

Agenda for an extraordinary meeting of the Waikato District Council to be held by Audio-Visual Conference on **WEDNESDAY, 6 MAY 2020** commencing at **9.00am**.

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

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Gj Ion
CHIEF EXECUTIVE

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

Purpose

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

Terms of Reference

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

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

14. The power to amend or replace the delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).

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

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

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

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 April 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of meetings held on:

- a. Monday, 24 February 2020; and
- b. Monday, 24 March 2020.

2. RECOMMENDATION

THAT the minutes of:

- a. a meeting of **Waikato District Council** held on **Monday, 24 February 2020;**
and
- b. an emergency meeting of **Waikato District Council** held on **Monday, 24 March 2020,**

be confirmed as a true and correct record of each respective meeting.

3. ATTACHMENTS

- a. Open Minutes – 24 February 2020
- b. Emergency Open Minutes – 24 March 2020

Minutes of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 24 FEBRUARY 2020** commencing at **9.30 am**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech
 Cr JA Church
 Cr CA Eyre
 Cr JM Gibb [*from 9:32am*]
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire
 Cr EM Patterson
 Cr JD Sedgwick
 Cr NMD Smith
 Cr LR Thomson
 Cr CT Woolerton

Attending:

Mr D Whyte (Chair, Huntly Community Board)
 Mrs D Lovell (Chair, Taupiri Community Board)

Mr GJ Ion (Chief Executive)
 Mr TG Whittaker (Chief Operating Officer)
 Mrs S O’Gorman (General Manager Customer Support)
 Mr R MacCulloch (General Manager Service Delivery)
 Mr J Quinn (Communications, Engagement and Marketing Manager)
 Ms L Shirley (Zero Harm Manager)
 Mr W Gauntlett (Resource Management Policy Team Leader)
 Ms M May (Community Connections Manager)
 Ms E Ensor (Senior Planner)
 Ms S Solomon (Corporate Planner)
 Mr R Rink (Contracts Team Leader)
 Mr C Bailey (Finance Manager)
 Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Patterson/Thomson)

THAT the agenda for a meeting of the **Waikato District Council** held on **Monday, 24 February 2020** 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 considered with the public excluded;

AND THAT the Committee resolves that the following item be withdrawn from the Open Agenda:

- **Item 6.3 – Capital Toilet Budgets,**

and replaced with the following late item as advised by His Worship the Mayor and as tabled at the meeting:

- **Capital Toilet Budgets – Request for Budget Reallocation**

CARRIED

WDC2002/01

Cr Gibb joined the meeting at 9.32am during discussion on the above item, and took part in voting

DISCLOSURES OF INTEREST

Crs Gibb and Sedgwick advised that they would declare a non-financial conflict of interest in item 6.2 (*Minor Variation to the Proposed District Plan (Te Kowhai Airpark)*) in the Open Agenda and item 3.2 (*Appointment of Hearing Commissioners for Private Plan Change 22, Builtsmart Ltd*) in the Public Excluded Agenda.

Cr Patterson advised he would declare a non-financial conflict of interest in item 6.5 (*Waikato Civil Defence Emergency Management Group – Appointment of Alternate Council Representative*).

CONFIRMATION OF MINUTES

Resolved: (Crs Lynch/Henderson)

THAT the minutes of:

- a. a meeting of **Waikato District Council** held on **Monday, 9 December 2019;**
and
- b. an extraordinary meeting of **Waikato District Council** held on
Wednesday, 29 January 2020,

be confirmed as a true and correct record of each respective meeting.

CARRIED

WDC2002/02

COMMITTEE REPORTS

Infrastructure Committee Recommendations

Agenda Item 5.1.1

Proposed Name for the Hamilton to Auckland Start-Up Passenger Rail Service and its Cultural Rationale (INF2002/09)

Resolved: (Crs Patterson/Gibb)

THAT Council endorses the name Te Huia as the preferred name for the Hamilton to Auckland passenger train service.

CARRIED

WDC2002/03

REPORTS

Zero Harm Update

Agenda Item 6.1

The Zero Harm Manager, supported by the Chief Executive, highlighted, and responded to questions on, the following matters:

- Work Safe Home Safe Week 2020 – great participation from staff. Further analysis to be undertaken, which would be reported back to the Council.
- Staff were working with other PCBUs to investigate serious near-miss events.
- Safety and Wellness Engagement Conversations – only tracking number of conversations undertaken per month currently; staff were exploring how to get better analysis of data and content of conversations going forward.

It was believed that there were more conversations that took place than were recorded.

- Connection between health & safety audits undertaken with relevant infrastructure/community facilities. The General Manager Service Delivery advised that maintenance issues and non-delivery of contractual services which impacted health and safety were discussed as part of standard contractual management (e.g. periodic meetings with contractors). Zero Harm were reviewing solid waste contractors to determine what controls should be audited, which would provide greater clarity.
- Workplace violence and hazardous substances in the Critical Risk Register – graphs do not fully reflect the work undertaken by staff over the last three months which had resulted in more controls in place. Once there was confirmation the controls had been implemented, Zero Harm would update the graphs.

The Chief Operating Officer advised that critical risks were now shared across the Executive Leadership Team.

- Connectivity of personal safety devices in isolated areas – devices had been distributed to suit the role and responsibility of each employee. Coverage was via Spark and Vodafone, or via satellite. Testing had shown the devices provided satisfactory coverage.

Resolved: (Crs Church/Bech)

THAT the report from the Chief Executive be received.

CARRIED

WDC2002/04

Minor Variation to Proposed District Plan – Te Kowhai Airport Obstacle Limitation Surface
Agenda Item 6.2

Councillors Gibb and Sedgwick declared a non-financial conflict of interest and withdrew from the meeting, and did not take part in discussions or voting on this item.

The Senior Planner, supported by the Resource Management Policy Team Leader, summarised the report and the purpose of the proposed variation. The following matters were discussed:

- A variation was recommended as there were no specific submissions received on this issue as part of the Proposed District Plan consultation. Legal advice supported this approach.
- The variation corrected the error between the plans and text of the Proposed District Plan, and addressed minor wording changes for readability.
- The variation would not affect timeframes of the Proposed District Plan Hearings.
- Targeted stakeholders for consultation had been identified via the GIS' team analysis of the Council's property database, together with the original group of stakeholders who were consulted.
- Staff had endeavoured to draft the variation in plain English, though the content was complex.

- There would be public notices on the Council's website and newspaper to notify the wider community of the variation; it was suggested that the public notice also be linked on the Council's Facebook page. The newspaper notice directed the public to the Council's website and had a contact name and phone number should additional information be required.

ACTION: Staff to circulate, to elected members, a copy of the notified letter sent to land owners.

Resolved: (Crs McGuire/Woolerton)

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

AND THAT the Council approves "Variation 1 to the Proposed Waikato District Plan (Stage 1) - Te Kowhai Airport Obstacle Limitation Surface" (attached as Attachment 2 to the staff report), for notification pursuant to Sections 73(1A), and Clauses 5 and 16A of Schedule 1, of the Resource Management Act 1991;

AND FURTHER THAT the Council delegates to the General Manager Community Growth authority to:

- a. update the attached draft section 32 evaluation report (Attachment 3 to the staff report) to reflect the outcomes of the consultation currently being undertaken by staff; and
- b. approve the updated section 32 evaluation report to be made available to the public at the same time that Variation 1 is notified.

CARRIED

WDC2002/05

Councillors Gibb and Sedgwick rejoined the meeting at the conclusion of the above item.

Capital Toilet Budgets – Request for Budget Reallocation
Late Agenda Item 6.3

The updated report for this item was tabled at the meeting as a late agenda item [ref WDC2002/01].

Tabled Item: Late Report – Updated Report (Capital Toilet Budgets – Request for Budget Reallocation)

The Contracts Team Leader summarised the report. With the support of the Community Connections Manager, the following matters were discussed in response to questions:

- Staff would request an updated letter from the Onewhero Rugby Club to include a copy of the Club's resolution/decision on vesting the asset in Council.
- Staff confirmed that the toilet was Council's asset when it was originally connected.

- The replacement of the old septic tank would be included in the next set of work.
- Clarification was provided on the refurbishments to be undertaken.

Resolved: (Crs Smith/Patterson)

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

AND THAT the Council approves the vesting of the Onewhero Rugby Club onsite wastewater treatment and disposal system asset in Council for Responsible Camping, subject to receipt of an amended letter from the Club to include the Club's resolution on vesting the asset in Council;

AND FURTHER THAT the Council approves that:

- a. \$79,513 of Loan Funded be transferred from District Wide parks and reserves (IRGI0085-C0-0119) to Toilet budget (ITO10000-C0-0216), to reverse a previous transfer of loan funded budget used for Onewhero onsite wastewater treatment and disposal, so it can be made available for the Centennial Toilets; and**
- b. \$54,179 of 2019/2020 budget be made available for the Centennial Toilets capital works project (ITO10000-C0-0216) to be funded from unspent Ngaruawahia Dog Pound (IDO10020-C0-0219).**

CARRIED

WDC2002/06

Approval of 2019-22 Waikato Triennial Agreement
Agenda Item 6.4

The Chief Executive summarised the report and noted there were no significant changes to the agreement that was signed last triennium.

Resolved: (His Worship the Mayor/Cr McGuire)

THAT the report from the Chief Executive be received;

AND THAT the Council approves the 2019-22 Waikato Triennial Agreement, as attached to the staff report;

AND FURTHER THAT His Worship the Mayor be delegated authority to sign the 2019-22 Waikato Triennial Agreement on behalf of the Council.

CARRIED

WDC2002/07

Waikato Civil Defence Emergency Management Group – Appointment of Alternate Council Representation
Agenda Item 6.5

Cr Patterson declared a non-financial interest in this item.

The report was taken as read.

Resolved: (His Worship the Mayor/Cr Smith)

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

AND THAT the Council appoints Cr Eugene Patterson as the alternate appointment on the Waikato Civil Defence Emergency Management Group Joint Committee;

AND FURTHER THAT the Council notes the Governance Structure will be updated to reflect this appointment.

CARRIED

WDC2002/08

Cr Patterson abstained from voting on the above item.

Appointment of Panel to Hear Submissions on the Draft Woodlands Estate Reserve Management Plan
Agenda Item 6.6

The report was taken as read.

Resolved: (Crs Church/Sedgwick)

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

AND THAT the Council appoint a hearings panel comprising:

- a. Councillors Patterson and Smith; and
- b. a representative from Waikato Tainui,

to hear submissions on the Draft Woodlands Reserve Management Plan and Woodlands Concept Plan, and to report back to the Infrastructure Committee following the hearing and considering the submissions received.

CARRIED

WDC2002/09

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Thomson/Henderson)**THAT** the report of the Chief Executive be received;**AND THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1 Confirmation of Minutes 2.1 Recommendations from the Infrastructure Committee 3.1 Development Agreement Rangitahi 3.2 Appointment of Hearing Commissioners for Private Plan Change 22, Buildsmart Ltd 4. Chief Executive's Issues 5. Mayoral Issues	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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

Item No.	Section	Interest
2.1	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
3.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
3.2	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
4 and 5	7(2)(g)	To maintain legal professional privilege.
	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.

CARRIED

WDC2002/10

Resolutions WDC2002/11 – WDC2002/16 are contained in the public excluded section of these minutes.

REPORTS (CONTINUED)

It was resolved during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

Development Agreement Rangitahi
Agenda Item PEX 3.1

Resolved: (Crs McGuire/Gibb)

THAT the report from the Chief Operating Officer be received;

AND THAT the Council retrospectively approve, as at Friday 20 December 2019, the Development Agreement with Rangitahi Limited, as attached to the staff report (Attachment 1);

AND FURTHER THAT the Council notes the attached record of the meeting held on Friday 20 December 2019 (Attachment 2 of the staff report);

AND FURTHER THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public.

CARRIED

WDC2002/14

It was resolved during the public excluded section of the meeting that the following resolution be released into open meeting and that the staff report be made available to the public:

Appointment of Hearing Commissioners for Private Plan Change 22, Builtsmart Property Partnership
Agenda Item PEX 3.2

Resolved: (Crs McGuire/Thomson)

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

AND THAT Council appoints Mr David Hill as an independent commissioner and as Chair of a two-person hearings panel;

AND FURTHER THAT Council appoints Mr Shane Solomon as an independent commissioner bringing an understanding of tikanga Maaori and of the perspectives of local iwi and hapuu to the hearings panel;

AND FURTHER THAT Council delegates to the hearings panel all powers, duties and functions under the Resource Management Act 1991 to consider, hear, deliberate and decide on all submissions and further submissions received on Plan Change 22 to the Operative Waikato District Plan;

AND FURTHER THAT the staff report and resolution be released into the open meeting.

CARRIED

WDC2002/15

Crs Smith and McInally requested that their dissenting votes be recorded.

There being no further business, the meeting was declared closed at 11.02 am.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Minutes of an emergency meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 24 MARCH 2020** commencing at **1.00pm**.

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech [*via telephone conference*]
 Cr JA Church [*via telephone conference*]
 Cr CA Eyre
 Cr JM Gibb
 Cr SL Henderson
 Cr SD Lynch
 Cr RC McGuire [*via telephone conference*]
 Cr EM Patterson
 Cr JD Sedgwick
 Cr NMD Smith
 Cr LR Thomson
 Cr CT Woolerton

Attending:

Mr T Whittaker (Chief Operating Officer)
 Ms A Diaz (Chief Financial Officer)
 Mrs C Pidduck (Legal Counsel)
 Mr B Stringer (Democracy Manager)
 Ms G Brady (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Patterson/Sedgwick)

THAT an apology be received from Cr McNally

CARRIED

WDC2003/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the agenda for an emergency meeting of the Waikato District Council held on 24 March 2020 be confirmed and all items therein be considered in open meeting.

CARRIED

WDC2003/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

REPORTS

Emergency Delegations for COVID-19

Agenda Item 4

The Democracy Manager introduced the report and outlined the proposed tiered delegations model to operate in light of the Covid-19 developments and pending Alert Level 4 restrictions.

The Chief Operating Officer outlined the rationale for the requested increase in financial delegation for the corporate credit card, and how the card was managed.

The following matters were discussed:

- Roles and responsibilities under a state of emergency, and the practical effect of the civil defence and emergency management legislation.
- The Chief Operating Officer also fulfilled the role of Deputy Chief Executive.
- The duration of the proposed delegations.
- Practical steps that would be taken to ensure all elected members were kept informed.

It was requested that the Terms of Reference for the Emergency Committee (attached to the staff report) be amended to insert “Emergency” before “Committee” in the last paragraph.

Resolved: (His Worship the Mayor/Cr Smith)

THAT the report from the Chief Executive be received;

Delegation to the Emergency Committee

AND THAT the Council establishes an Emergency Committee, the membership for which comprises:

**His Worship the Mayor;
Deputy Mayor
Infrastructure Committee Chairperson
Policy & Regulatory Committee Chairperson
Strategy & Finance Committee Chairperson
Regulatory Subcommittee Chairperson,**

AND FURTHER THAT the Council approves the Emergency Committee's Terms of Reference, attached to the staff report, subject to the noted amendment.

AND FURTHER THAT the Council activates the Emergency Committee from 24 March 2020 to operate during Alert Levels 3 and 4 of the COVID-19 emergency and suspend all other committees and community boards of the Council.

Contingency Delegation

AND FURTHER THAT the Council delegates to any two members of the Emergency Committee all responsibilities, duties and powers of Council, Council committees or subcommittees or community boards (except any decisions that cannot be delegated by law), provided that such delegation will only take effect if the Chief Executive (or Deputy Chief Executive, should the Chief Executive be unavailable; or if the Deputy Chief Executive is unavailable, then the line of authority of General Managers as outlined below), in consultation with His Worship the Mayor (or Deputy Mayor, should the Mayor be unavailable; or the Chairperson of the relevant committee or, if the Chairperson of the relevant committee is unavailable, any Deputy Chairperson of the relevant committee) determines:

- i. that an urgent decision to enable the proper performance of Council functions is required by the Council, a Council committee subcommittee or community board; and
- ii. that in the circumstances it is not possible or is impractical to convene a meeting or obtain a quorum for the Emergency Committee, due to the COVID-19 pandemic.

AND FURTHER THAT Council agrees that:

- i. any decision made pursuant to the delegation set out above will be binding on the Council;
- ii. decisions made under these delegations will be circulated to all Councillors and the public (unless publicly excluded) as soon as possible and be reported at the earliest possible full Council meeting.

Chief Executive Delegation

AND FURTHER THAT the Council delegates to the Chief Executive (or the Deputy Chief Executive, if the Chief Executive is unavailable) all of the Council's powers, duties, and responsibilities that the Council can lawfully delegate to officers. These powers, duties, and responsibilities include the ability to enter into any contract or to authorise any level of expenditure. They do not include the powers, duties, and responsibilities that the Council has already delegated to the Chief Executive (and Deputy Chief Executive) under delegations in force at this time, or any authority to make any Council decisions under the Civil Defence Emergency Management Act 2002 (which shall be dealt with in accordance with that Act).

This delegation is subject to the following conditions:

- i. the delegated powers, duties, and responsibilities may be exercised only in circumstances where:
 - the Council, or its committees or subcommittees (including the Emergency Committee), or its community boards are unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987;
 - the Contingency Delegation noted above is not available or the delegated members are unable to exercise the delegated powers, responsibilities and duties due to COVID-19;
- ii. the Chief Executive (or the Deputy Chief Executive) must exercise the delegated powers, duties, and responsibilities in consultation with the Mayor (or, if the Mayor is unavailable, the Deputy Mayor or, if the Deputy Mayor is unavailable, the Chairperson of the relevant committee or, if the Chairperson of the relevant committee is unavailable, any Deputy Chairperson of the relevant committee);
- iii. the Deputy Chief Executive may exercise the delegated powers, duties, and responsibilities only in the event that the Chief Executive is unavailable; and
- iv. any decisions made and documents executed in exercising the delegated powers, duties, and responsibilities must be reported to the next Emergency Committee meeting or ordinary meeting of the Council (whichever comes first).

This delegation may be revoked at any time by the Council or the Emergency Committee. In the event there is any inconsistency between this delegation and any other delegations made by the Council, this delegation takes precedence.

AND FURTHER THAT for the duration of the COVID-19 emergency, approves the Chief Executive's financial delegation be set at \$1.5 million, to allow for any unanticipated urgent expenditure. Any such unanticipated expenditure is to be reported back to the Emergency Committee.

AND FURTHER THAT the Council notes and agrees to the following line of delegated authority (in deescalating order) in the event that the Chief Executive, or Deputy Chief Executive, is unable to fulfil any delegated powers, duties and responsibilities due to COVID-19:

General Manager Customer Support

General Manager Service Delivery

General Manager Community Growth

General

AND FURTHER THAT the Council notes that the delegations above are intended to:

- i. be used as a contingency and to ensure that Council can continue to undertake its proper functions through the COVID-19 pandemic;
- ii. discontinue in the event that the COVID-19 Alert Level enables ordinary Council and committee meetings to recommence, as determined by the Chief Executive in consultation with His Worship the Mayor (or Deputy Mayor, as the case may be), and

the Council also notes that other than as set out in this report, the Chief Executive and officer delegations that are currently in place, and delegations that cannot be delegated by law, are unaffected by this resolution and will remain with the Chief Executive, officers or Council as applicable.

AND FURTHER THAT in the event there is a legislative change to enable those attending via audio or audiovisual link to be counted as present for the purposes of the quorum, the following **Standing Orders** be amended:

“12.8 Member’s status: quorum

Members who attend meetings by audio or audiovisual link will be counted as present for the purposes of a quorum.

12.9 Member's status: voting

Where a meeting has a quorum, the members attending by electronic link can vote on any matters raised at the meeting.”

AND FURTHER THAT the Council approves an increase in the Waikato District Council corporate credit card from \$5,000 to \$20,000.

CARRIED

WDC2003/03

There being no further business, the meeting was declared closed at 1.28pm.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	21 April 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference	GOV1301
Report Title	Receipt of Minutes

I. EXECUTIVE SUMMARY

To receive the minutes of the extraordinary Emergency Committee meeting held on Wednesday, 8 April 2020.

2. RECOMMENDATION

THAT the minutes of the extraordinary Emergency Committee meeting held on Wednesday, 8 April 2020 be received.

3. ATTACHMENTS

Emergency Committee Minutes – 8 April 2020

Minutes of an extraordinary meeting of the Waikato District Council's Emergency Committee held by Audio-Visual Conference Call on **WEDNESDAY, 8 APRIL 2020** commencing at **9.00am.**

Present:

His Worship the Mayor, Mr AM Sanson (Chairperson)
 Cr AD Bech
 Cr JM Gibb
 Cr EM Patterson [*from 9:03am*]
 Cr JD Sedgwick
 Cr NMD Smith

Attending:

Cr JA Church
 Cr CA Eyre
 Cr SL Henderson [*from 9:17am*]
 Cr CT Woolerton

Mr TG Whittaker (Chief Operating Officer)
 Mr R MacCulloch (General Manager Service Delivery)
 Mr C Morgan (General Manager Community Growth)
 Ms A Diaz (Chief Financial Officer)
 Mr J Quinn (Communications, Engagement and Marketing Manager)
 Ms J Bishop (Contracts and Partnering Manager)
 Mr R Bayer (Roading Team Leader)
 Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Bech/Sedgwick)

THAT an apology for lateness be received from Cr Patterson.

CARRIED

EMGY2004/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Bech/Smith)

THAT the agenda for an extraordinary emergency meeting of the Emergency Committee held on **Wednesday, 8 April 2020** be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 6 which shall be considered with the public excluded.

CARRIED

EMGY2004/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (His Worship the Mayor/Cr Sedgwick)

THAT the minutes of an emergency meeting of the **Waikato District Council's Emergency Committee**, held on **Monday 30 March 2020**, be confirmed as a true and correct record of that meeting.

CARRIED

EMGY2004/03

Councillor Patterson joined the meeting at 9.03am at the conclusion of the above item.

REPORTS

Local Governance Statement
Agenda Item 5.1

The report was taken as read. The following changes were requested to the Statement:

- Clarify that Community Boards and Committees would form part of the representation review to be undertaken during the current triennium.
- Record that Council would explore alternative and innovative ways to engage and consult with its communities, in light of the Covid-19 pandemic.

Resolved: (Crs Gibb/Sedgwick)

THAT the report from the Chief Executive be received;

AND THAT the Emergency Committee approves the **2019-22 Local Governance Statement** (as attached to the staff report), subject to the requested changes.

CARRIED

EMGY2004/04

EXCLUSION OF THE PUBLIC

Agenda Item 6

Resolved: (Crs Gibb/Sedgwick)**THAT** the report of the Chief Executive be received;**AND THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.1 – Contract No. 14/314 Waikato District Council and Downer New Zealand Alliance Agreement	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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

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

CARRIED**EMGY2004/05**

Resolutions EMGY2004/06 - EMGY2004/07 are contained in the public excluded section of these minutes.

Having concluded the public excluded session, and there being no further business, the meeting was declared closed at 9.54am.

Minutes approved and confirmed this day 2020.

AM Sanson
CHAIRPERSON

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	28 April 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Actions Register - Open

I. EXECUTIVE SUMMARY

To update the Waikato District Council on actions arising from previous meetings.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Actions Register - Open

Waikato District Council

Actions Register

Date	Action	Team Responsible	Status
24 Feb 2020	<u>Minor Variation to Proposed District Plan – Te Kowhai Airport Obstacle Limitation Surface</u> Staff to circulate, to elected members, a copy of the notified letter sent to land owners.	Community Growth	We can't notify this plan change until we get back to Alert Level 2. So, while we can get the letter, public notice etc ready to go, we will not be able to notify it (or undertake the action arising from the CCL meeting) until at least 11 May.

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	23 April 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Policy & Regulatory Committee Recommendations

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval of the recommendation from the Policy & Regulatory Committee meeting of Monday, 16 March 2020, as set out below.

The Policy & Regulatory Committee Agenda and Unconfirmed Minutes from its meeting of Monday, 16 March 2020 can be found on the Council website:

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

2. RECOMMENDATION FROM THE POLICY & REGULATORY COMMITTEE

2018/19 Annual Dog Control Report
(P&R2003/06)

THAT Council approves that the 2018/19 Animal Control Report (as detailed in the attachment to Item 5.4 in the Policy & Regulatory Agenda) be released to Local Government NZ and the community.

Recommended 2019 Amendments to schedules attached to the Waikato District Council Speed Limit Bylaw 2011
(P&R2003/07)

THAT subject to any amendments from the Policy & Regulatory Committee, the Council adopt the 2019 proposed amendments to the schedules attached to the Speed Limit Bylaw 2011 (as detailed in Appendix 2 and Appendix 3 to Item 5.5 in the Policy & Regulatory Agenda, and as tabled at the Committee meeting).

3. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	24 April 2020
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Updated Emergency Delegations for COVID-19

I. EXECUTIVE SUMMARY

The purpose of this report is to:

- a. confirm recent changes to local government legislation in light of New Zealand's response to Covid-19; and
- b. seek the Council's approval for a back-up mechanism for decision-making should Council be unable to convene a properly constituted meeting under the new requirements and in the current circumstances.

At its emergency meeting on 24 March 2020, the Council established the Emergency Committee and approved a tiered delegation model to ensure urgent decisions could continue to be paid during the Covid-19 pandemic. The Emergency Committee met on 30 March 2020 and 8 April 2020. Minutes for these meetings can be accessed [here](#).

The [Covid-19 Response \(Urgent Management Measures\) Legislation Act 2020](#) was enacted on 26 March 2020. It enables Council meetings to be held remotely (i.e. no requirement that members need to be physically present to satisfy quorum requirements) for the duration of the Epidemic Preparedness (COVID-19) Notice 2020. From Tuesday, 28 April 2020, New Zealand has been at Alert Level 3, during which time local authority meetings must continue to be held remotely (e.g. via audio-visual conference call). The Alert Level will be reviewed by the Cabinet on 11 May 2020.

Staff recommend that the delegations in the Council's resolution of 24 March 2020 (WDC2003/03) are altered to retain the tiered delegation model, including the Emergency Committee, as a 'back-up' in the event that a full Council meeting cannot be convened, with at least 24 hours' notice, due to a lack of quorum. In these circumstances, the Chief Executive may call a meeting of the Emergency Committee to deal with any urgent decisions required. To confirm, if at least 7 elected members can meet, a full Council meeting will be held in the usual way.

It is intended for the Emergency Committee to continue in operation beyond the current Covid-19 pandemic, should it be required during this triennium in line with its Terms of Reference. Attachment I to the staff report set out minor changes to the Emergency Committee's Terms of Reference to reflect the recommendations.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the delegations granted at the emergency Council meeting on 24 March 2020 (ref WDC 2003/03) are altered as follows:

1. Delegation to the Emergency Committee

THAT the Council approves that, if upon at least 24 hours' notice, a Council meeting cannot be convened due to a lack of quorum, the Chief Executive (or his delegate), in consultation with the Mayor (or, in the absence or unavailability of the Mayor, the Deputy Mayor), may call a meeting of the Emergency Committee to consider and decide on any of the matters that were to be presented to the Council (provided such matters fall within the Emergency Committee's Terms of Reference);

AND THAT the Council approves the amended Terms of Reference for the Emergency Committee, as attached to the staff report (Attachment I);

AND FURTHER THAT the Council notes that an Emergency Committee meeting called in accordance with this resolution is held in place of a Council meeting.

2. Contingency Delegation and Chief Executive Delegation

AND FURTHER THAT, for clarity, the Council confirms the Contingency Delegations and Chief Executive Delegations, as detailed in the Council resolution of 24 March 2020 (WDC 2003/03) continue, subject to the terms of the respective delegations, until they are revoked by the Council.

AND FURTHER THAT the Council approves that this resolution is to take immediate effect.

3. BACKGROUND

At its emergency meeting on [24 March 2020](#), the Council approved a tiered contingency delegation model to ensure that urgent decisions could continue to be made during the Covid-19 pandemic. At the time of that decision, legislation required members of Council or a Committee to be physically present to be counted towards a quorum. The Emergency Committee, established as part of this delegation model, met on [30 March 2020](#) and [8 April 2020](#).

On 25 March 2020, Parliament passed emergency legislation relating to New Zealand's response to Covid-19. The [Covid-19 Response \(Urgent Management Measures\) Legislation Act 2020](#) (**the Act**) amends various legislation to allow government business to continue (and to be appropriately managed) in the face of Covid-19. The Act makes the following changes to legislation relevant to local government:

- The Act makes amendments to the Local Government Act 2002 (**LGA**) and the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) to enable council meetings via audio or audiovisual link to meet quorum requirements (i.e. it removes the need for physical attendance for quorum purposes). For Council, the quorum requirements remain half of the elected members (i.e. 7 members), whether attending remotely or in person.
- The Act modifies the LGOIMA requirement for meetings to be open to the public to be met without having to allow physical access to those meetings. Instead, if it is reasonably practicable, the Council must broadcast meetings live and provide records of the meetings on Council's website. The Emergency Committee meetings recently held complied with these requirements.

