the Elderly', and the expansion of the working groups remit to affordable and social housing matters / initiatives.

It should also be noted that this is an informal working group, as opposed to a Committee or Sub-Committee of Council, and as such Standing Order provisions will not apply. The working group has no decision making powers.

It is proposed that the working group will normally meet every two months.



Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

Appendix 1

Draft Housing Working Group Terms of Reference (document number 10372692)

**DRAFT TERMS OF REFERENCE FOR THE
WAIPA DISTRICT COUNCIL HOUSING WORKING GROUP**

1. ESTABLISHMENT

This document establishes the responsibilities and explains the role of the Housing Working Group within Council.

2. OBJECTIVES

The general objective of the Housing Working Group is to assist and advise the Waipa District Council in regard to any matters associated with Council's provision of 'Housing for the Elderly' or any 'Affordable and Social Housing' initiatives.

Specific objectives are to:

- Consider and recommend to Council appropriate policy and strategy in the areas of 'Housing for the Elderly' or 'Affordable and Social Housing'
- Monitor the outcomes and effectiveness of that policy and strategy, including the advancement of any projects or programmes of work focussing on any 'Housing for the Elderly' or 'Affordable and Social Housing' initiatives
- Provide an effective forum for ongoing communication and activity planning between management, the governance level of Council, and other stakeholders in regard to 'Housing for the Elderly' or 'Affordable and Social Housing' matters
- Consider and advise Council as appropriate on any other matters in regard to 'Housing for the Elderly' or 'Affordable and Social Housing'.

3. MEMBERSHIP

The Working Group is appointed by Council or Committee resolution and shall comprise of no greater than six members including His or Her Worship the Mayor as an ex-officio member with full membership rights. Appointees to the Working Group should provide good representation across the district.

To perform their role effectively, each Working Group member must develop and maintain his or her knowledge of 'Housing for the Elderly' or 'Affordable and Social Housing' matters.

The Deputy Chief Executive / Group Manager Business Support, the Manager Property and the Team Leader Property shall attend all meetings in an advisory capacity but are not members of the working group. Other Council officers may be required to attend the Working Group meetings as required.

It should be noted that this is an informal Working Group and Standing Order provisions will not apply.

4. RESPONSIBILITIES

The Working Group will:

- Engage with key staff and oversee the preparation of appropriate policy and strategy in the areas of 'Housing for the Elderly' or 'Affordable and Social Housing'
- Consider and recommend that policy and strategy through to the Council and/or a Council Committee
- Monitor the outcomes and effectiveness of that policy and strategy, including the advancement of any projects or programmes of work focussing on any 'Housing for the Elderly' or 'Affordable and Social Housing' initiatives
- Provide an effective forum for ongoing communication and activity planning between management, the governance level of Council, and other stakeholders in regard to 'Housing for the Elderly' or 'Affordable and Social Housing' matters
- Consider any other matters in regard to 'Housing for the Elderly' or 'Affordable and Social Housing', referred to the Working Group by the Chief Executive, Deputy Chief Executive, Council or other Council committees.

5. MEETINGS AND MINUTES

- The Working Group will normally meet every two months, however, additional meetings will be scheduled if, and as, required
- The Deputy Chief Executive / Group Manager Business Support will be responsible for the preparation of the meeting agendas and will oversee the preparation of any reports for the Working Group and the minutes of the Working Group meetings
- Any recommendation to Council or a Council Committee must be agreed by a quorum of at least three members.

6. DELEGATIONS

The Working Group is accountable to Council.

The Working Group has no decision making powers.

The Working Group may request expert advice through the Chief Executive where necessary.

7. SELF-ASSESSMENT AND REVIEW OF TERMS OF REFERENCE

From time to time the Working Group may review its performance and effectiveness.

These Terms of Reference will be reviewed by the Housing Working Group and confirmed by Council at the commencement of every Triennium after consideration of any recommendation made by the Working Group in regard to proposed changes or refocus.

To: His Worship the Mayor and Councillors
From: Anna McElrea, Senior Reserves Planner
Subject: **COUNCIL SUBMISSION ON THE REVIEW OF THE BURIAL AND
CREMATION ACT 1964 AND RELATED LEGISLATION**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

Central government is inviting submissions on its consultation document on the review of the Burial and Cremation Act 1964 and Related Legislation (viewed [here](#)).

The submission deadline for this document has been extended to 10 April 2020.

Councillor input from the 3 March 2020 Strategic Planning and Policy Committee workshop along with staff feedback has informed the Draft Waipā District Council Submission on the Ministry of Health's Consultation Document titled 'Death, Funerals, Burial and Cremations – a Review of Burial and Cremation Act 1964 and Related Legislation'. Please refer to Appendix 1.

2 RECOMMENDATION

That

- a) *The report titled 'Council submission on the Ministry of Health's Consultation Document titled 'Death, Funerals, Burial and Cremations – a Review of the Burials and Cremations Act 1964 and related legislation'' (document number 10374994) of Anna McElrea, Senior Reserves Planner be received;*
- b) *Council resolve delegation of the Council's authority to the Chief Executive to approve the final draft submission on Death, Funerals, Burial and Cremations – a Review of the Burials and Cremations Act 1964 and related legislation and to lodge it with the Ministry of Health.*

3 BACKGROUND

Decision making

The Ministry of Health is seeking to develop modern, fit-for-purpose legislation for death, burial, cremation and funerals. It has prepared a consultation document setting out a range of options for modernising the existing legislation, including the Burial and Cremation Act 1964 (the Act), Cremation Regulations 1973 and the Health (Burial) Regulations 1946.

