

Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 29 SEPTEMBER 2022** commencing at **1.00pm**.

*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.*

<b>1.</b>	<b><u>APOLOGIES AND LEAVE OF ABSENCE</u></b>	
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6.10	<i>Enabling Best Practice Procurement</i>	SA

**\*\*Note: Any items with an “SA” next to them will be included in a supplementary agenda as they were not available when the agenda was put together.**

## 7. **EXCLUSION OF THE PUBLIC** 412

GJ Ion  
**CHIEF EXECUTIVE**

## TERMS OF REFERENCE AND DELEGATION

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

### Purpose

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

### Terms of Reference

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

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

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

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

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

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	22 September 2022
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To confirm the minutes for the meeting of Council held on Monday, 15 August 2022 and the extraordinary meetings of Council held on Wednesday, 7 September 2022 and Friday, 16 September 2022.

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the minutes for meetings of the Waikato District Council held on:**

- a. Monday, 15 August 2022 be confirmed as a true and correct record;**
- b. Wednesday, 7 September 2022 (Extraordinary) be confirmed as a true and correct record; and**
- c. Friday, 16 September 2022 (Extraordinary) be confirmed as a true and correct record.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – CCL Minutes – 15 August 2022

Attachment 2 – CCL Extraordinary Minutes – 7 September 2022

Attachment 3 – CCL Extraordinary Minutes – 16 September 2022 (Supplementary Agenda)

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Minutes for a meeting of the Waikato District Council held in the Council Chambers, 15 Gallileo Street, Ngaruawahia on **MONDAY, 15 AUGUST 2022** commencing at **9.33am**.

**Present:**

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

**Attending:**

Mr GJ Ion (Chief Executive Officer)  
Mr TG Whittaker (Chief Operating Officer)  
Mrs S O’Gorman (General Manager, Customer Support)  
Mr C Morgan (General Manager, Community Growth)  
Mr R MacCulloch (General Manager, Service Delivery)  
Ms A Diaz (Chief Financial Officer)  
Ms L Shirley (Zero Harm Manager)  
Mr V Ramduny (Strategic Projects Manager)  
Mr K Martin (Waters Manager)  
Mr D Sharma (Three Waters Projects Manager)  
Mrs GJ Kanawa (Democracy Team Leader)

**APOLOGIES AND LEAVE OF ABSENCE**

There were no apologies and all members were present.

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 2

**Resolved: (His Worship the Mayor, AM Sanson/Cr Thomson)**

**THAT** the agenda for a meeting of the Waikato District Council held on Monday, 15 August 2022 be confirmed:

- a. with all items therein being considered in open meeting with the exception of those items detailed at agenda items 8, which shall be considered with the public excluded; and
- b. all items therein be considered in open meeting with the exception of those items detailed at agenda item 8, which shall be considered with the public excluded;
- c. in accordance with Standing Order 9.4 the order of business be changed with:
  - i. agenda item 8.1 [*Exclusion of the Public*] being considered after Item 2;
  - ii. agenda item PEX3.3 [*Committee Reports – CEPR Recommendations – 8 August 2022*], being considered after agenda item 8.1;
  - iii. agenda item 7.2 [*Return of the Raglan Airfield (Lot 2 SAI ID 1059) to Mana Whenua*] being considered at 10.00am; and
- d. all reports be received.

**CARRIED**

**WDC2208/01**

## **EXCLUSION OF THE PUBLIC & STAFF**

Agenda Item 8.1

The report was received [*WDC2208/01 refers*] and no further discussion was held.

**Resolved: (Crs Thomson/Lynch)**

- a. **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 PEX 3.3 Chief Executive Performance Review Committee Recommendations – 8 August 2022	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
Item PEX 3.3 Chief Executive Performance Review Committee Recommendations – 8 August 2022	7(2)(a)	To protect a person's privacy

- b. **THAT Mr Tims be permitted to remain at this meeting, after the public and staff have been excluded, because of his knowledge of executive performance reviews. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter to advise the Committee on this matter.**
- c. **THAT the Democracy Manager remain to record the discussion and decision of Council.**

**CARRIED**

**WDC2208/02**

The open section of the meeting resumed at 10.46am.

### **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES****Agenda Item 4**

The report was received [WDC2208/01 refers] and no further discussion was held.

**Resolved: (Crs Sedgwick/Church)**

**THAT the minutes for the Waikato District Council meeting held on Monday, 30 June 2022 be confirmed as a true and correct record.**

**CARRIED****WDC2208/05****Actions Register****Agenda Item 5**

The report was received [WDC2208/01 refers] and the following discussion was held:

- What is the likely timeframe for the hall targeted rates work? This has not been finalised as whilst we have the new resource to do the work, they are currently establishing relationships with the hall committees and understanding what the current arrangements are.
- Te Kohanga Hall are working slightly differently and staff could benefit by speaking with them to gain further learnings.

**ACTION:** Council staff to provide hall committees with learnings of previous hall committees in regard to maintenance and insurances.

**Return of the Raglan Airfield (Lot 2 SAI ID/I059) to Mana Whenua****Agenda Item 7.2**

The report was received [WDC2208/01 refers] and the following discussion was held:

- General Manager Service Delivery advised of recent observations and discussions with the rightful owners.
- Continuing to work with agencies to identify what the process would be and Council could facilitate some of it but other portions were the role of central government.
- Angeline Greensill spoke on behalf of some of the rightful owners and thanked the Council for their discussions to date and acknowledging that this was the right thing to do.

**Resolved: (Crs Smith/Bech)**

**THAT the Waikato District Council approves engagement with the Office for Māori Crown Relations (Te Arawhiti) and other relevant agencies to facilitate the return of Lot 2. SAI ID/I059, the Raglan Aerodrome land, to its rightful owners.**

**CARRIED****WDC2208/06**

The meeting adjourned following the above item at 10.13am and resumed at 10.16am.

## **COMMITTEE REPORTS**

### **Waters Governance Board Recommendations – 17 July 2022**

#### **Agenda Item 6.1**

#### **Te Kauwhata Wastewater Treatment Plant Upgrade and Recommendations (WGB2207/07)**

The report was received [WDC2208/01 refers] and the following discussion was held:

- Waters Manager provided an overview of the project and answered questions on the capacity of the new plant, noting that it was a modular plan that could be added to in the future.
- Mr Crabb from Watercare also addressed some technical queries the Council had.

**Resolved: (Crs Patterson/Thomson)**

**THAT the Waikato District Council:**

- a. **approves a reduction to the Te Kauwhata Wastewater Treatment Plant design capacity, subject to receiving support for the project scope change from the Ministry of Housing and Urban Development; and**
- b. **endorses the Te Kauwhata Wastewater Treatment Plant upgrade option 2, which is the dual lane MABR/MBR, and providing recommendation (a) is achieved that Watercare awards the tender to the successful company; and**
- c. **any budget for this project, not spent along with costs not forecast in 2022/2023, be moved or phased to future budgets.**

**CARRIED**

**WDC2208/07**

Pokeno/Tuakau Wastewater Network Upgrade (WGB2207/07)

The report was received [WDC2208/01 refers] and no further discussion was held.

**Resolved: (Crs Patterson/Sedgwick)**

**THAT the Waikato District Council:**

- a. the following work to proceed:
  - i. the upgrade of the Tuakau interceptor wastewater pump station mechanical and electrical capacity;
  - ii. resilience improvements;
  - iii. constructing a new low gravity trunk sewer from Whangarata Rail to Bollard Road; and
  - iv. increasing the capacity of Market Street pump station in Pokeno.
- b. the upgrades outlined in stages 3 to 7 are incorporated into the 2024 LTP to ensure infrastructure delivery is planned to support growth aspirations whilst maintaining levels of service.

**CARRIED**

**WDC2208/08**

Strategy & Finance Committee Recommendations – 22 June 2022  
Agenda Item 6.2

Draft Taiao in the Waikato Strategy (S&F2208/04)

The report was received [WDC2208/01 refers] and the following discussion was held:

- Council requested an English translation in the document to explain what “Taiao” meant and future documents should always reflect translations if in Te Reo Maori.

**Resolved: (Crs Gibb/Thomson)**

**THAT the Waikato District Council approves the public release of the draft Taiao in the Waikato Strategy for public consultation.**

**CARRIED**

**WDC2208/09**

Adoption of the Future Proof Strategy (S&F2208/05)

The report was received [WDC2208/01 refers] and the following discussion was held:

**Resolved: (Crs Gibb/Bech )**

**THAT the Waikato District Council adopts the Future Proof Strategy 2022.**

**CARRIED**

**WDC2208/10**

Adoption of the Local Area Blueprints for Port Waikato and Gordonton (S&F2208/06)

The report was received [WDC2208/01 refers] and the following discussion was held:

**Resolved: (Crs Gibb/Woolerton )**

**THAT the Waikato District Council adopts the Port Waikato & Gordonton Local Area Blueprints.**

**CARRIED**

**WDC2208/11**

Infrastructure Committee Recommendations – 8 August 2022

Agenda Item 6.3

Approval to opt into All of Government electrical supply agreement (INF2208/09)

The report was received [WDC2208/01 refers] and the following discussion was held:

**Resolved: (Crs Patterson/Sedgwick)**

**THAT the Waikato District Council:**

- a. **opts into the electrical supply to Meridian Energy Limited in accordance with the All-of-Government Agreement, for a four-year term (1 July 2022 - 30 June 2026) for the forecasted value of \$1 million per annum; and**
- b. **delegates authority to the Chief Executive to accept the offer and sign any associated documents.**

**CARRIED**

**WDC2208/12**

**REPORTS**

Zero Harm Update

Agenda Item 7.1

The report was received [WDC2208/01 refers] and the following discussion was held:

- Staff had completed draft zero harm strategy for next year that was with Executive Leadership Team for review and approval.
- Concern raised regarding the information around workplace violence, particular regarding front counter staff being at risk. Frontline staff were a high priority and a project was being rolled out regarding zero tolerance to workplace violence as staff have become tolerant towards abusive customers, the intent was to clearly identify the threshold and tolerance levels.
- Safety conversations are being recorded better, i.e. more staff recording them, particularly focussed around personal wellbeing with the significant workloads for many staff.

Water Services Entities Bill Submission

## Agenda Item 7.3

The report was received [WDC2208/01 refers] and no further discussion was held.

**Resolved: (Crs Sedgwick/Patterson)**

**THAT the Waikato District Council notes that the submission lodged on 22 July was developed and approved as per section 7 of Council's common delegations process and incorporates feedback from the Waters Governance Board.**

**CARRIED**

**WDC2208/13**

Three Waters Funding Agreement

## Agenda Item 7.4

The report was received [WDC2208/01 refers] and the following discussion was held:

- Staff had received some feedback from the Legal Team and provided an update to Council on this information.
- DIA had advised that the long term agreements were still some time off and this funding agreement was to provide Council's with funding to facilitate the "Better off funding process".
- The agreement allowed for \$800,000 being paid in four (4) instalments for the year.
- If there was a change in government, whilst the current Three Waters proposal may not proceed, the funding in this agreement would be honoured.
- Waikato were in a unique position with their Watercare agreement and discussions were still being held about the impact of Three Waters beyond July 2023.
- Briefing scheduled with Councillors and the national transition unit later in August.

**Resolved: (Crs Patterson/Gibb)**

**THAT the Waikato District Council:**

- a. **approves Council entering into the Three Waters Services Reforms Transition Support Package (Tranche 1) Funding Agreement with the Department of Internal Affairs.**
- b. **delegates to the Chief Executive, authority to seek to negotiate any amendments to the Funding Agreement, and authority to sign the Three Waters Services Reforms - Transition Support Package (Tranche 1) Funding Agreement with the Department of Internal Affairs on behalf of Council.**
- c. **notes that Council is currently in the process of reviewing the Three Waters Reform - Better Off Package (Tranche 1 Funding) Funding Agreement.**

**CARRIED**

**WDC2208/14**

**EXCLUSION OF THE PUBLIC**

Agenda Item 8.2

**Resolved: (Crs Thomson/Lynch)**

- a. **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
<b>Item PEX 1</b> <b>Confirmation of Minutes</b> <b>Item number PEX 2</b> <b>Action Register</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item PEX 3.1</b> <b>Policy &amp; Regulatory Committee Recommendations – 1 August 2022</b>		
<b>Item PEX 3.2</b> <b>Infrastructure Committee Recommendations – 8 August 2022</b>		
<b>Item PEX 4.1</b> <b>Approval of Waikato Regional Airport Limited Director Remuneration and Appointments</b>		
<b>Item PEX 4.2</b> <b>Progressing Infrastructure Servicing of Ohinewai</b>		

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
<b>Item PEX 4.3</b> <b>Notification of Intensification Planning Instrument: Enabling Housing Supply Variation 3 to the Proposed Waikato District Plan (decisions version)</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item PEX 4.4</b> <b>Approval for variations to the Waikato District Alliance in FY2023 and FY2024 to deliver additional capital projects</b>		

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
<b>Item PEX 1</b> <b>Confirmation of Minutes</b> <b>Item number PEX 2</b> <b>Action Register</b>	<b>Refer to the previous Public Excluded reason in the agenda for this meeting.</b>	
<b>Item PEX 3.1</b> <b>Policy &amp; Regulatory Committee Recommendations – 1 August 2022</b>	<b>Refer to the Policy &amp; Regulatory Committee agenda for 1 August 2022 for Public Excluded reasons.</b>	
<b>Item PEX 3.2</b> <b>Infrastructure Committee Recommendations – 8 August 2022</b>	<b>Refer to the Infrastructure Committee agenda for 8 August 2022 for Public Excluded reasons.</b>	

Item No.	Section	Interest
<b>Item PEX 4.1 Approval of Waikato Regional Airport Limited Director Remuneration and Appointments</b>	<b>7(2)(a)</b>	<b>To protect a person's privacy</b>
	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
<b>Item PEX 4.2 Progressing Infrastructure Servicing of Ohinewai</b>	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(i)</b>	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
<b>Item PEX 4.3 Notification of Intensification Planning Instrument: Enabling Housing Supply Variation 3 to the Proposed Waikato District Plan (decisions version)</b>	<b>7(2)(g)</b>	<b>To maintain legal professional privilege</b>
	<b>7(2)(j)</b>	<b>To prevent use of the information for improper gain or advantage.</b>
<b>Item PEX 4.4 Approval for variations to the Waikato District Alliance in FY2023 and FY2024 to deliver additional capital projects</b>	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(i)</b>	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
	<b>7(2)(j)</b>	<b>To prevent use of the information for improper gain or advantage.</b>

**CARRIED****WDC2208/15**

*Resolutions WDC2208/03 – WDC2208/04 & WDC2208/16 – WDC2208/25 are contained in the public excluded section of these minutes.*

Having concluded the public excluded meeting the following resolutions were released into the open section of the minutes.

Strategy & Finance Committee Recommendations – 3 August 2022  
PEX Agenda Item 3.1

Recommended Appointment – District Licensing Committee Commissioner (P&R2208/07)

It was resolved [Resolution No. WDC2208/17] 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:

“Resolved: (Crs Sedgwick/Gibb)

THAT the Waikato District Council:

- a. Mr Andrew Baker be appointed to the role of Commissioner of the DLC (and as List Member); and
- b. that the term of that appointment commences as soon as possible but at the latest by the beginning of the next triennium, for an initial five-year term; and
- c. the Chief Executive gives effect to the recommendations in this report; and
- d. resolves to release the resolutions into the open meeting, but the report remains confidential and unavailable to the public.

Infrastructure Committee Recommendations – 8 August 2022  
PEX Agenda Item 3.2

Increase to Approved Contract Sum for Contract C20 006 Te Awa Cycleway Mangaonua Gully (INF2208/12)

It was resolved [Resolution No. WDC2208/18] 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:

“Resolved: (Crs Patterson/Woolerton)

THAT the Waikato District Council:

- a. approves the cost and scope increase by \$250,000 to the Te Awa Cycleway – Mangaonua Gully Section Contract 20/006 awarded to Base Civil. The new approved contract sum will be [REDACTED]; and
- b. resolves to release the resolutions into the open section of the minutes but the report and quantum of payment remain confidential and unavailable to the public.

Progressing Infrastructure Servicing of Ohinewai  
PEX Agenda Item 4.2

*It was resolved [Resolution No. WDC2208/23] 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:*

*Resolved: (Crs Lynch/Smith)*

*THAT the Waikato District Council:*

- a. with respect to commencing progress on Huntly WWTP design, consenting and pricing:
  - i. approves bringing forward \$2.1M to fund the consenting, design, and pricing work for the Huntly WWTP upgrade; and
  - ii. notes staff intend to negotiate a short Development Agreement with Sleepyhead to capture a proportional contribution towards the consenting, design, and pricing work for the Huntly WWTP; and
  - iii. notes that no commitment to undertake the physical upgrade works for Huntly WWTP is being sought through this paper and staff will revert to Council with progress and further recommendations in due course; and
- b. with respect to the ultimate infrastructure funding arrangements
  - i. approves staff to formally engage with Crown Infrastructure Partners to investigate the possibility of utilising the Infrastructure Funding and Financing Act 2020 as the ultimate funding arrangement for servicing Ohinewai:
  - ii. notes that no commitment to the ultimate funding arrangement is being sought through this paper and staff will revert to Council with progress and further recommendations in due course; and
- c. resolves to release the resolutions into the open meeting, but the report remains confidential and unavailable to the public.

There being no further business the meeting was declared closed at 12.35pm

Minutes approved and confirmed this                      day                      2022.

AM Sanson  
**CHAIRPERSON**

Minutes for an extraordinary meeting of the Waikato District Council held in the Council Chambers, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 7 SEPTEMBER 2022** commencing at **9.05am**.

**Present:**

His Worship the Mayor, Mr AM Sanson (Chairperson)

Cr JA Church

Cr CA Eyre

Cr JM Gibb

Cr SL Henderson

Cr SD Lynch

Cr FM McNally

Cr EM Patterson

Cr JD Sedgwick

Cr NMD Smith

Cr LR Thomson (*from 9.15am*)

Cr CT Woolerton

**Attending:**

Mr GJ Ion (Chief Executive)

Mr C Morgan (General Manager Community Growth)

Mr W Gauntlett (Growth & Analytics Manager)

Ms C Pidduck (Legal Counsel)

Mrs GJ Kanawa (Democracy Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Sedgwick/McNally)**

**THAT the apologies be accepted for:**

- a. from Cr Bech and Cr McGuire for non-attendance; and**
- b. from Cr Thomson for lateness be accepted.**

**CARRIED**

**WDC2209/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Smith/Lynch)**

**THAT** the agenda for an extraordinary meeting of the **Waikato District Council** held on **Tuesday, 22 March 2022** be confirmed:

- a. with all items therein being considered in open meeting, except for those listed under Item 4, Exclusion of the Public on this agenda; and
- b. all reports be received.

**CARRIED**

**WDC2209/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interests.

## **EXCLUSION OF THE PUBLIC**

**Resolved: (Crs Gibb/Church)**

**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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Item PEX I Infrastructure Funding Opportunities</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>

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
<b>Item PEX I Infrastructure Funding Opportunities</b>	<b>7(2)(b)(ii)</b>	<b>To protect information that would otherwise unreasonably prejudice a person's commercial position.</b>
	<b>7(2)(c)(ii)</b>	<b>To protect information that is subject to an obligation of confidence and to protect the public interest.</b>
	<b>7(2)(g)</b>	<b>To maintain legal professional privilege.</b>
	<b>7(2)(h)</b>	<b>To enable commercial activities to be carried out without prejudice or disadvantage.</b>
	<b>7(2)(i)</b>	<b>To enable negotiations to carry on without prejudice or disadvantage.</b>
	<b>7(2)(j)</b>	<b>To prevent use of the information for improper gain or advantage.</b>

**CARRIED****WDC2209/03**

*Resolutions WDC2209/04 – WDC2209/05 are contained in the public excluded section of these minutes.*

There being no further business the meeting was declared closed at 10.22am.

Minutes approved and confirmed this                      day                      2022.

AM Sanson  
**CHAIRPERSON**

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Policy &amp; Regulatory Committee Recommendations – 12 September 2022</b>
Date:	29 September 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Executive summary**

### **Whakaraapopototanga matua**

---

The purpose of this report is to seek the Council's approval of the recommendations from the Policy & Regulatory meeting held on Monday, 12 September 2022, in regard to:

- a. Revocation of Policies
- b. Retrospective approval of the Gleeson Cox managed fill Waikato Regional Council resource consent submission

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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Revocation of Policies (P&R2209/04)

**THAT the Waikato District Council revokes the policies listed below with immediate effect:**

- a. **Relocatable Home Parks and Camping Grounds Policy 2009**
- b. **Street Lighting and Other Security/Amenity Lighting Policy 1997.**

Retrospective approval of the Gleeson Cox managed fill Waikato Regional Council resource consent submission (P&R2209/07)

**THAT the Waikato District Council retrospectively approves the submission to Waikato Regional Council on the 16 August 2022, to oppose the Gleeson Cox managed fill application (APP144475).**

## **3. Attachments**

### **Ngaa taapirihanga**

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All attachments referenced in this report can be found in the [12 September 2022 Policy and Regulatory agenda](#).

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Strategy &amp; Finance Committee Recommendations – 14 September 2022</b>
Date:	21 September 2022
Report Author:	Elizabeth Saunders, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Executive summary**

### **Whakaraapopototanga matua**

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The purpose of this report is to seek the Council's approval of the recommendations from the Strategy & Finance meeting held on Wednesday, 14 September 2022 in regard to:

- a. General Rate Position for the year ended 30 June 2022
- b. Wharekawa Coast 2120 – Community Panel Recommendations
- c. Adoption of the Whaingaroa Harbour Strategy
- d. Approval to adjust and rename the Te Kauwhata Railway Station Budget
- e. Adoption of the Hamilton-Waikato Metropolitan Transport Programme
- f. Adoption of the Northern Hamilton-Waikato Metropolitan Wastewater
- g. Area R2, Area WA and HT1 – Next Steps

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

---

General Rate Position for the year ended 30 June 2022 (S&F2209/03)

**THAT the Council:**

- a. **the 2021/2022 general rate surplus of \$899,355 be transferred to the General Accounting Reserve Fund; and**
  - b. **notes that \$200,000 is required to support the 2022/23 Annual Plan.**
-

Wharekawa Coast 2120 – Community Panel Recommendations (S&F2209/05)

**THAT the Waikato District Council:**

- a. receives the report titled ‘Wharekawa Coast 2120 - Community Panel recommendations and next steps’;
- b. assists the Hauraki District Council, the Waikato Regional Council and Iwi in the preparation of a joint community plan for the Wharekawa Coast; and
- c. recommends the new Council appoints a Waikato District Council elected member representative to the Wharekawa Coast 2120 Joint Working Party in the new triennium.

Adoption of the Whaingaroa (S&F2209/06)

**THAT the Waikato District Council:**

- a. adopts the Whaingaroa Harbour Strategy, as recommended by the Raglan Community Board and Strategy & Finance Committee.

Approval to adjust and rename the Te Kauwhata Railway Station budget (S&F2209/07)

**THAT the Waikato District Council:**

- a. notes the respective financial contributions from Waikato District Council, Waka Kotahi and Waikato Regional Council making up the \$152,000 available for a railway station feasibility study (business case) for Te Kauwhata and Pokeno;
  - b. renames the ‘*Te Kauwhata Rail Station (pre-implementation phase) passenger facilities and infrastructure improvements*’ in Transport Investment Online (TIO) and the associated Long Term Plan cost centre to ‘*Te Kauwhata and Pokeno Railway Stations (pre-implementation phase) passenger facilities and infrastructure improvements.*’; and
  - c. approves the necessary budget changes to correct the Waka Kotahi (NZTA) subsidy income to 51% (\$52,020) from 76% (\$77,520) as was adopted in the 2021 – 2031 LTP and the transfer of General Rate funding from the Roding Passenger Transport budget of \$25,500.
-

Adoption of the Hamilton-Waikato Metropolitan Transport Programme (S&F2209/08)**THAT the Waikato District Council:**

- a. approves the Hamilton-Waikato Metropolitan Transport Programme Business Case;
- b. delegates the General Manager Community Growth and the General Manager Service Delivery the authority to finalise any outstanding matters, including review feedback related to the Programme Business Case documents;
- c. notes that the Hamilton-Waikato Metropolitan Transport Programme Business Case was considered for approval by the Future Proof Implementation Committee on 2 September 2022;
- d. notes that further detailed work will be required to plan for implementation of the recommended programme outlined in the Hamilton-Waikato Metropolitan Transport Programme Business Case;
- e. notes that staff will do an assessment of the existing LTP budget to understand how capital and maintenance work in the WDC area within the Hamilton-Waikato metropolitan area can support the implementation of the PBC; and
- f. notes that the LTP 2024-2034 will need to consider how Council can financially support the implementation of the Hamilton-Waikato Metropolitan Transport PBC for the benefit of its communities within the Hamilton-Waikato Metropolitan Area on the understanding that this will require implementation across the jurisdictional boundaries of Hamilton city, Waikato district and Waipa district.

Adoption of the Northern Hamilton-Waikato Metropolitan Wastewater (S&F2209/09)**THAT the Waikato District Council:**

- a. approves the Northern Hamilton-Waikato Metropolitan Wastewater Detailed Business Case noting the preferred option was endorsed at the 4 July 2022 Council meeting.
  - b. delegates authority to the Chief Executive to finalise any outstanding matters including review feedback related to the Business Case documents.
  - c. notes that Schedule 3 of the approved Memorandum of Understanding between the partners will be updated to reflect the preferred wastewater option for the Northern Hamilton-Waikato Metropolitan area.
  - d. notes that the Northern and Southern Hamilton-Waikato Metropolitan Wastewater DBC programmes will need to be integrated into a planned investment programme, including further consideration of wastewater system investment timing and triggers and development and implementation of the sub-regional wastewater consenting strategy.
  - e. notes that estimated costs associated with conveyancing wastewater from the Ngaaruawaahia WWTP to the Pukete WWTP may be used to inform the National Transition Unit (NTU).
-

**THAT the Waikato District Council:**

- a. notes that Hamilton City Council will commence scoping studies for R2 and WA and, together with consideration being given to the development potential of HT1, use the findings to inform the sub-regional Future Development Strategy and the timing of the land transfer process with Waikato District Council.
- b. begins the process to transfer R2, WA and HT1 from Waikato District Council to Hamilton City Council as per the 2020 Strategic Boundary Agreement once written notice is provided by the Chief Executive of Hamilton City Council to the Chief Executive of Waikato District Council of a transfer request, noting that such a request will be informed by a mutual understanding on the timing of growth in these land parcels by both Councils through the application of boundary-less planning, infrastructure and financial principles.

### **3. Attachments**

#### **Ngaa taapirihanga**

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Attachments referenced in this report can be found in the 22 June 2022 Strategy and Finance report [here](#)

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Infrastructure Committee Recommendations – 19 September 2022</b>
Date:	Wednesday, 21 September 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Executive summary**

### **Whakaraapopototanga matua**

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The purpose of this report is to seek the Council's approval of the recommendations from the Infrastructure Committee meeting held on Monday, 19 September August 2022.

The Infrastructure Committee agenda and attachments from the meeting on Monday, 19 September 2022 can be found on the Council website via the following link:

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

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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Proposed Extension to Leased area Raglan Surf Lifesaving Club, Raglan (INF2209/06)

**THAT the Waikato District Council:**

- a. pursuant to Section 54 of the Reserves Act 1977 Council exercises its delegated authority as Lessor, to grant an extension of the Raglan Surf Life Saving Club Incorporated leased area to include an additional area of approximately 82 square metres, to enable the extension of their building to provide a new control room and deck, being part of Lot 1 DPS 44506, subject to, the applicant:**
    - i. continuing engagement with hapū regarding the proposal and the planting of the reserve and leased area.**
    - ii. obtaining any required resource and building consents to undertake the construction.**
    - iii. executing a Deed of Lease variation to record the amended lease area.**
-

- b. the Applicant is to meet all costs incurred through the process; and
- c. the Chief Executive being satisfied as to the hapū engagement, he is delegated authority to execute all relevant documentation to give effect to the resolution.

Proposed Easement on Local Purpose Reserve (Esplanade), Raglan (INF2209/08)

**THAT the Waikato District Council:**

- a. pursuant to Section 48 of the Reserves Act 1977 Council exercises its delegated authority to grant an electricity easement in gross (in favour of WEL Networks Limited) over the 'Easement Area' (delineated in the Attachment 1 – Aerial Diagram – Area of works), being part of Lot 14 and Lot 15 DP 31092.
- b. the Applicant is to meet all costs incurred through the process; and
- c. the upon the Chief Executive being satisfied as to the iwi / hapū engagement, be delegated authority to execute all relevant documentation to give effect to the resolution.

Proposed Easement on Reserve - The Point, Ngāruawāhia (INF2209/09)

**THAT the Waikato District Council:**

- a. pursuant to Section 48 of the Reserves Act 1977, Council exercises its delegated authority to grant an electricity/utility easement in gross in favour of WEL Networks Limited) over the 'Easement Area' delineated in the Attachment 1– Aerial Diagram – Area of works and existing infrastructure) as being with part of Allotment 580, 585, 587 and 588 TN of Newcastle, Part section 1 SO 61580 and the fee simple parcel being part SO2464;
- b. the applicants are to meet all costs incurred through the process;
- c. execution of the easement agreement shall be subject to consultation with iwi and hapū, provided that the Chief Executive retains discretion to proceed where appropriate; and
- d. the Chief Executive be delegated authority to execute all relevant documentation to give effect to the resolution.

Proposed Road Stopping Martin Lane, Horsham Downs (INF2209/10)

**THAT the Waikato District Council:**

- a. proceeds to notify the proposal to stop a portion of formed Martin Lane, Horsham Downs, as delineated on Attachment 1 and 2 (being approximately 1790m<sup>2</sup> (Subject to survey), in accordance with the Local Government Act 1974;
-

- b. if no objections are received during public notification or are withdrawn thereafter, the road stopping process continues and the portion of road described as 'proposed road to be stopped' on Attachment 1 be declared to be stopped in accordance with the Local Government Act 1974;
- c. the section of land resulting from the road stopping action be transferred for amalgamation with Lot 1 DPS 76724 and Section 4-5 SO 500297 and Lot 1 DP 504278, forming title 773527, at a price established by registered valuation, along with access to at least 20 carparks for school /public use;
- d. should the road stopping proceed that Council acquires for road by part exchange that portion of land described as 'Section 2' and 'Section 3' on Attachment 3 being approximately 92m<sup>2</sup> combined (subject to survey), by way of offset from the road to be stopped at a price to be determined by registered valuation;
- e. the net proceeds of sale be credited to the Property Proceeds Reserve; and
- f. the Chief Executive be delegated authority to execute all relevant documentation to give effect to this resolution.

Proposed Licence to Occupy Electric Vehicle Charging Site, Tamahere (INF2209/11)

**THAT the Waikato District Council approves:**

- a. the granting of a Licence to Occupy to ChargeNet NZ Limited for a site on Wiremu Tamihana Drive for a term of up to 15 years;
- b. the Licence be on commercial terms that enable the investment in the infrastructure as well as protecting the Council's interests; and
- c. the Chief Executive be delegated authority to execute all relevant documentation to give effect to the resolution.

### **3. Attachments** **Ngaa taapirihanga**

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There are no attachments.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Zero Harm Update</b>

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide Council assurance on progress against the activities detailed in the Zero Harm Strategic Improvement Plan and current health and safety performance.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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- The FY22/23 Zero Harm Strategic Improvement Plan been finalised by the ELT and shared with the Safety Action Team (SAT).
- A staff survey has been released to help inform a customer education campaign on our zero-tolerance approach to abuse or threatening behaviour. To date 59% of staff have completed the survey.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Council receives the report.**

## **4. Background**

### **Koorero whaimaarama**

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Councils' zero harm culture is supported by a health and safety management system of policies, standards and procedures that are designed to support the elimination or management of risk and enable best practice.

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## 5. Discussion Matapaki

### Zero Harm Strategic Improvement Plan FY22/23

The FY22/23 Zero Harm Strategic Improvement Plan (refer to Attachment 1) has been finalised by the ELT and shared with the Safety Action Team (SAT). The following infographic has been developed to share the key areas of focus with the organisation.

The FY22/23 plan contains 67 action items. The priority activities for the next three months include:

- H&S Governance Leadership Induction Programme for Elected Members
- Critical Risk Bowtie for Working on or Near Roadways
- Critical Risk Bowtie for Mental Wellbeing
- Emergency response procedures
- ISO 45001 internal audit
- Work Safe Home Safe 2023 event

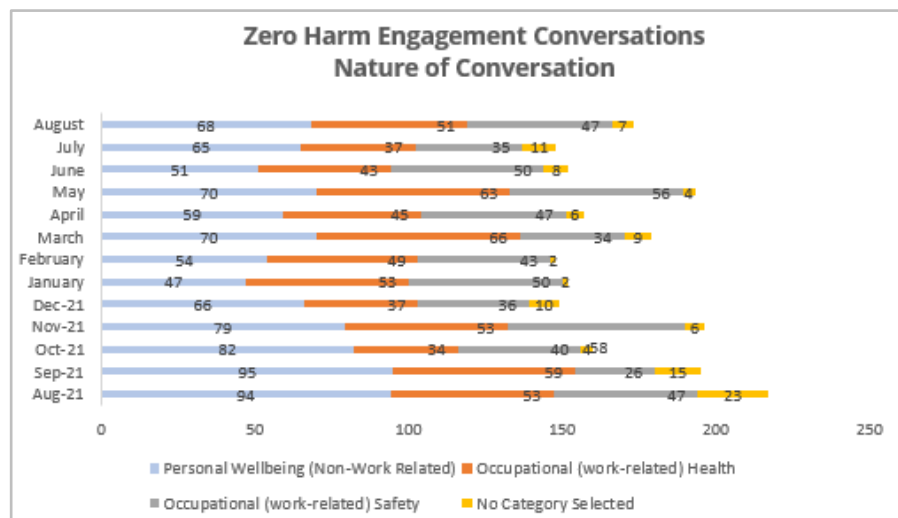


### Our People

#### ***Safety Leadership – Zero Harm Engagement Conversations***

Our People Leaders continue to undertake monthly Zero Harm Engagement Conversations. Coaching is being provided to ensure that People Leaders understand the importance of having these conversations.

In conjunction with the People & Capability Team we are currently undertaking a review of the engagement conversation data to identify any trends or improvement opportunities.



## Safety Leadership – Our Zero Harm Commitment

In accordance with our safety management system framework, we are undertaking a review of our documented Zero Harm Commitment, with support from the Communications and Engagement Team. Any proposed changes will be submitted to ELT for review and approval.

### Safety Action Team (SAT)

A training needs analysis is being undertaken to support the development of the SAT training plan for FY22/23. We are also reviewing the “standard work” for SAT representatives within their workgroups or workplace.



## Effective Systems

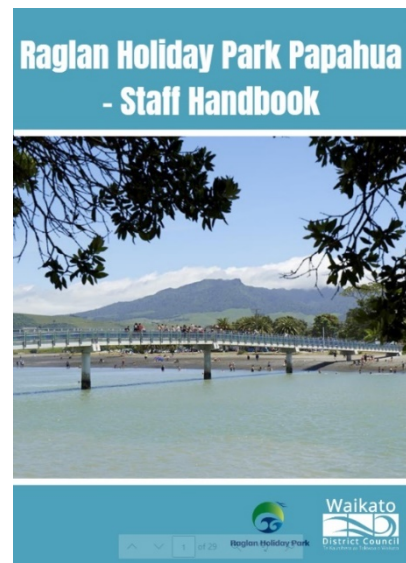
### Auditing and Governance

Progress continues on addressing non-conformances and implementing improvement recommendations from the following health and safety audits.

- Raglan Holiday Park Safety Management System Gap Analysis (*externally facilitated*)
- Council's Zero Harm Safety Management System ISO45001 Audit (*internally facilitated*)

One of the findings from the Raglan Holiday Park gap analysis was that it is difficult for the team to engage with wider Council run events. To address this opportunity for improvement, the Camp Manager has planned a Team Connection Day that includes a health and safety refresher induction for all Camp staff. A Raglan Holiday Park Staff Handbook has also been developed to standardise the health and safety information provided to all staff.

Work is progressing on a revised internal ISO 45001 safety management system audit tool and the audit has been scheduled for November.



## Performance Reporting and Incident Management

Council's zero harm performance across several health and safety metrics for the period July 2022 to August 2022 is shown below. The results for the period July 2021 to June 2022 are included for comparison.

Work is currently being undertaken to develop a more comprehensive Zero Harm Balanced Scorecard to support review of safety performance and implementation of the Zero Harm strategic improvement activities.

Measures	July 21 to June 22	July 22 to August 22 (annualised)	Trend Against previous year	Commentary
Events reported in BWare Safety Manager ( <i>Lead</i> )	178	40 (240)		
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury ( <i>Lag</i> )	2	1 (2)		Staff member tripped on uneven section of footpath near the entrance of the compound driveway. Three days lost time.
WorkSafe NZ Notifiable Events ( <i>Lag</i> )	1	0 (0)		
First Aid Injury events ( <i>Lag</i> )	18	4 (24)		Tripped over laptop cord, dog faeces sprayed in eyes and mouth while cleaning pound, cut hand on fencing standard
Serious Near Miss events ( <i>Lead</i> )	1	1 (6)*		Event under investigation – Animal Control Officers working in road corridor without high visibility clothing  *It is generally considered that having more near misses being reported is a more accurate reflection of positive safety culture
Near Miss events ( <i>Lead</i> )	86	17 (102)*		*It is generally considered that having more near misses being reported is a more accurate reflection of positive safety culture
New Hazards ( <i>Lead</i> )	162	15 (90)		Comparative figure for FY21/22 includes Covid-19 risk management controls and is significantly higher than normal
Zero Harm Engagement Conversations ( <i>Lead</i> ) KPI is >150 conversations per month or 1800 annually	2061	319 (1914)		

Further analysis of the incidents reported during July and August has been undertaken to identify what hazards these incidents related to and if any additional risk management opportunities exist. The findings are summarised in the following table.

Associated Critical Risk	Task being undertaken/ risk description	Number of Near Miss incident reports	Additional risk management controls
<i>Workplace violence</i>	Customer Delivery Front Counter duties	6	- Breath of trespass notices reported to Police
<i>Workplace violence</i>	Campground duties	2	- Emergency response procedure developed for verbal threat of harm
<i>Workplace violence</i>	Consent administration	1	- Investigating additional training for staff who engage with customers via email or phone only.
<i>On Road Driving</i>	Traffic management during grading operation	1	- Concerns on incorrect signage being displayed raised with subcontractor via the Main contractor. Feedback provided on actions taken by subcontractor.
<i>Working with Energy</i>	Exposed live wires in Pump shed switchboard. Board has rotted away	1	- Wiring/board replaced.

The attached Zero Harm Dashboard illustrates safety performance for July and August 2022.

### ***External Training and Competency***

Recently delivered or planned health and safety training is summarised in the following table.

Training delivered or planned	Number of workers required to complete training	Number of workers who have completed training to date
H&S Representative Stage 2 (2-day online training)	7	7/7
Front Counter Safety Training (1 day training)	18	18/18
Situational Safety and Tactical Communications Training (2-day training)	9	7/9 – Two participants were unable to attend Day 2
Workplace Risk Management (Hazard Identification) (1 day training)	14 Animal Control Team to attend. Part of Bowtie control plan for working with animals	6/14 Delivery of training is progressing

## **Managed Risks**

The following critical risks are scheduled to undergo a risk review in the next three months

- On road driving
- Hazardous substances
- Working with animals
- Asbestos

### ***Working on or near Roadways***

All members of the Land Development team have completed Inspector training for undertaking work in the road corridor, as recommended by the Code of Practice for Temporary Traffic Management (CoPTTM). We are now working with the Animal Control and Consents Team to understand their training requirements. The Zero Harm team is also booked to attend Inspector training in October to support the development and implementation of the controls for this risk.

### ***Working with Animals***

A working group continues to meet fortnightly to progress implementation and strengthening of the controls in this bowtie. Current key areas of focus include:

- Implementation of a Health & Safety Memorandum of Understanding with Global Vets
- Workplace hazard identification and risk assessment training for all Animal Control Officers (ACOs)
- Dynamic risk assessment procedure implementation
- Development of a workplace inspection tool for Pound facilities
- Further development and refinement of standard operating procedures (SOPs)

### ***Workplace Violence***

In the last three months we have delivered situational safety, tactical communications, or front counter safety training to 64 staff to support management of the risk of workplace violence and aggression. We also have a further 19 staff scheduled to complete training later this month.

