

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

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Ms K Bredenbeck, representative from Waikato Enterprise Agency, will be in attendance from 9.15am to discuss item

6.1

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 22 November 2016

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GJ Ion

CHIEF EXECUTIVE

Agenda2017\S&F\170222 S&F OP.dot

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	29 November 2016
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Strategy & Finance Committee meeting held on Tuesday 22 November 2016.

2. RECOMMENDATION

THAT the minutes of the meeting of the Strategy & Finance Committee held on Tuesday 22 November 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

S&F minutes 22 November 2016

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 **TUESDAY 22 NOVEMBER 2016** commencing at **1.02pm**.

Present:

Cr JM Gibb (Chairperson)

His Worship the Mayor Mr AM Sanson [*from 1.04pm until 1.06pm and from 1.11pm until 2.28pm and from 2.32pm*]

Cr A Bech

Cr DW Fulton

Cr S Henderson

Cr SD Lynch

Cr RC McGuire

Cr FM McNally

Cr BL Main [*until 2.00pm and from 2.04pm*]

Cr EM Patterson

Cr JD Sedgwick

Cr LR Thomson [*until 2.24pm and from 2.26pm*]

Attending:

Mr G Ion (Chief Executive)

Mr T Harty (General Manager Service Delivery)

Ms S Duignan (General Manager Customer Support)

Mr T Whittaker (General Manager Strategy & Support)

Mrs LM Wainwright (Committee Secretary)

Ms A Diaz (Finance Manager)

Ms S Kelly (Youth Engagement Advisor)

Ms G Jones (Legal Counsel)

Ms L Van Den Bemd (Community Development Advisor)

Mr C Morgan (Economic Development Manager)

Ms D Dalbeth (Business Analyst)

Mrs J Vernon (Strategic Planning and Resource Management Team Leader)

Ms S Monrad (Corporate Planner)

Mr B MacLeod (Raglan Community Board Chairperson)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Sedgwick/Patterson)

THAT an apology be received from and leave of absence granted to Cr Church and Cr Smith.

CARRIED on the voices

S&F1611/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Thomson/McInally)

THAT the agenda for a meeting of the Strategy & Finance Committee held on Tuesday 22 November 2016 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.

CARRIED on the voices

S&F1611/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

RECEIPT OF MINUTES

Resolved: (Crs McGuire/Sedgwick)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 27 September 2016 be received.

CARRIED on the voices

S&F1611/03

REPORTS

Approved Counterparty Review
Agenda Item 5.1

Resolved: (Crs Lynch/Main)

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

CARRIED on the voices

S&F1611/04

His Worship the Mayor entered the meeting at 1.04pm during discussion on the above item and was present when voting took place.

Civic Assurance Half Yearly Accounts to 30 June 2016
Agenda Item 5.2

Resolved: (Crs McInally/Thomson)

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

CARRIED on the voices

S&F1611/05

His Worship the Mayor withdrew from the meeting at 1.06pm during discussion on the above item and was not present when voting took place.

Local Government Funding Agency Annual Report 2016
Agenda Item 5.3

Resolved: (Crs Sedgwick/Thomson)

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

CARRIED on the voices

S&F1611/06

His Worship the Mayor re-entered the meeting at 1.11pm during discussion on the above item and was present when voting took place.

Summary of Movements in Discretionary Funds to 10 November 2016
Agenda Item 5.4

Resolved: (His Worship the Mayor/Cr Sedgwick)

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

CARRIED on the voices

S&F1611/07

Treasury Report to 30 September 2016
Agenda Item 5.5

Resolved: (Crs Bech/Henderson)

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

CARRIED on the voices

S&F1611/08

Update on Youth Engagement
Agenda Item 5.6

Resolved: (Crs Sedgwick/Patterson)

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

CARRIED on the voices

S&F1611/09

Community Engagement Update
Agenda Item 5.7

Resolved: (Crs McNally/Bech)

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

CARRIED on the voices

S&F1611/10

2016-2017 First Quarter Non-Financial Performance Report
Agenda Item 5.8

Resolved: (Cr Patterson/His Worship the Mayor)

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

CARRIED on the voices

S&F1611/11

Plan Change 14 Raglan Rezone – Operative Date
Agenda Item 5.9

Resolved: (Crs McNally/Thomson)

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

AND THAT pursuant to clause 20 in Schedule I of the Resource Management Act 1991, staff arrange a public notice that declares operative the provisions in Plan Change 14 Raglan Rezone.

CARRIED on the voices

S&F1611/12

Economic Development Update
Agenda Item 5.10

Resolved: (Crs McNally/Thomson)

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

CARRIED on the voices

S&F1611/13

Strada Corporation Limited – Exemption from being classified as Council Controlled Organisation
Agenda Item 5.11

Resolved: (Crs Fulton/Bech)

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

AND THAT pursuant to section 7(3) of the Local Government Act 2002 (“LGA”) Waikato District Council exempt Strada Corporation Limited (“Strada”) from being classified as a council controlled organisation, for the purposes of section 6(4) of the LGA;

AND FURTHER THAT on reaching its decision, the Council has taken the following matters into account:

- a. **Strada has ceased trading and is therefore no longer a council controlled trading organisation;**
- b. **Strada has realised almost all its assets and is in the process of returning its capital to Council;**
- c. **There is a cost benefit to Strada and Council not having to comply with the statement of intent and monitoring provisions set out in Part 5 of the LGA;**
- d. **When the asset realisation process is completed Strada will have no further activities to undertake. Its only asset will be a balance of \$625,000.00, receivable from Waikato Quarries Limited. Strada will have no liabilities other than contingent liabilities as guarantor under the Quarry Sale Agreement between Waikato Quarries Limited and Fulton Hogan Limited.**

CARRIED on the voices

S&F1611/14

Cr Main withdrew from the meeting at 2.00pm during discussion on the above item and was not present when voting took place.

Credit Card Surcharge
Agenda Item 5.12

Resolved: (His Worship the Mayor/Cr McGuire)

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

AND THAT the credit card surcharge amount is set at 2.0% of the credit card transaction value;

AND FURTHER THAT the surcharge percentage is re-visited in six months time once actual data has been received and reviewed.

CARRIED on the voices

S&F1611/15

Cr Main re-entered the meeting at 2.04pm during discussion on the above item and was present when voting took place.

Objection to Development Contributions – Tamahere Eventide Home Trust
Agenda Item 5.13

Resolved: (Crs Sedgwick/McInally)

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

AND THAT the Committee recommend to Council passing on the costs of the external commissioners to the applicant.

CARRIED on the voices

S&F1611/16

Heritage Project Fund Assessment Team
Agenda Item 5.14

Resolved: (Crs Patterson/McInally)

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

AND THAT the following two Councillors be appointed to the Heritage Assessment Team:

**Cr Church, and
Cr McGuire.**

CARRIED on the voices

S&F1611/17

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (His Worship the Mayor/Cr Henderson)

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:

Receipt of Minutes:

- **Strategy & Finance Committee dated Tuesday 27 September 2016.**

REPORTS**a. Debt Write Off – Property 1010264**

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)(a)(i)

b. Professional Negligence and Weathertight Homes Claims – Six Monthly Report

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)(a)(i)

CARRIED on the voices

S&F1611/18

Cr Thomson withdrew from the meeting at 2.24pm during discussion on the above item and was not present when voting took place.

Cr Thomson re-entered the meeting at 2.26pm during the public excluded section of the meeting.

Having resumed open meeting the following report was considered:

Financial Review of Key Projects

Add. Item

Resolved: (Crs McNally/Lynch)

THAT the report from the Chief Executive be received.

CARRIED on the voices

S&F1611/23

Resolutions S&F1611/19 - S&F1611/22 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 2.37pm.

Minutes approved and confirmed this day of 2017.

Cr J Gibb
CHAIRPERSON
Minutes2016/S&F/161122 S&F Minutes

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	4 January 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Minutes – Audit & Risk

I. EXECUTIVE SUMMARY

To receive the minutes of the Audit & Risk Committee meeting held on Monday 19 December 2016.

2. RECOMMENDATION

THAT the minutes of the meeting of the Audit & Risk Committee held on Monday 19 December 2016 be received and that the following resolutions be adopted by the Strategy & Finance Committee:

Internal Audit Programme - A&R1612/04/6
Agenda Item 5.5

THAT the Strategy & Finance Committee support focus on resolving existing audit recommendations rather than progressing additional internal audit activity at this stage;

AND THAT an allocation of internal audit funding be used to progress the recommendations from the Risk Maturity Assessment;

AND FURTHER THAT the updated Strategic Risk Register be used to formulate a new list of internal audit activity.

Strategic Risk Update - A&R1612/04/10
Agenda Item 6.5

THAT the revised Strategic Risk Register be provided to Council for information.

3. ATTACHMENTS

A&R 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 held on **MONDAY 19 DECEMBER 2016** commencing at **9.00am**.

Present:

Ms M Devlin (Chairperson)
His Worship the Mayor Mr AM Sanson
Cr A Bech
Cr JM Gibb
Cr B Main

Attending:

Cr Fulton
Cr Lynch
Mr TG Whittaker (Acting Chief Executive)
Ms S Duignan (General Manager Customer Delivery)
Mr T Harty (General Manager Service Delivery)
Mrs RJ Gray (Council Support Manager)
Ms A Diaz (Finance Manager)
Mr R Java (Procurement Manager)
Mr C Clarke (Roading Manager)
Mrs K Jenkins (Project Management Advisor)
Ms M Russo (Corporate Planner)
Mrs A Parquist (Customer Delivery Manager)
Mr K Lockley (Zero Harm Manager)
Mr V Ramduny (Strategy & Planning Manager)
Mr M Wilcock (Chief Information Officer)
Ms B Nand (KPMG)
Mr D Sutton (KPMG)
2 staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Gibb/Bech)

THAT an apology be received from and leave of absence granted to Cr Sedgwick.

CARRIED on the voices

A&R1612/01

The Chair noted an apology from Mr Pieterse and Ms Proctor, Audit New Zealand.

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

THAT the agenda for a meeting of the **Audit & Risk Committee** held on **Monday 19 December 2016** 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;

AND THAT in accordance with **Standing Order 3.7.2** the order of business be changed with agenda item **6.2 [Zero Harm Update]** being considered after agenda item **5.2** and agenda item **2.3 [Cash-Free Council Operations]** being considered as the first report on the public excluded agenda.

CARRIED on the voices**A&R1612/02****DISCLOSURES OF INTEREST**

The Chair advised members of the Committee that she would declare a non-financial conflict of interest in items containing discussion on City Care.

RECEIPT OF MINUTES**Resolved: (Cr Gibb/His Worship the Mayor)**

THAT the minutes of a meeting of the **Audit & Risk Committee** held on **Tuesday 27 September 2016** be received.

CARRIED on the voices**A&R1612/03****REPORTS****Procurement and Contract Management Review**

Agenda Item 5.1

The report was taken as read. The General Manager Strategy & Support provided a brief overview on the report including support of the recommendations by the Executive Team. He acknowledged further work was required on the 'one up' approval process which has been committed to. It was noted that the project was in place to deliver the outcome on the electronic 'one up' approval purchase ordering system. The software will be more prescriptive to enable reporting on risk transactions. A pilot group has been set up to work through the process prior to the wider rollout by the end of the financial year.

The overall recommendations have been included into a procurement work programme which includes a 'simplification' project. Mr Sutton, representing KPMG, provided key highlights from their internal audit and answered questions from the Committee.

Key issues raised:

- Opportunity to consolidate suppliers
- The need to take a more strategic approach to procurement ie what you are trying to achieve with the spend.
- Contract Management documentation. Agreed that Council needs to improve this as a centralisation of reporting is not readily accessible to all.
- The need to tighten up the approved supplier process.

Members were happy with responses and timelines in the KPMG report.

KPMG suggested that once management work through the issues in the Procurement and Contract Management Review Draft Report a follow up review might be useful to ensure risks have been appropriately mitigated.

The Committee noted that a balance between a system which provided rigour and efficiency must be achieved.

Resolved: (Crs Gibb/Bech)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/1

Waikato District Council Health and Safety Framework
Agenda Item 5.2

The report was taken as read and the Zero Harm Manager provided the following highlights:

- busy year for Council in terms of zero harm programme
- tertiary level of achievement in the Work Safety Management Programme with ACC
- compliance with the new H&S at Work Act 2015
- emerging culture within the organisation.

The General Manager Strategy & Support agreed that the safety framework is continuing to improve, including enhanced reporting through to the Executive Team. He confirmed the strategy is tested to ensure compliance with legislation.

The Zero Harm Manager advised that there is a programme for maintenance of assets that could cause a health and safety issue, eg chemical storage included in the Strategic Plan but there is an opportunity to have a much more structured programme.

The Chair requested to attend a site visit of a Council operation to gain an improved understanding of the nature of the operations and hazards and risks associated with Council operations.

The Committee were supportive of the progress made during the year.

Resolved: (Crs Main/Gibb)

THAT the report from the Chief Executive be received.

CARRIED on the voices

A&R1612/04/2

Zero Harm Update
Agenda Item 6.2

The report was taken as read and the Zero Harm Manager provided a brief overview of key items for noting.

Resolved: (Crs Main/Bech)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/3

NZ Transport Agency Investment Audit 2016
Agenda Item 5.3

Tabled: NZ Transport Agency Investment Audit Report

The report was taken as read. The Roading Manager provided an overview and spoke on the tabled item.

The General Manager Strategy & Support agreed to review the audit report to see if any lessons could be learned to support the recommendations in the KPMG internal audit around contract management. The Roading Manager agreed to confirm the issues in the tabled report at the next Audit & Risk meeting.

Resolved: (Crs Main/Bech)

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

CARRIED on the voices

A&R1612/04/4

Risk Management Framework Maturity Assessment
Agenda Item 5.4

The report was taken as read and the General Manager Strategy & Support confirmed that the Executive Team has received the report and has endorsed the recommendations. A key strategy to support moving forward was more regular reporting on progress to the Executive Team.

Mr Sutton advised that the level of risk maturity is consistent with other councils. The expectation is not for councils to be at the high level. The assessment is no criticism and is looking for re-energising of the framework. More effective governance can be achieved by managing the key risks (ie those risks that matter). It was suggested that Council look at the risk profile during the development of the LTP. It was agreed that small but meaningful changes will result in a more effective risk framework. Staff will consider the roadmap in the report and develop a work programme, an update of which will be regularly reviewed by the Committee.

The General Manager Strategy & Support advised that staff are managing risks every day. The objective now is to ensure they use the appropriate framework.

The Committee was comfortable with the road map and requested that staff work with KPMG to fast track some of the recommendations.

Resolved: (Crs Bech/Gibb)

THAT the report from the Acting Chief Executive be received

CARRIED on the voices

A&R1612/04/5

Internal Audit Programme
Agenda Item 5.5

The report was taken as read. Additional internal audit work carried out externally not included on list: conflicts of interest and the subsequent broader procurement management report. KPMG has also been asked to undertake an internal audit of the Raglan Kopua Camp.

The Chair noted that the focus should now be on reducing the outstanding audit recommendations from the previous internal audits, including the Audit New Zealand Audit Management report items.

The General Manager Strategy & Support agreed with the comments provided by the Chair and advised that in the early part of 2017 staff would formulate an internal audit programme based on the revised strategic risks recently updated by the Committee.

Resolved: (Crs Bech/Main)

THAT the report from the Acting Chief Executive be received;

AND THAT the Committee support focus on resolving existing audit recommendations rather than progressing additional internal audit activity at this stage;

AND FURTHER THAT an allocation of internal audit funding be used to progress the recommendations from the Risk Maturity Assessment;

AND FURTHER THAT the updated Strategic Risk Register be used to formulate a new list of internal audit activity.

CARRIED on the voices

A&R1612/04/6

The meeting was adjourned at 10.26am and resumed at 10.46am.

Project Management Audit Actions Update
Agenda Item 6.1

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

The General Manager Strategy & Support advised that simplification was a key theme of the audit. The establishment of the Project Management Forum is a key cross organisation team of leaders who have been mandated to implement outcomes defined in a terms of reference. This terms of reference has been signed off by the Executive Team and will deliver on the recommendations in the audit. This will ensure broad organisation support for the recommendations rather than being the responsibility of a Project Management Adviser.

Resolved: (Crs Gibb/Bech)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/7

Post Project Reviews
Agenda Item 6.3

The report was taken as read. The Chief Information Officer provided a brief overview of the Crypto Virus report and noted the team is continually looking at business continuity practices. He considered the organisation is well protected. It was agreed that constant reinforcing to staff regarding the risks around emails is important.

It was agreed that subcontractor management from an IT security perspective was important in terms of protecting our network. The Chief Information Officer would review controls in place.

The Committee was pleased that staff had a process in place to learn from project/process outcomes and looked forward to further reviews in the future.

Resolved: (Crs Gibb/Bech)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/8

Update on Progress Against Issues Raised in the Interim Management Report
Agenda Item 6.4

The report was taken as read. The Corporate Planner provided a brief overview and answered questions from the Committee.

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/9

Strategic Risk Update
Agenda Item 6.5

The report was taken as read. The Corporate Planner advised that the Strategic Risk Register will be completed by the next Audit & Risk Committee meeting in March 2017.

As this had not been shared with the full Council it was agreed that following a workshop with the Committee, a report be provided to Council advising of work in progress. A further report was requested for the Audit & Risk Committee meeting in March.

Resolved: (Crs Gibb/Bech)

THAT the report from the Acting Chief Executive be received;

AND THAT the revised Strategic Risk Register be provided to Council for information.

CARRIED on the voices

A&R1612/04/10

ICT Security Risk Assessment Update
Agenda Item 6.6

The report was taken as read. The Chief Information Officer spoke of some key points;

- focussing on Information Strategy and Business Continuity planning
- Disaster recovery (Tuakau Office)
- Back up recovery testing.

The Chair raised the impact of disruptive technology. The General Manager Strategy & Support agreed this was relevant and important it was considered as part of future thinking.

The General Manager Service Delivery advised of progress on strategic plans around wastewater, transport, looking at where growth is at and where things are occurring. The team were exploring options to rationalise infrastructure around waters, parks and study on transport around facilities and infrastructure.

It was agreed that there is an additional opportunity and risk in the Waikato district coping with growth and putting a strain on the business. Forward thinking is required in this area, eg libraries and modern communities.

The Chair and Committee were keen to follow progress and close off some risks in this area.

Resolved: (Crs Gibb/Main)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/11

Updated Future Workplan
Agenda Item 6.7

The Council Support Manager agreed to schedule dates for the Audit & Risk meetings for 2017.

Resolved: (Crs Bech/Gibb)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/12

Update on Internal Audit and Quality Improvement
Agenda Item 6.8

The report was taken as read. The General Manager Customer Support shared some observations regarding the staff turnover level of 16%. The Executive Team is reviewing a more structured work programme in this area. It was agreed there was a need to understand the metrics better, to form a plan (early in the New Year) that is more intuitively dealing with the challenges rather than ad hoc responses. This is a strategic risk to the business and the Committee was keen to ensure it was being appropriately managed.

Resolved: (Crs Gibb/Bech)

THAT the report from the Acting Chief Executive be received.

CARRIED on the voices

A&R1612/04/13

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (His Worship the Mayor/Cr Bech)**THAT** the report of the Chief Executive be received;**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

- a. **Receipt of Minutes dated Tuesday 27 September 2016.**

REPORTS

- a. **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)(f)(i)(h)(i)(j)

Section 48(1)(a)(d)

- b. **Register of Members' Interests Elected Members & Senior Staff**

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)(i) (h) (i) (j)

Section 48(1)(a)(d)

- c. **Cash-free Council Operations**

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

Section 7(2)(f)(g)(h)(i)(j)**Section 48(1)(a)(d)****CARRIED on the voices****A&R1612/05**

Resolutions A&R1612/06 – A&R1612/08 are contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed at 12.05pm.

M Devlin

CHAIRPERSON

Minutes2016/A&R/161219 A&R M.docx

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	13 February 2017
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Waikato Enterprise Agency

1. EXECUTIVE SUMMARY

To advise the Committee that Kim Bredenbeck from the Waikato Enterprise Agency will be in attendance to present the i-Site Operational Report for July to December 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Waikato Enterprise Agency i-Site Operational Report for July to December 2016



2017

ISITE OPERATIONAL REPORT FOR JULY TO DECEMBER 2016



Waikato Enterprise Agency
Kim Bredenbeck
2/1/2017

GLOSSARY

- WEA -Waikato Enterprise Agency.
- RTO-Regional Tourism Organisation
HWT
- Hamilton Waikato Tourism is the name of our RTO
- NZT - New Zealand Tourism
- FIT- Free Independent Travellers overseas travellers using their own means to travel around NZ
- i-SITE -Visitor Information Centres affiliated to Tourism New Zealand These agencies are Qual Marked and audited with very strict guidelines to operate within
- Yammer - iSITE networking on-line communication tool
- Famils - Short for familiarisation tours
- Regional Cluster Meetings- The Waikato Regional Network of 15 visitor centres meeting on a 6 weekly basis to share ideas and work together in cooperation with the Waikato RTO
- New Zealand Inc - The big picture for tourism our identity and reputation as a country

Tourism Data and Statistics

For the year ended March 2016

- **Total tourism expenditure was \$34.7 billion, an increase of 12.2 percent from the previous year.**
- International tourism expenditure increased 17.1 percent (\$1.7 billion) to \$11.8 billion, and contributed 17.4 percent to New Zealand's total exports of goods and services.
- **Domestic tourism expenditure increased 7.4 percent (\$1.4 billion) to \$20.2 billion.**
- Tourism generated a direct contribution to GDP of \$12.9 billion, or 5.6 percent of GDP.
- The indirect value added of industries supporting tourism generated an additional \$9.8 billion for tourism, or 4.3 percent of GDP.

EXECUTIVE SUMMARY

The following report reflects the operational activities of the Raglan and Huntly iSITE's (*Information Centre's*). This report tracks 6 months activity from July to December 2016 and covers the low, medium and the beginning of the high season in tourism terms.



The Huntly site continued to observe and host a steady stream of visitors seeking information pertaining to walks, cycling, hiking and tramping as the weekend warriors departing Auckland on a Friday evening and returning on Sunday continue to emerge as a valuable sector we call them the Three F's Sector.

FUN	FITNESS	FOOD
☘ Financially secure 40's to 70's keen on doing things together and getting out of the city	☘ This sector wants to stay fit and active doing a range of activities from hiking, paddling to surfing etc	☘ Experience food and a variety of cuisines and cooking styles

Current International Trends

(Source National Business Review)

Migration, tourist numbers at peak

2:06 pm on 31 January 2017

The number of people travelling to New Zealand to live or visit is greater than ever before. The number of visitor arrivals rose by 12 percent to new heights of almost 3.5 million. "People coming over for holidays made up more than half of the visits in 2016," For the year, Australia made up 40 percent of the nearly 3.5 million visitors, followed by China on 12 percent and the United States on 8 percent.

"Arrivals from Australia increased by 9.2 percent per annum from the previous year, despite its labour market weakening and the economy contracting by 0.5 percent in the September quarter," Infometrics economist Hilary Parker said.

"A possible explanation is that people are choosing to travel to New Zealand



Tourisms contribution to the Waikato District

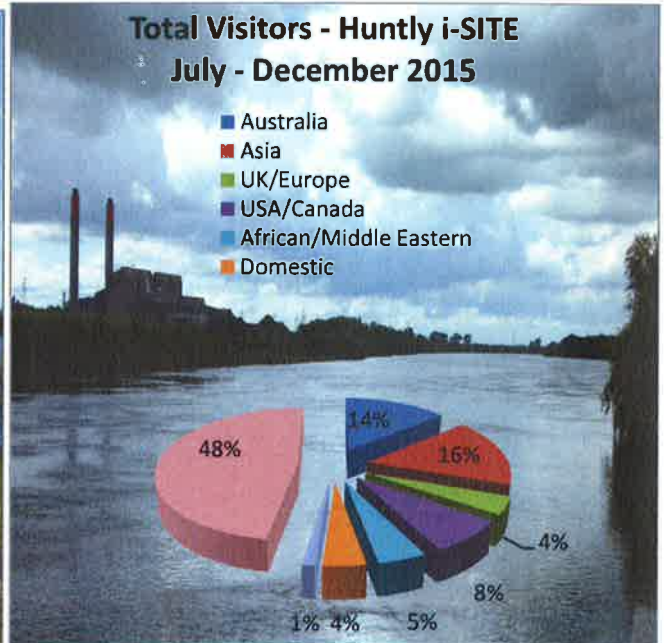
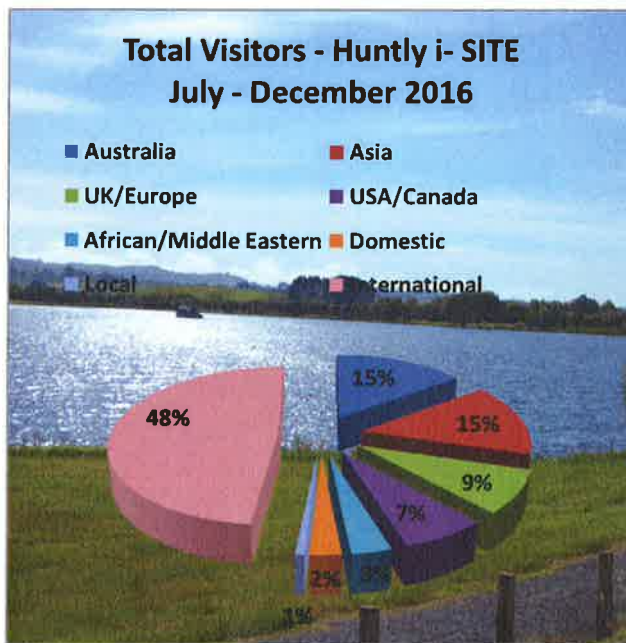
One in Six (16.6%) jobs held by Waikato district residents are supported by Tourism this was reported by the Tourism Industry Association in 2015.

Tourism is New Zealand's largest export industry in foreign exchange earnings. It employs 7.5 percent of the New Zealand workforce. It contributes to 34.7 billion to the economy and the Waikato is benefitting; with our natural resources, location to Hobbiton, Auckland Airport etc.

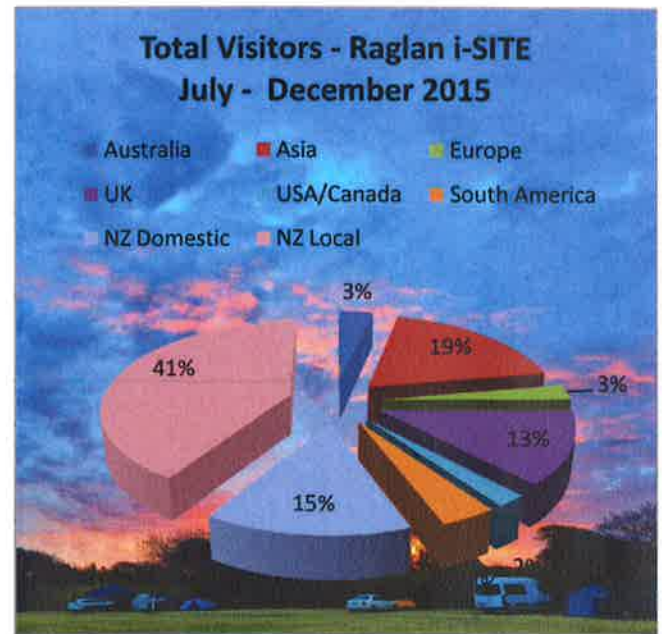
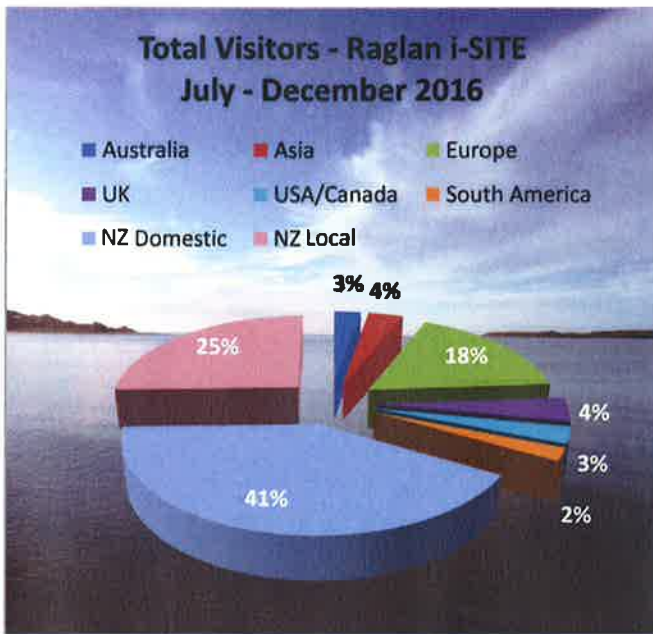
The iSITES hosted a combined total of **46,672** visitors for the six months of July to December 2016. Down slightly on last years combined total of **47,153** the decrease is observed from our domestic NZ market in Huntly largely due to our inclement weather. The weather has always impacted on tourism and consequently our teams at Raglan and Huntly have been recording daily weather patterns to corroborate our data findings and analysis. The relevance and impact the weather has on domestic and



over a six month period. Particularly local and domestic visitors as they opt to hit the malls or stay home when the weather is not conducive to outdoor activities. The winter, spring and start of summer months had a total of 184 days for visitors to travel. Of those days 104 had rain or showers and were cloudy. 174 had temperatures below 25 degrees this has impacted on visitor numbers as New Zealanders are less inclined to undertake tourism activities in bad



International visitors are holding at 48% and the Free Independent Travellers (FIT) will be reported in the annual report with greater analysis from our high period of Jan, Feb, March as these months tend to provide greater numbers. The FIT sector along with our domestic sector is the most desirable visitors to attract into our district.



Local Residents and New Zealand Domestic visitors continue to use the Raglan iSITE making up a total of 66% of the traffic recorded. This is in contrast to last year for the same period at 56%.

Raglan is an iconic destination and remains popular with New Zealanders across the board. Our team try and collect regional data from the domestic visitor sector when possible and many are coming from the Auckland and greater Waikato regions.

The Asian visitor market was down, with good growth being registered from Europe.

The summer statistics will be interesting to analyse our initial scan indicates that the inclement weather from the later part of last year has continued during summer yet our bookings for member's accommodation and activities are higher than expected.

The Waikato District and Raglan Visitor Centre's have been hosting visitors, local and domestic enquiries since 1997 in Huntly and 1999 for Raglan. The Waikato Enterprise Agency has held the contracts for this period of time and we want to acknowledge the partnership with council in this service.

