

Agenda for a meeting of the Strategy & Finance Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 23 AUGUST 2016** commencing at **9.00am**.

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.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

A representative from Waikato Enterprise Agency will be in attendance from 9.00am to discuss item 6.1.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 28 June 2016

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5. MATTERS ARISING FROM MINUTES

6. REPORTS

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GJ Ion

CHIEF EXECUTIVE

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Open Meeting

To	Strategy & Finance Committee
From	GJ Ion Chief Executive
Date	28 June 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	I547028
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

The minutes of a meeting of the Strategy & Finance Committee held on Tuesday 28 June 2016 are submitted for confirmation.

2. RECOMMENDATION

THAT the minutes of the meeting of the Strategy & Finance Committee held on Tuesday 28 June 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes 28 June 2016

MINUTES of a meeting of the Strategy & Finance Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **TUESDAY 28 JUNE 2016** commencing at **9.00am**.

Present:

Cr JC Baddeley (Chairperson)
His Worship the Mayor Mr AM Sanson *[from 9.08am]*
Cr R Church
Cr JM Gibb *[until 10.29am and from 10.48am]*
Cr WD Hayes
Cr SD Lynch *[until 10.29am and from 10.48am]*
Cr LM Petersen
Cr JD Sedgwick
Cr NMD Smith
Cr GS Tait

Attending:

Mr G Ion (Chief Executive)
Ms S Duignan (General Manager Customer Support)
Mr T Harty (General Manager Service Delivery)
Mr V Ramduny (Acting General Manager Strategy & Support)
Mrs LM Wainwright (Committee Secretary)
Mr J Allan (Finance Planning and Reporting Team Leader)
Ms J Macartney (Senior Policy Planner)
Mr D Totman (Strategic Planning Project Manager)
Ms J Vernon (Strategic Planning and Resource Management Team Leader)
Ms L Van Den Bemd (Community Development Co-ordinator)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Church/Sedgwick)

THAT an apology be received from and leave of absence granted to **Cr Costar, Cr Fulton, Cr McGuire and Cr Solomon;**

AND THAT an apology for lateness be received from **His Worship the Mayor.**

CARRIED on the voices

S&F1606/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Tait/Gibb)

THAT the agenda for a meeting of the Strategy & Finance Committee held on Tuesday 28 June 2016 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.

CARRIED on the voices

S&FI606/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs Hayes/Sedgwick)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 24 May 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

S&FI606/03

Resolved: (Crs Gibb/Sedgwick)

THAT the minutes of a hearing meeting of the Strategy & Finance Committee – Proposed 2015/2016 Development Contributions Policy Appendices - held on Wednesday 9 September 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

S&FI606/04

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

REPORTS

Hamilton & Waikato Tourism Schedule of Services for Local Government 2016-17
Agenda Item 6.1

The Acting General Manager Strategy & Support gave a verbal update and answered questions of the committee.

Resolved: (Crs Lynch/Tait)

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

AND THAT the Hamilton & Waikato Tourism Schedule of Services for Local Government 2016-17 be adopted.

CARRIED on the voices

S&F1606/05/1

Summary of Movements in Discretionary Funds to 16 June 2016
Agenda Item 6.2

Resolved: (Crs Lynch/Church)

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

CARRIED on the voices

S&F1606/05/2

Financial Review of Key Projects
Agenda Item 6.3

Resolved: (Crs Gibb/Smith)

THAT the report from the Chief Executive – *Financial Review of Key Projects* – be received;

AND THAT the following list of projects be agreed as those to be reported as key projects for 2016/2017:

- **Wastewater Scheme – Pokeno Stage 2**
- **Water reservoirs/ storage Hopuhopu**
- **Pokeno water reservoir**
- **Tamahere Rcreation reserve**
- **Wastewater Huntly**
- **Horotiu water reservoir**
- **Huntly water reservoir**
- **Ngaruawahia office front of house**
- **Stormwater upgrades Ngaruawahia**
- **Stormwater upgrades Raglan.**

CARRIED on the voices

S&F1606/05/3

Community Engagement Update
Agenda Item 6.4

The Acting General Manager Strategy & Support gave a verbal update and answered questions of the committee.

Resolved: (Crs Gibb/Smith)

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

AND THAT Council staff be thanked for the level of engagement carried out with the community.

CARRIED on the voices

S&F1606/05/4

His Worship the Mayor entered the meeting at 9.08am during discussion on the above item and was present when voting took place.

Pokeno Village Wastewater Reticulation, Phase 2
Agenda Item 6.5

The General Manager Service Delivery gave a verbal update and answered questions of the committee.

Resolved: (Crs Hayes/Church)

THAT the report of the General Manager Service Delivery be received;

AND THAT the Committee recommends to Council that Phase 2 of this project proceed to tender stage;

AND FURTHER THAT additional connection agreements are sought up to and during the construction phase;

AND FURTHER THAT affected property owners are offered capital targeted rate legal agreements for a 10 year payment plan, based on the rates in this report. Should the scheme proceed, payments and operation of the system would commence from 1 July 2017 in line with the rating year.

CARRIED on the voices

S&F1606/05/5

Pokeno Community Committee Website
Agenda Item 6.6

The Acting General Manager Strategy & Support gave a verbal update and answered questions of the committee.

Resolved: (Crs Smith/Tait)

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

AND THAT the amount of \$5,000 from the Administration Expenses (Grant and Donations) budget is made available to the Pokeno Community Committee for development and operation of a community website, and that this amount is carried forward to the 2016/17 financial year;

AND FURTHER THAT by Council granting the funds, the Pokeno Community Committee understands the use of the website should not negatively impact on Council or bring it or its brand into disrepute;

AND FURTHER THAT any Council committed funding to any other community committee/group for website development and/or maintenance is provided on the understanding that such websites will not negatively impact on Council or bring it or its brand into disrepute.

CARRIED on the voices

S&F1606/05/6

Plan Change 16 – Tuakau Structure Plan (Stage 1)
Agenda Item 6.7

The Senior Policy Planner gave a verbal update and answered questions of the committee.

Resolved: (Cr Church/His Worship the Mayor)

THAT the report of the Acting General Manager Strategy & Support be received;

AND THAT the Strategy & Finance Committee recommends to Council that Plan Change 16 (as amended) be publicly notified on 16 July 2016 and submissions called until 31 August 2016;

AND FURTHER THAT the Strategy & Finance Committee recommends to Council that the independent hearing panel to be appointed for Plan Change 16 be delegated authority to hear and decide on all submissions received.

CARRIED on the voices

S&F1606/05/7

Cr Gibb and Cr Sedgwick did not speak to, or vote on this item.

Plan Change 17 - Ngaruawahia and Surrounding Villages Stage One Proposed Rezoning – Appointment of Hearings Panel
Agenda Item 6.8

The Strategic Planning and Resource Management Team Leader gave a verbal update and answered questions of the committee.

Resolved: (Cr Smith/His Worship the Mayor)

THAT the report of the General Manager Strategy & Support be received;

AND THAT the Committee recommend to Council that an independent commissioner and two Councillors be appointed as the hearings panel;

AND FURTHER that the hearings panel is delegated the authority to make the decision on Plan Change 17.

CARRIED on the voices

S&FI606/05/8

Cr Gibb and Cr Sedgwick did not speak to, or vote on this item.

The meeting adjourned at 10.29am and resumed at 10.46am.

Minutes of the Hauraki Gulf Forum
Agenda Item 6.9

The Strategic Planning and Resource Management Team Leader gave a verbal update and answered questions of the committee.

Resolved: (Crs Church/Sedgwick)

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

CARRIED on the voices

S&FI606/05/9

Cr Gibb and Cr Lynch re-entered the meeting at 10.48am during discussion on the above item and were present when voting took place.

Heritage Project Fund
Agenda Item 6.10

The Community Development Co-ordinator answered questions of the committee.

Resolved: (Crs Church/Lynch)

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

CARRIED on the voices

S&FI606/05/10

Exclusion of the Public
Agenda Item 7

Resolved: (Crs Gibb/Tait)

THAT the report of the Chief Executive – *Exclusion of the Public* – be received;

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

- a. **Confirmation of Minutes dated Tuesday 24 May 2016**

REPORTS

- b. **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)

CARRIED on the voices

S&F1606/06

Resolutions S&F1606/07 – S&F1606/09 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 11.22am.

Minutes approved and confirmed this day of 2016.

JC Baddeley
CHAIRPERSON

Minutes2016/S&F/160628 S&F M.doc

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	11 August 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	1579625
Report Title	Waikato Enterprise Agency Annual Report for the Waikato District and Raglan i-SITES 2016

1. EXECUTIVE SUMMARY

To advise the Committee that Kim Bredenbeck from the Waikato Enterprise Agency will be in attendance to present the Annual Report for the Waikato District and Raglan i-SITES 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Annual Report for the Waikato District and Raglan i-SITES 2016

2016

Annual Report for the Huntly and Raglan i-SITES



Ryan Morgan Facebook

Waikato Enterprise Agency
General Manager Kim Bredenbeck

This report focuses on the operational activities of the Waikato District i-SITE's located at Huntly and Raglan and reflects the year July 2015 to June 2016.

THE INDUSTRY AND ITS CONTRIBUTION

Tourism's \$13.5 billion in export earnings has put it ahead of the dairy industry for the first time in five years as the visitor boom in New Zealand continues. Annual dairy exports were \$13 billion for the year ended September 2015, this will continue as the primary sector remains flat.

Tourism Industry Association chief executive Chris Roberts said tourism and dairying were both vital to the New Zealand economy, and the recent dramatic growth in international visitor spending highlighted tourism's important role.

The current upswing in tourism began in 2013 with the release of the first Hobbit movie providing an immediate boost, and since then tourism export earnings had grown by more than 40%. Roberts said there was every reason to expect this upward trajectory to continue through next year and the goal of increasing total tourism revenue to \$41 billion a year by 2025 looked achievable.

For only the second time on record, holiday visitors from China (22,200) surpassed those from Australia (20,200). Chinese visitors are showing an increased desire to take in more less known sights in New Zealand. Emerging markets are also showing signs of growth for example income from India and Indonesia are forecast to grow by 62 and 66% respectively.

"Over the last couple of years there's been a massive increase in the middle class in developing nations. These are people who're able to travel who five years ago wouldn't have been able to.

DOMESTIC TOURISM POTENTIAL

Never has domestic tourism been as relevant or profiled as over the past 12 months, the direct impacts it is having on our highway traffic as the roads become congested with Auckland residents departing their region by the thousands into ours every Friday evening and Saturday morning. As staff gathers intelligence the feedback indicates a variety of reasons from sporting or fitness events to what we are identifying as the 3 F's "Fitness, Fun and Food"! As outlined in the article below we are a region with huge local tourism potential.

Waikato popular holiday spot for Auckland residents

JOHAN LOLOS

The Coromandel Peninsula was Spark's most active area over the summer, with a data usage spike of 231 per cent.

Mobile data usage has put the spotlight on a mass annual migration of tech savvy humans to the regions over the summer break.

Waikato was the favoured spot for Aucklanders fleeing the concrete jungle attracting at least 130,000 people.

The telecommunications company Spark tracked data usage between Christmas day and January 5.

FAIRFAX NZ

No visit to the Coromandel Peninsula is complete with a trip to the stunning Cathedral Cove.

It showed almost 19 per cent of Aucklanders who left the city for the holidays visited the Waikato, beating other areas for their favourite spot.

The region was also high on the list of places to visit for Wellingtonians, with over 16 per cent of those who left the capital city opting for a stay in the Waikato.

But the Coromandel Peninsula, unsurprisingly, was the country's favourite.

Matamata Chronicle

Wairere Falls.

Around 150,000 people chose the peninsula for their getaway, leading to a 231 per cent spike in daily mobile data usage in the region.

On the flip side, Auckland, Wellington and Christchurch not only experienced dips in daily mobile data usage (20 - 25 per cent) over the peak holiday period, but also around 50 per cent of the population of each city left to visit other places around New Zealand. But most didn't venture too far, staying within a three-hour drive from home.

Kelly Hodel

Kawhia to Raglan road trip on the coastal road. Makomako

Kiri Goulter, CEO of Hamilton and Waikato Tourism, said Spark's data backed the tourism organisation's figures.

"It is good to hear the region is a popular summer destination for Aucklanders and Wellingtonians based on the Spark figures, and this supports the data that we received too.

"Domestic expenditure and guest nights were well up for the region in December which is a great result and anecdotally this trend is likely to continue for the rest of the summer.

"In addition, our website shows people seeking information about walking and cycling, events and family-based activities.

"We have certainly heard that numbers to walking trails like Te Waihou Walkway, Sanctuary Mountain, Wairere Falls have been very busy along with our seaside hot spots of Raglan and Kawhia."

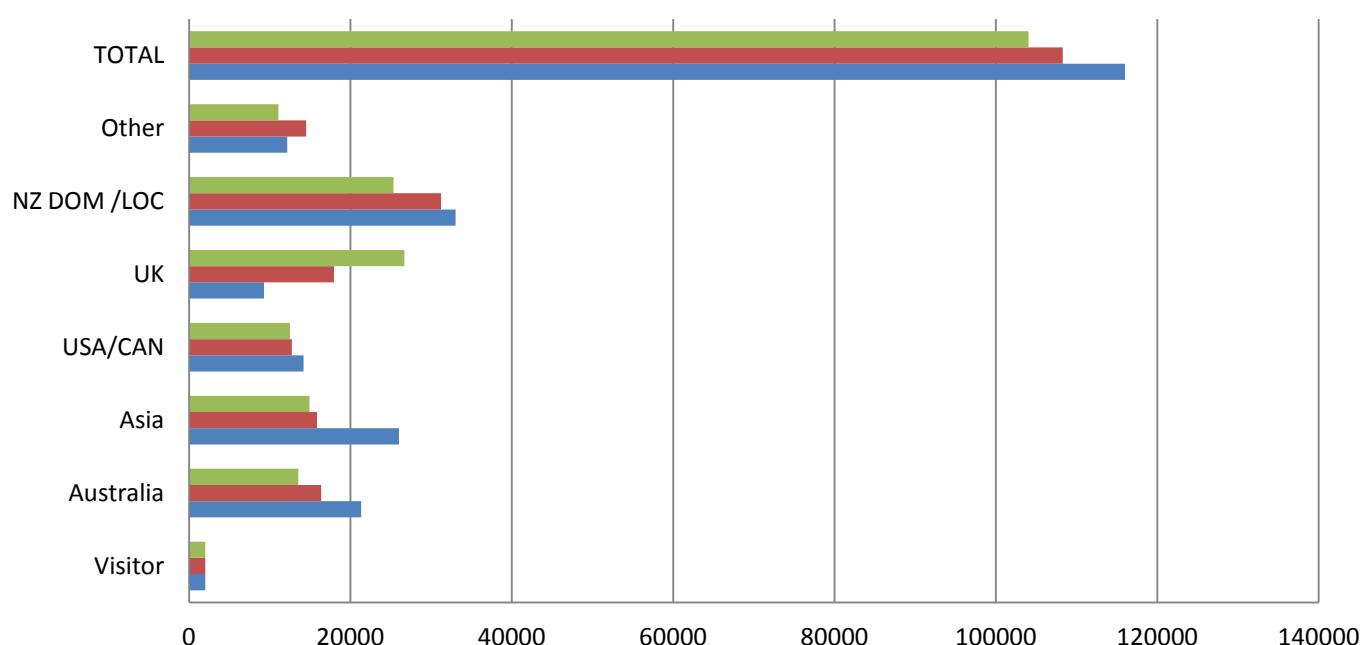
Statistics New Zealand data shows that in 2015, 110,000 more Kiwis stayed in a Waikato hotel, motel or other accommodation provider than the year before. - **Stuff article Wednesday 24th February 2016**

VISITOR ACTIVITY AND STATISTICAL ANALYSIS

The information centres located at Raglan and Huntly hosted a combined total of **121,309** visitors, with Huntly hosting **91,637**. Up +18, 295 from 73,342 on this time last year. The significant growth coming from Australia, Asia (up +10,043), USA and growth of +4283 from the New Zealand domestic market.

Raglan hosted **29, 672 +** a further **5,314** interactions with tourists via facebook, email, website etc. Bringing Raglan's total visitor interaction up to **34,986** slightly up on this time last year with excellent growth in the local NZ domestic market up +4,484.

Visitor Comparisons 2016,2015,2014



	Visitor	Australia	Asia	USA/CAN	UK	NZ DOM /LOC	Other	TOTAL
Series3	2014	13,523	14,913	12,505	26,692	25,341	11,073	104,047
Series2	2015	16,370	15,850	12,743	17,951	31,222	14,510	108,286
Series1	2016	21,329	26,003	14,177	9,288	33,039	12,159	115,995

The above graph has statistics taken from the past 3 years highlighting an excellent upward trend of visitors from around the globe and within New Zealand.

The changing fortunes of travellers are also reflected as their economic circumstances impacts on their ability to travel. Fortunately for New Zealand safety has become a key priority for travellers and we are still perceived as being fairly safe.

The strong domestic market is also a bonus for us to promote our operators and natural assets such as cycle trails, bush and river walks, and roads to cycle, combining the fun, fitness and food combination.

THE FREE INDEPENDENT TRAVELLER (FIT)

The Free Independent Traveller is developing into a sizable market that is gaining great momentum and will have excellent spinoff for our businesses in the district. Current combined total of 41,180.00 up from 18,490 on last year bodes well for the district as in particular the Asian market continues to grow. A greater effort is being placed on promoting the less travelled roads options that showcase "real" New Zealand.

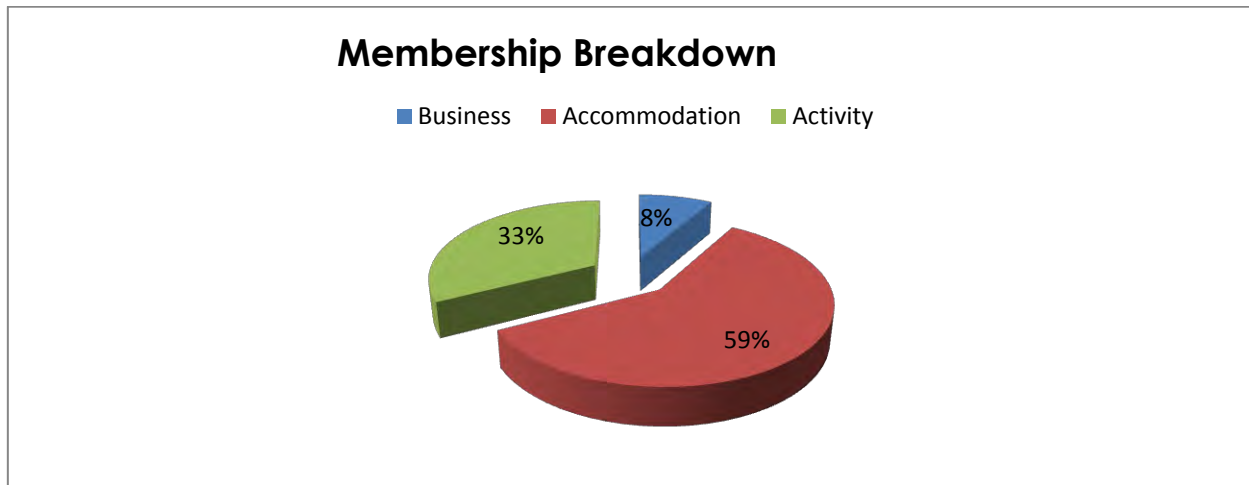


The split of visitor traffic as outlined above shows a shift towards a market place that has visitors independently making their way around our district, region and country. This trend highlights the value that the iSITES provide it allows us to have a professional face to our district that knows all that we have to offer and can accordingly sell to great effect. Our team has the qualifications, local knowledge and a vocational commitment to market and promote the communities they not only represent but reside in. Effectively they have "Skin in the game"!

INFORMATION CENTRE MEMBERSHIP

Both sites have a combined membership of 95 of which Raglan has 65 members and Huntly has 30. This tends to be a fairly static figure however we are noticing subtle shifts in the community dynamic of not only Huntly but also Raglan. Staff has committed to gather local intelligence over the following 12 months to see if these signals become trends. We have observed in discussion with local real estate agents and some contacts in the banking industry that housing ownership is changing with many people opting to live in their properties as opposed to renting them. This is something we will monitor

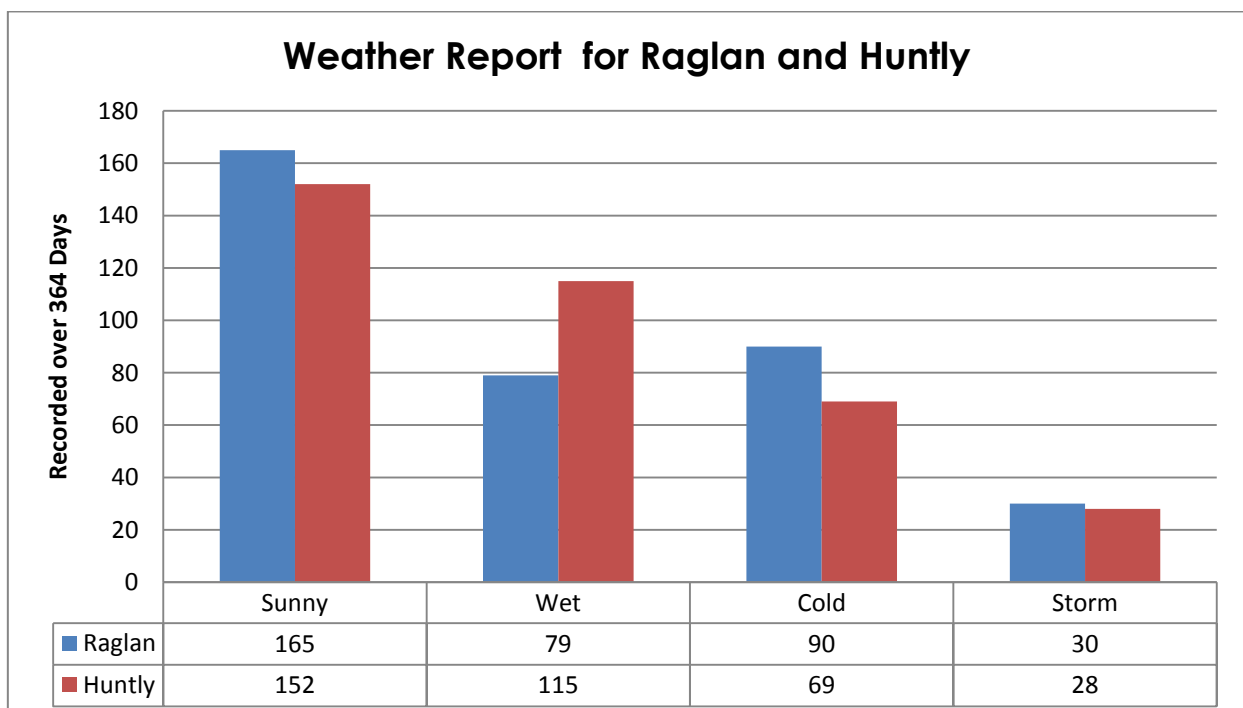
particularly for Raglan as this potentially could take a large number of accommodation options off the market. Raglan's needs are shifting as the community develops a busy vibrant hub that is supported by a growing market of people residing full time in the community.



A high proportion of our membership sits with accommodation providers, however the activity providers has grown by 11%.

WEATHER WATCH FOR RAGLAN AND HUNTLY

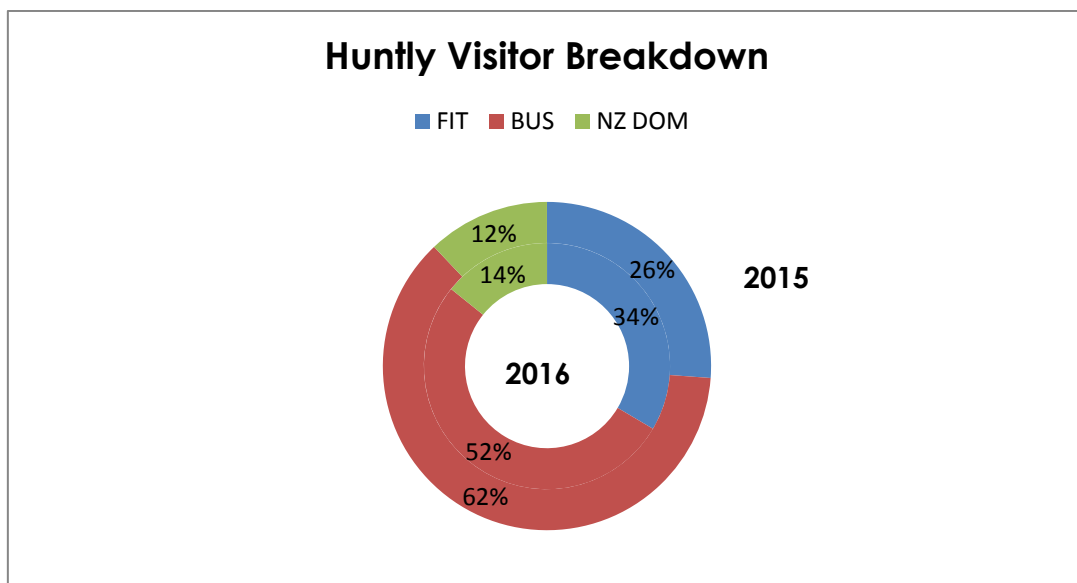
We are aware that the weather has far reaching impacts on visitor movements particularly destination sites such as Raglan. We have had staff record the predominant daily weather information so we can look at any trends or weather patterns in relation to event planning information. As outlined below Raglan had 165 sunny days as compared to Huntly's 152.



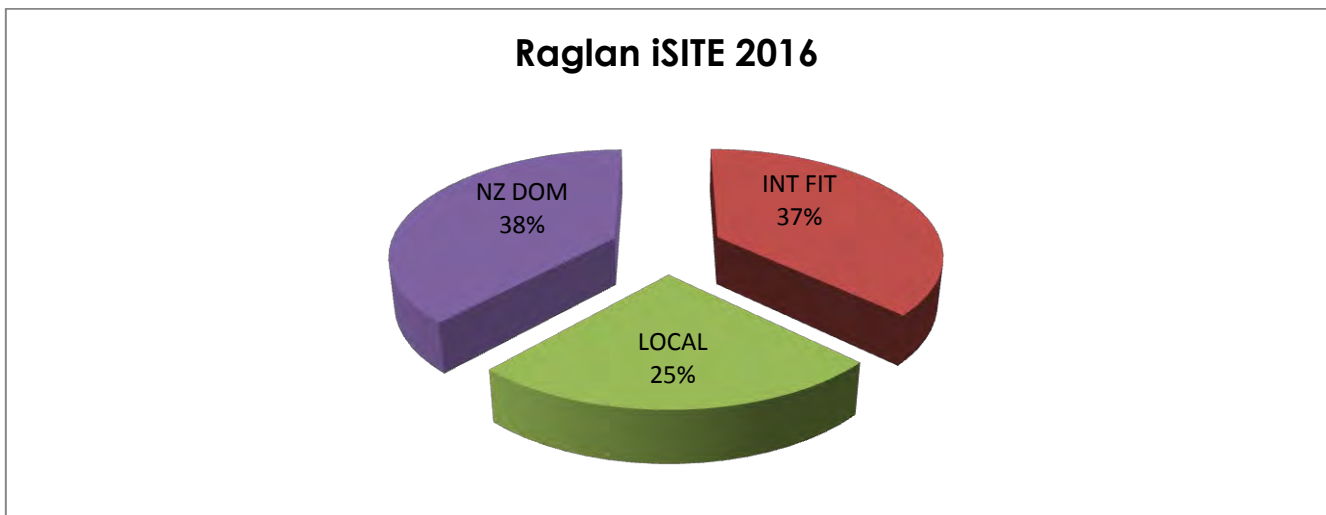
Huntly experienced more wet days but had less cold weather. Huntly also recorded 28 days when roadwork's unduly influenced traffic, 38 days impacted by noticeably heavy traffic combined with 19 days when the roads were made dangerous by ice, water etc.

VISITOR MARKETPLACE SHIFTING DYNAMIC

The breakdown of visitors through the Huntly site show the shifts that are occurring with FIT Free Independent Travellers increasing from 26% to 34% of the visitor mix with BUS visitors dropping as predicted from 62% to 52%. Domestic New Zealanders are on a slight upward trend however the iSITE is referring a large number of domestic NZ travellers to Raglan. The domestic market grew from 12% to 14% as the team looks at clever social media marketing opportunities into Auckland. The focus will be to promote our members alongside our natural assets and resources aligned to fitness, fun and food.



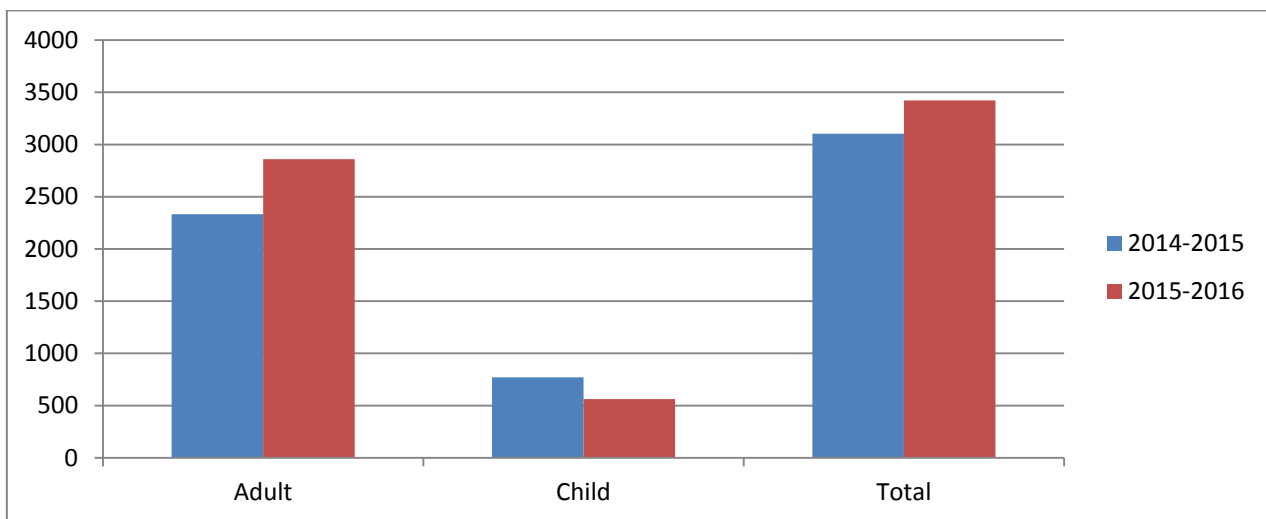
Raglan has also had some shifting trends with strong growth in locals using the site up from 17% to 25%, there is excellent support for the museum, travel inquiries in and around the Waikato district and region.



As the FIT Market grows Raglan is a key destination that would definitely benefit from this growth alongside an established reputation with New Zealand based visitors. Any infrastructure planning should consider the potential growth in domestic tourism and its impacts and demands on the community of Raglan. The home ownership trend of residing in the community should also be monitored as demand for accommodation could outstrip supply.

RAGLAN MUSEUM

3,422 people visited the museum over this period, which was an increase of **+319** and is a credit to the committee that put together exhibitions that are well presented, and appeals to locals and visitors. The visitor statistics have large numbers of locals visiting the museum on a regular basis. The Museum was open to the public 3,650.5 hours, 7 days per week and was only closed on Christmas day.



Above photo: New Zealand school of tourism visiting the Raglan museum and to find information on what we do here at the Raglan i-SITE

Key Highlights for the year

- Both sites were open an average of 70.2 hours per week providing residents and visitors the opportunity to access information and services for 3,650.50 hours per annum. This is down on last year because we found that staying open until 7.00pm during winter was not needed so our hours during this winter run from 8.30am till 6.30pm (closing half an hour earlier). In Raglan's case the museum was open 7 days per week and this did contribute to their numbers. The staff from these sites is

dedicated to provide support for their members by being open 52 weeks per annum with Christmas Day being the only day the sites are closed. Running extended hours to ensure all visitors are looked after with no additional cost to the rate payer.

- **Huntly and Raglan** processed **704 activity** and **776 accommodation** transactions on behalf of members during this period.
- **485 tickets** were issued for residents purchasing travel.
- **95 operators** have paid to be promoted as members by the i-SITES.
- **Both sites** are Qualmark approved and certified.
- **The Waikato District** and Region is proving a popular weekend destination to indulge in Food, Fitness and Fun and this is being reflected in the growth of our NZ Domestic visitor Statistics.
- **Both sites** have directly booked over **\$213,290.36** on behalf of their members including accommodation, activities, ticket sales etc. We know that the true value of the work undertaken is hard to measure as staff provide information about its members having spent some considerable time without completing a sale. Our team refer visitors to members and the assumption is that these customers go on to stay or do an activity as a result of these interactions.
- **The accommodations/activity** inquiry book recorded 1140 customer interactions unable to be tracked to a booking.
- **Huntly and Raglan websites** continue to evolve as staff make every effort to keep them current and inviting.
- **The Raglan website** has hosted a total of **7,233** visitors to the website with **15%** returning visitors and **75.1%** new visitors.
- **Trip Advisor** – Continues to be a good source of promotion for our staff and members products and services.
- **New Products – Raglan Stamps** Thanks to Jed and his high quality photo's he took for our web-site we also used to create a customized stamp to promote Raglan to insure that customers can help us market our lovely seaside resort.

Trip Advisor Reviews for Huntly



thehagis
Oamaru, New Zealand

2 reviews

1 helpful vote

"Huntly i site great both Janelle and Yvi gave all information we wanted and more thank you."

Reviewed 18 May 2016

Were sent to Manor Views thanks Janelle 4 poster bed great view just great. The history of Manor Views and rest of Huntly was all good. Yvi sent us to other places on our way home we could not do it all as we did not have another week. Thanks

Visited May 2016

Helpful? 1 Thank thehagis

Report



Cate S
Port Macquarie, Australia

Level 5 Contributor

54 reviews

16 attraction reviews

35 helpful votes

"Best souvenirs."

Reviewed 30 April 2016

Could this be the best i-SITE in North Island, NZ? We found reasonably priced souvenirs and the staff were very welcoming and helpful with their advice and brochures.

Visited April 2016

Helpful? 1 Thank Cate S

Report

[Ask Cate S about Huntly i-SITE Visitor Information Centre](#)



Sandra R
Hamilton, New Zealand

Level 6 Contributor

110 reviews

85 attraction reviews

13 helpful votes

"Don't just drive past"

Reviewed 28 April 2016

I admit I have driven right past this i-Site dozens of times over the years, wondering why such a small place needs one. I was pleasantly surprised today when I finally visited it. Very helpful lady behind the desk, brochures from all over the country and lots of neat souvenirs/gifts. Check out the artwork on the fence and the view of the power station across the river.



Visited April 2016

Less ▲



sander m
Maastricht, The Netherlands

Level 1 Contributor

3 reviews

4 helpful votes

"The best I site!"

Reviewed 12 April 2016

Ganille was very helpfull when I explained my plans visiting Northland for a couple of days. She really listened to what I was looking for and made flexible reservations for 4 nights. Perfect service !!

Visited March 2016

Helpful? 1 Thank sander m

Report

[Ask sander m about Huntly i-SITE Visitor Information Centre](#)

Reviews for Raglan



swiss_globetrotter...
Chur, Switzerland
Level 6 Contributor

168 reviews
38 attraction reviews
71 helpful votes

"Nice staff"

Reviewed 4 weeks ago

The staff there is wonderful. Very nice and helpful. They will help you with anything you might need.

Helpful?

Thank swiss_globetrotter86

Respond Report



Sandra R
Hamilton, New Zealand
Level 6 Contributor

110 reviews
85 attraction reviews
15 helpful votes

"Excellent customer service"

Reviewed 26 May 2016

I often visit Raglan and have never needed to visit the iSite so I thought it was time I did. I met an absolutely lovely lady who offered good advice regarding different places I could visit to take photos. A knowledgeable local who offered great customer service. I think people forget that iSites are not just about providing brochures. Talk...

More ▾

Helpful?

Thank Sandra R

Respond Report

- **Waikato Regional Cluster of iSITES Cross Selling Event** – The Huntly and Raglan sites have completed 2 cross selling events to promote the North Waikato end and the Southern Waikato District end to their colleagues within the region.
- **Promotional Collateral** - The map behind has been designed to assist Raglan staff to provide good clear instructions to members and promote and highlight key points of interest.



Intangible business activity

Raglan staff continue to record the work they do when working with visitors over the phone, internet or on site to sell the features and benefits of their members. The accommodations/activity inquiry book recorded **1140** customer interactions unable to be tracked to booking. The iSITE diary recorded **462** customers served from the site where a booking was not secured there but likely to be directly with the member.

Partnership with the Department of Conservation (DOC)



The DOC area has been completed at the Raglan office as we head towards more conducive tramping conditions the team expects to start promoting and on-selling these great walks and associated products.



Volunteers

Raglan i-SITE supports the Raglan Area School with their gateway programme. A student volunteers at a job location for 6 weeks to help discover what they would like to do as an occupation. Left: Kaylen – last year gateway student now studying Tourism at New Zealand School of Tourism inspired by the Raglan i-SITE
Right: Te Kohau – March to May gained confidence while being with the Raglan i-SITE

www.huntly.co.nz
www.raglan.org.nz

Key Running Event

The Huntly Half Marathon, 10km fun run/walk, 5km fun run/walk and kids 2km is a well-established event on the running calendar and has a strong fan base, attracting approximately 3000 walkers and runners from Auckland, the Waikato and central North Island. The new course this year starts from Riverview Rd Reserve, featuring a virtually flat single out & back route that follows the mighty Waikato River on completely sealed roads

Huntly Half Marathon



Future Focus

WEA met with a consultant charged with developing recommendations around the potential for a one stop site combining council office, library and possibly iSITE however he was sceptical about our focus on Pokeno. We assume his report has been submitted?



Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	08 August 2016
Prepared by	Mairi Davis Financial Accountant
Chief Executive Approved	Y
DWS Document Set #	1576184
Report Title	Treasury Report to 30 June 2016

1. EXECUTIVE SUMMARY

The purpose of this report is to inform the Committee of treasury risk management compliance.

2. RECOMMENDATION

THAT the report of the **General Manager Strategy & Support** be received.

3. ATTACHMENTS

Treasury Risk Management Policy – Compliance Report

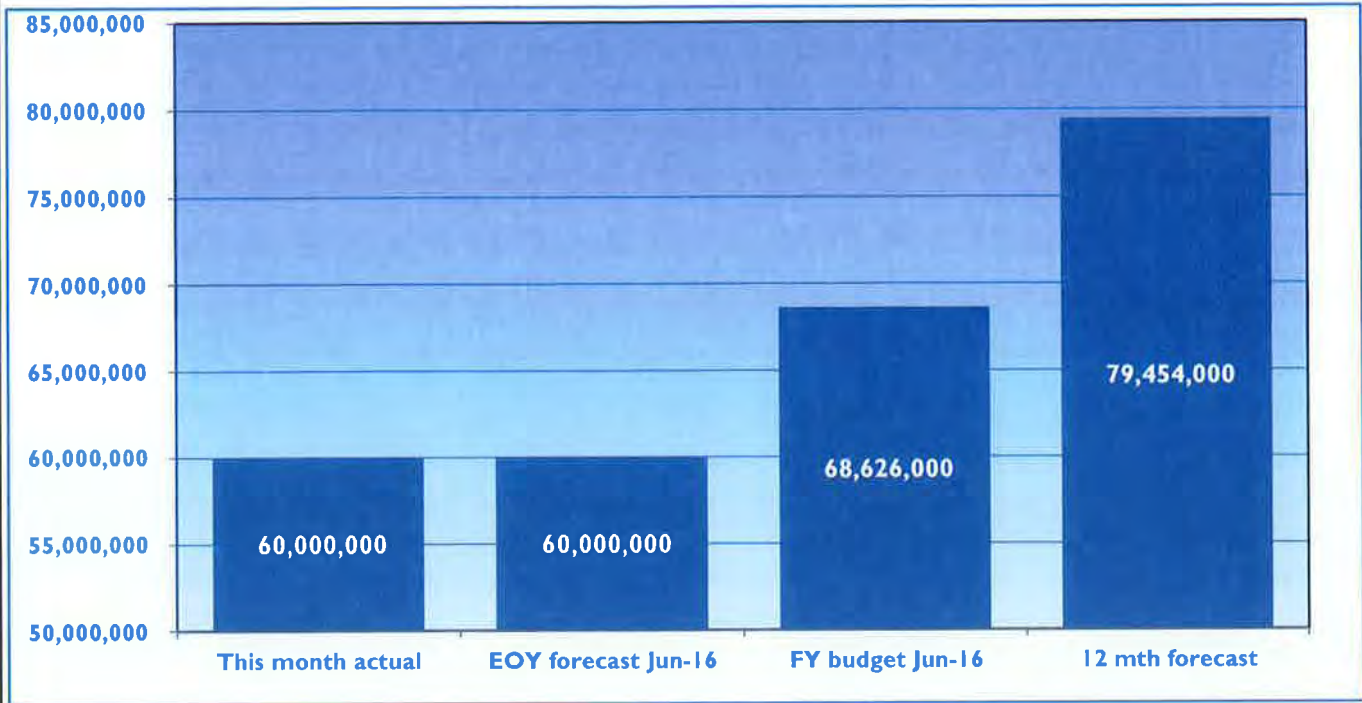
Waikato District Council

Treasury risk management policy - Compliance report

As at 30 June 2016

Policy criteria		Policy limit	Actual	Within policy?
1	The percentage of net external debt to annual revenue Net external debt = Total annual revenue =	<150%	53.9%	✓
		total external debt (net of related borrower notes) less available cash / cash equivalents earnings from rates, government grants & subsidies, user charges, interest, dividends, financial and other revenue excluding non-government capital contributions (eg developer contributions and vested assets)		
2	Net interest expense on net external debt as a percentage of total annual revenue Net interest expense =	<20%	3.4%	✓
		total interest and financing costs less interest income		
3	Net interest expense on net external debt as a percentage of annual rates	<25%	5.0%	✓
4	Liquidity ratio Liquidity =	>110%	129%	✓
		external term debt plus committed bank facilities plus available cash/cash equivalents as a percentage of external term debt		
5	Council currently acts as guarantor for:	there are no guarantees in place at reporting date.		
6	<u>Interest rate benchmark chart</u> Comparison of actual monthly and year-to-date accrued returns vs investing the entire treasury portfolio at the combined average of the 90-day bill rate and the five-year investor swap rate over the last two years.			
<p>Interest Rate (%)</p> <p>Jun-14 Sep-14 Dec-14 Mar-15 Jun-15 Sep-15 Dec-15 Mar-16 Jun-16</p> <p>— Benchmark (incl margin) — Budget — Actual</p>				
7	Actual borrowing costs are <= budgeted borrowing costs Current month Year to date	<u>Budget</u> \$250,492 \$3,005,909	<u>Actual</u> \$238,162 \$4,148,994	✓ ✗
\$1.04m interest was paid to Pokeno Land Company in December. A further \$0.074m has been accrued at 30 June.				
8	Actual monthly borrowing is within end-of-year budget	\$68,626,000	\$60,000,000	✓

9 Borrowing at June 2016

This graph depicts actual borrowing - LGFA plus bank (BNZ).

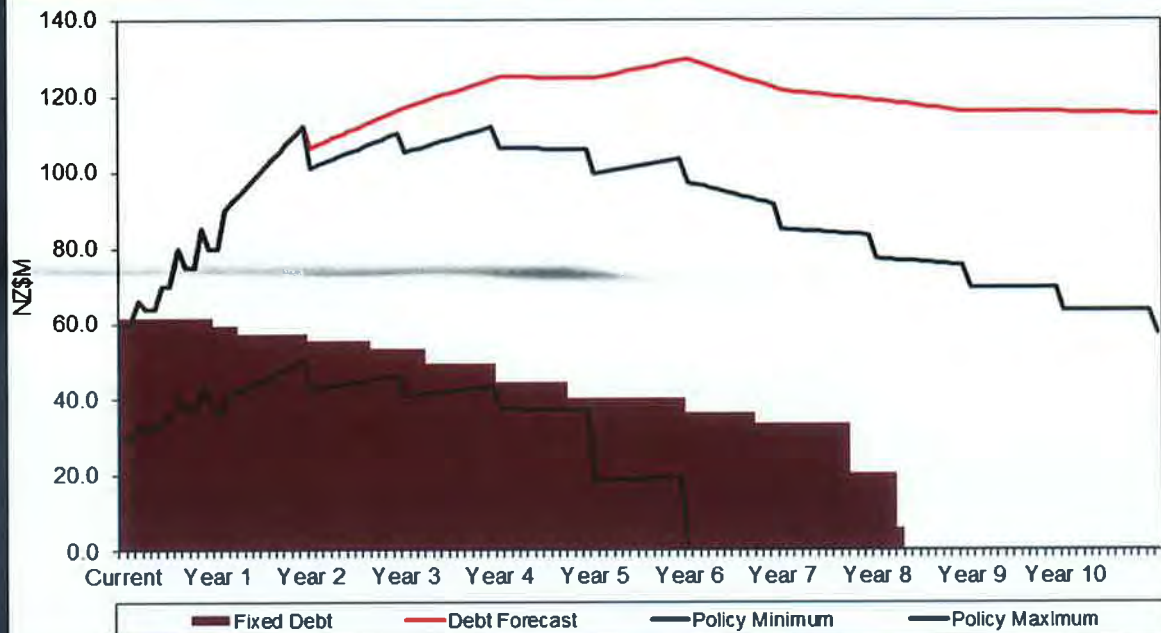
	Policy criteria	Policy limit	Actual	Within policy?
10	Debt affordability benchmark - limit on debt (actual debt <= limit on debt)	\$166m	\$60m	✓
11	Balanced budget benchmark (revenue / expenses)	>=100%	124%	✓
	Because annual rates revenue is now recognised on 1 July, this second calculation apportions rates income over the 12 months	>=100%	124%	✓
12	Essential services benchmark (CAPEX / dep'n - infrastructure)	>=100%	237%	✓
13	Debt servicing benchmark (borrowing costs / revenue) borrowing costs =	<15%	4.1%	✓
		finance expenses per statement of comprehensive revenue and expense		

14 Council's net external debt should be within the following fixed/floating interest rate risk control limits:

Debt period ending	\$m	Policy criteria	Actual	Within policy
Current	60	50% - 100%	103%	*
Year 1	80	45% - 100%	74%	✓
Year 2	107	45% - 100%	52%	✓
Year 3	117	40% - 95%	46%	✓
Year 4	125	30% - 85%	36%	✓
Year 5	125	15% - 80%	32%	✓
Year 6	130	0% - 75%	28%	✓
Year 7	121	0% - 70%	28%	✓
Year 8	119	0% - 65%	17%	✓
Year 9	116	0% - 60%	0%	✓
Year 10	116	0% - 55%	0%	✓

30-Jun-16

Waikato District Council



12 Current interest rate swaps (including forward starts)

<u>Amount</u>	<u>Effective date</u>	<u>Termination date</u>	<u>Fixed rate</u> (if effective)
\$			
2,000,000	2-Mar-09	1-Mar-19	6.45%
3,000,000	22-Sep-11	22-Sep-17	4.55%
3,000,000	19-Jun-12	19-Jun-17	4.28%
2,000,000	19-Jun-12	22-Mar-21	5.23%
3,000,000	20-Jul-12	20-Oct-20	5.59%
5,000,000	17-Jun-13	15-Mar-18	5.67%
2,000,000	19-Jun-13	19-Mar-21	5.95%
4,000,000	22-Jun-13	23-Sep-19	3.58%
4,000,000	22-Jun-13	23-Mar-20	3.64%
4,000,000	22-Jun-13	22-Jun-22	3.83%
3,000,000	22-Jun-13	22-Mar-23	4.00%
3,000,000	23-Mar-15	25-Mar-24	4.64%
3,000,000	23-Mar-15	23-Sep-24	4.53%
2,000,000	23-Sep-15	23-Sep-19	4.41%
4,500,000	23-Dec-15	23-Sep-24	4.59%
2,000,000	21-Mar-16	21-Mar-24	4.94%
2,000,000	23-Mar-16	25-Sep-17	4.37%
2,000,000	22-Jun-16	22-Jun-17	4.48%
2,000,000	22-Jun-16	20-Mar-18	3.89%
2,000,000	22-Jun-16	22-Jun-18	3.49%
4,000,000	22-Jun-16	23-Sep-24	4.62%
61,500,000	Total "live" swaps		
3,000,000	19-Jun-17	29-Mar-18	
3,000,000	22-Sep-17	23-Sep-24	
2,000,000	15-Mar-18	16-Sep-19	
5,000,000	15-Mar-18	30-Jun-20	
3,000,000	15-Mar-18	20-Oct-20	
4,000,000	23-Sep-19	23-Mar-20	
4,000,000	23-Mar-20	25-Mar-24	
4,000,000	23-Mar-20	25-Mar-24	
3,000,000	20-Oct-20	21-Oct-24	
3,000,000	20-Oct-20	21-Oct-24	

Policy criteria	Policy limit	Actual	Within policy?
16 Forward start period to be no more than 24 months <u>unless</u> there is a match with the expiry date of an existing swap of the same notional amount		5 swaps with start periods > 24 months forward 2 of those (\$4m & \$3m) do not match an existing swap	x
17 <u>Counterparty credit risk - swaps</u> NZ registered banks (each) - ANZ / National - ASB - BNZ - HSBC - Westpac	\$30m	\$0m \$0m \$8.28m \$0m \$0m	✓ ✓ ✓ ✓ ✓
18 <u>The maturity profile of the total committed funding in respect of all loans and committed facilities</u>			
0 to 3 years	15% - 60%	60%	✓
3 to 5 years	15% - 60%	20%	✓
5 years plus	10% - 40%	20%	✓

30-Jun-16

Waikato District Council

Committed Loan/Stock/Facilities/Investments \$76.2m

Current External Debt \$60m

Current Net Debt (ex pre-funding) \$56.8m

Policy Liquidity Ratio $\geq 110\%$

Current Liquidity Ratio 129%

12 month Peak Net \$80m

0 - 3 years

15% - 60%

60%

3 - 5 years

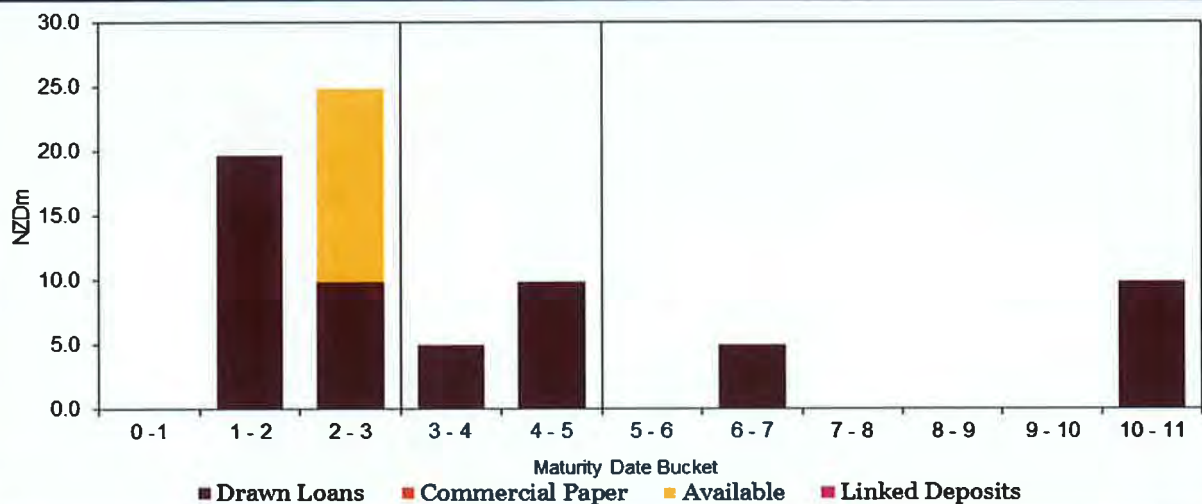
15% - 60%

20%

5 years plus

10% - 40%

20%



19 <u>Financial assets</u>	\$'000
Share investments held for strategic purposes	
Local Authority Shared Services Limited	220
Waikato Regional Airport Limited	2,639
Strada Corporation Limited	4,500
NZ Local Government Insurance Corp Limited	59
Investments held to reduce the current ratepayer burden	
Community loans as below	320
Short-term investments held for liquidity & working capital requirements	
Bank & cash balances	1,810
Short-term bank deposits	2,200
Total investments	\$11,748
For treasury purposes, LGFA borrower notes are netted off against related borrowing	

20	<u>Counterparty credit risk - investments</u>			
	NZ Government	unlimited	\$0m	✓
	NZD resistered supranationals	\$20m	\$0m	✓
	LGFA	\$20m	\$0.96m	✓
	NZ registered banks (each)	\$10m		
	- ANZ / National		\$0.55m	✓
	- ASB		\$0.55m	✓
	- BNZ		\$0.55m	✓
	- HSBC		\$0m	✓
	- Westpac		\$0.55m	✓
8	<u>Community loans</u>			
	<u>Borrower</u>	<u>Current balance \$\$</u>	<u>Maturity date</u>	<u>Interest rate</u>
	Tamahere Hall Committee	209,670	Jun-22	all at 6.25%
	Te Kowhai Hall Committee	30,000	Jun-21	
	Woodlands #1	2,939	Aug-16	
	Woodlands #2	37,771	Jun-19	
	Tauhei Hall Committee	12,318	Jun-20	ex Franklin loans all at 0%
	Opuatia Communtiy Centre	7,000	Dec-20	
	Glen Murray Community Hall	15,000	Dec-18	
	Onewhero Society of Performing Arts	3,300	Dec-18	
	Pokeno School Board of Trustees	2,000	Dec-16	
		<u>\$319,997</u>		

24

Cashflow forecast at

30-Jun-16

	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017	May-2017	Jun-2017
Cash opening balance	3,061,633	7,647,522	3,503,766	10,350,141	12,936,187	7,894,673	9,052,824	11,349,858	11,207,511	7,166,778	8,851,660	13,039,069
Cash in												
Operating income	6,225,309	5,824,946	20,458,125	7,344,524	7,427,059	5,700,148	20,453,297	7,788,186	5,723,534	8,606,124	20,383,555	5,629,070
Interest & dividends	5,000	6,000	5,000	20,000	8,000	5,000	5,000	20,000	10,000	5,000	5,000	6,000
Capital income	3,042,850	204,725	81,039	535,392	577,971	569,867	2,647,913	866,868	1,662,613	1,446,511	364,173	1,232,364
Borrowing	6,000,000	-	-	10,000,000	-	10,000,000	-	-	-	10,000,000	-	-
GST refund	713,761	971,415	1,249,599	967,526	976,918	-	2,380,554	1,255,239	1,574,156	-	2,050,182	2,667,610
Total cash in	15,986,921	7,007,086	21,793,763	18,867,441	8,989,949	16,275,016	25,486,764	9,930,292	8,970,304	20,057,635	22,802,910	9,535,044
Cash out												
Operating expenses	7,204,385	6,246,166	6,885,212	6,228,769	5,997,240	6,768,440	6,378,417	6,098,976	6,064,227	6,038,989	6,128,111	6,101,547
Borrowing costs	192,947	12,092	732,242	191,440	10,478	740,925	189,933	8,791	729,336	147,439	60,363	759,369
Capital expenditure	3,508,400	1,165,768	3,565,310	5,173,173	3,324,460	3,607,499	7,069,659	3,339,146	5,626,303	8,186,326	2,755,567	5,120,384
Loan repayments	-	2,000,000	-	-	4,000,000	-	5,000,000	-	-	-	5,000,000	-
GST payment	495,300	426,815	3,764,625	688,012	699,286	-	4,551,722	625,726	591,171	-	4,671,459	787,589
Total cash out	11,401,032	9,850,841	14,947,389	12,281,395	14,031,463	11,116,864	23,189,730	10,072,639	13,011,037	14,372,753	18,615,501	12,768,889
Change in cash	4,585,889	(2,843,756)	6,846,374	6,586,047	(5,041,514)	5,158,151	2,297,034	(142,347)	(4,040,733)	5,684,882	4,187,409	(3,233,845)
Cash closing balance	7,647,522	4,803,766	10,350,141	16,936,187	7,894,673	13,052,824	11,349,858	11,207,511	7,166,778	12,851,660	13,039,069	9,805,224

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	16 June 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
DWS Document Set #	1578801
Report Title	Summary of Movements in Discretionary Funds to 31 July 2016

1. EXECUTIVE SUMMARY

To provide the Committee with a summarised report giving balances of all the discretionary funds including commitments as at 31 July 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Summary of Movements in Discretionary Funds to 31 July 2016

Summary of Movements in Discretionary Funds
As of 31 July 2016

	Carry Forward 2015/16	Annual Plan Budget 2016/17	Plus Income 2016/17	Less Expenditure 2016/17	Net Funding Remaining 2016/17	Less Commitments 2016/17	Funding Remaining after Commitments
Rural Ward	17,325.00	30,963.00	-	1,270.51	47,017.49	16,034.84	30,982.65
Huntly	25,941.00	24,026.00	-	400.00	49,567.00	21,400.00	28,167.00
1 Meremere	5,871.00	6,325.00	-	56.24	12,139.76	650.00	11,489.76
Ngaruawahia	51,473.00	20,999.00	-	5,625.00	66,847.00	43,400.00	23,447.00
Onewhero Tuakau	30,656.00	28,878.00	-	6,300.00	53,234.00	22,454.06	30,779.94
Raglan	6,718.00	14,271.00	-	-	20,989.00	2,200.00	18,789.00
Taupiri	7,870.00	1,624.00	51.54	-	9,545.54	500.00	9,045.54
2 Te Kauwhata	64,087.00	11,139.00	-	3,800.00	71,426.00	58,886.00	12,540.00
Mayoral	2,383.00	8,000.00	-	705.16	9,677.84	-	9,677.84

1 Meremere budget inclusive of budget for salaries of \$4,775

2 Te Kauwhata budget inclusive of budget for salaries of \$6,941

Open Meeting

To	Strategy & Finance Committee
From	G J Ion Chief Executive
Date	10 August 2016
Chief Executive Approved	Y
DWS Document Set #	1581177
Report Title	Financial Review of Key Projects

1. EXECUTIVE SUMMARY

To update the Committee on the monitoring and process that has been undertaken during 2016/2017 to ensure that the financial implications of projects are known at an early stage.

2. RECOMMENDATION

THAT the report from the Chief Executive – *Financial Review of Key Projects* - be received.

3. BACKGROUND

The Chief Executive, on an annual basis, provides details on a range of projects to be monitored and reported to the Strategy & Finance Committee. The projects are selected based on value, level of risk and other factors. A series of projects were identified for particular scrutiny during 2016/2017. Regular reports are provided on progress.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Council has been kept fully informed of the financial consequences of the key projects that were identified at the start of the financial year. This is an interim report for the 2016/2017 financial year and supplements monthly reports to the Infrastructure Committee on the detailed projects.

The table attached to this report gives an update on the specific projects that Council wished to be given special consideration. The list was based on the major non-roading projects which Council has planned to undertake for 2016/2017, including carry forwards. Council has chosen not to reduce the upfront risk. This could have been done by investing in advance design work or other scoping work in advance of setting budgets.

It should also be noted that the nature of a number of these projects is that problems are only uncovered when Council undertakes the project. Reticulation issues, for example, are hidden until the pipes are exposed. Topographical and geotechnical issues can also arise in relation to a number of projects.

Councillors should also note that the purpose of this report is to identify progress with key projects from a financial perspective. This simply means that issues are identified earlier so that Council can make decisions before committing Council funds. It does not give certainty around the tender process as this is driven often by market forces, not by the project itself.

4.2 OPTIONS

This report is largely for information only. It is to update Councillors on progress with the financial implications of the key projects identified for the 2016/2017 financial year.

The report contains the latest forecast cost and a comparison to the budget allocation.

Council may consider that other actions should be taken to control costs. The emphasis of the report and the requirement was to identify potential issues and to advise Council so that cost implication could be considered before work proceeds.

Improved reporting has been implemented to keep the Chief Executive and the various Committees informed of progress on the key projects.

Any technical questions about the projects or infrastructure requirements should be addressed at the Infrastructure Committee meeting, not as part of this report.

The following is a list of agreed projects for 2016/2017:

- Wastewater Scheme – Pokeno Stage 2
- Water reservoirs/storage Hopuhopu
- Pokeno water reservoir
- Tamahere recreation reserve
- Wastewater Huntly
- Horotiu water reservoir
- Huntly water reservoir
- Ngaruawahia office front of house
- Stormwater upgrades Raglan
- Stormwater upgrades Ngaruawahia

5. CONSIDERATION

5.1 FINANCIAL

All of the projects included in the list form part of the Annual Plan for 2016/2017 or are carry forwards.

5.2 LEGAL

As part of undertaking the work, Council needs to ensure that the approach taken is consistent with the Purpose of Local Government.

Under this Act, good quality in relation to local infrastructure, local public services and performance of regulatory functions means infrastructure, services and performance that are efficient, effective and appropriate to present and anticipated future circumstances.

In other words, to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

A review of key projects was included in the Chief Executive's Performance Agreement.

The report is concerned with the community outcome of Thriving Waikato in relation to the economic importance of a number of the projects.

The report is also concerned with the economic wellbeing of residents in the district. If costs exceed budgets then alternative funding sources need to be found or elements of the project reviewed.

Projects such as water and wastewater schemes that impact on the Waikato River are of particular significance to Tangata Whenua. For example, discussions are ongoing with Iwi around the Hopuhopu reservoir water storage project.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Councillors will review the list of key projects and identify any change in significance, where appropriate.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	This report is an update on progress. It is to inform.				

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
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6. CONCLUSION

Staff believe that appropriate systems are in place to identify the cost implications of the various key projects that Council wished to ensure were given additional monitoring during the year. Council has been kept informed of cost implications as they arise. This report provides an update on progress with the key projects at this early stage in 2016/2017 financial year.

7. ATTACHMENTS

Financial Review of Key Projects

KEY PROJECTS								
Team	Project Description	Project Owner	Full Year Budget	YTD Actual	Remaining Budget	Full Year Forecast	Expected Completion Date	Progress & Risk Comment
Programme Delivery	Ngaruawahia council office upgrade construction	Paul White	521,379	0	521,379	521,379	0	July - Final design stage largely complete, seeking a review assessment of the “security” aspect of the design.
Programme Delivery	Tamahere Sports Ground Reserve Management Plan	Hamish Cairns	82,078	3,164	78,914	250,000	0	July - Work delayed as there has been approximately 45 wet weather days (i.e. unable to complete productive work due to wet conditions) since early May. All top soil has been stripped, sub-surface levelled, top soil screened and spread to depth but not level. Fields still need to be levelled, turf cultivated and seed sown. Also permanent drainage pond still needs to be constructed. There is probably still four weeks of work but will be weather dependent.
Programme Delivery	Raglan stormwater reticulation extensions	Josy Cooper	356,312	0	356,312	356,312	0	There will be \$200k brought forward from the 17/18 year
Programme Delivery	Ngaruawahia, Kent St/George St Stormwater Network upgrades	Josy Cooper	409,800	0	409,800	409,800	0	July - Scope of project still being confirmed
Programme Delivery	New Reservoirs for Huntly, Horotiu, Hopuhopu and Pokeno	Richard Clark	6,274,359	600	6,273,759	6,274,359	0	July - Currently drafting a 3 Waters Term Contract which include the construction of this project. Design is complete.
Programme Delivery	Land Purchases for Horotiu and Hopuhopu Reservoir Sites	Elton Parata	227,708	600	227,108	103,949	0	July - Pre-commencement meeting to be organised with GHD and Spartan. Meeting to be held ASAP, to be followed up mid August if no action. Huntly/Horotiu likely to be first reservoir constructed beginning October, design work 1 - 2 months before construction begins (design and build contract).
Three Waters - Planning	Huntly wastewater treatment plant upgrade	Martin Mould	1,632,951	0	1,632,951	1,632,951	0	Horotiu - no longer purchasing land, existing land surrounding cemetry will be used.
Programme Delivery	Pokeno Wastewater scheme construction - Stage 2	Paul White	2,173,821	5,603	2,168,218	2,173,821	0	Hopuhopu - no longer purchasing land, working on a land swap and lease agreement for reservoir site.
								July - Engineer's estimate is substantially higher than anticipated, relooking at specifications and investigating other options.
								July - Final detail design information being collected before preparation of documents for Tender stage.
								Resource Consent application for works also at preparation stage.

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	09 August 2016
Prepared by	Vishal A Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
DWS Document Set #	I57784I
Report Title	Minutes of the Future Proof Implementation Committee meeting held on 13 July 2016

1. EXECUTIVE SUMMARY

The purpose of this report is to present the minutes of the Future Proof Implementation Committee meeting held on 13 July 2016 for the information of the Committee.

2. RECOMMENDATION

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

3. ATTACHMENTS

Minutes of the Future Proof Implementation Committee held on 13 July 2016.



Minutes of a meeting of the

Implementation Committee – OPEN MINUTES

Time and Date: 2.00pm, 13 July 2016

Venue: Committee Room 1, Municipal Building, Hamilton City Council, Garden Place, Hamilton

Members:	Bill Wasley Garry Mallett Julie Hardaker Peter Buckley Paula Southgate Allan Sanson Dynes Fulton Maxine Moana-Tuwhangai Jim Mylchreest Grahame Webber	Independent Chair, Future Proof Councillor, Hamilton City Council Mayor, Hamilton City Council Councillor, Waikato Regional Council Chairperson, Waikato Regional Council (from 2.25pm) Mayor, Waikato District Council Deputy Mayor, Waikato District Council Tainui Waka Alliance (from 2.30pm) Mayor, Waipa District Council Deputy Mayor, Waipa District Council
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In Attendance:	Ken Tremaine Vishal Ramduny Gary Knighton Megan Kettle Blair Bowcott Gavin Ion David Hall Annika Lane	Implementation Advisor, Future Proof Waikato District Council Waipa District Council NZ Transport Agency Hamilton City Council Waikato District Council Waipa District Council Waikato Regional Council
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Committee Advisor:	Michelle White	Planner, Future Proof
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1. Apologies

It was noted that Chair Southgate would be arriving late. The apologies were accepted.

Resolved: (Councillor Buckley/Councillor Mallett)
That the apologies be received.

2. Changes to the Agenda

The Chair noted two changes to the agenda:

- Item 3, Appointment of Ngā Karu Atua o te Waka representative: this item was deleted. An appointment was not made at the hui on 11th July. Voting for a representative will now occur at the next hui on 8th August.
- Item 6, Draft Future Proof Strategy Update: a late report on 'Hamilton City Council Resolutions' was tabled.

Resolved: (Mayor Sanson/Mayor Mylchreest)
That the changes be accepted.

3. Declarations of Interests

There were no declarations of interests.

4. Minutes of the meeting held 1 March 2016

The Committee received the above minutes.

Resolved: (Deputy Mayor Fulton/Councillor Buckley)
That the minutes be received.

5. Bi-Monthly Report

Item 5 – NPS on Urban Development

Mayor Hardaker asked if Future Proof had been in discussion with the partner councils on common submission points. The Implementation Advisor replied yes, and discussions have been occurring in stages. Key submission points were discussed at the Future Proof Technical Implementation Group meeting on 7 July 2016.

Mayor Hardaker asked if the Implementation Advisor was intending to re-engage with staff on the NPS, considering the recent discussions by HCC staff. Mayor Hardaker also asked what would happen if some submission points were at odds.

The Implementation Advisor said that Future Proof submissions look at the bigger spatial picture. If submission points are at odds, Future Proof would not include such points – this would be left to the individual councils to pursue.

Item 6 – Plan Change 17

The Implementation Advisor explained that the Future Proof submission on Plan Change 17 has been withdrawn on the basis that demand and supply data is provided, in addition to information on Waikato DC's proposed urban limits (highlighting the differences between this data and that in the RPS). The Implementation Advisor noted that Waikato DC is in the process of collating this data. The Future Proof submission was withdrawn so it wouldn't be considered in the further submissions.

Mayor Hardaker thought it would be critical that Future Proof submitted on PC17. The Implementation Advisor said that the plan change is not of a scale that requires Future Proof involvement. The plan change relates predominantly to small settlements.

Mayor Hardaker asked for the scope of the plan change. Vishal Ramduny said that the plan change relates to the township of Ngaruawahia, and Taupiri, Horotiu, Te Kowhai and Glen Massey villages. Mr Ramduny explained that the RPS makes provision for small scale (local level) changes.

Mayor Hardaker noted that from a numeric assessment, the plan change considers five settlements. Mayor Hardaker was surprised that the Future Proof submission was withdrawn; PC17 goes to the core of Future Proof.

Gavin Ion further explained that four of the five villages are consistent with Future Proof and within the urban limits. Only the proposed changes to Te Kowhai extend beyond the urban limits.

Mayor Sanson added that a principle of Future Proof is to work through plan changes etc. and settle without going to Environment Court. Mayor Sanson said that the plan change is seeking a minor change.

Mayor Hardaker noted that we're in the process of reviewing the Future Proof Strategy and at the heart of the review are the elected members coming together on what will be the new settlement pattern. Mayor Hardaker said that this is also a matter of consistency – what Future Proof has submitted on in the past.

Councillor Buckley noted a question that was raised at a Strategy and Policy meeting – what is the definition of a settlement compared to a village.

Mayor Sanson said that Waikato DC works hard to prevent cluster development in the rural area. Plan Change 2 has stopped a lot of such development.

Vishal Ramduny said that the purpose of having urban limits is to address rural fragmentation and to provide living options within rural villages.

The Chair put forward a gap in the Future Proof process – when matters are proposed that differ from the Future Proof Strategy – discussions should occur at FPIC before the matter proceeds too far down the process.

Resolved: (Councillor Buckley/ Mayor Sanson)
That the recommendations be approved:

1. Receive this report.
2. Note the update on the Proposed Hamilton District Plan appeals process.
3. Note the update on the Beckside Developments Ltd appeal.
4. Retrospectively approve the Future Proof submission on the notice of requirement for an alteration of a designation (Resolution Drive and Horsham Downs Link Road) attached as Appendix 1.
5. Retrospectively approve the Future Proof submission on the Resource Legislation Amendment Bill 2015 attached as Appendix 2.
6. Consider Future Proof's draft submission on the Proposed National Policy Statement on Urban Development Capacity.

Resolved: (Mayor Sanson/ Councillor Buckley)
(Mayor Hardaker and Councillor Mallett against)
That the recommendation be approved:

7. Note that Future Proof has withdrawn its submission on Plan Change 17 subject to certain information being provided.

6. Draft Future Proof Strategy Update

Late Report – Hamilton City Council Resolutions

Mayor Hardaker noted that she had not seen this report.

Time was allowed for the members to read the report.

The Implementation Advisor apologised for leaving this report off the agenda. The Advisor outlined the background to the report.

A series of resolutions relating to the Future Proof Strategy Update were made by the Hamilton City Council's Strategy and Policy Committee on 7 June 2016 and confirmed by Full Council on 30 June 2016. The resolutions cover: Hamilton's own growth; a proposed new Strategic Agreement; changes to the existing Strategic Agreement; and, position on growth projections.

Chair Southgate raised some questions/comments around transportation, in particular progressing Peacocke Stage 2 and the link to Southern Links, and ribbon development.

Chair Southgate noted support for the comments around ribbon development and was interested to hear comments from NZTA on this matter (re the timing of Southern Links). Chair Southgate asked if we should be concerned about ribbon development. And if so, she suggested reaffirming that ribbon development is a concern through the Future Proof Strategy Update. Chair Southgate noted that some of the Ministers don't agree with this concern.

Mayor Sanson noted that Waikato DC is not interested in developing new settlements at every interchange (i.e. ribbon development). Waikato DC's policy direction is to grow existing nodes/settlements.

Chair Southgate mentioned the ribbon type development on the southern Auckland boundary.

Mayor Sanson said that Franklin wasn't included when the Future Proof Strategy was developed. Waikato DC inherited the Franklin communities, and Waikato DC now needs to concentrate its growth in these existing communities.

The Implementation Advisor said that there is no intention to undermine the Future Proof Strategy and allow ribbon development. We now have a Heads of Agreement and Strategic Land Use and Infrastructure Plan for the Southern Growth Corridor. We have had cross-boundary conversations (Waikato DC and Auckland boundary). We have not supported areas such as Meremere. The only area we would be looking to expand is Huntly.

Councillor Mallett asked if NZTA concerns around ribbon development would relate to the on and off ramps.

Megan Kettle noted that there are a lot of conversations occurring around the growth in North Waikato, and that conversations with Auckland Council and Auckland Transport are on-going. Ms Kettle will take these comments back to NZTA.

Mayor Sanson commented on Meremere – there are aspirations around existing use rights; Meremere as an industrial node will grow but the residential area will not grow.

Regarding HCC Strategy and Policy Committee resolution (viii), changes to the existing Strategic Agreement, Deputy Mayor Fulton questioned the need to bring HT1, R2 and WA into the Hamilton City boundary ahead of the current dates. The earlier the date is brought forward, the earlier support (rates) from the Horsham Downs community is removed from Waikato District. There is currently pressure from people north of Kay Road; however there's sufficient land elsewhere in the City. Waikato DC is concerned with this resolution.

Mayor Hardaker noted that HCC is not ready to have these discussions today. The resolutions were intended to give staff and the HCC FPIC representatives confidence that in negotiating the Future Proof Update, the views of the Full Council would be accurately represented. Mayor Hardaker noted that she'd like to see Waikato DC and Waipa DC have similar reports and resolutions from their Councils relating to the Future Proof Strategy Update.

Regarding resolution (ix), Mayor Hardaker said that HCC has become increasingly concerned about the inconsistency of data. The Government is using Statistics NZ medium for the NPS on Urban Development Capacity, and monitoring will occur based on this dataset. HCC has used NIDEA projections in the past. HCC is strongly of the view that we use a common set of data.

The Implementation Advisor noted that this matter is currently being addressed, with the assistance of an independent facilitator (Peter Winder). A workshop was held on 7 July with staff and technical experts. The outcome of the workshop was to refine the WISE and NIDEA models, and to use a common baseline projection, with a high sensitivity projection.

The Implementation Advisor supports resolution (ix), for an independent assessment to validate the growth projections.

Blair Bowcott commented that a baseline projection will be used, with a higher (sensitivity) projection. The technical experts will be making modifications to the models.

Mayor Hardaker questioned what Waikato District's sequencing and timing is being driven by, considering Hamilton has HUGS and Waipa has Waipa 2050.

Gavin Ion replied, the Waikato District Development Strategy.

The Implementation Advisor noted that the Waikato District Development Strategy doesn't cover the detail that HUGS and Waipa 2050 do; it's more of a strategic document.

Mayor Hardaker asked what will be used to validate Waikato DC's growth projections (sequencing, area and timing). And if there are appropriate documents to support this assessment.

The Implementation Advisor said that there are sufficient related documents, such as Waikato DC's LTP, 30 Year Infrastructure Strategy and the Future Proof Strategy.

Resolved: (Mayor Hardaker / Mayor Sanson)
That the report be received.

