



**Time:** 9.00am  
**Date:** Tuesday 30 June 2020  
**Meeting:** Council Chambers, Waipā District Council, 101 Bank Street, Te Awamutu

## INDEX

Agenda – 30 June 2020

Confirmation of Open Minutes – 26 May 2020

Documents Signed Under Council Seal

Adoption of Annual Plan 2020/21 - Fees and Setting of Rates

Report on the June 2020 Audit and Risk Committee Meeting

Community Board and Pirongia Ward Delegations

Adoption of Amendments to the Waipā District Fire Control Bylaw 2015

28-17-03 Bridges & Structures Professional Services Contract – Extension to Contract Period and Increase to Approved Contract Sum

Chief Executive Key Performance Indicators 2020/21

Resolution to Exclude the Public

# COUNCIL AGENDA



## AGENDA ITEMS

### 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*

## 6 COUNCILLORS UPDATE ON ATTENDANCES

---

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

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **CONFIRMATION OF MINUTES**  
**Meeting Date:** 30 June 2020

---

## **1 EXECUTIVE SUMMARY**

---

To confirm the minutes of the Waipā District Council meeting held on 26 May 2020.

## **2 RECOMMENDATION**

---

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

## **3 ATTACHMENTS**

---

Council Minutes – 26 May 2020



**Time:** 9.00am  
**Date:** Tuesday 26 May 2020  
**Meeting:** Audio Visual Meeting

## 1 PRESENT

---

### **Chairperson via Zoom**

His Worship the Mayor JB Mylchreest

### **Members via Zoom**

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

## 2 APOLOGIES

---

There were no new apologies.

## 3 DISCLOSURE OF MEMBERS' INTERESTS

---

There were no new disclosures.

## 4 LATE ITEMS

---

There were no late items.

## 5 CONFIRMATION OF ORDER OF MEETING

---

### **RESOLVED**

1/20/19

*That the order of the meeting be confirmed.*

Councillor Thomas/ Councillor Webber



## 6 MINUTES OF PREVIOUS MEETING

---

### RESOLVED

1/20/20

*That the open and public excluded minutes of the Waipa District Council Extraordinary meeting held on 28 April 2020 having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Councillor Coles/ Councillor A Brown

## 7 AMENDMENT TO DELEGATIONS REGISTER - CIVIL DEFENCE

---

Wayne Allan, Group Manager District Growth And Regulatory Services advised that in response to Covid-19 and the associated declaration of a national state of emergency, the Waikato Joint Committee revisited the topic of Controller appointments and delegations. It was decided that all Local Controllers and their alternates/deputies would be elevated to Tier 2 status in the Group, meaning the Controller can operate in any local authority area within the Group. Such a move was essential to ensure that there was sustainability and adequate coverage as a Group, given the health risk inherent in the current climate.

Given the uncertainty of the COVID-19 emergency response requirements, it was appropriate this delegation was reflected in Council's delegations register.

Mr Allan advised that this delegation would be utilised for any future events in which a national or local state of Civil Defence Emergency was declared.

### RESOLVED

1/20/21

*That*

- a) *The report titled 'Amendment to Delegations Register – Civil Defence' (document number 10390676) of Wayne Allan, Group Manager District Growth and Regulatory Services be received.*
- b) *Council confirm that any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region are also appointed by Waipa District Council to act as a Local Civil Defence Controller when required under the Civil Defence Emergency Management Act 2002 in accordance with the*



*decision by the Waikato Civil Defence and Emergency Management Group Joint Committee.*

- c) *Council confirm any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region and appointed to act as a Local Civil Defence Controller in Waipa District will hold the powers delegated by Waipa District Council to the Local Civil Defence Controller currently in the Delegations Register.*

Councillor L Brown/ Councillor O'Regan

## 8 DELEGATIONS TO COMMITTEES AND STAFF

---

The purpose of the report presented by Tony Quickfall, Manager District Plan and Growth, was to propose amendments to the Delegations in the following areas:

### Regulatory Committee and Resource Management Act 1991

- To appoint Councillor L Brown and Councillor R Gordon to the Regulatory Committee.
- To authorise amendments to the delegations to the Regulatory Committee.
- To authorise Resource Management Act 1991 (RMA) hearings to be conducted by a hearings panel of up to five accredited members of Council's Regulatory Committee and/or commissioner(s) from Council's approved panel of RMA commissioners, as required, to hear and determine Resource Management Act (RMA) matters and for the hearings to be conducted in accordance with the requirements of the RMA.
- To update some additional RMA delegations to staff.

### **RESOLVED**

1/20/22

*That –*

- a) *The information contained in the report titled 'Delegations Amendments' (document number 10386049) of Tony Quickfall, Manager District Plan and Growth be received;*
- b) *Pursuant to Schedule 7, Clause 31 of the Local Government Act 2002, Council appoint Councillor L Brown and Councillor R Gordon, to the Regulatory Committee;*





- c) Pursuant to Schedule 7, Clause 31 of the Local Government Act 2002, Council amend Part A Sub-part 1 Council committees and Part C subpart 1 Resource Management Act 1991 of Council's Delegations Register as shown in red below:

**DELEGATION TO:**

**Part A Sub-part 1 Council committees**  
**Regulatory Committee**

.....

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.
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 **up to five members to a panel for hearings under the Resource Management Act 1991 from either the accredited members of Council's Regulatory Committee (acting as hearings commissioners) and/or a commissioner or commissioners from Council's panel of commissioners for Resource Management hearings (contained in document number 15103091), as required.**

*(Note in the case of hearings under the Reserves Act 1977, if there is a need for an external commissioner or commissioners to be appointed then this will be through a specific Council resolution for that appointment and the powers and functions delegated as required at the time).*

**Part C subpart 1 Resource Management Act 1991**

3. Resource Management Act Hearings and **Commissioners Hearings**

*Authority to the Chair of the Regulatory Committee together with either the Group Manager District Growth and Regulatory Services or the Manager District Plan and Growth (if either unavailable then the Chief Executive), to make appointments of **up to five members to a panel for hearings under the Resource Management Act 1991 from either the accredited members of Council's Regulatory Committee (acting as hearings commissioners) and/or a commissioner or commissioners from Council's panel of commissioners for***





*Resource Management hearings (contained in document number 15103091), as required.*

*Hearings will be conducted in accordance with the requirements of the Resource Management Act 1991.*

d) *Pursuant to section 34A of the Resource Management Act 1991, Council delegate to the panel for Resource Management Act 1991 hearings, to have the power to hear and decide / or make a recommendation on the following matters under the Act:*

- *Application for resource consent;*
  - *Application to change conditions of a resource consent (section 127);*
  - *Application for a plan change or variation;*
  - *Notice of objection under section 357 of the Act;*
  - *Notice of requirement to designate land or alter a designation; and*
  - *Notice of requirement for a heritage order or to alter a heritage order.*
- Note: Pursuant to Council resolution 1/15/10*
- The hearings commissioner or panel have the power to hear and decide / or make a recommendation on the following matters:*
- *Application for resource consent;*
  - *Application to change conditions of a resource consent (section 127);*
  - *Application for a plan change or variation;*
  - *Notice of objection under section 357 of the Act;*
  - *Notice of requirement to designate land or alter a designation; and*
  - *Notice of requirement for a heritage order or to alter a heritage order.*

e) *Pursuant to section 34A of the Resource Management Act 1991 Council approve the following delegations to staff to be amended in Part C Subpart 1 of Council's Delegations Register:*

<b>Delegate's position title</b>	<b>Abbreviation</b>
Chief Executive	CE
Group Manager District Growth & Regulatory Services	GMDGR



Delegate's position title	Abbreviation
Group Manager Service Delivery	GMSD
Manager Compliance	MC
Manager District Plan and Growth	MDPG
Principal Policy Advisor	PPA
Consents Team Leader	CTL
Senior Planner	SP
Project Planner	PRPL
Policy Planner	POP
Planner & Graduate Planner	PLAN
Planning Technical Officer & Duty Planner	PLTO / DPL
Planning Administration Officer	PAO
Environmental Services Team Leader	ESTL
Senior Enforcement Officer	SEO

Section	Delegation	Change	Delegate to
37	Power to extend time periods as provided in this section.	Add 2 new roles	CE, GMDGR, MDPG, PPA, CTL, <u>SP, PRPL</u>
58l(2)	National environmental standards mandatory direction to change plans	New delegation	CE, GMDGR, MDPG
58(4)(d)	National environmental standards consequential amendments that can be undertaken without a schedule 1 process	New delegation	CE, GMDGR, MDPG
87BB	Authority to sign a Notice for a <b>Deemed Marginal or Temporary Activity</b>	Add 2 new roles	CE, GMDGR, MDPG, MC, CTL, <u>SP, PRPL</u>

# COUNCIL MINUTES



Section	Delegation	Change	Delegate to
95, 95A to 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable	Add 2 new roles	CE, GMDGR, MDPG, PPA, CTL, <u>SP, PRPL</u>
<del>104A to 104D and 105</del>  104A and 104C	Power to determine resource consent applications and impose conditions providing no submissions received in opposition ( <b>controlled and restricted discretionary</b> )	<b>Separate out different activity classes and add 2 new roles. Remove s105 (relates to regional council functions)</b>	CE, GMDGR, MDPG, PPA, CTL, <u>SP, PRPL</u>
104B and 104D	<b>Power to determine resource consent applications and impose conditions providing no submissions received in opposition (discretionary and non-complying)</b>	<b>Separate out activity classes to existing delegations</b>	CE, GMDGR, MDPG, PPA, CTL
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	Add 2 new roles	CE, GMDGR, MDPG, PPA, CTL, <u>SP, PRPL</u>
Sch 1 Cl 75	<b>Application to minister to use streamlined planning process</b>	<b>New delegation</b>	CE, GMDGR, MDPG
Sch 1 Cl 80(2)	<b>Request amendment to a minister direction</b>	<b>New delegation</b>	CE, GMDGR, MDPG
Sch 1 Cl 81	<b>Request extended time limits</b>	<b>New delegation</b>	CE, GMDGR, MDPG

# COUNCIL MINUTES



Section	Delegation	Change	Delegate to
Sch 1 CI 82	Comply with Minister Direction	New delegation	CE, GMDGR, MDPG, PPA, CTL, SP, PRPL, POP, PLAN, PLTO/DP, PAO
Sch 1 CI 83	Submit proposed planning instrument, report on submissions and s32 evaluation	New delegation	CE, GMDGR, MDPG, PPA, CTL, SP, PRPL, POP, PLAN,
Sch 1 CI 86	Actioning a proposal referred back to the local authority	New delegation	CE, GMDGR, MDPG, PPA, CTL, SP, PRPL, POP, PLAN, PLTO/DP, PAO
Sch 1 CI 88	Power to withdraw a streamlined planning process	New delegation	CE, GMDGR, MDPG
Sch 1 CI 90	Notify minister direction	New delegation	MDPG, PPA, CTL, SP, PRPL, POP, PLAN, PLTO/DP, PAO



Section	Delegation	Change	Delegate to
Sch 1 Cl 92	Appeals relating to requirements, designations and heritage orders	New delegation	CE, GMDGR, MDPG
Sch 1 Cl 93	Appeals on questions of law	New delegation	CE, GMDGR, MDPG
General	To provide decisions to applicants on the number of Environmental Benefit Lot Entitlements (EBL's) up to a total of 5. (Note: Any EBL requests greater than 5 must be approved by the Regulatory Committee)	Add 1 new role	CE, GMDGR, <u>CTL</u>

**Pursuant to s 34A(2) of the Resource Management Act 1991:**

The Planning Consultants approved as part of the Preferred Supplier Panel (with authority delegated to the Chief Executive and Group Manager District Growth & Regulatory Services to approve or remove at any time, Planning Consultants from the list, and the list to be updated accordingly) may carry out and undertake the following of Councils functions, powers and duties under the Act:

- (1) The processing of applications made to the Council for resource consent or for the change or cancellation of consent conditions or for Certificate of Compliance **or for Existing Use Right Certificates;**

~~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) to b)(iv) to planning consultants **Gareth Moran** and **Rebecca Steenstra** with effect from 22 July 2019;~~

- ~~(i) — Authority to sign certificates pursuant to Sections 222, 223, 224C, 224f, 226(1), 234(7), 240(1), 241(4), 243(f) of the Resource Management Act 1991; and~~
- ~~(ii) — Authority to sign covenants or consent notices pursuant to Sections 240(3), 240(4) and 221 of the Resource Management Act 1991; and~~



- ~~(iii) — Authority to sign Land Information Memorandums pursuant to Section 44A of the Local Government Official Information and Meetings Act 1987; and~~
- ~~(iv) — Authority to sign Deemed Permitted Boundary Activities pursuant to Section 87BA of the Resource Management Act 1991.~~
- ~~(v) — Authority to sign time extensions pursuant to Section 37A of the Resource Management Act 1991.~~

- f) Council approve the following delegation to staff to be amended in a change to Part D – Statutory and Other Delegations from the Chief Executive to Staff - Sub-Part 4 – Operational Delegations (4. Executing Documents)

<i>Delegations</i>	<i>Change</i>	<i>Delegate to</i>
Authority and Instruction forms To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time: (a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and (b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct	Add 1 new role	All Managers CTL SP <u>PRPL</u>





*g) the Delegations Register be updated accordingly.*

Councillor St Pierre/ Councillor Thomas

## 9 REVISED MYSTERY CREEK EXHIBITION CENTRE ZONE NOISE EVENTS CALENDAR

---

Karl Tutty, Manager Compliance advised that on 17 December 2019 Council accepted a report from the Manager Compliance (document 10118652) and approved the Mystery Creek Exhibition Centre Zone proposed Noise Events Calendar 2020 (document 10118597).

Due to the effects of the COVID restrictions the Kart Club were not able to operate over April 2020 and as a result dates for June and July were revised and presented to Council for approval.

### **RESOLVED**

1/20/23

*That:*

- a) The 'Revised Mystery Creek Exhibition Centre Zone Noise Events Calendar' report (document number 10391496) of Karl Tutty, Manager Compliance be received.*
- b) The Revised Mystery Creek Exhibition Centre Zone proposed Noise Event Days Calendar 2020 (document 10118597) be approved.*

Councillor Stolwyk/ Councillor L Brown

[Councillors Gower and Barnes left the meeting at 9.26am due to a power cut and returned at 9.28am]





## 10 FINANCE REPORT

The financial position for the period ended 30 April 2020 was presented by Nada Milne, Financial Accountant.

It is important to note that the forecast figures in this report had been fully reviewed and reworked to take account of the current expectations of the impact of COVID-19 on the business. This was the first time these new forecasts had been included in the financial reporting.

It was advised that the Pirongia Public toilet block construction would begin in October 2020.

### RESOLVED

1/20/24

*That the information contained in the 'Financial Report for the Period Ended 30 April 2020' (document number 10383108), of Nada Milne, Financial Accountant, be received.*

Councillor A Brown/ Councillor Gordon

## 11 RESOLUTION TO EXCLUDE THE PUBLIC

(Section 48, Local Government Official Information and Meetings Act 1987)

### RESOLVED

1/20/25

***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
---	---	--



<p>1. Contract variation claims related to Covid-19</p> <p>2. Amendment to resolution Easement over land for Cycleway</p> <p>3. Purchase of land Leamington Cambridge</p> <p>4. Acquisition of Kihikihi Property</p>	<p>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</p>	<p>Section 48(1)(a)</p>
--	---	-------------------------

*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
1,2,3 & 4	Section 7(2)(i) And Section 7(2)(b)	<p><i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); and</i></p> <p><i>To protect information which if public would;</i></p> <p><i>i. disclose a trade secret; or</i></p> <p><i>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information</i></p>

Councillor Stolwyk/ Councillor Thomas

There being no further business the meeting closed at 10.45am.



---

**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:** 30 June 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:*

*Warrants as set out below:*

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



**To:** His Worship the Mayor and Councillors  
**From:** Strategic Projects Driver  
**Subject:** **ADOPTION OF ANNUAL PLAN 2020/21, FEES AND SETTING OF RATES**  
**Meeting Date:** 30 June 2020

## 1 EXECUTIVE SUMMARY

---

This report seeks the adoption of the Revised Draft Annual Plan 2020/21, adoption of draft schedules of Fees and Charges and Development Contributions, and the setting of the Council rates for 2020/21.

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

The following appendix/appendices accompanies this report:

- Appendix 1 – Revised Draft Annual Plan 2020/21 (*document number 10393734*), incorporating the Draft Rates 2020/21.
- Appendix 2 – Draft Schedule B Fees and Charges 2020/21 (*document number 10363997*).
- Appendix 3 – Draft Schedule of Development Contributions 2020/21 (*document number 10408462*).

## 2 RECOMMENDATION

---

*That Council:*

- a) **RECEIVES** the report of Graham Pollard, Strategic Projects Driver (*document number 10411927*); and

- b) **ADOPTS** the Revised Draft Annual Plan 2020/21 (document number 10393734 attached as Appendix 1) as the Annual Plan 2020/21 in accordance with Section 95 and Schedule 10 of the Local Government Act 2002; and in adopting the Annual Plan, Council:
- i. Approve the financial estimates for the 2020/21 financial year with a rate requirement of **FIFTY SEVEN MILLION AND FIFTY-TWO THOUSAND, SEVEN HUNDRED AND SEVENTY-EIGHT DOLLARS** (\$57,052,778) GST exclusive; and
  - ii. Pursuant to schedule 7, clause 32(1)(c) of the Local Government Act 2002, and in accordance with the Waipa District Council Annual Plan 2020/21, approve borrowing from external sources of **ONE HUNDRED AND TWENTY MILLION DOLLARS** (\$120,000,000); and
- c) **ADOPTS** the Draft Schedule B Fees and Charges 2020/21 (document number 10363997 attached as Appendix 2) for the financial year commencing on 1 July 2020 and ending on 30 June 2021; and
- d) **AMENDS** the development contributions in the Waipa District Development Contributions Policy 2018 by the amounts set out in the Draft Schedule of Development Contributions 2020/21 (document 10408462), commencing from 1 July 2020, pursuant to s106(2B) of the Local Government Act 2002 and the Waipa District Development Contributions Policy 2018, which shall be updated with the amended development contributions; and
- e) **SETS** the rates, payment dates and penalties on rating units in the Waipa District for the financial year commencing on 1 July 2020 and ending on 30 June 2021, pursuant to the provisions of the Local Government (Rating) Act 2002, and the Local Government Act 2002 as follows:

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

**General rate**

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

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

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

### **Uniform annual general charge (UAGC)**

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

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

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

### **Targeted rates**

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

#### **Targeted ward rates**

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

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

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

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

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



### **Cambridge community sports hall**

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

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

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

### **Urban Town Halls**

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

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

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

### **Capital works**

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

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

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

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

### **Stormwater**

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

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

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

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

### **Sewerage charges**

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

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

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

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

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

### **Water charges**

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

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

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

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

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

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

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

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

Amount to be raised: \$12,891,477 inclusive of GST.

(b) A targeted rate is set to fund the Arohena rural water supply loan costs for Waipā ratepayers within the Arohena rural water supply area (administered by the Ōtorohanga District Council).

The Arohena water rate is based on the capital value of each rating unit located within the Arohena rural water supply area. The rate for 2020/21 in cents per dollar of capital value is 0.0067 inclusive of GST.

Amount to be raised: \$5,635 inclusive of GST.

### **Recycling charges**

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

a) *Recycling Rate*

❖ *The targeted rate is a fixed amount of \$103.00 inclusive of GST per separately used or inhabited part of a rating unit SUIP (where for the purposes of Recycling rates SUIP is defined to include only household units).*

❖ *Amount to be raised: \$2,213,285 inclusive of GST.*

### **Community hall charges**

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

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

*The plans showing the boundaries of the various community hall areas can be found at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).*

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

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

### **Sports and Recreation Centre charges**

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

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

*The plans showing the boundaries of the various community centres areas can be found at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).*

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

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

### **Early payment of rates**

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

### **Rates payable by instalments**

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

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

### **Water Rates payable by instalment**

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

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

### **Penalties on rates not paid by the due date**

Section 58 of the Local Government Rating Act 2002 enables penalties to be imposed. A penalty of 3 per cent will be added to all instalments or part thereof

*remaining unpaid on the relevant date in the "Penalty Added" column of the table above under the heading "Rates payable by instalment".*

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

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

*The penalty will be added on 7<sup>th</sup> January 2021.*

### **Penalties on water rates not paid by the due date**

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

## **3 OPTIONS AND ASSESSMENT**

### **Decision making**

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

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

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





Graham Pollard  
**STRATEGIC PROJECTS DRIVER**



Reviewed by Kirsty Downey  
**MANAGER STRATEGY**



Approved by Garry Dyet  
**CHIEF EXECUTIVE**

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

---

### 1 Statutory and policy requirements

---

#### Legal and regulatory considerations

The preparation of the Waipā District Council Annual Plan 2020/21 together with the public consultation process for this document has been undertaken in accordance with the provisions of the Local Government Act 2002.

#### Local Government Act 2002

##### *“95 Annual plan*

- (1) *A local authority must prepare and adopt an annual plan for each financial year.*
- (2) *Subject to subsection (2A), a local authority must consult in a manner that gives effect to the requirements of section 82 before adopting an annual plan under this section.*
- (2A) *Subsection (2) does not apply if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.*
- (3) *An annual plan must be adopted before the commencement of the year to which it relates.*
- (4) *Despite subsection (1), for the first year to which a long-term plan under section 93 relates, the financial statement and funding impact statement included in that long-term plan in relation to that year must be regarded as the annual plan adopted by the local authority for that year.*
- (5) *The purpose of an annual plan is to—*
  - (a) *contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and*
  - (b) *identify any variation from the financial statements and funding impact statement included in the local authority’s long-term plan in respect of the year; and*
  - (c) *provide integrated decision making and co-ordination of the resources of the local authority; and*

- (d) *contribute to the accountability of the local authority to the community.*
- (e) *[Repealed]*
- (6) *Each annual plan adopted under this section must—*
  - (a) *be prepared in accordance with the principles and procedures that apply to the preparation of the financial statements and funding impact statement included in the long-term plan; and*
  - (b) *contain appropriate references to the long-term plan in which the local authority’s activities for the financial year covered by the annual plan are set out; and*
  - (c) *include the information required by Part 2 of Schedule 10.*
- (6A) *Except where subsection (5) requires otherwise, the local authority must comply with subsection (6)(b) and (c) by means of reference to, rather than duplication of, the long-term plan.*
- (7) *A local authority must, within 1 month after the adoption of its annual plan, make the plan publicly available.”*

*“106 Policy on development contributions or financial contributions*

- (2B) *Subject to subsection (2C), a development contribution provided for in a development contributions policy may be increased under the authority of this subsection without consultation, formality, or a review of the development contributions policy.”*

**Local Government (Rating) Act 2002**

*“23 Procedure for setting rates*

- (1) *Rates must be set by a resolution of the local authority.*
- (2) *Rates set by a local authority must—*

- (a) *relate to a financial year or part of a financial year; and*
  - (b) *be set in accordance with the relevant provisions of the local authority's long-term plan and funding impact statement for that financial year.*
- (3) *A local authority may set a rate that is not provided for in its long-term plan and funding impact statement only if—*
  - (a) *the local authority is satisfied that the rate is required to meet an unforeseen and urgent need for revenue that cannot reasonably be met by any other means, having regard to the manner in which it has, in its long-term plan and funding impact statement allocated the costs of the activities or groups of activities to which the need for revenue relates; and*
  - (b) *the local authority has given at least 14 days' public notice of its intention to set the rate.*
- (4) *Notice under subsection (3)(b) must include—*
  - (a) *the information in relation to the rate that would otherwise have been required to be included in the local authority's funding impact statement; and*
  - (b) *a statement of the nature of the unforeseen and urgent need for revenue and the reasons why that need cannot reasonably be met by any other means, having regard to the manner in which the local authority has, in its long-term plan, allocated the costs of the activities or groups of activities to which the need for revenue relates.*
- (5) *A local authority must, within 20 working days after making a resolution, make the resolution publicly available on an Internet site maintained by it or on its behalf to which the public has free access."*

## **Fees and charges**

The proposed Fees and Charges are consistent with the relevant Council policies:

**Procedural Policy Manual 2010 – Section 2.2.9 Fees and Charges –**  
*“Council will review all Fees and Charges annually, as part of the annual plan process. Within the constraints of legislation and other Council*

*policies, all user charges and fees will be set at a level to recover the cost of providing services.”*

**Revenue and Financing Policy 2018 “Fees and charges – “Generally, Council will use fees and charges to recover the “private benefit” costs of a particular activity if it is economically viable to do so.”**

### **Development Contributions**

Development Contributions enable Council to provide infrastructure for growth which provides housing and employment in the district. Development Contributions are enabled by the Local Government Act (LGA) by way of a Development Contributions Policy.

The development contributions fees 2020/21 have generally decreased from 2019/20 due to a reduced interest rate being applied following COVID-19. Council passed resolution 1/18/41 on 26 June 2018 to adopt the Development Contributions Policy 2018 and determined that an annual review would be undertaken of growth funded costs and the required development contribution fees, but not the policy. Section 106 of the Local Government Act 2002 provides the authority for Council to increase development contributions without reviewing the Development Contributions Policy itself. Council interprets section 106 as applying to fee decreases as well as increases. The amended development contribution fees will be published in the Development Contributions Policy 2018 and in the Schedule of Fees and Charges 2020/21.

**APPENDIX 1** – Revised Draft Annual Plan 2020/21 (*document number 10393734*), incorporating the Draft Rates 2020/21.

**COVER PAGE TO BE DESIGNED**

DRAFT



## Message from the Mayor

---

For almost two years our Council has been working hard to implement an ambitious long term plan to keep our district thriving. We've made great progress since last year, and in March we were largely on track to deliver what we promised to the community. Then COVID-19 hit Waipā, New Zealand and the globe.

2020/21 will be one of the most challenging years our district has ever faced. Experts say the COVID-19 global pandemic will have the most significant impact on community wellbeing this century.

While we are still trying to get a full and complete picture of the impacts of COVID-19, we already know businesses and residents are and will struggle financially.

The Draft Annual Plan 2020/21 went out for public consultation on 23 March 2020, the same day as New Zealand entered into Alert Level 3 and two days before we went into the Alert Level 4 lockdown. The Draft Annual Plan 2020/21 had a proposed average annual rates increase of 4.2%.

Waipā District Council immediately responded to COVID-19 by reworking all operational expenditure, capital expenditure and revenue.

We looked diligently to find ways to provide some short-term rates relief, whilst balancing that with activities to aid economic recovery for the district. We wanted to continue successfully delivering on our vision and community outcomes during unprecedented times.

At the same time, we reviewed more than 40 submissions to the Draft Annual Plan and made some further changes to our original plans in response to that feedback. It is important for us to hear your views to be able to make improvements, so a sincere thank you to everyone who took the time to make a submission.

As a result, the Annual Plan 2020/21 provides for a proposed average rates increase of 2.4%, less than the 2.7% originally forecast in the 2018-28 Long Term Plan.

It includes operating expenditure of \$95.95 million, \$186.61 million for capital expenditure, external interest of \$1.87 million, \$124.38 million for revenue, and external debt of \$185.5 million. We are pleased to have made savings without impacting on the services we provide. We've also avoided stripping away or pushing back on much needed projects that replace ageing infrastructure and provide for growth.

Moving ahead, it is clear that astute financial decision making on Council's part has never been more important. The situation is developing and may change, so we will continue to robustly review how we deliver our services and activities, implementing measures to increase further efficiencies.

Again, this will be a challenging year for Waipā, but challenges bring opportunities. Your Council is well-positioned to lead the district through the recovery of COVID-19, and together we will continue to build champion communities and make Waipā a great place to live, work and play.

**Jim Mylchreest JP**

***Mayor of Waipā***

## Table of Contents

---

Message from the Mayor .....	2
Annual Plan Overview .....	4
Summary of changes from the 2018-28 Long Term Plan: by group of activities .....	10
Governance .....	11
Planning and regulatory .....	14
Community services and facilities .....	17
Roads and footpaths .....	24
Stormwater.....	29
Wastewater treatment and disposal.....	33
Water treatment and supply.....	37
Support services .....	42
Financial planning.....	45
Council reserves .....	53
Financial Disclosure Statements.....	56
Statement of accounting policies.....	58
Funding Impact Statement.....	73
Rates Information.....	77
Rates breakdown – Indicator Properties.....	85

## Annual Plan Overview

---

### What is an Annual Plan?

Every three years we produce a Long Term Plan to set the future direction of Council for the district. Outside of those years we produce an Annual Plan which identifies any changes or additions to the projects, activities and financial information included in the Long Term Plan. The current Long Term Plan was adopted in 2018.

In addition we produce an Annual Report to review our performance against the Long Term and Annual Plans. Together, these three documents:

1. Identify Council's priorities
2. Outline Council's programme of work
3. Measure our performance

### What has changed from the Long Term Plan

2020/21 will be one of Waipā District Council's most challenging years yet.

Like many other organisations, Council is facing constrained labour markets and higher construction costs, which make it more expensive to operate our business. We are working hard to ensure that we deliver our services and projects in the most effective and efficient way.

We are also facing significant growth across the whole of our district. Growth provides us with opportunities in terms of economic development and diversity of our communities, but it puts pressures on the capacity of our infrastructure, the timing for construction of capital works, and our ability to fund growth.

Alongside these challenges, Waipā and New Zealand, are now recovering from the COVID-19 global pandemic which experts advise will have the most significant impact on community wellbeing this century.

#### Response to COVID-19

Businesses of all shapes and sizes in Waipā are struggling financially and so are residents. While the full consequences of COVID-19 are yet to be realised, one thing is very clear, over the next 18 months, Waipā's economy will be significantly impacted.

A zero rates increase at the very least, would involve stripping away or pushing back much needed projects, which is a massive risk with ageing infrastructure.

To achieve a zero rates increase in the current climate however, much more than just major projects would need to be stripped from the budget because of loss in revenue.

Only half of Council's revenue comes from rates. The rest is made up of development contributions, fees and charges and funding from Government agencies.

With future growth being curtailed and a drop in revenue from fees and charges, Council has already seen a significant decrease in the remaining 50 per cent of its revenue stream.

In the draft 2020/21 Annual Plan that went out for consultation with the community in March, around \$114 million was the cost forecast for Council to deliver essential services including water services, recycling, roading infrastructure and parks and reserves maintenance, to Waipā residents.

Of that cost, around \$29 million was to be spent on community services and facilities, \$22 million on roads and footpaths, \$13 million on water treatment and supply and \$11 million on waste water treatment and disposal.

To achieve a zero rates increase, Council would have to look at making reductions in levels of service. This could mean poorer quality roads and footpaths, infrastructure that is less resilient because it is not being renewed, more leaves in gutters, less-frequent recycling collections, and fewer open spaces for the community to enjoy, as just a few examples.

Council could continue with its forecast rate increase of 4.2% in the draft Annual Plan 2020/21 which would better enable its capital works programme to go ahead and essential services to continue to operate at a similar level.

Or it could reduce the rates increase, which together with reduced fees and charges income, would push some projects back and force Council to cut its operating costs. This would include reducing the amount it spends on maintaining facilities such as its town halls, parks, reserves and playgrounds.

That would relieve the pressure for the coming year, but likely delay works in following years where residents would see the impacts on rates again.

Alternatively, Council could borrow money. However, Council must keep the proportion of borrowing in line with its income so there is a cap, and it could only borrow to build things not to cover its running costs.

Any money borrowed must also be repaid and would inevitably result in a rates increase to do just that.

Deciding which projects should proceed and which should be put on hold is a balancing act.

We need to look at which projects are absolutely necessary, such as waters infrastructure, and which can be delayed without causing future hardship for the district.

We also need to keep in mind which projects will yield the highest number of jobs and provide the greatest boost to the economy.

It is our job to think about the current needs of the community while also providing for economic recovery. Boosting the economy will get us out of a recession faster, but we also need to consider the community's ability to pay rates.

## **Rates**

In the 2018-28 Long Term Plan (page 45), the expected rates increase for 2020/21 was 2.7%. This Annual Plan provides for an average (after growth) rates increase across the district of 2.4%. Clearly this is below what is provided in the 2018-28 Long Term Plan.

We now share with our community what has changed from the 2018-28 Long Term Plan.

**Prior to COVID-19 the key drivers for the rates increase were:**

### **1. Cambridge Pool**

The 2018-28 Long Term Plan provided for the opening of the Cambridge Pool and a related step-change increase in operating expenditure in the 2019-20 year. However, delays in construction have pushed back the original opening date. Therefore the increased operating expenditure of \$1.32 million will now be incurred in 2020/21. The budgeted increased operating expenditure for the Cambridge Pool in 2019/20 was instead absorbed by the implementation of the new recycling service which has been impacted by changed market conditions, with China no longer taking our recyclables.

## **2. Cambridge Wastewater Treatment Plant**

The upgrade to the Cambridge Wastewater Treatment Plant (\$6.8 million) has been brought forward to ensure Council complies with regional resource consents, which includes an additional \$1.6 million in operating costs for sludge removal.

## **3. Recycling**

We have increased our level of service from what was originally planned in the 2018-28 Long Term Plan. We engaged with our community through the 2019/20 Annual Plan process and have implemented a more robust service as a result.

In addition to this increased level of service, the refusal by China to accept international waste for recycling has forced New Zealand councils to find other options for the disposal of recyclables, and has increased costs. We are seeking an additional budget of \$216,000 for 2020/21.

As explained above, the budgeted increased operating expenditure for the Cambridge Pool in 2019/20 partly absorbed the implementation costs of the new recycling service.

## **4. Revaluation of Council's roading assets**

Council sets aside funds every year for the future replacement of roading assets. The Long Term Plan provided a budget of \$10.5 million for this. Provision was made in this figure for increased depreciation due to our new and improved roads. However, increased construction costs and higher material costs have meant that Council had to undertake a revaluation of roading assets in 2019, one year earlier than we anticipated and provided for in our budgets when preparing the Long Term Plan 2018-28.

The revaluation has increased the value of the assets and consequent depreciation costs by \$1.3 million per year. Council has chosen to only rates fund half of that revaluation impact in the 2020/21 year, and the balance from the start of the 2021/22 year, the year it was originally anticipated. This is considered a reasonable approach in view of the long-term life cycles of these assets.

### **Council response through the 2020/21 Draft Annual Plan**

It is important that Council continues to successfully deliver on its vision for the district – 'Waipā Home of Champions: Building the future together' – and the community outcomes and strategic priorities identified in the Long Term Plan 2018-28.

To reduce the impact on ratepayers, the roading depreciation impact described above was offset by deferring the construction of roading assets, and by deferring, in-part, the rates funding of the increased depreciation for roading assets in the 2020/21 year.

To further reduce the impact on rates, we also utilised reserve funds and a cash surplus from 2019/20, which together totalled over \$2.1 million.

We were also careful to keep the increase in total rating requirement within the 4.2% limit set for the 2020/21 year in the 2018-28 Long Term Plan Financial Strategy.

The advancement of our ambitious capital works programme through the 2020/21 year was expected to increase Council's debt levels to \$185.5 million by 30 June 2021. This was \$56.5 million more than provided for in the 2018-28 Long Term Plan and relates to the deferral and/or removal of capital works. However, it is well within the quantified debt limit set for the 2020/21 year in the 2018-28 Long Term Plan Financial Strategy.

Most of the additional debt is required earlier than anticipated in the Long Term Plan because of the increasingly strong growth Waipā was experiencing prior to COVID-19. However, this debt will be repaid by developers as growth occurs. The growth related debt will have no impact on rates.

### **Impact of District Wide Revaluation**

In 2019, a district wide revaluation of the capital value of all properties in Waipā was undertaken by an external provider, Quotable Value NZ.

In most cases the capital value of properties has increased. However, where the movement in capital value on an individual property significantly varies from the district average, this will likely result in a rates increase that also departs from the district average.

This is to be expected with around 50% of our rates revenue assessed on the capital value of the individual property.

More information about the revaluation and impact on properties is available on Waipā District Council's website at [waipadc.govt.nz/our-services/rates/rates/revaluation](http://waipadc.govt.nz/our-services/rates/rates/revaluation).

### **In response to COVID-19**

Council reworked its Draft Annual Plan with a view to keeping rates as low as possible for our communities.

Council engaged Infometrics to provide expertise on the impact of COVID-19 on Waipā's economy. We also received guidance from the Local Government COVID-19 Response Unit. Locally, economic data was provided by Te Waka (the Waikato Regional Economic Development Agency), and further information was sourced from the SOLGM Community Wellbeing Data Service.

A significant review of all operating expenditure, capital expenditure and the capital works programme, as well as revenue, was undertaken for all Council activities.