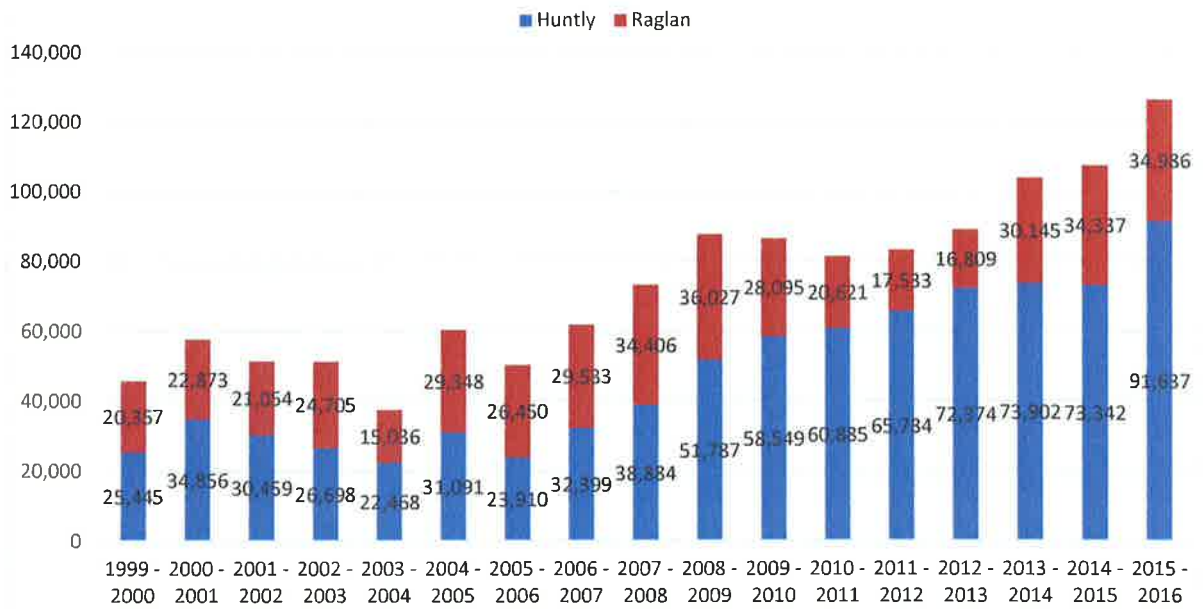


Below is a look at our visitor statistics during this time and it shows some of the highs and lows we have had that have impacted on our sector over the past 2 decades.

It does show steady growth and showed excellent foresight by the council in 1997 to promote the district its people, businesses and tourism operators to visitors to our district.

We went from hosting 45,802 visitors in 1999 from both sites to hosting over 120,000 visitors in 2015/2016. Our statistics reflect interactions with visitors we do not record visitors that come into our site without speaking to our staff.

Information Centre Visitor Statistics 1999 - 2016

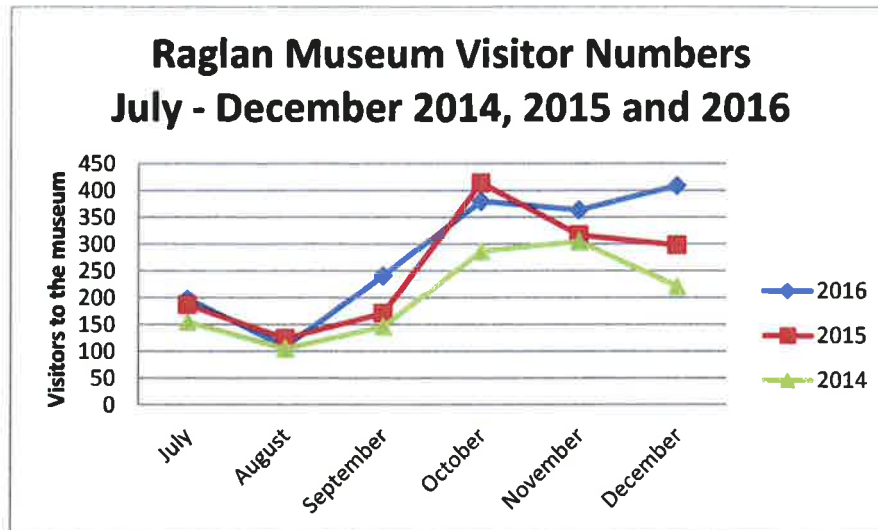


The Waikato Enterprise Agency is proud of its model as it has never asked for extra investment beyond its annual contracted figure in 20 years all signs, brochure racks, internal improvements have been funded by us. We have a strong policy to develop our own talent within our Waikato District Communities of Huntly and Raglan and our current team leader in Raglan started as a young cadet over 4 years ago.

The Museum at Raglan has the good fortune to be housed with the iSITE and is able to be open for very long hours as the iSITE is open 7 days per week 364 days per annum closed only for Christmas Day. Visitors to the Raglan Museum continue to grow as the quality and standard of exhibitions remain very high. Feedback from visitors assures our team the committee at the Museum are doing an excellent job.

Museum Statistics 2015-2016

Museum Visitor Statistics			
Month	2016	2015	Difference
July	199	187	12
August	109	124	-15
September	241	171	70
October	380	414	-34
November	364	317	47
December	409	298	118
Total	1702	1511	+198



Trip Advisor is a travel tool that over 200 million people have downloaded and use when travelling. Any seasoned tourist will use this site to look at reviews and suggestions. The iSITE's at Raglan and Huntly are consistently receiving great reviews, there is a simple capacity for a person to seriously damage a business by posting a negative review and the team are mindful of this.

Below is a review that most iSITES dream of getting and it was posted in July 2016 regarding service a visitor had received from a staff member at our Huntly iSITE.

This review has attracted many visitors since and our team can be very proud of what is a pretty fantastic endorsement of our expertise and customer service model.

Taken from Trip Advisor



"This place rescued my North Island trip"

Review of [Huntly i-SITE Visitor Information Centre](#)



Sunil C. Leicester, United Kingdom

[Huntly i-SITE Visitor Information Centre](#)

156 Great South Road, Huntly 3700, New Zealand

+64 7-828 6406

Ranked #2 of 6 [things to do in Huntly](#)

"This place rescued my North Island trip"

Reviewed 9 July 2016

I was travelling around the North Island of New Zealand back in February 2016 in a camper van. I had only 2 weeks to reach Wellington to drop the van off and so many sights to see. I spent almost a week just in the Northlands and I didn't know how to manage all the other places because they were not exactly in a straight line. I went to the Huntly i-site and met Janelle. I explained my situation and she immediately left what she was doing to help me plan. She got out a map and told me I should go to Waitomo that same afternoon, so I could see the caves. She then suggested I could visit some other local sights the next morning before going to Hobbiton. From Hobbiton I would go to Rotorua and stay the night and then go to Wai O Tapu the next day and Mitai Maori Village in the evening. Then on to Lake Taupo and then the following day to Napier and the Hawke's bay wineries. I honestly don't know how I would have managed without Janelle's help. She was so helpful, she booked my tickets for Waitomo and Hobbiton, recommended the camp sites I should stay at, gave me a discount code for Mitai Maori village (this code is not normally available to the public) and wanted to impart much more information to me but I had to leave in order to reach Waitomo, so she had to kindly say that she wished there was more time but I needed to leave to make it to Waitomo in time. I think I had 15 minutes to spare in the end and was lucky because once I arrived the tour I went on (with Spellbound) was fully booked up. Also her recommendations for lesser known sights in the area was brilliant. I had an amazing second week with the van and saw so many beautiful places, thanks to her planning. The i-sites of New Zealand were all very good but Huntly does deserve a special mention. visited February 2016

"Huntly i site great both Janelle and Yvi gave all information we wanted and more thank you."

Reviewed 18 May 2016

Were sent to Manor Views thanks Janelle 4 poster bed great view just great. The history of Manor Views and rest of Huntly was all good. Yvi sent us to other places on our way home we could not do it all as we did not have another week. Thanks

Visited May 2016

Cate S Port Macquarie, Australia  39 helpful votes

"Best souvenirs."

Reviewed 30 April 2016

Could this be the best i-SITE in North Island, NZ? We found reasonably priced souvenirs and the staff were very welcoming and helpful with their advice and brochures.

Visited April 2016

Sandra R Hamilton, New Zealand

 23 helpful votes

"Don't just drive past"

Reviewed 28 April 2016

I admit I have driven right past this i-Site dozens of times over the years, wondering why such a small place needs one. I was pleasantly surprised today when I finally visited it. Very helpful lady behind the desk, brochures from all over the country and lots of neat souvenirs/gifts. Check out the artwork on the fence and the view of the power station across the river.

Visited April 2016
Maastricht, The Netherlands

 5 helpful votes

"The best I site!"

Reviewed 12 April 2016

Ganille was very helpful when I explained my plans visiting Northland for a couple of days. She really listened to what I was looking for and made flexible reservations for 4 nights. Perfect service !!

Visited March 2016



"awesome customer service"

Reviewed 1 week ago

If you need real local information about Whaingaroa (Raglan) go talk to the awesome staff of the I site - they rock! Great electric bikes for hire too.

billjohnson291

Pahiatua, New Zealand

"good service"

karina f

Cambridge, New Zealand

"i-SITE with a view"

Reviewed 18 December 2016

popped in the other day with my family and discovered they had a museum in the i-SITE at Raglan. Also the two girls were very helpful and knowledgeable. i sat down by the window that had some chairs while looking at my new found brochures with accommodation etc and admired the beautiful water view over across the way. I was...[More](#)

"Very helpful"

Reviewed 10 September 2016

I arrived to ask about local walks and came away with lots of options and was very happy with the service I received. Thanks!

Annkatrin S

"information"

Reviewed 14 July 2016

They have a really nice service and they gave me personal advice. I was searching for a surfing course and I they helped me a lot.

"Awesome service"

Reviewed 11 July 2016 [via mobile](#)

Lovliest staff, lady on front desk 10/07/16 was extremely helpful when it came to a personal issue I needed help with!! Many thanks!

swiss_globetrotter86

Chur, Switzerland

Sandra R

Hamilton, New Zealand

"Excellent customer service"

Reviewed 26 May 2016

I often visit Raglan and have never needed to visit the iSite so I thought it was time I did. I met an absolutely lovely lady who offered good advice regarding different places I could visit to take photos. A knowledgeable local who offered great customer service. I think people forget that iSites are not just about **providing** brochures

PROMOTIONAL STORIES

As we look to effectively promote and market our district our teams are researching their communities to identify and present good local stories as they look to develop their sales techniques by way of story telling our local history, it gives us unique point of difference whilst also enabling us to better promote our members and on-sell our district.

VISITORS ARE LOOKING TO PURCHASE MEMORIES NOT MEMENTOS!

We have welcomed some new members to our teams in Raglan and Huntly and they bring a broad range of experience, skills and education to ensure we continue to grow and improve our products and services. We are developing a strategic focus for the next 5 years and the plan will be presented to council when we deliver our Annual Report in August.

As a service and host industry we ensure our team is able to undertake tourism training and customer service training as the opportunities present. The teams at both visitor centres have continue to grow their education and skills in the tourism sector and we are extremely pleased with their commitment to customer service and any unhappy customer feedback is addressed immediately although the vast majority of feedback is extremely positive



The iSITE at Huntly and the iSITE at Raglan whilst offering the same products have differing client expectations; the image below hopefully provides some key



WAIKATO ENTERPRISE AGENCY HISTORY

For those new to Council the following will provide some background to our history, experience and Kaupapa.

The Waikato Enterprise Agency (WEA) is a registered charitable trust overseen by a board of trustees made up from the community. We have been operating since 1987 having spent our first two decades undertaking primarily economic development roles.

Our robust understanding of tourism, economic and community development combined with valuable experience and intellectual property gathered during this time has enabled us to hold a number of local and Government contracts for several decades.

We have successfully combined our tourism services alongside our firm commitment to small business and working alongside individuals to strengthen their skills and ability to sustain the current economic environment.

Our longevity exists because we have a strong kaupapa and belief combined with two decades of experience working with individuals to move them forward in their lives and gain employment, live functionally and have a better life.

We are committed to our Waikato District communities by supporting the development of our residents and in particular our youth with real employment experience and opportunities.

The WEA is made of a diverse team of 15 people that represent an accurate reflection of the community we serve. We have a team of 8 staff delivering tourism services between both sites at Huntly and Raglan, and a facilitation team developing and delivering a range of contracts with an emphasis on working with individuals incarcerated in the Waikato region.

Our team facilitates on average of 880 inmates per annum delivering short course programs that provide life skills, behavioural skills, and employment, all largely underpinned by emotional intelligence and a network of businesses and members that ensure sustainable outcomes are achieved.

Ko ahau mai hoki tapatahi, whakaute, he whakawhirinaki ma tatou whakakaha takitahi kia a te pono.
We bring integrity, respect, and trust by strengthening individuals with the truth.

In conclusion the highway continues to progress as council looks at the future of the Huntly iSITE and its potential location. the agency stands with its original contention that Pokeno is an appropriate site aligning to the Queens Redoubt Trust building and land.

This follows the successful model at Raglan as the iSITE provides excellent open hours access and also takes a gold coin donation and sells goods on their behalf to help generate an annual average of 8k minimum. The redoubt property has land around it to ensure buses and campervans can be parked clear of the road combined with a growing community of people in need of products and services within Pokeno.

This will allow the agency to pursue income options that will support its sustainability and costs.



Open Meeting

To	Strategy & Finance Committee			
From	Tony Whittaker General Manager Strategy & Support			
Date	01 February 2017			
Prepared by	Debbie Dalbeth Business Analyst			
Chief Executive Approved	Y			
Reference #	GOV1318			
Report Title	2016-2017	Second	Quarter	Non-Financial Performance Report

I. EXECUTIVE SUMMARY

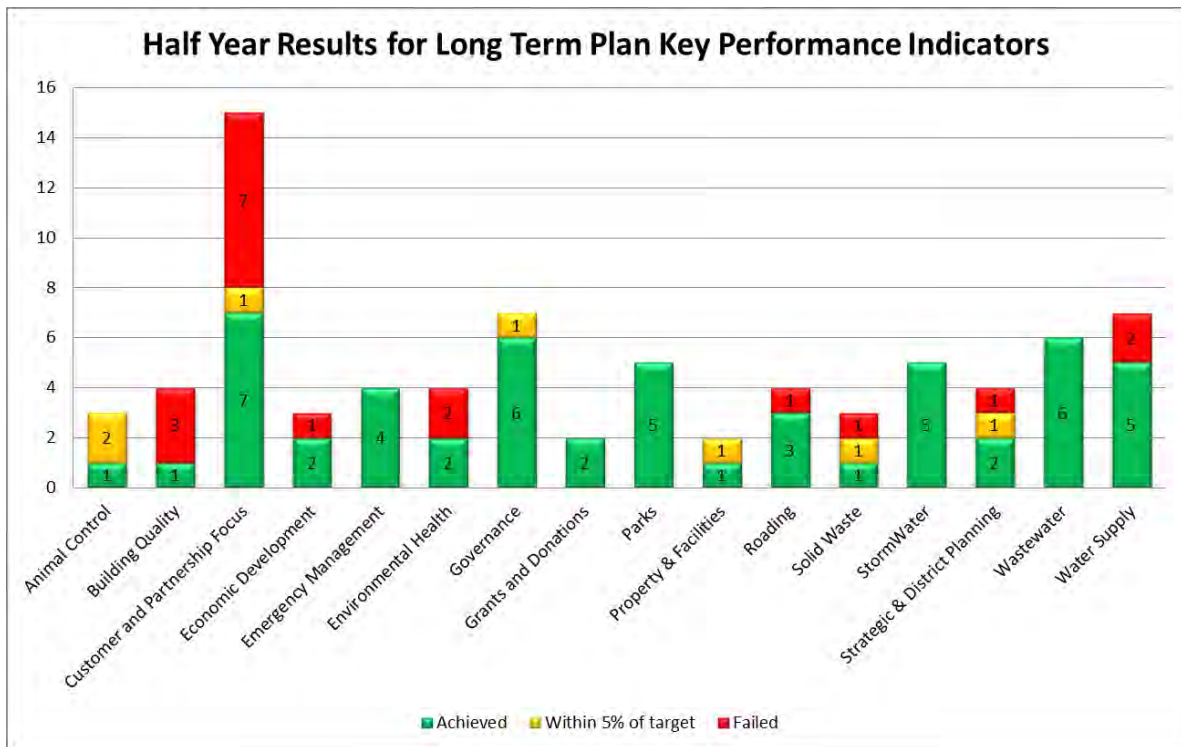
The purpose of this report is to provide the Strategy & Finance Committee with the Second Quarter Non-Financial results. This includes the 2016/17 Long Term Plan (“LTP”), Key Performance Indicators (“KPIs”) and the Resident Satisfaction Survey.

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 be received.

3. LTP KPIs



Achieved	Within 5% of target	Not Achieved
68%	9%	23%

There are 98 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 second quarter. At this point in the current financial year we are on track to achieve 68% of our KPIs, we are within 5% of the target for 9% of the KPIs and we are currently failing 23% of the KPIs.

The below chart shows results are tracking similar to last year's end of year result.

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

Attached to this report is *Appendix 1 - 2016-17 2nd Quarter KPI report*.

4. RESIDENTS SATISFACTION SURVEY

The National Research Bureau (“NRB”) surveys Waikato District Council residents at approximately 10 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 – 2nd 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’s first quarter result was 94% and the second quarter result is 91%.
- Satisfaction with public toilets scored between 33% and 48% for the 10 years between 2005 and 2014. In 2015 we started surveying only those who had used a public toilet, satisfaction increased to 73% last year, it was at 72% in the first quarter and has increased to 77% in the second quarter.
- Satisfaction with public libraries dramatically increased in 2015 when we started surveying only those who have used a public library and has remained steady in the high 90’s. The 2016 result was 97%, the first quarter result for this year was 96% and the second quarter result 98%.
- 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 quarter.
- Satisfaction with Animal Control was at 69% last year, with dissatisfaction at 24%. This year’s first quarter result shows a marked improvement in satisfaction to 84% with a slight drop to 77% in the second quarter. Dissatisfaction dropped from 24% last year to 10% in the first quarter and 7% in the second quarter, well below peer councils dissatisfaction average of 42%.
- Overall satisfaction with the service received when contacting the Council offices decreased to 66% last year, but has improved to 70% in the first quarter of this year and 69% in the second quarter. Dissatisfaction with the overall service received increased to 23% last year, 24% in the first quarter of this year and down to 16% in the second 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 78% satisfaction in the first quarter and 59% in the second quarter. There has been an increase in dissatisfaction from 3% last year to 16% in the first quarter and 32% in the second quarter.

- Satisfaction with recycling levelled off last year at 83%, this year satisfaction has started to decrease to 75% in the first quarter and 74% in the second. Dissatisfaction has increased from 11% last year to 14% in the first quarter and 20% in the second quarter, well above the peer group average of 8% dissatisfaction.
- Satisfaction with building and inspection services was between 27% and 35% each year until 2014. In 2015 we started surveying only those who have used the service and this provided a dramatic increase in satisfaction to 69% in 2015 and 66% in 2016. The first quarter result in 2017 increased again to 80%, unfortunately this has dropped to 32% in the second quarter.
- Residents that feel they have the opportunity to be involved and participate in the way the Council makes decisions dropped from 67% last year to 66% in the first quarter of this year and 54% in the second quarter. The percent of residents who believe they don't have the opportunity, last year increased to 33% with 34% in the first quarter and is up to 46% in the second quarter.
- Satisfaction with footpaths has been steadily increasing since 2011. In 2016 satisfaction increased to 73%, the first quarter of this year was 74% but it has decreased slightly in the second quarter to 68%.
- 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% and the second quarters result has dropped slightly to 85%.
- Satisfaction with wastewater increased in 2015 when we surveyed only those residents connected to the Council wastewater system. Last year satisfaction increased again to 94%, this year the first quarter result is 95% but satisfaction has dropped slightly to 82% in the second quarter.
- Satisfaction with Council roads overall decreased to a low of 52% last year with dissatisfaction increasing to 23%. This year's first quarter result improved to 58% satisfaction with the second quarter result dropping back to 52%. Dissatisfaction increased to 26% in the first quarter and 25% in the second quarter.
- Satisfaction with stormwater overall decreased to 45% last year, 38 % in the first quarter and 40% in the second quarter. Those that 'don't know' increased from 26% in 2016 to 46% in the first quarter but have dropped back to 28% in the second quarter.

Attached *Appendix 3 – 2nd Quarter Survey Trend Graphs*

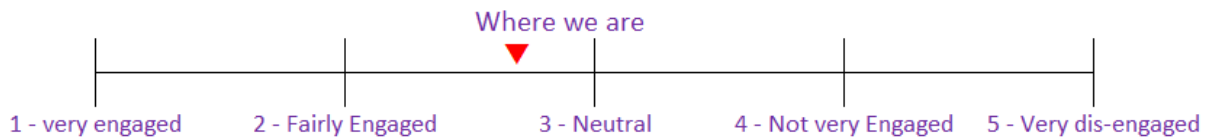
5. ENGAGEMENT

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

- 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. The first quarter result for this financial year was 2.24 unfortunately the result from the second quarter of this year is 2.26.

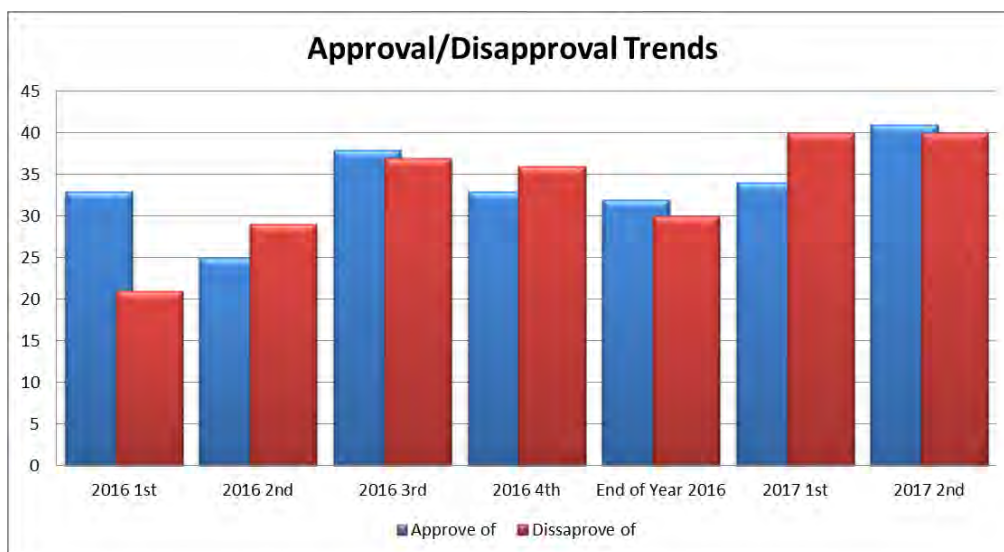


6. OUTCOMES – COUNCILLORS ASKED FOR TWO QUESTIONS TO BE ADDED TO THIS SURVEY

- 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?
- 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?

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

40% of residents say there is a Council action/decision/management they disapprove of which is above our peer group average of 38% but below the national average of 47%. This year a higher percent of resident’s are answering this question. While the approval and disapproval rates are at their highest, the approval rate is greater than the disapproval rate in the second quarter.



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. Over the last year 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. It is disappointing the levels of satisfaction have not reached target however, there is a large percent of respondents who are neither satisfied nor dissatisfied around consultation and engagement.

During the last quarter respondents were asked if they feel they have the opportunity to be involved and participate in the way the Council makes decisions, 54% said yes they feel they have the opportunity while 24% said they had actually tried to participate. The results from the first five questions below are based on the answers from this 24% of residents.

New Measures	Target	2016 - end of year	2017 - 1 st quarter result	2017 - 2nd quarter result	Trend
The public are consulted about the right issues	60%	41%	54%	29%	↓
Information about key community issues is easily accessible	60%	46%	43%	31%	↓
Information available on these issues is clear and instructive	60%	42%	44%	49%	↑
There is a suitable range of consultation options available	60%	50%	40%	37%	↓
There is sufficient time and opportunity available to provide feedback	60%	47%	43%	44%	↔
Average level of effort to conduct business with council	2016 <= 3 2017 <=2.5	2.6	2.3	2.1	↓
Satisfaction with the resolution of a request with council	70%	59%	61%	63%	↑
Satisfaction of residents that they were able to contact their councillor/Mayor as and when required	100%	76%	88%	96%	↑

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 may 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. If this trend continues we can say that at this point in the year we are on track to perform in a similar fashion to last year.

9. ATTACHMENTS

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



Waikato District Council

Scorecard Report

Period: Jul-16 - Dec-16

Scorecard Name
2015-18 LTP Waikato District Council

Date From
01-Jul-2016

Date To
31-Dec-2016

LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
--------------	------	--------	--------	-----------

2015-18 LTP Governance

Satisfaction of residents that they were able to contact their councillor as and when required	%	100.00	96.00	
--	---	--------	-------	--

COMMENTS: The result (96%) is an improvement on last quarter's (88%). 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.

Number of upheld objections/appeals lodged against election process	#	0.00	0.00	
---	---	------	------	--

COMMENTS: The local body election was held on 12 October 2016. The election process was well run and no objections were received.

Iwi ki te Haapori - Number of joint committee meetings held per annum	#	2.00	2.00	
---	---	------	------	--

COMMENTS: N/A

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: N/A

Iwi ki te Haapori - Number of formal governance hui held between council and iwi / hapu groups	#	1.00	3.00	
--	---	------	------	--

COMMENTS: N/A

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 made between 30 September 2016 and 12 December 2016 have complied with statutory requirements.


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	97.85	
---	---	-------	-------	--

COMMENTS: 93.75% of service requests for aggressive dogs (current threat) were responded to within the one hour time frame this month. This is below target but gives us a year to date figure of 97.85% which is within target.

The percentage of complaints regarding stray stock that have council personnel on site within 1 hour	%	95.00	92.17	
--	---	-------	-------	---


COMMENTS: 81.25% of stray stock service requests were responded to within the 1 hour target time. Records have been checked for accuracy and can confirm that the three SR that did not meet target were due to distances required to travel and staff attending to other jobs. This figure gives us a YTD total of 92.17% which is below target. Staff will be reminded of the important to respond within the time frame but in some circumstances it is impossible to get there within the 1 hour.

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	31.26	
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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 2846 'good owners' in the district. This equates to 31.26% of all dog owners within the district being "good owners". A full breakdown of these figures shows that 18.75% of urban (Selected Owners) and 12.51% of rural (Farm Owners) are considered to be good owners.


2015-18 LTP Building Quality

The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually	%	16.50	34.73	
--	---	-------	-------	---


COMMENTS: Over the last 6 months extra resource has been used when available for WOF audits we are currently ahead of target. We intend to maintain resourcing to achieve the target by the end of the year.

The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually	%	49.98	29.37	
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COMMENTS: Over the last 6 months extra resource has been used when available for audits on the sleeping care buildings. We intend to increase resourcing to achieve the target by the end of the year as this is a critical target.

The percentage of swimming pools that are inspected for compliance annually	%	10.00	0.39	
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COMMENTS: In response to new Council Policy we require customers permission to inspect pools for compliance. Where permission has been granted we have inspected 100% of these pools - 2 in total. Changes in the Fencing of Swimming Pools Act take effect as at 1 January 2017. BCA will be required to inspect every pool known to Council every three years.

The percentage of building consent applications which are processed within 20 working days - YTD	%	100.00	81.49	
--	---	--------	-------	---

COMMENTS: We achieved 81.49% 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.

2015-18 LTP Strategic & district planning

Percentage of resource consent applications which are processed within the statutory time frames	%	100.00	100.00	
--	---	--------	--------	--

COMMENTS: Of the 96 consents issued in December compared with 72 consents issued in December 2015, and 100% were issued in 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	54.00	
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COMMENTS: 54% 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 46% say they don't. The result is below last quarter's result (66%) and below the target of 70% for the quarter. Opportunities for engagement continue to be provided through Council's website, community open days, The Link newsletter, hearings etc.

Council has undertaken a number of projects/initiatives which have been consulted on formally (through statutory requirements) and informally over the past three months (see Engagement Register received by the Strategy & Finance Committee on 22 November 2016).

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	76.00	
--	---	-------	-------	--

COMMENTS: Consents are being monitored in accordance with the schedule.

2015-18 LTP Solid waste

COMMENTS: N/A

The percentage of schools in the district that receive solid waste education	%	20.00	20.00	
--	---	-------	-------	--

COMMENTS: N/A

The number of times that bags or bins are missed in Council's kerbside collection	#	200.00	1,674.00	
---	---	--------	----------	--

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	95.26	
--	---	--------	-------	--

COMMENTS: 724 complaints out of 760 were responded to within the required timeframes

2015-18 LTP Environmental Health

Percentage of registered food premises inspected/audited annually	%	50.00	53.26	
---	---	-------	-------	--

COMMENTS: 147 inspections/verifications were undertaken between July to December. At the end of December there were 240 food businesses registered under the old Food Act and 36 Food Control Plans registered under the new Food Act 2014. 13 National Programmes are also registered under the new Act that are not inspected by Council.

The percentage of medium risk or higher fee category licensed premises that are inspected annually	%	50.00	22.39	
--	---	-------	-------	--

COMMENTS: 15 medium or higher fee category licences were inspected in the six months ending December. At the end of December there were 67 licences falling 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	77.57	
---	---	-------	-------	--

COMMENTS: 544 excessive noise complaints requiring response were received in the first six months to the end of December. The response rate is well below the service level target and is largely attributed to issues with the contractor's automated email receipt and despatch system not recognising some fields sent from Council's system. Staff have met with the contractor to understand the issues and attempt to resolve these. The contractor is also piloting a new system in January - February 2017, which when implemented is hoped will provide improvements over the current system.

Percentage of environmental health complaints responded to within agreed timeframes	%	95.00	100.00	
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COMMENTS: 85 complaints were responded to in the six months to December, all 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	
--	---	-------	-------	--

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	#	40.00	34.00	
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COMMENTS: There were 34 enquiries via Open Waikato channels, of which 20 were business related. The primary generator of enquiries was the Google Adwords campaign 'move to nz'.

The percentage delivery of the Economic Development strategic work programme	%	40.00	53.00	
--	---	-------	-------	--

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	#	2.00	2.00	
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COMMENTS: Discretionary Grants Funding is considered over four rounds during the year, closing on the first Friday of February, May, August and October.

The fourth round for 2016 closed on 7 October 2016.

The percentage of community funding/grant recipients meeting grant obligations, as evidenced through accountability reports	%	50.00	50.00	
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COMMENTS: On track

2015-18 LTP Parks

Percentage of Customers who are satisfied with Parks And Reserves, including sports fields and playgrounds overall	%	80.00	92.50	
--	---	-------	-------	--

COMMENTS: Open spaces team have worked hard with contractors to ensure levels of service are achieved in the parks and reserves

Percentage of Interments completed within the requested timeframe	%	95.00	100.00	
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COMMENTS: All burials were completed in appropriate timeframes. Customers were satisfied with outcomes. Processes followed and no further issues.

