

# Finance and Corporate Committee Agenda - 20 October 2020



Waipa District Council  
Council Chambers  
101 Bank Street  
Te Awamutu

Chairperson  
AW Brown

## Members

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, LE Brown, PTJ Coles, RDB Gordon, ML Gower, B Koroheke (Te Kanohi Representative), SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber

20 October 2020 01:00 PM - 05:00 PM

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Time</b>	<b>Page</b>
1. Apologies	Chairperson	01:00 PM-01:01 PM	3
2. Disclosure of Members' Interests	Chairperson	01:01 PM-01:02 PM	4
3. Late Items	Chairperson	01:02 PM-01:03 PM	5
4. Confirmation of Order of Meeting	Chairperson	01:03 PM-01:04 PM	6
5. Confirmation of Minutes	Chairperson	01:04 PM-01:05 PM	7
5.1 Finance and Corporate Committee Unconfirmed Open Minutes -15 September 2020	Chairperson		8
6. High Performance Sport & Cycling New Zealand Presentation	Wayne Maher and Jacques Landry	01:05 PM-01:30 PM	14
7. Waipa i-SITEs update post COVID-19	Miff Macdiarmid	01:30 PM-01:55 PM	16
8. Proposal to Establish a Trust to Manage the Cambridge Town Hall	Bev Gatenby	01:55 PM-02:25 PM	18
9. Financial Report for the Period Ended 30 September 2020	Nada Milne	02:25 PM-02:35 PM	35

10.	Cambridge Christmas Parade – Request for Temporary Road Closure	Julie Taylor	02:35 PM-02:40 PM	45
11.	Resolution to Exclude the Public	Chairperson	02:40 PM-02:41 PM	49



## APOLOGIES

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### **Recommendation**

*That the apology for non-attendance of Councillor Gower be received.*



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## DISCLOSURE OF MEMBERS' INTERESTS

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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.

# FINANCE AND CORPORATE COMMITTEE AGENDA



## LATE ITEMS

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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.



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## CONFIRMATION OF ORDER OF MEETING

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**Recommendation**

*That the order of the meeting be confirmed.*

# FINANCE AND CORPORATE COMMITTEE REPORT



**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Governance

**Subject:** **CONFIRMATION OF MINUTES**

**Meeting Date:** 20 October 2020

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## **1 EXECUTIVE SUMMARY**

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To confirm the minutes of the Finance and Corporate Committee meeting held on 15 September 2020.

## **2 RECOMMENDATION**

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*That the open minutes of the Finance and Corporate Committee meeting held on 15 September 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

## **3 ATTACHMENTS**

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Finance and Corporate Committee Open Minutes – 15 September 2020



**Time:** 1.00pm  
**Date:** Tuesday 15 September 2020  
**Venue:** Council Chambers, Waipa District Council,  
101 Bank Street, Te Awamutu

## **PRESENT**

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### **Chairperson**

AW Brown

### **Members in Chambers**

His Worship the Mayor JB Mylchreest, EM Andree-Wiltens, EH Barnes, LE Brown,  
PTJ Coles, CS St Pierre, BS Thomas

### **Members via Zoom**

RDB Gordon, ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk

## **1 APOLOGIES**

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### **RESOLVED**

3/20/34

*That the apology of Councillor Webber for non-attendance be received.*

Councillor Thomas/ Councillor St Pierre

## **2 DISCLOSURE OF MEMBERS' INTERESTS**

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There were no new disclosures.

## **3 LATE ITEMS**

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There were no late items.





#### 4 CONFIRMATION OF ORDER OF MEETING

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**RESOLVED**

3/20/35

*That the order of the meeting be confirmed.*

Councillor L. Brown/ Councillor Andree-Wiltens

#### 5 MINUTES OF PREVIOUS MEETING

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**RESOLVED**

3/20/36

*That the open minutes of the Finance and Corporate Committee meeting held on 18 August 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Councillor St Pierre/ Mayor Mylchreest

**RESOLVED**

3/20/37

*That the open minutes of the Emergency Finance and Corporate Committee meeting held on 1 September 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Councillor Gordon/ Councillor Stolwyk

#### 6 HAMILTON AND WAIKATO TOURISM ANNUAL REPORT

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The Hamilton and Waikato Tourism (HWT) annual report was presented by HWT Chief Executive Jason Dawson, accompanied by a power point presentation.

Mr Dawson outlined the impacts and responses of COVID-19 on Waikato tourism.

Mr Dawson advised that a review of iSITE's had been completed with a draft national strategy presented to iSITE owners. A two-tiered proposal had been presented with tier 1 comprising of iSITE's that were Government funded and tier 2 being public or privately-owned offices. The review was welcomed by the sector with 11 temporary or permanent closures of iSITE's in the South Island, closures in Huntly, Hampton Downs, Tokoroa and Raglan and reduced services in Hamilton, Waitomo and Te Kuiti.



Mr Dawson discussed the national strategy which was to get Kiwis participating in the tourism economy with the slogan “Do something new New Zealand”. Encouraging Kiwis to act like tourists in their own country and to be more experimental and venturesome in their approach to New Zealand holidays was the aim of the campaign.

A total of \$400 million has been provided from the Government for Tourism recovery including \$20.2 million through the Strategic Tourism Assets Protection Programme. This funding programme would protect local attractions which supported communities and 31 RTO’s had applied for funding thus far. Mr Dawson advised that this was the first time there had been Government investment in local tourism.

Mr Dawson advised of various domestic marketing campaigns and promotional activities to stimulate domestic visitation including a new joint venture with Auckland Tourism and a refresh of the RideNZ for all cycleways and trails.

**RESOLVED**

3/20/38

*That the report titled ‘Hamilton & Waikato Tourism Annual Report’ (document number 10459391) of Steve Tritt, Business Development Manager, together with the ‘Hamilton Waikato Tourism Annual Report to Waipa District Council 30 June 2020’ (document number 10459335), and ‘The Mighty Waikato Visitor Statistics August 2020’ (document number 10459336) be received.*

Councillor Coles/ Councillor Gordon

## **7 AVANTIDROME UPDATE REPORT**

Waipā District Council contributed a \$1 million grant to the development of the Avantidrome in 2011, alongside funding from central government, Waikato Regional Council, a number of gaming and charitable trusts, and other funders.

Mr Scott Gemmill, Manager Avantidrome accompanied by Mr Graeme Maw, Board Chairperson, provided a presentation to the Committee which gave an update on the success of the facility and its contribution to the high-performance sport sector in Waipā.

Mr Gemmill advised that there are currently 500 active track cyclists using the facility.

In 2019 visitors to the Avantidrome comprised of 36,700 community rides, 4,500 gym visits, 1,900 community walkers using the concourse, and 180 carded athletes. The



Avantidrome hosted 2 major international events and 5 major national events. The highest users of the track were the community, followed by High Performance Sport athletes.

Mr Gemmill advised that there were plans to expand the fitness facilities and programmes, upgrade function rooms with more advanced IT capabilities and build on partnerships with High Performance Sport NZ and Cycling NZ. As one of the first Velodromes to re-open in the world post-Covid, there was potential for connectivity with event promoters from overseas.

Board Chairperson Mr Maw thanked the Waipa District Council for their continued support.

Mayor Mylchreest thanked Mr Gemmill and Mr Maw for their work and the success of the Avantidrome.

**RESOLVED**

3/20/39

*That the report titled 'Avantidrome Update Report' (document number 10459465), of Steve Tritt, Business Development Manager, be received.*

Councillor Coles/ Councillor Andree-Wiltens

## **8 FINANCE REPORT FOR THE PERIOD ENDED 31 AUGUST 2020**

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The financial position for the period ended 31 August 2020 was presented by Financial Accountant Nada Milne.

There were no questions from the Committee members.