Key drivers for a reduced rates increase of 2.4% following COVID-19 are:

- **Growth in rates**

The growth impact on rates has increased from a forecasted 2.7% in the Draft Annual Plan to 3.25%. This figure is based on actual properties that have been entered into the rating system since the property revaluation of 2019 and which NZ Quotable Value has valued in 2020.

- **Interest savings**

Council's interest rates for borrowing have been reduced from 2.5% in the Draft Annual Plan to 1.86%, based on advice from our Treasury Advisor, Bancorp Treasury Services Limited. This has combined with a reduction in debt levels of \$19.6 million due to the delayed timing of capital projects. This represents total interest savings of \$810,000.

- **Depreciation**

There is a decrease in depreciation of \$285,000 due to the delayed timing of capital projects.

- **Staff salary savings**

No market adjustments on salaries, coupled with maintaining current staffing levels and redeploying staff where necessary, represents salary savings of \$783,000.

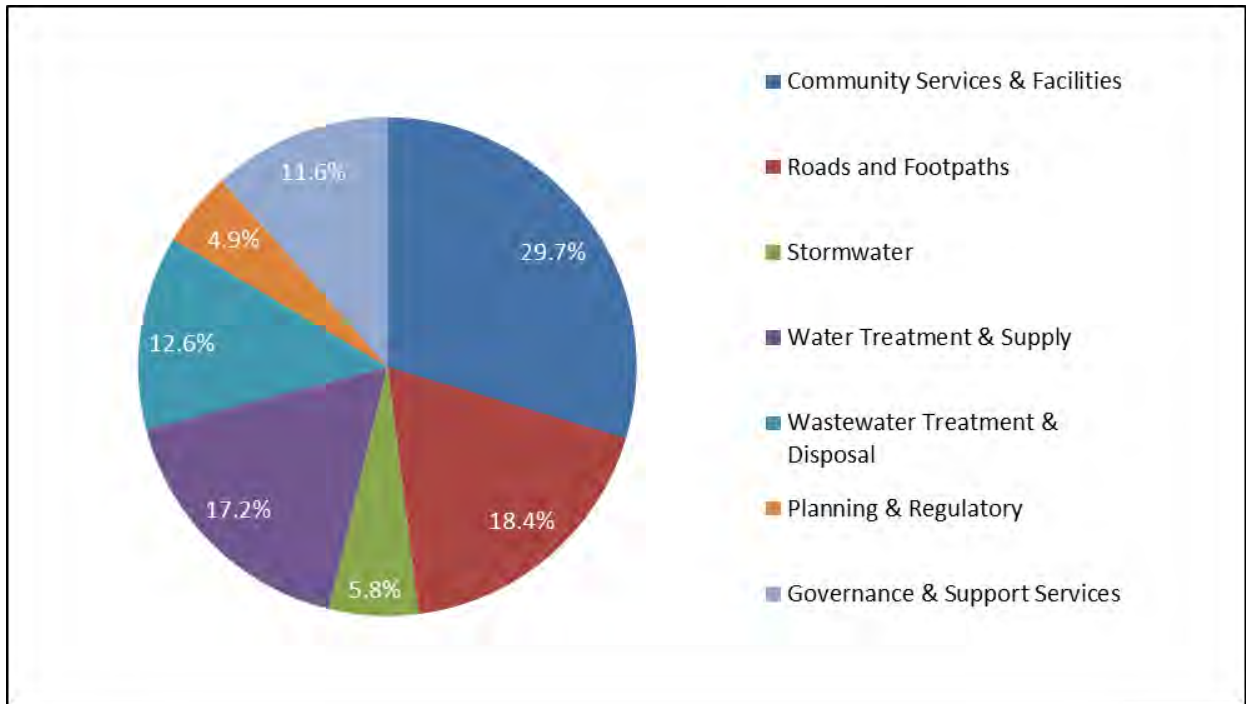
Savings made through the budget review are offset by an expected reduction in revenue of \$1.59 million.

DRAFT



### How will your rates be spent in 2020/21?

The chart below outlines where your rates will be spent in 2020/21 by showing the proportion allocation to each of the Council’s activity groups.



It is important to note that there are other funding sources which are used to contribute to the overall running costs of Council and our district. These include development contributions, loans, user fees and charges, external fundraising, and central government funding contributions.

## Summary of changes from the 2018-2028 Long Term Plan: by group of activities

---

Our 2018-28 Long Term Plan contains our proposed activities, projects and programmes and associated budgets for 2020/21.

This Annual Plan looks at the groups of activities detailed in the Long Term Plan and identifies where there are changes from what was originally proposed.

The groups of activities covered in this section are:

- Community services and facilities
- Governance
- Planning and regulatory
- Roads and footpaths
- Stormwater
- Support services
- Wastewater treatment and disposal
- Water treatment and supply

The following is outlined for each group of activities:

- A description of the group's services
- Key projects identified in the Long Term Plan for the 2020/21 year
- Changes from the Long Term Plan 2018-28
- Statement of cost of the service
- Capital expenditure
- Funding Impact Statement

## Governance

---

### What we do

To ensure elected members can make the best informed decisions impacting our communities, they need a support network that includes strategic advisors, iwi advisors, engagement specialists and business support.

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Strengthening partnerships with iwi.
- Development and engagement with the community for the Long Term Plan 2021-2031.
- Re-development of the strategy programme and refresh of town concept plans.
- Meaningful engagement with the community around current and future projects and services.

### Key changes from the Long Term Plan 2018-28

There is a material change from the programme outlined in the Long Term Plan (pages 108 to 114). This relates to the provision of community grants, and includes the establishment of a recovery fund, in response to the COVID-19 global pandemic. The variations from the Long Term Plan 2018-28 are shown in the following tables.

#### Cost of service variances

Expenditure:

- Increase of \$223,000 for Council and Committees due to the requirement for an additional Councillor in the Cambridge Ward, training for elected members and increased overheads.
- Increase of \$703,000 for Community Grants, which includes the introduction of a COVID-19 Recovery Fund of \$605,200, to be funded from prior years Arbitrage funds.
- Increase of \$79,000 for Strategic Planning due to restructure costs relating to the separation of the Strategic Relationships activity from the Strategic Planning function.
- Decrease of \$120,000 for Community Relationships as a result of cost savings across the activity.
- Increase of \$387,000 for Strategic Relationships due to timing changes of structure plan projects, moving from 2019/20 to 2020/21.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Elections	54	-	-	-
Community Grants	42	42	54	12
Council	13	-	-	-
<b>TOTAL REVENUE</b>	<b>109</b>	<b>42</b>	<b>54</b>	<b>12</b>
<b>OPERATING EXPENDITURE</b>				
Council & Committees	2,689	2,726	2,949	223
Cambridge Community Board	208	197	212	15
Te Awamutu Community Board	183	193	187	(6)
Elections	167	8	1	(7)
Community Grants	1,443	518	1,221	703
Strategic Planning	2,441	2,947	3,026	79
Community Relationships	1,905	1,952	1,832	(120)
Strategic Relationships	361	-	387	387
<b>TOTAL EXPENDITURE</b>	<b>9,397</b>	<b>8,541</b>	<b>9,815</b>	<b>1,274</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(9,288)</b>	<b>(8,499)</b>	<b>(9,761)</b>	<b>(1,262)</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	9	-	-	-
Debt Repayment (Internal)	584	495	521	26
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>593</b>	<b>495</b>	<b>521</b>	<b>26</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To replace existing assets</b>				
Council Chambers Upgrade	9	-	-	-
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	7,006	7,886	7,939	53
Targeted rates	1,350	1,053	866	(187)
Subsidies and grants for operating purposes	51	42	54	12
Fees and charges	58	-	-	-
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	273	50	-	(50)
<b>Total sources of operating funding (A)</b>	<b>8,738</b>	<b>9,031</b>	<b>8,859</b>	<b>(172)</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	4,556	4,455	4,852	397
Finance costs	113	119	41	(78)
Internal charges and overheads applied	2,846	2,989	3,251	262
Other operating funding applications	1,875	971	1,596	625
<b>Total applications of operating funding (B)</b>	<b>9,390</b>	<b>8,534</b>	<b>9,740</b>	<b>1,206</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>(652)</b>	<b>497</b>	<b>(881)</b>	<b>(1,378)</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	-	-	-
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	-	-	-	-
- to improve the level of service	-	-	-	-
- to replace existing assets	9	-	-	-
Increase (decrease) in reserves	(661)	497	(881)	(1,378)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>(652)</b>	<b>497</b>	<b>(881)</b>	<b>(1,378)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>652</b>	<b>(497)</b>	<b>881</b>	<b>1,378</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Planning and Regulatory

---

### What we do

We provide planning and regulatory services to manage the natural and physical resources of the district, and promote and protect the health and safety of our communities.

Planning and regulatory activities include:

- Animal control
- Building compliance
- Development engineering
- Environmental health
- Resource consents, enforcement and land information memoranda

### Key projects for 2020/21 in the Long Term Plan 2018-28

No specific projects for this group were identified in the Long Term Plan 2018-28.

### Key changes from the Long Term Plan 2018-28

Council is retaining the same level of service as outlined in the Long Term Plan 2018-28.

There are no significant or material changes from the programme outlined in the Long Term Plan (pages 115 to 122). The minor variations from the Long Term Plan 2018-28 are shown in the following tables, and largely relate to the impacts of COVID-19, growth and the timing of development.

### Cost of service variances

Revenue:

- Decrease in revenue for Building Control and Animal Control activities due to the impacts of the COVID-19 pandemic.
- Increase in revenue from Resource Management and Development Engineering relating to the timing of development.

Expenditure:

- Increase for Resource Management and Development Engineering activities due to the timing of development. These additional costs have been partially offset by additional revenue.
- Increase of \$604,000 for Building control due to increased overhead costs and the implementation of the online building consent system.
- Increase of \$174,000 for the Environmental Health activity due to increased compliance costs.
- Increase of \$73,000 for Animal Control mainly due to an increase in staff numbers for the compliance team.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees and Charges:				
Resource Management	1,926	1,560	1,617	57
Building Control	2,380	2,394	2,289	(105)
Environmental Health	415	439	435	(4)
Animal Control	535	549	491	(58)
Development Engineering	424	253	720	467
<b>TOTAL REVENUE</b>	<b>5,680</b>	<b>5,195</b>	<b>5,552</b>	<b>357</b>
<b>OPERATING EXPENDITURE</b>				
Resource Management	2,668	2,599	2,844	245
Building Control	2,976	2,510	3,114	604
Environmental Health	1,068	1,073	1,247	174
Animal Control	777	815	888	73
Development Engineering	808	748	1,005	257
<b>TOTAL EXPENDITURE</b>	<b>8,297</b>	<b>7,745</b>	<b>9,098</b>	<b>1,353</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(2,617)</b>	<b>(2,550)</b>	<b>(3,546)</b>	<b>(996)</b>
<b>CAPITAL EXPENDITURE</b>				
Capital Expenditure (excluding Vested)	21			
Debt Repayment	24	24	26	2
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>45</b>	<b>24</b>	<b>26</b>	<b>2</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Level of Service</b>				
Dog Pound Development	21	-	-	-
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	2,709	2,558	3,327	769
Targeted rates	102	14	-	(14)
Subsidies and grants for operating purposes	-	-	-	-
Fees and charges	5,679	5,194	5,552	358
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>8,490</b>	<b>7,766</b>	<b>8,879</b>	<b>1,113</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	6,072	5,804	6,413	609
Finance costs	7	8	3	(5)
Internal charges and overheads applied	2,212	1,926	2,677	751
Other operating funding applications	-	-	-	-
<b>Total applications of operating funding (B)</b>	<b>8,291</b>	<b>7,738</b>	<b>9,093</b>	<b>1,355</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>199</b>	<b>28</b>	<b>(214)</b>	<b>(242)</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	-	-	-
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	-	-	-	-
- to improve the level of service	21	-	-	-
- to replace existing assets	-	-	-	-
Increase (decrease) in reserves	178	28	(214)	(242)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>199</b>	<b>28</b>	<b>(214)</b>	<b>(242)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(199)</b>	<b>(28)</b>	<b>214</b>	<b>242</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Community Services and Facilities

---

### What we do

We undertake activities to provide for the wellbeing of our communities and make them great places to live, work and play.

Community services and facilities include:

- Parks and reserves
  - Open spaces
  - Playgrounds
  - Public toilets
  - Cemeteries
- Libraries
- Property
  - Community land and buildings
  - Pensioner housing
- Heritage
- Swimming pools
- Waste management and minimisation

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Lake Ngā Roto – heritage restoration project
- Land acquisition for Structure Plan areas
- Reserve developments

### Key changes from the Long Term Plan 2018-28

#### Cambridge growth development

Due to the accelerated growth of new residential development in this area, budget has had to be brought forward from future LTP years to align with the development. Additional budget has also been added to reflect costs not incorporated in the original LTP. The budget for community services and facilities is to purchase land to create playgrounds and public use areas.

#### Te Rahu Road development

Due to the proposed development of the Te Rahu Road area, installation of the necessary infrastructure is required earlier than anticipated.

#### Pensioner housing

Funds for the maintenance and upgrade of pensioner housing units was deferred until the 2021/22 financial year due to the sale of the Palmer Street units being delayed.

#### Te Awamutu Hub development

The 2018-28 Long Term Plan provided for land acquisition for parking and the demolition of existing buildings for Te Ara Wai. Given the design and funding of Te Ara Wai is not as advanced as originally planned, these works have been delayed.

### Land acquisition for esplanade reserves and Karapiro Gully

Land acquisition for esplanade reserves and Karapiro Gully has been deferred to align with the timing of private development of these areas. This timing is largely controlled by external private developers.

### Lake Ngā Roto development and restoration

The development and restoration of Lake Ngā Roto has been delayed while a reserve management plan is prepared.

### Cost of service variances

#### Revenue:

- Increase of \$276,000 for Mighty River Domain, mainly due to a planned increase in sporting activities held at the domain.
- Increase of \$246,000 for district pools due to Cambridge Pool opening.
- Increase in revenue of \$168,000 for cemeteries due to increased demand for services.
- Increase of \$250,000 for Public Toilets due to external funding for the toilets in Pirongia, which has been deferred from the 2019/20 financial year.
- Increase of \$1,297,000 for Property Services due to delayed demolition of commercial properties allowing for additional lease revenue and the gain on the disposal of developed sections.
- Decrease in revenue of \$147,000 for pensioner housing due to the delay in construction of new units.

#### Expenditure:

- Increase of \$195,000 for Parks and Reserves mainly due to the transfer of heritage and monument site maintenance from Heritage.
- Increase of \$351,000 for District Museums relates to operating projects deferred to align with the construction of Te Ara Wai.
- Increase of \$306,000 for District Libraries mainly due to an increase in staff and security costs to comply with health and safety requirements.
- Decrease of \$418,000 for district pools due to the delayed opening of the Cambridge Pool.
- Decrease of \$377,000 for Heritage mainly due to the transfer of the heritage and monument site maintenance to Parks and Reserves.
- Increase of \$173,000 for Cemeteries due to increased demand for services and additional staff required to comply with health and safety requirements. This has been offset by increased revenue.
- Decrease of \$356,000 for Property Services mainly due to delays in the work programme, including building condition assessments, and Ohaupō and Pirongia Hall developments.
- Decrease of \$319,000 for Pensioner Housing due to the delay in the construction of new units.
- Decrease of \$511,000 for forestry due to harvesting costs being lower than originally anticipated.
- Increase of \$851,000 for waste management. \$466,000 of the increase is attributable to recycling, which relates to additional contract costs. Depreciation and interest costs on the new bins represent an additional \$170,000. There has been a further increase in expenditure due to additional monitoring and maintenance of landfills in order to comply with legislative requirements.

### Capital expenditure variances:

- Increase of \$903,000 for Reserve and Playground purchases mainly relating to Cambridge North land purchase due to development timing.

- Increase of \$3.2 million for Cambridge Growth Cells (C1, C2 and C3) to allow earlier development of neighbourhood, residential and commercial areas. This money will be used to purchase public land areas. The timing of this work has been brought forward to align with the earlier development of the area and additional budget added to reflect true costs.
- Increase of \$8.6 million for the Cambridge Pool due to delays in timing of construction.
- Decrease of \$337,000 for Lake Ngā Roto development and restoration while a reserve management plan is prepared.
- Decrease of \$364,000 for esplanade reserves and Karapiro gully land acquisitions to align with the timing of private development of these areas. This timing is largely controlled by external private developers.
- Increase of \$450,000 for Te Rahu Road development due to the timing of development.
- Increase of \$744,000 for the Te Awamutu, Lake Ngā Roto, and Pirongia cycling connection due to the deferral of works from the 2019/20 year.
- Increase of \$612,000 for Public Conveniences for the Pirongia Toilets which have been deferred from the 2019/20 year.
- Increase of \$1.2 million for pensioner housing new unit construction. This was delayed due to the delay in the sale of the Palmer Street units.
- Decrease of \$625,000 for Te Awamutu Hub development land purchase. Given the design and funding of Te Ara Wai is not as advanced as originally planned, these works have also been delayed.
- Decrease of \$5.1 million for Te Ara Wai due to the deferral of this project to future years.
- Decrease of \$520,000 for Heritage showcase sites as this project was brought forward and has been completed.
- Increase of \$288,000 for the Cambridge 50M pool refurbishment due to the increased scope of the project.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees and Charges:				
Mighty River Domain	745	777	1,053	276
District Museums	94	100	92	(8)
District Libraries	135	201	179	(22)
District Pools	336	511	757	246
Cemeteries	293	196	364	168
Public Toilets	-	-	250	250
Properties	929	738	2,035	1,297
Pensioner Housing & Own your Own Housing	1,185	1,309	1,162	(147)
Forestry	-	2,498	2,498	-
Civil Defence	195	165	208	43
Waste Management	198	220	152	(68)
<b>TOTAL REVENUE</b>	<b>4,110</b>	<b>6,715</b>	<b>8,750</b>	<b>2,035</b>
<b>OPERATING EXPENDITURE</b>				
Parks and Reserves	7,459	7,106	7,301	195
Mighty River Domain	1,505	1,625	1,585	(40)
District Museums	1,321	1,604	1,955	351
District Libraries	2,034	2,100	2,406	306
District Pools	2,057	4,660	4,242	(418)
Heritage	419	564	187	(377)
Cemeteries	377	359	532	173
Public Toilets	548	651	637	(14)
Properties	3,647	3,399	3,043	(356)
Pensioner Housing & Own your Own Housing	1,341	1,615	1,296	(319)
Forestry	131	2,518	2,007	(511)
Civil Defence	330	318	337	19
Waste Management	2,608	2,016	2,867	851
National Cycle Centre of Excellence	23	31	10	(21)
<b>TOTAL EXPENDITURE</b>	<b>23,800</b>	<b>28,566</b>	<b>28,405</b>	<b>(161)</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(19,690)</b>	<b>(21,851)</b>	<b>(19,655)</b>	<b>2,196</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	11,846	12,812	22,367	9,555
Debt Repayment (Internal)	1,018	1,314	1,295	(19)
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>12,864</b>	<b>14,126</b>	<b>23,662</b>	<b>9,536</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Meet Additional Demand</b>				
Buffer Reserve Land Purchase	-	-	-	-
Reserve Purchases - Developments	7	156	269	113
Playground Reserve Land Cambridge North	1	-	430	430
Playground on Neighbourhood Reserve Cambridge North	-	60	420	360
Cambridge Growth Cells Reserves (C1, C2 and C3)	351	-	3,169	3,169
<b>Total Capital Expenditure to Meet Additional Demand</b>	<b>359</b>	<b>216</b>	<b>4,288</b>	<b>4,072</b>
<b>To Improve Level of Service</b>				
Cambridge Town Pool Development	6,752	83	8,691	8,608
Cambridge Town Hall Upgrades	160	-	40	40
Destination Playgrounds	338	45	126	81
Reserve Developments	388	417	495	78
Maungatautari - Hicks Rd Formation	158	-	-	-
Cambridge Town Belt Development	15	47	47	-
Waipuke Reserve Development	89	88	122	34
Karapiro Domain Improvements	51	94	92	(2)
Lake Ngaroto - Development and Restoration (including Heritage)	49	437	100	(337)
Kakepuku - Interpretation & Restoration	6	16	-	(16)
Lake Rotopiko Heritage Development	-	36	-	(36)
Peat Lake Programme	-	5	-	(5)
Lake Mangakaware - Restoration, Development & Enhancement of Heri	-	-	30	30
Matakitaki Access & Restoration	38	-	-	-
Waiari Pa - Access & Restoration Planning	5	-	-	-
Pukemako A & B - Planning & Restoration	-	-	32	32
Land Wars - Site Interpretation & Facilities	153	31	31	-
Flour Mill Sites - Access & Interpretation	-	16	-	(16)
Mt Pirongia - collaboration with DOC	37	26	-	(26)
Land Acquisition - Structure Plan areas Karapiro Gully etc.	-	260	-	(260)
Land Acquisition - Esplanade Reserves	-	104	-	(104)
Addison Street Development - Property	-	-	20	20
Property upgrades	26	-	-	-
Purchase of Property for for Te Awamutu Commercial	-	-	22	22
Te Rahu Road Development - Property	40	-	450	450

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
Cycling - Te Awamutu/Ngaroto/Pirongia Connection	141	1,101	1,845	744
Public Conveniences - New Toilet Blocks	252	84	696	612
Pensioner Housing - Upgrades and New Buildings	100	2,124	3,355	1,231
Website Development for Libraries	21	-	-	-
Purchase of Land for Te Awamutu Hub Development	3	625	-	(625)
Design and Built Te Ara Wai	575	4,326	-	(4,326)
Te Ara Wai - Exhibition Planning, Design, Development & Install	41	785	-	(785)
Heritage Showcase Sites	456	520	-	(520)
Te Awamutu Community Hub Precinct	10	-	-	-
Slip Remediation (Mangaohoi Stream & Settlers Track)	103	-	103	103
Band Rotundas within the District	75	-	80	80
CB 50m Pool refurbishment	233	-	288	288
Cambridge Gasworks Site	54	-	-	-
Cemeteries Health & Safety Improvements	227	-	-	-
Erosion Control & Amenity Enhancement	-	125	-	(125)
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>10,596</b>	<b>11,395</b>	<b>16,665</b>	<b>5,270</b>
<b>To Replace Existing Assets</b>				
Parks Renewals	29	94	156	62
Playground Equipment & Safety Surfaces Renewal	141	58	59	1
Parks Structure Renewals	7	59	111	52
Karapiro / Arapuni Lakes Programme	5	21	21	-
Plant Replacement - Mighty River Domain	36	52	52	-
Mighty River Domain Facility Renewals	-	-	52	52
Memorial Park Bridge Replacement	-	-	75	75
Library Books	354	362	362	-
District Pools - Asset Renewals	185	126	126	-
Pensioner Housing Renewals	121	312	250	(62)
Carpark Renewals	13	117	150	33
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>891</b>	<b>1,201</b>	<b>1,414</b>	<b>213</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>11,846</b>	<b>12,812</b>	<b>22,367</b>	<b>9,555</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	14,135	15,027	14,459	(568)
Targeted rates	4,940	5,405	5,717	312
Subsidies and grants for operating purposes	6	11	6	(5)
Fees and charges	4,099	6,614	8,003	1,389
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>23,180</b>	<b>27,057</b>	<b>28,185</b>	<b>1,128</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	15,880	19,910	20,429	519
Finance costs	787	1,531	377	(1,154)
Internal charges and overheads applied	3,396	3,165	3,734	569
Other operating funding applications	285	408	334	(74)
<b>Total applications of operating funding (B)</b>	<b>20,348</b>	<b>25,014</b>	<b>24,874</b>	<b>(140)</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>2,832</b>	<b>2,043</b>	<b>3,311</b>	<b>1,268</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	101	2,540	741	(1,799)
Development and financial contributions	398	649	522	(127)
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>499</b>	<b>3,189</b>	<b>1,263</b>	<b>(1,926)</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	359	216	4,288	4,072
- to improve the level of service	10,596	11,395	16,665	5,270
- to replace existing assets	891	1,201	1,414	213
Increase (decrease) in reserves	(8,515)	(7,580)	(17,793)	(10,213)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>3,331</b>	<b>5,232</b>	<b>4,574</b>	<b>(658)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(2,832)</b>	<b>(2,043)</b>	<b>(3,311)</b>	<b>(1,268)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Roads and Footpaths

---

### What we do

The roads and footpaths group is the primary service provider for the provision of the local transport network.

It oversees a range of the district's core infrastructure assets and services including:

- Roads and structures
- Footpaths and cycleways
- Signage and traffic facilities
- Street lighting
- Road corridor amenity

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Cambridge North infrastructure growth projects
- Cambridge growth cells C1, C2 and C3 infrastructure and land purchase
- Hautapu Structure Plan and cycleway
- Town Concept Plans and streetscape implementation
- Cambridge bypass roading improvements
- District wide cycle projects
- Sealed road resurfacing
- Pavement rehabilitation

### Key changes from the Long Term Plan 2018-28

The variations from the Long Term Plan 2018-28 are shown in the following tables. The main activity changes are as follows:

#### Cambridge growth development

Due to the accelerated growth of new residential development in this area, budget has had to be brought forward from future LTP years to align with the development. Additional budget has also been added to reflect costs not incorporated in the original LTP. The budget for Roads and Footpaths is to install the necessary road service infrastructure.

#### Urban infrastructure

Earlier-than-planned upgrades are required due to increasing urban growth.

#### Cambridge bypass / Hanlin Road intersection

This project was brought forward from 2020/21 financial year into the 2019/20 financial year due to NZTA funding availability and growth in the area.



## Cycling projects

Cycling projects throughout the district have increased but the additional expenditure will be funded by external parties.

### Cost of service variances:

Revenue:

- Increase of \$3 million in subsidy revenue due to increased external funding for cycleway projects.

Expenditure:

- Increase of \$504,000 in depreciation expenditure due to an increase in the fair value of roading assets in the roading asset revaluation. The increase is only partially funded in this financial year.
- Increase of \$532,000 in activity expenses due to increased expenditure for Road Asset Technical Accord (RATA) which is funded jointly by participating Councils and increases in operating projects due to a change in timing of expenditure because of Covid-19.
- Increase of \$308,000 in internal charges and overheads due to an increase in capital works and internal staff numbers impacting on the reallocation of overheads for support services across all departments.
- Decrease of \$733,000 in finance costs due to a decrease in interest rates.

### Capital expenditure variances:

- Increase of \$21.5 million for Cambridge Growth Cells (C1, C2 and C3) to allow early development of neighbourhood residential and commercial areas.
- Decrease of \$111,000 for Hautapu Structure Plan to align with the timing of development in 2021/22.
- Decrease in St Leger and Kihikihi Road, and Picquet Hill Plan Change projects due to timing of growth, \$261,000 and \$496,000 respectively.
- Increase of \$2.2 million for growth-related upgrades to urban infrastructure due to increasing urban growth.
- Decrease of \$250,000 for seal extensions due to decreased need for seal extensions to be completed.
- Increase of \$857,000 for Town Concept Plans and Streetscape implementation due to the deferral of these projects from 2019/20.
- Increase of \$5.1 million for district wide cycling projects. This has been funded by external parties including additional subsidy revenue.
- Decrease of \$209,000 for CBD accessibility improvements due to work being covered from within existing budgets.
- Decrease of \$2.4 million for the Cambridge bypass/Hanlin Road intersection due to the work being brought forward to 2019/20 in response to the availability of NZTA funding and to align with development of the area.
- Increase of \$937,000 for improvement projects mainly due to the deferral of capital works from 2019/20 year.
- Decrease of \$1.1 million for roading renewal projects due to increasing life of assets and reprioritisation of renewal budgets.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees, charges and NZTA subsidy	12,289	8,768	11,791	3,023
Finance Income	93	96	43	(53)
<b>TOTAL REVENUE</b>	<b>12,382</b>	<b>8,864</b>	<b>11,834</b>	<b>2,970</b>
<b>OPERATING EXPENDITURE</b>				
Depreciation and Amortisation	9,979	10,472	10,976	504
Activity Expenses	9,245	8,692	9,224	532
Internal charges and Overheads	1,514	1,531	1,839	308
Finance Costs	606	1,062	329	(733)
<b>TOTAL EXPENDITURE</b>	<b>21,344</b>	<b>21,757</b>	<b>22,368</b>	<b>611</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(8,962)</b>	<b>(12,893)</b>	<b>(10,534)</b>	<b>2,359</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	17,216	17,752	43,492	25,740
Vested Assets	5,408	7,714	7,714	-
Debt Repayment (Internal)	936	1,003	1,454	451
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>23,560</b>	<b>26,469</b>	<b>52,660</b>	<b>26,191</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Meet Additional Demand</b>				
Cambridge North Capital Projects	20	1,326	1,461	135
Cambridge Growth Cells (C1,C2 and C3) incls Land Purchase	1,518	1,826	23,336	21,510
Hautapu Structure Plan	168	835	724	(111)
St Leger and Kihikihi Road	-	261	-	(261)
Picquet Hill Plan Change Roading	25	496	-	(496)
Frontier Road Plan Change	-	104	104	-
Urban Upgrades - Development Related	116	52	2,289	2,237
<b>Total Capital Expenditure to Meet Additional Demand</b>	<b>1,847</b>	<b>4,900</b>	<b>27,914</b>	<b>23,014</b>
<b>To Improve Level of Service</b>				
Seal Extensions	465	500	250	(250)
New Footpaths	107	125	75	(50)
Car Park Improvements	3	52	-	(52)
Town Concept Plans and Streetscape Implementation	81	543	1,400	857
Passenger Transport Infrastructure	-	21	-	(21)
Street Light Improvements	222	365	367	2
Cycle Projects District Wide	186	695	5,831	5,136
CBD Accessibility Improvements	122	230	21	(209)
Cambridge Bypass Roading Improvements	6,533	2,443	-	(2,443)
Major Improvements	642	241	378	137
Bridge Footpath Widening	65	-	200	200
Associated Improvements	20	-	600	600
Minor Improvements	663	887	824	(63)
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>9,109</b>	<b>6,102</b>	<b>9,946</b>	<b>3,844</b>
<b>To Replace Existing Assets</b>				
Footpath Renewals	408	449	200	(249)
Amenity Lighting Renewals	36	-	-	-
Car Park Renewals	66	37	37	-
Drainage Renewals	476	371	308	(63)
Sealed Road Resurfacing	1,051	2,662	3,900	1,238
Unsealed Road Metalling	39	63	25	(38)
Pavement Rehabilitation	3,565	2,662	900	(1,762)
Structures Component Renewal	581	418	150	(268)
Traffic Services Renewals	30	26	10	(16)
Bus Shelter Renewals	-	10	-	(10)
Guardrail Renewals	8	52	102	50
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>6,260</b>	<b>6,750</b>	<b>5,632</b>	<b>(1,118)</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>17,216</b>	<b>17,752</b>	<b>43,492</b>	<b>25,740</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	11,791	12,600	12,262	(338)
Targeted rates	725	374	265	(109)
Subsidies and grants for operating purposes	2,186	2,929	3,464	535
Fees and charges	790	765	1,262	497
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>15,492</b>	<b>16,668</b>	<b>17,253</b>	<b>585</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	8,223	7,648	8,202	554
Finance costs	606	1,062	329	(733)
Internal charges and overheads applied	1,514	1,531	1,839	308
Other operating funding applications	-	-	-	-
<b>Total applications of operating funding (B)</b>	<b>10,343</b>	<b>10,241</b>	<b>10,370</b>	<b>129</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>5,149</b>	<b>6,427</b>	<b>6,883</b>	<b>456</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	9,313	5,074	7,062	1,988
Development and financial contributions	924	2,847	2,814	(33)
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>10,237</b>	<b>7,921</b>	<b>9,876</b>	<b>1,955</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	1,847	4,900	27,914	23,014
- to improve the level of service	9,109	6,102	9,946	3,844
- to replace existing assets	6,260	6,750	5,632	(1,118)
Increase (decrease) in reserves	(1,830)	(3,404)	(26,733)	(23,329)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>15,386</b>	<b>14,348</b>	<b>16,759</b>	<b>2,411</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(5,149)</b>	<b>(6,427)</b>	<b>(6,883)</b>	<b>(456)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Stormwater

---

### What we do

We are the primary service provider for managing stormwater in urban areas. Council maintains all of Waipā's public rural drains.

Waipā maintains stormwater assets worth \$98 million and consisting of 158 kilometres of pipes, 2,944 manholes and other related structures such as open drains, streams, swales, soak systems and retention structures. An appropriately managed system will limit the impacts of flooding and ensure that stormwater discharges to waterways are free from contaminants.

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Cambridge North residential stormwater works
- Cambridge growth cells (C1, C2 and C3) stormwater works
- Hautapu industrial stormwater works

### Key changes from the Long Term Plan 2018-28

There are no significant or material changes from the programme outlined in the Long Term Plan 2018-28 other than for changes in the timing of projects to accommodate an accelerating rate of growth. The variations from the Long Term Plan 2018-28 are shown in the following tables.

#### Cambridge growth development

Due to the accelerated growth of new residential development in this area, budget has had to be brought forward from future LTP years to align with the development. Additional budget has also been added to reflect costs not incorporated in the original LTP. The budget for stormwater is to install the necessary stormwater service infrastructure.

In contrast, stormwater installation for the Hautapu Industrial Area has been deferred to 2021/22 to fit with the timing of the proposed development.

#### Cost of service variances:

##### Revenue:

- Decrease of \$70,000 interest revenue allocated to stormwater reserves due to lower interest rates and lower balance of the stormwater operating reserve.

##### Expenditure:

- Increase of \$80,000 in depreciation expenditure due to stormwater asset revaluation.
- Increase of \$175,000 mainly due to operating projects increasing due to timing. These projects are being funded from the stormwater operating reserve.
- Increase in internal charges and overheads of \$105,000 mainly due to an increase in capital works and internal staff numbers impacting on the reallocation of overheads.

#### Capital expenditure variances:

- Increase of \$6.3 million for Cambridge North stormwater works for the construction of the western outlet, due to development timing.

- Increase of \$9.1 million for Cambridge growth cells (C1, C2 and C3) to allow early development of neighbourhood, residential and commercial areas. The timing of this work has been brought forward to align with the early development of the area, and additional budget has been added to reflect true costs.
- Decrease of \$1.5 million for Hautapu industrial development, which has been delayed due to the timing of the development.

Note: A report was presented to the Executive Team in May 2020 seeking approval to proceed with a review of the structure of the Waters Services Team to ensure correct resourcing for this activity. Any resulting increased costs will be funded from operating reserves in the 2020/21 year and will not have any rates impact for the 2020/21 Annual Plan. A significant review of funding will be undertaken leading into the 2021-2031 Long Term Plan. It is proposed that consultation with the Water Services Team will begin in early June 2020.

### Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Finance Income	22	77	7	(70)
<b>TOTAL REVENUE</b>	<b>22</b>	<b>77</b>	<b>7</b>	<b>(70)</b>
<b>OPERATING EXPENDITURE</b>				
Depreciation and Amortisation	1,461	1,603	1,683	80
Activity Expenses	1,696	1,903	2,099	196
Internal charges and Overheads	571	489	594	105
Finance Costs	36	-	3	3
<b>TOTAL EXPENDITURE</b>	<b>3,764</b>	<b>3,995</b>	<b>4,379</b>	<b>384</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(3,742)</b>	<b>(3,918)</b>	<b>(4,372)</b>	<b>(454)</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	8,145	18,420	32,766	14,346
Vested Assets	2,946	3,105	3,105	-
Debt Repayment (Internal)	23	-	5	5
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>11,114</b>	<b>21,525</b>	<b>35,876</b>	<b>14,351</b>

**Capital expenditure table**

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Meet Additional Demand</b>				
Cambridge North Residential Stormwater Works	3,015	730	7,107	6,377
Cambridge Growth Cells (C1, C2 and C3)	3,942	15,225	24,334	9,109
Hautapu Industrial Stormwater	36	1,678	210	(1,468)
Cambridge Park Stormwater Provision	-	-	-	-
Bond Road Stormwater Culvert	6	-	5	5
Kihikihi Stormwater Works	64	262	122	(140)
<b>Total Capital Expenditure to Meet Additional Demand</b>	<b>7,063</b>	<b>17,895</b>	<b>31,778</b>	<b>13,883</b>
<b>To Improve Level of Service</b>				
Consent, Remedial and Flood Mitigation Work	176	-	160	160
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>176</b>	<b>-</b>	<b>160</b>	<b>160</b>
<b>To Replace Existing Assets</b>				
Renewals	906	525	828	303
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>906</b>	<b>525</b>	<b>828</b>	<b>303</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,145</b>	<b>18,420</b>	<b>32,766</b>	<b>14,346</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	268	282	312	30
Targeted rates	3,422	3,417	3,669	252
Subsidies and grants for operating purposes	-	-	-	-
Fees and charges	-	-	-	-
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>3,690</b>	<b>3,699</b>	<b>3,981</b>	<b>282</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	1,481	1,683	1,884	201
Finance costs	36	-	3	3
Internal charges and overheads applied	571	489	594	105
Other operating funding applications	-	-	-	-
<b>Total applications of operating funding (B)</b>	<b>2,088</b>	<b>2,172</b>	<b>2,481</b>	<b>309</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>1,602</b>	<b>1,527</b>	<b>1,500</b>	<b>(27)</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	-	-	-
Development and financial contributions	2,723	6,112	4,886	(1,226)
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>2,723</b>	<b>6,112</b>	<b>4,886</b>	<b>(1,226)</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	7,063	17,895	31,778	13,883
- to improve the level of service	176	-	160	160
- to replace existing assets	906	525	828	303
Increase (decrease) in reserves	(3,820)	(10,781)	(26,380)	(15,599)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>4,325</b>	<b>7,639</b>	<b>6,386</b>	<b>(1,253)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(1,602)</b>	<b>(1,527)</b>	<b>(1,500)</b>	<b>27</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Wastewater Treatment and Disposal

---

### What we do

We provide a safe, effective and reliable system for managing wastewater in urban areas to maintain public health and protect land and waterways from contamination.

