



Corporate and Council Leadership

This section contributes to achieving all of the community outcomes identified in this draft document by providing a support role to all Council activities.

The Chief Executive is the principal policy advisor to the Council and provides the overall leadership and business planning for the organisation. Activities within this group include human resources, corporate and community planning, and communications.

Through its community planning focus this activity co-ordinates the development of community plans in local areas, and Council's major planning documents like the Long-Term Council Community Plan and the Annual Report. This section also provides policy and direction for human resources activities relating to Council staff, and Council's communication activities.

Where we want to go

The Corporate and Council leadership activity enables Council to provide its other activities in the most efficient and effective manner through incorporating essential organisational functions. This activity will continue to support all organisational activities, as they strive to achieve their goals over the next 10 years.

Key projects

The key projects for this activity area over the life of this Plan are:

- preparation of corporate documents required by the Local Government Act 2002, including the Long-Term Council Community Plan, Annual Plan and Annual Report
- production of communication material, including Council's newsletter *The Link*, to help promote strategic links between the organisation's activities and the community outcomes
- co-ordination and preparation of community plans for local areas.

The key projects for the coming year in each of the community planning areas are noted below.

Huntly

- Purchasing land to allow the completion of the service lane behind the Main Street shops.
- Purchasing the old railway marshalling yards and developing a green area.
- Carrying out further amenity planting on entrances to the town.
- Developing car parking within the central business district.
- Undertaking scoping and design of the Hakanoa Street extension, and purchasing land for the extension.

Raglan

- Bow Street/Bankhart Street upgrade.
- Developing a roading link between Greenslade Road and Lorenzen Bay Road.

Strategic Links

The key activities within this group, and the community and strategic outcomes they contribute to are:

Community Outcomes

Corporate

Vibrant Local Communities
Thriving Economy
Sustainable Living Environment

Democracy

Vibrant Local Communities
Thriving Economy
Sustainable Living Environment

Strategic Goals

Facilitating Community Development
Developing Our Economy
Safeguarding Our Environment

Facilitating Community Development
Developing Our Economy
Safeguarding Our Environment

Te Kauwhata

- Undertaking the urban upgrade of Eccles Ave and Totara Crescent.

Gordonton

- Footpath upgrading, and improving parking and green areas in front of the village's commercial areas.

Meremere

- Upgrading footpaths, kerb and channelling and entranceways.

Ngaruawahia

- Contributing to upgrading the appearance of buildings on State Highway 1.
- Beautifying and landscaping the old landfill site.
- Streetscaping works in Jesmond Street.
- Landscaping the area between the railway line and State Highway One.
- Upgrading footpaths along SH1, Jesmond Street and Martin Street.

Newstead

- Assisting the Hamilton Car Club with making their facility more useable as a community facility.
- Developing a walkway through the gully behind the Newstead School with a possible link to Vaile Road.
- Establishing a cycleway between Newstead and Hamilton.
- Tidying the area between Holland Road and the railway line.
- Providing rural walkways.

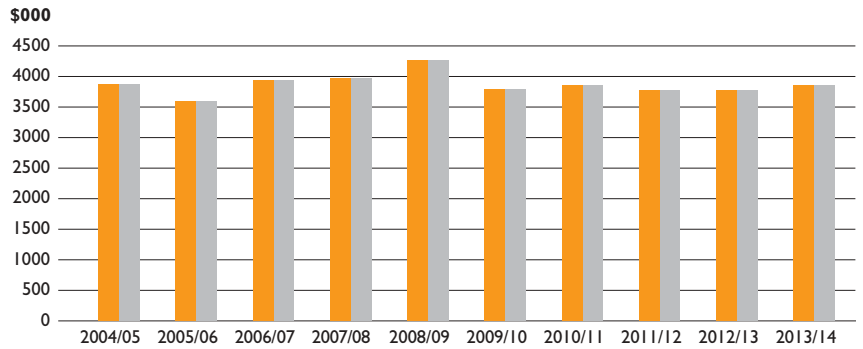
Tamahere

- Assisting with major infrastructural work in the Tamahere area, including land purchase for the development of new roading links and other long-term community purposes.
- Constructing a major new community centre on Council-owned land to replace the existing hall.
- Purchasing reserve land for future use.
- Providing rural walkways.

What we plan to spend

Expenditure

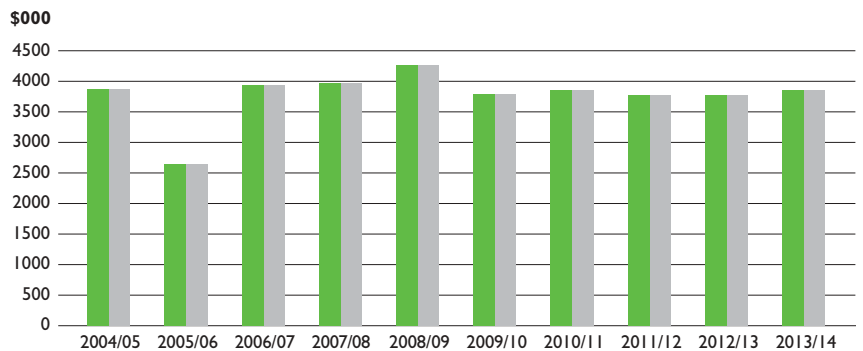
■ Capital Expenditure ■ Operating Expenditure ■ Total Expenditure



Operational expenditure includes depreciation which is utilised for capital work.