The consultation document is split into five sections:

- A. Death certification and auditing
- B. Regulation of the funeral services sector
- C. Burial and cemetery management
- D. Cremation regulations and the medical referee system
- E. New methods of body disposal.

Council has a strong interest in this review given it has the potential to significantly impact the work of Council and the communities of Waipā.

Staff workshopped the review with Council at its Strategic Planning and Policy Committee meeting on 3 March 2020. Feedback received at this meeting, together with input from a number of teams within Council - Compliance, Community Services, Legal, District Plan and Growth – have informed the draft submission.

The draft submission (Appendix 1) has focused on the areas that most impact Council's work, as there has been insufficient time within existing resources and work programmes, to more widely consult with mana whenua and the community of the other matters within the consultation document.

Financial/risk considerations

The financial implications for Council of the proposed legislation changes have been addressed in the draft submission.



Anna McElrea
SENIOR RESERVES PLANNER



Reviewed by Sally Sheedy
MANAGER – COMMUNITY SERVICES



Approved by Debbie Lascelles
GROUP MANAGER STRATEGY AND COMMUNITY SERVICES

1 Statutory and policy requirements

Legal and regulatory considerations

Local Government Act 2002

s.10 Purpose of Local Government

The Ministry of Health's proposal to amend the Burials and Cremations Act and related legislation is likely to impact Council's role in meeting the current and future needs of communities for good-quality cemeteries and funeral, burial and services. Council's position on these matters is set out in the draft submission (Appendix 1). Once amendments to the legislation occur, Council will need to consider how to undertake any new responsibilities in the most cost-effective manner for households and businesses.

Consultation and Engagement

There has been insufficient time, within existing resources and work programmes, to more widely consult with mana whenua and the community of the other matters within the consultation document. There is no requirement to consult on the draft submission.

Council policy or strategy

Relevant Council documents include:

- Waipā District Plan
- Waipā Cemetery Bylaw
- Waipā Long Term Plan 2018 - 2028
- Waipā Cemeteries Asset Management Plan 2018 - 2028

Appendix 1

Draft Waipā District Council Submission on the Ministry of Health’s Consultation Document titled ‘Death, Funerals, Burial and Cremations – a Review of Burial and Cremation Act 1964 and Related Legislation’

Submission

**Death, Funerals, Burial and Cremation – a Review
of the Burials and Cremations Act 1964 and other
related legislation**

April 2020

Death, Funerals, Burial and Cremations – a Review of the Burials and Cremation Act 1964 and other related legislation

By: Waipā District Council

Submission deadline: 10 April 2020

Introduction

Waipā District Council (Council) welcomes the opportunity to provide comment on the Ministry of Health's consultation document titled 'Death, Funerals, Burial and Cremation – a Review of the Burials and Cremation Act 1964 and other related legislation'.

Council currently manages ten public open cemeteries and provides interment services to two private cemeteries in the district.

Council provides all the following services internally:

- bookings (including council or private burials and interments, disinterments and monument installation, maintenance and renewal of monuments)
- burials and interments (including casket interment, ashes interment and eco/natural burials (Leamington cemetery only))
- disinterments and reinterments
- cemetery development
- cemetery maintenance (including mowing, vegetation, road and cemetery asset maintenance, litter removal and pest control)
- provision of cemetery [database](#) and mapping
- regular inspections of memorial headstones and other monuments, and repositioning or removals in accordance with the Waipā District Council Cemeteries Bylaw 2013 to ensure public safety if person entitled to maintain monument cannot be identified or doesn't undertake necessary works; and
- customer support for general enquiries and complaints.

Council's fees are set out on its [website](#) in order to be transparent to customers and have been set to cover costs associated with the provision of day to day services.

As with other cemeteries, memorial headstones, monuments and other structures are the responsibility in perpetuity of the burial right holder of the plot, their representatives or descendants in the first instance.

Council's cemeteries catered for 247 interments in 2019 (108 ash interments and 149 lawn interments); with the majority of these being in the Hautapu, Leamington and Te Awamutu cemeteries. Annual interments are slowly increasing at the majority of Council's cemeteries; with ash interment increasing at a faster rate than lawn burials. While there has been a significant increase in ash interments, lawn burials are still the preferred option at each cemetery.

In addition to direction from the Burial and Cremation Act 1964, the Reserves Act 1977, the Building Act 2005 and the Master Monumental Masons' Association Standards, Council has developed a [cemeteries bylaw](#) and a cemeteries asset management plan to guide the decisions related to cemetery management.

