

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 29 JUNE 2020** commencing at **9.30am**.

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

## **1. APOLOGIES AND LEAVE OF ABSENCE**

## **2. CONFIRMATION OF STATUS OF AGENDA**

## **3. DISCLOSURES OF INTEREST**

## **4. COMMITTEE RECOMMENDATIONS**

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GJ Ion  
**CHIEF EXECUTIVE**

<b>Chairperson:</b>	His Worship the Mayor
<b>Deputy Chairperson:</b>	Deputy Mayor
<b>Membership:</b>	The Mayor and all Councillors
<b>Meeting frequency:</b>	Six weekly – or as required
<b>Quorum:</b>	Half of the members (including vacancies)

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### **Purpose**

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

### **Terms of Reference**

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
  2. The power to make a bylaw.
  3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
  4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
  5. The power to appoint a Chief Executive.
  6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
  7. The power to adopt a remuneration and employment policy.
  8. The power to approve or amend the Council's Standing Orders.
  9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
  10. The power to appoint and discharge:
    - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
    - b. elected member representatives on external organisations.
  11. The power to establish a joint committee with another local authority or other public body, and appoint elected members as representatives on such committees or bodies.
  12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
  13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
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14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
  - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
  - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
  - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve any funding decisions required for the Watercare Services contract.

To receive six-monthly reports from each Community Board on its activities and projects.

## **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 June 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Strategy & Finance Committee Recommendation

### **I. EXECUTIVE SUMMARY**

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The purpose of this report is to seek the Council's approval of the recommendation from the Strategy & Finance Committee meeting of Wednesday, 10 June 2020, as set out below.

The Strategy & Finance Committee Agenda and Unconfirmed Minutes from its meeting of Wednesday, 10 June 2020 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**

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Development Agreement - 25 Rangimarie Road, Ngaruawahia (S&F2006/08)

**THAT Council approves the draft Development Agreement with J and M Allan in relation to 25 Rangimarie Road, Ngaruawahia (as detailed in Attachment 2, Item 3.3 in the Committee's Public Excluded Agenda).**

### **3. ATTACHMENTS**

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Nil

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## Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	18 June 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Infrastructure Committee Recommendations

### I. EXECUTIVE SUMMARY

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The purpose of this report is to seek the Council's approval of the recommendation from the Infrastructure Committee meeting of Monday, 15 June 2020, as set out below.

The Infrastructure Committee Agenda and Unconfirmed Minutes from its meeting of Monday, 15 June 2020 can be found on the Council website:

<https://waisite.waikatodistrict.govt.nz/our-council/meetings/council-committees/infrastructure-committee>

### 2. RECOMMENDATION FROM THE INFRASTRUCTURE COMMITTEE

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Te Awa Cycleway – Request for Additional Funding (INF2006/06)

**THAT Council approve up to \$854,024 for the Council's contribution to the local share funding of the Te Awa Cycleway project shortfall, such amount is to be funded from a mix of existing roading reserve (84%) and loan funding (16%) as per Option 2 in the staff report (Agenda Item 3.1 in the Committee's Public Excluded Agenda).**

**AND THAT the NZTA subsidy budget be corrected from 45% to 52% Funding Assistance Rate (FAR).**

### 3. ATTACHMENTS

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Nil

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### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	May 2020
<b>Prepared by</b>	Lynn Shirley Zero Harm Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Zero Harm Update

## **1. EXECUTIVE SUMMARY**

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The purpose of this report and its attachment is to provide an update on current health and safety performance. Council recognises that compliance is essential but it aspires to achieve a sustainable zero harm culture, where everyone works safely and goes home safe every day.

Councils' zero harm culture shall be supported by a health and safety management system of policies, standards and procedures that eliminate or effectively manage risk and enable best practice.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

## **3. BACKGROUND**

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### **Safety Leadership**

#### Safety and Wellness Engagement Conversations

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

A total of 413 Safety Engagement Conversations have been recorded in BWare Safety Manager for the period March to May. The Safety Engagement Conversation performance graph has now been updated to include a target for each business unit based on the expectation that each People Leader completes and records two conversations per month.

## Health and Wellbeing

Annual influenza “flu” vaccinations were offered during the period April to June when the vaccinations were made available to our Occupational Health Provider. The offer was taken up by 96 staff and elected members.

## Work Safe, Home Safe Week 2020

In February we held our inaugural Work Safe, Home Safe week. During this week we offered a number of training and information opportunities for our people to participate in. Staff were also asked to complete a Zero Harm Refresher Induction. The following table illustrates the participation in each event

<b>Activity</b>	<b>Number of participants</b>
Zero Harm Refresher Induction	254 (75 % of organisation)
Personal Health Testing	128 (38% of organisation)
CERT Situational Safety Information session	47
NZ Police Serious Crash Unit presentation	52
On Road Driving – New Driver Induction	41
FENZ Motor Vehicle Accident Display (see photo below)	51
FENZ Kitchen Fire Safety Display	34
Fleet Coach Driver Training session	33



## **Disciplined Management Systems**

### Auditing and Verification

Progress is being made on implementing the improvement recommendations from the KPMG H&S Governance Review. Actions are being managed through BWare Safety Manager. The completion dates for some actions have been extended due to the Covid-19 response taking priority for the Zero Harm team.

### Event Management

Three Serious Near Miss (Severity 3) events were recorded in BWare Safety Manager in during February and March. Two of the three events were associated with work being undertaken by other PCBUs. One event was associated with a member of the public. They are summarised in the following table:

Team	Task being undertaken	Associated Critical Risk	Event Description	Comments
Roading – Feb 20	Road repair and maintenance	Working with Energy	WDA cement spreader truck struck an overhead power line, causing power lines to come down and start a small grass fire in the adjacent paddock	ICAM investigation undertaken by WDA/Downers. Report provided to WDC for review and feedback. Feedback provided to PG and report amended following feedback.
Roading – March 20	Travelling for work	On Road Driving	Car in front lost control on exiting roundabout and rotated 180 degrees, and hit a lighting column causing it to fall approximately 3 metres from the WDC staff members vehicle	Activated flashing light on the vehicle to alert other road users. Contact WDA to assist with response.
Solid Waste – March 20	Collection of refuse and recyclables	On Road Driving	Logging truck forced refuse collection vehicle into ditch	Visited event location with Smart Environmental. Road used by a number of trucking companies. Investigating if it is possible to establish consolidation point for refuse/recyclables which will require consultation with residents

One Medical Treatment (Severity 5) Injury also occurred in May. An Animal Control Officer (ACO) was assisting a vet with euthanizing a dog. The dog got scared while on the lead and tried to escape. While attempting to control the dog the ACO was bitten twice on their right hand and once on their left wrist. First aid was provided and the ACO was taken to Victoria Street Medical Centre for assessment. The ACO sustained puncture wounds which were flushed and dressed. They were also prescribed a course of antibiotics.

A structured problem solving process (incident investigation) was undertaken. Root causes identified included; no formal dog behaviour training and lack of detail in the standard operating procedure (SOP) for the task. Three corrective/preventative actions were identified. The completion of these is being tracked in BWare Safety Manager.

There was one First Aid (Severity 6) event reported in February and two in March.

The attached Zero Harm Dashboard illustrates safety performance for the period February to May.



## Contractor Management

Over the last month the Zero Harm team has been supporting Contract Managers with a number of contractor health and safety management activities including:

- Peer review of Contract Specific Safety Plans prior to work commencing
- Contracted work site inspections and audits

Recent worksites audited include:

- The Point (Ngaruawahia) public toilet refurbishment
- The Mercer Ferry Bridge structural repairs (as illustrated in the photo)



## **Managed Risks**

### On Road Driving – Light Vehicles

A total of 67 over speed events were recorded in the period February to May 2020. During this period an extensive number of Council vehicles were utilised for Civil Defence Emergency Management activities. An analysis of these events showed the following:

- 13 events exceeded 110km per hour
- One driver recorded 12 over speed events
- 22 events were recorded by the Building Inspection Team

Corrective actions were raised in BWare Safety Manager for each of the over speeding events and formal coaching conversations were undertaken by the relevant General Manager for the high speed events.

During Work Safe, Home Safe Week the Zero Harm team promoted and rolled out the Fleetcoach Online Driver Training Programme. Council currently has 33 active drivers enrolled in the program.

Currently focus for the Zero Harm team is supporting the rollout and implementation of our new telemetric vehicle management system ERoad.

Workplace Violence

During the Covid-19 lockdown period we continued to rollout the Lone worker personal safety monitoring devices to support the alternative ways that our people were working at Alert Levels 4 and 3. Great feedback was received from a number of users. The devices were also utilized by the Waikato District Alliance (WDA) workers. Additional devices have been purchased and the Zero Harm team will be working over the next month to finalise the rollout and training with the remaining teams.



**4. DISCUSSION AND ANALYSIS OF OPTIONS**

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**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**

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**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 to meet its duties in accordance with the Health and Safety at Work Act 2015 and associated regulations.

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

Council has a Zero Harm Commitment (Policy) and Zero Harm Strategy which forms the basis of our health and safety philosophy and management system.

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

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

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This report provides an update on our Zero Harm Safety Management System and monthly health and safety performance.

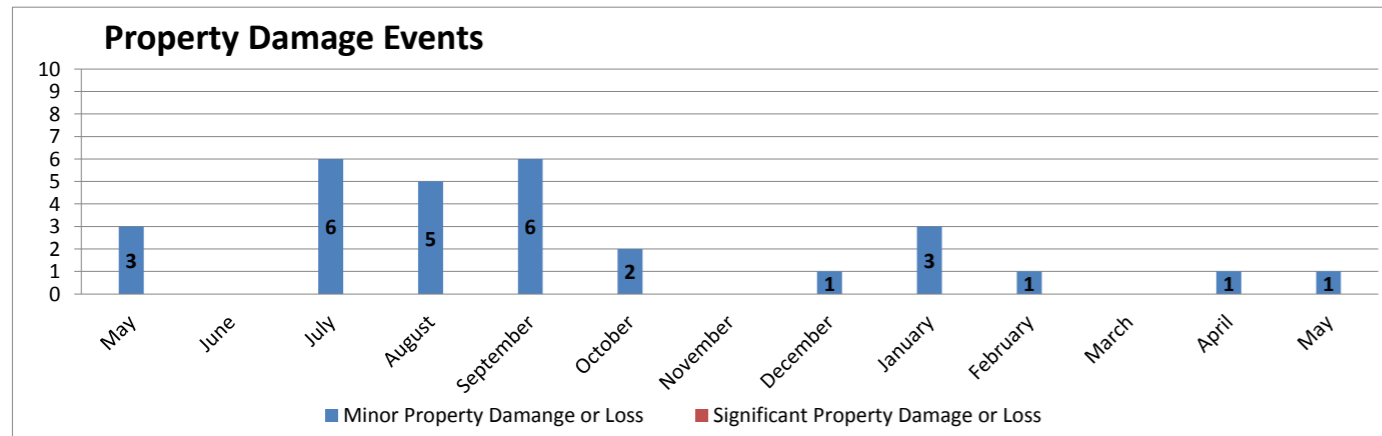
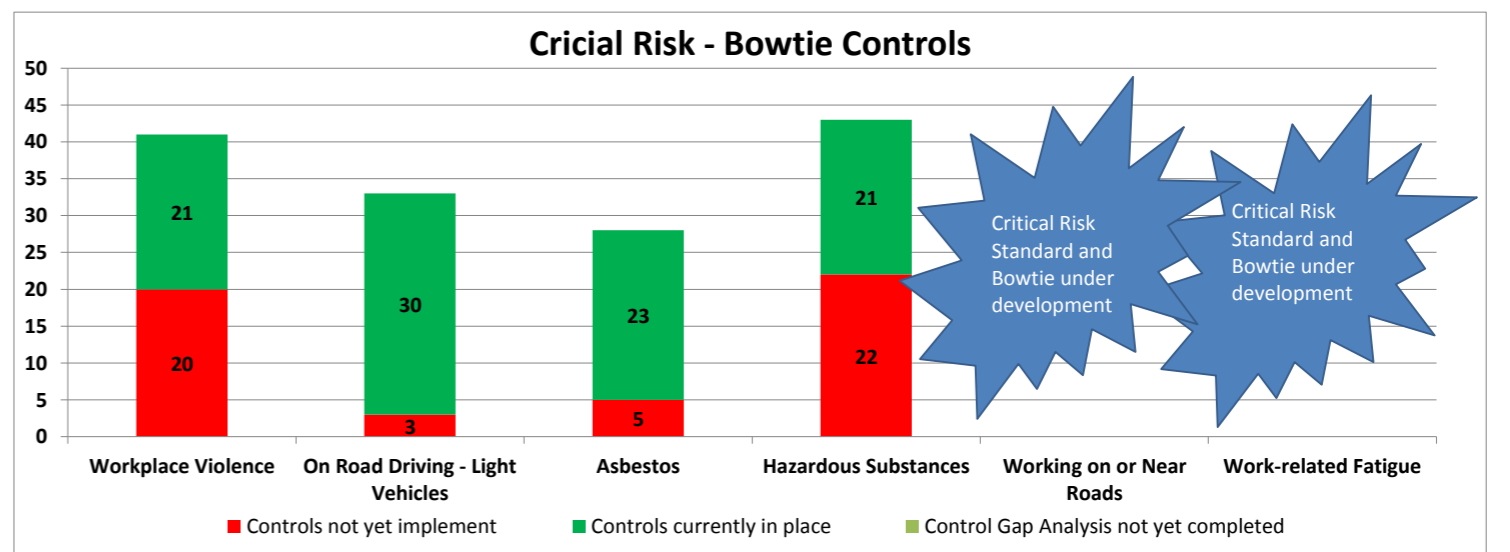
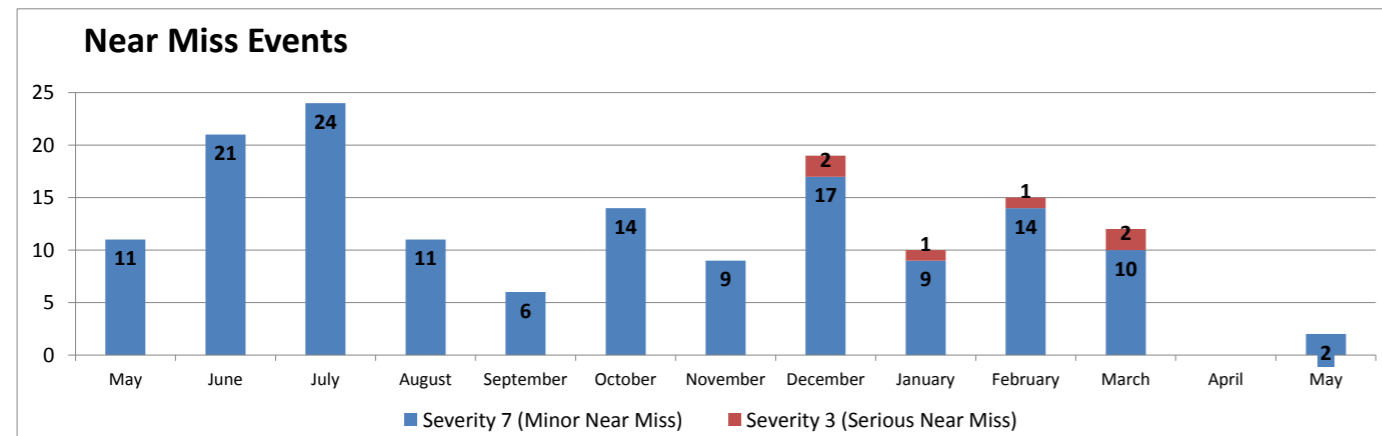
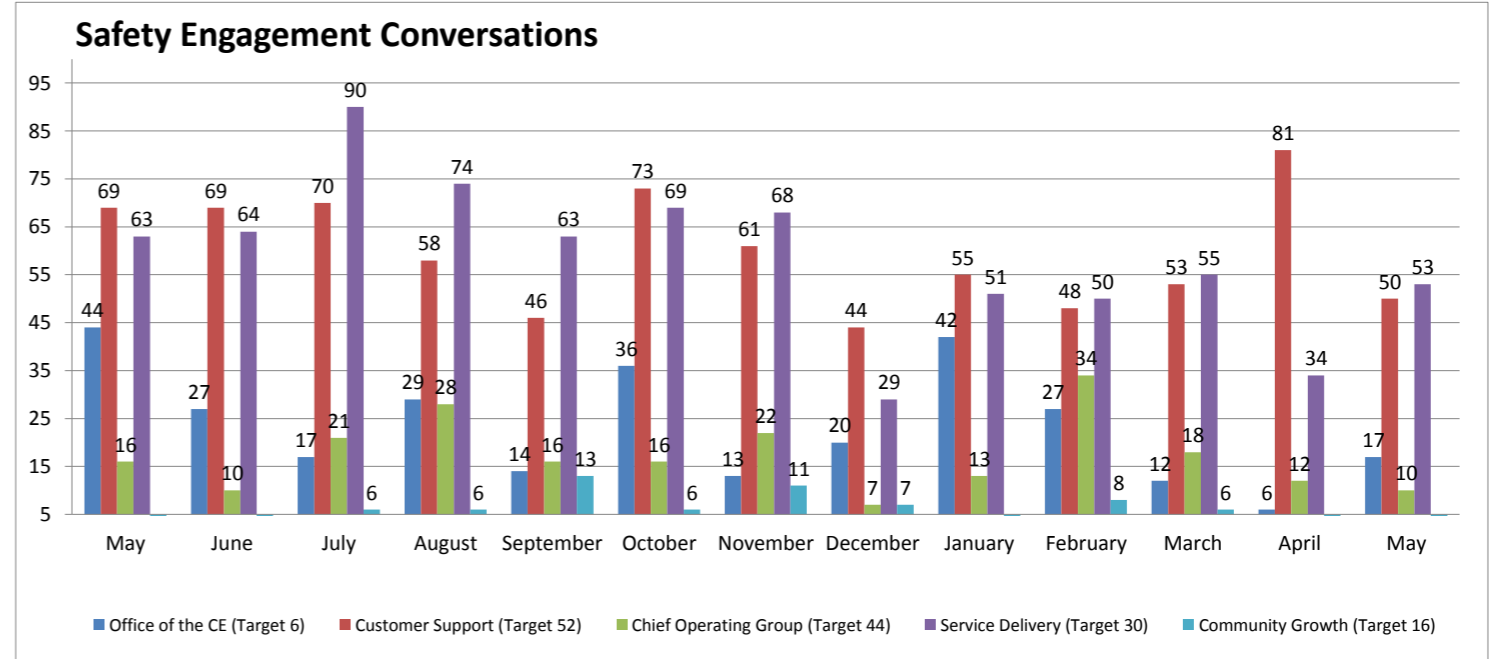
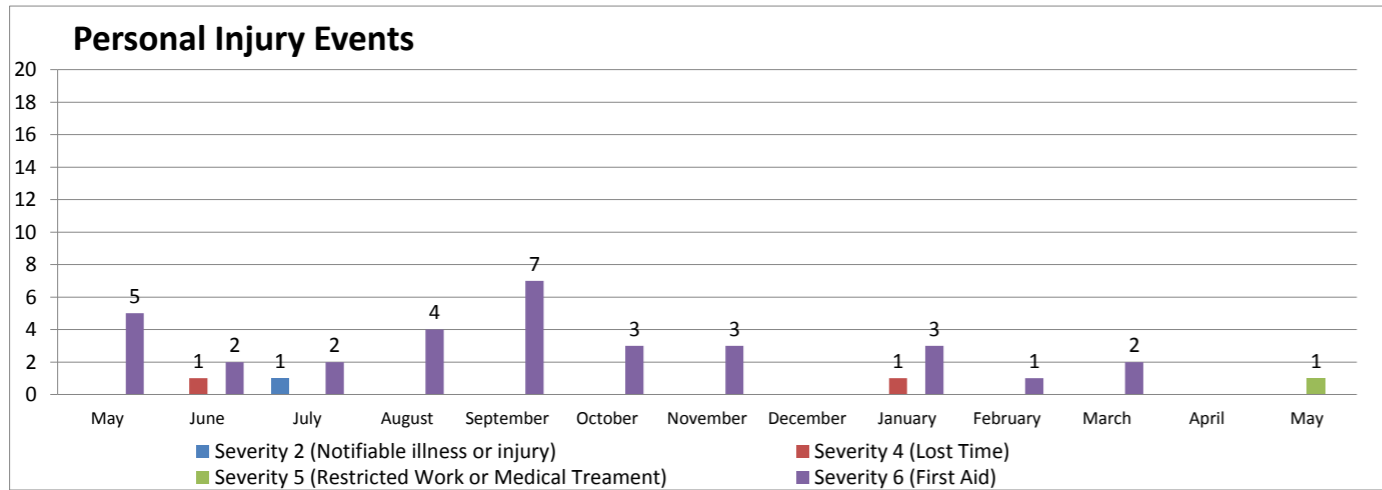
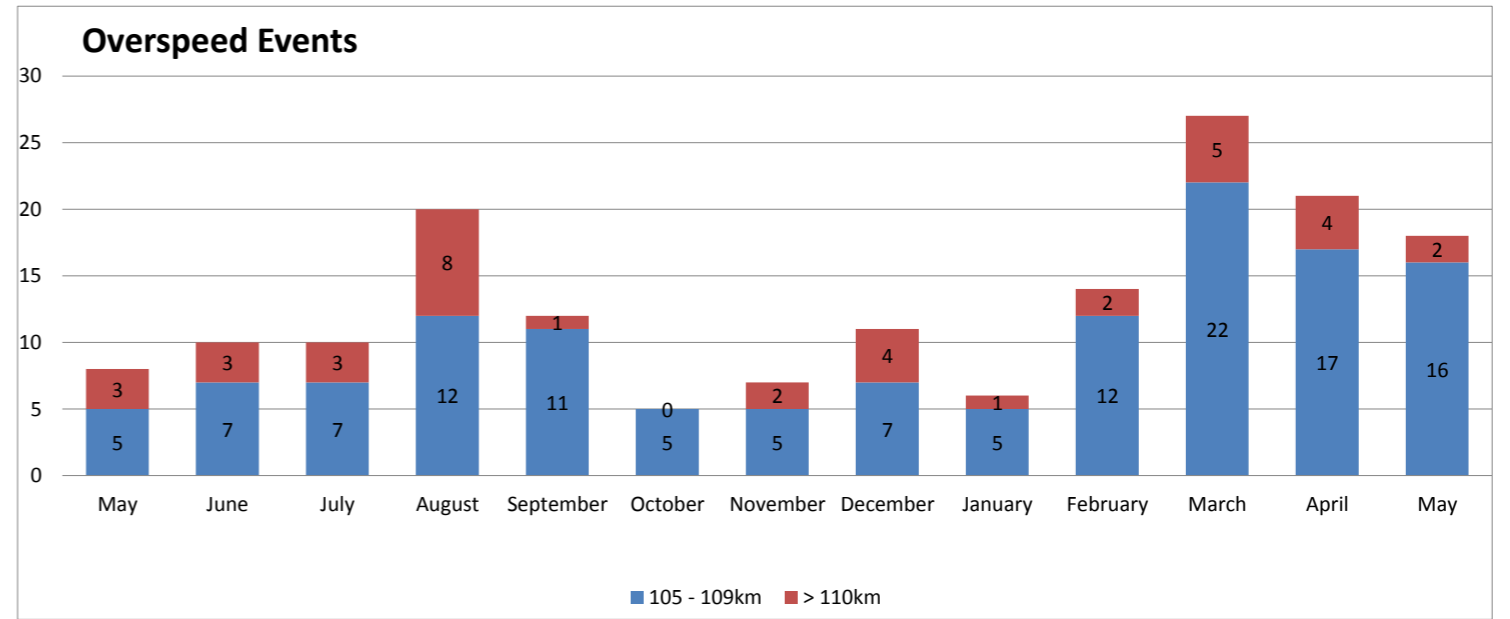
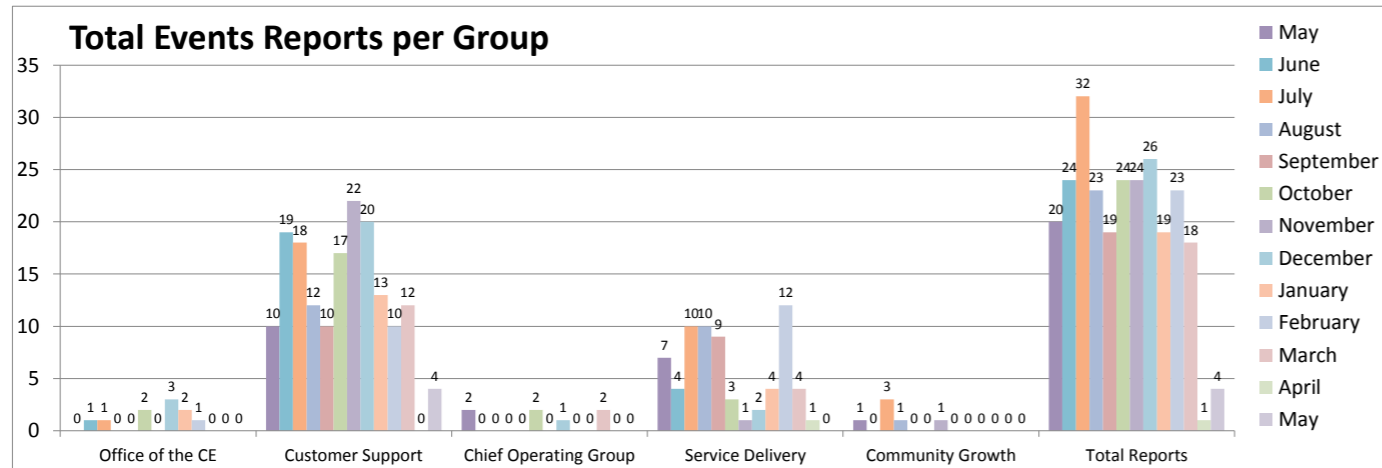
## **7. ATTACHMENTS**

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Zero Harm Dashboard May 2020

# Zero Harm Dashboard - May 2020

As at 16 June 2020



“Work safe, home safe”

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 June 2020
<b>Prepared by</b>	Colin Bailey Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Adoption of the Annual Plan 2020/21 including fees and charges amendments

## **I. EXECUTIVE SUMMARY**

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There have been no significant or material changes from Year Three of the Long Term Plan 2018/28 (“LTP”). Therefore, Council has exercised legislative provisions and undertaken targeted consultation rather than broad formal consultation on the Annual Plan 2020/21.

Council has undertaken targeted consultation with affected Ratepayers in Huntly, Ngaruawahia and Raglan in respect of charges for unmetered water usage. The financial impacts of this change are included in the proposed Annual Plan.

Planning for the 2020/21 financial year is new and challenging territory not only for Council but for the community and the New Zealand economy in general. The medium to long term economic impacts of the Covid-19 pandemic are only now beginning to come into effect and forecasting the impact at this time is challenging. The Annual Plan for 2020/21 envisages revenue losses mostly offset by cost savings or funded from reserves, and as the ongoing impacts become clearer they will be addressed in the 2021/31 Long Term Plan process. The forecast General Rate increase of 3.66% included in the LTP is proposed to be reduced to an increase of 3.49%, enabled by net cost savings.

Whilst Council is not required to prepare an Annual Plan Consultation Document, an Annual Plan for 2020/21 must be adopted in accordance with the Local Government Act (2002). Approval is also being sought for minor adjustments to the LTP Fees and Charges Document.

## **2. RECOMMENDATION**

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

**AND THAT** the Council reinstates the Temporary Water Usage Rate of \$335.59 per property with unmetered water supply for the 2020/21 rating year;

**AND FURTHER THAT** the Council adopts the Annual Plan 2020/21 as attached to the staff report (Attachment 3), in accordance with Section 95 of the Local Government Act 2002;

**AND FURTHER THAT** the Council approves the minor amendments to the 2018-28 Long Term Plan Fees and Charges document as detailed in Attachment I.

## **3. BACKGROUND**

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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 LTP for the financial year to which the proposed Annual Plan relates.

Council were advised in January 2020 that there were no significant or material changes to Year Three of the LTP. Rather than producing an Annual Plan Consultation Document, Councillors and staff have instead focused on communicating with those ratepayers affected by a change to the rates they pay. In this regard ratepayers who receive water but do not currently have a water meter have been consulted with in regard to reinstating a targeted rate for unmetered water. As regards the adverse impacts of the Covid-19 pandemic, the Annual Plan for 2020/21 envisages revenue losses mostly offset by savings or funded from reserves, and as the ongoing impacts become clearer they will be considered in the 2021/31 Long Term Plan process.

The costs of the District Plan are not funded in the Annual Plan for 2020/21 and will be addressed in the 2021/31 Long Term Plan.

As part of the 2018/28 LTP process, Council adopted 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 in addition to the inclusion of fees previously not included in the document.

## 4. DISCUSSION AND OPTIONS

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### 4.1 DISCUSSION

#### ANNUAL PLAN

A financial overview of the updates made to Year Three of the LTP (Annual Plan 2020/2021) was presented to a Councillor workshop on 19 June 2020. Staff have incorporated 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. In addition, the forecast revenue losses due to the Covid-19 pandemic have been included and planned to be offset by savings or funded from reserves.

Key adjustments from Year Three of the LTP are outlined as follows:

- Additional general rate growth – \$1.3m;
- Lower depreciation – \$2.7m;
- Lower regulatory income – \$2.9m:
  - Building Quality Inspections – down 15%;
  - Development and Resource Consents – down 20%;
- Gearing for Growth and Greatness resource – \$2.9m;
- No remuneration movements;
- Other savings across all activities offsetting revenue decreases.

The proposed Annual Plan for 2020/21 includes the following changes to general rates:

- The General Rate required to undertake the work programme outlined in the Annual Plan 2020/21 is proposed to be \$0.0022364 in the dollar of capital value. This is lower than the amount adopted in the Long Term Plan 2018/28 (\$0.0022401). The work programme covers Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liaison, Libraries, Parks and Reserves, Resource Management, Roading, Solid Waste Management, Stormwater, Wastewater and Water Supply.
- A Uniform Annual General charge of \$383.15 per rating unit in the 2020/21 rating year is proposed. This is lower than the amount adopted in the Long Term Plan 2018/28 (\$383.78).

The proposed Annual Plan for 2020/21 also includes the following change to general rates:

- The reinstatement of the Temporary Water Usage Rate of \$335.59 per property with unmetered water supply last charged in the 2017/18 year.
- The properties proposed to be charged this targeted rate have water supplied without a meter and have not paid for water consumed in the 2018/19 and 2019/20 rating years on the assumption the water meters would be installed during this period. The meters have not been installed and hence it is proposed the Temporary Water Usage Rate is charged on properties without water meters in the 2020/21 rating year.

- This proposal triggered the requirement under the Act to undertake targeted consultation and consider feedback. The feedback received was mixed although in general there was support for the charge on the user pays principle.

## **FEES AND CHARGES**

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

- Memorandum of Encumbrance for Stock Underpass;
- Ministry of Business, Innovation & Employment (“MBIE”) consent charges;
- Amusement Devices;
- Rapid Number Plates (wording only);
- Wastewater capital contribution charges.

The reasons for the amendments are to:

- Insert the memorandum of Encumbrance for stock underpass under Service Delivery fees;
- Reflect the amendments to the MBIE building consent charges;
- Reflect the amendments to the Amusement Devices Regulations 1978;
- Adjust the Rapid number plates section to more user friendly wording;
- Insert wastewater capital contribution fees for the Raglan wastewater scheme omitted from the LTP fees and charges.

These changes are minor under the Significance & Engagement Policy and are not subject to a public consultation process.

## **4.2 OPTIONS**

The Council could choose to adopt the Annual Plan 2020/21 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 31 July 2020.

# **5. CONSIDERATION**

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## **5.1 FINANCIAL**

The Annual Plan establishes the financial direction for the 2020/21 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, with the exception of targeted consultation with affected Ratepayers in Huntly, Ngaruawahia and Raglan in respect of charges for unmetered water usage.

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

The Annual Plan for 2020/21 confirms the work programme contained in Year Three 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 Three of the Long Term Plan 2018-2028 work programme. Targeted consultation took place where proposed targeted rates change to the third year of the LTP would have a direct financial impact for those ratepayers.

## **6. CONCLUSION**

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The Annual Plan 2020/21 has been prepared in accordance with the Local Government Act 2002. Council must have an Annual Plan for 2020/21 adopted and in place before 1 July 2020.