The following table illustrates the status of staff training in relation to the risk of workplace violence and aggression. Whilst Covid-19 significantly impacted the delivery of the training to staff identified as having a moderate level of exposure, changes in traffic level settings have now enabled face-to-face training to be undertaken.

Level of Exposure	Recommended training based on exposure or role	Percentage of workers who have completed training
Very High	Situational Safety and Tactical Communications (SSTC) (2 days)	<b>100%</b>
High	Front Counter Safety Training (1 day)	<b>97%</b> (2 staff out of 69, still to complete training)

Moderate	Situational Safety and Tactical Communications (1 day)	<b>64%</b> (Note: approximately 80 staff including elected members still to complete this training)
Low	Communication Skills (1/2 day)	Course still to be developed

The working group established to develop a customer education campaign on our zero-tolerance approach to abuse or threatening behaviour has prepared and released a staff survey to inform the campaign. The purpose of the survey is to help us understand:

- The type of abuse staff have been subjected to
- The impact it has / how it affects staff
- The type of support, training and tools needed

To date, 234 staff have completed the survey. The results of the survey and the campaign will be launched to our staff next month, and to our customers from November onwards.

## 6. Attachments

### Ngaa taapirihanga

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Attachment 1 – Zero Harm Strategic Improvement Plan FY22/23

Attachment 2 – Zero Harm Dashboard August 2022

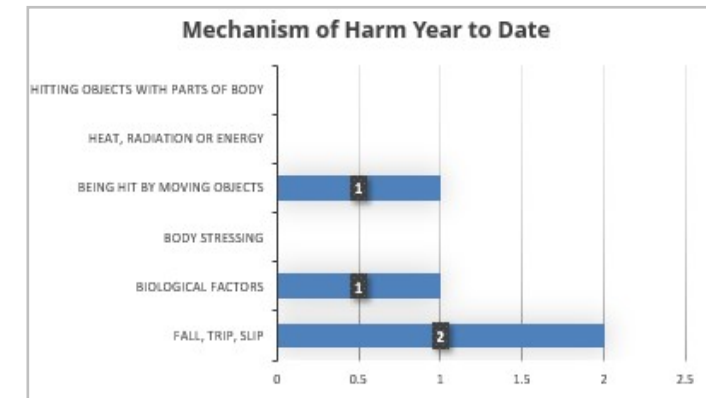
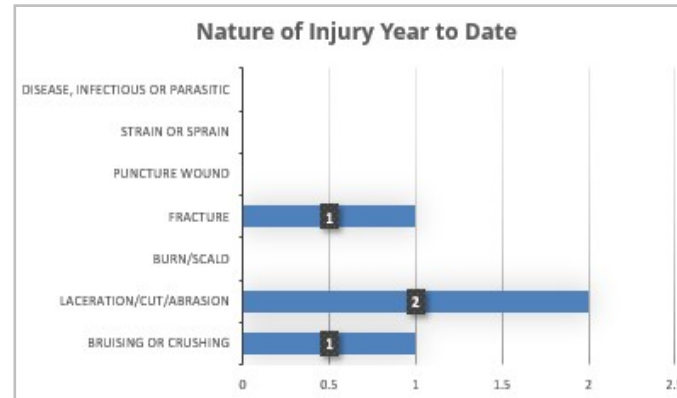
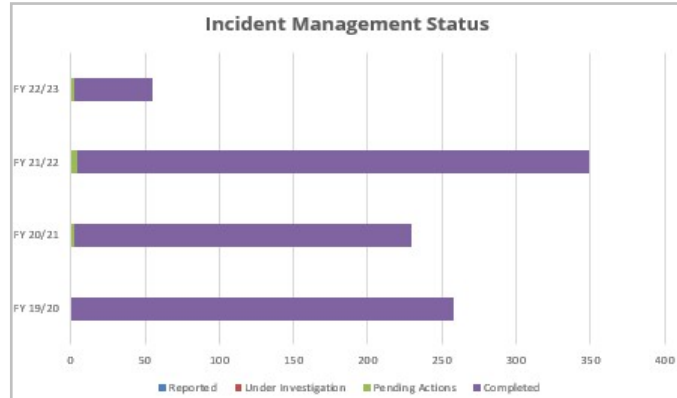
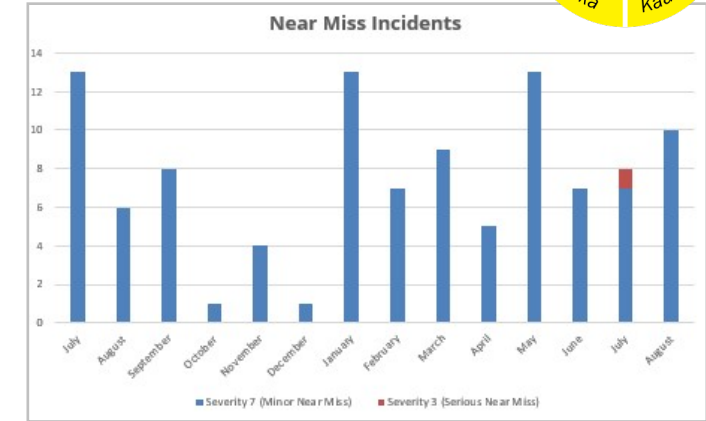
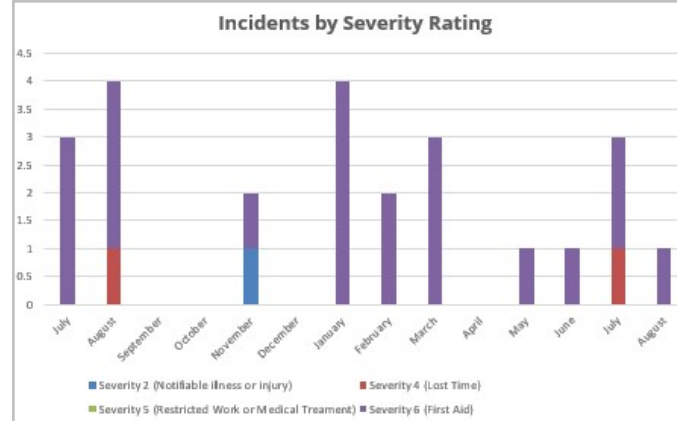
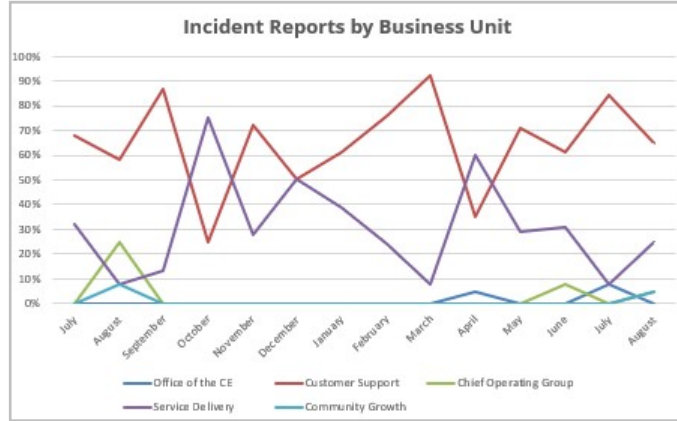
Date:	16 <sup>th</sup> September 2022
Report Author:	Lynn Shirley
Authorised by:	Gavin Ion Chief Executive

# Zero Harm Performance Dashboard - August 2022

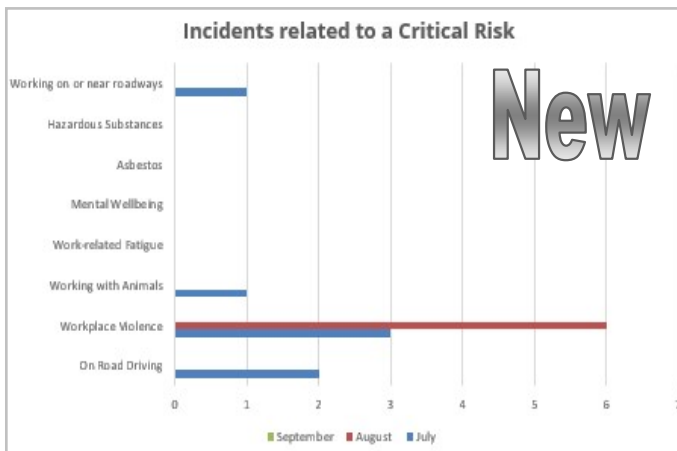
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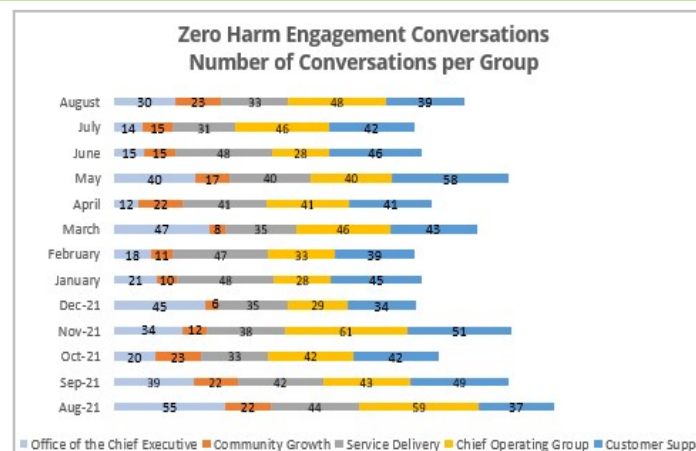
## Incident Management



## Incident Management



## Safety Leadership & Culture



## Hazard & Risk Management



Date: 12/09/2022 Version 1

## Zero Harm “Mahi Tika Kaainga ora” Strategic Plan 2022/2023

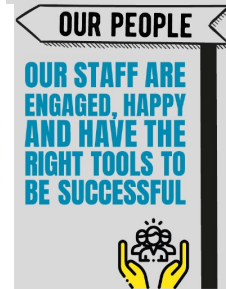
Lead: Gavin Ion and Lynn Shirley  
Support: Kylie Anderson and Glen Wareham

## Vision (Mission)

## Mahi Tika Kaainga ora “Work Safe Home Safe”

We are committed to pursuing a culture of Zero Harm by eliminating or managing health, safety and wellbeing risks. We believe that :

- By looking after ourselves and others we will return home safe every day
- Health and safety is everyone’s non-negotiable responsibility
- Work should only start when all safety critical controls are in place



Planned  
Completed  
Underway  
Not started



## Our Strategic Objectives

- We will be leaders in health and safety to help others learn, innovate and improve performance
- We will have a health and safety development pathway to support safety leadership and culture capability
- We will further develop and embed ISO45001 as the framework for our safety management system
- We will have a continuous improvement mindset where we actively seek to learn and improve our culture, performance, systems and tools
- We will increase risk mindfulness and further embed our critical safety risk management framework
- We will continue to develop closer relationships with PCBU's with shared duties that support the health, safety and wellbeing of our people and others



## “Work Safe, Home Safe ” 2022/20223 (Team Tactics)

Goal	Activities	Plan	Do	Check	Q1 July - Sept	Q2 Oct- Dec	Q3 Jan - Mar	Q4 Apr - June
Our People	Safety Leadership and Culture	Develop and undertake Safety Leadership survey with all People Leaders						
Our People	Safety Leadership and Culture	Undertake organisation wide health, safety and wellbeing survey						
Our People	Safety Leadership and Culture		Develop Safety Leadership Training Programme					
Our People	Safety Leadership and Culture		Develop and deliver Work Safe, Home Safe 2023 event to the organisation					
Our People	Safety Leadership and Governance		Develop H&S Governance Leadership Induction programme for 2022 Elected Members					
Our People	Worker Engagement and Participation			Undertake review of Safety Action Team (SAT) committee operations				
Our People	Health and Wellbeing			In conjunction with Wellbeing Collective review WDC Wellbeing Strategy for 2022/2023				
Effective Systems	Auditing and Assurance		Implement Zero Harm Assurance Calendar					
Effective Systems	Safety Management Systems		Further develop and implement Zero Harm Safety Management System Framework to ISO45001					
Effective Systems	Contractor Management		Revise and implement Contractor H&S Management Standard and associated tools					
Effective Systems	Emergency Preparedness and Response		Implement revised Emergency Response Procedures and deliver training					
Effective Systems	Hazard and Risk Management			Review all Workgroup Hazard and Risk Registers				

## Zero Harm “Work Safe, Home Safe” Strategic Plan 2022/2023

### KEY PERFORMANCE INDICATORS

“Work Safe, Home Safe ” 2022/20223( <i>Team Tactics</i> )								
Goal	Activities	Plan	Do	Check	Q1	Q2	Q3	Q4
Managed Risks	Hazardous Substances, Workplace Violence, Asbestos and On Road Driving		Implement remaining Bowtie Controls for Hazardous Substances, Workplace Violence, Asbestos and On Road Driving Critical Risks					
Managed Risks	Working on or Near Roadways	Develop Critical Risk Standard and Bowtie for Working on or Near Roads						
Managed Risks	Working with Animals	Develop Critical Risk Standard for Working with Animals						
Managed Risks	Mental Wellbeing	Develop Critical Risk Standard and Bowtie for Mental Wellbeing at Work						
Managed Risks	Work-related Fatigue	Develop Critical Risk Standard and Bowtie for Work-related Fatigue						
Our Plan	Flexible working in this new world of COVID-19 as it is today			Review Remote and Flexible Working Risk Management procedures				
Our Plan	Understanding and improving our Customer Experience	Undertake H&S Needs Analysis for all Community Halls in conjunction with Venue & Events Team						
Our Plan	Te Tiriti o Waitangi understanding and our role as a partner of the treaty		All ZH team to attend Te Tiriti o Waitangi training					
Our Plan	Preparing for Local Government Reform	Ensure we stay flexible and agile to changes in our risk profile that may emerge through local government reform.	Develop our understanding of the reform and stay abreast of any relevant information	Continue to assess best practice opportunities in Zero Harm by connecting and contributing to other local government forums				

Our Measures	Target (+/- 15%)	Unit	Deadline	Status
Events reported in BWare Safety Manager ( <i>Lead</i> )	> 180	Events reported	30th June 2023	
Total Recordable Injuries (TRIs) e.g., Lost Time Injury, Restricted Work Injury or Medical Treatment Injury ( <i>Lag</i> )	< 2	TRI events	30th June 2023	
WorkSafe NZ Notifiable Events ( <i>Lag</i> )	0	Events reported	30th June 2023	
First Aid Injury Events ( <i>Lag</i> )	< 17	Events reported	30th June 2023	
Near Miss Events ( <i>Lead</i> )	> 90	Events reported	30th June 2023	
New Hazards ( <i>Lead</i> )	> 50	Hazards reported	30th June 2023	
Safety Engagement Conversations ( <i>Lead</i> )	> 1800	Conversations recorded	30th June 2023	
ISO 45000 Internal Safety Management System Audit ( <i>Lead</i> )	Compliant	ISO 45001 Audit Standards	31st December 2022	

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<b>To</b>	<b>Policy &amp; Regulatory Committee</b>
<b>Report title</b>	<b>Approval for Consultation on General Policies Reserve Management Plan</b>
Date:	6 September 2022
Report Author:	Rebecca Law, Reserve Planning Team Leader
Authorised by:	Megan May, Deputy General Manager Service Delivery

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To seek approval from the committee to undertake public consultation on the draft General Policies Reserve Management Plan. Section 41 (6) of the Reserves Act (1977) requires Council to publicly notify the draft plan and to seek submissions on the draft for a period no less than two months.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The General Policies Reserve Management Plan (RMP) was first adopted in 2015 and set objectives and policies that apply to all reserves administered by Waikato District Council. The General Policies RMP includes topics such as leasing, reserve naming and reserve development.

A report to the Policy and Regulatory Committee, on the 3 May 2022, approved the review of General Policies RMP. The review of this RMP was recommended as it is considered a foundational document requiring review to address new technology, process and enable the streamlining of other RMPs moving forward.

The creation or review process of an RMP is detailed in the Reserves Act, including two phases of public consultation.

- Phase one: public notification and pre-engagement.
  - Phase two: public consultation
-

Phase one has been completed from 18 May 2022 – 17 June 2022. Allowing the opportunity for the public to submit feedback on topics or changes that should be considered. Key stakeholders including Community Boards/Committees, Iwi/hapuu, Fire and Emergency New Zealand, WEL Energy, Waikato Regional Council and Heritage New Zealand, have provided feedback.

Staff are seeking approval to undertake the second phase of public consultation with a formal submission process. Submitter will have the opportunity to speak to their submission at a public hearing. This process will assist in the creation of a finalised General Policies RMP document that will provide for good decision making around the use and development of reserves going forward.

### 3. Staff recommendations Tuutohu-aa-kaimahi

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**That the Waikato District Council:**

- a. approves public consultation be undertaken on the draft General Policies Reserves Management Plan (attachment 1 of the staff report) for a period of no less than 2 months, as required under Section 41 of the Reserves Act 1977.**

### 4. Background Koorero whaimaarama

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Reserve Management Plans are required under the Reserves Act 1977 to provide detail on the use, development, and maintenance of open spaces. It is considered best practice to develop and maintain a General Policies RMP.

The current General Policies RMP was created and adopted in June 2015. Since then, new technologies such as drones and E-cigarettes are commonplace and require additional policy to be considered. Process improvements and a review of the open spaces policy portfolio has also been undertaken, recommending the General Policies RMP to be updated with older or revoked standalone policies where appropriate. Reserve Management Plans are created and reviewed through a process outlined in Section 41 of the Reserve Act (Figure 1). This process requires a two-phase public consultation. The first phase notifies the public with the intention to create or review an RMP and invites the public to submit feedback.

The feedback received was used to further draft the RMP for the second public consultation phase.

This report is seeking approval to progress to the second phase of public consultation. Once public consultation has closed, staff will review submissions and organise dates to hear verbal submissions. After the hearings, amendments to the draft public plan will be made, before being presented back to Council for adoption.

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Figure 1: The process to create or review a Reserve Management Plan, in accordance to the Reserves Act 1977.

\*Amendment to figure text – Approved draft management plan published and public submissions invited over a minimum of a two-month period.

## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

In 2021, the Community Connections team undertook a strategic portfolio review that identified a range of new technology that is currently not managed by any policy or standardised approach. Staff undertook a review of the full RMP portfolio acknowledging the gaps (technology and revoked policies) and common themes that are being duplicated through each RMP review. These themes include concept plan design, Tangata Whenua co-management, and renewal of recreational leases.

The General Policies RMP was identified as the appropriate RMP to be reviewed and updated as it provides objectives and policies to all reserves administered by WDC and was given higher priority due to its well utilised nature.

In June 2022, public notices were placed districtwide and on Council's website calling for ideas and suggestions as to what should be included/excluded within a General Policies

Reserve Management Plan. Submissions period was open from 18 May 2022 – 17 June 2022. Options to provide feedback was available online, via email or in person at any Council office or library.

The following questions were asked during early engagement. This feedback was used to inform the draft plan (Attachment 1):

- What do you like about how your parks are being managed?
- Please tell us what we could do to manage reserves better.

Council received 52 submissions, with 18 submissions being within scope of what the RMP could influence. Responses were received from the public, Iwi/hapuu and key stakeholders such as Fire and Emergency New Zealand, WEL Energy, Waikato Regional Council and Heritage New Zealand. A collation of submissions and attachments is available in Attachment 2.

The responses received are summarised as follows:

- The reserves are generally well managed but parks and recreational areas would benefit from more development and expansion to adapt to population and tourism growth.
- Neighbourhood parks would benefit from increased planting of trees and gardens.
- Consultation with Iwi and mana whenua regarding the development of new policies, planning and management could be improved.
- Information online should be more readily available for walks and public reserves.
- Public access should be considered to facilitate access to lakes via reserves.
- Dual naming utilising both English and Te Reo for reserve naming.
- Noted that the importance of the Heritage New Zealand Pouhere Act 2014 and that heritage should be clearly defined.

The responses received from stakeholders had been used to update the draft RMP for the sections relating to sustainability, relationship with mana whenua, access and parking, reserve naming and cultural heritage (Attachment 1). Staff had worked with our consultant Xyst to update the document utilising the feedback and updates to modernise the RMP to address new technologies, revoked policies and alignment with other Council documents.

Workshops were held internally with the Corporate Planning, Open Spaces, Strategic Property and Facilities teams who provided feedback on the draft document. Discussions were held with Waikato Tainui's Project Advisor, incorporating themes of sustainability into the draft document. A workshop was held with Councillors on Wednesday, 3 August 2022 where an overview was provided on the purpose, the main themes and the changes being made to the RMP. Councillors provided feedback on public art, reserve naming and the importance that information be easily accessible to the public.

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## 5.1 Options

### Ngaa koowhiringa

Staff have assessed that there are two viable options for the Policy & Regulatory Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and the work completed on the review of the council wide policies. The two options are listed below.

**Option 1:** Undertake Public Consultation for the General Policies Reserve Management Plan now (***recommended option***)

Approving public consultation for the General Policies RMP will allow the public to have a formal opportunity to submit their views on the draft document in its current state. This will assist in the creation of a finalised RMP that allows for good decision making around the use and development of reserves going forward.

**Option 2:** Delay undertaking Public Consultation for the General Policies Reserve Management Plan.

Council declines to receive the General Policies RMP draft and directs staff to undertake further work on the draft document before going out for public consultation. This option will delay agreed timeframes and would only be considered necessary if the draft document was significant misdirected.

Staff recommend **option one (1)**.

## 5.2 Financial considerations

### Whaiwhakaaro puutea

Minor costs will be incurred through the advertising and administration tasks associated with the management plan consultation process.

There are no material financial considerations associated with the recommendations of this report.

## 5.3 Legal considerations

### Whaiwhakaaro-aa-ture

Staff confirm that both options comply with the Council's legal and policy requirements. The recommendation aligns with Council's requirements under the Reserves Act 1977, as an administrator of reserves.

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## **5.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions. Furthermore, the preferred option one would enhance and directly benefit the Council's policy reviews providing a streamlined approach for the Open Spaces portfolio.

## **5.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

Maaori stakeholders are identified as an essential stakeholder for all RMPs created or reviewed. Through the RMP review process staff will actively seek input into the RMP from iwi, hapuu and mana whenua where appropriate.

Discussions with Waikato Tainui have commenced, with the draft RMP considering Waikato Tainui's strategic direction and the Waikato River Vision and Strategy. The next step for consultation is presentation of the draft document for further discussion.

## **5.6 Climate response and resilience considerations**

### **Whaiwhakaaro-aa-taiao**

The Climate Response and Resilience Policy will be given effect to through the review and implementation of all RMPs. A new sustainability section have been included into the draft RMP addressing:

- 1.4.1 Climate Change, Fire Risk and Natural Hazards
- 1.4.2 Biodiversity
- 1.4.3 Sustainable Practices

Principles of sustainability are present throughout the draft RMP, further highlighting the focus of presenting and celebrating our open spaces in environmentally friendly ways.

Public engagement measures will be encouraged to be carried out in an environmentally sustainable manner.

## **5.7 Risks**

### **Tuuraru**

The overall risk profile is low. The document review process will be clearly scoped and follow procedures outlined in the Reserves Act and further detailed in Promapp. Any submissions with opposing or conflicting recommendations are discussed in deliberations.

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## 6. Significance and engagement assessment Aromatawai paahekoheko

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### 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of high significance, in accordance with the Council's [Significance and Engagement Policy](#).

The following criteria are particularly relevant in determining the level of significance for this matter:

- There is a legal requirement to engage with the community under Section 41 of the Reserves Act 1977
- The proposal or decision will affect a large portion of the community.
- The likely impact on present and future interests of the community, recognising Maaori Tikanga (culture values) and their relationship to land and water.

### 6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate ✓	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The process to review a reserve management plan requires public consultation and opportunity to submit feedback on the plan.</p> <p>Staff will actively engage key stakeholders for input.</p> <p>All submissions will be considered. A public hearing will be held for the public to make verbal submissions and will result in the creation of a finalised General Policies RMP document.</p>				

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

Planned	In Progress	Complete	
<input type="checkbox"/>	✓	<input type="checkbox"/>	Internal
<input type="checkbox"/>	✓	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	✓	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	✓	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	✓	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	✓	<input type="checkbox"/>	General community, visitors to the Waikato District, reserve users, event holders / organisers and formed community groups (sports clubs, recreational groups).

## 7. Next steps

### Ahu whakamua

The Reserves Planning Team are preparing a draft public notices and submission forms for public consultation for the General Policies RMP review. A timeline has been established for the consultation process, submission reviews and public hearing.

The team has worked on a community engagement plan with support from Corporate Planning and Communications Teams to promote the public consultation period for the RMP.

## 8. Confirmation of statutory compliance

### Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's Terms of Reference and Delegations. Confirmed

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*). Confirmed

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Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*). High

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (*Section 6.2*). Confirmed

The report considers impact on Maaori (*Section 5.5*) Confirmed

The report and recommendations are consistent with Council's plans and policies (*Section 5.4*). Confirmed

The report and recommendations comply with Council's legal duties and responsibilities (*Section 5.3*). Confirmed

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## 9. Attachments

### Ngaa taapirihanga

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Attachment 1 – Draft General Policies Reserve Management Plan

Attachment 2 –Submissions Summary

Attachment 3 – Submission Attachments

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# Waikato District Council

## General Policies

### Reserve Management Plan

# DRAFT for Public Consultation

## September 2022

**Adopted by Council 8<sup>th</sup> June 2015**

**Reviewed and Adopted by Council** XXXXXX

#### Process timeline

Public Consultation Pre-engagement	18 May – 17 June 2022
<i>Public Consultation on Draft Management Plan</i>	XXXX-XXXX
<i>Hearing for Public Submission</i>	XXXXXX
<i>Management Plan Adopted</i>	XXXXXX

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## Purpose of this plan

### How to use this document

Waikato District Council (Council) is responsible for managing local reserves within its area. Reserves are a key link to health, social wellbeing, and cultural identity of the Waikato District. These reserves contain some major natural landscapes and culturally significant settings that contribute to the character, sense of place and to the local economy.

For the simplicity of this document, the term “reserve” is used collectively for parks, open spaces, recreation areas, natural bush, coastal beach reserves, esplanades, that are managed by Council for a variety of purposes and public benefits.

Reserve management plans (RMP) provide direction for the day-to-day management of parks and reserves. Determining community preferences and establishing the best means to provide for them are essential ingredients of good management planning. A management plan provides the community with certainty about the function and management of reserves that are managed by Council. It also helps ensure that management decisions are consistent with the principles of the Reserves Act 1977.

This management plan provides generic policies that will provide consistent management practices across all the reserves administered by Council. The draft plan contains land for which the Council has decision making powers, land held under the Reserves Act and the Local Government Act (LGA).

This plan does not cover legal roads and land managed by the Department of Conservation. Land held as airfields, drainage and utilities are also not included within this plan.

This plan needs to be read and reviewed in its entirety, as multiple policies may relate to a single item, (e.g. club buildings have policies under the Buildings section and also the Leases and Licenses section, and new buildings also need to consider the Development section of policies).

### Waikato District Council Reserves

Council manages approximately 484 local reserves, spanning of 2,177 hectares. This land includes playgrounds, local town reserves, coastal settings, sports grounds and natural bush areas. All Waikato District Council’s actively managed reserves are listed in Appendix 1.

The Reserves Act 1977 provides the legal classification system for reserves held under the Act (Appendix 2). This identifies the primary purpose of the reserve and the statutory framework for managing the reserves. Because the classifications are high level, Waikato District reserves are also grouped into different management categories, which have been developed by the Recreation Aotearoa (Appendix 2). The categories include Civic space, Cultural heritage, Neighbourhood, Outdoor adventure, Nature, Public gardens, Recreation and ecological links,

and Sports and recreation. These reserve categories are compatible with the Reserves Act Classifications but provide a more detailed framework that recognises the more specific function and character of each reserve and assists with the planning and management, including the level of service applied to the reserves (e.g. a sports and recreation reserve has a high level of built infrastructure and level of maintenance, whereas a natural bush area has low levels of infrastructure and different maintenance activities).

## Relationship with Other Council Documents and Legislation

The development and management of local reserves and the implementation of this plan is guided by a range of legislation, statutory and non-statutory policies and council plans and strategic documents.

Please note that nothing in this plan avoids the need for activities and development on reserves to comply with other relevant legislation. Applicants for a proposed activity may require separate regulatory approvals and consents, such as under the Resource Management Act 1991, Building Act 2004 and Heritage New Zealand Pouhere Taonga Act 2014.

### Reserves Act 1977

The Council has a responsibility as an administering body under the Reserves Act 1977, Section 41, to prepare management plans for the reserves and parks that it manages.

*“The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out...for a reserve of that classification.”*

The development of this plan follows a reserve management planning process as detailed in Figure 1. The RMP process has a strong focus on public engagement, allowing the communities to shape the document. In accordance with the Reserves Act 1977, this management plan will remain under continuous review.

Where specific reserve management plans exist for a category or individual reserve, the policies in that RMP take precedence over the General Policies RMP.

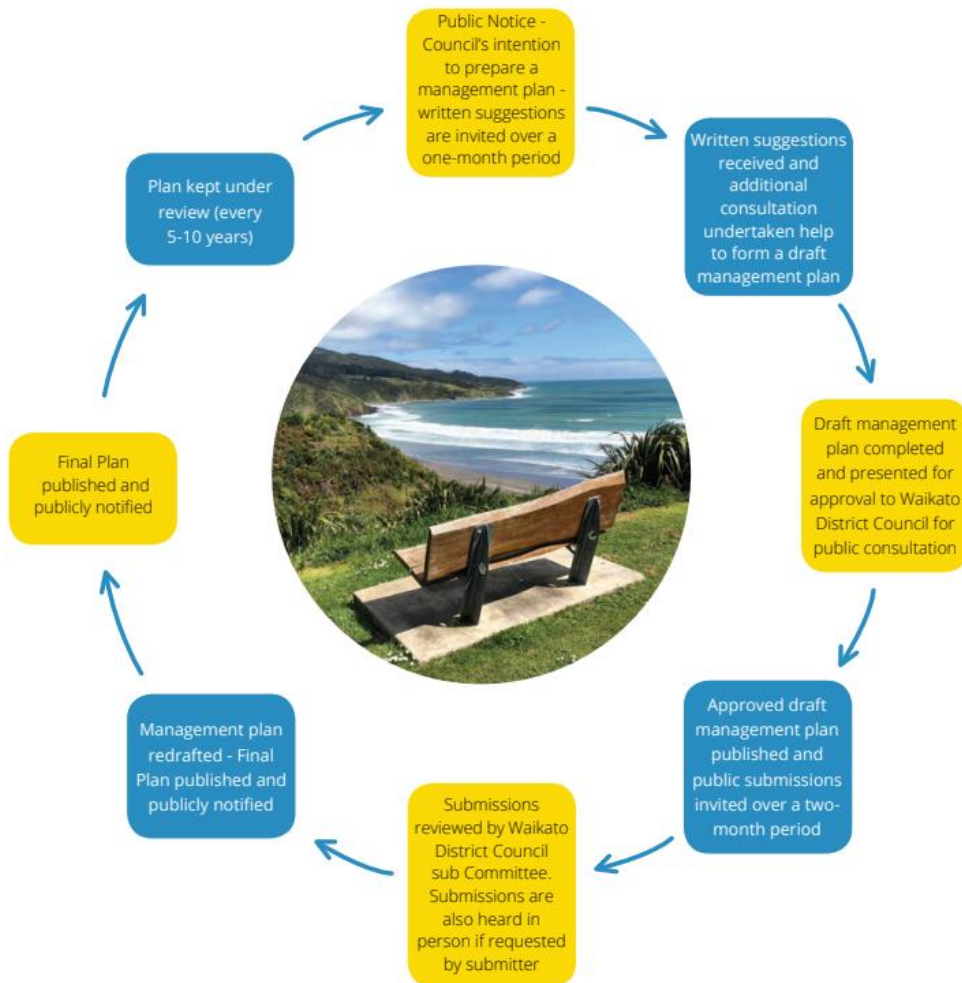


Figure 1: RMP process and detailed steps in accordance with the Reserves Act (1977).

## Bylaws and Policies

There are existing bylaws and standalone policies that apply to the use of Council land and may impact on user behaviour or the management of a reserve. Most bylaws simply require compliance with specified rules for the activity, for example a person may only exercise a dog off a leash in certain reserves or parts of a reserve. Other activities may require a prior approval, with the criteria and process for obtaining the approval set out in a bylaw or policy.

Bylaws and standalone policies take precedence over the General Policies RMP and where possible duplication of content has been avoided.

## Te Tiriti o Waitangi - The Treaty of Waitangi

The Treaty of Waitangi is the founding document of New Zealand. The principles of Te Tiriti o Waitangi are applied to the decision-making process and management of reserves in the district. Mana whenua continue to maintain a presence and relationship with their ancestral sites and landscapes of significance. This relationship also extends to the taonga, and sites where historic events occurred, often within the boundaries of the reserves.

Council actively maintain relationships with iwi within the district through established Joint Management Agreements and Memorandum of Understanding.

## Structure of this Plan

This RMP sets out policy on which applies to all Council Reserves in the District.

The Plan is set out in five policy sections, where the reader will be able to find objectives and policies associated with each subject.

The five policy sections are:

Section 1 - Reserve Values

Section 2 - Development of Reserves

Section 3 - Use of Reserves

Section 4 - Authorisations and Approvals

Section 5 - Management of Reserves

The policy sections should ***be read as a whole***. This means that more than one objective and/or policy may be relevant in any given situation. Plan readers should therefore seek to identify all relevant objectives and policies relevant to an issue in the General Policies document and in the individual plan which includes that reserve (e.g. Sports Park RMP).

## 1. Reserve Values

### 1.1 Relationship with Mana Whenua

#### **Objective**

- A. To work in partnership with mana whenua to implement the principles of kaitiakitanga (guardianship) of reserves and recognise mana whenua's connection with the land

#### **Policies**

1. Work with mana whenua to understand their aspirations and priorities for Waikato District reserves
2. Integrate principles of kaitiakitanga into the planning and management of reserves
3. Recognise and support mana whenua tikanga, kawa, customs to access sites and gathering of resources
4. Identify, protect, and celebrate sites of taonga in accordance with mana whenua tikanga wishes

#### **Explanation**

Mana whenua are not considered key stakeholders but partners with how Council manages reserves and together we lean on the principles of kaitiakitanga. The values held by kaitiaki (guardians or protectors) include their environmental and spiritual ties to ancestral lands, water, sites, wāhi tapu (sacred areas) and other taonga (treasures), and the wellbeing of the community. Kaitiakitanga invites people to form and maintain relationships with the environment in which they live.

By nature of these principles, we will work together to address access to sites and resources to support cultural practices.

### 1.2 Relationships with Volunteers and Partnerships

#### **Objective**

- A. To encourage and facilitate volunteering activities on reserves that align with the policies of this plan and support resource efficiencies resulting in mutual benefits for our communities and the reserves themselves

#### **Policies**

1. Create and maintain relationships with volunteer groups. Volunteering activities on reserves require Council authorisation and the assessment of proposals will be subject to Council agreement.

2. Volunteer activities shall be formalised under a formal Council agreement.  
Appropriate roles and responsibilities to be defined in partnership with Council
3. All volunteer groups must meet and comply with health and safety requirements relative to the nature of the work they are undertaking

### **Explanation**

Some partnerships may be simple arrangements between the Council and one community partner/ group. In many cases, Council provides most of the financial investment in the form of land, buildings or funding, and the partner/group providing volunteer know-how, physical work, networks, and programming expertise.

Other partnership arrangements may be large and complex, with multiple investors sharing the capital development costs of a new facility, and professional operators playing a role alongside community partners. The Council will consider a wide range of partnership arrangements, within broad parameters. The importance of partnership is not the size of the group but has the skills to successfully and sustainably meet the community's needs. Given the variety of potential scenarios, it is important that our Council processes can adapt to suit.

## 1.3 Cultural and Historic Heritage

### **Objectives**

- A. To identify, protect and manage significant historic and cultural heritage for its intrinsic value, for the enjoyment and education of reserve users
- B. To ensure the design and use of reserves recognises and celebrates the district's historic and cultural heritage

### **Policies**

1. Ensure areas of cultural significance or heritage value located on a reserve are protected, managed, and conserved in proportion to their significance and the level of threat posed to them, in accordance with:
  - a. Any preference of mana whenua and tikanga (protocols)
  - b. Legislation, such as the Reserves Act, Resource Management Act 1991 and the Heritage New Zealand Pouhere Taonga Act 2014 (NZHPT 2014)
  - c. Council statutory and non-statutory policy such as the District Plan
  - d. Any heritage conservation plans
2. Any development work carried out on or adjacent to historic structures shall be sympathetic to their historical context
3. Encourage public appreciation and enjoyment of historic and cultural heritage in reserves through education, interpretation, cultural markers, public art, and opportunities for community participation

4. Where kōiwi (remains) or artifacts of cultural or historic value are discovered during reserve operations or development, mana whenua will be consulted in the first instance and an accidental discovery protocol will be followed

### **Explanation**

It is important to recognise and retain heritage features, which may include historic structures and archaeological sites. Such sites provide physical evidence of historical events and add to the depth of experience for visitors and local residents when they visit the reserves.

The NZHPT (2014) provides legal protection for all pre-1900 archaeological sites (including recorded and non-recorded) and those post 1900 sites gazetted for protection under the Act. An archaeological authority from Heritage New Zealand Pouhere Taonga is required to modify or destroy any archaeological site. Any site where there may be an archaeological interest will require that Heritage New Zealand Pouhere Taonga is notified and an archaeological assessment completed along with archaeological authority being obtained before any works can commence. Known sites may have archaeological site information detailing the importance and management of the site.

## **1.4 Sustainability**

### **1.4.1 Climate Change, Fire Risk and Natural Hazards**

#### **Objectives**

- A. To manage reserves in a way that minimises and mitigates the impact of climate change
- B. To improve the resilience of reserves by acknowledging and adapting to the effects of climate change, flooding and impacts of natural hazards
- C. To manage significant risks from natural hazards to reserve users and assets in accordance with local, regional, and national policy
- D. To prevent and reduce risk of fire damage on reserves by effective operations and visitor management of fire risks

#### **Policies**

1. Adapt to climate change impacts and coastal hazards including:
  - a. Promoting as a general policy, a managed retreat from erosion zones and coastal areas that are increasingly inundated
  - b. When structures affected by coastal hazards fail or when other trigger points are reached, in general prefer to move them to less vulnerable sites or remove entirely rather than repair them
  - c. Follow best practice guidance for hazards risk management
  - d. Decision making in response to the impact of coastal hazards or land instability to a reserve or reserve infrastructure will be consistent with a national, regional, or Council policy or site-specific hazard management plan

2. Avoid and mitigate the impact of climate change and coastal erosion by:
  - a. Undertaking restoration and planting programmes where appropriate
  - b. Promoting soft engineering solutions to retain a natural beach buffer and to strengthen natural features (such as salt marshes or other natural flood zones, beaches, and dunes) in preference to using hard protection structures to manage natural hazards
  - c. Continuing to maintain and create natural dune ecosystems to help stabilise them and slow down the rate of erosion
3. Stormwater, flooding, and erosion
  - a. Manage stormwater runoff and flooding through soft engineering including but not limited to grass swales, riparian plantings, wetland holding areas riparian planting of ecologically appropriate native species
  - b. Require the siting of facilities and planting on reserves to have regard for avoiding natural hazard threats, including flooding and erosion
  - c. Avoiding earthworks near streams
  - d. Planting steep slopes to prevent erosion and sedimentation
4. Fire management
  - a. Reduce fire risk around public designated picnic sites, tracks, and heritage buildings and structures by appropriate vegetation management, including species selection of any future plantings in the surrounding area
  - b. Only permit the use of public open fires, including portable barbeques using solid fuel, in public amenity picnic areas, and where the fire is permitted by controls implemented through the Fire and Emergency Act 2017
  - c. Support Fire and Emergency New Zealand through any prohibition or restrictions and any associated processes to manage a fire season

### Explanation

In order to manage the use, protection and development of reserves across the district, Council needs to be aware of natural hazards and climate change, and their potential impact on the use and safety of public reserves. Flooding, coastal inundation, and erosion/land instability are the main climate change hazards that can occur in areas of the Waikato District that are likely to impact on reserves.

