

Agenda for a meeting of the Strategy & Finance Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 27 JUNE 2018** commencing at **9.00am**.

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

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GJ Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	28 May 2018
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Strategy & Finance Committee meeting held on Wednesday 23 May 2018.

### **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Strategy & Finance Committee held on Wednesday 23 May 2018 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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S&F minutes 23 May 2018

**MINUTES** for a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 23 MAY 2018** commencing at **9.01am.**

**Present:**

Cr A Bech (Chairperson)

His Worship the Mayor Mr AM Sanson [*until 9.14am and from 9.32am until 10.29am and from 10.51am until 11.47am and from 11.49am*]

Cr JA Church

Cr DW Fulton [*until 11.47am and from 11.49am*]

Cr S Henderson

Cr SD Lynch

Cr RC McGuire

Cr FM McInally

Cr BL Main

Cr EM Patterson

Cr JD Sedgwick

Cr NMD Smith

**Attending:**

Mr GJ Ion (Chief Executive)

Mrs S O’Gorman (General Manager Customer Support)

Mr T Whittaker (General Manager Strategy & Support)

Mrs LM Wainwright (Committee Secretary)

Ms A Diaz (Finance Manager)

Ms D Dalbeth (Business Analyst)

Members of staff

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Bech/Sedgwick)**

**THAT an apology be received from Crs Gibb and Thomson.**

**CARRIED on the voices**

**S&F1805/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Bech/Patterson)**

**THAT** the agenda for a meeting of the **Strategy & Finance Committee** held on **Wednesday 23 May 2018** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be considered with the public excluded;

**AND THAT** all reports be received.

**CARRIED on the voices**

**S&F1805/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Bech/McInally)**

**THAT** the minutes of a meeting of the **Strategy & Finance Committee** held on **Wednesday 28 March 2018** be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**S&F1805/03**

## **RECEIPT OF MINUTES**

**Resolved: (Crs Bech/Sedgwick)**

**THAT** the minutes of a meeting of the **Audit & Risk Committee** held on **Thursday 29 March 2018** be received;

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

Risk Assessment of Council Organisations' Draft Statements of Intent - A&R1708/07

**THAT** any **Audit & Risk Committee** feedback be incorporated in Council's response to the draft **Statements of Intent for Council Controlled Organisations**.

**CARRIED on the voices**

**S&F1805/04**

The following recommendation was withdrawn as not all Councillors had received the Risk Appetite Statement documentation. This item is referred to the June Council meeting for adoption:

“Risk Appetite Statement - A&R1708/04

*THAT the Audit & Risk Committee recommends adoption of the Risk Appetite Statement to Council.”*

## **REPORTS**

### Financial Review of Key Projects

#### Agenda Item 6.1

The report was received [*S&F1805/02 refers*] and discussion was held.

His Worship the Mayor withdrew from the meeting at 9.14am during discussion on the above item.

### Civic Financial Services Limited Statement of Intent

#### Agenda Item 6.2

The report was received [*S&F1805/02 refers*] and discussion was held.

### Operational Budget Reviews

#### Agenda Item 6.3

The report was received [*S&F1805/02 refers*] and discussion was held.

His Worship the Mayor re-entered the meeting at 9.32am during discussion on the above item.

### Summary of Movements in Discretionary Funds to 30 April 2018

#### Agenda Item 6.4

The report was received [*S&F1805/02 refers*] and discussion was held.

Treasury Risk Management Policy – Compliance Report as at 31 March 2018  
Agenda Item 6.5

The report was received [*S&F1805/02 refers*] and discussion was held.

**Resolved: (Crs Church/McInally)**

**THAT the Strategy & Finance Committee accept the breach of the counterparty credit risk limit as the non-compliance is not material.**

**CARRIED on the voices**

**S&F1805/05**

2017-2018 Third Quarter Non-Financial Performance Report  
Agenda Item 6.6

The report was received [*S&F1805/02 refers*] and discussion was held.

Economic Development Update  
Agenda Item 6.7

The report was received [*S&F1805/02 refers*] and discussion was held.

His Worship the Mayor withdrew from the meeting at 10.29am during discussion on the above item.

The meeting adjourned at 10.30am and resumed at 10.51am.

His Worship the Mayor re-entered the meeting at 10.51am.

**EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (His Worship the Mayor/Cr McInally)**

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

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

- a. **Confirmation of Minutes dated Wednesday 28 March 2018**
- b. **Receipt of Minutes of the:**
  - Audit & Risk Committee dated Thursday 29 March 2018**

## **REPORTS**

### **c. Economic Development Update**

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

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

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

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

### **d. Section 17a Review of Waikato Enterprise Agency Operational Contract for i-SITES**

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

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

Section 7(2) (b)(i)(ii)(c)(i)(f)(i)(h)(i)(j)

Section 48(1)(3)(d)

### **e. North Waikato Visitor Information Services Provisions**

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

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

Section 7(2) (b)(i)(ii)(c)(i)(f)(i)(h)(i)(j)

Section 48 (1)(3)(d)

**CARRIED on the voices**

**S&F1805/06**

*Resolutions S&F1805/07 - S&F1805/11 are contained in the public excluded section of these minutes.*

Having resumed open meeting and there being no further business the meeting was declared closed at 11.54am.

Minutes approved and confirmed this                      day of                      2018.

JM Gibb  
**CHAIRPERSON**



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**Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	12 June 2018
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1318
<b>Report Title</b>	Receipt of Audit & Risk Committee Minutes

**1. EXECUTIVE SUMMARY**

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To receive the minutes of a meeting of the Audit & Risk Committee held on Tuesday 12 June 2018.

**2. RECOMMENDATION**

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**THAT the minutes of the Audit & Risk Committee meeting held on Tuesday 12 June 2018 be received.**

**3. ATTACHMENTS**

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A&R minutes 12 June 2018

**MINUTES** of a meeting of the Audit & Risk Committee of the Waikato District Council held in the Committee Rooms 1 and 2, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 12 JUNE 2018** commencing at **9.02am**.

**Present:**

Ms M Devlin (Chairperson)  
His Worship the Mayor Mr AM Sanson [*from 9.05am until 10.30am*]  
Cr AD Bech  
Cr JD Sedgwick

**Attending:**

Cr S Lynch  
Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs S O’Gorman (General Manager Customer Support)  
Mrs LM Wainwright (Committee Secretary)  
Ms AM d’Aubert (Consents Manager)  
Mr S Thompson (Financial Operations Team Leader)  
Ms A Diaz (Finance Manager)  
Mrs L Shirley (Zero Harm Manager)  
Mrs V Jenkins (Human Resources Manager)  
Ms M May (Animal Control Team Leader)  
Mr R MacCulloch (Regulatory Manager)  
Mr W Gauntlett (Consents Technical Team Leader)  
Ms S Quinn (Acting Procurement Manager)  
Ms M Baena-Escamilla (Continuous Improvement Analyst)  
Ms M Russo (Corporate Planner)  
Mr K Abbott (Organisational Planning & Project Support Manager)  
Mr L Pieterse (Director Audit New Zealand)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Bech/Sedgwick)**

**THAT an apology be received from Cr Gibb and Cr Main.**

**CARRIED on the voices**

**A&R1806/01**

Mr Pieterse advised the Committee that he needed to leave at 11.30am. He also advised that Committee Time with Audit New Zealand would not be required.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Sedgwick/Bech)**

**THAT the agenda for a meeting of the Audit & Risk Committee held on Tuesday 12 June 2018 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded;**

**AND THAT all reports be received;**

**AND FURTHER THAT the Committee resolves that the following item be withdrawn from the agenda:**

- **Item No. PEX 2.7 – Committee Time with Audit New Zealand.**

**CARRIED on the voices**

**A&R1806/02**

**DISCLOSURES OF INTEREST**

The Chair, Ms Devlin, advised members of the committee that there were references to Watercare in reports in the agenda. She declared an interest as a Director of Watercare. It was also noted that there were no decisions required in respect of Watercare.

**CONFIRMATION OF MINUTES**

**Resolved: (Crs Bech/Sedgwick)**

**THAT the minutes of a meeting of the Audit & Risk Committee held on Thursday 29 March 2018 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**A&R1806/03**

**REPORTS**

**Update on Project Brief for Natural Hazards - RMA Changes 2017**

Agenda Item 5.1

The report was received [*A&R1806/02 refers*] and discussion was held.

The report was taken as read and the Consents Manager highlighted the following points:

- Meeting held between Waikato District Council and Hamilton City Council. Waikato Regional Council was not present. Hamilton City Council have a better understanding of the work involved and are now happy with the process and are more confident to proceed. Waikato Regional Council are interested in being “around the table” but not necessarily involved. The Consents Manager to contact Hauraki, Waipa and Otorohanga Councils to get an indication as to whether they wish to be involved in the process. Areas of expertise will need to be brought in. Cr Sedgwick to provide suggestions to the Consents Manager.

- The Committee confirmed that they were satisfied with the progress being made in this area.

His Worship the Mayor entered the meeting at 9.05am during discussion on the above item.

#### Tax Risk Management Update

##### Agenda Item 5.2

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the Financial Operations Team Leader highlighted the following points:

- Compliance with holiday pay legislation. We are engaged with PwC to assess the likely exposure.
- The Finance Manager advised that legal advice is being sought on higher duties and accommodation allowances. Datacom has provided assurance in respect of compliance with the holiday pay legislation. Assurance from Datacom has been through email conversations. The Committee requested more formal assurance.

#### MyTax Strategy Review

##### Agenda Item 5.3

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the Financial Operations Team Leader highlighted the following points:

- Rolling reviews with PwC. Key processes to be put into Promapp. It was noted in the report – that business and tax assessment KPI's should be developed. Clarification is required from PwC as to the purpose and benefits of such KPIs. Overall a positive commentary from PwC received. The Committee supported the recommendation that the model is revisited in 3 to 4 years.

#### Final Risk Appetite Statement

##### Agenda Item 5.4

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the Manager Strategy & Support advised that all councillors have now received the Risk Appetite Statement.

The Committee requested that the commentary in respect of Fraud and Zero Harm be changed to reflect the stated position of zero risk appetite for either of these risks.

Fraud Prevention Policy Review

## Agenda Item 5.5

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the Finance Manager highlighted the following points:

- The policy is due for review in June but is still relevant at this stage and is accurate in terms of what is being done. Cr Sedgwick asked for clarification on whether personal devices could be included under a fraud investigation? At this stage they do not. Does this need to be captured? Suggestion that employment contracts may be the place to capture this. The General Manager Strategy & Support will investigate this further.
- Audit NZ felt the policy had covered most areas and that personal devices must be covered. IM policy is in place for this eg. working from home but it is taken on a case by case basis and access is via citrix. Personal devices – ensure our policy is robust and understand that people do work from home and how we are mitigating risk. Policy will be reviewed by P&R – extend policy temporarily until it has been reviewed. Seek understanding from IM as to controls over our system.

2017/18 Annual Report Risk Assessment

## Agenda Item 5.6

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the Finance Manager highlighted the following points:

- Biggest concern around the annual report is the continuity of staffing eg. Service Delivery. A risk area is the loss of institutional knowledge. Sensitive expenditure will be looked at by Audit NZ. Historical processes may need to be looked at.
- Strada is moving in the right direction however slower than Council would like. Further work is required on the financial statements for the period 31 March 2018. The first payment has been received in respect of the quarry transaction. Mr Dallas Fisher resigned from Strada on 31<sup>st</sup> May and Gavin Ion has now been appointed by Council. The General Manager Strategy & Support will follow up with Audit NZ as to whether or not an audit is required for Strada.

Risk and Assurance Forum

## Agenda Item 5.7

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the General Manager Strategy & Support highlighted the following points:

- Discussions on what other Audit & Risk committees are doing.
- Training and Development – this will be discussed further at the September committee meeting.

## Waikato District Council Zero Harm Safety Management System

### Agenda Item 6.1

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the Zero Harm Manager highlighted the following points:

- Good level of progress is being made. A request has been made for another resource – 6 month administrator required.
- Work is being carried out on risk management processes.
- Access to apps to log safety conversations, near misses etc. is now available and resources from other councils and organisations is being looked at eg. farming sector.
- Identified risk eg. asbestos which is tracking well. Asbestos – we have 300 buildings we are responsible for and we have a plan in place. When we do work on our buildings an inspection will take place at that time.
- Developed bowtie controls.
- Benchmarks – what is an appropriate benchmark for this organisation? How do we measure up against other councils? The Zero Harm Manager meets with a H&S forum and they are starting to work on this. Business Leaders Forum is developing benchmarking with Worksafe.
- Committee members were asked to provide feedback following their visit to the Dog Pound later today.

## Strategic Risk Deep Dive: People & Culture

### Agenda Item 6.2

The report was received [A&R1806/02 refers] and discussion was held.

The General Manager Strategy & Support advised that the A&R Committee oversees progress and mitigation of the agreed 12 key strategic risks. One of the learnings from the Risk and Assurance Forum was greater focus on the strategic risks. The Committee supported this approach and requested the General Manager Strategy & Support develop a work programme around this. It was emphasised that the Deep Dive should provide insights into the risks and mitigations and hence the agenda timing should facilitate this.

The report was taken as read and the Human Resources Manager highlighted the following points:

- The staff survey has been launched and the results will be available in 3 weeks. These results are shared with the whole organisation and the Chief Executive shares the results with council. An area of concern with Cr Sedgwick is that “people don’t want to work at council”. Current work is being done on lifting the Waikato District Council profile.
- Cr Bech advised that we have a problem with attrition and retention of staff – something is broken. Residual risk assessment is 9 – is this an accurate assessment of the risk? The Chief Executive advised that council have invested in leadership. It was agreed that the residual risk assessment would be reviewed following the completion of the survey.

The meeting adjourned at 10.30am and resumed at 10.48am.

His Worship the Mayor retired from the meeting at 10.30am following discussion on the above item.

### Risk Conversations

#### Agenda Item 6.3

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the General Manager Strategy & Support highlighted the following points:

- This item gives the committee an opportunity to meet and hear from staff who are dealing with risk each day and to discuss the appropriate controls that are in place and any issues that need to be addressed.

The Animal Control Team Leader and the Regulatory Manager highlighted the following points:

- Animal control is a high risk area of council. Critical items now have a hazard register and controls are in place. There is “always risk”. The document in the agenda is the first attempt with more work to be done on it. The document needs to be kept alive and the first item on the team’s weekly agenda is zero harm. The Animal Control Team Leader has fortnightly meetings with the Animal Control team asking the same zero harm question. The Regulatory Manager is comfortable with the training, procedures and equipment provided to staff.
- One staff member at the pound on their own is a huge risk. The committee will visit the pound this afternoon and view measures that have been put in place. Harm register eg. noise – staff to wear earmuffs and hearing checks are ongoing.
- Storage of firearms – when a firearm is in vehicle, there is significant risk of it being snatched. Officers cannot leave the vehicle if there is a firearm inside. The vehicle also must be locked. Vehicle windows are tinted. Firearms must be in a bag and ammunition in a separate safe. Firearms are never loaded during transportation.

### Incident Management Debrief: Huntly East Mines

#### Agenda Item 6.4

The report was received [A&R1806/02 refers] and discussion was held.

The report was taken as read and the Consents Technical Team Leader highlighted the following points:

- This is a great scenario to use for the IMT process. It was identified that the team needs to be pulled together earlier. Work is needed to better understand risk.
- Who has the responsibility for development of this land?

- If we are granting consents we must be cautious. Hazard notices will be put on building consents. Are appropriate mitigations in place? There must be clear messaging on our website. The Organisational Planning & Project Support Manager and Customer Support Manager are working on Plan B as a civil defence agency and council.

#### Update on Process, Audit and Quality Improvement

##### Agenda Item 6.5

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the Continuous Improvement Analyst highlighted the following points:

- Non conformances need to be addressed.
- People are starting to take more responsibility for their processes.

#### Update on Progress against Audit Issues – June 2017

##### Agenda Item 6.6

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the Corporate Planner highlighted the following point:

- There are 20 outstanding issues that need to be addressed.

The results are a significant improvement from the previous report and the team was congratulated.

#### Updated Future Workplan

##### Agenda Item 6.7

The report was received [A&R/806/02 refers] and discussion was held.

The report was taken as read and the General Manager Strategy & Support highlighted the following points:

- Deep dive – did this hit the mark with the committee? A suggestion that maybe we refocus the meeting to accommodate this. Councillors need to do more site visits as Cr Sedgwick does not feel that Council are meeting requirements.



**EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Crs Bech/Sedgwick)****THAT** the report from the Chief Executive be received;**AND THAT** the public be excluded from the meeting to enable the Audit & Risk Committee to deliberate and make decisions on the following items of business:**Confirmation of Minutes dated Thursday 29 March 2018****REPORTS****a. Contract Spend Review**

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

<b>Reason for passing this resolution to withhold exists under:</b>	<b>Ground(s) under section 48(1) for the passing of this resolution is:</b>
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Section 7(2)(b)(ii)(i)

Section 48(1)(3)(d)

**b. Procurement Manager Report**

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

<b>Reason for passing this resolution to withhold exists under:</b>	<b>Ground(s) under section 48(1) for the passing of this resolution is:</b>
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Section 7(2)(b)(ii)(i)

Section 48(1)(3)(d)

**c. Raglan Kopua Holiday Park Internal Controls Review Update**

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

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

**Section 7(2)(a)**

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

**d. Fraud and Corruption Risk Management Update**

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

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

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

**Section 48(1)(3)(d)**

**e. Fraud Declaration**

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

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

**Section 7(2)(a)**

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

**f. Register of Members' Interest – Elected Members and Senior Staff**

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

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

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

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

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

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

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

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

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

**AND FURTHER THAT Ms Devlin (Chair), remain in the meeting after the public has been excluded to chair the discussion on items in PEX 7 [Public Excluded items] in the public excluded section of the meeting.**

**CARRIED on the voices**

**A&R1806/04**

*Resolutions A&R1806/05 - A&R1806/07 are contained in the public excluded section of these minutes.*

There being no further business the meeting was declared closed at 12.11pm

Minutes approved and confirmed this

day of

2018.

Margaret Devlin  
**CHAIRPERSON**

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**Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy and Support
<b>Date</b>	12 June 2018
<b>Prepared by</b>	Brian Cathro Business Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1979321
<b>Report Title</b>	Adoption of the Long Term Plan 2018-28

## **I. EXECUTIVE SUMMARY**

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Council has considered submissions on the Consultation Document for the draft Long Term Plan 2018-2028 (“Long Term Plan”), as publicly notified, and made recommended changes for development of the Long Term Plan. The Long Term Plan is presented for Council’s confirmation and adoption.

The preparation of the Consultation Document on the draft Long Term Plan and its release for public submissions was undertaken in accordance with the provisions of the Local Government Act 2002 (“LGA”).

The amendments and key decisions, as recommended by Council are summarised in this report.

## **2. RECOMMENDATION**

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

**AND THAT subject to audit clearance, Council adopts the Long Term Plan 2018-2028 in accordance with Section 93 of the Local Government Act 2002;**

**AND FURTHER THAT Council approves the debt projections contained within the Long Term Plan (including the Housing Infrastructure Fund interest free loan).**

### **3. BACKGROUND**

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#### **3.1 GENERAL**

The preparation of the Long Term Plan and its public consultation has been undertaken in accordance with the provisions of the LGA.

Preparation for the Long Term Plan was initiated early in 2017. A large number of workshops have been held with Councillors since then.

Council was required to consult on the Long Term Plan "consultation document" (which has prescribed content) and to consult on specific policies (if they had changed).

Council must also adopt the supporting information that the "consultation document" relies on and as necessary information that enabled Audit New Zealand to audit the underlying information and verify the quality of that information (Section 93C and 93G of the LGA). This information was adopted by Council on 28 February 2018.

At the conclusion of the hearings process Council deliberated on all the submissions received and staff refined the supporting information, which included the Financial Strategy, the Infrastructure Strategy and other policies to reflect Council's decisions. The Long Term Plan, which contains all supporting information, was audited by our independent auditors, Audit New Zealand.

#### **3.2 PROCESS**

Following Council's resolution to consult on the Fees and Charges and the Long Term Plan 2018-2028 Consultation Document, a total of 871 submissions were received, with 47 submitters being heard.

A copy of each original submission and the issues raised by submitters (with an accompanying staff comment where appropriate) for the Long Term Plan Consultation Document and the proposed Fees and Charges was provided to Council. Council considered and deliberated on the submissions received on 17, 18 and 19 May.

Council adopted the Fees and Charges document at its extraordinary meeting on 22 May 2018 so that required system updates could be processed prior to the implementation date for those charges of 1 July 2018.

Council considered each submission, and made determinations where required on issues raised. Each submitter is entitled to be informed of the outcome of their submission, including the reasons for the decision and this will be undertaken following Council's approval.

The Long Term Plan 2018-28 incorporating changes as a result of submissions is included as an appendix to this report.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

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### 4.1 DISCUSSION

The Long Term Plan Consultation Document incorporated information required by legislation. The Consultation Document was required to include the following to provide a fair representation of the matters included in the Long Term Plan:

- The key points of the financial strategy;
- The key points of the infrastructure strategy;
- Description of each issue with the options considered and the implications on debt, rates and level of service;
- Significant changes to the way the Council funds its expenditure;
- Graphs and charts to show the changes to rates, debt and levels of service;
- Examples of the rating impact on different categories of land and ranges of property values;
- Report from the auditor-general on whether the document gives effect to the purpose set out in legislation and on the quality of the supporting information.

### 4.2 SUMMARY OF SUBMISSIONS RECEIVED

The majority of submissions received were in relation to the 'Three Waters' management and the Uniform Annual General Charge, both identified in the Consultation Document.

Category	Option 1	Option 2	Option 3	Option 4	Total
'Three Waters' management	69	47	65	309	490
UAGC	110	292	92	-	494

### 4.3 OPTIONS

The submissions on the consultation document cover a wide range of issues, some of which have potentially significant financial implications.

The Chief Executive submission outlined other items that Council recommended to include in the Long Term Plan.

The amendments and key decisions, as recommended by Council after consideration of submissions, are summarised below:

### Rating Levels (Years 1-4)

The proposed rate increases for Years 1-4 and the revised rate levels, after consideration of submissions, are shown in the table below:

#### General Rate

Year	LTP Consultation Document	After hearings & deliberations	Change
2018/19	6.24%	6.24%	No change
2019/20	4.80%	5.19%	Increase
2020/21	3.73%	3.66%	Decrease
2021/22	3.00%	3.26%	Increase

#### Targeted Rates (consultation document)

Year	Water targeted rate	Water by meter rate	Wastewater targeted rate	Stormwater targeted rate	Refuse targeted rate
2018/19	4.5%	4%	13.9%	2%	22%
2019/20	4.5%	4%	2%	2%	Service review and further consultation planned
2020/21	4.5%	4%	2%	2%	
2021/22	4.5%	4%	2%	2%	

#### Targeted Rates (After hearings and deliberations) – no change

Year	Water targeted rate	Water by meter rate	Wastewater targeted rate	Stormwater targeted rate	Refuse targeted rate
2018/19	4.5%	4%	13.9%	2%	22%
2019/20	4.5%	4%	2%	2%	Service review and further consultation planned
2020/21	4.5%	4%	2%	2%	
2021/22	4.5%	4%	2%	2%	

### Key Issues

The Consultation Document signalled two key issues on which public feedback was specifically sought. Following hearings and deliberations the following decisions were made in regards to these proposals:

Issue:	Decision:	Financial impact:
Three Waters Management	<p><i>Council approved Option 4.</i></p> <p>We received 490 responses on the management of council's three waters operations.</p> <p>The majority of responses (63%) preferred Option 4 - A professional Council-appointed Waters Governance Board.</p>	<p>The LTP financials were based on this option; therefore there have been no further changes required in relation to this decision.</p>

Issue:	Decision:	Financial impact:
Uniform annual general charge (“UAGC”)	<p><i>Council approved Option 2.</i></p> <p>We received 494 responses on the proposal to reduce the UAGC.</p> <p>The majority of responses (59%) preferred Option 2, reduction of the UAGC to \$351.96.</p> <p>It is worth noting that 78% preferred either option 2 or option 3, both of which represented a reduction in UAGC.</p>	The LTP financials were based on this option; therefore there have been no further changes required in relation to this decision.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

The inclusion or amendments to projects in the Long Term Plan will have financial implications.

The general rate increases over the 10 years are between 3% and 6.24% per year. Increases in targeted rates for water (including water by meter), wastewater, stormwater, and refuse continue the trend from the last Long Term Plan to ensure these activities are self-funding. The impact of changes from the Councils deliberations, which were not part of the draft budget, can be seen in Appendix I.

### 5.2 LEGAL

Council has a statutory obligation to have a Long Term Plan in accordance with section 93 and schedule 10 of the LGA and this plan is required to be reviewed every three years.

Council is also required to follow the special consultative procedure set out in section 83 of the LGA before the Long Term Plan can be adopted. The submission period was undertaken between 14 March and 16 April 2018. Public notices to this effect were placed in the Waikato Times, Franklin County News, Raglan Chronicle and North Waikato News. Consultation was also promoted through the distribution of the Consultation Document, and Council’s website and Facebook page.

In addition, copies were distributed to all residents and ratepayers within the district.

Council is also required to adopt the Long Term Plan prior to 1 July 2018.

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

The Long Term Plan is an important document as it outlines Council’s direction for the next 10 years. It describes the activities of Council across the district and outlines how the activities are managed, delivered and funded. The Consultation Document is the only document required to be provided to the community.



The following policies and strategies are contained within Council's Long Term Plan:

- Financial Strategy;
- Infrastructure Strategy;
- Revenue and Finance Policy;
- Significance and Engagement Policy;
- Rates Remission and Postponement Policy.

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

The Consultation Document aligns with Council's key planning documents and triggers Council's Significance and Engagement Policy as the Special Consultative Procedure is required to be undertaken.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The Consultation Document was distributed to every household and was available to view online through Council's website. Through the Consultation Document, Council were seeking feedback on two consultation items – the delivery of our three waters service and the UAGC.				

The LTP submission period ran parallel with the proposed Fees and charges Schedule between 14 March and 16 April 2018 and public notices to this effect were placed in local papers.

Staff and Councillors also attended organised events at 15 venues around the district. These were generally well received by the community.

A targeted Hall Rate Review for Aka Aka was also undertaken with letters being mailed to affected property owners seeking direction as to whether they would support an increase to their rate levy.

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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Council is required to consider and approve the Long Term Plan in accordance with requirements of the Local Government Act.

## **7. ATTACHMENTS**

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- Appendix I – Long Term Plan 2018-28 – To be circulated separately

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### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy and Support
<b>Date</b>	18 June 2018
<b>Prepared by</b>	Annette Brodie Development Contributions Coordinator Alison Diaz Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1984275
<b>Report Title</b>	Development Contributions Policy and Associated Appendices 2018/19 for review and adoption

## I. EXECUTIVE SUMMARY

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The Local Government Act 2002 requires Council to undertake a review of its development contributions policy and appendices every 3 years. The amended draft Development Contributions Policy and the related appendices have been prepared for review and adoption.

## 2. RECOMMENDATION

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

**AND THAT** the **Strategy & Finance Committee** recommends to Council that it adopt the amended draft **Development Contributions Policy 2018/19** and the related appendices.

## 3. BACKGROUND

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There have been no legislative changes since Council adopted the 2015/16 Development Contributions Policy. The underlying methodology in the Policy is not proposed to change, as prior consultation efforts showed that developers wanted input on an individual project level rather than the methodology itself and there is a good process in place for reviewing applications for reconsiderations.

The amended draft Development Contributions Policy incorporates some of the amendments requested as a result of the workshop held with the Councillors and the resolutions from the Council meeting on 9 April 2018 as below:

Resolutions from Council meeting on 9 April 2018 including response:

THAT Council receive the proposed changes to the Development Contributions Policy identified as part of the workshop;

AND THAT, subject to legal validation, special assessments will result in no less than 0.5 of an HEU limit being applied in the Policy wording;

*This has not been incorporated into the amended draft Development Contributions Policy 2018 as legal opinion came back that a special assessment is assessed and charged on demand and a limit can not be incorporated, therefore if the demand is less than a 0.5 HEU it must be assessed and charged accordingly.*

AND FURTHER THAT Council authorise the amendments to be made to the draft Development Contributions Policy and authorise that feedback be given to the submitters accordingly;

*The gross floor areas for minor dwellings, tiny houses and retirement units have been clearly defined and incorporated into the amended draft Development Contributions Policy as requested. Feedback will be sent to all submitters once the Policy has been adopted.*

AND FURTHER THAT Council approve further consultation of the draft wording of the Development Contributions Policy if required as part of the consultation of the policy appendices;

*Further consultation was undertaken in relation to the appendices; Development Contribution levies, catchments and capital works schedules. This process did not identify any changes to the wording.*

The proposed Development Contribution Policy changes aim to clarify the issues raised through both the reconsideration requests and other queries staff receive on the Policy. The proposed changes relate to general definition updates, specifying what constitutes a minor dwelling including aged person facility application, expansion of how credits are applied and the introduction of a new “tiny” residential category to pick up the current trend in sustainable housing solutions.

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

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### **4.1 DISCUSSION**

The minor wording amendments proposed in the amended draft Development Contributions Policy have not affected the intent of the proposed policy, but have clarified the technical aspects of Council’s existing development contribution regime.

A separate proposal was distributed for the policy appendices. Nine submissions were received through this process and submitters presented to Council on 16 May. The majority of the submissions were in relation to Tuakau development contribution levies and a subsequent meeting with developers and surveyors was held on 25 May to discuss the issues

and capture intended development size / timings. Two of the submissions received related to Lorenzen Bay capital works and the relative cost share between Council and developers.

Tuakau developers have been affected by the withdrawal of Plan Change 16 and as such some will not have the ability to develop without applying for a non-complying consent. The proposed District Plan incorporates the zoning changes that will enable development to take place and as such staff recommend that development contribution levies remain at current policy levels with inflation applied until the timing of new development is better understood (this work is underway). Lodgement of a non-complying consent would require a special assessment to ensure cost recovery of the relevant Long Term Plan capital works is incorporated. The risk of this approach is deemed to be low (low frequency, low consequence) as Council has the opportunity to update their policy at any time using the consultation principles contained in Section 82 of the Local Government Act 2002.

During June, updates have been made to the levy calculations to capture the expected development contribution income received in the current financial year. This has had the effect of reducing each levy category for the 2018/19. Areas with high levels of development will see the largest reductions. The change in the total levies from the original proposal are shown in the table below:

Catchment	2017/18 Charges	Draft Charges	Updated Charges	Movement since draft (+ve additional cost/ -ve lower cost)	Movement to current charges
All areas (if not covered below)	\$5,309	\$6,237	<b>\$5,198</b>	(1,039)	(111)
Horotiu I	\$7,695	\$25,746	<b>\$24,787</b>	(959)	17,092
Huntly	\$8,933	\$7,734	<b>\$6,594</b>	(1,140)	(2,339)
Lorenzen Bay 2	\$21,840	\$28,982	<b>\$27,940</b>	(1,042)	6,100
Meremere	\$14,838	\$16,378	<b>\$13,510</b>	(2,868)	(1,328)
Ngaruawahia	\$16,663	\$16,406	<b>\$13,408</b>	(2,998)	(3,255)
Pokeno	\$26,456	\$32,320	<b>\$22,982</b>	(9,338)	(3,474)
Raglan	\$13,319	\$26,776	<b>\$25,092</b>	(1,684)	11,773
Rangiriri	\$14,838	\$16,378	<b>\$13,510</b>	(2,868)	(1,328)
Southern Districts	\$6,477	\$9,747	<b>\$7,888</b>	(1,859)	1,411
Tamahere CLZ	\$14,455	\$19,599	<b>\$16,203</b>	(3,396)	1,748
Tamahere Subcatchment A	\$45,474	\$44,396	<b>\$41,038</b>	(3,358)	(4,436)
Tamahere Subcatchment B	\$43,897	\$54,871	<b>\$51,475</b>	(3,396)	7,578
Taupiri/ Hopuhopu	\$7,046	\$11,038	<b>\$8,195</b>	(2,843)	1,149
Te Kauwhata	\$25,875	\$43,664	<b>\$36,014</b>	(7,650)	10,139
Tuakau*	\$22,363	\$42,564	<b>\$37,868</b>	(4,696)	15,505
2015/16 Policy Tuakau**	\$22,363	\$42,564	<b>\$23,884</b>	(18,680)	1,521
Whaanga Coast	\$37,261	\$38,060	<b>\$37,021</b>	(1,039)	(240)

\* based on Long Term Plan 2018-28 work programme no changes to Long Term Plan growth

\*\* recommended position awaiting further work on timing of growth

## 4.2 OPTIONS

*Option 1 – status quo (retain current 2015/16 policy)*

Council may choose to not adopt the policy based on the proposed amendments and feedback received during the consultation process. This would not allow for clarification of the technical aspects of the policy and would not collect the correct amount of income.

*Option 2 – adopt the amended draft Development Contributions Policy 2018/19 and appendices (Tuakau levies as per 2015/16 policy with inflation applied)*

## 5. CONSIDERATION

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### 5.1 FINANCIAL

The Long Term Plan process will alter the appendices to the Development Contributions Policy, especially the Capital works schedules and the associated levies.

### 5.2 LEGAL

The Local Government Act 2002 and its amendments requires Council to undertake a review of its development contributions policy and appendices every 3 years.

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

The proposed changes to the wording of the amended draft Development Contributions Policy are not deemed to be significantly different to the provisions contained within the Council's current Development Contributions Policy.

The following stakeholders have been engaged with:

Planned	In Progress	Complete	
		✓	Surveyors
		✓	Developers
		✓	Architects/Designers
		✓	Builders/Tradespeople
		✓	Planners
		✓	Council
		✓	Members of the public

## 6. CONCLUSION

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Staff recommends that Council adopts the amended draft Development Contributions Policy 2018/19 and its appendices to take effect from the 01 July 2018.

## **7. ATTACHMENTS**

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Amended Draft Development Contributions Policy 2018:

- Appendix 1 – Development Contribution Levies
- Appendix 2 – Catchment Maps – To be circulated separately
- Appendix 3 – Capital works schedule (LGA: Section 201A)
- Appendix 4 – Community facilities work schedule (LGA: Clause 8(3)(b)(i) of Schedule 1AA)

# Development Contribution Policy

Policy Owner:	Development Contributions Coordinator
Date approved:	XX
Next review date:	XX
Document number:	XX
Engagement required:	External

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## 1 Introduction

Waikato district has experienced significant growth in recent times which is expected to continue. In particular, Waikato district has seen exponential growth in the north including Pokeno and Te Kauwhata and is envisaging increased growth in other areas such as Raglan and Ngaruawahia.

Although growth is often described as positive for the community, it also presents a number of challenges. One of the greatest challenges for the council is expanding its infrastructure networks to cater for increased demand.

The cost of expanding these networks is typically high, and the issue of funding inevitably arises. A range of funding sources is available to Council including rates grants, subsidies and development contributions. Funding infrastructure for growth via general rates (or other indirect means) can be inequitable, where existing ratepayers are neither the primary cause nor the primary beneficiaries of the growth. Where new infrastructure also benefits the wider community, an appropriate funding balance must be struck.

This document sets out the Council's policy on development contributions.

## 2 Purpose

The purpose of this policy is to:

- a) Ensure that new development contributes fairly to the funding of Council's infrastructure;
- b) Establish a policy framework for the calculation and application of development contributions;
- c) Set development contribution levies at a level which supports district plan and infrastructure strategy outcomes.