**RESOLVED**

3/20/40

*That the information contained in the 'Financial Report for the Period Ended 31 August 2020' (document number 10464626), of Nada Milne, Financial Accountant, be received.*

Mayor Mylchreest/ Councillor St Pierre

## **9 RESOLUTION TO EXCLUDE THE PUBLIC**

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**RESOLVED**

3/20/41

***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>
10. Confirmation of Public Excluded Minutes dated 18 August 2020 11. Acquisition of Kihikihi Property 12. Agreement for Cycleway Easement	<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>
10	<i>Sections 7(2)(j)</i>	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
10	<i>Section 7(2)(b)</i>	<i>To protect information which if public would;</i> <i>i. disclose a trade secret; or</i>



		<i>ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</i>
11	<i>Section 7(2)(b)(ii)</i>	<i>To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</i>
10	<i>Section 7(2)(h)</i>	<i>To enable the council to carry out, without prejudice or disadvantage, commercial activities.</i>
10,12	<i>Section 7(2)(i)</i>	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>

Councillor St Pierre/ Councillor L. Brown

There being no further business the meeting closed at 2.25pm.

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**CONFIRMED AS A TRUE AND CORRECT RECORD**

**CHAIRPERSON:** .....

**DATE:** .....



INFORMATION ONLY

**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Business Development Manager

**Subject:** **High Performance Sport and Cycling NZ presentation**

**Meeting Date:** 20 October 2020

## 1 EXECUTIVE SUMMARY

High Performance Sport New Zealand (HPSNZ) is the subsidiary of Sport New Zealand responsible for governing New Zealand's high performance sport programme. It was formed in 2011, following the merger of Sport New Zealand's high performance unit with the country's two academies of sport.

HPSNZ in Waipa, supports half of New Zealand's carded athletes in training around Cambridge, including those from Cycling New Zealand based at the Avantidrome, Rowing New Zealand and Canoe Racing New Zealand, based at Lake Karapiro.

HPSNZ team based in Cambridge reaches out across many team and individual sports and partner organisations to deliver a high performance ecosystem that has supported the careers of elite sports people who have represented New Zealand on the global stage.

Wayne Maher, Senior Performance Team Leader at HPSNZ and Jacques Landry, Chief Executive at Cycling New Zealand will provide an insight into the role of their organisations in Waipa 'Home of Champions'.

## 2 RECOMMENDATION

*That the report titled 'High Performance Sport and Cycling New Zealand Presentation' (document number 10466290), of Steve Tritt, Business Development Manager, be **RECEIVED.***

### 3 BACKGROUND

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#### High Performance Sport Vision and Values

Inspiring the nation through winning on the world stage, is the vision of High Performance Sports New Zealand (HPSNZ).

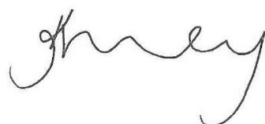
HPSNZ vision is to inspire the nation through more New Zealanders winning on the world stage at Olympic and Paralympic Games and world championships in targeted sports.

The Government invests in high performance sport for the many benefits it brings to the whole country, including the national pride we feel when we see New Zealanders standing on the podium.

New Zealand's most successful athletes act as role models, and their performances add fuel to the dreams of others. They also inspire other New Zealanders to be successful, whether this is in sport or other endeavours. Having New Zealanders winning on the world stage builds identity and promotes New Zealand as a successful nation internationally.



Steve Tritt  
**BUSINESS DEVELOPMENT MANAGER**



Kirsty Downey  
**MANAGER STRATEGY**



Approved by Debbie Lascelles  
**GROUP MANAGER STRATEGY AND COMMUNITY SERVICES**



**INFORMATION ONLY**

**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Business Development Manager

**Subject:** **Waipa i-SITEs update post COVID-19**

**Meeting Date:** 20 October 2020

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## **1 EXECUTIVE SUMMARY**

The Cambridge and Te Awamutu i-SITEs are each part of the certified i-SITE network across New Zealand, the branding of which is managed by Tourism New Zealand. Both i-SITEs operate under the auspices of the Visitor Information Network (VIN) which sets out the compulsory membership requirements and standards for acceptance and continued membership of the network operated by VIN Incorporated, trading as i-SITE New Zealand.

Waipa District Council supports the operation of the local i-SITEs through annual grants and service level agreements. This agreement requires six monthly reporting and contains key performance indicators relating to compliance with VIN requirements, operating statistics, marketing, staff and systems in place.

Representatives of the two i-SITEs will provide updates on their operations in the difficult post COVID environment.

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## **2 RECOMMENDATION**

*That the report titled 'Waipa i-SITEs update post COVID-19' (document number 10482958), of Steve Tritt, Business Development Manager, be received.*

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## **3 BACKGROUND**

Visitor spend in Waipa (and the wider HWT region) pre COVID-19 was 81% domestic and driven by the drive market, visitor travel routes, events and business activity.

This percentage is now increasing due to no international visitors due to COVID-19 border restrictions.



Events, visitors and retail spend is important to our district's economy. Visitor expenditure pre-COVID grew to \$194 million with \$38 million spent by international visitors.

While we have lost international visitors there has been strong growth in domestic travel as our drive market 'escapes their cities' and the rest of New Zealand responds to Tourism New Zealand's "Do something NEW, New Zealand" campaign.

Local i-SITES provide the official personal welcome to a local destination and encourage visitors to do more and stay longer. They can make a lasting impression and ensure visitors return and/or recommend the destination to their friends and family. Both i-SITES provide travel, experience and event options for visitors and residents as part of their district marketing. The commissions from these activities subsidise their operational costs.

i-SITES promote and market their towns and the district attractions to domestic visitors (and when possible international visitors) and promote their member's products.

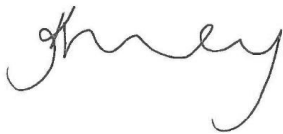
i-SITES are often the first point of contact for advice for start-up small tourism and event initiatives and can provide local information on environmental care codes, outdoor safety and freedom camping laws as well as emergency contact and Civil Defence support for visitors in case of catastrophic events (e.g. Kaikoura and Christchurch Earthquakes).

With the growth of internet and mobile digital information, and international booking channels, all i-SITES have been under increased revenue pressure from online booking agents.

Invariably i-SITES spend a lot of time providing non-chargeable services, not only for visitors, but also for the local community.



Steve Tritt  
**BUSINESS DEVELOPMENT MANAGER**



Kirsty Downey  
**MANAGER STRATEGY**



Debbie Lascelles  
**GROUP MANAGER STRATEGY AND COMMUNITY SERVICES**

# FINANCE AND CORPORATE COMMITTEE REPORT



**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Bev Gatenby, Consultant

**Subject:** **PROPOSAL TO ESTABLISH A TRUST TO MANAGE THE CAMBRIDGE TOWN HALL**

**Meeting Date:** 20 October 2020

## 1 EXECUTIVE SUMMARY

At a recent workshop Councillors expressed support for the establishment of a charitable trust to undertake the re-development of Cambridge Town Hall and to develop a sustainable operational model to manage the Hall.

Although a much-loved and iconic building in the heart of Cambridge, Cambridge Town Hall is currently underutilised with usage steadily declining as the Hall becomes less fit for purpose compared to other modern facilities. The venue needs significant capital works to improve temperature control, layout, performing arts facilities, acoustics and lighting, accessibility, catering and service amenities, weather-tightness, earthquake strengthening and aesthetics.

This paper sets out the case for a charitable trust to be established which can:

- engage with local communities to activate increased use of the Town Hall for a wide range of community, civic, corporate and arts activities,
- nurture and protect the heritage status of the building,
- seek philanthropic funding to augment Council capital funding for the re-development of the Town Hall,
- develop a financially sustainable model for the management of the Town Hall, including augmented marketing, promotion and appropriate staffing to grow revenue through increased use of the facility.

Council could also consider retaining in-house management of Cambridge Town Hall, seeking private sector service providers or corporatizing through a mixed commercial/public structure. However, none of these alternatives appears to offer the benefits expected through establishing an effective charitable trust to work in partnership with Council as the owner of the asset.

This paper does not consider the re-development of the Hall itself nor a vision for its future use. These topics will come to Council at a later date.

A draft Statement of Proposal is attached in the Appendix to enable consultation with the community under section 83 of the Local Government Act (2002). The consultation period would be from 23 October 2020 to 24 November 2020. The Statement of Proposal will be professionally print-designed to maximise public interest, and media releases and targeted communication with key stakeholders will be utilised to ensure wide knowledge of, and participation in, the consultative process.