Risks from natural hazards are expected to increase as a result of climate change, with sea levels rising and an increase in the frequency and severity of storms.

Public demand for hard erosion protection works such as seawalls or groynes is often high when harbour/coastal processes affect private property, public infrastructure, or reserves. While hard erosion protection works can in some cases shield property, they can have significant adverse effects on harbour/coastal processes and natural features (e.g. increasing erosion further in or along the harbour/coast) and on natural character, amenity values and public access to and along coastal margins.

Erosion protection works can cause coastal (including harbour) edge degradation which can threaten coastal habitats and ecosystems. There is no one solution that suits all sites where coastal edge erosion is occurring.

Climate change is creating changes to natural physical processes, ecosystems and habitats on many of the local reserves. Altered weather patterns may have negative impacts such as an increase in plant and animal pests and the spread of pathogens. It could also change recreational access to areas if the ground is saturated for longer periods.

Stormwater assets and recreational assets are frequently developed together to provide a dual amenity and function for a new subdivision. The primary purpose of the space must be clearly defined at the time of development. Seasonally there may be an adverse effect of stormwater on recreational assets resulting in a lowered level of service (e.g. flooding on walkways).

All fires, whether lit naturally, accidentally, or deliberately can pose a risk to reserve visitors, native vegetation, species, historic places, reserve assets and adjoining property. The risk of fire is likely to increase as an impact of climate change, where the climate is likely to become hotter and drier.

Council will take the approach of only allowing open fires in purpose built solid fuel barbeques or fire pits. Reserve users are not allowed to make fires in other places, including uncontrolled settings such as beaches or dunes. Fireworks are to be restricted to particular public events and conditions for the activity approved by Council. No private informal displays permitted. No fires will be permitted when a prohibited fire season has been declared by Fire and Emergency New Zealand.

Council will manage climate change by focussing on mitigation and adaptation through the Waikato District Council Climate Response and Resilience Action Plan Framework (2020).

#### 1.4.2 Biodiversity

##### **Objectives**

- A. To protect, maintain and enhance the long-term viability and resilience of native species, habitats, and ecosystems on reserves
- B. To inspire and encourage people to be actively engaged in caring for natural values on reserves

##### **Policies**

- 1. Maintain restoration and ecological enhancement programmes on the district's reserves, and giving priority to:
  - a. Deliver biodiversity programmes with a focus on pest animal and plant management as required by the Waikato Regional Pest Management Plan (and any subsequent updated plan) as resources allow
  - b. The restoration and enhancement of natural value reserves for the benefit of the community and the environment

- c. Ensuring, where practical, that natural value reserves are accessible to the community and well connected to wider open space and trail networks
  - d. Continuing to foster enduring relationships with key partners to support the ongoing enhancement of natural value reserves and agreed regional priorities such as site led biocontrol and pest management programmes, collaboration efforts with Waikato Regional Council, Waikato RiverCare, and other relevant management agencies or volunteer groups to co-ordinate and compliment efforts across the Waikato
2. Any plantings undertaken on reserves will:
    - a. Be consistent with the overall character and function of the reserve
    - b. Utilise species appropriate to the site
    - c. Generally, be indigenous and sourced from the same ecological district
    - d. Generally, be aimed at creating native species dominated, self-sustaining habitats over time
    - e. Will give regard to retaining and enhancing significant views from the reserve, without loss of existing habitat
    - f. Landscaping will be designed for low on-going maintenance
  3. Tree maintenance will take account of:
    - a. Naturally occurring native trees on reserve land will not be pruned or removed to create or maintain private views
    - b. Addressed appropriately to manage health and safety risks
    - c. Where possible, pruned to allow for natural habitat to remain for native species
  4. Consideration may be given to the planting of exotic species<sup>1</sup> where there is:
    - a. A desire for a commemorative or symbolic exotic species for a recognised individual or group
    - b. A need for a fast-growing species to control erosion
    - c. The advantage of fruit or specimen feature trees or hedging
    - d. Low maintenance and resilient species for amenity purposes
    - e. Replacement plants that are consistent with existing vegetation species
  5. Where practicable foster the resilience of native species, habitats, and ecosystems to the adverse effects of unpredictable events, such as climate change or new incursions of pests or pathogens, through an adaptive management response, on a case-by-case basis

### Explanation

The Council reserves contain a wide range of the significant biodiversity and ecosystems. These natural resources are considered to be living taonga by mana whenua.

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<sup>1</sup> Exotic species will not include any species identified in the Waikato Regional Pest Management Plan 2021-2031 or considered to be an ecological weed threat.

The Reserves Act requires that indigenous biodiversity present on a reserve is managed and protected in a way that is compatible with the principal or primary purpose of the reserve.

The management of the reserves provides opportunities to demonstrate best environmental practice and sustainability to the local community, both in the day-to-day management of reserves and in specific conservation projects. This includes revegetation to mitigate the impacts of climate change and allow for carbon sequestration.

Volunteers currently play a role in delivering biodiversity outcomes and utilise their efforts for educational opportunities. Volunteering and education activities are a great way to engage the next generation of environmentally minded people.

Indigenous biodiversity and ecosystem functions can be significantly threatened by some introduced plants and animals. The Waikato District provides a favourable climate for many introduced species and has a high number of introduced plants that have naturalised in the area. It is anticipated that climate change is likely to increase the number and extent of invasive plants, invertebrates, such as wasps, and pathogen incursions like myrtle rust in the future.

The threat of pathogens, such as kauri dieback and myrtle rust, spreading through the Waikato District may need to be actively managed in the near future. In some circumstances recreational access may need to be restricted through the closure of tracks, or quarantining zones or rāhui to protect areas within reserves to contain areas of infection to prevent the spread of disease.

#### 1.4.3 Sustainable Practices

##### **Objective**

- A. To incorporate sustainable practices into the provision, management, and development of reserves

##### **Policies**

1. Ensure that sustainable management practices are taken into account in the design, operation, maintenance and development of the reserves across the Waikato District. This may include:
  - a. Considering the life cycle of products used for reserve development and maintenance
  - b. Considering renewable and reusable materials in reserve design elements
  - c. Considering low energy efficient devices for new or replacement services
  - d. Low impact design practises for stormwater management
  - e. Conservation and adaptive re-use of all forms of heritage items including buildings, structures, and fixtures such as pathways, trees, streetscapes, and paving, where appropriate
2. Facilitate sustainable transport options to reserves by incorporating supporting infrastructure

**Explanation**

The Council is committed to the principles of creating a sustainable community and environment. Council will endeavour to incorporate sustainable practices into both the provision of reserves within the district, and to their management and development where resources permit.

Sustainability is a process of ensuring all resources are used and managed for a balance of environmental, social, cultural, and economic wellbeing. It means meeting the needs of today without adversely impacting the needs of future generations.

There is a suite of sustainable practises that can be employed on reserves from choosing materials for reserve developments that have greater longevity to decrease maintenance and increase the life of assets to utilising environmentally friendly technologies to reduce energy costs.

Council can also encourage the use of sustainable modes of transport by including infrastructure such as bike parking into reserve designs. This technology will evolve over time and Council needs to keep abreast of new innovations in this space.

## 2. Development of Reserves

### 2.1 General Reserve Development

**Objective**

- A. Development is aligned with the reserve's purpose and the communities' needs without significant or ongoing adverse effects on other reserve users, adjoining property owners or the reserve itself

**Policies**

1. Reserve development shall occur through integration of the following:
  - a. The classification status of the reserve and the reserve category
  - b. Outcomes and recommendations of design guidelines, concept plans and /or relevant specialist assessments
  - c. The impact the proposed development has on existing reserve values, including the natural, cultural, landscape and open space characteristics of the reserve
  - d. Minimising the opportunities for vandalism
  - e. Consider crime prevention through environmental design (CPTED) principles
  - f. Universal design and how people of all ages and abilities use, access, and enjoy the reserve
2. Council may develop a concept plan to guide development of a reserve where this is not sufficient design detailed in an RMP

3. Council will consult the community over any major development<sup>2</sup> of a reserve, including targeted engagement with key user groups in the design and development of any concept plans

### **Explanation**

Reserve development can protect and enhance the landscape and natural values, assist with activating a reserve and enhance community appreciation and enjoyment of the reserve. This covers many aspects, from designing and developing reserves in new subdivisions to upgrading existing reserves.

Council needs to ensure that reserves are developed to meet the community's aspirations and deliver the types of recreational experiences they are seeking whilst ensuring the natural values of the reserve are retained and potentially enhanced. For a number of key reserves across the district this will include the future development of a concept plan that will provide a more detailed guide as to how the development of the reserve will be co-ordinated.

## **2.2 Access and Parking**

### **Objectives**

- A. To provide safe, logical, and adequate access to and through reserves and car parks for vehicles, cyclists, and pedestrians whilst minimising impact on users, facilities, amenity values, and the general character of the reserve
- B. Ensure access to reserves is free of barriers for all members of the community
- C. Manage safety risks and visitor experience with temporary reserve closure where necessary

### **Policies**

1. Provide and maintain safe and accessible routes to and through reserves and facilities, following CPTED principles
2. Allow for emergency and service vehicle access to reserves for operational purposes
3. Access to a reserve or area of a reserve may be temporarily restricted for a specified time<sup>3</sup> where:
  - a. A rāhui is in place
  - b. Health and safety risk identified
  - c. Maintenance or remedial works are being carried out

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<sup>2</sup> As defined in the Waikato District Council Significance and Engagement Policy (2020)

<sup>3</sup> Reserve closures for temporary periods of time may only require public notification as permitted under the Reserves Act 1977

- d. An activity or event has been granted the right to restrict public access as part of its conditions of authorisation
  - e. There are unfavourable ground conditions or a biodiversity risk
  - f. Limiting vehicle access at night for security purposes
  - g. An isolated event or activity where the impact may have a detrimental impact to reserve visitors
4. When developing public spaces including parking and access roads, consider the general reserve development policies outlined in other sections of this plan, and the following:
- a. Where there is a District Plan or resource consent condition or a proven requirement directly related to the use of the reserve
  - b. Consider options to encourage passive transport (e.g. cycling) into and through a reserve
  - c. It is both physically and financially feasible to provide parking facilities
  - d. Locate parking closest to the site boundary and adjoining roads to minimise the loss of usable recreation space
  - e. Incorporating water sensitive design to reduce stormwater runoff and contaminants entering the stormwater system
  - f. Consider appropriate signage and speed calming techniques, (e.g. speed bumps), to slow vehicle movements through parks, where required
  - g. Volume of parking should consider regular daily usage (as oppose to peak parking)

### **Explanation**

Public access to and through reserve areas is an essential aspect of reserve management. It enhances reserve use for the enjoyment and the benefit for residents with attractive connections throughout townships. Pedestrian access and circulation within a reserve needs to be coherent, appropriate to the site and safe. It also needs to allow access to the variety of facilities that are located within reserves. It is important that access points are clear and where applicable, clearly define a direct route through a reserve to makes users feel comfortable. Reserves carparks are not exclusive to a certain user group.

As with buildings, car parks and vehicle access impact on the usability of reserves by taking up space which would otherwise be available for other reserve activities. In addition, the hard surfaces (from access roads and car parks) have the potential to create adverse environmental effects, such as polluted stormwater runoff. Council intends to provide car parking that is relevant to the reserve's purpose, location, and likely demand during non-peak use of the reserve, and in accordance with District Plan Rules.

## **2.3 Buildings and Other Structures**

### **Objectives**

- A. To ensure the provision and maintenance of buildings and other structures necessary to facilitate public recreational use and enjoyment of the reserve is of a condition, design and scale suited to the reserve environment
- B. To ensure buildings or structures that are of benefit to reserve users are well utilised

### **Policies**

1. In proposing to locate a new building or structure on a reserve (by Council or by others), or when considering proposals for the extension or upgrade of an existing building or structure, in addition to the General Reserve Development section the following shall be considered:
  - a. The Reserves Act classification of the land and the allocated reserve category and whether the purpose is compatible with the reserve's use and function
  - b. The need for the building or structure to be located on reserve land, considering evaluation of other sites, the potential to co-locate the activity in an existing building, to adapt an existing building and the opportunity to cluster buildings (hubbing) if a separate building is required
  - c. The scale of the proposed building or structure in relation to the reserve and its potential impact on foreseeable use of the reserve for outdoor recreation, the amenity of the reserve and the conservation of open space, views, significant vegetation, and significant landscape features
  - d. The siting, design, materials and colour of the proposed building or structure
  - e. The potential impacts generated by ancillary activities used to provide ongoing operational funding
  - f. The effects of providing access to, parking and service areas for the proposed building or structure
  - g. The ability, including the financial position, of the applicant to construct and maintain the building and operate the proposed activity
  - h. Consent requirements in accordance with the district plan
2. Where a building or other structure is no longer required by an occupier or Council, the following steps will be undertaken:
  - a. The occupier will be required to find a new approved occupier or remove the building or structure from the reserve
  - b. If the occupier cannot either find a new suitable occupier or remove the building or structure, then Council will take reasonable efforts to find a new suitable occupier or use for the building
  - c. If no suitable occupier or use can be found, Council will consider moving the building or structure
  - d. If no suitable occupier can be found and the building or structure cannot be relocated and there is no reasonably foreseeable use for the building or structure then it will be either tendered to be removed, or demolished
  - e. Where Council does not own the building, feasible costs associated with removal or demolition of the building and or structure and reinstatement of the reserve to Council's satisfaction shall be charged to the owner

### **Explanation**

Sporting and community groups often request new buildings or facilities to be located on reserves. Well designed, sited, and integrated buildings and facilities can complement the reserves character and aesthetic values, while also enhancing the public's use and enjoyment of them.

This policy seeks to ensure that buildings and structures do not compromise the open space values of the reserve unless the provision of buildings and structures supports the use and enjoyment of the reserve.

Council owned buildings and structures on reserves assist in their day-to-day maintenance and management, such as equipment storage and public amenities (change/toilet facilities). These buildings will continue to be maintained to ensure these do not impact on the amenity or use of the reserve.

Changes in levels of population and participation sometimes result in sports clubs and groups dissolving, amalgamating, or falling into recess. A consequence of this is the abandonment of facilities such as playing courts, practice nets, clubrooms etc. Where a facility is not being used for its intended purpose Council can undertake a variety of options to seek a new occupier or consider removing the facility from the reserve land.

Council recognises the limited resources of community groups occupying reserves and notes some existing reserve facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost. Pre-approved sub-letting (or hubbing situations) of facilities by lessees can generate revenue and spread the load of paying for overheads such as power. Such uses must however be consistent with the purposes for which the reserve is held.

## 2.4 Furniture

### **Objectives**

- A. To provide sufficient reserve furniture to facilitate public use and enjoyment of the outdoor recreational environment
- B. To ensure a coordinated and consistent approach to the design, selection, and placement of all reserve furniture

### **Policies**

1. Consider installing furniture where there is a demonstrated need and it is appropriate to the functional use and purpose of the reserve, in accordance with Council's levels of service
2. Ensure that all new or replacement furniture is of an approved and environmentally practical design or style
3. The Council may remove furniture where the condition of the furniture is below an acceptable standard, where the furniture is not in keeping with the reserve, or where there is no longer a demonstrated need

**Explanation**

The provision of reserve furniture such as seating, picnic tables, barbeques, drinking fountains, and litter bins may enhance the usability of a reserve by supporting a variety of activities, encouraging people to gather within reserves and stay longer. It may also play an important role in public health.

It is important to manage reserve furniture and take the time to consider its installation, in accordance with the reserves purpose and use. If unmanaged, reserve furniture can add to visual clutter and detract from landscape and amenity values. Unmanaged reserve furniture can also become an ongoing maintenance burden to Council and the community.

Some reserve users may wish to commemorate loved ones who have had a connection to a reserve location. Where commemorative assets are proposed, Council will assess each application against the Memorials, Plaques, and Monuments Policy.

## 2.5 Lighting

**Objective**

- A. To provide lighting to facilitate evening or early morning use and access where appropriate

**Policies**

1. Council provision of lighting in a reserve, including along cycle and pedestrian paths will consider:
  - a. The use and purpose of the reserve
  - b. Whether there is a clear public benefit
  - c. Whether it supports the principles of CPTED
  - d. Lighting that is energy efficient (e.g. moving towards LED lighting)
2. Installation of exterior lighting by reserve occupiers, such as sports clubs, is subject to the approval of the Council. Lighting must at all times meet the relevant electrical safety standards, District Plan requirements and comply with the policies of this plan.
3. Hours of operation of lights shall be limited to those hours approved by the Council and District Plan. The use of adaptive lighting controls or light suppression techniques will be required to limit the hours or intensity of light.

**Explanation**

Lighting is sometimes required to improve the safety and functionality of reserves, to extend the period by which the reserve can be used, or to enhance the amenity of a reserve.

Good lighting design can reduce the impact of lighting on neighbours and the environment and significantly enhance the safety, use and appearance of reserves. Likewise, poor lighting

design and installation can have negative effects for neighbours and the environment. Care must be taken with flood lighting and security lighting.

Consideration of new lighting will be assessed in accordance with Crime Prevention Through Environmental Design (CPTED) principles. In some instances, perceived or real safety issues cannot be addressed by lighting alone. In these cases, lighting may encourage people to enter a reserve, where it may be unsafe to do so.

Where a user group uses lighting for a particular purpose (e.g. sports lighting), the cost of installation and ongoing supply charges may be undertaken by the user group.

## 2.6 Play Facilities

### Objective

- A. The reserve network has a diverse range of enjoyable, stimulating, and safe play opportunities for all ages and abilities

### Policies

1. Enhance and develop play facilities to reflect community demand, provide quality play outcomes and a cohesive network of designated play spaces for each urban locality
2. All new play equipment and associated safety surfaces and all renewal of play areas shall be designed, constructed, and maintained to conform to New Zealand standards for playground equipment and surfaces
3. Require that any proposal to upgrade or locate a new play space in a reserve consider the following:
  - a. The appropriateness of the play space in terms of the current and future needs of the local community
  - b. Existing play space provision, to identify gaps or avoid duplication and to ensure a variety of play opportunities are easily accessible, in accordance with Council's Levels of Service for play provision
  - c. Design for all ages and abilities and consider the principals of universal design
  - d. Urban design standards (including CPTED principles)
  - e. Appropriately located to maximise existing site features, enable passive surveillance, and reduce negative effects or site hazards
  - f. The provision of sun and shelter (for those playing and supervising)
  - g. Opportunities to incorporate artworks, or to introduce or retain natural play elements and landscape features
4. Explore opportunities to develop spaces and facilities that engage youth (beyond basketball courts and skateparks) across the reserve network to cater for varying youth interests based on consultation with youth

5. Remain flexible to adopt new play technology or concepts that are financially supported and beneficial for recreation

### **Explanation**

Reserves provide important open space areas for children and teenagers to play, whether that is through using natural features, or through the provision of formal playgrounds, skate parks and bike parks.

Play facilities will be developed and maintained in accordance with the Councils guidelines and New Zealand's playground standards. Where possible universal design will be taken into account which is "the design of products and environments to be useable by all people to the greatest extent possible, without the need for adaption or specialised design."

'Play' has a broad definition with many concepts that help facilitate play. Technology and concepts such as 'nature play' and 'play-on-the-way' can be affordable to implement and make a positive difference to how our community interact with their open spaces. It is important that our reserves continue to evolve, where practical, to cater for all play options.

## 2.7 Public Art

### **Objective**

- A. To allow the installation of public art within reserves where appropriate

### **Policies**

1. Permanent public art may only be installed in reserves with the formal approval of the Council and any required consents
2. Include opportunities to engage with mana whenua and Māori artists to provide cultural pieces on reserves, such as whakairo or pouwhenua
3. The location of any public art installation must be in keeping with the scale and values of the reserve, and it must not unduly impact on the cost of reserve maintenance and operational activities or detract from reserve use

### **Explanation**

Public art is one of the more visible and accessible forms of art. Some forms of public art, such as permanent installations like paintings, sculptures, or carving can often be best appreciated if located within reserves. However public art can be controversial, and if located in the wrong place, can conflict with the primary purpose of the reserve.

Council may require that any public art be accompanied by a landscape assessment, detailing how the public art will fit within the proposed setting. Art may also be received as a gift to the community. In this scenario, a written agreement will be established with Council and the 'gift giver' on the acceptance or decline and suitable location of the art piece.

## 2.8 Signage

### Objectives

- A. To provide sufficient signs to facilitate public use, heritage and site appreciation, and enjoyment of the outdoor recreational environment
- B. To control the display of advertising and sponsorship signs on reserves

### Policies

1. All signs located within reserves will comply with Council's signage guidelines to ensure consistent sign branding, styles, and information throughout the district
2. Signs will generally be grouped or clustered within a reserve to avoid visual clutter and to assist visitors to easily access all relevant information
3. Provide directional and way-finding signage within reserves for suitable to all visitors
4. All signs within reserves will be subject to the provisions of the District Plan
5. Reserve occupiers wishing to erect signs on buildings or facilities they occupy will require approval from Council and be responsible for obtaining all relevant statutory consents and meeting the costs of producing, erecting, maintaining, and replacing signs relating to their activity
6. No commercial signs will be permitted on reserves except with the particular approval of Council (including acknowledging sponsorship). Council may permit advertising signs on recreation reserves developed as sports grounds where these will not detract from the character and amenity of the reserve or adversely affect neighbours. The cost of such signs, any associated resource consents, and the regular maintenance of any such sign will be borne by the advertiser.
7. Council may permit community notice boards on recreation reserves in association with sports grounds and/or public facilities where these signs will not detract from the character and amenity of the reserve or adversely affect neighbours
8. Council retains the right to request the removal of and/or to remove any inappropriate, poorly located or maintained, or obsolete signs
9. On-site interpretation will be utilised to:
  - a. Contribute to people's understanding and appreciation of the reserve's values, history, or significant features
  - b. Increase awareness of mana whenua's role as kaitiaki and their connection to a reserve
  - c. Raise awareness of environmental issues, community-led activity, or restoration programmes

**Explanation**

Signs are necessary to identify reserves, to assist access and orientation within reserves, to encourage the appropriate use of reserves and to provide for the safety of reserve users. Signs provide an opportunity for Council to 'brand' public land and clearly identify public resources. However, signs can individually or cumulatively detract from the amenity of a reserve and need to be designed, located, and maintained to avoid visual clutter.

Interpretive material on reserves can enhance the visitor experience by increasing awareness of a reserve's history and special features and inspire visitors to explore the reserve. This can be achieved in several formats, such as, through signs, displays, audio visuals, activation, and public art, which can also contribute to the unique character of an area.

The District Plan limits the type, location, and size of signs on reserves (and elsewhere), including commercial signs. Utility warning signage is allowed where it informs the public with regards to any health and safety requirements. Community Notice Boards are designed for the advertising of local events, small business, non-profit groups or other information pertaining to the local community they're posted in. These will be managed by a relevant local committee.

### 3. Use of Reserves

#### 3.1 General Use of Reserves

**Objective**

- A. To enable recreational use and enjoyment of local reserves that does not unduly compromise the reserve's values or impact other reserve users

**Policies**

1. Provide for and manage the impacts of recreational use through a range of mechanisms, including, but not limited to:
  - a. Identifying the range of recreational opportunities sought from the community through the reserve classification and category
  - b. Managing recreational use on a network wide basis, recognising not all opportunities can be provided in every reserve
  - c. Utilising bylaws or codes of conduct to set parameters or conditions on activities
  - d. Utilising council's reserve booking system to manage the allocation of spaces in reserves
  - e. Requiring the authorisation of activities that have the potential to impact the reserve values or other reserve users
2. Enable recreational use and enjoyment of reserves through:
  - a. Responding to shifts and changes in demand for recreational activities
  - b. activating reserves through events, programmes and other initiatives including authorised activities
  - c. Developing or naturalising reserves to increase their resilience and capacity

- d. Promoting opportunities that may broaden reserves user's experiences, such as public art and interpretation
- e. Recognising the value of reserves in providing respite

### **Explanation**

Reserves are provided for the public's general use and enjoyment. They cater for a wide range of recreational opportunities from informal activities such as walking and picnicking to highly organised activities such as sporting events.

All recreational activity needs to be managed in a way which minimises the impact on reserve values and is consistent with the reserve classification (where the reserve is held under the Reserves Act). Most everyday activities on reserves are allowed as of right. However, some activities on reserves that have the potential to impact either the environment or other reserve users, or require the temporary allocation of space, may be allowed subject to meeting conditions. These may be by way of a bylaw, bond, or a code of conduct.

All activities are subject to the controls of the Waikato District Plan and Council's other policies and bylaws

Some activities will require specific permission or authorisation (refer to Section 4). Everyday activities that are permitted without the need for approval from the council, are those that:

- Are informal or casual in nature and are consistent with the values of the reserve, such as walking, relaxing, picnicking and the like; or
- Meet conditions in a bylaw or code of conduct to avoid any potential impact on either the environment or other reserve users, such as dog walking
- Are not identified in this plan or by the Reserves Act as requiring authorisation or regulated in a bylaw, and do not unduly interfere with the use and enjoyment of other users of the reserve

## **3.2 Drones / Unmanned Aerial Vehicles (UAV) and Model Aircraft**

### **Objective**

- A. Allow for the flying of recreational drone flying with parameters to prevent impacts on other reserve users including privacy and nuisance

### **Policies**

1. Flying will be a permitted activity provided that it aligns with the code of conduct (refer to Council website<sup>4</sup>) and Civil Aviation Authority rules
2. Remotely piloted aircraft systems, such as drones, are permitted to fly over council reserves, except for playgrounds, cemeteries, as well as cultural and historical reserves

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<sup>4</sup> Editors Note: The code of conduct for drones is current being drafted and will be made available on the Waikato District Council website prior to the adoption of the General Policies Reserve Management Plan being finalised.

**Explanation**

Model aircraft enthusiasts sometimes use reserves for the operation of their aircraft. This can either be for personal recreational use or for club and competition activity such as at the Tuakau Domain.

The recreational and commercial use of unmanned aerial vehicles (UAV) is becoming more common place and will no doubt increase as technology improves and UAV reduce in cost.

While drones and UAV use has similar impacts to those of model aircraft with respect to noise and potential for injury, the frequent inclusion of on-board cameras, the technology is rising as a new recreational activity. Utility providers are also using drones more often to check their activities or project development.

The Council has issued a code of conduct (located on the website<sup>4</sup>) which users must adhere to receive permission to operate from a reserve. Any activity that does not follow the code of conduct must be applied to Council, in writing. Further information is available on the Council website.

### 3.3 Multi-use and activation of locations

**Objective**

- A. To encourage the health and wellbeing of communities through the provision of multi-use resources and linkages

**Policy**

- 1. Investigate opportunities to create recreation opportunities within and on the way to reserves across the district to encourage people of all ages and abilities to be active

**Explanation**

There is plenty of research that testifies to the benefits of physical activity on personal well-being. Council will support communities to be active in a range of ways by providing and promoting recreational spaces to cater for all abilities. To support this work Council will also create and maintain strategy and policy documents to guide development and decision making.

## 4. Authorisations and Approvals

### 4.1 Approvals framework

**Objective**

- A. To ensure a consistent approach is taken to assessing proposals requiring authorisation in accordance with any legislation, bylaw or policy and is consistent with the primary purpose of the reserve

### **Policies**

1. Ensure a consistent approach is taken to assessing proposed activities requiring authorisation, including:
  - a. Compatibility with the reserve classification, if applicable (defined under the Reserves Act)
  - b. Compatibility with the reserve category and reserve specific information, values and development plans
  - c. Consideration of the capacity of the reserve to accommodate the activity, the current use of the reserve and all potential impacts on the environment and other reserve users

### **Explanation**

The authorisation and approvals acknowledge that some activities or requests may not be detailed specifically by a section, objective, or policy. The approvals framework allows for consistency to approach and decision making on items not specifically detailed. The purpose of authorisation is to ensure impacts on the reserve and its users are considered, managed, and a consistent and balanced approach is taken to assessing proposals to ensure the reserve is protected.

Some people or groups will want to use reserve space for activities that might have a lasting impact on the reserve, or that might prevent others from also using the reserve. Under these circumstances people will need to apply for a specific permission or 'authorisation' to use the reserve. Additionally, throughout the timeframe of this plan, new activities may arise which have not been addressed within this plan, other council policies, nor any bylaws. This provides a framework for considering their authorisation.

## **4.2 Occupation Agreements**

The following objectives apply to all sub-categories of Occupational Agreements

### **Objectives**

- A. To formalise the current occupation of reserves for approved uses and facilities by the granting of occupation agreements where users can demonstrate the sustainability of their occupation and it is consistent with the reserve purpose
- B. To protect reserve primary purpose and values by minimising the number of buildings, easements, and utilities on reserves
- C. To ensure adequate compensation is provided to remedy or mitigate the adverse effects of all private infrastructure (e.g. utility, stormwater discharge, accessways) and including private underground facilities on reserves
- D. To require compensation for all temporary or permanent effects on reserve values caused by occupation agreements

- E. To permit reasonable access to holder of easements for the inspection and maintenance of their assets and networks on or across reserves
- F. Consideration of applications of an occupation agreement will address requirements for minimal impact and/or beneficial services for reserve users

#### 4.2.1 Leases

##### **Policies**

1. Any exclusive use of reserves, including buildings, will be subject to a lease
2. Land may be leased to groups and organisations for the following purposes:
  - 2.1 The construction of sports facilities and associated buildings at the group's or organisation's expense.
  - 2.2 The construction of buildings and other structures that increase or improve the use of the reserve for recreation at the group's or organisation's expense.
  - 2.3 The occupation of Council owned buildings on reserves where it is prudent for the management of the building and community access to the building.

##### *Provided that:*

- 2.4 The proposed activities cannot satisfactorily take place in existing facilities (including those occupied by other reserve users), or elsewhere in the locality
3. Where required, existing leases will be renegotiated. In cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the Act, the occupation may terminate at the end of the current lease and the lessee improvements removed
4. Where users have occupied reserves without formal leases or where previous leases have expired, Council will review the use, sustainability and suitability of the occupation prior to issuing a new occupancy agreement. Council may decline issuing a new lease where the use is insufficient or the sustainability or suitability of an occupation cannot be demonstrated to the satisfaction of the Council and the improvements removed from the reserve
5. Leases of Reserve Land shall incorporate the appropriate provisions of the Reserves Act 1977, and shall refer to the this Management Plan
6. Unless otherwise agreed to, the maintenance of buildings such as clubrooms and associated facilities are the responsibility of individual clubs and organisations. These buildings will be maintained to a high degree of visual amenity

determined by Council staff. Council will not provide compensation for improvements at the termination of a lease/licence. Where an occupation agreement has expired or been terminated, Council will retain the right to:

- a. Require the occupier to remove or dispose of any facility they are responsible for, at the occupier's expense, in line with their occupation agreement and the First Schedule of the Reserves Act 1977. Council will retain the right to remove the facility and on-charge the costs of removal and disposal, or
  - b. Council may instead allocate use of the facility to other users within the community and no compensation for facilities will be payable in this instance
7. The notification of proposed leases within publicly notified management plans shall serve as public notice for the purposes of the Reserves Act 1977
  8. All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement
  9. Rents will be payable on all leases, in accordance with current Council policy. Rents for approved users (e.g. voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g. commercial use, residential tenancies) will be based on 'market' levels.

### **Explanation**

The leasing provisions of the Reserves Act 1977 emphasise the retention of open space and the public accountability of park management. On all reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

The leasing of reserves to a specific entity restricts the uses to which it can be put and usually limits use of the land by the general public. The needs of the local community should take precedence over the wishes of particular organisations. Unnecessary duplication of facilities, particularly among organisations that are active for only part of the year, should be avoided.

For sports clubs, it is preferred that only clubroom building footprints are leased as appose to a ground lease for a larger area of a reserve for exclusive use.

#### 4.2.2 Licences

### **Policies**

1. Licences may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use
2. Applications for licences will need to be made in writing
3. Licences will include provision for public access (subject to conditions) where this is appropriate and desirable

4. A fee may be charged for a licence. Council may charge a fee other than a market cost for approved recreational or management purposes
5. It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence
6. It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement
7. All licences shall include a condition providing adequate safeguards to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, geological, or other scientific features or indigenous flora and fauna

### **Explanation**

Licence to occupy grants the non-exclusive right to use a park for a specific purpose.

Licences for commercial activities such as events, entertainment, street trading, vending, filming, commercial photography, product launches, personal training etc. may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use.

The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

Such agreements shall include a condition providing adequate safeguards to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, geological, or other scientific features or indigenous flora and fauna.

#### 4.2.3 Easement

### **Policies**

1. Applications for infrastructure (e.g. pipes, cabling, discharge or drainage rights) must be made in writing and contain the following information:
  - 1.1 A statement of alternative infrastructure location or discharge options and their costs
  - 1.2 Discussion on why these alternative options cannot be used
  - 1.3 Evidence that the infrastructure will not detract from the purpose of the park
  - 1.4 A diagram of the proposed works and a survey
2. An easement or formal agreement will be required for all private infrastructure on a reserve
3. An as-built plan of all infrastructure shall be provided to Council

4. All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee
5. Payment for the benefit of the infrastructure easement shall be made as a yearly rental or lump sum
6. Council will require those holding easements for services crossing reserves to meet the costs of maintaining the infrastructure. The Council will provide reasonable access for the maintenance of services and network utilities
7. Permit vehicle access associated with the ongoing operation, maintenance, development and upgrade of the National Grid transmission lines
8. When services and utilities are no longer required, they shall be removed from the site, the area reinstated to Council's satisfaction, with the costs recovered from the services/utility owner

### **Explanation**

An easement lawfully grants the rights for one person to use another persons land for a specified purpose, in this case the use of reserves for access or utility facilities.

Easements, in particular for assets above ground, can have a negative effect on reserve values and as such they will be limited and may be declined by Council where alternatives exist or where the impact on the reserve is considered unacceptable.

Easements granted may have an annual fees for rental may be required or an up front compensation payment to Council. Existing easements may also be required to pay rental fees. Conditions regarding reinstatement of the site at the completion of the agreement period may also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the reserves will be re-established

## **4.3 Facilities and Chattels Abandonment**

### **Objectives**

- A. To ensure buildings or structures that are of benefit to reserve users are retained.
- B. To ensure that at all times reserves are safe and well presented public places.
- C. To seek the adaptive reuse or relocation of buildings where practical.
- D. To ensure the owner of a building or structure is responsible for the maintenance and security of a building until disposal has occurred.

### **Policies**

1. The owner of a building or structure will dispose of the facility under the terms of the lease agreement and in conjunction with this policy
2. Where a building or other structure is no longer required by an occupier or Council, the following steps will be taken in priority order:
  - 2.1 The occupier may with Council prior approval seek a new occupier and they must seek a new lease or an assignment (as permitted by relevant Acts, or policies) or remove the building or structure from the reserve
  - 2.2 If the occupier cannot either find a new suitable occupier or remove the building or structure, then Council may take reasonable efforts to find a new suitable occupier or use for the building
  - 2.3 If no suitable occupier or use can be found, Council will consider moving the building or structure
  - 2.4 If no suitable occupier can be found and the building or structure cannot be relocated and there is no reasonable foreseeable use for the building or structure then it will be demolished at the cost of the owner of the building
  - 2.5 Council will have the option to tender or sell the building (not the land) as an alternative to demolishing it, providing it can be removed from the site
  - 2.6 Where the building or structure is not compatible with the primary function and values of the reserve, it will be removed from the reserve
  - 2.7 Where Council does not own the building, the costs associated with removal or demolition of the building and or structure and reinstatement of the reserve to Council's satisfaction shall be charged to the owner

### **Explanation**

Facilities and chattels can become abandoned on a reserve for a range of reasons (e.g. club or organisation becomes insolvent due to a lack of membership). Where possible, Council will work with the organisation prior to abandonment of facilities and chattels.

Abandonment is determined when the organisation or group who held an existing or expired occupational agreement is no longer occupying the facility and/or chattels for the intended and agreed purpose of the occupational agreement OR the organisation or group no longer has capacity to secure a new occupational agreement following the policies outlined in this RMP.

Where the previous occupational agreement holder may have financially contributed to improvements on the reserve, there is no compensation available for abandonment or the termination of an occupational agreement.

Unfortunately there is often significant history and contribution a group leaves behind when managing abandoned facilities. Where possible and appropriate, the history of facilities will be celebrated and recognised while maintaining fit-for-purpose facilities for the community.

#### 4.4 Events

##### **Objectives**

- A. To manage the use of reserves for events and occasional use so that it is consistent with the reserve values and existing use
- B. To allow reserves to be used for public and private events and other occasional use

##### **Policies**

1. Any proposed event on a reserve will be assessed by Council, in accordance with the Approvals Framework, any Council events strategy, and consider:
  - a. The nature and purpose of the event including how it will provide for public access and enjoyment
  - b. The date(s) and duration of the event
  - c. How provision for safety (including safe preparation and sale of food), security, and waste management
  - d. The effect(s) on neighbours
2. The cost of organisation and running of any approved event on a reserve will be the responsibility of the event organiser
3. Any reserve used for an approved event will be left in the condition in which it was found prior to the event to the satisfaction of the Council's Service Delivery General Manager or their representative
4. Council will retain the right to:
  - a. Apply fees and charges to event applicants for the uses of reserves
  - b. Require a refundable bond from any event organizer and retain the discretion to expend the bond to reinstate the reserve should this be required
  - c. Event organisers for any approved event will be fully responsible for securing in advance all consents and approvals for the operation of the event and will ensure they respect any relevant bylaws or District Plan requirements
5. Any event wishing to present a fireworks display must apply by written application to the Council and provide prior permission from Fire and Emergency New Zealand and proof of public liability insurance

##### **Explanation**

Any proposed use for special events requires due consideration of the extent of possible damage to reserves, any effects on other use or users, and any effects on adjoining land use or users before approval is given. The Council reserves the right to close reserves or to decline applications for use where conditions warrant.

Events can enhance the public use and enjoyment of reserves and contribute to the diversity and vibrancy of the community. Events with large numbers of people and activities can also adversely affect the reserve and its neighbours. Council therefore needs to retain full discretion over the number, nature, and organisation of any event on Council reserves or in a Council owned/operated building or facility.

#### 4.5 Reserve Management Plan Document Review

##### **Objective**

- A. Reserve management plans are to be kept in continuous review to reflect the community's aspirations for reserves

##### **Policies**

1. A RMP's content can be updated for minor edits, where the intent of objectives and policies is maintained, by Council (or delegate) resolution
2. A review of a RMP section or introduction of new objectives and policies may be undertaken with draft changes presented in a one month public consultation period<sup>5</sup>. Public submissions will be provided to Council (or delegate) for decision. Final edits are to be approved by Council (or delegate) resolution

##### **Explanation**

Reserve management plan are required under the Reserves Act (1977) to be kept in continuous review, at minimum a 10 yearly review.

Minor edits are likely to be required as reference documents (e.g. specific referred policies) are updated resulting in minor content change require to ensure the reference is applicable. Addressing minor edits is best practice and does not impact the objectives and policies which have been consulted on with the community, therefore will not require public consultation.

Reviewing sections of an RMP or introducing new content may occur for a number of reasons (e.g. new technology or activity is identified for management or a new reserve is required to be included in an omnibus RMP). As the review or new content may alter the intent of existing publicly contributed material, further public consultation is required.

Final decision for any edits to an RMP document is made by Council (or delegate) resolution.

## 5. Reserve Management

### 5.1 Ashes & Whenua

##### **Objective**

- A. Balance cultural wishes while maintaining safe spaces for all reserve users

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<sup>5</sup> Different or additional consultation may be required in accordance with the Waikato District Council Significance and Engagement Policy (2020)

**Policy**

1. Discourage the scattering or placement of ashes from cremation or burying of placenta/whenua in reserve gardens, or in any place that is easily or frequently accessed by the public

**Explanation**

The scattering of ashes from cremation is a deeply significant experience for a loved one's family and friends, however it can be alarming for people working in or using a reserve to realise that they may have inadvertently disturbed, ashes from cremation.

The burying of placenta/whenua on reserves can also cause difficulty for reserve management. Families who have buried placenta on reserves may be concerned if such sites are disturbed during redevelopment. For this reason, placenta should not be buried within reserves unless done so with the consent of Council, and in an area that is not regularly maintained or disturbed.

Reserves may be able to accommodate the scattering of ashes or burying of placenta in some cases, but only in managed circumstances.

