

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 10 JULY 2017** commencing at **1.15pm**.

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

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GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	15 June 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting held on Monday 12 June 2017.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 12 June 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 12 JUNE 2017** commencing at **1.15pm**.

Present:

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

Attending:

Mr GJ Ion (Chief Executive)
Mr T Harty (General Manager Service Delivery)
Mr TG Whittaker (General Manager Strategy & Support)
Mrs R Gray (Council Support Manager)
Mr K Lockley (Zero Harm Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Sedgwick/Church)

THAT an apology be received from Cr Fulton, Cr Gibb, Cr Lynch.

CARRIED on the voices

WDC1706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Thomson/Sedgwick)

THAT the agenda for a meeting of Waikato District Council held on Monday 12 June 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 8 which shall be considered with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT the Committee resolves that the following item be withdrawn from the agenda:

- Item No 5.1.5 Bilingual Signage Policy Review 2017.

CARRIED on the voices

WDCI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Thomson/Patterson)

THAT the minutes of a meeting of Waikato District Council held on Monday 8 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDCI706/03

CONFIRMATION OF EXTRAORDINARY MINUTES

Resolved: (Crs Sedgwick/Main)

THAT the minutes of an extraordinary meeting of Waikato District Council held on Wednesday 31 May 2017 and continuing on Thursday 1 June 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WDCI706/04

COMMITTEE AND DEPARTMENTAL REPORTS

Policy & Regulatory Committee

Receipt of Policy & Regulatory Committee Minutes held on Tuesday 16 May 2017
Agenda Item 5.1.1

Resolved: (Crs Sedgwick/Thomson)

THAT the minutes of the meeting of the Policy & Regulatory Committee held on Tuesday 16 May 2017 be received.

CARRIED on the voices

WDCI706/05

Bilingual Signage Policy Review 2017 – P&R1705/05/5/1

This recommendation was withdrawn.

2017 Speed Bylaw Review Policy and New Speed Bylaw Policy - P&R1705/05/6

Resolved: (Crs Sedgwick/Main)

THAT pursuant to section 155(1) of the Local Government Act 2002 Council make a determination that a bylaw is the most appropriate mechanism to address issues relating to the management of speed limits in the Waikato District, [pursuant to section 155(1) of the Local Government Act 2002 (“the Act”)], and that the Waikato District Council Speed Limit Bylaw 2011 be reviewed in accordance with the requirements of the Act;

AND THAT the Speed Bylaw Review Policy (appendix I attached to the Policy & Regulatory agenda) be adopted;

AND FURTHER THAT staff undertake community engagement on roads identified in the NZTA online tool.

CARRIED on the voices

WDC1706/06

Receipt of Hearing Minutes held on Thursday 23 February 2017 – Mangawara Bridge
Agenda Item 5.1.2

Resolved: (Crs McGuire/Henderson)

THAT the minutes of a hearing for Mangawara Bridge by an Independent Commissioner held on Thursday 23 February 2017 be received.

CARRIED on the voices

WDC1706/07

Receipt of Hearing Minutes held on Wednesday 1 March 2017 – WJ & LJ Pitts
Agenda Item 5.1.3

Resolved: (Crs McGuire/Thomson)

THAT the minutes of a hearing for WJ & LJ Pitts by an Independent Commissioner held on Wednesday 1 March 2017 be received.

CARRIED on the voices

WDC1706/08

Zero Harm Update
Agenda Item 5.1.4

The report was received [WDC1706/02 refers].

The Zero Harm Manager highlighted the following:

- Leading indicator graph: identifies lower statistics for safety conversations with staff and near-miss reporting this month. The Executive Team and the Senior Leadership Team have been reminded of these important indicators.
- Major risk: over speed with driving. May was a better month regarding excessive speed. Staff have been encouraged to be vigilant with over speeding.

Updates to the Bilingual Signage Policy 2014
Agenda Item 5.1.5

This item was withdrawn from the agenda.

Attendance at the ITP Symposium and Expo – Innovations that Transform Societies
Agenda Item 5.1.6

Resolved: (Crs Smith/Sedgwick)

THAT the following delegate attend the 2017 ITP Symposium and Expo – Innovations that Transform Societies in Hamilton on 4 – 5 July 2017:

- **Cr Lisa Thomson.**

CARRIED on the voices

WDC1706/09

Strategy & Finance Committee

Receipt of Strategy & Finance Committee Minutes held on Wednesday 24 May 2017
Agenda Item 5.2.1

Resolved: (Crs Bech/Main)

THAT the minutes of the Strategy & Finance Committee meeting held on Wednesday 24 May 2017 be received.

CARRIED on the voices

WDC1706/10

Review of Huntly Community Plan - S&F1705/05**Resolved: (Crs Bech/McGuire)****THAT Council notes the development of a strategic community plan in accordance with the process articulated in the agenda report;****AND THAT Council supports the Huntly Community Board allocating up to \$10,000 from the discretionary fund for this purpose.****CARRIED on the voices****WDC1706/11**Development Contribution Levies for 2017 – S&F1705/06**Resolved: (Crs Bech/Thomson)****THAT Appendix I of the Development Contributions Policy be updated for 2017/18 to capture producer price index movements over the past financial year.****CARRIED on the voices****WDC1706/12**Lake Hakanoa Camp Ground Office Upgrade – S&F1705/07**Resolved: (Crs Bech/Church)****THAT approval be given for the use of \$20,419 from the Lake Hakanoa Operational Reserve and Replacement fund for the purposes of upgrading the camp ground office.****CARRIED on the voices****WDC1706/13**Request for Funding – Raglan Naturally – S&F1705/10**Resolved: (Crs Bech/Patterson)****THAT Council approved a funding contribution of \$5,000 being made from the Administration Expenses (Grants & Donations) budget to support the review of Raglan Naturally;****AND THAT once developed, Raglan Naturally's priority projects be put forward for funding consideration in Council's Long Term Plan for 2018-2028.****CARRIED on the voices****WDC1706/14**

Heritage Assistance Fund – Allocation of Funds – S&F1705/14

Resolved: (Crs Bech/McGuire)

THAT the recommendations for heritage funding amounting to \$93,877.20 be approved;

AND THAT staff send a letter to all applicants commending them on their applications and encouraging them to participate in future funding rounds;

AND FURTHER THAT it be recommended that repeat applicants are encouraged to apply in future for funding to prepare a Conservation Management Plan (CMP).

CARRIED on the voices

WDC1706/15

Civic Financial Services Limited Annual General Meeting - S&F1705/18

Resolved: (Crs Bech/Thomson)

THAT Council supports the appointment of Mr Anthony Gray and Mr Miles McConway as Directors of Civic Financial Services Limited;

AND THAT Council supports the decrease in Directors remuneration to reflect lower quartile rates based on external remuneration advice (\$112,500 from 1 July 2017, with annual CPI adjustments).

CARRIED on the voices

WDC1706/16

Infrastructure Committee

Receipt of Infrastructure Committee Minutes held on Tuesday 23 May 2017
Agenda Item 5.3.1

Resolved: (Crs Patterson/Church)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 23 May 2017 be received.

CARRIED on the voices

WDC1706/17

Gifting of Ruawaro Tennis Courts – INF1705/06

Resolved: (Crs Patterson/Main)

THAT Council accept the ownership of Lot 2 DP 496467 held in CFR 738245, to be gifted at nil consideration;

AND THAT the Chief Executive be delegated to execute the relevant documentation to give effect to acceptance of the endowed land;

AND FURTHER THAT the site continue to be maintained at the cost of the Tennis Club.

CARRIED on the voices

WDC1706/18

Te Awa/Horotiu Cycle Bridge Crossing Increase Approved Contract Sum - Contract 15/288 – INF1705/07

Resolved: (Crs Patterson/McGuire)

THAT Council approve the contract sum increase for Contract 15/288 Horotiu Cycle Bridge to \$2,461,969 (excl GST);

AND THAT Council contribute \$150,000 of loan funded money to the shortfall.

CARRIED on the voices

WDC1706/19

Contract 14/079 Arboricultural Services - Increase in Approved Contract Sum – INF1705/09

Resolved: (Crs Patterson/McInally)

THAT Council approve the increase of \$252,000 in Approved Contract Sum for Contract 14/079 Arboricultural Services.

CARRIED on the voices

WDC1706/20

Contract 11/064 - UGL (NZ) Limited - Increase in Approved Contract Sum – INF1705/10

Resolved: (Crs Patterson/Thomson)

THAT Council approve the increase of \$1,130,611 in Approved Contract Sum for Contract 11/064 UGL (NZ) Limited.

CARRIED on the voices

WDC1706/21

Contract 14/009 Public Toilet Cleaning and Minor Maintenance - Increase in Approved Contract Sum – INF1705/11

Resolved: (Crs Patterson/Church)

THAT Council approve the increase of \$480,000 in Approved Contract Sum for Contract 14/009 Public Cleaning and Minor Maintenance.

CARRIED on the voices

WDC1706/22

Waikato District Alliance Contract 14/314 – Increase of Approved Contract Sum – INF1705/12

Resolved: (Crs Patterson/Sedgwick)

THAT Council approve the contract sum of Contract 14/314 Waikato District Alliance being increased to \$154,240,000 (excl GST) for the purposes of completing existing Roothing Emergency works and LED upgrades;

AND THAT Council approve the use of \$491,800 from the disaster recovery fund being allocated to Roothing to cover the Council's cost share of the emergency work;

AND FURTHER THAT Council give pre-approval for a further 10% in contract variances (\$3 million) per annum to be actioned where the work is no more than \$150,000 per variation, and it can be shown that using the WDA will benefit the council in terms of competitive pricing and reduction of administrative costs.

CARRIED on the voices

WDC1706/23

Pukekawa Refuse & Recycling Extension Consultation – INF1705/13

Resolved: (Crs Patterson/Main)

THAT the following Council Resolution WDC1702/3/1 be rescinded:

“AND THAT Council approve consultation with Pukekawa community on the extension of full solid waste services in the area;

AND FURTHER THAT should the support from the community be 65% or over, staff update the required systems and processes and commence delivery of the service on 1 July 2017.”

AND THAT Council approve the refuse and recycling service option with the largest majority from the submissions received from the Pukekawa community be implemented from 1 July 2017.

CARRIED on the voices

WDC1706/24

Declare Local Purpose (Segregation) Reserve Road – Aspenleigh Drive, Tamahere
Agenda Item 5.3.2

The report was received [WDC1706/02 refers] and discussion was held.

This report was circulated prior to the meeting date.

Resolved: (Crs McGuire/McInally)

THAT pursuant to Section 114(1) of the Public Works Act 1981 the portion of segregation strip described as Section 3 Survey Office Plan 469645 – Local Purpose (Segregation) Reserve be declared road. This is subject to Council granting the application for subdivision consent of the adjoining land described as Lot 3 Deposited Plan 447508 and Section 7 Survey Office Plan 496887.

CARRIED on the voices

WDC1706/25

Discretionary & Funding Committee

Receipt of Discretionary & Funding Committee Minutes held on Monday 8 May 2017
Agenda Item 5.4.1

Resolved: (Crs McGuire/Patterson)

THAT the minutes of a meeting of the Discretionary & Funding Committee held on Monday 8 May 2017 be received.

CARRIED on the voices

WDC1706/26

OTHER COMMITTEES

Receipt of Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee
Agenda Item 5.5.1

Resolved: (His Worship the Mayor/Cr Sedgwick)

THAT the minutes of a meeting of the Waikato Raupatu River Trust and Waikato District Council Co-Governance Committee held on Wednesday 19 April 2017 be received.

CARRIED on the voices

WDC1706/27

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes held on Monday 1 May 2017
Agenda Item 6.1

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 May 2017 be received.

CARRIED on the voices

WDCI706/28

Receipt of Taupiri Community Board Minutes held on Monday 8 May 2017
Agenda Item 6.2

Resolved: (Crs Patterson/Thomson)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 8 May 2017 be received.

CARRIED on the voices

WDCI706/29

Receipt of Raglan Community Board Minutes held on Tuesday 9 May 2017
Agenda Item 6.3

Resolved: (Crs Thomson/Patterson)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 9 May 2017 be received.

CARRIED on the voices

WDCI706/30

Receipt of Ngaruawahia Community Board Minutes held on Tuesday 9 May 2017
Agenda Item 6.4

Resolved: (Crs Patterson/Sedgwick)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 9 May 2017 be received.

CARRIED on the voices

WDCI706/31

Receipt of Huntly Community Board Minutes held on Tuesday 16 May 2017
Agenda Item 6.5

Resolved: (Crs McNally/Bech)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 16 May 2017 be received.

CARRIED on the voices

WDC1706/32

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes held on Wednesday 3 May 2017
Agenda Item 7.1

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 3 May 2017 be received.

CARRIED on the voices

WDC1706/33

Receipt of Meremere Community Committee Minutes held on Thursday 11 May 2017
Agenda Item 7.2

Resolved: (Crs Sedgwick/Thomson)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 11 May 2017 be received.

CARRIED on the voices

WDC1706/34

Receipt of Tamahere Community Committee Minutes held on Monday 1 May 2017
Agenda Item 7.3

Resolved: (Crs Bech/Sedgwick)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 1 May 2017 be received.

CARRIED on the voices

WDC1706/35

Receipt of Pokeno Community Committee Minutes held on Tuesday 11 April 2017
Agenda Item 7.4

Resolved: (Crs Church/Henderson)

THAT the minutes of a meeting of the Pokeno Community Committee held on Tuesday 11 April 2017 be received.

CARRIED on the voices

WDC1706/36

EXCLUSION OF THE PUBLIC

Agenda Item 8

Resolved: (Crs McGuire/Patterson)

THAT the report of the Chief Executive be received;

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

Confirmation of Minutes dated Monday 8 May 2017

Receipt of Minutes:

- **Strategy & Finance Committee dated Wednesday 24 May 2017**
- **Infrastructure Committee dated Tuesday 23 May 2017**

CARRIED on the voices

WDC1706/37

Resolutions WDC1706/38 – WDC1706/47 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 2.08pm.

Minutes approved and confirmed this _____ day of _____ 2017.

AM Sanson

CHAIRPERSON

Minutes 2017/CCL/170612 CCL Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	30 June 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Extraordinary Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of an extraordinary meeting held on Wednesday 28 June 2017.

2. RECOMMENDATION

THAT the minutes of an extraordinary meeting of **Waikato District Council** held on **Wednesday 28 June 2017** be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes

MINUTES of an extraordinary meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 28 JUNE 2017** commencing at **1.00pm.**

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech
 Cr DW Fulton
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire
 Cr FM McInally
 Cr BL Main
 Cr EM Patterson
 Cr JD Sedgwick
 Cr NMD Smith [until 1.54pm]
 Cr LR Thomson

Attending:

Mr B MacLeod (Chair Raglan Community Board)
 Mr GJ Ion (Chief Executive)
 Mrs A Parquist (Acting General Manager Customer Support)
 Mr T Harty (General Manager Service Delivery)
 Mr V Ramduny (Acting General Manager Strategy & Support)
 Mrs RJ Gray (Council Support Manager)
 Mr J Allan (Acting Finance Manager)
 Mr S Thompson (Financial Operations Team Leader)
 Ms S Monrad (Corporate Planner)
 2 members of staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Main/Thomson)

THAT an apology be received from Cr Church and Cr McGuire.

CARRIED on the voices

WDC1706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Gibb/Smith)

THAT the agenda for the meeting of the Waikato District Council held on **Wednesday 28 June 2017** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT Council resolves that the following item be added to the Public Excluded agenda as a matter of urgency as advised by His Worship the Mayor:

- Chief Executive issues;

AND FURTHER THAT all reports be received;

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item PEX 1.1 [*Receipt of Chief Executive's Performance Review Subcommittee meeting*] being considered after agenda item PEX 2.2.

CARRIED on the voices

WDC1706/02

DISCLOSURES OF INTEREST

His Worship the Mayor advised members of the Board that he would declare a financial conflict of interest in item 5.4 [*Sale of Council Vehicle*].

RECEIPT OF MINUTES

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the minutes of a meeting of the Chief Executive's Performance Review Subcommittee held on **Wednesday 21 June 2017** be received.

CARRIED on the voices

WDC1706/03

REPORTS**Adoption of the Annual Plan 2017/2018**

Agenda Item 5.1

The report was received [WDC1706/02]. The Acting General Manager Strategy & Support provided background information and overview of the Annual plan.

Resolved: (Crs Sedgwick/Bech)**THAT Council adopts the Annual Plan 2017/2018 in accordance with Section 95 of the Local Government Act 2002.****CARRIED on the voices****WDC1706/04****Rates Resolution 2017**

Agenda Item 5.2

The report was received [WDC1706/02]. The Acting General Manager Strategy & Support provided a brief overview.

Resolved: (Crs Fulton/McInally)**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 01 July 2017 and ending on 30 June 2018;**

Rates for the financial year commencing 1 July 2017 to 30 June 2018 (All figures are inclusive of GST)

Source	Category	Funding	Basis of Rating	AP 2017/18 \$
General Rate		Work program as highlighted in the annual plan including Animal Control, Community and Safety, Corporate and Council Leadership, Environmental Health, Community Liaison, Libraries, Parks and Reserves, Resource Management, Roding, Solid Waste management, Stormwater, Wastewater and Water Supply	Uniform rate in the dollar of capital value	0.0024480
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	454.49
Targeted catchment facilities rates (apply to all rating units within each ward catchment area).	Huntly Community Facilities (urban catchment)	Covers the cost of maintenance and operation of community facilities.	Fixed amount per rating unit	42
	Ngaruawahia Community Facilities			25
	Raglan Community Facilities			25
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
	Te Kohanga		Uniform rate in the dollar of land value	0.000026
	Aka Aka			23
	Eureka			35
	Glen Murray			50
	Gordonton			26
	Horsham Downs			35
	Karioitahi			28.74
	Mangatangi			30
	Mangatawhiri			58.5
	Maramarua			24
	Matangi			24

Targeted hall or community centre rates (apply to all rating units within each hall catchment area).	Meremere	Covers the cost of maintenance and operation of halls, other facilities and community centres.	Fixed amount per separately used or inhabited part of a rating unit	24
	Naike			40.89
	Ohinewai			24
	Opuatia			32
	Orini			26
	Otaua			50
	Pokeno			23
	Port Waikato			25
	Pukekawa			40
	Puketaha			38
	Ruawaro			29
	Tamahere			70
	Taupiri			24
	Tauwhare			30
	Te Akau/Waingaro			32
	Te Hoe			30
	Te Kowhai			50
	Te Mata			24
	Tuakau			46.13
	Whangarata			46
Waikaretu	50			
Whitikahu	53			
Tuakau refuse and recycling collection	Rating units within serviced areas		Fixed amount per wheelie bin.	131.15
Raglan recycling collection	Residential rating units within serviced areas.		Fixed amount per separately used or inhabited part of a rating unit	111.11
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	40.24
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, 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	131.15

Water Supply - Non metered	Temporary connection rate for unmetered properties in the urban centres of Huntly, Ngaruawahia and Raglan.	District wide water activities as per the long term plan.	Fixed amount per separately used or inhabited part of a rating unit	213.83
	Temporary water consumption rate for unmetered properties in the urban centres of Huntly, Ngaruawahia and Raglan.		Fixed amount per separately used or inhabited part of a rating unit	335.59
	Serviceable properties in the urban centres of Huntly, Ngaruawahia, Pokeno and Raglan.		Fixed amount per rating unit	213.83
Water Supply - Metered	Metered rating units in serviced areas	District wide water activities as per the long term plan.	Fixed amount per separately used or inhabited part of a rating unit	213.83
			Charge Per cubic metre of water consumed (as measured by meter).	1.82
Wastewater	Residential - connected	Wastewater activities	Fixed amount per separately used or inhabited part of a rating unit	896.62
	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	448.31
	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.	896.62
	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.	89.66
	Non residential/commercial - Assistance for the elderly (Organisations supportive of the elderly as determined by the Council) - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	896.62
	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.	179.32
	Non residential/commercial - Commercial - Connected		Fixed amount per separately used or inhabited part of a rating unit for the first two pans.	896.62
	Non residential/commercial - Commercial - Connected		Additional fixed amount per pan for the third and any subsequent pans.	448.31

Urban Stormwater	Rating units within the stormwater catchment areas (Horotiu, Huntly, Matangi, Meremere, Ngaruawahia, Pokeno, Port Waikato, Raglan, Taupiri, Te Kauwhata and Tuakau).	District wide stormwater activities as per the long term plan.	Fixed amount per rating unit	164
Travers Road land drainage	Travers Road land drainage - Class A	Land drainage activities.	Amount per hectare of land area	181.04
	Travers Road land drainage - Class B			120.70
	Travers Road land drainage - Class C			90.52
Tamahere structure plan stormwater	Rating units within the Tamahere structure plan catchment area	Existing stormwater infrastructure	Fixed amount per rating unit	189
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	18.2
	Ngaruawahia ward			18.2
	Onewhero-Tuakau ward			18.2
	Raglan ward			18.2
	Taupiri ward			18.2
Te Ohaki Capital Water Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	392.75
			Balance of Loan - Fixed amount per connection.	2,535.75
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.	1,961.55
			Balance of Loan - Fixed amount per connection.	13,619.00
Rangiriri Capital Wastewater Scheme	Connected properties in scheme area	Covers the capital cost and interest charges of the work.	Loan Instalments - Fixed amount per connection.	287.50
			Balance of Loan - Fixed amount per connection.	287.50
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.	374.23
			Balance of Loan - Fixed amount per connection.	1,288.00
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.	5,939.09
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.	538.94
			Balance of Loan - Fixed amount per connection.	1,854.86
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.	2,002.64
			Balance of Loan - Fixed amount per connection.	10,773.00

AND THAT the Waikato District Council resolves that rates for the 2017/18 year (excluding water by meter rates) shall be due in three equal instalments as follows:

First Instalment 25 September 2017
Second Instalment 23 January 2018
Third Instalment 23 May 2018;

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 2017/18 financial year, the meter reading dates and the payment due dates of instalments for each area are:

Area	Reading Date 1	Payment Due Date 1	Reading Date 2	Payment Due Date 2
Ngaruawahia	July 2017	01 September 2017	January 2018	02 March 2018
Taupiri	July 2017	01 September 2017	January 2018	02 March 2018
Horotiu	July 2017	01 September 2017	January 2018	02 March 2018
Huntly	August 2017	06 October 2017	February 2018	06 April 2018
North Waikato	September 2017	03 November 2017	March 2018	04 May 2018
Port Waikato	September 2017	03 November 2017	March 2018	04 May 2018
Onewhero	September 2017	03 November 2017	March 2018	04 May 2018
Tuakau	September 2017	03 November 2017	March 2018	04 May 2018
Pokeno	September 2017	03 November 2017	March 2018	04 May 2018
Southern Districts	October 2017	01 December 2017	April 2018	01 June 2018
Western Districts	October 2017	01 December 2017	April 2018	01 June 2018
Raglan	November 2017	05 January 2018	May 2018	06 July 2018
Te Akau	November 2017	05 January 2018	May 2018	06 July 2018

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 01 July 2017 and which is unpaid after the due date for payment, to be applied on the penalty dates as follows:**

First instalment 26 September 2017
 Second instalment 24 January 2018
 Third instalment 24 May 2018

- ii) A penalty of 10% on so much of any water by meter instalment that has been assessed after 01 July 2017 and which is unpaid after the due date for payment. The penalty dates for the water instalments are as follows:

Area	Penalty date 1	Penalty date 2
Ngaruawahia	04 September 2017	05 March 2018
Taupiri	04 September 2017	05 March 2018
Horotiu	04 September 2017	05 March 2018
Huntly	09 October 2017	09 April 2018
North Waikato	06 November 2017	07 May 2018
Port Waikato	06 November 2017	07 May 2018
Onewhero	06 November 2017	07 May 2018
Tuakau	06 November 2017	07 May 2018
Pokeno	06 November 2017	07 May 2018
Southern Districts	04 December 2017	04 June 2018
Western Districts	04 December 2017	04 June 2018
Raglan	08 January 2018	09 July 2018
Te Akau	08 January 2018	09 July 2018

- iii) A penalty of 10% on so much of any rates assessed before 30 June 2017 which remain unpaid on 01 July 2017. The penalty date is 1 July 2017.
- iv) A further penalty of 10% on any rates to which a penalty has been added on 01 July 2017 if the rates remain unpaid. The penalty date is 01 January 2018.

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.

CARRIED on the voices

WDC1706/05

LGNZ Conference and AGM Remit Process 2017

Agenda Item 5.3

The report was received [WDCI 706/02] and discussed.

Resolved: (Crs Gibb/Bech)

THAT Council vote as follows in respect of the remits:

- Remit 1 - Litter Act 1979 - In Favour**
- Remit 2 - 15% Goods and Services Tax - In Favour**
- Remit 3 - National Legislation to Manage Cats - Opposed**
- Remit 4 - Development of a Sugar Sweetened Beverages Policy - In Favour;**

AND THAT Council support Mayor Rachael Reese as nominee for the Local Government New Zealand Presidency.

CARRIED on the voices

WDCI706/06

Sale of Council Vehicle – Toyota Highlander HHS938

Agenda Item 5.4

This Worship the Mayor declared a conflict of interest in this item, vacated the chair and took no part in discussion or voting. The Deputy Mayor assumed the chair for this item.

The report was received [WDCI 706/02] and discussed.

Resolved: (Crs Patterson/McInally)

THAT Waikato District Council approves the sale of Toyota Highlander HHS938 to an elected member at the market valuation of \$31,500 inclusive of GST;

AND THAT the sale be supported by a tax invoice and subsequent receipt.

CARRIED on the voices

WDCI706/07

His Worship the Mayor assumed the chair for the following items.

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Crs Gibb/Henderson)

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

- Chief Executive's Performance Review Subcommittee Minutes held on 21 June 2017.**

REPORTS

a. Acquisition of Property Located at 1 Market Street, Pokeno

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

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

Section 7(2)(h)

Section 48(1)(a)(i)(ii)

b. Solid Energy

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

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

Section 7(2)(i)

Section 48(1)(d)

AND FURTHER THAT Mr Tims, HR Consultant, be permitted to remain in the meeting, after the public has been excluded, to facilitate discussion on agenda item 1.1 [Receipt of the Chief Executive's Performance Review Subcommittee Meeting].

CARRIED on the voices

WDC1706/08

Resolution nos WDC1706/09 to WDC1706/12 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 2.17pm.

Minutes approved and confirmed this day of 2017.

AM Sanson
CHAIRPERSON

Minutes2017/CCL/170626 CCL Extra Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Policy & Regulatory Committee Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Policy & Regulatory Committee meeting held on Tuesday 20 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Policy & Regulatory Committee held on Tuesday 20 June 2017 be received.

AND THAT the following becomes a resolution of Council:

Activity Management Policy 2017 - P&R1706/07

THAT the updated Activity Management Policy be adopted.

3. ATTACHMENTS

P&R Minutes

MINUTES of a meeting of the Policy & Regulatory Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 20 JUNE 2017** commencing at **9.00am**.

Present:

Cr JD Sedgwick (Chairperson)
His Worship the Mayor, Mr AM Sanson [from 9.08am]
Cr AD Bech
Cr DW Fulton
Cr SL Henderson
Cr SD Lynch
Cr FM McInally
Cr BL Main
Cr EM Patterson
Cr NMD Smith [until 9.33am and from 9.42am]
Cr LR Thomson

Attending:

Mr GJ Ion (Chief Executive)
Mrs A Parquist (Acting General Manager Customer Support)
Mr T Harty (General Manager Service Delivery)
Mrs W Wright (Committee Secretary)
Ms K Hermens (Principal, Beca)
4 Members of Staff

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Thomson/Main)

THAT an apology be received from Cr Church, Cr Gibb and Cr McGuire.

CARRIED on the voices

P&R1706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Main/Bech)

THAT the agenda for a meeting of the Policy & Regulatory Committee held on Tuesday 20 June 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded;

AND THAT all reports be received.

CARRIED on the voices

P&R1706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Fulton/Henderson)

THAT the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 16 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

P&R1706/03

RECEIPT OF HEARING MINUTES AND DECISIONS

Receipt of Hearing Minutes and Decision – Fulton Hogan
Agenda Item 5.1

Resolved: (Crs Patterson/Main)

THAT the minutes and decision of a hearing for Fulton Hogan Limited held on Wednesday 12 April 2017 be received.

CARRIED on the voices

P&R1706/04

Receipt of Hearing Minutes and Decision – River Road North Limited
Agenda Item 5.2

Resolved: (Crs Thomson/Fulton)

THAT the minutes and decision of a hearing for River Road North Limited held on Wednesday 19 April 2017 be received.

CARRIED on the voices

P&R1706/05

Receipt of Hearing Minutes and Decision – Ridge Road Quarry
Agenda Item 5.1

Resolved: (Crs Patterson/Henderson)

THAT the minutes and decision of a hearing for Ridge Road Quarry held on Monday 15 May 2017 be received.

CARRIED on the voices

P&R1706/06

REPORTSDelegated Resource Consent Approved for the month of May 2017
Agenda Item 6.1

The report was received [P&R1706/02 refers] and discussion was held.

Local Government New Zealand, A Workshop with Sir Geoffrey Palmer
Agenda Item 6.2

The report was received [P&R1706/02 refers] and discussion was held.

His Worship the Mayor entered the meeting during the above discussion.

Delegations Register Update
Agenda Item 6.4**Resolved: (Crs Thomson/Lynch)**

THAT the updates to the delegations register (as attached to the Agenda) are noted by the Policy & Regulatory Committee.

CARRIED on the voices**P&R1706/08**Chief Executive's Business Plan
Agenda Item 6.5

The report was received [P&R1706/02 refers] and discussion was held.

Activity Management Policy 2017
Agenda Item 6.3Tabled Items: Powerpoint and Tracked Changes Version hardcopy of Old Policy**Resolved: (Crs Lynch/McInally)**

THAT the Committee supports the reviewed Activity Management Policy as attached to the Agenda;

AND THAT the committee recommends to Council to adopt the updated Activity Management Policy.