## 3 Definitions

**Accommodation units** means units, apartments, rooms in one or more buildings, or cabins or sites in camping grounds and holiday parks, for the purpose of providing overnight, temporary, or rental accommodation. Accommodation units are classed as a residential activity.





**Activity** means a good or service provided by, or on behalf of, a local authority or a council-controlled organisation, e.g. water supply, transport networks.

**Allotment** has the meaning given to it in section 218(2) of the Resource Management Act 1991.

**Allotment area** is the total land area of an allotment.

**Applicant** is the person/persons that apply for resource consent, building consent or service connection.

**Asset management plan** means council documents outlining how each main asset class will be managed, upgraded and expanded as required.

**Capital expenditure** means the cost of capital works for network infrastructure, reserves and community infrastructure.

**Catchment** means the area served by a particular infrastructure investment.

**Commercial** means any activity involving commercial transactions, or providing commercial or administrative services, and includes, non-school activities, offices and banks; but excludes premises or activities involving industrial manufacture or production and retail trade.

For the purposes of development contributions any consents deemed to be a commercial land use type will be assessed for development contributions.

**Community facilities** means reserves, network infrastructure, or community infrastructure that development contributions may be required for in accordance with section 199 of the Local Government Act 2002.

**Community infrastructure** means land or buildings and structures on land (development assets) on land, owned or controlled by the territorial authority to provide the following public amenities:

- a) Community centres or halls for the use of a local community or neighbourhood
- b) Play equipment that is located on a neighbourhood reserve
- c) Toilets for use by the public.

**Community outcomes** means the outcomes that the Council aims to achieve in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

**Council** means the Waikato District Council.

**Development** means

- a) any subdivision, building (as defined in section 8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but
- b) does not include the pipes or lines of a network utility operator.

**Development agreement** means a voluntary contractual agreement made under sections 207A to 207F of the LGA between one or more developers and one or more territorial authorities for the provision, supply, or exchange of infrastructure, land, or money to provide network infrastructure, community infrastructure, or reserves in one or more districts or a part of a district

**Development contribution** means a contribution -

- a) provided for in this policy; and
- b) calculated in accordance with the methodology; and
- c) comprising –
  - i. money; or
  - ii. land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Maori land within the meaning of Te Ture Whenua Maori Act 1993, unless that Act provides otherwise; or
  - iii. both.

**Development contribution policy** means this policy on development contributions included in the Long Term Plan of the Council under section 102 (2) (d) of the Local Government Act 2002.

**District** means the Waikato district.

**District Plan** means the District Plan of Waikato District Council.

**Dwelling** means any building, whether permanent or temporary, that is used for the purpose of residential accommodation.

**Financial contribution** has the same meaning as Financial Contributions in section 108 (9) (a)-(c) of the Resource Management Act 1991.

**Goods and Services Tax (GST)** means goods and services tax under the Goods and Services Tax Act 1985.

**Gross Floor Area (GFA)** means the sum of the area of all floors of all buildings on any site measured from the exterior faces of the exterior walls, or from the centre lines of walls separating two abutting buildings but excluding:

- a) car parking
- b) loading docks
- c) vehicle access and manoeuvring areas/ramps
- d) plant and equipment enclosures on the roof
- e) service station canopies
- f) pedestrian circulation space in an enclosed retail shopping centre
- g) any foyer/Lobby or a primary means of access to an enclosed retail shopping centre, which is accessed directly from a public place

**Household Equivalent Unit (HEU)** means an average residential dwelling occupied by a household of average size.

**Impervious Surface Area (ISA)** means the area of any site that is not capable of absorbing water and includes any area that is:

- a) covered by buildings
- b) covered by decks
- c) occupied by swimming pools
- d) used for parking, manoeuvring or loading of motor vehicles
- e) paved with a continuous surface with a run-off coefficient of greater than 0.45.

**Industrial** means any:

- a) premises used for any industrial or trade purposes; or
- b) premises used for the storage, transfer, treatment, or disposal of waste materials or for other waste-management purposes, or used for composting organic materials; or
- c) other premises from which containment is discharged in connection with any other industrial or trade process;
- d) activity where people use materials and physical effort to:
  - i. Extract or convert natural resources
  - ii. Produce goods or energy from natural or converted resources
  - iii. Repair goods
  - iv. Store goods (ensuing from an industrial process)

For the purposes of development contributions any consents deemed to be an industrial land use type will be assessed for development contributions.

**LGA** means the Local Government Act 2002

**Local authority** means a regional council or territorial authority.

**LTP** means the councils Long Term Plan

**Methodology** has the same meaning as in section 197 of the Local Government Act 2002.

**Minor residential unit** means a secondary residential unit with a gross floor area that does not exceed 70 square metres **(30.01m<sup>2</sup> to 70.00m<sup>2</sup> excluding garaging). The minor residential unit may be separate, or be part of a main dwelling. A gross floor area over 70m<sup>2</sup>, so 70.01m<sup>2</sup> or greater is classed as a full 1.00 HEU.**

**Network infrastructure** means the provision of roads and other transport, water, wastewater, and stormwater collection and management.

**Network utility operator** has the same meaning as in section 166 of the Resource Management Act 1991.

**Non-residential development means** any activity in a non-residentially zoned area, excluding rural areas, or where the predominant activity is not residential or rural. It further includes, but is not limited to, commercial and industrial (as defined below);

**PPI** means the Producers Price Index Outputs for Construction provided by Statistics New Zealand.

**Residential development means** any activity in a residentially zoned area. Accommodation units in accordance with the Local Government Act 2002 are deemed to be residential.

**Resource consent** has the same meaning as in section 2 (1) of the Resource Management Act 1991 and includes a change to a condition of a resource consent under section 127 of that Act.

**RMA** means the Resource Management Act 1991.

**Service connection** means a physical connection to a service provided by, or on behalf of, a territorial authority.

**Service connection fee** means a charge for physically connecting to a service provided by, or on behalf of, a territorial authority.

**Subdivision** has the same meaning as in Section 218 of the Resource Management Act 1991.

**Third party funds** mean funding or subsidy, either in full or in part, from a third party. e.g. New Zealand Transport Agency subsidies for the roading network.

**Tiny residential unit** means a dwelling with a gross floor area that does not exceed 30 square metres (from 0.00 to 30.00m<sup>2</sup>) and includes any vehicle, trailer, tent, marquee, shipping container, caravan or boat, whether fixed or moveable, used as a dwelling regardless of whether or not it connects to council services.

**Unit of demand** means the measure of demand for community facilities.

## 4 Navigating this Document

This document comprises the following sections:

- 4.1 *Section 1* provides a brief **overview of the policy**, including the purpose of development contributions, when contributions may be required, the types of development that may be charged, and other general information regarding development contributions.
- 4.2 *Section 2* addresses the **adoption and implementation** of this policy, including the date of adoption, the frequency and scope of policy reviews, and any transitional provisions.
- 4.3 *Section 3* summarises the **capital expenditures** the council expects to incur (and has already incurred) to cater for growth.
- 4.4 *Section 4* presents the **schedule of development contributions charges**, and details any limitations on the use of those funds.
- 4.5 *Section 5* provides a simple flowchart diagram that shows **how to calculate** the contributions payable on developments.
- 4.6 *Section 6* demonstrates **application of the policy** to various development activities and outlines how credits are granted.
- 4.7 *Section 7* presents the council's policy on **remissions, reconsiderations, objections, refunds, and postponement** of development contributions

- 4.8 Section 8 provides details on **additional administrative matters**, such as invoicing and payment, service connection fees and the handling of GST.
- 4.9 Section 9 outlines **how demand has been measured**, including the definition of household equivalent units.
- 4.10 Section 10 presents the methodology used to calculate charges and outlines the significant assumptions underlying this policy.

## 5 Significance

- 5.1 Any changes proposed during a review of this policy would need to be assessed against the Significant and Engagement Policy to determine the level of engagement required.

### Policy statements

## 6 Policy Overview

### 6.1 Purpose of development contributions

The purpose of development contributions under the LGA is to recover from persons undertaking development a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.

It is the Council's position that costs of growth-related capital expenditures should largely come from participants in the property development process, rather than from general rates or any other indirect funding source.

### 6.2 When development contributions may be required

According to the LGA, development contributions may be required in relation to developments if:

- a) the effect of the developments is to require new or additional assets or assets of increased capacity and, as a consequence,
- b) The council incurs capital expenditure to provide appropriately for those assets.<sup>1</sup>

The council is also entitled to require a development contribution for capital expenditures incurred in anticipation of development.

### 6.3 Relationship to Financial Contributions under the Resource Management Act (RMA)

The Council continues to levy Financial Contributions that have been assessed under previous development contributions policies.

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<sup>1</sup> In this context, "effect" includes the cumulative effect that a development may have in combination with another development.

Section 198 2A of the LGA states: 'For the purposes of subsection (2), a development contribution must be consistent with the content of the policy adopted under section 102(1) that was in force at the time that the application for a resource consent, building consent, or service connection was submitted, accompanied by all required information.'

#### 6.4 Types of development that may be charged

Any development that generates a demand for community facilities - whether residential or non-residential - may be required to pay a development contribution. Only the pipes or lines of a network utility operator are explicitly exempt under the LGA.

#### 6.5 Types of activities that may be funded

The council may charge development contributions to help fund the total capital cost of:

- a) *Network Infrastructure* – This includes roads and other transport, water, wastewater, and stormwater networks.
- b) *Community Infrastructure* – This includes land purchases or the development of assets on land owned or controlled by the council to provide public amenities, specifically community halls, play equipment on neighbourhood reserves and public toilets.
- c) *Reserves* – this includes both land acquisition and development but does not include land that forms or is to form part of any road or is used or is to be used for stormwater management purposes

Note that onsite works (within the boundaries of each development) remain the sole responsibility of developers and do not form part of this policy.

## 7 Adoption, implementation and review

### 7.1 Timing

Any application for resource consent, building consent or service connection submitted on, or after 1 July 2018 will be subject to the conditions of this policy (and any amendments).

Applications lodged prior to this date will be assessed under previous development contributions policies. The method for calculating current charges payable under previous policies are available on council's website

<https://www.waikatodistrict.govt.nz/your-council/fees-and-charges/development-contributions>

Note that in order for the charges within the current policy to apply to a development that already has consent, the existing consent would need to be surrendered and a new consent obtained. Applicants would need to give consideration to the impact of any changes in the district plan that may have come into effect during the corresponding period.

## 7.2 Frequency and scope of reviews

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

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

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

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

## 8 Planning for growth

This section presents historic and future growth trends, which provide both the context and need for this policy. It also outlines capital expenditures required to service the amount of growth in the district.

### 8.1 Growth projections

Accurate growth projections are a fundamental component of any development contributions policy. They help determine the extent of capital works required to service growth, as well as the level of demand over which the resulting costs should be spread.

For the purposes of this policy, growth projections have been produced separately for residential and non-residential developments. This allows any differences in the rates of growth to be accommodated

### 8.2 Capital expenditure required to service growth

Appendix 3 contains a table presenting capital expenditures (from the LTP) that the council expects to incur to meet the increased demands resulting from growth. It also identifies historic growth-related expenditures that the council has incurred in anticipation of demand. These will also be recovered from future development through this policy.

Appendix 4 relates to specific Parks and Reserves infrastructure that was completed or substantially underway in August 2014 which now falls outside the LGA definition of 'community infrastructure'. Council is able to continue to recoup these costs via the development contributions methodology in accordance with clause 8 of schedule 1AA.

### 8.3 Policy rationale

Section 106 (2) (c) of the LGA requires the council to explain – in terms of the matters outlined in section 101(3) of the LGA - why it has determined to use development contributions to meet the expected capital expenditure set out above in Section 3.2 of this policy.

#### 8.3.1 Community outcomes

Council's growth related capital expenditure primarily contributes to the "Economy" community outcome, as set out in Waikato District Council's LTP:

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

The principle of sustainable growth is promoted by fairly apportioning the cost of expenditure for increased demand to developers. Development contributions provide a suitable method for funding increases in demand.

#### 8.3.2 Distribution of benefits

By definition, capital works funded by development contributions are primarily for the benefit of future residents and businesses. Their aim is to increase capacity to accommodate new users, not to improve service levels for existing users. Using development contributions to fund growth-related works therefore aligns with the principle of benefits-based funding. The benefits arising from these projects for existing communities and users is assessed and funded separately from development contributions.

#### 8.3.3 Period over which benefits occur

Due to their 'lumpy' nature, most capital works provide additional capacity for long periods of time. Thus, in order to achieve intergenerational equity, and avoid over-recovery of costs allocated to development contribution funding, the council must fund them over relatively long time spans, too. Development contributions facilitate this, by spreading the cost over multiple years, thereby more closely aligning the period of funding with the period of benefit. Council has used a maximum cost recovery period of 25 years as the interest impact beyond this period is deemed to be uneconomic.

#### 8.3.4 Need to undertake activity

Development related growth pressures are a key driver of capital works funded by development contributions. Hence, requiring them to be largely funded by the growth



community ensures that costs are borne by those who cause them to be incurred. This is both efficient and equitable.

Non-growth related capital expenditure is not funded by development contributions. The benefits from new or improved infrastructure for existing users are funded instead by loans to be repaid via rates over time. Appraising the overall benefits to the community is an important principle in determining the correct apportionment of costs between growth and existing users.

### 8.3.5 Separation from other activities

Growth-related capital works do not usually stand-alone within the council's capital works programme; they are usually included within much larger projects that simultaneously cater for a number of different needs.

The use of development contributions to fund the growth components means council must allocate the costs of capital works between various project drivers and recover those costs accordingly in proportion to the persons who will benefit from the assets provided.

### 8.3.6 Catchments

Whilst some services, such as roading, are generally available to all district residents on an unrestricted basis, the size and diversity of geographical characteristics across the district define natural catchments for services such as water supply, wastewater and stormwater. These characteristics, as well as the nature of the specific project, have been used to define catchment areas for the recovery of development contributions. Catchment areas vary between services, for instance a wastewater network may extend further than a natural stormwater catchment. As a consequence, development contributions vary across the district depending on the extent of works providing additional capacity.

In terms of reserves and community infrastructure the proposed works form part of a district-wide network that is available to all residents. Grouping across the entire district for these activities provides, on average, a lower development charge than would be experienced via a catchment methodology and is consistent with fairness and equity considerations of council's other funding policies e.g. general rather than targeted rates fund the ongoing operational and maintenance costs of these services. Accordingly they are charged on a district wide basis.

The district comprises a large rural area with multiple small urban areas. Its significant growth areas (Te Kauwhata, Pokeno, Tuakau and Tamahere) will have relatively few HEUs, even when anticipated development is complete. The capital cost of providing reserves and community infrastructure in catchments based on these small growth centres, or indeed any other basis that is less than catchment wide, would be prohibitive on a per HEU basis. It is Council's policy that all residents should have reasonable access to reserves and community infrastructure, and to make that possible the cost must be shared by all users. Accordingly, development contributions for reserves and community infrastructure are charged on a district wide basis as it would be impractical to do otherwise.

To clarify: The council sets charges for water, wastewater and stormwater on a catchment-specific basis, but sets charges for roads, reserves and community facilities on a district-wide basis. In addition, the council has set catchment-specific roading charges where significant area-specific works are required. E.g. new structure plan areas.

## **9 Charges, usage and limitations**

### **9.1 Schedule of charges**

Appendix I contains a schedule of development contributions charges.

To incentivise early development the calculated levies for each year of the LTP include a long range (20 year+) consumer price index adjustment of 2.5% per annum. If these discounts help drive development to occur earlier than anticipated this will in turn reduce the amount of interest originally estimated and trigger a review of the charges based on the factors discussed in section 2.2.

In addition to these regular reviews, the council will, in accordance with Section 106 (2C), annually increase its charges (excluding the portion relating to interest), in accordance with the rate of increase (if any), in the Producers Price Index Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased.

The Council will make publicly available information setting out details of the adjustment before it takes effect.

### **9.2 Use of development contributions**

The council will use development contributions only on the activity for which they are collected. This will be undertaken on an aggregated project basis for each catchment.

Contributions may not be redistributed across catchments or across activities, but they may be reallocated across projects within a catchment for a given activity. Thus, for instance, contributions collected for water projects in a specific water catchment will only be spent on water projects in that catchment.

### **9.3 Limitations**

The council will not require a development contribution for network infrastructure, reserves or community infrastructure in the following cases:

- a) where, under S108(2)(a) of the Resource Management Act (RMA), it has imposed a condition on a resource consent in relation to the same development for the same purpose; or
- b) where the developer will fund or otherwise provide for the same reserve, network infrastructure, or community infrastructure; or

- c) where it has already required a development contribution for the same purpose, in respect of the same building work, on the granting of a [resource consent](#), building consent or [on the issuing of a](#) certificate of acceptance; or
- d) where it has received, or will receive, full funding from a third party.

In addition, council will not charge a development contribution for the provision of any reserve:

- a) if the development is non-residential in nature; or
- b) for the non-residential component of a development that has both a residential component and a non-residential component.

Development contributions will not be used for the renewal or maintenance of assets. Nor will they be used for capital works projects that bear no relation to growth.

## 10 How to calculate contributions payable

The following table demonstrates how to calculate the contributions payable on a development.

Step	What to do	Where do I find it?
1. Identify catchments	Using the catchment maps, identify what catchment your development falls in for each development contribution.	Appendix 2
2. Identify contribution payable	Use the development contributions schedule to identify the contributions payable per unit of demand for the catchments identified in step 1.	Appendix 1
3. Calculate the number of Household Equivalent Units (HEU)	Use the units of demand table to calculate the number of HEUs generated for each activity.  Subtract any credits that may apply. (In general credits are given for the pre-existing status of properties. Credits may also be granted for historic payments of development or financial contributions).	Section 9  Section 6.8
4. Calculate charges for each service	Multiply the HEUs calculated in step 3 by the contributions payable identified in step 2.	
5. Aggregate charges	Calculate the total development contributions payable by adding together the charges calculated in step 4.	

## 11 Assessment and application of policy

### 11.1 Timing of assessment

Development contributions do not automatically apply to every development in the district. Only developments that place extra demands on infrastructure - and which cause the council to incur capital costs – will be liable.

Whether or not a development will have to pay development contributions will usually be decided when granting/issuing:

- a) a resource consent under the RMA for a development;
- b) a building consent under the Building Act 2004; or
- c) an authorisation for a service connection; or
- d) a certificate of acceptance under the Building Act 2004.

### 11.2 Assessment process

Assessment of whether development contributions will be required will be made against the first consent application lodged for each development, and when (if any) subsequent consent is sought, a re-assessment will be undertaken. If, for whatever reason, development contributions were not assessed at the first available opportunity, they still may be required at subsequent stages in the development process.

### 11.3 Residential activities <sup>2</sup>

#### 11.3.1 Resource consent applications

The creation of allotments via subdivision provides scope for new dwellings, and therefore attracts development contributions at a rate of one HEU per additional allotment or service connection.

On occasions where the property being subdivided is vacant land that has never been connected to services, development contributions for services will be charged for all allotments with no credit given for the existing allotment.

Any resource consent application that creates the potential to build additional independent dwellings will also attract development contributions at a rate of one HEU per *additional* allotment, service connection or dwelling.

When building on a vacant lot that does not have existing service connections, development contributions will be charged for the required services.

Minor residential **units 30.01m<sup>2</sup> to 70.00m<sup>2</sup> and tiny residential units 0.00m<sup>2</sup> to 30.00m<sup>2</sup> shall be assessed at 0.5 HEUs and 0.25 HEUs, respectively.** However, if no separate

<sup>2</sup> Accommodation units are classified as a residential activity

connections are required (for water, wastewater or stormwater) the fee shall be waived for each such service.

Resthome care rooms or beds will be assessed as a special assessment.

Dwellings that are part of a retirement village will attract development contributions as though each unit were a private standalone development. Where the gross floor area is 70.00m<sup>2</sup> or less a 0.5 HEU will apply if 70.01m<sup>2</sup> or more 1 HEU will apply.

Roading and Roads & Transport for dwellings that are part of a retirement village will be assessed based on a Traffic Impact Assessment provided by the developer to the satisfaction of the council.

### 11.3.2 Building consent applications

Dwellings constructed on allotments with registered titles may attract development contributions under this policy. The extent of any contributions payable will depend on whether any payments were made at earlier stages in the development process, as well as the specific services that the development is connected to.

Additions and alterations to residential dwellings do not attract development contributions unless they create additional independent dwelling units. Thus, garages, car ports and garden sheds do not attract charges.

Minor residential units 30.01m<sup>2</sup> to 70.00m<sup>2</sup> and tiny residential units 0.00m<sup>2</sup> to 30.00m<sup>2</sup> shall be assessed at 0.5 HEUs and 0.25 HEUs, respectively. However, if no separate connections are required (for water, wastewater or stormwater) the fee shall be waived for each such service.

Resthome care rooms or beds will be assessed as a special assessment.

Dwellings that are part of a retirement village will attract development contributions as though each unit were a private standalone development. Where the gross floor area is 70.00m<sup>2</sup> or less a 0.5 HEU will apply if 70.01m<sup>2</sup> or more 1 HEU will apply.

Roading and Roads & Transport for dwellings that are part of a retirement village will be assessed based on a Traffic Impact Assessment provided by the developer to the satisfaction of the council.

### 11.3.3 Service connection applications

Service connection applications accompanied by building or resource consent applications will not be assessed separately. Instead, they will be assessed as per section 6.3.2.

Service connection applications that are not accompanied by building or resource consent applications will be assessed in the same manner as resource consent or building consent applications, but only for the activity for which connection is sought.

Applications to separate-out shared water meters will not attract contributions.

#### 11.3.4 Certificates of Acceptance

Where the Council grants a certificate of acceptance under the Building Act 2004, a development contribution may be payable at the time of issuing the certificate if a development contribution would have been required had a building consent been granted for the building work in respect of which the certificate is issued.

### 11.4 **Non-residential activities**

#### 11.4.1 Subdivision

Subdivisions will attract development contributions on each additional allotment created or service connection required.

On occasions where the property being subdivided is vacant land that has never been connected to services, development contributions for services will be charged for all allotments with no credit given for the existing allotment.

If the intended built form/design and land use is unknown at the time of subdivision, each allotment will be charged a development contribution based upon the HEUs set out in Table 2 in Section 9. The balance will then be assessed at the time a building consent, land use consent or service connection application is lodged.

Any additional demand over that originally assessed will require additional development contributions to be paid proportionate to the level of increase.

If the intended built form is known at the time of subdivision, contributions will be based on each lot's planned gross floor area (GFA) and the intended land use.<sup>3</sup>

#### 11.4.2 Land use and building consent applications

Non-residential developments will attract development contributions based on their GFAs and intended land use.

When building on a vacant lot that does not have existing service connections, development contributions will be charged for the required services.

#### 11.4.3 Service connection applications

Service connection applications accompanied by building or resource consent applications will not be assessed separately. Instead, they will be assessed as per section 6.4.2.

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<sup>3</sup> Noting that stormwater charges will be based on the impervious surface area of each non-residential development, not the gross floor areas.

Service connection applications not accompanied by a building or resource consent will be assessed in the same manner as resource consent or building consent applications, but only for the activity for which connection is sought.

Applications to separate shared water meters will not attract contributions.

#### 11.4.4 Certificate of Acceptance

Where the Council issues a certificate of acceptance under the Building Act 2004, a development contribution may be payable at the time of issuing the certificate if a development contribution would have been required had a building consent been granted for the building work in respect of which the certificate is issued.

#### 11.5 **Council developments**

The council is exempt from paying development contributions on any development (capital expenditure) for which development contributions are required. This avoids the possibility of collecting development contributions for one activity and using them to help fund another activity. However, any development undertaken by other local authorities may be liable for development contributions.

#### 11.6 **Special assessments**

The approach taken to identify a long term infrastructure programme and the required expenditure is based upon “averaging” the likely demand from anticipated development, acknowledging that some development will create a higher level of demand and some will be lower. This approach is also reflected in the development contributions policy.

There is the possibility that some development may be proposed that would have markedly different characteristics in terms of demand for infrastructure capacity, for instance:

- a) Early childcare centres, kindergartens, schools, technical training institutions and universities
- b) Hospitals, aged care facilities/care beds, palliative care facilities, medical facilities (doctors surgeries)
- c) Accommodation activities e.g. travelers accommodation, farm stay accommodation, hostels/backpackers, hotels and motels
- d) Papakanga housing
- e) Wet industry including water Bottling facilities, high use water and/or waste water activities
- f) Chicken sheds, bulk store facilities
- g) Supermarkets

Special assessment provisions will apply to such types of development, and any other development that is considered by the council to generate a level of demand that is significantly in excess of the levels identified in section 9 Table 2.

A decision on whether a special assessment will be undertaken will be made by the council at the application stage, once details of the development are known. Applicants are

expected to provide supporting information and detailed calculations of the likely demand for roading, water, wastewater and stormwater capacity to enable a special assessment to be undertaken. This information will be used to calculate an equivalent HEU and the development contributions for the development will be charged accordingly.

## **11.7 Development Agreements**

In some circumstances a development may have particular needs, such as a specific level of service for water supply, or may involve the provision of infrastructure as part of the development. Another unusual circumstance is where a significant development is proposed and capital expenditure is required but none has been budgeted for and no development contribution has been set. In these circumstances, where the council believes it is in the best interests of the community, development agreements may be entered into with a developer. Development agreements may be used in lieu of charging development contributions (at the Council's sole discretion) where a developer and the Council agree that particular infrastructure and/or services can be provided in a manner different to the council's standard procedures/guidelines, and where the council's minimum level of service will be achieved.

Such agreements must clearly state:

- a) the rationale for the agreement;
- b) the basis of any cost sharing;
- c) how and when the associated infrastructure will be provided;
- d) which lot(s) the agreement refers to; and
- e) the matters set out in section 207 C (2) and (3) of the LGA.

## **11.8 Application in other circumstances**

### **11.8.1 Cross-boundary developments**

Some developments may span several catchments and/or straddle the district boundary with another territorial authority. In this event, the following rules will apply:

- a) Where a development spans more than one catchment, the total HEUs of that development will be allocated to the various catchments on the basis of site area. The resulting number of HEUs in each catchment will then be used to calculate contributions payable.
- b) Where a development straddles the district boundary with another territorial authority, development contributions will only be payable to Waikato District Council on the HEUs (or parts thereof) that are located within the Waikato district. (Development contributions may also be payable to other territorial authorities).

### **11.8.2 Consent variations**

Applications to change or cancel resource consent conditions or to amend a building consent will trigger a reassessment of development contributions. Any increase in the number of HEUs (relative to the original assessment) will be calculated and the



contributions adjusted to reflect this. No automatic refund will be made for any decrease in the number of HEUs relative to the original assessment.

### 11.8.3 Boundary adjustments

Where consent is granted purely for the purposes of boundary adjustment, and no additional titles are created, development contributions will not be required.

## 11.9 Credits

### 11.9.1 Overview

As shown in section 6, the calculation of contributions payable requires the council to assess whether any credits shall apply. There are two types of credit. The first relates to development contributions that have already been paid in the past. For instance, a development may have paid contributions at the subdivision stage, and these must be taken into account if any further or additional development triggers reassessment at subsequent stages.

In general, credits will be given towards the activities for which payment was made on a HEU by HEU basis. Thus, if a development has already paid for two water HEUs, a credit for two water HEUs will be given at any reassessment. To clarify: credits are not provided for the dollars paid, but for the number of HEUs to which any previous payments correspond.

Provided written evidence of payment can be provided, no historical time limit will apply in the calculation of such credits, and all previous credits will be taken into account. This also applies to historic payments for financial contributions to the extent that such contributions related to the same infrastructure for which a development contribution is sought.

The second type of credit relates to the existing use or uses of a site. It recognises that development contributions only apply to increases in infrastructure demands caused by developments. For instance, if a dwelling is demolished and replaced with a new dwelling, development contributions would not usually apply because there is no corresponding increase in infrastructure demand.

When applying credits for a change of use, credits are calculated on the original use. For example, if converting a commercial building into residential apartments, credits will be calculated for the existing commercial activity based on GFA for the existing services only. These credits would then offset any development contributions associated with the new residential use. No credits would apply for reserves or community facilities development contributions as these are not applicable to commercial activities

Another example is if converting a dwelling into a commercial activity then a 1 HEU credit for the existing dwelling would apply to the services connected to the dwelling. The demand for services for the new activity would be calculated, the 1 HEU credit applied and

any additional development contributions required for the additional demand assessed. DCs for reserves and community facilities cannot be credited against other development contributions.

In other words, credit will also be given for the pre-existing status of properties as at the commencement of this policy (1 July 2018), even if no previous financial contribution or development contributions have been paid. Credits will be associated with the existing title and calculated and assigned to individual activities. More details on the nature of these credits are outlined below.

To clarify: where there is no connection to a reticulated system at the time development contributions are paid (either because unavailable or because an approved service is provided on site), a credit will be applied for those activities for which no connection exists. If a subsequent connection is made, development contributions will be required for that service connection at the service connection stage in accordance with the provisions of this policy. Also, if a property was not connected to a service prior to 1 July 2018, no credit will be given in respect of the service. That is to say that when subdividing a vacant lot where no water, wastewater or stormwater connections exist, but the service is available, no credit will be given for those services. All lots requiring a connection will be charged (rather than just the additional lots being created).

#### 11.9.2 General principles of credit

- a) Residential credits will apply at the rate of one HEU per connected service per existing allotment or independent dwelling unit.
- b) Non-residential credits will be calculated on the basis of the GFA of the existing development, and converted to HEUs using the conversion factors set out in Table 2 in Section 9.
- c) On subdivision of undeveloped land, historic credits of one HEU per service connected per existing allotment will be allocated.
- d) For existing non-residential buildings that are extended or demolished and re-built to the same or higher intensity, the assessment of credits will be based only on the existing development prior to rebuilding.
- e) For existing residential buildings that are demolished or destroyed, no development contributions will be payable provided that the same number or fewer independent dwelling units are rebuilt. Any additional units will be assessed for payment of development contributions according to the terms of this policy.
- f) Credits must be allocated to the same allotment or allotments. This prevents the transfer of credits from one allotment to another.
- g) Credit will not be granted for infrastructure provided in excess of that required as a condition of any consent(s) issued by the council.
- h) Credits cannot be used to reduce the total number of HEUs to a negative number. That is to say, credits cannot be used to force payments by the council to the developer.

## 12 Remissions, reconsiderations, objections, refunds and postponement

### 12.1 Remissions

Remissions are adjustments to the scheduled charges for a particular activity, either as a percentage or in absolute (dollar value) terms. Remissions will only be invoked pursuant to a Council resolution, and are not able to be requested by applicants. Remissions are usually triggered by significant changes to the levies or a change of legislation.

### 12.2 Reconsiderations

An applicant may request a reconsideration of the development contribution payable on their development where there are grounds to believe that:

- a) The development contribution levies were incorrectly calculated/assessed in accordance with the development contributions policy, or
- b) The Council has incorrectly applied its development contributions policy, or
- c) The information used to assess the application, or the way in which the Council has recorded or used it when requiring a development contribution, is incomplete or contained errors.

Reconsideration will only be undertaken if requested by the applicant.

All reconsideration requests must be made within 10 working days of receiving notice from the Council of the level of development contributions required.

Requests must provide the reference number of the relevant consent or service connection and must be short and concise, but fully outline the reasons why reconsideration is being sought, and provide sufficiently reliable data to enable a revised estimate of demand and associated development contribution charge to be made.

Requests can be lodged with the Council in the following ways:

- email at: [DCReviewCommittee@waidc.govt.nz](mailto:DCReviewCommittee@waidc.govt.nz)
- writing to Council at the following address:

Attention: DC Review Committee  
Waikato District Council  
Private Bag 544  
Ngaruawahia 3742

Requests need to include in the subject line 'request for reconsideration' and the reference number of the relevant council consent.

In undertaking a review the council:

- a) must consider the request as soon as reasonably practicable
- b) may, at its discretion, uphold, reduce, or cancel the original amount of development contributions required on the development and will communicate its decision in writing to the applicant within 15 working days of receiving all relevant information pertaining to the request

- c) may delegate this role to council officers or other suitably qualified persons as required.

In reaching a decision, the council will take account of the following matters:

- a) the Development Contributions Policy
- b) the extent to which the value and nature of works proposed by an applicant reduces the need for works proposed by the council in its capital works programme
- c) the level of existing development on the site
- d) contributions paid and/or works undertaken and/or land set aside
- e) any other matters the council considers relevant.

### **12.3 Objections to Development Contributions**

A formal objections process with Ministry registered commissioners is available in accordance with section 199 of the LGA. Schedule 13A of the LGA outlines the objection process in detail. [Section 150A of the LGA outlines costs of development contribution objections.](#)

### **12.4 Refunds**

There may be occasions where the council must refund development contributions collected under this policy. The specific circumstances in which this may occur – as well as the way in which refunds must be handled - are set out in sections 209 and 210 of the LGA. In essence, refunds may occur if:

- a) the development or building does not proceed; or
- b) a consent lapses or is surrendered; or
- c) the council does not provide the reserve, network infrastructure or community infrastructure for which the development contribution was required.

Any refund will be issued to the consent holder of the development to which the refund applies.

The refund amount will be the contribution paid, less any costs already incurred by the council in relation to the development or building and its discontinuance, and will not be subject to any interest or inflationary adjustment.

### **12.5 Postponement**

The Council will not consider postponements of contributions payable under the policy.

## **13 Other administrative matters**

### **13.1 Reassessment and invoicing**

The LGA allows the council to assess applications (for consents and service connections) at various stages of the development process to determine the extent of any development contributions payable. The council's policy is to undertake such assessments as early as possible.

These assessments will be reassessed on 1 July each year, taking into account the rate of increase (if any) of the Producers Price Index since the development contribution was last set or increased, and any change of the number of HEUs since the original consent was granted for the respective development. An applicant can also request an invoice be generated at any time. If not requested by the applicant, an invoice will be issued at the earliest of:

- a) an application for a certificate under section 224(c) of the RMA; or
- b) an application for a Code Compliance Certificate under section 92 of the Building Act 2004; or
- c) an application for a Certificate of Acceptance under section 96 of the Building Act 2004; or
- d) a grant of land use consent where the use triggers additional demand, but a section 224(c) certificate, code compliance certificate or additional service connection is not required.
- e) a request for service connection.

### 13.2 Timing of payments

The due date for payment will be:

- a) For subdivision resource consents: prior to issue of the section 224c certificate.
- b) For other resource consents: prior to the commencement of consent.
- c) For building consents: prior to issue of the Code Compliance Certificate.
- d) For service connections: prior to connection.
- e) For certificates of acceptance: prior to issue.

Note: In order to avoid Producers Price Index (PPI) increases, development contributions may be paid earlier, as outlined in clause 8.1 above.

### 13.3 Non-payment and enforcement powers

Until a development contribution required in relation to a development has been paid, the council may:

- a) In the case of a development contribution assessed on subdivision, withhold a certificate under section 224(c) of the RMA.
- b) In the case of a development contribution assessed on building consent, withhold a Code Compliance Certificate under section 95 of the Building Act 2004.
- c) In the case of a development contribution assessed on an authorisation for a service connection, withhold a service connection to the development.
- d) In the case of a development contribution assessed on a land use consent application, prevent the commencement of resource consent under the RMA.
- e) In the case where a development has been undertaken without a building consent, withhold a Certificate of Acceptance for building work already done.