Source of funds

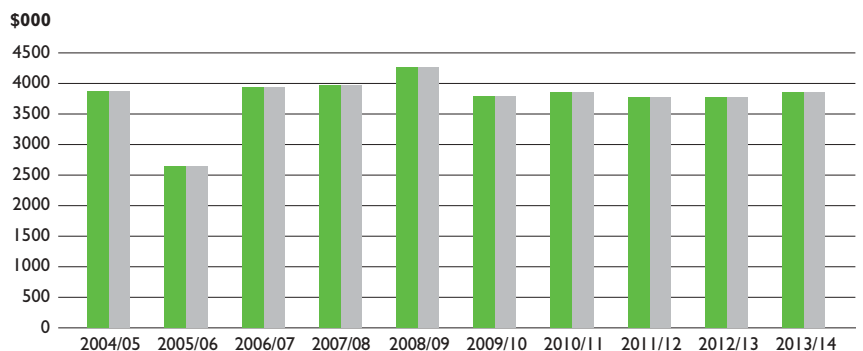
■ General Rate ■ Total Funds



Reserves includes the use of depreciation.

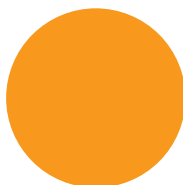
Income

■ General Rate ■ Total Income



Funding split

■ Public Funding ■ Private Funding





How we know we are on track

Within the framework of applicable legislation we aim to provide consistent service levels in the following areas.

Service level

- To complete all corporate planning documents to the standards required by legislation.

Checking progress

To prepare the 2005/2006 Annual Plan, including operating and capital budget to be adopted by 30 June 2005.

To complete and present the signed-off 2003/2004 Annual Report for adoption by Council at its September 2004 meeting.

- To communicate Council's activities and decisions to residents and ratepayers.

To publish and distribute six newsletters during the year to advise residents and ratepayers of Council's key decisions, developments in the district, and activities in our community.

To produce a bi-annual newsletter to key Maori stakeholders.

Negative effects

At this stage there are no known significant negative effects surrounding Council's proposed activities in this area.

Key assets

There are no strategic assets relating to this group of activities.

What we plan to do

Projects	2004/05 \$	2005/06 \$	2006/07 \$
Community Plan implementation	1,650,000	1,685,000	1,700,000

Corporate and Council Leadership Cost of Service Statement

Corporate and Council Leadership COST OF SERVICE STATEMENT Year Ending 30 June	2003/04 Budget \$000	2004/05 Budget \$000	2005/06 Budget \$000	2006/07 Budget \$000
Council and Community Boards	2,637	3,815	3,530	3,874
Maori Liaison	62	63	63	63
Total Operating Expenditure	2,699	3,878	3,593	3,937
Council and Community Boards	0	0	950	0
Total Income	0	0	950	0
Net Cost of Service	2,699	3,878	2,643	3,937



Corporate Services

The Corporate Services group of activities provides a range of support and service delivery functions for Council, its community and ratepayers. In particular these are financial management, computer technology, property and legal functions.

The Finance and Business Advisory departments within the Corporate Services Group meet Council's accountancy and treasury requirements. The principal services include rates billing, maintaining the integrity of financial systems, financial reporting and advice, and internal audit and control.

The Information Services team provides an internal support service for core Council departments, activities, staff and elected members throughout the district. Council business requires expertise and specialised software fully integrated into the provision of customer services.

In addition, the Corporate Services area also supports a number of community activities through community contracts, grants and donations.

The group also provides the public face of Council through staffing the area offices, counter and call centre operations.

Key Projects

The key operating and capital projects for the Group over the life of this plan are:

- ongoing upgrade of Ngaruawahia office computers
- upgrading the pedestrian bridge at Raglan Harbour
- implementing a dedicated electronic document management system
- providing an annual grant to Sport Waikato to fund district-wide initiatives
- ongoing replacement and maintenance of the Council's vehicle fleet.

Negative Effects

At this stage there are no known significant negative effects surrounding most of Council's proposed activities in this area. There may be concern in individual communities regarding proposals to sell Council properties.

Key Assets

The key community assets for this activity group include:

- housing for the elderly units in Ngaruawahia and Huntly
- the Raglan Wharf and Raglan Harbour endowment properties.

Strategic Links

The key activities within this group, and the community and strategic outcomes they contribute to are:

Community Outcomes

- Property**
 Vibrant Local Communities
 Thriving Economy
- Grants and Donations**
 Vibrant Local Communities
 Thriving Economy
 Sustainable Living Environment
- Community and Safety**
 Vibrant Local Communities
 Sustainable Living Environment
- Area Offices**
 Vibrant Local Communities
 Thriving Economy
 Sustainable Living Environment
- Funds Management**
 Thriving Economy

Strategic Goals

- Facilitating Community Development
Developing our Economy
- Facilitating Community Development
Developing our Economy
Safeguarding Our Environment
- Facilitating Community Development
Safeguarding Our Environment
- Facilitating Community Development
Developing Our Economy
Safeguarding Our Environment
- Developing Our Economy

How we know we are on track

Within the framework of applicable legislation we aim to provide consistent service levels in the following areas.