Percentage progress of the Playground Strategy implementation plan	%	50.00	65.00	
--	---	-------	-------	--

COMMENTS: 3 contracts awarded and due to be completed in the near future
1 contract out for pricing, to be awarded within a month.

Percentage of customers who are satisfied with Public toilets in the residents satisfaction survey	%	75.00	77.00	
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COMMENTS: Open spaces team have worked hard with toilet contractors to ensure level of service are achieved

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	%	50.00	50.00	
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COMMENTS: All buildings compliant

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	92.83	
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COMMENTS: All pool water tests have come back with 100% compliance for December

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 and a further 45 trained at Intermediate level. As advanced EOC training has been developed and released we have had seven staff attend pilot courses in Welfare and Logistics.

Percentage of councils business continuity processes implemented	%	20.00	30.00	
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COMMENTS: Processes for ongoing collation and refresher of business continuity process is underway. All staff training is planned for the incident management procedure which utilises business continuity processes.

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 engages with the community regarding the right issues	%	60.00	29.00	
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COMMENTS: The result (29%) is below the target of 60%. Of this, 36% are 'neutral' and 6% 'don't know'. The combined 'satisfied/very satisfied' and 'neutral' result is 65%, which, when taken into context, is not bad. Council continues to implement its Community Engagement Strategy and its Significance & Engagement Policy. The latter is assessed with each report that Council receives. The issues that Council engages upon is also driven by legislative requirements. There are a number of channels the public can use to inform Council if they feel they would like to be engaged on a particular issue.

Percentage of customers satisfied with the ease of access to information regarding key community issues	%	60.00	31.00	
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COMMENTS: The result (31%) is a drop compared to last quarter's result (43%) and well below the target of 60% for the quarter. However when the 'satisfied/very satisfied' and 'neutral' responses are added this comes to 72%. Information continues 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). Councillors and 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.

Percentage of customers satisfied that the material available on key issues is clear and provides sufficient information to allow feedback	%	60.00	49.00	
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COMMENTS: The result (49%) is a slight improvement on the previous quarter's (44%) but still below the target of 60% for the quarter. The combined 'satisfied/very satisfied' and 'neutral' tally is 68%. 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 for improvements in the way information is provided to our customers.

Percentage of customers satisfied that council provides a suitable range of options and avenues to engage through	%	60.00	37.00	
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COMMENTS: The result (37%) is below the target of 60% for the quarter. Of this 32% are 'neutral' and 2% 'don't know'. The combined 'satisfied/very satisfied' and 'neutral' tally is 69%. Council continues to provide a range of tools with regards to engagement. These include: online (submissions and feedback forms), community 'open days', community market days, newsletter (The Link), letter drops etc. Additionally, Council places a lot of emphasis on engaging with the community informally prior to initiating any statutory consultation requirements.

Percentage of customers satisfied that Council provides sufficient time and opportunity for engagement with the community	%	60.00	44.00	
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COMMENTS: The result (44%) is a slight increase on the previous quarter but still below the 60% target for the quarter. The combined 'satisfied/very satisfied' and 'neutral' tally is 68%. The times and opportunities for engagement are agreed to by councillors based on their understanding of their respective communities. Council provides appropriate time for engagement - be it for community open days, hearings etc. For hearings, an equal amount of time is allocated for each submitter to present to ensure fairness and efficiency for the process. Additionally, community boards and communities are also important stakeholders for Council to engage with. Staff maintain a list of stakeholders (which forms a useful basis for ensuring that any engagement is undertaken with key people and relevant interest groups).

Level of Customer effort	#	2.50	2.10	
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COMMENTS: We have now had two successive periods of improvement in our Effort KPI. Continued action to keep business with council as effortless as possible will undoubtedly flow to increased customer satisfaction in the long term.

% of Service Requests (CRM calls) responded to within agreed timeframes	%	85.00	92.44	
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COMMENTS: Year to date result remains solid, although December itself records a decline in performance.

The slight decline in response time is likely due to staff availability through the holiday period.

Percentage of respondents / customers who are satisfied or very satisfied with the resolution of their request of council	%	70.00	63.00	
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COMMENTS: Second successive increase is a solid result given the unprecedented volumes of requests council has been faced with. The continued focus on making life easier for customers and consistent delivery against requests for service will be helping here.

Percentage of respondents who are satisfied or very satisfied with the overall service received when contacting the Council	%	75.00	69.00	
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COMMENTS: N/A

Net Promoter Score (level of likelihood that library users will recommend to friends and family their library as a place to go)	%	0.00	0.00	
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COMMENTS: Dates have been set for this to be completed during the last week in January,

Level of customer satisfaction that the quality of libraries resources meets their needs	%	0.00	0.00	
--	---	------	------	--

COMMENTS: Dates have been set for this to be completed during the last week in January,

Percentage of books that are less than 5 years old	%	50.00	67.05	
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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 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.

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	95.32	
--	---	--------	-------	--

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 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: The delivery of internet through the Aotearoa People's Network Kaharoa is available at all six library locations across the district. This is a well used and valued service delivered within our communities. The desire for increased access to digital technology has been further invested in by providing customer use tablets into all sites excluding Meremere. The Meremere Library will receive four tablets for customers to use when the library is refurbished during the next financial year.

Number of publicly shared reports assessing Council's progress against its goals and objectives	#	2.00	2.00	
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COMMENTS: On track to present in February

2015-18 LTP Rooding

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	97.25	
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COMMENTS: Out of the 1126 requests received for the year so far, only 31 failed to be responded to within target time. 12 of these occurred over the Christmas break when public holidays and reduced staff levels made it difficult to meet targets.

The percentage of customer service requests relating to footpaths responded to within the timeframe specified in LTP	%	80.00	93.33	
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COMMENTS: For the year to date 70 of the 75 requests received have been responded to within target. During December, 1 request failed to meet the target.

2015-18 LTP Stormwater

The number of flooding events that occurs in the district	#	5.00	0.00	
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COMMENTS: 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	
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COMMENTS: 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	
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COMMENTS: 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	0.30	
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COMMENTS: 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	
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COMMENTS: No abatement, infringement, enforcement notices or convictions

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	0.27	
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COMMENTS: On track.

3 dry weather overflows.

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

30.00



COMMENTS: On track YTD with a median of 30 minutes.

4 calls from 5 met the 60 minute timeframe.

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

74.00



COMMENTS: On track YTD with a median of 74 minutes.

4 out of 5 calls resolved within required timeframe of 240 minutes.

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

1.62



COMMENTS: On track.

18 complaints.

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: Compliant

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: Compliant

2015-18 LTP Water - drinking

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

#

18.00

15.00



COMMENTS: Q1 Carry-over
Huntly - 3 incident notices sent to DWA, awaiting assessment
Q2
Raglan - 2 incident notices sent to DWA, awaiting assessment

The extent to which Councils drinking water supply complies with part 5 of the drinking-water standards (protozoal compliance criteria)	#	15.00	10.00	
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COMMENTS: Q1 Carry-over
Ngaruawahia - 1 incident notice sent to DWA, awaiting assessment
Raglan - 3 incident notices sent to DWA, awaiting assessment
Q2
Raglan - 1 incident notice sent to DWA, awaiting assessment

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	25.00	
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COMMENTS: On track YTD with a median of 25 minutes.

48 of 49 calls met the 60 minute timeframe.

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	76.00	
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COMMENTS: On track YTD with a median of 76 minutes.

45 out of 49 calls met the required timeframe.

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

87 out of 87 complaints met the 5 day timeframe.

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

86 out of 87 calls met the 5 day timeframe.

56

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

4.88



COMMENTS: On track.

70 complaints.

Overall Performance

%

0.00

0.00



**NATIONAL RESEARCH BUREAU LTD**

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

Tel: (09) 6300-655, Fax: (09) 6387-846, Web: www.nrb.co.nz

To: Debbie Dalbeth

From: Ken Sutton and Janette Simpson

Of: Waikato District Council

Date: 4 October 2016

Dear Debbie,

**QUARTERLY SUMMARY OF
ONGOING SATISFACTION SURVEY RESULTS**

The following is a quarterly summary of your Ongoing Satisfaction survey results for the period: Friday 22nd July - Thursday 29th September, based on 100 respondents.

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

Kind regards,

Ken Sutton

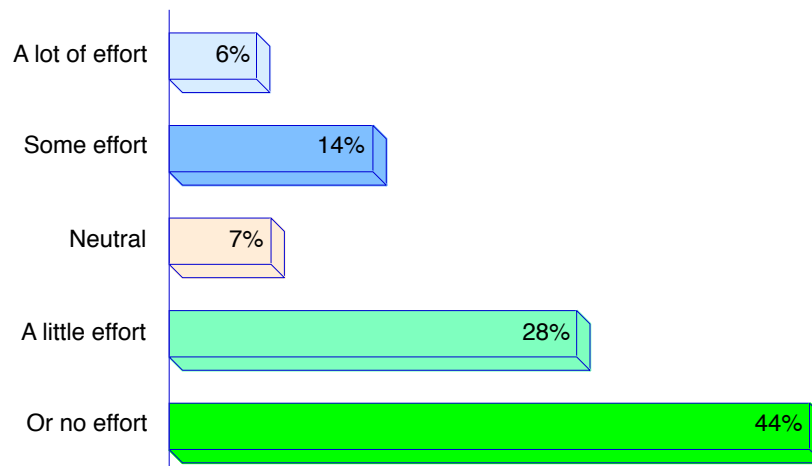
Janette Simpson

NATIONAL RESEARCH BUREAU LTD

CONTACT WITH COUNCIL

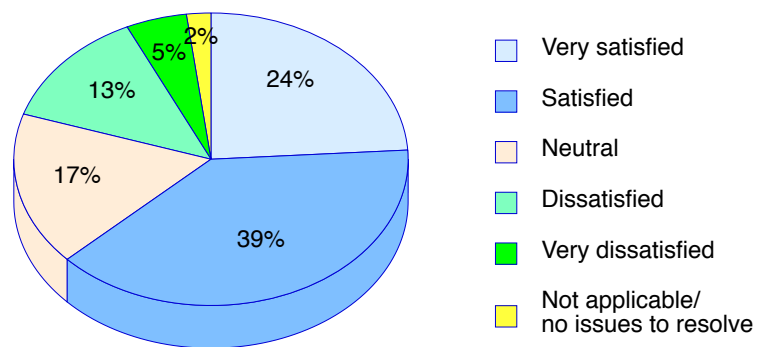
61% of residents have contacted Council staff at the Council offices or service centres by phone, in person and/or by email, in the last 12 months.

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



Base = 59[†]
(Does not add to 100% due to rounding)

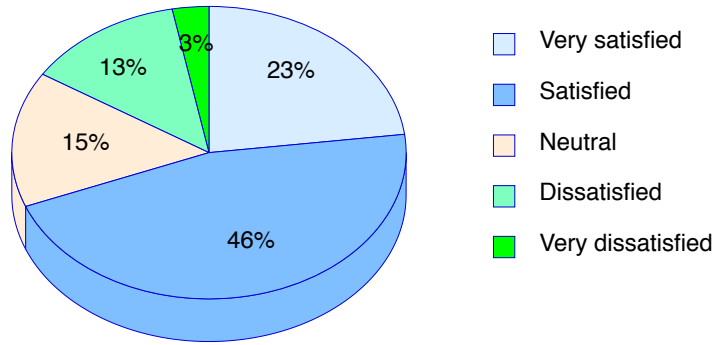
Satisfaction With How Issue Was Resolved



Base = 59[†]

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

Satisfaction With Overall Service Received



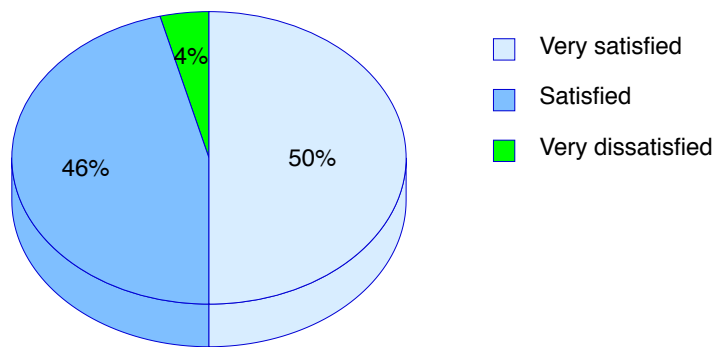
Base = 59[†]

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

Contact With Councillors/Mayor

In the last 12 months 10% 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 = 11[†]

Caution: small base

[†] 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)	52	23	25	-
Stormwater services	40	15	17	28

SATISFACTION WITH COUNCIL SERVICES/FACILITIES - USERS

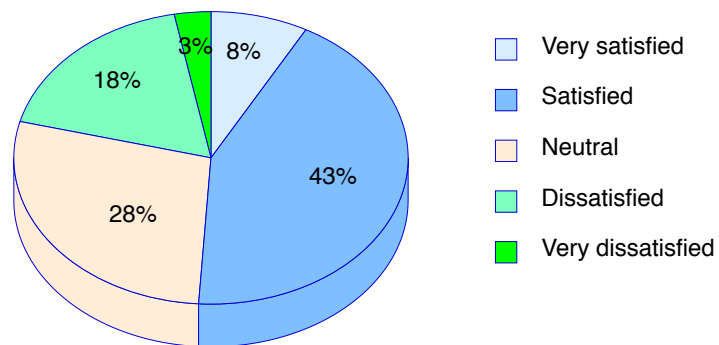
	Base	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Public libraries [†]	44	98	-	-	3
Parks and reserves, including sports fields and playgrounds	67	91	6	3	-
Public toilets [†]	40	77	9	13	-
Animal control, ie, stock and dog control	*20	77	16	7	-
Recycling services	94	74	6	20	-
Footpaths [†]	74	68	13	18	2
Building and inspection services	*9	32	18	50	-

* caution: small base

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

Standard Of Unsealed Roads - Users

*Driven On An **Unsealed** Council Road*

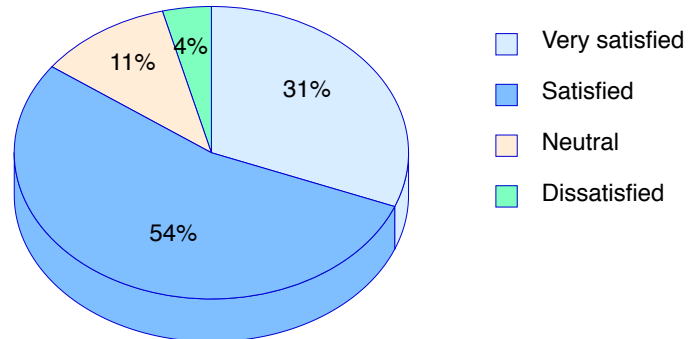


Base = 43

SATISFACTION WITH SERVICES PROVIDED BY COUNCIL

Water Service

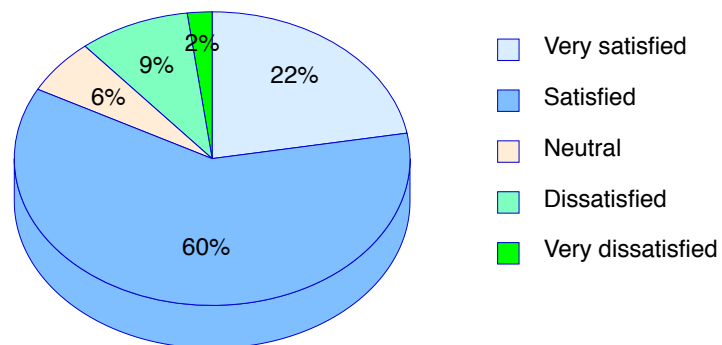
Council Provided Piped Water Supply



Base = 54

Wastewater Services

Council Provided Sewerage System

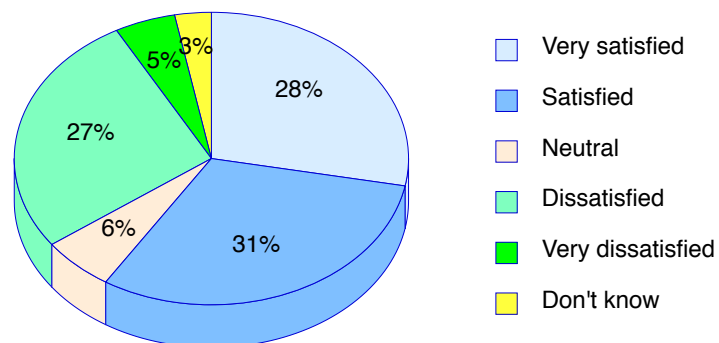


Base = 37

(Does not add to 100% due to rounding)

Rubbish Collection Service

Council Provided Regular Rubbish Collection Service



Base = 91

LOCAL ISSUES

Governance/Democracy

54% 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 46% say they don't.

24% of residents have tried to participate in Council's decision making process

Level Of Satisfaction

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Information available on these issues is clear and instructive [†]	49	19	31	-
There is sufficient time and opportunity available to provide feedback	44	24	26	6
There is a suitable range of consultation options available	37	32	29	2
Information about key community issues is easily accessible	31	41	28	-
The public are consulted about the right issues	29	36	29	6

Base = 23

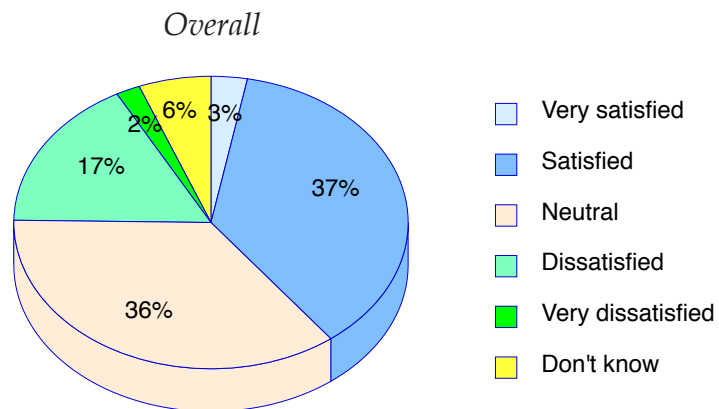
Caution: small base

(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



(Does not add to 100% due to rounding)

Participation In Decision Making Process

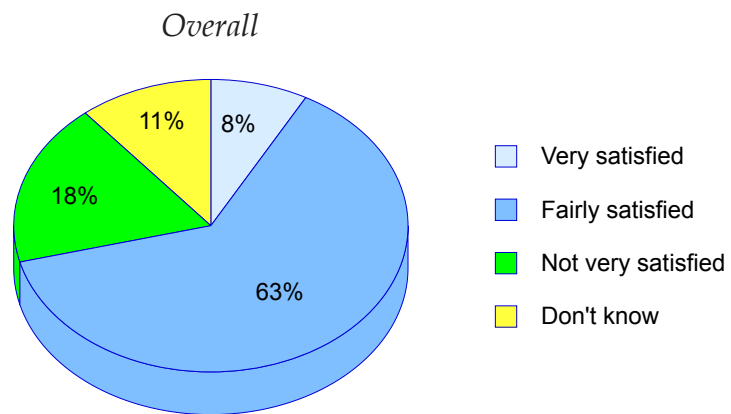
In general 32% of residents are interested in participating in Council's decision making process, 26% say they are not, while 40% say it depends on the issue. 2% of residents are unable to comment.

Outcomes

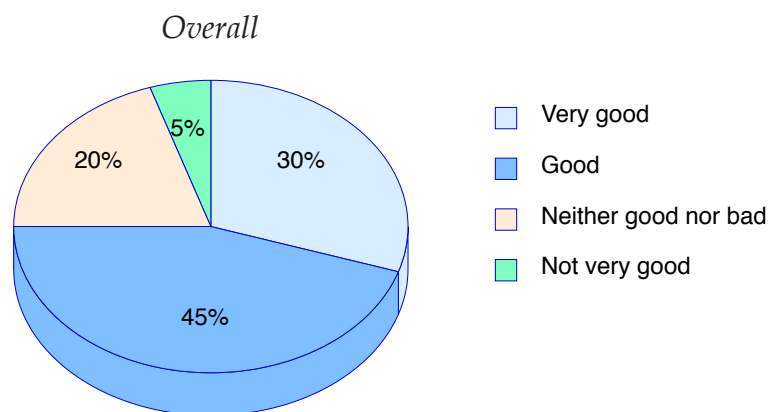
40% of residents say there is a Council action/ decision/ management they **dislike or disapprove** of, while 41% say there is a Council action/ decision/ management they **like or approve** of.

Community Engagement

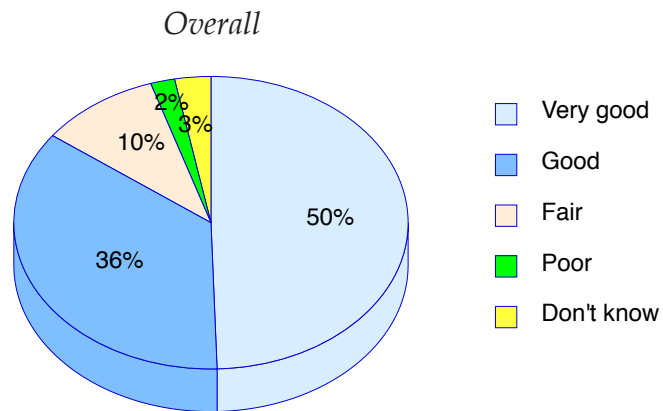
Satisfaction With Rates Spending



Community Spirit



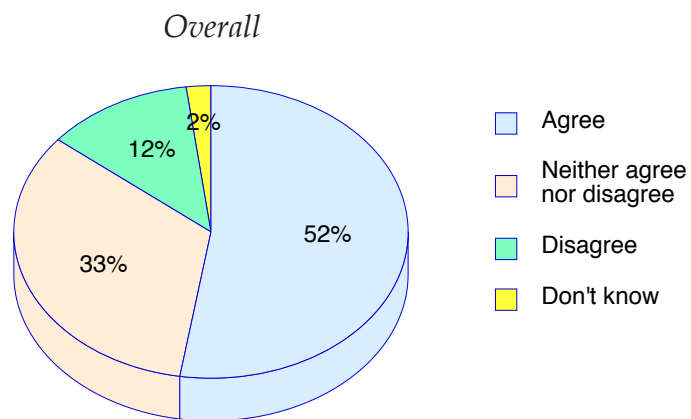
Quality Of Life



(Does not add to 100% due to rounding)

Council Consultation And Community Involvement

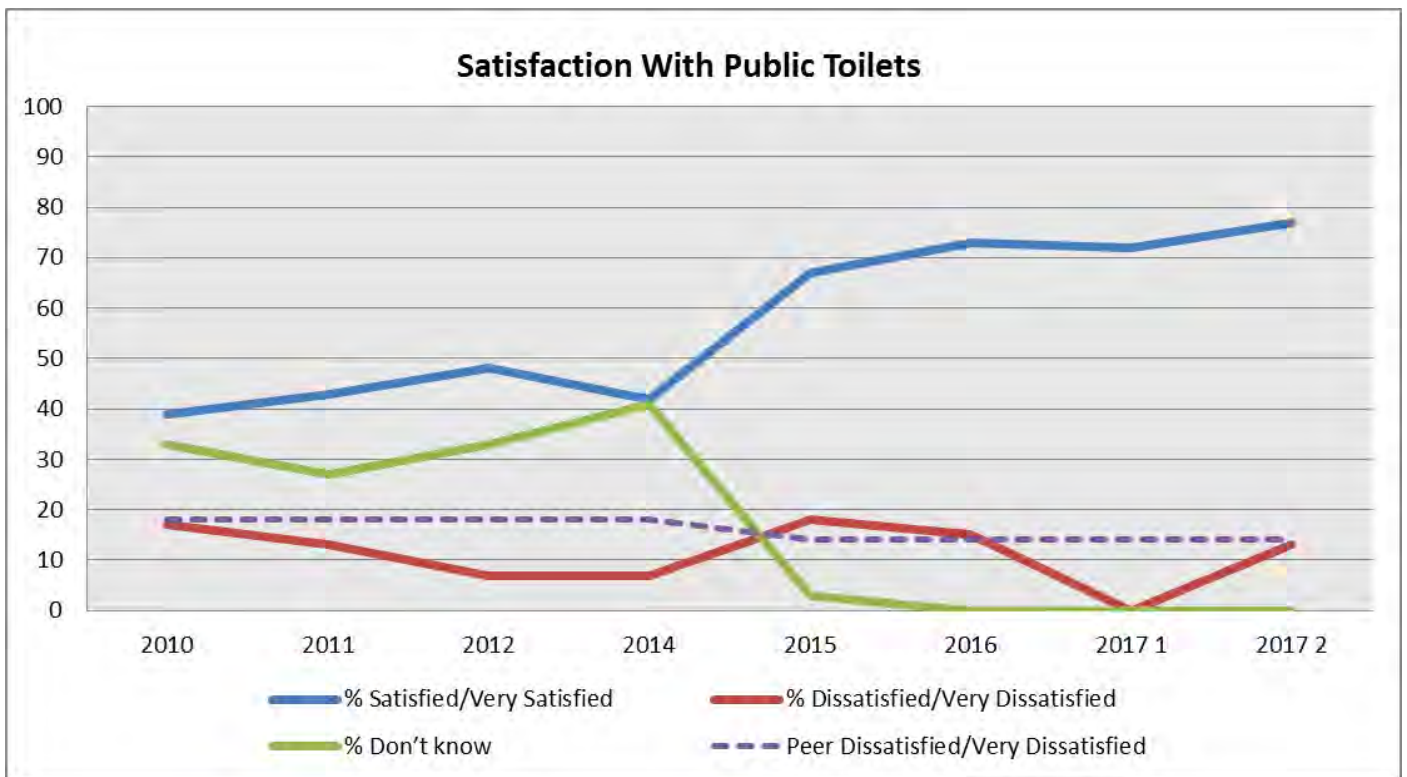
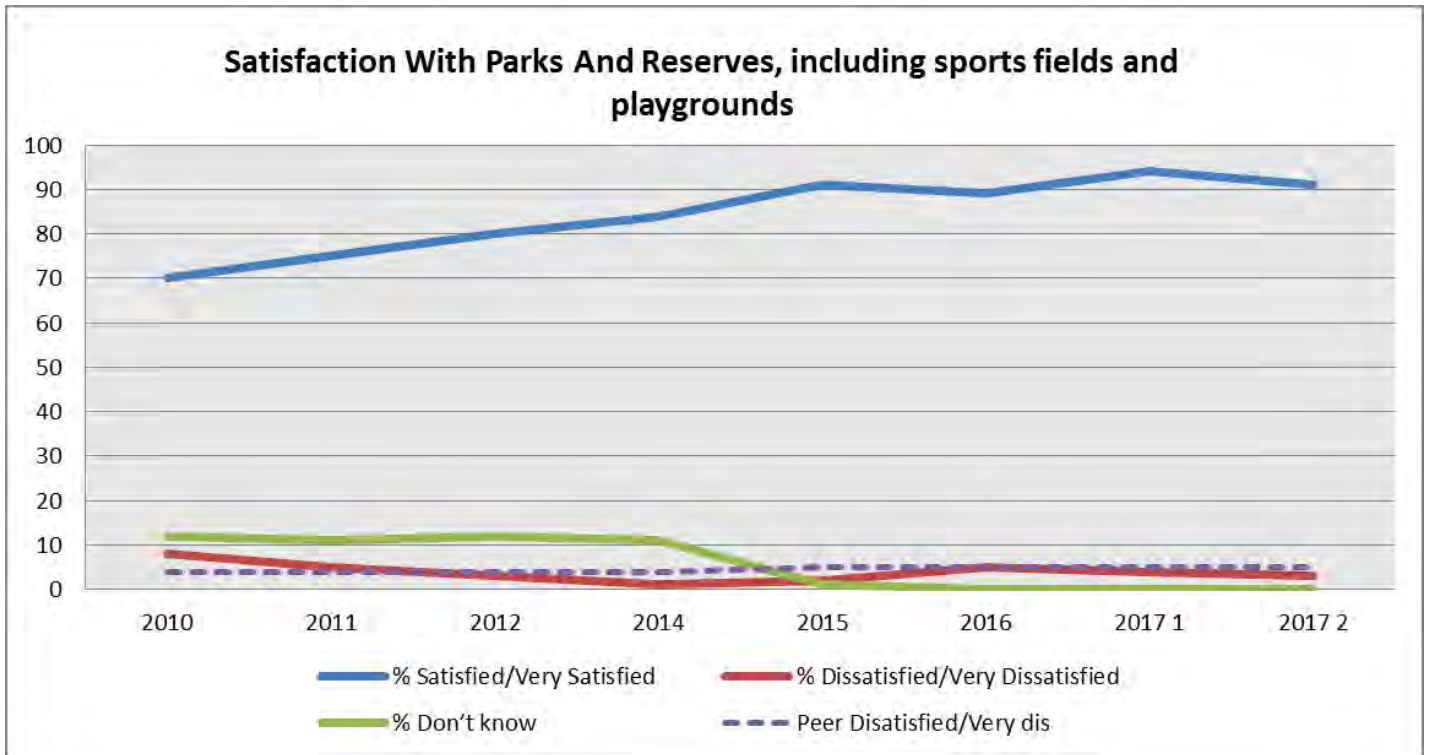
Council Makes Decisions That Meet The Needs And Aspirations Of Their Residents?