The council may register the development contribution under the Statutory Land Charges Registration Act 1928 as a charge on the title of the land in respect of which the development contribution was required, as provided for in section 208 of the LGA.

### 13.4 Contributions taken as money in first instance

The LGA specifies that contributions may be taken either as money, land or both. The council will usually take contributions as money, but may also accept land from time to time at its sole discretion as per the development contributions policy in place at time of assessment.

### 13.5 Service connection fees

Where physical connections to the network are required, the council will require service connections fees for the following services:

- a) potable water
- b) wastewater
- c) stormwater

These are separate from, and are charged in addition to, development contributions.

### 13.6 GST

The process for calculating development contributions is GST exclusive. Once all calculations are complete, GST is added to the levy calculations as required by the prevailing legislation and/or regulations of the day. Note that while [Development Contribution Advice Notices](#) are inclusive of GST they do not constitute an invoice for the purposes of the Goods and Services Tax Act 1985. [Council can issue an invoice on request.](#)

## 14 Measuring demand

### 14.1 Units of demand

Units of demand provide the basis for distributing the costs of growth. They illustrate the rates at which different types of development utilise capacity. The council has adopted the household equivalent unit (HEU) as the base unit of demand, and describes the demand for capacity from other forms of development as HEU multipliers (also known as conversion factors). These show the number of HEUs that shall apply per 100m<sup>2</sup> of gross floor area (GFA) for non-residential development. For stormwater, the calculations are based on impervious surface area (ISA), not GFA.

The following subsections outline the demand characteristics of each HEU and the conversion factors used to convert non-residential demand to HEUs.

## 14.2 Base units

The following table summarises the demand characteristics of each household equivalent unit, which represents an average household living in a single dwelling.

**Table 1:** Base Units (Demand per HEU) \*Trickle feed only

Activity	Base Unit	Demand per HEU
Roading	Vehicle trips per day	10
Water Supply – Urban	M <sup>3</sup> /day/lot	0.7
Water Supply – Rural*	M <sup>3</sup> /day/lot	1.8
Wastewater	M <sup>3</sup> /day/lot	0.49
Stormwater	Impervious surface area (ISA)	260m <sup>2</sup>
Community facilities	Base Unit determined by Level of Service per lot for respective service area	1

## 14.3 Conversion factors

The following table outlines the conversion factors used to convert non-residential developments to household equivalent units (HEUs). These have been based on the conversion factors used by other Councils, and are consistent with local experience. However, the Council will continue to monitor the infrastructure demands created by non-residential developments to ensure that these factors remain relevant, and with a view to review as required.

Note that section 6.6 of this policy allows a special assessment to be undertaken where the application of these factors may result in an unreliable estimate of infrastructure demands.

**Table 2:** HEUs per 100m<sup>2</sup> of Gross Floor Area (\*ISA for stormwater)

Activity	HEUs per 100m <sup>2</sup> GFA
Roading	0.4
Water Supply	0.25
Wastewater	0.25
Stormwater*	0.25
Community facilities	n/a
Reserves	n/a

## 15 Methodology and significant assumptions

### 15.1 Methodology overview

The method the Council uses to calculate development contributions comprises the following eight steps:

Step	Explanation	LGA reference
1. Define catchments	<p>For network based services, such as water, stormwater and wastewater the total costs are allocated across catchments, which are based on the area to be serviced by the network.</p> <p>For arterial and collector roading networks the catchment is based on structure plan boundaries. For some more localised infrastructure a sub-catchment is in place.</p> <p>For the small portion of district-wide intersection improvements, safety and pavement rehabilitation works related to growth in the capital works schedule the catchment is the Waikato district.</p> <p>For community infrastructure and reserves the catchment is the Waikato district.</p>	<p>Schedule 13(1)(a)</p> <p>Section 197AB(g)</p>
2. Define Levels of Service	<p>Review the capital works programme in terms of Council's asset management plans to determine whether there are any shortfalls in the current service levels.</p>	
3. Identify growth related capital works	<p>Capital expenditure already incurred in anticipation of growth, net of third party contributions.</p> <p>The proportion of total future capital works planned in the LTP resulting from growth.</p> <p>Service level and renewal related costs are met from funding other than development contributions.</p>	<p>Schedule 13(1)(b)</p> <p>Section 101(3)</p>



<p>4. Allocate project costs between growth &amp; non-growth drivers</p>	<p>100% of growth related capital expenditure will be funded by development contributions.</p> <p>The costs relate directly to expenditure within the LTP and the proportion identified for growth can be reasonably identified.</p> <p>The cost of capital (interest) is split between growth &amp; non-growth. The growth related interest is included in the development contribution charge, and the non-growth related interest is rate payer funded.</p>	<p>Section 106(2)(b)</p>
<p>5. Define appropriate units of demand</p>	<p>Council will use household equivalent units (HEUs) differentiated on a residential and non-residential basis.</p> <p>For residential development, HEU charges will be applied uniformly for each allotment for simplicity and cost effectiveness of administration. Further dwellings (subject to minor residential unit considerations) will also have the charges applied on this uniform basis.</p> <p>For non-residential development, HEUs are calculated on the basis of Gross Floor Area (GFA) and Impervious Surface Area (ISA) conversion factors. Water, wastewater and stormwater conversions equate to 1 HEU for every 400m<sup>2</sup> of GFA (ISA for stormwater). Roading conversions equate to 1 HEU for every 250m<sup>2</sup>.</p> <p>Where demand is demonstrably different from the demand outlined in this policy, a special assessment is likely to be required.</p>	<p>Schedule 13(1)(b)</p>
<p>6. Identify the capacity life for growth</p>	<p>The period where spare capacity is available for new users will vary across each asset.</p> <p>Costs are distributed over the capacity</p>	<p>Section 197AB(b)</p>

	life of a project to a maximum of 25 years. Beyond this period the interest impacts are deemed uneconomic.	Schedule 13(1)(b) and (2)
7. Allocate costs to each unit of demand	The development contribution per HEU is calculated by spreading the total cost of capital expenditure resulting from growth (including debt servicing) of each catchment across their capacity life.	Schedule 13(1)(b)
8. Calculate fees by activity and catchment	<p>A schedule of charges is included in the policy to enable development contributions to be calculated by infrastructure type and catchment.</p> <p>The significant assumptions, criteria for credits, remission, reconsiderations and refunds, valuation basis for maximum reserve charges and catchment maps support this policy.</p>	<p>Section 201(2)</p> <p>Section 201(1)(a),(b),(c) and (d)</p>

A detailed discussion of this methodology is provided in the Development Contributions Methodology Report (available at the Council's offices). A brief summary of the report is as follows.

## 16 Methodology Steps

### 16.1 Define catchments

Service catchments are geographic boundaries within which linkages can be created between infrastructure investments and the specific developments that benefit from those investments and/or which cause them to occur. The smaller the catchment; the tighter these linkages become.

For example, suppose the council installs a water treatment plant to serve a small area of growth. If a catchment is used to isolate the specific developments that caused that particular investment to occur (and which will receive direct service from it), only those developments will help fund its costs. If a catchment is not used, however, the costs of that investment will be spread across all the developments in the district, regardless of whether they caused (or benefited from) the investment.

Given the intentions of the LGA - to allocate costs on the basis of causation and benefits received - it follows that catchments should be used where appropriate, i.e. where the size and diversity of geographical characteristics across the Waikato district define natural catchments for services.

## 16.2 Define levels of service

Service levels define the quality of service, and are typically embedded in the council's asset management plans. Service levels are critically important because they help identify any shortfalls in the existing service and, therefore, the extent to which capital works reflect backlog (to resolve poor existing service levels). This, in turn, informs the allocation of project costs between growth and non-growth drivers.

### 16.2.1 Identify growth-related capital works

Next, the specific capital works need to be identified for which development contributions are sought. These comprise both future capital works – as listed in the LTP – and historic works undertaken in anticipation of growth.

### 16.2.2 Allocate project costs

Many of the capital works projects underlying this policy are multi-dimensional. That is to say, very few projects are designed to serve only growth. The reason for this is so-called “economies of scope.” Economies of scope mean that it is cheaper to undertake one project that serves several purposes than to undertake a series of smaller single-purpose projects.

Economies of scope lead to shared costs, and the goal of cost allocation is to spread those shared costs across project drivers (one of which is growth).

The cost allocations underlying this policy are based on a two-staged approach. In stage one, the method checks whether a project is to any degree required to service growth. If so, stage two derives a percentage cost allocation. Both stages of the allocation process have been guided by a number of considerations, such as:

- a) Section 101(3) of the LGA. This sets out the issues to which the Council must have regard when determining its funding sources. These include the distribution of benefits, (in terms of the time period over which the benefits arise and the area that receives the benefit) the extent of any cost causation, and the impacts on community outcomes and policy transparency. It also requires the Council to consider the overall impact of any allocation of liability for revenue needs on the community.
- b) Asset management plans, which provide details about the scale and nature of capital works.
- c) Network modelling, which helps understand the usage of infrastructure networks.
- d) Cost allocation principles, such as standalone costs and incremental costs.
- e) The presence of any third party funding.

More detail on the council's cost allocation methodology can be found in the Council's Development Contributions Methodology Report (available at Council offices).

#### 16.2.3 Define appropriate units of demand

After identifying the specific capital works for which contributions will be required, we need to identify the unit of demand used to attribute costs to different forms of development. The LGA requires this to be done on a consistent and equitable basis.

The council considers the household equivalent unit (HEU), which captures the demands of an average household, as the appropriate unit of demand, and specifies the demands imposed by other forms of development as multipliers. This approach mirrors that used by other councils in New Zealand.

#### 16.2.4 Identify the capacity life for growth

The capacity life of an asset is the period over which it has spare capacity to accommodate new users. This may differ from its useful life, which is the period over which it remains in service.

In accordance with section 197AB(b), project costs should be spread over the asset's capacity life. This makes sense, because only developments occurring within the capacity life can physically connect to the network and receive benefit from its provision.

In some cases, however, the design life may be very long and a shorter funding period may be used. In this development contributions policy, costs are spread over an asset capacity life of up to a maximum of 25 years.

#### 16.2.5 Allocate costs to each unit of demand

This is a fairly straightforward exercise, and is carried out within the development contributions funding model. It entails spreading the total growth-related costs of each project (along with any debt-servicing) costs to the various developments that are predicted to fall within the same catchment and within the asset's design life.

#### 16.2.6 Calculate fees by activity and catchment

The final step is to aggregate the costs of each project at the activity/catchment level. The results are then used to derive the schedule of development contributions.

### 16.3 **The funding model**

A funding model has been developed to calculate charges under this policy. It tracks all the activities for which contributions are sought, the catchments underlying each activity, and the infrastructure projects related to growth. It also incorporates growth projections for each catchment and each type of development.

The funding model embodies a number of important assumptions, including:

- a) All capital expenditure estimates are inflation-adjusted and GST exclusive.

- b) The backlog, renewal and maintenance portions of each project will not be funded by development contributions.
- c) Methods of service delivery will remain largely unchanged.
- d) Interest will be earned by the council where contributions precede works. Conversely, interest expenses will be incurred (or interest revenue will be foregone) where works precede contributions. Both are calculated at the weighted average interest cost of borrowings.
- e) Any debts incurred for a project will be fully repaid by the end of that project's funding period.
- f) The development contributions will be adjusted on 1 July each year at the rate of increase in the Producers Price Index Outputs for Construction. This has been modeled as an average increase of 1 per cent per annum. Developers may pay the required development contributions prior to the due date, to avoid paying for annual increases in the Producers Price Index.
- g) Increases in general rates and user charges - due to increases in the number of ratepayers – will be sufficient to fund increases in operational expenses (including depreciation) associated with growth-related capital works.

#### **16.4 Other significant assumptions**

A number of other important assumptions underlie this policy. The most significant of these are outlined below.

##### **16.4.1 Planning timeframe**

This policy is based on the ten-year time frame of the LTP and on the principle that costs triggered by growth over that period should be both allocated to, and recovered within, that period. However, in many cases, economies of scale require the council to build assets of greater capacity that extend beyond the timeframe of the LTP.

The council accepts that, in such cases, it may have to bank roll costs and recover them over time from future developments. Any costs incurred in anticipation of future growth (i.e. beyond the LTP) will be allocated to and recovered in those later years, subject to a maximum total recovery period of 25 years.

##### **16.4.2 External funding**

This policy assumes that the eligibility criteria used - and the level of funding provided - by third parties (such as New Zealand Transport Agency) remain unchanged over the life of the LTP.

#### 16.4.3 Best available knowledge

The growth projections and capital works programme contained in the Council's LTP underlying this policy represent the best available knowledge at the time of writing. These will be updated as better information becomes available and incorporated in the policy at review times.

#### 16.4.4 Changes to capital works programme

Deviations from projected growth rates will result in acceleration or delay of the capital works programme (or the re-sequencing of projects), rather than more significant changes to the overall scope of capital works.

#### 16.4.5 Avoidance of double-dipping

Development contributions will not be sought for projects already funded by other sources, such as external subsidies or financial contributions.

#### 16.5 Identification of risks

The main risks associated with this policy are uncertainty over (i) the rate and timing of growth, and (ii) the exact nature of future growth-related capital works, and their associated cost and timing. In both cases, the most effective risk mitigation strategy is to constantly monitor and update the policy as better information becomes available.

### 17 **Policy review**

17.1 This policy must be reviewed at least every three years.

## Appendix I: Development contribution levies

The following table illustrates the charges that would be payable for each individual catchment. Dependant on the physical location of an HEU you may be levied more than one catchments levies.

### Development contributions for 2018/19 (charges include GST)

Catchment	District Wide Reserves *	District Wide community facilities	District Wide Roading	Roads and Transport	Stormwater	Wastewater	Water	Total charges
All areas (if not covered below)	\$2,954	\$1,306	\$938					\$5,198
Horotiu 1	\$2,954	\$1,306	\$938	\$4,896		\$14,208	\$485	\$24,787
Huntly	\$2,954	\$1,306	\$938		\$29	\$0	\$1,367	\$6,594
Lorenzen Bay 2	\$2,954	\$1,306	\$938	\$12,155	\$715	\$5,319	\$4,553	\$27,940
Meremere	\$2,954	\$1,306	\$938				\$8,312	\$13,510
Ngaruawahia	\$2,954	\$1,306	\$938	\$2,669	\$2,544		\$2,997	\$13,408
Pokeno	\$2,954	\$1,306	\$938	\$8,260	\$3,612	\$1,578	\$4,334	\$22,982
Raglan	\$2,954	\$1,306	\$938	\$9,945	\$571	\$4,996	\$4,382	\$25,092
Rangiriri	\$2,954	\$1,306	\$938				\$8,312	\$13,510
Southern Districts	\$2,954	\$1,306	\$938				\$2,690	\$7,888
Tamahere CLZ	\$2,954	\$1,306	\$938	\$8,315			\$2,690	\$16,203
Tamahere Subcatchment A	\$2,954	\$1,306	\$938	\$33,150			\$2,690	\$41,038
Tamahere Subcatchment B	\$2,954	\$1,306	\$938	\$43,587			\$2,690	\$51,475
Taupiri/ Hopuhopu	\$2,954	\$1,306	\$938				\$2,997	\$8,195
Te Kauwhata	\$2,954	\$1,306	\$938	\$3,075	\$339	\$19,090	\$8,312	\$36,014
Tuakau	\$2,954	\$1,306	\$938	\$0	\$1,825	\$10,772	\$6,089	\$23,884
Whaanga Coast	\$2,954	\$1,306	\$938			\$31,823		\$37,021

**\* Development contributions for reserves must not exceed the greater of:**

- 7.5% of the value of the additional allotments created by a subdivision; and
- The value equivalent of 20 square metres of land for each additional household unit or accommodation unit created by the development.

It is the responsibility of the developer to demonstrate that the cap should be applied to the reserves development contribution levies by providing evidence of the value of the land from an approved registered valuer. **Where a valuation is not provided the charge in the table above will be levied in accordance with section 6 of the Development Contributions Policy .**

Note: The interest rate used over the 10 year period to calculate these fees is 4.55%

- The Horotiu Industrial area is subject to a development agreement. The charges in the table will be charged in addition to any charges determined by the development agreement.
- The local developer costs have been removed from the work schedule. These works would be constructed and paid for by the developer.

### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Facilities	District Wide Facilities	Raglan toilets	50%	50%	48,367
Facilities	District Wide Facilities	Sports Facilities: Sports grounds Pokeno	90%	10%	315,724
Facilities	District Wide Facilities	Sports Facilities: Sports grounds Tamahere	80%	20%	2,429,888
Facilities	District Wide Facilities	District Wide Playgrounds	100%	0%	210,022
Facilities	District Wide Facilities	Te Kauwhata playgrounds	100%	0%	112,810
Facilities	District Wide Facilities	Tuakau playgrounds	100%	0%	328,653
Reserves	District Wide Reserves	Pokeno neighbourhood parks	100%	0%	2,163,945
Reserves	District Wide Reserves	Pokeno parks and reserves	100%	0%	5,103,858
Reserves	District Wide Reserves	Pokeno sports ground	100%	0%	1,952,447
Reserves	District Wide Reserves	Pokeno walkways	100%	0%	614,058
Reserves	District Wide Reserves	Tamahere sports ground	100%	0%	1,120,016
Reserves	District Wide Reserves	Tamahere walkways	100%	0%	1,534,758
Reserves	District Wide Reserves	Te Kauwhata walkways	100%	0%	3,032,509
Stormwater	Huntly	Upgrade culvert across SH1 & Railway	7%	93%	157,500
Stormwater	Ngaruawahia	Ngaruawahia stormwater reticulation upgrades	100%	0%	200,000
Stormwater	Ngaruawahia	Stormwater projects	100%	0%	249,367
Stormwater	Pokeno	Construct stormwater pond E1 (Hitchen Block)	100%	0%	157,671
Stormwater	Pokeno	Construct stormwater pond G1 (Bartell)	100%	0%	189,091
Stormwater	Pokeno	Hydraulic improvements to Gt South Road bridge	100%	0%	102,450
Stormwater	Pokeno	Land for Pond E1	100%	0%	183,949
Stormwater	Pokeno	Land for Pond G1	100%	0%	220,606
Stormwater	Pokeno	Land for Pond G2	100%	0%	359,783
Stormwater	Pokeno	Land for Pond Q	90%	10%	103,207
Stormwater	Pokeno	Pipeline from Winstones Catchment to Pond J or K	100%	0%	359,783
Stormwater	Pokeno	Pokeno stormwater reticulation extensions	100%	0%	450,000
Stormwater	Pokeno	Pokeno stormwater reticulation upgrades	100%	0%	200,000
Stormwater	Pokeno	Pokeno stormwater treatment plant extensions	100%	0%	2,316,142



### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Stormwater	Pokeno	Reticulation upstream of TD-2 (Town centre east)	100%	0%	307,166
Stormwater	Pokeno	Strmwtr Retic Upgrades Pokeno	100%	0%	605,826
Stormwater	Pokeno	Strmwtr TP Extensions Pokeno	78%	22%	4,486,821
Stormwater	Pokeno	Strmwtr TP Extensions Pokeno	100%	0%	1,067,536
Stormwater	Pokeno	Treatment Device (Existing Pokeno - East)	100%	0%	184,298
Stormwater	Pokeno	Upgrade existing piped reticulation between Marlborough and Wellington Streets	100%	0%	252,122
Stormwater	Raglan	Raglan Stormwater	100%	0%	170,612
Stormwater	Raglan	Upgrade stormwater network	9%	91%	321,311
Stormwater	Te Kauwhata	Stormwater projects	100%	0%	341,220
Stormwater	Tuakau	Stormwater retic business park	76%	24%	1,016,000
Stormwater	Tuakau	Stage I works	100%	0%	331,952
Stormwater	Tuakau	Strmwtr Retic Extensions Tuakau	100%	0%	142,273
Stormwater	Tuakau	Tuakau stormwater reticulation extensions	100%	0%	411,827
Transportation	District Wide Roding	Pavement rehabilitation	2%	98%	133,116,503
Transportation	District Wide Roding	Minor Safety Capital	2%	98%	45,803,447
Transportation	District Wide Roding	New footpaths	88%	12%	3,944,639
Transportation	District Wide Roding	Seal widening (historic)	75%	25%	1,367,000
Transportation	District Wide Roding	Minor safety projects (historic)	50%	50%	621,000
Transportation	District Wide Roding	Bridge widening & strengthening (historic)	20%	80%	473,000
Transportation	District Wide Roding	Urban pedestrian facility improvements	40%	60%	21,000
Transportation	Lorenzen Bay	Greenslade road alteration	100%	0%	626,690
Transportation	Ngaruawahia	Saulbrey road roundabout	24%	76%	3,109,940
Transportation	Pokeno	Bridge road	76%	24%	533,000
Transportation	Pokeno	Bunds	76%	24%	50,000
Transportation	Pokeno	Bunds Pokeno structure plan	100%	0%	51,100
Transportation	Pokeno	Close ford/great south road intersection + cul-de-sac	100%	0%	123,639
Transportation	Pokeno	Dean road/fraser road intersection	80%	20%	801,380

### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Transportation	Pokeno	Dean road/great south road intersection upgrade	60%	40%	218,830
Transportation	Pokeno	Fraser road - pokeno east road improvement	80%	20%	627,214
Transportation	Pokeno	Great south road Pokeno structure plan	57%	43%	772,121
Transportation	Pokeno	Great south road Pokeno structure plan	94%	6%	500,000
Transportation	Pokeno	Helenslee Collector 1 - Pokeno SP	96%	4%	2,969,672
Transportation	Pokeno	Helenslee Road - Pokeno SP	88%	12%	3,145,485
Transportation	Pokeno	Helenslee road Pokeno structure plan	70%	30%	645,000
Transportation	Pokeno	Helenslee/munro intersection upgrade	76%	24%	216,525
Transportation	Pokeno	Helenslee/pokeno signals	100%	0%	218,830
Transportation	Pokeno	Hitchen Road 2 (Upgrade) - Pokeno SP	95%	5%	375,000
Transportation	Pokeno	Hitchen road 2 (upgrade) Pokeno structure plan	100%	0%	570,000
Transportation	Pokeno	Industrial Road - Pokeno SP	95%	5%	1,108,497
Transportation	Pokeno	Intersection upgrade dean road off ramp	100%	0%	107,582
Transportation	Pokeno	Intersection upgrade munro/pokeno	100%	0%	155,188
Transportation	Pokeno	Intersection upgrade pokeno/great south road	70%	30%	417,794
Transportation	Pokeno	Intersection upgrade pokeno/great south road	76%	24%	400,000
Transportation	Pokeno	Intersections	39%	61%	1,477,251
Transportation	Pokeno	Intersections	76%	24%	2,949,214
Transportation	Pokeno	Level Crossing Road - Pokeno SP	95%	5%	2,663,499
Transportation	Pokeno	Munro road & bridge upgrade	70%	30%	1,637,380
Transportation	Pokeno	Pokeno bridge	76%	24%	3,525,000
Transportation	Pokeno	Pokeno road Pokeno structure plan	70%	30%	1,673,762
Transportation	Pokeno	Pokeno road Pokeno structure plan	62%	38%	1,253,680
Transportation	Pokeno	Pokeno walking and cycling network	29%	71%	790,259
Transportation	Pokeno	Razorback off ramp intersection upgrade	100%	0%	54,708
Transportation	Pokeno	Train Station Property	76%	24%	600,000
Transportation	Pokeno	Upgrade whangarata/pokeno roads	40%	60%	610,338

### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Transportation	Raglan	Wainui road bridge and walkway investigation	50%	50%	171,782
Transportation	Raglan	Wainui road bridge construction	50%	50%	6,950,244
Transportation	Raglan	Wainui road walkway construction	50%	50%	527,714
Transportation	Tamahere CLZ	Tamahere east/west link	42%	58%	502,500
Transportation	Tamahere CLZ	Extension of Anne Brook Road	42%	58%	780,000
Transportation	Tamahere CLZ	Tamahere structure plan Birchwood lane	42%	58%	467,981
Transportation	Tamahere CLZ	Tamahere Structure Plan - historic works	42%	58%	4,327,796
Transportation	Tamahere subcatchment A	Redwood Grove	100%	0%	876,356
Transportation	Tamahere subcatchment B	Bates Road and Twin Oaks Drive	100%	0%	259,754
Transportation	Te Kauwhata	Roto Street works	30%	70%	1,108,240
Transportation	Te Kauwhata	Te kauwhata south collector	43%	57%	1,663,640
Transportation	Te Kauwhata	Te Kauwhata Structure Plan - historic works	100%	0%	1,873,292
Transportation	Tuakau	Harrisville Road Bridge Replacement	5%	95%	2,216,484
Transportation	Tuakau	Planning for whangarata/pokeno/buckland upgrades	24%	76%	309,973
Transportation	Tuakau	New collector road designation	100%	0%	166,749
Transportation	Tuakau	Tuakau town centre upgrade walking and cycling facilities	24%	76%	186,597
Wastewater	Horotiu	Horotiu wastewater reticulation extensions	30%	70%	3,901,434
Wastewater	Horotiu	Horotiu wastewater reticulation extensions	69%	31%	785,442
Wastewater	Horotiu	Horotiu wastewater reticulation extensions	75%	25%	1,008,045
Wastewater	Pokeno	Pokeno wastewater pump station upgrades	97%	3%	1,851,350
Wastewater	Pokeno	Pokeno wastewater reticulation extensions	100%	0%	756,750
Wastewater	Pokeno	WW Pump station extensions Pokeno	96%	4%	1,829,680
Wastewater	Pokeno	WW Retic extensions Pokeno	52%	48%	11,379,042
Wastewater	Raglan	provide additional storage	9%	91%	488,566
Wastewater	Raglan	Raglan Sewer Mains renewal	9%	91%	505,338
Wastewater	Raglan	Raglan wastewater treatment plant upgrades	10%	90%	15,638,776
Wastewater	Raglan	Relocate and rebuild Lorenzen Bay PumpST	9%	91%	601,909

### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Wastewater	Raglan	replace outfall	9%	91%	356,308
Wastewater	Raglan	Replace rising main	9%	91%	358,627
Wastewater	Raglan	WW Retic Upgdes Raglan	20%	80%	262,708
Wastewater	Te Kauwhata	additional storage at Mahi Road	100%	0%	525,000
Wastewater	Te Kauwhata	Construction - Undertake Construction for growth	75%	25%	322,719
Wastewater	Te Kauwhata	Design - Undertake reticulation design for growth	75%	25%	52,500
Wastewater	Te Kauwhata	Te Kauwhata wastewater pump station extensions	100%	0%	508,873
Wastewater	Te Kauwhata/HIF	Te Kauwhata wastewater reticulation extensions	55%	45%	44,866,821
Wastewater	Te Kauwhata	Upgrade rising main from Mahi Rd Pump Stat	46%	54%	262,500
Wastewater	Te Kauwhata	WW Pump Station Extensions TK	100%	0%	300,000
Wastewater	Te Kauwhata	WW Retic Extensions TK	100%	0%	290,000
Wastewater	Tuakau	Construct - Reticulation extensions to service Whangarata Business Park and Stage I	100%	0%	544,854
Wastewater	Tuakau	Design - Undertake design to service growth for stage I Tuakau structure plan	100%	0%	105,000
Wastewater	Tuakau	Tuakau wastewater pump station upgrades ( includes southern interceptor)	100%	0%	2,469,126
Wastewater	Tuakau	WW Retic Extensions Tuakau	80%	20%	1,899,326
Wastewater	Tuakau/Pokeno	WW TP Extensions Tuakau (watercare)	100%	0%	6,261,935
Water	Horotiu	Horotiu water supply reticulation upgrades	52%	48%	162,321
Water	Huntly	Construct additional storage for Huntly Supply	33%	67%	1,683,153
Water	Ngaruawahia	Construction network upgrades	33%	67%	653,827
Water	Ngaruawahia	Design network improvements to be constructed over 5 years	33%	67%	852,081
Water	Ngaruawahia	ngaruawahia treatment plant upgrade	100%	0%	600,000
Water	Ngaruawahia	Ngaruawahia Water supply network upgrade	100%	0%	583,144
Water	Pokeno	Construct Trunk Main (B-C Helenslee Road)	100%	0%	165,231
Water	Pokeno	Construct Trunk Main (G - H) across railway	100%	0%	94,185
Water	Pokeno	Construct Trunk Main (G - I Hitchen Road)	100%	0%	72,450
Water	Pokeno	Construct Trunk Main(D - I Railway Bridge crossing)	100%	0%	183,489
Water	Pokeno	Pokeno water supply reservoir extensions	100%	0%	4,177,099

### Appendix 3: Capital works schedule (LGA: Section 201A)

Work programme/Asset	Catchment	Description	% DCs	% other	Estimated Capital Cost
Water	Pokeno	Pokeno water supply reticulation extensions	64%	36%	419,798
Water	Pokeno	Pokeno water supply reticulation extensions	100%	0%	534,421
Water	Pokeno	WA Reservoir/Storage Ext Pokeno	80%	20%	58,514
Water	Pokeno	Water Retic Extensions Pokeno	100%	0%	485,254
Water	Pokeno	Water TP Extensions Pokeno	100%	0%	1,166,593
Water	Raglan	Design replacement trunk main from treatment plant to Raglan township	25%	75%	27,592
Water	Raglan	Raglan Treatment Plant upgrade	9%	91%	110,000
Water	Raglan	Raglan water supply reticulation upgrades	50%	50%	2,264,370
Water	Raglan	Water Pump Station Exten Raglan	40%	60%	127,293
Water	Raglan	Water Retic Extensions Raglan	10%	90%	173,579
Water	Raglan	Water Retic Upgrades Raglan	10%	90%	1,031,683
Water	Southern Districts	Construct new 0.35ML reservoir to service Matangi	50%	50%	1,305,512
Water	Southern Districts	Reticulation extensions	100%	0%	80,735
Water	Southern Districts	Southern Districts water supply reticulation upgrades	50%	50%	1,770,256
Water	Southern Districts	Tamahere water supply reservoir extensions	50%	50%	2,411,564
Water	Southern Districts	Upgrade existing pump station to improve pressure	10%	90%	205,509
Water	Te Kauwhata	Upgrade for additional capacity - design	100%	0%	331,108
Water	Te Kauwhata/HIF	Reservoir	74%	26%	3,323,814
Water	Te Kauwhata	Reticulation extentions	100%	0%	1,102,222
Water	Te Kauwhata/HIF	Te Kauwhata water supply treatment plant upgrades	88%	12%	15,987,158
Water	Tuakau	Design watermain connection from Watercare for Tuakau	75%	25%	1,639,774
Water	Tuakau	Tuakau water supply reticulation extensions	50%	50%	3,903,836
Water	Tuakau	Water Retic Extensions Tuakau	100%	0%	474,459
Water	Tuakau	Water TP Extensions Tuakau	100%	0%	941,678
Water	Tuakau	Watermains to service Whangarata	100%	0%	1,648,080

#### Appendix 4: Community facilities work schedule (LGA: Clause 8(3)(b)(i) of Schedule 1AA)

Work programme/Asset	Catchment	Description	% DCs	% other	Capital Cost	Total cost of capital still to be recovered*	Expected date of full recovery
Parks and Reserves	District Wide community facilities	Libraries: Te Kauwhata Library	41%	59%	1,300,000	383,760	2036
Parks and Reserves	District Wide community facilities	Neighbourhood Parks: Neighbourhood Parks Pokeno**	100%	0%	469,322	337,912	2042
Parks and Reserves	District Wide community facilities	Reserves General: Hoods Landing Boat ramp	50%	50%	10,000	3,600	2040
Parks and Reserves	District Wide community facilities	Reserves General: New Fencing	30%	70%	6,000	1,296	2040
Parks and Reserves	District Wide community facilities	Reserves General: P&R Raglan	100%	0%	11,256	8,104	2042
Parks and Reserves	District Wide community facilities	Reserves General: Tamahere purchase of land for sports facilities	100%	0%	1,536,617	1,106,364	2027
Parks and Reserves	District Wide community facilities	Reserves General: Reserves general Pokeno**	100%	0%	438,762	315,909	2042
Parks and Reserves	District Wide community facilities	Reserves General: Tuakau Esplanades	10%	90%	40,000	2,880	2041
Parks and Reserves	District Wide community facilities	Reserves General: Village Place Tuakau	80%	20%	40,000	23,040	2041
Parks and Reserves	District Wide community facilities	Sports Facilities: Dr Lightbody Reserve Changing Rooms	20%	80%	100,000	14,400	2040
Parks and Reserves	District Wide community facilities	Sports Facilities: Sports grounds Pokeno**	90%	10%	4,564,098	2,957,536	2027
Parks and Reserves	District Wide community facilities	Sports Facilities: Sports grounds Tamahere**	80%	20%	437,963	252,267	2027
Parks and Reserves	District Wide community facilities	Sports Facilities: Sports Pavilions Tuakau	60%	40%	38,621	16,684	2027
Parks and Reserves	District Wide community facilities	Walkways: District Wide Walkways	36%	64%	299,758	77,050	2024
Parks and Reserves	District Wide community facilities	Walkways: Walkways Pokeno**	100%	0%	191,968	138,217	2027
Parks and Reserves	District Wide community facilities	Walkways: Walkways Tamahere**	80%	20%	1,093,607	787,397	2024
Parks and Reserves	District Wide community facilities	Walkways: Walkways Wainui Reserve Raglan	100%	0%	34,029	24,501	2028

\* As per clause 8 (3) (b) (i) of Schedule 1AA of the Local Government Act 2002, this column shows "the amount of the total cost of capital expenditure that is still to be recovered through development contributions (at the time the schedule is updated)", for community infrastructure programmes that are completed or substantially in progress and do not fall under the definition in section 197 of the Act. These figures do not account for contributions that have been assessed where the invoicing and payment has not yet occurred.

\*\* Historic costs remain in this schedule whereas new capital works now form part of the District Wide Reserves DC levy.

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	11 June 2018
<b>Prepared by</b>	Vishal Ramduny Planning & Strategy Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV1318 / 1980778
<b>Report Title</b>	Update on District Plan Review Project Expenditure

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to provide the Strategy & Finance Committee (“the Committee”) with an update on the financials for the District Plan Review project.

The Committee was advised at its meeting in February 2018 that there will be a budget shortfall to get the project to notification. The Committee subsequently recommended to Council that this shortfall be ‘forward funded’ from the Long Term Plan 2018-2028 budget allocation (\$1,000,000) for the post-notification phase which will get the District Plan operative through the Schedule 1 process of the Resource Management Act (“RMA”).

Since then significant progress has been made on developing the Proposed District Plan which has resulted in the development of a Plan that is ready for notification. As previously advised to Council, the timing of this milestone would not have been possible without the external consulting resources which we have on boarded. The District Plan Review, over the past six months, has been driven by expert external project management and technical planning resources to ensure that:

- The skills gaps amongst our policy planners (the vast majority of whom are undertaking a district plan review for the first time) are addressed.
- The notification timeframe given by Council is able to be met.
- The Proposed District Plan is sufficiently robust to withstand the rigours of the submission phase, hearings and environment court (appeals) processes as the Plan is based on latest case law and addresses the new requirements for the s32 evaluation report.
- The view of the community through the pre-consultation processes is appropriately reflected.
- Compliance with statutory obligations to get a draft Plan to our iwi authorities so that they have the time and opportunity for feedback prior to notification is met.