Note that the above amendments to the LGA and the LGOIMA are automatically repealed when the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked. At such point, the previous legislative position will return (e.g. requirement for physical presence for quorum purposes).

As at the date of this meeting, New Zealand is on Alert Level 3 which, amongst other things, means all local authority meetings must continue to occur remotely. At the date of writing this report, the COVID-19 Local Government Response Unit is assessing what Alert Level 2 will mean for local authorities' services; staff will provide an update to Councillors once this is known.

On 21 April 2020, His Worship the Mayor and the Chief Executive confirmed that full Council meetings will resume as permitted by the Act. Meetings of Council committees, Community Boards and Community Committees continue to be suspended to meet the requirements of Alert Level 3 (in relation to public meetings) and to reflect that the focus of key staff is the delivery of urgent and essential services as part of the Emergency Operation Centre and the Recovery Team, rather than diverting this resource to ordinary meeting business.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Act enables Council meetings to resume, subject to satisfying the other legislative requirements in relation to availability of agendas, minutes and public 'access' to the meetings. Staff recommend that Council approves a back-up mechanism for decision-making should it be unable to convene a properly constituted meeting under the new requirements. This is likely to be a rare set of circumstances, but is one that should be prudently planned for in advance.

The recommendation keeps the current tiered delegation model 'on foot', though this will only be triggered in the event the Council was unable to satisfy quorum requirements for a planned meeting. This is consistent with the intent of the Council's decision on 24 March 2020. For clarity, the delegation model (including Emergency Committee meetings) would be capable of being exercised more than once, unless and until Council resolves otherwise. The 'trigger point' in each case is when a Council meeting is unable to be called at 24 hours' notice – the minimum notice requirement for an emergency meeting – because at least 7 elected members would not be available for that Council meeting.

It is also recommended that minor amendments are made to the Emergency Committee's Terms of Reference to reflect the adjusted delegation model detailed in this report. Attachment I sets out the amended Terms of Reference (with track changes).

Options

If Council agrees to all recommendations, then there is a robust process in place in the event that a full Council meeting cannot be held due to a lack of quorum. This will enable urgent decision-making to continue to cover all eventualities in what remains uncertain times.

If Council decides not to approve the recommended 'back up' to Council meetings, then there is a risk that, should Council not be able to meet, urgent decisions may not be able to be made until such time as a Council meeting is held. This may impact the operations of the organisation and/or the recovery plans for the District.

5. CONSIDERATION

5.1 FINANCIAL

There are no material financial considerations. The increased financial delegations to the Chief Executive for unexpected expenditure, as approved by the Council at its meeting on 24 March 2020, continues for the duration of the COVID -19 pandemic.

5.2 LEGAL

The legal position in relation to delegations is set out earlier in this report, and in the staff report presented to the 24 March 2020 emergency Council meeting.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Having considered the Significance & Engagement Policy, staff consider the decisions required in this report have low level of significance. Key stakeholders have been informed of the proposed approach to be taken by the organisation in this regard.

Highest levels of engagement	Inform <input checked="checked" type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
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).	Type here if applicable				

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

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

6. CONCLUSION

With recent changes to legislation and the Alert Level for COVID-19, the Council needs to amend the delegations it approved at its emergency meeting on 24 March 2020. The recommendation will enable urgent decisions to be made, even if a Council meeting cannot meet due to not satisfying quorum requirement.

7. ATTACHMENTS

Emergency Committee – Amended Terms of Reference

EMERGENCY COMMITTEE

Reports to:	The Council
Chairperson:	His Worship the Mayor
Deputy Chairperson:	Cr Aksel Bech Deputy Mayor
Membership:	Chairperson – Infrastructure Committee Chairperson – Policy & Regulatory Committee Chairperson – Strategy & Finance Committee Chairperson – Regulatory Subcommittee
Meeting frequency:	As required
Quorum:	Two members.

Purpose:

The Emergency Committee is to determine matters within the authority of Council, Council committees or subcommittees, or community boards where an urgent decision is required and a full meeting of Council is precluded due to [a lack of quorum as a result of](#) any pandemic or state of emergency.

Terms of Reference and Delegations

1. To exercise all powers, responsibilities and duties of the Council, Council committees or subcommittees, or community boards except for those that:
 - Have been delegated to staff; and
 - Cannot be delegated pursuant to clause 32, Schedule 7 of the Local Government Act 2020, or under any other legislation.
- ~~2. The Emergency Committee is activated by resolution of Council for specific events, or where resolution by Council is not possible, on the joint authority of the Mayor and Deputy Mayor.~~

Explanatory Note

- ~~2. An Emergency Committee meeting can be called by the Chief Executive if a Council meeting cannot be convened, on providing at least 24 hours' notice, due to a lack of quorum.~~
- ~~3. Agendas and minutes for the Emergency~~ Committee [agendas and minutes](#) will be circulated to all Councillors.
4. For clarity, Councillors who are not members of the Emergency Committee may still attend an Emergency Committee meeting, though cannot participate in voting.

Open Meeting

To	Waikato District Council
From	Tony Whittaker Chief Operating Officer
Date	22 April 2020
Prepared by	Debra Dalbeth Business Improvement Analyst
Chief Executive Approved	Y
Document Set #	GOV1318
Report Title	2019-2020 Third Quarter Non-Financial Performance Report

I. EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the third quarter non-financial performance results.

This report is in two parts, the first is the 2019/20 Long Term Plan (“LTP”) Key Performance Indicators (“KPIs”) and the second part is the Resident Satisfaction survey which is the residents perception of how we are doing. Both of these read together should give a balanced view.

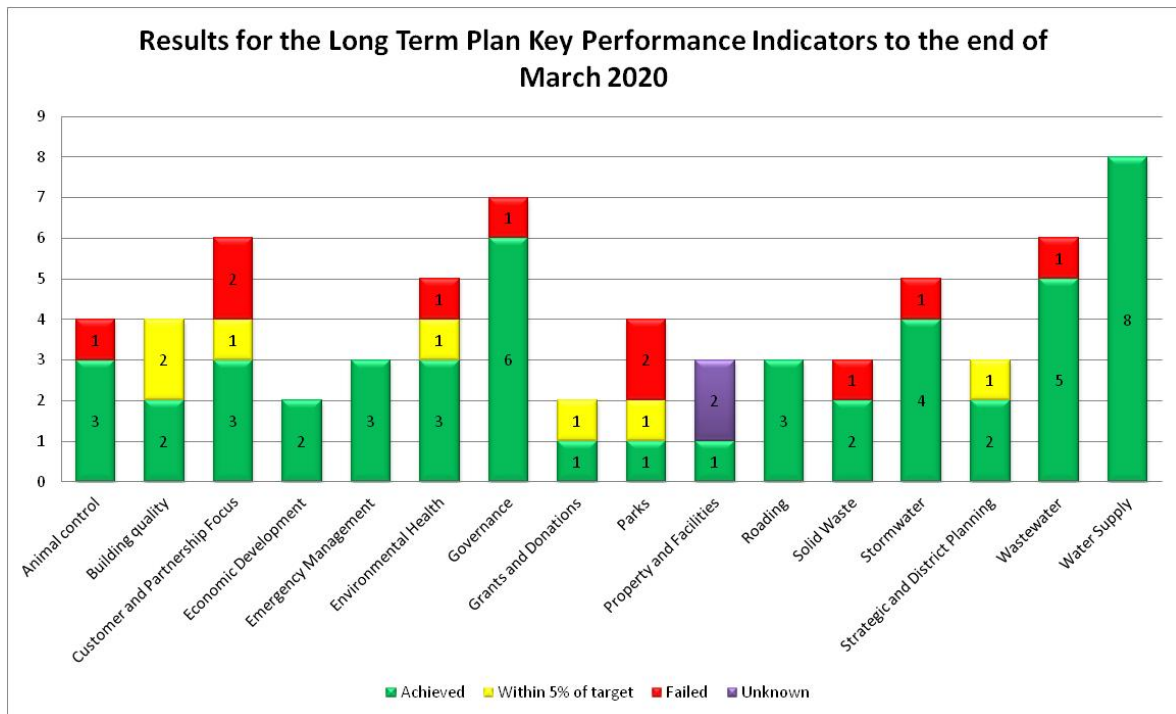
All these results are from the pre-covid-19 quarter, the National Research Bureau (“NRB”) are continuing to survey residents during the lockdown.

These results will be used to inform the Annual Report.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. LTP KPIs



Achieved	Within 5% of target	Failed	Not Measured
72%	10%	15%	3%

There are seventy nine KPIs that are reported in the Annual Report. Currently 21 are measured monthly, 40 quarterly, 7 half yearly and 11 annually.

The above graph shows the number of KPIs that were achieved, came close or did not achieve, grouped by category.

This is the second year of this LTP. The below chart shows the results from the first year of this LTP were better than the results from the last LTP, however these end of year results highlighted issues with measuring some KPIs. These issues will be addressed this year.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 1st quarter	2019/2020 2nd quarter	2019/2020 3rd quarter
Achieved	67 (68%)	65 (66%)	57 (58%)	61 (77%)	49 (80%)	55 (81%)	49 (72%)
On track	8 (8%)	4 (4%)	6 (6%)	5 (6%)	6 (10%)	7 (10%)	7 (10%)
Not achieved	23 (24%)	29 (30%)	35 (36%)	11 (14%)	6 (10%)	6 (9%)	10 (15%)
Unknown				2 (3%)			2 (3%)
TOTAL MEASURES	98	98	98	79	61	68	68

Attached to this report is *Appendix 1 - 2019-20 3rd quarter LTP KPI Report*.

4. RESIDENTS SATISFACTION SURVEY

Some questions from the Resident Satisfaction Survey feed into the LTP but the majority of questions are to give us an indication of how residents view services and the performance across Council. These results also allow us to compare performance against other Councils and to track trends in our performance over several years.

NRB was chosen as the preferred provider as they are cost effective and they conduct a 'Communitrak' survey every 2 years which enables us to benchmark ourselves against all other New Zealand Councils.

Waikato District Council residents are surveyed at approximately 10 residents per week. At the end of each quarter, after 100 residents are surveyed, we receive this data. This approach mitigates seasonal bias or 'moment in time' events from slanting Councils annual results. The survey summary from the last quarter is attached.

Attached *Appendix 2 - 2019-20 3rd quarter Satisfaction Survey Summary*.

Trends

Based on trends this year the level of effort to deal with council has fluctuated with more effort required in the third quarter. During this quarter we have recorded the largest % of residents who have said it takes a lot of effort to deal with council, and also the lowest % of residents who have said it takes no effort to deal with Council.

Overall dissatisfaction with the service our residents have received has increased and we are consistently higher than our peer group dissatisfaction levels. Comments still show that people are concerned that work is not being completed and they are not getting call backs.

The graphs also show that there were significant decreases in satisfaction with democracy, governance and consultation in the first quarter with results improving in the second quarter but decreasing again in the third.

Trend graphs are attached *Appendix 3 – 3rd quarter Survey Trend Graph*

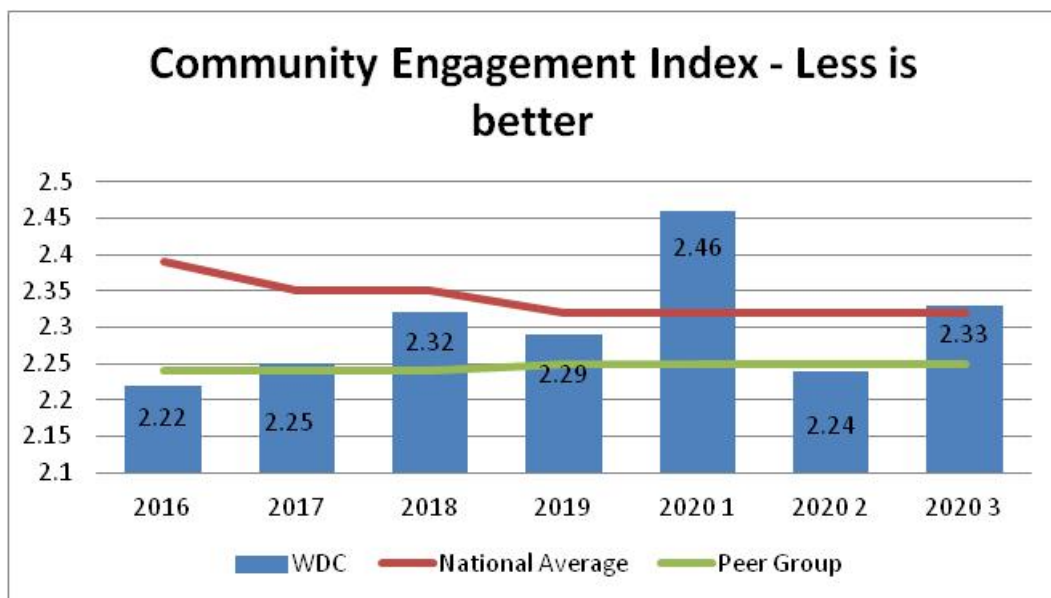
5. ENGAGEMENT

Engagement is measured from 5 key questions in our Residents Survey. These were chosen as they are also asked in the National Research Bureau's Communitrak survey which gives us benchmarking data against other Councils.

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 target we have set for ourselves is to have 2.25 or less.

Our peer group of Councils have an index of 2.25, the national average is slightly higher and the Waikato District Council result from the third quarter is an index of 2.33.



While the satisfaction with all 5 questions reduced in the first quarter, they bounced back in the second quarter to levels similar to last year. The third quarter results have again levelled to end of year results.

Graphs of the results from the individual questions are at the end of Appendix 3. They show satisfaction with rates spending has decreased and dissatisfaction with quality of life has increased.

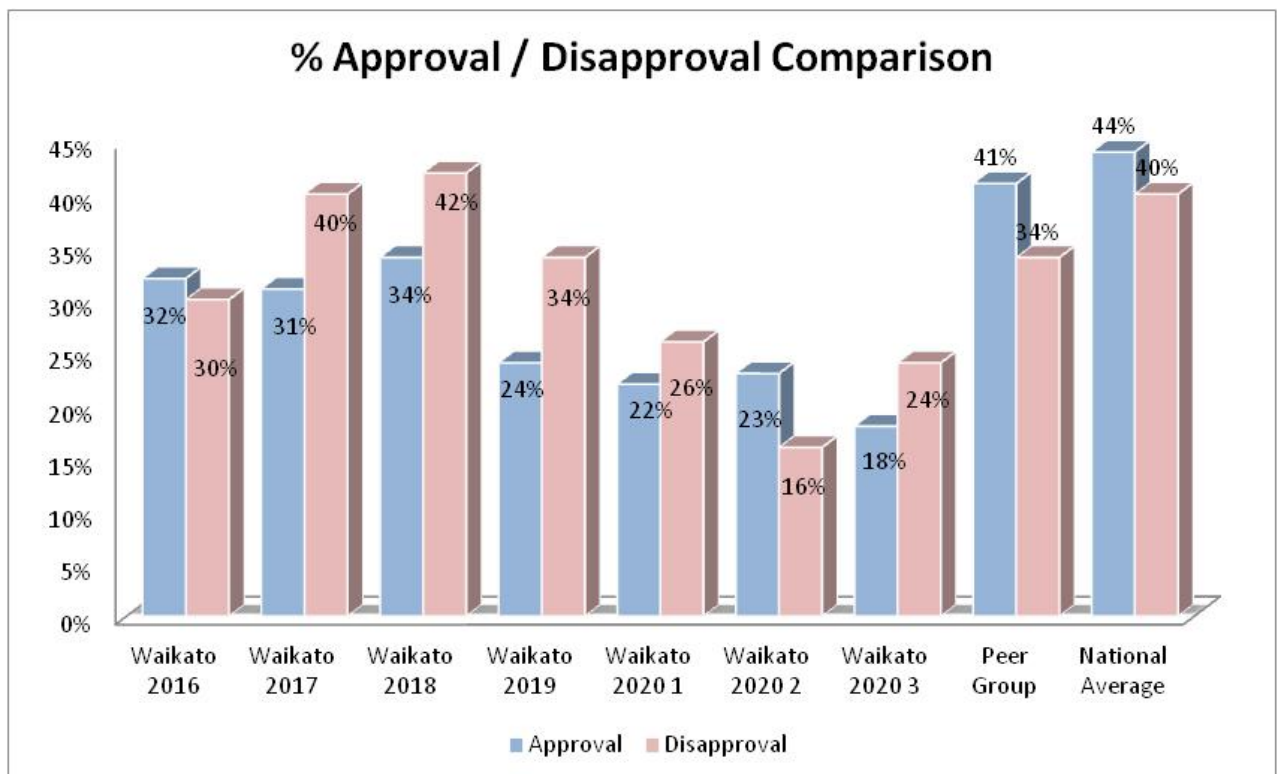
6. OUTCOMES

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 Council's actions, decisions or management in the last few months that you dislike or disapprove of?

This is asked to gauge the level of support residents had for Council's actions and decisions. The % of residents who approve of Council's actions or decisions has reduced in the third quarter from 23% to 18% while the % that disapproves has increased from 16% to 24%.

In the last quarter the approval rating went above the disapproval rating for the first time however the balance has again changed with the disapproval rating being higher than approval. A combined rating of 42% shows that more of our residents, 58% of those surveyed, have found nothing to approve or disapprove of. This could suggest a district that is ambivalent with council actions or possibly the potential for disengagement with our communities.

Comments from residents suggest that there are a variety of issues including rate increases, valuations, Raglan wharf and the one-way bridge, freedom campers and no library access. Positive comments highlight parks and playgrounds and a new library.



7. GOVERNANCE / DEMOCRACY:

In regard to Governance/Democracy, residents were asked if they feel they have the opportunity to be involved and participate in the way the Council makes decisions, 54% said yes they feel they have the opportunity while 36% said they had actually tried to participate. In this quarter more people had tried to participate and less were satisfied that they could.

Trend graphs in Appendix 3, show a decrease in satisfaction with the governance section of questions. The quarterly result for the question about satisfaction with the ability to contact the Councillors/Mayor has a large margin of error as only 13 people responded to this question in the first quarter, 4 in the second quarter and 12 in the third quarter. Of those 12 people, 7 were very satisfied and 6 satisfied. This is a good result however, the margin of error is high so conclusions can only be made at the end of the year with the full weighted results.

8. CONCLUSION

We are in the second year of the LTP and staff familiarity with the KPI's are increasing along with addressing issues around measurement. Information gathered from these supports the work currently being done around creating plans and measurements for the next LTP. The profile of these results is increasing through the organisation with work being done to improve them.

9. ATTACHMENTS

- Appendix 1 - 2019-20 3rd quarter LTP KPI Report
- Appendix 2 - 2019-20 3rd quarter Satisfaction Survey Summary
- Appendix 3 – 3rd quarter Survey Trend Graph



Waikato District Council

Scorecard Report

Period: Jul-19 - Mar-20

LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
2019-21 LTP Governance				
Satisfaction of residents that they were able to contact their Councillor as and when required	%	90.00	100.00	
COMMENTS: 12 people responded to this question. 7 people (54%) were very satisfied and 6 (46%) satisfied.				
Iwi ki te Haapori - Number of joint committee meetings held per annum	#	3.00	2.00	
COMMENTS: No meeting held this quarter.				
Iwi ki te Haapori - Number of identified or notified breaches/ objections under Joint Management Agreements, MOU's and MOA's	#	0.00	0.00	
COMMENTS: Nil				
Iwi ki te Haapori - Number of formal governance hui held between council and iwi / hapu groups	#	3.00	3.00	
COMMENTS: A number of other meetings have been held on various topics which are not governance but engagement and working together. eg Poka Nepia Re: Kaumaatua Proposal WDC; Ngati Mahuta Mokopuna youth camp; Ngati Paoa Environment officer Chrystal Cherrington; Ngati Hine Tamariki Camp; Raglan meeting with iwi groups. Ngati Mahanga / Ngati Tamainupo; Ngati Wairere re Woodlands project & playground in Gordonton; Taniwha Marae & Waikato Tainui re Launch of Creek Restoration Project; Te Teko Marae with Tainui Elders; Ngati Haua Re: Tourist Development; Ngati Wairere discussing H2A; Taroai Rawiri (Waikato Tainui) Wetlands in Te Kauwhata; Ngaati Mahanga Raglan re Fish quotas / sea boundaries / rubbish on streets; Rangatahi Bridge Blessing/ Opening; Dawn Karakia with Iwi /NZTA / WDC/Taupiri Community Board / Contractors on the Otaahau restored pa site; Ngati Tamaoho re Mercer Reserve / Pokeno development /Ngati Naho / their boundaries; Ngati Haua meeting with Developers; Waikeri marae rep & Ngati Mahanga marae Rep Re: Variation to Te Kowhai Airport; H2A meeting with iwi groups and various Councils; Tainui Games; Kimihia Lake Meeting with Waikato Tainui / DoC / Regional Council / Lake Citizens / NZTA / NIWA and Iwi; Chair of Ngati Tamaoho discussing, Mercer Reserve & their correspondence with WDC & Mercer Community Group; Tribal Te Whakakitenga Meeting; Waahi Paa Event - Te Ataarangi ki Roto o Tainui; Port Waikato catch up with iwi group; Muna Wharawhara @ Hamilton City Council discussing iwi engagement strategy for H2A stations; Kawhia / Maketu Marae with Waikato Tainui; Okapu Poukai; Minister Mahuta, Ngaati Hauaa, TPK Re: Tourism Venture within WDC area;				
Percentage of minutes of all open meetings that are made publicly available via the Council's website	%	100.00	100.00	
COMMENTS: All confirmed minutes are online				
Percentage of Council decisions that comply with statutory requirements	%	100.00	100.00	
COMMENTS: All decisions have complied with statutory requirements.				
Percentage of district plan changes that are undertaken as per the RMA statutory process	%	100.00	100.00	
COMMENTS: The Resource Management Policy team of Council is focussing on a full review of the District Plan. This process, known as the District Plan Review, is being conducted in accordance with the required RMA processes. The District Plan Review has been split into two stages. Stage 1 covers all aspects of the District Plan apart from issues relating to natural hazard risk and climate change which form part of Stage 2. For Stage 1, Public Hearings started on 30 September 2019 - six hearings have been held so far. A draft of Stage 2 was open for public feedback between 30 September and 31 October. One integrated decision will be released on Stage 1 and 2 sometime before mid September 2021.				

2019-21 LTP Animal Control - LTP

LTP - 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	100.00	
<i>COMMENTS:</i> All jobs attended within 1 hour of the complaint being lodged with the appropriate officer.				

LTP - The percentage of complaints regarding stray stock that have council personnel on site within 1 hour	%	95.00	100.00	
<i>COMMENTS:</i> All jobs attended within 1 hour of the call being lodged with the appropriate officer.				

LTP - The number of reported serious dog attacks on people in public places (where medical attention is required) that occur in our district does not exceed 10 per year	#	10.00	18.00	
<i>COMMENTS:</i> There is a growing public awareness around Animal Control and who to call when a serious attack happens. This may see this number continue to grow as we receive more reports.				

LTP - Complete Engagement and Education Visits throughout the district	#	60.00	72.00	
<i>COMMENTS:</i> 5 engagement visits completed in March. March was too early in the school year for school visits to have been booked in. The Education officer was having a good rate of enrolment with the schools when Covid 19 hit. This will severely impact this KPI moving forward. However Animal Control is actively engaging with our community everyday via social media. this includes a post about dog owner responsibility during Covid 19 (which had over 50 shares) and a post placed on the Waikato Pound Pups Page celebrating previous adoptions had over 300 comments.				

2019-21 LTP Building Quality

LTP - The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually - YTD	%	24.75	29.00	
<i>COMMENTS:</i> Wof Audits on track so far but the Covid 19 situation may change things for April Audits				

The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually - YTD	%	75.00	89.00	
<i>COMMENTS:</i> Sleeping / Accommodation WOF's on track so far but the Covid 19 situation may change things for April Audits				

The percentage of swimming pools that are inspected for compliance annually - YTD	%	24.75	24.24	
<i>COMMENTS:</i> Because of the risk to our ratepayers, the general public and our communities especially young children this is another Not Negotiable KPI. There were 23 inspections carried out in March on Pool Fencing and YTD there has been 480 pool inspections carried out. Target per calendar year is 660. Due to the Covid-19 shut-down for 5 days of March there was an additional 11 inspections that have been missed which meant we would have reach our monthly KPI.				

The percentage of building consent applications which are processed within 20 working days - YTD	%	100.00	99.78	
<i>COMMENTS:</i> YTD - Currently we are processing 99.78% of standard consents within the statutory timeframe with Dwellings achieving 100%. Out of 1388 BC's granted YTD, there has been 3 go over the 20 working day timeframe YTD for various reasons. We achieved 100% for March. Whilst 100% is a statutory requirement 95% seemed to be an acceptable level of compliance by both MBIE and IANZ. However we do not accept that and intend to try and meet the 100 % compliance going forward.				

2019-21 LTP Strategic and District Planning

Percentage of resource consent applications which are processed within the statutory time frames	%	100.00	99.57	
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COMMENTS: In February we issued 91 consents. All were issued within statutory time-frames.

LTP - The percentage of current land use consents that are older than 2 years which have been monitored in the past 2 years	%	80.00	82.00	
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COMMENTS: N/A

LTP - The number parking patrols that are carried out in communities that have parking controls under the bylaw.	#	110.00	120.00	
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COMMENTS: N/A

2019-21 LTP Solid Waste

The percentage of schools in the district that receive solid waste education	%	30.00	46.00	
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COMMENTS: YTD 27 schools, 184 classrooms have received solid waste education

The percentage of kerbside collection complaints that are resolved within agreed timeframes.	%	97.00	97.25	
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COMMENTS: YTD 531 SRs of 546 resolved in the designated timeframe

LTP - The % of time a contractor was engaged within 5 days from receiving the service request to to remove rubbish to resolution	%	95.00	88.00	
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COMMENTS: Still affected by data loading issues as commented on last quarter. See previous commentary.

2019-21 LTP Environmental Health - LTP

LTP - The percentage of licensed food premises that are verified/inspected annually	%	100.00	100.00	
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COMMENTS: The annual figure will be concluded at end of this 12 month period with indicators showing good progress to date.

LTP - The percentage of medium risk or higher fee category licensed premises that are inspected annually	%	100.00	100.00	
----------------------------------------------------------------------------------------------------------	---	--------	--------	--

COMMENTS: All medium risk and high risk licensed premises were inspected during this financial year.

LTP - 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)	%	85.00	83.45	
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COMMENTS: There is slight decrease in this KPI due to no data going into P&R for last week of March due to the Lockdown. Once this data is updated we expect to see an improvement in this KPI figure.

LTP - The percentage of hazardous land use information (Hail) reports that will be completed within 10 working days.	%	90.00	99.40	
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COMMENTS: The cumulative figure for the month is 99.40% but the actual monthly figure is 100%. All reports were completed within the required timeframe and achievement against target remains consistently high for this quarter and the year never dropping below 99%.

LTP - Percentage of environmental health complaints where the customer has been contacted within 3 working days	%	90.00	84.00	
-----------------------------------------------------------------------------------------------------------------	---	-------	-------	--

COMMENTS: This remains an area of focus for the team and the results have consolidated this quarter. Unfortunately, there are system conditions that challenge this target achievement. For complaints transferred from another area of Council outside or on the three day timeframe the team is unable to meet the target. Our Property and Rating system is set up to report on the organisational KPI not the 3 day team target which has made refining the target a challenge. This target will be reviewed at the next opportunity.

2019-21 LTP Grants and Donations

LTP - Number of discretionary grant funding rounds undertaken per year	#	3.00	3.00	
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COMMENTS: Round three has been completed.

LTP - The percentage of community funding/grant recipients meeting grant obligations, as evidenced through accountability reports	%	100.00	95.00	
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COMMENTS: Staff continue to ensure funding recipients file a return on time.

2019-21 LTP Customer and Partnership Focus - EOY

Level of Customer effort	#	3.00	2.58	
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COMMENTS: The level of effort to conduct business with Council has increased this quarter by .58 points. Overall satisfaction with the service received when contacting council has dropped by 8% and satisfaction with resolution of requests has dropped by 9% on the last quarter as well. This year the level of effort to deal with council has fluctuated with more effort required in the third quarter. We have recorded the largest % of residents who have said it takes a lot of effort, and the lowest % who have said no effort.

Net Promoter Score (level of likelihood that library users will recommend to friends and family their library as a place to go)	%	90.00	97.90	
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COMMENTS: Of the 320 customers that took part in the December survey, 311 answered this question. 244 of those were highly likely to recommend the library to their friends and family, and 62 were likely. Only 5 were unlikely.
This result corresponds with our customers level of satisfaction that the resources our libraries provide meets their needs.

Level of customer satisfaction that the quality of libraries resources meets their needs	%	90.00	97.20	
------------------------------------------------------------------------------------------	---	-------	-------	--

COMMENTS: Of the 320 customers that took part in the survey 97.2 per cent of them very satisfied or satisfied with the resources available.
Use of books (both hardcopy and talking) remain as a priority for library users and our collection appears to be hitting the mark.
Also of note is the use of computers, wifi access, and obtaining information from staff or accessing council services.
Levels of satisfaction are consistent across all sites with no outliers.

