

Agenda for a meeting of the Strategy & Finance Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 24 MAY 2017** commencing at **9.00am**.

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.

1.	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	
2.	<u>CONFIRMATION OF STATUS OF AGENDA</u>	
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GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	23 March 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Strategy & Finance Committee meeting held on Wednesday 22 March 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Strategy & Finance Committee held on Wednesday 22 March 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

S&F minutes 22 March 2017

MINUTES for a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 22 MARCH 2017** commencing at **9.00am**.

Present:

Cr JM Gibb (Chairperson)
His Worship the Mayor Mr AM Sanson [*from 9.20am until 10.06am and from 10.12am*]
Cr A Bech
Cr JA Church
Cr DW Fulton
Cr S Henderson
Cr SD Lynch
Cr FM McInally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith [*until 10.41am and from 11.06am*]
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (General Manager Strategy & Support)
Mr T Harty (General Manager Service Delivery)
Mr B MacLeod (Chairperson, Raglan Community Board)
R MacCulloch (Regulatory Manager)
Mrs LM Wainwright (Committee Secretary)
Mrs B Connolly (Senior Policy Planner)
Ms A Diaz (Finance Manager)
Mr R Java (Procurement Manager)
Mr C Morgan (Economic Development Manager)
Members of staff

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs McInally/Sedgwick)

THAT the agenda for a meeting of the Strategy & Finance Committee held on Wednesday 22 March 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of the meeting.

CARRIED on the voices

S&F1703/01

A moments silence was held for the passing of Mr Rodney Dixon, past councillor for Waikato District Council.

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Thomson/Main)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 22 February 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

S&F1703/02

REPORTS

Local Government Funding Agency six monthly report
Agenda Item 5.1

Resolved: (Crs Thomson/Patterson)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/03

Local Government Funding Agency draft Statement of Intent 2017/18
Agenda Item 5.2

Resolved: (Crs Church/Lynch)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/04

Waikato Regional Airport Limited Draft Statement of Intent 2017/18
Agenda Item 5.3

Resolved: (Crs Thomson/Henderson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT pursuant to section 64 of the Local Government Act 2002 the Strategy & Finance Committee will provide feedback on the Waikato Regional Airport Limited draft Statement of Intent for 2017/18 no later than 30 April 2017.

CARRIED on the voices

S&F1703/05

Waikato Regional Airport interim report
Agenda Item 5.4

Resolved: (Crs Fulton/Sedgwick)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/06

Waikato Local Authority Shared Services Limited six monthly report
Agenda Item 5.5

Resolved: (Crs Church/Bech)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/07

Waikato Local Authority Shared Services Limited draft Statement of Intent
Agenda Item 5.6

Resolved: (Crs Bech/Patterson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT pursuant to section 64 of the Local Government Act 2002 the Strategy & Finance Committee will provide feedback on the Waikato Local Authority Shared Services Limited draft Statement of Intent for 2017/18 no later than 30 April 2017.

CARRIED on the voices

S&F1703/08

His Worship the Mayor entered the meeting at 9.20am during discussion on the above item and was present when voting took place.

Financial Review of Key Projects
Agenda Item 5.7

Resolved: (Crs Fulton/Bech)

THAT the report from the Chief Executive be received.

CARRIED on the voices

S&F1703/09

Raglan Kopua Holiday Park Financial Statements ended 31 January 2017
Agenda Item 5.8

Resolved: (Crs McNally/Henderson)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/10

Update on Youth Engagement March 2017
Agenda Item 5.9

Resolved: (Crs Bech/Church)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/11

Savings Report
Agenda Item 5.10

Resolved: (Crs Sedgwick/Main)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/12

Adoption of the Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan
Agenda Item 5.11

Resolved: (Crs Patterson/Main)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan be adopted.

CARRIED on the voices

S&F1703/13

Community Engagement Update
Agenda Item 5.12

Resolved: (Crs Thomson/Bech)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/14

Operational Budget Review
Agenda Item 5.13

Resolved: (Crs McNally/Bech)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the committee support allocation of \$120,000.00 from the General Accounting Reserve Fund to support the Mid-Sized Tourism Facilities Grant Fund – Round Two;

AND FURTHER THAT in the event that the application is unsuccessful the \$120,000.00 be returned to General Accounting Reserve Fund.

CARRIED on the voices

S&F1703/15

Financial Performance Summary for the period ending 28 February 2017
Agenda Item 5.14

Resolved: (Crs Thomson/Sedgwick)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

S&F1703/16

His Worship the Mayor withdrew from the meeting at 10.06am, re-entered the meeting at 10.12am during discussion on the above item and was present when voting took place.

Cr Smith withdrew from the meeting at 10.41am during discussion on the above item and was not present when voting took place.

The meeting adjourned at 10.45am and resumed at 11.06am.

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (His Worship the Mayor/Cr Lynch)

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable Council to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Wednesday 22 February 2017

REPORTS

a. Civic Assurance draft 2017 Statement of Intent

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(b)(ii) (i)

Section 48(1)(d)

CARRIED on the voices

S&F1703/17

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	30 March 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Minutes – Audit & Risk Committee

1. EXECUTIVE SUMMARY

To receive the minutes of the Audit & Risk Committee meeting held on Wednesday 22 March 2017.

2. RECOMMENDATION

THAT the minutes of a meeting of the **Audit & Risk Committee** held on **Wednesday 22 March 2017** be received;

AND THAT the following recommendation becomes a resolution of **Strategy & Finance**:

A&R1703/07/1 Risk Assessment of Council Controlled Organisations' Draft Statements of Intent

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Audit & Risk Committee of the Waikato District Council held in the Committee Rooms 1 and 2, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 22 MARCH** commencing at **1.06pm**.

Present:

Ms M Devlin (Chairperson)
Cr AD Bech
Cr JM Gibb
Cr BL Main
Cr JD Sedgwick *[until 3.00pm]*

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (General Manager Strategy & Support)
Mr R MacCulloch (Acting General Manager Customer Delivery)
Mr M Willcock (Chief Information Officer)
Mrs RJ Gray (Council Support Manager)
Ms A Diaz (Finance Manager)
Mr K Lockley (Zero Harm Manager)
Mr S Pandey (Asset Management Team Leader, Waters)
Mr K Abbot (Organisational Planning & Project Support Team Leader)
Ms M Baena-Escamilla (Continuous Improvement Analyst)
Mr K Pavlovich (Compliance Income Team Leader)
Ms M Russo (Corporate Planner)
Ms K Jenkins (Project Management Advisor)
Ms M Proctor (Audit Manager Audit New Zealand)
Mr L Pieterse (Director Audit New Zealand)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Main/Bech)

THAT an apology be received from and leave of absence granted to His Worship the Mayor and for early departure for Cr Sedgwick.

CARRIED on the voices

A&R1703/01

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Bech/Gibb)**

THAT the agenda for a meeting of the Audit & Risk Committee held on 22 March 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded.

CARRIED on the voices**A&R1703/02****DISCLOSURES OF INTEREST**

The Chair declared an interest in references in the public excluded section of the meeting containing the Waikato Regional Airport Statement of Intent.

CONFIRMATION OF MINUTES**Resolved: (Crs Gibb/Bech)**

THAT the minutes of a meeting of the Audit & Risk Committee held on 19 December 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices**A&R1703/03****REPORTS**

KPMG Waikato LASS Internal Audit Insights Panel Session
Agenda Item 5.1

The report was taken as read. The General Manager Strategy & Support provided an overview of the first panel session facilitated by KPMG, advising that this will be work in progress in terms of how effective these will be for future sessions. Topics of common interest where work had been done were contract management, procurement and risk management.

Resolved: (Crs Sedgwick/Gibb)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices**A&R1703/04/1**

Waikato District Council's Approach to the Impact of Disruptive Technology
Agenda Item 5.2

The report was taken as read. The Asset Management Team Leader, Waters, provided an overview of the report. He identified that staff are addressing the question of disruptive technology and he is proposing to run a number of workshops in the near future.

Issues discussed included;

- Internet
- aging population
- changing demographics
- Broadband rollout
- Education
- Asset Management Plans – redundant/stranded assets

A request was made that an update be provided quarterly.

Resolved: (Crs Sedgwick/Main)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/2

Conflicts of Interest
Agenda Item 5.3

It was agreed to circulate the report attachment to the Councillors as a reminder of best practice in respect of conflicts of interest.

Resolved: (Crs Sedgwick/Gibb)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/3

Update on Process Audit and Quality Improvement
Agenda Item 5.4

The report was taken as read. The Continuous Improvement Analyst spoke of where the focus had been, and with the new risk process the changes that will be made. Staff turnover is a challenge. The continual refreshing and retraining of staff as internal auditors is being carried out.

The General Manager Strategy & Support advised that Council is starting to be recognised as a leader from a risk management perspective and can be proud of the good work being done. The Chair endorsed this comment recognising the milestones having been made.

The Chair was pleased to see a reduction in draft processes. She advised that the new Drug & Alcohol Policy should apply to everyone in the organisation including Councillors as this represented best practice.

Resolved: (Crs Bech/Gibb)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/4

Drinking Water
Agenda Item 5.5

The report was taken as read. The Compliance Income Team Leader advised of the journey from not meeting drinking water standards in 2013 to now managing to improve the position in terms of compliance and moving into the future where there is nothing stopping Council having a fully compliant network.

Issues discussed included:

- water treatment stations in the district and mechanisms
- inclusion of Ngaruawahia in the LTP
- mobile UVs
- working with the public health sector on tanker operators for tank supply
- the development of a back flow policy

It was noted that the risk had reduced significantly with work programmes Council had recently completed around the plants. It was also noted that the recent weather bomb had little impact on water treatment plants in the district.

The Chair requested that the report on Havelock North be provided to the committee once received by Council.

Resolved: (Crs Sedgwick/Main)

THAT the report of the General Manager Service Delivery be received.

CARRIED on the voices

A&R1703/04/5

Zero Harm Update
Agenda Item 6.1

The report was taken as read. The Zero Harm Manager spoke of key highlights:

- the introduction of the Safety Manager Bware reporting system and training
- drug and alcohol tests being implemented on 1 April 2017
- workshops with community committees and community boards have been held on zero harm processes, new legislation and due diligence
- driving cars is the greatest risk and was encouraging to report the statistics on speeding have decreased since the last reporting period. Safety conversations have been held with suppliers who collect vehicles for servicing around excessive speeds. Driver training is offered to staff.

The Zero Harm Manager outlined the considerations in relation to the role of the Executive Leadership Team and Councillors as officers.

The Chief Executive spoke of a health and safety leadership survey report provided by Deloitte and are about to hold a mock trial in relation to health & safety legislation for people leaders.

Resolved: (Crs Bech/Gibb)

THAT the report from the Chief Executive be received.

CARRIED on the voices

A&R1703/04/6

Update on Progress Against Audit Issues
Agenda Item 6.2

The report was taken as read. The General Manager Strategy & Support provided a brief overview and advised that a framework was now in place to focus on actions and priorities across the organisation. He considered the team across the organisation was working together as a group and was collectively getting buy-in and heading in the right direction.

Issues discussed included:

- number of audit issues
- segregation of duties
- IT policy reviews
- delegation levels
- random audits
- fraud risk workshops

- preferred suppliers

The Chair highlighted the number of actions and demonstrated the need to focus on priorities, and the importance of what will add value. She also noted the progress being made.

Resolved: (Crs Sedgwick/Gibb)

THAT the report of the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/7

Annual Report 2016/2017

Agenda Item 6.3

The report was taken as read. The Corporate Planner spoke of the high level time frames for the annual report confirming that the final audit is scheduled for the end of August. It will be presented to the committee in September for support and final adoption by Council in October.

The Director Audit New Zealand brought to the attention of the members the areas of audit focus as identified in the report. These included the impact of growth on infrastructure, staff, resource consents, development contributions and waters impact on performance.

The committee confirmed that there were no other areas of focus to be included within the scope of the 2016/17 audit plan.

In response to a question from the Chair, staff confirmed that the timetable for the Annual Report 2016/17 should be achieved.

Resolved: (Crs Gibb/Bech)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/8

Strategic Risk Update

Agenda Item 6.4

The report was taken as read. The Project Management Advisor highlighted the large amount of work carried out in this area and identified treatments that need to be put in place from an operational level. There has been a high level of progress since the last committee meeting. The strategic risk register will now be presented to Council. KPMG has been engaged to assist with the risk appetite review.

Issues discussed included:

- changes in ranking

- risk appetite
- Council committees
- risk mitigation
- cyber security
- Council partnerships review mechanism
- Principals Group
- review of service providers

Resolved: (Crs Bech/Gibb)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Audit & Risk Committee approves the provision of the updated Strategic Risk Register to Council.

CARRIED on the voices

A&R1703/04/9

Cr Sedgwick retired from the meeting at 3.00pm following discussion and voting on the above item.

Organisational Risk Direction
Agenda Item 6.5

The report was taken as read. The Project Management Advisor provided an overview.

Issues discussed were:

- activity management plans
- risk management
- reporting to Executive Leadership Group
- workshops and training
- high level of support

It was agreed progress had been made in this area.

Resolved: (Crs Gibb/Bech)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/10

Updated Future Work Plan
Agenda Item 6.6

Resolved: (Crs Main/Gibb)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

A&R1703/04/1

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Bech/Gibb)

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Audit & Risk Committee to deliberate and make decisions on the following items of business:

- a. **Confirmation of Minutes dated 19 December 2016**

REPORTS

- a. **Risk Assessment of Council Controlled Organisations' Draft Statements of Intent**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(b)(i)

Section 48(1)(3)(d)

- b. **Register of Interest**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(f)(h)(i)(j)

Section 48(1)(3)(a)(d)

c. **Fraud Declaration**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(a)

Section 48(1)(a)(d)

d. **Committee Time with Audit New Zealand**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to Ground(s) under section 48(1) for the withhold exists under: passing of this resolution is:

Section 7(2)(f)(g)(h)(i)(j)

Section 48(1)(a)(d)

AND FURTHER THAT representatives of Audit New Zealand remain in the meeting after the public has been excluded to facilitate the discussion on item 3.4 [*Committee Time with Audit NZ*] in the public excluded section of the meeting.

CARRIED on the voices**A&R1703/05**

Resolutions A&R1703/06 – A&R1703/08 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting, the following item was released into open meeting:

REPORTS (CONTINUED)

Risk Assessment of Council Controlled Organisations' Draft Statements of Intent
Agenda Item PEX 3.1

It was resolved [*Res No A&R1703/07/1*] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

'Resolved: (Crs Bech/Main)

THAT the report form the General Manager Strategy & Support be received;

AND THAT any Audit & Risk Committee feedback be incorporated in Council's response to the draft Statement of Intents for Council Controlled Organisations;

AND FURTHER THAT the recommendation be released into open meeting but the report remain confidential and unavailable to the public.

CARRIED on the voices

A&R1703/07/1'

There being no further business the meeting was declared closed at 3.52pm.

Minutes approved and confirmed this day of 2017.

Margaret Devlin
CHAIRPERSON

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager - Strategy & Support
Date	8 May 2017
Chief Executive Approved	Y
Reference #	I720630
Report Title	Review of Huntly Community Plan

I. EXECUTIVE SUMMARY

The Huntly Community Board ('the Board') will consider a report at their May meeting which proposes using a portion of its discretionary fund to engage external support to prepare a more strategic community plan. The Board adopted a Community Plan following a number of public workshops in May 2015. Given the significant impact of the Expressway on Huntly and the other Community Facilities, District Plan and Huntly Focus projects currently underway, the Board consider a more strategic approach to the 'refresh' of this plan is appropriate. The Board would like to engage external assistance for this purpose.

Council's 'Use of Discretionary Funds for Community Boards and Community Committees Policy' requires the Board to engage with the Strategy & Finance Committee prior to committing any funds to pay consultants. The outcome of the Huntly Community Board resolution will be known in time for the Committee's consideration of this report. The Committee can then consider the request for using the discretionary fund for consultants if required.

2. RECOMMENDATION

THAT the report from the *General Manager Strategy and Support – Review of Huntly Community Plan* be received;

AND THAT the Committee notes the development of a strategic community plan in accordance with the process articulated in this report;

AND FURTHER THAT the Committee support the Board allocating up to \$10,000 from the discretionary fund for this purpose.

3. BACKGROUND

The Huntly Community Board adopted its current community plan following a number of public workshops in May 2015. Progress against the plan outcomes/projects has been discussed on a number of occasions at subsequent Community Board meetings. The Board is

now interested in a key refresh/rewrite of the document in the context of significant impacts of projects underway in Huntly and the surrounds and key opportunities that those projects provide.

The Board is interested in securing appropriate external assistance to facilitate and help prepare the plan. The Board would like to use a portion of the discretionary fund available to it for this purpose.

The 'Use of Discretionary Funds for Community Boards and Community Committees Policy' requires the Board to engage with the Strategy & Finance Committee before any commitment of discretionary funds can be made to pay consultants.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Board wish to undertake an important and significant refresh of its Community Plan. The intention is to ensure it is sufficiently strategic and by engaging suitably qualified and experienced external assistance. This will require the Board to follow Council processes to ensure appropriate accountability with regard to ratepayer funds, on the assumption the Board's discretionary fund will be used to fund the assistance. The following process will be used by the Board:

- resolve to undertake the project
- resolve to use discretionary funds
- prepare a scope of work which is supported by the Board
- seek a proposal (one is sufficient if cost is less than \$10,000, else two are required)
- evaluate and support one proposal based on predetermined criteria
- sign short form agreement with contractor
- monitor project deliverables against the agreed scope of work.

The 'Use of Discretionary Funds for Community Boards and Community Committees Policy' requires the Board to engage with the Strategy & Finance Committee before any commitment of discretionary funds can be made to pay consultants.

4.2 OPTIONS

The Committee could choose to support the Huntly Community Board's use of discretionary funds to progress a refresh of its Community Plan with the use of a consultant or not. Declining this request will mean the refresh as contemplated will not progress and may compromise the delivery of some key outcomes for Huntly.

5. CONSIDERATION

5.1 FINANCIAL

The Board has discretionary funds available as at 18 April 2017 (after commitments made as at that date) of \$11,116.04. It should be noted there is one further funding round this year the Board will need to consider when allocating funds to this project.

5.2 LEGAL

The Board must use appropriate Council procurement process when engaging external assistance given the discretionary funds are ratepayers funds and hence accountability and transparency is required.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Community Plan is a recognised document within Council providing direction on the communities goals and aspirations. Projects derived from the community plan will be considered for inclusion in the Long Term Plan.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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>	<p>Community Boards and Committees are being empowered to develop their community plans and to use this to identify projects for consideration in Council's Long Term Plan 2018-2028.</p> <p>Community engagement could also extend to the 'empower' level of engagement, if the community choose to deliver the project with little Council involvement.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
			Internal
✓			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
✓			Households
✓			Business
			Other Please Specify

6. CONCLUSION

The Huntly Community Board wish to undertake a strategic review and refresh of its community plan. They are considering the use of external assistance for this process, to be funded via the Boards discretionary fund. Use of an appropriate procurement process is required for this, as is engagement with the Council's Strategy & Finance Committee. This paper seeks the support of the Committee accordingly.

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	4 May 2017
Prepared By	Shannon Kelly Youth Engagement Advisor
Chief Executive Approved	Y
DWS Document Set #	GOV1301/ 1720188
Report Title	Update on Youth Engagement

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Strategy & Finance Committee on progress against the implementation of Council's Youth Engagement Plan.

2. RECOMMENDATION

THAT the report of the General Manager Strategy & Support be received.

3. BACKGROUND & DISCUSSION

3.1. Background

The Committee will recall that in January this year Council successfully applied to the Ministry for Social Development (MSD) for funding to support youth action groups and for young people to mentor each other.

“Govern Up” is a programme that will allow young people in our communities to join the local youth action group, to develop and use leadership skills and to participate in youth-led/youth-initiated projects and events. Young people in leadership positions will support and mentor other young people. Community boards and community committees will work with the youth action group representatives and facilitate the recruitment of young people from their communities to be involved in the local youth groups.

Each youth action group has been allocated a budget of \$1000 (from the funds received from MSD) to spend on youth development and community-based projects which they themselves conceptualise, initiate and implement. All projects are required to be completed by 30 June 2017.

3.2. Discussion

Key highlights:

- We have reached 78% of our outcomes as per our MSD contract. Forty-seven (47) young people are already participating in the Govern Up programme to this date (our target is 60).
- Youth action groups have been established in Ngaruawahia, Huntly, Te Kauwhata, Tuakau and Onewhero. These groups meet at least once a month (and in some cases fortnightly if required).
- We have received positive support for youth representation from the community boards and committees we are working with.
- Each community committee and community board involved in the project have at least one, if not two, strong community leaders that have volunteered to mentor the youth representative on their community board. They are:
 - o Cr Janet Gibb and James Whetu (Ngaruawahia Community Board)
 - o Ron Farrar and Corey Rees (Huntly Community Board)
 - o Toni Grace and Tim Hinton (Te Kauwhata Community Committee)
 - o Cr Jacqui Church and Bronwyn Watson (Onewhero-Tuakau Community Board)
 - o Cr Lisa Thomson (Raglan Community Board).
 - o Cr Aksel Bech (Tamahere Community Committee).
- Thus far youth are represented on the Ngaruawahia, Huntly, Onewhero-Tuakau and Raglan community boards and on the Te Kauwhata Community Committee.
- Staff have been instrumental in developing resources, training and support for the youth action groups and youth representatives. Thanks go to the library staff in Huntly and Te Kauwhata, Lynnette Wainwright, Vishal Ramduny, Tony Whittaker, Lianne Van den Bemd, Karen Cousins, and the communications team for their instrumental knowledge and skillset.

Key Challenges

- Some community boards and committees struggle to keep young people engaged at the community board level. This is not generally the case for youth engagement *outside* of the community board. Some staff and community board members have been concerned about the lack of attendance of some youth representatives, so we are speaking with young people involved about how we can do better in this regard. In most instances we put youth reports first up on the community board/committee agenda so youth are able to leave after this for safety reasons.
- We have already received feedback from young people to improve engagement. This has included youth mentors and youth representatives meeting more regularly to go over items of interest in the community board meeting agenda; better follow up with young people regarding actions and projects; and moving youth reports earlier in the community board meetings so young people can go home earlier. We will continue to

ask young people for feedback about their progress and how they are feeling by being involved in community board/committee process to ensure that participation increases.

- Servicing a larger geographical area with the Govern Up programme has meant the support the youth engagement advisor would normally be able to offer to youth groups, youth representatives, youth mentors and to community boards in general has not been stretched. Therefore support to youth engagement (in this case youth action groups and youth representation on the community boards/community committees across the district) is placing a strain on Council's existing capacity (only one staff member). This has been an issue noted in some of the community board/committee discussions and could be considered through the Long Term Plan 2018-2028 process.
- Since the development of the Youth Engagement Advisor role, we have been able to observe that youth action groups take between three months and a year to form and develop before they can move into project work for their communities. The groups that are making progress with their projects (Ngaruawahia, Huntly, Te Kauwhata, Onewhero and Tuakau) were all towns in which Council's Youth Engagement Advisor had already established or partly established youth action groups.
- At this time we have no youth action group in Raglan and Tamahere, and there has been little or minimal relationship building with the communities, schools, and young people by Council's Youth Engagement Advisor in those areas. The areas that have been successful in developing projects have been existing groups that have undertaken regular contact with the Youth Engagement Advisor. We can use this information to help us when creating youth groups and further leadership opportunities, in order to better spread the workload or to determine capacity for projects.

The existing budget has been used to support providing \$20 gift vouchers to those young representatives who attend community board meetings as a reward and recognition of their efforts and contribution. We can also provide vouchers as a form of reward and recognition to young people in established youth action groups who commit a large amount of time and energy to planning and preparing the projects.

Name of group	No of meetings / number of young people participating	Observations of interest	'Govern Up' Project plans and progress.
Ngaruawahia Youth Action Group	4 meetings this quarter. Six young people are leaders in developing the project and intend to recruit more young people once the project is set up. The group run themselves; I organise food for their monthly meeting.	Youth Group member Cory Newport has successfully taken up the role of facilitating the group, and works alongside Wirihana Eriepa who represents the group at the Community Board meetings.	Bullying awareness workshop has been designed for Ngaruawahia High School, in collaboration with Te Ahurei a Rangatahi. The group intend to spend their budget on this activity. Progressing well.
Ngaruawahia Youth Reps	Wirihana Eriepa is the youth representative for the Ngaruawahia Community Board. We are waiting on the second youth representative name from the High School and are working with Councillor Gibb to achieve this.	NCB has always had a youth representative from Ngaruawahia High School on the Community Board. It is our intention to work with the high school youth representative and support them alongside Wirihana to ensure they receive support and guidance in the community board processes.	Chair James Whetu is fully committed in mentoring the current youth representative. The youth representative has reported that they really enjoy the opportunity of being on the community board. Cory, the new youth facilitator, has enjoyed practicing his facilitation skills and coordinating the Ngaruawahia Youth Action Group. Council's Youth Engagement Advisor has given Cory some training for the facilitation role and provided him with facilitation resources (brainstorming and planning activities) to use while in the groups.

<p>Huntly Youth Action Group</p>	<p>Four youth leaders: Phoebe Comins, Logan Cotter, Chyna and Shyann Timo-Karena are leaders in this group. Council's Youth Engagement Advisor has helped with facilitating the sessions. Three meetings have taken place and the group have also had two Facebook meetings.</p>	<p>Council's Youth Engagement Advisor has attended the Huntly College assembly and has recruited eleven students to participate in the development of ideas. Huntly College music teacher Matua Reti and Art Teacher Mrs Treadwell has come on board to support with project delivery.</p>	<p>The Group has nine ideas that need to be condensed into one idea. The Huntly Youth Action Group is meeting on 10 May to determine its final project list.</p>
<p>Tuakau Youth Action Group</p>	<p>Five young leaders from Tuakau College have volunteered to develop a project from the community. We have also received interest from Glen Eden Christian School to participate in this project.</p>	<p>This group is being mentored and facilitated by Cr Church with some support from Paul Heta and Bronwyn Watson. Cr Church has also successfully promoted the project to other youth organisations on our behalf.</p>	<p>Strongly supported by Cr Church and Tuakau College Counsellor Paul Heta, the group intend to do tree planting in their community. Project well underway.</p>
<p>Onewhero Youth Action Group</p>	<p>Five young leaders have been developing a range of projects. The group facilitates its own fortnightly meetings (Council's Youth Engagement Advisor attends once a month as needed).</p>	<p>Cr Church also mentors this group and provides project planning support and WDC liaison support for them.</p>	<p>Tree planting in Onewhero community and interest to get involved in the BMX track development with the WDC. On track. Underway.</p>

<p>Onewhero Tuakau Youth Reps</p>	<p>Caleb Monk and Tuene Henderson represent the Onewhero Youth Action Group at the Community Board meetings.</p> <p>Jacob Judge from Tuakau College has agreed to represent the Tuakau Youth Action Group at the Community Board meetings.</p>	<p>It has been suggested that youth representatives attend when the community board sit in Tuakau to allow for ease of transport as this works for the young people.</p> <p>Young people have reported that they are not sure whether they need to be at these meetings at times and have reported some uncertainty about rules and regulations during meetings.</p> <p>Council's Committee Support Officer, Lynnette Wainwright, has provided assistance in getting the youth to understand community board processes.</p>	<p>Cr Church has suggested that some resource material be put together that will help community boards and committees support the development of good youth engagement at the community board/committee level. This could include the things that work well and not so well in the various areas. This resource would allow community boards and committees to reflect on their practices and processes and work out what would work best for their communities.</p>
<p>Raglan Youth Action Group</p>	<p>3 meetings (with adults) meetings with Cr Thompson, Bob McLeod and community member Fiona to develop a plan for greater youth engagement.</p>	<p>Cr Thomson has found a student interested in representing the youth in the Raglan Community Board meetings and will support this person in a mentoring capacity.</p>	<p>Cr Thomson and Shannon Kelly attended the Raglan Area School to promote the project but have not received any registrations of interest. Shannon has spoken to a Raglan Library staff member (Celine) - who is also a member of Surfside Youth Group - about the possibility of her participating in this project.</p>
<p>Tamahere</p>	<p>Meeting with Cr Bech and Shannon Kelly.</p>	<p>One application of interest from one young person in Tamahere. Council's Youth Engagement Advisor has also</p>	<p>Great support from Cr Bech, the Tamahere community committee and the Tamahere Forum. We have not received any other applications however.</p>

		been in contact with Ngati Hau Iwi Trust about the possibility of working with young people in Tamahere. There is an intention to speak to Hillcrest High school to recruit more members.	We will work with our one young person interested and go from there.
Te Kauwhata Youth Action Group	12	Sarah Hall, Year 12 student at Te Kauwhata College is doing a fantastic job of facilitating the local youth action group. They have some great ideas and are being strongly supported by Toni Grace, Chairperson of Te Kauwhata Community Committee, Tim Hinton, Youth mentor on Community Committee, and Cr Jan Sedgwick.	Sarah has attended two community committee meetings and has been strongly supported by Toni and Tim. Both committee members have attended youth action group meetings and supported the group to develop their projects. The youth representative has reported that she feels extremely engaged in the whole process and feels that she and her group are making a valuable contribution to her community.

4. CONSIDERATIONS

5.1 FINANCIAL

MSD has provided \$10,000 to support the Govern Up programme. We are required to have completed the programme by 30 June 2017. Each Youth Action Group has been allocated \$1000 to facilitate their local projects.

5.2. LEGAL

Nil.

5.3 STRATEGY, PLANS, POLICY & PARTNERSHIP ALIGNMENT

The Youth Engagement Plan will help Council achieve its 2020 challenge of having the most engaged community in New Zealand by directly supporting the implementation of Council's Community Engagement Strategy. It also directly supports the Youth Development Strategy Aotearoa which is about how government and society can support young women and men aged 12 to 24 years to develop the skills and attitudes they need to take part positively in society, now and in the future.

5.4 ASSESSMENT WITH REGARDS TO THE SIGNIFICANCE & ENGAGEMENT POLICY

Nil.

5. CONSULTATION

The following stakeholders have been consulted:

Planned	In Progress/Ongoing	Complete	
	✓		Internal (Councillors)
	✓		Internal (Council staff)
	✓		Community boards/Community committees
	✓		Waikato-Tainui/Local iwi
	✓		Other (see below)

The complete group of stakeholders and role-players being engaged is as follows:

- Councillors
- Council staff
- External stakeholders
 - Ngaruawahia, Huntly, Onewhero-Tuakau, and Raglan Community Boards,
 - Te Kauwhata and Tamahere Community Committees
 - Other councils and government agencies
 - Youth service providers within the district
 - Community groups
 - Local high schools
 - Youth action groups
 - Individuals with an interest in youth matters from within the community.
 - Ministry for Social Development
 - Ministry for Youth Development.

6. ATTACHMENTS

6.1 Youth Action Group Quarterly Reports and List of Projects

6.2 Youth Engagement Model being used to facilitate youth engagement.

ATTACHMENT I:

- Ngaruawahia Youth Action Group quarterly report – prepared by Wirihana Eriepa
- Huntly Youth Action Group April meeting minutes – prepared by Shannon Kelly
- Te Kauwhata Youth Action Group quarterly report – prepared by Sarah Hall
- Onewhero Youth Action Group March quarterly report – prepared by Matthew Lancaster

Ngaruawahia Youth Action Group Quarterly Report April 2017 – Embrace the Future

	Identified Issue	Projects	Background into Why	Progress/Outcomes
1	A lack of beautification in our town, as well as a lack of pride in our natural scenery.	We want to erect a giant photo frame somewhere in Ngaruawahia that highlights the beautiful scenery of our town.	We want people, specifically youth, to have more pride in the beauty of our town and be willing to spread their pictures through social media, so that our town can be appreciated New Zealand wide.	We have chosen an initial design and awarded the winner of the <i>Frame Your Town</i> competition. We are currently working on gaining resource consent with James Whetu's assistance. This project is currently being put on hold so that we can focus on smaller, easier projects.
2	New Zealand has the highest rate of teen suicide in the developed world.	We want to create a video that spreads the message: Be resilient in the face of adversity. We want to follow this video up with social media posts that create a discussion about topics such as suicide and depression, as well as live performances.	We want to do this to empower youth all over New Zealand, to make them feel like they can get through whatever life throws at them. We also want to raise awareness about mental health and suicide	We have collaborated with the Hamilton-based youth organisations Te Ahurei a Rangatahi to run this project. The video is completed and will be promoted through social media.
3	There is a lack of awareness around mental and physical health amongst Ngaruawahia youth.	We want to hold an event at Ngaruawahia High School that will educate students around mental and physical health and connect them to organisations and groups that can assist them with these issues.	The youth action group has received \$1,000 funding to be spent by 30 June on a project that benefits youth in Ngaruawahia. We have identified that there is a need for young people to be more knowledgeable in	The date has been organised for 02 June 2017 at Ngaruawahia High School. Members are currently emailing other organisations, asking them to participate in

			issues around mental and physical health and this event is how we will address that.	the event by holding stalls. The suicide prevention video will be featured at this event.
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Huntly Youth Action Group minutes			
Place of Meeting:	Huntly College	Date of Meeting:	Mon 10 th April 2017
Present:		Organisation:	
S Kelly	J Lammas	Huntly College	
P Comins	J Tengu	Huntly College	
S Timo	A Keita	Huntly College	
C Timo	T Wyte	Huntly College	
R Moana	R Katipa – Rae	Huntly College	
N Wilson	A Burrett	Huntly College	
Apologies:			
L Cotter			
Item:		Decision /Action By /Date	
1	Introduction – why we started the group How we selected the leaders What the Govern Up project is	Actions: I took names down	
2	Brainstorming session: Asked a series of questions to the students to stimulate ideas and projects the young people want to create.	Students compiled a list of post it notes with ideas, events, activities and projects that they wanted to be involved in. Students also wrote down different jobs that they wanted to experience while they were doing these activities	

3	<p>Brainstorming ideas (post its)</p> <p>Bullying video, bullying awareness, Mural/ painting somewhere public for bully awareness, painting or signs on bullying</p> <p>Gangs support, suicide support group, support groups</p> <p>Family Festival, family fun day, family, friends, seeing people having fun, School</p> <p>Build relationships between the youth, build a strong community</p> <p>Make a mural, group Wearable Art (us making one/ the community making one), Art, paint the train bridge, art competition, art, do murals for each holiday (e.g. Easter, ANZAC)</p> <p>Diving Board, Jumping platform in to the River!</p> <p>Weekly Group fun nights, Friday nights for a place for youth to hang out,</p> <p>Life skills, workshops on life, relationships, finances, parenting</p> <p>Food Festival, music festival, fun day, food, sports, stalls and cost, treasurer, quiz nights/ trivia nights, can tops collecting fundraising, creative industries workshops (arts, music, cooking etc.), food music</p> <p>Music/family, group gets bigger change it to them forming a rapping concert, composer; MC; Artist/singer; stage manager, Music (bands/rappers etc.), Music Box – target rough kids to rap in the studio about anything they want. Just a couple of hours of fun and food</p> <p>Open Mic Night every Friday – a place for youth to hang out, open Mic, comedy night, poetry slam, Graffiti competition (with prizes), a dance competition</p> <p>Interschool competitions, get other schools involved (district schools)</p> <p>Community afterschool basketball comp one night a week (or any sport) for a fundraiser, refereeing practice, art/waka ama, sports</p>	<p>Options, once themed and down to final cut</p> <ul style="list-style-type: none"> - Interschool/ community sports activity - Open mic night class/workshop - <u>Creative Con, including:</u> Graffiti competition, poetry slam, dance battle/ battle grounds, battle of the bands, comedy night - Food and Music festival - Quiz and trivia night - Bullying awareness, bullying video/ murals for bullying awareness - Shared wearable arts comp. - Paint the train bridge - Workshops <p>Next time we meet we will vote on the final first project.</p>
4	<p>Discussion about best time to have next meeting</p>	<p>Next meeting confirmed for first week back at school</p> <p>Shannon to confirm booking with school</p> <p>Next session:</p> <p>Set SMART goals to each project – are they viable?</p> <p>VOTE on projects to get to final project.</p>
5	<p>Meeting closed.</p>	

Te Kauwhata Youth Action Group Quarterly Report as at April 2017

Sara Hall - Te Kauwhata Youth Action Group

	Identified Issue	Projects we should do	Background into Why	Progress / Outcome / Thoughts
1	Youth aren't provided weekend activities and therefore want more things to in the weekends	<ul style="list-style-type: none"> • Open pool days for older children. • Soccer posts. 	The youth group feel that to prevent trouble things such as weekend activities are put in place will prevent trouble and it is entertainment factor whether it be a one of activity or something permanent.	Weekend entertainment and activities hold people in and draw crowds away from other things that might be going on. An activities day once in a while will hopefully keep youth away from things that may cause trouble to Te Kauwhata
2	Not enough art around the community for young people to express themselves	<ul style="list-style-type: none"> • Murals • Dance classes as a one of basis • Choir or other singing opportunities • Chance to show drama 	Talking to young people they feel as if they are isolated and labelled as children, young people have talents and would like chances to showcase them.	We believe promoting success is the most successful way for children to strive for it and show themselves for what they can do. This will also allow people to be noticed more as the upcoming people of Te Kauwhata
3	Embracing other cultures	Making new cultural group and promoting it to allow the community to be apart not just the school.	Not enough diversity for people to express themselves and who they really are beneath their appearance	Create new groups, and allow existing ones to perform and encourage it, for example the Te Kauwhata College Kapa Haka group, and cultural group.
4	Not enough leadership opportunities for youth	Trips, camps, work experiences, other chances for College students to take part in, even a conjoined thing with the primary school	People want to source leadership skills for life and the ability to do it in a small done is not very much to allow people to come out of their shells, you will find youth more engaged in Te Kauwhata events and other things alike	Giving youth opportunities means that they can grow as people and provide support for the community as a whole

Onewhero Youth Action Group Quarterly Report March 2017


Matthew Lancaster

	Identified Issue	Background into Why	Progress / Outcome / Thoughts
1	No dairy	Convenience. As a group there have been many occasions when all we've needed was a bottle of milk and a loaf of bread. To have access to these basic ingredients we need to travel into Tuakau. This is a 15 KM drive. If we had a local dairy in the village this would be very beneficial for the community.	
2	No reception	We are a growing community with many important businesses being created. Such as farmers, they need reception on their farms in case they have an accident and need to call for help. Also Onewhero has many community assets, such as : - Onewhero Area School, Onewhero Society of Performing Arts, Rugby club, Squash Courts, Volunteer Fire Station and many more local groups.	
3	No footpaths	A path from Te Awa Kite Road to the Onewhero Garage. This would make it safer for those who walk that stretch of road.	