The wastewater treatment and disposal activity includes the reticulation network for the collection of sewage and trade waste and its treatment and disposal.

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Cambridge growth cells (C1, C2 and C3) wastewater works
- Hautapu industrial wastewater works
- Waikeria Prison expansion – wastewater connection
- Cambridge Wastewater Treatment Plant
- Asset renewals

### Key changes from the Long Term Plan 2018-28

#### Cambridge Growth Development

Due to the accelerated growth of new residential development in this area, budget has been brought forward from future LTP years. Additional budget has also been added to reflect true costs. The budget for wastewater treatment and disposal is to install the necessary wastewater service infrastructure. Wastewater infrastructure installation of a pump station for the Hautapu Industrial Area has been deferred from 2019/20 to align with the timing of the proposed development.

#### Te Awamutu Wastewater Treatment Plant upgrade

The increase in budget in 2020/21 includes \$3.7 million deferred from 2019/20. This will now allow increased capacity to meet current and future growth demands, including receiving waste from Waikeria Prison commencing in December 2020. The increase also allows for new equipment to meet the requirements of the newly obtained wastewater discharge consent.

#### Cost of service variances:

##### Revenue:

- Increase of \$180,000 in Fees & Charges revenue from wastewater connections due to Waikeria Prison coming on stream.
- Decrease in internal interest revenue from the wastewater operating reserve due to lower interest rates.

##### Expenditure:

- Increase in depreciation expenditure of \$51,000 due to the wastewater asset revaluation.
- Increase in activity expenditure of \$2.2 million, \$1.6 million of this is associated with the Cambridge Wastewater Treatment Plant short-term consent upgrade, and the balance largely relates to treatment costs relating to additional wastewater being received from Waikeria Prison and the upgrade of the Te Awamutu Wastewater Treatment Plant.

- Increase in Internal charges and overheads of \$353,000 mainly due to an increase in capital works and internal staff numbers impacting on the reallocation of overheads.
- Decrease in finance costs of \$398,000 mainly due to a decrease in interest rates and the timing of wastewater internal loans.

**Capital expenditure variances:**

- Increase of \$484,000 for Cambridge North wastewater provision due to developer timing.
- Increase of \$4.5 million for Cambridge growth cells (C1, C2 and C3) wastewater works due to developer timing.
- Increase of \$1.2 million for Hautapu industrial development due to timing of the development.
- Increase of \$4.2 million for Te Awamutu Wastewater Treatment Plant due to new equipment being installed to meet wastewater discharge consent requirements and a change in timing.
- Increase of \$9.3 million for Waikeria Prison expansion due to a change in the timing of construction, which has been deferred from 2019/20. This budget is funded by the Department of Corrections.
- Decrease of \$4.6 million for the Cambridge Wastewater Treatment Plant Upgrade due to works being deferred to align with design and resource application for the long term solution.
- Deduction in the wastewater renewal budgets of \$786,000 to maximise the life of assets and reprioritise budgets.
- Increase in the Plant and Pumps budgets of \$7.2m. This relates to \$4.3 million for the Christie Ave Pump Station to align with the Waikeria Pipeline and \$3 million for Cambridge Waste treatment plant for work on the aeration lagoon.

**Note:** A report was presented to the Executive Team in May 2020 seeking approval to proceed with a review of the structure of the Waters Services Team to ensure correct resourcing for this activity. Any resulting increased costs will be funded from operating reserves in the 2020/21 year and will not have any rates impact for the 2020/21 Annual Plan. A significant review of funding will be undertaken leading into the 2021-2031 Long Term Plan. It is proposed that consultation with the Water Services Team will begin in early June 2020.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees and Charges	575	588	768	180
Finance Income	168	272	77	(195)
<b>TOTAL REVENUE</b>	<b>743</b>	<b>860</b>	<b>845</b>	<b>(15)</b>
<b>OPERATING EXPENDITURE</b>				
Depreciation and Amortisation	3,120	3,658	3,709	51
Activity Expenses	6,545	3,405	5,583	2,178
Internal charges and Overheads	1,520	1,258	1,611	353
Finance Costs	267	619	221	(398)
<b>TOTAL EXPENDITURE</b>	<b>11,452</b>	<b>8,940</b>	<b>11,124</b>	<b>2,184</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(10,709)</b>	<b>(8,080)</b>	<b>(10,279)</b>	<b>(2,199)</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	28,588	18,223	39,973	21,750
Vested Assets	2,557	2,697	2,697	-
Debt Repayment (Internal)	171	244	401	157
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>31,316</b>	<b>21,164</b>	<b>43,071</b>	<b>21,907</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Meet Additional Demand</b>				
Cambridge North Wastewater Provision	-	-	484	484
Cambridge Growth Cells (C1, C2 and C3)	403	950	5,484	4,534
Hautapu Industrial Wastewater	1,334	839	2,014	1,175
Te Awamutu Wastewater Treatment Plant Upgrade	6,618	344	4,503	4,159
Cambridge New Wastewater Treatment Plant Stage 2	-	449	-	(449)
Te Awamutu Growth Provision (T1)	7	-	-	-
<b>Total Capital Expenditure to Meet Additional Demand</b>	<b>8,362</b>	<b>2,582</b>	<b>12,485</b>	<b>9,903</b>
<b>To Improve Level of Service</b>				
Waikeria Prison Expansion - WW Connection	13,122	6,556	15,875	9,319
Cambridge Wastewater Treatment Plant Upgrade	5,177	7,872	3,705	(4,167)
Vogel & Alpha Street Odour Control	-	-	51	51
Southern Area Wastewater Study	-	-	-	-
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>18,299</b>	<b>14,428</b>	<b>19,631</b>	<b>5,203</b>
<b>To Replace Existing Assets</b>				
Renewals	-	982	196	(786)
Cambridge Pipe Bridge	37	-	263	263
Plant and Pumps	1,890	231	7,398	7,167
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>1,927</b>	<b>1,213</b>	<b>7,857</b>	<b>6,644</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>28,588</b>	<b>18,223</b>	<b>39,973</b>	<b>21,750</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	640	720	664	(56)
Targeted rates	7,205	7,040	7,922	882
Subsidies and grants for operating purposes	-	-	-	-
Fees and charges	575	588	768	180
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>8,420</b>	<b>8,348</b>	<b>9,354</b>	<b>1,006</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	6,135	2,985	5,173	2,188
Finance costs	267	619	221	(398)
Internal charges and overheads applied	1,520	1,258	1,611	353
Other operating funding applications	-	-	-	-
<b>Total applications of operating funding (B)</b>	<b>7,922</b>	<b>4,862</b>	<b>7,005</b>	<b>2,143</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>498</b>	<b>3,486</b>	<b>2,349</b>	<b>(1,137)</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	4,983	-	(4,983)
Development and financial contributions	1,156	3,120	2,439	(681)
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>1,156</b>	<b>8,103</b>	<b>2,439</b>	<b>(5,664)</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	8,362	2,582	12,485	9,903
- to improve the level of service	18,299	14,428	19,631	5,203
- to replace existing assets	1,927	1,213	7,857	6,644
Increase (decrease) in reserves	(26,934)	(6,634)	(35,185)	(28,551)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>1,654</b>	<b>11,589</b>	<b>4,788</b>	<b>(6,801)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(498)</b>	<b>(3,486)</b>	<b>(2,349)</b>	<b>1,137</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Water Treatment and Supply

---

### What we do

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.

We provide reticulated water supplies to Cambridge, Te Awamutu, Kihikihi, Pirongia, Ōhaupō, Pukerimu and Karāpiro and operate seven water treatments plants. We are responsible for maintaining water supply assets worth \$198 million including 573km of water pipes plus pump stations, reservoirs and treatment plants.

### Key projects for 2020/21 in the Long Term Plan 2018-28

- Cambridge North to Hautapu water pipeline
- Cambridge growth cells C1, C2 and C3 water infrastructure works
- Pukerimu Airport water supply
- Parallel Road Water Treatment Plant upgrade
- Parallel Road to Taylors Hill pipeline
- District-wide water main renewals

### Key changes from the Long Term Plan 2018-28

#### Parallel Road Water Treatment Plant upgrade

The budget for this project has increased to ensure sufficient capacity to service current levels of growth, and adjusted for timing change from 2019/20.

#### Parallel Road to Taylors Hill pipeline

This project commenced in 2019/20 with a budget increase of \$860,000 split between the 2019/20 and 2020/21 financial years to align with construction. This project also aligns with the Parallel Road Water Treatment Plant upgrade work.

#### Cost of service variances

Expenditure:

- Decrease in depreciation expenditure of \$597,000 due to the water asset revaluation and increase in expected lives of some of our pipe network.
- Decrease in activity expenses of \$103,000 due to consultancy savings and savings due to delays in treatment plant upgrades. This has been offset by additional operating costs of \$562,000 due to deferral from 2019/20 to 2020/21. These projects are being funded from the water operating reserve.
- Increase in internal charges and overheads of \$149,000, mainly due to an increase in capital works and internal staff numbers impacting on reallocation of overheads.
- Decrease in finance costs of \$560,000 mainly due to a decrease in interest rates and timing of internal water services loans.

**Capital expenditure variances:**

- Increase of \$312,000 for Cambridge Growth Cells (C1,C2 and C3) due to timing of the development.
- Increase of \$500,000 for Hautapu industrial supply due to timing of the development.
- Increase of \$277,000 for Te Awamutu Growth Cells due to timing of development.
- Decrease of \$928,000 for Pukerimu Airport Supply due to timing of development.
- Increase of \$630,000 for Raw Water Main Renewal due to deferral of budget from 2019/20 to 2020/21.
- Increase of \$11.1 million for the Parallel Road Water Treatment Plant upgrade. The scope of this project has increased to allow for future growth. Timing has been pushed out from the 2019/20 year.
- Increase of \$803,000 for the Parallel Road to Taylor's Hill pipeline. This project aligns with the Parallel Road Water Treatment Plant upgrade and has been deferred to align with the timing of that project.

**Note:** A report was presented to the Executive Team in May 2020 seeking approval to proceed with a review of the structure of the Waters Services Team to ensure correct resourcing for this activity. Any resulting increased costs will be funded from operating reserves in the 2020/21 year and will not have any rates impact for the 2020/21 Annual Plan. A significant review of funding will be undertaken leading into the 2021-2031 Long Term Plan. It is proposed that consultation with the Water Services Team will begin in early June 2020.

**Statement of cost of service**

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees and charges	250	478	278	(200)
Targeted rates for water supply	10,754	10,999	11,210	211
Finance Income	88	79	29	(50)
<b>TOTAL REVENUE</b>	<b>11,092</b>	<b>11,556</b>	<b>11,517</b>	<b>(39)</b>
<b>OPERATING EXPENDITURE</b>				
Depreciation and Amortisation	4,886	4,972	4,375	(597)
Activity Expenses	6,782	7,534	7,993	459
Internal charges and Overheads	520	367	516	149
Finance Costs	274	789	229	(560)
<b>TOTAL EXPENDITURE</b>	<b>12,462</b>	<b>13,662</b>	<b>13,113</b>	<b>(549)</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(1,370)</b>	<b>(2,106)</b>	<b>(1,596)</b>	<b>510</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	26,809	15,920	29,058	13,138
Vested Assets	1,593	1,660	1,660	-
Debt Repayment (Internal)	174	308	407	99
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>28,576</b>	<b>17,888</b>	<b>31,125</b>	<b>13,237</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Meet Additional Demand</b>				
Cambridge North Water Provision	328			-
Cambridge North to Hautapu Pipeline	2,403	799	850	51
Dedicated Main Leamington to Hautapu	34	79	122	43
Cambridge Growth Cells (C1, C2, C3)	241	1,181	1,493	312
Water Supply Provision Cambridge (C6)	-	257	303	46
Cambridge Water Reticulation Active Control	-	463	463	-
Karapiro Water Treatment Plant Upgrade	2	-	48	48
Hautapu East Water Development - Industrial Supply (C10)	-	-	500	500
Te Awamutu Growth Cells	619	-	277	277
Pukerimu Airport Supply	-	928	-	(928)
<b>Total Capital Expenditure to Meet Additional Demand</b>	<b>3,627</b>	<b>3,707</b>	<b>4,056</b>	<b>349</b>
<b>To Improve Level of Service</b>				
Raw Water Main Renewal & Inlet Pump Installation	5,099	-	630	630
Parallel Road Water Treatment Plant Upgrade	5,021	4,196	15,312	11,116
Parallel Road to Taylors Hill Pipeline	8,807	4,196	4,999	803
Karapiro Rising Main	-	-	26	26
Hicks Rd Main Installation	846	-	-	-
Te Awamutu Active Reticulation Control	113	463	463	-
Kihikihi Water Supply - Advanced Treatment	-	-	-	-
Standby Generators for Treatment Plants	-	-	-	-
Cambridge Fire & Water LOS Upgrades		190	190	-
District Wide Complex Water Connections	6	-	194	194
Frontier Road to Taylors Hill Trunk Main	-	174	-	(174)
<b>Total Capital Expenditure to Improve Level of Service</b>	<b>19,892</b>	<b>9,219</b>	<b>21,814</b>	<b>12,595</b>
<b>To Replace Existing Assets</b>				
District Wide Water Main Renewals	2,644	2,507	2,507	-
Reservoir Renewals	-	210	230	20
District Wide Connection Renewals	252	-	200	200
Plant and Pumps	394	277	251	(26)
<b>Total Capital Expenditure to Replace Existing Assets</b>	<b>3,290</b>	<b>2,994</b>	<b>3,188</b>	<b>194</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>26,809</b>	<b>15,920</b>	<b>29,058</b>	<b>13,138</b>



## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	819	746	500	(246)
Targeted rates	10,811	11,068	11,232	164
Subsidies and grants for operating purposes	-	-	-	-
Fees and charges	250	478	278	(200)
Internal charges and overheads recovered	-	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>11,880</b>	<b>12,292</b>	<b>12,010</b>	<b>(282)</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	6,270	7,009	7,481	472
Finance costs	274	789	229	(560)
Internal charges and overheads applied	520	367	516	149
Other operating funding applications	5	5	-	(5)
<b>Total applications of operating funding (B)</b>	<b>7,069</b>	<b>8,170</b>	<b>8,226</b>	<b>56</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>4,811</b>	<b>4,122</b>	<b>3,784</b>	<b>(338)</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	-	-	-
Development and financial contributions	969	2,828	1,933	(895)
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>969</b>	<b>2,828</b>	<b>1,933</b>	<b>(895)</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	3,627	3,707	4,056	349
- to improve the level of service	19,892	9,219	21,814	12,595
- to replace existing assets	3,290	2,994	3,188	194
Increase (decrease) in reserves	(21,029)	(8,970)	(23,341)	(14,371)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>5,780</b>	<b>6,950</b>	<b>5,717</b>	<b>(1,233)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(4,811)</b>	<b>(4,122)</b>	<b>(3,784)</b>	<b>338</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Support Services

---

### What we do

This group provides a range of specialist skills and services to support the organisation to efficiently deliver services.

Support Services includes:

- Customer support
- Financial management
- Human resources
- Information services
- Legal and corporate support
- Business improvement

### Key projects for 2020/21

No specific projects for this group were identified in the Long Term Plan 2021-28.

### Key changes from the Long Term Plan 2018-28

There are material changes from the programme outlined in the Long Term Plan 2018-28 relating to employee related expenditure and software upgrades. The variations from the Long Term Plan 2018-28 are shown in the following tables.

#### Cost of service variances

Expenditure:

- Increase of employee related expenses of \$2.6 million due to additional staffing resources required to support the organisation and decrease consultancy spend across the organisation.
- Decrease in finance costs of \$199,000 mainly due to a decrease in interest rates.

#### Capital expenditure variances:

- Increase of \$1.2 million for software upgrades to enhance Council's systems and processes.

## Statement of cost of service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Fees and Charges	85	49	87	38
<b>TOTAL REVENUE</b>	<b>85</b>	<b>49</b>	<b>87</b>	<b>38</b>
<b>OPERATING EXPENDITURE</b>				
Employee Related Expenses	9,833	7,954	10,538	2,584
Depreciation and Amortisation	1,315	1,335	1,322	(13)
Activity Expenses	3,387	3,657	3,630	(27)
Finance Costs	225	304	105	(199)
<b>TOTAL EXPENDITURE</b>	<b>14,760</b>	<b>13,250</b>	<b>15,595</b>	<b>2,345</b>
<b>OPERATING NET COST OF SERVICE</b>	<b>(14,675)</b>	<b>(13,201)</b>	<b>(15,508)</b>	<b>(2,307)</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	1,726	2,320	3,776	1,456
Debt Repayment	364	338	440	102
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,090</b>	<b>2,658</b>	<b>4,216</b>	<b>1,558</b>

## Capital expenditure table

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>To Improve Level of Service</b>				
Buildings	144	1,386	1,388	2
Computer Software Upgrades	538	-	1,249	1,249
<b>Total to Improve Level of Service</b>	<b>682</b>	<b>1,386</b>	<b>2,637</b>	<b>1,251</b>
<b>To Replace Existing Assets</b>				
Plant	683	664	714	50
Carparks Renewals	-	36	55	19
Computer Hardware Renewals	189	126	200	74
Computer Software Renewals	172	108	170	62
<b>Total to Replace Existing Assets</b>	<b>1,044</b>	<b>934</b>	<b>1,139</b>	<b>205</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,726</b>	<b>2,320</b>	<b>3,776</b>	<b>1,456</b>

## Funding Impact Statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	300	295	223	(72)
Targeted rates	-	-	-	-
Subsidies and grants for operating purposes	-	-	-	-
Fees and charges	60	49	62	13
Internal charges and overheads recovered	13,887	12,900	15,477	2,577
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-	-
<b>Total sources of operating funding (A)</b>	<b>14,247</b>	<b>13,244</b>	<b>15,762</b>	<b>2,518</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	13,208	11,610	14,168	2,558
Finance costs	225	304	105	(199)
Internal charges and overheads applied	-	-	-	-
Other operating funding applications	-	-	-	-
<b>Total applications of operating funding (B)</b>	<b>13,433</b>	<b>11,914</b>	<b>14,273</b>	<b>2,359</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>814</b>	<b>1,330</b>	<b>1,489</b>	<b>159</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	-	-	-	-
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	-	-	-	-
Gross proceeds from sale of assets	-	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	-	-	-	-
- to improve the level of service	682	1,386	2,637	1,251
- to replace existing assets	1,044	934	1,139	205
Increase (decrease) in reserves	(912)	(990)	(2,287)	(1,297)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>814</b>	<b>1,330</b>	<b>1,489</b>	<b>159</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(814)</b>	<b>(1,330)</b>	<b>(1,489)</b>	<b>(159)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Financial planning

---

### Statement of prospective financial information

The financial information contained within this plan is prospective financial information which complies with the Financial Reporting Standard 42 (FRS42). FRS42 sets the principles and specifies minimum disclosures for the preparation and presentation of general purpose prospective financial information. The purpose of this financial information is to enable the public to participate in the decision making process as to the services that we will provide over the financial year 2019/20, and to provide a broad accountability mechanism for Council to the community. The financial information may not be appropriate for purposes other than those described.

In relation to the FRS42, the financial year 2020/21 is considered to be a 'forecast year' and based on future events, which are expected to occur. The actual results achieved for the period are likely to vary from the information presented and may vary depending upon the circumstances that arise during the period.

The forecast financial information has been prepared in accordance with Council's current policies which comply with the New Zealand International Financial Reporting Standards.

We are responsible for the Prospective Financial Statements, including the appropriateness of the underlying assumptions and all other required disclosures.

### Use of prior year surpluses

Due to the higher costs Council is facing for the 2020/21 year, Council is using \$914,000 of prior year surplus to offset the impact of rate increases.

### Hall Rates

One community hall has requested increases to their hall rate, which are collected and paid to the hall committees.

Fencourt Hall Association – requested its levy be increased by \$1.70 per dwelling to be \$16.00 GST inclusive, an additional \$653 GST inclusive to cover the higher basic costs of running the hall.

## Prospective statement of comprehensive revenue and expense for the year ending 30 June 2021

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>OPERATING INCOME</b>				
Rates	63,273	66,026	68,263	2,237
Fees and charges	11,365	13,689	14,720	1,031
Reserve contributions	398	649	522	(127)
Development contributions	5,772	14,907	12,072	(2,835)
Gain on revaluation of investment properties & forestry	421	447	447	-
Vested assets	13,000	34,646	15,176	(19,470)
Discovered Assets	402	-	-	-
Dividends	52	-	20	20
Finance revenue	848	271	271	-
Subsidies and grants	11,657	10,639	11,327	688
Other revenue	428	412	1,563	1,151
<b>Total Operating Income</b>	<b>107,616</b>	<b>141,686</b>	<b>124,381</b>	<b>(17,305)</b>
<b>OPERATING EXPENDITURE</b>				
Employee benefit expenses	24,292	23,642	27,023	3,381
Depreciation & amortisation	23,708	25,317	25,461	144
Other expenses	40,039	39,040	43,465	4,425
Finance costs	1,358	4,091	1,870	(2,221)
<b>Total Operating Expenditure</b>	<b>89,397</b>	<b>92,090</b>	<b>97,819</b>	<b>5,729</b>
<b>OPERATING SURPLUS</b>	<b>18,219</b>	<b>49,596</b>	<b>26,562</b>	<b>(23,034)</b>
<b>Other Comprehensive Income recognised directly in Equity</b>				
Property Plant and Equipment				
Revaluation gains/(losses) taken to equity	47,234	20,819	20,819	-
Cash flow hedges	218	206	206	-
<b>Total Other Comprehensive Income for the year</b>	<b>47,452</b>	<b>21,025</b>	<b>21,025</b>	<b>-</b>
<b>Total Comprehensive Income for the year</b>	<b>65,671</b>	<b>70,621</b>	<b>47,587</b>	<b>(23,034)</b>

Any operating surpluses generally come from non-cash items; we budget for a general funds cash break-even position. The statement of comprehensive revenue and expense also includes significant infrastructural revaluations which are also non-cash items.

**Prospective statement of changes in equity for the year ending 30 June 2021**

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
Balance at 1 July	1,717,060	1,681,683	1,782,731	101,048
Total comprehensive income previously reported	65,671	70,621	47,587	(23,034)
	<b>1,782,731</b>	<b>1,752,304</b>	<b>1,830,318</b>	<b>78,014</b>

DRAFT

## Prospective statement of financial position as at 30 June 2021

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and cash equivalents	2,120	3,539	2,801	(738)
Trade and other receivables	15,392	3,475	5,295	1,820
Other financial assets	-	112	-	(112)
Investment in CCO's	240	-	240	240
Non current assets held for sale	85	-	85	85
<b>Total Current Assets</b>	<b>17,837</b>	<b>7,126</b>	<b>8,421</b>	<b>1,295</b>
<b>Non Current Assets</b>				
Trade and other receivables	-	-	-	-
Property plant and equipment	1,822,602	1,853,326	1,998,368	145,042
Intangible Assets	1,265	1,647	2,465	818
Forestry Assets	2,976	1,491	2,977	1,486
Other financial assets	14,774	13,278	14,980	1,702
Investment Properties	16,611	17,562	16,611	(951)
		-	-	-
<b>Total Non Current Assets</b>	<b>1,858,228</b>	<b>1,887,304</b>	<b>2,035,400</b>	<b>148,096</b>
<b>Total Assets</b>	<b>1,876,065</b>	<b>1,894,430</b>	<b>2,043,821</b>	<b>149,391</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade and other payables	24,238	10,805	24,107	13,302
Provisions	212	37	412	375
Employee benefit liabilities	1,447	1,312	1,547	235
Borrowings	15,000	-	55,000	55,000
<b>Total Current Liabilities</b>	<b>40,897</b>	<b>12,154</b>	<b>81,066</b>	<b>68,912</b>
<b>Non Current Liabilities</b>				
Trade & Other Payables	-	-	-	-
Derivative financial instruments	-	420	-	(420)
Provisions	1,937	552	1,937	1,385
Borrowings	50,500	129,000	130,500	1,500
<b>Total Non Current Liabilities</b>	<b>52,437</b>	<b>129,972</b>	<b>132,437</b>	<b>2,465</b>
<b>Total Liabilities</b>	<b>93,334</b>	<b>142,126</b>	<b>213,503</b>	<b>71,377</b>
<b>EQUITY</b>				
Retained Earnings	531,027	551,966	570,075	18,109
Other reserves	1,251,704	1,200,338	1,260,243	59,905
<b>Total Equity</b>	<b>1,782,731</b>	<b>1,752,304</b>	<b>1,830,318</b>	<b>78,014</b>



## Prospective statement of cash flow for the year ending 30 June 2021

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Cash Flows from Operating Activities</b>				
Receipts from rates revenue	63,273	66,026	68,263	2,237
Interest received	848	271	271	-
Dividends received	52	-	20	20
Receipts from other revenue	40,459	45,202	52,216	7,014
Payments to suppliers and employees	(59,414)	(59,923)	(66,894)	(6,971)
Interest Paid	(1,358)	(4,091)	(1,870)	2,221
<b>Net Cash Flow from Operating Activities</b>	<b>43,860</b>	<b>47,485</b>	<b>52,006</b>	<b>4,521</b>
<b>Cash Flows from Investing Activities</b>				
Proceeds from sale of property, plant and equipment	-	-	-	-
Proceeds from sale of investment property	1,603	599	1,275	676
Purchase of intangible assets	(710)	(108)	(1,419)	(1,311)
Purchase of property, plant and equipment	(93,652)	(85,337)	(170,013)	(84,676)
Purchase & Development of investment property	-	-	-	-
<b>Net Cash Flow from Investing Activities</b>	<b>(92,759)</b>	<b>(84,846)</b>	<b>(170,157)</b>	<b>(85,311)</b>
<b>Cash Flows from Financing Activities</b>				
Proceeds from borrowings	50,500	38,500	120,000	81,500
Repayment of borrowings	-	-	-	-
<b>Net Cash Flow from Financing Activities</b>	<b>50,500</b>	<b>38,500</b>	<b>120,000</b>	<b>81,500</b>
<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>1,601</b>	<b>1,139</b>	<b>1,849</b>	<b>710</b>
Cash and cash equivalents at the beginning of the year	519	2,400	952	(1,448)
<b>Cash &amp; cash equivalents at the end of the year</b>	<b>2,120</b>	<b>3,539</b>	<b>2,801</b>	<b>(738)</b>

## Statement of borrowing for the year ending 30 June 2021

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Movements in Borrowings</b>				
Opening Balance	15,000	90,500	65,500	(25,000)
Net Loans Raised/(Repaid)	50,500	38,500	120,000	81,500
Closing Balance	65,500	129,000	185,500	56,500
Current Portion of External Debt	15,000	-	55,000	55,000
Term Portion of External Debt	50,500	129,000	130,500	1,500
	65,500	129,000	185,500	56,500

The above represents the expected level of external borrowings but this could fluctuate depending on future use of reserves.

## Operating expenditure variations to Long Term Plan

	2020/21 Annual Plan \$000	2020/21 LTP \$000	2020/21 Variance \$000
<b>Net Cost of Service of Significant Activities</b>			
<b>Governance</b>	9,761	8,499	1,262
Restructure, separation of Strategic Relationships from Strategic Planning, reduction in external promotions and major events. Pandemic Recovery fund \$605k. Timing of structure plans from 2019/20 \$395k			
<b>Planning and Regulatory</b>	3,546	2,550	996
Costs related to the increased number of resource and building consents received since LTP was approved, although revenues expected to drop slightly in 2020/21 year due to Covid pandemic.			
<b>Community Services and Facilities</b>	19,665	21,851	(2,186)
Increase in external funding of Pirongia Toilets and gain on disposal of development sections. Delay in construction of new pensioner housing units.			
<b>Roads and Footpaths</b>	10,534	12,893	(2,359)
Additional revenue for external funding towards cycleway projects. Decrease in interest costs which is being offset by increase in depreciation and activity costs.			
<b>Stormwater</b>	4,372	3,918	454
Higher depreciation due to revaluation in 2018/19 year and increased overheads due to using internal staff			
<b>Water Treatment and Supply</b>	1,596	2,106	(510)
Decrease in depreciation due to extended life expectations and decrease in finance costs, these savings are being partially offset by increase in operating projects deferred from 2019/20.			
<b>Wastewater Treatment and Disposal</b>	10,279	8,080	2,199
Increase in depreciation due to revaluation in 2018/19 year. Increase in operating expenditure including desludging to meet short term consent conditions at Cambridge Wastewater Treatment Plant.			
<b>Support Services</b>	(75)	(2,092)	2,017
Additional staff resources to support higher capital expenditure planned.			
	59,678	57,805	1,873

## Capital expenditure programme

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Projects</b>				
Governance	9	-	-	-
Planning and Regulatory	21	-	-	-
Community Services and Facilities	11,846	12,812	22,367	9,555
Roads and Footpaths	22,624	25,466	51,206	25,740
Stormwater	11,091	21,525	35,871	14,346
Wastewater Treatment and Disposal	31,145	20,920	42,670	21,750
Water Treatment and Supply	28,402	17,580	30,718	13,138
Support Services	1,726	2,320	3,776	1,456
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>106,864</b>	<b>100,623</b>	<b>186,608</b>	<b>85,985</b>

**Note:** Refer to the group of activity section in this plan which outlines the individual projects in detail and the variations to the Long Term Plan.

## Council reserve funds, movements and balances

	2019/20 Forecast \$000	2020/21 Transfer to Reserve \$000	2020/21 Transfer From Reserve \$000	2020/21 Closing Balance \$000
<i>Council created reserves consist of:</i>				
<b>Property Reserves</b>				
Asset Sales Cambridge	-	1,116	(1,116)	-
Asset Sales Te Awamutu	236	214	(450)	-
Asset Sales General	602	9		611
Endowment Land Cambridge	-	3,696	(3,696)	-
Endowment Land Pirongia	19			19
Endowment Land Te Awamutu	117	2		119
Endowment Land Waipa District	13			13
Residential Housing Reserve	704	2,646	(3,350)	-
<b>Reserve Contributions &amp; Development Contributions</b>				
Cambridge North	4,203	5,040	(6,700)	2,543
District Wide Stormwater	102	24,567	(24,669)	-
District Wide Waste Water	1,806	10,277	(12,083)	-
District Wide Water Treatment and Supply	382	8,296	(8,678)	-
District Wide Rooding	1,984	25,824	(27,808)	-
District Wide Reserve Developments	489	7		496
District Wide Land Purchase	1,525	2,630	(4,155)	-
Cambridge Pool				-
Te Awamutu Library/Museum	81	1		82
Karapiro Reserve Development	-	9	(9)	-
<b>Special Funds</b>				
Cemetery Paterangi	4			4
Project Funding Reserve	5,488		(2,174)	3,314
General Insurance Reserve	580	9		589
Infrastructure Insurance Reserve	562	8		570
Te Awamutu 110kv Compensation Reserve	333	5		338
Pavement Levies	69	1		70
Road Asset Technical Accord (RATA)	185	3		188
Waste Minimisation	489	7	(148)	348
<b>Separate Balances</b>				
Rooding Reserve	2,557	10,975	(10,935)	2,597
Stormwater Reserve	476	1,690	(1,858)	308
Water Supply Reserve	2,352	4,401	(4,934)	1,819
Waste Water Reserve	4,755	3,786	(4,992)	3,549
Depreciation Reserve - Long Term Assets	2,678	1,621	(1,626)	2,673
Depreciation Reserve - Medium Term Assets	666	2,189	(1,928)	927
<b>Asset Revaluation Reserves</b>				
<b>Asset revaluation reserves consist of:</b>				
<b>Operational assets</b>				
Land	214,752	-	-	214,752
Buildings	26,483	-	-	26,483
Intangible	378	-	-	378
Investments	11,597	-	-	11,597
<b>Infrastructural Assets</b>				
Sewerage System	64,705	7,723	-	72,428
Water System	63,628	8,326	-	71,954
Drainage network	69,999	4,770	-	74,769
Rooding network	766,705	-	-	766,705
<b>Total</b>	<b>1,251,704</b>	<b>129,848</b>	<b>(121,309)</b>	<b>1,260,243</b>

## Council reserves

The table below sets out the purpose of the reserves held by Council and the related activities for these reserves.

Reserve	Purpose	Activity
<b>Property Reserves</b>		
Asset Sales Cambridge	Proceeds from Cambridge asset sales held in reserve to fund future asset purchases	Properties
Asset Sales Te Awamutu	Proceeds from Te Awamutu asset sales held in reserve to fund future asset purchases	Properties
Asset Sales General	Proceeds from district wide asset sales held in reserve to fund future asset purchases	Properties
Endowment Land Cambridge	Proceeds from sale of Cambridge endowment land held in reserve for endowment purposes	Properties
Endowment Land Pirongia	Proceeds from sale of Pirongia endowment land held in reserve for endowment purposes	Properties
Endowment Land Te Awamutu	Proceeds from sale of Te Awamutu endowment land held in reserve for endowment purposes	Properties
Endowment Land Waipa District	Proceeds from sale of District Wide endowment land held in reserve for endowment purposes	Properties
Forestry Reserve	Proceeds from forestry harvesting to fund future forestry activities	Forestry
Residential Housing Reserve	Proceeds from residential housing rental revenue to fund the operating and capital expenditure	Properties
Pensioner Housing & Own Your Own Housing	Proceeds from pensioner housing and own your own housing revenue to fund the operating and capital expenditure within its own portfolio	Properties
<b>Reserve Contributions &amp; Development Contributions</b>		
Cambridge North	Proceeds from development contributions to fund growth related expenditure	Roads & Footpaths / Stormwater / Wastewater Treatment & Disposal / Water Treatment & Supply
District Wide Stormwater	Proceeds from development contributions to fund growth related expenditure	Stormwater
District Wide Wastewater	Proceeds from development contributions to fund growth related expenditure	Wastewater Treatment & Disposal

Reserve	Purpose	Activity
District Wide Water Treatment & Supply	Proceeds from development contributions to fund growth related expenditure	Water Treatment & Supply
District Wide Roading	Proceeds from development contributions to fund growth related expenditure	Roads & Footpaths
District Wide Reserve Developments	Proceeds from development contributions to fund growth related expenditure	Parks & Reserves
District Wide Land Purchase	Proceeds from development contributions to fund growth related expenditure	Parks & Reserves
Te Awamutu Library/Museum	Proceeds from development contributions to fund growth related expenditure for Te Awamutu Library/Museum	District Libraries / Museums
<b>Special Funds</b>		
Cemetery Paterangi	Proceeds held in reserve to fund future capital works	Cemeteries
Project Funding Reserve	Funding for specific projects to be completed in the following year	All activities
General Insurance Reserve	Provision to pay call-ups and to fund increase in deductibles of claims as well as to help to pay future premium increases	All activities
Infrastructure Insurance Reserve	Provision to pay additional contributions that may occur and to help cover the insurance deductible if a major event happens in the Waipa District	Stormwater / Wastewater Treatment & Disposal / Water Treatment & Supply
Te Awamutu 100kv Compensation Reserve	Proceeds from the granting of easement rights for the Waipa Networks 110kv line, held in reserve for appropriate future utilisation with due regard to the source of these funds.	Properties
Pavement Levies	Levies collected from land use consents for future pavement rehabilitation	Roads & Footpaths
Road Asset Technical Accord (RATA)	Funds held in reserve for future works	Roads & Footpaths
Waste minimisation	Net funds from waste minimisation levy held for use on waste minimisation activities	Waste Minimisation
<b>Separate Balances</b>		
Roading Reserve	Funds held in reserve for capital works expenditure	Roads & Footpaths
Stormwater Reserve	Funds held in reserve for capital works expenditure	Stormwater

Reserve	Purpose	Activity
Water Supply Reserve	Funds held in reserve for capital works expenditure	Water Treatment & Supply
Wastewater Reserve	Funds held in reserve for operating and capital works expenditure	Wastewater Treatment & Disposal
Depreciation Reserve Long Term Assets	Funds held in reserve for capital works expenditure	Community Services & Facilities
Depreciation Reserve Medium Term Assets	Funds held in reserve for capital works expenditure	Community Services & Facilities
<b>Asset Revaluation Reserves</b>		
<b>Operational</b>		
Land	Non cash reserve to record appreciation values arising from asset revaluations	Community Services & Facilities
Buildings	Non cash reserve to record appreciation values arising from asset revaluations	Community Services & Facilities
<b>Infrastructural Assets</b>		
Sewerage System	Non cash reserve to record appreciation values arising from asset revaluations	Wastewater Treatment & Disposal
Water System	Non cash reserve to record appreciation values arising from asset revaluations	Water Treatment & Supply
Drainage Network	Non cash reserve to record appreciation values arising from asset revaluations	Stormwater
Roading Network	Non cash reserve to record appreciation values arising from asset revaluations	Roads & Footpaths

## Financial Disclosure Statements

Annual Plan disclosure statement for year ending 30 June 2021.