CARRIED on the voices**P&R1706/07**

Cr Smith withdrew from the meeting at 9.33am during discussion on the above item and was present when voting took place.

Meeting Calendar 2017
Agenda Item 6.6

The report was received [P&R1706/02 refers].

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Cr Thomson/Patterson)

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

REPORTS

a. **Crown Report on the Review of the Waikato and Waipaa Rivers Arrangements 2016-2017**

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

Reason for passing this resolution to withhold exists under:

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

Section 7(2)(g)

Section 48(1)(3)(d)

CARRIED on the voices

P&R1706/09

Resolution P&R1706/10 is contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 9.53am.

Minutes approved and confirmed this day of 2017.

Cr JD Sedgwick
CHAIRPERSON

Minutes2017/P&R/170620 P&R M.doc

Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive
Date	31 May 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Hearing Minutes – Fulton Hogan Limited

I. EXECUTIVE SUMMARY

To receive the minutes of a hearing for Fulton Hogan Limited held on Wednesday 12 April 2017.

2. RECOMMENDATION

THAT the minutes of a hearing for Fulton Hogan Limited held on Wednesday 12 April 2017 be received.

3. ATTACHMENTS

Hearing Minutes 12 April 2017

MINUTES of a hearing by an Independent Commissioner of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 12 APRIL 2017** commencing at **9.00am**.

These minutes should be read in conjunction with notes and evidence placed on the Consent file.

Present:

Commissioner D Hill (Chairperson)

Attending:

His Worship the Mayor, Mr AM Sanson
 Cr D Fulton
 Mrs W Wright (Committee Secretary)
 Mrs LM Wainwright (Committee Secretary)
 Ms AM D'Aubert (Consents Manager)
 Ms B Parham (Tompkins Wake, Legal Counsel)
 Ms K Thomson (Consents Team Leader)
 Ms N Laurenson (Consultant Planner)
 Mr P Henderson (Senior Land Development Engineer)
 Ms M Glassey (Monitoring Officer)
 Mr P Norton (Family Representative)
 Norton Family
 Mr W Harris (Tauhei Marae Chair)
 Mr P Houben (North Island Technical Support Engineer – Quarries, Fulton Hogan)
 Mr C McDean (Work Group Manager – Planning, Engagement and Heritage, Opus International Consultants Ltd, Hamilton)
 Mr P Walsh (North Island Manager, Fulton Hogan Ltd)
 Member of the Public

HEARING – FULTON HOGAN

File No. LUC0035/12.01

A change of conditions land use resource consent application has been made by Opus International Consultants on behalf of Fulton Hogan Ltd. The variation will enable the consent holder to increase the tonnage of aggregate able to be extracted, both on an annual and a five-year rolling average basis. The application states that the applicant has secured its involvement in the Hamilton and Huntly Sections of the Waikato Expressway to deliver large-scale quantities of aggregate during the years 2016-2018. An increase in tonnage able to be extracted each year from the quarry is sought for the period 2016 to 2018 (i.e. a three year period) from 650,000 tonnes per year to 950,000 tonnes per year. Further that an increase in the five year average extraction quantity is allowed from 550,000 tonnes per year to 750,000 tonnes per year (applying to the years 2017 to 2021).

INTRODUCTION

Commissioner Hill welcomed all parties and outlined the process for the hearing.

The Commissioner invited Mr Harris to give a verbal address before hearing of the application commenced and answered questions of the Commissioner.

The hearing adjourned at 9.15am and recommenced at 9.19am.

Mr McDean was given the opportunity to respond to Mr Harris' issues.

HEARING OF THE APPLICATION

The applicant's representative presented verbal evidence and answered questions of the committee.

HEARING OF SUBMISSIONS

Mr P Norton presented written evidence and answered questions of the Commissioner (doc 1 and 2).

The Norton Family were given the opportunity to give verbal evidence in addition to the brief.

Hearing adjourned at 10.03am and resumed at 10.20am.

STAFF REPORT

The Consultant Planner's report was taken as read. The Senior Land Development Engineer gave verbal evidence and answered questions of the Commissioner.

The Monitoring officer gave verbal evidence and answered questions of the Commissioner.

The Consultant Planner summarised the report and answered questions of the Commissioner.

The hearing adjourned at 10.47am and resumed at 11.02am.

RIGHT OF REPLY

The applicant's representative gave their right of reply.

The hearing adjourned at 11.40am and the decision is reserved.

DELIBERATIONS

The Commissioner undertook deliberations on all evidence presented.

The hearing was declared closed at 5.00pm on Friday 26 May 2017.

DECISION

THAT the Independent Commissioner confirmed the application by Fulton Hogan Limited to Waikato District Council for a discretionary activity resource consent condition change under the Resource Management Act 1991 be granted subject to conditions as outlined in the decision dated 1 June 2017.

HE1704/01

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	12 May 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Hearing Minutes – Ridge Road Quarry Limited

1. EXECUTIVE SUMMARY

To receive the minutes of a hearing held on Monday 15 May 2017 for Ridge Road Quarry Limited.

2. RECOMMENDATION

THAT the hearing minutes held on Monday 15 May 2017 for Ridge Road Quarry Limited be received.

3. ATTACHMENTS

Hearing Minutes 15 May 2017

MINUTES of a hearing by an Independent Commissioner of the Waikato District Council held in the Supper Room, Tuakau Memorial Hall, George Street, Tuakau commencing on **MONDAY 15 MAY 2017** at **9.00am** and continuing on **TUESDAY 16 MAY 2017** at **9.03am**

These minutes should be read in conjunction with notes and evidence placed on the Consent file.

Present:

Commissioner David Hill

Attending:

Ms K Thomson (Consents Team Leader – West)
 Mrs LM Wainwright (Committee Secretary)
 Ms K Drew (Senior Planner from Bloxam Burnett & Oliver)
 Mr A Black (Civil/Transportation Engineer from Gray Matter Ltd)
 Mr R Stevenson (Quarry Engineer & Director of Hazel-Hewitt & Associates Ltd)
 Mr N Hegley (Hegley Acoustic Consultants)
 Mr P Brown (Managing Director of Traffic Engineering & Management Ltd)
 Mr N Goldwater (Principal Ecologist, Wildlands Consultants Ltd)
 Ms J Woodhouse (Director from Woodhouse Associates)
 Mr M Lee (Director of Airey Consultants Ltd)
 Mr R Harkness (Associate Director – Planning at AECOM New Zealand Ltd)
 Mr R Hutchison (Principal Geotechnical Engineer from KGA Geotechnical Group Ltd)
 Ms J Ash (Submitter)
 Ms A Ewing (Submitter)
 Mr P Prendergast (Submitter)
 Members of staff
 Members of the public

HEARING – RIDGE ROAD QUARRY

File No. LUC0264/16

Application by Ridge Road Quarry Ltd for a land use consent for a quarry operation and managed fill site at 358 Ridge Road, Pokeno.

INTRODUCTION

Commissioner Hill welcomed all parties and outlined the process of the hearing. He proceeded to clarify some issues before hearing of the application commenced. He also advised that a site visit would be carried out once the meeting adjourned today.

A Hearing Statement (tabled item 1) was received from Transpower New Zealand Ltd whom did not attend the hearing.

Ms Drew presented an Introductory Statement (tabled item 2) on behalf of Waikato District Council.

HEARING OF THE APPLICATION

Mr Stevenson presented an Opening Statement (tabled item 3) and verbal evidence and answered questions of the Commissioner.

Mr Hegley presented verbal evidence and answered questions of the Commissioner.

Mr Brown presented verbal evidence and answered questions of the Commissioner.

Mr Goldwater presented verbal evidence and answered questions of the Commissioner.

Ms Woodhouse presented verbal evidence and answered questions of the Commissioner.

The meeting adjourned at 10.34am and resumed at 10.50am.

Mr Lee read his statement of evidence (pre distributed) and answered questions of the Commissioner.

Mr Harkness presented verbal evidence and answered questions of the Commissioner.

HEARING OF SUBMISSIONS

Ms Ash presented verbal evidence and answered questions of the Commissioner.

Ms Ewing presented verbal evidence and answered questions of the Commissioner.

Mr Prendergast presented verbal evidence and answered questions of the Commissioner.

The hearing was adjourned at 12.30pm and reconvened on Tuesday 16 May 2017 at 9.00am.

Present:

Commissioner David Hill

Attending:

Ms K Thomson (Consents Team Leader – West)
Mrs LM Wainwright (Committee Secretary)
Ms K Drew (Senior Planner from Bloxam Burnett & Oliver)
Mr D Mansergh (Director from Mansergh Graham Landscape Architects Ltd)
Mr A Black (Civil/Transportation Engineer from Gray Matter Ltd)
Mr A Blackmore (Applicant)
Mr R Stevenson (Quarry Engineer & Director of Hazel-Hewitt & Associates Ltd)
Mr P Brown (Managing Director of Traffic Engineering & Management Ltd)
Ms J Woodhouse (Director from Woodhouse Associates)
Mr M Lee (Director of Airey Consultants Ltd)
Mr R Harkness (Associate Director – Planning at AECOM New Zealand Ltd)
Ms J Ash (Submitter)
Mr P Prendergast (Submitter)
Members of staff
Members of the public

Commissioner Hill welcomed all parties and outlined the process of the hearing. He proceeded to clarify further issues before the hearing commenced.

Mr Mansergh presented verbal evidence and answered questions of the Commissioner.

Ms Drew presented written and verbal evidence and answered questions of the Commissioner.

The meeting adjourned at 10.12am and resumed at 10.52am.

RIGHT OF REPLY

Mr Stevenson gave his right of reply.

Mr Lee gave his right of reply in relation to Mr Black's evidence.

The hearing adjourned at 11.17am and the decision reserved.

DELIBERATIONS

The Independent Commissioner undertook deliberations on all evidence presented.

The hearing was declared closed at 5.00pm on Thursday 18 May 2017.

DECISION

THAT the Hearing by an Independent Commissioner confirmed the application by Ridge Road Quarry Ltd for a land use consent for a quarry operation and managed fill site at 358 Ridge Road, Pokeno be granted subject to conditions as outlined in the decision dated 1 June 2017.

HE1705/01

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	12 May 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Hearing Minutes – River Road North Limited

1. EXECUTIVE SUMMARY

To receive the minutes of a hearing held on Wednesday 19 April 2017 for River Road North Limited.

2. RECOMMENDATION

THAT the hearing minutes held on **Wednesday 19 April 2017 for River Road North Limited** be received.

3. ATTACHMENTS

Hearing Minutes 19 April 2017

MINUTES of a hearing by an Independent Commissioner of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 19 APRIL 2017** commencing at **9.00am**.

These minutes should be read in conjunction with notes and evidence placed on the Consent file.

Present:

Commissioner I Munro

Attending:

Cr D Fulton
 Mrs LM Wainwright (Committee Secretary)
 Mr P Henderson (Senior Land Development Engineer)
 Ms E Makin (Senior Planner)
 Ms K Thomson (Consents Team Leader – West)
 Mrs B Parham (Legal Counsel for Waikato District Council)
 Ms J Makinson (Senior Associate Transport Engineer from Traffic Design Group Ltd)
 Mr M Sanson (Submitter)
 Mr R Davies (Legal Counsel for the submitter)
 Mr N Smith (Applicant)
 Mr J Barnes (Applicant)
 Mr P Lang (Legal Counsel for the Applicants)
 Mr C Richards (Traffic Engineer from BECA)
 Mr T Radovancich (Surveyor)
 Ms C Southworth (Planner from Louise Feathers Planning)
 Members of the public

HEARING – RIVER ROAD NORTH LIMITED, 75 RIVER ROAD, NGARUAWAHIA

File No. SUB0178/16

Application by River Road North Limited on a limited notified Resource Consent to create 158 residential lots and roads to vest, in eight stages from six titles in the new residential zone.

INTRODUCTION

Commissioner Munro welcomed all parties and outlined the process of the hearing.

HEARING OF THE APPLICATION

The applicants' Legal Counsel presented written (Document I) and verbal evidence and answered questions of the commissioner.

Mr Barnes answered questions of the commissioner.

Mr Radovancich answered questions of the commissioner.

Mr Richards presented verbal evidence and answered questions of the commissioner.

Ms Southworth answered questions of the commissioner.

The hearing adjourned at 10.00am and resumed at 10.32am.

HEARING OF SUBMISSIONS

The submitters' Legal Counsel presented written (Document 2) and verbal evidence and answered questions of the commissioner.

Mr Sanson presented written (Document 3) and verbal evidence and answered questions of the commissioner.

Ms Makinson presented verbal evidence and answered questions of the committee.

The submitter's Legal Counsel presented further verbal evidence.

The hearing adjourned at 11.42am and resumed at 11.54am.

STAFF REPORT

The senior planner's report was taken as read, verbal evidence given and questions of the commissioner answered.

The Senior Land Development Engineer presented verbal evidence and answered questions of the commissioner.

The hearing adjourned at 12.12pm and resumed at 12.23pm.

The Senior Land Development Engineer clarified a question of planting for the commissioner.

RIGHT OF REPLY

The applicants' Legal Counsel gave his right of reply and answered questions of the commissioner.

The hearing adjourned at 12.44am and the decision reserved.

DELIBERATIONS

The Commissioner undertook deliberations on all evidence presented.

The hearing was declared closed at 10.24am on Friday 21 April 2017.

DECISION

THAT the Independent Commissioner Hearing confirms the application of River Road North Limited be granted, subject to conditions as outlined in the decision dated Wednesday 10 May 2017.

HE1704/02

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	3 June 2017
Prepared by	Kevin Lockley Zero Harm Manager
Chief Executive Approved	Y
DWS Document Set #	GOV1301
Report Title	Zero Harm Update

I. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. BACKGROUND

Engagement Conversations

The Chief Executive and Managers continue to carry out safety conversations across the organisation.

Managers have concentrated their safety conversations with staff on health and wellbeing, to support Council's Wellness Programme. The average for safe behaviour conversations continued to drop in June to below two, the required KPI. This will require managers and team leaders to refocus their efforts as this is an important aspect of engagement and participation. Senior leadership team members have been advised of the drop off and encouraged to reinforce the strong benefits of engagement conversations with the respective teams.

Managing motor vehicle risks

The number of events for the reporting period increased the risk of speeding is a subject of constant monitoring and managers continue to hold staff to account. During June there were

25 events of speeding between 104 and 109 kph, and 6 events in excess of 110 kph. The risk of over speeding continues to be raised at senior leadership forum and team meetings. The executive leadership team have committed to providing ongoing driver awareness training to encourage safer driver behaviour.

Risk Management

There has been no drug and alcohol tests undertaken during June

Council has changed their Occupational Health provider, the provider is able to provide a more comprehensive service at a reduce cost. New applicants undergo a pre-employment medical and Drug and Alcohol test, pre-employments undertaken since the new contract commenced is providing good medical baseline information.

The executive leadership team have commenced reviewing the Zero Harm critical risk register as part of their officer's due-diligence obligations.

Council are now fully signed up to the Waikato Bay of Plenty Lass contractor pre-qualification programme with systems and processes in place to allow contractors to work across multiple Councils under one application.

Monthly Statistics

Total injury incidents for June was (5), requiring first aid. There was (1) lost time injury.

There has been a continuing decrease in near miss reporting, although reporting of injuries, incidents and near misses has become a very accepted process across the organisation, the numbers have decreased over the past quarter.

A quarterly Zero Harm dash board has been generated and is attached.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

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

4.2 OPTIONS

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

5. CONSIDERATION

5.1 FINANCIAL

There are no direct financial requirements identified in this report.

5.2 LEGAL

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

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Council has a Zero Harm Strategy which forms the basis of our health & safety systems and philosophy. An internal Zero Harm Strategic Action Plan is also in place and has been reviewed by the Executive Team. This reflects the strategies for the next 12 months.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councillors, as Officers under the Health & Safety at Work Act 2015 are required to undertake due diligence to ensure appropriate health & safety systems are in place and operating.				

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 requirements. Council also undertakes audits and safety conversations in relation to our contractors.

6. CONCLUSION

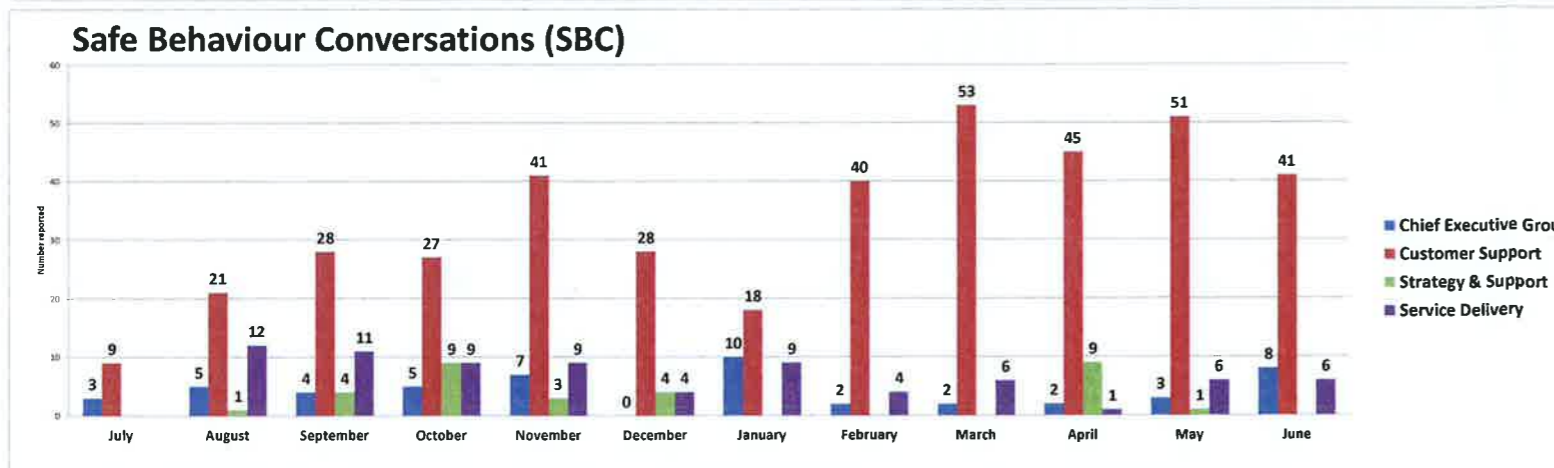
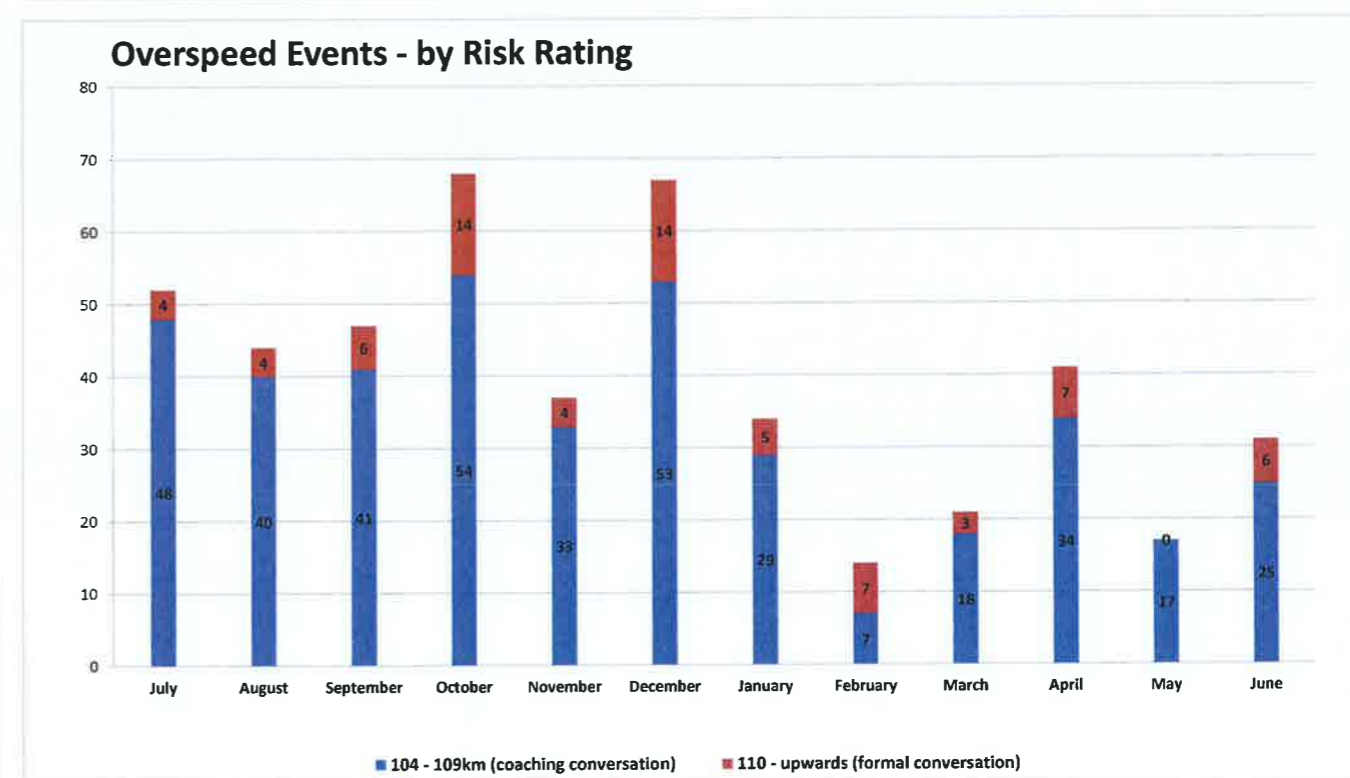
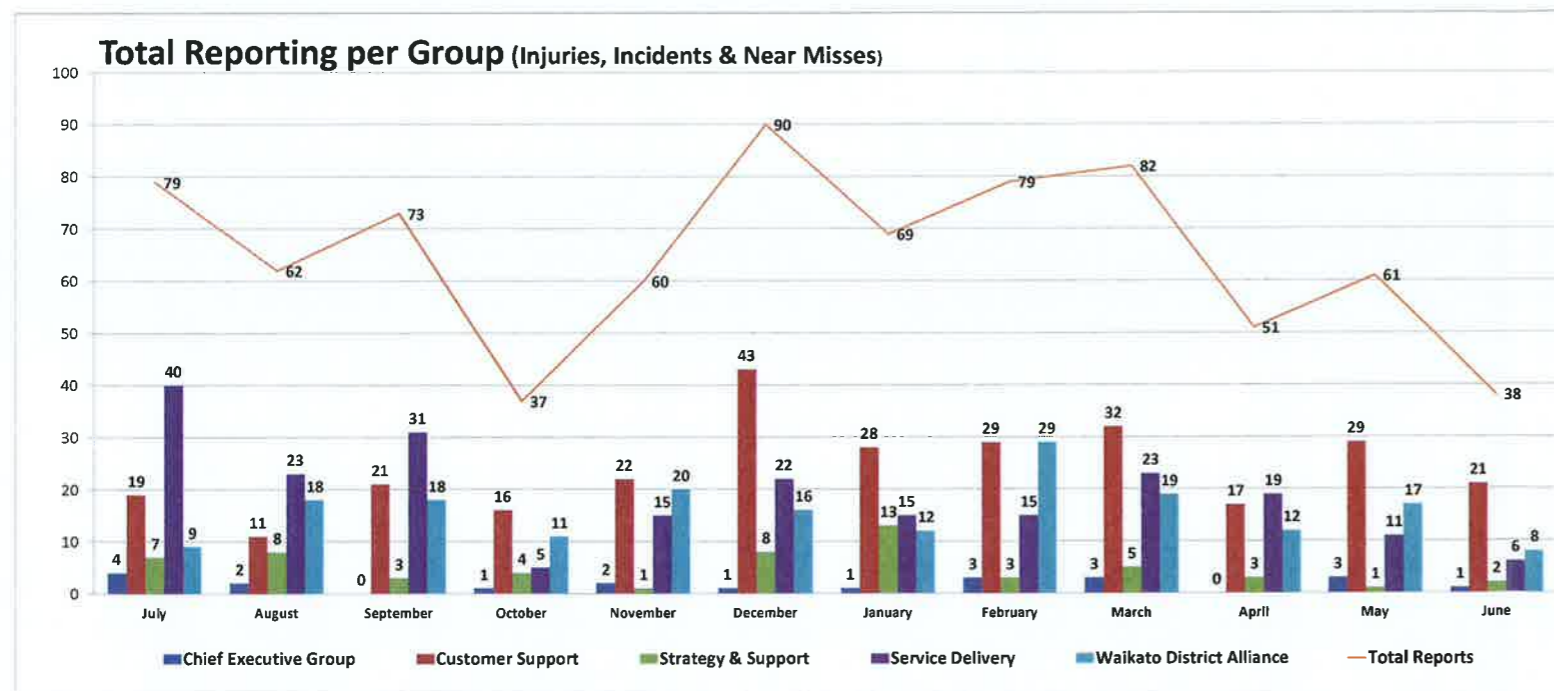
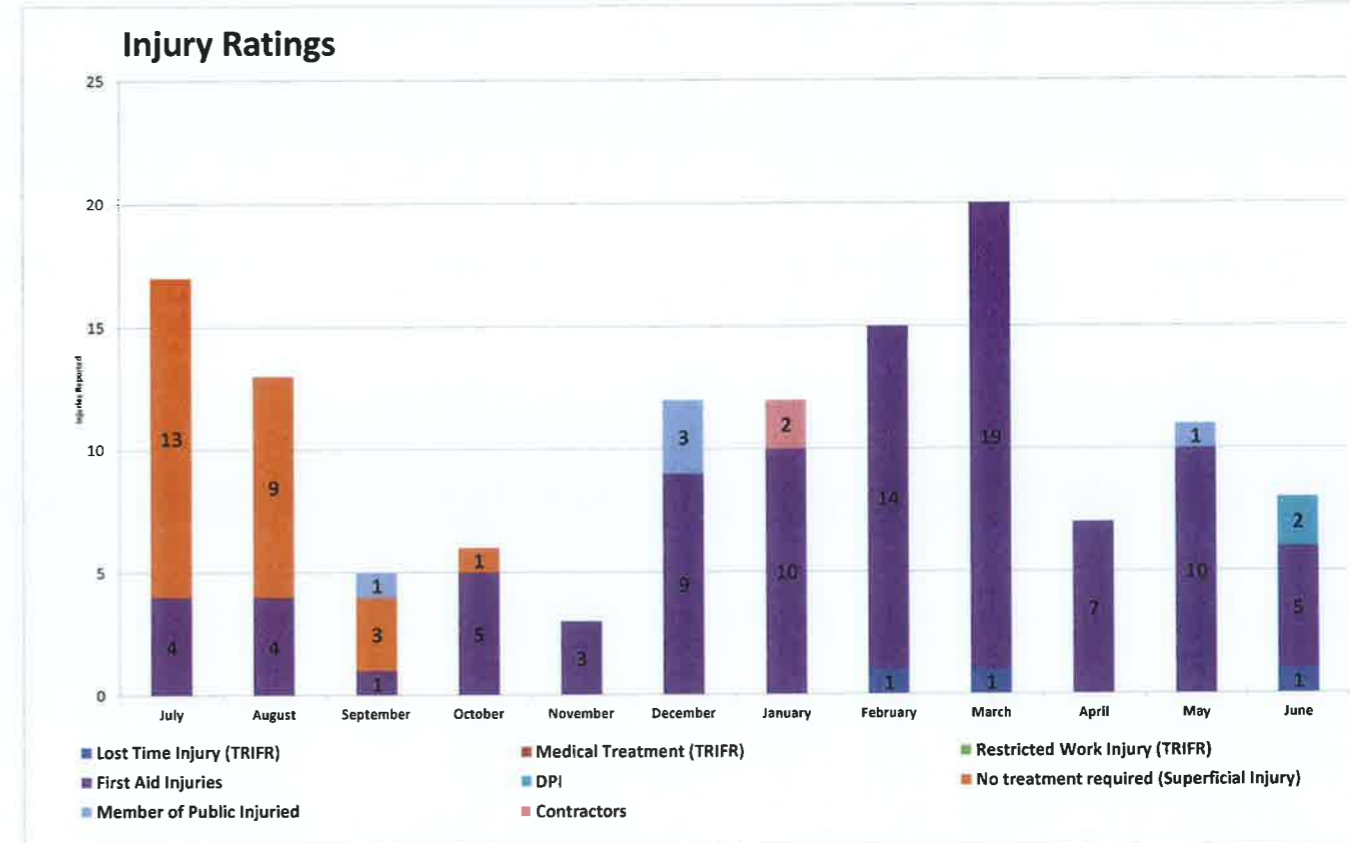
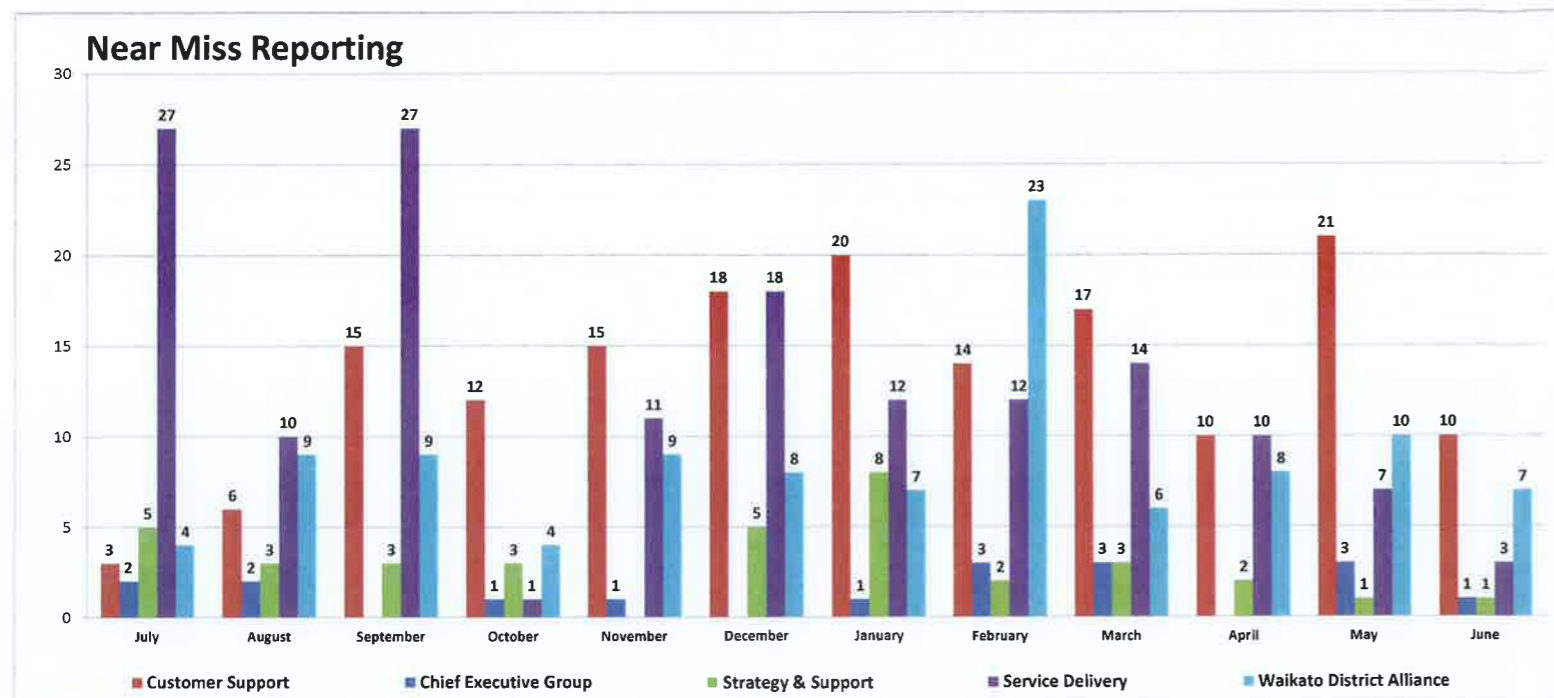
This report provides an update on progress with our Zero Harm systems and processes, and monthly statistics progress

7. ATTACHMENTS

Zero Harm Monthly Dashboard

Zero Harm Dashboard - Quarter Four (April - June 2017)⁴⁹

Dashboard as at 3/07/2017



“Work safe, home safe”

To	Policy and Regulatory Committee
From	Tony Whittaker, General Manager Strategy and Support
Date	8 May 2017
Prepared by	Marae Tukere Pouhono Iwi ki te Haapori
Chief Executive Approved	Y
Reference #	I720217
Report Title	Bi-lingual Signage Policy Review 2017

1. EXECUTIVE SUMMARY

The Council's bi-lingual signage policy was approved in July 2014. In 2016, the Ministry of Maori Development published its document "Maori-English Bilingual Signage" Guide for Best Practice. The Council policy has been amended to incorporate the recommendations under this Best Practice Guide.