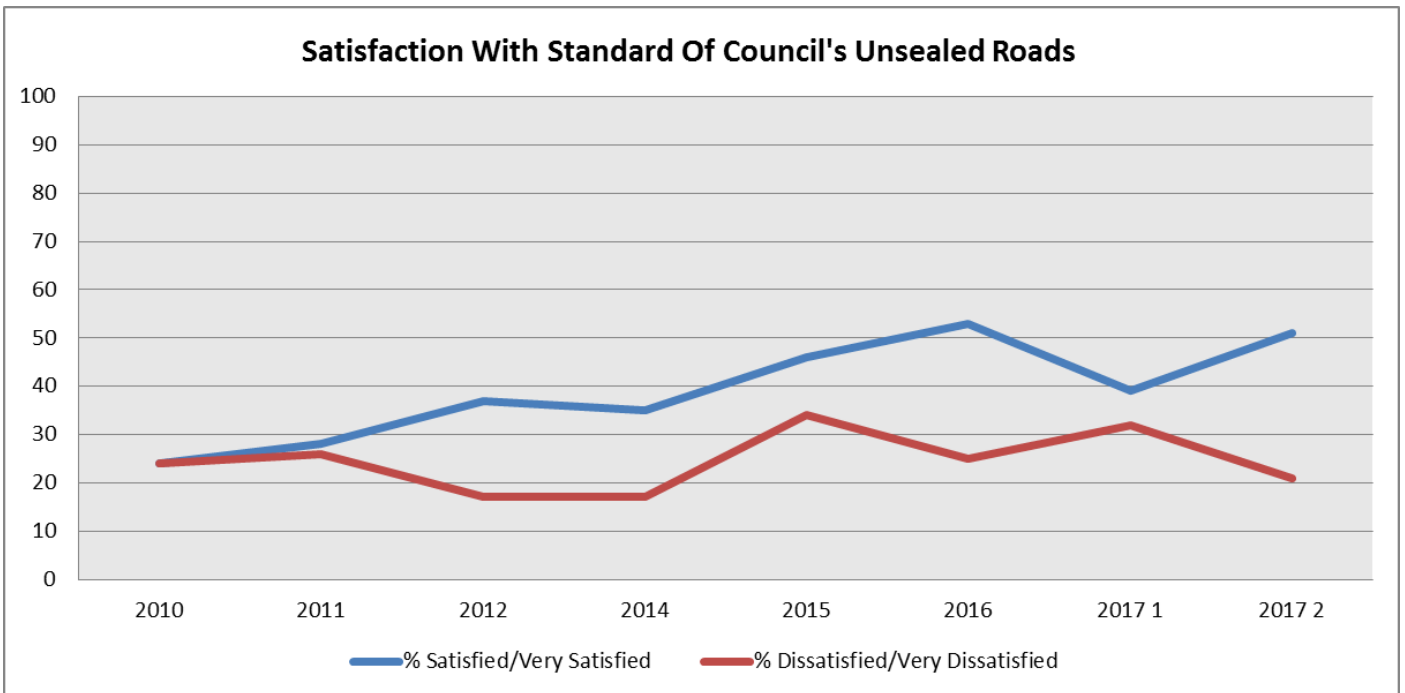
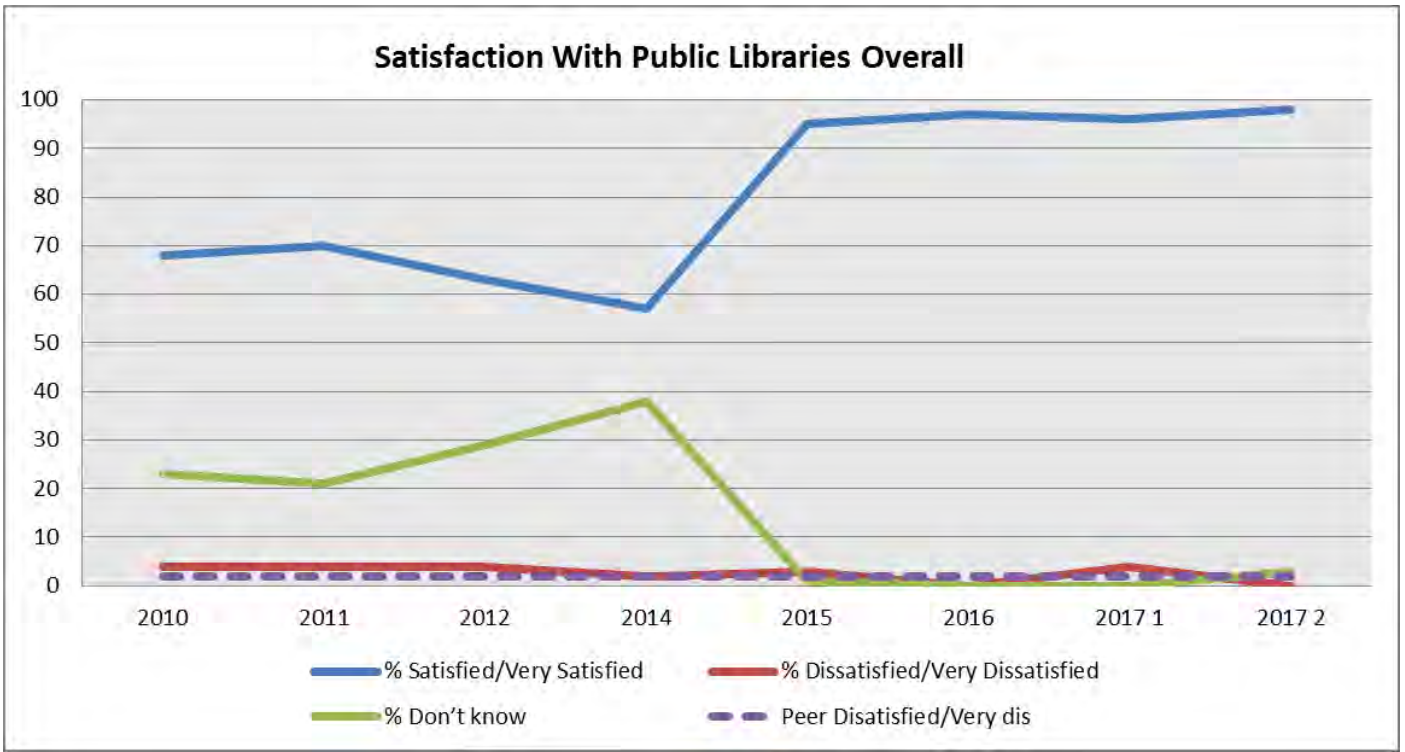


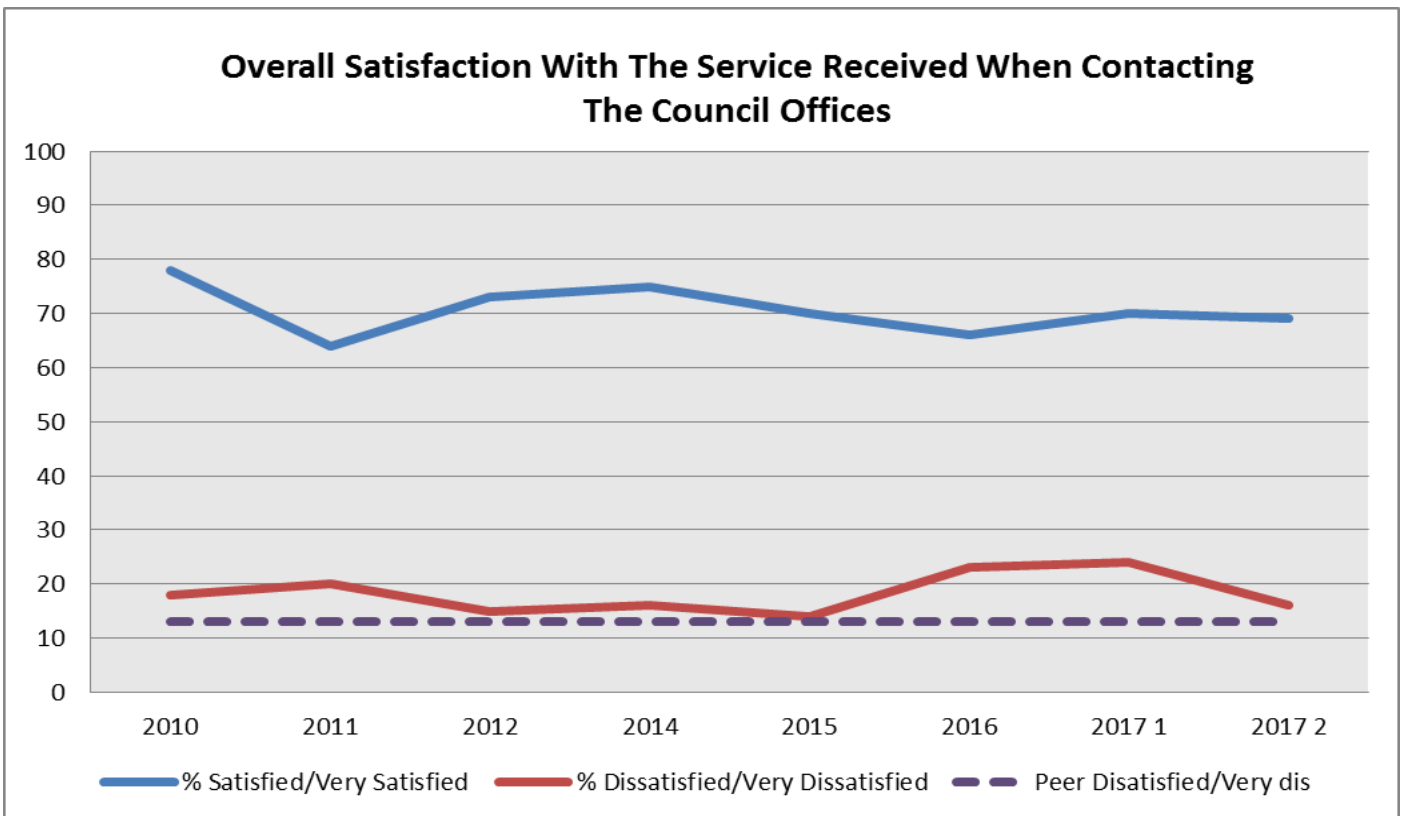
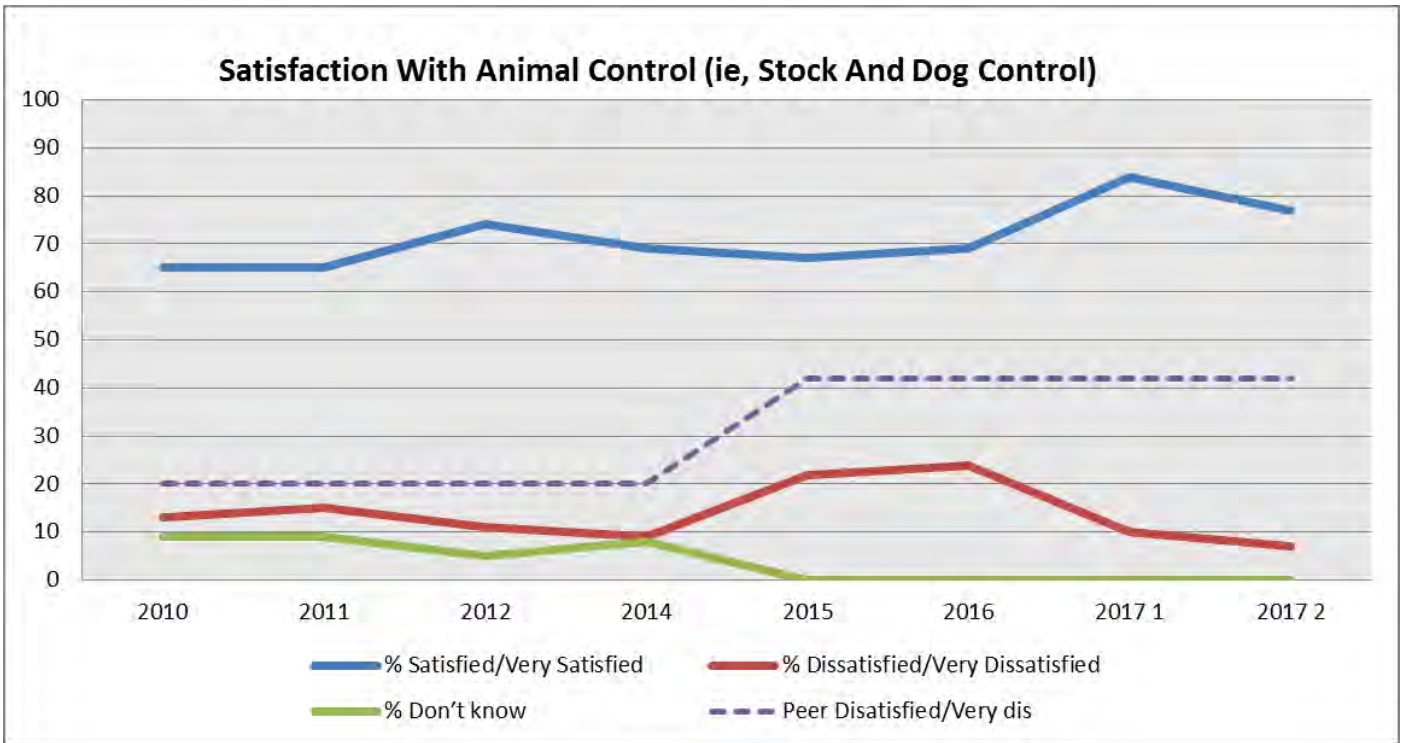
(Does not add to 100% due to rounding)

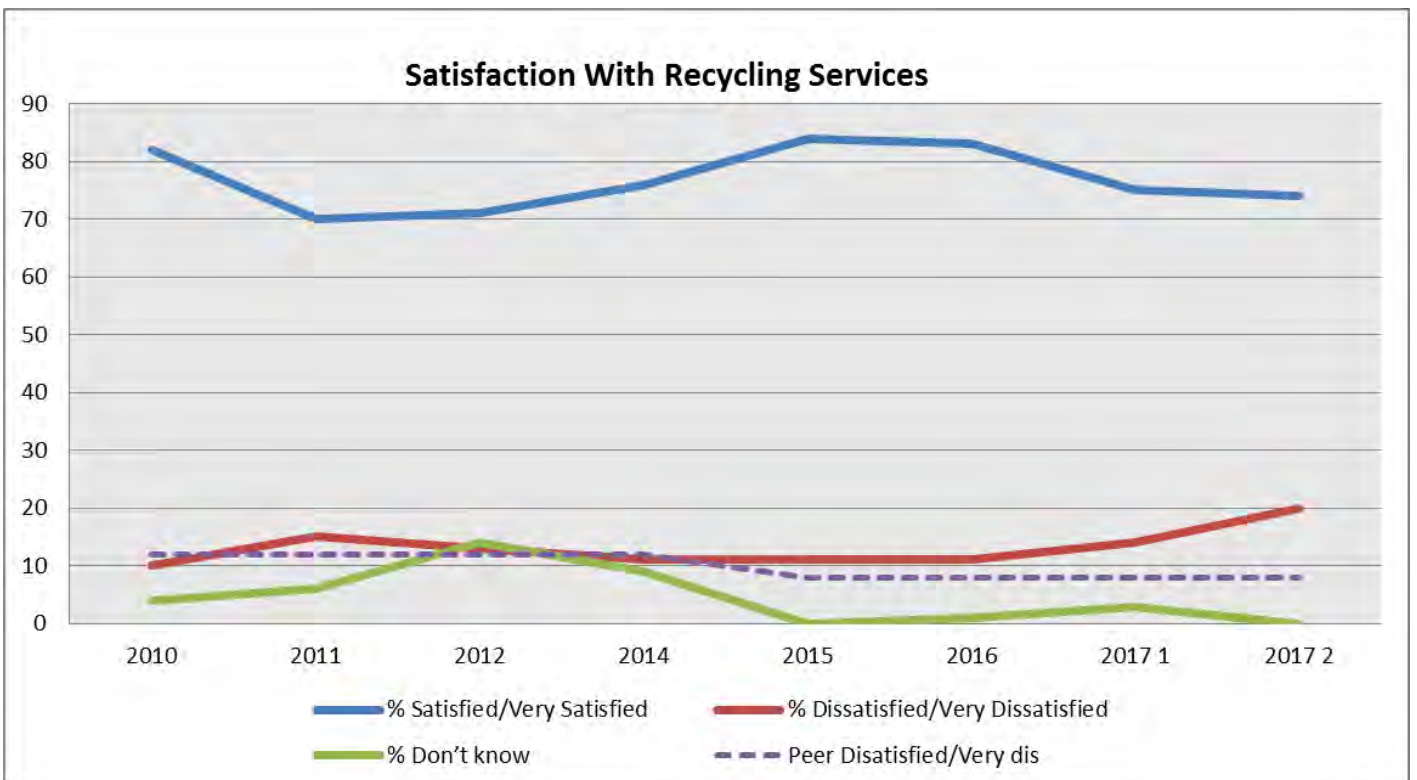
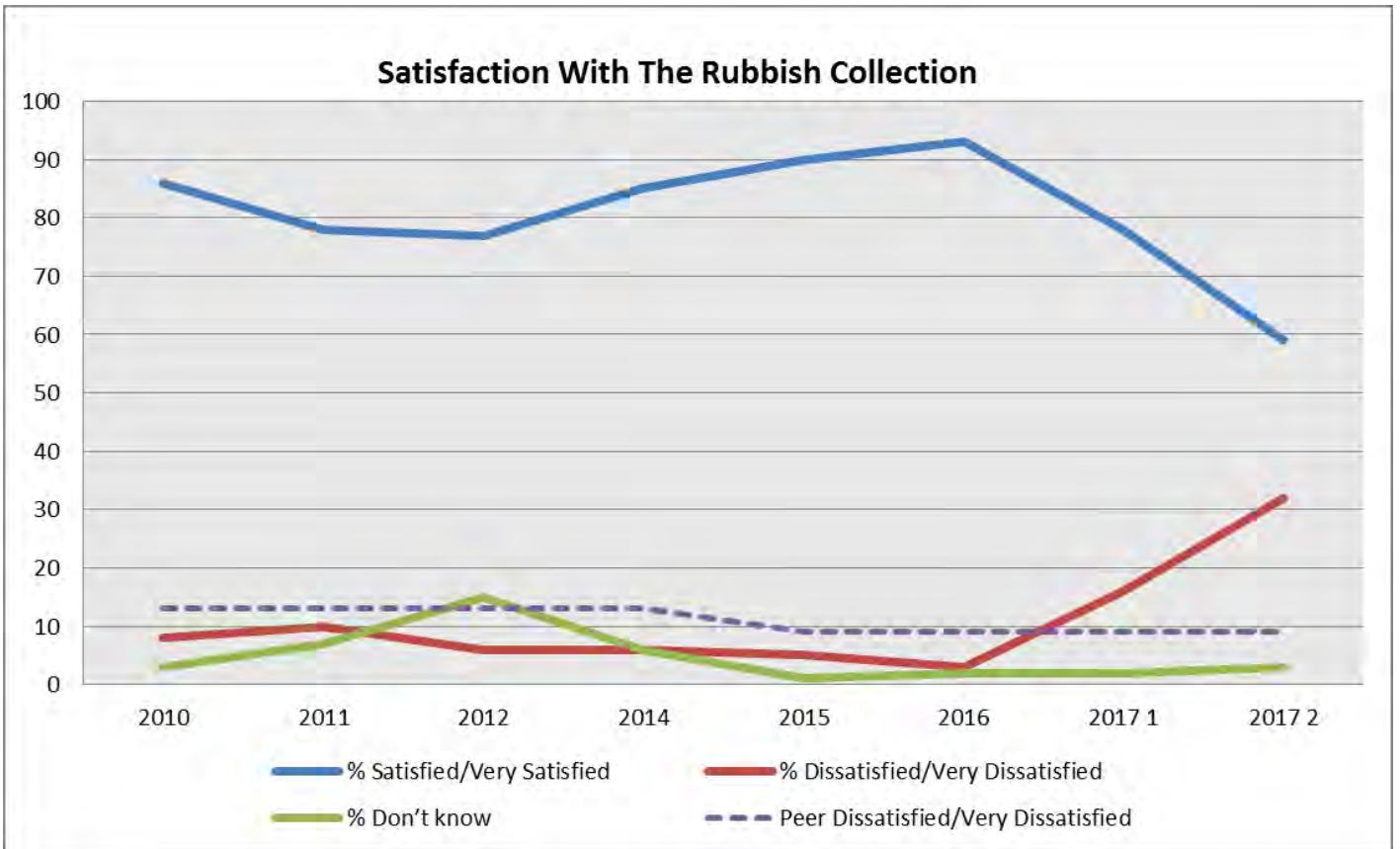
Residents Satisfaction Survey Trend Graphs – 2017 Second Quarter

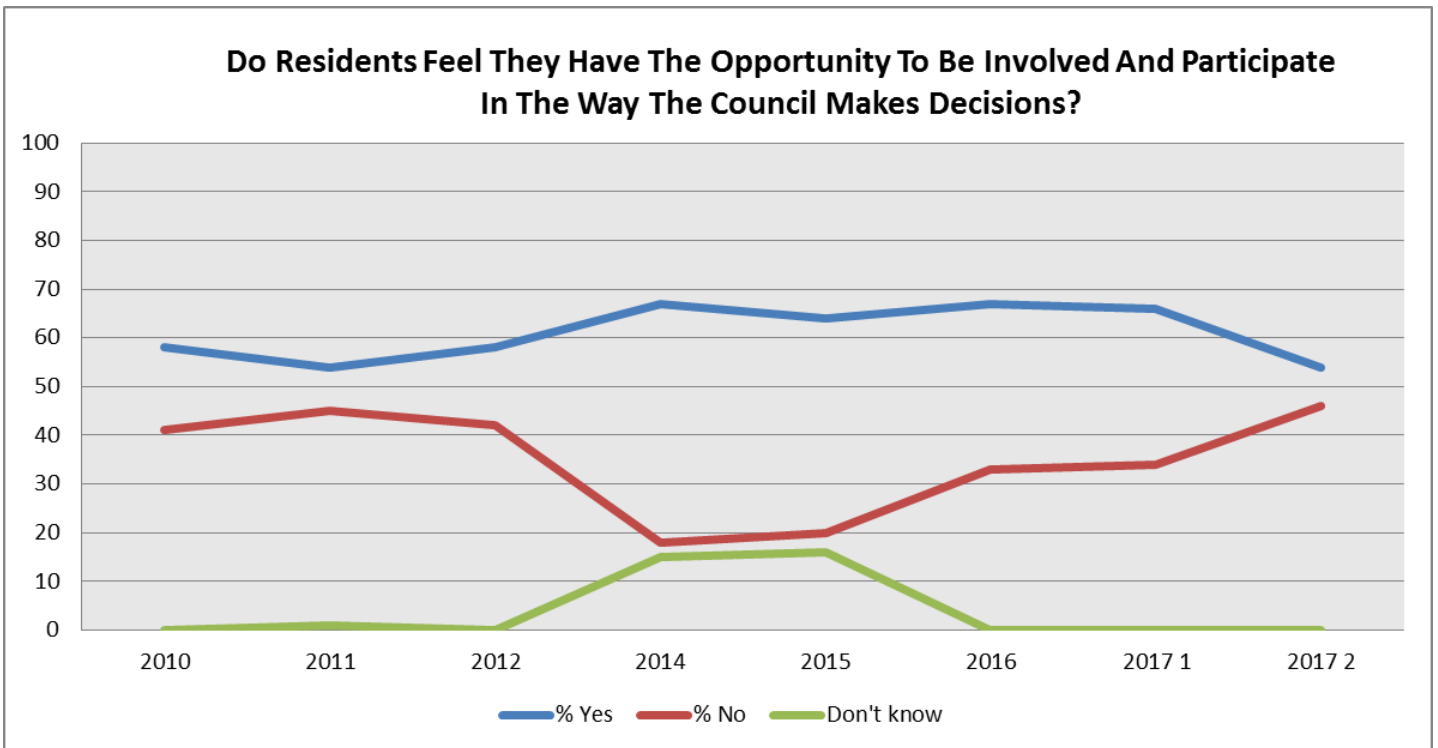
- 2017 1 and 2017 2 are the first and second quarter results.

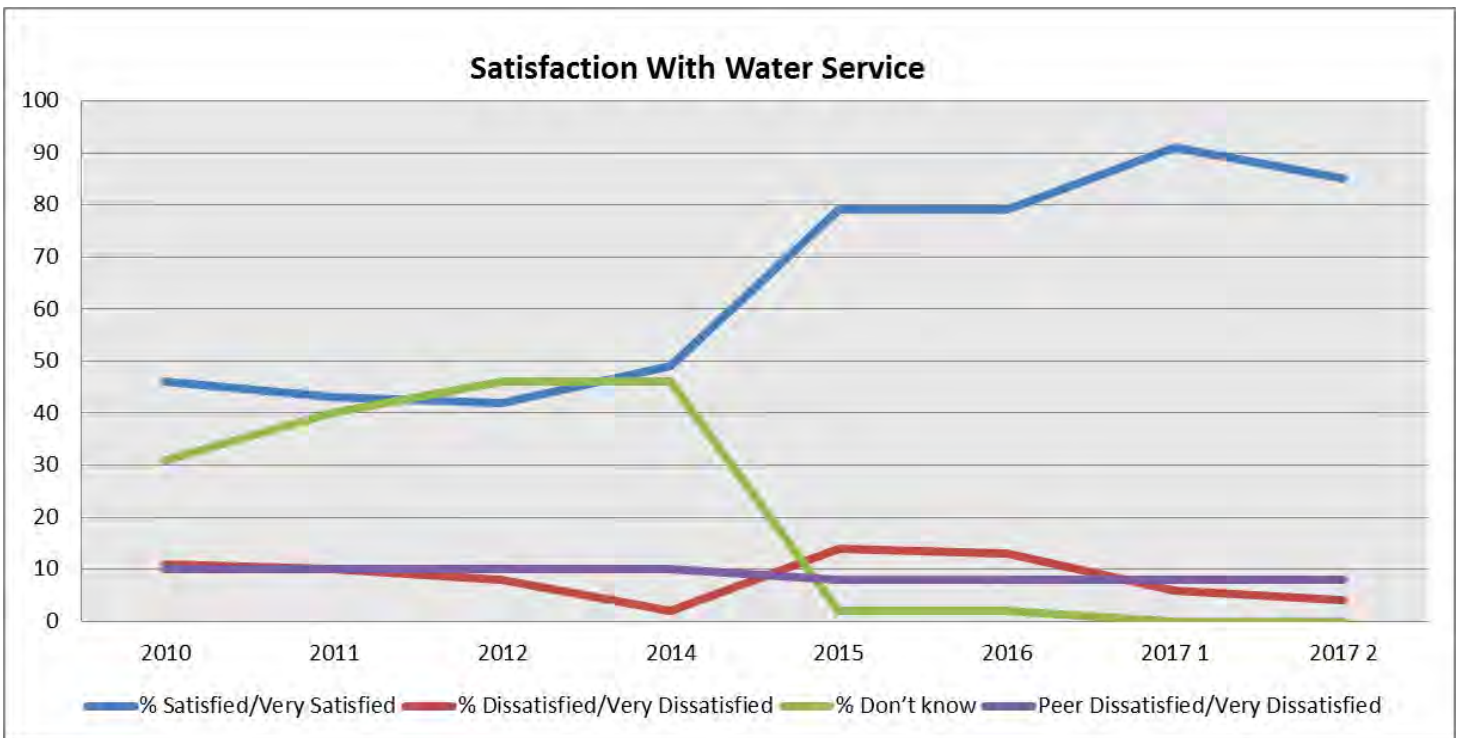
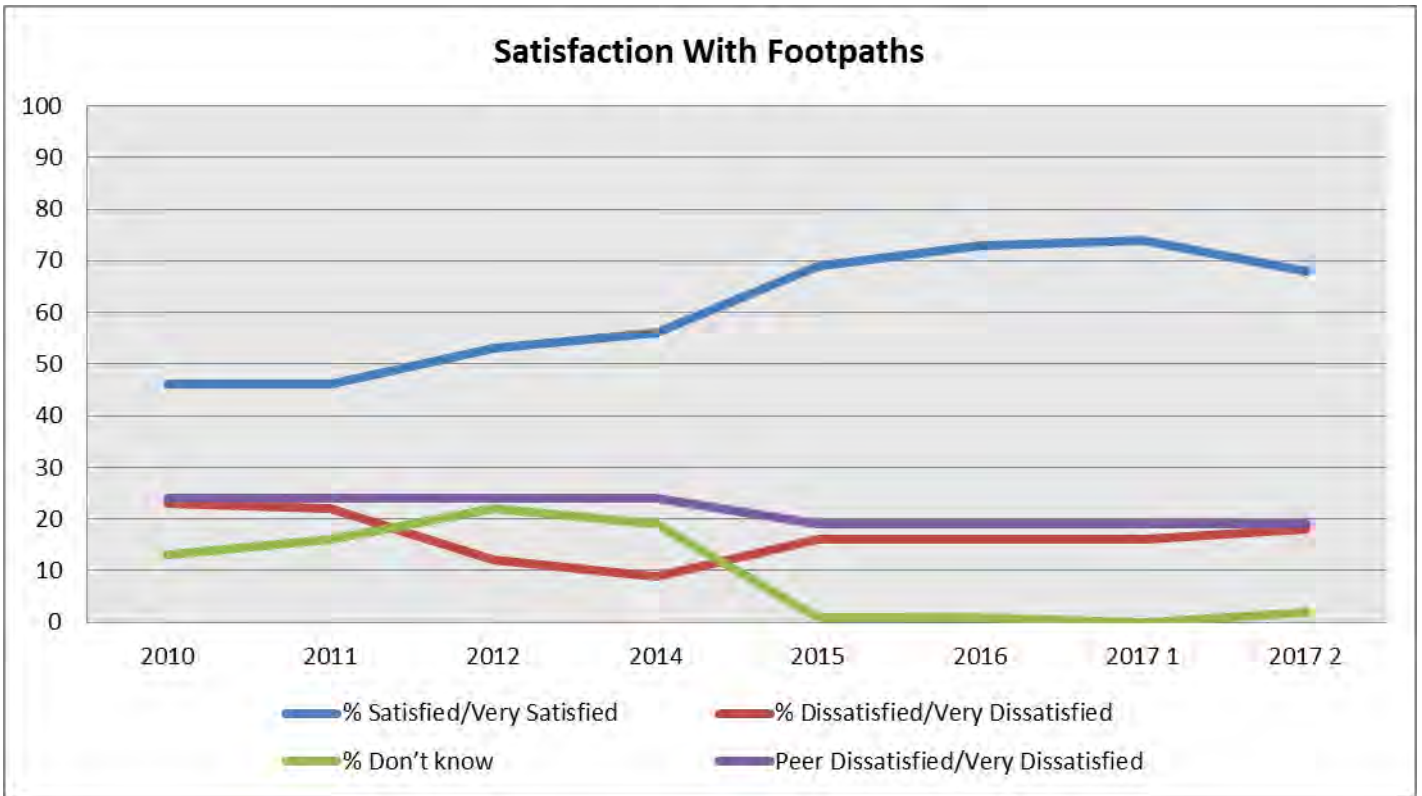