ATTACHMENT 2: Councils youth engagement model

The Waikato District Council currently finds its direction of youth development on the Hart's Ladder of Participation. We intend to provide support and more information for anyone interested in developing good youth engagement practices by encouraging initiatives and practices that work from Rung 4 to Rung 8. More information can be found at <http://www.myd.govt.nz/documents/engagement/harts-ladder.pdf>

Roger Hart's Ladder of Young People's Participation



- Rung 8:** Young people & adults share decision-making
- Rung 7:** Young people lead & initiate action
- Rung 6:** Adult-initiated, shared decisions with young people
- Rung 5:** Young people consulted and informed
- Rung 4:** Young people assigned and informed
- Rung 3:** Young people tokenized*
- Rung 2:** Young people are decoration*
- Rung 1:** Young people are manipulated*

**Note Hart explains the last three rungs are non-participation*

Adapted from Hart, R. (1992) Children's Participation from Tokenism to Citizenship Florence: UNICEF Innocenti Research Centre
Created by The Freechild Project - <http://freechild.org>

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	10 May 2017
Chief Executive Approved	Y
DWS Document Set #	1723100
Report Title	Financial Review of Key Projects

1. EXECUTIVE SUMMARY

To update the Committee on the monitoring and process that has been undertaken during 2016/2017 to ensure that the financial implications of projects are known at an early stage.

2. RECOMMENDATION

THAT the report from the Chief Executive – *Financial Review of Key Projects* - be received.

3. BACKGROUND

The Chief Executive, on an annual basis, provides details on a range of projects to be monitored and reported to the Strategy & Finance Committee. The projects are selected based on value, level of risk and other factors. A series of projects were identified for particular scrutiny during 2016/2017. Regular reports are provided on progress.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Council has been kept fully informed of the financial consequences of the key projects that were identified at the start of the financial year. This is an interim report for the 2016/2017 financial year and supplements monthly reports to the Infrastructure Committee on the detailed projects.

The table attached to this report gives an update on the specific projects that Council wished to be given special consideration. The list was based on the major non-roading projects which Council has planned to undertake for 2016/2017, including carry forwards. Council has chosen not to reduce the upfront risk. This could have been done by investing in advance design work or other scoping work in advance of setting budgets.

It should also be noted that the nature of a number of these projects is that problems are only uncovered when Council undertakes the project. Reticulation issues, for example, are hidden until the pipes are exposed. Topographical and geotechnical issues can also arise in relation to a number of projects.

Councillors should also note that the purpose of this report is to identify progress with key projects from a financial perspective. This simply means that issues are identified earlier so that Council can make decisions before committing Council funds. It does not give certainty around the tender process as this is driven often by market forces, not by the project itself.

4.2 OPTIONS

This report is largely for information only. It is to update Councillors on progress with the financial implications of the key projects identified for the 2016/2017 financial year.

The report contains the latest forecast cost and a comparison to the budget allocation.

Council may consider that other actions should be taken to control costs. The emphasis of the report and the requirement was to identify potential issues and to advise Council so that cost implication could be considered before work proceeds.

Improved reporting has been implemented to keep the Chief Executive and the various Committees informed of progress on the key projects.

Any technical questions about the projects or infrastructure requirements should be addressed at the Infrastructure Committee meeting, not as part of this report.

The following is a list of agreed projects for 2016/2017:

- Wastewater Scheme – Pokeno Stage 2
- Water reservoirs/storage Hopuhopu
- Pokeno water reservoir
- Tamahere recreation reserve
- Wastewater Huntly
- Horotiu water reservoir
- Huntly water reservoir
- Ngaruawahia office front of house
- Stormwater upgrades Raglan
- Stormwater upgrades Ngaruawahia

5. CONSIDERATION

5.1 FINANCIAL

All of the projects included in the list form part of the Annual Plan for 2016/2017 or are carry forwards.

5.2 LEGAL

As part of undertaking the work, Council needs to ensure that the approach taken is consistent with the Purpose of Local Government.

Under this Act, good quality in relation to local infrastructure, local public services and performance of regulatory functions means infrastructure, services and performance that are efficient, effective and appropriate to present and anticipated future circumstances.

In other words, to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

A review of key projects was included in the Chief Executive's Performance Agreement.

The report is concerned with the community outcome of Thriving Waikato in relation to the economic importance of a number of the projects.

The report is also concerned with the economic wellbeing of residents in the district. If costs exceed budgets then alternative funding sources need to be found or elements of the project reviewed.

Projects such as water and wastewater schemes that impact on the Waikato River are of particular significance to Tangata Whenua. For example, discussions are ongoing with Iwi around the Hopuhopu reservoir water storage project.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Councillors will review the list of key projects and identify any change in significance, where appropriate.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	This report is an update on progress. It is to inform.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
	✓		Community Boards/Community Committees
	✓		Waikato-Tainui/Local iwi

	✓		Households
	✓		Business
			Other Please Specify

6. CONCLUSION

Staff believe that appropriate systems are in place to identify the cost implications of the various key projects that Council wished to ensure were given additional monitoring during the year. Council has been kept informed of cost implications as they arise. This report provides an update on progress with the key projects at this early stage in 2016/2017 financial year.

7. ATTACHMENTS

Financial Review of Key Projects

44
KEY PROJECTS

Team	Project Description	Project Owner	Full Year Budget	YTD Actual	Remaining Budget	Full Year Forecast	Expected Completion Date	Progress & Risk Comment
Programme Delivery	Ngaruawahia council office upgrade construction	Jacki Remihana	471,379	99,544	371,835	471,379	Jan-18	Scope significantly reduced to meet budget - Front of House and Call Centre works will be completed over Christmas period next financial year. Discussing relocation of services to ensure continuity for the public.
Programme Delivery	Tamahere Sports Ground Reserve Management Plan	Hamish Cairns	282,078	364,323	-82,245	282,078	Multi year project	Final levelling and seeding completed, working through the specifications with the contractor to ensure that the final outcome meets specifications. Minor flooding issues being remedied on the school boundary. Pond construction is complete but total works cannot be completed until the grass grows, planting is to be completed as weather allows. Spend includes planning for Piazza and recreation area - will be overspent for the financial year, a report is being prepared to Council requesting negative carry forward of budget, currently working through budget and phasing of the next phase.
Programme Delivery	Raglan stormwater reticulation extensions	Surya Pandey	356,312	0	356,312	0	TBA	Draft Beca stormwater survey and modelling report received in December and a number of sites have been identified for upgrade. One option includes daylighting that Opus is scoping for a number of sites. We have resolved Reserve Act implications should recreation reserve or cemetery land be considered for daylighting use and internal discussions are in progress, extensive community consultation will need to occur to finalise the site. The draft stormwater modelling report will need to be extended to confirm if the identified options are actually needed due to the constraints in the original modelling exercise. There are a number of areas in Raglan requiring stormwater extensions and upgrades.
Programme Delivery	Ngaruawahia, Kent St/George St Stormwater Network upgrades	Hamish Cairns	481,892	9,700	472,192	9,700	Oct-17	Works were expected to be carried out between March and June for this years programme of works, however due to the recent cyclone events at the Contractor's current sites, their resources are being utilised for emergent work in Auckland and as a result are currently unavailable to commence WDC work until after June. There are further works beyond June as part of this contract that will come from the 2017/18 budget.
Programme Delivery	New Reservoirs for Huntly, Central District, Hopuhopu and Pokeno	Richard Clark	7,800,397	3,516,932	4,283,465	4,602,378	Sep-17	Reservoirs walls were delivered in February and we are awaiting delivery of domes to site. Ability to secure land at Pokeno and Hopuhopu has caused delays in enabling works. Huntly - Reservoir wall construction is complete, dome to be installed in May. Central District - Reservoir wall construction is complete, dome to be installed in May. Pokeno - Earthworks of access track is largely complete, security fence and foundation earthworks are complete, reservoir foundation work scheduled for May. Hopuhopu - Earthworks complete, slab reinforcing complete early May with concrete pour scheduled for 9th May.
Programme Delivery	Land Purchases for Pokeno, Central District and Hopuhopu Reservoir Sites	Elton Parata	367,708	146,633	221,075	154,003	Jun-17	All sites now secured and works underway.
Three Waters - Planning	Huntly wastewater treatment plant upgrade	Martin Mould	1,632,951	4,839	1,628,112	4,839	TBA	While this option is being looked at, there is a wider conversation with developers and WDC staff that this funding could be bundled with the Te Kauwhata Lakeside Development plan change/development proposal (and DC) and a state of the art WWTP could be established in Huntly to accommodate both Te Kauwhata and Huntly current and future wastewater demand. This approach is also promoted in WDC application to MBIE's Housing Infrastructure Fund application.
Programme Delivery	Pokeno Wastewater scheme construction - Stage 2	Paul White	2,802,442	372,300	2,430,142	1,502,442	Aug-17	On site civil works has commenced. Heritage NZ consent is underway and working with affected property owners. The number of signed up to connect has increased from 32 at time of Council approval to 52.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	11 May 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	GOV1318
Report Title	Summary of Movements in Discretionary Funds to 27 April 2017

1. EXECUTIVE SUMMARY

To provide the Committee with a summarised report giving balances of all the discretionary funds including commitments as at 27 April 2017.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Summary of Movements in Discretionary Funds to 27 April 2017

**Summary of Movements in Discretionary Funds
As of 27 April 2017**

	Carry Forward 2015/16	Annual Plan Budget 2016/17	Plus Income 2016/17	Less Expenditure 2016/17	Net Funding Remaining 2016/17	Less Commitments 2016/17	Funding Remaining after Commitments
Rural Ward	17,325.00	30,963.00	-	31,064.15	17,223.85	7,517.95	9,705.90
Huntly	25,941.00	24,026.00	-	20,721.48	29,245.52	18,129.48	11,116.04
1 Meremere	5,871.00	6,325.00	-	2,790.24	9,405.76	40.00	9,365.76
Ngaruawahia	51,473.00	20,999.00	-	34,260.39	38,211.61	31,612.06	6,599.55
Onewhero Tuakau	30,656.00	28,878.00	-	29,059.08	30,474.92	8,489.36	21,985.56
Raglan	6,718.00	14,271.00	-	10,721.69	10,267.31	6,675.59	3,591.72
Taupiri	7,870.00	1,624.00	206.16	6,374.78	3,325.38	470.00	2,855.38
2 Te Kauwhata	64,087.00	11,139.00	40.00	7,158.85	68,107.15	55,826.00	12,281.15
Mayoral	2,383.00	8,000.00	-	6,179.16	4,203.84	1,000.00	3,203.84

1 Meremere budget inclusive of budget for salaries of \$4,775

2 Te Kauwhata budget inclusive of budget for salaries of \$6,941

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	10 April 2017
Prepared by	Mairi Davis
Chief Executive Approved	Y
Reference #	S&F May
Report Title	Treasury Risk Management Policy – Compliance Report at 31 March 2017

I. EXECUTIVE SUMMARY

The purpose of this report is to inform the Committee of compliance with Treasury Risk Management Policy.

There is one area of non-compliance identified. Actual borrowing costs for the month of March exceed the budget by \$4k which is an immaterial amount. (See section 6 of the attached report.)

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Treasury Risk Management Policy – Compliance Report.

Waikato District Council

Treasury risk management policy - Compliance report

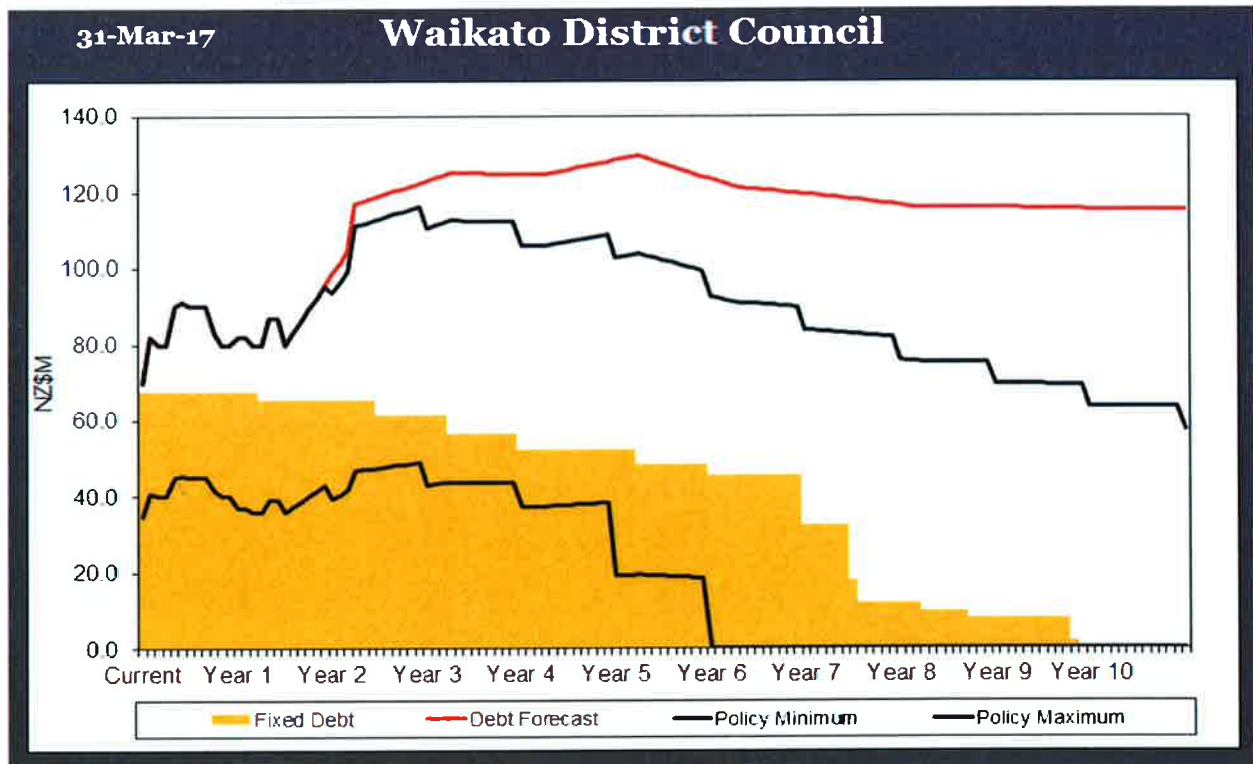
As at 31 March 2017

Policy criteria	Policy limit	Actual	Within policy?																																								
1 The percentage of net external debt to annual revenue Net external debt = Total annual revenue =	<150% total external debt (net of related borrower notes) less available cash / cash equivalents earnings from rates, government grants & subsidies, user charges, interest, dividends, financial and other revenue excluding non-government capital contributions (eg developer contributions and vested assets)	58.4%	✓																																								
2 Net interest expense on net external debt as a percentage of total annual revenue Net interest expense =	<20% total interest and financing costs less interest income	4.2%	✓																																								
3 Net interest expense on net external debt as a percentage of annual rates	<25%	6.2%	✓																																								
4 Liquidity ratio Liquidity =	>110% external term debt plus committed bank facilities plus available cash/cash equivalents as a percentage of external term debt	122%	✓																																								
5 <u>Interest rate benchmark chart</u> Comparison of actual monthly and year-to-date accrued returns vs investing the entire treasury portfolio at the combined average of the 90-day bill rate and the five-year investor swap rate over the last two years. <div style="text-align: center;"> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Interest Rate Benchmark Chart Data (Estimated)</caption> <thead> <tr> <th>Date</th> <th>Benchmark (incl margin) (%)</th> <th>Budget (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr><td>Mar-15</td><td>5.30</td><td>5.25</td><td>5.40</td></tr> <tr><td>Jun-15</td><td>5.15</td><td>5.25</td><td>5.30</td></tr> <tr><td>Sep-15</td><td>5.05</td><td>5.25</td><td>5.30</td></tr> <tr><td>Dec-15</td><td>4.95</td><td>5.25</td><td>5.30</td></tr> <tr><td>Mar-16</td><td>4.80</td><td>5.25</td><td>5.30</td></tr> <tr><td>Jun-16</td><td>4.70</td><td>5.25</td><td>5.35</td></tr> <tr><td>Sep-16</td><td>4.65</td><td>5.25</td><td>5.15</td></tr> <tr><td>Dec-16</td><td>4.70</td><td>5.25</td><td>5.15</td></tr> <tr><td>Mar-17</td><td>4.60</td><td>5.25</td><td>5.15</td></tr> </tbody> </table> </div>				Date	Benchmark (incl margin) (%)	Budget (%)	Actual (%)	Mar-15	5.30	5.25	5.40	Jun-15	5.15	5.25	5.30	Sep-15	5.05	5.25	5.30	Dec-15	4.95	5.25	5.30	Mar-16	4.80	5.25	5.30	Jun-16	4.70	5.25	5.35	Sep-16	4.65	5.25	5.15	Dec-16	4.70	5.25	5.15	Mar-17	4.60	5.25	5.15
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6 Actual borrowing costs are <= budgeted borrowing costs Current month Year to date	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Budget</u></th> </tr> </thead> <tbody> <tr> <td>Current month</td> <td style="text-align: right;">\$299,016</td> </tr> <tr> <td>Year to date</td> <td style="text-align: right;">\$2,691,143</td> </tr> </tbody> </table>		<u>Budget</u>	Current month	\$299,016	Year to date	\$2,691,143	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Actual</u></th> </tr> </thead> <tbody> <tr> <td>Current month</td> <td style="text-align: right;">\$303,117</td> </tr> <tr> <td>Year to date</td> <td style="text-align: right;">\$2,615,901</td> </tr> </tbody> </table>		<u>Actual</u>	Current month	\$303,117	Year to date	\$2,615,901	* ✓																												
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Year to date	\$2,615,901																																										

7 <u>Current interest rate swaps (including forward starts)</u>	<u>Amount</u>	<u>Effective date</u>	<u>Termination date</u>	<u>Fixed rate</u> <i>(if effective)</i>
	\$			
	2,000,000	2-Mar-09	1-Mar-19	6.45%
	3,000,000	22-Sep-11	22-Sep-17	4.55%
	3,000,000	19-Jun-12	19-Jun-17	4.28%
	2,000,000	19-Jun-12	22-Mar-21	5.23%
	3,000,000	20-Jul-12	20-Oct-20	5.59%
	5,000,000	17-Jun-13	15-Mar-18	5.67%
	2,000,000	19-Jun-13	19-Mar-21	5.95%
	3,000,000	22-Jun-13	22-Mar-23	4.00%
	4,000,000	22-Jun-13	22-Jun-22	3.83%
	4,000,000	22-Jun-13	23-Mar-20	3.64%
	4,000,000	22-Jun-13	23-Sep-19	3.58%
	3,000,000	23-Mar-15	25-Mar-24	4.64%
	3,000,000	23-Mar-15	23-Sep-24	4.53%
	2,000,000	23-Sep-15	23-Sep-19	4.41%
	4,500,000	23-Dec-15	23-Sep-24	4.59%
	2,000,000	21-Mar-16	21-Mar-24	4.94%
	2,000,000	23-Mar-16	25-Sep-17	4.37%
	2,000,000	22-Jun-16	22-Jun-18	3.49%
	4,000,000	22-Jun-16	23-Sep-24	4.62%
	2,000,000	22-Jun-16	22-Jun-17	4.48%
	2,000,000	22-Jun-16	20-Mar-18	3.89%
	3,000,000	19-Jun-17	29-Mar-18	
	2,000,000	22-Jun-17	23-Jun-25	
	3,000,000	22-Sep-17	23-Sep-24	
	2,000,000	25-Sep-17	25-Feb-27	
	6,000,000	31-Oct-17	29-Jan-27	
	2,000,000	15-Mar-18	16-Sep-19	
	5,000,000	15-Mar-18	30-Jun-20	
	3,000,000	15-Mar-18	20-Oct-20	
	2,000,000	1-Mar-19	1-Dec-25	
	4,000,000	23-Sep-19	23-Mar-20	
	4,000,000	23-Mar-20	25-Mar-24	
	4,000,000	23-Mar-20	25-Mar-24	
	3,000,000	20-Oct-20	21-Oct-24	
	3,000,000	20-Oct-20	21-Oct-24	
	61,500,000	Total "live" swaps		
		Average interest rate of live swaps		4.57%
8 Forward start period to be no more than 24 months <u>unless</u> there is a match with the expiry date of an existing swap of the same notional amount		5 swaps with start periods > 24 months forward ✓ all are matched with existing swaps		
9 <u>Counterparty credit risk - swaps</u>				
NZ registered banks (each)	\$30m			
- ANZ / National			\$0m	✓
- ASB			\$0m	✓
- BNZ			\$12.35m	✓
- HSBC			\$0m	✓
- Westpac			\$0m	✓

10 Council's net external debt should be within the following fixed/floating interest rate risk control limits.:

Debt period ending	\$m	Policy criteria	Actual	Within policy
Current	70	50% - 100%	96%	✓
Year 1	82	45% - 100%	82%	✓
Year 2	99	40% - 95%	66%	✓
Year 3	123	35% - 90%	50%	✓
Year 4	125	30% - 85%	42%	✓
Year 5	129	15% - 80%	41%	✓
Year 6	124	0% - 75%	37%	✓
Year 7	120	0% - 70%	27%	✓
Year 8	117	0% - 65%	10%	✓
Year 9	116	0% - 60%	7%	✓
Year 10	115	0% - 55%	0%	✓

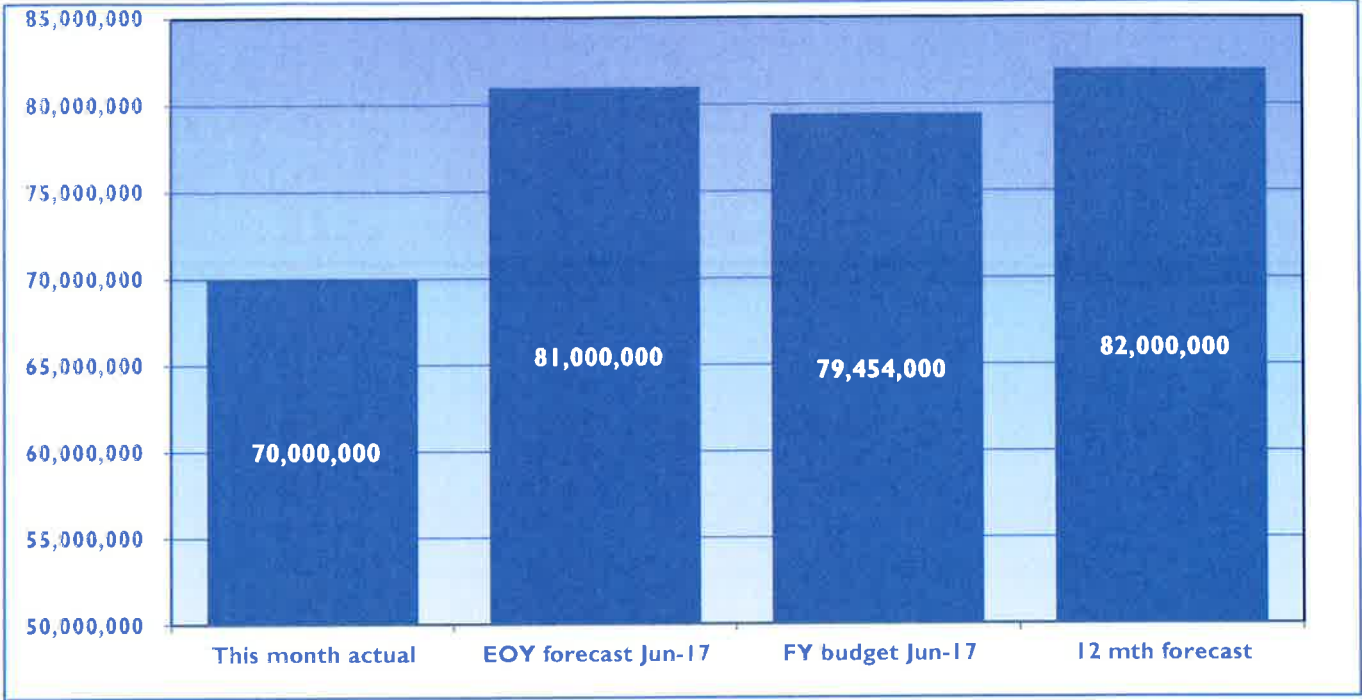


	Policy criteria	Policy limit	Actual	Within policy?
11	Debt affordability benchmark - limit on debt (actual debt <= limit on debt)	\$177m	\$70m	✓
12	Balanced budget benchmark (revenue / expenses)	>=100%	105%	✓
13	Essential services benchmark (CAPEX / dep'n - infrastructure)	>=100%	188%	✓
14	Debt servicing benchmark (borrowing costs / revenue) borrowing costs =	<15%	3.1%	✓

finance expenses per statement of comprehensive revenue and expense

15 Borrowing at March 2017

This graph depicts actual borrowing - LGFA plus bank (BNZ).



16	Actual monthly borrowing is within end-of-year budget	\$79,454,000	\$70,000,000	✓
17	<u>The maturity profile of the total committed funding in respect of all loans and committed facilities</u>			
	0 to 3 years	15% - 60%	53%	✓
	3 to 5 years	15% - 60%	24%	✓
	5 years plus	10% - 40%	23%	✓

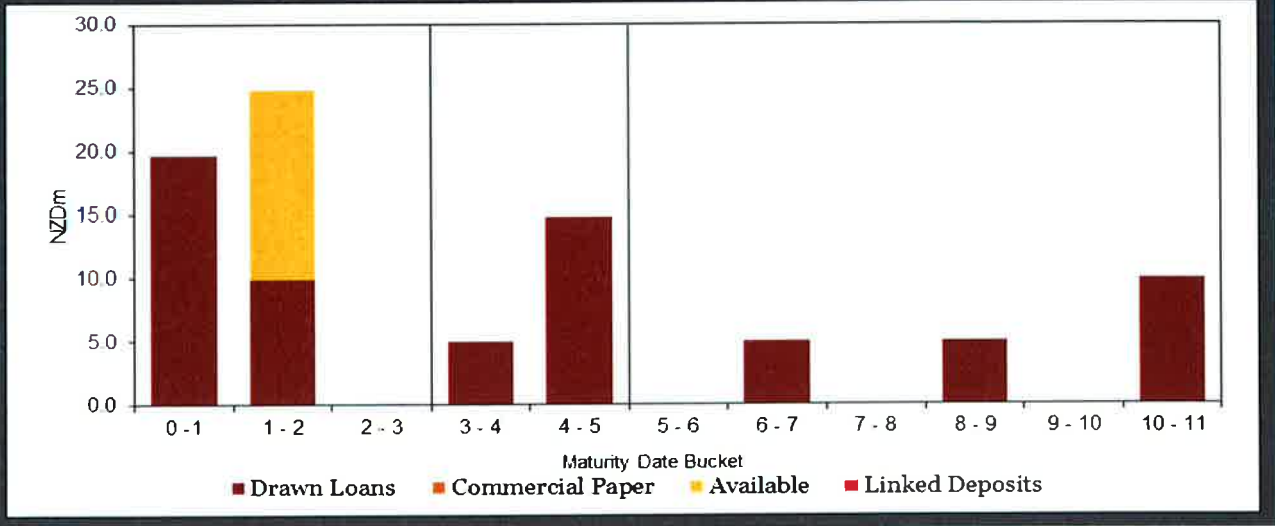
31-Mar-17

Waikato District Council

Committed Loan/Stock/Facilities/Investments \$83.9m
 Current External Debt \$68.9m
 Current Net Debt (ex pre-funding) \$68.9m

Policy Liquidity Ratio >= 110%
 Current Liquidity Ratio 122%
 12 month Peak Net \$82m

0 - 3 years	3 - 5 years	5 years plus
15% - 60%	15% - 60%	10% - 40%
53%	23%	23%



18	Financial assets	\$'000		
	Share investments held for strategic purposes			
	Local Authority Shared Services Limited	0		
	Waikato Regional Airport Limited	2,639		
	Strada Corporation Limited	700		
	NZ Local Government Insurance Corp Limited	59		
	Investments held to reduce the current ratepayer burden			
	Community loans as below	350		
	Short-term investments held for liquidity & working capital requirements			
	Bank & cash balances	1,329		
	Short-term bank deposits	4,900		
	Total investments	\$5,077		
	For treasury purposes, LGFA borrower notes are netted off against related borrowing			
19	Community loans	Current balance \$\$	Maturity date	Interest rate
	Borrower			
	Tamahere Hall Committee	190,077	Jun-22	all at 6.34%
	Te Kowhai Hall Committee	26,035	Jun-21	
	Woodlands #1	-	Aug-16	
	Woodlands #2	30,066	Jun-19	
	Tauhei Hall Committee	12,318	Jun-20	ex Franklin
	Opuatia Community Centre	5,600	Dec-20	
	Glen Murray Community Hall	10,000	Dec-18	loans
	Onewhero Society of Performing Arts	2,200	Dec-18	
	Pokeno School Board of Trustees	-	Dec-16	all at 0%
		\$350,280		
	Policy criteria	Policy limit	Actual	Within policy?
20	Counterparty credit risk - investments			
	NZ Government	unlimited	\$0m	✓
	NZD resistered supranationals	\$20m	\$0m	✓
	LGFA	\$20m	\$1.12m	✓
	NZ registered banks (each)	\$10m		
	- ANZ / National		\$1.23m	✓
	- ASB		\$1.23m	✓
	- BNZ		\$1.23m	✓
	- HSBC		\$0m	✓
	- Westpac		\$1.23m	✓
21	Council currently acts as guarantor for:	there are no guarantees in place at reporting date.		

	Apr-2017	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018
Cash opening balance	5,280,165	1,339,310	6,906,116	1,762,207	2,530,635	1,724,520	8,725,224	7,126,790	4,819,646	1,747,791	6,832,126	5,882,950
Cash in												
Operating income	9,272,549	21,071,733	6,295,496	6,346,673	5,934,428	21,322,791	7,564,641	7,653,783	5,806,412	21,318,578	8,000,928	5,831,717
Interest & dividends	5,000	5,000	6,000	5,000	6,000	5,000	20,000	8,000	5,000	5,000	20,000	10,000
Capital income	776,688	369,840	247,562	262,130	901,918	901,918	901,918	901,918	901,918	901,918	901,918	901,918
Investments	-	-	-	-	-	-	-	-	10,320,000	-	-	-
Borrowing	12,000,000	-	1,000,000	9,000,000	1,000,000	-	-	-	13,000,000	-	-	2,000,000
GST refund	-	2,915,114	664,892	916,623	973,185	1,099,060	1,212,630	1,198,270	-	2,272,868	1,236,229	1,175,782
Total cash in	22,054,237	24,361,687	8,213,950	16,530,426	8,815,530	23,328,768	9,699,189	9,761,970	30,033,329	24,498,364	10,159,074	9,919,417
Cash out												
Operating expenses	9,376,509	6,439,697	6,446,497	6,621,529	6,202,571	6,725,581	6,171,023	5,940,598	6,746,460	6,339,360	6,042,079	6,010,564
Borrowing costs	147,439	60,363	759,369	226,368	14,682	889,087	224,538	12,722	899,630	222,709	10,674	885,558
Capital expenditure	6,471,145	6,534,944	5,561,702	8,328,727	2,872,920	3,733,443	4,159,779	5,360,319	5,459,095	5,358,689	4,531,389	5,634,717
Investments	10,000,000	-	-	-	-	-	-	-	-	-	-	-
Loan repayments	-	2,000,000	-	-	-	1,000,000	-	-	20,000,000	3,000,000	-	-
GST payment	-	3,759,877	590,291	585,373	531,472	3,979,953	742,282	755,475	-	4,493,271	524,109	517,553
Total cash out	25,995,092	18,794,881	13,357,859	15,761,998	9,621,645	16,328,064	11,297,622	12,069,113	33,105,185	19,414,029	11,108,251	13,048,392
Change in cash	(3,940,855)	5,566,806	(5,143,909)	768,428	(806,115)	7,000,704	(1,598,434)	(2,307,144)	(3,071,855)	5,084,335	(949,176)	(3,128,976)
Cash closing balance	1,339,310	6,906,116	1,762,207	2,530,635	1,724,520	8,725,224	7,126,790	4,819,646	1,747,791	6,832,126	5,882,950	2,753,974

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	15 May 2016
Prepared by	A Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Development Contribution Levies for 2017/18

1. EXECUTIVE SUMMARY

This report seeks approval to increase the development contribution levies from 1 July 2017 in accordance with section 2.2 of Council's current Development Contributions Policy.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the **Strategy & Finance Committee** recommends to Council that **Appendix I of the Development Contributions Policy** be updated for 2017/18 to capture producer price index movements over the past financial year.

3. BACKGROUND

Council's Development Contributions Policy and related fees are scheduled to be reviewed as part of the 2018-2028 Long Term Plan. The fees for the current financial year were increased to allow for Producers Price Index movements and staff recommend applying the same treatment for the 2017/18 year.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Section 2.2 of Council's Development Contributions Policy specifies the frequency and scope of reviews to the policy, including related charges:

"As required by the LGA, the Council will review this policy at least once every three years (or more frequently if deemed necessary). Such reviews may be triggered by – and will take into account – the following factors:

- *any changes to the significant assumptions underlying the development contributions policy*
- *any changes in the capital works programme for growth*
- *any significant changes in the costs of labour, construction or technology*
- *any changes in the expected nature, scale, location or timing of development*
- *any changes that require new or significant modelling of the networks*
- *any changes to the District Plan*
- *the regular reviews of the Funding and Financial Policies, and the LTP*
- *any other matters the council considers relevant.*

Each review will include a detailed analysis of the factors listed above. Any proposed changes will be carefully considered, and subject to consultation under Sections 82 and 82A of the LGA.

In addition to these regular reviews, the council will, in accordance with Section 106 (2C), annually increase its charges(excluding the portion relating to interest) in accordance with the rate of increase (if any), in the Producers Price Index Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased. The Council will make publicly available information setting out details of the adjustment before it takes effect."

It is proposed to set the increase in 2017/18 charges in accordance with movements in the March 2017 Producers Price Index Outputs for Construction. The March quarter information is scheduled for release on 19 May.

4.2 OPTIONS

The Committee could recommend that Council increase development contribution levies in line with legislation and policy, or leave the charges at 2016/17 levels.

5. CONSIDERATION

5.1 FINANCIAL

Indicating that charges are to increase from 1 July 2017, will allow developers with current applications in progress (lodged on or after 1 November 2015) to pay their levies before this date should they wish to lock in 2016/17 amounts.

5.2 LEGAL

Section 106 of the Local Government Act 2002 states:

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

(2C) A development contribution may be increased under subsection (2B) only if—

(a) the increase does not exceed the result of multiplying together—

(i) the rate of increase (if any), in the Producers Price Index Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased; and

(ii) the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs; and

(b) before any increase takes effect, the territorial authority makes publicly available information setting out—

(i) the amount of the newly adjusted development contribution; and

(ii) how the increase complies with the requirements of paragraph (a).”

In order to notify any confirmed changes to the public ahead of 1 July 2017, it would be appropriate for Council to approve in principle a Producers Price Index movement.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Development Contributions Policy enables levies to be increased annually subject to section 106 of the Local Government Act 2002.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Although the Significance & Engagement Policy is not triggered for this decision, any changes are to be made publicly available ahead of the charges coming into effect:

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A press release will be drafted following the Strategy & Finance Committee meeting in order to alert developers to possible adjustments to levies. Surveyors will also be contacted where practicable.				

