

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 10 JUNE 2019** commencing at **1.00pm**.

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

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. CONFIRMATION OF MINUTES**
 - 4.1 Minutes of a meeting held on 13 May 2019 3
- 5. COMMITTEE AND DEPARTMENTAL REPORTS**
 - 5.1 Policy & Regulatory Committee**
 - 5.1.1 Committee recommendations to Council – 21 May 2019 15
 - 5.1.2 Zero Harm 16
 - 5.2 Strategy & Finance Committee**
 - 5.2.1 Committee recommendations to Council – 29 May 2019 22
 - 5.3 Infrastructure Committee**
 - 5.3.1 Committee recommendations to Council – 28 May 2019 26
 - 5.5 Other Committees and Decision-Making Bodies**
 - 5.5.3 Receipt of Minutes of the Water Governance Board – 7 May 2019 29

6.	<u>COMMUNITY BOARD MINUTES</u>	
6.1	Receipt of Onewhero-Tuakau Community Board Minutes – 6 May 2019	33
7.	<u>COMMUNITY COMMITTEE MINUTES</u>	
7.1	Receipt of Te Kauwhata Community Committee Minutes – 1 May 2019	38
8.	<u>OTHER REPORTS</u>	
8.1	Adoption of Annual Plan including fees and charges amendments <i>Annual Plan (Appendix 2) to be circulated under separate cover</i>	42
8.2	Rates Resolution for 2019/20	62
8.3	Adoption of Waikato Blueprint <i>Waikato Blueprint (Appendix 1) to be circulated under separate cover</i>	71
9.	<u>EXCLUSION OF THE PUBLIC</u>	76

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 May 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 13 May 2019.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 13 May 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Council Open Minutes – 13 May 2019

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 13 MAY 2019** commencing at **1.00 pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
Cr AD Bech
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire (*from 1.06pm*)
Cr FM McInally
Cr BL Main
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mr TG Whittaker (Chief Operating Officer)
Mr C Morgan (General Manager Community Growth)
Mrs S O’Gorman (General Manager Customer Support)
Mr R MacCulloch (Acting General Manager Service Delivery)
Ms L Shirley (Zero Harm Manager)
Mr V Ramduny (Planning & Strategy Manager)
Ms J Bishop (Contracts and Partnering Manager)
Mr B Stringer (Democracy Manager)
Other Council staff present

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Thomson/Sedgwick)

THAT an apology be received from Councillors Church, Fulton, Gibb and Patterson.

CARRIED on the voices

WDC1905/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Main/Sedgwick)

THAT the agenda (including the supplementary agenda) for a meeting of the Waikato District Council held on Monday 13 May 2019 be confirmed and all

items therein be considered in open meeting with the exception of those items detailed at agenda item 9 which shall be considered with the public excluded.

CARRIED on the voices

WDCI905/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McInally/Thomson)

THAT the minutes of a meeting of the Waikato District Council held on Monday 8 April 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDCI905/03

Item 5.1.1 (Zero Harm) was deferred to later in the meeting to accommodate staff.

OTHER COMMITTEES AND DECISION-MAKING BODIES

Receipt of Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee Draft Minutes

Agenda Item 5.2.1

Resolved: (Mayor Sanson/Cr Thomson)

THAT the draft minutes of a meeting of the Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee held on 17 October 2018 be received.

CARRIED on the voices

WDCI905/04

Receipt of Minutes of Future Proof Implementation Committee

Agenda Item 5.2.2

Resolved: (Mayor Sanson/Cr Sedgwick)

THAT the report from the Chief Executive, and the Future Proof Implementation Committee Minutes of 25 March 2019 be received.

CARRIED on the voices

WDCI905/05

Receipt of Minutes of the Waters Governance Board
Agenda Item 5.2.3

Resolved: (Crs Main/Lynch)

THAT the minutes of a meeting of the Waters Governance Board held on 24 April 2019 be received.

CARRIED on the voices

WDC1905/06

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes
Agenda Item 6.1

Resolved: (Crs Main/Henderson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 April 2019 be received.

CARRIED on the voices

WDC1905/07

COMMUNITY COMMITTEE MINUTES

Receipt of Meremere Community Committee Minutes
Agenda Item 7.2

Resolved: (Crs Sedgwick/Lynch)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 14 February 2019 be received.

CARRIED on the voices

WDC1905/08

Receipt of Tamahere Community Committee Minutes
Agenda Item 7.3

Resolved: (Crs Bech/Sedgwick)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 1 April 2019 be received.

CARRIED on the voices

WDC1905/09

OTHER REPORTS

Delegations Register Update Agenda Item 8.1

The Chief Executive highlighted, and responded to questions, on the following matters:

- The proposed changes to the Delegations Register were principally to give effect to new staff positions and responsibilities. In practice, these amended delegations fell under the Chief Executive's delegated authority.
- There were challenges in completing the amendments to the Register, which meant it was circulated to elected members later than expected.
- The Infrastructure Committee's delegations had been amended to approve road naming applications, without recommending the same to Council.

The Chief Executive noted the following additional changes were required to the Delegations Register (as detailed in the Supplemental Agenda):

- i. Under Schedule A, Financial Delegations (p7 of the Register), amend 'Persons Authorised' to add "or Chief Operating Officer" after "Chief Executive". The intention was that either the Chief Executive or Chief Operating Officer could be part of the joint authorisation.
- ii. Under Schedule B, Financial Delegations (p8 of the Register), amend the Chief Executive's delegation under 'Nature of contract' by replacing "All contracts" with "All Council expenditure or contracts".
- iii. Under Schedule B, Financial Delegations (p9 of the Register), amend the Chief Operating Officer's delegation under "Nature of contract" by replacing "Corporate expenses, office supplies, legal, labour, consulting fees, all contracts, plant staff training, insurance, subscriptions and journals" with "All Council expenditure or contracts".

Resolved: (Crs Sedgwick/McInally)

THAT the report from the Chief Executive be received;

AND THAT the updated Delegations Register be approved, subject to the additional changes referred to by the Chief Executive.

CARRIED on the voices

WDC1905/10

Cr McGuire entered the meeting at 1.06pm during discussion on the above item.

Cr Smith abstained from voting on the above decision (*ref WDC1905/10*).

Item 5.1.1 (Zero Harm) was then taken.

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Zero Harm

Agenda Item 5.1.1

The Zero Harm Manager took the report as read and responded to questions on the following matters:

- The Customer Support Group was very pro-active in reporting events, which was supported by the Executive Leadership Team. Staff would be able to provide further analysis on the nature of events registered by the Customer Support Group in June.
- The General Manager Customer Support was undertaking work that included capturing the level of risk for a reported event.

ACTION: The Zero Harm Manager would provide quantitative information to Elected Members on whether there were any repeat offenders for over speed events.

Resolved: (Crs Lynch/Sedgwick)

THAT the report from the Chief Executive be received.

CARRIED on the voices

WDC1905/11

Hamilton Car Club Rally – Ruapuke Road, Raglan

Agenda Item 8.2

The Contracts and Partnering Manager explained that the report was presented to Council as the next Infrastructure Committee meeting was after the proposed rally.

The Acting General Manager Service Delivery confirmed that staff were aware of the issues with the current Road Closure for Motor Sport Events Policy, which would be addressed as part of the Policy review.

Resolved: (Crs McNally/McGuire)

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

AND THAT the Council resolves that the Hamilton Car Club (Tarmac Hill Climb) rally on Sunday 26 May 2019 proceed.

CARRIED on a show of hands

WDC1905/12

Role and Delegations to Waters Governance Board
Agenda Item 8.3

The Chief Executive provided an overview of the report and noted that, if approved, the role and delegations of the Waters Governance Board would be included in the Council's Delegations Register.

Resolved: (Crs Bech/McGuire)

THAT the report from the Chief Executive be received;

AND THAT the role of the Board is as follows:

- 1) Provide governance and oversight of the development and implementation of the Council contract with Watercare; and**
- 2) Ensuring the activity goals are clearly established, and strategies are in place for achieving them; and**
- 3) Establishing policies for strengthening the performance of the water activity including ensuring management and the contractor are proactively seeking to build the business through innovation, initiative, technology, new products and the development of its business capital; and**
- 4) Monitoring the performance of management through the Chief Executive;**
and
- 5) Ensuring high standards of health & safety are maintained by management and the contractor and undertaking appropriate due diligence; and**
- 6) Deciding on whatever steps are necessary to protect the Council's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken; and**
- 7) Ensuring the water activity's financial statements are true and fair and otherwise conform with law; and**
- 8) Ensuring the water activity adheres to high standards of ethics and corporate behaviour; and**
- 9) Ensuring the water activity has appropriate risk management/regulatory compliance policies in place; and**
- 10) Looking to improve environmental outcomes from this activity; and**
- 11) To consider kaitiakitanga as part of decision making; and**
- 12) Monitor and ensure Watercare are meeting their obligations; and**
- 13) Report to Council twice yearly on progress with Waters' Management; and**
- 14) Provide innovation and ideas that could improve one or more of the four wellbeings; and**
- 15) Hold Watercare to account over the delivery of the operational and capital programmes; and**

16) Work with Council to agree the overall funding requirements of the business; and

17) Any other matters considered relevant by the Board or referred to the Board by Council.

AND FURTHER THAT the following delegations for the Waters Governance Board be approved:

1) To agree the form of the transactional arrangement with Watercare; and

2) To negotiate with Watercare and recommend to Council the final contract value for waters management; and

3) To conclude the contract (after Council approval of contract value) and terms and conditions with Watercare; and

4) Take such actions as are required to make the arrangement with Watercare operational by 1 July 2019, with any residual elements timetabled and noted; and

5) To hold Watercare to account for their performance at all levels; and

6) To monitor and oversee the performance of staff and Watercare in terms of the water activity; and

7) To consider and ensure improvements or innovation are implemented by Watercare or through the Chief Executive as appropriate; and

8) Approve changes to the operation of the contract with Watercare; and

9) Develop strategies to improve contractual performance or to improve business practices; and

10) Develop an annual works programme (operating and capital) and submit to council for final approval; and

11) To set and ensure Watercare's adherence to health and safety requirements, and wellbeing practices; and

12) To set and maintain standards of ethics and corporate behaviour; and

13) To consider development opportunities for the Waters' business; and

14) Define and set levels of service for Waters' management now and in the future; and

15) Responsibility for the financial performance of the contract and operation; and

16) Develop plans to improve the overall resilience of the Waters' networks and allow for growth; and

17) To consider the impact of growth on the Waters' infrastructure; and

18) Implement and monitor the risk management framework for the waters' management and activity; and

19) Approve the annual and half yearly financial statements for the Waters' operation and provide any relevant commentary to council; and

20) Annually review the Board composition, structure and succession and make recommendations to council on these matters; and

21) To ensure the Waters' business delivered by Watercare provides value for the community in terms of the four wellbeings; and

22) That Kaitiakitanga and environmental outcomes are key decision making considerations for the Board; and

23) To uphold the vision and strategy of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

CARRIED on the voices

WDC1905/13

LGNZ Remits – LGNZ Annual General Meeting 2019

Agenda Item 8.4

His Worship the Mayor introduced the report. He noted that a list of final remits to be put to the LGNZ AGM would be circulated to Councillors for their feedback once received from LGNZ.

Resolved: (Crs McGuire/Bech)

THAT the report from the Chief Executive be received;

AND THAT the Council supports the following remits for the purpose of their presentation at the LGNZ Annual General Meeting:

i. Remit from Thames Coromandel District Council – Amendment to the definition of “remote camp site” (as detailed in Appendix 1 of the staff report); and

ii. Remit from Whakatane District Council – Road Safety (as detailed in Appendix 2 of the staff report).

AND FURTHER THAT the Council notes Mayor Allan, as presiding delegate, will vote on these remits on behalf of the Council at the LGNZ Annual General Meeting.

CARRIED on the voices

WDC1905/14

Proposed changes to the SKYCITY Hamilton Casino's Licence

Agenda Item 8.5

His Worship the Mayor noted the report followed an earlier workshop with Elected Members.

Resolved: (Crs Smith/McInally)

THAT the report from the Chief Executive be received;

AND THAT Council approves the submission opposing additional gaming machines being deployed at SKYCITY Casino Hamilton;

AND FURTHER THAT Council approves making a \$10,000 contribution to Hamilton City Council to help with legal costs to engage a Queen's Counsel to present evidence in opposition to the application to introduce 60 gaming machines;

AND FURTHER THAT the \$10,000 contribution from Council be funded from the General Accounting Reserve Fund.

CARRIED on the voices

WDC1905/15

Hamilton to Auckland Corridor Plan
Agenda Item 8.6

Tabled: Hamilton to Auckland Corridor Plan Presentation

The Planning & Strategy Manager, speaking to his presentation and report, highlighted and responded to questions on, the following matters:

- The corridor parameters had changed to include Morrinsville.
- The corridor boundaries are not fixed and final, and may alter to take into account transit routes of goods and services.
- The Corridor Plan remained a key workstream for Future Proof. The contribution of newly appointed associates to Future Proof would be considered as part of discussions on the amendments to the Future Proof Agreement/Terms of Reference.
- Staff would return to the Pokeno Community Committee and Onewhero-Tuakau Community Board before the end of the current financial year with an update on priority development areas.
- Proposed housing intensification in Huntly took account of the geological and topographical constraints. This would be a conversation topic with the Huntly community.

ACTION: Staff to present different examples of housing intensification when reporting back to Elected Members, particularly in relation to proposals for Huntly.

- The mass transit plan was key to the Hamilton-Waikato Metropolitan area, connecting communities via rapid rail service in the future.
- Updates would be provided to Councillors representing communities within the Hamilton-Waikato Metropolitan Spatial Plan. The Plan took a boundary-less view of the relevant area to service future growth; it did not contemplate changes to territorial authorities' boundaries.
- The Government contribution to the high-speed rail investigation would include electrification of rail within the corridor.

