

<p>Sub-regional data collection contracts deliver good quality data on roading assets.</p>	<p>Programme tours are completed, to provide opportunities for councils' roading staff to share their knowledge and experience</p> <p>Data collection contracts (minimum of two across the region) are managed in accordance with best practice.</p> <p>Data supplied by contractors is of good quality and meets all councils' requirements.</p>	<p>the tour.</p> <p>Report on tour outcomes prepared by 31 December each year, and circulated to stakeholders.</p> <p>Contracts which are due for renewal are tested for competitiveness and either renegotiated or tendered through a competitive process.</p> <p>Any data issues are identified and resolved, with any incidents reported to stakeholders.</p>
<p><b>Waikato Regional Transport Model (WRTM)</b> The WRTM is reliable, well maintained and available to all users.</p>	<p>RATA manages the WRTM on behalf of the participating councils, and monitors the performance of the model supplier (currently Traffic Design Group).</p> <p>RATA reports quarterly to the WRTM Project Advisory Group.</p>	<p>All modelling reports requested from the model supplier are actioned within the agreed timeframe, scope and budget.</p> <p>A report from RATA on any new developments and on the status of the model is provided to the WLASS Board at least every six months.</p> <p>The quality of the base model complies with NZTA guidelines (as set out in the NZTA's Economic Evaluation Manual), and is independently peer reviewed each time the model is updated.</p>
<p><b>Waikato Building Consent Group</b> Provide strategic direction and actively pursue improvements in Building Control across the Waikato region.</p>	<p>Develop and maintain a quality assurance system for building consents, that meets statutory compliance and supports excellence and consistency in customer service and business practice.</p>	<p>Internal audits are completed annually for each Group member.</p> <p>Provide Group members with a joint quality assurance system that meets statutory compliance.</p> <p>Report at least six monthly to the WLASS Board on the Group's activities.</p>
<p><b>Future Proof</b> All stakeholders are kept informed about Future Proof's projects and achievements.</p>	<p>Six monthly and annual reports are provided to all stakeholders.</p>	<p>Reports presented to WLASS Board as at 30 December and 30 June, and circulated to stakeholders.</p>
<p><b>Shareholder Survey</b> Shareholders are satisfied with the performance of WLASS.</p>	<p>An annual survey of shareholders is undertaken to assess satisfaction levels with</p>	<p>A survey of shareholders is undertaken each year, and the results are reported to all</p>

	WLASS.	shareholders.
<b>Review of Benefits</b> Shareholders are informed of the benefits being provided to shareholding councils by WLASS.	The benefits of WLASS (including financial and non-financial achievements) are regularly analysed and reported to shareholders.	Information on the financial and non-financial benefits being achieved by WLASS are included in the 6-monthly and Annual Report to shareholders.  The “Collaboration in Action” document, which summarises the achievements of WLASS, be updated and circulated to shareholders by 31 December 2017.

<sup>1</sup> The performance measures for RATA are currently under review and will be updated in the final version of the SOI.

## Policy Statements

### Statement of Accounting Principles

Financial statements are for a company wholly owned by the 12 local authorities within the Waikato Region, in the proportion of one share per local authority. Financial statements are prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with the New Zealand Generally Accepted Accounting Practice (NZ GAAP), the Financial Reporting Act 1993 and the NZ Financial Reporting Standard No. 42.

### Specific Accounting Principles

The following particular principles, which have a significant effect on measurement of the financial position, will apply:

- Receivables are recorded at their face value, less any provisions for impairment.
- Investments are valued at the prevailing market value.
- Fixed assets are recorded at cost, less accumulated depreciation.

### Intangible Assets

Where intangible assets are purchased, such as intellectual property and computer software, these are capitalised and written off on a straight line basis over their expected life, but over no greater than seven years.

Depreciation / Amortisation is provided on a straight-line basis on all assets other than land, and shall align with normal accepted depreciation for the types of services being developed.

### Impairment Testing

Assets with a finite life are reviewed annually for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

## **Balance Sheet Ratios**

The Local Government Act 2002 requires the Statement of Intent to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position.

WLASS is budgeted to have an accumulated shareholders fund of \$435,903 at 30 June 2018, which relates to 55.6% of total assets. The only liabilities of WLASS are trade creditors.

The Forecast Financial Statements for 2017/18 are included as part of this Statement of Intent.

## **Procedures for the Purchase and Acquisition of Shares**

The Board will give approval before WLASS subscribes for, purchases, or otherwise acquires shares in any company or other organisation, which is external to the Group.

## **Inventories**

It is not envisaged that the company will hold inventories, other than those that might relate to providing computer-based services to a number of parties. They will be valued at net realisable value.

## **Taxation**

Taxation will be provided as required against the company, in line with the required legislation.

In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the Auditor General will be responsible for the audit of the company's financial statements.

As the current shared services are on a cost recovery basis, it is not envisaged that any dividends will be paid.

## **Value of Shareholders' Investment**

The Directors' estimate of the commercial value of the shareholders' investment in WLASS is equal to the shareholders equity in the company. Reassessment of the value of this shareholding shall be undertaken on or about 1 April each year.

## **Distributions to Shareholders**

The Company is not expected to make profits that would ordinarily be distributed by way of dividends. Any surplus funds remaining from an activity or from the annual operations of the Company shall be carried forward to the ensuing year and may be used to reduce service costs, invest in further developing other services, and/or as the Directors may decide.

## **Compensation**

The Directors of WLASS will not receive any fees or expenses for work undertaken on behalf of the company.

As the basis of funding for WLASS, payment will be sought from all local authorities that receive services from WLASS.

### Information to be Provided to Shareholders

The company will deliver the following information to shareholders:

- Within two months of the end of the first half of the financial year, a 6-monthly report, including a Statement of Financial Performance, a Statement of Changes in Equity, a Statement of Financial Position, and a Statement of Cashflows and Service Performance.
- Within three months of the end of the financial year, an audited Statement of Financial Performance, Statement of Changes in Equity, Statement of Financial Position, a Statement of Cashflows and Service Performance, plus a summary of how the company has fared against its objectives.

### Review of Statement of Intent

The Directors shall approve by 1 March of each year a Draft Statement of Intent for distribution to, and consideration by, the shareholders.

The shareholders must provide any comments or feedback on the Draft Statement of Intent within two months of 1 March. The Directors must consider all comments that are received, and shall deliver the completed Statement of Intent to the shareholders by 30 June.


**Financials**

<b>Waikato Local Authority Shared Services</b> <b>Company Summary</b> <b>For the Year Ended 30 June 2018</b>					
	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Variance</b>	<b>Budget 2018/19</b>	<b>Budget 2019/20</b>
<b>Income</b>					
Company Administration	271,117	296,828	25,711	303,358	310,336
Procurement	442,593	544,775	102,182	314,286	314,286
Information Technology	53,600	43,600	(10,000)	43,600	43,600
Energy Management	213,000	124,200	(88,800)	136,500	0
Shared Valuation Data Service (SVDS)	584,557	648,160	63,603	608,533	622,587
Road Asset Technical Accord (RATA)	914,000	930,621	16,621	951,757	973,542
Waikato Regional Transport Model (WRTM)	113,834	101,951	(11,883)	103,176	104,243
Waikato Building Consent Group	270,600	230,600	(40,000)	230,600	230,600
Future Proof	575,990	555,000	(20,990)	470,000	395,000
Waikato Mayoral Forum	71,000	7,000	(64,000)	7,000	7,000
<b>Total Income</b>	<b>3,510,291</b>	<b>3,482,735</b>	<b>(27,556)</b>	<b>3,168,810</b>	<b>3,001,194</b>
<b>Operating Expenditure</b>					
Company Administration	271,117	296,828	25,711	303,358	310,336
Procurement	442,593	544,775	102,182	314,286	314,286
Information Technology	53,600	43,600	(10,000)	43,600	43,600
Energy Management	213,000	124,200	(88,800)	136,500	0
Shared Valuation Data Service (SVDS)	574,367	637,776	63,409	598,145	611,960
Road Asset Technical Accord (RATA)	914,000	949,510	35,510	972,500	994,819
Waikato Regional Transport Model (WRTM)	113,834	101,951	(11,883)	103,176	104,243
Waikato Building Consent Group	270,600	237,915	(32,685)	238,224	238,313
Future Proof	455,000	573,889	118,889	490,743	416,277
Waikato Mayoral Forum	71,000	7,000	(64,000)	7,000	7,000
<b>Total Operating Expenditure</b>	<b>3,379,111</b>	<b>3,517,444</b>	<b>138,332</b>	<b>3,207,531</b>	<b>3,040,834</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>	<b>131,180</b>	<b>(34,709)</b>	<b>(165,889)</b>	<b>(38,721)</b>	<b>(39,640)</b>
<b>Non-Cash Operating Expenditure</b>					
Company Admin Non-Cash Expenditure	171	171	0	171	171
SVDS Non-Cash Expenditure	97,055	91,223	(5,832)	91,223	0
WRTM Non-Cash Expenditure	72,916	72,916	0	72,916	0
<b>Total Non-Cash Operating Expenditure</b>	<b>170,142</b>	<b>164,310</b>	<b>(5,832)</b>	<b>164,310</b>	<b>171</b>
<b>Earnings before interest and tax (EBIT)</b>	<b>(38,962)</b>	<b>(199,019)</b>	<b>(160,056)</b>	<b>(203,031)</b>	<b>(39,811)</b>
<b>Net Surplus (Deficit) before tax</b>	<b>(38,962)</b>	<b>(199,019)</b>	<b>(160,056)</b>	<b>(203,031)</b>	<b>(39,811)</b>
Company Admin Net Surplus (Deficit) before tax	(171)	(171)	0	(171)	(171)
Procurement Net Surplus (Deficit) before tax	0	0	0	0	0
IT Net Surplus (Deficit) before tax	0	0	0	0	0
Energy Mgmt Net Surplus (Deficit) before tax	0	0	0	0	0
SVDS Net Surplus (Deficit) before tax	(86,865)	(80,839)	6,027	(80,835)	10,627
RATA Net Surplus (Deficit) before tax	0	(18,889)	(18,889)	(20,743)	(21,277)
WRTM Net Surplus (Deficit) before tax	(72,916)	(72,916)	0	(72,916)	0
Building Net Surplus (Deficit) before tax	0	(7,315)	(7,315)	(7,624)	(7,713)
Future Proof (Deficit) before tax	120,990	(18,889)	(139,879)	(20,743)	(21,277)
Mayoral Forum Net Surplus (Deficit) before tax	0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>	<b>(38,962)</b>	<b>(199,019)</b>	<b>(160,056)</b>	<b>(203,031)</b>	<b>(39,811)</b>
<b>Capital Expenditure</b>					
SVDS Enhancements	10,190	10,384	194	10,388	10,627
<b>Total Capital Expenditure</b>	<b>10,190</b>	<b>10,384</b>	<b>194</b>	<b>10,388</b>	<b>10,627</b>


**Waikato Local Authority Shared Services  
Company Admin  
For the Year Ended 30 June 2018**





	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
Company Administration Member Charges		209,550	213,531	3,981	213,619	218,532
Recovery of Admin Costs		55,067	71,297	16,230	77,475	79,257
Interest Received		6,500	12,000	5,500	12,264	12,546
<b>Total Income</b>		<b>271,117</b>	<b>296,828</b>	<b>25,711</b>	<b>303,358</b>	<b>310,336</b>
<b>Expenses</b>						
Accounting/ Financial Services	1	27,500	48,000	20,500	49,056	50,184
External Accounting/ Financial Services		5,000	5,095	95	5,207	5,327
Audit Fees		15,349	15,641	292	15,985	16,352
IT Services		92	94	2	96	98
Bank Charges		500	510	10	521	533
Legal Fees		2,500	2,548	48	2,604	2,663
Value Financials Licence Fee		2,341	2,784	443	2,845	2,910
Sundry Expenses		1,300	1,325	25	1,354	1,385
Professional Fees		2,500	2,548	48	2,604	2,663
Insurance	2	2,535	2,768	233	2,828	2,893
Shared Services Contractors		196,000	199,724	3,724	204,118	208,813
Company Secretary Services		5,500	5,605	105	5,728	5,860
Mileage Costs		10,000	10,190	190	10,414	10,654
<b>Total Expenses</b>		<b>271,117</b>	<b>296,828</b>	<b>25,711</b>	<b>303,358</b>	<b>310,336</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Expenses</b>						
Depreciation		171	171	0	171	171
Earnings before interest and tax		(171)	(171)	0	(171)	(171)
<b>Net Surplus (Deficit) before tax</b>		<b>(171)</b>	<b>(171)</b>	<b>0</b>	<b>(171)</b>	<b>(171)</b>
<b>Notes</b>						
1) Increased hours required due to the increased complexity of WLASS, and new licence costs of \$850 p.a. for new accounting software.						
2) Based on 2016/17 actual costs.						

<b>Waikato Local Authority Shared Services Procurement of Shared Services For the Year Ended 30 June 2018</b>						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
Procurement Member Charges		20,000	20,000	0	20,000	20,000
N3 Membership Fee Recovery		18,000	18,000	0	18,000	18,000
Value Financials Fee Recovery	1	28,693	35,866	7,173	35,866	35,866
Insurance Brokerage Fee Recovery		147,500	147,500	0	147,500	147,500
Infometrics Fee Recovery	2	62,400	69,920	7,520	69,920	69,920
Health and Safety Working Party		5,000	5,000	0	5,000	5,000
WRAPS Recovery	3	84,000	153,489	69,489	0	0
Regional Infrastructure Tech Spec maintenance	4	0	18,000	18,000	18,000	18,000
Historical Aerial Photos Recovery		77,000	77,000	0	0	0
<b>Total Income</b>		<b>442,593</b>	<b>544,775</b>	<b>102,182</b>	<b>314,286</b>	<b>314,286</b>
<b>Expenses</b>						
Professional Services		20,000	20,000	0	20,000	20,000
N3 Membership Fee Recovery		18,000	18,000	0	18,000	18,000
Value Financial Fees	1	28,693	35,866	7,173	35,866	35,866
Insurance Brokerage Fee Payable		147,500	147,500	0	147,500	147,500
Infometrics	2	62,400	69,920	7,520	69,920	69,920
Health and Safety Working Party		5,000	5,000	0	5,000	5,000
WRAPS Services	3	84,000	153,489	69,489	0	0
Regional Infrastructure Tech Spec maintenance	4	0	18,000	18,000	18,000	18,000
Historical Aerial Photos Services		77,000	77,000	0	0	0
<b>Total Expenses</b>		<b>442,593</b>	<b>544,775</b>	<b>102,182</b>	<b>314,286</b>	<b>314,286</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax		0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Notes</b>						
<p>1) The councils involved are Otorohanga, Taupo and Waitomo District, and Waikato Regional Councils, and WLASS</p> <p>2) The councils involved are Hamilton City, Hauraki, Matamata Piako, South Waikato and Waikato Districts, and Waikato Regional councils.</p> <p>3) Balance of WRAPS contract, which commenced in 2015/16.</p> <p>4) To fund a contractor to manage and review requests for changes/improvements/updates to the document. Funded only by those councils using RITS (currently all of the shareholding councils, excluding Taupo, Thames Coromandel and Waikato Regional)</p>						



<b>Waikato Local Authority Shared Services Information Technology (IT) For the Year Ended 30 June 2018</b>						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
IT Initiative Contributions		53,600	43,600	(10,000)	43,600	43,600
<b>Total Income</b>		53,600	43,600	(10,000)	43,600	43,600
<b>Expenses</b>						
Meeting Expenses		1,000	1,000	0	1,000	1,000
GIS Shared Data Portal	1	17,600	7,600	(10,000)	7,600	7,600
Collaboration Portal	1	35,000	35,000	0	35,000	35,000
<b>Total Expenses</b>		53,600	43,600	(10,000)	43,600	43,600
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax		0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Notes</b>						
1) All councils are involved except Rotorua and Taupo, who are participating via BOPLASS.						

<b>Waikato Local Authority Shared Services</b> <b>Energy Management</b> <b>For the Year Ended 30 June 2018</b>						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
EECA Collaboration - Council Contributions	1	80,000	89,200	9,200	101,500	0
EECA Revenue		133,000	35,000	(98,000)	35,000	0
<b>Total Income</b>		213,000	124,200	(88,800)	136,500	0
<b>Expenses</b>						
EECA Collaboration		80,000	89,200	9,200	101,500	0
Professional Services Costs		133,000	35,000	(98,000)	35,000	0
<b>Total Expenses</b>		213,000	124,200	(88,800)	136,500	0
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax		0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Notes</b>						
1) All councils are involved, except Thames-Coromandel and Matamata-Piako.						

<b>Waikato Local Authority Shared Services</b> <b>Shared Valuation Data Service (SVDS)</b> <b>For the Year Ended 30 June 2018</b>						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
SVDS Member Charges		267,985	205,492	(62,493)	156,382	169,764
TA Valuation Services Recovery		78,463	80,189	1,726	81,953	82,034
SVDS Enhancements Recovery	1	10,190	10,414	224	10,388	10,627
SVDS Data & Software Sales		227,919	352,065	124,146	359,810	360,162
<b>Total Income</b>		<b>584,557</b>	<b>648,160</b>	<b>63,603</b>	<b>608,533</b>	<b>622,587</b>
<b>Expenses</b>						
Hosting Contract		48,667	49,592	925	50,683	51,849
Software Contract		105,467	107,470	2,004	109,835	112,361
Management Services		283,187	288,568	5,381	294,916	301,699
TA Valuation Services		78,463	79,954	1,491	81,713	83,592
Consultancy Fees		16,000	24,192	8,192	24,724	25,293
Software Support Contingency		6,250	6,369	119	6,509	6,659
Support & Hosting Contract Renewal Consulting		0	50,000	50,000	0	0
Security Certificates		300	300	0	307	314
Insurance		1,500	1,385	(115)	1,416	1,448
Legal Fees	2	4,000	8,000	4,000	4,176	4,272
Secretarial Services		3,000	3,057	57	3,124	3,196
On charge of LASS Admin Costs		27,534	18,889	(8,644)	20,743	21,277
<b>Total Expenses</b>		<b>574,367</b>	<b>637,776</b>	<b>63,409</b>	<b>598,145</b>	<b>611,960</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>10,190</b>	<b>10,384</b>	<b>194</b>	<b>10,388</b>	<b>10,627</b>
<b>Non-Cash Expenses</b>						
Depreciation	3	97,055	91,223	(5,832)	91,223	0
Earnings before interest and tax		(86,865)	(80,839)	6,027	(80,835)	10,627
<b>Net Surplus (Deficit) before tax</b>		<b>(86,865)</b>	<b>(80,839)</b>	<b>6,027</b>	<b>(80,835)</b>	<b>10,627</b>
<b>Capital Expenditure</b>						
Enhancements	1	10,190	10,384	194	10,388	10,627
<b>Total Capital Expenditure</b>		<b>10,190</b>	<b>10,384</b>	<b>194</b>	<b>10,388</b>	<b>10,627</b>
Total Cash Expenditure (Opex, Interest & Capital)		584,557	648,160	63,602	608,533	622,587
<b>Notes</b>						
1) Enhancement work to be recovered from individual councils. 2) Provision in 2017/18 to tie in with contract review terms. 3) SVDS Asset to be fully depreciated by 30 June 2019.						

**Waikato Local Authority Shared Services  
Road Asset Technical Accord (RATA)  
For the Year Ended 30 June 2018**



	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
Data Collection		315,000	320,985	5,985	328,047	335,592
Member Charges		571,000	591,636	20,636	605,710	619,950
Project Funding		28,000	0	(28,000)	0	0
Project Management (WRTM)		0	18,000	18,000	18,000	18,000
<b>Total Income</b>		<b>914,000</b>	<b>930,621</b>	<b>16,621</b>	<b>951,757</b>	<b>973,542</b>
<b>Expenses</b>						
Data Collection		315,000	320,985	5,985	328,047	335,592
Forward Works Programme Tours		5,000	5,095	95	5,207	5,327
Asset Managers Forum		3,000	3,057	57	3,124	3,196
Benchmarking of Reg Road Outcomes		20,000	20,380	380	20,828	21,307
Deterioration Modelling		47,000	47,893	893	48,947	50,072
Staff and Contractor Services		365,000	361,000	(4,000)	369,000	378,000
External Contractor (Data Collection)		7,000	7,133	133	7,290	7,458
On charge of LASS Admin Costs		0	18,889	18,889	20,743	21,277
Overheads	1	152,000	165,078	13,078	169,314	172,589
<b>Total Expenses</b>	2	<b>914,000</b>	<b>949,510</b>	<b>35,510</b>	<b>972,500</b>	<b>994,819</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>(18,889)</b>	<b>(18,889)</b>	<b>(20,743)</b>	<b>(21,277)</b>
Earnings before interest and tax		0	(18,889)	(18,889)	(20,743)	(21,277)
<b>Net Surplus (Deficit) before tax</b>		<b>0</b>	<b>(18,889)</b>	<b>(18,889)</b>	<b>(20,743)</b>	<b>(21,277)</b>
<b>Notes</b>						
1) Waipa District Council provides RATA with full support services, including vehicles, staff training/development, IT/phones, stationery, accommodation, communications and Group Manager support.						
2) CPI Increase has been applied for 2017/18, 2018/19 and 2019/20 as per BERL LG cost index for OPEX.						

**Waikato Local Authority Shared Services**  
**Waikato Regional Transport Model (WRTM)**  
**For the Year Ended 30 June 2018**





	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
WRTM Member Charges		101,834	89,951	(11,883)	91,176	92,243
External User Recovery		12,000	12,000	0	12,000	12,000
<b>Total Income</b>		<b>113,834</b>	<b>101,951</b>	<b>(11,883)</b>	<b>103,176</b>	<b>104,243</b>
<b>Expenses</b>						
WRTM Project Manager		18,000	18,000	0	18,000	18,000
Minor Model Upgrades		30,000	30,570	570	31,243	31,961
Peer Review		5,000	5,095	95	5,207	5,327
Annual Scheduling of Works Review		4,500	4,586	86	4,686	4,794
Insurance		1,300	1,385	85	1,416	1,448
External User Costs		10,000	10,000	0	10,000	10,000
Future Land Use Update	1	15,000	0	(15,000)	0	0
Household Interview Survey (HIS) Scoping	2	2,500	0	(2,500)	0	0
HIS Input into National Survey	3	0	25,000	25,000	25,000	25,000
On charge of LASS Admin Costs		27,534	7,315	(20,219)	7,624	7,713
<b>Total Expenses</b>		<b>113,834</b>	<b>101,951</b>	<b>(11,883)</b>	<b>103,176</b>	<b>104,243</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Expenses</b>						
Depreciation	4	72,916	72,916	0	72,916	0
Earnings before interest and tax		(72,916)	(72,916)	0	(72,916)	0
<b>Net Surplus (Deficit) before tax</b>		<b>(72,916)</b>	<b>(72,916)</b>	<b>0</b>	<b>(72,916)</b>	<b>0</b>
<b>Notes</b>						
<p>1) Update of Future Land Use reference scenario post Auckland Unitary Plan decisions and Future Proof / Smart Growth updates.</p> <p>2) Prov Sum item - HIS research topic with NZTA at present. This budget will allow the WRTM partners to scope inputs needed.</p> <p>3) Prov Sum item - assumes input into national survey. Actual costs to be scoped with MOT.</p> <p>4) The WRTM asset will be fully depreciated by 30 June 2019. The model will be substantially reviewed during 2018/19 with new census data and a software platform review.</p>						

**Waikato Local Authority Shared Services**  
**Waikato Building Consent Group**  
**For the Year Ended 30 June 2018**





	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
Member Charges	1	225,456	230,600	5,144	230,600	230,600
Accumulated Fund	2	45,144	0	(45,144)	0	0
<b>Total Income</b>		<b>270,600</b>	<b>230,600</b>	<b>(40,000)</b>	<b>230,600</b>	<b>230,600</b>
<b>Expenses</b>						
Salaries		206,200	166,200	(40,000)	166,200	166,200
Vehicle Expenses		17,700	17,700	0	17,700	17,700
Training / Professional Fees		3,300	3,300	0	3,300	3,300
Operating Costs		3,000	3,000	0	3,000	3,000
Communications / IT Costs		2,000	2,000	0	2,000	2,000
Annual Subscriptions		400	400	0	400	400
Insurance		0	0	0	0	0
On charge of LASS Admin Costs		0	7,315	7,315	7,624	7,713
Overheads	3	38,000	38,000	0	38,000	38,000
<b>Total Expenses</b>		<b>270,600</b>	<b>237,915</b>	<b>(32,685)</b>	<b>238,224</b>	<b>238,313</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>0</b>	<b>(7,315)</b>	<b>(7,315)</b>	<b>(7,624)</b>	<b>(7,713)</b>
Earnings before interest and tax		0	(7,315)	(7,315)	(7,624)	(7,713)
<b>Net Surplus (Deficit) before tax</b>		<b>0</b>	<b>(7,315)</b>	<b>(7,315)</b>	<b>(7,624)</b>	<b>(7,713)</b>
<b>Notes</b>						
1) Participating councils are Hamilton City, Hauraki, Matamata Piako, Otorohanga, Thames Coromandel, Waikato, Waipa and Waitomo District councils.						
2) The accumulated fund relates to the original five councils (Hamilton, Matamata Piako, Otorohanga, Waikato and Waipa), and is being used to offset those member charges.						
3) Waikato DC provides the Building Consent Group with support services, including accommodation, IT, HR and Group Manager support.						

<b>Waikato Local Authority Shared Services</b>						
<b>Future Proof</b>						
<b>For the Year Ended 30 June 2018</b>						
	<b>Notes</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Variance</b>	<b>Budget 2018/19</b>	<b>Budget 2019/20</b>
<b>Income</b>						
Member Charges	1	455,000	555,000	100,000	470,000	395,000
Accumulated Fund		120,990	0	(120,990)	0	0
<b>Total Income</b>		<b>575,990</b>	<b>555,000</b>	<b>(20,990)</b>	<b>470,000</b>	<b>395,000</b>
<b>Expenses</b>						
Implementation Advice		125,000	110,000	(15,000)	110,000	110,000
Tangata Whenua Implementation Advice		0	15,000	15,000	15,000	15,000
Independent Chair		25,000	45,000	20,000	25,000	25,000
Tangata Whenua forum		15,000	15,000	0	15,000	15,000
Future Proof Co-Ordinator		65,000	65,000	0	70,000	70,000
On charge of LASS Admin Costs		0	18,889	18,889	20,743	21,277
Overheads	2	20,000	15,000	(5,000)	15,000	15,000
<u>Future Proof Implementation Projects</u>						
Waikato DP Review		15,000	30,000	15,000	0	0
Hamilton DP Appeals & Changes		15,000	0	(15,000)	0	0
General Submissions		15,000	20,000	5,000	20,000	20,000
Cross-Boundary issues with Auckland Council		15,000	5,000	(10,000)	5,000	5,000
Data Monitoring		5,000	5,000	0	5,000	5,000
Growth Strategies review - Submissions and Hearings	3	15,000	0	(15,000)	30,000	30,000
Strategy Actions - Implementation		0	20,000	20,000	50,000	50,000
Water Policy Group Projects	4	0	10,000	10,000	10,000	10,000
Southern Growth Corridor (MOUs)		5,000	0	(5,000)	0	0
NIDEA and WISE refinements		20,000	0	(20,000)	0	0
<u>Future Proof Strategy Update - Phase 1</u>						
Future Proof Strategy Update 1		60,000	25,000	(35,000)	0	0
Publishing		0	15,000	15,000	0	0
Consultation		0	45,000	45,000	0	0
Communications Advice for Strategy Update		20,000	0	(20,000)	0	0
Economic Analysis for Strategy Update		20,000	0	(20,000)	0	0
<u>Future Proof Strategy Update - Phase 2</u>						
Future Proof Strategy Update 2	5	0	50,000	50,000	50,000	25,000
NPS Assessments incl. Data Requirements		0	50,000	50,000	0	0
Targetted consultation Process		0	0	0	10,000	0
Publishing		0	0	0	15,000	0
RPS and DP Changes to Implement NPS		0	15,000	15,000	25,000	0
<b>Total Expenses</b>		<b>455,000</b>	<b>573,889</b>	<b>118,889</b>	<b>490,743</b>	<b>416,277</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>						
		<b>120,990</b>	<b>(18,889)</b>	<b>(139,879)</b>	<b>(20,743)</b>	<b>(21,277)</b>
Earnings before interest and tax		120,990	(18,889)	(139,879)	(20,743)	(21,277)
<b>Net Surplus (Deficit) before tax</b>		<b>120,990</b>	<b>(18,889)</b>	<b>(139,879)</b>	<b>(20,743)</b>	<b>(21,277)</b>
<b>Notes</b>						
1) Participating councils are Hamilton City, Waikato and Waipa Districts and Waikato Regional Council.						
2) Hamilton City Council provides the support services for Future Proof, including accommodation and operational costs.						
3) Update of HUGS, Waipa 2050, Waikato District Development Strategy.						
4) Implementing Three Waters Action Plan and other Water Policy Group projects.						
5) Update to meet the requirements of the NPS.						