## 2 RECOMMENDATION

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*That –*

- a) The report titled ‘Proposal to establish a trust to manage the Cambridge Town Hall’ (document number 10474599), of Bev Gatenby, Consultant, be received;*
- b) The Finance and Corporate Committee confirms its initial view, subject to considering public feedback following consultation with the community, is that the preferred service delivery option for the management of Cambridge Town Hall is through the establishment of a charitable trust;*
- c) Pursuant to section 83 of the Local Government Act 2002, the Committee consider and, subject to any amendments, approve the content of the draft “Statement of Proposal: Making Better Use of the Cambridge Town Hall” attached as the Appendix (document number 10482665), with this document to be released for public consultation on 23 October 2020;*
- d) Submissions be received on the Statement of Proposal until 5pm on 24 November 2020; and*
- e) Submissions on the Statement of Proposal be considered and, if requested, be heard by the Finance and Corporate Committee on 8 December 2020, or Council on 15 December 2020.*

## 3 BACKGROUND

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At the Finance and Corporate Committee workshop on 6 October 2020, Councillors indicated initial support for considering the establishment of a charitable trust to manage Cambridge Town Hall.

Opened in 1909, Cambridge Town Hall is an iconic Edwardian venue building with Category II heritage status under the Heritage NZ Pouhere Taonga Act 2014; therefore being of historical or cultural significance or value. It is listed in Council’s District Plan (Appendix N-1 Heritage Items) as a Category B+ building.

For many decades, the Hall was the heart of community, civic and arts events in Cambridge. Today, it continues to be a beautiful building in a highly visible location at the centre of Cambridge and is much loved by the Cambridge community.

It continues to host some key local events including the ANZAC commemorations and the Christmas and Autumn festivals.

However, over recent decades the state of the Hall has deteriorated and/or not kept pace with the expected facilities in community venues. Challenges include:

- Inadequate heating, air conditioning and no insulation
- Poor configuration of rooms and facilities (kitchen, serveries, backstage rooms)
- Poor acoustics and lighting
- Inadequate technology (such as audiovisual equipment)
- Poor catering facilities and access for service providers
- Accessibility issues for visitors with disabilities
- Dated aesthetics

At the same time, the Hall is considered underutilised currently. The number of days hired each year over the last 10 years, though not available for every year, ranges between 132 at the highest point in 2013/2014 to 98 in 2018/2019 (leaving out the 2019/2020 year with 66 days hired in the midst of Covid19 impacts). Usage has reduced steadily over the decade, from around 37% to 28% of available days. Corresponding hireage fees range between approximately \$25k and \$35k (not including 2019/2020 at less than \$19k). In the year ending June 2020, Council's net operating cost for the Hall was \$148k.

Council currently contracts Destination Cambridge Inc to take bookings for the Hall and manage health and safety. Although the entity has developed an informative website for the venue, it is not contracted to undertake marketing and promotion, nor has any budget been allowed for these activities. Destination Cambridge also leases part of the facility for the Cambridge i-SITE.

The condition and usage challenges point to the need for a major capital redevelopment of the Hall. Further, in recent months, there have been several leaks in the roof/ceilings which have required repairs. The building was largely brought to an earthquake standard of 40% in 2001, but a cost-benefit analysis would also be useful to see if it could be brought to 67% at an acceptable cost. Such significant maintenance needs should be considered alongside any major capital redevelopment.

Council set aside \$3.8million in the current Long Term Plan and will consider carrying that over into the forthcoming Plan. It seems unlikely that this sum will suffice for the redevelopment needed to bring the Cambridge Town Hall back to life as the heart of Cambridge.

The challenges also suggest that it is time to re-think the way the Hall is promoted and managed.

## 4 PROPOSAL: ESTABLISHING A CHARITABLE TRUST

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For several years now, an informal group of community leaders in Cambridge has talked with Council about the need for re-development of the Town Hall. Earlier this year, they raised the possibility of establishing a charitable trust to do two things:

- to partner with Council to undertake the major capital works required to renew the Town Hall, and
- to activate the venue so that it is used more frequently and for a greater range of activities.

Their vision is “to make Cambridge Town Hall relevant, vital and central to Cambridge’s social, concert, entertainment and civic requirements into the future”.

They see a renewed Town Hall being used for weddings, funerals, celebrations, civic events, corporate meetings, workshops, seminars, exhibitions, performances and festivals.

Their suggested structure is a charitable trust under the Charitable Trusts Act 1957, with registration as a charity under the Charities Act 2005. The advantages of a registered charitable trust are that it would be able to:

- prioritise community and public benefit,
- engage closely with the community to activate the venue,
- raise the profile of the Hall and strengthen public support for it,
- draw on the community connections of trustees,
- apply for community grants,
- provide donee status (and tax credits) for private citizens wishing to donate to the redevelopment of the Hall,
- operate as exempt from income tax,
- reinvest income in the public good.

In essence, a charitable trust would need to do four things:

- establish a governance and management structure focussed on redevelopment and activation of the Town Hall,
- focus on engaging effectively with the wider community to develop the vision for the renewed Town Hall,
- preserve and nurture the heritage status of the Hall, and
- develop a financially sustainable model for the operation of the Hall.

Council already has experience of a successful charitable trust model in the Waipa Community Facilities Trust, now in place for over 8 years. Another external example is the Meteor Theatre in Hamilton, previously a Hamilton City Council facility which was significantly underutilised, but has been brought to life by the One Victoria Trust.

The Meteor now has higher than 80% occupancy rates across several different facilities in the venue.

If a charitable trust were to be established, it is envisaged that the Trust would have a similar structure to that of Waipa Community Facilities Trust, which has 4-6 voluntary trustees. Trustees are not able to be serving elected members nor staff members of Council, nor are they able to be representative of any related entity. It is likely that an independent panel would appoint the founding trustees and then the Trust would appoint replacement trustees over time.

The objects of a Trust Deed set out the exclusively charitable purposes of a charitable trust. The following draft objects are suggested to guide the proposed charitable trust:

- To promote, manage and operate the Cambridge Town Hall for the benefit of residents and visitors to Waipa District.
- To ensure Cambridge Town Hall is a venue which provides opportunities for community, civic, arts and other gatherings to be offered in Cambridge.
- To engage with the community to identify community, civic, arts and other activities which would be welcomed by the community and enabled through the Cambridge Town Hall.
- To undertake any other charitable purposes within New Zealand relating to the provision of community, civic and arts facilities and opportunities.

These fit within the fourth charitable head under the Charities Act 2005: “Any other purpose beneficial to the community”. Registration of not-for-profit entities providing community facilities as charities is well established.

A charitable trust needs to be clearly an independent entity, rather than appearing to be a proxy for Council, if it is to attract charitable funds and provide effective governance for the management of Cambridge Town Hall.

However, strong protocols around partnering with Council also need to be developed, particularly when it comes to the re-development of a key Council asset such as the Town Hall. If a charitable trust is established, then a lease agreement and a service agreement will articulate the responsibilities of each party. As the vision for re-development grows, further documentation of the partnership between Council and the proposed trust for that specific project may be required, including clarification and resourcing of project management.

The relationship of a charitable trust with current booking agent and lessee Destination Cambridge will also need to be discussed, as the vision for the Town Hall and new management model are developed. These discussions should include developing an understanding of activities while the building is undergoing extensive re-development and therefore probably not available to users for some time.

The trust deed will also need to set out an appropriate winding up clause to ensure it meets the rules for both charitable trusts and Council's responsibility for a significant community asset.

## 5 ALTERNATIVE MODELS OF SERVICE DELIVERY

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Council could also consider other service delivery models for the Town Hall:

**a) Continue being managed in-house by Council with Destination Cambridge Inc taking bookings**

This is unlikely to be as efficient or effective as Council is not resourced with the people required to focus on growing the use of a community venue.

There are specialist skills (events promotion and organisation) required to activate a Town Hall which neither Council nor Destination Cambridge is likely to have on staff, not are these activities the focus of either organisation.