Resolved: (Crs Bech/McGuire)

THAT the report from General Manager Community Growth be received;

AND THAT Council endorses the Hamilton to Auckland Corridor Plan's draft *Shared Statement of Spatial Intent*;

AND FURTHER THAT Council endorses the 20 key initiatives which will give effect to the Corridor Plan;

AND FURTHER THAT Council approves the Terms of Reference for the Hamilton-Waikato Metropolitan Spatial Plan;

AND FURTHER THAT Council approves evolving the current Future Proof arrangements to bring in the Hamilton to Auckland Corridor work as a significant workstream of Future Proof;

AND FURTHER THAT Council endorses expanding the structure and membership of Future Proof to include Central Government, Auckland Council, the Papakura Local Board, the Franklin Local Board and relevant iwi from northern Waikato/southern Auckland to join the Future Proof partnership as associate members;

AND FURTHER THAT Council notes that the Future Proof Implementation Committee has approved an additional Iwi seat for Waikato-Tainui;

AND FURTHER THAT Council notes that the Future Proof Agreement/Terms of Reference and Memorandum of Understanding will be updated once central government and Auckland Council representation is clearer.

CARRIED on the voices

WDC1905/16

EXCLUSION OF THE PUBLIC

Agenda Item 9

Resolved: (Crs Henderson/Thomson)

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 8 April 2019

Receipt of Minutes:

- Waters Governance Board Meeting dated 24 April 2019

REPORTS**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)

CARRIED on the voices

WDC1905/17

Resolutions WDC1905/18 – WDC1905/20 are contained in the public excluded section of these minutes.

There being no further business the meeting was declared closed at 2:35pm.

Minutes approved and confirmed this

day of June 2019.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 May 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Policy & Regulatory Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendation from the Policy & Regulatory Committee meeting of 21 May 2019, as set out below.

The Policy & Regulatory Committee Agenda and Unconfirmed Minutes from its meeting of Tuesday 21 May 2019 can be found on the Council website:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/policy-and-regulatory-committee>

2. RECOMMENDATION FROM THE POLICY & REGULATORY COMMITTEE

Proposed Amendments to LGNZ Rules – P&R1905/05

THAT Council approves proposals 1 (Te Maruata representation), 3 (Administrative substantive changes) and 4 (Minor amendments to modernise and rationalise language) to change the LGNZ Rules; and awaits further information on proposal 2 (Auckland Council representation on National Council), as such proposals are detailed in the staff report (Item 6.1 of the Policy & Regulatory Committee Agenda of 21 May 2019).

3. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 th May 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

The Chief Executive, Executive Leadership Team and People Leaders continue to undertake Safety Engagement Conversations.

A total of 194 Safety Engagement Conversations occurred in May.

Health and Wellbeing

The Wellbeing Collective is again meeting in June to review the revised draft Wellbeing Strategy and Plan. The current wellbeing focus has been to promote hygiene tips to prevent to the spread of colds and influenza as we move into winter.

Safety Leadership for People Leaders

Safety Leadership training was presented to 16 People Leaders from Service Delivery. The information provided was well received and ongoing training in key safety management topics will be scheduled.

Disciplined Management Systems

Event Management

5 First Aid (Severity 6), and 1 Medical Treatment injury events were reported in May. An analysis of these first aid injuries showed the following;

The Medical Treatment (Severity 7) Injury was related to a camp guest that tripped inside his personal caravan.

The First Aid Injuries were a result of manual handling plant or equipment, and one related to computer use.

11 Minor Near Miss (Severity 7) events were also reported in May.

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

Contractor Management

The Zero Harm team is continuing to focus on supporting the Watercare transition activity. A Contract H&S Framework has been developed to clearly articulate Council's Zero Harm expectations of Watercare. The Framework is currently being reviewed by external legal counsel.

Zero Harm Safety Management System (ZHSMS)

Work has continued on reviewing and revising our existing health and safety management system documentation.

Recently reviewed or newly developed standards include:

- Hazardous Substances Management Standard – Published on WaiSite
- Post Traumatic Critical Incident Response Standard and Procedure – Published on WaiSite and in ProMapp



A First Aid Management Standard is also under development.

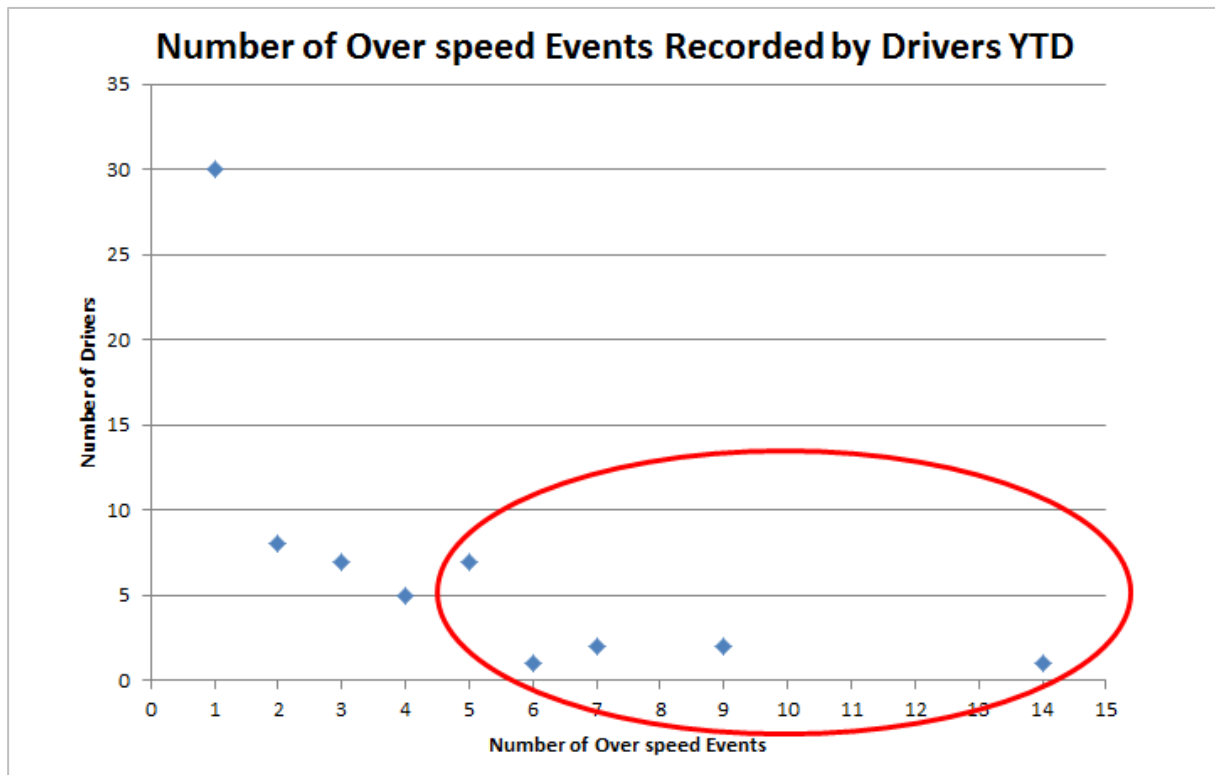
The Zero Harm team is also uploading the Safety Management System documentation into BWare Safety Manager so it is always readily accessible to workers.

Managed Risks

On Road Driving – Light Vehicles

There were 8 over speed events recorded in May. 3 of the 8 events exceeded 110km per hour and required a formal coaching conversation to be undertaken by the relevant General Manager.

A review of the overspeed events for the period 01 July 2019 to 30 April 2019 identified 13 workers who have had 5 or more overspeed events during this period.



In order to address this trend activity is progressing on the following improvement initiatives;

- Reviewing and updating the Safe Use of Council Vehicle and On Road Driving Policy requirements for managing poor driver performance
- Developing a monthly Driver Scorecard
- The Safety Action Team (SAT) reviewing the on-line driver training programme “Fleetcoach”

Hazardous Substances

The Critical Risk Bowtie for Hazardous Substances is now being used to undertake the “gap analysis” for a number of Council facilities where hazardous substances are used or stored. External review and certification has also just been completed for a number of the Waters Operations sites where Council is required to have “Location Compliance Certificates” and “Stationary Bulk Container Certificates” as per the Health and Safety at Work (Hazardous Substances) 2016 Regulations.

Workplace Violence

Work has been progressing on completing the “gap analysis” against the control plan for managing the risk of workplace violence. One key stakeholder meeting has been completed and another is planned. A survey has also been developed and release to all staff to gain a better understanding of their views and knowledge on unreasonable customer behaviours. Feedback from the survey will be used in the development of a number of key controls for managing this risk.

Working Alone

In accordance with Council’s Working Alone Management Standard the Zero Harm Team has been working with a number of teams to complete Working Alone Risk Assessments. Assessments have been completed for the following roles/teams;

- Animal Control Officers and Pound Keepers
- Consent Planners
- Customer Delivery Officers
- Compliance Officer