In order to achieve the above the project has been 'ramped up' significantly over the last three months, one of the outcomes of which has been a rewrite of the draft District Plan being notified. The requirement to rely heavily on external expertise to deliver a quality product within the extended project time has incurred costs not originally budgeted.

## **2. RECOMMENDATION**

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

## **3. UPDATE**

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Council is aware that the resourcing of the district plan review was revisited in December 2017 following a stocktake at that time of progress. This stocktake included both technical and legal reviews of the process and outputs at that time. The outcome of this required Council to step up the approach, progressing with independent project management and the engagement of specialist planning and legal resources. These additional resources have been in place since early 2018 to deliver the quality of plan required by the requested notification date. Besides the need to ensure that the project has been resourced appropriately to meet notification deadlines, it has been paramount that the Proposed District Plan is robust enough to withstand the rigours of the statutory process (submission, hearings and appeals phases by factoring the views of the community, iwi and being informed by latest case law.

Whilst we now have a Proposed District Plan ready for notification, we have also begun writing the s32 evaluation report (which is a significant and important component of the Plan). Twenty four (24) such reports need to be prepared (5 internally and 19 externally) by Friday, 22nd June. We also need to prepare for the submissions phase by ensuring that we have the appropriate systems in place to make the process efficient. This is a really important part of the process, the success of which will mitigate the investment of time and resource post notification. The costs forecast below include the submissions tool and process to have this planned and operational.

The approach required since the stocktake late last year has added to the cost of the project resulting in a significant amount of the \$1m allocated for post notification in the Long Term Plan being used in getting the district plan to notification. Staff are planning the post notification process now to ensure it can be progressed as efficiently as possible. This planning is being supported by external planners who have recent district planning experience.

The external resources Council has committed to the project has also been an investment in our policy planning staff as bringing in outside help has imparted some critical skills in the process.

A tangible example of the value of bringing in the external planning and legal expertise has been the recent reduction in the Plan from a 900+ page document to approximately 450 pages. This is significant in itself as it will ensure that we have a document that not only



provides common provisions for both the former Franklin and Waikato parts of our district but one that is more user-friendly.

### Financials

The table below shows a summary of the project costs (both actual year to date and forecast to notification date) after assuming use of budget allocated through the Long Term Plan 2018-2028 process. The amount forecast to be available for post notification is now \$314,214 rather than the \$1m included in the Long Term Plan. This excludes savings which have been identified, but for which approval will be sought from Council through the year end general rate surplus process.

Forecasted additional costs assumed to progress the project to notification is in the region of **\$211,901** which will be used for the following:

- Ongoing project management;
- Finalisation of the peer reviews, legal review and technical analysis;
- S32 evaluation reports;
- Setting up the submissions phase;
- Communications;
- Geographical Information System (GIS) mapping;
- Natural hazards assessments.

**Table 1: District Plan Review Project Budget**

<b>Budget - DP Consultants (Excl Salaries for planners)</b>		699,317
<b>Costs - DP Consultants</b>		
Total Costs as at 13 June 2018		716,898
Costs Committed (SFAs) but not yet paid	576,304	
Forecasted / estimated additional costs	211,901	
Total costs committed and forecasted to get to to notification stage		788,205
Total Costs as at 13 June 2018		1,505,103
<b>Shortfall (to be funded from 2018-2019 budget)</b>		<b>(805,786)</b>
LTP Budget		1,000,000
Savings from TL position		120,000
		1,120,000
Available funds after DP notification		<b>314,214</b>

The team are currently planning the post notification phase of the project. This will consider what external resource is required and hence the quantum of funding outside Council staff input. This will be presented to Council when available.

#### **4. CONCLUSION**

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The District Plan Review project has been driven by external project management, planning and legal resource during the past six months. Although it is considered this approach was required to deliver the quality of product by the requested notification date, it has come at a cost relative to what was originally budgeted. This fact has previously been reported to Council. However, a significant amount of work remains relating to the completion of the S32 evaluation (which is also largely dependent on consultants) and preparation for the submissions phase to follow notification.

The project has already used a considerable amount of the Long Term Plan 2018-2018 budget allocated to it, resulting in approximately \$314,214 now available for the post-notification phase. Staff have identified additional savings to mitigate this impact and are planning the post notification phase to reallocate the way resources are being used. This will be reported to Council when available.

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	18 June 2018
<b>Prepared by</b>	Vishal Ramduny Planning & Strategy Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV1318 / 1985425
<b>Report Title</b>	Approval of the Proposed Waikato District Plan (Phase One) for Notification

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is for the Strategy & Finance Committee (“the Committee”) to make a recommendation to Council to approve the Proposed Waikato District Plan (“PWDP”) - Phase One - for notification as required by clause 5 of Schedule I of the Resource Management Act 1991 (“RMA”).

The development of the PWDP started with the inception of the review of the Operative Waikato District Plan 2013 (“District Plan”) in November 2014. The review integrates the Franklin and Waikato sections of the District Plan into a single plan with a consistent approach to development and growth for the first time since the district’s boundary changes in 2010.

The review has been undertaken through significant consultation, engagement and feedback from the community, stakeholders, Future Proof partners, Councillors and staff alike. The thrust of the PWDP is to ensure the sustainable management of the district’s natural and physical resources whilst catering for, and managing growth.

The notification of the PWDP (Phase One) is therefore a significant milestone for both Council and the community. The preparation and adoption of the PWDP are governed by the provisions in the RMA.

Phase Two of the PWDP (which relates to the climate change and natural hazards provisions) will be notified in early 2019 as data to be used to inform the provisions is either still forthcoming from the Waikato Regional Council (e.g. flood modelling data) or from technical analysis of risk (e.g. subsidence in Huntly). It is intended that the two phases of the PWDP would dovetail into a single hearing process in 2019.

## **2. RECOMMENDATION**

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

**AND THAT** the **Strategy & Finance Committee** recommends to **Council** that the **Proposed Waikato District Plan (Phase One)** – including the associated **Planning Maps** – be approved for notification on **18 July 2018** pursuant to **Sections 73 and 79** of the **Resource Management Act 1991 (“RMA”)** and **Clause 5** of **Part I** of the **Schedule I** of the **RMA**;

**AND FURTHER THAT** any amendments to correct any minor errors, including numbering, grammar, cross referencing, hyperlinking and mapping, may be undertaken prior to notification on **18 July 2018**, subject to:

- a) The changes being minor corrections that do not change the effect and/or meaning of any provisions; and
- b) A record of all changes and the reason for the change is kept and is to be made available on request;

**AND FURTHER THAT** the **Section 32 Evaluation** reports also be made available to the public at the same time that the **Proposed Waikato District Plan (Phase One)** is notified;

**AND FURTHER THAT** the **Strategy & Finance** recommends to **Council** that it confirms that, in accordance with **Clause 4A** of **Part I** of **Schedule I** of the **RMA**, a full copy of the draft proposed district plan has been provided to the following identified iwi authorities (as the representatives of their respective hapuu) within the district for consideration of the draft provisions and to provide advice on the draft provisions:

- **Waikato-Tainui**
- **Ngati Tamaoho**
- **Ngati Maniapoto**
- **Tainui Awhiro and**
- **Hauraki Collective;**

**AND FURTHER THAT** the **Strategy & Finance Committee** recommends to **Council** that it has had particular regard to the advice received on the draft proposed district plan from those iwi authorities before notifying the draft plan;

**AND FURTHER THAT** the submission period be open for **60** workings days from the date of notification;

**AND FURTHER THAT** the formal **Council seal** be applied to the **Proposed Waikato District Plan (Phase One)** and be signed by **His Worship The Mayor** and the **Chief Executive** once the resolution of the **Strategy & Finance Committee** is approved by **Council** and prior to notification;

**AND FURTHER THAT the Strategy & Finance Committee notes that Phase Two of the Proposed Waikato District Plan – climate change and natural hazards provisions – will be notified in early 2019.**

### **3. BACKGROUND, OVERVIEW AND OPTIONS**

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#### **3.1. BACKGROUND**

##### **3.1.1. THE PROCESS**

In 2014 Council resolved to initiate a review of the District Plan pursuant to section 79 of the RMA. The review integrates the Franklin and Waikato sections of the District Plan into a single plan with a consistent approach to development and growth across the former Franklin and Waikato areas of the district through the application of a coherent framework of objectives, policies and rules. The 2014 resolution related to a full review under s79(4) of the RMA but Council subsequently resolved to amend it to a rolling review under s79(1).

Council is required to review its District Plan every ten years.

The review of the District Plan has been broadly divided into seven phases:

Phase 1: Project inception (Completed)

Phase 2: Audit of Operative Plan (Completed)

Phase 3: Issue and topic identification (Completed)

Phase 4: Draft district plan development (Completed)

- Drafting of provisions
- Quality assurance, legal, consents and monitoring peer review
- Rules development and Section 32 analysis
- Draft District Plan for iwi feedback as part of clause 4A of the RMA

Phase 5: Notification (pending)

Phases 6 and 7: Post-notification

- Submissions
- Further submissions
- Hearings
- Decisions
- Appeals management
- Operative District Plan.

The review has been undertaken in two phases with the second phase (climate change and natural hazard provisions) to be notified in early 2019. It is intended that the Schedule 1 (of the RMA) process relating to Phase Two of the PWDP will dovetail into that of Phase One by way of a single hearing period.

### **3.1.2. ENGAGEMENT AND CONSULTATION**

The review of the District Plan has been undertaken with extensive community engagement and involvement. Where relevant and appropriate, individual landowners were also engaged to provide feedback (e.g. on Significant Natural Areas, heritage buildings, heritage trees and Maaori sites of significance).

The engagement process started in June and July 2015 when a total of 18 community drop-in sessions were held throughout the district for the community to chat to staff and Councillors about any topic in the District Plan that's important to them. Further community drop-in sessions were held in November 2017 to share a draft of the plan with the community for feedback.

Many of the wider issues identified in the PWDP are also managed and influenced by other organisations through their respective planning documents. A collaborative partnership approach was taken to the drafting of the PWDP. This included the Iwi Reference Group (which provided input into the development of the draft plan since the inception of the project), Future Proof partners (Waikato Regional Council, New Zealand Transport Agency, Hamilton City Council and Waipa District Council). Various utility providers have also been engaged. This process ensures that the PWDP is consistent with and gives effect to the relevant statutory plans and documents, and integrates with the responsibilities of other organisations.

It is also incumbent on some of these partners to make consequential amendments to their planning documents to reflect the on-the-ground reality and the issues which the PWDP seek to address.

Through the development of the PWDP, staff have worked closely with elected members of Council to formulate a robust and relevant review of the planning provisions, and the growth direction for the district, for the next 30 years.

## **3.2. OVERVIEW**

A district plan is the main regulatory method through which a council manages subdivision, use and development of land (one of councils core functions under the RMA).

The PWDP promotes the sustainable management of natural and physical resources in the Waikato district, primarily through strategic management of growth and by managing the effects of land use, development and subdivision on the environment. The effects are managed differently around the district to reflect local environmental issues. The PWDP responds to the issues in terms of community needs and aspirations. If those needs and aspirations change, then plan changes may be needed in the future.

### **3.2.1. KEY FOCUS**

Matters included in the PWDP relate to:

- Land based activities;
- Consideration of existing and future population changes;
- Energy and waste management;

- The effects of housing, business and rural activities;
- Neighbourhoods and communities;
- Recreation facilities and open spaces;
- Transportation and utility services;
- Residential and business design and heritage;
- District growth and subdivision; and
- Avoidance of natural hazards (to be fully addressed in Phase Two of the review);

All of the above have been informed through consideration given to demographic trends, economic growth and the urban and rural environments.

As the Waikato district is one of the key growth areas in New Zealand and being located at the heart of the ‘golden triangle’ encompassing Auckland, Hamilton and Tauranga, catering for, and managing growth, is a central theme of the PWDP. The PWDP enables the provision of growth through the creation of liveable, thriving and connected communities whilst also ensuring the sustainable management of natural and physical resources.

Consequently, the PWDP’s objectives and policies are aligned to the following principles:

- The promotion of compact urban development;
- Proactive planning and management of urban growth and development;
- Managing and addressing cross-boundary issues;
- Planning for the cost-effective provision of services and infrastructure;
- Using a holistic cultural and ethical approach to resource management that takes into account the principles of the Treaty of Waitangi;
- Sustainable management of natural and physical resources (including water, air and soil); and
- Indigenous biodiversity, landscape and natural character.

### **3.2.2. GIVING EFFECT TO HIGHER ORDER PLANS, POLICIES AND STRATEGIES**

The PWDP gives effect to relevant National Policy Statements, National Environmental Standards, Waikato Regional Policy Statement (“RPS”) and the Future Proof Growth & Development Strategy. However the PWDP will also inform a consequential amendment to the RPS especially with regards to urban limits for some of the towns/villages in which the PWDP has identified for growth.

As part of the National Policy Statement on Urban Development Capacity requirements, minimum targets for the development of residential and commercial land is required to be incorporated into the RPS. This is being undertaken by the Future Proof partner councils through the development of a Future Development Strategy (“FDS”).

Consequential amendments from the FDS will need to be incorporated into the PWDP once the minimum targets are established in the RPS. It is envisaged that this will be addressed through the submissions phase of the PWDP. However, this will depend on the timing of

any plan change to the RPS and whether there is scope to include the amendments. The other option would be variation to the PWDP.

### **3.2.3. SECTION 32 EVALUATION**

Section 32 of the RMA requires Council, as part of the review of the District Plan, to carry out an evaluation to examine the extent to which the objectives of the PWDP are the most appropriate way to achieve the purpose of the RMA. Council must also examine whether the “provisions” (being policies and rules) of the PWDP are the most appropriate way to achieve the objectives by:

- a) identifying other reasonably practicable options for achieving the objectives; and
- b) assessing the efficiency and effectiveness of the provisions in achieving the objectives; and
- c) summarising the reasons for deciding on the provisions.

This assessment of the provisions must also identify:

- a) the costs of benefits anticipated from the provisions (and if practicable, quantify the costs and benefits); and
- b) assess the risk of acting or not acting if there is insufficient or uncertain information about the subject matter of the provisions.

The Section 32 reports, which records Council’s evaluation, does not form part of the PWDP. Council is required, pursuant to clause 5(1)(a) of Schedule 1, to have “particular regard” to the section 32 reports when determining whether to publically notify the PWDP. However Council is not required to formally adopt the section 32 reports but must make them available to the public on the date of notification of the PWDP.

The Section 32 evaluations ensures that the most appropriate provisions are applied. This evaluation has identified all provisions associated with each objective and determined their appropriateness to achieve the stated objective, sets out the costs and benefits associated with the implementation of each provision, and analysed all provisions.

The Section 32 reports will, with other relevant documents (such as the Section 42A (planners) report and submissions) be considered in deliberations and decisions on the PWDP.

### **3.2.4. DESIGNATIONS**

Under clause 4 of Schedule 1 of the RMA, requiring authorities with existing designation (s) in the Operative District Plan are invited to give notice to Council that their designation(s) are to be:

- Rolled over into the PWDP without modification;
- Rolled over into the PWDP with modification; or
- Withdrawn.

There are 29 new designations. All notices received from requiring authorities under clause 4 of Schedule 1 have been included in the PWDP for notification. All landowners and



occupiers directly affected by any notice will be notified separately. Any party can submit on designations through the submissions process.

If a requiring authority failed to notify Council that an existing designation was to be included in the PWDP, there is no provision to include the designation in the PWDP. This is provided for in clause 4(4) of Schedule 1.

### **3.2.5. RULES WITH IMMEDIATE LEGAL EFFECT UPON NOTIFICATION**

Section 86B of the RMA states that a rule in a proposed plan does not have legal effect until a decision on submissions relating to the rule is made and publicly notified. There are three exceptions to this. The first exception relates to those rules that have immediate legal effect pursuant to section 86B(3) which provides:

- (3) *A rule in a proposed plan has immediate legal effect if the rule –*
- (a) protects or relates to water, air, or soil (for soil conservation); or*
  - (b) protects areas of significant indigenous vegetation; or*
  - (c) protects areas of significant habitats of indigenous fauna; or*
  - (d) protects historic heritage; or*
  - (e) provides for or relates to aquaculture activities.*

For the purpose of section 86B(3), section 86B(5) of the RMA clarifies that immediate legal effect means legal effect on and from the date on which the proposed plan containing the rule is publicly notified under clause 5 of Schedule 1.

The second exception is where the Environment Court, in accordance with section 86D, orders the rule to have legal effect from a different date (being the date specified in the Court order). Council will not be making an application to the Court under section 86D for any rules to have early legal effect. The third exception is where Council resolves that the rule has legal effect only once the PWDP becomes operative in accordance with clause 20 of the First Schedule. Council will not be making any such resolution.

If a rule has legal effect, it must be complied with and triggers the need for a resource consent.

The effect of section 86B of the RMA is that apart from those rules which Council will identify as having immediate legal effect under s86B(3), all remaining rules in the PWDP will not have legal effect until decisions are made and notified on those rules.

Rules which do not have legal effect must be ignored and do not trigger the need for a resource consent.

### **3.2.6. PRIVATE PLAN CHANGES**

Private Plan Change 20 (Te Kauwhata Lakeside Development) will become operative on 13 July 2018 as the last day for lodging appeals has expired and no appeals were lodged with the Environment Court. However, as Private Plan Change 20 is to the existing Operative Waikato District Plan (which will be replaced by the PWDP), the provisions of Plan Change 20 have been incorporated into the PWDP. The approved version of

Plan Change 20 has however been modified in the PWDP to reflect the new formatting of, and cross-referencing in, the PWDP.

The zoning change for Plan Change 21, Graham Block Development Pokeno, has also been incorporated within the PWDP.

### **3.2.7 NOTIFICATION REQUIREMENTS**

A letter to each landowner in the district will be sent out prior to notification. The letter will highlight the significant change to some and, to most, it will merely that there is now a PWPD. The letter will also contain information about where the PWPD can be viewed (including instructions on how to do a property search), and encouragement to make a submission.

The communications pack will also include two public notices (legally required) and a flyer detailing the district-wide changes.

Online submissions are being promoted but hard copies will also be available at offices, libraries and on the website. A hard copy can also be mailed out on request.

## **4. CONSIDERATION**

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### **4.1 FINANCIAL**

The cost of getting the project (development of the PWDP) to notification is around \$1.5m. This has been made possible through funding made available through Council's Long Term Plan and Annual Plan. A financial report on the project will be provided to Council at the end of 2017/18 financial year. Approximately \$300,000 remains for the post notification phase. Consideration will need to be given by Council for further allocation of funding for the post-notification phase.

### **4.2 LEGAL**

The review of the District Plan has been carried out in accordance with the requirements of the RMA. Council is asked to approve the notification of the PWDP (Phase One) - including the associated Planning Maps and the Section 32 Reports - pursuant to Section 73 and 79 of the RMA and Clause 5 of Part I of Schedule I of the RMA.

The notification of the PWDP also satisfies the level of engagement for plan changes/reviews as contained in Council's Significance and Engagement Policy (a key policy under the Local Government Act).

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

The PWPD gives effect to relevant National Policy Statements, National Environmental Standards, the Regional Policy Statement (RPS) and the Future Proof Growth & Development Strategy. However the PWDP will also inform a consequential amendment to be made to the RPS especially with regards to urban limits for some of the towns/villages.

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The public notification process will be undertaken as part of Schedule I of the RMA. Pre-engagement with the community, stakeholders and partners occurred through the duration of the pre-notification period. The pre-engagement undertaken and the notification of the PWDP satisfies the level of engagement for plan changes/district plan reviews as contained in Council's Significance and Engagement Policy.				

The following external stakeholders have:

- a) been engaged with or consulted during the preparation of the PWDP; and
- b) further engagement will be undertaken (through the notification and submission phase of the PWDP):

Planned (through notification)	In Progress	Complete	
b)		a) ✓	Internal
b)		a) ✓	Community Boards/Community Committees
b)		a) ✓	Iwi authorities with interest in the Waikato district
b)		a) ✓	Households
b)		a) ✓	Business
b)		a) ✓	Future Proof partners

## 5. CONCLUSION

The Strategy & Finance Committee is being advised to consider recommending to Council that the notification to the public of the Proposed Waikato District Plan (Phase One) be approved.

Staff will place a public notice of the PWDP in the relevant newspapers on 18 July 2018 and allow for 60 working days for the submission period.

Phase Two of the PWDP (i.e. provisions related to climate change and natural hazards) will be notified early in 2019.

## **6. ATTACHMENTS**

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Note: District Plan link to be provided by email to Councillors when ePlan has been set up.  
Hard copy of the District Plan to be made available to Councillors prior to approval of this report.

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	14 June 2018
<b>Prepared by</b>	Sandra Kelly District Plan Administrator
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1980831
<b>Report Title</b>	Private Plan Change 20 Lakeside Development – Operative Date

## **I. EXECUTIVE SUMMARY**

---

Proposed Private Plan Change 20 (“PPC20”) proposed to rezone an area of approximately 194 hectares to the south of the Te Kauwhata township from Country Living Zone and Rural Zone to a mixture of Living, Business and Rural Zones and includes an open space overlay.

PPC20 seeks to enable high and medium density residential development to the south of the existing township with provision for a community hub in the proposed business zone. The proposed zoning has a suite of specific planning provisions to enable the development of the area at medium and higher density. These provisions seek to ensure that development happens in a cohesive manner through the requirement for large portions of the plan change area to be consented at a time.

## **2. RECOMMENDATION**

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

**AND THAT pursuant to clause 20 in Schedule 1 of the Resource Management Act 1991, public notice is given that declares the provisions in Plan Change 20 Lakeside Developments to the Waikato District Plan (Waikato Section) operative with effect from 13 July 2018.**

## **3. BACKGROUND**

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PPC20 was notified on 22 September 2017 and submissions closed on 20 October 2017. 34 submissions were received with one late submission. Further submissions were notified

on 1 December 2017 and closed on 19 December 2017 and four further submissions were received.

The hearing for Proposed PPC20 was held on 12 March and 13 March 2018 by independent commissioners. The commissioners released their decisions on 18 April 2018 and the appeal period closed on 12 June 2018. No appeals were received.

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

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### **4.1 DISCUSSION**

As the appeal period for PPC20 has closed and no appeals were received, Council can now approve the Plan Change as operative. Pursuant to Clause 20(1)(2) in Schedule 1 of the Resource Management Act 1991 Council must publicly notify the date in which the Plan Change becomes operative at least five working days before the date on which it becomes operative.

With the District Plan in the process of being reviewed there is a need for these same provisions to be incorporated into the Proposed District Plan (“PDP”) at some stage. Staff are working closely and within a very tight time frame with Lakeside Developments to enable these duplicate provisions to be incorporated into the PDP by the notification date of the 18 July 2018. Incorporating the provisions within the PDP at notification will avoid the need for Council to propose a Variation to the PDP in the near future. It should be noted that the provisions as written in PPC20 are not in line with the new layout and structure of the PDP and are being restructured to be consistent with this new format.

### **4.2 FINANCIAL**

All financial costs have been on-charged to the applicant where possible. These costs have included staff time, legal service, consultants, public notification notices, the hearing and printing costs.

### **4.3 LEGAL**

The Plan Change document and other relevant planning documents were legally reviewed by Tompkins Wake. The Plan Change satisfies the requirements of the Resource Management Act 1991 (“RMA”). It also satisfies the level of engagement for an RMA document as contained in the Council’s Significance and Engagement Policy.

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

The Private Plan Change broadly aligns to the Future Proof Growth & Development Strategy and to the North Waikato Integrated Growth Management Programme Business Case. However, it will require a consequential amendment to be made to the urban limit for Te Kauwhata in the Regional Policy Statement.

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The public notification process was undertaken as part of Schedule I of the Resource Management Act.				

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

#### 5. CONCLUSION

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Council is requested to declare PPC20 Lakeside Developments Limited operative. Staff will place a Public Notice of the Private Plan Change in the relevant newspapers. The Plan Change will be advertised on 4 July 2018 in the Waikato Times and the Te Kauwhata Chatter with an operative date of Friday, 13 July 2018.

### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	19 June 2018
<b>Prepared by</b>	Clive Morgan Economic Development Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1981564
<b>Report Title</b>	Master Planning - Proposed Approach

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to provide a proposed approach to Master Planning to enable liveable, thriving and connected communities.

At the request of staff, Mr Kobus Mentz of Urbanismplus was engaged to develop a proposal to satisfy the requirements for better planning outcomes through a master planning approach.

The proposal has been received from Urbanismplus Ltd to develop a District Blueprint and Local Area Blueprints for Waikato district. The proposal presents a framework to deliver on Council's aspiration for better master planning, to enable Liveable, Thriving and Connected Communities and shows how blueprints related to Council's draft Strategic Planning Framework.

The District Blueprint addresses the vision and layers of planning to show the desired future for the district as a whole, whilst Local Area Blueprints are focused at town, village or rural area level. Urbanismplus has explained that the Blueprint will contain 'Master Plans' however their preferred terminology is 'Town Centre Strategies'. Master planning is often misinterpreted as a fixed design, whereas Town Centre Strategies are designed to be flexible and adaptable.

Urbanismplus are mindful of the consultation and planning processes recently undertaken and will incorporate the feedback into their methodology. The methodology is inclusive and engages directly with Councillors, communities, staff, and other key stakeholders. It will acknowledge and reference recent consultation and planning processes, such as land-use planning and will be used to inform upcoming processes requiring consultation.

It is proposed the Local Area Blueprints for communities within the Auckland – Hamilton Corridor be prioritised reflecting the opportunity that this work represents for the Waikato district.



## 2. RECOMMENDATION

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

**AND THAT** the **Strategy & Finance Committee** recommends to Council that it adopts the **'Proposal for Waikato District Blueprint Waikato District Council'** by **Urbanismplus Ltd with Prosperous Places Ltd, Brisbane;**

**AND FURTHER THAT** the **Strategy & Finance Committee** recommends to Council that it approves the **Chief Executive** to reallocate the **Long Term Plan 2018-2028** budget for **Master Planning** as appropriate to fund this proposal.

## 3. BACKGROUND

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In February 2018, Council presented a new vision and direction titled 'Liveable, Thriving, and Connected Communities' which is incorporated into the Long Term Plan 2018-2028 consultation document. This vision was developed through the Long Term Plan programme.

During deliberations Councillor Bech introduced a paper on urban design, "Urban Design: Supporting our Communities" – September 2017. The paper highlighted concerns regarding growth pressures and consequent sub-division. It also highlighted development risks and exposed potential weaknesses in the tools available to Council planners, by way of provisions in the District Plan and other regulatory mechanisms. These have the potential to restrict the enablement of 'whole town' planning.

*"In this whole town scenario, we do not have the agreed vision or regulatory tools to achieve our desire to 'plan for the development of complete and connected communities'."*

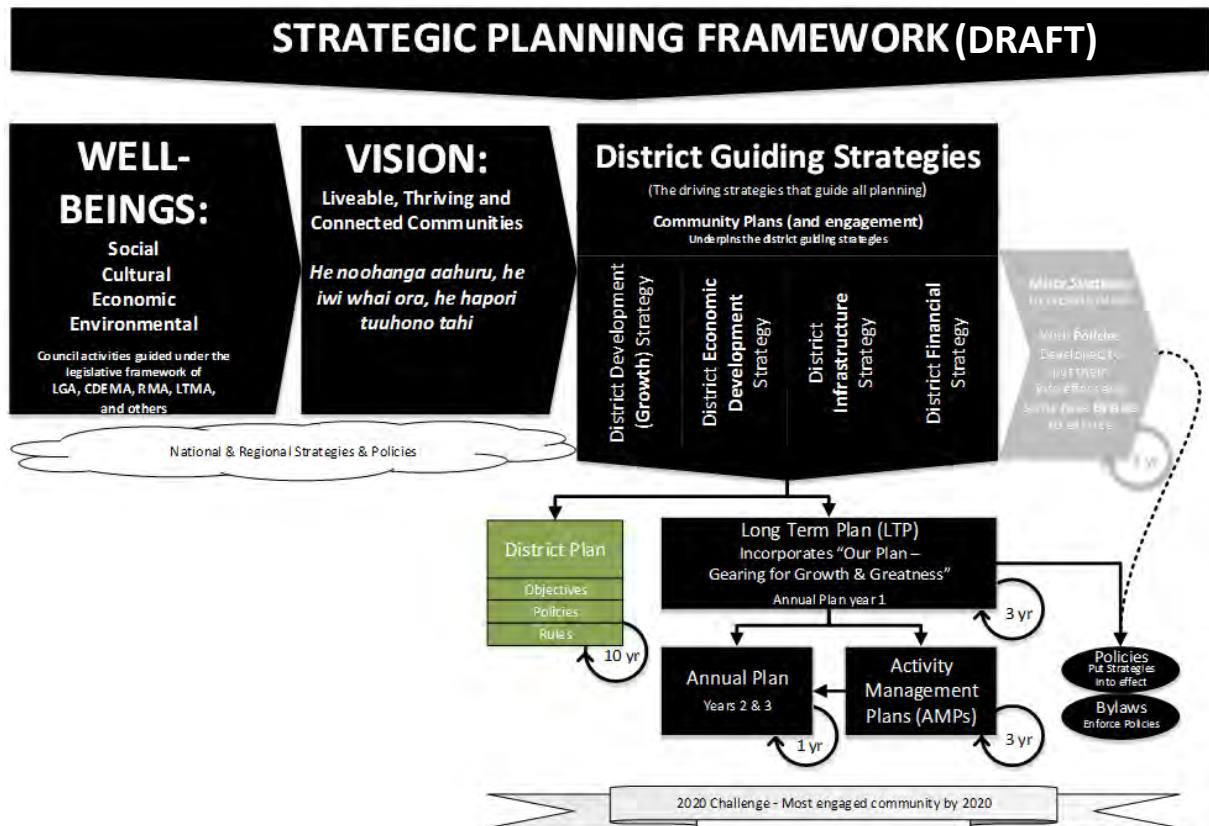
Staff have taken Council's direction to investigate (and ultimately establish) a Master Planning Framework to help deliver liveable, thriving, and connected communities through three principle workstreams:

1. The development of objectives and policies in the District Plan Review to support Council's vision.
2. Chief Executive-led 100 Day Project to realign and position to better manage growth and improve planning outcomes;
3. Investigation into Master Planning approaches to establish a Master Planning Framework.

The first of these workstreams led Council to endorse a move away from deferred zoning to live zoning, and requires staff to update the draft policies and objectives in the proposed District Plan.

One of the outcomes of the second workstream led to the development of a new draft Strategic Planning Framework, providing clarity regarding how the four wellbeings (social, economic, cultural, environmental) relate to Council's vision of liveable, thriving, and connected communities, and to the District Guiding Strategies (district development strategy, district economic development strategy, district infrastructure strategy, district financial strategy).

Furthermore, it identifies the alignment of these strategies and the District Plan, Long Term Plan and Activity Management Plans.



The third workstream has led to receiving this proposal from Urbanisplus Ltd on an approach to Master Planning.

### Urbanisplus Ltd

Staff were invited by Pokeno Land Company ("PLC") to participate in a town centre planning exercise, which was initiated to assist in progressing the new Progressive Enterprises Supermarket development in Pokeno. During this exercise, staff and Councillors were introduced to Mr Kobus Mentz of Urbanisplus Ltd.

Mr Mentz is one of Australia and New Zealand's most experienced urban designers and has made a significant contribution to the move towards applying more sustainable practices in producing urban design solutions that combine good economic, ecological and social outcomes. He was awarded the Alfred O. Glasse Award by New Zealand Planning Institute in recognition of his significant contribution to the profession and practice of planning in New Zealand. A comprehensive biography on Mr Mentz and his team members is included in the proposal, and Urbanisplus has undertaken a number of master planning processes in New Zealand and Australia.

Staff have met with Mr Mentz on a number of occasions regarding Councils aspirations for improved Master Planning. This has led to the development of a "Proposal for Waikato District Blueprint Waikato District Council" by Urbanisplus Ltd with Prosperous Places Ltd, Brisbane.

The proposal outlines a specific approach for Waikato district that will provide an effective and legible pathway from vision to strategy and from strategy to action.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

### 4.1 DISCUSSION

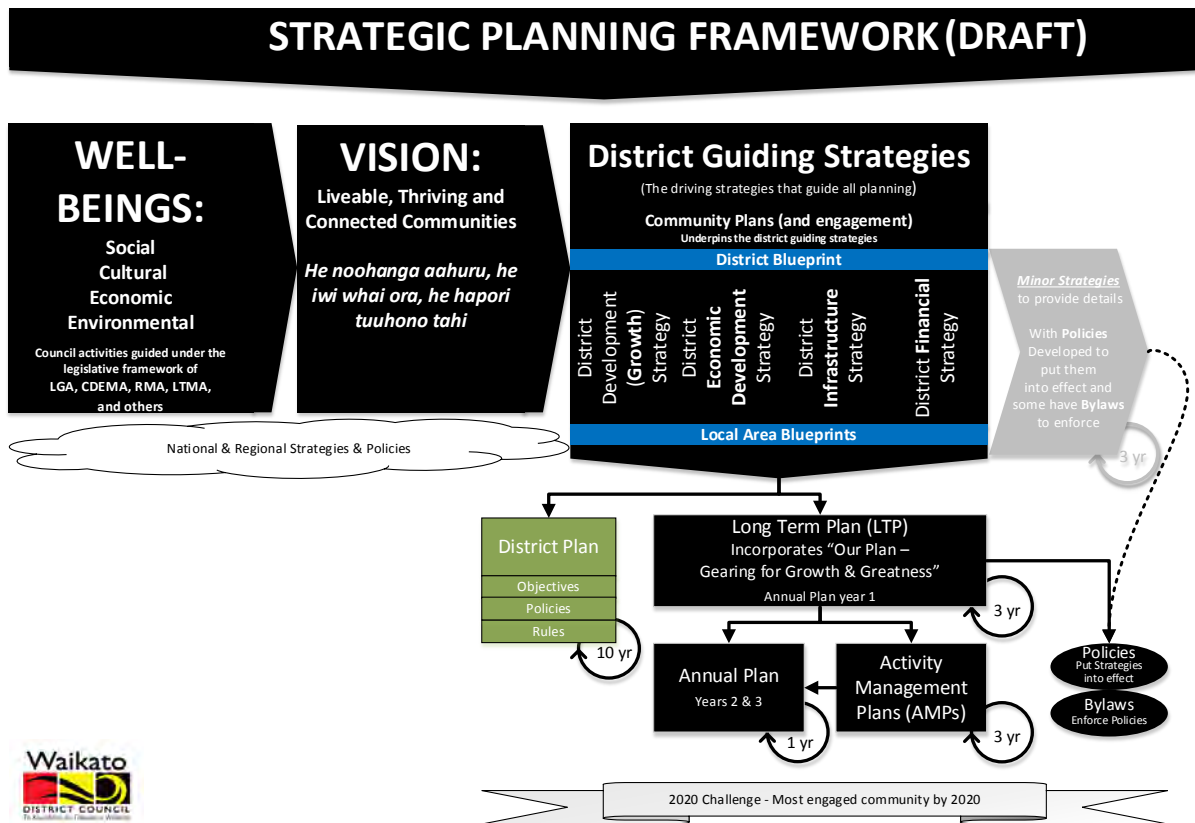
Urbanismplus is proposing the development of a District Blueprint (“DB”) and Local Area Blueprints (“LAB”) for Waikato district. The concept of blueprints is new to Council.

A **District Blueprint** is where the vision and layers of planning come together to show the desired future for the district as a whole. It incorporates the four Guiding Strategies in Council’s draft Strategic Planning Framework into a single place.