## **7. ATTACHMENTS**

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- Attachment 1: Proposed amendments to the fees and charges
- Attachment 2: Proposed Fees and Charges
- Attachment 3: Annual Plan 2020/21 (*to be distributed under separate cover*)

**Attachment 1: Amendments to the Fees and Charges 2018-21 are being proposed. The proposed amendments are minor and relate to:**

- Memorandum of Encumbrance for Stock Underpass
- Ministry of Business, Innovation & Employment (MBIE) consent charges
- Amusement Devices
- Rapid Number Plates (wording only)
- Wastewater capital contribution charges.

The reasons for the amendments are to:

- Insert the memorandum of Encumbrance for stock underpass under \*\* fees Service Delivery fees
- Reflect the amendments to the MBIE building consent charges
- Reflect the amendments to the Amusement devices regulations 1978
- Adjust the Rapid number plates section to more user friendly wording
- Insert wastewater capital contribution fees for the Raglan wastewater scheme omitted from the LTP fees and charges.

These changes are minor under the Significance & Engagement Policy and are not subject to a public consultation process.

**PROPOSED CHANGES**

Service Delivery (page 36)

We currently charge for a memorandum of encumbrance for stock underpasses under the legal section of Council's fees and charges. This amendment seeks to insert the charge of \$790 for each year in the service delivery section specifically, as the encumbrance fee for a stock underpass. This is to make the charges clearer for customers so all fees associated with stock underpasses can be found in one place.

Wastewater (page 39)

The capital contribution charge of \$3,320 for connection to the Raglan wastewater scheme has been added back into the fees to recover costs associated with the Rangitahi development.

Building Control (pages 17- 20)

The MBIE Building and housing levy has been reduced for consents valued over \$20,444 from \$2.01 per \$1000 to \$1.75 per \$1000 on page 17. These are legislative changes.

Building Control (pages 17-20)

Regulation 11 of the Amusement devices regulations 1978 act has had minor adjustments. Changes to the per-device charge for up to seven days have increased slightly from \$10.00 to \$11.50, additional devices from \$2.00 to \$2.30 and each device for every 7 days from \$1.00 to \$1.15, on page 20. These are legislative changes.

Resource Management pages 20-27

The planning team have requested a minor adjustment to the wording of the rapid plate section. It currently reads '*Supply replacement RAPID property number (number already assigned)*' to read more clearly; '*Supply replacement RAPID property number plate*'.



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## Introduction

This document has been prepared to provide a comprehensive guide to fees and charges for the first three years of the 2018-28 Long Term Plan.

### Legislative framework

The Council derives its right to apply fees and charges in general from section 150 and section 12 of the Local Government Act (LGA) 2002. Other Acts which the Council administers, such as the Resource Management Act 1991, the Building Act 2004, the Dog Control Act 1996 and others, give all Territorial Authorities the right to prescribe fees and charges pertaining to the particular activity dealt with under that Act. In the following fees and charges schedules the empowering legislation is noted where the right to apply fees and charges is not derived from the LGA 2002.

Any situations for which no fee or charge has been prescribed but which involve costs to the Council, section 252 under the LGA 2002 also gives the Council the right to recover the reasonable costs incurred for works or services provided by the Council.

### Schedules

The following should be noted with regard to the fees and charges schedules:

In some cases the fees are defined by the relevant statute and are therefore not open for consultation or to change by the Council. These include:

- Infringement fees for parking, resource management and dog control offences
- Liquor licensing
- Amusement devices licensing
- Development contributions

Subdivision consent for additional lots, and any land use consent or permitted activity may include a condition requiring development contributions to ensure adequate and appropriate provision of infrastructure to service those new lots or activity. Contributions relate to roading network access, wastewater and stormwater disposal, rural drainage and water supply. These contributions relate solely to the Council's own infrastructure and not to infrastructure of other service providers who have their own charging regimes. For further information please refer to our Development Contributions Policy.

## Sustainable Communities

### Customer Services

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Requests, searches and enquires</b>			
Printing from internet (per side)	0.30	0.30	0.30
<b>Electronic communications</b>			
Fax Transaction Fee	3.00	3.00	3.00
Emailing documents (maximum 10 pages)	3.00	3.00	3.00
<b>Photocopying</b>			
Black & white – per side	0.30	0.30	0.30
Colour – per 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 (\$)
<b>Books</b>			
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
<b>Magazines</b>			
General – two weeks	0.50	0.50	0.50
<b>DVDs</b>			
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
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
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
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			
<b>Card fees</b>			
Replacement card	3.00	3.00	3.00
Inter-loan charge	5.00 + charges incurred	5.00 + charges incurred	5.00 + charges incurred
<b>Withdrawn For Sale</b>			



Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
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
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 magazine or buy 5 and get one for free	.50 per magazine or buy 5 and get one for free	.50 per magazine or buy 5 and get one for free
<b>Library Membership</b>			
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
<b>Requests, searches &amp; enquires</b>			
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.		
<b>Laminating</b>			
A5	2.00	2.00	2.00
A4	3.00	3.00	3.00
A3	5.00	5.00	5.00
<b>Damaged/lost items</b>			
Major damage	Full replacement cost	Full replacement cost	Full replacement cost
Minor damage	5.00	5.00	5.00
Lost items	Full replacement cost	Full replacement cost	Full replacement cost

### Community Facilities: Cemeteries

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Plot purchase</b>			
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
<b>Sexton fees</b>			
Interments	1,849.00	1,903.00	1,958.00
Stillborn babies	Free of charge	Free of charge	Free of charge
<b>Ashes</b>			
Plot	359.00	369.00	380.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Sexton	308.00	317.00	326.00
RSA plot	Free of charge	Free of charge	Free of charge
<b>Other cemetery services</b>			
Disinterment	3,107.00	3,197.00	3,290.00
Reinterment	1,489.00	1,532.00	1,576.00
Breaking concrete	103.00	106.00	109.00
Memorial Permit	10.00	10.00	10.00
Locate Plot	21.00	22.00	23.00

### Community Facilities: Halls and Meeting Rooms

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>General charges</b>			
Bond	385.00	385.00	385.00
Bond - non-profit organisations	100.00	100.00	100.00
Penalty for late return of keys – per working day	26.00	27.00	28.00
Surcharge for events with alcohol	62.00	64.00	66.00
<b>Te Kauwhata Library – community meeting room</b>			
Community groups – per hour	8.00	8.00	8.00
Community groups – per half day (4 hours)	13.00	13.00	13.00
Community groups – per day	28.00	29.00	30.00
Commercial – per hour	27.00	28.00	29.00
Commercial – per half day (4 hours)	34.00	35.00	36.00
Commercial – per day	62.00	64.00	66.00
<b>Huntly Library – community meeting room</b>			
Community groups – per hour	8.00	8.00	8.00
Community groups – per half day (4 hours)	13.00	13.00	13.00
Community groups – per day	28.00	29.00	30.00
Commercial – per hour	27.00	28.00	29.00
Commercial – per half day (4 hours)	34.00	35.00	36.00
Commercial – per day	62.00	64.00	66.00
<b>Huntly Civic Centre</b>			
Full day (8 hours)	128.00	131.00	133.00
Part day (4 hours)	77.00	78.00	80.00
Commercial (8 hours)	307.00	313.00	320.00
Commercial (4 hours)	128.00	131.00	133.00
Charitable (8 hours)	66.00	68.00	69.00
Charitable (4 hours)	36.00	37.00	37.00
<b>Riverside Room Huntly</b>			
Full day (8 hours)	43.00	44.00	45.00
Part day (4 hours)	18.00	19.00	19.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Commercial (8 hours)	129.00	132.00	135.00
Commercial (4 hours)	99.00	101.00	104.00
<b>Ngaruawahia War Memorial Hall</b>			
Full day (8 hours)	85.00	87.00	89.00
Part day (4 hours)	43.00	44.00	45.00
Commercial (8 hours)	129.00	132.00	135.00
Commercial (4 hours)	106.00	109.00	111.00
Charitable (8 hours)	53.00	54.00	56.00
Charitable (4 hours)	28.00	28.00	29.00
<b>Tuakau War Memorial Hall</b>			
<b>Commercial</b>			
Main hall or supper room (8 hours)	105.00	108.00	110.00
Main hall and supper room (8 hours)	204.00	209.00	213.00
Mezzanine or committee rooms (8 hours)	47.00	48.00	49.00
Mezzanine and committee rooms (8 hours)	90.00	92.00	94.00
Main hall or supper room (day and evening)	204.00	209.00	213.00
Main hall and supper room (day and evening)	408.00	418.00	426.00
Mezzanine or committee rooms (day and evening)	95.00	97.00	99.00
Mezzanine and committee rooms (day and evening)	189.00	193.00	197.00
<b>Non-commercial</b>			
Main hall or supper room (8 hours)	55.00	56.00	58.00
Main hall and supper room (8 hours)	105.00	108.00	110.00
Mezzanine or committee rooms (8 hours)	26.00	26.00	27.00
Mezzanine and committee rooms (8 hours)	47.00	48.00	49.00
Main hall or supper room (day and evening)	105.00	108.00	110.00
Main hall and supper room (day and evening)	204.00	209.00	213.00
Mezzanine or committee rooms (day and evening)	48.00	49.00	50.00
Mezzanine and committee rooms (day and evening)	95.00	97.00	99.00
<b>Charitable</b>			
Main hall or supper room (8 hours)	28.00	28.00	29.00
Main hall and supper room (8 hours)	53.00	54.00	56.00
Mezzanine or committee rooms (8 hours)	15.00	16.00	16.00
Mezzanine and committee rooms (8 hours)	26.00	26.00	27.00
Main hall or supper room (day and evening)	55.00	56.00	58.00
Main hall and supper room (day and evening)	105.00	108.00	110.00
Mezzanine or committee rooms (day and evening)	15.00	16.00	16.00
Mezzanine and committee rooms (day and evening)	26.00	26.00	27.00

## Leisure Facilities: Aquatic Centres

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Huntly</b>			
Children	2.50	4.00	4.00
Adults	4.50	6.00	6.00
Seniors & tertiary students	3.00	4.00	4.00
One lane hire per hour	15.00	27.00	28.00
Spectators	1.50	2.00	2.00
Children aged 3 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	2.00	2.00	2.00
Toddler's pool/bulkhead pool per hour	75.00	32.00	33.00
<b>Ngaruawahia</b>			
Children	2.00	3.00	3.00
Adults	4.00	5.00	5.00
Seniors & tertiary students	2.00	2.00	2.00
Spectators	1.50	2.00	2.00
Children aged 3 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	2.00	2.00	2.00
<b>Tuakau</b>			
Children	2.50	3.00	3.00
Adults	4.50	5.00	5.00
Seniors & tertiary students	3.00	2.00	2.00
One lane hire per hour	21.00	22.00	23.00
Children aged 3 and under – accompanied by an adult	Free of charge	Free of charge	Free of charge
Parents supervising their children	2.00	2.00	2.00

## Leisure Facilities: Parks

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Sporting &amp; recreation facilities</b>			
Winter sports (field use)	Free of charge	Free of charge	Free of charge
Summer sports (field use)	Free of charge	Free of charge	Free of charge
Lake Puketirini - Key	100.00	100.00	100.00
Lake Puketirini - (refundable deposit on return of key deposit included)	21.00	21.00	21.00
Lake Kainui - Key	120.00	120.00	120.00
Lake Kainui - (refundable deposit on return of key deposit included)	21.00	21.00	21.00

## Community Facilities: Other

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Raglan wharf</b>			
Fishing vessels regularly using the port – per annum	1,258.00	1,294.00	1,332.00
<b>Raglan Aerodrome</b>			
Landing fees – casual use per day	10.00	10.00	10.00
Regular use ( annual aerodrome landing fee for clubs or similar organisations)	601.00	618.00	636.00
Administration fee (late payments etc)	21.00	22.00	23.00
Special events			
<b>Housing for the elderly</b>			
Ngaruawahia – per week	156.00	182.00	208.00
Huntly – per week	156.00	182.00	208.00
Tuakau – per week	156.00	182.00	208.00

## Information Management

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Photocopying</b>			
Per A4 page – single sided black & white	0.30	0.30	0.30
Per A4 page – double sided black & white	0.45	0.45	0.45
Per A4 page – single sided colour	0.55	0.55	0.55
Per A4 page – double sided colour	0.80	0.80	0.80
Individual map – A3 colour	4.40	4.40	4.40

## Sustainable Environment

### Animal Control

All fees are set in accordance with the Dog Control Act 1996. The registration fee is set to recover costs associated with the administration of the dogs register, response to service requests from the public, compliance monitoring and enforcement of the relevant provisions of the Dog Control Act 1996, the Waikato District Council Dog Control Bylaw 2007.

The Council's general approach when setting the fees is to presume that all owners are classified as 'approved' unless breaches to the classification are made within a 12-month period. The Waikato District Council classifies dog owners according to criteria detailed on the following pages.

#### A1 Approved owner

The approved owner classification applies to all new dog owners who have not previously owned a dog, or current owners who have not been subject to any of the following offences:

- impounded dog
- registered complaint
- prosecution
- infringement fine
- non-notification of changes to ownership details
- repeated non-payment of registration fee.

A dog owner moving to the district will be given consideration for the approved owner classification if proven evidence of previous history relating to the above criteria is presented.

Any owner who breaches two or more of the above criteria within a 12-month period will lead to immediate cancellation of the approved owner classification and will be reverted to the general owner classification for a period of two years.

To requalify for the approved owner classification the owner must remain offence-free for two consecutive years.

#### A2 Selected owner

The selected owner classification applies to a dog owner who lives on a residential, living, country living, rural, rural residential, village or residential 2 (Pokeno) zoned property that is less than 20 hectares and complies with the following conditions:

- currently meets the approved owner classification
- holds a permit where more than two dogs are kept on the premises
- meets the minimum standards for accommodation of dogs (as set out in the Code of Animal Welfare) provides a fully fenced dog-proof section or area of the premises, appropriate for the size of the dog/s kept.

Any breach of these conditions will lead to the immediate cancellation of the selected owner classification.

#### A3 Farm owner

The farm owner classification applies to a rural dog owner who lives on and farms a property of 20 hectares or more, and who:

- currently meets the approved owner classification
- meets the minimum standards for accommodation of dogs (as set out in the Code of Animal Welfare)
- ensures that all home killing and the disposal and or treatment of offal and trimmings, including the heads of sheep and goats, are carried out in an approved dog-proof enclosure or killing facility
- does not feed or allow the dog/s access to any raw offal or untreated sheep or goat meat
- will undertake voluntarily treatment for hydatids and sheep measles as part the regular dog worming programme with the local veterinarian.

Any breach of these conditions will lead to the immediate cancellation of the farm owner classification.

A general owner has generally breached one or more of the offences listed under the approved owner classification and is recognised as follows:

- cannot supply evidence of a dog previously registered or has kept unregistered dog under another local authority
- has had a dog impounded
- has been the subject of a registered complaint
- has been prosecuted for a dog offence
- has received an infringement fine.
- To qualify for approved owner classification the owner must remain offence-free for two consecutive years.

#### A5 Neutered or spayed dogs

On the provision of written proof from a veterinary surgeon the registration fee for the current year will be waived and a tag provided free of charge for a dog that has been neutered or spayed during the course of the previous year. Subject to the following conditions:

- the dog is not classified as a dangerous dog that has been required to be neutered or spayed under provisions set out in the Dog Control Amendment Act 2003
- written proof is provided by a certified veterinary surgeon who has adequately described the dog involved
- the proof and registration form are presented to the Council on or before 31 July of the current year.

The waiver will apply for one registration year only.

#### Cat Traps

The Animal Welfare Act 1999 allows for the use of traps such as live catch (cage traps). These traps can be used for the control of feral cats. Cage traps are available for hire from the Councils Animal Control Unit.

A bond of \$100 is required and a refund of \$75 will be issued when the trap is returned within two weeks. If the trap is returned damaged there will be no refund.

Please note responsibility for disposal of feral cats trapped is on the householder leasing the trap. The Council has no facilities to dispose of these cats.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Payment by 20 July (discounted rate)</b>			
General owner	105.00	105.00	105.00
Approved owner	80.00	80.00	80.00
Farm owner	50.00	50.00	50.00
Selected owner	50.00	50.00	50.00
Guide dogs	5.00	5.00	5.00
Hearing dogs	5.00	5.00	5.00
Dogs neutered in previous year (special conditions apply)			
Dangerous	187.50	187.50	187.50
<b>Basic registration fee (after 20 July) (full rate)</b>			
General owner	125.00	125.00	125.00
Approved owner	100.00	100.00	100.00
Selected & farm owner	70.00	70.00	70.00
Selected & farm owner	70.00	70.00	70.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Other charges</b>			
Application for selected owner	20.00	20.00	20.00
Application for permit to keep more than two dogs	65.00	65.00	65.00
Disposal/surrender	50.00	50.00	50.00
Implanting of microchips	25.00	25.00	25.00
<b>Collars &amp; tags</b>			
Small	10.00	10.00	10.00
Medium	14.00	14.00	14.00
Large	18.00	18.00	18.00
Exchange tags	Free of charge	Free of charge	Free of charge
Replacement tags	6.00	6.00	6.00
<b>Registration of pups age 3 months</b>			
<b>General owner</b>			
July	125.00	125.00	125.00
August	114.60	114.60	114.60
September	104.20	104.20	104.20
October	93.80	93.80	93.80
November	83.40	83.40	83.40
December	73.00	73.00	73.00
January	62.60	62.60	62.60
February	52.20	52.20	52.20
March	41.80	41.80	41.80
April	31.40	31.40	31.40
May	21.00	21.00	21.00
<b>Approved owner</b>			
July	100.00	100.00	100.00
August	91.70	91.70	91.70
September	83.40	83.40	83.40
October	75.10	75.10	75.10
November	66.80	66.80	66.80
December	58.50	58.50	58.50
January	50.20	50.20	50.20
February	41.90	41.90	41.90
March	33.60	33.60	33.60
April	25.30	25.30	25.30
May	17.00	17.00	17.00
<b>Selected/farm owner</b>			
July	70.00	70.00	70.00
August	64.20	64.20	64.20
September	58.40	58.40	58.40
October	52.60	52.60	52.60
November	46.80	46.80	46.80
December	41.00	41.00	41.00
January	35.20	35.20	35.20
February	29.40	29.40	29.40
March	23.60	23.60	23.60



Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
April	17.80	17.80	17.80
May	12.00	12.00	12.00
<b>Impounding - Dog Control Act 1996, section 68</b>			
First impounding	80.00	80.00	80.00
Second impounding	120.00	120.00	120.00
Third or subsequent impounding	150.00	150.00	150.00
Seizure – additional to impounding fee	70.00	70.00	70.00
Sustenance	22.00	22.00	22.00
<b>Infringement offences - Dog Control Act 1996, section 66</b>			
(GST is not applicable to these fees)			
Wilful obstruction of a dog control officer or ranger	750.00	750.00	750.00
<b>Infringement offences - Dog Control Act 1996, section 66</b>			
(GST is not applicable to these fees)			
Failure or refusal to supply information or wilfully providing false particulars	750.00	750.00	750.00
<b>Infringement offences - Dog Control Act 1996, section 66</b>			
(GST is not applicable to these fees)			
Failure to supply information or wilfully providing false particulars about a dog	750.00	750.00	750.00
Failure to comply with any bylaw authorised by section 20 of the Dog Control Act	300.00	300.00	300.00
Failure to undertake dog owner education programme or dog obedience course (or both)	300.00	300.00	300.00
Failure to comply with obligations of probationary owner	750.00	750.00	750.00
Failure to comply with effects of disqualification	750.00	750.00	750.00
Failure to comply with effects of classification of dog as dangerous dog	300.00	300.00	300.00
Fraudulent sale or transfer of dangerous dog	500.00	500.00	500.00
Failure to comply with effects of classification of dog as menacing	300.00	300.00	300.00
Failure to advise person of muzzle and leashing requirements	100.00	100.00	100.00
Failure to implant microchip transponder in dog	300.00	300.00	300.00
False statement relating to dog registration	750.00	750.00	750.00
False notifying death of dog	750.00	750.00	750.00
Failure to register dog	300.00	300.00	300.00
Fraudulent procurement or attempt to procure replacement dog registration label or disc	500.00	500.00	500.00
Failure to advise change of dog ownership	100.00	100.00	100.00
Failure to advise change of address	100.00	100.00	100.00
Removal, swapping or counterfeiting of registration label or disc	500.00	500.00	500.00
Failure to keep dog controlled or confined	200.00	200.00	200.00
Failure to keep dog under control	200.00	200.00	200.00
Failure to provide proper care and attention to supply proper and sufficient food, water and shelter and to provide adequate exercise	300.00	300.00	300.00

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 leashing 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 (\$)
<b>Trespass - Impounding Act 1955, section 16</b>			
<b>Any paddock or meadow or grass or stubble</b>			
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
<b>Any land having thereon any growing crop or from which the crop has not been removed, or in any cemetery</b>			
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
<b>Stock call outs</b>			
Corporate mileage	corporate mileage	corporate mileage	corporate mileage
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
<b>Other charges - Impounding Act 1955, sections 14 &amp; 15</b>			
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:

- Where external or additional internal expertise is necessary for processing building consents, the charge for those services will be passed onto the applicant
- Structural checking fees when undertaken by Council officers are charged at the Officers' hourly charge out rate
- Fixed charges are payable on application. At the end of processing inspection fees and additional levies may be payable.
- Under the Building Act 2004 some applications may be referred to the NZ Fire Service for review. The costs associated with the review will be determined by the work required by the Fire Service and will be unknown until the Fire Service invoices the Council which will then be passed onto the applicant
- The Council is required to collect fees on behalf of others:
  - Building Research Association Levy – for every building consent with an estimated value of \$20,000 and over, \$1 per \$1,000 is payable (Note: GST is not applicable to this levy)
  - Ministry of Business, Innovation & Employment (MBIE - Building and Housing Levy) – for every building consent with an estimated value of 20,444 and over, \$1.75 per \$1,000 is payable (Note: GST is applicable to this levy)
- Building consents cancelled before the first inspection is conducted will be refunded only that part of the full charge for which processing work has not yet been carried out.

Where inspection fees apply the cost includes the building inspector's hourly charge out rate, and corporate mileage.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Project Information Memoranda (PIM) - Building Act 2004, sections 219 &amp; 32</b>			
Building work valued up to \$20,000 including structures as listed under building consents (b)(i) and (b)(ii), but excluding items listed under (a), (c) and (j) – all listed in the table below	160.00	165.00	170.00
Building work valued up to and including \$1,000,000	330.00	335.00	340.00
Building work valued over \$1,000,000	410.00	415.00	420.00
<b>Building consents - Building Act 2004, section 219</b>			
Inspection fee per visit in relation to building consent applications (the number of inspections will vary depending on the project)	165.00	170.00	175.00
Solid fuel and solar water heaters – includes one inspection, accreditation levy and final code compliance certificate	365.00	365.00	365.00
(a) <ul style="list-style-type: none"> <li>• Minor plumbing and drainage (e.g. ensuites, septic tanks, other small works involving no increase in building area)</li> <li>• Demolitions</li> <li>• Signs</li> <li>• Insulation</li> <li>• Fencing only of pools</li> </ul>	210.00	215.00	220.00
(a)(i) <ul style="list-style-type: none"> <li>• Swimming Pools</li> <li>• Garages (including resited garages)</li> <li>• Carports</li> <li>• Farm buildings (up to 100m<sup>2</sup>)</li> <li>• Decks</li> <li>• Shade cloth structures</li> </ul>	370.00	375.00	380.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
(b)(ii) Building work valued up to \$20,000 including temporary or transportable classrooms, garages converted to habitable rooms, re-piled dwellings, retaining walls	415.00	420.00	430.00
(c) Erection and removal of marquees for temporary events	215.00	220.00	225.00
(d) Dwelling additions, commercial and public buildings up to \$20,000 in value	545.00	555.00	565.00
(e) All building work of value from \$20,001 up to \$100,000	970.00	990.00	1,010.00
(f) All building work of value from \$100,001 up to \$150,000	1,490.00	1,520.00	1,550.00
(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
<b>Building consents - Building Act 2004, section 219</b>			
(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
<b>Accreditation levy - Building Act 2004, sections 215 &amp; 219</b>			
All consents	70.00	75.00	80.00
<b>Scanning and storage of building consents and documents - Building Act 2004, section 219</b>			
All Consents	40.00	50.00	60.00
<b>Development Contribution assessment and administration – Local Government Act 2002</b>			
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
<b>Code Compliance Certificates - Building Act 2004, sections 95 &amp; 93(2)(b)</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
<b>Compliance schedules &amp; building warrant of fitness - Building Act 2004, sections 100, 108 &amp; 219</b>			
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

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Annual receipt of building warrant of fitness (where an inspection did not take place)	85.00	90.00	90.00
<b>Resiting</b>			
Resiting report	125.00	130.00	130.00
Officers' hourly charge out rate (outside the district only)	130.00	135.00	135.00
Mileage (outside the district only)	corporate mileage	corporate mileage	corporate mileage
<b>Application for temporary accommodation - Building Act 2004, section 219</b>			
Available only while an application is building a dwelling	240.00	245.00	250.00
A refundable performance bond of \$5,000 is also required under the RMA 1991 to ensure that occupation of the temporary premises is discontinued within the agreed period.			
<b>Application for dispensation and waivers - Building Act 2004, section 219</b>			
For dispensation from provisions of the Building Act 2004 or the Fencing of Swimming Pools Act 1987 (per hour)	165.00	170.00	175.00
<b>Application for a Building Certificate - Sale and Supply of Alcohol Act 2012</b>			
Inspection of premises for fire safety and access for people with disabilities	280.00	285.00	290.00
<b>Certificate of Acceptance - Building Act 2004, section 96</b>			
Application fee (includes the cost of one inspection)	570.00	580.00	590.00
These projects are also liable for all fees that would have been payable had the owner (or the owner's predecessor in title) applied for building consent before carrying out the building work.			
<b>Certificate for public use - Building Act 2004, section 363A</b>			
To issue a certificate for public use in respect of a building	180.00	185.00	190.00
Inspections to check compliance with conditions of the certificate	165.00	170.00	175.00
<b>Fencing of swimming pools - Fencing of Swimming Pools Act 1987</b>			
First inspection of pool fence to check compliance	80.00	85.00	90.00
Inspection fee for second and subsequent inspections if satisfactory progress is not made (per inspection)	155.00	160.00	165.00
<b>Certificates - Building Act 2004, sections 71, 77, 78(1) &amp; 219</b>			
Section 71 Certificate – preparation, signing and registration of certificates	460.00	465.00	470.00
Section 75 Certificate – preparation, signing and registration	500.00	510.00	520.00
Removal of entry under section 78(1) of the Building Act	230.00	235.00	240.00
<b>Amendments</b>			
Processing charge is based on the review Officers' and adminiation standard hours rates	Officers' hourly charge out rate	Officers' hourly charge out rate	Officers' hourly charge out rate

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Notice to Fix - Building Act 2004, section 164</b>			
To issue and serve	235.00	240.00	245.00
Inspections to check compliance with conditions of Notice to Fix – includes legal advice	165.00	170.00	175.00
<b>Infringement Notices - Building (Infringement Offences, Fees, and Forms) Regulations 2007</b>			
Infringement Notices issued for offences under the Regulations. (Fees vary depending on the offence)	Fees as prescribed in Schedule I of the Regulations	Fees as prescribed in Schedule I of the Regulations	Fees as prescribed in Schedule I of the Regulations
<b>Request for information or service - Building Act 2004, section 219</b>			
Non-routine request for information	Officers' hourly charge out rate	Officers' hourly charge out rate	Officers' hourly charge out rate
Certificate of title and ordering documents through LINZ	35.00	35.00	35.00
<b>Amusement devices - Amusement Devices Regulations 1978: regulation 11 approval to operate</b>			
One device for up to 7 days	11.50	11.50	11.50
Additional device for up to 7 days	2.30	2.30	2.30
Each device for every 7 days	1.15	1.15	1.15

## Strategic & district planning

Application for a private plan change to the district plan

A charge/s for a plan change will be made to recover the Council's actual costs to prepare a private plan change to the district plan including, but not limited to, the following matters:

- administration costs
- research
- technical advice
- preparation of reports to meet the requirements of sections 32 and 72 to 76 of the Resource Management Act (RMA)
- processing of the plan change in accordance with the First Schedule of the RMA
- legal costs

## Other matters

Where the plan change to which the charges relates has any of the following attributes:

- it involves a major change in policy
- it affects a wide geographical area
- it is likely to involve the Council in significant investigation or research
- has any other attribute that is likely to incur significant cost,

the deposit may be increased up to a maximum of \$27,000.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>District Plan</b>			
Variations and plan changes	Charged on a cost recovery basis	Charged on a cost recovery basis	Charged on a cost recovery basis

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Deposit to consider a proposed private plan change	10,600.00	10,800.00	11,000.00
2nd deposit to process	10,600.00	10,800.00	11,000.00

## 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.

In that event:

- The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- Pursuant to Section 36(3) of the RMA make additional charges.

### Legal Documents

Where any legal document requires more than three hours work an extra charge based on the solicitor's hourly charge out rate will be made, over and above the set fee.

### Lodgement Fees

Any lodgement fees required under this schedule of fees and charges for any application for a resource consent or requirement for designation or heritage order may be increased up to the stated maximum of \$27,000, where the matter to which the charge relates has any of the following attributes for any other reason the Customer Support General Manager deems appropriate:

- a large development proposal; or the proposal
- is likely to involve significant potential adverse effects on the environment; or
- involves major policy issues; or
- is likely to involve the Council in significant research or investigation; or
- involves the notification of over 35 parties; or
- is a subdivision involving more than 10 lots.

The Consents Manager shall have the right to reduce lodgement fees to the level of expected costs in circumstances where he or she considers this appropriate.

The Consents Manager shall have the right to vary lodgement fees and final charges for heritage order requests if, in his or her opinion, some of the benefits are to the community as a whole.

Where an application involves both a land use and subdivision consent, and is to be notified, then only one lodgement fee for a notified application may be required.

### Refund of charges

Pursuant to Section 36(5) of the RMA, the Council will remit the whole or part of the charges listed in this schedule where the lodgement fee paid is greater than the costs incurred by the Council in processing the application. Any refund due will be paid after the Council has assessed the final costs of processing the application. Where the refund is less than \$25 no refund will be given.