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

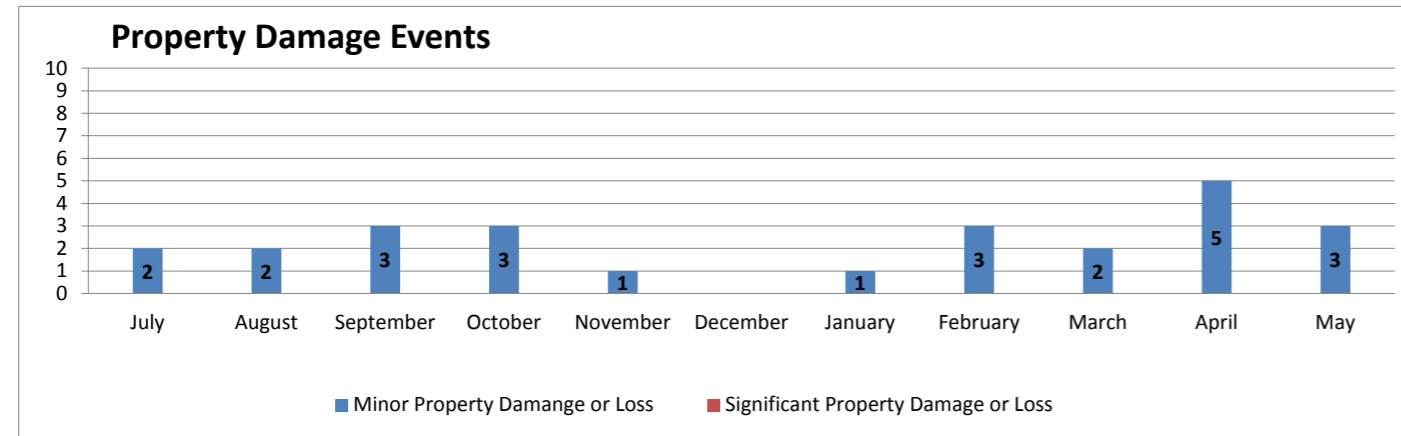
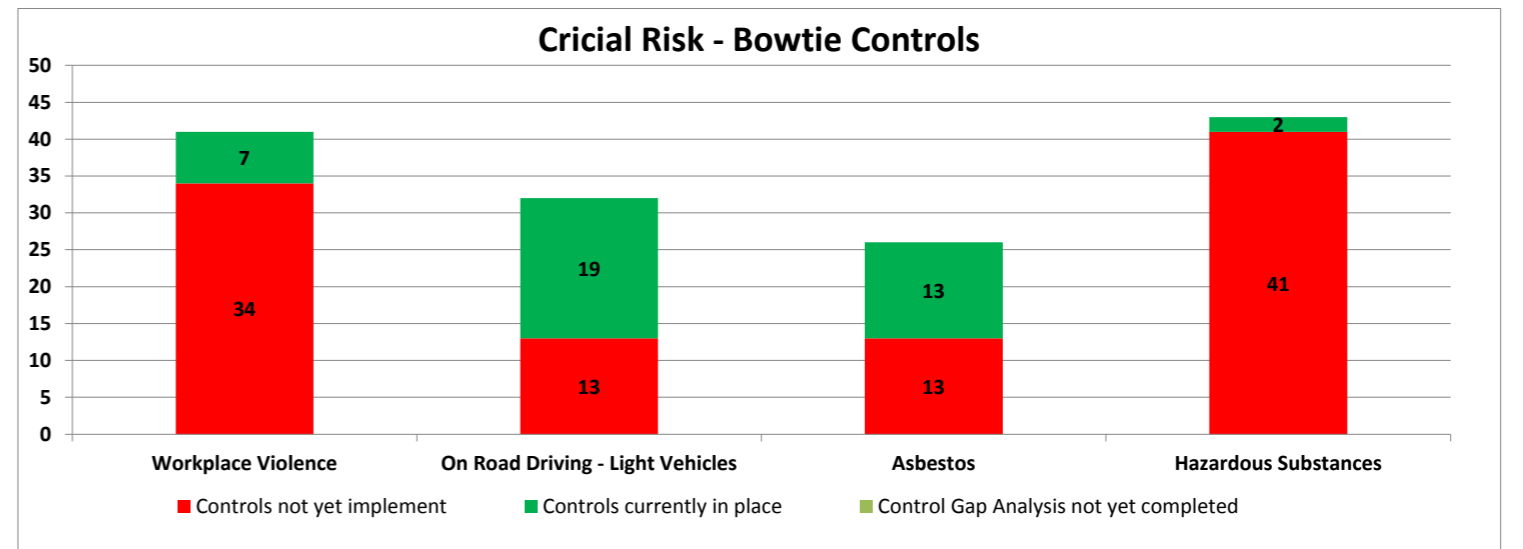
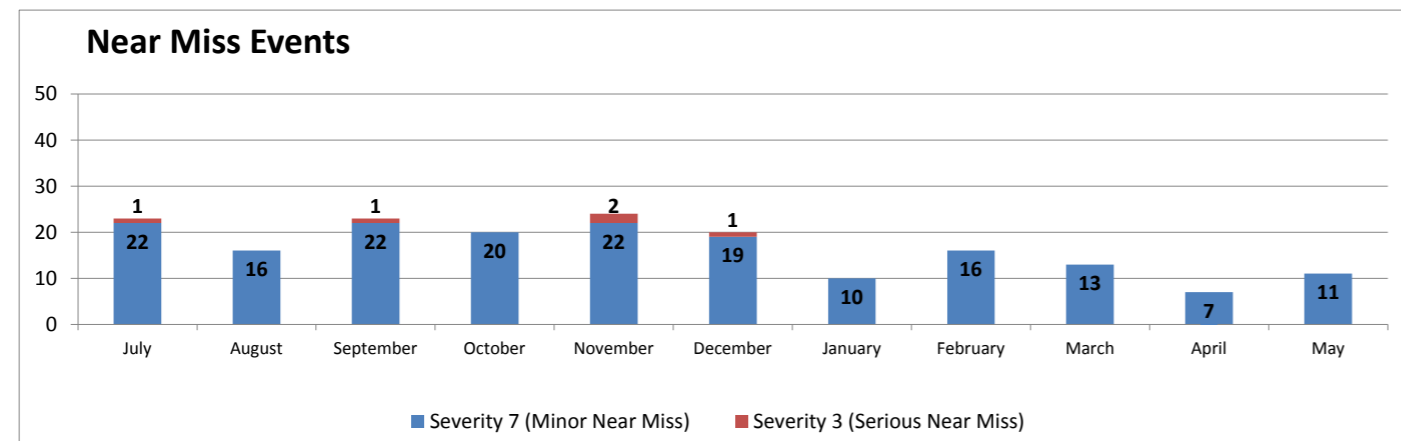
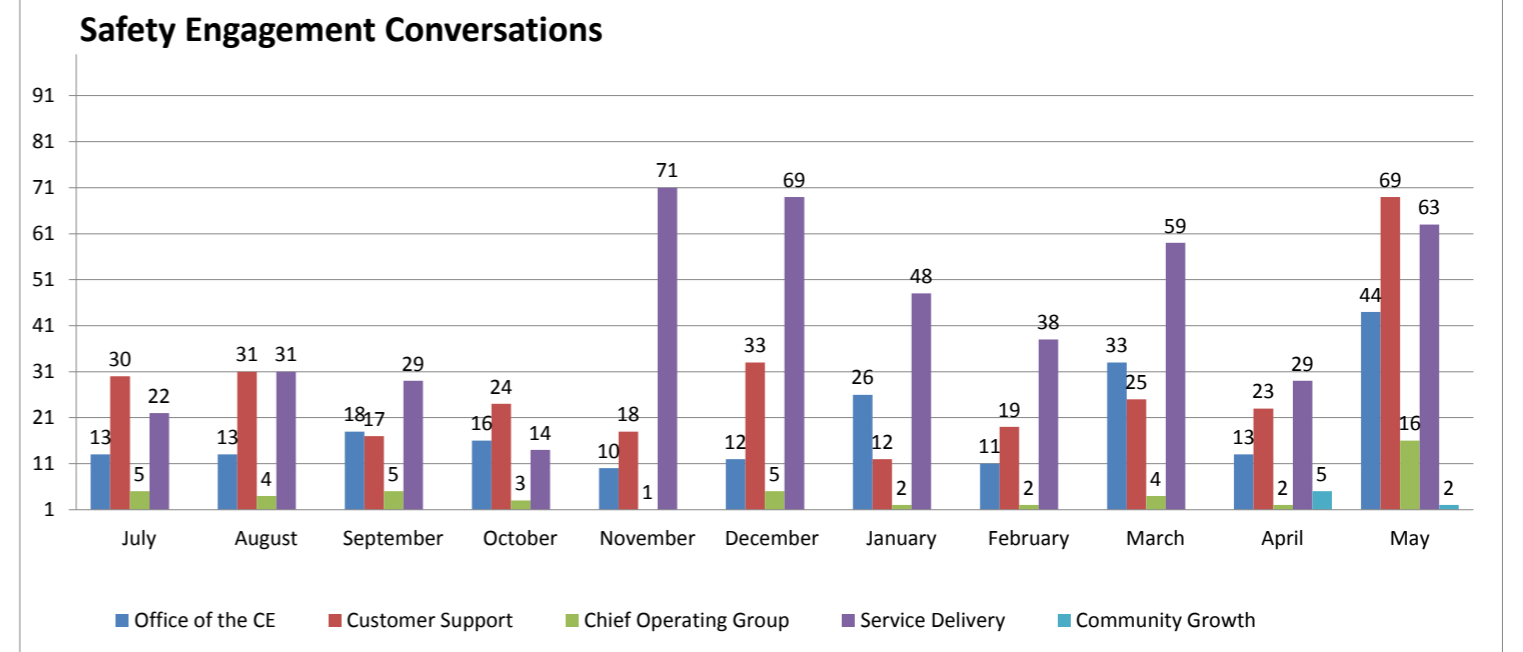
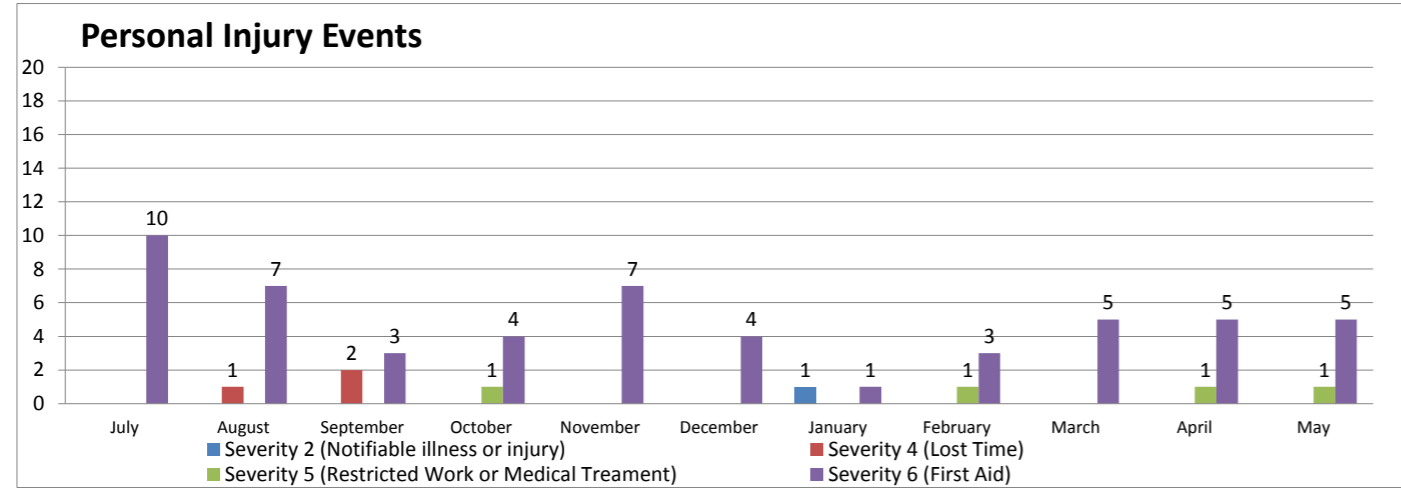
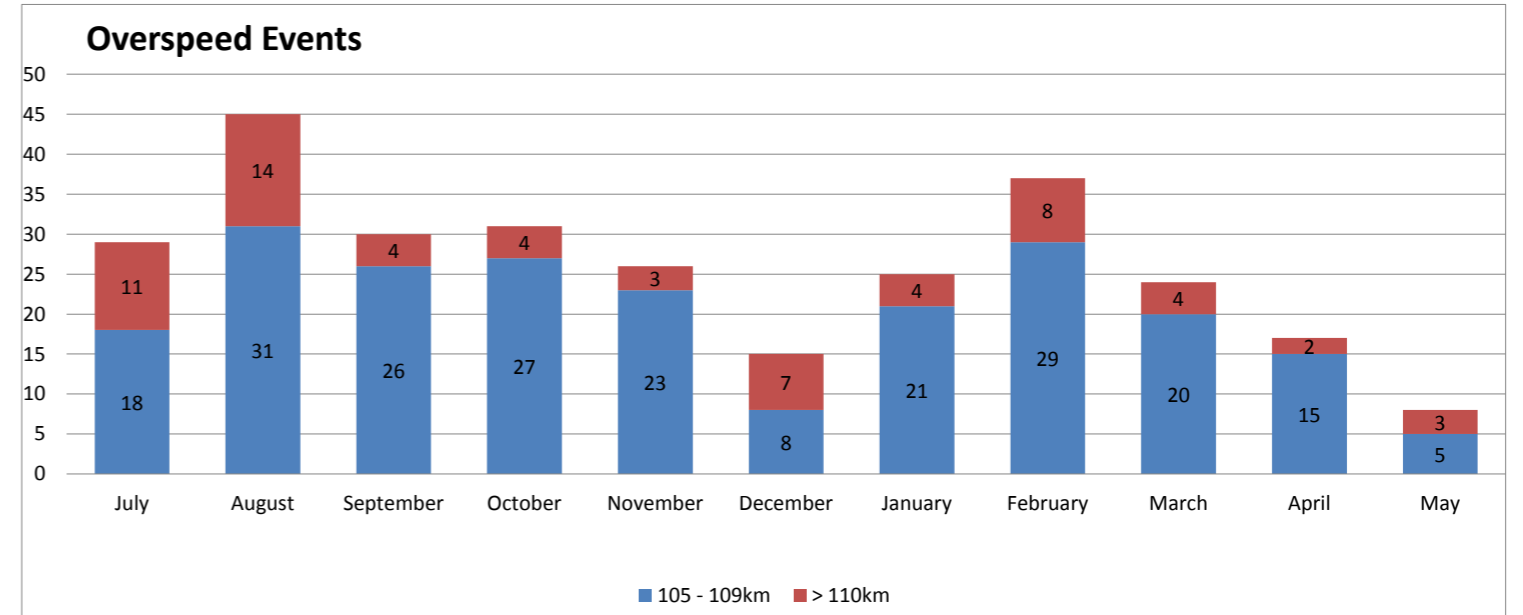
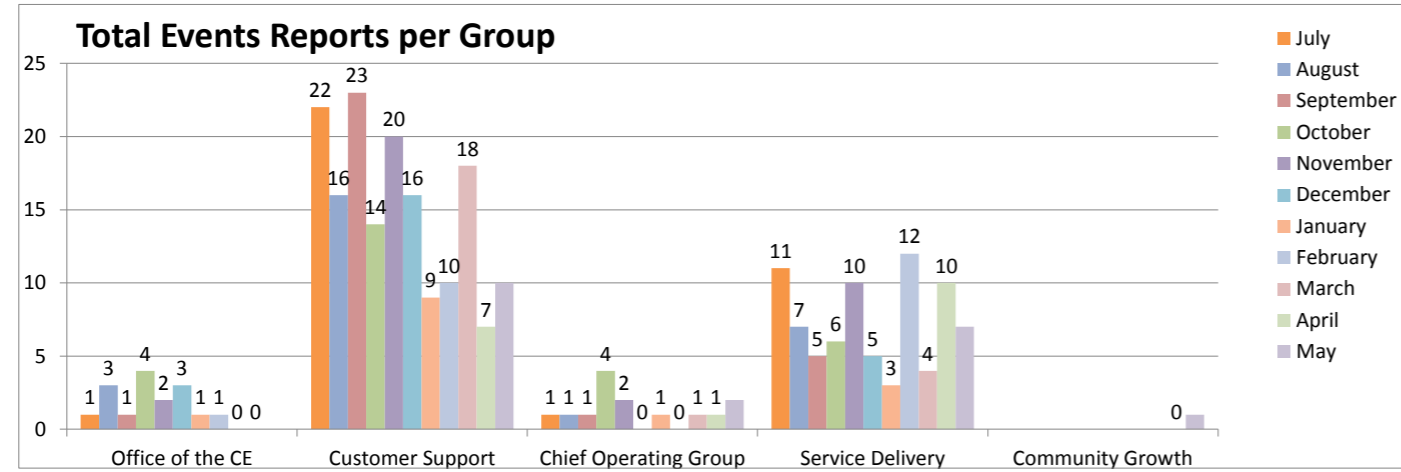
This report provides an update on progress with our Zero Harm systems and processes, and monthly health and safety performance.

7. ATTACHMENTS

Zero Harm Dashboard May 2019

Zero Harm Dashboard - May 2019

As at 30 May 2019



“Work safe, home safe”

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 May 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Strategy & Finance Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendations from the Strategy & Finance Committee meeting of 29 May 2019, as set out below.

The Strategy & Finance Committee Agenda and Unconfirmed Minutes from its meeting of Wednesday, 29 May 2019 can be found on the Council website:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/strategy-and-finance-committee>

2. RECOMMENDATION FROM THE STRATEGY & FINANCE COMMITTEE

Consultation Results on the proposed Raglan Food Waste Targeted Rate (S&F 1905/04)

THAT Council does not implement the proposed targeted rate and the Raglan kerbside food waste collection discontinue as of 30 June 2019 (Option 2 in the staff report, Item 5.1 in the Strategy & Finance Committee Agenda).

Consideration of Conservation Fund Applications (S&F1905/05)

THAT Council approves the Conservation Fund application of \$5,280.00 from Wrights Bush Restoration Group in full.