Percentage of time that access to a free internet service is available in libraries	%	100.00	97.22	
-------------------------------------------------------------------------------------	---	--------	-------	--

COMMENTS: We had Internet access at all our sites until we went into Lockdown. Our last day that we were open to the public was Saturday 21st of March

Percentage of customers satisfied that council consults with the community regarding the right issues	%	60.00	32.00	
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COMMENTS: A considerable decrease on the last quarter. The public interest around the restriction of horses on beaches may have attributed to the significant decrease on last quarter however nothing has been consulted on between Jan - March.

Percentage of customers satisfied with the ease of access and clarity of information regarding key community issues	%	60.00	44.00	
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COMMENTS: The restriction of horses on beaches may attribute to the significant decrease in the satisfaction with ease of access to information on key issues.

2019-21 LTP Stormwater

The number of flooding events that occurred throughout the district	#	5.00	0.00	
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COMMENTS: Target met, no flood events.

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	
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COMMENTS: Target met, no flood events.

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	120.00	0.00	
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COMMENTS: Target met, no flood events

The number of complaints received by Council about the performance of its stormwater system, expressed per 1000 properties connected to the stormwater system	#	5.00	1.23	
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COMMENTS: Target met.

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	2.00	
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COMMENTS: 2 SW abatement notices were issued for 2018-19 compliance year.

2019-21 LTP Wastewater

The number of dry weather sewerage overflows from Council's sewerage system, expressed per 1000 sewerage connections to that sewerage system	#	3.00	0.96	
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COMMENTS: Target met YTD.

5 dry weather overflows this quarter.

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	36.00	
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COMMENTS: Target met with a median of 36 minutes YTD.

7 from 7 calls met the target time frame this quarter with a median of 49 minutes.

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	148.00	
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COMMENTS: Target met with a median of 148 minutes YTD.

6 out of 7 calls resolved within target time frame of 240 minutes this quarter with a median of 177 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):	#	49	10.00	6.74
COMMENTS:	Target met YTD.			

27 complaints this quarter.

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	4.00	
COMMENTS:	4 WWTP Abatement Notices were issued for 2018-19 compliance year.			

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:	Resource consents are annually audited by WRC for the previous compliance year. Results of the compliance audit are typically received between Q1 and Q2 of the following compliance year, at this time all enforcement notices are presented to Council.			

2019-21 LTP Parks

Percentage of Customers who are satisfied with Parks And Reserves, including sports fields and playgrounds overall	%	90.00	84.00	
COMMENTS:	Slight increase on satisfaction from customers on parks and reserves - up form 82% last quarter but still below target of 90%. There were minimal comments in survey results but some concerns related to how other were using the park (with their dogs off lead) and also flooding concerns in Raglan which has been identified and work planned to rectify.			

Percentage of customers who are satisfied with Public toilets in the residents satisfaction survey	%	75.00	70.00	
COMMENTS:	Results have dropped from 75% last to 70% this quarter but probably reflect the busy summer we have had and an increase in usage. One survey comment relates to a toilet out of district, one relates to a facilities which is due to be upgraded and another relates to toilets at private clubrooms.			

Percentage of customers who are satisfied with the presentation of WDC cemeteries	%	95.00	92.00	
COMMENTS:	Results are still below target which is disappointing. Survey results only show one person being either dissatisfied or very dissatisfied and no commentary was made which makes it impossible to identify the concern. Despite this, we have continued to receive compliments through our internal system which suggests others are happy with the condition of the cemeteries.			

Percentage of new playgrounds built to New Zealand Standard - Playground Equipment and Surfacing (NZS 5828:2015)	%	100.00	100.00	
COMMENTS:	Playground projects continue to be delivered with all playgrounds meeting the New Zealand Standard			

2019-21 LTP Emergency Management

Council maintains a minimum number of trained staff to foundation level, to fulfil core Emergency Operations Centre roles	#	100.00	100.00	
COMMENTS: We are maintaining our minimum trained number of 100 and offer this course on a quarterly basis. We are averaging five new trained staff members every quarter however we are also seeing a consistency in staff members not showing up to training and not notifying us that they are unable to attend.				
We also offer spaces on our courses for other councils to send staff.				

				50			
Council maintains a minimum number of trained staff to Intermediate level, to fulfil core Emergency Operations Centre roles.	#	30.00	30.00				
<p><i>COMMENTS:</i> We have had to cancel our most recent intermediate training due to the COVID-19 impacts and response. This will be rescheduled as soon as it is appropriate.</p>							

We are maintaining our minimum number required of 30 staff trained to this level.

Successfully participate in one exercise per annum that is fully moderated by an external party	#	1.00	1.00				
<p><i>COMMENTS:</i> We successfully completed a full scale exercise in September. We undertook the exercise alongside Hamilton City Council and the Group Emergency Management Office. This year we saw significant improvement in the execution of the exercise and the EOC processes.</p>							

2019-21 LTP Roading

The percentage of customer service requests relating to roads to which we respond within the timeframes specified.	%	80.00	97.29				
<p><i>COMMENTS:</i> YTD 97.29% (1514 service requests) of customer service requests were responded to within the timeframe specified in the LTP.</p>							

The percentage of customer service requests relating to footpaths responded to within the timeframe specified in LTP	%	80.00	95.90				
<p><i>COMMENTS:</i> YTD 95.90% (122 service requests) of customer service requests were responded to within the timeframe specified in the LTP.</p>							

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	-1.00				
<p><i>COMMENTS:</i> YTD 4 fatal and 18 serious (22) injury crashes have been recorded in the NZTA crash database (Note: This measure is based on crashes, not the number of casualties.) In comparison to the data recorded for July 2018 to December 2018 the number of serious injuries and fatalities has decreased by 1.</p>							

2019-21 LTP Water Supply

The extent to which Councils drinking water supply (zones) complies with part 4 of the drinking water standards (bacteria compliance criteria)	#	18.00	18.00				
<p><i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.</p>							

The extent to which Councils drinking water supply (plants) complies with part 4 of the drinking water standards (bacteria compliance criteria)	#	4.00	4.00				
<p><i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.</p>							

The extent to which Councils drinking water supply complies with part 5 of the drinking-water standards (protozoal compliance criteria)	#	4.00	4.00				
<p><i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.</p>							

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	36.00				
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COMMENTS: Met target with a median of 36 minutes YTD.

35 of 38 calls met the target time frame this quarter with a median of 42 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	102.00	
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COMMENTS: Met target with a median of 102 minutes YTD.

34 out of 38 calls met the target time frame this quarter with a median of 114 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	5.00	1.00	
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COMMENTS: Target met with a median of 1 day YTD.

154 out of 156 complaints met the target time frame this quarter with a median of 1 day.

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	
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COMMENTS: Met target with a median of 1 day YTD.

154 out of 156 calls met the target time frame this quarter with a median of 1 day.

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)	#	25.00	17.35	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	-------	-------	--

COMMENTS: Target met YTD.

103 complaints this quarter.

2019-21 LTP Property and Facilities

LTP - Percentage of customers who are satisfied with the service provided at the Raglan campground	%	90.00	0.00	
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COMMENTS: Unable to provide KPI result or comment as administrators are unable to access data during Covid-19 lockdown. Will be updated once normal activities recommence.

LTP - Percentage of customers who are satisfied with the service provided at the Huntly campground	%	90.00	0.00	
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COMMENTS: Data is gathered through a manual process and due to Covid-19, staff are not able to collect feedback sheets. Data will be updated once Alert level 4 is lifted and staff are able to access.

LTP - Percentage of visitors that find the facilities clean, accessible and welcoming (pools)	%	90.00	90.00	
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COMMENTS: Belgravia survey one person per week who has used the Council pools. 90% of these customers say they are likely to return and would recommend the pool facilities.

2019-21 LTP Economic Development

LTP - Business perception Survey average rating	#	8.50	8.70	
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COMMENTS: Waikato District council achieved an 8.7 out of 10 rating in the November 2019 Business net promoter

		52		
LTP - The percentage delivery of the Economic Development strategic work programme	%	95.00	100.00	
<i>COMMENTS:</i> Programmes were ahead of schedule as some of the listed programmes for the year were re-assigned to other departments and the Blue Print work was undertaken.				

Overall Performance	%	0.00	0.00	
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NATIONAL RESEARCH BUREAU LTD

PO Box 10118, Mt Eden, Auckland, New Zealand

P (09) 6300 655, www.nrb.co.nz

To: Debbie Dalbeth

From: Ken Sutton and Janette Simpson

Of: Waikato District Council

Date: 1 April 2020

Dear Debbie,

QUARTERLY SUMMARY OF ONGOING SATISFACTION SURVEY RESULTS

The following is a quarterly summary of your Ongoing Satisfaction survey results for the period: Saturday 18th January to Friday 20th March, based on 100 respondents.

If you have any queries, please give one of us a call.

Kind regards,

Ken Sutton

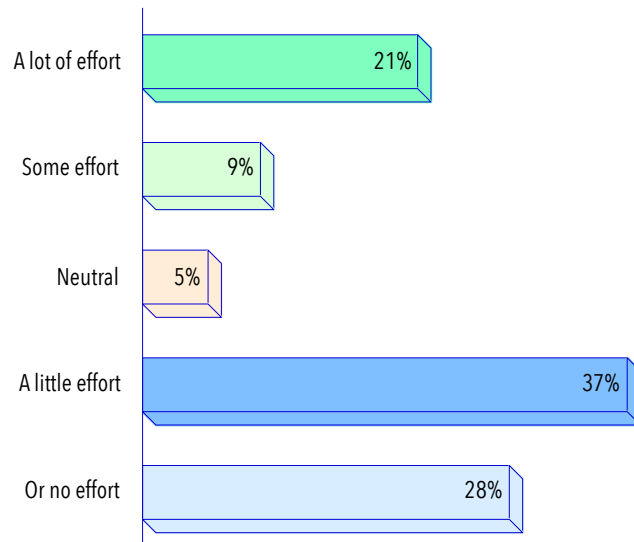
Janette Simpson

National Research Bureau Ltd

CONTACT WITH COUNCIL

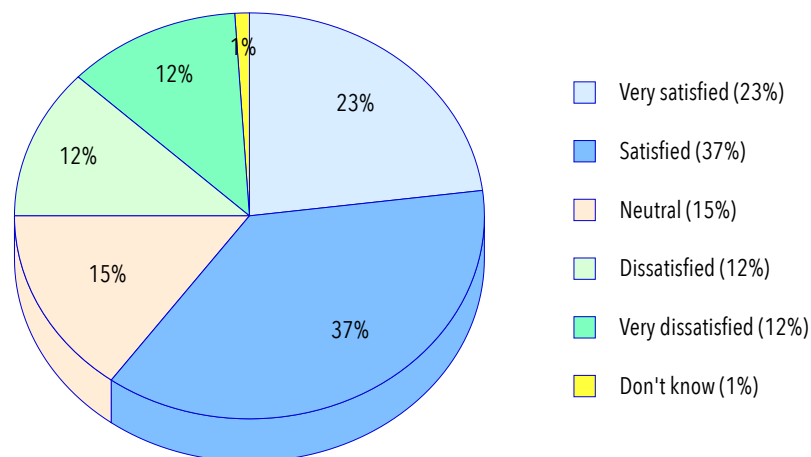
51% of residents have contacted Council staff at the Council offices or service centres by phone, in person and/or by email, in the last 12 months.

How much effort did it take to conduct business with Council ...



Base = 52[†]

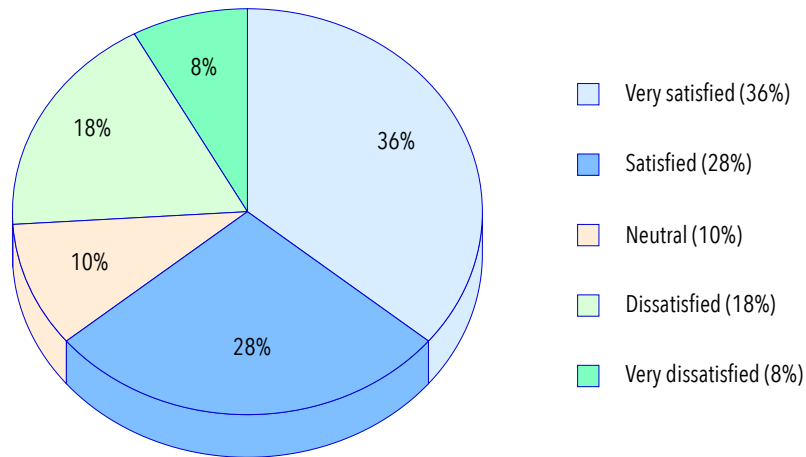
Satisfaction with how issue was resolved



Base = 52[†]
(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



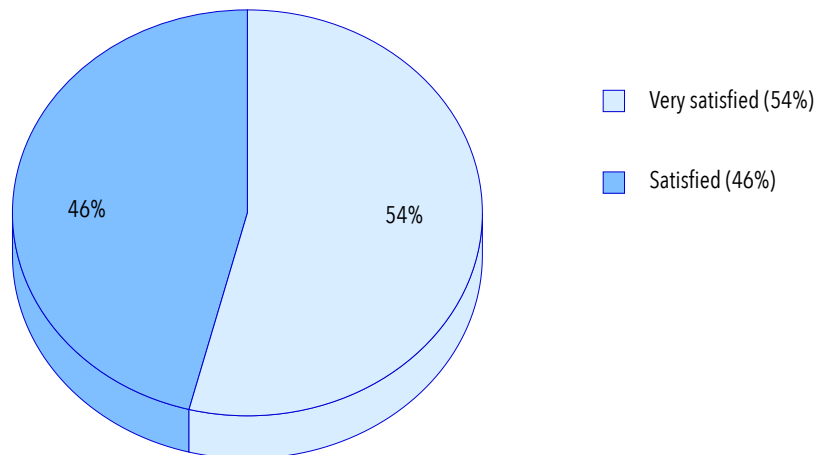
Base = 52[†]

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

Contact with Councillors/Mayor

In the last 12 months 12% 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 = 12[†]

Caution: very small base

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

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)	56	19	25	-
Stormwater services	54	14	11	21

SATISFACTION WITH COUNCIL SERVICES/FACILITIES - USERS/VISITORS

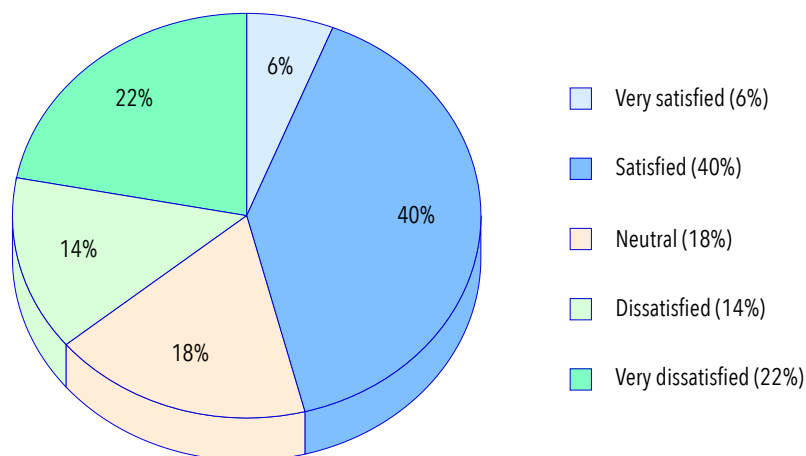
	Base	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Public libraries	40	99	1	-	-
Cemeteries	44	92	7	1	-
Recycling services [†]	91	86	7	6	-
Parks and reserves, including sports fields and playgrounds	68	84	8	8	-
Footpaths	74	74	13	13	-
Public toilets [†]	48	70	12	19	-
Building and inspection services ^{†*}	8	56	5	40	-
Animal control, ie, stock and dog control [*]	12	55	-	45	-

* caution: very small/small base

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

Satisfaction with the standard of Council's unsealed roads

Driven on an unsealed Council road

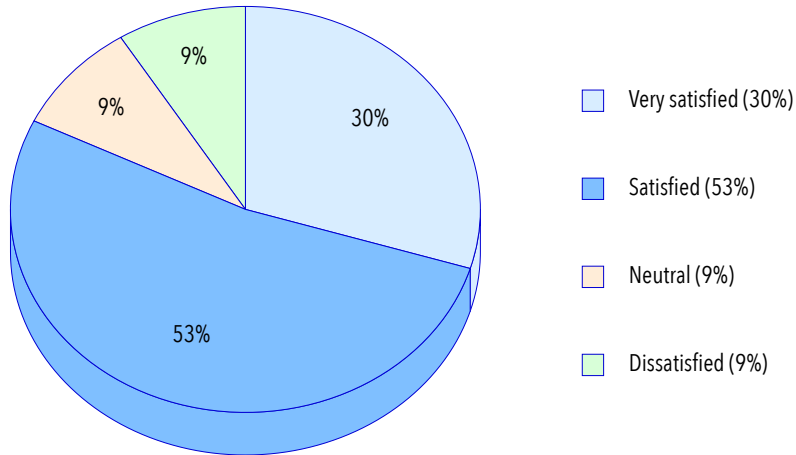


Base = 47

SATISFACTION WITH SERVICES PROVIDED BY COUNCIL

Water supply

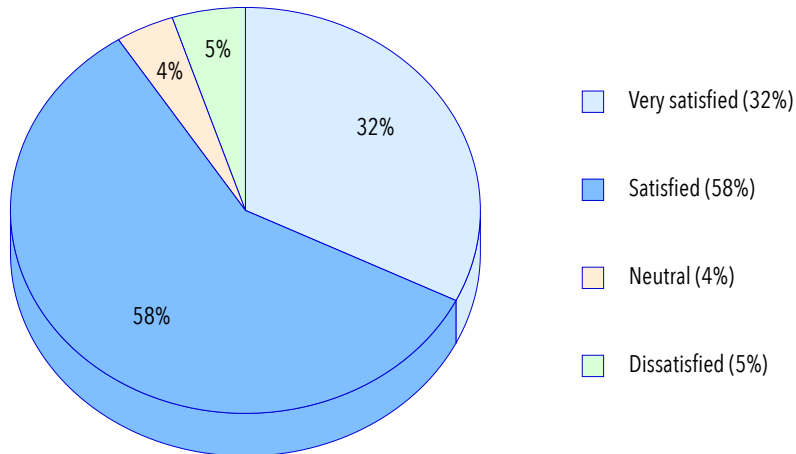
Council Provided Piped Water Supply



Base = 52
(does not add to 100% due to rounding)

Wastewater services

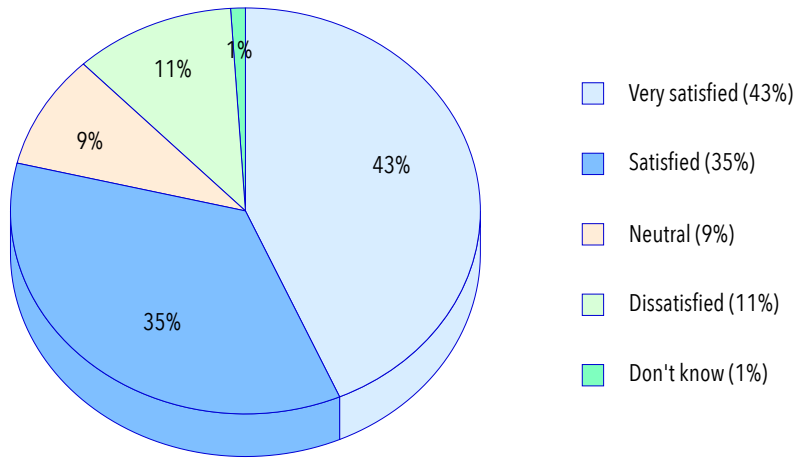
Council provided sewerage system



Base = 39
(does not add to 100% due to rounding)

Rubbish collection service

Council provided regular rubbish collection service



Base = 96
(does not add to 100% due to rounding)

LOCAL ISSUES

Governance/democracy

54% 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 46% say they don't.

36% of residents have tried to participate in Council's decision making process.

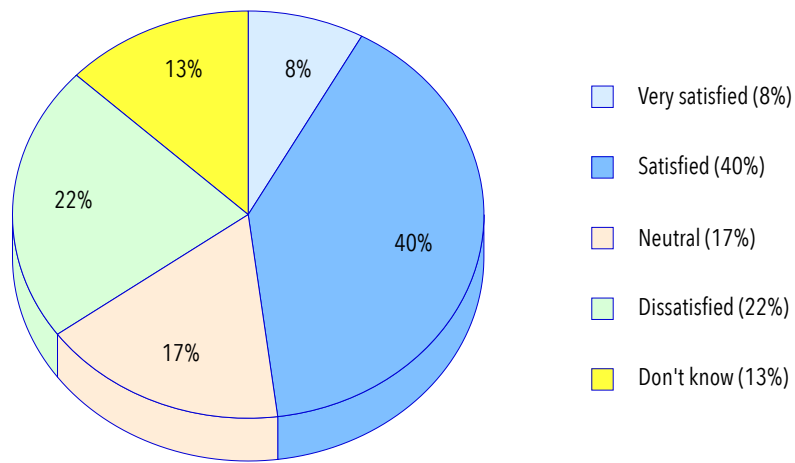
Level of satisfaction

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Information available on these issues is clear and instructive	45	42	12	1
There is sufficient time and opportunity available to provide feedback	44	35	14	7
Information about key community issues is easily accessible	42	37	21	-
There is a suitable range of consultation options available	41	37	19	3
The public are consulted about the right issues	32	37	29	2

Base = 35 (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

Overall



Participation In Decision Making Process

In general 30% of residents are interested in participating in Council's decision making process, 20% say they are not, while 50% say it depends on the issue.

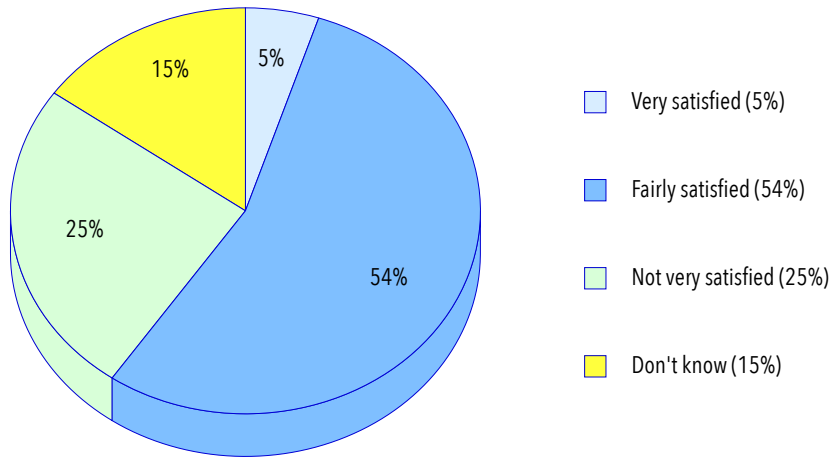
Outcomes

24% of residents say there is a Council action/decision/management they **dislike or disapprove** of, while 18% say there is a Council action/decision/management they **like or approve** of.

Community engagement

Satisfaction with rates spending

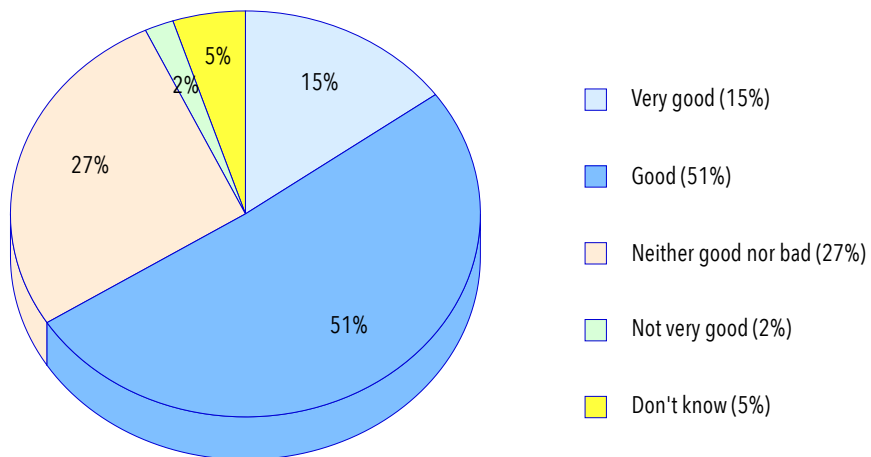
Overall



(does not add to 100% due to rounding)

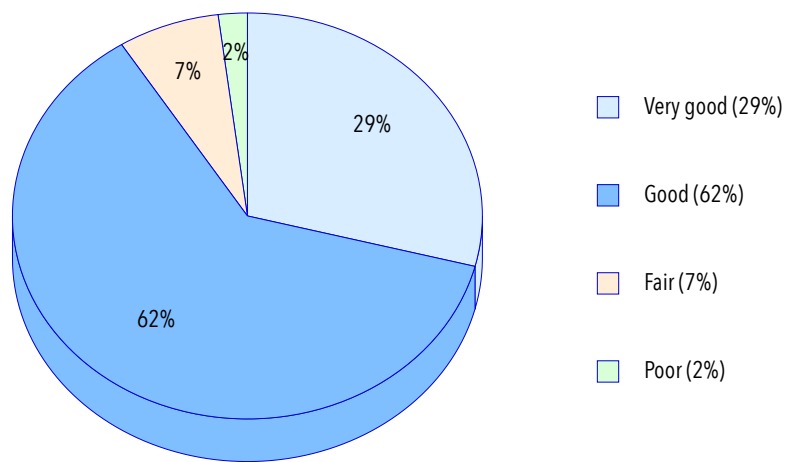
Community spirit

Overall



Quality of life

Overall



Place to live, work and play

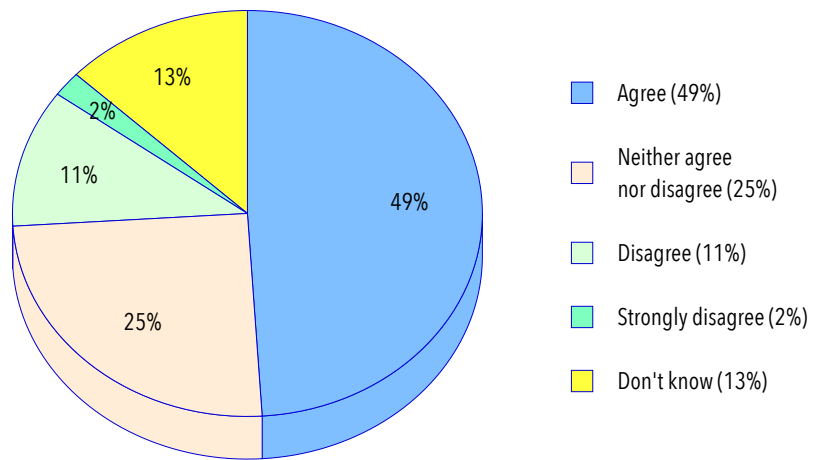
Using a scale of 0 to 10, where 0 is not at all likely and 10 is extremely likely, residents were asked to say how likely it is that they would recommend the Waikato District as a place to live.