### Planning charges

Note: all charges are lodgement fees unless states as a set fee.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Pre Application Advice</b>			



Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Pre application advice and meeting - note: first hour free for Planning & Technical Staff and then charged actual and reasonable	350.00	360.00	370.00
Planning information research - Duty Planner	First 30 minutes free of charge, then recovery of actual and reasonable costs	First 30 minutes free of charge, then recovery of actual and reasonable costs	First 30 minutes free of charge, then recovery of actual and reasonable costs
<b>Applications for land use consent – non-notified applications</b>			
Major	3,200.00	3,300.00	3,400.00
Minor - eg: Dependant person dwellings, development control and performance standards infringements, minor earthworks	1,600.00	1,700.00	1,800.00
Resites include bond preparation and monitoring	1,600.00	1,700.00	1,800.00
Earthworks in the Hauraki Gulf Catchment Area - set fee (Monitoring Fee to be added)	500.00	510.00	520.00
Exemption for Temporary or Marginal Boundary Activities - set fee	500.00	510.00	520.00
Permitted Boundary Activities - set fee	350.00	360.00	370.00
Fast Track Consents as prescribed in Section 87AAC of the RMA	1,000.00	1,100.00	1,200.00
Planning Certificate - Sale and Supply of Alcohol Act 2012 - set fee	400.00	410.00	420.00
Section 127-132 – change, cancel or review conditions of consent	1,400.00	1,500.00	1,600.00
Section 125 - Extension of Time	1,200.00	1,300.00	1,400.00
Certificates of compliance and existing use certificates - section 139 & 139A	2,000.00	2,100.00	2,200.00
<b>Applications for subdivision consent – non-notified applications</b>			
1 - 4 Lot subdivision & Boundary Adjustments/Relocation	3,000.00	3,100.00	3,200.00
5 - 10 Lot Subdivision	5,000.00	5,100.00	5,200.00
> 10 Lots + additional \$ charge per lot over 10 lots	5,000.00 + 100 per lot in excess of 10	5,100.00 + 100 per lot in excess of 10	5,200.00 + 100 per lot in excess of 10
Transferrable Lots/Environmental Lots, Conservation Lots	4,000.00	4,100.00	4,200.00
Section 226 Subdivision - Report and Decision	2,000.00	2,100.00	2,200.00
Section 127-132 – change, cancel or review conditions of consent	1,400.00	1,500.00	1,600.00
Section 125 - Extension of Time	1,400.00	1,500.00	1,600.00
Cross Lease Subdivision Amendment	1,400.00	1,500.00	1,600.00
Easement approvals - LGA Section 348 - decision and report	1,000.00	1,100.00	1,200.00
Revocation of easements - report and decision only - Section 243	750.00	850.00	950.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Change or cancel consent notice Section 221 report and decision only	1,400.00	1,500.00	1,600.00
Cancellation of amalgamation conditions - section 241 report and decision only where a full subdivision consent is not required	750.00	850.00	950.00
<b>Non-notified applications regarding requirements for designation and heritage orders - Resource Management Act 1991 unless otherwise stated</b>			
Requirements for designation	4,000.00	4,100.00	4,200.00
Requirements for alteration to a designation - Section 181 (2)	4,000.00	4,100.00	4,200.00
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
<b>Limited Notified and Full Notified Application for Subdivision, Landuse Consent, Designations and Heritage Orders</b>			
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, <u>solicitors</u> , 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

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
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
Where applicants do not give at least 48 hours written notice of a request for cancellation, withdrawal or postponement of a schedule hearing	The Council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing	The Council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing	The Council reserves the right to charge the applicant the actual costs incurred in preparing for the scheduled hearing
<b>Actions related to Engineering Approvals, 223, 224 and Compliance of Conditions on Subdivision</b>			
Post Subdivision Start-up Meeting and Pre construction of infrastructure site meeting	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage
Section 223 Certificate Survey Plan approval - 1 - 4 Lots - set fee	350.00	360.00	370.00
Section 223 Certificate Survey Plan approval 5 -10 Lots - set fee	400.00	410.00	420.00
Section 223 Certificate Survey Plan approval > 10 Lots - set fee plus \$10 per lot over 10 lots	600.00 + \$10 per lot over 10 lots	610.00 + \$10 per lot over 10 lots	620.00 + \$10 per lot over 10 lots
Engineering plan approvals	500.00 + Actual costs + corporate mileage	600.00 + Actual costs + corporate mileage	700.00 + Actual costs + corporate mileage
Clearance Checks of conditions in preparation for Section 224 Certificate	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage
Section 348 (LGA) certificate, 224(f) Certificate and Processing transferrable lots	Actual costs + corporate mileage	Actual costs + corporate mileage	Actual costs + corporate mileage
Section 224 - LOL Certificate Approval - set fee	300.00	310.00	310.00
Resign of Section 223 or 224 Certificate - set fee	300.00	310.00	310.00
Fees for the creation of all new property files for each lot created during subdivision - to be paid at Clearance stage (set fee)	82.00	84.00	84.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Update new Properties with Hazards	Actual Costs	Actual Costs	Actual Costs
241 and 243 RMA Certificates, Unit Title Certificates	450.00	460.00	460.00
Assign and supply RAPID property number at subdivision (per plate) - to be paid at clearance stage	60.00	60.00	60.00
Supply replacement RAPID property number <b>plate</b>	33.00	33.00	33.00
Assign Urban property number at subdivision (per number) - to be paid at clearance stage	15.00	15.00	15.00
Assign Urban/RAPID property number outside of Subdivision	Free of charge	Free of charge	Free of charge
<b>Development Contribution assessment and administration</b>			
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
<b>All development contributions, legal fees, clearance costs and outstanding consent fees are required to be paid prior to the release of the 224 certificate.</b>			
<b>Legal fees related to all types of subdivision and landuse consents - Resource Management Act unless otherwise stated</b>			
Sections 108 & 109 - Preparation and signing of any bond, covenant, legal document, encumbrance instrument or variation thereto required as a condition of consent to enable the issue of a completion certificate (set fee)	790.00	850.00	890.00
Variation of bond, covenant or consent notice (set fee)	500.00	550.00	600.00
Partial bond refunds - administration fee per site inspection - Note: partial refunds for bonds will be deducted from the bond amount	Admin Officers' hourly charge out rate	Admin Officers' hourly charge out rate	Admin Officers' hourly charge out rate
Partial bond refunds – site inspections associated with partial refunds per site inspection	Admin Officers' hourly charge out rate	Admin Officers' hourly charge out rate	Admin Officers' hourly charge out rate
Preparation of consent notice (set fee)	650.00	700.00	750.00
Preparation of minor covenants or any variations thereto (set fee)	500.00	550.00	580.00
Discharge of bond, encumbrance instrument, cancellation of consent notice or covenant - partial or full (set fee)	350.00	380.00	400.00
Surrender of consent – legal fee (set fee)	350.00	380.00	400.00
Miscellaneous legal services e.g. any certificates or other legal document prepared by the Council's legal section	Hourly charge out rate + mileage & actual cost of disbursements	Hourly charge out rate + mileage & actual cost of disbursements	Hourly charge out rate + mileage & actual cost of disbursements

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Actions related to all types of subdivision and land use - Resource Management Act 1991 unless otherwise stated</b>			
Objections requested to be considered by an Independent Hearings Commissioner - Actual Costs incurred by engaging a Commissioner	2,500.00	2,600.00	2,700.00
The Council's policy determines that it may decide on a case-by-case basis to refund any deposit paid if the Council upholds the objection in its entirety.			
Iwi consult charge (set fee)	40.00	40.00	55.00
Certificate of Title and ordering documents through Land Information New Zealand (LINZ)	35.00	40.00	45.00
Preparation of any document or certificate for the purposes of Overseas Investment Office or for any such enactments or regulations (set fee)	590.00	590.00	590.00
Every other certificate authority, approval, consent, report or service given, or inspection made by the Council under any enactment or regulation not otherwise mentioned elsewhere in this schedule where such enactment contains no provision authorising the Council to charge a fee and does not provide that the certificate, authority, approval, consent, report or service or inspection is to be given or made free of charge.	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage
The applicant will reimburse any fees paid by the Council to commissioners, consultants, advisers, solicitors and other creditors related to any other matter connected with resource consent or certificate application	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage
Administration fee for the processing of non-payment	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage

### Property information requests

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Information and requests</b>			
General Photocopying	Actual Costs	Actual Costs	Actual Costs
Scanning and providing disks	Actual Costs	Actual Costs	Actual Costs

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Drainage plans	28.00	30.00	32.00
Building consents	28.00	30.00	32.00
Microfiche	28.00	30.00	32.00
Resource Consents	28.00	30.00	32.00
Any person wishing to view information on any files held by the Council will be charged at the Officers' hourly charge out rate for each half hour or thereafter. If a staff member is required to assist in your request there will be a charge per half hour at the Officers' hourly rate.	Officers' hourly charge out rate	Officers' hourly charge out rate	Officers' hourly charge out rate

## Land Information Memoranda

Land Information Memoranda (LIM) requests for the supply of information in writing about a property including plan and resource consent details service details, requisitions and rates and any other matters within Council records.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>LIM Services</b>			
Urban/Country Living/New Residential	240.00	245.00	250.00
Rural/Coastal/Pa Zone	320.00	325.00	330.00
Commercial/industrial	415.00	420.00	425.00
<b>Urgent LIM Services</b> Note: Council is unable to provide Urgent LIM'S for Commercial and Industrial Properties			
Within 5 working days	115.00	120.00	125.00
Urban/Country Living/New Residential	240.00 + 115.00 Urgent Fee	245.00 + 120.00 Urgent Fee	250.00 + 125.00 Urgent Fee
Rural/Coastal/Pa Zone	320.00 + 115.00 Urgent Fee	325.00 + 120.00 Urgent Fee	330.00 + 125.00 Urgent Fee
Courier Fee	6.50	7.00	7.50
Certificate of title	35.00	40.00	45.00

## Environmental health & alcohol licensing

### Environmental health

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Registration of premises under the Food Hygiene Regulations 1974</b>			
<b>Renewal of registration</b> This covers the cost of inspections to be carried out during the registration year. The number of inspections required is determined on the basis of the activity carried out on the premises.			
Renewal - low risk premises	285.00	285.00	285.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Renewal - medium risk premises	570.00	570.00	570.00
Registration and renewal of food premises for multiple users	90.00	90.00	90.00
<b>Food businesses operating under the Food Act 2014</b>			
Application for registration of Food Control Plan (Section 56, Food Act 2014). Includes assessment of the food business, mentoring, processing the application and issuing registration. Fee not applicable to food businesses operating a deemed Food Control Plan under the Food Act 1981 Voluntary Implementation Programme.	350.00	360.00	370.00
Application for registration of Food Control Plan (Section 56, Food Act 2014) by business operating a deemed Food Control Plan under the Food Act 1981 Voluntary Implementation Programme	150.00	150.00	N/A
Renewal of registration of Food Control Plan in accordance with Part 2 of Schedule 4 of the Act before the expiry of the current registration	150.00	155.00	160.00
Processing an application for a significant amendment to a Food Control Plan under section 45 of the Act	190.00	200.00	210.00
Processing notification of a significant change in circumstances to a Food Control Plan under section 51 of the Act	150.00	155.00	160.00
Processing mandatory suspension of a Food Control Plan under section 62 of the Act	100.00	105.00	160.00
Processing voluntary suspension of a Food Control Plan under section 64 of the Act	100.00	105.00	160.00
Application for registration of a National Programme (Section 86, Food Act 2014)	250.00	260.00	270.00
Renewal of registration of National Programme in accordance with Part 2 of Schedule 4 of the Act before the expiry of the current registration	150.00	155.00	160.00
Processing notification of a significant change in circumstances to a National Programme under section 81 of the Act	150.00	155.00	160.00
Processing mandatory suspension of a National Programme under section 90 of the Act	100.00	105.00	160.00
Processing voluntary suspension of a National Programme under section 92 of the Act	100.00	105.00	160.00
Adding additional food business to a current registration	40.00	42.00	45.00
All activities associated with verification of food control plans or national programmes – covers all activities associated with verification of food control plans or national programmes, including administration, preparation, on site verification, travel, report preparation, follow up visits. Applies to scheduled and unscheduled verifications. Hourly charge (15 minute units).	160.00	165.00	170.00
Termination of verification due to failure of the operator to facilitate the verification	100.00	105.00	110.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Monitoring and compliance activities under the Food Act 2014 including exercising any power referenced by and for the purposes expressed in Section 298 of the Act (except for Sections 302 and 303) where a sanction has been imposed by the Food Safety Officer and/or where some form of corrective action is required by the operator - hourly charge	160.00	165.00	170.00
Issue of Improvement Notice in accordance with Section 302 of the Act, including development of the notice - per notice plus hourly charge spent developing and issuing the notice after the first hour	160.00	165.00	170.00
Processing application for review of issue of improvement notice under section 303 of the Act - per application plus per hour spent processing the application after the first hour	160.00	165.00	170.00
Processing application for review of decision under section 355 of the Act	250.00	260.00	260.00
<b>Registration of Hairdressers (Health (Hairdressers) Regulations 1980)</b>			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	250.00	260.00	270.00
Renewal of registration - covers the cost of annual inspection of the premises	165.00	170.00	180.00
<b>Registration of Camping Grounds (Health (Camping Grounds) Regulations 1985)</b>			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	275.00	290.00	300.00
Renewal of registration - covers the cost of annual inspection of the premises	190.00	190.00	195.00
<b>Registration of Offensive Trades/Stock Saleyards (Health Act 1956)</b>			
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	215.00	215.00	215.00
Renewal of registration - covers the cost of annual inspection of the premises	165.00	170.00	175.00
<b>Registration of funeral directors</b>			
Premises with mortuary – initial registration covers consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection.	215.00	215.00	215.00



<b>Description</b>	<b>Charge 2018/2019 (\$)</b>	<b>Charge 2019/2020 (\$)</b>	<b>Charge 2020/2021 (\$)</b>
Renewal of registration – covers the cost of annual inspection of the premises	165.00	170.00	175.00
Premises with no mortuary – initial registration	90.00	90.00	90.00
Renewal of registration – covers the cost of maintaining a register of funeral directors in accordance with the Health (Burial) Regulations 1946	90.00	90.00	90.00
<b>Noting of certificates - (Health (Registration of Premises) Regulations 1966)</b>			
Covers the cost of altering the details in the database and on the certificate of registration after any change in the occupation of premises.	90.00	90.00	90.00
<b>Additional inspections</b>			
Premises which, during the course of an inspection are found not to comply and receive written notice of work which is required to be completed within a given timeframe will be reinspected. If the required works have not been completed a further notice may be issued and an additional inspection fee charged .- per inspection charge	285.00	290.00	295.00
<b>Trading in public places</b>			
Covers the cost of regulating where and under what conditions persons wishing to trade in public places may operate within the district. Operators selling articles of food for human consumption (other than fruit and vegetables grown on own property) shall also be required to be registered pursuant to the Food Hygiene Regulations 1974. The Council will accept the current health registration of another local authority.	100.00	105.00	110.00
<b>Gaming Machines and TAB Board Venues</b>			
Gambling Venues Policy applications incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required.	1,200.00	1,200.00	1,200.00
Applications for TAB Board Venue Consent under Council's Gambling Venues Policy incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required	900.00	900.00	900.00
<b>Excessive noise</b>			
This covers the costs incurred in seizing, impounding, transporting and storing property seized under sections 323 or 328 of the RMA 1991.	265.00	270.00	275.00

## Alcohol licensing

The Sale and Supply of Alcohol (Fees) Regulations 2013 prescribe the fees payable for applications and services under the Sale and Supply of Alcohol Act 2012. The regulations provide for application and annual fees for on, off and club licences and define a fees framework for determining the fees categories for premises using a defined cost/risk rating system. The regulations provide for Council to make a bylaw to set its own fees payable within the framework specified and therefore the specified fees are subject to change should the Council determine to make a bylaw. An amount is paid to the Alcohol Regulatory and Licensing Authority (ARLA) from the fees for on, off, club licences and managers' certificates.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Alcohol Licence Fees - 2019 to 2021 (Inclusive of GST)			
<b>Fee Category Premises</b>			
<b>Very Low</b>			
Total	368.00	368.00	368.00
Waikato District Council	350.75	350.75	350.75
ARLA	17.25	17.25	17.25
<b>Low</b>			
Total	609.50	609.50	609.50
Waikato District Council	575.00	575.00	575.00
ARLA	34.50	34.50	34.50
<b>Medium</b>			
Total	816.50	816.50	816.50
Waikato District Council	764.75	764.75	764.75
ARLA	51.75	51.75	51.75
<b>High</b>			
Total	1,023.50	1,023.50	1,023.50
Waikato District Council	937.25	937.25	937.25
ARLA	86.25	86.25	86.25
<b>Very High</b>			
Total	1,437.50	1,437.50	1,437.50
Waikato District Council	1,265.00	1,265.00	1,265.00
ARLA	172.50	172.50	172.50
<b>Special licence</b>			
Class 1 - Waikato District Council	575.00	575.00	575.00
Class 2 - Waikato District Council	207.00	207.00	207.00
Class 3 - Waikato District Council	63.25	63.25	63.25
<b>Manager's certificate/ renewal</b>			
Total	316.25	316.25	316.25
Waikato District Council	287.5	287.5	287.50
ARLA	28.75	28.75	28.75
<b>Other Liquor charges</b>			
Temporary Authority - Waikato District Council	296.70	296.70	296.70
Temporary Licence - Waikato District Council	296.70	296.70	296.70
Permanent Club Charter - Waikato District Council	632.50	632.50	632.50
Extract from Register - Waikato District Council	57.50	57.50	57.50
Note: above number of charges for licences each year is for the Application Fee. Below are the number of charges for the Annual Fee			
<b>Fee Category Premises</b>			
<b>Very Low</b>			
Total	161.00	161.00	161.00
Waikato District Council	143.75	143.75	143.75
ARLA	17.25	17.25	17.25
<b>Low</b>			
Total	391.00	391.00	391.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Waikato District Council	356.50	356.50	356.50
ARLA	34.50	34.50	34.50
<b>Medium</b>			
Total	632.50	632.50	632.50
Waikato District Council	580.75	580.75	580.75
ARLA	51.75	51.75	51.75
<b>High</b>			
Total	1,035.00	1,035.00	1,035.00
Waikato District Council	948.75	948.75	948.75
ARLA	86.25	86.25	86.25
<b>Very High</b>			
Total	1,437.50	1,437.50	1,437.50
Waikato District Council	1,265.00	1,265.00	1,265.00
ARLA	172.50	172.50	172.50
<b>Hazardous Activities and Industry List (HAIL)</b>			
This supplies specific information in determining if a potentially contaminating activity has occurred on a property	130.00	135.00	140.00

### Monitoring and enforcement

There will be a charge for every land use consent relating to the monitoring and associated administration costs of the consent.

### Resource monitoring

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Monitoring requests</b>			
Yard encroachments and minor consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent.	250.00	250.00	260.00
All other consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent	450.00	450.00	460.00
Cost per additional site inspection required due to on-going site compliance with conditions (e.g. required work not done) or where other costs are required to monitor any consent.	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage	Officers' hourly charge out rate + corporate mileage
<b>Designations or Heritage orders</b>			
The requiring authority or heritage protection authority shall pay costs incurred by the Council in monitoring the conditions of notices of requirement. RMA 1991: section 36(1)(d)	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Infringement fees - Resource Management (Infringement Offences) Regulations 1999 and the Litter Act 1979, section 13</b> GST is not applicable to these fees			
Contravention of section 9 – restrictions on the use of land section 338(1)(a) GST is not applicable to these fees	300.00	300.00	300.00
Contravention of an abatement notice – not under section 322(1)(c) and section 338(1)(c)	750.00	750.00	750.00
Failure to supply information to an enforcement officer – s.338(2)(c)	300.00	300.00	300.00
Administration fee for the administration of any non-payment (GST applicable)	Actual and reasonable costs	Actual and reasonable costs	Actual and reasonable costs
Depositing litter in or on any public place or private land without the consent of the occupier; or having deposited any litter there.	400.00	400.00	400.00
<b>Monitoring</b>			
The cost of staff time and expense associated with investigation, remediation (if necessary) and complaints can be recovered for significant non-compliance with the District Plan or for repeat offending where environmental impacts are considered to be more than minor.	Actual and reasonable costs based on Officers' hourly charge out rate + corporate mileage	Actual and reasonable costs based on Officers' hourly charge out rate + corporate mileage	Actual and reasonable costs based on Officers' hourly charge out rate + corporate mileage

## Parking

Council staff can issue infringement notices for breaches of the Transport (Vehicle and Driver Registration and Licensing) Act 1986, the Land Transport Act 1998, the Transport Act 1962, the Traffic Regulations 1976, the Land Transport (Offences and Penalties) Regulations 1999, the Road Users Rules 2004 and the Tyres and Wheels Rules including unlicensed and unwarranted vehicles. Infringement fees for such breaches are those set out in the relevant legislation.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Parking infringement fees - second schedule of the Transport Act 1962</b>			
<b>Excess parking</b> GST is not applicable to these fees			
For parking on a road in breach of the provisions of the Waikato District Council Parking, Traffic Control and Public Places Bylaw 2007, and the former Franklin District Council Traffic Control 2006, in excess of a period of time fixed by the bylaw or otherwise where the excess is:			
Up to 30 minutes	12.00	12.00	12.00
Over 30 minutes but no more than 1 hour	15.00	15.00	15.00
Over 1 hour but no more than 2 hours	21.00	21.00	21.00
Over 2 hours but no more than 4 hours	30.00	30.00	30.00
Over 4 hours but no more than 6 hours	42.00	42.00	42.00
Over 6 hours	57.00	57.00	57.00

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Other parking offences</b> GST is not applicable to these fees			
Parking on a flush median	40.00	40.00	40.00
Failed to Display a permit	40.00	40.00	40.00
No evidence of current vehicle inspection - private vehicle	200.00	200.00	200.00
Operated a unlicensed motor vehicle - parked vehicle	200.00	200.00	200.00
Inconsiderate parking	60.00	60.00	60.00
Parking in a reserved mobility space	150.00	150.00	150.00
Any other parking offence in breach of the Council's Parking Traffic Control and Public Places Bylaw 2007 and the FDC Traffic Control 2006	40.00	40.00	40.00
Other breaches (other than parking breaches) of the Council's Parking Traffic Control and Public Places Bylaw 2007 and the (former) Franklin District Council's Traffic Control Bylaw 2006	35.00	35.00	35.00
<b>Parking charges</b>			
General parking	Free of charge	Free of charge	Free of charge
Parking permit for designated spaces	380.00	380.00	380.00
<b>Towage fees - Transport (Tow Fees) Notice 2004</b> Towage of more than 10km from other urban areas may incur an extra charge.			
Vehicle 3,500kg or less (gross) – 7am to 6pm Monday to Friday (except public holidays)	65.00	65.00	65.00
Other times	85.00	85.00	85.00
Vehicle more than 3,500kg (gross) – 7am to 6pm Monday to Friday (except public holidays)	145.00	145.00	145.00
Other times	215.00	215.00	215.00

## Service Delivery

### Roading

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Road Safety</b>			
Application to erect a bus shelter on a road reserve	Free of charge	Free of charge	Free of charge
Livestock crossing, moving or droving permit application	Free of charge	Free of charge	Free of charge
Permanent livestock crossing application	Free of charge	Free of charge	Free of charge
Overweight permit - valid up to 24 months (includes shorter duration permits)	96.00	96.00	96.00
<b>Monitoring &amp; inspection</b>			
New stock crossing - Installation of posts, signs & cones	1,250.00	1,250.00	1,250.00
Stock crossings - dealing with non-compliance of stock crossing permit conditions	Actual cost	Actual cost	Actual cost
<b>Memorandum of encumbrance for stock underpass</b>	<b>790.00</b>	<b>790.00</b>	<b>790.00</b>
Two-yearly structural inspection of stock underpass	176.00	176.00	176.00
<b>Corridor Maintenance</b>			
Corridor Access Request (CAR) - includes first inspection			
0-99 metres	150.00	150.00	150.00
100-499 metres	235.00	235.00	235.00
Second and subsequent inspections	192.00	192.00	192.00
Penalty for non-notification	854.00	854.00	854.00
<b>Vehicle entranceways</b>			
Application - includes for inspection	250.00	250.00	250.00
<b>Network development and maintenance</b>			
Temporary road closure permit application			
Road closures for motor sport events and other sporting and community events (except as is allowed by Council resolution for approved community events).	Free of charge	Free of charge	Free of charge
Street/footpath damage	Actual cost	Actual cost	Actual cost
Road Naming Process	400.00	400.00	400.00
<b>Motor rallies</b>			
Bond - sealed roads (per road - maximum 10,000)	1,000.00	1,000.00	1,000.00
Bond - unsealed roads (per km - maximum 45,000)	1,500.00	1,500.00	1,500.00
Repair to road and structures	Actual cost	Actual cost	Actual cost
<b>Unformed (paper) roads</b>			
Requests to initiate road stopping process. All costs including purchase of land at market value to be met by the applicant. A non-refundable deposit is required to initiate the process.	5,000.00	5,000.00	5,000.00
<b>Temporary fences on formed roads</b>			
Application	Actual cost	Actual cost	Actual cost
First inspection	Actual cost	Actual cost	Actual cost
More than one inspection	182.00	182.00	182.00
<b>Road reserve</b>			
Utility installation	As negotiated	As negotiated	As negotiated

## Waste minimisation and refuse

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Recycling bins and crates</b>			
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
<b>Refuse prepaid stickers and tags</b>			
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
<b>Interim charge</b> Any property that receives a refuse or recycling service will be required to pay a charge to reflect actual period of use.			
July	110.00	112.97	115.94
August	100.00	102.70	105.40
September	90.00	92.43	94.86
October	80.00	82.16	84.32
November	70.00	71.89	73.78
December	60.00	61.62	63.24
January	50.00	51.35	52.70
February	40.00	41.08	42.16
March	30.00	30.81	31.62
April	20.00	20.54	21.08
May	10.00	10.27	10.54

## 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

### Disconnection fees

When a house is demolished or removed from a site, Council staff are required to disconnect the water supply at the Council watermain. The costs of disconnection and final water meter reading, if required, will be charged.

Rural consumers may at any time wish to disconnect from a reticulated water scheme. A fee is charged to recover the costs of disconnecting the supply and physically removing the connection. The ownership of removed materials remains with the Council. Normal connection fees will apply should the property owner wish to reconnect to the water supply scheme at a later date.

### Final water meter reading

A property owner or agent can request a final meter reading to be carried out, the Council will charge a one-off fee for this request. A minimum of 10 working days' notice is required when making the request.

### Water drawn from fire hydrants

Currently registered tanker water suppliers are permitted to draw water from the Council fire hydrant, on payment of an annual fee and registration completed with Council. These suppliers will be charged on the amount of water drawn from the hydrant. Only blue-coloured metered hydrant standpipes should be used to draw water from hydrants.

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Water connection &amp; disconnection</b>			
20mm urban residential/rural metered	1,461.00	1,509.00	1,562.00
20mm urban residential/rural metered State Highways	2,629.00	2,716.00	2,811.00
Above 20mm and commercial (in all areas all costs are borne by the property owner and water systems are installed by the property owner's contractors to the Councils standards)	At cost	At cost	At cost
Disconnection from water supply – rural reticulated schemes only	226.00	233.00	241.00
Disconnection from water supply upon removal or demolition of a building	142.00	147.00	152.00
<b>Capital Contribution</b>			
Te Ohaaki (Capital contribution additional to boundary connection costs)	19,510.00	20,154.00	20,859.00
<b>Water meter reading</b>			
Final or special water meter reading – minimum 10 working days notice required	100.00	103.00	107.00
<b>Water drawn from fire hydrants</b>			
Annual permit to draw water from fire hydrants – mandatory	85.00	88.00	91.00
Charge by kilo litre (m3) by permit holders only	3.12	3.22	3.33
<b>Flow restrictor</b>			
Temporary removal and reinstallation	143.00	148.00	153.00
After hours removal – outside the hours of 8am to 4.30pm Monday to Friday	287.00	296.00	306.00



## Water by meter

The Council has set a targeted rate for water according to the quantity of water consumed by any person receiving the same as measured or controlled by meter.

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 (\$)
<b>Connection fee</b>			
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
<b>Capital Contribution (capital contribution additional to boundary connection costs)</b>			
Raglan - for scheme installed in 2005 (in addition to Development Contributions)	3,106.00	3,208.00	3,320.00
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
<b>Disconnection fee</b>			
House removal or demolition	334.00	345.00	357.00
<b>Interim Charge</b>			
Any property that connects to the reticulated wastewater network will be required to pay a charge to reflect actual period of use.			
July	385.00	397.98	411.95

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
August	350.00	361.80	374.50
September	315.00	325.62	337.05
October	280.00	289.44	299.60
November	245.00	253.26	262.15
December	210.00	217.08	224.70
January	175.00	180.90	187.25
February	140.00	144.72	149.80
March	105.00	108.54	112.35
April	70.00	72.36	74.90
May	35.00	36.18	37.45

## Disposal

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
<b>Individual Trade Waste Agreement</b>			
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 (\$)
<b>Disposal of septic tank cleanings</b>			
Huntly wastewater septage facility disposal volume \$ per m <sup>3</sup>	70.00	72.00	74.00
<b>Application Fees</b>			
Permitted/Controlled Discharge (including final inspection)	195.50	200.00	209.02
Conditional Consent (covering 5 hours work including final inspection)	362.50	370.50	387.57
Hourly rate for applications	103.00	103.00	110.12
Temporary Discharge (including final inspection)	195.50	200.00	209.02
Renewal Fee for Trade Waste Consents	96.00	98.50	102.64
Variation/Change of Details Request	52.00	52.00	55.60
<b>Site Inspection Fees</b>			
Permitted/Controlled Discharge - final inspection (approval to discharge) - additional inspection	138.00	147.00	147.54
Conditional Consent - final inspection (approval to discharge) - additional inspection	218.50	218.50	233.61

Description	Charge 2018/2019 (\$)	Charge 2019/2020 (\$)	Charge 2020/2021 (\$)
Tempoary discharge - final inspection (approval to discharge) - additional inspection	218.50	218.50	233.61
Site Inspection - Non-compliance	218.50	223.50	233.61
<b>Annual Charges</b>			
Permitted/controlled discharge	195.50	201.95	209.02
Conditional discharge - Risk Class 3	1,529.50	1,529.50	1,635.27
Conditional discharge - Risk Class 2	874.00	893.00	934.44
Temporary discharge	195.50	200.00	209.02
Discharges to the Tuakau treatment plant	Refer to Watercare	Refer to Watercare	Refer to Watercare
<b>Quantity charge rates for conditional discharge</b>			
<b>Tuakau and Pokeno</b>			
Daily flow volume - \$ per m3	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
<b>All other areas</b>			
Daily flow volume \$ per m3	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
<b>Administration fee</b>			
Actual costs for commissioner/s Council and other support support staff to consider and action application	70.00	72.00	74.00
<b>Interim charge</b>			
Any property that connects to the reticulated stormwater network will be required to pay a charge to reflect actual period of use			
July	143.00	146.96	150.92
August	130.00	133.60	137.20
September	117.00	120.24	123.48

October	104.00	106.88	109.76
November	91.00	93.52	96.04
December	78.00	80.16	82.32
January	65.00	66.80	68.60
February	52.00	53.44	54.88
March	39.00	40.08	41.16
April	26.00	26.72	27.44
May	13.00	13.36	13.72

## 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.

### Council Staff Charge out rates

Position title	Rates 2018/19 (\$)	Rates 2019/20 (\$)	Rates 2020/21 (\$)
Chief Executive	440.00	445.00	450.00
General Manager	325.00	330.00	335.00
HR Manager	200.00	205.00	210.00
Marketing & Communications Manager	200.00	205.00	210.00
Zero Harm Manager	160.00	165.00	170.00
HR Advisor	135.00	140.00	145.00
Learning & Development Advisor	135.00	140.00	145.00
Communications Advisor	135.00	140.00	145.00
Executive Assistant	110.00	115.00	120.00
Zero Harm Advisor	110.00	115.00	120.00
Communications Administrator	95.00	100.00	105.00
HR Administrator	95.00	100.00	105.00
Team Administrator	95.00	100.00	105.00
<b>SERVICE DELIVERY - WATERS</b>			
Waters Manager	240.00	245.00	250.00
Asset Engineer, Waters	155.00	160.00	165.00
Asset Management Team Leader, Waters	155.00	160.00	165.00
SCADA Network Manager	155.00	160.00	165.00
Operations Team Leader	155.00	160.00	165.00
Treatment & Service Team Leader	155.00	160.00	165.00
Senior Engineer, Waters	145.00	150.00	155.00
Senior Waters Planner	145.00	150.00	155.00
Compliance Officer	130.00	135.00	140.00
Waste Minimisation Officer	125.00	130.00	135.00
Engineer, Waters	120.00	125.00	130.00
Reticulation Servicemen Lead	105.00	110.00	115.00
Treatment Plant Supervisor	105.00	110.00	115.00
Asset Information Officer, Waters	105.00	110.00	115.00
Treatment Plant Operator	95.00	100.00	105.00
Reticulation Serviceman	95.00	100.00	105.00
Asset Officer, Waters	85.00	90.00	95.00
Plant Maintenance Officer	85.00	90.00	95.00
<b>SERVICE DELIVERY - ROADING</b>			
Roading Manager	210.00	215.00	220.00
Programme Delivery Team Manager	200.00	205.00	210.00
Development Coordinator, Roothing Asset Management	175.00	180.00	185.00
Senior Design Engineer	170.00	175.00	180.00
Contracts Team Leader, Programme Delivery	165.00	170.00	175.00
Asset Management Team Leader, Roothing	155.00	160.00	165.00
Road Safety Engineer	155.00	160.00	165.00
Road Asset Engineer	155.00	160.00	165.00

Position title	Rates 2018/19 (\$)	Rates 2019/20 (\$)	Rates 2020/21 (\$)
Projects Team Leader, Programme Delivery	145.00	150.00	155.00
Asset Engineer, Roading	145.00	150.00	155.00
Design Engineer	145.00	150.00	155.00
Roading Corridor Engineer	145.00	150.00	155.00
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
<b>SERVICE DELIVERY - PARKS AND FACILITIES</b>			
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
<b>CUSTOMER SUPPORT</b>			
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
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