District Plan Review – Project Update (S&F 1905/06)

THAT Council approves the minor changes to the Terms of Reference for the District Plan Review Hearings Panel (Stage 1 and 2) as shown in Attachment I to the staff report (Item 5.3 in the Strategy & Finance Committee Agenda).

Treasury Risk Management Policy – Compliance Report at 31 March 2019 (S&F1905/07)

THAT Council notes the non-compliance with the Treasury Risk Management Policy for fixed/floating interest rate control for the fourth quarter of the 2018/19 financial year.

Development Contribution Levies for 2019/20 (S&F1905/08)

THAT Council approves that Appendix I of the Development Contributions Policy be updated for 2019/20 to capture producer price index movements over the past financial year.

Waikato Quarries Limited – Exemption from being classified as Council Controlled Organisation (S&F1905/09)

THAT the following Council resolution (WDC1612/04/2/2) be altered from:

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

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

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

to read:

THAT Pursuant to section 7(3) of the Local Government Act 2002 Waikato District Council exempt both Strada Corporation Limited and its subsidiary Waikato Quarries Limited from being classified as council controlled organisations, for the purposes of section 6(4) of the LGA;

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

- a. **Strada Corporation Limited and Waikato Quarries Limited have ceased trading and are therefore no longer council controlled trading organisations;**
- b. **The companies have realised almost all assets and are in the process of returning capital to Council;**
- c. **There is a cost benefit to not having to comply with the provisions set out in Part 5 of the LGA;**
- d. **When the asset realisation process is completed the companies will have no further activities to undertake. Strada Corporation Limited's only asset will be a balance of \$625,000 receivable from Waikato Quarries Limited. Strada Corporation Limited will have no liabilities other than contingent liabilities as guarantor under the Quarry Sale Agreement between Waikato Quarries Limited and Fulton Hogan Limited.**

Civic Financial Services Limited Annual General Meeting (S&F1905/10)

THAT Council supports the reduction of directors on the Civic Financial Services Limited's Board from six to five as proposed in the special resolution below:

Special Resolution to Reduce the Maximum Number of Directors of the Board:

That the Company reduce the maximum number of directors from six to five pursuant to clause 15.1.2 of the Company's constitution, with effect from 1 July 2019.

Replacement of Raglan Museum Air-Conditioning Units (S&F1905/11)

THAT Council approves:

- a. the funding to replace the three air-conditioning units at the Raglan i-SITE and Museum with the added protection of a salt resisting coating, at an estimated cost of \$10,000 plus GST (Option 2 in the staff report; Item 7.1 in the Strategy & Finance Committee Agenda); and
- b. that the replacement costs be funded from the Properties Replacement Reserve.

3. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 May 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Infrastructure Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendations from the Infrastructure Committee meeting of 28 May 2019, as set out below.

The Infrastructure Committee Agenda and Unconfirmed Minutes from its meeting of Tuesday, 28 May 2019 can be found on the Council website:

<https://www.waikatodistrict.govt.nz/your-council/council-committees-boards/council-committees/infrastructure-committee>

2. RECOMMENDATION FROM THE INFRASTRUCTURE COMMITTEE

Declaration of Reserve Land as Road – Greenslade Road, Raglan (INF1905/04)

THAT Council approves:

- a. classifying all the land described in the **FIRST SCHEDULE** as **Local Purpose (Access Way) Reserve**;
- b. declaring all the land described in the **SECOND SCHEDULE** as road;

AND FURTHER THAT the Chief Executive be delegated authority to execute all relevant documents necessary to give effect to the resolution.

FIRST SCHEDULE

All the land firstly described as being Part Deeds Plan 589 of 1391 square meters comprised in Record of Title SAI2D/693; delineated in **YELLOW** on Appendix 1 labelled as “Access Way 2” in the staff report (Item 5.7, Infrastructure Committee Agenda).

All the land secondly described as being Part Deeds Plan 589 of 1131 square meters; delineated in **YELLOW** on Appendix 1 labelled as “Access Way 3” in the staff report (Item 5.7, Infrastructure Committee Agenda).

SECOND SCHEDULE

All the land firstly described as being LOT 1 on DPS 82344 of 993 square meters comprised in Record of Title SA65B/21; delineated in **BLUE** on Appendix 2 labelled as “Access Way 1” in the staff report (Item 5.7, Infrastructure Committee Agenda).

All the land secondly described as being Part Deeds Plan 589 of 1391 square meters comprised in Record of Title SAI2D/693; delineated in **BLUE** on Appendix 2 labelled as “Access Way 2” in the staff report (Item 5.7, Infrastructure Committee Agenda).

All the land thirdly described as being Part Deeds Plan 589 of 1131 square meters; delineated in **BLUE** on Appendix 2 labelled as “Access Way 3” in the staff report (Item 5.7, Infrastructure Committee Agenda).

All the land thirdly described as being Part Deeds Plan 589 of 3364 square meters; delineated in **BLUE** on Appendix 2 labelled as “Access Way 4” in the staff report (Item 5.7, Infrastructure Committee Agenda).

Right of Way over Plantation Reserve – Bay View Road, Raglan (INF1905/05)

THAT Council:

- a. grants a right of way over the land described in the **FIRST SCHEDULE** in favour of the land described in the **SECOND SCHEDULE**; and;
- b. requires that costs resulting from giving effect to this resolution are borne by the applicant, and that all future maintenance costs for the **Right of Way** are borne by the owner of the land described in the **SECOND SCHEDULE**.

AND THAT the Chief Executive be delegated to execute all relevant documents necessary to give effect to the resolution.

FIRST SCHEDULE (‘the reserve land’)

All the land legally described as being Part Lot 1 on Deeds Plan 982 comprised in Record of Title SA522/31; delineated in **YELLOW** on Appendix 1 labelled as “The Reserve Land” in the staff report (Item 5.8, Infrastructure Committee Agenda).

SECOND SCHEDULE ('the applicant's land')

All the land legally described as being LOT 2 on DPS 22447 comprised in Record of Title SA21A/657; delineated in BLUE on Appendix I labelled as "The Applicant's Land" in the staff report (Item 5.8, Infrastructure Committee Agenda).

WEL Easement Agreement – Te Kauwhata Road Recreational Reserve (INF1905/06)

THAT Council approves granting the proposed easement over the land described in the schedule in accordance with the terms established in the easement agreement (Appendix I of the staff report, Item 5.9 in the Infrastructure Committee Agenda);

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

SCHEDULE

All the land legally described as being Section 1 on Survey Office Plan 305346 comprised in Record of Title 63735.

3. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 May 2019
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1303
Report Title	Receipt of Minutes – Waters Governance Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Waters Governance Board meeting held on Tuesday 7 May 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Waters Governance Board meeting held on Tuesday 7 May 2019 be received.

3. ATTACHMENTS

WGB Minutes – 7 May 2019

MINUTES of a meeting of the Waters Governance Board Meeting of the Waikato District Council held in the Te Piringa Board Room, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 7 MAY 2019** commencing at **4.07pm**.

Present:

Ms R Schaafhausen (Chair) *[from 4.17pm]*
Mr D Wright *[via telephone until 4.44pm]*
Mr G Dibley
Mr GJ Ion (Chief Executive, Waikato District Council)
Ms J Colliar (Intern) *[from 4.17]*

Attending:

Mr I Cathcart (General Manager Service Delivery)
Ms A Diaz (Chief Financial Officer)
Ms C Nutt (Project Manager)
Mr K Pavlovich (Waters Manager)
Mrs C Pidduck (Legal Counsel)
Mrs W Wright (Committee Secretary)

Mr M Stanton (Consultant, Stanton Reid)
Mr A Reid (Consultant, Stanton Reid)

Mr Dibley assumed the Chair.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Ion/Mr Dibley)

THAT an apology for lateness be received from Ms Schaafhausen and Ms Colliar.

CARRIED

WGB1905/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Ion/Mr Dibley)

THAT the agenda for a meeting of the Waters Governance Board Meeting held on Tuesday 7 May 2019 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;

CARRIED

WGB1905/02

DISCLOSURES OF INTEREST

It is noted that Mr Dibley is a Board Member of Water New Zealand.

It is noted that Ms Schaafhausen is the Chair of the Freshwater Iwi Leaders Group.

It is noted that Mr Wright is the Chair of Wellington Water Limited and also a director of Waimea Water Ltd.

CONFIRMATION OF MINUTES

Resolved: (Mr Ion/Mr Dibley)

THAT the minutes of a meeting of the Waters Governance Board Meeting held on Tuesday 24 April 2019 be confirmed as a true and correct record of that meeting subject to the following amendment to Agenda Item 5.1 [Delegations] from:

Delegations

Agenda Item 5.1

Action: A workplan on how to execute the delegations will be developed and brought back to the 7th May Board meeting for discussion.

to read:

Action: A workplan on how to execute the delegations will be developed and brought back to a subsequent Board meeting for discussion.

CARRIED on the voices

WGB1905/03

EXCLUSION OF THE PUBLIC

Agenda Item 5

Resolved: (Mr Ion/Mr Dibley)

THAT the report from the Chief Executive be received;

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

- i. Confirmation of Minutes dated Tuesday 24 April 2019**

REPORTS

- a. Pricing Methodology for the Operational Phase of the Watercare Contract**

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

Section 48(1)(3)(d)

b. Update on the Contract Negotiations

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

Section 48(1)(3)(d)

AND FURTHER THAT Mr Reid and Mr Stanton be permitted to remain in the meeting to assist the Board with its discussions on Item PEX 2.1 – Pricing Methodology for the Operational Phase of the Watercare Contract.

CARRIED on the voices

WGB1905/04

Resolutions WGB1905/05 – WGB1905/08 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 6.17pm.

Minutes approved and confirmed this day of 2019.

Rukumoana Schaafhausen
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	16 May 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes – Onewhero-Tuakau Community Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 6 May 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 6 May 2019 be received.

3. ATTACHMENTS

OTCB Minutes – 6 May 2019

Minutes of a meeting of the Onewhero-Tuakau Community Board held in the Board Room, Tuakau Memorial Hall, George Street, Tuakau on **MONDAY 6 MAY 2019** commencing at **7.00pm**.

Present:

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

Attending:

Cr S Henderson
Mrs S O’Gorman (General Manager Customer Support)
Mrs L Wainwright (Committee Secretary)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Cameron/Mr Petersen)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 6 May 2019 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. 5.2 – Police Update.**

CARRIED on the voices

OTCBI905/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mrs Watson/Mr Jackson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 April 2019 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

OTCBI905/02

REPORTS

Public Forum

Agenda Item 5.1

The report was received [*OTCBI905/02 refers*] and discussions were held on the permit requirements for the Children's Day event at Lightbody Reserve, Tuakau.

NZ Police Update

Agenda Item 5.2

This item was withdrawn from the agenda. Sergeant Kirker attended the workshop prior to the meeting and addressed the Board on:

- The reduction of crime in Tuakau;
- A 24 hour liquor ban in the CBD and parks in Tuakau to assist the Police with enforcement.

Discretionary Fund Report to 18 April 2019
Agenda Item 5.3

The report was received [*OTCBI905/02 refers*] and general discussion was held.

Resolved: (Cr Church/Mrs Watson)

THAT the Onewhero-Tuakau Community Board:

- **increase the contribution to the placemaking project to \$7,000.00; and**
- **approve the reimbursement of \$4,506.05 (including GST) to Jackson Property Group for the erection and lighting of the carved poles and “Welcome to Tuakau” sign at the northern entrance of George Street, Tuakau.**

CARRIED on the voices

OTCBI905/03

Onewhero-Tuakau Community Board – Projects – Issues – Activities and Actions, May 2019
Agenda Item 5.4

The report was received [*OTCBI905/02 refers*] and discussion was held on the following items:

- Tuakau street lighting – Mr Reeve would contact Council direct with the locations of the non functioning street lights;
- Park Ave, Tuakau – no consultation had been held with the public on the closure of the road;
- Liquor ban in Tuakau. The General Manager Customer Support would follow up on the bylaw process to assist with the request by the NZ Police;
- Public toilets in Tuakau – power access in the new toilet block is required for CCTV cameras; and
- Tuakau Memorial Town Hall and Supper Room – usage statistics would be supplied to the Board.

Waikato District Council Executive Update
Agenda Item 5.5

The General Manager Customer Support had no items for discussion.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 May 2019
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 1 May 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 1 May 2019 be received.

3. ATTACHMENTS

TKCC Minutes – 1 May 2019

MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 1 MAY 2019** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Mrs C Berney (Secretary)
Mr J Cunningham [from 7.46pm]
Mr K Dawson
Mr D Hardwick
Mr B Weaver

Attending:

Mr V Ramduny (Strategic Projects Manager)
Mr S Toka (Council Iwi Advisor)

Mr A Kavallaris (NZTA Project Manager)
Mr I Fletcher (Downer NZ Project Director)
Mr S Brandon (NZTA)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr B Weaver, Mr K Dawson)

THAT an apology be received from Cr Sedgwick, Mr Hinton and Mr C Howells;
AND THAT an apology for lateness be received from Mr Cunningham.

CARRIED on the voices

TKCCI 905/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr K Dawson, Mr D Hardwick)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 1 May 2019 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

TKCCI 905/02

DISCLOSURES OF INTEREST

Mr Keith Dawson advised members of the Board that he would declare a financial conflict of interest in Agenda Item 6.2 Works and Issues Report [*Point 3 - Te Kauwhata walkway at the end of Blunt Road*].

CONFIRMATION OF MINUTES

Resolved: (Mr K Dawson, Mr D Hardwick)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 6 March 2019 be confirmed as a true and correct record.

CARRIED on the voices

TKCCI905/03

SPEAKER

Alexios Kavallaris and Iain Fletcher (from NZTA) updated the Committee on the following items:

- Progress on the Longswamp roadworks.
- Opening 1st November 2019 at present.