Service level

- To ensure that the maintenance and capital development of Council-owned properties is carried out in accordance with the Asset Management Plans.
- To ensure that all Council-owned buildings comply with the requirements of the Building Act 1991.
- To continue with the planned programme of refurbishment for the Housing for the Elderly units, in line with the agreed Asset Management Plan.
- To ensure that all Raglan Harbour navigational aids (beacons) are operational within 24 hours of a reported failure.
- To ensure that all Raglan Harbour safety signs are operational within seven working days of notification of required repair or replacement.

Checking progress

- To annually inspect and audit all Council property.
- To obtain a current Building Warrant of Fitness, and to carry out annual inspections and audits of all Council-owned property.
- To annually refurbish one unit in Ngaruawahia and one unit in Huntly.
- To achieve a 95% occupancy rate of the Council-owned housing for the elderly units.
- To undertake a quarterly audit of all Raglan Harbour navigational aids and ensure compliance with legislative requirements.
- To undertake a quarterly audit of all Raglan Harbour safety signs and ensure compliance with legislative requirements.

What we plan to do

Tamahere Community Centre

Council plans to add \$300,000 to the \$550,000 already put aside in the Tamahere development fund. This funding is proposed to assist with major infrastructural work in the Tamahere area, including land purchase for the development of new roading links and the development of a community centre which will be sited on Council-owned land. Funding details for the hall, which will cost approximately \$1.5 million, are still being finalised.

Hakarimata Hills Subdivision

Council is developing a 42 section subdivision, in two stages, at Ngaruawahia. The development is funded from the Council's strategic investment fund, and sale proceeds will be returned to that account. The total development is estimated at \$2.1 million, with section sales projected over several years.

Projects	2004/05 \$	2005/06 \$	2006/07 \$
Raglan Information Centre upgrade	10,000		
Ngaruawahia Library extension		50,000	
Huntly Pensioner Housing grounds	7,000		
Ngaruawahia Office major repairs and maintenance	78,500	93,500	50,000
Raglan Harbour pedestrian access walkway to bridge		7,500	
Raglan Harbour pedestrian bridge	150,000		
Raglan Harbour beacons	10,000		
Plant purchases vehicles	306,000	325,000	325,000
Furniture purchases	45,000	36,000	37,000
Tamahere Hall	1,500,000		

Property

The provision of this activity contributes to the community outcomes of Vibrant Local Communities and a Thriving Economy.

The Property Management Unit is responsible for the efficient management of all Council properties, plant and furniture. This includes development, sales and purchases, maintenance, leases and licenses to occupy. Council owns over 600 properties including offices, libraries, housing for the elderly units, reserves, public cemeteries, camping grounds, community houses, Raglan Harbour endowment properties, a wharf, community centres and halls.

Council's property portfolio is retained, managed and operated to ensure local communities have access to venues for recreational, cultural and governance activities. Community and civic halls and venues provide an environment for an extensive range of cultural and community-based social activities, including theatre, arts, band practice, indoor sports and clubs.

Council's housing for the elderly units provide well-maintained, affordable and safe living environments for elderly and disadvantaged tenants.

Libraries and office buildings are located to best serve the local communities, while reserve land is held for recreation and conservation purposes.

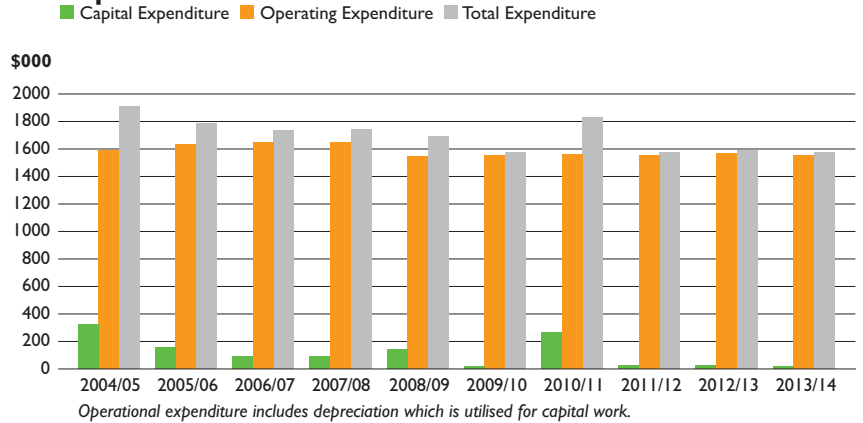
Where we want to go

To meet the community's aspirations and changing needs over the next 10 years, we plan to focus on a progressive review of all Council-owned properties to ensure that facilities are managed efficiently, and that performance matches Council's commitment to delivering quality outcomes. We will achieve this by:

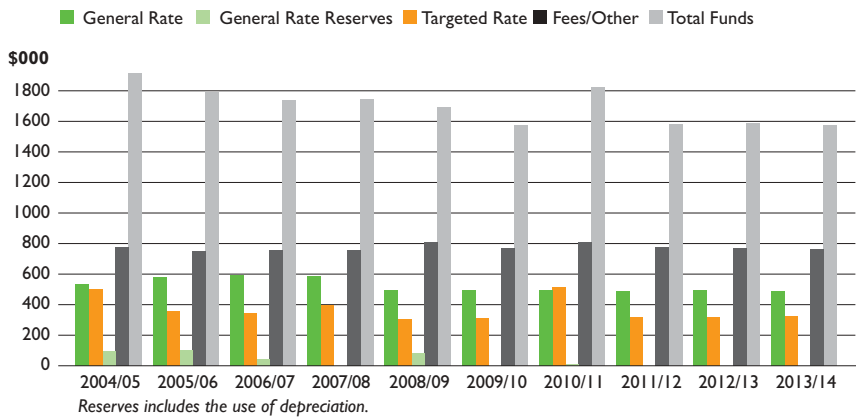
- continually assessing property needs in terms of the portfolio Council currently owns and occupies
- identifying opportunities to divest Council of properties that are not considered to be within Council's core business
- identifying and purchasing properties that are part of Council's core business activities
- ensuring local communities have access to venues for a wide range of activities
- undertaking property development activities where it is appropriate and financially viable
- implementing continuing programmes to maintain and improve current service levels that are completed on time, to the required standard and within overall budget.

What we plan to spend

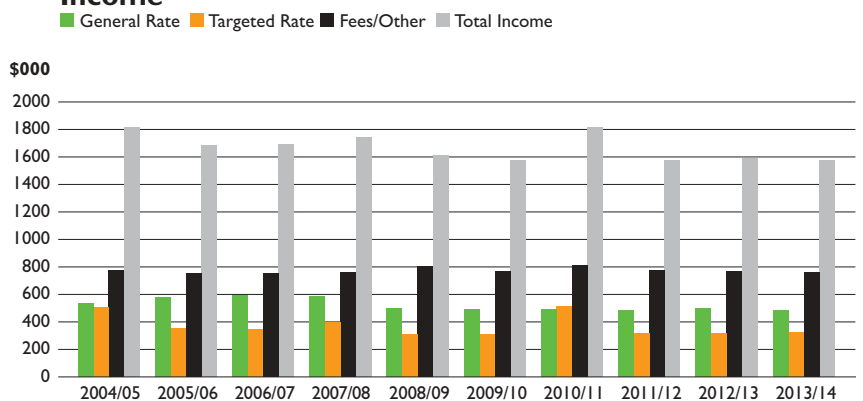
Expenditure



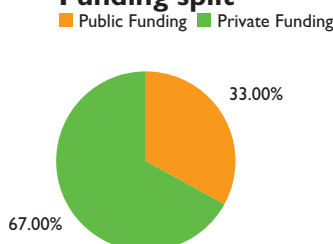
Source of funds



Income



Funding split



How we know we are on track

Within the framework of applicable legislation we aim to provide consistent service levels in the following areas.

Service level

- To ensure expenditure on grants and donations is in line with the direction given in Council's Strategic Plan.
- To ensure community grants programmes are completed on time, to the required standard and within budget.
- To ensure that the required reporting is received from organisations that have been given grants.
- To ensure that analysis of funding applications is provided to the funding body.

Checking progress

- To undertake quarterly internal audit and monthly monitoring reports to Council Committee.
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What we plan to do

Council will make the following grants to community organisations.

Projects	2004/05 \$	2005/06 \$	2006/07 \$
Aquatic Games - Weavers Lake	5,000		
Balloons Over Waikato	5,000	5,000	5,000
District Museum - Huntly	51,000	51,000	51,000
District Museum Huntly - new building		20,000	400,000
Ecosourced Waikato	5,000	2,000	
Huntly Information Centre	57,000	57,000	57,000
Life Education Trust	5,000	5,000	5,000
Matangi Sports Club	up to 30,000		
Ngaruawahia Golf Club	10,000	10,000	
Northern Surf Lifesaving	26,100	23,200	23,200
North Waikato Tourism	4,000	4,000	4,000
Raglan Information Centre	55,000	55,000	55,000
Sport Waikato	107,000	107,000	107,000
Switched onto Artz Huntly	3,000	3,000	
Tauwhare School - court upgrade	10,000		
Te Akau Sports Complex	3,746	3,746	3,746
Te Akau Sports Complex - tennis courts	up to 50,000		
Te Kauwhata DISC	7,600	7,600	7,600
Te Kowhai Hall - painting	8,500		
Tourism Waikato	32,000	32,000	32,000
Waikato District Sports Awards	5,000	5,000	5,000
Waikato Museum	5,000	5,000	5,000
Waikato University Arts Centre	10,000		
Westpac Trust Air Ambulance	10,000	10,000	10,000
Whaingaroa Harbour Care	20,000	20,000	20,000
Discretionary Funds*			
Rural Wide	48,423	48,423	48,423
Huntly	45,540	45,540	45,540
Ngaruawahia	42,717	42,717	42,717
Raglan	25,845	25,845	25,845
Te Kauwhata	7,205	7,205	7,205
Meremere	2,329	2,239	2,239
Taupiri	2,941	2,941	2,941

* The funds that are made available to Community Boards and Committees are to be expended at their discretion. Guidelines on how to make an application for funding are available at any Council office.