Not at all likely 0 %	1 %	2 %	3 %	4 %	5 %	6 %	7 %	8 %	9 %	Extremely likely 10 %
2	-	1	2	2	6	8	22	42	6	9

Council consultation and community involvement

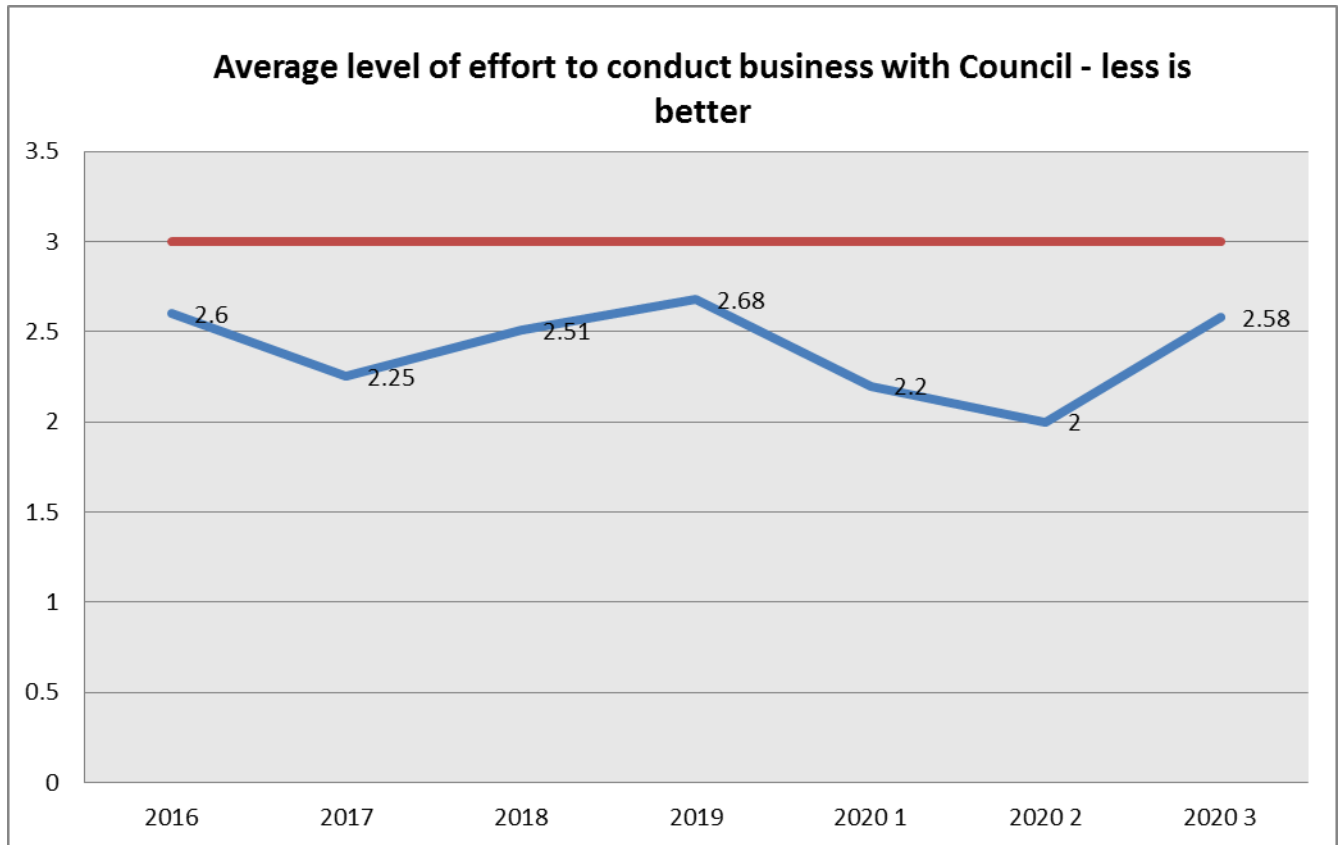
Council makes decisions that meet the needs and aspirations of their residents?

Overall

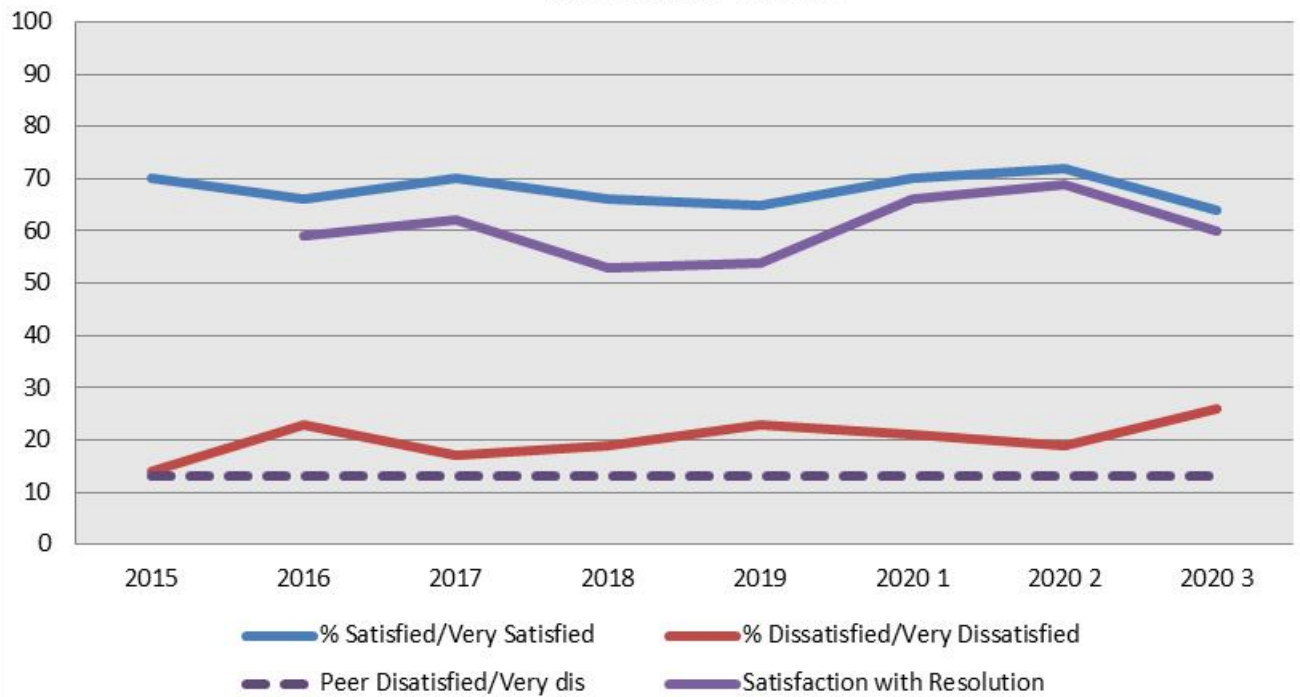


Appendix 3 – 3rd Quarter Survey Trend Graphs 2020

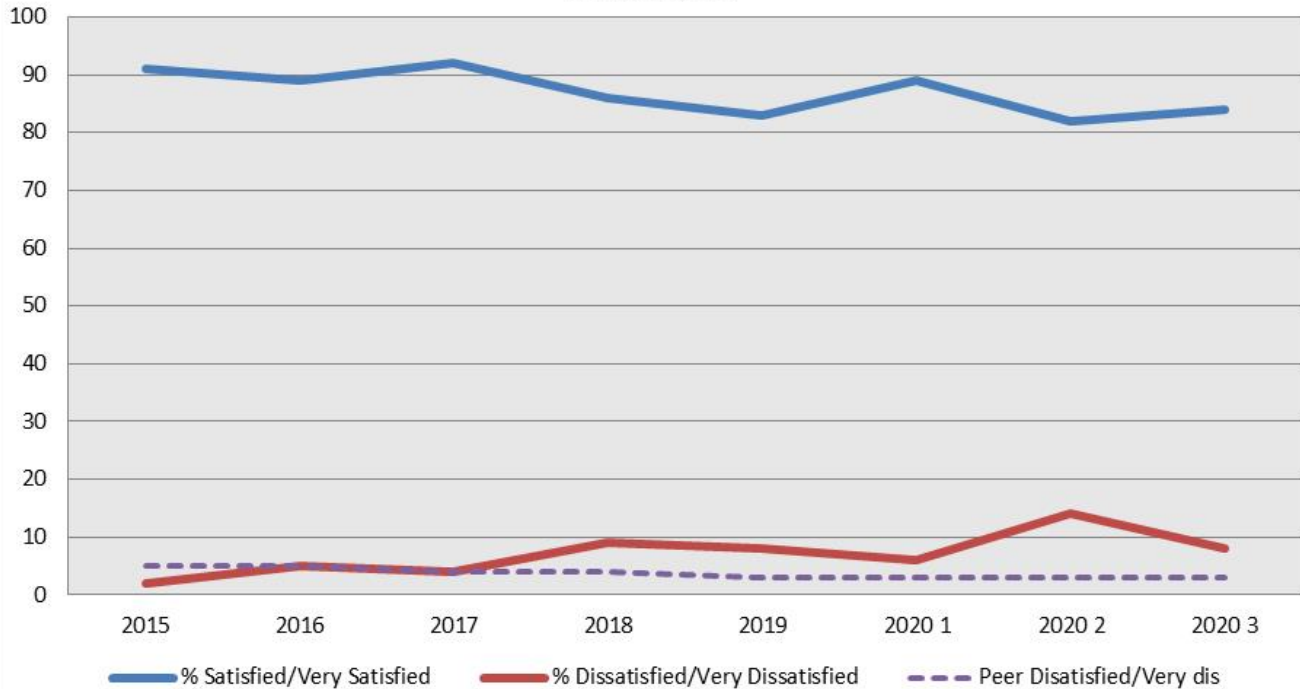
- 2020 1 is the first quarter result from the survey
- 2020 2 is the second quarter result from the survey
- 2020 3 is the second quarter result from the survey

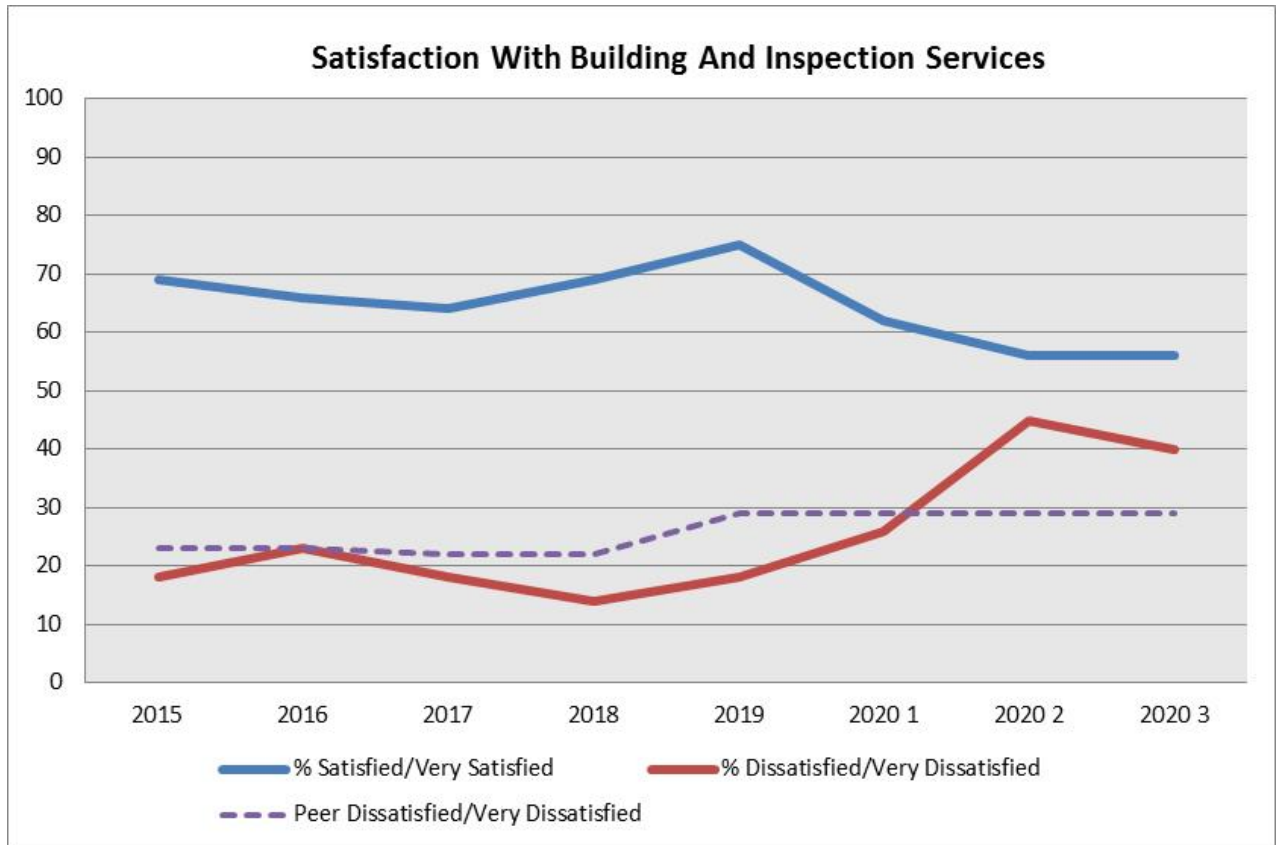


Overall Satisfaction With The Service Received When Contacting The Council Offices

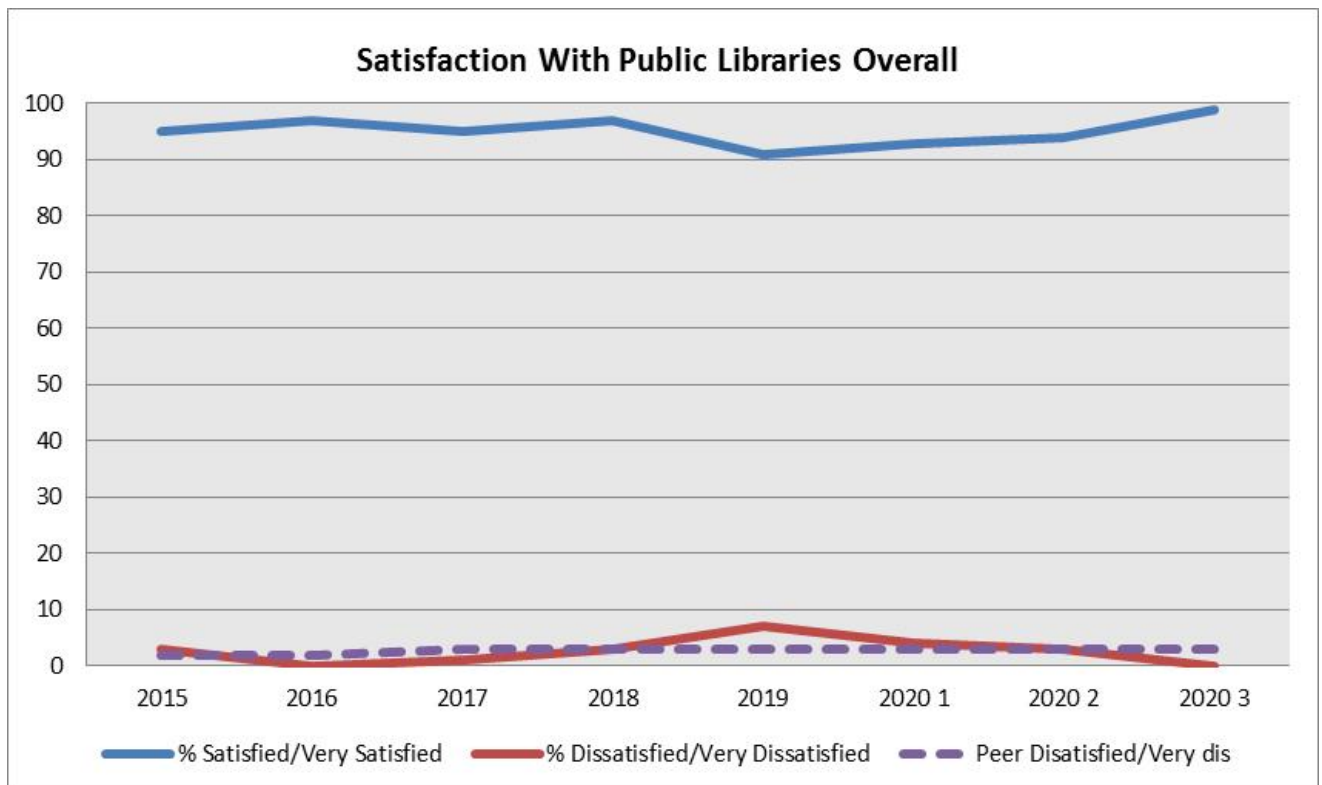


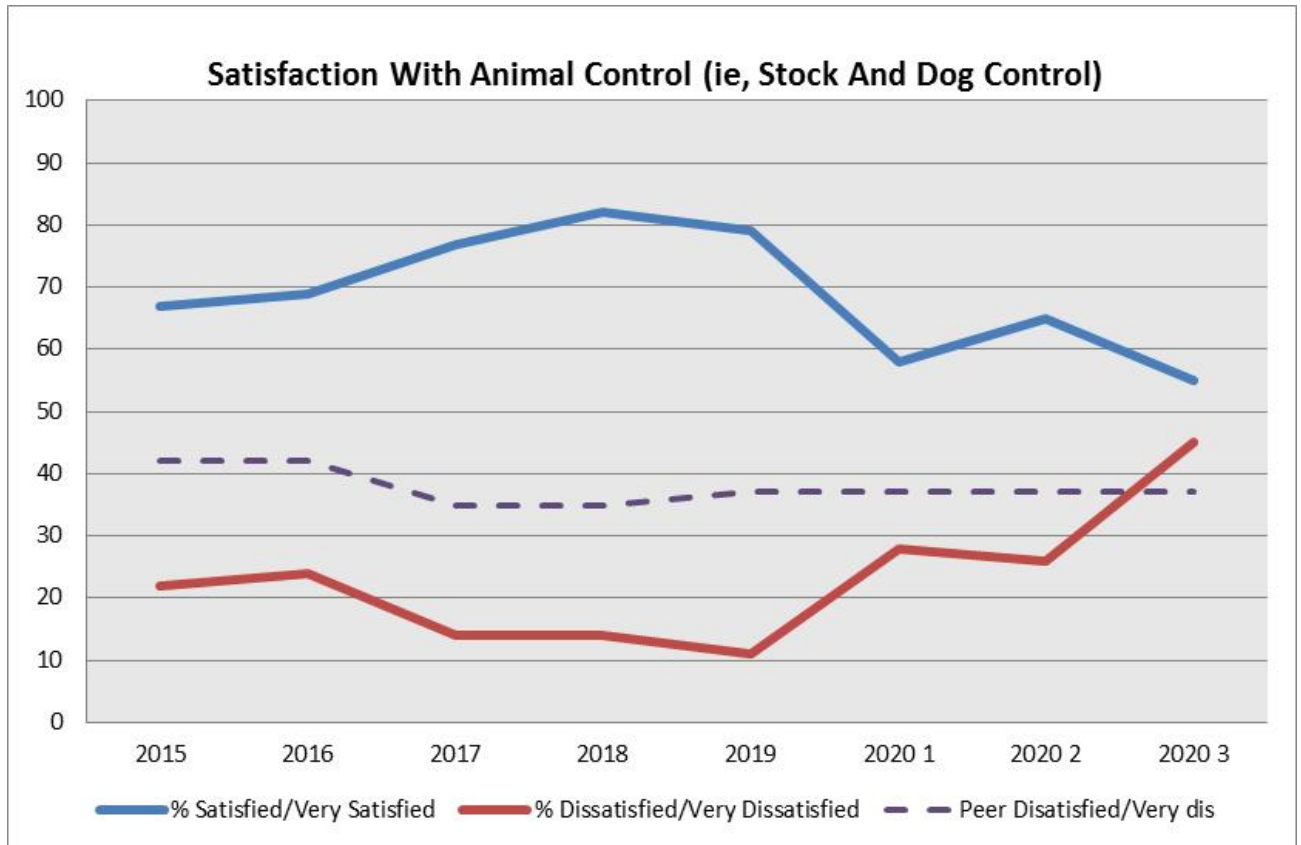
Satisfaction With Parks And Reserves, including sports fields and playgrounds



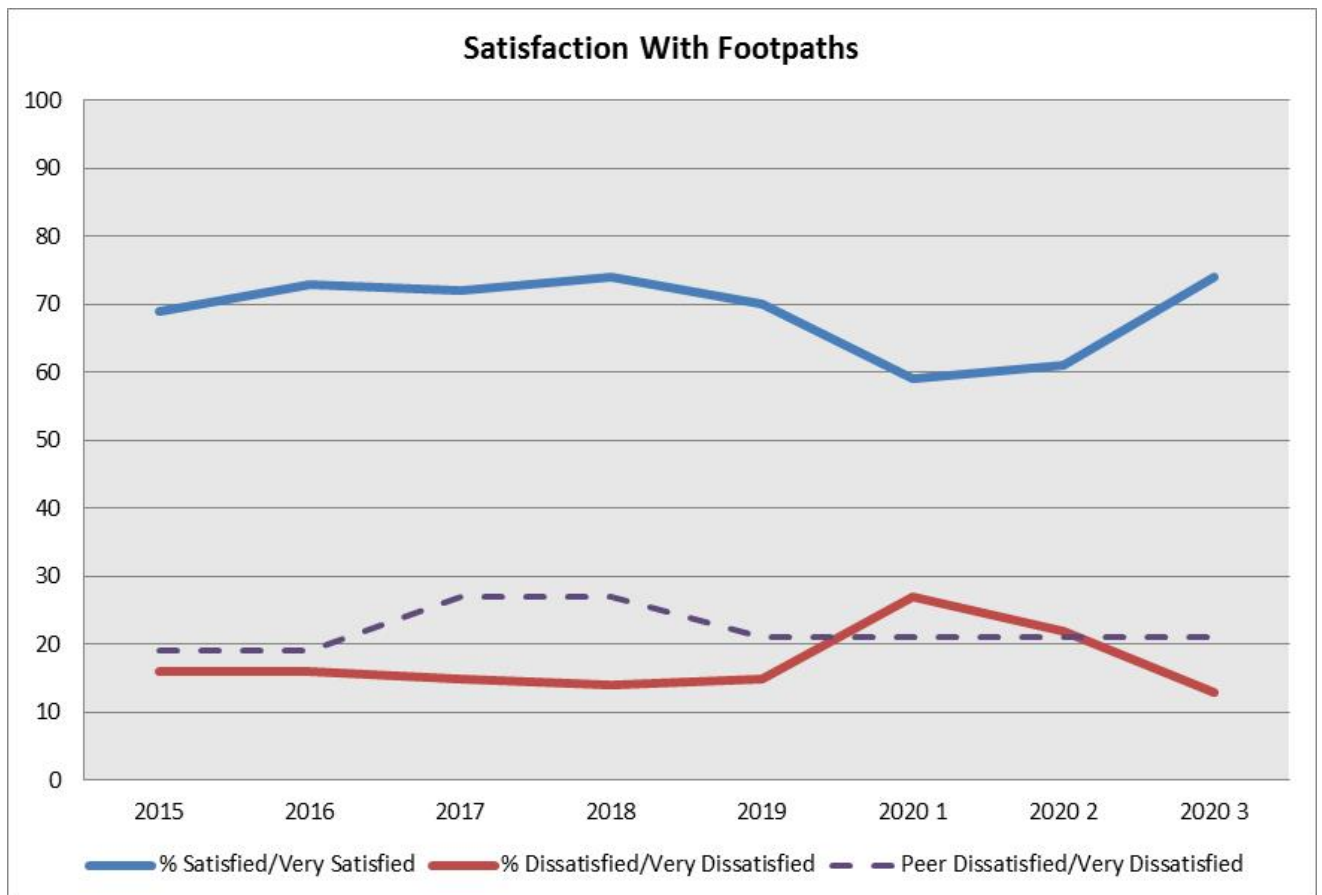


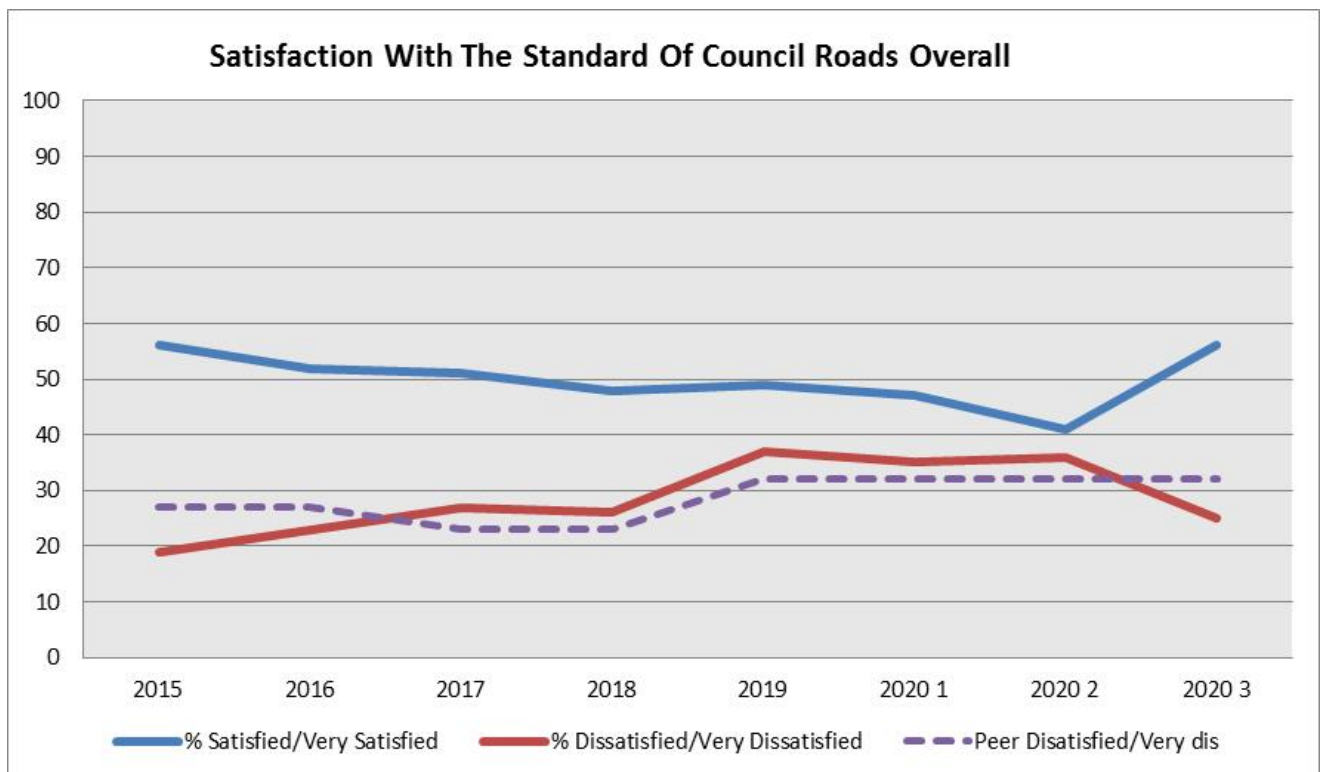
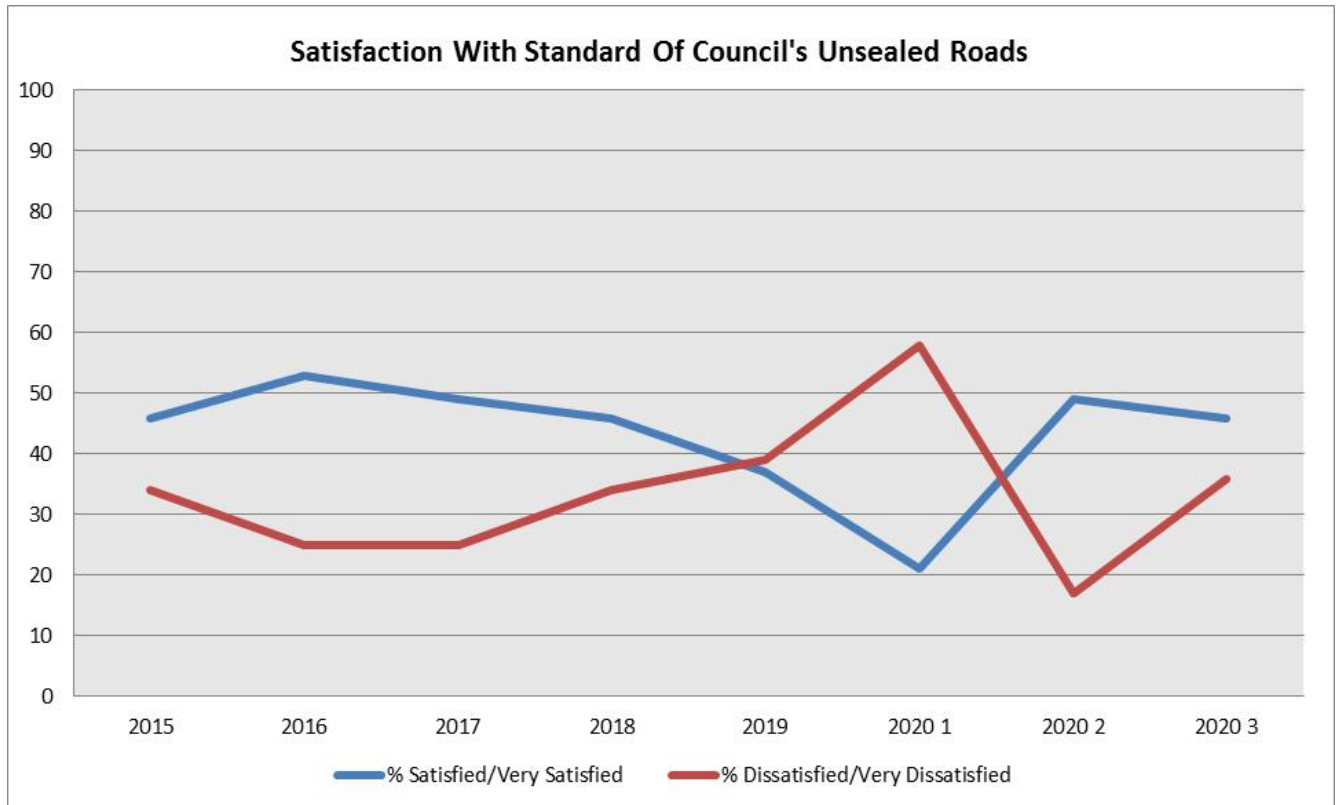
* Small sample size. Only 8 people responded this quarter