REPORTS

Iwi & Community Partnership Manager
Agenda Item 6.1

Mr Toka introduced himself and spoke briefly on his role in Council.

Te Kauwhata Works & Issues Report: May 2019
Agenda Item 6.2

Mr Dawson declared a financial Conflict of Interest in *Point 3 (Te Kauwhata walkway at the end of Blunt Road)*. He did not partake in discussion of this item.

The report was received [*TKCCI905/02 refers*] and discussion was held.

Councillor's Report
Agenda Item 6.3

Cr Sedgwick sent in an emailed report:

- From 1st of July Watercare are taking over the water services for WDC.
- No changes to WDC representation.
- A big number of submissions have been received to the District Plan. Hearing at the end of August pending information to come in from WRC.

- Elections are coming up in October.
- Discussion around the Travers Roadworks.

Discretionary Fund Report to 17 April 2019

Agenda Item 6.4

The report was received [TKCC1905/02 refers] and discussion was held.

Chairperson's Report

Agenda Item 6.5

The chair gave an overview on the following items:

- *ANZAC Services were well supported by the local community.*
- *Discussion around conflicts of interest declarations.*
- *Discussion around the branding of Te Kauwhata*

There being no further business the meeting was declared closed at 9.02pm.

Minutes approved and confirmed this day of 2019.

Ms T Grace
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	28 May 2019
Prepared by	Alison Diaz Chief Financial Officer
Chief Executive Approved	Y
Reference #	GOV1318 / 2255977
Report Title	Adoption of the Annual Plan 2019/20 including fees and charges amendments

I. EXECUTIVE SUMMARY

There have been no significant or material changes from year two of the Long Term Plan (“LTP”). Therefore, Council has exercised legislative provisions and undertaken targeted consultation rather than broad formal consultation on the Annual Plan 2019/20.

Council has engaged with communities on the following proposed changes in their area; Raglan food waste collection, Matangi Hall maintenance cost increases, and the funding of new community facilities in both Port Waikato and Whatawhata. The financial impacts of those processes have been factored in to the Annual Plan.

Whilst Council is not required to produce an annual plan consultation document, an Annual Plan for 2019/20 must be adopted in accordance with the Local Government Act (2002). Approval is also being sought for minor adjustments applied to the LTP fees and charges document.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Waikato District Council adopts the Annual Plan 2019/20 in accordance with Section 95 of the Local Government Act 2002;

AND FURTHER THAT the Waikato District Council approves the minor amendments to the Long Term Plan fees and charges document as attached in Appendix I.

3. BACKGROUND

The Local Government Act 2002 (“LGA”) enables councils to design decision-making and engagement processes that are efficient, effective, and appropriate to a range of different circumstances and community interests, hence avoiding ‘community consultation fatigue’.

With regards to the annual plan specifically, the LGA stipulates that a local authority must prepare and adopt an annual plan for each financial year. However, a local authority does not need to prepare a consultation document for the annual plan if there are no significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.

Council were advised in December that there were no significant or material changes to year 2 of the LTP. Rather than producing an Annual Plan consultation document, Councillors and staff have instead focused on communicating with those communities where proposed services would result in a change to the rates they pay.

As part of the LTP process, Council adopted a set of fees and charges for the period 1 July 2018 to 30 June 2021. Staff have continued to monitor the ease of use of the document for customers, and are suggesting changes for improved clarity. The staff chargeout section of the document has also been updated to reflect new positions in councils organisational structure.

4. DISCUSSION AND OPTIONS

4.1 DISCUSSION

ANNUAL PLAN

A financial overview of the updates made to year two (Annual Plan 2019/2020) of the LTP was presented to a councillor workshop in December 2018. Staff have continued to incorporate known changes into the financial modelling, ensuring that the combined impact of those changes did not breach the thresholds within Council’s Significance and Engagement Policy.

Adjustments from year 2 of the LTP are outlined below:

- A refresh of the forecast result for the current year and opening reserve balances,
- Additional depreciation and amortisation expense of \$689,000,
- Incorporation of elected member remuneration changes expected for 2019/20 of approximately \$500,000,
- Salary and related adjustments to support recent market movements and a new organisational structure. Note that these changes resulted in additional budget of approximately \$4 million and will be managed over a number of years via a separate deficit reserve and the capture of future cost efficiencies,
- Increase in income associated with new positions of \$278,000,

- Additional election contract costs due to the removal of the District Health Board from the process of \$40,000,
- A reduction in external interest costs of \$736,000,
- Allowance for Riskpool call of \$80,000,
- Library service extension with Auckland Council of \$90,000,
- Passenger rail associated costs at Huntly of \$38,000,
- Match funding obligation for the Lake Rotokauri project of \$93,000,
- Reinstatement of Eco-enhancement budgets which were mistakenly omitted from the original LTP,
- Regional initiatives and futureproof budget increase of \$40,000.

The total expense movement between the Annual Plan and the second year of the LTP is \$2.61 million, with income movement of \$742,000. A deficit of approximately \$1.9 million.

Rather than increasing the general or targeted rates, this deficit position has been funded by allocations from the following reserves:

- Gearing for Growth and Greatness (for all organisational structure change costs net of specified efficiencies),
- Non-structure plan growth reserve (to fund a portion of the investment in the Community Growth group), and
- the anticipated 2018/19 balance of General Accounting Reserve Fund.

FEES AND CHARGES

Amendments to the Fees and Charges for 2018-21 are also being proposed. The amendments are minor and relate to:

- Interim fees for Waste Minimisation and Refuse, Wastewater and Stormwater,
- Staff charge out rates,
- Library services, and
- Corporate Mileage Rates.

The proposed amendments:

- Remove rounding,
- Reflect new and disestablished positions,
- Clarify the services that are currently available at our libraries, and
- Remove specific mileage amounts and instead refer to IRDs current rates.

As the changes are not considered significant under the Significant and Engagement Policy, the proposed amendments are not subject to a public consultation process.

4.2 OPTIONS

The Council could choose to adopt the Annual Plan 2019/20 and amend the associated fees and charges document or not.

Any adjustments would require changes to the budget model, documents and further review. An extraordinary meeting of Council would need to be advertised and held prior to 1 July 2019.

5. CONSIDERATION

5.1 FINANCIAL

The Annual Plan establishes the financial direction for the 2019/20 year. The Fees and Charges document supports the detail for revenue streams within the Annual Plan and provides information to customers on the cost of services.

5.2 LEGAL

Council has a statutory obligation to have an annual plan in accordance with section 95 and schedule 10 of the Local Government Act 2002. A special consultative procedure was not undertaken as the annual plan did not change 'significantly' or 'materially' from the 2018-2028 Long Term Plan.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The annual plan for 2019/20 confirms the work programme contained in Year 2 of the Long Term Plan.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

A review of Council's Significance & Engagement Policy has found that there are no significant triggers to the Policy. There are also no significant or material departures from Year 2 of the Long Term Plan 2018-2028 work programme. Targeted consultation took place where proposed changes to the second year of the LTP would have a direct financial impact for those communities.

6. CONCLUSION

The Annual Plan 2019/20 has been prepared in accordance with the Local Government Act 2002. Council must have an Annual Plan for 2019/20 adopted and in place before 1 July 2019.

7. ATTACHMENTS

- Appendix 1: Proposed amendments to the fees and charges document
- Appendix 2: Annual Plan 2019/20 *to be circulated under separate cover*

APPENDIX I: PROPOSED AMENDMENTS

Library fees (pages 6-7)

The proposed amendments to the Sustainable Communities section is to reflect the services that are offered within our libraries and to avoid confusion.

Corporate mileage (pages 16, 18)

The proposed amendments to the corporate mileage rates is to adjust the rate from 0.75 to 0.76 per kilometre to align with the updated Inland Revenue Department mileage rate.

Charge-out rates for Council Officers and mileage (page 21)

The proposed amendment to the charge-out rates for Council officers and mileage is to change the referenced page number from 45 to pages 43-46 to ensure accuracy.

Interim Fees (pages 37-42)

We currently charge interim fees for properties that connect to a reticulated wastewater or stormwater system or receive a waste minimisation and refuse service following 1 July in any given year.

The purpose of the charge is to reflect actual use of the service being provided.

The proposed amendments to the interim fees are to remove rounding which is a result of simplifying our internal system for implementing this fee.

Staff charge out rates (page 44-45)

The proposed amendments to the staff charge out rates are mainly to reflect new and disestablished positions within Council.



FEES AND CHARGES

1 July 2018 - 30 June 2021

Sustainable Communities

Customer Services

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Requests, searches and enquires			
Printing from internet (per page side)	0.30	0.30	0.30
Electronic communications			
Fax Transaction Fee	3.00	3.00	3.00
Emailing documents (maximum 10 pages)	3.00	3.00	3.00
Photocopying			
Black & white – per page side	0.30	0.30	0.30
Colour – per page side	0.60	0.60	0.60
Photocopy/printing of CV/resume	Up to 5 copies free	Up to 5 copies free	Up to 5 copies free

Library Services

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Books			
4 weeks no renewal	Free of charge	Free of charge	Free of charge
Book renewal after 4 weeks (per book)	2.00	2.00	2.00
Overdue item fees (per day)	0.50	0.50	0.50
Reserve/hold fee	2.00	2.00	2.00
Magazines			
General – two weeks	0.50	0.50	0.50
DVDs			
Adult New Release Library New Release	4.00 first week & .50 per day thereafter	4.00 first week & .50 per day thereafter	4.00 first week & .50 per day thereafter
Junior New Release Library New Release Junior	3.00 first week & .50 per day thereafter	3.00 first week & .50 per day thereafter	3.00 first week & .50 per day thereafter
Adult Recent Release Library Older Release Adult	1.00 first week & .50 per day thereafter	1.00 first week & .50 per day thereafter	1.00 first week & .50 per day thereafter
Junior Recent Release Library Older Release Junior	1.00 first week & .50 per day thereafter	1.00 first week & .50 per day thereafter	1.00 first week & .50 per day thereafter
N.B: overdue item fees apply as per above			
Card fees			
Replacement card	3.00	3.00	3.00
Inter-loan charge	5.00 + charges incurred	5.00 + charges incurred	5.00 + charges incurred
Withdrawn For Sale			
Adult Books	3.00 per book or buy 5 and get one for free	3.00 per book or buy 5 and get one for free	3.00 per book or buy 5 and get one for free

50

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Junior Books	1.50 per book or buy 5 and get one for free	1.50 per book or buy 5 and get one for free	1.50 per book or buy 5 and get one for free
All DVDs	3.00 per DVD or buy 5 and get one for free	3.00 per DVD or buy 5 and get one for free	3.00 per DVD or buy 5 and get one for free
Magazines	.50 per book magazine or buy 5 and get one for free	.50 per book magazine or buy 5 and get one for free	.50 per book magazine or buy 5 and get one for free
Library Membership			
District ratepayers & residents	Free of charge	Free of charge	Free of charge
Out-of-district non-residents and non-ratepayers (per year)	80.00	80.00	80.00
Requests, searches & enquires			
Research enquiry (per hour or part thereof)	70.00	70.00	70.00
Temporary DVD only membership non-residents bond	A bond of \$30 is required and a full refund will be issued at the return of all items and temporary membership card. No refund will be given if the item or temporary card is lost or damaged.		
Laminating			
A5	2.00	2.00	2.00
A4	3.00	3.00	3.00
A3	5.00	5.00	5.00
Damaged/lost items			
Major damage	Full replacement item/cost	Full replacement item/cost	Full replacement item/cost
Minor damage	5.00	5.00	5.00
Lost items	Full replacement item/cost	Full replacement item/cost	Full replacement item/cost

Community Facilities: Cemeteries

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Plot purchase			
All of the Waikato – including maintenance	2,413.00	2,483.00	2,556.00
All of the Waikato's Children's areas including maintenance	838.00	862.00	816.00
RSA plot	Free of charge	Free of charge	Free of charge
Sexton fees			
Interments	1,849.00	1,903.00	1,958.00
Stillborn babies	Free of charge	Free of charge	Free of charge
Ashes			
Plot	359.00	369.00	380.00
Sexton	308.00	317.00	326.00
RSA plot	Free of charge	Free of charge	Free of charge

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Failure to carry a leash in public	100.00	100.00	100.00
Failure to comply with barking dog abatement notice	200.00	200.00	200.00
Allowing dog known to be dangerous to be at large unmuzzled or unleashed	300.00	300.00	300.00
Failure to advise of muzzle and leasing requirements	100.00	100.00	100.00
Releasing dog from custody	750.00	750.00	750.00

Stock control

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Trespass - Impounding Act 1955, section 16			
Any paddock or meadow or grass or stubble			
Fee per - horse, mare, gelding, colt, bull, cow, steer, heifer, calf, ass, mule or deer (per animal per day)	2.00	2.00	2.00
Fee per - ram, ewe, wether or lamb (per animal per day)	0.50	0.50	0.50
Fee per - goat, boar, sow or other pig (per animal per day)	5.00	5.00	5.00
Any land having thereon any growing crop or from which the crop has not been removed, or in any cemetery			
Fee per - horse, mare, gelding, colt, bull, cow, steer, heifer, calf, ass, mule or deer (per animal per day)	5.00	5.00	5.00
Fee per - ram, ewe, wether or lamb (per animal per day)	1.00	1.00	1.00
Fee per - goat, boar, sow or other pig (per animal per day)	10.00	10.00	10.00
Stock call outs			
Corporate mileage per kilometre	0.75	0.75 0.76	-0.75 0.76
Advertising	Actual cost	Actual cost	Actual cost
Repeated impounding (Cow)	31.00	31.00	31.00
Repeated impounding (Bull)	31.00	31.00	31.00
Repeated impounding (Mare)	31.00	31.00	31.00
Repeated impounding (Mule)	31.00	31.00	31.00
Repeated impounding (Pig)	31.00	31.00	31.00
Repeated impounding (Sheep)	31.00	31.00	31.00
Repeated impounding (Deer)	31.00	31.00	31.00
Repeated impounding (Goat)	31.00	31.00	31.00
Other charges - Impounding Act 1955, sections 14 & 15			
Pound fee per animal, per day (stallion, ass, mule or bull over the age of 9 months, mare, gelding, colt, filly or foal, ox, cow, steer, heifer or calf, ram, ewe, wether or lamb, goat, deer, boar, sow or other pig)	19.00	19.00	19.00
Sustenance per animal, per day	14.00	14.00	14.00
Conveyance charge	Actual cost	Actual cost	Actual cost