General Comments

1. Council supports amendments of the relevant legislation to create a modern and simplified framework for burial and cemetery management, as it agrees with the Law Commission's findings that the law is outdated, overly specific, difficult to understand and not flexible enough to respond to changing community aspirations, and burial and cremation innovations.
2. The current legislation requires local authorities to provide public cemeteries. This is a long-term commitment to care for the deceased. Council has accumulated extensive expertise, experience, resources and sector understanding in cemetery and burial management. It supports the proposed local authority duty to provide facilities for the disposal of bodies, rather than cemeteries specifically.
3. Council believes change is needed in the regulation of funeral directors in order to provide our community with greater clarity and protection when procuring services during times of grief and vulnerability.
4. Council notes concerns about the proposed increased role for Council particularly through the proposed devolution of decision making on new cemeteries, crematoria, disinterments and the proposed new compliance regime. It notes that this, together with the likely risk of community cemeteries eventually failing and reverting to councils to manage and maintain, will result in a significant increased financial burden on ratepayers. Additionally, it considers it inappropriate for some of these decisions to be devolved to council where there are potential conflicts with council's RMA role or gaps in expertise to assess all necessary matters.
5. Council notes that any amendments to the legislation must not duplicate or create overlap with the Resource Management Act 1991 (RMA).
6. It is noted that Council has had insufficient capacity, given resourcing constraints and existing work programmes, to consult mana whenua and the community on the review within the timeframes provided.

Specific Comments

Section 6 Proposed overarching duties regarding the disposal of bodies

7. Support proposition that there should be a general duty on everybody to 'treat any dead human body or human remains with respect'.
8. Agree there should be a requirement that the person who has the duty to dispose of the body must do so without undue delay, including considering the mourning needs of the bereaved, any ceremonies to be performed, tikanga or other cultural practices, and any other relevant considerations (such as police investigations). Note that care must be taken when deciding the timeframe as each religion and culture has its different rituals to undertake. The person responsible should be aware of the cultural and religious views of the deceased as well.
9. Support the proposition that there should be alternative punishments to imprisonment for range of behaviours viewed as serious enough for prosecution but not serious enough for conviction under s150 for both matters. The alternative punishment regime must be timely and convenient for prosecuting authorities and defendants. Imprisonment should remain for serious offences.

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10. Support proposed alternative punishments, that is, infringement notices or by conviction, fines, but note that it appears this would be a new enforcement role for local councils which will, together with other proposed new management and enforcement roles, require additional resourcing and have a financial impact on ratepayers. Council only has two compliance officers who undertake compliance on everything from Resource Management Act to bylaw breaches. Local council compliance teams have no experience with dealing with these matters as they are well beyond the current breadth of its cemetery management remit. There would be training and other costs. Enforcement of this specific offence may better lie with another agency, such as Police.

Section B – Regulation of the funeral services sector

B3 Regulation of the funeral services sector

11. Council's Compliance Team currently manages the annual registration of funeral directors that operate in Waipā. Unlike other registration schemes that council administer, funeral directors need to be registered with each council they operate within the boundaries of. There is no assessment criteria or grounds to deny registration and no compliance regime. There is very minimal cost with this approach that is recovered entirely through fees. This is a very different regime to that for alcohol licences and food operators where operators must register with Local Authorities but must first demonstrate their suitability and ability to comply with the law.
12. Council currently has four funeral directors registered to operate in Waipā but there is no process to confirm all operators are registered. Issues observed within this sector include funeral directors leaving services early, poor communication with Councils Sextons regarding matters such as start times, and consumers being misinformed about Council's fees and charges. The level of service from funeral directors can be varied. We agree there should be greater protection or recourse available to consumers who purchase funeral services and are unhappy with the service they receive.
13. Note there are significant issues with family-led interments which are often chosen in an attempt to lessen costs. The lack of knowledge of processes by these families significantly increases the resource requirements on our Sextons in order to meet standards and manage health and safety risks. It would be preferable if burials were only permitted through registered funeral directors.
14. Oppose the Ministry's preferred option of maintaining the status quo as Council disagrees continued industry self-management is the best option.
15. Support option 4, that is, 3 yearly registration with the Register-General of Births, Deaths and Marriages, demonstration of adherence with registration requirements and specified duties that have a compliance regime. Council considers this will address current issues with poor quality or non-delivery of contracted funeral services and will provide a system that both protects the consumer and the treatment of the body of the deceased person in a nationally consistent manner. This level of regulation is warranted to ensure both consumer protection at a time of grief and significant vulnerability, and treatment of the body of the deceased person with respect. Alternatively, registration could remain with Council's with the added requirements, as mortuaries and other activities are still registered by Council, but this is not the preferred option.

B4 Informing customers about the cost of funeral services

16. Agree high cost is one of the main issues people experience with funeral services and this is compounded by the fact full costs are not known until late in the transaction. Agree a lack of pricing information

together with time pressures, emotional stress and lack of familiarity with these kinds of services places our community in a vulnerable position when purchasing funeral director services. Anecdotally we know this is an issue for our community. Agree with the Law Commission's assessment that greater regulation is required to ensure greater transparency of the costs of services.

17. Note Council's fees for permits and interments are set out on its [website](#) in order to be transparent to customers. These have been set to cover the costs associated with the provision of day to day cemetery management services.
14. Oppose the Ministry's preferred option of maintaining the status quo.
15. Support option 2, that is, making it mandatory for funeral directors to disclose some component prices. There is a need to improve transparency of fees, for greater clarity on components and cost of funeral options, and for an itemised invoice. This is particularly important for residents with low financial literacy and those who speak English as a second language. Agree with suggestion that the impact of mandatory price disclosure may also incentivise funeral services to increase the quality of their service or to be more competitive.