Chair Southgate put a motion forward, that the FPIC supports resolution (ix).

Resolved: (Chair Southgate / Councillor Buckley)
That FPIC supports resolution (ix):

1. An independent assessment be undertaken to validate growth projections (sequencing, area and timing) proposed by each Future Proof partner.

Revised Strategy Update Document

The Implementation Advisor outlined the progress to date on the Strategy Update. The project was to 'update' the Strategy; however as we have progressed through the update it has become apparent that we need to review the whole document. The original Strategy was developed in 2007, prior to the Waikato RPS. Areas covered by the RPS have now been removed from the revised Strategy Update document. The growth projections are in the process of being refined and the refined data will not be received until the end of September. It is important that we make these refinements to achieve a consistent dataset. Considering the refined data will not be received until the end of September, the proposed new timeframe to complete the draft Update Strategy is November 2016.

Councillor Mallett asked for the cost to refine the data.

The Implementation Advisor said that a project brief/cost estimate has been received from NIDEA but not yet for the WISE model. The Advisor estimates a cost of \$20,000 to \$30,000.

Mayor Hardaker apologized for being absent from some of the previous meetings. Mayor Hardaker outlined the tasks ahead:

1. Gather a common set of data.
2. Review HCC, Waipa DC and Waikato DC's growth strategies.
3. Undertake an independent assessment to validate the growth projections.
4. Analyse the data to identify any gaps; and cross reference to the existing settlement pattern.

Mayor Hardaker questioned the timeframe to complete the Strategy Update, and asked when settlement pattern negotiations would occur. The proposed timeframe does not allow time for negotiations at the governance level. The settlement pattern data will need to be completed and analysed before negotiations can occur. Mayor Hardaker also commented that the revised document is too big. HCC's comment is less is more.

The Implementation Advisor said that the document will be edited. The purpose of including the document in this agenda was to report the revised framework to FPIC.

Mayor Hardaker noted that the Future Proof Strategy is critical from the City's perspective and that it needs to stand by itself. Considering it's an election year, Mayor Hardaker suggested a timeframe of March/April 2017 to complete the draft Updated Strategy.

Mayor Sanson noted that some issues may need to be taken away from this forum. There are issues between HCC and Waipa DC, and HCC and Waikato DC.

Chair Southgate commented that the high level discussions occur at this forum. When the individual discussions have occurred, these need to come back to this forum and tested against the Future Proof principles.

Resolved: (Deputy Mayor Webber / Councillor Buckley)
That the recommendations be approved:

1. Receive this report.
2. Confirm that the more focused approach of the Future Proof Strategy, which recognises the wider Waikato Plan context, is acceptable, noting the feedback provided above.
3. Revised timeframes for the completion of the Strategy Update will be provided.

7. Future Proof Financials

Resolved: (Mayor Sanson / Mayor Mylchreest)
That the report be received.

8. General

Mayor Hardaker thanked the members for moving the meeting date to today.

Maxine Moana-Tuwhangai acknowledged the passing of Steven Wilson's wife. Noting that Steven does a lot of work for Future Proof.

The meeting was declared closed at 3.35pm

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	11 August 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	1579550
Report Title	Waikato Mayoral Forum Minutes 18 April 2016

1. EXECUTIVE SUMMARY

To provide the Committee with the minutes of Waikato Mayoral Forum meeting held on 18 April 2016.

2. RECOMMENDATION

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

3. ATTACHMENTS

Waikato Mayoral Forum Minutes 18 April 2016

Waikato Mayoral Forum

Minutes of a meeting of the Waikato Mayoral Forum held at Don Rowland Centre, Lake Karapiro, Cambridge, on Monday 18 April 2016 commencing at 10.00am.

ATTENDANCE:

Hamilton City Council

Mayor Julie Hardaker (until 11.50am)

Hauraki District Council

Chief Executive Langley Cavers

Matamata- Piako District Council

Mayor Jan Barnes

Chief Executive Don McLeod

Otorohanga District Council

No representatives (refer apologies)

Rotorua District Council

No representatives (refer apologies)

South Waikato District Council

Mayor Neil Sinclair

Chief Executive Craig Hobbs

Taupo District Council

Mayor David Trewavas

Thames-Coromandel District Council

No representatives (refer apologies)

Waikato District Council

Mayor Allan Sanson

Waikato Regional Council

Chairperson Paula Southgate

Waipa District Council

Mayor Jim Mylchreest

Chief Executive Garry Dyet

Waitomo District Council
 Mayor Brian Hanna
 Chief Executive Chris Ryan

ALSO IN ATTENDANCE:

Stephen Ward, Waikato Regional Council Senior Communications Advisor
 Deborah Lee, LASS Company Secretary
 Tony Whittaker, Waikato District Council
 Tracey May, Waikato Regional Council
 Annika Lane, Waikato Regional Council (for item 3)
 Haven Walsh, Waikato Regional Council (for item 3)
 Sue Mavor, Taupo District Council (for item 3)
 Kaye Clarke, NZTA (for item 5 from 11.30am)
 James Bevan, NZTA (for item 5, from 11.30am)
 Harry Wilson, NZTA (for item 5 from 11.40am)
 Iain Rossiter, NZTA (for item 5 from 11.40am)

APOLOGIES:

Mayor John Tregidga	(Hauraki District Council)
Mayor Glenn Leach	(Thames-Coromandel District Council)
Mayor Max Baxter	(Otorohanga District Council)
Gavin Ion	(Waikato District Council)
Vaughan Payne	(Waikato Regional Council)
Geoff Williams	(Rotorua District Council)
Rob Williams	(Taupo District Council)
Ben Day	(Thames-Coromandel District Council)
Richard Briggs	(Hamilton City Council)

** the minutes have been recorded in the order that the items were discussed*

1. WELCOME AND APOLOGIES

Mayor Allan Sanson opened the meeting.

Apologies were noted as listed above.

Resolution:

The apologies are received and sustained.

Mayor Barnes/Mayor Hardaker

CARRIED

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Mayoral Forum meeting held on 22 February 2016 were circulated with the agenda. There were no issues arising.

Resolution:

That the minutes of the Mayoral Forum meeting held on 22 February 2016 be confirmed as a true and correct record of that meeting and the minutes be adopted.

Chair Southgate/Mayor Mylchreest

CARRIED

3. RPS – Implementation of Heritage Provisions

Annika Lane, Haven Walsh and Sue Mavor were in attendance to inform the forum on progress made with the stakeholder group to progress the RPS implementation of heritage provisions.

The intent of the RPS is to share information already available and identify gaps, rather than duplicating efforts already made. There is a focus to develop the terms of reference for the stakeholder group and to hold its first meeting by the end of 2016.

Support is sought from the forum for a member to be part of the stakeholder group.

4. UPDATE ON WORKSTREAMS

Roading

Don McLeod provided an update on RATA.

Funding has been committed from councils to support the centre of excellence for the next 9 years. Some councils have chosen not to take up all services offered. Work is currently being done on the contracts between LASS and individual councils, as well as LASS and Waipa District Council.

Resolution:

That the Mayoral Forum support setting up RATA on a permanent basis under the LASS umbrella.

Mayor Tregidga/Mayor Hanna

CARRIED

Policies & Bylaws

Craig Hobbs provided an update on policies and bylaws, regional infrastructure technical specifications and s17A.

Policies & Bylaws – new work is underway to incorporate Easter trading. A collaborative waste water project has been identified and will be captured in the work programme.

RITS – the work group has gone through the general document to regionalise. They are now working with councils to look at how it fits individually. The document has gone to the chief executives to encourage collaboration and some compromise. There is a cost associated with decoupling RITS from district plans. The steering group will look into a likely cost for generic legal advice and come back to the forum with a quote for the work.

s17A – phase 1 has gone well and templates have been delivered. Planners have determined that there are many areas where a s17A review could be undertaken. The chief executives will provide feedback on areas to focus on for regional collaboration.

Waikato Means Business

Tracey May provided an update on Waikato Means Business.

The project team has met and area looking to secure a tenderer for developing a story and product usable and relevant to everybody. The annual monitoring and evaluation report is to be prepared by an external consultant.

It was noted that the progress of work in attachment 1 has changed since the report was written.

Resolution: *That the verbal reports of Don McLeod, Craig Hobbs and Tracey May be received.*

Mayor Mylchreest/Mayor Barnes
CARRIED

Waters

Garry Dyet provided an update on behalf of Gavin Ion.

The three councils involved are in discussions to identify a single document to agree on. It is envisaged that the document will be available by June for public release to see what a CCO would look like. The newly elected councillors will need to consider the document, with consultation proceeding early 2017 and the formation of a CCO from 1 July 2019, if everything proceeds.

Waikato Plan

It was agreed that as the Mayors and Chair are members of the committee that a formal update to the Mayoral Forum would not be required. However, it has been requested that there is an update on the sports and cultural plans.

It was advised that the chief executives are working with Sport Waikato and Sport New Zealand over the implementation framework for the plan. A report can be made to the Mayoral Forum, either verbal or written.

6. GENERAL BUSINESS***Regional Services Fund***

Chair Southgate provided an update on the submissions for the regional services fund. She encouraged the Mayors to attend the hearings to speak in support of the fund.

UNISA Update

Chair Southgate provided an update on UNISA.

There has not been a meeting since November 2015. Analysis is currently being undertaken to identify opportunities to leverage off within the regions.

MPs Briefing for Waikato Plan

It was noted that there has not been an MPs briefing for some time. A further MPs meeting will be considered.

Healthy Rivers

Mayor Hanna provided an update on progress with the Health Rivers forum.

The CSG is on track and are driving to have a document to provide to iwi trust boards in early May.

Trial of Online Voting

Mayor Barnes advised that the trial of online voting may not now be going ahead.

5. STRATEGIC ISSUES

A report from Gavin Ion was included in the agenda outlining strategic issues from the Waikato District Council's point of view, as a starting point for conversation.

Harry Wilson, Kaye Clarke, James Bevan and Iain Rossiter were in attendance to give a perspective on strategic issues from an NZTA perspective.

It was agreed for the chief executives to look at the list of strategic issues identified through s17A reviews and report to the Mayoral Forum with a list of priorities. Mayors were invited to email any further ideas through to Craig Hobbs for inclusion in the list.

Hamilton City Council will bring a paper to the Mayoral Forum through the chief executives with classifications and examples of how regional facilities have been identified in the past and what a possible project may look like.

7. NEXT MEETING

The next meeting is scheduled for 27 June 2016.

The University of Waikato have indicated that they would like to address the Mayoral Forum. Mayor Hardaker will the university as a possible venue.

Meeting Closed: 12.40pm

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	11 August 2016
Prepared by	Vishal A Ramduny Planning & Strategy Manager
Chief Executive Approved	Y
DWS Document Set #	1580011
Report Title	Minutes of the Waikato Plan Joint Committee meeting held on 20 June 2016

1. EXECUTIVE SUMMARY

The purpose of this report is to present the minutes of the Waikato Plan Joint Committee meeting held on 20 June 2016 for the information of the Committee.

2. RECOMMENDATION

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

3. ATTACHMENTS

Minutes of the Waikato Plan Joint Committee held on 20 June 2016.

WAIKATO PLAN JOINT COMMITTEE

Minutes of the Waikato Plan Joint Committee to be held at **1:00pm** on 20 June 2016 at Waipa District Council – 101 Bank Street, Te Awamutu

MEMBERS: Ten (10) local government members from the following constituent local authorities within the Waikato region

Chairperson

Margaret Devlin

Hamilton City Council,

Cr M Gallagher

Hauraki District Council,

Deputy Mayor B Gordon

Matamata-Piako District Council,

Mayor J Barnes

Otorohanga District Council,

Mayor M Baxter

South Waikato District Council,

Taupo District Council,

Mayor D Trewavas

Waikato District Council,

Mayor A Sanson

Waikato Regional Council,

Chairperson P Southgate

Waipa District Council,

Mayor J Mylchreest

Waitomo District Council

Mayor B Hanna

Five (5) non-local government members

B Gatenby

M Spaans

S Wilson

M Ingle

OBSERVERS: Sebastian Doelle, NZ Government Treasury
Cr C St Pierre (Waipa District Council)

**ADVISORS/
STAFF:** K Tremaine (Project Advisor), A Williams (Democracy Advisor Waikato Regional Council), R Briggs (Chief Executive, Hamilton City Council), D McLeod (Chief Executive, Matamata – Piako District Council), G Ion (Chief Executive, Waikato District Council), B Bowcott (Hamilton City Council), C Mischewski (Hauraki District Council), N Baker (Matamata – Piako District Council), V Ramduny (Waikato District Council), T May, U Trebilco, N Williams (Waikato Regional Council), C Kent, H Windle, S Henderson (Project Team)

APOLOGIES: Mayor J Tregidga (Hauraki District Council), Mayor J Hardaker (Hamilton City Council), R Ward (National Infrastructure Unit, Treasury), Cr B Simcock, (Waikato District Health Board), Mayor N Sinclair (South Waikato District Council), Cr M Gallagher (Hamilton City Council) - Lateness

Accepted

Confirmation of Agenda

(Agenda item 1)

RESOLVED THAT the agenda of the Waikato Plan Joint Committee of 20 June 2016 be confirmed as the business for the meeting.

Moved B Gatenby/seconded Mayor A Sanson

The motion was put and carried (WSP16/07)

Disclosures of Interest

(Agenda item 2)

There were no disclosures of interest

Welcome to the Waikato Iwi Trust Board Chairs

(Agenda item 4)

Member S Wilson welcomed the Iwi Chairs that were in attendance, these were:

- David Taipari, Chair Hauraki Māori Trust Board
- Pine Harrison, Deputy Chair Hauraki Māori Trust Board
- Gina Rangī, Tūwharetoa Māori Trust Board

Apologies were relayed from Te Ariki Tā Tumu Te Heuheu (Paramount Chief of Tūwharetoa).

Draft Waikato Plan

File: 03 04 32 (Agenda item 4) Doc # 8304121

This report provided the Joint Committee with a copy of, and sought feedback on the draft Waikato Plan (the Plan) document. The Committee was asked to focus on the content and direction of the document, editing and grammar should be addressed directly to the Technical team.

While the Committee as a whole was supportive of the direction of the document, the following suggestions were offered by members:

- The Committee noted that although the Plan is on the right trajectory, in its current form it is too wordy, content heavy and repetitious. It would benefit from a thorough edit.
- The document needs to pass the 'elevator test' – can you tell the story of the plan succinctly and in a short amount of time. What are the key messages?
- The Plan needs a strong narrative around what a successful Waikato region would look like in 30 years' time to provide a vision and direction.
- While the Plan appeared to duplicate wording from other plans that it was based on, the majority of the Committee thought this was beneficial. It allowed the reader to have all the information in one place without having to source other documents to understand the Plan.

- It was noted that once the key messages feed up into the summary document, there will be a clear focus.
- The language/context needed to be consistent throughout. Language should be bolder and stronger using “we will” as opposed to “we will endeavour to”.
- The Plan needed to be tailored for its audiences. While the main audience would be Central Government, strategic partners, Mayors and other institutions – community and other interest groups would also be reading this. It was suggested that a ‘layman’s discussion document’ be released once the Plan was released. It was important that organisations/stakeholders are able to find themselves in the plan if we were expecting them to contribute.
- The ‘Environment Section’ referred to economy, however the ‘Economic Section’ did not refer to environment. These two sections should be more in sync with each other.
- The language is currently Waikato-Tainui centric – this needs to be changed.
- At page 95 where the ‘Land Wars’ were referred to, further history and context should be provided around this.
- The Plan currently doesn’t reflect aspirations for Maori health, housing and education. A possible goal could be “that health and education outcomes for Maori are at least equal to non-Maori health and education outcomes”.
- Concern was raised that the two addendums that outlined work underway and future works had no Iwi information contained within it.
- While the actions are all relevant and nothing should be lost, these should be tightened up, prioritised, phased and sequenced over 30 years as there were too many (currently 69). Identifying a ‘top 10’ might be useful.
- A region wide focus should underpin the principles with the thought in mind of “what opportunities can we create for areas in decline?” and a strong focus on the framework we already have that outlines what makes us a success as a region.
- Some thought the plan referred a lot to Hamilton, Cambridge and Waikato, and that there needed to be more emphasis on the smaller councils.
- While there were more Iwi aspirations coming through in the plan, these could be further elaborated on.
- There needs to be more input around well-beings such as the community and voluntary sectors.
- Some actions were already ‘underway’, these need to be specified and recognised that they are already happening.

Chair (M Devlin) invited the attending Iwi Chairs to have any input at this stage. The following discussion took place:

- David Taipari, Chair Hauraki Māori Trust Board spoke first. He raised concerns that the plan does not reflect the aspirations of all Iwi groups. He was concerned about the delay in getting Iwi input into the plan at this late stage in the process. He suggested that the term “Waikato Maori” took the identity of Iwi out of the document.

Specific details of how the Committee would engage with Iwi were requested. He understood that this engagement was not statutorily binding, it was simply the right thing to do in terms of relationships. He hoped that the plan would not be ratified any time soon, especially without appropriate engagement and input from Iwi.

- Pine Harrison, Deputy Chair Hauraki Māori Trust Board agreed with all comments made by David Taipari. He noted that communication was important to Iwi and that

the Plan could have been considered/discussed at the Trust Table if they were made aware of it.

- Gina Rangī, Tūwharetoa Māori Trust Board again agreed with all the comments made by both David Taipari and Pine Harrison. She noted that Tūwharetoa Māori Trust Board works across several Councils and these discussion should have taken place earlier. While she was supportive of the intention of the Plan, she was not supportive of the substance and detail as Iwi had had no input or chance to engage prior to this.

Chair (M Devlin) thanked the Iwi Chairs for their input. Both the chair and Project Advisor (K Tremaine) reassured the Iwi Chairs that their input would be sought going forward to get the engagement on track for the Plan.

The attending Iwi Chairs left after this part of the meeting.

The Committee engaged in further discussion regarding the Iwi input and work done in this space to date. Further suggestions going forward were also discussed. The following points were made:

- The consensus view across the region appeared to be that manawhenua/Iwi wanted to have their voice in regards to the plan. This needed to be beyond consulting as another community group but as part of the decision making group with input into the document and appointed representatives.
- There had been some unsuccessful attempts at getting the Iwi engagement onto the plan including several Hui held across the region. While the invitation to this meeting went to all the Iwi Chairs in the region, only two responded.

Cr M Gallagher arrived 2.20pm

- A member noted that Hauraki and Tuwharetoa Maori Trust Board were currently working on their own settlements and the majority of the Iwi in the region were also involved in the Healthy Rivers work that one month off being finalised.
- Members noted that this issue of lacking Iwi engagement had been discussed previously. There needed to be an action plan to get traction in this space. One member suggested that a report be put before the Committee that detailed how Iwi engagement would be undertaken.
- It was noted by the Project Advisor (K Tremaine) that the terms of reference did allow for Iwi representation on the Committee.
- One member suggested that the table representatives involve their Councils and use those relationships to communicate the Plan.

Jeanette Tyrrell (Sage PR) presented her research on initial reactions to the Plan to the Joint Committee. Her findings reinforced the previous discussion on the Plan and key points included:

- That the Plan doesn't quite hit the mark yet.
- It needs sharpening – it is too broad and trying to do too much
- Everyone agrees that they want 'one view on the Waikato'
- There are split views on the current format – some like the detail, some want it shorter.
- It will be difficult to make everyone happy with the final product due to the differences of opinion.

M Spaans left at 2:45pm.

Discussion ensued on the consistency of the “one plan, one voice” and the overlap with the likes of ‘Waikato Story’ and ‘Waikato means business’. Mark Ingle suggested Chair (M Devlin) and Project Advisor (K Tremaine) meet with the Chairs of the Waikato Story and Waikato Means Business forums to discuss the inter-woven nature of the plans and ensure their consistency with each other.

Staff were congratulated for their work on the plan to date.

RESOLVED THAT the Waikato Plan Joint Committee:

1. **Notes that a first draft of the full Waikato Plan has been prepared**
2. **Provides feedback on the draft Waikato Plan**
3. **Confirmed the approach being taken to plan development**
4. **Recommend to the Mayoral Forum that the Chair (M Devlin) and Project Advisor (K Tremaine) meet with the Chairs of the ‘Waikato Story’ and ‘Waikato Means Business’ forums and ensure alignment of these forums with the Waikato Plan.**

Moved J Barnes/ seconded M Baxter

The motion was put and carried (WSP16/07)

Waikato Plan bi-monthly report

File: 03 04 32 (Agenda item 5) Doc # 8301563

Presented by Project Advisor (K Tremaine) the report provided the Waikato Plan Joint Committee with an update on and sought input into key areas of the Waikato Plan project.

Chief Executive, Hamilton City Council (R Briggs) outlined the consultation work done regarding the ‘Enhancing Waikato’s connection with Hamilton’.

It was noted that the conclusions from this work stream will be woven into the Plan.

RESOLVED THAT the Waikato Plan Joint Committee:

1. **Note the update on the three priority projects including the separate report on the Hamilton project (Appendix 1)**
2. **Note that steps have been taken to invite all of the Waikato Region’s Iwi Trust Board Chairs to participate in the Waikato Plan.**
3. **Note the feedback received from the Strategic Partner’s Forum**
4. **Note the updates from other meetings that have been held.**
5. **Approve the approach to communications outlined in section 7.**
6. **Note the clear collaboration message in the Morrison Low newsletter (Appendix 2)**

Moved J Barnes/ seconded M Baxter

The motion was put and carried (WSP16/08)

Confirmation of Previous Minutes

File: 03 04 32 (Agenda item 6) Doc #4108312

The Joint Committee was provided with the minutes of the previous meeting held on 18 April 2016.

The Committee noted that the budget report was not included with this agenda, the Committee were assured this was simply an oversight and would be included in the next agenda.

RESOLVED THAT the minutes of the Waikato Plan Joint Committee held on 18 April 2016 be confirmed as a true and correct record.

Moved Mayor J Mylchreest/seconded Mayor A Sanson

The motion was put and carried (WSP16/09)

Meeting closed at 3:05pm

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	08 August 2016
Prepared by	Sandra Kelly District Plan Administrator
Chief Executive Approved	Y
DWS Document Set #	1579308
Report Title	Plan Change 8 Technical Amendments Operative Date

I. EXECUTIVE SUMMARY

Plan Change 8 proposes to make approximately 24 separate minor changes to the Waikato District Plan: Waikato Section. These technical amendments predominantly consist of changes to rules and definitions necessary to enhance their clarity for interpretation and improve the efficiency of some rules for the end user by being more permissive regarding their activity status.

2. RECOMMENDATION

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

AND THAT pursuant to clause 20 in Schedule 1 of the Resource Management Act 1991, staff shall arrange a public notice that declares operative the provisions in Plan Change 8 Technical Amendments Operative Date.

3. BACKGROUND

Plan Change 8 was notified on 17 October 2015 and submissions closed on 16 November 2015. Further submissions were notified on 04 December 2015 and closed on 18 December 2015. There were a total of two submissions and two further submissions received. The hearing for the Plan Change was held on 27 April 2016 and the Hearing Commissioners released their decision for Plan Change 8 on 08 June 2016. The appeal period closed on 10 August 2016.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

As the appeal period for Plan Change 8 has closed and no appeals were received Council can now approve the plan change as operative. Pursuant to Clause 20(1)(2) in Schedule 1 of the RMA 1991 Council must publicly notify the date and notify the date in which the Plan Change becomes operative at least five working days before the date on which it becomes operative.

5. CONSIDERATION

5.1 FINANCIAL

There have been financial costs involved with this plan change. The costs have included staff time, legal service, public notification notices and the hearing. These costs have been included in the current Long Term Plan.

5.2 LEGAL

The plan change document and relevant documents were legally reviewed by Bridget Parham of Tompkins Wake. The Plan Change fits within the provisions of the Resource Management Act. This also matches to the consultation level of engagement contained in the Council's Significance and Engagement policy.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

A plan change is a business as usual activity for the Strategic Planning and Resource Management team.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <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>	The public notification process was undertaken as part of Schedule 1 of the Resource Management Act. This also conforms to the 'consultation' level of engagement contained in the Council's Significance & Engagement Policy.				

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

Council are asked to declare Plan Change 8 Technical Amendments Operative. Council staff is organising to place a Public Notice of the Plan Change in the newspapers. The Plan Change will be advertised on Friday, 16 September 2016 with an operative date of Monday 26 September 2016.

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	03 August 2016
Prepared by	Debbie Dalbeth Business Analyst
Chief Executive Approved	Y
DWS Document Set #	1571529
Report Title	2015-2016 Non-Financial Performance Report

I. EXECUTIVE SUMMARY

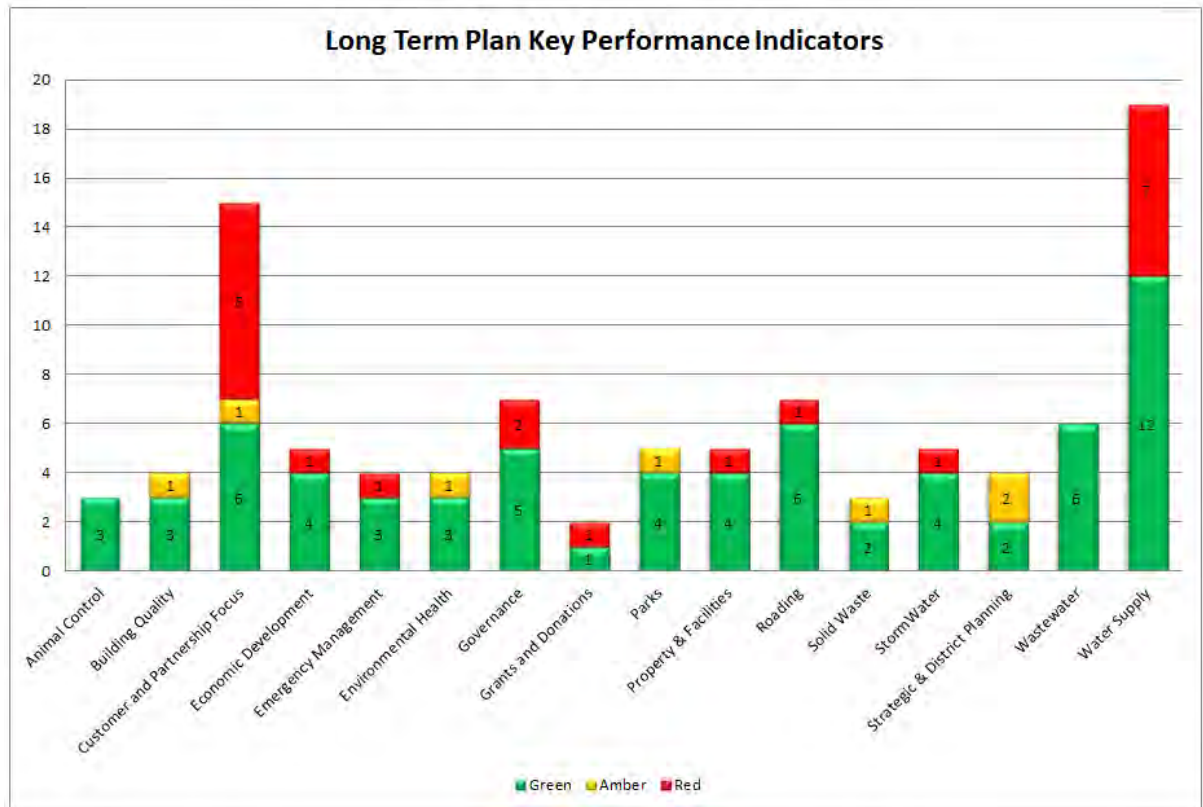
The purpose of this report is to provide the Committee with the end-of-year non-financial results. This includes the 2015/16 Long Term Plan (“LTP”) Key Performance Indicators (“KPIs”) and the Resident Satisfaction survey.

These results have been incorporated into the Annual Report.

2. RECOMMENDATION

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

3. LTP KPIs



Achieved	Within 5% of target	Not Achieved
69%	7%	24%

Ninety eight KPIs are being reported in the Annual Report. The above graph shows the number of KPIs that were achieved, came close or did not achieve, grouped by category. Eight of the 10 KPIs not achieved in the two categories: *Governance* and *Customer and Partnership Focus* come from questions asked in the Residents Satisfaction survey.

The below chart shows results have improved considerably since last year and the number of KPIs achieved in each quarter are a good indication of the end of year results.

	2014/2015	2015/2016 YTD - 1st quarter	2015/2016 YTD - 2nd quarter	2015/2016 YTD - 3rd quarter	2015/2016 End of Year
Achieved	27 (41%)	42 (68%)	52 (68%)	53 (69%)	68 (69%)
On track	7 (11%)	6 (10%)	7 (9%)	8 (10%)	7 (7%)
Not achieved	32 (48%)	14 (22%)	18 (23%)	16 (21%)	23 (24%)
TOTAL MEASURES	66	62	77	77	98

Attached to this report is *Appendix 1 - 2015-16 LTP KPI report*.

4. RESIDENTS SATISFACTION SURVEY

The National Research Bureau (“NRB”) surveyed Waikato District Council residents at approximately 10 residents per week over the last year. At the end of each quarter, after 100 residents were surveyed, we received interim data that was used to inform Council. The survey summary is attached.

Attached *Appendix 4 - 2015-16 Waikato District Council Satisfaction Survey Summary*.

Trend graphs are attached for questions that have been asked in previous years. Most of the end-of-year results continue the trend displayed last year except the following:

- Satisfaction with recycling has stopped increasing and levelled off at 84% last year and 83% this year.
- Satisfaction with Parks and Reserves stopped increasing and levelled off with 91% last year and 89% this year.
- Satisfaction with building and inspection services was between 27% and 35% each year until 2014. Since 2015 we only survey those who have used the service and this provided a dramatic increase in satisfaction to 69% which has levelled off at 66% this year.
- Residents that feel they have the opportunity to be involved and participate in the way the Council makes decisions decreased last year but has increased slightly this year, from 64% to 67%. However, the percent of residents who believe they don't have the opportunity has increased from 20% to 33% with the 'don't knows' dropping from 16% to 0%.

Increasing Trends

- Satisfaction with the Rubbish Collection has continued to increase to 93%.

- Satisfaction with public toilets scored between 33% and 48% for the 10 years between 2005 and 2014. In 2015 we started surveying only those who had used a public toilet and satisfaction increased to 67%, this year the result is 73%.
- Satisfaction with public libraries dramatically increased in 2015 when we started surveying only those who have used a public library. The 2016 result is 97%.
- Satisfaction with footpaths has been steadily increasing since 2011. In 2015, when we started recording data from only those people who have used a footpath, satisfaction increased to 69% and up to 73% this year.
- Satisfaction with unsealed roads has been steadily increasing each year up to this year's result of 53%.
- Satisfaction with the water service increased last year when we surveyed only those residents with a connection to the water supply. This year's result of 79% is the same as last year.
- Satisfaction with wastewater increased last year when we surveyed only those residents connected to the Council wastewater system. This year satisfaction has increased again to 94%.

Decreasing Trends

- Satisfaction with Animal control has stabilised with 69% this year, but dissatisfaction has increased to 24%. This is still below the peer group dissatisfaction level of 42%.
- Overall satisfaction with the service received when contacting the Council offices has steadily decreased since 2014, down to 66% this year. Dissatisfaction with the overall service received has increased to 23% which is above the average dissatisfaction of peer Councils at 13%.
- Satisfaction with Council roads overall has decreased over the last two years to a low of 52% this year. Dissatisfaction has increased to 23% however it is below the 27% average dissatisfaction level of peer Councils.
- Stormwater overall. Satisfaction has continued to decrease from 52% in 2014, 48% in 2015 down to 45% this year.

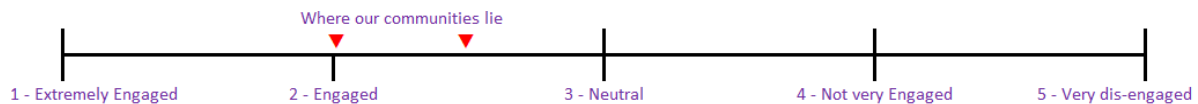
Attached Appendix 2 - Survey Trend Graphs

5. ENGAGEMENT

Engagement is measured from five key questions in our Residents Survey:

1. Satisfaction with the way Council involves the public in the decisions it makes.
2. Satisfaction with Rates Spending.
3. Satisfaction with Community Spirit.
4. Satisfaction with Quality of Life.
5. Satisfaction that Council makes decisions that meet the needs and aspirations of their residents.

Residents are asked for their satisfaction on a scale of 1 to 5 and the results from these five questions form an engagement index. The end of year engagement result is 2.22. NRB's end of year report breaks the results down into wards which has enabled us to measure engagement by ward. Attached is *Appendix 3 - Engagement by Ward* that shows how each ward compares to each other, peer Councils and the national average overall and for each engagement question.



6. OUTCOMES - COUNCILLORS ASKED FOR TWO QUESTIONS TO BE ADDED TO THIS SURVEY.

1. Is there any one thing about the Council's actions, decisions or management in the last few months that comes to mind as something you do like or approve of?
2. Is there any one thing that comes to mind with regard to the Councils actions, decisions or management in the last few months that you dislike or disapprove of?

32% of residents say there is a Council action/decision/management they approve of which is below our peer group average of 44% and the national average of 41%. Eureka ward has the lowest approval rate of 12% while Tamahere and Onewhero-Te Akau have the highest approval rating at 44% each.

30% of residents say there is a Council action/decision/management they disapprove of which is also below our peer group average of 38% and the national average of 47%. Raglan has the highest disapproval rate of 49% while Whangamarino has the lowest disapproval rate of 17%.

Section 4 of the full Satisfaction Survey report, available in the Councillors lounge, has more detail on Outcomes.

7. NEW LTP MEASURES:

There are eight new LTP measures detailed below that depend on data from the Residents Survey. This year Council has undertaken a significant amount of consultation and engagement with the public in line with legislative requirements and as part of our 20/20 challenge. It is disappointing the levels of satisfaction have not reached target however, there is a large percent of respondents who are neither satisfied nor dissatisfied around consultation and engagement.

Respondents were asked if they feel they have the opportunity to be involved and participate in the way the Council makes decisions, 67% said yes they feel they have the opportunity

while 20% said they had actually tried to participate. The results from the first five questions below are based on the answers from this 20% of residents.

New Measures – no trend data available	Target	Satisfied	Neutral	Dissatisfied
The public are consulted about the right issues	60%	41%	31%	23%
Information about key community issues is easily accessible	60%	46%	28%	21%
Information available on these issues is clear and instructive	60%	42%	27%	28%
There is a suitable range of consultation options available	60%	50%	22%	21%
There is sufficient time and opportunity available to provide feedback	60%	47%	28%	22%
Average level of effort to conduct business with Council	<=3	2.6		
Satisfaction with the resolution of a request with Council	70%	59%	12%	27%
Satisfaction of residents that they were able to contact their Councillor/Mayor as and when required * The number of respondents is low for this question so the margin of error is + or – 20.4%	100%	76%	3%	21%

8. CONCLUSION

The percent of KPIs achieved in this first year of the current Long Term Plan is well above the results of last year. This is positive considering there are a lot more KPIs being measured largely due to the mandatory performance measures handed down from central government.

The new method of surveying residents for the Residents Satisfaction Survey has smoothed out seasonal bias and enabled us to get an early indication of how we were progressing toward our goals. In reviewing some of the results, the targets set for this year's new measures may have been too ambitious.

NRB have now provided the full end of year report and verbatim responses which are available in the Councillors lounge and can be supplied in electronic form on request. The NRB report will also be available on the Waikato District Council website.

9. ATTACHMENTS

Appendix 1 - 2015-16 LTP KPI report

Appendix 2 - Survey Trend Graphs

Appendix 3 - Engagement by Ward

Appendix 4 - 2015-16 Waikato District Council Satisfaction Survey Summary



Waikato District Council

Scorecard Report

Period: Jul-15 - Jun-16

Scorecard Name

2015-18 LTP Waikato District Council

Date From

01-Jul-2015

Date To

30-Jun-2016

LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
2015-18 LTP Governance				
Satisfaction of residents that they were able to contact their councillor as and when required	%	100.00	76.00	
<p>COMMENTS: The 4th quarter result (100%) is extremely pleasing. This compares with 73% for the last quarter. However the cumulative end of year result is 76% out of 100%. The contact details of our councillors are always available on Council's website or through the Council Call Centre. Some of our councillors also write regular columns for community newspapers with their contact details and are always at hand to attend to the queries of their constituencies. Our councillors endeavour to make themselves accessible to their communities at all times and this will continue to do so. We will monitor this over the coming year but the last quarter result is certainly encouraging and vindicates the accessibility of our councillors.</p>				
Number of upheld objections/appeals lodged against election process	#	0.00	0.00	
<p>COMMENTS: No election processes have been undertaken through this financial year.</p>				
Iwi ki te Haapori - Number of joint committee meetings held per annum	#	4.00	4.00	
<p>COMMENTS: Target met.</p>				
Iwi ki te Haapori - Number of identified or notified breaches/objections under Joint Management Agreements, MOU's and MOA's	#	0.00	0.00	
<p>COMMENTS: No breaches identified.</p>				
Iwi ki te Haapori - Number of formal governance hui held between council and iwi / hapu groups	#	3.00	2.00	
<p>COMMENTS: Joint committee with Waikato Tainui met in April as per requirements.</p>				
Percentage of minutes of all open meetings that are made publicly available via the Council's website	%	100.00	100.00	
<p>COMMENTS: Target met.</p>				
Percentage of Council decisions that comply with statutory requirements	%	100.00	100.00	
<p>COMMENTS: All Council decisions taken during the course of the 2016/2017 financial year have complied with statutory requirements and as per the Council's statutory obligations. These decisions are minuted in council agendas.</p>				

The percentage of aggressive dog behaviour complaints, where immediate risk to public safety is present, that has council personnel on site within 1 hour	%	95.00	98.27	
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COMMENTS: Animal Control Officers were on site within an hour of receiving complaints about aggressive dogs 98.27% of the time. This quick response time reflects the Animal Control Teams commitment to keeping our community safe.