6. CONCLUSION

It is recommended that the development contribution levies be increased to capture movements in the producers price index over the last financial year.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	09 May 2017
Prepared by	Shelley Monrad Corporate Planner
Chief Executive Approved	Y
DWS Document Set #	GOV1318 / PR-213-01/ 1722998
Report Title	Community Engagement Update

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Committee with an update on engagement initiatives that Council has completed since November 2016 or are currently being undertaken. It is also an opportunity for the Committee to provide feedback on how these initiatives are progressing and to identify any other initiatives that should be noted.

Some of these engagement initiatives are as follows:

Completed

- Hakarimata Waharoa Project
- MOU with Ngaati Haua
- 5 year review of JMA's with Waikato-Tainui and Maniapoto Maaori Trust Board
- Freedom Camping Bylaw
- Sunset beach erosion report
- Meremere library
- Alcohol Licensing workshops
- Dog Exercise area bylaw review
- Karioi Track (3.4km walking/biking track from Wainui Road)
- Raglan Wharf – handrail and balustrade renewals
- Roothing Raglan
- Huntly Library Upgrade

In Progress

- Huntly Garden Place Placemaking
- Placemaking
- Economic Development Work Programme
- Youth Engagement Plan
- Youth Action Groups
- Priority projects
- Easter Trading Policy
- Pokeno Future Growth

- Signage at Te Kopua Native Reserve
- MOU with Ngaati Tamainupoo
- Community Plan (all communities)
- Annual Plan 2017/18
- Waikato Plan
- Invites for Formal Hui with Iwi Governance Groups
- Joint Committee hui (Waikato Tainui and Maniapoto Maaori Trust Board)
- Dogs in Libraries
- Spey me Baby
- Sunset Beach erosion
- Huntly memorial hall
- Ngaruawahia Community Facilities
- Pokeno Waste Water Phase 2
- LTP – forestry target rate
- Te Kauwhata Walkway/Cycle ways
- Waikato River Authority funding application August 2015
- Water Meters installation
- Waste Water spill mitigation
- Speed Management Plan - Speed Bylaw
- North Waikato Passenger Transport Review
- Rangiriri WeX State Highway transfers to local road (will require some community engagement)
- Longswamp WeX State Highway transfers to local road (will require some community engagement)
- Hamilton WeX State Highway transfers to local road (will require some community engagement)
- Mangawara Bridge construction (Taupiri)
- Tamahere business hub and reserve
- Northern Feasibility programme (Northern iSite, Pokeno Sports Park and Pokeno Library)
- State Highway transfers to local road (will require some community engagement)
- Wi Neera Street connectivity
- North Waikato Integrated Programme Business Case
- Natural Parks Reserve Management Plan
- District Wide Toilets
- Rainwater Tank Strategy

Ongoing

- Taupiri Boat Ramp Upgrade
- District Plan Review
- Alcohol liaison statutory agency meetings
- Dogsmart Education Programme
- Dog Registration Process
- Food Act 2014 transition
- Food Safety newsletter - stakeholder engagement
- Huntly Bypass Stakeholder meetings
- Hamilton Bypass Stakeholder Meetings
- Community Liaison Group Meeting Genesis Energy
- Holcim CLG Meetings
- Perry's
- Yashili
- Community Liaison Group Meeting Titoki Sands

Planned

- Long Term Plan 2018-28
- Future Proof

- Liquor Control Bylaw
- Dog Exercise Area - Tuakau Bylaw Review
- Pukekawa refuse and recycling
- Raglan boat ramps - Wallis and Wainui
- LTP (CCO)
- The Point Reserve Management Plan

For further details on these initiatives please refer to the attachment to this report, Community Engagement register.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

- Community Engagement Register

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Hakarimata Waharoa Project	Strategy & Support	Ngaruawahia	Collaborate	yes	yes	Completed	The Waharoa was unveiled in December 2016.
5 year Review of the JMA's with Waikato-Tainui and Maniapoto Maaori Trust Board	Strategy & Support	District Wide	Involve	yes	yes	Completed	Review is complete and report has been issued.
MOU with Ngaati Haua	Strategy & Support	Tamahere	involve	no	yes	Completed	The MOU with Ngaati Hauaa iwi Trust was sited on 18 April 2017.
Freedom Camping Bylaw (NEW)	Customer Support	District Wide	Consult	Yes (SCP)		Completed	Adopted at the September Council meeting
Dog Exercise area bylaw review	Customer Support	Pokeno and Tamahere community	Consult	No		Completed	The two dog exercise areas at Pokeno and Tamahere were adopted at the September Council meeting. Final decision letters are scheduled to be sent to submitters by mid-November.
Alcohol licensing workshops	Customer Support	District Wide	Inform	No	no	Completed	Workshops for duty managers and licensees to be held for on/off licensees following workshops for clubs completed last year.
Karioi track (3.4km walking/biking track from Wainui Road)	Service Delivery	Raglan	Collaborate	No		Completed	Before work can commence consultation is required with neighbouring land owners. Discussions with Raglan Community Board on the best way forward due to commence in September/October.
Raglan Wharf - handrail and balustrade renewals	Service Delivery	Raglan Wharf stakeholders and tenants	Consult	No		Completed	Consultation complete. Works to commence in the next few weeks.
Roading Raglan	Service Delivery	residents/ratepayers in local area	Inform	No		Completed	To introduce the community to the Waikato District Alliance and discuss the changed method of delivering roading maintenance and roading renewal activities. To identify any local issues on the roading network.
Huntly Library upgrade	Service Delivery	Huntly Ward	Inform	No		Completed	
Sunset Beach erosion report	Service Delivery	Port Waikato/extended community	Collaborate	No	yes	Completed	Adopted at June 2016 Council meeting

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Meremere Library	Service Delivery	Meremere Community	Consult	No	no	Completed	
Taupiri Boat Ramp Upgrade	Strategy & Support	Taupiri	Involve	no	yes	ongoing	Awaiting input from Taupiri Marae representatives
District Plan Review	Strategy & Support	District Wide	Involve	yes	yes	ongoing	Support staff in District Plan Engagement with Iwi reps. This is ongoing, providing feedback through the district plan review currently being undertaken by Vishal's team from Iwi's perspective.
Alcohol liaison statutory agency meetings	Customer Support	District Wide	Collaborate	No	no	Ongoing	Meetings of alcohol licensing statutory reporting agencies held three times per year.
Dogsmart Education Programme	Customer Support	District Wide	Inform	No	no	Ongoing	An education package has been created to present to school age children. This presentation teaches children about caring for their pets, staying safe around dogs and what to do if approached by an aggressive dog. We have committed to presenting this programme at least 2 times per month but are optimistic that we will exceed this target significantly.
Dog Registration Process	Customer Support	District Wide	Inform	No	no	Ongoing	Each year we send out yearly invoices to dog owners reminding them of their obligations to register their dogs. This year we increased the material that we sent out with our yearly invoices to educate dog owners to the changes to our bylaws following the bylaw review. We also sent out information on payment options and worked with a designer to make our forms and information more engaging with our community. This process was successful and we are preparing to begin again for the upcoming 2017/18 registration period.
Food Act 2014 transition	Customer Support	District Wide	Inform	No	no	Ongoing	Education and information of food businesses on requirements of new Act. Involves one on one interactions with business owners and targeted correspondence to businesses nearing transition dates. Information also provided in Food Safety newsletter.
Food Safety newsletter - stakeholder engagement	Customer Support	District Wide	Inform	No	no	Ongoing	Biennial food safety newsletter implemented to send to food business owners and Marae in WDC.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Huntly Bypass Stakeholder meetings	Customer Support	Huntly	Inform	No	yes	Ongoing	Update on progress to stakeholders approx. every 3 months
Hamilton Bypass Stakeholder Meetings	Customer Support	Horsham Downs, Tamahere	Inform	No	No	Ongoing	WRC, NZTA and Alliance to track progress and identify community concerns
Community Liaison Group Meeting Genesis Energy	Customer Support	Huntly	Inform	No	Yes	Ongoing	Update on progress to stakeholders annually
Holcim CLG Meetings	Customer Support	Pokeno	Inform	No	no	Ongoing	Update on progress to stakeholders quarterly
Perry's	Customer Support	Tuakau	Inform	No	yes	Ongoing	Update for stakeholders every 6 months
Yashili	Customer Support	Pokeno	Inform	No	potentially	Ongoing	Update for stakeholders every 6 months
Community Liaison Group Meeting Titoki Sands	Customer Support	Tamahere	Inform	No	no	Ongoing	To update stakeholders and interested parties (Tamahere Community Committee, Tamahere school, Environment Tamahere Inc., DoC every 6 months).
Huntly Garden Place Place making	Strategy & Support	Huntly Ward	collaborate	No	T	In progress	The Huntly Community Board has been working on an initiative to re-develop Garden Place in Huntly as a community-driven project. The Board is encouraging the community to be active in this project with a view to revitalising this precinct. A plan has been designed and drawn by Bryce Mounsey, a member of the Community Board, and is a result of input from Board members as to how they want this area to be enhanced. The Board are taking a staged approach to start Place making in Huntly. The first stage will see a seat that will accommodate 24 people designed by a member by the Huntly Community Board. The area chosen to place under an existing tree at the fore front of Garden Place. This stage will be complete by October 2016.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Place making	Strategy & Support	District Wide	collaborate	No	no	In progress	Place making is gaining momentum in the district. Staff are working alongside groups in Raglan, Huntly, Tauwhare, Tuakau and Pokeno. A presentation was provided to the Pokeno community in November 2015 with a view to kick starting projects in that area. Pokeno have identified a project that will see a little free library installed in to a public area by October 2016. Workshops have been run with the community committee and the wider community. Staff will continue to present Place making strategy to community boards and committees in 2016. A web page has been created for communities to access for ideas and information. Staff are building momentum for the Place making concept across the district.
Economic Development Work Programme	Strategy & Support	District Wide	Collaborate	No	yes	In Progress	The Work Programme is reported three monthly through the Strategy and Finance Committee. Current: Ongoing work for Raglan Focus - supporting the Raglan Naturally - Community Plan development. Huntly focus pulling small reference group together to complete the Huntly promotional video and website.
Youth Engagement Plan	Strategy & Support	District Wide	Empower	No	no	In Progress	Govern Up programme developed to engage with young people and support with governance and leadership training. Engaged with young people in Onewhero, Tuakau, Pokeno, Te Kauwhata, Meremere, Huntly and Ngaruawahia to develop groups and projects. Raglan and Tamahere contacted but no response back. Project ends 30 June 2017.
Youth Action Groups	Strategy & Support	District Wide	Empower	No	no	In progress	Youth Action groups running well in Ngaruawahia, Huntly, Te Kauwhata, Tuakau and Onewhero. Meeting regularly with these groups. Members from these groups are providing feedback to WDC regarding our current youth practices.
Priority projects	Strategy & Support	District Wide	Empower	No	no	In progress	The Community Boards and Committees received a report at their December meeting requesting they develop, through engagement with their communities, their community plans. The Community Plan template was supplied. As a part of the template, the community board/committee is to establish a list of projects they request to be included in the LTP.
Easter Trading Policy	Strategy & Support	District wide	Involve	Yes	no	In progress	Early engagement to seek community views on whether shops should be able to trade on Easter Sunday during October. Formal consultation on a draft Easter Trading Policy began on 14 December and closes 17 February. A hearing is scheduled for 15 March.
Pokeno Future Growth	Strategy & Support	Pokeno	Involve	No	yes	In progress	The first community 'Drop-in' session was held on Saturday 29 October 2016. This was to begin the planning process of where the community sees the need and aspirations for future growth in and around their town. This project will lead eventually to new Structure plan for the Pokeno area following on from PC 24. approximately 95 people attended this drop in session and was well received.
Signage at Te Kopua Native Reserve	Strategy & Support	Whaingaroa / Raglan	Collaborate	Yes	yes	In progress	This is still in progress and currently sitting with the Hounuku Trust.
MOU with Ngaati Tamainupoo	Strategy & Support	Ngaruawahia and surrounds	Involve	no	yes	In progress	Ngaati Tamainupoo wish to enter into a MOU with the Council. The MOU will be finalised and signed in 2017.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Community Plan (all communities)	Strategy & Support	District Wide	Empower	No	No	In progress	The Community Boards and Committees and have been asked to update their community plans and submit their priority projects to Melissa by 31 March. About half have supplied projects. Melissa to chase remaining groups.
Annual plan 2017/18	Strategy & Support	District Wide	Inform (TBC)	Yes	no	In progress	Annual Plan Consultation Document is being adopted at an Extra-ordinary Consultation closes on 15 May with a hearing scheuled for 31 May.
Waikato Plan	Strategy & Support	District Wide	Consult	Yes	yes	In progress	The draft plan was workshopped with the councillors on 6 March 2017. Adoption of draft Plan and summary – Feb 2017 Public consultation – March/April 2017 (advertised in Franklin News, North Waikato News, Raglan Chronicle, Waikato Times & The Herald. Also a link on our website) Final sign-off – August 2017 Implementation underway
Invites for Formal Hui with Iwi Governance Groups	Strategy & Support	District Wide	Collaborate	no	yes	In progress	Letters have been sent to all iwi, hapuu and Marae groups and council have attended 2 meetings in 2017 with more being planned.
Joint Committee hui (Waikato Tainui and Maniapoto Maori Trust Board)	Strategy & Support	District Wide	Collaborate	no	yes	In progress	The first hui for 2017 have been held with both Waikato-Tainui and Maniapoto. Two further hui are planned toward the end of the year.
Dogs in Libraries	Customer Support	District Wide	Inform	No	no	In progress	As per our business plan, the animal control team wanted to introduce initiatives that would allow our officers to interact with the community in a positive way whilst providing education. We have teamed with the library leadership team to develop the Dogs in Libraries programme that will involve school children reading to dogs in the library environment. This has been proven to improve children's literacy skills, build self confidence and lowers anxiety of children. This programme is now running and has been launched in Ngaruawahia, Raglan, Tuakau, Huntly, Te Kauwhata and Meremere Libraries. This sees staff sitting with up to 20 children a week to teach dog safety, build confidence, encourage library attendance and contributes towards our 20/20 engagement challenge.
Spey me Baby	Customer Support	District wide	Engage	No	No	In progress	Central government has made a commitment to reduce dog bites and as a result of this, a fund has been developed to subsidise desexing of classified menacing dogs. WDC has made application for funding for 100 dogs plus advertising costs which has been approved. Engagement with dog owners will commence in the coming month - initially targeting owners of menacing dogs in an attempt to get them desexed. This will include letters, posters, pamphlets and possibly radio advertising.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Sunset beach erosion	Service Delivery	Port Waikato, Sunset beach	Collaborate	No	yes	In Progress	<p>Collaborative approach to dealing with the retreat of public assets from eroding Sunset beach, Port Waikato.</p> <p>Key dates:</p> <p>Dec 2014: Consultation with local stakeholders and GHD report produced for council.</p> <p>June 2015: GHD report published and presented to beach residents, other stakeholders and OTCB.</p> <p>July 2015: Report presented to residents and ratepayers AGM and webpage set up.</p> <p>August 2015: Report presented to Iwi.</p> <p>September 2015: Stakeholder open day to discuss retreat options.</p> <p>Oct 2015 to Jan 2016: Feedback on options and time frames.</p> <p>Feedback closes on 10 February 2016.</p> <p>March 2016: Report to council advising of options for managed retreat of community assets in Sunset beach. Report made public and meetings with Iwi and Community organisations.</p> <p>November 2016: Cultural Impact Assessment completed.</p>
Huntly Memorial Hall	Service Delivery	Huntly	Consult	Yes	Yes	In Progress	<p>Staff and Elected members held an open day on 2 April at Huntly Bowling Club, submissions closed, workshop held with Council 10 May, Report to go to Infrastructure in June. Further work to be done with a Huntly community working group to develop and present options to Council for the 2018/28 LTP. Met with Huntly Community Board in Dec 2016, GMD (consultant undertaking work) has met with some community groups, further meetings taking place with an update to the Huntly Community Board to happen in March 2017. Staff working with the HCC - survey to be undertaken using different media platforms.</p>
Ngaruawahia Community Facilities	Service Delivery	Ngaruawahia Community	Consult	No	no	In progress	<p>Next phase of this project is the feasibility study to be presented to Council.</p>
Pokeno Waste Water Phase 2	Service Delivery	Old Pokeno Village residents	Consult	No	yes	In progress	<p>Construction is underway, continuing to engage with property owners with a view to having more properties connect.</p>

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
LTP - Forestry target rate	Service Delivery	Forestry companies and local residents	Consult	No	no	In progress	Most recent collaboration was with the Heavy Haulage Industry, in regards to instability and vegetation issues on Klondyke Road; as a result the Alliance Team have been actively managing dropout / slips and vegetation, between markers 4-8 during September and October, resulting in the road being significantly safer to traverse. Rayonier Ltd (one of the main harvesting companies) have indicated that all of their harvesting and transportation activities within the Onewhero Forest, will be complete by the end of 2017.
Te Kauwhata Walkway/Cycle ways	Service Delivery	Te Kauwhata	Consultation	No	no	In progress	Consultation to include selected stakeholders (inc Committee, NZTA) through using a Consultant to inform the Te Kauwhata Cycle and Walkway strategy, expect draft from consultant end of Jan 2017.
Waikato River Authority funding application August 2015	Service Delivery	Rotokauri lake catchment	Empower	No	yes	In progress	August 2015: Application to WRA submitted with endorsements from WDC, Rotokauri committee, WRC, HCC and Iwi. December 2015: Funding approved for Rotokauri Lake catchment. Feb 2016: Report to Infrastructure committee advising both funding amount granted and potential work programme for the catchment. Deed to Infrastructure and Council approved for implementation. Signed by Councillors Peterson and Baddley. Year one for the WRA programme successfully delivered.
Water Meters installation	Service Delivery	Raglan, Huntly, Ngaruawahia	Inform	No	no	In progress	In progress beginning 01/07/2017. Majority of meters are installed, a few hundred still to go.
Waste Water spill mitigation	Service Delivery	Raglan Ward+ depends on location impacted	Inform	No	see comment	In progress	Provide Raglan Community Board with Waters Service Request Dashboard monthly (suggest make this report available on request to Iwi/hapu in Raglan)
Speed Management Plan - Speed Bylaw	Service Delivery	Port Waikato & Pokeno	Involve	Yes	no	In Progress	A draft Policy has been prepared detailing the proposed process for Speed Bylaw Reviews over the next three years. This will be presented to P&R Committee on May 16 th . Subject to approval, early engagement will commence on 28 roads identified by NZTA as being high risk and in need of speed review within the District, together with 15 ad-hoc locations. Following early engagement submissions will be reviewed in advance of recommendations being prepared and formal consultation commencing.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
North Waikato Passenger Transport Review	Service Delivery	North Waikato	Involve	Yes - next phase of project	no	In Progress	Project teams continue to work on the programme business case for funding approval. Close liaison is being undertaken between this project and the wider study involving transport issues associated with the North Waikato growth areas. Councillors will be updated on the new bus service fare proposal and a position paper relating to rail viability between Hamilton and Auckland. New options for the existing bus service are under consideration following re tendering of the northern connector service.
Rangiriri WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Rangiriri - Te Kauwhata	Involve	No	yes	In progress	NZTA are leading the engagement around the project timeframes and roading changes.
Longswamp WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Te Kauwhata - Hampton downs	Involve	Yes	yes	In progress	Consultation with landowners over designation changes undertaken. Possible further construction management involve discussion. Contract has been awarded and is in the planning stage.
Hamilton WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Gordonton to Tamahere	Involve	Yes	yes	In progress	Staff attend regular meetings with NZTA and the City Edge Alliance regarding this project. An issues register has been prepared to track all outstanding tasks. Co ordination is progressing however there are still a few issues that are stalled pending funding decisions.
Mangawara Bridge construction (Taupiri)	Service Delivery	Taupiri Township	Involve	No	yes	In progress	Waikato District resource consent is now in place, after a successful hearing. Project is in design phase.
Tamahere business hub and reserve	Service Delivery	Tamahere Ward	Involve		yes	In progress	The Tamahere Recreational Reserve is being undertaken in stages – Stage one is earthworks, Stage two is the development of playground, landscape, fitness trail and skate park. The Commercial Hub is a development being undertaken by Fosters. Currently working through funding for Stage II. Meeting with Ngati Haua 9 May to discuss requirements.
Northern Feasibility programme (Northern iSite, Pokeno Sports Park and Pokeno Library)	Service Delivery	North Waikato		No	potentially	In progress	Assessment is complete, next steps to progress project ready for presentation to Council March 2017.
State Highway transfers to local road (will require some community engagement)	Service Delivery	TBC-depends on location impacted			no	In progress	Staff continue to work through this process with NZTA. Project plans and work programmes are in place. Investigation on SH1B has commenced from a safety perspective.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Wi Neera Street connectivity	Service Delivery	Raglan Ward			yes	In progress	
North Waikato Integrated Programme Business Case	Strategy & Support & Service Delivery Groups	Northern Waikato	Inform, Consult, Involve, Collaborate & Empower	Yes (outputs will inform District Plan Review, Future Proof Review and LTP)	Yes, this is being done through Future Proof and will be done through the District Plan Review Iwi Reference Group	In progress	Workshop with councillors held on 4 April 2017. This has been followed by a presentation to Future Proof and community workshops with the following: - Onewhero Tuakau Community Board (1 May 2017) - Te Kauwhata Community Committee (3 May 2017) - Pokeno Community Committee (9 May 2017) - Meremere Community Committee (11 May 2017). Further engagement sessions will be held with the Huntly Community Board (16 May) and Franklin Local Board (6 May). Engagement with the District Plan Review Iwi Reference Group will be done on 18 May.
Natural Parks Reserve Management Plan	Service Delivery	District wide	Consult	Yes	yes	In progress	Engagement to seek input as to what should be included in the draft plan occurred between 1 February and 3 March 2017. Feedback was received from 30 interested parties. Staff are now beginning to prepare the draft management plan (taking public feedback in to consideration). Once completed the draft will be taken to Council for approval to complete a second stage of public consultation (likely to occur mid 2017).
District Wide Toilets	Service Delivery	Tuakau and Ngaruawahia	Consult	No	no	In progress	Have been working with the Tuakau CB since March 2016 on placement of toilet - this is still a work in progress and may need to have wider consultation. Paper to the Ngaruawahia Community Board (May) regarding a new facility at Centennial Park.
Rainwater Tank Strategy	Service Delivery	District Wide	Education	Yes	Yes	In Progress	We are currently developing the community engagement plan and education documents for roll out in July
Long Term Plan 2018-28	Strategy & Support	District Wide	Involve	Yes	yes	Planned	Project planning is currently underway.
Future Proof	Strategy & Support	District Wide	Consult	Yes	yes	Planned	Draft Future Proof Strategy was workshopped with the councillors on 28 February. Feb – March: Draft Strategy and a summary will be completed. Strategy workshopped with partners. April: Amendments based on feedback. May: Strategy adopted for public notification by FPIC (or recommended to partners for notification). May – September: consultation, hearings, agreement and recommendations to partner councils. October: Final Strategy will be launched.
Liquor Control Bylaw	Customer Support	District Wide	Consult	Yes (SCP)	no	Planned	To be undertaken in 2017.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Dog Exercise Area - Tuakau Bylaw Review	Customer Support	Tuakau	Engage	No	No	Planned	Tuakau dog owners have identified the need for an off leash exercise area in their community. Animal Control staff agree on the need but this would require some engagement prior to the Dog Control Bylaw being amended. Some communication has been had with dog owners as a result of formal complaints. This communication has acknowledged the need for something to be done and a commitment made that we would look into it this year. This consultation is now planned for August/September 2017.
Pukekawa refuse and recycling	Service Delivery	Pukekawa	Consult	No	No	Planned	Project planning is currently underway. Consultation letters sent out by ReachMedia and NZ post. NZ post delivery began 8 May 2017. Calls currently being fielded from Onewhero residents. Meeting the residents impacted planned for 18 May at Pukekawa Hall from 430pm - 7pm As of 11-05-17, 10 responses received
Raglan boat ramps - Wallis and Wainui	Service Delivery	Raglan Community inc emergency services (Wallis) and Coastguard (both)	Inform	No	yes	Planned	Renewal works to be undertaken at the boat ramps, have made initial contact with the coastguard and will work with identifying stakeholders as the assessments are undertaken.
LTP (CCO)	Service Delivery	District Wide	Involve	Yes (TBC)	yes	Planned	This will only be required if the Council proceeds to consult with the public around the formation of a waters CCO or any other significant alternative. Proposal now is to include this within the LTP discussion.
The Point Reserve Management Plan	Service Delivery	District wide - emphasis on Ngaruawahia	Consult	Yes	yes	Planned	Engagement to seek input as to what should be included in the draft plan will occur during June. Staff will then draft the plan prior to a second round of consultation.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	3 May 2017
Prepared by	Debbie Dalbeth Business Analyst
Chief Executive Approved	Y
Reference #	1717307
Report Title	2016-2017 3 rd Quarter Non-Financial Performance Report

I. EXECUTIVE SUMMARY

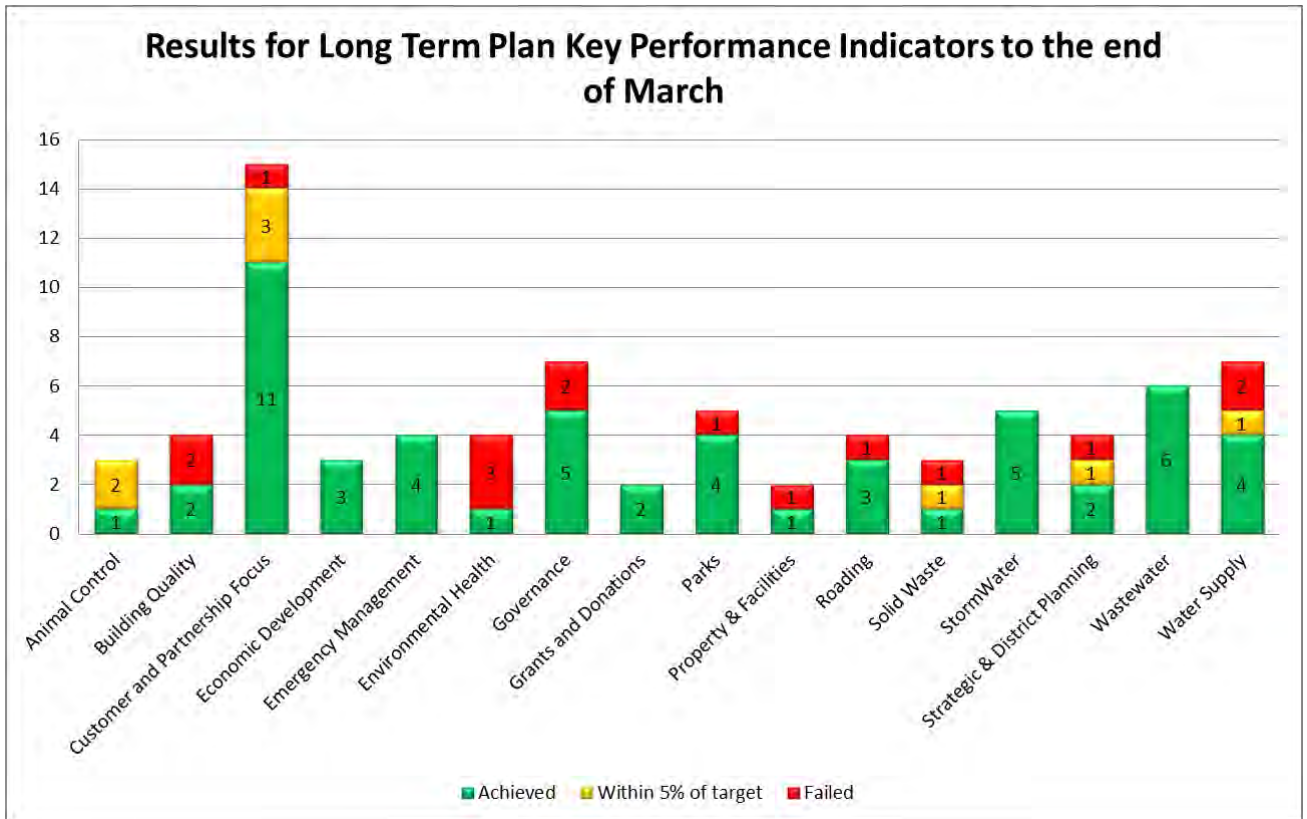
The purpose of this report is to provide the Committee with the Third Quarter Non-Financial results. This includes the 2016/17 Long Term Plan (“LTP”) Key Performance Indicators (“KPIs”) and the Resident Satisfaction Survey.

The results from each quarterly report will be used to inform the annual report at year end.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – *2016-2017 3rd Quarter Non-Financial Performance Report* be received.

3. LTP KPIs



Achieved	Within 5% of target	Not Achieved
71%	10%	19%

There are ninety eight KPIs that are reported in the Annual Report. Some can only be measured annually which leaves 78 KPIs being measured at the end of the third quarter. At this point in the current financial year we are on track to achieve 71% of our KPIs, we are within 5% of the target for 10% of the KPIs and we are currently failing 19% of the KPIs.

The quarterly results show we are tracking similar to last year.

	2014/2015	2015/2016	2016-17 - 1st quarter	2016-17 2nd quarter	2016-17 3rd quarter
Achieved	27 (41%)	67 (68%)	45 (65%)	53 (68%)	55 (71%)
On track	7 (11%)	8 (8%)	5 (7%)	7 (9%)	8 (10%)
Not achieved	32 (48%)	23 (23%)	19 (28%)	18 (23%)	15 (19%)
TOTAL MEASURES	66	98	69	78	78

Attached to this report is *Appendix 1 - 2016-17 3rd Quarter KPI report*.

4. RESIDENTS SATISFACTION SURVEY

The National Research Bureau (“NRB”) surveys Waikato District Council residents at approximately ten residents per week. At the end of each quarter, after 100 residents are surveyed, we receive interim data. The survey summary is attached.

Attached *Appendix 2 – 3rd Quarter Residents Satisfaction Survey Summary*

Trend graphs are attached for questions that have been asked in previous years. A summary is below.

Increasing Trends

- Satisfaction with Parks and Reserves has steadily increased, the 2016 end of year result was 89%, this year each quarter has been in the 90’s with the third quarter result at 95%.
- Satisfaction with public libraries has remained high since 2015 with the third quarter result at 98%.
- Satisfaction with Animal Control has been increasing to a high of 89% at this third quarter. Dissatisfaction has dropped to a low of 3%.
- Overall satisfaction with the service received when contacting the Council offices decreased to 66% last year, but has improved in each of the quarters this year to a high of 75% in the third quarter.
- Satisfaction with unsealed roads had been steadily increasing each year up to last year’s result of 53%, it dropped dramatically to 39% in the first quarter of this year but has risen back to 51% in the second and third quarters.
- Residents that feel they have the opportunity to be involved and participate in the way the Council makes decisions dropped in the second quarter of this year but rebounded slightly to 58% in the third quarter.
- Satisfaction with footpaths has been steadily increasing since 2011. In 2016 satisfaction increased to 73% and is now 74% in this third quarter.
- Satisfaction with wastewater has been increasing since 2014, last year satisfaction increased again to 94%, this year the third quarter result is 97%.
- Satisfaction with stormwater services overall, decreased to 45% last year. It dropped to 38% in the first quarter but has gradually improved to 45% in the third quarter. Those that ‘don’t know’ have increased to 36% in the third quarter.
- Satisfaction with recycling levelled off last year at 83%, this year satisfaction decreased in the first two quarters but has started to improve again to 81% in the third quarter.

Decreasing Trends

- Satisfaction with the rubbish collection had been steadily increasing to a high of 93% last year. The first half of this year has shown a marked decrease to 59% satisfaction in the second quarter and 60% in the third quarter. This coincides with a marked increase in dissatisfaction from 3% last year to 33% in the third quarter.

- Satisfaction with public toilets has been increasing to a record high of 77% in the second quarter, unfortunately satisfaction has decreased to 68% in the third quarter.
- Satisfaction with building and inspection services increased dramatically in 2015 when we started surveying only those who have used the service. This year started with a high of 80% satisfaction but declined to 32% in the second quarter and has lifted slightly to 55% in the third quarter.
- Satisfaction with the water service increased in 2015 when we surveyed only those residents with a connection to the water supply. Last year's result was a high of 79%, the first quarter result jumped to 91%, the second quarter reduced to 85% and the third quarter is at 80%.
- Satisfaction with Council roads overall decreased to a low of 52% last year with dissatisfaction increasing to 23%. Satisfaction has continued to decline to 46% in the third quarter with dissatisfaction increasing to 33%.

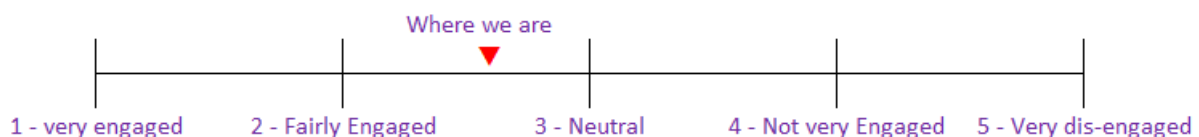
Attached Appendix 3 – 3rd Quarter Survey Trend Graphs

5. ENGAGEMENT

Engagement is measured from five key questions in our Residents Survey:

1. Satisfaction with the way Council involves the public in the decisions it makes
2. Satisfaction with Rates Spending
3. Satisfaction with Community Spirit
4. Satisfaction with Quality of Life
5. Satisfaction that Council makes decisions that meet the needs and aspirations of their residents

Residents are asked for their satisfaction on a scale of 1 to 5 and the results from these five questions form an engagement index, the target we have set for ourselves is to have 2.25 or less. At the end of the 2016 financial year our peer group of Councils had an index of 2.24 and we had an engagement index of 2.22. Unfortunately our performance has trended in the wrong direction this year, the first quarter result was 2.24, the second quarter result was 2.26 and the third quarter result is 2.35.

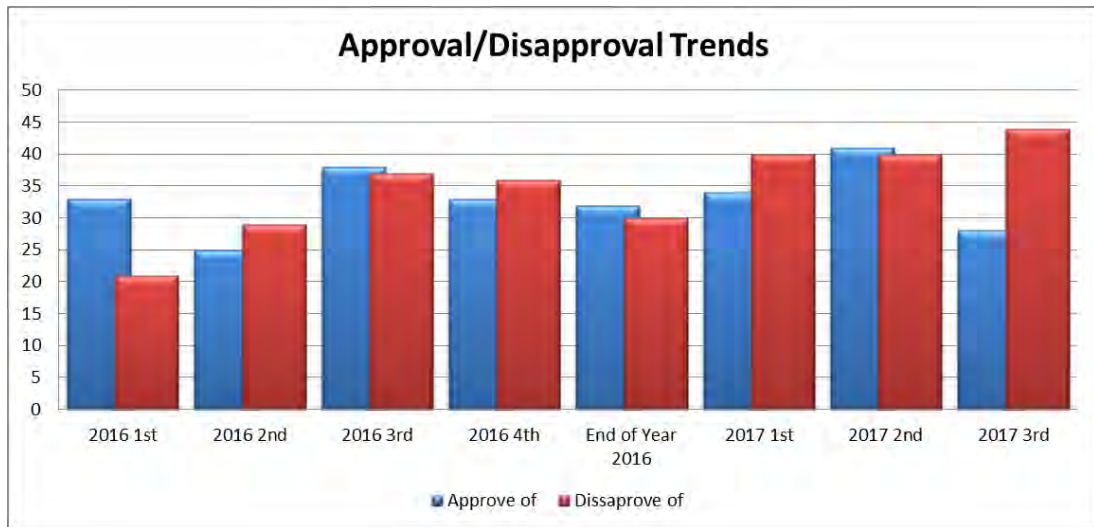


6. OUTCOMES – COUNCILLORS ASKED FOR TWO QUESTIONS TO BE ADDED TO THIS SURVEY

1. Is there any one thing about the Council's actions, decisions or management in the last few months that comes to mind as something you like or approve of?
2. Is there any one thing that comes to mind with regard to the Councils actions, decisions or management in the last few months that you dislike or disapprove of?

28% of residents say there is a Council action/decision/management they approve of which is below both our peer group average of 44% and the national average of 41%.

44% of residents say there is a Council action/decision/management they disapprove of which is our highest disapproval rating so far. It is also above our peer group average of 38% but below the national average of 47%.



Verbatim comments are available in the attached *Appendix 4 – Residents Survey Comments from Outcomes*

7. NEW LTP MEASURES:

There are eight new LTP measures detailed below that depend on data from the Residents Survey.

