

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 11 FEBRUARY 2019** commencing at **1.15pm**.

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

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	18 December 2018
Prepared by	Rose Gray Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 10 December 2018.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 10 December 2018 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 10 DECEMBER 2018** commencing at **1.15pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mr I Cathcart (General Manager Service Delivery)
Mr C Morgan (General Manager Community Growth)
Mrs S O’Gorman (General Manager Customer Support)
Mr TG Whittaker (Chief Operating Officer)
Mrs RJ Gray (Democracy Manager)
Ms L Shirley (Zero Harm Manager)
Mr L McCarthy (Roading Asset Engineer)
Ms S Solomon (Junior Corporate Planner)
Ms C Pidduck (Legal Counsel)
Mr A Averill (Contractor)
14 members of staff

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Thomson/Smith)

THAT the agenda for a meeting of the Waikato District Council held on Monday 10 December 2018 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded;

AND THAT the Committee resolves that the following items be added to the agenda as a matter of urgency as advised by the Chief Executive:

- Submission on the Auckland Regional Public Transport Plan 2018-2028
- Future Proof – Looking Forward.

CARRIED on the voices

WDC1812/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McNally/Sedgwick)

THAT the minutes of a meeting of the Waikato District Council held on Monday 12 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1812/02

CONFIRMATION OF EXTRAORDINARY MINUTES

Resolved: (Crs Sedgwick/Gibb)

THAT the minutes of an extraordinary meeting of Waikato District Council held on Wednesday 28 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDC1812/03

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Zero Harm

Agenda Item 5.1.1

The Zero Harm Manager took the report as read and answered questions in general on health and safety matters raised, and specifically in relation to:

- supporting people
- leadership workshops
- event management, finalising the investigation for the treatment plant with the review identifying approximately 10 recommendations
- working from home environments
- engagement programme going forward
- asbestos and critical risk timing.

Resolved: (Crs Bech/Church)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDC1812/04

Emergency Management Arrangement with Waikato Regional Council

Agenda Item 5.1.2

Resolved: (Crs Smith/Gibb)

THAT Waikato District Council agrees to the termination of the Service Level Agreement with Waikato Regional Council for the Provision and Management of a Civil Defence Emergency Management Coordinator;

AND THAT Waikato District Council agrees that the service for the provision and management of the Civil Defence Emergency Management Coordinator be brought in-house;

AND FURTHER THAT the termination of this Agreement is subject to receiving a formal agreement from Waikato Regional Council as per clause 16(c) of the Service Level Agreement;

AND FURTHER THAT Waikato District Council thanks the Group Emergency Management Office and the Waikato Regional Council for the support and management of the Civil Defence Emergency Management role over the last five years, and recognises the contribution they have made to what is now a very successful function.

CARRIED on the voices

WDC1812/05

Submission on the Auckland Regional Public Transport Plan 2018-2028
Add.Item

The Roading Asset Engineer took the report as read. The submission was supported and the work carried out is cemented and acknowledged in the Plan.

Resolved: (Crs Fulton/Church)

THAT the report from the General Manager Community Growth be received;

AND THAT Council approves the submission on the Auckland Regional Public Transport Plan (RPTP) 2018-2028.

CARRIED on the voices

WDC1812/06

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes
Agenda Item 5.2.1

Resolved: (Crs Gibb/Bech)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 28 November 2018 be received.

CARRIED on the voices

WDC1812/07

S&F1811/05-10 – Hearings for Proposed Waikato District Plan – Appointment of External Independent Hearings Commissioners and Delegation of Powers to Hearings Panel to Make Decisions on Submissions on Proposed Waikato District Plan (Stages 1 and 2)

Crs Fulton, Gibb and Sedgwick declared a conflict of interest and did not take part in discussion or voting on this item.

Resolved: (Crs Bech/Smith)

THAT two external independent commissioners be appointed to the pool to make up the Hearings Panel of the Proposed Waikato District Plan, Stages 1 and 2;

AND THAT subject to staff discussions with iwi, Dr Phil Mitchell be appointed as Chair and Mr Paul Cooney be appointed as Deputy Chair of the Hearings Panel of the Proposed Waikato District Plan, Stages 1 and 2;

AND FURTHER THAT following engagement with tangata whenua, at least one further independent commissioner with an understanding of tikanga Maaori and of the perspectives of local iwi or hapuu, be appointed, at a later date by Council,

to the pool to make-up the Hearings Panel of the Proposed Waikato District Plan, Stages 1 and 2;

AND FURTHER THAT Council delegates to the Chair of the Hearings Panel the power to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions on the Proposed Waikato District Plan, Stages 1 and 2;

AND FURTHER THAT Council delegates to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 to consider, hear, deliberate and decide on all submissions and further submissions received on the Proposed Waikato District Plan Stages 1 and 2;

AND FURTHER THAT Council adopts the Terms of Reference for the Proposed Waikato District Plan Hearings Panel as set out in Attachment I to the agenda.

CARRIED on the voices

WDC1812/08

S&F1811/11 - National Policy Statement on Urban Development Capacity Minimum Housing Targets

Crs Fulton, Gibb and Sedgwick declared a conflict of interest and did not take part in discussion or voting on this item.

Resolved: (Crs Bech/Patterson)

THAT the recommended mandatory changes to the Operative Waikato District Plan (Waikato and Franklin Sections) and the Proposed District Plan are approved;

AND THAT these changes take place prior to 21 December 2018 with public notice issued within 5 working days of implementation.

CARRIED on the voices

WDC1812/09

S&F1811/12 - Consideration of Conservation Fund Application

Resolved: (Crs Gibb/Sedgwick)

THAT Council approves the Conservation Fund application from B Carsons for \$5,000 in full.

CARRIED on the voices

WDC1812/10

S&F1811/13 - Update on Waikato District Heritage Forum

Resolved: (Crs Gibb/Henderson)

THAT Council supports exploring a regional approach for a Waikato Regional Archival Repository.

CARRIED on the voices

WDC1812/11

S&F1811/14 - Consultation on the Proposed Raglan Food Waste Targeted Rate

Resolved: (Crs Gibb/Patterson)

THAT Council approves to consult with the Raglan community on the proposed targeted rate to continue the kerbside food waste collection service for Raglan.

CARRIED on the voices

WDC1812/12

S&F1811/15 - Economic Development Update November 2018

Resolved: (Crs Gibb/Main)

THAT Council supports and adopts the Economic Development Work Programme for 2018/19.

CARRIED on the voices

WDC1812/13

S&F1811/17 - Request to Purchase RTV for Wainui Farm

Resolved: (Crs Gibb/Bech)

THAT Council approves the funding proposal for the Purchase of the Kubota RTV-x900.

CARRIED on the voices

WDC1812/14

Proposed Amendments to the Delegations to the Infrastructure Committee and the Strategy & Finance Committee

Agenda Item 5.2.2

The Junior Corporate Planner took the report as read and provided a brief overview.

Resolved: (Crs Church/Patterson)

THAT the report from the General Manager Community Growth be received;

AND THAT the Delegations Register be amended to allow the Infrastructure Committee and the Strategy & Finance Committee to approve the commencement of engagement/consultation without requiring approval from Council.

CARRIED on the voices

WDCI812/15

Future Proof – Looking Forward
Add.Item

Resolved: (Crs Bech/Gibb)

THAT the report from the Chief Executive be received;

AND THAT Council notes that the Future Proof Chief Executives have reviewed the currency and relevance of the existing Future Proof arrangements (given that the Hamilton to Auckland Corridor Plan is currently underway) and that this was reported to the Future Proof Implementation Committee on 5 December 2018;

AND FURTHER THAT, in accordance with a resolution of the Future Proof Implementation Committee of 5 December 2018, Council considers the changes proposed to the Future Proof governance, management and technical model in response to the Hamilton to Auckland Corridor Plan;

AND FURTHER THAT Council approves the proposed changes to the Future Proof governance, management and technical model in response to the Hamilton to Auckland Corridor Plan;

AND FURTHER THAT Council notes that should any of the Future Proof partners not agree on the proposed change to the Future Proof structure (or have views that are significantly different to what is contained in this report) the Chief Executives will meet in February 2019 to thrash out a consensual position to take to the Future Proof Implementation Committee that same month.

CARRIED on the voices

WDCI812/16

Infrastructure Committee

Receipt of Infrastructure Committee Minutes
 Agenda Item 5.3.1

Resolved: (Crs Fulton/Patterson)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 27 November 2018 be received.

CARRIED on the voices

WDC1812/17

INF1811/04 - Section I SO 527032 to be Declared Service Lane

Resolved: (Crs Fulton/Main)

THAT pursuant to section 114 Public Works Act 1981 that Section I SO 527032 be declared to be service lane;

AND THAT the Chief Executive be delegated authority to execute all relevant documentation.

CARRIED on the voices

WDC1812/18

INF1811/05 - Contract 11/064 – UGL (NZ) Limited – Further Increase to Contract Sum

Resolved: (Crs Fulton/ McInally)

THAT Council approve the increase of \$291,432.54 in Approved Contract Sun for the Contract 11/064 – UGL (NZ) Limited.

CARRIED on the voices

WDC1812/19

INF1811/06 - Waikato District Alliance GAIN Share Distribution

Resolved: (Crs Fulton/Gibb)

THAT Council approve the distribution of the Waikato District Alliance GAIN share of \$211,744.00 as follows:

- **Mangawara Stream Bridge \$170,632.00**
- **Road Maintenance Projects \$41,112.00.**

CARRIED on the voices

WDC1812/20

INF1811/07 - Horsham Downs Link Road – Progressing the Project

Resolved: (Crs Fulton/Smith)

THAT Council approves the additional loan funding required of \$911,000 for the Horsham Downs Link Road;

AND THAT Council approves the construction be carried out by the Waikato District Alliance;

AND FURTHER THAT Council grants the Waikato District Alliance dispensation against current variation approvals to allow the works to be undertaken.

CARRIED on the voices

WDC1812/21

INF1811/08 - The Point Reserve Management Plan

Resolved: (Crs Fulton/Patterson)

THAT Council receives the Draft The Point Reserve Management Plan and notes that this will be released (with any amendments) for public submission in January 2019;

AND THAT Council reappoints the hearings panel comprising of Cr Fulton, Cr Gibb and Cr Smith and invites representation from Waikato-Tainui to join the panel to hear any submissions received on The Point Reserve Management Plan.

CARRIED on the voices

WDC1812/22

Receipt of Infrastructure Subcommittee Minutes – Natural Reserves Management Plan
Agenda Item 5.3.2

Resolved: (Crs Fulton/Sedgwick)

THAT the minutes of a meeting of the Infrastructure Subcommittee held on Tuesday 30 October 2018 and continued on Thursday 22 November 2018 be received.

CARRIED on the voices

WDC1812/23

INF1810/02 – Hearing of Submissions to the Natural Reserves Management Plan

Resolved: (Crs Fulton/Sedgwick)

THAT Council adopts the Natural Reserves Management Plan.

CARRIED on the voices

WDC1812/24

Discretionary & Funding Committee

Receipt of Discretionary & Funding Committee Minutes

Agenda Item 5.4.1

Resolved: (Crs Lynch/McGuire)

THAT the minutes of a meeting of the Discretionary & Funding Committee held on Monday 12 November 2018 be received.

CARRIED on the voices

WDC1812/25

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes

Agenda Item 6.1

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 5 November 2018 be received.

CARRIED on the voices

WDC1812/26

Receipt of Taupiri Community Board Minutes

Agenda Item 6.2

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 12 November 2018 be received.

CARRIED on the voices

WDC1812/27

Receipt of Raglan Community Board Minutes
Agenda Item 6.3

Resolved: (Crs Thomson/Lynch)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 November 2018 be received.

CARRIED on the voices

WDC1812/28

Receipt of Ngaruawahia Community Board Minutes
Agenda Item 6.4

Resolved: (Crs Patterson/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 13 November 2018 be received.

CARRIED on the voices

WDC1812/29

Receipt of Huntly Community Board Minutes
Agenda Item 6.5

Resolved: (Crs McInally/Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 20 November 2018 be received.

CARRIED on the voices

WDC1812/30

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes
Agenda Item 7.1

Resolved: (Crs Sedgwick/Thomson)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 7 November 2018 be received.

CARRIED on the voices

WDC1812/31

Receipt of Meremere Community Committee Minutes
Agenda Item 7.2

Resolved: (Crs Sedgwick/Thomson)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 8 November 2018 be received.

CARRIED on the voices

WDC1812/32

Receipt of Tamahere Community Committee Minutes
Agenda Item 7.3

Resolved: (Crs Bech/Church)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 5 November 2018 be received.

CARRIED on the voices

WDC1812/33

Receipt of Pokeno Community Committee Minutes
Agenda Item 7.4

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 13 November 2018 be received.

CARRIED on the voices

WDC1812/34

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs Thomson/Patterson)

THAT the report from the Chief Executive be received;

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

Confirmation of Minutes dated 12 November 2018

Receipt of Minutes:

- **Strategy & Finance Committee dated 28 November 2018**
- **Infrastructure Committee dated 27 November 2018**

REPORTS

a. Additional Funding Request to Complete the Hopuhopu to Huntly Pipeline – Options and Award of Contract I8/078

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

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

Section 7(2)(a)(b)(ii)

Section 48(1)(3)(d)

b. Mayoral Delegation November 2019

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

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

Section 7(2)(b)(f)(j)

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

c. Chief Executive's Issues

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

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

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

Section 48(1)(a)(d)

d. Mayoral Issues

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

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

Section 7(2)(f)(g)(h)(i)(j)**Section 48(1)(a)(d)****CARRIED on the voices****WDC1812/35**

Resolutions WDC1812/36 – WDC1812/48 are contained in the public excluded section of these minutes.

Having concluded the public excluded meeting the following items were released into open meeting:

REPORTS (CONTINUED)**INF1811/12 – Mercer Domain**

It was resolved [*Resolution No WDC1812/40 – 42*] during the public excluded section of the meeting that the following resolutions be released into open meeting:

'INF1811/12 – Mercer Domain

Resolved: (Crs Smith/Thomson)

THAT Council inform the Mercer community of the intention to relinquish control and management of Allotment 136 Parish of Koheroa due to the historic significance of this land to Maaori and that the role of kaitiaki best resides with local iwi, and to seek the proceeds be made available to Council for the acquisition or development of reserves for the benefit of the Mercer community;

AND THAT the resolution be released into open meeting and the report be made available.