Grants and Donations/Community Liaison

All key community outcomes of Vibrant Local Communities, Thriving Economy and Sustainable Living Environment are furthered through the provision of this activity.

Council makes contributions to a variety of community groups and projects to improve/enhance the social, cultural, environmental, arts, sporting capacity and infrastructure within the district.

Council administers discretionary funds, which reflect community needs on a self-determination basis. This activity promotes recreational activities, provides community facilities, and fosters arts, cultural and sports development. In addition, it engenders a greater sense of belonging to the local community.

Where we want to go

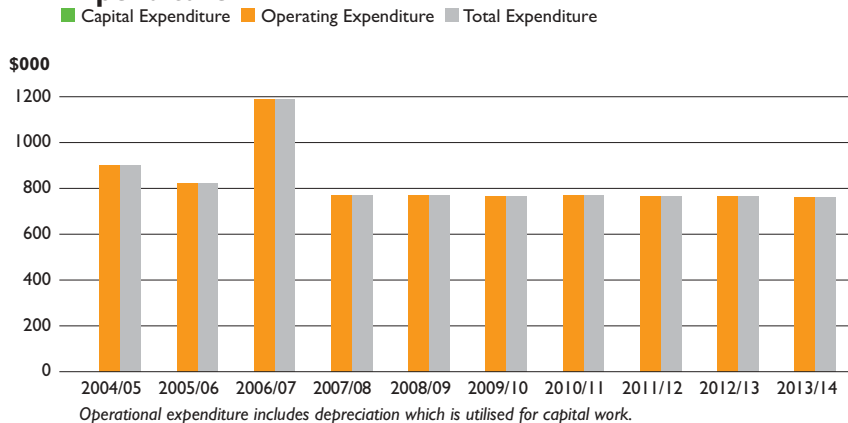
Council has a policy of understanding and identifying its communities and the wider social issues that impact upon them. Through greater knowledge of local needs, Council is able to suitably respond to social issues affecting the communities it represents.

To meet the community's aspirations and changing needs, over the next 10 years we will ensure that Council continues to provide assistance to groups to achieve their goals where, due to lack of resources, it would not otherwise be possible. We will achieve this by:

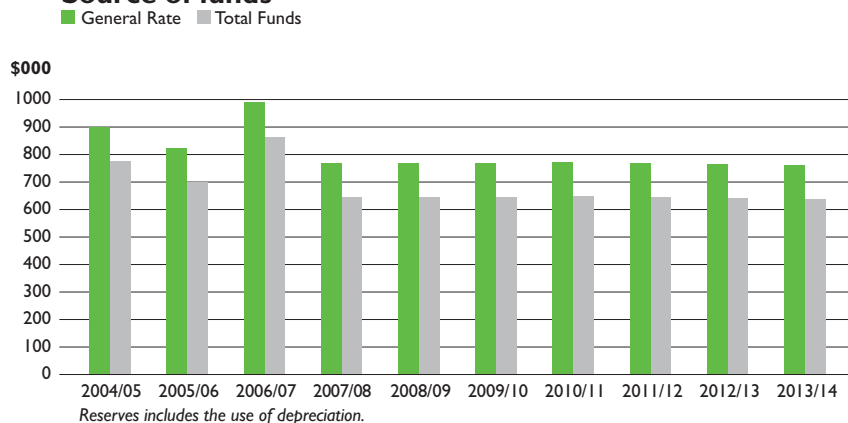
- supporting the provision of community, cultural and social services, programmes and activities by other organisations
- assisting with the development of community groups
- undertaking research and consultation to ensure the Council is informed of community needs
- providing advice and advocacy support
- administering funding and providing grants for community organisations and groups
- annually providing discretionary funds to the Huntly, Ngaruawahia, Raglan and Taupiri Community Boards, the Meremere and Te Kauwhata Community Committees, and the district-wide discretionary fund in accordance with policy
- supporting Community Boards in the distribution of their discretionary funds
- funding the District Sports Co-ordinator position through Sport Waikato.

What we plan to spend

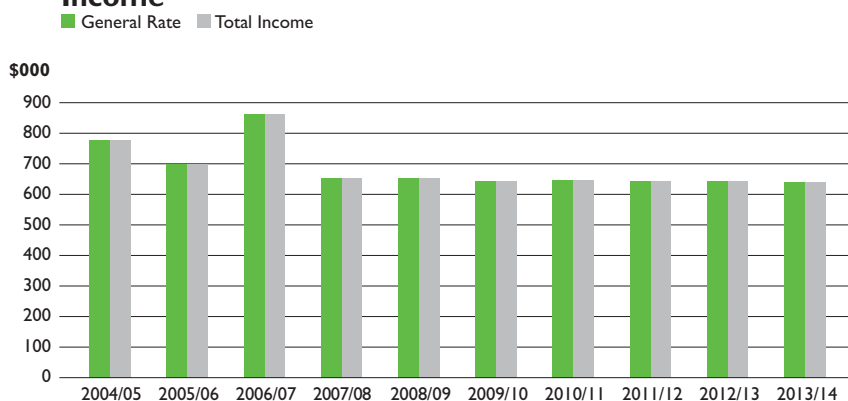
Expenditure



Source of funds

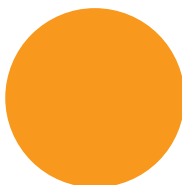


Income



Funding split

Public Funding (orange) Private Funding (green)



How we know we are on track

The joint emergency management plans cover all hazards and are co-ordinated with both the greater region and nationally. The full development of these plans will be complete by 2005.