The percentage of complaints regarding stray stock that have council personnel on site within 1 hour	%	95.00	97.07	
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COMMENTS: Animal Control Officers were on site within an hour of receiving complaints about stray stock 97.07% of the time. Responding quickly to these complaint is important to avoid traffic accidents and harm to stock.

The number of dog owners on the selected owner policy list (i.e. good dog owners) for known dog's increases by 5% each year	%	30.00	31.76	
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COMMENTS: The number of dog owners in the 'good dog owner' category has increased by 31.76%, bringing the total to 8778.

2015-18 LTP Building Quality

The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually	%	33.00	54.60	
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COMMENTS: The target has been met for the year, however this has been challenging given our extremely high inspection workload due to the rise in consent numbers, particularly in the number of dwellings.

The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually	%	100.00	100.00	
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COMMENTS: The target has been met for the year. This KPI will remain a high priority due to the nature of the sleeping care facilities.

The percentage of swimming pools that are inspected for compliance annually	%	20.00	100.00	
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COMMENTS: In response to new Council Policy we require customers permission to inspect pools for compliance. Where permission has been granted we have inspected 100% of these pools - 13 in total. Changes in the Fencing of Swimming Pools Act that is currently before Parliament will likely bring change in this area.

The percentage of building consent applications which are processed within 20 working days - YTD	%	100.00	95.50	
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COMMENTS: We achieved 95.5% compliance with the statutory timeframe for the year. The reason for not having made the target is the increase in numbers of consents from 1642 in the 14/15 year to 2005 in the 15/16 year up by 22.1%. The increase in new dwellings which take longer to process was up 54.8% from 511 in the 14/15 year to 791 in the 15/16 year. New dwellings are more time consuming to process and we have employed two extra processing staff to help with the workload.

2015-18 LTP Strategic & district planning

Percentage of resource consent applications which are processed within the statutory time frames	%	100.00	100.00	
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COMMENTS: This year we received 1000 consents, which is up 34% from last year. All consents for the year were processed within Statutory timeframes under the Resource Management Act 1991. In the month of June we processed 96 consents, up from the previous month by 14 consents.

Percentage of residents who feel they have the opportunity to be involved and participate in publicly-notified Council projects and processes, to help Council make informed decisions.	%	68.00	67.00	
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COMMENTS: The 4th quarter result of 62% is below the 68% target and a drop on last quarter's result (65%). The cumulative end of year result is nevertheless more encouraging at only 1% below the 67% target. The times and opportunities for all engagement are agreed to by councillors based on their understanding of their respective communities. Council provides appropriate time for engagement - be it for community open days, hearings etc. For hearings, an equal amount of time is allocated for each submitter to present to ensure fairness and efficiency for the process. The opportunities for involvement and participation are there for the public to use. We will continue making these opportunities available either through pre-engagement or through the formal consultation processes associated with the LGA, RMA, Reserves Management Act etc.

The percentage of projects in identified areas of growth and as contained in the Long Term Plan, which are on track or completed.	%	100.00	96.96	
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COMMENTS: Residential growth - Tamahere, Te Kauwhata, Tuakau and Pokeno. Industrial growth - Horotiu, Tuakau and Pokeno. 66 projects identified as in the growth areas - 49 are on track (32 are developer led) with 15 complete. Staff will continue to monitor projects and ensure that they are aligned to Council's strategic direction.

The percentage of all landuse consents that have been issued and are current that have been monitored for compliance in the past 2 years	%	75.00	79.00	
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COMMENTS: Of the 1232 land use consents that are current as at the 30 June 2016, the Monitoring Team has checked compliance with 975 of them. This level of monitoring ensures that consented works are being carried out appropriately and not having any significant adverse effects on the environment.

2015-18 LTP Solid waste

The percentage of schools in the district that receive solid waste education	%	55.00	72.40	
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COMMENTS: 42 out of the possible 58 schools were visited this financial year which is well above the 55% KPI target

The number of times that bags or bins are missed in Council's kerbside collection	#	200.00	141.00	
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COMMENTS: 141 bags/bins/crates missed this year, 15 in the final quarter

The percentage of kerbside collection complaints that are resolved within agreed timeframes.	%	100.00	97.15	
<i>COMMENTS:</i> 375 out of 386 complaints resolved within agreed timeframes for the year				

2015-18 LTP Environmental Health

Percentage of registered food premises inspected/audited annually	%	100.00	100.00	
<i>COMMENTS:</i> All premises requiring inspection have been inspected or audited. The new Food Act came into force on 1 March with a 3 year transition period applying to existing food businesses. New food businesses establishing must register under the new Act. Existing businesses must transition according to a schedule over the next 3 years. At the end of the year there were 200 food premises operating under the old Food Hygiene regulations, 50 businesses operating under a template food control plan under the old Act and 10 businesses operating under the new Food Act.				

The percentage of medium risk or higher fee category licensed premises that are inspected annually	%	100.00	100.00	
<i>COMMENTS:</i> All medium or higher risk category premises operating within the district that sell alcohol have been inspected during the year as required. No significant issues or non-compliances with the conditions of their licences were observed during these inspections.				

Percentage of excessive noise complaints responded to within agreed timeframes. (Due to geographical characteristics of the district response times will vary in different parts of the district)	%	90.00	85.96	
<i>COMMENTS:</i> The Environmental Health Team received 1246 excessive noise complaints during the year that required investigating. Agreed response timeframes were complied with 85.96% of the time, which is a significant improvement over the previous year when only 79% were responded to on time. The target was not met because there were issues during the first quarter of the year with the contractor interface to our system which affected overall performance. Although these issues have now largely been resolved, further work is being carried out to refine the process and minimise ongoing performance issues.				

Percentage of environmental health complaints responded to within agreed timeframes	%	95.00	95.02	
<i>COMMENTS:</i> A total of 241 complaints were received during the year of which 229 were responded to within agreed timeframes. The team actively monitors complaints to meet timeframes.				

2015-18 LTP Economic Development

% increase in Net Promoter Score (level of likelihood that business owners will recommend WDC as a district to do business in)	%	20.00	137.50	
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COMMENTS: The Business Perception survey in March 2016 showed a further improvement in average rating and the Net Promoter Score compared to the survey taken in November 2015. The respondents rated the Waikato district an average 8.6 out of 10 as a place where business owners would recommend a colleague or a friend to do business and a Net Promoter Score of +6.0. Both of these results are very positive and continue the trend of an improving perception for the district. The first survey in November 2014 saw an average rating of 8.0 and a Net Promoter Score of -8. The results in November 2015 were 8.3 and +0.5 respectively. The change in Net Promoter Score since November 2015 of +5.5 is statistically significant and is due largely to a decrease in the number of detractors (less respondents rating the district poorly). To further improve the reliability of the survey two further 6 monthly surveys will occur.

The percentage increase in number of business units in the Waikato District (Same or higher than NZ growth rate in number of business units)	%	1.78	2.20	
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COMMENTS: The percentage increase in geographic (business) units in the Waikato district for the year ending March 2015 was 2.2%. The corresponding increase for all New Zealand was 1.78%. This reflects the growth in district population and supports the perception that the district is attractive to new businesses.

Number of enquiries that generate through the Open Waikato website	%	20.00	109.40	
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COMMENTS: A total of 67 enquiries were received over the year ending 30 June 2016 compared with 32 for the previous year. This equates to a 109% increase year on year. The appointment of a new marketing resource is expected to result a lift in the number of enquiries through this channel.

Measureable tourism expenditure in \$	\$	97,000,000.00	85,000,000.00	
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COMMENTS: Due to technical reasons and with the aim to improve data reliability the Ministry of Business Innovation and Employment (MBIE) reviewed the methodology used to create the Regional Tourism Estimates (RTE's). This change occurred after the LTP measures were adopted. This means a new base level is required. Based on the revised MBIE RTE's the March 2014 base line expenditure estimate is \$77MIL. The previous methodology set the baseline at \$96 Million. In March 2015 the estimated expenditure was \$85MIL. The targeted 1% p.a. increase on the means the expenditure target for the LTP year ending June 2016 is \$77,8MIL. Actual expenditure for the year ending March 2015 was 10.4% which exceeds the targeted 1%. This reflects the recent unprecedented growth in international tourists coming to New Zealand and the work of the Hamilton & Waikato Regional Tourism Organisation which has lifted the profile of the district and the region through targeted marketing campaigns in collaboration with neighbouring regions and Tourism New Zealand's 100% Pure initiatives.

The percentage delivery of the Economic Development strategic work programme	%	90.00	92.50	
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COMMENTS: All projects were completed or activated on time other than the recruitment of a marketing officer to support the new Economic Development Strategy which is expected to conclude in July. Projects completed include the submission to the Ministry of Business Innovation and Employment of a Digital Enablement Plan to support any future deployment of ultrafast broadband in the district, the adoption of a new Economic Development Strategy (EDS), the activation of two EDS projects being a youth employment initiative in Huntly and Ngaruawahia and the development of a Freight and Logistics Prospectus. A survey of the Tamahere and Matangi areas to gauge the level of community support for an ultrafast fibre -optic service was also completed.

2015-18 LTP Grants and Donations

Number of discretionary grant funding rounds undertaken per year	#	4.00	4.00	
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COMMENTS: The discretionary funding round was undertaken as scheduled. Funding is considered over 4 rounds during the year. Over the past financial year funding applications closed in July 2015, October 2015, February 2016 and April 2016. All funding applications were assessed as per the funding applications criteria to help with decision-making by the respective committees and community boards. The first round of funding for 2016/17 closed on 1 July 2016. The second round will close on 30 October 2016. We will continue to ensure that funding applications are rigorously assessed as per the criteria over the coming financial year.

The percentage of community funding/grant recipients meeting grant obligations, as evidenced through accountability reports	%	100.00	90.00	
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COMMENTS: Whilst we endeavour to provide accountability reporting for all community funding grants, not all recipients have provided these on time. The initial deadline for June has been extended until August 2016 to allow for staff to chase up all outstanding project accountability forms. We have met 90% of the target.

2015-18 LTP Parks

Percentage of Customers who are satisfied with Parks And Reserves, including sports fields and playgrounds overall	%	80.00	90.00	
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COMMENTS: This result is ahead of what was predicted and is due to ensuring our contractors are meeting their contractual agreements with regular joint auditing and frequent site visits. There is more work to do to ensure a consistent delivery of service across the entire open space network and the contract with City Care for district maintenance will help achieve this.

Percentage of Interments completed within the requested timeframe	%	95.00	100.00	
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COMMENTS: All burials this quarter were completed within the appropriate timeframes. No issues arose which prevented satisfactory outcomes with burials. Communication with customers and contractors ensured work was completed efficiently and timely.

Percentage progress of the Playground Strategy implementation plan	%	100.00	100.00	
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COMMENTS: 16 identified implementation actions from the playground strategy. All have been completed.

Percentage of customers who are satisfied with Public toilets in the residents satisfaction survey	%	75.00	73.00	
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COMMENTS: Results from the residents survey of satisfaction with public toilets shows a great improvement over the last couple of years. Results were hovering around 39-48% for 10 years then last year improved to 67% and this year 73%. While the target is 75% it is great to see this improvement.

This result reflects ongoing quality improvements with our OCS toilet contract. Council have been doing joint audits/inspections this year with OCS.

Percentage of natural areas (categorised in parks strategy) which have had restoration efforts undertaken	%	4.00	4.36	
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COMMENTS: Ecological enhancement activities proceeding within budget and on target. Highlights to date include a successful biological control programme being implemented with partners from the Regional Council, a number of rare habitat types being restored and a \$400,000 grant application to the Waikato River Authority being approved.

2015-18 LTP Property and Facilities

Percentage of buildings that require a warrant of fitness that comply	%	100.00	100.00	
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COMMENTS: All required buildings have a current warrant of fitness.
All buildings that have specified system are compliant according to Cove Kinloch.

Percentage of time that pool water meets the NZS5826 Part 1 Water Standards : 2000 code of practice for the operation of swimming pools	%	95.00	95.08	
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COMMENTS: Test results have been received from the contractor which are undertaken on a daily basis .
Contractor ensures testing is maintained as per NZS 5826.

Percentage of customers who are satisfied with the pool facility	%	85.00	86.00	
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COMMENTS: Overall a combined score of 86% of satisfied and very satisfied customers was achieved across the three pool complexes.
Tuakau scored 82.09%
Huntly pools scored 90.94%
Ngaruawahia pools scored 82.5%

Percentage of satisfied customers as per the council housing for the elderly survey	%	70.00	75.00	
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COMMENTS: Survey was sent to all tenants and results were input.
Residents satisfied with council service

Reduction in total annual energy consumption	%	-1.50	8.00	
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COMMENTS: There has been an overall increase in energy consumption of 8% on last year. This consists of an increase of 5% of electricity consumption and an increase of 34% of gas usage. Most of this relates to the Huntly Aquatic Centre and could be due to the increase in opening hours or pool temperature. WDC now has an agreement with LASS which will result in a plan to reduce electricity consumption across all Council facilities. Staff will work with the new Huntly Pool contractors Belgravia to ensure that Gas usage is reduced.

2015-18 LTP Emergency Management

The percentage of community response plans completed	%	15.00	13.33	
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COMMENTS: We currently have four community response plans completed, four community response plans started and four community response plans in the very initial stages of start up. The work with the communities around response plans will continue in the new year.

Council maintains a minimum number of trained staff to fulfil core Emergency Operations Centre roles	#	30.00	99.00	
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COMMENTS: We have trained 103 staff in the foundational training and 35 in the intermediate training course. Going forward we will run new starters to the organisation through the foundational training as part of their induction then identify staff for roles in the EOC to attend the intermediate training.


Percentage of councils business continuity processes implemented	%	100.00	100.00	
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COMMENTS: Project completed on time. Key processes have been identified and prioritised and captured throughout the business. These processes contribute to a new framework which ensures that the business responds and recovers as fast as practicable in the event of significant disruption. Work will be ongoing to capture less significant business continuity processes along with ongoing exercising of processes to constantly improve.


Council manages local participation in the national Get Ready, Get Thru campaign annually	%	100.00	100.00	
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COMMENTS: Council participated in the Drop Cover Hold exercise and Get Ready Get Thru annual campaign.


2015-18 LTP Customer and Partnership Focus

Percentage of customers satisfied that council engages with the community regarding the right issues	%	60.00	41.00	
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COMMENTS: The 4th quarter result is 59% but the end-of-year result is 41% which is off target by 19%. The end-of-year result is disappointing as it does not reflect the huge amount of engagement activities that Council has undertaken over the 2015/16 financial year. As far as Council is concerned these issues are either legislatively driven or identified as part of Year 1 of Council's Long Term Plan on which the community have had the opportunity to provide feedback on. We will continue with our engagement endeavours during 2016/17 in accordance with our Community Engagement Strategy and informed by legislative requirements and our work programme. We have also recently developed a Communications Strategy which will complement our engagement efforts over the next year.

Percentage of customers satisfied with the ease of access to information regarding key community issues	%	60.00	46.00	
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COMMENTS: The 4th quarter result of 73% exceeds the target of 60% but the cumulative end of year result is only 46%. It is difficult to ascertain exactly why the end-of-year result is such because Council has continued to interact with the community through various means (e.g. website, social media, The Link, through community open days, letter drops, counter pamphlets, market days and other community events) throughout the year. Staff are also always on hand to address any request for information. We have a modern and up-to-date repertoire of tools through which information is made easily accessible to the public and we will continue to use and update these over the coming year. The last quarter result is nevertheless encouraging.

Percentage of customers satisfied that the material available on key issues is clear and provides sufficient information to allow feedback	%	60.00	42.00	
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COMMENTS: The 4th quarter result is 41% compared to the end of year result (42%). Both compare relatively unfavourably with the 60% target. We have always endeavoured to provide information in a clear and concise manner whilst not detracting from the key messages and any legislative requirements relating to the subject matter. Council's Communications Team helps with the content, review and layout of information provided to the public on engagement projects/initiatives. We will continue to ensure that we simplify complex issues when communicating with the public. Our newly-development Communications Strategy will help in this regard. We will also continuously look at best practices or the way information is provided by other councils to improve our approach.

Percentage of customers satisfied that council provides a suitable range of options and avenues to engage through	%	60.00	50.00	
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COMMENTS: The 4th quarter result is 68% but the end-of year result is 50% (10% below the target). The final result does not adequately reflect the effort that councillors and staff have placed over the last financial year on engagement. We have engaged using face-to-face techniques (e.g. attending community board and committee meetings, other community meetings, open days and market days), through letters, newsletters and notices, and through our website and social media. We will continue using these tools as part of our engagement efforts and in conjunction with our Communications Strategy and regularly provide an update to Council and the community on our engagement efforts. Feedback and suggestions for improvement would be taken on board.

Percentage of customers satisfied that Council provides sufficient time and opportunity for engagement with the community	%	60.00	47.00	
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COMMENTS: The 4th quarter result is 53% (an improvement on the 3rd quarter result of 50% and the end-of-year result is 47% (13% below target). The times and opportunities for engagement are agreed to with councillors by staff as they (the elected representatives) have a good understanding of their respective communities. Council provides appropriate time for engagement - be it for community open days, hearings etc. For hearings, an equal amount of time is allocated for each submitter to present to ensure fairness and efficiency for the process. It is difficult to ascertain why the result is falling short but staff will continue monitor the results. Staff are always willing to take on board any complaints from the public about the time and opportunities offered for engagement but these suggestions need to be put forward.

Level of Customer effort	#	3.00	2.60	
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COMMENTS: During the year staff have embraced the 'every interaction counts' sentiment and the amount of effort required by our customers has reduced. Feedback received in the residents survey indicates we need to concentrate on the 'little' things like calling customers back and ensuring the right person is available to speak to.

% of Service Requests (CRM calls) responded to within agreed timeframes	%	80.00	92.57	
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COMMENTS: These results have been steady since January 2016. 5 consecutive months over 90% indicates that the changes brought about by the service request project have stabilised and moved performance to a new norm.

Percentage of respondents / customers who are satisfied or very satisfied with the resolution of their request of council	%	70.00	59.00	
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COMMENTS: As with councils customer effort score, the 'little' things appear to be frustrating customers. Dis-satisfaction of outcomes will be seriously amplified when customers do not feel a reasonable explanation is present or it is difficult to personally engage with appropriate staff.

Percentage of respondents who are satisfied or very satisfied with the overall service received when contacting the Council	%	75.00	66.00	
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COMMENTS: Customer have rated us higher for 'service received' than 'satisfaction with resolution of request'. All staff are making an effort to represent council professionally so it is likely this behaviour softens the customers perception of us when considering service. The organisation knows the importance of making every interaction count, and availability to customers is a priority.

Net Promoter Score (level of likelihood that library users will recommend to friends and family their library as a place to go)

%

80.00

93.12



COMMENTS: We have successfully achieved this KPI with 93.12% of the 189 respondents saying they would recommend our libraries as a place to go. The survey for the 16/17 financial year will continue to focus on our existing customer satisfaction but also try and understand how we can engage with those community members that are not currently using the growing number of services within libraries.

Level of customer satisfaction that the quality of libraries resources meets their needs

%

90.00

93.28



COMMENTS: A very positive response was received during the single satisfaction survey conducted this financial year. We asked our Library customers whether they are satisfied that the quality of library resources meets their needs. 253 customers participated in this survey. 176 said that they were very satisfied, and 60 satisfied, Our focus for the next survey will be to increase the total number of respondents through improved customer engagement and better utilisation of online channels. We would also like to survey non library users to understand why they choose not to engage with our six district libraries.

Percentage of books that are less than 5 years old

%

50.00

68.82



COMMENTS: This KPI has been achieved through appropriate culling of old stock, the rotation of the collection across sites and the purchase of new material to meet the needs and wants of our members. As the Collection Policy is reviewed this financial year, close attention to and analysis of of our non fiction material will be a focus. As technology impacts on customer need to access hard copy books of this type, engagement with this part of our collection is in decline.

Percentage of books that are less than 10 years old (excluding reference, specialist items, local history and core stock of long term value)

%

100.00

93.33



COMMENTS: This KPI has not been achieved and the reporting through the library management software is believed to be the reason. As the reporting does not easily identify the reference material and stock of long term value it is assumed that some of the stock of importance is being included in the main collection reporting. Managing a service level of this nature is not likely to nurture the demands and requirements of the changing customer types as our service evolves away from the traditional library experience. The Collection Policy requires a complete review and this needs to be conducted with a best practice approach. This will be completed during the 16/17FY as a project to gather all relevant and necessary data to ensure our collection and services are meeting the needs of the customer and communities.

Reliable daily access to free Internet service at all libraries (excluding supplier issues)

%

100.00

97.61



COMMENTS: This KPI has not been achieved due to the Ngaruawaia Library refurbishment. During the site closure asbestos was found within that building which meant the hardware required to operate the free WIFI and internet service was not accessible. Apart from Ngaruawahia, the Aotearoa People's Network Kaharoa (APNK) service has been utilised consistently at all sites throughout this financial year. This service extends an offering into communities that is valued by a wide range of ages. The APNK internet service provides a number of communities their only platform to access resources, material, entertainment and community in an online capacity. The service provided to WDC from APNK is without issue and we have an effortless partnership in delivering the service.

Number of publicly shared reports assessing Council's progress against its goals and objectives

#

4.00

4.00



COMMENTS: The quarterly non-financial report is presented to the Strategy & Finance Committee and then displayed on the Waikato District Council website. The annual plan will also publicly share Council's progress.

2015-18 LTP Roading

The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	#	1.00	4.00	
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COMMENTS: For the 12 months ending 30 April 2016, 37 fatal and serious injury crashes had been recorded in the NZTA crash database. In the previous 12 months ending 30 April 2015, 33 fatal and serious injury crashes have been recorded. Further analysis is required to understand the causes of this, but road conditions do not appear to have been a significant factor.

The average quality of ride on a sealed local road network, measured by smooth travel exposure.	%	91.00	94.58	
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COMMENTS: The achieved result comfortably exceeds the target but is a decrease on the 96% achieved in the previous year. More in depth analysis is required to understand the reasons for this, but a preliminary indication is that the high use urban roads are not achieving the required standard.

The percentage of footpaths that fall within the level of service or service standard that is set out in LTP	%	90.00	99.67	
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COMMENTS: All the District footpaths were surveyed in January/February 2016 and graded from 1 - Excellent to 5 -Very Poor. 99.67% of the total length of footpath was rated as 3 Fair or better. This is reflective of the proactive approach taken by the Alliance and responsiveness to customer requests.

Percentage of development areas that have co-ordination plans for forward works programming and development requirements complete.	%	30.00	33.00	
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COMMENTS: The development programme for Pokeno is completed. Co-ordination plans will need to be developed for Te Kauwhata and Tuakau

The percentage of the sealed local road network that is resurfaced	%	8.00	8.73	
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COMMENTS: 142.33 km of the road network were sealed during 2015/16 which equates to 7.84% of the length of sealed road. In addition a further 16.17 km or 0.89% of road was rehabilitated which resulted in the road getting a new surface. This gives a total Of 8.73% of the network that received a new surface.

The percentage of customer service requests relating to roads to which we respond within the timeframes specified.	%	80.00	94.29	
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COMMENTS: For the full year to June 1950 of the 2068 requests received were responded to on time. For the month of June 201 of 205 requests met target response times. This excellent performance is the result of increased focus placed on this aspect of their work by the Alliance contractor. Of the 118 "fails" 86 occurred during the first 5 months of the contract while staffing and systems were being setup. For the following 7 months only 32 requests did not meet the target times.

The percentage of customer service requests relating to footpaths responded to within the timeframe specified in LTP	%	80.00	94.08	
COMMENTS: For the month of June, 1 request out of 12 missed the target which equates to 92.31% on time. The customer was contacted within the timeframe but details were not recorded correctly. For the full year, only 9 requests out of a total of 152 were not responded to within the target times or 94.08% meeting the target. As for the roading requests, the increased attention given to this aspect by the Alliance contractor has resulted in a much improved performance well in excess of the target.				

2015-18 LTP Stormwater

The number of flooding events that occurs in the district	#	5.00	0.00	
COMMENTS: No flooding events affecting habitable floors this year				

The number of habitable floors affected in a stormwater flooding event expressed per 1000 properties connected to the councils stormwater system per event	#	0.30	0.00	
COMMENTS: No flooding events affecting habitable floors this year				

The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	m	480.00	137.00	
COMMENTS: 1 complaint where habitable room was affected, which on investigation was due to a private drainage problem.				

The number of complaints received by Council about the performance of its stormwater system, expressed per 1000 properties connected to the stormwater system	#	4.00	5.28	
COMMENTS: Total of 71 complaints this year, 32 in relation with Roding (catchpits & flow off the road). Main areas of complaints were in Raglan & Huntly. Relatively few complaints from Ngaruawahia, Tuakau, Pokeno. Open drains are known & able to be maintained. CCTV work on stormwater pipes will help to pick up shortcomings in the underground system. 2.9 complaints per 1000 connections were received in relation to the Waters part of the Stormwater network				

Council's level of compliance with resource consents for discharge from its stormwater system, measured by the number of abatement notices, infringement notices, enforcement orders and convictions received in relation those resource consents.	#	0.00	0.00	
COMMENTS: Council has received 0 conviction notices resulting from stormwater discharges consents				

2015-18 LTP WasteWater

The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system

#

5.00

2.97



COMMENTS: Total figures have been adjusted to account for dry weather overflows only, as per the DIA dry weather definition and guidelines for this measure.

This quarter is at 0.54 per 1000.

The median attendance time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time that Council receives notification to the time that service personnel reach the site.

m

60.00

26.00



COMMENTS: Met the target for the year with a median of 26 minutes.

16 calls from 17 met the 60 minute timeframe this quarter, with a median of 21.

The median resolution time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time Council receives notification to the time personnel confirm resolution of the blockage or other fault.

m

240.00

118.00



COMMENTS: Met the target for the year with a median of 118 minutes.

17 out of 17 calls resolved within required timeframe of 240 minutes this quarter with a median of 102 minutes.

The total number of complaints received by Council about odour, system faults, blockages, response to issues with its sewerage system.(expressed per 1000 connections to the sewerage system):

#

25.00

7.82



COMMENTS: Met the target for the year.

20 complaints this quarter at 1.80 per 1000.

Council's level of Compliance with resource consents for discharge from its wastewater system, measured by the number of abatement notices, infringement notices and enforcement orders

#

2.00

0.00



COMMENTS: Council has received 0 abatement notices, infringement notices or enforcement orders resulting from wastewater discharges consents

Council's level of Compliance
with resource consents,
measured by the number of
Convictions for discharge from
its wastewater system,

#

0.00

0.00



COMMENTS: Council has received 0 conviction notices resulting from wastewater discharges consents

2015-18 LTP Water - drinking

The extent to which Councils
drinking water supply
complies with part 4 of the
drinking water standards
(bacteria compliance criteria)

#

18.00

18.00



COMMENTS: Measured against DWS Part 4
Plants compliant vs zones
Huntly = 2
Ngaruawahia = 2
Hopuhopu/Ngaruawahia WTP = 2
Southern Districts/HCC WTP = 1
Western Districts/HCC WTP = 1
North Western Districts/HCC WTP = 1
Pokeno/Watercare WTP = 1
Tuakau/Watercare WTP = 2
Raglan = 1
Te Kauwhata = 2
Onewhero = 1
Te Akau = 1
Port Waikato = 1

The extent to which Councils
drinking water supply
complies with part 5 of the
drinking-water standards
(protozoal compliance criteria)

#

13.00

4.00



COMMENTS: Measured against DWS Part 5
Plants compliant vs zones
Huntly = 2
Ngaruawahia = 2
Hopuhopu/Ngaruawahia WTP = 2
Southern Districts/HCC WTP = 1
Western Districts/HCC WTP = 1
North Western Districts/HCC WTP = 1
Pokeno/Watercare WTP = 1
Tuakau/Watercare WTP = 2
Raglan = 1
Te Kauwhata = 2
Onewhero = 1
Te Akau = 1
Port Waikato = 1

All plants compliant this quarter (with the exception of Raglan), year to date only Southern, Western, North Western and Pokeno were compliant (4)

Notable non-compliances

Raglan WTP; failed to meet DWS Part 5 for April due to UVT measurements under threshold. Bubbles forming in the UVT instrument are the root cause of this non-compliance.

The median on site attendance time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system

m

60.00

26.00



COMMENTS: Met the target for the year with a median of 26 minutes.

44 of 44 calls met the 60 minute timeframe this quarter with a median of 21 minutes.

The median resolution time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system

m

240.00

76.00



COMMENTS: Met the target for the year with a median of 76 minutes.

43 out of 44 calls met the required timeframe this quarter of 240 minutes with a median of 62 minutes.

The median on site attendance time for a non-urgent call out, where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system

Days

1.00

1.00



COMMENTS: Met the target for the year with a median of 1 day.

94 out of 103 complaints met the 1 day timeframe this quarter.

The median resolution time for a non-urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system

Days

5.00

1.00



COMMENTS: Met the target for the year with a median of 1 day.

102 out of 103 calls met the 5 day timeframe this quarter.

The total number of complaints received by Council about drinking water clarity, taste, odour, water pressure or flow, continuity of supply and response to any of these issues (expressed per 1000 connections to the water system)

#

17.00

16.60



COMMENTS: Target was met for this measure

57 complaints this quarter at 3.97 per 1000.

The average consumption of drinking water per day per resident within the Waikato district

L

280.00

240.00



COMMENTS: Water Balance 2015 Report Table 6.7 details water balance results including Assumed Unmetered Residential Water Use expressed as litres/property/day (600 L/property/day for 2015/2016). There was no calculation for litres/resident/day, I have used the assumed occupancy rate of 2.5 residents/property to calculate the KPI value.

The percentage of real water loss from Councils networked reticulation system in Tuakau	%	20.00	15.30	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage. The % measurement can provide an disproportionate result in water supply schemes with very low demand as a small leak can be a significant % of the water used.

The percentage of real water loss from Councils networked reticulation system in Pokeno	%	20.00	18.30	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Mid Waikato	%	35.00	22.70	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Central District	%	25.00	32.50	
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COMMENTS: Water Balance 2016 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Raglan	%	35.00	25.40	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Huntly	%	20.00	23.60	
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COMMENTS: Water Balance 2016 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Southern & Western Districts	%	20.00	26.60	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage

The percentage of real water loss from Councils networked reticulation system in Onewhero	%	25.00	6.50	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Non-Revenue Water expressed as a percentage.
The % measurement can provide an disproportionate result in water supply schemes with very low demand as a small leak can be a significant % of the water used.

The percentage of real water loss from Councils networked reticulation system in Port Waikato	%	25.00	71.20	
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COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage. The % measurement can provide an disproportionate result in water supply schemes with very low demand as a small leak can be a significant % of the water used. The leak that has caused this significant loss in Port Waikato has now been repaired.

The percentage of real water loss from Councils networked reticulation system in Te Akau	%	25.00	56.00	
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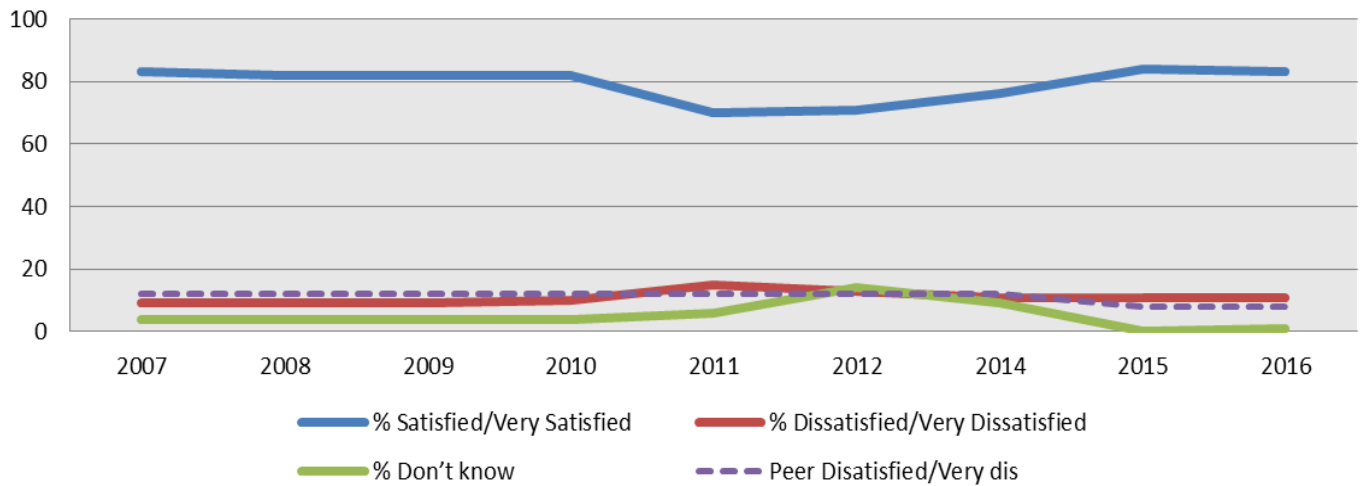
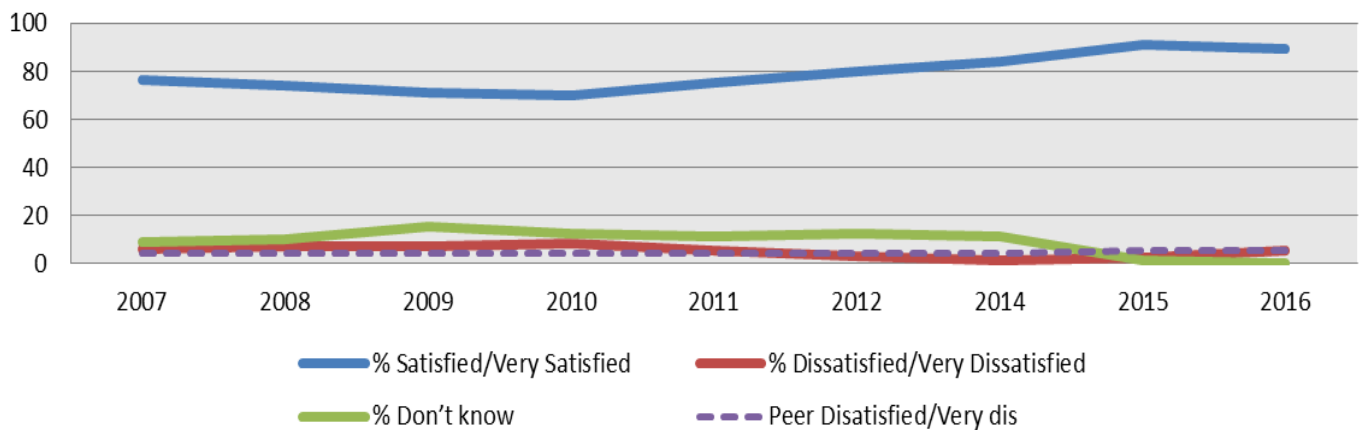
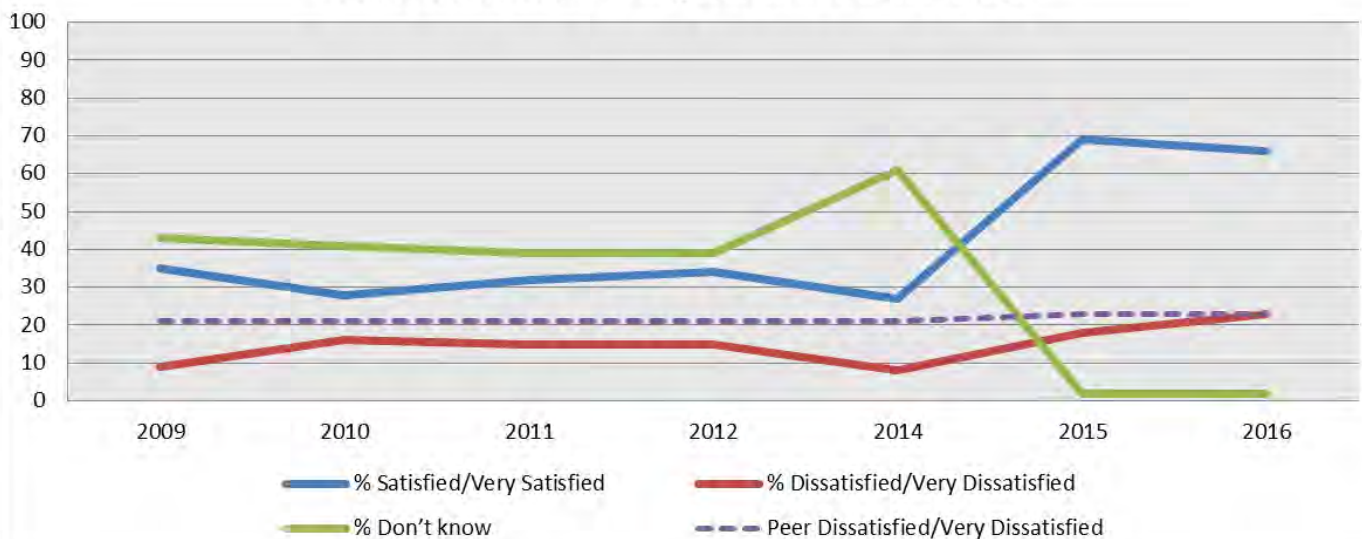
COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage. The % measurement can provide an disproportionate result in water supply schemes with very low demand as a small leak can be a significant % of the water used.

