

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 5 APRIL 2023** commencing at **2.00pm**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

The meeting will be opened with a karakia.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

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5. COMMITTEE REPORTS

5.1 Sustainability & Wellbeing Committee

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6. REPORTS

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6.3 Adoption of Draft Annual Plan 2023/24 and Approval to Consult **
Item will be included under separate cover in a supplementary agenda

7. EXCLUSION OF THE PUBLIC 42

The meeting will be closed with a Karakia.

GJ Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE

COUNCIL

Chairperson:	Her Worship the Mayor
Deputy Chairperson:	Deputy Mayor
Membership:	The Mayor and all Councillors
Meeting frequency:	Six weekly – or as required
Quorum:	Half of the members (including vacancies)

Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend the Council's Standing Orders.
9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
10. The power to appoint and discharge:
 - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
 - b. elected member representatives on external organisations.
11. The power to establish a joint committee with another local authority or other public body and appoint elected members as representatives on such committees or bodies.
12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.

14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
 - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
 - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
 - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve funding requests not allowed for within budgets, in accordance with Significance & Engagement Policy parameters.
11. To approve any additional funding decisions required for the Watercare Services contract.
12. To approve development agreements as recommended by the Development Agreements Subcommittee where infrastructure is not allowed for within the Long Term Plan.
13. To receive six-monthly reports from each Community Board on its activities and projects.

To	Waikato District Council
Report title	Confirmation of Minutes
Date:	30 March 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Waikato District Council held on Monday, 13 March 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Waikato District Council confirms:

- a. **the minutes of a meeting held on Monday, 13 March 2023 as a true and correct record.**

3. Attachments

Ngaa taapirihanga

Attachment 1 – CCL Minutes – 13 March 2023

Minutes for a meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaruawahia on **MONDAY, 13 MARCH 2023** commencing at **9.30am**.

Present:

Her Worship the Mayor, Mrs JA Church (Chairperson)
Cr C Beavis
Cr J Gibb
Cr M Keir
Cr K Ngataki
Cr M Raumati
Cr V Reeve
Cr P Thomson
Cr T Turner
Cr D Whyte

Attending:

Mr TG Whittaker (Chief Operating Officer)
Ms A Diaz (Chief Financial Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr C Morgan (General Manager Community Growth)
Mrs GJ Kanawa (Democracy Manager)
Mr A Averill (Community Connections & Strategic Property Manager)
Mr G Tregida (Roading Manager)
Mr A Singh (Contract Manager – Roading)

The Chief Operating Officer opened the meeting with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Ngataki/Gibb)

That the apologies for:

- a. non-attendance as absent on Council business from Cr Eyre and Cr Patterson be accepted; and**
- b. non-attendance from Cr L Thomson and Cr P Matatahi-Poutapu be accepted.**

CARRIED

WDC2303/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Agenda Item 2

Resolved: (Crs Beavis/P Thomson)**THAT the agenda for a meeting of the Waikato District Council held on Monday, 13 March 2023 be confirmed:**

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 6, which shall be considered with the public excluded; and
- b. all reports be received.

CARRIED**WDC2303/02****DISCLOSURES OF INTEREST**

Agenda Item 3

There were no declarations of interest.

CONFIRMATION OF MINUTES

Agenda Item 4

The report was received [WDC2303/02 refers] with no further discussion held.

Resolved: (Crs Beavis/Keir)**THAT the Waikato District Council confirms:**

- a. the open and public excluded minutes for a meeting held on Friday, 24 February 2023 as a true and correct record.

CARRIED**WDC2303/03****COMMITTEE REPORTS***Chief Executive Performance Review Committee – 21 February 2023*

Agenda Item 5.1

The report was received [WDC2303/02 refers] and the following discussion was held:

- It was noted this item was for information as discussed at the Council workshop earlier in the month. The review of policies were undertaken by the Chief Executive Performance Review Committee under delegation.
- Councillors queried when they would see a new set of KPIs for the Chief Executive and it was noted there would be a workshop held for setting 2023/24 KPIs in April/May.

ACTION: Workshop to be scheduled for Chief Executive 2023/24 KPIs in April/May.

Infrastructure Committee – 1 March 2023

Agenda Item 5.2

The report was received [*WDC2303/02 refers*] and no further discussion was held.

Budget Adjustment for the Huntly Aquatic Centre Boiler Project (INF2303/03)

Resolved: (Crs Whyte/Keir)

That the Waikato District Council:

- a. in order to enable Council to proceed with the Huntly Aquatic Centre Boiler Project in 2022/2023 and receive the EECA funding that:
 - i. the 2023/2024 budget allowance of \$100,394 (IAC10010-0222) be brought forward to this financial year 2022/2023;
 - ii. the 2023/2024 budget allowance of \$88,092 (IAC10095-0124) be brought forward to this financial year 2022/2023; and
 - iii. the 2024/2025 budget allowance of \$18,574 (IAC10010-0325) be brought forward to this financial year 2022/2023.

CARRIED

WDC2303/04

Proposed Stopping of former McDonald Road, Pokeno (INF2303/04)

Resolved: (Crs Whyte/Ngataki)

That the Waikato District Council approves:

- a. part of the closed Hitchen and McDonald Road, Pokeno, as shown marked Section 1, 2 to 3 on Attachment One be legally stopped in accordance with the Public Works Act 1981;
- b. part of Section 1 on Attachment One (northern portion) resulting from the road stopping to be vested as stormwater catchment;
- c. part of Section 1 on Attachment One (southern portion) resulting from the road stopping action be sold to the adjacent landholdings at a price established by market valuation and to be within the Council Property Policy, for amalgamation with LOT 1000 DP 501835;
- d. section 2 on Attachment One resulting from the road stopping action be transferred for amalgamation with Allots 284-289 Mangatangi PSH at no cost to compensate the loss of frontage of the property;
- e. section 3 on Attachment One resulting from the road stopping action to be transferred to Kiwirail as railway land;
- f. the proceeds of sale of part of Section 1 on Attachment One be used to fund the road stopping process and the relevant costs of this road stopping process to be funded by Strategic Property budget IPP-12003-E-0-1212-0000; and
- g. the Chief Executive be delegated authority to execute all relevant documentation to give effect to this resolution.

CARRIED

WDC2303/05

Huntly – Land Acquisition Agreement (INF2303/12)

PEX Agenda Item with resolutions released into open.