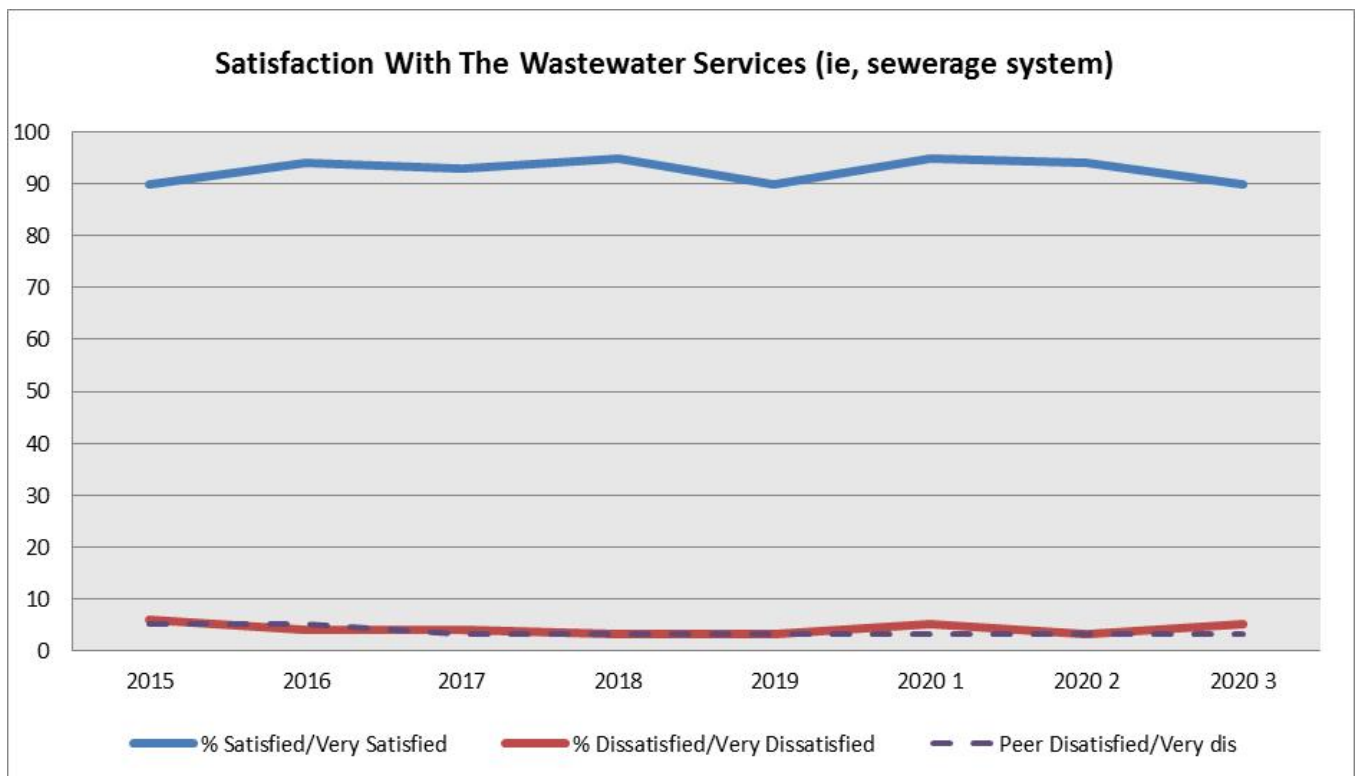
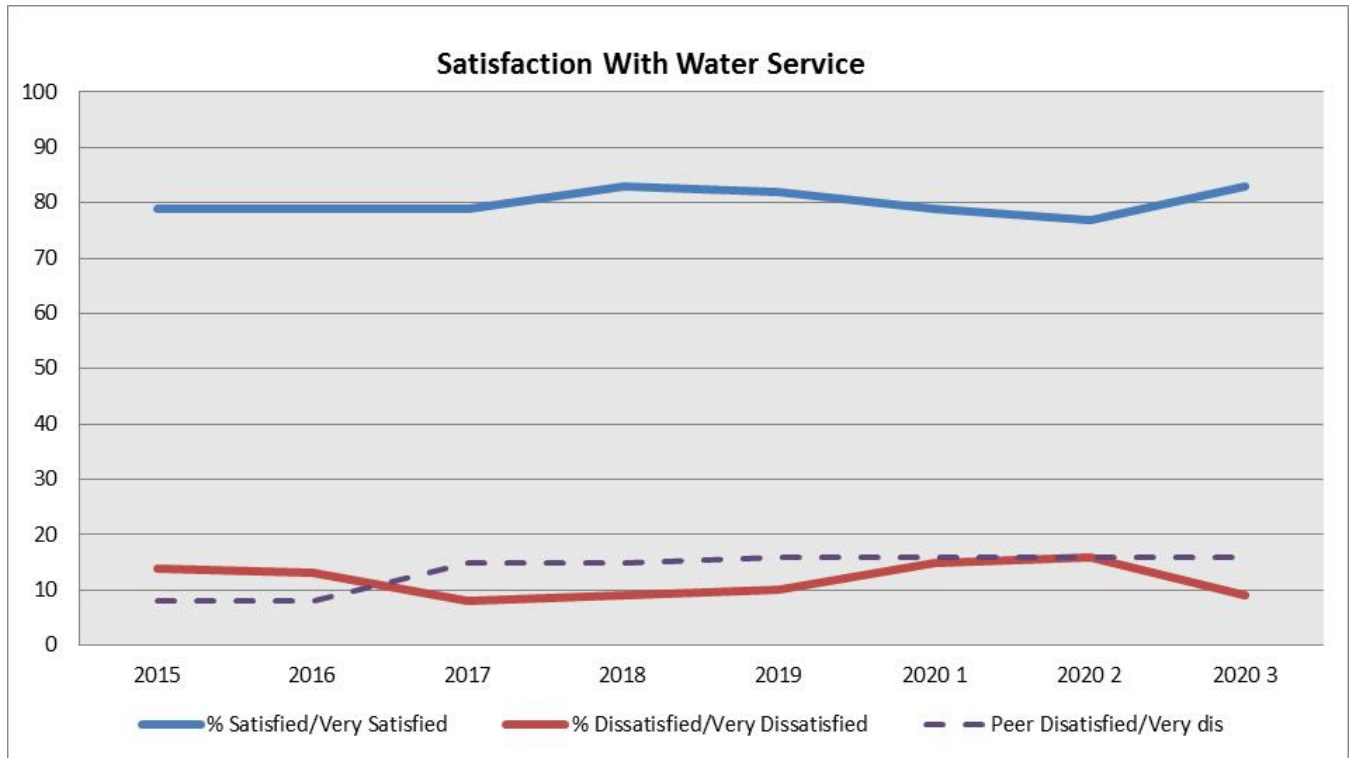


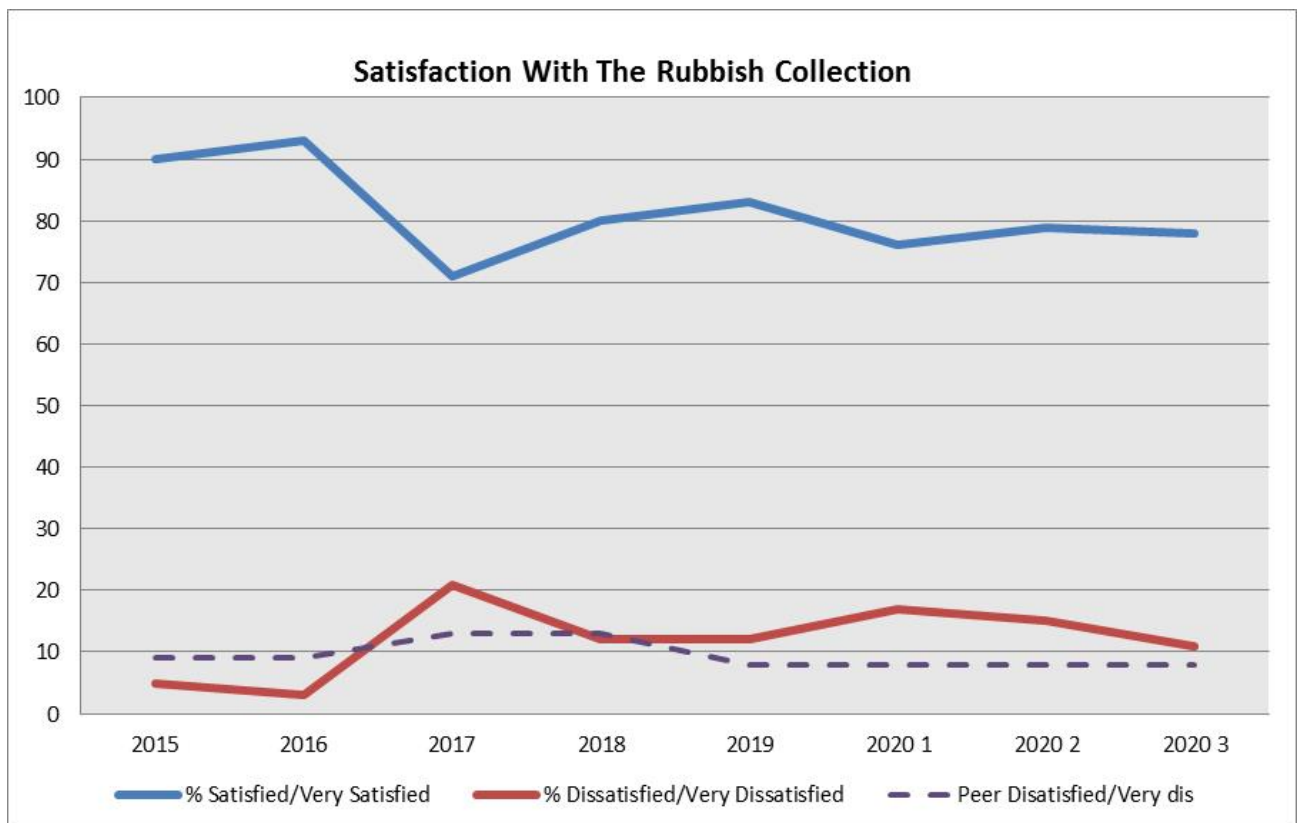
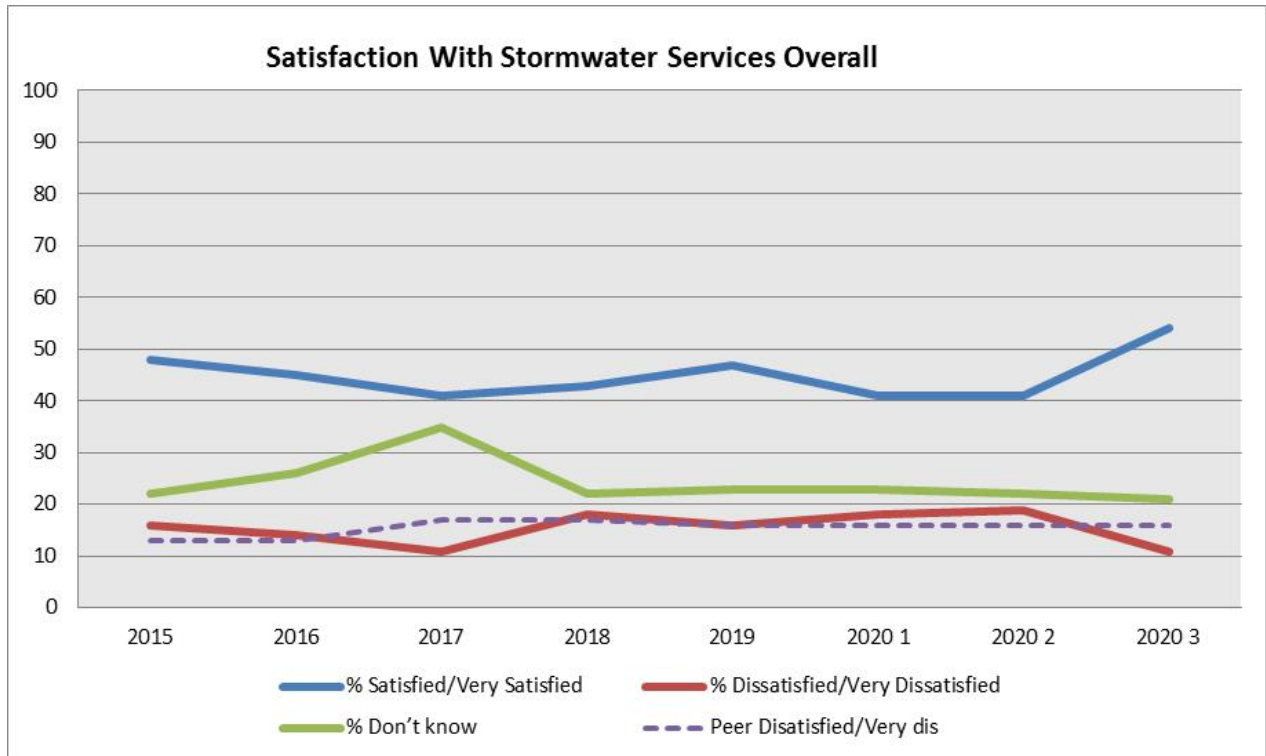


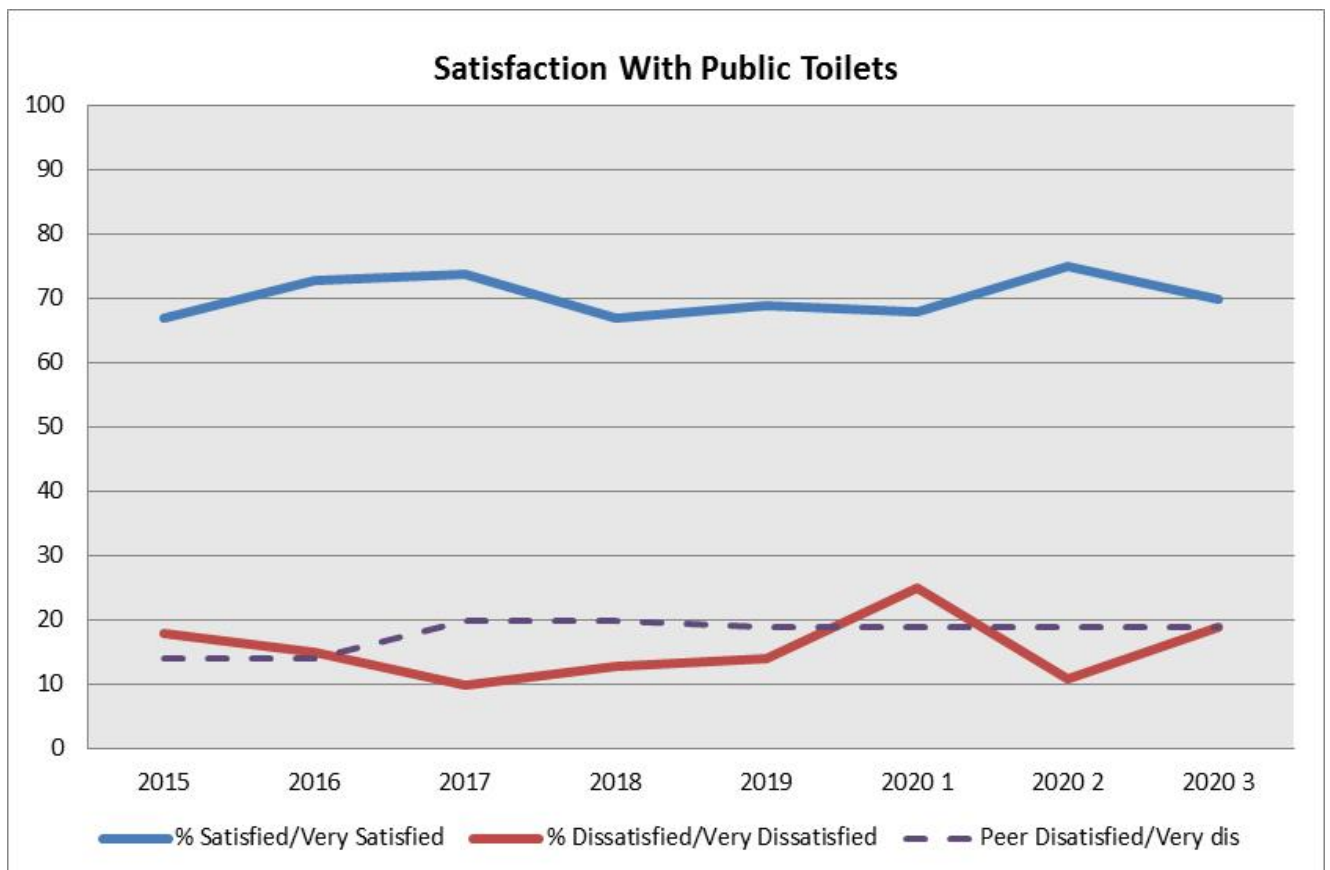
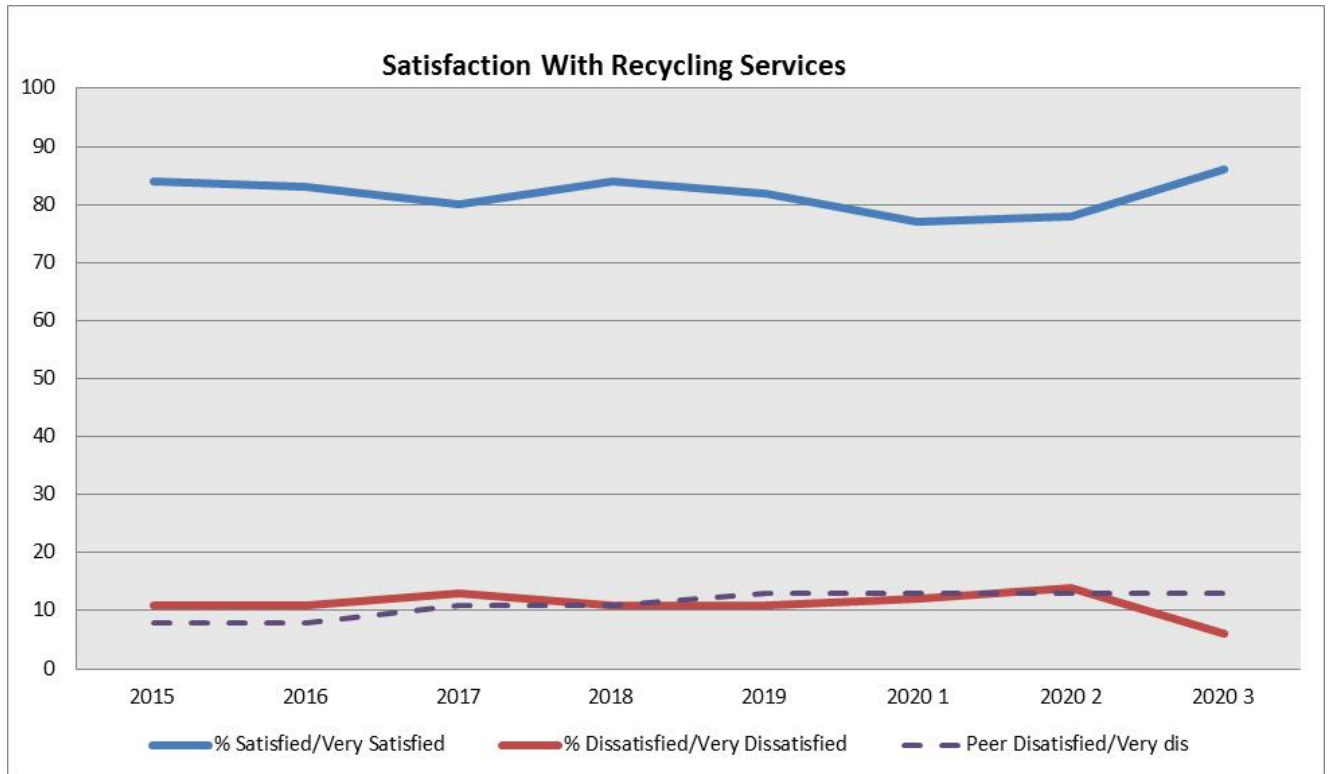
* Small sample size. Only 12 people responded this quarter



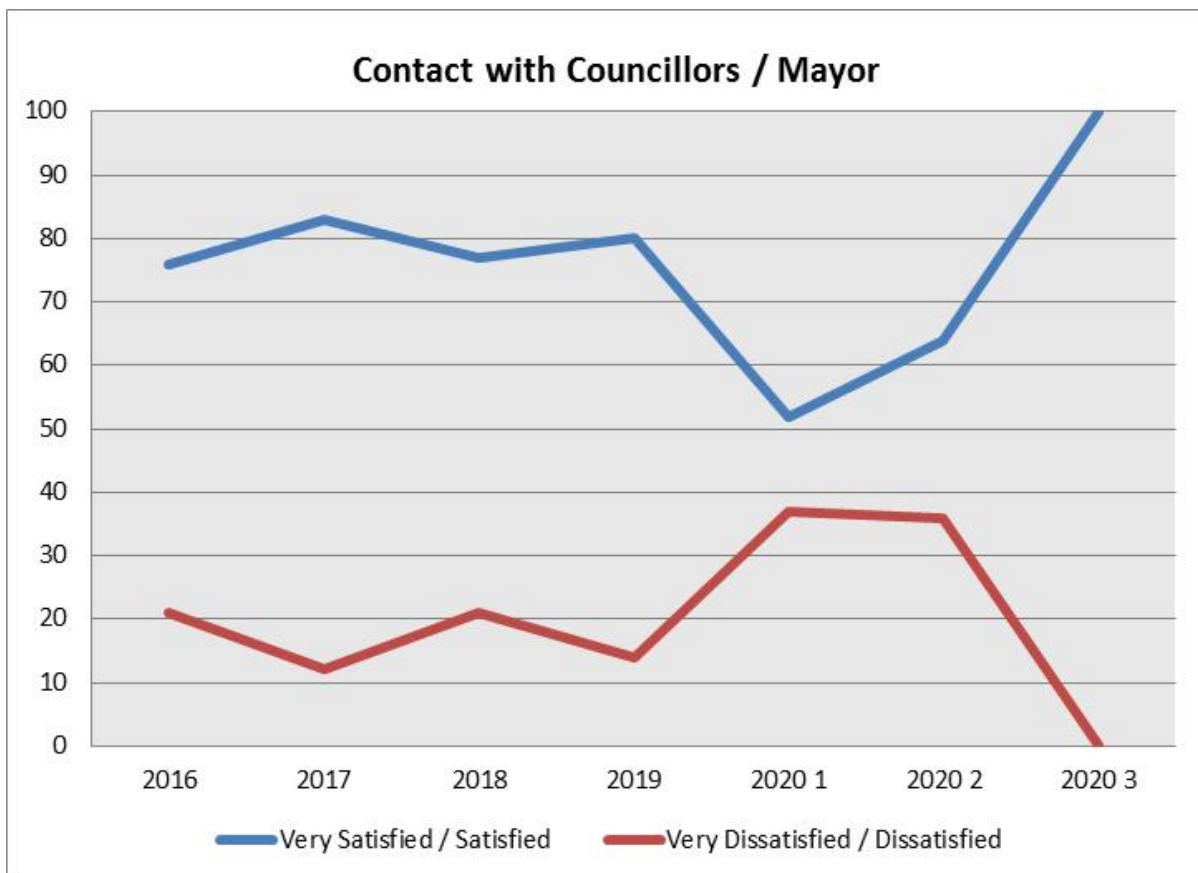
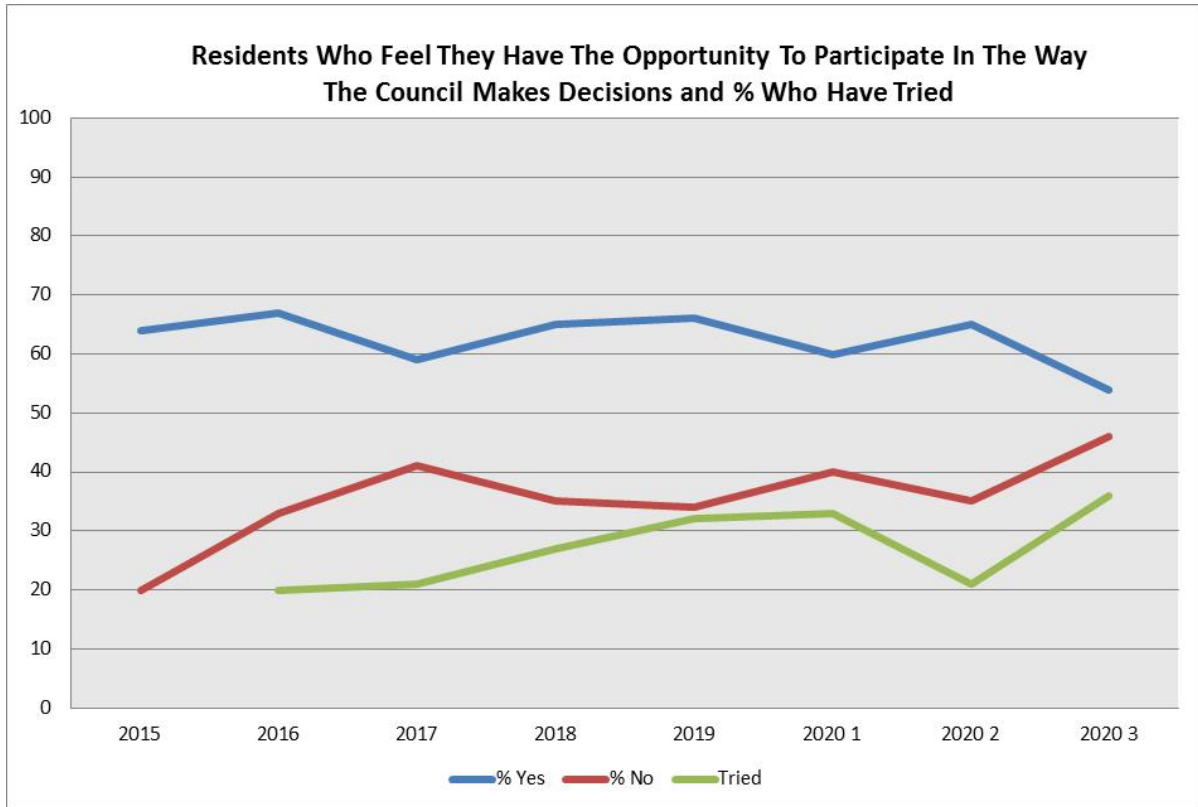