2. RECOMMENDATION

THAT the report from the General Manager Strategy and Support, "Bilingual Signage Policy Review 2017" be received;

AND THAT the amended Policy "Te Kaupapa Here o Ngaa Tohu Reorua / Bilingual Signage Policy" be approved.

3. BACKGROUND

Council's Bi-lingual Signage policy was first approved in July 2014. It supports the Council's Te Reo Maaori Policy which was approved in April 2016. The objective of the Bilingual Signage policy is to provide guidelines for the use of te reo Maaori on Waikato District Council signage.

In November 2016, the Ministry of Maori Development (Te Puni Kokiri) published the "**Maori-English Bilingual Signage**" **Guide for Best Practice**. Council's policy has therefore been updated to include these best practice guidelines.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The policy has been updated to include best practice as per the Guidelines. The objective is to enhance what Council is already doing and where possible, to ensure that Council signage meets the best practice guidelines.

Considerations such as cost and signage legibility are important and the main objective will be to ensure that the sign is able to be easily understood. This may mean that some signage

does not meet full best practice standards if for example, the cost of producing the signage becomes excessive or where the sign is not able to be easily read (e.g. the sign becomes crowded or cluttered looking because of the amount of information in both languages).

Decisions will be made on a case by case basis.

Additional Wording to the Policy

The main additions / amendments are as follows:

A) Under the heading Policy Statements inclusion of the following:

General

Te Ture moo te Reo Maaori 2016 (The Maaori Language Act 2016) affirms the status of te reo Maaori as:

- a) The indigenous language of Aotearoa, New Zealand
- b) A taonga of iwi and Maaori
- c) A language valued by the nation
- d) An official language of Aotearoa, New Zealand.

B) Under the heading Key Principles the following statement:

The following key principles¹ have been considered in the development of this policy and guidelines.

- a) Responsive and accessible services for all customers, including those who use te reo Maaori
- b) Visibility of language where it will have most benefit for customers, including those who use te reo Maaori
- c) Equality of language where te reo Maaori and English are presented equally, or Maaori only. Noting that for Waikato District Council signage, English will appear first. The Waikato-Tainui dialect will be preferred for Waikato District Council signage.
- d) Quality of language where te reo Maaori is accurate and consistent in all signage.

C) The addition of the following best practice guidelines:

- a) Te reo Maaori is included as part of any initiative involving design i.e. rebranding, building a website or changing signage on the outside of a building and within the workspaces occupied
- b) Te reo Maaori is included from the outset in any design briefs or specifications;

I. ¹ From Te Puni Kokiri's document *Maaori-English Bilingual Signage – A guide to Good Practice* (Te Puni Kokiri, 2016)

- c) Consideration is given to advisors or qualified experts in te reo Maaori translation, Maaori culture, language design, communications and graphic design are part of the planning process and design brief.

D) Under the heading Implementation; the following additions:

Electronic signage will include both languages in the interests of health and safety.

Equality of Maaori and English languages: signage designers should consider the following three key elements of effective basic bilingual signage design:

- a) Language equality – Maaori and English and treated equally
- b) Language differentiation – the eye can spot the difference between each language at a glance
- c) Navigation clues – the eye can easily follow its chosen language without confusion and the navigation clues are consistent.²

4.2 OPTIONS

The Committee can:

1. approve the additions to the Policy
2. seek further information or clarification from staff on specific matters
3. direct that a workshop be held to discuss the amendments to the policy further prior to making a decision

5. CONSIDERATION

5.1 FINANCIAL

The policy specifically states that during signage design, designers should ensure that the addition of te reo Maaori does not add excessive, additional cost and that the sign is still easy to read.

5.2 LEGAL

There are no legal implications.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The increased use of te reo Maaori on Council signage is seen as complimentary to the work Council is doing to improve engagement with our community, acknowledges obligations and partnerships under the Treaty of Waitangi and enhances the internal work we are doing to upskill our staff in the use of te reo Maaori.

² Further detail regarding equality of language can be found at p 16 of *Maori-English Bilingual Signage – A guide to Good Practice* (Te Puni Kokiri, 2016)

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

The Waikato District Council Bilingual Signage Policy has been amended to include Best Practice Guidelines published by Te Puni Kokiri in 2016. These additions will assist staff to provide legible signage that incorporates te reo Maori.

7. ATTACHMENTS

Te Kaupapa Here o Ngaa Tohu Reorua
Bi-lingual Signage Policy

Te Kaupapa Here o Ngaa Tohu Reorua

Bilingual Signage Policy

Policy Owner:	Pohono Iwi ki te Haapori (Iwi and Community Partnerships Manager)
Date approved:	May 2017
Next review date:	May 2020
Document number:	
Engagement required:	Internal

1 Introduction

- 1.1 This policy was first approved in July 2014. It supports the Waikato District Council Te Reo Maaori Policy which was approved by Council in April 2016 and has been updated to include the 'Maori-English Bilingual Signage' Guide for Best Practice which was published by Te Puni Kokiri (Ministry for Maaori Development) in November 2016.

2 Purpose

- 2.1 The objective of this policy is to provide guidelines for the use of te reo Maaori on Waikato District Council signage.

3 Application

- 3.1 This policy applies to those council staff and teams that are responsible for the installation of signage on Waikato District Council facilities.

4 Relevant documents

- Maori-English Bilingual Signage – A guide to Good Practice

5 Significance

- 5.1 This policy is not deemed significant in terms of the Significant and Engagement Policy.

6 Policy statements

6.1 General

- 6.1.1 Te Ture moo te Reo Maaori 2016 affirms the status of te reo Maaori as:
- a) The indigenous language of Aotearoa, New Zealand
 - b) A taaonga of iwi and Maaori
 - c) A language valued by the nation
 - d) An official language of Aotearoa, New Zealand.

6.1.2 This policy demonstrates Waikato District Council's acknowledgement of Te Ture moo te Reo Maaori 2016 and commitment to the principles of the Treaty of Waitangi.

6.1.3 Waikato District Council agrees that there should be a consistent application of te reo Maaori on Waikato District Council signage across the district.

6.2 Key principles

6.2.1 The following key principles¹ have been considered in the development of this policy and guidelines.

- a) Responsive and accessible services for all customers, including those who use te reo Maaori
- b) Visibility of language where it will have most benefit for customers, including those who use te reo Maaori
- c) Equality of language where te reo Maaori and English are presented equally, or Maaori only, noting that for Waikato District Council signage, English will appear first
- d) Quality of language where te reo Maaori is accurate and consistent in all signage. The Waikato-Tainui dialect will be preferred for Waikato District Council signage.

6.2.2 Waikato District Council will make every effort to follow the guidelines for good practice:

- a) Te reo Maaori is included as part of any initiative involving design i.e. rebranding, building a website or changing signage on the outside of a building and within the workspaces occupied
- b) Te reo Maaori is included from the outset in any design briefs or specifications;
- c) Consideration is given to advisors or qualified experts in te reo Maaori translation, Maaori culture, language design, communications and graphic design are part of the planning process and design brief.

6.3 Implementation

6.3.1 All Waikato District Council signage in the list at Appendix A is to include te reo Maaori and English. This list is not restrictive and other signage can be bilingual.

6.3.2 During the design of signage, designers should ensure that the addition of te reo Maaori does not add excessive, additional cost and that the sign is still easy to read.

6.3.3 Electronic signage will include both languages in the interests of health and safety.

6.3.4 Equality of Maaori and English languages: signage designers should consider the following three key elements of effective basic bilingual signage design:

- a) Language equality – Maaori and English and treated equally
- b) Language differentiation – the eye can spot the difference between each language at a glance

¹ From Te Puni Kokiri's document *Maaori-English Bilingual Signage – A guide to Good Practice* (Te Puni Kokiri, 2016)

c) Navigation clues – the eye can easily follow its chosen language without confusion and the navigation clues are consistent.²

6.3.5 A list of words and phrases that are to be used for bilingual signage has been compiled and is attached for reference. This list will be used by all council staff who are responsible for installing signage.

7 Policy review

7.1 This policy shall be reviewed at three yearly intervals or as otherwise required by the Chief Executive.

² Further detail regarding equality of language can be found at p 16 of *Maori-English Bilingual Signage – A guide to Good Practice* (Te Puni Kokiri, 2016)

Appendices

A: Specific Bilingual Signs

District Entranceway Signage

English	Maaori
Welcome to the Waikato Our place	Nau mai, haere mai ki te rohe o Waikato Taatou waahi
Waikato District Council	Te Kaunihera aa Takiwaa o Waikato

Office, sub-office and library signage

English	Maaori
Waikato District Council	Te Kaunihera aa Takiwaa o Waikato
Library Eg: Ngaruawahia Library	Te Whare Pukapuka o (NAME OF TOWN) Te Whare Pukapuka o Ngaruawahia
Office e.g. Waikato District Council, Ngaruawahia Office	Te Tari o (NAME OF TOWN) Te Kaunihera aa Takiwaa o Waikato Te Tari o Ngaruawaahia

Parks & Reserves (headings only)

English	Maaori
Welcome	Nau mai haere mai
Welcome to Eg: Welcome to Ruapuke Beach Welcome to Tuakau Recreation Reserve	Nau mai haere mai ki Nau mai, haere mai ki tatahi o Ruapuke Nau mai, haere mai ki te waahi haakinakina o Tuakau
Playground	Papa Taakaro
Reserve	Whenua Raahui
Sports Ground / Park	Waahi Haakinakina
Camping Grounds	kaainga taupua
Community Hall	Whare Haapori
Information Centre	Te Puna Koorero
Trails and Walks	Huarahi (singular) /Ngaa Huarahi (plural)
Skatepark	Papa Reehia
River	Awa
Lake	Roto
Pedestrian access	He huarahi mo ngaa tangata

Buildings

English	Maaori
Ladies	Waahine
Mens	Taane
Toilets	Whare Iti
Conference Room	Ruunanga / Waahi hui
Exit	Putanga
Fire alarm	Whakahoho
Fire escape, fire exit	Rerenga ahi
Foyer	Roro
Interview room	Ruuma uiui
Main entrance	Kuuaha matua
No admittance	Kaua e kuhu mai
No exit	Kaua e puta maa konei
Reception area	Taupaeapae
Way out	Ara puta

General warning (headings only)

English	Maaori
Beware Danger Warning Caution Be careful	Kia tuupato

Cemeteries

English	Maaori
Cemetery Eg: Ngaruawahia Public Cemetery	Urupaa Te Urupaa o Ngaaruawaahia

B: Existing bilingual signage

English	Maaori
Welcome	Nau mai, Haere mai
Raglan Information Centre	Te Puna Koorero o Whaingaroa
Raglan and District Museum	Te Whare Taonga o Whaingaroa

C: Vocabulary List

English	Maaori	English	Maaori
Access	Huarahi	Museum	Whare taonga
Adult	Pakeke / tangata	Office	Tari
Beach	Tatahi	Person / pedestrian	Tangata
Beware, warning,	Kia tuupato	Recreation / Games	Haakinakina

danger, caution, be careful			
Council	Kaunihera	Reserve	Waahi
Cemetery	urupaa	Stop	E Tu!
District	Takiwaa	Teenager	Taiohi / rangatahi
Hours	Nga haaora	Welcome	Nau mai, haere mai
Information	Koorero	To	Ki
Information centre	Puna koorero	Toilet	Whare iti
Kids	Tamariki	Woman / womens	Wahine / Waahine
Library	Whare Pukapukua	Zone / place	Waahi
Man / mens	Tane / Taane		

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	26 June 2017
Prepared by	Vishal Ramduny Acting General Manager Strategy & Support
Chief Executive Approved	Y
Reference #	GOV1301 /
Report Title	Adoption of the Waikato Plan

I. EXECUTIVE SUMMARY

The Waikato Plan Joint Committee considered submissions on the draft Waikato Plan in May 2017 and made recommendations in relation to these submissions. The Waikato Plan has been amended in accordance with the recommendations of the Joint Committee.

The Joint Committee has recommended to the partner Councils (Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council and Waitomo District Council) that the amended Waikato Plan be adopted.

This report seeks a decision from Council to adopt the Waikato Plan. Once all Councils have adopted the Plan the focus will then move to implementation.

In order to establish the Waikato Plan Leadership Group as a joint committee of the partner Councils, tāngata whenua, the business /community sector and government, a resolution of each of the partner councils is required.

This report also seeks a decision from Council to establish the Waikato Plan Leadership Group and to appoint a representative as per the agreed appointment provisions set out in the Agreement attached as Appendix C. The framework for the Agreement, including representation, has been previously considered by the Mayoral Forum and the Joint Committee in February 2017.

The Leadership Group would have the delegated functions as set out in the Agreement included as Attachment C to this report.

2. RECOMMENDATIONS

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

AND THAT Council adopts the Waikato Plan and summary;

AND FURTHER THAT pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, the Waikato Plan Leadership Group be established as a Joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council, tāngata whenua, with additional representation from business and the wider community as well as government agencies and that the Leadership Group have the terms of reference and membership as outlined in Attachment C;

AND FURTHER THAT the Waikato Plan Leadership Group be delegated authority to implement the Waikato Plan in accordance with the delegated functions set out in the Agreement and Terms of Reference;

AND FURTHER THAT the Waikato Plan Leadership Group will endure and will not be discharged at the point of the next election period in line with Clause 30(7) of Schedule 7 of the Local Government Act 2002;

AND FURTHER THAT the Waikato Plan Leadership Group will be chaired by an independent chairperson (non-elected member) to be appointed by the Waikato Plan Leadership Group;

AND FURTHER THAT a deputy chairperson will also be appointed by the Waikato Plan Leadership Group, who may be an elected member and a committee member;

AND FURTHER THAT the Council notes that the membership of the Waikato Plan Leadership Group will be reviewed within 12 months of the adoption of the Waikato Plan, with the aim of reducing the number of members to 12;

AND FURTHER THAT Council confirms the appointment of Mayor Allan Sanson as Council's and the Future Proof partnership representative on the Waikato Plan Leadership Group.

3. BACKGROUND

The Waikato Mayoral Forum endorsed the development of a Waikato Plan in 2013. The development of the Waikato Plan has gone through the following stages over the last four years:

- Evidence base development
- Stage 1: Project scope, priorities and strategic direction
- Stage 2: Wider plan structure and agreement of the strategic direction
- Stage 3: Plan development and adoption of strategic direction and drafting of full plan and summary document.

The draft Waikato Plan was prepared and adopted by the Waikato Plan Joint Committee on 27 February 2017 for public consultation under the Special Consultative Procedure of the Local Government Act 2002. It followed extensive discussions between councils, government agencies, iwi and other stakeholders.

The draft Waikato Plan was publicly notified on 10 March 2017. Hearings were held at the Waikato Regional Council on 21 April 2017. A total of 31 submissions were received to the draft Plan. The Waikato Plan Joint Committee considered all submissions received. All submitters who indicated they wished to appear were given the opportunity to do so, and 15 submitters presented their submissions to the Joint Committee.

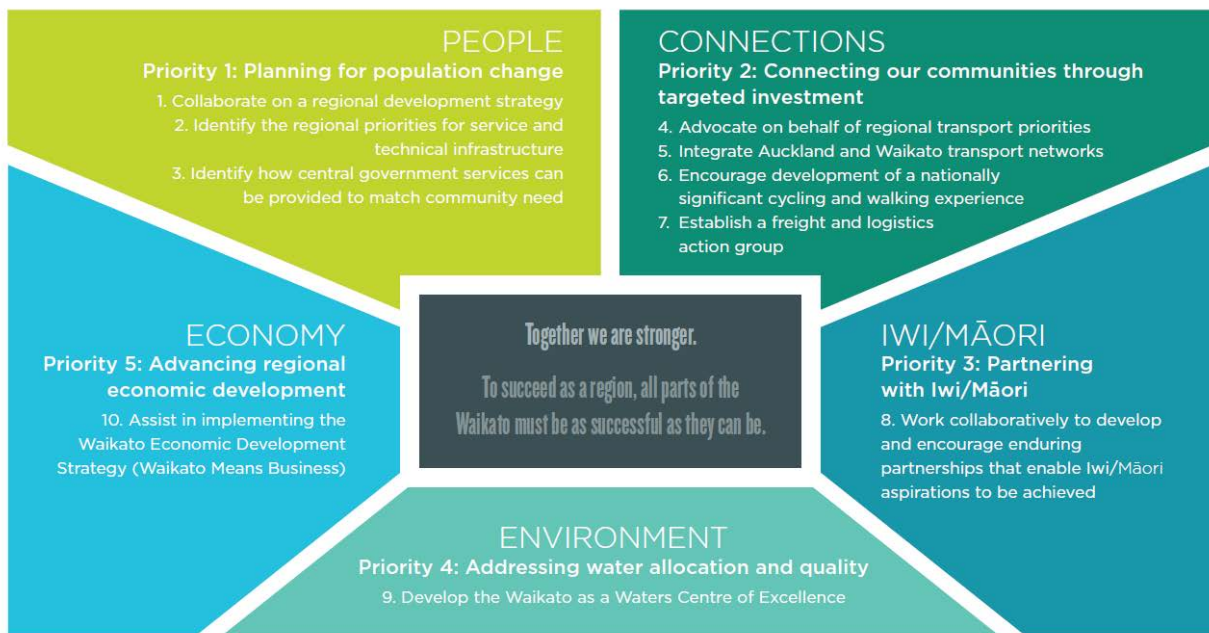
The Waikato Plan Joint Committee deliberated on staff recommended changes in response to submissions on 30 May 2017. The recommendations were approved subject to a number of minor changes. The final Plan was approved by the Joint Committee on 19 June 2017 and a recommended to partner councils for adoption.

4. DISCUSSION

4.1. WAIKATO PLAN PRIORITY AREAS AND ACTIONS

The Waikato Plan has five priority areas and 10 key actions which are outlined in the diagram below:

FIVE CORE AREAS >> 5 Waikato Plan Priorities >> 10 key actions



4.2. Value proposition of the Waikato Plan

- The Waikato Plan allows the Waikato to have the ‘regional conversation’ about large scale issues and opportunities and ‘talk’ with one voice to our key audiences - central government, key decision makers and funders. This is the first time this has been achieved in the Waikato; it is a milestone agreement.
- The Plan will be used in sub-national or national negotiations to leverage additional resourcing and funding for our regional needs and development priorities. Other Waikato organisations and businesses will be supported to actively contribute to the agreed priorities of the Plan. The Government is the region’s single largest investor, where for every \$1 local government invests in the Waikato Region, central government invests \$9. This is why engagement on priority outcomes and service delivery is critical.
- The Waikato Plan allows us to:
 - Effectively engage with central government.
 - Emphasise growing the regional economy to assist with the implementation of the Government’s Business Growth agenda.
 - Address effective delivery of rural social services to support population retention and ongoing economic development.
 - Potentially align the Waikato Plan needs with Government’s budget priorities.

- The benefits of the Waikato Plan to individual councils are outlined in further detail in Attachment D to this report.

4.3. ADOPTION PROCESS

- The project timeline requires all partner Councils to consider the final Waikato Plan for adoption by August 2017.
- When adopting the Plan, if there are particular areas which a partner council would like reviewed, partner councils may wish to recommend matters for the new Leadership Group to consider when drawing up the implementation plan. Changes cannot be made to the current Plan without these being referred back to the Joint Committee.
- Following adoption, the Plan will be launched in August/September 2017.

4.5. IMPLEMENTATION

- A seamless transition from Plan development to Plan implementation will be a key success factor. As such, provision for an implementation project structure has been made. The structure will constitute a Waikato Plan Leadership Group (Joint Committee), comprising local government, business/community, iwi, and government agencies. This will be supported by a Chief Executives steering group, a strategic partners forum and a technical reference group.
- The Waikato Plan is seeking to ensure that all parts of the region are as successful as they can be. Through collaboration across government, local government, private sector, we can achieve great results. Understanding regional needs and ensuring their provision, whether centrally but with good transport connections throughout the region, or in a more dispersed model, will ensure everyone continues to have access to essential services, whilst reducing duplication.
- Waikato Plan actions will be implemented through various avenues such as:
 - Waikato Plan Leadership Group
 - Mayoral Forum programme of work
 - Waikato Means Business programme of work
 - Other key partners programmes of work
- There are a number of core actions already in progress:
 - Waikato Hospital Medical School – awaiting Government approval.
 - Transport-Commuter Rail – Transport Corridor - consideration of a strategic business case for passenger rail from Hamilton to Auckland.
 - Waikato Expressway extension (Cambridge to Piarere) with improved connections to the Bay of Plenty.
 - Southern Links roading network implementation.

- Aligned planning – The aligned planning project will prepare the Waikato councils well for the RMA changes with the aim of streamlining planning processes.
 - Economic development – proposed southern Waikato Economic Action Plan.
 - Regional Facilities Funding Framework project.
 - Partnering with iwi, especially through more collaborative partnerships.
- A detailed implementation plan for the first 18 months will be one of the first tasks for the new Leadership Group.

4.6. CONSTITUTION OF THE WAIKATO PLAN LEADERSHIP GROUP

- An agreement and associated terms of reference have been prepared in order to establish the Joint Committee that will oversee implementation of the Waikato Plan. This Agreement, and the associated Terms of Reference, is a requirement of Clause 30A, Schedule 7 of the Local Government Act 2002.
- The purpose of the Agreement is to provide for a Joint Committee of the partner councils (noting that some are still to confirm whether they wish to participate in implementation), tāngata whenua, business and the wider community and government agencies to implement the Waikato Plan. This joint committee will be known as the 'Waikato Plan Leadership Group'.
- The membership will be as follows:
 - Independent Chairperson (non-elected member)
 - Local Government – five representatives
 - Tāngata whenua – up to six representatives
 - Business / Community – up to four representatives
 - Government Agencies – up to four representatives (non-voting)
- The Mayoral Forum, subsequently confirmed by the Joint Committee, has agreed to a sub-regional approach to Local Government representation with five members being appointed in total. One member will represent each of the following:
 - Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
 - Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
 - Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
 - Waikato Regional Council
 - Hamilton City Council
- The membership of the Leadership Group will be reviewed following one year of implementation post adoption with a view to reducing the total number of members to 12.

- The existing Waikato Plan Joint Committee has approved the final Leadership Group Agreement and terms of reference, and has referred this to the partner Councils to establish the Leadership Group as a Joint Committee under the Local Government Act 2002.

4.7. DELEGATIONS TO THE WAIKATO PLAN LEADERSHIP GROUP

The Waikato Plan Leadership Group would be delegated the functions set out in section 5 of the Agreement as set out in Attachment C to this report, to oversee the implementation of the Waikato Plan. The role of the Leadership Group would be to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan. Any reviews or updates would need to be referred back to the partner Councils for adoption.

4.8. ADMINISTRATION AGENCY

The Waikato Local Authority Shared Services is the administration agency for the Waikato Plan. The Waikato Regional Council Chief Executive has indicated that the Council will provide other administrative support for the Waikato Plan until October 2019 when it would be reviewed.

4.9. REPORTING / MONITORING

A key aspect of the implementation arrangements will be the Waikato Plan Leadership Group reporting to partners on a regular basis. This will involve regular reporting to the Mayoral Forum, Chief Executives, Strategic Partners Forum and technical staff. This will be a critical success factor. Reporting is to be based on formal reporting against KPI's that are outlined in the final Waikato Plan.

5. CONSIDERATIONS

5.1. FINANCIAL

A three year implementation budget has been agreed with funding put in place for the first 17/18 financial year. No additional funding is being sought at this time. The budget will support an initial work programme with seed funding for action implementation.

The intention is that local government contributions to the implementation budget will reduce over time as business, community, government and other funders contributions increase. It is intended that the plan be fully funded by the partners in year one. In the second year 25% of the budget would come from external sources. This will increase to 50% in year three.

5.2. LEGAL

An agreement and associated terms of reference have been prepared in order to establish the Joint Committee that will oversee implementation of the Waikato Plan. This Agreement, and the associated Terms of Reference, is a requirement of Clause 30A, Schedule 7 of the Local Government Act 2002.

5.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Implementation of the Waikato Plan will occur through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Councillors have been kept abreast of the development of the Waikato Plan since its inception in 2013. Council induction sessions have also been held to provide new councillors with an overview of the Plan. Council has been represented on the Waikato Plan Joint Committee through His Worship the Mayor. ▪ The draft Waikato Plan was prepared and adopted by the Waikato Plan Joint Committee on 27 February 2017 for public consultation under the Special Consultative Procedure of the Local Government Act 2002. It followed extensive discussions between councils, government agencies, iwi and other stakeholders. ▪ The draft Waikato Plan was publicly notified on 10 March 2017. Hearings were held at the Waikato Regional Council on 21 April 2017. A total of 31 submissions were received to the draft Plan. The Waikato Plan Joint Committee considered all submissions received. All submitters who indicated they wished to appear were given the opportunity to do so, and 15 submitters presented their submissions to the Joint Committee. ▪ The Waikato Plan Joint Committee deliberated on staff recommended changes in response to submissions on 30 May 2017. The recommendations were approved subject to a number of minor changes. The final Plan was approved by the Joint Committee on 19 June 2017 and a recommended to partner councils for adoption. ▪ The Plan will be used in sub-national or national negotiations to leverage additional resourcing and funding for our regional needs and development priorities. This is why engagement on priority outcomes and service delivery is critical. 				

6. CONCLUSION

The Waikato Plan Joint Committee considered submissions on the draft Waikato Plan in May 2017 and made recommendations in relation to these submissions. The Waikato Plan has been amended in accordance with the recommendations of the Joint Committee. This report seeks a decision from Council to adopt the Waikato Plan.

7. ATTACHMENTS

Attachment A – Waikato Plan (Link to online document)

Attachment B – Waikato Plan Summary (Link to online document)

Attachment C – Waikato Plan Leadership Group Agreement and Terms of Reference

Attachment D – Benefits of the Waikato Plan

ATTACHMENT A – WAIKATO PLAN

Full and final Plan link:

http://www.waikatoplan.co.nz/PageFiles/366/Waikato%20Plan_FINAL%20-%20June%202017%20-%20v6.0.pdf

ATTACHMENT B – WAIKATO PLAN SUMMARY

Final Plan summary document link:

http://www.waikatoplan.co.nz/PageFiles/366/Waikato%20Plan%20Summary%20FINAL_%20June%202017.pdf

ATTACHMENT C – WAIKATO PLAN LEADERSHIP GROUP AGREEMENT AND TERMS OF REFERENCE

I. Purpose

This Agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The purpose is to provide for a Joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council and tāngata whenua with additional representation from business and the wider community as well as government agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Note: It is still to be confirmed whether all of the partner councils named above wish to be part of Waikato Plan implementation.

There will be a sub-regional approach to Local Government representation with five members being appointed in total. One member will represent each of the following:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
- Waikato Regional Council
- Hamilton City Council

The Leadership Group will remain a Joint Committee of all of the participating councils as listed above.

The Waikato Plan Leadership Group has been established to implement the Waikato Plan in accordance with the functions as set out in the Terms of Reference attached to this Agreement as Appendix I.

The Leadership Group is a formal joint committee pursuant to the Local Government Act 2002 (Clauses 30 and 30A, Schedule 7). The Leadership Group, as an entity, will not be discharged at the point of the next election period (in line with Clause 30(7) of Schedule 7).