<b>Waikato Local Authority Shared Services</b> <b>Mayoral Forum Projects</b> <b>For the Year Ended 30 June 2018</b>						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
<b>Income</b>						
Waikato Plan		0	0	0	0	0
Regional Infrastructure Tech. Specs.		50,000	0	0	0	0
Policy & Bylaws		7,000	0	0	0	0
Section 17a Review		7,000	0	0	0	0
Meeting Expenses Recovery		7,000	5,000	(2,000)	5,000	5,000
<b>Total Income</b>		<b>71,000</b>	<b>5,000</b>	<b>(2,000)</b>	<b>5,000</b>	<b>5,000</b>
<b>Expenses</b>						
Waikato Plan		0	0	0	0	0
Regional Infrastructure Tech. Specs.		50,000	0	0	0	0
Policy & Bylaws		7,000	0	0	0	0
Section 17a Review		7,000	0	0	0	0
Meeting Expenses		7,000	5,000	(2,000)	5,000	5,000
<b>Total Expenses</b>		<b>71,000</b>	<b>5,000</b>	<b>(2,000)</b>	<b>5,000</b>	<b>5,000</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>						
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax						
		0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>						
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



<b>Waikato Local Authority Shared Services</b>					
<b>Balance Sheet</b>					
<b>For the Year Ended 30 June 2018</b>					
	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Variance</b>	<b>Budget 2018/19</b>	<b>Budget 2019/20</b>
<b>CAPITAL</b>					
Shares - SVDS	1,607,001	1,607,001	0	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	0	1,350,000	1,350,000
Profit and Loss	(2,328,930)	(2,367,172)	(38,242)	(2,566,191)	(2,769,222)
Plus Current Year Operating Surplus/(Deficit)	(38,242)	(199,019)	(160,777)	(203,031)	(39,811)
<b>TOTAL CAPITAL FUNDS</b>	<b>589,829</b>	<b>390,810</b>	<b>(199,018)</b>	<b>187,779</b>	<b>147,968</b>
<b>ASSETS</b>					
CURRENT ASSETS					
Prepayments	2,692	1,523	(1,169)	3,272	3,347
Accounts Receivable	3,394	35,980	32,586	36,470	36,897
RWT On Interest	1,820	3,360	1,540	3,434	3,513
Local Authority Shared Services 00	0	0	0	0	0
Local Authority Shared Services On-Call	623,031	565,747	(57,284)	480,355	411,346
GST Paid	(48,066)	(45,166)	2,901	(40,638)	(38,177)
<b>TOTAL CURRENT ASSETS</b>	<b>582,871</b>	<b>561,444</b>	<b>(21,426)</b>	<b>482,893</b>	<b>416,926</b>
NON-CURRENT ASSETS					
SVDS - Intangible Asset	3,085,506	3,085,700	194	3,096,087	3,106,714
WRTM - Intangible Asset	2,296,855	2,296,855	0	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	0	1,195	1,195
Accumulated Depreciation	(5,041,294)	(5,205,604)	(164,310)	(5,369,914)	(5,370,085)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>342,262</b>	<b>178,146</b>	<b>(164,116)</b>	<b>24,223</b>	<b>34,679</b>
<b>NET ASSETS</b>	<b>925,134</b>	<b>739,590</b>	<b>(185,542)</b>	<b>507,116</b>	<b>451,605</b>
LESS CURRENT LIABILITIES					
Accounts Payable	323,831	337,088	13,257	307,388	291,413
Accounts Payable Accrual	11,473	11,691	218	11,949	12,223
<b>TOTAL CURRENT LIABILITIES</b>	<b>335,305</b>	<b>348,780</b>	<b>13,475</b>	<b>319,337</b>	<b>303,637</b>
<b>NET WORKING CAPITAL</b>	<b>589,829</b>	<b>390,810</b>	<b>(199,017)</b>	<b>187,779</b>	<b>147,968</b>

<b>Waikato Local Authority Shared Services</b> <b>Statement of Cashflows</b> <b>For the Year Ended 30 June 2018</b>					
	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Variance</b>	<b>Budget 2018/19</b>	<b>Budget 2019/20</b>
<b>Cashflows from Operating Activities</b>					
Interest Received	6,500	12,000	5,500	12,264	12,546
Receipts from Other Revenue	3,503,791	3,438,149	(65,642)	3,156,056	2,988,221
Payments to Suppliers	(3,379,111)	(3,502,800)	(123,689)	(3,238,722)	(3,056,609)
Taxes Paid	(1,820)	(1,820)	0	(3,360)	(3,434)
Goods & Services tax (net)	(25,221)	(2,619)	22,602	(1,243)	895
Net cash from operating activities	104,139	(57,091)	(161,229)	(75,005)	(58,382)
Purchase of Intangible Assets	(10,190)	(10,384)	(194)	(10,388)	(10,627)
Net cash from investing activities	(10,190)	(10,384)	(194)	(10,388)	(10,627)
<b>Net increase in cash, cash equivalents and bank accounts</b>	93,949	(67,474)	(161,423)	(85,392)	(69,009)
Opening cash and cash equivalents and bank overdrafts	529,082	633,221	104,139	565,747	480,355
<b>Closing cash, cash equivalents and bank accounts</b>	<b>623,031</b>	<b>565,747</b>	<b>(57,284)</b>	<b>480,355</b>	<b>411,346</b>
<b>Summary of Bank Accounts</b>					
BNZ - Call a/c	623,031	565,747	(57,284)	480,355	411,346
<b>Closing Balance of Bank</b>	<b>623,031</b>	<b>565,747</b>	<b>(57,284)</b>	<b>480,355</b>	<b>411,346</b>

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	10 March 2017
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1693278
<b>Report Title</b>	Financial Review of Key Projects

## **1. EXECUTIVE SUMMARY**

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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**

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

## **3. BACKGROUND**

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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**

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### **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**

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### **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**

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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**

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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 have produced a draft engineers estimate for the works, further budget would be required if project was to proceed as is, have commenced re-scoping/re-design to reduce overall costs. Options on de-scoping/re-design to be produced on the project in order to proceed. Building consent lodged. Currently working through funding/budget constraints with Executive Leadership Team.
Programme Delivery	Tamahere Sports Ground Reserve Management Plan	Hamish Cairns	282,078	342,634	-60,556	282,078	Multi year project	Final levelling and seeding completed. Pond construction is complete but total works cannot be completed until the grass grows, planting is to be completed in April. Spend includes planning for Piazza and recreation area - will be overspent for the financial year, a report being prepared to Council requesting negative carry forward of budget, currently working through budget and phasing, discussion with Tamahere Community Committee.
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	409,800	Jun-17	Tender awarded late February. Works to begin in March with a June 2017 completion for this years programme of works. There are further works beyond June as part of this contract that will come from the 2017/18 budget.
Programme Delivery	New Reservoirs for Huntly, Central District, Hopuhopu and Pokeno	Richard Clark	7,800,397	2,610,196	5,190,201	4,939,647	Sep-17	Reservoirs walls were delivered in February and domes are expected to arrive in March. Ability to secure land at Pokeno and Hopuhopu has caused delays in enabling works. Huntly - Foundations complete and reservoir onsite construction is underway. Central District - Foundation and pipework is complete ready for reservoir construction. Pokeno - Access track being cut and security fence erected. Major earthworks commenced late February. Hopuhopu - Temporary access track has been cut and permanent track works are underway. Currently dismantling redundant concrete tank. Foundation area and pipework to commence in March.
Programme Delivery	Land Purchases for Pokeno, Central District and Hopuhopu Reservoir Sites	Elton Parata	367,708	138,738	228,970	235,129	Jun-17	Pokeno - Agreement reached and settlement occurred in February. 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 with Waikato Tainui for review.
Three Waters - Planning	Huntly wastewater treatment plant upgrade	Martin Mould	1,632,951	4,839	1,628,112	4,839	TBA	While this option is being looked at, there is a wider conversation with developers and WDC staff that this funding could be bundled with the Te Kauwhata Lakeside Development plan change/development proposal (and DC) and a state of the art WWTP could be established in Huntly to accommodate both Te Kauwhata and Huntly current and future wastewater demand. This approach is also promoted in WDC application to MBIE's Housing Infrastructure Fund application.
Programme Delivery	Pokeno Wastewater scheme construction - Stage 2	Paul White	2,173,821	100,474	2,073,347	2,802,442	Jun-17	Council approved on the 28th February to award tender and additional costs of \$0.6m. Low take up of connection offer noted and continuing to actively seek more agreements for connections during the construction phase. Waikato Regional Council and WDC consents approved. Heritage NZ consent to be lodged and are following up with archaeologist.

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**Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	09 March 2017
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1692548
<b>Report Title</b>	Raglan Kopua Holiday Park Financial Statements ended 31 January 2017

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present the Strategy & Finance Committee with the Raglan Kopua Holiday Park Financial Statements for the seven months ended 31 January 2017. The seven month performance is favourable to last year by approximately \$24K, underpinned by higher revenue, offset by targeted increases in certain costs categories. Overall the performance continues to be positive.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Raglan Kopua Holiday Park Financial Statements ended 31 January 2017





**SPECIAL PURPOSE FINANCIAL STATEMENTS**  
for the 7 months ended 31 January 2017

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***Contents:***

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**RAGLAN KOPUA HOLIDAY PARK BOARD****Compilation report  
For the seven months ended 31 January 2017**

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This is a compilation report to the Board of Management of the Raglan Kopua Holiday Park Board.

**Scope**

On the basis of information you provided we have compiled, in accordance with *Service Engagement Standard No. 2: Compilation of Financial Information*, the special purpose financial statements of Raglan Kopua Holiday Park Board for the seven months ended 31 January 2017, as set out in pages 02 to 11. These have been prepared on the basis disclosed in the notes to the financial statements on page 07.

**Responsibilities**

You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Directors are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs, and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. Neither we nor any of our employees accept responsibility on any grounds whatsoever, including liability in negligence, for the contents of the special purpose financial statements, to any other person.

**No audit or review engagement undertaken**

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarization of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.

A handwritten signature in black ink, appearing to be "R. M.", is written over a light blue horizontal line.

**Bizworx Consultancy Limited  
Chartered Accountants**

Date: 14-02-2017

## RAGLAN KOPUA HOLIDAY PARK BOARD



**RAGLAN KOPUA**  
HOLIDAYPARK

**Directory**  
**As at 31 January 2017**

Name	Position	Change
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***Board Members:***

Colin Chung (Chairperson)	Business Representative	
Bob McLeod	WDC Ward Representative	
Lisa Thomson	WDC Representative	
Pablo Rickard	Business and Maori Representative	
Rik Te Awarutu Samuels	Maori Representative	
Peter Storey	Community Representative	

***Former Board Members:***

Alan Vink	WDC Ward Representative	
Clint Baddeley	WDC Representative	

***Manager:***

Jo Hamblyn

***Secretary:***

Jo Gibbs

**Other Information**

***Address:***

P.O. Box 34  
Raglan 3265

***Bankers:***

Westpac  
Raglan

***Accountant:***

Lynne Wilkins  
Bizworx Consultancy Limited  
*Chartered Accountants*



**RAGLAN KOPUA HOLIDAY PARK BOARD****Approval of financial report  
For the seven month period ended 31 January 2017**

The Board of Management are pleased to present the approved financial report including the historical financial statements of Raglan Kopua Holiday Park Board for the seven month period ended 31 January 2017.

**APPROVED**

For and on behalf of the Board:

.....Chairperson  
Colin Chung

.....Date



**RAGLAN KOPUA**  
HOLIDAYPARK

**Statement of profit or loss  
for the 7 months ended 31 January 2017**

	Notes	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
<b>Income</b>			
Rentals Received	8	930,763	842,423
Contracting Receipts		1,477	10,337
Interest Received		1,696	8,925
Sales of Goods & Services		37,967	40,635
<b>Total Income</b>		<b>971,903</b>	<b>902,320</b>
<b>Expenditure</b>			
Accountancy, Consultancy, Legal, & Administration		18,715	8,508
Advertising & Promotion		36,486	33,007
Bank Charges		6,362	5,355
Cleaning, Laundry & Waste Management		34,299	33,252
Commission Paid - Bookings & Sales		2,088	1,473
Communication Costs		8,304	8,448
General Expenses		557	321
Heat, Light, Power & Water		44,239	38,558
Insurance		7,404	1,543
Lease Payments		2,394	2,563
Licenses & Subscriptions		4,371	8,893
Office Expenses		26,051	15,043
Purchases for Resale		16,429	24,683
Rates		16,355	11,071
Replacements, Repairs & Maintenance - General		38,133	65,092
Repairs & Maintenance - Programmed	5	17,321	4,182
Security		48,340	24,292
Professional Development, Travel & Conferences		3,951	472
Vehicle Expenses		4,963	6,965
Wages & Salaries		310,680	297,224
<b>Total Cash Expenditure</b>		<b>647,442</b>	<b>590,945</b>
<b>Non-Cash Adjustments</b>			
Depreciation	5	80,581	91,911
<b>Total Non-Cash Adjustments</b>		<b>80,581</b>	<b>91,911</b>
<b>Total Expenses</b>		<b>728,023</b>	<b>682,856</b>
<b>Net Operating Surplus (Deficit)</b>		<b>243,880</b>	<b>219,464</b>

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.




**Balance Sheet**  
 as at 31 January 2017

	Notes	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
<b>Current Assets</b>			
Cash & Bank	2	454,196	883,646
Westpac Term Deposit	3	750,000	-
Accounts Receivable		62,911	34,337
Prepaid Expenses		3,785	4,974
<b>Total Current Assets</b>		<b>1,270,892</b>	<b>922,957</b>
<b>Current Liabilities</b>			
Accounts Payable	4	72,752	39,885
Waikato District Council - Current Account		97,956	117,398
GST Accrued		36,169	50,987
Revenue Received in Advance	7	70,957	76,391
<b>Total Current Liabilities</b>		<b>277,834</b>	<b>284,661</b>
<b>Working Capital</b>		<b>993,058</b>	<b>638,296</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	5	2,805,223	2,828,848
<b>Total Non-Current Assets</b>		<b>2,805,223</b>	<b>2,828,848</b>
<b>Net Assets &amp; Liabilities</b>		<b>3,798,281</b>	<b>3,467,144</b>

The accompanying notes form part of these financial statements.

The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.



**Statement of Changes in Equity  
for the 7 months ended 31 January 2017**

	Notes	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
Opening Balance January 31 previous year		3,467,144	3,189,213
Movements in Equity 1 February to 30 June previous year	7	$\frac{87,257}{3,554,401}$	$\frac{58,467}{3,247,680}$
Net Operating Surplus (Deficit)		243,880	219,464
<b>Closing Balance January 31</b>		<b>3,798,281</b>	<b>3,467,144</b>

*The accompanying notes form part of these financial statements.*

*The above information has been prepared without performance of audit or review engagement procedures and must be read subject to the attached Compilation Report.*



# RAGLAN KOPUA HOLIDAY PARK BOARD



## Notes to the accounts

For the seven months ended 31 January 2017

### 1. Reporting Entity

The Raglan Kopua Holiday Park Board was established in 1994 to oversee and govern the operation of the Raglan Kopua Holiday Park. The Board's management purpose is to manage the Camping Ground Assets of the Waikato District Council and the people of Raglan / Whaingaroa, generating sufficient income to cover operating costs and provide growth through reinvestment in people and facilities.

The financial statements of Raglan Kopua Holiday Park Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

### 2. Statement of Accounting Policies

#### (a) Basis of Preparation

The financial statements of Raglan Kopua Holiday Park Board are special purpose accounts, and have been prepared for the Board and the Waikato District Council for internal reporting purposes only.

#### (b) Historical cost

These financial statements have been prepared on a historical cost basis, except for certain assets which have been revalued as identified in specific accounting policies below. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$ except where otherwise indicated.

#### (c) Changes in Accounting Policies

There have been no changes in accounting policies for the year. Policies have been applied on a basis consistent with the previous year.

#### (d) Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the Board and revenue can be reliably measured.

Accommodation, sales of goods, and contract income revenue is recognised when the goods or services are provided.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

#### (e) Accounts receivable

Accounts receivable are recognised at fair value. Individual debts that are known to be uncollectable are written off in the period that they are identified.

#### (f) Property, Plant & Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance expenditure is recognised in profit or loss as incurred.



## RAGLAN KOPUA HOLIDAY PARK BOARD



### Notes to the accounts

For the seven months ended 31 January 2017

**(g) Depreciation**

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, at the following rates:

Buildings	40 years
Equipment	3 - 10 years
Furniture, Fixtures, Fittings	5 years
Vehicles	5 years

An item of property, plant and equipment is derecognised upon disposal or when no further economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the different between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year that the asset is derecognised.

**(h) Intangible assets**

Intangible assets are carried at cost less any accumulated amortisation and any accumulated impairment losses. Internally generated intangible assets, excluding capitalised development costs, are not capitalised and expenditure is recognised in profit or loss in the year in which the expenditure is incurred.

**(i) Leases – operating leases**

Operating lease payments, where the lessors effectively retain substantially all the risk and benefits of ownership of the leased items, are recognised as an expense in profit or loss on a straight line basis over the lease term.

**(j) Employee Entitlements – Accruals**

Leave entitlements are accrued for employees. Entitlements comprise:

- Annual leave (holiday pay)
- Days in lieu of public holidays

Payroll services are provided to the Board by the Waikato District Council. The payments made to the Waikato District Council for wages include a charge for holiday pay. An accrual has been made for days in lieu of public holidays that have not been taken.

**(k) Income tax**

The Raglan Kopua Holiday Park Board is not subject to Income tax.

**(l) Goods and services tax (GST)**

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable, which are stated inclusive of GST.



**RAGLAN KOPUA**  
HOLIDAYPARK

**Notes to the accounts  
for the 7 months ended 31 January 2017**

	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
<b>2 Cash &amp; Bank</b>		
Westpac Cheque Account	394,880	258,162
Westpac Savings Account	48,224	594,140
Cash on Hand	9,662	30,124
Float	1,430	1,220
	<b>454,196</b>	<b>883,646</b>
<b>3 Investments</b>		
Westpac Term Deposit	750,000	-
	<b>750,000</b>	<b>-</b>
Matures:	28/07/2017	-
Interest rate:	3.6%	-
<b>4 Accounts Payable</b>		
Trade Creditors	70,152	35,383
Westpac Credit Card	2,600	4,502
	<b>72,752</b>	<b>39,885</b>

**5 Property, Plant & Equipment**

	2017			2016		
	Cost/ Value	Accum Depn	Book Value	Cost/ Value	Accum Depn	Book Value
Lessees Alterations	3,578,465	873,140	2,705,325	3,505,177	800,375	2,704,802
Plant & Equipment	282,102	238,306	43,796	270,164	218,711	51,453
Furniture & Fittings	77,196	66,591	10,605	68,642	65,425	3,217
Vehicles	128,132	82,635	45,497	128,130	58,754	69,376
	<b>4,065,895</b>	<b>1,260,672</b>	<b>2,805,223</b>	<b>3,972,113</b>	<b>1,143,265</b>	<b>2,828,848</b>

	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
<b>Reconciliation of Net Book Value</b>		
Net book value at 1 July	2,811,814	2,678,794
Assets disposed of		
Depreciation charge for period	(80,581)	(91,911)
Asset acquisition at cost	73,990	241,965
Net book value at 31 January	<b>2,805,223</b>	<b>2,828,848</b>
Assets disposed of 1 February to 30 June		-
Depreciation charge for period 1 February to 30 June		(42,266)
Asset acquisition at cost 1 February to 30 June		25,232
Net book value at 30 June		<b>2,811,814</b>
<b>Depreciation</b>		
Lessees Alterations	51,367	64,315
Plant & Equipment	14,139	12,741
Furniture & Fittings	1,143	923
Vehicles	13,932	13,932
	<b>80,581</b>	<b>91,911</b>

Raglan Kopua Holiday Park Board has a maintenance programme for painting & refurbishment. In general this work is treated as repairs & maintenance, and is written off in the year of expenditure.




**Notes to the accounts**  
**for the 7 months ended 31 January 2017**
**6 Capital Expenditure Commitments**

Raglan Kopua Holiday Park has several capital projects noted in the Capital Plan that was approved in March 2016. Current projects still in progress include the provision of an upgraded pump track and amenities, the heritage trail, a new par course, meters for power sites, installing a car/boat wash area, upgrading the main kitchen and internet room, and funds allocated to the multi purpose hall project. The sum of \$1,267,107 is committed but unspent as at 31 January 2017. (Jan 2016: \$1,066,482). The Capital Plan is currently being reviewed.

**Operating Lease Commitments**

	<b>2017</b> <b>Actual \$</b> <b>7 mths</b>	<b>2016</b> <b>Actual \$</b> <b>7 mths</b>
<i>Lease commitments under non-cancellable operating leases:</i>		
Not later than one year	3,336	4,104
Later than one year and not later than two years	4,428	7,764
Later than two years and not later than five years	-	-
Later than five years	-	-
	<b>7,764</b>	<b>11,868</b>

Raglan Kopua Holiday Park Board entered into a rental agreement for photocopier in February 2016. The lease term is for a period of 59 months, and will terminate on 31 December 2020. The new agreement costs \$246 per month.

Raglan Kopua Holiday Park Board has also entered into a rental agreement for EFTPOS equipment for three years, which finishes in September 2018. The current agreement costs \$96 per month

**Other Commitments - Accommodation Deposits**

As at 31 January Raglan Kopua Holiday Park held deposits totalling \$19,598 excluding GST for accommodation that was to commence or be invoiced on or after 1st February. These deposits have been included in the relevant accommodation income categories. Deposits are generally non-refundable and are treated as income in the period in which they are received. (2016: \$37,193)

**7 Movements in Equity 1 February to 30 June previous year**
**Movements in Property, Plant & Equipment:**

Assets disposed of 1 February to 30 June	-	(123)
Depreciation charge for period 1 February to 30 June	(42,266)	(57,903)
Asset acquisition at cost 1 February to 30 June	25,232	31,228
Movements in Current Assets	41,100	172,636
Movements in Current Liabilities	63,191	(87,371)
<b>Net Movements in Equity 1 February to 30 June</b>	<b>87,257</b>	<b>58,467</b>



Notes to the accounts  
for the 7 months ended 31 January 2017

	2017 Actual \$ 7 mths	2016 Actual \$ 7 mths
<b>8 Revenue Received in Advance</b>		
Revenue received in advance for caravan sites	51,359	39,197
Other accommodation revenue received in advance (refer Note 5)	19,598	37,193
	<b>70,957</b>	<b>76,390</b>
<b>9 Contingent Losses or Gains</b>		
There were no known contingent losses or gains outstanding as at 31st January 2017 (Jan 2016: Nil)		
<b>10 Subsequent Events</b>		
There are no matters or events that have arisen, or been discovered, subsequent to balance date that would require adjustment to, or disclosure in these financial statements.		

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	07 March 2017
<b>Prepared by</b>	Shannon Kelly Youth Engagement Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Update on Youth Engagement March 2017

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to update the Strategy & Finance Committee on youth engagement initiatives happening in the district in relation to Council's Youth Engagement Plan.

## **2. RECOMMENDATION**

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

## **3. DISCUSSION**

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This is a snapshot of the work initiated by Waikato District Council to implement the Youth Engagement Plan.

**2015:** The Waikato District Council Youth Engagement Plan is adopted by Council, Huntly Community Board, Te Kauwhata Community Committee and Ngaruawahia Community Board. Youth action groups are established in Te Kauwhata and Huntly. The Waikato Social Sector Trials are initiated in the Waikato District.

**Early 2016:** The Youth Engagement Advisor recruits youth representatives for Huntly, Te Kauwhata and Ngaruawahia community boards and establishes the Ngaruawahia Youth Action Group.

**Mid-late 2016:** The Social Sector Trials end in June 2016. Council's Youth Engagement Advisor initiates conversations with Onewhero-Tuakau Community Board, Pokeno Community Committee and Raglan Community Board to enquire about the feasibility and establishment of youth representation on these community boards and committees. Reception to youth representation is favourable from all the aforementioned

community boards and committees. The Youth Engagement Advisor consults with young people and youth community organisations in communities about these opportunities. We received contacts and avenues for promotion and recruitment.

**Late 2016:** The Youth Engagement Advisor applied to the Ministry of Social Development for funding (\$30,000) to build capacity of groups and youth representation throughout the district.

**Early 2017:** The application to Ministry of Social Development for funding is successful to the extent of \$10,000. Funding is now available for capacity building and leadership development of youth action groups and youth representatives on community boards and committees. Areas eligible for funding in this round are: Tamahere, Raglan, Ngaruawahia, Huntly, Te Kauwhata, Pokeno, Tuakau and Onewhero. The “Govern Up” programme to support youth representation on community boards and committees started on 01 February 2017. End date for funding is 30 June 2017.

#### **4. “GOVERN UP” PROGRAMME**

---

In January 2017, Waikato District Council received funding from the Ministry of Social Development to establish volunteering and mentoring positions for young people. The “Govern Up” programme aims to establish youth action groups, youth coordinators and youth representatives in Ngaruawahia, Huntly, Te Kauwhata, Tuakau, Onewhero, Raglan, and Tamahere.

The “Govern Up” programme will give youth action group members an opportunity to gain, further develop and use leadership skills. It will also provide them with an opportunity to participate in youth-led and youth-initiated projects/events. Youth action group members will become members of community boards and committees in these areas. Young people in leadership positions in youth action groups will support and mentor other young people. Youth action groups will recruit young people from their respective towns.

Waikato District Council received \$10,000 to carry out the “Govern Up” programme. The funding has been divided according to the participating community board/community committee areas. Each youth action group will have a budget of \$500 to \$1000 in which they can design and develop community based projects. There is no limit on the number of projects young people can create, but they will need to be realistic, timely and be completed by 30 June 2017. Reporting to the Ministry of Social Development is required to highlight how many young people participate in the projects, and how these projects were designed, led and coordinated by young people with support from key members of their community.

We are asking for the support of Councillors on the respective community boards/committees to support the development of the “Govern Up” project by supporting the capacity development of these projects. It is envisioned that the community boards and committees support the youth groups to plan and execute the programmes as young people ask for assistance.

In order for this programme to be successful, we are asking for a minimum of 60 young people to participate in this project across the district. We also require a dedicated adult

agency, individual or mentor to support the youth group in each community as they are developing their projects, and to liaise with Council's Youth Engagement Advisor.

The responsibilities will be:

- To follow up with the Youth Action Group
- To help the group progress their projects
- To help the group maintain momentum of their projects
- Liaise with the Youth Engagement Advisor regarding progress and projects

The Youth Engagement Advisor has been in communication with many of the youth mentors of the community boards and committees to discuss the best way forward and is available for advice or support to increase positive youth participation.

## **5. YOUTH ENGAGEMENT PLAN UPDATE**

---

Council adopted the Youth Engagement Plan on 10 August 2015. The Youth Engagement Plan focuses on how Council and its community boards and committees can give young people a voice in local decision-making structures.

The key objectives of the Youth Engagement Plan are:

- Giving young people a voice in local decision-making.
- Building the confidence of young people to engage in local government matters.
- Helping to ensure that the views of youth are considered in community planning matters.
- Helping to create a cadre of future leaders.

Council's 2020 challenge is to have the most engaged community in New Zealand. The Youth Engagement Plan helps towards achieving this by better integrating young people into our communities and giving them a platform to air their views at a local governance level.

Since the adoption of the Youth Engagement Plan, young people have been involved in a voluntary capacity in the creation and consultation of:

- The Waikato District Youth Awards – this involved consultation and development from young people in Raglan, Huntly, Ngaruawahia, Te Kauwhata and Tuakau. Over 100 young people were nominated, 25 received finalist awards and over 80 young people were consulted for this project.
- Te Kauwhata Skate park.
- Te Kauwhata BMX track project.
- Te Kauwhata Basketball Court.
- Ngaruawahia Community Facility development.
- Huntly Lake Rotowaro repairs.
- Te Kauwhata streetlight and safety issues at night.
- Ngaruawahia Frame Your Town project.