Section C – Burial and Cemetery Management

Proposed types of burial lands

16. Neutral on the Ministry's preferred option to reduce current 6 types ((cemetery (local authority), cemetery (trustee), denominational burial ground, private ground, private burial place)) to the following 4 types of burial land:
 - Local authority cemetery
 - Denominational burial ground
 - Burial on private land
 - Community cemetery (previously called a trustee cemetery)
17. Support not making provision for any new independent cemeteries as Council agrees there is a risk this could be challenging and administratively burdensome for local authorities to monitor and enforce compliance, and there is a high likelihood Council would have to assume responsibility for a failing cemetery given the costs of managing the land in perpetuity, with attendant consequences for ratepayers.
18. Note Councils should not be prevented from establishing a Council Controlled Organisation or contracting cemetery services to a private provider. CCOs or outsourcing allows Councils to retain overall management control.
19. Note Council continues to be of a view that titles of community cemeteries should be with the Local Authorities only. Council does not support vesting in a charitable trust unless the trust has a national profile and an operational history e.g. Natural Burials NZ.
20. Note concerns with burials on private land which have historically been held in multi-generational farm ownership given Waipā's population projections and associated land use changes which are seeing many multi-generational farm holdings sold and subdivided. These changes to rural zones are likely to create challenges in terms of ongoing access and future development of the land. If continued to be an approved type of burial land, it is recommended the location and nature of the burials on private land be required to be on the certificate of title and land information memo.

-
21. Note Council's preference is that territorial authorities, potentially in collaboration with neighbouring councils, be the primary provider of cemeteries for the majority of residents and that together, at a regional level, councils should provide for different sectors of the community. For this reason, Council agrees with the proposition that councils must consider requests for separate sections for any group of people with common burial needs but notes this should be able to be assessed in terms of the wider cemetery network rather than at an individual cemetery level.
 22. Agree with the Ministry's assertion, the requirement for local authority cemeteries to consider applications for separate sections for any group of people with common burial needs, as well as the provisions made for new community cemeteries or denominational burial grounds, would be sufficient in allowing for choice and meeting the burial demands for New Zealand.
 23. Support requirement for local authorities to create and maintain a cemetery policy to enable the community to have an opportunity to have a say on matters such as agreed maintenance standards, provision of special areas, and for there to be greater clarity and transparency on these matters.

Maintaining monuments

24. Support amendments to clarify the power of cemetery managers to maintain graves, despite any concurrent power or duty of maintenance falling on other people, including the relatives of the buried deceased to ensure Council can remove potential hazards to meet Health and Safety Act requirements. Note this would be a general power, not limited to when the grave is dangerous and non-cemetery manager powers could be conferred by virtue of a contract or bylaw and agreed as part of creating the cemetery policy.
25. Support proposal to provide an exception to section 42 of the Heritage New Zealand Pouhere Taonga Act 2014, giving cemetery managers the power to work on a heritage gravesite where there are safety concerns.
26. Support continuation of similar powers for clearing closed cemeteries (removing monuments and tablets, etc) as are currently in section 45 of the Act in order to enable effective management of older cemeteries in some limited circumstances.

Approval of new cemeteries

27. Support requirement for any cemetery or burial place established before the new statute commenced and recognised under the current Act to be registered with the local authority and these would then be considered an approved cemetery. Council's Compliance Team already maintains registers of numerous premises under the Health Act 1956 and related regulations.
28. Oppose making approval for burial on private land (up to five bodies) the discretion of local authorities, who must approve such an application if certain criteria¹ are met. This would conflict with the RMA in terms of potential adverse effects from land uses (human remains, odour), cultural issues relating section 8 and tikanga and potential discharge of contaminants (e.g. contamination of water supply and soil contamination from pathogens, release of mercury from amalgum fillings, and embalming fluid containing formaldehyde, methanol, solvents and glutaraldehyde) into the environment. Burial of human remains should continue be managed under the RMA as a land use activity and discharge of a contaminant.
29. Support not exempting burials on private land from the resource consent process. This process provides for the assessment of adverse effects which as noted, is particularly relevant in considering tikanga Māori

¹ Criteria are: there is unlikely to be an adverse impact on any neighbouring land owners; the land is suitable for use as a cemetery; there is unlikely to be any adverse impact on surrounding land and waterways; the applicant has a strong family connection with the site and there is an adequate plan for the perpetual maintenance of the site as a cemetery.

and other cultural beliefs and consultation with affected parties. It would also be seen as inconsistent with the management of other land use activities and contaminants.

Unlawful burial

30. Support removal of outdated distance exemption described in C.1.4 of the consultation document. Note Waipā has a wide distribution of cemeteries across the district and good transport networks throughout the district.

Disinterment

31. Oppose devolution of decision making from the Minister of Health to local authorities for disinterments on local authority and non-local authority cemeteries. Typically, disinterments are a result of family disagreements and issues, and Council doesn't see itself having a role in adjudicating on such matters. This is particularly relevant in small rural councils where staff and councillors are generally residents within the district and widely connected within local communities. Agree with the Ministry's position that the Environment Court isn't the appropriate body to make decisions on multiple disinterments from local authority cemeteries and note that the Department of Internal Affairs may be the more appropriate organisation to make these and other disinterment decisions.
32. Support proposal the Ministry would provide detailed guidance about what the relevant decision-making bodies must consider in applications for disinterment and the procedures to be followed when disinterring a body.
33. Support an enabling pathway linked to the RMA for disinterment of private graves where the burial is causing adverse effects (e.g. contamination of soil or water supply), for cultural reasons, or for relocations to enable land development where this is agreed by whanau and authorities.