**b) Partner with or contract a private sector entity**

There is not an established private sector market for managing public amenities such as Town Halls because it is extremely difficult to generate a profit from these facilities in New Zealand.

**c) Develop a mixed commercial and public sector model**

This could involve establishing a Council Controlled Organisation, Council Organisation, or Council Controlled Trading Organisation. All of these entities are a form of corporatisation in which commercial disciplines are the objective while also retaining control and authority through close monitoring by Council.

The aim of each would be the generation of a commercial return which is an unlikely achievement for a Town Hall. It could also be argued that a Town Hall is a not-for-profit, public good, best served by a not-for-profit model with effective governance and management.

None of the alternative models described here appears to offer the benefits of a charitable trust model.

## 6 COSTS

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The net operating costs and capital costs for Council for Cambridge Town Hall over the last three financial years are set out in the table below:

	Net operating cost	Capital investment
2019/2020	\$147,988	\$155,299
2018/2019	\$154,154	\$13,203
2017/2018	\$103,095	\$10,613

As mentioned earlier, Council has also set aside \$3.8m for the re-development of Cambridge Town Hall, though this is not likely to cover the extensive development needed. A charitable trust will be able to apply for capital funding from the Lottery Community Facilities Fund, the Lottery Environment and Heritage Fund, the Provincial Growth Fund (or later versions of it), Trust Waikato, gaming trusts, family trusts and corporate trusts. With the benefit of donee status and ability for a charitable trust to offer tax credit receipts, private individuals may also choose to donate to the redevelopment.

In addition, further maintenance costs have still to be considered for the roof and earthquake strengthening. Council’s maintenance budgets over recent decades have not enabled the Town Hall to be maintained to the level required to ensure it has remained fit-for-purpose.

While it is difficult to estimate at this point both the capital and operational costs of the proposed model, a charitable trust would be expected to develop a financially sustainable model for the management of Cambridge Town Hall. This should reasonably include:

- operating **and** maintenance contributions from Council given Council’s ownership of and interest in the public amenity,
- increased revenue streams through activation of the venue,
- philanthropic funding.

In comparison to Council’s operating costs for the venue, a charitable trust would be expected to have:

- reduced overhead costs in comparison to Council’s operating cost through a leaner, more efficient structure,
- increased direct staffing, promotion and marketing costs to enable the re-activation of Cambridge Town Hall.

It would be important to ensure the governance of the proposed charitable trust included strong financial acumen.



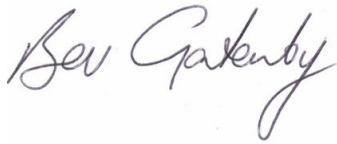
## 7 SPECIAL CONSULTATIVE PROCEDURE

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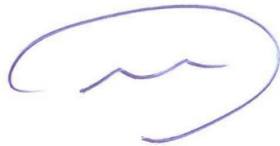
There is a strong case for consultation with the community about the proposed establishment of a charitable trust because of the importance of Cambridge Town Hall to Waipa residents. It is expected that a change in the model for managing the Town Hall would be of interest to local people.

Therefore Council wishes to use the Special Consultative Procedure set out in section 83 of the Local Government Act (2002) to consult with the community. A draft Statement of Proposal is set out in the Appendix. The Statement of Proposal will be circulated widely including to key stakeholders for the Cambridge Town Hall.

There will be opportunities in the coming year for Council and the community to develop a vision for the future use and re-development of Cambridge Town Hall.



Bev Gatenby  
**CONSULTANT**



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

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

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### Statutory and policy requirements

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#### Legal and regulatory considerations

##### Local Government Act 2002

##### s.10 Purpose of Local Government

The proposal to establish a charitable trust to redevelop and manage the iconic Cambridge Town Hall is designed to develop an affordable and effective model to ensure the Town Hall once again becomes the heart of Cambridge community, civic and arts activities and events. This is particularly important to ensure the Cambridge Town Hall remains a quality piece of social infrastructure which meets the needs of the growing population in Cambridge.

##### Consultation and Engagement

Council intends to undertake a Special Consultative Procedure under section 83 of the Local Government Act (2002) to consult with the community because Cambridge Town Hall is an asset valued highly by Waipa residents.

The Special Consultative Procedure requires that Council adopt a Statement of Proposal which is to be made publicly available. This document will provide information about how citizens can present their views and the period for such submissions. The recommended period for submissions must be not less than 1 month. The period for this consultation is recommended to be from 23 October 2020 to 24 November 2020.

##### Council policy or strategy

Cambridge Town Hall is included in the District Plan as a Category B+ heritage item. Category B+ is defined as follows:

Regional and District wide Significance - Significant regional heritage items are items which have importance to the history of the region or district or have a high level of built integrity and are a good example of a type of building, and includes buildings or structures classed as Category II Historic Places under the Heritage New Zealand Pouhere Taonga Act 2014. Buildings considered to be of particular importance are denoted as B+.

The Cambridge Town Concept Plan sets out this vision:

In 50 Years Cambridge is celebrated as a vibrant social town with high-quality spaces for business, cultural, recreation, relaxation, and sport activities.

Cambridge Town Hall is a key space for business, cultural, recreation and relaxation activities. The Plan notes that the population of Cambridge may close to double by 2050. It specifically cites the Town Hall as “an iconic building with potential for a renewed role in the community”. The Plan also has a strong emphasis on preserving the history and identity of Cambridge, particularly in the “historic and busy town centre”. Developing a more effective model for the future of Cambridge Town Hall aligns closely with the Cambridge Town Concept Plan.

## APPENDIX 1

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Statement of Proposal: Making Better Use of the Cambridge Town Hall (document number 10482665)

(cover page)

Statement of Proposal

Making better use of the  
**Cambridge Town Hall**

October 2020

[logo]

0800 WAIPADC (0800 924 723)

[www.waipadc.govt.nz](http://www.waipadc.govt.nz)

*This Statement of Proposal has been prepared in accordance with Section 83 of the Local Government Act 2002.*

## Background

Cambridge Town Hall, opened in 1909, is a much-loved building in the heart of Cambridge. For many years it has been the thriving hub of community, civic and arts activities in the town.

This Edwardian building has a Category II listing under the Heritage Places Pouhere Taonga Act (2014). It is listed in Waipā District Council's District Plan as a Category B+ building.

Cambridge Town Hall is still used for key events such as ANZAC commemorations. But even though it is available to hire, use of the Hall has steadily reduced over the last decade with only 27 per cent of available days used in the 2018/2019 year. (Even fewer days were used in the Covid-impacted 2019/2020 year.)

The money received by Council for hireage fees ranges between \$25,000 - \$35,000 each year. In the year ending June 2020, the cost to Council to operate the hall was \$148,000.

Currently Waipā District Council manages the Hall and contracts Destination Cambridge Inc to act as a booking agent. Destination Cambridge also leases part of the building for the Cambridge i-SITE.

Council is concerned about the deteriorating physical condition of the Hall and the resources needed to bring it up to standard so it can be better used in the future. Much work is needed, including:

- Repairing leaks in the roof and ceilings
- Potential further earthquake strengthening
- Improvements to the heating and air conditioning systems
- Improvements to acoustics, lighting and other resources for performances
- Installation of modern technology for large events, meetings and seminars
- Considerable work to the upstairs gallery and the auditorium windows (closed and covered since 1990)
- Improvements to the kitchen layout and serveries
- Significant improvements to accessibility, including accessibility for people with disabilities
- Updates to the interior décor.

The reality is that a major injection of capital is needed to bring the Cambridge Town Hall up to standard so the Waipā community can make the most of this facility.

Council set aside \$3.8 million for the Hall in the 2018-2028 Long Term Plan and will consider carrying that money over into the 2021-2031 Long Term Plan to be signed off next year. But this might not be enough.

Before making major funding decisions for the 2021-2031 Long Term Plan, Council wants to consider how best to manage the Cambridge Town Hall so the community gets the most from this community asset.

## What is being proposed?

Waipā District Council is considering establishing a charitable trust to undertake the re-development of the Cambridge Town Hall and to develop a sustainable business model to manage the Hall in the future.

This document only proposes establishing a charitable trust. There will be opportunities at a later date to provide feedback about future use and development of the Town Hall itself.