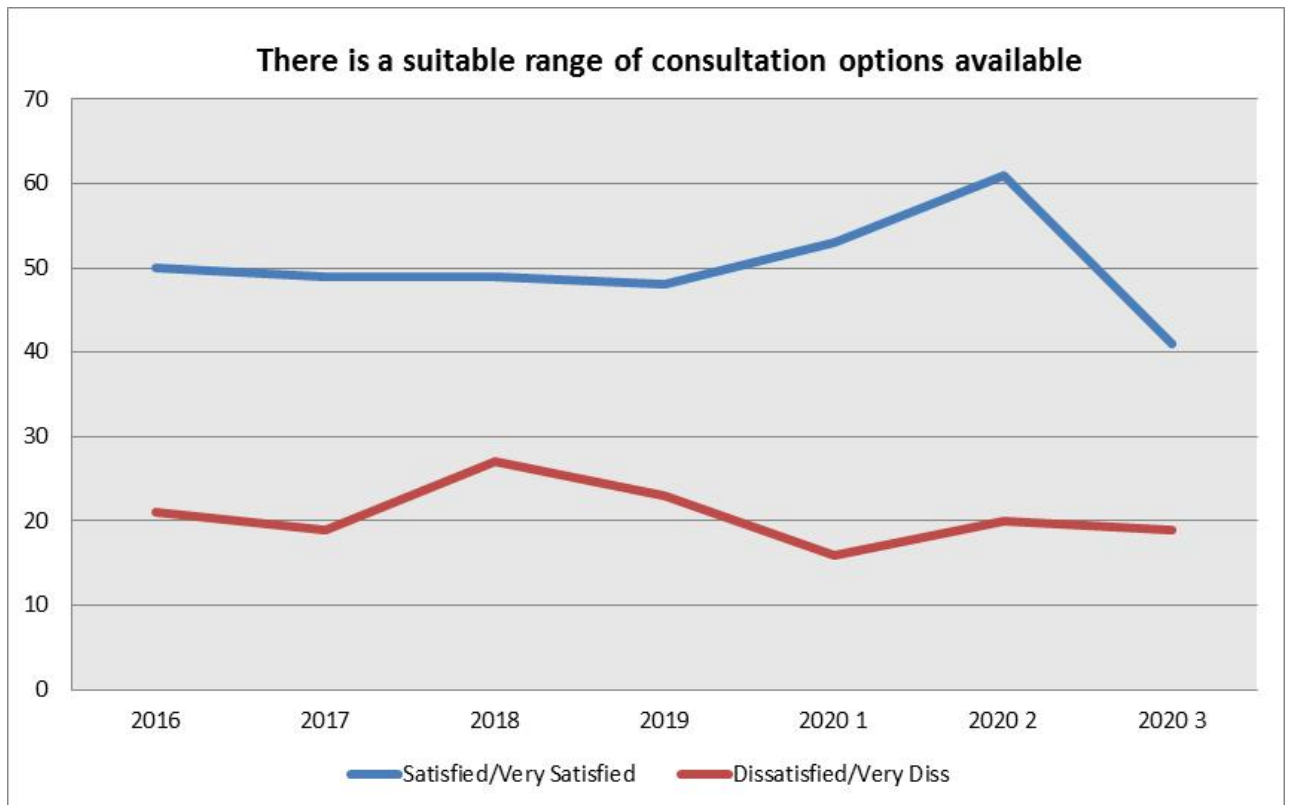
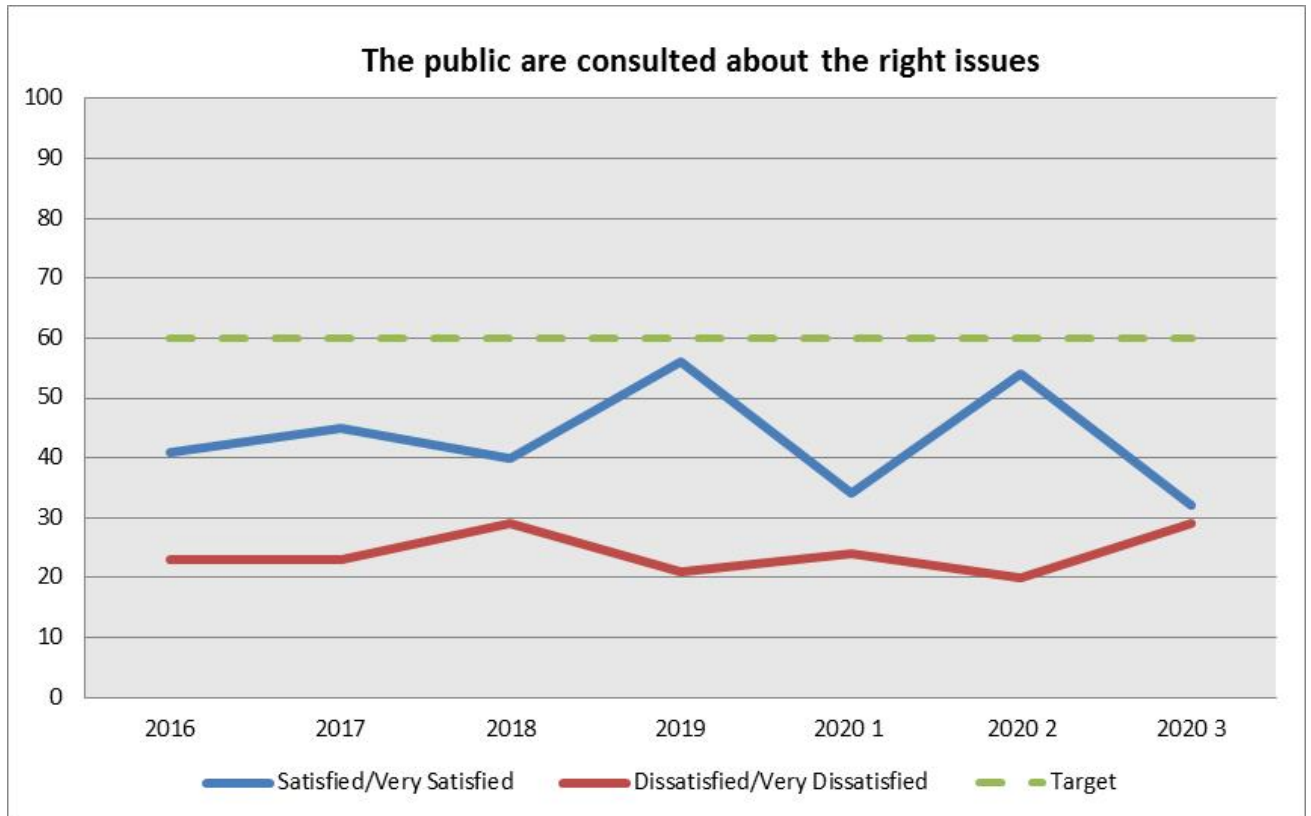


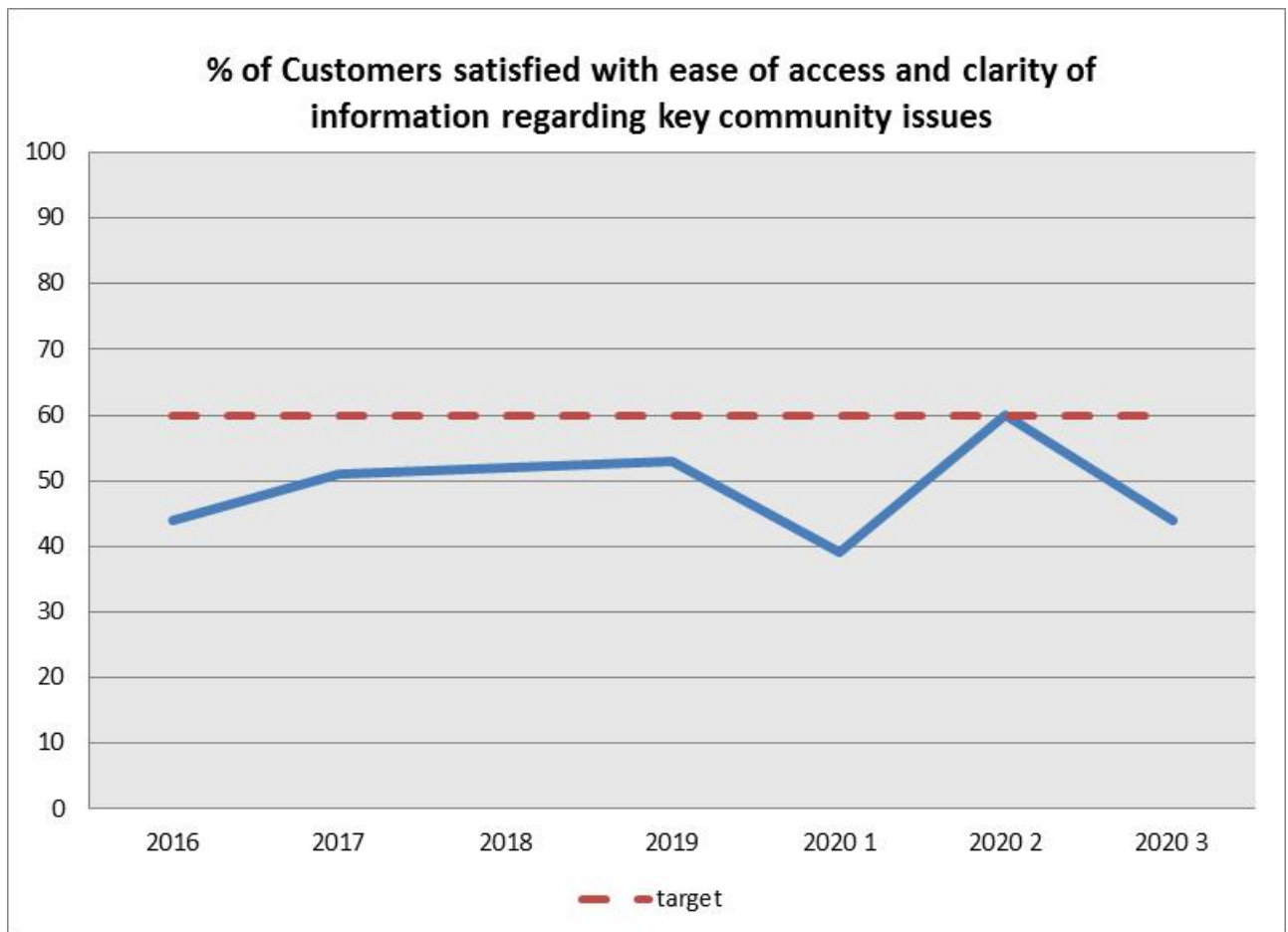
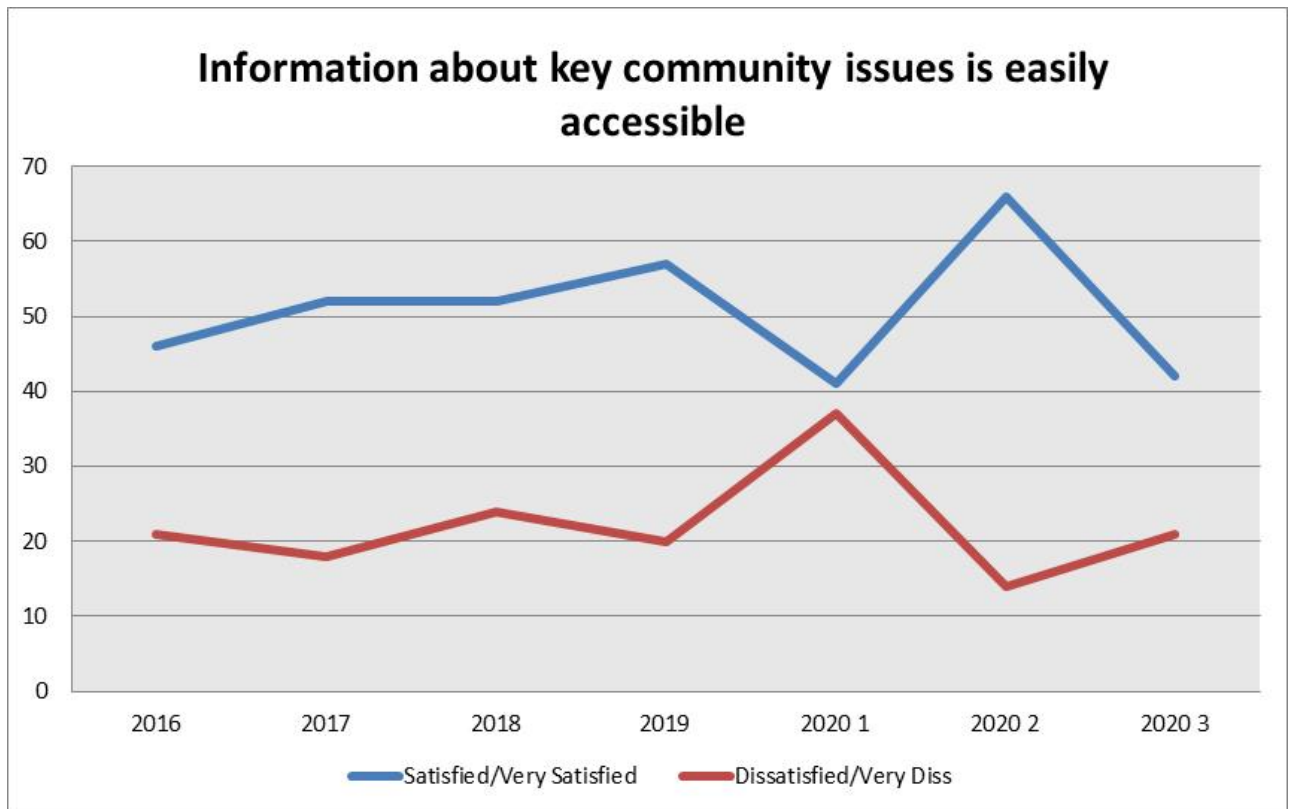


Governance / Democracy Questions

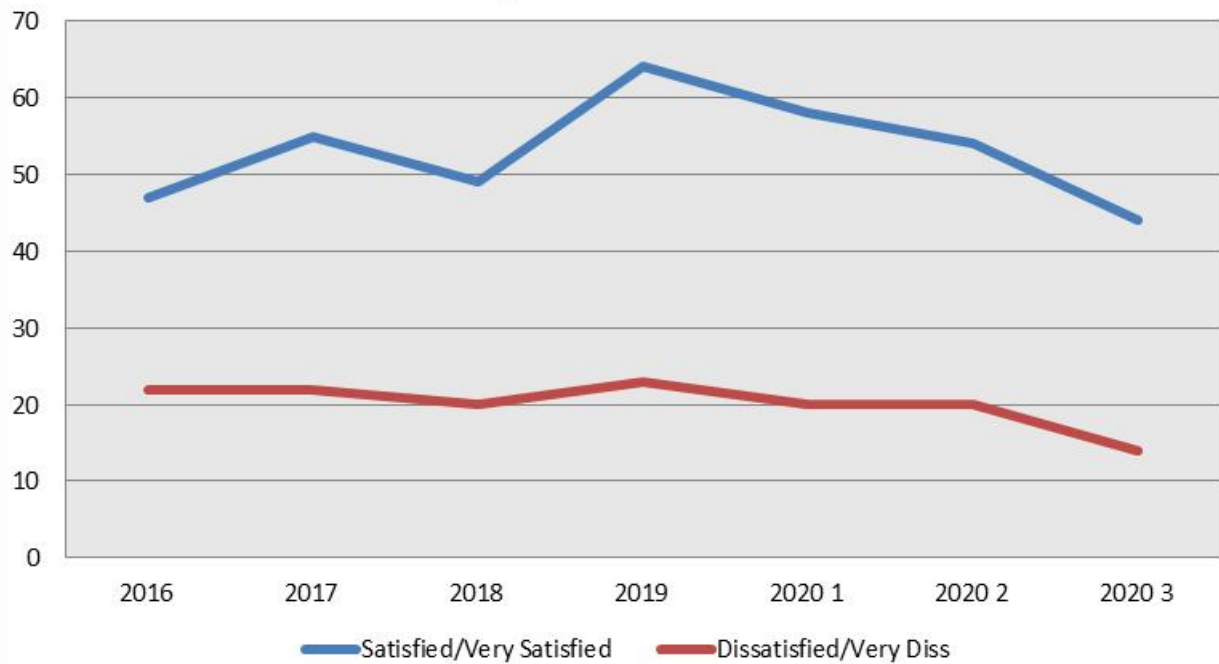


* The quarterly result for Contact with Councillors/Mayor has a large margin of error. Only 12 people responded to this question in the third quarter (7 were very satisfied, 6 satisfied)

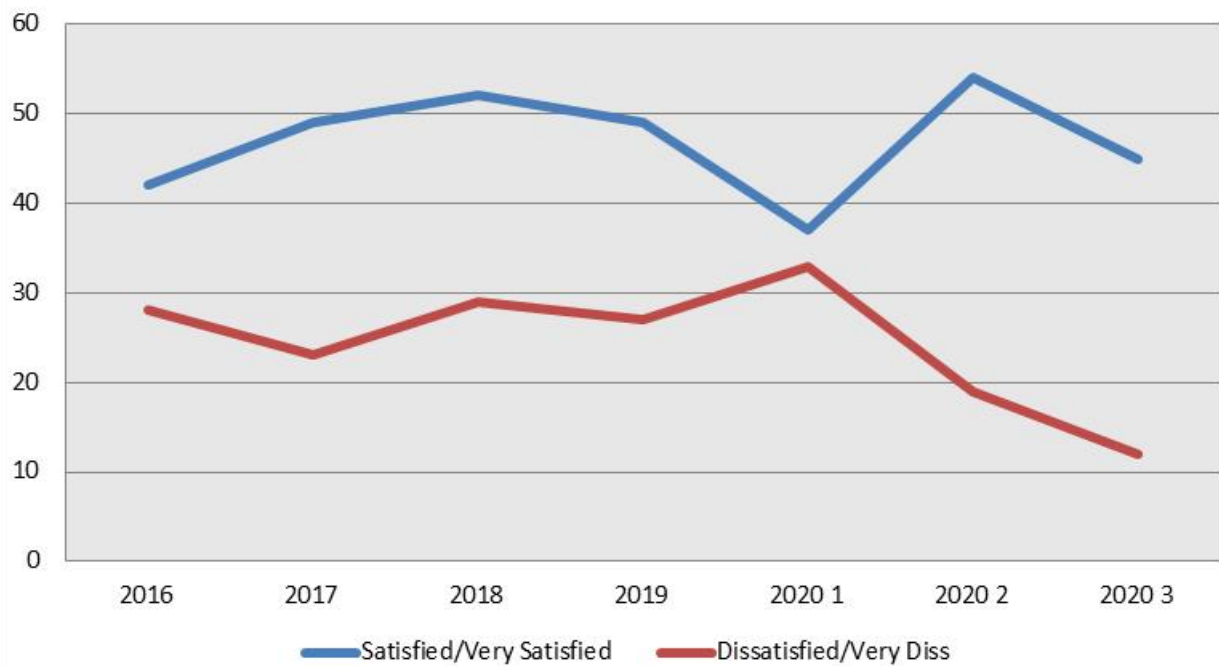




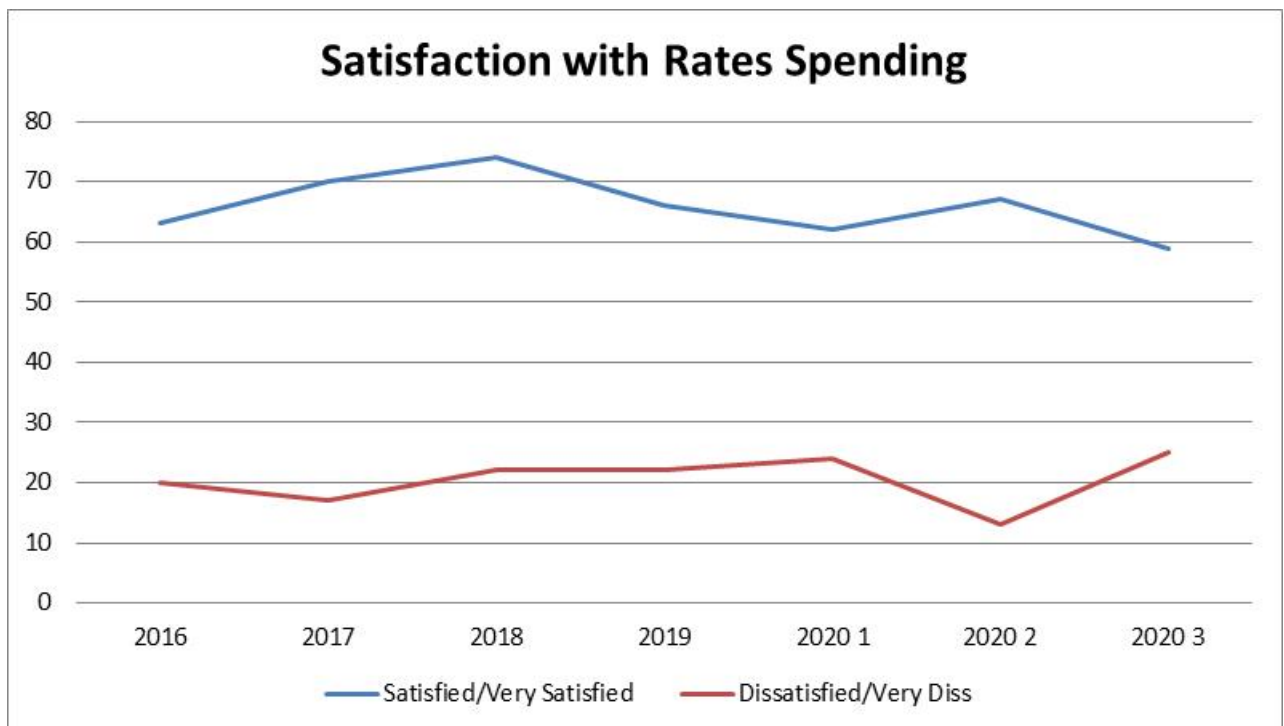
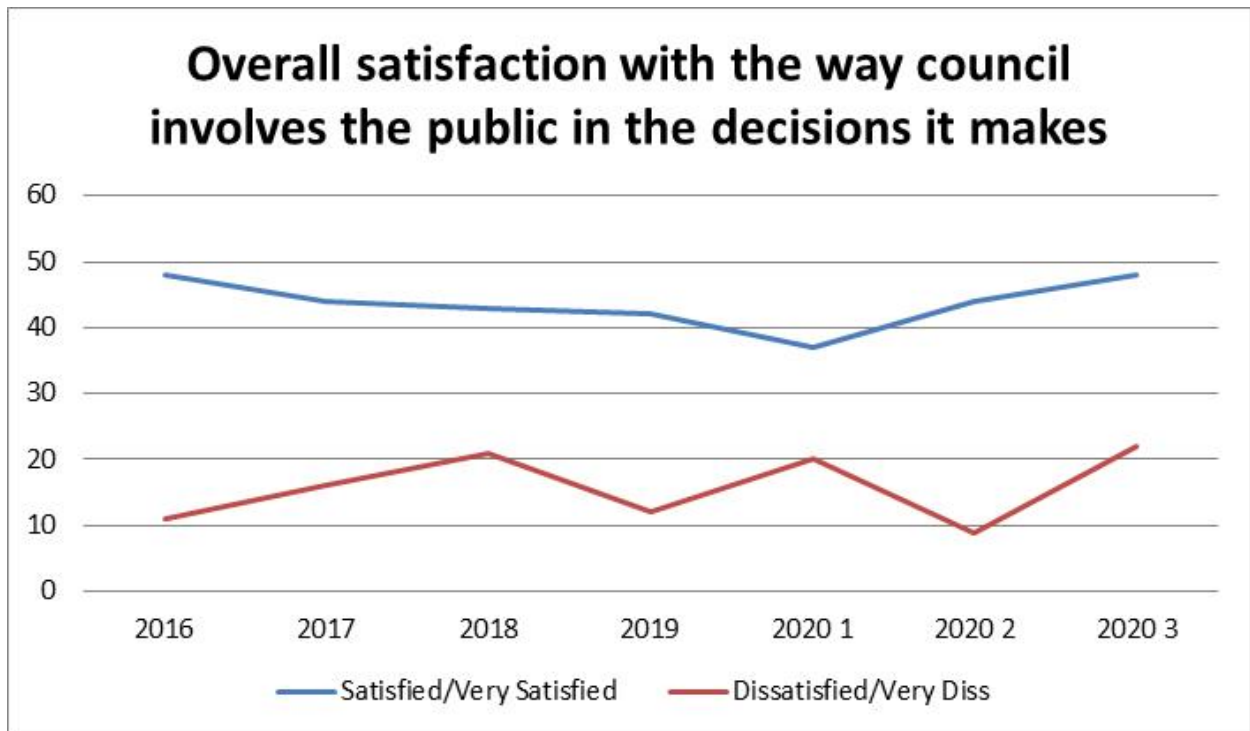
There is sufficient time and opportunity available to provide feedback

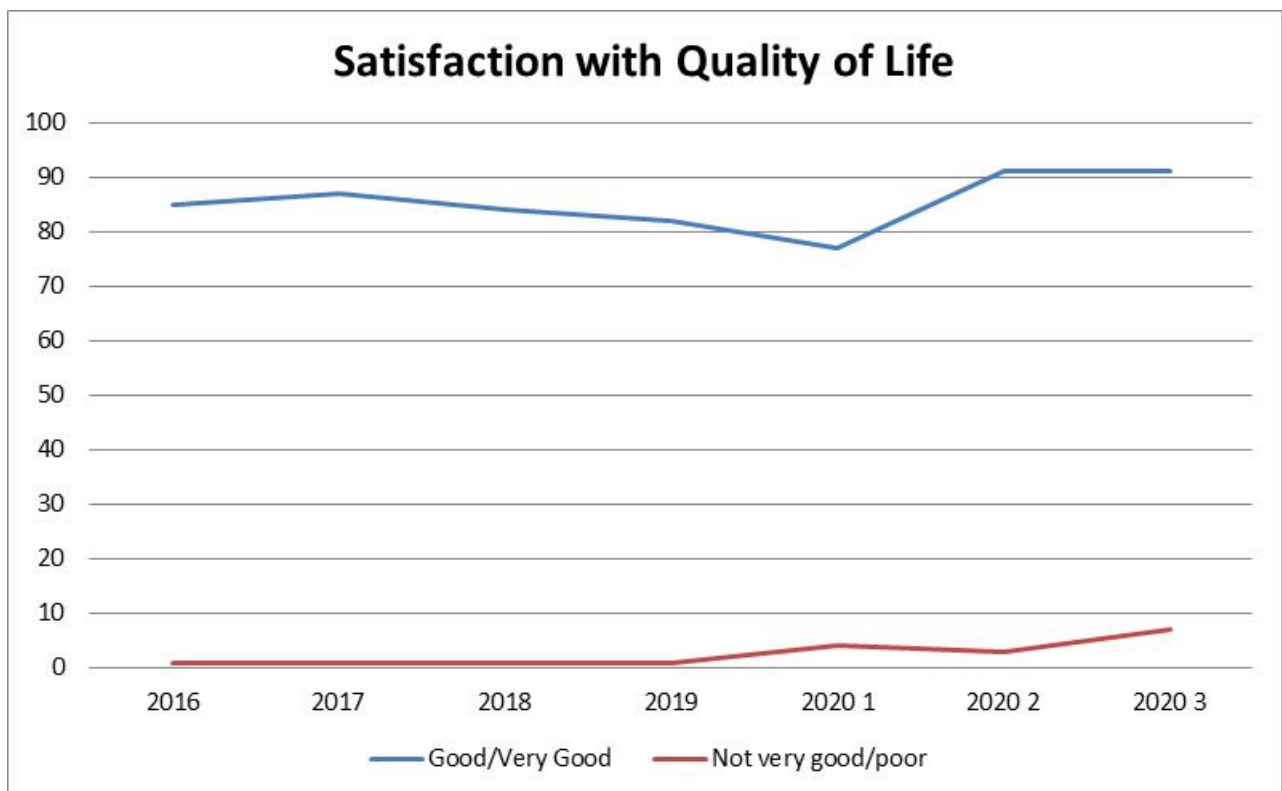
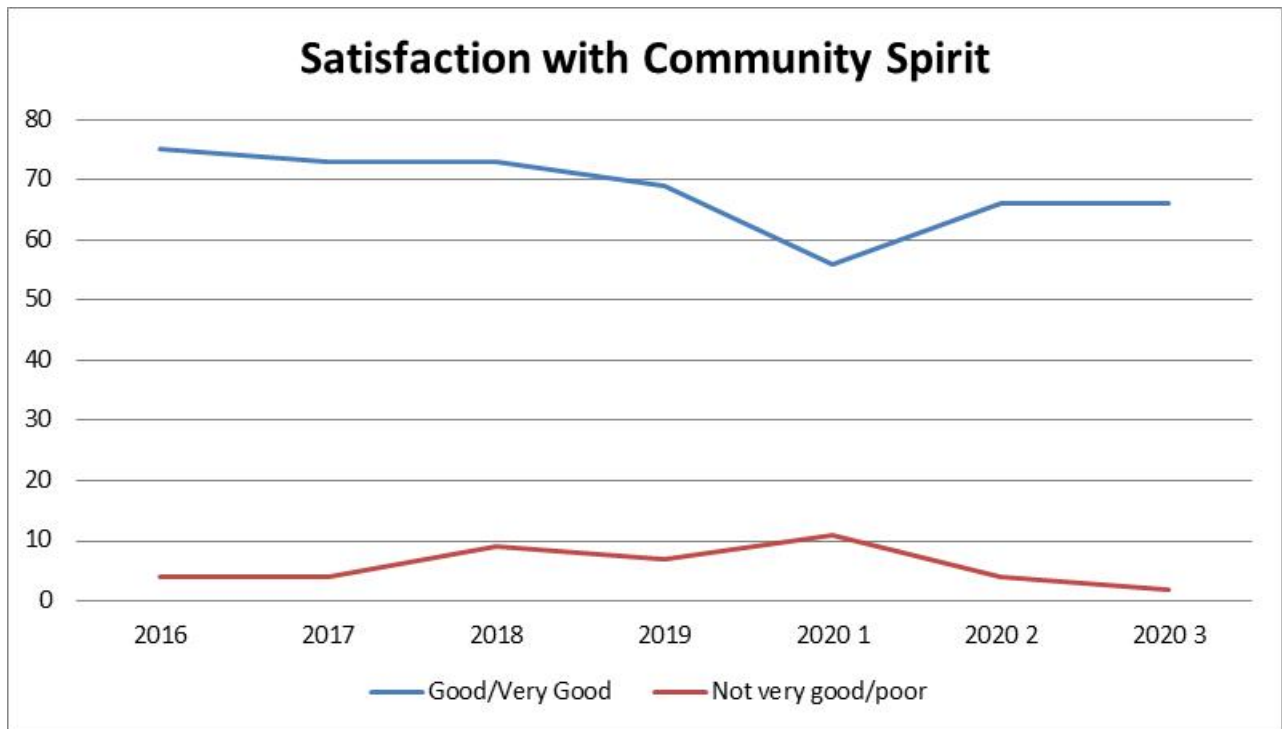


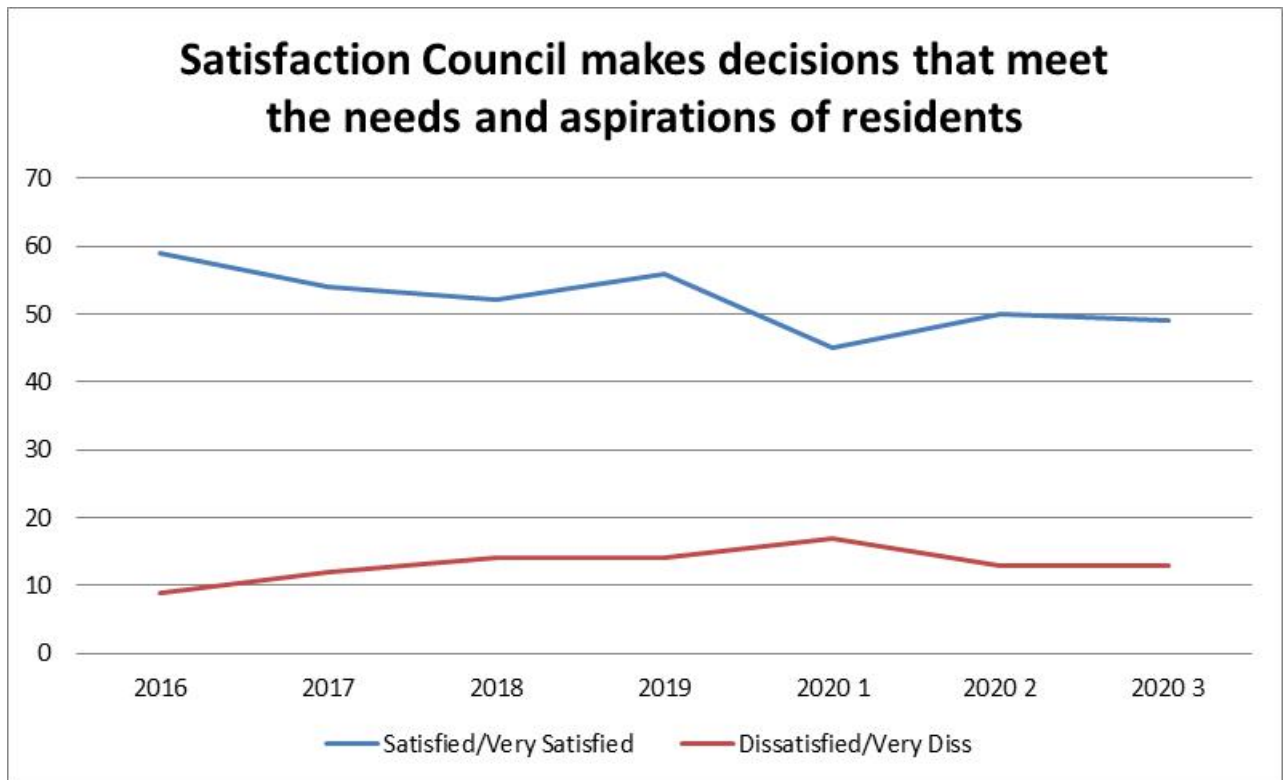
Information available on these issues is clear and instructive



Engagement Questions







Open Meeting

To	Waikato District Council
From	Alison Diaz Chief Financial Officer
Date	9 April 2020
Prepared by	Colin Bailey Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Financial performance summary for the period ending 31 March 2020

I. EXECUTIVE SUMMARY

This report presents the year-to-date financial performance against the 2019/20 Annual Plan and those budgets carried forward from the 2018/19 financial year.