2. Membership

The Waikato Plan Leadership Group is to be comprised of local government, tāngata whenua representatives, independent non local government members (representing business and the community) and non-voting members (government agencies).

The membership shall be comprised as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives (non-voting)

An Independent Chairperson (non-elected member) is to be appointed by the Leadership Group to chair the Committee. The Independent Chair may be appointed from the business / community members or as a separate appointment outside of any committee membership. The Independent Chairperson has speaking rights and voting capacity. A Deputy Chairperson is also to be appointed by the Leadership Group, who may be an elected member and a committee member.

There will be five members representing Local Government. Each group of councils will elect one member as follows:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)

Waikato Regional Council and Hamilton City Council will appoint one representative each.

The (up to) six voting tāngata whenua representatives are to be selected in a manner determined by Iwi.

The (up to) four voting business / community members will be appointed by the Leadership Group, in accord with a process agreed by the Leadership Group.

There will be (up to) four members appointed to represent Government agencies. Two of these members will be the New Zealand Transport Agency and the Waikato District Health Board to be represented through the Regional Director (or nominee) and the Chair (or nominee). The other two members will come from other Government agencies. These four representatives will be non-voting members but with speaking rights.

The standing membership of the Committee shall be limited to 20 members (including the Independent Chairperson), but with the power to co-opt up to a maximum of 2 additional non-voting members where required to ensure the effective implementation of any part or parts of the Plan.

No provision has been made for the use of alternates.

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Leadership Group shall be half of the voting members if the number of members is an even number; or a majority of members if the number of members is an odd number.

Other representatives of voting and non-voting organisations are permitted to attend meetings of the Leadership Group; however attendance at any public excluded session shall only be permitted with the prior approval of the Chairperson. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chairperson.

The membership of the Leadership Group will be reviewed within 12 months of the adoption of the Waikato Plan, with the aim of reducing the number of members to 12.

3. Term of Appointment

All members of the Leadership Group shall be appointed for terms that expire on the date of each Local Government triennial election.

Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

4. Meeting Frequency

Bi-monthly, or as necessary and determined by the Independent Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987, and will be undertaken by the administration authority for the Waikato Plan Leadership Group.

5. Delegations

The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
- Oversee the implementation of the Waikato Plan, in particular the actions, and any changes to the Plan.
- Recommend to Council partners any finalised plan changes or amendments for adoption.
- Take responsibility for progressing those actions specifically allocated to the “Waikato Plan Leadership Group” in the Plan.
- Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- Select and appoint an Independent Chairperson and a Deputy Chairperson.
- Implement any Memorandum of Understanding agreed between the partners.
- Approve and implement the Agreement as adopted by the Leadership Group.

6. Standing Orders

The model Standing Orders apply.

7. Variation of this Agreement

This agreement may be varied from time to time, but only with the endorsement of the Leadership Group.

Appendix I to Attachment C: Terms of Reference for the Waikato Plan Leadership Group (Joint Committee)

Waikato Plan Leadership Group (Joint Committee)

Purpose: Pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, to establish a joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council and tāngata whenua with additional representation from business and the wider community as well as government agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Objectives: The Leadership Group has been established to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan.
The aim of the Waikato Plan is for the region to speak with 'one voice' on agreed top priorities, so that our messages are consistent and collectively shared.
The Waikato Plan's aim for the region is "to build champion communities together".

Membership: The membership shall be comprised as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives

Delegations: The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
- Oversee the implementation of the Waikato Plan, in particular the actions, and any changes to the Plan.
- Recommend to Council partners any finalised plan changes or amendments for adoption.
- Take responsibility for progressing those actions specifically allocated to the "Waikato Plan Leadership Group" in the Plan.
- Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key

Performance Indicators.

- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- Select and appoint an Independent Chairperson and a Deputy Chairperson.
- Implement any Memorandum of Understanding agreed between the partners.
- Approve and implement the Agreement as adopted by the Leadership Group.

Meeting frequency: Bi-monthly or as necessary and determined by the Independent Chairperson.

ATTACHMENT D – BENEFITS OF THE WAIKATO PLAN

The Waikato Plan supports the integrated future development of the Waikato Region and aims to build economic, social, cultural and environmental wellbeing. The Plan is built on the following principles:

- Together we are stronger
- To succeed as a region, all parts of the Waikato must be as successful as they can be

The collaboration strategic planning tool of the Waikato Plan will help us to realise benefits on:

- A regional level
- Local level

Regional benefits of implementing the Waikato Plan:

- Increased regional and inter-regional connectivity
- Increased government awareness of a 'joined up Waikato' and investment
- More efficient and effective infrastructure provision (duplication reduction)
- Quality services in the right place
- Economic growth
- Better environmental outcomes
- Increased amenity value

The region has distinctive sub-regional geographies. Some areas are facing significant population growth, while others have slow or no growth. Benefits of implementing the Waikato Plan for areas with slow or no growth:

- Retention of population
- Increased quality of life
- Attraction of people
- Economic growth
- Connectivity

It is important to understand the level of influence that local government and local entities can have on the social, economic and spatial drivers of settlement patterns. That being said, we aim to realise the benefits of the plan through improving access to needs for communities to be successful and viable.

Table I below outlines the pathway to success for the implementing the Waikato Plan. Note that actions in the Waikato Plan can support more than one access need.

Table 1: Pathway to success – improving access to key needs in the Waikato Region (key priorities in pink and how they relate to key needs)

The Waikato Plan works toward providing							
Access to health	Access to jobs	Access to education	Access to services	Providing amenity and lifestyle	Access to affordable housing	Economic value add	Social and cultural inclusion
Actions from the Waikato Plan							
Roading upgrades/integrate networks	Roading upgrades/integrate networks	Roading upgrades/integrate networks	Service and technical infrastructure delivery	Cycle paths and walking	Roading upgrades/integrate networks	Roading upgrades/integrate networks	Collaboration with iwi/Maori
Transport options	Transport options	Transport options	Government services to match community needs	Environment improvements	Transport options	Transport options	Papakāinga Housing
Improving regional digital connections	Improving regional digital connections	Improving regional digital connections	Improving regional digital connections	Regional sporting facilities	Housing needs assessment	Improving regional digital connections	Broadband and marae digital strategy
Government services to match community needs	Employment linkages	Central Government partnership and collaboration	Central Government partnership and collaboration	Water quality - rivers and lakes	Innovative building practises	Community plans – local identity	Mātāwaka Māori inclusion
Rural health initiatives	Central Government partnership and collaboration	Government services to match community needs		Core natural areas – biodiversity	Central Government partnership and collaboration	Tourism - visitor numbers	Conserve and restore marae
Central Government partnership and collaboration				Develop environmental partnerships		Regional Development strategy - sub regional focus	Government services to match community needs
Maori health				Waste recovery		Maori tourism and economic development	Community plans – local identity
Medical School				electric and driverless vehicles		Destination places	Housing needs assessment
				Community plans – local identity		Central Government partnership and collaboration	Central Government partnership and collaboration
						Sustainable agricultural innovation	Iwi collaboration on top priorities
						Business enabling	
						Development of iwi land	
						Iwi water rights	

How the Waikato Plan actions will impact on the sub-regional geographies depends on the issues and drivers on individual locations (Table 2). Although the factors in Table 2 are listed by TA these do not necessarily line up with territorial boundaries¹.

Table 2: Some of the factors that Territorial Authorities experience

TA	Population growth	Level of projected population ageing	Connection to large urban hub	Tourism employment numbers 2016 ²	Tourism employment relative to other industries 2016
TCDC	Low	XXXX	Low	2501	20.5%
Hauraki	Low	XXX	Low	493	6.9%
MPDC	Slow	X	Medium	1169	6.6%
South Waikato	Low	XX	Low	569	6.0%
Taupo	Low	XX	Low	4157	23.5%
Waikato	High	X	Strong	2501	4.0%
Hamilton	High	X	Strong	5,819	6.6%
Waipa	Medium	XX	Strong	1076	5.1%
Otorohanga	Extra Low	X	Low	247	4.9%
Waitomo	Extra Low	X	Low	570	11.4%

Consequently, the collaboration clusters for undertaking actions will change based on the types of issues of each Territorial Authority is experiencing and what each action in the plan is addressing.

What do we prioritise first?

Waikato Plan actions will be implemented through various avenues such as:

- Waikato Plan Leadership Group
- Mayoral Forum programme of work
- Waikato Means Business programme of work
- Other key partners programmes of work

We can't do everything immediately. The Joint Committee has identified key priorities. These are shaded pink in the action table 1. We will tackle these first along with those actions already underway and others that are being placed into programmes of work through the various avenues noted.

¹Clusters based on distance, roading, demographics, economics, growth pressures, lack of growth pressures.

²Infometrics 2017

Open Meeting

To	Council
From	Angela Parquist Acting General Manager Customer Support
Date	03 July 2017
Prepared by	Megan May Animal Control Team Leader
Chief Executive Approved	Y
Reference #	Gov1301
Report Title	Community Engagement for new Dog Exercise areas in Tuakau

I. EXECUTIVE SUMMARY

In 2014/15, the Waikato District Dog Control Policy and Bylaw were reviewed and a robust consultation process was followed. As a result of this, the Policy and Bylaw was updated and came into force on 1 May 2015. During the consultation process of this review, a decision was made to remove Centennial Park, Tuakau from the schedule of off leash exercise areas. This decision was made based on the presence of a playground in the park, the small area available for dogs to run around, and the high volume of traffic on Bollard Road. This decision was included in the draft version of the bylaw that was notified, however limited feedback on it was received. At the time, investigations were carried out, to identify an alternative site, but there were no areas suggested by submitters that were suitable. Therefore, there were no alternative areas included in the Bylaw.

Following the introduction of the revised Bylaw, signs were amended throughout the district to reflect the new provisions. Unfortunately, one sign at Centennial Park was not removed which meant that some residents were unaware of the changes. These people have since become aware of the change and have voiced their concerns through a variety of ways – complaints, media enquiries, discussions with animal control staff.

Following discussions with these concerned parties, it is accepted that the details provided of the changes to the park designation was not sufficient to encourage full engagement and if it had been more widely advertised, we would have received a higher level of feedback disputing the off leash designation being removed.

Section 8.1 of the current Bylaw allows for additional areas to be designated as off lead by Council resolution. In accordance with the provisions of the Local Government Act, targeted consultation is proposed on this matter, to allow for it to be revisited.

The purpose of this report is to obtain Council approval to begin consultation on the possible reintroduction on Centennial Park, Tuakau as an off leash exercise area, which will clarify the communities view of this proposal. We are also seeking approval to consult on

the introduction of Kowhai Reserve as an additional or alternative off leash exercise area in the Tuakau community.

2. RECOMMENDATION

THAT the report from the General Manager Customer Support - Community Engagement for new Dog Exercise areas in Tuakau be received;

AND THAT the Committee recommends to Council that it make a determination that a bylaw amendment is the most appropriate way of addressing the perceived problems; and the proposed bylaw amendments (subject to the outcome of the consultation process), are the most appropriate form of bylaw;

AND THAT the Committee recommends to Council that it make a determination that the proposed bylaw amendment does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002; and

AND THAT the Committee recommends to Council to undertake community engagement in Tuakau in August and September 2017, in accordance with Sections 82 (principles of consultation), of the Local Government Act 2002, and section 10 of the Dog Control Act 1996.

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

Since the Bylaw review, the animal control team have been contacted by members of the community from Tuakau who are concerned that Centennial Park has been removed from Schedule One of the Bylaw as an off leash exercise area. They have also highlighted that they have very few suitable options available where they are able to walk their dogs off leash.

The decision to remove this park from the schedule was made due to the presence of a playground in the park, the small area available for dogs to run around, and the high volume of traffic on Bollard Road. Residents have since opposed these factors and have suggested that by fencing the playground, the park is suitable for off leash exercise of dogs.

Following discussions with the Parks and Facilities team, an alternative location has been identified that is currently underutilised and would be suitable as an off leash exercise area for dogs. This is Kowhai Reserve which is approximately 2 kms from Centennial Park. It is currently being maintained by Council and is has a pump station situated within the grounds.

Tuakau is a growing community where 2379 dogs currently reside. Under the current Bylaw, the closest off lead area available is either Les Batkins Reserve which is approximately 10 minutes' drive or Alexandra Redoubt Reserve which is a similar distance.

3.2 OPTIONS

Options available to the Council

- a) Do nothing – This option is not recommended. Discussions with members of the community have suggested that not enough information was provided to them during the full bylaw review.
- b) Engage with the Tuakau community around either the re-inclusion of Centennial Park, Tuakau as an off leash exercise area, Kowhai Reserve as an off leash exercise area or both. This option allows affected residents to provide feedback on the proposed areas.

Staff consider that option (b) is the preferred option as it will identify the preferred location to provide off lead exercise areas and determine the necessity for both.

4. CONSIDERATION

4.1 FINANCIAL

Staff resources will be required to develop and deliver community engagement. This will include the receipt of submissions and questions relating to the consultation.

4.2 LEGAL

The Dog Control Act requires that the Special Consultative Procedure under section 83 of the Local Government Act 2002 be followed to develop and adopt or amend and replace this bylaw.

As this review is seeking to amend the Bylaw Schedules only, in accordance with clause 8 of the Bylaw this can be done via resolution, and will also follow section 82 of the Local Government Act 2002 (principles of consultation), ensuring that the proposal is consulted on with submissions received, but with no formal hearing held.

4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed engagement will assist in amendments to the Dog Control Bylaw and Policy 2015

4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project)</i>	<ul style="list-style-type: none"> • Targeted letters to residents and ratepayers in the Tuakau • Tuakau Community Committees • Public notice/advertisements in the local papers 				

<i>engagement plan if applicable).</i>	
--	--

State below which external stakeholders have been or will be engaged with:

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

5. CONCLUSION

Approval is sought to commence targeted engagement in the Tuakau area only. This is a requirement of the Local Government Act 2002 and allows for public feedback on the proposed dog exercise areas for these two areas.

6. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	20 June 2017
Chief Executive Approved	Y
ECM #	GOV1301
Report Title	Code of Conduct

1. EXECUTIVE SUMMARY

To provide an updated draft code of conduct for adaption by Council. This draft was circulated and discussed at a recent Council workshop.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the draft Code of Conduct attached be approved.

3. BACKGROUND

The Local Government Act 2002 (Schedule 7 clause 15) requires all Councils to put a Code of Conduct in place. This Council has consistently done so since 2002. A copy of an updated Code of Conduct is attached. This was recently discussed at a Council workshop.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Code of Conduct sets out what is expected of elected members and how they should behave in Council situations. There is an expectation that elected members will behave with dignity and respect towards staff, the public, other elected members and other interested parties.

The existing Code of Conduct was put in place by a previous Council but is binding on the new Council and its successors. In general terms, the Code of Conduct was based on a standard originally developed by Local Government New Zealand, and is largely common sense.

A review of the Code of Conduct has been undertaken based on a new template from Local Government New Zealand. The latest version is easier to read, more modern and generally seems to cover the concerns of Councillors. In practice, the Code of Conduct may only be amended if there is a 75% majority of Council supporting the changes.

4.2 OPTIONS

The existing Code of Conduct is valid and could continue. Alternatively, the Council could decide to approve the attached updated version.

5. CONSIDERATION

5.1 FINANCIAL

There would be a direct cost associated with the appointment of independent investigators as proposed by the updated version of the Code of Conduct. This would however be in place of time and resources used by staff and Councillors.

5.2 LEGAL

Council is required to have a Code of Conduct in place as a requirement of the Local Government Act.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Code of Conduct deals with how elected members behave and affect others. The Code provides a series of guidelines and procedures to protect affected parties.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

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

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>	<p>The Code of Conduct was prepared after consideration of best practice. The Code of Conduct governs the behaviour of elected members and the discussion they have on all matters. There is no direct link to any individual community outcome.</p> <p>There is no direct link to one or more of the well-beings.</p> <p>There are no specific Tangata Whenua issues associated with the establishment of a code of conduct.</p>				

State below which external stakeholders have been or will be engaged with:

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

6. CONCLUSION

The Code of Conduct is a statutory requirement and it is proposed to moderate it based on the Local Government New Zealand template released late last year.

The Code of Conduct can only be changed by a vote of more than 75% of the members present.

The Code of Conduct can only be amended or replaced. There must always be a Code of Conduct in place.

7. ATTACHMENTS

Code of Conduct

Waikato District Council
DRAFT Code of Conduct

Adopted on the

1. Introduction

The code of Conduct (the Code) sets out the standards of behavior expected from elected members (“members”) in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the local authority and the provision of good local government for the community and district;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the local authority to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

2. Scope

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any community committees as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the chief executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

The code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the council’s Standing Orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community and district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behavior.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the code of Conduct, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

4. Role and responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the council and those responsible for advice and the implementation of council decisions. The key roles are:

4.1 Members

The role of the governing body includes:

- representing the interests of the people of the community and district;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the council's resources;
- employing and monitoring the performance of the chief executive; and
- ensuring the council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

4.2 Chief executive

The role of the chief executive includes:

- implementing the decisions of the council;
- ensuring that all responsibilities delegated to the chief executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the council; and
- employing staff on behalf of the council (including negotiation of the terms of employment for those staff).

Under s42 of the LGA 2002 the chief executive is the only person *directly* employed by the council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the chief executive.

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

5.1 Relationships between members

Given the importance of relationships to the effective performance of the council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in this clause represents a breach of the code.

Please note that nothing in this section of the Code is intended to limit robust debate within the council as long as it is conducted in a respectful and insightful manner.

5.2 Relationships with staff

An important element of good governance involves the relationship between the council and its chief executive. Members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- raise any concerns about the performance or behaviour of the chief executive with the mayor or the chairperson of the chief executive performance review sub-committee (or its successors);
- make themselves aware of the obligations that the council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the chief executive concerning contact between members and employees;
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee;
- avoid any act or decision which might put staff at risk from a health and safety perspective.

Any failure by members to act in the manner described above represents a breach of the code.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise the council's obligations to be a good employer and consequently expose the council to civil litigation or affect the risk assessment of council's management and governance control processes undertaken as part of the council's audit.

5.3 Relationship with the public

Given that the performance of the council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local authority;
- avoid any act or decision which might put members of the public and community at risk because of zero harm.

Any failure by members to act in the manner described above represents a breach of the code.

6. Contact with the media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of council.

From time to time individual members will be approached to comment on a particular issue either on behalf of the council, or as an elected member in their own right. When responding to requests for comment members must be mindful that operational questions should be referred to the chief executive and policy-related questions referred to the mayor, or the member with the appropriate delegated authority.

When speaking to the media more generally members will abide by the following provisions:

6.1 Media contact on behalf of the council

- the mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the mayor is absent, requests for comment will be referred to the deputy mayor or relevant committee chairperson or portfolio holder;
- the mayor may refer any matter to the relevant committee chairperson or to the chief executive for their comment; and
- no other member may comment *on behalf of the council* without having first obtained the approval of the mayor.

6.2 Media comment on a member's own behalf

Elected members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the council;
- media comments which are contrary to a council decision or policy must clearly state that they do not represent the views of the majority of members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticise, or compromise the impartiality or integrity of staff or other members; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

Any failure by members to meet the standards set out above represents a breach of the code.

7. Information

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

7.1 Confidential information

In the course of their duties members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

7.2 Information received in capacity as an elected member

Members will disclose to other members and, where appropriate the chief executive, any information received in their capacity as a member that concerns the council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will honour that duty and responsibility.

Any failure by members to act in the manner described above represents a breach of the code.

Please note: failure to observe these provisions may impede the performance of the council by inhibiting information flows and undermining public confidence. It may also expose the council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

9. Register of Interests

Members shall annually make a declaration of interest. These declarations are recorded in a Register of Interests maintained by the council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the member or the members' spouse for profit or gain;
- b) any company, trust, partnership etc for which the member or their spouse is a director, partner or trustee;
- c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and
- d) the address of any land owned by the local authority in which the member or their spouse is:
 - a tenant; or
 - the land is tenanted by a firm in which the member or spouse is a partner, a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee;
- e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the chief executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

10. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the council developed in accordance with that determination;
- not influence, or attempt to influence, any council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any such gifts are accepted. Where a gift to the value of \$100 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the code.

10.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

11. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the council for the purpose of facilitating agreement on the council’s vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment of the Council’s overall performance and operating style during the triennium.¹
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the city, district or region.

¹ A self assessment template is provided in the Guidance to the code.

12. Breaches of the Code

Members must comply with the provisions of the code (LGA 2002, schedule 7, s15(4)). Any member, or the chief executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles:

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

12.2 Complaints

All complaints made under the code must be made in writing and forwarded to the chief executive. On receipt of a complaint the chief executive must forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.²

Only elected members and the chief executive may make a complaint under the code.

12.3 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix B.

12.4 Materiality

An alleged breach under the code is material if, in the opinion of the independent investigator, it would, if proven, bring a member or the council into disrepute or, if not addressed; reflect adversely on another member of the council.

² On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for this purpose of undertaking a preliminary assessment.

13. Penalties and actions

Where a complaint is determined to be material and referred to the council the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of the code the council may require one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain council-funded privileges (such as attendance at conferences);
5. restricted entry to council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with council staff so that they are confined to the chief executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from the council.

A council or committee may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an unreserved apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s44 LGA 2002 which may result in the member having to make good the loss or damage); or

- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

14. Review

Once adopted, a Code of Conduct continues in force until amended by the council. The Code can be amended at any time but cannot be revoked unless the council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the council present at a council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the council in regard to potential changes for improving the Code.

Appendix A: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be “concerned or interested” in a contract or interested “directly or indirectly” in a decision when:

- a person, or spouse or partner, is “concerned or interested” in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is “concerned or interested” in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially “concerned or interested” in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members’ family trust and the council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

“...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.” (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the mayor/chair or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is “concerned or interested” in contracts with their council if the total payments made, or to be made, by or on behalf of the council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the council (or committee of the council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

“Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?”

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the council, other members, any employee of the council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of council; and
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment not exceeding seven years. Elected members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to the code include:

Personal liability of members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) an asset has been unlawfully sold or other wise disposed of by the local authority; or
- c) a liability has been unlawfully incurred by the local authority; or
- d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) without the member's knowledge;
- b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) contrary to the manner in which the member voted on the issue; and
- d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s47 LGA 2002).

Appendix B: Process for the determination and investigation of complaints

Step 1: Chief executive receives complaint

On receipt of a complaint under the code the chief executive will refer the complaint to an investigator selected from a panel agreed at the start of the triennium. The chief executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine the appropriate course of action. The investigator has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the investigator's preliminary assessment the chief executive will:

1. where an investigator determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other elected members (if there are no grounds for confidentiality) of the investigator's decision;
2. in cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seek guidance from the Mayor;
- that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The chief executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the investigator will inform the chief executive, who will inform the complainant and respondent. The investigator will then prepare a report for the council on the seriousness of the breach.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the chief executive will prepare a report for the council, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The chief executive's report will include the full report prepared by the investigator.

Step 5: Process for considering the investigator's report

Depending upon the nature of the complaint and alleged breach the investigator's report may be considered by the full council, excluding the complainant, respondent and any other 'interested' members.

The council will consider the chief executive's report in the public excluded section of the meeting, to protect the privacy of the individuals involved.

Before making any decision in respect of the investigator's report the council will give the member against whom the complaint has been made an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 13.1 of the Code.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	28 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Receipt of Strategy & Finance Committee Minutes

I. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 28 June 2017 and to adopt the recommendations therein.

2. RECOMMENDATION

THAT the minutes of the Strategy & Finance Committee meeting held on Wednesday 28 June 2017 be received;

AND THAT the following become resolutions of Council:

Solid Energy Lake Puketirini Rezoning – S&FI706/04

THAT the recommendation for the Solid Energy land surrounding Lake Puketirini rezoning from recreational to rural be approved by Council for inclusion in the District Plan Review.

2017 Community Projects for External Funding – S&FI706/05

THAT Council adopts the 2017 projects for external funding;

AND THAT that the projects be included on the Council External Funding List for other funding opportunities.

Request for Community Committee Grants – S&FI706/06

THAT Council funds the following community committees based on the requests received subject to invoice:

- **Newstead Resident Association Incorporated - \$500.00**
- **North East Waikato Community Committee - \$300.00**
- **Te Kowhai Community Committee – \$585.93**
- **Tamahere Community Committee - \$3,300.00**
- **Gordonton Community Committee – 4,000.00**
- **Tauwhare Community Committee - \$500.00**
- **Mercer School reimbursement of copy charges – up to \$500.00**
- **Glen Afton Community Committee - \$300.00**

Feedback to the Remuneration Authority on the Local Government Review Consultation Document – S&FI706/07

THAT Council retrospectively approves the feedback to the Remuneration Authority on the Local Government Review Consultation Document.

Regional Infrastructure Technical Specification – Recommendation to Commence Public Consultation – S&FI706/09

THAT Council release the Regional Infrastructure Technical Specification for public consultation;

AND THAT the consultation is undertaken by the Waikato Local Authority Shared Service (“LASS”) and any submissions addressed by the LASS.

3. ATTACHMENTS

S&F minutes

MINUTES for a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY 28 JUNE 2017** commencing at **9.04am.**

Present:

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

Attending:

Mr G Ion (Chief Executive)
Mr V Ramduny (Acting General Manager Strategy & Support)
Mr T Harty (General Manager Service Delivery)
Mrs A Parquist (Acting General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Mr B MacLeod (Chair, Raglan Community Board)
Mr J Allan (Finance Planning and Resourcing Team Leader)
Mrs J Vernon (Strategic Planning and Resource Management Team Leader)
Mrs B Connolly (Senior Policy Planner)
Mrs L van den Bemd (Community Development Advisor)
Ms D Tracey (Strategic Planner)
Ms D Rawlings (Special Projects Advisor)
Ms M Russo (Corporate Planner)
Mr C Dawson (Consultant, BBO)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs McNally/Main)

THAT an apology be received from Cr Church and Cr McGuire.

CARRIED on the voices

S&F1706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Thomson/Sedgwick)

THAT the agenda for a meeting of the Strategy & Finance Committee held on Wednesday 28 June 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item PEX2.1 [*Professional Negligence and Weathertight Homes Claims – Six Monthly Report*] being considered after agenda item PEX2.2 [*Lakeside Private Plan Change Update*];

AND FURTHER THAT all reports be received;

AND FURTHER THAT the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of this meeting.

CARRIED on the voices

S&F1706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Sedgwick/Main)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Wednesday 24 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

S&F1706/03

REPORTS

Financial Review of Key Projects
Agenda Item 5.1

The report was received [*S&F1706/02 refers*] and discussion was held.

Financial Performance Summary for the period ending 31 May 2017
Agenda Item 5.2

The report was received [*S&F1706/02 refers*] and discussion was held.

Solid Energy Lake Puketirini Rezoning
Agenda Item 5.3

The report was received [*S&F1706/02 refers*].

The Strategic Planning and Resource Management Team Leader gave a verbal report and answered questions from the Committee

Resolved: (Cr Lynch/His Worship the Mayor)

THAT the recommendation for the Solid Energy land surrounding Lake Puketirini to be rezoned from recreational to rural be approved for inclusion in the District Plan Review.

CARRIED on the voices

S&F1706/04

Update on Waikato District Council's Heritage Forum
Agenda Item 5.4

The report was received [*S&F1706/02 refers*].

The Senior Policy Planner took the report as read and answered questions from the Committee.

Summary of Movements in Discretionary Funds to 15 June 2017
Agenda Item 5.5

The report was received [*S&F1706/02 refers*].

2017 Community Projects for External Funding
Agenda Item 5.6

The report was received [*S&F1706/02 refers*].

The Community Development Adviser took the report as read and answered questions from the Committee.

Resolved: (Crs Thomson/Patterson)

THAT the Strategy & Finance Committee recommends to Council that the 2017 projects for external funding be adopted;

AND THAT that the projects be included on the Council External Funding List for other funding opportunities.

CARRIED on the voices

S&F1706/05

Request for Community Committee Grants
Agenda Item 5.7

The report was received [*S&F 1706/02 refers*].

The Acting General Manager Strategy & Support gave an overview of this item and answered questions from the Committee.

Resolved: (Cr Smith/His Worship the Mayor)

THAT the Strategy & Finance Committee recommends to Council that funding is provided to support the following community committees based on the requests received subject to invoice:

- **Newstead Resident Association Incorporated - \$500.00**
- **North East Waikato Community Committee - \$300.00**
- **Te Kowhai Community Committee – \$585.93**
- **Tamahere Community Committee - \$3,300.00**
- **Gordonton Community Committee – 4,000.00**
- **Tauwhare Community Committee - \$500.00**
- **Mercer School reimbursement of copy charges – up to \$500.00**
- **Glen Afton Community Committee - \$300.00**

CARRIED on the voices

S&F1706/06

Approved Counterparty Review
Agenda Item 5.8

The report was received [*S&F 1706/02 refers*] and discussion was held.

Feedback to the Remuneration Authority on the Local Government Review Consultation Document
Agenda Item 5.9

The report was received [*S&F 1706/02 refers*] and discussion was held.

Resolved: (Cr Sedgwick/His Worship the Mayor)

THAT the feedback to the Remuneration Authority on the Local Government Review Consultation Document be retrospectively approved.

CARRIED on the voices

S&F1706/07

Early engagement for the Long Term Plan 2018-28
Agenda Item 5.10

The report was received [*S&F1706/02 refers*] and discussion was held.

Resolved: (Crs Thomson/Bech)

THAT the Strategy & Finance Committee endorses the early engagement approach outlined in this report for the Long Term Plan 2018-28, noting that a full engagement strategy will be developed and brought before the Council at a later date.

CARRIED on the voices

S&F1706/08

Regional Infrastructure Technical Specification – Recommendation to Commence Public Consultation
Agenda Item 5.11

The report was received [*S&F1706/02 refers*] and discussion was held.