CARRIED on a show of hands, 9 voting in FAVOUR, 3 voting AGAINST and 2 Abstentions **WDC1812/40**

Resolved: (Crs Sedgwick/Bech)

THAT Council consult with the Mercer community over the intention to proceed to have part Allotment 139 Parish of Koheroa and Koheroa 90B Block classified as recreation reserve;

AND THAT Council then prepare in conjunction with the Mercer Community, a Reserve Management Plan under the Reserves Act 1977.

AND THAT the resolution be released into open meeting and the report be made available.

CARRIED on the voices

WDC1812/41

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	4 December 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Minutes – Wrigley & Stevenson

1. EXECUTIVE SUMMARY

To receive the minutes of the Regulatory Subcommittee hearing held on Wednesday 21 November 2018.

2. RECOMMENDATION

THAT the minutes of the Regulatory Subcommittee hearing held on Wednesday 21 November 2018 for Wrigley & Stevenson be received.

3. ATTACHMENTS

Hearing minutes 21 November 2018

MINUTES of a hearing by Commissioners of the Regulatory Subcommittee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 21 NOVEMBER 2018** commencing at **9.01am**.

Present:

Cr DW Fulton (Chairperson)
Cr J Gibb

Attending:

Mrs LM Wainwright (Committee Secretary)
Ms C Pidduck (Legal Counsel)
Mr M Te Anga (Animal Control Team Leader)
Ms R Wrigley (Objector)
Mr G Bowden
Mr P Derbyshire (Complainant)
Mrs P Derbyshire (Complainant)
Members of staff

HEARING

Objection to Menacing Classification – Roxanne Wrigley
Files - CHS0505/Property ID 1003011/Person ID 131929

INTRODUCTION

Commissioner Fulton introduced the members of the hearing panel and welcomed all parties.

The meeting adjourned at 9.03am and resumed at 9.33am.

HEARING OF THE APPLICATION

The objector gave a verbal presentation and answered questions of the committee.

Legal Counsel and the Animal Control Team Leader answered questions of the committee.

RIGHT OF REPLY

The objector gave her right of reply.

The hearing adjourned at 10.13am and the decision reserved.

DELIBERATIONS

The Commissioners undertook deliberations on all evidence presented.

DECISION

THAT having considered the information presented in writing, and in person at the hearing, the subcommittee uphold the **Menacing Dog Classification** imposed under the **Dog Control Act 1996** for Ripley, dog owned by Roxanne Wrigley.

HE1811/01

The hearing was declared closed at 9.45am on Thursday 29 November 2018.

HEARING

Objection to Menacing Classification – Megan Stevenson
Files - CHS0505/Property ID 89780/Person ID 134980

INTRODUCTION

The chair advised that Ms Stevenson is unable to attend the hearing.

HEARING OF THE APPLICATION

Legal Counsel and the Animal Control Team Leader answered questions of the committee.

RIGHT OF REPLY

The hearing adjourned at 11.22am and the decision reserved.

DELIBERATIONS

The Commissioners undertook deliberations on all evidence presented.

DECISION

THAT having considered the information presented in writing, and in person at the hearing, the subcommittee uphold the **Menacing Dog Classification** imposed under the **Dog Control Act 1996** for Rex, dog owned by Megan Stevenson.

HE1811/02

The hearing was declared closed at 9.45am on Thursday 29 November 2018.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	13 December 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Hearing Minutes - 2018 Amendments to 2011 Speed Limit Bylaw

1. EXECUTIVE SUMMARY

To receive the minutes of a hearing by the Policy & Regulatory Committee to hear and consider submissions and make recommendations on the Waikato District Council Recommended for 2018 Amendments to 2011 Speed Limit Bylaw held on 12 December 2018.

2. RECOMMENDATION

THAT the minutes of a hearing for 2018 Amendments to 2011 Speed Limit Bylaw held on 12 December 2018 be received;

AND THAT the following becomes a resolution of Council:

Recommended 2018 Amendments to 2011 Speed Limit Bylaw Hearing – P&R1812/03

THAT Council adopts the recommended 2018 Amendments to the Waikato District Council Speed Limit Bylaw 2011.

3. ATTACHMENTS

P&R Hearing Minutes

Minutes of a hearing by the Policy & Regulatory Committee (to hear and consider submissions and make recommendations on the Waikato District Council Recommended 2018 Amendments to 2011 Speed Limit Bylaw) to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 12 DECEMBER 2018** commencing at **12.30pm**.

Present:

Cr JD Sedgwick (Chairperson)
His Worship the Mayor, Mr AM Sanson [until 1.53pm and from 1.59pm]
Cr AD Bech
Cr JA Church
Cr DW Fulton
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch [from 12.35pm until 3.13pm and from 3.18pm]
Cr RC McGuire
Cr FM McNally [until 3.00pm]
Cr EM Patterson
Cr NMD Smith
Cr LR Thomson [from 2.59pm]

Attending:

Mrs S O’Gorman (General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Mr G Bellamy (Road Safety Engineer)
Ms A Murphy (Corporate Planner)
3 Members of Staff
Mr T Follows (New Zealand Automobile Association)
Mr S Griffiths (Submitter)
Mr P Egan (Submitter)
Mr B Coley (Submitter)
Ms S Holmers (Submitter)
Mr D Whyte (Presenter for Submitter)
Cr M Bunting, Cr G Taylor and Ms R Denton (Submitters, Hamilton City Council)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/Patterson)

THAT an apology be received from Cr Main;

THAT an apology for lateness be received from Cr Thomson;

THAT an apology for early departure be received from Cr McNally.

CARRIED on the voices

P&R1812/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs McNally/Bech)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Wednesday 12 December 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

P&R1812/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORT

Recommended 2018 Amendments to 2011 Speed Limit Bylaw Hearing
Agenda Item 4.1

The report was received [P&R1802/02 refers].

Hearing of Submissions

The following submitters presented their submission in relation to the Proposed 2018 Amendments to 2011 Waikato District Council Speed Limit Bylaw:

Submitter Name	Organisation/On Behalf Of	Submitter No
Cathy McDonald	Trevor Follows presenting on behalf of the New Zealand Automobile Association	136
Steve Griffiths	Re Rotokauri Rd [doc 1]	117
Peter Egan	Re Duck Rd [doc 2]	32
Bevan Coley	Re Tamahere zone	134
Stephanie Holmes	Re Woodside Rd [doc 3]	6
Catherine Maher	David Whyte presenting [doc 4]	89
Cr Mark Bunting, Cr Geoff Taylor & Robin Denton	Hamilton City Council	106

Cr Lynch entered the hearing at 12.35pm during the submission from Mr Follows.

His Worship the Mayor withdrew from the hearing at 1.53pm and re-entered the hearing at 1.59pm during the submission of Mr Whyte.

Tabled Item 1: Powerpoint from Steve Griffiths

Tabled Item 2: Letter and maps from Peter Egan

Tabled Item 3: Powerpoint from Stephanie Holmes

Tabled Item 4: Powerpoint from David Whyte, Ohinewai Area Committee

The hearing was adjourned at 2.21pm and resumed at 2.42pm.

The Road Safety Engineer gave a brief overview of the process undertaken across the district for this phase of the Speed Limit Bylaw.

On 18 September 2018 Council resolved to consider and approve the Proposed 2018 Amendments to 2011 Waikato District Council Speed Limit Bylaw for public notification and consultation, in accordance with section 83 of the Local Government Act 2002 (special consultative procedure).

In total, 113 submissions have been received on the proposed bylaw (refer to Appendix I for the summary of submissions), with a further 33 submissions received for roads outside of the consultation process. Seventeen submitters indicated that they wish to be heard.

DELIBERATIONS

The Committee undertook deliberations on all submissions and amendments presented.

Hearing of Submissions (Continued)

The following submitter presented his submission in relation to the Proposed 2018 Amendments to 2011 Waikato District Council Speed Limit Bylaw:

Submitter Name	Organisation/On Behalf Of	Submitter No
Chris Rayner	Re State Highway 23	102

Cr Thomson entered the hearing at 2.59pm during discussion on the above submission.

Cr McNally withdrew from the hearing at 3.00pm.

DELIBERATIONS (CONTINUED)

The Committee continued deliberations.

Cr Lynch withdrew from the hearing at 3.13pm and re-entered the hearing at 3.18pm during deliberations.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 th January 2019
Prepared by	Lynn Shirley Zero Harm Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Zero Harm Update

I. EXECUTIVE SUMMARY

The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognises that compliance is essential but they aspire to achieve best practice in health and safety management, and to create a sustainable zero harm culture, where everyone works safely and goes home safe every day.

Councils' sustainable zero harm culture shall be supported by a health and safety management system of policies, standards and procedures that effectively manage risk and enable best practice by all workers, contractors, volunteers and visitors.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Capable and Believable Leadership (People)

Safety and Wellness Engagement Conversations

Service Delivery has continued to lead the way with 105 Safety Engagement Conversations conducted by People Leaders in December and January. A total of 182 Safety Engagement Conversations were recorded in BWare Safety Manager for December and January.

Work Safe, Home Safe 2019

Our 2019 Work Safe, Home Safe message of supporting you to be the best you can be from a health and wellness point of view was delivered as part of the Team Up day. The focus for the next quarter will be on establishing a plan to deliver on this objective. This objective aligns with the Government's direction for improving the health and safety of workers in New Zealand, as detailed in the WorkSafe NZ 2018-2028 Strategy (refer to attachment).

Safety Action Team (SAT)

In December fourteen SAT representatives attended Incident Reporting and Investigation Training (Unit Standard 17601) delivered by Impac Ltd. This training explained how incidents occur, how causes should be identified, and how to investigate and write an incident report. This will enable our SAT Reps to support their People Leaders with completing low severity event investigations within their workgroups.

Disciplined Management Systems

Event Management

A Severity 2 WorkSafe NZ Notifiable Injury occurred on the 10th January at the Ngaruawahia Pound. An Animal Control Officer (ACO) was attacked by a dog after they entered the dog's enclosure to retrieve a brush that the owners had been using to brush the dog's coat. The dog was being held pending the outcome of a prosecution. The ACO required surgery to repair a laceration on their right hand, and is currently fully unfit for work. The event was reported to WorkSafe NZ. A structured problem solve (investigation) is being undertaken to determine the causes of the event and identify any corrective and improvement actions.

Five Severity 6 work-related First Aid injury events were reported for the December/January period. An analysis of these first aid injuries showed the following;

- one was caused by a slip hazard on the bathroom floor
- one was caused by cord creating a trip hazard
- two occurred while interacting with office furniture (moving/adjusting desk and twisting in seat)
- one was caused by hitting finger on bookshelf

29 Minor Near Miss (Severity 7) events were also reported over the December/January period.

The Zero Harm Dashboard has been generated to illustrate December and January's safety performance, and is attached for reference.

Contractor Management

Significant progress has been made over December and January on the review of our current Contractor Health and Safety Management processes. A new risk assessment tool has been developed to support Contract Managers to identify the health and safety risks associated with contracted work. The work is categorized into one of four categories which then determines the level of health and safety management required. The risk assessment tool has been trialled on a number of current contracted activities.

The development of a revised Zero Harm Safety Management Standard for Contractor Health and Safety is also well underway. This work is being supported by Procurement Programme Delivery and the Community Connections teams.

Work has also continued on reviewing Contractor Project/Contract Specific Health and Safety Plans. Plans reviewed over the last two months include Belgravia, City Care and Franklin Trees. Contract specific audit tools have been developed in BWare Safety Manager

to enable Contract Managers to undertake in the field audits of the contractor's critical risk controls.

Contractor site visits undertaken by the Zero Harm team during the period included;

- Heb Construction Ltd – Whangarata Road, Tuakau
- Waikato District Alliance – Ridge Road, Tuakau
- Waikato District Alliance – River Road, Ngaruawahia
- Foster Construction Ltd – Te Rapa, Hamilton

Hazard Management

Hazard Registers for the following locations have been reviewed by the Zero Harm Administrator in conjunction with team members;

- Woodlands Estate
- Wainui Farm

Managed Risks

On Road Driving – Light Vehicles

There were 40 over speed events recorded for the December and January period. Eleven of these events exceeded 110km per hour and required formal coaching conversations to be undertaken. Where a formal coaching conversation is required this is now being assigned to the relevant General Manager in BWare Safety Manager.

A review of two years of over speed data from Smartrak was undertaken by the Zero Harm Team and presented to the Executive Leadership Team (ELT) and the Safety Action Team (SAT). The SAT reviewed the data during their December meeting and will finalise and present their recommendations to ELT following the February meeting.

Workplace Aggression and Violence

The Zero Harm Workplace Aggression and Violence Management Standard has been reviewed and approved by the Executive Leadership Team (ELT) and the associated Critical Risk Bowtie control plan is nearly completed.

Asbestos

Implementation of controls detailed in the Bowtie for managing the critical risk of asbestos has progressed over the last couple of months. Seven new controls have been implemented including;

- A Personal Protective Equipment (PPE) register
- Purchasing a new model of full face respirator
- Worker training on respirator fitting and maintenance
- A documented emergency response procedure for dealing with an event that damages asbestos containing material e.g. fire or earthquake

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is to assist Councillors with their due diligence requirements as Officers. The report should start the conversation and provide opportunities for Councillors to raise questions and discuss progress.

4.2 OPTIONS

Council could choose to accept the report or not. Council could ask for additional information if needed.

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

This report is prepared as part of assisting Council with compliance with the Health & Safety at Work Act 2015 and associated Regulations.

Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertake due diligence to ensure appropriate health & safety systems are in place and operating.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

As discussed in Section 3.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Council engages with our Community Boards and Community Committees to ensure they are clear on their obligations. Council also undertakes audits and safety engagement conversations in relation to our contractors.