The percentage of real water loss from Councils networked reticulation system in Taupiri/Hopuhopu	%	10.00	22.70	
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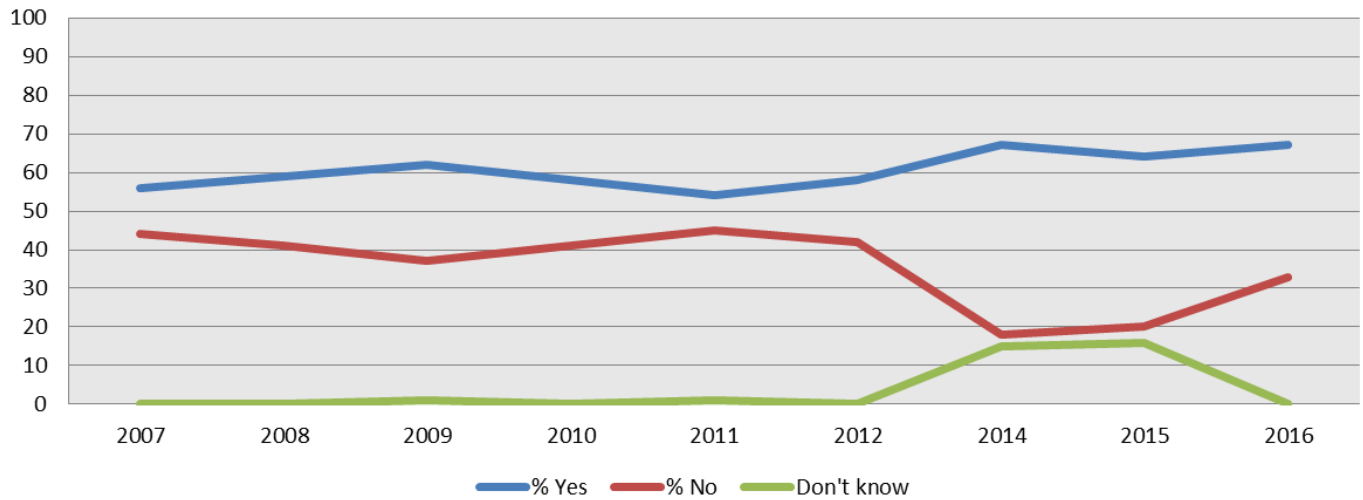
COMMENTS: Water Balance 2015 Report Table 6.2 details water balance results including Real Water Losses expressed as a percentage. The % measurement can provide an disproportionate result in water supply schemes with very low demand as a small leak can be a significant % of the water used.
Please note: this scheme is now amalgamated with the mid Waikato scheme which has water loss target of 35% or less.

Overall Performance	%	0.00	0.00	
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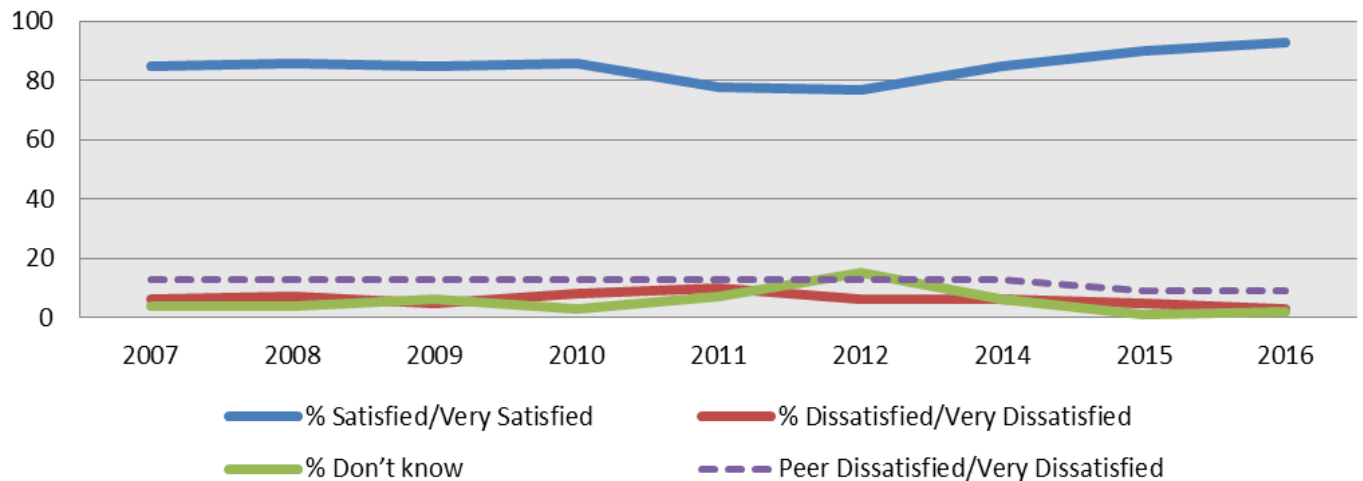
Residents Satisfaction Survey Trend Graphs – End of Year

Satisfaction With Recycling Services**Satisfaction With Parks And Reserves, including sports fields and playgrounds****Satisfaction With Building And Inspection Services**

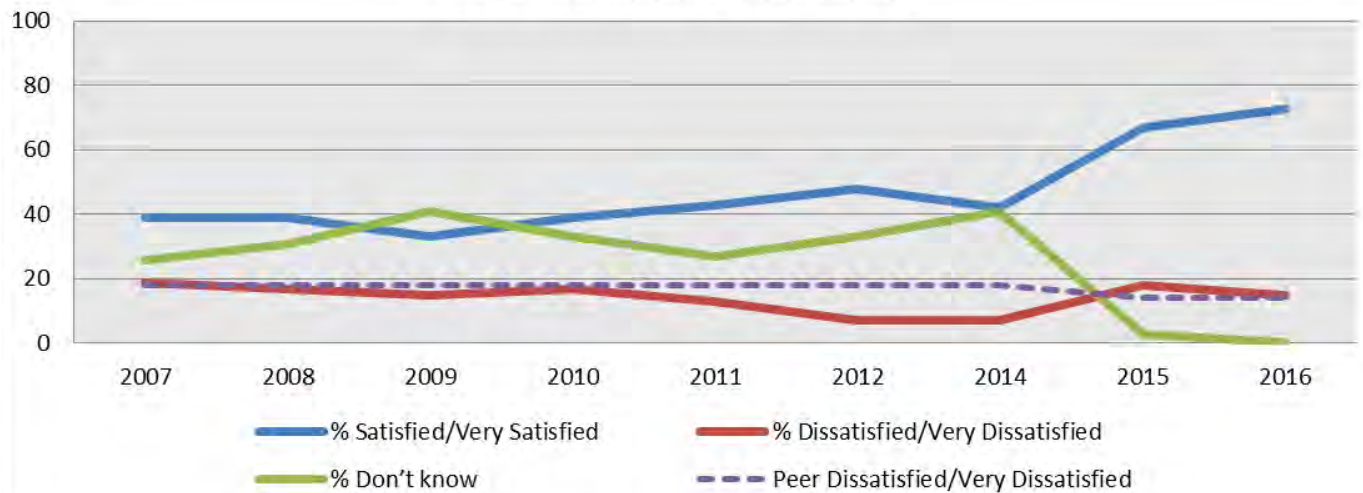
Do Residents Feel They Have The Opportunity To Be Involved And Participate In The Way The Council Makes Decisions?



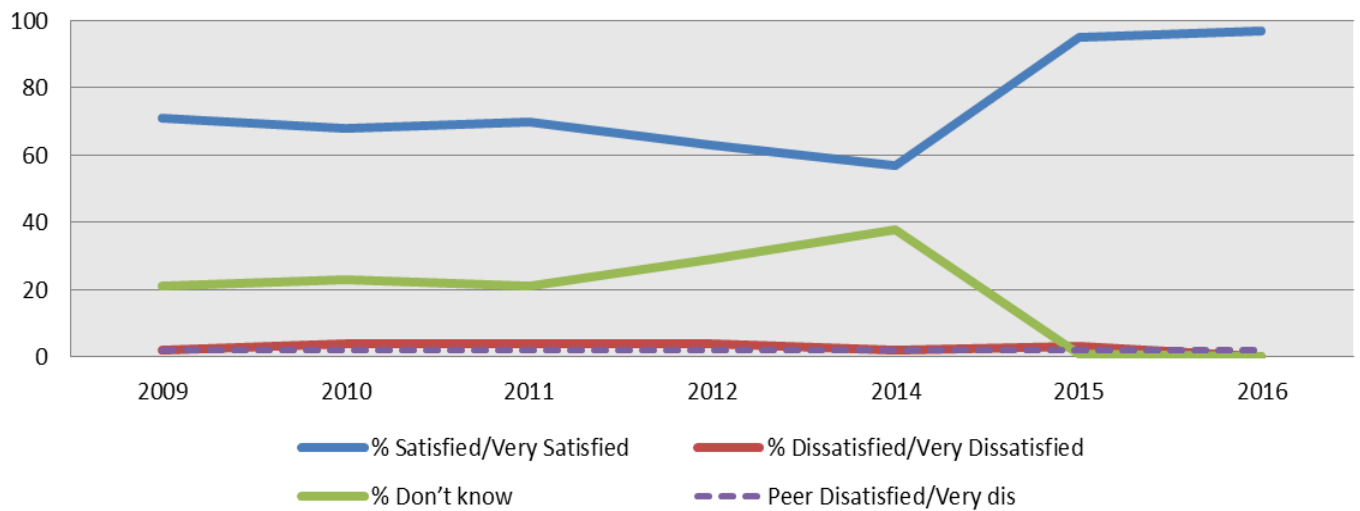
Satisfaction With The Rubbish Collection



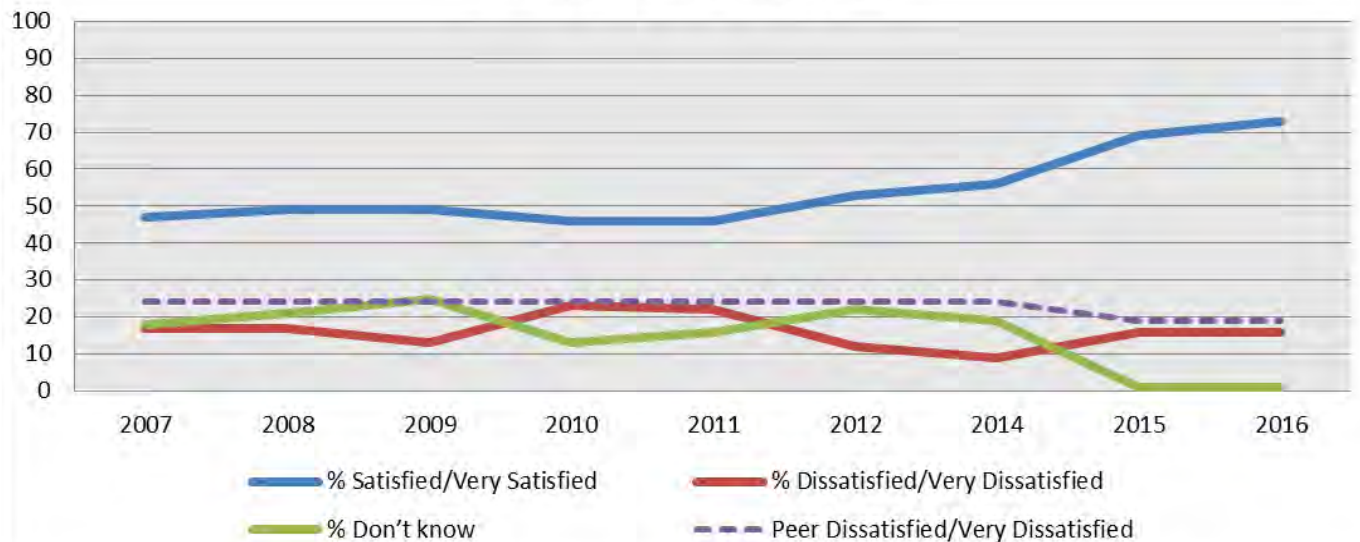
Satisfaction With Public Toilets



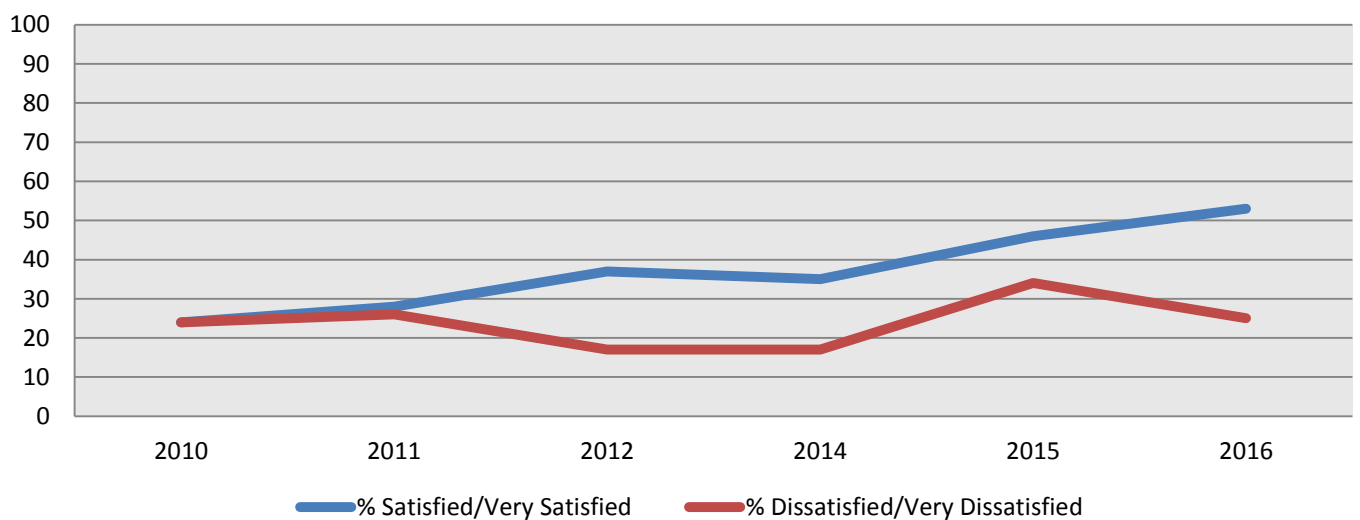
Satisfaction With Public Libraries Overall



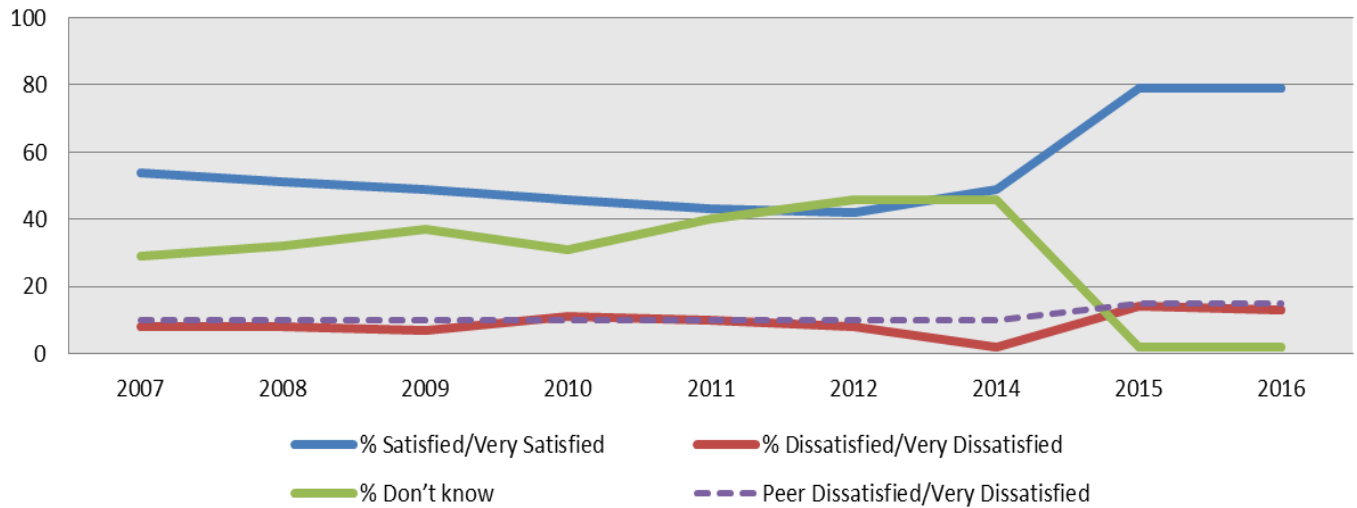
Satisfaction With Footpaths



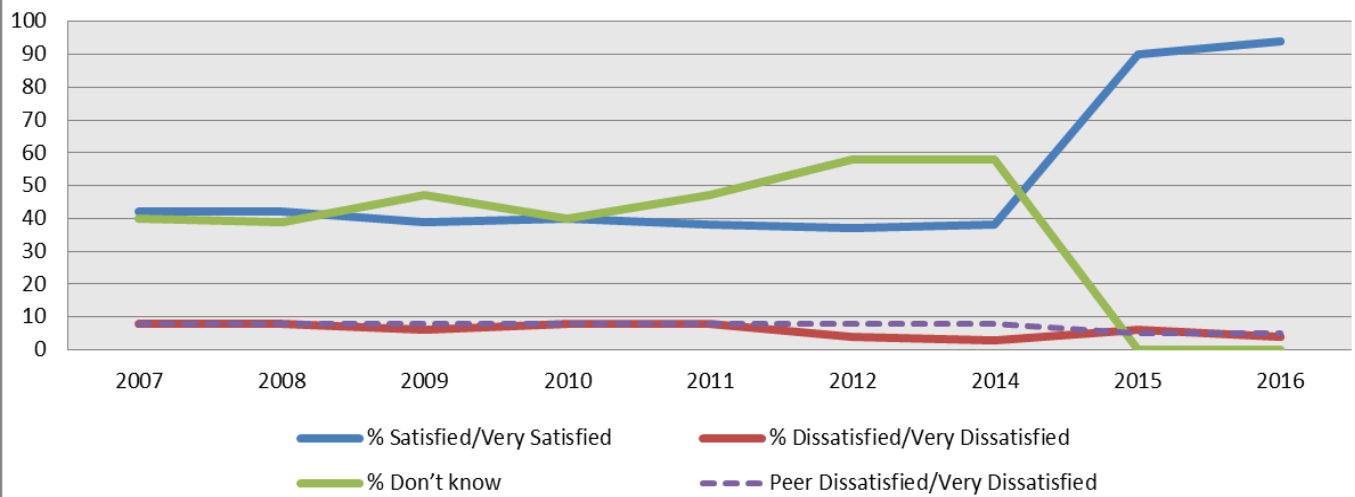
Satisfaction With Standard Of Council's Unsealed Roads



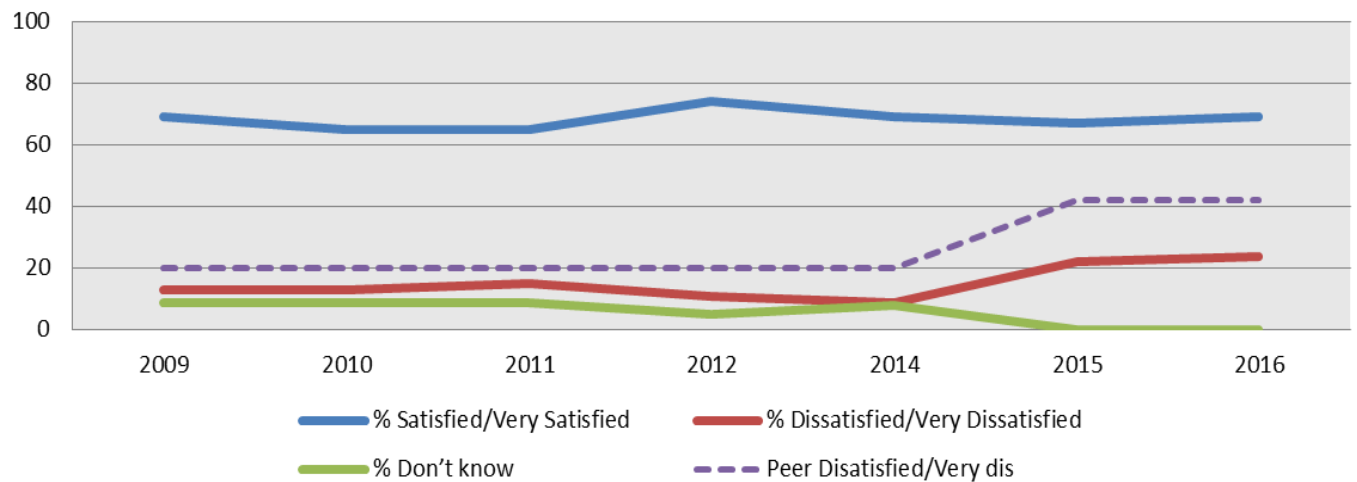
Satisfaction With Water Service



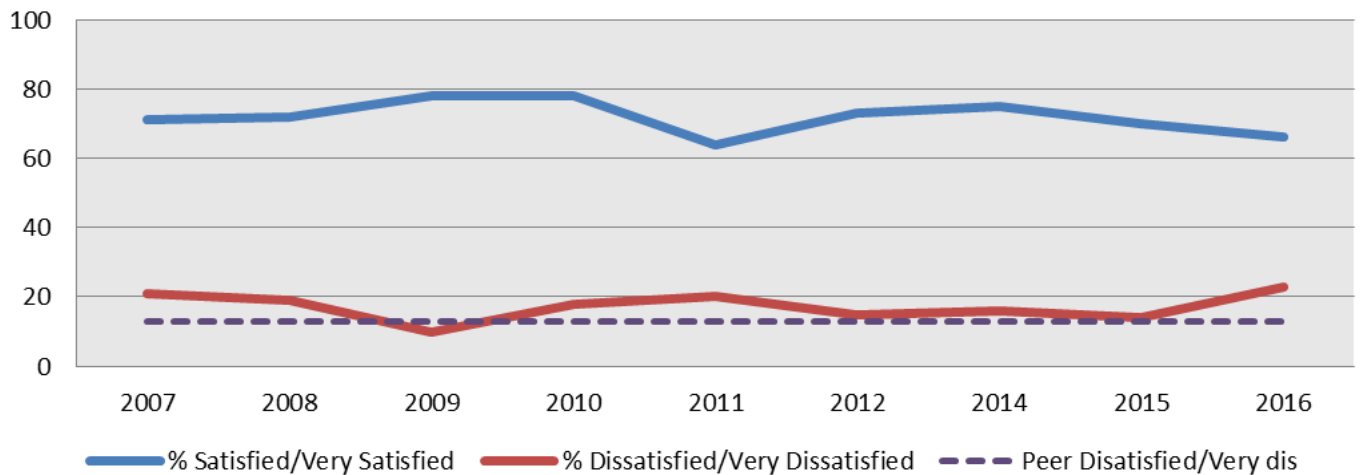
Satisfaction With The Wastewater Services (ie, sewerage system)



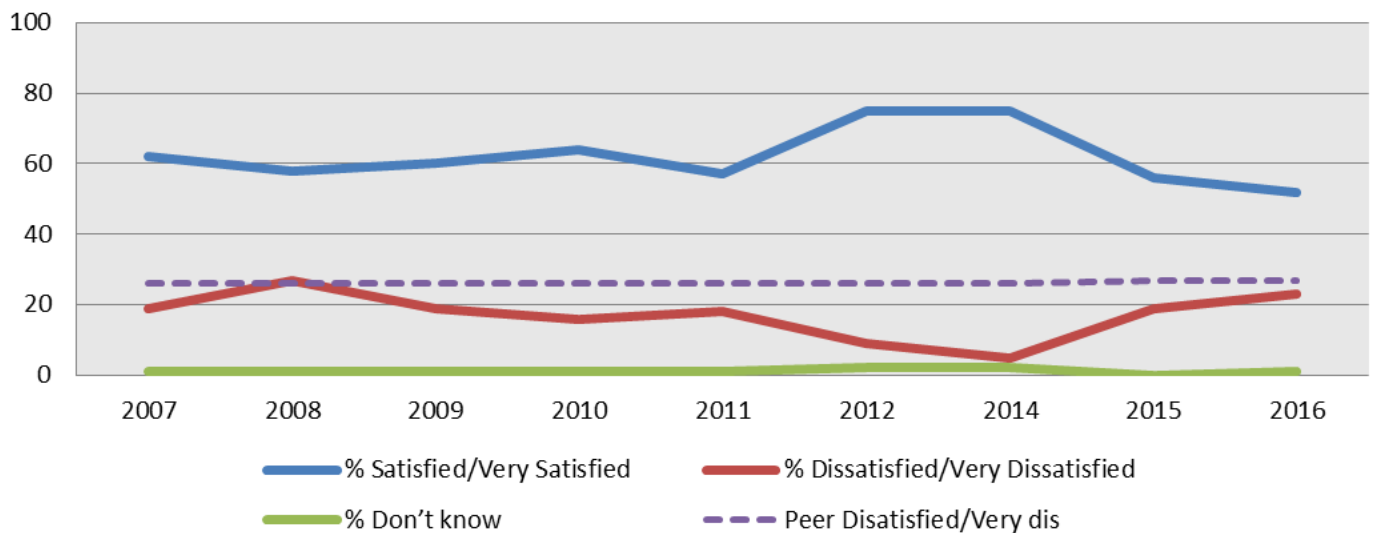
Satisfaction With Animal Control (ie, Stock And Dog Control)



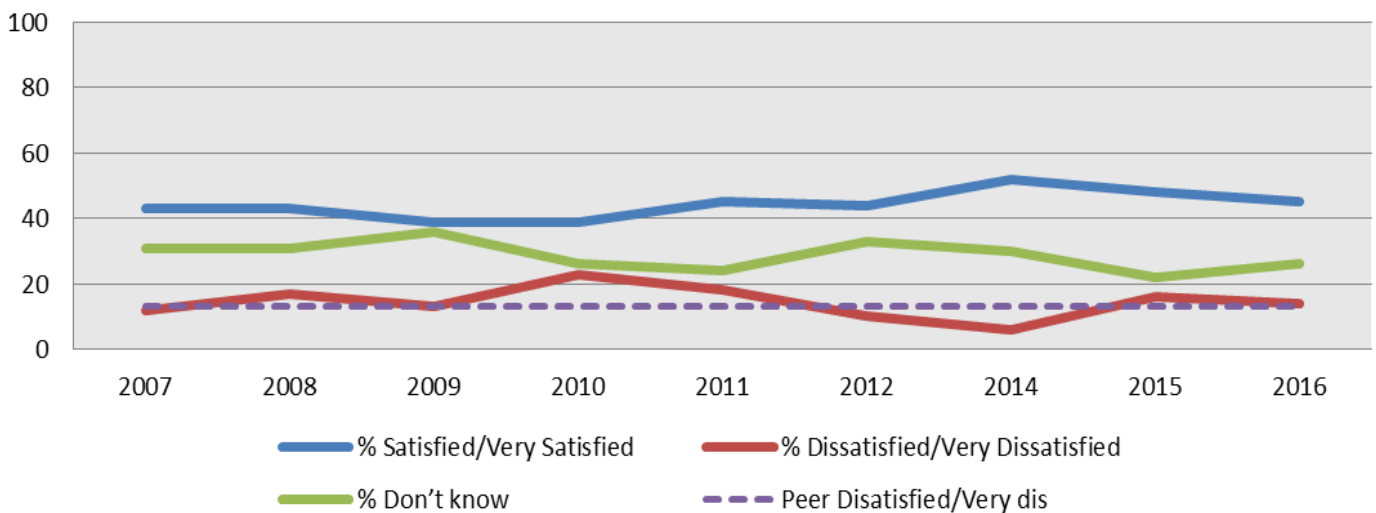
Overall Satisfaction With The Service Received When Contacting The Council Offices

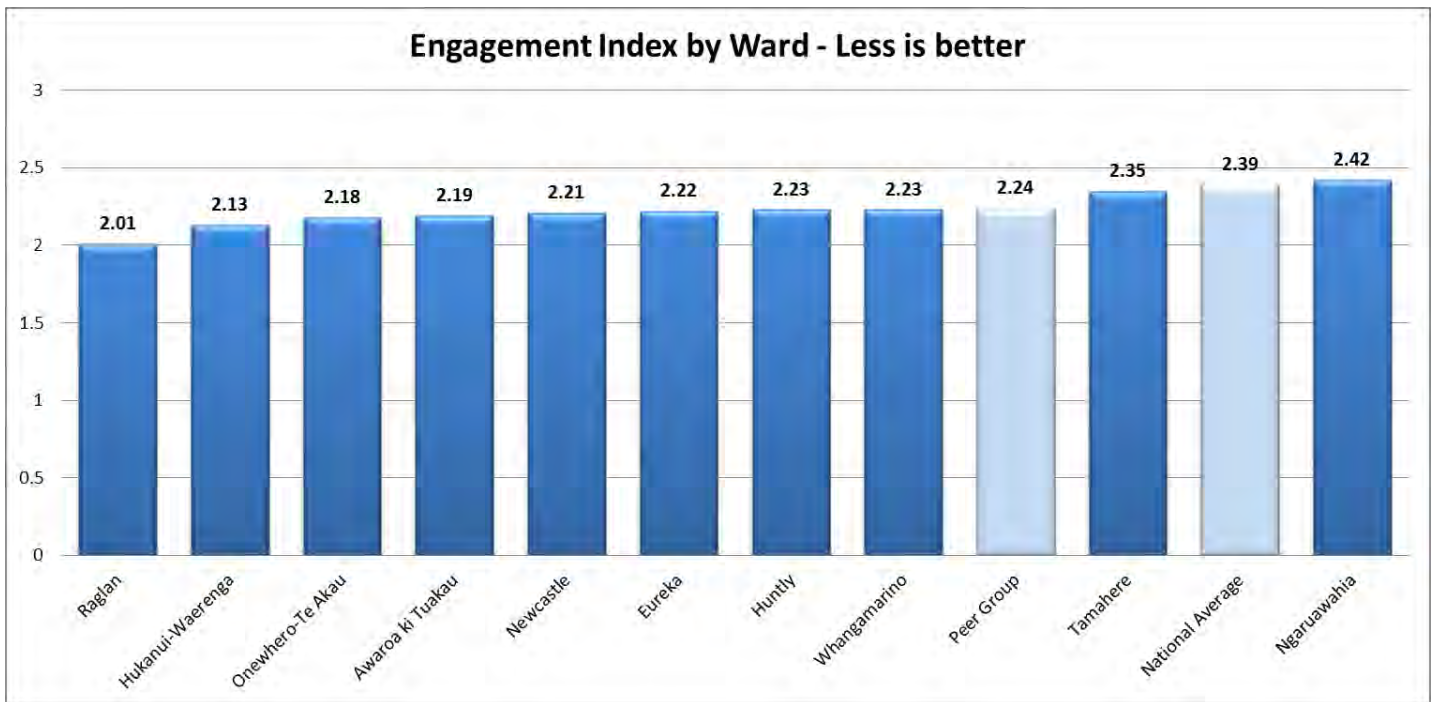


Satisfaction With The Standard Of Council Roads Overall

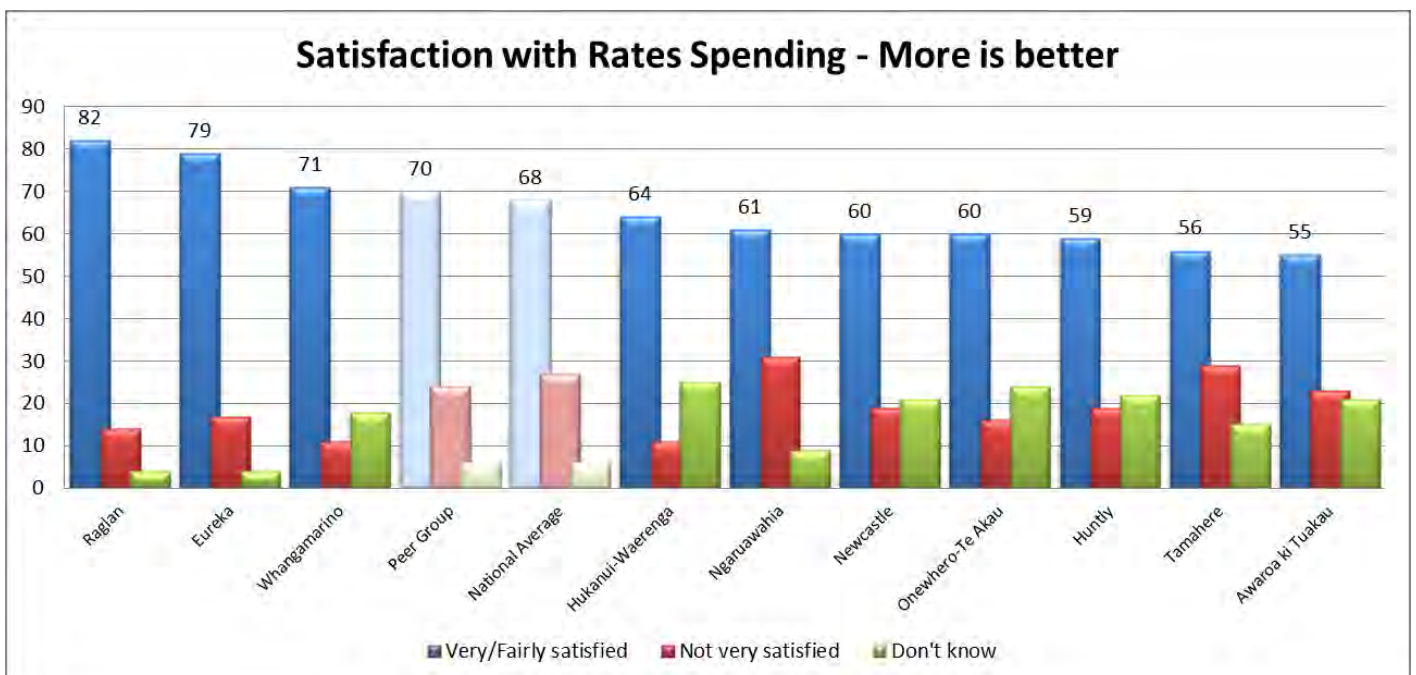
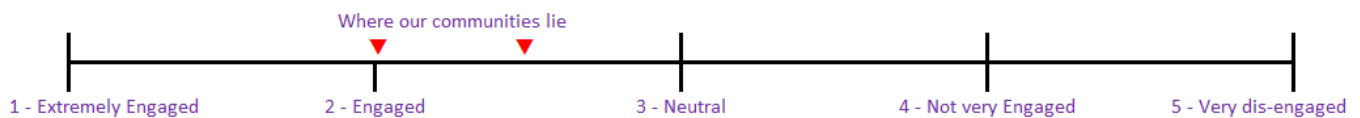


Satisfaction With Stormwater Services Overall

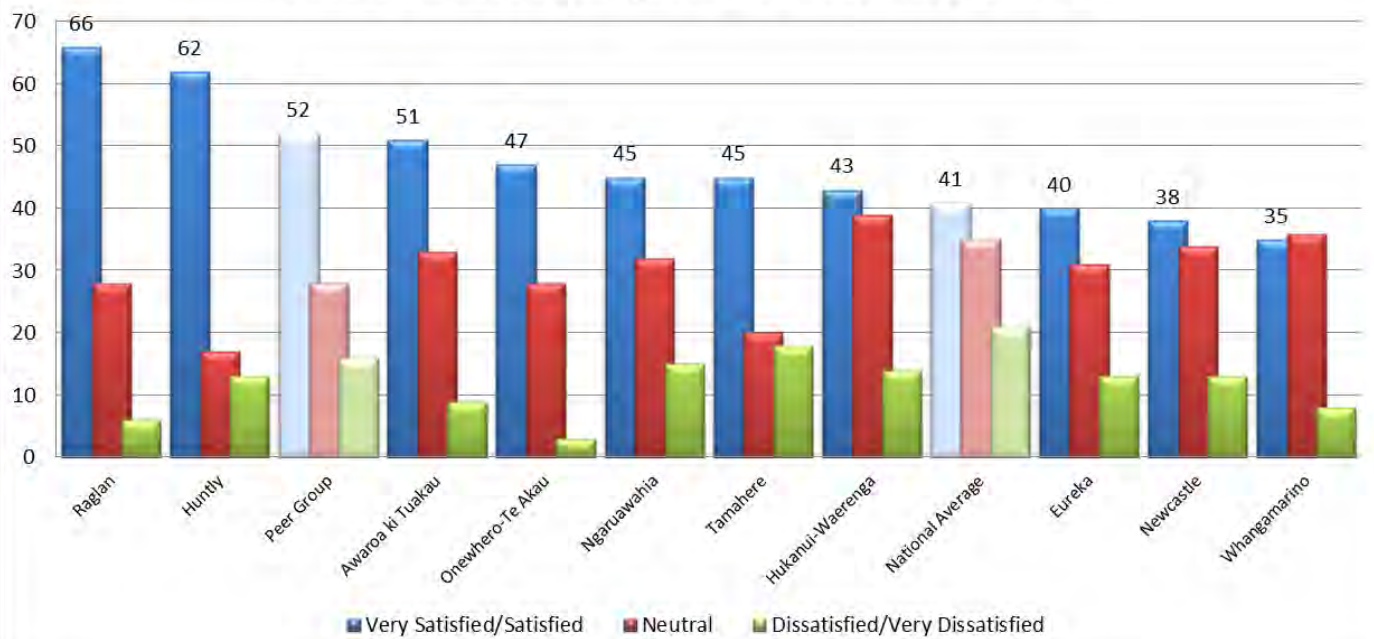




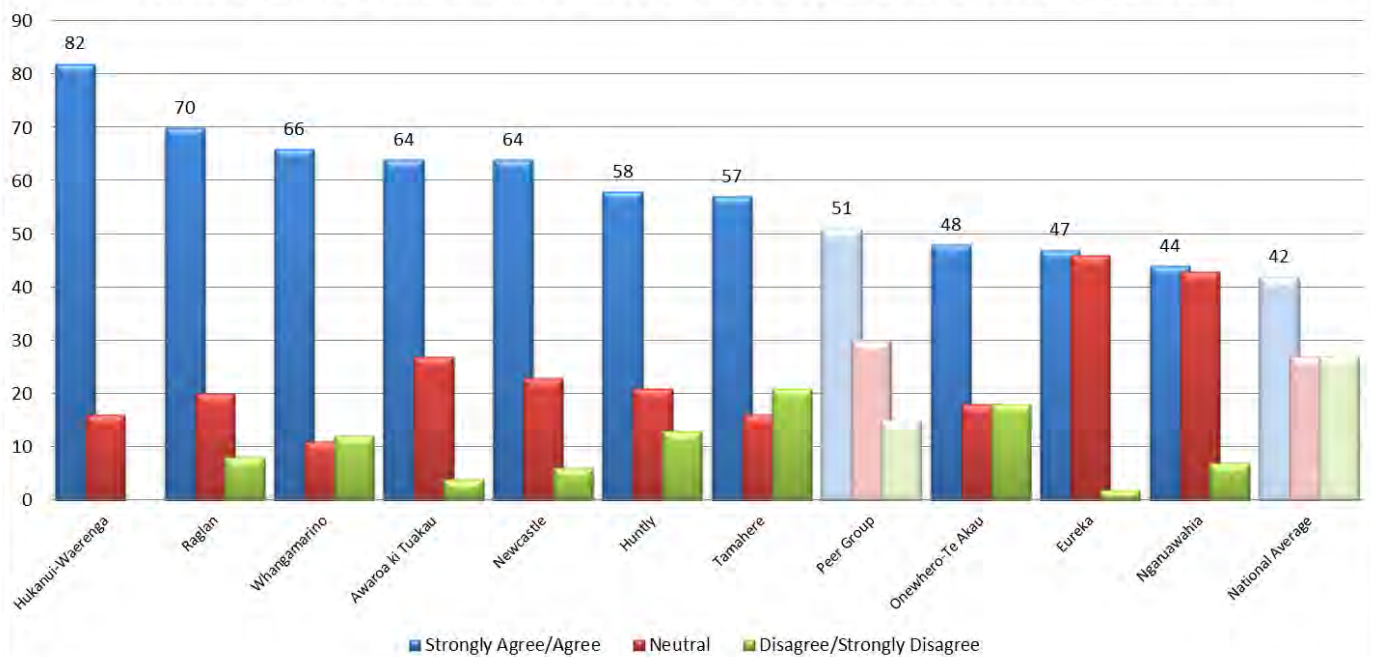
The engagement Index is made up from 5 questions asked in the Residents Satisfaction Survey. Using the results from the whole year the overall engagement index is 2.22. The above ward results are based on the whole end of year weighted results by ward provided from NRB. The light coloured points show peer group, national average or other demographics that were supplied from NRB and shows where each ward sits in relation.