Additionally, the 2016 Waikato District Council elections saw four young people stand for election. They were:

- Sharnay Cocup – Taupiri Community Board
- Logan Cotter – Councillor Huntly Ward
- Phillip Henderson – Onewhero-Tuakau Community Board
- Jasmine Peterson-Brambley – Onewhero Tuakau Community Board

We acknowledge the support of the Councillors, community board and committee members, and staff for supporting young people to participate meaningfully in their communities.

## 6. CONSIDERATIONS

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### 5.1 FINANCIAL

The Ministry of Youth Development provided \$10,000 to support Youth Engagement for our District for 2017. This money will be used in the “Govern Up” programme.

### 5.2. LEGAL

NIL.

### 5.3 STRATEGY, PLANS, POLICY & PARTNERSHIP ALIGNMENT

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

### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The following stakeholders have been consulted:

Planned	In Progress	Complete	
			Internal (Councillors)
			Internal (Council Staff)
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
x	x		Other (see below)



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

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

## **7. CONCLUSION**

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The key focus of the Youth Engagement Plan is engagement i.e. how to get our young people engaged by giving them a voice in local decision-making processes to help shape our communities. It is only one method of engaging with young people and creating the most engaged community by 2020. We look forward to reviewing the Youth Engagement Plan to engage with our other communities across the district and will require the support of councillors and community members to achieve this.

## **8. ATTACHMENTS**

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Photos of Youth Engagement Initiatives 2017



*From Left to right: Huntly Youth Action Group members China and Shyann Timo, Youth Engagement Advisor Shannon Kelly, and Huntly Community Board Youth representatives Logan Cotter and Phoebe Comins*



*Winner of Frame Your Town frame design competition, Tamehana Moanaroa, with Ngaruawahia Youth Action Group member, Wirhana Eriepa, receiving his prize outside Council offices January 2017*



*Raglan Youth Engagement planning session in Raglan, November 2016.  
From left to right, Youth Engagement Advisor, Shannon Kelly, Councillor, Lisa Thomson and Chairman of  
Raglan Community Board, Bob MacLeod.*



*Present: Onewhero- Tuakau Community Board members, Onewhero Youth Action Group and Tuakau Youth  
Action Group members at Onewhero-Tuakau Community Board meeting 07 November 2016.  
Community Board members and youth members networked after the meeting to appoint appropriate  
mentors for young people on the Community Board.*

### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	02 March 2017
<b>Prepared by</b>	Rajendra Java Procurement Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Savings Report

## I. EXECUTIVE SUMMARY

---

This report summarizes the savings achieved during the current financial year (for the six months ended 31 December 2016). Procurement savings take into account the gains from using the All of Government (“AoG”) and Syndicated Procurement contracts, in addition to those arising out of negotiated local procurement and contracts.

The Savings are shown as two distinct groups as explained below:

1. **Completed:** Are the ones where all activities have been completed and the savings have been accrued or reported by MBIE (for AoG contracts).
2. **Potential:** These are actions which have been completed to produce savings in the coming years:
  - a. Recruiting Services Contract expected to result in savings of over \$38,000 per annum from Jan 2017 onwards.
  - b. Telecommunications costs that would be lower by over \$22,000 due to use of new TaaS contracts initiated by Department of Internal Affairs.

The details of all the different initiatives undertaken that have resulted in savings are shown in Annexure I.

This report only records savings delivered during the first six months of the year. This equates to \$259,234. Further savings of \$86,047 are accruing this year as a result of initiatives put in place in prior years. These savings have been reported on previously. Hence, the value delivered against the budget for the year ended 30 June 2017, is already \$345,281. In addition to this the procurement function is involved in a number of one off initiatives which are not included above. For example, supporting tender processes, preparing project briefs and contract documentation and support of LASS procurement initiatives.

Savings from Banking transactions are only reported on calendar year basis therefore the figure reported pertains to the calendar year 2016.

**2. RECOMMENDATION**

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

**3. ATTACHMENTS**

---

Savings Register FY 2016-2017

Savings Register FY 2016-2017

S	Month	Description of the goods / Service	Category	Status	Check	Proposed / Historic Price	New / Final Price	Type	Remarks
1	Dec-16	Banking Transaction Fees	AOG	Completed	1	\$ 65,792	\$ 12,456	Annual	Annual saving report from BNZ for calendar year
2	Oct-16	Aquamats for Raglan WTP	WDC	Completed	1	\$ 72,627	\$ 69,903	One time	Discount negotiated based on earlier offers
3	Dec-16	Fuel from BP	Syndicated	Completed	1			Annual	Based on Savings report received as of Dec 2016. Savings calculated as difference between amount charged and the National Average Pump Price for Fuel.
4	Dec-16	IBM Kenexa staff surveys	WDC	Completed	1	\$ 38,925	\$ 25,857	One time	Staff Survey offer scope and negotiation discussions led to savings
5	Dec-16	Animal control Vehicle lights - Wade Group	WDC	Completed	1	\$ 51,898	\$ 28,656	One time	Lighting offer scope and negotiation discussions led to savings
6	Jan-17	Recruiting Services through Aotal	WDC	In Progress	0	\$ 49,750	\$ 11,600	3 year contract	Annual Saving mainly through elimination of fees paid per job hosted and capping support at 45\$ per hour service to \$7,500 per month.
7	Jul-16	Telecommunications	Syndicated	Completed	0			Annual	Saving through shared pool of data based on number of phone connections. Only data devices connected to same pool at nominal charge of 5\$ per month. All call and TXT msg to numbers in NZ & Australia will be free and unlimited. There is another notional savings in the form of cancellation of termination charges for existing contracts worth 30K. Being notional this has not been included in the savings.
8	Dec-16	AOG contracts - Reported savings not included above	AoG	As of Q2	1	Air Travel	\$ 19,815	Q2 FY16-17	Based on savings reported by MBIE compiled for 2016/17 FY (report dated 22/02/2017)
			AoG	As of Q2	1	Electricity	\$ 483,944	Q2 FY16-17	
			AoG	As of Q2	1	Office Supplies	\$ 49,353	Q2 FY16-17	
			AoG	As of Q2	1	IT Hardware	\$ 2,037	Q2 FY16-17	
			AoG	As of Q2	1	Motor Vehicles	\$ 249,438	Q2 FY16-17	
			AoG	As of Q2	1	Print Devices Old Plan	\$ 86,779	Q2 FY16-17	
			AoG	As of Q2	1	Reticulated Gas	\$ 22,153	Q2 FY16-17	

Total Completed \$ 259,234  
 Total Potential \$ 60,684  
 Grand Total \$ 319,918



---

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager, Strategy & Support*
<b>Date</b>	06 March 2017
<b>Prepared by</b>	Betty Connolly Senior Policy Planner
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Adoption of the Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to present to Council the completed Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan (“NSP”) for Council adoption.

## **2. RECOMMENDATION**

---

**THAT the report from the General Manager Strategy and Finance be received;**

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

## **3. BACKGROUND**

---

In response to community feedback and anticipated growth in the Ngaruawahia area, work commenced on the NSP in 2014. Since that time Council has commissioned consultants who provided reports on such things as Geotechnical, Landscape, Three waters and archaeology. Alongside that work, Community groups, stakeholders, landowners and Community Boards and Committees have been widely consulted to ensure that the structure plan would reflect the aspirations of the individual communities while managing the changes that come with development. This has culminated in the attached document which now requires adoption by Council.

## **4. DISCUSSION AND ANALYSIS OF OPTIONS**

---

### **4.1 DISCUSSION**

The structure plan covers a wide area and diverse communities. One of the main themes that was apparent was that all communities were welcome to change and further development as long as it was in a co-ordinated manner and that the identity of their individual town or village was not lost. The structure plan aims to address each community individually and respond to their specific needs.

### **4.2 OPTIONS**

The work on the structure plan has been occurring at a time where there has been unprecedented development in the wider Ngaaruawaahia area. To enable development to proceed there was a need for Council to undertake the structure plan to ensure that:

- a) land was zoned appropriately to allow development;
- b) that development occurred in a co-ordinated manner; and
- c) infrastructure projects were aligned with Council's Long Term Plan.

Failure to undertake the structure plan could have had unacceptable outcomes both for the community and Council as well as resulting in adhoc private plan changes. This document now provides direction for future development within the structure plan area and allows Council to undertake long term planning for these developments.

During the time the structure plan has been in progress it became apparent that development was moving ahead faster than the timeframes required to undertake the structure plan and this resulted in Council's decision to proceed with Stage I of the proposed zone changes as Plan Change 17 Ngaaruawaahia and Surrounding Villages Stage One Proposed Rezoning. This plan change has now proceeded through the Schedule I statutory process and is operative. The remaining areas to be rezoned as shown in the structure plan will be incorporated as part of the District Plan review.

## **5. CONSIDERATION**

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### **5.1 FINANCIAL**

All costs have been met within the allocated budget.

### **5.2 LEGAL**

No legal issues. All statutory processes have been met.

### **5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

The structure plan feeds into the District Plan by identifying zones. The Long Term Plan will include the community projects and infrastructure that is affected as a result of the structure plan. The structure plan is in line with the District Growth Strategy, Future Proof and the Regional Policy Statement land allocation.



#### 5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input checked="" type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input checked="" type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<ul style="list-style-type: none"> <li>▪ Community open days</li> <li>▪ Consultation with Community Boards and committees</li> <li>▪ Open days, meetings and workshops with Iwi, businesses, landowners, community groups and stakeholders</li> <li>▪ Use of Focus group for engagement</li> <li>▪ Internal staff communications</li> </ul>				

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
		✓	Relevant stakeholders, e.g. Education Dept.

## 6. CONCLUSION

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The Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan is the culmination of 3 years work. This has involved communities within the structure plan area to confirm a document that portrays the aspirations of all these individual communities. To ensure that these aspirations and projects can be achieved Council is asked to adopt this document and provide certainty and guidance to the community as to how their town or village will develop over the next 30 years.

## 7. ATTACHMENTS

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Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai and Glen Massey Structure Plan

# Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan



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## I. Introduction

The Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan<sup>1</sup> (NSP) is a guide to the development of the town of Ngaaruawaahia and the satellite settlements of Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey over the next 30 years to 2045. The plan has been prepared by Waikato District Council working with local iwi, residents and key stakeholders.

Importantly, the plan reflects the vision of the local communities to each maintain their individual identity and character and continue to thrive as settlements while absorbing the expected growth in population and development over the next 30 years.

The Structure Plan is a non-statutory document that will be given effect to by Waikato District Council in two ways. Firstly, it informed a plan change to the Waikato District Plan and will assist the District Plan Review to incorporate appropriate rezoning and development controls to enable the future growth and development of these six settlements. Secondly, but equally important, the plan and proposed staging of development will be used to guide the Council's Long Term Plan and strategic planning of infrastructure and service delivery of projects for these settlements over the next 30 years.

### I.1 Purpose of the Structure Plan

The Structure Plan provides a strategic and spatial framework for future land uses, open space, transport and utility networks in the six settlements over the next 30 years. The plan is a guide to the staging of development and the integrated provision of transport networks, water supply, wastewater and stormwater disposal, open space, other utility networks, community facilities and the funding of development.

#### Key benefits of the Structure Plan

- Incorporation of community values and aspirations for the future development of Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey;
- Setting of agreed development standards;
- Guidance to landowners and Council regarding the layout and form of future development;
- Coordination and staging of infrastructure funding and development;
- Reduction of land use conflict;
- Better monitoring and timely release of land supply for urban development; and,
- More efficient assessment and approval of subdivision and land use consents.

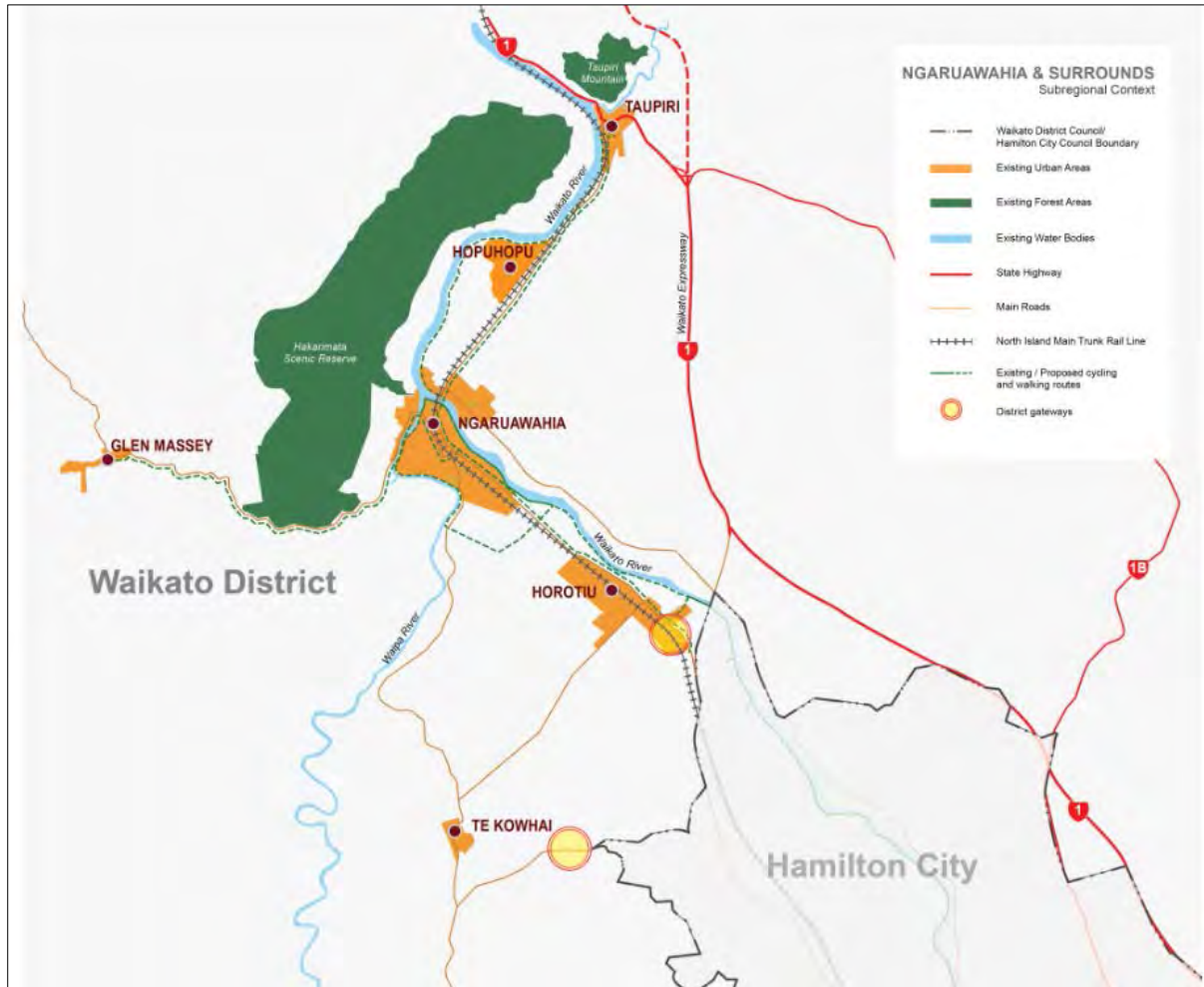
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<sup>1</sup> The Structure Plan is a report and plan together with supporting technical documents and maps  
 Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan<sup>1</sup> (NSP) March 2017

## 2. Background and Strategic Context

Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey comprise a town and five smaller satellite settlements strategically located in the area immediately to the north west of Hamilton. (see Figure 1).

**Figure 1. Sub-regional Context**



A key purpose of the structure plan is to provide a guide to the Waikato District Council as to the expected additional development capacity required to accommodate projected population growth of these settlements over the next 30 years. More specifically, the plan spatially identifies the areas for urban growth and where the Council needs to focus future infrastructure and services. Table 1 below provides information on the Council's projected population growth in the structure plan study area.

**Table 1. Projected Population growth for the six structure plan settlements from 2015 to 2040**

Location	2015	2020	2030	2040
Ngaaruawaahia	5430	5430	5540	5620
Horotiu	830	900	1200	1390
Hopuhopu**	Unknown	Unknown	Unknown	Unknown
Taupiri	460	500	600	640
Te Kowhai	1600	1700	1720	1960



<b>Glen Massey*</b>	270	280	280	280
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Source: University of Waikato(UoW) 2016 number

of people round to the nearest ten.

\*Glen Massey NIDEA 2014 at the time of publishing since the population split between rural and urban census area units (CAU) for the 2015 data had not been completed. Note that Glen Massey is a small urban area within a large rural CAU.

\*\*Hopuhopu projects are unable to be obtained as they are included in the Kainui CAU.

Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey (see Table 1) had a combined estimated 2015 population of approximately 8,590 people.

A number of the structure plan settlements are finding that they have a new role and potential related to the spin-off effects of on-going urban growth of Hamilton and Auckland. Hamilton City has a current estimated population of approximately 140,000 people and is expected to grow by an additional 60,000 people in the next 30 years to over 200,000<sup>2</sup>. While the city plans to intensify the density of existing residential development in the city, it can be expected that there will be significant greenfield expansion and spill over effects on the surrounding areas and settlements within the Waikato and Waipa districts.

During the last 10 years Hamilton has experienced significant growth northwards with infill and new commercial and industrial development extending northwards to Te Rapa on the west side of the Waikato River and new residential development extending northwards from Rototuna towards Lake Road.

Alongside this urban expansion of Hamilton, there has been considerable development of regional and national level road infrastructure with completion of the Te Rapa bypass in 2012 and the Ngaaruawaahia bypass in 2013. These road developments will soon be followed by the Huntly and Hamilton by-passes which are due for completion in 2019/20. These developments will complete the New Zealand Transport Agency's Waikato Expressway project and see the establishment of the country's longest length of continuous dual carriageway motorway reaching from Auckland to south of Cambridge by 2020.

## 2.1 Ngaaruawaahia – Local Context and Key Features

Ngaaruawaahia is a small town of approximately 5400 residents located about 22 minutes drive north of Hamilton at the confluence of the Waipa and Waikato Rivers. The town is home to the Maaori Kiingitanga and as a river based settlement is one of the oldest settlements in the Waikato Region. The landscape surrounding Ngaaruawaahia is dominated by the two rivers, the Haakarimata Range and nearby Taupiri Mountain. These have significant cultural value to the local iwi, Waikato - Tainui (see photographs and Figure 2 below) and Maaori generally.

Although Ngaaruawaahia has itself become a satellite dormitory town to Hamilton, the town provides important community services for the outlying settlements of Taupiri, Horotiu, Te Kowhai and Glen Massey. It is also an important gateway and service centre for the area north of Hamilton.

The town currently comprises mostly residential with some commercial and limited service industrial activities in the town's central area (see Figure 3 below). Over the last decade, development in the town has been relatively static with existing residents being largely reliant on Hamilton, Horotiu, Huntly or Auckland for meeting employment and higher order retail and community services needs. During the last two years, however, there has been a new interest in development in Ngaaruawaahia from a residential and business point of view. It does appear that the favourable location of the town is being re-discovered with a growing number of visitors using the

<sup>2</sup> Statistics New Zealand estimates (2014).

Haakarimata Range for recreation and people exploring the 70km Te Awa cycle trail (Ngaaruawaahia to Horahora) and local history.



**Photographs of Ngaaruawaahia**



Quarry trucks through the town with the Haakarimata range in the background



The railway line past the town



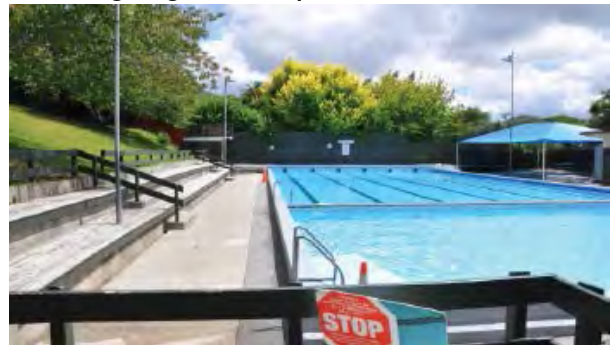
The Waikato River through the town



The Kiingitanga Walkway at the Point



Characteristic residential street



The town's swimming pool



The main street in town



Patterson Park



Figure 2. Ngaruawaahia - Local Context and Key Features

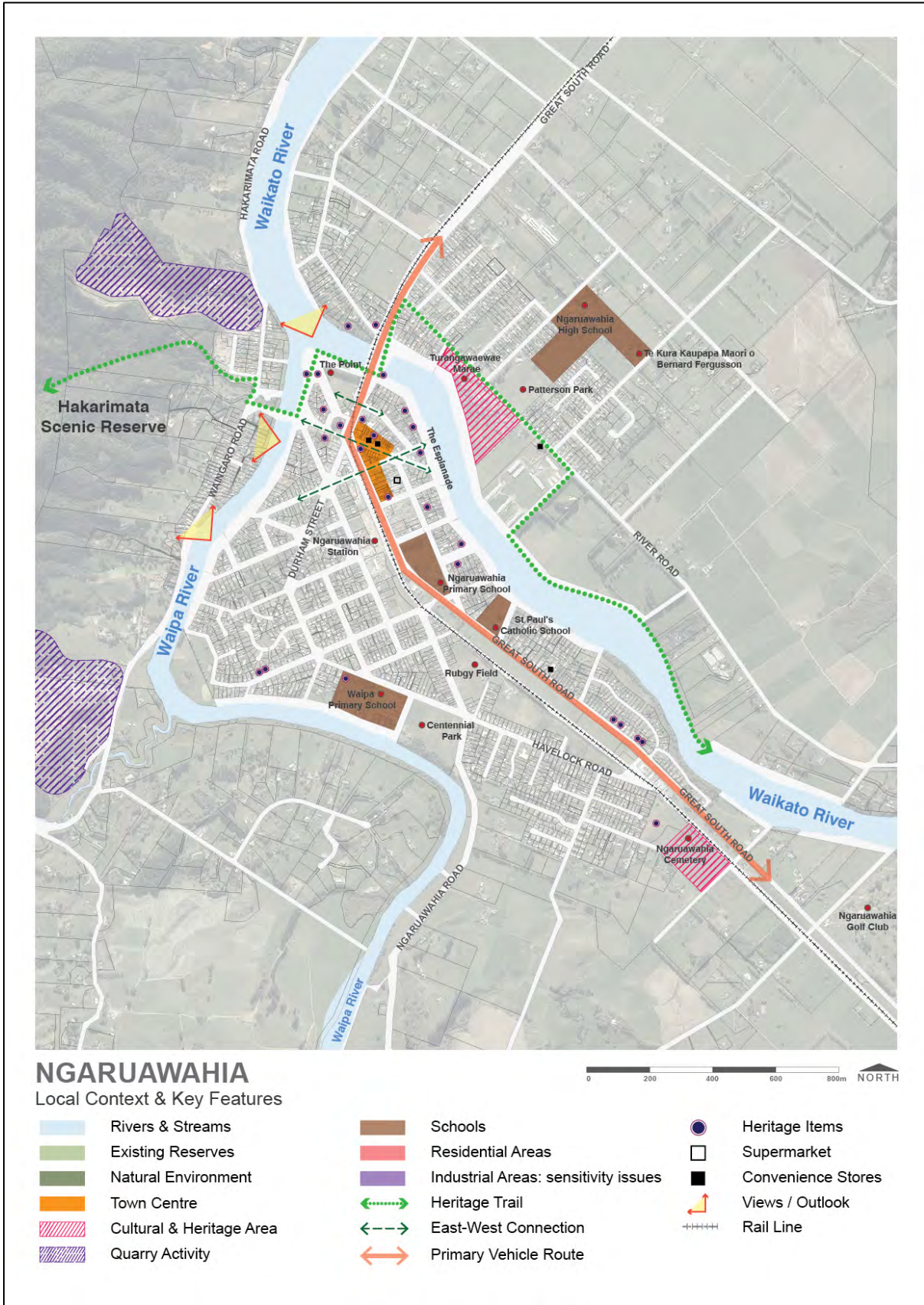




Figure 3. Existing Land Use Zoning for Ngaruawaahia



## 2.2 Hopuhopu – Local Context and Key Features

Hopuhopu is located approximately 6 minutes north-east of Ngaaruawaahia and immediately north of the Ngaaruawaahia waste water treatment plant. The township was formerly the site of an army camp from 1920 until 1993 when the land was returned to Waikato-Tainui, who established a complex including the Waikato-Tainui College for Research and Development. The village is located off the main road and provides a pedestrian friendly environment compared to the main road. The College, sports fields and Church can all be accessed from side roads away from the State Highway creating a safe environment for parents and children (see photographs and Figure 4 below).

### Photographs of Hopuhopu



Some of the Waikato-Tainui College building on the hill



Some of the former army base buildings



Entrance to Hopuhopu



Some of the houses in Hopuhopu with the Haakarimata Range in the background



Well established trees line the road through Hopuhopu



Large open spaces alongside the Waikato River at Hopuhopu

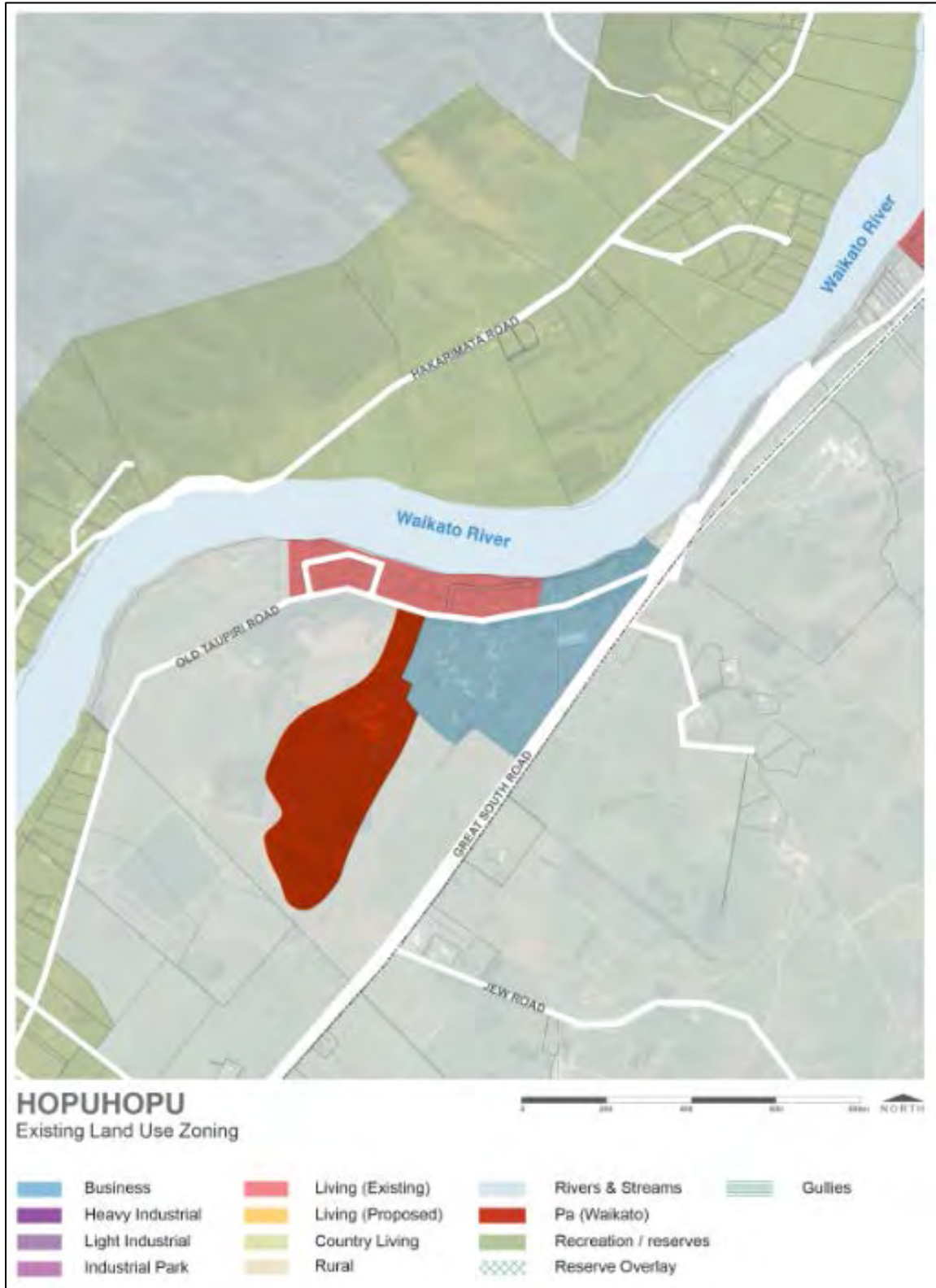


Figure 4. Hopuhopu Local Context and Key Features



Hopuhopu currently has a handful of residents and is predominately zoned ‘Living’, ‘Business’ and ‘Pa.’ The settlement, Waikato-Tainui College and the Waikato-Tainui complex are surrounded by land zoned for ‘Rural’ activities. Any future plans for the development of Hopuhopu will be dependent on the aspirations and visions of Waikato Tainui.