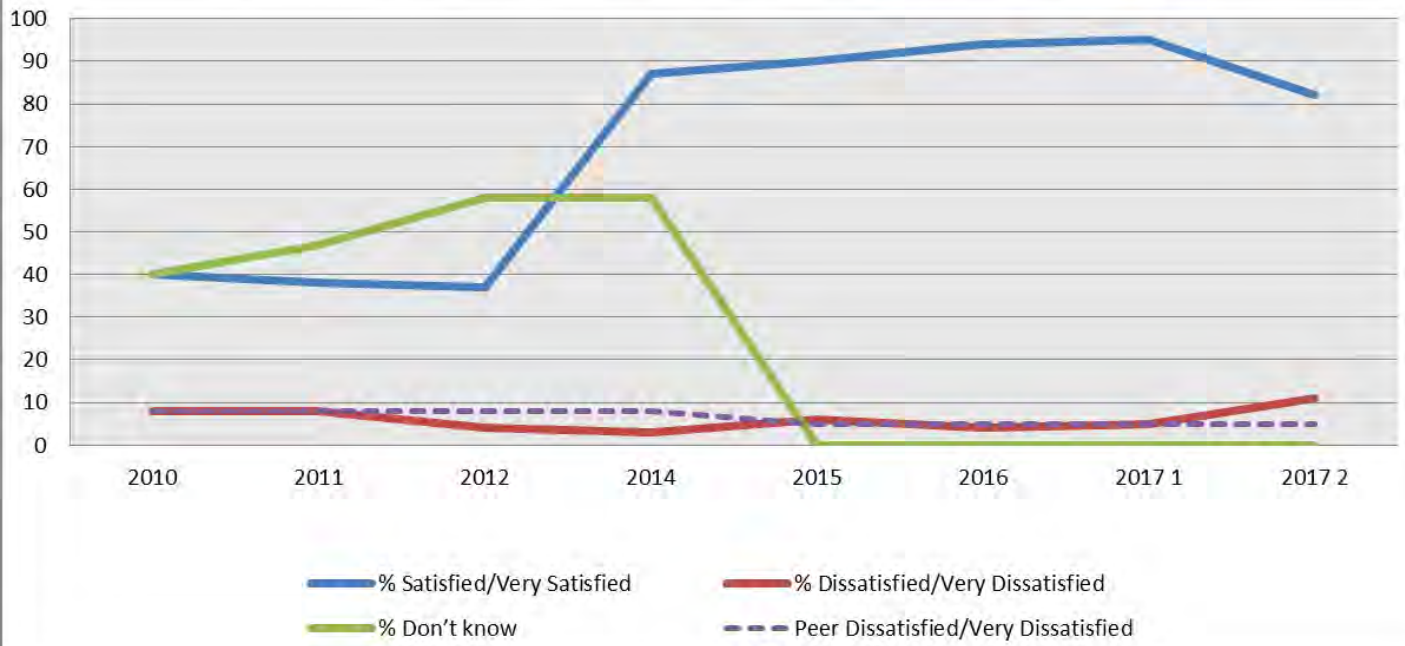




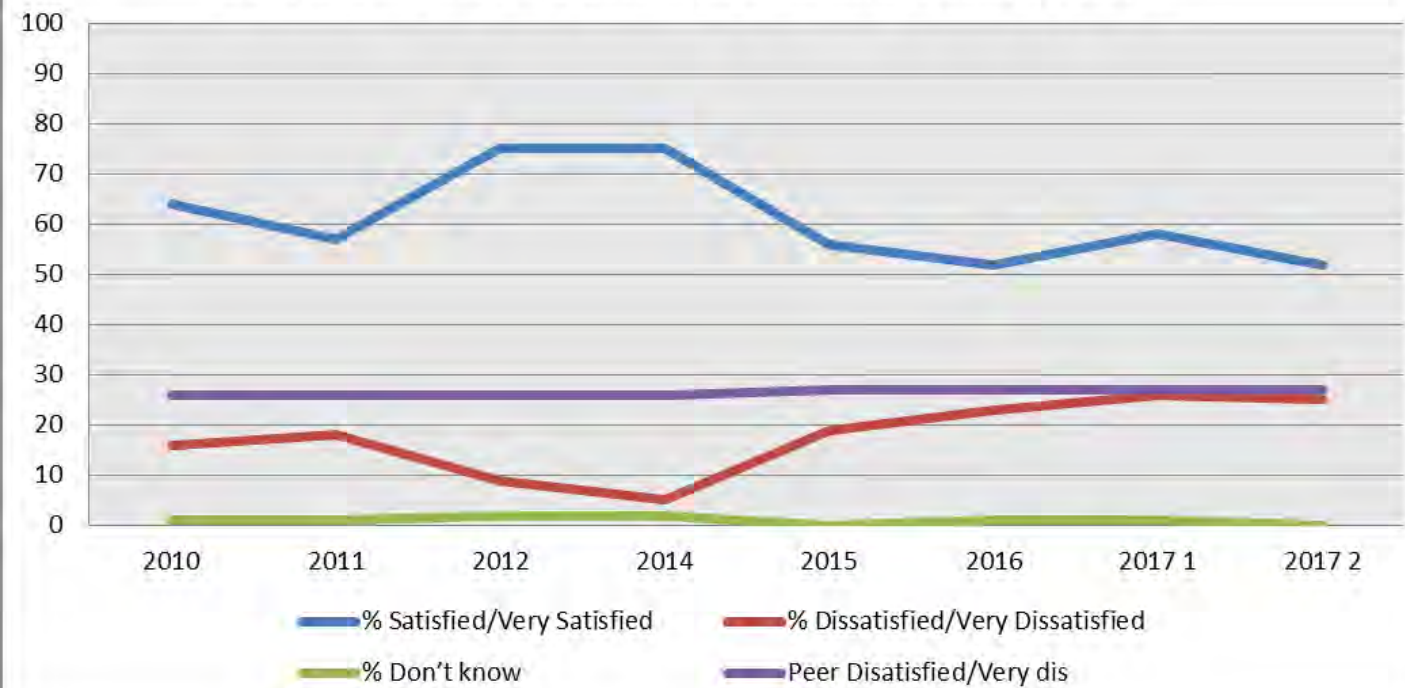


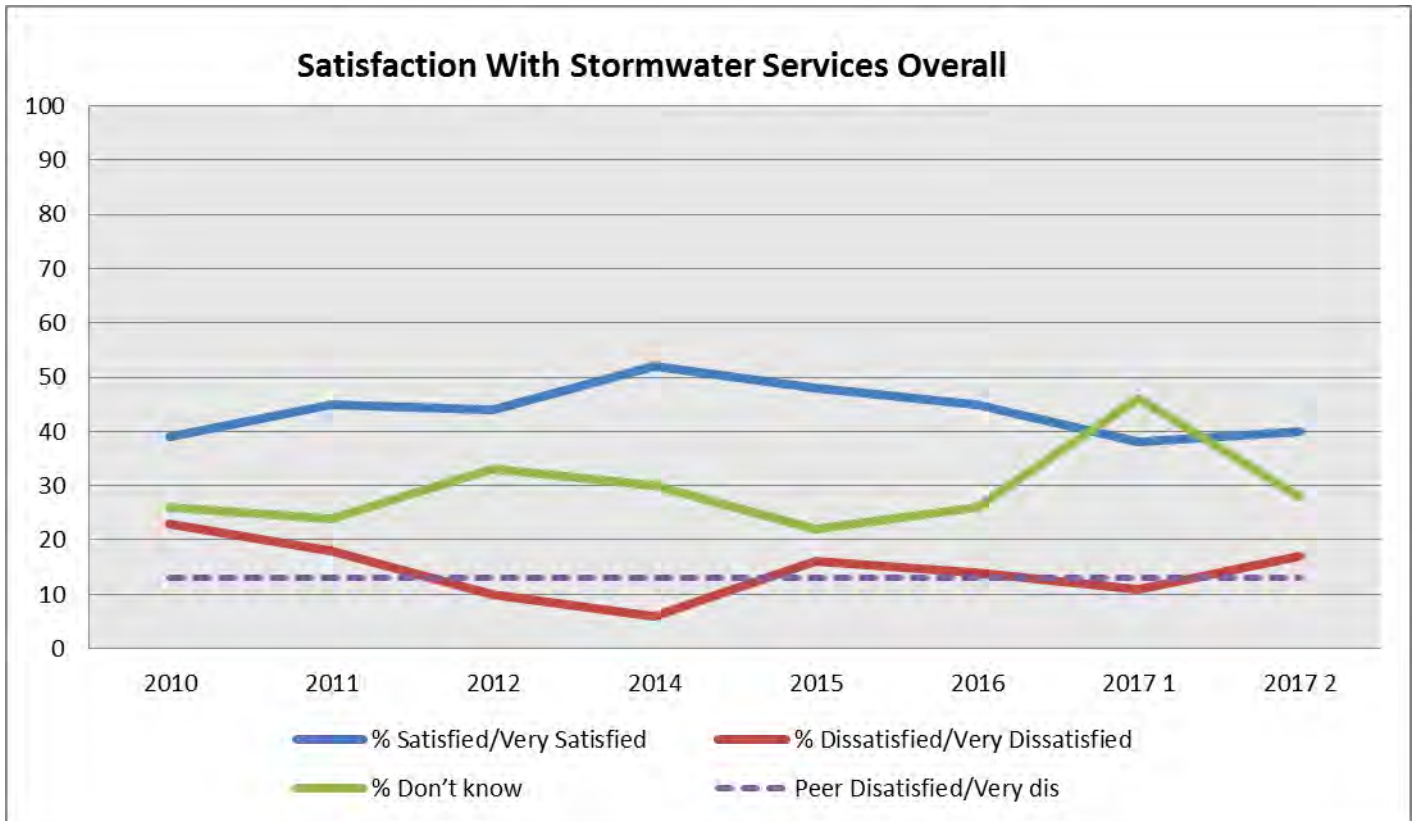


Satisfaction With The Wastewater Services (ie, sewerage system)



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 that?

They are fixing up the playgrounds in the area for the children
? Something for the kids to do.

They keep the roads good.
? Safety reasons

They do get it right from time to time. It's not all bad.
? They do their best but don't always get it right.

The survey regarding public transport in Te Kauwhata and surrounding areas.
? There is no public transport currently in these areas.

The memorial they have put up in Te Kauwhata.
? It's a tremendous thing to be built - I'm a Lion as well so have a vested interest. Something the town can be noticed for.

They are very approachable
? At all levels

The roads are well looked after
? Surfaces are good

They fixed up the Hakarimata walking track and they now have a real toilet there - it's great!!
? They used to have a port-a-loo and now we've got running water and a flushing loo - it's better than the one on the main street.

The kauri dieback project - started survey to see if there is any. They came out and looked and they are getting back to me. Absolutely wonderful
? Just because they paid a lot of attention - it's just great.

They put a street light outside our place - we're on a country lane so it's quite good.
? Makes it safer as it is a windy road.

Management of development of new gardens, Maori gardens. CBD development is a disaster.
? Gardens great, CBD a disaster.

Upgrading of John Lightbody Park - it was pretty good.
? We have small kids and seeing all the new playground equipment has been great for them.

Roading
? I feel like they are building for growth, major improvement in district with roading

Parks
? Certainly worked hard on improving the parks and local playground in Tuakau

Roading
? Roding in Ngaruawahia, Horotiu area roading is getting better. Planting around the roundabouts and expressway is excessive

Communication
? Communication has been excellent. Roding changes etc, great communication and time for feedback

Council office

? New Council office in Tuakau is excellent, easy to deal with, quite local for us

They are trying to keep everyone happy. It's a very diverse community we have here, different opinions, they try but they could try harder! Our Councillor is very good, he tries for our town

? They are trying

They are communicative, get a lot of information by mail, that's quite good

? Like to know what's going on, when you pay rates. Stickers on the rubbish bags, however, wasn't communicated well.

Upkeep of town centre, things are being done, the area is changing, there is a lot happening. Council is on the town email system

? There are developments lined up for closer to the highway. Takeaways coming up in the town, country town, hope it keeps it's country flavour. Need a hospital.

Real happy with the way they've taken on the local walkway around here, Huntly area, which has been tidied up really well compared to what it was

? Used by a lot of the public, and for a lot of people it is a safe environment, for elderly etc, happy to see things getting done

I give them a bouquet on how they are engaging with the Iwi/Maori on the District Plan, a pre-draft, and they are doing a good job of that process

? Because the District Plan is always fraught, who has rights to use of land here, road pressures, development plans. It's good that they are coming as pre-drafts so there is hope that they are attempting to do the right thing with Tangata Whenua consultation

Parks are looking good

? Great

Beautifying areas around the Waikato River and Huntly. Walk bridge has been fixed, good maintenance

? Improvement, it's good

They are picking up number 5 plastics now - that's a good thing.

? It reduces waste to the landfill

Dog parks. Paying for rubbish is good

? People think about what rubbish goes out now

Having recycling

? I don't have to make a special trip

The replacement of sewerage pipes in Hakanoa Street

? It was very outdated

Wainui Reserve

? Happy that they have done some maintenance on the Wainui Reserve in Raglan

Playground maintenance

? Very happy with the playground in Orini, good equipment, lawns mowed, well maintained. I've donated some trees as well

Recycling ideas

? Really pleased with how they are pushing recycling. Recycling is free and you now have to pay for stickers for rubbish bags, so should reduce rubbish and encourage recycling, Te Kauwhata

Extra recycling and sticker was a good move

? They take more types of stuff

They keep streets clean

? Clean streets

The staff in the library are lovely

? They make things so easy

I approve of the way they keep the grounds around town.

? Parks are good and everything is kept good.

Putting a new public toilet in the village Te Kauwhata.

? It was needed.

It's a good idea that you have to pay for the rubbish.

? People are careful about what they throw out now.

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?

Rubbish collection stickers - they had made up their minds before they told you so we had no say in the matter. No point in having the questionnaire.

? Waste of time as they'd made their mind up anyway.

Why are our rates so high in comparison with Auckland? Is the bureaucracy too big?

? The big bureaucracy has to be justified - it is too big.

Survey regarding rubbish collection for Pukekawa was ill timed in that most people from this area took their recyclables and rubbish to Pukekohe which has now closed. Need to repeat the survey regarding rubbish

? Inconvenience. We have no means of disposing of our rubbish now other than the recyclables once a month for two hours. We used to be able to drop it off at Pukekohe but cannot any longer.

Not listening to the people closely enough. They don't take notice of those of us who have been in the business and know a lot. They do have courses for staff but they don't really listen.

? People don't really get heard so they don't get what they really want.

The stickers for the rubbish - there doesn't seem to be any point in it. They say they will reduce the rates but they never do

? No point to them - it's revenue gathering only.

The cost of having the wheelie bin emptied

? It was paid for in our rates before and now they've whacked a \$3 charge and we already pay for it in the rates, paying for it again

The Te Kauwhata subdivision - changing the zoning around Te Kauwhata - it should be left as country living and not be subdivided.

? This is the ideal country town for people from the cities to come to and town people can come to see how we live. People coming to live on small sections can't really afford to live here.

Gorse on the roadside, Hooper Road has a small problem

? Gorse seed spreads onto my property

Management of the Te Kauwhata Domain

? They don't do as they are told by the Domain Committee

Don't like the thought of the Memorial Hall being torn down in Huntly

? It is a great resource for the people to use

The rubbish bag issue. I think it is provocative. I am a farmer, I have a hole and bury it. \$1.50 is ridiculous - they screw enough out of us as it is.

? It is unfair

They use social media such as Facebook to make information public. Not everyone has Facebook, they need to go back to paper - write to us and put notices back in the local papers.

? Not everybody has access to Facebook - it doesn't reach the elderly or the remote and lots of people don't like Facebook - they shouldn't have things out on Facebook

Wheelie bin labels - same reason as for recycling - i.e. labels are useless.

Have used a sticker on the wheelie bin and the wind has blown it off so they've refused to take the rubbish. 'Would like option of paying a one-off payment of \$156 for the whole year

? It's a useless system

The rubbish situation

? That it was enforced on us. Hamilton don't have it so why should we.

The release of the land for subdivisions - it's too slow. Also, the payment for the rubbish, it's a nuisance - they should increase the fees rather than having to go and find somewhere to buy them

? It's the nuisance value of having to go out and buy the stickers - not the amount of the money so much. Better to pay upfront.

The roll out of the rubbish scheme.

? It seems a little ancient according to the time - surely there was a better way of doing it

Up keep of town

? Pukemiro town needs upkeep especially entrance to the town, it's been left and not getting the care it needs. No facilities for kids like skateparks, basket courts, playgrounds, nothing for children except the school

Management

? Dumping sewerage in harbour, down to poor management, centralised organisation that is very expensive

Stickers for rubbish

? Paying for stickers for rubbish as well as in rates, not happy, also the yellow tags don't stay attached on a windy day, Jellicoe Avenue, Tuakau

Ambiguity of Council Regulations

? We are on 25 acres and want to build a granny flat to accommodate our family as the house is too small. Application has been declined. Seems a blanket rule for everyone. We are not looking at building lots of houses to make money just a little granny flat to accommodate our children, Horotiu Road. People down the road have managed to do this, totally unfair

The boat ramp issues around the town - the Manu Bay boat ramp they fixed after a storm is still very unsafe. Mainly the safety issues and the consultation with users about when they are going to fix it

? Requires more timely consultation with users

We are not connected to the town sewerage system and Tuakau is missing out even though we are in the borough. We are getting town water but not town sewerage

? We have lived here for over 30 years and been told it's in the 10-year plan and it never eventuates

The stickers for rubbish collection, would have preferred different coloured bags instead of stickers, being used in Thames-Coromandel

? Less convenient than bags - mucking around and creates more rubbish

For us it might be around roading on Cedar Park Road, very close to Hamilton. They have been talking about putting a road to Matangi Road for last six years, and still hasn't happened and it is quite unsafe

? Safety of drivers going onto State Highway 1, turning right into Hamilton, also Cherry Lane, we all have to turn right into the traffic to go to Hamilton. Also young drivers, so unsafe

Need more information for residents on the timing and agendas for Council meetings and even if they've published it in the Franklin County News and pathways for submissions

? Sometimes I feel that the reason we don't have the information is that the Council doesn't want us to have it so residents won't complain about issues. Can we please get more information about candidates being elected. It bugs me to not get any information on what the people elected actually believe - which party are they with would be helpful

The rubbish collection issue

? The way it was conducted. There was no communication before it was rolled out and because we

are paying for it, why aren't there warnings and guidelines as to the type of bags are acceptable etc

The town wastewater system is coming up for renewal of consent. I have been asking what they are going to do to improve the situation. Water rating, highly opposed to WDC wrapping that into a CCO!

- ? They are not going to be honest and upfront with plans for how they are going to deal with improvements to water, and how they provide information to residents/communities. They are going to delay it, they could ask us how to work together rather than take punitive court-based action later, go through an ethical process, agree to terms of reference, systematically engage with community

Just the change over to the stickers on rubbish bags

- ? The way they decided it was going to be done and we haven't seen a reduction in rates so now we pay for both

The rubbish bags issue

- ? The charge and the recycling issue

Rubbish collection issue for rural farmers not practical with farm rubbish needing to be taken elsewhere at another cost to local rubbish

- ? Two costs

Regarding rates bill, they've added a new payment of \$127 to our bill with no clear justification for it. I think it is to do with the new rubbish collection system for a separate dwelling but we don't have it

- ? We only have one dwelling. Lack of information on the new bill.

Times I've rung Council nowadays is very poor - customer services is not like it used to be, particularly the phones

- ? I think it's gone back - it used to be much more customer friendly in the past. More work needs to be done in this area.

We have to pay for rubbish bags now

- ? Just a rate increase really

Landscaping, upkeep

- ? More money needs to be spent on the upkeep of Huntly. Landscaping and presentation of town needs attention.

Paying for stickers for rubbish

- ? Not happy having to pay extra for our rubbish. Pay for stickers and it's not reflective in our rates, Walsh Road

Just paying for rubbish collection

- ? Why charge us for a bin that we already own

The consultation thing is not working, we can give our thought but they are never acted on

- ? No use consulting if they don't listen

There have been a few sewerage leaks on the way. The sewerage leaks and goes into the sea

- ? For the amount of money we pay they should have a pretty fool-proof system. They should surely be able to pick up the leaks. Sometimes the harbour is closed at Christmas and you can't fish or swim in the harbour because of pollution.

The charges for the rubbish collection

- ? Because we already pay for it in our rates - we are getting a double hit now even though we only use half a bag. Some neighbours told me they have seen rubbish being left on the sides of the road with no stickers on the bags - we are on a rural road

Meetings for public issues are just too hard to get to them because of the times they are held

- ? Often the only time you see anything about meetings is in the local paper. There's nothing in the mailbox to advise us of the meetings and as we live rurally, we often don't get to hear about them until the actual day.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	17 January 2017
Prepared by	Giles Boundy Senior Environmental Planner
Chief Executive Approved	Y
Reference/Doc Set #	1664080
Report Title	Hauraki Gulf Forum Minutes

1. EXECUTIVE SUMMARY

The purpose of this report is to present the minutes (attachments 1 & 2) of the Hauraki Gulf Forum meetings held on 20 June and 12 September 2016.

All agendas, previous minutes, and attachments can be found on the Auckland Council website (<http://infocouncil.aucklandcouncil.govt.nz/>).

2. RECOMMENDATION

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

3. ATTACHMENTS

1. Hauraki Gulf Forum Minutes (20 June 2016)
2. Hauraki Gulf Forum Minutes (12 September 2016)



Hauraki Gulf Forum

OPEN MINUTES

Minutes of a meeting of the Hauraki Gulf Forum held in the Reception Lounge, Auckland Town Hall, 301-305 Queen Street, Auckland on Monday, 20 June 2016 at 1.09pm.

PRESENT

Chairperson	Mayor John Tregidga	Hauraki District Council	
Deputy Chairperson	Ms Liane Ngamane	Tangata Whenua	
Cr Rob McGuire	Waikato District Council	Cr Wayne Walker	Auckland Council. From 1.56pm, item 7.
Cr James Thomas	Matamata-Piako District Council	Ms Moana Tamaariki-Pohe	Tangata Whenua
Cr Peter Buckley	Waikato Regional Council	Ms Laura Furneaux (alternative)	Ministry for Primary Industries
Mr Jeff Cleave	Great Barrier Local Board (Auckland Council)	Mr Paul Majurey	Tangata Whenua
Mr Paul Walden (alternative)	Waiheke Local Board (Auckland Council)	Ms Nicola MacDonald	Tangata Whenua
Cr Christine Fletcher	Auckland Council Until 3.07pm, item 8.	Mr Leo Koziol	Te Puni Kōkiri
Cr Michael Lee	Auckland Council Until 3.44pm, item 8.		
Cr Bill Cashmore	Auckland Council		
Cr Chris Darby	Auckland Council		

ABSENT

Mr Andrew Baucke	Department of Conservation	
Deputy Mayor Peter French	Thames-Coromandel District Council	
Mr Terrence Hohneck	Tangata Whenua	
Mr John Meeuwssen	Waiheke Local Board (Auckland Council)	Leave of absence
Mr Steve Halley	Ministry for Primary Industries	
Ms Lucy Steel	Tangata Whenua	

IN ATTENDANCE

Peter Tuinder	Department of Conservation
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Whakatau – karakia

The meeting opened with a karakia.

1 Apologies

Resolution number HGF/2016/7

MOVED by Chairperson John Tregidga, seconded by Cr Peter Buckley:

That the Hauraki Gulf Forum:

- a) **accept the apologies from Mr Andrew Baucke, Deputy Mayor Peter French, Mr Terrence Hohneck and Mr John Meeuwssen for absence and Cr Wayne Walker for lateness.**

CARRIED

2 Declaration of Interest

There were no declarations of interest.

3 Confirmation of Minutes

Resolution number HGF/2016/8

MOVED by Cr C Darby, seconded by Cr Peter Buckley:

That the Hauraki Gulf Forum:

- a) **confirm the ordinary minutes of its meeting, held on Monday, 14 March 2016, as a true and correct record.**

CARRIED

4 Local Board Input

4.1 Public forum: Tamaki Estuary Protection Society Incorporated regarding Tamaki Estuary

Patrick O'Meara, Chairman of the Tamaki Estuary Protection Society Incorporated presented to the Hauraki Gulf Forum regarding the Tamaki Estuary.

A document was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2016/9

MOVED by Deputy Chairperson Liane Ngamane, seconded by Moana Tamaariki-Pohe:

That the Hauraki Gulf Forum:

- a) receive the presentation regarding the Tamaki Estuary and thank Patrick O'Meara for his attendance.
- b) request an update from Auckland Council's CCO Governance and Monitoring Committee regarding responses to the environmental state of Tamaki Estuary as per previous 'State of the Environment' reports.

CARRIED

Attachments

- A 20 June 2016, Hauraki Gulf Forum, Public forum: Tamaki Estuary Protection Society Incorporated regarding Tamaki Estuary, document

4.2 Public forum: New Zealand Sports Fishing Council regarding the report: "Recreational Fishing in New Zealand – A Billion Dollar Industry"

Scott Macindoe, LegaSea support crew member of the New Zealand Sports Fishing Council presented to the Hauraki Gulf Forum regarding the recent New Zealand Marine Research Foundation report: "Recreational Fishing in New Zealand – A Billion Dollar Industry".

A PowerPoint presentation was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2016/10

MOVED by Chairperson John Tregidga, seconded by Cr W Cashmore:

That the Hauraki Gulf Forum:

- a) receive the presentation regarding the recent New Zealand Marine Research Foundation report: "Recreational Fishing in New Zealand – A Billion Dollar Industry" and thank Scott Macindoe for his attendance.

CARRIED

Attachments

- A 20 June 2016, Hauraki Gulf Forum, Public forum: New Zealand Sports Fishing Council regarding the report "Recreational Fishing in New Zealand - A Billion Dollar Industry, Presentation

5 Extraordinary Business

There was no extraordinary business.

6 Notices of Motion

There were no notices of motion.

7 Governance review

Cr Wayne Walker entered the meeting at 1.56pm.

Paul Beverley- Partner, Buddle Finlay Lawyers, Vaughan Payne - Chief Executive, Waikato Regional Council, and Mark Maloney - Head of Internal Audit, Auckland Council; as authors of the 'Hauraki Gulf Forum - Governance review and recommendations' report; presented to the Hauraki Gulf Forum regarding this report.

MOVED by Chairperson John Tregidga, seconded by Deputy Chairperson Liane Ngamane:

That the Hauraki Gulf Forum:

- a) receive the 'Hauraki Gulf Forum - Governance review and recommendations' report.
- b) support the recommendations from the 'Hauraki Gulf Forum - Governance review and recommendations' report:
 - i. that particular attention is paid to Treaty settlement processes and the Sea Change Tai Timu Tai Pari process alongside this governance review process;
 - ii. that the governance model for the Forum is changed to a co-governance approach, comprising equal numbers of mana whenua and other members;
 - iii. that mana whenua appoint their members directly through a process designed and approved by mana whenua;
 - iv. that the size of the Forum is reduced to 16 members;
 - v. that the Forum membership is made up as follows:
 - 8 members appointed by mana whenua;
 - 5 members appointed by the Minister of Conservation (for example political, business or NGO leaders rather than Crown representatives); and
 - 3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members;
 - vi. that the term of appointments be 3 years with the ability to reappoint up to a maximum number of terms to be agreed, with a staggering of terms to ensure that there is some continuity of knowledge across terms;
 - vii. that in addition to the other changes recommended in this report, the Forum undertakes a process to promote a clear understanding of and focus on the governance task of the Forum, including the relevant purpose, objective and function provisions of the Hauraki Gulf Marine Park Act 2000;

- viii. that any reform of the governance arrangements for the Forum should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision-making over the Hauraki Gulf.
 - ix. that, as an interim step, the Forum creates a smaller 'core group' of 12 members to drive more focused and strategic governance for the Forum, and at the same time advance a case for legislative amendment to the Hauraki Gulf Marine Park Act 2000; and
 - x. that the chief executives of the local authorities and relevant ministries/departments work together to implement these recommendations immediately following the 2016 triennial local authority elections.
- c) enable the recommendations to be advanced due to further detailed design work to be undertaken.

MOVED by Member Paul Walden, seconded by Cr WD Walker a procedural motion:

That the Hauraki Gulf Forum:

- a) agree that Item 7, Governance Review lies on the table until:
 - i) legal advice be provided to the Hauraki Gulf Forum as to the vires of the Hauraki Gulf Forum entering in to decisions outside of the purpose of the Hauraki Gulf Marine Park Act, including decisions of the nature intended here which seeks to redefine the shape and purpose of the Hauraki Gulf Forum;
 - ii) all territorial authorities represented at the forum seek direction by resolution from their councils, relevant committees or boards;
 - iii) a meeting be sought with government ministers to discuss their views on any intended change to the purposes of the Hauraki Gulf Marine Park Act; and
 - iv) any officers representing the Crown withdraw from this decision making process until such a time that their ministerial direction is clear.

Note: The meeting adjourned at 2.40 pm and reconvened at 2.54 pm.

Note: The procedural motion above was withdrawn with the agreement of the mover and seconder.

Note: Changes to the original motion were incorporated with the agreement of the meeting.

Resolution number HGF/2016/11

MOVED by Chairperson John Tregidga, seconded by Deputy Chairperson Liane Ngamane:

That the Hauraki Gulf Forum:

- a) **receive the 'Hauraki Gulf Forum - Governance review and recommendations' report.**
- b) **note the recommendations from the 'Hauraki Gulf Forum - Governance review and recommendations' report:**
 - i. **that particular attention is paid to Treaty settlement processes and the Sea Change Tai Timu Tai Pari process alongside this governance review process;**
 - ii. **that the governance model for the Forum is changed to a co-governance approach, comprising equal numbers of mana whenua and other members;**

- iii. that mana whenua appoint their members directly through a process designed and approved by mana whenua;
 - iv. that the size of the Forum is reduced to 16 members;
 - v. that the Forum membership is made up as follows:
 - 8 members appointed by mana whenua;
 - 5 members appointed by the Minister of Conservation (for example political, business or NGO leaders rather than Crown representatives); and
 - 3 members appointed by local authorities (1 from each of the Auckland Council, Waikato Regional Council and the territorial authorities collectively) – these may or may not be elected members;
 - vi. that the term of appointments be 3 years with the ability to reappoint up to a maximum number of terms to be agreed, with a staggering of terms to ensure that there is some continuity of knowledge across terms;
 - vii. that in addition to the other changes recommended in this report, the Forum undertakes a process to promote a clear understanding of and focus on the governance task of the Forum, including the relevant purpose, objective and function provisions of the Hauraki Gulf Marine Park Act 2000;
 - viii. that any reform of the governance arrangements for the Forum should include provision for the Forum to have more statutory authority and a stronger and more direct role in terms of statutory decision-making over the Hauraki Gulf.
 - ix. that, as an interim step, the Forum creates a smaller ‘core group’ of 12 members to drive more focused and strategic governance for the Forum, and at the same time advance a case for legislative amendment to the Hauraki Gulf Marine Park Act 2000; and
 - x. that the chief executives of the local authorities and relevant ministries/departments work together to implement these recommendations immediately following the 2016 triennial local authority elections.
- c) constituent parties respond to the recommendations from the ‘Hauraki Gulf Forum - Governance review and recommendations’ report at the next meeting of the Hauraki Gulf Forum, following consultation with their respective bodies.

CARRIED

8 Hauraki Gulf Forum 2016/2017 work plan and budget

Cr CE Fletcher retired from the meeting at 3.07 pm.

Cr ME Lee retired from the meeting at 3.44 pm.

Resolution number HGF/2016/12

MOVED by Cr WD Walker, seconded by Deputy Chairperson Liane Ngamane:

That the Hauraki Gulf Forum:

- a) approve the proposed 2016/2017 work plan and budget of \$265,000.

CARRIED

9 Constituent party report

Ms Nicola MacDonald left the meeting at 3.55 pm

Resolution number HGF/2016/13

MOVED by Cr WD Walker, seconded by Member Paul Walden:

That the Hauraki Gulf Forum:

- a) **receive the constituent party report.**

CARRIED

10 Hauraki Gulf Forum Executive Officer's report

Ms Nicola MacDonald returned to the meeting at 4.02 pm

www.gulfjournal.org.nz was displayed on screen.