Position title	Rates 2018/19 (\$)	Rates 2019/20 (\$)	Rates 2020/21 (\$)
Technical Planner	145.00	150.00	155.00
Planner	145.00	150.00	155.00
Land Development Engineer	145.00	150.00	155.00
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	130.00
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
<b>STRATEGY AND SUPPORT</b>			
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

<b>Position title</b>	<b>Rates 2018/19 (\$)</b>	<b>Rates 2019/20 (\$)</b>	<b>Rates 2020/21 (\$)</b>
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
Legal Assistant	110.00	115.00	120.00
Marketing Officer	105.00	110.00	115.00
District Plan Administrator	105.00	110.00	115.00
Committee Secretary	105.00	110.00	115.00
Planning Technician	100.00	105.00	110.00
Accounting Officer	100.00	105.00	110.00
Rates Officer	100.00	105.00	110.00
Community Development Advisor	100.00	105.00	110.00
External Funding Officer	100.00	105.00	110.00
Information Officer	90.00	95.00	100.00

### **Mileage charge out rates**

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



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### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	22 June 2020
<b>Prepared by</b>	Colin Bailey Finance Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Rates Resolution 2020/21 financial year

## **I. EXECUTIVE SUMMARY**

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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**

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**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 2020 and ending on 30 June 2021;

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
General Rate		Work program as highlighted in the long term plan including Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liaison, Libraries, Parks and Reserves, Resource Management, Roading, Solid Waste management, Stormwater, Wastewater and Water Supply	Uniform rate in the dollar of capital value	0.0022364
Uniform annual general charge (UAGC)	All rateable land in the district	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	383.15
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	67.00
	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 2020/21 \$
Targeted hall or community centre rates (apply to all rating units within each hall catchment area)	Te Kohanga	Covers the cost of maintenance and operation of halls, other facilities and community centres	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			34.50
	Mangatawhiri			58.50
	Maramarua			24.00
	Matangi			30.00
	Meremere			24.00
	Naike			40.89
	Ohinewai			24.00
	Opuatia			32.00
	Orini			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 2020/21 \$
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.	222.71
Glen Murray refuse and recycling collection	Rating units within serviced areas		Fixed amount per separately used or inhabited part of a rating unit	65.11
Raglan recycling collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	136.19
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	54.14
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	222.71

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
Water Supply - Available	Available (not connected but within 100 metres of the public water supply - to which it is capable of effectively being connected)	District wide water activities as per the annual plan	Fixed amount per rating unit	250.69
Water Supply - Non Metered	Non-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	250.69
			Fixed amount per separately used or inhabited part of a rating unit for water consumed (non-metered)	335.59
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	250.69
			Charge Per cubic metre of water consumed (as measured by meter).	2.05
Wastewater	Residential - connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit	1,062.54
	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	531.28
	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.	1,062.54
	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.	106.25
Wastewater	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,062.54
	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.	212.51
	Non residential/commercial - Commercial - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	1,062.54
	Non residential/commercial - Commercial - Connected		Additional fixed amount per pan for the third and any subsequent pans.	531.28

Source	Category	Funding	Basis of Rating	AP 2020/21 \$
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	174.04
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	23.12
	Ngaruawahia ward			23.12
	Onewhero-Tuakau ward			23.12
	Raglan ward			23.12
	Taupiri ward			23.12
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.	1,707.53
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.	322.00
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.	5,110.14
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.	463.72
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.	1,788.65

**AND FURTHER THAT the Waikato District Council resolves that rates for the 2020/21 year (excluding water by meter rates) shall be due in three equal instalments as follows:**

**First Instalment            21 September 2020**  
**Second Instalment        20 January 2021**  
**Third Instalment            20 May 2021**

**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 2020/21 financial year, the meter reading dates and the payment due dates of instalments for each area are:**

<b>Area</b>	<b>Reading Date 1</b>	<b>Payment Due Date 1</b>	<b>Reading Date 2</b>	<b>Payment Due Date 2</b>
Ngaruawahia	July 2020	04 September 2020	January 2021	05 March 2021
Taupiri	July 2020	04 September 2020	January 2021	05 March 2021
Horotiu	July 2020	04 September 2020	January 2021	05 March 2021
Huntly	August 2020	02 October 2020	February 2021	02 April 2021
North Waikato	September 2020	06 November 2020	March 2021	07 May 2021
Port Waikato	September 2020	06 November 2020	March 2021	07 May 2021
Onewhero	September 2020	06 November 2020	March 2021	07 May 2021
Tuakau	September 2020	06 November 2020	March 2021	07 May 2021
Pokeno	September 2020	06 November 2020	March 2021	07 May 2021
Southern Districts	October 2020	04 December 2020	April 2021	04 June 2021
Western Districts	October 2020	04 December 2020	April 2021	04 June 2021
Raglan	November 2020	04 January 2021	May 2021	02 July 2021
Te Akau	November 2020	04 January 2021	May 2021	02 July 2021

**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 2020 and which is unpaid after the due date for payment, to be applied on the penalty dates as follows:**

**First instalment            22 September 2020**  
**Second instalment        21 January 2021**  
**Third instalment            21 May 2021**

- ii) **A penalty of 10% on so much of any water by meter instalment that has been assessed after 1 July 2020 and which is unpaid after the due date for payment. The penalty dates for the water instalments are as follows:**

<b>Area</b>	<b>Penalty date 1</b>	<b>Penalty date 2</b>
Ngaruawahia	07 September 2020	08 March 2021
Taupiri	07 September 2020	08 March 2021
Horotiu	07 September 2020	08 March 2021
Huntly	05 October 2020	05 April 2021
North Waikato	09 November 2020	10 May 2021
Port Waikato	09 November 2020	10 May 2021
Onewhero	09 November 2020	10 May 2021
Tuakau	09 November 2020	10 May 2021
Pokeno	09 November 2020	10 May 2021
Southern Districts	07 December 2020	07 June 2021
Western Districts	07 December 2020	07 June 2021
Raglan	07 January 2021	05 July 2021
Te Akau	07 January 2021	05 July 2021

- iii) **A penalty of 10% on so much of any rates assessed before 30 June 2020 which remain unpaid on 1 July 2020. The penalty date is 1 July 2020.**
- iv) **A further penalty of 10% on any rates to which a penalty has been added on 1 July 2020 if the rates remain unpaid. The penalty date is 1 January 2021.**

**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**

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#### **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 2019/20:

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

### **Open Meeting**

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	29 June 2020
<b>Prepared by</b>	Brendan Stringer Democracy Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Update to Terms of Reference and Delegations

## **I. EXECUTIVE SUMMARY**

---

The purpose of this report is to seek the Council's approval to various proposed amendments to the terms of reference and delegations for the following committees/bodies:

- Council
- Waters Governance Board
- Policy and Regulatory Committee
- Strategy and Finance Committee
- Discretionary and Funding Committee
- Audit and Risk Committee
- Raglan Holiday Park Papahua Board Charter

The report also seeks an update to the financial delegations to staff to reflect the appointment of Ian Cathcart as Special Infrastructure Projects Manager.

The proposed changes are for various reasons that are outlined in this report.

If approved, the changes will take immediate effect and staff will update the Governance Structure and Delegations Register accordingly.

## 2. RECOMMENDATION

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

**AND THAT** the Council approves the amendments to the Governance Structure, as detailed as track-changes in Attachment 1 to the staff report;

**AND FURTHER THAT** the Council:

- a. approves the amendments to the Raglan Holiday Park Papahua Board Charter and Procedures for Selection and Appointment of Members, as detailed as track-changes in Attachment 2 to the staff report; and
- b. notes that the Charter and Procedures were intended to replace the previous terms of reference and delegations of the Holiday Park Board (as set out in the Delegations Register);

**AND FURTHER THAT** Council approves the amendments to the Financial Delegations (Schedule B) in the Delegations Register to reflect the appointment of the Special Infrastructure Projects Manager, as set out in Attachment 3 to the staff report.

**AND FURTHER THAT** the Council notes that the approved amendments in this resolution will take effect immediately.

## 3. DISCUSSION AND ANALYSIS OF OPTIONS

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### 3.1 DISCUSSION

The [Governance Structure](#) sets out the terms of reference and delegations from Council to Council's committees, subcommittees and other decision-making bodies. A number of changes are required to the Governance Structure, which are detailed below. A tracked-change version of the Governance Structure is attached to this report to reflect the proposed changes (Attachment 1).

#### **Council and Waters Governance Board**

The Council has a current delegation to approve any funding decisions required for the Watercare Services contract. It is suggested this be changed as follows:

*10. To approve any **additional** funding decisions required for the Watercare Services contract*

This is further supported by an addition to the Waters Governance Board delegations (similar to that given to the Infrastructure Committee) as follows:

*Approve alterations and transfers within the programme of capital and operational works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.*

A second amendment is required so that the Board can do its job effectively. There are existing Waters' contracts that are coming up for review from time to time and some of which (against the intent of Council in forming the Board) are having to be referred back to Council for approval. The following is also proposed to be added to the Board's delegations:

*Approve and/or amend existing or new contracts relating to the delivery of three waters' services and operation unless additional funding by the Council is required or the approval or amendment is inconsistent with Council Policy.*

### **Policy and Regulatory Committee**

There have been a number of reports presented in relation to National Policy Statements, particularly on Council submissions. To provide clarity, it is proposed that the Policy & Regulatory Committee's delegations are updated to include to:

*Monitor and approve submissions on National Policy Statements*

### **Discretionary and Funding Committee, and Strategy and Finance Committee**

The Discretionary & Funding Committee currently has the delegations to approve funding applications for the Heritage Assistance Fund and Conservation Funds. The timing of the Discretionary & Funding Committee meetings does not align with when the applications for these two funds need to be considered. As such, it is proposed that these matters are moved to the Strategy & Finance Committee for approval.

### **Audit and Risk Committee**

Currently the Council does not have an effective delegation in place for Zero Harm. This is dealt with both through the Audit & Risk Committee and at the Council. This amendment proposes a delegation to the Audit & Risk Committee to oversee the governance of Safety Critical Risks, in line with the KPMG audit report. The members of the Audit and Risk Committee support the inclusion of the following additional delegation:

#### **Zero Harm**

*To review:*

- 1. The Council's Zero Harm safety framework to ensure if it is current, comprehensive and adaptive to new and emerging risks.*
- 2. Whether a sound and effective approach has been followed in assessing the safety critical risks and developing related bowties to manage the risks.*
- 3. The reporting framework to ensure that the organisation is monitoring what matters.*

## **Raglan Holiday Park Papahua Board Charter**

In May 2018, the Council approved the Raglan Holiday Park Papahua Board Charter ('the Charter') – previously known as the Raglan Kopua Holiday Park Board - to provide clarity on the governance responsibilities of the Holiday Park Board.

The Charter states that the Raglan Community Board Chairperson is automatically a member of the Holiday Park Board. The current Community Board Chairperson has requested that another Community Board member take on this role; the Deputy Chairperson – Bob MacLeod– has agreed to fulfil this responsibility for the remainder of the current triennium.

As such, it is proposed the Charter, and its accompanying *Procedures for Selection and Appointment of Members*, are updated to enable the Raglan Community Board Chairperson to nominate an alternate elected member of the Community Board to sit on the Holiday Park Board.

The proposed changes to the Holiday Park Board Charter are set out in Attachment 2 (track-changed).

The Charter was intended to update and replace the previous delegations to the Holiday Park Board, as detailed in the Council's [Delegations Register](#) (p70). For completeness, and to avoid confusion, it is proposed that the Charter, together with the *Procedures for Selection and Appointment of Members*, are noted for the record as being the sole documents referencing the Board's terms of reference and delegations.

### **Financial Delegations – Staff**

The financial delegations in the Council's Delegations Register need to be updated to reflect the appointment of Ian Cathcart as the Special Infrastructure Projects Manager. It is proposed that Schedule B of the Delegations Register is updated as set out in Attachment 3 of this report, which aligns with the financial delegated authority of a General Manager.

## **3.2 OPTIONS**

The Council can approve all, some or none of the proposed changes as highlighted in this report. Staff recommend that all of the proposed changes are approved.

## **4. CONSIDERATION**

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### **4.1 LEGAL**

The Council can delegate responsibilities, duties and powers to committees and subordinate decision-making bodies under clause 32, Schedule 7 Local Government Act 2002, unless prohibited by legislation. The proposed changes to the Governance Structure and the Charter comply with the Council's legal obligations.

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

Having considered the Council's Significance and Engagement Policy, staff recommend that the matters in this report are of low significance.

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"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Type here if applicable				

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 (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify

## 5. CONCLUSION

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This report seeks to update specific terms of reference and delegations set out in the Council's Governance Structure, and the Raglan Holiday Park Papahua Board Charter.

## 6. ATTACHMENTS

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Attachment 1 – Governance Structure (track-changed)

Attachment 2 – Raglan Holiday Park Board Papahua Charter and Procedures for Selection and Appointment of Members.

Attachment 3 – Excerpt of Schedule B (Financial Delegations), Delegations Register



# Governance Structure

**Terms of Reference and Delegations for Council,  
and Committees of Council**

**2019-22**

**Adopted by Council on  
12 November 2019  
(Updated ~~24 February~~29 June 2020)**

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## Introduction

This document sets out the Governance Structure by which Waikato District Council:

- carries out its governance functions; and
- formally delegates its powers and responsibilities to committees and other decision-making bodies.

The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002 and is based on the following governance principles:

1. That there is as few governance levels as possible to enable efficient and effective exercise of delegated functions and powers.
2. That the business of Council is transacted transparently and inclusively, whenever possible.
3. That decisions are made once, not twice. A decision made by a committee under delegation from the Council has the same effect as if it were made by the Council itself.
4. That each committee's powers are restricted to the areas of responsibility of that committee.
5. That the Council and all committees exercise their powers and functions in accordance with the Local Government Act 2002, other applicable legislation and the Standing Orders.
6. That a committee is not obliged to exercise a power or function delegated to it; where appropriate the power or function can be referred back to the Council for decision in consultation with the Mayor.
7. That all members are expected to attend the meetings for which they are appointed members.
8. Working groups or panels can be established as needed to address special or particular issues, and report directly to Council or the relevant committee. Working groups and panels have no decision-making powers.

The Governance Structure for Waikato District Council is adopted at the beginning of each triennium. It sets out in full the delegations to the committees, including:

- **Common delegations:** There are a number of common delegations from Council to the following committees of the whole: Strategy & Finance Committee, Infrastructure Committee, Policy & Regulatory Committee. These common delegations are set out on page 10 and should be read in conjunction with the Terms of Reference for those committees.
- **Specific delegations:** There are specific delegations over and above the common delegations. These are set out for each committee from page 12.

The Governance Structure may also be reviewed and amended by the Council as necessary throughout the triennium.

## The Role of the Mayor

Section 41A of the Local Government Act 2009 confers a number of powers and responsibilities to the Mayor. The Mayor may:

- Define and promote a vision for the advancement of the Waikato district and the communities of the district, and to provide leadership to achieve that vision.
- Lead the development of council plans, policies and budgets (including the Annual Plan and Long Term Plan) for consideration by the Council.
- Ensure effective engagement between the Council and the communities of the district.
- Appoint the Deputy Mayor.
- Establish committees of the governing body (Council) and appoint the chairperson for each of those committees.

## Ambiguity and Conflict

For clarity, matters that are not delegated by the Council to a committee or another subordinate decision-making body, or to the Chief Executive or other Council officer, are to be determined by the Council.

In the event of uncertainty or dispute as to which committee is authorised to act in respect of a particular matter, due to ambiguity or conflict between the provisions of the Terms of Reference, the Chief Executive will prepare a written report on the matter for Council's consideration. The decision of Council will be final and binding.

## Interpretation

**Committee** includes, for the Council:

- a. A committee comprising all the members of the Council;
- b. A standing committee or special committee appointed by the Council;
- c. A standing committee or special committee appointed by the Mayor;
- d. A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e. Any subcommittee of a committee described in items (a) (b), (c) or (d) above.

### Quorum

The terms of reference for each committee contain the quorum required. Generally (unless otherwise specified) a quorum is the presence of half of the members if the number of members is even, and a majority of members if the number of members is odd.

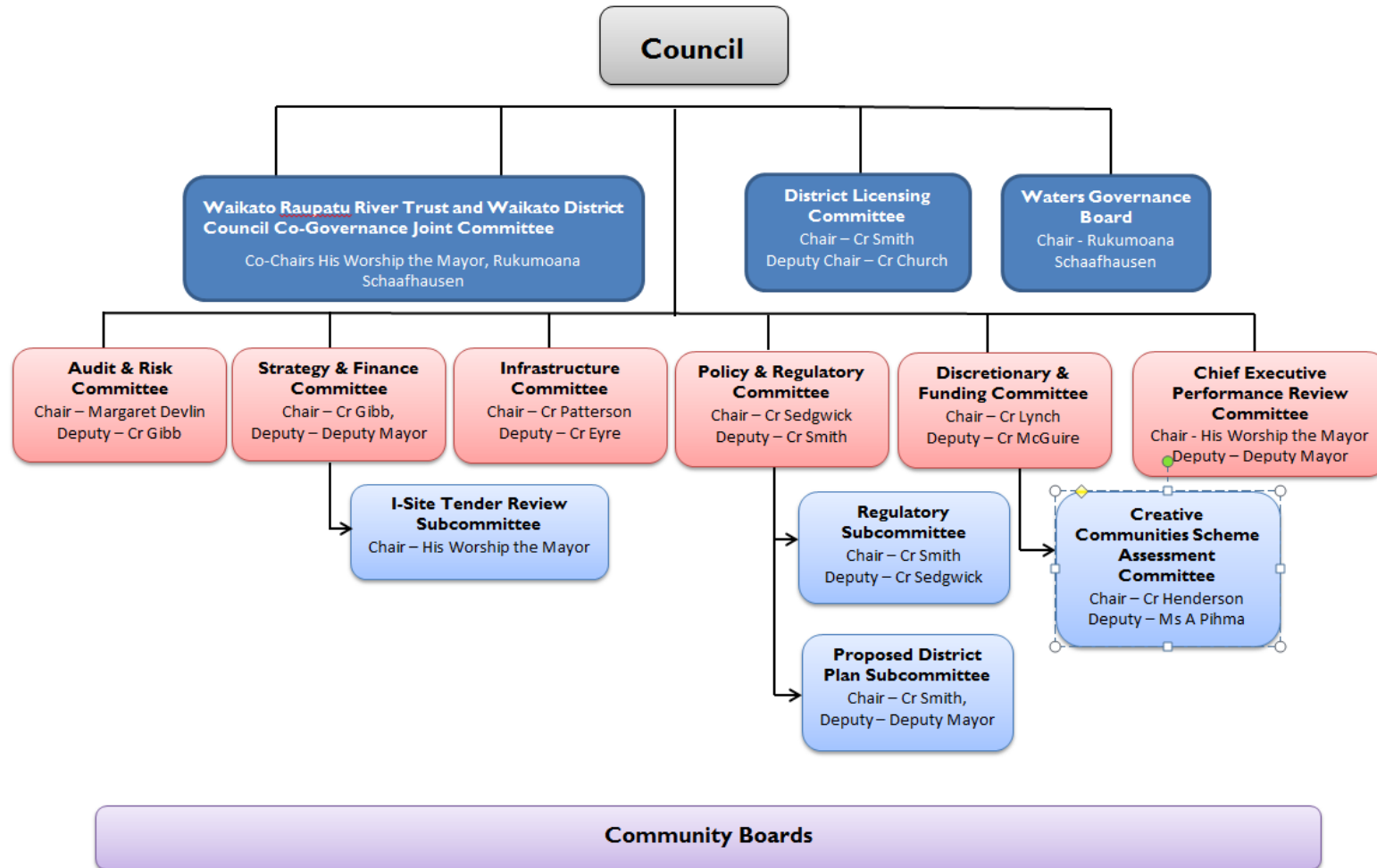
- External, appointed members are included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that appointed members will attend those committees to which they are appointed.
- Ex officio members are not included in calculating the quorum but are counted towards the quorum when present. This reflects the expectation that ex officio members will not always be able to attend all committees and forums but have full voting rights when present.

References to legislation in this Governance Structure includes amendments, re-enactments and substitutions, as well as any regulations made under that legislation.



# **Council and Committees of Council**

### Committee Structure 2019 -22



## Council

<b>Chairperson:</b>	His Worship the Mayor
<b>Deputy Chairperson:</b>	Deputy Mayor
<b>Membership:</b>	The Mayor and all Councillors
<b>Meeting frequency:</b>	Six weekly – or as required
<b>Quorum:</b>	Half of the members (including vacancies)

### Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato District.
2. To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

### Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
4. The power to adopt a Long-Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement, including the Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend the Council's Standing Orders.
9. The power to approve or amend the Code of Conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the Code.
10. The power to appoint and discharge:
  - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the Mayor's powers under section 41A Local Government Act 2002; and
  - b. elected member representatives on external organisations.
11. The power to establish a joint committee with another local authority or other public body, and appoint elected members as representatives on such committees or bodies.

12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the Ombudsman's recommendation.
13. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

To exercise the following powers and responsibilities of Council, which the Council chooses to retain:

1. To approve a proposed policy statement or plan under the Resource Management Act 1991.
2. To approve changes to boundaries of the District under the Resource Management Act 1991 or any other legislation.
3. In respect of District Plan decisions:
  - a. To appoint independent commissioners to a panel for hearings of a Proposed District Plan;
  - b. To approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change); and
  - c. To approve a proposed plan or a change to a district plan under Clause 17, Schedule 1 of the Resource Management Act 1991.
4. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals (e.g. Hamilton to Auckland rail), other than where expressly delegated to a committee.
5. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
6. To approve the Triennial Agreement.
7. To approve resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
8. To approve any changes to the nature and delegations of any Council committees or subordinate-decision making bodies.
9. To approve the Local Governance Statement.
10. To approve any additional funding decisions required for the Watercare Services contract.
11. To receive six-monthly reports from each Community Board on its activities and projects.

## Common Delegations

The following delegations from Council are common to Strategy & Finance Committee, Infrastructure Committee and Policy & Regulatory Committee, within their respective areas of responsibility.

### General Principle

1. The work of these committees will be in accordance with the priorities and work programme agreed by the Council.
2. These committees have the powers necessary to perform the respective committee's responsibilities, in accordance with the approved Long Term Plan and Annual Plan budgets.

### Consultation and engagement

3. Ensure appropriate, effective and transparent engagement with the community, tangata whenua and other stakeholders (including community boards and committees).
4. Conduct any public engagement (including a special consultative procedure) required on issues before the committee, in accordance with Council's Significance and Engagement Policy, Local Government Act 2002 or other applicable legislation.
5. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations; making determinations on such matters unless they are reserved for Council to decide.
6. Receive and consider valid petitions, and make any recommendations or decisions (within the committee's delegations) in relation to such petitions.

### Submissions and legislation

7. Approve submissions to external bodies/organisations on legislation and proposals that impact governance policy or matters.

**NOTE:** The following process can be used in the event that a submission cannot be presented to the relevant committee prior to the due date for submission:

- a. The Mayor, Deputy Mayor and Chairpersons of the Infrastructure, Policy & Regulatory and Strategy & Finance Committees ('the Submission Forum') may jointly approve a submission.
- b. Officers will circulate the submission to the Submission Forum for approval, providing at least 24 hours for the review of the submission.
- c. Each member of the Submission Forum will confirm by response whether they approve the submission or have any feedback on the submission.
- d. Where possible, a consensus of the Submission Forum members should be sought. If required, a majority view will prevail.
- e. Any submission approved via this process must be presented to the next relevant committee meeting for noting.



### Projects and programmes

8. Monitor and oversee strategic projects and programmes.
9. Monitor Council's Activity Management Plans.

### Contracts

10. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
  - a. Do not require the approval of Council; and
  - b. Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

**NOTE:** The Chief Executive will present a quarterly report to the Council noting the contracts approved under his financial delegation.

### Community Boards

11. Consider and make decisions on recommendations from Community Boards that fall within the committee's area of responsibility.

### Other

12. Consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to the committee for decision making.
13. Consider and make decisions on matters that fall within a committee's area of responsibility that are outside of delegations to the Chief Executive or other Council officers.
14. Commission new committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
15. Make recommendations to the Council or other committees (in relation to decisions that fall within their respective terms of reference).
16. Establish working groups or hearings panels and approve their terms of reference<sup>1</sup>.

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<sup>1</sup> A template for establishing a Working Group or Hearings Panel is attached as Appendix A.

## Strategy & Finance Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Janet Gibb
<b>Deputy Chairperson:</b>	Cr Aksel Bech
<b>Membership:</b>	The Mayor, all Councillors and Mrs Maxine Moana-Tuwhangai (Maangai Maaori)
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of members (including vacancies)

### **Purpose:**

The Strategy & Finance Committee is responsible for:

1. Monitoring of Council's strategy, and performance (both financial and non-financial) against the Long Term Plan and Annual Plan.
2. Setting the broad vision and direction of the District, determine specific outcomes that need to be met to deliver on that vision, and develop and monitor strategies to achieve those goals.
3. Determining financial matters within its delegations and Terms of Reference and making recommendations to Council on financial matters outside its authority.
4. Guiding and monitoring Council's interests in Council Controlled Organisations (CCOs), Council Organisations (COs) and subsidiaries.

***In addition to the common delegations on page 10, the Strategy & Finance Committee is delegated the following Terms of Reference and powers:***

### **Terms of Reference - Strategy:**

1. Develop and agree strategy and plans for the purposes of consultation.
2. Recommend to Council strategy and plans for adoption, including community plans (e.g Blueprints).
3. Monitor and review adopted strategies and plans.
4. To monitor and provide advice on the development and implementation of growth and development strategies, land use, and spatial plans in line with national policy requirements.
5. To enhance the District's economic position by promoting it as a business-friendly and business-enabled location and providing direction on strategic initiatives, plans, projects and potential major developments relating to economic and business development.
6. To monitor and provide direction on engagement with the District's communities in relation to the Council's strategies and plans.

7. To monitor and make decisions on environmental management and sustainability within the District.
8. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on development and wellbeing issues and opportunities within the District.

**Terms of Reference – Finance:**

9. To monitor Council’s financial strategy, and performance against that strategy.
10. To provide clear direction to Council’s CCOs and COs on Council’s expectations, including feedback on draft statements of intent.
11. To receive six-monthly reports of Council’s CCOs and COs, including on board performance.
12. To undertake any reviews of CCOs and agree CCO-proposed changes to their governance arrangements, except where reserved for full Council’s approval.
13. To monitor Council’s investments and Local Government Funding requirements in accordance with Council policy and applicable legislation.

**The Committee is delegated the following powers to act:**

- Approval of:
  - a. appointments to, and removals from, CCO and CO boards; and
  - b. a mandate on Council’s position in respect of remuneration proposals for CCO and CO board members to be presented at Annual General Meetings.
- Approval of letters of expectation for each CCO and CO.
- Approval of statements of intent for each CCO and CO.
- Approval of proposed major transactions of CCOs and COs.
- Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO or CO.
- Monitor work on Future Proof, Waikato Plan, Growth & Economic Development Strategy and cross-boundary issues.
- Approval of any process for making decisions where additional opex or capex funding, or deferred capex, is required.
- Review and make recommendations to Council in relation to Fees & Charges (after consultation with relevant community boards or committees).
- Review and recommend to Council the adoption of the Annual Report.
- Review and recommend to Council the approval of Development Agreements.
- Approval of transactions in relation to investments in accordance with Council policy.
- Approval of contractual and other arrangements for supply and services, and revenue generating

contracts, which exceed the Chief Executive's delegations, but exclude contracts or arrangements that are reserved for the Council or another committee's approval.

- Approval of rating issues where these exceed the delegated authority of officers, or are an appeal against officer decisions. For clarity, this excludes decisions that are required, by law, to be made by the Council.
- Approval to write-off outstanding accounts that exceed officer delegations.
- Approval of funding applications for the Heritage Assistance Fund and Conservation Fund as recommended to the committee by officers or relevant assessment bodies.

# Infrastructure Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Eugene Patterson
<b>Deputy Chairperson:</b>	Cr Carolyn Eyre
<b>Membership:</b>	The Mayor, all Councillors and Mr Brendon Green (Maangai Maaori )
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of the members (including vacancies)

---

## Purpose

The Infrastructure Committee is responsible for:

1. Guiding sustainable, physical development and growth of the Council's infrastructure to meet current and future needs.
2. Governance of efficient, safe and sustainable roading and transport, and waste management that enables the District's economy and contributes to liveable, thriving and connected communities.
3. Governance of the District's parks, reserves and cemeteries.

***In addition to the common delegations on page 10, the Infrastructure Committee is delegated the following Terms of Reference and powers:***

### Terms of Reference:

1. To provide direction on strategic priorities for core infrastructure aligned to the District's development, and oversight of strategic projects associated with those activities.
2. To provide advice on the development and implementation of the 30 Year Infrastructure Plan.
3. To support and provide direction regarding Council's involvement in regional alliances, plans, initiatives and forums for regional infrastructure and shared services (for example, Regional Transport Committee).
4. To consider the impacts of the Council's network of infrastructure and assets on the environment.
5. To monitor and make decisions in relation to Council-owned community centres, facilities and halls.

### The Committee is delegated the following powers to act:

- Approval of acquisition (including lease) of property, or disposal (including lease) of property owned by the Council, (where such acquisition or disposal falls within the Long Term Plan and exceeds the Chief Executive's delegation).

- Approval of road names in the Waikato District in accordance with Council policy.
- Approval of any proposal to stop any road.
- Hearing any written objections on a proposal to stop any road, and to recommend to Council its decision in relation to such objections.
- Approval of alterations and transfers within the provisional programme of capital works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Approval of tender procedures adopted from time to time within the guidelines as set down by New Zealand Transport Agency for CPPs, or other authorities where funding or subsidies are subject to their approval.
- Approval of traffic regulatory measures defined as:
  - a. Compulsory Stop Signs
  - b. Give Way Signs
  - c. No Passing Areas
  - d. No Stopping/Parking Provisions
  - e. Speed Restrictions
  - f. Turning Bays
  - g. Weight Restrictions on Bridges (Posting of Bridges).
- For all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977, the power to:
  - a. Agree leases, subleases and easements (in relation to land or buildings).
  - b. Approve amendments to management plans.
  - c. Adopt names.
  - d. Make any decision under a management plan which provides that it may not be made by a Council officer (for example, agree a concession), provided that any decision that has a significant impact under the management plan is recommended to Council for approval.
  - e. Recommend to Council for approval anything that would change the ownership of such land.
- Enquire into and dispose of any objection to a notice issued pursuant to Section 335 (1) of the Local Government Act 1974 requiring payment of a sum of money for the construction of a vehicle crossing by the Council (section 335(3) Local Government Act 1974). Should a decision be made to reject the objection and reaffirm the requirements in the notice, to authorise that an application be made to the District Court, (section 335(4) Local Government Act 1974) Act, for an order confirming the notice.
- Consider and approve subsidies for the installation of stock underpasses in extraordinary circumstances in accordance with Council policy and bylaws.

## Policy & Regulatory Committee

<b>Reports to:</b>	Council
<b>Chairperson:</b>	Cr Jan Sedgwick
<b>Deputy Chairperson:</b>	Cr Noel Smith
<b>Membership:</b>	The Mayor, all Councillors and Mrs Maxine Moana-Tuwhangai (Maangai Maaori)
<b>Meeting frequency:</b>	Six-weekly
<b>Quorum:</b>	Majority of the members (including vacancies)

### Purpose

The Policy & Regulatory Committee is responsible for the Council's governance policies and bylaws, reviewing the District Plan and overseeing civil defence and emergency management issues.

***In addition to the common delegations on page 10, the Policy & Regulatory Committee is delegated the following Terms of Reference and powers:***

### Terms of Reference:

1. To establish, implement and review the governance policy framework that will assist in achieving the Council's strategic priorities and outcomes.
2. To develop, review and approve the consultation process for Council bylaws.
3. To consider and determine changes to the schedules and parking restrictions in the Public Places Bylaw 2016, including hearing any submissions relating to those proposed changes.
4. To hear and determine matters arising under current bylaws, including applications for dispensation from compliance with the requirements of bylaws, unless such matters are otherwise delegated by Council.
5. To administer the Council's District Plan in accordance with the Resource Management Act 1991.
6. To monitor the performance of regulatory decision-making by the District Licensing Committee<sup>2</sup>, Regulatory Subcommittee and officers under their respective delegations.
7. To monitor the Council's Civil Defence and Emergency Management framework.