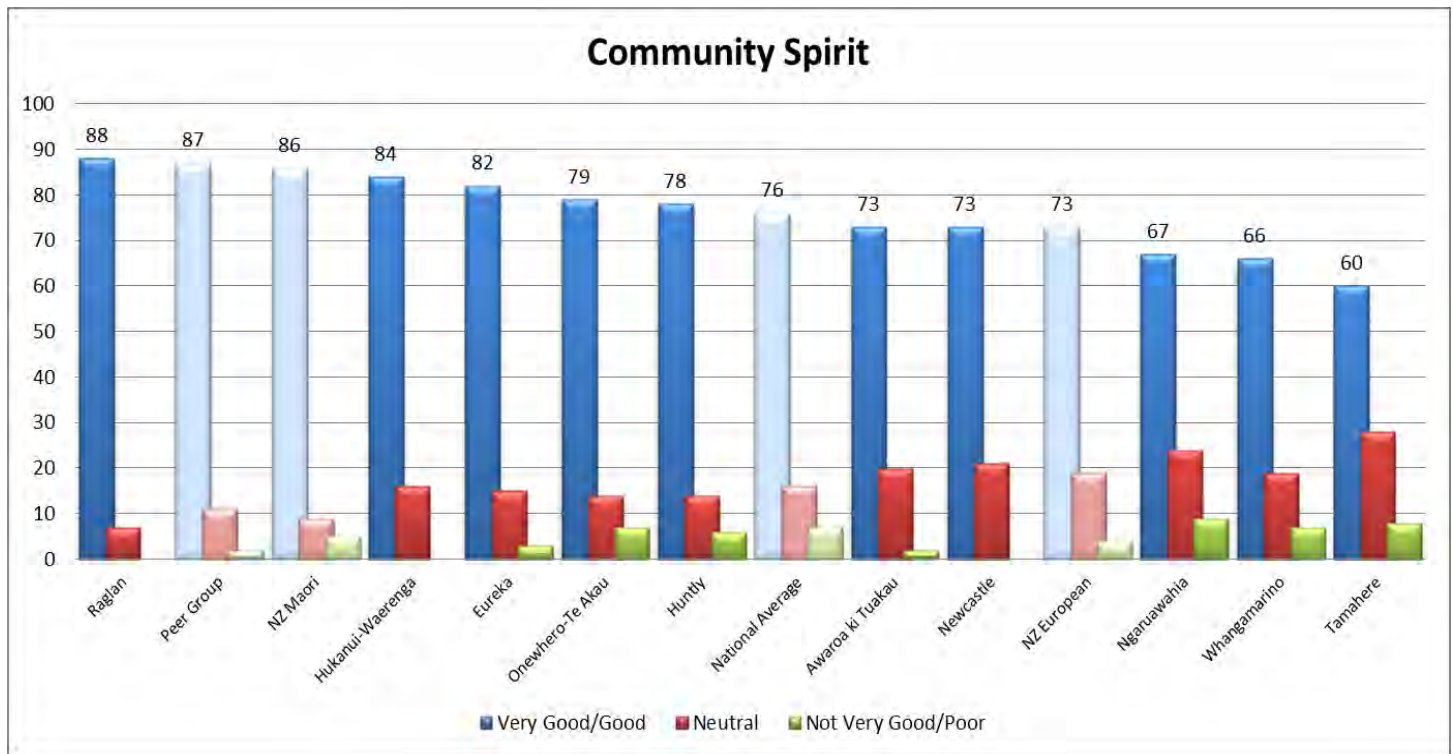


Council Involves the public in decisions it makes

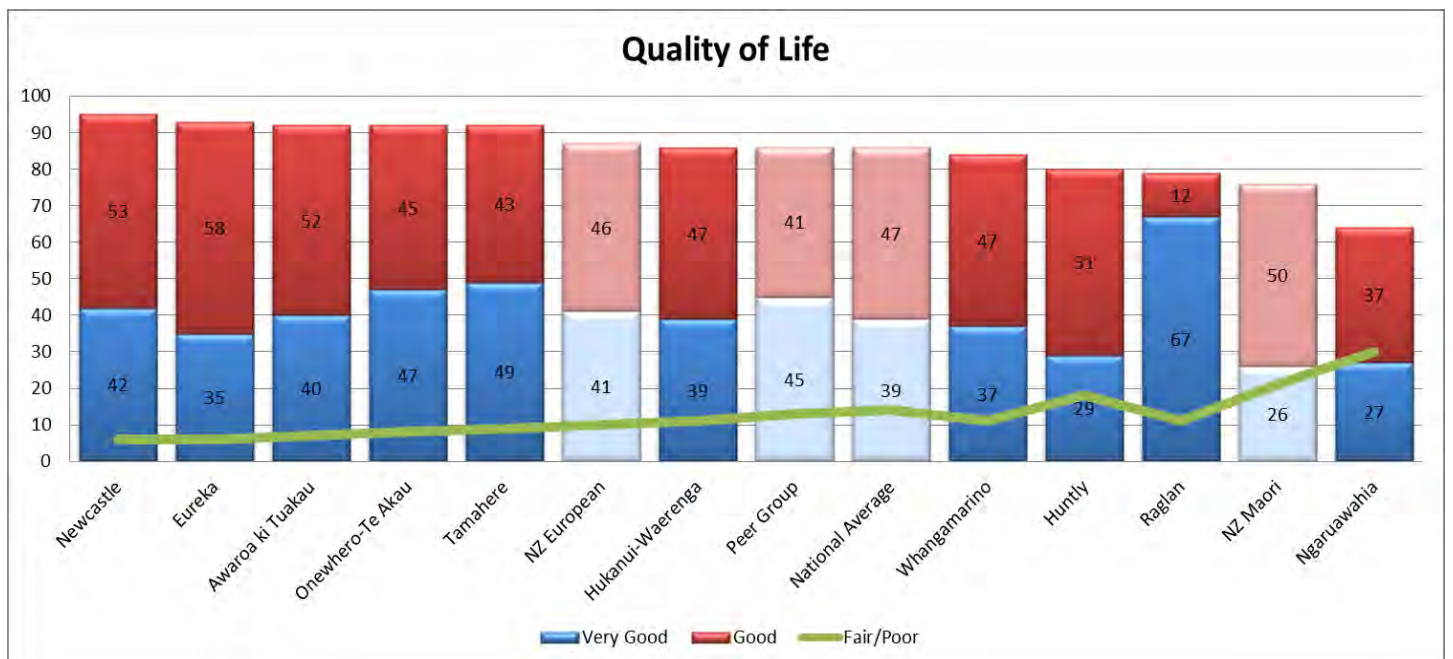


Council makes decisions that meet the needs and aspirations of residents





The quality of life graph below is different as it shows a mixed picture. Newcastle ward has the highest percent of people who rated the quality of life in the district as Very Good or Good however, Raglan had, by far, the highest percent of residents who rated the quality of life in the district as Very Good as opposed to just Good. Raglan also has the highest percent of residents who answered 'Don't Know' which brought the over-all score down.



C. EXECUTIVE SUMMARY

This report summarises the opinions and attitudes of Waikato District Council residents and ratepayers to the services and facilities provided for them by their Council and their elected representatives.

The Waikato District Council commissioned this survey as a means of measuring their effectiveness in representing the wishes and viewpoints of their residents. Understanding residents' and ratepayers' opinions and needs will allow Council to be more responsive towards its citizens.

SATISFACTION WITH SERVICES AND FACILITIES - OVERALL

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Standard of Council's roads overall (excluding State Highways) [†]	52	25	23	1
Stormwater services	45	16	14	26

[†] does not add to 100% due to rounding

SATISFACTION WITH COUNCIL SERVICES/FACILITIES - USERS/VISITORS

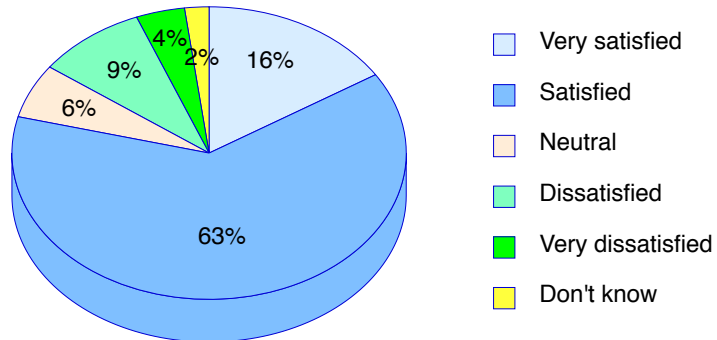
	Base	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Public libraries	158	97	3	-	-
Parks and reserves, including sports fields and playgrounds [†]	247	89	6	5	-
Recycling services	337	83	5	11	1
Footpaths	282	73	10	16	1
Public toilets	139	73	12	15	-
Animal control, ie, stock and dog control [†]	62	69	8	24	-
Building and inspection services [†]	59	66	10	23	2
Standard of unsealed roads	157	53	22	25	-

[†] does not add to 100% due to rounding

SATISFACTION WITH SERVICES PROVIDED BY COUNCIL

Water Supply

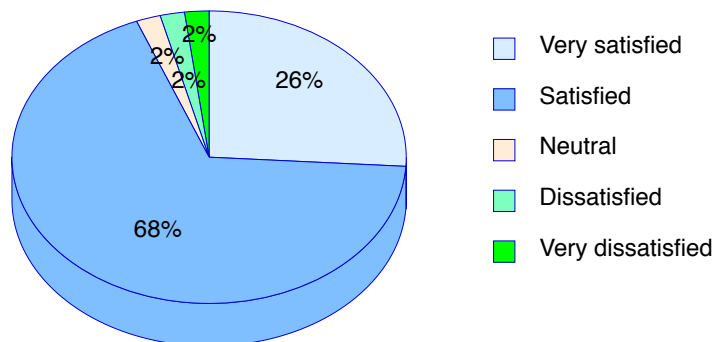
Council Provided Piped Water Supply



Base = 207

Wastewater Services

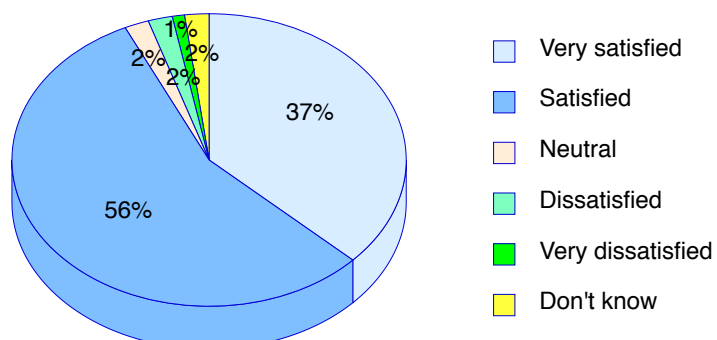
Council Provided Sewerage System



Base = 141

Rubbish Collection Service

Council Provided Regular Rubbish Collection Service

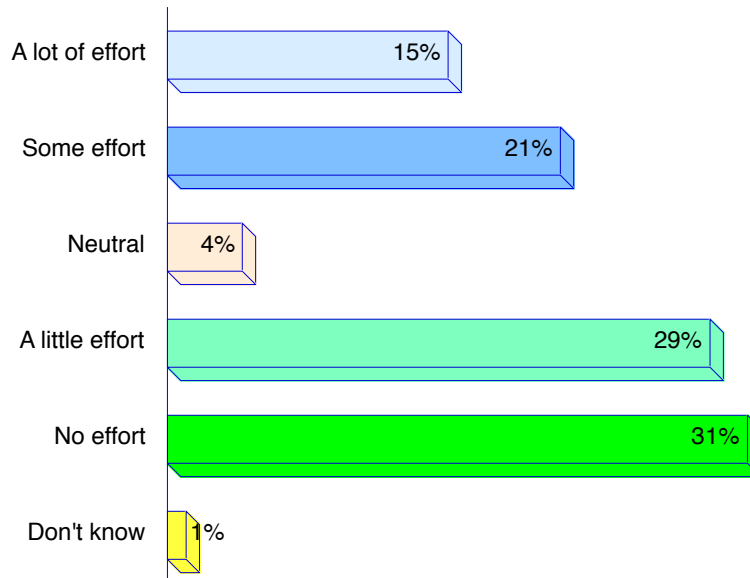


Base = 364

CONTACT WITH COUNCIL

47% of residents have contacted Council staff at the Council offices or service centres by phone, in person and/or by email, in the last 12 months.

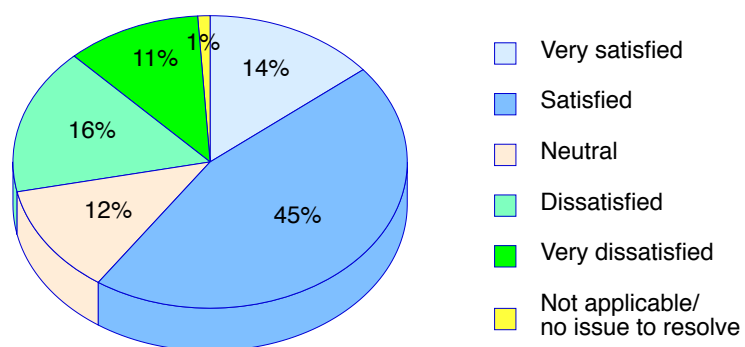
How Much Effort Did It Take To Conduct Business With Council ...



Base = 196⁺
(Does not add to 100% due to rounding)

Satisfaction With How Issue Was Resolved

Contacted Council Staff In Last 12 Months

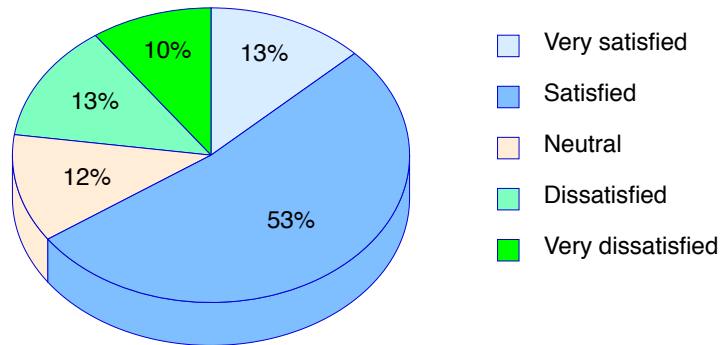


Base = 196⁺
(Does not add to 100% due to rounding)

⁺ those residents who say they have contacted Council in last 12 months

Satisfaction With Overall Service Received

Contacted Council Staff In Last 12 Months



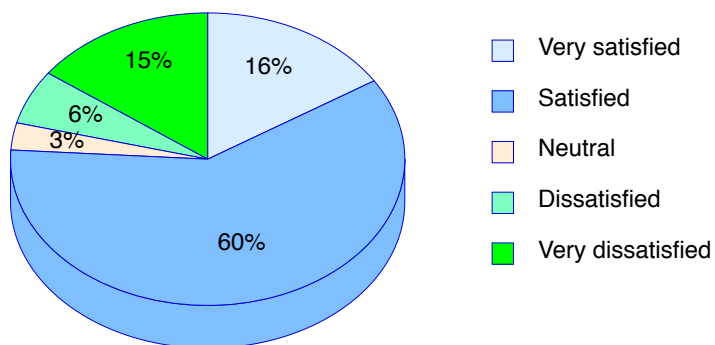
Base = 196[†]

[†] those residents who say they have contacted Council in last 12 months

Contact With Councillors/Mayor

In the last 12 months 5% of residents have contacted, or attempted to contact, a Councillor (including the Mayor).

Satisfaction That They Are Able To Contact Them Should The Need Arise ...



Base = 23[†]

Caution: small base

[†] those residents who say they have contacted, or attempted to contact, a Councillor in last 12 months

LOCAL ISSUES

Governance/Democracy

67% of residents feel that as a ratepayer or resident they have the opportunity to be involved and to participate in the way the Council makes decisions, while 33% say they don't.

20% of residents have tried to participate in Council's decision making process

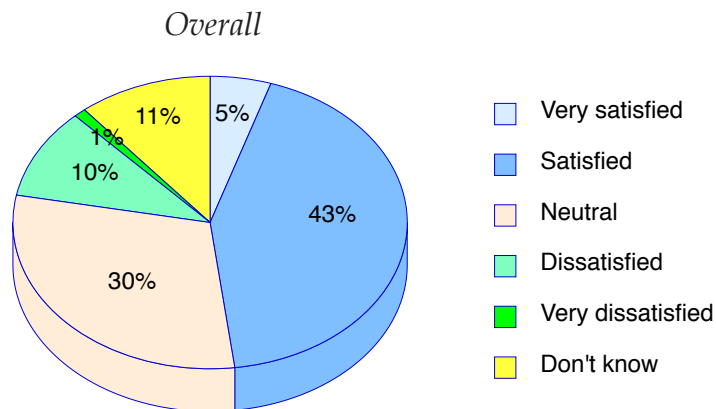
Level Of Satisfaction

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
There is a suitable range of consultation options available	50	22	21	7
There is sufficient time and opportunity available to provide feedback	47	28	22	3
Information about key community issues is easily accessible	46	28	21	5
Information available on these issues is clear and instructive	42	27	28	3
The public are consulted about the right issues	41	31	23	5

Base = 80

(those residents who say they have tried to participate in Council's decision making process)
% read across

Overall Satisfaction With The Way Council Involves The Public In The Decisions It Makes



The percent dissatisfied/very dissatisfied is slightly below the Peer Group Average and below the National Average.

Participation In Decision Making Process

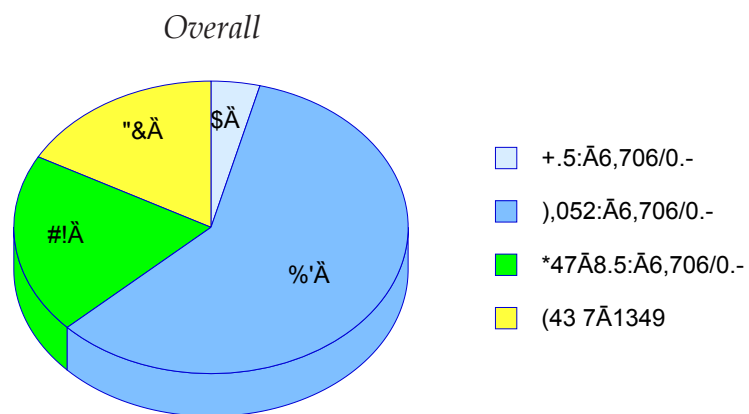
In general 19% of residents are interested in participating in Council's decision making process, 34% say they are not, while 43% say it depends on the issue. 4% of residents are unable to comment.

Outcomes

30% of residents say there is a Council action/decision/management they **dislike or disapprove** of, while 32% say there is a Council action/decision/management they **like or approve** of.

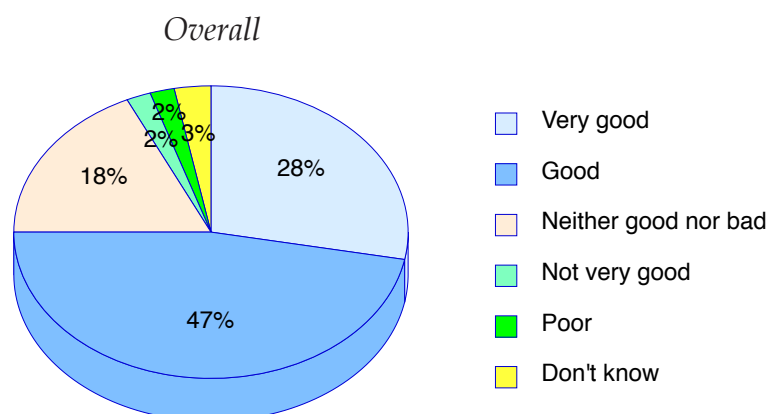
Community Engagement

Satisfaction With Rates Spending



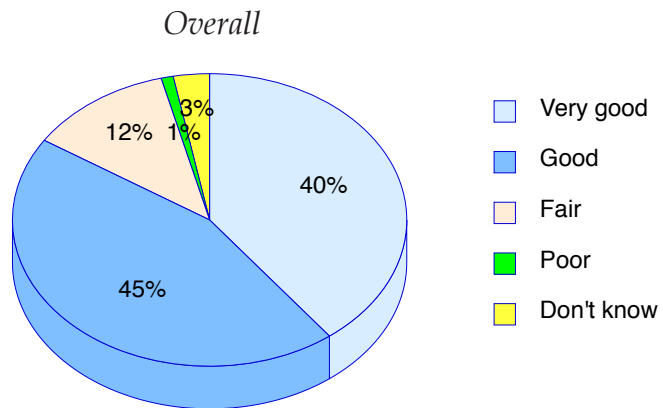
The percent not very satisfied is on par with the Peer Group Average and below the National Average.

Community Spirit



The percent rating community spirit as very good / good (75%) is below the Peer Group Average (87%) and similar to the National Average (76%).

Quality Of Life

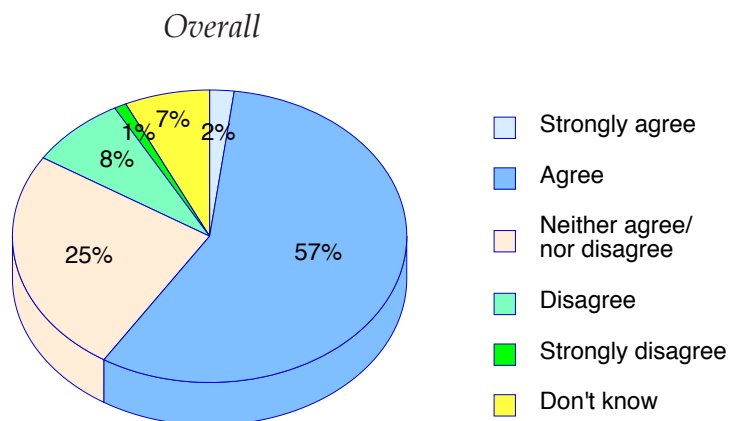


(Does not add to 100% due to rounding)

The 'very good' rating is slightly below the Peer Group Average and similar to the National Average.

Council Consultation And Community Involvement

Council Makes Decisions That Meet The Needs And Aspirations Of Their Residents?



The percent who agree / strongly agree (59%) is above the Peer and National Average.

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	11 August 2016
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
DWS Document Set #	1581070
Report Title	Waikato Local Authority Shared Services Statement of Intent 2016/17

1. EXECUTIVE SUMMARY

To present the Waikato Local Authority Shared Services Limited finalised Statement of Intent for 2016-17.

2. RECOMMENDATION

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

3. ATTACHMENTS

Waikato Local Authority Shared Services Statement of Intent for 2016/17



**STATEMENT OF INTENT
FOR 2016/17**

30 June 2016

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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 Waikato Council Controlled Organisation, Waikato Local Authority Shared Services Limited (LASS). The statement outlines the proposed work plan for 2016/17 and the Directors' accountabilities to the shareholders for corporate performance, as is intended by Schedule 8 of the Local Government Act 2002.

Objectives of LASS

LASS was incorporated in December 2005, and is owned by the 12 Waikato local authorities. Each Waikato Council owns an equal number of shares in LASS and as such has an equal say in its development. LASS 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. These contracts are available to be joined by any shareholder that so chooses.

Much of the work of LASS 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 LASS 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, LASS also provides support to the Waikato Mayoral Forum and its working parties.

The objectives of LASS are:

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

Nature and Scope of Current Activities

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

- 1 Shared Valuation Data Service (SVDS).** This operational system provides timely and accurate valuation data to member Councils and shareholders. The SVDS has become the accepted valuation database for the region. Data sales significantly reduce costs to the participating councils.

- 2 **Waikato Regional Transportation Model (WRTM).** This model became fully operational in February 2010. It provides accurate information to Councils and 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. From 1 July 2016, this activity will be managed as part of the Road Asset Technical Accord (RATA).
3. **Joint Procurement Initiatives.** LASS 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, involving only some of the shareholding councils (e.g. the Professional Services Panel; computer-generated print, mail house and e-services). Further procurement opportunities are continually being identified and a number are currently under active investigation (e.g. asset valuation services; pipe procurement).
4. The **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 three WRAPS contracts – 2002, 2007 and 2012. In 2012, the WRAPS members were the 12 LASS councils, plus the Department of Conservation and Waikato University. The next contract is due in 2016/17. Discussions are currently being held with other parties to assess their willingness to join the syndicate. Both Land Information New Zealand (LINZ) and the University of Waikato have indicated interest, which will reduce the cost to the participating councils. WRAPS became a LASS-managed project in December 2014.

Proposed New Activities

Three new activities will transfer into LASS, effective from 1 July 2016.

Waikato Building Consent Group

The Waikato Building Consent Group 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 Group 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).

The Vision of the Group is to:

- provide an excellent and consistent service to building consent customers across the Waikato region
- increase collaboration between BCAs
- improve communication between BCAs, and between BCAs and industry stakeholders
- ensure the competency of technical officers undertaking building control functions.

In 2015, the LASS CEO approached the Group to discuss a proposal to bring them under the LASS umbrella, consistent with the philosophy of having all Waikato shared services within LASS. This proposal was unanimously supported by the Group, and in November 2015, the LASS Board resolved to include the transfer of the Building activity into LASS in the draft 2016/17 Statement of Intent, for consultation with shareholders. No objections to this proposal were received.

Waikato District Council currently acts as the host council for the Group, providing accommodation and overheads (which are fully recovered from the Group), and managing the employment agreements/relationships with the two staff members. No changes to these arrangements are proposed.

The activity is fully funded by the participating councils and has been established as a separate cost centre within the LASS accounts.

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 aim of RATA is to achieve best practice in road asset management by improving capability, capacity and outcomes through effective collaboration.

Positive results and feedback have been achieved over the first 18 months of RATA's operation, and already, NZTA consider the RATA model to be the national benchmark for best practice. In late 2015, the RATA governance group, supported by a unanimous resolution of the Mayoral Forum, recommended the permanent establishment of RATA as a business unit within LASS.

Subsequently, the LASS Board resolved to include the transfer of RATA into LASS in the draft 2016/17 Statement of Intent, for consultation with shareholders. No objections to this proposal were received.

Waipa District Council currently acts as the host council for RATA, providing accommodation and overheads (which are fully recovered from RATA), and managing the employment agreements/relationships with the two staff members. No changes to these arrangements are proposed, although it is anticipated that the number of staff will increase in response to the expansion of RATA's activities.

The activity is fully funded by the participating councils and has been established as a separate cost centre within the LASS accounts.

Future Proof

Future Proof is a collaborative partnership between Hamilton City Council, Waikato District Council, Waipa District Council, Waikato Regional Council and Tāngata whenua, with assistance from the New Zealand Transport Agency. The partners 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). The Strategy was adopted by the partners on 30 June 2009.

Consistent with the shared services purpose of LASS, and following a resolution of the LASS Board, the administrative arrangements for Future Proof will be brought under the LASS umbrella, effective from 1 July 2016. There will be no change to the work currently undertaken by Future Proof, or to the employment arrangements of the Future Proof Planner, which is managed by Hamilton City Council.

The activity is fully funded by the participating councils and has been established as a separate cost centre within the LASS accounts. The current cost sharing formula between the four partner councils is Hamilton City and Waikato Regional Councils, 35% each, and Waipa and Waikato District Councils, 15% each.

New Business Transformation Initiatives

Over the coming year, the Board will investigate business transformation opportunities which will improve customer experiences and provide added value, particularly within the digital field of operation. No new funding is currently required, as the Chief Executives of each council will work collectively within their existing budgets to scope the work required. This work will link to, and be a logical extension of, the work being undertaken as part of “Waikato Means Business” and the Waikato Plan. Modern Councils need to identify and respond to the digital challenges that technology provides by giving people the opportunity to do Council business for themselves, via their phone, tablet or computer. It is envisaged that this project will use our collective ability to examine and deliver solutions at reduced cost to the individual partnering authorities. Examples of successes could include on-line LIMS, on-line credit card payment facilities, and the continuing opportunities that on-line building consenting will present.

Additional Costs

Two additional activities have been included in the Information Technology cost centre. There is a new budget of \$35,000 per annum to fund licensing for all councils to access the **BOPLASS Collaboration Portal** (noting that Rotorua and Taupo are excluded, as they already use the Collaboration Portal directly via BOPLASS). The budget includes software maintenance, user licences and administration support. The Portal was developed by BOPLASS, and has a public-facing website to communicate success stories to our communities; a project register where councils can record their work programmes; and a facility for shared workspaces. Further planned developments include discussion forums, a register of shared services and activity resource areas.

The second new budget of \$17,600 per annum is required to fund the **GIS Data Portal**. This covers hosting costs for the data platform and viewer, support to all councils (except for Rotorua and Taupo, who are hosted via BOPLASS), and the addition of further datasets to the Portal, using an external service provider. The initial datasets include aerial photography, 3-waters data and District Plan zones for the Waikato region. It is anticipated that a further eight modules will be developed over the coming year.

A new cost centre has been established for the **Energy Management** activity. At its February 2016 meeting, the Board resolved to enter into a Collaboration Agreement with the Energy Efficiency Conservation Authority (EECA), which will bring \$210,000 in revenue from EECA over three years, subject to meeting specific energy saving targets. This activity is fully funded by the 10 participating councils and has been established as a separate cost centre within the LASS accounts.

Additional funding of \$50,000 has been included in the Company Administration cost centre for the engagement of shared services contractors, to provide additional resources for progressing projects.

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, and is focussing on three main areas: reducing the number and standardising the format of Council policies and bylaws, and developing a regional Infrastructure Technical Specification, which will provide a single regional guide on how to construct public infrastructure.

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. 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) is transferring into LASS from 1 July 2016. Finally, the Economic Development work stream has developed a strategy, and implementation of the “Waikato Means Business” plan has been devolved to an independent Steering Group since July 2015.

LASS provides administrative and financial support both to the Mayoral Forum and its work streams.

Benefits of LASS

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
- Leverage provided from economy of scales resulting from a single entity representing all Councils and leveraging procurement opportunities.

Based on feedback from the shareholding Councils and the Mayoral Forum, the LASS Directors will 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

LASS 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.

LASS 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 LASS policies.

Directors

The current Directors of LASS are:

Director	Position	Director Appointed By
Gavin Ion (Chair)	Chief Executive, Waikato District Council	Waikato District Council
Geoffrey Williams	Chief Executive, Rotorua District Council	Rotorua District Council
Chris Ryan	Chief Executive Officer, Waitomo District Council	Waitomo District Council
Vaughan Payne	Chief Executive, Waikato Regional Council	Waikato Regional Council
Langley Cavers	Chief Executive, Hauraki District Council	Hauraki District Council
Richard Briggs	Chief Executive, Hamilton City Council	Hamilton City Council
Rob Williams	Chief Executive, Thames-Coromandel District Council	Thames-Coromandel District Council
Garry Dyet	Chief Executive, Waipa District Council	Waipa District Council
Don McLeod	Chief Executive Officer, Matamata-Piako District Council	Matamata-Piako District Council
To be appointed	Chief Executive Officer, Taupo District Council	Taupo District Council
Craig Hobbs	Chief Executive Officer, South Waikato District Council	South Waikato District Council
Dave Clibbery	Chief Executive Officer, Otorohanga District Council	Otorohanga District Council

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 LASS after the Directors have agreed that the proposed new service meets the objectives of LASS.

Shareholders will continue to contribute to the operational costs of the LASS 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 2016/17 are as follows:

TARGET	METHOD	MEASURE
Procurement Joint procurement initiatives for goods and services for LASS councils will be investigated and implemented.	Procurement is from sources offering best value, service, continuity of supply, and/or opportunities for integration.	A minimum of three new procurement initiatives investigated per annum and business cases developed if considered appropriate. Initiatives which are implemented shall provide financial savings and/or improved service levels to the participating councils. 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 LASS 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 LASS Contracts Register is maintained and managed. Contracts which are due for renewal are tested for competitiveness and either renegotiated or tendered through a competitive process.
Cashflow The company shall maintain a positive cashflow position.	The Financial Accountant reviews cashflow monthly. The LASS Board reviews the financial statements quarterly.	Monthly financial statements show a positive cashflow position.
Cost Control Administration expenditure shall be managed and monitored.	The Financial Accountant and Chief Executive review expenditure monthly. The LASS Board reviews the financial statements quarterly.	Administration expenditure shall not exceed budget by more than 5%, unless prior approval is obtained from the Board.

Reporting Six monthly reports provided to Shareholders.	The Chief Executive prepares a written report for the LASS Board every meeting. One 6-monthly and one Annual Report are prepared for shareholders.	The Board shall provide a written report on the business operations and financial position of LASS to the Shareholders every six months. Every second report shall be the Annual Report, which includes a report that all of the statutory requirements of the LASS are being adhered to.
Waikato Mayoral Forum The company shall provide administrative support and updates on Mayoral Forum work streams to the Mayoral Forum.	Updates on Mayoral Forum projects shall be co-ordinated by the LASS Chief Executive. Mayoral Forum projects shall be managed financially through the LASS. Note: The current approved work streams are: <ul style="list-style-type: none"> • Regulatory Bylaws and Policies • Waikato Plan 	The Mayoral Forum is regularly updated on the progress of each approved work stream. Approved invoices for Mayoral Forum projects are paid by the 20 th of the month following their receipt.
Shared Valuation Data Services (SVDS) The SVDS is reliable, well maintained and available to all users.	A Contract Manager is appointed for SVDS. The Contract Manager monitors performance of the contractor and reports quarterly to the SVDS Advisory Group.	The SVDS is available to users at least 99% of normal working hours. All capital enhancement work is supported by a business case and approved by the SVDS Advisory Group. The SVDS Advisory Group meets at least 6-monthly.
Insurance Achieve the relevant KPIs in Appendix 4 of the Insurance Brokerage contract with Aon.	The Insurance Broker delivers on the terms of their contract and provides value to the participating councils.	Strategic advice provided by Aon on the insurance programme structure is assessed as satisfactory in the annual LASS Shareholders' survey by the participating councils. The day-to-day service provided by Aon is assessed as satisfactory in the annual LASS Shareholders' survey by the participating councils.

		Report at least six monthly to the LASS Board on the Group's activities.
Future Proof All stakeholders are kept informed about Future Proof's projects and achievements.	Six monthly and annual reports are provided to all stakeholders.	Reports presented to LASS Board as at 30 December and 30 June, and circulated to stakeholders.
Shareholder Survey Shareholders are satisfied with the performance of LASS.	An annual survey of shareholders is undertaken to assess satisfaction levels with LASS.	A survey of shareholders is undertaken each year, and the results are reported to all shareholders.
Review of Benefits Shareholders are informed of the benefits being provided to shareholding councils by LASS.	The benefits of LASS (including financial and non-financial achievements) are regularly analysed and reported to shareholders.	Information on the financial and non-financial benefits being achieved by LASS are included in the 6-monthly and Annual Report to shareholders.