Checking progress

- Under the Civil Defence Emergency Act 2002 a cluster of five local authorities have produced a common Civil Defence Management Plan.

Service level

That at all times Council shall support the current Civil Defence Plan in accordance with section 34 of the Civil Defence Emergency Act 2002.

What we plan to do

Projects	2004/05	2005/06	2006/07
	\$	\$	\$
Civil Defence radios	6,000	23,000	

Community and Safety

Through its involvement in community and safety, Council supports the community outcomes of Vibrant Local Communities and a Sustainable Living Environment.

Waikato District Council has joined with four other councils (Waipa, Hamilton, Otorohanga and Waitomo) to jointly manage emergencies in the total area. To do this they have established an office with three staff located at Hamilton City Council, which is the administering authority. This arrangement was established in 2003 and will be developed over the next three years (and beyond) in response to the Civil Defence Emergency Management Act 2002.

The joint office:

- develops, implements and monitors area wide emergency management plans based on an all-hazards approach
- promotes community awareness and involvement
- plans and undertakes exercises to prove capability.

Through this joint group Council works co-operatively with the other authorities in the greater Waikato region to plan for and respond to hazards, risks and emergencies.

Council retains some resources to respond to and manage emergencies at all levels.

Council maintains separate facilities and capacity to respond to rural fires within the district.

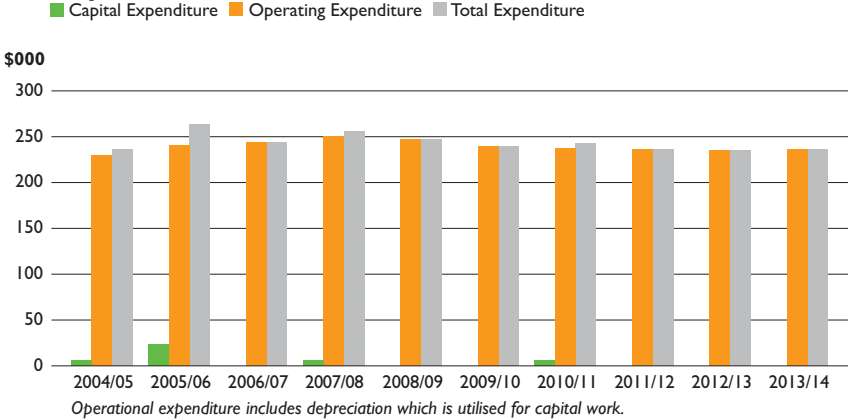
This activity is fundamental to protecting the community in the event of emergencies and is required by the Civil Defence Emergency Management Act 2002 and the Forest and Rural Fires Act 1997.

Where we want to go

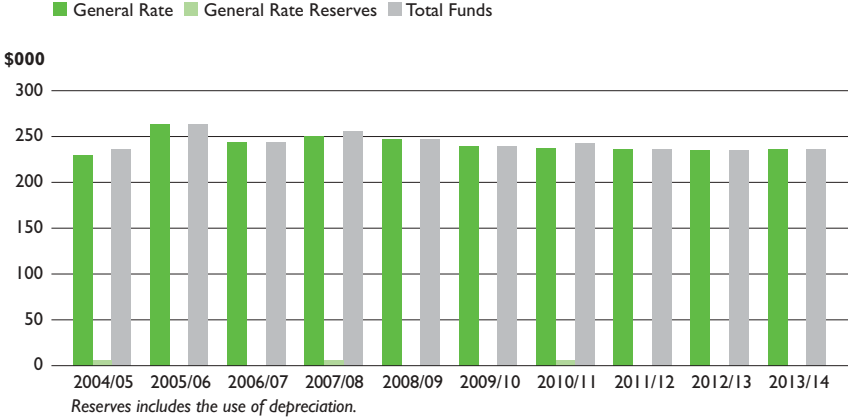
The long-term goal for this activity is to have fully developed emergency management plans, and to have the two rural fire teams continue to operate at their current levels of capability.