Resolved: (Crs Whyte/Gibb)

That the Waikato District Council:

- a. accepts the new offer from the landowner of 13 Tregoweth Lane to allow Council to:
 - i. cancel the Agreement Dated 21 December 2020 between the parties;
 - ii. acquire the land required for road being approximately 166m² being part Part Lot 7 DP 305 held in Record of Title SA53/168; and
 - iii. to compensate the landowner of 13 Tregoweth Lane (being Lot 7 DP 305 held in RT SA53/168) by selling 9 and 11 Tregoweth Lane (Lot 6 DP 350 held in RT SA44D/959 and Lot 7 DP 350 held in RT SA53/168 respectively) at a price of \$65,000 plus GST (if any) in recognition of the costs of fulfilling the remaining obligations of the signed exchange agreement.
- b. that the proposal to sell 9 and 11 Tregoweth Lane for less than market Value be noted as an exception on the basis that the new agreement provides a lesser financial cost to Council than the original exchange agreement; and
- c. delegates to the Chief Executive the authority to negotiate and conclude agreements on terms to protect Council's interests and execute all relevant documentation to give effect to this resolution.

CARRIED

WDC2303/06

Policy & Regulatory Committee – 7 March 2023

Agenda Item 5.3

The report was received [WDC2303/02 refers] and the following discussion was held:

- Councillor Beavis moved each of the items and noted the reason for an amendment to the resolutions for the *Amendments to the Speed Limits Bylaw 2011 Schedules (P&R2303/05)*.

Revocation of Policies (P&R2303/03)

Resolved: (Crs Beavis/Turner)

THAT the Waikato District Council:

- a. revokes with immediate effect the Funding for Road Closures for Community Events Policy 2009.

CARRIED

WDC2303/07

Appointment and Remuneration of Directors Policy (P&R2303/04)**Resolved: (Cr Beavis/Gibb)****THAT the Waikato District Council:**

- a. revokes the **Appointing Directors and Trustees to Council Controlled Organisation Policy (2014)**; and
- b. adopts the **Appointment and Remunerations of Directors Policy**.

CARRIED**WDC2303/08**Amendments to the Speed Limits Bylaw 2011 Schedules (P&R2303/05)**Resolved: (Cr Beavis/Turner)****THAT the Waikato District Council:**

- a. adopts the amendments to the **Speed Limits Bylaw 2011** schedules, with the following further amendments:
 - i. **Schedule p20 of 60: 50km/hr | Matangi Rd | (Start) Winning Way/Matangi Rd corner, 1,050 metres west of Tauwhare Road | (End) Tauwhare Rd | 2022 Amendments.**
 - ii. **Schedule p24 of 60: 50km/hr | Tauwhare Rd | (Start) 100m south of Taplin Road | (End) 440m Northeast of Robinsons Lane | 2022 Amendments**

CARRIED**WDC2303/09**

ACTION: Staff to update the Speed Limits Bylaw 2011 Schedules as per Resolution WDC2303/09.

REPORTSProposed Road Stopping Irish Road, Mangatawhiri

Agenda Item 6.1

The report was received [WDC2303/02 refers] and the Strategic Property Manager responded to queries on the road stopping processes, noting what would occur if the proposed recommendation was not passed.

Resolved: (Crs Whyte/Keir)

That the Waikato District Council:

- a. rescinds Resolution INF2022/04 dated 2 February 2022, which read as follows:

Resolved: (Crs Sedgwick/Thomson)

THAT the Infrastructure Committee approves:

- a. *the portion of unformed Irish Road, Mangatawhiri, as shown marked Section A on SO51992 – Plan of Road to be Stopped (attached to the staff report) be declared surplus to Council roading requirements, and be legally stopped in accordance with the Public Works Act 1981;*
- b. *the section of land resulting from the road stopping action be transferred, at a price established by market valuation and to be within the Council Property Policy, for amalgamation with Allotment 11-14 Settlement of Pokeno (RTNA35D/873);*
- c. *the proceeds of sale be credited to the Property Proceeds Reserve; and*
- d. *the Chief Executive be delegated authority to execute all relevant documentation to give effect to this resolution.*
- b. approves the portion of unformed Irish Road, Mangatawhiri, as shown marked Section A on SO51992 – Plan of Road to be Stopped (attached to the staff report), be declared surplus to Council roading requirements, and be legally stopped in accordance with the Public Works Act 1981;
- c. approves the section of land resulting from the road stopping action be transferred, at a price established by market valuation and to be within the Council Property Policy, for amalgamation with Lot 1 DP 78984, under Record of Title NA34D/1218;
- d. approves the proceeds of sale be credited to the Property Proceeds Reserve; and
- e. delegates the Chief Executive to execute all relevant documentation to give effect to this resolution.

CARRIED

WDC2303/10

WDA Variation for Huntly Renewals Programme 2021-22

Agenda Item 6.2

The report was received [*WDC2303/02 refers*] and the following discussion was held:

- General Manager, Service Delivery advised that some works were being carried out in regard to maintenance of the asset prior to it being vested to Council.
- Queries arose regarding the vesting of the Taupiri Bridge and the need for additional funding from Waka Kotahi to replace this expensive asset as the end of its useful life. General Manager, Service Delivery noted that this issue had been raised with the agency but conceded that the agency was not prepared to amend the Funding Agreement to address these concerns.
- Councillors queried a situation where Franklin District Council refused to take a bridge asset in the past in Pokeno – staff were not aware of the background here but would endeavour to include an update to the Infrastructure Committee.
- Council queried where State Highway 1B was currently within the vesting process and it was noted costs were still being identified. It was also noted that ongoing maintenance and replacement of these assets would be a cost to ratepayers.
- Staff noted the 2021-2031 Long-term Plan initially included investment in bridge assets which were removed to support the agreed investments for water assets in the 10 year plan.

ACTION: Staff to provide an update on roading vestments from Waka Kotahi to Council at the next Infrastructure meeting.

Resolved: (Crs Beavis/Raumati)

THAT the Waikato District Council:

- a. rescinds Resolution INF2022/09 dated 2 February 2022, which read as follows:

Resolved: (Crs Lynch/Smith)

That the Infrastructure Committee approves:

- a. ***the variation up to \$1.4M to the Waikato District Alliance to carry out the pavement rehabilitation project in Huntly that is 100% funded by Waka Kotahi.***
- b. ***a budget being established for the Waikato District Alliance at the 100% Financial Assistance Rate associated with the three-year funding of the renewals for Huntly.***

CARRIED

INF2202/09

- b. **approves the variation of up to \$1.6 million to the Waikato District Alliance to carry out the pavement rehabilitation project in Huntly that is 100% funded by Waka Kotahi; and**
- c. **approves a budget being established for the Waikato District Alliance at the 100% Financial Assistance Rate associated with the three-year funding of the renewals for Huntly.**

CARRIED

WDC2303/11

Raglan Town 2 Surf Shared Path Funding Application

Agenda Item 6.3

The report was received [WDC2303/02 refers] and the following discussion was held:

- Council indicated whilst it was admirable we sought funding to carry out these works, what impact did this have on our programmed capital works?
- General Manager, Service Delivery acknowledged these additional works did have an impact on the existing capital programme and the new works costings did not take into account the amount of staff time to apply for external funding and report to Committees/Council on a proposed change. With the implementation of the Enterprise Project Management Office Council would show improvements in this area, along with understanding Council's capacity to deliver additional projects and the impact on existing LTP capital programmes.