Resolution number HGF/2016/14

MOVED by Chairperson John Tregidga, seconded by Cr Peter Buckley:

That the Hauraki Gulf Forum:

- a) **receive the Hauraki Gulf Forum Executive Officer's report.**

CARRIED

11 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

4.04 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE HAURAKI GULF FORUM
HELD ON

DATE:.....

CHAIRPERSON:.....

Hauraki Gulf Forum

OPEN MINUTES

Minutes of a meeting of the Hauraki Gulf Forum held in the Reception Lounge, Auckland Town Hall, 301-305 Queen Street, Auckland on Monday, 12 September 2016 at 1.04pm.

PRESENT

Chairperson	Mayor John Tregidga	Hauraki District Council
Deputy Chairperson	Ms Liane Ngamane	Tangata Whenua
Members	Deputy Mayor Peter French	Thames-Coromandel District Council
	Cr Rob McGuire	Waikato District Council
	Cr Peter Buckley	Waikato Regional Council
	Cr Bill Cashmore	Auckland Council
	Cr Chris Darby	Auckland Council
	Cr Christine Fletcher	Auckland Council
	Cr Michael Lee	Auckland Council
	Mr Jeff Cleave	Great Barrier Local Board (Auckland Council)
	Mr John Meeuwssen	Waiheke Local Board (Auckland Council)
	Ms Laura Furneaux	Ministry for Primary Industries
	Mr Andrew Baucke	Department of Conservation
	Ms Moana Tamaariki-Pohe	Tangata Whenua
	Mr Terrence Hohneck	Tangata Whenua
	Mr Paul Majurey	Tangata Whenua
	Mr Leo Koziol	Te Puni Kōkiri

Auckland Council is the administering authority for the Hauraki Gulf Forum.

ABSENT

Members	Ms Nicola MacDonald	Tangata Whenua
	Ms Lucy Steel	Tangata Whenua
	Cr James Thomas	Matamata-Piako District Council
	Cr Wayne Walker	Auckland Council

ALSO PRESENT

Chair Izzy Fordham	Great Barrier Local Board (Auckland Council)
Deputy Chair Susan Daly	Great Barrier Local Board (Auckland Council)
Member Judy Gilbert	Great Barrier Local Board (Auckland Council)
Christina Spence	Great Barrier Local Board (Auckland Council)

Whakataua – Karakia / mihi

The meeting opened with a karakia.

1 Apologies

Resolution number HGF/2016/28

MOVED by Cr C Darby, seconded by Cr P Buckley:

That the Hauraki Gulf Forum:

- a) **accept the apologies from Nicola MacDonald, Cr James Thomas and Cr Wayne Walker for absence.**

CARRIED

2 Declaration of Interest

There were no declarations of interest.

3 Confirmation of Minutes

Resolution number HGF/2016/29

MOVED by Cr C Darby, seconded by M Tamaariki-Pohe:

That the Hauraki Gulf Forum:

- a) **confirm the ordinary minutes of its meeting, held on Monday, 20 June 2016, as a true and correct record.**

CARRIED

4 Public Forum

There was no Public Forum input.

5 Extraordinary Business

There was no extraordinary business.

6 Notices of Motion

There were no notices of motion.

7 Foundation North's Gulf Innovation Fund Together

Cr CE Fletcher entered the meeting at 1.08 pm.

Cr ME Lee entered the meeting at 1.10 pm.

Foundation North's Chief Executive Officer Jennifer Gill, and Project Manager Kim Collins presented regarding the Gulf Innovation Fund Together (GIFT).

A PowerPoint presentation was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2016/30

MOVED by Chairperson J Tregidga, seconded by Cr CE Fletcher:

That the Hauraki Gulf Forum:

- a) **congratulate Foundation North for the Gulf Innovation Fund Together, and thank Jennifer Gill for her attendance.**

CARRIED

Attachments

- A 12 September 2016, Hauraki Gulf Forum, Foundation North's Gulf Innovation Fund Together, Presentation

8 Te Hauturu-o-Toi/Little Barrier Island Conservation Management Plan

Nick Turoa, Acting Operations Manager, Mahurangi - Warkworth Office, Te Papa Atawhai - Department of Conservation presented regarding the draft Conservation Management Plan for Te Hauturu-o-Toi/Little Barrier Island.

Tangata Whenua representative Mr Terrence (Mook) Hohneck, Chief Executive Officer of Ngāti Manuhiri Settlement Trust provided assistance with this item.

A PowerPoint presentation was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2016/31

MOVED by Chairperson J Tregidga, seconded by Cr C Darby:

That the Hauraki Gulf Forum:

- a) **receive the information about the draft Conservation Management Plan for Te Hauturu-o-Toi/Little Barrier Island.**

CARRIED

Attachments

- A 12 September 2016, Hauraki Gulf Forum, Te Hauturu-o-Toi/ Little Barrier Island Conservation Management Plan, Presentation

9 National Direction for Aquaculture

Michael Nielsen, Senior Aquaculture Analyst (RMA Planner), Ministry for Primary Industries presented regarding the Ministry for Primary Industries' proposed National Direction for Aquaculture.

Resolution number HGF/2016/32

MOVED by Chairperson J Tregidga, seconded by Cr W Cashmore:

That the Hauraki Gulf Forum:

- a) **receive the presentation about the Ministry for Primary Industries' proposed National Direction for Aquaculture and thank Michael Nielsen for his attendance.**

CARRIED

10 Governance Review update

Deputy Mayor Peter French provided two documents from the 17 August 2016 Thames-Coromandel District Council meeting:

- Agenda Item 5.1 Hauraki Gulf Forum governance review update
- Minutes Resolution 121/16

Paul Majurey provided a newspaper article.

Copies have been placed on the official minutes and are available on the Auckland Council website as minutes attachments.

Resolution number HGF/2016/33

MOVED by P Majurey, seconded by Cr P Buckley:

That the Hauraki Gulf Forum:

- a) **note and receive the responses to date on the Governance Review & Recommendations Report.**
- b) **agree to consider the Governance Review and Recommendations Report when the Hauraki Gulf Forum reconvenes after the 2016 local government elections.**

CARRIED

Attachments

- A 12 September 2016, Hauraki Gulf Forum, Governance Review update, Thames-Coromandel District Council agenda item
- B 12 September 2016, Hauraki Gulf Forum, Governance Review update, Thames-Coromandel District Council resolution
- C 12 September 2016, Hauraki Gulf Forum, Governance Review update, newspaper article

11 Executive Officer's report

Tim Higham, Executive Officer presented regarding the Executive Officer's report.

The Hauraki Gulf Forum Annual Report 2015-2016 was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Note: Changes to the original motion were incorporated with the agreement of the meeting.

Resolution number HGF/2016/34

MOVED by P Majurey, seconded by J Cleave:

That the Hauraki Gulf Forum:

- a) **receive the Hauraki Gulf Forum Executive Officer's report.**
- b) **request that constituent parties include the Hauraki Gulf Forum Executive Officer's report as an item on each of their council and board agendas.**

CARRIED

Attachments

- A 12 September 2016, Hauraki Gulf Forum, Executive Officer's Report, Hauraki Gulf Forum Annual Report 2015-2016

12 Constituent party report

Chairperson J Tregidga congratulated the Ministry of Primary Industries on the development of the draft snapper 1 management plan.

Resolution number HGF/2016/35

MOVED by Chairperson J Tregidga, seconded by Cr P Buckley:

That the Hauraki Gulf Forum:

- a) **receive the constituent party report.**

CARRIED

13 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

Chairperson John Tregidga thanked members for their involvement over the last three years, and in particular noted the contribution of Tim Higham, Executive Officer.

Members acknowledged Chairperson John Tregidga, Deputy Chairperson Liane Ngamane, and support staff.

Whakawātea

The meeting closed with whakawātea.

3.03 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS TRUE AND CORRECT BY
THE CHAIRPERSON AND CHIEF EXECUTIVE
UNDER STANDING ORDER 8.1.4 ON

DATE:.....

CHAIRPERSON:.....

LEAD OFFICER:.....

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	17 January 2017
Prepared by	Giles Boundy
Chief Executive Approved	Y
Reference/Doc Set #	1663803
Report Title	Hauraki Gulf Marine Spatial Plan – Sea Change - Tai Pari Tai Timu

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Hauraki Gulf Marine Spatial Plan – *Sea Change - Tai Pari Tai Timu* to the Strategy & Finance Committee. Sea Change is the Hauraki Gulf's, and New Zealand's, first Marine Spatial plan.

The full plan can be found here: <http://www.seachange.org.nz/Read-the-Plan/>.

2. RECOMMENDATION

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

3. BACKGROUND

The key driver for developing *Sea Change - Tai Pari Tai Timu* is to halt the decline in the mauri, environmental quality and abundance of resources in the Hauraki Gulf Marine Park. The development of the marine spatial plan ran over two years starting in August 2013 and concluded with the release of a non-statutory plan on 10 December 2016.

The Waikato district contains 15,051 ha (2.04%) of the catchment and approximately 162m of land abutting the Firth of Thames.

4. DISCUSSION

4.1 Development of *Sea Change - Tai Pari Tai Timu*

A core milestone in the development of the plan was achieved in December 2013 with the formation of the Stakeholder Working Group (“SWG”). The 14 members of this group came from different interest groups in the Gulf. The SWG took the lead role in developing

the marine spatial plan, under the guidance of a Project Steering Group (consisting of iwi, regional and local council representatives and ministry officials) and as well as with input from technical experts.

From January to June 2014 the SWG and project team hosted twenty-five group discussions, on the coast, islands, and in catchments of the Hauraki Gulf Marine Park. These included over 250 participants and provided members with the opportunity to ask questions of the community. Many were also asked to contribute thoughts and ideas more formally through on-line surveys. Furthermore, issue based round table discussions were held with SWG members and stakeholder covering topics from biodiversity to infrastructure.

4.2 Key Actions

Sea Change has a number of actions under five topic areas that can be summarised as follows:

Sediment and Water Quality*

- Setting and achieving catchment sediment and nutrient load limits for all major catchments to minimise adverse impacts on water quality.
- Restoration and creation of major wetland systems to trap sediment before it reaches coastal waters.
- Land-based measures to ensure sediment stays on the land where possible to significantly reduce sediment reaching the coast.
- Stabilising sediment already in the marine environment.

Biodiversity and habitat restoration

- Fifteen new marine protected areas, including no take (excluding cultural harvest on a case by case basis by special permit) areas nested within larger, special management areas with fisheries management objectives.
- Restoring historic habitats such as green lipped and horse mussel beds

Fish stocks and aquaculture

- Transitioning commercial fishing methods that impact benthic habitat (including trawling, Danish seining and dredging) out of the Hauraki Gulf.
- Reviewing the management settings for priority fish stocks.
- 13 new areas prioritised for future aquaculture development, including mussels, oysters and fin fish.

Co-Management

- Co-management areas covering the coastline of Tikapa Moana / Te Moananui aaToi to provide for joint mana whenua and community management of local marine areas.

Kaitiakitanga/Guardianship*

- Connecting everyone including the next generation and different ethnicities to the marine environment to strengthen kaitiakitanga and guardianship.

*Note: *Territorial Local Authority involvement is likely in a number of actions under these topics. Further actions also include the development of a range of strategies to guide specific actions and further implementation planning.*

4.3 Implementation and Governance

Section II of the plan highlights the overall implementation and points to several attributes vital for the governance of the Hauraki Gulf Marine Park and oversight of Sea Change. Noted in this section is that the Hauraki Gulf Forum *'is currently considering its future structure and attributes, and its new form may provide the coordinating co-governance entity that is essential for the implementation of the Plan'*.

5. CONCLUSION

Sea Change - Timu Tai Pari is a ground-breaking initiative designed to secure a healthy, productive and sustainable future for the Hauraki Gulf. The spatial plan informs how the Hauraki Gulf is shared, used and stewarded for future generations. This plan is needed because environmental indicators tell us the Hauraki Gulf is an ecosystem under real pressure. The final spatial plan was released on 10 December 2016.

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	10 February 2017
Chief Executive Approved	Y
DWS Document Set #	1675791
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

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	27,756	443,623	471,379	Jun-17	Beca appointed to project manage, have received initial report back with design options - security assessment incorporated into the final design and sent to contractor (waiting on feedback) for detailed design costing. Detailed design received needs to be reviewed, to go out to tender early 2017. May need further budget.
Programme Delivery	Tamahere Sports Ground Reserve Management Plan	Hamish Cairns	282,078	296,267	(14,189)	282,078	Multi year project	Final levelling and seeding completed. Pond in but cannot be completed until grass grows, planting to be completed April. Spend includes planning for Piazza and recreation area - will be overspent for the financial year and staff are currently looking at funding options.
Programme Delivery	Raglan stormwater reticulation extensions	Surya Pandey	356,312	0	356,312	356,312	Jun-17	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 identified a few Reserve Act implications should recreation reserve or cemetery land be considered for daylighting use and internal discussion taking place to address that. There are a number of areas in Raglan requiring stormwater extensions and upgrades this will be completed this financial year from the funds.
Programme Delivery	Ngaruawahia, Kent St/George St Stormwater Network upgrades	Reuben Rink	409,800	3,995	405,805	413,320	Jun-17	Tenders closed, tender evaluations completed and tender evaluation report underway. Anticipating award mid February with works to begin in March with a June 2017 completion.
Programme Delivery	New Reservoirs for Huntly, Central District, Hopuhopu and Pokeno	Richard Clark	7,090,397	1,551,463	5,538,934	4,992,949	Sep-17	Reservoirs have been ordered and scheduled for delivery in February. Ability to secure land at Pokeno and Hopuhopu has caused delays in enabling works. Huntly - Foundation essentially complete, site preparation continuing and on schedule for arrival of reservoir. Central District - Tank foundation formwork underway including installation of pipework. Pokeno - Contractor to start once settlement of proposed land purchase occurs. Hopuhopu - A six month Licence to Occupy agreement has been obtained while wider land negotiations with Waikato Tainui continue; Contractor is scheduled to start onsite in February.
Programme Delivery	Land Purchases for Pokeno, Central District and Hopuhopu Reservoir Sites	Elton Parata	227,708	22,537	205,171	240,094	Feb-17	Pokeno - Agreement now reached. Central District - No longer purchasing land, existing land surrounding cemetery will be used. Hopuhopu - A Licence to Occupy has been obtained and approved by Waikato Tainui. This allows Construction works to commence as per the construction schedule. Longer term land exchange agreement and easements for pipelines are to be worked on with Waikato Tainui whilst construction takes place.
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 that this funding could be bundled with the Te Kauwhata Lakeside Development plan change/development proposal (and development contribution) and a state of the art Wastewater Treatment Plant could be established in Huntly to accommodate both Te Kauwhata and Huntly current and future wastewater demand. This approach is also promoted in the application to MBIE's Housing Infrastructure Fund application.
Programme Delivery	Pokeno Wastewater scheme construction - Stage 2	Paul White	2,173,821	97,442	2,076,379	2,185,455	Jun-17	Heritage Authority is complete, Waikato Regional Council consent received and WDC consent lodged. Have received approval from Queens Redoubt Trust and Ngati Tamaoho. Tenders closed and tender evaluation is underway. Low take up of connection offer and we are considering options with reserve funding.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	13 February 2017
Prepared by	Vishal Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
DWS Document Set #	GOV1318
Report Title	Update on the budget expenditure for the Tuakau and the Ngaruawahia & Surrounds Structure Plan Projects

1. EXECUTIVE SUMMARY

The purpose of this report is to provide the Strategy & Finance Committee with an update on the budget expenditure for both the Tuakau and the Ngaruawahia and Environs structure plan projects. This report covers total budget expenditure to date for both projects.

2. RECOMMENDATION

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

3. BACKGROUND

Work began on the Tuakau Structure Plan project in January 2013 following on from completion of the Tuakau and Districts Community Plan in December 2012. The Tuakau Structure Plan was adopted by the Council in December 2014. In 2015 some additional technical studies were commissioned to address reverse sensitivity concerns related to odour and noise.

Work on the Ngaruawahia and Environs Structure Plan project began in mid 2013. The project is expected to be completed by the first quarter of 2017.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 BUDGET EXPENDITURE ON THE TUAKAU STRUCTURE PLAN

The Tuakau Structure Plan was adopted by Council in December 2014. In 2015 some additional technical studies were commissioned to address reverse sensitivity concerns related to odour and noise.

Tuakau Structure Plan Budget Expenditure Table

Four Year Total Project Budget 2012/13 – 2015/16	\$350,000
Total expenditure to date	\$277,963
Amount returned to reserve fund	\$72,037

4.2 BUDGET EXPENDITURE ON THE NGARUAWAHIA AND SURROUNDS STRUCTURE PLAN

The project is expected to be completed by the end of 2016. Expenditure in the last year has been limited to community consultation expenses and the preparation of notices and posters for public open days.

Ngaruawahia & Surrounds Structure Plan Budget Expenditure Table

Four Year Total Project Budget 2013/14 – 2016/17	\$350,000
Total expenditure to date	\$183,748
Amount returned to reserve fund	\$82,409
Budget remaining for 2016/17	\$66,510

4.3 OPTIONS

Since the Tuakau Structure Plan project is complete and the Ngaruawahia and Surrounds Structure Plan project is nearing completion, the expectation is that the Council proceed with completion of the Ngaruawahia & Surrounds Structure Plan as planned and provided for in the project budgets. It is anticipated that any subsequent follow-up work related to these two structure plan projects will be addressed through the District Plan Review project.

5. CONSIDERATION

5.1 FINANCIAL

Both projects have progressed within the parameters of the budgets provided by the Council over the last four years.

5.2 LEGAL

N/A

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The development of the Tuakau and the Ngaruawahia and Surrounds structure plans is in accordance with the Long Term Plan 2015-2025.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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>	The development of both the Tuakau and the Ngaruawahia & Surrounds structure plans have involved extensive engagement with both the Tuakau and the Ngaruawahia and surrounding communities. Councillors have been involved in both these processes and have informed decisions at key stages of both projects.				

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

Both projects have progressed within the parameters of the budgets provided by the Council over the last four years.

7. ATTACHMENTS

NIL

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	10 February 2017
Prepared by	Donna Rawlings Management Accountant
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Lake Hakanoa Motor Caravan Park Six Month Report

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Lake Hakanoa Motor Caravan Park Consolidated Cost of Service Statement for the 7 months ended 31 January 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Lake Hakanoa Motor Caravan Park Consolidated Cost of Service Statement for the period ended 31 January 2017.

Lake Hakanoa Motor Caravan Park

Notes to support the Cost of Service Statement

1 Fees and Charges for the period 1 July 2016 to 31 January 2017

Dive School	23,917
Others	67,089
	<u>(91,006)</u>

2 Activity Expenses for the period 1 July 2016 to 31 January 2017

Power/Gas	2,618
Rental/Hireage	28,512
Refuse Bags/Bin	2,048
Repairs and Mai	9,087
R&M Contractors	18,876
Insurance	1,080
Phones	711
Cleaning	2,085
Subscriptions	300
Watercoolers	160
General Expense	616
Building Security/Fire Alarms	101
Total Expenditure	<u>66,193</u>

Capital Expenditure

Capital spend this financial year includes traffic calming works (\$3.4k) and the purchase of a new industrial washing machine (\$2.3k)

Lake Hakanoa Caravan Park Reserve - Operations

Opening balance 1 July 2016	(86,434)
Plus operating surplus year to date	(22,523)
Less capital funding	3,469
Closing balance as at 31 January 2017	<u>(105,488)</u>

Lake Hakanoa Caravan Park - Replacement Fund

Opening balance 1 July 2016	(26,919)
Plus depreciation year to date	(5,642)
Less capital funding	2,313
Closing balance as at 31 January 2017	<u>(30,249)</u>

110
154-Lake Hakanoa Motor Caravan Park
Consolidated Cost of Service Statement
for the period ending 31 January 2017

		Budget 2016 / 17	YTD Actual 2016 / 17	Variance	Budget Usage
Income					
Fees and charges	Note 1	(174,114)	(91,006)	(83,108)	52%
Internal interest		(7,247)	(3,352)	(3,895)	46%
Total Income		(181,361)	(94,358)	(87,003)	52%
Expenditure					
Depreciation and amortisation expense		9,205	5,642	3,563	61%
Finance costs (EFTPOS Fees)		341		341	0%
Activity expenditure	Note 2	111,804	66,193	45,611	59%
Total Expenditure		121,350	71,835	49,515	59%
Activity (Surplus) / Deficit		(60,011)	(22,523)	(37,488)	38%
Capital					
Capital project expenditure		15,363	5,782	9,581	38%
Loan repayments				0	0%
Total Capital		15,363	5,782	9,581	38%
Non-funded depreciation				0	0%
Non-funded asset writeoffs				0	0%
Total Funding Required		(44,648)	(16,741)	(27,907)	37%
Funded by					
Replacement Fund Transfers		(6,145)	(2,313)	(3,832)	38%
Reserve Transfers		50,793	19,054	31,739	38%
Total Funding		44,648	16,741	27,907	37%

Refer to Notes attached

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	07 February 2017
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Waikato District Community Wellbeing Trust Draft Statement of Intent for the year ended 30 June 2018

I. EXECUTIVE SUMMARY

Pursuant to section 64 of the Local Government Act 2002, a Council Controlled Organisation is required to provide a draft Statement of Intent to its shareholder (Council) by 01 March each year. Council then has the opportunity to provide feedback on the draft within two months of 01 March, after which time the Council Controlled Organisation must provide a completed Statement of Intent to the shareholder by 30 June.

2. RECOMMENDATION

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

AND FURTHER THAT the **Strategy & Finance Committee** provides support or suggested changes to the trustees.

3. BACKGROUND

The Trustees of the Wellbeing Trust are required to present a Statement of Intent for the year ended 30 June 2018 to Council by 01 March 2017. This draft Statement of Intent retains the principles developed in the inaugural Statement of Intent which are:

- Ensure the real (inflation adjusted) value of the fund is protected;
- Ensure the total grants distributed do not exceed 50% of the accumulated retained net income after allowing for the CPI movement and expenses;
- Ensure no more than 10% of the capital is distributed in any one year;
- Identify opportunities to grow the fund;
- Have a process for promoting the fund availability and allocating the fund;
- Monitor performance of investments by receiving and considering financial information.

The Statement of Intent has been prepared based on a long term return on investment of 6.88 per cent as per previous years. The grant distributions are based on the formula above, which reflects the discussions between trustees and Gareth Morgan Investments, whereby in future distributions will be based on the understood long term sustainable return (6.88 per cent). Hence, distributions will not increase in years where the return is higher than 6.88 per cent, which will also support distributions in years where returns are lower than 6.88 per cent or even negative. This is a continuation of the practice adopted last year.

The Investment Portfolio and Distribution Policy provides policy guidance to the Trustees in terms of the management and distribution of the fund. A compliance issue experienced over the past year following a structural change to the way in which investments are made by GMI needs to be considered by the Trustees. Specifically, this relates to the PIE Investment Framework whereby investments in excess of the 2% cap are sometimes experienced. It is suggested that this issue be raised in the annual discussion with GMI to consider whether this cap needs to be reviewed, or in the event the cap is still appropriate based on the Trustees risk profile, understanding how GMI can maintain this measure for the Trustees. Staff will provide the Strategy & Finance Committee with the outcome of this conversation.

4. OPTIONS CONSIDERED

A draft Statement of Intent is required to be provided to Council by 01 March each year as required by section 64 of the Local Government Act 2002.

5. CONCLUSION

The Strategy & Finance Committee is being asked to consider the draft Statement of Intent for the Waikato District Community Wellbeing Trust and to provide any feedback for inclusion into the final Statement of Intent.

6. ATTACHMENTS

Waikato District Community Wellbeing Trust Draft Statement of Intent for the year ended 30 June 2018

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

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Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Introduction

This Statement of Intent (SOI) is presented by the Waikato District Community Wellbeing Trust (the Trust) as required by Section 64(1) of the Local Government Act 2002.

The SOI forms the basis for the accountability of the Trustees of the Trust to Waikato District Council, and sets out the objectives, scope of activities undertaken, and performance targets by which the Trust will be measured.

The purpose of this statement of intent is to:

- State publicly the activities and intentions of this council controlled organisation for the year and the objectives to which those activities will contribute;
- Provide a basis for accountability and transparency.

This Statement of intent covers the year to 30 June 2018 and also includes prospective financial information for the following two financial years.

Jacqui Church (Chair)

Entity information

Legal name

Waikato District Community Wellbeing Trust.

Type of entity and legal basis

The Trust was incorporated on 1 November 2010 under the Charitable Trust Act 1957 and is domiciled in New Zealand. On the same date the Trust was registered in accordance with the Charities Act 2005 to give it charitable status.

The Trust was established by Waikato District Council (WDC) and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002, by virtue of WDC's right to appoint the Trustees.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Objectives of the Trust

The principal activities of the Trust are undertaken to:

- Promote the social, environmental and cultural wellbeing of the Waikato district and its communities;
- Deliver on the aspirations and community outcomes of the Waikato district as identified and promoted by the community; and,
- Fund projects identified by Council's planning documents.

Governance

The Trust will be governed in accordance with the terms of the Trust Deed.

Objective

1. To comply with the terms of the Trust Deed and in particular with the duties of the Trust as set out in clause 11 of the Deed.

Clause 11 of the Deed lists the Trust's objectives as:

- a) To consider and approve projects submitted by Waikato District Council (Council);
- b) To publicise the projects and activities of the Trust;
- c) To actively promote the work of the Trust with a view to ensuring the long term operations of the Trust;
- d) To ensure information about the Trust's activities and objectives is available to people within the area and fosters a sense of community achievement and betterment;
- e) To develop appropriate funding allocation mechanisms; and,
- f) To be guided by a clearly defined set of principles.

Performance measure

1. Undertake an annual legal review of compliance with the Trust Deed; no later than two months after the end of the financial year.

Investment

The Trust will, in accordance with the Trust Deed, invest or reinvest part or parts of the Trust Fund not immediately required for the purposes of the Trust (whether income or capital) in investments or securities, as the Trust Board considers beneficial to the Trust Fund. The Trust will also seek other opportunities and avenues for growing the trust Fund. The intention of the Trustees is that the real value of the Trust Fund is preserved.

Objective

1. To adhere to the Trust's *Management of Investment Portfolio and Distribution Policy*.
2. To review, on an annual basis, the investment mandate and the performance of the portfolio manager.

Performance measure

1. At each quarterly meeting, review compliance with the Trust's *Management of Investment Portfolio and Distribution Policy* during that quarter.

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Fund disbursement

The Trust will, as appropriate, disburse funds towards projects that meet the Trust's criteria and meet the objectives of the Trust Deed...

Objective

1. As per the *Management of Investment Portfolio and Distribution Policy*, to distribute total grants that do not exceed 50% of the accumulated net income after allowing for accumulated expenses, inflation movements and prior year distributions.

Performance measures

1. A distribution process is undertaken that distributes the annual fund to eligible recipients in accordance with funding targets set up by the Trustees in accordance with the *Management of Investment Portfolio and Distribution Policy* for the current year
2. Six monthly reports are received from all successful applicants within the required time frames.

Portfolio and distribution policy compliance

Agreed targets

1. Ensure that the real (inflation adjusted) value of the Fund is protected.
2. Ensure that no more than 10% of the capital is distributed in any one year.
3. Ensure there is diversification of investments with a 2% cap on the value of any single investment in the portfolio.
4. The portfolio investment manager will report regularly to the Trustees.
5. The Trustees will annually review the performance of the portfolio manager.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of five Trustees who oversee the governance of the Trust.

The operation and administration of the Trust are undertaken by staff of WDC. Those staff are: Finance Manager, PA to the General Manager-Strategy & Support, Community Development Coordinator and Financial Accountant.

The Trustees are:

Mayor	Allan Sanson
Councillor	Jacqui Church (Chair)
Councillor	Rob McGuire
WDC appointee	Eileen Bateup
WDC appointee	Judi Muru

Main sources of the Trust's cash and resources

The Trust's introductory fund was provided by distribution of the capital fund of the Waikato Foundation Trust.

The proceeds of that distribution are invested in a portfolio of financial assets managed by Gareth Morgan Investments. The returns from the portfolio are the Trust's source of continuing revenue.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Prospective statement of financial performance

		2016/17	2016/17	2017/18	2018/19	2019/20
		Budget		Forecasts		
Note	\$	\$	\$	\$	\$	\$
Revenue						
Finance income	1,2	53,105	50,294	52,582	52,282	54,325
Dividend income from portfolio of investments managed by Gareth Morgan Investments (GMI)	2	25,288	24,237	25,340	25,196	26,180
Gains and losses	2	174,483	167,844	175,481	174,479	181,296
Total revenue		252,876	242,375	253,403	251,957	261,801
Expenses						
Audit fees		7,200	7,500	7,500	7,500	7,500
Portfolio management fees	3	23,891	23,375	24,439	24,299	25,249
Other expenditure	4	1,252	1,051	1,272	1,267	1,299
Grants	5	75,630	241,297	75,842	73,748	76,728
Total expenses		107,973	273,223	109,053	106,814	110,776
Surplus (deficit) for the year		144,903	(30,848)	144,350	145,143	151,025

Prospective statement of financial position

		2016/17	2016/17	2017/18	2018/19	2019/20
		Budget		Forecasts		
Note	\$	\$	\$	\$	\$	\$
Assets						
Current assets						
Bank accounts and cash	6, 8	333,968	310,373	308,564	320,539	333,441
Other financial assets	7, 8	3,367,112	3,373,778	3,354,531	3,485,594	3,626,775
Accrued interest		-	1	-	-	-
Total current assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Total assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Liabilities						
Current liabilities						
Creditors and other payables	9	85,232	251,191	85,784	83,679	86,737
Accrued expenses	10	7,240	7,540	7,540	7,540	7,540
Total current liabilities		92,472	258,731	93,324	91,219	94,277
Total liabilities		92,472	258,731	93,324	91,219	94,277
Net assets		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939
Equity						
Introductory fund	12	2,579,899	2,579,899	2,579,899	2,579,899	2,579,899
Capital maintenance fund	11	335,006	334,856	403,364	474,759	549,057
Accumulated funds		693,703	510,666	586,508	660,256	736,983
Total net assets / equity		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Prospective statement of cash flows

	2016/17 Budget	2016/17	2017/18 Forecasts	2018/19 Forecasts	2019/20 Forecasts
Note	\$	\$	\$	\$	\$
Cash flows from operating activities					
Cash received from:					
Interest receipts	54,118	50,294	52,582	52,282	54,325
Dividends received	25,288	24,237	25,340	25,196	26,180
Cash applied to:					
Payments to donees	(196,596)	(50,984)	(241,297)	(75,842)	(73,748)
Payments to suppliers	(31,703)	(31,142)	(33,162)	(33,077)	(33,110)
Net cash flows from operating activities	(148,893)	(7,595)	(196,537)	(31,441)	(26,353)
Cash flows from investing and financing activities					
Cash was received from (applied to):					
Sale (acquisition) of investments	151,070	36,279	194,728	43,416	39,255
Net cash flows from investing and financing activities	151,070	36,279	194,728	43,416	39,255
Net increase (decrease) in cash for the year	2,177	28,684	(1,809)	11,975	12,902
add: opening bank accounts and cash	331,791	281,689	310,373	308,564	320,539
Closing bank accounts and cash	333,968	310,373	308,564	320,539	333,441

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Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Statement of accounting policies

Basis of preparation

The Board of Trustees has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* for Tier 3 entities on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2million.