Policy Statements

Changes to NZ Accounting Standards

LASS transitioned to the new Public Sector Public Benefit Entities (PBE) accounting standards for the year ended 30 June 2015. LASS is eligible to report in accordance with the Tier 2 PBE accounting standards.

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.

LASS is budgeted to have an accumulated shareholders fund of \$589,829 at 30 June 2017, which relates to 63.76% of total assets. The only liabilities of LASS are trade creditors.

The Forecast Financial Statements for 2016/17 are included as part of this Statement of Intent.

Procedures for the Purchase and Acquisition of Shares

The Board will give approval before LASS 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 the LASS 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

Directors of the LASS will not receive any fees or expenses for work undertaken on behalf of the LASS.

As the basis of funding for LASS, payment will be sought from all local authorities that receive services from LASS.

Information to be 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, its prospects for the next financial year, and a report on the company's medium to long-term plans.

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.

Local Authority Shared Services					
Company Summary					
For the Year Ended 30 June 2017					
	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income					
Company Administration Member Charges	169,550	209,550	40,000	213,862	218,269
Recovery of Admin Costs	56,686	55,067	(1,619)	56,663	58,293
SVDS Member Charges	290,293	267,985	(22,308)	247,978	235,443
SVDS Data & Software Sales	192,000	227,919	35,919	262,933	278,718
TA Valuation Services Recovery	78,500	78,463	(37)	80,189	81,953
SVDS Enhancements Recovery	10,000	10,190	190	10,414	10,643
WRTM Member Charges	128,143	101,834	(26,310)	113,097	115,475
WRTM External User Recovery	12,000	12,000	0	12,000	12,000
Mayoral Forum Funding	440,000	71,000	(369,000)	7,000	7,000
Procurement Member Charges	0	20,000	20,000	20,000	20,000
N3 Membership Fee Recovery	18,000	18,000	0	18,000	18,000
ValueFinancials Fee Recovery	46,750	28,693	(18,057)	28,693	28,693
Insurance Brokerage Fee Recovery	147,500	147,500	0	147,500	147,500
Infometrics Recovery	70,400	62,400	(8,000)	62,400	62,400
Asset Valuation Services	0	0	0	0	0
RATA Funding	611,245	914,000	302,755	930,146	946,553
Health and Safety Working Party	0	5,000	5,000	5,000	5,000
IT Initiatives	22,334	53,600	31,266	43,600	43,600
EECA Collaboration - Council Contributions	16,000	80,000	64,000	89,200	101,500
EECA Revenue	0	133,000	133,000	35,000	35,000
Waikato Building Consent Group - Council	0	225,456	225,456	275,673	281,738
Waikato Building Consent Group - Accumulated	0	45,144	45,144	0	0
Future Proof - Council Contributions	0	455,000	455,000	465,010	475,240
Future Proof - Accumulated Fund	0	120,990	120,990	0	0
WRAPS Recovery	0	84,000	84,000	0	0
Historical Aerial Photos Recovery	77,000	77,000	0	77,000	0
Interest Received	7,500	6,500	(1,000)	6,500	6,500
Total Income	2,393,901	3,510,291	1,116,390	3,207,859	3,189,519
Operating Expenditure					
Company Admin Operating Expenditure	233,736	271,117	37,381	277,025	283,062
SVDS Operating Expenditure	561,293	574,367	13,074	591,101	596,115
WRTM Operating Expenditure	183,773	113,834	(69,940)	125,097	127,475
Mayoral Forum Operating Expenditure	440,000	71,000	(369,000)	7,000	7,000
Procurement Operating Expenditure	359,650	442,593	82,943	358,593	281,593
RATA Operating Expenditure	611,245	914,000	302,755	930,146	946,553
IT Operating Expenditure	33,600	53,600	20,000	43,600	43,600
Building Consent Group Operating Expenditure	0	270,600	270,600	275,673	281,738
Future Proof Operating Expenditure	0	455,000	455,000	465,010	475,240
Energy Management Operating Expenditure	16,000	213,000	197,000	124,200	136,500
Total Operating Expenditure	2,439,297	3,379,111	939,814	3,197,445	3,178,876
Earnings before interest, tax and depreciation/ amortisation (EBITA)	(45,396)	131,180	176,576	10,414	10,643
Non-Cash Operating Expenditure					
Company Admin Non-Cash Expenditure	171	171	0	171	171
SVDS Non-Cash Expenditure	109,699	97,055	(12,643)	102,055	110,475
WRTM Non-Cash Expenditure	328,122	72,196	(255,926)	72,196	72,196
Total Non-Cash Operating Expenditure	437,992	169,422	(268,569)	174,422	182,842
Earnings before interest and tax (EBIT)	(483,388)	(38,242)	445,145	(164,008)	(172,199)
Net Surplus (Deficit) before tax	(483,388)	(38,242)	445,145	(164,008)	(172,199)
Company Admin Net Surplus (Deficit) before tax	(171)	(171)	0	(171)	(171)
SVDS Net Surplus (Deficit) before tax	(100,199)	(86,865)	13,333	(91,641)	(99,832)
WRTM Net Surplus (Deficit) before tax	(371,752)	(72,196)	299,556	(72,196)	(72,196)
Mayoral Forum Net Surplus (Deficit) before tax	0	0	0	0	0
Procurement Net Surplus (Deficit) before tax	0	0	0	0	0
RATA Net Surplus (Deficit) before tax	0	0	0	0	0
IT Net Surplus (Deficit) before tax	(11,266)	0	11,266	0	0
Building Net Surplus (Deficit) before tax	0	0	0	(0)	(0)
Future Proof (Deficit) before tax	0	120,990	120,990	0	(0)
Energy Net Surplus (Deficit) before tax	0	0	0	0	0
Net Surplus (Deficit) before tax	(483,388)	(38,242)	445,145	(164,008)	(172,199)
Capital Expenditure					
Enhancements	10,000	10,190	190	10,414	10,643
Total Capital Expenditure	10,000	10,190	190	10,414	10,643

Local Authority Shared Services					
Company Admin					
For the Year Ended 30 June 2017					
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18 Budget 2018/19
Income					
Company Administration Member Charges		169,550	209,550	40,000	213,862 218,269
Recovery of Admin Costs		56,686	55,067	(1,619)	56,663 58,293
Interest Received		7,500	6,500	(1,000)	6,500 6,500
Total Income		233,736	271,117	37,381	277,025 283,062
Expenses					
Accounting/ Financial Services		27,500	27,500	0	28,105 28,723
External Accounting/ Financial Services		4,000	5,000	1,000	5,110 5,222
Audit Fees		15,349	15,349	0	15,687 16,032
IT Services		92	92	0	92 92
Bank Charges		280	500	220	511 522
Legal Fees		2,500	2,500	0	2,500 2,500
Value Financials Licence Fee		2,600	2,341	(259)	2,393 2,445
Sundry Expenses		1,200	1,300	100	1,329 1,358
Professional Fees		0	2,500	2,500	2,555 2,611
Insurance		2,800	2,535	(265)	2,591 2,648
Shared Services Contractors	1	156,000	196,000	40,000	200,312 204,719
Company Secretary Services		11,415	5,500	(5,915)	5,621 5,745
Mileage Costs		10,000	10,000	0	10,220 10,445
Total Expenses		233,736	271,117	37,381	277,025 283,062
Earnings before interest, tax and depreciation/ amortisation (EBITA)					
		0	0	0	0 0
Non-Cash Expenses					
Depreciation		171	171	0	171 171
Earnings before interest and tax		(171)	(171)	0	(171) (171)
Net Surplus (Deficit) before tax		(171)	(171)	0	(171) (171)
Notes					
1) Additional funding to engage external contractors to support new shared services initiatives.					

Local Authority Shared Services						
Procurement of Shared Services For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
Procurement Member Charges	1	0	20,000	20,000	20,000	20,000
N3 Membership Fee Recovery		18,000	18,000	0	18,000	18,000
Value Financials Fee Recovery	2	46,750	28,693	(18,057)	28,693	28,693
Insurance Brokerage Fee Recovery		147,500	147,500	0	147,500	147,500
Infometrics Fee Recovery	3	70,400	62,400	(8,000)	62,400	62,400
Asset Valuation Services		0	0	0	0	0
Health and Safety Working Party	4	0	5,000	5,000	5,000	5,000
WRAPS Recovery	5	0	84,000	84,000	0	0
Historical Aerial Photos Recovery		77,000	77,000	0	77,000	0
Total Income		359,650	442,593	82,943	358,593	281,593
Expenses						
Professional Services	1	0	20,000	20,000	20,000	20,000
N3 Membership Fee Recovery		18,000	18,000		18,000	18,000
Value Financial Fees	2	46,750	28,693	(18,057)	28,693	28,693
Insurance Brokerage Fee Payable		147,500	147,500	0	147,500	147,500
Infometrics	3	70,400	62,400	(8,000)	62,400	62,400
Asset Valuation Services		0	0	0	0	0
Health and Safety Working Party	4	0	5,000	5,000	5,000	5,000
WRAPS Services	5	0	84,000	84,000	0	0
Historical Aerial Photos Services		77,000	77,000	0	77,000	0
Total Expenses		359,650	442,593	82,943	358,593	281,593
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						
<p>1) To fund external project management, procurement and feasibility investigations for new initiatives.</p> <p>2) The councils involved are Taupo District Council, Waikato District Council, Waikato Regional Council, and LASS. Value Financial fees are reduced in 2016/17 due to the withdrawal of two councils.</p> <p>3) The councils involved are Hamilton City Council, Waikato District Council, Thames-Coromandel District Council, and Waikato Regional Council.</p> <p>4) New funding for Health and Safety projects.</p> <p>5) The WRAPS tender is currently being evaluated, and it is unknown at this stage what the total cost will be. \$84,000 from external agencies has already been received to help fund this project.</p>						

Local Authority Shared Services Information Technology (IT) For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
IT Initiative Contributions	1	22,334	53,600	31,266	43,600	43,600
Total Income		22,334	53,600	31,266	43,600	43,600
Expenses						
Meeting Expenses		0	1,000	1,000	1,000	1,000
GIS Shared Data Portal	1, 2	33,600	17,600	(16,000)	7,600	7,600
Collaboration Portal	2	0	35,000	35,000	35,000	35,000
Total Expenses		33,600	53,600	20,000	43,600	43,600
Earnings before interest, tax and depreciation/ amortisation (EBITA)						
	1	(11,266)	0	11,266	0	0
Earnings before interest and tax		(11,266)	0	11,266	0	0
Net Surplus (Deficit) before tax	1	(11,266)	0	11,266	0	0
Notes						
1) In 2015/16, \$11,266 was funded from prior years' IT surpluses.						
2) All councils are involved except Rotorua and Taupo, who are participating via BOPLASS.						

Local Authority Shared Services						
Energy Management						
For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
EECA Collaboration - Council Contributions	1	16,000	80,000	64,000	89,200	101,500
EECA Revenue		0	133,000	133,000	35,000	35,000
Total Income		16,000	213,000	197,000	124,200	136,500
Expenses						
EECA Collaboration		0	80,000	80,000	89,200	101,500
Professional Services Costs		16,000	133,000	117,000	35,000	35,000
Total Expenses		16,000	213,000	197,000	124,200	136,500
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.						

Local Authority Shared Services						
Shared Valuation Data Service (SVDS)						
For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
SVDS Member Charges		290,293	267,985	(22,308)	247,978	235,443
TA Valuation Services Recovery		78,500	78,463	(37)	80,189	81,953
SVDS Enhancements Recovery	1	10,000	10,190	190	10,414	10,643
SVDS Data & Software Sales	2	192,000	227,919	35,919	262,933	278,718
Total Income		570,793	584,557	13,764	601,515	606,758
Expenses						
Hosting Contract		49,200	48,667	(533)	49,738	50,832
Software Contract	3	95,000	105,467	10,467	107,787	110,158
Management Services		276,500	283,187	6,687	289,417	295,784
TA Valuation Services		78,500	78,463	(37)	80,189	81,953
Consultancy Fees		16,000	16,000	0	16,352	16,712
Software Support Contingency		6,250	6,250	0	6,388	6,528
Security Certificates		0	300	300	300	300
Insurance		1,500	1,500	0	1,533	1,567
Legal Fees	4	4,000	4,000	0	8,000	0
Secretarial Services		3,000	3,000	0	3,066	3,133
On charge of LASS Admin Costs		31,343	27,534	(3,810)	28,331	29,147
Total Expenses		561,293	574,367	13,074	591,101	596,115
Earnings before interest, tax and depreciation/ amortisation (EBITA)						
		9,500	10,190	690	10,414	10,643
Non-Cash Expenses						
Depreciation		109,699	97,055	(12,643)	102,055	110,475
Earnings before interest and tax		(100,199)	(86,865)	13,333	(91,641)	(99,832)
Net Surplus (Deficit) before tax						
		(100,199)	(86,865)	13,333	(91,641)	(99,832)
Capital Expenditure						
Enhancements	1	10,000	10,190	190	10,414	10,643
Total Capital Expenditure		10,000	10,190	190	10,414	10,643
Total Cash Expenditure (Opex, Interest & Capital)						
		571,293	584,557	13,264	601,515	606,758
Notes						
1) Enhancement work to be recovered from individual councils.						
2) New data sales contract with Trade Me is expected to bring additional revenue.						
3) Software contract costs have increased in 2016/17 due to enhancements no longer being covered as part of this contract after contract re-negotiations.						
4) Provision in 2017/18 to tie in with contract review terms.						

Local Authority Shared Services						
Road Asset Technical Accord (RATA)						
For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
NZTA		0	315,000	315,000	321,930	329,012
Councils - Data Collection		0	28,000	28,000	28,616	29,246
Councils - Project Funding		0	571,000	571,000	579,600	588,295
Roading (RATA)		611,245	0	(611,245)	0	0
Total Income		611,245	914,000	302,755	930,146	946,553
Expenses						
Data Collection		0	315,000	315,000	321,930	329,012
Forward Works Programme Tours		0	5,000	5,000	5,110	5,222
Asset Managers Forum		0	3,000	3,000	3,066	3,133
Benchmarking of Reg Road Outcomes		0	20,000	20,000	20,440	20,890
Deterioration Modelling		0	47,000	47,000	44,893	38,950
Staff and Contractor Services		0	365,000	365,000	371,720	382,795
External Contractor Support (Data Collection Contract)		0	7,000	7,000	7,154	7,311
Overheads	1	0	152,000	152,000	155,833	159,239
Roading (RATA)		611,245	0	(611,245)	0	0
Total Expenses	2	611,245	914,000	302,755	930,146	946,553
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) Waipa District Council provides RATA with full support services, including accommodation, finance, IT, HR, GIS, legal advice, communications and Group Manager support.						
2) CPI Increase has been applied for 2017/18 and 2018/19 as per BERL LG cost index for OPEX.						

Local Authority Shared Services						
Waikato Regional Transport Model (WRTM) ¹						
For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
WRTM Member Charges		128,143	101,834	(26,310)	113,097	115,475
External User Recovery		12,000	12,000	0	12,000	12,000
Total Income		140,143	113,834	(26,310)	125,097	127,475
Expenses						
WRTM Project Manager		18,000	18,000	0	18,908	19,386
Minor Model Upgrades		30,000	30,000	0	31,513	32,310
Peer Review		5,000	5,000	0	5,252	5,385
Annual Scheduling of Works Review		4,500	4,500	0	4,727	4,847
Insurance		1,300	1,300	0	1,366	1,401
WRTM Base Model Testing		15,000	0	(15,000)	0	0
External User Costs		10,000	10,000	0	10,000	10,000
Census Update		14,959	0	(14,959)	0	0
Tendering for WRTM Contract		13,671	0	(13,671)	0	0
Future Land Use Client Input		43,000	0	(43,000)	0	0
WRTM Projects		-	-	-	-	-
Future Land Use Update	2	0	15,000	15,000	0	0
Household Interview Survey (HIS) Scoping	3	0	2,500	2,500	0	0
HIS Input into National Survey	4	0	0	0	25,000	25,000
On charge of LASS Admin Costs		28,343	27,534	(810)	28,331	29,147
Total Expenses		183,773	113,834	(69,940)	125,097	127,475
Earnings before interest, tax and depreciation/amortisation (EBITA)						
	5	(43,630)	0	43,630	0	0
Non-Cash Expenses						
Depreciation	6	328,122	72,196	(255,926)	72,196	72,196
Earnings before interest and tax		(371,752)	(72,196)	299,556	(72,196)	(72,196)
Net Surplus (Deficit) before tax						
		(371,752)	(72,196)	299,556	(72,196)	(72,196)
Notes						
1) WRTM is being managed by RATA from 1 July 2016.						
2) Update of Future Land Use reference scenario post Auckland Unitary Plan decisions and Future Proof / Smart Growth updates.						
3) Prov Sum Item - HIS research topic with NZTA at present. This budget will allow the WRTM partners to scope inputs needed.						
4) Prov Sum item - assumes input into national survey. Actual costs to be scoped with MOT.						
5) In 2015/16 \$46,630 was funded from unspent prior years contributions.						
6) The remaining useful life of the WRTM asset has been extended to June 2019. The model will be substantially reviewed during 2018/2019 with new census data and a software platform review.						

Local Authority Shared Services						
Waikato Building Consent Group For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
Member Charges	1	0	225,456	225,456	275,673	281,738
Accumulated Fund		0	45,144	45,144	0	0
Total Income		0	270,600	270,600	275,673	281,738
Expenses						
Salaries		0	206,200	206,200	209,856	214,473
Vehicle Expenses		0	17,700	17,700	18,089	18,487
Training / Professional Fees		0	3,300	3,300	3,373	3,447
Operating Costs		0	3,000	3,000	3,066	3,133
Communications / IT Costs		0	2,000	2,000	2,044	2,089
Annual Subscriptions		0	400	400	409	418
Overheads	2	0	38,000	38,000	38,836	39,690
Total Expenses		0	270,600	270,600	275,673	281,738
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 and Hauraki, Matamata-Piako, Otorohanga, Thames-Coromandel, Waikato and Waitomo District Councils.						
2) Waikato District Council provides the Building Consent Group with support services, including accommodation, HR and Group Manager support.						

Local Authority Shared Services						
Future Proof For the Year Ended 30 June 2017						
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
Income						
Member Charges	1	0	455,000	455,000	465,010	475,240
Accumulated Fund		0	120,990	120,990	0	0
Total Income		0	575,990	575,990	465,010	475,240
Expenses						
Implementation Advice (Reporting & Tangata Whenua)		0	125,000	125,000	127,750	130,561
Independent Chair		0	25,000	25,000	25,550	26,112
Tangata Whenua forum		0	15,000	15,000	15,330	15,667
Future Proof Co-Ordinator		0	65,000	65,000	66,430	67,891
Waikato DP Review		0	15,000	15,000	15,330	15,667
Waipa DP Appeals		0	0	0	0	0
Hamilton DP Appeals & Changes		0	15,000	15,000	15,330	15,667
General Submissions		0	15,000	15,000	15,330	15,667
Akl Unitary Plan		0	0	0	0	0
Southern Growth Corridor (MOUs)		0	5,000	5,000	5,110	5,222
Sub-regional Infrastructure Strategy		0	0	0	0	0
Cross-Boundary issues with Auckland Council		0	15,000	15,000	15,330	15,667
Future Proof Strategy Update		0	60,000	60,000	61,320	62,669
Economic Analysis for Strategy Update		0	20,000	20,000	20,440	20,890
Data Monitoring		0	5,000	5,000	5,110	5,222
Communications Advice for Strategy Update		0	20,000	20,000	20,440	20,890
NIDEA and WISE refinements		0	20,000	20,000	20,440	20,890
Independent Assessment of Growth Projections		0	15,000	15,000	15,330	15,667
Overheads	2	0	20,000	20,000	20,440	20,890
Total Expenses		0	455,000	455,000	465,010	475,240
Earnings before interest, tax and depreciation/ amortisation (EBITA)						
		0	120,990	120,990	0	(0)
Earnings before interest and tax		0	120,990	120,990	0	(0)
Net Surplus (Deficit) before tax		0	120,990	120,990	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.						

Local Authority Shared Services					
Mayoral Forum Projects For the Year Ended 30 June 2017					
	Notes	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18 Budget 2018/19
Income					
Waikato Plan		319,000	0	(319,000)	0 0
Policy & Bylaws		114,000	0	(114,000)	0 0
Regional Infrastructure Tech. Specs.		0	50,000	50,000	0 0
Policy & Bylaws		0	7,000	7,000	0 0
Section 17a Review		0	7,000	7,000	0 0
Meeting Expenses Recovery		7,000	7,000	0	7,000 7,000
Total Income		440,000	71,000	(369,000)	7,000 7,000
Expenses					
Waikato Plan		319,000	0	(319,000)	0 0
Policy & Bylaws		114,000	0	(114,000)	0 0
Regional Infrastructure Tech. Specs.		0	50,000	50,000	0 0
Policy & Bylaws		0	7,000	7,000	0 0
Section 17a Review		0	7,000	7,000	0 0
Meeting Expenses		7,000	7,000	0	7,000 7,000
Total Expenses		440,000	71,000	(369,000)	7,000 7,000
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

Local Authority Shared Services					
Balance Sheet					
For the Year Ended 30 June 2017					
	Budget 2015/16	Budget 2016/17	Variance to Jun-16 Budget	Budget 2017/18	Budget 2018/19
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	(1,845,542)	(2,328,930)	(483,387)	(2,367,172)	(2,531,181)
Plus Current Year Operating Surplus/(Deficit)	(483,388)	(38,242)	445,145	(164,008)	(172,199)
TOTAL CAPITAL FUNDS	628,071	589,829	(38,242)	425,820	253,621
ASSETS					
CURRENT ASSETS					
Prepayments	2,990	2,692	(298)	2,751	2,812
Accounts Receivable	15,167	3,394	(11,773)	3,770	3,849
RWT On Interest	560	1,820	1,260	1,820	1,820
Local Authority Shared Services On-Call	401,332	623,031	221,699	602,771	600,831
GST Paid	(32,833)	(48,066)	(15,232)	(45,398)	(45,119)
TOTAL CURRENT ASSETS	387,216	582,872	195,657	565,715	564,193
NON-CURRENT ASSETS					
SVDS - Intangible Asset	3,080,875	3,085,506	4,631	3,095,920	3,106,563
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	(4,894,039)	(5,041,294)	(147,255)	(5,215,717)	(5,398,559)
TOTAL NON-CURRENT ASSETS	484,886	342,262	(142,624)	178,253	6,054
NET ASSETS	872,102	925,134	53,033	743,968	570,247
LESS CURRENT LIABILITIES					
Accounts Payable	234,053	323,831	89,778	306,422	304,642
Accounts Payable Accrual	9,977	11,473	1,496	11,726	11,984
TOTAL CURRENT LIABILITIES	244,030	335,305	91,275	318,148	316,626
NET WORKING CAPITAL	628,071	589,829	(38,242)	425,820	253,621

Local Authority Shared Services					
Statement of Cashflows For the Year Ended 30 June 2017					
	Budget 2015/16	Budget 2016/17	Variance to 16 Budget	Jun Budget	Budget 2018/19
Cashflows from Operating Activities					
Interest Received	2,000	6,500	4,500	6,500	6,500
Receipts from Other Revenue	2,386,401	3,503,791	1,117,390	3,201,359	3,183,019
Payments to Suppliers	(2,439,297)	(3,379,111)	(939,814)	(3,197,445)	(3,178,876)
Taxes Paid	(560)	(1,820)	(1,260)	(1,820)	(1,820)
Goods & Services tax (net)	(32,833)	(25,221)	7,612	(18,943)	9,206
Net cash from operating activities	(84,289)	104,139	188,428	(10,349)	18,029
Purchase of Intangible Assets	(10,000)	(10,190)	(190)	(10,414)	(10,643)
Net cash from investing activities	(10,000)	(10,190)	(190)	(10,414)	(10,643)
Net increase in cash, cash equivalents and bank accounts	(94,289)	93,949	188,238	(20,763)	7,386
Opening cash and cash equivalents and bank overdrafts	495,620	529,082	33,462	623,534	593,445
Closing cash, cash equivalents and bank accounts	401,332	623,031	221,699	602,771	600,831
Summary of Bank Accounts					
BNZ - Call a/c	401,332	623,031	221,699	602,771	600,831
Closing Balance of Bank	401,332	623,031	221,699	602,771	600,831

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	11 August 2016
Prepared by	Clive Morgan Economic Development Manager
Chief Executive Approved	Y
DWS Document Set #	1579512
Report Title	Economic Development Strategy Work Programme

1. EXECUTIVE SUMMARY

The Economic Development Strategy Work Programme for 2016/17 is shown in the attached table.

2. RECOMMENDATION

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

3. ATTACHMENTS

Economic Development Strategy Work Programme Table

Economic Development Strategy Work Programme 2016/17

The table below summarises the priority projects and activities for the 2016/17 financial year

Strategy	Theme	Action	Budget	Completed By	Progress	Status
Sector Development	Freight & logistics sector development	1. Develop online and printed prospectus to outline the freight and logistics sector value proposition	\$5,000	01/12/16	10%	Commenced 01/7/16 Ports of Auckland engaged to assist development of a prospectus Next steps: Prospectus design and research Expenditure to date: Nil
		2. Promote the opportunities presented by the Ports of Auckland Waikato freight hub	\$5,000	30/06/17	20%	Commenced 1/7/16 Ports of Auckland and Open Waikato advertised in the NBR July 2016 Waikato feature to promote the Waikato Freight hub Expenditure to date: \$3,500 Next Step: Scoping of future campaign
Business Retention, Attraction	Business funding and support programmes	3. Establish Waikato Innovation Park service in Tuakau, Pokeno and Te Kauwhata	\$4,000	31/10/16	100%	Waikato Innovation Park (WIP) is now offering a 1 day a month regular service in the Tuakau Service Centre. Open Waikato advertising in July resulted in eight enquiries leading to five meetings and three businesses taking up programmes. Expenditure to date: \$2,000 Next step: Further promotion (refer item 9)
	Customer Relationship Management	4. Establish processes and culture to foster high value key relationships	Nil	30/06/17	Reported separately	Primarily delivered through engagement and support of 2016/17 Our Plan programme objectives. Reported separately.
		5. Review large development project support processes	\$10,000	31/05/17	0%	Starting February 2017
	Attract new property development	6. Promote development opportunities resulting from District Plan review and structure plans	\$10,000	On hold	N/A	Awaiting conclusion of District Plan review

Strategy	Theme	Action	Budget	Completed By	Progress	Status
	International Connections	7. Support the regional Waikato Means Business Waikato Story development	Nil	To be confirmed	TBC	Led by the Waikato Regional Council. Supported development through attending workshops and provision of information as required. Awaiting update on the website go live date.
		8. Develop a business and political delegations engagement plan	\$2,000	30/06/17	0%	Starting 01/11/16
	Business start up	9. Build awareness of innovation support services available to assist new businesses	\$2,000	30/06/17	15%	Ongoing promotion of the new Waikato Innovation Park (WIP) service. Expenditure to date: Refer item 3 Next Steps: Additional advertising and promotion plan to be agreed with WIP
		10. Establish an innovation network throughout the district	\$3,000	30/06/17	30%	Established new WIP service Expenditure to date: Nil Next Step: Expand to incorporate business incubator services
		11. Establish a new service to assist small businesses engagement with Council	\$8,000	30/06/17	0%	Starting 01/10/16
Spend Attraction		12. Support Hamilton & Waikato Regional Tourism Organisation Visitor Strategy and Tourism Opportunities Plan	\$150,000	30/06/17	15%	Provision of funding and in-kind support of agreed projects Next Step: Meet with new CEO Jason Dawson to agree actions for the year Expenditure to date: Invoiced six monthly
		13. Identification of the preferred location for the Huntly i-Site	\$0	30/06/17	N/A	Led by Service Delivery. Forms part of the BECA Northern Facilities study. Supporting a review of potential new locations of the current Huntly i-Site. Next Steps: Ongoing analysis and research Reported separately

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		14. Raglan Focus Develop a Raglan visitor infrastructure strategy to support the timely provision of future infrastructure to enhance Raglans tourism proposition	\$10,000	30/06/17	0%	Starting 15/02/16
		15. Tourism Growth Partnership. Apply for funding from the recently established Regional Mid-Sized Tourism Facilities Fund <i>(New Government initiative introduced July 2016)</i>	\$0	To be confirmed	0%	Initial high level information has been received. Further detailed information is expected in the coming weeks. A cross council project team is to be established to manage this opportunity. Expenditure to date: Nil Next Step: Project team to prepare scope
Population Attraction		16. Promote Waikato's towns lifestyle proposition to support Councils investment in planning and infrastructure	\$20,000	30/06/17		Starting 01/12/16
		17. Huntly Focus Develop a location marketing and development strategy to promote Huntly as a place to live, work and play	\$17,000	30/06/17	0%	Starting 01/12/16

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		18. Strategic cross-boundary advocacy. Support Council cross-boundary collaboration and advocacy for effective growth and development policy and planning and future transport infrastructure	\$0	Ongoing	0%	Led by the Planning and Strategy team. Initial engagement with Franklin Local board last year has led to ongoing discussions with Auckland Council and key stakeholders. A Political workshop convened by the Waikato Regional Council took place 19 July involving Mayor Allan Sanson, Chairperson Paula Southgate, Mayor Len Brown, Julie Hardaker and senior staff from respective councils, including Watercare Ltd, Auckland Transport and NZTA. Next Step: Action points have been identified to be further worked on by staff from their respective councils and agencies.
Build Skills		19. Education to Employment. Support Smart Waikato Trust to develop and implement strategies to improve employment outcomes for local youth.	\$5,000	30/10/17	\$0	Smart Waikato, following a hui held on 13 March, has developed a Huntly & Ngaruawahia Collaborative Youth Strategy. Next Steps: A Future Action Network event planned for mid-September which aims to motivate and equip local employers to employ and train more local youth. Council is supporting this event as an employer and a sponsor.
		20. Labour Market demand trends. Identify emerging demand for skills and occupations in the district to inform education providers in the region	\$2,000	30/6/17		Starting 1/05/16
Excellence in Council Service Delivery and Core Activity		21. Assess Council's business friendly performance. Patriciate in the Waikato Means Business, Business Friendly Councils survey.	\$2,000	01/07/16	100%	Survey of 10 councils has been completed Expenditure: \$2,000 Next steps: A report is expected to be available in September

Strategy	Theme	Action	Budget	Completed By	Progress	Status
		22. District Plan Review Support the review project to ensure appropriate business rules are considered and included in the revised plan.	\$0	On going	N/A	Led by the Planning and Strategy Team. Economic Development Manager engaged in project and supporting economic analysis and sector engagement. Next Steps: Further engagement to assist in the development of required s.32. Economic analysis tools.
		23. Marketing and Information. Development of draft Open Waikato Marketing and communications plan	\$0	Project carried over from 2015/16 20/09/16	95%	Plan has been drafted Expenditure: \$5,000 (previous financial year) Next steps: New Marketing Officer will review the plan before final release by 20/09/16
		24. Digital Enablement – Government led. Support the Government funded roll-out of Ultrafast Fibre and Rural Broadband	\$100,000	To be confirmed	0%	Awaiting governments announcement confirming the UFB2 and RBI2 programme
		25. Digital Enablement – Tamahere and Matangi community led advocacy for a fibre optic level of service solution	\$0	30/06/17	50%	A survey of the area to assess the level of support for a fibre optic service has been completed. WEL has subsequently advised that they are interested in the opportunity and will work with council to develop a business case. Expenditure: Nil Next steps: WEL is working up detailed modelling for a business case and is thinking through how council could provide support to assist with an efficient deployment of infrastructure
		26. Open Waikato maintenance and enrichment. Continuous development of Open Waikato to attract new business, residents and visitors to the district	\$20,000	30/06/17	10%	Refresh of website content is underway Expenditure: Nil Next steps: New Marketing Officer will drive Open Waikato digital channels development including new content, utilisation improvement's increased enquiry generation

Open Meeting

To	Strategy & Finance Committee
From	TG Whittaker General Manager Strategy & Support
Date	12 August 2016
Chief Executive Approved	Y
DWS Document Set #	1581115
Report Title	Waikato District Community Wellbeing Trust Statement of Intent for the year ending 30 June 2017

1. EXECUTIVE SUMMARY

The draft Waikato District Community Wellbeing Trust Statement of Intent for the year ending 30 June 2017 was provided to the Strategy & Finance Committee in February 2016.

There have been no changes made to the draft since, and it is now presented to the Committee in it's final form.

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 2017

Waikato District Community Wellbeing Trust

Statement of intent

For the year ending 30 June 2017

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2017

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Waikato District Community Wellbeing Trust**Statement of intent****For the year ending 30 June 2017****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 2017 and also includes prospective financial information for the following two financial years.

Dynes Fulton (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.

Objectives of the Trust**Governance**

The Trust will be governed in accordance with the terms of the Trust 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;

Waikato District Community Wellbeing Trust**Statement of intent****For the year ending 30 June 2017**

- 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.

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.

Performance measures

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

Objectives

- 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 Measures

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

Fund disbursement

The Trust will, as appropriate, disburse funds towards projects that meet the Trust's criteria and that 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 retained net income after allowing for accumulated expenses, inflation movements and prior year distributions.

Performance Measures

- 1 The 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 2015-16 year.
- 2 Six monthly reports are received from all successful applicants within the required time frames.

Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2017

Review of statement of intent

The Trustees must consider and approve the Statement of Intent by 30 June each year.

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: General Manager–Strategy & Support, PA to the General Manager-Strategy & Support, Community Development Coordinator and Financial Accountant.

The Trustees are:

Mayor	Allan Sanson
Deputy Mayor	Dynes Fulton (Chair)
Councillor	Shelley Lynch
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 2017

Prospective statement of financial performance

		2015/16 Budget	2015/16	2016/17 Forecasts	2017/18 Forecasts	2018/19 Forecasts
	Note	\$	\$	\$	\$	\$
Revenue						
Finance income	1,2	51,626	57,674	53,105	53,460	55,577
Dividend income from portfolio of investments managed by Gareth Morgan Investments (GMI)	2	24,583	35,305	25,288	25,457	26,465
Gains and losses	2	169,626	(3,338)	174,483	175,652	182,606
Total revenue		245,835	89,641	252,876	254,569	264,648
Expenses						
Audit fees		7,200	8,024	7,200	7,200	7,200
Portfolio management fees	3	20,939	24,530	23,891	24,051	25,003
Other expenditure	4	1,251	1,211	1,252	1,251	1,251
Grants	5	74,921	196,596	75,630	74,948	78,040
Total expenses		104,311	230,361	107,973	107,450	111,494
Surplus (deficit) for the year		141,524	(140,720)	144,903	147,119	153,154

Prospective statement of financial position

		2015/16 Budget	2015/16	2016/17 Forecasts	2017/18 Forecasts	2018/19 Forecasts
	Note	\$	\$	\$	\$	\$
Assets						
Current assets						
Bank accounts and cash	6	342,773	331,791	333,968	347,113	361,147
Other financial assets	7	3,456,447	3,344,711	3,367,112	3,500,417	3,642,709
Total current assets		3,799,220	3,676,502	3,701,080	3,847,530	4,003,856
Total assets		3,799,220	3,676,502	3,701,080	3,847,530	4,003,856
Liabilities						
Current liabilities						
Creditors and other payables	9	325,729	205,559	85,232	84,563	87,735
Accrued expenses	10	1,796	7,239	7,240	7,240	7,240
Total current liabilities		327,525	212,798	92,472	91,803	94,975
Total liabilities		327,525	212,798	92,472	91,803	94,975
Net assets		3,471,695	3,463,704	3,608,608	3,755,727	3,908,881
Equity						
Introductory fund	12	2,579,899	2,579,899	2,579,899	2,579,899	2,579,899
Capital maintenance fund	11	260,246	265,731	335,006	407,178	482,292
Accumulated funds		631,550	618,074	693,703	768,650	846,689
Total net assets / equity		3,471,695	3,463,704	3,608,608	3,755,727	3,908,881

Waikato District Community Wellbeing Trust**Statement of intent****For the year ending 30 June 2017****Prospective statement of cash flows**

	2015/16 Budget	2015/16	2016/17 Forecasts	2017/18 Forecasts	2018/19 Forecasts
Note	\$	\$	\$	\$	\$
Cash flows from operating activities					
Cash received from:					
Interest receipts	51,626	65,122	54,118	53,381	55,104
Dividends received	24,583	35,305	25,288	25,457	26,465
Cash applied to:					
Payments to suppliers	(20,756)	(25,223)	(24,784)	(24,878)	(24,963)
Net cash flows from operating activities	55,453	75,203	54,622	53,960	56,606
Cash flows from investing and financing activities					
Cash was received from (applied to):					
Sale (acquisition) of investments	(35,232)	122,420	151,070	42,426	39,987
Repayment of debt	-	(162,800)	(203,515)	(83,241)	(82,559)
Net cash flows from investing and financing activities	(35,232)	(40,380)	(52,445)	(40,815)	(42,572)
Net increase (decrease) in cash for the year	20,221	34,823	2,177	13,145	14,034
add: opening bank accounts and cash	322,552	296,968	331,791	333,968	347,113
Closing bank accounts and cash	342,773	331,791	333,968	347,113	361,147

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Waikato District Community Wellbeing Trust
Statement of intent
For the year ending 30 June 2017

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 2017

Bank accounts and cash

Bank accounts and cash includes 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 2017

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

		2015/16	2016/17	2017/18	2018/19
		Forecasts			
		\$	\$	\$	\$
Interest	(21% of total)	57,640	53,104	53,459	55,576
Dividends	(10% of total)	35,305	25,288	25,457	26,465
Gains (losses)		(3,338)	174,483	175,652	182,606
Total portfolio income		89,607	252,875	254,568	264,647

3. Portfolio management fees

Management fees are calculated at 0.65% of the portfolio market value at the end of the previous year.