<sup>2</sup> For clarity, the District Licensing Committee is a committee of Council under the Sale and Supply of Alcohol Act 2012.

**The Committee is delegated the following powers to act:**

***Governance Policies***

- Develop and agree governance policies for the purpose of consultation/engagement.
- Recommend to Council policy for adoption, amendment or revocation.
- Monitor and review policy, including recommending amendments to any policy as and when required.

***Bylaws***

- Develop and approve the statement of proposal for new or amended bylaws for consultation.
- Recommend to Council new or amended bylaws for adoption.

***District Plan***

- Review and approve for notification a proposed district plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a), Schedule 1 of the Resource Management Act 1991)
- Withdraw a proposed plan or plan change under clause 8D, Schedule 1 of the Resource Management Act 1991.
- Make the following decisions to facilitate the administration of plan changes, variations, designation and heritage order processes:
  - a. To decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by the Council and authorise the resolution of any such appeal, provided such decisions are consistent with professional advice.
  - b. To consider and approve Council submissions on a proposed plan, plan changes, and variations.
  - c. To monitor the private plan change process.
  - d. To accept, adopt or reject private plan change applications under clause 25, Schedule 1, Resource Management Act 1991.

***Other Resource Management Issues***

- Pursuant to Section 34(1) of the Resource Management Act 1991, to exercise all of the Council's functions, powers and duties under that Act, except the functions, powers and duties:
  - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
  - b. expressly delegated to other Council committees or decision-making bodies, or officers.
- Monitor and approve submissions in relation to National Policy Statements.



***Civil Defence and Emergency Management***

- Monitor the performance of Waikato District's civil defence and emergency management response against Council's requirements under the Civil Defence and Emergency Management Act including:
  - a. implementation of Government requirements; and
  - b. co-ordinating with, and receiving reports from, the Waikato Region Civil Defence and Emergency Management Group Joint Committee.

***Other Delegations***

- Exercise all of the Council's functions, powers and duties under the Building Act 2004, the Health Act 1956, and the Food Act 2014, and the respective regulations made under these Acts, except the functions, powers and duties:
  - a. that cannot be delegated or that are otherwise retained by the Council under its terms of reference; or
  - b. expressly delegated to other Council committees or decision-making bodies, or officers.
- Approval of attendance of elected members at conferences, seminars, training or events, in accordance with Council policy.

## Audit and Risk Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	External appointee – Margaret Devlin
<b>Membership:</b>	Deputy Chairperson – Cr Janet Gibb Mayor Allan Sanson ( <i>ex officio</i> ) Cr Aksel Bech Cr Jacqui Church Cr Jan Sedgwick
<b>Meeting frequency:</b>	As required – no less than four times each year.
<b>Quorum:</b>	Four members

### **Purpose:**

The Audit and Risk Committee is responsible for:

1. Providing objective advice and recommendations to the Council on the adequacy and functioning of the Council's risk management, control and governance frameworks and processes.
2. Ensuring Council fulfils its legal responsibilities;
3. Monitoring the Council's external and internal audit process;
4. Ensuring the independence and effectiveness of Council's Internal Audit processes;
5. Monitoring existing corporate policies and recommending new or amended policies to prevent and prohibit unethical, questionable or illegal activities;
6. Providing a communication link between management, internal auditors/external auditors and Council; and
7. Supporting measures to improve management performance and internal controls.

### **Terms of Reference:**

#### ***Risk Management***

To review:

1. the Council's risk management framework to ensure it is current and comprehensive, and associated procedures for effective identification and management of financial and business risks, including fraud;
2. whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
3. the effect of the risk management framework on its control environment and insurance arrangements;

4. whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically; and
5. the fraud policy and satisfy itself that the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related issues.

### ***Control Framework***

To:

6. review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
7. review whether management has in place relevant policies, processes and procedures, and that these are periodically reviewed and updated;
8. determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with;
9. review whether appropriate policies and procedures are in place for the management and exercise of delegations;
10. consider how management identifies any required changes to the design or implementation of internal controls; and
11. review whether management has taken steps to embed a culture, which is committed to ethical and lawful behaviour.

### ***External Accountability***

To:

12. review the financial statements, provide advice (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the Council;
13. satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls;
14. review the processes in place designed to ensure that financial information included in the annual report is consistent with the signed financial statements;
15. satisfy itself that the Council has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and
16. satisfy itself that the Council has a performance management framework that is linked to organisational objectives and outcomes and has appropriate monitoring in place.

**Legislative Compliance**

To:

17. determine whether management has appropriately considered legal and compliance risks as part of the Council's risk assessment and management arrangements; and
18. review the effectiveness of the system for monitoring compliance with relevant laws, regulations, and associated government policies.

**External Audit**

To:

19. act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
20. provide input and feedback on the financial statements and the audit coverage proposed by the external auditor, and provide feedback on the audit services provided;
21. review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations;
22. oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions: and
23. provide advice to the Council on action taken on significant issues raised in relevant external audit reports and good practice guides.

**Internal Audit**

To:

24. act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
25. review the internal audit coverage and annual work plan, ensure that the plan is based on the risk management plan, and recommend approval of the plan by the Council;
26. oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions;
27. review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice;
28. monitor management's implementation of the internal auditor's recommendations;
29. review the internal audit charter to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place;
30. recommend to Council the appointment of the internal auditor;
31. periodically review the performance and effectiveness of the internal auditor; and

32. be satisfied that any dismissal of the Chief Financial Officer is based on proper and appropriate reasons, to safeguard the independence of the audit function.

### **Zero Harm**

#### **33. To review:**

- a. The Council's Zero Harm safety framework to ensure if it is current, comprehensive and adaptive to new and emerging risks.**
- b. Whether a sound and effective approach has been followed in assessing the safety critical risks and developing related bowties to manage the risks.**
- c. The reporting framework to ensure that the organisation is monitoring what matters.**

### **The Committee is delegated the following recommendatory powers:**

~~33-34.~~ The committee has no decision-making powers.

~~34-35.~~ The committee may make recommendations to the Council and/or the Chief Executive, as appropriate.

~~35-36.~~ The committee may conduct and monitor special investigations in accordance with Council policy and approved budget, including engaging expert assistance, on matters within its terms of reference.

## **Administrative arrangements**

### ***Meetings***

The committee will meet at least four times each year. An extraordinary meeting may be called to review the annual report. The chairperson is required to call a meeting if requested to do so by the Council, or the Chief Executive.

A meeting plan, including dates and agenda items, will be agreed by the committee each year. The meeting plan will cover all of the committee's responsibilities as detailed in these Terms of Reference.

For clarity, the Council's Standing Orders and Code of Conduct will apply to committee meetings and members.

### ***Membership***

In fulfilling their role on the committee, members shall be impartial and independent at all times.

Members are appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.

The Council appoints external members of the committee; the terms of the appointment to be recorded in a contract.

### ***Attendance at meetings***

Meetings can be held in person, by telephone, or by video conference in accordance with Standing Orders.

The Chief Executive, Executive Leadership Team members, and external audit representatives will be invited to attend each meeting, unless requested not to do so by the chairperson of the committee. The committee may also ask other Council employees, or other suitably qualified persons with interest or expertise in special topics, to attend committee meetings or participate for certain agenda items.

The committee will meet separately with both the internal and external auditors at least once a year.

### ***Reporting***

The committee will regularly, but at least once a year, report to the Council on its operation and activities during the year.

The report should include:

- a summary of the work the committee performed to fully discharge its responsibilities during the preceding year; and
- a summary of the Waikato District Council's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable).

The committee may, at any time, report to the Chief Executive or the Council on any other matter it deems of sufficient importance to do so. In addition, at any time an individual committee member may request a meeting with the Chief Executive or the Council.

### ***Assessment arrangements***

The chairperson of the committee will initiate a review of the performance of the committee at least once every two years and present it to the Council.

### ***Review of Terms of Reference***

The committee will review its Terms of Reference at least once a year. This review will include consultation with the Council.

Any substantive changes to the Terms of Reference will be recommended for approval by the committee to the Council.

## District Licensing Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Noel Smith
<b>Deputy Chairperson:</b>	Cr Jacqui Church
<b>Members</b>	
<b>(External Appointees):</b>	Michael Cameron Patsi Davies Chrissy Hodkinson Janet Williams
<b>Meeting frequency:</b>	As required
<b>Quorum:</b>	Three members

### **Purpose**

To administer the Council's alcohol licensing obligations and responsibilities as determined by the Sale and Supply of Alcohol Act 2012 ('the Act').

### **Terms of Reference:**

1. To consider and determine applications for licences and manager's certificates
2. To consider and determine applications for renewal of licences and manager's certificates
3. To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with certain requirements.
4. To consider and determine applications for the variation, suspension, or cancellation of special licences.
5. To consider and determine applications for the variation of licences (other than special licences).
6. With the leave of the chairperson of the Alcohol Regulatory and Licensing Authority ('the licensing authority'), to refer applications to the licensing authority.
7. To conduct inquiries and to make reports as may be required of it by the licensing authority.
8. Other functions conferred on the District Licensing Committee by the Act or other legislation.

### **The Committee has the following powers to act:**

- Make decisions on applications and renewals for licences and manager's certificates in accordance with its terms of reference, the Act and other relevant legislation.

**Other delegations:**

- The Chairperson of the District Licensing Committee, in consultation with the Secretary of the District Licensing Committee, is delegated the power to appoint members to the District Licensing Committee from the approved list of members for any specific hearing.

**Explanatory Note:**

- The Secretary of the District Licensing Committee will prepare a quarterly report to the Policy & Regulatory Committee on the proceedings and operations of the District Licensing Committee.



# Chief Executive's Performance Review Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	His Worship the Mayor Allan Sanson
<b>Membership:</b>	Deputy Chairperson: Deputy Mayor Bech Cr Janet Gibb Cr Eugene Patterson Cr Jan Sedgwick
<b>Meeting frequency:</b>	As required, at least 3 times each calendar year.
<b>Quorum:</b>	A majority of members (including vacancies)

## Purpose

1. The Chief Executive's Performance Review Committee has responsibility, on behalf of the Council, to coordinate the implementation of the Chief Executive's Performance Review and Remuneration policies, which relate to the management of the annual performance and remuneration reviews of the Chief Executive.

## Terms of Reference:

The Committee will:

1. Meet with the Chief Executive in June of each year to discuss and agree a Performance Plan for the next financial year.
2. Undertake a review of the Chief Executive's performance against the agreed Performance Plan for the previous financial year in September, undertake a remuneration review based on the recommendations of the independent remuneration consultants, and implement the results.
3. Undertake an interim review of the Chief Executive's progress against the agreed Performance Plan in February/March.
4. Undertake any recruitment process for the Chief Executive and recommend an appointment for Council approval.

## The Committee is delegated the following powers to act:

1. To make decisions on the Chief Executive's performance plan and remuneration in accordance with its Terms of Reference.
2. To recommend the appointment or dismissal of the Chief Executive to the Council.

## Independent Support

The Committee will be supported by an independent consultant, mutually agreed by the Council and the Chief Executive. The independent consultant will attend all the committee meetings, but will not have any voting rights.

## Discretionary & Funding Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Shelley Lynch
<b>Membership:</b>	Deputy Chairperson: Cr Rob McGuire Cr Stephanie Henderson Cr Lisa Thomson Cr Chris Woolerton
<b>Meeting frequency:</b>	As required
<b>Quorum:</b>	A majority of members (including vacancies)

### Purpose

1. To consider applications of funding for the Discretionary Grants Fund, and recommendations for funding applications for the Heritage Assistance Fund and Conservation Fund in accordance with Council policy and strategy.

### Terms of Reference:

1. To determine funding applications for the Discretionary Grants Fund in accordance with the Discretionary Grants Policy and Guidelines, in a fair and just manner.
2. To determine recommendations for funding applications for the Heritage Assistance Fund and Conservation Fund in accordance with Council policy.
3. To monitor and review the work of the Creative Communities Scheme Assessment Committee on a regular basis.
4. To prioritise allocation of funding for community activities in accordance with Council policy and strategy.

### The Committee is delegated the following powers to act:

- Approval of funding applications for the Events Fund and Rural Ward Fund within the funds allocated by the Council on an annual basis (other than those applications to be determined by the relevant community board or community committee).
- ~~Approval of funding applications for the Heritage Assistance Fund and Conservation Fund as recommended to the committee by officers or relevant assessment bodies.~~
- Approval of funding applications for any other community-based funding as delegated to the committee by the Council.

### Explanatory Note

- The committee may make recommendations to the Council or any other Council committee in relation to decisions that fall outside its terms of reference or delegations.

## Regulatory Subcommittee

**Reports to:** Policy & Regulatory Committee

**Chairperson:** Cr Noel Smith

**Deputy Chairperson:** Cr Jan Sedgwick

**Membership:** Cr Gibb  
Cr Eyre

(The composition of any Regulatory Subcommittee for quorum purposes to be determined by the Chairperson)

**Meeting frequency:** As and when required

**Quorum:** A panel of three to be appointed in the first instance allowing for a quorum of two once the hearing has commenced.

### Purpose

1. To conduct fair and effective hearings and make determinations on the Council's regulatory functions under legislation and other matters as referred to the Committee.
2. To recommend to the Council or relevant Council committee any matters that it considers necessary to enable the effective management of the Council's regulatory functions.

### Terms of Reference:

1. Hear and determine any statutory or regulatory hearings under relevant legislation unless otherwise delegated or retained by the Council, including (but without limitation):
  - a. objections under the Dog Control Act 1996;
  - b. matters under the Resource Management Act 1991 and related legislation;
  - c. matters under the Impounding Act 1955;
  - d. matters regarding drainage and works on private land under the Local Government Act 1974 and Local Government Act 2002;
  - e. matters under the Gambling Act 2003, Health Act 1956 and Litter Act 1979;
  - f. matters regarding residential pools under the Building Act 2004.
2. Hear and determine other matters that require hearings or submissions, as referred by Council or other Committees.
3. To convene working groups and carry out the Terms of Reference approved and referred by Council or other Committees.

**The Subcommittee is delegated the following powers to act:**

- Conduct statutory hearings on regulatory matters and undertake and make decisions on those hearings that fall within the committee's Terms of Reference.
- Appoint additional members, including external members, for hearings where expert advice is required.
- Establish and amend hearings protocols relating to the general conduct of hearings and hearings-related matters in accordance with the applicable legislation and the principles of administrative law and natural justice.
- Approval of activities and expenses relating to working groups consistent with the terms of reference and approved working group budget.

**Explanatory Note:**

1. The Committee may request expert advice through the Chief Executive when necessary.
2. The General Manager Customer Support, in consultation with the Chairperson of the Regulatory Subcommittee, are delegated the power to determine:
  - a. the composition of any hearings panel to be convened under the committee's terms of reference; and
  - b. the appointment of any independent hearings commissioner within the panel of commissioners approved by the Council, to hear and determine any matter under the Resource Management Act 1991 (and related legislation). An independent commissioner can be appointed to act in his/her sole capacity, or together with appointed councillors who hold the appropriate accreditation.
3. Decisions of a hearing panel shall be made by consensus although if necessary the majority view prevails.

## Proposed District Plan Subcommittee

<b>Reports to:</b>	Policy & Regulatory Committee
<b>Chairperson:</b>	Cr Noel Smith
<b>Deputy Chairperson:</b>	Deputy Mayor Bech
<b>Membership:</b>	His Worship the Mayor Cr Church Cr Patterson
<b>Meeting frequency:</b>	As and when required
<b>Quorum:</b>	A majority of members (including vacancies).

### Purpose and Terms of Reference

#### Purpose

1. To assist the Chief Executive and officers to make timely decisions on any matters relating to the hearings on submissions and further submissions on the Proposed Waikato District Plan (including Stages 1, 2 and any variations) (“the Proposed District Plan”) and any appeals or other proceedings relating to Council’s decisions on the Proposed District Plan.

#### The Subcommittee is delegated the following powers to act:

1. To make decisions in relation to any direction sought by the Chief Executive and/or officers in relation to any matters relating to:
  - a) The hearings on submissions and further submissions on the Proposed District Plan; and
  - b) Any appeals or other proceedings relating to Council’s decisions on the Proposed District Plan.

**NOTE:** The authority under paragraphs 1 a) and b) includes the power to direct the Chief Executive or officers to engage any expert or legal counsel.
2. To determine an approach for resolving any appeals or other proceedings on Council’s decisions on the Proposed District Plan.
3. To delegate to the Chief Executive or any officer participating in an alternative disputes resolution process (“ADR process”) (as defined in section 268(4) of the Resource Management Act 1991) in relation to any Environment Court proceeding arising from Schedule 1 of the Act or any other ADR process directed in any other proceedings), the authority to make decisions on behalf of Council , within any parameters given by the Subcommittee, on any matters that may reasonably be expected to arise in the ADR process.

4. To authorise the Chief Executive, or his delegate, together with any other member of the Executive Leadership Team, to jointly consider and approve, within any parameters given by the Subcommittee, the content of any draft consent order to be submitted to the Environment Court to resolve any appeal on Council's decisions on the Proposed District Plan.
5. To report to the Policy & Regulatory Committee on a quarterly basis (as a minimum) with a summary of the matters considered and decisions made by the Subcommittee.

## i-SITE Tender Review Subcommittee

<b>Reports to:</b>	Strategy & Finance Committee
<b>Chairperson:</b>	His Worship the Mayor
<b>Membership:</b>	Chairperson Strategy & Finance Committee – Cr Gibb Chairperson Infrastructure Committee – Cr Patterson
<b>Meeting frequency:</b>	As and when required
<b>Quorum:</b>	A majority of members (including vacancies).

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### **Purpose and Terms of Reference**

#### **Purpose**

To make timely decisions in relation to i-SITE services in Raglan.

#### **The Subcommittee is delegated the following powers to act:**

1. To award a contract in relation to the Raglan i-SITE, including an extension to the existing contract for the Raglan i-SITE;
2. To decide on any servicing or operational requirements for the Raglan i-SITE, including location, staffing and other resources;
3. To vary the scope of services offered at the Raglan i-SITE;
4. To close the Raglan i-SITE;
5. To agree any partnership arrangement for providing services at the Raglan i-SITE;
6. To decide on any other matters relating to the Raglan i-SITE that give effect to the above delegations.

# Creative Communities Scheme Assessment Committee

**Reports to:** Creative New Zealand and the Council’s Discretionary & Funding Committee

**Chairperson:** Cr S Henderson

**Deputy Chairperson:** Ms A Pihama

**Membership:** Two elected members (Councillors McGuire and Henderson)  
Two iwi representatives (Ms Miriama (Tilly) Turner; Ms A Pihama)  
One Arts Council representative (Heather Cunningham)  
Four community representatives (Claire Du Bosky; Judi Muru; Mark Vincent; Annette Taylor)

**Meeting frequency:** As and when required, at least twice yearly

**Quorum:** A majority of members (including vacancies)

## Purpose and Terms of Reference:

1. To administer the Creative New Zealand Creative Communities Scheme in partnership with Creative New Zealand.
2. To consider applications and allocate funding in accordance with the Creative New Zealand Creative Communities Scheme Guidelines.
3. The Committee’s Chairperson will provide an update report to the Council’s Discretionary & Funding Committee after each Creative Communities Scheme Assessment Committee meeting.

## The Committee is delegated the following powers to act:

- Approval of funding applications to the Creative New Zealand Creative Communities Scheme.
- Appoint community representatives to the Committee.

## Explanatory Note:

- Appointments to the Committee are made as follows:
  - a. Immediately following each local authority triennial election, the Council will appoint two elected members. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to Council’s appointed elected members.
  - b. The iwi representatives shall continue on the Committee following the local authority triennial elections, provided they serve no long than two consecutive terms. New iwi representatives are appointed by Waikato Tainui.
  - c. The Arts Council representative shall continue on the Committee following the local authority triennial elections. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to the Art Council’s appointed



members. New Arts Council representatives are appointed by Raglan Community Arts Council.

- d. Community representatives shall continue on the Committee following the local authority triennial elections, provided they serve no long than two consecutive terms. New community representatives are appointed by the Committee.
- External appointees to the committee will be entitled to remuneration for attendance at meetings in accordance with the terms agreed between the Council and Creative New Zealand.

## Waters Governance Board

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Ms Rukumoana Schaafhausen
<b>Membership:</b>	Mr Garth Dibley Mr David Wright Mr Gavin Ion (Chief Executive) Ms Jackie Colliar (Board Intern)
<b>Meeting frequency:</b>	Monthly
<b>Quorum:</b>	A majority of members (excluding the Board Intern)

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The Waters Governance Board is a subordinate decision-making body of the Waikato District Council established under Schedule 7 of the Local Government Act 2002.

### **Purpose and Terms of Reference:**

1. To provide governance and oversight of the development and implementation of the Council contract with Watercare Services Limited ('Watercare').
2. To ensure the activity goals are clearly established, and strategies are in place for achieving them.
3. To establish 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.
4. To monitor the performance of management through the Chief Executive.
5. To ensure high standards of health & safety are maintained by management and Watercare and undertaking appropriate due diligence.
6. To decide 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.
7. To ensure the water activity's financial statements are true and fair and otherwise conform with law.
8. To ensure the water activity adheres to high standards of ethics and corporate behavior.
9. To ensure the water activity has appropriate risk management/regulatory compliance policies in place.
10. To look to improve environmental outcomes from this activity.
11. To consider kaitiakitanga as part of decision-making.
12. To monitor and ensure Watercare are meeting their obligations.
13. To report to Council twice yearly on progress with Waters' Management.

14. To provide innovation and ideas that could improve profitability, service levels or environmental outcomes.
15. To hold Watercare to account over the delivery of the operational and capital programmes.
16. To work with Council to agree the overall funding requirements of the business.
17. To undertake any other matters considered relevant by the Board or referred to the Board by the Council.

**The Board is delegated the following powers to act:**

- Agree the form of the transactional arrangement with Watercare.
- Negotiate with Watercare and recommend to Council the final, or any amended, contract value for waters management.
- Conclude the contract (after Council approval of contract value) and terms and conditions, including any amendments, with Watercare.
- Ensure that transitional contract requirements are met by Watercare and Council.
- Hold Watercare to account for their performance at all levels.
- Monitor and oversee the performance of staff and Watercare in terms of the water activity.
- Consider and ensure improvements or innovation are implemented by Watercare or through the Chief Executive as appropriate.
- Approve changes to the operation of the contract with Watercare.
- Develop strategies to improve contractual performance or to improve business practices.
- Recommend to Council infrastructure strategy and Asset Management Plans for adoption.
- Develop an annual works programme (operating and capital) and submit to council for final approval.
- Approve alterations and transfers within the programme of capital and operational works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Set and ensure Watercare's adherence to health and safety requirements, and wellbeing practices.
- Set and maintain standards of ethics and corporate behavior.
- Consider development opportunities for the Waters' business.
- Define and set levels of service for Waters' management now and in the future.
- Responsible for the financial performance of the contract and operation.
- Approve and/or amend existing or new contracts relating to the delivery of three waters' services and operation unless additional funding by the Council is required or the approval or amendment is inconsistent with Council Policy.

- Recommend to Council any new or additional funding requirements over and above that contained within the Long Term Plan.
- Develop plans to improve the overall resilience of the Waters' networks and allow for growth.
- Consider the impact of growth on the Waters' infrastructure.
- Implement and monitor the risk management framework for the waters' management and activity.
- Approve the annual and half yearly financial statements for the Waters' operation and provide any relevant commentary to the Council.
- Annually review the Board composition, structure and succession and make recommendations to council on these matters.
- Ensure the Waters' business delivered by Watercare provides value for the community in terms of the four wellbeings.
- Determine the approach for resource consent applications for the Waters' business, and monitor progress of those applications on behalf of the Council.
- Review and monitor existing strategic resource consents.
- Ensure that Kaitiakitanga and environmental outcomes are key decision making considerations for the Board.
- Uphold the vision and strategy of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.



## **Joint Committees**

# Waikato Raupatu River Trust and Waikato District Council Co-Governance Joint Committee

**Reports to:** Council

**Co-Chairpersons:** His Worship the Mayor Allan Sanson and Ms Rukumoana Schaafhausen (Chair of Te Arataura)

**Membership:**

*Council Representatives:* Cr Aksel Bech  
Cr Janet Gibb  
Cr Lisa Thomson  
Cr Jacqui Church (alternate)

*Trust Representatives:* Patience Te Ao  
Hinerangi Raumati-Tuu'a  
(Vacancy)  
Tahi Rangiawha (alternate)

**Meeting frequency:** To meet at least twice each calendar year

**Quorum:** 6 members (being 3 Council representatives; 3 Trust representatives)

## Introduction

This Committee provides the framework for Waikato-Tainui, as trustee of the Waikato Raupatu River Trust, and the Waikato District Council to work together to give effect to the Waikato River Settlement. The parties are committed to:

- the restoration and protection of the health and wellbeing of the Waikato River for future generations;
- establishing and maintaining a positive, co-operative and enduring relationship consistent with the guiding principles and the principles of engagement; and
- work co-operatively on matters of common interest to both parties.

## The Committee has delegated responsibility for:

- Implementation of the processes detailed in the schedules to the Joint Management Agreement;
- Overseeing the development of an effective and collaborative working relationship at governance, management and operational levels of both organisations.

## Terms of Reference

### 1. Purpose

- The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 ('River Settlement Act') requires Waikato-Tainui and the Waikato District Council to work together in carrying out the duties, functions and the exercising of powers in respect of the Resource Management Act 1991 ('RMA').
- The purpose of the terms of reference (TOR) is to provide the framework for Waikato-Tainui and the Waikato District Council to work together to give effect to the River Settlement and to develop a tangible, enduring and beneficial relationship.
- The TOR covers the following key aspects in relation to the River Settlement Act and the joint management agreement:
  - a. The completion of the Joint Management Agreement;
  - b. The implementation of the processes detailed in the schedules to the Joint Management Agreement; and
  - c. The development of an effective and collaborative working relationship at governance, management and operational levels of each organisation.
- Waikato-Tainui and the Waikato District Council may, in future, consider and determine whether it is appropriate that the TOR and the Joint Management Agreement are integrated into a single document.

### 2. The Relationship

- Both Waikato-Tainui and the Waikato District Council have over many years had an informal relationship at both governance and management levels. This relationship to some extent has not been fully expressed and is often limited to the formalities of the existing statutory frameworks.
- The opportunities within the River Settlement Act have now provided a unique opportunity upon which an enduring and tangible relationship can be built beyond just the statutory frameworks alone.
- In carrying out the duties and functions covered by the TOR, the Joint Committee shall do so in accordance with the principles set out in section 44 of the River Settlement Act, which are to:
  - a. Promote the overarching purpose of the settlement to restore and protect the health and wellbeing of the Waikato River for future generations;
  - b. Respect the mana whakahaere rights and responsibilities of Waikato-Tainui;
  - c. Promote the principle of co-management;
  - d. Reflect a shared commitment to:
    - i. Work together in good faith and in a spirit of co-operation
    - ii. Being open, honest and transparent in all communications
    - iii. Using their best endeavours to ensure that the purpose of the Joint Management Agreement is achieved in an enduring manner;

- e. Recognise that the Joint Management Agreement operates within statutory frameworks and that complying with those frameworks, meeting statutory timeframes and minimising delays are important.
- The joint committee will work co-operatively to ensure that all the requirements of the River Settlement Act are met, including finalisation of the schedules to the Agreement.

### **3. *Application to the duties, functions and exercising of powers in the RMA***

- The TOR shall apply to the processes associated with the following activities, the details of which are set out in the schedules to the Joint Management Agreement:
  - a. Monitoring and enforcement (s45)
  - b. Preparation, review, change or variation of RMA 1991 planning document (s46)
  - c. Resource consent process (s47)
  - d. processes relating to customary activities (s62)
- The TOR will also extend to cover other duties, functions or powers pursuant to section 52 of the Settlement Act, as set out in the Joint Management Agreement.

### **4. *Membership of the Joint Committee***

- The joint committee will comprise :
  - a. Four members from Waikato-Tainui, one of which must be the chair of Te Arataura
  - b. Four members from Waikato District Council, one of which must be the Mayor
- The members of the joint committee will be nominated following the triennial elections for each organisation and will include alternative members.
- If a member is unable to attend a meeting, an alternative member will attend in their place, to ensure that meetings may still proceed.

### **5. *Meetings of the Joint Committee***

- The joint committee must meet a minimum of twice per year.
- The joint committee may call additional meetings as often as it considers necessary, following consultation and agreement from both chairs. The purpose of these meetings may be to receive updates on projects, to discuss a specific issue, or for other purposes as agreed by the chairs.
- The venue for meetings shall alternate between the offices of the Waikato District Council and Waikato-Tainui. The host organisation shall provide the necessary support services for the meeting including a minute secretary.
- Meeting dates and venues will be organised and set by the appropriate staff of Waikato-Tainui and Waikato District Council once confirmation and agreement on that date has been received by all members on the joint committee.



- The host must give notice in writing to each member of the committee of the time and place of the meeting:
  - a. Not less than 14 days before the meeting; or
  - b. If the committee has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.
- Notice will be given by email.
- An agenda detailing the matters to be brought before each meeting, together with relevant attachments must be sent to each member not less than two clear working days before the day appointed for the meeting.

#### **6. Procedure for all meetings**

- The meetings shall be co-chaired by the Chair of Te Arataura and the Mayor of Waikato District Council.
- In the event that either or both of these members are unable to attend the meeting, the members of the committee who are present will elect one of their members to preside at that meeting. That person may exercise at that meeting the responsibilities, duties, and powers of the Chair of Te Arataura or the Mayor of Waikato District Council.
- Meetings of the joint committee shall be open to the public to attend. There shall be no mandatory requirement for either Waikato-Tainui or the Waikato District Council to notify meetings, however, the minutes of the meetings will be made available for public inspection.
- Where there are matters of confidence then the committee may resolve to exclude the public from such matters in accordance with the Local Government Official Information and Meetings Act 1987. The decision of what constitutes a matter to be discussed in confidence shall be proposed by the co-chairs.

#### **7. Minutes of meetings**

- The host organisation is responsible for keeping minutes of the proceedings of meetings.
- Minutes of joint committee meetings will be published on the Waikato District Council's website.

#### **8. Process for reaching decisions**

- The process for reaching decisions will be in accordance with the principles set out in section 44 of the Settlement Act and:
  - a. Will be carried out with the highest level of good faith engagement; and
  - b. By consensus

- Members are to endeavour, at all times, to reach a consensus on the matters to be discussed and decided on by the joint committee. Members are bound by each recommendation/decision and will not take any steps to undermine a consensus recommendation/decision.
- Where a decision cannot be reached, the chairs may direct one or more of the following actions to aid in decision making:
  - a. Nominated staff from each organisation to prepare a joint report on the issue with options and recommendations for consideration by the committee
  - b. A workshop to be arranged to enable further discussion on the matter. Attendance at the workshop to be agreed by the committee and may include committee members, nominated staff and if required subject matter experts.
  - c. The issue to be referred back to respective Waikato-Tainui Executive and Waikato District Councillors for further discussion and direction
- Following the completion of one or more of these options, the matter will be placed on the agenda for the next joint committee meeting for further consideration at the direction and agreement of the co-chairs.
- The joint committee may also agree to reserve their decision on an issue until a future date and take no action in the interim.

#### **9. *Establishment of Project Teams***

- The joint committee may appoint project teams to give effect to the processes identified and set out in the schedules to the Joint Management Agreement and to complete specific projects required by the joint committee.
- The project teams will consist of representatives from Waikato-Tainui and the Waikato District Council. The composition of project teams will be agreed between the partners, and will depend on the project. Generally, the project teams will comprise equal numbers from both organisations, with the relevant skills and knowledge suitable for the specific project.
- The frequency of project team meetings, the process to be followed and other administrative matters relating to the project, will be determined by the members of the project team. Progress reports will be provided to the joint committee at their meetings.

#### **10. *Facilitation of Meetings***

- The co-chairs are free to conduct meetings as they see fit. The co-chairs will endeavour to ensure all meetings start and finish on time and that, where possible, all agenda items are covered.
- The co-chairs should be aware of the range of perspectives across the joint committees and are to manage discussion of those differing perspectives in light of the purpose and scope of the terms of reference.