## 5.2 Waste

**Objectives**

- A. To encourage the removal of litter from reserves by users so that it can be appropriately disposed or recycled at home
- B. To provide litter bins only where there is significant volume of litter generation or dog waste from on-site activities

**Policies**

1. Council will promote “rubbish-free” reserves that encourages people to take rubbish away with them. Where rubbish bins are provided Council will, where appropriate, move toward providing facilities that cater for recycling as well as general rubbish
2. The Council may install or remove litterbins as required to minimise waste issues within reserves and to encourage users to take responsibility for their waste. New litter bins will only be installed where:
  - a. Litter or dog-waste is being generated by reserve users
  - b. There is a clearly demonstrated need
  - c. A reserve is categorised as a destination area requiring a higher level of service
3. Where a reserve is used for an event or tournament, the organisers will be responsible for the collection and approved disposal of all associated litter and waste

**Explanation**

The provision of litterbins in reserves enables the convenient disposal of waste. However, it also has several negative effects including:

- A need to reduce waste, single use plastics and move towards reusable materials
- The high cost of providing, emptying, and maintaining litter bins
- Visual effects of litter bins and potential waste overflows during peak times
- Encouraging vermin such as possums, wasps, and rodents
- Lack of waste separation and recycling

As most waste generated is brought to reserves in the form of food and drink, many reserve agencies are encouraging visitors to take their litter home with them, this concept is known as “carry in/carry out”. Where possible Council will be encouraging waste minimisation, recycling and carry in/carry out principles. However it is acknowledged that rubbish bins are a reserve user convenience and therefore will be placed at destination reserves or where there is a clearly demonstrated need for the service.

### 5.3 Public Health and Safety

#### **Objective**

- A. To provide safe, well designed, and managed reserves, that support appropriate use and protection of the reserve

#### **Policies**

1. The design, development and management of reserves will consider public safety and promote appropriate use
2. All Waikato District reserves are designated as smoke-free and vape-free zones
3. Council will use a mix of education and signage to promote reserves as smoke-free and vape-free
4. Provide shade in high use reserves, primarily through tree planting, where practical and as resources permit

#### **Explanation**

The provision of quality parks and reserves contributes to an active and healthy community. The Council can also contribute to the health of the community by providing adequate opportunities for protection from the sun in reserves and by supporting smoke-free and vape-free environments.

Smoke-free and vape-free outdoor areas protect young people from the negative role-modeling effect of smoking and vaping. The less young people see smoking and vaping around them, the less 'normal' this activity becomes and the less likely they are to take up smoking themselves. Smokefree reserves also lessen the risk of damage by fire.

In terms of current best practice, committing to smoke free recreation areas is nothing new or extraordinary. Many local authorities have already contributed towards the goal of a

smoke free New Zealand and adopted smoke free outdoor public places policies that cover areas like playgrounds, parks, sports fields, reserves, and skate-parks.

Users protecting themselves and limiting their exposure to the sun during times of high UV conditions can mitigate the harmful effects of ultraviolet light. Council can assist by providing shade in reserves where practical. This will generally take the form of tree planting but may take the form of shade structures where appropriate.

#### 5.4 Reserve Naming

##### **Objectives**

- A. The names of reserves will reflect the local history, identity, and culture
- B. Names will be identifiable to the function of the reserve

##### **Policies**

1. An application to name or rename a reserve must explain and provide evidence that the proposed name reflects one or more of the following:
  - a. The historical significance of the location
  - b. The cultural significance of the area to mana whenua
  - c. People important in the history of an area (once they are deceased).
  - d. Events, people, and places of international, national, or local significance to the community
  - e. Flora and Fauna significant or important to the history of an area
2. Council acknowledges gifted Te Reo Māori names for reserves. To recognise the significance of names provided by mana whenua, Council does not require consultation on names proposed by mana whenua for the purpose of obtaining wider community approval.
3. A reserve may not be named:
  - a. After a commercial enterprise. Community facilities or reserve assets may be individually negotiated sponsorship agreement including naming rights that may supersede Objective 1
  - b. Duplicated name existing in the district, including recognised common names
4. Renaming of reserves may be supported where:
  - a. A new name would better meet the objectives of the policy to promote local identity and mana whenua connections
  - b. Change to reserve infrastructure of primary purpose
  - c. The current name is culturally inappropriate or addresses a significant grievance
  - d. To correct inaccuracies or spelling errors
  - e. Any other reason Council considered to be appropriate

5. While Te Reo Māori or English monolingual names are preferred, Council supports dual naming in the following limited circumstances:
  - a. where there is an opportunity to promote Te Reo Māori by use of a direct Te Reo/English translation of an existing reserve name
  - b. where both English and Te Reo Māori names are already in current use in the community for the same reserve
6. Where there is dual naming, the Te Reo Māori name shall be placed first unless there are special circumstances such as where there are considerations for emergency services responses, or a gazetted English name exists
7. Generally, contiguous reserves will be given the same name. Identifiers such as North or West are not required
8. Council is responsible for all decisions to approve or decline requests to rename or dual name reserves
9. The process for assessing a name or renaming application will follow:
  - a. Where no names are proposed, or where Council initiates the project, Council will facilitate a discussion with Mana Whenua and the applicant and/or landowner to identify suitable names to be used

OR

A written application for a reserve name is received by Council in writing with detail on how the name meets the objectives and policies,

AND

  - b. Council staff assess the merit each application to ensure it aligns with legalisation, regulation, and the policies above
  - c. Where required, council will undertake public consultation in partnership with the local community board or committee. The extent of consultation is determined on a case-by-case basis
  - d. The final decision on the choice of names shall be taken by Council by way of resolution and gazetted in accordance with the Reserves Act 1977

### **Explanation**

Most reserves within the Waikato District, both existing and new, are informally named after the name most commonly used by the local community or after the nearest street in the locality. Section 16 (10) of the Reserves Act sets out the procedure for officially naming or renaming reserves.

When new reserves are created or when existing reserves have names that are poorly related to the locality, purpose, or nature of the reserve or to its community use, it is desirable for the reserve to be named, or renamed, to ensure ease of identity and consistency.

Reserve names should tell the story of the place and reflect the area's natural and cultural heritage.

Naming or renaming reserves with a Māori name makes a significant contribution to increasing the visibility of Te Reo Māori in our communities. It will result in communities being able to see, hear, learn, and share some of Waikato's rich Māori history

## Appendix 1: Reserves Actively Maintained by Waikato District Council

*\*\*Editors Note: Updated tables OR online maps will be provided within the final General Policies Reserve Management Plan. For current information please see General Policies Reserve Management Plan (2015) Schedule 1: List of classified reserves administered by Council\*\** <https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/plans/reserve-management-plans/reserve-management-plans>

## Appendix 2: Reserve Act Classifications and Management Categories

### Reserve classification

The classification of a reserve under the Reserves Act 1977 defines the primary purposes for which a particular parcel of reserve land is retained and managed. There are seven types of reserve classification: recreation, historic, scenic, nature, scientific, government, and local purpose.

The majority of reserves in the Waikato District are held as recreation reserves, there are a few scenic reserves, one historic reserve, and a number of local purpose reserves held for utilities, community use, carparking, access ways, segregation and esplanade purposes.

The Reserves Act does not require a management plan be prepared for local purpose reserves; however where they are associated with a reserve covered by this plan they have been included to ensure a consistent approach to the entire reserve area.

#### Recreation Reserves are for;

*“...the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.” (Reserves Act 1977, Section 17 (1))*

#### Historic Reserves are held;

*“For the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational and other special interest” (Reserves Act S18 (1)). The structures and sites must be managed to illustrate with integrity the history of New Zealand*

#### Scenic reserves are held;

*“For the purpose of protecting and preserving in perpetuity for their intrinsic worth and for the benefit, enjoyment, and use of the public, suitable areas possessing such qualities of scenic interest, beauty, or natural features or landscape that their protection and preservation are desirable in the public interest...[and]...for the purpose of providing, in appropriate circumstances, suitable areas which by development and the introduction of flora, whether indigenous or exotic, will become of such scenic interest or beauty that their development, protection, and preservation are desirable in the public interest.” (Reserves Act 1977, Section 19 (1))*

#### Local Purpose reserves are held:

*“For the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve” (Reserves Act 1977. Section 23 (1)). These areas of land (or land and water) are suitable for a specified local educational or community purpose which does not duplicate any other purpose. Secondary purposes are to manage and protect scenic, historic, archaeological, biological or natural features, and/or maintain soil, water and forest conservation areas.*

## Management Categories

Recreation Aotearoa developed a categorisation framework to assist local authorities to provide a consistent approach to the management of their reserves. The categories are designed so that organisations will be able to allocate all their parks, reserves and open spaces (in all but exceptional circumstances) to one or more of the categories. This can include land that is not subject to the Reserves Act.

In broad terms, the categories selected are based on the following factors:

- i. Character (what the park looks like)
- ii. Function (what the park is used for)
- iii. Level of service (standard of provision, development, and maintenance)

When applying the parks category framework, it is recognised that most parks have a range of uses and values. Also, no parks category system will perfectly cover every park type. Therefore, a flexible yet consistent approach needs to be applied to allocating park land to the categories. To determine the appropriate category for each park, organisations must determine the predominant function of that park.

Category	Description/ Predominant Function
Sports and Recreation Parks	Parks (often quite large areas) set aside and developed for organised sport and recreation activities, recreation facilities and buildings, often multiple use.
Neighbourhood Parks	Parks developed and used for informal recreation and sporting activities, play and family based activities, and social and community activities.
Public Gardens	Parks and gardens developed to a very high horticultural standard with collections of plants and landscaping for relaxation, contemplation, appreciation, education, events, functions and amenity/intrinsic value.
Nature Parks	Parks that offer the experience and/or protection of the natural environment, containing native bush, coastal margins, forestry, farm parks, wetlands, riparian areas and water bodies.
Cultural Heritage Parks	Parks that protect the built cultural and historical environment, and/or provide for heritage conservation, education, commemoration, mourning and remembrance.
Outdoor Adventure Parks	Parks developed and used for recreation and sporting activities and associated built facilities that require a large scale, forested, rural or peri-urban environment.
Civic Parks	Areas of open space often provided within or adjacent to central business districts, and developed to provide a space for social gatherings, meeting places, relaxation and enjoyment
Recreation and Ecological Linkage Parks	Areas of open space that are often linear in nature, that provide pedestrian and cycle linkages, wildlife corridors and access to water margins. May provide for environmental protection, and access to waterways.

## Appendix 3: Glossary

**Council:** Abbreviation referring to Waikato District Council.

**CPTED:** Crime Prevention Through Environmental Design or CPTED suggests that the design of buildings, landscaping and outdoor environments can either encourage safety and/or discourage crime.

**Gazette:** It is an authoritative journal of constitutional record and contains official commercial and government notifications that are required by legislation to be published.

**Iwi:** Tribe, people.

**Kaitiaki:** A custodian or a guardian.

**Kaitiakitanga:** The exercise of guardianship / custodianship / stewardship by mana whenua. **Mana whenua:** The right of a Māori tribe to manage a particular area of land.

**Kōiwi:** A spirit or remains.

**Legislation:** An Act is a law passed by Parliament. Before an Act is passed by Parliament it is called a bill.

**Mana whenua:** People of a particular area of land.

**Pouwhenua:** Carved wooden post used by Māori.

**Private utility:** Means all utilities, both public and private, which provide sewerage and/or water service and that are not municipal corporations.

**Public utility:** Is an organization that maintains the infrastructure for a public reserve (often also providing a service using that infrastructure).

**Rāhui:** A rāhui is a form of tapu restricting access to, or use of, an area or resource by the kaitiakitanga of the area.

**Reserve:** Is used collectively for parks, open spaces, recreation areas, natural bush, coastal beach reserves, esplanades, that are managed by Council for a variety of purposes and public benefits.

**Tangata whenua:** Means the people of the land: that is the Māori iwi or hapu (sub-tribes) which have mana whenua (customary authority) over a particular area.

**Taonga:** Treasure, artifacts.

**Te Reo Māori:** Māori language.

**Tikanga:** Protocols, practices. Tikanga holds the kawa; Kawa is the applicable custom applied. Kawa is the policy and tikanga are the procedures on how the policy is realised.

**Universal design:** Universal Design is the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

**Wāhi tapu:** Sacred areas.

**Whenua:** Is the placenta and/or the land.

**Whakairo:** art carving

General Policies Reserve Management Plan - Pre-engagement submissions 18 May 2022 - 17 June 2022					
ID	Name/Organisation	What do you like about how your parks are being managed?	Please tell us what we could do to manage reserves better?	Is there anything else you would like to tell us?	Attachment(s)
4016	Ngaati Wairere	Some parks are looked after well - it would be good to get some consistency.	Consultation with mana whenua and Iwi - how many reserves are waahi tapu?	Mana whenua and Iwi should be involved in the development of any new policies/planning and management and should also have membership on the hearings panel.	
4017	Mary-Ann Leslie	I love the variety of plants and birdlife in our reserves. Hakanoa lake was always a favourite when I lived up there. Regular weed spraying was good.	Look at path maintenance a little more. Nice walkways set up but may need more regular reviews so they are maintained.	Overall I think you are doing a good job	

4020	Kate Hay	There are some good playgrounds	<p>Combat climate change by changing from mown areas to planted areas in spaces where an area does not need to mown, so anywhere that's not a playing field.</p> <p>Enable the use of paper road reserves and marginal strips for recreational purposes if community groups can develop them ...</p> <p>Enable these to be off lead dog exercise walks</p> <p>Enable more spaces for dog exercise so people can access these spaces without driving long distances</p> <p>Better signage at dog exercise areas to encourage better dog behaviour e.g. do not allow dogs to rush other dogs at the gate, no bitches in heat, this is a shared space for social dogs</p> <p>Have a double/airlock gate at fenced off lead areas e.g. horotiu and ngaruawahia and pokeno dog parks, so people can enter and exit without other people's dogs escaping</p>	<p>Priority is given unfairly to some types of people using community resources e.g. a tiny mostly male minority who play rugby whilst a sizeable proportion of the community e.g. 33% of households who own dogs is poorly served</p> <p>The failure to require new subdivisions to provide reserve contributions in land (accepting money instead) is resulting in large spaces with big populations with no community spaces and pressure on existing spaces. A bit of creativity in these reserves could be fabulous assets without reducing the numbers of sections, e.g. A hillside playground on a gully (heaps of these in Dunedin) and a planted walkway around the outer edge of a subdivision.</p>	
4021	William Smith		We need more parks where dogs can run off lead and socialise with other dogs and people.		
4022	Emma		Need more dog friendly places . More offlead areas, fenced with trees water and rubbish bins.		
4023	Joanna Scott-Kennel	Great new walking trails & bike trails	Tamahere & Matangi need decent sized dog or multiple user parks - for people & dogs to share. Fast roads, stock & few footpaths means we need parks to exercise in.		

4024	Tracy Wilde			<p>As the recent review of the dog control policy and bylaw resulted in a significant reduction in off lead spaces for dogs, council should look at redesignating some park/ reserves as off lead dog areas and consider ways to share space eg off lead at off peak times, use of land that might be temporary. Dog off lead spaces should be a good size with varied terrain and ideally fenced. About a third of the WD popn has dogs and we are now very poorly catered for and ignored in council planning.</p> <p>Furthermore as an area with a high number of horses ( who add a lot to the local economy!) and riders access to safe public riding /areas trails is very limited. Council should provide significantly increased access in suitable spaces so that recreational venues for horse riders are equally available to horse riders and they are to off road cyclists.</p>	
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4025	Sara Murphy	The upkeep is great, regular maintenance keeps them looking great	There is a huge amount of horse riders in the Waipa that are finding less and less places to ride, for example in Pirongia we used to ride up Sainsbury road in the forestry/bush and now finding it more and more dangerous due to the amount of Mountain bike riders there. Traditionally these were horse trails but now we have been pushed out. Also, we used to be able to ride on the Esplanade in the village and now the gates are locked. Other local councils include equestrian in their planning and with signage, public awareness etc have some brilliant trails that are shared by walkers, cyclists and horses alike. For example the Redwood forest in Rotorua		
4026	Dan Te Warena / kaitiaki of manuaitu b10	Nothing	Return stolen lands of ngati koata and tainui of the westcoast it was stolen by raglan county council wainui reserve is a part of Rangipu pa is ngati koata homeland so is the raglan airport camping grounds and other reserves Pakoka reserve and bridal veil falls reserve ruapuke reserves, deals have been done with a neighbouring iwi this is wrong and a breach of the treaty of waitangi.		

4027	Tiffany Brown	No feedback really as I think alot of work is needed here. The positive is that you are asking these questions.	There is no where in Whatawhata, Te Kowhai or surrounding areas to swim your dogs yet there is the river running through, it would be fabulous if we had somewhere to swim that is local rather than having to drive to raglan, Hamilton etc. Lielkewise there is not a single walking track in Whatawhata, the one in Te Kowhai is fabulous. I've been told there is a track somewhere in Whatawhata but it's not maintained is it possible to have this looked into.	The loss of being able to free run your dogs at the local Whatawhata and Te Kowhai park is so disappointing as a dog owner. It seems there are many parks in Hamilton and HCC fosters good dog ownership but it is the opposite for WaiDC as more and more facilities are being removed for dog owners. I now have to drive into town or walk my dog on the main road ir order to exercise my dog locally which is so frustrating not to mention unsafe.	
4028	Andrew Wilde	Access- there are no parks near Whatawhata. There is no access unless you drive. Cycling is unsafe. Improved safe walking/ cycle ways and public transport ways to existing parks	Access- there are no parks ( not sportfields which don't count as often already in use), near Whatawhata. So park access is via car as there is no regular public transport and cycling and walking us unsafe due to traffic. The provision of green space to people is important and we in the area have nothing . Green walkways / cycle ways and open green spaces are needed!! Building in nearby te kowhai has not been accompanied by green space provision- where do building contributions go? Some percentage should be allocated for safe cycle ways and decent sized parks which are some the hallmarks of attractive living areas.	We need increased, easily accessible off lead dog spaces - and safe on lead walking tracks	

4029	Name redacted	Nothing - it is shrouded in secrecy with no public involvement and no invitation for people who might want to use the domain.	More transparency over plans and arrangements for reserve development and the access that various users have to reserves. In particular - the Onewhero Recreation Reserve is not managed in a transparent way, with only current users of the reserve involved in decision making with all meetings private and a committee having been formed under the guidance of Jacqui Church which now the council claims to have no involvement with although they manage the reserve.	I want my name and contact details kept private	
4030	Janice Wright	Like that the lawns r mowed regularly	Provide more rubbish bins Clean the toilets properly, the ones at port Waikato r disgusting Clean the childrens play structures and check regularly for broken glass and drug waste		
4031	Lachlan	All mint, raglan airfeild is not being managed correctly, legal action needs to be taken against the party of people trying to shut it down for causing damage and spreading misinformation about it. They are terrorists, vandals and are wasting public funds	All mint, raglan airfeild is not being managed correctly, legal action needs to be taken against the party of people trying to shut it down for causing damage and spreading misinformation about it. They are terrorists, vandals and are wasting public funds		

4032	Kim Wood	The maintenance is done to a good standard and most park furniture and minor assets are in good condition.	<p>In general, I would like to see more trees and gardens being planted in neighbourhood parks, High visibility areas and destination parks for beautification, increasing habitat and reducing carbon emissions through reduced mowing areas. I would like to see trees and gardens being planted at Te Mana o Te Rangi Reserve.</p> <p>I also believe we are not doing enough to manage pest plants and establish native planting along the Ngaruawahia/Horotiu section of Te Awa Cycleway and Waipa Esplanade and other small pockets of Council land (ie. Luff Street Walkway, Bradley Street Walkway).</p>	I live in the River Terraces subdivision, according to the playgrounds strategy there should be a playground within 800m as the crow flies but the closest playgrounds (The Point and Te Waiata Lane) are both over 3km away. I would like to see better walking/cycling connectivity within Ngaruawahia (ie. Widening and concreting of Waipa Esplanade Walkway and connecting it to Te Awa Cycleway) and with other communities (Huntly, Te Kowhai).	
4033	Ashley sayers	Possum poison	<p>Along the river cycle trail possum poisoning has taken place but some possum have died on the grass /mowed areas and the lazy mower drivers have just mowed over them and thrown minced possum everywhere. maybe they can get of their arse and dispose of them. Also where are the rubbish bins I'm sick of seeing dog shit bags chucked down the bank or tied to the golf course fence</p>	Better access to the river for people /dogs	
4034	Jake Death	Well kept and tidy	Would like are park closer to the new developments. River Terraces would be an ideal location for a new park and these a large reserve to do it.		

4035	Courtney Heyworth	We often see workers coming round to check equipment, and my kids talk away to them. They are friendly and respond well to children	More shade at temple veiw playground	A playground in or near our new build area (river Terraces) would be amazing.	
4036	Lewis Snapes/ Committee member Huntly Thistle Soccer Club	Very poor	Removal of geese From Huntly domain and Lake Hakanoa. Soccer fields/sports fields poorly maintained. Sports fields need lighting due to the growth of clubs using it. Walk way around the lake is slow degrading with alot of uneven surfaces for walkers to fall over.	Will the old changing rooms next to the tennis courts at the Huntly domain be refurbish so local sports clubs can utilise through the year?  We had a notice that the Geese were getting culled but from my knowledge there has only been one day of shooting and there are plenty of birds still on sports parks.	
4037	Carl Ammon	Genetally positive but parks and recreational areas would benefit from more development and expansion. This keeps up with population growth, tourism growth and changing social practices around less work and more leisure. Parks and recreational areas provide a low cost, environmentally supportive resource that the community can enjoy at no direct cost (rates and indirect charges obviously support these resources)	Ensure facilities are in good order, well maintained welcoming and safe fir the public. Access can always be improved with roading, parking, cycling walking and trekking routes. Walkways and reserve areas should be expanded and linked where possible so multiple uses can be made. These areas can also support restoration of biodiversity, natural vegetation and wetland waterway enhancements.	There are many public access areas not well kniwn in the firm of paper roads that would @fford public great recreational opportunities and amenity access. These areas should be developed to promote recreation and enjoyment of natural resources - forests, rivers, beaches and farmlands. The tourism an\$ health benefits of encouraging recreation are well understood and walking and cycling routes are obvious areas to expand.	

4104			More dog poo bins around Tamahere please - this might then decrease dog poo left around other areas of Tamahere which sees a high level of pedestrain & cycle traffic along te awa cycle way.		
4112	Janet Bardsley	The parks are clean, regular rubbish pickups	Tamahere sports ground needs more rubbish bins, the dog faucet closest to the shops need gravel around it (very muddy hole) the faucet near the bbq area needs a dog bowl	Tamahere is missing dog off lead areas. Think creatively about shared spaces	
4119	rob hunt		I walk around lake Puketirini quite often and am always amazed at the ease that people can gain access to the walking tracks on motorbikes and even at times cars. People rip out the wooden bollards and cut the boundary fences, these all take time to repair I know but maybe a better way of securing the area?? Possibly very large rocks (boulders) around the car parking areas where the wooden posts are pulled out? Maybe also some large rocks (boulders) around the boundary fences where people always seem to get in		

4128	Colin and Christine Brock	Access for everyone. A place for kids the play safely. Easy parking off road Or near trees for picnics etc. Parking for Boats and horse floats.	Maraetai Bay Speed humps to slow traffic and motor bikes down. Reduce access ways to the riverside bay. Move existing bollards in by 6 metres to allow safe parking for families accessing bbq area and playground without crossing busy road. Upgrade the playground and provide more picnic seating.	I support the other residence of Maraetai bay (western side)submissions.	
4131	Richard	Seem adequately managed in tidy condition.Im writing regard Franklin.	Fence dog off lead areas, or part of the area. Especially from the road.Safety first. More ( or more easily found ) online information on walks , and usable puplic areas.	Just need more parks or more correctly maybe less but larger parks with Trees in Franklin ( growing fast).	
4132	Camille Guzzwell	to the public with recent submissions.  Love some of your parks that are well maintained - such as Papahua Domain Playground, Huntly Domain etc - but MORE toilets are needed as are rubbish bins.  Oh and the rubbish bins should be emptied more.	See above - more access to toilets and rubbish bins emptied more often.	It would be great to have more OFF leash dog areas that are not just small, fenced muddy parks. The best outcome would be - easy access, bigger parks, with trees and varied terrain, access to water and poo bins.	

4135	Naike Community Centre/hall		<p>Naike Community Centre/hall. (Griffin Reserve) 3648 highway 22 Naike.</p> <p>Communication about what should be maintained by council/contractors. How much should they be doing on each visit?</p> <p>Because some visits there doesn't seem to be much done at all. Needs someone checking that the work is carried out! Accountability!</p>	<p>Lawns of community centre are mowed regularly, small area belonging to hall is left for community members to mow so is often not done and looks untidy/fire risk in the summer, also a health and safety issue I would think. Not an option to graze it as the fences are not up to standard.</p>	
4142	Felicity Brough, New Zealand Walking Access Commission			<p>please see attachment for submission</p>	<p>NZWAC_submission_Waikato_District_Council_Reserves_Management_final</p>
4144	Matthew Stockton	<p>Raglan is blessed with many local parks which provide opportunities for many activities. I love the new cycle and path way going in linking from town to the beach.</p> <p>Thanks!</p>	<p>Currently planes are able to use the Papahua Reserve in the heart of Raglan. This has now been fenced off so is no longer a public reserve but a private one. It is our largest area of open space. Planes have crashed on a number of occasions and have to final approach right over town and the beach. I don't believe this is good use of reserve space for the community. Planes should be prohibited from this public reserve.</p> <p>Thanks</p>		

4145	Susan Carter	<p>Childrens playgrounds well maintained for the most part, Wainui bush reserve looks amazing; but there's a lot of volunteers doing that mahi while council do minimal, soccer grounds all ka pai, airstrip absolutely rubbish.</p>	<p>Turn the airstrip into a reserve or give it back to tangata whenua.</p>	<p>Your detachment from Whaingaroa, while greedily grasping as many tourist dollars as you can is unbelievable, abhorrent &amp; has no kaitiakitanga, Manaakitanga for residents or wait us attached to your decisions.</p>	
4146	Lois Brooks	<p>The raglan bush park is valuable for the community and is appreciated and well visited.</p>	<p>Close the Raglan Airfield because the new law that it be fenced off makes it an unsuitable sight. The intention in which the land was offered for council to manage was that it continue to be shared by all. The fence has broken that agreement.</p> <p>Yes I agree pedestrians and airplanes don't mix. There have been multiple near misses. They don't seem to be reported, near misses.</p> <p>It is the airplanes that are the danger to the public whose use the land was intended for. Council needs to consider the other sights that have already been identified in the past as suitable for an airfield and relocate the airfield out of town.</p>	<p>Council has a responsibility to manage the rates income intelligently, wisely and morally.</p>	

4147	Kaitiaki Tangatawhenua ki Whaingaroa o Te Ika- a-Māui	<p>printout of how much revenue has been collected each year from landing fes from pilots landing their aircraft/planes on the Raglan Airfield?</p> <p>How much money has been paid to Simon Locke who flys in and checks the Raglan Airfield and reports back to the CAA and WDC and Notetam as to, if it is safe or unsafe for Planes to land at the Raglan Airfield? How much money has been spent on the survailance camera on the Raglan airfield? How much money has been spent each year on security for the the Raglan Airfield.</p> <p>I want a print out of all the information the WDC has about me, Wakerori Rooney, collected and written by security and emplyees of the WDC. I want and itemised print out of the costings for maintaining and errrecting the airfield grounds fences gates and signage.</p> <p>I request a print out of the meetings between the members of the WDC and Regional</p>	<p>Put Manawhenua, Tāngata Whenua, local community and rate payers before out of town visitors first when making decisions concerning people who live here. Be transparent as to costs and future plans concerning our whenua, maunga, wai and moana.</p>	<p>I do not consent to the bully tactics WDC and their employers have used concerning me and manawhenua living on our own lands and WDC mis-managing of the Raglan Airfield.</p> <p>Is it not true Waikato District Council are agents working for the crown which means they are accountable to me and other landowners of the Raglan Airfield. Make it safe for our community and our tamariki, rangatahi, kaumātua and mokopuna and Close the Raglan Airfield. Go make a Airfield on someone else land out of our township.</p>	
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4148	Nadine Meddings	Up until a year ago I was happy about how raglan reserves and parks were managed.	<p>You could take away the fencing from the Kopua 'airfield' reserve and restore it as a open field for locals to walk across and on and enjoy. I can't stand the fence and it has meant that a special place I walked daily I no longer walk due to it being fenced. An area that I would walk across to swim in summer, and most days walk across/ over as part of my healing meditation for my back injury. It was a largely used field by locals every day. Now is just a barren fenced off landing strip.</p> <p>No reserve should be used as a private or business airfield, particularly a reserve that is special to a community.</p>	<p>This field should be restored for local raglan community use over the use of the odd planes/ air craft from out of raglan. It's not needed for our local economy as an airfield and could still be used for emergency landing/ rescue/ Westpac. Local raglan community pay for its upkeep, the aircrafts that land pay a pittance or nothing at all yet get to land their and take it away from local use as it is now fenced. This is wrong. Give the land back to the people / community or people who rightfully own the land.</p>	
4149	John Lawson	<p>Fruit tree planting is good. Please do more.</p> <p>Service requests are usually responded to quickly.</p>	<p>Amend General Policies Reserve Management Plan to read -</p> <p>6.0 Use of reserves</p> <p>6.1 Aircraft</p> <p>Aircraft including fixed-wing planes, helicopters and Para-gliders may NOT use reserves.</p> <p>Aircraft use may impact negatively on reserve users and neighbours due to noise, occupation of space or the potential for injury.</p> <p>Objectives</p> <p>1 To prohibit the use of reserves for aircraft operations.</p> <p>POLICIES</p> <p>delete policy 1</p>	<p>Update the name of Kopua Domain</p> <p>Publicise the reserves with signposts and on WDC website, newsletters and social media. They're a valuable resource, but too few residents know about them.</p> <p>Link the reserves with walk/cycleways.</p>	

4150	Gary watson	Lawns mowed, rubbish removal,	<p>Port waikato,marketing Bay reserve. Speed humps on road and reserve to reduce injuries mainly on very loud motor bikes who are trying to break land records on one wheel for hours on end. New Bollards should have been placed 4m away from road to create safer parking A rubbish bin was destroyed some time ago and has not been replaced</p>	MAJOR BOAT RAMPS ISSUES	
4151	Glenda Hall	<p>Ample parking MARAEATAI BAY PORT WAIKATO BBQ area Tree shading Toilet facilities Rubbish bins and daily removal Mowed Seating A designated area for emergency helicopter landing Large open area for kids to play</p>	<p>MARAEATAI BAY PORT WAIKATO  PERHAPS JUDDER BARS TO DETER RECKLESS DRIVING(usually motor bikes)  THAT THE EXISTING BOLLARDS( at the Eastern end of the reserve) BE SHIFTED BACK TO ALLOW FOR PARKING. ( currently, picnickers,usually families with children) have to parallel park on the roadside, therefore making exit and entrance to their vehicle dangerous</p>	The reserve is well looked after.	

4152	Inger Kite		<p>Raglan aerodrome - Papahua Domain. I take great offence at having this on my rates bill. The exorbitant amount of money you have spent on this at tax payers expense so a few pilots can fly in for a coffee is DISGUSTING! You have made it an eyesore, you have made it unsafe for pedestrians tossing at end of runway where pilots crash, you have made it difficult for pilots to even land and all at HUGE expense.</p> <p>Just like many of your other badly thought out plans for Whaingaroa.</p>	<p>I'm pleased the mayor resigned before any more damage was done!</p>	
4153	David Scott hall	Regular mowing and rubbish collection is great.	<p>Maraetai bay reserve, port waikato. Speed humps at regular intervals on tar seal road within the reserve. Telephone poles at regular intervals at right angles to the road to stop speeding vehicles and still allow mowing.</p>	<p>Further introduction of bollards would be unacceptable as picnics, horse floats and parking for public events such as fishing comps and public functions would not be able to access the reserve by cars or boats and trailers etc.. I am also chairman of the port waikato fishing club, and support this submission in this capacity as well. I wish to speak on this submission as a ratepayer and chairman of port waikato fishing club at any future hearings.</p>	

4154	Awhina Rooney	I don't think Council do a very good job at managing our parks in general, apart from the lawn mowing which is done well.	<p>The airfield in Raglan has been managed poorly. It should not be exclusively utilised by pilots. The council has frivolously wasted rate payers funds by paying for the erection of fencing that is not fit for purpose - it does not ensure the safety of the pilots nor the public. It would be better utilised as a soccer field, and all while soccer teams are crying out for better fields for kids' games.</p> <p>You also trespassed persons from the airfield that are mana whenua. Not once has the council reached out to talk to them. You trespassed the very person who gifted us the pūna from which we all get our water. The behaviour of your parks manager and another member of your staff has been inappropriate and harassment. And you continue to put up more fencing so that our community can not use this space. You have poor communication and poor culture in engaging with the community and mana whenua.</p>	So tired of seeing empty beer bottles and broken glass in our parks at the jetty at Raglan and Wainui reserve. The liquor ban needs better compliance monitoring and enforcement.	
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4159	Carl Ammon	Generally well maintained and with good public access. Proximity to natural areas of great value and around towns for ease access and to afford pleasant outdoor public spaces.	Wainui - more work on improving waterways with extended riparian plantings - vital that the areas are open and free of private and commercial developments so nature stays intact in some areas. Extending walkways networks in reserves and other areas where paper roads afford access (not publicly known or not) to valuable areas of coastal forest rural landscapes. These roads should be acknowledged as reserves for walking, cycling, horse riding and were practical improved with native plantings as they are often wider than is required for trails.  Developing harbour areas for walkways and reserve areas is a positive strategy to improve public use and raise awareness of environmental care and community cultural values and history - eg walkways around Raglan with historical signage from the Museum society as co developments with council	Beyond the infrastructure to make the district safe efficient and desirable the reserves and amenities provided by councils are hugely important and deserve priority in planning and resourcing. They serve the widest community and last for generations so are worth investing in.	
4160	Fire and Emergency New Zealand	Please refer to attached document.	Please refer to attached document.	Please refer to attached document.	
4161	Fire and Emergency New Zealand	Please see attached document.	Please see attached document.	Please see attached document.	Fire_and_Emergency_New_Zealand_Fe

4232	Port Waikato Residents and Ratepayers Association	Maraetai Bay has successfully been segmented to allow the Eastern side to have a vehicle protected playground and vehicle free landing location for Westpac Rescue Helicopter. This leaves the larger Northern side with the roadway and toilets available for community events and recreational user parking.	Continue to collaborate with the community on future direction. Plant and maintain native trees, additional picnic tables and facilities, lighting for afterhours use.	We request improved communication with the community. Rumour is the installation of bollards down both sides of the roadway. There are no positives in this plan. The large open space is essential for existing community events such as Christmas Parade, Fishing Club events, adequate recreational user parking including large vehicles (horse floats, campers, etc). There are no safety issues with vehicles and pedestrians sharing the grassed area.	
4234	Port Waikato Residents and Ratepayers Association	Maraetai Bay has successfully been segmented to allow the Eastern side to have a vehicle protected playground and vehicle free landing location for Westpac Rescue Helicopter. This leaves the larger Northern side with the roadway and toilets available for community events and recreational user parking.	Continue to collaborate with the community on future direction. Plant and maintain native trees, additional picnic tables and facilities, lighting for afterhours use.	We request improved communication with the community. Rumour is the installation of bollards down both sides of the roadway. There are no positives in this plan. The large open space is essential for existing community events such as Christmas Parade, Fishing Club events, adequate recreational user parking including large vehicles (horse floats, campers, etc). There are no safety issues with vehicles and pedestrians sharing the grassed area.	Portwaikato RRA

4246	WEL Networks Limited	See attached comments.	See attached comments.	See attached comments.	Feedback_-_Waikato_District_Council
4252	Waikato Regional Council				WRC_Submission_on_WDC_Reserve_Man
4253	Jenny Kelly	Those that are regularly used e.g. The Village Green at Te Kauwhata and The Point at Ngaruawahia are well kept and upgraded, as appropriate. Promotion re those available throughout the district.	Those that are designated, but not promoted or used e.g. the former Okaeria School site, should at least be signposted. Perhaps with a proviso notice that finances do not currently permit frequent upkeep. Communities need to know what is theirs to use or possibly to volunteer involvement. Otherwise they are just a "landbank" of some kind.  Better general promotion could promote recreational use throughout the district, as well as wider District knowledge for the growing population.		
4254	Align Limited on behalf of Counties Energy Limited				220617_3.0_MN_WDC_Reserves_Manage

			<p>Regarding section 5.7 Trails. Section 4. Prohibit horses from walking and cycling trails unless a specific exemption is indicated by way of a sign.</p> <p>Horse Access Advocates inc. advocate for the continued access and creation of trails within the Waikato District for recreational equine activities. We are mindful that existing road verges and trails in reserves that are/have been used by equine community for recreational riding have been turned into paved footpaths and cycle trails, and then horses have been prohibited from sharing those paths with cyclists and walkers. Horses do not require special reinforced concrete areas, just grass verges. In areas where new footpaths and cycling trails are being built in reserves or roadsides, especially in areas where trails are currently being used by horses, we ask that horses are accommodated for by leaving a 1-2m grass verge alongside any new footpath and cycle trail so roadsides can safely be shared by all users.</p>		
4257	Horse Access Advocates Waikato Inc.				
4258	Sport Waikato				Waikato_District_Council_-_General

4261	Leanne Matthews	<p>The activities you make it accessible to works well</p> <p>I like being able to walk my dog or cycle in so many different places</p>	<p>Unfortunately there is not many places to ride horses</p> <p>As WDC has stated the benefits of walking, cycling and horse riding improve health and make inaccessible places accessible for those who are not so able</p> <p>Environmentally horses are non polluting forms of transport</p> <p>Horses access trails will attract visitors to the area, benefiting local businesses</p>	<p>WDC needs to be more proactive in making horse riding safer. We have a huge amount of hectares to access and WDC for some reason don't want horses on their turf!</p> <p>WDC needs to be more approachable and communicate with a chosen equine group or groups to get better outcome for horses owners in the Waikato</p> <p>Thank you for taking the time to read this</p>	
4262	HNZPT			See attached comments.	<p>HNZPT</p> <p>Submission to the WaiDC Raglan (Whaingaroa) coastal reserve Management Plan</p>

## Submission to Waikato District Council on the General Policies Reserve Management Plan

### New Zealand Walking Access Commission Ara Hikoī Aotearoa

The New Zealand Walking Access Commission Ara Hikoī Aotearoa (the Commission) is the Crown agent responsible for providing leadership on outdoor access issues. Our role is to advise on — and advocate for — free, certain, enduring and practical access to the outdoors.

We administer a national strategy on outdoor access, including tracks and trails. We map outdoor access, provide information to the public, oversee a code of responsible conduct in the outdoors, help resolve access issues and negotiate new access.

### Summary of key submission points:

In the Commission's submission on the General Policies Reserve Management Plan (GPRMP), we:

- encourage a view of landscape connectivity that sees reserves as recreational assets as well as green space corridors for active transport
- encourage Council to work with the community to assist the community to realise their aspirations to develop and maintain tracks and trails within reserves
- encourage Council to have a framework that facilitates the uptake of new reserves

### Principles

In compiling our submission, we considered the following:

- the huge importance of reserves — in providing both recreational spaces and green corridors for connectivity
- the Commission's role as the government agency responsible for advocacy on public outdoor access and the statutory underpinnings of public access in Aotearoa
- existing legal public access provision across the motu — and opportunities to enhance this in the Waikato District
- significant population growth and impacts on availability and quality of outdoor public access within the Waikato District
- our work with groups and individuals in the region with outdoor access interests and aspirations
- the changing and evolving uses for outdoor spaces and how people recreate
- climate change impacts on access, including increasing coastal inundation impacts, greenhouse gas emissions from transport to and within parks and reserves, and the critical role that parks can play in moderating climate change impacts.

### Our submission

With respect to the above considerations, we offer the following points:

## Feedback on the 2015 Reserve Management Plan

### Refer 5.7 Trails

The Commission notes that the list of recreational uses does not include dogs and suggests that dogs are covered in the general heading to reflect the demand for opportunities to exercise with dogs.