Resolved: (Crs Patterson/Sedgwick)

THAT the Strategy & Finance Committee recommends to Council that the Regional Infrastructure Technical Specifications be released for public consultation;

AND THAT the consultation is undertaken by the Waikato Local Authority Shared Service (“LASS”) and any submissions addressed by the LASS.

CARRIED on the voices

S&F1706/09

Waikato Regional Airport Limited Statement of Intent 2017/18
Agenda Item 5.12

The report was received [*S&F1706/02 refers*] and discussion was held.

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (His Worship the Mayor/Cr Thomson)

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

Confirmation of Minutes dated Wednesday 24 May 2017

REPORTS**a. Professional Negligence and Weathertight Homes Claims – Six Monthly Report**

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

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

Section 7(2)(a) Section 48(1)(a)(i)

b. Lakeside Private Plan Change Update

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

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

Section 7(2)(h) Section 48(1)(d)

c. Heritage Assistance Fund – Amendment to the Allocation of Funds

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

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

Section 7(2)(a)(b)(i)(ii)(c)(i)(f)(i) Section 48(1)(a)(i)(ii)(d)

d. **Tamahere Recreation Reserve Funding Options**

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

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

Section 7(2)(f)(i)(ii)

Section 48(1)(d)

AND FURTHER THAT Mr Dawson (BBO) be permitted to remain in the meeting, after the public has been excluded, because of his knowledge of Agenda Item PEX2.2 [Lakeside Private Plan Change Update].

CARRIED on the voices

S&F1706/10

Resolutions S&F1706/11 – S&F1706/14 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 11.48am.

Minutes approved and confirmed this day of 2017.

JM Gibb

CHAIRPERSON

Minutes2017/S&F/170628 S&F Minutes

Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	03 July 2017
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 1754333
Report Title	Final statements of intent for council-controlled organisations

I. EXECUTIVE SUMMARY

Under schedule 8 of the Local Government Act 2002 (“LGA”), the board of a council-controlled organisation must deliver a completed statement of intent (“SOI”) to shareholders on or before 30 June each year.

The final two SOI’s for the Waikato District Community Wellbeing Trust and Waikato Local Authority Shared Services Limited (“WLASS”) were received by Strategy & Finance on 29 May and 21 June respectively. The Waikato Regional Airport Limited SOI was reported separately at the June Strategy & Finance Committee and Strada Corporation Limited has been exempted in accordance with section 7 of the LGA.

Minor amendments have been made to the Waikato District Community Wellbeing Trust SOI to better reflect the investment portfolio individual investment diversification measurements (increased from 2% to 7.5% following discussion with Gareth Morgan Investments). The non-financial measures with the WLASS’s SOI remain unchanged, however, there have been slight adjustments to the financial statements with the expected deficit \$10,483 higher than that signalled in the draft SOI.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Waikato District Community Wellbeing Trust Statement of Intent for the year ending 30 June 2018
- Waikato Local Authority Shared Services Limited Statement of Intent for 2017/18

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2018

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

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Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Introduction

This Statement of Intent (SOI) is presented by the Waikato District Community Wellbeing Trust (the Trust) as required by Section 64(1) of the Local Government Act 2002.

The SOI forms the basis for the accountability of the Trustees of the Trust to Waikato District Council, and sets out the objectives, scope of activities undertaken, and performance targets by which the Trust will be measured.

The purpose of this statement of intent is to:

- State publicly the activities and intentions of this council controlled organisation for the year and the objectives to which those activities will contribute;
- Provide a basis for accountability and transparency.

This Statement of intent covers the year to 30 June 2018 and also includes prospective financial information for the following two financial years.

Jacqui Church (Chair)

Entity information

Legal name

Waikato District Community Wellbeing Trust.

Type of entity and legal basis

The Trust was incorporated on 1 November 2010 under the Charitable Trust Act 1957 and is domiciled in New Zealand. On the same date the Trust was registered in accordance with the Charities Act 2005 to give it charitable status.

The Trust was established by Waikato District Council (WDC) and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002, by virtue of WDC's right to appoint the Trustees.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Objectives of the Trust

The principal activities of the Trust are undertaken to:

- Promote the social, environmental and cultural wellbeing of the Waikato district and its communities;
- Deliver on the aspirations and community outcomes of the Waikato district as identified and promoted by the community; and,
- Fund projects identified by Council's planning documents.

Governance

The Trust will be governed in accordance with the terms of the Trust Deed.

Objective

1. To comply with the terms of the Trust Deed and in particular with the duties of the Trust as set out in clause 11 of the Deed.

Clause 11 of the Deed lists the Trust's objectives as:

- a) To consider and approve projects submitted by Waikato District Council (Council);
- b) To publicise the projects and activities of the Trust;
- c) To actively promote the work of the Trust with a view to ensuring the long term operations of the Trust;
- d) To ensure information about the Trust's activities and objectives is available to people within the area and fosters a sense of community achievement and betterment;
- e) To develop appropriate funding allocation mechanisms; and,
- f) To be guided by a clearly defined set of principles.

Performance measure

1. Undertake an annual legal review of compliance with the Trust Deed; no later than two months after the end of the financial year.

Investment

The Trust will, in accordance with the Trust Deed, invest or reinvest part or parts of the Trust Fund not immediately required for the purposes of the Trust (whether income or capital) in investments or securities, as the Trust Board considers beneficial to the Trust Fund. The Trust will also seek other opportunities and avenues for growing the trust Fund. The intention of the Trustees is that the real value of the Trust Fund is preserved.

Objective

1. To adhere to the Trust's *Management of Investment Portfolio and Distribution Policy*.
2. To review, on an annual basis, the investment mandate and the performance of the portfolio manager.

Performance measure

1. At each quarterly meeting, review compliance with the Trust's *Management of Investment Portfolio and Distribution Policy* during that quarter.

Waikato District Community Wellbeing Trust Statement of intent For the year ending 30 June 2018

Fund disbursement

The Trust will, as appropriate, disburse funds towards projects that meet the Trust's criteria and meet the objectives of the Trust Deed...

Objective

1. As per the *Management of Investment Portfolio and Distribution Policy*, to distribute total grants that do not exceed 50% of the accumulated net income after allowing for accumulated expenses, inflation movements and prior year distributions.

Performance measures

1. A distribution process is undertaken that distributes the annual fund to eligible recipients in accordance with funding targets set up by the Trustees in accordance with the *Management of Investment Portfolio and Distribution Policy* for the current year
2. Six monthly reports are received from all successful applicants within the required time frames.

Portfolio and distribution policy compliance

Agreed targets

1. Ensure that the real (inflation adjusted) value of the Fund is protected.
2. Ensure that no more than 10% of the capital is distributed in any one year.
3. Ensure there is diversification of investments with a 7.5% cap on the value of any single investment in the portfolio.
4. The portfolio investment manager will report regularly to the Trustees.
5. The Trustees will annually review the performance of the portfolio manager.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of five Trustees who oversee the governance of the Trust.

The operation and administration of the Trust are undertaken by staff of WDC. Those staff are: Finance Manager, PA to the General Manager-Strategy & Support, Community Development Coordinator and Financial Accountant.

The Trustees are:

Mayor	Allan Sanson
Councillor	Jacqui Church (Chair)
Councillor	Rob McGuire
WDC appointee	Eileen Bateup
WDC appointee	Judi Muru

Main sources of the Trust's cash and resources

The Trust's introductory fund was provided by distribution of the capital fund of the Waikato Foundation Trust.

The proceeds of that distribution are invested in a portfolio of financial assets managed by Gareth Morgan Investments. The returns from the portfolio are the Trust's source of continuing revenue.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Prospective statement of financial performance

		2016/17	2016/17	2017/18	2018/19	2019/20
	Note	Budget		Forecasts		
		\$	\$	\$	\$	\$
Revenue						
Finance income	1,2	53,105	50,294	52,582	52,282	54,325
Dividend income from portfolio of investments managed by Gareth Morgan Investments (GMI)	2	25,288	24,237	25,340	25,196	26,180
Gains and losses	2	174,483	167,844	175,481	174,479	181,296
Total revenue		252,876	242,375	253,403	251,957	261,801
Expenses						
Audit fees		7,200	7,500	7,500	7,500	7,500
Portfolio management fees	3	23,891	23,375	24,439	24,299	25,249
Other expenditure	4	1,252	1,051	1,272	1,267	1,299
Grants	5	75,630	241,297	75,842	73,748	76,728
Total expenses		107,973	273,223	109,053	106,814	110,776
Surplus (deficit) for the year		144,903	(30,848)	144,350	145,143	151,025

Prospective statement of financial position

		2016/17	2016/17	2017/18	2018/19	2019/20
	Note	Budget		Forecasts		
		\$	\$	\$	\$	\$
Assets						
Current assets						
Bank accounts and cash	6, 8	333,968	310,373	308,564	320,539	333,441
Other financial assets	7, 8	3,367,112	3,373,778	3,354,531	3,485,594	3,626,775
Accrued interest		-	1	-	-	-
Total current assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Total assets		3,701,080	3,684,152	3,663,095	3,806,133	3,960,216
Liabilities						
Current liabilities						
Creditors and other payables	9	85,232	251,191	85,784	83,679	86,737
Accrued expenses	10	7,240	7,540	7,540	7,540	7,540
Total current liabilities		92,472	258,731	93,324	91,219	94,277
Total liabilities		92,472	258,731	93,324	91,219	94,277
Net assets		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939
Equity						
Introductory fund	12	2,579,899	2,579,899	2,579,899	2,579,899	2,579,899
Capital maintenance fund	11	335,006	334,856	403,364	474,759	549,057
Accumulated funds		693,703	510,666	586,508	660,256	736,983
Total net assets / equity		3,608,608	3,425,421	3,569,771	3,714,914	3,865,939

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Prospective statement of cash flows

	2016/17 Budget	2016/17	2017/18 Forecasts	2018/19	2019/20
Note	\$	\$	\$	\$	\$
Cash flows from operating activities					
Cash received from:					
Interest receipts	54,118	50,294	52,582	52,282	54,325
Dividends received	25,288	24,237	25,340	25,196	26,180
Cash applied to:					
Payments to donees	(196,596)	(50,984)	(241,297)	(75,842)	(73,748)
Payments to suppliers	(31,703)	(31,142)	(33,162)	(33,077)	(33,110)
Net cash flows from operating activities	(148,893)	(7,595)	(196,537)	(31,441)	(26,353)
Cash flows from investing and financing activities					
Cash was received from (applied to):					
Sale (acquisition) of investments	151,070	36,279	194,728	43,416	39,255
Net cash flows from investing and financing activities	151,070	36,279	194,728	43,416	39,255
Net increase (decrease) in cash for the year	2,177	28,684	(1,809)	11,975	12,902
add: opening bank accounts and cash	331,791	281,689	310,373	308,564	320,539
Closing bank accounts and cash	333,968	310,373	308,564	320,539	333,441

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Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Statement of accounting policies

Basis of preparation

The Board of Trustees has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* for Tier 3 entities on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2million.

Notwithstanding the comments above, the following Tier 2 PBE accounting standards have been applied:

PBE IPSAS 4 The effects of changes in foreign exchange rates; and,
PBE IPSAS 29 Financial instruments: recognition and measurement.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and services tax

The Trust is not registered for GST. All amounts in the performance report are inclusive of GST.

Significant accounting policies

Interest and dividend revenue

Interest revenue is recognised as it is earned during the year.
Dividend revenue is recognised when the dividend is declared.

Foreign currency transactions

Foreign currency transactions are translated into New Zealand Dollars using the exchange rate prevailing at the dates of the transactions. Foreign exchange gains and losses, resulting from the settlement of such transactions and from the translation at the end of the period exchange rates of monetary assets and liabilities denominated in foreign currencies, are recognised in surplus (deficit) for the year.

Grant expenditure

All grants made by the Trust are classified as discretionary.

Discretionary grants are those grants where the Trust has no obligation to award on receipt of the grant application. Such grants are recognised as expenditure when approved without condition by the Board and the approval has been communicated to the applicant. Discretionary grants made subject to conditions are recognised as expenditure when all conditions have been met.

Income tax

The Trust has charitable status and is exempt from income tax.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Bank accounts and cash

Bank accounts and cash comprises cash on hand and deposits held at call with financial institutions.

Investment portfolio

Components of the investment portfolio are classified as financial assets at fair value through surplus (deficit) for the year. The reason for this classification is that the portfolio is comprised of identified financial instruments which are managed together and for which there is evidence of short-term profit-taking.

All financial assets in the portfolio are classified as a current asset.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus (deficit) for the year.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

Notes to the prospective performance statement

1. Finance income

Finance income comprises the interest component of portfolio income plus an allowance for interest received on the BNZ account.

2. Portfolio income

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Interest	(21% of total)	50,293	52,581	52,281	54,324
Dividends	(10% of total)	24,237	25,340	25,196	26,180
Gains (losses)	(69% of total)	167,844	175,481	174,479	181,296
Total portfolio income		<u>242,374</u>	<u>253,402</u>	<u>251,956</u>	<u>261,800</u>

3. Portfolio management fees

Management fees are calculated at 0.66% of the portfolio market value at the end of the previous year.

4. Other expenditure

		2016/17	2017/18	2018/19	2019/20
		Forecasts			
		\$	\$	\$	\$
Other portfolio expenses		579	821	816	848
Advertising		300	300	300	300
Annual return fee		51	51	51	51
Miscellaneous expenditure		121	100	100	100
Total other expenditure		<u>1,051</u>	<u>1,272</u>	<u>1,267</u>	<u>1,299</u>

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

5. Grants expenditure

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<u>Forecast grants expenditure for 2017 comprises:</u>				
<i>Grants paid July-December 2017</i>				
Bush Tramway Club	15,548			
Ngaruawahia United Football Club Inc	15,000			
Raglan Mountain Bike Club	20,000			
Pukemokemoke Bush Trust	17,000			
Ngaruawahia Community House	13,556			
Taupiri Rugby Football Club	7,500			
Turangawaewae Rugby League Club	7,500			
<i>Grants outstanding at 31 December 2016</i>				
Glen Afton Pukemiro Society Inc	20,000			
Te Kauwhata Events Committee Inc	40,000			
Onewhero Old School Building Group	35,000			
Pukemokemoke Bush Trust	193			
Taupiri Rugby Football Club	7,500			
Turangawaewae Rugby League Club	7,500			
Menzshed	10,000			
Ngaruawahia Community Board	10,000			
Whitikahu Hall Committee	15,000			
Forecast total grant expenditure 2016/2017	<u>241,297</u>			
<u>Forecast grant expenditure for the years 2018-2020 is calculated as:</u>				
Surplus before grants		220,192	218,891	227,753
Less: capital maintenance charge (see note 11)		68,508	71,395	74,298
X 50%		<u>75,842</u>	<u>73,748</u>	<u>76,728</u>

6. Bank accounts and cash

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<i>BNZ account</i>				
Opening balance	1,031	987	943	899
Fees and charges	(45)	(45)	(45)	(45)
Interest	1	1	1	1
Closing balance	<u>987</u>	<u>943</u>	<u>899</u>	<u>855</u>
Cash investments managed by GMI (see note 8)	309,386	307,621	319,640	332,586
Total bank accounts and cash	<u>310,373</u>	<u>308,564</u>	<u>320,539</u>	<u>333,441</u>

7. Other financial assets

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Fixed interest investments	1,642,691	1,633,320	1,697,134	1,765,875
Equity instruments	1,731,087	1,721,211	1,788,460	1,860,900
Total other financial assets	<u>3,373,778</u>	<u>3,354,531</u>	<u>3,485,594</u>	<u>3,626,775</u>

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

8. Managed portfolio

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Opening balance	3,522,871	3,683,164	3,662,152	3,805,234
plus Income (return of 6.88% on opening portfolio value)	242,374	253,402	251,956	261,800
less Management fees (@ 0.65% of opening portfolio value)	(23,232)	(24,350)	(24,311)	(25,171)
less Other portfolio expenses	(579)	(821)	(816)	(848)
Plus(minus) Contributions (withdrawals)	(58,270)	(249,243)	(83,747)	(81,654)
Closing portfolio value	3,683,164	3,662,152	3,805,234	3,959,361
Closing portfolio is made up of:				
Cash investments (9%)	309,386	307,621	319,640	332,586
Fixed interest (44%)	1,642,691	1,633,320	1,697,134	1,765,875
Equity instruments (47%)	1,731,087	1,721,211	1,788,460	1,860,900
Total portfolio value	3,683,164	3,662,152	3,805,234	3,959,361

9. Creditors and other payables

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
<i>Creditors</i>				
1/12 th portfolio management fee	1,948	2,037	2,025	2,104
<i>WDC payable</i>				
Opening balance	58,270	249,243	83,747	81,654
plus Audit fees and other expenditure	7,946	7,905	7,906	7,905
plus Grant payments	241,297	75,842	73,748	76,728
less Repayments	(58,270)	(249,243)	(83,747)	(81,654)
Total WDC payable	249,243	83,747	81,654	84,633
Total creditors and other payables	251,191	85,784	83,679	86,737

10. Accrued expenses

	2016/17	2017/18	2018/19	2019/20
	Forecasts			
	\$	\$	\$	\$
Audit fee and disbursements	7,500	7,500	7,500	7,500
Bank audit and confirmation fee	40	40	40	40
Total accrued expenses	7,540	7,540	7,540	7,540

11. Capital maintenance charge

A capital maintenance charge has been allowed at 2% of total opening equity.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2018

12. Introductory fund

The Trust was established with an initial capital contribution resulting from the transfer of 35% of funds previously held by the Waikato Foundation Trust as at 31 January 2012. This was recognised as revenue in that year and transferred to the introductory fund.

An allowance for capital maintenance, of no less than the CPI, will be made each year. (see note 11)

Other financial disclosures

Ratios

The Local Government Act 2002 requires a statement of intent to include the projected ratio of equity to total assets.

The ratio of equity to total assets is forecast as follows:

2016/17	93.0%
2017/18	97.5%
2018/19	95.7%
2019/20	95.7%

Compensation

The Trustees will not seek any fees or expenses for work undertaken on behalf of Waikato District Community Wellbeing Trust.

Information to be provided to the Trustees

The Trustees will be provided with the following information:

- Within four months of the end of the financial year the audited financial statements plus a summary of how the Trust has performed against its objectives and performance targets;
- Quarterly reports on the performance of investments; and,
- A draft statement of intent for consideration in February of each year.



STATEMENT OF INTENT FOR 2017/18

30 June 2017

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Waikato Local Authority Shared Services Limited

Introduction

This Statement of Intent is a public declaration of the activities and intentions of the Council Controlled Organisation, Waikato Local Authority Shared Services Limited (WLASS). The statement outlines the proposed work plan for 2017/18 and the Directors' accountabilities to the shareholders for corporate performance, as is intended by Schedule 8 of the Local Government Act 2002.

Objectives of WLASS

Local Authority Shared Services Limited was incorporated under the Companies Act 1993 on the 13th day of December 2005, and changed its name to WAIKATO LOCAL AUTHORITY SHARED SERVICES LIMITED (WLASS) on the 4th day of April 2016. WLASS is owned by the 12 Waikato local authorities, with each shareholder owning an equal number of shares and having an equal say in its development. WLASS provides a legal entity, representative of all the shareholding councils, which can enter into contracts and agreements with external suppliers and provide value to the shareholders by reducing costs. WLASS contracts are available to be joined by any shareholder that so chooses.

Much of the work of WLASS is undertaken by Working Parties or Advisory Groups made up of staff representatives from the shareholding councils, with expertise and interest in particular services. The WLASS CEO provides facilitation and co-ordination of the Working Parties, and is an ex officio member of the Advisory Groups.

As part of providing a mechanism for supporting shared services and collaborative opportunities within the region, WLASS also provides support to the Waikato Mayoral Forum and its work streams.

The objectives of WLASS are to:

- enable the Waikato councils to collectively be more effective as a region on the national stage
- contribute to building central government's confidence in the Waikato region, and to encourage central government investment
- achieve effectiveness and efficiency gains
- reduce duplication of effort and eliminate waste through repetition
- make it easier for customers to engage with councils in the Waikato region
- promote and contribute to the development of best practice
- promote business transformation to improve customers' experiences.

Nature and Scope of Current Activities

There are currently nine major initiatives operating under the WLASS umbrella, plus a support role for the collaborative work streams of the Waikato Mayoral Forum.

- 1 **Shared Valuation Data Service (SVDS).** This system provides timely and accurate valuation data to the 10 member Councils (Waikato Regional, Hamilton City, Hauraki, Matamata Piako, Rotorua, South Waikato, Thames Coromandel, Waikato, Waipa and Waitomo District Councils). The SVDS has become the accepted valuation database for the region. Data sales significantly reduce costs to the participating councils.
- 2 **Road Asset Technical Accord (RATA).** RATA was initially established as a centre of excellence for road asset planning in 2014, as a work stream under the Mayoral Forum. The activity transferred to WLASS on 1 July 2016. The aim of RATA is to achieve best practice in road asset management by improving capability, capacity and outcomes through effective collaboration. By leading asset management best practice, RATA delivers better decision making through the effective collection and use of good quality data, and the implementation of good practice processes and systems for data collection, analysis and management.

Waipa District Council currently acts as the host council for RATA, providing accommodation and overheads (which are fully recovered from the participating councils), and managing the employment agreements/relationships with the three staff members. This activity is fully funded by the nine participating councils (Hamilton City, Hauraki, Matamata Piako, Otorohanga, South Waikato, Thames Coromandel, Waikato, Waipa and Waitomo District Councils, supported by the NZ Transport Agency) and operates as a separate cost centre.

- 3 **Waikato Regional Transportation Model (WRTM).** This model became fully operational in February 2010. It provides accurate information to Councils and to external users (for a charge) for their transport modelling requirements. The WRTM is the only recognised strategic transport modelling resource in the Waikato Region, and is jointly funded by the NZ Transport Agency. WRTM is making a significant contribution to strategic planning of land use and infrastructure within the region, and has been involved in regionally and nationally significant investigations including: the Waikato Expressway Network Plan; the Waikato Regional Land Transport Strategy and Regional Policy Statement; and transport impact assessment in relation to the development of Ruakura. This activity is fully funded by the seven participating councils (Waikato Regional, Hamilton City, Matamata Piako, Taupo, Thames Coromandel, Waikato, and Waipa District Councils, supported by the NZ Transport Agency), and operates as a separate cost centre. The WRTM has been managed by RATA since 1 July 2016.
- 4 **Waikato Building Consent Group (WBCG).** The WBCG was initially set up by five Waikato local authorities in 2004 to foster co-operation, collaboration and consistency in building functions, legislative interpretation and process documentation across the partnering councils. The Group now comprises eight councils (Hamilton City, Hauraki, Matamata Piako, Otorohanga, Thames Coromandel, Waikato, Waipa and Waitomo Districts). The WBCG has developed a common quality assurance system with associated supporting documentation and media that meet the legislative requirements of the Building Act 2004 and the Building (Accreditation of Building Consent Authorities) Regulations 2006. These regulations cover all aspects of the operational management and compliance of a Building Consent Authority (BCA).

Waikato District Council currently acts as the host council for the WBCG, providing accommodation and overheads (which are fully recovered from the WBCG), and managing the employment agreements/relationships with the two staff members. The activity is fully funded by the participating councils, and operates as a separate cost centre. The activity transferred to WLASS on 1 July 2016.

- 5 Future Proof.** This is a collaborative partnership between Hamilton City, Waikato and Waipa Districts, Waikato Regional Council and Tāngata whenua, with assistance from the New Zealand Transport Agency. The partners have jointly developed the Future Proof Growth Strategy and Implementation Plan – a 50-year vision and implementation plan specific to the Hamilton, Waipa and Waikato sub-region (Future Proof sub-region), which was adopted by the partners on 30 June 2009.

The accommodation, overhead and employment arrangements of the Future Proof Planner are managed by Hamilton City Council. This activity is fully funded by the participating councils, and operates as a separate cost centre. Future Proof transferred to WLASS on 1 July 2016.

- 6 Energy Management.** WLASS entered into a Collaboration Agreement with the Energy Efficiency Conservation Authority (EECA) in February 2016. This arrangement will bring up to \$210,000 in revenue from EECA over three years, subject to meeting specific energy saving targets. The activity is fully funded by the eleven participating councils (Matamata Piako is not eligible, as it has previously received EECA funding), and operates as a separate cost centre.
- 7 Joint Procurement Initiatives.** WLASS is a party to numerous joint procurement contracts between the company, shareholding Councils and suppliers. Some contracts (e.g. insurance brokerage services; various collective insurance policies; courier and postal services; historic aerial photography) involve all of the shareholding councils. Other joint procurement contracts have been negotiated, but only some of the shareholding councils have chosen to participate (e.g. the Professional Services Panel; computer-generated print, mail house and e-services; IT Professional Services Panel; Internal Audit Services). A review of procurement opportunities, which is currently in progress, will assist in determining the future direction of WLASS procurement activities.
- 8 Historic Aerial Photos.** In May 2015, WLASS entered into a Memorandum of Understanding with LINZ to scan the Waikato Historic Aerial Photos archive. The LINZ Crown archive contains over 500,000 historic aerial photo negatives captured by surveys flown over New Zealand between 1936 and 2005. All of the shareholding councils are participating in this 4-year project, which includes a subsidy of \$56,000 from LINZ. The project is running ahead of schedule and is now expected to be completed in 2018.
- 9 Waikato Regional Aerial Photography Service (WRAPS).** WRAPS was set up in the 1990s for the supply of colour, digital, ortho-rectified, aerial photography for the Waikato Region. So far, there have been four WRAPS contracts – 2002, 2007, 2012, and the 2016 contract that is currently in progress. Consideration is currently being given to changing the frequency of coverage to 4-yearly. WRAPS became a WLASS project in December 2014 and is fully funded by the participating councils.

Proposed New Activities

New Business Transformation Initiatives

In response to the challenge set in the 2016/17 SOI (to “investigate business transformation opportunities which will improve customer experiences and provide added value, particularly within the digital field of operation”), a number of projects commenced in the 2016/17 financial year which are likely to result in new work streams for WLASS.

The projects currently being investigated are:

Procurement

A contract has been let to undertake a "health check/maturity assessment" of procurement activities and processes in the WLASS councils, and to identify opportunities and/or alternative approaches that could be taken to provide greater value to shareholders. The outcome of this work will be known in August 2017.

Aligned Planning

One of the outputs from the Waikato Plan was a report completed by GMD Consulting Ltd, which identified a range of methods by which councils can achieve greater efficiencies and effectiveness in the processing of resource consents. Following the completion of a business case for consideration by the Board, new funding of \$75,000 to implement this project has been included in this SOI. All councils are participating, except for Otorohanga and Taupo Districts.

GIS

Geographic Information Systems (GIS) in the Waikato region are characterised by a wide range of systems and software and are at varying levels of maturity. As a sector, Territorial Authorities are challenged with rapidly developing technology, an ever increasing requirement for skills, competition for skilled and knowledgeable staff, and a greater need to keep ahead of citizen requirements. Other regions face the same challenges and have responded in various ways. An investigation is underway into the progress being achieved by other GIS regional initiatives, to identify the benefits of different delivery models and their applicability to the Waikato. New collaborative initiatives will be identified, prioritised and business cases developed for those with significant benefits.

Work is also in progress to identify how spatial information systems can support the Waikato region within the framework of the Waikato Digital Strategy (see below) and contribute to the WLASS digital strategic direction setting from a spatial and analytical perspective.

Building

The Waikato Building Consent Group (WBCG) has reached a level of maturity within their current framework, but it is evident that there are opportunities to go a lot further. A strategic visioning workshop has been undertaken by the WBCG and the CEOs of the participating councils, to develop a long-term vision (10 years), and to consider alternative service delivery options to achieve that vision. Proposals arising from this exercise will then be considered by the Board.

Digital Strategy

Work is in progress to define the scope for the development of a WLASS Digital Strategy, what the challenges are, what success would look like, and to make recommendations to the Board on the next steps.

Additional Costs

Due to the increased workload arising from the growth of WLASS (turnover in 2014/15 was \$2.1M, compared with an estimated \$3.5M in 2017/18), additional funding of \$20,500 is required to fund accounting services. This equates to 2% of total revenue, the same percentage as in 2014/15.

In addition, it is proposed to replace the current accounting package (MoneyWorks) with a new system, such as Xero, which will be more efficient in dealing with the increased complexity of the WLASS accounts. The likely additional cost for a licence is approximately \$850 p.a.

The Mayoral Forum (Policy and Bylaws work stream) project to publish a Regional Infrastructure Technical Specifications (RITS) document (a regional guide on how to construct public infrastructure) is expected to be completed in July 2017. New funding of \$18,000 p.a. has been included in the Procurement cost centre from Year 2 to fund a contractor to manage and review requests for changes/improvements/updates to the document, and to manage the process for including new approved products into the RITS, to keep it up-to-date. These costs will be funded solely by those councils using RITS (currently all of the shareholding councils, except Taupo and Thames Coromandel Districts, and Waikato Regional).

Waikato Mayoral Forum

Establishment of the **Waikato Mayoral Forum** in 2012 resulted in the creation of five work streams to investigate collaborative opportunities in the areas of governance, spatial planning, two waters, roading, and economic development. An additional work stream for bylaws and policies was created in 2013, focussing on reducing the number and standardising the format of Council policies and bylaws, and developing RITS.

The governance work stream is currently in abeyance. The spatial plan work stream is now known as the Waikato Plan, and is governed by a Joint Committee, which was established in July 2015. New funding to implement the Waikato Plan over the coming three years has been included, noting that funding from external parties is expected to contribute to the cost of this project in Years 2 and 3.

The two-waters project is now being run by a consortium comprising Hamilton City, Waikato and Waipa District Councils, who are investigating a future delivery model for water services across the three councils. As noted above, the roading work stream (RATA) transferred into WLASS on 1 July 2016. The Economic Development work stream has developed a strategy, and implementation of the "Waikato Means Business" plan was devolved to an independent Steering Group in July 2015. The work of the Policy and Bylaws work stream is ongoing.

The Mayoral Forum are considering potential new work streams for the new triennium, and there may be a further role for WLASS, which already provides administrative and financial support both to the Mayoral Forum and its work streams. A review of Future Regional Strategic Collaboration Opportunities is currently underway, which may identify new initiatives.