ACTION: In future staff to provide clarity of the impact that supporting additional projects would have on delivering existing work programmes.

Resolved: (Crs Whyte/Raumati)

That the Waikato District Council:

- a budget increase of \$965,000 to 8UF70583-CO-0000-O922 which is 100% externally subsidised by MBIE as per the TIF Funding Agreement;
- as a variation under contract I4/3 I4, the final two sections of the Raglan Town 2 Surf Shared Project, be awarded to the Waikato District Alliance; and
- the variation sum of \$965,000 to the Waikato District Alliance contract.

CARRIED

WDC2303/12

Approval for additional funds to support storm damage repairs

Agenda Item 6.4

The report was received [WDC2303/02 refers] and the following discussion was held:

- Staff noted that the required recovery works would overcommit the funding reserves Council currently has and work will be provided within the next annual plan workshop regarding the impact on rates and how Council would replenish the reserve.
- It was noted that Waka Kotahi had increased their subsidy of recovery works to 91%, however staff needed to identify the projects within two weeks of the event to obtain this funding and the funds had to be spent by 30 June 2023. Councillors were concerned this timeframe was unrealistic and we should be seeking more time.
- Council does have insurance policies in place for some assets in the event of natural disasters but it would not cover all the damage of the two recent weather events. Government also provide significant funding for natural disasters as they have for these recent events.
- Queried when we would be looking at the impact on rates as other Council's had already set their rates? It was noted there had been one workshop on the 2023/24 Annual Plan and rates increases, however another one was scheduled for 27 March.

ACTION: Staff to seek an extension to the Waka Kotahi timeframes for spending the increased subsidy available for flood works to post 30 June 2023.

Resolved: (Crs Raumati/P Thomson)

That the Waikato District Council:

- a. approves additional local share funding for Financial Year 2022/23 of \$786,900, funded from the Disaster Recovery Fund;
- b. approves additional local share funding for Financial Year 2023/24 up to the capacity of the Disaster Recovery Fund;
- c. acknowledges that further local share funding will be required in Financial Year 2023/24 to complete the work resulting from the Feb 2023 events - Funding solutions will be explored and requested by Council in a further report;
- d. approves additional local share funding from the roading replacement fund of \$1,219,500 for the 2022/2023 Financial Year to allow urgent additional works to be completed;
- e. approves that a proportion of the Emergency Response Work (total value estimate \$8,000,000) be awarded to the Waikato District Alliance – Contract 14/314 to cover ongoing initial response and slip repair works, and with the balance to be put to market; and
- f. approves that the additional Urgent Work be awarded to the Waikato District Alliance – Contract 14/314, up to the value of \$1,500,000.

CARRIED

WDC2303/13

Making Good Decisions Foundation Course
Agenda Item 6.5

The report was received [WDC2303/02 refers] and the following discussion was held:

- It was noted that Cr Beavis and Cr Eyre attending the “Making Good Decisions Foundation Course” were already approved under the Chief Executive’s transitional authority, therefore Council only needed to approve Cr Keir undertaking the training.
- It was further noted that travel and accommodation expenses would be covered for the two day course and whilst the report notes a two day course there were additional assignments and support required outside of this.

Resolved: (Crs Reeve/Raumati)

That the Waikato District Council approve Cr Mike Keir attending the Making Good Decisions Course in Christchurch on 29 and 30 March 2023.

CARRIED

WDC2303/14

Chief Executive Issues

Agenda Item 6.6

There were no Chief Executive Issues for the open section of the meeting.

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Cr Beavis/Ngataki)

- a. **THAT** the public be excluded from the following parts of the proceedings of this meeting:

The general subject of each 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
Chief Executive Issues	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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, as follows:

Item No.	Section	Interest
Chief Executive Issues	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.

CARRIED**WDC2303/15**

To	Waikato District Council
Report title	Sustainability & Wellbeing Committee Recommendations – 5 April 2023
Date:	Wednesday, 5 April 2023
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Executive summary

Whakaraapopototanga matua

The purpose of this report is to seek the Council's approval of the recommendations from the Sustainability & Wellbeing Committee meeting to be held on 5 April 2023. It is noted that the recommendations below are draft as the Committee meeting is being held on the same day as the Council meeting.

The Sustainability & Wellbeing Committee agenda and attachments from the meeting on Tuesday, 7 March 2023 can be found on the Council website via the following link:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/sustainability-wellbeing-committee>.

2. Staff recommendations

Tuutohu-aa-kaimahi

Updates to the FPIC Agreement and Terms of Reference – Agenda Item 6.3

THAT the Waikato District Council:

- a. notes the following update has been made to paragraph (tbc) on page (tbc) of the Committee agenda (FPIC Terms of Reference):**

Future Proof | Te Tau Tiitoki is a joint initiative set up to consider how the Waikato, Hamilton, Waipaa and Matamata-Piako sub-region should develop into the future. The partnership was established in 2009 and re-launched in 2019 to include central government, Auckland Council, and iwi. The mayors and deputy mayors of the territorial local authorities and the chairperson and deputy chairperson of the Waikato Regional Council represent their respective councils at the governing table. The participation of Auckland Council in this partnership is only for matters related to cross-boundary issues. The partnership was established to focus on growth management and related infrastructure requirements in the sub-region.

- b. approves and executes, the amended Future Proof Implementation Committee Agreement and its associated Terms of Reference.**
-

Amendment to Council's Governance Structure Delegations to reflect the agreed name of the Future Proof sub-committee to oversee public transport in the sub-region – Agenda Item 6.4

THAT the Waikato District Council:

- a. that a tidy-up amendment be made to its Governance Structure Delegations by changing the name of the Metropolitan Public Transport Sub-Committee to the Future Proof Public Transport Sub-committee, and by consequence,**
- b. by consequence, confirms the appointment of Cr Eugene Patterson as the Council member and Cr David Whyte as the alternative Council member on the Future Proof Public Transport Sub-committee.**

3. Attachments

Ngaa taapirihanga

There are no attachments.