### What is the purpose of this statement?

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the **regulations**). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark		Planned	Met
Rates affordability benchmark:			
▪ Income	Rate levels will be limited to a maximum of 65% of total revenue.	55%	Yes
▪ Increases	Annual increases for existing ratepayers will be limited to no more than the forecast Local Government Cost Index for the year plus 2%	2.4%	Yes
Debt affordability benchmark	Quantified limit is set at 175% of total revenue forecasted	149%	Yes
Balanced budget benchmark	100%	99%	No
Essential services benchmark	100%	702%	Yes
Debt servicing benchmark	15%	1.5%	Yes

#### Notes:

#### 1 Rates affordability benchmark

- (a) For this benchmark:
- (i) The council's planned rates income for the year is compared with a quantified limit on rates contained in the financial strategy included in the council's Long Term Plan; and
  - (ii) The council's planned rates increases for the year are compared with a quantified limit on rates increases for the year contained in the financial strategy included in the council's Long Term Plan.
- (b) The council meets the rates affordability benchmark if:
- (i) Its planned rates income for the year equals or is less than each quantified limit on rates; and
  - (ii) Its planned rates increases for the year equal or are less than each quantified limit on rates increases.

#### 2 Debt affordability benchmark

- (a) For this benchmark, the council's planned borrowing is compared with a quantified limit on borrowing contained in the financial strategy included in the council's Long Term Plan.



- (b) The council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

### **3 Balanced budget benchmark**

- (a) For this benchmark, the council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).
- (b) The council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

### **4 Essential services benchmark**

- (a) For this benchmark, the council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.
- (b) The council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

### **5 Debt servicing benchmark**

- (a) For this benchmark, the council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).
- (b) Because Statistics New Zealand projects that the council's population will grow faster than the national population is projected to grow, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 15% of its planned revenue.

## Statement of accounting policies

---

### Reporting entity

Waipa District Council is a territorial local authority established under the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing the Council's operations includes the LGA and the Local Government (Rating) Act 2002.

The group consists of the ultimate parent, Waipa District Council, and the Waipa Community Facilities Trust. Council is not presenting group forecast financial statements as the parent statements are considered to be more relevant to users. The main purpose of these statements is to provide users with information about the core services that Council intends to provide ratepayers, the expected cost of those services and the consequent requirement for rate funding.

The primary objective of Council and group is to provide goods or services for the community or social benefit rather than making a financial return. Accordingly, Council has designated itself and the group as public benefit entities (PBEs) for financial reporting purposes.

### Basis of preparation

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

The financial statements of the Council and group have been prepared in accordance with the requirements of the LGA and the local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R), which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The financial statements have been prepared in accordance with Tier 1 PBE accounting standards.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$'000). The functional currency of Council is New Zealand dollars.

### Summary of significant accounting policies

#### ***Goods and services taxation (GST)***

All items in the financial statements are stated exclusive of GST, except for receivables and payables which are stated on a GST inclusive basis.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position. The net GST paid to, or received from the IRD is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

#### ***Income tax***

The Council is tax exempt for income tax purposes.

***Budget figures***

The budget figures have been prepared in accordance with the New Zealand Generally Accepted Accounting Practices, using accounting policies that are consistent with those adopted by Council for the preparation of these financial statements.

***Cost allocation***

Council has derived the cost of service for each significant activity using the cost allocation system outlined below.

Direct costs are those costs directly attributable and charged to a significant activity. Indirect costs are those costs which cannot be identified in an economically feasible manner with a specific significant activity. Indirect costs are charged to significant activities using appropriate cost drivers such as computer equipment used, staff numbers and floor area.

***Revenue***

Revenue may be derived from either exchange or non-exchange transactions.

***Exchange transactions***

Exchange transactions are transactions where Council receives assets or services, or has liabilities extinguished, and directly gives approximately equal value to another entity in exchange.

Specific accounting policies for major categories of exchange revenue transactions are listed below.

***Interest and dividends***

Interest income is recognised using the effective interest method.

Dividends are recognised when Council's right to receive the payment is established.

***Pensioner housing revenue***

Rental revenue arising from tenancy agreements is accounted for on a straight-line basis over the lease terms and is included in revenue in the statement of revenue and expenditure due to its operating nature.

***Other gains and losses***

Other gains and losses include fair value gains and losses on financial instruments at fair value through surplus or deficit, unrealised fair value gains and losses on the revaluation of investment properties and realised gains and losses on the sale of Property, Plant and Equipment (PPE) held at cost.

***Sales of goods***

Revenue from the sale of goods is recognised when a product is sold to the customer.

***Non-exchange transactions***

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, Council either receives value from or gives value to another entity without directly giving

or receiving approximately equal value in exchange, or where the value given or received is not able to be accurately measured.

An inflow of resources from a non-exchange transaction, whether this be an asset or revenue, is only recognised if a liability is not also recognised for that particular asset or revenue.

A liability is only recognised to the extent that the present obligations have not been satisfied. A liability in respect of a transferred asset is recognised only when the transferred asset is subject to a condition, such as a condition for the asset to be consumed as specified and/or that future economic benefits or service potential must be returned to the owner.

Specific accounting policies for major categories of non-exchange revenue transactions are listed below.

### ***Rates revenue***

The following policies for rates have been applied:

- General rates, targeted rates (excluding water-by-meter) and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. The Council considers that the effect of payment of rates by instalments is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.
- Rates arising from late payment penalties are recognised as revenue when rates become overdue.
- Revenue from water-by-meter rates is recognised on an actual basis. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.
- Rates remissions are recognised as a reduction in rates revenue when the Council has received an application that satisfies its rates remission policy.

### ***Development contributions***

Development and financial contributions are recognised as revenue when Council provides, or is able to provide, the service for which the contribution was charged. Otherwise, development and financial contributions are recognised as liabilities until such time as Council provides, or is able to provide the service.

### ***New Zealand Transport Agency roading subsidies***

Council receives funding assistance from the New Zealand Transport Agency, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

### ***Other grants received***

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

**Direct charges**

Rendering of services at a price that is not approximately equal to the value of the service provided by the Council or Group is considered a non-exchange transaction. This includes rendering of services where the price does not allow the Council to fully recover the cost of providing the service (such as resource consents, building consents, water connections, dog licencing, etc.), and where the shortfall is subsidised by income from other activities, such as rates. Generally there are no conditions attached to such revenue.

Revenue from such services is recognised when the Council or Group issues the invoice or bill for the service. Revenue is recognised at the amount of the invoice or bill, which is the fair value of the cash received or receivable for the service. Revenue is recognised by reference to the stage of completion of the service to the extent that the Council or Group has an obligation to refund the cash received from the service (or to the extent that the customer has the right to withhold payment from the Council or Group for the service) if the service is not completed.

**Building and resource consent revenue**

Fees and charges for building and resource consent services are recognised on a percentage completion basis with reference to the recoverable costs incurred at balance date.

**Entrance fees**

Entrance fees are fees charged to users of the Council's local facilities, such as the pools. Revenue from entrance fees are recognised upon entry to such facilities.

**Infringement fees and fines**

Infringement fees and fines mostly relate to animal infringements and parking infringements and are recognised when the revenue is received. The fair value of this revenue is determined based on the probability of collecting fines, which is estimated by considering the collection history of fines over the preceding 2-year period.

**Vested or donated physical assets**

Where a physical asset is acquired for nil or nominal consideration the fair value of the asset received is recognised as income. Assets vested in Council are recognised as revenue when control over the asset is obtained.

The fair value of vested assets is usually determined by reference to the cost of constructing the asset. For assets received from property developments, the fair value is either based on construction price information provided by the property developer or values as per the last revaluation.

For long-lived assets that must be used for a specific purpose (e.g. land must be used as a recreation reserve), Council immediately recognises the fair value of the asset as revenue. A liability is only recognised if Council expects that it will need to return or pass the asset to another party.

Council is required by the New Zealand Local Government Funding Agency Limited (LGFA) Guarantee and Indemnity Deed to disclose in its financial statements (or notes) its annual rates income. That Deed defines annual rates income as an amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 together with any revenue received by Council from other local authorities for services provided by that Council for which those other Local Authorities rate.

## Personnel costs

Employer contributions to KiwiSaver are accounted for as defined contribution superannuation schemes and are expensed in the surplus or deficit as incurred.

## Other expenses

### ***Grant expenditure***

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria, and are recognised as expenditure when an application that meets the specified criteria for the grant has been received. Discretionary grants are those grants where Council has no obligation to award on receipt of the grant application and grants are recognised as expenditure on payment.

### ***Operating leases***

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

### ***Finance costs***

In accordance with PBE IPSAS 5 Borrowing Costs, all borrowing costs are recognised as an expense in the period in which they are incurred.

## Cash and cash equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the Statement of Financial Position.

## Trade and other receivables

Trade and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Loans are initially recognised at the present value of their expected future cash flows, discounted at the current market rate of return of a similar asset/investment. They are subsequently measured at amortised cost using the effective interest method. The difference between the face value and present value of expected future cash flows of the loan is recognised in the Statement of Comprehensive Revenue and Expense as a grant.

A provision between the face value and present value of expected future cash flows of the loan is recognised in the Statement of Comprehensive Revenue and Expense as a grant.

A provision for impairment of receivables is established when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

## Other financial assets

Council classifies its investments in the following categories:

- Financial assets at fair value through surplus or deficit;
- Loans and receivables;
- Held-to-maturity investments; and
- Financial assets at fair value through other comprehensive revenue and expense.

The classification depends on the reason behind acquiring the investment. Council decides how to classify its investments when they are acquired.

Purchases and sales of investments are recorded on the value date. Financial assets are no longer recognised when the right to receive cash flows from the financial assets has expired or has been transferred. The fair values of quoted investments are based on current bid prices. If the market for a financial asset is not active, Council establishes fair value through valuation techniques. At each year end Council assesses whether there is evidence that a financial asset or group of financial assets is impaired. Any impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

### ***Financial assets at fair value through surplus or deficit***

This category has two sub-categories: financial assets held for trading, and those designated at fair value through surplus or deficit. A financial asset falls in this category if acquired principally to sell in the short-term or if designated this way by Council. After initial recognition, they are measured at their fair values with gains or losses on re-measurement recognised in the surplus or deficit. These financial assets are classified as current assets if they are held for trading or expected to be realised within twelve months of the year end date.

### ***Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments not quoted in an active market. They arise when Council provides money, goods or services directly to a debtor with no intention of selling the receivable asset. After initial recognition, they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit. They are included in current assets, except for those with maturities greater than twelve months after the year end date, which are classified as non-current assets.

### ***Held-to-maturity investments***

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that Council has the intention and ability to hold to maturity. After initial recognition, they are measured at amortised cost using the effective interest method. Gains or losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

### ***Financial assets at fair value through other comprehensive revenue and expense***

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of the share investment within 12 months of balance date or if the debt instrument is not expected to be realised within 12 months of balance date. The Council includes in this category:

- investments that it intends to hold long-term but which may be realised before maturity; and
- shareholdings that it holds for strategic purposes.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit. On de-recognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

## Assets held for sale

Assets held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction, not through continuing use.

Assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of non-current assets held for sale are recognised in the surplus or deficit.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised.

These assets are not depreciated or amortised.

## Property, plant and equipment

Property, plant and equipment consists of:

- Operational assets which include land, buildings, library books, plant, furniture and equipment, and motor vehicles.
- Infrastructural assets which are the fixed utility systems. Each asset class includes all items that are required for the network to function, for example sewer reticulation includes reticulation piping and sewer pump stations.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

### **Additions**

The cost of an item of property, plant and equipment is recognised as an asset if it is probable that future economic benefits or service potential associated with the item will flow to Council and the cost of the item can be measured reliably. Additions are generally recognised at cost. Where an asset is acquired through a non-exchange transaction, it is recognised at its fair value at the date of acquisition.

### **Disposals**

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the Statement of Comprehensive Revenue and Expense. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.



### Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential with the item will flow to Council and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised in the surplus or deficit as they are incurred.

### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

**Table 1: Useful lives and associated depreciation rates of major classes of assets**

	Components	Years
Water Treatment	Structures	25 – 80
	Plant	10 – 100
	Pipes	60
Water Reticulation	Pipes	30 – 100
	Fittings	10 – 30
Sewage Treatment	Structures	25 – 100
	Plant	10 – 100
	Pipes	60
Sewerage Reticulation	Pipes	50 – 100
	Fittings	25 – 100
	Manholes	80
Stormwater	Structures	15 – 80
	Pipes	50 – 100
	Manholes	50 – 80
Formation/carriageway and shoulder		Infinite
Pavement structure		12 – 150
Pavement surface (seal)		6 – 65
Catchpits and culverts		50 – 75
Bridges		50 – 115
Kerb and channel		50 – 75
Lighting		20 – 35
Footpaths		15 – 70
Signs		10 – 35
Railings		20 – 35

	Components	Years
Islands		35 - Infinite
Traffic Signals		15 – 50
Buildings – not componentised		0 – 100
Building – structure		40 – 100
Building – fit-out		25 – 40
Building – services		40 – 45
Plant/motor vehicles		2 – 30
Furniture, fittings and equipment		5 – 75
Computer equipment		3 – 10
Intangibles		0 – 10
Library Books		7

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

### **Revaluation**

Those asset classes that are revalued are valued on a yearly cycle on the basis described below, with the exception of Operational Land and Buildings, which is valued every three years. All other asset classes are carried at depreciated historical cost.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class-of-asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

### **Operational land and buildings**

At fair value as determined from market-based evidence where there is a market, or depreciated replacement cost for specialised assets, by an independent valuer.

### **Infrastructural assets**

At fair value determined on a Depreciated Replacement Cost (DRC) basis by an independent valuer.

### **Land under roads and road reserves**

Land under roads is no longer revalued.

***Accounting for revaluations***

Revaluations of property, plant and equipment are on a class of asset basis. The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the Statement of Comprehensive Revenue and Expense. Any subsequent increase in revaluation that offsets a previous decrease in value recognised in the Statement of Comprehensive Revenue and Expense will be recognised first in the Statement of Comprehensive Revenue and Expense up to the amount previously expensed, and then credited to the revaluation reserve for that class of asset.

***Impairment of property, plant and equipment and intangible assets***

Assets that have a finite useful life are reviewed for indicators of and are tested annually for impairment at each balance date. When there is an indicator of impairment the asset's recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

***Value in use for non-cash-generating assets***

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

***Value in use for cash-generating assets***

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

### ***Impairment of revalued assets***

In April 2017 the XRB issued *Impairment of Revalued Assets*, which now scopes in revalued property, plant and equipment into the impairment accounting standards. Previously, only property, plant and equipment assets measured at cost were scoped into the impairment accounting standards.

Council has early adopted this amendment in preparing its 30 June 2017 financial statements. Council is required to assess at each reporting date whether there is any indication that an asset may be impaired. If any indication exists, Council is required to assess the recoverable amount of that asset and recognise an impairment loss if the recoverable amount is less than the carrying amount. Council can therefore impair a revalued asset without having to revalue the entire class of an asset to which the asset belongs.

## **Intangible assets**

### ***Software acquisition and development***

Acquired computer software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Staff training costs are recognised in the surplus or deficit when incurred. Costs associated with development and maintenance of the Council's website are recognised as an expense when incurred.

### ***Amortisation***

The carrying value of an intangible asset with a finite life is amortised on a straight line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Revenue and Expense. The useful lives and associated amortisation rates of computer software have been estimated at 3-10 years (33% - 10%).

### ***Impairment of intangible assets***

Intangible assets that have an indefinite useful life, or not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite life are reviewed for indicators of impairment and tested annually for impairments each balance date.

### ***Emissions trading scheme***

Gains and losses on disposal are determined by comparing the disposal proceeds with the carrying amount of the New Zealand Units (NZU). Gains and losses on disposals are reported in the surplus or deficit. If at the end of any financial year there has been some deforestation (such as harvesting) that is yet to be replanted, a contingent liability will be disclosed until such time as replanting has occurred. After initial recognition, Emission Trading Scheme credits are measured at their fair values with gains or losses on re-measurement recognised in the surplus or deficit. NZUs are not amortised and have an indefinite life.

## **Forestry assets**

Forestry assets are independently revalued annually at fair value less estimated point of sale costs. Fair value is determined based on the present value of expected net cash flows discounted at a current market determined pre-tax rate. This calculation is based on existing sustainable felling plans and

assessments regarding growth, timber prices, felling costs and silvicultural costs and takes into consideration environmental, operational and market restrictions.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated point of sale costs, and from a change in fair value less estimated point of sale costs, are recognised in the Statement of Comprehensive Revenue and Expense. The costs to maintain the forestry assets are included in the Statement of Comprehensive Revenue and Expense.

### Investment property

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals.

Initially, investment properties are measured at cost including transaction costs. Subsequent to initial recognition investment properties are measured at fair value as determined annually by an independent valuer. Gains and losses on revaluation, acquisition and disposal are recognised in the Statement of Comprehensive Revenue and Expense.

### Trade and other payables

Trade and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

### Provisions

Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense and is included in "finance costs".

### Employee benefit liabilities

Employee benefits expected to be settled within twelve months of balance date are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave. A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that it is anticipated it will be used by staff to cover those future absences.

### Borrowings

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

## Derivative financial instruments

Council uses derivative financial instruments to hedge its exposure to interest rate risks arising from financing activities. In accordance with the treasury management policy Council does not hold or issue derivative financial instruments for trading purposes.

Derivative financial instruments are recognised initially at fair value. Subsequent to initial recognition, derivative financial instruments are stated at fair value. The gain or loss on re-measurement to fair value is recognised immediately in the Statement of Comprehensive Revenue and Expense. However, where derivatives qualify for hedge accounting, recognition of any resultant gain or loss depends on the nature of the item being hedged (see Hedging policy).

The fair value of interest rate swaps is the estimated amount that the Council would receive or pay to terminate the swap at the Statement of Financial Position date, taking into account current interest rates and the current credit worthiness of the swap counterparts.

### **Hedging**

Derivatives are first recognised at fair value on the date a contract is entered into and are subsequently re-measured to their fair value. The method of recognising the resulting gain or loss depends on whether the derivative is designated as a hedging instrument, and if so, the nature of the item being hedged. Council designates certain derivatives as either: (1) hedges of the fair value of recognised assets or liabilities or a firm commitment (fair value hedge); or (2) hedges of highly probable forecast transactions (cash flow hedges).

At the inception of the transaction Council documents the relationship between hedging instruments and hedged items, as well as its risk management objective and strategy for undertaking various hedge transactions. Council documents its assessment, both at hedge inception and on an ongoing basis, of whether the derivatives that are used in hedging transactions have been and will continue to be highly effective in offsetting changes in fair values or cash flows of hedged items.

#### *Fair value hedge*

Changes in the fair value of derivatives that are designated and qualify as fair value hedges are recorded in the Statement of Comprehensive Revenue and Expense, together with any changes in the fair value of the assets or liability that are attributable to the hedged risk.

#### *Cash flow hedge*

The effective portion of changes in the fair value of derivatives that are designated and qualify as cash flow hedges is recognised in equity in the hedging reserve. The gain or loss relating to the ineffective portion is recognised immediately in the Statement of Comprehensive Revenue and Expense.

Amounts accumulated in equity are recycled in the Statement of Comprehensive Revenue and Expense in the periods when the hedged item will affect profit or loss (for instance when the forecast sale that is hedged takes place). However, when the forecast transaction that is hedged results in the recognition of the non-financial assets (for example inventory) or a non-financial liability, the gains and losses previously deferred in equity are transferred from equity and included in the measurement of the initial cost of carrying amount of the asset or liability.

When a hedging instrument expires or is sold or terminated, or when a hedge no longer meets the criteria for hedge accounting, any cumulative gain or loss existing in equity at the time remains in equity and is recognised when the forecast transactions is ultimately recognised in the Statement of Comprehensive Revenue and Expense.

When a forecast transaction is no longer expected to occur, the cumulative gain or loss that was reported in equity is immediately transferred to the Statement of Comprehensive Revenue and Expense.

#### *Derivatives that do not qualify for hedge accounting*

Certain derivative instruments do not qualify for hedge accounting. Changes in the fair value of any derivative instrument that do not qualify for hedge accounting are recognised immediately in the Statement of Comprehensive Revenue and Expense.

## Equity

Equity is the community's interest in Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves, the components are:

- Retained earnings
- Council created reserves
- Revaluation Reserves
- Cash flow hedge reserve

#### ***Council created reserves***

Council created reserves are a component of equity representing a particular use to which various parts of equity have been assigned. Council may alter them without reference to any third party or the Courts. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

#### ***Revaluation reserves***

This reserve relates to the revaluation of property, plant and equipment to fair value.

#### ***Cash flow hedge reserves***

This reserve comprises the effective portion of the cumulative net change in the fair value of derivatives designated as cash flows hedges.

## Critical accounting estimates and assumptions

In preparing these financial statements the Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Estimating the landfill aftercare provision - Council has the responsibility under the resource consents to provide ongoing maintenance and monitoring of the landfills after the sites are closed. The landfill provision is estimated taking into account existing technology and is discounted using a weighted average cost of capital.

- Estimating the fair value of land, buildings, and infrastructural assets – there are a number of assumptions and estimates used when performing Depreciated Replacement Cost valuations over land, buildings and infrastructural assets. These include:
  - The physical deterioration and condition of an asset, for example Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets, which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by Council performing a combination of physical inspections and condition modelling assessments of underground assets.
  - Estimating any obsolescence or surplus capacity of an asset.
- Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the assets, then Council could be over or under estimating the annual depreciation charge recognised as an expense in the Statement of Comprehensive Revenue and Expense. To minimise this risk Council's infrastructural assets useful lives have been determined with reference to the New Zealand Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of Council's asset management planning activities, which gives Council further assurance over its useful life estimates.
- Experienced independent valuers perform Council's land, buildings and infrastructural asset revaluations.
- Land is valued as vacant and incorporates the influences of size, contour, quality, location, zoning, designation and current and potential usage.
- Assumption of an open market "willing buyer willing seller" scenario. This is effectively the price an informed purchaser would have to pay to acquire a similar property.
- Where there is a designation held against the land, adjustments have been made to reflect that designation.
- All buildings have been valued on either a fair market basis or depreciated replacement cost approach.
- Where the fair value of an asset can be determined by reference to the price in an active market for the same asset or a similar asset, the fair value of the asset is determined using this information. Where fair value of the asset is not able to be reliably determined using market-based evidence, depreciated replacement cost is considered to be the most appropriate basis for determination of the fair value.
- The highest and best use of the property is considered when formulating which approach to undertake the building valuation. Where market-based evidence exists, structures have been valued on a market basis in relation to market-based net rates per square metre.



## Funding Impact Statement

---

The funding impact statement, has been prepared in accordance with schedule 10 of the Local Government Act 2002, as well as sections 13 to 19 of the Local Government (Rating) Act 2002 and sets out:

- The revenue and financing mechanisms used;
- An indicative level or amount of funding for each mechanism;
- A summary of the total rates requirement; and
- The application of funding methods to Council activities.

This statement should be read in conjunction with our Revenue & Financing Policy (refer to Long Term Plan 2018-28) that sets out our policies in respect of each source of funding for operating and capital expenses.

In relation to the FRS42, the financial year 2020/21 is considered to be a ‘forecast year’ and based on future events, which are expected to occur. The actual results achieved for the period are likely to vary from the information presented and may vary depending upon the circumstances that arise during the period.

The forecast financial information has been prepared in accordance with Council’s current policies which comply with the New Zealand International Financial Reporting Standards.

We are responsible for the Prospective Financial Statements, including the appropriateness of the underlying assumptions and all other required disclosures.

**Note:** Section 23 of the Local Government (Rating) Act 2002 (LGRA) requires rates to be set in accordance with the Funding Impact Statement and the Long Term Plan 2018-2028 (LTP) for that financial year. The LTP contains the Revenue and Financing Policy which specifies certain proportions of costs for various activities to be funded by general rate, targeted rates, and fees and charges.

In response to COVID-19, forecast decreases in revenue for fees and charges relating to Regulatory (animal control, building, development engineering and Civil Defence) and Community Services (libraries, pools, cemeteries, rural halls and recycling) functions, for 2020/21 are outside the proportions specified in the Council’s Revenue and Financing Policy.

External legal advice has been obtained which concludes that whilst the Funding Impact Statement makes provision for rates based on apportionments which are different from those provided in the Revenue and Financing Policy, there is sufficient compliance with section 23 of the LGRA. Further, there is no material risk in proceeding to set rates without amending the Revenue and Financing Policy at this time. This conclusion is based on the following:

- The Revenue and Financing Policy makes it clear that proportions of funding are determined and disclosed each year in the Funding Impact Statement.
- There is general discussion in the Revenue and Financing Policy about different mechanisms being used to fund different types of benefit, but this is in terms of what the Council “seeks to” achieve.
- The Revenue and Financing Policy is explicit that the economic benefit and assessment tables for each activity identify what the funding **targets** (not definitive outcomes) are.
- The proposed allocations are not far off the targets.

## Consolidated statement of cost of Service

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>REVENUE</b>				
Governance	109	42	54	12
Planning and Regulatory	5,680	5,195	5,552	357
Community Services and Facilities	4,110	6,715	8,750	2,035
Roads and Footpaths	12,382	8,864	11,834	2,970
Stormwater	22	-	7	7
Wastewater Treatment and Disposal	743	860	845	(15)
Water Treatment and Supply	11,092	11,556	11,517	(39)
Support Services*	13,972	12,949	15,564	2,615
<b>GROSS REVENUE</b>	<b>48,110</b>	<b>46,181</b>	<b>54,123</b>	<b>7,942</b>
Less Internal Charges	13,887	12,900	15,477	2,577
<b>NET REVENUE</b>	<b>34,223</b>	<b>33,281</b>	<b>38,646</b>	<b>5,365</b>
<b>OPERATING EXPENDITURE</b>				
Governance	9,397	8,541	9,815	1,274
Planning and Regulatory	8,297	7,745	9,098	1,353
Community Services and Facilities	23,800	28,566	28,405	(161)
Roads and Footpaths	21,344	21,757	22,368	611
Stormwater	3,764	3,995	4,379	384
Wastewater Treatment and Disposal	11,452	8,940	11,124	2,184
Water Treatment and Supply	12,462	13,662	13,113	(549)
Support Services	14,748	13,250	15,595	2,345
<b>GROSS EXPENDITURE</b>	<b>105,264</b>	<b>106,456</b>	<b>113,897</b>	<b>7,441</b>
Less Internal Charges	13,887	12,900	15,477	2,577
Less rates charged to Council properties	1,103	1,126	1,126	-
<b>NET EXPENDITURE</b>	<b>90,274</b>	<b>92,430</b>	<b>97,294</b>	<b>4,864</b>
<b>NET COST OF SERVICE - OPERATING</b>	<b>(56,051)</b>	<b>(59,149)</b>	<b>(58,648)</b>	<b>501</b>
<b>CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>				
Capital Expenditure (excluding Vested)	94,360	85,447	171,432	85,985
Vested Assets	12,504	15,176	15,176	-
Debt Repayment	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE AND DEBT REPAYMENT</b>	<b>106,864</b>	<b>100,623</b>	<b>186,608</b>	<b>85,985</b>

## Consolidated funding impact statement

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
<b>Sources of operating funding</b>				
General rates, uniform annual general charges, rates penalties	45,798	48,889	38,592	(10,297)
Targeted rates	17,475	17,136	29,671	12,535
Subsidies and grants for operating purposes	2,243	1,736	3,524	1,788
Fees and charges	11,511	13,688	15,925	2,237
Interest and dividends from investments	900	271	291	20
Local authorities fuel tax, fines, infringement fees, and other receipts	428	412	412	-
<b>Total sources of operating funding (A)</b>	<b>78,355</b>	<b>82,132</b>	<b>88,415</b>	<b>6,283</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	59,414	58,807	66,221	7,414
Finance costs	1,358	4,091	1,870	(2,221)
Other operating funding applications	2,165	1,384	1,930	546
<b>Total applications of operating funding (B)</b>	<b>62,937</b>	<b>64,282</b>	<b>70,021</b>	<b>5,739</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>15,418</b>	<b>17,850</b>	<b>18,394</b>	<b>544</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	9,414	13,843	7,803	(6,040)
Development and financial contributions	6,170	15,556	12,594	(2,962)
Increase (decrease) in debt	50,500	38,500	120,000	81,500
Gross proceeds from sale of assets	1,603	599	1,275	676
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
<b>Total sources of capital funding (C)</b>	<b>67,687</b>	<b>68,498</b>	<b>141,672</b>	<b>73,174</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	21,258	29,300	80,521	51,221
- to improve the level of service	58,775	42,530	70,853	28,323
- to replace existing assets	14,327	13,617	20,058	6,441
Increase (decrease) in reserves	(11,255)	901	(11,366)	(12,267)
Increase (decrease) of investments	-	-	-	-
<b>Total applications of capital funding (D)</b>	<b>83,105</b>	<b>86,348</b>	<b>160,066</b>	<b>73,718</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(15,418)</b>	<b>(17,850)</b>	<b>(18,394)</b>	<b>(544)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Reconciliation between the funding impact statement and statement of comprehensive revenue and expense

The funding impact statement is prepared in compliance with the requirements of clause 20, part 1, schedule 10 of the Local Government Act 2002. Unlike the statement of comprehensive revenue and expense, the funding impact statement is not compliant with generally accepted accounting standards (GAAP). The funding impact statement is intended to show in a transparent manner, how all sources of funding received by us are applied. It does not include “non-cash” that is classified as income on the statement of comprehensive revenue and expense (as required by GAAP) such as assets that are vested to us through the subdivision process, or unrealised gains on assets. The statement of comprehensive revenue and expense also requires “non-cash” expenses such as depreciation, amortisation and unrealised losses of assets to be reflected, whereas these are excluded from the funding impact statement. The reconciliation below identifies the differences between these two statements.

	2019/20 Forecast \$000	2020/21 LTP Yr 3 \$000	2020/21 Budget \$000	2020/21 Variance \$000
Total prospective revenue and expense wholly attributable to District Council	65,672	70,621	47,587	(23,034)
Surplus (deficit) of operating funding per prospective whole of Council funding impact statement	15,418	17,850	18,394	544
<b>Difference</b>	50,254	52,771	29,193	(23,578)
<b>The difference is due to:</b>				
Capital income	15,584	24,466	20,397	(4,069)
Vested assets	13,000	34,646	15,176	(19,470)
Revaluation of assets	47,874	21,472	21,472	-
Gain (loss) on sale/disposal of assets	(2,496)	(2,496)	(2,391)	105
Depreciation and amortisation	(23,708)	(25,317)	(25,461)	(144)
<b>Total explained difference</b>	50,254	52,771	29,193	(23,578)

## Rates Information

---

The number of rateable properties estimated for 2020/21 is 22,498.

The capital value of rateable properties estimated for 2020/21 is \$22,058,907,850.

The land value of rateable properties estimated for 2020/21 is \$12,974,485,800.

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

### District wide funding

The funding of district wide activities will be from a combination of general rates, uniform annual general charge (UAGC) and targeted ward rates. This combination of general rates, UAGC and targeted ward rates is referred to as 'district wide funding'. Activities funded from district wide funding include governance, animal control, building, environmental health, resource management, development engineering, parks and reserves, Mighty River Domain, libraries, Cambridge pool, Te Awamutu Events Centre, museums, heritage, cemeteries, public toilets, property, rural halls, town halls, community buildings, civil defence, litter bins, recycling, roading, stormwater, water supply and sewerage.

### Definition of a separately used or inhabited part of a rating unit (SUIP)

A separately used or inhabited part of a rating unit exists where there is use or ability to use a part or parts of the rating unit as an independent residence; or in the case of a rating unit used for commercial or industrial business, where there is use or ability to use a part or parts of the rating unit for independent trading operations. This is on the basis that where a rating unit is configured for the purpose of separate inhabitation or use, even if it is not currently occupied, this constitutes a separate use of the rating unit by the owner.

### General rate

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

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

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

### Uniform annual general charge (UAGC)

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

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

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

## Targeted rates

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

### Targeted ward rates

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

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

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

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

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

### Cambridge community sports hall

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

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

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

### Urban Town Halls

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

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

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

### Capital works

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

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

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

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

### Stormwater

A targeted rate is set to fund the operating costs and loan charges for stormwater in urban and rural areas of the district. The stormwater rate is based on the capital value of each rating unit in the district. The stormwater rate is set on a differential basis based on location, the categories being urban and rural. Urban is defined as being the urban drainage areas of Cambridge, Te Awamutu, Kihikihi, Ohaupo, Pirongia and Karāpiro, as shown on Drainage Maps on [www.waipadc.govt.nz](http://www.waipadc.govt.nz). Rural is defined as the remaining area of the district not defined as urban. The rates for 2020/21 in cents per dollar of capital value are shown in the following table:

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

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

### Sewerage charges

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

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

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

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

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

### **Water charges**

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

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

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

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

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

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

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

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



Amount to be raised: \$12,891,477 inclusive of GST.

- (b) A targeted rate is set to fund the Arohena rural water supply loan costs for Waipa ratepayers within the Arohena rural water supply area (administered by the Otorohanga District Council).

The Arohena water rate is based on the capital value of each rating unit located within the Arohena rural water supply area. The rate for 2020/21 in cents per dollar of capital value is 0.0067 inclusive of GST.

Amount to be raised: \$5,635 inclusive of GST.

### **Recycling charges**

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

- a) Recycling Rate

The targeted rate is a fixed amount of \$103.00 inclusive of GST per separately used or inhabited part of a rating unit SUIP (where for the purposes of Recycling rates SUIP is defined to include only household units).

Amount to be raised: \$2,213,285 inclusive of GST.

### **Community hall charges**

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

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

The plans showing the boundaries of the various community hall areas can be found at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).

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

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

### **Sports and Recreation Centre charges**

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

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

The plans showing the boundaries of the various community centres areas can be found at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).

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

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

### **Early payment of rates**

Sections 55 and 56 of the Local Government Rating Act 2002 empower us to accept early payment of rates. Council accepts payment in full of all rates assessed in each year on or before the due date for

the first instalment of the year. No discount will be given to any payment of rates received on this basis.

## Rates payable by instalments

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

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

## Water Rates payable by instalment

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

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

## Penalties on rates not paid by the due date

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

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

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

The penalty will be added on 7<sup>th</sup> January 2021.

### **Penalties on water rates not paid by the due date**

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

DRAFT

## Rates breakdown – Indicator Properties

A rates calculator is provided on Council's website which enables the proposed rates changes to be seen on individual properties.

The indicator properties are shown GST INCLUSIVE but do not include metered water.