Benefits of WLASS

Over the period that the company has been operating, benefits have been delivered in the form of:

- Improved level and quality of service
- Co-ordinated approach to the provision of services
- Reductions in the cost of services
- Development of new initiatives
- Opportunities for all Councils (irrespective of their location or size) to benefit from joint initiatives
- Economies of scale resulting from a single entity representing all Councils and leveraging procurement opportunities.

Based on feedback from the shareholding Councils and the Mayoral Forum, the WLASS Directors continue to discuss opportunities to develop shared services at Board meetings. The Directors see the continuing investigation of possible future shared services as a key focus of their role.

Governance

WLASS has twelve Directors, with each Director representing a shareholder Council.

Unless otherwise agreed by the appointing Councils, each Director shall be the Chief Executive of a local authority. In addition, the Board may appoint up to three professional directors to supplement the Directors' expertise. At this time, no independent directors have been appointed to the Board.

WLASS conducts itself in accordance with its constitution, its annual Statement of Intent as agreed with shareholders, the provisions of the Local Government Act 2002, and WLASS policies.

Directors

The current Directors of WLASS are:

Director	Position	Director Appointed By
Gavin Ion (Chair)	Chief Executive, Waikato District Council	Waikato District Council
Blair Bowcott ¹	Executive Director, Special Projects, Hamilton City Council	Hamilton City Council
Langley Cavers	Chief Executive, Hauraki District Council	Hauraki District Council
Don McLeod	Chief Executive, Matamata-Piako District Council	Matamata-Piako District Council
Dave Clibbery	Chief Executive, Otorohanga District Council	Otorohanga District Council
Geoffrey Williams	Chief Executive, Rotorua District Council	Rotorua District Council
Craig Hobbs	Chief Executive, South Waikato District Council	South Waikato District Council
Gareth Green	Chief Executive, Taupo District Council	Taupo District Council

Rob Williams	Chief Executive, Thames-Coromandel District Council	Thames-Coromandel District Council
Vaughan Payne	Chief Executive, Waikato Regional Council	Waikato Regional Council
Garry Dyet	Chief Executive, Waipa District Council	Waipa District Council
Chris Ryan	Chief Executive, Waitomo District Council	Waitomo District Council

¹Blair Bowcott was appointed by Hamilton City Council to replace Richard Briggs as the Hamilton City Council representative, effective from 24 March 2017.

Activities for which the Board seeks Compensation

Additional shared services may be developed during the year that this Statement of Intent is current. Any such services will only be delivered by WLASS after the Directors have agreed that the proposed new service meets the objectives of WLASS.

Shareholders will continue to contribute to the operational costs of the WLASS on an annual basis. Specific projects will be funded solely by those councils which choose to participate, subject to funding approval from each participating council.

Performance Targets

To ensure that the Company continues to operate effectively and efficiently, the performance targets for 2017/18 are as follows:

TARGET	METHOD	MEASURE
Procurement Joint procurement initiatives for goods and services for WLASS councils will be investigated and implemented.	Procurement is from sources offering best value, service, continuity of supply, and/or opportunities for integration.	Implement the recommendations of the Procurement review, as approved by the Board. New suppliers are awarded contracts through a competitive tender process.
Collaborative Projects Priorities for collaboration are identified, business cases are developed for the highest priority projects, and the projects are implemented.	The focus is on shared services which will benefit all councils.	A minimum of three priority projects for collaboration are identified per annum. If considered of value, business cases are developed for approval by the Board, and the projects are implemented.
Existing WLASS Contracts Existing contracts are managed and renegotiated as required.	Appointed vendors deliver on the terms of their contracts and deliver value to the shareholders.	The WLASS Contracts Register is maintained and managed. Contracts which are due for renewal are tested for competitiveness and either renegotiated or re-tendered through a competitive process.
Cashflow The company shall maintain a positive cashflow position.	The Financial Accountant reviews cashflow monthly.	The WLASS Board reviews the financial statements quarterly.

<p>Cost Control Administration expenditure shall be managed and monitored.</p>	<p>The Financial Accountant and Chief Executive review expenditure monthly.</p> <p>The WLASS Board reviews the financial statements quarterly.</p>	<p>Administration expenditure shall not exceed budget by more than 5%, unless prior approval is obtained from the Board.</p>
<p>Reporting Six monthly reports provided to Shareholders.</p>	<p>The Chief Executive prepares a written report for the WLASS Board every meeting.</p> <p>One 6-monthly and one Annual Report are prepared for shareholders.</p>	<p>The Board shall provide a written report on the business operations and financial position of WLASS to the shareholders every six months.</p> <p>Every second report shall be the Annual Report, which includes a report that all of the statutory requirements of the WLASS are being adhered to.</p>
<p>Waikato Mayoral Forum The company shall provide administrative support to the Mayoral Forum work streams and to the Mayoral Forum.</p>	<p>Mayoral Forum projects shall be managed financially through the WLASS.</p>	<p>Approved invoices for Mayoral Forum projects are paid by the 20th of the month following their receipt.</p>
<p>Shared Valuation Data Services (SVDS) The SVDS is reliable, well maintained and available to all users.</p>	<p>A Contract Manager is appointed for SVDS.</p> <p>The Contract Manager monitors performance of the contractors and reports quarterly to the SVDS Advisory Group.</p>	<p>The SVDS is available to users at least 99% of normal working hours.</p> <p>All capital enhancement work is supported by a business case and approved by the SVDS Advisory Group.</p> <p>The SVDS Advisory Group meets at least 6-monthly.</p>
<p>Insurance Achieve the relevant KPIs in Appendix 4 of the Insurance Brokerage contract with Aon.</p>	<p>The Insurance Broker delivers on the terms of their contract and provides value to the participating councils.</p>	<p>Strategic advice provided by Aon on the insurance programme structure is assessed as satisfactory in the annual WLASS Shareholders' survey by the participating councils.</p> <p>The day-to-day service provided by Aon is assessed as satisfactory in the annual WLASS Shareholders' survey by the participating councils.</p>
<p>RATA¹ All stakeholders are kept informed about RATA's projects and achievements.</p>	<p>Six monthly and annual reports are provided to all stakeholders.</p> <p>Annual Forward Works</p>	<p>Reports presented to WLASS Board as at 30 December and 30 June, and circulated to stakeholders.</p> <p>Reports include a summary of savings and achievements.</p> <p>All RATA councils participate in</p>

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

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

¹ The performance measures for RATA are currently under review.

Policy Statements

Statement of Accounting Principles

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

Specific Accounting Principles

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

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

Intangible Assets

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

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

Impairment Testing

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

Balance Sheet Ratios

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

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

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

Procedures for the Purchase and Acquisition of Shares

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

Inventories

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

Taxation

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

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

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

Value of Shareholders' Investment

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

Distributions to Shareholders

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

Compensation

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

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

Information Provided to Shareholders

The company will deliver the following information to shareholders:

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

Review of Statement of Intent

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

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

Financials

Waikato Local Authority Shared Services Company Summary For the Year Ended 30 June 2018					
	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income					
Company Administration	271,117	301,788	30,671	308,284	315,203
Procurement	442,593	599,655	157,062	379,366	309,366
Information Technology	53,600	43,600	(10,000)	43,600	43,600
Energy Management	213,000	124,200	(88,800)	136,500	0
Shared Valuation Data Service (SVDS)	584,557	649,648	65,091	610,624	624,674
Road Asset Technical Accord (RATA)	914,000	930,621	16,621	951,757	973,542
Waikato Regional Transport Model (WRTM)	113,834	102,299	(11,535)	103,524	104,591
Waikato Building Consent Group	270,600	316,105	45,505	316,105	316,105
Future Proof	575,990	580,977	4,987	530,977	415,977
Waikato Mayoral Forum	71,000	471,672	400,672	525,000	500,000
Total Income	3,510,291	4,120,564	610,273	3,905,736	3,603,059
Operating Expenditure					
Company Administration	271,117	317,788	46,671	308,284	315,203
Procurement	442,593	572,655	130,062	410,366	309,366
Information Technology	53,600	43,600	(10,000)	43,600	43,600
Energy Management	213,000	124,200	(88,800)	136,500	0
Shared Valuation Data Service (SVDS)	574,367	684,864	110,496	600,236	614,048
Road Asset Technical Accord (RATA)	914,000	951,598	37,598	974,590	996,906
Waikato Regional Transport Model (WRTM)	113,834	102,299	(11,535)	103,524	104,591
Waikato Building Consent Group	270,600	316,105	45,505	316,105	316,105
Future Proof	455,000	580,977	125,977	530,977	415,977
Waikato Mayoral Forum	71,000	471,672	400,672	525,000	500,000
Total Operating Expenditure	3,379,111	4,165,757	786,645	3,949,182	3,615,796
Earnings before interest, tax and depreciation/ amortisation (EBITA)	131,180	(45,192)	(176,372)	(43,445)	(12,738)
Non-Cash Operating Expenditure					
Company Admin Non-Cash Expenditure	171	171	0	171	171
SVDS Non-Cash Expenditure	97,055	91,223	(5,832)	91,223	0
WRTM Non-Cash Expenditure	72,916	72,916	0	72,916	0
Total Non-Cash Operating Expenditure	170,142	164,310	(5,832)	164,310	171
Earnings before interest and tax (EBIT)	(38,962)	(209,502)	(170,540)	(207,755)	(12,909)
Net Surplus (Deficit) before tax	(38,962)	(209,502)	(170,540)	(207,755)	(12,909)
Company Admin Net Surplus (Deficit) before tax	(171)	(16,171)	(16,000)	(171)	(171)
Procurement Net Surplus (Deficit) before tax	0	27,000	27,000	(31,000)	0
IT Net Surplus (Deficit) before tax	0	0	0	0	0
Energy Mgmt Net Surplus (Deficit) before tax	0	0	0	0	0
SVDS Net Surplus (Deficit) before tax	(86,865)	(126,439)	(39,573)	(80,835)	10,627
RATA Net Surplus (Deficit) before tax	0	(20,977)	(20,977)	(22,834)	(23,364)
WRTM Net Surplus (Deficit) before tax	(72,916)	(72,916)	0	(72,916)	0
Building Net Surplus (Deficit) before tax	0	0	0	0	0
Future Proof (Deficit) before tax	120,990	0	(120,990)	0	0
Mayoral Forum Net Surplus (Deficit) before tax	0	0	0	0	0
Net Surplus (Deficit) before tax	(38,962)	(209,502)	(170,540)	(207,755)	(12,908)
Capital Expenditure					
SVDS Enhancements	10,190	10,384	194	10,388	10,627
Total Capital Expenditure	10,190	10,384	194	10,388	10,627

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





	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Company Administration Member Charges		209,550	213,531	3,981	213,619	218,532
Recovery of Admin Costs		55,067	78,256	23,189	84,445	86,216
Interest Received		6,500	10,000	3,500	10,220	10,455
Total Income		271,117	301,788	30,671	308,284	315,203
Expenses						
Accounting/ Financial Services	1	27,500	48,000	20,500	49,056	50,184
External Accounting/ Financial Services		5,000	5,095	95	5,207	5,327
Audit Fees	2	15,349	20,600	5,251	20,910	21,220
IT Services		92	94	2	96	98
Bank Charges		500	510	10	521	533
Legal Fees		2,500	2,548	48	2,604	2,663
Value Financials Licence Fee		2,341	2,784	443	2,845	2,910
Sundry Expenses		1,300	1,325	25	1,354	1,385
Professional Fees		2,500	2,548	48	2,604	2,663
Insurance	3	2,535	2,768	233	2,828	2,893
Shared Services Contractors		196,000	199,724	3,724	204,118	208,813
Company Secretary Services		5,500	5,605	105	5,728	5,860
Mileage Costs		10,000	10,190	190	10,414	10,654
Review of WLASS	4	0	16,000	16,000	0	0
Total Expenses		271,117	317,788	46,671	308,284	315,203
Earnings before interest, tax and depreciation/ amortisation (EBITA)		0	(16,000)	(16,000)	0	0
Non-Cash Expenses						
Depreciation		171	171	0	171	171
Earnings before interest and tax		(171)	(16,171)	(16,000)	(171)	(171)
Net Surplus (Deficit) before tax		(171)	(16,171)	(16,000)	(171)	(171)
Notes						
<p>1) Increased hours required due to the increased complexity of WLASS, and new licence costs of \$850 p.a. for new accounting software.</p> <p>2) Increased as advised by Audit NZ.</p> <p>3) Based on 2016/17 actual costs.</p> <p>4) Funded from 2016/17 cash surplus, as approved by the Board at the May 2017 meeting.</p>						


**Waikato Local Authority Shared Services
Procurement of Shared Services
For the Year Ended 30 June 2018**



	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Procurement Member Charges	1	20,000	20,000	0	80,000	20,000
N3 Membership Fee Recovery		18,000	18,000	0	18,000	18,000
Value Financials Fee Recovery	2	28,693	30,946	2,253	30,946	30,946
Insurance Brokerage Fee Recovery	3	147,500	150,300	2,800	157,500	147,500
Infometrics Fee Recovery	4	62,400	69,920	7,520	69,920	69,920
Health and Safety Working Party		5,000	5,000	0	5,000	5,000
WRAPS Recovery	5	84,000	153,489	69,489	0	0
Regional Infrastructure Tech Spec Maintenance	6	0	0	0	18,000	18,000
Historical Aerial Photos Recovery		77,000	77,000	0	0	0
Aligned Planning Project	7	0	75,000	75,000	0	0
Total Income		442,593	599,655	157,062	379,366	309,366
Expenses						
Professional Services	1	20,000	20,000	0	80,000	20,000
N3 Membership Fee Recovery		18,000	18,000	0	18,000	18,000
Value Financial Fees	2	28,693	30,946	2,253	30,946	30,946
Insurance Brokerage Fee Payable	3	147,500	150,300	2,800	157,500	147,500
Infometrics	4	62,400	69,920	7,520	69,920	69,920
Health and Safety Working Party		5,000	5,000	0	5,000	5,000
WRAPS Services	5	84,000	153,489	69,489	0	0
Regional Infrastructure Tech Spec Maintenance	6	0	0	0	18,000	18,000
Historical Aerial Photos Services		77,000	50,000	(27,000)	31,000	0
Aligned Planning Project	7	0	75,000	75,000	0	0
Total Expenses		442,593	572,655	130,062	410,366	309,366
Earnings before interest, tax and depreciation/ amortisation (EBITA)		0	27,000	27,000	(31,000)	0
Earnings before interest and tax		0	27,000	27,000	(31,000)	0
Net Surplus (Deficit) before tax		0	27,000	27,000	(31,000)	0
Notes						
<p>1) Increase in Year 2 to provide for a new Professional Services Panel tender and legal review process.</p> <p>2) The councils involved are Taupo including two CCO's, Waitomo District, Waikato Regional Council and WLASS.</p> <p>3) Provision of \$10k every second year to meet with London Underwriters.</p> <p>4) The councils involved are Hamilton City, Hauraki, Matamata Piako, South Waikato and Waikato Districts, and Waikato Regional councils.</p> <p>5) Balance of WRAPS contract, which commenced in 2015/16.</p> <p>6) To fund a contractor to manage and review requests for changes/improvements/updates to the document. Funded only by those Councils using RITS (currently all of the shareholding Councils, excluding Taupo, Thames Coromandel and Waikato Regional).</p> <p>7) All councils are participating, except for Otorohanga and Taupo.</p>						

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

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

Waikato Local Authority Shared Services Shared Valuation Data Service (SVDS) For the Year Ended 30 June 2018						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
SVDS Member Charges		267,985	206,980	(61,005)	158,473	171,852
TA Valuation Services Recovery		78,463	80,189	1,726	81,953	82,034
SVDS Enhancements Recovery	1	10,190	10,414	224	10,388	10,627
SVDS Data & Software Sales		227,919	352,065	124,146	359,810	360,162
Total Income		584,557	649,648	65,091	610,624	624,674
Expenses						
Hosting Contract		48,667	49,592	925	50,683	51,849
Software Contract		105,467	107,470	2,004	109,835	112,361
Management Services		283,187	288,568	5,381	294,916	301,699
TA Valuation Services		78,463	79,954	1,491	81,713	83,592
Consultancy Fees		16,000	24,192	8,192	24,724	25,293
DVR Data Services Project Manager	2	0	45,000	45,000	0	0
Software Support Contingency		6,250	6,369	119	6,509	6,659
Support & Hosting Contract Renewal Consulting		0	50,000	50,000	0	0
Security Certificates		300	300	0	307	314
Insurance		1,500	1,385	(115)	1,416	1,448
Legal Fees	3	4,000	8,000	4,000	4,176	4,272
Secretarial Services		3,000	3,057	57	3,124	3,196
On charge of LASS Admin Costs		27,534	20,977	(6,557)	22,833	23,365
Total Expenses		574,367	684,864	110,496	600,236	614,048
Earnings before interest, tax and depreciation/ amortisation (EBITA)		10,190	(35,216)	(45,406)	10,388	10,627
Non-Cash Expenses						
Depreciation	4	97,055	91,223	(5,832)	91,223	0
Earnings before interest and tax		(86,865)	(126,439)	(39,573)	(80,835)	10,627
Net Surplus (Deficit) before tax		(86,865)	(126,439)	(39,573)	(80,835)	10,627
Capital Expenditure						
Enhancements	1	10,190	10,384	194	10,388	10,627
Total Capital Expenditure		10,190	10,384	194	10,388	10,627
Total Cash Expenditure (Opex, Interest & Capital)		584,557	695,247	110,690	610,624	624,674
Notes						
1) Enhancement work to be recovered from individual councils. 2) Project approved by the Board in March 2016, funded from cash surplus. 3) Provision in 2017/18 to tie in with contract review. 4) SVDS Asset to be fully depreciated by 30 June 2019.						

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



	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Data Collection		315,000	320,985	5,985	328,047	335,592
Member Charges		571,000	591,636	20,636	605,710	619,950
Project Funding		28,000	0	(28,000)	0	0
Project Management (WRTM)		0	18,000	18,000	18,000	18,000
Total Income		914,000	930,621	16,621	951,757	973,542
Expenses						
Data Collection		315,000	320,985	5,985	328,047	335,592
Forward Works Programme Tours		5,000	5,095	95	5,207	5,327
Asset Managers Forum		3,000	3,057	57	3,124	3,196
Benchmarking of Reg Road Outcomes		20,000	20,380	380	20,828	21,307
Deterioration Modelling		47,000	47,893	893	48,947	50,072
Staff and Contractor Services		365,000	361,000	(4,000)	369,000	378,000
External Contractor (Data Collection)		7,000	7,133	133	7,290	7,458
On charge of LASS Admin Costs		0	20,977	20,977	22,833	23,365
Overheads	1	152,000	165,078	13,078	169,314	172,589
Total Expenses	2	914,000	951,598	37,598	974,590	996,906
Earnings before interest, tax and depreciation/ amortisation (EBITA)		0	(20,977)	(20,977)	(22,834)	(23,364)
Earnings before interest and tax		0	(20,977)	(20,977)	(22,834)	(23,364)
Net Surplus (Deficit) before tax		0	(20,977)	(20,977)	(22,834)	(23,364)
Notes						
1) Waipa District Council provides RATA with full support services, including vehicles, staff training/development, IT/phones, stationery, accommodation, communications and Group Manager support.						
2) CPI Increase has been applied for 2017/18, 2018/19 and 2019/20 as per BERL LG cost index for OPEX.						

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





	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
WRTM Member Charges		101,834	90,299	(11,535)	91,524	92,591
External User Recovery		12,000	12,000	0	12,000	12,000
Total Income		113,834	102,299	(11,535)	103,524	104,591
Expenses						
WRTM Project Manager		18,000	18,000	0	18,000	18,000
Minor Model Upgrades		30,000	30,570	570	31,243	31,961
Peer Review		5,000	5,095	95	5,207	5,327
Annual Scheduling of Works Review		4,500	4,586	86	4,686	4,794
Insurance		1,300	1,385	85	1,416	1,448
External User Costs		10,000	10,000	0	10,000	10,000
Future Land Use Update	1	15,000	0	(15,000)	0	0
Household Interview Survey (HIS) Scoping	2	2,500	0	(2,500)	0	0
HIS Input into National Survey	3	0	25,000	25,000	25,000	25,000
On charge of LASS Admin Costs		27,534	7,663	(19,871)	7,972	8,061
Total Expenses		113,834	102,299	(11,535)	103,524	104,591
Earnings before interest, tax and depreciation/ amortisation (EBITA)		0	0	0	0	0
Non-Cash Expenses						
Depreciation	4	72,916	72,916	0	72,916	0
Earnings before interest and tax		(72,916)	(72,916)	0	(72,916)	0
Net Surplus (Deficit) before tax		(72,916)	(72,916)	0	(72,916)	0
Notes						
<p>1) Update of Future Land Use reference scenario post Auckland Unitary Plan decisions and Future Proof / Smart Growth updates.</p> <p>2) Prov Sum item - HIS research topic with NZTA at present. This budget will allow the WRTM partners to scope inputs needed.</p> <p>3) Prov Sum item - assumes input into national survey. Actual costs to be scoped with MOT.</p> <p>4) The WRTM asset will be fully depreciated by 30 June 2019. The model will be substantially reviewed during 2018/19 with new census data and a software platform review.</p>						


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




	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Member Charges	1	225,456	276,105	50,649	316,105	316,105
Accumulated Fund	2	45,144	40,000	(5,144)	0	0
Total Income		270,600	316,105	45,505	316,105	316,105
Expenses						
Salaries		206,200	220,600	14,400	220,600	220,600
Vehicle Expenses		17,700	20,389	2,689	20,389	20,389
Training / Professional Fees		3,300	6,400	3,100	6,400	6,400
Operating Costs		3,000	653	(2,347)	653	653
Communications / IT Costs		2,000	3,000	1,000	3,000	3,000
Annual Subscriptions		400	400	0	400	400
Insurance		0	0	0	0	0
On charge of LASS Admin Costs		0	7,663	7,663	7,663	7,663
Overheads	3	38,000	57,000	19,000	57,000	57,000
Total Expenses		270,600	316,105	45,505	316,105	316,105
Earnings before interest, tax and depreciation/ amortisation (EBITA)		0	0	0	0	0
Earnings before interest and tax		0	0	0	0	0
Net Surplus (Deficit) before tax		0	0	0	0	0
Notes						
1) Participating councils are Hamilton City, Hauraki, Matamata Piako, Otorohanga, Thames Coromandel, Waikato, Waipa and Waitomo District councils.						
2) The accumulated fund relates to the original five councils (Hamilton, Matamata Piako, Otorohanga, Waikato and Waipa), and is being used to offset those member charges.						
3) Waikato DC provides the Building Consent Group with support services, including accommodation, IT, HR and Group Manager support.						

Waikato Local Authority Shared Services						
Future Proof						
For the Year Ended 30 June 2018						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Member Charges	1	455,000	580,977	125,977	530,977	415,977
Accumulated Fund		120,990	0	(120,990)	0	0
Total Income		575,990	580,977	4,987	530,977	415,977
Expenses						
Implementation Advice		110,000	110,000	0	110,000	110,000
Tangata Whenua Implementation Advice		15,000	15,000	0	15,000	15,000
Independent Chair		25,000	45,000	20,000	25,000	25,000
Tangata Whenua forum		15,000	15,000	0	15,000	15,000
Future Proof Co-Ordinator		65,000	65,000	0	70,000	70,000
On charge of LASS Admin Costs		0	20,977	20,977	20,977	20,977
Overheads	2	20,000	15,000	(5,000)	15,000	15,000
<u>Future Proof Implementation Projects</u>						
Waikato DP Review		15,000	15,000	0	15,000	0
Hamilton DP Appeals & Changes		15,000	0	(15,000)	0	0
General Submissions		15,000	20,000	5,000	20,000	20,000
Cross-Boundary issues with Auckland Council		15,000	5,000	(10,000)	5,000	5,000
Data Monitoring		5,000	5,000	0	5,000	5,000
Growth Strategies review - Submissions and Hearings	3	0	0	0	30,000	30,000
Strategy Actions - Implementation		0	20,000	20,000	50,000	50,000
Water Policy Group Projects	4	0	10,000	10,000	10,000	10,000
Southern Growth Corridor (MOUs)		5,000	0	(5,000)	0	0
NIDEA and WISE refinements		20,000	0	(20,000)	0	0
Independent Assessment of Growth Projections		15,000	0	(15,000)	0	0
<u>Future Proof Strategy Update - Phase 1</u>						
Future Proof Strategy Update 1		60,000	25,000	(35,000)	0	0
Publishing		0	15,000	15,000	0	0
Consultation		0	45,000	45,000	0	0
Communications Advice for Strategy Update		20,000	0	(20,000)	0	0
Economic Analysis for Strategy Update		20,000	0	(20,000)	0	0
<u>Future Proof Strategy Update - Phase 2</u>						
Future Proof Strategy Update 2	5	0	50,000	50,000	50,000	25,000
NPS Assessments incl. Data Requirements		0	50,000	50,000	25,000	0
Targeted consultation Process		0	0	0	10,000	0
Publishing		0	0	0	15,000	0
RPS and DP Changes to Implement NPS		0	15,000	15,000	25,000	0
Update future Proof website		0	20,000	20,000	0	0
Total Expenses		455,000	580,977	105,977	530,977	415,977
Earnings before interest, tax and depreciation/ amortisation (EBITA)		120,990	0	(100,990)	0	0
Earnings before interest and tax		120,990	0	(100,990)	0	0
Net Surplus (Deficit) before tax		120,990	0	(100,990)	0	0
Notes						
1) Participating councils are Hamilton City, Waikato and Waipa Districts and Waikato Regional Council.						
2) Hamilton City Council provides the support services for Future Proof, including accommodation and operational costs.						
3) Update of HUGS, Waipa 2050, Waikato District Development Strategy.						
4) Implementing Three Waters Action Plan and other Water Policy Group projects.						
5) Update to meet the requirements of the NPS.						

Waikato Local Authority Shared Services Mayoral Forum Projects For the Year Ended 30 June 2018						
	Notes	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Income						
Waikato Plan Implementation	1	0	466,672	466,672	520,000	495,000
Regional Infrastructure Tech. Specs.		50,000	0	0	0	0
Policy & Bylaws		7,000	0	0	0	0
Section 17a Review		7,000	0	0	0	0
Meeting Expenses Recovery		7,000	5,000	(2,000)	5,000	5,000
Total Income		71,000	471,672	464,672	525,000	500,000
Expenses						
Waikato Plan Implementation		0	466,672	466,672	520,000	495,000
Regional Infrastructure Tech. Specs.		50,000	0	0	0	0
Policy & Bylaws		7,000	0	0	0	0
Section 17a Review		7,000	0	0	0	0
Meeting Expenses		7,000	5,000	(2,000)	5,000	5,000
Total Expenses		71,000	471,672	464,672	525,000	500,000
Earnings before interest, tax and depreciation/ amortisation (EBITA)						
		0	0	0	0	0
Earnings before interest and tax						
		0	0	0	0	0
Net Surplus (Deficit) before tax						
		0	0	0	0	0
Notes						
1) External funding is expected to contribute to the Income in Years 2 and 3.						

Waikato Local Authority Shared Services					
Balance Sheet					
For the Year Ended 30 June 2018					
	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
CAPITAL					
Shares - SVDS	1,607,001	1,607,001	0	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	0	1,350,000	1,350,000
Profit and Loss	(2,328,930)	(2,367,172)	(38,242)	(2,576,674)	(2,784,430)
Plus Current Year Operating Surplus/(Deficit)	(38,242)	(209,502)	(171,260)	(207,755)	(12,909)
TOTAL CAPITAL FUNDS	589,829	380,327	(209,502)	172,571	159,663
ASSETS					
CURRENT ASSETS					
Prepayments	2,692	1,523	(1,169)	3,272	3,347
Accounts Receivable	3,394	36,119	32,725	36,610	37,037
RWT On Interest	1,820	2,800	980	2,862	2,927
Local Authority Shared Services 00	0	0	0	0	0
Local Authority Shared Services On-Call	623,031	630,820	7,789	550,977	490,470
GST Paid	(48,066)	(54,465)	(6,398)	(51,278)	(46,422)
TOTAL CURRENT ASSETS	582,871	616,798	33,928	542,441	487,359
NON-CURRENT ASSETS					
SVDS - Intangible Asset	3,085,506	3,085,700	194	3,096,087	3,106,714
WRTM - Intangible Asset	2,296,855	2,296,855	0	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	0	1,195	1,195
Accumulated Depreciation	(5,041,294)	(5,205,604)	(164,310)	(5,369,914)	(5,370,085)
TOTAL NON-CURRENT ASSETS	342,262	178,146	(164,116)	24,223	34,679
NET ASSETS	925,134	794,944	(130,189)	566,665	522,038
LESS CURRENT LIABILITIES					
Accounts Payable	323,831	399,218	75,387	378,463	346,514
Accounts Payable Accrual	11,473	15,399	3,925	15,630	15,862
TOTAL CURRENT LIABILITIES	335,305	414,617	79,312	394,093	362,376
NET WORKING CAPITAL	589,829	380,327	(209,501)	172,571	159,663

Waikato Local Authority Shared Services Statement of Cashflows For the Year Ended 30 June 2018					
	Budget 2016/17	Budget 2017/18	Variance	Budget 2018/19	Budget 2019/20
Cashflows from Operating Activities					
Interest Received	6,500	10,000	3,500	10,220	10,455
Receipts from Other Revenue	3,503,791	4,077,839	574,048	3,895,026	3,592,177
Payments to Suppliers	(3,379,111)	(4,085,276)	(706,165)	(3,971,453)	(3,647,589)
Taxes Paid	(1,820)	(1,260)	560	(3,348)	(3,447)
Goods & Services tax (net)	(25,221)	6,679	31,900	99	(1,475)
Net cash from operating activities	104,139	7,982	(96,156)	(69,456)	(49,880)
Investing Activities					
Purchase of Intangible Assets	(10,190)	(10,384)	(194)	(10,388)	(10,627)
Net cash from investing activities	(10,190)	(10,384)	(194)	(10,388)	(10,627)
Financing Activities					
Net increase in cash, cash equivalents and bank accounts	93,949	(2,401)	(96,350)	(79,843)	(60,507)
Opening cash and cash equivalents and bank overdrafts	529,082	633,221	104,139	630,820	550,977
Closing cash, cash equivalents and bank accounts	623,031	630,820	7,789	550,977	490,470
Summary of Bank Accounts					
BNZ - Call a/c	623,031	630,820	7,789	550,977	490,470
Closing Balance of Bank	623,031	630,820	7,789	550,977	490,470

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	27 June 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Receipt of Infrastructure Committee Minutes

I. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Infrastructure Committee held on Tuesday 27 June 2017 and to adopt the recommendations therein.