Figure 5. Existing Land Use Zoning for Hopuhopu





### 2.3 Taupiri – Local Context and Key Features

Taupiri is located on the eastern bank of the Waikato River approximately 7 minutes north-east of Ngaaruawaahia and is overlooked by Taupiri Mountain (Taupiri maunga) – the sacred burial ground for Maaori of the Waikato iwi. The township was settled by paakehaa in the 1870s and became a farming centre with flax mills, sawmill and a dairy factory. The population of Taupiri is approximately 440 people. (see photographs and Figure 6 below).

Taupiri has witnessed a significant reduction in vehicle traffic through the village due to the completion of the State Highway One by-pass of Taupiri, Ngaaruawaahia and Horotiu in 2013.

#### Photographs of Taupiri



The main road through Taupiri (formerly State Highway 1).



Small group of businesses off the main road.



The café on the main street.



The church in the main street



The rugby club and hockey fields provide good sporting facilities for the wider area.



Characteristic residential street in Taupiri.

Figure 6. Taupiri – Local Context and Key Features





The existing Taupiri town centre is small with a mix of retail and service uses. The Church sits on a prominent site on the corner of the State Highway at the entrance to the town centre. There is a collection of education services to the north of the town centre that consists of a Primary School and a Daycare Centre. To the east of the town centre is an area of light industry that sits adjacent to the rail line (see Figure 6 above). Taupiri is zoned predominately for residential and Country Living with limited amounts of Business, Recreation and Paa zoning. Taupiri township is surrounded by land zoned 'Rural' (see Figure 7 below).

**Figure 7. Existing Land Use Zoning for Taupiri**



## 2.4 Horotiu – Local Context and Key Features

Horotiu is a small settlement comprising a mix of residential and industrial activities located approximately 15 minutes' drive north of Hamilton and five minutes south of Ngaaruawaahia (see photographs and Figure 8 below). The settlement is strategically located on the northern edge of Hamilton at the junction of Great South Road, Horotiu Road and Horotiu Bridge Road (a key crossing point over the Waikato River). Horotiu has good accessibility with an interchange access to the Te Rapa Bypass and is also located on the North Island Main Trunk Railway line. In addition the popular Te Awa walk/cycle way connects Horotiu with Hamilton and will link through to Ngaaruawaahia in the future.

The settlement has a current population of approximately 800 people which is projected to grow due to the village's strategic location. An important focal point for residents is the primary school. Since 2011 Horotiu has been identified as a significant industrial node and is scheduled for intensive industrial development with Ports of Auckland being a prominent anchor presence as a container handling facility with direct rail access.

### Photographs of Horotiu



The dairy in Horotiu



The Horotiu Primary School



The mixture of business and residential in Horotiu



Industry in Horotiu



The skate park and dog exercise area



Splashy is a landmark business in Horotiu

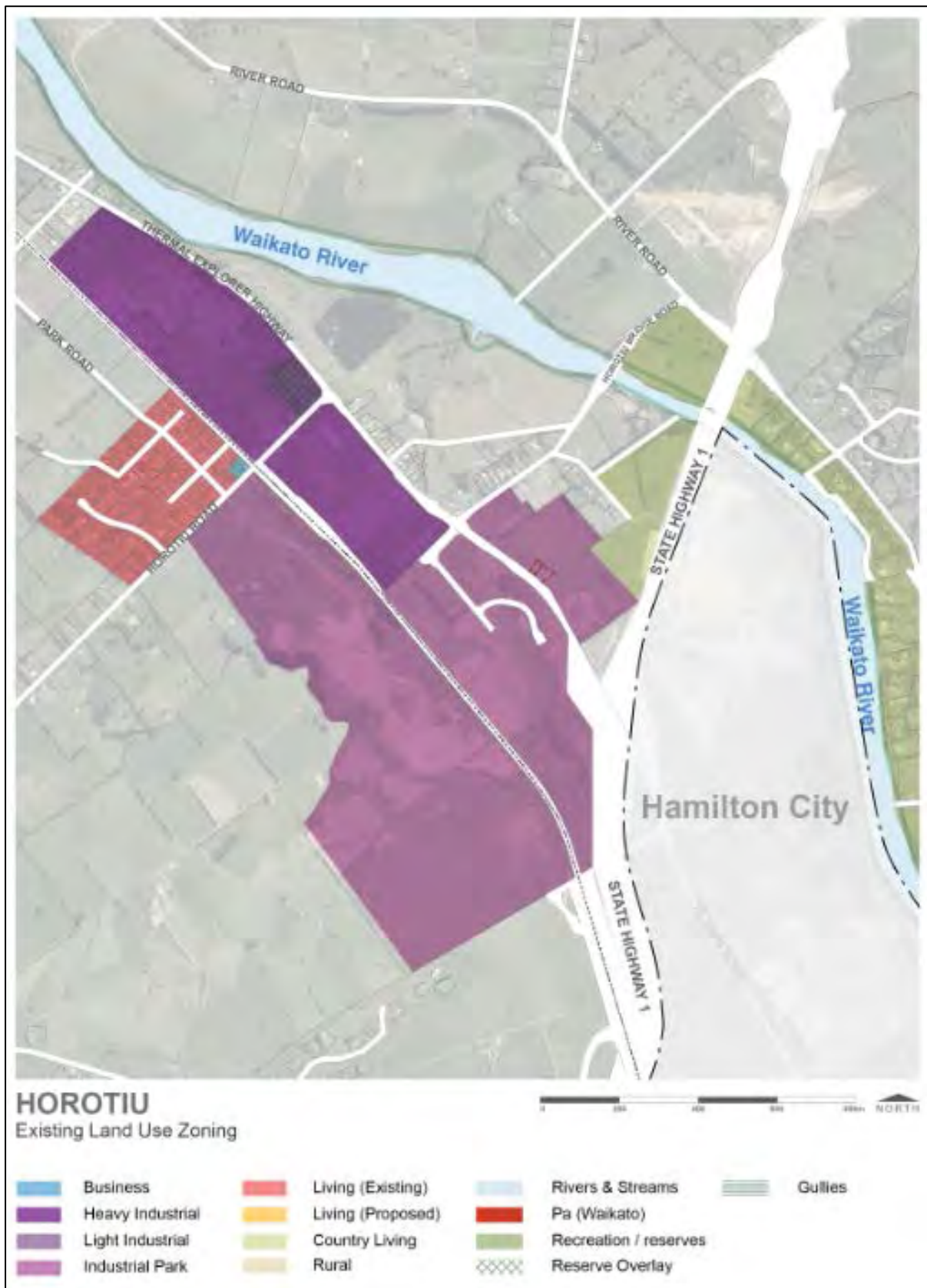
**Figure 8 Horotiu – Local Context and Key Features**







Figure 9. Existing Land Use Zoning for Horotiu



## 2.5 Te Kowhai – Local Context and Key Features

Te Kowhai is located approximately 17 minutes' drive north-west of Hamilton City and about 10 minutes drive south west of Ngaaruawaahia. It presently has a country village identity and comprises a full primary school, fruit and vegetable store, dairy and takeaways, vehicle repair workshop, retirement village, and a large recreation park with a skate park and playground (see photographs and Figure 10 below). Te Kowhai Airfield is situated on the southern periphery of the village. There are no reticulated water or waste water services available in Te Kowhai resulting in recent and current residential development being restricted to Country Living which has an on-site wastewater disposal requirement.

### Photographs of Te Kowhai



Te Kowhai Primary School is a focal point for the village



Characteristic country living in Te Kowhai



Church in Te Kowhai



The playground in the village



The local dairy



The only non retail business in the village

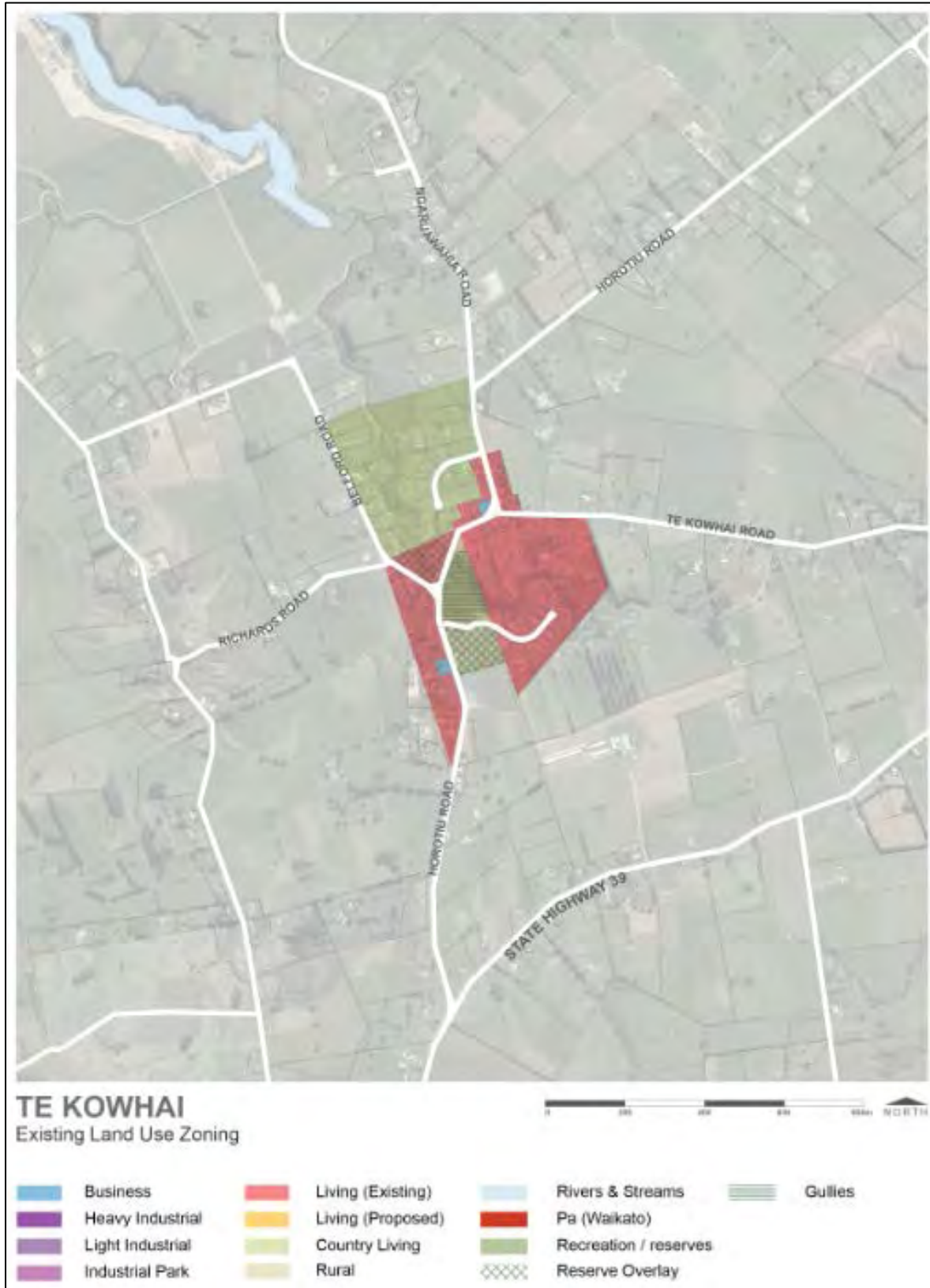


Figure 10. Te Kowhai – Local Context and Key Features



Te Kowhai is predominately zoned for residential activities. The township includes both the 'Country Living Zone' and an historic 'Living Zone' as well as a small area zoned 'Business' (see Figure 11. below). The township is surrounded by a large expanse of land zoned 'Rural' on all sides. When development occurs in Hamilton in the currently undeveloped Rotokauri Structure Plan greenfield area, the village will be closer to urban development.

**Figure 11. Existing Land Use Zoning for Te Kowhai**





## 2.6 Glen Massey – Local Context and Key Features

Glen Massey is a small village located approximately 12 minutes' drive west of Ngaaruawaahia and accessed via Waingaro Road. The village is a former coal mining settlement that grew and declined in response to the fortunes of the nearby former Wilton Colliery which developed in the early twentieth century and closed in 1958. Glen Massey is contained by the surrounding rugged hill country. A definite focus of the settlement is the Glen Massey Primary School which serves the wider surrounding farming community as well as the residents of the village (see photographs and Figure 12 below). The population of the village has been fairly static in recent times.

Glen Massey is zoned predominantly for residential and rural activities. Although not serviced by reticulated water and waste water, the village comprises land historically zoned for both 'Living' and 'Country Living' and is surrounded by 'Rural Zoned' pastoral farming activities (see Figure 13 below). There are no business activities in the village. The village is valued by its residents for its village and country lifestyle character. It has significant undeveloped 'Country Living' zoned land that is available for further residential development depending on market demand and landowner aspirations.

### Photographs of Glen Massey



Glen Massey nestled in the surrounding hills



The playground at the school



Glen Massey Primary School



The rugged topography around the village



Entrance to Glen Massey



Houses in the village

Figure 12. Glen Massey – Local Context and Key Features





Figure 13. Existing Land Use Zoning for Glen Massey



### 3. The Planning Process – Preparing the Structure Plan

#### 3.1 Three Main Contributions

There have been three major contributions or inputs informing the preparation of the Structure Plan.

- **Background Information Assessment & Scoping Report** – This assessment drew upon existing information available to the planning team including the various community plans;
- **Vision of the Community** - This central contribution has drawn upon various consultation events such as community open days, a planning workshop, and stakeholder meetings. The purpose of the consultation was to learn of their issues and include their expectations and preferences for the future development of the settlements in the structure plan; and,
- **Specialist Consultants** - The third source of information comes from the findings of a number of consultants commissioned by Waikato District Council to provide expert assessments on a number of specialist topics.

Of the three inputs the ‘Vision of the Community’ is the most vital in ensuring that the structure plan best reflects the identity and character of the different settlements and their communities.

#### 3.2 Assessment of Issues

A summary of key planning issues identified from the open days, planning workshop, stakeholder meetings and technical consultants included:

##### Key Issues

- Recognise and plan for an integrated and well connected system of trails, reserves and public open spaces for residents of the area;
- Provide for a greater variety of residential options ranging from:
  - medium density town houses
  - above shop apartments around the Ngaaruawaahia town centre
  - traditional suburban lots of 600- 700m<sup>2</sup> for family households
  - smaller lots and retirement village options for older people
  - more areas of country living but on smaller lots of approximately 2,500-3,000m<sup>2</sup>;
- Keep settlements consolidated while providing for the anticipated growth in population;
- Recognise and incorporate the significant cultural and heritage value of parts of each settlement, eg Tuurangawaewae Marae;
- Better connection of study area with its natural features such as the Waikato and Waipaa Rivers and the Haakarimata Reserve;
- Support industrial & business development in Horotiu;
- Support the business development of the Ngaaruawaahia town centre;
- Plan for a connection from the Te Awa walk/cycle way to the Haakarimata walkway; and,
- Provide for residential and supportive business growth in Ngaaruawaahia, Taupiri and Horotiu as well as country living and business growth in Te Kowhai;
- Recognise and support the linkages between the structure plan settlements and Hamilton as the regional city and services hub.

In addition to these key planning issues, the key opportunities and constraints identified in the preliminary assessment stage are bulleted below:

### Opportunities

- Population is growing in Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey;
- There is space for growth;
- Proximity to the Waikato River and Haakarimata Range for recreation and tourism;
- Railway line through the area;
- Grow town around the centre to ensure good access;
- Ngaaruawaahia, Taupiri, Horotiu, Te Kowhai & Glen Massey offer good small town lifestyle;
- Good level of community and educational facilities;
- Hamilton and Horotiu provide employment;
- Space for industrial development in Horotiu;
- Space for commercial development in Ngaaruawaahia town centre;
- Significant residential development is occurring on south side of Ngaaruawaahia; and
- Proximity of Hamilton for higher order services and amenities.

### Constraints

- Large areas of floodable land near the Waikato and Waipa Rivers;
- Areas of incised stream gullies in and around the settlements;
- Winding access road and steep topography around Glen Massey
- The odour sensitivity of some of the industries and business activities around Ngaaruawaahia and Horotiu;
- The poor quality of some of the residential development in Ngaaruawaahia;
- The loss of connection between the town and the river;
- The awkward spatial layout of Ngaaruawaahia at the confluence of the Waipa and Waikato Rivers and divided by the railway line and former State Highway One corridor; and
- Current restrictions for growth due to water and wastewater capacity and reticulation limitations.

## 3.3 Compiling a Development Vision

The development vision for each of the settlements has been pieced together through an iterative process of consultation by the council planning team to engage the local community, iwi and key stakeholders in the structure plan preparation process.

### Community Plans

The preparation of the structure plan has taken account of the community plans for **Ngaaruawaahia, Taupiri, Te Kowhai & Glen Massey**<sup>3</sup> variously compiled between 2007 and 2011. These community plans were compiled to express each local community's vision for the future of their settlements. While most of the elements in these community visions relate to community activities that are beyond the scope of the structure plan, some aspects are of relevance to spatial development planning and have helped inform the preparation of this structure plan.

These elements are:

- The avoidance of small lot sizes for residential;
- Provisions of water and wastewater services to Te Kowhai;
- Managed expansion of residential development for Taupiri;
- Review Country Living Zone around Taupiri;
- Reduction of through vehicle traffic in Te Kowhai – ring road, parking;
- Pedestrian accessibility – road crossings, lower speed limits around town;

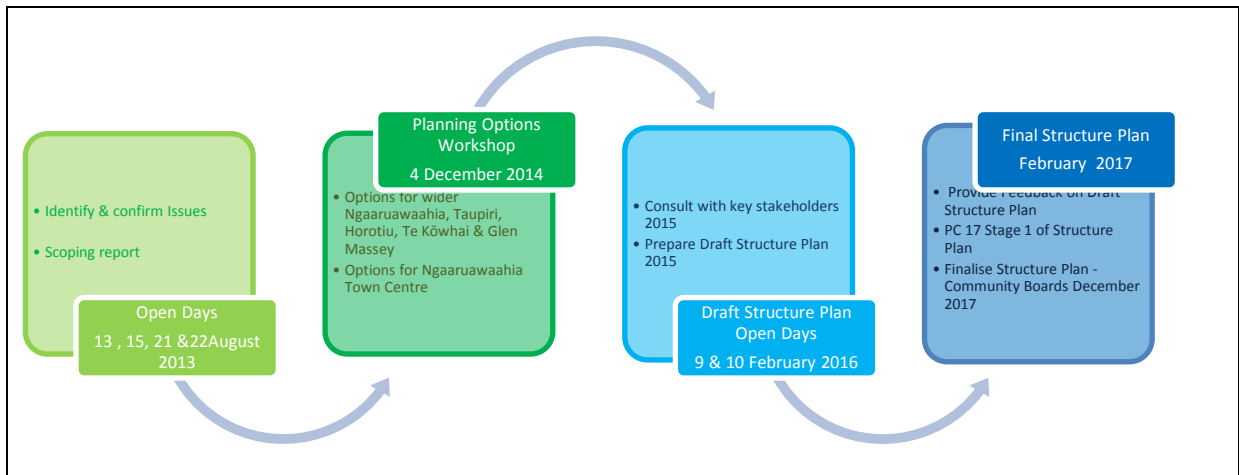
<sup>3</sup> Horotiu and Hopuhopu do not have community plans but issues regarding road connections and safety around the school were identified from the community during consultation.

- Design guidelines for development to maintain and enhance local character and identity;
- Enable purposeful development to support community needs (ie retirement village), rezoning and design guidelines;
- Sustainably manage, and maintain the visual outlook of our local natural environment (Haakarimata ranges, Waipaa and Waikato Rivers);
- Protect the history and heritage of each community;
- Manage the areas uniqueness and Maaori culture; and
- Best use of recreation and link walkways and cycleways.

### Community Engagement in Preparing the Structure Plan (refer to Diagram 1)

The process of consulting and engaging with the local community, iwi and key stakeholders took place between 2013 and 2016 through a sequence of meetings, interviews, planning events including open days, and a planning options workshop. This engagement enabled an identification and confirmation of issues followed by an exploration of development options and finally the preparation of a draft structure plan.

### The Iterative Community Consultation Process (Diagram 1)

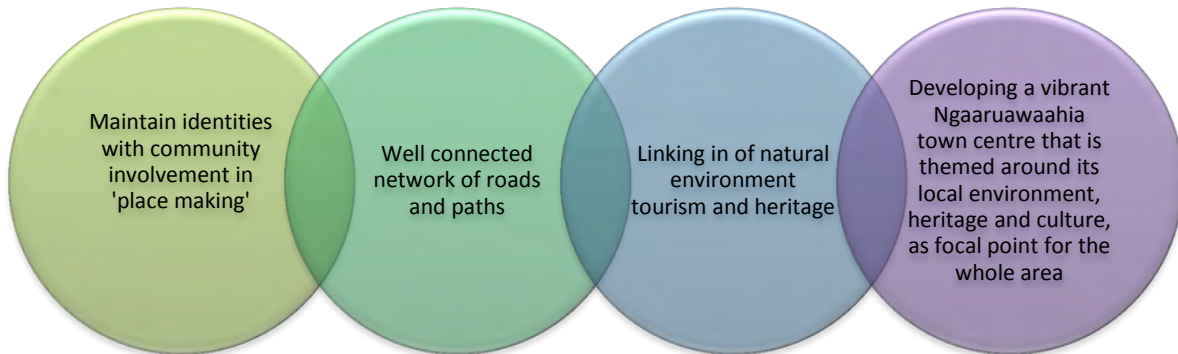


### Options for Development and Concept Proposals

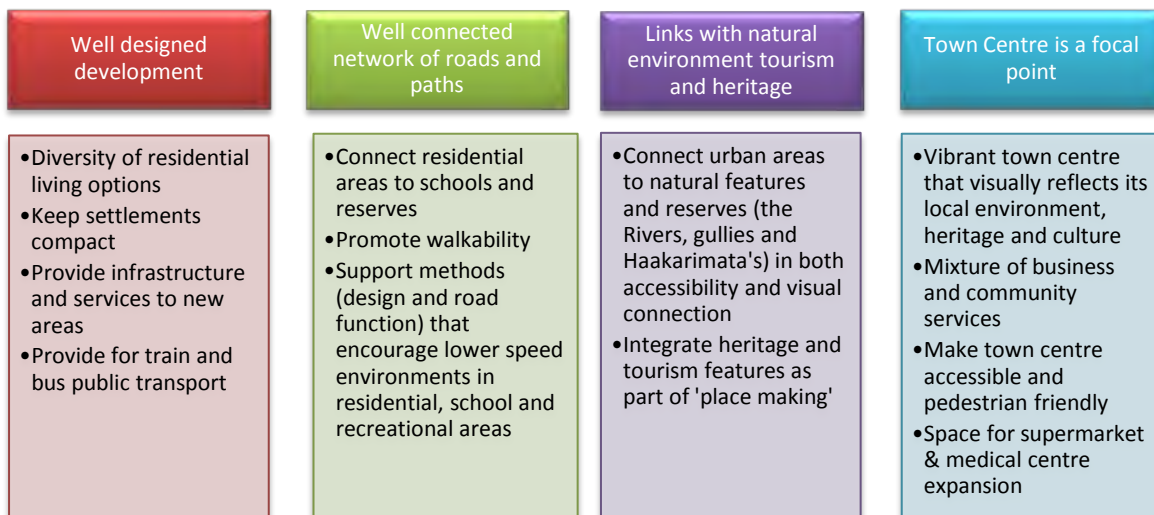
A confirmed vision for each area's development was reached at a planning options workshop with members of the community on 4 December 2014. The purpose of the workshop was to consider preferred options for the development of each settlement. Appendix I contains the feedback from this workshop.

## Key Principles

The following key principles have been identified based on the contribution of participants at the December workshop:



These four key development principles are expanded below using the key ideas contributed by community participants at the planning workshop on 4 December 2014.



### 3.4 The role of specialist consultants

Preparation of the draft structure plan has also been informed by the findings of the various specialist consultants appointed in early 2014 to provide expert information on key subject areas. In all, eleven subject areas were covered, which included:

- Geotechnical;
- Archaeology;
- Built Heritage;
- Cultural Heritage;
- Socio Economics;
- Stormwater Management;
- Urban Design;
- Landscape;
- Transport;
- Contaminated Land; and
- Water and Wastewater Services.

The information provided by these various studies has helped in refining the concept development plan proposals carried forward into the draft Structure Plan. These reports also perform an important function in providing technical support for any statutorily regulated<sup>4</sup> changes to the Waikato District Plan zoning or provisions triggered by the Structure Plan.

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<sup>4</sup> Any changes to the Waikato District Plan are require compliance with a rigorous Schedule 1 process under the Resource Management Act (1991)  
*Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan<sup>1</sup> (NSP) March 2017*



## 4. Key Moves and Outcomes of the Structure Plan

### 4.1 Key Moves – Development Objectives and Action Policies

There are five overall objectives for the structure plan and development of the six settlements. These objectives are for the settlements to have Identity and Legibility; to be Integrated and Connected; to support Diversity and Flexibility; to have Resilience and Sustainability and lastly Managed Growth. The purpose of the objectives is to have a set of clear aims for the plan as informed by the vision of the six communities. Nested with each of the five objectives (see below) there are a number of supporting action policies. These policies provide direction for how the development objectives are to be achieved.

<i>Development Objectives</i>	<i>Action Policies</i>
<b>Identity and Legibility</b>	<ul style="list-style-type: none"> <li>• Have clear gateways to mark outside edge of each settlement on main roads;</li> <li>• Have defensible boundaries that clearly distinguish settlements nodes from surrounding rural areas; and,</li> <li>• Use landmarks and features to help build each settlement's unique identity and sense of place.</li> </ul>
<b>Integrated and Connected</b>	<ul style="list-style-type: none"> <li>• Develop a more connected road network that is easy to navigate and improves accessibility for residents;</li> <li>• Develop a footpath network that enables people to walk between the various parts of each settlement ie schools to homes and homes to shops and parks; and</li> <li>• Have well designed roads and streets that recognise the importance of roads as both movement corridors for people and vehicles but also as important shared public spaces onto which the various activities and land uses in each settlement front onto.</li> </ul>
<b>Diversity and Flexibility</b>	<ul style="list-style-type: none"> <li>• Use the road network and framework of land use zones to provide for a range of land uses and variety of housing options; and</li> <li>• Ensure that new residential areas have a more regular road layout to give each settlement greater flexibility to provide for a variety of development options over time.</li> </ul>
<b>Resilience and Sustainability</b>	<ul style="list-style-type: none"> <li>• Maintaining a regular road layout will support a compact and sustainable urban form and enable the efficient reticulation of utility services;</li> <li>• Integrating stormwater management spaces in the gullies with the parks will provide an interconnected network of open space and corridors for improving urban biodiversity for each settlement; and</li> <li>• Amenity will be improved through improved access to public open space and playgrounds at a neighbourhood level.</li> </ul>
<b>Managed Growth</b>	<ul style="list-style-type: none"> <li>• New development is to be staged to enable better coordination of development and provision of services; and</li> <li>• Staged land release will enable a more sequenced and synchronised process of designing, consenting, constructing and landscaping new development areas.</li> </ul>

### 4.2 Key Moves for the Six Settlement Areas

The policy team prepared a series of 'Key Moves' plans to outline a broad spatial framework for each of the six settlements in the structure plan. These plans were prepared using community inputs compiled from: open days 2013-2014; Community Board and Community Group workshops 2014-2016; Focus Group workshop 2014; and individual stakeholder and landowners meetings 2014-2016.