During each quarter respondents are asked if they feel they have the opportunity to be involved and participate in the way the Council makes decisions, 58% said yes they feel they have the opportunity while 17% said they had actually tried to participate. The results from the first five questions below are based on the answers from this 17% of residents.

Council has undertaken a significant amount of consultation and engagement with the public in line with legislative requirements and as part of our 2020 challenge. While the sample size is small for those answering the below questions, it is encouraging to note the levels of satisfaction are all trending positively and a number of measures have exceeded their target for the third quarter.

New Measures – no trend data available	Target	2016 - end of year	2017 - 1st quarter result	2nd quarter result	3rd quarter result	Trend
The public are consulted about the right issues	60%	41%	54%	29%	57%	↑
Information about key community issues is easily accessible	60%	46%	43%	31%	66%	↑
Information available on these issues is clear and instructive	60%	42%	44%	49%	53%	↑
There is a suitable range of consultation options available	60%	50%	40%	37%	76%	↑
There is sufficient time and opportunity available to provide feedback	60%	47%	43%	44%	86%	↑
Average level of effort to conduct business with council	2016 <= 3 2017 <=2.5	2.6	2.3	2.1	2.17	↑
Satisfaction with the resolution of a request with council	70%	59%	61%	63%	69%	↑
Satisfaction of residents that they were able to contact their councillor/Mayor as and when required	100%	76%	88%	96%	86%	↔

8. CONCLUSION

This is the second year using the new method of surveying residents for the Residents Satisfaction Survey. The continuous method has smoothed out seasonal bias and enabled us to get an early indication of how we are progressing toward our goals. It has also allowed us to see how results are impacted when our communities have been impacted by Council actions. While some targets set have been too ambitious, the trend in results is important to monitor.

The quarterly results reported last year were a good indication of the end of year result. Percentages deviated by 1% to 2% at each quarter and at the end of the year. We are on track to perform in a similar fashion to last year although this will depend on the results from the 4th quarter which contains two extreme weather events and the Annual Plan consultation.

9. ATTACHMENTS

- Appendix 1 - 2016-17 LTP 3rd Quarter KPI report
- Appendix 2 – 3rd Quarter Residents Satisfaction Survey Summary
- Appendix 3 – 3rd Quarter Survey Trend Graphs
- Appendix 4 – Residents Survey Comments from Outcomes



Waikato District Council

Scorecard Report

Period: Jul-16 - Mar-17

Scorecard Name
2015-18 LTP Waikato District Council

Date From
01-Jul-2016

Date To
31-Mar-2017

LINKED ITEMS**UNIT****TARGET****ACTUAL****INDICATOR****2015-18 LTP Governance**

Satisfaction of residents that they were able to contact their Councillor / Mayor as and when required

%

100.00

86.00



COMMENTS: The result (86%) is off the target of 100%. The contact details of our councillors are publicly available (e.g. Council's website or through the Council Call Centre). Some of our councillors also write regular columns for community newspapers with their contact details provided and their contact details are also regularly provided in The Link newsletter. The information is there. It is up to the public to take this up.

Number of upheld objections/appeals lodged against election process

#

0.00

0.00



COMMENTS: No upheld objections or appeals lodged against the election process.

Iwi ki te Haapori - Number of joint committee meetings held per annum

#

3.00

2.00



COMMENTS: no hui held in the reporting period. 2 hui will be held in the next reporting period.

Iwi ki te Haapori - Number of identified or notified breaches/objections under Joint Management Agreements, MOU's and MOA's

#

0.00

0.00



COMMENTS: No issues raised.

Iwi ki te Haapori - Number of formal governance hui held between council and iwi / hapu groups

#

2.00

3.00



COMMENTS: No formal hui held in the reporting period. 4 are planned for the next reporting period.

Percentage of minutes of all open meetings that are made publicly available via the Council's website

%

100.00

100.00



COMMENTS: Task completed

Percentage of Council decisions that comply with statutory requirements

%

100.00

100.00



COMMENTS: All Council decisions have complied with statutory requirements over the past quarter.

2015-18 LTP Animal Control

The percentage of aggressive dog behaviour complaints, where immediate risk to public safety is present, that has council personnel on site within 1 hour


%

95.00

98.53




COMMENTS: 100.00% of service requests for aggressive dogs (current threat) were responded to within the one hour time frame this month. This gives us a year to date figure of 98.53% which is above the target of 95%.

The percentage of complaints regarding stray stock that have council personnel on site within 1 hour	%	95.00	93.31	
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COMMENTS: 95.65% of urgent stray stock service requests were responded to within our targeted 1 hour time frame. The exception to this was in relation to a stray horse that was securely contained off the road by a member of the public prior to contacting us. This result provides us with a year to date figure of 93.31% - slightly below our 95% target.

In coming months, we will continue to respond to all urgent jobs as quickly as possible in the hope that we will finish the year above response target.


The number of dog owners on the selected owner policy list (i.e. good dog owners) for known dog's increases by 5% each year	%	32.00	30.79	
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COMMENTS: Dog owners who routinely pay their registration fees and have a good dog ownership history are termed 'good dog owners'. In Councils database, these good owners are referred to as "Selected Owners" if they live in an urban area and "Farm Owners" if they live in a rural area.


In total (Select Owners + Farm Owners), there are 2850 'good owners' in the district. This equates to 30.79% of all dog owners within the district being "good owners". A full breakdown of these figures shows that 18.41% of urban (Selected Owners) and 12.38% of rural (Farm Owners) are considered to be good owners.

This is below our target of 32% but we are anticipating that we will do additional property visits in the months leading up to re-registration. Advertising will be done via social media to encourage people to book in for their property checks to enable them to be on a reduced registration rate and therefore be considered 'Good Owners'. Any new dog owners who have good dog ownership history, who enter our district are also entitled to be given the good owner policies.


2015-18 LTP Building Quality

The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually	%	24.75	42.96	
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COMMENTS: WOF audits for non sleeping care buildings are above the target.

The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually	%	74.97	80.64	
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COMMENTS: Audits for sleeping care buildings are over the target.

The percentage of swimming pools that are inspected for compliance annually	%	15.00	1.27	
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COMMENTS: In response to Council Policy we still require customers permission to inspect pools for compliance. Where permission has been granted we have inspected 100% of these pools -13 in total. Changes in the Fencing of Swimming Pools Act took affect as at 1 January 2017. Council have decided on a fee structure and Pool owners will be informed of the amended Act and fee structure.

The percentage of building consent applications which are processed within 20 working days - YTD	%	100.00	83.93	
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COMMENTS: We achieved 83.93% compliance with the statutory timeframe YTD. To help with these timeframes consents are still being outsourced to an external company and a part-time contractor based in Tuakau for processing. Also utilising another Building Review Officer that is on Maternity Leave to process from home. An advertisement for a Building Review Officer - Team Leader has been advertised. We also have one of the Building Inspectors processing to help with the workload.

2015-18 LTP Strategic & district planning

Percentage of resource consent applications which are processed within the statutory time frames	%	100.00	100.00	
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COMMENTS: Of the 108 consents issued in March, 100% were issued within the statutory timeframe. This compares with 82 consents issued in March 2016, which were also all issued within the Statutory timeframe. YTD 100% of resource consents have been issued within statutory timeframes

Percentage of residents who feel they have the opportunity to be involved and participate in publicly-notified Council projects and processes, to help Council make informed decisions.	%	70.00	58.00	
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COMMENTS: 58% of residents feel that as a ratepayer or resident they have the opportunity to be involved and to participate in the way the Council makes decisions, while 42% say they don't. The result is off the target of 70%. Opportunities for engagement continue to be provided through the website, community open days, The Link newsletter, hearings etc. As indicated previously, Council has undertaken a number of projects/initiatives which have been notified through statutory processes (either through the Local Government Act, the Resource Management Act or the Reserves Management Act). For a full list of engagement activities please refer to Council's Engagement Register was approved by Council on 10 April 2017.

The percentage of projects in identified areas of growth and as contained in the Long Term Plan, which are on track or completed.	%	100.00	100.00	
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COMMENTS: All projects in identified areas of growth are on track.

The percentage of all landuse consents that have been issued and are current that have been monitored for compliance in the past 2 years	%	77.00	74.00	
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COMMENTS: We have brought in someone to help with a long term absence of a staff member. This is expected to increase the number of monitored consents.

2015-18 LTP Solid waste

The percentage of schools in the district that receive solid waste education	%	30.00	55.00	
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COMMENTS: 32 out for 58 schools visited to date this year

The number of times that bags or bins are missed in Council's kerbside collection	#	200.00	1,732.00	
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COMMENTS: This target has failed in the first quarter due to the service changes. The missed collections were predominately in the Northern area which were due to a new contractor being unfamiliar with the collection area. These complaints have now reduced drastically but the measure will continue to be exceeded for the year due to this first quarter.

The percentage of kerbside collection complaints that are resolved within agreed timeframes.	%	100.00	95.82	
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COMMENTS: 917 complaints out of 957 were responded to within the required timeframes

2015-18 LTP Environmental Health

Percentage of registered food premises inspected/audited annually	%	75.00	70.80	
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COMMENTS: 194 initial inspections/verifications were undertaken in the nine months to the end of March out of the 274 food businesses to be visited. The businesses not yet visited are scheduled to be completed by the end of June.

The percentage of medium risk or higher fee category licensed premises that are inspected annually	%	75.00	26.47	
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COMMENTS: 18 medium or higher fee category licences were inspected in the nine months ending March out of the 67 licences which fall within these categories. Inspection of licensed premises is not necessarily spread evenly throughout the year. The inspections are programmed to be completed by the end of June 2017.

Percentage of excessive noise complaints responded to within agreed timeframes. (Due to geographical characteristics of the district response times will vary in different parts of the district)	%	90.00	76.90	
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COMMENTS: 948 excessive noise complaints requiring response were received in the first nine months to the end of March. The response rate is below the service level target largely due to issues with the contractor's automated email receipt and despatch system not recognising some fields sent from Council's system. These issues have still not been resolved and staff are investigating changes in call centre procedures to improve this result. Staff are also undertaking a contract review with the contractor.

Percentage of environmental health complaints responded to within agreed timeframes	%	95.00	95.35	
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COMMENTS: 172 complaints were received in the nine months to March, 164 of which were responded to within timeframes.

2015-18 LTP Economic Development

% increase in Net Promoter Score (level of likelihood that business owners will recommend WDC as a district to do business in)	%	20.00	21.00	
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COMMENTS: The Waikato District had an average rating of 8.5 out of 10 as a place where business owners would recommend a colleague or friend to do business. This is on par with the 8.6 recorded in March 2016, representing an improvement trend over the last 5 tracking periods. This resulted in a NPS score for November 2016 of +7.0, up 1% on March 2016 results.

Number of enquiries that generate through the Open Waikato website	#	60.00	100.00	
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COMMENTS: There were 46 enquiries via the Open Waikato channels, of which all were business related. The primary generator of enquiries was the new WIP service in Raglan. We also generated a revenue for the website of \$25.00 + GST through advertising on the Open Waikato online directory. We have had 99 enquiries to date which exceeds our target of 81 enquiries.

The percentage delivery of the Economic Development strategic work programme	%	40.00	53.00	
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COMMENTS: Five EDS Work Programme actions have been completed to 100% with two more nearing completion. All projects have been completed on budget. 5 projects are currently on hold awaiting further progress, or are being reported through other work streams.

2015-18 LTP Grants and Donations

Number of discretionary grant funding rounds undertaken per year	#	3.00	3.00	
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COMMENTS: Round 1 - opened 1 November 2016 and closed 3 February 2017

Round 2 - opened 10 February 2017, closed 7 April 2017.

The percentage of community funding/grant recipients meeting grant obligations, as evidenced through accountability reports	%	75.00	75.00	
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COMMENTS: 75%. On track. This will be monitored over the next quarter.

2015-18 LTP Parks

Percentage of Customers who are satisfied with Parks And Reserves, including sports fields and playgrounds overall	%	80.00	94.00	
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COMMENTS: The outstanding playground is currently being installed and is on target to be completed end of May

Percentage of Interments completed within the requested timeframe	%	95.00	100.00	
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COMMENTS: There have been no issues relating to completion of burials in the given timeframes. All burials have been conducted appropriately with customers satisfied with outcomes.

Percentage progress of the Playground Strategy implementation plan	%	75.00	75.00	
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COMMENTS: 3 of 4 projects completed

Percentage of customers who are satisfied with Public toilets in the residents satisfaction survey	%	75.00	68.00	
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COMMENTS: N/A

Percentage of natural areas (categorised in parks strategy) which have had restoration efforts undertaken	%	4.00	4.78	
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COMMENTS: On target (interim report)
Ecological enhancement activities proceeding on budget and on target. Highlights already this year include WDC winning the Local Authority Protecting Native Plant life award and having the Rotokauri Ecological Enhancement project selected as a finalist by the Society for Ecological Restoration awards. The percentage target for ecological enhancement activities this year has already been met.

2015-18 LTP Property and Facilities

Percentage of buildings that require a warrant of fitness that comply	%	75.00	75.00	
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COMMENTS: All buildings requiring a Building Warrant of Fitness comply

Percentage of time that pool water meets the NZS5826 Part 1 Water Standards : 2000 code of practice for the operation of swimming pools	%	95.00	78.78	
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COMMENTS: Huntly 100% - fully compliant
Tuakau 90% - upon opening some results have indicated outside of range and corrected immediately, No results have required the pool to be closed.
Ngaruawahia 84% - Working with Contractor to remedy as overnight trickle feeding is not working and looking at automatic dosing systems.

2015-18 LTP Emergency Management

The percentage of community response plans completed	%	0.00	0.00	
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COMMENTS: During the last 6 months we have continued to develop and maintain the eight community response plans we currently have across the district, while also working toward the establishment of a further five groups to take on the task of creating a plan for their community. The planning process encourages communities to understand their vulnerabilities and the resources they have available and determine how they will respond as a community in the event of a disaster. The plans are owned and developed by the community in partnership with Civil Defence Emergency Management (CDEM).

Council maintains a minimum number of trained staff to fulfil core Emergency Operations Centre roles	#	30.00	111.00	
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COMMENTS: We are continuing to build our capability to respond to a emergency in our district through the professional development of our staff. We currently have 111 staff members trained at Foundation level.


Percentage of councils business continuity processes implemented	%	60.00	60.00	
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COMMENTS: Process lists continue to be worked on. Full review due of appropriateness of BC process list to be undertaken during next quarter


Council manages local participation in the national Get Ready, Get Thru campaign annually	%	100.00	100.00	
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COMMENTS: Get Ready Week is held every year to mark the International Day for Natural Disaster Reduction (13 October). The week, which starts 10 October this year, is an opportunity for us to focus on public education and preparedness activities. This year the theme for Get Ready Week was Prepared Kids. Our front of house and libraries promoted the get ready material during the course of the campaign and the Ministry of Civil Defence and Emergency Management launched a school resource called What's the plan.

2015-18 LTP Customer and Partnership Focus


Percentage of customers satisfied that council consults with the community regarding the right issues	%	60.00	57.00	
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COMMENTS: 57% of respondents have indicated that they are very satisfied/satisfied with 33% neutral and 11% dissatisfied. The 57% satisfactory response was a huge improvement on the 2nd quarter result of 29%. Clearly this demonstrates that Council has been hitting the mark and making steady progress on the issues affecting the community. It will be interesting to gauge the level of satisfaction post Annual Plan consultation.


Percentage of customers satisfied with the ease of access to information regarding key community issues	%	60.00	66.00	
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COMMENTS: 66% of customers are satisfied with the ease of access to information regarding key community issues. This is up on the previous quarter result. Information will continue to be provided to the community through various means (e.g. website, social media, The Link, through community open days, letter drops, counter pamphlets etc). On Facebook our engagement has risen over 4000% in the week of 4-10 April. It is now at 240,449 post engagements (number of people liking, commenting, sharing etc. our posts) between 4 April – 10 April. An extra 665 people have liked our page. Examples: Inorganic Collection Facebook posts reached 21,115 people, Annual Plan consultation post reached 19,608 people and a single video post about a slip reached over 40,000 people.

Staff are also always on hand to address any request for information. Council has a robust repertoire of tools through which information can be made easily accessible to the public but suggestions for improvements are always welcome.

Percentage of customers satisfied that the material available on key issues is clear and provides sufficient information to allow feedback	%	60.00	53.00	
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COMMENTS: The result (53%) is an improvement on the previous quarter's (49%) but still below the target of 60%. Our communications team helps with the review and layout of information provided to the public. Complex issues are always simplified for the purpose of ease of understanding by our community without detracting from legislative requirements. We are continuously looking at best practices and the way information is provided by other councils to improve our approach. The lego video done to explain the Annual Plan option is a good case in point in which complex information was simplified for ease of understanding by the public.

Percentage of customers satisfied that council provides a suitable range of options and avenues to engage through	%	60.00	76.00	
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COMMENTS: The result (76%) exceeds the target of 60%. This demonstrates that the options provided for engagement are apt. Council continues to implement its Community Engagement Strategy and its Significance & Engagement Policy. The issues that Council engages upon is also driven by legislative requirements. There are a number of channels and tools the public can use to inform Council if they feel they would like to be engaged on a particular issue. Key staff and councillors have completed engagement training.

Percentage of customers satisfied that Council provides sufficient time and opportunity for engagement with the community	%	60.00	86.00	
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COMMENTS: The result (86%) exceeds the target of 60%. The times and opportunities for engagement are informed by our councillors based on their understanding of their respective communities. Council provides appropriate time and tools for engagement - be it for community open days, market days, hearings, online etc. Additionally, community boards and communities are also important stakeholders for whose views are sought by Council as evidence by the LTP workshops.

Level of Customer effort	#	2.50	2.17	
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COMMENTS: Third successful quarter on target where customers report it is becoming easier to business with council.

% of Service Requests (CRM calls) responded to within agreed timeframes	%	85.00	91.55	
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COMMENTS: Monthly results have been declining but the year to date is over target

Percentage of respondents / customers who are satisfied or very satisfied with the resolution of their request of council	%	70.00	69.00	
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COMMENTS: Tremendous improvement on the previous quarters. Achievement of full year target (70%) does not look likely given the performance of 61% and 63% in the previous 2 quarters, however we are trending in the right direction.

Percentage of respondents who are satisfied or very satisfied with the overall service received when contacting the Council	%	75.00	75.00	
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COMMENTS: Continued improvement on last year. Achievement of full year target (75%) does not look likely given the first 2 quarters result of 70% and 69% respectively, however we are trending in the right direction.

Net Promoter Score (level of likelihood that library users will recommend to friends and family their library as a place to go)	%	80.00	91.81	
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COMMENTS: 296 people from around the district responded to our Library Customer Satisfaction survey. 91.81% of those customers have said that they are either likely or very likely to recommend their library to friends and family as a place to go.

Level of customer satisfaction that the quality of libraries resources meets their needs	%	90.00	90.16	
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COMMENTS: 296 people from around the district responded to our Library Customer Satisfaction survey. 90.16% of those customers were either satisfied or very satisfied with the quality of library resources made available to them.

Percentage of books that are less than 5 years old	%	50.00	69.41	
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COMMENTS: With 69.41% of our books being less than five years old, our libraries are meeting the needs of our customers with current and popular items. There is a strong focus on supporting customer recommendations and purchase requests in line with our collections policy. The quality and appearance of our collection is something we take great pride in and our customers are very satisfied with our service as is indicated through the customer satisfaction survey.

Percentage of books that are less than 10 years old (excluding reference, specialist items, local history and core stock of long term value)	%	100.00	95.03	
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COMMENTS: Our collection continues to maintain a high level of stock that is meeting the needs and requirements of our communities. Ensuring our stock is current and easily accessible across all six sites remains our focus and the floating nature of majority of our collection has been well received by customers. This approach has ensured all sites are receiving fresh stock almost daily.

Reliable daily access to free Internet service at all libraries (excluding supplier issues)	%	100.00	100.00	
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COMMENTS: Our customers have been able to access our free internet and WIFI service 100% of the time during our hours of operation. This is a highly valued service made available to our customers at all library locations.

Number of publicly shared reports assessing Council's progress against its goals and objectives	#	3.00	3.00	
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COMMENTS: On track to present in May.

2015-18 LTP Roading

The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	#	1.00	7.00	
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COMMENTS: The number of crashes recorded in the NZTA crash database for the 12 months to 30 Sept 2016 is 45. For the previous 12 months 38 crashes were recorded.

Percentage of development areas that have co-ordination plans for forward works programming and development requirements complete.	%	0.00	33.00	
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COMMENTS: The development programme for Pokeno is completed. Co-ordination plans will need to be developed for Te Kauwhata and Tuakau

The percentage of customer service requests relating to roads to which we respond within the timeframes specified.	%	80.00	97.92	
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COMMENTS: For the year to date 1730 road requests have been received and 1694 of those were responded to within timeframe. The wet weather in March resulted in 337 calls being received which is more than 50% above normal. All but 3 of those, or 99.11%, were responded to within the time agreed.

The percentage of customer service requests relating to footpaths responded to within the timeframe specified in LTP	%	80.00	93.94	
<i>COMMENTS:</i> 132 footpath requests have been received so far this year of which 124 have been responded to within the agreed time. During March the corresponding figures are 19 of 21 responded to on time or 90.48%				

2015-18 LTP Stormwater

The number of flooding events that occurs in the district	#	5.00	0.00	
<i>COMMENTS:</i> On track.				

The number of habitable floors affected in a stormwater flooding event expressed per 1000 properties connected to the councils stormwater system per event	#	0.30	0.00	
<i>COMMENTS:</i> On track.				

The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	m	480.00	0.00	
<i>COMMENTS:</i> On track for meeting this target				

The number of complaints received by Council about the performance of its stormwater system, expressed per 1000 properties connected to the stormwater system	#	4.00	1.56	
<i>COMMENTS:</i> On track.				

Council's level of compliance with resource consents for discharge from its stormwater system, measured by the number of abatement notices, infringement notices, enforcement orders and convictions received in relation those resource consents.	#	0.00	0.00	
<i>COMMENTS:</i> 0 abatement, infringement or enforcement notices				

2015-18 LTP WasteWater

The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system	#	5.00	1.35	
<i>COMMENTS:</i> On track.				

7 dry weather overflows this quarter.

The median attendance time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time that Council receives notification to the time that service personnel reach the site.	m	60.00	28.00	
---	---	-------	-------	--

COMMENTS: On track YTD with a median of 28 minutes.

11 calls from 13 met the 60 minute timeframe this quarter.

The median resolution time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time Council receives notification to the time personnel confirm resolution of the blockage or other fault.	m	240.00	113.00	
--	---	--------	--------	--

COMMENTS: On track YTD with a median of 113 minutes.

13 out of 13 calls resolved within required timeframe of 240 minutes this quarter.

The total number of complaints received by Council about odour, system faults, blockages, response to issues with its sewerage system.(expressed per 1000 connections to the sewerage system):	#	25.00	5.66	
--	---	-------	------	--

COMMENTS: On track.

23 complaints this quarter.

Council's level of Compliance with resource consents for discharge from its wastewater system, measured by the number of abatement notices, infringement notices and enforcement orders	#	2.00	0.00	
---	---	------	------	--

COMMENTS: 2 Letters of direction (TK and Huntly)
0 abatement, infringement or enforcement notices

Council's level of Compliance with resource consents, measured by the number of Convictions for discharge from its wastewater system,	#	0.00	0.00	
---	---	------	------	--

COMMENTS: No convictions

The extent to which Councils drinking water supply complies with part 4 of the drinking water standards (bacteria compliance criteria)	#	18.00	13.00	
--	---	-------	-------	--

COMMENTS: Carryover from Q1&2
5 Zones (Huntly 4, Raglan 1)
Q3
0

The extent to which Councils drinking water supply complies with part 5 of the drinking-water standards (protozoal compliance criteria)	#	15.00	14.00	
---	---	-------	-------	--

COMMENTS: Carryover from Q1&2
1 zones (Raglan 1)
Q3
1 zone (Raglan 1)

The median on site attendance time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	m	60.00	27.00	
--	---	-------	-------	--

COMMENTS: On track YTD with a median of 27 minutes.

17 of 19 calls met the 60 minute timeframe this quarter.

The median resolution time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	m	240.00	84.00	
--	---	--------	-------	--

COMMENTS: On track YTD with a median of 84 minutes.

19 out of 19 calls met the required timeframe this quarter.

The median on site attendance time for a non-urgent call out, where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	Days	5.00	1.00	
--	------	------	------	--

COMMENTS: On track YTD with a median of 1 day.

73 out of 77 complaints met the 5 day timeframe this quarter.

The median resolution time for a non-urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	Days	5.00	1.00	
---	------	------	------	--

COMMENTS: On track YTD with a median of 1 day.

73 out of 77 calls met the 5 day timeframe this quarter.

The total number of complaints received by Council about drinking water clarity, taste, odour, water pressure or flow, continuity of supply and response to any of these issues (expressed per 1000 connections to the water system)

#

17.00

17.02



COMMENTS: Above a target

106 complaints this quarter, we have had a lot of dirty water incidents in Huntly that have resulted in multiple complaints.

Overall Performance

%

0.00

0.00



**NATIONAL RESEARCH BUREAU LTD**

PO Box 10118, Dominion Road, Auckland 1446, New Zealand

Tel: (09) 6300-655, Web: www.nrb.co.nz

To: Debbie Dalbeth

From: Ken Sutton and Janette Simpson

Of: Waikato District Council

Date: 13 April 2017

Dear Debbie,

**SUMMARY RESULTS FOR
ONGOING SATISFACTION SURVEY
- THIRD QUARTER**

The following is a quarterly summary of your Ongoing Satisfaction survey results for the period: Friday 20th January - Thursday 30th March, based on 100 respondents.

If you have any queries, please give one of us a call.

Kind regards,

Ken Sutton

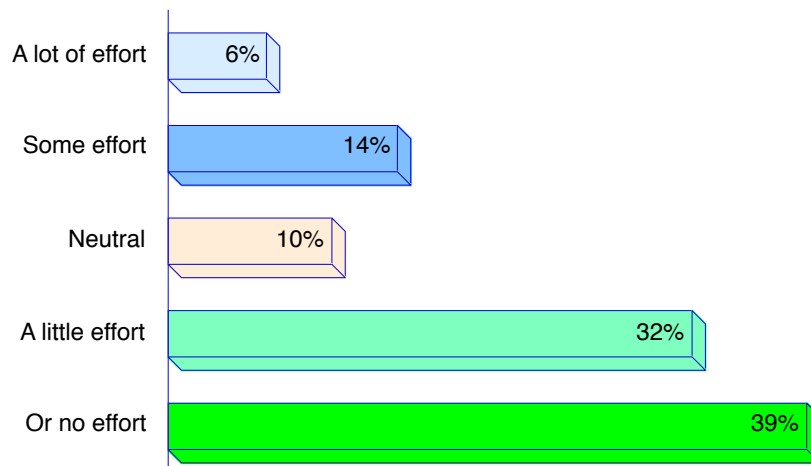
Janette Simpson

NATIONAL RESEARCH BUREAU LTD

CONTACT WITH COUNCIL

41% of residents have contacted Council staff at the Council offices or service centres by phone, in person, in writing and/or by email, in the last 12 months.

How Much Effort Did It Take To Conduct Business With Council ...

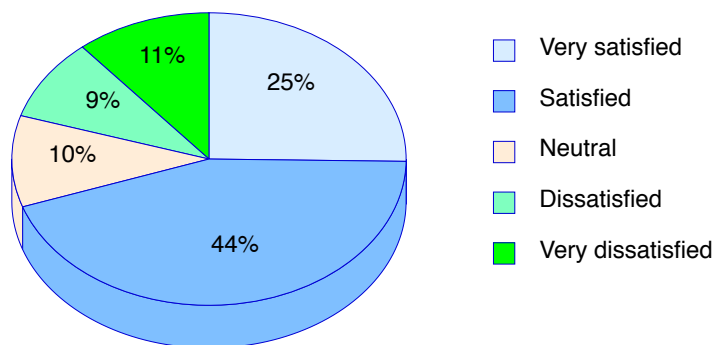


Base = 47[†]

(Does not add to 100% due to rounding)

[†] those residents who say they have contacted Council in last 12 months

Satisfaction With How Issue Was Resolved

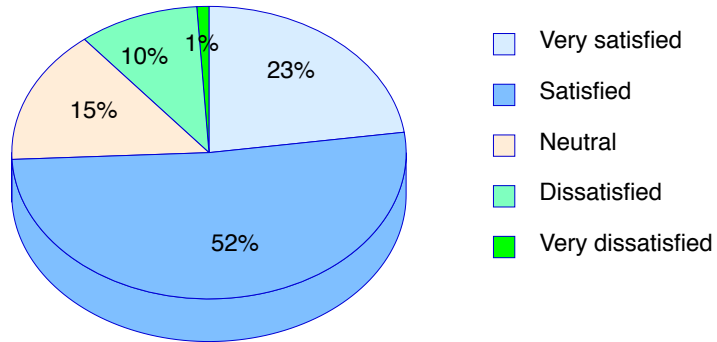


Base = 47[†]

(Does not add to 100% due to rounding)

[†] those residents who say they have contacted Council in last 12 months

Satisfaction With Overall Service Received



Base = 47[†]

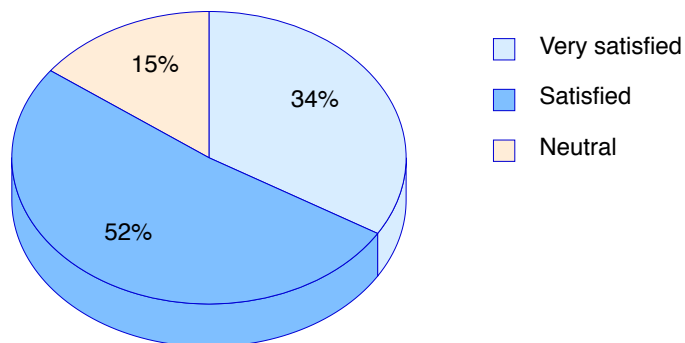
(Does not add to 100% due to rounding)

[†] those residents who say they have contacted Council in last 12 months

Contact With Councillors/Mayor

In the last 12 months, 4% of residents have contacted, or attempted to contact, a Councillor (including the Mayor).

Satisfaction That They Are Able To Contact Them Should The Need Arise ...



Base = 7[†]

Caution: small base

(Does not add to 100% due to rounding)

[†] those residents who say they have contacted or attempted to contact a Councillor in last 12 months

SATISFACTION WITH SERVICES AND FACILITIES - OVERALL

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Standard of Council's roads overall (excluding State Highways)	46	21	33	-
Stormwater services [†]	45	11	9	36

[†] does not add to 100% due to rounding

SATISFACTION WITH COUNCIL SERVICES/FACILITIES - USERS

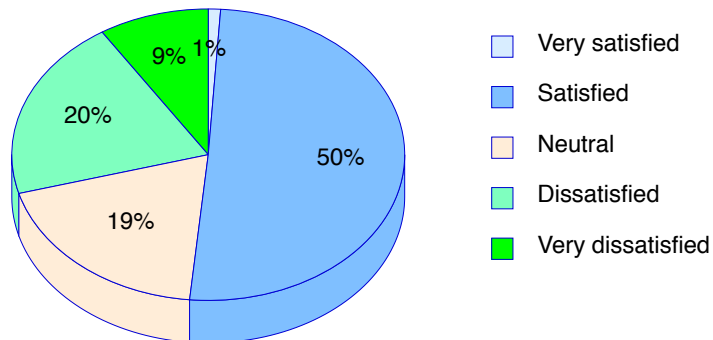
	Base	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Public libraries [†]	32	98	-	3	-
Parks and reserves, including sports fields and playgrounds [†]	63	95	4	2	-
Animal control, ie, stock and dog control [†]	*13	89	7	3	-
Recycling services	92	81	6	13	-
Footpaths	72	74	11	15	-
Public toilets [†]	44	68	16	15	-
Building and inspection services	*10	55	29	16	-

* caution: small base

† does not add to 100% due to rounding

Standard Of Unsealed Roads - Users

Driven On An **Unsealed** Council Road

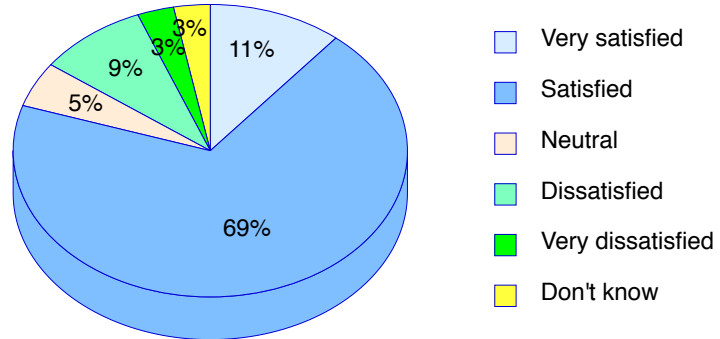


Base = 44
(Does not add to 100% due to rounding)

SATISFACTION WITH SERVICES PROVIDED BY COUNCIL

Water Service

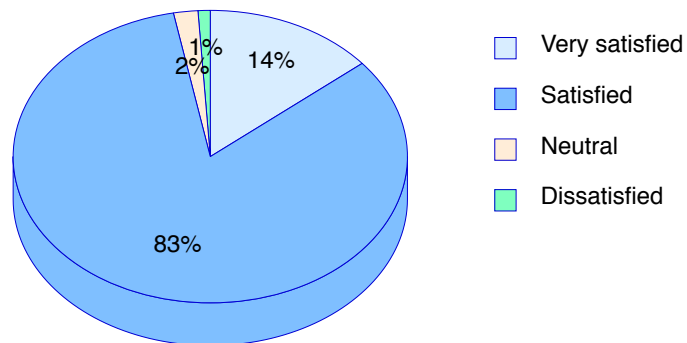
Council Provided Piped Water Supply



Base = 53

Wastewater Services

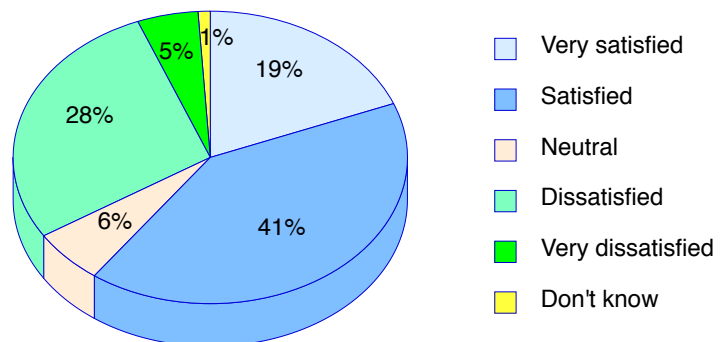
Council Provided Sewerage System



Base = 36

Rubbish Collection Service

Council Provided Regular Rubbish Collection Service



Base = 90

LOCAL ISSUES

Governance/Democracy

58% of residents feel that as a ratepayer or resident they have the opportunity to be involved and to participate in the way the Council makes decisions, while 42% say they don't.

17% of residents have tried to participate in Council's decision making process

Level Of Satisfaction

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied %	Don't know %
There is sufficient time and opportunity available to provide feedback	86	11	3	-
There is a suitable range of consultation options available	76	18	3	3
Information about key community issues is easily accessible	66	28	3	3
The public are consulted about the right issues [†]	57	33	11	-
Information available on these issues is clear and instructive	53	33	9	5

Base = 19

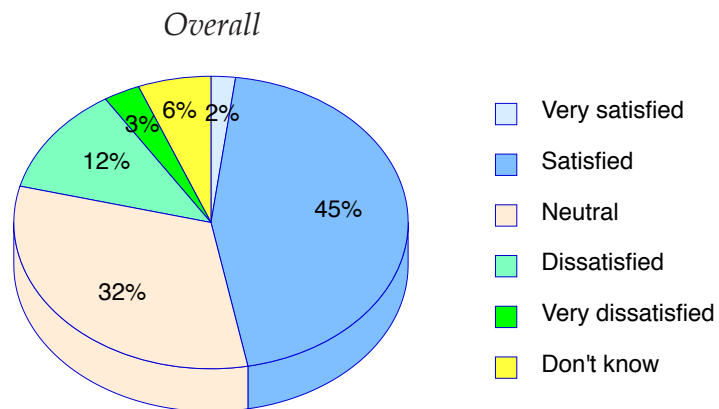
Caution: small base

(those residents who say they have tried to participate in Council's decision making process)

% read across

[†] does not add to 100% due to rounding

Overall Satisfaction With The Way Council Involves The Public In The Decisions It Makes



Participation In Decision Making Process

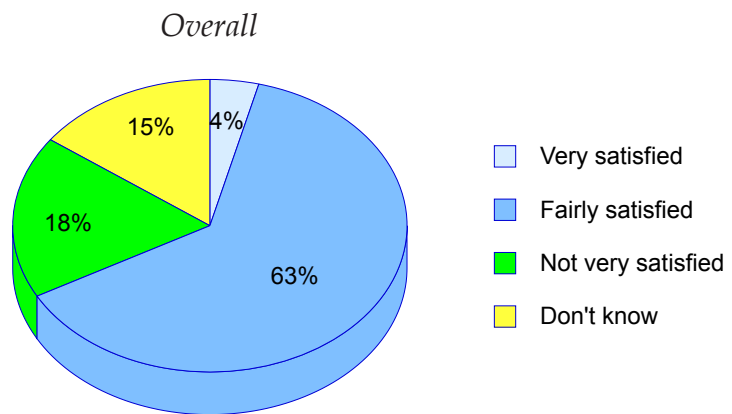
In general, 27% of residents are interested in participating in Council's decision making process, 34% say they are not, while 39% say it depends on the issue.