6. CONCLUSION

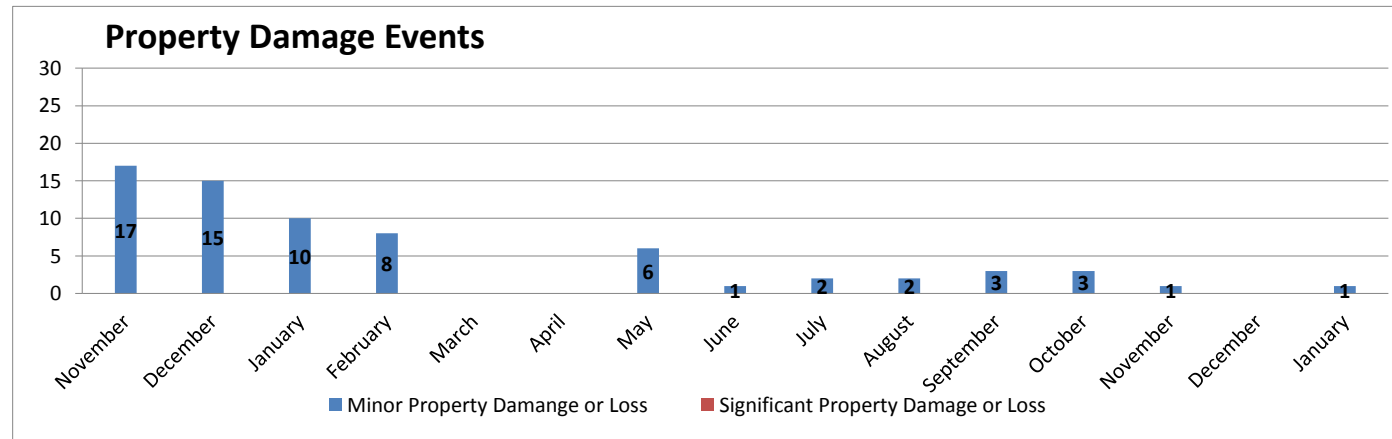
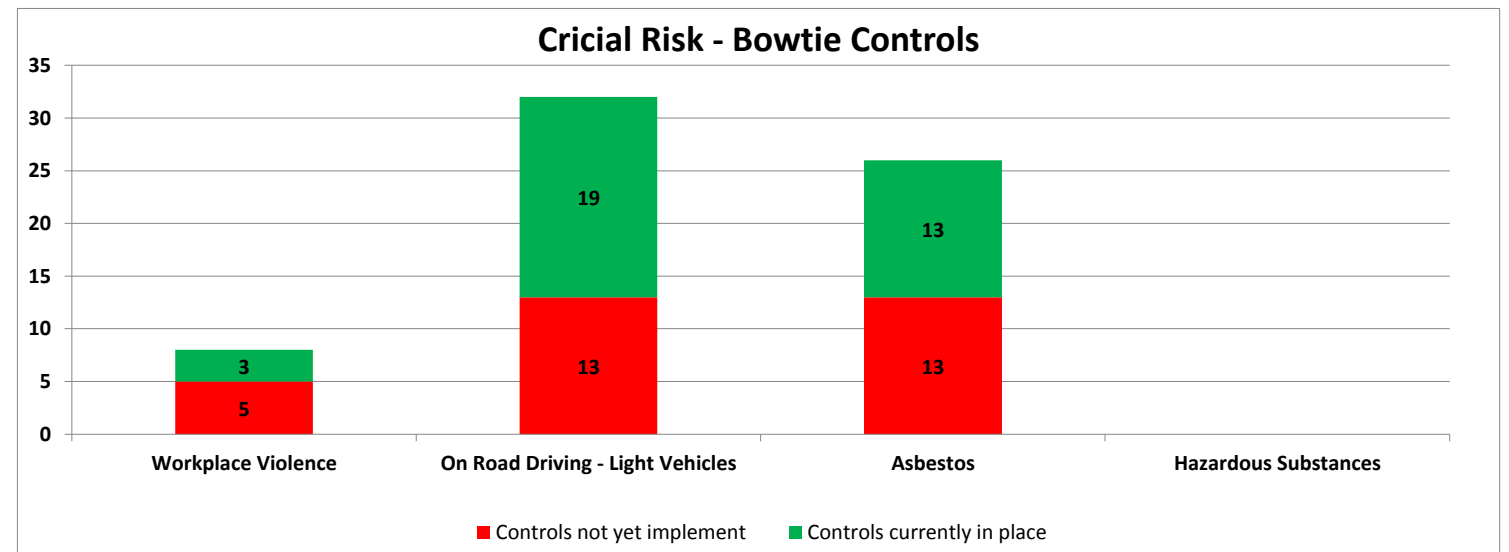
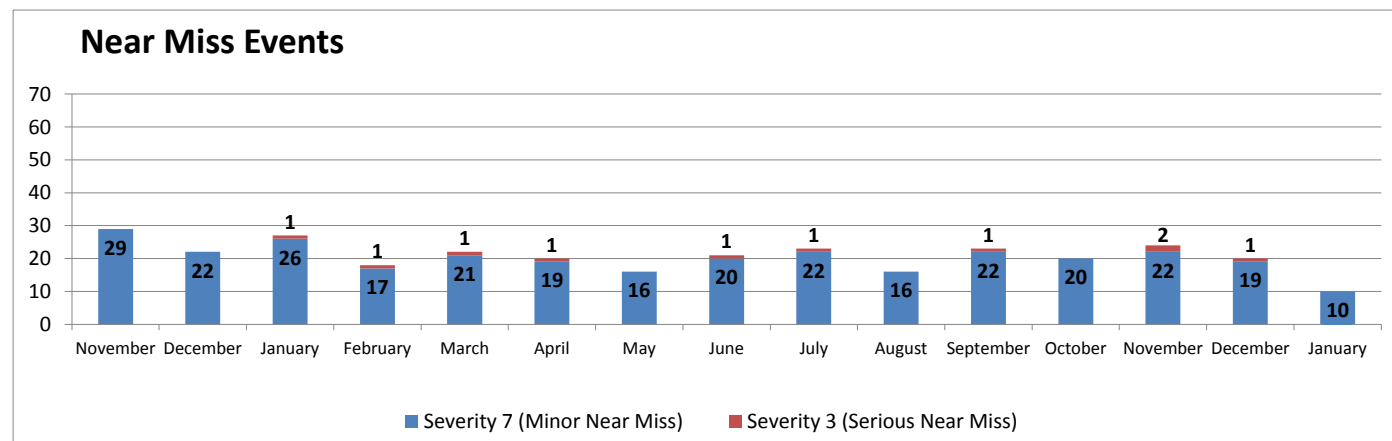
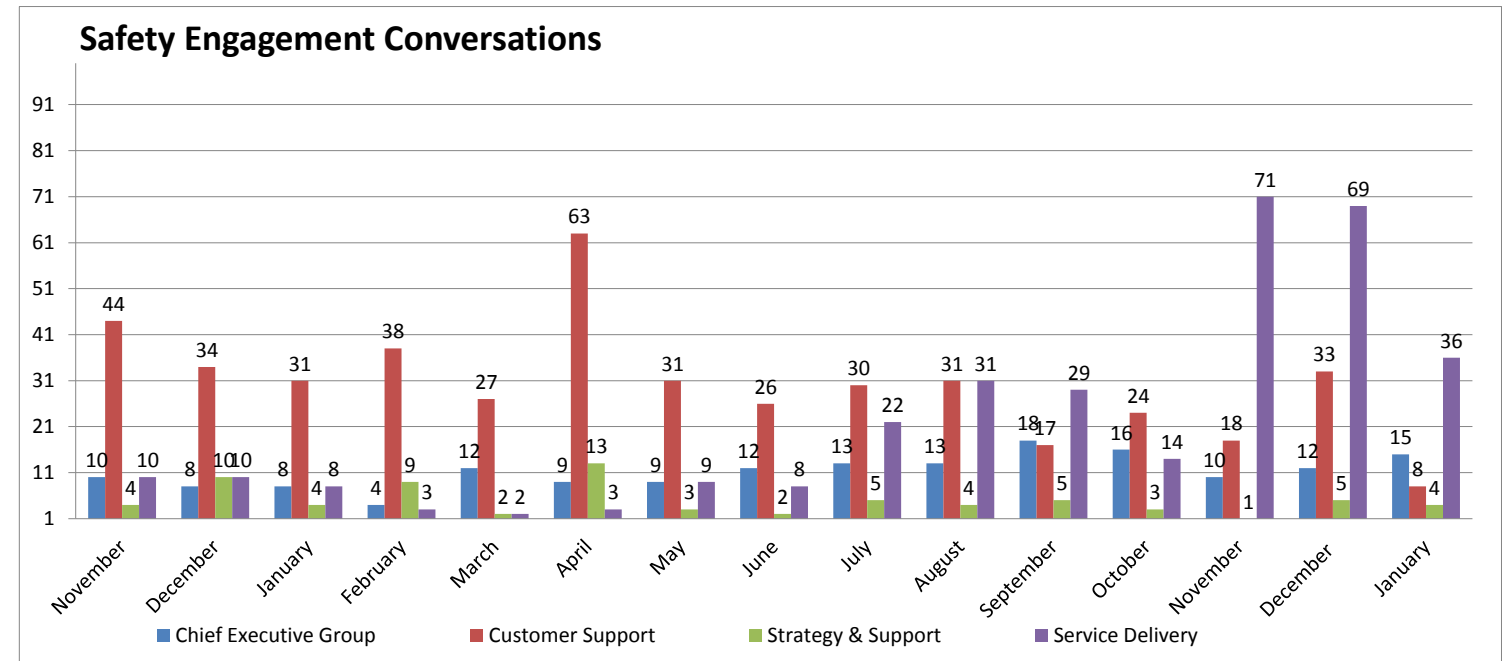
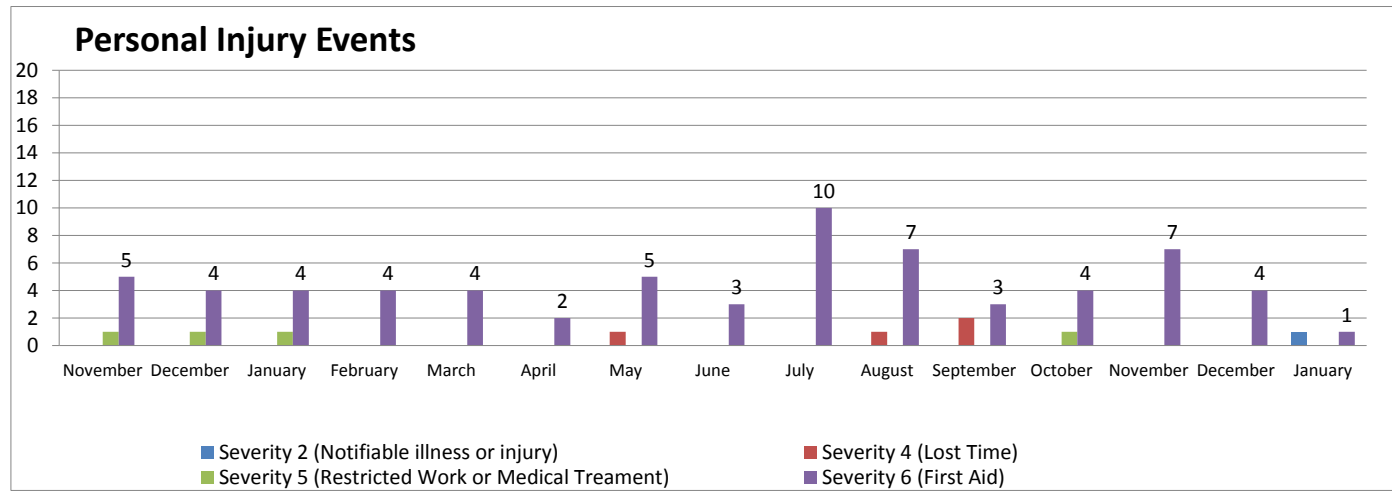
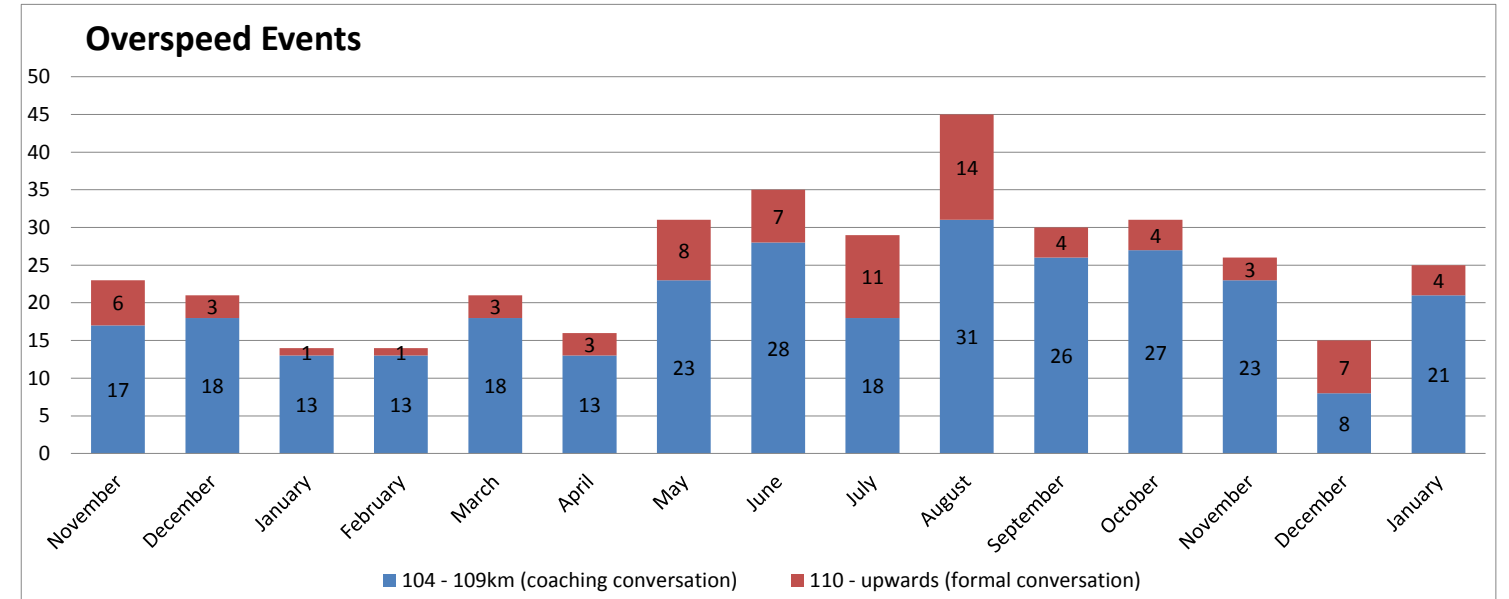
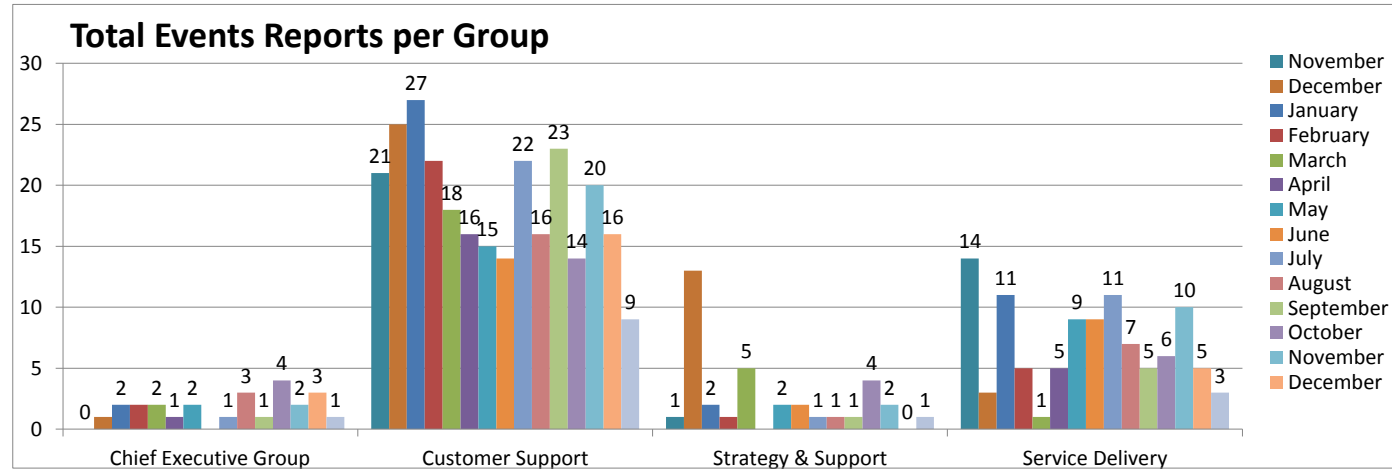
This report provides an update on progress with our Zero Harm systems and processes, and monthly health and safety performance.