- Where necessary the co-chairs may request that independent facilitation of meetings take place if it is in the best interest of the members working together to achieve the purpose of the Joint Management Agreement.

#### **11. Costs**

- Costs associated with the administration and hosting of joint committee meetings will be the responsibility of the host organisation.
- Costs that may arise as a result of a project directed by the joint committee are to be discussed and agreed by the joint committee and will generally be shared equally.
- Costs that may arise as a result of a decision or recommendation of the joint committee must be addressed in the recommendations. As a general principle any decision or recommendation which may result in costs to either or both organisations will be referred back to Waikato-Tainui and Waikato District Council for consideration.

#### **12. Conflicts of Interest**

- Committee members should be aware of possible conflicts of interest in regard to any matters that may be discussed by the joint committee.
- Where a conflict of interest may exist the committee member should declare the conflict as early as possible. Any member of the committee who declares a conflict of interest will not participate in the discussion or decision making on that particular issue. For clarity, being a member of Waikato-Tainui or Waikato District Council's respective governing bodies does not give rise to a conflict of interest.
- Any conflict of interest declared by a member will be recorded in the minutes of the meeting.

#### **13. Conduct of members**

- Members of the joint committee will act at all times in a manner appropriate for the good conduct of the business of the committee and as per the guiding principles which are set out in the Joint Management Agreement (clause 9- a-o).

#### **14. Communication**

- All communications on the activities of the joint committee are to be approved by the members and signed off by the co-chairs prior to any release.
- Appropriate staff from each respective organisation shall be charged with ensuring that the above protocol is followed.

**15. Dispute Resolution**

- If any dispute should arise in connection with the operation of these Terms of Reference, the co-chairs and joint committee members will use their best endeavours to settle the dispute by agreement.
- The members will act in good faith and co-operate with each other to resolve the dispute.
- The members shall refer to the guiding principles in the JMA (clause 9 – a-o) when seeking to settle the dispute and may also use the options set out in section 8 of this terms of reference to assist them to reach a consensus.

## Other Joint Committees

The Terms of Reference for the following joint committees are found on the Waikato Regional Council's website<sup>3</sup>.

**Waikato Civil Defence Emergency Management Group**

**Regional Transport Committee**

**Waikato Plan Leadership Committee**

**Hauraki Gulf Forum**

**Ngaa Wai o Waipaa Co-Governance Forum**

**Future Proof Implementation Committee**

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<sup>3</sup> <https://www.waikatoregion.govt.nz/assets/WRC/Council/About-Us/Democracy-resources-and-information/Terms-of-Reference-2016-2019-Triennium-v2.pdf>. Additional joint committees to be added once the Waikato Regional Council's governance structure is confirmed.



## **Appointments**

## **Community Boards and Community Committees**

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<b>Huntly Community Board:</b>	Huntly Ward Councillors (2)
<b>Raglan Community Board:</b>	Raglan Ward Councillor
<b>Ngaruawahia Community Board:</b>	Ngaruawahia Ward Councillors (2)
<b>Onewhero-Tuakau Community Board:</b>	Onewhero Te Akau Ward Councillor Awaroa Ki Tuakau Ward Councillor (Cr Henderson)
<b>Taupiri Community Board:</b>	Ngaruawahia Ward Councillors (2)
<b>Te Kauwhata Community Committee:</b>	Whangamarino Ward Councillor
<b>Meremere Community Committee:</b>	Whangamarino Ward Councillor
<b>Tamahere Community Committee:</b>	Tamahere Ward Councillor
<b>Pokeno Community Committee:</b>	Awaroa Ki Tuakau Ward Councillors (2)
<b>North East Waikato Community Committee:</b>	Whangamarino Ward Councillor
<b>Te Kowhai Community Committee:</b>	Newcastle Ward Councillor
<b>Eureka Community Committee:</b>	Eureka Ward Councillor
<b>Tauwhare Community Committee:</b>	Eureka Ward Councillor
<b>Matangi Community Committee:</b>	Eureka Ward Councillor
<b>Pukemiro/Glen Afton Community Committee:</b>	Huntly Ward Councillors (2)
<b>Gordonton Community Committee:</b>	Hukanui-Waerenga Ward Councillor
<b>Horsham Downs Community Committee:</b>	Hukanui-Waerenga Ward Councillor
<b>Mercer Community Committee:</b>	Awaroa Ki Tuakau Ward Councillors (2)
<b>North West Waikato Residents &amp; Ratepayers Committee:</b>	Awaroa Ki Tuakau Ward Councillors (2)
<b>Whatawhata Community Committee:</b>	Newcastle Ward Councillor

## Council Controlled Organisations (CCOs) and Council Organisations (COs)

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<b>Waikato Regional Airport Ltd:</b>	Deputy Mayor (Alternate: His Worship the Mayor)
<b>Civic Financial Services Ltd:</b>	His Worship the Mayor; Deputy Mayor
<b>Hamilton &amp; Waikato Tourism:</b>	Deputy Mayor (Alternate: Strategy & Finance Committee Chairperson)
<b>Waikato District Community Wellbeing Trust:</b>	Cr Church, Cr McGuire, His Worship the Mayor, 2 x external appointees
<b>Waikato Local Authority Shared Services Limited:</b>	Chief Executive
<b>Strada Corporation Ltd:</b>	Chief Executive; Peter deLuca

## Joint Committees

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<b>Regional Transport Committee:</b>	Infrastructure Committee Chairperson (Alternate: Deputy Mayor; 2 <sup>nd</sup> Alternate: Infrastructure Committee Deputy Chairperson)
<b>Waikato Civil Defence Emergency Management Group:</b>	Newcastle Ward Councilor (Alternate Infrastructure Committee Chairperson)
<b>Hauraki Gulf Forum:</b>	Eureka Ward Councillor
<b>Ngaa Wai o Waipaa Co-Governance Forum:</b>	Deputy Mayor (Alternate: His Worship the Mayor)
<b>Future Proof Implementation Committee:</b>	His Worship the Mayor; Deputy Mayor



**Waikato Plan Joint Committee:** Deputy Mayor (Alternate: His Worship the Mayor)<sup>4</sup>

## **Recreation Reserve and Hall Committees**

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**Te Kauwhata Domain Management Committee:** Whangamarino Ward Councillor

**Ohinewai Area Committee:** Huntly Ward Councillor (Cr Lynch)

**Lake Kainui Recreation Reserve Committee:** Ngaruawahia Ward Councillor (Cr Patterson)

**Te Akau/Waingaro Community Committee Complex:** Onewhero-Te Akau Ward Councillor

**Te Kowhai Hall Committee:** Newcastle Ward Councillor

**Tuakau Recreation Reserve Committee:** Awaroa Ki Tuakau Ward Councillor (Cr Henderson)

**Mercer Recreation Reserve Committee:** Awaroa Ki Tuakau Ward Councillors (2)

**Waikato District Lakes and Freshwater Wetlands Memorandum of Agreement Governance Group:** Whangamarino Ward Councillor; Hukanui-Waerenga Ward Councillor

## **Other External Organisations**

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**Department of Corrections Community Liaison Group for the Spring Hill Corrections Facility:** Whangamarino Ward Councillor

**Gordonton Woodlands Trust Appointments Committee:** Chief Executive, or delegate

**Hamilton Airport Community Liaison Group:** Tamahere Ward Councillor

**Heritage Assessment Team:** Cr Church, Cr McGuire

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<sup>4</sup> Appointed on behalf of the Future Proof Implementation Committee

<b>Local Government New Zealand (including Zone 2 meetings and Rural/Provincial Sector meetings):</b>	His Worship the Mayor (Alternate: Deputy Mayor)
<b>Papahua Holiday Park Board of Management:</b>	Raglan Ward Councillor
<b>Waikato Coalfields Museum Trust:</b>	Huntly Ward Councillor (Cr Lynch)
<b>Waikato District Council - Hamilton City Council Governance Group:</b>	His Worship the Mayor, Deputy Mayor, Cr Smith, Cr Gibb
<b>Waikato District Crime Prevention Technology Trust:</b>	Councillors Henderson, Sedgwick and Thomson
<b>WEL Energy Trust:</b>	His Worship the Mayor (Alternate: Deputy Mayor)

## Schedule of Amendments to WDC Governance Structure 2019/22

Date	Section	Amendment/Addition/Deletion	Authorisation
2/12/19	Council & Committees of Council	Addition of i-SITE Tender Review Subcommittee, and delegations	S&F Committee
24/2/20	Appointments (Joint Committees)	Appointment of Alternate to Waikato Civil Defence and Emergency Management Joint Committee	Council

## Appendix A – Template for Establishing a Working Party

**Working Group/Hearings Panel – *Insert Name***

<b>Chairperson:</b>	
<b>Elected Members:</b>	
<b>External Members:</b>	
<b>Support Staff<sup>1</sup>:</b>	
<b>Date Established<sup>2</sup>:</b>	
<b>Reporting Back Date:</b>	
<b>Appointing Committee<sup>3</sup>:</b>	
<b>Purpose<sup>4</sup>:</b>	
<b>Terms of Reference<sup>5</sup>:</b>	

Notes:

1. Support staff to include the General Manager (or Chief Executive) supporting the Working Group/Hearings Panel.
2. Refer to the Council or committee meeting date that established the working group/hearings panel.
3. Identify the committee (or Council) that established the working group/hearings panel.
4. The Council/committee resolution that established the working group/hearings panel.
5. Detail the powers, duties and functions of the working group/hearings panel. This is not to include any decision-making powers.

## Raglan ~~Kopua~~-Holiday Park Papahua Board Charter

### Part 1 – Interpretation

In this charter:

- *Act* means the Local Government Act 2002
- *Board* means the Board of the Camp
- *Business* means the business of the Camp
- *Camp goals* means the goals of the Camp as set out in part 2
- *Management* means the management personnel of the Camp, including the senior management representative appointed by the Council Chief Executive
- *Management limitations* means the limitations on the actions of management as set out in Part 4
- *Stakeholders* mean the Raglan Community and Council.

### Part 1a – Legislative Framework

The Raglan ~~Kopua~~-Holiday Park Papahua (“the Camp”) Board is established pursuant to Clause 30 of Schedule 7 of the Act. Pursuant to Clause 32 of Schedule 7 of the Act the Board shall act according to this Charter.

### Part 2 – Camp goals

#### General

The purpose of the Board is to ensure an efficient, effective and sustainable Raglan Camp operation which is in the long term interests of the Raglan Community and Council, at no direct cost to ratepayers.

The capital and resources of the Camp will be allocated to those assets and activities which will enable it to achieve the Camp goals in a manner that best serves the interests of the stakeholders as a whole.

The Council has appointed the Board to also assist with responsibilities under the Deed of Gift.

### Part 3 – Board governance process

#### Role of the Board

The role of the Board is to effectively represent, and promote the interests of, Council and other stakeholders, with a view to adding long-term value to the Camp and Community. Having regard to its role the Board will oversee the business and affairs of the Camp including, in particular:

- ensuring that the Camp goals are clearly established, and strategies are in place for achieving them (such strategies being expected to originate, in the first instance, from management)
- establishing policies for strengthening the performance of the Camp including ensuring that management is proactively seeking to build the business through innovation, initiative, technology and new products as required
- monitoring the performance of management
- in conjunction with Council, both appointing the Camp Manager, and where necessary, terminating the Camp Manager’s employment (*the terms of employment contract are set by Council*).
- deciding on whatever steps are necessary to protect the Camp’s financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken

- ensuring the Camp's financial statements are true and fair and otherwise conform with law
- ensuring the Camp adheres to high standards of ethics and corporate behaviour
- ensuring the Camp has appropriate risk management and regulatory compliance policies in place, including effective Health and Safety policies and procedures
- ensuring recommendations highlighted in internal audit reports are actioned by management
- ensuring adherence to Council's policies and procedures
- providing reports to the Raglan Community Board and Infrastructure Committee of Council (or its successor)
- ensuring adherence to Council's Code of Conduct.

In the normal course of events, day-to-day management of the Camp will be in the hands of council management.

The Board will satisfy itself that the Camp is achieving the Camp goals.

### **The Board's relationship with Council**

The Council has delegated responsibility for governance of the Camp to the Board in accordance with this Charter and specific delegations included in part 5.

The Board will use its best endeavours to familiarise itself with issues of concern to Council. The Board will regularly evaluate economic, political, social and legal issues and any other relevant external matters that may influence or affect the development of the business or the interests of Council and, if thought appropriate, will take outside expert advice on these matters.

### **The Board's relationship with other stakeholders**

The Board will use its best endeavours to familiarise itself with issues of concern to all relevant stakeholders. The Board recognises that the Camp's long-term survival and prosperity are closely intertwined with the environments and markets within which it operates and the extent to which the Camp is seen as a responsible corporate and community citizen.

### **Board procedures**

The conduct of members will be consistent with their duties and responsibilities to the Camp and, indirectly, to stakeholders. The Board will be disciplined in carrying out its role, with the emphasis on strategic issues, policy and Camp performance. Members will always act within any limitations imposed by the Board on its activities.

Members will use their best endeavours to attend Board meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Board discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the table. Members unable to attend a meeting will advise the chair at the earliest date possible.

Board discussions will be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The chair will, nevertheless, seek a consensus in the Board but may, where considered necessary, call for a vote. All discussions and their record will be open to the public unless there is a specific legislative reason not to.

Subject to legal or regulatory requirements the Board will decide the manner and timing of the publication of its decisions.

Subject to the requirements of this Charter, the Board has sole authority over its agenda and exercises this through the chair. Any member may, through the chair, request the addition of an item to the agenda. The agenda will be set by the chair in consultation with Council Management.

The Board will normally hold meetings in each month of the year except January and will hold additional meetings as required. At each normal meeting the interests register will be updated as necessary and the Board will consider:

- an operational report from the Camp Manager
- a financial report
- specific proposals for capital expenditure
- major issues and opportunities for the Camp.

In addition the Board will, at intervals of not more than one year:

- review the Camp goals
- review the strategies and operating plans for achieving the Camp goals
- approve the annual business plan and budget for submitting to Council
- approve the annual and half-yearly financial statements and reports to Council
- in conjunction with Council management, review the Camp Manager's performance
- review risk assessment policies and controls including insurance covers and compliance with legal and regulatory requirements
- confirm the following year's work plan.

Members are entitled to have access, at all reasonable times, to all relevant information and to management.

Members are expected to strictly observe the provisions of the Act applicable to the use and confidentiality of Camp and Council information. In making policy, the Board will not reach specific decisions unless it has considered the more general principles upon which they are founded, and in reaching other specific decisions the Board will consider the policies against which the decisions are made.

### **Chair, Deputy Chair and Board Members**

Each year, the Board will appoint from among the members a chair and deputy chair. The deputy chair will deputise for the chair in his or her absence or at his or her request.

The chair is responsible for:

- representing the Board to stakeholders
- ensuring the integrity and effectiveness of the governance process of the Board as set out in Part 3
- maintaining regular dialogue with Council Management over all operational matters and consulting with the remainder of the Board promptly over any matter that gives him or her cause for major concern.

The chair will act as facilitator at meetings of the Board to ensure that no member dominates discussion, that appropriate discussion takes place and that relevant opinion among members is forthcoming.

The chair will ensure that discussions result in logical and understandable outcomes.

### **Board Committees**

Board committees will be formed only when it is efficient or necessary to facilitate efficient decision-making. Board committees will observe the same rules of conduct and procedure as the Board unless the Board determines otherwise. Board committees will only speak or

act for the Board when so authorised. The authority conferred on a Board committee will not detract from the authority delegated to Council Management.

### **Board composition and mix**

The composition of the Board will reflect its duties and responsibilities as representative of the interests of stakeholders. The Board will need experience in setting the Camp's strategy and seeing that it is implemented. The Board currently includes representatives of the Raglan community, Iwi and business. Generally, the qualifications for Board membership are the ability and acumen to make sensible business decisions and recommendations, an entrepreneurial talent for contributing to the creation of stakeholder value, the ability to see the wider picture, the ability to ask the hard questions, preferably some experience in the industry sector, high ethical standards, sound practical sense, and a total commitment to furthering the interests of stakeholders and the achievement of the Camp goals. Members will be active in areas which enable them to make a meaningful contribution, addressing the goals and aspirations of the Camp.

Members will be independent of management and free from any business or other relationships which could materially interfere with the exercise of their independent judgement.

Subject to any limitations imposed by Council, it is anticipated that members will hold office initially for three years following their first appointment by Council and retire by rotation.

### **Members' remuneration**

The Council will determine the level of remuneration paid to members. Members will be paid a basic fee as ordinary remuneration in addition to a meeting allowance as detailed in part 5.

### **Provision of business or professional services by members**

Because a conflict of interest (actual or perceived) may be created, members should not, generally, provide business or professional services of an ongoing nature to the Camp.

### **Other Board appointments**

Any member is, while holding office, at liberty to accept other Board appointments so long as the appointment is not in conflict with the Camp business and does not detrimentally affect the member's performance in respect of the Camp. All appointments must first be discussed with the chair before being accepted.

### **Board and member evaluations**

Each year, the Board will critically evaluate its own performance and its own processes and procedures to ensure that they are not unduly complex and are designed to assist the Board in effectively fulfilling its role. Changes will be made where necessary.

### **Indemnities and insurance**

Members of the Board are insured through Council's insurers, while acting in their capacities as members.

## **Part 4 Council – Board – Management Relationship**

### **Council Responsibilities**

Council delegates to the Board responsibility to achieve the Camp goals, as set out in this Charter. The Charter is reviewed and updated every three years by the Council, as custodian of the land upon which the Camp operates, on behalf of the Crown.



The Council:

- will determine the interpretation of this Charter if there is a dispute
- can, at its sole discretion, support Camp funding by either loan or guarantee upon approving a business plan provided by the Board
- will consider requests for Camp development financial assistance as part of Council's annual budgeting process
- will employ all Camp employees and ensure any liability incurred is met.

The Board will link the Camp's governance and management functions through Council's Chief Executive, who will delegate this to the appropriate Council General Manager ('General Manager').

The Council's Chief Executive agrees the levels of staff delegation following consultation with the Board. The Board will agree with the General Manager to achieve specific results directed towards the Camp goals. This will usually take the form of an annual business plan under which the General Manager is authorised to make any decision and take any action within the management limitations, directed at achieving the Camp goals. Appropriate delegations are given to the Camp Manager.

Between Board meetings the chair maintains an informal link between the Board and the General Manager, expects to be kept informed by the General Manager on all important matters, and is available to the General Manager to provide advice where appropriate. Only decisions of the Board acting as a body are binding on the General Manager. Decisions or instructions of individual members, officers or committees should not be given to the General Manager and are not binding in any event except in those instances where specific authorisation is given by the Board.

### **Accountability of General Manager to the Board**

The General Manager, in conjunction with the Chair of the Board, are accountable to the Board for the achievement of the Camp goals, and the General Manager is accountable for the observance of the management limitations. At each of its normal monthly meetings the Board should expect to receive from or through the General Manager:

- the operational and other reports and proposals referred to above
- such assurances as the Board considers necessary to confirm that the management limitations are being observed.

The Camp Manager reports through the General Manager to the Board.

### **Management limitations**

The General Manager is expected to act within all specific authorities delegated to him or her by the Board. The Council may provide direction to the Board as part of the Board's strategic plan. The General Manager is expected to not cause or permit any practice, activity or decision that is contrary to commonly accepted good business practice or professional ethics. In allocating the capital and resources of the Camp the General Manager is expected to adhere to the Camp goals. The General Manager is expected to not cause or permit any action without taking into account the health, safety, environmental and political consequences and their effect on long-term stakeholder value.

The General Manager is expected to not cause or permit any action that is likely to result in the Camp becoming financially embarrassed. The assets of the Camp are expected to be adequately maintained and protected, and not unnecessarily placed at risk. In particular, the Camp must be operated with a comprehensive system of internal control, and assets or funds must not be received, processed or disbursed without controls that, as a minimum,

are sufficient to meet standards acceptable to the Council's external auditors. One of the tools used as a framework is an asset management plan for both on and off balance sheet assets.

In managing the risks of the Camp, the General Manager is expected to not cause or permit anyone to substitute their own risk preferences for those of the stakeholders as a whole (for example, as expressed through a Board approved risk management plan). The General Manager is expected to not permit employees and other parties working for the Camp to be subjected to treatment or conditions that are undignified, inequitable, unfair or unsafe.

## **Part 5 – Specific Delegations**

### **Duties and Powers**

The duties and powers of the Board are:

- a) To manage, maintain and develop the Camp in accordance with this Charter
- b) To manage leases, licences or tenancies of any part of the property or any rights or privileges or concessions over or in relationship to the property in accordance with above objectives in conjunction with the Council Officer responsible for property. All leases, licences or tenancies shall be executed by the Council.
- c) To obtain all funds from leases, licences and tenancies and to seek funds from other sources by appropriate means in line with Council policy.
- d) To place funds in investments approved by the Council.
- e) To accumulate and use funds as the Board may consider necessary and proper to carry out the Camp goals provided that it is in accordance with an annual budget and work programme approved by the Infrastructure Committee of Council (or its successor).
- f) The Council Chief Executive is responsible for all employment related matters (including remuneration) in relation to staff employed at the Camp. Any such matters are to be referred to the Council Chief Executive for resolution
- g) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Board.
- h) To do other such lawful acts as are incidental to or conducive to the objectives of the Board.
- i) To advise the Council of insurance and other requirements such as administrative support and negotiate with the Council a fee for the provision of such services as the Board requires the Council to provide.
- j) To fund any remuneration costs, including payments to Board members, from Camp operations
- k) To report to the Council and Community on the following basis:
  - (i) To the March meeting of the Infrastructure Committee (or its successor):
    - i. Chairperson's Report
    - ii. Detailed Financial Report for the period 1 July - 31 January
    - iii. Draft budget for next financial year outlining significant works
  - (ii) To the September meeting of the Infrastructure Committee (or its successor):
    - i. Chairperson's Annual Report
    - ii. Annual Financial Report.
  - (iii) To the March meeting of the Raglan Community Board:

- i. Chairperson's Report
  - ii. Summary Financial Statement for 1 July-31 January
- (iv) To the September meeting of the Raglan Community Board:
  - i. Chairperson's Annual Report
  - ii. Summary of Annual Financial Report
- l) To set up and operate a bank account in the name of the Camp.
- m) To set Campground fees and charges.
- n) Cheques can be signed by either:
  - (i) any two Board Members; or
  - (ii) one Board Member and the Camp Manager.
- o) To exercise discretion to determine Camp expenditure in a prudent manner. To undertake procurement in accordance with the Council's procedure for procurement of goods and services.

### Membership

- (a) The Board shall consist of:
  - a. The Chairperson of the Raglan Community Board-, or other elected member of the Raglan Community Board as nominated by the Community Board Chairperson
  - b. One representative of Raglan businesses
  - c. Two Iwi representatives
  - d. One community representative
  - e. Raglan Ward Councillor

(Appointments confirmed 1 November 2016)
- (b) The business, Iwi and community representatives may not be members of the Raglan Community Board or the Council.
- (c) The term of office of the Camp Board members shall be three years and members shall retire by rotation three yearly with a right to stand for reappointment.
- (d) A member may resign from office or be removed from office on the unanimous resolution of other members and the endorsement of that resolution by the Council.
- (e) The Council may discharge the Board if it considers that the Board is inadequately performing its duties.
- (f) The Council shall appoint new members to fill vacancies

### Member Remuneration

- (a) The chair will be paid a 50 per cent premium over the basic honorarium paid to other members to reflect the additional responsibilities.
- (b) No honorarium or meeting allowance will be paid to the Chairperson of the Raglan Community Board (or his/her nominee, if applicable) or the Raglan Ward Councillor.
- (c) Board member basic honorarium is \$500 per annum.
- (d) An allowance of \$40 per meeting is paid for authorised meetings.

**Accountability**

- (a) The Board shall:
- a. Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified by the Council Chief Executive
  - b. Present its Annual Report and Annual Accounts to the September meeting of the Infrastructure Committee (or its successor).
  - c. Present to the Council any other report it is requested to provide.
  - d. Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
  - e. Advise the Chief Executive of its meeting schedule.
- (b) Members of the Board shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Board or for any debt or other liability lawfully incurred by the Board.

**Procedural Matters**

- (a) The Board shall hold such meetings as are necessary for good governance of the Camp.
  - (b) The Annual General meeting shall be held at a time suitable for interested parties to make submissions to the Board on the annual operation and budget of the Camp or to discuss other matters as appropriate.
  - (c) Special General Meetings shall be held if the Chairperson receives a written request from two or more Board Members or as the Council considers appropriate.
  - (d) Minutes of each Board meeting shall be kept, signed by the Chairperson, and forwarded to the Council as soon as practicable.
  - (e) Meetings shall be held in the manner acceptable to the Board but in the event of any dispute the Council's approved standing orders shall apply.
- When a Board member stands to gain personal profit either directly or indirectly from any activity carried out in relationship to the Camp, that member shall not be able to determine or materially influence, in any way, the Board's decision with regards to that activity.

**Cessation of Board**

- (a) This Board may be terminated by resolution of the Council.
- (b) If the Board is terminated, any money raised by the Board shall be spent on the Camp as the Council sees fit.

**Attachment**

- Deed of Gift (To be attached)

**Raglan ~~Kopua~~ Holiday Park Papahua Board  
Procedures for Selection and Appointment of Members**

**1. Purpose**

To ensure that there are defined procedures for the selection and appointment of new members to the Board.

The Board will follow a formal and transparent procedure for the selection and recommendation to Council for appointment of new members. These procedures will be implemented to promote understanding and confidence in this process. Council will consider and appoint members following this process and the subsequent recommendation from the Board.

**2. Board Composition**

The Board Charter requires that the Board comprises a majority of Members with a broad range of expertise, skills and experience. The composition of the Board is regularly reviewed to ensure that the Board continues to have the mix of skills and experience necessary for the conduct of the Raglan ~~Kopua~~ Holiday Park Papahua ('the Camp') activities. Candidates for appointment to the Board may be considered where they hold particular experience relevant for the activities of the Camp.

The Board shall ensure that, collectively, it has the appropriate range and expertise to properly fulfil its responsibilities.

The Charter currently provides that the Board consists of:

- a. The Chairperson of the Raglan Community Board, or other elected member of the Raglan Community Board as nominated by the Community Board Chairperson
- b. One representative of Raglan Businesses
- c. Two Iwi representatives
- d. One Community representative
- e. Raglan Ward Councillor

These procedures are to be used to make recommendations to Council for (b) and (d) above.

Iwi will select their own appointees and formally advise the Board and Council.

**3. Procedure**

A formal and transparent procedure for the selection and appointment of new members to the Board helps promote understanding and confidence in that process. The appointment of new members to the Board will be considered by the full Board.

- (a) Identification of potential Board candidates

The Board will advertise vacancies as they become available. A 'Job Description' will be available.

## (b) Selection

In the circumstances where the Board is required to identify new members for recommendation to Council, certain procedures will be followed by the Board, including:

- determining the skills and experience appropriate for the appointee having regard to those of the existing Members and any other likely changes to the Board;
- agreeing the process and timetable for seeking such a person;
- the preparation of a short list of candidates.

Potential members are to be provided with the responsibilities such an appointment would entail ('Job Description') and the Raglan ~~Kopua~~-Holiday Park Papahua Board Charter. All new members will be required to commit to the Charter.

Candidates would be expected to provide a copy of their resume detailing their skills and experience. The Board would interview the candidate and explain details of the Camp, its operations, policies and expectations.

When considering a candidate the Board will make their assessment pursuant to the following guidelines:

- competencies and qualifications;
- independence;
- other relevant experience/roles held (previously and currently);
- time availability;
- contribution to the overall balance of the composition of the Board;
- depth of understanding of the role and obligations of a governance member.

The Board will make a recommendation in respect to new member appointments which will then be considered and approved by the Council.

## (c) Induction

When appointed to the Board, all new members receive an induction appropriate to their experience to familiarise them with matters relating to the Camp's operations, strategies and practices.

To be effective, new members need to have a good deal of knowledge about the Camp and the industry within which it operates. An induction program should enable new members to gain an understanding of:

- the Company's financial, strategic, operational and risk management position;
- their rights, duties and responsibilities of members; and
- the roles and responsibilities of staff, including Council staff and Councillors;

**4. Responsibility**

The Chairperson of the Board is ultimately responsible for compliance with this procedure, however it is expected that all Members will comply.

**Attachment 3 – Excerpt of Schedule B (Financial Delegations) in Delegations Register**

<b>Category:</b>	<b>Limits of Expenditure</b>
A	\$10,000 individually
B	\$25,000 individually
C	\$50,000 individually
D	\$100,000 individually
General Manager (GM)	\$250,000 individually
Chief Executive (CE)	\$1,000,000 individually
Chief Operating Officer (COO)	\$1,000,000 individually

<b>The following delegations apply to the Chief Executive's Team</b>		
<b>Category</b>	<b>Officer</b>	<b>Nature of contract</b>
CE	Chief Executive	All Council contracts and expenditure
<b>GM</b>	<b>Special Infrastructure Projects Manager</b>	<b>Materials and services in relation to the Watercare Services Contract.</b>
C	Iwi and Community Partnership Manager Zero Harm Manager	Community funding agreements, koha Materials and services for the Zero Harm function
B	Executive Assistant to the Chief Executive Executive Assistant to the Mayor	Accommodation, travel, printing, stationery and other expenditure associated with the Chief Executive's team, Mayor and Councillors

<b>To</b>	Waikato District Council
<b>From</b>	Sue O’Gorman General Manager Customer Support
<b>Date</b>	18 June 2020
<b>Prepared by</b>	Tanya O’Shannessey Monitoring Team Leader
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Council Delegation – Electoral Signage, Public Places Bylaw 2016

## I. EXECUTIVE SUMMARY

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The purpose of this report is to seek approval from the Council for authority to be delegated to the Chief Executive (**CE**) in relation to Part 6 of the Public Places Bylaw 2016 – Control of Electoral Signage (**Bylaw**).

As political parties prepare for the general elections in September 2020, the Monitoring Team has received several requests for Council’s list of approved public places where election signage could be erected within the District.

There is currently no list of approved public places and no process available for applications for election signage to be received or assessed and any application would require full Council approval.

The delegation of authority to the CE will facilitate further delegation to the Monitoring Team to deal with these requests.

## 2. RECOMMENDATION

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**THAT** the report from the **General Manager Customer Support** be received;

**AND THAT** the Council delegates the authority to approve the erection of signs for election or referendum in accordance with **Part 6** of the **Public Places Bylaw 2016** to the **Chief Executive**.



### **3. BACKGROUND**

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Part 6 of the Bylaw makes provision for the control of electoral signage within the Waikato District. Specifically, clause 35.2 of the Bylaw provides:

*No sign for an election or referendum shall be placed on any reserve or public place except those specially approved by the Council.*

The Bylaw does not provide any guidelines in terms of a process for applications to be made, nor is there any delegated authority contained within the Delegations Register. As such, any application would have to be made to full Council for approval. This means applicants would have to wait for a Council meeting to be scheduled before a decision could be made. The proposed change to delegation would allow applications to be considered in an efficient and timely manner.

Given that there is likely to be an increase in contact from candidates wishing to make applications prior to the general election, which is to take place in September, it is proposed that the authority to determine an application for election signage be delegated to the CE and such authority can then be subdelegated to appropriate members of operational staff.

A process for application will be developed, taking into account the requirements for election signage which are contained within the bylaw.

Any application for election signage would have to evidence the compliance of the signage with the requirements contained in the Electoral Act 1993 and the Bylaw and any assessment would include the appropriateness of the sign and its proposed location.

Staff would update elected members if any decisions were made to allow signage to be erected in a public place. Staff would also provide guidance online and advise online if any public places become available and under what conditions.