Outcomes

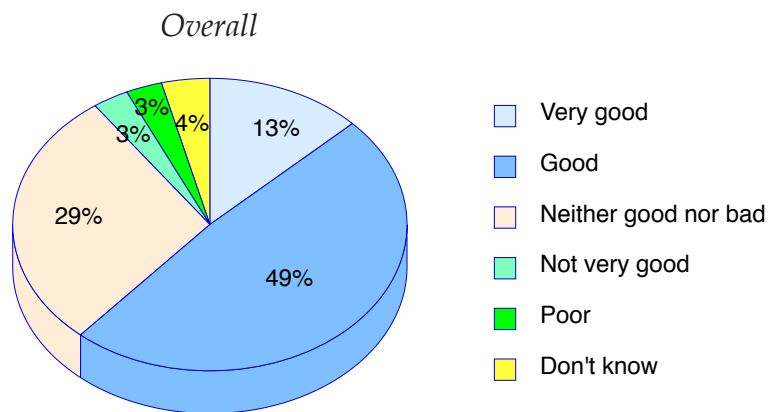
44% of residents say there is a Council action/ decision/ management they **dislike or disapprove** of, while 28% say there is a Council action/ decision/ management they **like or approve** of.

Community Engagement

Satisfaction With Rates Spending

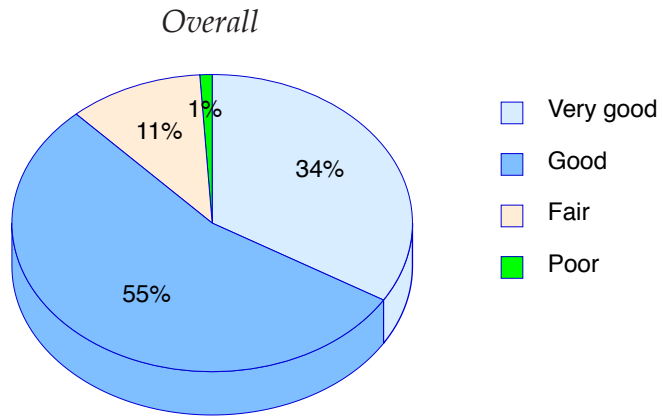


Community Spirit



(Does not add to 100% due to rounding)

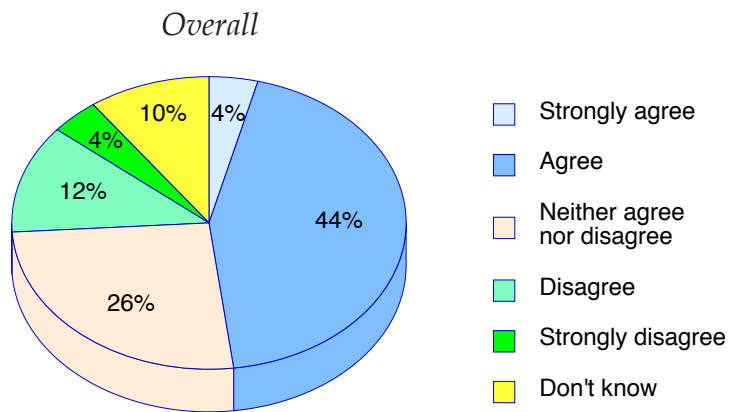
Quality Of Life



(Does not add to 100% due to rounding)

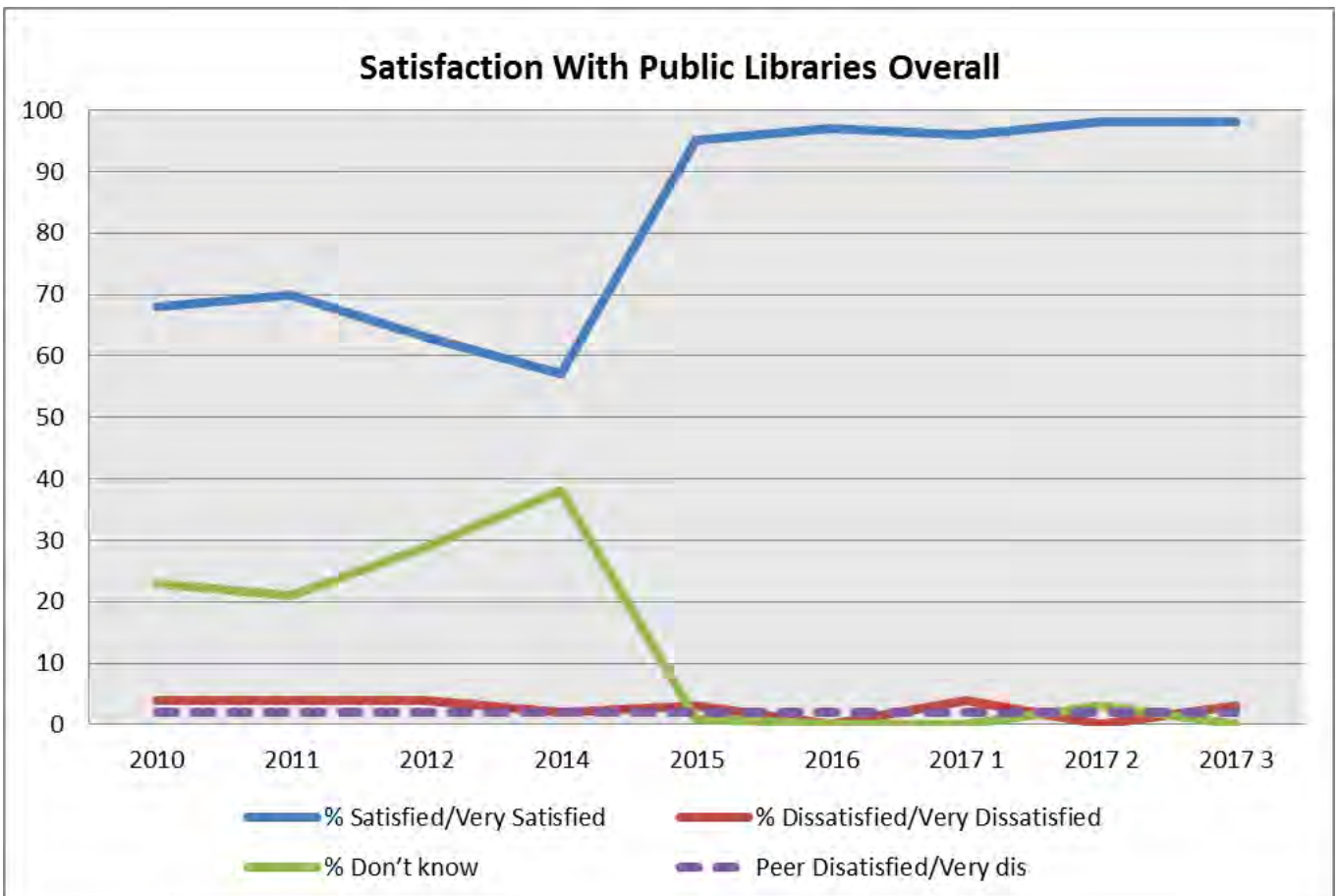
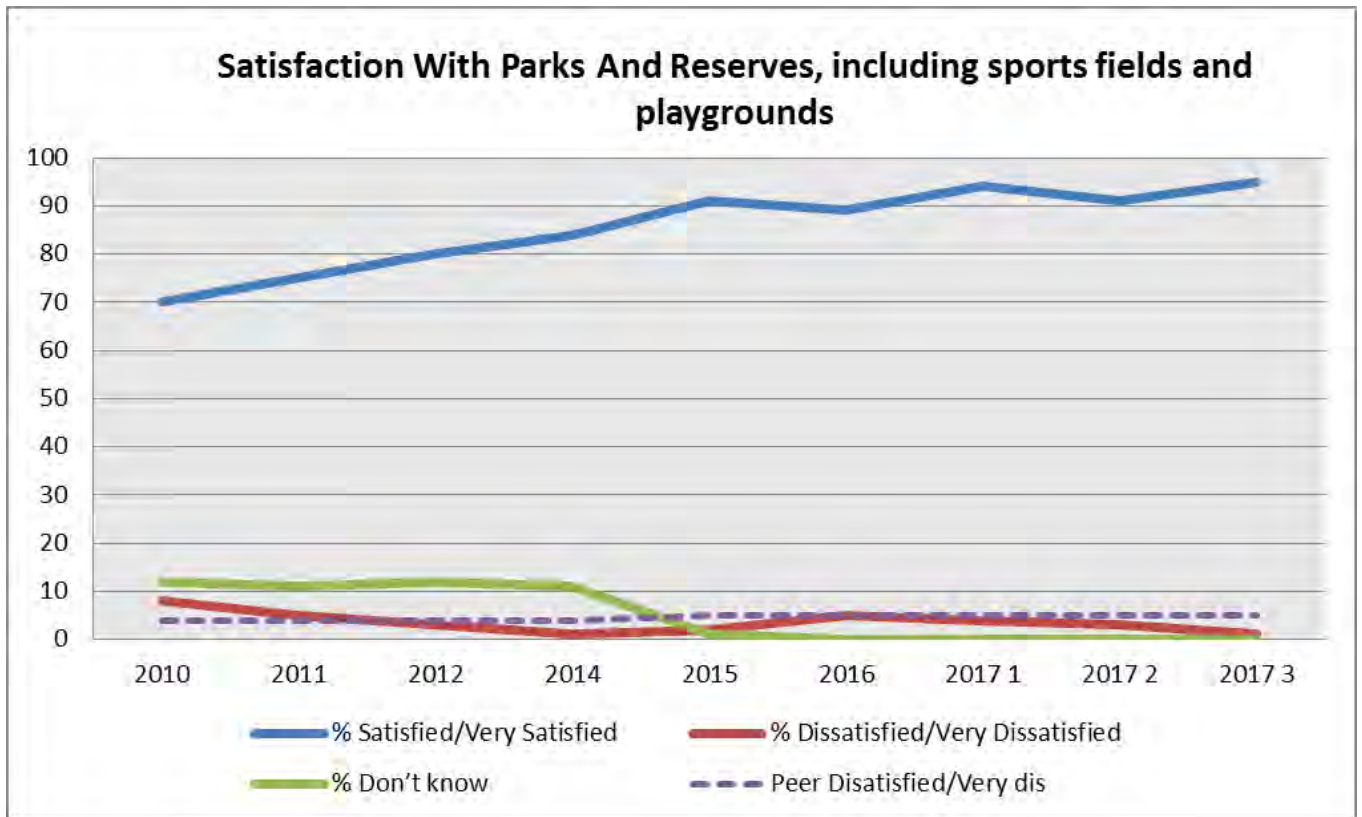
Council Consultation And Community Involvement

Council Makes Decisions That Meet The Needs And Aspirations Of Their Residents?

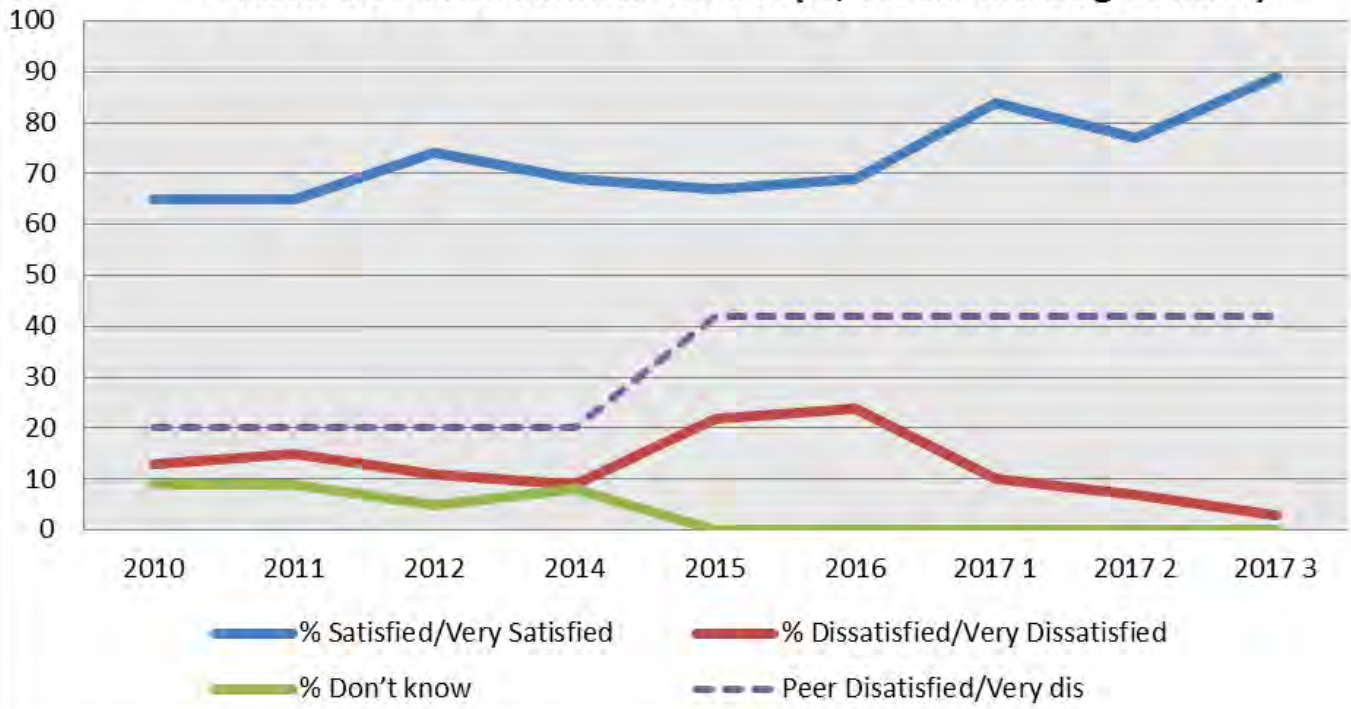


Residents Satisfaction Survey Trend Graphs – 2017 3rd Quarter

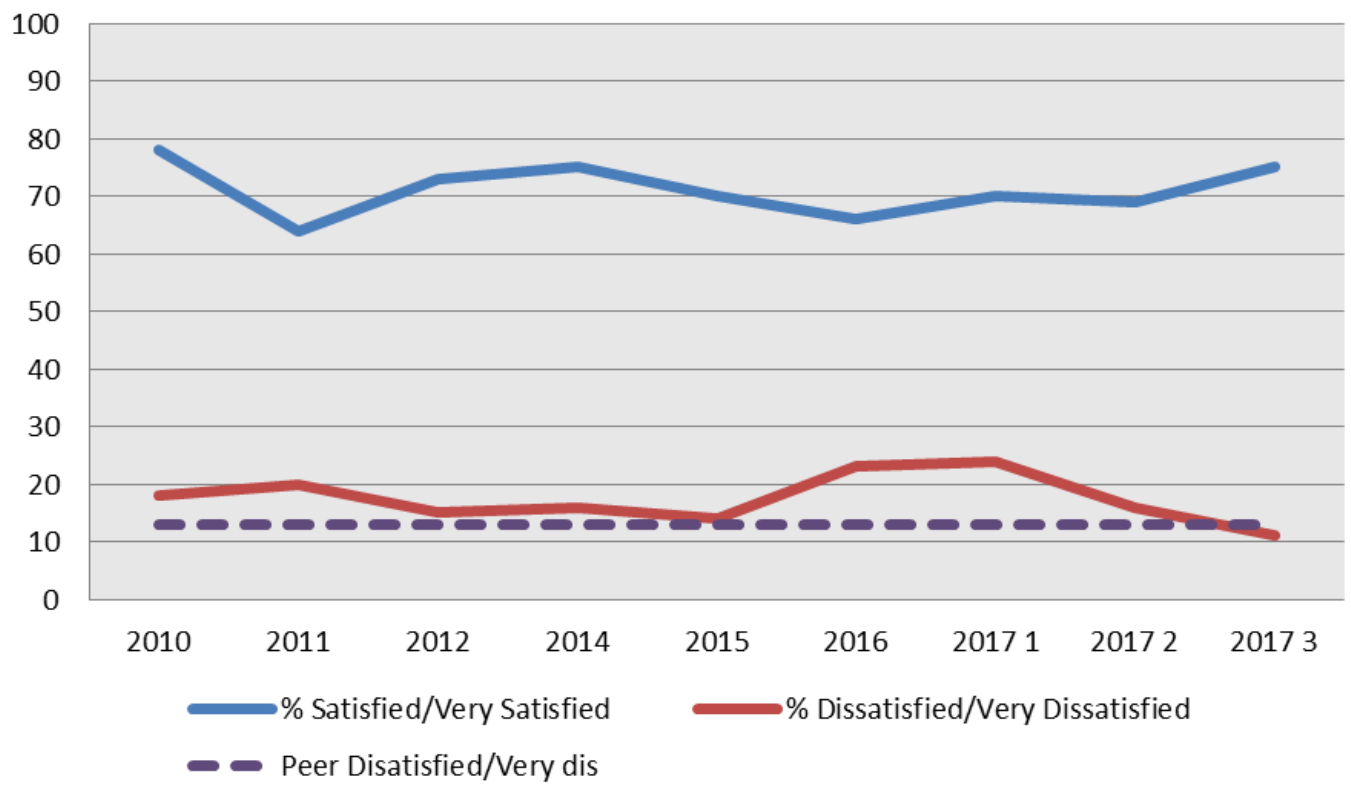
- 2017 1, 2017 2 and 2017 3 are the first, second and third quarter results which are an early indication of trends that will be reflected in the end of year result.



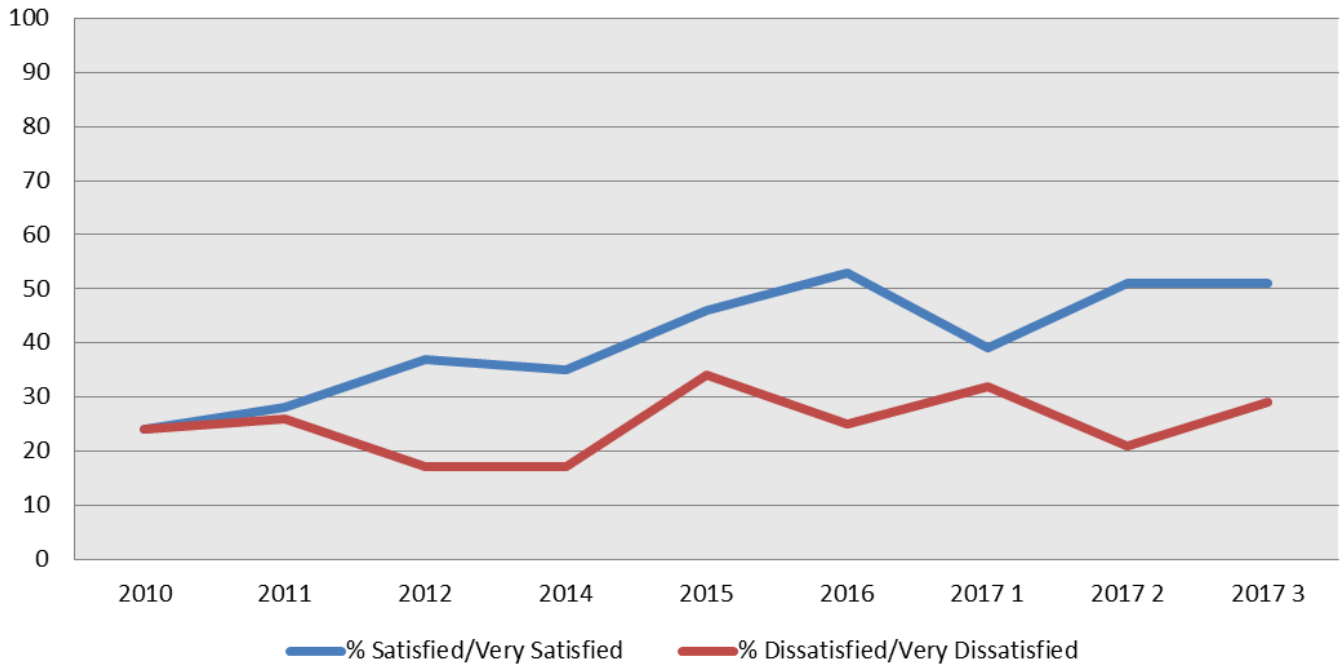
Satisfaction With Animal Control (ie, Stock And Dog Control)



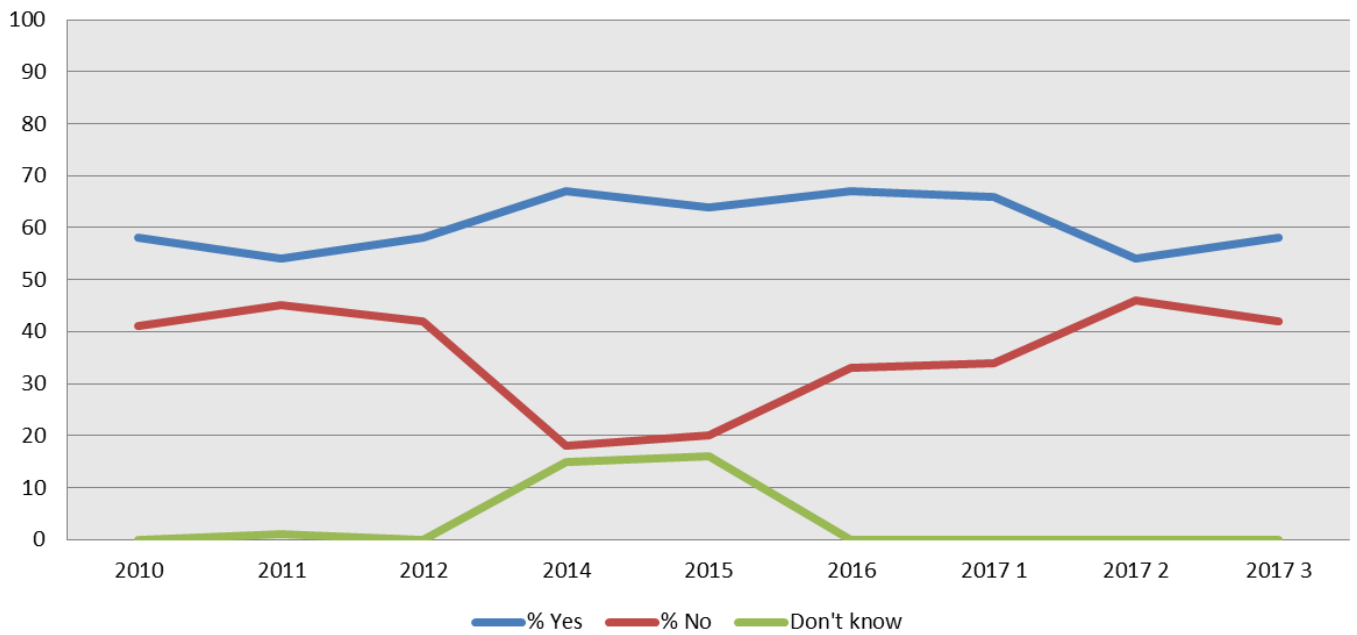
Overall Satisfaction With The Service Received When Contacting The Council Offices



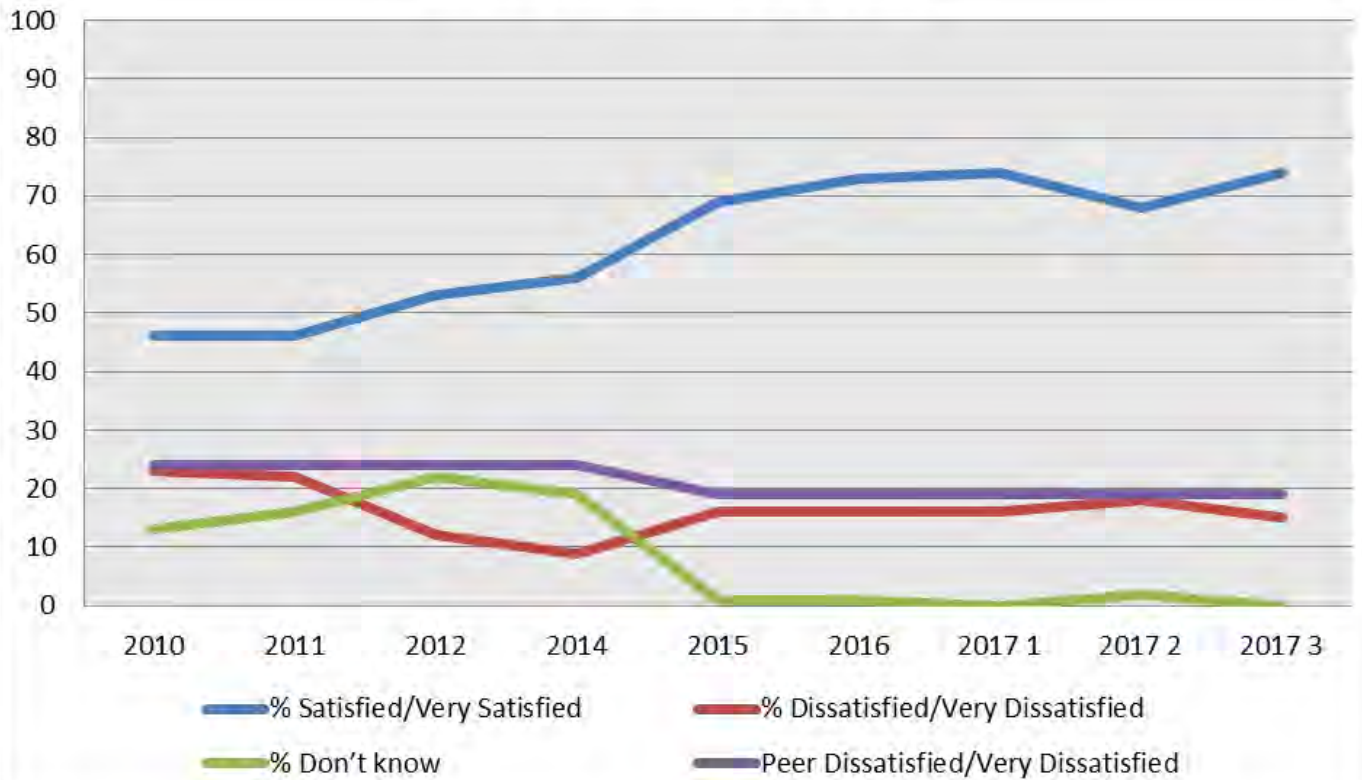
Satisfaction With Standard Of Council's Unsealed Roads



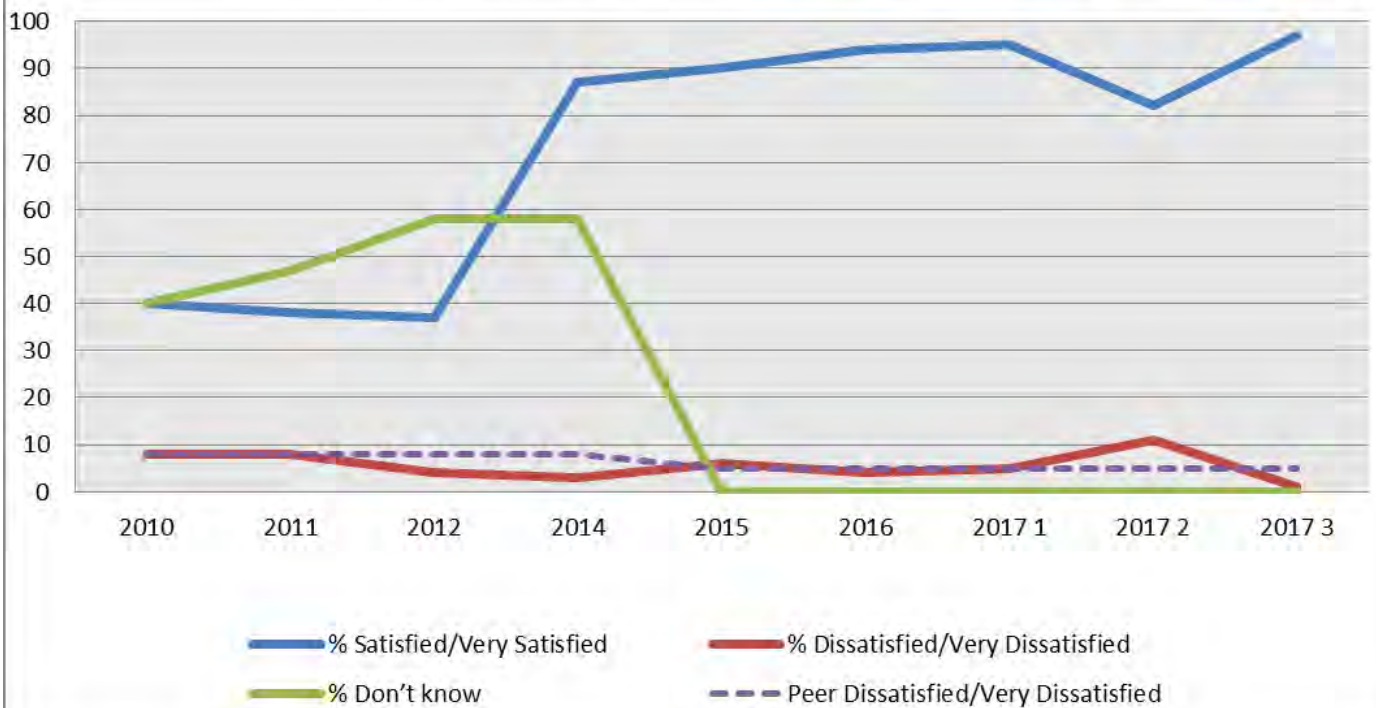
Do Residents Feel They Have The Opportunity To Be Involved And Participate In The Way The Council Makes Decisions?



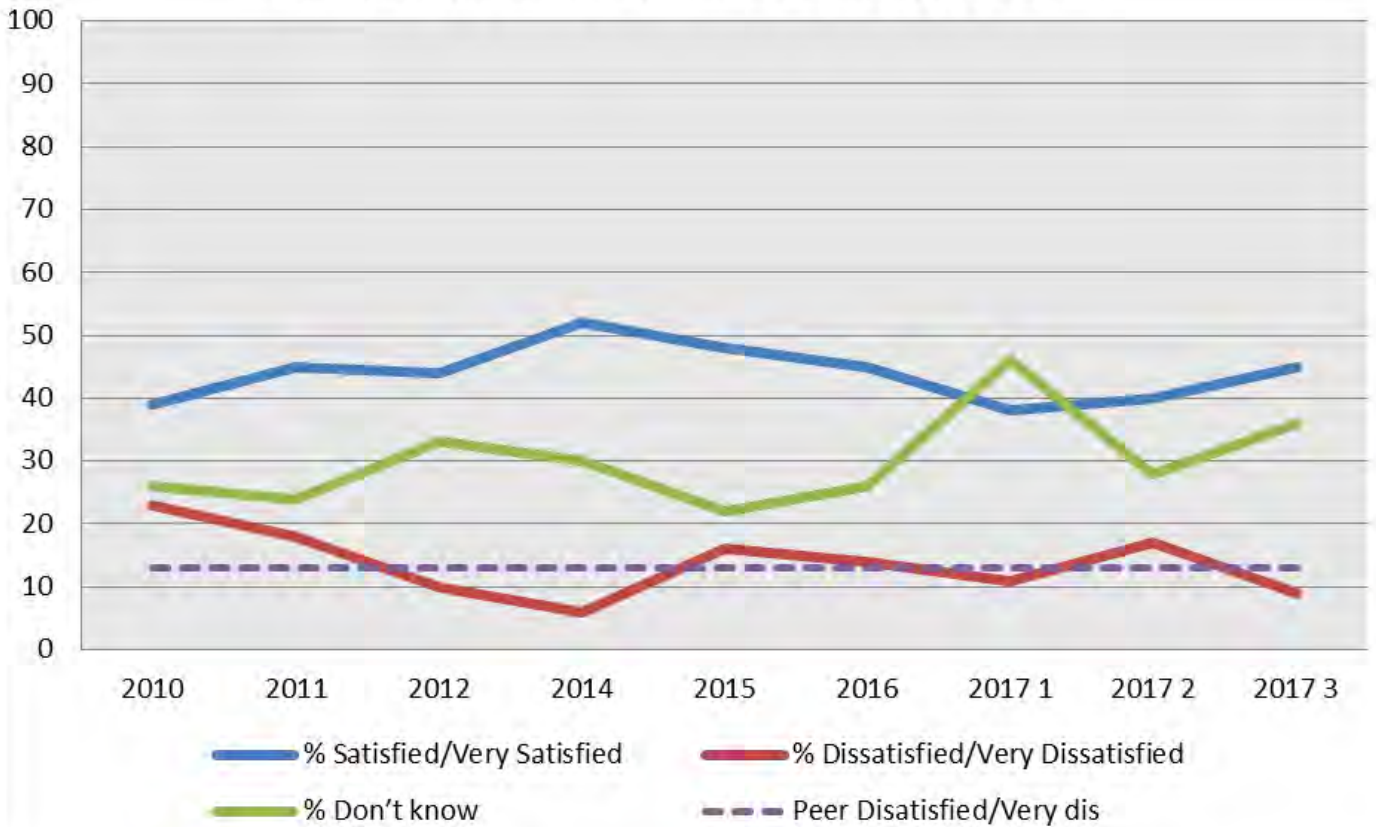
Satisfaction With Footpaths



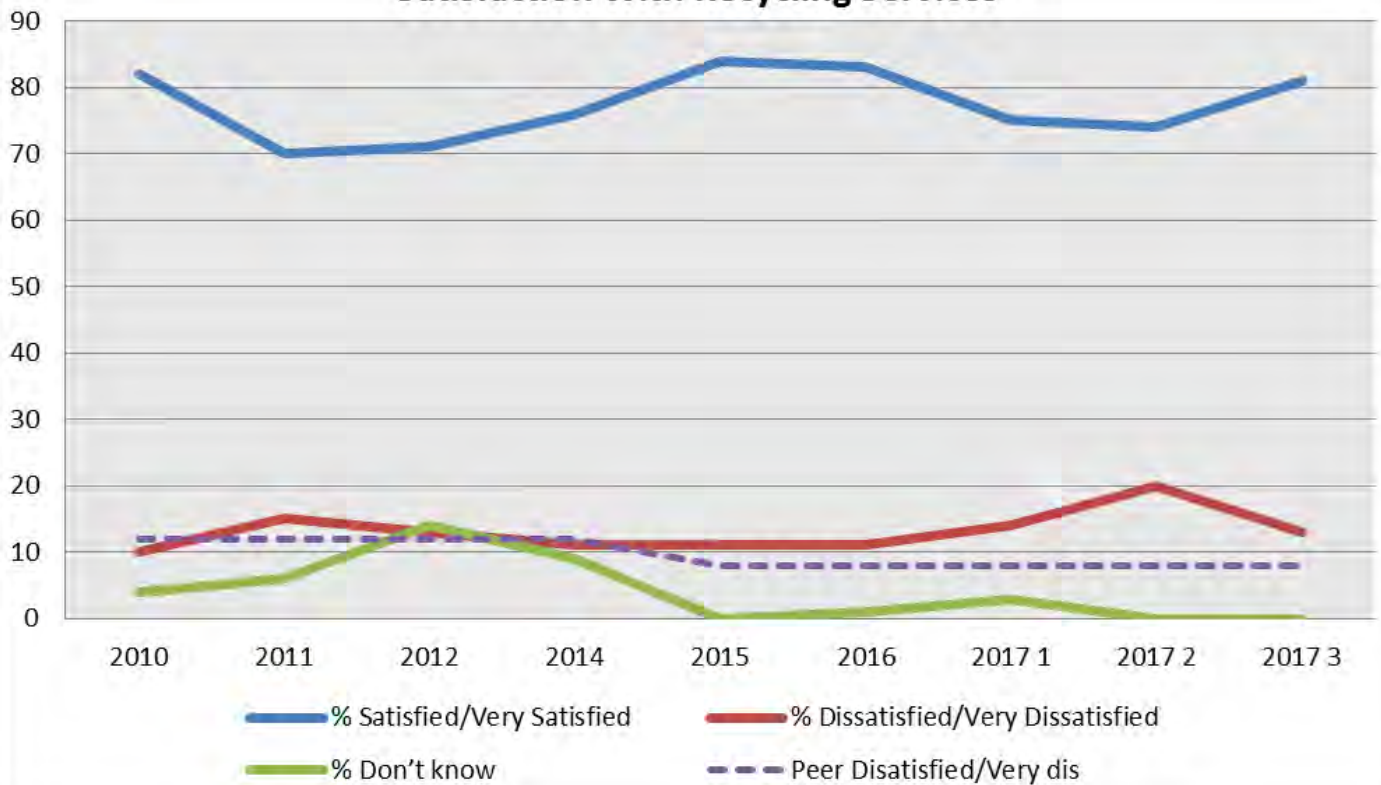
Satisfaction With The Wastewater Services (ie, sewerage system)