**Figure 14. Ngaruawaahia Key Moves Plan**



#### NGARUAWAHIA

##### Key Moves

- |                              |   |   |
|------------------------------|---|---|
| Rivers & Streams             | Existing/ Potential Walking and Cycle Trail | Town Centre Gateway                                 |
| Existing Reserves            | Potential On-road Cycle Route               | Township Gateway                                    |
| Natural Environment          | Potential Road Connections                  | Town Centre as a Focal Point                        |
| Future Employment Focus      | Rail Line                                   | Indicative Location for Future Neighbourhood Centre |
| Community Amenities Focus    | Proposed / Enhanced Green Spaces            | Opportunity for Cultural Art Installation           |
| Future Residential Expansion |   |   |

#### 4.2.1 Key moves for Ngaaruawaahia

These are:

- New residential growth to the north and south while providing for a clear edge to the town with a rural buffer /green belt around the town;
- Better connectivity between town centre, the Point Reserve, Tuurangawaewae Marae, the Waipaa and Waikato Rivers and Haakarimata walkway;
- Protect the Haakarimata Ranges from additional adverse extractive activities;
- Recognise and provide for the distinct difference in identity and function of the Tuurangawaewae Paa and its importance within the community;
- An improved walking and cycling network integrated with Te Awa cycleway;
- Enable cultural, social and economic opportunities along Te Awa Cycleway and by the Haakarimata walkway;
- Mark entrance ways in to Ngaaruawaahia;
- Enhance our story by protecting and maintaining our historic and heritage buildings and properties;
- Build identity on heritage and cultural aspects of the town with development of an arts centre to embrace all cultures;
- New residential lots should enable good urban design outcomes with section sizes that provide for a diversity of living styles; and
- Public toilets in the Brownlee Avenue carpark at the base of the Haakarimata walkway.



Figure 13. Ngaruawaahia Town Centre Concept Plan



### Key moves for the town centre

- Better civic facility in town centre to include hall, meeting rooms and library;
- Centrally located multi-purpose facility;
- Link Jesmond Street and Market Street;
- Encourage a design theme that is sympathetic to connectivity of the town centre with its local environment (Haakarimata Ranges, Waipaa and Waikato Rivers), local history and heritage and cultural.

### 4.2.2 Key Moves for Hopuhopu

These are not certain at this stage and will depend on the vision and plans of Waikato-Tainui. The map below presents some ideas one of which is to have improved connections with Taupiri and Ngaaruawaahia cycleway and walkway.

**Figure 15. Hopuhopu Possible Key Moves Plan**

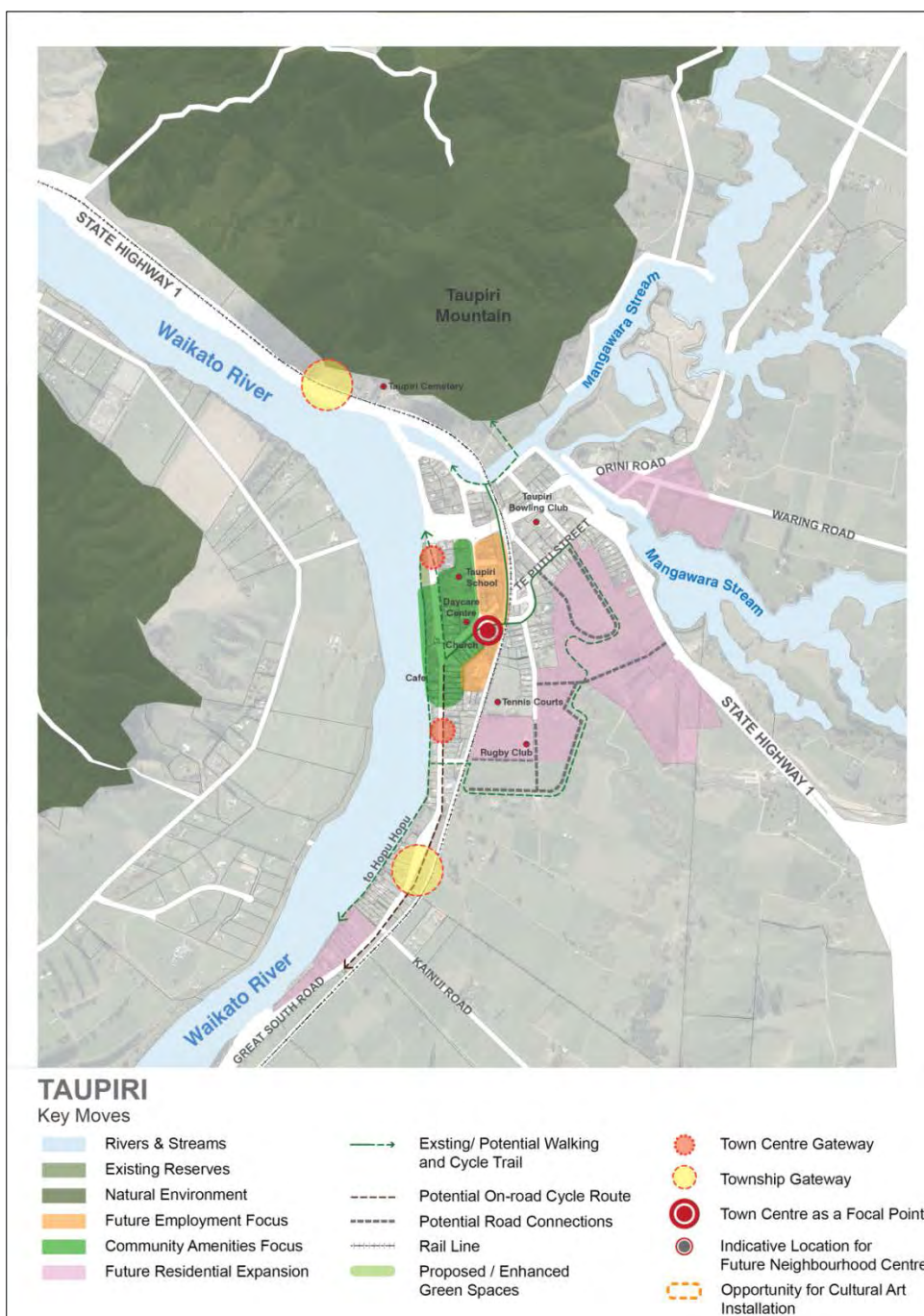




#### 4.2.3 Key moves for Taupiri

- Reconnect walkway / cycleway from Taupiri to Hopuhopu;
- Pedestrian access over the railway line at the road bridge;
- Pedestrian access to the Taupiri Mountain cemetery and enable access up the mountain;
- More utilisation of Bob Bryne Park;
- Te Putu Street to be the focus of the village;
- Cycle track in the long term;
- Utilise Council property in Wright Street by turning it into a BMX track;
- Use farming and the sports park as themes and focal points for the village;
- Extend reserve on Murphy Lane to include skateboard park and playground; and
- Add residential zoning to reflect opportunity for affordable housing close to expressway.

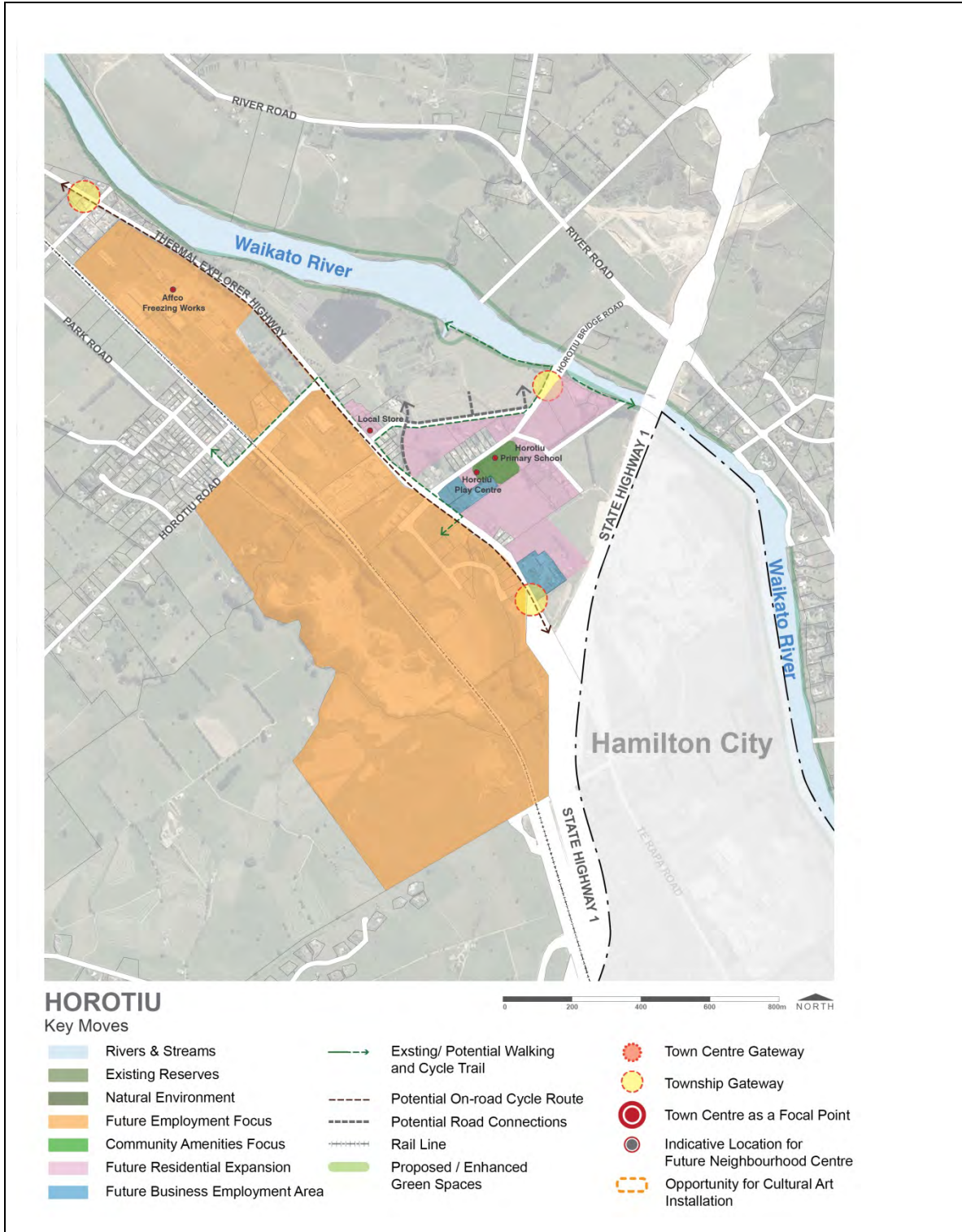
**Figure 16. Taupiri Key Moves Plan**



#### 4.2.4 Key moves for Horotiu

- Rezone rural land between Horotiu Bridge Road and Washer Road to residential;
- Establish a retirement village near Horotiu;
- Better walking and cycling connectivity through the settlement; and
- Connect new residential to reticulated water and sewage services

Figure 17. Horotiu Key Moves Plan

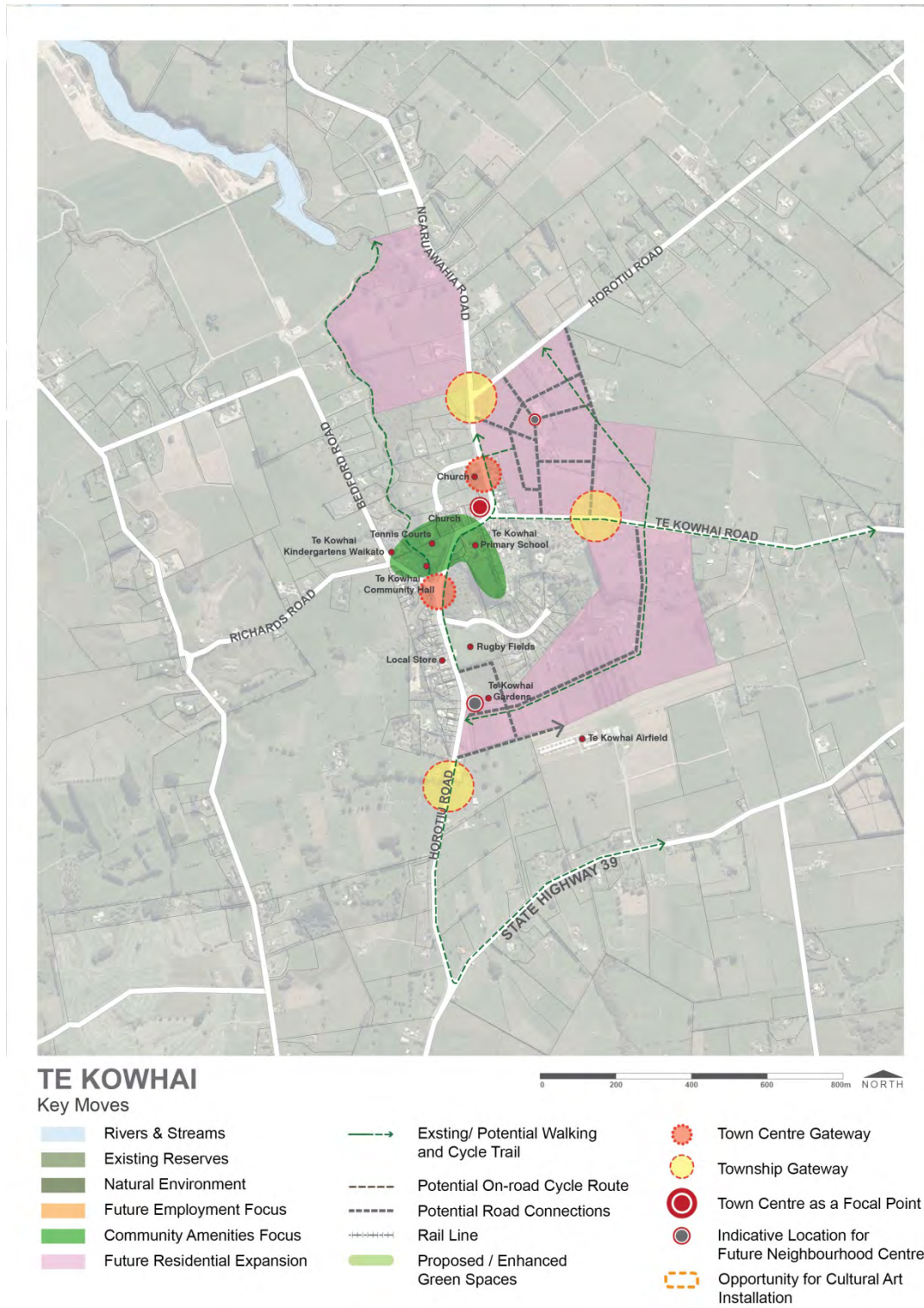


#### 4.2.5 Key moves for Te Kowhai

- Retain the village 'look' within new developments and keep the identity of the village;
- Where possible link development to the Te Otamanui Walkway;
- Concrete footpaths to enable efficient walking access through and to the central village and ensure safe access across Te Kowhai/Horotiu Road;
- Cycleway to Hamilton;
- New developments to have an emphasis on 'avenue type' roads incorporating Kowhai trees;
- New developments to ensure connections and linkages to the village;
- Walkway around the village to follow gas pipe line;
- Minimise the utilisation of ancillary buildings;
- New developments to encourage underground services;
- Mark all entrance ways to the village;
- Extend the business area to promote growth;
- Road names to reflect the area's heritage;
- Country Living development to be 3000m<sup>2</sup>;
- Future country living residential areas could be to the north, east and a small area to the south; and
- Extend the Village Green to provide a larger reserve for sports activities.



Figure 18. Te Kowhai Key Moves Plan

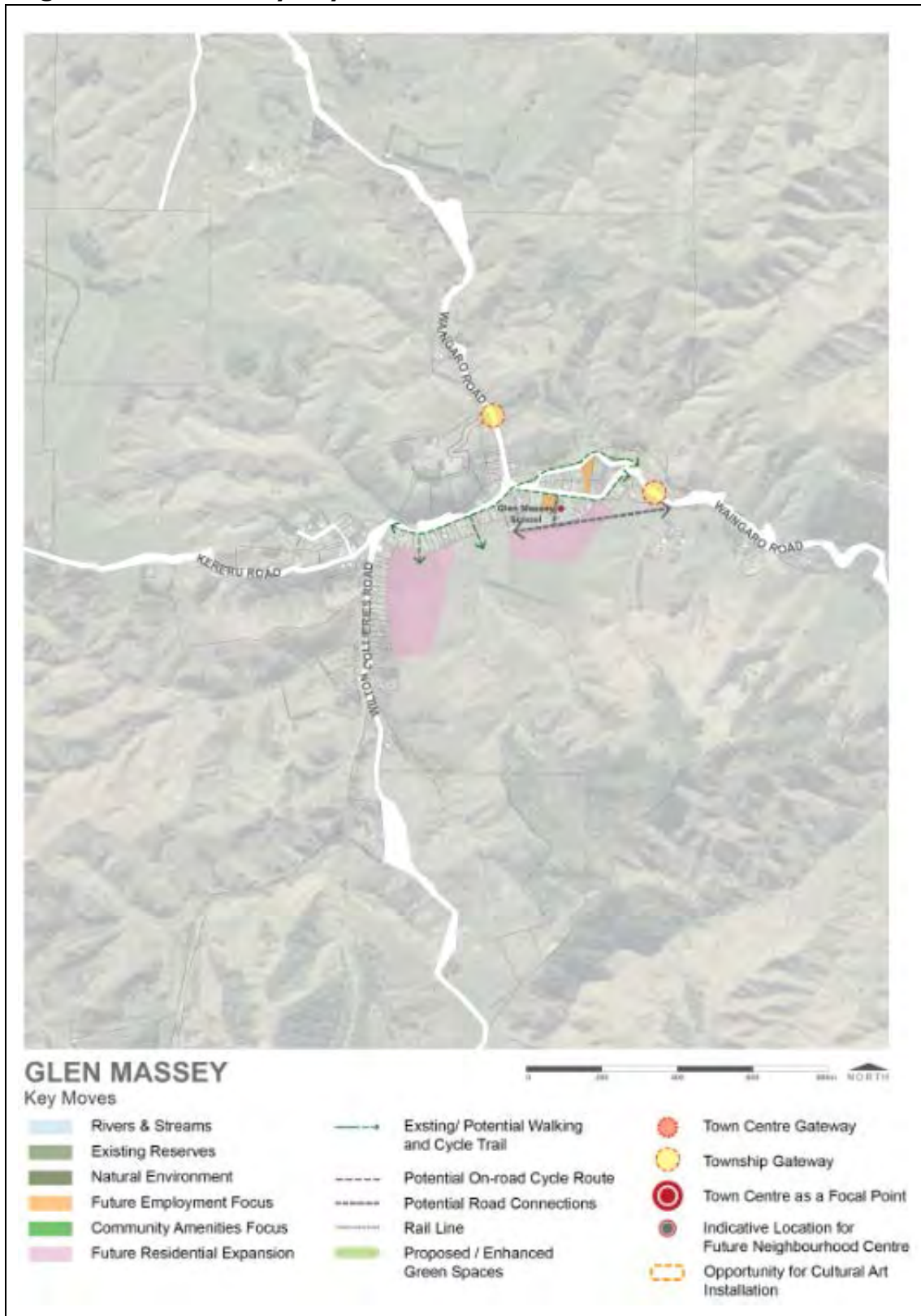




#### 4.2.6 Key moves for Glen Massey

- Footpaths connecting from the school through the village and along the Wilton Collieries Road;
- More recreational facilities; and
- Focus village identity on its coal mining heritage.

**Figure 19 Glen Massey Key Moves Plan**

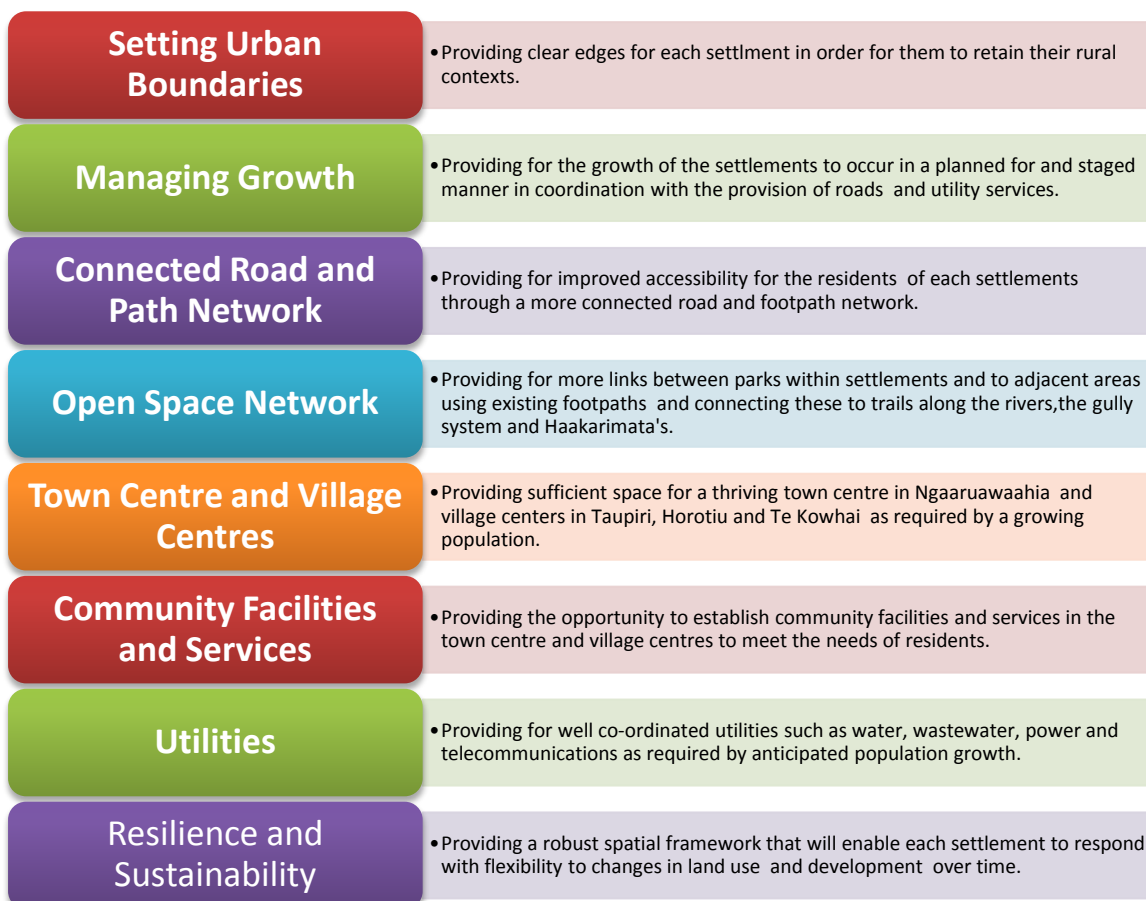


### 4.3 Key Outcomes of the Structure Plan

#### Eight strategies to help deliver the community visions for the six settlements

Each settlement has a distinct identity as a place and a community. In compiling the structure plan, the consensus of view by residents, is that each settlement should retain its own particular identity into the future.

Although the structure plan cannot in itself fulfil this goal, the eight strategies listed below will assist the individual communities and developers in realising the community's vision. The strategies below are drawn from the development objectives and action policies listed in Section 4.1.



### 4.4 Urban Boundaries and Managing Growth

The urban boundary marks the transition between urban land uses and rural land uses. As urban areas expand to accommodate projected growth so the urban boundary will shift to mark this changing transition. To improve certainty for our communities it is helpful that changes to this urban boundary are planned and managed by the Council to sensibly match a staged release of new greenfield (formerly rural) land for urban development. One of the key purposes of this structure plan is to provide guidance in this regard.

The staged release of new greenfield areas should be matched to the demand for additional land capacity to accommodate the projected future growth in population. This staged approach will enable new development to align with establishing the supporting infrastructure that is required to meet the future needs of new residents such as water and wastewater services, power and telecommunications along with parks and reserves.

Individual staging plans have been compiled for Ngaaruawaahia, Taupiri, Horotiu and Te Kowhai taking into account the views of local community groups and landowners. These staging plans are presented in the following sections 4.4.1 to 4.4.4. No new zoning is proposed in Glen Massey due to the lack of population growth and absence of reticulated water and waste water services. No new zoning is proposed for Hopuhopu as there is currently capacity and development of the area will be contingent on the aspirations and plans of Waikato Tainui.

Due to strong interest from landowners and developers to see some immediate rezoning to accommodate growth demands currently being experienced in the structure plan area, Plan Change 17 (now operative) has rezoned the Stage 1 areas identified in the Structure Plan for urban<sup>5</sup> development uptake.

Since this structure plan is strategic, high level and long term, there are likely to be unforeseen changes occurring in the local and wider context during the next 30 years that necessitate the regular review and updating of all the key moves and outcomes contained in this structure plan document.

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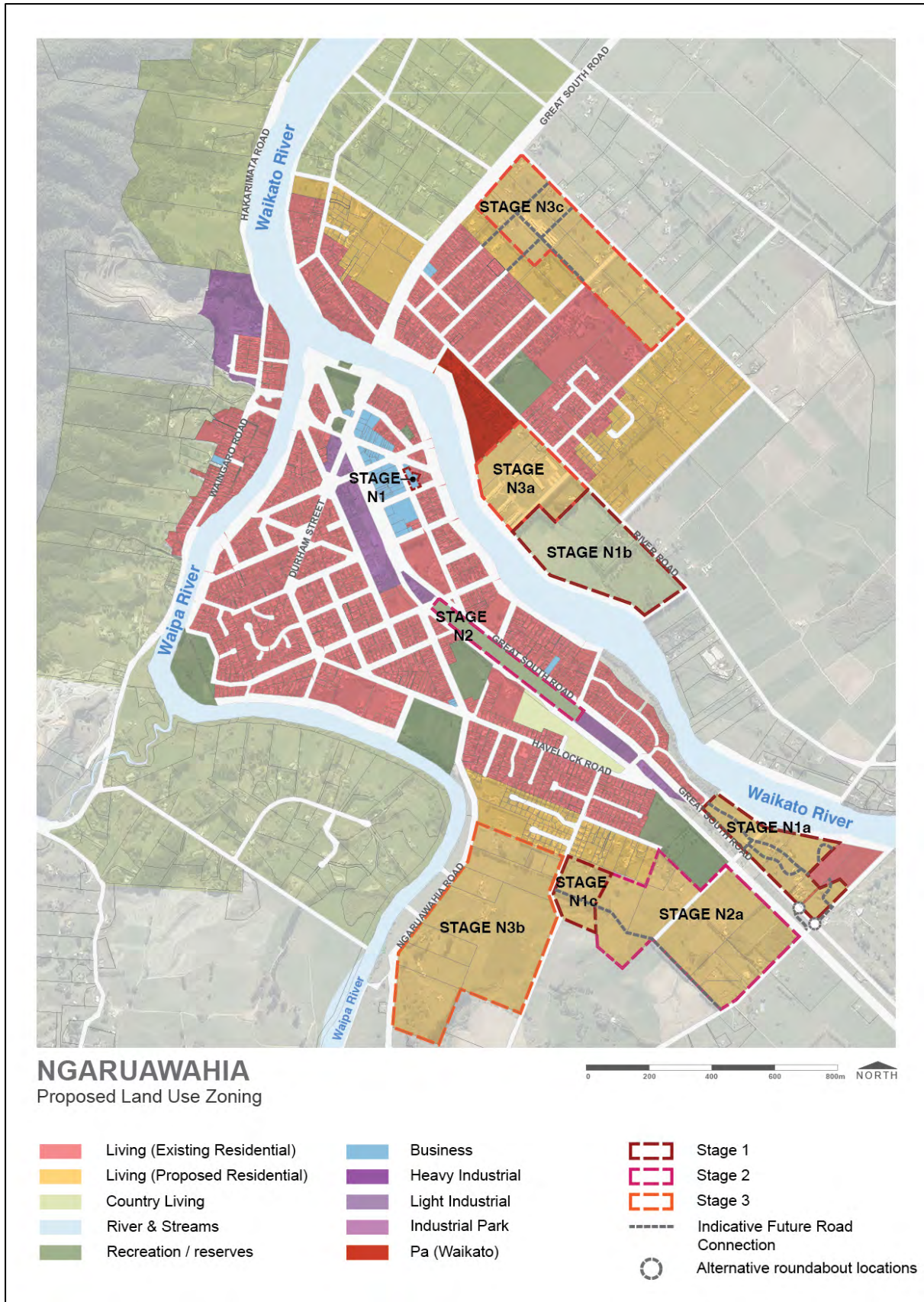
<sup>5</sup> in advance of the comprehensive District Plan Review process which the Council has currently underway  
*Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan<sup>1</sup> (NSP) March 2017*

#### 4.4.1 Staging Plan for the Development of Ngaaruawaahia

The physical constraints of the two rivers, flooding and the Haakarimata range restrict future growth of the town to a southerly direction and northeasterly direction.