## Options and financial implications

Council has considered four options.

### ***Option 1: Setting up an independent Charitable Trust (This is Council's preferred option.)***

Waipā District Council is considering setting up an independent Charitable Trust to manage the Cambridge Town Hall on behalf of the community. Council would continue to retain ownership of the Hall on behalf of its community, and would continue to contribute to maintenance costs. A Charitable Trust, which would be independent of Council, would be able to:

- prioritise community and public benefit,
- engage closely with the community to activate the venue and market it so that it is used more frequently and for a greater range of activities,
- nurture and protect the heritage status of the building,
- partner with Council to undertake the major capital works required,
- seek philanthropic funding which, combined with money from Council, would allow for the re-development of the Town Hall,
- provide donee status (and tax credits) for private citizens wishing to donate to the redevelopment of the Hall, and
- develop a financially sustainable model for the management of the Hall.

The draft purposes of the proposed trust would be

- To promote, manage and operate the Cambridge Town Hall for the benefit of residents and visitors to Waipa District.
- To ensure Cambridge Town Hall is a venue which provides opportunities for community, civic, arts and other gatherings to be offered in Cambridge.

- To engage with the community to identify community, civic, arts and other activities which would be welcomed by the community and enabled through the Cambridge Town Hall.
- To undertake any other charitable purposes within New Zealand relating to the provision of community, civic and arts facilities and opportunities.

An independent Charitable Trust would have six to eight trustees appointed for 3-year terms. The initial trustees would be appointed by a joint group acting on behalf of Council and made up of experienced directors/trustees and community representatives. Trustees would carry out their roles voluntarily although their costs would be reimbursed. They could be paid for specific tasks undertaken on behalf of the Trust, but only with the prior approval of the Trust. Elected members and staff members of Council or related entities would not be eligible to be trustees.

***Option 2: Waipā District Council continues to manage Cambridge Town Hall***

Under this option, Council would retain in-house management of the Town Hall and continue to contract Destination Cambridge Inc to take bookings. It is unlikely Council could afford to fund what is needed to bring the Town Hall up to standard. Council would not have the same access to philanthropic grants that a charitable trust would.

Council currently does not have the specialist skills in-house required to market and activate the hall to maximise community use.

***Option 3: Partner with, or contract, a private sector entity***

There is no private sector market for managing public amenities such as town halls. That is because it is very difficult to generate a profit from these facilities in New Zealand.

This option is not considered realistic.

***Option 4: Develop a mixed commercial and public sector model***

Council could establish a Council Controlled Organisation, Council Organisation, or Council Controlled Trading Organisation to manage the Cambridge Town Hall.

All of these entities are a form of corporatisation. They act commercially but ownership and control of the Cambridge Town Hall would be retained by Waipā District Council.

Any commercial entity seeks to generate a commercial return. However, making a profit is highly unlikely for any town hall and particularly one already requiring a lot of money to bring it up to standard. Council believes the Cambridge Town Hall should be a not-for-profit, public-good facility which would be best served by a not-for-profit model like an independent Charitable Trust.



This option is not considered realistic.

### **Financial implications**

Council had already set aside \$3.8 million in its 2018-2028 Long Term Plan for redevelopment of the Cambridge Town Hall. But given the amount of work required, it is unlikely this will be sufficient for the work required. This money would come from a loan, with principal and interest payments paid from a combination of localised Cambridge ward and district-wide rates.

Next year, Council will consider its 2021-2031 Long Term Plan, review the commitments made (particularly in light of Covid-19) and make further funding decisions. Before any funding decisions are made about the Cambridge Town Hall, Council wants to decide how best to manage the Hall in the future.

Whatever happens, Council will retain ownership of the Cambridge Town Hall on behalf of its community. Council also expects to continue to contribute to the maintenance cost of the Hall, even if an independent Charitable Trust is established.

However any Charitable Trust would be expected to develop a financially sustainable model for the management of the Hall. This should include:

- operating **and** maintenance contributions from Council given Council's ownership of and interest in the public amenity,
- increased revenue streams through increased use of the Hall,
- attracting funding streams Council may not have access to.

### **What next....and how to have your say.**

Waipā District Council is seeking your feedback on the options outlined here. The submission form overleaf allows you to have your say on what option you prefer so that our community can make the most of the Cambridge Town Hall.

You can make a submission by:

- Filling in a short form online at [www.waipadc.govt.nz/haveyoursay](http://www.waipadc.govt.nz/haveyoursay)
- Emailing [submissions@waipadc.govt.nz](mailto:submissions@waipadc.govt.nz) (Please write 'Cambridge Town Hall submission' in the subject line)
- Posting the form overleaf to Waipā District Council, Private Bag 2402, Te Awamutu 3840 (Attn: Cambridge Town Hall submission)
- Dropping the form overleaf to Council offices at 101 Bank St, Te Awamutu or 23 Wilson St, Cambridge.

**Your details**

Full name:

Name of organisation (if applicable):

Street address:

Phone (optional):

Email (optional):

**Your feedback**

Which option to you prefer? (Tick one)

Option 1: Setting up an independent Charitable Trust to manage the Cambridge Town Hall

Option 2: Waipā District Council continues to manage the Cambridge Town Hall

Option 3: Partner with, or contract, a private sector entity to manage the Cambridge Town Hall

Option 4: Develop a mixed commercial and public sector model to manage the Cambridge Town Hall

Comments:

.....  
..... (add more lines)

Are you happy for your name to be released to the public in association with this submission? (tick one)

Yes

No

**All submissions must be received by 5pm, 24 November 2020.**

**PRIVACY STATEMENT:**

*Submissions under the Local Government Act 2002 are public documents. They are made available in a report to the Council, on the Council’s website and to members of the public on request. Personal information will be used for administration purposes and as part of the consultation process. You have the right to correct any errors in personal details contained in your submission.*

# FINANCE AND CORPORATE COMMITTEE REPORT



INFORMATION ONLY

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**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Nada Milne, Financial Accountant

**Subject:** **Financial Report for the Period Ended 30 September 2020**

**Meeting Date:** 20 October 2020

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## 1 EXECUTIVE SUMMARY

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The financial position for the period ended 30 September 2020 is detailed in Section 3 and the attached report.

## 2 RECOMMENDATION

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*That the information contained in the 'Financial Report for the Period Ended 30 September 2020' (document number 10481968), of Nada Milne, Financial Accountant, be received.*

## 3 STAFF COMMENT

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### FINANCIAL RESULTS FOR SEPTEMBER

Total Operating Income is currently at 20% of the forecast and total Operating Expenditure is at 20% of the forecast.

Development and reserve contributions of \$1.2 million have been received to date, which is 9% of the forecast. This budget will be reviewed as part of the October forecast changes.

Subsidies and Grants are at 22 per cent of forecast due to the timing of the roading capital works and subsequently the NZTA subsidy.

## STATEMENT OF COST OF SERVICES

The Cost of Service Statement shows the breakdown of revenue for each significant activity and the breakdown of expenditure for each activity.

The table below summarises the operating revenue and expenditure for each significant activity.

Significant Activity	Operating Revenue			Operating Expenditure		
	Actuals '000	Forecast '000	Forecast %	Actuals '000	Forecast '000	Forecast %
<b>Year to Date</b>						
Governance	32	54	59%	2,144	9,429	23%
Planning & Regulatory	1,938	5,553	35%	2,077	9,098	23%
Community Services & Facilities	984	8,751	11%	5,114	28,406	18%
Roads & Footpaths	2,453	11,834	21%	5,206	22,369	23%
Stormwater	5	7	71%	801	4,368	18%
Wastewater Treatment & Disposal	79	845	9%	2,116	11,124	19%
Water Treatment & Supply	4,184	11,517	36%	2,479	13,124	19%
Support Services	7	87	8%	3,184	15,562	20%

Overall the gross revenue from Significant Activities is at 25% of forecast.

Overall the gross expenditure from Significant Activities is 20%. Most of the activity expenditure results are generally just below or above the anticipated 25% of the forecast with slight variances due to timing of expenditure.