To	Waikato District Council
Report title	Local Governance Statement 2022-2025
Date:	5 April 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Purpose of the report

Te Take moo te puurongo

To seek approval for Council's Local Governance Statement for the 2022-2025 triennium.

2. Executive summary

Whakaraapopototanga matua

The purpose of this report is to seek approval of the Council's Local Governance Statement.

The Local Governance Statement provides the public with information about how Council makes decisions and engages with our communities through key local democratic processes, and how citizens can influence these processes.

The content of the Statement is required, and prescribed, by [section 40 of the Local Government Act 2002](#). The Act requires that the statement be approved within six (6) months of the local authority election.

The following are the principal changes to the 2019-2022 Local Governance Statement:

- Update content to reflect current circumstances, structures and processes, particularly in regard to:
 - Official Information requests and processes
 - How we work with Maaori section to reflect the introduction of Maaori wards.
 - Streamline content by linking to existing information which is already available on the Council's website.
 - The appendix referring to relevant legislation has been updated to include links to make it easier for users to link directly to relevant legislation as well as altered/new legislation.
-

The Local Governance Statement is available to the public via the Council website. The 2019-2022 statement can be found [here](#) and the link will be updated should the attached draft Local Governance Statement for 2022-2025 be adopted.

3. Staff recommendations **Tuutohu-aa-kaimahi**

That the Waikato District Council:

a. approves the 2022-2025 Local Governance Statement, subject to:

- i. a final review of the document by Legal Counsel; and**
- ii. any minor alterations from this review being signed off by the Chief Executive before loading to the Council website.**

4. Discussion and analysis **Taataritanga me ngaa tohutohu**

4.1 Legal considerations **Whaiwhakaaro-aa-ture**

A Local Governance Statement is required to be adopted by Council within six (6) months of the triennial elections.

The Legal team have provided some initial feedback on the document, however Legal Counsel will be requested to review the document prior to it going onto Council's website to ensure all new/altered legislation is referred to.

4.2 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

4.3 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

The section of the Local Governance Statement has been updated to reflect Council's adoption of Maaori wards and the work currently being undertaken in regard to Mana Whenua Forums.

4.4 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The decisions sought by, and matters covered in, this report have no impact on the Council's [Climate Response and Resilience Policy](#) and [Climate Action Plan](#).

4.5 Risks

Tuuraru

Council would be acting ultra-vires to the Local Government Act 2002 should they chose not to adopt the Local Governance Statement at this meeting.

5. Significance and engagement assessment

Aromatawai paahekoheko

5.1 Significance

Te Hiranga

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#).

5.2 Engagement

Highest level of engagement	Inform ✓	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<i>The Local Governance Statement is a document which covers off how the "organisation" operates and does not require consultation. However, Council do need to adopt the updated document within six months of the election to inform the community of how we will operate during each triennium.</i>				

6. Next steps

Ahu whakamua

The Local Governance Statement has been forwarded to the Legal Counsel for review and to advise of any recommended changes to the Chief Executive by 11 April to ensure any additional changes required are approved and the statement is uploaded to the Council website by mid-April.

7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

8. Attachments Ngaa taapirihanga

Attachment 1 – Draft Local Governance Statement 2022-2025



**YOUR GUIDE TO
WAIKATO DISTRICT
COUNCIL**

Local Governance Statement April 2023
Te Panui o te Kawanatanga aa-kaainga

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Front Cover

Taupiri Mountain (Taupiri Maunga) – known as ‘*Taupiri-Kuao – The embracing mountain*’ is sacred to Waikato Tainui and their tribal identity. The mountain is the final resting place for the Maaori Royal Family and many prominent Maaori have been laid to rest there. Taupiri Mountain has been a sacred (tapu) burial ground for the Waikato Tainui iwi since the death of Chief Te Putu, who built Taupiri paa on the summit of a spur of Mt Taupiri in the 1600s. The Waikato River is the longest river in New Zealand and runs through our district.

* *Waikato District Council indicates a long vowel sound in written te reo Maaori by using double vowels. Double vowels are the preferred standard used by Waikato-Tainui, the Iwi authority in the Waikato district and the council has adopted double vowels to acknowledge the Iwi preference.*

Introduction

Kia ora koutou katoa and welcome to our local governance statement, your guide to Waikato District Council. A local governance statement is a collection of information about the Council, its functions and how you can interact with us and get involved in local decision-making.

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

Our vision is that we work together as a district to build liveable, thriving and connected communities as our townships grow.

He noohanga aahuru, he lwi whai ora, he hapori tuuhono tahi

Our goals and approach to achieve our vision are detailed in our [Long Term Plan](#).

If you would like further information please contact us in any of the following ways:

- Website www.waikatodistrict.govt.nz
- Freephone 0800 492 452
- Visit your [nearest Council office](#)

What we do

[Under section 10 of the Local Government Act 2002](#), Waikato District Council is here to enable democratic local decision-making and action by, and on behalf of, our communities. We are also here to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future. While carrying out these responsibilities, we conduct our business in an open, transparent, and democratically accountable manner, and give effect to our identified priorities and desired outcomes in an efficient and effective manner.

To make this happen the Council has a variety of roles, including:

- Customer Support
- Service Delivery
- Community Growth
- Operations
- Governance

Our [Long Term Plan 2021-2031](#) sets out the activities and services we intend to provide to meet the District's needs and deliver our vision. [Our website](#) provides more information on the services and facilities provided by the Council.

Legislation and Bylaws

There is various legislation that the Council is bound by in exercising powers and fulfilling its responsibilities and purpose. These are listed in [Appendix I](#).

A bylaw is a rule or regulation made by the Waikato District Council. The Local Government Act 2002 empowers a local authority to make bylaws on a diverse range of subjects. Some other Acts also empower local authorities to make bylaws on specific topics. The Council's current bylaws can be accessed [here](#). The Council is working through a programme to review any bylaws which are coming up to their expiry date.

Electoral System

Elections of Waikato District Council are currently conducted using the [First Past the Post \(FPP\)](#) electoral system. Under this system voters tick the name of the candidates they prefer up to the number of vacancies. If there is one vacancy, for example for the Mayor, you can vote for one candidate. If there are three vacancies, you can vote for up to three candidates. Those receiving the most votes win.

The other option available under the Local Electoral Act 2001 is the [Single Transferable Vote system](#) (STV). This system is used in the previous District Health Board (DHB) elections. Voters rank candidates in order of preference (1 to 5 etc), rather than picking their most preferred candidate for each vacancy. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Under STV voters have one vote but can indicate their preference for as many or as few of the candidates as they wish. The number of candidates required to fill all vacancies is achieved:

- first by the counting of first preferences
- then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota
- then by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with the voters second preferences.