#### **Figure 20 Development Staging Plan for Ngaaruawaahia**





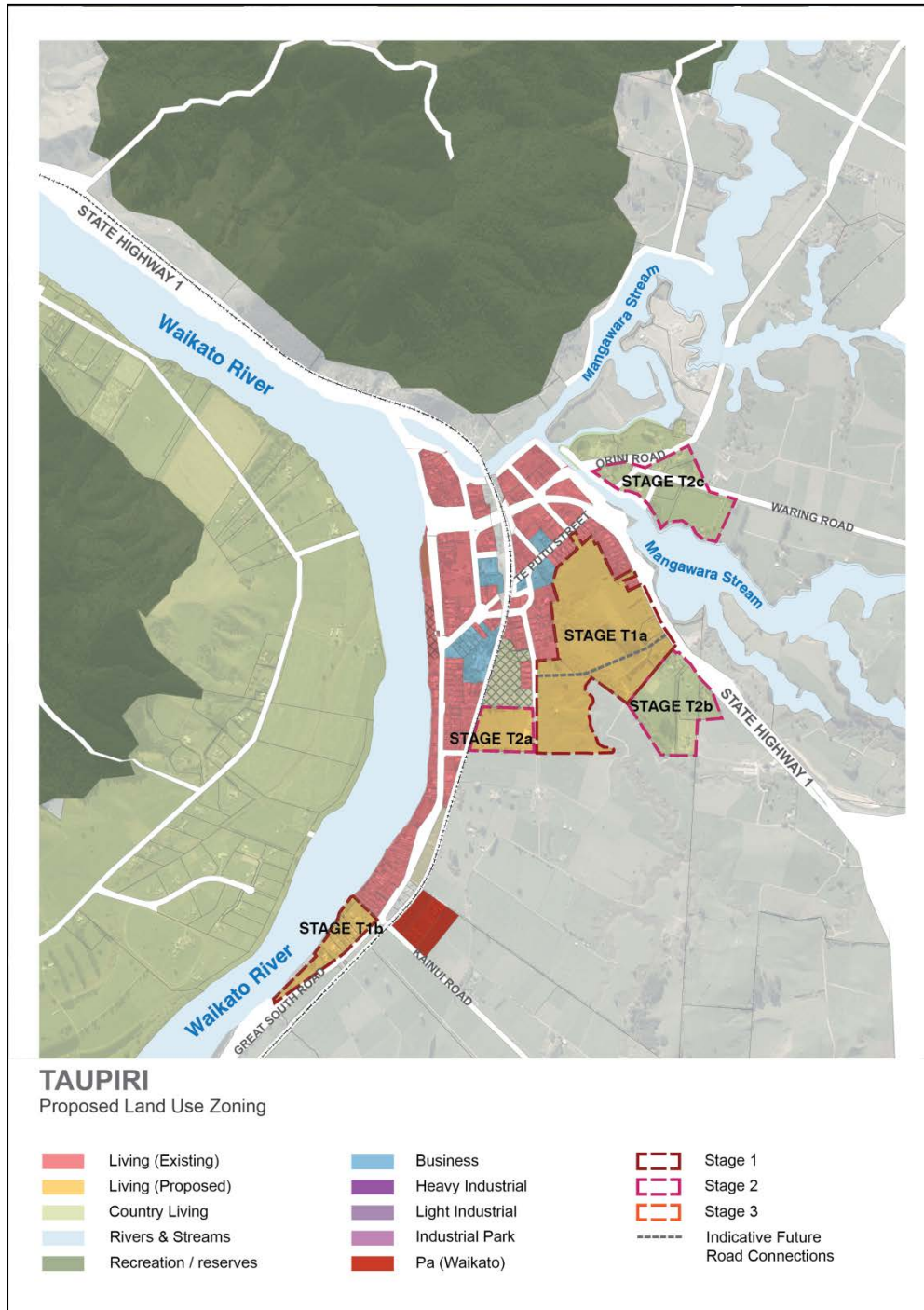
The staging presented here provides considerable capacity to meet projected population growth. Ngaruawaahia is fortunate in having good road infrastructure, reticulated utility services and community facilities that have capacity to accommodate growth in the short to medium term. The staging plan makes provision for a mix of Living and Country Living residential development to

occur. There is considered to be sufficient existing Industrial land capacity and a small addition of Business zoning is provided to support the improved performance of the town centre. Tables 2, 3 and 4 outline the estimated development capacity provided for in the staging plan.

#### 4.4.2 Staging Plan for the Development of Taupiri

Similar to Ngaaruawaahia, the physical constraints of rivers, flooding and topography restrict future growth in Taupiri to the south and north east.

**Figure 21 Development Staging Map for Taupiri**



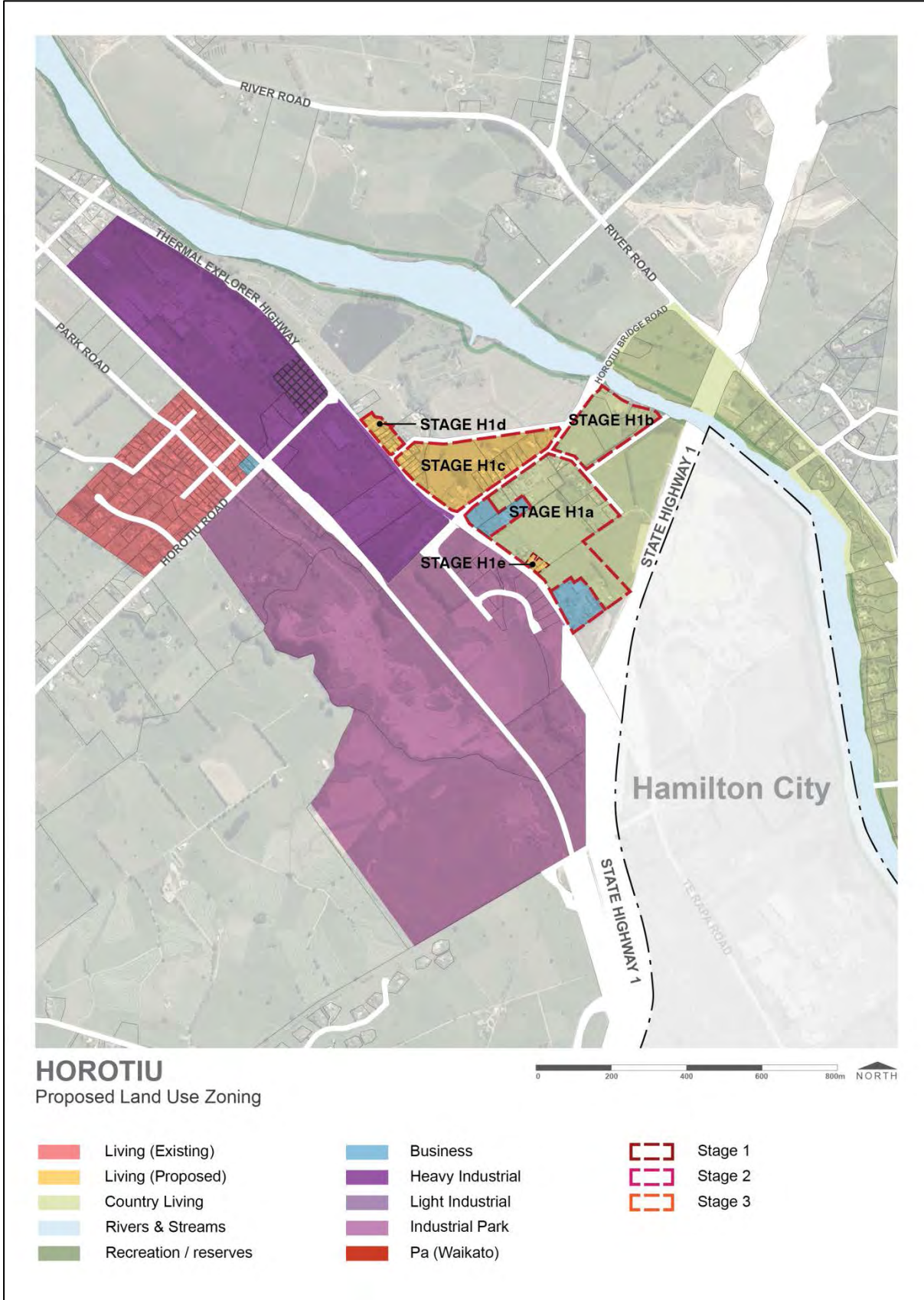
There is a generous margin of potential development capacity provided for in stage two of the plan. The plan takes advantage of the established community facilities, road infrastructure and reticulated services present. The additional staged zoning of Living and Country Living residential land caters for a possible acceleration of growth due to proximity to the Waikato Expressway and spill over effects from Auckland and Hamilton. Tables 2, 3 and 4 outline the estimated development capacity provided for in the staging plan for Taupiri.



4.4.3 Staging Plan for the Development of Horotiu

In Horotiu, the staging plan proposes a fairly limited expansion of Business, Living and Country Living zones.

Figure 22 Development Staging Map for Horotiu





Much of the proposed zoning is to reflect existing land uses and provide for the development of a more integrated urban settlement. Horotiu already has a potential focal point for development at the intersection of Great South Road and the Horotiu Bridge Road because of the existing businesses and the primary school.

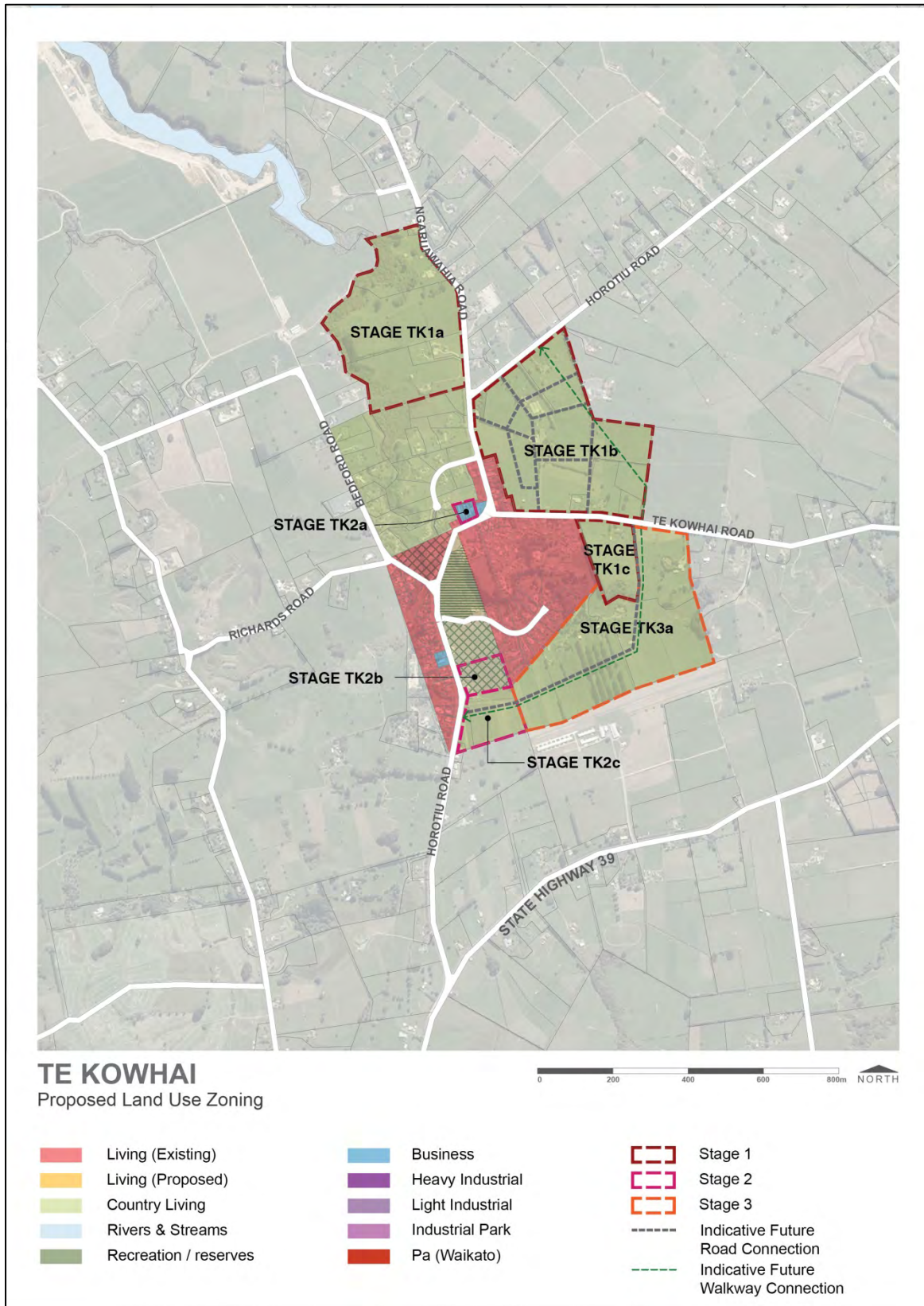
The biggest change is rezoning an existing undeveloped area around the primary school from Industrial to Country Living. The reason for the proposed change is to make the zoning more compatible with the existing school and residential lifestyle present in this area. This is more compatible with the existing and proposed residential development opposite the primary school. The allowance for some business land use on the eastern side of Great South Road also serves to retain the Great South Road corridors existing mixed use character and provides the transition from the industrial development to the west and the expressway service centre to the south.

To address concerns about the loss of land zoned for industrial there remains considerable undeveloped industrial zoned land on the west side of the Great South Road. Only two stages of growth are provided for in the staging plan due to the level of uncertainty as to the future long term development of this strategically situated industrial and residential area on the northern boundary of Hamilton. Tables 2, 3 and 4 outline the estimated development capacity provided for in the staging plan for Horotiu.

#### **4.4.4 Staging Plan for the Development of Te Kowhai**

The staging plan for Te Kowhai provides for three stages of Country Living development and a small addition of Business in the village centre. At some future date development of Country Living could be anticipated to occur east along Te Kowhai Road towards Hamilton. Should services become available to facilitate residential development it would be anticipated that this would occur on land to the west of the village in order to consolidate village development. In line with residential development additional recreation areas will be required to meet the long term needs of the community.

**Figure 23 Development Staging Map for Te Kowhai**



The provision for only Country Living reflects the absence of reticulated water and waste water services to Te Kowhai and the unlikelihood of these being provided by the Council in the foreseeable future. Tables 2, 3 and 4 below outline the estimated development capacity provided for in the staging plan for Te Kowhai.

## 4.5 Development Capacity – Resilience and Sustainability

A planned, staged and coordinated approach to the provision of development capacity within the structure plan area will enable new development to be aligned with the installation of road and stormwater infrastructure, water and wastewater services, power and telecommunications, as well as the establishment of new parks and reserves required to meet the needs of new residents.

**Table 2 Stage I Estimated development capacity yields**

Cell No	Area	Proposed Zone	Net Developable Area and Density in dwelling units per ha	Average Household size/ Lots yielded	Population Yield
<b>Stage I – 2016- 2026</b>				2.7 people per household	
<b>Taupiri</b>					
Area T I a	20.4ha	Residential	65% developable 16.9ha x 12 du/ha	203 lots	548 people
Area T I b	2.9ha	Residential	40% developable 1.1ha x 12du/ha	13lots	35 people
<b>Taupiri Stage I. Subtotal</b>	12.6ha	Residential	9.5ha x 12du/ha	216 lots	583 people
<b>Ngaaruawaahia</b>					
Area N I a	11.2ha	Residential	75% developable 8.4ha x 12du/ha	101 lots	273people
Area N I b	15.0ha	Rural residential	80% developable 12ha x 3du/ha	36 lots	97 people
Area N I c	2.7ha	Residential	80% developable 2.2ha x 12du/ha	26 lots	70 people
Area N I d	0.2ha	Business	-	-	-
<b>Ngaaruawaahia Stage I. Subtotal</b>	13.9ha 15.0ha	Residential Rural residential	10.6ha x 12du/ha 12ha x 3du/ha	127lots 36 lots	343 people 97 people
<b>Horotiu</b>					
Area H I a	17.0ha	Rural residential	75% developable 12.7ha x 3du/ha	38 lots	102 people
Area H I b	5.7ha	Rural residential	75% developable 4.3ha x 3du/ha	13 lots	35 people
AreaH I c	9.0ha	Residential	50% developable 4.5ha x 12du/ha	54 lots	145 people
AreaH I d	1.0ha	Residential	20% developable 0.2ha x 12du/ha	2 lots	6 people
AreaH I e	0.3ha	Residential	50% developable 0.1du x12du /ha	1lot	3 people
<b>Horotiu Stage I. Subtotal</b>	1.3ha 10.3ha	Residential Rural residential	4.8ha x 12du/ha 18ha x 3du/ha	57 lots 51 lots	154 people 137 people
<b>Te Kowhai</b>					
AreaTK I a	13.8ha	Rural residential	80% developable 11.0ha x 3du/ha	33 lots	89 people
AreaTK I b	27.9ha	Rural residential	80% developable 22.3ha x 3du/ha	67 lots	180 people
AreaTK I c	4.6ha	Rural residential	80% developable 3.7ha x 3 du/ha	11 lots	29 people

<b>Te Kowhai Stage 1. Subtotal</b>	42.7	Rural residential	33.3ha x3du/ha@	111 lots	298 people
<b>Stage 1: Estimated additional population provided for in Stage 1</b>					<b>1,886 people</b>

**Table 3 Stage 2 Estimated Development Capacity yields**

Cell No	Area	Proposed Zone	Net Developable Area and Density in dwelling units per ha	Average Household size/ Lots yielded	Population Yield
<b>Stage 2 – 2026- 2036</b>				2.6 people per household	
<b>Taupiri</b>					
<b>Area T2a</b>	3.3ha	Residential	80% developable 2.6ha x12 du/ha	31 lots	81 people
<b>Area T2b</b>	7.2ha	Rural residential	75% developable 5.4ha x 3du/ha	16 lots	41 people
<b>Area T2c</b>	6.8ha	Rural residential	70% developable 5.4ha x3 du/ha	16 lots	41 people
<b>Taupiri Stage 2. Subtotal</b>	12.6ha 14ha	Residential Rural residential	9.5ha x 12du/ha 10.8ha x 3du/ha	31 lots 32 lots	81 people 82 people
<b>Ngaaruawaahia</b>					
<b>Area N2a</b>	39.2ha	Residential	75% developable 29.4ha x 12du/ha	353 lots	917people
<b>Ngaaruawaahia Stage2. Subtotal</b>	39.2ha	Residential	10.6ha x 12du/ha	127lots	917 people
<b>Horotiu</b>	Nil				
<b>Horotiu Stage 2 Nil</b>	Nil				
<b>Te Kowhai</b>					
<b>AreaTK2a</b>	0.4ha	Commercial	80% developable	-	-
<b>AreaTK2b</b>	2.6ha	Reserve		-	-
<b>Area TK2c</b>	33.4ha	Rural residential	80% developable 26.7ha x3du/ha	80 lots	216 people
<b>Te Kowhai Stage 2. Subtotal</b>	33.4ha 3.9ha	Rural residential	80% developable 3.12ha x3du/ha	9 lots	23 people
<b>Stage 2: Estimated additional population provided for in Stage 2</b>					<b>1,103 people</b>



**Table 4 Stage 3 Estimated Development Capacity yields**

Cell No	Area	Proposed Zone	Net Developable Area and Density in dwelling units per ha	Average Household size/ Lots yielded	Population Yield
<b>Stage 3 – 2036- 2046</b>				2.5 people per household	
<b>Taupiri</b>					
<b>Nil</b>	-	-	-	-	-
<b>Taupiri Stage 3. Subtotal</b>	nil	-	-	-	-
<b>Ngaaruawaahia</b>					
<b>Area N3a</b>	12.2ha	Residential	75% developable 9.1ha x 12du/ha	109 lots	275people
<b>Area N3b</b>	40.2ha	Residential	65% developable 26.1ha x 12du/ha	313 lots	772 people
<b>Area N3c</b>	22.4ha	Residential	75% developable 16.8 ha x 12 du/ha	201 lots	502 people
<b>Ngaaruawaahia Stage3. Subtotal</b>	39.2ha	Residential	52ha x 12du/ha	623lots	1,549 people
<b>Horotiu</b>	nil	-	-	-	-
		-	-	-	-
<b>Area TK3a</b>	29.5ha	Residential	80% developable 23,6ha x 3du/ha	70 lots	182 people
<b>Stage 3: Estimated additional population provided for in Stage 3</b>					<b>1,731 people</b>

#### 4.6 Connected Road, Footpath and Open Space network

The District Plan Review is giving attention to having development control provisions that support a more integrated approach to the planning and development of new urban areas. The aim is to establish a living environment that is more connected, flexible, sustainable and resilient that meets the needs of residents and enables these new urban areas to better accommodate future changes and requirements.

There also needs to be better links to other strategic instruments used by the Council to address the needs of new development. Infrastructure and servicing requirements will need to be addressed through the Council's Infrastructure Asset Management Plans and Long Term Plan while the development of the Open Space network will need to be picked up in the Council's Parks and Reserves Strategy.

Green spaces comprise a mixture of buffer spaces, ecological corridors and parks. Buffer spaces are important for separating new residential areas from the known reverse sensitivity effects of neighbouring land uses.

In addition to these buffers there are gully areas that are not suitable for development as they have overly steep slopes and contain streams with stormwater management requirements as outlined in the Ngaaruawaahia, Taupiri, Horotiu, Te Kowhai & Glen Massey Catchment Management Plan. These gullies provide an excellent opportunity for the restoration of natural biodiversity within the town as well as open space amenity and recreational walkways and cycleways to link the various public open spaces of the town.

An integrated approach to new development planning should ensure that the roads and footpaths in new urban development areas are well connected internally as well as with existing urban areas. The development staging maps for each settlement include some indicative road links that are considered important for ensuring connectivity is achieved to and through the new development areas.

#### 4.7 Town, Village and Neighbourhood Centres and Community Facilities

The Waikato District Plan Review will need to assess the space required for the development of the Ngaaruawaahia town centre and local community village and neighbourhood centres to meet the needs of local residents and enable the provision of supporting community facilities. It is important that the local community committees and boards monitor their local situations to identify needs and changes as and when they arise and liaise with the Council to address these needs. There are a number of other agencies other than the Council that will play a role in the planning for and provision of community facilities and services. These include; Ministry of Education, Ministry of Health, Ministry for Social Development, New Zealand Police, The New Zealand Fire Service, The Ministry of Civil Defence and Emergency Management, The Waikato Regional Council's public bus transport service etc. In addition there are numerous non-government agencies that play a vital supportive role in supplying numerous additional community and social services.

#### 4.8 Residential Neighbourhoods

In keeping with small rural town and village character and community visions of Ngaaruawaahia, Taupiri, Horotiu, Te Kowhai & Glen Massey, residential development will be primarily low density with allowance for a range of housing options to cater for lifestyle choices and affordability levels.

The range of housing could range from Country Living on large lots with a minimum lot size of 3000m<sup>2</sup> and no reticulated services, to suburban residential on lots of 600 to 800m<sup>2</sup> that have access to reticulated services.

Small residential areas adjacent to the Ngaaruawaahia town centre and future neighbourhood centres could provide for comprehensively planned town housing options on small lots between 300 and 450m<sup>2</sup>

It is proposed that residential development be guided by the following planning and urban design principles:

- Walkable, easy-to-navigate and connected layout of residential block with block dimensions averaging 200 metres in length and 80m in width and no more than two lots deep;
- Minimum lot size of 600m<sup>2</sup> for detached housing to maintain outdoor and neighbourhood amenity;
- Avoidance of rear lots;
- Residential blocks to be bounded by roads to improve accessibility, connectivity and informal surveillance of footpaths and local roads;
- Neighbourhood parks are to be bounded by roads;
- Stream gullies are integrated into neighbourhoods managed as natural open space areas with public access and walkways where practical;
- Residential amenity is supported by appropriate road layout and design; and
- Local roads shall be designed for low vehicle speed through carriageway width, on road parking, road-side trees and a narrowing of road corner curves at intersections.

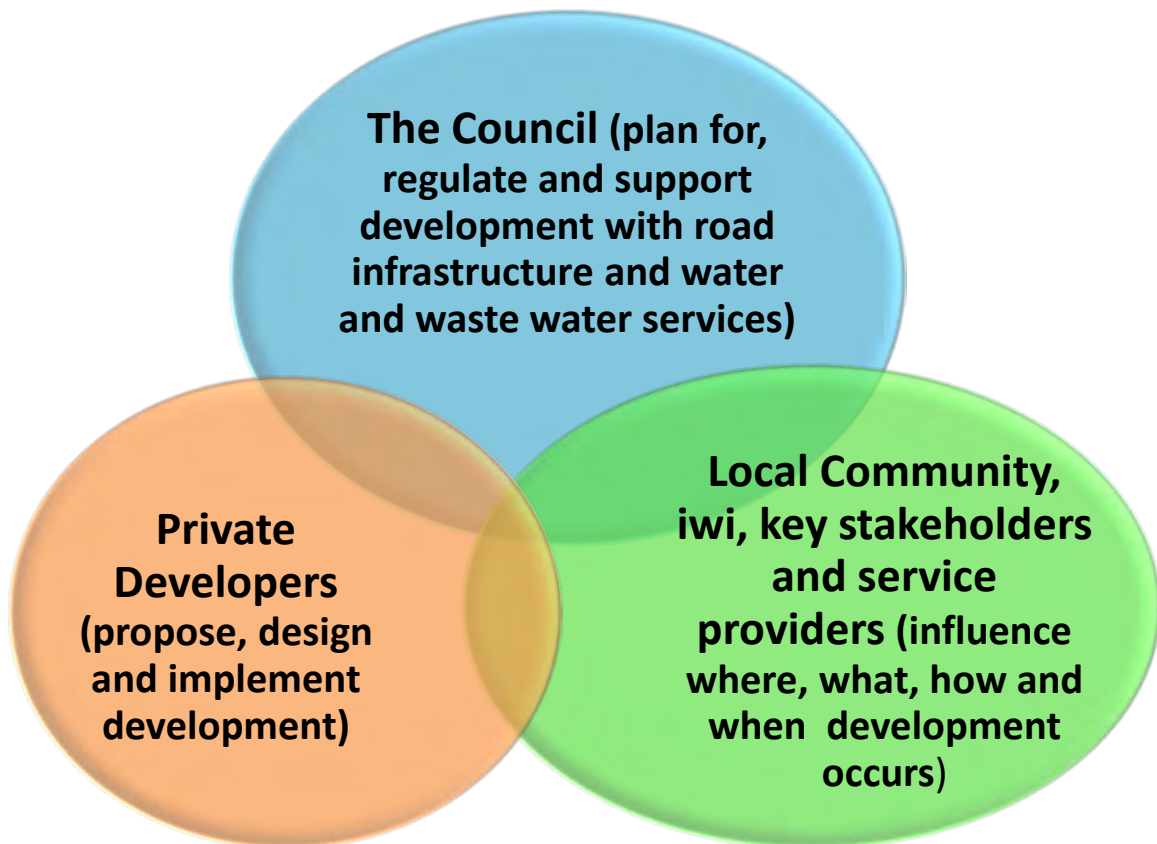
High quality on-site and neighbourhood amenity will be supported through the introduction of an appropriate set of development control provisions including minimum lot size, setbacks, active road frontage, height and coverage and an urban design guide in the Waikato District Plan.

Country Living development will have more relaxed design standards since the lots are larger and generally allow for greater private open space amenity. Nonetheless, there is still a need to ensure that neighbourhoods are walkable, with a connected road and footpath network.