2. RECOMMENDATION

THAT the minutes of the Infrastructure Committee meeting held on Tuesday 27 June 2017 be received;

AND THAT the following become resolutions of Council:

Fire & Emergency NZ Transition – INFI706/04

THAT Council grant delegated authority to the Chief Executive to negotiate the transferral or licence to use Council owned assets associated with the Rural Fire activity;

AND THAT Council grant delegated authority to the Chief Executive to negotiate any other process associated with the Rural Fire activity resulting from the transfer of Rural Fire responsibilities to Fire and Emergency New Zealand (FENZ).

Waikato District Crime Prevention Technology Trust – Appointment of Trustees – INFI706/05

THAT Council approves the following members being appointed to the Waikato District Crime Prevention Technology Trust:

- Two (2) council elected representatives Cr Jan Sedgwick (Whangamarino Ward) & Cr Stephanie Henderson (Awaroa ki Tuakau Ward);
- Three (3) council-appointed community representatives – Katrina Langlands (Huntly), Anne Ramsay (Ngaruawahia) and Clint Baddeley (Raglan);
- Two (2) officially appointed police representatives (Sergeant Tod Kirker for the Counties-Manukau Police District), and a police representative for the Waikato Police District (to be confirmed);
- A member of staff (to provide administration support).

New Road Name Proposal at 2119 Te Pahu Road, Whatawhata – INFI706/06

THAT Council approves the name Glenwood Grove for the road to be vested at 2119 Te Pahu Road, Whatawhata.

Housing for the Elderly – INFI706/07

THAT Council consider each option outlined in section 4.2 of the Infrastructure agenda report;

AND THAT as an interim measure while the portfolio as a whole is considered, Council approve option 2 as outlined in the agenda report as soon as practicable.

Proposed stakeholder engagement in relation to any WDC wastewater overflow discharge consent application – INFI706/08

THAT Council support staff engaging with key stakeholders in respect to Waikato District Council's intention to apply for wastewater overflow discharge consent from the Waikato Regional Council.

126 Waerenga Road Te Kauwhata: s40 Public Works Act 1981 offer back obligations – INFI706/09

THAT part Lot 1 DPS 50396 contained in Certificate of Title SA 44D/606 be declared surplus to Council requirements, to enable Council to carry out its offer back obligations under section 40 Public Works Act 1981;

AND THAT if the former owner takes up the offer, that:

- a. the sale of the property be undertaken in terms of the provisions of the Public Works Act 1981; and
- b. the proceeds of sale, less costs, be credited to the Te Kauwhata Structure Development Contributions reserve, to offset the original cost of acquisition;

AND FURTHER THAT if the former owner does not take up the offer, or an exemption to offer back applies, the land remains in Council ownership pending further decisions about its use or sale;

AND FURTHER THAT the Chief Executive be delegated to sign all documents in relation to this matter.

Hamilton to Auckland Passenger Rail – Progress Update and Future Direction – INF1706/10

THAT Council supports the the preferred option to develop a strategic business case for a public transport link between Hamilton and Auckland.

3. ATTACHMENTS

INF minutes 27 June 2017

MINUTES for a meeting of the Infrastructure Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 27 JUNE 2017** commencing at **9.01am**.

Present:

Cr DW Fulton (Chairperson)
His Worship the Mayor Mr AM Sanson [*until 10.08am*]
Cr A Bech
Cr JM Gibb
Cr S Henderson [*from 9.03am*]
Cr SD Lynch
Cr FM McNally
Cr BL Main
Cr EM Patterson
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson

Attending:

Mr B MacLeod (Raglan Community Board Chair)
Mr T Harty (General Manager Service Delivery)
Mrs A Parquist (Acting General Manager Customer Support)
Mr V Ramduny (Acting General Manager Strategy & Support)
Mrs LM Wainwright (Committee Secretary)
Mr K Pavlovich (Compliance and Income Team Leader)
Mr S Howard (Senior Planner – Water)
Ms S Frederick (Leasing Officer)
Ms Michelle Smart (Property Officer)
Ms A Hampton (Parks and Reserves Manager)
Ms J Remihana (Programme Delivery Manager)
Mr C Clarke (Roding Manager)
Mr M Mould (Waters Manager)
Mr A Baker (Franklin Local Board)
Member of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Patterson/McNally)

THAT apologies be received from Cr Church and Cr McGuire.

CARRIED on the voices

INF1706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Fulton/His Worship the Mayor)

THAT the agenda for a meeting of the Infrastructure Committee held on Tuesday 27 June 2017 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded;

AND THAT all reports be received;

AND FURTHER THAT Council resolves that the following item be added to the Agenda as a matter of urgency as advised by the Chief Executive:

- Waikato District Crime Prevention Technology Trust – Appointment of Trustees;
- Raglan Kopua Holiday Park Board of Management (Public Excluded)

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.7 [*Fire & Emergency NZ Transition*] being considered the first item and that other items be considered as appropriate during the course of the meeting;

THAT FURTHER THAT the Chair of the Raglan Community Board be given speaking rights for the duration of the open section of this meeting.

CARRIED on the voices

INF1706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

Cr Henderson entered the meeting at 9.03am during discussion on the above item.

CONFIRMATION OF MINUTES

Resolved: (Crs Sedgwick/Patterson)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 23 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

INF1706/03

REPORTS

Fire & Emergency NZ Transition
Agenda Item 5.7

Mr Baker gave a verbal update and answered questions of the committee.

Resolved: (Crs Smith/Sedgwick)

THAT the Infrastructure Committee recommends to Council that the Chief Executive be granted delegated authority to negotiate the transferral or licence to use Council owned assets associated with the Rural Fire activity;

AND THAT the Infrastructure Committee recommends to Council that the Chief Executive be granted delegated authority to negotiate any other process associated with the Rural Fire activity resulting from the transfer of Rural Fire responsibilities to Fire and Emergency New Zealand (FENZ).

CARRIED on the voices

INF1706/04

His Worship the Mayor thanked Mr Baker for his support through the FENZ process.

Waikato District Crime Prevention Technology Trust – Appointment of Trustees
Add. Item

Resolved: (His Worship the Mayor/Cr Patterson)

THAT Council approves the following members being appointed to the Waikato District Crime Prevention Technology Trust:

- **Two (2) council elected representatives Cr Jan Sedgwick (Whangamarino Ward) & Cr Stephanie Henderson (Awaroa ki Tuakau Ward);**
- **Three (3) council-appointed community representatives – Katrina Langlands (Huntly), Anne Ramsay (Ngaruawahia) and Clint Baddeley (Raglan);**
- **Two (2) officially appointed police representatives (Sergeant Tod Kirker for the Counties-Manukau Police District), and a police representative for the Waikato Police District (to be confirmed);**
- **A member of staff (to provide administration support).**

CARRIED on the voices

INF1706/05

New Road Name Proposal at 2119 Te Pahu Road, Whatawhata
Agenda Item 5.1

Resolved: (Cr Smith/His Worship the Mayor)

THAT the Infrastructure Committee approves the name Glenwood Grove for the road to be vested at 2119 Te Pahu Road, Whatawhata.

CARRIED on the voices

INF1706/06

Raglan Kopua Holiday Park Board of Management Six Monthly Report
Agenda Item 5.2

The report was received [*INF1706/02 refers*] and discussion was held.

Housing for the Elderly
Agenda Item 5.3

Resolved: (Crs Smith/Sedgwick)

THAT Council consider each option outlined in section 4.2 of the agenda report;

AND THAT as an interim measure while the portfolio as a whole is considered, Council approve option 2 as outlined in the agenda report as soon as practicable.

CARRIED on the voices

INF1706/07

His Worship the Mayor retired from the meeting at 10.08am following voting on the above report.

Proposed stakeholder engagement in relation to any WDC wastewater overflow discharge consent application
Agenda Item 5.4

Resolved: (Crs Lynch/Patterson)

THAT Council support staff engaging with key stakeholders in respect to Waikato District Council's intention to apply for wastewater overflow discharge consent from the Waikato Regional Council.

CARRIED on the voices

INF1706/08

District-Wide Water Metering Update
Agenda Item 5.5

The report was received [*INF1706/02 refers*] and discussion was held.

The meeting adjourned at 10.26am and resumed at 10.49am.

Service Delivery Report for June 2017
Agenda Item 5.6

The report was received [*INF1706/02 refers*] and discussion was held.

126 Waerenga Road Te Kauwhata: s40 Public Works Act 1981 offer back obligations
Agenda Item 5.8

Resolved: (Crs Patterson/Gibb)

THAT part Lot 1 DPS 50396 contained in Certificate of Title SA 44D/606 be declared surplus to Council requirements, to enable Council to carry out its offer back obligations under section 40 Public Works Act 1981;

AND THAT if the former owner takes up the offer, that:

- a. **the sale of the property be undertaken in terms of the provisions of the Public Works Act 1981; and**
- b. **the proceeds of sale, less costs, be credited to the Te Kauwhata Structure Development Contributions reserve, to offset the original cost of acquisition;**

AND FURTHER THAT if the former owner does not take up the offer, or an exemption to offer back applies, the land remains in Council ownership pending further decisions about its use or sale;

AND FURTHER THAT the Chief Executive be delegated to sign all documents in relation to this matter.

CARRIED on the voices

INF1706/09

Hamilton to Auckland Passenger Rail – Progress Update and Future Direction
Agenda Item 5.9

Resolved: (Crs Gibb/Patterson)

THAT the Infrastructure Committee recommends to Council that the preferred option is to develop a strategic business case for a public transport link between Hamilton and Auckland.

CARRIED on the voices

INF1706/10

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Crs Gibb/Patterson)

THAT the report of the Chief Executive be received;

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

Confirmation of Minutes dated Tuesday 23 May 2017

REPORTS

- a. **Compulsory Acquisition of land required for Annebrook Road link to Matangi Road**

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

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

Section 7(2)(a)(i)(j)

Section 48(1)(d)

b. Waikato Expressway – All Sections Issues Register – Update June 2017

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

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

Section 7(2)(i)

Section 48(1)(d)

c. Raglan Kopua Holiday Park Board of Management

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

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

Section 7(2)(a)

Section 48(1)(d)

AND FURTHER THAT Mr MacLeod be permitted to remain in the meeting, after the public has been excluded, because of his knowledge of the Raglan Kopua Holiday Park Board of Management issues.

CARRIED on the voices

INF1706/11

Resolutions INF1706/12 – INF1706/14 are contained in the public excluded section of these minutes.

Having resumed open meeting and there being no further business the meeting was declared closed at 11.47am.

Minutes approved and confirmed this day of 2017.

DW Fulton
CHAIRPERSON

Minutes2017/INF/170627 INF Minutes

Open Meeting

To	Waikato District Council
From	Tony Whittaker General Manager Strategy & Support
Date	03 July 2017
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318, 14/481 / 1754390
Report Title	Resolution adjustment for increase to Approved Contract Sum – Contract No 14/481 Outdoor recreation signage

1. EXECUTIVE SUMMARY

A report was taken to the Infrastructure Committee in November 2016 seeking an increase to the contract sum for contract number 14/481, however, the resolution passed only received the report (INF1611/12). An adjustment is being requested to ratify the increase that was agreed.

2. RECOMMENDATION

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

AND THAT the approved contract sum for **Contract No 14/481 Agreement to Provide Goods – Outdoor Recreation Signage** be increased from \$111,100 to \$222,200.

3. ATTACHMENTS

- November 2016 Infrastructure Committee Action sheet
- Contract No 14/481 Agreement to Provide Goods – Outdoor Recreation Signage

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**INFRASTRUCTURE COMMITTEE 22 NOVEMBER 2016
ACTION SHEET**

OPEN MEETING/PUBLIC EXCLUDED

To Chief Executive
General Manager Customer Support – Sue Duignan
General Manager Service Delivery – Tim Harty
General Manager Strategy & Support – Tony Whittaker
File

From LM Wainwright - Committee Secretary Date 22 November 2016

REPORTS

Increase to Approved Contract Sum – Contract No 14/481 Agreement to Provide Goods –
Outdoor Recreation Signage
Agenda Item 5.9

Resolved: (His Worship the Mayor/Cr Sedgwick)

THAT the report from the General Manager Service Delivery be received.

CARRIED on the voices

INF1611/12

MEMORANDUM

To	Tim Harty
From	Gordon Bailey
Subject	Contract No. 14/481 Agreement to Provide Goods - Outdoor Recreation Signage
File	Increase to Approved Contract Sum
Date	31 August 2016

1.0 INTRODUCTION

Contract No. 14/481 Agreement to Provide Goods – Outdoor Recreation Signage is a preferred supplier contract for the provision of outdoor recreation and reserve signage. The contract excludes all project signage, waters, roading and facilities signage.

The contract was approved on 9 September 2015 and the approved contract sum was set at \$111,100 for the initial 2 year contract period. Additional costs have been incurred due to an underestimation of the amount of park signage required. An increase in the approved contract sum is sought to continue the project work.

Over 2015/16 financial year 120 signs were installed across Waikato District Reserves. The majority of Council's reserves where signs were installed had inadequate or no signage at all. Feedback has been very positive from both Waikato communities and visitors to the district.

To complete the agreed service levels for signage, as outlined in the Parks Strategy 2014, a revised total contract sum for the 2016/17 year is now estimated to be \$222,200.

2.0 REASONS FOR INCREASED COSTS

The initial contract sum was determined by estimating the amount of park signage required based on a schedule of existing signs. It has become clear that the existing schedule was inadequate and using it to make an estimate of quantities lead to an underestimation in costs.

Utilising the Sports Park Reserve Management Plan and the Neighbourhood Parks Reserve Management Plan and requests from communities the proposed amount of signage that will be required for the 2016/17 year is attached.

3.0 FUNDING**3.1 2015/2016 Year Budget**

The first year of the contract was funded through the following projects:

- Port Waikato Sports Grounds - ISG10091.0316 (PR-742) \$30,000 is a signage project that has been utilised as part of this contract. This project was loan funded.
- District Wide Neighbourhood Parks - INP10000.0316 (PR-752) \$72,000 is a signage project that has been utilised as part of this contract. This project was loan funded.

- District Wide Cemeteries - ICM10000.0216 (PR-689) \$10,000 had a component of signage budgeted that was also included. This project was replacement fund funded.

3.1 2016/2017 Year Budget

The contract is expected to be funded through the following projects for the 2016/2017 financial year:

- District Wide Sports Grounds – ISG10000.0517, \$61,560 is a signage project and is loan funded.
- Wainui Reserve - IRG10032.0117, \$25,650 is a signage project and is loan funded.
- District Wide Parks and Reserves – IRG10000.E0.1492.0000, \$381,374.00 available. A total of \$36k for signage will be used from this budget.

Where signage is new with no associated capital project, it is anticipated that the operational repairs and maintenance budget will be utilised. This is general rate funded.

3.2 Finance Check

The Management Accountant has checked numeric calculations within the report and confirmed that the budget and funding for this contract is available and correct.

4.0 RECOMMENDATION

It is recommended that the approved contract sum for Contract No. 14/481 Agreement to provide Goods - Outdoor Recreation Signage be increased from \$ 111,100 to \$ 222,200.

Recommended



Gordon Bailey - Open Spaces Operations Team Leader

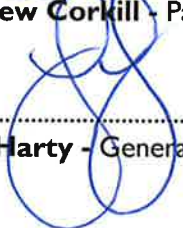
Financial information reviewed by



Donna Rawlings - Management Accountant



Andrew Corkill - Parks and Facilities Manager



Tim Harty - General Manager

2016/17 - Signage Project

District wide Sports Grounds Signage - ISG10000.0517

Reserve	Approximate Number	Estimated Cost
Sports Parks		
Dr John Lighbody Reserve, Tuakau	2	\$2,174.00
Kainui Tennis Courts, Gordonton	1	\$750.00
Gordonton Tennis and Soccer Fields	1	\$750.00
Te Hoe Community Centre and Tennis Courts	1	\$750.00
Waipa Esplande, Ngaruawahia	7	\$5,250.00
Huntly Domain, Lake Hakanoa	2	\$2,174.00
Tuakau Recreation Reserve	2	\$2,174.00
Huntly West Domain	1	\$750.00
Walkway and Trails		
Alexandra Redoubt, Tuakau	4	\$3,300.00
Lake Puketirini, Huntly	5	\$9,000.00
Lake Hakanoa Signage, Huntly	12	\$9,000.00
Kitoki Walkway, Raglan	6	\$3,500.00
Pipiwaharoa Trail, Raglan	1	\$1,800.00
Te Awa Walkway, Tamahere	5	\$1,000.00
Lilly Street Walkway, Raglan	2	\$650.00
Rose Street Walkway, Raglan	2	\$650.00
Norrie Ave - Kaitoki Walkway, Raglan	4	\$1,400.00
Smith Street Walkway, Raglan	1	\$350.00
Whale Bay Walkway, Raglan	2	\$1,300.00
Harker Reserve, Tuakau	4	\$2,000.00
Neighbourhood Parks		
Centennial Park, Tuakau	3	\$2,386.00
Mark Ball Drive Reserve, Pokeno	1	\$750.00
Martindale Reserve, Tuakau	1	\$750.00
Te Mana o te Rangi, Ngaruawahia	2	\$2,200.00
Lady Raiha Reserve, Ngaruawahia	1	\$750.00
		\$55,558.00

Wainui Reserve - IRG10032.0117

Reserve	Approximate Number	Estimated Cost
Lorenzen Bay Reserve and Walkway, Raglan	4	\$1,086.00
Aro Aro Bay, Raglan	1	\$1,087.00
Wainui - Raglan Area Beach Access Signage,	16	\$7,800.00

\$9,973.00

Wainui Reserve - IRG10032.0217

Reserve	Approximate Number	Estimated Cost
Wainui Reserve - Complete track Signage	6	\$9,000.00

\$9,000.00

Other General / Repairs and Maintenance- IRG -10000 EO-1490

Reserve	Approximate Number	Estimated Cost
Ngaruawahia Cemetery	3	\$5,400.00
Waeranga Cemetery	1	\$1,800.00
Huntly Cemetery	2	\$3,600.00
Whatwhata Cemetery	1	\$1,800.00
Te Akau South Reserve Signage	7	\$3,680.00
Unpredicted repairs and replacements- cost estimated from previous year		\$20,000.00

\$36,280.00

Total		\$110,811.00
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Open Meeting

To	Waikato District Council
From	Tim Harty General Manager Service Delivery
Date	3 July 2017
Prepared by	Jacki Remihana Programme Delivery Manager
Chief Executive Approved	Y
Reference #	CCL 2017 (10/07/2017)
Report Title	Huntly Memorial Hall Community Consultation

I. EXECUTIVE SUMMARY

In September 2016, Council approved the formation of a Community Working Group to explore the facility needs of the Huntly Community.

GMD Consultants were engaged to undertake this work and in March 2017 the Huntly Community Board supported that the Board become the working group for this project.

This report is to advise Council on the progress of the working group and proposed next steps, as endorsed by the Huntly Community Board at its June 2017 meeting.

2. RECOMMENDATION

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

AND THAT Council approve the community consultation to take place for the Huntly Memorial Hall catchment area.

3. BACKGROUND

In 2015 Council received reports by external consultants that revealed significant expenditure is required to earthquake strengthen, structurally upgrade and internally refurbish the Huntly Memorial Hall.

Following a process of community engagement Council resolved to further explore the future of the Huntly Memorial Hall through the formation of a community group which was to be tasked with investigating the future facility needs of the Huntly Community (INF 1606/03/2).

The Huntly Memorial Hall was closed in April 2015 due to Health and Safety concerns and remains closed.

Due to the high costs of refurbishment Council had previously resolved that the Hall be demolished and the roll of honour be relocated to an appropriate location defined through community engagement.

A number of community groups raised concerns over demolishing the Hall and through a subsequent engagement process these concerns were considered and the decision to demolish put on hold.

At the June 2016 Infrastructure Committee it was resolved that a process to enable the Huntly community to have their say on the future of the Hall before any final decisions are made would be advantageous. It was proposed that this would involve the formation of a working group to assess needs for community facilities within Huntly.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Over the last 6 months, GMD have been consulting and engaging with various community groups, businesses and schools across Huntly. The results of this work have been presented to the Huntly Community Facilities Group (HCFG) for consideration.

The HCFG did not feel that all possible avenues had been explored to get a complete community view on requirements and/or the future of the Memorial Hall. The HCFG have recommended that targeted formal consultation be undertaken as they believe it would give a full community view on the future community facility needs.

4.2 OPTIONS

At the last meeting of the HCFG, it was agreed to undertake formal consultation to get wider views of the community with regards to the future of the Huntly Memorial Hall. The survey will involve all available mediums (online, paper and email) for enabling submissions to the discussion. It is proposed that the following options are outlined within the consultation document:

- Option 1: Fix the Huntly Memorial Hall to meet all standards, as per condition assessment reports received (approximate value of works \$1.6 million) at an additional targeted rate cost of \$45.06. This will increase the total Community Facilities rate for Huntly from \$26 to \$71.06 per rateable property.
- Option 2: Remove the Huntly Memorial Hall and landscape the area incorporating the memorial items (such as bricks, roll of honour) in consultation with the RSA and HCB, utilising existing budgets.
- Option 3: Remove the Huntly Memorial Hall, rehome the memorial items, sell the land and earmark the funds for future use in the Huntly area, utilising existing budget.
- Option 4: Remove existing building and rebuild a new facility incorporating key historical and memorial elements – approximate cost of new build public assembly building is \$2.1million (based on 600sqm @ \$3,500 per sqm) –

would mean an additional targeted rate cost of \$59.14 bringing total Community Facilities rate for Huntly to \$85.14 per rateable property.

Option 5: Actively pursue commercial/community partnerships to repurpose the Hall (eg a commercial partnership that undertakes repairs to the Hall but uses the Hall for their purposes predominantly).

5. CONSIDERATION

5.1 FINANCIAL

The 2015-2025 LTP budget for the Memorial Hall in the 2016-18 years totals \$138,154 and is funded through the Huntly Halls Targeted Rate Reserve (8290).

Council resolution to use these funds to undertake maintenance works and the working group costs have left a balance of \$91,281.

At the end of the 2016/17 year the balance of these budgets (\$91,281) have been indicated as carry forward to the 2017/18 year to be made available for any further unforeseen works.

As the works will come from existing budgets, the Huntly Halls Targeted Rate Reserve (8290) is forecast to have sufficient funds available to cover these costs.

5.2 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(The Significance & Engagement policy provides at Schedule I, a list of Waikato District Council's strategic assets, which further identifies that reserves listed and managed under the Reserves Act 1977, are considered to be strategic assets.)

The policy requires Council to take into account the degree of importance and determine the appropriate level of engagement, as assessed by the local authority, of the issues, proposal, decision or matter, in terms of its likely impact on, and consequences for:

- (a) The district or region.
- (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter.
- (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The land is held in fee simple and is not classified as a reserve under the Reserves Act 1977.

Halls are not identified in the policy as strategic assets.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Undertake formal consultation with the Huntly Community Facilities targeted rate catchment				

State below which external stakeholders have been or will be engaged with:

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

Comment: All households within the catchment area of the Huntly Community Facilities targeted rate will be sent the consultation document.

6. CONCLUSION

Undertaking the targeted community consultation will then give a clear steer on the Communities wishes in regards to the Hall that can then be considered as part of the 2018/28 Long Term Plan.

7. ATTACHMENTS

N/A

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	7 June 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Receipt of Onewhero-Tuakau Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Onewhero-Tuakau Community Board meeting held on Tuesday 6 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Tuesday 6 June 2017 be received.

3. ATTACHMENTS

OTCB minutes 6 June 2017

MINUTES of a meeting of the Onewhero-Tuakau Community Board held in the Rugby Clubrooms, 11 Hall Road, Onewhero on **TUESDAY 6 JUNE 2017** commencing at **7.34pm**.

Present:

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

Attending:

Cr S Henderson
Mr GJ Ion (Chief Executive)
Mrs LM Wainwright (Committee Secretary)
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/Ms Conroy)

THAT an apology be received from and leave of absence granted to **Mr Petersen**.

CARRIED on the voices

OTCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Jackson/Mr Reeve)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Tuesday 6 June 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

OTCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Cr Main/Mrs Watson)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 1 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

OTCBI706/03

REPORTS

Discretionary Fund Report to 24 May 2017

Agenda Item 5.1

The report was received [*OTCBI 706/02 refers*] and discussion was held.

Works & Issues Report

Agenda Item 5.2

The report was received [*OTCBI 706/02 refers*] and discussion was held.

Project Accountability Forms

Agenda Item 5.3

Resolved: (Ms Conroy/Mr Jackson)

THAT the Board notes that the following amounts have been spent:

Pukekawa Boys & Girls Agriculture Club	Upgrading sports courts- new fencing and basketball hoops	\$2,875.00
Tuakau Youth Hunt	Crime prevention signs	\$3,362.72
Trust Waikato Sunset Beach Lifeguard Service	Employment of Lifeguards to cover the holiday period 2016-2017	\$2,300.00

CARRIED on the voices

OTCBI706/04

Public Forum
Agenda Item 5.4

The following items were discussed at the public forum:

- Off lead dog area required in Onewhero
- Refuse and recycling
- BMX track in reserve area – community will build
- Playground at the Onewhero Domain is being well received
- Toilets at the Onewhero Domain are nearly complete
- Onewhero Rugby Club is looking to purchase a bottle crusher

Chairperson's Report
Agenda Item 5.5

The chairperson gave a verbal report on the following items:

- Attended a meeting at Wairamarama after the June floods to discuss roading issues
- Attended an SNA meeting

Councillors' and Community Board Members' Report
Agenda Item 5.6

Verbal reports were received on the following items:

- Community Board workshop attended. Discussion on engaging our communities and raising the profiles of Community Board members
- A possible project for the Board is to encourage more engagement with the Waikato Regional Council
- Youth update from Tuakau area
- Rural Women hardship grants have been made following the June floods
- Reminder that there is an inorganic refuse collection from 12-17 June
- PC16 – Board would like an update (workshop)
- Kowhai Street – contamination of old tip grounds
- Youth update – tree planting
- Community Board Conference was very successful
- Community engagement with other groups is required eg. Lions Club
- Youth working with elderly

There being no further business the meeting was declared closed at 8.39pm.

Minutes approved and confirmed this day of 2017.

BB Cameron
CHAIRPERSON
Minutes 2017/OTCB/170606 OTCB Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	13 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0506
Report Title	Receipt of Taupiri Community Board Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Taupiri Community Board meeting held on Monday 12 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Taupiri Community Board meeting held on Monday 12 June 2017 be received.

3. ATTACHMENTS

TCB Minutes

MINUTES of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 12 JUNE 2017** commencing at **5.30pm**

Present:

Mrs D Lovell (Chairperson)
Cr EM Patterson
Mr H Lovell
Ms J Morley
Miss S Ormsby-Cocup [until 6.32pm]
Mr R Van Dam

Attending:

Mr R MacCulloch (Regulatory Manager)
Mrs W Wright (Committee Secretary)
Ms K Whittle (Consultant)
Ms Y Cowan (Customer Delivery Officer)
Ms C Maskell (Library Coordinator, Ngaruawahia)
6 Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Morley/Mr Van Dam)

THAT an apology be received from and leave of absence granted to Cr Gibb;

AND THAT an apology for early departure be received from Miss Ormsby-Cocup.

CARRIED on the voices

TCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Lovell/Mr Lovell)

THAT the agenda for a meeting of the Taupiri Community Board held on Monday 12 June 2017 be confirmed and all items therein be considered in open meeting;

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

- **Speed Limit Bylaw**

AND FURTHER THAT all reports be received.

CARRIED on the voices

TCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mrs Lovell/Mr Van Dam)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 8 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

TCBI706/03

REPORTS

Public Forum
Agenda Item 6.1

The following items were discussed at the Public Forum

- Submission on wastewater
- Promotion of activities in and around Taupiri
- Trimming of hedges and flaxes on footpaths (service request to be lodged)
- Steepness of footpaths from kerb onto road (service request to be lodged)

SPEAKER

Ms Whittle gave a powerpoint presentation and answered questions from the Board.

REPORTS (CONTINUED)

Wastewater Education Campaign
Agenda Item 6.2

Tabled Item: Wastewater Powerpoint

The report was received [*TCBI 706/02 refers*] and discussion was held.

Speed Limit Bylaw
Add.Item

Tabled Item: Memorandum from Mr Hancock, Road Safety Engineer

The Regulatory Manager gave a short summary and explained that Taupiri will not be affected this year.

Discretionary Fund Report to 24 May 2017
Agenda Item 6.3

The report was received [TCBI 706/02 refers] and discussion was held.

Project Accountability Forms
Agenda Item 6.4

Tabled Item: Signed copy of page 2 of Funding Project Accountability Form

Resolved: (Cr Patterson/Ms Morley)

THAT the Board notes that the following amounts have been spent:

Taupiri Bowling Club	Replacing of astrograss and repairs to concrete wall	\$2,033.86
Taupiri School	Picnic tables and memorial plaque	\$2,529.50
Eastern Waikato Centre	Purchasing of new sound system	\$1,952.70

CARRIED on the voices **TCBI 706/04**

Taupiri Works and Issues Report
Agenda Item 6.5

The following additional item was added to the report

- Taupiri-only monitoring to be indicated on the dashboard report

Extraordinary Vacancy
Agenda Item 6.6

The report was received [TCBI 706/02 refers] and discussion was held.