Cambridge Ward (Residential)	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Rating Valuation,	\$440,000		\$700,000		\$1,450,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	867	956	867	956	867	956
UAGC	708	708	708	708	708	708
Capital Value Rates	675	721	1,093	1,140	2,272	2,347
Total Rates	2,250	2,385	2,668	2,804	3,847	4,011
\$ incr per week		2.62		2.62		3.17
Percentage Increase		6.1%		5.1%		4.3%
Property Valuation increase		25.7%		22.8%		21.8%

Rural Residential Cambridge	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Rating Valuation,	\$790,000		\$1,110,000		\$2,440,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	350	372	356	399	365	408
UAGC	708	708	708	708	708	708
Capital Value Rates	930	1,050	1,237	1,470	2,347	3,217
Total Rates	1,988	2,130	2,301	2,577	3,420	4,333
\$ incr per week		2.75		5.31		17.55
Percentage Increase		7.2%		12.0%		26.7%
Property Valuation increase		31.7%		38.8%		60.2%

Commercial / Industrial Cambridge	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Rating Valuation,	\$315,000		\$860,000		\$2,220,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	786	853	1,317	1,431	1,848	2,009
UAGC	708	708	1,416	1,416	1,416	1,416
Capital Value Rates	484	520	1,321	1,398	3,433	3,587
Total Rates	1,978	2,081	4,054	4,245	6,697	7,012
\$ incr per week		1.99		3.66		6.07
Percentage Increase		5.2%		4.7%		4.7%
Property Valuation increase		26.0%		24.6%		23.3%

Te Awamutu Ward (Residential)	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Rating Valuation,	\$450,000		\$560,000		\$950,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	943	933	943	933	943	933
UAGC	708	708	708	708	708	708
Capital Value Rates	599	739	827	916	1,455	1,545
Total Rates	2,250	2,380	2,478	2,557	3,106	3,186
\$ incr per week		2.50		1.52		1.54
Percentage Increase		5.8%		3.2%		2.6%
Property Valuation increase		45.2%		30.2%		25.0%

Rural Residential Te Awamutu Rating Valuation,	2019/20 \$620,000 \$	2020/21 \$	2019/20 \$1,070,000 \$	2020/21 \$	2019/20 \$1,770,000 \$	2020/21 \$
Fixed Targeted Rates	412	355	412	355	493	458
UAGC	708	708	708	708	1,416	1,416
Capital Value Rates	746	829	1,307	1,421	2,651	2,342
Total Rates	1,866	1,892	2,427	2,484	4,560	4,216
\$ incr per week		0.50		1.10		-6.61
Percentage Increase		1.4%		2.4%		-7.5%
Property Valuation increase		29.2%		26.6%		2.9%

Commercial / Industrial Te Awamutu Rating Valuation,	2019/20 \$365,000 \$	2020/21 \$	2019/20 \$960,000 \$	2020/21 \$	2019/20 \$2,230,000 \$	2020/21 \$
Fixed Targeted Rates	862	830	1,393	1,408	2,589	2,708
UAGC	708	708	2,832	2,832	2,832	2,832
Capital Value Rates	494	602	1,284	1,561	3,491	3,610
Total Rates	2,064	2,140	5,509	5,801	8,912	9,150
\$ incr per week		1.45		5.62		4.58
Percentage Increase		3.6%		5.3%		2.7%
Property Valuation increase		43.1%		43.3%		21.9%

Pirongia Ward - Rural Rating Valuation,	2019/20 \$670,000 \$	2020/21 \$	2019/20 \$2,880,000 \$	2020/21 \$	2019/20 \$6,280,000 \$	2020/21 \$
Fixed Targeted Rates	361	309	416	385	416	385
UAGC	708	708	1,416	1,416	1,416	1,416
Capital Value Rates	763	876	4,148	3,764	9,028	8,208
Total Rates	1,832	1,893	5,980	5,565	10,860	10,009
\$ incr per week		1.16		-7.97		-16.36
Percentage Increase		3.3%		-6.9%		-7.8%
Property Valuation increase		34.0%		5.9%		6.1%

Pirongia Village Rating Valuation,	2019/20 \$520,000 \$	2020/21 \$	2019/20 \$690,000 \$	2020/21 \$	2019/20 \$1,020,000 \$	2020/21 \$
Fixed Targeted Rates	353	300	353	300	353	300
UAGC	708	708	708	708	708	708
Capital Value Rates	690	847	1,031	1,120	1,674	1,649
Equivalent Metered Water at 250cm						
Total Rates	1,751	1,855	2,092	2,128	2,735	2,657
\$ incr per week		2.00		0.70		-1.49
Percentage Increase		5.9%		1.7%		-2.8%
Property Valuation increase		44.4%		27.8%		15.9%

Ohaupo Village Rating Valuation,	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
	\$620,000		\$810,000		\$935,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	387	335	387	335	387	335
UAGC	708	708	708	708	708	708
Capital Value Rates	732	810	1,230	1,299	1,400	1,500
Equivalent Metered Water at 250cm						
Total Rates	1,827	1,853	2,325	2,342	2,495	2,543
\$ incr per week		0.49		0.32		0.90
Percentage Increase		1.4%		0.7%		1.9%
Property Valuation increase		29.2%		24.6%		26.4%

Ngahinapouri Rating Valuation,	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
	\$510,000		\$1,370,000		\$4,181,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	365	312	356	303	476	445
UAGC	708	708	708	708	1,416	1,416
Capital Value Rates	595	667	1,723	1,791	6,013	5,465
Total Rates	1,668	1,687	2,787	2,802	7,905	7,326
\$ incr per week		0.37		0.28		-11.14
Percentage Increase		1.1%		0.5%		-7.3%
Property Valuation increase		30.8%		21.2%		6.0%

Kakepuku Ward Rating Valuation,	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
	\$1,400,000		\$5,000,000		\$7,520,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	355	303	569	561	517	509
UAGC	708	708	2,124	2,124	2,124	2,124
Capital Value Rates	1,937	1,830	7,198	6,535	10,828	9,829
Total Rates	3,000	2,841	9,891	9,220	13,469	12,462
\$ incr per week		-3.06		-12.91		-19.37
Percentage Increase		-5.3%		-6.8%		-7.5%
Property Valuation increase		10.2%		5.9%		5.9%

Maungatautari Ward Rating Valuation,	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
	\$840,000		\$2,305,000		\$6,200,000	
	\$	\$	\$	\$	\$	\$
Fixed Targeted Rates	335	364	321	352	417	590
UAGC	708	708	708	708	1,416	1,416
Capital Value Rates	961	1,098	3,553	3,013	7,705	8,103
Total Rates	2,004	2,170	4,582	4,073	9,538	10,109
\$ incr per week		3.20		-9.80		11.00
Percentage Increase		8.3%		-11.1%		6.0%
Property Valuation increase		33.3%		-1.1%		22.7%

DRAFT



**APPENDIX 2** – Draft Schedule B Fees and Charges 2020/21 (*document number 10363997*).

# Fees and Charges 2020/21

## Schedule B

## Building control fees

---

Pursuant to the Building Act 2004.

### Note:

- Fees become operative from 1 July 2020.
- All references herein to Section and Schedule matters are to the Sections and Schedules of the Building Act 2004 unless otherwise specified.
- All charges are stated inclusive of GST, unless noted.
- Should any particular job significantly exceed the stated fee, an additional charge will be payable.
- Where external expertise is necessary in processing building consents, the charge for those services will be passed onto the applicant.
- This scale of fees does not include a structural checking fee.
- Fees for project categories 1, 2 and 3 are to be paid in full on application. For all other categories paid on granting of consent.
- Traveling costs apply to categories 4 – 15, where the project is located in excess of 5kms from the nearest Council office.
- Building Consent fees include the cost of the Code Compliance Certificate.
- Project Information Memorandum fees are payable in full on application.
- We are required to collect fees on behalf of others:
  - **Building Research Association Levy**  
*For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable.*
  - **Building Levy**  
*For every building consent with an estimated value of \$20,444 and over, \$2.01 per \$1,000 is payable.*

## Building consent

	Project Category	Building Consent Fees 2020/21	# Inspection Hours	Project Information Memorandum (PIM) fees 2020/21
No mileage or microfilm	<b>1</b> <b>Minor Works</b> Solid fuel heaters Plumbing or drainage Garden shed (10m <sup>2</sup> to 20m <sup>2</sup> ) Solar heating panels Installation of basic warning system	\$446.00	0.75	\$105.00
	<b>2</b> <b>Minor Building Work</b> Carports Demolition Parapools and equivalent type Decks/pergolas Shade-sails/archgolas Retaining walls	\$688.00	1.0	\$185.00
	<b>3</b> <b>Other Buildings</b> Garages Hay barns Implement sheds Concrete/masonry swimming pools Conservatories	\$817.00	1.5	\$185.00
4	Detached habitable buildings – no plumbing or drainage, e.g. sleep out, office, studio. Alterations and additions up to 30m <sup>2</sup> – no plumbing or drainage Cowshed extensions	\$954.00	2.0	\$2353.00
5	Detached habitable buildings with plumbing and drainage, e.g. sleep out with toilet and shower. Alterations and additions up to 30m <sup>2</sup> with plumbing or drainage	\$1,559.00	4.0	\$2353.00
6	Alterations and additions up to 60m <sup>2</sup> Other new buildings up to 60m <sup>2</sup> , e.g. industrial workshop, commercial office (excludes dwellings). <i>Note: for work over 60m<sup>2</sup>, dwelling or commercial/industrial fees apply</i>	\$1,905.00	5.0	\$2353.00
7	Dairy sheds	\$2,042.00	5.0	\$2353.00
8	Re-sited dwellings	\$2,474.00	6.0	\$350.00
9	Dwelling single storey – up to 100m <sup>2</sup>	\$2,993.00	8.0	\$350.00

	Project Category	Building Consent Fees 2020/21	# Inspection Hours	Project Information Memorandum (PIM) fees 2020/21
10	Dwelling single storey – up to 250m <sup>2</sup>	\$3,426.00	9.0	\$350.00
11	Dwelling single storey – in excess of 250m <sup>2</sup>	\$3,858.00	10.0	\$350.00
12	Dwelling two storey or more – up to 250m <sup>2</sup>	\$4,118.00	10.0	\$350.00
13	Dwelling two storey or more – in excess of 250m <sup>2</sup>	\$4,637.00	11.0	\$350.00
14	Small commercial/industrial – up to 300m <sup>2</sup>	\$3,815.00	8.0	\$470.00
15	Commercial/industrial – in excess of 300m <sup>2</sup>	\$173.00 per hour		\$630.00

<b>BRANZ</b>	For every consent with an estimated value of \$20,000 and over	\$1.00 per \$1,000
<b>MBIE</b>	For every consent with an estimated value of \$20,444 and over	\$1.75 per \$1,000

<b>Hourly rate</b>	Building Compliance Officer	\$173.00
<b>Inspections</b>	Additional inspections where client requests an inspection but project was not ready or inspection was not covered by the standard fee	\$173.00
<b>Secondhand building</b>	Inspection of secondhand building to be relocated in the District: Additional travel costs apply to inspections outside the District	\$519.00
<b>Travel costs</b>	Applies to inspections in excess of 5km from the office where the consent was issued. (inclusive of staff time)	\$3.60 per km

<b>Section 77</b>	Certificate for construction over two or more allotments (Section 77 Building Act 2004)	
	Internal process by council staff Council's solicitor to prepare notice	\$260.00 At Cost
<b>Section 73</b>	Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)	
	Internal process by council staff Council's solicitor to prepare notice	\$260.00 At Cost
<b>Certificate of Acceptance</b>	Applications for Certificate of Acceptance (Section 97 Building Act 2004). In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.	\$173.00 per hour plus BC fees
<b>Certificate for Public Use</b>	Applications for Certificate for Public Use (Sections 363A and 363B Building Act 2004)	\$519.00

<b>Building Consent Exemption</b>	Exemption from requirement to obtain a building consent under Schedule 1 clause 2	\$173.00
<b>Compliance Schedules</b>	New compliance schedules (Section 111 Building Act 2004)	\$346.00
	Amendments to existing compliance schedule (Sections 106 and 107 Building Act 2004)	\$173.00
<b>BWOF</b>	Building Warrant of Fitness (BWOF) audit inspections (Section 111 Building Act 2004)	\$173.00 per hour
<b>Variations</b>	Applications for variations to a Building Consent (Section 45 Building Act 2004)	\$173.00 per hour
<b>Peer review</b>	Peer review of specific designs by external agents, e.g. Structural Engineer, Fire Engineer, Lift Engineer, Mechanical Engineer	Cost plus 5% handling fee
<b>Pool inspection</b>	Inspection of existing swimming pool fence – includes inspection, registration and letter of compliance	
	First inspection	\$100.00
	Subsequent inspections	\$57.00
<b>Waivers or modifications</b>	Applications for waivers or modifications in relation to means of restricting access to residential pools (Section 67A Building Act 2004)	\$780.00
<b>Amusement device permits</b>	For one device, for the first 7 days	\$11.50
	For each additional device operated by the same owner for the first 7 days	\$2.30
	For each device for each further period of 7 days	\$1.15
	Section 11 Amusement Device Regulations 1978. These fees are set by the Regulations	
<b>Marquees</b>	Allows for one inspection to enable Building Compliance Officer to check egress	\$173.00
<b>Exemption to carry out seismic work</b>	Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice. (Section 133AN Building Act 2004)	\$519.00

Fees are to be paid in full.

## Cemetery fees

Description	Fees & Charges 2020/21
<b>Interments</b>	
All casket (Burial) interment	\$955.00
Stillborn	\$86.00
Children under nine	\$143.00
Ashes	\$114.00
After 2:00pm Monday – Friday / Weekends / Public Holidays (includes before 10.00am Monday or day after public holiday)	\$148.00 + additional
All interments in the Waipa District Council shall be extra depth (2.27m)	
<b>Disinterment/Reinterment</b>	
Within 12 months	At cost
After 12 months	At cost
Ashes	At cost
Reopening fee	At cost
(+ Interment fees)	
<b>Plot purchase (including maintenance)</b>	
Adult plots	\$2,068.00
Children's plots (under nine)	\$543.00
Ashes (This fee does not include a plaque – the plaque shall be supplied by the applicant and shall be of such dimensions to fit on a standard berm)	\$490.00
RSA	No charge
Surcharge on reserved plots	\$164.00
<b>Natural burial</b>	
Natural burial plot	\$1910.00
<b>Out of district burials</b>	
Add 50% to all costs	
<b>Memorial installation</b>	
Permit processing fee	\$50.00

## Dog registration and impounding fees

Pursuant to the provisions of the Dog Control Act 1996. Fees for the registration and control of dogs for the year commencing 1 July 2020 to 30 June 2021 are due 1 July 2020 and all dogs must be registered by 31 July 2020.

The following fees are prescribed and apply to all dogs over the age of three months. All fees include GST.

### Fees Effective 1 July 2020

Description	Fees & Charges 2020/21	
	Standard if paid by 31 July 2020	including 50% penalty if paid on or after 1 August 2020
<b>Urban Fee (for full year):</b>		
▪ No rebates	\$90.00	\$135.00
▪ Neutered Rebate (\$10.00)	\$80.00	\$120.00
▪ Fencing Rebate (\$15.00)	\$75.00	\$112.50
▪ Fencing and Neutered Rebates (\$25.00)	\$65.00	\$97.50
<b>Rural Fee (for full year)</b>	\$52.00	\$78.00
<b>Out of District Fee (for impounded and rehomed dogs only)</b>	\$52.00	\$78.00

#### Notes:

1. A penalty will apply for late payment each year, after 1 August, the applicable fee will increase by 50% as provided for in the Dog Control Act 1996.
2. The penalty does not apply within 14 days of acquiring a dog, or within 14 days of the dog attaining three months of age.
3. No fee is payable in respect to assistance dogs provided a registration is received by the due date, after which the standard fees apply.
4. Registration fees for dogs to be re-homed by Council, or by any registered charity organisation approved by the Environmental Services Team Leader may be reduced or waived for the first registration, if registered prior to or within 7 days of the new owner acquiring the dog.
5. Urban and rural areas for the purpose of dog registration fees are shown on Council maps and may be subject to adjustment.
6. To receive the fencing rebate, an application must be made to Council prior to 1 April and the property must be inspected by an Animal Control Officer, and approved as suitable for the type of dog. Applications received after 1 April may be processed but rebate will not apply until following registration year.



7. To receive the neutered dog rebate, a veterinary certificate must be provided at the time of, or prior to, registration.
8. Dogs classified as dangerous pursuant to the Dog Control Act 1996 will pay an additional 50% of the usual fee that would apply to that dog if it was not classified.
9. Any owner entitled to a refund of any fee may choose to donate that fee to Council for the use in rehoming activities, or a welfare organisation approved by the Environmental Services Team Leader.
10. Replacement registration tags are available for \$3.00 each.

## Permits

A permit is required from Council if you own or are keeping more than:

- (a) Two dogs on land in an urban area; or
- (b) Five dogs per dwelling on any rural land in the District.

Urban/rural land for the purpose of permits is defined in the Dog Control Policy and are the same areas as used for determining registration fees, and are subject to adjustment.

The fee is \$65.00 for a new permit and the permit, if approved, lasts for three years.

The fee for renewal of an existing permit with no changes is \$30.00.

If more than one inspection is required prior to approval, a further fee of \$30.00 will apply per visit. Application forms are available from Council offices or online at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).

## Definitions

“Property” means “a property or a collection of properties under common occupancy or ownership, and in a single certificate of title”

## Impounding fees for dogs

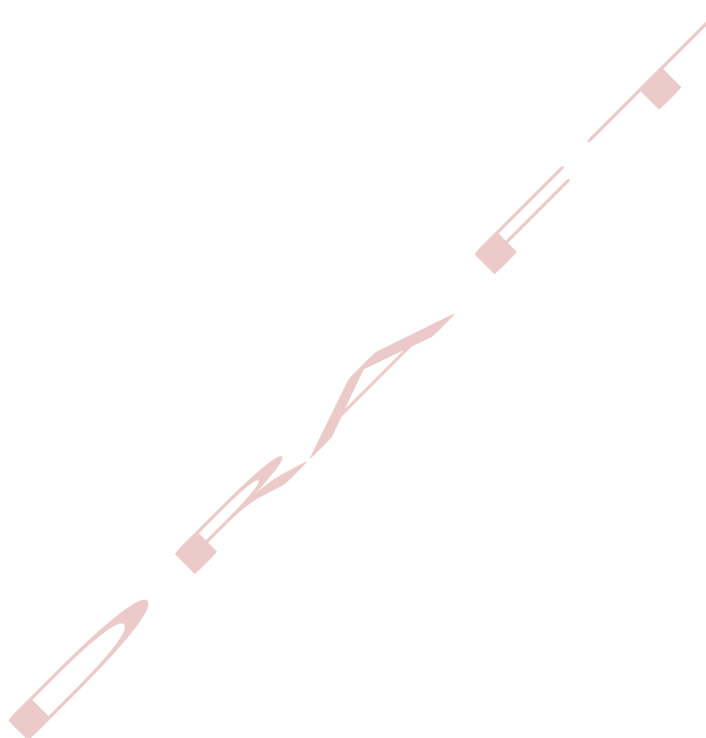
Description	Fees & Charges 2020/21
Fee for seizure/custody or first impounding	\$75.00
Fee for each subsequent impounding within the current registration year	\$100.00
Fee for micro chipping	\$27.00
Sustenance (per day)	\$10.00
<b>Sundry Items (when available)</b>	
Slip Leads/Clip Leads - 3/8 inch width	\$18.00
Slip Leads/Clip Leads - 1/2 inch width	\$30.00

**Note: (1)** The destruction or disposal fee for any unwanted / unclaimed / surrendered / impounded / surrendered dog is \$55.00 plus applicable sustenance fees.

**Note: (2)** The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.

**Note (3)** Micro chipping is to be booked and paid in advance, and will occur at times and locations specified by Council. Other arrangements may incur mileage at \$0.80/km.

Registration fees may be paid by cash, cheque, EFTPOS or credit card (surcharge applies) at Council offices in Bank Street, Te Awamutu and Wilson Street, Cambridge or by posting to Waipa District Council, Private Bag 2402, Te Awamutu, internet banking or online by credit card – details are shown on the dog registration application form. For further information please phone Cambridge (07) 823 3800, Te Awamutu (07) 872 0030 or (0800) 924 723.



## Kerbside recycling service

---

### Household recycling service charge

All residential dwellings in urban residential and rural areas of the District will receive a kerbside recycling service. This service is rated on a per dwelling basis, and the annual rate for the service (the recycling rate) is notified in the Long Term Plan (LTP) or the Annual Plan for that year. The rate will be levied through the rates demand notice.

### General recycling service charge

Council, at its discretion, may extend the kerbside recycling service to include other properties where the annual recycling rate is not levied, and impose such conditions as it thinks fit. Where an individual or organization receives such a service that individual or organization will be required to pay a charge equivalent to or more than the annual recycling rate applicable at the time. Recipients of this service will be invoiced on a yearly basis.

### Recycling bin

Description	Fees & Charges 2020/21
240L Mixed Recycling Wheelie Bin	\$64.00 per bin
140L Glass Only Wheelie Bin	\$62.50
Partial charge for new rated properties	Full months of rating year remaining ÷ annual charge

Any replacement wheelie bins needed because of customer damage or loss will be charged at the price indicated above.

**Note:** The cost of the bins are included in rates if they're paid by 1 July. Where a new property has been rated for the service after 1 July, they will be required to pay a partial charge for the recycling service. The partial charge is based on the remaining full months in the rateable year divided by the current annual kerbside recycling targeted rate.

In all other cases the bins will charged at the price indicated above.

## **Local Government and Official Information and Meetings Act 1987**

---

The following charges and procedures for the provision of official information are approved by Government and endorsed by the office of the Ombudsman.

### **Existing charges to remain**

There are currently areas where access to official information is given free of charge or pursuant to an existing charging arrangement.

### **Fixing the amount of charge**

The amount of charge should be determined by:

- Establishing whether or not the request is made by an identifiable natural person seeking access to any personal information about that person.
- Such requests are **not** subject to any charge.
- The aggregate amount of staff time exceeding one hour spent in actioning the request.
- This will include search and retrieval of information, the provision of transcripts and the supervision of access.
- The number of pages of A4 sized or foolscap photocopy to be provided exceeding 20.
- For any other cost, the amount actually incurred in responding to the request.
- This will cover the provision of copies of video, audio and film tapes, computer time or other situations where a direct charge is incurred.

Where repeated requests are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.

The charge should represent a reasonable fee for access given. It may include time spent:

- In searching an index to establish the location of the information.
- In locating (physically) and extracting the information from the place where it is held.
- In reading and reviewing the information.
- In supervising the access to the information.

The charge should **not** include any allowance for:

- Locating and retrieving information which is not where it ought to be; or
- Time spent deciding whether or not access should be allowed and in what form.

Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be paid and, if so, how much.

## Staff time

Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time is in **excess of one hour** should be charged out as follows:

- An initial charge of \$44.00 for the first chargeable half hour or part thereof; and
- Then \$44.00 for each additional half hour or part thereof.

The rate of charge applies irrespective of the seniority or grading of the officer who deals with the request.

Time spent in deciding whether or not to approve access and in what form should **not** be charged.

## Photocopying

Photocopying on standard A4 or foolscap paper should be charged out as follows:

- No charge 0 to 5 pages.
- \$0.20 each page after the first 5 pages.

## Actual costs

- All other charges incurred should be fixed at an amount, which recovers the actual costs involved.
- Producing a document by the use of a computer or other like equipment.
- Reproducing a film, video or audio recording.
- Arranging for the applicant to hear or view an audio or visual recording.
- Providing a copy of any map, plan or other document larger than A4 or foolscap size.

It is reasonable to recover actual costs involved when information provided will be of personal / commercial gain to the user, rather than benefiting the public at large. Personal gain does not include obtaining access to personal information.

## Remission of charges

The liability to pay any charge may be modified or waived at the discretion of the department or organisation receiving the request under delegated authority. Full or partial remissions may be considered.

Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider inter alia:

- Whether payment might cause the applicant financial hardship.
- Whether remission or reduction of the charge would facilitate enhanced relations with the public or assist the Council or applicant organisation in its work.

- Whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding or of effective participation in the operations or activities of local government, and the disclosure of the information is not primarily in the commercial or private interest of the requester.
- Whether the applicant has formal charitable status under the Charities Act 2005, or otherwise provides a recognised service to the community.
- Is the use of the information by the requester likely to make a significant contribution to operations and activities of local government?
- Has the government requested submission from the public on a particular subject and is the information necessary to enable informed comment?
- Is the use of information likely to improve or enhance the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- Is the information meaningful informative about operations and activities of government that have a direct connection to the reason for the request?
- Is the information already in the public domain in either the same or similar form, which the requester could acquire without substantial cost?
- Is the public at large the primary beneficiary of the expenditure of public funds necessary to release the information or is it the requester or a narrow segment of interested people?
- Is the information primarily in the commercial or private interest of the requester rather than the public interest? While it might appear on initial consideration that requests for information, for say, research purposes or to write a book or to have available in a library, might be considered in the 'public interest' and answer some of the criteria; this may not necessarily be so. There should still be reasonable evidence to show that the wider public benefit will accrue as a result of the research, or book or library depository. In the case of the media however, it can be reasonably assumed that they do have access to means of public dissemination. Each request should be considered on a case-by-case basis in light of all relevant information.

Members of Parliament may be exempted from charge for official information provided for their own use. In exercising this discretion it would be appropriate whether remission of charges would be consistent with the need to provide more open access to official information for Members of Parliament in terms of the **reasonable** exercise of their democratic responsibilities.

## Deposits

A deposit may be required where the charge is likely to exceed \$40.00 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.

The applicant should be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.

The unused portion of any deposit should be refunded forthwith to the applicant together with a statement detailing how the balance was expended.

### **Review of decisions on charges**

Section 27(1)(b) of the Official Information Act 1982 provides that the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information. When information applicants of charges to be paid, organisations should point out this right of appeal to the Ombudsman.

A record should be kept of all costs incurred. Wherever a liability to pay is incurred the applicant should be notified of the method of calculating the charge and this fact noted on the record.

### **GST**

The charges given in these guidelines are inclusive of GST.

## Permits under Waipa District Public Places Bylaw 2018

### Mobile traders

Description	Fees & Charges 2020/21
Fee - New application	\$320.00
Annual fee - Renewal	\$160.00 per operator
Temporary (up to three months)	\$160.00 per operator

#### Notes:

1. Definition of **Mobile Trader** – means any person who in a public place (a) solicits for orders; or (b) offers, distributes, or sells any goods or services by foot or from any vehicle or stall or part thereof.
2. Market day/group permits. Where a market day, fair or large event involving a number of mobile traders takes place, the organiser may apply for a permit under the bylaw which will cover all mobile traders participating providing that they adhere to the terms and conditions of any permit issued. The organiser will be required to provide a list of mobile traders participating with the application for the permit, together with details of goods or services being sold or offered by each trader. The provisions of the Food Hygiene Regulations 1974 are still applicable in addition.
3. The provisions of the Food Hygiene Regulations 1974 are still applicable in addition to the above and persons requesting to sell food will also require a food registration permit. See the “registration of premises” section.

### Café tables and chairs and displays of goods for sale

Description	Fees & Charges 2020/21
Fee – new application	\$240.00
Annual fee - renewal	Minimum \$80.00
Annual occupation fee – per 1m <sup>2</sup> occupied	\$22.00

#### Notes:

1. Schedule 1 of the Waipa District Public Places Bylaw 2018 applies to café tables and chairs.
2. Clause 17 and schedule 1 of the Waipa District Public Places Bylaw 2018 applies to displays of goods for sale.

### Signs in public places

Description	Fees & Charges 2020/21
Fee – new application	\$240.00
Annual fee - renewal	Minimum \$80.00

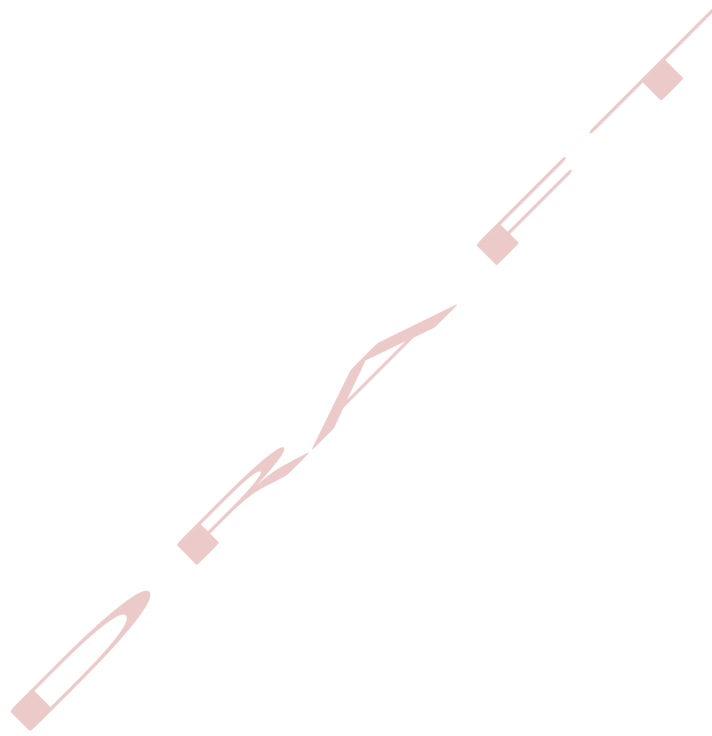


**Notes:**

1. Clause 12 and schedules 1 and 2 of the Waipa District Public Places Bylaw 2018 apply to the installation and display of signs.

**Dispensations under Waipa Public Places Alcohol Control Bylaw 2015**

Description	Fees & Charges 2020/21
Charge for dispensations	\$80.00



## Property and lease charges

Description	Fees & Charges 2020/21
Property Advisor (per hour)	\$150.00
Manager Property Services	\$232.00
<b>Lease and License charges</b>	
Annual administration fee for Community Leases	\$241.50
Renewal of Commercial Lease/s Council owned land	\$150.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
New Lease/assignment or licence to occupy Council land	\$450.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
<b>Charges related to temporary occupation of Reserve Land (including Road Reserve)</b>	
Commercial use	\$115.00 per day (12 hours maximum) or \$57.50 per half day (4 hours maximum) plus \$550.00 deposit (refundable if reserve left undamaged)
Community group	No charge
<b>Property services</b>	
First ½ hour spent on enquiry/request	No charge
Subsequent time spent on enquiry	Minimum charge of \$75.00 per ½ hour (\$150.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)

## Registration of premises (Food/Health)

All fees include GST.

### Food Act 2014 – Food Control Plans and National Programmes

All new food business established after 1 March 2016 will register under the Food Act 2014.

Description	Fees & Charges 2020/21
<b>Fees applicable to all registration types</b>	
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based in the Waipa District.	\$165.00 per hour plus \$1.20 per km
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based outside the Waipa District.	\$220.00 per hour plus \$1.20 per km
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification	\$165.00
<b>Fees applicable to Food Control Plans</b>	
Application for registration of template Food Control Plan	\$410.00 plus hourly rate after the first hour
Application for <b>renewal</b> of registration of template Food Control Plan	\$320.00 plus hourly rate after the first hour
Application for a <b>significant amendment</b> [section 45(3)] of registration of template Food Control Plan, or move from Food Control Plan to National Programme during registration year	\$150.00 plus hourly rate after the first hour
Application for a <b>minor amendment</b> [section 45(2)] of registration of template Food Control Plan,	\$75.00 plus hourly rate after the first hour
Voluntary suspension of food control plan	\$85.00 plus hourly rate after the first hour
<b>Fees applicable to National Programs</b>	
Application for registration of <b>National Program</b>	\$410.00 plus hourly rate after the first hour
Application for <b>renewal</b> of registration of National Program	\$320.00 plus hourly rate after the first hour
Application for <b>significant amendment</b> [Section 81] of registration of <b>National Program</b> or move from National Program to Food Control Plan during the registration year.	\$150.00 plus hourly rate after the first hour
Voluntary suspension of <b>National Program</b>	\$85.00 plus hourly rate after the first hour
Issue of improvement notice, or review of an improvement notice	\$150.00 plus hourly rate after the first hour
Application for statement of compliance	\$150.00 plus hourly rate after the first hour

Description	Fees & Charges 2020/21
Copies of Food Control Plan folder and documents	\$25.00

### Temporary food premises in Waipa District

Holders of Food Control Plans or National Programs registered with their home authority will be permitted to trade at events or locations in the Waipa District provided the mobile / off site retail activity is included in that FCP/NP. Any tasks related to these will be charged as per Food Act 2014 fees above. Such traders will require separate Public Places Bylaw approval where appropriate.

### Registrations under Health Act 1956

Description	Fees & Charges 2020/21
<b>Registrations under Health Act 1956</b>	
Offensive trades (Health Act 1956)	\$138.00
Camping grounds(Camping Ground Regulations 1985)	\$138.00
Hairdressers (Health (Hairdressers) Regulations 1980)	\$138.00
Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$138.00
Change of occupier/owner – All registration groups	\$80.00
Replacements or copies of certificates (including sale of alcohol documents)	\$50.00

### Other fees and charges

Description	Fees & Charges 2020/21
Pre-purchase inspections and/or reports	\$165.00 per hour plus \$1.20 mileage per km
Pre-application meetings and consultation ( food or sale of alcohol)	\$165.00 per hour
General inspection fee where not stated above (e.g. swimming pools, housing)	\$165.00 per hour plus \$1.20 mileage per km
Information requests other than the above	As per official information request charges

### Sale and Supply of Alcohol Act 2012

Description	Fees & Charges 2020/21
Request for excerpts of sale of alcohol database (section 66(2))	\$50.00 as per regulation
Applications for waiver pursuant to section 208 of the Act	\$50.00

## Regulatory – Other fees and charges

Type	Description	Fees & Charges 2020/21
<b>Land Information Memorandum (LIM) pursuant to LGOIMA</b>		
<b>Urgent (5 working days)</b> Properties Zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$450.00
<b>Non Urgent (10 working days)</b> Properties zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$315.00
All other Zones in District Plan not listed above	Prepare and issue LIM	\$400.00
<b>Overseas Investment Certificates</b>		
	For determining and issuing	\$315.00
<b>Section 348 – Right of Way (ROW)</b>		
Application for ROW under LGA 1974	Processing ROW application	\$700.00
<b>Sale and Supply of Alcohol Act</b>		
Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	Existing premises	\$160.00
	New or altered premises	\$250.00
<b>Advertising of alcohol licence applications on Council's website</b>		\$120.00
<b>Alcohol Licence hearing costs not associated with the application itself (e.g. translation services etc) will be charged at actual cost.</b>		
<b>Hazardous activities and industries list determinations (HAIL)</b>		
For supplying specific information to determine if a potentially contaminating activity has occurred on a property		\$80.00
<b>Record or Certificate of Title search</b>		
For searching for Records or Certificates of Title through Land Information New Zealand (LINZ)		\$20.00

## Resource management fees and charges

These fees and charges become operative on 1 July 2020 and apply for all work carried out and decisions issued on or after 1 July 2020 irrespective of when the application was lodged with Council.

### Advisory Notes

- (a) Where an “**F**” is noted in the charges column, this means the fee is a fixed rate, and no additional charges will be made for that activity. Where there is no such notation, the charge is a deposit only and actual staff time (plus mileage where relevant) incurred over and above the deposit will be charged.
- (b) The fixed charge (“**F**”) for non-notified landuse consents will only apply when there is no other matter of non-compliance with the District Plan, where other rules are breached, the full deposit will apply.
- (c) “Consultant” includes any Commissioners, consultants, advisers, solicitors and any other creditors related to any matter connected with a resource consent or certificate application.
- (d) Where “actual staff time” is noted, this:
  - Will include a charge for any mileage incurred as a result of any inspections required; and
  - Includes any consultant engaged by Council; and
  - For the avoidance of doubt, “actual costs” also includes “actual staff time”.
- (e) Where legal fees are incurred by Council for the registration of any documents required due to any process, the actual legal costs will be charged in full (i.e. for registration of consent notices, bonds, easement cancellations etc.).
- (f) For the avoidance of doubt, any application which requires either limited or public notification, will be charged the limited or public notification fee, as applicable (regardless of the type of consent, or the section of the RMA the application is made under).
- (g) Urgent signing fee: When a request is made to sign documentation urgently for subdivision processes (post subdivision consent approval), an additional charge will be made. A request will be considered urgent if the return of the signed document is sought within a 24 hour period. Note: This does not **guarantee** documents will be able to be signed urgently. An Authorised Officer must be available to sign documentation, and may not always be available. Please check with Council’s Planning administration team **prior** to any request.

### Fixed charges

1. The charges set out in the Schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

2. All fixed charges are payable in full in advance. Pursuant to Section 36AAB(2) of the RMA, Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

**Note:** Documentation or certificates will not be issued until payment of charges have been cleared.

## Additional charges

Where a fixed charge is in any particular case inadequate to enable Council to recover its actual and reasonable costs in respect of the matter concerned, Council will require the applicant to pay a deposit, followed by an additional charge to cover actual and reasonable costs.

The following may also be included as additional charges:

- (a) If it is necessary for the services of a consultant to be engaged by Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- (b) If any legal fees are incurred by Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge; and
- (c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

## Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

## Charge-out rates for Council officers and mileage

Charge-out rates for Council officers are set out in this Schedule and:

- (a) Are fixed charges;
- (b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- (c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by Council relating to that application are inadequate to enable Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

## Additional fixed fees

At any time after the receipt of an application and before a decision has been made Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- (a) Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36AAB(2) of the RMA; and
- (b) May also, pursuant to Section 36(5) of the RMA make additional charges.