Section D Cremation regulations and the current medical referee system

D3 Reform of cremation and crematorium management

34. Oppose the Ministry's preferred option of removing the role of the Minister of Health in consenting the construction of a crematorium, operating the cremator and making this the sole responsibility of local authorities under the processes of the RMA. The Minister of Health and Council have different and distinctive functions. It would be appropriate to better clarify these functions, so the Minister continues to approve crematorium for meeting Health Act requirements, and Councils continue to manage crematorium in respect of adverse effects on the environment (building bulk and location, traffic, noise, and discharges etc). Note one issue that has arisen in respect of crematorium is "perceived" effects of being located nearby. Crematorium can operate very discretely and successfully in residential areas (e.g. Motueka) but where new ones are proposed they can involve a perception element. We would suggest an amendment to the RMA section 3 definition of "effect" such that perceived effects are not able to be taken into account, and only actual or potential effects may be considered.
35. Neutral on the proposal a local authority would regulate permission to cremate or otherwise dispose of a deceased person's body other than in a crematorium. "Permission" to cremate needs to be sufficiently separate from "approval" of any resource consent. The criteria proposed would over-lap with RMA functions local authorities are responsible for anyway. To avoid a duplicate permission system, it is suggested local authorities could "license" private cremations (rather than permit) with licenses dealing with administrative issues such as safety, public health and fire risk, and the RMA continuing to apply for contaminant discharges. A license could be issued subject to any necessary resource consents being first

obtained. Note there could still be a role for the Minister in terms of considering matters under the Health Act.

36. Support with caveat, the proposal that the scattering of ashes (on land) will be managed by local authorities under the Resource Management Act 1991 and regional councils or unitary authorities would deal with consents for discharges to air. Ashes of any type fall under the RMA definition of “contaminant” so it is appropriate to manage these as discharges under the RMA (discharge to air, and also discharge to water and land where it may affect water). The complication comes about because of cultural sensitivities of iwi around scattering of ashes, particularly into waterways and on sites of significance. The RMA is poorly equipped to deal with cultural sensitivity. The caveat for support is the Burial and Cremations Act should clearly deal with the issue of cultural sensitivity, which would clarify the RMA is only concerned with discharge effects, not cultural sensitivity. The suggestion is the Burials and Cremations Act requires consultation with mana whenua for any scattering of ashes in culturally sensitive areas, as defined through publicly available resources such as Treaty Settlements, iwi management plans, or RMA plans and local authorities be required to develop a policy setting out where scattering of ashes is permitted and/or prohibited.

Section E New methods of body disposal

37. Agree with the Ministry’s preferred option of requiring every deceased person to have their body disposed of by an approved disposal method.
38. Support, in principle, the ability for new alternative methods to burial and cremation to be permitted by regulation with a clear criterion rather than leaving it to the resource consent process as is currently the case. This will create an adaptive framework that still ensures there are protections for the dignity of the deceased and any relevant cultural considerations, including tikanga Māori. However, we note the RMA should continue to manage effects on the environment (discharges, contamination, odour, land use effects etc) from any new methods permitted by regulation. There may be more efficient ways of approving new methods other than regulations such as notices issued by the Ministry of Primary Industries under The Food Act. There also needs to be clarification around disposal of remains, as opposed to storage or preparation e.g. the water cremation example is not disposal, that happens after the cremation process.



TE AWAMUTU - HEAD OFFICE

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To: His Worship the Mayor and Councillors
From: Strategic Projects Driver
Subject: **T6 & T11 STRUCTURE PLANS – ENDORSEMENT**
Meeting Date: 7 April 2020

1 EXECUTIVE SUMMARY

In October 2018 Boffa Miskell and Tonkin & Taylor were contracted by Council to undertake and complete planning projects which includes producing Structure Plans for the T6 growth cell and T11 growth cell.

After a process that has involved technical input from Tonkin & Taylor, Boffa Miskell and Council activity area managers, as well as engagement with mana whenua, landowners within and around the growth cells, and the general public, the draft Structure Plans are ready for endorsement to help enable development.

The draft structure plans were workshopped with elected members at the Strategic Planning and Policy Committee meeting on 4 February 2020. At that workshop it was indicated that we would be asking for Council's endorsement of the draft T6 and T11 Structure Plans today.

The following appendices accompany the report:

- Appendix 1: Draft T6 Structure Plan (*document number 10092136*)
- Appendix 2: Draft T11 Structure Plan (*document number 10092135*)

2 RECOMMENDATION

That

- a) The report titled 'T6 & T11 Structure Plans – Endorsement' (document number 10362359) of Justine Kennedy, Strategic Projects Driver, be received;*
- b) Council endorse the draft T6 Structure Plan (document number 10092136);*
- c) Council endorse the draft T11 Structure Plan (document number 10092135).*

3 BACKGROUND

Waipa 2050 Growth Strategy

In 2017, Council adopted the updated Waipa 2050 Growth Strategy, which sets out how the towns and villages in the Waipā district will grow for the next 30 years. The T6 growth cell and T11 growth cell around Kihikihi and Te Awamutu respectively, are identified as near-term (pre-2035) growth cells for residential development.