What we plan to spend

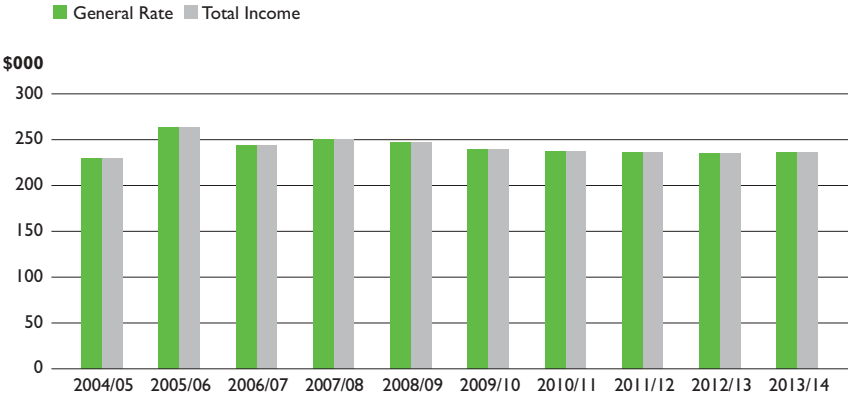
Expenditure



Source of funds



Income



Funding split

Public Funding (orange) Private Funding (green)



How we know we are on track

Service level

- To deliver a full range of services and information in a prompt, professional and customer friendly manner.
- To provide the customer interface with Council.

Checking progress

To obtain a rating of 'good' or better from 90% of respondents in a formal customer satisfaction survey which will be carried out once each year.



Area Offices

Area offices contribute to all the identified community outcomes by providing support for all of the Council's other activities.

The Council's district office at Ngaruawahia, area offices at Huntly and Raglan, and agencies at Hamilton and Te Kauwhata provide the first point of contact for customers. The Council's Customer First staff offer a full range of services and information to district residents and visitors to the Waikato area.

Building and resource applications, payment for services, and requests for service are all handled at the area offices.



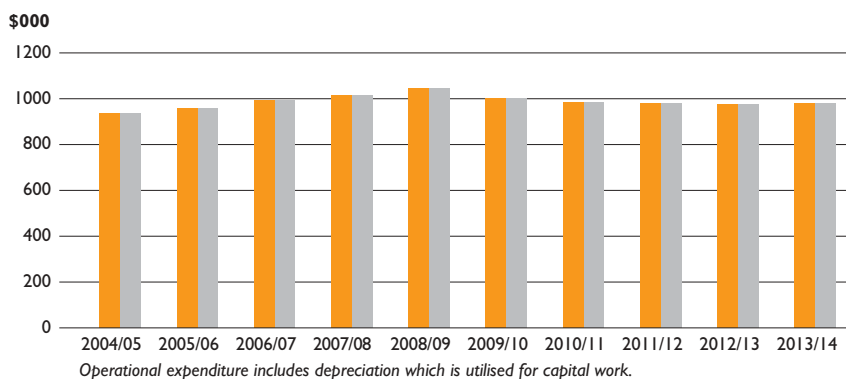
Where we want to go

The long-term focus for this activity is to continue to develop and deliver excellent service.

What we plan to spend

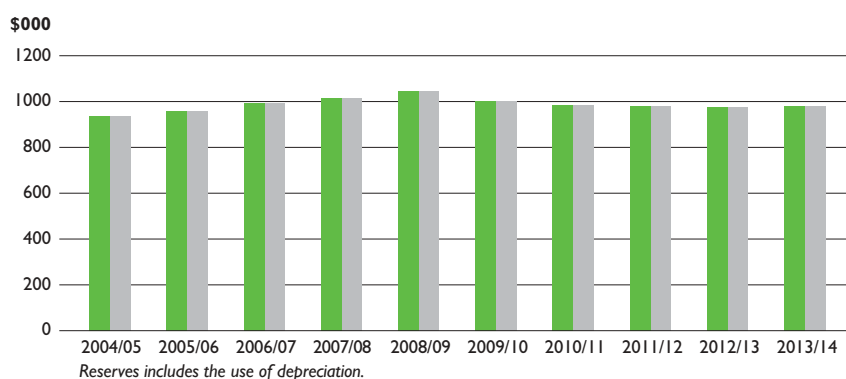
Expenditure

■ Capital Expenditure ■ Operating Expenditure ■ Total Expenditure



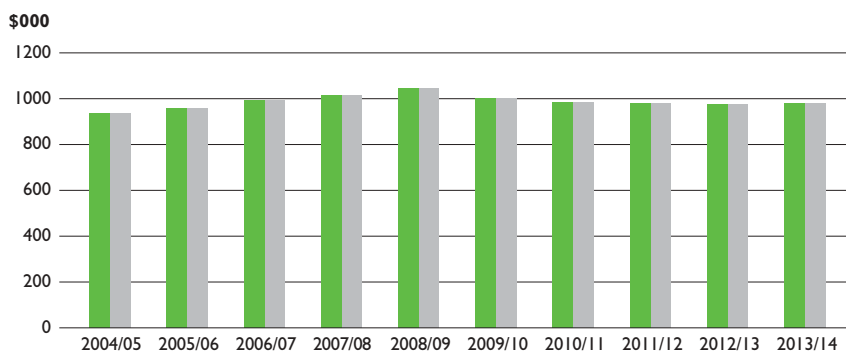
Source of Funds

■ General Rate ■ Total Funds



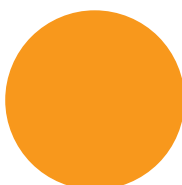
Income

■ General Rate ■ Total Income



Funding split

■ Public Funding ■ Private Funding



How we know we are on track

Service level

- To be compliant with the Council's Treasury Management Policy.

Checking progress

To undertake monthly reports to the Council Committee.



Funds Management

Funds management contributes to the community outcome of a Thriving Economy.