## CAPITAL EXPENDITURE

Capital expenditure to date is \$26.5 million which is 13% of the forecast.

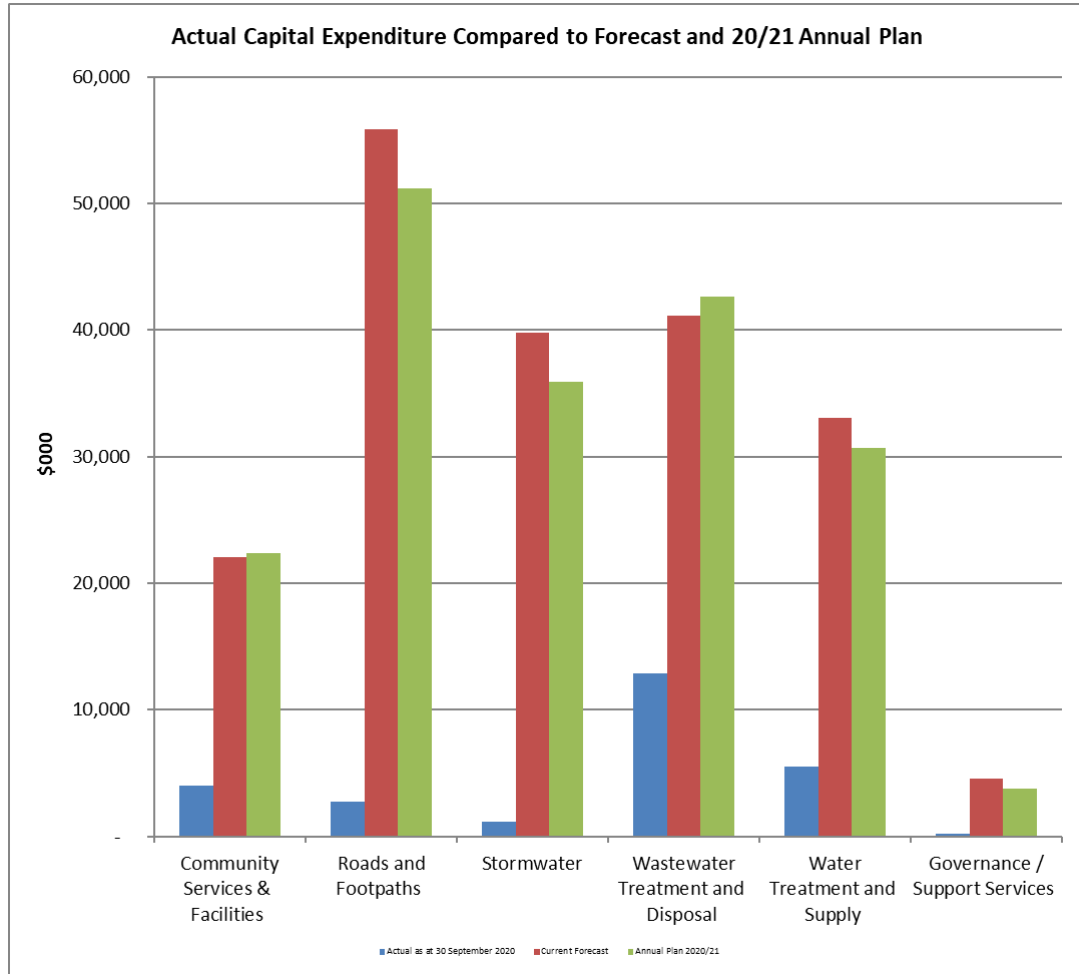
A total of \$13.7 million was carried forward from the 2019/20 year to the current year to complete the 2019/20 contracts. There have also been other capital adjustments made this period of (\$3.9 million) which was carried back to the 2019/20 year after the Covid-19 forecast and Annual Plan adjustments were made.

- Water Treatment & Supply – total carried forward of \$2.4 million due to delays in development due to Covid-19 shutdown including \$870,000 for Parallel Rd to Taylors Hill Pipeline, \$602,000 for District Wide Water Main Renewals, \$572,000 for District Wide Water Main Renewals and \$145,000 for Bond Rd/T3-T10 Water Reticulation. An additional \$139,000 was carried forward for Cambridge Water Reticulation due to development timing.
- Wastewater Treatment and Disposal – total carried forward of \$602,000 due to delays in development from Covid-19 including \$283,000 for Te Awamutu Wastewater Treatment Plant Consent & Upgrade, \$197,000 for District Wide Sewer Pipe Replacement and \$104,000 for Cambridge Growth Cell Wastewater Provision (C2 & C3). An increase in budget of \$770,000 for Cambridge Wastewater Treatment was brought forward from the 2021/22 year as per a Council resolution and a further \$1.9 million was carried back to 2019/20 year due to the timing of development.

A reduction in budget of \$939,000 for Waikeria Prison Expansion was carried back to 2019/20 due to development timing.

- Roads & Footpaths – total carried forward of \$4.9 million including \$3.6 million for Hanlin Road Intersection due to delays from Covid-19 shutdown, \$845,000 for Cambridge Growth Cell Roding Land Purchases (C1, C2 & C3) due to timing of development, \$98,000 for C2 & C3 Structure Plan Roding due to timing of development and \$88,000 for Thin Asphaltic Concrete maintenance due to delays from Covid-19 shutdown. There is a reduction in budget carried back to 2019/20 due to timing of development including \$141,000 for Williamson Street Streetscape and \$50,000 C1 Structure Plan Roding.
- Stormwater – total carried forward of \$4.1 million due to the timing of development including \$2.7 million for Stormwater Land Purchases, \$545,000 brought forward for Trunk Reticulation Connector Road, \$278,000 for Construct 50% Western Basin and \$230,000 for Land Victoria Road Swale due to delays from legal matters. A reduction in budget carried back to 2019/20 due to development timing includes \$62,000 for Construct NE Swale, \$59,000 for Storm Water Upgrade Carlton Street, \$35,000 for T1 Flood Mitigation and \$30,000 for Cambridge Growth Cell Development Provision (C1).
- Community Services & Facilities – total carried forward of \$839,000 including \$227,000 for Cemeteries Health and Safety Improvements, \$136,000 for Reserves (C1, C2 & C3) due to timing of development, \$80,000 for Playground Equipment & Safety Surfaces Renewals due to delays in development, \$79,000 for Reserves Developments due to the Covid-19 shutdown, \$75,000 for Band Rotundas due to the Covid-19 shutdown and \$59,000 for New Pensioner Housing Construction due to development delays. A reduction in budget carried back to 2019/20 due to timing of development including \$905,000 for Cambridge Town Pool, \$182,000 for New Toilet Blocks and \$25,000 for Waipuke Reserve Development.
- Support Services – total carried forward of \$758,000 including \$487,000 for Plant Program due to timing of purchases, \$116,000 for digital roadmap due to timing and \$82,000 for Staff Accommodation Renewals due to delays in development from the Covid-19 shutdown.

The capital forecast budget totals \$196.4 million. The graph below summarises the capital expenditure for each significant activity.



**BUDGET CHANGES REQUIRING APPROVAL**

There are no budget changes requiring approval this month.

**ARBITRAGE ARRANGEMENTS**

There have been no arbitrage arrangements undertaken this month.

**RATES STATUS**

Rates of \$65.9 million (GST inclusive) have been set for the year. The attached report summarises the position in relation to the collection of rates.

The amount outstanding from prior years is \$284,000. There is a balance outstanding of \$302,000 for the current year, of a total of \$65.9 million due for the year. The first instalment was due for payment on 21 August 2020.

**WATER RATES STATUS**

Water Rates of \$3.69 million have been invoiced for the year. The attached report summarises the position in relation to the collection of water rates.

The amount outstanding is \$860,000. There have been prepayments of \$144,000 leaving a total amount owing of \$716,000.

The entire district has three quarters left to be invoiced.