The report provides a summary of revenue and expenses, capital expenditure and key reserves balances and covers the nine months to 31 March 2020. The year to date position reflected in the reports is the baseline on which the impacts of the Covid-19 pandemic will be forecast to 30 June 2020 and the following financial year.

Appended to the report is the Statement of Comprehensive Revenue and Expense (Profit & Loss), Statement of Financial Position (Balance Sheet) with Notes and the Financial Performance Summary all as at 31 March 2020. The financial statements, rather than comparing actuals to budget, show actuals against the prior year's actuals. Also attached is the Treasury Compliance Report as at 7 April 2020 based on the cashflow forecast as at the same date. Key items to note are:

- **Statement of Comprehensive Revenue and Expense:**
 - Finance income is lower than prior year due to higher deposits in place during the prior year period.
 - Personnel Costs are higher than prior year due to recruitment in the current year for Gearing for Growth and Greatness initiatives. As at 31 March 2020 there were 37 staff vacancies resulting in a saving against budget of \$2.7 million as at 31 March 2020.
- **Statement of Financial Position:**
 - Cash and Cash Equivalents are higher than prior year due to more funds on short term deposit.
 - Debtors and Other Receivables are higher than prior year due to higher Rates receivable, related to growth in the district and agreed LTP increases. These figures

have not been impacted by the Covid-19 pandemic. April 2020 payments received for Rates and Water accounts are well down on the previous year and are expected to be between \$2.5 million and \$2.75 million compared to \$4.7 million in April 2019.

- In late March and early April 2020 79 customers owing \$79,000 for Rates and Water cancelled, deferred or reduced their regular direct debit payments.
- Creditors and Other Payables are more than prior year due to differences in timing of capital expenditure.
- Other Liabilities are greater than prior year due to the June 2019 revaluation of derivative financial instruments (an Accounting Standards requirement).

• **Financial Performance Summary**

- Financial performance and the major reserve balances are as expected with no impact from the Covid-19 pandemic recorded in this period.
- The full year capital expenditure forecast has dropped significantly:
 - The latest forecast received from Watercare indicates a reduction of \$12 million.
 - The balance of the forecast has been reduced by \$3 million in the light of the Covid-19 pandemic. No allowance has been made for the commencement of any major projects brought forward into the last quarter of this financial year.

• **Treasury Compliance Report**

- This report includes cash balances and borrowings as at 7 April 2020 and is based on the latest cashflow forecast allowing for expected Covid-19 impacts. The situation is rapidly evolving and the cashflow forecast is being updated daily.
- There remain two non-compliances, both of which have been reported previously:
 - For the period to 31 March 2020 borrowing costs are slightly higher than budget.
 - The current debt level of \$85 million is outside the fixed/floating interest rate risk control limits of 50% to 100%.
- Debt levels are forecast to increase by \$30 million to \$105 million by 30 June 2020 to fund the expected cash deficit resulting from significantly lower revenue and receivables collections.

Covid-19 costs

The cost incurred to 7 April amounts to \$531,233 across the three areas as shown below.

	<u>CBACs</u>	<u>Welfare/Support</u>	<u>EOC</u>	<u>Total</u>
Equipment hire	197,568		12,794	210,362
Security	115,664		6,336	122,000
Cleaning	91,200		503	91,703
Food and catering	7,478	269	83	7,831
Repairs and maintenance	75,120		3,544	78,664
Phones	7,600		2,005	9,605
Printing and stationery			1,234	1,234
Training/accommodation			3,900	3,900
Other	200		5,725	5,925
Total	\$494,830	\$269	\$36,124	\$531,223

The Emergency Operating Centre (“EOC”) costs include costs for Welfare and Support that are not able to be split as aggregated purchases were made. All the Community Based Assessment Centre (“CBAC”) costs and the majority of the EOC costs will be recovered from the District Health Board and Central Government however these need to be funded in the first instance.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

- Financial Performance Summary as at 31 March 2020
- Statement of Comprehensive Revenue and Expense as at 31 March 2020
- Notes to the Statement of Comprehensive Revenue and expense as at 31 March 2020
- Statement of Financial Position as at 31 March 2020
- Notes 1 and 2 to the Statement of Financial Position as at 31 March 2020
- Treasury Compliance Report as at 7 April 2020

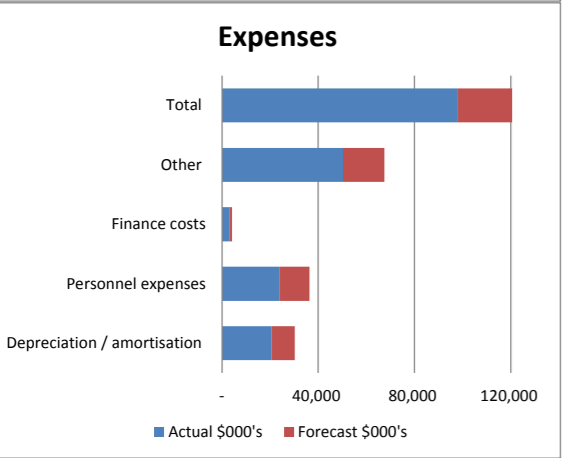
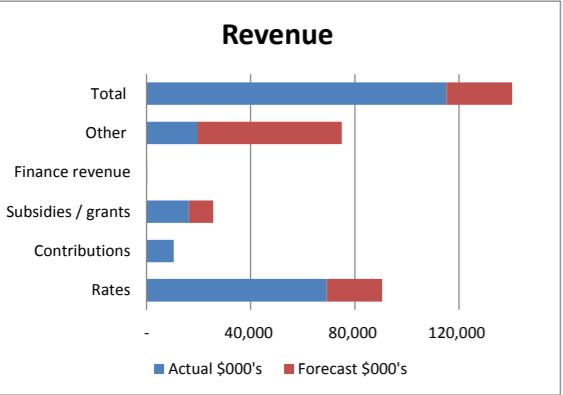
ATTACHMENT 1

AT A GLANCE

Performance to date is as expected, with little to no impact YTD of the Covid-19 lockdown. Income is tracking below budget largely due to the timing of vesting of roading assets, \$38 million of which relates to State Highway revocation. Covid-19 direct cost incurred in April amount to \$531K, most of which is recoverable from the DHB and central Government. Revenue and expenses are being reviewed for the balance of the year for Covid-19 impacts. General rate income, including Uniform Annual General Charges, is above forecasted levels by a total of \$573,000.

	Mar-20	Open Bal
Reserve Balances Summary	\$000's	\$000's
Restricted reserves	200	194
Council reserves	24,002	30,521
Development contributions	(39,814)	(44,602)
Replacement funds	22,899	19,115
Targeted rate reserves	(7,623)	(6,833)
Total	(336)	(1,605)
Key reserves (included in balances above)		

	Mar-20	Open Bal
	\$000's	\$000's
Disaster recovery	543	535
Hamilton East Property proceeds	2,308	2,308
Structure plan non-growth reserve	948	921
Northgate development area	(4,284)	(4,276)
Pokeno Structure plan	(12,146)	(13,692)
Tamahere Structure plan	(1,947)	(2,020)
DW water targeted rate	(7,841)	(6,513)
DW wastewater targeted rate	(3,233)	(3,395)
Total	(25,652)	(26,132)



FINANCIAL PERFORMANCE SUMMARY

For the period ending 31 March 2020

	Actual \$000's	FY Forecast \$000's	% usage	YTD Variance \$000's	Ref.
Revenue					
Rates	69,209	90,475	76%	(1,353)	1
Development and financial contributions	10,365	6,283	165%	(5,653)	2
Subsidies and grants	16,199	25,523	63%	2,943	3
Finance revenue	64	130	50%	33	
Other revenue	19,389	74,956	26%	36,828	4
Total revenue	115,226	197,366	58%	32,799	

Expense					
Depreciation and amortisation expense	20,700	30,301	68%	2,026	5
Personnel expenses	23,829	36,401	65%	3,472	6
Finance costs	3,242	4,195	77%	(94)	
Other expenses	50,263	67,406	75%	292	7
Total operating expenses	98,034	138,305	71%	5,695	
Surplus (deficit) before tax	17,191	59,061	29%	27,104	

Year-to-date net operating surplus of \$17.2 million is \$27.1 million behind year to date expectations in overall terms.

Items to note are as follows:

- Income

1 Favourable - Rating income is above long term plan budget expectations for the year.
- 2 Favourable - Contribution income is above year to date expectations. Approximately \$158,000 relates to older consents with financial contributions, with the remainder continuing to come from development contributions (DCs).
- 3 Unfavourable -Subsidies are linked to progress of physical work programmes.
- 4 Unfavourable - The budget allows for \$54 million of roading assets to be vested with Council. \$38 million of this relates to State Highway revocation. The exact timing of transfer is not yet known.

- Expense

5 Favourable - linked to progress of physical work programmes and capitalisation of fixed assets

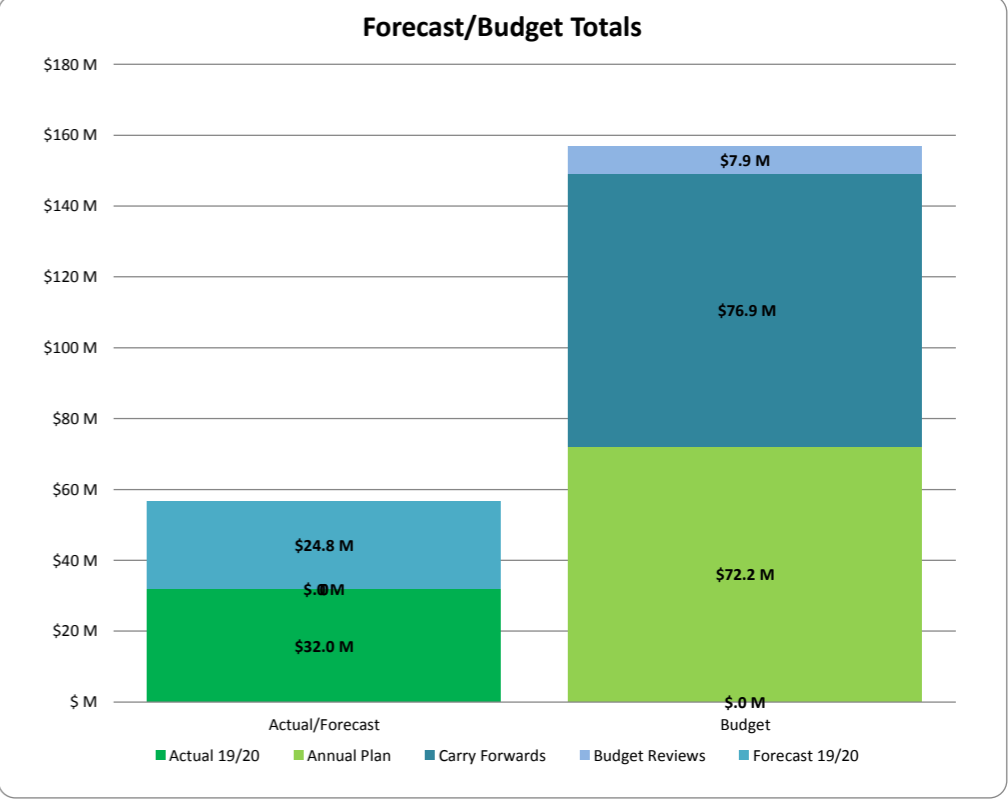
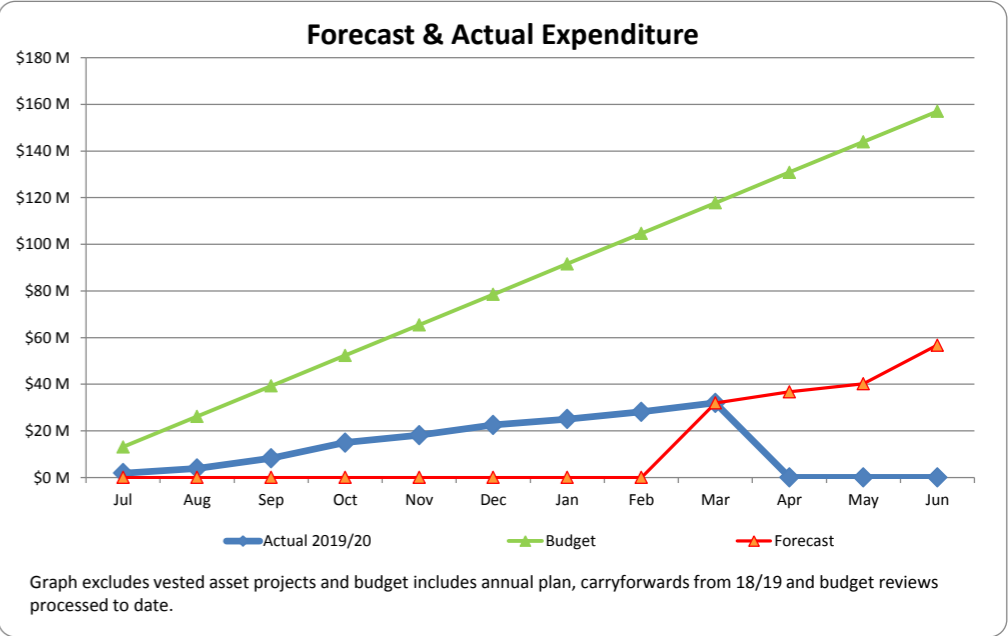
6 Favourable - impact from vacancies.

7 Favourable - Relative to timing of work programmes.

Net Operating Surplus (Deficit) Breakdown	Actual \$000's	FY Forecast \$000's	YTD Variance \$000's	Favourable / Unfavourable
Roading	8,887	65,106	39,942	U - Timing of vested asset revenue
Water	2,653	(690)	(3,171)	F - Major portion of Watercare transition budget yet to be expended
Wastewater	2,825	328	(2,579)	F - Major portion of Watercare transition budget yet to be expended
Stormwater	477	(1,253)	(1,417)	F - Major portion of Watercare transition budget yet to be expended
Sustainable Communities	1,828	2,056	(286)	F - Timing of grant payments
Sustainable Environment	172	598	277	U - Lower income levels not fully matched by lower expenditure
Governance	142	(352)	(406)	F - Timing of grant payments
Organisational Support	(1,965)	(6,732)	(3,084)	F - Low levels of activity expenditure
Total Group of Activities	15,019	59,061	29,277	
General rate usage	2,172	-	(2,172)	F - The general rate income recognised currently exceeds the amount of general rate used. This number adjusts throughout the year relative to activity expenditure
Surplus (deficit)	17,191	59,061	27,104	

Capital expenditure	Actual \$000's	FY Budget \$000's	% usage
Organisational Support	1.5	9.6	16%
Roading	17.5	49.5	35%
Stormwater	0.7	8.1	9%
Sustainable Communities	6.6	26.0	25%
Sustainable Environment	0.1	0.2	26%
Wastewater	2.3	40.1	6%
Water Supply	3.2	23.5	14%
Total Group of Activities	32.0	157.0	20%

The "FY Forecast" relates to the second year of the LTP, including projects undertaken by developers on behalf of council plus any carry forward works from 2018/19. The work programme includes first estimates of the impacts of the Covid-19 lockdown. The high expenditure in the June forecast includes the finalisation of large Roothing projects.



Waikato District Council
Statement of comprehensive revenue and expense
As at 31 March 2020

		31 Mar 2020	31 Mar 2019
Note			
	Revenue		
1	Rates, including targeted water supply rates	69,209,055	62,812,639
	Development and financial contributions	10,364,956	6,752,469
	Subsidies and grants	16,198,829	13,218,279
	Finance income	64,439	343,507
	Other income	19,388,693	14,420,709
	Total income	115,225,972	97,547,603
	Expense		
	Depreciation and amortisation expense	20,700,311	20,429,280
2	Personnel costs	23,829,097	21,133,265
3	Finance expenses	3,241,988	3,170,701
4	Other expenses	50,263,085	38,354,559
	Total expenditure	98,034,481	83,087,804
	Operating surplus (deficit) before tax	17,191,491	14,459,799

Waikato District Council

Notes - Statement of comprehensive revenue and expense

As at 31 March 2020

Note		
	31 Mar 2020	31 Mar 2019
1	<u>Rates, including targeted water supply rates</u>	
	General rate	39,360,659
	Uniform annual general charge	7,304,175
	<i>Total general rates income</i>	<i>46,664,834</i>
	Community centres & facilities	593,812
	Wastewater	8,347,375
	Refuse & waste management	3,488,422
	Metered water supply rates	4,978,751
	Other water rates	2,597,527
	Stormwater	1,372,686
	Community boards	182,863
	<i>Total targeted rates income</i>	<i>18,713,782</i>
	plus: Penalties revenue	1,462,816
	Total rates revenue	69,689,088
	less: Rate remissions	(480,033)
	Net rates revenue	69,209,055
2	<u>Personnel costs</u>	
	Salaries & wages	23,020,325
	Kiwisaver contributions	542,734
	ACC levies	101,533
	Fringe benefit tax	82,161
	Mileage reimbursements	56,661
	Other personnel costs	25,684
	Total personnel costs	23,829,097
3	<u>Finance expenditure</u>	
	External interest expense	3,241,424
	Interest on reserves	564
	Total finance expenditure	3,241,988
4	<u>Other expenses</u>	
	Audit fees	168,637
	Activity expenditure	49,908,288
	Debt write-off	10,033
	Penalties written-off	304,028
	Treasury administration	28,639
	Asset adjustments	(156,540)
	Total other expenses	50,263,085

Waikato District Council
Statement of financial position
As at 31 March 2020

		31 Mar 2020	31 Mar 2019
Note			
	ASSETS		
	Current assets		
	Cash & cash equivalents	13,989,580	9,793,026
1	Debtors & other receivables	45,522,859	37,332,808
	Prepayments	551,835	460,451
2	Other current assets	93,731	101,088
	Total current assets	60,158,006	47,687,373
	Non-current assets		
3	Investments in other entities	18,355,982	16,647,981
	Investment property	560,000	545,000
	Intangible assets	4,663,682	5,016,496
4	Property plant & equipment	1,841,583,073	1,812,485,542
	Total non-current assets	1,865,162,737	1,834,695,020
	TOTAL ASSETS	1,925,320,742	1,882,382,392
	LIABILITIES		
5	Creditors & other payables	40,558,946	33,968,597
6	Other liabilities	20,983,928	12,752,784
7	Borrowing	85,000,000	80,000,000
	TOTAL LIABILITIES	146,542,874	126,721,380
	NET ASSETS	1,778,777,868	1,755,661,012
	EQUITY		
	Accumulated funds	1,062,038,181	1,062,597,894
	Year to date surplus (deficit)	17,191,491	14,459,799
8	Year to date reserve transfers	(1,115,955)	6,385,611
	Council reserves	24,002,443	23,155,444
	Restricted reserves	199,635	192,718
	Replacement funds	22,898,763	18,315,282
	Targeted rate reserves	(7,622,527)	(5,831,231)
	Development contributions	(39,814,116)	(41,543,055)
	Revaluation reserves	688,412,498	667,253,671
	Fair value through other comprehensive revenue & expense	12,587,455	10,674,878
	TOTAL EQUITY	1,778,777,868	1,755,661,012

*The financial statement set out above should be read in conjunction with the notes
set out on the following pages*

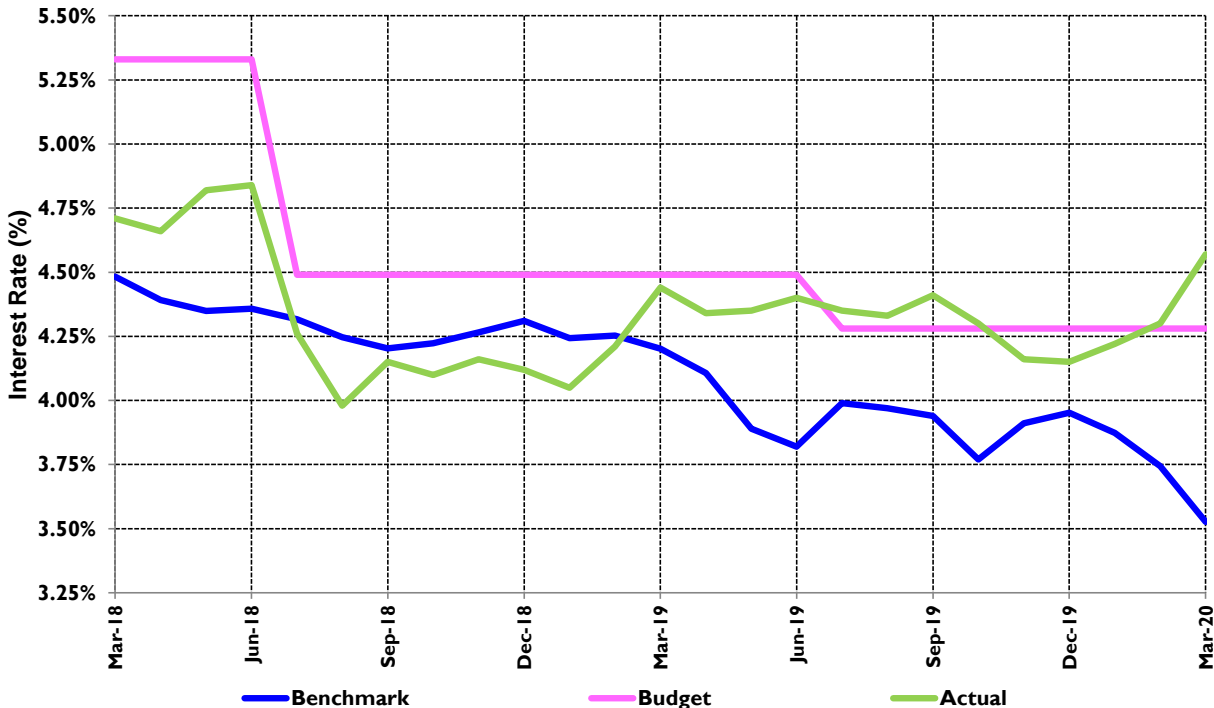
ATTACHMENT 5

Waikato District Council
Notes to the financial statements
As at 31 March 2020

	31 March 2020			31 March 2019		
1 Debtors & other receivables						
Accruals		9,752,941			4,882,925	
Rates receivable		32,293,756			29,684,890	
Sundry debtors		4,940,803			2,644,284	
GST refund due (payable)		(306,989)			1,218,339	
		46,680,510			38,430,439	
Provision for doubtful debts		(1,157,651)			(1,097,631)	
Net debtors & other receivables		45,522,859			37,332,808	
2 Other current assets						
Cattle		93,731			101,088	
Non-current assets held for sale		-			-	
Total other current assets		93,731			101,088	
3 Investments in other entities						
Community loans		105,559			169,917	
Strada Corporation Ltd		700,000			700,000	
NZ Local Government Insurance		65,515			62,239	
Waikato Regional Airport Ltd		15,176,460			13,267,159	
BNZ - Term deposit		809,274			789,493	
Local Authority Shared Services Ltd						
LASS shares		-			-	
Waikato Regional Transport Model		112,500			112,500	
Shared Valuation Database Service		106,674			106,674	
LGFA borrower notes		1,280,000			1,440,000	
Total investments		18,355,982			16,647,981	
4 Property, plant & equipment (PP&E)						
	31 March 2020			31 March 2019		
	Cost / Val'n	Accum dep'n	Book value	Cost / Val'n	Accum dep'n	Book value
Bridges	144,229,019	(2,198,071)	142,030,948	137,169,234	(2,064,818)	135,104,416
Buildings	55,367,790	(5,458,428)	49,909,362	54,672,344	(3,454,585)	51,217,759
Computers	5,570,131	(5,247,912)	322,219	5,380,177	(5,043,037)	337,140
Drainage	2,317,087	(21,253)	2,295,835	2,231,238	(20,246)	2,210,992
Furniture	1,557,829	(1,102,413)	455,415	1,479,862	(998,524)	481,338
Land	119,921,856	-	119,921,856	115,853,264	-	115,853,264
Land under roads	108,287,653	-	108,287,653	107,963,843	-	107,963,843
Library books	6,016,871	(4,849,433)	1,167,438	5,594,989	(4,545,780)	1,049,209
Office equipment	1,404,420	(1,213,008)	191,412	1,391,190	(1,170,825)	220,365
Parks and reserves	45,875,941	(1,741,113)	44,134,828	44,533,749	(1,620,085)	42,913,663
Plant	5,135,521	(3,047,773)	2,087,748	6,302,859	(3,511,413)	2,791,447
Roadings	1,025,529,359	(8,844,339)	1,016,685,020	1,015,459,446	(8,881,145)	1,006,578,301
Stormwater	62,715,147	(612,525)	62,102,622	60,080,743	(575,099)	59,505,643
Transfer stations	1,728,138	(53,807)	1,674,331	1,843,762	(61,543)	1,782,218
Wastewater	117,216,869	(2,276,185)	114,940,684	114,581,498	(2,306,634)	112,274,864
Water	123,455,646	(2,142,332)	121,313,314	119,455,247	(1,964,207)	117,491,040
Work in progress	54,062,389	-	54,062,389	54,710,040	-	54,710,040
Total PP&E	1,880,391,666	(38,808,593)	1,841,583,073	1,848,703,485	(36,217,942)	1,812,485,542