Under the Local Electoral Act 2001 there are three ways in which Council's electoral system can be changed. They are:

- Council can resolve to change the electoral system to be used at the next two elections;
- Council can conduct a poll of voters; or
- Voters can demand that a poll be undertaken. That demand requires 5% or more of the voters to sign a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial Council elections.

Representative arrangements

Waikato District Council is made up of a mix of towns, villages and settlements with a geographic area of approximately 440,000 hectares and a population of 82,850 (Based on Stats NZ Tatauranga Aotearoa 2020 population estimates) It is a diverse, predominantly rural district with urban centres in Huntly, Ngaruawahia, Pokeno, Raglan, Te Kauwhata and Tuakau.

The Council is required to review its representation arrangements at least once every six years. The review process is set out in sections 19H to 19Y of the Local Electoral Act 2001 (LEA) and must consider the following:

- The number of elected members
- Whether the elected members should be elected by the whole district (at large), or be divided into wards or a combination of 'at large' and 'ward' representation
- If the preference is wards then boundaries and names of those wards and the number of members that will represent each ward need to be determined
- Whether or not to have Maaori wards
- Whether to have community boards, and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Following the decision to establish one or more Maaori wards in 2021, Waikato District Council undertook a representation review (review of wards, boundaries, number of elected members etc). The Final Proposal for 2022 Representation arrangements was appealed, which required the Local Government Commission to undertake a hearing and make a final determination. The Commission also approved a deviation for the Western Districts general ward due to the area it covered.

The resulting changes were to the names of the Maaori wards and boundary lines of the Tuakau-Pokeno general ward to incorporate the Mercer community. The updated wards and population statistics are listed below:

Ward	2020 general electoral population estimate*	Number of councillors	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Awaroa-Maramarua General	5,750	1	5,750	-412	-6.68
Huntly General	6,210	1	6,210	48	+0.78
Newcastle-Ngāruawāhia General	13,450	2	6,725	563	+9.14
Tamahere-Woodlands General	13,350	2	6,675	513	+8.33
Tuakau-Pōkeno General	11,750	2	5,875	-287	-4.65
Waerenga-Hukanui General	6,500	1	6,500	338	+5.49
Western Districts General	5,070	1	5,070	-1,092	-17.72
Whāingaroa General	5,700	1	5,700	-462	-7.49
Total General wards	67,780	11	6,162		
Te Raki o te Takiwaa Maaori	7,980	1	7,980	405	+5.35
Te Tonga o te Takiwaa Maaori	7,170	1	7,170	-405	-5.35
Total Māori wards	15,150	2	7,575		
Total District	82,850	13			

* Based on Stats NZ Tatauranga Aotearoa 2020 population estimates. Totals may not sum due to rounding.

Ward and community board maps can be accessed [here](#).

Your elected members

The Waikato District Council is an elected body of 14 representatives - the Mayor and 13 Councillors. The Council is accountable to the ratepayers and residents of the Waikato district for the planning, direction and management of resources to meet the present and future needs of the community.

[Visit our website to learn more about your Mayor and Councillors and how to contact them.](#)

The elected members are responsible for:

- Setting policy direction
- Monitoring performance
- Representing the interests of the district. This is formalised at the first meeting following the elections. Members must make a declaration that they will perform their duties faithfully, impartially, and according to their best skill and judgement, and in the best interest of the district.
- Employing the Chief Executive. Under the Local Government Act 2002 the Council employs the Chief Executive, who in turn employs all other staff on its behalf.

The roles and responsibilities of our elected members are further detailed in the [Council's Code of Conduct. The Council's Code of Conduct will be reviewed in April 2023.](#)

Committee structure

The Council reviews its Committee structures every three years after an election. Committees are set up to deal with specialised local issues. Council determined their Governance Structure in December 2022, all Councillors are members of the Infrastructure, Performance & Strategy, Policy & Regulatory, and Sustainability & Wellbeing committees.

A Council General Manager is assigned to each 'whole of Council' Committees to provide advice and information on legislative requirements, delegated powers, and Council policy. Each Committee has a Chair and Deputy Chair.

The [Council's Governance Structure](#) sets out the membership, terms of reference and delegations of the various committees and other decision-making bodies, as well as the Council's appointments to external bodies and organisations.

Community Boards

Community Board members are elected to look after local interests and to be a link between the community and the Council. Community boards were established to enable communities to have a voice in decisions affecting them and to ensure people have their say on local issues. One General ward Councillor and one Maaori ward Councillor are appointed to the Community Board as the Council representatives. The Waikato District Council has six Community Boards.

The boards are constituted under section 52 of the Local Government Act 2002 to:

- Represent and act as an advocate for the interests of their community
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board
- Make an annual submission to the Council on expenditure in the community
- Communicate with community organisations and special interest groups in the community
- Undertake any other responsibilities that are delegated to it by the Council.

Further information on each of the Community Boards can be found on [our website](#), including each Board's Code of Conduct.

Community Committees

Community Committees are set up by communities to develop community plans, to deal with local issues, and engage with the Council on those issues. Council provides the support of a senior leadership team member to four of the community committees in the townships of Pokeno, Meremere, Te Kauwhata, and Tamahere

There are also a number of other community committees and groups that advocate on behalf of residents and ratepayers in their area. The local ward councillor(s) for these areas is/are appointed to all community committees as the Council representative.

Further information on your Community Committees can be found on [our website](#).

Meeting process and conduct

The legal requirements for conducting Council, Community Board and Committee meetings are provided for in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Scheduled meetings are publicly notified not more than 14 days and not less than five days before the end of each month for the following month. Where this requirement cannot be satisfied (e.g. in the case of extraordinary or emergency meetings) then the Council shall cause such public notice as is reasonable in the circumstances to be given. The place, dates and times of meetings are advertised in the Waikato Times newspaper, and, where appropriate, other community newspapers circulating within the district. Meetings are also notified on [the Council's website](#).

All Council, Community Boards and Committee meetings must be open to the public unless there is reason to consider any items with the public excluded (i.e. these items are considered to be confidential and members of the public will be asked to leave the room until discussion on the item(s) has been completed). The LGOIMA specifies those circumstances where a Council, Community Board or Committee may consider items with the public excluded. These circumstances include protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, Community Board or Committee (as appropriate). Minutes of all meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available subject to the provisions of the LGOIMA. Both agendas and minutes can be accessed [on the Council website](#).

During meetings the Mayor, Councillors and Community Board members must follow Standing Orders which are a set of procedures for conducting meetings agreed upon by the Council. The application of Standing Orders can be suspended at any meeting by a vote of 75% of the members present. A copy of the Standing Orders can be obtained [on the Council's website](#).