### Refer 7.2 Occupation Agreements

Where Reserves are leased, licensed or easements granted, the Commission encourages provision in these agreements ensuring unfettered public access over all or part of the reserve to retain recreational opportunities and use of trails as off-road corridors for connectivity.

### Refer 8.1 Encroachments

The Commission supports the policy of removal of unauthorised encroachments — as encroachments can adversely affect the use and enjoyment of Reserves by the public.

### 9.7 Public Health

The Commission strongly supports the concept that providing quality parks and reserves contributes to an active and healthy community.

## Other factors for consideration

In addition, the Commission encourages WDC to consider:

- How Council can enable community volunteer groups to enhance access on reserves. This could involve making it easy for community trails groups to engage with WDC about specific reserves to achieve local aspirations for tracks and trails.
- Reserves can play an important role in landscape connectivity, along with the surrounding unformed legal road network — so what could WDC do differently to enhance the value of parks and reserves through connectivity?
- Identifying how reserves can positively contribute to providing non-vehicular connectivity. Reserves can offer safe, dedicated cycling and walking routes for commuter connectivity and recreational use.
- How the GPRMP interacts with the proposed WDC Connectivity Strategy (2016 Tracks and Trails Plan) to achieve the best outcome for landscape connectivity and access to recreational facilities for local communities.
- Ensuring that Council has policies to facilitate the acceptance of new reserves, esplanade and access strips to meet the demands of a rapidly increasing population and mitigate impacts of green space being converted into housing.
- The contribution good use of reserves can make to mitigating climate change and reducing vehicle use.
- Improving connectivity between Reserves and other open spaces and tracks and trails. This could include using the network of unformed legal roads.
- How reserves can complement the growth in cycling as a form of active transport and recreational pursuit. This could include considering how cyclists are catered for on reserves, for example, infrastructure for cycling such as bike parking near toilets.
- How the needs of people with low mobility are catered for.

## Concluding comments

In summary, we support Council's intention in reviewing the 2015 Reserve Management Plan, particularly in the context of population growth and pressure on landscape connectivity, growing interest in active transport, burgeoning need for public green spaces and strong interest in active recreation. We thank you for the opportunity to comment on the draft plan.

The contact person for the Commission regarding this submission is:

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Ngāruawāhia 3720

15 June 2022

**Attention: Waikato District Council**

Dear Waikato District Council

**Fire and Emergency New Zealand Feedback – General Policies Reserve Management Plan**

This feedback is made on behalf of Fire and Emergency New Zealand (Fire and Emergency) on the Waikato District Council (WDC) General Policies Reserve Management Plan.

Background

Fire and Emergency must perform and exercise the functions, duties and powers conferred or imposed on Fire and Emergency as a main function by or under the Fire and Emergency New Zealand Act 2017 and any other enactment; and perform any other functions conferred on Fire and Emergency as a main function by the Minister in accordance with section 112 of the Crown Entities Act 2004.

As such, Fire and Emergency has an interest in the Reserves Act 1977 to ensure that, where necessary, appropriate consideration is given to fire safety and operational firefighting requirements. Further, it is noted that under section 193 of the Fire and Emergency New Zealand Act 2017, Fire and Emergency must be treated as if it were a local authority for the purposes of the Reserves Act 1977.

This feedback seeks to ensure that Fire and Emergency are able to carry out its requirements under the Fire and Emergency Act 2017 more effectively in the protection of lives, property and the surrounding environment.

Feedback

**6.5 Freedom camping**

It is understood that at present, WDC does not have bylaws made under the Freedom Camping Act 2011 controlling freedom camping on public land. As such, freedom camping is generally permitted on public land controlled by WDC with the exception of reserves of which restrictions are imposed within the General Policies Reserve Management Plan and parks-specific Reserve Management Plans.

Policy 1 requires camping events to comply with the relevant legislation including health, safety and fire regulations. As this policy is unclear with the use of the term 'relevant legislation', it is recommended that a note is included with policy 1 to direct plan users to check the fire season status, should reserve users intend to light fires (or use gas stoves). A recommended note is set out below:

*Note: A fire permit (issued by Fire and Emergency New Zealand) may be required. To check whether a fire permit is necessary, visit [www.checkitsalright.nz](http://www.checkitsalright.nz).*

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## 6.8 Motor vehicles

Unauthorised use of motor vehicles on reserves is prohibited under the Reserves Act 1977 unless in emergencies such as in the event of a fire or an injury, for access to the scene by emergency services and the police.

Policy 1 provides for “...authorised motor vehicles or emergency services appliances may have access to reserves unless provided for in the specific policies of individual or group reserve management plans”.

This is supported by Fire and Emergency.

## 9.0 Management of reserves

Section 9.7 ‘Public Health’, outlines WDCs intention to encourage smoke free reserves for community health and to ‘lessen the risk of damage by fire’.

There is an opportunity for WDC to consider their role under the Reserves Act 1977 as the administering body in managing the lighting of fires on reserve land in order to manage fire risk and the associated risk to people, property and the environment.

Section 94(1)(a) of the Reserves Act 1977 stipulates that “Every person commits an offence against this Act who, without being authorised... lights any fire on a reserve...”.

Section 97(1)(a) and (b) stipulates:

*Every person commits an offence against this Act who, without being authorised (the proof of which shall be on the person charged) by the Minister, or the Commissioner, or the administering body, as the case may require,—*

*(a) lights on any land (including the foreshore, a public road, or a highway), or permits to be lighted thereon, a fire which spreads into and destroys any bush or natural growth on or damages the reserve in any way; or*

*(b) being the lessee or licensee of any land in a reserve, lights or permits to be lighted on that land a fire which destroys any bush or natural growth on or damages the reserve in any way.*

Section 105B(1)(a) further stipulates that “A person must not, without being authorised by the Minister, the Commissioner, or the administering body (as the case may require) - ...light a fire in a reserve...”.

It is noted that while Fire and Emergency administer the fire permit system under the Fire and Emergency New Zealand Act 2017 which in turn is based on the Fire and Emergency fire season status, Fire and Emergency consider that WDC as landowner should consider the above sections of the Reserves Act 1977 in regard to the lighting of fires on public land and the consequential risks associated with uncontrolled fires. It is important to note that this would not replace the Fire and Emergency permit process, but would manage fire risk throughout the year, particularly during open fire season of which a permit from Fire and Emergency is not required.

Options to consider include the introduction of a new objective and policy, as below:

### Section 9.7 ‘Public Health and safety’

Objective 3. To protect natural habitat, buildings and structures on parks and reserves from the damage and destruction of uncontrolled fires.

Policy 4: The lighting of fires on reserves outside of a contained gas barbeque is not permitted without the prior written authorisation from Council.

Note: A fire permit (issued by Fire and Emergency New Zealand) may be required. To check whether a fire permit is necessary, visit [www.checkitsalright.nz](http://www.checkitsalright.nz).

### Schedule 1

Schedule 1 lists 'Section 695 Town of Newcastle' as the Fire Station Reserve which is located adjacent to 'Section 709 Town of Newcastle' which is owned by Fire and Emergency. It will be important that the future use of this reserve does not adversely impact the ongoing operation of the Ngāruawāhia fire station.

Fire Station Reserve	Ngaruawahia	Part Allot 695 TN OF Newcastle	1,587	Recreation Reserve
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Fire and Emergency welcomes the opportunity to discuss, or provide further clarification, in relation to its feedback.

Yours sincerely



**Alec Duncan**

Planner

on behalf of

**Beca Limited**

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16 June 2022

Waikato District Council  
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**NGARUAWAHIA 3742**

By e-mail: [consult@waidc.govt.nz](mailto:consult@waidc.govt.nz)

Dear Sir / Madam,

**Waikato District Council General Policies Reserve Management Plan**

WEL Networks Limited (“WEL”) has been notified of Waikato District Council’s (“Council”) intention to review the General Policies of the Districts Reserves Management Plan (“management plan”). It is understood that the management plan outlines management policies for all reserves in the Waikato District.

WEL wishes to ensure that its purpose in delivering a safe and reliable power supply is provided for and not adversely affected by policy in the management plan.

**Existing Equipment within Reserve Land**

Many reserves within the Waikato District contains network utility equipment owned by WEL. The equipment may include overhead and underground 400V and 11kV electricity lines and poles, transformer and ring main units. The existing infrastructure may be protected by existing use rights or easements. Underground cables protected as ‘existing works’ under the Electricity Act 1992 will not be included on survey plans so it is important that Council complete a cable locate prior to undertaking any works on the land.

It is important to note that changing the legal status of the underlying land from road reserve will affect WEL’s existing rights in respect of its assets. Should the land status change from road reserve to recreation reserve or esplanade reserve and the assets not statutorily protected as existing works, WEL will require easements in respect of its equipment. WEL requests that Council engages with WEL regarding any proposed alteration to the land status.

In addition, proposed development around the network utility equipment may limit WEL’s ability to access its equipment for operation and maintenance. WEL refers Council to the New Zealand Electrical

Code of Practice for Electrical Safe Distances (NZEP34:2001). Again, WEL requests that Council engages with WEL regarding any proposed development within proximity to WEL's equipment.

### **Tree Hazards**

Another matter to consider is the hazards that trees can pose to the safety and security of electricity supply. Shallow-rooted trees can damage underground cables. Trees grow, flex and sometimes break (for example, in storms) and can come into contact with the live conductors of an overhead electricity line. This interference can cause power outages, public safety issues, and fires.

It is therefore important that adequate separation distances are maintained between network utilities and trees, in accordance with the Electricity (Hazards from Trees) Regulations 2003.

### **Proposed Revisions to Management Plan**

WEL requests that the following amendments are made to specific objectives/policies of the management plan to ensure WEL's existing equipment is not adversely affected by development and to ensure that the management plan provides for new electricity infrastructure, as required or requested. The following changes (additions as underlined) are requested:

#### **7.2 Occupation agreements**

*The term occupation agreement refers to any lease, licence, easement (including right-of-way, electricity and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of a reserve (including below ground assets).*

*A variety of activities undertaken on Council reserves require a specific authorisation for the occupation of space. Leases, licences, or easements are the most common forms of authorisation granted by the Council to a person, organisation, or company that is supplying electricity to, occupying or using part of a reserve, long term.*

...

*It is noted that in some instances electricity infrastructure is located in reserve land without an occupation agreement in place and it protected under section 22 of the Electricity Act 1992. Maintenance of works is permitted by section 23A of the Electricity Act 1992.*

#### **Comment on Amendments Requested**

The amendments requested will ensure that provision of electricity is included in the Occupation Agreement section of the management plan. Further reference to section 22 and 23A of the Electricity Act 1992 will ensure that existing protection and maintenance rights are referenced with respect to infrastructure that is not covered by an easement.

### **Objectives**

1. To confirm the current occupation of reserves for approved uses and facilities by the granting of occupation agreements where users can demonstrate the sustainability of their occupation.
2. To protect reserve values by minimising the number of buildings, easements and utilities on reserves.

3. To ensure adequate compensation is provided to remedy or mitigate the adverse effects of all utility, stormwater discharge, drainage rights, and underground facilities on reserves.
4. To require compensation for all temporary or permanent effects on reserve values caused by right-of-ways, easements, access ways, leases, or licences, ~~or network utilities~~.
5. To permit reasonable access to holder of easements for the inspection and maintenance of their assets and networks on or across reserves.
6. ~~To limit timeframes for easements and rights-of-way agreements (e.g. linked to the life of the building or activity). Applications will be assessed on an individual basis, with an intention that the reserve values will be reinstated at the completion of the agreement period.~~
7. To permit the leasing of existing residences on reserves only where such occupation can provide a passive surveillance benefit to the reserve.

#### Comment on Amendments Requested

Existing electricity infrastructure within reserves is required in perpetuity as it supplies an essential electricity supply to the community. New installations will usually only be required at Councils request where existing installations will be required to supply the community and therefore compensation is not applicable.

#### **7.2.4 Easements**

*An easement lawfully grants the rights for one person to use another persons land for a specified purpose, in this case the use of reserves for access or utility facilities.*

*Easements, in particular for assets above ground, can have a negative effect on reserve values and as such they will be limited and may be declined by Council where alternatives exist or where the impact on the reserve is considered unacceptable. Easements also generate positive effects, in particular electricity infrastructure provides electricity supply to the surrounding community.*

~~*Easements granted will have limited timeframes (e.g. linked to the life of the building or an activity) and annual fees for rental may be required. Existing easements may also be required to pay rental fees. Conditions regarding reinstatement of the site at the completion of the agreement period may also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the reserves will be re-established.*~~

#### Comment on Amendments Requested

Existing electricity infrastructure within reserves is required in perpetuity as it supplies an essential electricity supply to the community. New installations will usually only be required at Councils request where existing installations will be required to supply the community and therefore compensation is not applicable. The positives effects of electricity easements should be provided for.

#### **7.2.4.1 Easements for Underground Facilities**

*Property owners may be responsible for maintaining utility facilities (stormwater /wastewater/sewerage/water and gas pipes/electrical/telecommunication ~~cables~~ infrastructure) connecting between their property and the main network operator's facilities. Where network operators are not responsible for these connecting facilities, the owner of the private property being*

*serviced by these facilities is responsible for the maintenance of pipes or lines etc. and the reinstatement of reserve following work being carried out on facilities.*

*It is important for Council to know the location and ownership of private utility facilities crossing reserves so that their location can be taken into consideration when development/ enhancement or maintenance work is being planned or carried out on the park.*

### **Polices**

*1 Applications for pipes, cabling, discharge or drainage rights or other infrastructure must be made in writing and contain the following information:*

*1.1 A statement of alternative pipe location or discharge options and their costs;*

*1.2 Discussion on why these alternative options cannot be used;*

*1.3 Evidence that the pipes or discharge will not detract from the purpose of the park; and*

*1.4 A diagram of the proposed works and a survey.*

*2 An easement or formal agreement will be required for every pipe, cable, or discharge on a reserve.*

*3 An as-built plan of all infrastructure shall be provided to Council.*

*4 All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee, in instances where Council has not requested the works.*

*~~5 Payment for the benefit of a pipe, cable or drainage or other infrastructure easement shall be made as a yearly rental or lump sum.~~*

*~~6 Council will require those holding easements for services crossing reserves to meet the costs of maintaining the pipes or cables.~~ The Council will provide reasonable access for the maintenance of services and network utilities.*

*7 Permit vehicle access associated with the ongoing operation, maintenance, development and upgrade of the National Grid transmission lines.*

*8 When services and utilities are no longer required, they shall be removed from the site, the area reinstated to Council's satisfaction, with the costs recovered from the services/utility owner.*

### **Comment on Amendments Requested**

Existing electricity infrastructure within reserves is required in perpetuity as it supplies an essential electricity supply to the community. New installations will usually only be required at Councils request and in these instances, Council should bear the costs of the easement. The word 'infrastructure' has been included in the policy wording as new pillar boxes or transformers may be required for new installations. It is also noted that existing pillar boxes or transformers are located within Council reserve land.

Please let me know if the Council wishes to discuss this feedback.

Yours sincerely



Sara Brown  
**Senior Environmental Planner**

Document No: 24012334  
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17 June 2022

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Dear Sir/Madam

**Waikato Regional Council, Staff Technical Submission, on the General Policies Reserve Management Plan**

Thank you for the opportunity to make a pre-engagement submission on Waikato District Council's General Policies Reserves Management Plan (RMP). Please find attached, a staff submission from Waikato Regional Council.

Should you have any queries regarding the content of this document please contact Michelle White, Senior Environmental Planner, Environmental Compliance and Planning directly on (07) 859-0961 or by email [Michelle.White@waikatoregion.govt.nz](mailto:Michelle.White@waikatoregion.govt.nz).

Regards

A handwritten signature in blue ink, appearing to be "Greg Ryan".

Greg Ryan  
**Director Integrated Catchment Management**

HE TAIAO MAUIORA	HEALTHY ENVIRONMENT
HE ŌHANGA PAKARI	STRONG ECONOMY
HE HAPORI HIHIRI	VIBRANT COMMUNITIES

## Waikato Regional Council, Staff Technical Submission, on the General Policies Reserve Management Plan

### Introduction

1. We appreciate the opportunity to make a pre-engagement submission on the General Policies Reserve Management Plan.
2. Waikato Regional Council (WRC) has an interest in Waikato District Council's Reserve Management Plan. WRC's Integrated Catchment Management directorate provides services in relation to catchment management (including land management, biosecurity and biodiversity), river and flood management, and natural hazard management. The directorate manages a range of infrastructure assets including stopbanks, pump stations and floodgates.
3. WRC is generally supportive of the current Plan as it stands and notes that some sections are more advanced than other reserve management plans that we have seen.
4. WRC has made a number of suggestions for your consideration when reviewing the plan.
5. We look forward to seeing the draft plan and participating throughout the consultation process.

### Submission

6. We note two minor errors in the current plan. On page 10, the word 'a' should be inserted before 'popular'. On page 46, the word 'to' should be replaced with 'the' in the following sentence – 'This will generally take to form of tree planting...'.
  7. WRC recommends that public access be considered in the revised plan, to facilitate public access to lakes via reserves.
  8. Section 5.2 of the current plan discusses car parking and access. No other methods of transport are mentioned. WRC encourages public transport and boosting walking and cycling as transportation options. WRC recommends including in the revised plan, provisions for bicycle parking/racks, bus stops and other transportation methods to give people choice and encourage a mode shift away from the dependence on cars.
  9. Regarding Section 5.7 (Trails), WRC requests that horse riding in the coastal area be considered. For example, a policy to prevent horses from accessing dunes or the establishment of new horse trails.
  10. Regarding Section 6.4 (Fireworks displays), WRC suggests provisions to limit outdoor fireworks displays in areas where there are significant bird species nesting i.e., anywhere near the coast during mid-summer when species like dotterels and oystercatchers are nesting.
  11. Section 8.1 mentions encroachment into reserves from private property (drainage, fencing, gardens etc), but it doesn't mention 'passive' encroachment in the form of sprawling gardens and garden escapees. We see a lot of areas where people's gardens have grown beyond the bounds of their property and have colonised a significant portion of the surrounding reserve. WRC requests that a policy be considered to protect reserves from passive encroachment.
  12. Regarding the name of parks and reserves, we suggest encouraging the use of te reo Māori and using both English and Māori words. For example, wetland and repo.
  13. WRC is supportive of the provisions in Section 9.3 (Natural Heritage Conservation) of the current plan.

**Submitter details**

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Contact person:

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Align

**COUNTIES ENERGY**

## Reserve Management Plan

Waikato District Council's  
Reserve Management Plan –  
General Policies: Invited  
feedback

17 June 2022

Bringing places and  
communities to life.

## QUALITY CONTROL SHEET

Submitter:	Counties Energy Limited
Asset:	Counties Energy Electricity Distribution Network
Plan:	Waikato District Council – Reserve Management Plan
Document:	Invited Feedback
Client contact:	Rachel Bilbe, Land Access Co-ordinator
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### Distribution:

Name: Rachel Bilbe	Counties Energy	Email
WDC Policy Team	Waikato District Council	Online submission

Produced by: Mira Narula/Rachel Bilbe

Reviewed by: Jo Michalakis

Counties Energy



A handwritten signature in dark ink, appearing to read "J. Michalek".

**Align Ltd**

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## 1 Introduction

- 1.1 This feedback is prepared by Align Limited (399 New North Road, Kingsland 2021) and Greenwood Roche on behalf of Counties Energy Limited (14 Glasgow Road, Pukekohe 2120, New Zealand).
- 1.2 This document provides feedback on the General Policies within Waikato District Council's Reserve Management Plan. This document draws particular attention to the implications the policies have on the ability to maintain existing electrical infrastructure and provide new electrical infrastructure.

## 2 About Counties Energy

- 2.1 Counties Energy Limited (CEL) is an electricity operator under the Electricity Act, a network operator under the Telecommunications Act, and a network utility operator under the Resource Management Act. CEL is a requiring authority in respect of its electricity network.
- 2.2 The Civil Defence and Emergency Management Act also cites electricity distribution as a lifeline utility.
- 2.3 CEL owns, manages, and operates an electricity distribution network in southern Auckland, Waikato and Hauraki District areas with a system length of 3,200km covering an area of approximately 2,250km<sup>2</sup>. The Waikato District portion of their network covers 1,340km<sup>2</sup> and makes up 60% of the CEL network. CEL serves customers who are critical to the region as well as businesses, households, and community services in the network area.
- 2.4 CEL supply power to nearly 45,000 homes, farms and businesses in the southern Auckland and northern Waikato areas. Its network is one of the fastest growing electricity distribution networks in New Zealand with connection growth in the order of 2-3% per annum. This is largely driven by the growth of Auckland and its location within the 'golden triangle' of urban growth between Tauranga, Hamilton and Auckland.
- 2.5 By length, 72% of the CEL network is rural overhead, however the urban networks supplying Pukekohe, Waiuku, Tuakau, Pokeno, Drury and parts of Papakura comprise a split of overhead and underground assets. Generally, the eastern part of the network is newer, higher in network connection densities and subject to high levels of growth in the areas adjacent to motorway and state highway corridors. The western side of the network is older, more remote, lower density and subject to little growth.
- 2.6 Electricity is essential infrastructure that enables development to occur. CEL receives power from the national grid at Bombay and Glenbrook Grid Exit Points

either at 110kV or 33kV then conveys it to nine substations for conversion to either 22kV or 110kV before being distributed via an extensive network of lines, cables, transformers, and other equipment for use by local people, businesses and industry. CEL has high criticality fibre networks above and below ground to control the operation of network equipment.

- 2.7 As with any other technology, future proofing to meet the needs of the communities and businesses is a priority for CEL. Key to this is the integration of land use and infrastructure planning, to identify, protect and provide existing and future electricity network infrastructure to ensure that the existing and future needs of the Waikato are met in light of pressures from urban growth.
- 2.8 A detailed map of the Counties Energy Network can be found here: <https://www.countiesenergy.co.nz/articles/network-map?rq=map>

### 3 Counties Electricity Network Operation and Location

- 3.1 Counties Energy's network is made up of both High Voltage (HV) and Low Voltage (LV) lines made up as follows:

#### HV network comprises:

- Sub-transmission lines (33kV and 110kV) which carry electricity from the Grid Exit Point (GXP) to zone substations or between zone substations. Typically serving 500 to 12,000 customer connections.
  - Feeder lines (11kV and 22kV) which carry electricity from zone substations to transformers or in some cases direct to customers with a large demand (e.g. some industrial customers). These typically serve 80 to 2,500 customer connections.
  - LV Network (400V) comprises lines from transformers to individual connection points, typically serving 1 to 20 customer connections.
- 3.2 More than 20 years ago, Counties Energy decided to provide for future growth by converting the backbone of its network from 33kV (for sub-transmission) and 11kV (for feeders) to 110kV and 22kV respectively. These voltages carry significant loads with a reasonably unobtrusive overhead line network and have provided the consumer-shareholders of Counties Energy with a network that is cost effective to construct, flexible and resilient.

## 4 Invited Feedback

### Part 5.1 (Buildings and other structures)

- 4.1 It is unclear which, if any of these policies apply to utility structures such as transformers. These structures are not “buildings” in the traditional sense or generally under the Building Act 2004. However, some policies apply to “buildings and structures”, so it is possible that they apply to utility structures.
- 4.2 Utility structures are, by their nature, of uniform design and there is little or no capacity to alter them to meet the requirements of Policy 5.

#### Relief Sought:

- 4.3 We suggest that Part 5.1 is amended to clarify that it does not apply to utility structures.

### Part 5.2 (Car parking and access)

- 4.4 Policy 1 prohibits the parking of vehicles outside recognised car parking areas. However, it is generally necessary for the operators of utilities (including electricity, telecommunications, gas and three waters services) to access the utilities by vehicles and then temporarily park vehicles to undertake repair and maintenance works. Requiring the temporary parking of vehicles on other land would delay required repair works, extending the duration of electricity outages.

#### Relief Sought:

- 4.5 We suggest that Policy 1 should be relaxed to permit temporary parking to the extent necessary to undertake work on utilities located on reserves.

### Part 5.7 (Signs)

- 4.6 Policy 3 requires that all signs, other than those erected by the Council, require approval of the Council.
- 4.7 It is commonplace for safety signage to be installed on utility structures, along with details of the owner of the structure. These signs provide necessary safety information and do not have an advertising purpose.

### Relief sought

- 4.8 We suggest that Policy 3 should permit the installation of hazard or safety signage on a utility asset, and signage indicating the ownership of that utility asset.

### Part 6.7 (Model aircraft and Unmanned Aerial Vehicles)

- 4.9 Policy 1 prohibits the use of model aircraft and UAVs on reserves except for limited purposes.
- 4.10 UAVs are often used for inspection of overhead electricity lines. They can identify hotspots or potential faults before they occur, permitting preventative maintenance and limiting power outages. The use of a UAV can also reduce on-ground vehicle movements.

### Relief sought

- 4.11 Policy 1 should permit the use of UAVs on reserves for inspections of utilities on reserves.

### Part 6.8 (Motor vehicles)

- 4.12 The explanatory section of Part 6.8 refers to the use of vehicles “for the maintenance of utility services” but the policies do not permit that use except in respect of Transpower’s electricity assets.
- 4.13 All utility operators (such as electricity distribution, telecommunications, gas and three waters operators) require similar vehicular access. This is recognised by section 23 of the Electricity Act 1992, section 125 of the Telecommunications Act 2001 and section 24 of the Gas Act 1992 (in respect of assets installed before specified dates in those Acts) and section 181 of the Local Government Act 2002 (in respect of three waters assets installed by the exercise of statutory rights). Rights of access are always an inherent right, where included expressly or as implied by law, in all utilities easements.
- 4.14 Limiting Policy 6 to national grid assets only is unduly restrictive. While Counties Energy operates electricity assets at the same voltage as some of the assets operated by Transpower, it is the ability to work unhindered on the medium to low voltage distribution assets which is of most benefit to customers at the local level.

### Relief sought

- 4.15 We suggest that Policy 6 be amended to state that vehicle access is permitted where it is associated with the operation, maintenance, development and upgrade of any utility assets.

### Part 7.2.4 (Easements)

- 4.16 We have a number of suggested amendments here:

#### A. Existing assets:

- 4.17 Part 7.2.4 appears to deal with the grant of new easements, but some provisions could be implied as relating to existing easements or assets installed under existing statutory rights. Any policy which has the effect of reducing the rights granted under an easement or statute may be unlawful.
- 4.18 By way of example, Policy 2 states that an easement is required for *every* cable on a reserve. As drafted, this policy appears to apply to electricity cables (and presumably other electrical assets) installed on reserves before 1 January 1993, which have a statutory right to remain on the reserve under section 22 of the Electricity Act 1992.

#### B. Requirement that no alternative exists:

- 4.19 The ability for the Council to decline an easement where an alternative exists provides the Council with greater levels of control than is anticipated even when easements are compulsorily taken under the Public Works Act 1981 (*PWA*). Under the *PWA*, a utility operator would only need to show that it had adequately considered the alternatives, and the easement could be taken under the *PWA* even if an alternative exists.
- 4.20 It is not always technically feasible to avoid reserves when installing assets. In fact where intensification of development within established neighbourhoods, makes it necessary to upgrade the network to satisfy additional demand, it can often make more sense to install assets on a reserve, leaving the limited space in the road corridor for the safe use of pedestrians, cyclists and other road users.

#### C. Term:

- 4.21 The explanatory section of Part 7.2.4 states that easements will have limited timeframes. It is highly unusual for easements to be granted for limited timeframes. Further, as the Reserves Act 1977 does not contemplate that an easement be granted subject to a timeframe (when timeframes are referenced

elsewhere is the Reserves Act for leases and licenses), it is arguably unlawful for the Council to seek to impose timeframes on the grant of easements.

- 4.22 It is not usually possible to identify at the time of the grant when the utility will no longer be needed. If timeframes were a requirement, the requested timeframe would be so long as to be meaningless.

D. Annual fees:

- 4.23 It is highly unusual for annual fees to be paid for easements. New Zealand law generally contemplates a lump sum payment will be made for the grant of an easement, as lump sum payments are more appropriate for property rights with no defined term or for a long-defined term.
- 4.24 It is inconsistent with normal project management processes for the property rights required for that project to attract annual fees. Once the project ends, approving annual payments can become problematic. Instead, projects tend to include a capital payment for the required property rights.
- 4.25 It would likely be unlawful to impose a requirement on an existing easement to pay a rental and would be seen as a breach of the easement terms.

E. Vehicles:

- 4.26 Policy 7 permits vehicle access for maintenance, development and upgrade of National Grid transmission lines. As noted above, all utility operators need vehicles to access their assets in order to operate and maintain a safe and reliable network for the community they are intended to serve.

Relief sought

- 4.27 We suggest that Part 7.2.4 be amended to clarify that the policies only apply to the grant of *new* easements over reserves; and that the policies do not apply to existing overhead or underground assets with statutory protection, or within existing registered easements, including easements on reserves which are inherited or which vest in the Council under section 239 of the Resource Management Act 1991.
- 4.28 Policy 1.2 should be replaced with a requirement that the applicant confirm that alternatives have been identified and adequately considered and that the applicant has, as a result of that process, selected the reserve as the proposed location.
- 4.29 We suggest that the reference to a timeframe for easements be deleted.

- 4.30 We suggest that Council adopts a neutral position regarding Policy 7 with respect to vehicular access to utility assets .

## 5 Conclusion

- 5.1 CEL request that Waikato District Council give consideration to the points raised above in their review of the Reserve Management Plan.



Let's work together  
to create communities,  
places, and spaces  
built for the future.

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# Align



**SPORT WAIKATO'S SUBMISSION IN RESPONSE TO THE  
WAIKATO DISTRICT COUNCIL**

**General Policies  
Reserve Management Plan**

**Pre-Engagement Submission**

**17 June 2022**

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## 1.ABOUT SPORT WAIKATO

Sport Waikato is one of 14 Regional Sports Trusts in Aotearoa/New Zealand, responsible for supporting Central Government and Sport New Zealand’s focus on getting more New Zealanders physically active. There is widespread and global evidence that physical activity enhances people’s physical, social, emotional, and mental health, education outcomes and general wellbeing - and makes for a more cohesive society.

Founded in 1986, Sport Waikato’s vision is to have **“everyone active”** so as to achieve a healthy, vibrant, physically active region through play, active recreation and sport.

### OUR APPROACH

Sport Waikato is guided by Moving Waikato – the region’s unified strategy for physical activity through play, active recreation and sport. The strategy seeks to prioritise partnerships with other key agencies to influence key outcomes, including to increase the provision of opportunities for both participation and quality experiences for the people of the region. We believe that by working together we can achieve the ultimate goal of 75% of all Waikato adults and young people meeting the physical activity guidelines by 2030

MOVING WAIKATO

A STRATEGY TO GROW PARTICIPATION IN PLAY, ACTIVE RECREATION AND SPORT IN THE WAIKATO REGION

ONE VISION  
EVERYONE OUT THERE AND ACTIVE

OUR PEOPLE

A focus on the provision of opportunities that meet the needs of the people of our region

MORE PHYSICALLY ACTIVE TAMARIKI, RANGATAHI AND WHAANAU

BUILDING COMMUNITIES

A focus on quality local delivery of play, active recreation and sport experiences

HELPING COMMUNITIES TO HELP THEMSELVES

REGIONAL LEADERSHIP

A focus on regional and national partners working together to lead change and enhance outcomes

LEADING AND DELIVERING CHANGE

Moving Waikato is an evidence based strategy for physical activity through play, active recreation and sport for the Waikato region, and gives focus and clarity towards 2025.

It seeks to build on the positive momentum of existing partnerships and to increase the provision of opportunities for both participation and quality experiences for the people of the region.

ACHIEVING SUCCESS THROUGH WORKING TOGETHER

## 2. OUR PRE-ENGAGEMENT SUBMISSION ON YOUR GENERAL POLICIES RESERVE MANAGEMENT PLAN

In our submission, we wish to comment on the following:

1. **Thank you:** On behalf of the people of Waikato District, Sport Waikato thank you for your ongoing contribution to play, active recreation and sport. District and city councils are key enablers of physical activity, and your effort and investment are noted and sincerely appreciated.
2. We note that this General Policy Reserve Management Plan is additional to the Sports Park Reserve Management Plan (8<sup>th</sup> June 2015). It is important to note, however, that play, active recreation and sport also occur outside of dedicated sporting locations.
3. **Parks and Reserves should provide for a range of play, active recreation and sport opportunities to take place:**
  - Parks should allow for an increase in sustainable opportunities for growth in physical activity participation. However, provision should not detract from the reserve.
  - Our recommendation is that the RMP encourages community driven initiatives that determine the use and development of parks and, importantly, the process for these initiatives to be evaluated.
  - We recommend increased focus on active recreation opportunities (bike paths and walkways) - the affinity that New Zealanders have with the outdoors and the rising popularity of outdoor recreation (e.g., walking, tramping, cycling, micro-mobility) needs to be considered in future planning
  - Reserves should allow for multi-purpose use and be flexible to allow future adaptation. There needs to be a focus on more than sport, as play and active recreation continue to become increasingly important domains of movement. The promotion of sport and recreation hubs is an example of best practice.
  - Provision of opportunities should be equitable and meet the needs of users and communities. This includes attending to all aspects of accessibility, diversity and inclusion such as gender, sexuality, culture, ability, and ethnicity (among others).
  - Our recommendation is that broad terminology is used when classifying activities on sport and community parks – therefore not limiting participation opportunities. Reflect terminology within the Waikato Regional Active Spaces Plan Play, Active Recreation and Sport (including information Play).
  - We recommend considering new and emerging trends in play, active recreation and sport that may need to be included in time. The WRASP mentions a need for “appropriate technology systems to collect and document facility utilisation data to inform future decision making based on current utilisation and future optimisation”. We saw that covid accelerated changing participation preferences and increasing demands on people’s time have amplified the need for increased use of technology to locate spaces nearby and to enable access and programming on-demand. Outside of technology, a return to simpler forms of culturally appropriate play, recognition of the benefits of Cities with Nature within urban areas, the rise of “Good Gym” initiatives, and the cross-over between active recreation and conservation are further examples.
4. **Policies, strategies, processes, and important documents to consider alongside the RMP:**
  - [Moving Waikato Strategy](#) - the region’s unified strategy for physical activity through play, active recreation and sport. The strategy seeks to prioritise partnerships with other key agencies to influence key outcomes, including to increase the provision of opportunities for both participation and quality experiences for the people of the region.
  - Local Play, Active Recreation and Sport Plan – This plan is currently being developed and will provide council with suggestions for priority investment areas and projects in time to inform the next LTP. The previous 2017 plan was not adopted by WDC.
  - [Waikato Regional Active Spaces Plan](#) and subsequent assessments (e.g., Sports Field Study) – This provides a framework to ensure that sport and recreational infrastructure should only be built on reserve land if there is a need. These documents also talk to sustainable facility opportunities,

ensuring sport fields meet the needs of participants and that there is a sufficient network of parks/fields.

- [New Zealand Recreation Association \(NZRA\) Green Flag Award](#) – This provides best practice guidelines for sustainable green spaces. Council should seek out opportunities through using frameworks such as Green Flag for best practice in relation to development, maintenance, and the measuring of quality of reserves.
- [TA Assessment Guide](#) - a best practice guide from Recreation Aotearoa to “help TAs ensure they meet their responsibility to ensure staff are well equipped, well supported, and have access to good information in order to make sound decisions about their investment in sport and recreation”.
- Regional Transport Plan and Connectivity Strategy – walking and cycling infrastructure should provide connections to reserves to promote linked and liveable places.
- Commercial Activities – We know user groups would like clearer guidelines on what revenue generating opportunities are possible when running commercial activities from reserves to ensure their operation is sustainable (Events/Commercial Opportunities). This is especially relevant for multi-use venues and where a range of play, active recreation and sport providers could partner with commercial opportunities and help to optimise venue use.

## 5. Asset Related Feedback:

- Public Toilets / Changing Rooms / Drinking Water / Storage / Lighting – Inclusion of such facilities can provide opportunity for activation and increased participation, increasing safety and reducing fear of crime. Storage could enable opportunities for loose parts play containers sited to activate parks), along with inbuilt play functionality when considered holistically (e.g., ball marks on a building wall, mural with net/targets on it).
- Development Standards in the RMP Framework
  - We recommend incorporating sustainable, energy efficient and low impact design, materials, and techniques
  - We recommend incorporating the best management practices into each respective user to influence development, facility, and operation
  - We recommend enhancing the physical and cultural connections between the park and other physical features. For example, considering recreation providers, stakeholders and tangata whenua
  - We recommend providing a safe, secure, and appropriate seating for user groups and visitors alike – think about accessibility
  - We recommend consideration of how the physical features of the land can cater for increased participation opportunities
  - We recommend ensuring that there is a clear process in place to ensure newly acquired Parks/Reserves or Developments on Parks are covered in the RMP (i.e., workflow to determine whether any developments align with the RMP).
- Road Frontages and Fencing – Bollards can be played on (e.g., parkour). Their multi-purpose use can be enhanced by considering the design and layout of the bollards to add additional play amenity. Where there is residential fencing, are residents able to have gates opening onto the park, and can future development remove this?

## 6. Provision for Play:

- We encourage consideration of how all spaces, places and infrastructure could be playable - not just the specific play/sport equipment, facilities, and grounds, but all assets and the network that connects them. As such, utilities, landscaping, planting and vegetation, car parking, walkways/cycleways, fencing, bollards, stormwater, mowing patterns etc. are all potential ways for play activation to occur in ways that will further enhance reserves. Walking and cycling networks can themselves be playable (i.e., fun shapes and designs), rather than just a means to get to a playable space, for example.
- We recommend commitments be made to enhance play amenity through reinstatement following civil works.

- Specific consideration for females should be made and, regarding access. We suggest an emphasis on safety provision such as adequate lighting, group seating, and visible walkways. The UK group [Make Space for Girls](#) suggests some ideas for consideration.
- We recommend strong provision for connection with residents on what meaningful play looks like for them (e.g., nature play, traditional Maaori play, etc.)
- We encourage Council to consider protecting and developing trees and the natural landscape in ways that enable informal nature play opportunities through a focus on the playability of planted specifics (e.g., climbable trees) or planting design (e.g., copse/ring of trees) in ways that invite social and playful interactions.

### 3. SPORT WAIKATO CONTACTS

Should the Council wish to seek further information or clarification on this submission, please contact:

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7<sup>th</sup> December 2020

File ref: LAO61

Waikato District Council  
Private Bag 544  
Ngaruawahia 3742  
Attn: Josh Crawshaw

Dear Josh,

**HERITAGE NEW ZEALAND POUHERE TAONGA SUBMISSION TO THE WAIKATO DISTRICT COUNCIL  
DRAFT RAGLAN (WHAINGAROA) COASTAL RESERVES: PAPAHA, WAINUI, MANU BAY MANAGEMENT  
PLAN, DECEMBER 2019.**

Thank you for meeting on Nov 9<sup>th</sup> 2020 to discuss the Heritage New Zealand Pouhere Taonga (HNZPT) concerns relating to the draft Raglan (Whaingaroa) Coastal Reserves Papahua, Wainui, Manu Bay Management Plan, December 2019 (the draft Plan), prior to the development of the HNZPT submission.

HNZPT is an autonomous Crown Entity with statutory responsibility under the Heritage New Zealand Pouhere Taonga Act 2014 (HNZPT Act 2014) for the identification, protection, preservation and conservation of New Zealand's historical and cultural heritage. HNZPT is New Zealand's lead historic heritage agency.

**1. Background**

Heritage New Zealand has had involvement with reserves in the Waikato District, including but not limited to:

- **A Statutory role**, administering the provisions of the Heritage New Zealand Pouhere Taonga Act 2014, through processing archaeological authorities, and
- **Providing advice and training** on the best practice management of the archaeological sites on reserves in the Waikato District, and
- **Identifying and supporting the inclusion of significant heritage** for protection in the District Plan.

Heritage New Zealand notes that Waikato District Council has developed the "Waikato District Council General Policies Reserve Management Plan". These general policies are applicable to all categories of park and therefore will be applicable to reserves covered by the Plan. Heritage New Zealand notes that the Waikato District Council General Policies Reserve Management Plan includes:

- 1.3 Relationship with Other Council Documents (Page 2), advice that there are also provisions from other documents that is applicable to the management of parks such as the District Plan.
- 9.2 Heritage Conservation (Page. 39), advice with regard archaeology and the protection afforded under legislation for both recorded and unrecorded sites. A reference is made to the Council's heritage strategy and objectives and policies are also included regarding the preservation of sites of heritage significance.