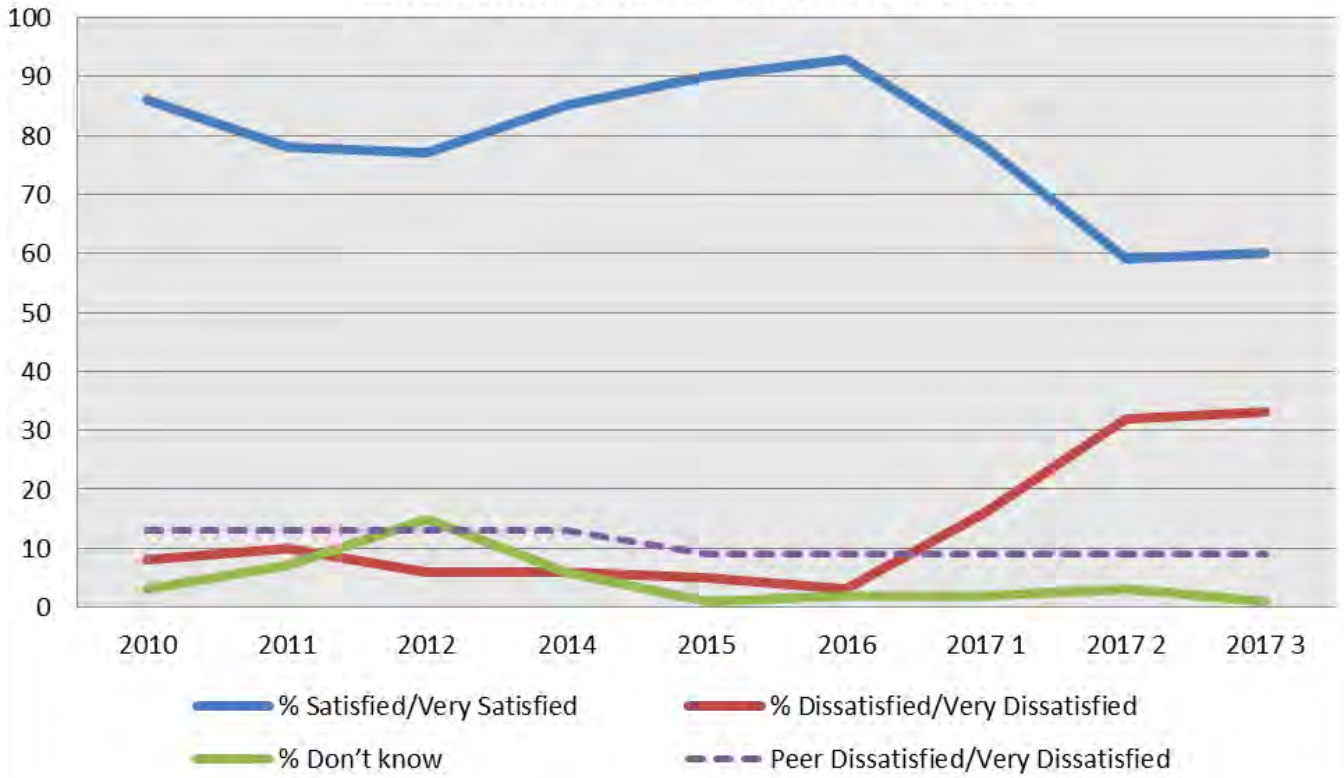
Satisfaction With Stormwater Services Overall



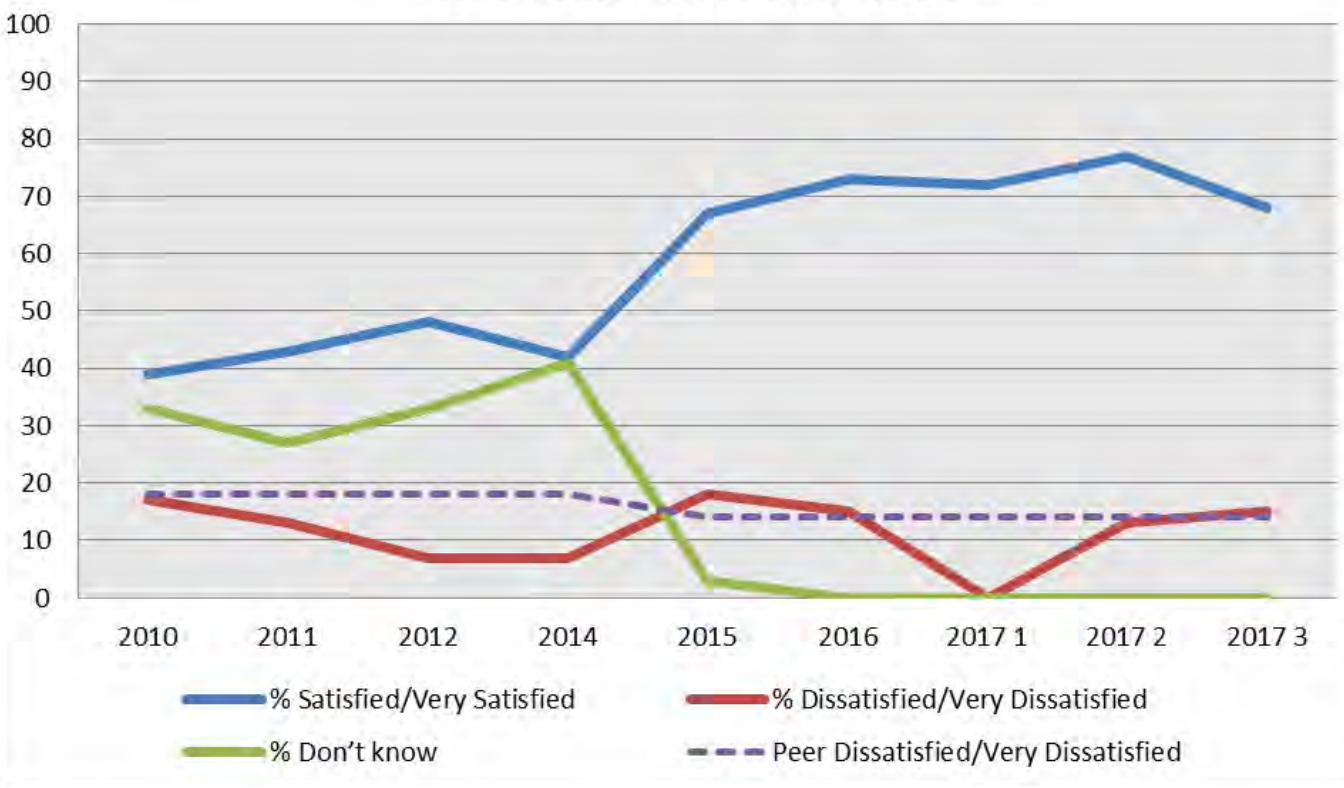
Satisfaction With Recycling Services



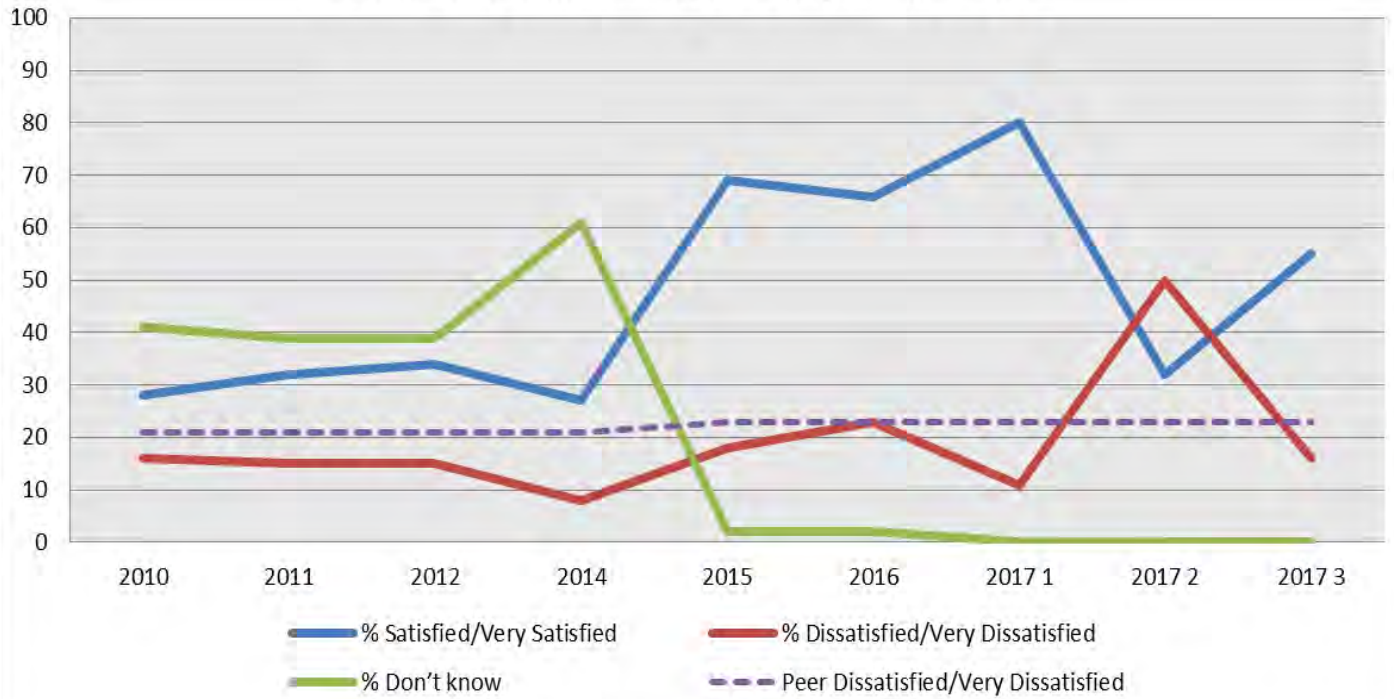
Satisfaction With The Rubbish Collection



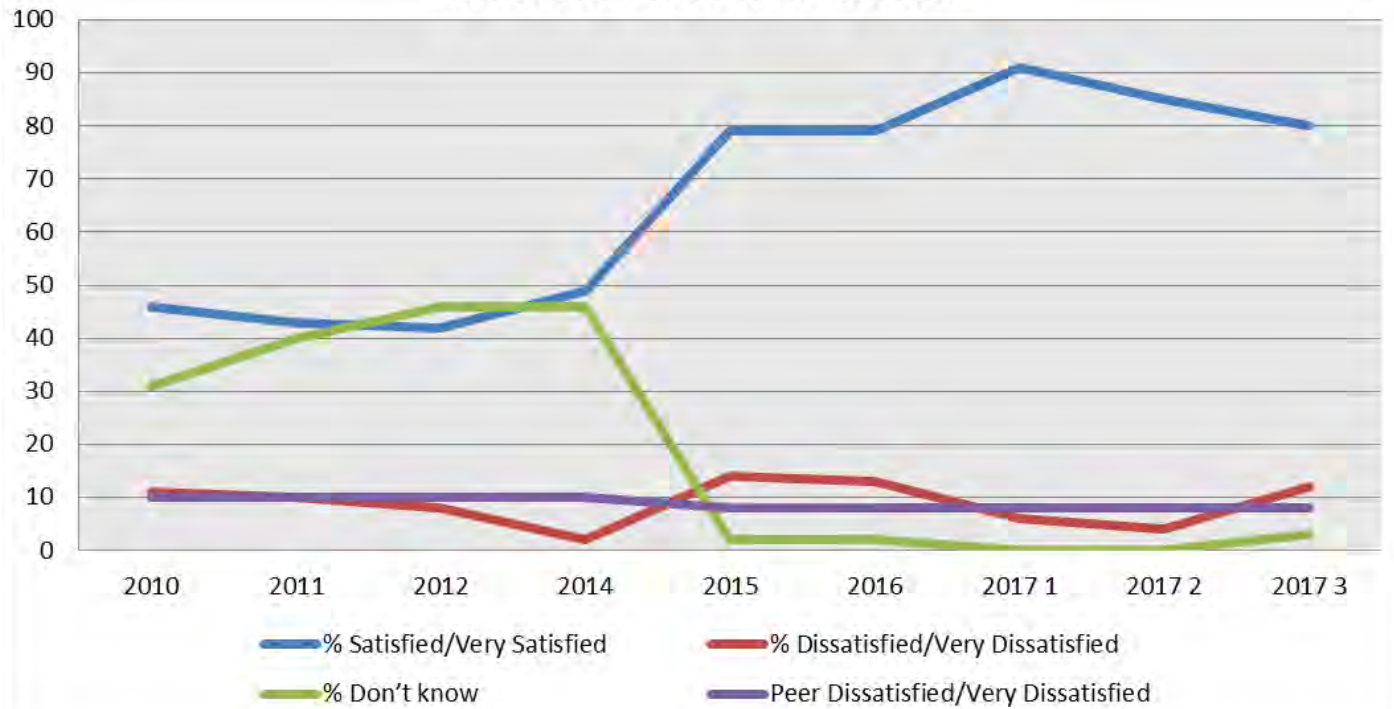
Satisfaction With Public Toilets



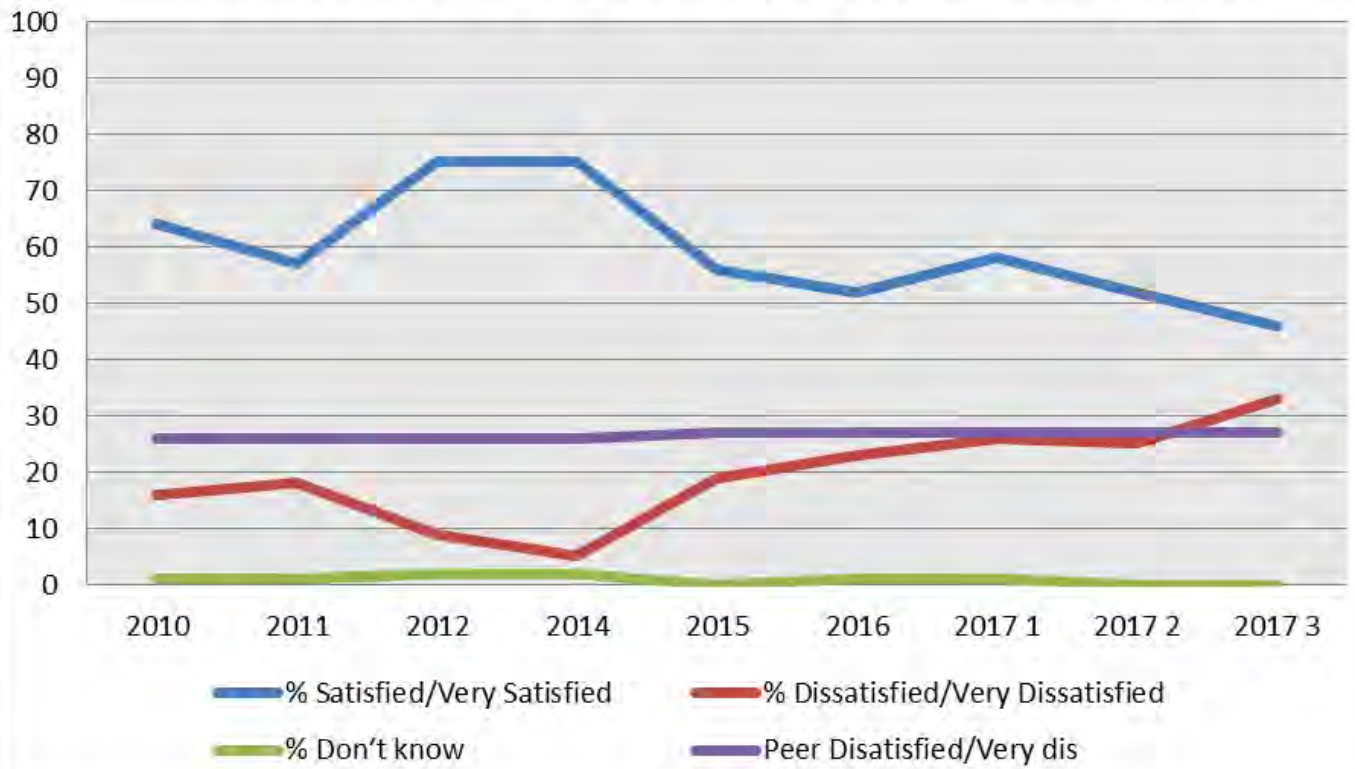
Satisfaction With Building And Inspection Services



Satisfaction With Water Service



Satisfaction With The Standard Of Council Roads Overall



Is there any **one thing** that comes to mind with regard to the Council's actions, decisions or management in the last few months, that you **like or approve** of? What is it?

They are receptive to enquiry

? They are approachable

Library upgrades, and new management of pools in Huntly

? Makes for better services

The parks and reserves is brilliant

? Just great what they have done, love gas BBQs

I see them and out about checking things and doing a good job in general.

? Happy to see the place looked after in spite of the rubbish on the side of the road that people dump.

Gave us an extra green bin for recycling free - it has come in handy.

? It's less sorting, bottles in one and paper in another, etc.

I like the new recycling system and I like the fact that there was information available. We do not get much other Council information out here particularly in relation to elections.

? It makes us more confident about recycling and recycling the correct items.

They clean the streets more regularly - north end of Huntly.

? It makes things look a lot better as they seem to be doing it on a semi regular basis.

Recycling

? They are being proactive and sorting the recycling issues. We live in Pukekawa and have no recycling services or rubbish collection

Having no water after earthquake

? Earthquake a few months ago effected Raglan's water supply, they trucked in water from Ngaruawahia for nearly two weeks, brilliant

Car park

? Put in car park for Hakarimata track, brilliant, Ngaruawahia

The upgrade of the library in Huntly

? Looks good

Public toilets for our area Owhata

? Great

The trail on the river and the planting of native trees round the lake

? Good

General upkeep of the town is fantastic.

? It makes it pleasant to live there.

We are very happy with the way they do their very best on their efforts re recycling.

? Better for the environment.

The dust retardant.

? Because we don't have to eat dust anymore but they will need to do it again soon as it wearing off .

Toilets

- ? Replaced the toilets with a new one, excellent Te Kauwhata town

Healthy River Scheme

- ? Trying to make the Waikato river cleaner etc the Mayor has had an impact on this and things so far seem to be improving and working out. The economic ramifications it was going to force onto us hasn't happened as yet

Jackie Church very available

- ? Easy to contact

Cleansing waterways

- ? Better for environment

The workers are doing a good job

- ? They are doing a lot for the people

The newsletters are great

- ? Nice being kept up with what is going on

They respond well to queries

Rubbish and recycling

- ? Like the way we now have two green bins for recycling and have to pay for stickers for the rubbish bags, helps us reduce waste, Tamahere

Village Green Te Kauwhata

- ? The village green looks great, tree planting, playground, BBQ, great for the community, Te Kauwhata

Expressways

- ? Great idea has made a huge different when travelling in the Waikato

Is there any **one thing** that comes to mind with regard to the Council's actions, decisions or management in the last few months, that you **dislike or disapprove** of? – What is that?

Kerb and channeling in the road and a white line on the middle of the road Greenacres Drive
? Not safe in fog

Not sufficient rubbish bins in parks and rest areas in the Te Kauwhata area, also need them at the rugby fields
? People will dump rubbish if no bins

Rubbish stickers
? Not happy having to pay for collection. Can't pay cash for stickers at Council or anywhere else, can charge what they like and some retailers do

The change of rubbish collected bins are far too small, tags system is seriously not working

Payment of rates
? I get penalised for their muckup re automatic payment, have to look after it myself now

Rubbish and recycling is not good
? They don't always take rubbish

The upgrading of the Tuakau/Buckland Road this needs addressing right now
? Too many pot holes

Rubbish collection goes to the bottom of Waiterimu Road but they don't come up the 3 kilometres to us. At the bottom there are rubbish bins and recycling but we don't get them
? It's hard to understand that we can't have rubbish collection and we have to arrange to get rid of our own. We recycle at our home as well as a rubbish bin which we have to pay to get collected.

The way we have to pay for fencing off of rivers etc. In the past there should have been legislation to keep the Waikato River clean and now we are having to pay for their oversight.
? We are paying financially for the oversights of past Councils from between Taupo and Port Waikato although ratepayers have paid their wages, they have not taken ownership of problems they were employed to rectify. They appear not to be mindful of the fact that they are employees.

Mowing of our berm outside. For 30 years Council have done it but now they only do it 4 times a year so we have to mow it even though the bowlers park on it, James Street.
? Council should carry on doing it - it's not good enough as far as we are concerned.

Cost of rubbish, the new sticker system
? Double dipping.

Rubbish stickers that you have to put on bins.
? They are getting stolen.

Rubbish Stickers
? We pay a lot of rates and don't get much for it as we are rural and have to pay for rubbish stickers as well

Infrastructure
? Lack of infrastructure, wastewater and sewerage, needs to be sorted, spills in the harbour, we pay huge rates and this should be sorted and upgraded, Raglan town

Inorganic collection
? Not happy that this kerbside collection of inorganic stuff freezers lounge suites etc is not happening anymore in Huntly

Allowing a building to be built that should be in commercial zoning not in the housing area.

- ? Council has allowed the building of very large shed next door, It's a massive garage with hoist to fix cars, the people live in part of it and the other part is used to fix cars after hours should be in commercial area not housing, Morgans Road Tuakau

The weed control in the district has slipped

- ? The whole of the area, ragwort and woolly night shade are the main ones

They didn't think to try and keep agricultural research

- ? They should have tried to keep in Hamilton and all the staff has gone

The vote on healthy rivers that was passed, I feel it ended up biased

- ? It was so major and we were getting a new Council

They fix our road up quite often then they come along and sweep all the stones off - Baird Road in Pokeno.

- ? It's a bit annoying - we put so much effort in to get the driveway and they come and sweep all the stones away and when they come and do a repair, it's substandard after all we've put in, it's a waste of time and money. They've put a turnaround bay and have over filled it anyway. We did what we were told to do and I spent a lot of money and it was all wasted.

They put in timed parking which wasn't there before. People who work in the CBD in Raglan have to walk a long way to get parking and if you finish late at night, it isn't always safe.

- ? Up to a couple of months ago, we had more open parking in the town. We used to have sufficient for all the residents to park but over the summer they put restrictions which weren't on before

The way the rural roads are maintained. A piece of road was under reconstruction but we were not aware that there was anything wrong with it. We do not understand in many cases why they do it.

- ? It causes delays. The way the Council work on the road is often not really understandable for us, waste of rates money. Sometimes a bad piece of road stays like that for months and then we can't understand why they do a road that seemingly has nothing wrong with it.

Rubbish Collection

- ? The stickers were blowing off, phoned the Council numerous times and now this new lot seems a lot better and sticking properly. Still not happy that we have to pay for the stickers and it's not really reflective in our rates

Roading issues

- ? I have issues with certain roads and when trying to speak to someone at the Council there's really no one who listens or takes note of the issues, poor communication

Not mowing the berms in Huntly

- ? Throughout Huntly the berms aren't maintained i.e mowed by the Council. And a lot of people don't mow it themselves and the town is looking shabby especially Rayner Road, Huntly

Money spent on facilities and services

- ? Amount of money spent on things is very expensive, how can they justify in their newsletters how much they've spent on roading etc. Lack of quote, communication I'm sure they can get things done cheaper, Onewhero-TeAkau District

Rubbish Stickers

- ? Not happy with the decision of stickers for the rubbish, just another extra cost for us

Water meters

- ? Not happy with the water meters that start in July, extra charge on top of rates, no consultation with public, Ngaruawahia

Won't take cash at the library

- ? Not everyone uses cards

Paying for the rubbish stickers, and they brought the water meters in a little quietly. Charge too much at the transfer station

- ? Already pay for these in the rates

The slyness of the introduction of the water rates

- ? No notification

The mowing of the lawns at parks and reserves too infrequent

- ? Should be done more often, not good to walk in

Speeds limits in Maramarua changed to 90k, engine breaking through township as well

- ? It is unsafe

No cash at library

The closure of Gordonton play ground

- ? They made it unsafe

The tags we have to put on rubbish bins

- ? More expense

My property got tagged but Council would not come and clean it up

Lack of consultation with issues

- ? Don't like how they call a meeting to advise us of something and there hasn't been any consultation prior so we have no opportunity for input, we just get told what decisions have been made, Huntly

Inorganic rubbish

- ? No inorganic rubbish collection, need to get something sorted no place to take it, Tuakau

Water Meters

- ? Not happy with having to pay for the water, the Council already makes money from the rate payers and now us - renters have to pay for our water, Ngaruawahia.

Council not taking responsibility mainly the Mayor

- ? People were overseas at time and Council put pipes over back of property in Ngaruawahia without consultation with the home owners. The Mayor ran for cover on TV. Poor handling of the situation should confess mistakes

General town maintenance

- ? Seems to be less mowing and spraying, and maintenance of street lighting in the district

Roadworks

- ? When they are doing roadworks seem to have detours and the detours are on roads which have road works on them, poor planning, hard with farm machinery. Maintenance on Tuakau bridge only set times to cross etc very inconvenient when trying to run a business to adhere to certain times.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	12 May 2017
Prepared by	Clive Morgan Economic Development Manager
Chief Executive Approved	Y
Reference/Doc Set #	1722988
Report Title	Economic Development Update

I. EXECUTIVE SUMMARY

The purpose of this report is to update Council on the various economic development projects and other economic development activity. The key items include:

- Economic Development Work Programme is on track.
- Cobb NZ Limited has received approval from the Overseas Investment Office to purchase land to develop a chicken breeding facility.
- Waikato Innovation Park business services available in Tuakau, Raglan and now Huntly.
- Council staff submitted to Round Two of the Mid-Sized Tourism Infrastructure Fund in April 2017.
- Council's Housing Infrastructure Fund indicative business case was submitted on 31 March 2017. Staff will be hosting the Ministry of Business, Innovation and Employment HIF Assessment Team on the 25th of May 2017.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. REPORT

BACKGROUND

The purpose of this report is to update Council on the various economic development projects and activity.

ECONOMIC DEVELOPMENT STRATEGY WORK PROGRAMME

The Economic Development Strategy (“EDS”) and associated Implementation Plan were adopted by Council in December 2015 and March 2016 respectively.

The implementation work programme prioritises projects to commence in 2016.

The EDS actions sit under seven strategic focus areas:

- Sector development
- Business recruitment
- Business start up
- Spend attraction
- Population attraction
- Skills development and attraction
- Excellence in Council service delivery

A work programme status report is attached ([Appendix I](#)).

The Economic Development Work Programme is on track.

Of the 26 actions, ten have been completed, seven have progressed in excess of 50%, and a total of 25 have been activated. Five actions are reported separately.

Open Waikato

Website statistics over the three months ending the month shown:

(Please note: February 2017 statistics show two months of data)

Measure	November 2015	February 2016	May 2016	August 2016	December 2016	March 2017
Sessions	1,830	21,904	2043	1987	2925	2353
Users	1,378	21,109	1666	1712	2436	1840
New Visitors	80.7%	96.2%	78.7%	83.6%	80.85%	76.30%
Average Session Duration	00:01:15	00:00:20	00:01.48	00:01:145	00:02:13	00:02:33
Bounce Rate*	78.80%	84.53%	69.90%	67.89%	64.16%	67.02%

** This refers to the percentage of visits that go to only one page before leaving the site.*

Activity over the three months to March 2017 has seen reduced users and sessions whilst the percentage of new visitors fell slightly compared to the three months to December 2016 (80.85% to 76.30% respectively). There has been a significant improvement in the average session duration from 2 minutes 13 seconds to 2 minutes 33 seconds. The bounce rate has increased slightly which may reflect the visitors from pay per click (ppc) campaigns run throughout January, February and March promoting bookings for the innovation park service. The statistics indicate that people visiting the site are viewing more pages and are spending longer on the site which indicates that they are seeking out particular information and finding the website helpful.

Waikato Innovation Park

The Waikato Innovation Park service was introduced in Huntly in May 2017. New poster collateral has been completed and placed into Raglan, Huntly and Tuakau Council offices and libraries to showcase the 'Innovation Network' now running at three locations within our district. Since January 2017 we have had 15 bookings for the service, with Raglan continuing to be the most popular.

Open Waikato Online Directory

Over the last 12 months a number of unsolicited enquiries have been received from local businesses prepared to pay for a listing in the www.openwaikato.co.nz directory. Staff have to this point offered to include an address listing at no cost and further discussions showed a demand for a premium listing. Two paid advertising options were created in addition to the free listing, one of which has been picked up by a local company and has generated a small quantum of revenue for Open Waikato. We will continue to offer this service as enquiries arise, however will refrain from advertising these options at this stage.

Freight and Logistics Prospectus

The Freight and Logistics prospectus has been printed ready for distribution. The opportunity was taken to distribute the prospectus to Exhibitors at the Trade & Heavy Equipment (T.H.E.) Expo, a four-yearly event in early March. The T.H.E. Expo is a three day event, attended by over 14,000 attendees, of which 6,000 were small business owners. The prospectus was distributed to 35 exhibitors in the logistics and trade industry, and was well-received, with particular interest shown from two container-moving companies. A distribution list was created from this event which we will utilise for invitations to the main campaign launch, as the majority were Auckland-based.

The campaign launch plan is in preparation stages with Ports of Auckland to identify targets, timing and presentation for a launch in June 2017. The purpose is to attract additional business to Northgate and our other industrial zones. We are reviewing the opportunity to advertise the prospectus in the NBR Waikato showcase 2017 and incorporating a social media plan to augment the campaign.

Growth

Cobb - Vantress New Zealand Limited (Cobb)

Cobb has commenced development of a new chicken breeding facility on Rotongaro Road. Cobb intends exporting breeder chickens from the site which will have very high bio-security status. Cobb anticipates employment opportunities for over 50 staff by 2018.

Cobb has obtained approval from the Overseas Investment Office and is finalising their consent applications. Cobb has deferred lodgement of a bulk earthworks consent application to the beginning of October due to weather.

Contracts with partner suppliers have been awarded and local supplier discussions are underway. It is anticipated that the construction phase will bring \$50 million into the district economy over two years.

The first eggs will be imported in June 2018, with the first chicks exported in July 2018.

Waikato Times has featured Cobb in two articles.

- <http://www.stuff.co.nz/waikato-times/news/92249832/new-poultry-farm-brings-100-new-jobs-to-huntly>
- <http://www.stuff.co.nz/business/farming/92411568/poultry-mistreatment-wont-happen-at-new-farm-and-hatchery--cobb-vantress>

The Woodchip Company

The Woodchip Co. Limited (The Woodchip Co.) is a waste wood recycling company specialising in repurposing untreated and pre-milled wood for the supply of superior quality ground cover, animal cushioning and landscape mulch.

The Woodchip Co has relocated to a site at the rear of Brown Brothers in Horotiu. Relocating has enabled expansion into the Waikato Region and to continue servicing existing Auckland customers more cost effectively. They have employed three local staff (previously unemployed).

Matthew McMahon who is one of the Directors, complimented staff for their quick response and support in getting pre application advice under tight deadlines.

Ports of Auckland

Earthworks at the Horotiu site are continuing however weather has delayed progress to some extent. The road over rail bridge consent application is with staff for processing

Ports of Auckland are continuing discussions with potential customers.

Tourism

Regional Mid-Sized Tourism Facilities Grant Fund Application

On 15 March 2017, the Regional Mid-Sized Tourism Facilities Grant Fund (MFF) \$12 million budget (released over four years) opened for a second round of \$5.5 million. Submissions were open until 12 April 2017 and original eligible applications were able to be reconsidered along with new applications.

Key eligibility criteria for MFF include:

- Demand: demonstrate that there is visitor demand for the new or enhanced facilities, that there is local support for the project, and what regional economic (and other) benefits will come from it.
- Co-funding: demonstrate what priority they are placing on the project by the extent they maximise their contribution. Projects must require co-funding of \$100,000 (excl. GST) to be eligible.
- Project readiness: projects must be 'shovel ready' and demonstrate that MFF funding is integral to delivering the proposed facility within a six-month timeframe
- Scope for projects: must demonstrate that receiving a one-off, project specific grant from the MFF will deliver new or enhanced facilities that respond appropriately to visitor growth, while not competing with commercial activities in the region.

With this criteria in mind, Council's first round application was resubmitted with an updated work programme to reflect the new dates. The application seeks \$300,000 of a \$450,000 total budget to create and improve walkways, cycleways and signage at Raglan.

A letter was provided in support of Perry Group's application for \$200,000 to undertake a pathway connecting the new Te Awa Cycleway at Horotiu with the Ngaruawahia Golf Club. The pathway will allow access through Council land to amenities at the club such as toilets, bike hire and café to improve the visitor experience.

Announcement of successful applications is expected mid-2017.

This fund has now been reprioritised into the Tourism Infrastructure Fund.

\$100 million Tourism Infrastructure Fund

The new \$100 million Tourism Infrastructure Fund was launched as part of a tourism-focused pre-Budget announcement on 11 May 2017.

The Tourism Infrastructure Fund will provide up to \$25 million per year in co-funding for development of tourism-related infrastructure such as carparks, freedom-camping facilities and sewerage, water works and transport projects.

The fund aims to support local communities facing pressure from tourism growth and in need of assistance, (areas with high visitor numbers but small ratepayer bases). The fund is made up of \$60.5 million in new money and \$41.5 million reprioritised from the Tourism Growth Partnership and Regional Mid-Sized Tourism Facilities Grant Fund.

A Priority Statement will be published at the beginning of each funding round, setting objectives for that round. Once details regarding the initial Priority Statement has been reviewed, staff will workshop with Council to prioritise suitable projects and consider co-funding requirements.

Note: Funding will not be allocated to projects that receive NZTA funding.

Other Activity

The Housing Infrastructure Fund

The Housing Infrastructure Fund (“HIF”) is a one-off contestable fund, aimed at accelerating short and medium-term supply of new housing in high-growth urban areas. Pursuant to the draft indicative bid to the Housing Infrastructure Fund submitted on 2nd December 2016 for facilitating residential development in Te Kauwhata, an indicative business case was submitted on 31 March 2017. The indicative business case uses the standard NZTA business case approach. The HIF process has been structured by MBIE as a standard commercial tender.

WDC’s proposal is seeking funding of \$ 36,509,977 under the HIF for:

Wastewater upgrades:

- A new wastewater trunk line and associated components to carry wastewater from Te Kauwhata to Huntly
- Wastewater upgrades - Huntly Wastewater treatment plant upgrade
- Wastewater upgrades - Reticulated water infrastructure upgrade of the Te Kauwhata infrastructure

Road upgrades:

- Local road infrastructure upgrades including road widening, rail crossing and pedestrian and cycle improvements.

The requested funding will enable:

- Bringing forward the construction of 1,190 houses provided 3-5 years earlier than currently scheduled in the WDC LTP. These 1,190 dwellings are already planned for within the Te Kauwhata Structure Plan, however the infrastructure upgrades outlined in this report will allow for these dwellings to be delivered earlier.
- An additional 1,500 households within the Lakeside development (Lakeside) proposed by Winton Partners. This development is not currently programmed and will be facilitated by infrastructure funding under the HIF. The Lakeside development is subject to a Plan Change to the Waikato District Plan.

WDC’s proposal is consistent with the Future Proof settlement pattern and has planning alignment from key identified partners (Waikato Regional Council, Hamilton City Council, Waipa District Council and NZTA). We have also received support from Auckland Council for our application.

Next steps:

Evaluation of proposals	April 2017-May 2017
In-principle recommendations to Ministers	June 2017 [Indicative]
Discussion of funding terms with TAs	June 2017/July 2017 [Indicative]
Final HIF allocation decisions made	July 2017 [Indicative]
Detailed business cases completed by TAs	July-Dec 2017 [Indicative]
Funding agreements executed	Following completion of the detailed business case

A site visit has been scheduled with two members of the MBIE HIF Assessment Team for 25 May. The HIF Assessment Team will be visiting all proposals made to the HIF. After this applicants will be advised whether they will be invited to proceed to the next stage (round 3) of the application process. There is still some way to go yet with regards to the HIF process and final decisions on funding allocations may only be released in the first quarter of 2018.