## 5. Implementation Strategy

It is envisaged that development will be largely led and paid for by private sector developers. Waikato District Council, along with other service providers, will work with developers, iwi, local communities, key stakeholders and service providers to ensure that development is aligned with the structure plan and supported by key infrastructure and services (see diagram below). The key mechanism for funding the development of Council's supporting infrastructure and services such as roads, three waters and parks will be through a levy of associated development contributions or through development agreements. Any shortfalls in existing levels of service or aspects not directly development-related will be funded through general rates.

### The Development Implementation Process



### 5.1 Ngaaruawaahia

Development of the new residential areas will require extensions to existing water and wastewater reticulation system and consideration of the capacity constraints of the existing reticulation pipes.

Development of the new residential area N1c and N2a zoned between Rangimarie Road and Saubrey Road will require both extensions to the existing road network and provision of a connector through from Rangimarie Road and Saubrey Road as indicated in the staging map for Ngaaruawaahia. Development of the stage N1a north of Great South Road should also have a road connection through to Croall Crescent. With regard to the intersection of Saubrey with Great South Road and new residential area to the north, the integrated transportation assessment<sup>6</sup> highlighted the need for an upgraded intersection in the form of a roundabout or signalised cross

<sup>6</sup> Aecom (2014) Integrated Transportation Assessment – Ngaaruawaahia and Surrounds Structure Plan  
Ngaaruawaahia, Hopuhopu, Taupiri, Horotiu, Te Kowhai & Glen Massey Structure Plan<sup>1</sup> (NSP) March 2017



roads. This intersection would also serve to indicate entrance to Ngaaruawaahia and a lower speed environment.

Development of the Rangimarie Road to Saubrey Road area will additionally require restoration work on the main gully system to enable it to serve as an important stormwater and amenity feature. In addition to the discharge of stormwater, the gully will be a significant natural open space area that could provide for a walking trail along the gully that links to the adjacent road and footpath network.

In accordance with the Council's Parks Strategy, neighbourhood level parks and play grounds will be developed in the new residential areas where required.

## 5.2 Taupiri

Development of the new residential areas will require extensions to existing water and wastewater reticulation system and consideration of the capacity constraints of the existing reticulation pipes.

The development of the new residential area T1a between Murphy Lane and Button Lane will require at least one connecting link road across the gully as indicated in the staging map. Development of this area will require restoration work on the main gully system that enables it to serve as an important stormwater and amenity function. In addition to the discharge of stormwater, the gully will be a significant natural open space area that provides for a walking trail linking to the adjacent road and footpath network. In accordance with the Council's Parks Strategy, neighbourhood level parks and play grounds will be developed in the new residential areas where required.

## 5.3 Horotiu

Development of the new residential areas will require extensions to existing water and wastewater reticulation system and consideration of the capacity constraints of the existing reticulation pipes. Since there is no current wastewater pipe through the new residential area, development of this area will depend on the prior completion of the proposed new wastewater pipeline along Horotiu Bridge Road expected between 2018-2020.

Development of the new residential areas should be mindful to include provision for good road and footpath connectivity to enable residents to walk through the area to gain access to services and amenities like the school, shop, playground and river. In addition to roadside footpaths a more informal walkway system should be developed where possible along the stream line and other open space areas through the new residential area. This trail system should link to the existing trail system on the south side of Great South Road along the gully system in the new industrial area.

The strategically important industrial area will continue to develop as and when these lots are taken up.

## 5.4 Te Kowhai

Development of the TK1c and TK2c stages of new Country Living area south of Te Kowhai Road will require provision for a new link road through the development that can be extended in later Stage 2 development, to connect onwards through to Horotiu Road north of the Airfield. This road link is shown in the development staging map for Te Kowhai.

Similarly, the development of the Stage TK1b north of Te Kowhai Road will require provision of a connecting through road link between Te Kowhai Road and Ngaaruawaahia Road.

Development of the new Country Living residential areas should be mindful to include provision for good road and footpath connectivity to enable residents to walk through the area to gain access to services and amenities like the school, shop, park and playground. In addition to roadside footpaths a more informal walkway system should be developed where possible using gully lines and other open space areas through the new residential area. This trail system should link to the existing Te Otamanui Lagoon Walkway near the hall. In particular the development of the TK1a stage will need to provide for walkway links to the Te Kowhai Stream gully and the Te Otamanui Lagoon Walkway.

The structure plan includes provision for expansion of the existing Te Kowhai Park in Stage TK2b in line with the Council's Parks Strategy. This expansion will require the Council's purchase of the land to enable the rezoning and development to occur.

### 5.5 Development Contributions

Development contributions are the fees charged by the Council on new developments for extra community and network infrastructure needed as a result of the additional demand created and cost to the wider community by the development projects.

Development contributions are levied by the Council in accordance with the Local Government Act 2002 Amendment Act 2014 for residential development such as new houses, non-residential development, subdivisions and for some changes of land use.

Development contributions are assessed on cost implications for:

- Transport infrastructure such as roads and footpaths;
- Water supply and wastewater infrastructure such as reticulation pipes and treatment plants;
- Stormwater infrastructure such as pipework and treatment;
- Parks and reserves acquisition and development; and
- Community infrastructure and facilities such as community halls, toilets and play equipment.

### 5.6 Monitoring Strategy

The structure plan should have a performance review every five years and a more comprehensive review every ten years to align with the Long Term Plan and District Plan Review process. The ten-year review would look at macro level elements and whether changes to the structure plan are required due to changing circumstances. The five-year performance review would focus on whether some amendments would be helpful without jeopardising the overall objectives and outcomes of the plan.

## Appendix One

### Feedback from December 2014 workshop –

Held WDC, 4 Dec 2014

#### Glen Massey

- Heritage Trail of history (mining) – link to Pukemiro, Glen Afton, Glen Murray to Huntly at Puketrini
- Photo Static Museum (old doctor's surgery) (Wilton Collieries)
- Footpath on Wilton-Collieries Rd
- Council Reserve – more recreational opportunity for local children ie: bike ramps, BMX
- Preservation of history
- Entrance “event sign” ie: Te Akau complex

#### Te Kowhai

- Close to Hamilton
- Keep a green belt around the town
- Concerns regarding soil types and if the town was reticulated or not
- Not enough land for the school to expand
- Extend current reserve and put in facilities (toilets)
- Drainage board issues – Cr Smith is working on this
- Retain Airfield (important to village)
- Business precinct in town – marked purple

#### Taupiri

- Opportunity for affordable housing by Expressway
- Residential zoning to reflect this opportunity
- Use of Waikato River
- Historical wharf replacement
- Potential construction of a jetty to replace the wharf
- More use (recreational/transportation) between Taupiri and Hamilton
- Taupiri mountain, a public walkway to the top/around the mountain
- Safety around railway lines (pedestrian crossing etc)
- Open school pool to public
- Increase public transport (bus/trains/water taxi)
- Provide B&B accommodation
- Beautify with trees, vegetable, signage
- Protect existing businesses
- Avoid adverse zoning to the growth of Taupiri businesses

## Ngaaruawaahia

- No expansion of current town
- Cycling link on east bank
- Retention of large section sizes – not infill apartments etc
- Speciality shops “themed’ points of difference
- New pedestrian crossing
- Remove rail line and panel beaters
- Provision of multi-purpose community facilities
- How many sections in new residential areas
- Development of quarries as parks
- River tourism opportunities
- Council car parking cancelled, staff living here, staff travel environmentally friendly ways to work
- Galileo/Jesmond/Martin Street block - zone it all business
- Quarrying in community plan is unattractive to investors
- Haakarimata - as as national park
- Quarry operators stick to consent conditions
- Tourism sport/shift greenspace onto floodplains just south on River Road
- Remove power pole in front of Kiingitanga house
- Link Waipaa esplanade walkway to Te Awa
- Painted trails on existing routes
- Retention of heritage buildings – identification of historic one
- Bands and power on rotunda
- Question value of open space next to chicken sheds – could be residential
- Sort out old landfill
- Check location and ownership of new buildings
- Small sections for retirement
- CBD infrastructure/enhancement/business premises
- River is the main asset, connect Te Awa to other parts of community CBD?
- Parking
- Home occupation (working from home)
- Recycling centres
- Roundabout entrance Saalbrey Rd (talk to Sam Pemberton)
- Site for new medical centre
- More residential on Old Taupiri Road
- Improved social environment, café, restaurants, mobile coffee
- Quarries to mitigate visual impact
- Cycle sheds, lock up
- ***Ngaaruawaahia – centre of the area***
- Ngaaruawaahia is one of the oldest settlements in the Waikato Region. It has considerable historical and cultural significance. Both as a historic river trading centre at the confluence of the Waipaa and Waikato Rivers, and as the home for the Maori Kiingitanga movement. The



first Maaori king was crowned here in 1857 and royalty is today centred on Tuurangawaewae and the king's residence.

- Present day Ngaaruawaahia is strongly bi-cultural with 54% of the town's population being Maaori. Despite the youthful character of the town's population with approximately 64% of people being of working age, the population of the town has been growing relatively slowly and commercial development within the town has been largely static over the last decade.
- Although Ngaaruawaahia is approximately 19kms or a 20minute drive north of the centre of Hamilton, Hamilton has been growing rapidly northwards in recent times and so in many important aspects the perceived distance between the two centres has been narrowing. Residents of Ngaaruawaahia are aware that it is only approximately 13kms or 14minutes drive to The Base shopping centre and a great deal of specialist businesses and services in Te Rapa. With improvements in road access with the completion of Te Rapa by-pass in 2013, Hamilton is becoming an ever easier commute for employment or services from Ngaaruawaahia.
- Probably due to the economic leakage to Hamilton, most of the commercial business in the Ngaaruawaahia town centre tends to be of a low order convenience nature and not well matched to the needs of the town's population.

## Appendix Two

### Feedback from Community Board Workshops during 2014 and 2015

#### Workshop 1 with the Ngaaruawaahia Community Board for the Ngaaruawaahia and Surrounds Structure Plan

**Date: 8 July 2014**

Attendees: Trish Forsyth, James Whetu, Bryce Sherson, Jack Ayers, Cr Janet Gibb

Apologies: Marae, Wendy, Cr Solomon

#### Connectivity

- Connectivity between the Main CBD area and the point
- Connectivity to Brownlee Ave, the Haakarimata walkway
- Good walkway and cycleway connections
- Link between Jesmond Street and Market Street
- Link in with Heritage Trail
- Car parking
  - Te Awa River Ride at the point
  - Haakarimata walkway

#### Signage

- Entranceways to the town (seven)
- Theme of Cultural and Heritage for everything so there is consistency
- Information Board (The communication team are working on a strategy need to see how this fits in)
- Create a unique identity for the town
- Keep the current heritage theme (green lamp posts/green rubbish bins)
- Te Reo – Ngaaruawaahia should have a lot more Te reo signage than other places

#### Amenity

- Toilets at the Haakarimata Walkways (Brownlee Ave)
- Trees for Great South Road
- Naming of the Dump Site
- Retain the green belt
- Consistent planting across the town – Natives
- Section size – minimum 500/600m<sup>2</sup>
- Keep the mature established trees
- Areas for Play/Sports
  - Thomas Street
  - Keep Waipaa Esplanade Park
  - Keep Horotiu Park
- Centralised sports facility for everything – Jackson Street

#### CBD – Jesmond Street

- Should attract factory shops out to Ngaaruawaahia like Otaki

- CBD theme – Haakarimata Range, Trees
- Heritage trail linkages

#### Council Facilities and Security

- Covered heated swimming pool
- Centralised sports fields
- Museum
- Gondola up the Haakarimata Range
- Hall – needs a revamp
- Toilets at foot of the walkway to the Haakarimata Range
- Bus Stops
- Parking for council staff so they aren't on Galileo/Martin Streets

We never talked specifically about security? Have a think about what you would like to add here.

#### Library Site

- War memorial hall expanded
  - New Kitchen
  - Library
  - Meeting rooms
- Need somewhere to increase capacity
- Library needs ultra-fast broadband
- The 'L' shaped area on Jesmond/Great South Road around the pub and possibly the Waipa Tavern site as well. This would include the old Twin Rivers arts centre and the land in between.

## Workshop 1 with the Taupiri Community Board for the Ngaaruawaahia and Surrounds Structure Plan

**Date: 14 July 2014**

Attendees: Elva Gouk, Fred Hansen, Ken Clewlow, Howard Lovell

Apologies: Julie Ross, Deane

### Connectivity

- Cycleway/Walkway from Hopuhopu to Taupiri township (this used to be there school children use this link)
- Access across the railway (kiwi rail need to upgrade the bridge and have spoken to the community board where they presented options) his name is Robin Scott
- Access over SH1 to the cemetery
- Access down Orini Road
- A centre yellow line down the former SH1 for no passing
- Would like a barrier on the school side of the roundabout

### Amenity

- Would like a farming theme
- Build on the sporting complex theme
- Car parking at the recreation centre and rugby club rooms is insufficient. The over spills from the netball goes into the Rugby site and this car park needs sealing. Even though it is private ownership council should look into this because they have not provided enough parking for the netball.
- Keep wide open spaces
- Toilets needed at the Gordonton Road cemetery
- Toilets at Bob Burn Memorial Park needs upgrading

### Town Centre

- Main street should be Te Putu street
- Need more commercial
- Would like an information board
- Link the current businesses
- Make the town centre pretty
- Planting height restriction no flax/grasses
- Island at the end of Te Putu Street needs to be concrete

### Signage

- New town signs (4 entrances)
- Information board
- The end if the road reflector is down on Murphy Lane
- Would like a sign at either end of Te Putu Street saying; Rec Reserve, Main Street, Pub, Cemetery
- Will the NZTA signage change now that it is no longer SH1 the entrance into Ngaaruawaahia has no English on it, this is not good

### Heritage



- There is a lady called Gladis Button who is leaving town and has a lot of heritage information, think she has been in touch with Sheryl
- Elva dropped off a leather suitcase full of documents

Council Facilities

- Water and waste water extension is required

Former SH1

- Walkway to Hopuhopu required
- See signage notes and find out what is happening with the signage policy
- Beautification needs to be done

## Workshop 1 with the Te Kowhai Community Group for the Ngaaruawaahia and Surrounds Structure Plan

Date: 8 September 2014

Attendees:

Apologies:

Connectivity

- Cycleway into Hamilton City
- Footpaths that lead from the centre of the village out to the edge of the village (e.g. footpath down the Horotiu road)
- Better roading connection into Hamilton

Signage

- Retain the existing wooden Te Kowhai signage into the village (currently 3 entranceways)
- Create a unique identity for the town
- Additional signage to the Te Otamanui lagoon walkway

Council Facilities

- Toilets required at the Reserve
- The reserve needs to have room to expand suggested land to the south
- The walkway between the reserve and the school needs some work (it was suggested that the part that needs work is on the Ministry for education's land)
- There was a suggestion for a Clubrooms at the reserve once it is expanded with seating to watch the sports and changing room and toilets

Heritage

- There is a Kowhai tree near the lagoon that could be protected
- What about the original Te Rapa school house
- The St Stephens Church has been left off the district plan heritage list and can this please be looked into

Other Matters

- The village should have reticulated water and waste water
- We should have the lagoon and surrounding gullies and waterways protected
- Future lot sizes should be no smaller than 900m<sup>2</sup> and could be as large as 8000m<sup>2</sup>
- Future areas where zoning could occur where to the north, east and a small area near the airport to the south. There was a lot of discussion around future residential zoning and this will need to be looked into with more detail
- Additional business zoning was also identified as a requirement but no location agreed upon
- It was noted that a workshop with the wider public should be held.

**NGARUAWAHIA COMMUNITY BOARD WORKSHOP**

14 July 2015 – 6:00pm at Ngaruawahia Community House

IN Attendance: Trish Forsyth (Chair), Moera Solomon , Janet Gibb, Jack Ayers, Noel Smith, Ken Clewlow, Howard Lovell , Elva Gouk, Kate Kohu, James Whetu (Facilitator)

Apologies: Marae Tukere, Bryce Sherson, Wendy Diamond, Fred Hansen, Julie Ross

**AGENDA**

*Purpose : Primarily to establish value in working together*

*Item 1. What is a Structure Plan*

*- Clarify knowledge and expectations of Ngaruawahia Structure Plan*

*Item 2. What is our role? How do we fit?*

-

*- Share our list of ideas*

*- Identify priorities by measuring ideas against the Community Plan*

*Item 3. Existing projects*

*- Identify what is NGA community doing now*

*- Identify gaps (whats not being done)*

*Item 4. Actions*

*- Agree on actions for each member and the Board to do to respond to item 3.*

**MINUTES FROM WORKSHOP****Purpose**

- Purpose written on whiteboard “Working Together”
- Outlined that the aim of workshop is to see if we can find value in working together collectively on all matters, which includes the proposed Ngaruawahia Structure Plan
- For the proposed Ngaruawahia Structure Plan, the workshop (and subsequent workshops) will aim to find matters to collective agreement on respective community ideas.
- For the proposed Ngaruawahia Structure Plan process, the aim of working together is to:
  - Bring collective awareness and understanding
  - Promote a united front at external workshops and meeting (on matters agreed)
  - Avoid having competing ideas at decision-making stage
  - Inform public and decision makers on matters agreed
  - Provide leadership to bring respective communities and ideas together
- Benefits for working together were identified:
  - Lots of ideas can be shared and discussed

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	10 March 2017
<b>Prepared by</b>	Shelley Monrad Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV1318 / PR-213-01/ 1692844
<b>Report Title</b>	Community Engagement Update

## **I. EXECUTIVE SUMMARY**

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

Some of these engagement initiatives are as follows:

### Completed

- Alcohol licensing workshops
- Karioi track
- Raglan Wharf
- Roothing Raglan
- Huntly library upgrade
- Hakarimata Waharoa Project

### In Progress

- MOU with Ngaati Tamainupoo
- 5 year review of JMA's with Waikato-Tainui and Maniapoto Maaori Trust Board
- Community Plan (all communities)
- Youth Engagement Plan and Youth Action Groups
- Annual Plan 2017/18
- Spey Me Baby and Dogs in Libraries
- Sunset beach erosion report
- Sunset beach erosion
- Huntly Memorial Hall
- Meremere Library
- Water Meters installation
- Waste Water spill mitigation
- Mangawara Bridge construction (Taupiri)
- Tamahere business hub and reserve
- State Highway transfers to local road

- Wi Neera Street connectivity
- Huntly Bypass
- Stakeholder meetings
- Community Liaison Group meeting Genesis Energy
- Yashili
- Economic Development Work Programme
- Pokeno Future Growth
- Signage at Te Kopua Native Reserve
- Taupiri Boat ramp upgrade
- Easter Trading Policy
- District Plan Review
- Community Liaison Group Meeting Titoki
- Speed Management Plan – Speed Bylaw Review
- North Waikato Passenger Transport Review
- Placemaking
- Waikato Plan
- Natural Parks Reserve Management Plan

#### Upcoming

- MOU with Ngaati Haua
- Joint Committee hui
- Long Term Plan 2018 – 28
- Future Proof Strategy
- Dog exercise area – Tuakau Bylaw Review
- Liquor Control Bylaw
- Holcim CLG Meetings
- Perrys
- Invites for formal Hui with Iwi Governance Groups
- District Wide Toilets
- Pukekawa refuse and recycling
- Raglan Boat Ramps – Wallis and Wainui
- LTP

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

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Community Engagement Register



Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Freedom Camping Bylaw (NEW)	Customer Support	District Wide	Consult	Yes (SCP)		Completed	Adopted at the September Council meeting
Dog Exercise area bylaw review	Customer Support	Pokeno and Tamahere community	Consult	No		Completed	The two dog exercise areas at Pokeno and Tamahere were adopted at the September Council meeting. Final decision letters are scheduled to be sent to submitters by mid-November.
Alcohol licensing workshops	Customer Support	District Wide	Inform	No	no	Completed	Workshops for duty managers and licensees to be held for on/off licensees following workshops for clubs completed last year.
Karioi track (3.4km walking/biking track from Wainui Road)	Service Delivery	Raglan	Collaborate	No		Completed	Before work can commence consultation is required with neighbouring land owners. Discussions with Raglan Community Board on the best way forward due to commence in September/October.
Raglan Wharf - handrail and balustrade renewals	Service Delivery	Raglan Wharf stakeholders and tenants	Consult	No		Completed	Working with Wharf stakeholders and Raglan Ward Councillor on the look and feel of the replacement handrails and balustrade at the Wharf - works to commence in February 2017.
Roading Raglan	Service Delivery	residents/ratepayers in local area	Inform	No		Completed	To introduce the community to the Waikato District Alliance and discuss the changed method of delivering roading maintenance and roading renewal activities. To identify any local issues on the roading network.
Huntly Library upgrade	Service Delivery	Huntly Ward	Inform	No		Completed	Communications plan in place to inform the community of the works and alternative sites to undertake council business. Refurbishment is beginning towards the end of the month. Staff are currently informing the public that this work is coming, sharing more detail about what the library will look like and what changes the community are expected to see. Project now complete.
Hakarimata Waharoa Project	Strategy & Support	Ngaruawahia	Collaborate	yes	yes	Completed	The Waharoa was unveiled in December 2016.
Dogs in Libraries	Customer Support	District Wide	Inform	No	no	In progress	As per our business plan, the animal control team wanted to introduce initiatives that would allow our officers to interact with the community in a positive way whilst providing education. We have teamed with the library leadership team to develop the Dogs in Libraries programme that will involve school children reading to dogs in the library environment. This has been proven to improve children's literacy skills, build self confidence and lowers anxiety of children. This programme is now running and has been launched in Ngaruawahia, Raglan and Tuakau libraries with Huntly, Te Kauwhata and Meremere to begin in the next week. When this occurs, it will see staff sitting with up to 20 children a week to teach dog safety, build confidence, encourage library attendance and contributes towards our 20/20 engagement challenge.
Spey me Baby	Customer Support	District wide	Engage	No	No	In progress	Central government has made a commitment to reduce dog bites and as a result of this, a fund has been developed to subsidise desexing of classified menacing dogs. WDC has made application for funding for 100 dogs plus advertising costs which has been approved. Engagement with dog owners will commence in the coming month - initially targeting owners of menacing dogs in an attempt to get them desexed. This will include letters, posters, pamphlets and possibly radio advertising.
Sunset Beach erosion report	Service Delivery	Port Waikato/extended community	Collaborate	No	yes	In Progress	Significant engagement underway with partners (WDC, WRC, DoC) alongside GHD Consultants, Iwi. Communication strategy developed and implemented, ongoing activity including community meetings scheduled, stakeholder project team.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Sunset beach erosion	Service Delivery	Port Waikato, Sunset beach	Collaborate	No	yes	In Progress	Collaborative approach to dealing with the retreat of public assets from eroding Sunset beach, Port Waikato. Key dates: Dec 2014: Consultation with local stakeholders and GHD report produced for council. June 2015: GHD report published and presented to beach residents, other stakeholders and OTCB. July 2015: Report presented to residents and ratepayers AGM and webpage set up. August 2015: Report presented to Iwi. September 2015: Stakeholder open day to discuss retreat options. Oct 2015 to Jan 2016: Feedback on options and time frames. Feedback closes on 10 February 2016. March 2016: Report to council advising of options for managed retreat of community assets in Sunset beach. Report made public and meetings with Iwi and Community organisations. November 2016: Cultural Impact Assessment completed.
Huntly Memorial Hall	Service Delivery	Huntly	Consult	no	no	In Progress	Staff and Elected members held an open day on 2 April at Huntly Bowling Club, submissions closed, workshop held with Council 10 May, Report to go to Infrastructure in June. Further work to be done with a Huntly community working group to develop and present options to Council for the 2018/28 LTP. Met with Huntly Community Board in Dec 2016, GMD (consultant undertaking work) has met with some community groups, further meetings taking place with an update to the Huntly Community Board to happen in March 2017.
Meremere Library	Service Delivery	Meremere Community	Consult	No	no	In progress	Consultation with the community and other stakeholders on the current Library requirements and/or a recreational hub situated by the Hall has been undertaken. INF1609/08 - Concept plans for the Community Hub have been endorsed by the Meremere Community Committee at their Feb Meeting. Report going to Infrastructure in March 2017.
Ngaruawahia Community Facilities	Service Delivery	Ngaruawahia Community	Consult	No	no	In progress	Discussion on Community desires for an Art Centre and possible like co-habitation with other activities -part of a wider project looking at strategic land options - Community Steering Group established - 7 x workshops held to date and 1 open day with the community, short list of options going to Infrastructure in February 2017.
Pokeno Waste Water Phase 2	Service Delivery	Old Pokeno Village residents	Consult	No	yes	In progress	Pokeno Market information day almost 50% of all enquiries related to wastewater scheme. Facebook update and recent newsletter available. Consultant has met with all affected property owners and is continuing to meet as required to assist owners to join the scheme. Further information now available for property owners that shows the design of connection into their properties - Consultant currently distributing this information to the affected property owners. Currently out for Tender, with contract report to Council February 2017.
LTP - Forestry target rate	Service Delivery	Forestry companies and local residents	Consult	No	no	In progress	Most recent collaboration was with the Heavy Haulage Industry, in regards to instability and vegetation issues on Klondyke Road; as a result the Alliance Team have been actively managing dropout / slips and vegetation, between markers 4-8 during September and October, resulting in the road being significantly safer to traverse. Rayonier Ltd (one of the main harvesting companies) have indicated that all of their harvesting and transportation activities within the Onewhero Forest, will be complete by the end of 2017.
Te Kauwhata Walkway/Cycle ways	Service Delivery	Te Kauwhata	Consultation	No	no	In progress	Consultation to include selected stakeholders (inc Committee, NZTA) through using a Consultant to inform the Te Kauwhata Cycle and Walkway strategy, expect draft from consultant end of Jan 2017.
Waikato River Authority funding application August 2015	Service Delivery	Rotokauri lake catchment	Empower	No	yes	In progress	August 2015: Application to WRA submitted with endorsements from WDC, Rotokauri committee, WRC, HCC and Iwi. December 2015: Funding approved for Rotokauri Lake catchment. Feb 2016: Report to Infrastructure committee advising both funding amount granted and potential work programme for the catchment. Deed to Infrastructure and Council approved for implementation. Signed by Councillors Peterson and Baddley. Year one for the WRA programme successfully delivered.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Water Meters installation	Service Delivery	Raglan, Huntly, Ngaruawahia	Inform	No	no	In progress	In progress beginning 01/07/2017. Majority of meters are installed, a few hundred still to go.
Waste Water spill mitigation	Service Delivery	Raglan Ward+ depends on location impacted	Inform	No	see comment	In progress	Provide Raglan Community Board with Waters Service Request Dashboard monthly (suggest make this report available on request to Iwi/hapu in Raglan)
Speed Management Plan - Speed Bylaw	Service Delivery	Port Waikato & Pokeno	Involve	Yes	no	In Progress	A report was presented to Council on 14 March. Early engagement was undertaken in Port Waikato in March/April. A report was presented to Policy and Regulatory Committee in August summarising the feedback and potential next steps. Further engagement will be undertaken when reviewing the speed limits bylaw in early 2017.
North Waikato Passenger Transport Review	Service Delivery	North Waikato	Involve	Yes - next phase of project	no	In Progress	Project teams continue to work on the programme business case for funding approval. Workshops are programmed for later in November to complete this process. Close liaison is being undertaken between this project and the wider study involving transport issues associated with the North Waikato growth areas.
Rangiriri WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Rangiriri - Te Kauwhata	Involve	No	yes	In progress	NZTA are leading the engagement around the project timeframes and roading changes.
Longswamp WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Te Kauwhata - Hampton downs	Involve	Yes	yes	In progress	Consultation with landowners over designation changes undertaken. Possible further construction management involve discussion. Contract has been awarded and is in the planning stage.
Hamilton WeX State Highway transfers to local road (will require some community engagement)	Service Delivery	Gordonton to Tamahere	Involve	Yes	yes	In progress	Staff attend regular meetings with NZTA and the City Edge Alliance regarding this project. An issues register has been prepared to track all outstanding tasks. Co ordination is progressing however there are still a few issues that are stalled pending funding decisions.
Mangawara Bridge construction (Taupiri)	Service Delivery	Taupiri Township	Involve	No	yes	In progress	NZTA has approved the use of the Waikato District Alliance to deliver the design and build project. Staff are working through the Council procurement process to gain final signoff. Waikato Regional Council consents have been obtained and funding is in place.
Tamahere business hub and reserve	Service Delivery	Tamahere Ward	Involve		yes	In progress	The Tamahere Recreational Reserve is being undertaken in stages – Stage one is earthworks, Stage two is the development of playground, landscape, fitness trail and skate park. The Commercial Hub is a development being undertaken by Fosters. Detailed design plans circulated to the TCC on 7.11.16 - article going into LINK showing artist concept plans. Working through funding implications with a programme to be completed in March 2017.
Northern Feasibility programme (Northern iSite, Pokeno Sports Park and Pokeno Library)	Service Delivery	North Waikato		No	potentially	In progress	Assessment is complete, next steps to progress project ready for presentation to Council March 2017.
State Highway transfers to local road (will require some community engagement)	Service Delivery	TBC-depends on location impacted			no	In progress	Staff continue to work through this process with NZTA. Project plans and work programmes are in place. Investigation on SH1B has commenced from a safety perspective.
Wi Neera Street connectivity	Service Delivery	Raglan Ward			yes	In progress	Concept drawings are complete for the Wi Neera reserve project. Feedback has been received from the Project Group and Iwi have advised that they will withdraw from the process until such time as they and Council have resolved an earlier consenting issue within that space.
Huntly Garden Place Place making	Strategy & Support	Huntly Ward	collaborate	No	no	In progress	The Huntly Community Board has been working on an initiative to re-develop Garden Place in Huntly as a community-driven project. The Board is encouraging the community to be active in this project with a view to revitalising this precinct. A plan has been designed and drawn by Bryce Mounsey, a member of the Community Board, and is a result of input from Board members as to how they want this area to be enhanced. The Board are taking a staged approach to start Place making in Huntly. The first stage will see a seat that will accommodate 24 people designed by a member by the Huntly Community Board. The area chosen to place under an existing tree at the fore front of Garden Place. This stage will be complete by October 2016.

Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Place making	Strategy & Support	District Wide	collaborate	No	no	In progress	Place making is gaining momentum in the district. Staff are working alongside groups in Raglan, Huntly, Tauwhare, Tuakau and Pokeno. A presentation was provided to the Pokeno community in November 2015 with a view to kick starting projects in that area. Pokeno have identified a project that will see a little free library installed in to a public area by October 2016. Workshops have been run with the community committee and the wider community. Staff will continue to present Place making strategy to community boards and committees in 2016. A web page has been created for communities to access for ideas and information. Staff are building momentum for the Place making concept across the district.
Economic Development Work Programme	Strategy & Support	District Wide	Collaborate	No	yes	In Progress	The Work Programme is reported three monthly through the Strategy and Finance Committee. Current: Hamilton & Waikato Tourism facilitating a community led project to create a Raglan Destination Plan. The Economic Development team (EDT) is supporting this work as a member of the working group and providing information. EDT working with Gordonton businesses to assist development of a destination plan. Next meeting early November. EDT supporting Smart Waikato Trust establishing an employer and educator network which aims to improve employment outcomes for youth. Next meeting yet to be scheduled.
Youth Engagement Plan	Strategy & Support	District Wide	Empower	No	no	In Progress	Youth Engagement Advisor established youth action groups in Onewhero, Tuakau, Te Kauwhata, Huntly and Ngaruawahia. New groups are in process of being established with support of local councillors in Raglan and Tamahere. All groups in a process of planning projects for their communities to be ready by end of April.
Youth Action Groups	Strategy & Support	District Wide	Empower	No	no	In progress	The Community Boards and Committees received a report at their December meeting requesting they develop, through engagement with their communities, their community plans. The Community Plan template was supplied. As a part of the template, the community board/committee is to establish a list of projects they request to be included in the LTP.
Priority projects	Strategy & Support	District Wide	Empower	No	no	In progress	The Community Boards and Committees received a report at their December meeting requesting they develop, through engagement with their communities, their community plans. The Community Plan template was supplied. As a part of the template, the community board/committee is to establish a list of projects they request to be included in the LTP.
Easter Trading Policy	Strategy & Support	District wide	Involve	Yes	no	In progress	Early engagement to seek community views on whether shops should be able to trade on Easter Sunday during October. Formal consultation on a draft Easter Trading Policy began on 14 December and closes 17 February. A hearing is scheduled for 15 March.
Pokeno Future Growth	Strategy & Support	Pokeno	Involve	No	yes	In progress	The first community 'Drop-in' session was held on Saturday 29 October 2016. This was to begin the planning process of where the community sees the need and aspirations for future growth in and around their town. This project will lead eventually to new Structure plan for the Pokeno area following on from PC 24. approximately 95 people attended this drop in session and was well received.
Signage at Te Kopua Native Reserve	Strategy & Support	Whaingaroa / Raglan	Collaborate	Yes	yes	In progress	This is still in progress and currently sitting with the Hounuku Trust.
Natural Parks Reserve Management Plan	Service Delivery	District wide	Consult	Yes	yes	In progress	Engagement to seek input as to what should be included in the draft plan occurred between 1 February and 3 March 2017. Feedback was received from 30 interested parties. Staff are now beginning to prepare the draft management plan (taking public feedback in to consideration). Once completed the draft will be taken to Council for approval to complete a second stage of public consultation (likely to occur mid 2017).
MOU with Ngaati Tamainupoo	Strategy & Support	Ngaruawahia and surrounds	Involve	no	yes	In progress	Ngaati Tamainupoo wish to enter into a MOU with the Council. The MOU will be finalised and signed in 2017.
5 year Review of the JMA's with Waikato-Tainui and Maniapoto Maori Trust Board	Strategy & Support	District Wide	Involve	yes	yes	In progress	this review is being conducted externally. WDC are providing input to the reviews.
Community Plan (all communities)	Strategy & Support	District Wide	Empower	No	No	In progress	The Community Boards and Committees and have been asked to update their community plans and submit their priority projects to Melissa by 31 March.
Annual plan 2017/18	Strategy & Support	District Wide	Inform (TBC)	Yes	no	In progress	Annual Plan Consultation Document is being adopted at an Extra-ordinary Council meeting on 21 March with engagement planned during April.



Project Name	Organisation Group	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required (Yes/No)	Iwi Engagement required (Yes/No)	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Waikato Plan	Strategy & Support	District Wide	Consult	Yes	yes	In progress	The draft plan was workshopped with the councillors on 6 March 2017. Adoption of draft Plan and summary – Feb 2017 Public consultation – March/April 2017 (advertised in Franklin News, North Waikato News, Raglan Chronicle, Waikato Times & The Herald. Also a link on our website) Final sign-off – August 2017 Implementation underway
Invites for Formal Hui with Iwi Governance Groups	Strategy & Support	District Wide	Collaborate	no	yes	Planned	Formal invites to all recognised Iwi groups to meet with Mayor, Ward Councillors and Executive Team - This is an ongoing relationship which in terms of meeting with Iwi groups we have been very successful. Formal invitations have been sent through to these groups with an open invitation to meet with council.
Liquor Control Bylaw	Customer Support	District Wide	Consult	Yes (SCP)	no	Planned	To be undertaken in 2017.
Dog Exercise Area - Tuakau Bylaw Review	Customer Support	Tuakau	Engage	No	No	Planned	Tuakau dog owners have identified the need for an on-leash exercise area in their community. Animal Control staff agree on the need but this would require some engagement prior to the Dog Control Bylaw being amended. Some communication has been had with dog owners as a result of formal complaints. This communication has acknowledged the need for something to be done and a commitment made that we would look into it this year.
District Wide Toilets	Service Delivery	Tuakau and Ngaruawahia	Consult	No	no	Planned	Have been working with the Tuakau CB since March 2016 on placement of toilet - this is still a work in progress and may need to have wider consultation. About to connect with the Ngaruawahia Community Board regarding a new facility at Centennial Park.
Pukekawa refuse and recycling	Service Delivery	Pukekawa	Consult	No	No	Planned	Project planning is currently underway.
Raglan boat ramps - Wallis and Wainui	Service Delivery	Raglan Community inc emergency services (Wallis) and Coastguard (both)	Inform	No	yes	Planned	Renewal works to be undertaken at the boat ramps, have made initial contact with the coastguard and will work with identifying stakeholders as the assessments are undertaken.
LTP (CCO)	Service Delivery	District Wide	Involve	Yes (TBC)	yes	Planned	This will only be required if the Council proceeds to consult with the public around the formation of a waters CCO or any other significant alternative. Proposal now is to include this within the LTP discussion.
Long Term Plan 2018-28	Strategy & Support	District Wide	Involve	Yes	yes	Planned	Project planning is currently underway.
Future Proof	Strategy & Support	District Wide	Consult	Yes	yes	Planned	Draft Future Proof Strategy was workshopped with the councillors on 28 February. Feb – March: Draft Strategy and a summary will be completed. Strategy workshopped with partners. April: Amendments based on feedback. May: Strategy adopted for public notification by FPIC (or recommended to partners for notification). May – September: consultation, hearings, agreement and recommendations to partner councils. October: Final Strategy will be launched.
MOU with Ngaati Haua	Strategy & Support	Tamahere	involve	no	yes	Planned	N Haua wish to enter into a MOU with the Council. The MOU will be finalised and signed in 2017.
Joint Committee hui (Waikato Tainui and Maniapoto Maaori Trust Board)	Strategy & Support	District Wide	Collaborate	no	yes	Planned	Mayor and Councillors attend 4 hui per year to discuss the ongoing work to improve the health and wellbeing of the Waipa and Waikato Rivers.
Taupiri Boat Ramp Upgrade	Strategy & Support	Taupiri	Involve	no	yes	ongoing	Awaiting input from Taupiri Marae representatives
District Plan Review	Strategy & Support	District Wide	Involve	yes	yes	ongoing	Support staff in District Plan Engagement with Iwi reps. This is ongoing, providing feedback through the district plan review currently being undertaken by Vishal's team from Iwi's perspective.





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### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	10 March 2017
<b>Prepared by</b>	Alison Diaz Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1693036
<b>Report Title</b>	Operational Budget Review

## 1. EXECUTIVE SUMMARY

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This report summarises the issues and results from the recent internal operational budget review process for the information of the Strategy & Finance Committee.

## 2. RECOMMENDATION

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

## 3. BACKGROUND

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Council follows a tiered budget review process to support:

- Financial accountability – finding funding solutions at the time of planned expenditure;
- Identification of savings as they arise;
- Improved variance commentary; and
- Removal of duplication of effort.

There are four different levels of budget review:

- I. Movements in operational budgets within a cost centre (excluding employment related budgets).

*These changes are approved between the Team Manager and the General Manager where the funding remains neutral – documentation is provided to Finance for budget updates to be made.*

2. Movements within functional groups at operational level (excluding employment related budgets) i.e. roading operations and roading planning is within the same functional group.

*These changes are approved by the relevant Team Managers and the General Manager where the funding remains neutral – documentation is provided to Finance for budget updates to be made.*

3. All employment related budgets.

*Remuneration changes and requests for temporary resource are approved by the Executive Leadership Team. Permanent additional resource requests are presented by way of a detailed business case to the Executive Leadership Team and proposals are included in draft budgets (Annual Plan/Long Term Plan) for Council to consider.*

4. All capital budget and non-neutral funding changes (which alter the Annual Plan / Long Term Plan that was adopted and communicated to ratepayers, residents and other stakeholders).

*These changes are advised to the relevant committee with specific financial resolutions that identify funding solutions/savings.*

*Or where contracts are let under delegated authority and budget changes are required, the tender report includes a resolution to allow funding to be adjusted as identified in that report (a separate committee report is not required).*

The approved process is in place to improve flexibility during the year and aligns with transparency requirements under the Local Government Act.

## **4. ISSUES AND RESULTS**

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### **4.1 ISSUES**

A more formal organisation-wide budget review process is used to capture remaining operational budget variances in order to deal with any surplus/deficit positions ahead of the financial year end. Invariably budgets differ from actual costs charged, and the purpose of the tiered budget review and operational budget review processes is to manage the impact of these changes without adversely affecting the overall funding position.

The general accounting reserve fund (“GARF”) which is comprised of general rate surpluses from prior financial years is used to manage one-off adverse general rate variances. The reserve is expected to have an uncommitted balance at 30 June 2017 of approximately \$658,000 which is substantially lower than in prior years. In 2016/17 an extra \$1.028 million of expenditure has been funded over and above budgeted levels from the reserve, \$930,000 of which relates wastewater dry-weather overflow improvement plans. The Annual Plan has also had an allocation from the reserve in order to keep the general rate impact neutral for 2017/18.

Council has been able to balance general rate since 2011/12 by using a separate operational LTCCP transition reserve. This reserve was created to smooth the rating impacts from

Waikato assimilating part of the Franklin district in the Auckland reorganisation process and will be fully utilised by 30 June 2018. The GARF will be the only operational reserve available in future years to address general rate funding issues.

The following general rate funded items have been able to be accommodated during the year or via the recent operational budget review:

Debt write-offs	\$ 55,062
Waikato River Alive	\$ 23,871
Waikato Plan	\$ 19,500
Wastewater overflow work	\$930,000
Healthy Rivers Submission	\$100,000
2017/18 Annual Plan GR shortfall	\$675,050 (includes Strada dividend impact)

## 4.2 RESULTS

Initial reviews were based on December month end and were presented to the Executive Leadership Team during January. During February work was also undertaken to determine likely personnel budget savings. Provided budgets are adhered to in the coming quarter, the overall position in terms of general rate should be delivered in accordance with the 2016/17 Annual Plan.

Targeted rate funding issues are out of scope in the review as any decision to increase targeted rates must be consulted on. Councillors will be aware that there are a number of challenges to address in the 2018-2028 LTP. In addition, certain areas such as Community Engagement and Zero Harm are areas where additional funding may be needed. These have not yet been factored in.

## 5. CONCLUSION

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This operational budget review process resulted in a balanced position. However, subsequently some new areas have been identified where funding solutions will be required, namely the Housing Infrastructure Fund process and Waters CCO work. These costs would not normally be funded from general rate and therefore funding solutions are more challenging given that the three waters operating reserves are in deficit.

## 6. ATTACHMENTS

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NIL

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### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	10 March 2017
<b>Prepared by</b>	Alison Diaz Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1693037
<b>Report Title</b>	Financial Performance Summary for the period ending 28 February 2017

## **1. EXECUTIVE SUMMARY**

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This report presents year-to-date financial performance against the 2016/17 Annual Plan and those budgets carried forward from the 2015/16 financial year.

The report provides a summary of revenue and expenses, capital expenditure, summary treasury risk management policy compliance, and key reserve balances. The aging of Council's sundry debt (non-regulatory, non-rates related debtors) is also provided as this was a key issue raised in the 2015/16 Audit Management Report.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Financial Performance Summary



AT A GLANCE

Council has a number of permanent revenue variances that will need to be addressed through the LTP; water-by-meter, refuse collection and tradewaste (see more detail in the Watch Points section of this report).  
A substantial amount of the General Accounting Reserve Fund was committed to wastewater service issues. Cost savings have been identified throughout the year, however, funding for items such as the next phase of Waters CCO work and land designation processes for roading infrastructure do not currently have any funding solutions.

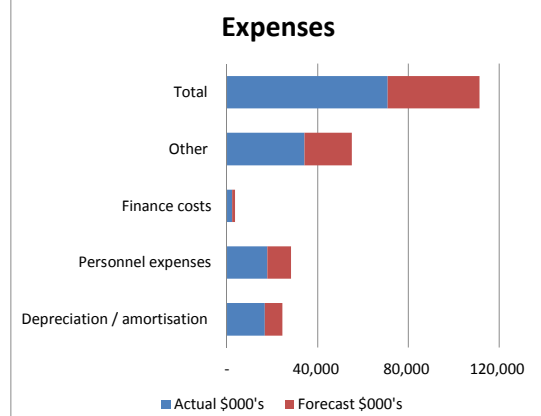
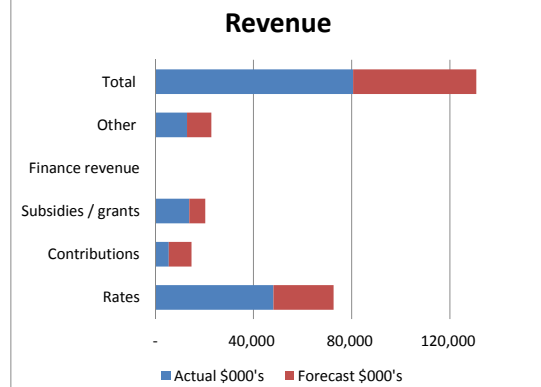
	Feb-17 \$000's	Dec-16 \$000's
<b>Reserve Balances Summary</b>		
Restricted reserves	179	177
Council reserves	22,010	24,443
Development contributions	(35,615)	(34,554)
Replacement funds	12,994	14,595
Targeted rate reserves	(4,765)	(4,094)
<b>Total</b>	<b>(5,197)</b>	<b>567</b>

	Feb-17 \$000's	Dec-16 \$000's
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Disaster recovery	894	1,318
Hamilton East Property proceeds	2308	2,308
LTCCP Contribution reserve	2776	2,776
Structure plan non-growth reserve	647	639

Northgate development area	(3,603)	(3,351)
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Pokeno Structure plan	(8,890)	(8,766)
Tamahere Structure plan	(2,082)	(2,051)
DW water targeted rate	(3,886)	(3,491)
DW wastewater targeted rate	(4,735)	(4,343)



FINANCIAL PERFORMANCE SUMMARY

For the period ending 28 February 2017

	Actual \$000's	FY Forecast \$000's	% usage	YTD Variance \$000's	Ref.
<b>Revenue</b>					
Rates	48,138	72,646	66%	293	
Development and financial contributions	5,572	14,765	38%	4,271	1
Subsidies and grants	13,816	20,320	68%	(269)	
Finance revenue	67	100	67%	(0)	
Other revenue	13,019	22,899	57%	2,247	2
<b>Total revenue</b>	<b>80,612</b>	<b>130,730</b>	<b>62%</b>	<b>6,541</b>	
<b>Expense</b>					
Depreciation and amortisation expense	16,650	24,462	68%	(342)	
Personnel expenses	17,747	28,252	63%	1,088	3
Finance costs	2,313	3,589	64%	80	
Other expenses	34,105	55,086	62%	2,619	4
<b>Total operating expenses</b>	<b>70,815</b>	<b>111,389</b>	<b>64%</b>	<b>3,444</b>	
<b>Surplus (deficit) before tax</b>	<b>9,797</b>	<b>19,341</b>	<b>51%</b>	<b>3,097</b>	

Year-to-date net operating surplus of \$9.8 million is approximately \$3.1 million behind year to date expectations.

Items to note are as follows:

- Income**
- Unfavourable - Development contribution income for Te Kauwhata and Pokeno are ahead of annual plan budget expectations for the year. However, there is still an overall timing lag in terms of income flows from applications granted in prior financial years.  
Unfavourable - Budget for the state highway revocation will not be realised until it is transferred from NZTA. This accounts for the majority of the year-to-date variance (\$1.6m), along with refuse sticker sales (\$254,000), trade waste (\$573,000) and contributions from external parties for items such as the Mangawara stream crossing.
  - Favourable - Recent operational budget review processes have identified full year savings of approximately \$198,000. These savings will be transferred to the General Accounting Reserve Fund. The remainder of the variance is being used to support consultant cover for vacant positions.
  - Favourable - Operational expenditure is below budgeted levels due to the relative timing of physical work programmes. Expenditure on consultants and legal costs are also lower than year to date expectations.

Watch Points

- Costs incurred in Raglan related to the Kaikoura earthquake event amount to approximately \$500,000 net of subsidies (subject to insurance proceeds still being worked through). The costs are largely operational and have been funded by the Disaster Recovery Fund as per the purpose of that reserve.
- Budget for water consumption is overstated. Adjustments for non-chargeable consumption have been made in the Annual Plan and the LTP will need to consider future funding requirements to balance the service.
- There is a differential between the amount being charged by Watercare for water development contributions and what council is passing on to developers. This is due to the underlying household equivalent unit measures and will amount to approx. \$80,000 per annum if not rectified. Some of this variance relates to an increase in the charge from Watercare. Waters staff have been tasked with organising pre-purchase of capacity similar to the arrangement for wastewater treatment. Yashill's production expectations are also changing and it is unclear whether they will reach full production in the estimated timeframes. This would impact tradewaste income and the targeted rate reserve.
- A 'both sides of the road' collection will the Metrowaste contract amount. Refuse sticker income is below expected levels. A permanent variance for the year is expected although the quantum is uncertain.
- There are challenges with water-by-meter charging for multiple dwellings connected to one meter. A series of options are being looked at and will be presented for council consideration.

Net Operating Surplus (Deficit) Breakdown	Actual \$000's	FY Forecast \$000's	YTD Variance \$000's	Favourable / Unfavourable
Roading	5,856	13,959	3,450	U - Contributions income below expectations. State highway revocation timing.
Water	820	6,319	3,393	U - Lower water-by-meter and contribution income
Wastewater	(755)	(5,199)	(2,711)	F - Higher interest income and lower activity expenditure (timing)
Stormwater	850	172	(735)	F - Activity expenditure low and income higher
Sustainable Communities	1,455	7,755	3,715	U - Contributions and subsidy income below expectations
Sustainable Environment	(563)	(1,379)	(356)	Timing
Governance	285	284	(96)	Timing
Organisational Support	(378)	(2,547)	(1,320)	F - Interest income higher than budgeted, activity expenditure lower
<b>Total Group of Activities</b>	<b>7,570</b>	<b>19,364</b>	<b>5,339</b>	
General rate usage	2,227	(23)	(2,242)	F - There is a general rate surplus from activities at this stage of the year. This timing variance will continue to adjust throughout the year
<b>Surplus (deficit)</b>	<b>9,797</b>	<b>19,341</b>	<b>3,097</b>	

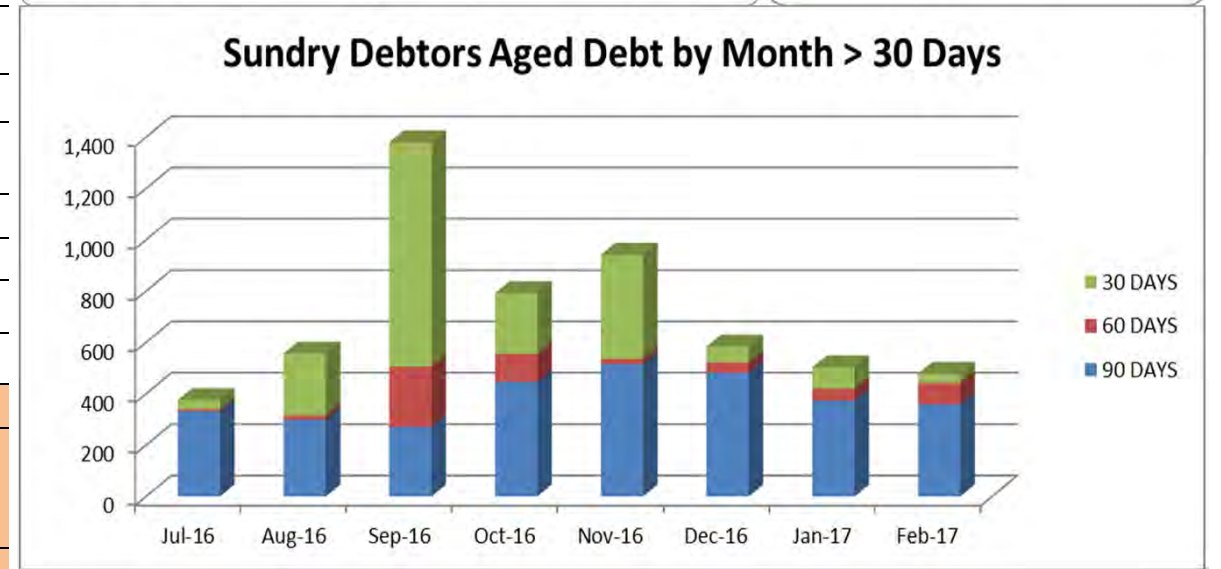
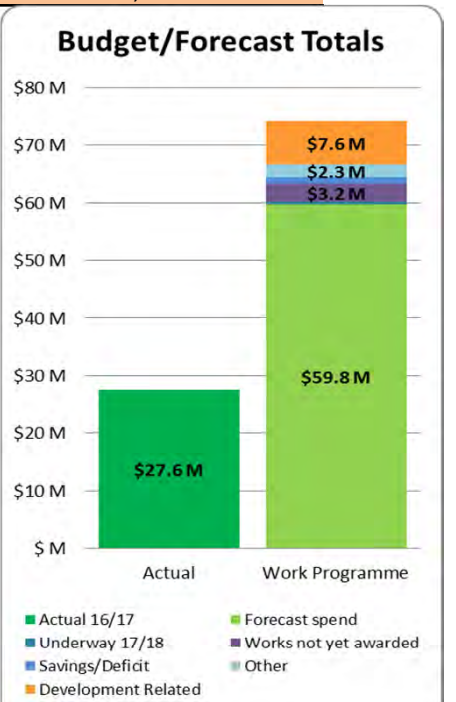
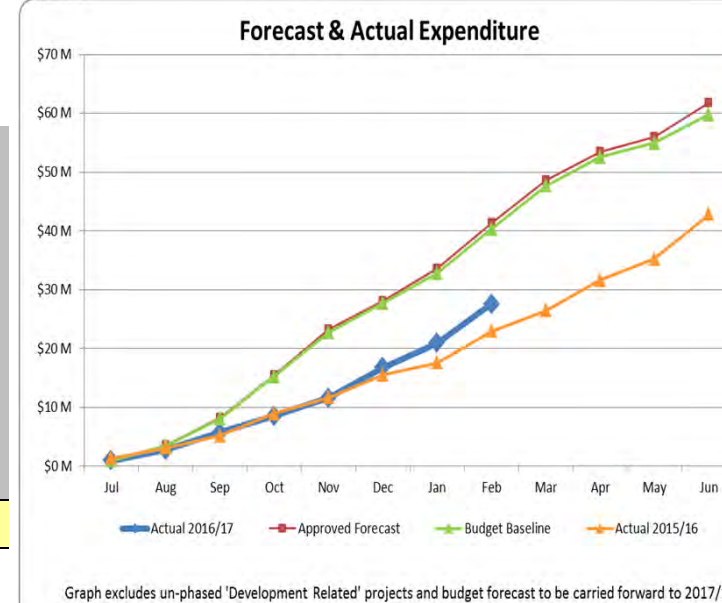
Treasury Policy compliance

Prudential limits

	Policy limit	Actual	Compliance
Percentage of net external debt to annual revenue	<150%	55%	✓
Net interest expense on net external debt as a percentage of total annual revenue	<20%	4.2%	✓
Net interest expense on net external debt as a percentage of annual rates	<25%	6.3%	✓
<b>Interest rate risk controls limits (interest rate exposure)</b>			
Fixed interest proportion	50%-100%	88%	✓
<b>Liquidity/funding risk (access to funds)</b>			
Liquidity	>110%	122%	✓
Broken down:			
0-3 years	15%-60%	53%	✓
3-5 years	15%-60%	24%	✓
5 years plus	10%-40%	23%	✓

Capital expenditure	Actual \$000's	Budget \$000's	% usage
Roading	14,471	26,768	54%
Water	5,320	17,120	31%
Wastewater	2,001	10,485	19%
Stormwater	27	4,693	1%
Sustainable Communities (P&R, halls, pools, toilets, walkways)	4,064	11,079	37%
Sustainable Environment (landfills)	29	1,080	3%
Governance	-	52	0%
Organisational Support (plant, offices/libraries & IM)	1,645	4,507	36%
<b>Total Group of Activities</b>	<b>27,557</b>	<b>75,784</b>	<b>36%</b>

Capital expenditure is tracking below forecast mainly in relation to land purchase issues, tender delays, pro-longed wet weather and easement processes. Full detail on progress of capital works is captured in the dashboard reporting contained in the Infrastructure committee monthly agendas.



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**Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	10 March 2017
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV1301
<b>Report Title</b>	Exclusion of the Public

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**I. EXECUTIVE SUMMARY**

To exclude the public from the whole or part of the proceedings of the meeting to enable the Strategy & Finance Committee to deliberate and make decisions in private on public excluded items.

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**2. RECOMMENDATION**

**THAT** the report of the Chief Executive be received;

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

**Confirmation of Minutes dated Wednesday 22 February 2017**

**REPORTS**

**a. Civic Assurance draft 2017 Statement of Intent**

*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)(b)(ii) (i)**

**Section 48(1)(d)**