## 2. Background and Proposal

The three existing reserve areas that will be the subject of the draft Plan contain between them a large number of recorded archaeological sites. Given the number of known archaeological sites there is also potential for unrecorded archaeological sites. These coastal sites are also culturally significant.

The Proposed Waikato Council District Plan -stage 1-has recently mapped a large number of Maaori sites and areas of significance, some of which are located on within the area of the draft Plan, with a related rule framework that all have immediate legal effect. These rules relate to earthworks.

The proposed Waikato Council District Plan -stage 1-also includes a District Plan scheduled heritage items (one on the border at Papahua (item 163D) and one (items 153A) within an Urupa at Papahua) and protected trees. In addition, Proposed District Plan-stage 2 includes the chapter related to Hazards and Climate change. The provisions of this chapter will relate to the locations included within this Plan. It will be important that the draft Plan directs users to the other regulatory systems that will apply to development and use in a manner similar to the existing Wainui Reserve Management Plan.

In the context of the regulatory background, and the draft plan and concept Plans on the website site, HNZPT provide the following comments.

## 3. HNZPT Response

### General comments and recommendations

- While the draft Plan directs users to the other regulatory systems, for example the Waikato District Council District Plan and the HNZPT Act 2014, that will apply to any development and use within the reserve, HNZPT **seeks** additional detail to provide further clarity for readers regarding their additional obligations.
- While Heritage New Zealand appreciates that the Waikato District Council General Policies Reserve Management Plan includes a reference to HNZPT that is applicable to all reserves within this Plan, it is considered that there would be merit in repeating the information relating to the role that HNZPT has in regard to archaeology and the protection afforded under legislation for both recorded and unrecorded archaeological sites. This would assist users of the document to fulfil their legal obligations under the HNZPT Act 2014 and consider any related requirements as part of their project planning.
- All the Reserves that will be the subject of this new Plan have recorded archaeological sites either on the Reserves or in very close proximity. This potentially indicates that there may be additional unrecorded archaeological sites in these locations. This matter needs to be accommodated as part of planning and design processes, i.e. the potential need for an archaeological assessment is a matter that needs to be acknowledged as appropriate in the draft Plan.
- HNZPT **seeks** that the draft Plan includes mapped versions of the relevant archaeological sites for all the reserve areas.
- With regard the Waikato District Plan scheduled heritage items, protected trees and Maaori sites and Areas of significance that are located on the reserves or immediately adjacent and potentially impacted by reserve activities, HNZPT **seeks** that additional consideration is included into the draft Plan relating the ongoing preservation and protection of these items.

Specific Comments on the draft Plan.

(where underline is a proposed addition and ~~strikethrough~~ is a deletion)

**Part A-General Overview** (Page 4)

A.2 Legislation and Planning Policy Framework (Page 6)

First paragraph-The paragraph refers, in line 4, to the Historic Places Act 1993.

HNZPT **seeks** this reference is amended to the Heritage New Zealand Pouhere Act 2014.

A.2.3 Heritage New Zealand Pouhere Taonga Act 2014 (Page 6)

This section makes an abbreviated reference to Heritage New Zealand Pouhere Taonga as “Heritage NZPT.

HNZPT **seeks** that they are referred to as HNZPT as an abbreviated format. In this format the word “the” is not required.

The discussion relates to Heritage New Zealand Pouhere Taonga and makes a reference to matters that are promoted by Heritage New Zealand Pouhere Taonga, being “Our heritage is valued, respected and preserved for present and future generations”

HNZPT **seeks** that the source of the matter that is referenced.

The last paragraph makes reference to the HNZPT Act 2014. To provide improved clarity HNZPT **seeks** that the last paragraph should be deleted and replaced with the following:

*“The requirements of the Heritage New Zealand Pouhere Taonga Act 2014, to obtain an archaeological authority to modify or destroy recorded and unrecorded archaeological sites may be applicable to works undertaken in reserves. The consideration of the presence or the potential for the presence of archaeological sites at an early stage enables avoiding modifying or damaging any sites through good project planning. Those planning works or activities on the reserve are encouraged to consult with HNZPT”.*

A.2.4-Resource Management Act 2014 (Page 7)

For the benefit of users of the draft Plan this section should make a more substantive reference to the Policy /rules of the District Plan that are applicable to the reserves, for example rules related to heritage items, protected trees, and the earthwork rules related to Sites and Areas of significance to Maaori. Advising that there is only noise rules in the District Plan applicable to park users could result in adverse effects under the Resource Management Act.

HNZPT **seeks** that this section of the draft Plan is amended to make reference to a greater range of District Plan matters that are applicable to Reserves.

## B.1 Papahua Reserve (Page 9)

### B.1.3 Historical and Cultural Context

HNZPT supports the inclusion of the historical and cultural context for the Papahua reserve. This is beneficial given that some of the objectives and policies relate to historic heritage matters.

HNZPT **seeks** that section B.1.3 Historical and Cultural Context is retained.

### B1.5 Reserve Issues (Page 16)

HNZPT considers that the matters raised in the issues section should have a clear connection to the various objectives and policies that are seeking to resolve the issues. With regard to historic heritage matters that are part of the proposed objectives and policies it is not clear if the matters that those objectives and policies are attempting to rectify are related to Environmental matters-Coastal erosion and sea level changes, or People: Activities, Impacts and Numbers. Perhaps it is a combination of both issues that makes historic heritage vulnerable. Historic heritage includes cultural, archaeological and built heritage.

HNZPT **seeks** that the issues section is amended to include the issue of the vulnerability of historic heritage and why it is vulnerable

#### B1.5.2 People: Activities, impacts and numbers.

This section advises that there is little data of the numbers of visitors to Papahua yet at pg. 4 of the draft Plan, the discussion advises that *“the number of visitors coming to this reserve is estimated at approximately 600,000 per annum”*.

HNZPT **seeks** that the information relating to visitors numbers is aligned within the draft Plan.

## B2. Papahua-Management Plan Vision (Page 17)

The vision for this reserve is *“to ensure that the cultural, environmental and recreation resources of Papahua are protected through co management with local mana whenua”*.

HNZPT considers that the vision should be amended to encompass historic heritage as the use of the word historic heritage encompasses archaeology and built heritage both of which are also part of the Papahua reserve.

HNZPT **seeks** that the vision of the draft Plan is amended as follows:

*“To ensure that the cultural, historic heritage, environmental and recreation resources of Papahua are protected through co management with local mana whenua.”*

### Objective B3.3.B (Page 18)

HNZPT supports in part the Objective B3.3.B *“Archaeological and historic sites within the reserve are protected through appropriate management actions”*. However it is considered that the objective and policies associated with this Objective require amendment to ensure that appropriate management actions are undertaken.

HNZPT **seeks** that Objective B3.3.B is retained and amended as follows:

*“Archaeological and historic sites within the reserve are preserved and protected through appropriate management actions”*

#### Policy B.3.3.ii

HNZPT seeks that the policy B.3.3.ii *“All archaeological sites will be managed in accordance with Heritage New Zealand Guidelines”* is amended to better reflect the archaeological authority processes required by HNZPT.

HNZPT **seeks** that the policy is amended as follows:

*“All archaeological sites will be managed in accordance with the Heritage New Zealand Pouhere Taonga Act 2014, Guidelines” including obtaining archaeological authorities as required.*

#### Explanation section (Page 18)

The explanation needs additional comment around the matter of balancing the importance of the protection of the finite resource of historical and archaeological sites and the need to accommodate recreational needs and values.

HNZPT **seeks** the following addition to the draft Plan;

*“It is important to recognise and provide for the protection of archaeological sites and their values within the reserve environment and ensure that the sites and their values are not compromised by recreational activities”.*

As the policies relate to archaeological authorities, for which HNZPT is also the regulatory authority, HNZPT considers that their role related to archaeology should be included as part of the explanation.

HNZPT **seeks** a new additional sentence to be included into the draft Plan as follows;

*“Heritage New Zealand is the regulatory Authority in relation to archaeology and should also be consulted in the event of any works in an archaeological site or an accidental discovery”.*

#### Actions to implement (Page 19)

Works in a pre-1900 landscape may require an HNZPT archaeological authority. In this section HNZPT considers that there would be benefit in including the need to consult with HNZPT prior to the consideration of works.

HNZPT **seeks** the inclusion of a new additional sentence as follows;

*“B3.3.e Consultation should be undertaken with HNZPT regarding the need for an archaeological authority prior to the commencement of works.”*

#### B.3.5 Recreation and Leisure-Nga Takaro Puangi Objective -B.3.5.A (Page 23)

HNZPT notes that the objectives and policies use the terms “no” and “low” impacts on the reserve when discussing the impacts of activities on reserves. With regard the impacts of recreational activities on historic heritage, cultural and archaeological values HNZPT considers that there should be no impacts on these through the recreational activities, as these particular values should be protected. HNZPT considers that objective B.3.5.A could be amended to reflect this concern.

On a related matter while the explanation makes reference to the various values of the shared environment, the objectives don't fully reference the range of values. HNZPT considers that there would be benefit in amending Objective B.3.5.A to state the range of values that are within the shared environment. This would also assist to align/integrate this Objective with similar matters raised earlier in this section.

HNZPT **seeks** the following amendments to Objective B.3.5.A;

*"B.3.5.A Recreational opportunities allow for multiple reserve users while maintaining a low impact on Papahua, and events and activities are managed to ensure there are no adverse impacts on cultural, archaeological, and historic heritage values."*

### B.3.7 Development –Whakawhanake

HNZPT considers that the Objective and Policy should be more specific regarding the desired level of development for the Papahua Reserve. The explanation advises that any development should only be a replacement of an existing structure or facility yet this is not explicitly stated in the objectives and policy. HNZPT also considers that the objective should be further amended to ensure that any development, including replacement facilities does not detract from archaeological or historic heritage values. HNZPT considers that the objective should be amended to provide further clarity around these aspects as follows:

HNZPT seeks the following amendments to Objective B.3.7.A

*"B.3.7.A Maintain the existing level of development on Papahua Reserve to ensure the overall levels of development that does not detract from the cultural/environmental, archaeological, historic heritage or recreational values of the reserve."*

### Manu Bay Reserve (Page 29)

#### C.1.3 Historical and Cultural Context (Page 32)

HNZPT supports the inclusion of the historical and cultural context for the Manu Bay reserve. This is beneficial given that some of the objectives and policies relate to historic heritage matters.

HNZPT **seeks** that section C.1.3 Historical and Cultural Context is retained.

#### C1.5 Reserve Issues (Page 34)

HNZPT considers that the matters raised in the issues section should have a clear connection to the various objectives and policies that are seeking to resolve the issues. With regard to historic heritage matters that are part of the proposed objectives and policies it is not clear if the matters that those objectives and policies are attempting to rectify are related to Environmental matters-Coastal erosion and sea level changes, or People: Activities, Impacts and Numbers. Perhaps it is a combination of both issues that makes heritage vulnerable.

HNZPT **seeks** that the issues section is amended to include the issue of the vulnerability of historic heritage and why it is vulnerable.

### C.2 Manu Bay-Management Plan Vision (Page 35)

HNZPT seeks the inclusion of the words “historic heritage” into the vision as historic heritage encompasses archaeology, a matter that is discussed within the objectives and policies of this part of the draft Plan.

HNZPT **seeks** that this vision is amended as follows:

*“To manage Manu Bay as a regional surf destination with mana whenua input, ensuring that the cultural, historic heritage, environmental and recreation resources are protected for local and the wider community appreciation and enjoyment.”*

### C.3.3 Cultural Heritage-Nga Taonga Tuki Iho (page 37)

HNZPT supports in part the ObjectiveCB3.3.A “Archaeological and historic sites within the reserve are protected through appropriate management actions”. However it is considered that the objective and policies associated with this Objective require amendment to ensure that appropriate management actions are undertaken.

HNZPT **seeks** that Objective C3.3.A is retained and amended as follows:

*Archaeological and historic sites within the reserve are preserved and protected through appropriate management actions”*

### Policy C.3.3.i (Page 37)

HNZPT considers that the policy C.3.3.i “All archaeological sites will be managed in accordance with Heritage New Zealand Guidelines” should be amended to better reflect the archaeological authority processes required by HNZPT.

HNZPT **seeks** that the policy is amended as follows:

*“C3.3.i All archaeological sites will be managed in accordance with the Heritage New Zealand Pouhere Taonga Act 2014, Guidelines” including obtaining archaeological authorities as required.*

### Explanation section (Page 37)

The explanation needs additional comment around the matter of balancing the importance of the protection of the finite resource of historical and archaeological sites and the need to accommodate recreational needs and values.

HNZPT **seeks** the following addition to the draft Plan;

*“It is important to recognise and provide for the protection of archaeological sites and their values within the reserve environment and ensure that the sites and their values are not compromised by recreational activities”.*

As the policies relate to archaeological authorities, for which HNZPT is also the regulatory authority, HNZPT considers that their role related to archaeology should be included as part of the explanation.

HNZPT **seeks** a new additional sentence to be included into the draft Plan as follows;

*“Heritage New Zealand is the regulatory Authority in relation to archaeology and should also be consulted in the event of any works in an archaeological site or an accidental discovery”.*

### C.3.7 Development –Whakawhanake (Page 42)

HNZPT considers that the Objective and Policy should be more specific regarding the desired level of development for the Manu Bay Reserve. The explanation advises that any development should only be a replacement of an existing structure or facility yet this is not explicitly stated in the objectives and policy. HNZPT also considers that the objective should be further amended to ensure that any development, including replacement facilities does not detract from archaeological or historic heritage values. HNZPT considers that the objective should be amended to provide further clarity around these aspects as follows:

HNZPT **seeks** the following amendments to Objective B.3.7.A

*“B.3.7.A Maintain the existing level of development on the Manu Bay Reserve to ensure the overall levels of development ~~that~~ does not detract from the cultural/environmental, archaeological, historic heritage or recreational values of the reserve.”*

### D.1 Wainui Reserve (Page 43)

#### Discussion

HNZPT considers the following information to be of benefit in relation to the management of the Wainui Reserve into the future.

The benefit of undertaking the management plan process is that it contributes to achieving a much needed balance between protecting archaeological sites, re-vegetation, fencing, stock grazing, and managing the public recreational values of the reserve.

The Wainui Reserve is an archaeologically significant area and there is a need to protect the archaeology of this reserve as required under the Heritage New Zealand Pouhere Act 2014 (HNZPT Act 2014). There are 12 recorded archaeological sites within the reserve including three large pa (R14/137, R14/349 and R14/350).

HNZPT is aware the Council have had a number of archaeological assessments for the reserve which provide a good information base to inform decision making. This includes the work by Andrew Hoffmann in 2008 (see Hoffmann, A. 2008, “Archaeological site assessment and management issues: Wainui Reserve, Raglan”, unpublished report to Waikato District Council, CFG Heritage, Hamilton). This report summarises the management issues for 10 of the recorded archaeological sites within the reserve, including 4 pa sites. In 2012 Hoffmann prepared a further report relating to archaeological sites and their management in the reserve. In 2016 Opus prepared an archaeological assessment for the Raglan Mountain Bike Track which was subsequently granted an authority (no. 2016/866) to develop a track in the reserve (Potts, K. 2016, “Archaeological Assessment, Raglan Mountain Bike Track, Raglan”, unpublished report for Raglan Mountain Biking Club, Opus International Consultants, Hamilton).

The existing archaeological reports have noted the risk to archaeological sites from poorly placed tracks, so it is important that any future track (horses/bikes or other) placement is planned in conjunction with archaeological advice to ensure compliance with the requirements of the HNZPT Act 2014.

Heritage New Zealand does have concerns about the horse trekking proposed as part of the draft Plan and seeks more detail about how this will be managed within this significant archaeological landscape as well as how track placement will be determined. This activity has the potential to cause damage to the archaeological sites. There would be a preference that horse trekking was placed well away from archaeological sites.

HNZPT **seeks** that greater detail is provided to HNZPT for their review prior to decision making regarding how horse trekking and any other tracks are proposed to be managed within Wainui Reserve as well as how track placement will be determined.

#### D.1.3 Historical and Cultural Context (Page 46)

HNZPT supports the inclusion of the historical and cultural context for the Wainui Reserve. This is beneficial given that some of the objectives and policies relate to historic heritage matters.

HNZPT **seeks** that section C.1.3 Historical and Cultural Context is retained.

#### D1.5 Reserve Issues (Page 50)

HNZPT considers that the matters raised in the issues section should have a clear connection to the various objectives and policies that are seeking to resolve the issues. With regard to historic heritage matters that are part of the proposed objectives and policies it is not clear if the matters that those objectives and policies are attempting to rectify are related to Environmental matters-Coastal erosion and sea level changes, or People: Activities, Impacts and Numbers. Perhaps it is a combination of both issues that makes heritage vulnerable.

HNZPT **seeks** that the issues section is amended to include the issue of the vulnerability of historic heritage and why it is vulnerable.

#### D.2 Manu Bay-Management Plan Vision (Page 51)

HNZPT **seeks** the inclusion of the words “historic heritage” into the vision as historic heritage encompasses archaeology matter that is discussed within the objectives and policies of this part of the draft Plan.

HNZPT **seeks** that the Management Vision is amended as follows:

*“To manage Wainui Reserve with local mana whenua as a regional park for people to access the beach, the land, the bush, and to ensure that the cultural, historic heritage, environmental and recreational resources are protected as a feature for local and the wider community appreciation and enjoyment.”*

#### D.3.3 Cultural/Historical Heritage-Ngaa Taonga Tuki Ihho (Page 54)

The Wainui Reserve contains sites that are of cultural and archaeological importance. It is important that the objectives, policies, explanation and the actions to implement are clearly guiding the actions that are to be undertaken while ensuring the protection and preservation of these sites. HNZPT considers that this section requires amendment to reinforce the need for the protection and preservation of archaeological sites and for guidance to be given around appropriate actions to be undertaken.

HNZPT **seeks** that the Objective should be amended as follows:

*“D.3.3.B Archaeological and historic sites within the reserve are protected and preserved through appropriate management actions.”*

Policies D.3.3.ii (Page 54)

HNZPT considers that policy D.3.3.i “All archaeological sites will be managed in accordance with *Heritage New Zealand Guidelines*” should be amended to better reflect the archaeological authority processes required by HNZPT.

HNZPT **seeks** that the policy is amended as follows:

*“D.3.3.i All archaeological sites will be managed in accordance with the Heritage New Zealand Pouhere Taonga Act 2014, Guidelines” including obtaining archaeological authorities as required”.*

Actions to implement (Page 55)

HNZPT is supportive of several of the proposed actions as this will assist to preserve archaeological sites into the future. These actions could also be amended to create greater clarity regarding the intent of the actions

HNZPT **seeks** that the following actions are retained and amended as part of the draft Plan:

*“D3.3.d Engage an archaeologist to examine the state of the sites approximately every 10 years and to determine whether any further actions are needed to ensure the protection and preservation of the archaeological site.”*

*“D.3.3.e ~~Where possible~~ The installation of fences and the removal of trees shrubs and weeds are installed around sites to protect archaeological sites should only be undertaken under the guidance of an archaeologist and confirmed by Heritage New Zealand Pouhere Taonga”. ~~And all trees, shrubs and weeds removed~~*

D.3.5 Farmed setting-Pamu (Page 57)

HNZPT is concerned that while there is mention of heritage within the Objective D.3.5.A in this section, this consideration is not reflected within the policies or the explanation. HNZPT considers that the objectives and policies should be amended to include the consideration of historic heritage within the farm environment.

HNZPT **seeks** the following amendments and new policy:

*“D.3.5.A Ensure the farmed areas of Wainui primary focus is on maintaining rural and historic heritage landscapes through sustainable farming practices, which allow for a range of recreation activities.”*

New policy D.3.5.v

*“Ensure farming practices, including stock management, planting and weed removal do not compromise the integrity of archaeological sites.”*

D.3.6-Woodlots-Pine Ngahengahe (Page 58)

HNZPT is concerned that the Objective and policy suite does not reflect the need to avoid damage to archaeological sites. This concern has been raised within the Explanation and the actions to implement sections, however the discussion is inconsistent in its approach. HNZPT considers that the following amendments to this section would send a clear message of the need to avoid damage to archaeological sites at the time of the management and clearing of woodlots.

HNZPT **seeks** the following amendments:

*“Objective D.3.6.A Manage woodlots for land stability and recreation purposes, while ensuring the protection and preservation of archaeology.”*

*(New) “ Policy D.3.6.11 Ensure that any harvesting and/or replacement planting does not damage or modify archaeology.”*

HNZPT is supportive under Actions to Implement of D.3.6.c “Ensure all archaeological sites are protected and not impacted by the planting or harvesting of Woodlots.” and **seeks** that this action is retained in the draft Plan.

D.3.7 Recreation and Leisure-Ngaa Takaro Puangi (page 59)

HNZPT considers that greater recognition of archaeological and cultural values should be included in this section of the draft Plan, To highlight the importance of these values as part of the policies will assist with balancing the potential conflict between the different values in the reserves. This conflict has been addressed in the explanation but the policies need amending to better reflect the need to get the balance between the values.

HNZPT **seeks** the following amendments:

*“D.3.7.ii Recreational opportunities should be compatible and not impact on ecological, cultural and archaeological values.”*

*“D.3.7.iii Reserve users are allowed to range freely over the reserve except for the following locations:*

- a. Around the farm homestead, workshop and stockyards*
- b. Areas occupied by the Raglan Surf Lifesaving Club*
- c. Through cultural, archaeological and environmentally sensitive locations except on recognised /signposted tracks*
- d. In forestry areas for public safety during harvesting production”.*

D.3.9 Development-Whakawhanake (Page 63)

HNZPT considers that the Objective and Policy should be more specific regarding the desired level of development for the Wainui Reserve. The explanation advises that any development should only be a replacement of an existing structure or facility yet this is not explicitly stated in the objectives and policy. HNZPT also considers that the objective should be further amended to ensure that any development, including replacement facilities does not detract from archaeological or historic heritage values. HNZPT considers that the objective should be amended to provide further clarity around these aspects as follows:

HNZPT **seeks** the following amendments to Objective B.3.7.A (Page 63)

*“B.3.7.A Maintain the existing (?) level of development on Wainui Reserve to ensure the overall levels of development that does not detract from the cultural/environmental, archaeological, historic heritage or recreational values of the reserve.”*

HNZPT **seeks** the following change to the 2<sup>nd</sup> sentence of the Explanation (Page 63)

*“Any development undertaken within the reserve needs to recognise and protect existing cultural sites and archaeological sites, protection and enhancement of ecological habitats, natural bush and revegetation areas, and minimising impact and disturbance of public use”.*

#### Actions to Implement (page 63)

HNZPT is concerned at the range of activities that are identified to be included into the concept plan that have the potential to cause adverse effects on archaeology, such as horse riding, walking and cycling, and mountain biking paths.

HNZPT **seeks** to be consulted as the concept plan is further developed in response to submissions to ensure that the proposed development and associated activities such as horse riding does not have the potential to modify or destroy archaeology.

#### Appendix D: Archaeological Sites (Page 73)

There would benefit in including all the recorded archaeological sites in this appendix and advising that there may be unrecorded archaeological sites in the same vicinity, and that all archaeology sites either recorded or unrecorded are protected from damage or modification under the Heritage New Zealand Pouhere Taonga Act 2014.

#### **4. Conclusion**

In conclusion HNZPT **seeks** that the matters raised in this submission are considered and included into the draft Plan. HNZPT looks forward to ongoing involvement in the development of the draft Plan.

If you have any queries regarding this submission from Heritage New Zealand please contact Carolyn McAlley, on ph. 07 577 4535 in the first instance.

Yours sincerely

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Three Waters Reform - Better Off Funding Assessment Panel Recommendations</b>
Date:	29 September 2022
Report Author:	Deron Sharma - Three Waters Reform Project Manager
Authorised by:	Gavin Ion - Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To provide Council a shortlist of submitted projects that have been assessed and evaluated against the Department of Internal Affairs (**DIA**) Better Off Funding Criteria by the Better Off Funding Assessment Panel (the **panel**). This will enable Council to select and approve the projects that will be incorporated into the Three Waters Reform – Better Off Package (Tranche 1 Funding) Funding Agreement (the **Funding Agreement**) with the DIA.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The better off funding application process saw a total of 115 applications being received, with a cumulative value of over \$50 million. Through a different process for Council, which saw staff working in collaboration with iwi partners to empower our communities, a shortlist of 19 projects, valued at \$6.864 million, was developed. Whilst a standard, procurement process was followed in the evaluation of the longlist to the shortlist, the recommended projects have a mix of Council led, community led, and iwi led projects.

There are recoverable costs for staff time, administration, and project management that will be disbursed from the funding. Accounting for recoverable costs, project management and contingency during the delivery period, there was still available funding to realize Council's aspiration for fortifying community safety through the installation of, and upgrades to, CCTV cameras with automatic plate number recognition capabilities across different districts within the rohe (region).

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Staff have provided a list of contingency (backup) projects that also scored highly during the qualitative evaluation, indicating high alignment with DIA and Council criteria. These projects will be submitted to the DIA for consideration to be used as a substitute project in the event that a shortlisted project cannot be delivered or does not meet the better off funding requirements from DIA's perspective.

Staff consider the contents of this report to be of high significance and have engaged with the community directly, Waikato-Tainui, and DIA during the process. Staff will continue to engage with applicants to provide progress updates until a decision is made by DIA.

It is the recommendation of staff that Council accept **Option 1**, which encompasses the contingency list and the shortlist, with the CCTV project as an addendum to reflect Council aspirations. Moreover, staff recommend that the Chief Executive be delegated the authority to sign the Funding Agreement.

### 3. Staff recommendations Tuutohu-aa-kaimahi

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**That the Waikato District Council:**

- a. **accepts Option 1 that the recommended shortlist and contingency projects from the better off funding assessment panel, with the addition of CCTV to the program of works, be put forward for funding from the DIA via the Three Waters Reform – Better Off Package (Tranche One Funding) Funding Agreement.**
  - b. **acknowledges that all of the better off funding applications have been assessed and evaluated by the better off funding panel and the shortlisted submissions provided to Council have ranked highest against the DIA evaluation criteria as well as Waikato District Council's strategic vision.**
  - c. **notes that, under the agreed Terms of Reference with iwi, Council has the right to select and approve any project submitted for better off funding that meets the DIA better off funding criteria.**
  - d. **approves Council entering into the Three Waters Reform – Better Off Package (Tranche One Funding) Funding Agreement with the Department of Internal Affairs.**
  - e. **delegates to the Chief Executive, authority to sign the Three Waters Reform – Better Off Package (Tranche One Funding) Funding Agreement with the Department of Internal Affairs on behalf of Council.**
  - f. **recommends that the approved better off funding projects are allocated to Council's Project Management Office (PMO) to enable Council to either deliver internally or provide project management oversight to community groups self-delivering for the purpose of ensuring projects are delivered within scope and DIA reporting criteria.**
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- g. notes that, where approved projects are community delivered, appropriate contracts are signed with those community groups ensuring projects outcomes and deliverables are aligned with Council's obligations under the Funding Agreement with the DIA.**
- h. notes that a lessons learned report will be prepared to reflect the learnings from the novel process developed for tranche one and utilize it for improvements for tranche two.**

## **4. Background**

### **Koorero whaimaarama**

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The better off funding package from the DIA is an investment by the Crown into local government and communities for future wellbeing.

Territorial authorities will be required to demonstrate that the use of this funding supports the three waters service delivery reform objectives and other local wellbeing outcomes whilst aligning with the priorities of central and local government, through meeting all or some of the following criteria:

- supporting communities to transition to a sustainable and low-emissions economy, including building resilience to climate change and natural hazards;
- delivery of infrastructure and/or services that:
  1. enable housing development and growth, with a focus on brownfield and infill development opportunities where those are available,
  2. support local place-making and improvements in community well-being.

Council recognises that the criteria for the funding package requires local authorities to engage with iwi/Māori in determining how it will use its funding allocation.

The Department of Internal Affairs' minimum expectations of Council regarding iwi/Māori engagement for the first tranche of funding are:

- Identify Māori impacted by the kaupapa (purpose) of the work, with a focus on hapū, iwi, post-settlement government entities, other mana whenua
- Evidence of genuine engagement, extending beyond standing committees
- Identify issues/concerns arising from the engagement, and steps taken to accommodate and support these interests.

At the Infrastructure Committee meeting on 22 May 2022, Council agreed to the establishment of an assessment panel to consider applications for better off funding and make recommendations to Council on how the first \$7.88 million putea (grant) should be allocated.

At this meeting, Council agreed that Council staff and our treaty partners should be equally represented on the panel and that the panel should operate under a Terms of Reference that needed to be approved by Council.

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On 30 June 2022, Council approved this Terms of Reference, giving the panel the authority to assess the incoming applications and make recommendations to Council on projects best suited to receive the funding based on:

- alignment with DIA criteria
- assessment of the projects against the Local Government Act's wellbeing mandates
- Waikato District Council's vision of liveable, thriving, connected communities

With Council seeing fit to appoint four iwi representatives with four council representatives, the panel appointed Haydn Solomon (Western Iwi Representative) and Everard Whangapirita (WDC Procurement Manager) to look at the requirements and build a methodology that would be able to support the criteria requirements, timelines, and governance oversight.

With tight timelines, the team saw the value of working within the community, utilising marae infrastructure, connectivity, and established relationships. Furthermore, the DIA partnership matrix provided the context, highlighting Council's foresight to enable the opportunity for early partnership through the establishment of the panel.

By establishing a Mātauranga Māori approach, Council recognized the requirement to *Inform, Consult, Collaborate, and Partner* to enable a successful transition for future funding within Tranche two while building on an established relationship with Waikato-Tainui and their representatives in tranche one.

## 5. Discussion and analysis

### Taataritanga me ngaa tohutohu

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The assessment panel's process was broken down into two phases, the former being qualitative and the latter, quantitative. This enabled the panel to objectively assess projects solely on the merits against the funding criteria and WDC's strategic focus areas before considering projects based on financial information. This involved utilizing a marae-based, engagement model wherein the panel members and applicants were welcomed through a Pōwhiri facilitated by iwi panel members.

#### Wāhanga Tuatahi – Phase One

Phase one reviewed all projects while focusing on a qualitative approach. While the DIA only required projects to meet one of the funding criteria to be eligible for funding, the assessment panel developed an evaluation methodology that rewarded projects for meeting multiple criteria. The purpose of doing this was two-fold: firstly, to set the bar higher than DIA to increase likelihood of success for Council's recommendations, and secondly, to ensure that projects were scored fairly and holistically against all the available criteria. This method gave the panel the ability to be consistent while reviewing to a high standard under tight turnaround times.

After the marae presentations, phase one saw paired panel members (one Council staff and one iwi representative in each pair that was assigned to each ward) independently score each application before reaching a consensus amongst themselves. Projects scored higher than 7 out of 10 points were presented to the entire panel for further consideration until consensus amongst the quorum was reached.

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During this phase, if panel pairs had uncertainties or concerns about a particular application, it was raised with the remainder of the panel as a point of discussion. This constituted the qualitative phase wherein the panel considered each application based on its merits against the DIA and WDC criteria under probity in practice.

### Wāhanga Tuarua – Phase Two

In this phase, the philosophy distinguishing the differing levels of experience between Council or Community is explained by the approach of tuakana and tēina, or big brother and little brother. The panel acknowledged the disparities in resources available to, and capabilities of, tuakana and tēina projects during the assessment, whilst maintaining alignment to the DIA criteria.

Once the panel moderated on projects that best fit the DIA criteria and WDC's vision, the pricing associated with each application was released to the panel. Based on the criteria, the scoring of each project, its value for money, and deliverability, a secondary moderation was carried out to develop a shortlist. Projects that were filtered out during this phase was classified as a contingency project. Contingency projects are a list of projects that can be substituted into the programme of works (by virtue of meeting the DIA criteria) if a shortlisted project cannot be achieved during the delivery period or not approved by DIA.

The panel used auxiliary prioritization factors to litmus test projects during moderation:

- credibility of applicant
- likelihood of successful delivery
- profiteering
- number of beneficiaries within the community
- shovel readiness
- delivery timeframe (realistic/compliant)
- independence/reliance on other funding sources
- balance of stakeholder benefits (fair representation)
- value of request against the funding available to ensure equitable distribution of funds.

In total, 107 applications, with a cumulative value of over \$50 million, were received and assessed using the process outlined above. The distribution of projects within the North, South, East, and West wards have been tabulated (**Table 1**).

**Table 1: Summary of application numbers and project costs by ward**

	East	North	South	West
<b>Number of Applications</b>	24	23	26	31
<b>Cost of Projects (\$ million)</b>	12.797	5.866	17.505	13.833

Out of the 107 projects, the Taupiri Community Shared Pathway was split into two stages as it was a multi-stage project, and the Te Paina project was split into seven different projects as the application form referenced seven discrete projects. Once this splicing was applied, it brought the total application count to 115.

Out of this total count, 19 projects were shortlisted, and 11 projects were classed as contingency projects.

The mahi (work) undertaken by staff to deliver the three waters reform better off funding is above business as usual activities; the costs associated with delivery has been attributed to project costs, thereto.

Council has already incurred around \$180, 000 to date (**Table 2**) and will continue to incur recoverable costs for staff time, project management, and administration.

**Table 2: Summary of costs incurred**

Activity	Cost (\$)
Community engagement costs	10, 000
Recovery of staff time on assessment panel	70, 000
Remuneration of iwi panel members	30, 000
Project management and administration	70, 000
<b>Total costs incurred</b>	<b>180, 000</b>
<b>Total available funding for projects</b>	<b>7, 700, 000</b>

These costs will be drawn down from the available funding of \$7.88 million, which brings the available funding down to \$7.7 million.

The assessment panel's shortlisted projects have a cumulative value of \$6.018 million. When a 10% contingency and 20% project management cost is applied, this brings the total to \$6.86 million, leaving a remainder of \$840, 000 (**Table 3**).

The Whaingaroa Wharf Walkways project already has contingency and project management programmed into the application costs so additional disbursements should not be required.

**Table 3: Summary of shortlisted projects with associated delivery costs**

Shortlisted Project	Value (\$)	Contingency (10%)	Project Management (20%)	Project Total
Whaingaroa Wharf Walkways	3,200,000	-	-	3,200,000
Taupiri Community Shared Pathway (Stages 1 and 2)	529,750	52,975	105,950	688,675
Whatawhata Playground	250,000	25,000	50,000	325,000
T.A.S.K (Te Akau South Kaitiaki)	44,022	4,402	8,804	57,229
Te Kauwhata Community Transport Service Electric Car Project	45,000	4,500	9,000	58,500
Te Ao Moana Whaingaroa	17,957	1,796	3,591	23,344
Whatawhata Country Tennis Club Upgrades Lights	90,000	9,000	18,000	117,000
Naike Wellness Hub/Community Gym	142,024	14,202	28,405	184,631
Waerenga Community Hub Feasibility	116,390	11,639	23,278	151,307

Accessibility Lift for Creative Space Building at Raglan Old School Arts Centre	29,536	2,954	5,907	38,397
Restoring Mauri to Davies Park	421,500	42,150	84,300	547,950
Te Kowhai Structure Plan	250,000	25,000	50,000	325,000
Kimihia Lakes Irrigation and Picnic Site	96,040	9,604	19,208	124,852
Community Heartsaver Defibrillators	29,490	2,949	5,898	38,337
Raglan Bowling Club Irrigation Upgrade	7,018	702	1,404	9,123
Te Paina Project 2 - Te Paina Restoration	485,000	48,500	97,000	630,500
Te Paina Project 1 - Pest Eradication	130,000	13,000	26,000	169,000
Te Paina Project 4 – 3 Waters Program	75,000	7,500	15,000	97,500
Waka Energy Resources & Papakainga Project	60,000	6,000	12,000	78,000
<b>SUB-TOTAL</b>	<b>6,018,727</b>	<b>281,873</b>	<b>563,745</b>	
<b>TOTAL</b>				<b>\$6,864,345.10</b>

In addition to the above projects, Council have indicated a desire to include an application for CCTV cameras across a number of district locations. These include Pōkeno, Ngāruawāhia, Rāhui Pōkeka Huntly, Whaingaroa Raglan, and Tamahere.

Staff have undertaken high level estimates of installing and maintaining CCTV in these locations based on the CCTV installation in Rāhui Pōkeka Huntly. Estimates totalled approximately \$540, 000 for 20 cameras with pan, tilt, zoom capability as well as automatic plate number recognition in 10 locations. With the available funding of approximately \$840, 000 Council's aspiration of having safer communities through CCTV can also be realised (**Table 4**).

**Table 4: Breakdown of estimated CCTV project costs**

Activity	Value (\$)	Contingency (10%)	Project Management (20%)	Project Total (\$)
<b>Capital Expenditure</b>				
Design	18,000	1,800	3,600	23,400
Hardware - Cameras	40,000	4,000	8,000	52,000
Hardware - Storage & Networking	180,000	18,000	36,000	234,000
Hardware - Poles	25,000	2,500	5,000	32,500
Traffic Management	30,000	3,000	6,000	39,000
Security (2x static Armourguard)	-	-	-	-
Electrical Work	30,000	3,000	6,000	39,000
Installation Contractor	50,000	5,000	10,000	65,000
<b>SUBTOTAL CAPEX</b>	<b>373,000</b>	<b>37,300</b>	<b>74,600</b>	<b>484,900</b>

### Operational Expenditure

Grid connection annual fee	2,000	200	400	2,600
Network Management cost per node	100	10	20	130
Monitoring of cameras	20,000	2,000	4,000	26,000
Repairs and Maintenance	20,000	2,000	4,000	26,000
<b>SUBTOTAL OPEX</b>	<b>42,100</b>	<b>4,210</b>	<b>8,420</b>	
<b>SUBTOTAL</b>	<b>415,100</b>	<b>41,510</b>	<b>83,020</b>	
<b>TOTAL</b>				<b>\$539,630</b>

The assessment panel has also recommended a list of 11 contingency (backup) projects to Council (**Table 5**). These contingency projects also scored well against the DIA criteria and can be substituted into the better off funding delivery program if one of the shortlisted projects cannot be delivered or if, in the future, Council finds itself incurring lesser project management and delivery costs than current estimates.

**Table 5: Summary of contingency projects**

Backup Project	Value (\$)	Contingency (10%)	Project Management (20%)	Project Total (\$)
Taupiri Community shared Pathway (Stage 3)	925,425	92,543	185,085	1,203,053
Hinemoa H2O - Feasibility	1,000,000	100,000	200,000	1,300,000
Durham Precinct Revitalisation	625,000	62,500	125,000	812,500
The Refinery Health and Fitness Ltd	143,000	14,300	28,600	185,900
Pura Whetu ki Whaingaroa	99,500	9,950	19,900	129,350

WDC Shades of Playgrounds	92,000	9,200	18,400	119,600
Te Paina Project 3 - Water, Air & Soil Testing	750,000	75,000	150,000	975,000
Te Paina Project 5 - Taiao Safe Marae	50,000	5,000	10,000	65,000
Te Paina Project 6 Mātauranga Māori Academy	20,000	2,000	4,000	26,000
Te Paina Project 7 Land Wars Heritage Trail	2,000	200	400	2,600
TIAKI Feasibility - Huntly Green Energy	590,000	59,000	118,000	767,000
<b>SUB-TOTAL</b>	<b>3,901,250</b>	<b>390,125</b>	<b>780,250</b>	
<b>TOTAL</b>				<b>\$5,586,002.50</b>

## 5.1 Options

### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Council to consider, which are set out below.

#### Option One:

Council accepts the assessment panel's recommendations for shortlisted projects and contingency projects as well as the addition of CCTV to the program of works.

#### Option Two:

Council does not accept the recommendations of this report and does not proceed with the better off funding application to DIA.

Staff recommend **Option One** as it aligns with expectations which have already been set with community and iwi partners.

## 5.2 Financial considerations

### Whaiwhakaaro puutea

Funding of the individual projects, allocation of funds received from the DIA, and the preparation of reports and supporting information will be done following the accepted Council processes in respect of Grant Funding.

Council can make monthly payment requests to DIA under the Funding Agreement. DIA has confirmed that such payment requests must include a copy of an invoice (paid or unpaid); however, if an invoice is not received but is imminent, information explaining this and any supporting documentation will be sufficient.

Payments by Council to funding recipients are required to be in advance (either in a lump sum or by instalment) of works completed, otherwise the recipients will likely not have the cashflow to commence works.