7. ATTACHMENTS

Zero Harm Dashboard January 2019
New Zealand Government Health and Safety at Work Strategy 2018-2028

Zero Harm Dashboard - January 2019

As at 30/01/2019



“Work safe, home safe”

HEALTH AND SAFETY AT WORK STRATEGY 2018-2028

New Zealand Government



MINISTER'S FOREWORD

Everyone in New Zealand has the right to come home from work healthy and safe.

Sadly, for too many of us, that is not the reality. New Zealand's high rate of work-related harm means too many workers face a life forever changed by injury or illness and too many families, friends and communities are left to pick up the pieces of lives ended early and tragically.

Although we have made significant progress in reducing work-related harm since the Pike River tragedy, New Zealand's rates of work-related harm are still high by international standards. The latest official figures suggest that progress in reducing deaths and serious injuries has stalled and in some sectors is even going backwards. It is imperative that we continue to improve.

The Government is determined to provide leadership on workplace health and safety. Our plan to build an economy that is growing and working for all of us has at its heart a commitment to safer and healthier work for everyone.

The Health and Safety at Work Strategy will drive ambitious, sustained and system-wide improvements in our health and safety performance, to significantly lift the wellbeing and living standards of all New Zealand workers and their families.

I want to ensure that we reduce all types of significant harm at work. This includes broadening the focus from acute harm to make sure we're managing wider health risks, including mental health. Deaths from work-related disease may be as many as 10 times the number of deaths from acute harm each year, and issues like bullying, stress and fatigue are having a huge impact on workers across New Zealand.

We must focus on achieving better outcomes for young people, Māori, Pasifika and other workers in industries of greater risk, who are over represented in injury statistics or are in high-risk sectors like forestry and construction, or more likely to be engaged in temporary, geographically remote or precarious employment.

As the Future of Work becomes a reality and our workforce evolves, we need to make sure we manage health and safety risks well, and create cultures that support healthy work.

All of us – business, workers, families, colleagues, and mates – have a role to play in making better progress. Over the last few years, businesses, unions, sector groups, workers, government agencies and others have worked hard to start putting into place the foundations we need to be a country that has the skills, tools, and commitment to make sure everyone is healthy and safe at work. We must maintain this momentum.

Ten years is a long time. New Zealand will look different in 2028. I have therefore pitched the Strategy at a principles level and expect that it will be underpinned by action plans and a structured conversation between all of the main players in the system. It is through the exchange of ideas and action that we will improve health and safety in New Zealand.

I thank everyone who was involved in the consultation on the draft Strategy, and look forward to seeing everyone playing their part to get better outcomes for workers in New Zealand.

Together we can ensure that everyone comes home from work healthy and safe.

Hon Iain Lees-Galloway

Minister for Workplace Relations and Safety



HEALTH AND SAFETY AT WORK STRATEGY 2018-2028

The Strategy sets the direction for improving health and safety at work in New Zealand

New Zealand’s level of work-related harm is still high by international standards. Some population groups are at greater risk of harm, such as Māori, Pasifika, migrants, older workers, and youth. Some businesses and sectors face challenges in managing their health and safety risks well, including small businesses and higher risk sectors. Fatalities from work-related health risks are up to 10 times higher than fatalities from injuries. We need to do better.

The Strategy:

- Sets a **clear direction** for New Zealand, providing a shared vision for where we want to get to, and what we need to do to get there.
- Identifies the common **capability gaps and opportunities**, through a set of goals and priorities that help us focus our efforts
- Supports **better coordination**, by providing visibility of the different roles we have and a framework to talk to each other about how we’re working towards better health and safety
- Improves **measurement**, through the work to build a better picture of New Zealand’s overall health and safety.

The core of the Strategy is the vision, goals and priorities. Together these make up the framework for action.

Work must be healthy and safe for everyone in New Zealand

This is the Strategy’s vision. To achieve this, we need to make sure we are focusing our efforts in the right areas. The Strategy sets out two goals, aimed at helping everyone play their part to manage health and safety risks effectively and proportionately.

We need to focus on what will make the biggest impact

The first goal is getting everyone to focus on what will make the biggest impact to reduce harm. To achieve this goal there are three priorities: better management of work-related health risks; businesses with greater need (including sectors with the highest harm and small business); and workers with greater need (workers at greater risk such as Māori, Pasifika, migrant and seasonal, younger and older workers)

We need to build everyone’s capability to do this well

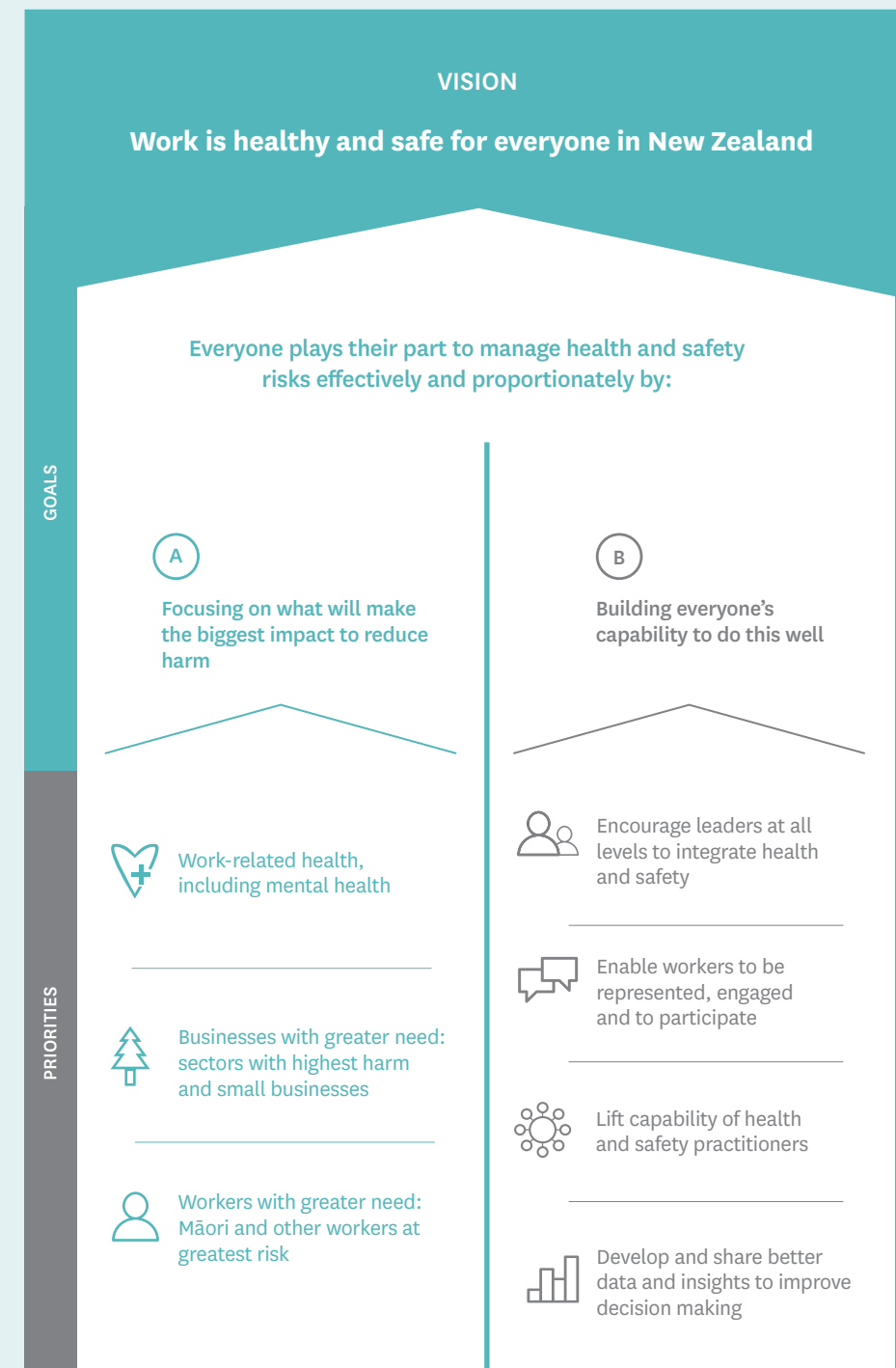
The second goal is building everyone’s capability to do this well. We need to make sure that everyone knows what their role is, is able to and does play their part. To achieve this there are four priorities that together will lead to improved capability in the system to manage risks. These are leadership; worker engagement, representation and participation; health and safety practitioners; and data and insights.

Each priority is linked to the others

These priorities don’t work in isolation – they are all interlinked and we need to address all of them to lift our game.

FRAMEWORK FOR ACTION

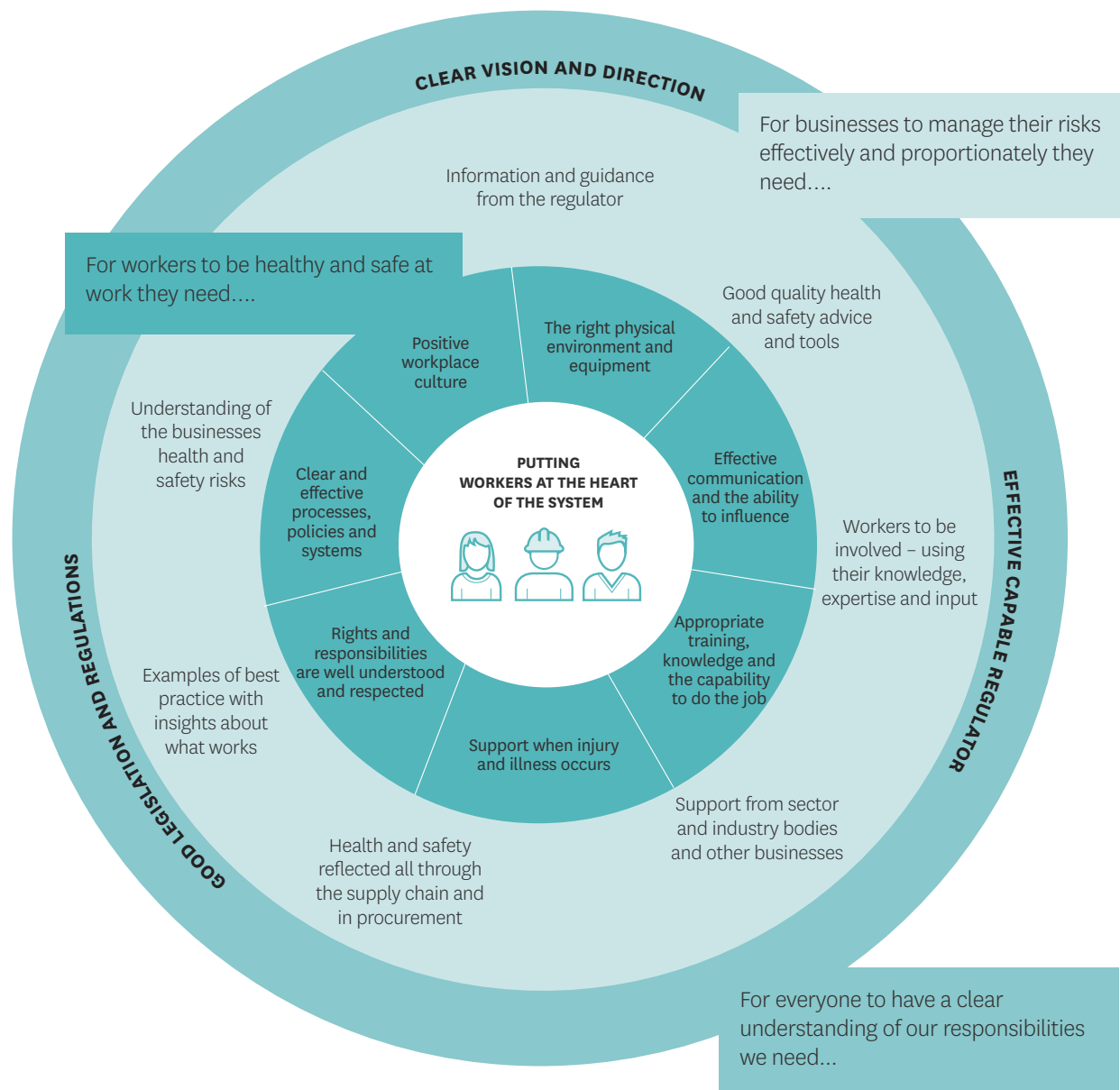
This is the Government’s direction for improving the health and safety of workers in New Zealand. The vision, goals and priorities in the Strategy target the areas that we all need to work on over the next 10 years.