Building Control

These fees are set in accordance with the Building Act 2004, the Fencing of Swimming Pools Act 1978, the Sale of Liquor Act 1989 and the Amusement Devices Regulations 1978. However through the course of processing building consents there are some exceptions to this and they are outlined as follows:

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
(g) All building work of value from \$150,001 up to \$500,000	1,965.00	2,000.00	2,040.00
(h) All building work of value from \$500,001 up to \$1,000,000	2,335.00	2,380.00	2,430.00
Building consents - Building Act 2004, section 219			
(i) Buildings over \$1,000,000 in value, add \$120 for every \$100,000 over \$1,000,000	2,850.00	2,900.00	2,970.00
(j) Stock underpasses and farm bridges. Includes two building inspections and engineering input into checking of plans, technical advice and inspection of site before and after installation	1,325.00	1,350.00	1,380.00
Accreditation levy - Building Act 2004, sections 215 & 219			
All consents	70.00	75.00	80.00
Scanning and storage of building consents and documents - Building Act 2004, section 219			
All Consents	40.00	50.00	60.00
Development Contribution assessment and administration – Local Government Act 2002			
Actual and reasonable costs for objections to Development Contributions will be payable in accordance with the Local Government Act 2002			
Establishment of DC Development Agreement	Actual and reasonable cost of administration and legal staff time	Actual and reasonable cost of administration and legal staff time	Actual and reasonable cost of administration and legal staff time
Objections (actual costs for commissioner/s Council staff and other support) (deposit)	500.00	510.00	520.00
Code Compliance Certificates - Building Act 2004, sections 95 & 93(2)(b)			
To issue a final Code Compliance Certificate (CCC) in respect of a building consent that has already been issued and interim Code Compliance Certificate	165.00	170.00	175.00
Application for extension of time to apply for a Code Compliance Certificate	145.00	150.00	155.00
Compliance schedules & building warrant of fitness - Building Act 2004, sections 100, 108 & 219			
Issue of a new Compliance Schedule	200.00	205.00	210.00
Annual inspection of buildings with specified systems	200.00	205.00	210.00
Where a building fails its annual compliance audit, a re-inspection fee will apply at standard inspection rates.			
Amendment to Compliance Schedule	85.00	90.00	90.00
Annual receipt of building warrant of fitness (where an inspection did not take place)	85.00	90.00	90.00
Resiting			
Resiting report	125.00	130.00	130.00
Officers' hourly charge out rate (outside the district only)	130.00	135.00	135.00
Mileage per kilometre (outside the district only)	0.75	0.75 0.76	0.75 0.76

Resource management

Planning and planning information

These fees and charges are set by various sections of the Resource Management Act (RMA) 1991, sections of the Local Government Act (LGA) 2002 and sections of the Sale and Supply of Alcohol Act 2012. In addition to the listed fee, charge or lodgement fee, all land use consent applications (except those for outline plans) incur a minimum monitoring charge.

Pre-application charges

The lodgement fee for pre application requests covers the provision of a meeting for up to one hour with a Planner and up to two technical experts (as deemed necessary by the Planner). Any additional time spent on your request is charged at an Officers' hourly charge out rate and includes but is not limited to administration, research, writing and distribution of minutes, and additional meetings.

Voluntary Conservation Covenants

The Council will meet the actual internal legal costs associated with conservation covenant document preparation where the conservation covenant is entered into on a voluntary basis; such costs will be met by the conservation fund.

Section 36 of the Resource Management Act

The charges (set fees, lodgement fees and hourly rates) set out in this booklet are charges which meet the definition of a 'fixed charge' pursuant to Section 36 of the RMA 1991 and are stated inclusive of GST, at the prevailing rate. All 'fixed charges' are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been paid. Documentation or certificates will not be issued until cheques in payment of charges have been cleared. Unless stated as a set fee, all fees are lodgement fees and are subject to additional charges below.

Additional charges

Where a lodgement fee is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge. Additional charges do not apply to set fees. Where the additional charge is less than \$25 the Council will not require the applicant to pay the additional charge.

Additional charges may also be included in the following circumstances:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the application as an additional charge
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including fees incurred if the Council's solicitor is required to be present at any hearing, these fees will be charged in full to the applicant as an additional charge.
- If any commissioner hearing fees and associated costs are incurred in considering and determining a particular application these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each set fee and lodgement fee and additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of consent conditions.

Charge-out rates for Council Officers' and mileage

Council Staff Charge-out rates are set out in this schedule on [pages 43-46](#).

Mileage rates will be charged in accordance with the prevailing Inland revenue Department mileage rates at the time of invoice.

Additional fixed fees

At any time after the receipt of an application and before a decision has been made, the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this booklet.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Requirements for alteration to a designation - Section 181 (3)	1,600.00	1,700.00	1,800.00
Requirements for removal of a designation - Section 182	1,600.00	1,700.00	1,800.00
Applications to determine that a designation should not lapse – sections 184(1)(b) & 2(b)	1,600.00	1,700.00	1,800.00
Requirements for heritage orders	1,600.00	1,700.00	1,800.00
Requirements for the removal of heritage orders	1,600.00	1,700.00	1,800.00
Outline plans – section 176A - Major	1,600.00	1,700.00	1,800.00
Request to Waiver of requirement for outline plan - section 176A (2) - Minor - set fee	400.00	410.00	420.00
Limited Notified and Full Notified Application for Subdivision, Landuse Consent, Designations and Heritage Orders			
Limited Notified Deposit includes 1/2 day Hearing deposit	6,500.00	6,600.00	6,700.00
Notified Deposit includes 1 day Hearing Deposit	10,500.00	10,600.00	10,700.00
For any additional hearing days a further deposit will be required (per 1/2 day, 6,000 per day)	3,500.00	3,600.00	3,700.00
Pre hearing Meetings	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs
Hearing fees will generally be charged at an actual hourly charge out rate and fall under the following criteria:			
For the hearing of any application made under the RMA a charge will be made for the costs of planning staff, technical advisors, solicitors , secretariat and administration.	Actual and reasonable costs plus deposit for each half day of the hearing	Actual and reasonable costs plus deposit for each half day of the hearing	Actual and reasonable costs plus deposit for each half day of the hearing
Hearing by external commissioners	Actual costs to hear and application – to be charged to the applicant	Actual costs to hear and application – to be charged to the applicant	Actual costs to hear and application – to be charged to the applicant
Hearings by Councillors	Fee for each Councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority	Fee for each Councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority	Fee for each Councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority

Waste minimisation and refuse

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Recycling bins and crates			
Tuakau wheelie bin replacement	50.00	50.00	50.00
Replacement/additional recycling crates	18.50	18.50	18.50
Raglan food caddy replacement	8.00	8.00	8.00
Raglan food bin replacement	11.00	11.00	11.00
Refuse prepaid stickers and tags			
Wheelie bin tag	3.00	3.00	3.00
Bag sticker	1.50	1.50	1.50
Roll of 100 wheelie bin tags	287.50	287.50	287.50
Roll of 200 bag stickers	287.50	287.50	287.50
Interim charge Any property that connects to the reticulated wastewater or stormwater network or receives a refuse or recycling service will be required to pay a charge to reflect actual period of use.			
July	110.00	112.97 +13.00	115.94 +16.00
August	100.00	102.70 +03.00	105.40 +06.00
September	90.00	92.43 93.00	94.86 96.00
October	80.00	82.16 82.00	84.32 84.00
November	70.00	71.89 72.00	73.78 74.00
December	60.00	71.89 62.00	63.24 64.00
January	50.00	61.62 51.00	52.70 53.00
February	40.00	41.08 41.00	42.16 42.00
March	30.00	30.81 31.00	31.62 32.00
April	20.00	20.54 21.00	21.08 22.00
May	10.00	10.27 +0.00	10.54 +0.00

Water supply

Reticulation

Connection fees

A connection fee applies to all water supply schemes where work is required to connect the property to a Council service. All connections must be installed in accordance with the Hamilton City infrastructure Technical Specifications and Waikato Addendum.

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the Council main and is also responsible for the physical work in providing the connection.

All connections must be referred to the Council's Water Team for approval to connect. Non-standard type connections such as industrial and commercial should be referred to the Water Team for an estimate of cost.

All fees are for standard residential urban or rural water supply connections as detailed in the Hamilton City infrastructure Technical Specification and Waikato Addendum. A backflow preventer is mandatory for all new connections and is included in the cost of the connection. Non-standard and commercial connections are charged at cost.

Additional independent dwelling units may require separate water connections, and appropriate connection costs and development contributions will be incurred. For more detail refer to the Council's Development Contributions Policy.
Fees and Charges 2018 - 2021

The district-wide targeted rate has been set across all water supply schemes on a per cubic metre basis.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
District wide	1.89	1.97	2.05

Wastewater

Reticulation

Connection fees

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the Council main and is also responsible for the physical work in providing the connection. It is expected that the client's contractor will complete the connection to the service at the time that site works are carried out and will charge the client directly. The work must be done to the Council's standards, as specified in the Hamilton infrastructure Technical Specification and Waikato Addendum and will be inspected as part of the subdivision or building consent inspection. Additional connections may require development contributions or capital contribution fee

Disconnection fees

When a building is demolished or removed from a serviced site then a disconnection fee shall be payable to the Council for the existing wastewater connection to be capped and the utilities information recorded on the Council's 'as-built' plans.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Connection fee			
In all areas all costs are borne by the property owner and wastewater systems are installed by the property owner's contractors to the Council's standards	At cost	At cost	At cost
Capital Contribution (capital contribution additional to boundary connection costs)			
Rangiriri – for scheme installed in 2008	4,318.00	4,460.00	4,616.00
Taupiri – for scheme installed in 2007	3,886.00	4,014.00	4,154.00
Meremere	1,306.00	1,349.00	1,396.00
Pokeno	31,258.00	32,290.00	33,420.00
Tauwhare Pa	7,791.00	8,048.00	8,330.00
Te Ohaki Road	3,218.00	3,324.00	3,440.00
Whaanga Coast	36,980.00	38,200.00	39,537.00
Disconnection fee			
House removal or demolition	334.00	345.00	357.00
Interim Charge			
Any property that connects to the reticulated wastewater or stormwater network or receives a refuse or recycling service will be required to pay a charge to reflect actual period of use.			
July	385.00	397.98 398.00	411.95 412.00
August	350.00	361.80 362.00	374.50 375.00
September	315.00	325.62 325.00	337.05 336.00
October	280.00	289.44 289.00	299.60 299.00
November	245.00	253.26 253.00	262.15 262.00
December	210.00	217.08 217.00	224.70 225.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
January	175.00	180.90 +81.00	187.25 +87.00
February	140.00	144.72 +45.00	149.80 +50.00
March	105.00	108.54 +08.00	112.35 +12.00
April	70.00	72.36 72.00	74.90 75.00
May	35.00	36.18 36.00	37.45 37.00

Disposal

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Individual Trade Waste Agreement			
Wastewater disposal charges in respect of commercial organisations that require substantial quantities of discharge into the wastewater reticulation system will be determined by the Council on a case by case basis	Case by case basis	Case by case basis	Case by case basis

Trade waste

Any non-domestic users that discharge into the Wastewater reticulation system will need to obtain a trade waste consent from the Council and may be charged a fair share of the costs. Any 'permitted' and 'conditional' consents relate to the types of trade waste that these businesses produce.