Each town, village or rural area will have what is known as a **Local Area Blueprint**.

The blueprints address growth, infrastructure, social, community, environmental, economic and transport issues. At a local level these are more detailed and specific to the place, whereas at a district-wide level these are articulated as networks. In combination they serve as a strategic tool with which Council, informed by the community, can determine a holistic and strategic approach with clearly defined priorities and actions for that community.

Below is the draft Strategic Planning Framework, highlighting the conceptual placement of the blueprints.



## Methodology

The methodology is inclusive and engages directly with Councillors, staff, and key stakeholders, such as our communities. It will acknowledge and reference recent consultation and planning processes, and will also include a stocktake of the land-use planning already undertaken.

The stocktake will identify gaps and areas of duplication to streamline the consultation process with our communities. For example, Council's investment in planning for some communities (e.g. Tuakau and Te Kauwhata) may enable the level of engagement for these communities to be more targeted. It will also take into account other recent engagements, such as the Long Term Plan consultation programme.

Discussions with Urbanismplus have confirmed the methodology will take account of opportunities to support current work programme data needs, to ensure efficient use of resources and budget and avoid over-consultation with our communities. It will also capitalise on district and community data already available.

The blueprints could also inform the following upcoming planning processes in the next three years:

- Future Development Strategy (Sub-regional) – due December 2108 to fulfil National Policy Statement – Urban Development Capacity (“NPS-UDC”) requirements.
- Review of the Regional Policy Statement – to set NPS-UDC targets, due early 2019 which will also be incorporated into District Plan.
- Hamilton to Auckland Corridor Plan – this may identify new iwi aspirations.
- National Planning Standards – Central Government are currently consulting on this which will be incorporated into District Plan within next two years.
- Planning for next Long Term Plan 2021-2031.
- Economic Development Strategy – third generation.
- Community Development Framework study.
- Youth empowerment and youth engagement programmes.

## District Wide Blueprint

As part of an integrated approach, the process is designed to bring disciplines together to seek win-win outcomes, balance trade-offs, or at worst, limit any harm. At a district wide level, the following discipline areas are mapped:

- Social & Cultural Network – Community infrastructure, affordability, equity, urban health, safety, housing preference etc.
- Green & Blue Network – Catchments, water courses, the three urban waters, water management, low impact measures, natural features, ecological areas, urban parks etc.
- Movement Network – Public transport, traffic management, strategy routes, freight, industrial, cycle, pedestrian etc.
- Employment & Wealth – New economy, industrial and other large employers, the special role of retail, etc.

- Consolidation & Growth – Determining the balance between internal consolidation and growth, residential needs, housing preferences etc.

### **Local Area Blueprint**

Local area blueprints can apply to towns, village and rural areas and account for specific local needs and constraints. Topic areas typically include:

- Summary of key initiatives;
- Land use conditions and suggested changes;
- Key transport issues including roading, as well as cycle and pedestrian links;
- Open space conditions, including recreational space, as well as biodiversity and natural water areas;
- Other infrastructure such as water supply and waste water.

The proposal includes a detailed step by step methodology commencing July 2018 through to March 2019.

### **Deliverables**

- A. District-wide blueprint
- B. Local area blueprints:
  1. Pokeno and Mercer
  2. Tuakau
  3. Meremere
  4. Huntly
  5. Te Kauwhata & Rangiriri
  6. Ngaruawahia, Taupiri & Horotiu
  7. Te Kowhai & Whatawhata
  8. Raglan
  9. Tamahere

Note: It was raised in workshop held 19 June 2018 by Mr Mentz that prioritisation and programming of the local area blueprints could reflect the Auckland to Hamilton corridor work programme communities. Mr Mentz indicated taking this approach would require extending timeframes somewhat, resulting in the completion of non-corridor communities being deferred until early 2019. Mr Mentz indicated this approach would not change Urbanismplus' fee.

### **Out of scope – Town Centre Strategies**

The Local Area Blueprints will identify, at a high level, the strategies required in a local area. This may lead to a requirement for specific town centre strategies for some of our urban areas. Urbanismplus will provide guidance to Council on which areas require town centre strategies in order to help Council prioritise the development of these.

## Masterplans vs Blueprints and Town Centre Strategies

Urbanisplus has explained that the Blueprint will contain 'Masterplans' however their preferred terminology is 'Town Centre Strategies'. This is due to a common misinterpretation that a 'Masterplan' is only a fixed spatial plan. A 'Town Centre Strategy' combines the spatial framework (which is more flexible than a masterplan) with non-spatial strategies which a masterplan usually doesn't incorporate. e.g. Masterplans are typically used for large-scale subdivision design rather than whole town approaches.

The proposal includes a number of example blueprints, including: New Plymouth District Council; Marlborough District Council; Thames Coromandel District Council; Hamilton City Council; Auckland Council; Christchurch City Council; Palmerston North City Council; Dunedin City Council; and others.

## 5. CONSIDERATION

### 5.1 FINANCIAL

The Proposal from Urbanisplus is \$220,000 plus GST. The current budget through proposed Long Term Plan ("LTP") for Master Planning is \$100,000 per annum. This proposal would require bringing forward LTP year two funding.

### 5.2 LEGAL

NIL.

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

This proposal and process has strong alignment with Councils' Liveable, Thriving, and Connected Communities vision, draft Strategic Planning Framework, District Plans, Long Term Plan, and Activity Management Plans. The engagement approach is also consistent with Councils philosophy around engagement and the significance and engagement policy.

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

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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>	Proposal methodology provides for significant community engagement including all the above.				

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: Regional and sub regional partners and Councils and agencies.

## 6. CONCLUSION

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The proposal will provide Council with a process ensuring a high level of engagement with our key stakeholders using co-design principles resulting in a robust district-wide blueprint and local area blueprints. It offers an accelerated process that will consolidate existing plans and strategies, and new data using a blueprint framework that can be repeated and maintained.

The process will also engage staff extensively across the organisation to enhance outcomes and foster greater levels of integrated, collaborative planning.

Given the current and scheduled planning processes, undertaking this proposal will provide timely, useable data inputs which can be utilised to progress planning outcomes at a district, regional and central government levels, e.g. Auckland – Hamilton Corridor: Southern Auckland/Northern Waikato Case Study. This could also reduce consulting costs and resourcing requirements over the next three years.

This proposal provides the framework to deliver on Councils aspiration for better master planning, to enable liveable, thriving and connected communities.

## 7. ATTACHMENTS

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Proposal for Waikato District Blueprint Waikato District Council by Urbanismplus Ltd with Prosperous Places Ltd, Brisbane.

PROPOSAL FOR

# WAIKATO DISTRICT BLUEPRINT

**Waikato District Council**

by  
**Urbanismplus Ltd**  
with

Prosperous Places Ltd, Brisbane



**delivering sustainable urban form**



## CONTENTS

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**Methodology - 2**

**Professional Services - 3**

**Experience - 4**

**Team Structure & CVs - 5**

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## CONTACT

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# — OUR APPROACH

## OUR APPROACH

A Blueprint for Waikato District will provide an effective and legible pathway from vision to strategy, and from strategy to action.

### A BLUEPRINT FOR WAIKATO DISTRICT

Urbanismplus will be delighted to assist Waikato District Council with the production of a Blueprint.

The opportunity is to provide the Council with an effective tool to guide the district toward outcomes that respond to the community's social, economic and environmental needs.

The Blueprint will provide a high-level 'spatial picture' of how the district could progress over the next 30 years, and how it responds to its regional context. It will also address local conditions and more immediate needs.

Additional benefits will be:

- **Clarity:** of direction and certainty for the Council, the community, and the private sector.
- **Integration:** of different disciplines (e.g. transport, environmental, community services, urban design, etc.) to achieve enhanced gains.
- **Alignment:** between infrastructure investment priorities, and policy and planning directions.

We are well equipped to deliver this project, as we have significant experience undertaking all the major growth strategies in New Zealand, as well as numerous regional blueprints and town centre regeneration strategies.

**HOW THE BLUEPRINT FITS IN WITH OTHER PLANS**

As illustrated below, the Blueprint will sit as a strategic layer, acting as a conduit between the Council’s strategies, policies and plans, and will position these in an understandable spatial context. It operates at the district level as well as the local.

**DISTRICT-WIDE BLUEPRINT**

A district-wide Blueprint is where the vision and layers of planning come together to show the desired future for the district as a whole. It incorporates the four Guiding Strategies into a single place.

**LOCAL AREA BLUEPRINTS**

Each town, village or rural area has what is known as a Local Area Blueprint.

The blueprints address growth, infrastructure, social, community, environmental, economic and transport issues. At a local level these are more detailed and specific to the place, at district-wide level these are articulated as networks. In combination, they serve as a strategic tool with which the Council, informed by the community, can determine a holistic and strategic approach with clearly defined priorities and actions.

**TOWN CENTRE STRATEGIES**

The blueprint process will identify a range of key opportunities in the district, and will, with the involvement of Councillors, prioritise the town centres that need early attention.

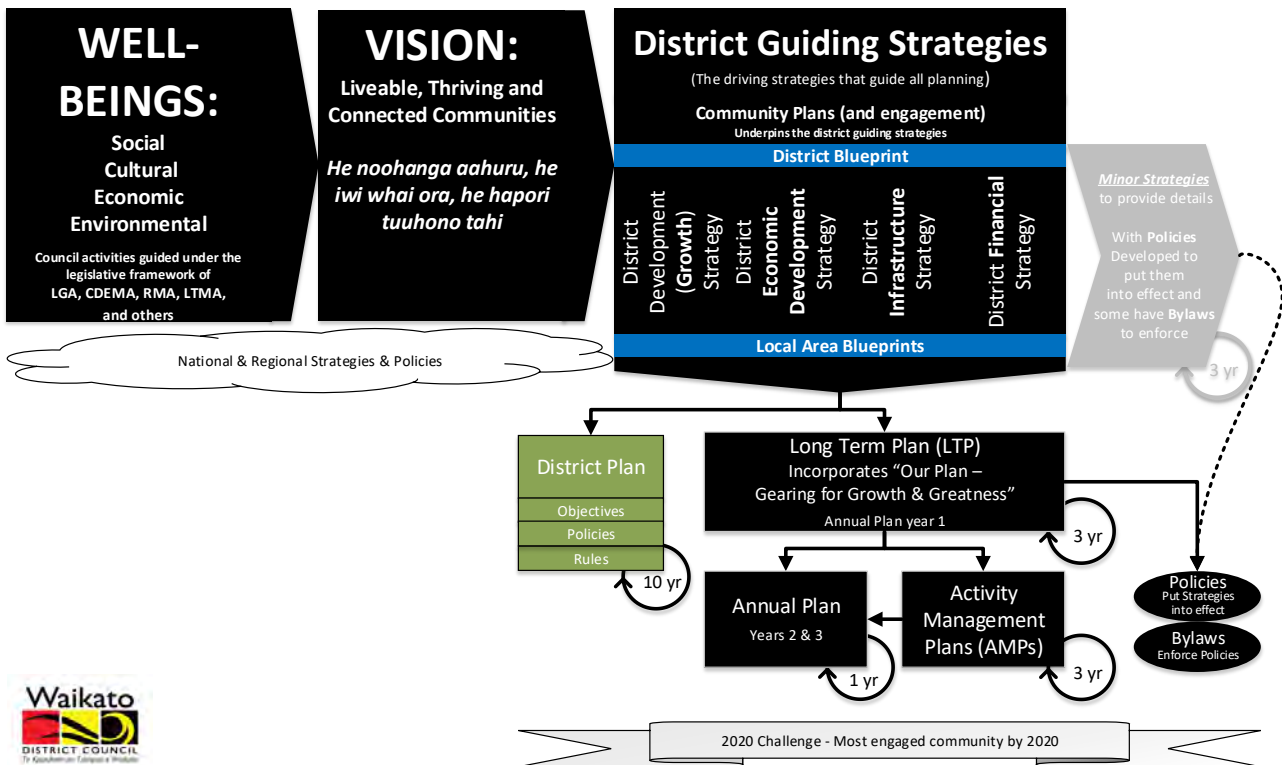
The town centre strategies will respond to the key issues identified in the local area blueprints. In the inquiry process it is likely that more detailed opportunities will be uncovered.

The local area blueprint may identify employment creation in a particular town centre as a priority opportunity - the town centre strategy will identify which employment uses may be viable and suggest methods by which to pursue them.

Where a local area blueprint may identify the need to improve the quality of the public realm, a town centre strategy will propose specific space designs.

Upon completion of a town centre strategy, the local area blueprint will be amended to reflect the progression in thinking.

**STRATEGIC PLANNING FRAMEWORK**



ABOVE FIG. 1.1: Provisional Waikato District Strategic Planning Framework Map produced by Dave Brady, Rocket Projects.

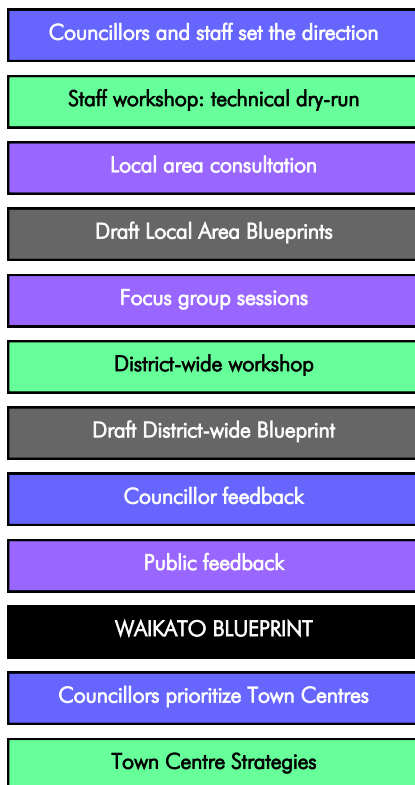
## THE PROCESS

The approach is an inclusive one which engages directly with Councillors, staff, key stakeholders and the public. Recent consultation and current plans will be carried forward for continuity.

The project will be structured around Councillor and key stakeholder sessions, a series of consultation workshops held within local communities, and a district-wide workshop with Council staff and the consultant team.

Our experience suggests that this mixture of technical skills, local knowledge, and outside expertise offers the best chance of delivering durable solutions with wide endorsement.

The process steps are detailed in the next section.



**WORKING WITH YOUR EXISTING PROCESSES AND POLICIES**

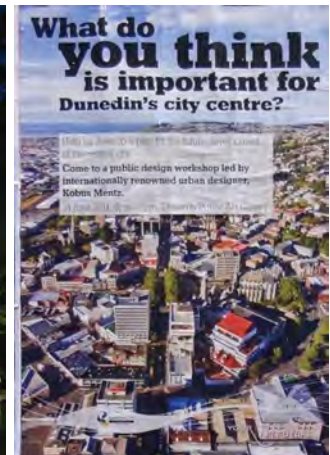
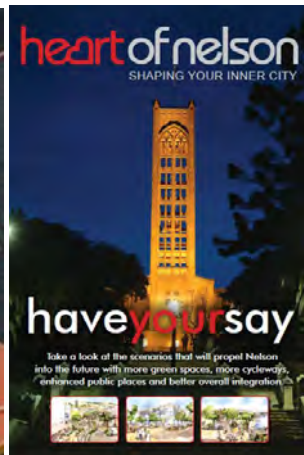
The blueprint process will be a continuation of current council processes. The Long Term Plan (LTP) consultation outcomes and decisions will be adopted as a starting point. The status of current work being undertaken on changes to the District Plan will also be accounted for.



**CONSULTATION**

As stated above, care will be taken not to create confusion between the LTP consultation and this work. Conversations with the public will be along the lines of how the goals of the LTP will be achieved and implemented, and which specific initiatives will further these in your local area, or topic area. The blueprint, and especially the town centre strategies, will also promote ideas that may be delivered by entities other than council. Consultation will occur at several levels:

- With Councillors to glean their perspectives as elected leaders of the district.
- With key stakeholders who have specialist knowledge of key sectors such as iwi, business, agriculture, community development, education, health, and the environment.
- With citizens to understand their local needs.
- With Council staff to draw on their considerable technical and administrative knowledge.



**WORKING AT DIFFERENT SCALES**

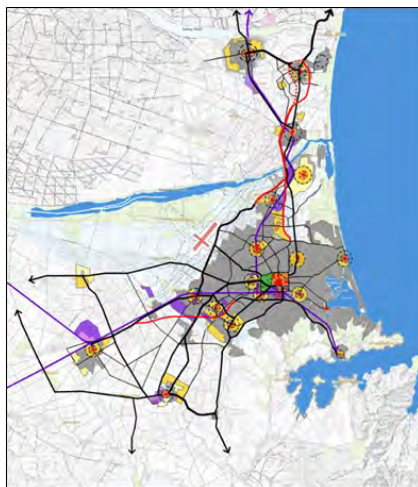
The blueprint process will operate at different scales and will seek to connect actions at district level with those at the local level. At a local level the town centre strategies will deepen the connection even further, to specific places, entities, interest groups, and even individuals.

At a district level, consideration will be given to the district in relation to the sub-region, particularly to Hamilton and Auckland.

The process will also question and strengthen connections between policy and Council actions.



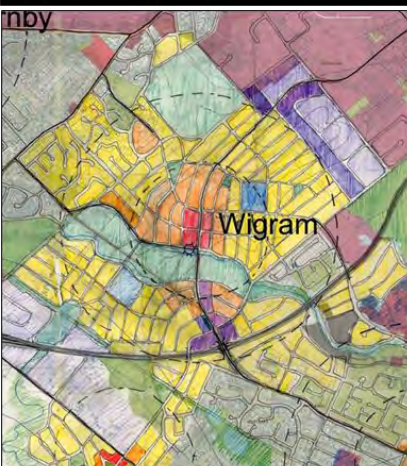
**DISTRICT STRATEGY**



**DISTRICT PLAN**



**TOWN CENTRES**



**NEIGHBOURHOODS**



**PLACES**



**PEOPLE**

**INTEGRATING DISCIPLINES AT DISTRICT BLUEPRINT LEVEL.**

The blueprint process is designed to bring disciplines together to seek win-win outcomes, balanced trade-offs, or, at worst, limit any harm. By considering several disciplines simultaneously areas of alignment and tension are quickly revealed. With this knowledge a strategic response can be formulated.

The diagrams below illustrate different discipline areas being mapped at district-wide level.

**SOCIAL & CULTURAL NETWORK**

Community infra structure, affordability, equity, urban health, safety, housing preference, etc..

**GREEN + BLUE NETWORK**

Catchments, water courses, the three urban waters, water management, low impact measures, natural features, ecological areas, urban parks etc..

**MOVEMENT NETWORK**

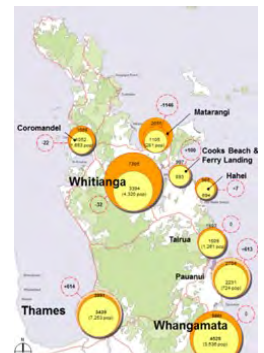
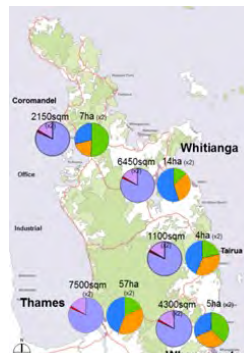
Public transport, traffic management, strategic routes, freight, industrial, cycle, pedestrian, etc..

**EMPLOYMENT & WEALTH**

New economy, industrial and other large employers, town centres strategy, the special role of retail, etc..

**CONSOLIDATION AND GROWTH**

Determining the balance between internal consolidation and growth, residential needs, housing preference etc..



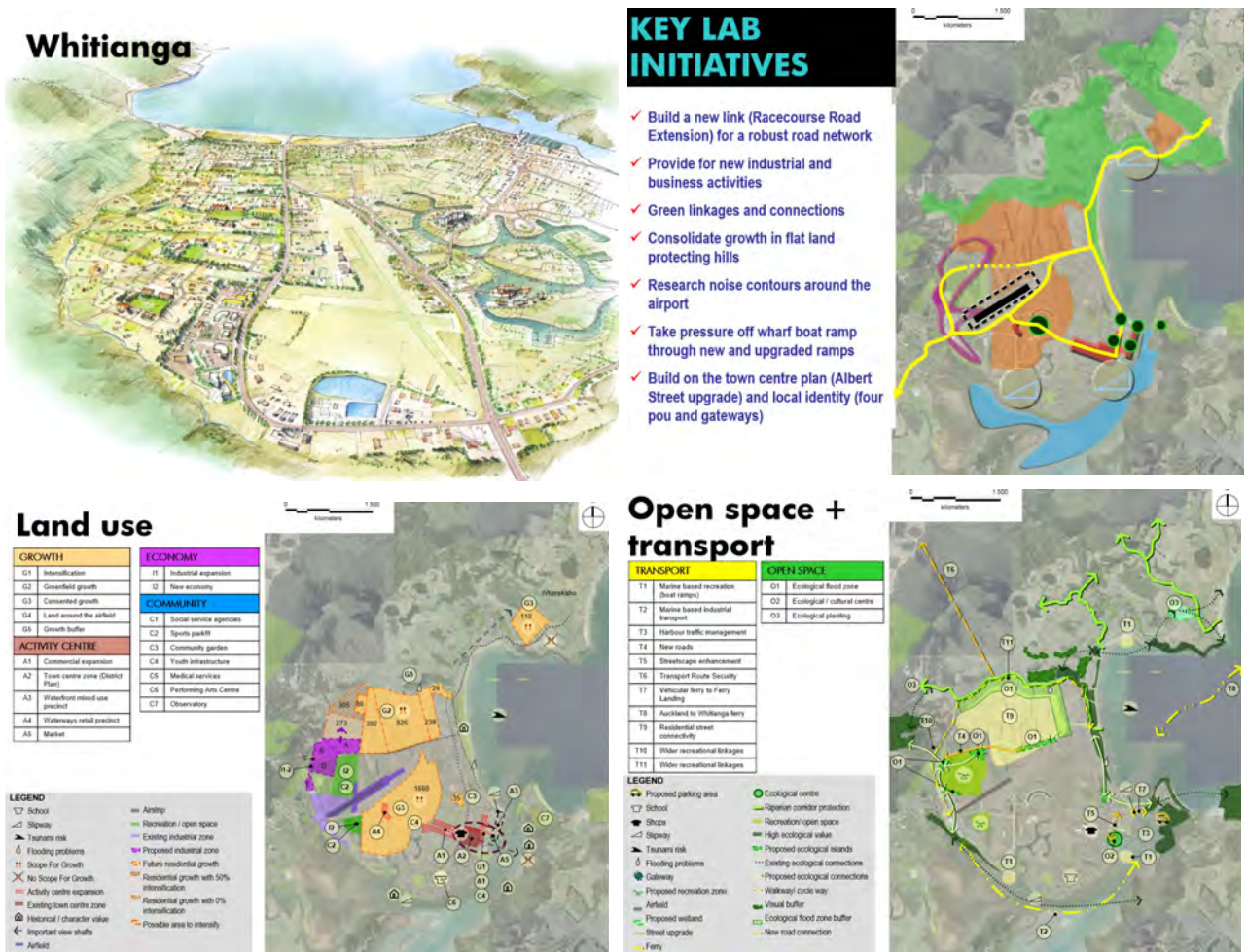


### LOCAL AREA BLUEPRINTS

Local area blueprints can apply to towns, villages, and rural areas. They account for specific local needs and constraints. Topic areas typically include:

- A summary of key initiatives.
- Land use conditions and suggested changes.
- Key transport issues including roading, as well as cycle and pedestrian links.
- Open space conditions, including recreational space, as well as biodiversity and natural water areas.
- Other infrastructure such as water supply and waste water.

The locations of the Local Area Blueprints are listed in the Methodology section.





Pokeno



Tuakau



Meremere



Te Kauwhata



Huntly



Ngaruawahia



Raglan



Tamahere



1	a proud district	Brand, Prospectus, Information Point
2	a prosperous district	Business, Employment, Visitors, Council Practices, Agriculture, Industry, Affordability, Town Centre Vitality, Parking, Safety, Earthquake, Events
3	strong communities	Community plans, lwi, facilities, youth, seniors, Health, Crime
4	connected citizens	Communications, Social Media, Cycling, Walking, Bus
5	smart growth	Barriers to Growth, Affordability, Quality, Energy, Retirement, Pensioner Flats,
6	nature friendly	Sustainable Practices, Biodiversity, Clean Rivers, Dams and Oceans, Waste Management
7	durable infrastructure	Water supply, Wastewater, Stormwater, Transport

**A COMPELLING VISION AND STRATEGY**

The ideas, aspirations, and delivery pathways will be drawn together in an overarching vision statement that can be easily comprehended by the community and stakeholders.

**A BLUEPRINT FOR ACTION**

All key initiatives will be given an outline description, who will deliver, who will fund, and where possible a rough order cost.

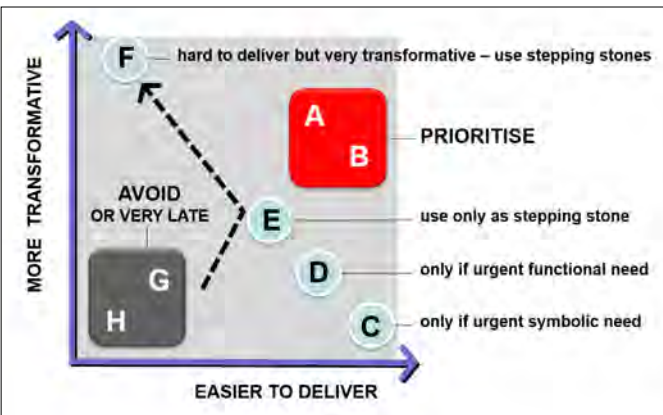
**STRATEGIC SEQUENCE OF ACTIONS**

Key initiatives will also be ranked in terms of strategic importance. This will be done on a matrix of how **transformative** a project will be, compared with how **deliverable** (community support, cost, technical complexity etc.) it will be. See the diagram bottom left on this page.

**THE REPORT**

The Blueprint Report will describe the vision, strategies, as well as capturing the process. Diagrams and notes produced at the consultation sessions will be preserved in an appendix.

Key aspects of the report will be made available to the public.



### TOWN CENTRE VITALITY

- Catchment
- Anchors
- Movement economy & parking
- Quality of place & pedestrian access
- Weekend economy - management, markets & events
- Night time economy - cinemas, clubs
- Employment
- Residential

copyright urbanismpius.com



### DAY TIME VITALITY



**\$1.1m council investment has leveraged \$52m in private investment in Dunedin's once threatened historic Warehouse District**



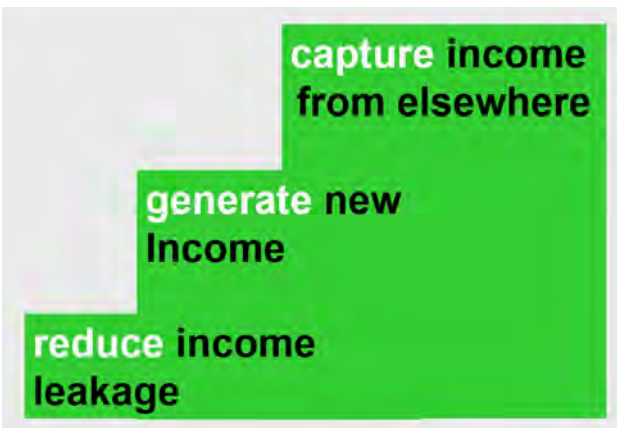
### TOWN CENTRE STRATEGIES

Local area blueprints identify, at a high level, the strategies required in a local area; town centre strategies progress these strategies (and additional ones) to a level of a specific action plan.

The benefits of a good strategy can be significant. Our strategy for Dunedin's historic Warehouse District has been calculated to have delivered **\$52m** in private investment on the back of an investment of **\$1.1m** by the Council in grants and amenity upgrades. With the uplifted amenity of the area, property market views have shifted and now highly value the heritage buildings, finding them attractive as both office and residential spaces. Once derelict heritage buildings now offer high quality and high commercial returns. Tourism opportunities have been increased and the district as a whole is providing a high-profile opportunity to market the city.

Typically a town centre strategy will give consideration to the following topic areas and determine where specific initiatives may be appropriate:

- Retail vitality conditions, vacancies and which retailers are absent that may be attracted.
- Public realm conditions and initiatives that may improve trading performance, personal safety and user amenity.
- Open space provision and initiatives that may improve recreational and biodiversity conditions.
- Transport conditions and initiatives to improve safety, congestion conditions, walkability or cycling.
- Community service provision and initiatives that improve their effectiveness, or respond to other social needs.
- Economic conditions and initiatives to increase employment or the retention of wealth.



**Local economy opportunities**

**'Comparative' Advantage Opportunities:**

- Forestry (ETS, Carbon trading)
- Saw milling (glued engineered and architectural timber products?)
- Aquaculture Processing
- Recreational Boating
- Related Marine Services
- Recreational Multi-Eventing

**High School(\*)/Training Specialisations:**

- Aeronautics (private pilot license)\*
- Maori Cultural Tourism (Wharekaho) (I)\*
  - cultural tracking (urban/natural areas)
  - cultural emersion experience (food, o/n)
- Environmental education\* (guiding/interpretation)
- Silver culture/arbor culture
- Ranger and nature restoration skills
- Light aircraft & boat maintenance & instrumentation

**'Competitive' Advantage Opportunities:**

- Sports Fields 'Small Business Park/Trading Estate'
- Maori Cultural Tourism (I)
  - cultural tracking (urban/natural areas)
  - cultural emersion
    - Urban Marae (cultural events, o/n, festivals, carving, crafts)
- Global Contractors 'Home Base'
- Housing the Elderly
- Light aircraft (training /maintenance/instrumentation)
- Regional & Visitors Sports (indoor/out door, wet weather visitor)
- Corporate Team Building (high rope challenge)
- Extreme Sports
- Nature as the 'Third' Teacher (experiential preschools)

**ECONOMIC CONDITIONS**

The economic work will apply to all levels. At a district-wide level the overall condition will be analysed in order to determine a district-wide approach. This will comment on the sectors worth pursuing and how they may benefit from initiatives in specific locations.

The blueprint will also deliver the following:

- Analyse comparative growth to see which employment sectors the district should target.
- Consider comparative and competitive advantages to determine new potential forms of employment.
- Determine employment growth targets.
- Calculate employment land needs for industrial as well as other commercial activities.
- Determine the appropriate locations for new businesses.
- Outline other approaches to increase income.

Examples of similar projects are provided with the description of deliverables.

**Trading Estate Opportunity**



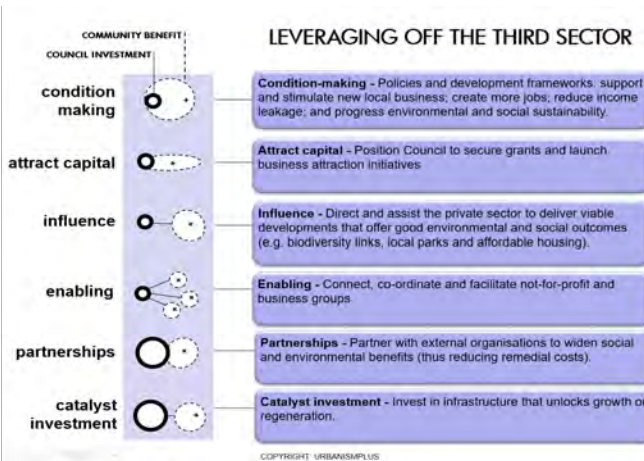


**LEVERAGING OFF PRIVATE SECTOR AND THIRD SECTOR ENTITIES**

Councils cannot do it all, and there never is enough money. Yet there are many entities in the community that are, often voluntarily, working towards goals that align with the Council’s objectives.

While these entities are usually expert at what they do, they seldom have the resource to widen the impact of their good work. Council can have a role supporting this work, which is not capital intensive. While the Council is likely to already act in this role to some degree, it could be productive to expand its involvement in conjunction with the specific town centre strategies so they become more activated.

This may be in the form of a facilitated conversation with a selection of community and business leaders to assess how council could assist (but not fund or lead) specific initiatives. The Council’s role could take the form of the following:



**Condition-making**

Create the conditions which will stimulate new local businesses to create more jobs and reduce income leakage, and for not-for-profits to flourish by removing barriers, adjusting policies, and improving the physical environment.

**Attracting capital**

Secure grants and launching business attraction initiatives.

**Influence**

Encourage the private sector to deliver developments that offer community benefits (e.g. biodiversity links, local parks and affordable housing).

**Enabling**

Connect, co-ordinate and facilitate not-for-profit and business groups.

**Partnerships**

Partner with external organisations where objectives are aligned.

**Catalyst investment**

Invest in infrastructure that unlocks growth or regeneration.

...worth millions of dollars to local businesses.  
**Excellence in Innovation Business Award 2014**



# 2 METHODOLOGY

## Methodology

Our methodology seeks to generate solutions that respond to community needs in a manner that enables Council to exercise strategic leadership.

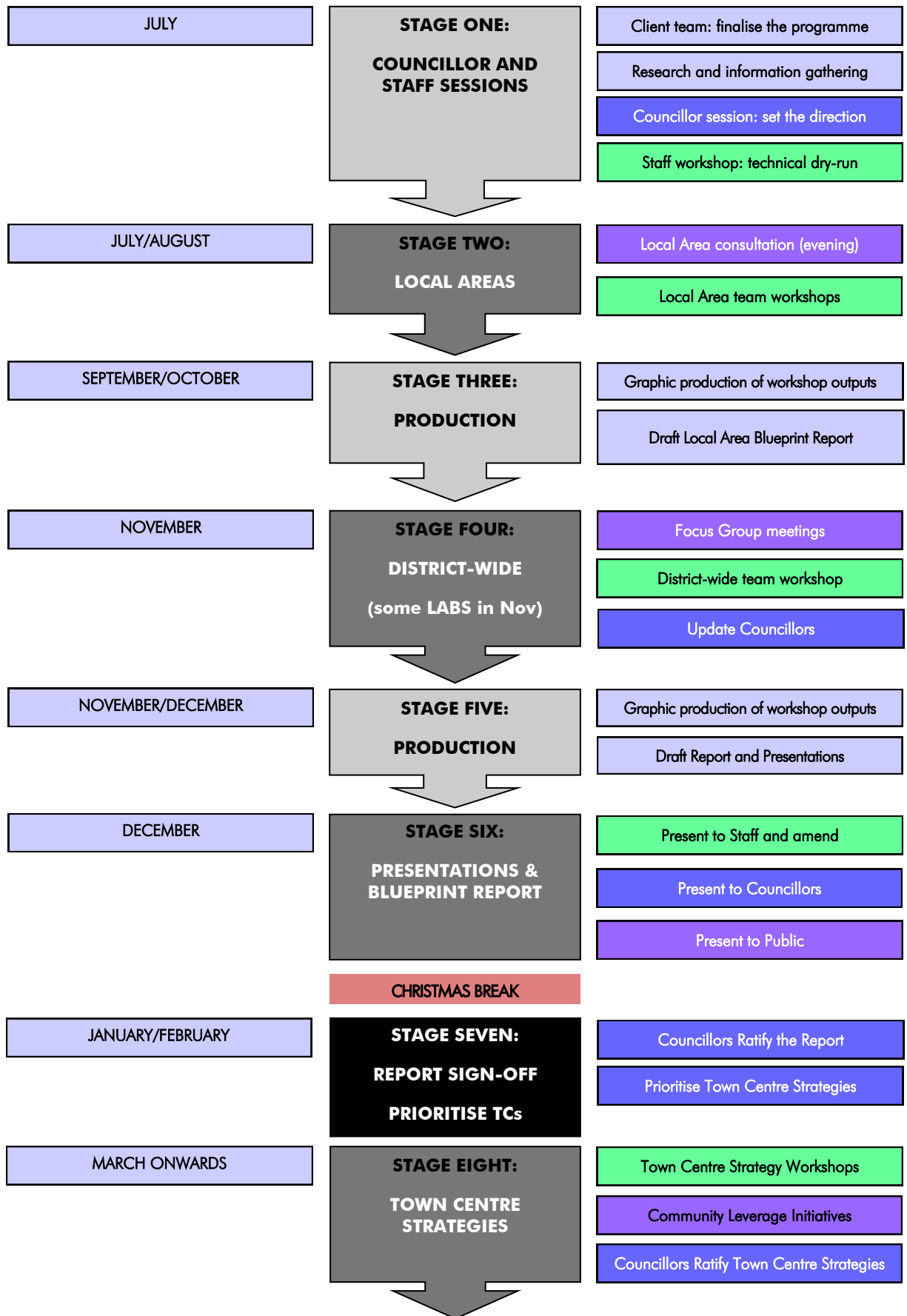
The detailed step by step methodology is arranged under the following headings:

- Councillor and staff sessions.
- Local Areas.
- Production.
- District-wide.
- Production.
- Presentation and Blueprint Report.
- Blueprint Report sign-off and Town Centre Strategy priorities.
- Town Centre Strategies.