**RATES REBATES 30 SEPTEMBER 2020**

	Number Received	Number Approved	Amount Credited to Rate Accounts
2020/21	0	0	\$0
2019/20	409	384	\$230,825



Nada Milne  
**FINANCIAL ACCOUNTANT**



Reviewed by Sarah Davies  
**MANAGER FINANCE**



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

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDED 30 September 2020**

	2020/21	2020/21		2020/21	Budget	Budget	Budget	2019/20	
	Notes	Actual	Forecast	Forecast	Budget	Variance Carryforward from 19/20	Variance Previously Reported	Variance This Period	YTD Last Year
		\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
<b>OPERATING INCOME</b>									
Rates, excluding targeted water supply rates		14,347	58,860	24%	58,860	-	-	-	13,204
Fees, charges, and targeted rates for water supply		7,219	26,006	28%	26,006	-	-	-	4,618
Reserve contributions		114	522	22%	522	-	-	-	109
Development contributions		1,088	12,072	9%	12,072	-	-	-	1,281
Gain on revaluation of investment properties & forestry		-	447	0%	447	-	-	-	-
Vested assets		425	15,176	3%	15,176	-	-	-	1,757
Discovered assets		90	-	-	-	-	-	-	63
Dividends		4	20	20%	20	-	-	-	5
Finance income		1	271	0%	271	-	-	-	209
Subsidies and Grants		2,469	11,327	22%	11,327	-	-	-	1,350
Other revenue		92	1,553	6%	1,553	-	-	-	96
<b>Total Operating Income</b>		<b>25,849</b>	<b>126,254</b>	<b>20%</b>	<b>126,254</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,692</b>
<b>OPERATING EXPENDITURE</b>									
Employee benefit expenses		6,155	27,023	23%	27,023	-	-	-	6,184
Depreciation & amortisation		6,364	25,461	25%	25,461	-	-	-	6,210
Other expenses		6,604	43,475	15%	43,475	-	-	-	11,523
Finance costs		249	1,870	13%	1,870	-	-	-	307
<b>Total Operating Expenditure</b>		<b>19,372</b>	<b>97,829</b>	<b>20%</b>	<b>97,829</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,224</b>
<b>OPERATING SURPLUS</b>		<b>6,477</b>	<b>28,425</b>	<b>23%</b>	<b>28,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,532)</b>
<b>Other Comprehensive Income recognised directly in Equity</b>									
Property Plant and Equipment									
Revaluation gains/(losses) taken to equity		-	20,819	0%	20,819	-	-	-	(142)
<b>Total Other Comprehensive Income for the year</b>		<b>-</b>	<b>20,819</b>	<b>0%</b>	<b>20,819</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(142)</b>
<b>Total Comprehensive Income for the year</b>		<b>6,477</b>	<b>49,244</b>	<b>13%</b>	<b>49,244</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,674)</b>

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



**STATEMENT OF COST OF SERVICES  
FOR THE PERIOD ENDED 30 September 2020**

	2020/21	2020/21		2020/21	Budget	Budget	Budget	2019/20
		Full Year		Full Year	Variance	Variance	Variance	YTD
	Actual	Forecast	Forecast	Budget	Carryforward from 19/20	Previously Reported	This Period	Last Year
	\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
<b>Revenue</b>								
Governance & Strategic Direction	32	54	59%	54	-	-	-	32
Planning and Regulatory	1,938	5,553	35%	5,553	-	-	-	1,863
Community Services and Facilities	662	5,091	13%	5,091	-	-	-	884
Forestry	-	2,498	0%	2,498	-	-	-	-
Pensioner Housing & Own Your Own Housing	322	1,162	28%	1,162	-	-	-	305
Roads and Footpaths	2,453	11,834	21%	11,834	-	-	-	1,266
Stormwater	5	7	71%	7	-	-	-	5
Wastewater Treatment and Disposal	79	845	9%	845	-	-	-	74
Water Treatment and Supply	4,184	11,517	36%	11,517	-	-	-	1,631
Support Services	7	87	8%	87	-	-	-	3,486
<b>GROSS REVENUE</b>	<b>9,682</b>	<b>38,648</b>	<b>25%</b>	<b>38,648</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,546</b>
Less Internal Charges	(3,869)	(15,477)	25%	(15,477)	-	-	-	(3,472)
<b>NET INCOME</b>	<b>5,813</b>	<b>23,171</b>	<b>25%</b>	<b>23,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,074</b>
<b>Expenditure</b>								
Council & Committees	725	2,949	25%	2,949	-	-	-	670
Cambridge Community Board	50	212	24%	212	-	-	-	46
Te Awamutu Community Board	46	187	25%	187	-	-	-	45
Elections	1	1	100%	1	-	-	-	108
Community Grants	271	1,222	22%	1,222	-	-	-	200
Strategic Planning	418	3,026	14%	3,026	-	-	-	597
Community Relationships	633	1,832	35%	1,832	-	-	-	668
Resource Management	687	2,844	24%	2,844	-	-	-	638
Building Control	712	3,114	23%	3,114	-	-	-	720
Environmental Health	265	1,247	21%	1,247	-	-	-	263
Animal Control	194	888	22%	888	-	-	-	193
Development Engineering	219	1,005	22%	1,005	-	-	-	212
Parks and Reserves	1,458	7,301	20%	7,301	-	-	-	1,628
Karapiro Domain	281	1,585	18%	1,585	-	-	-	383
District Museums	290	1,955	15%	1,955	-	-	-	363
District Libraries	510	2,406	21%	2,406	-	-	-	552
District Pool Te Awamutu / Events Centre	529	1,940	27%	1,940	-	-	-	484
District Pool Cambridge	78	2,302	3%	2,302	-	-	-	62
Halls	97	532	18%	532	-	-	-	75
Heritage	56	187	30%	187	-	-	-	104
Cemeteries	71	532	13%	532	-	-	-	73
Public Toilets	117	637	18%	637	-	-	-	101
Properties	465	2,522	18%	2,522	-	-	-	938
Pensioner Housing & Own Your Own Housing	467	1,296	36%	1,296	-	-	-	316
Forestry	20	2,007	1%	2,007	-	-	-	13
Rural Fire/Civil Defence	110	337	33%	337	-	-	-	68
Waste Management	565	2,867	20%	2,867	-	-	-	1,000
Roads & Footpaths	5,206	22,369	23%	22,369	-	-	-	4,984
Stormwater	801	4,368	18%	4,368	-	-	-	1,000
Wastewater Treatment and Disposal	2,116	11,124	19%	11,124	-	-	-	3,255
Water Treatment and Supply	2,479	13,124	19%	13,124	-	-	-	4,105
Support Services	3,184	15,562	20%	15,562	-	-	-	4,348
<b>GROSS EXPENDITURE</b>	<b>23,121</b>	<b>113,480</b>	<b>20%</b>	<b>113,480</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,212</b>
Less Internal Charges	(3,869)	(15,477)	25%	(15,477)	-	-	-	(3,472)
Less rates charged to Council properties	-	(1,126)	0%	(1,126)	-	-	-	(273)
<b>NET EXPENDITURE</b>	<b>19,252</b>	<b>96,877</b>	<b>20%</b>	<b>96,877</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,467</b>