T6 and T11 Growth Cell Structure Plans

In October 2018, Boffa Miskell and Tonkin & Taylor were contracted by Council to undertake and complete planning projects including:

T6 Growth Cell Structure Plan

~168ha intended for large lot residential development. The T6 growth cell is situated between St Leger Road and SH3 / Kihikihi township. It is bordered at the south by Brill Road.

T11 Growth Cell Structure Plan

~47ha intended for residential and compact residential development. The T11 growth cell is adjacent to the commercial centre on Cambridge Road in Te Awamutu.

Public engagement

At the commencement of the Structure Plan projects, letters were sent to landowners within and adjacent to the growth cells, inviting them to contact us if they would like to know more. In February 2019 we met with individual landowners to answer their queries and listen to issues they raised.

The project team also met with the New Zealand Transport Agency and Waikato Regional Council and will close the loop by sending them the approved structure plans. We presented to Nga Iwi Toopu o Waipā on two occasions and will go back to them as there is capacity for their input in terms of implementation of the Structure Plans.

Public consultation was held from mid-September 2019 to mid-October 2019, which included drop-in sessions hosted at the Te Awamutu Library and Kihikihi Town Hall.

Flood hazard mapping

Flood hazard mapping was undertaken for the Mangaohoi Stream, which runs through the T11 and T14 growth cells. Subsequent to findings prepared for Council by WSP Opus (*document number 7870007*), Council approved a boundary adjustment for the T11 growth cell on 24 September 2019 (*document number 10097162*)

Technical reports

The following technical reports (available upon request) were completed by Tonkin & Taylor to support the development of the T6 and T11 Structure Plans:

- Liquefaction Study (*document number 10373335*)
- Three Waters Assessment (*document number 10373339*)
- Transportation Assessment (*document number 10373344*)

Other supporting documents

Boffa Miskell also prepared the following reports (available upon request) to support the preparation of the T6 and T11 Structure Plans:

- T6 Design Guide (*document number 10373361*)
- T11 Design Guide (*document number 10373360*)

4 OPTIONS AND ASSESSMENT

Financial and Risk Considerations

The cost implications of these Structure Plans will be dealt with through Long Term Plan funding and development contributions.

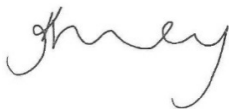
There is a risk around the current proposed 'green spine' collector road access into the T11 growth cell causing conflict with supply trucks turning into the lane beside the Mitre10 Mega. Project staff met with representatives from the commercial centre to discuss this issue and got their agreement in principle that the supply truck lane entrance can be closed and supply trucks will access the lane from the new 'green spine' collector road instead.

There are many landowners within these growth cells, so there is a risk that some will be unhappy with the final approved Structure Plans. To mitigate this, the project team have met with landowners throughout the development of the Structure Plans, welcomed their input and amended the Structure Plans as appropriate.



Justine Kennedy

STRATEGIC PROJECTS DRIVER



Reviewed by Kirsty Downey

MANAGER – STRATEGY



Approved by Debbie Lascelles

GROUP MANAGER – STRATEGY & COMMUNITY SERVICES

1 Statutory and policy requirements

National Policy Statement on Urban Development Capacity (NPS-UDC)

The NPS-UDC introduces new requirements for councils in high-growth areas, such as Waipā, to ensure that they have adequate provision of serviced land for urban development in the short, medium and long term.