Charges for trade waste administration fees align with the shared services arrangement with Hamilton City and Waipa District Council. The uniform annual charge per trade waste consent for Tuakau and Pokeno reflects our agreement with Watercare.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Disposal of septic tank cleanings			
Huntly wastewater septage facility disposal volume \$ per m3	70.00	72.00	74.00
Application Fees			
Permitted/Controlled Discharge (including final inspection)	195.50	201.95	209.02
Conditional Consent (covering 5 hours work including final inspection)	362.50	374.46	387.57
Hourly rate for applications	103.00	106.40	110.12
Temporary Discharge (including final inspection)	195.50	201.95	209.02
Renewal Fee for Trade Waste Consents	96.00	99.17	102.64
Variation/Change of Details Request	52.00	53.72	55.60
Site Inspection Fees			
Permitted/Controlled Discharge - final inspection (approval to discharge) - additional inspection	138.00	142.55	147.54
Conditional Consent - final inspection (approval to discharge) - additional inspection	218.50	225.71	233.61
Temporary discharge - final inspection (approval to discharge) - additional inspection	218.50	225.71	233.61
Site Inspection - Non-compliance	218.50	225.71	233.61
Annual Charges			
Permitted/controlled discharge	195.50	201.95	209.02

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Conditional discharge - Risk Class 3	1,529.50	1,579.97	1,635.27
Conditional discharge - Risk Class 2	874.00	902.84	934.44
Temporary discharge	195.50	201.95	209.02
Discharges to the Tuakau treatment plant	Refer to Watercare	Refer to Watercare	Refer to Watercare
Quantity charge rates for conditional discharge			
Tuakau and Pokeno			
Daily flow volume - \$ per m ³	0.79	0.82	0.85
Suspended solids treatment \$ per kg	1.49	1.54	1.59
Total kjeldahl nitrogen treatment \$ per kg	8.02	8.28	8.57
Chemical oxygen demand (COD) \$ per kg	0.66	0.68	0.71
All other areas			
Daily flow volume \$ per m ³	1.20	1.24	1.28
Suspend solids treatment \$ per kg	0.80	0.83	0.86
Biochemical oxygen demand treatment \$ per kg	0.95	0.98	1.02
Total phosphorus \$ per kg	5.68	5.86	6.07
Total kjeldahl nitrogen treatment \$ per kg	0.92	0.95	0.98

Stormwater

Reticulation

Administration fees

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the Council main and is also responsible for the physical work in providing the connection. A administration fee applies to all stormwater supply schemes where work is required to connect the property to a Council service. All connections must be referred to the Councils Water Team for approval to connect.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
In all areas all costs are borne by the property owner and stormwater systems are installed by the property owner's contractors to the Council's standards.	At cost	At cost	At cost
Administration fee			
Actual costs for commissioner/s Council and other support staff to consider and action application	70.00	72.00	74.00
Interim charge			
Any property that connects to the reticulated wastewater or stormwater network or receives a refuse or recycling service will be required to pay a charge to reflect actual period of use			
July	143.00	146.96 147.00	150.92 151.00
August	130.00	133.60 134.00	137.20 138.00
September	117.00	120.24 120.00	123.48 124.00
October	104.00	106.88 107.00	109.76 110.00
November	91.00	93.52 94.00	96.04 97.00
December	78.00	80.16 80.00	82.32 82.00
January	65.00	66.80 67.00	68.60 69.00

February	52.00	53.44 54.00	54.88 56.00
March	39.00	40.08 40.00	41.16 41.00
April	26.00	26.72 27.00	27.44 28.00
May	13.00	13.36 13.00	13.72 13.00

Request for official or personal information

The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires the Council to make available certain public or personal information which it holds.

The Act also makes provision for the Council to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency then the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources.

If the charges to gather the information requested are likely to be substantial, the Council will advise the applicant of the likely charges before it commences processing the request and will give the applicant the opportunity to decide whether or not to proceed with the request. In such cases the Council may also require that the whole or part of any charge be paid in advance before commencing to process the request.

Charges are made by the Council on the following basis.

1. Any request by a person wishing to view information on any files held by Council and requires the presence of an officer during the viewing will incur a charge at the Officers' hourly rate for the first half hour and the Officers' hourly rate for each half hour thereafter.
2. The first half hour spent in processing the LGOIMA application will be free of charge but a charge of \$38.00 will be made for each half hour or part thereof in excess of that half hour.
3. All other charges incurred will be at actual cost involved. The cost includes:
 - producing a document by the use of a computer or other like equipment;
 - reproducing a film, video or audio recording;
 - arranging for the applicant to hear or view an audio or visual recording;
 - providing a copy of any map, plan or other document larger than A4 size.
4. If the time taken to process the information and/or the number of copies supplied is only a small margin over the 'free' allowance, the Council may use its discretion as to whether any charge should be made.
5. Where repeated requests are made by the same applicant in respect of a common subject the Council will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to half an hour of free time and 20 free standard A4 photocopies.
6. The Council is not permitted to charge for:
 - locating and retrieving information which is not where it ought to be;
 - time spent deciding whether or not access should be allowed, and in what form.
7. A deposit will be required where the charge is likely to exceed \$90.00 or where some assurance of payment is required to avoid waste of resources.
8. A record will be kept of any costs incurred. Wherever a liability to pay is incurred the applicant will be notified of the method of calculating the charge and this notification placed on the file.

'Personal' information does not include rating records, resource consents, building consent applications, or any information pertaining to property, which is public information.

Position title	Rates 2018/19 (\$)	Rates 2019/20 (\$)	Rates 2020/21 (\$)
Contract Engineer	145.00	150.00	155.00
Project Manager, Programme Delivery	125.00	130.00	135.00
Project Coordinator, Programme Delivery	105.00	110.00	115.00
Asset Information Officer, Roading	105.00	110.00	115.00
Networks Control Engineer	105.00	110.00	115.00
Surveyor	105.00	110.00	115.00
Surveyors Assistant	90.00	95.00	100.00
SERVICE DELIVERY - PARKS AND FACILITIES			
Parks and Facilities Manager	210.00	215.00	220.00
Asset Management Team Leader, Parks & Facilities	155.00	160.00	165.00
Asset Engineer, Parks & Facilities	155.00	160.00	165.00
Open Spaces Operations Team Leader	150.00	155.00	160.00
Ecological Planner	145.00	150.00	155.00
Reserves Planner	140.00	145.00	150.00
Property Operations Team Leader	130.00	135.00	140.00
Community Leasing Officer	130.00	135.00	140.00
Property Officer	115.00	120.00	125.00
Maintenance and Contracts Officer	110.00	115.00	120.00
Arborist	110.00	115.00	120.00
Asset Information Officer, Parks & Facilities	105.00	110.00	115.00
Technical Support	100.00	105.00	110.00
Property Maintenance Officer	95.00	100.00	105.00
Cemetery Officer	85.00	90.00	95.00
Gardener	70.00	75.00	80.00
CUSTOMER SUPPORT			
Consents Manager	205.00	210.00	215.00
Building Quality Manager	185.00	190.00	195.00
Regulatory Manager	185.00	190.00	195.00
Development Engineer Team Leader	185.00	190.00	195.00
Principal Planner	185.00	190.00	195.00
Consents Team Leader	185.00	190.00	195.00
Consents - Technical Team Leader	+85.00	+90.00	+95.00
Customer Delivery Manager	170.00	175.00	180.00
Senior Planner	170.00	175.00	180.00
Senior Land Development Engineer	170.00	175.00	180.00
Environmental Health Team Leader	160.00	165.00	170.00
Monitoring Team Leader	160.00	165.00	170.00
Animal Control Team Leader	160.00	165.00	170.00
Intermediate Land Development Engineer	155.00	160.00	165.00
Intermediate Planner	155.00	160.00	165.00
Planning & Engineering Officer - Senior	155.00	160.00	165.00
Contaminated Land Specialist	150.00	155.00	160.00
Planning & Engineering Officer	145.00	150.00	155.00
Technical Planner	145.00	150.00	155.00
Planner	145.00	150.00	155.00
Land Development Engineer	145.00	150.00	155.00

Position title	Rates 2018/19 (\$)	Rates 2019/20 (\$)	Rates 2020/21 (\$)
Development Contributions Coordinator	155.00	160.00	165.00
Development Contributions Assessment Officer	145.00	150.00	155.00
Environmental Health Officer	135.00	140.00	145.00
Monitoring Officer	125.00	130.00	135.00
Building Inspector	125.00	130.00	135.00
Building Review Officer	125.00	130.00	135.00
Consents - Admin Team Leader	115.00	125.00 +20.00	130.00 +25.00
Customer Delivery Team Leader	115.00	120.00	125.00
Animal Control Officer	100.00	105.00	110.00
Animal Control Engagement & Education Officer	100.00	105.00	110.00
Regulatory Administrator	100.00	105.00	110.00
Building Administrator	100.00	105.00	110.00
Senior Consents Administrator	N/A	115.00	120.00
Consents Administrator	100.00	105.00	110.00
Building Enforcement Officer	100.00	105.00	110.00
Monitoring Enforcement Officer	100.00	105.00	110.00
Property Information Officer	100.00	105.00	110.00
LIM Officer	100.00	105.00	110.00
Parking Enforcement Officer	100.00	105.00	110.00
Library Coordinator	95.00	100.00	105.00
Customer Delivery Officer	90.00	90.00	90.00
STRATEGY AND SUPPORT			
Planning & Strategy Manager	215.00	220.00	225.00
Legal Counsel	200.00	205.00	210.00
Chief Information Officer	200.00	205.00	210.00
Finance Manager	200.00	205.00	210.00
Organization Planning and Project Support Manager	190.00	195.00	200.00
Procurement Manager	190.00	195.00	200.00
Economic Development Manager	185.00	190.00	195.00
Team Leader, IT Support	180.00	185.00	190.00
Strategic Planner & Resource Management Team Leader	165.00	170.00	175.00
Iwi & Community Partnership Manager	160.00	165.00	170.00
Corporate Planner	160.00	165.00	170.00
Accountant	160.00	165.00	170.00
Senior Solicitor	150.00	155.00	160.00
Strategic Planner	145.00	150.00	155.00
Project Management Advisor	145.00	150.00	155.00
Senior Policy Planner	145.00	150.00	155.00
Senior Environmental Planner	145.00	150.00	155.00
Legal Officer	145.00	150.00	155.00
Business Analyst	140.00	145.00	150.00
IT Support	140.00	145.00	150.00
GIS Officer	140.00	145.00	150.00
Policy Planner	130.00	135.00	140.00
Records Information Team Leader	125.00	130.00	135.00
Quality Management Coordinator	125.00	130.00	135.00

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 May 2019
Prepared by	Colin Bailey Rates Team Leader
Chief Executive Approved	Y
Reference #	GOV1318/ 2255081
Report Title	Rates Resolution 2019/20 financial year

I. EXECUTIVE SUMMARY

Council is required to set rates in accordance with the Local Government (Rating) Act 2002. Council also needs to set the due dates for payment of rates and authorise the addition of penalties to unpaid rates.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Waikato District Council hereby resolves that the rates set out in the table below be set under the Local Government (Rating) Act 2002 (“the Act”) for the financial year commencing on 1 July 2019 and ending on 30 June 2020;

Source	Category	Funding	Basis of Rating	AP 2019/20 \$
General Rate	All rateable land in the district	Work program as highlighted in the long term plan including Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liason, Libraries, Parks and Reserves, Resource Management, Roding, Solid Waste management, Stormwater, Wasterwater and Water Supply	Uniform rate in the dollar of capital value	0.0021610
Uniform annual general charge (UAGC)		People related activities including but not limited to libraries, parks and reserves, public cemeteries, public swimming pools, public toilets, community centres, community liaison, grants and donations, safer communities, animal control, civil defence and safety, building control, environmental health, resource management planning, environmental consents planning, area offices and democracy/ local government.	Fixed amount per rating unit	370.23
Targeted community facilities rates (apply to all rating units within each ward catchment area).	Huntly Community Facilities (urban catchment)	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	42.00
	Ngaruawahia Community Facilities			25.00
	Raglan Community Facilities			25.00
Huntly pool rural	Based on location of rating unit in catchment area	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	16.00
Tamahere Recreation Reserve	Based on location of rating unit within the Tamahere Ward	Covers the cost of loan interest and additional operational costs for the above average level of service of the Tamahere Recreation Reserve	Fixed amount per separately used or inhabited part of a rating unit	38.00

Source	Category	Funding	Basis of Rating	AP 2019/20 \$
	Te Kohanga		Uniform rate in the dollar of land value	0.000026
	Aka Aka			35.00
	Eureka			35.00
	Glen Murray			50.00
	Gordonton			26.00
	Horsham Downs			35.00
	Karioitahi			28.74
	Mangatangi			30.00
	Mangatawhiri			58.50
	Maramarua			24.00
	Matangi			30.00
	Meremere			24.00
	Naike			40.89
	Ohinewai			24.00
	Opuatia			32.00
	Orini	Covers the cost of maintenance and operation of halls, other facilities and community centres	Fixed amount per separately used or inhabited part of a rating unit	26.00
	Otaua			50.00
	Pokeno			23.00
	Port Waikato			125.00
	Pukekawa			40.00
	Puketaha			38.00
	Ruawaro			29.00
	Tamahere			70.00
	Taupiri			24.00
	Tauwhare			30.00
	Te Akau/Waingaro			32.00
	Te Hoe			30.00
	Te Kowhai			50.00
	Te Mata			24.00
	Tuakau			46.13
	Whangarata			46.00
	Waikaretu			50.00
	Whitikahu			53.00

Source	Category	Funding	Basis of Rating	AP 2019/20 \$
Tuakau refuse and recycling collection	Rating units within serviced areas	Covers the cost of refuse and recycling collection where the service is provided.	Fixed amount per wheelie bin.	212.00
Glen Murray refuse and recycling collection	Rating units within serviced areas		Fixed amount per separately used or inhabited part of a rating unit	58.99
Raglan recycling collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	122.50
Te Mata/Te Uku recycling collection points	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	44.36
District wide refuse and recycling collection	Residential rating units within serviced areas. (Eureka, Glen Afton/Pukemiro, Gordonton and surrounds, Horotiu, Horsham Downs, Huntly and surrounds, Meremere, Ngaruawahia and surrounds, Port Waikato and surrounds, Pukekawa, Rangiriri and surrounds, Rotokauri, Tamahere and surrounds, Taupiri and surrounds, Te Kauwhata and surrounds, Te Kowhai, Whatawhata)		Fixed amount per separately used or inhabited part of a rating unit	212.00

Source	Category	Funding	Basis of Rating	AP 2019/20 \$
Water Supply - Non metered	Non metered rating units in serviced areas		Fixed amount per rating unit	239.89
Water Supply - Metered	Metered rating units in serviced areas	District wide water activities as per the annual plan	Fixed amount per separately used or inhabited part of a rating unit	239.89
			Charge Per cubic metre of water consumed (as measured by meter).	1.97
Wastewater	Residential - connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit	1,041.71
	Residential - available (not connected but within 30 metres of a public wastewater drain - to which it is capable of effectively being connected)		Fixed amount per rating unit	520.86
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,041.71
	Non residential/commercial - Non rateable (Organisations classified by the Act as fully non-rateable or organisations that are non-profitable as determined by the Council) - connected		Additional fixed amount per pan for the third and any subsequent pans.	104.17
	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,041.71
	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected		Additional fixed amount per pan for the third and any subsequent pans.	208.34
	Non residential/commercial - Commercial - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,041.71
	Non residential/commercial - Commercial - Connected		Additional fixed amount per pan for the third and any subsequent pans.	520.86