World Rally Championship 2018

Staff met with the Business Development Manager of Hampton Downs, Hamilton Waikato Tourism and the Liaison Officer for the World Rally Championship 2018 to discuss utilising Hampton Downs as the starting point/host for a special stage traversing the Waikato district west coast unsealed roads, ending in Raglan. The outcome was very positive. It was noted that accommodation pre and post-event will be integral to provide a great visitor experience and increase expenditure in our district. The announcement on whether WRC 2018 will receive central government support is expected mid-year.

Hampton Downs Motorsport Park

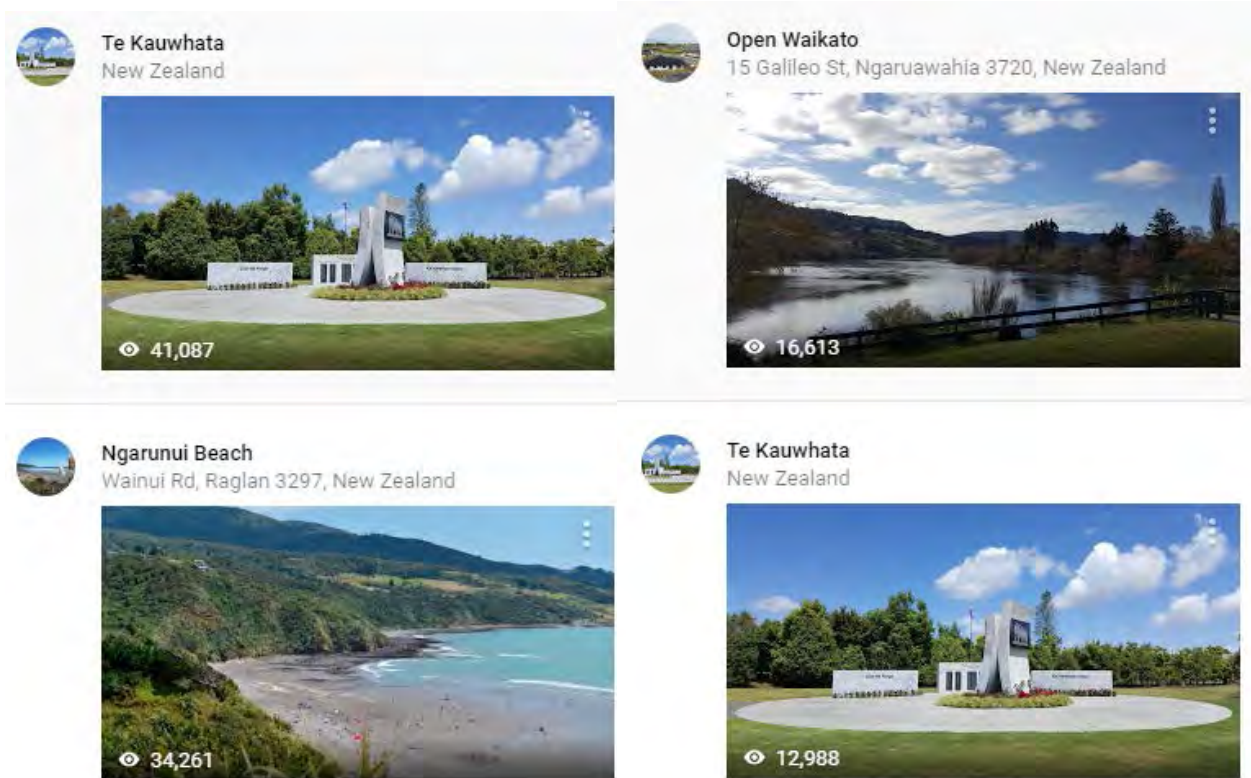
Staff have promoted the idea of a local youth event to utilise the 'skid pad' to promote safe driving habits. Further work is continuing with Hampton Downs around this awaiting sign off from their director, Tony Quinn.

Huntly Focus

The Huntly Focus project will develop location and destination collateral to promote Huntly as a destination to live, work and play. The concept is to create a promotional video using positive word associations (taglines) for Huntly and supporting the redevelopment of the www.huntly.co.nz website to improve search engine optimisation and perceptions of Huntly. The draft storyboard will be socialised and refined with key stakeholders and video completed at end of June. The website redevelopment is closely associated to visitor experience outcomes and will be undertaken by the Huntly iSITE with our guidance and support.

Google Image Optimisation

Millions of people rely on photos when they search for places to visit. Google Image Search can be a key attraction tool to promote our district to national and international visitors as it helps a visitor determine if a place looks like it is worth visiting. This tool has been underutilised in the past, therefore staff have added 91 images of our district which since implementation in November 2016, have had 186,240 views as at 12 May 2017. Two of the 91 photos have been viewed over 34,000 times. Staff will continue to add images that showcase the Waikato district.



Below is a screenshot of the images with the four highest number of views:

4. ATTACHMENTS

- Appendix I: Economic Development Strategy work programme 2016/17

Economic Development Strategy Work Programme 2016/17

The table below summarises the priority projects and activities for the 2016/17 financial year as at 10 February 2017.

Key: Black – in progress, Green – completed, Orange – ongoing/reported separately, Red – delayed/deferred

Strategy	Theme	Action	Budget	Completed By	Progress	Status
Sector Development	Freight & logistics sector development	2. Promote the opportunities presented by the Ports of Auckland Waikato freight hub	\$5,000	30/06/17	60%	Commenced 01/07/16. Finalising dates with Auckland Chamber Expenditure to date: \$3,500. Next Step: Presentation finalised.
Business Retention, Attraction	Customer Relationship Management.	4. Review large development project support processes	\$10,000	31/05/17	80%	Staff have held meetings with key internal stakeholders and agreed a process for exchanging information regarding large developments. Promapp process created. Next step: Develop customer and staff documentation to support large scale projects.
	International Connections	8. Develop a business and political delegations engagement plan	\$2,000	30/06/17	0%	Deferred to May 2017. Not commenced due to priority conflicts.
	Business start up	11. Establish a new service to assist small businesses engagement with Council	\$8,000	30/06/17	50%	Small Business Guide to Council is in draft stages. This will be a Council-branded service to complete the handshake from Open Waikato to Council. Due to branding considerations, Council's Communications Team are co-leading this project. Expenditure to date: Nil Next Step: Finalise guide and associated processes.
Spend Attraction		14. Raglan Focus Develop a Raglan visitor infrastructure strategy to support the timely provision of future infrastructure to enhance Raglans tourism proposition	\$10,000	30/06/17	50%	Starting 15/02/16. Scoped report and contracted consultant to prepare, awaiting data from Qrious to supplement research. Expenditure to date: \$10,000 Next Steps: Provision of data to consultant and draft report written.
Population Attraction		16. Promote Waikato's towns lifestyle proposition to support Council's investment in planning and infrastructure	\$20,000	30/06/17	25%	Continuing development of storyboards for Ngaruawahia and Huntly. Communications Team collaborating on videos. Expenditure to date: \$6,000

Strategy	Theme	Action	Budget	Completed By	Progress	Status
						Next Steps: Video shoot weather dependent due June.
		17. Huntly Focus Develop a location marketing and development strategy to promote Huntly as a place to live, work and play	\$17,000	30/06/17	30%	Draft storyboard for Huntly being finalised, Huntly iSITE website development underway. Expenditure to date: \$6,000 Next Steps: Socialise storyboard and video with key stakeholders.
Build skills		20. Labour Market demand trends. Identify emerging demand for skills and occupations in the district to inform education providers in the region	\$2,000	30/6/17	50%	Scoped report and contracted consultant to prepare, awaiting data from the District Plan Social and Economic Profile Report to supplement research. Expenditure to date: \$5,000 Next Steps: Provision of data to consultant and draft report written.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
Excellence in Council Service Delivery and Core Activity		24. Digital Enablement – Government led. Support the Government funded roll-out of Ultrafast Fibre and Rural Broadband	\$100,000	2020	20%	<p>A Government announcement in February confirmed that Ngaruawahia, Horotiu, Whatawhata, Raglan, Taupiri, Huntly, Te Kauwhata and Tuakau will receive UFB2 funding.</p> <p>Staff have met with Ultrafast Fibre and Chorus. Staff have assisted with location of information signage and continue to work with both providers to implement the roll-out.</p> <p>Next Step: As this is a three-year implementation, this activity will be deemed completed once the collaborative communication plan is agreed by Council staff and the providers.</p>
		25. Digital Enablement – Tamahere and Matangi community led advocacy for a fibre optic level of service solution	\$0	30/06/17	50%	<p>A survey of the Tamahere and Matangi area was held to assess the level of support for a fibre optic service and the extent to which the community would co-fund a fibre service. WEL Networks upon reviewing the survey results has subsequently advised that they are interested in the opportunity and will work through a feasibility study and business case. WEL Networks has now asked that staff continue these discussions with Ultrafast Fibre Ltd the Local Fibre Company that deploys fibre networks in the Waikato area.</p> <p>Staff and Councillor Bech met with the Chief Executive of Ultrafast Fibre to clarify their position and understand their next steps to assess the viability of the business case. At this time, the business case does not meet the necessary hurdles for investment, however UFF remain committed to investigate options.</p> <p>Expenditure: NIL.</p> <p>Next steps: Ultrafast will attend a community forum to update status and next steps.</p>
		26. Open Waikato maintenance and enrichment. Continuous development of Open Waikato to attract new business, residents and visitors to the district.	\$20,000	30/06/17	90%	<p>Staff have reviewed 95 percent of the website. This content refresh includes our images, fact sheets and search engine optimisation. Search optimisation has significantly improved as highlighted by the 186,000 views through Google Image Search.</p>

Strategy	Theme	Action	Budget	Completed By	Progress	Status
						Expenditure: NIL. (Expenditure will be required for next phase which will include new case studies and new images). Next steps: Programme development into 2017/18 work plan.
Sector Development	Freight & logistics sector development	1. Develop online and printed prospectus to outline the freight and logistics sector value proposition	\$5,000	01/12/16	100%	Commenced 01/07/16. Prospectus is now completed. Next steps: Promote prospectus through various channels Expenditure to date: \$1000
Business Retention, Attraction	Business funding and support programmes	3. Establish Waikato Innovation Park service in Tuakau, Pokeno and Te Kauwhata	\$4,000	31/10/16	100%	Complete. Service is now business as usual for Waikato Innovation Park. Expenditure to date: \$4,000. Next step: Further promotion (refer item 9).
	International Connections	7. Support the regional Waikato Means Business 'Waikato Story' development	Nil	December 2016	100%	Led by the Waikato Regional Council. Waikato Story is now live and can be found at http://www.waikatostory.nz/
	Business start up	9. Build awareness of innovation support services available to assist new businesses	\$2,000	30/06/17	100%	Social media campaigns to promote the service in Tuakau, Raglan and Huntly have been undertaken this quarter. Supporting collateral has been produced for Council offices and libraries to continue promotion. Expenditure to date: \$1000. Next Step: Business as usual
		10. Establish an innovation network throughout the district	\$3,000	30/06/17	100%	The Waikato Innovation Park service is now available across our key localities with the serviced based from Ruakura, Tuakau and Raglan. Expenditure to date: NIL. Next Step: Programme further development into 2017/18 work plan.
Spend Attraction		12. Support the Waikato regional tourism organisation, Hamilton & Waikato Tourism ("HWT") and support the delivery of the HWT Visitor Strategy and Tourism Opportunities	\$150,000	30/06/17	100%	Hamilton & Waikato Tourism ("HWT") handed ownership of the Raglan Visitor Destination Plan to Raglan Naturally. Expenditure to date: \$75,000 (Invoiced six monthly). Next Step: Programming development into 2017/18 work plan.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		Plan				
		15. Tourism Growth Partnership. Apply for funding from the recently established Regional Mid-Sized Tourism Facilities Grant Fund <i>(New Government applications opened August 2016.)</i>	\$0	15/09/16	100%	An application to the fund was submitted on 15 September. The projects put forward were to enhance the visitor experience in Raglan through way-finding signage, footpath improvements and improved pedestrian access along Wainui road to the reserve. Council's application was unsuccessful. Resubmitted for Round two, awaiting announcement of approved projects. Expenditure to date: NIL. Next Step: Staff will advise Council of any successful outcome.
Build Skills		19. Education to Employment. Support Smart Waikato Trust to develop and implement strategies to improve employment outcomes for local youth.	\$5,000	30/10/17	100%	Smart Waikato Trust has prepared a Huntly and Ngaruawahia Collaborative Youth Strategy and is facilitating the establishment of a network of employers and educators to improve employment prospects for the district's youth. Smart Waikato has applied for \$350,000 through Momentum Waikato. Unsuccessful in funding application. Expenditure to date: \$6,000. Next Steps: Programming development into 2017/18 work plan.
Excellence in Council Service Delivery and Core Activity		21. Assess Council's business friendly performance. Participate in the Waikato Means Business, Business Friendly Councils survey.	\$2,000	01/07/16	100%	Waikato Means Business, the Waikato Region Economic Development Strategy programme, commissioned a survey of local councils to assess how business friendly councils considered their service to be. This report will be compared to a customer perception survey of business friendliness to identify gaps and opportunities for improvement. Expenditure: \$1,900. Next steps: The report will now be shared with the Waikato Means Business Steering Group and the Chief Executives Forum to determine how the report is to be taken forward early in the new year.
		23. Marketing and Information. Drafting of Open Waikato	\$0	20/09/16	100%	The Executive Team to receive the plan February 2017. Internal awareness campaign

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		Marketing and communications plan to support the work programme				kicked off in January 2017. Expenditure: NIL. Next steps: Planning for future internal awareness campaigns.
Business Retention, Attraction	Customer Relationship Management	4. Establish processes and culture to foster high value key relationships	Nil	30/06/17	Reported separately	Primarily delivered through support of 2016/17 Our Plan organisational development programme objectives. Reported separately.
	Attract new property development	6. Promote development opportunities resulting from District Plan review and structure plans	\$10,000	On hold	N/A	Awaiting conclusion of District Plan review.
Spend Attraction		13. Identification of the preferred location for the Huntly I-Site	\$0	30/06/17	N/A	Led by Service Delivery and forms part of a Northern Facilities study. Economic Development staff are continuing to support this project. Next Steps: Councillors to be updated at workshop scheduled for 16 May 2017. Reported and funded separately.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		<p>18. Strategic cross-boundary advocacy. Support Council cross-boundary collaboration and advocacy for effective growth and development policy and planning and future transport infrastructure</p>	\$0	Ongoing	Ongoing	<p>The North Waikato Integrated Programme Business Case is a joint partnership initiative involving Waikato District Council, Waikato Regional Council, New Zealand Transport Agency, Auckland Council and Auckland Transport aimed at coming up with a preferred land use plan for the north Waikato with supporting infrastructure to accommodate growth. Councillors will recall (from the councillor workshop held on 4 April) that there was support for the following growth focus areas:</p> <ul style="list-style-type: none"> • Growing Tuakau to a town of between 15000-20000 people • Growing Pokeno to cater for additional growth taking into consideration geographical/ecological constraints • Growing Te Kauwhata to a size provided for by the existing structure plan and acknowledging that a private plan change for Lakeside development has been lodged with Council for consideration. • Investigating unlocking the potential for employment in Meremere (i.e. 80ha of existing zoned industrial land). • Confirming Huntly as a key service town (especially to towns like Te Kauwhata and smaller settlements in between and around it) and facilitating some residential (up to another 2000 people) and industrial development in the town but acknowledging that there are some geological and ecological constraints that need to be worked through. <p>Councillors also provided feedback on some infrastructure considerations to support the above and these are currently been worked through by the programme partners to inform the programme business case.</p>

Strategy	Theme	Action	Budget	Completed By	Progress	Status
						<p>The direction given from the councillor workshop will also be used to inform the review Future Proof. Next steps: Workshops have been held with the following community boards and committees:</p> <ul style="list-style-type: none"> ▪ Onewhero Tuakau Community Board (1 May 2017) ▪ Te Kauwhata Community Committee (3 May 2017) ▪ Pokeno Community Committee (9 May 2017) ▪ Meremere Community Committee (11 May 2017). ▪ Huntly Community Board (16 May) <p>A workshop with the Franklin Local Board will be held on 6 June 2017 for programme partners to share the thinking on the programme business case.</p>
Excellence in Council Service Delivery and Core Activity		22. District Plan Review Support the review project to ensure appropriate business rules are considered and included in the revised plan.	\$0	On going	N/A	<p>Led by the Planning and Strategy Team. Economic Development staff are supporting economic analysis aspects and sector representative engagement.</p> <p>Next Steps: Continuing to assist in the development of the s.32 economic analysis tools.</p>

Open Meeting

To	Strategy & Finance Committee
From	Tim Harty General Manager Service Delivery
Date	12 May 2017
Prepared by	Jacki Remihana Programme Delivery Manager
Chief Executive Approved	Y
Reference #	GOV 1318 / 1722964
Report Title	Lake Hakanoa Camp Ground Office Upgrade

I. EXECUTIVE SUMMARY

The purpose of this report is to request Council's endorsement to use the Lake Hakanoa Camp Ground Operational Reserve (current balance \$119,983) and Replacement fund (current balance \$32,585) for the purposes of funding the alterations to the office.

Please see attached memo for details.

2. RECOMMENDATION

THAT the report from the Service Delivery General Manager be received;

AND THAT approval be given for the use of \$20,419 from the Lake Hakanoa Operational Reserve and Replacement fund for the purposes of upgrading the camp ground office.

ATTACHMENTS

- Memo Lake Hakanoa Camp Ground Office Upgrade – Budget Increase Request

MEMORANDUM

APPROVED
Subject to
Council approval.

To Executive Team
From Tim Harty
Subject Lake Hakanoa Camp Ground Office Upgrade - Budget Increase Request
Level 4 (FYI - Executive Team)
File BRI7036
Date 27th March 2016

Post Approval Notification: Jacki Remihana, Duncan MacDougall, Rhiannon Kelsey

PURPOSE OF REPORT

The purpose of this memo is to request additional capital budget to upgrade the office at the Lake Hakanoa Camp Ground.

The current 'office' is a concrete block structure which is also used as a storage room for camp ground supplies. The current space imposes a significant health and safety risk to staff at the campground in the following ways:

- Campers are required to enter the space or stand in the doorway to complete transactions, or liaise with campground staff
- Campground staff are trapped in the building when dealing with campers, as there is no alternative exit to the building
- The 'office' is damp and draughty
- The 'office' space is also occupied by a variety of chemicals and cleaning products used around the campsite, creating a health hazard to campground staff.

Council staff have visited the campground and have assessed the requirement of a new office as an urgent priority from a health and safety perspective.

The proposed new office will provide better protection for campground staff and create a welcoming space for campers to make enquiries, liaise with campground staff and complete transactions.

BUDGET INCREASE REQUEST

2016/17 capital budget: ICG10011-C-0-0000-0117	\$15,363
Spend to date:	\$ 5,782
Remaining available capital budget	\$ 9,581
Budget required for office upgrade:	
Construction	\$25,000
Fitout	\$ 5,000
Total Required budget	\$30,000

Additional budget required

\$20,419

FUNDING IMPLICATION

The original capital budget is funded as follows:

60% Lake Hakanoa Camp Ground Operational Reserve

40% Lake Hakanoa Camp Ground Replacement Fund

The same funding split is proposed for the additional budget request. There are adequate funds available in the relevant reserves to fund the additional budget requirement.

MANAGEMENT ACCOUNTANT AUTHORISATION

The Management Accountant has checked that the budget movement and funding is appropriate and correct for this request. The Management Accountant has confirmed the budget review memo process is the correct mechanism to request approval for this adjustment.

Recommended by

Reviewed by



Jacki Remihana
Programme Delivery Manager



Rhiannon Kelsey
Management Accountant

Recommended by



Tim Harty
General Manager Service Delivery

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	13 April 2017
Prepared by	Jenni Vernon Strategic Planning and Resource Management Team Leader
Chief Executive Approved	Y
Reference #	GOV1318 / 1710432
Report Title	“Clean Water” Submission

1. EXECUTIVE SUMMARY

In February 2017 the Ministry for the Environment released a paper “Clean Water” setting out further work in the ongoing programme of water reform following consultation on *Next steps for fresh water* (“Next Steps”). Specifically now the Government is:

- Proposing a target of 90% of rivers and lakes swimmable by 2040
- Seeking feedback on proposed amendments to the national Policy Statement for Freshwater management 2014 (Freshwater NPS)
- Inviting applications for the Freshwater Investment Fund
- Seeking feedback on the detail of policy proposals for excluding stock from waterways.

This submission is the Waikato District Council response to the new document.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the submission be approved retrospectively by the **Strategy & Finance Committee**.

3. BACKGROUND

The current Government launched a Freshwater reform programme:

In 2009:

- the establishment of the Land and Water Forum

- the launch of the Land, Air Water Aotearoa (LAWA) website

In 2010:

- the Resource Management (Measurement and Reporting of Water takes) regulations was introduced

In 2011:

- the National Policy Statement for Freshwater Management introduced
- Fresh Start for Fresh water Clean-up Fund established
- the Irrigation Acceleration Fund established

In 2013:

- consultation on Freshwater reform 2013 and beyond

In 2014:

- National Policy Statement for Freshwater Management amendments introduce National Objectives Framework and national bottom lines for water quality
- Te mana o Te Wai Fund established

In 2015:

- Environmental Reporting Act passed
- Environment Aotearoa released

In 2016:

- Consultation on proposed changes to the National Policy Statement for Freshwater Management (Next Steps for Fresh Water)
- Our Land and water Science Challenge launched

In 2017:

- Consultation on Clean Water
- Targets for freshwater quality for swimming launched proposed
- Swimming maps launched
- Freshwater Improvement Fund established
- Regulations for stock exclusion from waterways progressed

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

It is important that the Waikato District Council (“the Council”) participate in opportunities provide by central government to provide feedback to any new legislation/programmes being proposed.

The Council has two options: one is to abstain from providing any comments; or two provide feedback which can be positive and negative with ideas for alternative solutions.

In most instances our Council has chosen to provide feedback when requested by any central government agency.

5. CONSIDERATION

5.1 FINANCIAL

There are no financial implications for providing feedback but changes in legislation can have cost implications in the long term for our communities.

5.2 LEGAL

At this stage there are no legal implications for providing feedback.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

To provide feedback through a submission is in line with our normal business practice.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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>	There is no requirement to consult triggered by the preparation of the Council's submission.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

6. CONCLUSION

The staff sought and received feedback from the five committee chairpersons and His Worship and are requesting that this submission be approved retrospectively due to the lack of alignment with our regular Council Committee meetings.

7. ATTACHMENTS

Submission on *Clean Water*

3 April 2017

Clean Water Consultation 2017
Ministry for the Environment
PO Box 10362
Wellington 6143

Waikato District Council
Private Bag 544
NGARUAWAHIA 3742
Phone: 07 824 8633
www.waidc.govt.nz

Clean Water Consultation 2017

This feedback is from the Waikato District Council (the Council) regarding the recently released Clean Water consultation 2017 document. The Council has a considerable section of the Waikato River, its tributaries and freshwater lakes in its rohe which have important cultural, economic, social and environmental functions for our communities.

Within that context the Council supports the principles behind the five key components of this plan, namely:

- A new target that 90% of our rivers and lakes are swimmable by 2040;
- New maps and information provided on the current quality for swimming;
- Changes to the National Policy Statement for Freshwater Management including water quality requirements for recreation, limiting nutrients and for ecological health;
- Criteria for allocation of the \$100 million Freshwater Improvement Fund; and
- Details of new national stock exclusion.

However, there are some concerns about the practicality of implementation for Goal 1. **90% of our rivers and lakes are swimmable by 2040**. The staging of this goal is to be commended, that is, **80% of our rivers and lakes swimmable by 2030**, however that is less than 13 years away and for communities to come up to speed and decide which rivers and lakes are most important to them for swimming, what improvements are needed, and how quickly they will be made is going to require serious resourcing outside of the normal Long Term Planning budgets of the Regional and District Councils.

Despite the \$100 million Freshwater Improvement Fund spread over ten years, i.e. ten million per annum, this fund is not going to meet the demand throughout New Zealand and some communities will not be able to afford any improvements. Consequently they may have to be content with poor water quality, which is in direct contrast to the stated goals. In our region there are going to be considerable challenges when only 48% out of a possible 90% of rivers and are currently deemed swimmable. To make changes through the Schedule 1 process under the Resource Management Act 1991 can take many years by which time the overall national goal can become impossible to achieve.

For the other four key components the Council supports their direction and commends the initiative of a further Freshwater Improvement Fund to compliment those that already exist throughout New Zealand, although as commented above, this fund is likely to be oversubscribed.

The Council is pleased to see that for stock exclusion there is some flexibility for steep land.

Finally, the Council looks forward to the future release of the Freshwater Allocation Report, late 2017, the sharing of good management practices and the results of the National Science Challenge where new ground is being broken in areas of science that are crucial to New Zealand's future.

The Council appreciates the opportunity to provide feedback on such an important issue for the wellbeing of our communities.

Yours sincerely

A M Sanson
MAYOR

DRAFT

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	26 April 2017
Prepared by	Jenni Vernon Strategic Planning & Resource Management Team Leader
Chief Executive Approved	Y
Reference #	S&F2017 (24/05/2017), 1720967
Report Title	Feedback regarding the proposed Urban Development Authority

I. EXECUTIVE SUMMARY

In February 2017 the Government announced new proposed legislation that would allow nationally or locally significant urban development projects to be built more quickly.

It is proposing a tool-kit of enabling powers that could streamline large scale projects such as suburb-wide regeneration.

The projects would be planned and facilitated by publically-controlled urban development authorities, potentially in partnership with private companies and/or landowners.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the feedback to the **Ministry of Business, Innovation and Employment** be approved retrospectively by the **Strategy & Finance Committee**.

3. BACKGROUND

The growth of New Zealand cities has predominantly occurred historically by expansion of the urban footprint into the surrounding countryside. New Zealand is now entering into a new phase of city development involving substantial redevelopment of existing urban areas.

The proposals set out in this discussion document provide a framework and more effective mechanisms for publicly-controlled urban development authorities to undertake large scale developments to support increased needs for housing, employment and amenity.

The powers available to an urban development authority would relate to:

- Land – powers to assemble parcels of land, including existing compulsory acquisition powers under the Public Works Act 1981.
- Planning and resource consenting - powers to override existing and proposed district plans and regional plans, and streamlined consenting processes.
- Infrastructure – powers to plan and build infrastructure such as roads, water pipes and reserves.
- Funding – powers to buy, sell and lease land and buildings; powers to borrow to fund infrastructure; and powers to levy charges to cover infrastructure costs.

An urban development authority would not have building consenting powers and none of the proposed powers would override Treaty of Waitangi settlements.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

It is important that the Waikato District Council (“the Council”) participate in opportunities provide by central government to provide feedback to any new legislation/programmes being proposed.

The Council has two options: one is to abstain from providing any comments; or two provide feedback which can be positive and negative with ideas for alternative solutions.

In most instances our Council has chosen to provide feedback when requested by any central government agency.

5. CONSIDERATION

5.1 FINANCIAL

There are no financial implications for providing feedback but changes in legislation can have cost implications in the long term for our communities.

5.2 LEGAL

At this stage there are no legal implications for providing feedback.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

To provide feedback through a submission is in line with our normal business practice.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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>	There is no requirement to consult triggered by the preparation of the Council's submission.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

6. CONCLUSION

Staff are seeking retrospective support for the Feedback on the proposed Urban Development Authority which was submitted to the Ministry of Business, Innovation and Employment on 19 May 2017.

7. ATTACHMENTS

- Feedback regarding the proposed Urban Development Authority

27 February 2017

Urban Development Authorities – Discussion Document
Construction and Housing markets, BRM
Ministry of Business, Innovation and Employment
P O Box 1473
Wellington 6140

Waikato District Council
Private Bag 544
NGARUAWAHIA 3742
www.waidc.govt.nz

Feedback Urban Development Authorities – Discussion Document
April 2017

This feedback is from the Waikato District Council (the Council) regarding the proposed legislation to establish Urban Development Authorities to support the current challenges around meeting the required housing capacity in New Zealand’s residential growth areas such as Auckland.

The Council acknowledges that there are specific parts of New Zealand that are facing issues regarding housing capacity such as Auckland and Queenstown. However the Waikato District Council is a large rural district which has had a history of forward planning for growth through Structure Planning and then Plan Changes to accommodate anticipated future growth particularly in towns and villages located near Hamilton and Auckland City council boundaries.

For example, in 2004 Hamilton City Council and the Council signed a land transfer agreement for future urban expansion of the city. In 2016 a structure plan was completed for the Tuakau town, planning staged growth for residential, industrial and commercial demand over the next thirty years. The plan change is at the hearing stage under Schedule 1 of the Resource Management Act 1991 (RMA). In Raglan, on the Rangitahi Peninsula, an extra 500 sections were made available through a successful Private Plan Change.

Currently we are processing two private plan changes for Pokeno and Te Kauwhata for new residential housing developments. The development in Te Kauwhata is planning for approximately 1500 new houses. This will take advantage of the Waikato Expressway accessibility to Auckland and Hamilton and a lower cost of land.

Therefore **on the proposal in general** the Council does not agree with the new legislation regarding the establishment of Urban Development Authorities.

Council concerns include:

Section 3: Framework and processes

Proposals 1-10: Framework - Core components

The Council understands the rationale behind the proposed legislation but would like to see the successful implementation of:

- The National Policy Statement on Urban Capacity;
- The Housing Infrastructure Fund;
- The new “streamlined planning process” as an alternative to the Schedule 1 plan making process;
- The existing Housing Accords;
- The Special Housing Areas legislation; and
- The Resource Legislation Amendments 2017

before more new legislation is enacted.

Proposals 11-14: Framework - Scope

Should the legislation be successful Council supports the idea of these Authorities having industry and commerce within the scope of the new legislation. The Council also agrees that the proposed legislation will not be available to developers that own small sites and should be located within a strategic framework such as the one developed through our Future Proof sub-regional growth strategy.

Proposals 15-20: Framework - Application

The Council supports the idea that central government and territorial authorities work together on any proposed developments including start-up funding and resourcing. This will be important for any small hapuu or iwi who may not be well resourced to initiate an Urban Development Authority for Maaori Freehold Land where there is deemed a housing shortage.

Proposals 21: Framework - Benefits

It is acknowledged that including conditions for delivery of public good outcomes such as investment in local heritage or public art is important as these are the ‘nice-to-have’ public facilities that are not mandatory to be funded by developers under the Local Government Act 2002.

Proposals 22- 33: Processes - Establishment stage

The Council supports the processes for the establishment stage especially number 33 where no appeal is applicable on the decision to formally establish a development project.

Proposals 34-39: Processes - Development stage

The Council supports the development stage processes as described but would like to suggest that there be some indication on the time expected for each stage to be completed otherwise it may prove easier to follow the Private Plan Change path under Part II of the First Schedule of the RMA for private developers. Council would like to see greater clarity around where the costs will fall

regarding the preparation of the development plan and would recommend they follow the same process as that prescribed for Private Plan Changes in the Resource Management Act 1991.

Proposals 40 (a) – (g): Processes - Contents of the development plan

The Council would like to see under **Proposal 40** special mention made of assessment of effects against any operative Iwi Environmental Management Plans and/or Treaty Settlement Act requirements including separately developed Joint Management Agreements with individual territorial authorities.

Proposals 41-42: Processes - Objections

The Council supports **Proposal 41** where affected persons can submit an objection within a specified time... specified times should apply for all processes applicable to an Urban Development Authority to give certainty that this process is going to be more efficient and effective than a private or council promoted plan change.

Proposals 43 – 48: Processes - Approval of the development plan

Proposal 48 is supported by the Council as long as the development plan does not trigger a new plan change but can be incorporated at the next review or variation to the operative district plan.

Proposal 49: – Council agrees with the proposal that there should be a disputes resolution process.

Proposals 50 – 54: Processes - Role of territorial authorities

Council supports all these proposals especially the need for wide public consultation on any draft development plan.

Proposal 55: Processes –Role of Regional Councils

Council would like to see more direct involvement of the regional council in the initial development of a project as many developments may require gaining a consent regarding water takes, discharges and impact on infrastructure such as flood protection schemes.

Section 4: Urban Development Authorities

Proposals 56 – 61: Urban development authorities - Organisational form

Council supports the proposal to have a mix of possible entities that can qualify to be an urban development authority including council controlled organisations and territorial authorities.

Proposal 62: Urban development authorities – Objectives

Council acknowledges that the objectives set are broad to enable flexibility on the type of development and urban authority may undertake.

Proposals 63 -64: Urban development authorities – Accountability and monitoring

Accountability and monitoring is a critical component to the success of any project but it would also be important that there is an audit and risk responsibility at the local level as well as central

government especially if a council controlled organisation or territorial authority is the designated entity for the development project.

Proposals 65 – 66: Urban development authorities – Delegations

The idea of delegating some powers is supported but there would need to be strict criteria and lines of accountability and responsibilities by the Board of Directors to the delegated entity.

Proposals 67– 71: Urban development authorities – Lead development entities, Disestablishment, Market based negotiations

The Council supports these proposals.

Section 5: Land assembly, compulsory acquisition and reserves

Proposals 71 -74: Land assembly – Market based negotiations

The Council supports these proposals.

Proposals 75 -81: Land assembly – Compulsory acquisition

To assign the same powers for compulsory land acquisition to Urban Development Authorities as other Crown entities is not supported by Council. The concern by Council is the Urban Authority does not have the same public accountability that is held by a Minister of the Crown. It would be more acceptable to Council if the Minister for Land Information had final sign off.

Proposal 82: Land assembly – Value of compensation

The Council supports this proposal.

Proposals 83 – 88: Land assembly – Assembling public land, Dealing with lesser interests in land, Amalgamation and subdivision

The Council has concerns about the powers being given to an Urban Authority to compulsorily transfer public land and remove any covenants or easements that may already have a public purpose to the Authority without any public consultation or recourse to discuss alternative options.

Proposals 89 – 96: Reserves- General matters, Limitations on powers, Management plans and by-laws, other matters

The Council supports the constraints and procedures, including the need for public consultation, placed on the Urban Authority regarding Reserves and the limitations on powers. The same limitations should also be applied to other public land mentioned in Proposals 83-88.

Section 6: Planning, land use and consenting powers

Proposal 97: Planning, land use and consenting- Decision-making

The Council supports the recommendations in this proposal.

Proposals 98 – 100: Planning, land use and consenting – Role of existing RMA instruments and entities

The Council does not support an Urban Authority being able to override any existing or proposed district plan provisions which have gone through the public Schedule 1 process of the Resource Management Act 1991. The above proposal could generate conflicting planning outcomes within a district and a lack of general integrated planning throughout a region when there is already an integrated approach through The Waikato Plan and the Future Proof Sub-Regional Growth Strategy.

Proposals 101- 104: Planning, land use and consenting – Development plan

The Council does not support the development plan being able to override or replace the regional policy statement, regional plan and district plan. Equally the Council does not support rules being developed independent of consultation with either the local authority or the local community. This sets precedence and could raise community expectations that such rules should apply district wide.

Proposals 105 – 107: Planning, land use and consenting – Consenting and enforcement

The Council supports only the regional council and/or territorial authority being able to grant the application as this maintains transparency and fairness for the local community regarding the development.

Proposal 108: Planning, land use and consenting- Activities included in the development plan (Process A)

The Council would like to see that the application may be notified which is consistent with **Proposal 109 - Activities not included in the development plan** (Process B). It is important that both components of the development plan have consistent provisions. Council reiterates its previous comment about who will bear the responsibility and associated costs for monitoring, enforcement and depreciation once the Urban Development Authority has been disestablished. Council have had experience of this situation with the revocation of many kilometres of roads following the completion of the Waikato Expressway and there are hidden costs of such a 'gift'.

Proposals 110 – 111: Planning, land use and consenting- Designations and heritage orders

The Council supports the processes outlined in **Proposal 110 -111** regarding designations and heritage orders. Designations are particularly important because they will be preserving rights for future roads, flood management, rail and schooling development and form part of long term, integrated planning.

Section 7: Infrastructure

Proposals 112 – 118: Infrastructure – General matters

The Council strongly opposes all of these proposals and disputes that there will be no cost to the receiving organisation as there will be future maintenance and depreciation costs which cannot be presumed to be totally covered by the new rating base being created once the development plan is completed.

To grant such strong powers without any consultation or possible mediation/negotiation recourse is a very heavy 'top down' approach and could have unintended consequences on infrastructure that is

currently operating successfully. For example, being able to stop or move local and private roads and connections to state highways could have hidden costs to the rest of the community.

Proposals 119 – 122: Infrastructure- Independent method for providing infrastructure

The Council opposes these proposals on the same grounds as above in that the cost to alter or upgrade any infrastructure to accommodate the development may fall on the general rate payer and this places other communities at a disadvantage whose need may be greater than that being demanded by the development plan. Such a method could well impact on the Long term Planning Strategy of Council with extra costs and trigger the Special Consultative Process. Council should be compensated for this if effects on local infrastructure are required.

Proposals 123– 124: Infrastructure- Link with local government planning

The Council does not support these proposals as it grants extremely strong powers to the Urban Authorities which are at odds to how the rest of the communities are expected to develop in our District.