Waipa 2050 Growth Strategy

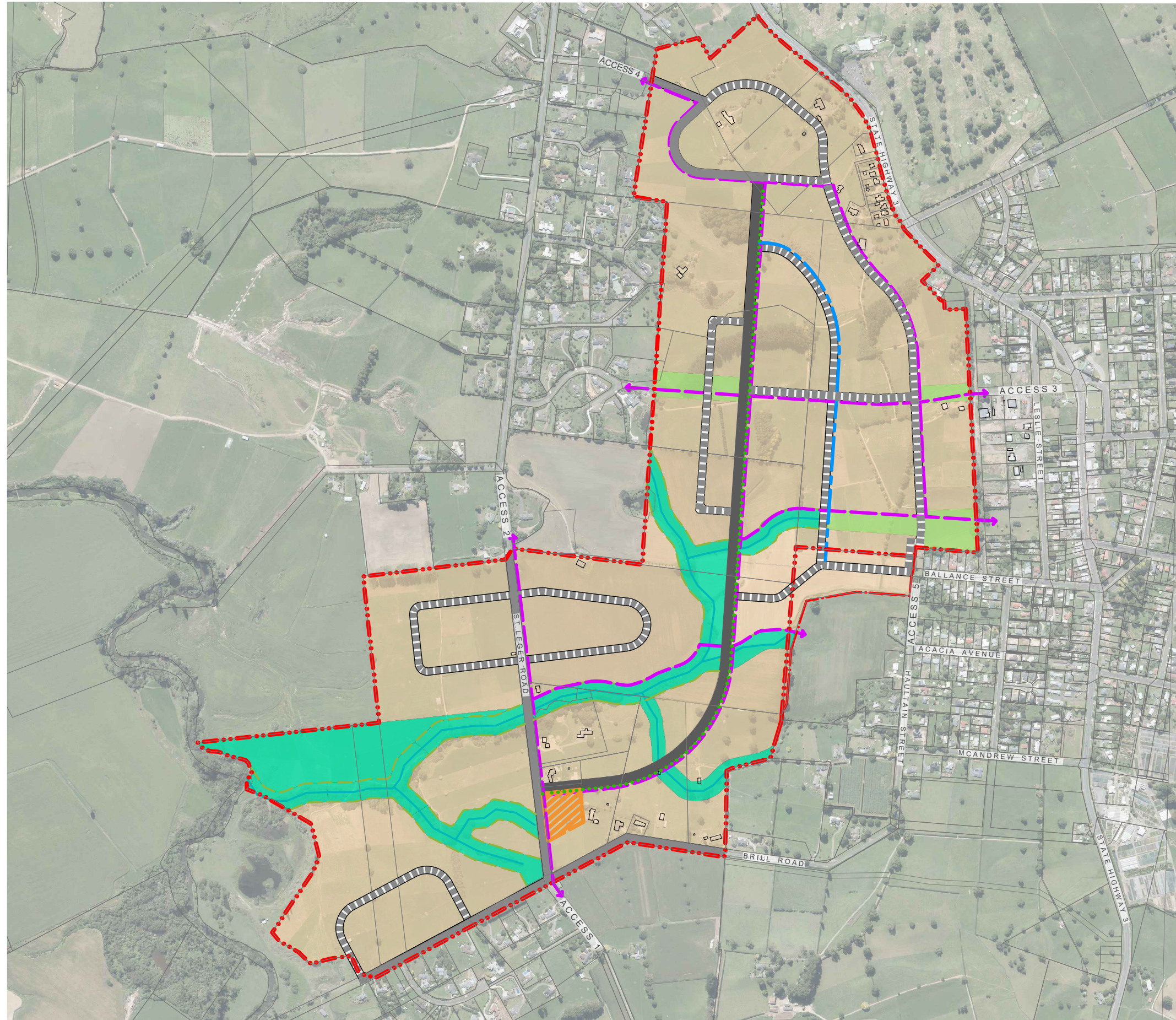
Growth cells T6 and T11 on the outskirts of Te Awamutu have been identified in the District Growth Strategy, Waipa 2050, as being areas of large lot residential and residential growth, respectively.

Waipa District Plan

In order for developers to uplift the current Deferred Residential zoning over T11 or Deferred Large Lot Residential zoning over T6, they will need to meet the requirements of the Waipa District Plan.

Appendix 1

Draft T6 Structure Plan (*document 10092136*)



- LEGEND**
- - - - - T6 Structure Plan Boundary (Existing)
 - . - . - T6 Structure Plan Boundary (Proposed Extension)
 - - - - - 25m Boulevard / Green Spine Road
 - - - - - 20m Collector Road
 - - - - - 18m Local Road
 - ↔ Shared Pedestrian / Cycle Connections
 - - - - - Drainage swale along road edge - 6m
 - Stream
 - - - - - Stream Setback - 23m
 - █ Stormwater Reserve
 - █ Neighbourhood Reserve
 - ▨ Neighbourhood Centre
 - █ Large Lot Residential Zone
 - + Existing Dwellings

NOTES

CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK;
 CONTRACTORS ARE RESPONSIBLE FOR CONFIRMING THE LOCATION OF ALL UNDERGROUND SERVICES ON SITE PRIOR TO COMMENCING WORK;
 FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.

REV	DATE	DESCRIPTION
-	30.05.2019	Structure Plan
A	26.06.2019	Structure Plan Updates
B	07.08.2019	Structure Plan Updates
C	23.08.2019	Structure Plan Updates
D	02.09.2019	Structure Plan Updates
E	15.01.2020	Structure Plan Updates

North



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CLIENT
 Waipā District Council