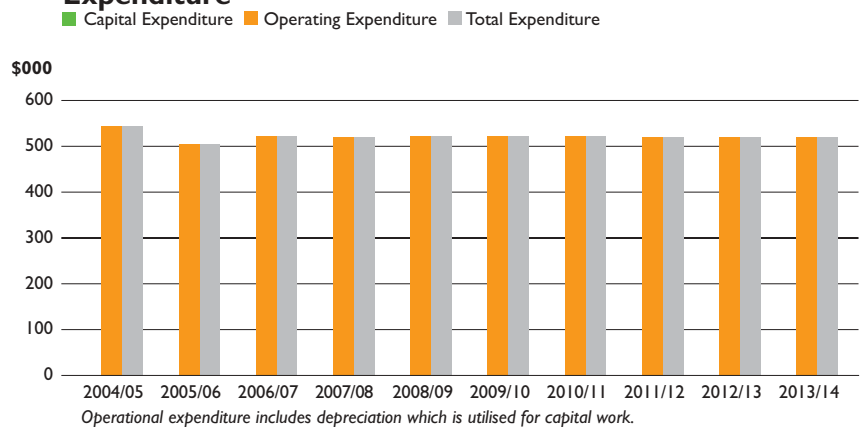
This activity manages Council's treasury and investment operations. This involves administering funds collected through depreciation, a number of general purpose reserves and targeted rate reserves. This activity also reviews Council's debt position on an ongoing basis.

Where we want to go

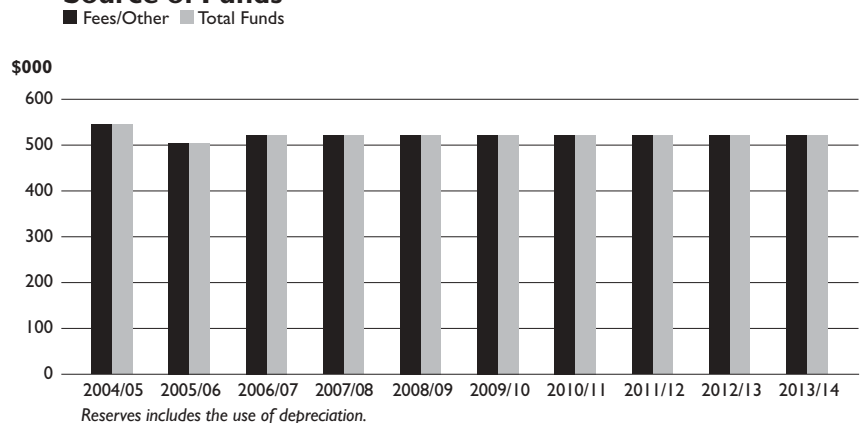
The long-term goal for this activity is to effectively manage funds so as to reduce the reliance on other forms of funding and therefore benefit the ratepayer at large.

What we plan to spend

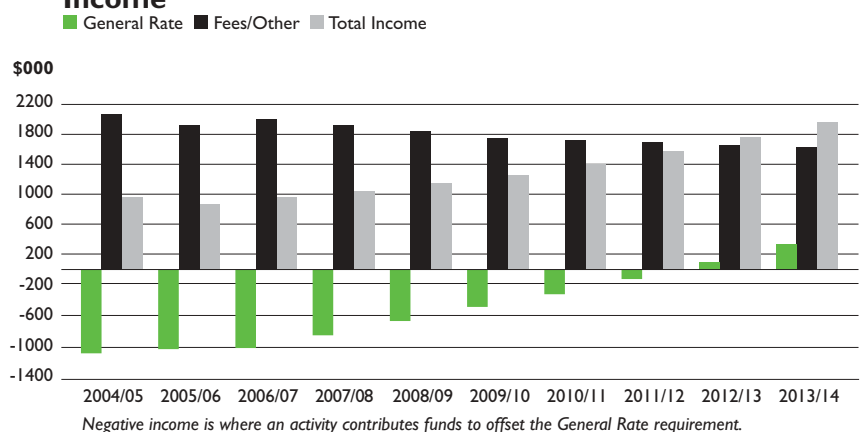
Expenditure



Source of Funds

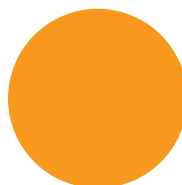


Income



Funding split

Public Funding (orange) Private Funding (green)



Corporate Services Cost of Service Statement

Corporate Services COST OF SERVICE STATEMENT Year Ending 30 June	2003/04 Budget \$000	2004/05 Budget \$000	2005/06 Budget \$000	2006/07 Budget \$000
Area Offices	823	936	960	994
Community and Safety	209	230	241	244
Council Properties	1,374	1,588	1,630	1,646
Funds Management	195	545	505	521
Grants and Donations/Community Liaison	1,068	900	824	1,190
Total Operating Expenditure	3,669	4,199	4,160	4,595
Area Offices	2	2	2	2
Council Properties	1,522	1,903	1,964	1,987
Funds Management	1,719	1,930	2,001	1,957
Grants and Donations/Community Liaison	201	133	127	129
Total Income	3,444	3,968	4,094	4,075
Net Cost of Service	225	231	66	520