Please contact the [Democracy team](#)¹ if you have any queries in relation to meeting process.

Our consultation policies

The Local Government Act 2002 establishes certain principles and requirements for consultation as part of the planning, decision-making and accountability role of the Council.

The [Council's Significance and Engagement Policy](#) is a central reference document for our community and staff. The policy:

- sets out what will be considered by staff and decision makers in determining the significance of an issue; and
- how the degree of significance will influence the types of engagement methods and communications channels used and level of engagement the community can expect from Council.

In the course of making any decision the Council is required to:

- Consider all reasonable options available to achieve the objective of a decision by assessing the costs, benefits and impact of those options.
- Consider the views of the community at the various stages of the decision-making process and the views of Maaori (especially where land or water is involved).
- Have regard to the present and future social, economic, environmental and cultural wellbeing of communities.
- Identify the reasons for a decision where the decision is inconsistent with any other Council policies or plans.

The Council's current and previous consultations [are available online](#).

Special Consultative Procedure

The special consultative procedure is regarded as a minimum process that the Council must use when making certain decisions under the Local Government Act 2002. The special consultative procedure comprises the following steps:

- **STEP ONE: Preparation of a statement of proposal.** The Council must prepare and adopt a statement of proposal which includes information on each of the reasonable options available to achieve the objective, a copy of the proposed policy or bylaw and information about how a submission can be made. The statement of proposal must be publically available.

¹ Democracy@waidc.govt.nz

- **STEP TWO: Receive submissions.** The Council must allow submissions to be received for no less than a period of one month and, in addition to written submissions, the Council must provide an opportunity for a person to present their views in a way that enables spoken or sign language.
- **STEP THREE: Deliberate in public.** All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
- **STEP FOUR: Follow up.** A copy of the decision and a summary of the reasons must be made available to submitters. There is no prescribed format for such a summary.

The Significance and Engagement Policy provides more information on when the special consultative procedure is used by the Council. You can view policies, bylaws and documents currently up for consultation via [the Shape Waikato website](#).

Other Consultation and Engagement Processes

In addition to the statutory requirements the Council has long been committed to public involvement and consultation and engagement in the administration of the district, and to deliver liveable, thriving and connected communities.

Consultation and engagement are often required on issues for which there are no statutory processes or timeframes in legislation. Consultation and engagement should be tailored to the complexity of an issue and its potential for controversy. In exercising its discretion, the Council should have regard to the nature and significance of the decision and the extent to which the Council is already aware of the views of the affected public.

Service Requests and Feedback

Anyone can lodge a request for a Council service by:

- Phoning the Council - 0800 492 452
- Completing an [online service request form](#)
- Contacting one of [our local offices](#).

Feedback or complaints in relation to Council services can also be [submitted online](#).

Our relationship with Maaori

The Crown's responsibility to take appropriate account of the principles of Te Tiriti o Waitangi has been reflected in the Local Government Act 2002, which provides principles and requirements for local authorities to facilitate participation, by Maaori, in local authority decision-making. Council recognises the principles and terms of Te Tiriti that are fostered and supported in partnership with tangata whenua.

We work proactively to ensure that Iwi, marae, hapuu, and the wider Maaori community has input into planning and decision making.

Partnerships with local Iwi

Waikato District Council have long-standing Joint Management Agreement Partnerships with Waikato-Tainui (established in 2010) and Ngāti Maniapoto (established in 2012).

Waikato and Waipa river settlements

In line with our Joint Management Agreement (JMA) with Waikato-Tainui and our Waipa River JMA with the Maniapoto Maaori Trust Board we hold co-governance forum hui to discuss matters of joint interest with these Iwi. More information on the river settlements and the co-governance partnership between the Council and Iwi can be found [on our website](#).

Future Proof

The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council. It included the establishment of a tangata whenua reference group – Nga Karu Atua o te Waka – with members drawn from Iwi and hapu-based groups representing tangata whenua in the Waikato District and the wider region.

Establishment of Maaori Wards

Following a representation review in 2021, Waikato District Council established two Maaori wards for the October 2022 local body elections – Tai Runga Takiwaa Maaori Ward and Tai Raro Takiwaa Maaori Ward.

During an election, residents enrolled under the Maaori Electoral Option can vote for candidates for their respective ward.

The establishment of mana whenua forums

In 2022, Council agreed to establish mana whenua forums for the purpose of forging a more effective and meaningful partnership between Council and mana whenua. While the mechanics and details are still a work in progress, acknowledgement that the forums will go ahead as a priority for Council shows progress.

Local government reform

Our submission on the local government reform was approved by Council on 23 February 2023. It supports a better embodiment of Te Tiriti o Waitangi into local government through

- a) a partnership approach between Tangata Whenua and Tangata Tiriti, and
- b) an acknowledgment of our JMA partnership as being central to any future local government structure.

Our Iwi & Community Partnerships Team

To ensure that Council effectively partners and engages with Maaori and are well-positioned to deliver on our responsibilities under Te Tiriti o Waitangi in the development and delivery of JMA workplans and systems, Council have an Iwi & Community Partnership team, led by a manager dedicated to this space. Council is currently carrying a vacancy for the manager role as we work to ensure we follow appropriate guidance from local Iwi about how the role and team could work to achieve best outcomes.

Our management structure

The Council is required to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. The Chief Executive is the only person who may lawfully give instructions to another staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

Chief Executive

The Chief Executive is appointed by Council in accordance with [Section 42](#) and [clauses 33 and 34 of Schedule 7](#) of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budget established by the Council.

The Chief Executive is responsible for:

- Implementing the decisions of the Council.
- Providing advice to the Council, Community Boards and Committees.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation, or bylaw, are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service level performance of the Council.
- Providing leadership for the staff.
- Facilitating and fostering representative and substantial voter participation in elections and polls held under the Local Electoral Act 2001.
- Employing staff (including negotiation of the terms of employment for the staff) in line with the requirements of the Remuneration and Employment Policy.

The Chief Executives Remuneration and Employment Policy was reviewed and adopted in March 2023 and can be found [here](#).

The Chief Executive is supported by an [Executive Leadership Team \(ELT\)](#).

Employment Policies

The Council's [Remuneration and Employment Policy](#) sets out the high level principles for the employment and remuneration of staff.

Waikato District Council is committed to a policy of equal opportunity in employment. Its workplace will be free from personal discrimination in day-to-day activities and offers equality of opportunity in all aspects of employment.