Notwithstanding the comments above, the following Tier 2 PBE accounting standards have been applied:

PBE IPSAS 4 The effects of changes in foreign exchange rates; and,
 PBE IPSAS 29 Financial instruments: recognition and measurement.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and services tax

The Trust is not registered for GST. All amounts in the performance report are inclusive of GST.

Significant accounting policies

Interest and dividend revenue

Interest revenue is recognised as it is earned during the year.
 Dividend revenue is recognised when the dividend is declared.

Foreign currency transactions

Foreign currency transactions are translated into New Zealand Dollars using the exchange rate prevailing at the dates of the transactions. Foreign exchange gains and losses, resulting from the settlement of such transactions and from the translation at the end of the period exchange rates of monetary assets and liabilities denominated in foreign currencies, are recognised in surplus (deficit) for the year.

Grant expenditure

All grants made by the Trust are classified as discretionary.

Discretionary grants are those grants where the Trust has no obligation to award on receipt of the grant application. Such grants are recognised as expenditure when approved without condition by the Board and the approval has been communicated to the applicant. Discretionary grants made subject to conditions are recognised as expenditure when all conditions have been met.

Income tax

The Trust has charitable status and is exempt from income tax.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Bank accounts and cash

Bank accounts and cash comprises cash on hand and deposits held at call with financial institutions.

Investment portfolio

Components of the investment portfolio are classified as financial assets at fair value through surplus (deficit) for the year. The reason for this classification is that the portfolio is comprised of identified financial instruments which are managed together and for which there is evidence of short-term profit-taking.

All financial assets in the portfolio are classified as a current asset.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus (deficit) for the year.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Notes to the prospective performance statement

1. Finance income

Finance income comprises the interest component of portfolio income plus an allowance for interest received on the BNZ account.

2. Portfolio income

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Interest	(21% of total)	50,293	52,581	52,281	54,324
Dividends	(10% of total)	24,237	25,340	25,196	26,180
Gains (losses)	(69% of total)	167,844	175,481	174,479	181,296
Total portfolio income		242,374	253,402	251,956	261,800

3. Portfolio management fees

Management fees are calculated at 0.66% of the portfolio market value at the end of the previous year.

4. Other expenditure

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Other portfolio expenses		579	821	816	848
Advertising		300	300	300	300
Annual return fee		51	51	51	51
Miscellaneous expenditure		121	100	100	100
Total other expenditure		1,051	1,272	1,267	1,299

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

5. Grants expenditure

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<u>Forecast grants expenditure for 2017 comprises:</u>				
<i>Grants paid July-December 2017</i>				
Bush Tramway Club	15,548			
Ngaruawahia United Football Club Inc	15,000			
Raglan Mountain Bike Club	20,000			
Pukemokemoke Bush Trust	17,000			
Ngaruawahia Community House	13,556			
Taupiri Rugby Football Club	7,500			
Turangawaewae Rugby League Club	7,500			
<i>Grants outstanding at 31 December 2016</i>				
Glen Afton Pukemiro Society Inc	20,000			
Te Kauwhata Events Committee Inc	40,000			
Onewhero Old School Building Group	35,000			
Pukemokemoke Bush Trust	193			
Taupiri Rugby Football Club	7,500			
Turangawaewae Rugby League Club	7,500			
Menzshed	10,000			
Ngaruawahia Community Board	10,000			
Whitikahu Hall Committee	15,000			
Forecast total grant expenditure 2016/2017	<u>241,297</u>			
 <u>Forecast grant expenditure for the years 2018-2020 is calculated as:</u>				
Surplus before grants		220,192	218,891	227,753
Less: capital maintenance charge (see note 11)		68,508	71,395	74,298
X 50%		<u>75,842</u>	<u>73,748</u>	<u>76,728</u>

6. Bank accounts and cash

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<i>BNZ account</i>				
Opening balance	1,031	987	943	899
Fees and charges	(45)	(45)	(45)	(45)
Interest	1	1	1	1
Closing balance	<u>987</u>	<u>943</u>	<u>899</u>	<u>855</u>
Cash investments managed by GMI (see note 8)	309,386	307,621	319,640	332,586
Total bank accounts and cash	<u>310,373</u>	<u>308,564</u>	<u>320,539</u>	<u>333,441</u>

7. Other financial assets

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Fixed interest investments	1,642,691	1,633,320	1,697,134	1,765,875
Equity instruments	1,731,087	1,721,211	1,788,460	1,860,900
Total other financial assets	<u>3,373,778</u>	<u>3,354,531</u>	<u>3,485,594</u>	<u>3,626,775</u>

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

8. Managed portfolio

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Opening balance	3,522,871	3,683,164	3,662,152	3,805,234
plus Income (return of 6.88% on opening portfolio value)	242,374	253,402	251,956	261,800
less Management fees (@ 0.65% of opening portfolio value)	(23,232)	(24,350)	(24,311)	(25,171)
less Other portfolio expenses	(579)	(821)	(816)	(848)
Plus(minus) Contributions (withdrawals)	(58,270)	(249,243)	(83,747)	(81,654)
Closing portfolio value	3,683,164	3,662,152	3,805,234	3,959,361
Closing portfolio is made up of:				
Cash investments (9%)	309,386	307,621	319,640	332,586
Fixed interest (44%)	1,642,691	1,633,320	1,697,134	1,765,875
Equity instruments (47%)	1,731,087	1,721,211	1,788,460	1,860,900
Total portfolio value	3,683,164	3,662,152	3,805,234	3,959,361

9. Creditors and other payables

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<i>Creditors</i>				
1/12 th portfolio management fee	1,948	2,037	2,025	2,104
<i>WDC payable</i>				
Opening balance	58,270	249,243	83,747	81,654
plus Audit fees and other expenditure	7,946	7,905	7,906	7,905
plus Grant payments	241,297	75,842	73,748	76,728
less Repayments	(58,270)	(249,243)	(83,747)	(81,654)
Total WDC payable	249,243	83,747	81,654	84,633
Total creditors and other payables	251,191	85,784	83,679	86,737

10. Accrued expenses

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Audit fee and disbursements	7,500	7,500	7,500	7,500
Bank audit and confirmation fee	40	40	40	40
Total accrued expenses	7,540	7,540	7,540	7,540

11. Capital maintenance charge

A capital maintenance charge has been allowed at 2% of total opening equity.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

12. Introductory fund

The Trust was established with an initial capital contribution resulting from the transfer of 35% of funds previously held by the Waikato Foundation Trust as at 31 January 2012. This was recognised as revenue in that year and transferred to the introductory fund.

An allowance for capital maintenance, of no less than the CPI, will be made each year. (see note 11)

Other financial disclosures

Ratios

The Local Government Act 2002 requires a statement of intent to include the projected ratio of equity to total assets.

The ratio of equity to total assets is forecast as follows:

2016/17	93.0%
2017/18	97.5%
2018/19	95.7%
2019/20	95.7%

Compensation

The Trustees will not seek any fees or expenses for work undertaken on behalf of Waikato District Community Wellbeing Trust.

Information to be provided to the Trustees

The Trustees will be provided with the following information:

- Within four months of the end of the financial year the audited financial statements plus a summary of how the Trust has performed against its objectives and performance targets;
- Quarterly reports on the performance of investments; and,
- A draft statement of intent for consideration in February of each year.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	07 February 2017
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Waikato District Council Community Wellbeing Trust – Interim Performance Report for the 6 months ended 31 December 2016

I. EXECUTIVE SUMMARY

Attached are the six month financial statements to 31 December 2016. The operating surplus is \$50,405 for the six months, compared to a full year surplus budget of \$144,903 as approved in the statement of intent.

The Trustees received the financial statements at their meeting on 13 February 2017.

2. RECOMMENDATION

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

AND THAT the financial statements be received in accordance with the **Local Government Act**.

3. BACKGROUND

Pursuant to section 66 of the Local Government Act 2002, Council is required to receive regular financial reports from the Wellbeing Trust.

The Wellbeing Trust was established in May 2010 to receive, manage and distribute the funds received from the Waikato Foundation Trust. The funds were actually received in January 2012 by way of transfer to GMI (Gareth Morgan Investments) from the Foundation Trust, as GMI managed the funds for the Foundation Trust. Trustees of the Wellbeing Trust have adopted an investment policy intended to provide a long term sustainable return which protects the real value of the fund and provides for funds to be distributed to approved community projects, via an application process.

4. ISSUES

The Wellbeing Trust delivered a surplus of \$50,405 for the six months ended 31 December 2016. This is an unfavourable result relative to budget given the performance of financial markets during this time. Trustees have discussed on a number of occasions the fact that they should have years where performance is lower than budget and vice versa. This is the nature of having a long term investment strategy. Once reserves are built up by distributing only 50% of the earnings after an inflation adjustment, there will be opportunities for the Trustees to make distributions without using the fund's capital.

Although the financial performance year to date is below the budgeted assumption around a long term sustainable return of 6.88% (as provided by GMI as Fund Manager), the return since inception of the Fund in May 2010 is 54.4% which equates to an annualised return of 9.2%. Hence, the reference above to the Trustee's acknowledging there will be years where performance will vary relative to this average, and in some times quite significantly. The Trustees are comfortable with the long term return delivered to date.

5. OPTIONS CONSIDERED

The Trustees have the Governance responsibility for the Wellbeing Trust. Council is receiving this report as required under the Local Government Act.

6. CONSIDERATION OF VIEWS OF THOSE AFFECTED

The six month financial statements will be made available on Council's website.

7. CONCLUSION

The Wellbeing Trust is a Council Controlled Organisation, hence it is required to provide its Six Month Report to Council. The performance of the fund, being a year to date surplus of \$50,405 is an unfavourable result relative to budget given the performance of financial markets during this time.

8. ATTACHMENTS

Waikato District Community Wellbeing Trust Interim Performance Report for the 6 months ended 31 December 2016

Waikato District Community Wellbeing Trust
Interim Performance Report
For the 6 months ended 31 December 2016

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Entity information**Legal name**

Waikato District Community Wellbeing Trust (the Trust).

Type of entity and legal basis

The Trust was incorporated on 1 November 2010 under the Charitable Trust Act 1957 and is domiciled in New Zealand. On the same date the Trust was registered in accordance with the Charities Act 2005 to give it charitable status. (Registration number: CC45642)

The Trust is controlled by Waikato District Council (Council) and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002, by virtue of Council's right to appoint the Trustees.

Objectives of the Trust

1. To comply with the terms of the Trust Deed and in particular with the duties of the Trust as set out in clause 11 of the Deed *;
2. To develop an investment mandate seeking for the portfolio both income and growth from suitably diversified investments having a moderate investment risk.

* Clause 11 of the Deed lists the Trust's objectives as:

- a) To consider and approve projects submitted by Waikato District Council (Council);
- b) To publicise the projects and activities of the Trust;
- c) To actively promote the work of the Trust with a view to ensuring the long term operations of the Trust;
- d) To ensure information about the Trust's activities and objectives is available to people within the area and fosters a sense of community achievement and betterment;
- e) To develop appropriate funding allocation mechanisms; and,
- f) To be guided by a clearly defined set of principles.

The principal activities of the Trust are undertaken to:

- Promote the social, environmental and cultural wellbeing of the Waikato district and its communities;
- Deliver on the aspirations and community outcomes of the Waikato district as identified and promoted by the community; and,
- Fund projects identified by Council's planning documents.

Waikato District Community Wellbeing Trust**Performance report****For the six months ended 31 December 2016****Structure of the Trust's operations, including governance arrangements**

The Trust comprises a Board of five Trustees who oversee the governance of the Trust.

The operation and administration of the Trust are undertaken by staff of Council. Those staff members are: Finance Manager, PA to the General Manager-Strategy & Support, Community Development Coordinator and Financial Accountant.

The Trustees are:

Mayor	Allan Sanson
Councillor	Jacqui Church (Chairperson)
Councillor	Rob McGuire
Council appointee	Eileen Bateup
Council appointee	Judi Muru

Main sources of the Trust's cash and resources

The Trust's introductory fund was provided by distribution of the capital fund of the Waikato Foundation Trust.

The proceeds of that distribution are invested in a portfolio of financial assets managed by Gareth Morgan Investments. The returns from the portfolio are the Trust's source of continuing revenue.

Waikato District Community Wellbeing Trust
Performance report
For the six months ended 31 December 2016
Statement of financial performance

	Note	2016/17 6 mths Actual \$	2016/17 FY Budget \$	2015/16 FY Actual \$
Revenue				
Finance income	I	3,067	53,105	58,591
Dividend income from portfolio of investments managed by Gareth Morgan Investments (GMI)		16,052	25,288	39,930
Realised gains on investments		50,558	-	188,442
Unrealised gains on investments		87,887	174,483	-
Total revenue		157,564	252,876	286,963
Expenses				
Audit fees				
- Current year		-	7,200	7,399
- Additional prior year		-	-	944
Other expenditure	2	11,055	25,143	22,471
Grants	3	96,104	75,630	51,048
Unrealised losses on investments		-	-	353,256
Total expenses		107,159	107,973	435,118
Surplus (deficit) for the year		50,405	144,903	(148,155)

Waikato District Community Wellbeing Trust
Performance report
For the six months ended 31 December 2016
Statement of financial position

	Note	2016/17 6 mths Actual \$	2016/17 FY Budget \$	2015/16 FY Actual \$
Assets				
Current assets				
Bank accounts and cash	4	143,872	333,968	281,689
Investments	5	3,526,431	3,367,112	3,242,213
Accrued interest		-	-	1
Total current assets		3,670,303	3,701,080	3,523,903
Total assets		3,670,303	3,701,080	3,523,903
Liabilities				
Current liabilities				
Creditors and other payables	6	163,629	85,232	60,075
Accrued expenses	7	-	7,240	7,559
Total current liabilities		163,629	92,472	67,634
Total liabilities		163,629	92,472	67,634
Total assets less total liabilities (net assets)		3,506,674	3,608,608	3,456,269
Trust equity				
	8			
Introductory fund		2,579,899	2,579,899	2,579,899
Capital maintenance fund		300,293	335,006	265,731
Accumulated funds		626,482	693,703	610,639
Total Trust equity		3,506,674	3,608,608	3,456,269

Waikato District Community Wellbeing Trust
Performance report
For the six months ended 31 December 2016
Statement of cash flows

	Note	2016/17 6 mths Actual \$	2016/17 FY Budget \$	2015/16 FY Actual \$
Cash flows from operating activities				
Cash was received from:				
Interest receipts		3,069	54,118	58,593
Dividends received		16,051	25,288	39,933
Cash was applied to:				
Payment to donees		-	(195,596)	(140,000)
Payment to suppliers		(11,165)	(31,703)	(44,688)
Net cash flows from operating activities		7,955	(148,893)	(86,162)
Cash flows from investing and financing activities				
Cash was received from:				
Sale of investments		1,156,795	151,070	5,336,352
Cash was applied to:				
Acquisition of investments		(1,302,434)	-	(5,265,205)
Net cash flows from investing and financing activities		(145,639)	151,070	71,147
Foreign exchange translation differences		(133)		(264)
Net increase (decrease) in cash for the year		(137,817)	2,177	(15,279)
Add opening bank accounts and cash	4	281,689	331,791	296,968
Closing bank accounts and cash	4	143,872	333,968	281,689

Statement of accounting policies**Basis of preparation**

The Trustees have elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* for Tier 3 entities on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

Notwithstanding the comments above, the following Tier 2 PBE accounting standards have been used:

PBE IPSAS 4 The effects of changes in foreign exchange rates; and,
PBE IPSAS 29 Financial instruments: recognition and measurement.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and services tax (GST)

The Trust is not registered for GST. All amounts in the performance report are inclusive of GST.

Significant accounting policies**Interest and dividend revenue**

Interest revenue is recognised as it is earned during the year.

Dividend revenue is recognised when the dividend is declared.

Foreign currency transactions

Foreign currency transactions are translated into New Zealand Dollars using the exchange rate prevailing at the dates of the transactions. Foreign exchange gains and losses, resulting from the settlement of such transactions and from the translation at year end exchange rates of monetary assets and liabilities denominated in foreign currencies, are recognised in surplus (deficit) for the year.

Grant expenditure

All grants made by the Trust are classified as discretionary.

Discretionary grants are those grants where the Trust has no obligation to award on receipt of the grant application. Such grants are recognised as expenditure when approved without condition by the Trustees and the approval has been communicated to the applicant. Discretionary grants made subject to conditions are recognised as expenditure when all conditions have been met.

Income tax

The Trust has charitable status and is exempt from income tax.

Bank accounts and cash

Bank accounts and cash includes cash on hand and deposits held at call with financial institutions.

Investment portfolio

Components of the investment portfolio are classified as financial assets at fair value through surplus or deficit. The reason for this classification is that the portfolio is comprised of identified financial instruments that are managed together and for which there is evidence of short-term profit-taking.

All financial assets in the portfolio are classified as current assets.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus(deficit) for the year.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Budget figures

The budget figures are derived from the statement of intent approved by the Trustees at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards (with the exceptions noted above), using accounting policies that are consistent with those adopted by the Trustees in preparing these financial statements.

Changes in accounting policies

There have been no changes in accounting policies.

Notes to the performance report

I. Finance income

	2016/17 6 mths Actual	2015/16 FY Actual
	\$	\$
Interest income from portfolio of investments managed by GMI	3,067	58,521
Interest income from BNZ	-	70
Total finance income	3,067	58,591

All finance income is generated through exchange transactions.

2. Other expenditure

	2016/17 6 mths Actual	2015/16 FY Actual
	\$	\$
Management fees	10,996	21,887
Other expenses	59	583
Total other expenditure	11,055	22,470

Waikato District Community Wellbeing Trust**Performance report****For the six months ended 31 December 2016****3. Grants**

	Purpose of Grant	2016/17 6 mths Actual	2015/16 FY Actual
		\$	\$
NW Crime Prevention Trust (2015)	Installation of security cameras in North Waikato townships	-	20,000
The Bush Tramway Club Inc	To complete stage 3 of the extension line on the railway track leading to Glen Afton village	15,548	15,548
Ngaruawahia United AFC	To upgrade the kitchen of the Club's facility located at Centennial Park Ngaruawahia	15,000	15,500
Raglan Mountain Bike Club	Contribution towards development of a mountain bike track	20,000	-
Ngaruawahia Community House	Towards cost of replacing original roof	13,556	-
Pukemokemoke Bush Trust	Towards cost of upgrading walking track (1 st instalment)	17,000	-
Taupiri Rugby Football Club	Towards cost of upgrading communal toilet facilities (1 st instalment)	7,500	-
Turangawaewae Rugby League Club	Upgrade kitchen facilities (1 st instalment)	7,500	-
Total grants paid		96,104	51,048

4. Bank accounts and cash

		2016/17 6 mths Actual	2015/16 FY Actual
		\$	\$
Cash at bank		993	1,031
Cash investments managed by GMI	Note 13	142,879	280,658
Total bank accounts and cash		143,872	281,689

The carrying value of cash at bank approximates its fair value.

5. Investments

	2016/17 6 mths Actual	2015/16 FY Actual
	\$	\$
Fixed interest instruments managed by GMI	1,642,861	1,578,398
Equity instruments managed by GMI	1,883,570	1,663,815
Total investments	3,526,431	3,242,213

The Trust has a portfolio of investments which is managed by Gareth Morgan Investments (GMI). The portfolio investments are detailed in note 13.

Accrued interest of \$16,865 (June 2016: \$188) is included in the portfolio.

6. Creditors and other payables

	2016/17 6 mths Actual	2015/16 FY Actual
	\$	\$
- Audit fee 2016	7399	-
- Audit fee 2015	7,234	7,235
- Annual return fees	51	51
- Credit for over payment	(64)	(64)
- Grants	147,153	51,048
<i>Council Payable:</i>	<i>161,773</i>	<i>58,270</i>
Management fee	1,856	1,805
Total creditors and other payables	163,629	60,075

Creditors and other payables are non-interest bearing and are normally settled within 30 days, therefore the carrying value of trade and other payables approximates their fair value.

All payables have arisen from exchange transactions.

Waikato District Community Wellbeing Trust**Performance report****For the six months ended 31 December 2016****7. Accrued expenses**

	2016/17 6 mths Actual	2015/16 FY Actual
	\$	\$
Audit fee – current year	-	7,399
Audit disbursements - current year	-	160
Total accrued expenses	-	7,559

8. Equity

	Introductory fund	Capital maintenance fund	Accumulated funds	Total equity
Balance at 1 July 2015	2,579,899	193,643	830,882	3,604,424
Surplus (deficit)	-	-	(148,155)	(148,155)
Capital maintenance charge	-	72,088	(72,088)	-
Balance at 30 June 2016	2,579,899	265,731	610,639	3,456,269
Surplus (deficit)	-	-	50,405	50,405
Capital maintenance charge	-	34,562	(34,562)	-
Balance at 31 December 2016	2,579,899	300,293	626,482	3,506,674

Introductory and capital maintenance funds

The Trust was established with an initial contribution resulting from the transfer of 35% of funds previously held by the Waikato Foundation Trust as at 31 January 2012. This was recognised as revenue in that year and transferred to the introductory fund.

The Trust's performance objectives, as listed in the Statement of intent for the year to 30 June 2017, include a requirement to protect the real (inflation adjusted) value of the fund. An adjustment of 2% is added to the Capital maintenance fund annually in order to achieve this objective.

Waikato District Community Wellbeing Trust**Performance report****For the six months ended 31 December 2016****9. Commitments****Capital commitments**

There are no capital commitments as at 31 December 2016 (June 2016: Nil).

Operational commitments

As at 31 December 2016 the Trust had the following grant commitments:

Donee	Purpose of grant	Amount
Glen Afton Pukemiro Society Incorporated	Construction of a mining memorial in Glen Afton	20,000
Te Kauwhata Events Committee Events Incorporated	For stage one of the Whangamarino Wetland Walkway	40,000
Onewhero School Building Incorporated	To re-site the old school building back on the grounds of the Onewhero Area School	35,000
Pukemokemoke Bush Trust	Towards cost of upgrading walking track (final instalment)	193
Taupiri Rugby Football Club	Towards cost of upgrading communal toilet facilities (2 nd instalment)	7,500
Turangawaewae Rugby League Club	Upgrade kitchen facilities (2 nd instalment)	7,500
Menzshed	Towards cost of building new workshop	10,000
Ngaruawahia Community Board	Towards cost of installing adult fitness station in Ngaruawahia	10,000
Whitikahu Hall Committee	Towards cost of upgrading tennis courts	15,000
Total outstanding grants		\$145,193

All grants are subject to conditions and are not paid until those conditions are fulfilled.

10. Contingent liabilities

There are no contingent liabilities as at 31 December 2016 (June 2016: Nil).

11. Events after balance date

There are no significant events after the balance date.

12. Related party transactions

The Trust is controlled by Waikato District Council and is a member of the Waikato District Council Group along with Council and Strada Corporation Limited. All transactions with related parties were conducted at arms-length.

During the period Council has paid some expenses on behalf of the Trust and there is an amount payable to Council at balance date. Those transactions comprise expense and grants payments and the balance outstanding at 31 December 2016 is \$161,733 (June 2016: \$58,270). See note 6 for details

13. Managed portfolio

The portfolio of the Trust's investments is managed by Gareth Morgan Investments Limited (GMI).

The portfolio composition is:

	December 2016	June 2016
	\$	\$
Cash investments	142,879	280,658
Fixed interest	1,642,861	1,578,398
Equity investments	1,883,570	1,663,815
Total managed portfolio	3,669,310	3,522,871

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	24 January 2017
Prepared by	Mairi Davis Financial Accountant
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Treasury Report at 31 December 2016

1. EXECUTIVE SUMMARY

The purpose of this report is to inform the Strategy & Finance Committee of treasury risk management compliance.

2. RECOMMENDATION

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

3. ATTACHMENTS

Treasury risk management policy – compliance report.

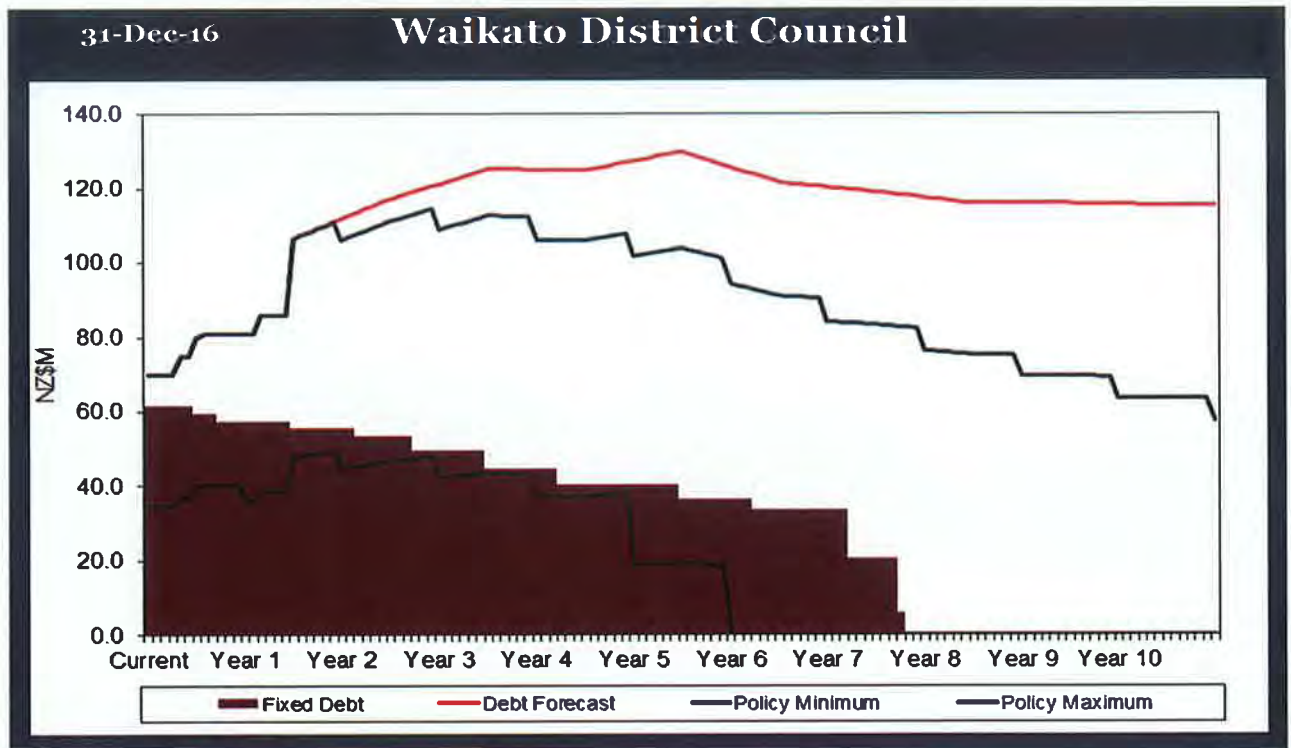
Waikato District Council
Treasury risk management policy - Compliance report
As at 31 December 2016

Policy criteria	Policy limit	Actual	Within policy?																																								
<p>1 The percentage of net external debt to annual revenue</p> <p>Net external debt =</p> <p>Total annual revenue =</p>	<p><150%</p> <p>total external debt (net of related borrower notes) less available cash / cash equivalents</p> <p>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)</p>	<p>58.7%</p>	<p>✓</p>																																								
<p>2 Net interest expense on net external debt as a percentage of total annual revenue</p> <p>Net interest expense =</p>	<p><20%</p> <p>total interest and financing costs less interest income</p>	<p>4.2%</p>	<p>✓</p>																																								
<p>3 Net interest expense on net external debt as a percentage of annual rates</p>	<p><25%</p>	<p>6.2%</p>	<p>✓</p>																																								
<p>4 Liquidity ratio</p> <p>Liquidity =</p>	<p>>110%</p> <p>external term debt plus committed bank facilities plus available cash/cash equivalents as a percentage of external term debt</p>	<p>122%</p>	<p>✓</p>																																								
<p>5 <u>Interest rate benchmark chart</u></p> <p>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.</p> <table border="1"> <caption>Interest Rate Benchmark Chart Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Benchmark (incl margin) (%)</th> <th>Budget (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr><td>Dec-14</td><td>5.30</td><td>5.40</td><td>5.40</td></tr> <tr><td>Mar-15</td><td>5.30</td><td>5.40</td><td>5.40</td></tr> <tr><td>Jun-15</td><td>5.15</td><td>5.40</td><td>5.30</td></tr> <tr><td>Sep-15</td><td>5.05</td><td>5.30</td><td>5.30</td></tr> <tr><td>Dec-15</td><td>4.95</td><td>5.30</td><td>5.30</td></tr> <tr><td>Mar-16</td><td>4.75</td><td>5.30</td><td>5.30</td></tr> <tr><td>Jun-16</td><td>4.70</td><td>5.35</td><td>5.35</td></tr> <tr><td>Sep-16</td><td>4.65</td><td>5.35</td><td>5.15</td></tr> <tr><td>Dec-16</td><td>4.70</td><td>5.35</td><td>5.15</td></tr> </tbody> </table>				Month	Benchmark (incl margin) (%)	Budget (%)	Actual (%)	Dec-14	5.30	5.40	5.40	Mar-15	5.30	5.40	5.40	Jun-15	5.15	5.40	5.30	Sep-15	5.05	5.30	5.30	Dec-15	4.95	5.30	5.30	Mar-16	4.75	5.30	5.30	Jun-16	4.70	5.35	5.35	Sep-16	4.65	5.35	5.15	Dec-16	4.70	5.35	5.15
Month	Benchmark (incl margin) (%)	Budget (%)	Actual (%)																																								
Dec-14	5.30	5.40	5.40																																								
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Sep-16	4.65	5.35	5.15																																								
Dec-16	4.70	5.35	5.15																																								
<p>6 Actual borrowing costs are <= budgeted borrowing costs</p> <p>Current month</p> <p>Year to date</p>	<p><u>Budget</u></p> <p>\$299,016</p> <p>\$1,794,095</p>	<p><u>Actual</u></p> <p>\$289,247</p> <p>\$1,535,144</p>	<p>✓</p> <p>✓</p>																																								