### **4. ATTACHMENTS**

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Part 6 - Control of Electoral Signage, Public Places Bylaw 2016

**PART 6 CONTROL OF ELECTORAL SIGNAGE****35. Restrictions applying to Electoral advertising**

- 35.1 No signs advertising candidates for an election or referendum shall exceed 3m<sup>2</sup> in area.
- 35.2 No sign for an election or referendum shall be placed on any reserve or public place except those specially approved by the Council.
- 35.3 No temporary sign for an election or a referendum shall be erected earlier than 2 months before polling day and shall be removed the day before polling day.
- 35.4 No sign shall be placed or be allowed to remain where in the opinion of an authorised officer (or New Zealand Land Transport Authority) that sign would:
- a) Obstruct or be likely to obstruct the view of any corner, bend, intersection, vehicle crossing, traffic sign or traffic signal;
  - b) Distract unduly or be likely to distract unduly the attention of road users;
  - c) Resemble or likely to be confused with any traffic sign or signal;
  - d) Give rise to excessive levels of glare, use flashing or revolving lights or use reflective material that may interfere with a road user's vision;
  - e) Constitute or be likely to constitute in any way a danger to road users.
- 35.5 Nothing in this bylaw purports to authorise any matters which are prohibited or otherwise controlled by legislation governing an election or referendum.

### Open Meeting

<b>To</b>	Council
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	15 June 2020
<b>Prepared by</b>	Betty Connolly Senior Planner Community Development; Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301 / 2638829
<b>Report Title</b>	Heritage Assistance Fund – Allocation of Funds

## I. EXECUTIVE SUMMARY

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The purpose of this report is to provide Councillors with an overview of the applications received for the Heritage Assistance Fund and to approve the allocation of funds for qualifying heritage projects. The Heritage Assistance Fund is open for applications once every three years.

The Heritage Assistance Fund is to assist owners of private heritage items registered in the District Plan under Appendix C: Historic Heritage and Part 8: Cultural Heritage, to conserve, restore and protect valued heritage items within the Waikato district for the enjoyment and benefit for current and future generations.

The fund currently stands at **\$98,525.00**. Twenty applications were received for the 2020 funding round, which closed on Friday 20<sup>th</sup> March 2020. Dr Ann McEwan, Heritage Consultancy Services, was commissioned to evaluate and make recommendations for amounts for each of the applications according to the Fund criteria.

## 2. RECOMMENDATION

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

**AND THAT** the Council approves that the following applications be funded for the Recommended Grant in the table below:

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	CONDITIONS OF GRANT
1 Main Road, Raglan (house)	\$2,608.70	\$2,608.70	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
584 Matangi Road, Matangi (house)	\$2,025.57	\$1,980.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
65 Great South Road, Taupiri (house)	\$6,166.62	\$3,478.26	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
1109 Whaanga Road, Ruapuke (house)	\$15,200.00	\$6,521.74	A 'before and after' photographic record of the reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
188 Great South Road, Ngaruawahia (house)	\$8,826.09	\$4,869.57	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
44 Ellery Street, Ngaruawahia (house)	\$1,944.95	\$1,391.30	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
46 Ellery Street, Ngaruawahia+ (house)	\$12,420.00	\$6,260.87	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.

58 Wallis Street, Raglan (former Raglan butter factory)	\$141,500.00	\$6,086.96	Professional reports and documentation to be supplied to WDC when the grant is uplifted and/or upon completion of the seismic retrofit design.
590 Matangi Road, Matangi (house)	\$5,274.00	\$3,652.17	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
35 Harris Street, Huntly (house)	\$15,080.91	\$4,521.74	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Former AR Langley building, 19 Bow Street, Raglan (commercial building)	\$5,000.00	\$2,500.00	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
St Pauls Catholic Church, Ngaruawahia	\$7,290.00	\$5,652.17	A 'before and after' photographic record of the repair and repainting work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Former St David's Anglican Church, Matangi	\$9,000.00	\$9,000.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
St Peter's Anglican Church, Raglan	\$45,500.00	\$11,304.35	A 'before and after' photographic record of the proposed work to be provided when the grant is uplifted. Digital images to be dated and labelled.
151 Main Street, Huntly (commercial building)	\$20,000.00	\$15,652.17	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.

41 Harris Street, Huntly (house)	\$22,415.93	\$4,347.83	A 'before and after' photographic record of the repair work and reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
39 Harris Street, Huntly (house)	\$45,367.68	\$8,695.65	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
<b>Total</b>		<b>\$98,523.48</b>	

**AND FURTHER THAT the following applications be declined;**

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	REASONS
1384 Whaanga Road, Ruapuke (woolshed)	\$2,894.35	Nil	No budget details provided; not explicitly stated that work will involve replacement of roofing iron. A previous grant recipient; potential loss of heritage fabric.
St Pauls Anglican Church, Huntly	\$14,341.00	Nil	Discrepancy in application between quote and budget provided. Scaffolding will undermine heritage values and plans do not address heritage impact of the proposed work or the need to address the seismic deficiencies of the entry parapet walls. Resource consent required.
St Mary's Anglican Church, Gordonton	\$4,173.91	Nil	2017 grant was made to fund painting; neither application included a contribution by the parish.

### **3. BACKGROUND**

Council established the Heritage Assistance Fund in the Long-Term Council Community Plan (LTCCP) of 2006. The amount available for distribution this year, which includes the unallocated funds and budget for 2019/2020, is **\$98,525.00**.

The Heritage Assistance Fund was open for applications from 7 February 2020 to Friday 20<sup>h</sup> March 2020. After discussion with Council’s legal adviser, the fund was made available only to those buildings listed in the Operative District Plan (ODP). The items under Schedule 30.1 of the Proposed District Plan (PDP) were not considered eligible to apply for funding. Although under the Resource Management Act, Schedule 30.1 of the PDP has legal effect from the date of notification (18 July 2018), that schedule is still subject to the Hearing and Decision process which could see items either removed or added to the schedule. Given the limited amount of funding available and the uncertainty of whether items would be scheduled or not, it was considered that it would not be a prudent use of ratepayers money to make this fund available to those items on the PDP, as it could be possible that funds would be allocated to an item that may eventually be excluded through the Hearing and Decision process of the PDP. Alternatively, new heritage items could be added.

Advertising for the fund took place from January 2020 by the following means:

- Letters sent to individual owners on two occasions;
- A link to the application documentation on the Council website and social media; and
- Individual discussions.

Due to the disruption of the COVID-19 lockdown and the delays in processing of documents through Council systems, two applications were received after 20 March and these were accepted.

Twenty applications were received from around the district for the fund with the total value of project work to be undertaken around **\$387,029.71**.

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

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### **4.1 DISCUSSION**

#### Applications and assessment:

The applications covered mainly general maintenance, such as making sure buildings are weather tight by replacing boards, windows, roofing materials and a number for painting exteriors. Applications were also received for seismic strengthening as part of remedial work required by at-risk buildings.

Some of the applicants to this funding round have been given heritage grants previously. In order to acknowledge the staged approach to heritage conservation that many property owners take for both practical and financial reasons, it is appropriate that Council promote the preparation of Conservation Management Plans (CMP) as being beneficial to applicants. It is acknowledged, however, that private householders may not need or be able to afford a CMP and this should not detract from an owner’s ability to apply to the fund.

All but one of the applications (19 Bow Street, Raglan) was for buildings that are included in both the ODP and PDP. The remaining application is in the current ODP and while it has been excluded from the PDP, there is a submission for inclusion by Heritage New Zealand Pouhere Taonga, with a further submission from Whaingaroa Environmental Defence Society in support.

As occurred with the previous fund allocations, Dr Ann McEwan, Heritage Consultancy Services, was appointed as an external evaluator to undertake the evaluation. This external evaluation meant that applications were reviewed and comments made in a way that Council and applicants could be informed of the decision-making process and that the process by which these decisions were made would be transparent and objective. No site visits were required, as Dr McEwan is very aware of these individual heritage items due to her ongoing involvement in the PDP heritage process.

Dr McEwan has evaluated the applications according to the criteria set out by the fund guidelines (detailed in the Attachment, pg 4). Each application was considered on its merits and the level of funding recommended for each application not only takes into account the heritage significance of each building, but also the visibility within the community. As previously stated, some of the applications have received grants in previous years and this should be seen in the context of providing the owner with the continuing support to undertake conservation work.

It should be noted that this evaluation takes into account the heritage aspects of the application only. Processes outside of the Heritage funding criteria, such as resource or building consents, are not subject to this evaluation, nor are they eligible for funding from this fund. Should these be required, the owner needs to undertake these applications separately. When advising applicants of the fund grant, staff will advise of the need to comply with such things as the Building Act, Resource Management Act, as well as health and safety requirements.

Recommendations are made regarding each application including any conditions which Council can stipulate if a grant is made available. A summary of each property evaluation has been provided with comments on the recommended amount, the proposed works and any conditions of the grants - full copy of this summary is attached.

Staff have reviewed the report and would like to draw your attention to one point. One of the items that has been recommended to receive a grant (151 Main Street, Huntly) currently has a large mural on one of the exterior walls. Staff consider it would be appropriate to include in the conditions for that application wording to the effect that additional murals and signs are not allowed on newly painted walls and request Council direction in this matter.

## **4.2 OPTIONS**

There are approximately 110 privately owned buildings eligible for this fund. As can be seen, the total amount of work applied exceeds \$350,000.00 while the total amount of the fund available for distribution is \$98,525.00. As previously stated, applications range from extensive works such as seismic strengthening to replacement of an exterior door. To ensure that small applications are considered comparative to larger applications the amount of funds is distributed as equitably as possible. Applications may be declined if an application does not meet the qualifying criteria, such as funding for retrospective works, insufficient information or budget discrepancies or works not considered appropriate to preserve the historic integrity of the building.

### **Full or partial funding of eligible applications:**

As detailed in the evaluation report, each application was considered on its merits, taking into account the ranking of the item as provided in Schedule 30.1 (PDP)<sup>i</sup> and the greater



visibility within the community of non-residential buildings. Each evaluation also includes consideration of the work to be undertaken and whether this is appropriate for the preservation of the building.

Although some of the applications were considered deficient in supply of information, in most cases enough information was supplied to enable an evaluation to be undertaken. Seventeen of the twenty applications have been recommended to be approved subject to amounts and conditions. Staff support the recommendations made by Dr McEwan.

### Declined applications:

As can be seen in the table below, three applications are recommended to be declined for funding. Reasons why the applications should be declined can be found in the individual project assessments (Attached). Staff support the recommendations to decline based on the evaluation undertaken by Dr McEwan.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

Twenty applications were received from across the district totalling **\$387,029.71**, which is far in excess of the amount of funds available. Each application has been assessed on its merits and the funds distributed as equitably as possible resulting in the recommended value of total project work allocated is **\$98,523.48**, with funds available of **\$98,525.00**.

### Applications Recommended to be Funded:

*Note: all recommended grant figures are.*

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	CONDITIONS OF GRANT
I Main Road, Raglan (house)	\$2,608.70	\$2,608.70	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
584 Matangi Road, Matangi (house)	\$2,025.57	\$1,980.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
65 Great South Road, Taupiri (house)	\$6,166.62	\$3,478.26	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.

1109 Whaanga Road, Ruapuke (house)	\$15,200.00	\$6,521.74	A 'before and after' photographic record of the reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
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46 Ellery Street, Ngaruawahia (house)	\$12,420.00	\$6,260.87	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
58 Wallis Street, Raglan (former Raglan butter factory)	\$141,500.00	\$6,086.96	Professional reports and documentation to be supplied to WDC when the grant is uplifted and/or upon completion of the seismic retrofit design.
590 Matangi Road, Matangi (house)	\$5,274.00	\$3,652.17	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.
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Former AR Langley Building, 19 Bow Street, Raglan (commercial building)	\$5,000.00	\$2,500.00	A 'before and after' photographic record of the repair work to be provided when the grant is uplifted. Digital images to be dated and labelled.

St Pauls Catholic Church, Ngaruawahia	\$7,290.00	\$5,652.17	A 'before and after' photographic record of the repair and repainting work to be provided when the grant is uplifted. Digital images to be dated and labelled.
Former St David's Anglican Church, Matangi	\$9,000.00	\$9,000.00	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
St Peter's Anglican Church, Raglan	\$45,500.00	\$11,304.35	A 'before and after' photographic record of the proposed work to be provided when the grant is uplifted. Digital images to be dated and labelled.
151 Main Street, Huntly (commercial building)	\$20,000.00	\$15,652.17	A 'before and after' photographic record of the repainting to be provided when the grant is uplifted. Digital images to be dated and labelled.
41 Harris Street, Huntly (house)	\$22,415.93	\$4,347.83	A 'before and after' photographic record of the repair work and reroofing to be provided when the grant is uplifted. Digital images to be dated and labelled.
39 Harris Street, Huntly (house)	\$45,367.68	\$8,695.65	A 'before and after' photographic record of the work to be provided when the grant is uplifted. Digital images to be dated and labelled.
<b>Totals</b>	<b>\$365,620.45</b>	<b>\$98,523.48</b>	

### Applications Recommended to be Declined:

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	REASONS
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1384 Whaanga Rd, Ruapuke (woolshed)	\$2,894.35	Nil	No budget details provided; not explicitly stated that work will involve replacement of roofing iron. A previous grant recipient; potential loss of heritage fabric.
St Pauls Anglican Church, Huntly	\$14,341.00	Nil	Discrepancy in application between quote and budget provided. Scaffolding will undermine heritage values and plans do not address heritage impact of the proposed work or the need to address the seismic deficiencies of the entry parapet walls. Resource consent required.
St Mary's Anglican Church, Gordonton	\$4,173.91	Nil	2017 grant was made to fund painting; neither application included a contribution by the parish.
<b>Total</b>	<b>\$21,409.26</b>		

### Future consideration of the Fund

The fund is open every three years and while there are not a large number of applications, staff have seen an increase in numbers each time and generally a corresponding higher amount of funding requested. The number of applications received is not reflective of the number of queries staff receive when the fund becomes available. One of the reasons for not applying, is that, it is often hard to find skilled trades staff who can undertake work on heritage buildings if the owner does not have the ability to undertake this themselves.

There is a very limited amount of funding made available through LTP each year of \$15,000.00 which is carried over and made available when the fund is open for applications. When part of Franklin District was amalgamated with Waikato District it meant that additional buildings were able to apply for the fund.

The review of the PDP resulted in a review of heritage items to be scheduled for protection. These can be found in Schedule 30.1 Historic Heritage Items and there are now 185 (161 ODP) items registered of which 133 (110 ODP) may be eligible for the fund in the future.

As can be seen by the applications outlined in the accompanying report, many applications are applying for significant amounts of money. With only a limited pool Council is not able to provide the full level of support and generally only grants small amounts. In previous funding rounds not all grants have been taken up, as either the conditions of the grant were

not accepted by the owner or the amount of funds provided was not sufficient to enable the preservation to occur and the owner did not have discretionary funds to cover the difference. When the fund is made available in three years time, there will still be a very limited amount of funds available, unless there is an increase of LTP funding, more owners will be eligible to apply and consequently grants given are likely to be less per project than that which is recommended to be approved currently.

In light of the above, staff consider that the purpose regarding this fund (i.e. an incentive for registering the building in the District Plan), along with the criteria and amount allocated under LTP contributions needs to be reviewed. This will be included as part of the full Council funding review.

## **5.2 LEGAL**

Prior to advertising the fund for applications, verbal legal advice was sought from Council's external legal counsel, as to whether the fund should be made available to owners with buildings proposed to be registered under Schedule 30.I Historic Heritage Items of the PDP. As stated earlier in the report, rules in regards to Heritage and Schedule 30.I have legal effect at the time of notification. However, care still needs to be given to the possibility that changes will occur in these rules and the schedule through both the s42A hearing reports and the final decision. For this reason, the advice provided was that as the hearings and decisions in regards to heritage rules are still to occur, this could mean that funds provided through this process may be made available to a building which ultimately may not end up being registered in the Decisions version of the PDP. This was not seen as a prudent use of ratepayers money. Taking the advice into account, the fund was made available to buildings registered under the ODP only. Going forward the fund will be available to those buildings which will be registered under the PDP.

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

### **WDC Heritage Policy and WDC Heritage Strategy**

The objective, as stated in the WDC Heritage Policy, is *“To protect, promote and manage the heritage of Waikato so that the people of the district can better acknowledge and appreciate their history today and share it with others in the future.”*

The context for the Waikato District Heritage Strategy (the strategy) is set by the Heritage Policy. The vision of the strategy is *“to identify, protect, promote and manage the heritage of Waikato so that the people of the district can better acknowledge and appreciate their history today and share it with others in the future”*.

The strategy has a number of actions which Council has agreed to in order to continuing to support the heritage of the district. Two actions pertinent to this fund are:

1. Promoting the availability of the Waikato Heritage Fund and increasing its value, to encourage higher levels of building restoration among private owners and advise on incentives from other agencies.
2. Examining and implementing a range of financial and non-financial incentives, to encourage property owners to maintain and enhance heritage including resource consent fees.

The Heritage Assistance Fund therefore is in alignment in some areas with the above policy and strategy.

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Individual letters Social media and Council website Individual discussions with owners				

Planned	In Progress	Complete	
			Internal
			Community Boards / Community Committees
			Waikato-Tainui / Local iwi (provide evidence / description of engagement and response)
		✓	Households
			Business
			Other Please Specify

## 6. CONCLUSION

Heritage is an important element in our district and the establishment of the Heritage Assistance Fund is acknowledgement of this. It is important that the owners of these items be recognised and are encouraged to apply to the fund. It is equally important that Council continues to recognise the importance of heritage in the district along with the requirements under the Resource Management Act 1991 of sustainable management of heritage resources.

## 7. ATTACHMENT

Consultant Assessment Report – Heritage Evaluations and Recommendations

<sup>i</sup> Schedule 30.1 of the PDP has legal effect and is the most recent assessment and evaluation of buildings undertaken under best practice guidelines.

# 2020 HERITAGE ASSISTANCE FUND

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## HERITAGE EVALUATIONS AND RECOMMENDATIONS FOR WAIKATO DISTRICT COUNCIL

For: Betty Connolly, Senior Planner, Waikato District Council  
By: Dr Ann McEwan, Principal, Heritage Consultancy Services

17 June 2020



HERITAGE  
CONSULTANCY  
SERVICES

## 2020 HERITAGE ASSISTANCE FUND

### BACKGROUND

Waikato District Council commissioned the author to evaluate the 2020 heritage assistance fund applications and make recommendations as to funding eligibility and grant allocations. The application form and supporting documentation for each application was assessed and, where relevant, information pertaining to the 2017 funding round was also reviewed.

### INDIVIDUAL APPLICATIONS

In total twenty applications were received. They are (with amounts requested in brackets):

1. Private residence, former Maunder residence, 1 Main Road, Raglan (\$3,000.00)
2. Private residence, former married dairy worker's house, 584 Matangi Road, Matangi (\$2,329.40)
3. Private residence, 65 Great South Road, Taupiri (\$7,091.61)
4. 'Te Reke Reke' – Jackson farmhouse, 1109 Whaanga Road, Ruapuke (\$15,200.00)
5. Private residence, former railway worker's cottage, 188 Great South Road, Ngaruawahia (\$8,826.09)
6. Private residence, former worker's dwelling, 44 Ellery Street, Ngaruawahia (\$2,236.69)
7. Private residence, former worker's dwelling, 46 Ellery Street, Ngaruawahia (\$14,283.00)
8. former Raglan Co-operative Dairy Company butter factory, 58 Wallis Street, Raglan (\$141,500.00)
9. Swann 'Papanui' farm woolshed, 1384 Whaanga Road, Ruapuke (\$2,894.35?)
10. Private residence, former married dairy worker's house, 590 Matangi Road, Matangi (\$6,065.10)
11. Private residence, former railway worker's cottage, 35 Harris Street, Huntly (\$17,343.05?)
12. Former AR Langley building, 19 Bow Street, Raglan (\$5,000.00)
13. St Paul's Anglican Church, 55 William Street (corner of Glasgow Street), Huntly (\$14,341.00)
14. St Paul's Catholic Church, 128 Great South Road (corner of Belt Street), Ngaruawahia (\$7,290.00)
15. Former St David's Anglican Church, 591 Matangi Road, Matangi (\$9,000.00)
16. St Peter's Anglican Church, 1 James Street, Raglan (\$45,500.00)
17. Huntly Hotel / Essex Arms, 151 Main Street, Huntly (\$20,000.00)
18. Private residence, former railway worker's cottage, 41 Harris Street, Huntly (\$25,778.32)
19. Private residence, former railway worker's cottage, 39 Harris Street, Huntly (\$52,172.83)
20. St Mary's Anglican Church, 974 Gordonton Road, Gordonton (\$4,173.91)

### GENERAL COMMENTS

The applications received generally comply with Council information requirements and relate to work appropriate to the maintenance of built heritage features and values. Some were deficient in the information provided, however, and most would have probably benefited from a preliminary discussion about the proposed works before an application was lodged. About one-third (7) of this year's applicants also applied for funding support from WDC in 2017. Both the repeat applications and those received from 'new' applicants are equally welcome and indicate both the ongoing value of the Council's support for heritage conservation and the fund's ability to reach heritage building owners across the district.



As noted above, some of the applicants to the 2020 round have been given heritage grants previously. In order to expediate the assessment of applications, repeat applicants should be asked to provide documentation regarding their previous grants when/if they next apply to the WDC Heritage Assistance Fund. On-site monitoring of previously funded projects should also be undertaken to ensure the quality and efficacy of the work undertaken with public funding support.

Private householders may not need or be able to afford a Conservation Management Plan (CMP) to guide heritage conservation works but it is desirable that WDC promote their use to the owners of scheduled heritage items. There is a risk of incremental loss of heritage fabric in the event of a piecemeal approach to repairs, maintenance and conservation works. In the absence of a CMP the council's Heritage Assistance Fund could inadvertently lead to a loss of heritage values.

All but one of this year's applications involve buildings that are included in both the operative district plan (ODP) and Schedule 30.1 of the proposed district plan (PDP). One application was for a building that is scheduled on the ODP but omitted from Schedule 30.1; no applications were received from the owners of buildings that are 'new' items in Schedule 30.1. Given that the heritage provisions of the PDP have immediate legal effect upon notification it is recommended that, until such time as the heritage component of the PDP is fully operative, all owners of scheduled heritage items (ODP & PDP) are eligible and encouraged to apply for the Heritage Assistance Fund in 2023.

Although each application was considered on its merits, the level of funding recommended for each 'successful' application also takes in to account the ranking of items, as provided in Schedule 30.1, and the greater visibility within the community of non-residential buildings. The conservation of churches and hotels, for example, will likely benefit a larger number of people, by virtue of their function and landmark qualities within a community. That said such buildings are also more likely than private houses to be able to secure funding from other sources, such as the government's Heritage EQUIP fund.

In a similar vein, while it might be considered that owners who have received multiple grants have had their share of council support the likelihood that residential heritage building owners have to stage their works programme means that they may need support over a number of years to 'chip away' at the conservation of their home. Multi-year funding can have the benefit of establishing the capacity of a property owner to undertake conservation work, but it should also be acknowledged that a first-time applicant may not be able to create a track record of successful heritage conservation until they receive support to do so.

Publicity surrounding the grants process and the work being undertaken by successful applicants is desirable to maintain the profile of the Heritage Assistance Fund and to highlight the positive steps WDC is taking to support heritage protection in the district.

The ICOMOS New Zealand Charter 2010 is the guiding document for the conservation of places of cultural heritage value (aka historic heritage significance) in New Zealand. A copy of the charter should be provided to applicants in order to facilitate optimal heritage conservation outcomes. In particular those proposals involving seismic strengthening would benefit from being predicated upon a Conservation Management Plan prepared according to ICOMOS principles. With incentive funding comes the chance for WDC to engage with owners and promote optimal heritage conservation methods and outcomes.

**ELIGIBILITY CRITERIA**

The fund is available for any projects that have the purpose of conserving, restoring and protecting valued heritage items. This includes:

- Maintenance, restoration or repair of original heritage fabric relating to historic buildings or structures (e.g. painting of exterior, repairs to masonry, joinery, plaster or glazing, earthquake strengthening or fire protection).
- Professional services (e.g. tradesmen, building work, painters, research, condition reports, conservation plans, heritage plans, conservation work specifications, management plans or supervision of work, technical advice etc).

What is NOT eligible:

- Work that does not relate to a listed heritage item.
- Construction of new buildings or structures (other than stabilisation structures) not for the purpose of preserving heritage values.
- Additions and/or extensions to existing buildings.
- Complete reconstruction or replicas of missing buildings or structures.
- Removal, relocation or demolition of buildings or structures.
- Insurance, debt repayments, refinancing, legal or administration costs.
- Purchase of land or buildings.
- Purchase or conservation of portable heritage items.
- New commemorative monuments or works.
- Projects that have already been completed.
- Purchase of equipment.
- Work that requires application for resource consent, and no consent has been granted.

**RECOMMENDED FUNDING**

HERITAGE PROPERTY	AMOUNT REQUESTED	RECOMMENDED GRANT	ADDITIONAL NOTES
1 Main Road, Raglan (house)	3,000.00	2,608.70	
584 Matangi Road, Matangi (house)	2,329.40	1,980.00	
65 Great South Road (house)	7,091.61	3,478.26	
Jackson farmhouse, Ruapuke	15,200.00	6,521.74	
188 Great South Road, Ngaruawahia (house)	8,826.09	4,869.57	
44 Ellery Street, Ngaruawahia (house)	2,236.69	1,391.30	
46 Ellery Street, Ngaruawahia (house)	14,283.00	6,260.87	
58 Wallis Street, Raglan (former Raglan butter factory)	141,500.00	6,086.96	
Swann woolshed	[2,894.35]	nil	No budget details provided; not explicitly stated that work will involve replacement of roofing iron. A previous grant recipient; potential loss of heritage fabric.
590 Matangi Road, Matangi (house)	6,065.10	3,652.17	
35 Harris Street, Huntly (house)	[17,343.05]	4,521.74	
Former AR Langley building, 19 Bow Street, Raglan	5,000.00	2,500.00	
St Paul's Anglican Church, Huntly	14,341.00	nil	Discrepancy in application between quote and budget provided. Scaffolding will undermine heritage values and plans do not address heritage impact of the proposed work or the need to address the seismic deficiencies of the entry parapet walls. Resource consent required.
St Paul's Catholic Church, Ngaruawahia	7,290.00	5,652.17	
Former St David's Anglican Church, Matangi	9,000.00	9,000.00	
St Peter's Anglican Church, Raglan	45,500.00	11,304.35	
Huntly Hotel / Essex Arms, Huntly	20,000.00	15,652.17	
41 Harris Street, Huntly (house)	25,778.32	4,347.83	
39 Harris Street, Huntly (house)	52,172.83	8,695.65	
St Mary's Anglican Church, Gordonton	4,173.91	nil	2017 grant was made to fund painting; neither application included a contribution by the parish.
<b>TOTALS</b>	<b>404,025.35</b>	<b>98,523.48</b>	

## INDIVIDUAL PROJECT ASSESSMENTS

1. Private residence, former Maunder residence, 1 Main Road, Raglan (\$3,000.00)



History: This cottage was the residence of Elizabeth Jane Maunder (c.1857-1942) in the early 20th century. In c.1906 Miss Maunder's parents, Thomas and Fanny Maunder of Frankton, Hamilton, built a holiday home on eight acres overlooking the Raglan Harbour. The sale of this property in 1919 may have occasioned Elizabeth Maunder to buy her own retirement home in Raglan. Title for the cottage in Main Road was issued to Maunder in July 1920. Elizabeth Maunder sold the property to Lena Johns in 1938 and it has passed through a small number of hands since that time.

Significance: The former Maunder residence has overall heritage significance to Waikato district. The property has potential archaeological significance and the building has architectural significance as an example of a late Victorian bay cottage. The former Maunder residence has cultural value as it provides evidence of historic continuity and historic significance for its association with Elizabeth Maunder and her family connections to Raglan and the wider district. The building has scientific and technical value due to its potential to provide further information about the way of life of its earlier inhabitants and the methods and materials used in its construction.

Proposed works: The owner wishes to repaint the exterior of the house's window frames; the work is scheduled for November 2020. It is noted that the applicant has offered to pay almost half the cost of the repainting and has received grants in each previous round of the Heritage Assistance Fund (2017 awarded \$3,758.80).

Recommendation: The application meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted \$2,608.70, acknowledging the owner's commitment to fund over 50% of the work herself.

Conditions of grant: A 'before and after' photographic record of the repainting should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

Noted: It was recommended in 2017 that as a 'multi-year grant recipient[, the owner] should be advised to provide a conservation management plan before making further applications to the fund'.

2. Private residence, former married dairy worker's house, 584 Matangi Road, Matangi (\$2,329.40)



History: This house is one of nine built by the New Zealand Dairy Association (NZDA), later the NZ Co-operative Dairy Company (NZCDC), to provide staff housing adjacent to the Matangi dairy factory (1917). The houses remained in possession of the NZCDC until the factory closed and the housing land was subdivided in 1987 (DPS 44982).

Significance: The former married dairy worker's house has high overall heritage significance to Waikato district. The house has high architectural significance as a transitional bungalow designed by FC Daniell and cultural significance as it provides evidence of historic continuity and community identity in Matangi. The former dairy worker's house has high historic significance for its association with the NZDA and the private provision of workers' housing and high technological significance for the methods and materials used in its construction.

Proposed works: The owner wishes to undertake painting of the bargeboards, flashings and braces on the house's three gable ends. Scaffolding or a cherry picker will be required to safely access the bargeboards, which were not painted when the exterior of the house was last painted. Photographs were provided with the application; it is noted that the applicant previously received funding for window repairs (2014) and repair of the chimneystack (2017 awarded \$4207.70).

**Recommendation:**

The application meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted \$1,980.00, in light of the owner's contribution and the significance of the building in question.

**Conditions of grant:**

A 'before and after' photographic record of the repainting should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

Noted: The quote provided by JL Connolly Ltd is for \$2,970.00 + GST. Inclusive of GST the total cost to the owner will be \$3,415.50. Given the applicant's commitment to paying 1/3 of the cost, the grant awarded should be in the amount of \$2,277.00.

3. Private residence, 65 Great South Road, Taupiri (\$7,091.61)



History: The property was offered for sale as a building lot in July 1911 [DP 8389]. Title was issued to Edith Powell (c.1879-1942), the wife of Frederick Powell, an accountant, in July 1915. Fred Powell (c.1879-1950) was a member of the local branch of the Farmers' Union and owned a store in the village. In late 1921 the Powells retired to Hamilton and the house was sold to Robert Aitken. In 1929 the property was transferred back to Edith Powell, who on-sold it to William and Daniel Young in the following year. William Young was a Taupiri farmer and he acquired Daniel Young's half-share in 1939. The house has passed through a number of hands since that time. Edith and Percival Powell are both buried in Hamilton East Cemetery.

Significance: The former Powell residence has overall heritage significance to Waikato district. The building has architectural significance as a well-preserved World War I-era villa and cultural value as it provides evidence of historic continuity. The former Powell residence has historic significance for its association with the Powell family and the early 20th century residential development of Taupiri. The former Powell residence has scientific and technological value due to its potential to provide further information about its early residents and the methods and materials used in its construction.

Proposed works: The applicant proposes to undertake exterior painting, reglaze three windows and repair the skirting around the base of the house. Quotes have been provided from a glazier, painter and builder to carry out the work. The applicant received a grant for repainting of the roof in 2008 and a grant of \$5,000.00 in 2017 for reroofing.

Recommendation: The application meets the eligibility criteria for the Heritage Assistance Fund, but the owner has made no commitment at this time to contribute to the cost of the works. It is recommended that the applicant is granted the sum of \$4,000.00 towards the cost of the work, on the basis that the owner contribute c. one third of the total cost and in recognition of the substantial contribution the owner made to reroofing the house.

Conditions of grant: A 'before and after' photographic record of the work should be provided to council when the grant is uplifted. Digital images should be dated, labelled and a minimum of 1 MB in size.

Noted: It is assumed that past and present maintenance and repair work supported by WDC will, with the completion of this final tranche of work, secure the exterior of the building for the next 10+ years.

4. 'Te Reke Reke' – Jackson farmhouse, 1109 Whaanga Road, Ruapuke (\$15,200.00)



History: This farmhouse was built in c.1882 by John F Jackson (1856-1947), who acquired the property under the Homestead Act in 1880 (see SO 2480). A requirement of the Act was that a house of not less than £50 value had to be built within 18 months of settlement and at least one fifth of the property had to be grassed within five years. Having met these conditions ownership was then transferred to the grantee, the only cost having been a £10 - £20 survey fee. Jackson worked in tandem with his neighbour and fellow homesteader TB Ward as both a flax cutter and road builder to finance the pair's farming operations. Jackson called his farm Te Reke Reke after a nearby stone feature that had been named by local Maori. Jackson married Ward's daughter Elizabeth in 1884 and, after she and their infant son died in 1885, Sophia Rintoul in 1896. The couple had two children, their son John B Jackson taking over the farm when his father retired to Raglan in 1921. John junior acquired the Ward farm 'Ferncliff' to the south of Jackson's initial holding in 1950. Tom Jackson, John junior's son, took over the farm in 1958 and it remains in Jackson family ownership today. A portion of the farm was gifted as a public reserve by Tom Jackson.