HOW THE STRATEGY CONTRIBUTES TO GOOD HEALTH AND SAFETY

This diagram sets out the key things that contribute to good health and safety at work

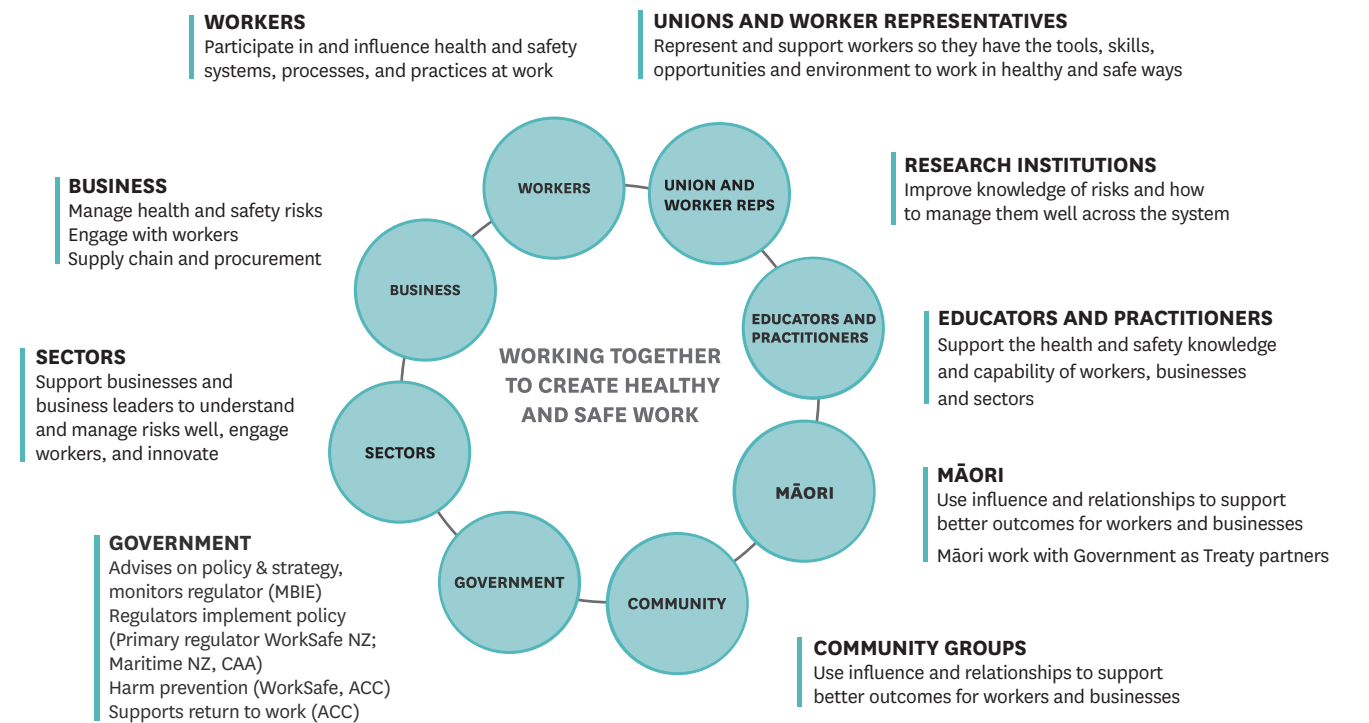
Good legislation and effective, capable regulators that enforce the legislation are needed, along with a clear vision and direction for everyone to work towards. Underneath this are the practical things that businesses and workers need to have in place to ensure that risks are managed well and workers are healthy and safe at work. The Strategy contributes to this by setting the clear vision and direction at the top of the diagram, and identifying the key capabilities needed to develop the things in the centre.



EVERYONE HAS A ROLE TO PLAY

Everyone involved in work in New Zealand has a role in achieving the Strategy's vision.

This diagram shows some of the key roles and responsibilities of different groups and how they fit together



The Strategy is for everyone. This means we all need to work on the goals and priorities together – at an individual business level, at a sector level, at a community level, and across the whole of New Zealand.

For example, **leadership** means:

- Owners and directors of businesses ensuring their business decisions support better health and safety outcomes, including in contracting and supply chain management.
- Workers, worker representatives and unions engaged and participating in improving health and safety in their work.
- Sector groups supporting their businesses – both large and small – to improve health and safety across their sector by sharing what works.
- Māori and community organisations working with businesses and government to find what works for their whānau and championing health and safety.
- Government leading by example, providing practical guidance and support, and ensuring legislation is fit for purpose and proportionate.
- Educators and practitioners supporting high standards for health and safety advisors.

MEASURING HOW WELL WE ARE DOING

Using the Strategy to build a better picture of New Zealand's overall health and safety

Measuring how well we are doing is a key part of the Strategy. By 2028, we want to see significantly reduced work-related harm across New Zealand, and for the businesses and workers with greater need. To do this, we need to improve our ability to measure what matters. While New Zealand has been tracking injury rates and fatalities for some time, there is much more that can be done to build a more accurate picture of how well we are progressing towards the Strategy's vision, goals and priorities.

Data collection and use is currently spread across multiple agencies and sectors and is not yet routinely pulled together to develop a full picture of how New Zealand is tracking on health and safety at work.

Over the next few years, government agencies will work together with key groups across New Zealand to build a dashboard with an integrated set of indicators and insights that track the key things New Zealand needs to understand how we are making progress and where we need to focus our efforts.

This diagram shows the key steps for developing the dashboard



Insights, case studies and qualitative research from sector groups, government and others will be supported by three main types of indicators:

- **Overall indicator:** A measure capturing the overall outcomes of work-related harm across New Zealand will provide a picture of how well we're tracking towards our vision.
- **Key work-related injury and health indicators:** These indicators will track rates of key types of work-related harm, including fatal and serious non-fatal injury as well as exposure to work-related health risks (including risks to physical and mental health) and catastrophic risks. These indicators will be broken down by sector and demographic groups (e.g. age, gender and ethnicity) so that outcomes for each of the priority areas under the Strategy's **first goal** can be tracked (managing work-related health risks, businesses with greater needs, workers with greater need).
- **Capability indicators:** These indicators will measure the "success factors" – the things that need to go well in order to improve the rates of harm. This will include indicators to track progress for each of the priority areas under the Strategy's **second goal**: leadership; worker engagement, representation and participation; health and safety practitioner capability; and data & insights.

Key agencies for data include: Statistics New Zealand, WorkSafe New Zealand, Accident Compensation Corporation, Ministry of Health, Ministry of Business, Innovation and Employment, Maritime New Zealand, Civil Aviation Authority, New Zealand Transport Agency, Environmental Protection Authority.

Key types of data:

- Administrative (including data from claims, notifications, enforcement, mortality, hospitalisation, etc.)
- Survey (including exposure, attitudes and behaviours, business practices etc.)
- Research (including new research, evaluation, etc.)

TURNING THE STRATEGY INTO ACTION

Everyone can take action to lift New Zealand's health and safety at work

Businesses, organisations, unions, sector groups and industry associations, iwi, community organisations, and government all have a role in lifting New Zealand's health and safety. The Strategy shows the key areas we all need to focus on in order to drive progress, at every level and in every sector (including the health and safety professions). Thinking about the goals and priorities in the Strategy:

- Do you see **any gaps or improvement areas** in how well your business or sector is managing its risks? Are there actions the business or sector could do that would make the biggest difference to reduce harm? Are there any gaps in people's capability to do that? Do they have enough data to know?
- Are others in similar work **facing the same things?** Which businesses are doing this well? Do you have a sector body or industry association that can provide leadership to smaller businesses?
- **Who can you work with** to help identify the issues and use our collective roles, skills and experience to develop initiatives to address the gaps?

Turning the Strategy into action

You may already have a plan for improving health and safety - you might want to check how it aligns with the Strategy priority areas, and pick up any areas that are missing.

Some groups may wish to pull this thinking together and reflect it in a short, simple action plan. For example, **sectors or industries** might develop a plan together with others (e.g. businesses, unions or community groups) that sets out one or two key actions and initiatives which support each of the Strategy's priority areas.

Even a one-page plan can help provide clarity and direction to everyone in the sector, including providing visibility of good work that's already happening, helping people to make connections, and avoiding duplication.

Other groups that may want to develop an action plan could include:

- **larger businesses or organisations** who have the resources to lead by example and share their work with other businesses
- **iwi, hapū, regional, or other community organisations** who want to develop a shared approach to actions or initiatives for a specific community.

A **government** action plan will be developed showing the key things government agencies will be doing to lift New Zealand's health and safety in the Strategy's priority areas.

Factsheets are available to help you work through some of the key issues and priority areas in the Strategy.

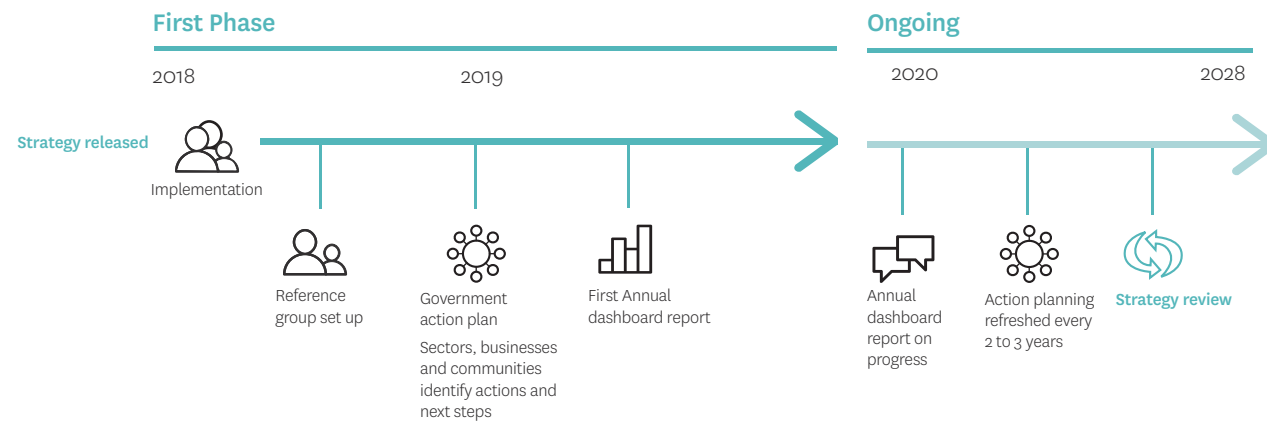
Oversight of implementation

A Strategy Reference Group representing views from across these groups will meet a few times a year. This group will have an overall view of how the Strategy is being implemented, and will gather and share information on key activities, measures and outcomes across the system, and on how well we are progressing towards our goals.

Regular reports will be published to help track how things are going, using the data and insights from different groups.

They will be able to recommend to the Minister for Workplace Relations and Safety where we need to refocus our collective efforts, including any gaps or alignment issues, areas where we aren't making as much progress as we'd expect, or where more research or data would help to identify problems or solutions.

HEALTH AND SAFETY AT WORK STRATEGY WHAT'S NEXT



WANT TO KNOW MORE?

One page factsheets provide more guidance about what the Strategy means for you, and where to go to find more information: www.mbie.govt.nz/health-and-safety-strategy



Open Meeting

To	Waikato District Council
From	Clive Morgan General Manager Community Growth
Date	29 January 2019
Prepared by	Trish Forsyth Development Contributions Assessment Officer
Chief Executive Approved	Y
Reference #	GOV1301/ 2166489
Report Title	Development Contributions Assessment Reconsideration for Waikato Diocesan Trust Board

I. EXECUTIVE SUMMARY

Council has a Development Contributions Policy which is specific to the provision and funding of trunk infrastructure and the recovery of those costs over time through new development or changes to existing developments and/or buildings. Ownership considerations such as charitable trust status do not form part of the policy considerations.

The Waikato Diocesan Trust Board (“the Trust Board”) lodged a building consent application (BLD0542/16) on 07 October 2015 for additions to the existing Church Hall at 3 Waerenga Road, Te Kauwhata. Development Contributions were calculated by Special Assessment under the Development Contributions Policy 2015 (“the Policy”) which reduced the level of charges to a demand specific calculation of \$2,270.80 payable by the Trust Board. It should be noted that the standard initial Development Contributions assessment indicated \$16,570.75 would be applicable.

The Trust Board believe that the additions have not increased the number of people using the overall facility and therefore Development Contributions do not apply.

The Trust Board applied for Reconsideration of Development Contributions to the Development Contributions Review Committee (“the Review Committee”) on 24 January 2019. The Review Committee found that the Policy was correctly applied and Development Contributions are payable as calculated.

The Trust Board are not satisfied with the Review Committees decision and want it considered further. Any departure from the Policy requires full Council approval.

The Waikato Diocesan Trust Board are asking the Review Committee to defer the final decision on the matter to Council. The Review Committee does not recommend full remission of costs.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT Council approves / or does not approve the remission of **Development Contributions** as requested by the **Waikato Diocesan Trust Board**;

AND FURTHER THAT when Council reviews the **Development Contributions Policy** in 2020 that it considers the impact of including specific provisions for **Charitable organisations**.

3. BACKGROUND

The Trust Board lodged a building consent application (BLD0542/16) on 07 October 2015 for additions to the existing Church Hall at 3 Waerenga Road, Te Kauwhata. Development Contributions calculated by Special Assessment in accordance 6.4 Non-residential activities of the Policy were completed for the 180m² extension of the Church Hall as follows:

Activity	Catchment	Contribution Assessed
Reserves	Not Applicable	\$0.00
Facilities	Not Applicable	\$0.00
Roading	Te Kauwhata	\$149.80
Roads & Transport	Te Kauwhata	\$1,901.20
Stormwater	Te Kauwhata	\$219.80
Wastewater	Not Applicable	\$0.00
Water	Not Applicable	\$0.00
Total Contributions Payable		\$2,270.80

It should be noted that Development Contribution levies from the 2012 Development Contribution Policy were still in place as the 2015 Development Contribution Levies were not adopted until November 2015. A copy of the relevant Development Contribution Levies is attached.

The Trust Board maintain that the additions have not increased the number of people using the overall facility and therefore Development Contributions do not apply.

The numbers attending each of the events held at the Church Hall are the same or similar to that prior to the additions being built. For example, the numbers attending Mainly Music have not changed greatly over the last 10 years, and whilst it is difficult to predict how many mourners will attend a funeral, the additions to the Church Hall have simply provided a space for overflow mourners, rather than them having to stand out on the roadside as has happened in the past, and has not been built in anticipation of larger gatherings. Church services are attended by up to 50 people.

The Trust Board also state that they are a Charitable Trust who do not charge for the use of the Church Hall.

The Trust Board applied for Reconsideration of Development Contributions to the Review Committee on 24 January 2019. The Review Committee found that the Policy was correctly applied and Development Contributions are payable as calculated. A copy of Reconsideration of Development Contributions Assessment is attached.

The Trust Board are not satisfied with the Review Committees decision and want it considered further. Any departure from the Policy requires full Council approval.

4. ANALYSIS OF OPTIONS

4.1 OPTIONS

Option 1:

Council can support the Development Contributions Review Committee's decision that the Policy was applied correctly, and the demand specific assessment (\$2,270.80) remains payable by the Trust Board.