Chairperson's Report
Agenda Item 6.7

The Chair gave a verbal report on current issues.

Councillors' Report
Agenda Item 6.8

Cr Patterson gave verbal overview on current Council issues.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	15 June 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Receipt of Raglan Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of a meeting of the Raglan Community Board held on Tuesday 13 June 2017.

2. RECOMMENDATION

THAT the minutes of the Raglan Community Board held on Tuesday 13 June 2017 be received.

3. ATTACHMENTS

Minutes

MINUTES of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 13 JUNE 2017** commencing at **2.00pm**.

Present:

Mr R MacLeod (Chairperson)
Cr LR Thomson
Mr PJ Haworth
Mrs R Kereopa
Mr AM Oosten
Mr AW Vink

Attending:

Cr S Lynch
Ms K Langlands (Chair Huntly Community Board)
Mr TG Whittaker (General Manager Strategy & Support)
Mrs RJ Gray (Council Support Manager)
Ms K Clarkson (Raglan Naturally)
Member of staff (3)
Members of the public (7)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr MacLeod/Cr Thomson)

THAT an apology be received from Mrs Parson.

CARRIED on the voices

RCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr MacLeod/Mrs Kereopa)

THAT the agenda for a meeting of the Raglan Community Board held on Tuesday 13 June 2017 be confirmed and all items therein be considered in open meeting;

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

- **Speed Bylaw Review;**

AND FURTHER THAT all reports be received.

CARRIED on the voices

RCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mrs Kereopa/Mr Oosten)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 9 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

RCBI706/03

SPEAKER

Ms Clarkson was in attendance to provide an overview of the Raglan Naturally Steering Group. Minutes from the meeting held on 29 May 2017 will be included in the August agenda. The community board agreed to provide assistance if a co-ordinator is appointed.

REPORTS

Discretionary Fund Report to 30 May 2017

Agenda Item 6.1

The report was received [*RCBI706/02 refers*] and discussion was held.

Project Accountability Forms

Agenda Item 6.2

The report was received [*RCBI706/02 refers*] and discussion was held.

Resolved: (Mr MacLeod/Cr Thomson)

THAT the Raglan Community Board notes that the following amounts have been spent:

- **Raglan Mountain Biking Club (Design and printing of maps and brochures) \$787.75**
- **Whaingaroa Environment Centre (Plastic Bag Free Raglan Project) \$3,137.00**
- **Raglan Museum (Back to School Exhibition) \$3,087.83.**

CARRIED on the voices

RCBI706/04

Raglan Works & Issues Report: Status of Items June 2017

Agenda Item 6.3

The report was received [RCBI 706/02 refers] and discussion was held.

Year to Date Service Request Report

Agenda Item 6.4

The report was received [RCBI 706/02 refers] and discussion was held.

Road Names

Agenda Item 6.5

The report was received [RCBI 706/02 refers] and discussion was held.

Resolved: (Mr MacLeod/Mr Haworth)

THAT the following road names provided be added to the road names list:

- **Raumatirua (Twice Summer)**
- **Hoehoeata (wetland)**
- **Pukewhau (hill covered with whau trees)**
- **Waiwhero**
- **Omahina (name of channel off Opotoru)**
- **Waipatakahu (first flour and flax mill 1874ish owned by Maori at Rangitahi leased out to Duncan and Mitchell)**
- **Wetini Mahikai (Tainui chief and owner of block)**
- **Waiwhatawhata (stream)**
- **Patahi (tupuna through which block was originally claimed)**

AND FURTHER THAT the following Raglan place names be added:

- **Koata (tupuna of all hapu Te Kopua to coast)**
- **Punatoto (Ngati Hourua/Mahanga chief)**
- **Huia (Ngati Koata chief)**
- **Tuirirangi (high chief of west coast, recognised by all coastal hapu and related to all including Hourua/Mahanga)**
- **Putoetoe (original name of township)**
- **Pirihira (woman of high rank who sold land around Whaingaroa belonged to Tainui and Hourua/Mahanga)**
- **Taikarekare (rippling tides/waters name of Wallis' section Cliff Street)**

CARRIED on the voices

RCBI 706/05

Raglan Kopua Holiday Park Board of Management Six Monthly Report
Agenda Item 6.6

The report was received [RCBI 706/02 refers] and discussion was held.

Raglan Coastal Reserves Advisory Meeting Minutes – 8 May 2017
Agenda Item 6.7

The report was received [RCBI 706/02 refers] and discussion was held.

New Zealand Community Boards' Conference
Agenda Item 6.8

The report was received [RCBI 706/02 refers] and discussion was held.

Raglan Bus Survey
Agenda Item 6.9

The report was received [RCBI 706/02 refers] and discussion was held.
The Chair agreed to advertise the workshop.

Resolved: (Mr MacLeod/Mr Oosten)

THAT a workshop for Raglan residents to attend be scheduled on Tuesday 11 July 2017 at 1.30pm in the Town Hall Supper Room to discuss the bus survey and transport in general.

CARRIED on the voices

RCBI 706/06

Chairperson's Report
Agenda Item 6.10

The report was received [RCBI 706/02 refers] and discussion held.

Councillor's Report
Agenda Item 6.11

The report was received [RCBI 706/02 refers] and discussion held.

Public Forum
Agenda Item 6.12

The following items were discussed during the Public Forum held prior to the commencement of the meeting:

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	15 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV318
Report Title	Receipt of Minutes – Ngaruawahia Community Board

1. EXECUTIVE SUMMARY

To receive the minutes of the Ngaruawahia Community Board meeting held on Tuesday 13 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Ngaruawahia Community Board meeting held on Tuesday 13 June 2017 be received.

3. ATTACHMENTS

NCB Minutes

MINUTES of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 13 JUNE 2017** commencing at **6.15pm**

Present:

Ms R Kirkwood (Chair)
Cr E Patterson
Mrs W Diamond
Ms K Morgan
Mrs J Stevens

Attending:

Mrs A Parquist (Acting General Manager Customer Support)
Mrs W Wright (Committee Secretary)
Mrs L van den Bemd (Community Development Advisor)
Ms K Whittle (Consultant)
Master W Eriepa (Youth Representative)
Members of Staff
14 Members of the public

The Chair opened the meeting with a karakia.

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Kirkwood/Ms Morgan)

THAT an apology be received from and leave of absence granted to **Cr Gibb, Mr Whetu and Mr Sherson.**

CARRIED on the voices

NCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Kirkwood/Cr Patterson)

THAT the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday 13 June 2017 be confirmed and all items therein be considered in open meeting;

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

- **Speed Bylaw Review 2017**

AND FURTHER THAT the Board resolves that item 5.4 [*Request to Utilise the Ngaruawahia Memorial Hall*] be withdrawn from the agenda;

AND FURTHER THAT all reports be received;

AND FURTHER THAT Wirihana Eriepa be given speaking rights for the duration of this meeting.

CARRIED on the voices

NCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms Kirkwood/Ms Stevens)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 9 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

NCBI706/03

REPORTS

Youth Action Group's Quarterly Report
Agenda Item 5.1

The Youth Representative gave a verbal report and answered questions from the Board.

The Point Reserve Management Plan
Agenda Item 5.2

The report was received [*NCBI 706/02 refers*] and discussion was held.

Wastewater Education Campaign
Agenda Item 5.3

The Consultant gave a powerpoint presentation and answered questions from the Board.

The report was received [*NCBI 706/02 refers*] and discussion was held.

Speed Limit Bylaw
Add.Item

The Acting General Manager Customer Support gave an overview of this item and explained that Ngaruawahia would not get impacted this year.

Request to Utilise the Ngaruawahia Memorial Hall
Agenda Item 5.4

This item was withdrawn.

Discretionary Fund Report to 30 May 2017
Agenda Item 5.5

Resolved: (Mrs Diamond/Cr Patterson)

THAT the remaining commitment for General Signage (\$7,762.06) be returned to the Discretionary Fund pool.

CARRIED on the voices

NCBI706/04

Project Accountability Forms
Agenda Item 5.6

Resolved: (Cr Patterson/Ms Morgan)

THAT the Board notes that the following amounts have been spent:

Ngaruawahia High School	Electronic board	\$5,000.00
Ngaruawahia Community House	Picnic at the Point	\$2,695.60
Ngaruawahia Community House	Christmas on Jesmond Street	\$4,964.50
Horotiu Playcentre	Rebarking of playground	\$1,449.25

CARRIED on the voices

NCBI706/05

Ngaruawahia Works and Issues Report
Agenda Item 5.7

Resolved: (Mrs Diamond/Ms Stevens)

THAT the following item be added to the Works & Issues Report:

The Japanese Maple trees that are to be replanted during the winter (May to August 2017) be moved to an acceptable alternative site.

CARRIED on the voices

NCBI706/06

Ngaruawahia Community Board Resolution/Action Register
Agenda Item 5.8

The report was received [NCBI 706/02 refers] and discussion was held.

Public Forum
Agenda Item 5.9

The following items were discussed at the public forum:

- The Ngaruawahia Community Equestrian Centre's president and secretary wish to thank the Board for their support during their application for tender for the Waipaa Reserve property.
- The ratepayer community wishes to advise that they are not happy with the recent wastewater vote that will result in another increase of living costs to pensioners
- The Japanese maple trees are still there. What are the next steps?
- Inorganics pick up dates are not being honoured by Council. This causes increases in uncontrolled rubbish and unnecessary extra work
- Can Council help with the Hakarimata tracks that got closed by DOC by getting onto the areas that need fixing sooner?
- Lights in certain areas of town are not working; service requests will get lodged by the Acting General Manger Customer Support
- The pedestrian crossing in front of the Bakehouse is not lit enough for pedestrians to cross safely at night
- Continued danger in Waingaro Road for children/people crossing due to the 50 km sign that was shifted
- Council was thanked for repairing the railway crossing by Ellery Road

Chairperson's Report
Agenda Item 5.10

The report was received [*NCBI 706/02 refers*] and discussion was held.

The Board wished to have it noted that they thought the Chair put forward an excellent submission to the Annual Plan on their behalf and that they would like to acknowledge their appreciation of his time and efforts in doing so.

Further discussion is to be held around the current Community Plan at a workshop.

Councillors' Report
Agenda Item 5.11

Cr Patterson gave a verbal overview on current Council issues.

Community Board Members' Report
Agenda Item 5.12

Members provided a verbal report on the following issue:

- The frustration of representing Council to the community when the communication is not coming through to the Board Members to enable them to execute their function/roles effectively.
Is there a way of looking at doing this better?

There being no further business the meeting was declared closed at 7.54pm.

Minutes approved and confirmed this day of 2017.

The Chair closed with karakia.

J Whetu

CHAIRPERSON

Minutes 2017/NCB/170613 NCB Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	22 June 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Receipt of Huntly Community Board Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Huntly Community Board meeting held on Tuesday 20 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Huntly Community Board held on Tuesday 20 June 2017 be received.

3. ATTACHMENTS

HCB minutes 20 June 2017

MINUTES of a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 20 JUNE 2017** commencing at **6.02pm**.

Present:

Ms K Langlands (Chairperson)
Cr S Lynch
Cr F McNally
Ms K Bredenbeck
Mr R Farrar
Mrs D Lamb

Attending:

Cr J Sedgwick
Mr V Ramduny (Acting General Manager Strategy & Support)
Mrs LM Wainwright (Committee Secretary)
Mr L Cotter (Youth Representative)
Ms P Comins (Youth Representative)
Ms R Stevenson (Plunket Representative)
Ms N Hana (Plunket Representative)
Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Langlands/Ms Bredenbeck)

THAT an apology be received from Mr Rees and Mrs Stewart.

CARRIED on the voices

HCBI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Langlands/Mrs Lamb)

THAT the agenda for a meeting of the Huntly Community Board held Tuesday 20 June 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- **Graffiti Removal in Huntly – Quarterly Report from Mr Robin Thurston;**

AND FURTHER THAT the youth representatives be given full speaking rights for the duration of the meeting.

CARRIED on the voices

HCBI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms Langlands/Cr Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 16 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

HCBI706/03

REPORTS

Discretionary Fund Report to 30 May 2017

Agenda Item 5.1

The report was received [*HCBI 706/02 refers*] and discussion was held.

Project Accountability Forms

Agenda Item 5.2

Resolved: (Ms Bredenbeck/Mrs Lamb)

THAT the Huntly Community Board notes that the following amounts have been spent:

Huntly Events	Christmas Parade 2016	\$2,000.00
Angel Casts Charitable Trust	Baby Hand & Feet Casts	\$3,615.88
Lakeside Christian Life Centre	Christmas Carols Event 2016	\$1,747.95

CARRIED on the voices

HCBI706/04

Huntly Community Plan Update

Agenda Item 5.3

The report was received [*HCBI 706/02 refers*] and discussion was held.

Huntly Works & Issues Report: Status of Items June 2017

Agenda Item 5.4

The report was received [*HCBI 706/02 refers*] and discussion was held.

Speed Bylaw Review

Agenda Item 5.5

The report was received [*HCBI 706/02 refers*] and discussion was held.

Graffiti Removal in Huntly – Quarterly Report from Mr Robin Thurston

Add. Item

The report was received [*HCBI 706/02 refers*] and discussion was held.

Agreement of the Removal and Control of Graffiti in Huntly

Agenda Item 5.6

Resolved: (Cr Lynch/Mrs Lamb)

THAT the Huntly Community Board support a continuation of the current graffiti removal arrangement.

CARRIED on the voices

HCBI 706/05

Huntly War Memorial Hall Community Consultation

Agenda Item 5.7

Resolved: (Mrs Lamb/Cr Lynch)

THAT the Huntly Community Board support the options in this report, once costs have been confirmed, to be used for Huntly Community consultation basis.

CARRIED on the voices

HCBI 706/06

Public Forum

Agenda Item 5.8

The following items were discussed at the public forum:

- How often are water meters being read in Huntly
- Graffiti at James Henry Crescent – Crs Lynch and McInally to speak to Police
- Unregistered dogs at 17 James Henry Crescent
- The Plunket representatives introduced themselves as contacts for the Huntly area
- Jakeman Place road name put forward

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	16 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Te Kauwhata Community Committee Meeting Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 7 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 7 June 2017 be received.

3. ATTACHMENTS

TKCC Minutes

MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 7 JUNE 2017** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Cr JD Sedgwick
Mrs C Berney (Secretary)
Mr J Cunningham
Mr D Hardwick
Mr T Hinton [from 7.10pm]
Mr C Howells
Mr B Weaver

Attending:

Ms A Purdy (Asset Engineer)
Mr I Fletcher (Downers)
Miss S Hall (Youth Representative)
2 Members of the Public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Cunningham, Cr Sedgwick)

THAT an apology be received from and leave of absence granted to Mrs Raumati and Mr Dawson.

AND THAT an apology for lateness be received from Mr Hinton.

CARRIED on the voices

TKCCI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Cunningham, Cr Sedgwick)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 7 June 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- TK WalkCycleway
- Carp Competition

AND FURTHER THAT all youth members present be given speaking rights for the duration of this meeting.

CARRIED on the voices

TKCCI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on **Wednesday 3 May 2017** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

TKCCI706/03

SPEAKER

Mr Fletcher from Downer's gave an update to the Board regarding the Longswamp section of the Expressway and answered questions of the Committee.

REPORTS

TK WalkCycleway
Add.Item

The report was received [TKCCI 706/02 refers] and discussion was held.

Youth Report

Miss Hall presented a verbal report to the committee and answered questions of the Committee. It is noted that a disco being held for year's 1-8. 5.30 -9pm on 30th June 2017.

Te Kauwhata Works & Issues Report: June 2017
Agenda Item 6.1

The report was received [TKCCI 706/02 refers] and discussion was held.

Councillor's Report
Agenda Item 6.2

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

Discretionary Fund Report to 30 May 2017
Agenda Item 6.3

The report was received [TKCC/1706/02 refers] and discussion was held.

Chairperson's Report
Agenda Item 6.4

The chair gave a verbal report and answered questions of the committee.

PROJECTS UPDATE

Wetlands Walkway
Agenda Item 7.1

Mr Cunningham updated the committee on the progress of the walkway. Hoping for a June/July finish.

Dog Park
Agenda Item 7.2

Mr Hinton updated the committee on the progress of the project. Council reps. are coming next week to have a look.

Parks Amenities
Agenda Item 7.3

Mr Hinton updated the committee on the progress of the basketball court/hoop.

Carp Competition
Add.Item

Mrs Berney suggested that we run an Carp Competition as a way to engage youth and cull the numbers of carp in the lake.

There being no further business the meeting was declared closed at 8.36.

Minutes approved and confirmed this day of 2017.

T Grace
CHAIRPERSON
Minutes2017/TKCC/170607 TKCC Minutes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	12 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Meremere Community Committee Minutes

1. EXECUTIVE SUMMARY

The minutes for a meeting of the Meremere Community Committee held on Thursday 8 June 2017 are submitted for receipt.

2. RECOMMENDATION

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 8 June 2017 be received.

3. ATTACHMENTS

MMCC Minutes

MINUTES of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 8 JUNE 2017** commencing at **7.00pm**.

Present:

Mr J Katu (Chairperson)
Cr J Sedgwick
Mr D Creed
Ms A Dobby (Secretary)
Mr J Harman
Ms C Heta

Attending:

His Worship the Mayor, Mr AM Sanson
Ms J Remihana (Programme Delivery Manager)
6 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Creed/Ms Heta)

THAT an apology be received from and leave of absence granted to Mr Ngatai and Mrs Jenkin.

CARRIED on the voices

MMCCI706/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Katu/Ms Heta)

THAT the agenda for a meeting of the Meremere Community Committee held on Thursday 8 June 2017 be confirmed and all items therein be considered in open meeting:

AND THAT all reports be received;

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

- **Speed Limit Bylaw**

CARRIED on the voices

MMCCI706/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Harman/Mr Creed)

THAT the minutes of a meeting of Meremere Community Committee held on Thursday 11 May 2017 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

MMCCI706/03

REPORTS

Works & Issues Report
Agenda Item 5.1

The report was received [MMCCI706/02 refers] and discussion was held.

Councillor's Report
Agenda Item 5.2

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

Discretionary Fund Report to 24 May 2017
Agenda Item 5.3

Resolved: (Mr Katu/Mr Creed)

THAT an amount of \$1,000 be paid to Marina Wihongi for travel to China;

AND THAT \$500 be paid from the Mayoral Fund towards Marina Wihongi's travel to China;

AND FURTHER THAT the commitment for \$200 for a bbq for the MYG Youth Group [MMCCI705/05/4] be transferred from the Discretionary Fund to the Youthtown account;

AND FURTHER THAT \$300 be paid to Vivienne Milton from Discretionary Account 4 for cooking classes;

AND FURTHER THAT \$450 be transferred from the Discretionary Fund account into the Youthtown account to purchase 10 tables @ \$45 each.

CARRIED on the voices

MMCCI706/04

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	22 June 2017
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Tamahere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Tamahere Community Committee meeting held on Monday 12 June 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Tamahere Community Committee held on Monday 12 June 2017 be received.

3. ATTACHMENTS

TCC Minutes



**DRAFT Minutes of Committee Meeting
Held 7.30pm on 12th June 2017
Tamahere Community Centre**

Present:

TCC: Ro Edge, Leo Koppens, Graham McAdam, James Yearsley, Sue Robertson

WDC: Aksel Bech, Tim Harty, Rob McQuire

Ultrafast Fibre: William Hamilton, Mike Ryan

Community: Kiwi Seranke, Brendan Hicks

Apologies: Dallas Fisher, Bevan Coley, Shelley Howse, Joy Wright, Connie Short, Jane Manson, Tim van de Molen, Charles Fletcher

1. Confirmation of Minutes of Meeting held on 1st May 2017

Moved: Leo Koppens **Seconded:** Graham McAdam **All in Favour**

2. Matters arising:

3. Correspondence Tabled

IN

Open Waikato – Karen Cousins - Youth Scholarship Available – 2nd May 2017

TCC - Tamahere Road Names existing - 2nd May 2017

TCC - Archive Box Details – 12th April 2017

TCC – New Road Names for Tamahere – 5th May 2017

WDC – Planting along Regal Boundary of Recreational Reserve – 8th May 2017

WAIDC – Community Board/Workshops – Rose Gray – 12th May 2017

TCC – Hall Committee Meeting correspondence – Aksel Bech – 10th May 2017

Waikato Expressway Hamilton Section – May Edition, Monthly update, Grant Hubbard, Hamish Utteridge, Sarah Grace – 12th May 2017

WDC – Media Release – Celebrating Matariki – Sheryl Flay – 15th May

WAIDC – Media Release, Council signs MOU with Ngati Hauaa Iwi Trust – Crystal Beavis – 16th May 2017

WAIDC – Councillors workshop – Wed 24th May in Council Chambers 3-4.30. Tracey King – 17th May 2017

Tamahere Country Model School – Roll Predictions – Waverny Parker 19th May 2017

Aksel Bech – Letter regarding roll predictions and consequences to traffic – 19th May 2017

WAIDC – Brian Cathro – Pre Reading for LTP workshop On Wednesday 24th – 20th May 2017

WAIDC – Joint workshop slide show – Rose Gray – 19th May 2017

WAIDC – Speed Bylaw New Policy – Nathan Hancock - 25th May 2017

OUT

TCC – Pre-reading for LTP direction workshop

TCC – New Road names for Tamahere

TCC – Community Board/Community Committee Workshop

WDC – Tamahere Targeted Rate

Moved: Ro Edge **Seconded:** Leo Koppens **All in favour**

4. UFF Update by William Hamilton, CEO, Ultrafast Fibre

- The government has changed the rules which now allow UFF to charge for the connection to fibre in areas outside of those funded through the funded fibre rollouts.
- UFF are currently undertaking a full design and pricing strategy for the Tamahere area. They just need to cover their costs on the actual connection (civil works), and will get their return on the monthly charge via their suppliers.
- The government will soon be releasing the third stage of their fibre rollout, which may open up further opportunities for funding, and therefore assist with the business case for Tamahere.
- It is estimated that it will take three months to determine best the most appropriate business model, and another three months to build the infrastructure.
- Once this model and costs are finalized, the committee needs to mobilise commitment from the community to ensure we have enough take up to make it viable for UFF to invest.
- UFF will provide pricing to the community to get fibre to the gate (based on the percentage of up take they require to make it feasible), along with a cost estimate for to install to the house, which will be dependent upon the length of your driveway, and should be able to present with a draft at our next meeting.

Action: Tim Harty to send results of Tamahere UFF survey to Mike Ryan at UFF.

5. LTP Workshop Feedback

- High level goals were set by community at these workshops as to how they want to see their communities in the future, and these will be taken into account by all council employees when undertaking their work.

6. Engagement WDC/Boards & Community Committees Workshop Feedback

Action: Ro Edge to send committee summary of outcomes from Joint workshop meetings

7. Recreational Reserve Targeted Rate

- Two members of our committee attended the last Tamahere Community Centre Committee meeting to discuss an option to incorporate an additional rate into the targeted hall rate for the Recreational Reserve development, however the hall committees preference is for this to be kept separate.

- Council have been working on a paper for mechanisms that will allow development like the Recreational Reserve to take place, and will present this in the next few weeks.

8. **Cr Aksel Bech Report**

Road Names

- The committee needs to update the road names list.

9. **WDC, Tim Harty Report**

Closure of Newell Road

- Conversations are still continuing with NZTA after the initial report was circulated. WDC have asked for clarification on a number of issues in it, and it may be another month before they can present it to the committee.
- Tamahere Model Country School have also made submissions to this report, and believe the level of traffic has been understated given the roll growth of the school.

Newell Road Traffic Counts

- The traffic count has increased 100% in the last five years between 8-9am, being 250 in 2012 and 500 now.

Regal Haulage Lease

- Site remains closed and Regal are still undertaking site cleanup

Footpath

- Newell Road footpath going up for tender this week.

Village Hub

- Consent has been issued and good progress is being made.

Reserve Development

- Contractor is getting the reserve works up to specification and recently held a meeting with council and school to discuss issues raised.

Action: Aksel Bech to send Tim Harty school submission to NZTA.

10. **Tamahere Recreational Reserve**

Community Tree Planting Proposal

- A planting plan has been agreed for the boundary of the Recreational Reserve along the Regal fenceline. 200 plants will need to be planted and the committee will undertake the planting from 9am on Monday 19th June.

Reserve Management Plan

- WDC have a consistent Sports Park Reserve Management Plan that will be applied to the Recreational Reserve, and this is available on their website. The committee need to look at this and decide if we wish to operate exactly as per this plan. or operate the reserve slightly differently.
- We need to review the opportunity for dog walking to be incorporated into the plan.

11. **Village Hub Update**

- Resource consent has been issued.
- Getting final commitments from tenants, however this has been slower than they had hoped. As a community we need to drive interest.
- The major hospitality provider is yet to be confirmed.
- The grocer is confirmed and they are close to finalization of medical centre and supporting activities.

- Likely to be staged build due to tenant update with construction set to begin on 17th September.

12. Date of next meeting: 12th June 2017

Meeting closed at 9.38pm

Items for Next Meeting:

School Bus Routes

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	31 May 2017
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Receipt of Minutes – Pokeno Community Committee

1. EXECUTIVE SUMMARY

To receive the minutes of the Pokeno Community Committee meeting held on Tuesday 9 May 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 9 May 2017 be received.

3. ATTACHMENTS

Minutes



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 09 May 2017, commencing at 7.00pm.

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

Guests in Attendance: Vishal Ramduny (Waikato District Council), Kay Whittle (Consultant to Waikato District Council), Annika Lane (Waikato Regional Council), James Bevan (NZTA)

Councillors in Attendance: Cr J Church

Community Members Attending: Community Members attended.

1. APOLOGIES

Apologies were received from Cr S Henderson, Tony Whittaker, Wayne Rodgers, Paul Heta

Moved: Helen Clotworthy

Seconded: Todd Miller

Carried

2. DISCLOSURES OF INTEREST

There was no disclosure of interest.

3. CONFIRMATION OF THE STATUS OF THE AGENDA

No items were added to the agenda.

4. CONFIRMATION OF PREVIOUS MINUTES

THAT the minutes of the meeting held on 11 April 2017 be confirmed as a true and correct record of that meeting.

Moved: Doug Rowe
Seconded: Helen Clotworthy
Carried

5. MATTERS ARISING FROM THE MINUTES

It was suggested that a letter be sent to the pipers and the bugler who were part of the ANZAC Service.

6. NEW ZEALAND POLICE

They were again unable to attend the meeting.

7. SMART WASTE WATER – MARKETING AND EDUCATION CAMPAIGN

Kay Whittle outlined the education program necessary to overcome the fact that 80% of the problems occurred because of blockages. Kay said there was a need to appoint ‘a Waste Water Champion’ however there were no immediate volunteers. Discussion occurred regarding the cost of the program and its likely effect on reducing the engineering costs and the possibility of engaging youth in the project.

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

Moved: Helen Clotworthy
Seconded: Doug Rowe
Carried

8. NORTH WAIKATO INTEGRATED GROWTH MANAGEMENT

A detailed report of this was given by Vishal Ramduny, James Bevan (a representative of NZTA), and Annika Lane (WRC). The North is the part of the region where the major growth is considered to occur and this was looked at in the long term and in a holistic manner considering the benefits and the investment in all aspects of growth.

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

Moved: Helen Clotworthy
Seconded: Doug Rowe
Carried

9. POKENO WORKS & ISSUES

These were discussed.

A meeting is to be set up between Helen Clotworthy and the Roothing Committee to discuss the use of the proposed Rail Overbridge on Hitchen Rd.

More road names are required by next month.

The sports park is now rated as doable.

Two public spaces in the Hitchen Block - a plan for these needs to be in place before they are vested in council. Key people, including Colin Botica to be invited to the June meeting.

That the report from the General Manager Strategy & Support be received.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

10. POKENO COMMUNITY COMMITTEE SCHEDULE

It was agreed that the following be added to the Draft Community Schedule:

- June: To be an opportunity to discuss the Market Square and the development of the Sports Field
- July: The developer of Kowhai Downs to be invited to give an update
- July: A discussion on Public Transport
- September: A presentation by Waikato Regional Council

That the report from the General Manager Strategy & Support be received.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

11. COUNCILLORS REPORT

The Council is to provide us with \$4000 - \$5000. A bank account needs to be set up for this.

A speed management trial is being set up on Helenslee Road the speed will be reduced to 60 km/h and in the new subdivision to 40km/h.

Inorganic collection for the area 12th-17th June.

That the report from the General Manager Strategy & Support be received.

Moved: Tricia Graham

Seconded: Doug Rowe

Carried

12. NEXT MEETINGS AGENDA ITEMS

NIL.

13. GENERAL BUSINESS

PTA Wendy Harrod

They are holding Quiz Night on 29th July and are looking for people to provide transport and to sponsor tables at \$200 a table.

Dog Agility Park Kris Hines

A concept plan is underway trees need to be trimmed. This could be a Place making project.

Defibrillator Todd Miller

This has been serviced it is to go into the lobby of the hall. The 111 number is approved. Signs need to be made. A Public Opening to be held. Ken Graham to be asked to talk.

CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 9.35pm.

The next meeting of the Pokeno Community Committee will be held on 13 June 2017 at 7.00pm in the Pokeno Hall.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	3 July 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

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

Confirmation of Minutes dated Monday Monday 12 June 2017
Confirmation of Extraordinary Minutes dated Wednesday 28 June 2017

Receipt of Minutes:

Policy & Regulatory Committee dated Tuesday 20 June 2017
Infrastructure Committee dated Tuesday 27 June 2017
Strategy & Finance Committee dated Wednesday 28 June 2017

REPORTS

a. Rural Monthly Recycling Collection Consultation

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

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

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

Section 48(1)(3)(a)(i)(ii)

b. Ngaruawahia ex-Land fill

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

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

Section 7(2)(a)(d)(e)(g)(i)(j)

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

3. ATTACHMENTS

Nil