Accordingly, as payment claims to DIA are in arrears of Council, providing funding to the funding recipient poses a financial risk to Council. This risk can be partially mitigated by ensuring advance payments to recipients are no more than one month ahead of actual expenditure, supported by invoices and appropriate documentation. Caps will also be placed on all projects to ensure no more than the project sum is advanced to the recipients.

### **5.3 Legal considerations** **Whaiwhakaaro-aa-ture**

The Funding Agreement that Council will sign with DIA does not account for Council empowering communities to lead their projects. There are certain risks to Council in administering the better off funding to community groups. Applicants will be advised that funding will be administered on the basis that said applicant has the appropriate legal authority to exercise rights to carry out the proposed works on the asset(s) referenced in the application.

Council's Legal Team have reviewed the Funding Agreement, highlighted key terms and have attempted to negotiate some clauses with DIA, with the DIA confirming that it has no appetite to negotiate the terms. The Legal Team has concluded that, on balance, the terms of the Funding Agreement are not unreasonable or onerous. Of importance to note is that Council is responsible for all cost overruns and shortfalls.

There is additional, legal risk associated with Council passing on the funds to funding recipients (as opposed to Council using the funds on its own project). This is because Council will be reliant on the funding recipient to provide invoices/required documentation to make payment claims and provide reports to the DIA and for overall compliance with the terms of the Funding Agreement between Council and the DIA to not give rise to a right of termination for DIA.

This risk can be mitigated in part by a "back-to-back" agreement between Council and the funding recipient (who must be a legal entity), essentially passing on Council's obligations to DIA to the funding recipient and providing "claw back" provisions so that, if for any reason the DIA will not pay Council, Council could seek the money back from the funding recipient. However, Council is still reliant on such information being provided and if the funding recipient breaches its agreement with Council, Council will in turn breach its agreement with DIA.

Furthermore, recovering any money from the funding recipient is contingent upon the financial standing of the funding recipient, if they are a small community group, they are unlikely to have the means to repay and to provide security.

There are also clauses that funding recipients/community groups may find difficult to adhere to such as compliance with professional codes of conduct, carrying out the works in accordance with best industry practice, ensuring transactions are arm's length and best value for money. Council's Legal Team, in conjunction with Brookfield's lawyers, will draft the back-to-back Agreement should Council resolve to enter into the Funding Agreement and for the funds to be provided to the funding recipients.

#### **5.4 Strategy and policy considerations**

##### **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with Council's policies, plans, prior decisions, and vision of "Liveable, thriving and connected communities - He noohanga aahuru, he iwi whai ora, he hapori tuuhono tahi."

Furthermore, the report and recommendations are congruent with Council's community outcomes and goals of:

- Supporting our communities by fortifying accessibility to this fund
- Building our economy by investing in jobs and opportunities within our district
- Working together with our communities by enabling face-to-face discussions between panel members and project submitters and providing support to project submitters that need help in developing their proposals
- Modernizing infrastructure where it is appropriate to do so
- Maintaining existing assets

#### **5.5 Maaori and cultural considerations**

##### **Whaiwhakaaro Maaori me oona tikanga**

Through the formation of the panel and the subsequent mahi that has been achieved in these timeframes, Council has exceeded the minimum expectations of engagement from DIA.

The formation of the Panel has given Council the opportunity to:

- work together with iwi/Māori
- determine issues together
- develop solutions together
- involve iwi/Māori in the decision-making process

With reference to the DIA's matrix for building partnership (**Figure 1**), it is evident that Waikato District Council is not only engaging but partnering and working in collaboration with treaty partners and iwi. This level of engagement is also congruent with Council's Significance and Engagement Policy, wherein Council staff and iwi panel members demonstrated "Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions."

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		<b>1 Current State</b> <span style="float: right;">→ <b>2 Future State</b></span>		
		<i>Inform</i>	<i>Consult</i>	<i>Collaborate</i>
Principles of Effective Engagement	Engage early	▶ Advise iwi/Māori of what is happening		
	Be inclusive	▶ Provide information to iwi/Māori	▶ Keep iwi/Māori informed ▶ Seek feedback from iwi/Māori	▶ Work together with iwi/Māori
	Think broadly		▶ Listen to iwi/Māori ▶ Acknowledge iwi/Māori concerns & aspirations	▶ Determine issues/problems together
Principles of Partnership	Plan and co-design together		▶ Develop solutions together	▶ Develop the solution together
	Share decision-making		▶ Involve iwi/Māori in the decision-making process	▶ Co-design the process
	Relationship built on trust and respect	<div style="background: linear-gradient(to right, #90EE90, #006400); height: 20px; width: 100%;"></div>		
		Weak	Strong	

**Figure 1: Department of Internal Affairs partnership matrix**

The panel has given equal consideration to the needs of Council and our wider community, including the needs of tangata whenua. Reflected in the preferred option of this report, the denouement of the panel's shortlisting process also realizes iwi aspirations for the district.

While the panel was unable to report directly to the Waikato River Settlement-Joint Management Agreement Committee due to scheduling conflicts, the work undertaken gives effect to the principles of 'Co-Management' and 'Integration' outlined in the Agreement and has elemental foundations on the principle of Pātuitanga (Partnership) in Te Tiriti o Waitangi.

## 5.6 Climate response and resilience considerations

### Whaiwhakaaro-aa-taiao

The DIA criteria for this putea (fund) places an emphasis on building a low emissions economy and resilience to climate change and natural hazards. Staff have to consider and plan for natural hazards that are unique to our district's geography.

Council's commitment to improving emissions and building resilience to climate change is exemplified through the preferred option, wherein 11 of the 19 shortlisted projects were, in the panel's view, found to meet this criterion. Similarly, 8 out of the 11 contingency projects were assessed to meet this criterion. The next step would be for staff to work with applicants to devise mechanisms through which these can be measured and reported.

## 5.7 Risks

### Tuuraru

There are reputational, financial, and strategic risks that staff have considered and planned treatments for (**Table 6**).

**Table 6: Risks to Council**

Risk	Consequence	Treatment
Applicants failing to meet reporting requirements.	<ul style="list-style-type: none"> <li>DIA does not pay Council.</li> <li>Redirection of WDC resources for mitigation.</li> <li>WDC potentially in breach of Funding Agreement.</li> </ul>	<ul style="list-style-type: none"> <li>WDC likely to administer funding on receipt of invoice.</li> <li>WDC project manager to act as monitor.</li> <li>Bespoke legal agreements between WDC and successful applicants to mitigate risks to WDC.</li> </ul>
Applicants' conduct or practices does not align with WDC values or contravenes WDC's Funding Agreement with DIA.	<ul style="list-style-type: none"> <li>Reputational damage to WDC.</li> <li>WDC potentially in breach of Funding Agreement.</li> <li>Regulatory Compliance issues.</li> </ul>	<ul style="list-style-type: none"> <li>WDC project manager to act as monitor.</li> <li>Bespoke legal agreements between               <ul style="list-style-type: none"> <li>WDC and successful applicants to mitigate risks to WDC.</li> </ul> </li> </ul>
Public scrutiny over project shortlist.	Reputational damage to WDC.	<ul style="list-style-type: none"> <li>Panel members given process and evaluation training.</li> <li>ELT involvement in assessment panel.</li> <li>Retrospective and live probity administered.</li> <li>DIA involvement and support in the process.</li> </ul>
Public perception of Council's acceptance of better off funding in relation to wider three waters reform program.	<ul style="list-style-type: none"> <li>Reputational damage to WDC.</li> <li>Strategic/Political issues.</li> </ul>	Communications strategy, contingent upon Council direction.
Project overspends.	Going over budget from available funding.	<ul style="list-style-type: none"> <li>Legal agreement to reflect that applicants responsible for overspending as WDC cannot be committed beyond the available funding.</li> <li>WDC project manager to act as monitor.</li> </ul>

## 6. Significance and engagement assessment Aromatawai paahekoheko

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### 6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of high significance, in accordance with the Council's [Significance and Engagement Policy](#).

#### AND

The following criteria are particularly relevant in determining the level of significance for this matter:

- The degree to which the issue has a financial impact on Council or the rating levels (both targeted and general) of its communities.
- The likely impact on present and future interests of the community, recognising Māori Tikanga (culture values) and their relationship to land and water.
- The proposal affects the level of service of a significant activity.
- The community interest is likely to be high.
- The likely consequences are controversial.
- There is more than one viable option.

### 6.2 Engagement Te Whakatuutakitaki

Engagement on the contents of this report has been high.

Council has engaged with the applicants on 8 different occasions, including four online drop-in sessions and four kanohi ki te kanohi (face to face) sessions held at marae. The next step in the communications and engagement plan is to give applicants a progress report and expected timeframe for notification of success, which is dependent on DIA.

The following areas have been priorities in the communications and engagement approach:

- keeping Waikato-Tainui informed through iwi panel members
  - keeping the Department of Internal Affairs informed and ensuring the activities undertaken are aligned with any relevant policies or contractual obligations
-

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input checked="" type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>Staff have worked collaboratively with our iwi/hapū to maximise engagement with the community, which has also strengthened the relationship between Council and its treaty partners in the process.</p> <p>Staff have maintained consistent engagement with the Department of Internal Affairs through John Mackie, Council's Relationship Manager at Crown Infrastructure Partners, whereupon it was indicated that Waikato District Council is one of the leading territorial authorities in the engagement space.</p> <p>Through this process, staff are gearing Council for the future for local government, a co-designing partnership between Council and treaty partners, and securing Tranche Two of the Better-off Fund, if available.</p>				

Stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other (Please Specify) Waters Governance Board Department of Internal Affairs Crown Infrastructure Partners

## 7. Next steps Ahu whakamua

The next steps for staff would be to:

- Submit the funding application to DIA
- Inform applicants of application progression and anticipated DIA timeframes
- Upon approval from DIA, Council's delegated authority will sign the Funding Agreement
- Further refine project management and administration cost projections and estimates
- Engage with relevant staff and suppliers for CCTV project delivery
- Create bespoke funding agreements with each successful applicant
- Work with applicants to devise reporting templates and strategies
- Prepare financial reporting documentation for DIA
- Prepare a handover of project delivery to the PMO.

## 8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	High
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Confirmed
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments Ngaa taapirihanga

There are no attachments for this report.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Recommendation to Review Community Board and Committee Funding</b>
Date:	29 September 2022
Report Author:	Colin Bailey, Finance Manager
Authorised by:	Alison Diaz, Chief Financial Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To advise Council of the funding arrangements and costs of administering the Community Boards and Committees, and to seek Council's recommendation the incoming Council undertakes a review of the funding arrangements and recovery of the administration costs.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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There are six Community Boards and four Community Committees funded by a mix of targeted and general rates. Grants to local communities and small projects are funded by a single reserve and this takes no account of the targeted rate income or size of the community contributing to the targeted rate income.

The incoming Council has an opportunity in the Long Term Plan 2024/2034 to review the funding of the Committees, as well as the allocation of those funds to each committee to support projects within their communities.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. notes the funding arrangements and costs of administering the Community Boards and Committees.**
  - b. recommends the incoming Council undertakes a review of the funding arrangements and recovery of the administration costs in the Long Term Plan 2024/2034.**
-

## 4. Background

### Koorero whaimaarama

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There are six Community Boards:

- Huntly
- Taupiri
- Ngaruawahia
- Raglan
- Tuakau
- Rural – Port Waikato

These Community Boards are funded by Targeted Rates paid by ratepayers in the respective catchment areas (currently \$23.12 per property) and General Rate appropriations equalling the administration and overheads costs.

There are four Community Committees:

- Pokeno
- Meremere
- Te Kauwhata
- Tamahere

These Community Committee are funded from General Rates.

The annual Targeted Rate income for the Community Boards (\$276,314 in the 2021/2022 Financial year) is held in a single reserve fund. This fund pays direct costs of the Boards (e.g., the remuneration of elected officials) with the remainder of the fund available for grants made by the Boards to local community initiatives and projects. There is no cap on the value of grants made per Committee, i.e., a committee can approve and pay grants in excess of their Targeted Rate income, to the detriment of other Committees.

In addition to the above, the administration costs and overhead allocation made to each of the Committees are funded from General Rates. The overheads allocation, supported by an estimate of the time sent by staff directly involved with the Community Boards and Committees, amounts to \$332,000 in the 2021/2022 financial year.

### 4.1 Options

#### Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the funding of Community Boards and Committees. The options are set out below:

1. The funding remains as is whereby the committees are funded by both targeted and general rates, and the single reserve fund is available for grants irrespective of the contribution to the fund by each committee.
2. The incoming Council undertakes a review of the funding arrangements and recovery of the administration costs in the Long Term Plan 2024/2034.

Staff recommend Option 2 to achieve an equitable outcome to support each of the communities involved.

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## **4.2 Financial considerations**

### **Whaiwhakaaro puutea**

A review would need to be completed in time for consultation with the Long Term Plan 2024/2034.

## **4.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Council has a statutory obligation to consult procedure during the Long Term Plan 2024/2034 process.

## **4.4 Strategy and policy considerations**

### **Whaiwhakaaro whakamaaherehere kaupapa here**

A review will be incorporated into the work programme for the Long Term Plan 2024/2034.

## **4.5 Maaori and cultural considerations**

### **Whaiwhakaaro Maaori me oona tikanga**

Impacts to Maaori would be considered as part of the Long Term Plan consultation process.

## **4.6 Climate response and resilience considerations**

### **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

## **4.7 Risks**

### **Tuuraru**

The recommendations in this report have a low overall Risk Profile as determined by Council's Risk Profile Assessment Tool.

# **5. Significance and engagement assessment**

## **Aromatawai paahekoheko**

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## **5.1 Significance**

### **Te Hiranga**

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#).

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## 5.2 Engagement

### Te Whakatuutakitaki

Highest level of engagement	Inform ✓	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>- Public notice on the Council website and local newspapers</li> <li>- An update on the Council Website</li> <li>- Promotional Media release</li> <li>- Social media posts to support the release on the Council Facebook page.</li> </ul>				

## 6. Next steps

### Ahu whakamua

To adopt the Annual Plan 2022/23 at the Council meeting on 27 June 2022.

## 7. Confirmation of statutory compliance

### Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's Terms of Reference and Delegations. *Refer to the [Governance Structure](#)* Confirmed

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*). Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*). Low

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (*Section 6.2*). Confirmed

The report considers impact on Maaori (*Section 5.5*) Confirmed

The report and recommendations are consistent with Council's plans and policies (*Section 5.4*). Confirmed

The report and recommendations comply with Council's legal duties and responsibilities (*Section 5.3*). Confirmed

## 8. Attachments

### Ngaa taapirihanga

None.

<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Annual Dog Control Report 2021/2022</b>
Date:	16 September 2022
Report Author:	Tracey Oakes – Animal Control Team Leader
Authorised by:	Sue O’Gorman - General Manager, Customer Support

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To seek approval from Council to publish the 2021/2022 report on the administration of Council’s Dog Control Policy and practices being carried out by the Council, as required by section 10A of the Dog Control Act 1996.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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Section 10A of the Dog Control Act 1996 requires each Territorial Authority to report annually on the administration of Council’s Dog Control Policy, adopted under section 10 of the Act, and any other dog control practices being carried out by the Council. The Territorial Authority must give public notice and make the report publicly available.

A Dog Control Report is compiled annually by this Council and contains the information required under section 10A along with additional information for the public.

The purpose of this report is to request Council’s approval for the 2021/2022 Dog Control Report (as **attached**) so that Council can give public notice and the report can be placed on the Council website for the community, in accordance with our legislative obligations.

## **3. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**That the Council approves the Annual Dog Control Report 2021/2022 (as attached to this staff report) for release to the community via our website.**

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## 4. Background

### Koorero whaimaarama

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Section 10A of the Dog Control Act 1996 states;

#### **10A Territorial authority must report on dog control policy and practices**

*(1) A territorial authority must, in respect of each financial year, report on the administration of—*

- (a) its dog control policy adopted under [section 10](#); and*
- (b) its dog control practices.*

*(2) The report must include, in respect of each financial year, information relating to—*

- (a) the number of registered dogs in the territorial authority district:*
- (b) the number of probationary owners and disqualified owners in the territorial authority district:*
- (c) the number of dogs in the territorial authority district classified as dangerous under [section 31](#) and the relevant provision under which the classification is made:*
- (d) the number of dogs in the territorial authority district classified as menacing under [section 33A](#) or [section 33C](#) and the relevant provision under which the classification is made:*
- (e) the number of infringement notices issued by the territorial authority:*
- (f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*
- (g) the number of prosecutions taken by the territorial authority under this Act.*

*(3) The territorial authority must—*

- (a) give public notice, as defined in [section 5\(1\)](#) of the Local Government Act 2002, of the report; and*
- (b) make the report publicly available, as described in [section 5\(3\)](#) of that Act.*

## 5. Discussion

### Matapaki

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The Section 10A report is **attached** as Schedule One to this report for the 2021/2022 period. The 2022/2023 year will be reported on in the next financial year.

The key information is summarised below, for comparative purposes *Table 1: Key Data 2020/21 and 2021/22* is included to show any emerging trends.

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Table 1: Key Data – 2020/2021 and 2021/2022

<b>Requests for Service</b>	<b>2020/2021</b>	<b>2021/2022</b>
Dog Nuisance	330	209
Stray/Trespass	1,244	1,024
Property Visit (owner classifications/unregistered etc)	363	225
Dog Welfare	86	71
Trap Required	21	18
Dog to collect (Surrendered)	77	84
Dog Attack	328	391
Other (includes Livestock Trespassing, Animal Charges for impounded dogs, missing dog reports, assisting police etc)	1028	778
Subsidised Dog Desexing Project	52	56
Total number of Requests for Service	3529	2,856

<b>Classifications</b>	<b>2020/2021</b>	<b>2021/2022</b>
Total Number of Probationary Owners	2	0
Total Number of Disqualified Owners	10	8
Total Number of dogs classified as Dangerous	27	29
Dangerous by Owner Conviction Under S31(1)(a)	0	0
Dangerous by Sworn Evidence S31(1)(b)	27	26
Dangerous by Owner Admittance in Writing S31(1)(c)	0	3
Total Number of Dogs Classified as Menacing	173	170
Menacing under S33A(1)(b)(i) by Behaviour	80	85
Menacing under S33A(1)(b)(ii) by Breed Characteristics	4	4
Menacing under S33C(1) by Schedule 4 Breed	89	81

<b>Registration</b>	<b>2020/2021</b>	<b>2021/2022</b>
Total number of known dogs	15,344	15,752
Total number of registered dogs	14,107	14,351
Percentage of registered dogs	91.94%	91.11%

<b>Infringements Issued</b>	<b>2020/2021</b>	<b>2021/2022</b>
Number of infringements issued	397	442

<b>Prosecutions</b>	<b>2020/2021</b>	<b>2021/2022</b>
Number of prosecutions initiated	4	2
Number of prosecutions completed	2	2

<b>Impounded Dogs</b>	<b>2020/2021</b>	<b>2021/2022</b>
Total number of impounded dogs	763	682
Impounded dogs returned to owner	390	296
Impounded dogs euthanased	184	167
Impounded dogs rehomed	184	217
Held pending prosecution	5	2

In comparing the two years of data, the emerging trends are as follows:

- The drop in the number of 'Other' requests for service is due to a change in how we create adoption fees. A service request is no longer raised.
- There has been a drop in wandering dog Service Requests. This may be a direct result of increased proactive patrolling to ensure dogs are kept at home.
- There has been a substantial increase in dog attacks. This is predominantly recorded in the current dog attacks (happened within the last 4 hours). There has not been a subsequent increase in classifications or prosecutions. There have been no serious dog attacks on people leading to permanent disability or serious injury. There were 28 serious dog attacks on other animals (a slight increase on 26 in 20/21). There were 15 recorded attacks on people that led to medical treatment being sought (a slight increase on 13 in 20/21).
- There has been a decrease in the number of current livestock trespassing jobs.
- The impounded dog numbers are sitting steady when comparing the trend over the last 4 years.

We note that the Act requires us to report on our Dog Control Policy. The current Dog Control Policy is dated 2022 and was reviewed this year, together with the Dog Control Bylaw. The Dog Control Bylaw and The Dog Control Policy were adopted in May 2022.

## 6. Next steps Ahu whakamua

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By releasing the report and making it available for public viewing, the activities of Animal Control will be transparent and accessible to our communities.

Public notice will be given to advise of the release of the report and the document will be made available on the Council website once approved for release.

Section 10A of the Dog Control Act 1996 requires that the report is prepared, advertised by public notice and made available to the public.

## 7. Attachments Ngaa taapirihanga

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Attachment 1 – Section 10A Report for 2021/2022

Attachment 2 – Waikato District Council Dog Control Policy 2022

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WAIKATO DISTRICT COUNCIL

# ANIMAL CONTROL



1 JULY 2021 -  
30 JUNE 2022

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## About this report

Section 10A of the Dog Control Act 1996 requires every local council to report on its dog control policy and practices each financial year. This report is for the Waikato District Council Animal Control team from 1 July 2021 to 30 June 2022.

## Dogs in our district

The Waikato district covers more than 400,000 hectares – both rural and urban.

Over the past five years the numbers of known dogs in the district has increased each year. This reflects the continued growth in the communities. As of 30 June 2022 there were 15,752 known dogs in the Waikato district, owned by 14,879 owners. This is an increase of 408 dogs from the previous year.

Approximately 14.5% of the registered dogs in the district are registered on a Farm Owner Policy.



## Our team

As of 30 June 2022, we had 13 staff to deliver animal control services in the Waikato district:

- 1 Team Leader
- 1 Senior Animal Control Officer
- 8 Animal Control Officers
- 2 Pound Keepers
- 1 Education and Engagement Officer

The team is supported by administrators in the Community Safety Support team (2 staff members dedicated to the Animal Control team).



## Our policies and rules

The Waikato District Council Animal Control team operates under the following policies and rules:

- Waikato District Council Dog Control Policy 2022
- Waikato District Council Dog Control Bylaw 2022
- Dog Control Act 1996
- Impounding Act 1955.

*Note: The Waikato District Council Dog Control Policy and Dog Control Bylaw were renewed in 2022. After 7 weeks of public consultation, with 666 submissions and 71 individual submitters speaking at the council hearing, a number of changes were made to the original proposal. The Council adopted the Bylaw and Policy on 11 April 2022. These can be found on our website: [www.waikatodistrict.govt.nz/dogs](http://www.waikatodistrict.govt.nz/dogs). They will need to be reviewed within 5 years.*



## Our services

Our Animal Control team provide a 24 hour/7-day service. Staff have a work roster to cover after-hour emergencies.

The team takes a '3 E approach': engagement, education and enforcement. This has been the ethos for a number of years and the team has seen a significant improvement in our relationship with the community.

Through the Huntly West Hub and Ngaruawahia Community House we have donated pet food to those in need (thanks to Hills Pet Nutrition!) and provide advice on various dog related issues.

## Dog registration fees

Waikato District Council has a scaled fee structure for registration. This rewards dog owners who have no history of offences, have continuously registered their dog/s and who meet the property requirements specified within our policies. We also offer a reduced registration fee for dog owners who register their dogs before 20 July.

Of the 15,752 known dogs in our district, there are 14,351 registered (91.11%). The Animal Control team engages with dog owners who have not registered their dogs to ensure compliance is achieved. It is a continued focus for the team to increase this overall compliance percentage. The full fee structure can be found on our website: [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz).



## Impounded dogs

This year 682 dogs were impounded, 296 dogs were returned to their owner and 217 dogs went into our adoption programme. Of those, 143 were adopted directly to members of the public and 51 were transferred to other agencies for rehoming. As of June 30 2022 we had 23 dogs still waiting to be adopted.

Any dog that is not claimed by the owner (and has not been involved in a serious offence) is temperament tested with people and other dogs and those that pass enter our adoption programme.

We work closely with other rescues and charities to try and rehome as many dogs as possible. We work hard to find the best homes for them by matching the right dog to the right people.



## Desexing programme

Of every dog registration, \$1 goes towards our desexing programme known as PUP – Prevent Unwanted Puppies. This initiative was approved by Waikato District Council in 2017. Owners who hold a community services card can access discounted desexing for their dog at a rate of \$80.

In the 2021/2022 financial year, 56 dogs were desexed for families who otherwise could not afford it. This has many benefits for our community, including fewer unwanted dogs. Desexed dogs are also less likely to roam.

## Our events

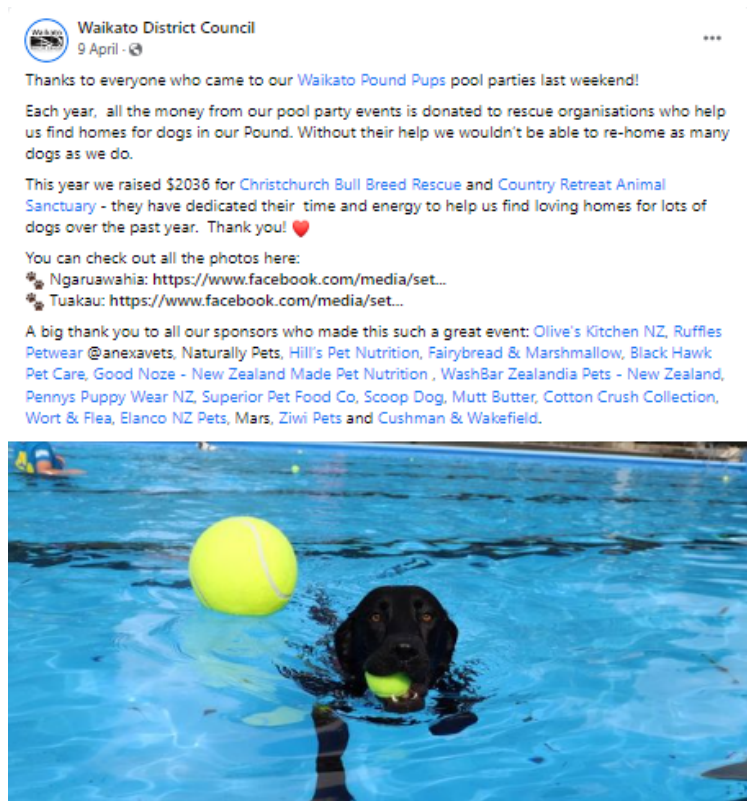
We pride ourselves on holding community events that our residents, and other dog owners, can attend. This is an opportunity for our communities to meet the Animal Control Officers and for everyone to have a fun day. These events are always popular.

### Pound Pup Pink Walk - October 2021

Unfortunately these events were cancelled due to the Covid restrictions at the time. The events will be held again in October 2022.

### Pound Pups Pool Parties - April 2022

Two events were held in April 2022 - one in Ngaruawahia and one in Tuakau. More than 250 dogs attended these events. Every year the money is donated to charities who have helped us find homes for our adoption dogs. This year more than \$2000 was raised for Christchurch Bull Breeds and Country Retreat Animal Sanctuary.



### Dirty Dog Challenge 2022

The Dirty Dog Event was held in July 2022 so is out of scope for this report. More than 400 dogs attended the event and photos can be found on our Facebook page: @WaikatoPoundPups.

# Summary: The numbers<sup>190</sup>

2021/2022 has been another busy year for the Animal Control team. Our priority is to keep people safe. This includes responding to reports of wandering stock on roads and dog attacks. We continue to build positive relationships and make a positive impact in our community through engagement initiatives, including donating dog food to owners in need, and promoting desexing.

## REQUESTS FOR SERVICE

209	Dog nuisance
1,024	Stray/Trespass
225	Property visit (owner classifications/unregistered etc)
71	Dog welfare
18	Trap required
84	Dogs to collect (surrendered)
391	Dog attack
778	Other (includes animal charges for impounded dogs, missing dog reports etc)
56	Subsidised Dog Desexing Project - PUP
2,856	Total number of complaints

## REGISTRATION

15,752	Total number of known dogs
14,351	Total number of registered dogs
91.11	Percentage of registered dogs

## PROSECUTIONS

2	Number of prosecutions initiated
2	Number of prosecutions completed

## IMPOUNDED DOGS

191

682	Total number of impounded dogs
296	Impounded dogs returned to owner
167	Impounded dogs euthanised
217	Impounded dogs rehomed
2	Held pending prosecution

## CLASSIFICATIONS

0	Total Number of Probationary Owners
8	Total Number of Disqualified Owners
29	Total Number or dogs classified as Dangerous
0	Dangerous by Owner Conviction Under S31(1)(a)
26	Dangerous by Sworn Evidence S31(1)(b)
3	Dangerous by Owner Admittance in Writing S31(1) (c)
170	Total Number of Dogs Classified as Menacing
85	Menacing under S33A(1)(b)(i) by Behaviour
4	Menacing under S33A(1)(b)(ii) by Breed Characteristics
81	Menacing under S33C(1) by Schedule 4 Breed

	SECTION	NUMBER	
2	18	Wilful obstruction of dog control officer or ranger	
0	19(2)	Failure or refusal to supply information or wilfully providing false particulars	
0	19A(2)	Failure to supply information or wilfully providing false particulars	
38	20(5)	Failure to comply with any bylaw authorised by the section	
0	23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	
0	24	Failure to comply with obligations of probationary owner	
0	28(5)	Failure to comply with the effects of disqualification	
4	32(2)	Failure to comply with the effects of classification of dog as dangerous dog	
0	32(4)	Fraudulent sale or transfer of dangerous dog	
16	33EC(1)	Failure to comply with effects of classification of dog as menacing dog	
0	33F(3)	Failure to advise person of muzzle and leashing requirement	
0	36A(6)	Failure to implant microchip transponder in dog	
0	41	False statement in relation to dog registration	
0	41A	Falsely notifying death of dog	
243	42	Failure to register dog	
1	46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	
0	48(3)	Failure to advise change of ownership	
0	49(4)	Failure to advise change of address	
0	51(1)	Removal, swapping, or counterfeiting of registration label or disc	
126	52A	Failure to keep dog controlled or confined	
10	53(1)	Failure to keep dog under control	
0	54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, and to provide adequate exercise	
0	54A	Failure to carry a leash in public	

## INFRINGEMENTS ISSUED 193

	SECTION	NUMBER
2	55(7)	Failure to comply with barking dog abatement notice
0	62(4)	Allowing dog known to be dangerous to be at large unmuzzled or unleashed
0	62(5)	Failure to advise of muzzle and leashing requirements
0	72(2)	Releasing dog from custody
442	<b>Total Number of Infringements</b>	

# Dog Control Policy 2022

Policy Owner	Animal Control
Policy Sponsor	General Manager – Customer Support
Approved By:	Policy & Regulatory Committee
Approval Date:	11 April 2022
Resolution Number	WDC2204/13
Effective Date	11 April 2022
Next Review Date:	11 April 2027

## Introduction

The Dog Control Act 1996 (Act) requires every territorial authority to adopt a policy on dog control matters and to develop a bylaw to give effect to its policy.

This document contains Waikato District Council's (Council) policy on dogs pursuant to the Act.

This Policy aims to achieve a balance between the recreational needs of dogs and their owners with the need to minimise the potential for any danger, distress or nuisance that may be caused by dogs.

The Waikato District Council Dog Control Bylaw 2022 (Bylaw) gives effect to this Policy, and has been developed to align with this Policy.

## Objective(s)

The objectives of this Policy are to:

1. Minimise danger, distress and nuisance caused by dogs in our community
2. Prevent the risk of injury in public places that are frequented by children, whether or not the children are accompanied by adults
3. Enable, to the extent that is practicable, the public (including families) to use streets and public amenities without fear or attack or intimidation by dogs
4. Promote the exercise and recreational needs of dogs and their owners

## Definitions

<b>Dangerous dog</b>	means any dog classified as dangerous by Council under <a href="#">Section 31</a> or <a href="#">Section 33ED</a> of the Act.
<b>Disability assist dog</b>	Has the same meaning as defined in <a href="#">Section 2 of the Act</a> .
<b>Domestic animal</b>	means any animal (including a bird or reptile) kept as a domestic pet; any working dog; any other animal kept by any person for recreational purposes or for the purposes of that person's occupation or employment. Infringement offence has the meaning given to it in <a href="#">Section 65(1)</a> of the Act.
<b>Menacing dog</b>	means any dog classified as menacing under <a href="#">Sections 33A</a> or <a href="#">33C</a> or <a href="#">33ED</a> of the Act.
<b>Neutered dog</b>	means a dog that has been spayed or castrated; and does not include a dog that has been vasectomised.
<b>Nuisance</b>	As defined in <a href="#">Section 29 of the Health Act 1956</a> and includes anything annoying, harmful or offensive to a community or member of it, including noise, smell and threatening behaviour.

<b>Owner</b>	has the meaning as defined under <a href="#">Section 2</a> of the Act, including every person who owns a dog; or has a dog in his or her possession, or the parent or guardian of a person under the age of 16 years who owns a dog.
<b>Probationary owner</b>	means any owner classified as probationary under <a href="#">Section 21</a> of the Act.
<b>Protected wildlife</b>	means any animal for the time being absolutely or partially protected under the <a href="#">Wildlife Act 1953</a> and has the same meaning as defined under <a href="#">Section 2</a> of the Act.
<b>Public place</b>	Has the same meaning as defined in <a href="#">Section 2</a> of the Act and includes a place open to or being used by the public.  Excludes: <ol style="list-style-type: none"> <li>A control dog area or open dog area under <a href="#">Section 26zs</a> of the Conservation Act 1987; and</li> <li>A national park constituted under the <a href="#">National Parks Act 1980</a>; and</li> <li>Te Urewera, as defined by <a href="#">Section 7</a> of the Te Urewera Act 2014</li> </ol>
<b>Roaming dog</b>	means any dog that is found in any public place or on any land or premises other than that occupied by the owner and is unaccompanied by their owner.
<b>Stock</b>	means any animal that is kept within a fence or enclosure for domestic or farming purposes.
<b>Under control</b>	means keeping a dog under control either by a person by physically limiting its movements, or by using direct commands.
<b>Working dog</b>	Has the meaning as defined in <a href="#">Section 2</a> of the Act.

## Relevant documents and legislation

- [Local Government Act 2002](#)
- [Dog Control Act 1996](#)
- Waikato District Council Dog Control Bylaw 2022
- [Waikato Conservation Management Strategy](#)

## Policy review

Council is required to review the Policy if the Dog Control Bylaw 2022 is required to be reviewed.

## Application

This Policy affects all dog owners within the Waikato District, people bringing dogs into the district and members of the public.

## Policy Statements

The Policy includes:

1. Obligations of Council
2. Responsibilities of Dog Owners
3. Control of Dogs in Public Places
4. Registration of Dogs
5. Managing Troublesome Dogs
6. Micro-chipping of Dogs
7. Education and Caring for Dogs

## Section 1: Obligations of Council

Dog owners have a responsibility to provide for their dog's welfare. To support dog owners and the welfare of dogs in the Waikato District, the Council will:

- a) provide dogs and their owners with a reasonable level of access to public places. This will be balanced with the need to protect public safety and to minimise distress and nuisance to the public at large
- b) provide designated exercise areas enabling dog owners to exercise their dogs off lead provided the dogs are kept under control at all times
- c) promote public safety, responsible dog ownership and provisions of the Act and the Council's Dog Control Policy through education programmes for dog owners and the public
- d) encourage the use of approved education and obedience courses for dogs. When dogs have not received proper care and attention the Council will ensure that the appropriate action is taken (i.e. communicate with other agencies such as the SPCA) and may consider enforcement action.

## Section 2: Responsibilities of Dog Owners

The responsibilities of dog owners are to:

- a) immediately pick up any dog faeces in a public place. Failing to do so could result in a fine.
- b) ensure their dog does not cause any public nuisance
- c) ensure their dog is registered with the Council, and that the Council is notified of any change of address or ownership of the dog
- d) ensure that the dog is kept under control at all times and confined in such a manner it cannot freely leave its premises
- e) ensure their dog has adequate physical wellbeing through acceptable nutrition, environmental, health and behavioural stimulus, and adequate mental well-being
- f) take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent and loud barking or howling or by any other means
- g) take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person
- h) take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife
- i) take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person
- j) comply with the Act, and any regulations and bylaws made under the Act.

## Section 3: Control of Dogs in Public Places

Unless provided for in the Act or the Bylaw, any dog that enters or remains in a public place must be secured on a lead and kept under continuous control except where otherwise specified in of this Policy.

Under the Act, councils can designate public places where dogs are prohibited or allowed on or off-lead. These areas are enforced using the Bylaw.

### 3.1 Designated public places

Designated public places are classified as follows:

- a) Prohibited areas– dogs are not allowed in these areas at any time.
- b) Dog exercise areas – dogs can exercise and socialise off-lead.

In all other public places, dogs are required to be on lead. This includes any public area, all roads (including footpaths and road reserves), all boat ramps and slipways.

The schedule of prohibited and dog exercise areas is attached in Schedule One.

### **3.2 Dogs in outdoor dining establishments**

The Council is supportive of food businesses allowing dogs in their outdoor dining areas (except within places specified in Schedule 1) provided the business complies with all regulatory requirements. As with all public places, dogs must be under control at all times. It is up to each individual business to decide if they want to welcome dogs, and if so, to manage any issues that may arise. Disability assist dogs are allowed in all customer areas of all food businesses in accordance with [Section 75\(1\)](#) of the Act.

### **3.3 Disability and working dogs exemptions**

Disability assist dogs and working dogs, if working at the time, are exempt from all public place restrictions specified in this Policy. They do not need to be on-lead in prohibited public places. Disability assist dog exemptions require written authorisation from the appropriate organisation.

### **3.4 Classification of areas under other legislation**

Access for dogs in public places can be controlled by other legislation. Dog owners will need to check to see if the area where they intend to take their dog is controlled. For example, the following areas which are governed by legislation:

- [Conservation Act 1987](#) – “controlled dog areas” and “open dog areas”, through the Department of Conservation
- [National Parks Act 1980](#) – “national park”.

### **3.5 Exercising dogs at night**

If dog owners are exercising dogs at dusk (when visibility is low) or in the evening (particularly in the darker winter months), Council encourages them to use reflective, fluoro or other lighting attached to dog collars or harnesses to help track dogs. It is safer for everyone if people can see their own and other dogs when out and about, particularly on unlit shared pathways. Lighting your dog is a great way to keep track of them at night, especially if they are off lead exercising at dusk or in the early evening. It also allows other public place users to see your dog, preventing any unwelcome surprises or accidents.

## **Section 4: Registration of Dogs**

In accordance with [Section 36](#) of the Act, all dogs in New Zealand must be registered by 30 June each year and must be registered for the first time before they are three months old. Registered dogs should always wear a registration tag. The Council will replace a lost dog registration tag for a small fee.

It is an offence not to register a dog that is over three months of age or to knowingly provide false information on a dog registration application form. A dog not displaying a current registration tag when in a public place may be seized and impounded.

### **4.1 Dog registration classifications**

There are different registration classifications for dogs. Each dog registration classification has different fees.

Those classifications are as follows:

- a) Approved owner
- b) General owner
- c) Selected owner
- d) Farm owner
- e) Dangerous dog
- f) Disability assist dog
- g) Neutered or spayed dog.

**A. Approved owner**

This is the default owner classification that is applied to all new dog owners who have not previously owned a dog, or current owners who have not been subject to any of the following:

- having a dog impounded
- being the subject of a registered complaint
- having an infringement notice issued against them
- failing to notify Council of changes to ownership details
- repeated non-payment of registration fees; or
- prosecution under the Act.

Any dog owner moving to the district will be given the registration classification of approved owner unless there is evidence of previous history relating to the above criteria in which case the registration classification will be general owner.

Any owner who breaches two or more of the above criteria within a 12-month period will have their approved owner classification cancelled immediately and a general owner classification will apply for a period of two years.

If a dog owner wishes to be recognised as a selected owner or a farm owner, an application to Council is required.

**B. General owner**

This is the registration classification applied to a dog owner who has been subject to one or more of the following:

- unable to provide evidence of a dog previously registered or has kept unregistered dog under another local authority
- having a dog impounded
- being the subject of a registered complaint
- having an infringement fine issued against them
- failing to notify Council of changes to ownership details
- repeated non-payment of registration fees; or
- Prosecution.

Any owner who has been deemed to have a general owner classification may apply for the reinstatement of approved owner classification but only after two years of clean history.