## Remission of fees

Staff with delegated authority may consider a reduction in any charge, on application to the Council. Any remissions will be in accordance with Section 36AAB(1) of the RMA.

Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
<b>General</b>		
Pre application	Pre application meeting	Actual staff time except for the first half hour of the first meeting, which will not be charged
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Joint subdivision and landuse	For any joint application <i>Note – for joint applications, this is the only deposit that applies.</i>	\$4,960.00
Limited notified consent (land use and subdivision)	<b>Any</b> resource consent that requires limited notification	\$7,165.00
Notified consent (land use and subdivision)	<b>Any</b> resource consent that requires public notification	\$11,575.00
<b>Landuse consents</b>		
Non-notified	All landuse consents, except as otherwise provided below	\$2,500.00
	Resource consents for a Controlled or Restricted Discretionary Activity with non compliance with <u>one</u> bulk and location rule only <i>Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.</i>	\$2000.00



Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
	Non Complying (excludes road boundary setbacks which will require the standard \$2,500.00 deposit)	\$3,500.00
	Natural and/or cultural Landscape area	<b>F</b> \$1,200.00
	Character Precinct	
	Protected Trees <i>Note: a remission up to the full cost of the fixed fee, including the cost of an arborist assessment, will apply where the maintenance of a protected tree is assessed by a qualified arborist as being necessary for safety reasons, or to maintain the health of the tree</i>	<b>F</b> \$880.00
Resource consent exemptions (Section 87 (B)(a) and Section 87 (B) (b) notices)	Boundary Activities	<b>F</b> \$300.00
	Marginal or Temporary rule breaches	\$630.00
<b>Subdivision consents</b>		
Non-notified	≤ 9 lots, where no road/reserves proposed	\$3,850.00
	≤ 9 lots, where roads and/or reserves are proposed	\$4,960.00
	≥ 10 lots, (including roads and reserves)	\$8,800.00
	Non Complying Activities	\$4,500.00
<b>Subdivision processes (post approval)</b>		
Section 221	Consent Notice - preparation, authorization, change or cancellation	\$300.00
Section 223 certification	For subdivisions ≤ 2 lots	<b>F</b> \$300.00
Section 223 certification	For subdivisions ≥ 3 lots	<b>F</b> \$630.00
Section 224C certification	All subdivisions	\$330.00 +actual staff time
Section 226	Restriction upon issue of Record of Title	\$470.00
Section 241	Cancellation/partial cancellation of amalgamation condition	\$470.00
Section 243	Easement approval or revocation	\$470.00
<b>Subdivision miscellaneous</b>		
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
	RAMM Collection (minimum of 2km carriageway)	\$820.00 per day

Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
Technical costs	CCTV data uploaded to Retic Manager (minimum 100 metres)	Minimum \$240 plus \$2.40 per lineal metre
Cross lease	Amendments to flats plan	\$630.00
Urgent signing fee for subdivision post approval processes	To sign any documentation within a 24 hour period <i>Note: This does not guarantee urgent signing will be possible, refer to notes below for further information.</i>	\$100.00
	Asset collection, ≤ 9 lots	\$2,130.00
	Asset collection, ≥ 10 lots	\$4,095.00
<b>Other resource management activities</b>		
Section 125/126	Applications for extensions of consent periods	\$840.00
Section 127	Change or cancellation of a condition/s of consent (non-notified only)	\$1,500.00
Section 128 - 132	Review of consent conditions (non- notified only)	\$840.00
Section 134	Transfer of holders interest in a consent	<b>F</b> \$168.00
Section 138	Application to surrender resource consent	\$660.00
Section 139	Application for certificate of compliance	\$2,315.00
Section 139A	Existing use right determination	\$2,315.00
Section 357	Objections pursuant to section 357(A) or (B) of RMA <i>Note: Not invoiced if objection upheld in full. A part charge may be made if the objection is upheld in part.</i>	\$490.00
National Environmental Standards	Confirmation of compliance with National Environmental Standards	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1,585.00
<b>Designations</b>		
Public or Limited notified	Notice of Requirement for designation	\$11,000.00
Non-notified	Notice of Requirement for designation	\$5,785.00
Section 176	Application for outline plan	\$710.00
Section 176A(2)	Waiver of requirement for outline plan	\$1,100.00

Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
Sections 177, 178	<ul style="list-style-type: none"> <li>▪ Request to the Requiring Authority responsible for an earlier designation</li> <li>▪ Application to do anything which would prevent or hinder the public work or project</li> </ul>	\$630.00
Section 180	Transfer of rights and responsibilities for designations	\$1,100.00
Sections 181, 182	requirement for alteration or removal/partial removal of a designation	\$1,680.00
Section 184/184A	Application to determine designation lapsing	\$3,300.00
<b>HERITAGE ORDERS</b>		
Sections 189/189A, 196, 177	<ul style="list-style-type: none"> <li>▪ Requirement for Heritage Order</li> <li>▪ Requirement for removal of Heritage Order</li> <li>▪ Request to Requiring Authority responsible for the earlier heritage order</li> </ul>	\$1,575.00
<b>PRIVATE PLAN CHANGE APPLICATION TO AMEND THE DISTRICT PLAN</b>		
1 <sup>st</sup> Schedule	Processing, considering and determining a private plan change application	\$58,450.00
<b>Compliance and monitoring</b>		
General	Administration, review, correspondence	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$155.00 per inspection
Engineering	For any inspection required	Actual staff time
<b>Miscellaneous charges</b>		
Legal instruments	Search for easement documents, covenants, encumbrances or any other document registered on Records of Title	Actual staff time + LINZ costs
Affixing Council's seal/ authorising document	For administration costs incurred in affixing Council's seal and/or signature to any document where a charge is not otherwise listed	\$175.00
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$470.00
Public notice	Costs associated with public notices	Actual staff time + advertisement fees

Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
Signs	Affixing signs on site	\$35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$115.00
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$315.00
	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$420.00
	Partial Bond release	Actual staff time
Consultants	The applicant will reimburse Council for any fees paid by Council to any Consultants	Actual consultant costs + actual costs
Noise control	For the return of equipment seized under RMA	<b>F</b> \$155.00
<b>Hearings</b>		
Attendance – Council Staff or Consultant	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	Actual staff / consultant time
Attendance – Commissioner / Regulatory Committee Members / Hearing Panel members	A charge will be made for the costs of all Commissioners, Committee or Hearing Panel members required to attend a hearing	Actual costs
Postponement/withdrawal or cancellation	If applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	Actual costs
Venue	Hiring a venue for hearing	Actual costs
<b>Request for information and supply of resource management documents</b>		
Providing general advice	Providing advice and considering proposed applications <i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgement), written correspondence.</i>	Actual staff time except for the first half hour of the first meeting, which will not be charged
Providing information	Any request to provide information in respect of the District Plan or any consent	Actual staff time
Providing copies	For the copying of information relating to consents and Council's resource management functions under Section 35 of the RMA, and the supply of any document	Actual staff time + photocopying charges

Type	Description	Fees & Charges 2020/21 "F" are fixed charges, all others are deposits
Waipa District Plan	Full printed copy of text	\$175.00
	Planning maps	\$55.00
	Provided on CD or USB drive (text, planning maps)	\$10.00
Photocopying	Per A4 page	\$0.20
	Per A3 page	\$0.30
<b>Officer's hourly charge out rates</b>		
	Manager (any)	\$235.00
	Team Leader (any), Principal Policy Advisor	\$220.00
	Senior Planner, Senior Policy Advisor, Project Planner, Senior Engineer, Biodiversity Planner/Ecologist	\$208.00
	Planner, Policy Advisor , Engineer, Reserves Planner	\$185.00
	Graduate Planner, Duty Planner, Graduate Engineer	\$145.00
	Planning Technical Officer and Administration	\$100.00
	Environmental Health Officer, Building Compliance officer	\$185.00
	Senior Enforcement Officer	\$150.00
	Monitoring and Enforcement Officer	\$145.00
	Governance Officer	\$100.00
	Any other staff member not listed above	\$150.00
<b>Mileage</b>		
	For each kilometre travelled	\$1.20
<b>Hazardous Activities and Industries List (HAIL) determinations</b>		
	Investigation fee	\$80.00

## Stock droving and crossings

---

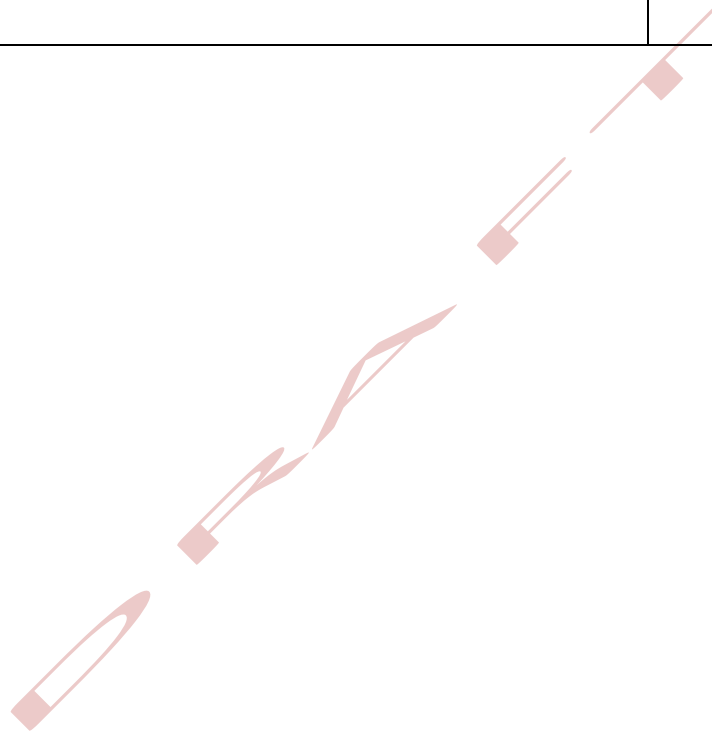
Permit for having stock on a road in accordance with Waipa District Public Places Bylaw 2018.

### Stock crossings

Stock crossings are dedicated positions along a road where stock is moved from one side of the road reserve to the other.

All stock crossings must be installed in accordance with the Waipa District Public Places Bylaw 2018 and any other conditions set.

Description	Fees & Charges 2020/21
Application for permit	\$380.00
Re-inspection fee	\$160.00



## Stock impound fees

---

Pursuant to the Impounding Act 1955.

### First impounding

Description	Fees & Charges 2020/21	
	First animal	Per animal thereafter
Horses, cattle, mules, asses, deer and pigs	\$68.00 plus transport costs	\$24.00
Sheep, goats and others	\$68.00 plus transport costs	\$24.00
Subsequent impounding within any 24 month period involving animals owned by the same person or organisation	Number of impoundings x relevant fee	
Additional after-hours fee (5pm to 8am, weekends and statutory holidays)		\$70.00

### Driving charges

Responding to complaints, driving stock from road to pound, owners property or other place.

\$160.00 per hour per officer and mileage at local government rate for Ranger's time plus any other reasonable costs incurred.

### Grazing per day

Description	Fees & Charges 2020/21
Horses, cattle, mules, ass, deer and pigs	\$8.00
Sheep goats and others (plus costs of any hard feeds, i.e. hay, grain)	\$2.00

All other costs incurred as the result of impoundment are payable by the owner on release of the animal/s. Such costs may include cartage, droving, advertising, feed, veterinary attention, etc.

## Town Hall charges – Cambridge

Community use charges apply to not for profit organisations that are based and operate within the Waipa District providing a benefit for the Waipa Community.

Cambridge Town Hall	Fees & Charges 2020/21	
	Corporate or Private Function	Community Group Use
Bond payable on booking	\$300.00	\$300.00
Deposit payable on booking	25%	25%
Community Group bookings longer than 3 consecutive days will receive a 25% discount		
Preparation, rehearsals, pack down \$20.00 per hour flat rate (please see booking form)		
<b>Whole complex</b>		
Half day hire (maximum 4 hour use)	\$260.00	\$140.00
Full day hire (maximum 12 hour use)	\$780.00	\$420.00
<b>Main Hall only</b>		
Half day hire (4 hour use)	\$175.00	\$95.00
Full day hire (maximum 12 hour use)	\$520.00	\$280.00
<b>Edwardian room and kitchen</b>		
Half day hire (4 hour use)	\$130.00	\$70.00
Full day hire (maximum 12 hour use)	\$390.00	\$210.00
<b>Victorian room</b>		
Half day hire (4 hour use)	\$85.00	\$45.00
Full day hire (maximum 12 hour use)	\$260.00	\$140.00

### Sundry charges associated with Town Hall use

Commercial/Private Hire/Community Group Use	Fees & Charges 2020/21
Heating charges	\$40.00
Piano charge (includes tuning prior to booking)	\$40.00



## Town Hall hire – Kihikihi and Pirongia

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. Facility users are required to complete a hire contract prior to using the facility.

Community use charges apply to not for profit organisations that are based and operate within the Waipa District providing a benefit for the Waipa Community.

Town Hall Hire – Kihikihi and Pirongia	Fees & Charges 2020/21	
	Corporate or Private Function	Community Group Use
Bond payable on booking	\$200.00	\$200.00
Deposit payable on booking	25%	25%
Community Group bookings longer than 3 consecutive days will receive a 25% discount		
<b>Kihikihi Town Hall – Whole complex</b>		
Half day hire (maximum 4 hour use)	\$50.00	\$25.00
Full day hire (maximum 12 hour use)	\$150.00	\$75.00
<b>Pirongia Hall – Whole complex</b>		
Half day hire (maximum 4 hour use)	\$50.00	\$25.00
Full day hire (maximum 12 hour use)	\$150.00	\$75.00

## Trade waste

To be read in conjunction with the Trade Waste Bylaw 2011. Fees are GST inclusive at the prevailing rate.

Administration Charges	Fees & Charges 2020/21
<b>Application fees</b>	
Application fee – Permitted/Controlled Discharge (including final inspection)	\$209.00
Application fee – Conditional consent (covering 5 hours' work including final inspection, including tanker disposal)	\$387.50
Hourly rate for applications	\$110.00
Temporary discharge (including final inspection)	\$209.00
Renewal fee for permitted or conditional Trade Waste Consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply)	\$102.50 + hourly rate for more than 30 minutes
Variation/Change of Details Request for permitted or conditional consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply)	\$55.00 + hourly rate for more than 30 minutes
Special Trade Waste agreements, variations or renewals	Actual cost
<b>Site inspection fees</b>	
Permitted/Controlled discharge - Final inspection (approval to discharge) /site audit / additional inspection	\$147.00
Conditional Consent - Final inspection (approval to discharge) - additional inspection	\$233.50
Temporary Discharge - Final inspection (approval to discharge) - additional inspection	\$233.50
Site inspection –non compliance	\$233.50
<b>Annual charge</b>	
Permitted/Controlled/Special/Tankered discharge Note: Administration costs only. Audits will be charged as they occur.	\$55.00
Conditional/Special/Tankered discharge - Risk Class 3	\$1,635.50
Conditional/Special/Tankered discharge - Risk Class 2	\$934.00
Any temporary discharge	\$209.00
<b>Tankered waste disposal</b>	
Tankered waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m <sup>3</sup>	\$74.50
<p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1) Tankered waste may not be accepted at the Waters Manager's sole discretion; and</li> <li>2) Tankered waste disposal to Wastewater Treatment Plant or reticulation <i>not</i> in accordance with Trade Waste Bylaw will require a conditional or special agreement in accordance with the Trade Waste Bylaw; and</li> <li>3) For addresses in the district associated with an existing trade waste consent, the consent's charging provisions will supersede the tankered waste volumetric rate.</li> </ol>	

### 1C.1.1 Charging formula

The formula for calculation of the load based trade waste charge is as set out below.

$$(V \times V_c) + (SS \times SS_c) + (BOD \times BOD_c) + (TKN \times TKN_c) + (TP \times TP_c)$$

Parameter	Fees & Charges 2020/21
V <sub>c</sub> Flow Volume	\$1.28/M <sup>3</sup>
SS <sub>c</sub> Suspended solids	\$1.10/kgSS
BOD <sub>c</sub> Organic Loading	\$1.24/BOD
TKN <sub>c</sub> Total Kjeldahl Nitrogen	\$1.28/kgTKN
TP <sub>c</sub> Total Phosphorus	\$5.22/kgTP
Connection or disconnection fee	\$449.50

Table of parameters with descriptions	
V	The volume discharged
V <sub>c</sub>	The unit volume charge \$/ M <sup>3</sup>
SS	The mass of suspended solids discharged
SS <sub>c</sub>	The unit SS charge \$/kg
BOD	The mass of BOD discharged
BOD <sub>c</sub>	The unit BOD Charge \$/kg
TKN	The mass of Total Kjeldahl Nitrogen (TKN) discharged
TKN <sub>c</sub>	The unit TKN charge \$/kg
TP	The mass of Total Phosphorus (TP) discharged
TP <sub>c</sub>	The unit TP charge \$/kg

## Utility access requirements

For all work to be undertaken on road reserve (including within footpaths, berms and carriageways) a Corridor Access Request (CAR) is required. The CAR allows Council to approve, track and ensure proper reinstatement to works undertaken in the street.

The Utilities Access Act 2010 provides for applications for permission to excavate in streets and roads for services such as electricity, three waters, gas, telecoms etc.

Under certain circumstances Waipa District Council will accept 12 month access opportunities under our multiple occurrence coverage formats. This is for maintenance works only not new projects.

**All access requests may be inspected by Council staff or agents at any time for compliance with permit conditions**

Description	Fees & Charges 2020/21
<b>Single Occurrence Permit</b>	
Isolated street opening permit application (plus the applicable trenching fee and Traffic Management Plan fee)	\$165.00
<b>Multiple occurrence permit for utility maintenance works</b>	
Multiple opening permit application covering a 12 month period (One off set up fee then occurrence fee plus the applicable trenching fee)	\$330.00 + \$58.000 for each occurrence
<b>Excavation, trenching or drilling</b>	
1 – 99m (This is the minimum fee in conjunction with the permit fee)	\$85.00
100 – 499m	\$160.00
> 500m	\$268.00
Non-compliance with conditions	\$180.00 per hour
Additional inspections required for complex projects, changes to project extents and conditions, or as required to address non-compliance with conditions.	\$180.00 per hour (includes travel allowances)

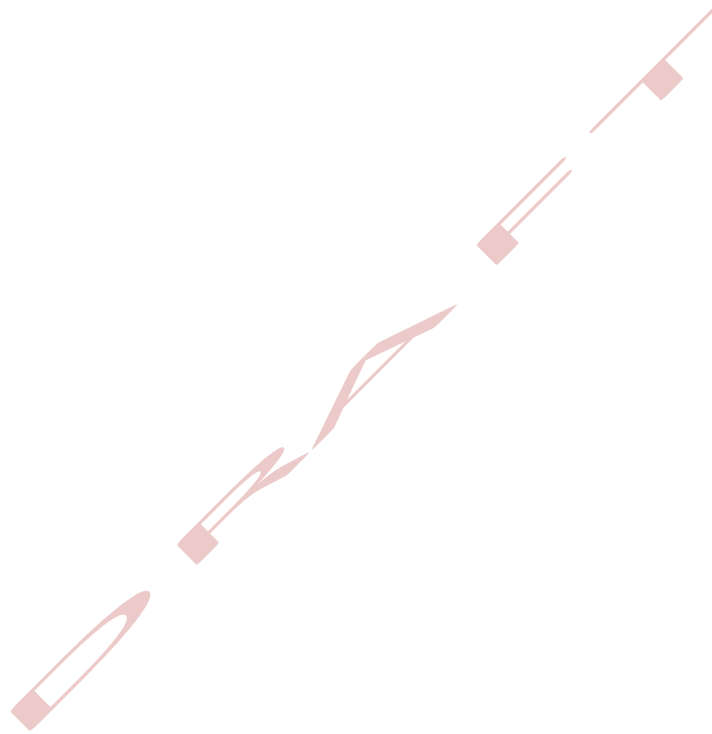
**Note:** Trenching costs are in addition to the Permit application fee and reflect the work involved in doing completion and maintenance inspections based on length of work sites.

## Traffic Management Plan reviews

Traffic Management Plans (TMP) require evaluation and approval by the Council Traffic Management Coordinator to ensure public safety, the costs of which are charged to the applicant. There is no charge for community not for profit event TMP reviews.

Description	Fees & Charges 2020/21
Approval of simple TMPs	\$180.00/TMP
Approval of complex TMP	\$180.00 per hour

Description	Fees & Charges 2020/21
	(excludes travel allowances)
Actions required to address non-compliance with TMP conditions	\$180.00 per hour (excludes travel allowances)
Non-compliance for not having a TMP or an approved TMP	\$400.00 plus TMP approval cost



**APPENDIX 3** – Draft Schedule of Development Contributions 2020/21 (*document number 10408462*).

# Schedule of Development Contributions 2020/21

**WAIPĀ DISTRICT COUNCIL DEVELOPMENT CONTRIBUTIONS 2020/21 (draft)****Schedule of Charges (incl GST)**

Funding_Areas	Water	Stormwater	Wastewater	Roading	Reserves	Community Infra	Total
Kihikihi	\$550	\$3,995	\$10,881	\$4,534	\$521	\$39	\$20,520
Bond Rd	\$7,901	\$399	\$10,881	\$129	\$0	\$0	\$19,310
C1	\$11,068	\$24,090	\$4,598	\$10,253	\$1,139	\$39	\$51,187
C2	\$9,825	\$21,886	\$6,454	\$17,314	\$2,739	\$269	\$58,487
C3	\$9,825	\$21,886	\$6,454	\$17,827	\$2,739	\$39	\$58,770
C7	\$1,917	\$13,883	\$968	\$1,729	\$1,139	\$39	\$19,675
Cambridge / Karapiro	\$1,771	\$421	\$1,267	\$5,803	\$955	\$39	\$10,256
Cambridge North	\$4,473	\$29,411	\$6,091	\$5,756	\$1,174	\$795	\$47,700
Hautapu	\$3,497	\$4,738	\$4,968	\$6,567	\$0	\$0	\$19,770
C6	\$3,174	\$0	\$0	\$135	\$521	\$39	\$3,869
Picquet Hill	\$7,306	\$165	\$11,396	\$4,360	\$521	\$39	\$23,787
Pirongia	\$3,277	\$0	\$0	\$1,835	\$521	\$39	\$5,672
Rural	\$0	\$0	\$0	\$28	\$521	\$39	\$588
T1	\$3,277	\$0	\$11,967	\$1,930	\$521	\$39	\$17,734
T3	\$8,214	\$426	\$10,881	\$129	\$521	\$39	\$20,210
T6	\$8,206	\$0	\$0	\$2,662	\$521	\$39	\$11,428
T7	\$3,277	\$0	\$13,690	\$129	\$521	\$39	\$17,656
T8	\$3,277	\$0	\$10,881	\$912	\$521	\$39	\$15,630
Te Awamutu	\$3,277	\$0	\$10,881	\$129	\$521	\$39	\$14,847
Waikeria	\$0	\$0	\$0	\$0	\$0	\$0	\$0





**To:** His Worship the Mayor and Councillors  
**From:** Deputy Chief Executive / Group Manager Business Support  
**Subject:** **Report on the June 2020 Audit and Risk Committee meeting**  
**Meeting Date:** 30 June 2020

---

## 1 EXECUTIVE SUMMARY

---

Council's Audit and Risk Committee met on 8 June 2020.

This report provides a summary of the key matters discussed and the outcomes of the meeting.

## 2 RECOMMENDATION

---

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

## 3 STAFF COMMENT

---

Council's Audit and Risk Committee meets quarterly with the most recent meeting on 8 June 2020. The draft minutes of the open part of the meeting are included as Appendix 1 of this report and should be referred to for further detail of the matters discussed and the outcomes of the meeting.

In more summarised form however, the following salient points are noted:

- A Treasury Update was provided by Council's Treasury Advisor, Earl White of Bancorp. He noted the economic impact of COVID-19 and in particular the increase in unemployment and pressure on the hospitality sector and household spending. It was noted that Waipa had low debt levels compared to other Councils and with the recent AA- credit re-rating by Fitch, Waipa District Council was in a good position to be able to take advantage of low interest rates.

However, it was also noted that low interest rates have not stimulated growth and caution should be taken in borrowing just because interest rates are low. The quality of the spend and borrowing to front load projects would stimulate the economy.

- A Risk Management update was provided which included the quarterly risk management report for March to May 2020 – this has been provided as Appendix 2 of this report. It was noted that the past quarter has been focused on managing risk at an operational level with the COVID-19 crisis management response and with the urgent revision of Council’s Annual Plan and forward into Council’s 2021-31 long term planning. This has meant a number of risk improvement initiatives have been delayed, however, the COVID-19 crisis was a great test and learning for risk management practices going forward and in particular in the risk area of business continuity. There was acknowledgement of the work done right across the organisation in regard to the COVID response, with particular acknowledgement of the work that Georgina Knapp and Genny Wilson had done, the Crisis Management Team and the Emergency Operating Centre. Heightened cyber security risk during the crisis was noted together with the IT teams quick response to manage the situation. A review of Council’s Strategic Internal Priorities will be complete by the end of June and will enable an Audit and Risk Committee top risk workshop in July.
- The results of the recent internal audit of Council’s asset management planning processes were presented and discussed. Council had been assessed as ‘*Developing*’ with a number of recommendations made for improvement. Staff will develop an improvement plan to address the issues raised in the KPMG report to be considered by the Audit and Risk Committee in September 2020.
- A 2020/21 Annual Plan update was provided to the Committee with particular focus on the assumptions underpinning the plan, the ‘headline’ average rates increase number which was now proposed to be 2.4%, and assessment of Council’s ability to adopt the Annual Plan without further consultation. There was discussion around the arbitrage reserve and forecast cash surplus levels with advice provided that applying the entire forecast cash surplus to reduce the projected 2.4% rate increase carried risks in regard to impacting future rate increases as well as the obvious concern that it might not even be realised. It was noted that it would be proposed that the arbitrage fund be focused on recovery while the cash surplus would be largely retained as a buffer and to provide relief in the early years of the next Long Term Plan. It was noted that \$914,000 of cash surplus had already been applied in the Annual Plan and this had been included in the Draft Annual Plan document. It was further noted that retaining a surplus would assist Council in co-funding the Government shovel ready projects should we be successful in our applications.

- A procurement and contract management improvement programme update was provided and a draft organisational Procurement Strategy was presented which had focus on assisting the recovery and reset of the Waipa economy, through incorporating a consideration of broader outcomes and a local contribution component as part of our procurement decision-making.
- The Long Term Plan 2021-31 Project Overview and Key Risks report was received with the Committee being comfortable with progress on this project.
- The accounting policies, key accounting estimates and proposed revaluation approach for the 2019/20 Annual Report were considered and agreed.
- Audit New Zealand spoke to the potential COVID-19 impacts on the preparation and subsequent audit of the Annual Report with particular areas of concern around the fair value of property, plant and equipment and financial assets, revaluations, service performance reporting, grants received during the COVID-19 crisis and how those grants were spent. The potential for statutory deadlines to be moved and the need for audit to prioritise audits of Central Government was also noted.
- Outstanding management report items and a 30 April 2020 capital programme update were considered, and in a public excluded part of the meeting there was consideration of capital works risks, litigation matters, a 'deep dive' into one of our top risks being risk number 2, 'potential failure to deliver the 10 year programme of projects', and the Committee heard from the Group Manager Strategy and Community Services and the Chief Executive on the risks relating to that Group and the Organisation respectively.

Questions and comments are invited on any of the matters outlined above.



Ken Morris

**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**

## Appendix 1

Draft Minutes of the 8 June 2020 Audit and Risk Committee meeting (document number 10419133)

# AUDIT AND RISK COMMITTEE MINUTES



**Time:** 10:00am  
**Date:** Monday, 8 June 2020  
**Venue:** Audio Visual Meeting

## 1 PRESENT

---

### **Chairperson via Zoom**

Bruce Robertson

### **Members via Zoom**

His Worship the Mayor JB Mylchreest, Councillors AW Brown, RDB Gordon, SC O'Regan and CS St Pierre.

### **In attendance via Zoom**

Earl White – Bancorp, Leon Pieterse - Audit New Zealand, Kataraina Macown – Audit New Zealand; Bineeta Nand – KPMG, Richard Taylor – KPMG

## 2 APOLOGIES

---

There were no apologies.

## 3 DISCLOSURE OF MEMBERS' INTERESTS

---

Councillor O'Regan declared an interest in an item which would be discussed in the public excluded part of the meeting.

## 4 LATE ITEMS

---

There were no late items.

## AUDIT AND RISK COMMITTEE MINUTES



### 5 CONFIRMATION OF ORDER OF MEETING

---

**RESOLVED**

14/20/11

*That the order of the meeting be confirmed.*

Chairperson Robertson/ Councillor Gordon

### 6 CONFIRMATION OF MINUTES

---

**RESOLVED**

14/20/12

*That the open minutes of the Extraordinary Audit and Risk Committee meeting held on 12 May 2020 having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Chairperson Robertson/ Councillor A Brown

### 7 TREASURY UPDATE, STRATEGY AND RISKS

---

Earl White of Bancorp presented at the meeting and provided the Committee with an understanding of Council's treasury management policies and strategies with reference to current market and wider economic conditions.

Mr White discussed how New Zealand had won the battle against COVID-19 but was now faced with trying to win the economic impact "war".

Key influences on Council over the next year or so would be the increase in unemployment and pressure on the hospitality sector and household spending. The dairy sector was still performing well but could face volatile demand and currency headwinds.

Mr White advised that the New Zealand dollar had recovered all its pre-COVID losses. There was uncertainty around the timing for the Government shovel-ready projects and what costs Councils would incur.

It was noted that Waipa had low debt levels compared to other Councils and with the recent AA- credit re-rating by Fitch, Waipa District Council was in a good position to

## AUDIT AND RISK COMMITTEE MINUTES



be able to take advantage of low interest rates. However, it was also noted that low interest rates have not stimulated growth and caution should be taken in borrowing just because interest rates are low. The quality of the spend and borrowing to front load projects would stimulate the economy.

Discussion was held around the merits of Council having a credit rating. Mr White confirmed there was positive cost benefit at current debt levels.

### RESOLVED

14/20/13

That –

- a) *The 'Treasury update, strategy and risks' report (document number 10395469) of Sarah Davies, Manager Finance, and the presentation by Bancorp New Zealand Limited, be received; and*
- b) *Bancorp New Zealand Limited representative Earl White be thanked for his attendance at the meeting.*

Councillor St Pierre/ Mayor Mylchreest

## 8 RISK MANAGEMENT UPDATE

The Risk Management update presented by Georgina Knapp, Manager Business Improvement, advised that the past quarter has been focused on managing risk at an operational level with the COVID-19 crisis management response and with the urgent revision of Council's Annual Plan and forward into Council's 2021-31 Long Term Planning. This in turn has meant a number of risk improvement initiatives have been delayed, however, the COVID-19 crisis was a great test and learning for risk management practices going forward and in particular in the risk area of business continuity. Group Manager Business Support Mr Morris acknowledged the work done right across the organisation in regard to the COVID response, with particular acknowledgement of the work that Georgina Knapp and Genny Wilson had done, the Crisis Management Team and the Emergency Operating Centre.

Ms Knapp advised there had been heightened cyber security risk during the crisis. There were numerous phishing email attacks during the lockdown period some of which compromised Waipa user accounts. The IT team responded quickly to manage the situation and avoid potential reputational damage. Internal cyber security training developed prior to lockdown would be rolled out to Council staff shortly.



## AUDIT AND RISK COMMITTEE MINUTES



A review of Council's Strategic Internal Priorities would be completed by the end of June and once complete will enable an Audit and Risk Committee top risk workshop in July.

### RESOLVED

14/20/14

*That the 'Risk Management Update' report (document number 10392102), including the Quarterly Risk Report for March to May 2020 (document number 10394143) of Genny Wilson, Business Resilience and Risk Advisor, be received.*

Councillor A Brown/ Councillor O'Regan

## 9 INTERNAL AUDIT REPORTING - ASSET MANAGEMENT PLANNING REVIEW

KPMG were engaged to undertake an internal audit of Waipa District Council's (WDC) asset management planning processes. The scope of this internal review was limited to the following portfolios and areas of WDC:

- Transportation
- Water Services
- Property Services
- Council-wide leadership and Asset Management (AM) support teams (including finance, IT, risk management, executive and strategy)

The internal audit was completed by comparing current asset management processes for the management of the above portfolios, with reference to the relevant and specific aspects of the IIMM (international Infrastructure Management Manual 2015) and ISO 55001, the recognised global standard for AM.

In response to whether there was need for more resourcing to address the issues raised in the report, Group Manager Service Delivery Dawn Inglis believed it was not a resourcing issue but rather a cultural change that needed to be made. Activity management plans needed to be viewed strategically and in combination with the management of assets.

Discussion was held around Private Plan Changes and the synergy between asset management planning and the District Plan.



## AUDIT AND RISK COMMITTEE MINUTES



It was noted that staff would develop an improvement plan to address the issues raised in the KPMG report which would be brought back to this Committee in September 2020.

### RESOLVED

14/20/15

That –

- a) *The Internal Audit Reporting – Asset Management Planning Review report (document number 10392135) of Dawn Inglis, Group Manager Service Delivery, be received; and*
- b) *The Audit and Risk Committee endorse the proposal for staff to develop an improvement programme to address the issues raised in the internal audit, and request this be presented to the Audit and Risk Committee at its September 2020 meeting.*

Mayor Mylchreest/ Councillor A Brown

## 10 UPDATE ON 2020/21 ANNUAL PLAN

Kirsty Downey, Manger Strategy provided an update and high level overview of the revised Annual Plan.

Discussion was held around arbitrage reserve and cash surplus levels. In response to questions Group Manager Business Support Mr Morris warned that the cash surplus of \$1.165 million was a forecast and might not be realised in full. Applying the entire cash surplus to reduce the projected 2.4% rate increase carried risks in regard to impacting future rate increases as well as the obvious concern that it might not even be realised. Mr Morris advised that a report would be presented to Council the following week proposing the arbitrage fund be focused on recovery while the cash surplus would be largely retained as a buffer and to provide relief in the early years of the next Long Term Plan. It was noted that \$914,000 of cash surplus had already been applied in the Annual Plan and this had been included in the Draft Annual Plan document. It was further noted that retaining a surplus would assist Council in co-funding the Government shovel ready projects should we be successful in our applications.

### RESOLVED

14/20/16

*That the Manager Strategy report (document number 10405743) of 'Update on 2020/21 Annual Plan' be received.*



Chairperson Robertson/ Councillor St Pierre

## 11 PROCUREMENT AND CONTRACT MANAGEMENT IMPROVEMENT PROGRAMME UPDATE JUNE 2020

---

Ms Bird advised that KPMG would be conducting a review of Waipa's utilisation of the LASS professional services panel in early July and the outcome of that review would be brought back to this Committee in September.

It was noted that it was important to actively look at local contribution in our procurement processes and ensure there were no barriers to local suppliers participating in our procurement process.

### RESOLVED

14/20/17

*That the 'Procurement and Contract Management Improvement Programme Update June 2020' report (document number 10392214) of Adele Bird, Procurement Advisor, be received.*

Councillor St Pierre/ Mayor Mylchreest

[Meeting adjourned at 12.59pm and reconvened at 1.15pm]

## 12 PROCUREMENT STRATEGY

---

Adele Bird, Procurement Advisor, advised that Council currently does not have an organisational Procurement Strategy to provide clear line of sight for staff to align their procurement to Council's Vision and Community Outcomes.

As part of developing a strategy, there was an opportunity to assist in the recovery and reset of the Waipa economy, through incorporating a consideration of broader outcomes and a local contribution component as part of our procurement decision-making.

Broader outcomes are now part of the Government Rules of Procurement, which were implemented in October 2019. This required Council to look for an opportunity to achieve a secondary benefit from any procurement they are undertaking.

Three Strategy Principles had been identified:

## AUDIT AND RISK COMMITTEE MINUTES



- Make the best use of every dollar
- Consider local contribution
- Be sustainable

Ms Bird advised that the Procurement Strategy was designed to be a live document to enable agility and responsiveness in a changing economic environment. The Strategy document has been discussed with MBIE.

### RESOLVED

14/20/18

*That the 'Procurement Strategy' report (document number 10395043) of Adele Bird, Procurement Advisor be received.*

Councillor Gordon/ Councillor O'Regan

## 13 LONG TERM PLAN 2021-31 PROJECT UPDATE

Mr Walsh advised that an interim data set from NIDIA and the University of Waikato has been requested in light of the pandemic to account for changes in migration with the borders being closed. Discussion was held around the importance of receiving accurate data including current migration levels, internal migration data as opposed to relying solely on census data.