Significance: The Jackson farmhouse has overall heritage significance to Waikato district. The site of the dwelling has potential archaeological significance in view of the building's age and the development of the farm from 1880. The Jackson farmhouse has architectural significance as an example of a colonial vernacular dwelling designed and built by its first owner/occupant and cultural significance as it provides evidence of historic continuity in the district. The Jackson farmhouse has high historic significance for its continuous association with the Jackson family through a number of generations. The Jackson farmhouse has scientific value pertaining to its potential to provide further information about its early residents and high technological significance for the methods and materials used in its construction.

Proposed works: The applicant proposes to reroof the farmhouse with Colorsteel Maxx True Oak Corrugate, which is fabricated for high salt environs and will be more authentic in appearance than the current tile effect roof cladding. The applicant received \$3,500 in 2017 for roofing and wall cladding repairs [*this sum may not have been uplifted*] and has indicated a nil contribution to the total cost of the 2020 project. The sum sought is exclusive of GST; photographs have been provided of the extant roof.

Recommendation: The application meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted \$7,500.00 as a contribution towards the cost of the new roof. A contribution from the owner towards the costs of the proposed works would be expected but the sum recommended also recognises the significant heritage value of the building.

Conditions of grant: A 'before and after' photographic record of the reroofing should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

5. Private residence, former railway worker's cottage, 188 Great South Road, Ngaruawahia (\$8,826.09)



History: The housing needs of railways workers were becoming increasingly problematic by the 1910s and were met by the Railways Department with the establishment of a house factory in Frankton in the early 1920s. Department architect George Troup studied pre-cut house factories in Canada and the United States and was also influenced by the English Garden City suburb movement in the layout of workers' housing in large-scale railways settlements. In October 1925 it was reported that Ngaruawahia had been served by the Railways Department's house factory at Frankton, which was by this time fully operational and dispatching pre-cut houses by rail throughout the North Island. Rental to railway workers was set at a day's pay. Houses were to have five rooms, along with a kitchen and bathroom and be provided with electric light. By the time the house factory closed in 1929 over 1500 railway houses had been produced. After subdivision by the Railways Department in 1974 the eight Great South Road railway workers' cottages passed into private ownership.

Significance: The former railway cottage has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of a mid-1920s railway workers' dwelling. The former railway cottage has cultural value as it provides evidence of historic continuity and historic significance for its association with the NZ Railways Department and the nationwide provision of quality housing for railways workers. The former railway cottage has scientific value due to its potential to provide further information about its early residents and technological significance for the methods and materials used in its construction.

Proposed works: The applicant proposes to paint the exterior of the dwelling; no photographs were provided with the application. An owner contribution of \$1,000.00 is offered towards the total cost of \$11,149.41, as quoted by SM Contractors. The sum requested should therefore be recorded as \$10,149.41.

Recommendation: The application is somewhat deficient but still meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted \$4,869.57 as a contribution towards the painting costs. A contribution from the owner towards the costs of the proposed works would be expected and the recommended sum represents a proportionate contribution from WDC.

Conditions of grant: A 'before and after' photographic record of the repainting should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.



6. Former worker's dwelling, 44 Ellery Street, Ngaruawahia (\$2,236.69)



**History:** The Workers' Dwellings Act 1905 was enacted by the Liberal Government to address the affordable housing crisis of the day. Workers' dwellings were erected throughout the country and tenders for six houses in the Ellery Street Settlement in Ngaruawahia were called by FW Rowley, Superintendent of Workers' Dwellings, in February 1915. This represented a reduction in numbers from the eleven parcels of land gazetted for this purpose in 1912. Somewhat unusually the six houses were dispersed; with two in Ellery Street, three in Newton Street [Nos 11, 13 & 15] and one in Kepler Street [Barakat Place]. All are shown on SO 23332, dated June 1924. Despite the intentions of the scheme it was not very successful. The houses that were built passed fairly quickly into private ownership as the later Reform Government privatised the workers' dwellings and used the 1906 State Advances Act to encourage home ownership over rental housing.

**Significance:** The former worker's dwelling has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of a mid-1910s workers' dwelling and cultural significance as it provides evidence of historic continuity. The former worker's dwelling has historic significance for its association with the Liberal Government's efforts to improve the lives and living conditions of working people. The former worker's dwelling has scientific and technological value due to its potential to provide further information about its early residents and for the methods and materials used in its construction.

**Proposed works:** The applicant proposes to replace the front door of the dwelling with a new door of like kind; no photographs were provided with the application. An owner contribution of \$800.00 is offered towards the total cost of \$3036.69, as quoted by Wackrows of Cambridge. Panelled doors with glazed uppers are typical of the houses of the period and therefore a replacement door that matches the existing door will not compromise the architectural heritage values of the house.

**Recommendation:** The application meets the eligibility criteria for the Heritage Assistance Fund; it is recommended that the applicant is granted \$1,391.30. A contribution from the owner towards the costs of the proposed works would be expected and the recommended sum represents a c. proportionate contribution from WDC.

**Conditions of grant:** A 'before and after' photographic record of the work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

7. Former worker's dwelling, 46 Ellery Street, Ngaruawahia (\$14,283.00)



History: The Workers' Dwellings Act 1905 was enacted by the Liberal Government to address the affordable housing crisis of the day. Workers' dwellings were erected throughout the country and tenders for six houses in the Ellery Street Settlement in Ngaruawahia were called by FW Rowley, Superintendent of Workers' Dwellings, in February 1915. This represented a reduction in numbers from the eleven parcels of land gazetted for this purpose in 1912. Somewhat unusually the six houses were dispersed; with two in Ellery Street, three in Newton Street {#s 11, 13 & 15] and one in Kepler Street [Barakat Place]. All are shown on SO 23332, dated June 1924. Despite the intentions of the scheme it was not very successful. The houses that were built passed fairly quickly into private ownership as the later Reform Government privatised the workers' dwellings and used the 1906 State Advances Act to encourage home ownership over rental housing.

Significance: The former worker's dwelling has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of a mid-1910s workers' dwelling and cultural significance as it provides evidence of historic continuity. The former worker's dwelling has historic significance for its association with the Liberal Government's efforts to improve the lives and living conditions of working people. The former worker's dwelling has scientific and technological value due to its potential to provide further information about its early residents and for the methods and materials used in its construction.

Proposed works: The applicant proposes to reroof the dwelling. No photographs were provided with the application, nor are the deposit slip, certificate of title or any plans and reports attached. No owner contribution is offered towards the total cost of \$14,283.00, as quoted by Roger Wong of Ngaruawahia.

Recommendation: Although the application is somewhat deficient, the application meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted \$6,260.87. A contribution from the owner towards the costs of the proposed works would be expected and the recommended sum represents a proportionate contribution from WDC.

Conditions of grant: A 'before and after' photographic record of the work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

8. former Raglan Co-operative Dairy Company butter factory, 58 Wallis Street, Raglan (\$141,500.00)



History: The former dairy factory was built by the Raglan Co-operative Dairy Company to manufacture butter in 1915. The company had been established in 1903 and opened a creamery in Kauroa in the spring of 1906. It had merged with the Te Mata Co-operative Dairy Company by the time the new factory was built. The factory was in production in time for the 1915-16 season and a manager's house in timber was also built to the design of Daniell & Cray at the same time. Tenders for a new manager's residence were called in late 1923 but the company got into financial difficulty in the following decade and was taken over, and closed down, by the NZ Co-operative Dairy Company in May 1939. Thereafter the factory was sold and Raglan cream was sent to Frankton. The site was subdivided in 1939 and again in 1985; it is now privately owned and has been leased to various businesses in recent years.

Significance: The former Raglan Co-operative Dairy Company butter factory has overall heritage significance to Waikato District. The former butter factory has architectural significance as an example of Fred Daniell's dairy factory design work and cultural significance as it provides a sense of place and historic continuity. The former Raglan Co-operative Dairy Company butter factory has historic significance for its association with the district's dairy industry and technological significance for its concrete construction.

Proposed works: The applicant's consultant seeks funding for the professional services inputs needed to prepare a Seismic Retrofit design. There are no photographs attached to the application; a DSA undertaken by GDC Consultants Ltd is referenced but not attached. An owner contribution of \$115,000 is offered towards the total cost of \$277,725.00, as quoted by GDC Consultants Ltd.

Recommendation: The application meets the eligibility criteria for the Heritage Assistance Fund in regards to professional services. It is recommended that the applicant is granted the sum of \$7,000.00 [as a contribution to the professional services outlined in the quote provided] as a contribution towards costs.

Note: The application seeks funding of \$162,725.00 but the quote attached to the application is for \$66,500.00 + GST (\$76,475.00). This includes \$7,600.00 + GST for the resource consent application and an 'if required' sum of \$5,600.00 + GST for architectural design work. The quote lists a cost of \$15,800.00 for heritage and archaeological inputs, although the quote from Simmons & Associates sets an upper limit for costs at \$15,500.00 + GST. The government's Heritage EQUIP Professional Advice Grant is specifically designed to assist owners to prepare the technical documentation for seismic strengthening. A decision on the next deadline for applications will be announced after the budget has been released next month.

Conditions of grant: Professional reports and documentation should be supplied to WDC when the grant is uplifted and/or upon completion of the seismic retrofit design.

9. Swann 'Papanui' farm woolshed, 1384 Whaanga Road, Ruapuke (\$2,894.35?)



History: This woolshed was likely built by Charles Swann, the son of Captain James Swann (1820-84), who had first settled in the district in c.1860. The land parcel on which the woolshed is located had earlier belonged to J Stodart (SO 963). James Swann acquired the parcel immediately to the north of Stodart's holding in c.1880 under the Homestead Act (see SO 1301). A requirement of the Act was that a house of not less than £50 value had to be built within 18 months of settlement and at least one fifth of the property had to be grassed within five years. Having met these conditions ownership was then transferred to the grantee, the only cost having been a £10 - £20 survey fee. Charles Swann (c.1872-1936), who served on the local school committee and represented the Karioi Riding on the Raglan County Council, was in possession of Stodart's Allotment 111 by 1902. He married Jessie Ward, from the neighbouring farm of 'Ferncliff', and the couple had nine children. The property remains in Swann family ownership and the woolshed is still in use.

Significance: The 'Papanui' farm woolshed has overall heritage significance to Waikato district. The site of the building has potential archaeological significance and the woolshed has architectural value as an example of a vernacular farm building constructed and modified by its owners. The Swann woolshed has cultural significance as it provides evidence of historic continuity in the district and historic significance for its continuous association with the Swann family through several generations. The Swann woolshed has scientific value pertaining to its potential to provide further information about its historic use and technological significance for the methods and materials used in its construction.

Proposed works: The applicant apparently intends to replace the iron on the roof [?] of the building to stop it leaking. The applicant received heritage assistance grants in 2017 and 2012 for repairs to the north and south sides of the woolshed, respectively.

Recommendation: The application does not meet the eligibility criteria for the Heritage Assistance Fund because insufficient information has been provided to assess the proposed works and the budget section of the application has not been completed. A quote for \$1590.00 + GST for labour is appended to the application and it appears from a note on page 5 that the iron will cost \$1500.00. It is a concern that a third application to the assistance fund could result in the loss of even more heritage fabric of this scheduled building. The owner's efforts to maintain the building so that it can continue to serve its original purpose should be supported but the cumulative effect of this support from WDC could lead to a loss of heritage values and significance. As it stands the application should not be granted and the owner should be contacted to discuss the work being undertaken and determine whether a resource consent might be required.

10. Private residence, former married dairy worker's house, 590 Matangi Road, Matangi (\$6,065.10)



**History:** This house is one of nine built by the New Zealand Dairy Association (NZDA), later the NZ Co-operative Dairy Company (NZCDC), to provide staff housing adjacent to the Matangi dairy factory (1917). The houses remained in possession of the NZCDC until the factory closed and the housing land was subdivided in 1987 (DPS 44982).

**Significance:** The former married dairy worker's house has high overall heritage significance to Waikato district. The house has high architectural significance as a transitional bungalow designed by FC Daniell and cultural significance as it provides evidence of historic continuity and community identity in Matangi. The former dairy worker's house has high historic significance for its association with the NZDA and the private provision of workers' housing and high technological significance for the methods and materials used in its construction.

**Proposed works:** The applicant proposes to replace the lower casements of six windows on the north & east sides of the house. The applicant received heritage assistance funding for the repair of six windows on the south and west elevations in 2017. The application includes photographs of the windows needing repair and some that demonstrate the successful replacement of the windows subject to the 2017 application. The quote provided with the application states that the new windows will be fitted with glazing bars to match the existing, original windows. A quote for materials is also appended to the application; this sum is \$723.22, which does not match the \$1,000 specified in the budget section of the application.

**Recommendation:** The application meets the eligibility criteria for the Heritage Assistance Fund. It is recommended that the applicant is granted the sum of \$3,652.17 in view of the high significance of the building in question and the owner's commitment, in cash and labour, to the proposed works.

**Conditions of grant:** A 'before and after' photographic record of the repair work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

11. Private residence, former railway worker's cottage, 35 Harris Street, Huntly (\$17,343.05?)



History: The housing needs of railways workers were becoming increasingly problematic by the 1910s and were met by the Railways Department with the establishment of a house factory in Frankton in the early 1920s. Department architect George Troup studied pre-cut house factories in Canada and the United States and was also influenced by the English Garden City suburb movement in the layout of workers' housing in railways settlements. Land for a railway workers' settlement in Huntly was gazetted by November 1925. By this time the Railways Department's house factory at Frankton was fully operational and pre-cut houses were being distributed by rail throughout the North Island. The housing scheme incorporated Garden City planning principles and rental to railway workers was set at a day's pay. Houses were to have five rooms, along with a kitchen and bathroom and be provided with electric light. By October 1925 it was reported that 526 cottages had been built in the northern half of the North Island. By the time the house factory closed in 1929 over 1500 railway houses had been produced. The cottages later passed into private ownership.

Significance: The former railway cottage has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of mid-1920s railway workers' dwelling. The former railway cottage has cultural value as it provides evidence of historic continuity and historic significance for its association with the NZ Railways Department and the nationwide provision of housing for railways workers. The former railway cottage has scientific value due to its potential to provide further information about its early residents and technological significance for the methods and materials used in its construction.

Proposed works: The owner wishes to undertake some minor external repairs and then to have the whole of the outside of the dwelling painted. This is the first time the owner has applied for heritage assistance funding from WDC. The cottage is one of a group of former railway cottages in Harris Street that make a distinctive contribution to the streetscape.

Recommendation: The application is incomplete but the proposed works meet the eligibility criteria for the Heritage Assistance Fund and the quote provided appears reasonable in light of the itemised repairs and because it is inclusive of fully painting the dwelling. It is recommended that the applicant is granted \$4,521.74; a contribution from the owner towards the costs of the proposed works would be expected. It is noted that the previous enclosure of the porch and replacement of the window to one side of it undermine the authenticity of the façade; it would therefore be desirable to explore whether the owner would consider remedying this situation as part of the external work she wishes to undertake.

Conditions of grant: A 'before and after' photographic record of the repair work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

12. Former AR Langley building, 19 Bow Street, Raglan (\$5,000.00)



History: Former AR Langley (died 1936) building. The firm was established in 1873; Langley was an auctioneer, land & insurance agent. Fire destroyed the building on this site in March 1906 – so the current building post-dates that event. The building has a simple built form with hipped roof, return veranda, and modern shop/café windows. Its corner site, like that of 11 Bow Street, is important in relation to defining streetscape character. The building is located within the Raglan Design Guide Area; historic photographs show it has been doubled in size along Wainui Road.

Significance: This building contributes to the historic streetscape of Bow Street but is not recommended for scheduling in the proposed district plan as a heritage item. [The owner submitted on 4 October 2018 in support of the building being removed from the heritage schedule.]

Proposed works: The owner intends to paint the exterior of the building and offers to contribute \$2,500.00 to the total quoted cost of \$7,500.00 + GST.

Recommendation: The application meets the eligibility criteria of the Heritage Assistance Fund. Although the building has been recommended for removal from the heritage schedule in the PDP, and the owner supports that, it is currently scheduled as a heritage item in the ODP. A grant of \$2,875.00 (incl GST) is therefore recommended to support the owner's desire to safeguard the external durability of the building and in light of the contribution it makes to the historic character of Raglan.

Conditions of grant: A 'before and after' photographic record of the repair work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

13. St Paul's Anglican Church, 55 William Street (corner of Glasgow Street), Huntly (\$14,341.00)



History: In 1893 Huntly still had no churches, although services were held by various denominations in the school. The Taupiri Extended Coal Company donated a parcel of land for an Anglican church, St Paul's, to be built. A wooden church with a roof of kauri shingles and a belfry opened in February 1894. With no fire brigade in the town, the first St Paul's burnt down on 17 October 1933. Services were then held in the parish hall across the road. The replacement church was constructed in brick on the site of the vicarage, at the corner of Glasgow Street, the vicarage having been moved to make room for it. The church was consecrated in February 1935 by Bishop Cherrington. It contains a memorial tablet dedicated to all those who served in World War II, especially Horis Dalton Franklin (died Italy, 6 January 1943) and Albert Douglas Harris (died France, 13 August 1943), who were members of the congregation.

Significance: St Paul's Anglican Church has high overall heritage significance to Waikato district. The church has high architectural significance as a mid-century Gothic Revival style building designed by local engineer Nicholas Greenwell and cultural significance as a place of worship and community identity. St Paul's Anglican Church has historic significance for its association with the local Anglican congregation and their efforts to rebuild after the first church burnt down. The church has high technological significance for the quality of its construction and architectural detailing.

Proposed works: The parish apparently intends erecting external scaffolding to provide seismic strengthening of the church's tower in order to achieve a level of 45% NBS for the building and thus ameliorate its earthquake-prone status. The E-P Building notice also references the 'entry parapet walls' but no 'treatment' for these is indicated in the plans appended to the application. The quote provided also mentions only the tower.

Recommendation: The budget and quote provided are at odds with one another and a Conservation Management Plan has not been attached to the application. [The applicant may believe that the HNZPT list entry information appended is a CMP, although this is not the case.] The quote is for \$13,340 + GST (\$15,341.00) and the applicant has committed to contribute \$7,000.00 + GST to the project. This will leave a shortfall of \$6,340.00 + GST. It is not recommended that a grant is made for the proposed works because the exterior scaffolding will undermine the architectural values of the building, notwithstanding that seismic strengthening of the church is highly desirable and worthy of WDC support. The proposed works will likely require resource consent due to the external additions and alterations proposed to the building. Further discussion with the parish about this project is advised; the project may be eligible for Heritage EQUIP funding, which could be supported by WDC.



14. St Paul's Catholic Church, 128 Great South Road [corner of Belt Street], Ngaruawahia (\$7,290.00)



**History:** In 1861 Bishop Jean Baptiste Pompallier wrote to King Tawhiao informing him that he was sending a priest to Ngaruawahia; none other than his nephew, Antoine Pompallier. The latter set up a modest church in a whare on the bank of the Waipa River, but he left the mission station in 1863 in advance of the war. The town's first Catholic church was built in Herschel Street on the western side of the railway line opposite the town hall; it opened in 1872 but Ngaruawahia did not have a resident priest until 1903. The memorial stone of a new Catholic church, situated on the east side of Great South Road, was laid by Bishop Cleary of Auckland in November 1913. The old church was used as a scout hall, then a coal depot, until it burned down. The new church was to have featured a bell tower at the northern end but a shortfall in funding means that the building remains incomplete.

**Significance:** St Paul's Catholic Church has high overall heritage significance to Waikato district. The church has high architectural significance as a Romanesque Revival style church designed by John Warren and cultural significance as a place of worship and community identity. St Paul's Catholic Church has historic significance for its association with the local Catholic congregation and their efforts to build a substantial new church in the early 20<sup>th</sup> century. The church has technological significance for the quality of its construction and architectural detailing.

**Proposed works:** The applicant intends to undertake remedial works on the church's windows. Two quotes were supplied with the application and the quote from JL Connolly is preferred; it includes all steps needed to remove existing coatings containing lead paint. The work is being done on the basis that earthquake strengthening will be required in future but in the meantime ongoing maintenance and repair will be undertaken on an 'as required' basis.

**Recommendation:** The application meets the eligibility criteria of the Heritage Assistance Fund and the owner has committed to a contribution towards costs of \$1,500.00. Photographs of the windows needing repair and repainting have been provided. It is recommended that the applicant be granted \$6,500.00 in recognition of the high heritage significance of the building, its notable landmark quality and the applicant's commitment to maintain the building in good repair until such time as seismic strengthening can be undertaken.

**Conditions of grant:** A 'before and after' photographic record of the repair and repainting work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

15. Former St David's Anglican Church, 591 Matangi Road, Matangi (\$9,000.00)



History: Local Anglican church services were held in the Matangi Hall (1903, burnt down 1950s) until St David's Anglican Church opened in early 1933. The site was surveyed in 1925 and the foundation stone laid by Bishop Cherrington in November 1932. The Bishop returned to Matangi to consecrate the church on Sunday, 5 February 1933. The church now serves local Anglican, Methodist and Presbyterian congregations and is part of the parish of St Francis' Co-operating Church in Hillcrest, Hamilton. *[Since the building was assessed in June 2016 it has been sold by the Anglican diocese and is now the Romanian Orthodox Church of Saint George. The building's heritage significance remains unchanged].*

Significance: The former St David's Anglican Church has overall heritage significance to Waikato district. The church has architectural significance as a mid-century Gothic Revival style building and cultural significance as a place of worship and community identity. St David's Anglican Church has historic significance for its association with the Anglican church and technological significance for the quality of its construction and architectural detailing.

Proposed works: The applicant proposes repainting the exterior of the church [roof excluded] and removing five birch trees in the immediate vicinity of the building. The church was last painted in 2011, with heritage funding support by WDC at that time. The quote from the landscaping company does not make sense, nor does it tally with the application budget.

Recommendation: The proposed painting of the church meets the eligibility criteria for the Heritage Assistance Fund; the tree felling will likely be beneficial to the ongoing maintenance of the building, although it is not strictly heritage work. In light of the heritage significance of the building and the substantial contribution being offered by the applicant a grant of the full sum requested is recommended.

Conditions of grant: A 'before and after' photographic record of the repainting should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

16. St Peter's Anglican Church, 1 James Street, Raglan (\$45,500.00)



**History:** The first Anglican church in Raglan was housed in a converted 1874 immigrant cottage on Green Street [Wainui Road]. After the new church was built the earlier building was used as the parish hall until it was sold in 1952. The Parochial District of Raglan was established in 1916 and the new St Peter's Anglican Church in Bow Street was dedicated by Archbishop AW Averill on 3 May 1925, the foundation stone having been laid two years earlier, in February 1923. In 1956 a vicarage was erected beside the church and a parish hall was built at 48 Bow Street in 1962.

**Significance:** St Peter's Anglican Church has overall heritage significance to Waikato district. The church has architectural significance as an early 20<sup>th</sup> century Gothic Revival style building that is a local landmark at the entry to Raglan's town centre. St Peter's Anglican Church has high cultural significance as a place of worship and historic significance for its association with the local Anglican community. St Peter's Anglican Church has technological significance for the quality of its construction and architectural detailing.

**Proposed works:** The applicant intends to undertake a seismic upgrade and rebuild the deconstructed corner of the building. Quotes tendered are for \$7,500 + GST for design work and \$34,500 incl GST for construction. Total value \$43,125.00 incl GST / \$37,500.00 excl GST. The grant sum requested therefore exceeds the quoted cost of the works.

**Recommendation:** The proposed works meet the eligibility criteria for the Heritage Assistance Fund. Based on the revised figure shown above, a grant of \$13,000 is recommended as an acknowledgement of the heritage significance of the building and its landmark qualities.

**Conditions of grant:** A 'before and after' photographic record of the proposed work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

17. Huntly Hotel / Essex Arms, 151 Main Street, Huntly (\$20,000.00)



**History:** Unusually for a mining town, Huntly has only ever had one hotel. The first Coal Mine Hotel (c.1870) was located to the north of the current site. It burnt down in April 1875. The hotel was re-established on the present site by January 1876. From 1880 until 1924 the hotel was owned and operated by Lewis B Harris and his wife Louisa (nee Ralph), and then by their son, also named Lewis B Harris. The strategic position of the hotel, between the Great South Road (1868) and main trunk railway line (1877), put it at the centre of Huntly, which had reached a population of 600 by 1902. In 1927 a company by the name of Huntly Development Ltd was established to offer shares in both the hotel and the Hamilton cordial manufacturing business of JA Clark. The success of the share float is not known but by the early 1930s ownership of the property had passed to Dominion Breweries. DB Ltd undertook the major remodelling work that gave the hotel its modern-day appearance. For this job, as for a number of others, Dominion retained the services of design and build company Noel Cole Ltd of Auckland. An auction in June 1939 got rid of some of the surplus hotel furniture and then partial demolition of the original building could get under way. The hotel is thought to have reopened in the following year. One of the outbuildings, believed to be the cool store from the hotel's days as a "40-miler" distribution centre, may be the oldest building on the site.

**Significance:** The Huntly Hotel has high overall heritage significance to Waikato district. The site has potential archaeological significance in view of the hotel's age and location and high architectural significance as a mid-Victorian hotel with a major Art Deco Moderne wing designed by Sir Noel Cole. The Huntly Hotel has cultural significance as a focus for community identity and historic continuity, having served as a hotel since c.1876. The Huntly Hotel has high historic significance as the town's only hotel. Scientific values and the technological significance of the building's varied construction methods and materials are also noted.

**Proposed works:** The applicant proposes painting the exterior of the building and offers a c. one-third contribution to the total cost.

**Recommendation:** The application meets the criteria for eligibility for support from the Heritage Assistance Fund and the applicant will make a sizeable contribution to the total cost. It is recommended that \$18,000.00 is granted, in recognition of the landmark quality of the building and its high heritage significance.

**Conditions of grant:** A 'before and after' photographic record of the repainting should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

18. Private residence, former railway worker's cottage, 41 Harris Street, Huntly (\$25,778.32)



**History:** The housing needs of railways workers were becoming increasingly problematic by the 1910s and were met by the Railways Department with the establishment of a house factory in Frankton in the early 1920s. Department architect George Troup studied pre-cut house factories in Canada and the United States and was also influenced by the English Garden City suburb movement in the layout of workers' housing in railways settlements. Land for a railway workers' settlement in Huntly was gazetted by November 1925. By this time the Railways Department's house factory at Frankton was fully operational and pre-cut houses were being distributed by rail throughout the North Island. The housing scheme incorporated Garden City planning principles and rental to railway workers was set at a day's pay. Houses were to have five rooms, along with a kitchen and bathroom and be provided with electric light. By October 1925 it was reported that 526 cottages had been built in the northern half of the North Island. By the time the house factory closed in 1929 over 1500 railway houses had been produced. The cottages later passed into private ownership.

**Significance:** The former railway cottage has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of mid-1920s railway workers' dwelling. The former railway cottage has cultural value as it provides evidence of historic continuity and historic significance for its association with the NZ Railways Department and the nationwide provision of housing for railways workers. The former railway cottage has scientific value due to its potential to provide further information about its early residents and technological significance for the methods and materials used in its construction.

**Proposed works:** The owner wishes to undertake some external repairs, reroof the dwelling and prepare the house for painting. This is the first time the owner has applied for heritage assistance funding from WDC. The cottage is one of a group of former railway cottages in Harris Street that make a distinctive contribution to the streetscape.

**Recommendation:** The application meets the eligibility criteria for the Heritage Assistance Fund. The sum requested does not match the sum of the quotes (incl of GST) for building and paint preparation work (\$26,717.58) and the owner has made no offer to contribute financially to the total cost of the works. The quote for building work does not explicitly state that it includes replacement of guttering, which is in poor condition judging from the photograph attached to the application. It is recommended that the applicant is granted \$4,347.83 as a contribution to the building works; a contribution from the owner towards the costs of the proposed works would be expected.

**Conditions of grant:** A 'before and after' photographic record of the repair work and reroofing should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

19. Private residence, former railway worker's cottage, 39 Harris Street, Huntly (\$52,172.83)



**History:** The housing needs of railways workers were becoming increasingly problematic by the 1910s and were met by the Railways Department with the establishment of a house factory in Frankton in the early 1920s. Department architect George Troup studied pre-cut house factories in Canada and the United States and was also influenced by the English Garden City suburb movement in the layout of workers' housing in railways settlements. Land for a railway workers' settlement in Huntly was gazetted by November 1925. By this time the Railways Department's house factory at Frankton was fully operational and pre-cut houses were being distributed by rail throughout the North Island. The housing scheme incorporated Garden City planning principles and rental to railway workers was set at a day's pay. Houses were to have five rooms, along with a kitchen and bathroom and be provided with electric light. By October 1925 it was reported that 526 cottages had been built in the northern half of the North Island. By the time the house factory closed in 1929 over 1500 railway houses had been produced. The cottages later passed into private ownership.

**Significance:** The former railway cottage has overall heritage significance to Waikato district. The dwelling has architectural significance as a well-preserved example of mid-1920s railway workers' dwelling. The former railway cottage has cultural value as it provides evidence of historic continuity and historic significance for its association with the NZ Railways Department and the nationwide provision of housing for railways workers. The former railway cottage has scientific value due to its potential to provide further information about its early residents and technological significance for the methods and materials used in its construction.

**Proposed works:** The owner wishes to undertake some external repairs, reroof the dwelling and prepare the house for painting. This is the first time the owner has applied for heritage assistance funding from WDC. The cottage is one of a group of former railway cottages in Harris Street that make a distinctive contribution to the streetscape.

**Recommendation:** The application meets the eligibility criteria for the Heritage Assistance Fund. The sum requested does not match the sum of the quotes (incl of GST) for building and paint preparation work (\$54,974.92) and the owner has made no offer to contribute financially to the total cost of the works. It is recommended that the applicant is granted \$8,695.65 as a contribution to the building works; a contribution from the owner towards the costs of the proposed works would be expected.

**Conditions of grant:** A 'before and after' photographic record of the work should be provided to council when the grant is uplifted. Digital images should be dated and labelled and a minimum of 1 MB in size.

20. St Mary's Anglican Church, 974 Gordonton Road, Gordonton (\$4,173.91)



History : Before St Mary's was built, Anglican church services in Gordonton were held in the local hall or school. The foundation stone of St Mary's Anglican Church was laid on 4 March 1934 by Bishop Cherrington, the bishop of the Waikato Diocese. Local Maori raised funds for the building in tandem with Anglican parishioners. The Bishop returned in July of the same year to consecrate the building, at which time he was assisted by Archdeacon Hori Raiti. The church was served by locum ministers from Hamilton until 2004, when the Rev Rosemary Carey was appointed to the church. St Mary's became a Mission Parish district for the first time in 2006, with the Rev Carey as first vicar.

Significance: St Mary's Anglican Church has high overall heritage significance to Waikato district. The church has high architectural significance as a mid-century Gothic Revival style building believed to have been designed by Edgecumbe and White and cultural significance as a place of worship and community identity. St Mary's Anglican Church has historic significance for its association with the Anglican church and local Maori. The church has high technological significance for the quality of its construction and architectural detailing.

Proposed works: The owner wishes to paint the door and window surrounds on both the exterior and interior of the building, and undertake some repair work to facilitate the repainting. No contribution towards the cost is offered by the applicant, who received a grant of \$4,000.00 in 2017 for repainting the church's window frames and gable ends, as well as repainting a brick fence post on the road frontage. It was noted in 2017 that the repair work of the fence column was not eligible for heritage funding from WDC.

Recommendation: Although the application meets the eligibility criteria for the Heritage Assistance Fund, no grant is recommended given that the painting work was supported by WDC in the 2017 funding round.

### Open Meeting

<b>To</b>	Waikato District Council
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	29 June 2020
<b>Prepared by</b>	Lynette Wainwright
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Exclusion of the Public

## I. RECOMMENDATION

**THAT the public be excluded from the following parts of the proceedings of this meeting.**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1.1 – Solid Waste contracts.	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)



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

Item No.	Section	Interest
1.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).