4. Other expenditure

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
Other portfolio expenses	800	800	800	800
Advertising	300	300	300	300
Annual return fee	51	51	51	51
Miscellaneous expenditure	60	101	100	100
Total other expenditure	1,211	1,252	1,251	1,251

Waikato District Community Wellbeing Trust **Statement of intent** **For the year ending 30 June 2017**

5. Grants expenditure

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
<u>Forecast grants expenditure for 2016 comprises:</u>				
<i>Prior year grants not yet paid</i>				
North Waikato Crime Prevention Trust	20,000			
Raglan Mountain Bike Club	20,000			
Glen Afton Pukemiro Society Incorporated	20,000			
	<u>60,000</u>			
<i>2016/2016 grants</i>				
Onewhero Old School Building Group	35,000			
Bush Tramway Club	31,096			
Ngaruawahia United Football Club Inc	30,500			
Te Kauwhata Committee Inc	40,000			
	<u>136,596</u>			
Forecast total grant expenditure 2015/2016	<u>196,596</u>			
<u>Forecast grant expenditure for the years 2017-2019</u>				
<u>is calculated as:</u>				
Surplus before grants		220,533	222,067	231,194
Less: capital maintenance charge (see note 11)		(69,274)	(72,172)	(75,115)
X 50%		<u>75,630</u>	<u>74,948</u>	<u>78,040</u>

6. Bank accounts and cash

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
<i>BNZ account</i>				
Opening balance	1,006	996	957	918
Fees and charges	(45)	(40)	(40)	(40)
Interest	35	1	1	1
Closing balance	<u>996</u>	<u>957</u>	<u>918</u>	<u>879</u>
Cash investments managed by GMI (see note 8)	330,795	333,011	346,195	360,268
Total bank accounts and cash	<u>331,791</u>	<u>333,968</u>	<u>347,113</u>	<u>361,147</u>

7. Other financial assets

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
Fixed interest investments				
Equity instruments	1,617,223	1,628,054	1,692,509	1,761,310
	<u>1,727,488</u>	<u>1,739,058</u>	<u>1,807,908</u>	<u>1,881,399</u>
Total other financial assets	<u>3,344,711</u>	<u>3,367,112</u>	<u>3,500,417</u>	<u>3,642,709</u>

Waikato District Community Wellbeing Trust **Statement of intent** **For the year ending 30 June 2017**

8. Managed portfolio

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
Opening balance	3,773,878	3,675,506	3,700,123	3,846,612
plus Income (return of 6.88% on opening portfolio value)	89,607	252,875	254,568	264,647
less Management fees (@ 0.65% of opening portfolio value)	(24,378)	(23,944)	(24,038)	(24,923)
less Other portfolio expenses	(800)	(800)	(800)	(800)
Plus(minus) Contributions (withdrawals)	(162,800)	(203,515)	(83,241)	(82,559)
Closing portfolio value	3,675,506	3,700,123	3,846,612	4,002,977
Closing portfolio is made up of:				
Cash investments (9%)	330,795	333,011	346,195	360,268
Fixed interest (44%)	1,617,223	1,628,054	1,692,509	1,761,310
Equity instruments (47%)	1,727,488	1,739,058	1,807,908	1,881,399
Total portfolio value	3,675,506	3,700,123	3,846,612	4,002,977

9. Creditors and other payables

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
<i>Creditors</i>				
1/12 th portfolio management fee	2,044	1,991	2,004	2,084
<i>WDC payable</i>				
Opening balance	162,118	203,515	83,241	82,559
plus Audit fees and other expenditure	7,601	7,611	7,611	7,611
plus Grant payments	196,596	75,630	74,948	78,040
less Repayments	(162,800)	(203,515)	(83,241)	(82,559)
Total WDC payable	203,515	83,241	82,559	85,651
Total creditors and other payables	205,559	85,232	84,563	87,735

10. Accrued expenses

	2015/16	2016/17	2017/18	2018/19
	Forecasts			
	\$	\$	\$	\$
Audit fee and disbursements	7,199	7,200	7,200	7,200
Bank audit and confirmation fee	40	40	40	40
Total accrued expenses	7,239	7,240	7,240	7,240

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 2017

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:

2015/16	94.2%
2016/17	97.5%
2017/18	97.6%
2018/19	97.6%

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.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	12 August 2016
Prepared by	Alison Diaz Finance Manager
Chief Executive Approved	Y
DWS Document Set #	1581285
Report Title	General rate position for the year ended 30 June 2016

I. EXECUTIVE SUMMARY

This report advises the general rate position for the financial year ending 30 June 2016 and seeks support for a portion of the surplus funds to be allocated to projects in the 2016/17 financial year.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support** be received;

AND THAT the committee recommends to Council that four new budget items (totalling \$1,139,500) in 2016/17 be funded by the 2015/16 surplus;

AND FURTHER THAT the committee recommends to Council that the remainder of \$6,809 be transferred to the general accounting reserve fund.

3. BACKGROUND

Council has considered a number of budget adjustment requests during the year to address changes that occurred since the 2015-2025 Long Term Plan was adopted. These budget adjustments include the approval of carry forwards from the prior financial year (moving remaining budget for projects not completed as at 30 June 2015 into 2015/16), along with amendments required as a result of tender processes and other ad-hoc funding requests that have arisen during the year. The comparison between this revised budget and actual expenditure and income determines whether the final general rate position is a surplus or a deficit.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The difference between the revised budget and actual usage of general rate funding during the year has resulted in an overall surplus (after carry forward projects have been considered) of \$1,146,309. This figure includes the budgeted transfer from the LTCCP contribution reserve of \$1,349,959. The balance in that reserve is \$2,779,335 and is planned to be fully expended by 30 June 2019.

The general rate surplus is calculated as follows, and is shown in the table below.

The total general rate available (A) is the general rate income for 2015/16 combined with the general rate funding carried forward from 2014/15.

Deducted from the general rate available is the general rate spent in 2015/16. Removing the general rate required to be carried forward gives the net general rate surplus for the year.

General Rate Breakdown	Total \$
General rate income for 2015/16	48,856,465
Carried forward General Rate from 2014/15	2,036,964
Total Available (A)	50,893,429
Total General Rate spent 2015/16 (B)	(48,055,191)
Surplus General Rate (A-B)	2,838,238
General Rate to be carried forward to 2016/17	(1,691,929)
Total General Rate surplus	1,146,309

4.2 SUMMARY OF MAJOR VARIANCES IMPACTING GENERAL RATE

The key variances, the majority of which have been raised with various Committees of Council during the year, explain the general rate surplus:

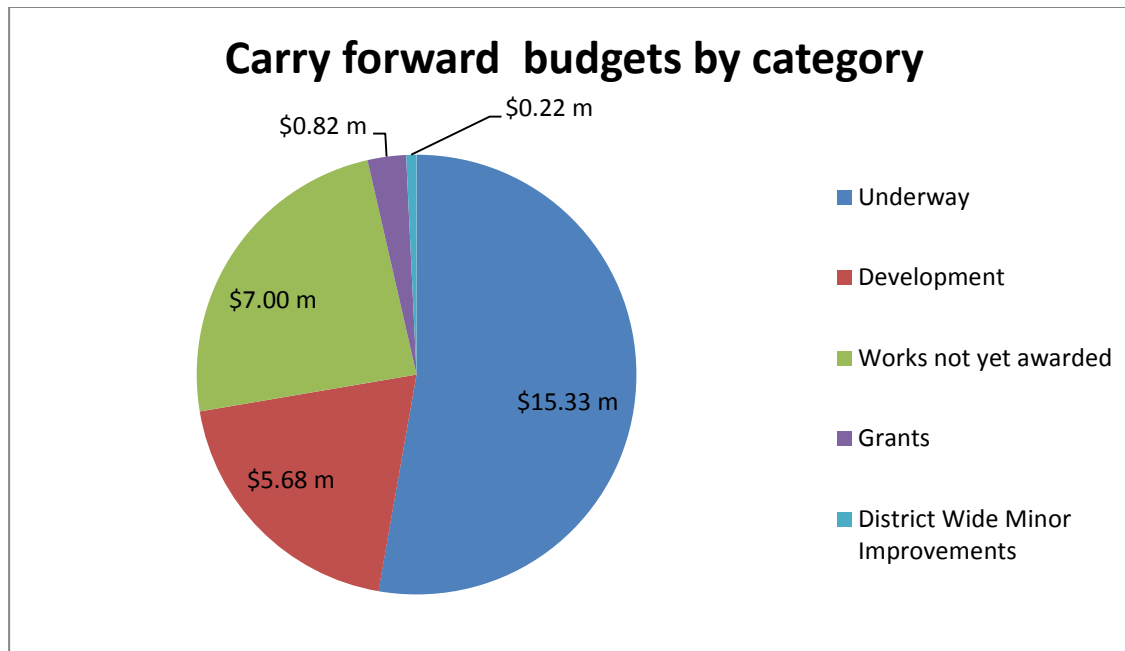
- General rate income was \$88,000 above expectations as further valuation updates from subdivision and building consents, were processed during June 2015.
- Regulatory income was significantly higher than budget; animal control, building quality, and monitoring income was \$62,000, \$561,000, and \$41,000 better than forecast respectively.
- Staff related costs came in \$725,000 less than budget due to internal changes and vacancies (net of staff shortage related consultant costs). \$334,000 of these savings relates to the three waters and therefore did not impact general rate directly.

4.3 CARRY FORWARD OF BUDGET INTO 2016/17

Carry forwards arise when budgets are not fully expended by the end of the financial year.

General operational budgets that were not committed by the end of June 2016 have not been carried forward and instead contribute to the 2015/16 general rate surplus.

Total capital and specific operational project carry forwards (\$29.05 million) are summarised by category below:



4.4 FUNDING REQUESTS

Changes to the Local Government Act 2002, means that local authorities are no longer required to consult before adopting an Annual Plan provided the proposed plan does not include significant or material differences from the content of the Long Term Plan (LTP) for the financial year to which the proposed Annual Plan relates. In setting the Annual Plan for 2016/17 the general rate surplus from 2014/15 assisted council to fund the differences without having to increase rates over and above what was indicated for the second year of the LTP.

The way the 2015/16 general rate surplus is managed will be one factor in determining whether Council can operate within the parameters of the LTP for the next financial year (2017/18).

Staff recommend that the following items have budget allocated from the 2015/16 general rate surplus, and that the remaining funds be transferred to the general accounting reserve fund:

Item	Description	Amount (\$)
1. Wastewater public education programme and public good component of the Review Report	A continual improvement programme approach has been adopted to reduce the risk of wastewater overflows. Part of this programme focuses on community education and communication and a strategic review of the system.	\$32,500
2. Building Quality; Online consenting	There has been a 32% increase in the Building Quality workload. This is evident in the \$561,000 of additional consenting income. Two fixed term roles have been approved to cover the additional volume of work, however, a further \$500,000 is being requested from the 2015/16 surplus to develop an online consenting solution.	\$500,000
3. Internal audits	In addition to the regular internal audit programme, the Audit & Risk Committee have requested a review of the maturity of council's risk management processes/programme and an internal audit on council procurement practices.	\$45,000
4. Weather tight building claim costs	Funds could be set aside to support ongoing claim activities.	\$562,000
	TOTAL	\$1,139,500

The balance of the surplus once the above items are taken into account is \$6,809. This would be added to the currently uncommitted balance within the general accounting reserve fund, bringing the overall balance to \$1,316,529.

There are a number of issues that will impact on the budget for 2016/17 and beyond. These include operational issues such as debt write-offs (approximately \$45,000 to be considered in August), and more strategic items such as a possible LTP amendment in relation to future direction for water services and the level of future dividends that Council may receive. Collectively these items could be significant. For this reason, it is suggested that the surplus be allocated for those items indicated and the balance retained and reviewed when there is greater clarity around the contingent items.

4.5 OPTIONS

The Council could decide to:

- (a) Transfer the general rate surplus in full to the General Accounting Reserve Fund for future deliberation, or
- (b) Allocate a portion of the funds to the suggested items, transferring the remainder to the General Accounting Reserve Fund, or

(c) Allocate more/or less of the funds to specific projects.

Consideration should be given to the organisations capacity to undertake additional work over and above what has already been committed via the Annual Plan and finalisation of prior year work programmes.

Option (b) is preferred.

5. CONSIDERATION

5.1 FINANCIAL

Changes to timing of projects affect reserve balances, therefore, there will be variances between the budgeted opening balances for 2016/17 and actual opening balances. The delays in capital works could create positive variances in the new financial year for debt repayment and depreciation expense.

5.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Any items recommended for funding from the General Accounting Reserve Fund should align with the Council's strategic direction of financial prudence as contained within the LTP and finance strategy.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Residents, ratepayers, Iwi partners and other key stakeholders are consulted with in order to set work programmes and levels of service for the LTP and associated Annual Plan's. The significance & engagement policy is not triggered for the proposed new budget items.

6. CONCLUSION

Carry forwards when coupled with net operational savings has resulted in a general rate surplus of \$1,146,309. Council are being asked to consider the budget requests within this report and determine an appropriate allocation of surplus funds.

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	9 August 2016
Prepared by	Rajendra Java Procurement Manager
Chief Executive Approved	Y
DWS Document Set #	I580393
Report Title	Savings Report

I. EXECUTIVE SUMMARY

This report summarizes the savings and other improvements recorded over the last financial year. Procurement savings take into account the gains from using the All of Government (“AoG”) and Syndicated Procurement contracts in addition to those arising out of negotiated local procurement and contracts. Savings have also been realised internally through improvements, these are also indicated within this report.

The Savings are shown as two distinct groups as explained below:

1. **Completed:** are the ones which were the result of previous AoG contracts which get reported annually and new contracts. For example, Radio Network and other initiatives undertaken in the last year which resulted in savings that will not be included in future reports.
2. **Potential:** These are actions identified which have been completed to produce savings in the coming years. For example, the Electricity Contract is expected to result in savings of over \$42,000 per annum from July 2016 onwards due to our joining the AoG contract this year.

2. DISCUSSION

The details of all the different initiatives undertaken that resulted in savings are shown in Annexure I.

Of the total savings of \$664,000 delivered during the year, approximately \$57,000 will only start accruing gains in the new financial year and will hence appear in the reported savings then. For the last financial year the total savings have been in excess of \$607,000. This includes improvement activity savings of \$140,000, the majority of which has come from gains within the accounts payable process.

3. RECOMMENDATION

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

4. ATTACHMENTS

Savings Register FY 2015-2016

Savings Register FY 2015-2016										
S No	Month	Description of the goods / Service	Category	Status	Check	Proposed / Historic Price	New / Final Price	Type	Remarks	
1	Oct-15	Cyber Security Audit	WDC	Completed	1	Prices from 24K to 36K	\$ 19,800	\$ 10,000	One time	Price was negotiated with all 3 suppliers and selected on basis of best offer received.
2	Dec-15	Sticker for Rubbish Bags	WDC	Samples under testing	1	Soar Print \$108,000	\$ 59,503	\$ 48,497	One time	Price negotiated for various options and selected based on samples approved
3	Nov-15	Digital Radios + Network Charges	WDC	Completed	1	Team Talk 189,623 for 3 years (hardware + Network)	Dove+Tait 95,693 for 3 years (Hardware + Network)	\$ 93,929.00	3 year contract	The original offer from Team Talk was reviewed by NZ Police and also Tait the supplier for the Syndicated Panel led by NZP. Finally a proposal with an advanced system was selected.
4	Oct-15	Office Supplies	AOG	Completed	1	OfficeMax LY Basis 100K	\$ 89,501	\$ 17,742	Annual	Report from MBIE Aug 2016.
5	Nov-15	Chemical for Water Treatment	LASS	Completed	1	Ixom 250K per year		\$ 6,250	Annual	
6	Nov-15	Banking Transaction Fees	AOG	Completed	1	BNZ \$60,000 per year	\$ 10,000	\$ 50,000	Annual	AoG for banking services was announced by MBIE and we immediately signed up.
7	Apr-16	Electricity	LASS	Completed	0	\$ 992,304	\$ 949,320	\$ 42,984	Annual	Savings will be accrued and reported from July 2016 by Ago.
9	Dec-15	Web Design - Extension of scope	WDC	Completed	1	The scope of the initial two contracts required extension to the tune of 17,000.	The extension was granted at DIA syndicated rates which is discounted by 20%.	\$ 3,400	One time	When the original scope was finalised, the syndicated rates offered to DIA was not applied.
10	Jan-16	Aquamats for Te Kauwhata WTP	WDC	Completed	1	Supplier quoted a price for 576 Aquamats plus fittings @ \$125K. Negotiated price for bulk quantity at 101K.	\$ 101,940	\$ 24,042	One time	Bulk supply price was negotiated for 616 Mats and we were left with a surplus of 40 spare mats which could be used in future.
11	Feb-16	GS1 Membership	WDC	Completed	1	Membership fee is based on company turnover and not on level of support required from GS1. (Rubbish collection stickers - bar code requirements)	\$ 1,250	\$ 1,250	One time	As per the size of the company, the membership fee was \$2500 per annum. This was negotiated to 1250 based on the nature of engagement we presented to GS1.
12	On going	Fuel from BP	AoG	Completed	1	AoG pricing applied to all fuel purchased through BP cards issued to each vehicle	\$0.27 per litre on unleaded petrol and \$0.32 per litre on Diesel	\$ 62,710	Annual	Saving compared to National Average pump price for fuel.
13	May-16	Telecommunications	Syndicated	Completed	0	Migrated to new offering call TaaS through DIA & MBIE.	Savings on shared data bucket and call charges within Aus and NZ are free from all mobiles. Current cost per annum \$94,000. Expected cost per annum is \$80,000 for existing connections.	\$ 14,000	Annual	Saving through shared pool of data based on number of phone connections. Only data devices connected to same pool at nominal charge of \$5 per month. All call and TXT msg to numbers in NZ & Australia will be free and unlimited. There is another notional savings in the form of cancellation of termination charges for existing contracts worth 30K. Being notional this has not been included in the savings.
14	May-16	AOG contracts - Reported savings not included above	AoG	Completed	1	Air Travel	Spend \$101,789	\$ 4,685	FY 15/16	Based on savings reported by MBIE compiled for 2015/16 FY (report dated 08/08/2016)
			AoG	Completed	1	IT Hardware	Spend \$12,925	\$ 1,597	FY 15/16	
			AoG	Completed	1	Motor Vehicles	Spend \$538,052	\$ 66,196	FY 15/16	
			AoG	Completed	1	Print Devices Old Plan	Spend \$145,005	\$ 16,440	FY 15/16	
			AoG	Completed	1	Mobile Voice & Data Old Plan	Spend \$95,451	\$ 16,844	FY 15/16	
			AoG	Completed	1	Reticulated Gas	Spend \$71,163	\$ 41,625	FY 15/16	
	Jul-15	LEAN Accounts Payable Process	WDC	Completed	1	Extra time spent on process steps that add no value.	Time saved through elimination of process steps no longer required.	\$ 94,000	Annual	
	May-15	Sort Dog renewal notices in house	WDC	Completed	1	Quote from Printer	Found oversize renewals using data and printed separately	\$ 1,000	One time	
	Jun-16	Other reports that reduce time for staff	WDC	Completed	1	Time estimates from staff	Time savings through automated reports	\$ 17,700	Annual	
13	Mar-16	IPM / Interplan Reports A4, A3, KPI, IPM Document	WDC	Completed	1	Estimated cost of Reports being developed by CAMMS based on previous quotes.	Savings through in house development and enhancements.	\$ 29,000	One Time	
Total Completed							\$ 606,907			
Total Potential							\$ 56,984			
Grand Total							\$ 663,891			

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker General Manager Strategy & Support
Date	10 August 2016
Prepared by	Shelley Monrad Corporate Planner
Chief Executive Approved	Y
DWS Document Set #	1578905
Report Title	Community Engagement Update

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Committee with an update on engagement initiatives that Council has completed over the past two months or is currently being undertaken. It is also an opportunity for the Committee to provide feedback on how these initiatives are progressing and to identify any other initiatives that should be noted.

Some of these engagement initiatives are as follows:

Completed

- Cemeteries Bylaw review
- Trade Waste and Wastewater Bylaw review
- Reserves and Beaches Bylaw review

In Progress

- Freedom Camping Bylaw
- Speed Management Plan – Speed Bylaw review
- North Waikato Passenger Transport Review
- Neighbourhood Parks Reserve Management Plan
- District Plan review
- Plan Change 8 (Technical Amendments), Plan Change 16 (Tuakau Structure Plan) and Plan Change 17 (Ngaruawahia & Surrounds Structure Plan)
- Significant Natural Areas
- Huntly Garden Place Placemaking
- Placemaking
- Waikato Integrated Land Transport Strategy
- Trails strategy

- Plaques, Memorials and Monuments Policy
- Elections
- Pokeno Waste Water Phase 2
- Managawara Bridge Construction (Taupiri)

Upcoming

- Community plan in Pokeno
- LTP Amendment (CCO)
- Future Proof Strategy

For further details on these initiatives please refer to the attachment to this report, Community Engagement register.

2. RECOMMENDATION

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

3. ATTACHMENTS

Community Engagement Register

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
BYLAW					
Reserves and Beaches Bylaw Review	District Wide	Consult	Yes (SCP)	Completed	Bylaw was adopted in July 2016
Cemeteries Bylaw	District Wide	Consult	Yes (SCP)	Completed	Bylaw was adopted in July 2016
Tradewaste Bylaw	District Wide	Consult	Yes (SCP)	Completed	Bylaw was adopted in July 2016
ECONOMIC DEVELOPMENT					
Tamahere Ultrafast Fibre	Tamahere/Matangi	Consult	No	Completed	A survey of the residents of Tamahere and Matangi to gauge support for a financial contribution for the roll out of UFB in the area has been completed with the survey report available on our website. Future updates via media releases or directly with both community committees will be arranged as necessary.
OTHER ENGAGEMENT					
Roading Alliance public meetings	Gordonton	Consult	No	Completed	Informing the community about the structure of the roading alliance and what projects are happening in the area
Roading Alliance public meetings	Te Mata	Consult	No	Completed	Informing the community about the structure of the roading alliance and what projects are happening in the area
Roading Alliance public meetings	Mangatangi (North East)	Consult	No	Completed	Informing the community about the structure of the roading alliance and what projects are happening in the area
Roading Raglan	residents/ratepayers in local area	Inform	No	Completed	To introduce the community to the Waikato District Alliance and discuss the changed method of delivering roading maintenance and roading renewal activities. To identify any local issues on the roading network.

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
BYLAW					
Freedom Camping Bylaw (NEW)	District Wide	Consult	Yes (SCP)	In progress	A hearing and deliberations have been held. The bylaw is going back to Council in September for adoption.
Dog Exercise area bylaw review	Pokeno and Tamahere community	Consult	No	In progress	During our bylaw review process it was identified that Tamahere did not have any off lead exercise areas available to dog owners. The lack of exercise areas in Pokeno were also raised yet no where suitable was suggested at the time. A report was presented to the Policy and Regulatory Committee and engagement was undertaken in these two areas. Feedback closes on 24 August. We have promoted this online, community committees and attended the Pokeno Market and planning to attend the Tamahere Markets on 20th August.
Speed Management Plan - Speed Bylaw	Port Waikato & Pokeno	Involve	Yes - dependen	In progress	A report was presented to Council on 14 March. Early engagement was undertaken in Port Waikato in March/April. A report will be presented to Policy & Regulatory Committee in August summarising the feedback and potential next steps.
EDUCATION					
Dogsmart Education Programme	District Wide	Inform	No	Ongoing	An education package has been created to present to school age children. This presentation teaches children about caring for their pets, staying safe around dogs and what to do if approached by an aggressive dog. We have committed to presenting this programme at least 2 times per month but are optimistic that we will exceed this target significantly.
Dog Registration Process	District Wide	Inform	No	Ongoing	Each year we send out yearly invoices to dog owners reminding them of their obligations to register their dogs. This year we increased the material that we sent out with our yearly invoices to educate dog owners to the changes to our bylaws following the bylaw review. We also sent out information on payment options and worked with a designer to make our forms and information more engaging with our community.
Dogsmart Education Programme	District Wide	Inform	No	Ongoing	The Animal Control Team deliver the Dogsmart education programme to schools, kindergarten and childcare facilities throughout the district. This teaches children how to approach dogs they don't know, avoid being bitten and the role of an animal control officer. Our goal for the year is 24 presentations. As of March 2016 we have delivered this education to 16 different
Food Control Plan promotion - stakeholder engagement	District Wide	Inform	No	In progress	Invitations to food business owners sent to attend presentation introducing new food control plans that they will need to operate under and invite to register to operate one now. Sessions held in Ngaruawahia and Tuakau.
Food Safety newsletter - stakeholder engagement	District Wide	Inform	No	In progress	Biennial food safety newsletter implemented to send to food business owners
Alcohol licensing workshops	District Wide	Inform	No	In progress	Workshops for duty managers and licensees organised. First workshop held in Ngaruawahia in October. Further sessions to be held in Huntly and Tuakau

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
IWI					
Iwi and Community Partnerships	Iwi, hapu, Marae representatives and Maaori community	Empower	depends on the situation	Ongoing	<p>A key focus area for the role of Pouhono Iwi ki te Haapori is engagement with iwi, hapu, Marae reps and with members of the community (Maaori in general). Also, to provide input to various internal and external projects, from a iwi and Maaori perspective. Current engagement projects:</p> <ul style="list-style-type: none"> • Hounuku Trust re Signage at Te Kopua Native Reserve • Hakarimata Waharoa Project - engagement with Ngaruawahia Community Board and Waikato-Tainui • Taupiri Boat Ramp Upgrade: Engagement with Waahi Whaanui and other hapu groups • Formal invites to all recognised iwi groups to meet with Mayor, Ward Councillors and Executive Team • Engagement with representatives of Mai Uenuku ki te Whenua Marae re MOU • Engagement with Waikato-Tainui re Mill Site Restoration on Old Taupiri Road • Support staff in District Plan Engagement with iwi reps.
OTHER ENGAGEMENT					
Alcohol liaison statutory agency meetings	District Wide	Collaborate	No	Ongoing	Meetings of alcohol licensing statutory reporting agencies held three times per year
Community Liaison Group Meeting Titoki	Tamahere	Inform	No	Ongoing	To update stakeholders and interested parties (Tamahere Community Committee, Tamahere school, Environment Tamahere Inc, DoC every 6 months)
Huntly Bypass Stakeholder meetings	Huntly	Inform	No	Ongoing	Update on progress to stakeholders approx. every 3 months
Community Liaison Group Meeting Genesis Energy	Huntly	Inform	No	Ongoing	Update on progress to stakeholders annually
Holcim CLG Meetings	Pokeno	Inform	No	Ongoing	Update on progress to stakeholders quarterly
Perrys	Tuakau	Inform	No	Ongoing	Update for stakeholders every 6 months
Yashili	Pokeno	Inform	No	Ongoing	Update for stakeholders every 6 months

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Sunset Beach erosion report	Port Waikato/extended community	Collaborate	No	In Progress	Significant engagement underway with partners (WDC, WRC, DoC) alongside GHD Consultants, iwi. Communication strategy developed and implemented, ongoing activity inc community meetings scheduled, stakeholder project team.
Sunset beach erosion	Port Waikato, Sunset beach	Collaborate	No	In Progress	Collaborative approach to dealing with the retreat of public assets from eroding Sunset beach, Port Waikato. Key dates: Dec 2014: Consultation with local stakeholders and GHD report produced for council. June 2015: GHD report published and presented to beach residents, other stakeholders and OTCB. July 2015: Report presented to residents and ratepayers AGM and webpage set up. August 2015: Report presented to iwi. September 2015: Stakeholder open day to discuss retreat options. Oct 2015 to Jan 2016: Feedback on options and time frames. Feedback closes on 10 February 2016. March 2016: Report to council advising of options for managed retreat of community assets in Sunset beach. Report made public and meetings with Iwi and Community organisations.
Karioi track (3.4km walking/biking track from Wainui Road)	Raglan	Collaborate	No	In progress	Before work can commence consultation is required with neighbouring land owners. Discussions with Raglan Community Board on the best way forward due to commence in September/October
Huntly Memorial Hall	Huntly	Consult	no	In progress	Staff and Elected members held an open day on 2 April at Huntly Bowling Club, submissions closed, workshop held with Council 10th May, Report to go to Infrastructure in June. Further work to be done with a Huntly community working group now appointed to develop and present options to council.
Meremere Library	Meremere Community	Consult	No	In progress	Consulting with the community on the current Library requirements for the future
Ngaruawahia Community Facilities	Ngaruawahia Community	Consult	No	In progress	Discussion on Community desires for an Art Centre and possible like co-habitation with other activities -part of a wider project looking at strategic land options - Community Steering Group to be established in the near future
Te Kauwhata Walkway/Cycleways	Te Kauwhata	Consultation	No	In progress	Consultation to include selected stakeholders (inc Committee, NZTA) through using a Consultant to inform the Te Kauwhata Cycle and Walkway strategy,

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Waikato River Authority funding application August 2015	Rotokauri lake catchment	Empower	No	In progress	August 2015: Application to WRA submitted with endorsements from WDC, Rotokauri committee, WRC, HCC and iwi. December 2015: Funding approved for Rotokauri Lake catchment. Feb 2016: Report to infrastructure committee advising both funding amount granted and potential work programme for the catchment. Deed to Infrastructure and Council approved for implementation. Signed by Councillors Peterson and Baddley. Year one for the WRA programme successfully delivered.
Elections	District wide	Inform	No	In progress	New Vote Waikato Website is live. Messaging around why stand, why vote will be undertaken over the new few months. A candidate information evening was held on 19 July. 20 potential candidates attended. Nominations are currently being received and the close off date is Friday 12 August
North Waikato Passenger Transport Review	North Waikato	Involve	Yes - next phase of project	In Progress	WRC presented to Infrastructure Committee on 8 March. Two step process: 1. Facilitated workshops around issues and options and 2. options subject to broader consultation. Scoping/business case to be draft in April followed with Engagement in June/July. A household survey is being undertaken in North Waikato to understand transport usage. The survey opened on 20th June and closed on 10th July. We received 260 Feedback forms. These are currently been analysed by WRC staff.
Rangiriri WeX State Highway transfers to local road (will require some community engagement)	Rangiriri - Te Kauwhata	Involve	No	In progress	NZTA are leading the engagement around the project timeframes and roading changes.
Longswamp WeX State Highway transfers to local road (will require some community engagement)	Te Kauwhata - Hampton downs	Involve	Yes	In progress	Consultation with landowners over designation changes undertaken. Possible further construction management involve discussion.
Hamilton WeX State Highway transfers to local road (will require some community engagement)	Gordonton to Tamahere	Involve	Yes	In progress	Numerous consultations will be undertaken over the next 3 years as the design and construction are developed and implemented. Southern interchange and Kay road closure information days planned for near future.
Ngaruawahia Community Facility (Phase One)	Ngaruawahia		No	In progress	first steering group meeting 03/08.
Northern Feasibility programme (Northern iSite, Pokeno Sports Park and Pokeno Library)	North Waikato		No	In progress	Assessment is complete, next steps to progress project ready for presentation to Council early 2017
Wi Neera Street connectivity	Raglan Ward				Concept drawings are complete for the Wi Neera reserve project. Feedback has been received from the Project Group and Iwi have advised that they will withdraw from the process until such time as they and council have resolved an earlier consenting issue within that space.
Pokeno Waste Water Phase 2	Old Pokeno Village residents	Consult	No	In progress	Pokeno Market information day almost 50% of all enquiries related to wastewater scheme. Facebook update and recent newsletter available. Consultant has met with all affected property owners and is continuing to meet as required to assist owners to join the scheme.

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
Huntly Library upgrade	Huntly Ward	Inform	No	In progress	Communications plan in place to inform the community of the works and alternative sites to undertake council business. Refurbishment is beginning towards the end of the month. Staff are currently informing the public that this work is coming, sharing more detail about what the library will look like and what changes the community are expected to see.
Mangawara Bridge construction (Taupiri)	Taupiri Township	Involve	No	In progress	Bridge across the Mangawara stream to provide pedestrian, cycle and vehicle access from Taupiri township to the Taupiri Urupa and mountain. Planning phase underway via stakeholder group that has been in place for over 2 years. Engagement with local residents via the community has begun. Formal notification expected to start October. WDC to attend coronation with KiwiRail as project partners.
Tamahere business hub and reserve	Tamahere Ward				The Tamahere Recreational Reserve is being undertaken in stages – Stage one is earthworks, Stage two is the development of playground, landscape, fitness trail and skate park. The Commercial Hub is a development being undertaken by Fosters.
PLACEMAKING					
Huntly Garden Place Placemaking	Huntly Ward	collaborate	No	In progress	The Huntly Community Board has been working on an initiative to re-develop Garden Place in Huntly as a community-driven project. The Board is encouraging the community to be active in this project with a view to revitalising this precinct. A plan has been designed and drawn by Bryce Mounsey, a member of the Community Board, and is a result of input from Board members as to how they want this area to be enhanced. The Board are taking a staged approach to start Placemaking in Huntly. The first stage will see a seat that will accommodate 24 people designed by a member by the Huntly Community Board. The area chosen to place under an existing tree at the fore front of Garden Place. This stage will be complete by October 2016.

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
PLAN					
Placemaking	District Wide	collaborate	No	In progress	Placemaking is gaining momentum in the district. Staff are working alongside groups in Raglan, Huntly, Tauwahare, Tuakau and Pokeno. A presentation was provided to the Pokeno community in November 2015 with a view to kick starting projects in that area. Pokeno have identified a project that will see a little free library installed in to a public area by October 2016. Workshops have been run with the community committee and the wider community. Staff will continue to present Placemaking strategy to community boards and committees in 2016. A web page has been created for communities to access for ideas and information. Staff are building momentum for the Placemaking concept across the district.
LTP - Forestry target rate	Forestry companies and local residents	Consult	No	In progress	Most recent collaboration was in regards to the Waiterimu Forest Block, which is due to be harvested later this year. The agent concerned has been very forthcoming with their programme and will as requested, be liaising with neighboring property owners and following the CAR process. In regards to ongoing operations at Klondyke Road, Peter Yardley of Rayonier continues to be extremely collaborative, both he and the other companies harvesting in the area continue to work closely with us. \$298k of the \$390k allocated budget has been expended (as at 31 Jan), however the Maintenance Team are currently forecasting the year end position to be in the region of \$430k.
Neighbourhood Park Reserve Management Plans	District Wide	Consult	Yes	In Progress	A Neighbourhood Parks Reserve Management Plan was prepared which outlined the future use, management and development of the neighbourhood parks it administers across the district. Consultation is underway in accordance with Reserves Act 1977 requirements. This provides the opportunity for the public to have a say on the draft plan. Submissions closed on 24 June and a hearing was held on 21 July.
Plan Change 8	District Wide	Consult	Yes (RMA proc	In progress	Consultation completed on the proposed plan changes - the legislative process started on 17th October. PC 8 is awaiting the planner's report ready for a hearing.

Project Name	Service Catchment (e.g. area of influence, area you need to engage with)	Highest level of Engagement required (refer to page 7 of the significance and engagement policy)	Formal consultation required	Status	General Update (e.g. what was the community engagement about, time spent, what was the outcome)
BYLAW					
Liquor Control Bylaw	District Wide	Consult	Yes (SCP)	Planned	To be undertaken in 2017.
Easter Trading Hours	District Wide	Consult	Yes (SCP)	Planned	Awaiting the legislation to be approved.
EDUCATION					
Dogs in Libraries	District Wide	Inform	No	Preparation stage	As per our business plan, the animal control team wanted to introduce initiatives that would allow our officers to interact with the community in a positive way whilst providing education. We have teamed with the library leadership team to develop the Dogs in Libraries programme that will involve school children reading to dogs in the library environment. This has been proven to improve children's literacy skills, build self confidence and lowers anxiety of children. This programme is due to commence at the start on June 2016.
OTHER ENGAGEMENT					
Rates Review	District Wide	Consult	Yes	Planned	A timetable for this consultation needs to be undertaken.
PLAN					
Community Plan in Pokeno	Pokeno	Inform	No part of DPR	Planned	With the formation of the new Community Committee in Pokeno the District Planning Team have had their first presentation to the Committee who support moving forward with a plan for future development.
Annual plan 2017/18	District Wide	Inform (TBC)	No (TBC)	Planned	Project planning is currently underway. Decision to not consult based on no significant or material changes is still to be made.
Long Term Plan 2018-28	District Wide	Involve	Yes	Planned	Project planning is currently underway.
LTP Amendment (CCO)	District Wide	Involve	Yes (TBC)	Planned	This will only be required if the Council proceeds to consult with the public around the formation of a Waters CCO.
Annual Report 2016/17	District Wide	Inform	No	Planned	Not started.

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	12 August 2016
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1582547
Report Title	Exclusion of the Public

1 Executive Summary

To ensure that the public are excluded from the meeting during discussion on public excluded items.

2 Recommendation

THAT the report of the Chief Executive – *Exclusion of the Public* – be received;

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

- a. Confirmation of Minutes dated Tuesday 28 June 2016

Reports

- b. Strada Corporation Statement of Intent 2016/17

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)(h)(i)

c. Waikato Muslim Association – Debt settlement proposal

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:
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Section 7(2)(a)	Section 48(1)(a)(i)
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d. Development Contributions Agreement NZ Drinks Limited Wastewater

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:
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Section 7(2)(i)	Section 48(1)(d)
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e. Debts Written Off Under Chief Executive Delegation

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:
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Section 7(2)(a)	Section 48(1)(a)(i)
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f. Debt Write-Off

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