It was advised that the LTP working group is meeting this week to conduct a full review of the project risk register.

### RESOLVED

14/20/19

*That the 'Long Term Plan 2021-31 Project Update' report (document number 10393982) of Haven Walsh, Strategic Projects Driver, be received.*

Chairperson Robertson/ Councillor St Pierre

## 14 REVIEW OF ACCOUNTING POLICIES, KEY ACCOUNTING ESTIMATES AND PROPOSED REVALUATION APPROACH

Discussion was held around depreciation and the adjustment of useful lives of assets. Ms Davies advised that during the revaluation process, the life of the asset would be adjusted with reference to condition assessments.

## AUDIT AND RISK COMMITTEE MINUTES



### RESOLVED

14/20/20

*That the information contained in the 'Review of Accounting Policies, Key Accounting Estimates and Proposed Revaluation Approach' report (document number 10407236), of Sarah Davies, Financial Accountant be received.*

Councillor St Pierre/ Chairperson Robertson

## 15 AUDIT DISCUSSION ON COVID-19 IMPACTS

---

Leon Pieterse, Audit Director from Audit New Zealand, led a discussion with the Committee on the impact of COVID-19 on the preparation of the Annual Report and the subsequent audit of the Annual Report.

Mr Pieterse advised that areas of concern were around the fair value of property, plant and equipment and financial assets, revaluations, service performance reporting, grants received during the COVID-19 crisis and how those grants were spent.

More disclosure and a fair value assessments were stressed as critical necessary considerations for the Annual Report.

Discussions were held around the possibility of statutory deadlines being moved and the need for audit to prioritise audits of Central Government.

### RESOLVED

14/20/21

*That the report titled 'Audit Discussion on Covid-19 Impacts' (document number 10407522) of Sarah Davies, Manager Finance, be received.*

Chairperson Robertson/ Mayor Mylchreest

## 16 OUTSTANDING MANAGEMENT REPORT ITEMS

---

Sarah Davies, Manager Finance presented the report which provided the latest update on the status of management follow-up action on the outstanding management report recommendations.

## AUDIT AND RISK COMMITTEE MINUTES



### RESOLVED

14/20/22

*That the information contained in the 'Outstanding Management Report Items' report (document number 10395262), of Sarah Davies, Manager Finance, be received.*

Councillor A Brown/ Councillor St Pierre

## 17 CAPITAL PROGRAMME UPDATE 30 APRIL 2020

It was advised that the updated forecast budget was \$90.9 million for capital projects, which took into account as much as practicable delays associated with the COVID-19 response and construction sites closing during Alert Level 4. Notwithstanding those issues, the delivery of the projects were progressing well, with \$62 million, 69% of the 2019/20 forecast budget spent, and a further \$26 million, 29% of the budgets, committed. The criteria for a budget allocation to be shown as a committed spend was only when a contract for either professional services or physical works had been approved and signed. There was currently \$2.4 million, 3% of the 2019/20 budget, outstanding. This outstanding budget was largely related to land purchase for growth projects.

Ms Kendrick advised that the renewal projects currently have 74% spent against the Annual Plan budget and were on track to meet the target of 100%. The level of service and growth projects were 63% and 41% respectively. The growth projects were behind the percentage spend KPI target due to developer led projects being deferred to 2020/21 and 2022/23, as a result of commitments by the developer which were outside of Council's influence.

### RESOLVED

14/20/23

*That the 'Capital Programme Update' report (document number 10391920) of Lorraine Kendrick, Manager Project Delivery, be received.*

Chairperson Robertson / Mayor Mylchreest



# AUDIT AND RISK COMMITTEE MINUTES



## 18 RESOLUTION TO EXCLUDE THE PUBLIC

(Section 48, Local Government Official Information and Meetings Act 1987)

### RESOLVED

14/20/24

**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. Capital Works Risks	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2. Litigation Matters Update		
3. Deep Dive into 'Top Risks' – Risk #2 Failure to deliver the 10 year programme of projects		
4. Group Risk Discussion with GMs (Strategy and Community Services)		
5. CEO Risk Discussion		

# AUDIT AND RISK COMMITTEE MINUTES



*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:*

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
1.	Section 7(2)(h)	<i>To enable the Council to carry out, without prejudice or disadvantage, commercial activities.</i>
2, 3, 4 & 5.	Sections 7 (2)(a) 7 (2)(b)	<i>Protect the privacy of natural persons, including that of deceased natural persons; and  To protect information which if public would; i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</i>

Chairperson Robertson/ Mayor Mylchreest

There being no further business the meeting closed at 4.12pm.

---

## CONFIRMED AS A TRUE AND CORRECT RECORD

**CHAIRPERSON:** .....

**DATE:** .....

---

## Appendix 2

Quarterly Risk Management Report for March 2020 to May 2020 (document 10394143)



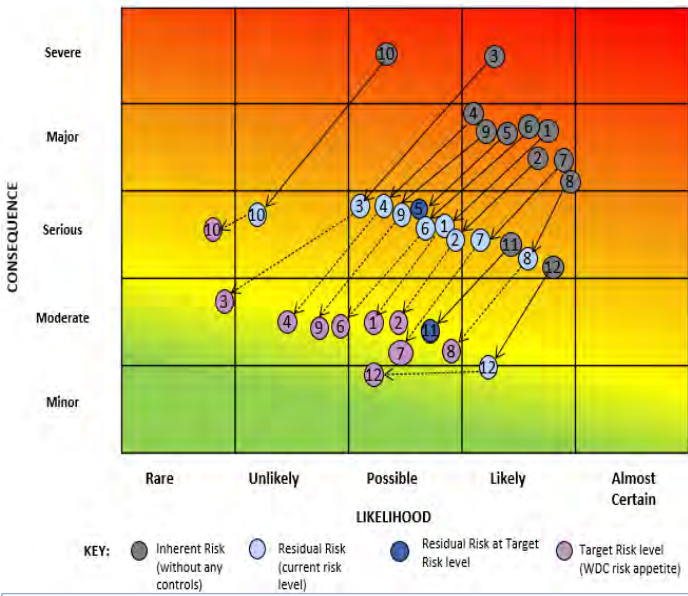


Quarterly Risk Management Report for March 2020 to May 2020

### Key Insights

- The COVID-19 response and impacts has dominated this quarter
- New emerging risks for Annual Plan and flow on to LTP have been workshopped separately with ARC and SP&P
- Increase in off track mitigants largely due to timing changes caused by Covid-19 response. Watching brief for negative outlook continues on Top Risks #1 and #2 based on status of top risk mitigants and 2021-31 LTP programme risks. Monitoring of Top Risks #4 and #8 due to impact of Covid-19 and potential for further negative outlook if another spike of cases were to occur.
- The Risk Management Strategy Actions are being implemented through the Risk Improvement Programme Change Management Plan that was endorsed by ARC at the March meeting. The planned activities for this quarter have not been completed as the resources have been involved in the COVID-19 response and supporting the Crisis Management Team.
- The annual review of the Top Risks will be undertaken in a workshop with Members of ARC, staff and KPMG proposed to be held in July 2020.

### Top 12 Risks



- No change to status of top risks warranted although indicative trending added.
- Increase in off track mitigants largely due to timing changes caused by Covid-19 response. Watching brief for negative outlook continues on Top Risks #1 and #2 based on status of top risk mitigants and 2021-31 LTP program risks. Monitoring of Top Risks #4 and #8 due to impact of Covid-19 and potential for further negative outlook if another spike of cases were to occur.

#	Risk Areas	Residual (current) Level	Indicative Trend
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	→



The mitigant actions are reported on an exception basis: off track actions. These are due to timing issues from Covid-19.

Top Risk	Measure/Action	Status Action	Exec Owner	Status Comment
Adequate staffing capacity and capability to deliver Council's objectives	AMPS and business cases completed. AMPS include resource requirements.	Ongoing	GM S&CS	AMPS have been prepared and peer reviewed by Tonkin & Taylor. There are a number of follow up actions which have been programmed for completion by the end of September 2020. Business cases were due to be completed by end of March 2020, however there are a number that still remain in progress. The Governance Group has approved adopting a flexible approach with respect to the LTP project timeline having regard to the impacts of the global COVID-19 pandemic.
Adequate staffing capacity and capability to deliver Council's objectives	Workforce planning model developed to evaluate and ensure that operational staffing levels are adequate currently and can accommodate future growth.	In progress	Manager HR	Framework was to be trialled with a team. On Hold due to COVID-19 and potential impact on workloads.
Business Resilience failure	Development policy and plan for EQP Council owned building to ensure safety on both a BAU as well as in the event of a disruptive incident	In progress	GM BS	Draft policy is being prepared but resourcing is constrained due to number of vacancies in the team.
Failure of Iwi/Mana Whenua partnership	>=75% of staff enrolled in a Tikanga programme	In progress	GM S&CS	Proposal for funding is to be taken to the ET. Unrealistic to deliver to target level prior to end of year.
Failure of Iwi/Mana Whenua partnership	Operationalising Iwi representation and partnership process review recommendations	In progress	GM S&CS	Delayed by Covid-19 Lockdown. Committee representative Job descriptions workshopped by NITOW. Remuneration being reviewed
Failure of relationships with key stakeholders	Obtain certainty as to the quantum of PGF funding and project scale for Te Ara Wai by end March GM S&CS 2020.	In progress	GM S&CS	Process overtaken by Covid-19 Recovery process. Te Ara Wai has been proposed as a shovel ready project. PGF is no longer an appropriate funding stream
Failure to deliver 10-Year Plan programme of projects	Updating of AMPS and long term planning of resource requirements to deliver next 10 year plan	Ongoing	GM SD	As per comment above in first Top Risk mitigant commentary.
Failure to embed a Health and Safety culture	H&S Contractor Management Project - develop project objectives and timeframes with external consultant	In progress	Manager HR	Rescheduled for June 2020. Incomplete as at 7 May due to H&S Advisors focusing on COVID-19-related work.
Failure to embed a Health and Safety culture	Progress actions for top H&S organisation wide risks	In progress	Manager HR	Recording H&S training system will need to be pushed out as incorporated into a larger project to capture all training events.
Risks to Information Management	Agreed business rules on file management and develop Information Management Policy	In progress	GM BS	IM Policy currently under review. Revised due date 30/05/2020.

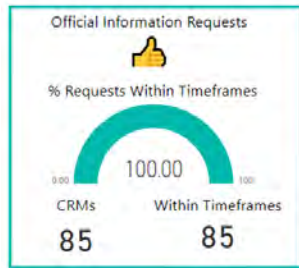


Quarterly Risk Management Report for March 2020 to May 2020 page 2

Additional Risks to be reported as per Risk Management Policy				Emerging Risks															
Operational Risks				Four emerging risks have been identified this quarter, largely as a result of the economic uncertainty caused by COVID-19.															
The approach to operational risk reporting has been agreed. The implementation plan needs to be developed. There are no very high (after mitigation) operational risks from the Covid-19 risk register.				<table border="1"> <thead> <tr> <th>Risk</th> <th>Description</th> <th>Risk Reduction Measure &amp; Treatment Type</th> </tr> </thead> <tbody> <tr> <td>Growth and non-rates revenue are forecast to decrease due to impacts of COVID-19</td> <td>Growth and non-rates revenue are forecast to decrease as part of a global recession resulting from the global COVID-19 pandemic which experts advise will be worse than the GFC of 2007/08. This will adversely impact on the provision of Council services and/or project delivery. Combined with the risk from low reserves, there is an increased threat to the sustainability of Council's financial position.</td> <td>Council obtained expert economic and treasury advice and has undertaken a comprehensive review of activity budgets, including: Operating Expenditure, Capital Expenditure and the Capital Works Programme, as well as Revenue, ensuring that our future work programme is realistically able to be delivered and is affordable for our communities. We've focussed on the provision of essential services and looking after what we've got. We're preparing a revised Annual Plan for 2020/21 which will be presented to SP &amp; P on 9 June for recommendation to Council for adoption on 30 June. There will be ongoing monitoring by the CFO and Manager Finance. Further, we are moving to monthly forecasting and variance reporting over the next year. Intelligence from Infometrics and other sources to inform replanning Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.</td> </tr> <tr> <td>Low reserves</td> <td>If there is unexpected or unplanned expenditure or cost overruns then the current and projected finances will be challenged to absorb the deficit potentially resulting in adverse impacts on service and/or project delivery. This emerging risk has been impacted by Covid-19 in that the level of economic uncertainty has not allowed a risk assessment to be completed.</td> <td>Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.</td> </tr> <tr> <td>Ability to deliver Annual Plan within timeframes</td> <td>If the current challenges of the significant rework required due to Covid-19 impacts, limited resourcing and tight timeframes are not resolved, then the delivery of the Annual Plan within the statutory timeframes may be compromised.</td> <td>Workshops have been held with ARC and SP&amp;P to progress the revision of the Draft Annual Plan Reforecasting of budgets and capital works programme has been completed with urgency by budget holders and reviewed by the Executive Team Detailed work plan to ensure deliverables are met within the required timeframes. Weekly project team meetings and reporting to the Executive Team.</td> </tr> <tr> <td>Uncertainty as to accuracy of key assumptions for Annual Plan</td> <td>The environment is changing at pace and there is a high level of uncertainty. The key assumptions which underpin the Annual Plan have been reviewed and updated. However, with the current level of uncertainty it is likely that one or more of those assumptions will be proven to be incorrect. This could impact on implementation of the Annual Plan.</td> <td>Expert advice and data is being sourced from reputable sources. Annual Plan assumptions have been reviewed and revised as part of rework Workshops with ARC and SP&amp;P have included the risks and high degree of uncertainty with current planning due to impacts of Covid-19 on wider economy. uncertainty with current planning due to impacts of Covid-19 on wider economy.</td> </tr> </tbody> </table>	Risk	Description	Risk Reduction Measure & Treatment Type	Growth and non-rates revenue are forecast to decrease due to impacts of COVID-19	Growth and non-rates revenue are forecast to decrease as part of a global recession resulting from the global COVID-19 pandemic which experts advise will be worse than the GFC of 2007/08. This will adversely impact on the provision of Council services and/or project delivery. Combined with the risk from low reserves, there is an increased threat to the sustainability of Council's financial position.	Council obtained expert economic and treasury advice and has undertaken a comprehensive review of activity budgets, including: Operating Expenditure, Capital Expenditure and the Capital Works Programme, as well as Revenue, ensuring that our future work programme is realistically able to be delivered and is affordable for our communities. We've focussed on the provision of essential services and looking after what we've got. We're preparing a revised Annual Plan for 2020/21 which will be presented to SP & P on 9 June for recommendation to Council for adoption on 30 June. There will be ongoing monitoring by the CFO and Manager Finance. Further, we are moving to monthly forecasting and variance reporting over the next year. Intelligence from Infometrics and other sources to inform replanning Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.	Low reserves	If there is unexpected or unplanned expenditure or cost overruns then the current and projected finances will be challenged to absorb the deficit potentially resulting in adverse impacts on service and/or project delivery. This emerging risk has been impacted by Covid-19 in that the level of economic uncertainty has not allowed a risk assessment to be completed.	Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.	Ability to deliver Annual Plan within timeframes	If the current challenges of the significant rework required due to Covid-19 impacts, limited resourcing and tight timeframes are not resolved, then the delivery of the Annual Plan within the statutory timeframes may be compromised.	Workshops have been held with ARC and SP&P to progress the revision of the Draft Annual Plan Reforecasting of budgets and capital works programme has been completed with urgency by budget holders and reviewed by the Executive Team Detailed work plan to ensure deliverables are met within the required timeframes. Weekly project team meetings and reporting to the Executive Team.	Uncertainty as to accuracy of key assumptions for Annual Plan	The environment is changing at pace and there is a high level of uncertainty. The key assumptions which underpin the Annual Plan have been reviewed and updated. However, with the current level of uncertainty it is likely that one or more of those assumptions will be proven to be incorrect. This could impact on implementation of the Annual Plan.	Expert advice and data is being sourced from reputable sources. Annual Plan assumptions have been reviewed and revised as part of rework Workshops with ARC and SP&P have included the risks and high degree of uncertainty with current planning due to impacts of Covid-19 on wider economy. uncertainty with current planning due to impacts of Covid-19 on wider economy.
Risk	Description	Risk Reduction Measure & Treatment Type																	
Growth and non-rates revenue are forecast to decrease due to impacts of COVID-19	Growth and non-rates revenue are forecast to decrease as part of a global recession resulting from the global COVID-19 pandemic which experts advise will be worse than the GFC of 2007/08. This will adversely impact on the provision of Council services and/or project delivery. Combined with the risk from low reserves, there is an increased threat to the sustainability of Council's financial position.	Council obtained expert economic and treasury advice and has undertaken a comprehensive review of activity budgets, including: Operating Expenditure, Capital Expenditure and the Capital Works Programme, as well as Revenue, ensuring that our future work programme is realistically able to be delivered and is affordable for our communities. We've focussed on the provision of essential services and looking after what we've got. We're preparing a revised Annual Plan for 2020/21 which will be presented to SP & P on 9 June for recommendation to Council for adoption on 30 June. There will be ongoing monitoring by the CFO and Manager Finance. Further, we are moving to monthly forecasting and variance reporting over the next year. Intelligence from Infometrics and other sources to inform replanning Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.																	
Low reserves	If there is unexpected or unplanned expenditure or cost overruns then the current and projected finances will be challenged to absorb the deficit potentially resulting in adverse impacts on service and/or project delivery. This emerging risk has been impacted by Covid-19 in that the level of economic uncertainty has not allowed a risk assessment to be completed.	Ongoing monitoring by CFO and Manager Finance. Move to monthly forecasting and variance reporting over the next year.																	
Ability to deliver Annual Plan within timeframes	If the current challenges of the significant rework required due to Covid-19 impacts, limited resourcing and tight timeframes are not resolved, then the delivery of the Annual Plan within the statutory timeframes may be compromised.	Workshops have been held with ARC and SP&P to progress the revision of the Draft Annual Plan Reforecasting of budgets and capital works programme has been completed with urgency by budget holders and reviewed by the Executive Team Detailed work plan to ensure deliverables are met within the required timeframes. Weekly project team meetings and reporting to the Executive Team.																	
Uncertainty as to accuracy of key assumptions for Annual Plan	The environment is changing at pace and there is a high level of uncertainty. The key assumptions which underpin the Annual Plan have been reviewed and updated. However, with the current level of uncertainty it is likely that one or more of those assumptions will be proven to be incorrect. This could impact on implementation of the Annual Plan.	Expert advice and data is being sourced from reputable sources. Annual Plan assumptions have been reviewed and revised as part of rework Workshops with ARC and SP&P have included the risks and high degree of uncertainty with current planning due to impacts of Covid-19 on wider economy. uncertainty with current planning due to impacts of Covid-19 on wider economy.																	
Project Delivery Risks (Capital Projects)																			
Project Delivery Risks (Capital Projects) will be discussed under Project Delivery Report agenda item (may be Public Excluded)																			
Other Programme and Project Risks																			
Project	Description and consequence	Risk Reduction Measure & Treatment Type	Residual Risk Rating																
Digital programme	If vendor risk is not acknowledged and managed then the programme of work may be negatively affected resulting in financial, reputational and service delivery consequences.	BI programme control group established. All projects governed as per project management policy. Enterprise Vendor Account Manager for NZ Local Government working with WDC. Project team understanding of vendor methodology. Stage gateways. Site visits to other Councils. Adhere to Procurement policy and manual. Lessons learnt log to include any vendor management learnings.	Very High Risk																
Digital programme	If the current reluctance towards change, based on historic project experiences continues, there will always be resistance to change and benefits will not be realised.	BI PCG established with Executive Sponsor. Communication Plan developed to support the programme. Regular updates to the Leadership Team. Change management plans completed for all projects that include a change component. Business Impact Assessments completed for all projects to feed into change management plans. Leading staff through change to be included in Councils' Leadership training programme. Managers Group to be used to help manage change.	Very High Risk																
2021-31 LTP Preparation	Reliance on key staff The high degree of reliance on key staff in preparing the LTP creates resource, capacity, and knowledge gap risks if those staff are absent or leave the organisation. May adversely impact decision making, delivery of key milestones and meeting audit requirements	Two staff involved in each project workstream (with the exception of the engagement workstream, for which the whole of the Communications & Engagement team has been involved) Resource planning undertaken for critical project times. Contingencies to be put in place for periods of leave.	Very High Risk																
2021-31 LTP Preparation	Overestimation of the level of work that can be achieved. Departments over estimate the level of work they can achieve and put in budget and project requirements over and above what can be delivered. Resulting in low confidence levels for budgets, Council staff are put under pressure to deliver products and services for which inadequate funding has been allowed for.	Ongoing monitoring by the project governance group. Business cases to include a robust evaluation of all resources required. Financial modelling to be undertaken.	Very High Risk																
Deleted Risks																			
No risks for deletion have been identified this quarter.																			

## Official Information Requests

The percentage of official information requests responded to within statutory timeframes



Figures are reported for year to date (i.e. from 1 July 2019)

Target has consistently been met for LGOIMAs, although some required an extension to the 20 day timeframe.

Further analysis will be undertaken to understand the trends as to what is driving the extensions. Completion of the Compliance Management Strategy and Implementation plans will identify any opportunities for improvement for processing LGOIMAs.

### Cyber Security

During the past quarter there have been no intrusions into the business and one security breach.

The security breach impacted 5 users and was due to a compromised account caused by users clicking through a link on a phishing email. This resulted in spam being sent to their contact lists, including staff at other Councils and suppliers. These user accounts were blocked from access and email while remediation was undertaken. Multifactor access for remote use will now be made mandatory.

Additionally comprehensive security training for all staff (via virtual classroom) is planned to commence in June 2020. This will help mitigate the current largest risk to cybersecurity which is human error.



**To:** His Worship the Mayor and Councillors  
**From:** Manager Governance  
**Subject:** **COMMUNITY BOARD AND PIRONGIA WARD DELEGATIONS**  
**Meeting Date:** 30 June 2020

---

## 1 EXECUTIVE SUMMARY

---

The purpose of this report is to present for consideration, a proposal to provide both the Community Boards and the Pirongia Ward Committee an additional delegation to support these groups in raising their profiles in the community. Visibility of these groups is an important part of their ability to fulfil their functions effectively. See below an extract from the Community Board Good Governance Guide issued by LGNZ:

*In short boards need to be as visible as possible so as to cement their role in the hearts and minds of local residents. Visibility and connectedness increases the ability of boards to be able to be the “eyes and ears” of councils and speak with a mandate about local issues and concerns.*

## 2 RECOMMENDATION

---

That –

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



*approved by the Chief Executive (with the exception of the normal support functions of the Governance Team); and*

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

### 3 COMMENTARY

---

The statutory role of a Community Board is set out in section 52 of the Local Government Act 2002.

#### **52 Role of Community Boards (LGA 2002)**

The role of a community board is to—

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

Council has delegated a number of additional delegations to the Boards as set out below.

Both Community Boards currently have the following discretionary funding delegation:

*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.*

Cambridge Community Board also has the following additional delegations:

*The Cambridge Community Board be delegated the role of maintaining and enhancing the sister city relationships between Cambridge and Le Quesnoy (France) and between Cambridge and Bihoro (Japan), from 1 July 2019, including the spend of budgeted sister city funds but excluding the power to approve any overseas travel funded by Council or Community Board funds, such power of approval being specifically retained by Council.*

*To organise the annual Anzac and Armistice civic events in Cambridge.*

Both Boards, representatives from the Governance Team and the Board's senior support person (Gary Knighton for Cambridge and Sally Sheedy for Te Awamutu) took part in a workshop earlier in the year to develop the strategic priorities for both Boards for the coming triennium. Raising the profile of the Community Boards was identified by both Boards as a high priority.

Below is an excerpt from the Community Board Good Governance Guide issued by LGNZ, which sets out the importance of the Boards having a profile in the community.

***Being known by your community***

*If community boards are to be effective in their local governance role they need to have a profile. Local citizens need to know that the board exists, what it does, how it adds value to community life and how they can participate in the board's work programme. Boards cannot afford to be invisible...*

*In short boards need to be as visible as possible so as to cement their role in the hearts and minds of local residents. Visibility and connectedness increases the ability of boards to be able to be the "eyes and ears" of councils and speak with a mandate about local issues and concerns.*

There are many ways that the Community Boards can raise their profile. This can include: publishing a report in local newspapers, public forums and developing networks with other community organisations by having community board representation on these groups.

Another way the Boards can raise their profiles is to be out in the community being seen to be doing things and supporting their local communities. This could include a range of activities, from running or supporting the running of events, providing funding to local community projects which they undertake themselves or Council undertakes (where Council funding is not available – for example the Te Awamutu Community Board funding CCTV cameras for Kihikihi).

The Local Government Act 2002, schedule 7, clause 32(6) requires Council to consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

Staff recommend that Council consider providing the Community Boards with the following additional delegation to support them in raising their profiles on the basis that this will enhance the Board's ability to fulfil their statutory function of representing their community:

*Pursuant to Clause 52 and Schedule 7, Clause 32 of the Local Government Act 2002, Council delegate authority to the Cambridge and Te Awamutu Community Boards and the Pirongia Ward Committee to undertake other responsibilities in their respective wards, such as supporting or organising*

*community activities (including events) or their own projects for works and services or supporting Council projects, including authority where required to allocate funding within the relevant Community Board or Ward Committee approved budget to such activities, providing that such activities and/or funding promote the social, economic, environmental or cultural well-being of their communities in the present and for the future, align with Council's policies, plans and strategies and do not require staff resource other than that which has been approved by the Chief Executive (with the exception of the normal support functions of the Governance Team).*

This proposed delegation both aligns with the statutory purpose of Local Government, which includes “promoting the social, economic, environmental and cultural well-being of communities in the present and for the future’ and requires the Community Boards to comply with Council’s policies, plans and strategies to ensure consistency with Council’s functions and direction. Where any event or project is of a more significant scale than requiring the normal input from the Governance Team, as the employer of the staff, Chief Executive approval will be required.

Pirongia has a ward committee which has the following 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.*

On the basis that the Pirongia Ward Committee has similar representative functions to the Community Boards it is proposed that this new delegation also be extended to this ward committee.

This proposal to implement this new delegation has been assessed against the Council’s Significance and Engagement Policy and is considered to be of low significance.



Jo Gread  
**MANAGER GOVERNANCE**



Ken Morris  
**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**



**To:** The Worship the Mayor and Councillors  
**From:** Strategic Projects Driver  
**Subject:** **Adoption of amendments to the Waipā District Fire Control Bylaw 2015**  
**Meeting Date:** 30 June 2020

---

## 1 EXECUTIVE SUMMARY

---

The Waipā District Fire Control Bylaw (“the Bylaw”, attached as Appendix 1) was adopted in 2015. The Fire and Emergency New Zealand Act 2017 has removed from the jurisdiction of local authorities most of the responsibilities contained within the Bylaw. The amendments reflect these changes.

Staff have reviewed the existing bylaw. Retaining and amending the bylaw will enable Council to fulfil its remaining responsibilities more flexibly through a wider range of authorised officers who would not otherwise be available to Council. If Council had no bylaw, Council staff would be limited in the actions they could take and by whom.

The Fire and Emergency New Zealand Act 2017 inserted a new section 152B into the Local Government Act 2002. This provides that Council does not need to consult the public on amendments to this bylaw where these are for the purpose of maintaining consistency with the Fire and Emergency New Zealand Act 2017. Council is only required to consult Fire and Emergency New Zealand (FENZ) as the key stakeholders. Council has undertaken pre-consultation with FENZ and has incorporated its suggestions into the amended Draft Fire Control Bylaw 2015. These were initially considered and accepted by the Strategic Planning and Policy Committee in December 2019. At that meeting the Committee also agreed with the section 155 LGA determination that a bylaw remains appropriate for Council, and the bylaw remains consistent with the New Zealand Bill of Rights Act 1990.

A draft amended Fire Control Bylaw 2015 was considered by the Strategic Planning and Policy Committee at its meeting on 2 June 2020. The Committee recommended adoption by Council.

The following document is included as an appendix to this report:

- Appendix 1 - Fire Control Bylaw 2015 as amended [*document number 10356804*].



## 2 RECOMMENDATION

---

That Council:

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

## 3 BACKGROUND

---

The Waipā District Fire Control Bylaw was made in 2015. Its purpose is to:

- manage and control fires in urban and rural fire districts
- manage and control fires in buildings
- prevent nuisance caused by fire
- permit the extinguishing of illegal fires on private property
- manage or control the storage and disposal of flammable material
- provide for fire permits
- provide guidelines for the storage of vehicle tyres in urban and rural fire districts.
- Subsequently, the Fire and Emergency New Zealand Act 2017 has removed most of the functions contained within the Fire Control Bylaw 2015 from Council's jurisdiction, so that Council now only has responsibility for:
  - prevention of nuisance caused by fires; and
  - permitting the extinguishing of nuisance fires on private property.

### Legislative requirements

Section 155 of the LGA sets out the following three-step process requirements for the making and reviewing of bylaws:

1. Identify what the problem is and determine if a bylaw is the most appropriate way to deal with the problem;
2. Decide the most appropriate form for the bylaw and consider whether the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990;
3. No bylaw may be made that is inconsistent with the New Zealand Bill of Rights Act 1990.

### **Determination**

The Strategic Planning and Policy Committee determined by resolution at its meeting on 3 December 2019 that Waipā District Council should have a Fire Control Bylaw.

### **Form of the bylaw**

The Strategic Planning and Policy Committee agreed by resolution the final form of the amended draft Fire Control Bylaw at its meeting on 2 June 2020. The agreed form of the bylaw is presented in appendix 1 of this report.

### **New Zealand Bill of Rights Act 1990**

The Strategic Planning and Policy Committee accepted by resolution at its meeting on 3 December 2019 that the amended Fire Control Bylaw 2015 does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

### **Consultation**

The Fire and Emergency New Zealand Act 2017 inserted a new section 152B into the Local Government Act 2002. This enables Council to amend a relevant fire bylaw by resolution publicly notified without being required to consult in accordance with sections 82 or 83 of the Local Government Act. However, there is a requirement in section 152B for Council to consult with FENZ. Consultation with FENZ has been sought and feedback from FENZ has been received and has been incorporated into the draft bylaw attached.

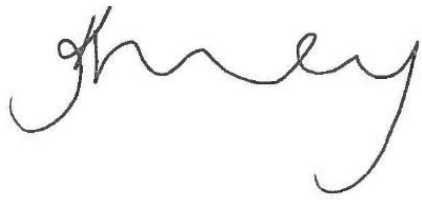
Therefore, Council can be confident that it can amend the Fire Control Bylaw 2015 without further public consultation.

### **Bylaw commencement and revocation**

It is recommended that the amendments to the Fire Control Bylaw 2015 become operative on 1 August 2020.



Graham Pollard  
**STRATEGIC PROJECTS DRIVER**



Reviewed by Kirsty Downey  
**MANAGER – STRATEGY**



Approved by Debbie Lascelles  
**GROUP MANAGER – STRATEGY AND COMMUNITY SERVICES**

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

---

### 1 Statutory and policy requirements

---

#### **Local Government Act 2002**

In accordance with section 145 of the LGA territorial authorities are authorised to make bylaws. The LGA sets out requirements for the creation and review process for bylaws in sections 155, 156 and 158. Sections 83 and 86 outline the special consultative procedure used to draft or review bylaws.

The purpose of local government is defined in section 10 of the LGA, as follows:

#### ***“10 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.*

#### ***“Section 145 General bylaw making power for territorial authorities***

*A territorial authority may make bylaws for its district for 1 or more of the following purposes:*

- a *protecting the public from nuisance:*
- b *protecting, promoting, and maintaining public health and safety:*
- c *minimising the potential for offensive behaviour in public places.”*

#### ***“Section 152B Effect of Fire and Emergency New Zealand Act 2017 on bylaws***

- 1 *If a territorial authority is satisfied, after consultation with Fire and Emergency New Zealand, that it is appropriate to amend or revoke a relevant fire bylaw, the territorial authority may, despite anything in this Act, amend or revoke the bylaw by resolution publicly notified without being required to—*
  - a *consult in accordance with section 82; or*
  - b *use the special consultative procedure set out in section 83.*
- 2 *In subsection (1), **relevant fire bylaw** means a bylaw that—*
  - a *relates to the removal of fire hazards; or*
  - b *declares prohibited or restricted fire seasons; or*
  - c *prohibits or otherwise regulates or controls the lighting of fires in open air; or*

- d relates to the prevention of the spread of fires involving vegetation.*
- 3 *If any bylaw made by a territorial authority is inconsistent with the Fire and Emergency New Zealand Act 2017 or any regulations or notice under that Act,—*
  - a the Act, regulations, or notice prevails and the bylaw has no effect to the extent of the inconsistency; and*
  - b the territorial authority must amend or revoke the bylaw to remove the inconsistency.*
- 4 *The territorial authority may, despite anything in this Act, amend or revoke the bylaw to remove the inconsistency by resolution publicly notified, without being required to—*
  - a consult in accordance with section 82; or*
  - b use the special consultative procedure set out in section 83.*
- 5 *A territorial authority must not make a bylaw that is inconsistent with the Fire and Emergency New Zealand Act 2017 or any regulations or notice under that Act.”*

***“Section 155 Determination whether a bylaw made under this Act is appropriate***

- 1AA *This section applies to a bylaw only if it is made under this Act.*
- 1 *A local authority must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem.*
- 2 *If a local authority has determined that a bylaw is the most appropriate way of addressing the perceived problem, it must, before making the bylaw, determine whether the proposed bylaw—*
  - a is the most appropriate form of bylaw; and*
  - b gives rise to any implications under the New Zealand Bill of Rights Act 1990.”*
- 3 *No bylaw may be made which is inconsistent with the New Zealand Bill of Rights Act 1990, notwithstanding section 4 of that Act.*

***“Section 160 Procedure for and nature of review***

- 1 *A local authority must review a bylaw to which section 158 or 159 applies by making the determinations required by section 155.*
- 2 *For the purposes of subsection (1), section 155 applies with all necessary modifications.*
- 3 *If, after the review, the local authority considers that the bylaw—*
  - a should be amended, revoked, or revoked and replaced, it must act under section 156:*
  - b should continue without amendment, it must—*

- i consult on the proposal using the special consultative procedure if—
    - A the bylaw concerns a matter identified in the local authority’s policy under section 76AA as being of significant interest to the public; or*
    - B the local authority considers that there is, or is likely to be, a significant impact on the public due to the proposed continuation of the bylaw; and**
  - ii in any other case, consult on the proposed continuation of the bylaw in a manner that gives effect to the requirements of section 82.”*
- 4 *For the purposes of subsection (3)(b), the local authority must make available*
- a a copy of the bylaw to be continued; and*
  - b the reasons for the proposal; and*
  - c a report of any relevant determinations by the local authority under section 155.*
- 5 *This section does not apply to any bylaw to which section 10AA of the Dog Control Act 1996 applies.”*

### **Health Act 1956**

#### **“Section 34 Power to abate nuisance without notice**

- 1 *Where by reason of the existence of a nuisance on any premises within the district of any local authority immediate action for the abatement of the nuisance is necessary in the opinion of the engineer or environmental health officer of the local authority, the engineer or environmental health officer, with such assistants as may be necessary, and without notice to the occupier, may enter on the premises and abate the nuisance.*
- 2 *All expenses incurred in the abatement of a nuisance under this section shall be recoverable from the owner or the occupier of the premises in respect of which they are incurred, as a debt due to the local authority.”*

#### **“Section 128 Power of entry and inspection**

*For the purposes of this Act any medical officer of health, or any health protection officer, or any other person authorised in writing in that behalf by the medical officer of health or by any local authority, may at all reasonable times enter any dwelling, house, building, land, ship, or other premises and inspect the same, and may execute thereon any works authorised under or pursuant to this Act.”*

## APPENDIX 1

---

Fire Control Bylaw 2015 as amended (*document number 10356804*).