Source	Category	Funding	Basis of Rating	AP 2019/20 \$
Urban Stormwater	Rating units within the stormwater catchment areas for which the service is available (Horotiu, Huntly, Matangi, Meremere, Ngaruawahia, Pokeno, Port Waikato, Raglan, Taupiri, Te Kauwhata and Tuakau).	District wide stormwater activity as per the annual plan	Fixed amount per rating unit	170.63
Tamahere rural stormwater	Rating units within the Tamahere stormwater catchment area.	Tamahere rural stormwater activities	Fixed amount per rating unit	29.11
Tamahere land drainage	Rating units within the Tamahere land drainage catchment area.	Land drainage activities.	Amount per hectare of land area	6.59
Community Boards	Huntly ward	Direct costs of operating all the community boards within the district	Fixed amount per rating unit	22.02
	Ngaruawahia ward			22.02
	Onewhero-Tuakau ward			22.02
	Raglan ward			22.02
	Taupiri ward			22.02
Pokeno Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,760.70
Te Ohaki Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	340.86
Te Ohaki Capital Wastewater Scheme	Connected Marae in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	5,409.42
Tauwhare Pa Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	490.90
Whaanga Coast Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	1,809.40

AND FURTHER THAT the Waikato District Council resolves that rates for the 2019/20 year (excluding water by meter rates) shall be due in three equal instalments as follows:

First Instalment 23 September 2019
Second Instalment 23 January 2020
Third Instalment 25 May 2020

AND FURTHER THAT the Waikato District Council resolves that water by meter rates shall be invoiced separately and payable in two instalments each year. For the 2019/20 financial year, the meter reading dates and the payment due dates of instalments for each area are:

Area	Reading Date 1	Payment Due Date 1	Reading Date 2	Payment Due Date 2
Ngaruawahia	July 2019	06 September 2019	January 2020	06 March 2020
Taupiri	July 2019	06 September 2019	January 2020	06 March 2020
Horotiu	July 2019	06 September 2019	January 2020	06 March 2020
Huntly	August 2019	04 October 2019	February 2020	03 April 2020
North Waikato	September 2019	08 November 2019	March 2020	08 May 2020
Port Waikato	September 2019	08 November 2019	March 2020	08 May 2020
Onewhero	September 2019	08 November 2019	March 2020	08 May 2020
Tuakau	September 2019	08 November 2019	March 2020	08 May 2020
Pokeno	September 2019	08 November 2019	March 2020	08 May 2020
Southern Districts	October 2019	06 December 2019	April 2020	05 June 2020
Western Districts	October 2019	06 December 2019	April 2020	05 June 2020
Raglan	November 2019	03 January 2020	May 2020	03 July 2020
Te Akau	November 2019	03 January 2020	May 2020	03 July 2020

AND FURTHER THAT the Waikato District Council authorises the following penalty regime on unpaid rates (including water by meter rates):

- i) A penalty of 10% on so much of any rates instalment that has been assessed after 1 July 2019 and which is unpaid after the due date for payment, to be applied on the penalty dates as follows:**

First instalment 24 September 2019
Second instalment 24 January 2020
Third instalment 26 May 2020

- ii) A penalty of 10% on so much of any water by meter instalment that has been assessed after 1 July 2019 and which is unpaid after the due date for payment. The penalty dates for the water instalments are as follows:

Area	Penalty date 1	Penalty date 2
Ngaruawahia	09 September 2019	09 March 2020
Taupiri	09 September 2019	09 March 2020
Horotiu	09 September 2019	09 March 2020
Huntly	07 October 2019	06 April 2020
North Waikato	11 November 2019	11 May 2020
Port Waikato	11 November 2019	11 May 2020
Onewhero	11 November 2019	11 May 2020
Tuakau	11 November 2019	11 May 2020
Pokeno	11 November 2019	11 May 2020
Southern Districts	09 December 2019	08 June 2020
Western Districts	09 December 2019	08 June 2020
Raglan	06 January 2020	06 July 2020
Te Akau	06 January 2020	06 July 2020

- iii) A penalty of 10% on so much of any rates assessed before 30 June 2019 which remain unpaid on 1 July 2019. The penalty date is 1 July 2019.
- iv) A further penalty of 10% on any rates to which a penalty has been added on 1 July 2019 if the rates remain unpaid. The penalty date is 1 January 2020.

AND FURTHER THAT the Waikato District Council sends a copy of the resolution to the secretary of Local Government within 20 working days of these decisions.

3. CONSIDERATION

3.1 FINANCIAL

Adoption of the Rates Resolution provides the ability to assess and collect rates, and authorisation of the addition of penalties allows penalties to be added to amounts of rates that remain unpaid.

3.2 LEGAL

Section 23 of the Local Government (Rating) Act 2002 requires a rates resolution to be adopted.

Section 24 requires that Council set the due dates for payment by resolution.

Sections 57 and 58 authorise the addition of penalties and the type of penalties that may be added to rates that are not paid by the due date.

3.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The financial implications of the rates setting are significant in terms of Council's Significance Policy.

The following external stakeholders were engaged with either through the Long Term Plan consultation process or through targeted consultation during 2018/19:

Planned	In Progress	Complete	
		✓	Internal
		✓	Community Boards/Community Committees
		✓	Waikato-Tainui/Local iwi
		✓	Households
		✓	Business
			Other Please Specify

Open Meeting

To	Waikato District Council
From	Clive Morgan General Manager Community Growth
Date	30 May 2019
Prepared by	Melissa Russo Corporate Planning Team Leader
Chief Executive Approved	Y
Reference #	GOV1301 / 2255869
Report Title	Adoption of the final Waikato Blueprint

I. EXECUTIVE SUMMARY

The purpose of this report is for Council to adopt the Waikato Blueprint.

The draft Waikato Blueprint has been through a phase of public consultation during the month of March. During this consultation, submitters were asked to indicate their top five district wide priorities and their top three priorities for each of the Local Area Blueprints. In total 439 submissions were received.

Following the consultation, results were compiled in a table to clearly indicate the initiatives that received the most support. The open ended comments were also taken into account when assessing whether initiatives were considered high, medium or low priorities. The priorities were discussed at a workshop with the Steering Group, Executive Leadership Team and key staff. This workshop was facilitated by Urbanism+.

The final Waikato Blueprint was presented to Council at a workshop on 29 May 2019. The concerns raised were captured and addressed where possible.

The Waikato Blueprint will be circulated separate to this report.

2. RECOMMENDATION

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

AND THAT the Council adopts the Waikato Blueprint.

3. BACKGROUND

Council allocated funding through the Long Term Plan 2018-28 and initiated the Blueprint project in July 2018. The aim has been to develop a high-level 'spatial picture' of how the district could progress over the next 30 years, address the community's social, economic and environmental needs, and respond to its regional context. From July through November 2018, ten local area Blueprint community workshops were held, followed by district-wide focus group workshops (including cultural, environment, and social workshops) in order to better understand and document the community's aspirations for the District as a whole and its various local areas.

The resulting draft Blueprint document contained hundreds of potential initiatives, grouped under nine key themes (Identity, Nature, Iwi, Communities, Growth, Economy, Transport, Infrastructure and Governance). In addition to a District-wide Blueprint, there are 15 Local Area Blueprints. These documents have been prepared by consultants Urbanism Plus, with review from Council staff.

The table below provides an overview of the process to date, and planned for the future:

The process	Task	Description
August 2018	Local Area Blueprints Community Workshops 1-5	<ol style="list-style-type: none"> 1. Te Kauwhata / Rangiriri 2. Huntly 3. Meremere 4. Pokeno / Mercer 5. Tuakau
October 2018	Local Area Blueprints Community Workshops 6-10	<ol style="list-style-type: none"> 6. Tamahere / Matangi 7. Raglan 8. Te Kowhai / Whatawhata 9. Ngaruawahia / Taupiri / Horotiu 10. Ohinewai
November 2018	Focus Groups District-Wide Workshops	Including: <ul style="list-style-type: none"> ▪ Three Iwi Sessions ▪ NZTA Session ▪ Cultural, Environment, Social Workshop ▪ DIA, Education, Health Sector Workshop ▪ Staff Sessions ▪ Councillor Session
December 2018	Presentations	Urbanism Plus delivered presentations to: <ul style="list-style-type: none"> ▪ Councillors ▪ Joint Community Board meeting ▪ WDC staff
January 2019 / February 2019	Reviewing draft report	Staff provided information, clarification and feedback on the consultants' first-cut list of proposals and provisional prioritisations, as well as on draft Blueprint text.
27 February 2019	S & F meeting	Seeking approval to consult with communities on draft Blueprint Report
8 March 2019 to 8 April 2019	Proposed Feedback Period	Includes drop in sessions and material publicly available
18 April 2019	Workshop	A workshop with the Steering Group, ELT and key staff, facilitated by Urbanism+ to confirm priorities identified through the consultation.

29 May 2019	Council workshop	Revised Blueprint Report presented to Council following consultation
10 June 2019	Council Meeting	Blueprint formally adopted

4. DISCUSSION

4.1 DISCUSSION

The Blueprint document provides a strategic synthesis of the results of an extensive community consultation exercise, which included input from staff, Elected Members, and experts in the fields of urban planning and economic development. Rather than simply presenting a summary of feedback received, the Blueprint groups the ideas and initiatives into nine strategic themes, provides supporting data and illustrative diagrams, and organises potential initiatives into prioritised tables.

The intent is for the Blueprint to inform a range of Council planning and operational processes, including the 2021 Long Term Plan, the District Plan, a review of the existing strategic framework such as the District Development Strategy, and day-to-day decision-making within existing programmes and budgets. For this to occur, it is important to ensure that the Blueprint is an accurate reflection of the community's priorities. A month of public feedback, including asking respondents to rank their top priorities, has provided confidence that this is largely the case.

It is important to note that the Blueprint will need to be implemented over time through funding decisions (such as through the LTP), changes to the regulatory framework (e.g. the District Plan), and incorporation into staff work programmes. Some of the initiatives will take longer than others to implement, and others may prove to be unaffordable or impossible given Council's powers and capabilities. At the same time, having a clear sense of the community's priorities will increase the chances that Council's resources will be directed towards the things that are really important to the community.

Following adoption of the Waikato Blueprint additional Local Area Blueprints are planned to be developed for Newstead/Eureka, Gordonton and Port Waikato. Other areas also may be considered over time.

5. CONSIDERATION

5.1 FINANCIAL

This report has no financial implications, however many of the initiatives included in the Blueprint will require funding through the Long Term Plan 2021-31.

5.2 LEGAL

There are no legal considerations, as the Blueprint will not have any legal weight. The Blueprint process aids in the achievement of the purpose of local government as stated in Section 10 of the Local Government Act 2002, particularly "to enable democratic local decision-making and action by, and on behalf of, communities." With regard to the performance of regulatory functions, the Blueprint could eventually lead to changes to the

District Plan, bylaws, reserve management plans and other documents with regulatory power.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Blueprint itself will be a key part of the Council's Strategic Planning Framework, as represented on page 5 of the draft Blueprint attached. It will influence key strategic documents such as the District Development Strategy and the District Plan, the Long Term Plan, Asset Management Plans, and potential various other policies and bylaws.

It is possible that the Local Area Blueprints may be adopted by some communities as their Community Plan, but discussions regarding this will not occur until the Blueprint is finalised and the implementation phase begins. Part of implementation will include identifying what duplication there may be with existing documents, what documents need to be reviewed, and what documents might no longer be necessary to keep 'alive' through periodic review and continued implementation.

The Joint Management Agreement with Waikato-Tainui (JMA) is not directly affected by the Blueprint, but Section 3.3 of the draft Blueprint is entitled "Iwi" and specifically discusses the relationships between Council and tangata whenua.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Following adoption of the Waikato Blueprint, the methods described in the table below will be used to inform our communities of the outcome and progress.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For the upcoming public feedback period <i>Note: the development of the draft Blueprint incorporated the Involve and Collaborate levels of engagement.</i>	<ul style="list-style-type: none"> - Website material - Facebook posts - Media releases - Office and library displays - Key stakeholders (iwi, Councillors/Community Board and Committees) 				

The following external stakeholders will be engaged with.

Planned	In Progress	Complete	
x			Internal
x			Community Boards/Community Committees
x			Waikato-Tainui/Local iwi
x			Households
			Business

6. CONCLUSION

An extensive process of community engagement and contribution from Elected Members, staff, stakeholders and consultants has led to the creation of a Blueprint document which will provide guidance for Council's future planning and decision-making.

Following adoption of the Blueprint the implementation phase is scheduled to begin at the end of July 2019. Additional Local Area Blueprints are also planned to be developed for Newstead/Eureka, Gordonton and Port Waikato. Other areas also may be considered over time.

7. ATTACHMENTS

The finalised Waikato Blueprint will be circulated under separate cover

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	4 June 2019
Prepared by	Brendan Stringer 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 Council Minutes dated 8 April 2019**
- **Recommendations to Council – Infrastructure Committee – 28 May 2019**
- **Receipt of Minutes - Water Governance Board Meeting – 7 May 2019**

REPORTS

a. Lakeside Development Agreement

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:**

Sections 7(2)(b)(ii)

Section 48(1)(a),(d)

b. Chief Executive's Issues (verbal report)

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:

Sections 7(2)(f),(g),(h),(i),(j)

Section 48(1)(a)(d)

c. Mayoral Issues (verbal report)

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:

Sections 7(2)(f),(g),(h),(i),(j)

Section 48(1)(a)(d)

3. ATTACHMENTS

Nil