CONSULTANTS
 Tonkin & Taylor

FINAL DRAFT

Te Awamutu T6 Structure Plan

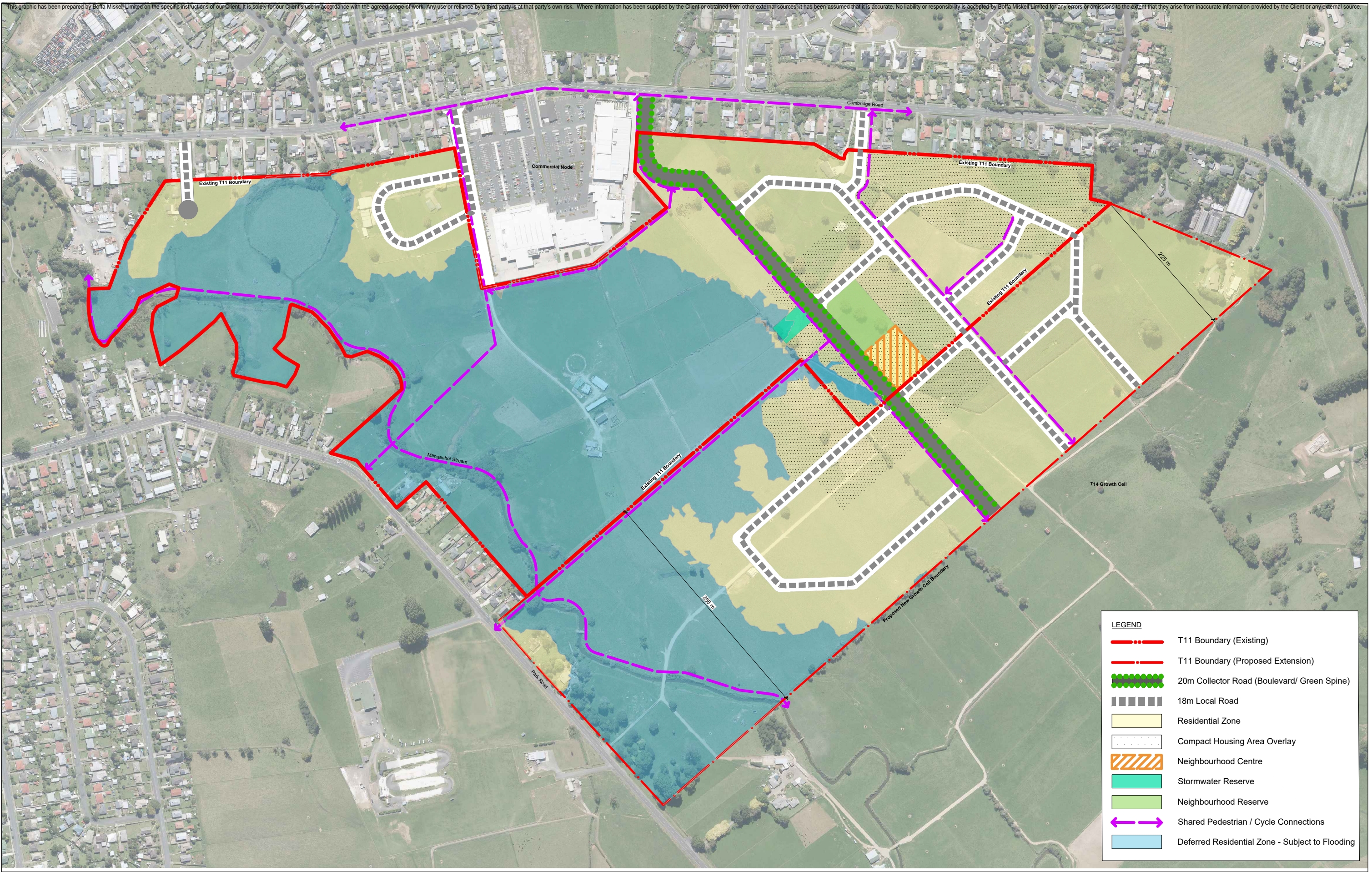
Design MHu	Scale 1:5000 @ A1	Date 15.01.2020
Drawn BFo	1:10000 @ A3	
Check		
Appv'd		

DRAWING NO.	REVISION
H18070_T6_001	(E)

Appendix 2

Draft T11 Structure Plan (*document number 10092135*)

This graphic has been prepared by Boffa Miskell Limited on the specific instructions of our Client. It is solely for our Client's use in accordance with the agreed scope of work. Any use or reliance by a third party is at that party's own risk. Where information has been supplied by the Client or obtained from other external sources, it has been assumed that it is accurate. No liability or responsibility is accepted by Boffa Miskell Limited for any errors or omissions to the extent that they arise from inaccurate information provided by the Client or any external source.

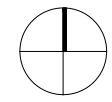


LEGEND	
	T11 Boundary (Existing)
	T11 Boundary (Proposed Extension)
	20m Collector Road (Boulevard/ Green Spine)
	18m Local Road
	Residential Zone
	Compact Housing Area Overlay
	Neighbourhood Centre
	Stormwater Reserve
	Neighbourhood Reserve
	Shared Pedestrian / Cycle Connections
	Deferred Residential Zone - Subject to Flooding



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NOTES
 CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK;
 CONTRACTORS ARE RESPONSIBLE FOR CONFIRMING THE LOCATION OF ALL UNDERGROUND SERVICES ON SITE PRIOR TO COMMENCING WORK;
 FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.



REV	DATE	DESCRIPTION
M	05.02.2020	Structure Plan Updated
N	12.02.2020	Structure Plan Updated
F	08.05.2019	Structure Plan Updated
G	21.06.2019	Structure Plan Updated
H	26.06.2019	Structure Plan Updated
I	07.08.2019	Structure Plan Updated
J	22.08.2019	Structure Plan Updated
K	02.09.2019	Structure Plan Updated
L	15.01.2020	Structure Plan Updated



CLIENT
 Waipā District Council

CONSULTANTS
 SGA
 Tonkin & Taylor

FINAL DRAFT

Te Awamutu T11 Structure Plan

Design	MHu	Scale	1:2500 @ A1	Date	12.02.2020
Drawn	BFo	Check	1:5000 @ A3		
App'd					

DRAWING NO.	REVISION
Structure Plan	N

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To: His Worship the Mayor and Councillors
From: Governance
Subject: RESOLUTION TO EXCLUDE THE PUBLIC
Meeting Date: 7 April 2020

1 RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1 <i>Te Awa Cycleway</i> 2.1 <i>Land Acquisition</i> 3.1 <i>Realignment of Pirongia Road and Land Purchase</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

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

Item No.	Section	Interest
1.1 2.1 3.1	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>