Our key planning and policy documents

The following documents have been identified as key Council plans and policies. They are developed through consultation with relevant stakeholders and then approved by the Council. Policies and plans are periodically reviewed as and when appropriate; for example when required by legislation, or in accordance with a timeframe within the document itself, or in response to a specific request from the Council.

Long Term Plan (LTP)

The LTP outlines the overall direction and expected cost of Council activities over a ten-year period and is prepared every three years. The plan sets out details of how we will deliver our vision and community outcomes, as well as detailed information on:

- Financial Strategy
- 30-year Infrastructure Strategy
- Policies and Plans
- Council-Controlled Organisations

Annual Plan

The Council is required to prepare and adopt a document that reconfirms the projects and budgets for each of the two years between three-year Long Term Plan reviews. These documents are called Annual Plans.

District Plan

This plan contains guidance and rules about how you can use and develop your land within the district. Waikato District Council commenced a review of the District Plan in 2013, and publicly notified the proposed changes on 18 July 2018. Over 1000 submissions to the proposed changes were received, covering more than 10,000 individual submission points.

On 17 January 2022 the Council notified the decisions on the Proposed Plan. Sixty-six appeals were received. While Council works to resolve the appeals, the district is working with both an Operative and Proposed District Plan.

More information on the District Plan is available on our website [our website](#).

Annual Report

At the end of each financial year (1 July - 30 June) the Council publishes an Annual Report, which contains audited accounts for the previous financial year. Each annual report must be completed and adopted by resolution within four months after the end of the financial year to which it relates. The purposes of the annual report are:

- To promote the Council's accountability to the community for the decisions made throughout the year by the Council; and
- To compare the annual activities and performance with the intended activities and performance set out in the Annual Plan/LTP.

In addition to the full Annual Report, the Council must also prepare a summary of the Report. The summary must be a fair and consistent representation of the major matters in the Annual Report.

Community Aspirations & Blueprints

During 2018-19, we listened to our communities as to what was important as they looked to the future. Through this engagement, priorities were developed within Blueprints for the District. We visited again in June/July 2020 to discuss who should lead each of the Blueprint initiatives. The Blueprint has informed the current 2021-2031 Long Term Plan; a number of Blueprint initiatives have been funded and progressed. In 2023, as Council works towards the 2024-2034 Long Term Plan, we will check in again to ensure we have a clear steer on which Blueprint initiatives are most important to you and your community.

Waikato 2070

Waikato District Council's Growth & Economic Development Strategy (Waikato 2070) was adopted by Council in 2020. The strategy guides growth in the district over the next 50 years.

Other key strategies, plans and policies can be viewed on [our website](#) including:

- Development Contributions Policy
- Dog Control Policy
- Easter Trading Policy
- Gambling Venues Policy
- Local Alcohol Policy
- Significance and Engagement Policy

Requests for official information

Under the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA though.

Once a request is made the Council must supply the information unless good reason exists for withholding it. The LGOIMA sets out the reasons why information may be withheld by the Council. This includes where the release of the information would:

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

The Council may refuse a request on a number of grounds as set out in s 17 of the LGOIMA including when:

- Making the information available is contrary to the provisions of a specific enactment
- The information is or will soon be publicly available
- The request is made by a defendant and the information could be sought under the Criminal Disclosure Act 2008
- The document requested does not exist or cannot be found
- The information cannot be made available without substantial collation or research
- The information is not held by Council and we have no reason to believe it is held by another agency
- The request is frivolous or vexatious or the information requested is trivial

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice. The charges are set out in the Council's [Fees and Charges](#) and will be notified to the requestor before the charge is incurred to allow the requestor to refine, withdraw or proceed with the request.

If you are not satisfied with the Council's decision on your request, you can ask the Ombudsman to investigate and review this. More guidance on information requests is available on the [Ombudsman's website](#).

Information requests can be:

- Emailed to info@waidc.govt.nz
- Made at any of [our Council offices](#)
- Posted to:
Waikato District Council
Private Bag 544
Ngaruawahia
3742

An [online form](#) is also available to complete and send in to us.

Appendix I: Key legislation applicable to the Waikato District Council

Legislation can be accessed at legislation.govt.nz.

The list below is not intended to be an exhaustive list of all legislation that applies to the Council.

A

[Accident Compensation Act 2001](#)
[Animal Welfare Act 1999](#)
[Arms Act 1983](#)
[Anti-Money Laundering and Countering Financing of Terrorism Act 2009](#)
[Atomic Energy Act 1945](#)

B

[Biosecurity Act 1993](#)
[Building Act 2004](#)
[Building \(Pools\) Regulations 2016](#)
[Building Research Levy Act 1969](#)
[Burial and Cremation Act 1964](#)
[Bylaws Act 1910](#)

C

[Cadastral Survey Act 2002](#)
[Camping Grounds Regulations 1985](#)
[Charities Act 2005](#)
[Charitable Trusts Act 1957](#)
[Citizenship Act 1977](#)
[Civil Defence Emergency Management Act 2002](#)
[Climate Change Response Act 2002](#)
[Commerce Act 1986](#)
[Companies Act 1993](#)
[Consumer Guarantees Act 1993](#)
[Conservation Act 1987](#)
[Construction Contracts Act 2002](#)
[Contracts and Commercial Law Act 2017](#)
[Contract and Commercial Law \(Electronic Transactions\) Regulations 2017](#)
[Copyright Act 1994](#)
[Corrections Act 2004](#)
[Credit Contracts and Consumer Finance Act 2003](#)
[Crimes Act 1961](#)
[Crown Minerals Act 1991](#)

D

[Disabled Persons Community Welfare Act 1975](#)
[Disputes Tribunal Act 1988](#)
[District Courts Act 2016](#)
[Dog Control Act 1996](#)
[Dog Control \(Prescribed Forms\) Regulations 1996](#)

E

[Earthquake Commission Act 1993](#)
[Electricity Act 1992](#)
[Employment Relations Act 2000](#)
[Environment Act 1986](#)
[Environmental Protection Authority Act 2011](#)
[Equal Pay Act 1972](#)
[Evidence Act 2006](#)

F

[Fair Trading Act 1986](#)
[Fencing Act 1978](#)
[Financial Reporting Act 2013](#)
[Fire and Emergency New Zealand Act 2017](#)
[Food Act 2014](#)
[Forests Act 1949](#)
[Freedom Camping Act 2011](#)

G

[Gambling Act 2003](#)
[Gas Act 1992](#)
[Goods and Services Tax Act 1985](#)
[Government Rounding Powers Act 1989](#)