**STATEMENT OF CAPITAL EXPENDITURE  
FOR THE PERIOD ENDING 30 September 2020**

	Actual	Full Year Forecast	Full Year Forecast	Full Year Budget	Budget Variance Carryforward from 19/20	Budget Variance Previously Reported	Budget Variance This Period	YTD Last Year
	\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
Water treatment and supply	5,507	33,075	17%	30,718	2,507	-	(150)	5,819
Waste water	12,901	41,111	31%	42,670	602	-	(2,162)	2,025
Roads and Footpaths	2,768	55,839	5%	51,206	4,896	-	(263)	1,251
Stormwater	1,117	39,782	3%	35,871	4,116	-	(205)	1,402
Community Services & Facilities	4,024	22,033	18%	22,367	839	-	(1,174)	4,111
Governance	-	-	-	-	-	-	-	9
Support services	175	4,534	4%	3,776	758	-	-	36
Planning & Regulatory	-	14	0%	-	14	-	-	-
	<b>26,492</b>	<b>196,388</b>	<b>13%</b>	<b>186,608</b>	<b>13,732</b>	<b>-</b>	<b>(3,954)</b>	<b>14,653</b>
<b>Vested Assets (included above)</b>					<b>Carryforward from 19/20</b>	<b>Previously Reported</b>	<b>This Period</b>	
Water treatment and supply	5	1,660	0%	1,660	-	-	-	833
Waste water	284	2,697	11%	2,697	-	-	-	231
Roads and Footpaths	136	7,714	2%	7,714	-	-	-	-
Stormwater	-	3,105	0%	3,105	-	-	-	693
	<b>425</b>	<b>15,176</b>	<b>3%</b>	<b>15,176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,757</b>
<b>Totals excluding Vested</b>					<b>Carryforward from 19/20</b>	<b>Previously Reported</b>	<b>This Period</b>	
Water treatment and supply	5,502	31,415	18%	29,058	2,507	-	(150)	4,986
Waste water	12,617	38,414	33%	39,973	602	-	(2,162)	1,794
Roads and Footpaths	2,632	48,125	5%	43,492	4,896	-	(263)	1,251
Stormwater	1,117	36,677	3%	32,766	4,116	-	(205)	709
Community Services & Facilities	4,024	22,033	18%	22,367	839	-	(1,174)	4,111
Governance	-	-	-	-	-	-	-	9
Support services	175	4,534	4%	3,776	758	-	-	36
Planning & Regulatory	-	14	0%	-	14	-	-	-
	<b>26,067</b>	<b>181,212</b>	<b>14%</b>	<b>171,432</b>	<b>13,732</b>	<b>-</b>	<b>(3,954)</b>	<b>12,896</b>

<b>RATES STATUS REPORT</b>			
	<b>Notes</b>	<b>September 2020 \$000</b>	<b>September 2019 \$000</b>
<b>Arrears from prior years</b>			
Opening balance		540	401
Add penalties		36	23
Less receipts	1	(292)	(252)
<b>Total owing from prior years</b>		<b>284</b>	<b>172</b>
Percentage collected		51%	59%
<b>Rates for 2019/20</b>			
Rates instalment	2	16,480	15,524
Add penalties		31	89
Less remissions		(192)	(242)
Less receipts	1	(16,017)	(14,962)
<b>Total owing from current year</b>		<b>302</b>	<b>409</b>
Percentage collected		98%	97%
<b>Summary of rates for the year</b>			
Arrears from prior years		285	173
Rates for 2019/20		302	409
Prepayments for future rating periods	1	(4,078)	(4,583)
Instalments not yet due	2	49,440	46,573
<b>Total</b>		<b>45,949</b>	<b>42,572</b>
Notes:			
1) Receipts have been split across the different rating years			
2) 1 instalment charged			

<b>WATER RATES STATUS REPORT</b>			
	<b>Notes</b>	<b>September 2020 \$000</b>	<b>September 2019 \$000</b>
<b>Water Rates for 2020/21</b>			
<b>Balance B/Fwd from 2019/20 year</b>		324	604
Total Invoiced	1	3,691	2,716
Add penalties		7	21
Less remissions & adjustments		(4)	(63)
Less receipts		(3,157)	(2,392)
<b>Total owing from current year</b>	2	860	886
Percentage collected		79%	90%
<b>Summary of rates for the year</b>			
Water Rates for 2020/21		860	886
Prepayments	1	(144)	(83)
<b>Total Owing</b>		<b>716</b>	<b>803</b>
Notes:			
1) Number of quarters invoiced are as follows:			
Te Awamutu, Kihikihi, & Pirongia - 1 six month cycle Invoiced			
Pukerimu/Ohaupo - 1st Quarter Invoiced			
Cambridge - 1st quarter Invoiced			
2) Current owing includes charges not yet due			



**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Transportation Safety Officer

**Subject:** Cambridge Christmas Parade – Request for Temporary Road Closure

**Meeting Date:** 20 October 2020

## 1 EXECUTIVE SUMMARY

Cambridge Information Centre – Destination Cambridge has applied to temporarily close the following roads to vehicle traffic between **12.00pm and 3.00pm on Sunday, 6 December 2020:**

- **Dick Street** – between Queen Street and Alpha Street
- **Alpha Street** – between Dick Street and Victoria Street
- **Victoria Street** – between Queen Street and Commerce Street
- **Commerce Street** (all)
- **Duke Street** – between Victoria Street and Commerce Street
- **Empire Street** – between Alpha Street and Victoria Street.



Figure 1 – Proposed road closures for the Cambridge Christmas Parade

The proposed closure is for the Cambridge Christmas Parade and was advertised publicly in the Cambridge News on Thursday, 17 September 2020. Objections were invited, closing at 4.00pm on Friday, 2 October 2020. No objections were received.

Police, the New Zealand Transport Agency, and emergency services were consulted and raised no concerns. Police and other emergency services will have priority access to all areas of the closed roads at all times.

## 2 RECOMMENDATIONS

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*That –*

- a) *The report titled Cambridge Christmas Parade – Request for Temporary Road Closure (document number 10453872) of Julie Taylor, Transportation Safety Officer, be received;*
- b) *The Finance and Corporate Committee approves the temporary closure of:*
  - **Dick Street** – between Queen Street and Alpha Street
  - **Alpha Street** – between Dick Street and Victoria Street
  - **Victoria Street** – between Queen Street and Commerce Street
  - **Commerce Street** (all)
  - **Duke Street** – between Victoria Street and Commerce Street
  - **Empire Street** – between Alpha Street and Victoria Street

*from 12.00pm to 3.00pm on Sunday, 6 December 2020 in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974; and*
- c) *The Finance and Corporate Committee authorises public notification of the approved road closure before the event, as required by the Local Government Act 1974.*

## 3 OPTIONS AND ASSESSMENT

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### Decision making

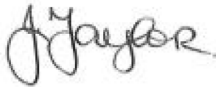
Cambridge Information Centre – Destination Cambridge’s application has been reviewed and can proceed to approval. We are satisfied it meets the criteria set out in the Local Government Act 1974 and the Code of Practice for Temporary Traffic Management.

This parade is an annual event. No problems or unreasonable inconvenience to traffic were reported to Council from previous events.

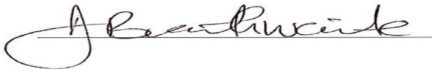
We anticipate this temporary road closure, if approved, will cause only limited disruption to the public. However, event organisers will be instructed to notify all affected properties of the closure details to minimise inconvenience.

If the temporary road closure is approved, Council officers will:

- Inform organisers their application has been approved
- Work with organisers to approve a compliant Traffic Management Plan
- Publicly notify the temporary road closure in the Cambridge News before the closure date.



Julie Taylor  
**TRANSPORTATION SAFETY OFFICER**



Reviewed by Jennifer Braithwaite  
**OPERATIONS TEAM LEADER TRANSPORTATION**



Approved by Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

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### 1 Statutory and policy requirements

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#### Legal and regulatory considerations

##### Local Government Act 2002

##### s.10 Purpose of Local Government

Council's powers to temporarily close roads are set out in Section 319(h), Section 342, and Schedule 10 (Section 11) of the Local Government Act 1974. Under the Local Government Act 2002, Waipa District Council has delegated powers to the Committee to approve temporary road closures, where legislative requirements are met.





**To:** The Chairperson and Members of the Finance and Corporate Committee

**From:** Governance

**Subject:** **RESOLUTION TO EXCLUDE THE PUBLIC**

**Meeting Date:** 20 October 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>
<p><i>12. Confirmation of Public Excluded Minutes dated 15 September 2020</i></p> <p><i>13. Notice of Annual General Meeting of Local Government Funding Agency</i></p> <p><i>14. Agreement for Cycleway Easement – Ministry of Education</i></p> <p><i>15. Land Acquisition for intersection improvement – Peake, Pickering and Bruntwood Roads</i></p>	<p><i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i></p>	<p><i>Section 48(1)(a)</i></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:*

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
12	Sections 7(2)(j)	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
12	Section 7(2)(b)	<i>To protect information which if public would; disclose a trade secret; or unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</i>
13	Section 7(2)(a)	<i>To protect the privacy of natural persons, including that of deceased natural persons.</i>
13	Section 7(2)(f)(ii)	<i>To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment.</i>
14 & 15	Section 7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>