STEP BY STEP METHODOLOGY AT A GLANCE





## FOUNDATIONS

The project would commence with an inception meeting which will bring together the project team and cover the following items:

- Finalise the brief, confirm lines of communication, project structure, responsibilities, deliverables, timeframes, and project contract.
- Establish who attends each project stage.
- Review all existing available site information, studies, reports, data etc.
- Identify possible outstanding information.
- Identify and agree on all 'interested and affected parties' to be consulted.
- Confirm local area and district-wide workshop requirements, including:
  - Workshop needs, such as venue, who attends, who presents, catering, base maps, information booklet etc.
  - Presentations needs, such as timings, venue, invitees and materials.
- Any other matters which the client wishes to raise.

## COUNCILLOR SESSION

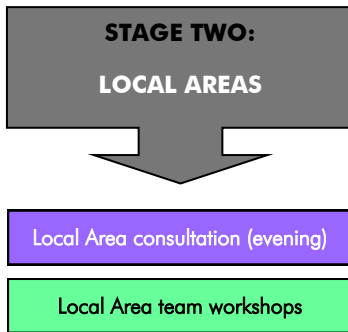
A 1.5-hour **Councillor** working session to:

- Set the direction for the local area and district-wide workshops.
- Fully inform and prepare them for the workshop process.
- Get their ideas, directions, and expectations.

## COUNCIL STAFF WORKSHOP

A 1-day **Council Staff** working session to:

- Fully inform and prepare them for the workshop process including doing a technical dry-run.
- Share knowledge on local conditions and constraints.
- Get their provisional ideas down on maps.



## LOCAL AREA BLUEPRINT (LAB) WORKSHOPS

The LAB workshops investigate specific local needs and constraints including land use, transport, environmental and open space, and other infrastructure. Care will be taken not to create confusion between the LTP consultation and this work. Conversations will be along the lines of how to implement and achieve the goals of the LTP, and which specific initiatives will progress these in the local area, or topic area.

As a large number of centres will be visited, the workshops will group together more than one centre and also include representation of the surrounding rural area or ward. We propose a provisional list of nine workshops as follows:

1. Pokeno and Mercer.
2. Tuakau.
3. Meremere.
4. Huntly.
5. Te Kauwhata, and Rangiriri.
6. Ngaruawahia, Taupiri and Horotiu.
7. Te Kowhai, and Whatawhata.
8. Raglan.
9. Tamahere.

The sessions will combine the following activities:

- Visiting the location.
- Meeting the community board late afternoon before the workshop.
- Facilitating an evening public workshop.
- A four-hour design session with Council staff the next morning.

For efficiency some workshops will be undertaken on consecutive days.

### Evening public workshop sessions

The public sessions will be held in the evening in each of the nine locations. These will be facilitated by Kobus Mentz with support from one of the Urbanismplus team members, and will be attended by the Local Community Board relevant to the area and key Council staff.

The workshops aim to:

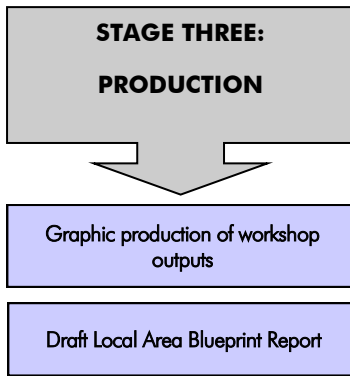
- Provide information to the general public on the purpose of the project, key personnel, methodology, and process.
- Engage members of the public in a group design session where they are invited to produce ideas for opportunities and actions in their local area.

In the past we have had extremely high approval ratings on this format, and the outcomes have been invaluable in gaining new ideas, setting the tone for the strategy, and gaining support for the process from the public.

### Team workshops

Following each LAB a team design session, including Council staff, will review the outputs of the public workshop, including highlighting areas of commonality, contradiction and innovation. The outputs will be summarised diagrammatically and fed into the district-wide workshop.

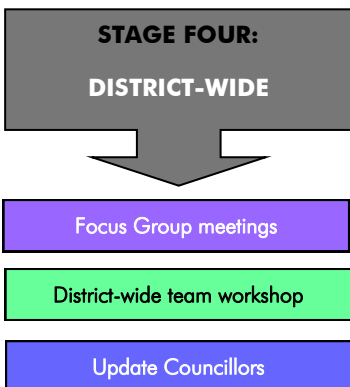
The findings of the LAB workshops will also be shared with Derek Kemp, specialist employment consultant from Prosperous Places. This will help him to prepare for his input into the process via his attendance at the district-wide workshop.



### PRODUCTION

This will be a period of production which will include:

- Graphic production of the LAB outputs.
- Draft Local Area Blueprint report, capturing the findings for each of the individual local areas, but not yet combining them into a district-wide strategy.
- Preparation for the district-wide workshop.



### FOCUS GROUPS

Focus group sessions will bring together stakeholders who have specialist knowledge of key sectors such as iwi, business, agriculture, community development, education, health, and the environment.

#### Focus group meetings

Four 1.5-hour stakeholder meetings (up to 25 persons) will be facilitated with the following groups:

- Representatives of local iwi and hapu.
- Representatives of community groups, the elderly, youth, and education.
- Representatives of environmental, sports and recreation groups.
- Representatives of business and commercial sector, retailers, large landowners, developers, and large institutions.

Ideas shared will be documented and fed into the district-wide workshop.

### DISTRICT-WIDE TEAM WORKSHOP

This phase of the project will determine the core district-wide strategic priorities. It is to be anchored around a four-day intensive, inter-disciplinary workshop. We propose the workshop to be held in November 2018, subject to agreement with the client.

Kobus Mentz, the project director from Urbanismplus will lead this workshop, with support from several of the Urbanismplus team members. Additionally, we propose that Derek Kemp, specialist employment consultant from Prosperous Places, will contribute his input in the workshop.

This highly specialised process offers the following benefits:

- It will produce well coordinated, high quality, deliverable outcomes with good prospects for achieving support and ownership.
- It will create a deeper understanding of the complexities of the project achieved through a wide range of participants addressing a wide range of issues simultaneously.
- Meaningful involvement and support from Council officers will enable them to take ownership and drive future continuity.

The workshop will involve developing 'place based' concepts and strategies in response to identified opportunities across the district. It will look at the bigger-picture context as well as local urban design responses. The investigation cuts across all key discipline areas, such as open space, movement, employment, retail, community infrastructure, heritage, housing choice etc.

**Day 1**

- The Long Term Plan (LTP) consultation outcomes and decisions will be reviewed as a starting point.
- Briefings covering the key issues and opportunities identified in each of the nine LAB sessions will be held.
- Technical briefings by relevant Council officers and other specialists representing them. Briefings are to be kept short and concise, limited to issues of specific relevance to the project. Specific recommendations that will be required for action during the workshop (i.e. "What can the workshop do for each specific issue?") will be established. Briefings are indicatively likely to be required from: economic development and growth / land use; district planning provisions and bylaws; financial issues and constraints; infrastructure and other limitations, ecology or biodiversity issues, heritage and local character areas.

**Day 2 and Day 3**

- The project team commences inquiry-by-design per discipline or focus area, which would likely include:
  - open space networks, including ecology;
  - movement networks by individual modes;
  - residential and employment-based land use networks; and
  - community networks.
- Each discipline would develop an understanding of how the built form and spatial structure would best respond to their specific issues. This would deliver a set of ideal, individualised 'demands' for the district.
- Concepts and options for areas of identified tension or opportunity will be developed.
- Thematic and qualitative analysis will be undertaken to establish a strategic business approach.
- Internal working reviews will be undertaken in order to combine the spatial preferences and outline the different spatial demands being placed on different parts of the district. This helps inform a discussion of what overall preference should be given and why.

**Day 4**

- Integration and refinement of the local area and district-wide strategy and placed-based proposals.
- Implementation session to identify strategic approach and direction. A series of actions and initiatives will be collectively agreed upon, and each action will be ranked in terms of the degree to which they are transformative, the appropriate implementation sequence and preliminary funding model.
- Presentation of workshop outputs to key Council staff and Councillors to invite their feedback, identify gaps and establish risks.

**District-wide Workshop Outputs**

The workshop will deliver the following key outputs:

- An overarching vision statement based on the ideas, aspirations, and delivery pathways that can be easily comprehended by the community and stakeholders.
- Specific initiatives for each discipline, including an outline description, who will deliver, who will fund, and where possible a rough order cost.
- Rationale to support design proposals.
- A sequence of actions with key initiatives ranked in terms of strategic importance.

### Council Commitment

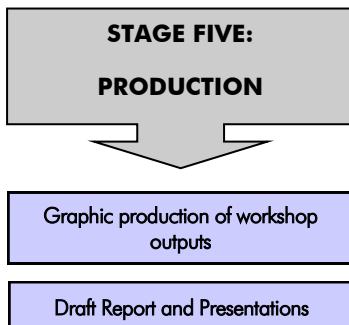
For a quality outcome the Council should provide at least two representatives from the following disciplines to continuously attend the workshop:

- Infrastructure: roading, storm water, waste water, and water supply
- Asset management
- Environmental services and planning
- Economic development
- Community and recreational facilities
- Parks and recreation
- Regulatory and compliance
- Community services and social planning

### Assumptions

We have assumed the following in relation to this phase:

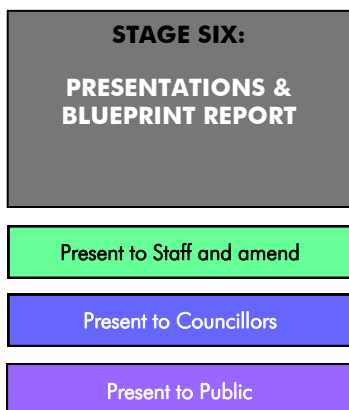
- Urbanismplus will lead the workshop sessions.
- The client will be responsible for providing the venue, any refreshments and materials.
- The client will be responsible for any advertising, promotion or otherwise, and the logistical coordination of participants for the workshops.
- The preliminary proposals and plans developed during the workshop will be improved upon and drawn to presentation quality during Stage Five.



### PRODUCTION

This will be a period of production which will include:

- Graphic production of the district-wide outputs.
- Draft Blueprint report including local area and district-wide outcomes.
- Preparation for the presentations,



### PRESENTATION

#### Presentation and feedback

A data show will be prepared for the following presentations scheduled to take place in December 2018:

- Presentation 1: Council staff - they come first so that any technical irregularities can be corrected.
- Presentation 2: Community Boards and Councillors - they come before the public so that areas of sensitivity can be resolved.
- Presentation 3: Public - refined strategy and proposals are presented, with feedback encouraged.

CHRISTMAS BREAK

**STAGE SEVEN:****REPORT SIGN-OFF  
PRIORITISE TCs**

Councillors Ratify the Report

Prioritise Town Centre Strategies

**BLUEPRINT REPORT & COUNCIL SIGN-OFF****Reporting and client review**

Workshop outputs, consultation and presentation feedback will be captured in a Blueprint Report which will integrate the LABs and district-wide outcomes. The draft report will be made available to the client by the end of January 2019. We have allowed a two week period for the Council to review the document and provide (internally reconciled) feedback to the consultant team. Councillors will then ratify the report.

**Town Centre Strategy prioritisation**

The outcomes of the Blueprint report will include suggested prioritisation of the Town Centre Strategies to be taken forward. Councillors will ratify these alongside the report.

**STAGE EIGHT:****TOWN CENTRE  
STRATEGIES**

Town Centre Strategy Workshops

Community Leverage Initiatives

Councillors Ratify  
Town Centre Strategies**TOWN CENTRE STRATEGIES****Town Centre Strategy Workshops**

The LABs will have identified, at a high level, the strategies required in a local area. This stage will undertake to produce town centre strategies to progress these strategies (and additional ones) to a level of a specific action plan.

While the specific elements cannot be identified until the LABs are undertaken, typically a town centre strategy will give consideration to the following topic areas and determine where specific initiatives may be appropriate.

- Retail vitality conditions, vacancies and which retailers are absent that may be attracted.
- Public realm conditions and initiatives that may improve trading performance, personal safety and user amenity.
- Open space provision and initiatives that may improve recreational and biodiversity conditions.
- Transport conditions and initiatives to improve safety, congestion conditions, walkability or cycling.
- Community service provision and initiatives that improve their effectiveness, or respond to other social needs.
- Economic conditions and initiatives to increase employment or the retention of wealth.

**Community Leverage Initiatives**

The LAB and Town Centre Strategy processes will identify areas where existing community organisations are already involved in work that aligns with the Council's objectives. There may be opportunities where this work could be further expanded through support by council to align with the specific town centre strategies.

This may be in the form of a facilitated conversation with a selection of community and business leaders to assess how the Council could assist (but not fund or lead) specific initiatives. Refer to the Our Approach section for more details on the form the Council's role could take.

# 3 PROFESSIONAL SERVICES



## PROFESSIONAL SERVICES

### FEES

We propose a professional fee of **\$XXX + GST** for the project, with an additional estimate of **\$XXX + GST** for project disbursements.

A detailed breakdown and fee calculation is provided overleaf.

### HOURLY / DAILY RATES

This fee proposal is based on the following professional rates:

- Kobus Mentz, Director Urbanismplus                      NZ\$300 per hour / \$2,400 per day
- Wayne Bredemeijer, Urban Design Manager            NZ\$200 per hour / \$1,600 per day
- Susannah Goble, Senior Urban Planner                NZ\$150 per hour / \$1,200 per day
- Kirsten Hauschild, Urban Planner                        NZ\$125 per hour / \$1,000 per day
- Yan Xue, Urban Designer & Graphics                    NZ\$125 per hour / \$1,000 per day
- Derek Kemp, Employment Specialist                    NZ\$300 per hour / \$2,400 per day

### DISBURSEMENTS

Disbursement items will be payable on receipts of actual costs incurred. These will cover:

- Vehicle travel (estimate based on vehicle mileage)
- Flights, taxis and airport transfers for Derek Kemp (estimate based on flexible flight times)
- Accommodation and meals
- In-house printing
- Telephone, couriers, stationery etc.

### EXCLUSIONS

This budget excludes the following items:

- Any meetings and workshops additional to those specified in the Methodology section of this proposal.
- Costs for venues and catering associated with the workshops, technical and consultation sessions.
- Costs associated with the attendance of any stakeholder or workshop participants, other than members of the consultant team subject to this proposal.
- Summary material or any work associated with displays, web site publication or other consultation material.
- Mailing and advertising costs.

# 4 RELEVANT EXPERIENCE

## URBANISMPPLUS' PROJECT EXPERIENCE

The Urbanismpplus team, led by Kobus Mentz, is arguably amongst the most experienced in this field in Australasia. They have helped pioneer the blueprint process in New Zealand have delivered blueprints and growth strategies throughout the country.

### **We understand regional growth**

We have extensive experience in delivering growth strategies around New Zealand and Australia. Our work fully integrates employment, retail, community, parking, transport, infrastructural, ecological and environmental quality issues. Our growth plans for the Christchurch metropolitan area as well as the Melbourne 2030 Growth Strategy have gained international recognition for both approaches and outcomes.

### **Our experience in integrated urban structures and form**

Our urban designers and specialist team members have extensive urban growth and consolidation project experience of this scale and complexity. We understand how to combine issue-based strategies with place-based outcomes and are adept at working at the sub-regional as well as the local level.

### **Proven skills**

Our proposed team is highly skilled with considerable technical depth and a proven collaborative track record. The team has the ability to design and implement complex growth strategies.

*Refer to job sheets on the following pages for examples of our relevant project experience.*



**BLUEPRINT FOR NEW PLYMOUTH DISTRICT**

CLIENT: NEW PLYMOUTH DISTRICT COUNCIL  
 LOCATION: NEW PLYMOUTH  
 DATE: SEPTEMBER - DECEMBER 2015  
 PROJECT LEADER: KOBUS MENTZ, URBANISMPPLUS  
 KEY PERSONNEL: SUSANNAH GOBLE, WAYNE BREDEMEIJER  
 SUBCONSULTANTS: CRAIG POCOCK, JIM HIGGS, DEREK KEMP  
 CONTACT: LIAM HODGETTS, NPDC, PH: 06 759 6060

The Blueprint for New Plymouth District is a 30-year vision which will provide a strategic framework for Council growth planning and activities locally and district-wide. It is a conduit between Council strategies, policies and plans, and places them in an integrated, spatial context.

Urbanismplus and sub-consultants worked with New Plymouth District Council to design and lead a series of intensive consultation and multidisciplinary Inquiry-By-Design workshops to produce the Blueprint.

The outcome of the process was eight Key Directions, each with a series of high level initiatives and actions for Council focus on. The Key Directions look to achieve the 'Shaping Our Future Together' (SOFT) environmental, community, and economic vision and outcomes that were developed through an earlier community engagement process.

Greater strategic alignment and synergies were created across the organisation using the workshop process, allowing integrated decision making and funding prioritisation for the Long Term Plan, Infrastructure Plan, and District Plan review process.

**SHAPING OUR FUTURE TOGETHER**

Manaaki - tāngata - whenua - Ngāmotu

*Together we support, nurture and respect our people, our environment, our district*

OUTCOMES: What the Vision Means for the Future

**Our Economy**

'A strong and resilient economy'

- built on sustainable management of economic resources
- that encourages and builds on innovation and creativity
- supported by a diverse range of industry

**Our Environment**

'A clean, green, liveable environment'

- supported by the sustainable management and protection of natural resources
- where future challenges are recognised and planned for
- that is liveable for our community

**Our Community**

'An inclusive and connected community'

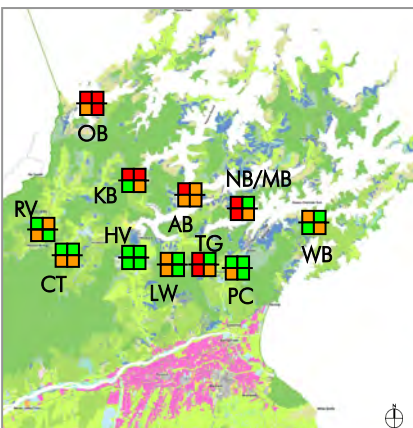
- that fosters pride and a collective sense of identity
- that enjoys the great Taranaki lifestyle
- that is strong, resilient and values diversity

Stewardship of Resources - Valuing Te Ao Māori - Facilitation, Collaboration and Partnership - Open and Honest Engagement

**KEY DIRECTIONS**

1	enhance the natural environment with biodiversity links and clean waterways
2	strengthen and connect local communities
3	enable engaged and resilient citizens
4	cohesive growth that strengthens the city and smaller settlements
5	strengthen the rural economy, industry, the port and the airport
6	attract entrepreneurs, talented workers and visitors
7	champion a thriving central city for all
8	become a world class destination





## MARLBOROUGH DISTRICT WIDE GROWTH STRATEGY

CLIENT: MARLBOROUGH DISTRICT COUNCIL  
 LOCATION: MARLBOROUGH, NEW ZEALAND  
 DATE: 2009-2013  
 PROJECT LEADER: KOBUS MENTZ, URBANISMPPLUS LTD  
 KEY PERSONNEL: WAYNE BREDEMEIJER  
 SUBCONSULTANTS: CRAIG POCOCK, JIM HIGGS, DEREK KEMP, MIKE CULLEN  
 CONTACT: NEIL HENRY, MDC, PH: 03 520 7400

Marlborough District Council seeks to update the Regional Policy Statements and Resource Management Plans, informed by the outcomes of this project, to be able to direct growth and development of Blenheim, Picton, and many other Marlborough townships.

The first part of the project focused on Blenheim and the other settlements within the Wairau-Awatere area (Marlborough-South) and then involved a similar study for Picton and the other townships in the Marlborough Sounds area. The key aims of this project included:

- To take planning steps that will positively impact on the development of the settlements over a 25-year period between the last census in 2006, and 2031.
- To achieve integrated urban design outcomes, where initiatives preferably fulfil more than just one objective.
- To align funding priorities and infrastructure upgrades with planning policy.

The project included seven public and six stakeholder consultation sessions at the outset. Draft findings were presented in public meetings and the final reports are published on the website for feedback. The deliverables of this project include concrete proposals to guide decision making. Proposals for initiatives and interventions are practical, realistic for the scale of the settlements and affordable. Guidance for future plan changes was given, including direction for the period beyond the project horizon.

Following the initial stage of the project and earthquakes in the Canterbury the Council commissioned extensive geotechnical testing. A revised strategy was developed to incorporate the findings and establish some alternative growth areas.

To conclude the project an exercise to bring the Blenheim Town Centre, the Southern and Northern Marlborough Growth and Development Strategies together into a District-wide Strategy was completed in March 2013. This strategy outlines the headline recommendations of the sub-strategies, with a focus on the District-wide growth and development picture.

*The project was highly commended for the Nancy Northcroft Planning Practice Award by the NZPI in 2011.*

### SCOPE OF SERVICES

- Leadership of the entire team.
- Integration of all social, economic, environmental, transport and infrastructure disciplines.
- Production of the Strategy Report and Implementation Plan.
- Presentation to stakeholders.



## THAMES COROMANDEL LOCAL AREA BLUEPRINTS

CLIENT:	THAMES COROMANDEL DISTRICT COUNCIL
LOCATION:	THAMES COROMANDEL
DATE:	2010
PROJECT LEADER:	KOBUS MENTZ, URBANISMPPLUS LTD
KEY PERSONNEL:	WAYNE BREDEMEIJER
SUBCONSULTANTS:	CRAIG POCOCK, JIM HIGGS, DEREK KEMP, MIKE CULLEN
CONTACT:	KATHERINE PALMER, TCDC, PH: 07 868 0200

Urbanismplus was the lead consultant on this project, the joint clients were TCDC, Environment Waikato, DoC and Hauraki Whanui. A previous consultation process established a preferred structure for the district with Thames, Whitianga and Whangamata as prime centres and a range of secondary and smaller settlements.

While at a strategic level the Blueprint looks 50 years ahead, it also delivers in a medium term implementation strategy which brings together a range of local plans and achieves alignment with the District Plans, Regional Policy Statement and Coastal Management Plan.

Eight public consultation sessions, several focus group sessions and 7 Iwi group meetings were undertaken.

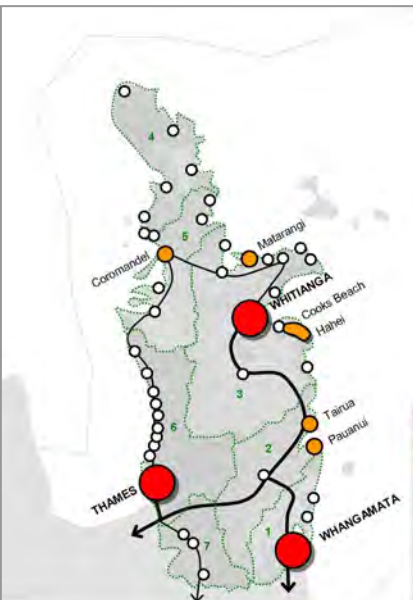
The project produced 7 Natural Area plans that form the environmental backdrop to a series of sub strategies for growth, town centre revitalisation, employment, open space networks, transport, and infrastructure. These are expressed at district wide level as local place based plans.

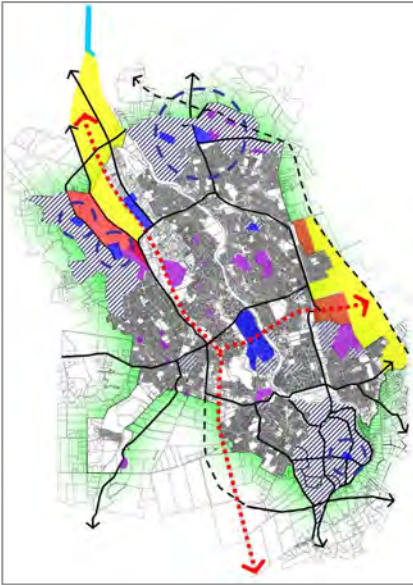
### SCOPE OF SERVICES

- Leadership of the entire team.
- Integration of all social, economic, environmental, transport and infrastructure disciplines.
- Production of the Strategy Report and Implementation Plan.
- Presentation to stakeholders.

### RELEVANCE

District wide strategy; public consultation; management of a large multi-disciplinary project team; social, cultural, environmental and economic issues; the need for and cost of infrastructure supply; the need to understand development economics; and rough order costing.





## HAMILTON URBAN GROWTH STRATEGY

CLIENT:	HAMILTON CITY COUNCIL
LOCATION:	HAMILTON
DATE:	2008
PROJECT LEADER:	KOBUS MENTZ, URBANISMPPLUS LTD
KEY PERSONNEL:	WAYNE BREDEMEIJER
SUBCONSULTANTS:	CRAIG POCOCK, DEREK KEMP, JIM HIGGS,
CONTACT:	TEGAN MCINTYRE, HCC, PH: 07 838 6699

Hamilton has experienced rapid urban change in recent years. The client recognised that it is important that the continual development and growth of the city is planned for in a coherent and logical manner, aimed at delivering maximum quadruple bottom line benefits and wellbeing to its people.

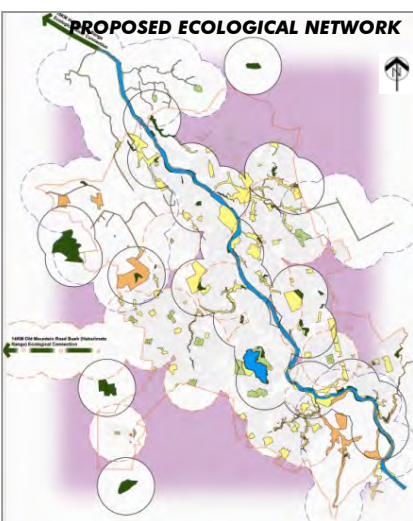
There is a need to integrate and bring a citywide approach to planning, recognising that the fundamental planning approach of Hamilton is in a state of transition. Since the last LTCCP the Council has been developing a suite of new strategies, which will play a large part in developing an informed synthesis between visionary ideas and achievable opportunities.

The Council identified numerous growth cells to accommodate potential future growth. Associated with a number of these growth cells are indicative staging, implementation and land use activity issues. This project looked to consider the strategic bigger picture, represented by all of the City's growth cells and opportunities to 2044, before determining what these options may mean for specific choices in the next LTCCP (from 2009-2019). This ensures that planning and development in Hamilton will have the greatest likelihood of delivering long term, sustainable prosperity to the community.



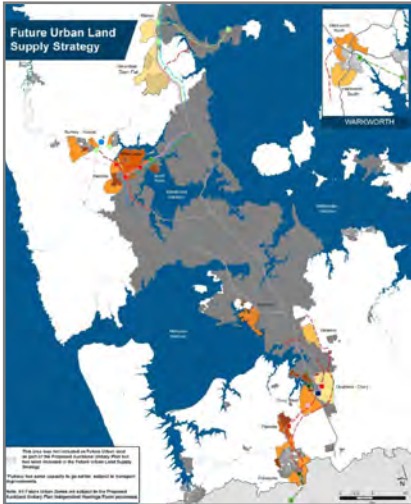
## SCOPE OF SERVICES

- Leadership for city-wide growth strategy.
- Guidance for all social, economic, environmental and movement disciplines.



## RELEVANCE

Public consultation; management of a large multi-disciplinary project team; social, cultural, environmental and economic issues; the need for and cost of infrastructure supply; the need to understand development economics; and rough order costing.



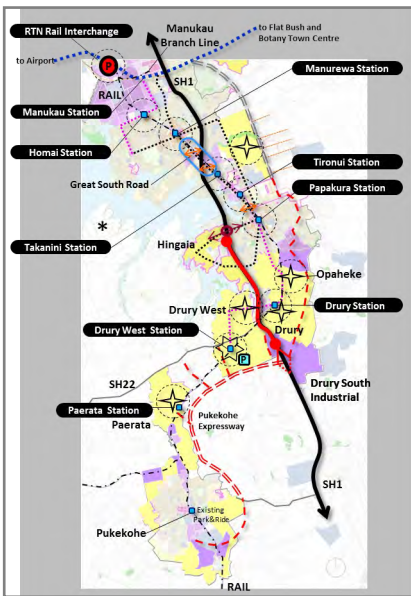
### TRANSPORT FOR FUTURE URBAN GROWTH (AUCKLAND)

**CLIENT:** AUCKLAND TRANSPORT, AUCKLAND COUNCIL & NZ TRANSPORT AGENCY  
**LOCATION:** AUCKLAND, NEW ZEALAND  
**DATE:** NOVEMBER 2015 - MAY 2016  
**PROJECT LEADER:** KOBUS MENTZ, URBANISMPPLUS LTD  
**KEY PERSONNEL:** SUSANNAH GOBLE, WAYNE BREDEMEIJER, YAN XUE  
**SUBCONSULTANTS:** CRAIG POCOOCK, DEREK KEMP, JIM HIGGS  
**CONTACT:** MATTHEW REDNALL, AUCKLAND TRANSPORT

The Transport for Future Urban Growth project was established to address the urgent need to integrate the future urban transport network with rapid growth across the Auckland region.



Over 11,000 hectares of greenfields development will be undertaken in the next 30 years, including 50,000 new jobs and at least 110,000 new dwellings, and requiring around \$17 billion of new infrastructure in future urban areas. The pressure for infrastructure has increased further due to the political pressures to address Auckland’s housing crisis which resulted land future urban land being brought forward for immediate development under the Special Housing Area legislation.

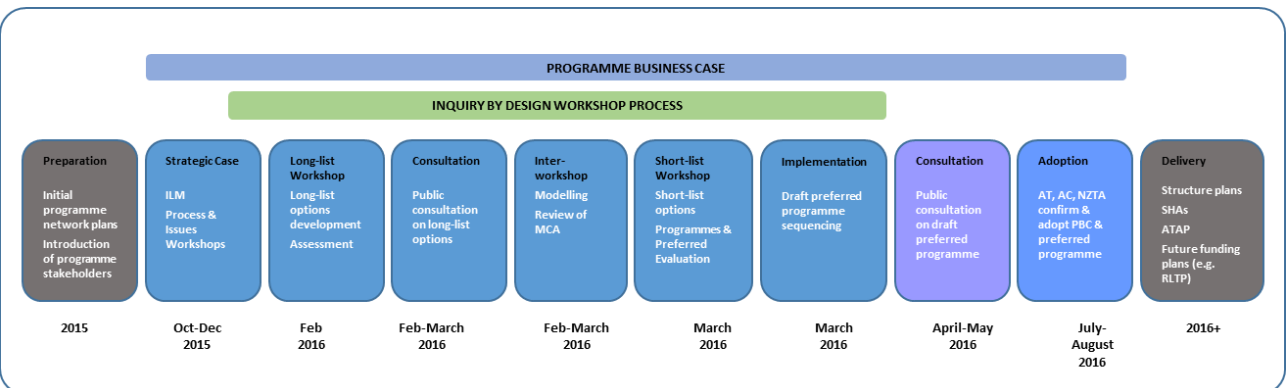


Urbanismpplus led a series of 10 intensive workshops over an eight week period which included discipline experts and their consultants from the three project partner agencies, Auckland Transport, Auckland Council, and the NZ Transport Agency, working within a collaborative framework. Consultation with elected members, Iwi, land owners, and the general public was undertaken in a parallel process alongside the workshops and feed back into the workshops.

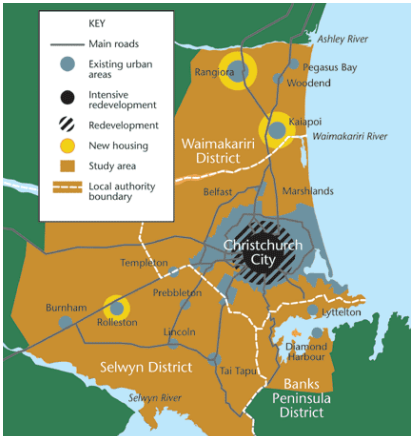
The outcome was an agreed set of preferred programmes of options for the Southern, Northern, and North-Western growth areas, corroborated by a robust process and high-level evaluations of all long-list and short-list options, in order to satisfy the Programme Business Case approach requirements.

The workshop-based integrated urban design approach was integral in reaching the agreed outcomes within a very short timeframe while achieving a result that best responds to the strategic transport problems and opportunities within the growth areas, as well as for the wider Auckland region, and which responds to the local context.

*The project was awarded an NZPI Best Practice Award, in the category Integrated Planning and Investigations in 2017.*







**GREATER CHRISTCHURCH URBAN DEVELOPMENT STRATEGY**

**CLIENT:** CHRISTCHURCH CITY COUNCIL, SELWYN DISTRICT COUNCIL, WAIMAKIRIRI DISTRICT COUNCIL, ECAN, TRANSIT NZ  
**LOCATION:** CHRISTCHURCH REGION  
**DATE:** 2006 - 2007  
**PROJECT LEADER:** KOBUS MENTZ,  
**CONTACT:** LAURIE MCCULLUM, ECAN

The purpose of the project was to develop an agreed development strategy (growth and consolidation) to accommodate an additional 75,000 households of new population growth in the most sustainable manner possible. The process had to establish an urban growth areas and all key strategic components of the growth area such as the; distribution of uses; transport and road network; open space network; infra structure network; urban water strategy; social network; employment nodes; activity centres and retail and community facilities. All aspects of the process have had to be able to stand up to scrutiny, making accountability paramount.



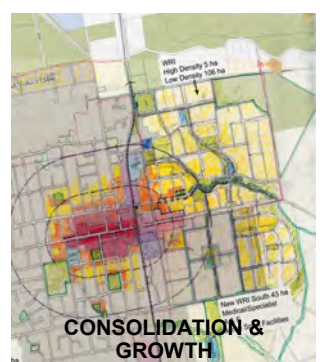
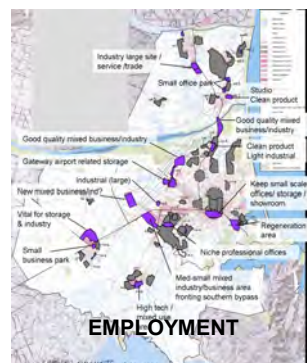
Implementation, staging, costs and longer term future expansion was an integral part of the work. The existing urban areas had to be considered at the same time as the expansion so that a holistic outcome was achieved.