Option 2:

Council can choose to waive the Trust Board's development contributions; noting that the Development Contributions Review Committee does not recommend waiving the development contributions, and that any decision of Council outside of Policy will set a precedent for future applications.

5. CONSIDERATION

5.1 FINANCIAL

Total Development Contributions calculated by Special Assessment is \$2,270.80.

5.2 LEGAL

Council has a Development Contributions Policy which clearly defines what development contributions are and how they are to be applied.

The initial Special Assessment and subsequent review have been in accordance with Policy. Any departure from the Policy requires full Council approval.

6. CONCLUSION

The Trust Board lodged a building consent application in 2015 for additions to the existing Church Hall. Development Contributions were calculated in accordance with Policy which reduced the level of charges to a demand specific calculation of \$2,270.80 payable by the Trust Board.

The Trust Board applied for Reconsideration of Development Contributions in January 2019. The Review Committee found that the Policy was correctly applied and Development Contributions are payable as calculated.

The Trust Board are not satisfied with the Review Committees decision and want it considered further. Any departure from the Policy requires full Council approval.

The Waikato Diocesan Trust Board are asking the Review Committee to defer the final decision on the matter to Council. The Review Committee does not recommend full remission of costs.

7. ATTACHMENTS

- **Appendix 1:** Reconsideration of Development Contributions Assessment: BLD0542/16 – Additions to existing Church Hall – 25 January 2019
- **Appendix 2:** Development Contributions Policy 2015
- **Appendix 3:** Development Contributions Policy 2012 Appendix 1: Development Contributions Levies

**RECONSIDERATION OF
DEVELOPMENT
CONTRIBUTIONS
ASSESSMENT**

Lodged by	Gerald Jackson on Behalf of Waikato Diocesan Trust Board
Application	BLD0542/16 – Additions to existing church hall
Date	25 January 2019

Introduction

The application for reconsideration was received on 18/01/2019 and the Development Contributions Review Committee reviewed the application on 24/01/2019.

Additional information (sourced internally) was required in order to finalise the committee recommendation.

Reason for Application under the LGA - Council has incorrectly applied its Development Contributions policy

Background

The special assessment for the non-residential building extension had been calculated based on:

Activity	Catchment	Contribution Assessed
Reserves	Not Applicable	\$0.00
Facilities	Not Applicable	\$0.00
Roading	Te Kauwhata	\$149.80
Roads & Transport	Te Kauwhata	\$1,901.20
Stormwater	Te Kauwhata	\$219.80
Wastewater	Not Applicable	\$0.00
Water	Not Applicable	\$0.00
Total Contributions Payable		\$2,270.80

The review has been undertaken based on the following:

- My understanding of the term ‘Transport’ is that it would refer to public transport. There is no such luxury here in Te Kauwhata
- The building extension was done to accommodate the existing ‘users’ of the property rather than to expand the number of groups and people using the venue.
- I believe that we are not changing anything which will have an undue effect on the current and past use of the roading and transport here in Te Kauwhata.

Further to this additional information from emails received from Gerald Jackson

- We are a charitable trust and do not charge for the use of the hall. Volunteers oversee the work that is required, including the submissions through Council etc.

- Having spoken with the Mayor a couple of years ago, we were under the impression that we would not be required to pay anything for these items.

Relevant regulation

Section 6.3 reference to 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.

In this instance the building consent BLD0542/16 was lodged on the 7 October 2015. The 2015 Development Contributions Policy applies to this consent.

The relevant clauses from the 2015 Development Contributions Policy are listed below.

Section 6.1 Timing of assessment

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

- 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.*

Section 6.2 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.

6.4.2 Land use and building consent applications

Non-residential developments will attract development contributions based on their GFAs and intended land use. If an existing structure that had connections to services is demolished or removed as part of the site development, the GFA of that structure will be used as a credit against any new structure(s) erected on the site.

6.6 Special assessments and private development agreements

The approach taken to the identification of 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:

- *Schools and universities*
- *Hospitals*
- *Wet industry.*

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 will be 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 will be charged accordingly.

6.8 Credits

6.8.1 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.

Discussion

Councils' development contribution policy is specific to the provision and funding of trunk infrastructure and the recovery of those costs over time through new development or changes to existing developments and/or buildings. Ownership considerations such as charitable trust status do not form part of the policy considerations.

The committee's remit is to apply the policy to the reconsideration request. In this instance the special assessment clause under the policy has been used which has reduced the level of charges to a demand specific calculation. The committee cannot recommend full remission of costs.

Any departure from the development contribution policy requires Council approval. Based on the conversation Mr Jackson had with the Mayor, the committee could defer the final decision on the matter to Council, noting that the committee's recommendation would not support full remission. The first opportunity for Council to consider the request for full remission would be 11th February.

Based on the recommendations from the Review Committee the assessment remains:

Activity	Catchment	Contribution Assessed
Reserves	Not Applicable	\$0.00
Facilities	Not Applicable	\$0.00
Roading	Te Kauwhata	\$149.80
Roads & Transport	Te Kauwhata	\$1,901.20
Stormwater	Te Kauwhata	\$219.80
Wastewater	Not Applicable	\$0.00
Water	Not Applicable	\$0.00
Total Contributions Payable		\$2,270.80

Development Contributions Policy

Policy Owner	Chief Executive
Policy Sponsor	General Manager Strategy & Support
Approved By:	Council
Approval Date:	30 June 2015
Resolution Number	WDC1506/20/4
Effective Date	1 July 2015
Next Review Date:	February 2018

Introduction

Waikato district has experienced significant growth in recent times which is expected to continue. In particular, Waikato district now includes Pokeno, a major growth node for the foreseeable future.

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 are available to Council including rates, financial contributions under the Resource Management Act 1991, grants, subsidies and development contributions. Funding infrastructure solely related to additional demand via general rates (or other indirect means) can be inequitable, where existing ratepayers are neither the primary cause nor the primary beneficiaries. 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.

Objectives

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.

Definitions

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.

Accommodation units means units, apartments, rooms in 1 or more buildings, or cabins or sites in camping grounds and holiday parks, for the purpose of providing overnight, temporary, or rental accommodation

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

Catchment means the area served by a particular infrastructure investment.

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

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:

- i. Community centres or halls for the use of a local community or neighbourhood
- ii. Play equipment that is located on a neighbourhood reserve
- iii. 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 1 or more developers and 1 or more territorial authorities for the provision, supply, or exchange of infrastructure, land, or money to provide network infrastructure, community infrastructure, or reserves in 1 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 occupied, in whole or in part, as a residence; and includes any structure or outdoor living area that is accessory to, and used wholly or principally for the purposes of, the residence; but does not include the land upon which the residence is sited

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, for the purposes of development contributions, 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:

- carparking
- loading docks
- vehicle access and manoeuvring areas/ramps
- plant and equipment enclosures on the roof
- service station canopies
- pedestrian circulation space in an enclosed retail shopping centre
- 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 For the purpose of development contribution Impervious Surface Area (ISA) means the area of any site that is not capable of absorbing water and includes any area that:

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

LGA means the Local Government Act 2002

Local authority means a regional council or territorial authority.

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

Minor residential unit (“Granny Flats”) means a secondary residential unit with a gross floor area that does not exceed 70 square metres, on a site which can be used either as a rental property or to house a dependent relative and is subservient to the larger residential unit on the site. The minor residential unit may be separate, or be a part of a main residential unit.

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

Network utility operator has the meaning given to it by 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 development. Where;

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.

Industrial means:

- a) any premises used for any industrial or trade purposes; or
- b) any 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) any other premises from which containment is discharged in connection with any other industrial or trade process.
- d) any activity where people use materials and physical effort to:
 - Extract or convert natural resources
 - Produce goods or energy from natural or converted resources
 - Repair goods
 - 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.

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 meaning given to it 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.

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

Navigating this Document

This document comprises the following sections:

- *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.
- *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.
- *Section 3* summarises the **capital expenditures** the council expects to incur (and has already incurred) to cater for growth.
- *Section 4* presents the **schedule of development contributions charges**, and details any limitations on the use of those funds.
- *Section 5* provides a simple flowchart diagram that shows **how to calculate** the contributions payable on developments.
- *Section 6* demonstrates **application of the policy** to various development activities and outlines how credits are granted.
- *Section 7* presents the council's policy on **remissions, reconsiderations, objections, refunds, and postponement** of development contributions
- *Section 8* provides details on **additional administrative matters**, such as invoicing and payment, service connection fees and the handling of GST.
- *Section 9* outlines **how demand has been measured**, including the definition of household equivalent units.
- *Section 10* presents the **methodology** used to calculate charges and outlines the **significant assumptions** underlying this policy.

I. Policy Overview

I.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.

1.2 When development contributions may be required

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

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

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

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

The Council continues to levy Financial Contributions under the provisions of its district plan. These are separate from, and may be levied in addition to, development contributions under the LGA. However, they cannot both be charged against the same development for the same purpose.

Additionally, developers will still be responsible for completing works on site to avoid, remedy, or mitigate adverse effects as a condition of consent, or in accordance with rules in the District Plan. Moreover, where necessary, financial contributions may still be sought for environmental reasons off-site, for example for trees to enhance visual amenity. Financial contributions may also be required for infrastructure that will solely benefit the proposed development or is needed to deal with its specific impacts. (Refer to Waikato District Plan, Chapter 16).

1.4 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.

1.5 Types of activities that may be funded

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

- *Network Infrastructure* – This includes roads and other transport, water, wastewater, and stormwater networks.
- *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.

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

- 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

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

2. Adoption, implementation and review

2.1 Timing

Any application for resource consent, building consent or service connection submitted on, or after 1 July 2015 will be subject to the conditions of this policy.

Applications determined 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 <http://www.waikatodistrict.govt.nz/Your-Council/Fees-and-charges.aspx>

Please note that in order for the charges within the current policy to apply, the existing consent would need to be surrendered and a new consent lodged. 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.

2.2 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:

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

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

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

3. 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.

3.1 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

3.2 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 IAA.

3.3 Policy rationale

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

3.3.1 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.

3.3.2 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.

3.3.3 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.

3.3.4 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.

3.3.5 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.

3.3.6 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.

4. Charges, usage and limitations

4.1 Schedule of charges

Appendix I contains a schedule of development contributions charges.

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.

These annual adjustments have been factored into the calculation of charges from the outset to avoid systematic over-recovery of funds, and are intended to improve the intergenerational equity of the policy by rewarding early-paying developments with slightly lower charges to reflect the time value of money.

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

4.2 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.

4.3 Limitations

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

- 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
- where the developer will fund or otherwise provide for the same reserve, network infrastructure, or community infrastructure; or
- where it has already required a development contribution for the same purpose, in respect of the same building work, on the granting of a building consent or certificate of acceptance; or
- 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:

- if the development is non-residential in nature; or
- 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.

5. 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 HEU's 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.	

6. Assessment and application of policy

6.1 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:

- a resource consent under the RMA for a development ;
- a building consent under the Building Act 2004; or
- an authorisation for a service connection; or
- a certificate of assessment under the Building Act 2004.

6.2 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.

6.3 Residential activities ²

6.3.1 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.

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 or dwelling.

6.3.2 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.

Note: Additions 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 dwelling units (“granny flats”) shall be assessed at 0.5 HEUs each. However, if no separate connections are required (for water, wastewater or stormwater) the fee shall be waived for each such service.

² Accommodation units are classified as a residential activity

6.3.3 Service connection applications

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

6.3.4 Certificates of Assessment

Where the Council grants a certificate of assessment under the Building Act 2004, a development contribution may be payable at the time of granting 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 granted.

6.4 Non-residential activities

6.4.1 Subdivision

Subdivisions will attract development contributions on each additional allotment created. If the intended built form and land use is unknown at the time of subdivision, each allotment will be charged a development contribution based upon the HEU's 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.³

6.4.2 Land use and building consent applications

Non-residential developments will attract development contributions based on their GFAs and intended land use. If an existing structure that had connections to services is demolished or removed as part of the site development, the GFA of that structure will be used as a credit against any new structure(s) erected on the site.

6.4.3 Service connection applications

Service connection applications accompanied by building consent applications will not be assessed separately. Instead, they will be assessed as per section 6.4.2. Unaccompanied service connection 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 shared water meters will not attract contributions.

6.4.4 Certificate of Assessment

Where the Council grants a certificate of assessment under the Building Act 2004, a development contribution may be payable at the time of granting 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 granted.

³ Stormwater charges will be based on the impervious surface area of each non-residential development, not their gross floor areas.

6.5 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.

6.6 Special assessments and private development agreements

The approach taken to the identification of 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:

- Schools and universities
- Hospitals
- Wet industry.

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 will be 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 will be charged accordingly.

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 and no development contribution has been set. In these circumstances, where the council believes it is in the best interests of the community, private development agreements may be entered into with a developer. Private development agreements may be used in lieu of development contributions (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:

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

6.7 Application in other circumstances

6.7.1 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:

- 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.
- 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).

6.7.2 Consent variations

Applications to vary a resource or building consent, or the conditions of such consents, will trigger a reassessment. 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 HEU's relative to the original assessment.

6.7.3 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.

6.8 Credits

6.8.1 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.

In other words, credit will also be given for the pre-existing status of properties as at the commencement of this policy (1 July 2015), 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 2015, no credit will be given in respect of the service.

6.8.2 General principles of credit

- Residential credits will apply at the rate of one HEU per connected service per existing allotment or independent dwelling unit.
- 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.
- On subdivision of undeveloped land, historic credits of one HEU per service connected per existing allotment will be allocated.
- 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.
- 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.
- Credits must be allocated to the same allotment or allotments. This prevents the transfer of credits from one allotment to another.
- Credit will not be granted for infrastructure provided in excess of that required as a condition of any consent(s) issued by the council.
- 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.

7. Remissions, reconsiderations, objections, refunds and postponement

7.1 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.

7.2 Reconsiderations

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

- The development contribution levies were incorrectly calculated/assessed in accordance with the development contributions policy, or
- The Council has incorrectly applied its development contributions policy, or
- 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 pursuant to a request by the applicant.

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

Requests must provide the reference number of the relevant resource consent 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:

- By email at: DCReviewCommittee@waidc.govt.nz
With the subject line “request for reconsideration” and the reference number of the relevant resource consent.
- By writing to Council at the following address:
Attention: DC Review Committee
Waikato District Council
Private Bag 544
Ngaruawahia 3742

In undertaking the review the council:

- must consider the request as soon as reasonably practicable
- 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
- 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:

- The Development Contributions Policy
- 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
- The level of existing development on the site
- Contributions paid and/or works undertaken and/or land set aside
- Any other matters the council considers relevant.