Waikato District Council
Notes to the financial statements
As at 31 March 2020

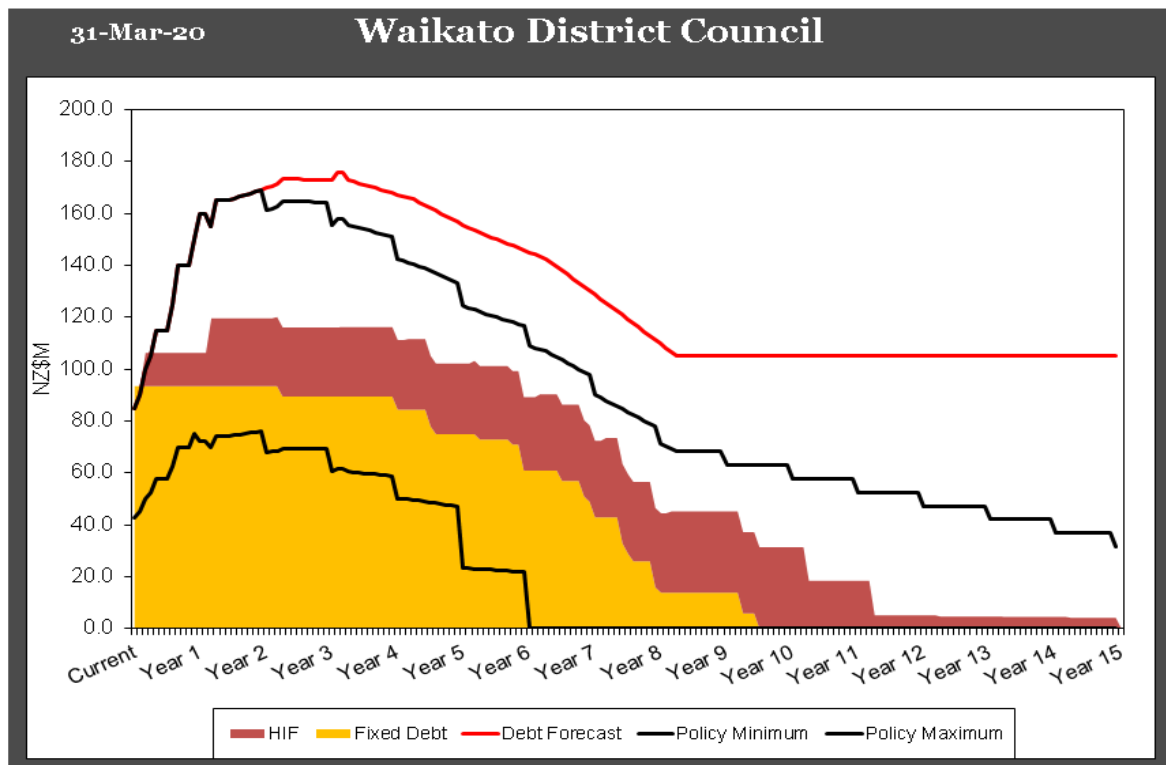
Note	31 March 2020	31 March 2019
5 Creditors & other payables		
Trade payables	26,587,202	24,941,938
Deposits & bonds	314,700	483,197
Accrued expenses	13,640,340	8,536,479
Rates in advance	16,704	6,983
Total creditors & other payables	40,558,946	33,968,597
6 Other liabilities		
Employee entitlements	3,869,820	3,375,212
Provisions	1,447,593	2,119,852
Derivative financial instruments	15,666,515	7,257,719
Total other liabilities	20,983,928	12,752,784
7 Borrowings		
Non current portion of borrowing	80,000,000	80,000,000
Current portion of borrowing	5,000,000	-
Total borrowings	85,000,000	80,000,000
8 Reserve movements	Balance as at 31 March 2020	Movements Opening balance
Council reserves	24,002,443	6,519,042
Restricted reserves	199,635	(5,614)
Replacement funds	22,898,763	(3,783,402)
Targeted rate reserves	(7,622,527)	790,017
Development contributions	(39,814,116)	(4,787,495)
per Reserve balance report	(335,802)	(1,267,453)
Revaluation reserves	688,412,498	151,498
Fair value through other comprehensive revenue and expense	12,587,455	-
Total other reserves	700,664,151	(1,115,955)

Policy criteria		Policy limit	Actual	Within policy?
1	<p>The percentage of net external debt to annual revenue</p> <p>Net external debt =</p> <p>Total annual revenue =</p>	<p><150%</p> <p>total external debt (net of related borrower notes) less term deposits and available cash / cash equivalents</p> <p>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)</p>	56.6%	✓
2	<p>Net interest expense on net external debt as a percentage of total annual revenue</p> <p>Net interest expense =</p>	<p><20%</p> <p>total interest and financing costs less interest income</p>	3.2%	✓
3	<p>Net interest expense on net external debt as a percentage of planned annual rates</p>	<p><25%</p>	4.6%	✓
4	<p>Liquidity ratio</p> <p>Liquidity =</p>	<p>>110%</p> <p>external term debt plus committed bank facilities plus available liquid investments as a percentage of external term debt</p>	152%	✓
5	<p><u>Interest rate benchmark chart</u></p> <p>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>  <p>— Benchmark — Budget — Actual</p>			
6	<p>Actual borrowing costs are <= budgeted borrowing costs</p> <p>Current month</p> <p>Year to date</p>	<p><u>Budget</u></p> <p>\$349,583</p> <p>\$3,146,250.00</p>	<p><u>Actual</u></p> <p>\$284,847</p> <p>\$3,241,367</p>	<p>✓</p> <p>✗</p>

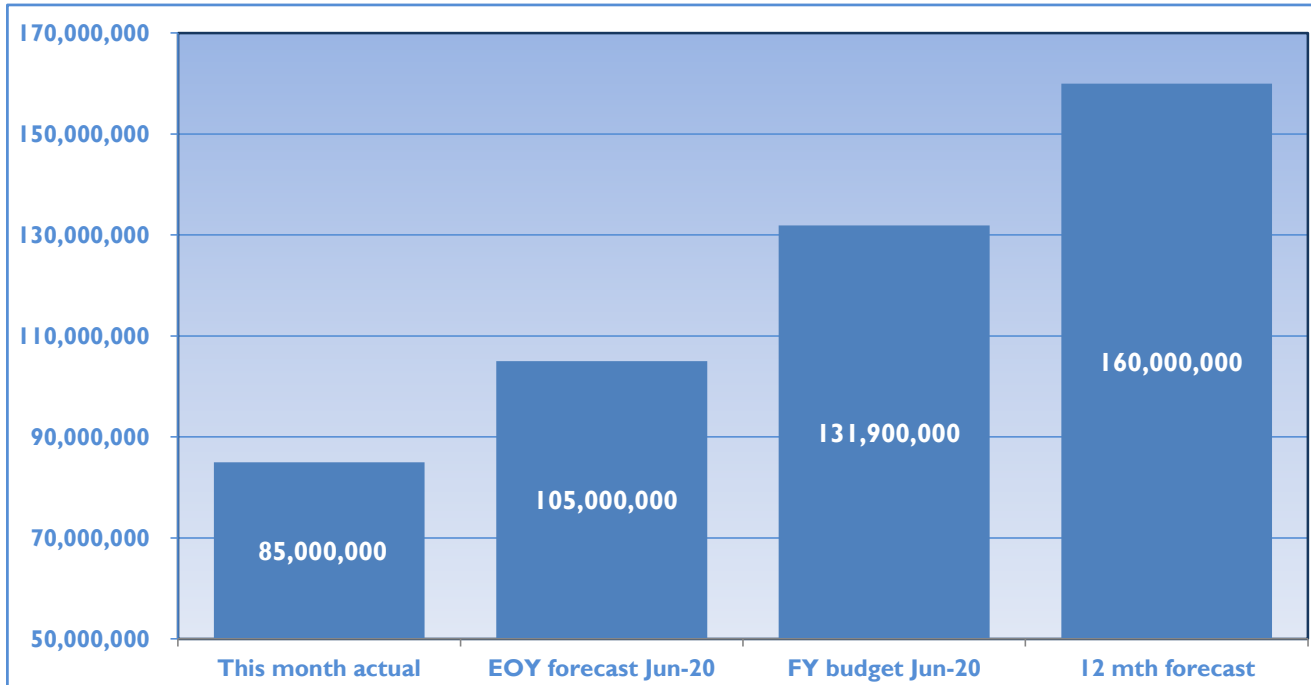
7	Current interest rate swaps (including forward starts)			
	<u>Amount</u> \$	<u>Effective date</u>	<u>Termination date</u>	<u>Fixed rate</u> (if effective)
	3,000,000	20-Jul-12	20-Oct-20	5.59%
	3,000,000	22-Jun-13	22-Mar-23	4.00%
	4,000,000	22-Jun-13	22-Jun-22	3.83%
	2,000,000	21-Mar-16	21-Mar-24	4.94%
	3,000,000	23-Mar-15	23-Mar-24	4.64%
	4,000,000	23-Mar-20	25-Mar-24	4.75%
	3,000,000	23-Mar-15	23-Sep-24	4.53%
	4,500,000	23-Dec-15	23-Sep-24	4.59%
	4,000,000	22-Jun-16	23-Sep-24	4.62%
	3,000,000	20-Oct-20	21-Oct-24	
	3,000,000	22-Sep-17	23-Sep-24	4.78%
	4,000,000	23-Mar-20	25-Mar-24	4.85%
	3,000,000	20-Oct-20	21-Oct-24	
	5,000,000	15-Mar-18	30-Jun-20	4.06%
	3,000,000	15-Mar-18	20-Oct-20	4.22%
	6,000,000	31-Oct-17	31-Jan-27	3.67%
	2,000,000	1-Mar-19	1-Dec-25	3.85%
	2,000,000	25-Sep-17	25-Feb-27	3.67%
	2,000,000	22-Jun-17	23-Jun-25	3.52%
	3,000,000	22-Mar-23	22-Jun-29	
	4,000,000	25-Mar-24	25-Sep-26	
	4,000,000	25-Mar-24	25-Mar-27	
	4,000,000	23-Sep-24	23-Sep-27	
	3,000,000	21-Oct-24	21-Oct-27	
	10,000,000	30-Sep-19	28-Sep-29	3.55%
	5,000,000	30-Jun-20	29-Jun-29	
	10,000,000	28-Feb-19	27-Feb-26	3.33%
	10,000,000	28-Aug-18	30-Aug-27	3.37%
	10,000,000	28-Feb-18	28-Feb-28	3.33%
	2,000,000	19-Jun-19	19-Mar-28	3.10%
	2,000,000	19-Jun-19	19-Mar-27	3.28%
	130,500,000 Total swaps			
	101,500,000 Total "live" swaps			
	Average interest rate of live swaps			3.93%
8	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 all are matched with existing swaps	
9	<u>Counterparty credit risk - swaps</u> NZ registered banks (each) - ANZ / National - ASB - BNZ - HSBC - Westpac	\$30m	\$0m \$0m \$22.84m \$0m \$0m	✓ ✓ ✓ ✓ ✓

10 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	85	50% - 100%	110%	✗
Year 1	160	45% - 100%	66.4%	✓
Year 2	170	40% - 95%	70.4%	✓
Year 3	173	35% - 90%	67.1%	✓
Year 4	167	30% - 85%	66.5%	✓
Year 5	156	15% - 80%	65.6%	✓
Year 6	145	0% - 75%	61.5%	✓
Year 7	129	0% - 70%	56.2%	✓
Year 8	110	0% - 65%	40.5%	✓
Year 9	105	0% - 60%	43.0%	✓
Year 10	105	0% - 55%	25.9%	✓



	Policy criteria	Policy limit	Actual	Within policy?
11	Debt affordability benchmark - limit on debt (actual debt <= limit on debt)	<= \$196.5m	\$85m	✓
12	Balanced budget benchmark (revenue / expenses)	>=100%	107%	✓
13	Essential services benchmark (CAPEX / dep'n - infrastructure)	>=100%	146%	✓
14	Debt servicing benchmark (borrowing costs / revenue) borrowing costs =	<15% finance expenses per statement of comprehensive revenue and expense	3.1%	✓

15 Borrowing at March 2020This graph depicts actual borrowing - LGFA plus bank (BNZ).

16	Actual monthly (gross) borrowing is within end-of-year budget	\$131,900,000	\$85,000,000	✓
17	The maturity profile of the total committed funding in respect of all loans and committed facilities			
	0 to 3 years	15% - 60%	53%	✓
	3 to 5 years	15% - 60%	21%	✓
	5 years plus	10% - 40%	26%	✓

31-Mar-20**Waikato District Council**

Committed Loan/Stock/Facilities/Investments \$127.1m

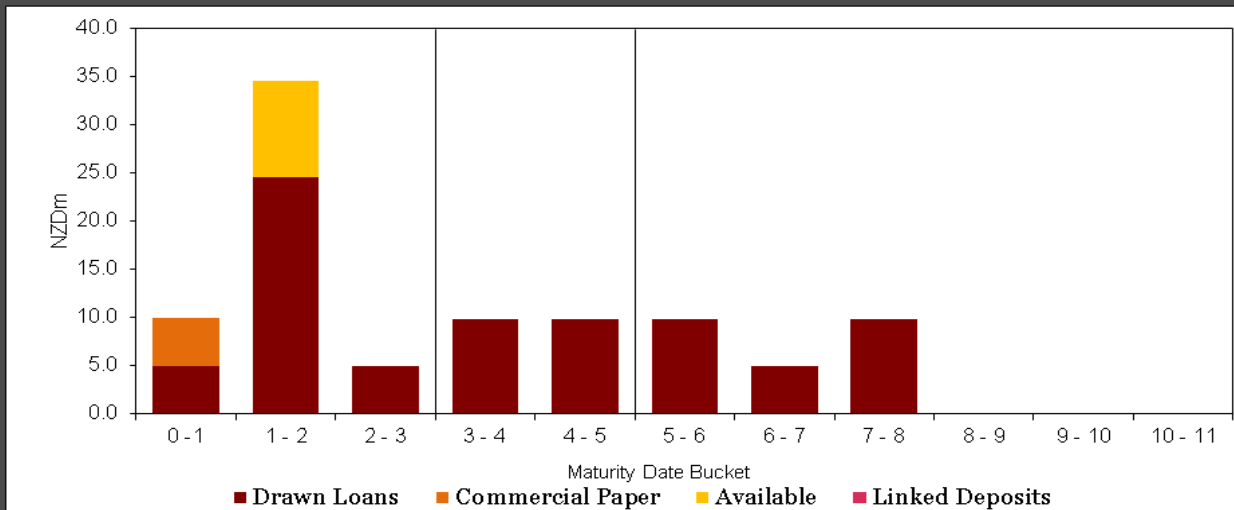
Current External Debt \$83.7m

Current Net Debt (ex pre-funding) \$50.3m

Policy Liquidity Ratio >= 110%

Current Liquidity Ratio 152%

12 month Peak Net \$160m

0 - 3 years**15% - 60%****53%****3 - 5 years****15% - 60%****21%****5 years plus****10% - 40%****26%**

18	<u>Financial assets</u> \$'000		
	Share investments held for strategic purposes		
	Local Authority Shared Services Limited		179
	Waikato Regional Airport Limited		66
	Strada Corporation Limited		0
	Civic Financial Services Limited		700
	Investments held to reduce the current ratepayer burden		
	Community loans as below		109
	Short-term investments held for liquidity & working capital requirements		
	Bank & cash balances		2,711
	Short-term bank deposits		10,400
	Total investments		\$3,765
	For treasury purposes, LGFA borrower notes are netted off against related borrowing		
19	<u>Community loans</u>		
	<u>Borrower</u>	<u>Current balance \$\$</u>	<u>Maturity date</u> <u>Interest rate</u>
	Tamahere Hall Committee	90,367	Jun-22
	Te Kowhai Hall Committee	12,243	Jun-22
	Woodlands #2	-	Oct-19
	Tauhei Hall Committee	3,361	Jun-20
	Opuatia Community Centre (ex Franklin loan)	2,800	Dec-20
			all at
			5.28%
			0%
		<u>\$108,770</u>	
	Policy criteria	Policy limit	Actual Within policy?
20	<u>Counterparty credit risk - investments</u>		
	NZ Government	unlimited	\$0m ✓
	NZD resistered supranationals	\$20m	\$0m ✓
	LGFA	\$20m	\$1.28m ✓
	NZ registered banks (each)	\$20m	
	- ANZ / National		\$2.6m ✓
	- ASB		\$2.6m ✓
	- BNZ		\$2.6m ✓
	- HSBC		\$0m ✓
	- Westpac		\$2.6m ✓
21	<u>Counterparty credit risk - total</u>		
	NZ registered banks (each)	\$50m	
	- ANZ / National		\$2.6m ✓
	- ASB		\$2.6m ✓
	- BNZ		\$25.44m ✓
	- HSBC		\$0m ✓
	- Westpac		\$2.6m ✓

Open Meeting

To	Waikato District Council
From	Alison Diaz Chief Financial Officer
Date	28 April 2020
Prepared by	Colin Bailey Finance Manager
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Local Government Funding Agency Standby Facility

I. EXECUTIVE SUMMARY

Approval is sought from the Council to enter into a Standby Facility with the Local Government Funding Agency ("LGFA").

The report provides a summary of current total borrowings from the LGFA, the reasons the Standby Facility is required to be in place and explains the way the Facility operates.

Appended to the report is the Overview of LGFA Standby Facilities.

2. BACKGROUND

As at 31 March 2020, Council had borrowed \$85 million from the LGFA, broken down as follows:

- Short term, repayable 12 June 2020 - \$5 million.
- Long term, repayable between 2020 and 2028 - \$80 million.

With the advent of the Covid-19 Pandemic and consequent Level 4 Lockdown, cashflow from payments of Rates and Water accounts and Fees and Charges reduced significantly compared to previous months and the same month in the previous year. At the same time, outgoings continued in April 2020 at the same level as before the lockdown due in the main to payments to suppliers, contractors and service providers for work done in March 2020.

Cashflow forecasts in early April 2020, assuming current levels of receipts continued, and allowing for payment to Ports of Auckland Limited ("PoAL") for shared infrastructure, showed Council borrowings increasing by \$30 million to \$40 million by 30 June 2020.

In April 2020 LGFA borrowings increased by \$15 million to \$100 million, broken down as follows:

- Short term, repayable 12 June 2020 - \$5 million.
- Long term, repayable between 2021 and 2027 - \$95 million.

Currently Council has \$20 million in the bank to meet ongoing operating costs and payments to PoAL. The updated cashflow forecast indicates the need for a minimum of a further \$10 million long term borrowing from the LGFA by 30 June 2020, plus the need for short term funding to meet short term cash requirements while maintaining an adequate cash buffer in the Council's bank accounts. An example of a short term requirement is the period between payments to suppliers on 20 May 2020 and receipts from the 3rd Rates Instalment due on 25 May 2020.

The LGFA set up a Standby Facility in early 2020 to assist Councils experiencing short term cash flow deficits. The facility operates on a quarterly basis with Councils indicating their possible requirements in advance. There is a commitment fee of 17bps and no other charges in respect of these possible requirements, and no penalties if the Facility is not drawn down. Costs of drawdowns are very competitive at 90pbs above market and terms are between one and six months.

Council has an existing short term facility in place with the Bank of New Zealand ("BNZ") at less advantageous terms the LGFA Standby Facility. This BNZ facility will be held as a "last resort" source of funding if required.

There is some uncertainty as to the future cash inflows to Council. In addition to this is the need to fund our Recovery Plan and fast tracked capital expenditure projects to facilitate economic activity in the district, both of which are yet to be quantified in financial terms. This means that Council needs to have access to affordable and flexible borrowing arrangements that can be drawn down as the need arises.

3. RECOMMENDATION

THAT the report from the Chief Financial Officer be received;

AND THAT the Council enter into the LGFA Standby Facility Agreement (the key terms of which are set out in the attachment to the staff report);

AND FURTHER THAT the Council delegates the Chief Operating Officer authority to enter into all documentation required to give effect to this resolution.

4. ATTACHMENTS

Overview of LGFA Standby Facilities.

LGFA STANDBY FACILITIES – AN OVERVIEW

On a quarterly basis, LGFA will approach councils with the amount available for new standby facilities to be offered in the coming quarter. The amount available will be determined by the size of LGFA's liquid assets ringfenced to support standby facilities.

Initial tranche

Council to register its interest with LGFA by 17th February 2020 to enter into the facility required for the first quarterly window period from 1st March to 30th June 2020. Councils will be required to provide the facility amount required and the proposed date to enter into the facility agreement.

Successful amounts of facilities available under the first quarterly window period will be confirmed to each council by 19th February 2020. Note that the successful amounts will be allocated at LGFA's discretion if there is excess demand over the amount of liquid assets held to back the standby facilities written by LGFA.

Facility Terms

Maturity Date of facility: Evergreen (effectively rolling 15-month term as LGFA will have to provide 15 months' notice to terminate the facility).

Commitment fee of 17 bps (paid quarterly in advance).

If facility is drawn, interest will comprise the margin of 90 bps plus BKBM.

Drawdown term specified at the time of drawing must be either 1, 2, 3, 4, 5 or 6 months.

Advances under facility of \$1m minimum and \$500k multiples.

Prepayment in \$500k minimum amount and then \$100k multiples.

Council can repay the drawdown amount early.

Both advances and repayments will require 1 business days' notice.

Interest amount (based upon drawdown amount, BKBM + margin) is paid when the advance is repaid (if less than 3 months) or quarterly in arrear and on the date the advance is repaid (if beyond 3 months).

Interest accrues daily.

LGFA must provide 3 months' notice on pricing change to commitment fee or margin.

LGFA can terminate the facility with 15 months' notice.

Council can terminate the facility with 3 months' notice.

Documentation

A standardised bi-lateral Standby Facility Agreement is available.

Open Meeting

To	Waikato District Council
From	Gavin J Ion Chief Executive
Date	6 May 2020
Prepared by	Vishal Ramduny Strategic Projects Manager
Chief Executive Approved	Y
DWS Document Set #	GOV1318 / 2555306
Report Title	Funding Source for Council's Contribution for the Sub-Regional Three Waters Study

I. EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval on the funding source for our contribution for the sub-regional three waters study.

In December 2019 the Chief Executive brought to Council's attention a request from the Future Proof partnership for Council to make a contribution of \$75,000 for the study. The study will provide technical input into the Hamilton-Auckland Corridor Initiative and the Hamilton-Waikato Metropolitan Spatial Plan in particular. The three waters study will help:

- Deliver an agile and adaptive intergenerational 3-waters infrastructure investment plan unconstrained by territorial boundaries;
- Give effect to the Vision and Strategy for the Waikato River;
- Be a catalyst for paradigm shift in 3 waters management;
- Exemplify collaboration;
- Support tangata whenua aspirations;
- Identify candidate projects to showcase and pilot emergent central government tools;
- Inform the Hamilton-Waikato Metropolitan Spatial Plan and support delivery of Hamilton-Auckland Corridor Plan growth management objectives.

A key focus of the input into the Hamilton-Waikato metropolitan spatial plan is on waste water solutions to service growth in the Hamilton-Waikato Metropolitan Area (which includes Hamilton and surrounding settlements such as Taupiri, Ngaruawahia, Horotiu, Te Kowhai, Whatawhata, Gordonton, Matangi, Tamahere, Cambridge and Te Awamutu) whilst achieving best-for-river and best-for-community outcomes.

Council had given its support for this contribution as this work would inform how best growth should be serviced and subject to staff identifying an appropriate budget source.

Staff can now advise that the budget source for Council's cost share contribution is the Strategic Investment Fund (1999-8322). The Strategic Investment Fund had a balance of \$3.9million as at 13 March 2020.

Funding from the partner councils is also contingent upon the application for \$1m government funding being successful. Should the funding application be unsuccessful, the work will only proceed to the level funded through the local share of the respective funding partners i.e. the local funding contribution will be used to complete the work as much as possible.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT Council approves that the \$75,000 cost share contribution for phase two of the sub-regional three waters study being funded from the Strategic Investment Fund (budget code 1999-8322).

3. BACKGROUND

The sub-regional three waters study is being undertaken in 2 phases.

Phase 1 (which cost \$250,000) has been completed, including the delivery of a strategic case which has identified the following problems and opportunities:

Problems

- Lack of integrated management.
- Historic decisions resulting in degraded environment and relationships.
- Inadequate infrastructure planning.
- Infrastructure deficit.

Opportunities

- Sub -regional approach to water and wastewater consenting.
- Centralised resource recovery facilities for southern Hamilton-Waikato metropolitan area and the northern metropolitan area.
- Agreed Enhancement Investment priorities and funding approach.
- Deliberate spatial planning and creating an environment that encourages and enables water use and reuse innovation.
- Improved three-waters infrastructure and sector resilience and capability through common and integrated solutions, scale and connected networks.

Phase 2 entails:

- Providing input into the Hamilton-Auckland Corridor Initiative and the Hamilton-Waikato metropolitan spatial plan in particular.
- A programme business case (to align with 2021-2031 LTP processes).
- Delivering an agreed sub-regional plan and approach to strategic three waters management.

Phase 2 costs \$1,750,000 of which \$750,000 (excludes an estimated \$275,000 cost in kind) is local (Future Proof partners) share and \$1,000,000 sought from central government. A funding application was lodged with central government at the beginning of the year and we are awaiting the outcome of this.

Taking the financial contributions for phase 1 into account and the work that Watercare is doing in the mid-Waikato, Council's share of the local amount for phase 2 is 10% of \$750,000 (or \$75,000).

Risk mitigation

Should the application for government funding (for \$1m) be unsuccessful, the work will not proceed beyond the level of funding approved by the various local partners.

4. CONCLUSION

The purpose of this report is to seek Council's approval on the funding source for our contribution for the sub-regional three waters study. Staff can now advise that the budget source for Council's cost share contribution is the Strategic Investment Fund. Funding from the Future Proof partner councils is also contingent upon the application for \$1m central government funding being successful. Should the funding application be unsuccessful, the work will only proceed to the level funded i.e. the partnership contribution from the respective funding partners will be used to complete the work as much as possible.

5. ATTACHMENTS

Nil.

Open Meeting

To	Waikato District Council
From	Sue O’Gorman General Manager Customer Support
Date	29 April 2020
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Extension of Dog Registration Discount Period 2020

I. EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to extend the discount date for dog registrations this year.

The 2018-2021 Fees and Charges Schedule notes that a discounted rate for dog registration is available for all registrations paid before the 20th July of the registration year. To recognise the difficulty, due to the COVID-19 situation, which some members of our community may have in achieving payment by this date, the recommendation is to extend this to the 20th September 2020 for the 2020 registration year.

2. RECOMMENDATION

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

AND THAT the Council approves that the 2018-21 Fees and Charges Schedule be amended to extend the date that dog registration fee payments will be discounted for 2020, from 20 July 2020 to 20 September 2020.

3. BACKGROUND

The 2018-21 Fees and Charges Schedule is determined every three years as part of the Long Term Planning process and is able to be reviewed annually as part of the Annual Planning cycle. However the change being sought is minor and of small significance financially and would not require public consultation, so approval of this minor change is being sought through Council at this time.

It is anticipated that some of the Waikato District community will have difficulty in making payments for their dog registration due to the economic impacts of COVID-19 pandemic. The recommendation is not to reduce the fees charged for dog registration but to increase the time available for dog owners to attract the discount on their payment.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Currently we have 14,706 known dogs in our district and 990 of these are currently unregistered (6.73%). Historically the majority of dog registration payments are made within the discount period (approximately 75% of those that pay) so we are not anticipating any significant impact on this revenue stream by applying this extension.

4.2 OPTIONS

Option 1 – recommended option – to extend the discount rate date to 20th September 2020

Option 2 – to retain the discount rate date of 20th July 2020

Option 3 – to extend the discount rate date to any other date past 20th July 2020.

5. CONSIDERATION

5.1 FINANCIAL

Based on previous trends 25% of dog owners that register their dogs pay outside of the discount period. The 2019/20 budgeted revenue for dog registration fees is approximately \$858,000. The scenario which has the highest impact on revenue would be that every dog owner pays the registration within the discount period which has an approximate impact on revenue of \$65,000. This has never occurred before so the assumption is that the reduction in revenue would not be significant.

5.2 LEGAL

This report seeks Council approval for a minor change to the Fees and Charges Schedule for 2020.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Not applicable

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

The recommendation in this report does not trigger the Significance and Engagement Policy requirements.

6. CONCLUSION

To recognise the difficulty, due to the COVID-19 situation, that some members of our community may have in achieving dog registration payments by the date determined in the 2018-21 Fees and Charges Schedule, an extension is being sought.

This should not have a significant impact on the revenue normally generated through the dog registration process.

7. ATTACHMENTS

Nil

Open Meeting

To	Waikato District Council
From	Gavin Ion Chief Executive
Date	28 April 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Exclusion of the Public

I. RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1.1 – Confirmation of Minutes 24 February 2020	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Receipt of Minutes (Emergency Committee) 8 April 2020		
Item 3.1 – Infrastructure Committee Recommendations		
Item 4.1 - Appointment of Maangai Maaori to Council Committees		

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

Item No.	Section	Interest
Item 1.1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 2.1		Refer to the previous Public Excluded reason(s) in the Agenda for this meeting.
Item 3.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
	7(2)(j)	To prevent the disclosure or use of official information for improper gain or improper advantage.
Item 4.1	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.