H

[Hauraki Gulf Marine Park Act 2000](#)
[Hazardous Substances and New Organisms Act 1996](#)
[Health Act 1956](#)
[Health and Safety at Work Act 2015](#)
[Health \(Burial\) Regulations 1946](#)
[Health \(Hairdressers\) Regulations 1980](#)
[Health \(Infectious and Notifiable Diseases\) Regulations Act 2016](#)
[Health \(Registration of Premises\) Regulations 1966](#)
[Heritage New Zealand Pouhere Taonga Act 2014](#)
[Holidays Act 2003](#)
[Housing Act 1955](#)
[Human Rights Act 1993](#)

I

[Income Tax Act 2007](#)
[Impounding Act 1955](#)

J

[Judicial Review Procedure Act 2016](#)

K

[KiwiSaver Act 2006](#)

L

[Land Act 1948](#)
[Land Drainage Act 1908](#)
[Land Transfer Act 2017](#)
[Land Transport Act 1998](#)
[Land Transport Management Act 2003](#)
[Land Transport \(Speed Limits Validation and Other Matters\) Act 2015](#)
[Land Valuation Proceedings Act 1948](#)
[Legislation Act 2019](#)
[Litter Act 1979](#)
[Local Authorities \(Members' Interests\) Act 1968](#)
[Local Electoral Act 2001](#)
[Local Government Act 1974](#)
[Local Government Act 2002](#)
[Local Government Borrowing Act 2011](#)
[Local Government Official Information and Meetings Act 1987](#)
[Local Government \(Rating\) Act 2002](#)

M

[Major Events Management Act 2007](#)
[Marine and Coastal Area \(Takutai Moana\) Act 2011](#)
[Minimum Wage Act 1983](#)

N

[New Zealand Bill of Rights Act 1990](#)
[New Zealand Public Health and Disability \(Waikato DHB\) Elections Act 2019](#)

O

[Oaths and Declarations Act 1957](#)
[Ombudsmen Act 1975](#)
[Overseas Investment Act 2005](#)

P

[Parental Leave and Employment Protection Act 1987](#)
[Plumbers, Gasfitters and Drainlayers Act 2006](#)
[Privacy Act 2020](#)
[Property Law Act 2007](#)
[Prostitution Reform Act 2003](#)
[Public Bodies Leases Act 1969](#)
[Public Records Act 2005](#)
[Public Works Act 1981](#)

Q

[Queen Elizabeth the Second National Trust Act 1977](#)

R

[Racing Industry Act 2020](#)

[Rates Rebate Act 1973](#)
[Rating Valuations Act 1998](#)
[Reserves Act 1977](#)
[Residential Tenancies Act 1986](#)
[Resource Management Act 1991](#)
[Retirement Villages Act 2003](#)

S

[Sale and Supply of Alcohol Act 2012](#)
[Sentencing Act 2002](#)
[Smokefree Environments and Regulated Products Act 1990](#)
[Soil Conservation and Rivers Control Act 1941](#)
[Summary Offences Act 1981](#)
[Summary Proceedings Act 1957](#)
[Severe Weather Emergency Legislation Act 2023](#)

T

[Te Ture Whenua Maori Act 1993](#)
[Telecommunications Act 2001](#)
[Treaty of Waitangi Act 1975](#)
[Trespass Act 1980](#)

U

[Unit Titles Act 2010](#)

[Unsolicited Electronic Messages Act 2007](#)

[Utilities Access Act 2010](#)

W

[Wages Protection Act 1983](#)

[Waikato Raupatu Claims Settlement Act 1995](#)

[Waikato-Tainui Raupatu Claims \(Waikato River\) Settlement Act 2010](#)

[Walking Access Act 2008](#)

[Waste Minimisation Act 2008](#)

[Weathertight Homes Resolution Services Act 2006](#)

[Wild Animal Control Act 1977](#)

[Wildlife Act 1953](#)

To	Waikato District Council
Report title	Hamilton City Council Southern Links Working Group
Date:	5 April 2023
Report Author:	Grant Tregidga, Roothing Manager
Authorised by:	Megan May, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To inform the Waikato District Council (WDC) that the Hamilton City Council Southern Links Working Group has invited a WDC elected member to join this group. In the past, the WDC Roothing team has not been part of this group. However, from our Roothing Manager's perspective, it would be beneficial for an elected member to be across the details in advance of future papers, as this is a major project through Tamahere.

AND

To confirm the appointment of Council's representative to the Hamilton City Council Southern Links Working Group. The next meeting is scheduled for the 14 April 2023, there are only two meetings left at this stage.

2. Executive summary

Whakaraapopotanga matua

Southern Links is a transport project run in cooperation with Waka Kotahi NZ Transport Agency to connect southern areas of the city to the wider Hamilton and Waikato roading networks.

A working group was formed to:

- Review of form and function of Southern links
 - Discuss what business case may be undertaken in the future and keep elected members informed.
 - Reaffirm what fits in the designation.
 - Form and function of southern links. Designation was undertaken in 2014 however changes in Public Transport, Walking and Cycling requires re-evaluation of these.
- Modelling congestion around SH21 and how to relieve traffic away from some corridors.
- Update on how this impacts Tamahere residents and their roading network.

These updates are undertaken by Waka Kotahi.

The working group includes:

- 4 members from Hamilton City Council
- 1 from Waikato District Council
- 1 from Waipa District Council

The next meeting is scheduled for 14 April 2023 at 9.00am to 10.00am at the Hamilton City Council offices, and the following meeting 4-6 weeks later. There are only two meetings left at this stage. These will be a mix of in-person and online meetings.

This report requests that Council confirm an Elected Member to attend these meetings.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Waikato District Council:

- a. **confirms the appointment of _____ as the Council member to join the Hamilton City Council Southern Links Working Group.**

4. Attachments

Ngaa taapirihanga

There are no attachments for this report.

To	Waikato District Council
Report title	Exclusion of the Public
Date:	30 March 2023
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

1. Staff recommendations Tuutohu-aa-kaimahi

a. THAT the public be excluded from the following parts of the proceedings of this meeting:

The general subject of each 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
Item PEX 2 Minutes from meeting held on Monday, 13 March 2022	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item PEX 3.1 Waters Governance Board Recommendations - 29 March 2023		
Item PEX 4 Chief Executive Issues		
Item PEX 5 Mayoral Issues		

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, as follows:

Item No.	Section	Interest
Item PEX 2 Minutes from meeting held on Monday, 13 March 2022	Refer previous minutes for reasons for exclusion.	
Item PEX 3.1 Waters Governance Board Recommendations – 29 March 2023		
Item PEX 4 Chief Executive Issues	7(2)(c)(i)	To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so.
Item PEX 5 Mayoral Issues		

2. Attachments Ngaa taapirihanga

There are no attachments for this report.