The UDS comprises an urban area and hinterland within the jurisdictions of Christchurch City, Waimakariri District, and Selwyn District Territorial Local Authorities.

**SCOPE OF SERVICES**

- Leadership of the design and workshop processes.
- Guidance for all social, economic, environmental and movement disciplines.





## MELBOURNE 2030

CLIENT:	DEPARTMENT OF SUSTAINABILITY AND ENVIRONMENT, VICTORIA
LOCATION:	MELBOURNE REGION
DATE:	NOVEMBER 2003 - MARCH 2005
PROJECT LEADER:	KOBUS MENTZ, URBANISPLUS LTD
CONTACT:	RUDY KOHUT, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, STATE GOVERNMENT OF VICTORIA, PH: 00 61 3 9223 1764



Melbourne is currently experiencing rapid growth. Melbourne 2030 is a strategic framework that sets out the principles to guide the accommodation of that growth. The project team, including Michael Cullen (Patrick Partners), assisted the Victorian State Government to carry out comprehensive design programmes in relation to four identified growth areas at the City's periphery. It is anticipated that these areas will accommodate up to a million new residents.

The process included combined public consultation and inquiry by design processes as the means of establishing 'place based' activity and town centres within green and brown field areas and in a manner that is economically, socially and environmentally sustainable within the region's framework.

### SCOPE OF SERVICES

- Leadership for metropolitan growth strategy.
- Guidance for all social, economic, environmental and movement disciplines.



### RELEVANCE

Public consultation, management of a large multi-disciplinary project team, social environmental and economic issues, the need for and cost of infrastructure supply, and the need to understand development economics and rough order costings.



A vibrant new town centre below the Cardinia foothills



### PALMERSTON NORTH RURAL-RESIDENTIAL LAND USE STRATEGY

CLIENT: PALMERSTON NORTH CITY COUNCIL  
 LOCATION: PALMERSTON NORTH  
 DATE: 2011  
 PROJECT LEADER: KOBUS MENTZ, URBANISMPPLUS LTD  
 CONTACT: CYNTHIA WARD , PNCC, PH: 06 356 8199



Urbanismpplus was engaged by the Palmerston North City Council to facilitate the first phase of public consultation and technical workshop to develop future rural residential land use options.

This project has required Kobus Mentz to facilitate a public meeting for local residents and key stakeholders including rural sector industry groups, rural business and the development sector. The open forum discussion was successful in involving the community, gathering information and identifying priority issues to inform the development of an overarching strategy to guide rural residential development over the next 10 years.

An Inquiry-by-Design (IBD) workshop with Council staff was conducted, involving all critical disciplines within the Council including transport, infrastructure, natural environment and community. The two-day workshop identified issues concerning respective disciplines and areas requiring further investigation, rural residential development options, and a review of the District Plan rules controlling rural residential growth. The IBD workshop methodology was a 'ground breaking' approach for the staff involved, particularly in understanding the challenges of respective disciplines and inter-relationships, the holistic framework, and ways of moving forward collectively.



### RELEVANCE

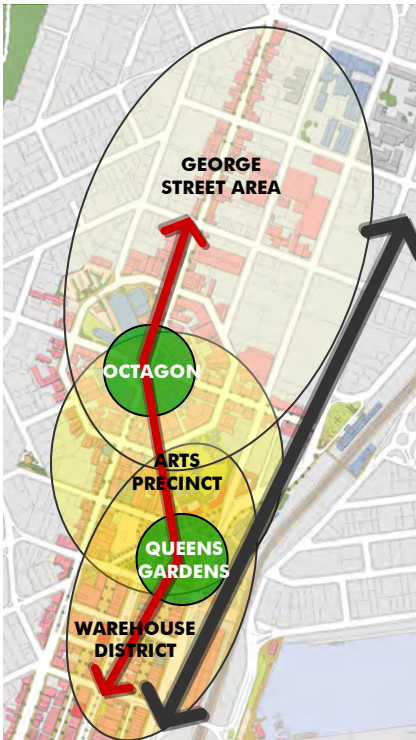
Identification of priority issues, impact on land form and biodiversity, development and cost implications associated with rural residential needs.





## DUNEDIN CENTRAL CITY FRAMEWORK

CLIENT:	DUNEDIN CITY COUNCIL
LOCATION:	DUNEDIN
DATE:	2011– 2013
PROJECT LEADER:	KOBUS MENTZ, URBANISMPPLUS LTD
KEY PERSONNEL:	WAYNE BREDEMEIJER
SUBCONSULTANTS:	CRAIG POCOCK, DEREK KEMP, JIM HIGGS, MIKE CULLEN
CONTACT:	ANNA JOHNSON, DCC, PH: 03 4774000



In 2011 the Dunedin City Council commissioned Urbanismplus and its sub consultants to undertake an urban design-led project aimed at revitalising the Dunedin Central City with a specific focus on the “Warehouse Precinct”, an underutilised light-industrial area with a large number of heritage buildings adjacent to the city centre. The resultant Dunedin Central City Framework provides strategic directions for the central city and forms the basis for the Council’s integrated Central City Plan (CCP). This CCP establishes a vision for the central city and a strategic plan to guide development for the next 15 to 20 years.

Building on an extensive community and stakeholder visioning and consultation exercise and based around a four day intensive technical Inquiry-By-Design workshop, the project has formulated the following vision for the central city:

- A vibrant, safe and comfortable city centre which balances pedestrian and traffic needs and offers enhanced family, visitor and student experiences.
- A flourishing arts precinct that benefits from stronger linkages between The Octagon and the improved Queens Gardens.
- A Creative Quarter with Queens Gardens at its heart which promotes creative, technical and innovative industries.
- A Warehouse Precinct, which is a hive of employment, that builds on its heritage resource, robust character and attractiveness to urban living.
- An upgraded Octagon that better responds to its heritage setting, active edges, small events and the need for green space.



The Central City Framework proposes a measured and affordable approach that addresses a range of smaller and larger, often low cost, high return initiatives for the city centre. This is combined with laying the groundwork for an employment-based plan for the ‘Warehouse Precinct’.



A strong focus has been placed on the reduction of the severance by State Highway 1 that currently exists between The Octagon, and Queens Gardens and the Warehouse Precinct. The two-waying of the one-way pair through the city centre, with Crawford Street as a calmed two-way city street with enhanced pedestrian and cycling amenities, and Cumberland Street as a State Highway with two lanes in each direction has been proposed as a concept for further technical investigation by the Council and NZTA.

Following the development of the framework Urbanismplus were asked by the Council to peer review designs for the proposed amenity improvements in the Warehouse Precinct. This included reviewing the designs with a focus on technical feasibility and quality, in addition to the alignment with the overall vision for the precinct and integration with the Central City Plan.





## BLENHIM TOWN CENTRE, A VISION FOR THE FUTURE

CLIENT:	MALBOROUGH DISTRICT COUNCIL
LOCATION:	BLENHIM, MARLBOROUGH
DATE:	FEBRUARY - JULY 2009
PROJECT LEADER:	KOBUS MENTZ, URBANISMPPLUS LTD
KEY PERSONNEL:	WAYNE BREDEMEIJER
SUBCONSULTANTS:	CRAIG POCOCK, DEREK KEMP, JIM HIGGS, MIKE CULLEN
CONTACT:	NEIL HENRY, MDC, PH: 03 520 7480

This project provided an integrated long term urban design vision for the Blenheim town centre with the ultimate aim of creating a liveable environment for people and to enable business prosperity. A key focus for the project has been to design the town centre to be a destination in itself rather than a gateway to the rest of the Marlborough region. Strategies and concepts for the town centre include:



- Strengthening gateways into the town centre to create a sense of arrival.
- Redesigning the public forum area to be safe, vibrant and connected to community facilities and the retail core.
- A civic quarter with a range of uses including a new art gallery, library and community service building.
- Recognising key strategic sites for tourism and mixed use development.
- Providing connections to the river and enhancing the river edge for amenity and recreation.
- Protecting valued heritage and recognising the value of character buildings.

### RELEVANCE

Main street design, community facility location, river management and landscape design treatment, tourism, parking strategy, local network improvements, wayfinding and gateways, pocket parks, heritage and character protection, development opportunities assessment.





## URBAN DESIGN GUIDELINES

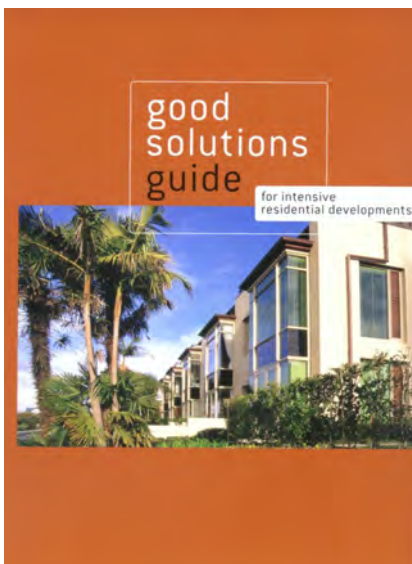
Urbanismplus has led the industry with pioneering design guidelines for many local authorities. With some councils, ongoing updating has seen development of the latest, third generation design guides that focus more on partnership with the private sector; procedural advice and troubleshooting; and *before* and *after* examples that bring together design concepts.

Key issues that we have developed expertise in include:

- the allocation of guidance between non statutory and statutory contexts
- engaging with communities, practising professionals, and development interests to focus guidance on the key issues that are important locally
- the interface between design guidelines, district and regional plans, and the RMA
- providing specific guidance on 'worst case' sites rather than just 'best case' examples
- urban sustainability responses as they relate to development contributions under the Local Government Act.

Clients include:

- Auckland Transport, Corridor Management Plan Guideline
- Whanganui Riverfront Guidelines, Whanganui District Council
- Marlborough District Council: Residential Guideline and Blenheim Town Centre Guideline
- Queenstown Lakes District Council: Wanaka Town Centre and Cardrona Village Character Guidelines,
- Nelson City Council: Residential Street Frontage Guideline and Nelson CBD Street Frontage Guide,
- Waitakere City Council: Industrial and Commercial Building Design Guidelines for Developers
- Tauranga City Council: Urban Design Development Guide
- Franklin District Council: Urban Residential, Guidelines for Better Development
- Kapiti Coast District Council: Streetscape Strategy and guideline, 2008, and Best Practice Manual for Developers, Planners, Architects and others
- Manukau City Council: Towards Urban Design Excellence in Growth Centres
- North Shore City Council: Good Solutions Guide
- Auckland City Council: Newmarket Urban Design Guidelines



# 5 KEY PERSONNEL & CV'S

## KEY PERSONNEL

The key **Urbanismplus** team members will be:

### URBAN DESIGNER, FACILITATOR, AND PROJECT LEADER

#### **Kobus Mentz**

Kobus will act as project director and lead urban designer. He will also be a process facilitator and will lead any working sessions and presentations.

### URBAN DESIGN MANAGER

#### **Wayne Bredemeijer**

Wayne will provide urban design input and lead a single-discipline group during the district-wide workshops. He will also direct the production of graphics and other project outputs, and provide input into quality control over the project report. Wayne will also act as the project manager, being the day-to-day contact for the client team and responsible for the project logistics from the consultant team's side.

### SENIOR URBAN PLANNER

#### **Susannah Goble**

Susannah will provide urban planning input and attend the district-wide workshop. She will record the process and outputs of the district-wide workshop, and be the lead author of the project report.

### URBAN PLANNER & DESIGNER

#### **Kirsten Hauschild**

Kirsten will provide urban planning input and lead a single-discipline group during the district-wide workshops. She will attend the LAB sessions and record the process and outputs of these sessions, and contribute to the project report.

### GRAPHICS PRODUCTION

#### **Yan Xue**

Yan will attend the district-wide workshop and transform the outputs of all the workshops into graphics fit for presentations and the report.

The following **external expert** will be involved as a sub-consultant to Urbanismplus:

### PLACE-BASED EMPLOYMENT SPECIALIST

#### **Derek Kemp, Prosperous Places, Brisbane**

Derek specialises in land use mix and location. He will review the existing information and will provide a clear spatial direction for desired employment and economic development issues in the wider Waikato District. Derek will attend the district-wide workshop, for which he will prepare by undertaking desk-top economic research, site visits, interviews, and reviewing the provisional LABs outcomes.

Refer to the CVs on the following pages for more details on the key personnel's project experience.





## CAREER PROFILE

### 2010 +

Adjunct Professor, Masters of Urban Design, University of Auckland.

### 2004 +

Director Urbanismplus.

### 1994 - 2004

Shareholder and Manager Urban Design and Architecture Sinclair Knight Merz, Auckland

### 1993 - 1994

Associate Director David Lock Associates, Milton

### 1991 - 1993

Senior Urban Designer Peridot Urban Designers,

### 1989 - 1991

Associate lecturer in Urban Design at Joint Centre for Urban Design, Oxford UK

### 1987 - 1989

Post graduate diploma in Urban Design at Joint Centre for Urban Design, Oxford UK

### 1983 - 1987

Partner, Schmidt and Mentz Architects

### 1981 - 1983

Architect Urban Foundation, not-for-profit organisation

**KOBUS MENTZ** BArch, Post Grad Dip Urban Design (JCUD Oxford), Assoc.NZPI

DIRECTOR, URBANISMPPLUS LTD, AUCKLAND

## RELEVANT EXPERTISE

Kobus is one of Australia and New Zealand's most experienced urban designers and has made a significant contribution to the move towards applying more sustainable practices in urban planning. He has specific expertise in producing urban design solutions that combine good economic, ecological and social outcomes.

Kobus has architectural and overseas post-graduate urban design qualifications, and over 20 years international experience in strategic planning, master planning and consultation/design processes. Kobus has advanced human and social development analysis techniques to give real understanding of how regions function and can be enhanced. He regularly runs training courses and has been a key note speaker or contributor to numerous conferences in New Zealand and Australia.

He was awarded the Alfred O. Glasse Award by the New Zealand Planning Institute in recognition of his significant contribution to the profession and practice of planning in New Zealand.

## RELEVANT PROJECT EXPERIENCE:

- Appointed by the Department of Sustainability and the Environment to provide leadership for the Melbourne 2030 project which determines the urban structure, activity centres and growth boundaries for the next 25 years for some 500,000 people.
- Urban design advisor for the development of Local Area implementation frameworks for Thames-Coromandel District Council.
- Lead masterplanner for Hamilton Urban Growth Strategy and Hamilton City Heart Revitalisation.
- Project director for the New Plymouth District Blueprint.
- Lead masterplanner for Growing Marlborough, a growth and development strategy for 8 urban centres including Blenheim and Picton Town Centre, (NZPI Nancy Northcroft Planning Practice Award – Highly Commended, 2011); this continued on to Blenheim Town Centre CBD Streetscape Implementation Plan; Blenheim Riverside Precinct Development Framework and Picton Libraries Development Framework.
- Project design leader for the Greater Christchurch Urban Development Strategy's Spatial Planning component, Christchurch City Council, Selwyn District Council, Waimakiriri District Council, Environment Canterbury, Transit NZ (2006 - 2007). Winner, New Zealand Planning Institute Nancy Northcroft Planning Practice Award, 2008.
- Led, or participated in, numerous consultation/design or charrette-based revitalisation projects in Australia and New Zealand which involved the development of implementation priorities, including Dunedin Central City Framework; Whanganui Town Centre Revitalisation Strategy; Invercargill City Centre Outline Action Plan; Post-Earthquake Sydenham and Lyttelton Master Plans; Nelson Central City Strategy; Hastings Urban Issues; Paraparaumu Town Centre Structure Plan and Development Framework; Hutt CBD Making Places town centre revitalisation project; Adelaide Road Planning for the Future, Wellington; Porirua City Centre Revitalisation.
- Project lead and workshop facilitator: Transport for Future Urban Growth Workshop Process, a cross agency project working with NZ Transport Agency, Auckland Transport, Auckland Council to plan the future transport networks required across the Auckland Region, including connections into surrounding districts, over the next 30 years.
- Urban designer: University Hill New Town, Bundoora, Victoria, which was a leading example of a new economy employment based strategy, City of Whittlesea and MAB Corporation (2003 - 2004). 2011: Property Council of Australia's GroupGSA Award for 'Best Master Planned Community'.
- Lead author: 'People + Places + Spaces: A Design Guideline For Urban New Zealand' for the Ministry for the Environment (2002).



## CAREER PROFILE

### 2014+

Urban Design Manager,  
Urbanismplus Ltd.

### 2010+

Senior Urban Designer,  
Urbanismplus Ltd.

### 2009+

Guest critic (occasional) in  
studio sessions of the  
Masters of Urban Design  
programme, University of  
Auckland.

### 2008-2010

Urban Designer,  
Urbanismplus Ltd.

### 2005-2008

Urban Designer, Urban  
Initiatives Ltd (Auckland).

### 2002-2005

Urban Designer, Rein  
Geurtsen & Partners BV  
(Delft, The Netherlands).

### 2001-2002

Master thesis in conjunction  
with Ministry of Housing,  
Spatial Planning and the  
Environment, The  
Netherlands.

### 1999-2002

Part-time Urban Design  
assistant, Rein Geurtsen &  
Partners BV (Delft, The  
Netherlands).

### 1995-2002

Master of Science  
(Urbanism), Delft University  
of Technology (Department  
of Architecture).

**WAYNE BREDEMEIJER** MSc (Urbanism); Assoc.NZPI; Affiliate Member of IPENZ Transportation Group

SENIOR URBAN DESIGNER, URBANISMPPLUS LTD, AUCKLAND

### RELEVANT EXPERTISE

Wayne is an urban designer with 16 years full-time professional experience, of which 13 years in New Zealand. He is trained in The Netherlands at Delft University of Technology (Department of Architecture) and has worked for specialised Urban Design consultancies both there and in New Zealand.

Wayne has worked on a wide variety of projects including providing strategic urban design input into revitalisation and urban growth projects and high-level through to detailed design input in structure plans and master plans.

He has extensive experience providing urban design evaluations and advice including producing numerous urban design assessments for private sector clients as well as assessing over 40 applications on behalf of the Auckland Design Office. As part of this work Wayne has presented to urban design panels and as an expert witness in Council and Environment Court hearings.

### RELEVANT PROJECT EXPERIENCE:

- **Strategic Growth Planning:** Marlborough District Urban Growth and Development Strategy (2011 NZPI Highly Commended award); New Plymouth District Blueprint; Coromandel Local Area Blueprints project; Hamilton; Hastings Medium Density Strategy.
- **Town and City Centre Revitalisation:** Wollongong (NSW); Dunedin; Invercargill; Blenheim; Northcote; Hastings; Hutt City; Avondale; Whanganui.
- **Urban Design Guidelines and Design Review Panels:** Produced guidelines including Wanaka Town Centre; Cardrona Village; Blenheim Town Centre; Marlborough residential; Nelson Residential Street Frontage. Design Review Panel Member for Hobsonville Land Company and Marlborough District Council.
- **Structure Plans and Development Frameworks:** Whenuapai Structure Plan inception; Te Tumu (Papamoa East); Blenheim's Riverside Precinct; Picton library and surrounds; Paraparaumu Town Centre; Three Parks (Wanaka); Pauatahanui-Judgeford (Porirua); Adelaide Road Area (Wellington).
- **Masterplans:** Input into CRL Mt Eden TOD; Redevelopment case studies for five AT carparking sites; Panmure TOD Masterplan and Property Study; numerous masterplans and subdivision layouts for private sector clients around New Zealand, including Albany, Scott Point, Riverhead, Lake Tekapo.
- **Urban Design Assessments for Resource Consents:** 50+ consent applications for Auckland Council's Auckland Design Office (2014-ongoing).
- **Urban Design Quality Control, Assessments, and Consent Applications for private sector clients,** including:
  - Mixed-use redevelopment (16,500m<sup>2</sup> retail; 8,800m<sup>2</sup> office; a hotel; 150 apartments; 718 carparks) in Broadway Newmarket;
  - 17-storey hotel redevelopment at Customs Street East, Auckland Central;
  - 8-storey office and retail development in Parnell;
  - Mixed-use development at Great North Road Grey Lynn;
  - Apartment development in Kingsland;
  - Redevelopment projects for two Arvida Retirement Villages;
  - Two medium density housing projects in Long Bay;
  - Mixed-use and medium density housing projects in Albany Metropolitan Centre;
  - Two mixed-use projects in Milford Town Centre.
- **Transport-related Urban Design:** Transport for Future Urban Growth project (for NZTA, Auckland Transport, and Auckland Council, 2017 NZPI Best Practice award); Urban design assessment for Lincoln Road Corridor Improvement NOR; Option development and assessment process for the East West Link project (for NZTA and Auckland Transport); Transport and land-use study for Takanini, Opaheke, Drury and Karaka; several Corridor Management Plans in Auckland; urban design assessment for Woodend State Highway Realignment NOR.
- **Research, Education, Conference talks:** Contributions to two research projects on the relationship between urban design and transport (for NZTA); conference addresses in Taupo (2010), Hobart (2011), Hamilton (2013) and Auckland (2014); occasional guest critic and lecturer at University of Auckland, School of Planning and Architecture.



### CAREER PROFILE

#### 2014+

Senior Urban Planner,  
Urbanismplus Ltd

#### 2011+

Urban Planner,  
Urbanismplus Ltd

#### 2011+

Part-time Planning Researcher &  
ad hoc Assistant,  
University of Auckland

#### 2010- 2011

Masters Planning Practice,  
University of Auckland

#### 2009

Personal Assistant,  
Vital Regeneration (London)

#### 2006-2008

National Contracts Advisor,  
Ministry of Social Development  
(Wellington)

#### 2002-2006

Bachelor of Arts (Criminology)  
Bachelor of Science  
(Geography),  
Victoria University of Wellington

**SUSANNAH GOBLE** MPlanPrac (hons), BSc (Geography), BA (Criminology);  
MNZPI

URBAN PLANNER, URBANISMPPLUS LTD AUCKLAND

### RELEVANT EXPERTISE

Susannah is a qualified urban planner and full member of the New Zealand Planning Institute. She began working at Urbanismplus in December 2011 providing planning, research, policy, and reporting expertise. Susannah has experience in strategic alignment and sequencing processes, transportation specific urban design, strategic growth and land use projects, and urban design assessments for the resource consent process.

### RELEVANT PROJECT EXPERIENCE

#### Strategic planning and alignment projects including:

- Analysis and reporting for the Central Hawkes Bay Community Vision Consultation Workshops, Central Hawkes Bay District Council (2017).
- Project Manager and reporting for the Auckland Strategic Frameworks (New Growth Area Planning) Review Workshop, Auckland Council (2016)
- Project Manager and Planner for the New Plymouth District Blueprint, New Plymouth District Council (2014).
- Project Manager and Planner for the Whanganui Strategy Alignment, Wanganui District Council (2012).
- Project Manager and Planner for the Lismore Community Strategic Plan, Lismore City Council (2012).

#### Town centre revitalisation projects including:

- Discipline group leader and reporting support for the Whanganui Town Centre Strategy (2015).
- Planner for Nelson City Centre Initiatives (2014).

#### Public Consultation projects including:

- Consultation support and reporting for the Gloucester Park Interchange (East-West Connection, Auckland) Stakeholder Options Workshop, NZ Transport Agency (2015).
- Project Manager and reporting for the Lismore Citizens' Jury Workshop Process (2014).

#### Structure Plan and Precinct Plan projects including:

- Project Manager and report production for the Southern Growth Area Structure Plan, Auckland Council (2017 - ongoing).
- Tauranga Museum City Making Objectives Site Assessment, Tauranga City Council (2017).
- Project Manager and report production in the revitalisation project for the Tokoroa Town Centre with a focus on Leith Place, South Waikato District Council (2016 - 2017).
- Project Manager and report production for Neighbourhood Regeneration Plans and capacity testing, Housing New Zealand (2016 - 2017).
- Project Manager and Planner for the St Vincents Private Hospital Precinct workshop, St Vincents Private Hospital and Lismore City Council (2013). *Winner of the 2015 NSW Local Government Excellence Award for 'Partnerships in Growth'.*
- Project Manager and report production for the East Lismore Residential Infill Structure Plan, Lismore City Council (2014).
- Reporting for the resource management consent application for the Gills Road, Albany, medium density development, World-wide Building Systems Ltd (2013).

#### Various other projects including:

- Urban-design led transport projects including Project Manager and Reporting for the Auckland's Transport for Future Urban Growth Workshop Process, NZ Transport Agency, Auckland Transport, Auckland Council (2016). *Winner of the 2017 NZPI Best Practice Award for Integrated Planning and Investigations* and Project Manager and reporting for the Mill Road Corridor: Integrated Transport and Land Use Study, Auckland Transport (2014).
- Urban-design assessments for various projects including production of Environment Court Evidence.
- Various District Plan submissions and policy and research projects.



## CAREER PROFILE

### 2017+

Urban Planner / Urban Designer,  
Urbanismplus Ltd

### 2015-2016

Landscape Planner / Urban  
Designer,  
Boffa Miskell Ltd

### 2014-2015

Master of Urban Design (first  
class honours),  
University of Auckland

### 2012-2015

Planner,  
Boffa Miskell Ltd

### 2010-2011

Postgraduate Diploma in  
Development Studies,  
Massey University

### 2008-2009

Student Research Planner in  
Environmental Policy,  
Tauranga City Council

### 2006-2009

Bachelor of Resource and  
Environmental Planning (second  
class honours, first division),  
Massey University

## KIRSTEN HAUSCHILD MUD(hons), PGDipDevStud, BRP(hons)

URBAN PLANNER AND URBAN DESIGNER, URBANISMPPLUS LTD  
AUCKLAND

### RELEVANT EXPERTISE

Kirsten is a qualified planner and urban designer. She began working at Urbanismplus in June 2017 providing planning, urban design, research, policy, and reporting expertise. Previously, Kirsten was employed at Boffa Miskell from July 2012 to April 2016. She joined as a planner and moved to assisting the design team in July 2015. During employment at Boffa Miskell, Kirsten has been involved in a range of environmental planning projects. She has gained experience across the development sector including infrastructure, residential, district plan policy development, and subdivision. Areas of expertise include: research, activity status assessment, resource consent applications, assessment of effects on the environment, production of digital graphics, and freehand drawing.

### RELEVANT PROJECT EXPERIENCE:

#### Urbanismplus:

#### **Strategic growth planning**

- Report production for the Putaruru Growth Plan (2017-ongoing).
- Report editing for the Southern Growth Area Plan (2017).

#### **Redevelopment opportunity planning**

- Project management, planning, workshop facilitation support, and report production for New Lynn Rewarewa Redevelopment (2017-ongoing).

#### **Urban design assessments**

- Production of assessment reports for resource consent applications.

#### **Boffa Miskell:**

#### **Resource Consent Applications**

- Preparation and lodgement of successfully granted resource consent applications, including the assessment of effects on the environment.

#### **Site and Context Analysis**

- Conducted a site and context analysis provided as further information for a resource consent application for residential additions in a special character zone.

#### **Research**

- Created a stocktake matrix of projects and strategies planned for Hobson Bay, for the Hobson Bay Action Plan (2013).
- Urban design context analysis.

#### **Designation Review**

- Reviewed and altered designations and associated documents for inclusion in the Draft Auckland Unitary Plan for Auckland Transport.

#### **Graphics**

- Production of diagrams, photo simulations, plans, and maps.
- Freehand sketches.

#### **Certificates of Compliance**

Prepared and lodged CoCs for the following activities:

- Residential additions and alterations.
- Building demolition.
- Electricity supply infrastructure.

#### **Submission summaries**

- Reviewed and prepared summaries for Te Arai coastal development.
- Reviewed and prepared summaries for Brookby Quarry redevelopment.

#### **Plan development**

- Reviewing the Draft and Proposed Auckland Unitary Plan for a range of clients.
- Planning support in the review and evidence preparation for a range of plan changes and planning documents.

#### **Property assessment (due diligence)**

- Assessing development potential and planning status for properties for a range of clients under various District and Regional Plans.



## CAREER PROFILE

### 2015+

Urban Designer  
Urbanismplus Ltd

### 2014-2015

Masters of Urban Design  
University of Auckland

### 2006-2014

Werkhart International Ltd  
(Beijing)

### 2002-2006

Bachelor of Arts  
Tianjing University China

**YAN XUE** Masters of Urban Design, BA (Arts)

URBAN DESIGNER, URBANISMPPLUS LTD AUCKLAND

## RELEVANT EXPERTISE

Yan Xue is a qualified urban designer who joined Urbanismplus in November 2015. Before that, she worked for eight years with Werkhart International, Beijing, China. She gained experience as an urban designer and project manager involved in over 30 projects. She worked with several different teams and successfully oversaw, managed, and implemented projects, including residential and commercial area planning, landscape design, architectural design, urban design, and regional planning.

## RELEVANT PROJECT EXPERIENCE

### With Urbanismplus

- Design and graphic support work for HNZ and HLC urban design projects on several sites around Auckland (2016-ongoing);
- Design and graphic support for Amberfield, Hamilton Masterplan (2017-2018);
- Design and graphic support work for Te Tumu Structure Plan (2016-2018);
- Design and graphic support for Lake Tekapo Masterplan (2017);
- Facilitation of, and participation in, 'Transport for Future Urban Growth', determining and prioritising transport infrastructure investments to facilitate Auckland's growth in the next 30 years (for Auckland Council, Auckland Transport, and NZTA (2015-2016));
- Design and graphic support work for Whenuapai Structure Plan (2016);
- Design and graphic support work for 10 and 20 Scott Road, Hobsonville (2016-2018);
- Design and graphic support work for Wanganui Town Centre Strategy (2015-2016);
- Design and graphic support work for upgrade plan for Leith Place, Tokoroa (2016);
- Design and graphic support work for other ongoing strategic planning and masterplanning projects.

### With Werkhart International

- Project Manager and Planner for Hulunbuir Hedong Hailar City Concept Plan covering 2.2 square km (2013). The detailed regulatory planning of Hulunbuir project was honored by the Regional government of Inner Mongolia Autonomous region of China (2012-2014);
- Fatou Urban Design, a collaboration design project, working with Wisenova and Shanghai Urban Planning and Design Research Institute (SUPDRI). Wisenova worked on the industry research and positioning, while Werkhart helped the SUPDRI complete the positioning of the function and land-use planning (2013);
- Leadership over the design team on behalf of the company to participate in the tender for Urban Design for World Seed Conference project, a bidding project organised by the government of Fengtai District, Beijing. Responsibilities included the general plan design, the conceptual design of the main buildings and controlling the production of models and effect diagrams (2014);
- Project Manager and designer for Karamay, Xingjiang, Urban design. Responsibilities included the general plan design (2013);
- Project Manager and designer for Inner Mongolia Minzuyuan urban design and landscape design (2014);
- Project Manager and designer for Beijing Senlinjiari GLOFurban design and landscape design (2013-2014).



## CAREER PROFILE

**1992**

Post Grad Diploma in Applied Economics, University of Queensland

**1989**

Masters of Business Administration, University of Queensland

**1984**

Grad Dip Urban & Regional Planning Queensland University of Technology

**1972 - 1976**

Bachelor of Arts (3 year majors in economics and in geography) Hons (1st) in Economic geography, University of Western Australia

**DEREK KEMP** M.B.A. Post Grad. Dip. in Applied Economics Grad. Dip. Urban & Regional Planning B.A. (Hons) in Economics and Urban Geography

## RELEVANT EXPERTISE

Derek Kemp is an economist, town planner, employment and economic development specialist, located in Queensland but working throughout Australia. He is the Proprietor of 'Prosperous Places' a multi-disciplinary consultancy specialising in leading edge, integrated economic, land use, employment, development and design solutions. Derek has considerable experience in applied economics consulting, urban and regional planning, urban, and regional economic development, management experience in large public sector organisations.

## RELEVANT PROJECT EXPERIENCE

The following projects are especially relevant to this project:

### New Zealand

- Transport for Future Urban Growth: Employment Land and Centres Assessment, Auckland Region.
- New Plymouth Blueprint, New Plymouth New Zealand: Employment and Economic Growth Opportunities and Employment Land Assessment
- Hamilton City Employment Growth, Demand and Economic Outcomes, Hamilton.
- Marlborough District Urban Growth and Development: Employment and Economic Growth Opportunities and Employment Land Assessment, Marlborough.
- Coromandel Local Area Blueprints project: Employment and Economic Growth Opportunities and Employment Land Assessment, Coromandel.
- Adelaide Road Economic and Commercial Demand Assessment. Wellington.
- Porirua City Centre Revitalisation Strategy and Initiatives, Porirua, Greater Wellington.
- Wellington Regional Planning Strategy: Advice on Strategic Initiatives, Planning and Location Strategies. Wellington Regional Council.
- Franklin District Economic Employment and Business and Industry Lands Strategy, Auckland.
- Rodney District, Silverdale Growth Corridor Planning and Land Use Strategy, Auckland.
- Henderson Town Centre Revitalisation Strategy and Initiatives, Waitakere, Auckland.
- Henderson Recreational Precinct Strategy and Business Models, Waitakere, Auckland.
- New Lynn Town Centre Revitalisation Strategy and Initiatives, Waitakere, Auckland.
- Manurewa Town Centre Strategy Revitalisation Strategy Assessment, Manukau.
- Manukau City Centre Strategy Economic Assessment and Design Review, Auckland.
- Flatbush Recreational Facilities Location Strategy, Manukau, Auckland.
- Hobsonville Urban Growth Corridor Economic and Land Use Strategy, Auckland.

### Australia

- Employment specialist for the Melbourne 2030 project a growth strategy for an additional population of 500,000 for the Victoria State Government.
- He has advised the Western Australian Planning Commission on Facilitating Employment Growth and Positioning Perth to Realise Its Potential for Service Sector Growth. He has made major contributions towards the future economic development, employment and town centre revitalisation strategies for Midland, Gosnells and Armadale in Western Australia. He has also, prepared economic development, urban renewal and visitor attraction strategies for Katoomba, in the Blue Mountains of N.S.W. and for numerous other regions and urban centres throughout Queensland and in New South Wales.