7 Current interest rate swaps (including forward starts)	<u>Amount</u>	<u>Effective date</u>	<u>Termination date</u>	<u>Fixed rate</u> (if effective)
	\$			
	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	
	3,000,000	22-Sep-17	23-Sep-24	
	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	
	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 Counterparty credit risk - swaps				
NZ registered banks (each)	\$30m			
- ANZ / National			\$0m	✓
- ASB			\$0m	✓
- BNZ			\$12.72m	✓
- HSBC			\$0m	✓
- Westpac			\$0m	✓

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

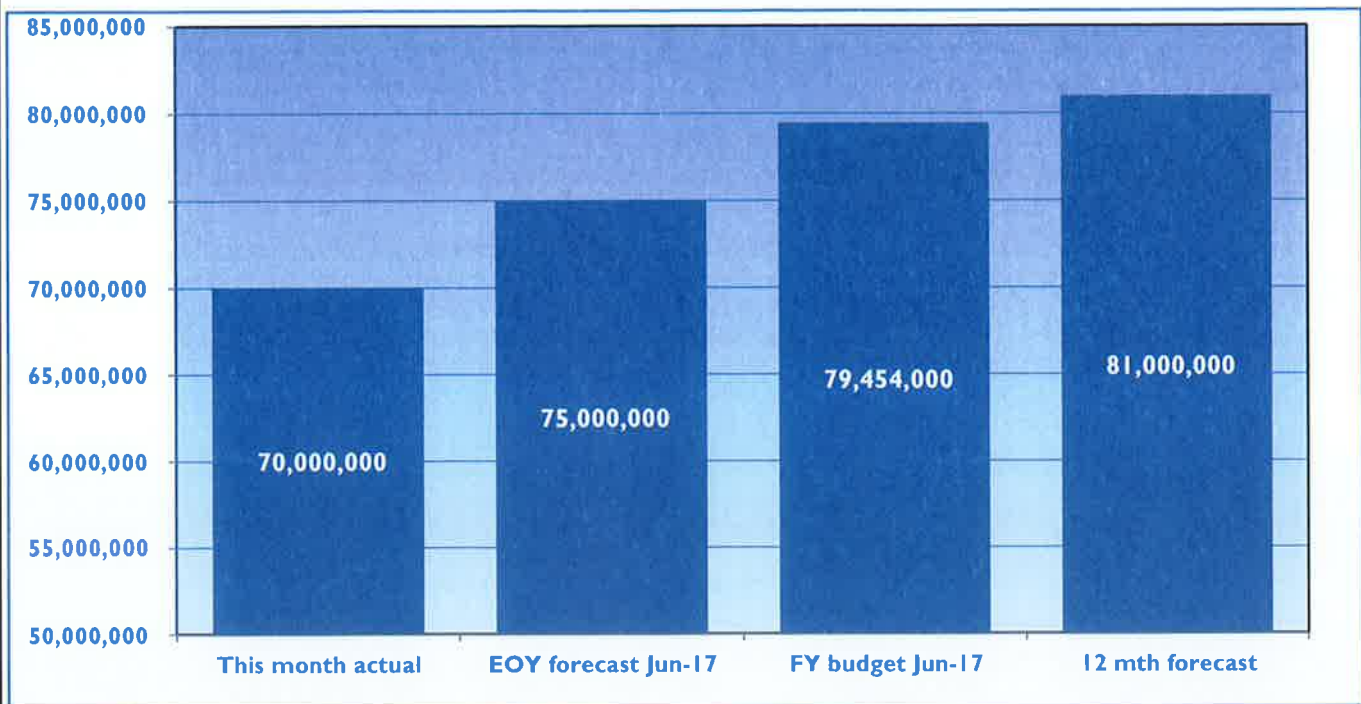
Debt period ending	\$m	Policy criteria	Actual	Within policy
Current	70	50% - 100%	88%	✓
Year 1	81	45% - 100%	71%	✓
Year 2	112	40% - 95%	50%	✓
Year 3	121	35% - 90%	41%	✓
Year 4	125	30% - 85%	36%	✓
Year 5	127	15% - 80%	32%	✓
Year 6	126	0% - 75%	29%	✓
Year 7	120	0% - 70%	28%	✓
Year 8	117	0% - 65%	0%	✓
Year 9	116	0% - 60%	0%	✓
Year 10	116	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%	159%	✓
13	Essential services benchmark (CAPEX / dep'n - infrastructure)	>=100%	101%	✓
14	Debt servicing benchmark (borrowing costs / revenue) borrowing costs =	<15%	2.8%	✓
		finance expenses per statement of comprehensive revenue and expense		

15 Borrowing at December 2016

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	✓
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17 The maturity profile of the total committed funding in respect of all loans and committed facilities

0 to 3 years	15% - 60%	53%	✓
3 to 5 years	15% - 60%	24%	✓
5 years plus	10% - 40%	23%	✓

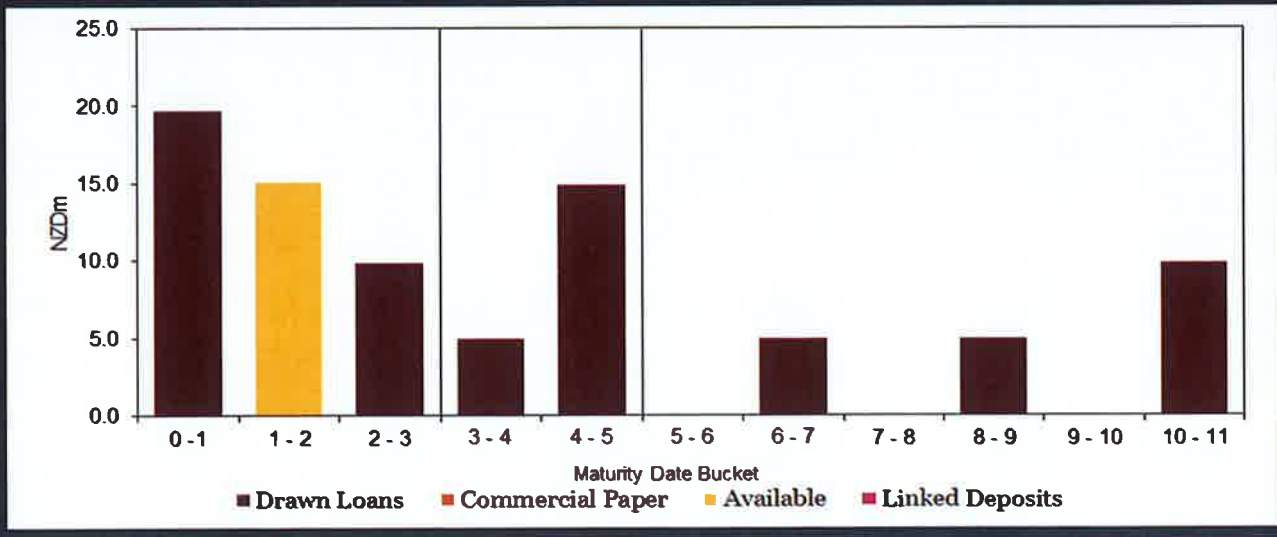
31-Dec-16

Waikato District Council

Committed Loan/Stock/Facilities/Investments \$84m
 Current External Debt \$69m
 Current Net Debt (ex pre-funding) \$69m

Policy Liquidity Ratio >= 110%
 Current Liquidity Ratio 122%
 12 month Peak Net \$81m

0 - 3 years	3 - 5 years	5 years plus
15% - 60%	15% - 60%	10% - 40%
53%	24%	23%



18	Financial assets			\$'000
	<i>Share investments held for strategic purposes</i>			
	Local Authority Shared Services Limited			0
	Waikato Regional Airport Limited			2,639
	Strada Corporation Limited			700
	NZ Local Government Insurance Corp Limited			59
	<i>Investments held to reduce the current ratepayer burden</i>			
	Community loans as below			350
	<i>Short-term investments held for liquidity & working capital requirements</i>			
	Bank & cash balances			1,260
	Short-term bank deposits			4,600
	Total investments			\$5,008
	For treasury purposes, LGFA borrower notes are netted off against related borrowing			
19	Community loans			
	Borrower	Current balance \$\$	Maturity date	Interest rate
	Tamahere Hall Committee	199,976	Jun-22	} all at 6.34%
	Te Kowhai Hall Committee	28,279	Jun-21	
	Woodlands #1	0	Aug-16	
	Woodlands #2	32,635	Jun-19	
	Tauhei Hall Committee	12,318	Jun-20	
	Opuatia Community Centre	5,600	Dec-20	} ex Franklin loans all at 0%
	Glen Murray Community Hall	10,000	Dec-18	
	Onewhero Society of Performing Arts	2,200	Dec-18	
	Pokeno School Board of Trustees	0	Dec-16	
		<u>\$350,280</u>		
	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		\$1.15m	✓
	- ASB		\$1.15m	✓
	- BNZ		\$1.15m	✓
	- HSBC		\$0m	✓
	- Westpac		\$1.15m	✓
21	Council currently acts as guarantor for:	there are no guarantees in place at reporting date.		

	Jan-2017	Feb-2017	Mar-2017	Apr-2017	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017
Cash opening balance	4,911,434	13,498,539	7,585,998	2,362,945	1,556,705	3,330,228	2,727,312	2,658,048	1,540,948	5,145,863	3,236,642	3,622,181
Cash in												
Operating income	21,031,171	8,347,274	6,279,656	9,162,246	20,961,430	6,185,192	6,304,915	5,892,671	21,196,163	7,522,884	7,612,025	5,764,654
Interest & dividends	5,000	20,000	10,000	5,000	5,000	6,000	5,000	6,000	5,000	20,000	8,000	5,000
Capital income	1,518,645	1,385,495	2,079,971	1,053,164	369,840	247,562	262,130	901,918	901,918	901,918	901,918	901,918
Borrowing	-	-	3,000,000	7,000,000	-	3,000,000	6,000,000	1,000,000	-	-	3,000,000	25,000,000
GST refund	2,743,812	2,033,798	1,772,293	-	2,484,648	651,770	951,785	1,008,348	1,134,223	1,247,792	1,233,433	-
Total cash in	25,298,628	11,786,567	13,141,919	17,220,410	23,820,918	10,090,524	13,523,830	8,808,937	23,237,303	9,692,593	12,755,376	31,671,572
Cash out												
Operating expenses	6,206,703	9,326,314	6,296,339	9,270,664	6,326,613	6,333,413	6,928,892	6,509,650	7,029,930	6,474,772	6,244,058	7,062,669
Borrowing costs	189,933	8,791	729,336	147,439	60,363	759,369	229,913	15,050	911,353	228,037	13,040	922,161
Capital expenditure	5,658,081	7,495,799	10,614,225	8,608,547	5,884,297	3,024,755	5,852,448	2,873,396	3,733,920	4,160,255	5,360,795	5,459,571
Loan repayments	-	-	-	-	5,000,000	-	-	-	4,000,000	-	-	19,680,000
GST payment	4,656,807	868,205	725,072	-	4,776,122	575,904	581,842	527,940	3,957,184	738,751	751,943	-
Total cash out	16,711,523	17,699,108	18,364,972	18,026,650	22,047,395	10,693,440	13,593,094	9,926,036	19,632,388	11,601,814	12,369,837	33,124,401
Change in cash	8,587,106	(5,912,542)	(5,223,053)	(806,240)	1,773,523	(602,916)	(69,264)	(1,117,100)	3,604,915	(1,909,221)	385,539	(1,452,829)
Cash closing balance	13,498,539	7,585,998	2,362,945	1,556,705	3,330,228	2,727,312	2,658,048	1,540,948	5,145,863	3,236,642	3,622,181	2,169,352

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	13 February 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	GOV1318
Report Title	Summary of Movements in Discretionary Funds to 13 February 2017

1. EXECUTIVE SUMMARY

To provide the Committee with a summarised report giving balances of all the discretionary funds including commitments as at 13 February 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Summary of Movements in Discretionary Funds to 13 February 2017

**Summary of Movements in Discretionary Funds
As of 13 February 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	-	22,225.52	26,062.48	13,112.00	12,950.48
Huntly	25,941.00	24,026.00	-	17,063.25	32,903.75	16,250.58	16,653.17
1 Meremere	5,871.00	6,325.00	-	2,514.89	9,681.11	840.00	8,841.11
Ngaruawahia	51,473.00	20,999.00	-	34,260.39	38,211.61	31,162.06	7,049.55
Onewhero Tuakau	30,656.00	28,878.00	-	28,563.09	30,970.91	8,377.86	22,593.05
Raglan	6,718.00	14,271.00	-	11,083.14	9,905.86	6,116.61	3,789.25
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	-	7,158.85	68,067.15	55,826.00	12,241.15
Mayoral	2,383.00	8,000.00	-	5,219.16	5,163.84	-	5,163.84

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 February 2017
Prepared by	Clive Morgan Economic Development Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
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.
- Waikato Innovation Park business services is now available in Raglan.
- Council staff submitted a draft indicative bid to the Housing Infrastructure Fund on 02 December 2016.
- Crown Fibre Holdings announced funding to roll out ultra-fast fibre to eight district towns.

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, six have been completed, six have progressed in excess of 50%, and a total of 17 have been activated. Two actions have been deferred to March, however these are not due for completion until June which is still achievable.

Open Waikato

Website statistics over the three months ending the month shown:

Measure	November 2015	February 2016	May 2016	August 2016	December 2016
Sessions	1,830	21,904	2043	1987	2925
Users	1,378	21,109	1666	1712	2436
New Visitors	80.7%	96.2%	78.7%	83.6%	80.85%
Average Session Duration	00:01:15	00:00:20	00:01.48	00:01:145	00:02:13
Bounce Rate*	78.80%	84.53%	69.90%	67.89%	64%

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

Activity over the three months to December 2016 has seen increased users and sessions whilst the percentage of new visitors fell slightly compared to the three months to August 2016 (83.6% to 80.85% respectively). There has been a significant improvement in the average session duration from 1 minute 48 seconds to 2 minutes 13 seconds. The bounce rate has improved slightly. These statistics indicate that more users are returning to the site and staying longer.

Waikato Innovation Park – Raglan

The expansion of the Waikato Innovation Park (“WIP”) to Raglan has been a great success. The new service out of the Council service centre in Raglan every second Thursday commences this month. Due to the level of enquiry WIP has extended meeting availability from 9.00am – 12.00pm to 9.00am – 5.00pm. Open Waikato ran a social media campaign over January to promote the new service. Nine businesses have made appointments which has exceeded WIP’s expectations.

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. It does appear that there is demand for a premium listing such as a short video or editorial. Staff are discussing the merits and practicalities of offering this service.

Freight and Logistics Prospectus

The Freight and Logistics prospectus is ready for publication. Staff have engaged Sage PR limited to assist with developing a launch campaign to promote the districts freight and logistics opportunities to Auckland businesses. The intention is to make representation to the Auckland Chamber of Commerce and other Auckland business groups. The purpose is to attract additional business to Northgate and our other industrial zones. The campaign plan will identify targets and timing.

KEY PROJECTS

\$1 billion Housing Infrastructure Fund

Staff submitted a draft indicative bid to the Housing Infrastructure Fund on 02 December 2016.

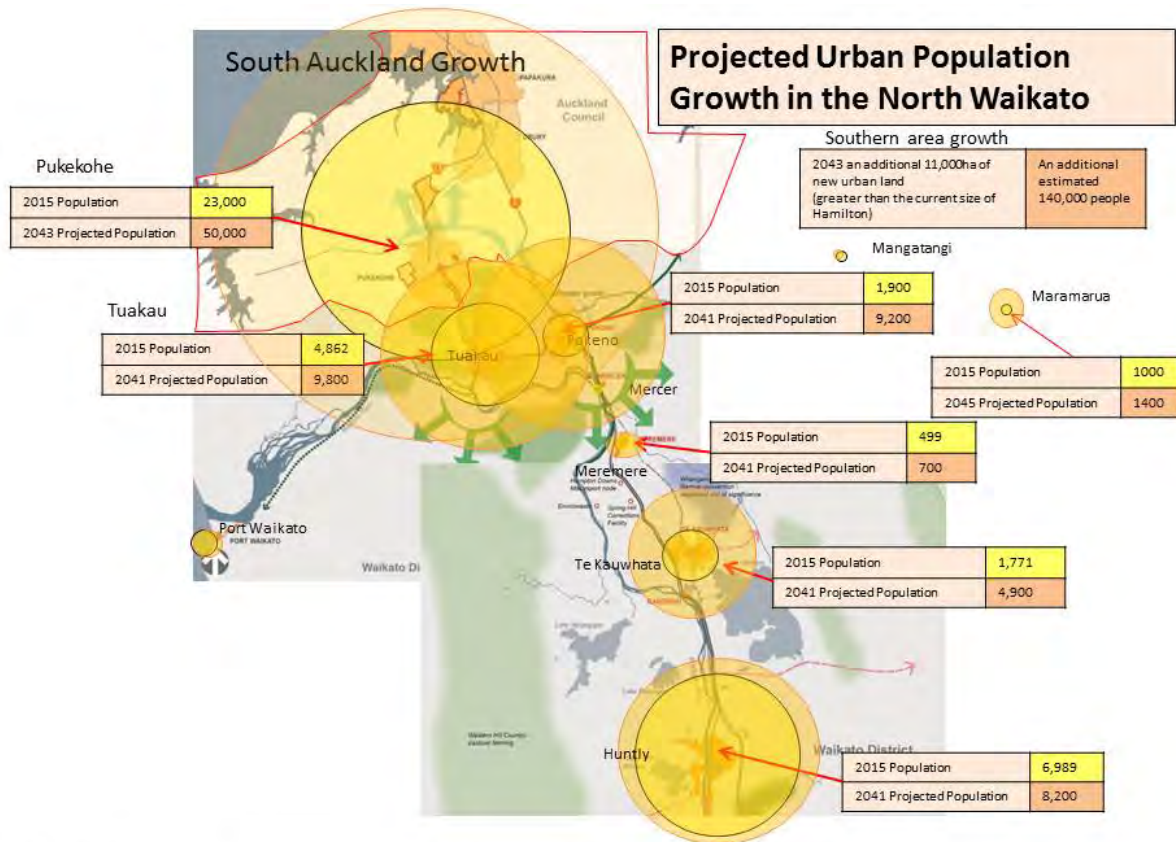
The Housing Infrastructure Fund (“HIF”) is a one-off contestable fund, aimed at accelerating short and medium-term supply of new housing in high-growth urban areas. Applicant territorial authorities must be part of a high-growth urban area as discussed in the national policy statement on urban development capacity.

Proposals must seek funding for new or upgraded trunk infrastructure in the form of local and state highway roading (including public transport infrastructure), water, wastewater and stormwater infrastructure.

Staff engaged external support to author the submission and provide guidance on a suitable project based on the Ministry of Business Innovation and Employment (“MBIE”) bid criteria.

Council’s bid presents the case that Te Kauwhata is part of an urban conurbation consisting of Te Kauwhata, Pokeno, Tuakau, Pukekohe and Mercer referred to as the North Waikato/South Auckland sub regional growth cell. This urban conurbation has

emerged from the developed and developing State Highway transportation, which has linked the areas creating a single urban labour market and work travel area.



Footnote: population figures are sourced respectively from currently available Waikato Council and Auckland Council projections

Figure 1 Projected Urban Population Growth in North Waikato (WDC model National Institute for demographic and economic analysis and from Stats NZ).

The bid identifies the wastewater, water and roading trunk infrastructure required to cater for future growth in the growth cell area. Interest in a possible private plan change to develop an additional 1300 lots along with the current level of organic growth in Te Kauwhata is highlighted in the bid. Staff consider that Te Kauwhata's geographic proximity to Auckland is a key driver of this current market demand and as such any new residential development will provide some relief to the housing challenges faced by Auckland. The submission does not commit Council to any projects.

MBIE has subsequently provided feedback on Council's draft indicative submission highlighting where further supporting information and analysis is required before MBIE will accept a final indicative submission. MBIE has requested a more substantive economic analysis to show the cost benefit of the proposed development and further supporting evidence to show that the South Auckland/North Waikato conurbation as argued exists.

Staff have called for proposals from consultant experts to help prepare a revised submission which is due by the end of March.

If MBIE accept the indicative submission the next step is to complete a comprehensive business case. This is a contestable process and at this time staff have not been given any indication as to how successful a submission is likely to be.

Ultrafast Fibre Broadband Expansion (UFB2)

Crown Fibre Holdings announced in January that eight of the districts towns have been included in the Ultrafast Fibre Broadband Expansion (“UFB2”). This announcement brings to a conclusion the Government’s contestable process which commenced in March 2015.

The contract to deploy fibre into Ngaruawahia, Raglan and Huntly was awarded to the local fibre company Ultra Fast Fibre limited. Chorus Limited was awarded the contract to deploy fibre into Horotiu, Whatawhata, Taupiri, Te Kauwhata and Tuakau.

Staff held an initial briefing with Ultrafast Fibre Limited on 03 February to begin formulating how Council and Ultrafast Fibre Limited will work together to ensure a successful construction phase.

A meeting with Chorus is being scheduled for the same purpose.

Having two different firms deploying infrastructure across the district will provide some logistical challenges and make coordination of construction more complex. Staff will be encouraging both firms to work with Council collaboratively in order to minimise any possible issues.

Staff are continuing to engage Ultrafast Fibre on the possible inclusion of Tamahere and Matangi into the existing UFB1 Hamilton network. Staff met with the Chief Executive of Ultrafast Fibre on 13 February to progress the matter. The meeting was inconclusive.

Staff are also engaging Chorus on the opportunity to expand the Pokeno fibre network beyond the new residential development into the original village.

Rural Broadband Initiative and Mobile Black Spot – Crown Fibre Holdings Invitation to Co-Fund and/or Assist

In 2015 Council participated in an MBIE Registration of Interest process to seek funding for broadband investment in urban and rural areas of the district and to address mobile ‘black spots’. Besides the urban focussed Ultrafast Broadband 2 (“UFB2”) programme, the Government signalled \$100 million to extend the Rural Broadband Initiative (“RBI2”) and \$50 million for Mobile Network Black Spots (“MBS”), to improve safety on state highways and enhance access in high tourist areas.

Council also subsequently developed a Digital Enablement Plan (“DEP”) to outline how Council would support the roll-out and uptake of broadband services in its district (e.g. through consenting processes, on-line customer services, information provision, use of Council land or infrastructure assets).

As part of the DEP process, MBIE suggested that Council’s should consider co-funding broadband supplier’s infrastructure costs. Council decided not to directly fund supplier

costs, but did commit \$100,000 to fund development and implementation of Council's programmes in the DEP.

No announcements were made during 2016 regarding allocation of the above funding programmes. Crown Fibre Holdings ("CFH") is the crown owned company managing implementation of the programme. In late October 2016 CFH released a Request for Proposal ("RFP") to seek suppliers to propose broadband/mobile solutions for specific locations under each programme, and an RFP to seek assistance/funding from councils.

CFH sought responses from councils to:

- prioritise their areas within CFH's 'longlist' of RBI areas and suggest any additional areas for consideration by 25 November 2016; and
- make a submission by end March 2017 on the willingness to contribute funding from 2017/18 for the next few years, and outline other supporting measures the Council will provide.

The implication of this RFP is that many councils will need to revisit or add to the work they did in 2015. The RFP may reflect a poor response rate from councils in the first round in respect to prioritisation of their areas and/or offers of co-funding. As all relevant RBI candidate areas were identified and prioritised in our 2015 submission, it will be straightforward to re-advise CFH of these areas as appropriate. However, staff will first need to check which of Waikato District's RBI areas and MBS locations have been included in CFH's 'longlist,' and those areas that have been excluded. In respect to 'other supporting measures' in the second point above, these were also outlined in the 2015 ROI and DEP, and can similarly be re-advise to CFH.

Regarding the co-funding option, it is proposed that staff fully assess the RFP documents and report back to Council on the issues and options associated with the request, in time to meet the March 2017 deadline (Note: the original deadline was February 2017).

On initial assessment, the co-funding request raises several issues that will need to be considered by Council:

- the terms on which funding would be granted to CFH and in turn, to suppliers;
- clarifying the potential scale of funding required to achieve broadband coverage in the Council's rural areas (e.g. CFH estimates that costs of extending coverage in the RBII programme averaged \$2,000-\$4,000 per end user);
- the extent to which suppliers operating in Waikato District will participate in the RFP;
- implications of the accountability of suppliers (as recipients of the funding) for delivery performance to CFH (not Council); and
- the timing of this request in relation to the Council's 2017/18 Annual Plan process which has already commenced.

The RFP process is scheduled to be completed by June 2017, when CFH aims to initiate contracts with suppliers under each programme.

OTHER ACTIVITY

World Rally Championship 2018

Staff have held initial discussions with the Liaison officer for the World Rally Championship 2018 New Zealand bid and offered support of Hampton Downs Motorsport Park proposal to host a stage of the rally.

Hampton Downs Motorsport Park

Staff have promoted the idea of a local youth event to promote safe driving habits. Further work is continuing with Hampton Downs.

Gordonton

Local residents are developing a visitor destination plan which staff are assisting with.

Raglan Naturally

The Raglan Naturally Steering Committee are meeting with staff on 14 February to present a proposal to update the Raglan Naturally Community Plan and to seek Council support.

The internal operational projects and activities supported by the Economic Development Unit are not included in this report.

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.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
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 design is now completed. Next steps: Printed version will be available once print volume confirmed at meeting with Ports of Auckland in February. Expenditure to date: \$1000.
		2. Promote the opportunities presented by the Ports of Auckland Waikato freight hub	\$5,000	30/06/17	45%	Commenced 01/07/16. Engaged Sage PR to assist with development of a campaign. Targeting various Auckland trade and business groups in Auckland. Expenditure to date: \$3,500. Next Step: Approve campaign.
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).
	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.
		5. Review large development project support processes	\$10,000	31/05/17	0%	Starting February 2017.
	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.
	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/
		8. Develop a business and political delegations engagement plan	\$2,000	30/06/17	0%	Deferred to March 2017.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
	Business start up	9. Build awareness of innovation support services available to assist new businesses	\$2,000	30/06/17	60%	A social media campaign to promote the service was run in January 2017 across both Open Waikato and Council platforms. Primary goal was to launch the new Raglan based service. Expenditure to date: \$500. Next Step: Development of new campaign.
		10. Establish an innovation network throughout the district	\$3,000	30/06/17	70%	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: Review service in June and continue to build awareness across the districts business sectors.
		11. Establish a new service to assist small businesses engagement with Council	\$8,000	30/06/17	5%	Starting 01/10/16. Initial planning discussions underway with the Economic Development team. Expenditure to date: Nil Next Step: (deferred to March) Coordination of internal stakeholder meetings to define and develop scope.
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 Plan	\$150,000	30/06/17	50%	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: Staff are meeting with HWT in February to identify the next Waikato district related project.
		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: Service Delivery is scheduling a Councillor workshop in March to discuss report findings. Reported and funded separately.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		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	30%	Starting 15/02/16. Staff have collaborated with the Waikato University, Raglan Naturally and Raglan Community Board, Raglan Chamber of Commerce and Hamilton Waikato Tourism to survey the perceptions of residents, visitors and businesses on the impact of tourism. Expenditure to date: NIL. Next Step: Complete survey and prepare report.
		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. Expenditure to date: NIL. Next Step: Staff will advise Council if future funding grant announcements are made.
Population Attraction		16. Promote Waikato's towns lifestyle proposition to support Council's investment in planning and infrastructure	\$20,000	30/06/17	5%	Planning is underway for Raglan. A draft storyboard is being developed as an example to help develop campaign ideas. Expenditure to date: Nil Next Steps: further engagement with the community to establish a project team.
		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	5%	A story board is being developed as an example to help generate ideas for a campaign. Expenditure to date: Nil Next Steps: Further engagement with community representatives to develop campaign.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		18. Strategic cross-boundary advocacy. Support Council cross-boundary collaboration and advocacy for effective growth and development policy and planning and future transport infrastructure	\$0	Ongoing	Ongoing	The development of a Programme Business Case for the north Waikato is well underway. This initiative is a partnership between the New Zealand Transport Agency, Waikato District Council, Waikato Regional Council, Auckland Council and Auckland Transport. Four work streams have been established: Land Use, Regional Transport Infrastructure, Local Connectivity and Social Infrastructure. Council's Planning & Strategy are co-ordinating our Council's input into this work with the involvement of our Roding, Waters, Parks and Facilities, Economic Development, Finance and Customer Services teams. It is anticipated that a long list of options and alternatives will be developed for consideration by these teams by the of February and a short list by mid-April. A final report is expected by June 2017. This work will inform LTP planning for the respective partners. Key transport infrastructure outputs from this project will inform the Regional Land Transport Plan (September 2017).
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	80%	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. Of 75 applicants they are one of six remaining applications being considered. This funding will be used to support youth to employment programmes across the district. Expenditure to date: \$6,000. Next Steps: Smart Waikato Trust is awaiting outcome of funding application prior to determining next steps.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		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	2%	Starting 01/05/17. Some preliminary work has commenced to identify data and information sources although the project will properly commence in May 2017.
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.
		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	Led by the Planning and Strategy Team. Economic Development staff are supporting economic analysis aspects and sector representative engagement. Next Steps: Continuing to assist in the development of the s.32 economic analysis tools.
		23. Marketing and Information. Drafting of Open Waikato Marketing and communications plan to support the work programme	\$0	20/09/16	100%	The Executive Team to receive the plan February 2017. Expenditure: NIL. Next steps: Internal awareness campaign underway to promote Open Waikato to staff.

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		24. Digital Enablement – Government led. Support the Government funded roll-out of Ultrafast Fibre and Rural Broadband	\$100,000	2020	2%	A Government announcement in February confirmed that Ngaruawahia, Horotiu, Whatawhata, Raglan, Taupiri, Huntly, Te Kauwhata and Tuakau will receive UFB2 funding. Staff have met with Ultrafast Fibre; the fibre company awarded the contract to roll out the fibre in Ngaruawahia, Raglan and Huntly. A Meeting with Chorus the other fibre company involved with the roll-out will be scheduled to occur as soon as possible. Next Step: Staff activating the Digital Enablement Plan project team.
		25. Digital Enablement – Tamahere and Matangi community led advocacy for a fibre optic level of service solution	\$0	30/06/17	50%	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. Staff met with Ultra Fast Fibre on 13 February. The meeting was inconclusive. Expenditure: NIL. Next steps: Update to the Tamahere and Matangi communities following the meeting with Ultra Fast Fibre.
		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	50%	Staff have reviewed 89 percent of the website. This content refresh includes our images. Search optimisation has significantly improved as highlighted by the 30,000 views through Google Maps and Google Search. Expenditure: NIL. (Expenditure will be required for next phase which will include new case studies and new images). Next steps: Complete refresh and begin updating case studies.

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	2 February 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 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 Tuesday 22 November 2016

Receipt of Minutes:

- **Audit & Risk Committee dated Monday 19 December 2016**

REPORTS

a. Economic Development Update

The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 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)(a)(d)

3. ATTACHMENTS

Nil