7.3 Objections

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 process in detail.

7.4 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:

- development or building does not proceed; or
- a consent lapses or is surrendered; or
- 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.

7.5 Postponement

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

8. Other administrative matters

8.1 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:

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

8.2 Timing of payments

The due date for payment will be:

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

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

8.3 Non-payment and enforcement powers

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

- In the case of a development contribution assessed on subdivision, withhold a certificate under section 224(c) of the RMA.
- In the case of a development contribution assessed on building consent, withhold a Code Compliance Certificate under section 95 of the Building Act 2004.
- In the case of a development contribution assessed on an authorisation for a service connection, withhold a service connection to the development.
- In the case of a development contribution assessed on a land use consent application, prevent the commencement of resource consent under the RMA.
- 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.

8.4 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.

8.5 Service connection fees

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

- potable water
- wastewater
- stormwater

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

8.6 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. Please note that while assessments are inclusive of GST they do not constitute an invoice for the purposes of the Goods and Services Tax Act 1985.

9. Measuring demand

9.1 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 100m² 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 (multipliers) used to convert non-residential demand to HEUs.

9.2 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 ³ /day/lot	0.7
Water Supply – Rural*	M ³ /day/lot	1.8
Wastewater	M ³ /day/lot	0.49
Stormwater	Impervious surface area (ISA)	260m ²
Community facilities	Base Unit determined by Level of Service per lot for respective service area	1

9.3 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.

Please also 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 100m² of Gross Floor Area (*ISA for stormwater)

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

10. Methodology and significant assumptions

10.1 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>
4. Allocate project costs between growth & non-growth drivers	<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 & non-growth. The growth related interest is included in the</p>	<p>Section 106(2)(b)</p>

Step	Explanation	LGA reference
	development contribution charge, and the non-growth related interest is rate payer funded.	
5. Define appropriate units of demand	<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 400m² of GFA (ISA for stormwater). Roading conversions equate to 1 HEU for every 250m².</p> <p>Where demand is demonstrably different from the demand outlined in this policy, a special assessment is likely to be required.</p>	Schedule 13(1)(b)
6. Identify the capacity life for growth	<p>The period where spare capacity is available for new users will vary across each asset.</p> <p>Costs are distributed over the capacity life of a project to a maximum of 25 years. Beyond this period the interest impacts are deemed uneconomic.</p>	Section 197AB(b) 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	A schedule of charges is included in the policy to enable development contributions to be calculated by infrastructure type and catchment.	Section 201(2)

Step	Explanation	LGA reference
	The significant assumptions, criteria for credits, remission, reconsiderations and refunds, valuation basis for maximum reserve charges and catchment maps support this policy.	Section 201(1)(a),(b),(c) and (d)

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 follows.

10.2 Methodology Steps

10.2.1 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 who 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.

10.2.2 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.

10.2.3 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.

10.2.4 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:

- 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.
- Asset management plans, which provide details about the scale and nature of capital works.
- Network modelling, which helps understand the usage of infrastructure networks.
- Cost allocation principles, such as standalone costs and incremental costs.
- 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).

10.2.5 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.

10.2.6 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.

10.2.7 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.

10.2.8 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.

10.3 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:

- All capital expenditure estimates are inflation-adjusted and GST exclusive.
- The backlog, renewal and maintenance portions of each project will not be funded by development contributions.
- Methods of service delivery will remain largely unchanged.
- 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.
- Any debts incurred for a project will be fully repaid by the end of that project's funding period.
- 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 issue of a section 224(c) certificate, to avoid paying for annual increases in the Producers Price Index.
- 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.

10.4 Other significant assumptions

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

10.4.1 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.

10.4.2 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.

10.4.3 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.

10.4.4 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.

10.4.5 Avoidance of double-dipping

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

10.5 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.

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 2014/15 (charges include GST) – effective as at 8 September 2014

Activity	District Wide Community Facilities	District Wide Rooding	Roads and Transport	Stormwater	Wastewater	Water	Total
All areas (if not covered below)	3,061	535	-	-	-	-	3,596
Hopuhopu/Taupiri	3,061	535	-	-	-	4,590	8,186
Huntly	3,061	535	-	61	6,757	2,685	13,099
Lorenzen Bay	3,061	535	15,341	2,035	3,922	1,595	26,489
Ngaruawahia (including Horotiu infill)	3,061	535	-	1,253	-	8,394	13,243
Pokeno	3,061	535	5,888	5,695	8,537	2,060	25,776
Raglan	3,061	535	-	2,035	3,922	1,595	11,148
Southern Districts	3,061	535	-	-	-	4,330	7,926
Tamahere CLZ *	3,061	535	8,582	1,443	-	4,330	17,951
Tamahere Subcatchment A*	3,061	535	38,368	1,443	-	4,330	47,737
Tamahere Subcatchment B	3,061	535	28,209	1,443	-	4,330	37,578
Te Kauwhata and surrounds	3,061	535	6,790	493	7,514	12,390	30,783
Tuakau	3,061	535	-	2,003	11,524	5,840	22,963
Whaanga Coast	3,061	535	-	-	26,302	-	29,898

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	19 November 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1303
Report Title	Receipt of Minutes – Water Governance Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Water Governance Board meeting held on Friday 16 November 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Water Governance Board meeting held on Friday 16 November 2018 be received.

3. ATTACHMENTS

WGB Minutes

MINUTES of a meeting of the Water Governance Board Meeting of the Waikato District Council held in the Te Piringa Board Room, District Office, 15 Galileo Street, Ngaruawahia on **FRIDAY 16 NOVEMBER 2018** commencing at **10.33am**.

Present:

Ms R Schaafhausen (Chair)
Mr G Dibley
Mr GJ Ion
Mr D Wright

Attending:

Mr I Cathcart (General Manager Service Delivery)
Mrs W Wright (Committee Secretary)
Ms C Nutt (Project Manager)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Dibley/Mr Wright)

THAT the agenda for a meeting of the **Water Governance Board Meeting** held on **Friday 16 November 2018** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 5 which shall be discussed with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chairperson;

- **Central Government Initiatives (Public Excluded)**

AND FURTHER THAT in accordance with **Standing Order 9.4** the order of business be changed with **Agenda item 5 [Public Excluded]** be considered after **Agenda item 4.2 [Watercare Project Plan]**.

CARRIED on the voices

WGB1811/01

DISCLOSURES OF INTEREST

It is noted that Mr Dibley is a Board Member of Water New Zealand.
It is noted tha Mr Wright is the Chair of Wellington Water Limited.

REPORTS

Role of the Board

Agenda Item 4.1

The report was received [WGB1811/01 refers] and discussion was held. The following additions were made to the role of the Board:

- Monitor and consider customer satisfaction in decision making
- Look at future opportunities to implement technological and/or innovative practices
- To ensure compliance with legislation and government direction
- Be aware of changes in regulation and industry practice

Watercare Project Plan

Agenda Item 4.2

The report was received [WGB1811/01 refers] and discussion was held. The Board identified that the project plan was fine for the meantime but that further thought would be required before contract negotiations were entered into.

EXCLUSION OF THE PUBLIC

Agenda Item 5

The report was received [WGB1811/01 refers].

Resolved: (Ms Schaafhausen/Mr Ion)

THAT the public be excluded from the meeting during discussion on the following items of business:

REPORTS

a. Social Franchise

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

Reason for passing this resolution to withhold exists under:

Section 7(2)(b)(ii)

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

Section 48(1)(a)(ii)(d)

b. Update on Discussions with Watercare

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

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	4 December 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference No	GOV1318
Report Title	Receipt of Onewhero-Tuakau Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 3 December 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 3 December 2018 be received.

3. ATTACHMENTS

OTCB minutes 3 December 2018

MINUTES of a meeting of the Onewhero-Tuakau Community Board held in the Port Waikato Community Hall, 3 Oceanview Road, Port Waikato on **MONDAY 3 DECEMBER 2018** commencing at **7.03pm**.

Present:

Mr B Cameron (Chairperson)
Cr J Church
Ms C Conroy
Mr S Jackson
Mr L Petersen
Mr V Reeve
Mrs B Watson

Attending:

Cr D Fulton
Cr S Henderson
Mrs S O’Gorman (General Manager Customer Support)
Mrs LM Wainwright (Committee Secretary)
Mr V Ramduny (Strategic Projects Manager)
Ms L Van Den Bemd (Community Development Advisor)
Ms D Bond (TDDA)
Mr G McGuire (TDDA)
Member of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Church/Mr Jackson)

THAT an apology be received from Cr Main.

CARRIED on the voices

OTCB1812/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Jackson/Mrs Watson)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 3 December 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- **Item No. 5.8 Gearing for Growth and Greatness – Staff Change Programme**

AND FURTHER THAT the Board resolves that the following item be deferred to the next meeting:

- **Item No. 5.7 Kids off the Couch.**

CARRIED on the voices

OTCBI812/02

DISCLOSURES OF INTEREST

Mr Reeve advised members of the Board that he would declare a non financial conflict of interest in item 5.3 [*Application for Funding – Tuakau & Districts Development Association*].

CONFIRMATION OF MINUTES

Resolved: (Mr Jackson/Mr Reeve)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on **Monday 5 November 2018** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

OTCBI812/03

REPORTS

Public Forum

Agenda Item 5.1

The following items were discussed at the public forum:

- Single Stage Business Case for Start-Up Passenger Rail Service
- Rubbish disposal at Port Waikato
- Auckland Regional Public Transport Plan submission.

Discretionary Fund Report to 22 November 2018
Agenda Item 5.2

The report was received [*OTCB1812/02 refers*] and discussion was held.

Resolved: (Ms Conroy/Mr Reeve)

THAT the Board approves a payment of up to \$200 for hall hireage for meetings being held in the District;

AND THAT \$300 be allocated to the Chair for miscellaneous items.

CARRIED on the voices

OTCB1812/04

Application for Funding – Tuakau & Districts Development Association
Agenda Item 5.3

Mr Reeve declared a non financial conflict of interest, withdrew to the public gallery and did not speak to, or vote on this item.

The report was received [*OTCB1812/02 refers*] and discussion was held. Mr McGuire gave a verbal update and answered questions of the Board.

Resolved: (Mr Jackson/Ms Conroy)

THAT an allocation of \$12,706.78 is made to the Tuakau & Districts Development Association towards the cost of installing additional CCTV cameras in Tuakau.

CARRIED on the voices

OTCB1812/05

Onewhero-Tuakau Works & Issues Report – December 2018
Agenda Item 5.4

The report was received [*OTCB1812/02 refers*] and discussion was held.

ANZAC Day 2019
Agenda Item 5.5

The report was received [OTCBI812/02 refers] and discussion was held.

Resolved: (Mr Cameron/Cr Church)

THAT the Onewhero-Tuakau Community Board agrees to continue hosting and organising the Commemoration of ANZAC Day in Tuakau with support from Waikato District Council;

AND THAT Mr Petersen and Mr Reeve be delegated to lead the organisation of the commemorative ANZAC Day service in Tuakau with support from the Waikato District Council.

CARRIED on the voices

OTCBI812/06

Date and Time of 2019 Meetings
Agenda Item 5.6

The report was received [OTCBI812/02 refers] and discussion was held.

Resolved: (Cr Church/Mr Reeve)

THAT the Onewhero-Tuakau Community Board meetings for the 2019 year be scheduled as follows:

Month	Location	Time
February	Waikaretu	7.00pm
March	Tuakau	7.00pm
April	Port Waikato	7.00pm
May	Tuakau	7.00pm
June	Onewhero	7.00pm
August	Tuakau	7.00pm
September	Glen Murray	7.00pm
October	Triennial Elections	
November	To be advised by the new Board	
December	To be advised by the new Board.	

CARRIED on the voices

OTCBI812/07

Kids off the Couch
Agenda Item 5.7

This item was deferred to the next meeting.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	11 December 2018
Prepared by	Rose Gray Democracy Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Receipt of Raglan Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Raglan Community Board held on Tuesday 4 December 2018.

2. RECOMMENDATION

THAT the minutes of the Raglan Community Board meeting held on Tuesday 4 December 2018 be received.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 4 DECEMBER 2018** commencing at **2.00pm**.

Present:

Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mrs R Kereopa
Mrs GA Parson
Mr AW Vink

Attending:

Mr TG Whittaker (Chief Operating Officer)
Mrs RJ Gray (Democracy Manager)
Ms S Marinkovich (Team Leader – Customer Focus Waikato Regional Council)
Ms S Peacocke (Marketing and Communications Rangitahi)
|| Members of the Public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Mrs Parson)

THAT an apology be received from **Mr Oosten**.

CARRIED on the voices

RCB1812/01

It was noted that the youth representatives had obtained employment over the summer vacation.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Mrs Kereopa)

THAT the agenda for a meeting of the Raglan Community Board held on **Tuesday 4 December 2018** be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT the following item be discussed at an appropriate time during the course of the meeting:

- **Members' Reports.**

CARRIED on the voices

RCB1812/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr MacLeod/Mr Haworth)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 13 November 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

RCB1812/03

REPORTS

Waikato Regional Council – Raglan Bus Route
Agenda Item 5.1

The report was received [RCB1812/02 refers].

Ms Marinkovich, representing Waikato Regional Council, provided a presentation on the Raglan Bus Route. Mr Lawson was granted speaking rights to question the timetable set by Waikato Regional Council. Route changes will be communicated to the community by a notice drop.

Road Name Changes – Sections of Oporu Road
Agenda Item 5.2

The report was received [RCB1812/02 refers].

Ms Peacocke, Marketing and Communications Rangitahi, spoke on the renaming of sections of Oporu Road to Rangitahi Road and Mara Kai Lane.

Resolved: (Mr Vink/Mr MacLeod)

THAT the Raglan Community Board endorse the following road name changes:

- **The section of Oporu Road (southern end) from the Harbour's new bridge be renamed Rangitahi Road, and**

- **The section of Opororu Road that currently provides access to the six properties at the northern end of the peninsula be renamed Mara Kai Lane.**

CARRIED on the voices

RCB1812/04

Discretionary Fund Report to 22 November 2018
Agenda Item 5.3

The report was received [RCB1812/02 refers] and discussion was held.

Resolved: (Mrs Parson/Mr Haworth)

THAT the Raglan Community Board resolves to return the amount of \$120.00 currently committed to the cost of air fares to attend the Housing Symposium in Wellington to the discretionary fund.

CARRIED on the voices

RCB1812/05

Raglan Naturally Update
Agenda Item 5.4

The report was received [RCB1812/02 refers].