# FIRE CONTROL BYLAW

2015

( amended 2020 )





## Table of Contents

<b>Part One - Introduction.....</b>	<b>5</b>
Definitions.....	5
<b>Part Two – Fires in Rural Fire Areas <i>[revoked]</i> .....</b>	<b>7</b>
<b>Part Three – Fires in Urban Districts <i>[revoked]</i> .....</b>	<b>7</b>
<b>Part Four – Fires in Permanently Restricted Rural Fire Areas <i>[revoked]</i>.....</b>	<b>7</b>
<b>Part Five – Use of Barbeques, Braziers and Traditional Cooking Fires <i>[revoked]</i>.....</b>	<b>7</b>
<b>Part Six – Fires in Buildings <i>[revoked]</i>.....</b>	<b>7</b>
<b>Part Seven - Prevention of Nuisance Caused by Fire .....</b>	<b>7</b>
<b>Part Eight – Authorised Officer May Extinguish Fires .....</b>	<b>7</b>
<b>Part Nine – Storage and Disposal of Flammable Material <i>[revoked]</i>.....</b>	<b>8</b>
Live Ashes.....	8
Flammable Material in Rubbish .....	8
Storage of Goods and Safeguarding of Premises .....	8
Storage of Timber and other Combustible Materials.....	8
Storage of Tyres .....	9
General.....	9
<b>Part Ten – Permits and Conditions <i>[revoked]</i>.....</b>	<b>9</b>
<b>Part Eleven – Fees <i>[revoked]</i>.....</b>	<b>9</b>
Payment.....	9
Fees and charges.....	9
<b>Part Twelve - Offences and Penalties .....</b>	<b>9</b>
<b>Part Thirteen – Amendments <i>[revoked]</i> .....</b>	<b>10</b>
<b>Part Fourteen - Revocation .....</b>	<b>10</b>
<b>First Schedule: Guidelines for Storage of Vehicle Tyres in Urban Fire Districts <i>[revoked by resolution xxxxxx of Waipa District Council]</i>.....</b>	<b>11</b>
<b>Second Schedule: Guidelines for Storage of Vehicle Tyres in Rural Fire Areas and Permanently Restricted Rural Fire Areas <i>[revoked by resolution xxxxxx of Waipa District Council]</i>.....</b>	<b>11</b>

First adopted: 2007  
Revision dates/versions: *Fire Control Bylaw 2007 revoked 1 November 2011*  
*Fire Control Bylaw operative from 1 November 2011; revoked 7 April 2015*  
*Fire Control Bylaw 2015 operative from 7 April 2015; amendments and*  
*revocations by resolution XXXXX of the Waipa District Council adopted 30*  
*June 2020*  
Next review date: 2030  
Engagement required: *(generally) Sec 82 LGA2002*  
Document number: 13056804  
Policy Owner: *Manager - Compliance*

In pursuance and exercise of the Powers and Authorities vested in it by the Local Government Act 2002 and of each and every other Power and Authority thereto enabling it, the Waipa District Council makes and ordains this Bylaw.

## Part One - Introduction

- 1 This Bylaw shall be cited and referred to as the "Waipa District Council Fire Control Bylaw 2015."
- 2 This Bylaw shall apply within the boundaries of the Waipa District. All provisions shall apply to the entire Waipa District unless otherwise stated at the beginning of the section or within the clause.
- 3 This Bylaw is in addition to the following:
  - (a) Forest and Rural Fires Act 1977;
  - (b) Forest and Rural Fires Regulations 2005;
  - (c) Fire Service Act 1975;
  - (d) Operative Waipa District Plan; and
  - (e) Proposed District Plan.

## Definitions

- 4 For the purposes of this Bylaw the following definitions shall apply:

Term	Definition
Authorised Officer	any person, authorised under the Local Government Act 2002, or under the Health Act 1956, or authorised by Council to administer and enforce its Bylaws, and includes a Rural Fire Officer
Barbeque	any outdoor fixed or portable solid fuel or gas fired equipment designed and used exclusively for the cooking of food.
Brazier	any fixed or portable solid fuel or gas fired equipment or appliance designed for heating and used outdoors.
Bylaw	refers to the Waipa District Council Fire Control Bylaw 2015.
Council	refers to the Waipa District Council.
FENZ	refers to Fire and Emergency New Zealand
<i>Fire Authority</i>	<i>[revoked]<sup>1</sup></i>
<i>Fire Hazard</i>	<i>[revoked]<sup>1</sup></i>

<sup>1</sup> Revoked by resolution XXXXX of the Waipa District Council adopted 30 June 2020

Term	Definition
<i>Fire Service Officer</i>	<i>[revoked]</i> <sup>1</sup>
Nuisance	any smoke, odour, debris or fumes produced by a fire (including a barbeque, brazier or traditional cooking fire) in such quantity or of such nature or in such manner as to be offensive or likely to be injurious to the health of anyone.
Occupier	includes an owner, tenant, licensee or any agent, manager, foreperson or other person apparently acting in the general management of any premises.
<i>Permanently Restricted Rural Fire Area</i>	<i>[revoked]</i> <sup>1</sup>
<i>Permit</i>	<i>[revoked]</i> <sup>1</sup>
Person	has the same meaning as in the Interpretation Act 1999.
Premises	means and includes both land and buildings.
<i>Prohibited Fire Season</i>	<i>[revoked]</i> <sup>1</sup>
<i>Restricted Fire Season</i>	<i>[revoked]</i> <sup>1</sup>
<i>Rural Fire Area</i>	<i>[revoked]</i> <sup>1</sup>
<i>Rural Fire Authority</i>	<i>[revoked]</i> <sup>1</sup>
<i>Rural Fire District</i>	<i>[revoked]</i> <sup>1</sup>
<i>Rural Fire Officer</i>	<i>[revoked]</i> <sup>1</sup>
Traditional Cooking Fire	any hangi or similar fire in the open air for the sole purpose of food preparation using traditional cooking methods.
<i>Urban Fire District</i>	<i>[revoked]</i> <sup>1</sup>

## **Part Two – Fires in Rural Fire Areas** *[revoked]*

---

5 *[revoked]*<sup>1</sup>

## **Part Three – Fires in Urban Districts** *[revoked]*

---

6 *[revoked]*<sup>1</sup>

## **Part Four – Fires in Permanently Restricted Rural Fire Areas** *[revoked]*

---

7 *[revoked]*<sup>1</sup>

## **Part Five – Use of Barbeques, Braziers and Traditional Cooking Fires**

*[revoked]*<sup>1</sup>

---

8 *[revoked]*<sup>1</sup>

## **Part Six – Fires in Buildings** *[revoked]*

---

9 *[revoked]*<sup>1</sup>

## **Part Seven - Prevention of Nuisance Caused by Fire**

---

- 10** No person shall burn, or permit, or suffer to be burnt (including on a barbeque, in a brazier or in connection with a traditional cooking fire) any matter or thing in such a manner as to cause a nuisance.
- 11** No person shall allow any fire to cause smoke of such a nature or extent as to interfere with the operation of any road way, airport, railway or other similar public facility.
- 12** Where any Authorised Officer considers that a nuisance is being caused by smoke, odour, debris or fumes, or that a breach of clause 11 exists, that Authorised Officer may require the occupier of the premises or the person otherwise responsible for the fire to immediately take all practicable steps to abate the nuisance.

## **Part Eight – Authorised Officer May Extinguish Fires**

---

- 13** Where a fire (including a barbeque, brazier or traditional cooking fire) has been lit or allowed to burn in contravention of any part of this Bylaw, any Authorised Officer may enter the premises (excluding a dwelling) and do any or all of the following things:
-

- a) extinguish the fire, and/or
- b) direct the occupier of the premises on which the fire is located or the person who lit the fire, to extinguish the fire; and/or
- c) take all practicable steps to abate any nuisance which, in the reasonable opinion of the Authorised Officer is being caused by that fire.

**14** Where any person disregards a direction to extinguish a fire, and an Authorised Officer considers that immediate action is necessary to extinguish the fire, an Authorised Officer who is also an Environmental Health Officer may, under section 34 of the Health Act 1956, extinguish that fire, or authorize an agent of the Council (including FENZ) to extinguish the fire and to take such other steps as may be reasonably necessary to abate any nuisance which, in the reasonable opinion of the authorised officer, is being caused by the fire.

## **Part Nine – Storage and Disposal of Flammable Material** *[revoked]<sup>1</sup>*

---

### **Live Ashes**

**15** *[revoked]<sup>1</sup>*

### **Flammable Material in Rubbish**

**16** *[revoked]<sup>1</sup>*

**17** *[revoked]<sup>1</sup>*

### **Storage of Goods and Safeguarding of Premises**

**18** *[revoked]<sup>1</sup>*

**19** *[revoked]<sup>1</sup>*

**20** *[revoked]<sup>1</sup>*

**21** *[revoked]<sup>1</sup>*

**22** *[revoked]<sup>1</sup>*

### **Storage of Timber and other Combustible Materials**

**23** *[revoked]<sup>1</sup>*

## Storage of Tyres

24 [revoked]<sup>1</sup>

## General

25 [revoked]<sup>1</sup>

## Part Ten – Permits and Conditions [revoked]

---

26 [revoked]<sup>1</sup>

27 [revoked]<sup>1</sup>

28 [revoked]<sup>1</sup>

29 [revoked]<sup>1</sup>

30 [revoked]<sup>1</sup>

31 [revoked]<sup>1</sup>

32 [revoked]<sup>1</sup>

## Part Eleven – Fees [revoked]<sup>1</sup>

---

### Payment

33 [revoked]<sup>1</sup>

### Fees and charges

34 [revoked]<sup>1</sup>

## Part Twelve - Offences and Penalties

---

35 Every person or permit holder who:

- (a) Fails to comply with or acts in contravention of any provision of this Bylaw; or
- (b) [revoked]<sup>1</sup>
- (c) Fails to comply with a notice served under this Bylaw.



**COMMITTS AN OFFENCE** under the Local Government Act 2002, and is liable to a fine not exceeding \$20,000 (twenty thousand dollars).

**36** In addition to any fine imposed pursuant to clause 35 of this Bylaw, the Council may recover from the occupier of the premises, the person who lit the fire or the person who is responsible for the fire, any costs incurred by it as a result of its officer or agents taking any action authorised under any Part of this Bylaw, including but not limited to the costs of extinguishing the fire.

**Part Thirteen – Amendments** *[revoked]*<sup>1</sup>

---

**37** *[revoked]*<sup>1</sup>

**Part Fourteen - Revocation**

---

**38** The Waipa District Council Fire Control Bylaw 2011 is hereby revoked.

The foregoing Bylaw was made by the **WAIPA DISTRICT COUNCIL** by Special Consultative Procedure and confirmed at a meeting of Council held on 31 March 2015. This Bylaw becomes operative on 7 April 2015.

The foregoing Bylaw was amended by resolution XXXXX of the Waipā District Council at a meeting of Council held on 30 June 2020, the amendments becoming operative on 1 August 2020.

**IN WITNESS WHEREOF** the Common Seal of the **WAIPA DISTRICT COUNCIL** was hereunto affixed pursuant to a resolution of Council passed on 31 March 2015 in the presence of:

.....Mayor.....Chief Executive

**First Schedule: Guidelines for Storage of Vehicle Tyres in Urban Fire Districts** *[revoked]*<sup>1</sup>

---

**Second Schedule: Guidelines for Storage of Vehicle Tyres in Rural Fire Areas and Permanently Restricted Rural Fire Areas** *[revoked]*<sup>1</sup>

---



**To:** His Worship the Mayor and Councillors  
**From:** RATA Project Manager  
**Subject:** **28-17-03 BRIDGES & STRUCTURES PROFESSIONAL SERVICES CONTRACT – EXTENSION TO CONTRACT PERIOD AND INCREASE TO APPROVED CONTRACT SUM**  
**Meeting Date:** 30<sup>th</sup> June 2020

---

## 1 EXECUTIVE SUMMARY

---

Approval is sought to extend the Contract Period and increase the Approved Contract Sum for Contract 28-17-03 for Professional Services for Bridges and other Structures (for Hamilton City, Waipa and Waikato District Councils) from \$2,300,000.00 to \$3,200,000.00.

This contract is a collaborative procurement between Waipa District Council, Hamilton City Council and Waikato District Council which commenced in August 2017. BECA Ltd is the supplier for this contract which is managed by the Waikato Regional Asset Technical Accord (RATA), on behalf of the partner councils. The Contract was awarded on a three year initial period with two possible extension options, each of 12 months. The supplier has performed satisfactorily over the initial three year period, and achieved satisfactory performance reviews during the course of the contract. As a result of this, at a recent Contract Meeting all member Councils agreed to extend the contract. RATA is therefore requesting Council to approve the extension of the Contract Period by one year, and approve an increase in the Approved Contract Sum to allow the extension to occur.

Through the inspection process, faults have been identified within structures at all three partner Councils which has required additional engineering support, and therefore additional funding as this work was not foreseen at the time of tender.

Waipa's Te Pahu Bridge was identified through this contract as requiring significant repairs and BECA Ltd has provided considerable further structural engineering advice and support to Waipa's Transportation Team.

Waikato District Council has a number of bridges constructed with "half joints" and our inspections have identified signs of damage at these joints. BECA Ltd has been engaged

through this contract to provide structural engineering support and advice to Waikato District Council on these structures.

Hamilton City Council has allocated additional funding for bridge maintenance work during 2020/21 and may use this Contract to facilitate some of this work.

## 2 RECOMMENDATION

*That*

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

Waipa DC Bridge Inspections	PR4025.1.1.3005
Waipa DC - Te Pahu Bridge repairs investigations	PR4344.2.1.3005
Waipa DC – Victoria (Cambridge) Bridge Stage 2	PR4040.2.1.3005

## 3 OPTIONS AND ASSESSMENT

### Decision making

RATA manages this Bridge and Structures Professional Services Contract on behalf of Waipa District Council, Hamilton City Council and Waikato District Council. The contract period was based on a three year initial period, with up to two further options for one year extensions. The supplier has performed satisfactorily over the initial three year period and has consistently achieved satisfactory ‘Performance Assessment by Co-ordinated Evaluation’ (PACE) reviews during the course of the contract. PACE reviews are jointly assessed by all three partner Councils. As a result of this, at a recent Contract Meeting all member Councils agreed to extend the contract. RATA is therefore requesting Council to approve the increase in the Approved Contract Sum to allow for this extension.

The contract primarily provides a routine inspection regime for the bridges, retaining walls, large diameter culverts and other structures within the road reserve; and an overweight permitting process for Council bridges. This increased Approved Contract Sum will allow the commencement of the 2020/21 scheduled bridge inspections to commence, and the continuation of processing overweight permits for all three

partner Councils. Furthermore, the increased Approved Contract Sum will enable the continuity of technical support and advice for all three Councils, including any professional services associated with additional work arising.

The contract allows for additional Professional Services to be obtained through the contract, and provisional items were included to allow for this. All the Councils have requested additional services which have exceeded the sums that were included in the provisional items.

The contract has been very successful for the partner Councils, and in addition to the Waipa Transportation Team, additional work has been undertaken for Parks and Reserves at Waikato and Waipa District Councils, and for the Utilities Team at Hamilton City Council. Hamilton City Council has also allocated additional funding for bridge maintenance work which could be managed through this Contract.

Waipa’s Waters Team has expressed an interest in requesting services through this contract to inspect bridge structures specifically built to carry utility assets, but also to look at the vulnerability of utility assets on existing road bridges. However, most additional work has been investigating and resolving faults on road bridges, identified through the inspection process. The contract commenced in August 2017, with an Approved Contract Sum of \$1,503,729.00. Due to the success, as demonstrated by the quantum of additional work through this contract, a revised Contract Sum of \$2,300,000.00 was approved in March 2019. With the additional work forecast for Hamilton City Council and Waikato District Council, plus Waipa Waters Team, a revised Contract Sum of \$3,200,000.000 is sought to allow the Contract to continue for the first one year extension period.

Waipa District Council and Waikato Local Authority Shared Services Ltd (WLASS) are currently reviewing the way this Contract is managed and funded. The review to manage this contract under WLASS has not been completed and it may take up to one year to complete the review, seek approval from all affected parties, and implement.

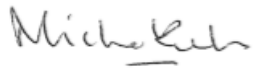
**Financial/risk considerations**

Funding for this work is provided by the respective Councils. Commitment agreements are in place with each partner Council. It is noted that this arrangement has been in place since 2012, and there have been no delays or issues regarding funding for this work from any of the partner Councils.

Waipa District Council’s costs are funded from various budgets as follows:

Waipa DC Bridge Inspections	PR4025.1.1.3005
Waipa DC - Te Pahu Bridge repairs investigations	PR4344.2.1.3005
Waipa DC – Victoria (Cambridge) Bridge Stage 2	PR4040.2.1.3005

It is confirmed that there is sufficient funding allocated for the work that is currently anticipated under this collaborative contract for the Waipa District Council activities. This is proactively managed by RATA between the partner Councils prior to any work being commissioned from the supplier.



Michael Kulpa  
**RATA PROJECT MANAGER**



Reviewed by Shaun Lion-Cachet  
**MANAGER RATA**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

---

### 1 Statutory and policy requirements

---

#### Legal and regulatory considerations

##### Local Government Act 2002

##### s.10 Purpose of Local Government

The purpose of the contract is to assist the Councils in maintaining a good quality and safe road network and ensure good connectivity. The contract provides the three Councils with a cost effective access to technical expertise for managing and maintaining the bridge structures to an acceptable standard, in compliance with the NZTA requirements. With events like the Morandi Bridge in Italy this triggers public concerns about our bridge structures. The three Councils have been able to provide the community with reassurance that our structures are safe, and are being inspected on a regular basis.

##### Consultation and Engagement

This report is to request an increase in Approved Contract Sum for an existing Contract. This has been tabled with the support of the partner Councils. Public consultation and engagement is not required.

##### Council policy or strategy

This report is not inconsistent with any of Waipa District Council's Policies.

### 2 Background to proposal/issue

---

Since 2012 Waipa District Council has managed a Bridge and Structures Professional Services contract on behalf of Waipa, Waikato and Hamilton City Councils. The contract has successfully delivered good levels of service and Contract 28-17-03 was awarded and commenced in August 2017, to continue this value-for-money service. The contract is now administered by staff from the Waikato Regional Asset Technical Accord (RATA), which is a business unit of Waipa District Council.

The contract has preferential rates for additional engineering support, and the Councils have tapped into this resource in support of some issues identified with a few bridge structures, some examples as given below:

Waipa's Te Pahu Bridge was identified through this contract work as requiring significant repairs and Beca has provided advice and support to the Transportation Team. The bank adjacent to the bridge is slipping and has resulted in horizontal forces onto the bridge piers, which are designed to take vertical loading rather than horizontal loading.

Within the Waikato District Council network a number of bridges have been constructed with “Half Joints” and these have signs of damage or identified weaknesses within the bridge structures. Once again Beca has been engaged through this contract to provide structural engineering support and advice to Waikato District Council.

Hamilton City Council has also requested additional investigation work. For example, the scheduled inspection found corrosion in some structural members in their ANZAC Parade structure. Hamilton City has additional funding in their 2020/21 budget for Bridge Maintenance. It is likely that much of the professional services for this work will be managed through this Contract.





**To:** His Worship the Mayor and Councillors  
**From:** Chief Executive  
**Subject:** **Chief Executive Key Performance Indicators 2020/21**  
**Meeting Date:** 30 June 2020  
**File Reference:** 51.1

---

## 1 EXECUTIVE SUMMARY

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

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

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

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

---

## 2 RECOMMENDATION

*That –*

- a) *The 'Chief Executive Key Performance Indicators 2020/21' report (document number 10420151) of Garry Dyet, Chief Executive be received;*
- b) *Council approve the Chief Executive Key Performance Indicators (CE KPIs) as set out in Appendix 1 of this report for the purposes of evaluating the Chief Executive's performance for the 2020/21 financial year.*

- c) *Council approve the refreshed success measures and corresponding actions associated with Council's External Strategic Priorities as set out in Appendix 2 of this report.*

### 3 SUPPORTING INFORMATION

---

The Internal Strategic Priorities were developed by the wider Leadership Team. Four themes were chosen to focus on, in order to best deliver the External Strategic Priorities.

#### **Focus Area 1: Leadership and culture**

Staff have told us that we need to show stronger Leadership across Council. In turn this needs to be supported by a values-based organisational culture led by all staff. We will also incorporate learnings from our COVID experience and leverage our 'new normal' to attract and retain staff.

#### **Focus Area 2: COVID-19 Recovery**

The focus has moved from one of response to COVID to recovery. We are now moving into supporting and enhancing well-being in our district through the recovery from this pandemic. Council must provide strong leadership in this space in order to promote connected communities and inclusive decision making.

Therefore recovery will be at the forefront of our strategic planning and decision making to help shape our priorities for the next 12 months.

#### **Focus Area 3: Managing Risk**

Managing uncertainty well means that Council is in a better position to achieve its priorities. COVID has increased Council's risk profile in a number of areas, in particular financially. We need to continue on our risk improvement journey but also put some further early warnings in place to manage our risks over the short term.

#### **Focus Area 4: Next Long-Term Plan (2021/2031)**

Our overall goal is to make Waipā a great place to live, work and play. The LTP is how we achieve this.

Our key priority for 2020/21 is developing a robust LTP that focuses on the short and medium-term recovery of our district, whilst positioning us to achieve our vision of building champion, liveable communities. This LTP transitions the organisation into a strategy-led organisation and lays the foundations of a transformational 2024-34 LTP.

The specific outcomes, associated performance measures and actions were crafted from these selected focus areas to ensure there is clarity across the organisation with regard to the actions required to deliver the priorities.

The External Strategic Priority focus areas were adopted by the Strategic Planning and Policy Committee on 6 June 2017 (resolution number 2/17/47) to guide the development of the 2018-28 LTP. The success measures and corresponding actions have been refreshed for the 2020/21 year. These are included in Appendix 2.



Garry Dyet  
**CHIEF EXECUTIVE**

## **SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL**

---

### **1 Statutory and policy requirements**

---

The development and implementation of CE KPIs are not required by statute or policy.

# Appendix 1

## Waipa District Council Internal Strategic Priorities 2020/21.

<p><b>Focus Area 1: -Leadership and culture</b></p> <p>Staff have told us that we need to show stronger Leadership across Council; to give clearer direction on how the roles of individual staff perform and fit within the strategic direction of the organisation, improve the information flow through the organisation and provide a safe place to have open and honest dialogue. New values were launched and these now need to be successfully embedded within the organisation to create a value-based culture led by all staff. Council is also now influenced by our COVID experience, we are moving towards a 'new normal' which we will need to leverage to attract and retain staff.</p> <p><u>Outcomes: What will the future look like?</u></p> <ul style="list-style-type: none"> <li>• Staff live the organisation's values every day through their behaviour and decision making.</li> <li>• Council is open to a new 'normal' and the changes that are proposed as a result of our COVID experiences.</li> <li>• Leaders motivate their staff and lead with integrity, endorsing strong communication flows, and collaborative, people-centric working environments.</li> <li>• A strategic approach is taken to recruitment, retention and workforce planning.</li> <li>• Council partners with Maori and commits to the Principles of the Treaty of Waitangi.</li> </ul> <p><u>Actions: How will we get there? by 30<sup>th</sup> June 2021 unless otherwise stated.</u></p> <ul style="list-style-type: none"> <li>• New normal work practices agreed and implementation begun. Includes the follow on development of a framework to sustain a culture of continuous improvement (Mgr HR/GM BS)</li> <li>• Relaunch and embed the Values (Mgr HR)</li> <li>• Council develops a Tangata Whenua and Council partnership model (GM S&amp;SC)</li> <li>• Leadership Development Programme is progressed, building on the foundations already in place (Mgr HR)</li> <li>• Staff retention framework is developed and implemented (Mgr HR)</li> <li>• An internal communications strategy is developed and implemented (GM S&amp;CS)</li> </ul> <p><u>Measures of Success – (how will we know we are there?)</u></p>	<p><b>Focus Area 2: COVID-19 Recovery</b></p> <p>The focus has moved from one of response to COVID to recovery. We are now moving into supporting and enhancing well-being in our district through the recovery from this pandemic. Council must provide strong leadership in this space in order to promote connected communities and inclusive decision making Therefore recovery will be at the forefront of our strategic planning and decision making to help shape our priorities for the next 12 months.</p> <p><u>Outcomes: What will the future look like?</u></p> <ul style="list-style-type: none"> <li>• Staff are aware of what Council's recovery programme is; recovery is front of mind in all planning and decision making.</li> <li>• Robust recovery based information informs effective decision making and recovery initiatives.</li> <li>• Waipa District Council is a leader in its response to recovery within the District.</li> </ul> <p><u>Actions: How will we get there? by 30<sup>th</sup> June 2021 unless otherwise stated.</u></p> <ul style="list-style-type: none"> <li>• Effective COVID recovery plan developed and implemented in collaboration with Iwi and partners (GM S&amp;CS)</li> <li>• Implement Council's procurement strategy (GM BS)</li> <li>• Respond promptly to utilise shovel ready funding as it becomes available (GM SD) <ul style="list-style-type: none"> <li>• Incorporate recovery into the Council reporting template (GM BS)</li> </ul> </li> <li>• Identify and monitor the key social and economic measures to be attained through the recovery activities (GM S&amp;CS)</li> </ul> <p><u>Measures of Success – (how will we know we are there?) – over the next year.</u></p> <ul style="list-style-type: none"> <li>• Deliver approved and funded shovel-ready projects</li> </ul>
---	---

<ul style="list-style-type: none"> <li>• Turnover remains at or under target (13%).</li> <li>• 50% of recruitment reflects internal appointments made.</li> <li>• Only new roles that can be demonstrated as critical are recruited.</li> <li>• Tikanga training delivered to 25% of staff.</li> <li>• The organisation achieves equal to or an increase in the staff engagement survey result “ I am motivated by the effective way our executive team and managers communicate.”</li> <li>• The organisation achieves equal to or an increase in the staff engagement survey result “Our Values provide guidance on our performance and behaviours, and are linked to PDR outcomes.”</li> <li>• The organisation achieves a baseline measure from the staff engagement survey result with a new question: “Staff are satisfied with the Councils flexible working arrangements.”</li> </ul>	<ul style="list-style-type: none"> <li>• The resident’s perception survey shows at least 70% of residents believe Council played a positive role in the social, environmental, economic and cultural recovery for our district and the enhancement of community wellbeing.</li> <li>• Event funds have been strategically used to enable economic development opportunities in our district, as measured through visitor numbers and spend.</li> <li>• 100% of ‘Always Local Category’ as per Council’s draft procurement strategy is supplied by local suppliers.</li> </ul>
<p><b>Focus Area 3: Managing Risk</b></p> <p>Managing uncertainty well means that Council is in a better position to achieve its priorities. COVID has increased Council’s risk profile in a number of areas, in particular financially. We need to continue on our risk improvement journey but also put some further early warnings in place to manage our risks over the short term.</p> <p><u>Outcomes: What will the future look like?</u></p> <ul style="list-style-type: none"> <li>• The organisation is able to effectively respond to crisis events that compromise Council’s ability to provide services.</li> <li>• Council has a robust risk management reporting framework in place that provides early warnings that Council may not meet its objectives.</li> <li>• There is effective risk and compliance management that is fit-for-purpose, well understood and owned by all staff.</li> </ul> <p><u>Actions: How will we get there? (by 30<sup>th</sup> June 2021 unless otherwise stated)</u></p> <ul style="list-style-type: none"> <li>• Reporting to the monthly Finance and Corporate Committee includes risk based financial metrics that include Annual Plan assumption monitoring(GM BS)</li> <li>• Development of an organisational Activity Management Planning framework (improvement road map) (GM SD)</li> </ul>	<p><b>Focus Area 4: Next Long-Term Plan (2021/2031)</b></p> <p>Our overall goal is to make Waipā a great place to live, work and play. The LTP is how we achieve this.</p> <p>Our key priority for 2020/21 is developing a robust LTP that focuses on the short and medium-term recovery of our district, whilst positioning us to achieve our vision of building champion, liveable communities. This LTP transitions the organisation into a strategy-led district and lays the foundations of a transformational 2024-34 LTP.</p> <p><u>Outcomes: What will the future look like?</u></p> <ul style="list-style-type: none"> <li>• The LTP 2021-2031 reflects investment decisions identified by Tangata whenua and the community.</li> <li>• The LTP 2021-2031 has a focus on recovery providing a foundation for building liveable communities.</li> <li>• We effectively plan, provide for and respond to growth.</li> </ul> <p><u>Actions: How will we get there? by 30<sup>th</sup> June 2021 unless otherwise stated.</u></p> <ul style="list-style-type: none"> <li>• Community vision, outcomes and external strategic priorities confirmed (GM S&amp;CS)</li> <li>• ‘What’s Next Waipā?’ community engagement programme and consultation on the draft LTP (GM S&amp;CS)</li> <li>• Iwi engagement strategy is developed and implemented (GM S&amp;CS)</li> </ul>

<ul style="list-style-type: none"> <li>• Implementation of the risk management change management plan (GM BS)</li> <li>• Continued investment in technology which reduces risk and creates efficiencies; strategic decisions made for asset management, Property and Rating and Human Resources and Payroll solutions (GM BS)</li> <li>• Development of compliance strategy, policy and improvement programme (GM BS)</li> <li>• Consideration of an enterprise (whole of organisation) governance framework for Council’s project portfolio (GM BS)</li> <li>• Active participation across a range of WLASS forums (CE)</li> </ul> <p><u>Measures of Success – (how will we know we are there?) by 30<sup>th</sup> June 2021 unless otherwise stated.</u></p> <ul style="list-style-type: none"> <li>• All financial benchmarks or reforecast benchmarks are met</li> <li>• The 20/21 Annual Plan is delivered within budget, capex projects targets (70%, 80%, 100%) and 75% of level of service measures reach target.</li> <li>• Increased awareness of risk management through staff and EM surveying.</li> <li>• Delivery of minimum 5 system implementations.</li> <li>• Council demonstrates participation and engagement with relevant WLASS forums.</li> </ul>	<ul style="list-style-type: none"> <li>• Robust prioritisation of business cases that reflect the community’s key priorities (GM S&amp;CS)</li> <li>• Review of strategies underway as identified for the 20/21 year (GM S&amp;CS)</li> <li>• Resources are secured through the Long-Term Plan to effectively deliver the 2024-34 LTP (GM S&amp;CS).</li> </ul> <p><u>Measures of Success – (how will we know we are there?) by 30<sup>th</sup> June 2021 unless otherwise stated.</u></p> <ul style="list-style-type: none"> <li>• Adoption of LTP by 30<sup>th</sup> June 2021</li> <li>• Council receives over 1500 submissions and pieces of feedback through community engagement and consultation.</li> <li>• General sentiment around Waipā District Council’s approach to community engagement is 80% positive, as measured through media and social media analytics and anecdotal feedback.</li> <li>• The organisation achieves an increase in the staff engagement survey result “I am aware of Councils Long-Term Plan.”</li> <li>• Council receives an increase in resident perception survey score of “ “Making appropriate investment decisions for the District”</li> </ul>
--	---

## Appendix 2

### Waipa District Council External Strategic Priorities with refreshed milestones for the third year of the 2018-28 LTP track changed

External Priority	Outcome	Lag measure – (how do we know we are there?)	Target	Lead measure (actions to get there)	Owner
Place shaping	Our towns have Community focal points that are aligned with the character of the area.	<ul style="list-style-type: none"> <li>Positive trend in Resident perception survey- <i>“How satisfied are you with the way your town is developing in terms of look and feel?”</i></li> </ul>	≥ <del>Previous year TBC</del> 48 %	<del>Cambridge Town Concept Plan finalised and funding included in draft 10-Year capex and opex budgets. Pirongia Town Concept Plan is finalised.</del>	GM S&CS
				<del>Upgrade to Cambridge pool completed by March 2021.late-2020.</del>	GM SD
				<del>Cycleways progressed (Te Awamutu to Pirongia – Stage 1 contract for construction let and Te Awa – Avantidrome to Tamahere constructed</del>	GM SD
				<del>Funding decisions made and plan in place for Pirongia and Ohaupo memorial halls. Plan for the governance and investment for the Cambridge Town Hall incorporated into the 2021-31 LTP</del>	GM BS
Culture & Heritage	Iwi and the Community are actively engaged as partners.  The community are connected to our District's history and significant sites. Our District's stories are shared.	<ul style="list-style-type: none"> <li>The percentage of visitors surveyed who were satisfied with their Heritage Facility visit.</li> <li>Number of annual visitors to key Heritage sites</li> </ul>	85%  ≥ <del>61,15058,45</del> 0	<del>Procurement completed for the second 3 Heritage site E Platforms.</del>	GM SD
				<del>Obtain certainty as to the quantum of PGF funding and project scale for Te Ara Wai by end March 2020. Progress the design of Te Ara Wai to enable funding applications.</del>	GM S&CS
				<del>Iwi are actively engaged in the Te Awa Wai Governance Group and feed into work programmes.</del>	GM S&CS
3-Waters	Our water supply, wastewater and stormwater services are	<ul style="list-style-type: none"> <li>The total number of complaints received about drinking water clarity, taste, odour, pressure of flow, continuity of supply.</li> </ul>	≤20  15%	<ul style="list-style-type: none"> <li>Te Awamutu Wastewater Treatment Plant Upgrade – Stage 2 <u>Construction completed(treatment plant upgrade) contract to be let by August 2019. Progression of build.</u></li> </ul>	GM SD



	<p>safe reliable and fit for purpose.</p> <p>Our water treatment and supply enables residential and business growth in the District.</p>	<ul style="list-style-type: none"> <li><del>Achieve a reduction of 15% in residential water consumption following the introduction of water meters.</del></li> <li>Resident perception survey – “Overall satisfaction with Council for its management of water in the Waipa District” (3-Waters)</li> </ul>	<p>≥ <u>Previous year TBC</u> 54%</p>	<ul style="list-style-type: none"> <li>Upgrade to Parallel Rd WTP <u>Construction on track for completion by October 2021 and new pipeline installed to Taylors Hill – Contracts to be let by August 2019. Progression of build.</u></li> </ul>	<p>GM SD</p>
<p>District Wide Planning</p>	<p>Council supports housing choice in the District.</p> <p>Sufficient serviced land to meet growth opportunities.</p> <p>The key pressure points of District are covered by our strategies, plans and bylaws.</p>	<ul style="list-style-type: none"> <li><del>National Directions and any Regional Spatial Planning Document are complied with. NPS-UDC-complied-with.</del></li> <li>Resident perception survey – “Council has a clear vision and provides clear direction for the development of the District.”</li> <li><u>Resident perception survey – Question to be developed for Parking satisfaction.</u></li> </ul>	<p>Compliant</p> <p>≥ <u>Previous year TBC</u> 39%</p> <p><u>Increase over the first year</u></p>	<ul style="list-style-type: none"> <li><del>Council to resolve in principle to approve, or decline, the use of the Crown’s proposed Infrastructure Funding and Financing package by the end of December 2019.</del></li> <li><u>The District Plan is reviewed and changed to ensure it remains efficient and effective, and implements national directions and any approved regional spatial plan documents are reflected at a District level.</u></li> <li><u>Plan changes are implemented in accordance with project timeframes and within available resources. The District Plan reviewed to ensure it provides for a wider housing choice. Any plan change notified by June 2020.</u></li> <li><u>Significant progression of plans to increase the level of availability of housing for the elderly in the district and consideration of affordable/social housing needs. Significant progression of plans to increase the level of availability of pensioner housing in the district.</u></li> <li><u>Implement recommendations from the parking management plan and programme for TA and CB. Develop a parking management plan and programme for TA and CB.</u></li> </ul>	<p>GM DG</p> <p>GM DG</p> <p>GM BS</p> <p>GM SD</p>

				<ul style="list-style-type: none"> <li>Through the LTP the Council considers alternative funding arrangements for infrastructure required to facilitate growth</li> </ul>	GM BS
Resilience	Council and our Community are strong and can quickly respond	<ul style="list-style-type: none"> <li><del>All AMP's are reviewed as relevant and updated to include consideration of climate change. Waipā has a clear reporting framework for carbon such that targets can be set to support initiatives to reduce climate change impacts</del></li> </ul>	Baseline set 100%	<ul style="list-style-type: none"> <li>Carbon Monitoring Programme implemented by December 2020 (informs the Environment Strategy).<del>The effects of climate change are factored into the development of AMPs for the 2021-31 LTP</del></li> </ul>	GM SD/GM S&CS
		<ul style="list-style-type: none"> <li>Building Act requirements for <u>Earth-quake Prone Building's</u> complied with.</li> </ul>	Assessed as able to respond	<ul style="list-style-type: none"> <li><del>Responses from notified owners of Earthquake Prone Buildings are managed and responded to. Notification to all owners of potential earthquake prone buildings.</del></li> </ul>	GM DG
		<ul style="list-style-type: none"> <li>Council is able to respond to a civil defence emergency as tested through a scenario in the 20<u>20</u>19/2<u>10</u> year.</li> </ul>		<ul style="list-style-type: none"> <li>Emergency management training is provided and staff are identified <u>to have the appropriate capacity and capability</u> for 2 EOC shifts.</li> </ul>	GM DG

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **RESOLUTION TO EXCLUDE THE PUBLIC**  
**Meeting Date:** 30 June 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:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. <i>Confirmation of Public Excluded Minutes – 26 May 2020</i> 2. <i>Remuneration for Iwi Representatives</i> 3. <i>Proposed Acquisition of Property for Stormwater Pond and Road in C1 Growth Cell - Proposed Disposal of Unformed Road, Pirongia</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:*

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