Proposals 125– 126: Infrastructure – Performance requirements and standards

The Council supports these proposals for consultation with the relevant agencies prior to exercising their powers but would like to see a process for independent mediation should agreement not be possible and agrees there should be no debt of have to purchase the assets being vested. This acknowledges, however, that there will be ongoing maintenance costs once vested.

Proposals 127– 131: Infrastructure – Winding-up the development project

The Council has no issues regarding the processes outlined for the winding-up of a development project.

Section 8: Funding and financing

Proposals 132– 135: Funding and financing – General matters

The Council has concerns a targeted infrastructure charge being levied for the lifetime of the asset may place a burden on the new development property owners to the point that it defeats the purpose of providing ‘affordable’ housing solutions.

Proposals 136– 139: Funding and financing- Collecting targeted infrastructure charges

The Council understands the rationale behind the collection of the targeted rates by territorial authorities but challenges how achievable it will be to give accurate information about the anticipated annual charges if the development takes several years to complete.

Proposals 140– 145: Funding and financing- Cross border funding issues

It is important that there is a provision for a third party to become involved should there be a dispute about determining the appropriate share of costs of providing facilities and amenities that may benefit landowners outside the development area. The converse is also applicable and should be included in any cross boundary funding issues.

Section 9: Māori interests in urban development and land use

Proposals 146– 151: Māori interests – Honouring Treaty settlements

The Council supports these proposals should Urban Authorities be introduced.

Proposals 152– 158: Māori interests – Process of establishing a development project

The Council supports these proposals should Urban Authorities be introduced.

Proposals 159– 160: Māori interests – Preparation of a development plan

The Council supports these proposals should Urban Authorities be introduced.

Proposals 161– 164: Māori interests – Rights of first refusal

The Council supports these proposals should Urban Authorities be introduced.

Proposals 165– 169: Māori interests- land assembly powers

The Council supports these proposals should Urban Authorities be introduced.

Section 10: Other matters

The Council supports the Government not having prescriptive thresholds such as minimum and maximum project costs or land area as the idea for the Authorities should be to have flexibility.

The Council also agrees that the principles-based criteria are better placed in the purpose and definition of urban development which is to be set out in the legislation.

The Council does not support the idea of development projects being able to proceed without territorial authority agreement because it is important to have integrated development and not establish an 'us and them' environment. This does not bode well for healthy decision-making.

There should be provision for a mediation process should there be a difference of opinion between the Urban Authority and the Territorial Authority.

The Council has no further comment on transitional matters.

The question of market provision of infrastructure is difficult to assess but it would be naïve to expect no impact on the relevant territorial authority's balance sheet and debt ratio if the infrastructure was vested in the territorial authority. The question of depreciation would be one issue that would affect a balance sheet.

The Council does not support the idea that such development projects should be exempt from the requirements of the Overseas Investment Act 2005.

The Council wishes to thank Government for the opportunity to provide feedback on the proposed legislation regarding the establishment of an Urban Development Authority.

Open Meeting

To	Strategy & Support Committee
From	Tony Whittaker General Manager Strategy & Support
Date	2 May 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	CDR0502/1721871
Report Title	Request for Funding – Review of <i>Raglan Naturally</i>

I. EXECUTIVE SUMMARY

The purpose of this report is to present a request for funding from the Raglan Naturally Project Steering Committee towards the cost of reviewing *Raglan Naturally* - Raglan's community plan.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the Committee recommends to Council that a funding contribution of \$5,000 is made from the **Administration Expenses (Grants & Donations)** budget to support the review of *Raglan Naturally*;

AND FURTHER THAT, once developed, *Raglan Naturally's* priority projects be put forward for funding consideration in Council's Long Term Plan for 2018-2028.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1. Background

The first *Raglan Naturally* community plan was adopted in 2001 by the Raglan Community Board (RCB). The plan was subsequently updated in 2008.

Raglan Naturally aims to generate opportunities for local employment, new business and planned growth while protecting and enhancing Raglan's unique character and diversity by having special regard for the environment. The community plan is a reference document and blueprint for community and Council focus in Raglan.

A community-based *Raglan Naturally* Project Steering Group has been established. The Project Steering Group involves key stakeholders (including representation from the RCB) to review the community plan. There are currently 11 members¹ from across various community sectors within Raglan on the Project Steering Group. The steering group is responsible for overseeing the review of *Raglan Naturally* by:

- Building on the foundations of *Raglan Naturally* 2001.
- Developing ongoing, working relationships with all key stakeholders.
- Developing and establishing a business case for the review of *Raglan Naturally*.
- Review, measure and critically analyse *Raglan Naturally* 2001 and 2008 based on achievements, successes and completed developments.
- Inform and implement Council's Our Plan Objectives.

3.2. Discussion

The *Raglan Naturally* Project Steering Group has identified the need for *Raglan Naturally*, Raglan's community plan, to be reviewed.

The review will entail a refresh the current community plan's vision and may include more tourism-specific interventions. Support for a greater focus on tourism initiatives in Raglan is outlined in Council's Economic Development Strategy 2015 and its subsequent Work Programme (2016/17).

The Raglan precinct has also been identified as an 'emerging experience' in the *Hamilton & Waikato Tourism Opportunities Plan*². Close consultation and planning for tourism development with the Raglan community is essential and will form an integral part of the review of *Raglan Naturally*.

The project group have prepared a project proposal and are now in the process of securing funding to proceed.

¹ Deb King, Tony Mayow, Kelly Murphy, Meredith Youngson, Rangimonehu Kereopa (RCB), Lisa Thomson (Ward Councillor), Rolande Paekau (PMR), Sebastian Walter, Latesha Randell, Grant Cushman, Te Aronui Maihi

² *Hamilton & Waikato Tourism Opportunities Plan*: <http://www.hamiltonwaikato.com/media/3202/hwt-opportunities-plan-by-trc-tourism-290716.pdf>

The *Raglan Naturally* Project Steering Group is seeking funding of \$5,000.00 from Council to help with the review of *Raglan Naturally*.

3.1 OPTIONS

- 1) The Committee may decide that the request of the *Raglan Naturally* Project Steering Committee is approved and an allocation of partial or full funding requested be made.
- 2) The Committee may decide that the application is declined.
- 3) The Committee may decide that the application be deferred.

4. CONSIDERATION

4.1 FINANCIAL

The review of *Raglan Naturally* is estimated to cost \$87,350.00.

The *Raglan Naturally* Project Steering Group is seeking funding of **\$5,000.00** from Council towards the cost of the review. Council has an Administration Expenses (Grants & Donations) budget of \$10,000 per annum to assist community organisations with administration costs.

The Project Steering Group will be applying for other sources of funding to make up the outstanding amount required to complete the community plan.

4.2 LEGAL

Nil.

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Once developed the *Raglan Naturally* priority projects will be used to inform Council’s Long Term Plan 2018-2028.

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input checked="" type="checkbox"/>	Collaborate <input checked="" type="checkbox"/>	Empower <input checked="" type="checkbox"/>
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<p>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).</p>	<p>The Raglan Naturally Steering Group will engage with the community through a series of workshops to review Raglan Naturally. Members of the community also form part of the Steering Group. This will be a plan for the community by the community and will therefore address different levels of the engagement spectrum.</p>
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External stakeholders that have been or will be engaged with:

Planned	In Progress	Complete	
	√		Internal
	√		Community Boards/Community Committees
	√		Local iwi
	√		Households
	√		Business
	√		Schools
	√		Young people
	√		Key stakeholders - Hamilton & Waikato Tourism, Raglan Chamber of Commerce

5. CONCLUSION

Consideration by the Committee is required with regard to this funding request from the *Raglan Naturally* Project Steering Group. The recommendation/s will then be forwarded to Council for adoption.

6. ATTACHMENTS

Nil.

PROJECT PROPOSAL

Attention:

For: Waikato District Council

Raglan Naturally 'Community Plan' 2017

6 March 2017

Summary of project proposal vision

Raglan Naturally Proposed Vision

To produce a Raglan Naturally Plan by Spring 2017.

- To meet the call from the community for an updated community plan.
- To help with engagement between the community, the RCB, and Waikato District Council.
- To fit in with plans being developed such as the: Tourism Waikato's Destination Action Plan, Long Term Plan, District Plan and Annual Plan all that specifically call for integration with the Raglan Naturally Plan.

RN brief background

2016 Raglan Naturally Celebration

On 28th August 2016, the Raglan Community Board held the event Raglan Naturally: **A Community Plan** to; -

- celebrate Raglan Naturally 2001 achievements
- gauge the communities interest in reviving the document, and bringing it into 2017.

It was an absolute success on all counts, and at that time interested parties put forward their names to be part of a Raglan Naturally Interim Steering Group.

Since being endorsed by the Raglan Community Board, the Project Steering group have since been meeting fortnightly to see how this document might be revived.

The following proposal acknowledges that and aspires to be totally inclusive.

The project steering group

The interim RN Project Steering Group was endorsed by the Raglan Community Board preceding the above celebrations. Elected representatives have since joined the group and to date is comprised of:

Deb King, Tony Mayow, Kelly Murphy, Meredith Youngson, Rangimonehu Kereopa (RCB), Lisa Thomson (Ward Councillor), Rolande Paekau (PMR), Sebastian Walter, Latesha Randell, Grant Cushman, Te Aronui Maihi

Youth representation is still to be sought.

Primary role of the project steering group is to:

1. Build on the foundations of RN2001
2. Develop ongoing, working relationships with all key stakeholders

Proposed timeframe

Initially the group will apply for funding to smaller local organisations to support the Project Coordinator(s) role to engage and commence with the project.

Our proposed timeframe is scheduled as follows:

Secure funding for:	By when (2017)
Project Coordinator(s)	1 June
Project Facilitator	31 June
Public Relations, Communications	30 July
Website	30 July
Community Building Workshops (x3) – 1 dedicated to tangata whenua/iwi	30 June
Open Consultation Meetings (x4) – 2 dedicated to tangata whenua/iwi	1 July – 31 August
Focus Group Forums (x9) – 2 dedicated to tangata whenua/iwi	1 July – 31 August
Information collation, document creation	1 Sept - 31 Oct
RN 2017 Draft 1 completed	1 Nov - 30 Nov
Feedback and consultation meetings Draft 1 – to finalise (x2)	1 Dec – 31 Dec

We aim to secure a Project Facilitator by the end of March. Community Building workshops to be held in May. Community consultation meetings and focus groups will commence in June and run simultaneously over a three-month period.

Please see our proposed project programme breakdown in attachment 1 below for further details. **(Suggest that this will preempt what and when the workshops will happen-to be added).**

Shared project coordinator role

The Project Steering Group have identified the need for a paid Project Co-ordinator. 20 hours a week at \$30 per hour.

The Project Steering Group nominated Kelly Murphy with the shared support of Rolande Paekau.

The Project Coordinator(s) shared role will be to:

- source and apply for funding to RCB, and other local organisations to fulfil and implement the Project Steering Groups' vision

- determine the Project Facilitators job description, rate and role
- develop and establish RN 2017 business case
- review, measure, critically analyse and update RN 2001, 2008 based on achievements, successes and completed developments

Project facilitator role

The project steering group have identified the need for a paid Project Facilitator. The project facilitators role will be to:

- lead and facilitate open consultation meetings and or focus area discussions of RN2017 with the wider community, tangata whenua and any other key stakeholders
- engage, collect and collate information from open consultation meetings and focus groups
- compile, update and format content to go into RN 2017

Proposed objectives

To initiate the revitalisation of Raglan Naturally 2017, the Project Steering Groups primary objectives are to:

- 1) Source adequate funds to resource the Project Coordinator(s) and Project Facilitator roles
- 2) Source adequate funds to resource RN 2017 process of community engagement
- 3) Source adequate funds to resource the publication of RN 2017

Project high-level outcomes

We project we can aim to achieve the following four (4) high-level outcomes:

- 1) To facilitate an open and successful community planning process, led by the community for the community
- 2) To provide a community led blueprint for other communities to easily pick up and use
- 3) To deliver a living document that will be updated on an ongoing, long term basis according to community input and needs
- 4) Develop and establish an ongoing working relationship with Waikato District Council

Project budget

Initially we projected an estimated budget of **\$ 87, 350.00** would be needed to undertake and support the development of RN 2017 based on the 2001 process that was primarily led by WDC.

However, we believe we can come in under that budget with some smart resourcing and community sponsorship, and financial investments.

Our projected budget can be broken down into the following categories; -

Project Coordinator x2: Hrly rate of \$30, x2 10 hrs ea per week	\$ 16,000.00
Project Facilitator: Flat contract rate 16 mtgs @	\$ 25,000.00

\$1,250K ea, \$5K for document information collation, and writing	
Community Building Workshops: x3 @ \$150 ea	\$ 450.00
Open Consultation Meetings: x 4 @ \$500 ea	\$ 2,000.00
Focus Group Forums: x 9 @ \$500 ea	\$ 4,500.00
Public Relations / Communications	\$ 5,000.00
Website	\$ 16,000.00
Printing, publishing	\$ 18,400.00

Next steps and acceptance

On behalf of the Raglan Naturally Steering Group, we look forward to meeting with the XXXX panel, should our proposal be accepted for an opportunity to further discuss. We would gratefully appreciate any potential in-kind donation or funding investment you may have to contribute toward the project.

Thanks for the opportunity to submit our proposal.

Nāku iti enei ra,

Draft Version

Open Meeting

To	Strategy & Support Committee
From	TG Whittaker General Manager Strategy & Support
Date	8 May 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1722035
Report Title	Unfunded Council Projects List for Funding Consideration by the Waikato District Community Wellbeing Trust

I. EXECUTIVE SUMMARY

The purpose of this report is for the Committee to consider the attached unfunded Council projects list as per applications made to Waikato District Community Wellbeing Trust ('the Trust') in 2017. Once adopted by Council the unfunded project list will be forwarded to the Trust for its consideration.

A total of eight applications have been received and assessed by Council's Community Development Advisor. These have been summarised in the attached unfunded project list.

Applications for the Trust closed on Friday 24 March 2017. Advertising for the fund took place from December 2016 till March 2017 by the following means:

- Newspaper public notices
- A link to the application documentation on the Council website and social media.
- Individual discussions and meetings with community groups and Council staff.

The Trust grant allocation process is contestable and is intended to assist community groups, non-commercial groups and voluntary organisations within Waikato district.

The following criterion applies:

Projects must benefit the wider community.

- Applications must demonstrate broader community support for the project.
- Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals or commercial entities will not be accepted.
- Applications can be up to 100 percent of the total cost of the project.

- It is preferable if the funding enables a project to commence and be seen through to completion.
- Applications must demonstrate how the balance of the funds required for the event/project will be obtained.
- Grants will not be uplifted until all other funds have been secured for the project.
- Projects need to be on Council’s unfunded project list in order to be considered for funding.
- Priority will be given to capital expenditure items only.
- Only one application for any project can be made to the Trust within a two year period.
- Grants will not be given to oppose consent decisions or to contest legal cases.
- Funding applications for projects that have already been completed will not be considered (i.e. no retrospective funding).
- A project accountability report must be completed within 2 months of the completion of the project before being eligible for further funding.
- A project status update must be provided to the Trust if the funds have not been expended by 30 June of the financial year in which the fund was granted.
- Projects must contribute to the following Waikato District Council’s Community Outcomes and Goals:

- **People**

We will develop and maintain relationships and partnerships and provide accessible services, facilities and activities that create a supported, healthy, safe and engaged community.

- **Economy**

We will promote sustainable growth, maintain accessible, safe and connected infrastructure and services create an attractive business environment and provide sound financial governance.

- **Energy**

We will provide active leadership, empowerment and collaboration in our business

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Strategy & Finance Committee considers the unfunded project list and recommends the final list to Council for adoption prior to it being forwarded to the Waikato District Community Wellbeing Trust for funding consideration.

3. ATTACHMENTS

- Unfunded Council Projects List

Applicant Name: Tamahere – Mangaone Restoration Trust		Project Name: Stage two of the Tamahere Reserve boardwalk project.	
Total Cost of Project: \$26,061.73	Wellbeing Trust Funding Sought :	Other Funding Sought: \$13,000.00	
In Hand \$	\$13,061.73		
Project Background:			
<p>Tamahere-Mangaone Restoration Trust engage in restoration work in their community. The Trust consists of 5 members and 4 volunteers along with the local Rowing Club who help with the man power of the projects.</p> <p>The Trust wants to start the Tamahere Reserve stage 2 of the boardwalk located on Tamahere road. This track is well used by the Community and others that visit. Recent monitoring shows weekly 196 people use the track.</p> <p>This track walkway varies with over half of the path in the bush. This Reserve is special as it is used for Eco sourced seeds from 15 species of plants which are being produced and collected for Tamahere – Matangi.</p> <p>The Trust is constructing and replacing approximately 100 meters of the existing temporary boardwalk. Building to commence through the summer 2017 and 2018.</p>			
The group /community provided supporting letters from:			
– Jan Simmons – Chair Waikato Ecological Restoration Trust			
Project Justification Tamahere-Mangaone Restoration Trust is the Kaitiaki of the management of the Reserve. The construction of the new boardwalk is vitally important as visitor and user group numbers increase, the standard of the current boardwalk is undesirable for the protection of the surrounding wetlands.			
Staff Comments: The site identified is on Council land. Staff has advised the Tamahere-Mangaone Restoration Trust of the need to contact Council regarding any consenting required.			

Applicant Name: Raglan Community Arts Council Inc.		Project Name: To build a new theatre and clay shed on the Old School site in Raglan	
Total Cost of Project: \$592,567.02	Wellbeing Trust Funding Sought:	Other Funding Sought: \$118,679.88	
In Hand \$	\$57,500.00		
Project Background:			
<p>Raglan Community Arts Council wants to build a new creative space behind the Raglan Old School Building on 5 Stewart Street, which will replace the old metal weatherboard sheds.</p> <p>Raglan Community Arts Council is an organisation that nurtures and develops the arts in Raglan Whaingaroa. RCAC consists of 50 volunteers for this project.</p> <p>The new building will accommodate the clay activities, community dance/drama classes and can also be utilised by all community groups in the Raglan Whaingaroa.</p> <p>Development of facilities at the Raglan Old School Arts centre is part of the Raglan Naturally Plan.</p> <p>The building is a two level building that will house the clay activities on the first floor and the performing, music and other activities on the second floor.</p> <p>The Raglan population is forecasted to double over the next 50 years.</p> <p>The plans for the new build are displayed at the Centre and at the Raglan Library.</p> <p>Upon all funding being secured towards the project it is envisage that the project will commence in April 2018 and be completed by August 2018.</p>			
The group /community provided supporting letters from:			
<p>Attached to the application are supporting documents from key arts practitioners, iwi, community and those who have expressed an interest in the use of the new building.</p> <ul style="list-style-type: none"> – Ruth Hare Drama Trix Performing Arts – Bob McLeod Raglan Lions Club President – The Monster Company – Raglan Sailing Club – The Raglan House – Whaingaroa Environment Centre 			

- 'Ahoy'-Creative Crew
- Mighty Mighty Music
- Surfside Church
- Raglan Ballet
- Jet Collective
- Barbara MP Taranaki-King Country

Project Justification

The existing facility is at its capacity limit with 3 children's clay classes a week, 2 adult workshops and 2 after school children's dance/drama classes. The RCAC envisage that the new building will meet the Communities demands for more classes.

There is a shortage of space for the increasing number of performing, visual and music art activities that are being carried out across a wide sector of the Raglan community

The Raglan Community Arts Council exists primarily for the mutual benefit, success and support of members and to facilitate public access to creative spaces that are purpose built to carry out various arts activities. The Raglan Community is supportive of the project.

Staff Comments: The site identified is on Council land. Staff have advised the Raglan Community Arts Council of the need to contact Council regarding any consenting required

Applicant Name: Opuatia Community Centre		Project Name: To upgrade to the exterior of the building	
Total Cost of Project: \$57,500.00	Wellbeing Trust Funding Sought:	Other Funding Sought: \$7,500.00	
In Hand \$20,000.00	\$30,000.00		
<p>Project Background:</p> <p>The Opuatia Community Committee wants to restore and repaint the exterior of the 100 year old hall building. The work involved includes the repairs to the all windows, doors, walls and roof to remove the rotting material and worn paint. For this project the scaffolding equipment required is donated. A qualified trade's person will undertake to project to completely undercoat, partial repairs to the roof and repaint the entire building.</p> <p>The Committee consists of 7-15 volunteers who will assist where needed.</p> <p>Further information has been requested ie. User groups, supporting letters and documentation.</p>			
The group /community provided supporting letters from:			
Project Justification: The Opuatia Hall provides a meeting and venue space for anyone within their rural area.			
Staff Comments: The site identified is on Council land. Staff have advised the Opuatia Community Hall of the need to contact Council regarding any consenting required			

Applicant Name: Waikato Playcentre Association**Project Name:** To new build an new Playcentre facility in Raglan**Total Cost of Project:** \$1,004,737.00**Wellbeing Trust Funding Sought:****Other Funding Sought:** \$440,901.00**In Hand** \$517,000.00

\$46,836.00

Project Background:

The Raglan Centre would like to build a new play centre within the grounds of Raglan Area School – to commence November 2017. Venue will provide SPACE sessions for new **parents**, play centre sessions for 0-5 year olds and adult education covering positive parenting and community strengthening.

The Waikato Play centre Association (Raglan) recognises and supports parents with their children. They offer education on child initiated play infant 0-5 and adult education. Raglan Centre consists of 20+ volunteers and 15 families.

- SPACE 4 times a week – 9:30-12pm
- play centre – 9:15am through 12pm
- Adult Education – 2 hours to full day (9-6) depending on the workshops / topics)

The group /community provided supporting letters from:

- Tracy Frew - parent of the association
- Susan Sallis – Plunket
- Barbara Kuriger MP Taranaki –King Country.

Project Justification Further information regarding feasibility studies, survey and feedback with the Raglan community has been requested from the Association.

Staff Comments: The site identified is on private land. Staff have advised the Waikato Playcentre Association of the need to contact Council regarding any consenting required.

Applicant Name: Holy Trinity Church

Project Name: To replacement of the front facing Hall window in Jesmond Street, Ngaruawahia.

Total Cost of Project: \$11,516.85

Wellbeing Trust Funding Sought:

Other Funding Sought: \$

In Hand \$1,500.00

\$10,016.85

Project Background:

The Ngaruawahia Anglican hall is not only used by the church but consistently used by Community groups. All groups that use the hall are all volunteers mostly being the elderly, local hui's and Health & Welfare.

The hall needs repairs and the Church wants to replace the large window looking onto Jesmond Street. The window has rotted which means it leaks and is very dangerous and could cause further problems to the building. The window has been looked at to be repaired but the Church has been advised that it's beyond repair and needs replacement.

The Church recognises that the hall is under high demand from local Community groups and supplying a safe and dry venue is now an urgency.

The group /community provided supporting letters from:

- Perter Wiggins – Ngaruawahia Police Youth Aid Officer
- Anne Patterson – Ngaruawahia Senior Citizens & Friendship Club
- Rosemary J Higgins – Secretary of The Care and Craft Centre of New Zealand Trust

Project Justification

Staff Comments: The site identified is on private land. Staff have advised the Holy Trinity Church of the need to contact Council regarding any consenting required.

Applicant Name: Ngaruawahia RSA Memorial Club Inc.

Project Name: To upgrade the building roof

Total Cost of Project: \$56,668.55

Wellbeing Trust Funding Sought:

Other Funding Sought: \$

In Hand \$

\$56,668.55

Project Background:

Ngaruawahia RSA would like to partially replace their roof. They have had repairs done in 2014 in the hall and restaurant area and it was maintained regularly but now this requires replacement.

The work requires professional tradesman to undertake the project in order to meet the RSA Health & Safety legal requirements.

The RSA have 6 volunteer members that help with the maintenance where needed and have helped trying to upkeep (painting and small leaks) the existing roof.

The Ngaruawahia RSA hosts a variety of events and social evenings for the community of Ngaruawahia. There are variety of groups such as the card, eight ball & darts clubs and the local history group that meet at the club on a regular basis.

There are 460 members registered with the Ngaruawahia RSA Memorial Club Inc.

Further information has been requested for the RSA regarding seeking other funding towards the project and letters of support.

The group /community provided supporting letters from:

Project Justification Ngaruawahia RSA want to ensure that the memorabilia inside is protected and that they can continue on with supplying a community facility that is safe and dry. The Ngaruawahia RSA feel that by maintaining the facility it is giving the community a building that it can be proud of and that it also attracts more visitors to the town.

Staff Comments: The site identified is on private land. Staff have advised the Holy Trinity Church of the need to contact Council regarding any consenting required.

Applicant Name: Waikato District Council Parks and Facilities Department			Project Name: Conservation Management Plan for The Former Flour Mill		
Total Cost of Project: \$9,600 + GST		Council Funding Sought : \$9,600 + GST		Other Funding Sought: \$	
In Hand \$					
Project Background:					
<p>The consultants (Dr Ann McEwan, Heritage Consultancy Services) will prepare a Conservation Management Plan (CMP) for the former Lamb's Mill granary & store following the template established by the Raglan Pillboxes CMP (March 2017). The Conservation Management Plan will adhere to best practice, professional standards and conform to the ICOMOS New Zealand Charter (2010). Research and investigation undertaken for the CMP will include ground penetrating radar (GPR) scans to determine the level of reinforcing present in the perimeter walls of the structure. Consideration will then be given in the CMP to identifying necessary remedial works and future work to improve seismic resilience.</p> <p>Staff have already requested and received a proposal from Heritage Consultancy Services for a Conservation Management Plan for The Former Flour Mill.</p>					
The group /community has been advised and provide the following feedback:					
Restoring and repurposing the Old Flour Mill is a Ngaruawahia Community Board priority project.					
Project Justification					
A Conservation Management Plan is sought to provide an account of the history and heritage significance of the Four Mill, to assess the current condition, and to make recommendations for the ongoing conservation of this historic structure.					
Staff Comments:					
A Conservation Management Plan has recently been completed for the Pillboxes in Raglan by the same Consultant. The same template will be used for consistency. Staff have already requested and received a proposal from Heritage Consultancy Services for a Conservation Management Plan for The Former Flour Mill.					

Applicant Name: St Andrews Presbyterian Church, Te Kauwhata Youth Centre

Project Name: Project I – Stage II Youth Centre Ramp
Project 2 – Stage III Youth Centre Roof Replacement and Electrical Work

Total Cost of Project: Project I \$14,937.64
Project II \$77,306.1
In Hand \$2,500.00

Council Funding Sought : \$12,450.00

Other Funding Sought: \$77,294.15

Project Background:

The Youth Centre, which is situated behind St Andrews Presbyterian Church in Scott Road, was opened and dedicated to the Youth of Te Kauwhata and District on 3 August 1957. The Centre will be 60 years old this August and now requires new wheel chair access and replacement of the roof.

Stage I of the Youth Centre upgrade was the remodelling of the kitchen at a cost of \$14,390.00 plus GST which was funded by a \$5,000.00 grant from The Trusts Community Foundation, \$1,000.00 from the Church Shop, \$6,000.00 from a term deposit and the balance from general funds.

Stage II will be the upgrading of the disability access to the hall. This will involve a new (wider) doorway, a ramp to meet the 12:1 grading standard, a weatherproof cover over the ramp and extending to the carpark area, handrail and drainage work necessary to prevent flooding.

Stage III of this project has come about due to the age of the building and construction materials used. The current iron roofing has deteriorated to such an extent that rain is causing leakage into the Michelangelo ceiling tiles. There is also concern about the possibility of water getting into the electrical work. The Church intend to fix the ceiling temporarily to keep the premises safe for the community while raising funds to complete the project.

Insulation will be included as part of the upgrade as currently the hall is very cold during winter months and the new lowered ceiling panels will allow for insulation to be installed. Currently the ceiling panels follow the roofline. The upgrading and installing new lighting is included in the replacement. The new lighting will be more energy efficient than the current fluorescent tubing.

The group /community has been advised and provide following the following feedback:

The Youth Centre is used by a number of community organisations, some weekly and others only once or twice a year.

Letters of support for the application are from the following: Jan Sedgwick (Whangamarino Ward Councillor); Te Kauwhata Primary School, The Coffee Group, and the Card Making Group.

Other users of the Centre include (but are not limited to) Indoor Bowls, Martial Arts, Growing Swag Dance Group, NZ Police (for Blue Light Disco), A & P Show, Community Meet and Greet (various clubs and services in our community), fundraising events e.g. Discos.

Church run programmes include The Youth Group, Annual Light Party, Waitangi Day Family Evening, Gold Club (get together for the over 65s), Sunday School, World Day of Prayer, Men's Group.

The Centre is also used for funerals when required. It has been used by community groups when their normal facility is not available.

Project Justification This upgrade work will ensure the Youth Centre is available for future use by the community.

Staff Comments: The site identified is on private/Council land? Staff have advised the St Andrews Presbyterian Church, Te Kauwhata Youth Centre of the need to contact Council regarding any consenting required.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	15 May 2017
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 1691600
Report Title	Civic Financial Services Limited Statement of Intent

I. EXECUTIVE SUMMARY

Civic Financial Services Limited is owned by Councils across New Zealand and supplies a range of financial services specifically to Local Government. Council's investment in Civic as at 30 June 2016 was \$58,532, which equates to a 0.37% holding.

Civic's final Statement of Intent for the year ended 31 December 2017 is attached for information. The 2016 Annual Report is now available and can be found on Civic's website <http://www.civicfs.co.nz>.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

3. ATTACHMENTS

- I. Civic Financial Services Limited Statement of Intent for the year ended 31 December 2017

**CIVIC FINANCIAL SERVICES LIMITED
(formerly trading as Civic Assurance)**

STATEMENT OF INTENT

FOR THE YEAR ENDED 31 DECEMBER 2017

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1.0 Mission Statement

Mission Statement of Civic Financial Services Ltd
To provide superannuation and risk-financing solutions to the local government sector

2.0 Corporate Goals

The specific goals of the Company are:

- 2.1 To operate as a sound and successful business.
- 2.2 To be the primary supplier of risk-financing and superannuation services to the local government sector.
- 2.3 To investigate and facilitate, as appropriate, new products and markets in risk-financing and superannuation and such other markets that it believes could prove beneficial to its shareholders and the local government sector.

3.0 Nature and Scope of Activities

- 3.1 The Company provides superannuation services for local government and local government staff via SuperEasy and the SuperEasy KiwiSaver Superannuation Scheme.
- 3.2 The Company provides administration, reinsurance, accounting, and a range of other services to LAPP, Riskpool, CLP (Civic Liability Pool) and CPP (Civic Property Pool).
- 3.3 The Company investigates and facilitates as appropriate such new risk-financing and superannuation services and/or markets that it believes will prove beneficial to its shareholders and the local government sector.
- 3.4 In a modest and selective way the Company provides sponsorship for a range of local government activities at regional and national level.

4.0 Profits, Dividend Policy & Projections

Civic is projecting a total profit over the next three years of approximately \$1,000,000. This follows three profitable years in 2014, 2015 and 2016.

The Company historically has had three main sources of revenue: fees from providing administration services, insurance premiums, and investment income. The profit outlook from these three sources is as follows:

Profits from providing administration services: The bulk of Civic's income in 2017 will come from providing administration services. See the three-year projections below.

Profits from providing insurance: There will be no profits from providing insurance in 2017. In December 2016, your Board decided to withdraw Civic's application for a full insurance licence. This was not a decision taken lightly. The Board's main reason for this action was that in the current market Civic could not have written insurance profitably. There is nothing to prevent the Company in the future applying for a full insurance licence and/or re-opening a 100% reinsured Civic Property Pool if this is what the sector wants and market conditions make this viable.

Profits from investment income: Civic's investment income is mainly from its rental income from Civic Assurance House, a ten-storey Wellington CBD office building. Shareholders will be asked at a Special General Meeting planned to be held in September whether they wish Civic to retain ownership of this building. A report listing the pros and cons of retaining ownership will be provided to shareholders before they are asked to vote on this matter. If shareholders support a sale and a satisfactory price can be obtained, then the building will be sold and the sale price of the building net of selling costs will be distributed to shareholders. The sale price would allow a special dividend of around 70 cents per share.

Financial projections for 2017 to 2019 are:

	2017	2018	2019
Fee Income	\$2,760,000	\$2,764,000	\$2,900,000
Investment Income	\$328,000	\$91,000	\$95,000
Revenue	\$3,088,000	\$2,855,000	\$2,995,000
Expenses	\$2,750,000	\$2,546,000	\$2,586,000
Surplus before tax	\$338,000	\$309,000	\$409,000

Please note that these are projections, not firm predictions.

5.0 Performance Targets and Measures

- 5.1 To provide superannuation services to at least 90% of local authorities.
- 5.2 To continue to be an efficient and effective administration manager for LAPP, Riskpool, CLP and CPP.

6.0 Reporting to Shareholders

- 6.1 An audited annual report for 2016 by 30 April 2017.
- 6.2 A report on the first half of 2017 by 30 September 2017 containing a review of the Company's operations during the half year and unaudited half-yearly accounts.

7.0 Acquisitions/Disposals

Any acquisition or disposal that is equivalent to 50% or more of the Company's assets will constitute a "major transaction" under the Company's constitution and approval of the shareholders will be sought in accordance with the constitution. Any acquisition that is equivalent to 25% or more but less than half of the Company's assets will constitute a "minor transaction" under the Company's constitution and consultation with shareholders will take place. The disposal of Civic Assurance House would be deemed to be a major transaction and as such would require 75% of those voting to vote in favour if the sale is to proceed.

8.0 Transactions with Related Parties

The Company has 72 local authority shareholder members plus TrustPower (holding 1.21% at 7 February 2017). Local Government Superannuation Trustee Limited and Local Government Mutual Funds Trustee Limited are wholly owned subsidiaries of the Company. Because it is sharing management resources, the Local Authority Protection Programme (LAPP), Riskpool, CLP and CPP are also considered to be related parties. Transactions with shareholder members include risk-financing services and superannuation related financial services.

Charges to and from shareholder members will be made for services provided as part of the normal trading activities of the Company and its subsidiaries. Transactions with shareholder members are on a wholly commercial basis.

***** END *****

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	11 May 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	GOV1318
Report Title	Summary of Movements in Heritage Project Fund to 30 April 2017

1. EXECUTIVE SUMMARY

To provide the Committee with a summarised report giving balances of all the Heritage Project Fund including commitments as at 30 April 2017.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Summary of Movements in Heritage Project Fund to 30 April 2017.

HERITAGE PROJECT FUND

	PR 5PS5-5022-E0-1700
2016/2017 Annual Plan	40,000.00
Carry forward from 2015/2016	32,113.00
Total Funding	<u><u>72,113.00</u></u>
Expenditure	
14-Mar-17 Heritage in Te Kauwhata pamphlets	437.00
Total Expenditure	<u>437.00</u>
Income	
Total Income	<u>-</u>
Net Expenditure	<u>437.00</u>
Net Funding Remaining (Excluding commitments)	<u><u>71,676.00</u></u>
Commitments	
29-Aug-16 Te Kowhai Community Committee - eight new signs that portray the history of Te Kowhai (HPF1608/04/2)	4,453.43
06-Dec-16 Gordonton Woodlands Trust - upgrade of bathroom facilities (HPF 1612/05/2)	3,887.83
Total Commitments	<u>8,341.26</u>
Net Funding Remaining (Including commitments) as of 30 April 2017	<u><u>63,334.74</u></u>

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	1 May 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable the Strategy & Finance Committee to deliberate and make decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Strategy & Finance Committee to deliberate and make decisions on the following items of business:

Confirmation of Minutes dated Wednesday 22 March 2017

Receipt of Audit & Risk Subcommittee Minutes dated Wednesday 22 March 2017

REPORTS

a. Heritage Assistance Fund – Allocation of funds

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(a)(b)(i)(ii)(c)(i)(f)(i)(ii) **Section 48(1)(a)(i)(ii)(d)**

b. Tamahere Recreation Reserve Development

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(h)(i)(j) **Section 48(1)(3)(d)**

c. Strategic Agreement on Future Urban Boundaries between Hamilton City Council and Waikato District Council

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(h) **Section 48(1)(3)(d)**

d. Debt Write off for Pre Application Advice for Resource Consent and Application to change conditions (S127) of a granted consent

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: **Ground(s) under section 48(1) for the passing of this resolution is:**

Section 7(2)(a) **Section 48(1)(3)(a)(i)(ii)(b)(i)**

e. Silverspur Developments Limited (in liquidation) – Unpaid Debt

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)

Section 48(1)(3)(a)

f. Economic Development Update

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(f)(h)(i)(j)

Section 48(1)(3)(a)(d)

g. Civic Financial Services Limited Annual General Meeting

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Reason for passing this resolution to withhold exists under: Ground(s) under section 48(1) for the passing of this resolution is:

Section 7(2)(a)

Section 48(1)(3)(d)

3. ATTACHMENTS

Nil