The Raglan Naturally Co-ordinator provided a verbal report with key issues as follows:

- survey had closed with approximately 300 responses towards the draft Plan
- presented to Councillors and staff
- blueprint process - continuing conversations with Council about Raglan Naturally and Blueprint process working together
- met with Aroha Hohepa at Raglan Area School and she is keen to work with Raglan Naturally next year.

Request for Schedule of Works for Raglan CBD Area
Agenda Item 5.5

The report was received [RCB1812/02 refers].

It was agreed that a report be provided, by the Deputy General Manager Service Delivery containing information requested to the February 2019 meeting. Mrs Parson agreed to liaise with the Deputy General Manager Service Delivery regarding the steam cleaning and the volunteers.

Raglan Works & Issues Report: Status of Items December 2018
Agenda Item 5.6

The report was received [RCB1812/02 refers].

Additional issues raised:

- Mr Young and Mr Lawson were granted speaking rights.

Mr Young spoke to his tabled letter, dated 19 November 2018, addressed to the General Manager Service Delivery and the Chair Raglan Community Board. This letter was regarding the Raglan Coastal Reserves Advisory Committee meeting. Members were given the opportunity to express their views of the situation. The Chief Operating Officer considered that legal support may be required if recommendations in the Reserves Management Committee meeting were made outside the mandate. Mr Lawson verified the comments made by Mr Young. A report will be provided to the February 2019 meeting in which Mr Averill from Opus will be invited to speak.

- Rangitahi Peninsula – the Chair to liaise with Rangitahi regarding the impact on infrastructure and updating the community.

Chairperson's Report
Agenda Item 5.7

The report was received [RCB1812/02 refers].

The members acknowledged the retirement of Rose Gray and thanked her for the support provided to the Board over the past three years.

Discussion was held on the LGNZ 2019 Best Practice Awards. It was agreed that the community board would include the Raglan Naturally Project in the application.

Resolved: (Mr MacLeod/Cr Thomson)

THAT the Community Board include the Engagement with Raglan Naturally as a project for nomination in the LGNZ Best Practice Awards.

CARRIED on the voices

RCB1812/06

Councillor's Report
Agenda Item 5.8

The report was received [RCB1812/02 refers] and discussion held.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 December 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Te Kauwhata Community Committee Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 5 December 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 5 December 2018 be received.

3. ATTACHMENTS

TKCC Minutes

MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 5 DECEMBER 2018** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Cr JD Sedgwick
Mrs C Berney (Secretary)
Mr J Cunningham
Mr T Hinton
Mr C Howells [*from 7.07pm*]
Mr B Weaver

Attending:

Mr R Turner (Customer Quality Coordinator)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr J Cunningham, Mr T Hinton)

THAT an apology be received from **Mr K Dawson and Mr D Hardwick;**

AND THAT an apology for lateness be received from **Mr C Howells.**

CARRIED on the voices

TKCCI812/01

It was noted that an apology from Mr Ramduny was received.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr J Sedgwick, Mr B Weaver)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on **Wednesday 5 December 2018** be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

TKCCI812/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr B Weaver, Mr T Hinton)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 7 November 2018 be confirmed as a true and correct record.

CARRIED on the voices

TKCCI812/03

REPORTS

Te Kauwhata Works & Issues Report: August 2018

Agenda Item 5.1

The report was received [TKCCI812/02 refers] and discussion was held.

Councillor's Report

Agenda Item 5.2

Cr Sedgwick gave a verbal report and answered questions of the Committee.

- Blueprint is being presented on the 12th of December at 5.30. Request for members to be present.
- Committee reiterated that we were never in favour of the footpath going in outside the Primary School due to safety concerns. It is up to Council to handle the matter from here.

Discretionary Fund Report to 22 November 2018

Agenda Item 5.3

The report was received [TKCCI812/02 refers] and discussion was held.

Resolved: (Mrs C Berney, Mr T Hinton)

THAT a commitment be made towards the 2018 Christmas Parade in the amount of \$971.50.

CARRIED on the voices

TKCCI812/04

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	24 January 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Tamahere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Tamahere Community Committee meeting held on Monday 3 December 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 3 December 2018 be received.

3. ATTACHMENTS

TCC Minutes



**Minutes of Committee Meeting
Held 7.30pm on Monday December 3rd, 2018
Tamahere Community Centre**

Present:

TCC: Leo Koppens, Graham McAdam, Sue Robertson, Bevan Coley, Connie Short, Alison Ewing, Joy Wright, Dallas Fisher, Charles Fletcher, Jane Manson,

WDC: Aksel Bech, Jacob Quinn

Fosters Construction: Tony Whittaker, Ben Webby

Tamahere School: Ingrid ter Beek

Lions: Peter Simcock

1. Apologies: Ro Edge, Susan McHugh, Robert McHugh, Shelly Howse, James Yearsley

2. Confirmation of Minutes of Meeting held on November 5th, 2017

Moved: Graham McAdam

Seconded: Leo Koppens

All in Favour

3. Matters arising:**4. Correspondence Tabled****IN - EMAIL**

Gmail: Mike Ryan to Cr Bech – ultrafast broadband update.

Gmail: WDC – Community hub costings spreadsheet.

Gmail: WDC – Fake freedom camper officers operating.

Gmail: Cr Bech and multiple committee members – NZTA road naming suggestions

Gmail: Cr Bech – NZTA road naming community meeting info.

Gmail: Harvey Nelson Hall committee – response to moving the hall defibrillator

Gmail: Shelly Howse – update on skate park from Scott Woolston

Gmail: Grant Hubbard City Alliance – Expressway survey summary form May 2018

Gmail: Rose Gray WDC – date for December Joint Community Committee workshop

Gmail: WDC – acknowledgement of proposed district plan submission

Gmail: Grant Hubbard City Alliance – expressway survey

Gmail: Maanaki Whenua/Landcare Research – Regional research update

Gmail: Jacob Quinn WDC – WDC governance structure

OUT -EMAIL

Gmail: Secretary to Hall committee – request to look at moving hall defibrillator

Moved: Graham McAdam

Seconded: Leo Koppens

All in favour

5. Fosters Update

Village - Close to finishing the first 2 buildings and the tenants (Dairy and Medical Centre) are starting fitouts with a plan to open in the New Year. The Block C tenants are awaiting fitout consents.

Blocks A & B (yet to be built) - Fosters are well engaged with a café/restaurant owner for Block B with commercial terms concluded before Christmas with a view to opening Aug/Sept 2019. Possible tenants for Block A are being reviewed.

Piazza – Planned finish March 31st 2019. This is a 6 month delay due to resecuring tenders after the project was revised.

Finishing dates: Playground mid June, skatepark mid May, carpark between Wiremu Tamihana and commercial buildings March 31st.

Preferable that reorientation of existing Wiremu Tamihana carparks happens before the Dairy and Medical Centre open.

Electrical provision has been made for vehicle recharging and Fosters are in discussion with Waipa Networks.

6. Service Delivery – Tamahere Community Committee Issues Report - Jacob Quinn

- **Fencing around Tamahere Park** – No allowance in the current contract. A proposal for a vehicle barrier would use the existing rail barrier adjacent to the car park on Wiremu Tamihana Drive and fill in the gaps using the same design. There will be consultation with TCC with regards to the section nearer to the Airport Rd/Wiremu Tamihana Drive. The fence section along Airport Rd to be defined by budget and the final position of the Te Awa pedestrian bridge.
- **Bus Stop on Wiremu Tamihana Drive** – No allowance in the current contract however WDC are looking at options. The current proposal is outside the far eastern end of the carpark beside Wiremu Tamihana Drive. This option would decrease parking space.
- **Tamahere Park Project Update** – Cricket pitch contract not yet awarded but remains in the contract schedule allowance. Pending approval to proceed, completion scheduled for March 31st. Boundary confirmed at 120m (17m less than ICC standards) with the pitch at 22m long by 3m wide. This is ideal for turf pitch but would need to be increased by 5m to meet min synthetic pitch size.
- **Fitness trail** – On hold pending position of Te Awa bridge crossing point.
- **Newell Road Shared path** – completion late November.
- **Pedestrian Bridge** – TCC asks WDC to review both NZTA Nth/Sth and East/West bridges to be clear the whole view is taken into consideration. East/West bridge back on the table and vital for community connectivity.

Action; Jacob to report back

7. Cr Aksel Bech Report

- **Ultrafast Fibre** – 41% of addresses now able to connect. Completion May/June 2019.
- **Sanderson Group Country Club development** – have non-notified consent to proceed. Yet to go unconditional on the land but keen to proceed. Update in early new year.
- **Poor crossing design Newell Road** – now corrected.
- **E/W crossing** - no further update on from NZTA
- **New road name** input closes Dec.12. (Bollard extension, E/W stub, 524 Cambridge Rd access/new reserve).

Motion:

Proposal to NZTA that the E/W stub be named Alf Main Drive.

Moved; Leo Koppens **Seconded;** Jane Manson All in Favour

- **Birchwood to Devine extension** – who will pay for this? Luke McCarthy NZTA to update at Feb. meeting.
- **Speed Revision** – hearing is on the 12th Dec.

Move into Committee 8.30pm

Moved: Dallas Fisher **Seconded:** Sue Robertson All in favour

Moved out of Committee 8.45pm

Moved: Dallas Fisher **Seconded:** Sue Robertson All in favour

8. WDC Interests Register

A standard requirement identifying any conflicts.

Action; All committee members to send details to TCC secretary to hold by Feb 18

9. Other Business

- Hall Defibrillator – repositioning outside the hall is TCC's preference.

Action: Dallas to attend Hall meeting December 19, 7.30pm. Jacob to write on behalf of WDC.

- Horse Poo on Newell Road paths.

Action: Jacob to check on bylaws for Feb. meeting.

- School Bike Racks – more children are riding bikes and racks are being used by students catching buses to other schools. The school requests more bike racks.
- Consultation on proposed district plan – this is months away.
- Lions update – work continues on funding the BBQ for the piazza.

Date of next meeting: Monday February 11th 2019

Meeting closed at 9.10pm

Items for Next Meeting:

- Sanderson project update
- WDC review on pedestrian bridges
- Hub bus stop position
- Hall defibrillator
- Horse bylaws
- Interests Register for Feb 18
- Birchwood to Devine Rd update Luke McCarthy

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	18 December 2018
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Receipt of Pokeno Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Pokeno Community Committee meeting held on Tuesday 11 December 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 11 December 2018 be received.

3. ATTACHMENTS

PCC minutes 11 December 2018



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 11th December 2018, commencing at 7.00pm.

Committee Members Present: Helen Clotworthy, Tricia Graham, Doug Rowe, Todd Miller, Janet McRobbie, Charles Hackett, Morris Roberts, Ric Odom, Lance Straker

WDC Staff in Attendance: Ian Cathcart, Vishall Ramandy (Strategic Planner)

Councillors in Attendance Cr J Church Cr D Fulton

Community Members Community Members attended.

1 APOLOGIES: Apologies received from Kris Hines, Wayne Rodgers

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Doug Rowe

2 CONFIRMATION OF THE STATUS OF THE AGENDA

This was moves that item 5.2 be considered before 5.1

Moved Helen Clotworthy

Seconded Tricia Graham

3 DISCLOSURE OF INTEREST

There was no disclosure of interest

4. CONFIRMATION OF THE MINUTES

Moved Todd Miller

Seconded Tricia Graham

5. REPORTS

5.2 Pokeno Works and Issues

This was presented by Ian Cathcart

- Quotes are being obtained for the zig-zag walkway, a decision awaits these

- A formal letter has been sent to the real estate company regarding their parking
- The design of the new Whangarata Road Cemetery is under way - more consultation is envisaged.
- The sharp bend on Helenslee Rd requires more than the double yellow lines requested – it needs to be looked at by the road engineers.
- The work on the upgrade of the Pokeno Toilets going out to tender in the New Year.
- The Kowhai Downs Waterfall area has not yet been vested in council so until it is council can do nothing about the rubbish problem. It was considered that before a development starts it would be a good idea to sort out this type of problem.
- Project Update – to be presented mid-January
- Roading Update When the Hitchen Rd bridge opens a 50km zone will be in place.
Ford Street is not to be closed in the short term because of truck considerations
A long term holistic view is being developed including ideas for a ring road
There is considerable degrading of the road between Great South Rd and the Motorway on ramp
- Power Upgrade is agreed on
- There is a rabbit problem at the moment Ric Odom to make the appropriate phone call

5.1 Passenger Rail Business Case

A report was presented by Cr D Fulton and Vishall Ramandy

The start-up rail service between Hamilton and Papakura where it joins the Metro service has been agreed on – this has been pushed by central government. The original plan was to have it stopping at Huntly and Tuakau but the Business Case for a stop in Tuakau does not stack up. Money originally ear marked for the Tuakau Station has now been relocated to upgrading the Huntly Station. It is thought that around 300 people a day will use this. A 75% subsidy for the start-up project has been guaranteed for 3 years

A robust discussion followed this as residents of Pokeno are concerned about our lack of Public Transport as more and more people pour onto the Southern Motorway.

We were told however that in June 2019 a bus service from Pokeno to Pukekohe via Tuakau connecting with the trains will start. This will be at half hour intervals at peak times and 2 hourly during the day.

In 2023 the Metro line will be electrified as far as Pukekohe The currant diesel engines used between Papakura and Pukekohe could then be used to extend the line to Pokeno and Mercer

5.3 Pokeno Community Committee Schedule

- Transit to be invited to the February meeting
- Gavin Donald to be invited to present the results of the group at the March meeting

5.4 Interests Register

- In the interests of transparency the Council like us to fill out a disclosure of interests form. This can be done on line or on the form

5.5 Christmas Parade

Allen will send out details to those involved on Wednesday. There has been a great response.

5.6 Councillors Report

With things winding down for the end of the year there was nothing thing to report

5.7 Street Naming

New names are required but the rules seem to be changing. Clarification to be sought

5.8 Committee Reports

The Community patrol will continue over the holiday period.
Meet and Greet to have their Xmas function on the 13th December

There being no further business Helen declared the meeting closed at 9.00pm and invited those attending to indulge in Xmas Cheer
The next meeting to be held on February 11th at 7.00pm
There is no January meeting

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	18 December 2018
Prepared by	Rose Gray Democracy Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report of the Chief Executive be received;

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

Confirmation of minutes dated 10 December 2018

a. Chief Executive's Issues

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

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

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

Section 48(1)(a)(d)

b. Mayoral Issues

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

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

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

Section 48(1)(a)(d)

3. ATTACHMENTS

Nil