U+						PP		
Project Director	Urban Designer	Urban Planner	Urban Plannr/Dsgnr	Urbn Dsgnr / Graphics				
KM	WB	SG	KH	YX	sub totals	Derek Kemp	sub totals	

DAY RATE

2.40	1.60	1.20	1.00	1.00		2.40	
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1. COUNCILLOR AND STAFF SESSIONS										
client team meeting	1	1.20			0.50					
research and information gathering				1.20	1.00			7.20		
Councillor session		0.60			0.25					
staff meeting		0.60			0.25					
staff workshop		2.40			1.00					
<b>2. LOCAL AREAS</b>										
consultation sessions preparation		2.40			1.00					
x3 two workshops (3 days each)	3	21.60	0.00		9.00	9.00				
x1 three workshops (4 days) (includes team workshops)	1	9.60			4.00	4.00				
Site visits and draft LAB employment								12.00		
<b>3. PRODUCTION</b>										
graphics production					5.00					
draft Blueprint report					13.00			0.00		
<b>4. DISTRICT-WIDE</b>										
workshop preparation			0.80	0.00	1.00	2.00				
ONE DAY ONLY focus group meetings	1	2.40			1.00					
District-wide team workshop (3 days)	1	9.60	6.40	4.80	4.00	4.00		9.60		
DEREK KEMP Travel day update Councillors								2.40		
<b>5. PRODUCTION</b>										
graphic production					5.00					
artist impressions (5)			1.60							
draft report				12.00				7.20		
ASAP PERSPECTIVES						6.30				
<b>6. PRESENTATIONS &amp; REPORT</b>										
preparation of slideshow		2.40	0.80		3.00					
presentation to staff		0.60			0.25					
presentation to Councillors		0.90			0.38					
presentation to public		0.90			0.38					
amendments to report				3.60	2.00					
<b>7. REPORT SIGN-OFF AND PRIORITISE TCs</b>										
Councillors ratify report prioritise town centre strategies		2.40			1.00					
<b>8. TOWN PLANS</b>										
Not included in the fees										
trips	7									
Sub Total		57.6	9.6	21.6	43.0	35.3	167.1	38.4	38.4	
FEE SUB TOTALS \$1,000 + GST		167.10				38.40				
TOTAL FEE \$1,000 + GST		205.500								

16.20

72.60

18.00

48.00

32.10

15.20

3.40

0.00

205.50

205.50

cross chk

DISBURSEMENTS BUDGET ONLY

Derek Kemp Flights from Brisbane							1.6		
Derek Car Hire 11 days \$70							0.77		
Hotel nights - DK 12 - LAB 5 Wkp 2	1.8	0.4	0.4	1.8	1.8		2.4		
Mileage 2+ 8 + 1 + 1 + 1 (13) \$200	2.6								
printing, couriers, consumables etc.	0.2								
Sub Total Disbursements	4.6	0.4	0.4	1.8	1.8	9.0	4.8	0.0	4.8

Disbursements \$1,000 + GST

9.000	4.770
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TOTAL Disbursements \$1,000 + GST

13.770
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OVERALL TOTAL \$1,000 + GST

219.270
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Notes

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### **Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	14 June 2018
<b>Prepared by</b>	Alison Diaz Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1980730
<b>Report Title</b>	Financial performance summary for the period ending 31 May 2018

## **I. EXECUTIVE SUMMARY**

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This report presents year-to-date financial performance against the 2017/18 Annual Plan and those budgets carried forward from the 2016/17 financial year. The report provides a summary of revenue and expenses, capital expenditure, treasury policy compliance and key reserve balances.

Council offices and libraries ceased accepting payment by cash from 17 February and information on the uptake of NZ Post bill pay services has continued to be monitored during the financial year. The charts for this service show transaction count and amounts on a rolling 12 month basis through to the end of May 2018. A breakdown of customer payment methods is also included for the month of May.

For the 2017/18 financial year to date, 1.85% of Council's total payment transactions (1,531 of 82,614) have been handled via this arrangement.

## **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

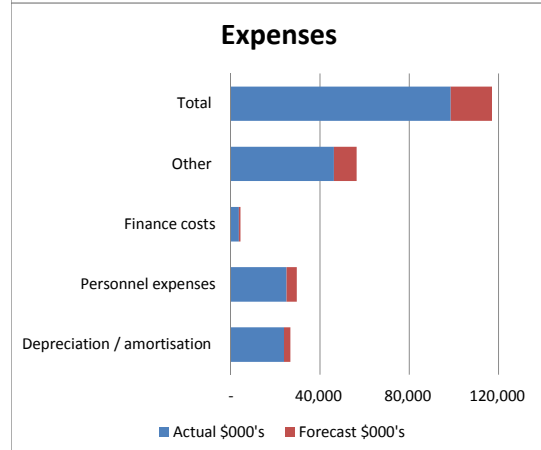
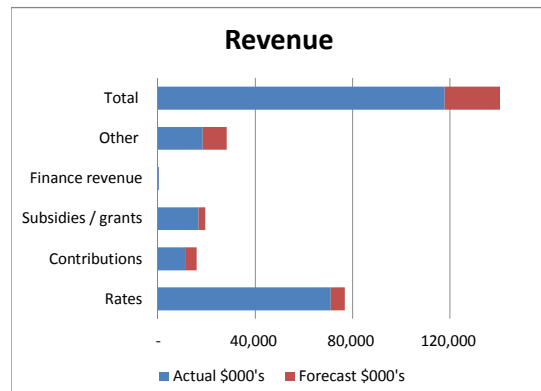


**AT A GLANCE**

Both income and expenditure levels are behind year to date expectations with capital expenditure at only 40% of budget. In previous years surplus before tax has exceeded budget due to the amount of local subdivision vested assets. Given the level of development in the district this trend is likely to continue for the 2017/18 financial year. The fixed interest rate proportion treasury policy limit has been exceeded during May. This is a temporary policy breach and is expected to be rectified within June.

	May-18	Open Bal
Reserve Balances Summary	\$000's	\$000's
Restricted reserves	187	182
Council reserves	18,912	25,748
Development contributions	(36,318)	(38,753)
Replacement funds	16,797	14,412
Targeted rate reserves	(5,569)	(5,465)
<b>Total</b>	<b>(5,991)</b>	<b>(3,876)</b>

	May-18	Open Bal
Key reserves (included in balances above)	\$000's	\$000's
Disaster recovery	404	392
Hamilton East Property proceeds	2308	2308
LTCCP Contribution reserve	0	2057
Structure plan non-growth reserve	884	760
Northgate development area	(3,957)	(3,470)
Pokeno Structure plan	(10,508)	(10,534)
Tamahere Structure plan	(2,132)	(2,098)
DW water targeted rate	(4,114)	(3,795)
DW wastewater targeted rate	(4,691)	(4,888)



**FINANCIAL PERFORMANCE SUMMARY**

For the period ending 31 May 2018					
	Actual \$000's	FY Forecast \$000's	% usage	YTD Variance \$000's	Ref.
<b>Revenue</b>					
Rates	71,007	76,845	92%	(566)	1
Development and financial contributions	11,143	15,897	70%	3,429	2
Subsidies and grants	16,698	19,504	86%	1,181	3
Finance revenue	429	100	429%	(337)	4
Other revenue	18,464	28,244	65%	7,426	5
<b>Total revenue</b>	<b>117,741</b>	<b>140,590</b>	<b>84%</b>	<b>11,133</b>	
<b>Expense</b>					
Depreciation and amortisation expense	23,782	26,648	89%	645	6
Personnel expenses	25,017	29,611	84%	2,126	7
Finance costs	3,592	4,394	82%	436	8
Other expenses	46,179	56,323	82%	5,450	9
<b>Total operating expenses</b>	<b>98,570</b>	<b>116,976</b>	<b>84%</b>	<b>8,658</b>	
<b>Surplus (deficit) before tax</b>	<b>19,171</b>	<b>23,614</b>	<b>81%</b>	<b>2,475</b>	

Year-to-date net operating surplus of \$19.2 million is approximately \$2.5 million behind of year to date forecasts.

Items to note are as follows:

**Income**

- 1 Favourable - Rating income was above Annual Plan expectations (\$784,000 for the full year). The forecast has been adjusted to allow for the increase.
- 2 Unfavourable - Development timeframes can be lengthy (up to 8 years). \$11.5 million of the DC's assessed this year are not yet payable, so are not income.
- 3 Unfavourable - Subsidy is linked to physical work programmes. The major variance relates to the Taupiri Mangawara stream crossing project (\$980,000)
- 4 Favourable - Interest income is higher than budgeted due to two unplanned term deposits in place until December 2017.
- 5 Unfavourable - The value of vested assets has been estimated at \$8.5 million. The majority of this income is not processed until the end of the financial year.

**Expense**

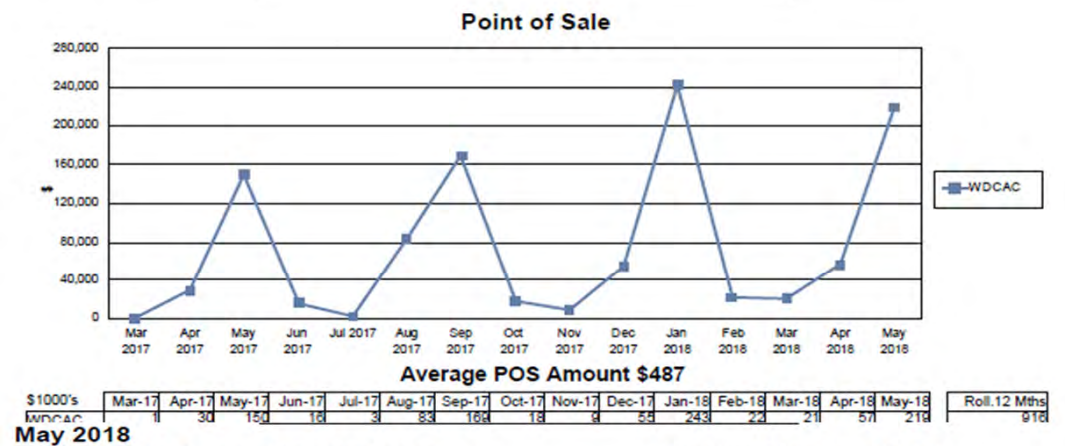
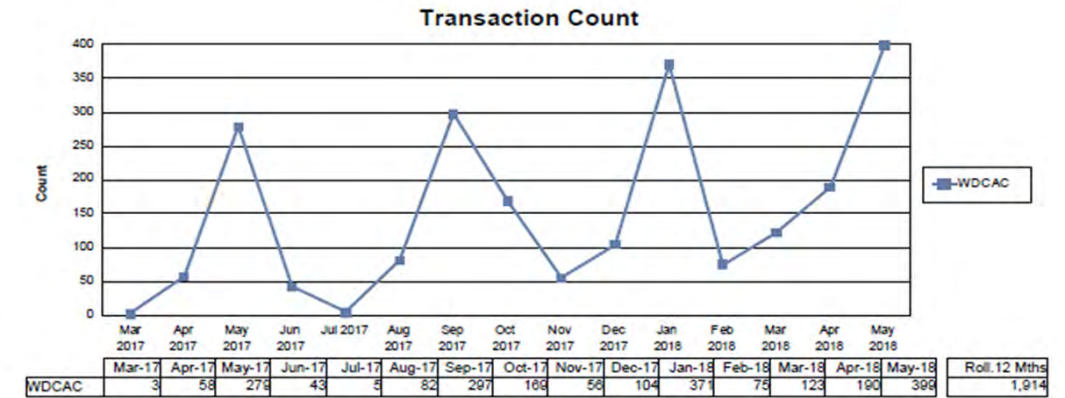
- 6 Favourable - Roading depreciation is significantly lower than budgeted.
- 7 Favourable - Due to staff vacancies and differentials between budgeted and actual remuneration movements for the financial year.
- 8 Favourable - This is due to the relative timing of capital works programmes and the associated level of loan funding.
- 9 Favourable - Lower than budgeted operational activity spend in the waters and facilities area accounts for approximately \$3.2 million of the variance. A further \$2 million of the variance to budget is attributed to lower spend on unsealed road maintenance, bridge repairs, and other roading related activities.

Capital expenditure	Actual \$000's	Budget \$000's	% usage	
Roading	19,862	35,679	56%	The expected level of capital spend for the full year is \$57 million, a budget usage of 63% to the end of May. \$6.1 million of works has not yet been awarded and is likely to be carried forward with a further \$17.1 million related to development works which are outside the control of council. \$2.4 million of savings have also been made.
Water	3,579	10,618	34%	
Wastewater	4,812	14,550	33%	
Stormwater	1,322	6,040	22%	
Sustainable Communities (P&R, halls, pools, toilets, walkways)	4,364	15,748	28%	
Sustainable Environment (landfills)	138	28	493%	
Governance	38	-	0%	
Organisational Support (plant, offices/libraries & IM)	1,660	6,828	24%	
<b>Total Group of Activities</b>	<b>35,775</b>	<b>89,491</b>	<b>40%</b>	

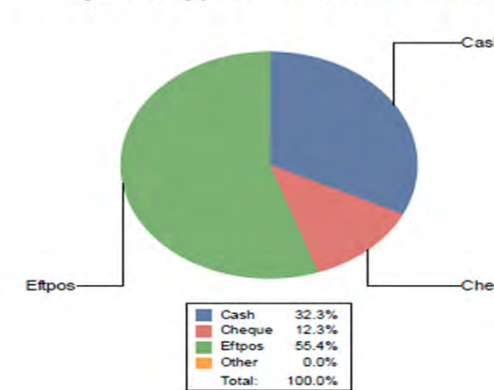
Net Operating Surplus (Deficit) Breakdown	Actual \$000's	FY Forecast \$000's	YTD Variance \$000's	Favourable / Unfavourable
Roading	7,182	20,092	11,236	U - Majority relates to timing of vested asset recognition, DC's and subsidy income
Water	3,168	4,080	572	U - Rating and DC income difference
Wastewater	3,409	(1,786)	(5,046)	F - Low levels of activity expenditure, higher DC income
Stormwater	1,380	317	(1,089)	F - Activity expenditure low and development contribution income higher
Sustainable Communities	4,604	6,912	1,732	U - Lower DC income
Sustainable Environment	(1,368)	(1,508)	(14)	
Governance	591	129	(473)	F - Low levels of activity expenditure
Organisational Support	(3,928)	(4,623)	(310)	F - Interest income higher than budgeted
<b>Total Group of Activities</b>	<b>15,038</b>	<b>23,613</b>	<b>6,607</b>	
General rate usage	4,133	1	(4,132)	F - The general rate income recognised currently exceeds the amount of general rate used.
<b>Surplus (deficit)</b>	<b>19,171</b>	<b>23,614</b>	<b>2,475</b>	

**Treasury Policy compliance**

	Policy limit	Actual	Compliance
<b>Prudential limits</b>			
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%	3.1%	✓
Net interest expense on net external debt as a percentage of annual rates	<25%	4.5%	✓
<b>Interest rate risk controls limits (interest rate exposure)</b>			
Fixed interest proportion	50%-100%	146.5%	X
<b>Liquidity/funding risk (access to funds)</b>			
Liquidity	>110%	136%	✓
Broken down:			
0-3 years	15%-60%	44%	✓
3-5 years	15%-60%	28%	✓
5 years plus	10%-40%	28%	✓

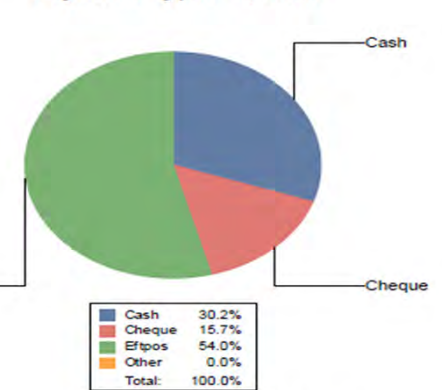


**Payment Types - Transaction Count**



	Total
Cash	129
Cheque	49
Eftpos	221
Other	
<b>Total</b>	<b>399</b>

**Payment Types - \$ POS**



	Total
Cash	\$66,155
Cheque	\$34,420
Eftpos	\$118,279
Other	
<b>Total</b>	<b>\$218,854</b>

### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	11 June 2018
<b>Prepared by</b>	Alison Diaz Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318/ 1975192
<b>Report Title</b>	Approved Counterparty Review

## I. EXECUTIVE SUMMARY

Treasury related transactions can only be entered into with organisations specifically allowed for under Council's Treasury Risk Management Policy.

Counterparties and limits are approved on the basis of long-term and short-term credit ratings of A- and above, and A2 or above respectively. Limits are spread across a number of Counterparties to manage credit exposure. Counterparty limits are reported quarterly, while credit ratings are reviewed on an ongoing basis with any material credit downgrades dealt with immediately. The Standard & Poors ratings are reported to the committee every six months and any changes noted.

The current credit ratings (updated on 30 April 2018) are shown in the table below:

	Long Term		Short Term		Within Policy?
	S&P	Policy	S&P	Policy	
ANZ Bank	AA-	A-	A-1+	A2	✓
ASB Bank	AA-	A-	A-1+	A2	✓
Bank of New Zealand	AA-	A-	A-1+	A2	✓
HSBC	AA-	A-	A-1+	A2	✓
Westpac	AA-	A-	A-1+	A2	✓

There has been no change since the ratings were last reported.

## 2. RECOMMENDATION

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

**3. ATTACHMENTS**

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NIL

### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	11 June 2018
<b>Chief Executive Approved</b>	Y
<b>Ref #</b>	GOV1318
<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 2017/2018 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 2017/2018. 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 2017/2018 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-riding projects which Council planned to undertake for 2017/2018, including carry forwards.

Council has historically 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.

Some of the projects are delayed for strategic reasons. An example is where we are awaiting a final decision on our Housing Infrastructure Fund application. This impacts the upgrade of our Huntly Wastewater Plant.

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.

Councillors have now indicated their willingness to re-view the risk management approach on some key projects. This will be worked through in the next year.

## 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 2017/2018 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 implications could be considered before work proceeds.

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 the list of agreed projects for 2017/2018:

- Ngaruawahia Council office upgrade construction (carry forward)
- Tamahere recreation reserve project
- Raglan stormwater reticulation extensions (carry forward)
- Ngaruawahia Kent Street / George Street stormwater network upgrades (carry forward)
- New reservoirs for Huntly, Central District and Hopuhopu and Pokeno reservoir sites (carry forward)
- Land purchases for Pokeno, Central District and Hopuhopu reservoir sites (carry forward)
- Tuakau water supply reticulation extensions
- Pokeno wastewater scheme construction - Stage 2 (carry forward)
- Huntly wastewater treatment plant upgrade (carry forward)
- Meremere wastewater treatment plant upgrade
- Raglan wastewater treatment plant upgrade
- Pokeno stormwater reticulation extensions
- SCADA improvements

It should be noted that upgrades on the Huntly Wastewater Treatment Plant and Meremere Wastewater Treatment Plant are deferred until we progress our Housing Infrastructure Fund detailed business case.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

All of the projects included in the list form part of the Annual Plan for 2017/2018 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

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 wastewater and reservoir projects.

In the future we will need to ensure alignment with Council's vision of 'Liveable, Thriving and Connected Communities'.

### 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 for 2017/2018.

## **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	Paul White	424,138	254,891	169,247	330,138	Aug-18	Phase 2: Received quotes to raise the height of the accessible counter and installation of a secondary wall and door. Received quote for noise attenuation for call centre, works to occur in June. Waiting on timing from Contractor before seeking internal approval. Expect to be completed by the beginning of August.
Programme Delivery	Tamahere Recreation Reserve Project	Richard Clark	2,451,919	166,812	2,285,107	258,662	Multi year project	Contract awarded to Fosters. Contract agreement has been signed. Due for completion Sept 18. Zero Harm documentation including traffic management to be completed. Programme received, still to be reviewed. Playground earthworks going to be completed and construction design underway. Skate park out to tender and due to close early June.
Programme Delivery	Raglan stormwater reticulation extensions	Reuben Rink	365,576	97,916	267,660	97,916	Oct-18	After initial lack of tender response, work has been re-tendered and closed. Tender under evaluation re price. Intention is to award pre 30 June with physical works to commence in July.
Programme Delivery	Ngaruawahia, Kent St/George St Stormwater Network upgrades	Reuben Rink	471,728	438,143	33,585	438,143	Oct-18	Kent and George Street initial contract is complete, as built received and Practical Completion Certification has been issued. Tender for stage 2 scope (utilising savings from another budget) closed and being evaluated.
Programme Delivery	New Reservoirs for Huntly, Central District, Hopuhopu and Pokeno	Richard Clark	1,740,192	1,397,257	342,935	1,397,257	Jun-18	Pokeno - Reservoir is commissioned. Huntly – Reservoir is fully operational and has been handed over to Operations. Reservoir suffered storm damage in May and in discussion with contractor to resolve as not meeting warranty conditions. Central District – Reservoir refilled and commissioning in May was unsuccessful. New Variable Speed Drive (VSD) required to replace existing undersized VSD. Negotiations are underway regarding cost associated with additional works required to bring the reservoir online. Hopuhopu – Reservoir is commissioned. New roofing panels have been installed and reservoir is now refilled, awaiting three days of clear water tests before putting reservoir back into commission. Demolition of old reservoir to be removed from scope of works and re-tendered for completion during upcoming construction season.
Programme Delivery	Land Purchases for Pokeno, Central District and Hopuhopu Reservoir Sites	Elton Parata	204,905	783	204,122	82,036	Jul-18	All sites now secured and works underway. Hopuhopu long term agreement is with Waikato Tainui for consideration but struggling to get traction on having agreement signed. The Chief Executive has followed this up and will be raising again with Waikato Tainui on the 8th June.
Waters	Tuakau water supply reticulation extensions	Karl Pavlovich	1,639,774	31,823	1,607,951	38,176	2018/19	To finalise priorities following completion of the proposed District and Structure Plans. Based on demand, this work will not be required until 2018/19 or later.
Programme Delivery	Pokeno Wastewater scheme construction - Stage 2	Paul White	1,905,401	1,779,982	125,419	1,905,401	Mar-18	Works complete including variation negotiations. Extension of time claims were discussed in May and awaiting Engineer to Contract to make determination, partial Practical Completion to be issued in June (one line requires remedial works). Additional connections contract to be prepared and advertised with the physical works to be undertaken in 2018/19.
Waters	Huntly wastewater treatment plant upgrade	Stephen Howard	1,628,112	5,681	1,622,431	5,681	TBA	Significant capex expenditure is on hold pending decision on future of site (i.e. pump away/consolidated site). Investigations have identified operational actions to be completed including de-sludging. Actions are being prioritised based on resource and budget availability across the districts wastewater treatment plants.
Waters	Meremere wastewater treatment plant upgrade	Stephen Howard	2,175,854	11,480	2,164,374	11,480	TBA	Significant capex expenditure is on hold pending decision on overall solution of wastewater treatment plant sites. Council water operations is resolving inflow and infiltration with land owners and the Meremere School, in respect to remedying roof water and impervious surface flows to household drains. Actions are being prioritised based on resource and budget availability across the districts wastewater treatment plants.
Waters	Raglan wastewater treatment plant upgrade	Karl Pavlovich	1,196,719	24,383	1,172,336	24,383	On Hold	Project is on hold to ensure any proposed solution is in keeping with changes that may occur as part of the upcoming resource consent renewal. The long term solution will be developed during the consent renewal phase. While the project is on hold, Council is currently at risk of further non compliance implications.
Waters	Pokeno stormwater reticulation extensions	Karl Pavlovich	1,102,912	0	1,102,912	359,326	Jun-19	Dependent on developer schedule, pipeline from Winstones catchment to Pond expected in 2017/18 with remaining works pushed out to 2018/19 per Dines Fulton Hogan May schedule.
Waters	SCADA Improvements	Robert Ball	1,300,000	104,137	1,195,863	116,840	Multi year project	Contract for procurement of radio telemetry units awarded, procurement of radio and base stations underway and installation at pilot sites due to commence early in 2018/19.



### Open Meeting

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Tony Whittaker General Manager Strategy and Support
<b>Date</b>	28 May 2018
<b>Prepared by</b>	Shannon Kelly Youth Engagement Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318 / 1980729
<b>Report Title</b>	Youth Engagement Update June 2018

## I. EXECUTIVE SUMMARY

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The purpose of this report is to update the Strategy & Finance Committee on youth engagement in the district. This is the second youth engagement report to the Strategy & Finance Committee for 2018.

## 2. UPDATE

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The following update is based on activities and/or initiatives that have taken place in each of the towns / villages:

### Raglan

A meeting to complete the youth and community planning was held on Thursday, 10 May at the Raglan Community House. The meeting was well attended, gave young people and community members an opportunity to share in the collective findings, and provided the opportunity for a commitment to new pathways / priorities for young people at the community level. One of the key outcomes of this hui was to support community-led groups and events, such as the Youth Week events being held by the Raglan Community House and managed by artist and Community Projects Coordinator Maryanne Tuao.

### Ngaruawahia

*Embrace the Future*, Ngaruawahia's youth action group, has organised the Kauawhi Matakite Film Festival for young people in the town. Filming will take place on 13-15 July and editing suites for young people have been made available at the Ngaruawahia Community House. All films will be judged on Sunday, 22 July at the Ngaruawahia War Memorial Hall from 6pm. All are welcome to attend the movie screenings, and are welcome to participate in the judging. For more information, contact Cory Newport at [corygn@hotmail.com](mailto:corygn@hotmail.com).

Huntly

Huntly has two youth representatives on the Huntly Community Board – Phoebe Comins and Jack Scott – who are both supported by Councillor Shelley Lynch. The Youth Engagement Advisor has been in touch with Harty Sistaz (one of the youth groups who are interested in youth engagement in Huntly) as one of the key network groups for the youth representatives to engage with.

Te Kauwhata

Te Kauwhata Community Committee members, Tim Hinton (the Committee's youth mentor) and Toni Grace (Chairperson) have been active in the re-establishment of a new youth action group based at Te Kauwhata College. The Te Kauwhata Community Committee has decided that there is no need for youth representatives on the Committee but it will work with young people from Te Kauwhata College to start developing a programme with them.

Tim Hinton has also spoken with Council's Youth Engagement Advisor about his intention to connect with Meremere youth and youth work networks in order to foster greater collaboration in that area.

Meremere

Azabeth Dobby, Meremere Community Committee youth representative, was involved in leadership training through Discovery NZ during the last school holidays. The programme was aimed to improve leadership, confidence, resilience and academic skills during the week long camp.

Azabeth and the community have been particularly focused on the development of the Meremere Tennis Pavilion as a youth hub for young people and they are working well with Council and the Meremere Community Committee to achieve this.

Tuakau

On 5 April Councillor Jacqui Church, Community Board member Bronwyn Watson and the Youth Engagement Advisor met with young people and teachers at Tuakau College. This was to encourage young people to participate in youth engagement initiatives with the Onewhero-Tuakau Community Board. Young people from the school filled the class to hear about how they could meaningfully engage with the Onewhero-Tuakau Community Board and Council. As a result of this over 30 young people decided to set up a Tuakau Youth Council to explore the matter further. This was coordinated by Councillor Church with leadership and facilitation support from Davendra Kumar, Tuakau College Deputy Principal. Thanks go to Councillor Church and Bronwyn Watson for encouraging youth participation in Tuakau relating to future collaboration with the Onewhero-Tuakau Community Board.

Onewhero

Councillor Jacqui Church and the Youth Engagement Advisor spoke at the Onewhero Area School Assembly on Monday, 7 May. Young people across the school were encouraged to engage with the youth engagement initiatives with Council and in particular the Onewhero Tuakau Community Board. Councillor Church stayed behind after school to take names and contact details for future development of the youth engagement initiatives through 2018 and beyond.

### Youth Training

In May 2018, the Youth Development Advisor delivered Code of Ethics training for youth workers in the Waikato, in collaboration with the Hamilton City Council's Community Development Team. Nine youth providers sent 20 of their youth workers / youth leaders to this training. The feedback received was very positive and there is now a waiting list to deliver more training for the sector. As a result we have decided to run more training on the Code of Ethics and professional boundaries on Friday, 22 June. This training will be made available to current Waikato District Council youth mentors.

### Youth Engagement Review

Councillors will be aware that the youth engagement role will be transitioning from the Planning & Strategy team to the Economic Development team of Council. This will provide an opportunity to understand how the current youth engagement focus can support the youth to employment model whilst continuing to empower the youth of our district from a governance perspective.

A youth strategy will be developed to reflect this approach. Once this strategy has been drafted it will be workshopped with Council and be made available to the community for further input.

Shannon Kelly has indicated that she will be leaving the Youth Engagement Advisor role on 30 June 2018 to work on other contracts in the youth sector. She has made herself available for short term projects or contract work for the Waikato District Council if the need arises.

## **3. RECOMMENDATION**

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

## **4. ATTACHMENTS**

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Waikato District Council Youth Engagement Photos – 2016-2018

Waikato District Council Youth Engagement Photos – 2016-2018



Ngaruawahia Youth Award nominee Wednesday Gilbert attends the 2016 Youth Awards with her father



Councillor Jan Sedgewick and Youth finalist Antonia Van den Bemd at the 2016 Youth Awards



Georgia Young, Councillor Jacqui Church and Logan Cotter at the 2016 Youth Awards



Whetukura Huirama, Georgia Young and Antonia Van den Bemd take photos with Mayor Allan Sanson



Helyn Huirama, Whetukura Huirama, Merika Huirama and Coral Miller at the 2016 Youth Awards



Youth Awards Nominees and Youth Judge 2016; Brayden Walker-Logan, Wirihana Eriepa, and Samuel Haehae



Azabeth Dobby, Cory Newport, Phoebe Comins, Logan Cotter and Wirihana Eriepa being acknowledged for their leadership in the Waikato at the 2017 Thank You Lunch



Mayor Allan Sanson acknowledging Wirihana Eriepa and Jemimah Elley as representatives of Embrace the Future and the Onewhero Youth Action Group, and their great work over 2017



Salem Waters, Juliene Calambuhay and Sam Turnbull – training in understanding finances of their youth group 2018



Tamihana Moanaroa receiving a prize from Wirihana Eriepa for winning the 2016 Frame Your Town design competition

### Youth to embrace Ngaruawahia's future with new action group

Last updated 09:55, August 12 2016



Members of the Embrace the Future youth action group, Cory Newport, left, Antonia van den Bernd and Wirihana Eriepa, are excited about the work they'll be doing around the town

Youth of Ngaruawahia are set to make their mark in the town with a new action group, Embrace the Future. Since April, a team of young people has started to get the ball rolling on ideas for youth in the North Waikato town. Their first project is a picture frame to be erected for visitors and locals to use for photos.

Ngaruawahia Youth Action Groups first newspaper article - 2016



Ngaruawahia Youth Action Group's logo – named Embrace the future. Designed by group member Samuel Turnbull



Embrace the Future youth committee with 2017 Youth Gaming Retro Event



Set up of 2017 Youth Retro Gaming Olympics

## Ngāruawāhia retro gaming inspiring

CAPTAIN WALLACE

Old school games are making a comeback in Ngāruawāhia. Youth group Embrace the Future is hosting the Ngāruawāhia Retro Gaming Olympics on November 19. It is being supported by e-Pus which comes under technology focused charity OMGTech. The charity's aim is to work alongside youth to run events and experiences that educate and inspire communities to see how future technology could be part of its future. Aided the e-Pus Project was established for digital inclusion in Māori communities. While the games are set to be a fun way of interacting with the youth, it's about much more than that, e-Pus project leader Kawana Wallace said. The idea was to inspire people to learn more about technology. Some of the outcomes I'd like to see from this event is them saying 'oh I want to learn how to make a game' or learn robotics. One of the reasons we are able to do this is through the support of our partners such as SparkNZ who have donated 120 laptops to OMGTech to enable community events such as this on a large scale. And grandparents who have donated 27 laptops to be used in local tech hubs which are being



Embrace the Future member Cory Newport will be bringing up on his gaming skills ahead of the Ngāruawāhia Retro Gaming Olympics.

PHOTO: CAPTAIN WALLACE

established in community centres, marae and libraries. At the event, youth will compete in games such as Super Mario, Donkey Kong and Space Invaders. For this was one opportunity the group could help provide. Gaming is a costly thing nowadays and it's very hard to get video games because they are so

expensive," Newport said. There will be 50 seats available on the day and it will be split into two sessions. Held at the Ngāruawāhia Memorial Hall, from 1pm there will be 7 to 12 year olds competing and from 1pm to 4pm will be 13 to 18-year olds.

Registration will be online and details will be posted on the E-Pus Facebook page. Another project Wallace is leading is a careers event at the Waikato Polytechnic in Huntly on November 25 and 26. There, visitors can learn about robotics, game design and coding.

News media relating to Youth Retro Gaming Olympics



Winners of the Youth Health Expo run by Embrace the Future in WDC Govern Up project 2017



Winners of the 2016 Youth Awards Tia Maipi (Huntly) and Lashon Semau (Tuakau) with Mayor Allan Sanson



Winner, Phoebe Comins and family, with Mayor Allan Sanson at the 2016 Youth Awards



Art work created by Huntly Youth Group for Creative Con youth event – 2 July 2017



Huntly Youth Action Group planning April 2017



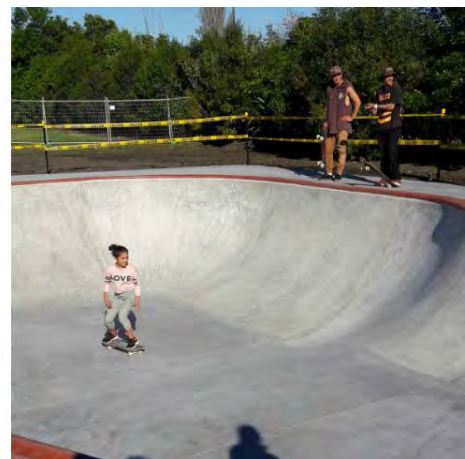
Huntly Youth Mentor Corey Reese, Huntly Community Board Youth representative Logan Cotter and Shannon Kelly – 2017



Establishment of Huntly Youth Action Group 2017



Te Kauwhata Community Committee crew at Pre-skate park opening 2017



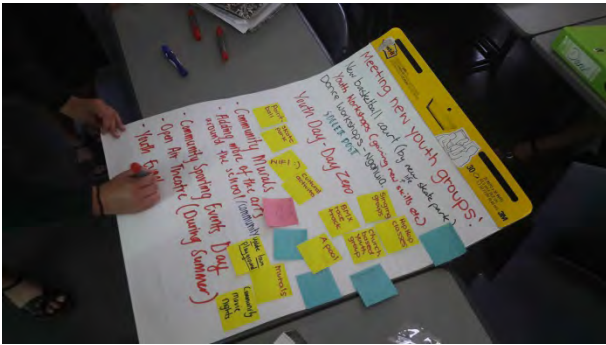
Breaking in the skate park – young people in Te Kauwhata 2017



Te Kauwhata Youth Action Group planning for Govern Up project 2017



Youth Engagement plan review and Animal Control review consultation 2017-2018



Te Kauwhata young people planning community events 2017



Te Kauwhata Young people setting up Govern Up event 2017



Young people from Tuakau and Onewhero meeting the Onewhero-Tuakau Community Board 2017



The Onewhero Youth Action Group after having distributed over 50 fruit trees on an early Saturday morning





The last tree being donated – Onewhero Youth Action Group and Shannon Kelly



Waikato District Council Youth leaders at the Great Wall of China 2017. From left to right, Marina Wihongi (Meremere), Caleb Monk (Onewhero) and Tuene Henderson (Onewhero)



Raglan Community planning session for and with rangatahi – November 2017



Community Planning in Raglan 2017



Raglan Youth and Community Board representation planning session – 2017



Young people and community members talking about their dreams and plans for their community 2017



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**Open Meeting**

<b>To</b>	Strategy & Finance Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	20 June 2018
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Exclusion of the Public

## **I. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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**THAT** the report from 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 23 May 2018**

**Receipt of Audit & Risk Committee Minutes dated Tuesday 12 June 2018**

**REPORTS****a. Extension of Contract I4/329 – Provision for Rating Valuation Services**

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

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

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

Section 48(1)(3)(d)

**b. Sundry Debtor Write Off – Vici Jerry**

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

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

Section 7(2)(a)

Section 48(1)(3)(a)(i)

**c. Unrecoverable Debt Write Offs for Resource Consents**

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

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

Section 7(2)(a)

Section 48(1)(3)(a)(i)

**d. Professional Negligence and Weathertight Homes Claims – Six Monthly Report**

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

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

**Section 7(2)(a)**

**Section 48(1)(3)(a)(i)**

**e. Economic Development Verbal Update**

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

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

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

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