**C. Selected owner**

This is the registration classification that applies to a dog owner who complies with the following:

- holds approved owner registration classification and has held that classification for a period of 2 years or more (or the equivalent with another territorial authority)
- complies with the requirements of the approved owner registration classification
- holds a permit where more than two dogs are kept on the premises
- meets the minimum standards for accommodation of dogs (as set out in the Code of Animal Welfare)
- provides a fully fenced dog-proof section or area of the premises, appropriate for the size of the dog/s kept
- any other matter that Council considers relevant in the circumstances.

Any owner who breaches these conditions will have their selected owner classification cancelled and reduced to approved owner classification. Depending on the severity of the breach, an owner

may have their classification reduced to general owner at the discretion of Council's Animal Control Team Leader.

#### **D. Farm owner**

This is the registration classification which applies to a rural dog owner who lives on and farms a property of 20 hectares or more, and who:

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

Any owner who breaches these conditions will have their farm owner classification cancelled and reduced to approved owner classification. Depending on the severity of the breach, an owner may have their classification reduced to general owner at the discretion of Council's Animal Control Team Leader.

#### **E. Dangerous dogs**

This is the registration classification applied to dogs which have been classified as dangerous under the Act. In accordance with the Act, a higher registration fee is to be paid by the owners of dogs classified as dangerous.

There is no ability for this classification to be altered, even if the owner of the dog holds any other registration classification.

#### **F. Disability assist dogs**

Dogs which are registered as disability assist dogs do not incur a dog registration fee but must still be registered.

Disability Assist Dogs are dogs that are certified as per schedule 5 of the Act.

- Assistance Dogs New Zealand
- Hearing Dogs for Deaf People New Zealand
- K9 Medical Detection New Zealand
- K9 Search Medical Detection
- Mobility Assistance Dogs Trust
- New Zealand Epilepsy Assist Dogs Trust
- Perfect Partners Assistance Dogs Trust
- Royal New Zealand Foundation of the Blind Incorporated

#### **G. Neutered or spayed dogs**

The owner of a dog which has been neutered or spayed can apply for a waiver of registration fees for one registration year.

This waiver is subject to the following provisions:

- the waiver has not been applied to the dog previously

- written proof provided from a certified veterinary surgeon confirming the dog has been neutered or spayed
- the dog is not classified as a dangerous dog that has been required to be neutered or spayed under the Act
- the proof and registration form are presented to the Council on or before 31 July of the current year.

#### **4.2 Dog registration fees**

Registration fees are set by Council through its Fees and Charges which is set every three years. This document goes through a public consultation process where submissions of the public are invited and heard.

The fees which are agreed upon in the Fees and Charges are notified to all registered dog owners when registration fees are due and are listed on Council's website in the Fees and Charges document.

#### **4.3 Change of dog ownership.**

Where the ownership of a dog changes, the registration continues, but both the old owner and the new owner must advise the Council. A new registration tag will be issued to the new owner at no cost.

#### **4.4 Transfer of dog registration between districts**

Where a registered dog is moving to a different council district, the registration goes with it. Owners of dogs transferring between areas must advise both councils of the dog's move in writing, and within six weeks of the move. The owner should take the dog registration tag to their new local council office and it will be swapped for a registration tag for the new area, at no charge. No refund of the registration fee is made as a result of the transfer, and the dog is not required to be re-registered in the new area until 1 July.

#### **4.5 Refund of registration fee in the event of the death of a dog**

The Council will refund the applicable portion of a dog registration fee in the event of the death of a dog. The refund must be applied for in writing, and must be applied for in the current registration year to receive a refund.

### **Section 5: Managing Troublesome Dogs**

The Act provides tools for Council to manage dangerous or troublesome dog-related situations in order to make our communities safer.

There are offences under the Act which can result in fines. Breaching the Council's Dog Control Bylaw can also result in an instant fine.

However, Council takes the 3E approach of Engagement and Education, then Enforcement. While there are some situations that require enforcement, through the use of fines, classifications or even prosecution, the focus of the Council team is to engage with and educate our community about responsible dog ownership.

#### **5.1 Dog owner status can be reduced due to infringements and offences.**

Any dog owner can be reclassified as probationary or disqualified under certain circumstances. A dog may also be classified as dangerous or menacing under certain circumstances.

When a dog owner has committed three or more dog-related infringement offences for separate incidents in a continuous 24-month period or has been convicted of an offence against the Act, the Council must disqualify that owner unless the Council is satisfied that a disqualification is not warranted. In those circumstances, the owner will be classified as a probationary owner.

The classification of a dog owner as probationary or disqualified applies nationwide, not just within the Waikato district.

## **5.2 Probationary dog owners**

If an owner is classified as probationary, they cannot become the owner of any new dogs (but may keep any registered dogs they already have) and must dispose of any unregistered dogs in their possession. Probationary owners may be required to undertake dog owner education or a dog obedience course, or both. Probationary dog owner status generally applies for up to two years but may end sooner.

Sections [21](#) to [24](#) of the Act set out matters relating to dog owners being classified as probationary owners, including the process for objecting to the classification.

## **5.3 Disqualified dog owners**

If a dog owner is disqualified, they cannot be the registered owner of a dog for a specified period and must dispose of every dog that they may own. Disqualified dog owner status can apply for up to five years.

Sections [25](#) to [28](#) of the Act set out matters relating to dog owners being classified as disqualified owners, including the process for objecting to the disqualification and appealing to the District Court.

## **5.4 Menacing dogs**

If a dog constitutes a threat to the safety of people, stock, poultry, domestic animals or protected wildlife because of its behaviour or any characteristics typically associated with the dog's breed or type, the Council can classify it as menacing.

If a dog belongs wholly or predominantly to the breeds of dogs listed in Schedule 4 of the Act, Council must classify the dog as menacing. As at the date of adoption of this Policy, the breeds referred to in the Act are:

- Brazilian Fila
- Dogo Argentino
- Japanese Tosa
- Perro de Presa Canario
- American Pit Bull Terrier type.

Dogs which have been classified as menacing must be muzzled and on a lead in all public places and private ways. Council requires dogs classified as menacing to be de-sexed, according to the Dog Control Bylaw 2022.

The owner of a dog classified as menacing must, as required by the Dog Control Bylaw, produce a veterinary certificate showing the dog has been de-sexed or that it is unfit to be de-sexed. Owners must comply within one month of the classification.

If a dog is required to be de-sexed, the owner may apply to the Council to have the requirement waived on the following grounds:

- there is a veterinary reason for not de-sexing it, or
- there would be a demonstrated potential financial loss to the owner from de-sexing (such as a loss related to breeding or showing the dog).

Sections 33B and 33D of the Act sets out the process for objecting to a dog's classification as a menacing dog (in Sections 33B and 33D).

### 5.5 Dangerous dogs

If a dog owner has been convicted of an offence under section [57A\(2\)](#) of the Act, or there is sworn evidence that the dog is aggressive and constitutes a threat to the safety of people, stock, poultry, domestic animals or protected wildlife, the Council must classify a dog as dangerous.

Dangerous dogs:

- must be kept within a securely fenced section of the owner's property (and dog-free access to the house must be available at all times)
- must be muzzled and on a lead in all public places and private ways
- must be de-sexed
- incur a registration fee that is 50% higher than a standard dog registration fee
- must not be sold or given away without the written consent of the Council; and
- maintain their status as a dangerous dog no matter where they live in New Zealand.

Sections [31](#) to [33](#) of the Act sets out the effects of a dangerous dog classification and the process for objecting to a dog's classification as a dangerous dog.

### 5.6 Impounded Dogs

Council impounds a large number of dogs every year. This can be for a variety of reasons, including:

- wandering
- not registered
- attacking animals or people
- surrendered to Council.

Dog owners are not permitted to visit impounded dogs due to health and safety requirements. Impounded dogs are exercised in Council's exercise area. Dog owners are able to register a complaint with Council to appeal dogs being impounded. Pound fees are required to be paid to Council in full before the release of the dog.

Council's Animal Control Team runs a very successful rehoming operation called Waikato Pound Pups.

Except for dogs which are impounded for aggressive behaviour, any dogs that are impounded and not uplifted are extensively temperament tested. All dogs that pass this test are then placed into the rehoming programme. All dogs that are rehomed are desexed, micro-chipped, registered, given a flea and worm treatment, and have received their first vaccination.

Any dogs that do not pass the temperament test are euthanised humanely by a veterinarian.

### 5.7 The issuing of infringement notices

Council will issue infringement notices or warnings, at a Dog Control Officer's discretion, for infringement offences as set out in [Schedule 1](#) of the Act.

## Section 6: Micro-chipping of dogs

### 6.1 Requirement to have your dog micro-chipped

Except for working dogs, every dog in New Zealand first registered after 1 July 2006 must be implanted with a micro-chip. It is Council policy that any dogs which are impounded by the Council must be micro-chipped before they are released.

A dog must be registered every year, but a dog only needs to be micro-chipped once. A micro-chip is about the size of a grain of rice and is implanted under the skin on a dog's back, by a qualified person such as a veterinarian or Animal Control Officer.

Micro-chipping is a more permanent method of identifying a dog than collars and tags, which can be lost or removed. It enables a dog to be linked to its owner so, if it is stolen or lost, dog and owner can be reunited. It also makes it easier to identify a dog which has been aggressive and classified as dangerous or menacing.

## **6.2 Requirement to supply micro-chip information**

All dog owners are required to supply their dog's micro-chip information to the Council so that it can be recorded in the National Dog Database. This can be done by providing the Council with a certificate from a vet (which includes the micro-chip number), or by taking your dog to the Council's Animal Control Team to have it scanned, to verify that it has a micro-chip.

The National Dog Database is administered by the Department of Internal Affairs and holds details of all microchipped dogs in New Zealand, their owners and any infringements that may have been issued against an owner or person in charge of a dog.

# **Section 7: Education and caring for dogs**

## **7.1 Dogs in vehicles over the summer months**

Council is concerned about the health and welfare of dogs that are left in vehicles during the summer months. The Council takes a strong stance on dogs suffering in hot cars and will act swiftly to release dogs that are clearly in distress. Council's Animal Control Officers may work to release a dog that is in distress and may get assistance of the Police or officers of the SPCA if necessary.

## **7.2 Dogs at Council events and festivals**

Some Council or community events or festivals may not welcome dogs or may require them to be on a lead. This is at the discretion of event organisers and promoters and is not the same as dogs being prohibited or required to be on a lead through the Council's bylaw (unless the event is being held in a place where dogs are prohibited or required to be on a lead). You should always check the requirements of an event before you leave home.

## **7.3 Education and training**

Increased public awareness of safety around dogs, particularly for children, is one of the best ways to reduce dog attacks in the long term. Toddlers and young children should be supervised around dogs at all times. Most dog attacks happen to children in their own home or the home of a relative or friend. The Council offers a free education programme that shows children how to keep themselves safe around dogs. Council also offers a programme where children can read to a dog in the library, while learning about dog safety. Contact the Council for more information or to ask about booking a session.

## **7.4 Teaching dog safety for workers**

Some jobs require people to enter private property, and this can be dangerous if the property has an aggressive dog or a dog defending its territory. For example, common jobs may include couriers, meter readers and census personnel. Council offers an occupational dog safety course that helps employees in these types of roles to recognise and understand threatening dog behaviour to avoid injury or accidents. Contact the Council for more information.

**7.5 Learning how to be a good dog owner**

Responsible dog ownership and good behaviour from both dog owners and their dogs is another important part of reducing dog attacks, as well as reducing any danger, distress or nuisance that may be caused by dogs. Council is supportive of people undertaking dog training courses of all types. There are many offered by private organisations. As well as behaviour and discipline courses, dog agility courses can be a great way to understand and bond with your dog. Council encourages new dog owners to attend puppy or dog training courses to learn how to train the dog to understand simple commands.

## Schedule one: Control of Dogs in public places

Unless provided for in the [Dog Control Act 1996](#) or Waikato District Council Dog Control Bylaw 2022, a dog that enters or remains in a public place must be secured on a leash and kept under continuous control. Public places include:

- Any public area
- All roads (including footpaths and road reserves)
- All boat ramps and slipways.

Exceptions apply where otherwise specified in this Schedule. Maps of these areas are attached to the Dog Control Policy 2022.

### Prohibited Areas (District Wide)

No person shall permit any dog to enter or remain in a prohibited area whether it is under control or not, except a working dog while it is working, a dog confined in or on a vehicle, a dog being taken to or from veterinary premises.

*Advisory note: exceptions to these restrictions are listed in section 6.5 of the Bylaw.*

Locality	Description of area and times	Map #
District wide	<p>Dogs are prohibited from being on:</p> <ul style="list-style-type: none"> <li>• Council playgrounds. This includes fenced or unfenced, surfaced or unsurfaced playgrounds</li> <li>• Sport field playing surfaces</li> <li>• Skateparks</li> </ul> <p>Dogs should also be on a lead near playgrounds when they are in use. This is good practice to prevent dogs rushing at children or intimidating them, which could cause an accident.</p> <p>At all times, including public holidays</p>	NA
Huntly	<p>Any street or public place within the central business area of Huntly, including Main Street, Council carpark and rear accesses, at all times including public holidays.</p> <p>At all times, including public holidays.</p>	1
Raglan	<p>Within the Raglan Kopua Camping Grounds, the domain, the playground and picnic area of the foreshore of Oporu inlet from the footbridge to the boat ramp</p> <p>At all times including public holidays</p>	2
Port Waikato	<p>Within 250 metres north or south of any lifesaving patrolled areas on Port Waikato Beach and Sunset Beach from 10am to 6pm on weekends, public holidays and school holidays from the beginning of Labour Weekend to the end of March the following year.</p>	3
Hakarimata Scenic Reserve	<p>Area from Brownlee Avenue to the dam site on the walkway.</p> <p>At all times, including public holidays.</p>	4
Waireinga Scenic Reserve	<p>Carpark area leading up to Department of Conservation walkway.</p> <p>At all times, including public holidays.</p>	5

## Dog Exercise Areas

A dog may be exercised in the areas below free of restraint if kept under continuous control by its owner. Where there is a presence of stock, all dogs must remain leashed.

*Advisory note: Council may from time to time by resolution under the Dog Control Bylaw designate additional dog exercise areas.*

Locality	Description of area	Map #
Huntly	A fenced area on the shore of Lake Hakanoa situated at the end of Onslow Street in the Huntly Domain	6
	The grassed area along the Waikato River on Riverview Road known as the Riverview Reserve.	7
	Fenced dog park on the corner of Fairfield Avenue and Graham Place	8
Ngaruawahia	Regent Street Reserve. The grassed area from Great South Road to the end of area bordering Turangawaewae Marae.	9
	The fenced area on the corner of Great South Road and Ellery Street situated beside Te Mana O Te Rangi.	10
	Waipa Esplanade Reserve from the Pony Club along the grassed area to the area below Princess Street.	11
Raglan	The fenced area on the corner of Wallis Street and John Street known as Aro Aro Reserve.	12
	Beach area located west of Raglan Holiday Park Papahua.	2
	From the Wainui Reserve carpark at the western end of Te Riria Kereopa Memorial Drive to 300 metres north of the northern walkway at Ngarunui Beach below the Wainui Reserve.	13
	Beach areas from the wharf, the Cliffs, Cox's Bay, Lorenzen Bay, The Doughboys and Moonlight Bay.	14
Te Kauwhata	Fenced areas on the Te Kauwhata Recreation Reserve. Excludes roading areas.	15
Horotiu	Fenced AFFCO Park on Horotiu Road and State Highway 1. Does not include area located by playground	16
	Riverside Reserve on Horotiu Bridge Road.	17
Karioitahi Beach	The beach area known as Kariotahi beach	18
Port Waikato	Sunset beach, beyond 250 metres north or south of any lifesaving patrolled areas. This extends along the shoreline to Maretai Bay, but does not include the reserve area.  <i>Advisory note: The area within the lifesaving patrolled areas is prohibited from 10am to 6pm on weekends, public holidays and school holidays from the beginning of Labour Weekend to the end of March from the following year.</i>  This is specified in the Prohibited areas schedule.	3
Tuakau	Les Batkin Reserve, in the marked areas specified from Tuakau Bridge to (but excluding) the toilet block and from the	19

	carpark entrance to the northern boundary. <i>Advisory note:</i> The rest of Les Batkin Reserve is on lead, from the carpark entranceway to the northern boundary. Dogs are prohibited in the Les Batkin playground area.	
	Alexandra Redoubt Reserve in the marked areas specified	20
	The grass area at the end of Kowhai Street known as Kowhai Reserve	21
	The marked area in Whangarata Domain.	22
	Centennial Park	23
Pokeno	The fenced area of Pokeno Domain on the southern side of the tennis courts	24
Tamahere	Tamahere Park, located by Tamahere Community Centre and between carpark and road, in marked area	25

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Adoption of the Annual Report and Summary 2021/22</b>
Date:	29 September 2022
Report Author:	Bessie Clarke, Corporate Planner Colin Bailey, Finance Manager
Authorised by:	Clive Morgan, General Manager Community Growth

## **1. Purpose of the report**

### **Te Take moo te puurongo**

---

To seek recommendation from Council to adopt the Annual Report and Summary 2021/22 subject to the final audit process and to provide a letter of recommendation subject to audit adjustments for the incoming Council.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The Local Government Act 2022 (LGA) requires Council to adopt its Annual Report and Summary by 31 October each year, however this year the date has been extended to 31 December 2022 due to effects of the COVID-19 pandemic. The Annual Report 2021/22 compares the actual activities and performance of Council against the intended activities and performance of the Council as specified in the Long-Term Plan 2021-2031 (LTP). The Annual Report and Summary 2021/22 are reporting on the first year of the 2021-2031 LTP.

Staff resourcing shortages at Audit New Zealand has meant they were unable to begin their audit on the original date of 22 August 2022. They are now due to start their audit on 10 October 2022. Therefore, the recommendation is for the current Council to adopt the Annual Report and Summary 2021/22 subject to the outcome of the final audit. It also includes recommending the preparation of a letter of recommendation by the current Council for the incoming Council to adopt the Annual Report and Summary on their behalf.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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**That the Waikato District Council:**

- a. adopts the Annual Report and Summary 2021/22 subject to the final audit process; and
- b. provides a letter of recommendation, subject to audit adjustments, to the incoming Council allowing adoption of the Annual Report and Summary 2021/22 on their behalf.

### 4. Background Koorero whaimaarama

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The Local Government Act 2002 (Act) requires Council to prepare and adopt its Annual Report and Summary by 31 October each year, however this year the date has been extended to 31 December 2022 due to effects of the COVID-19 pandemic. The Annual Report is the Council's accountability document to its ratepayers and the wider community for each financial year (1 July-30 June).

In general terms, the Annual Report tells the community how we are delivering on our strategic direction and vision (liveable, thriving and connected communities). More specifically, it tells them:

- How we performed on the work programme and levels of service we set in our Annual Plan (which is derived from the LTP), and KPIs which are established in the LTP.
- How we performed financially (i.e., what did we do with the funds we received, what the balances of our assets and liabilities are, and what our cash position is, etc).

### 5. Discussion and analysis Taataritanga me ngaa tohutohu

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#### **Non-financial Performance**

Council's projects, activities and associated budgets are divided into eight separate groups of activities and reported in the Statement of Service Provision as part of the Annual Report. These eight groups of activities are:

- Governance
  - Sustainable Communities: Customer and Partnership Focus, Economic Development, Emergency Management, Grants and Donations, and Parks and Facilities
  - Sustainable Environment: Animals Control, Building Quality, Environmental Health, Strategic and District Planning, and Solid Waste
  - Rooding
  - Stormwater
-

- Wastewater
- Water supply; and
- Organisational Support.

Council has 63 performance measure targets across all these activity groups which are reported back to the community through the Annual Report.

Some of these performance targets are measured through the Resident Satisfaction Survey. Other performance targets are measured based on how well Council responds to customer requesters and information which is captured through our service request system. Council reports on progress against these performance targets and measures every quarter.

In the Annual Report, we present to our customers how well we have performed against these targets using a colour coding system. For those targets that we have met or exceeded, we have indicated through a green dot, those we are on track towards but have not quite made it (within 5%) are represented by an amber dot, and some targets that have not been met are represented by a red dot. For the 2021/22 financial year 75% of our performance measures were achieved or on track (Achieved: 42 of 63, on track: 5 of 63, and failed 16 of 63).

### **Financial performance**

The Council's Annual Report results are extremely pleasing given the continued disruptions from the Covid-19 pandemic and the difficult economic conditions.

The demand for Council's services continued to grow and the difficulty in retaining and attracting qualified staff made maintaining service levels challenging with the result that increased costs were incurred and, in some areas, service levels were adversely affected. The flexible working arrangements, the delivery of our Three Waters services ahead of any possible reform in this area and managing the impacts of higher growth than planned on all areas of our organisation have all been dealt with without affecting the Council's strong financial position.

The Council's income for this financial year was \$230 million, a negative variance of only \$2 million compared to budget. Above budget revenue from growth in development contributions was mostly offset by lower revenue from vested assets due to delays outside Council's control.

The Council's operational expenditure amounted to \$158 million, in line with budget. Depreciation and amortisation costs were higher than budget because of higher revaluations in the prior year and this adverse variance was offset savings in employee costs resulting from vacancies.

The Council's operating surplus was \$72 million compared to a budgeted surplus of \$73 million due to the items noted above.

---

The Council's capital programme includes 2021/22 projects as well as prior year projects still to be completed. It should be noted, therefore, that the Annual Report depicts actual progress against the 2021/22 budget only.

In real terms, the \$65 million spend delivered 40% per cent of the entire work programme.

Variances in capital work programmes can arise for various reasons: delays caused by the Covid-19 pandemic, material shortages, differences in construction prices, timing of subdivision activity within the district, adverse weather resulting in delays, public consultation timeframes, reliance on multi-party funding for some large projects and negotiations over land purchases. In the 2021/22 financial year more capital work was completed than in the previous year.

The Council has carried forward \$109 million of capital works budget to the 2022/23 financial year. Fifty per cent of these projects are for Three Waters infrastructure, 28% relate to Sustainable Communities projects, 17% relate to Roding projects and the balance is made up of projects to improve efficiencies and reduce operational expenditure. Total work in progress, but not completed, amounts to \$59 million. Debt at the end of June 2022 was \$99 million, \$36 million lower than the \$135 million forecast.

## **5.1 Options**

### **Ngaa koowhiringa**

No options are available for Council to consider because it is a legislative requirement for Council to adopt the Annual Report for the previous financial year by 31 December 2022.

## **5.2 Financial considerations**

### **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report.

## **5.3 Legal considerations**

### **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with Council's legal and policy requirements.

The Annual Report and Summary 2021/22 is prepared in accordance with section 98 of the Local Government Act 2002. An extension to the time-limits for 2021/22 financial year Annual Reports is provided in Section 98(7) of the LGA 2002 and extends the adoption deadline to 31 December 2022. The report and summary must be made publicly available within one month of adoption.

#### 5.4 Strategy and policy considerations

##### Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

#### 5.5 Maaori and cultural considerations

##### Whaiwhakaaro Maaori me oona tikanga

The Annual Report is a commentary on organisational performance over the past financial year, as such no Maaori or cultural impacts identified.

#### 5.6 Climate response and resilience considerations

##### Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

#### 5.7 Risks

##### Tuuraru

Council is required to adopt the Annual Report and Summary for each financial year as per section 98 of the LGA 2002. If Council do not adopt the Annual Report and Summary 2021/22 subject to final audit and do not prepare a letter of recommendation for the incoming Council, subsequently not adopting the Annual Report and Summary for this financial year, this would heighten the risks of Council not fulfilling their requirements under the LGA.

### 6. Significance and engagement assessment

#### Aromatawai paahekoheko

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#### 6.1 Significance

##### Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

#### 6.2 Engagement

##### Te Whakatuutakitaki

Highest level of engagement	Inform ✓	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>- Public notice on the Council website.</li> <li>- An update on the Council website.</li> <li>- Social media posts on Council's Facebook page</li> </ul>				

---

## 7. Next steps

### Ahu whakamua

The next steps of the Annual Report process will include Audit NZ to undertake their final audit beginning on 10 October and for the current Council to prepare a letter of recommendation, subject to audit adjustments, for the incoming Council.

The final audited version of the Annual Report and Summary 2021/22 will be presented to the Strategy and Finance Committee in November 2022 (exact date to be confirmed following swearing in of new Council) addressing the changes between the version presented at this Council meeting and the final audited version, as well as seeking a recommendation to adopt at the Council meeting in November/December 2022 (exact date to be confirmed following swearing in of new Council).

## 8. Confirmation of statutory compliance

### Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role Terms of Reference and Delegations. <i>Refer to the <a href="#">Governance Structure</a></i>	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 5.1</i> ).	Not applicable
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 6.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 6.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 5.5</i> )	Not applicable
The report and recommendations are consistent with Council's plans and policies ( <i>Section 5.4</i> ).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 5.3</i> ).	Confirmed

## 9. Attachments

### Ngaa taapirihanga

Attachment 1 – Draft Annual Report 2021/22

Attachment 2 – Draft Annual Report Summary 2021/22

# ANNUAL REPORT

2021  
-22



→ OUR VISION  
LIVEABLE, THRIVING  
+ CONNECTED  
COMMUNITIES

TE RĪPOATA-A-TAU

2 0 2 1 — 2 0 2 2

**DIRECTORY**

Waikato District Council's Call Centre and website are your first points of contact for all Council services, including building and resource consents, complaints and queries, liquor licensing, animal control, food safety, parks and recreation facilities, Council meetings and consultation, cemeteries, landfills, transport issues, rubbish and recycling collection, parking, rates, events, archives and community services.

**COUNCIL HEAD OFFICE**

Waikato District Council,  
15 Galileo Street, Ngāruawāhia

**POSTAL ADDRESS**

Waikato District Council, Private Bag 544,  
Ngāruawāhia, 3742, New Zealand

**CALL CENTRE**

Phone: 0800 492 452 Website: [waikatodistrict.govt.nz](http://waikatodistrict.govt.nz)

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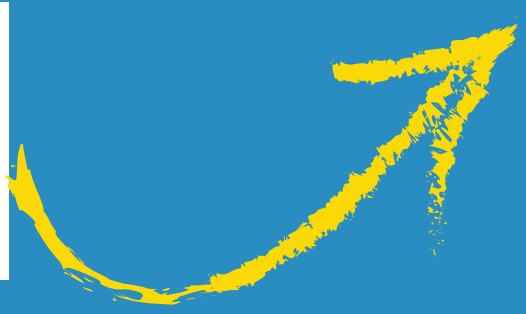
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# OVERVIEW

# TIROHANGA

# WHANUI



**This is Waikato district**

**03**

**Our council**

**06**

**From the Mayor and Chief  
Executive**

**04**

**Who we are**

**07**

## HOME TO:

**85,900  
PEOPLE**



 **5,752 dogs**

**280 NEW CITIZENS**

## WAIKATO SPANS:

**Over 400,000  
hectares of land**



## IN 2021/22 WE HAVE SUPPORTED:

**102 Community groups**  
**Re-homing of 187 dogs**

## WE OPERATE

**6 Libraries**   
that service 19,406 library members

**25 Water reservoirs** with a  
total capacity of 22,813m<sup>3</sup>

**2 Animal  
SHELTERS** **21**  
Cemeteries

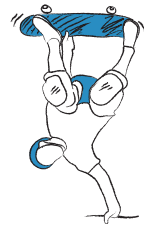
**23 Dog exercise areas**

**7 Water treatment plants**

**9 Wastewater treatment plants**

## WE PROVIDE:

**8,347,000**  
litres of drinking water a day

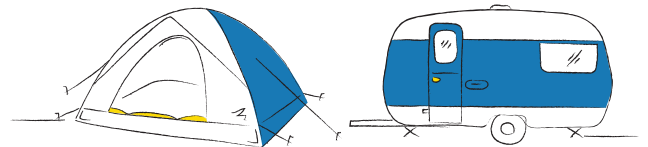


**11 Skate  
parks**

**55 Playgrounds  
and Neighbourhood  
reserves**



**3 SWIMMING POOLS**  
**2 Campgrounds**



## WE MAINTAIN:

**598<sup>kms</sup>**  
of unsealed roads

**1,872<sup>kms</sup>**  
of sealed roads

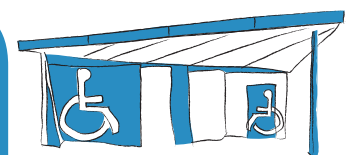


**295 kms**  
of footpaths



**113 Parks  
and Reserves**  
**38 Community halls**

**60**



**Public toilets**  
used by 4,000 people everyday

# FROM THE MAYOR AND CHIEF EXECUTIVE

## Responding to growth

Our district continued to perform highly and experience significant growth over the past year, despite the impacts of the COVID-19 pandemic only truly beginning to be felt across New Zealand and the globe.

The Waikato District's current population of 86,000 reflects a growth of more than 4,000 people over the past year, and it is predicted we will grow by an additional 14,000 people in the coming decade. Over the year, Council prioritised upgrading existing assets to meet levels of service, whilst preparing for future growth by implementing new infrastructure.

Our Long Term Plan 2021-31 sets out the planning and budget allocation for the coming decade and provides the framework for Council to deliver on outlined projects.

[Our Community Projects team delivered a range of capital works projects including the extension of the Tuakau Library to provide a warm and welcoming environment for our growing northern population.](#)

Various carparks across the district were upgraded and resurfaced to support increased usage, and additional footpath connections were installed at Waipa Esplanade carpark in Ngāruawāhia and Te Akau carpark for pedestrian safety.

Upgrades were made to our walkways, trails and recreational spaces with a new concrete walkway and cycleway built in Tamahere to support wellbeing initiatives. The Travers Road Walkway was also extended from Moorfield to Wayside Roads with a safer 2.5-metre-wide footpath.

A concrete path now connects the carpark to the courts at the Pōkeno Tennis Club, and Huntly's Brownlie Crescent basketball hoop and concrete pad have been upgraded to a new halfcourt. Our Consents team processed 1311 resource consent and related applications and dedicated significant time to subdivision work with 969 lots being released for titles.

We progressed the work of our aspirational Local Area Blueprint, engaging with the Gordonton and Port Waikato communities to understand the challenges they currently face and to identify future opportunities. The Blueprint provides a high-level picture

of how the area could progress over the next 30 years, addressing the community's social, economic, and environmental needs. Formal adoption is expected in August 2022, meaning we now have 18 unique Local Area Blueprints for our towns and villages across the district.

## Partnering for greater outcomes

Waikato District Council is responsible for more than \$1.7 billion in assets. Therefore, we rely on several invaluable partnerships to support the maintenance and upgrades of assets.

The Waikato District Alliance, a roading partnership between Council and Downer celebrated its seventh year of partnership. Over the year, the Alliance resurfaced 87km of sealed roads, repaired 2,073 potholes and conducted extensive work on unsealed and high-volume roads across the district.

[The Waikato District Alliance also revised Asset Management Plans through the Long Term Plan 2021-31, creating visual representations of the levels of service and different investment levels. The revisions received praise from Waka Kotahi and the broader roading industry for innovation and offering consistency in understanding of the condition of the overall network.](#)

Our Three Waters partnership with Watercare began in 2019 to improve the delivery of our stormwater, wastewater and drinking water services to the district.



Over the year, the Meremere Wastewater Treatment Plan underwent a major upgrade with the installation of a Membrane Bioreactor (MBR). This has increased efficiency of contaminant removal and delivered a much higher standard of treatment, resulting in Waikato Regional Council lifting its Abatement Notice.

Stormwater maintenance will become more efficient due to the newly developed Stormwater Preferences Guideline. The guideline reduces impacts on the environment from poorly designed or unmaintained assets and increases compliance levels and consistency across stormwater assets.

Other upgrades and renewals were made across the water network including pipe system upgrades in Huntly, Tuakau Dominion Road and Te Kauwhata, and a bulk main was installed in Raglan.

## Building for the future

We enhanced our services and capabilities to offer more to the customer and build resilient systems for the future.

Libraries across the district continued to be a vibrant hub for many residents and visitors to the district and many took advantage of the newly digitised library membership. We waived the penalties for late returned library items and added a click and collect service to offer ease of accessibility for customers.

Our Emergency Management team continued to develop appropriate responses during the COVID-19 restrictions, including supporting the Waikato District Health Board at testing and vaccine sites. Civil Defence Management training was offered to staff to support resilience development and leadership in responding to incidents.

The new customer portal was implemented by our Organisational Support team, and upgrades were made to the online payment gateway to enhance customer experience.

The animal control processes were transformed, including digitising annual dog registrations and an increased focus on health and safety to protect staff and our communities.

## Together we achieve more

As a democratically elected Council, we aim to engage and involve you in the decisions that affect the future of our district and give effect to our vision of 'Liveable, Thriving and Connected Communities - he nōhanga āhuru, he iwi whai ora, he hapori tūhono tahi'.

Over the year we undertook the statutory process of our Representation Review and adopted a final proposal including the establishment of two Māori wards, which will provide better representation of Māori in our decision making. Our Joint Management Agreement (JMA) with Waikato Tainui and Nga Wai o Waipa, strengthened our relationships with iwi and hapū, and work is progressing on the establishment of four mana whenua forums to enable regular connectivity.

Councillor workshops were opened to the public to provide transparency in the planning stages on key decisions and policies. In addition to this, we offered online public meetings and workshops where practical to maximise engagement and involvement.

Waikato 2070, our Growth and Economic Development Strategy, was invigorated through the Proposed District Plan Decisions, which were notified on the 17 January 2022, following two publicly notified stages and ministerial approval for delivery extensions.

Independent commissioners notified their decisions after Council received over 1000 submissions covering more than 10,000 individual submission points and 46 hearings were conducted in person and online.

Appeals were open for 30 working days following the Decisions and Council is now working with the 66 appellants and 85 s274 parties to resolve matters and amend the Proposed District Plan as appropriate.

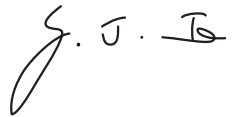
We consulted on a variety of other policies, strategies and bylaws, including the Dog Control Bylaw and Policy, Livestock Movement Bylaw, Speed Limit Bylaw, Stormwater and Water Supply Bylaws and Easter Trading Policy.

We are proud of the work that has been achieved over the year, by working together with you.



Allan Sanson

**His Worship,  
The Mayor**



Gavin Ion

**Chief  
Executive**



The Council is elected by the residents and ratepayers of the Waikato district. Thirteen Councillors are elected from within the ten wards they represent. The Mayor is elected at large. The Councillors and the Mayor make the decisions affecting our communities across the whole district.

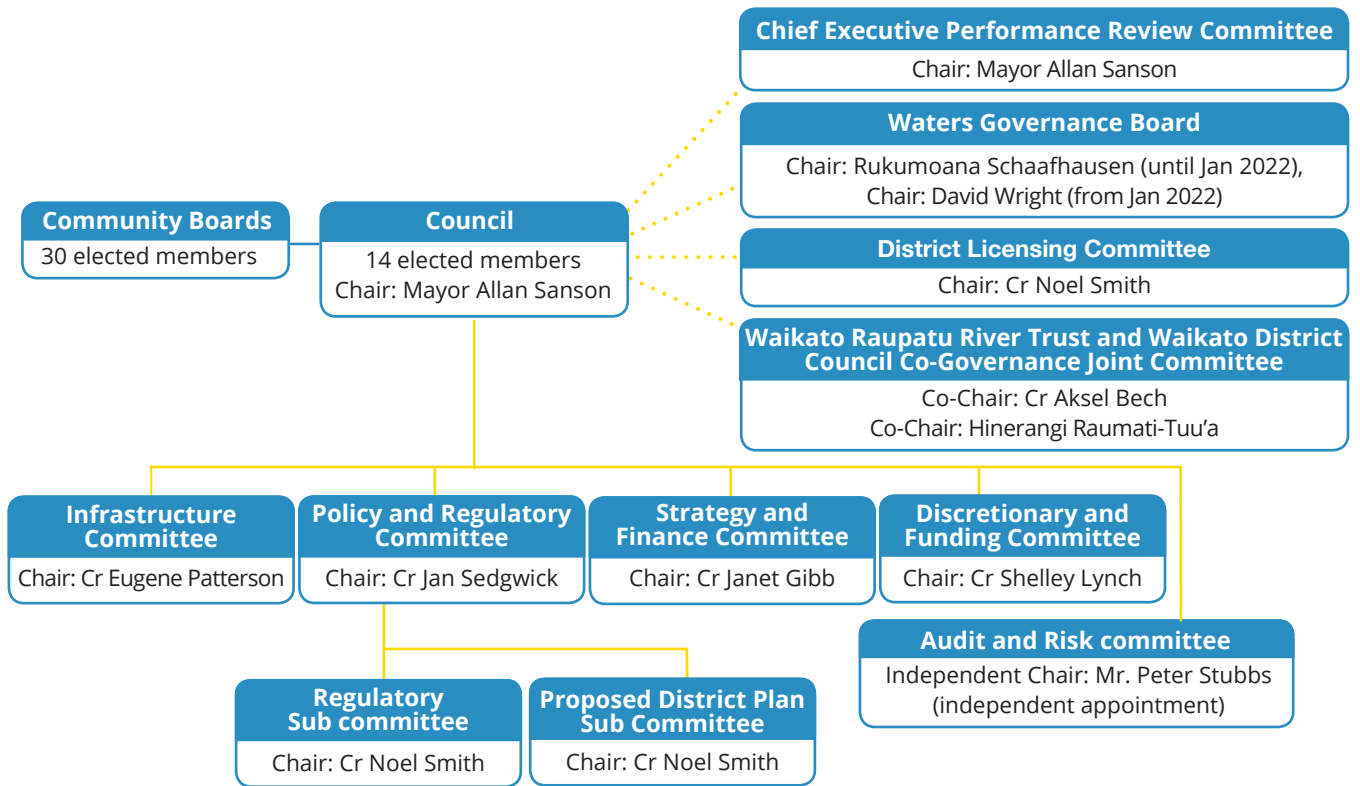
The Council appointed two Māngai Māori (Voice of Māori) to its three major Council Committees with full voting and speaking rights as part of the 2019-2022 governance structure.

By advocating on behalf of their local communities, voluntary community committees and groups play an important role within community decision-making. Council works with them and the community boards so it can consider local perspectives as part of its decision-making. They include Aka Aka, Eureka, Glen Afton/Pukemiro, Gordonton, Horsham Downs, Matangi, Meremere, Newstead, Northeast Waikato (including Mangatawhiri, Mangatangi and Maramarua), Pokeno, Port Waikato, Pukekawa, Rangiriri, Tamahere, Te Kauwhata, Te Kowhai and Whatawhata.

**Cr Aksel Bech**  
Tamahere Ward

# WHO WE ARE 2021/22

## Our Governance Structure



## The Executive Leadership Team



**Gavin Ion**  
Chief Executive



**Tony Whittaker**  
Chief Operating Officer



**Alison Diaz**  
Chief Financial Officer



**Geoff King**  
Chief Information Officer



**Sue O'Gorman**  
General Manager  
Customer Support



**Clive Morgan**  
General Manager,  
Community Growth



**Roger MacCulloch**  
General Manager,  
Service Delivery



**Kurt Abbot**  
Projects and  
Innovation Manager



**Vanessa Jenkins**  
People and  
Capability Manager



**Emma Edgar**  
Communications,  
Marketing &  
Engagement Manager

# STATEMENT OF SERVICE PROVISION

# TAUĀKI RATONGA WHAKARITENGA

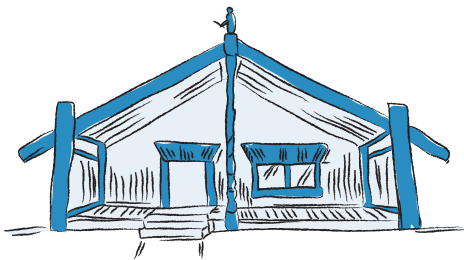
<b>Governance</b>	<b>12</b>	<b>Roading</b>	<b>38</b>
<b>Sustainable communities</b>	<b>15</b>	<b>Stormwater</b>	<b>43</b>
- Customer and partnership focus	16	<b>Wastewater</b>	<b>46</b>
- Economic development	18	<b>Water supply</b>	<b>50</b>
- Emergency management	19	<b>Organisational support</b>	<b>54</b>
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- Strategic and district planning	32		
- Solid waste	35		

# STATEMENT OF SERVICE PROVISION

## What we did

This Annual Report reviews our progress from the intentions we set out to achieve in year one of our 2021-31 Long Term Plan (LTP).

The LTP sets out our strategic direction for the 10 years ahead and is reviewed every three years. It establishes our goals and outlines the work we need to carry out to achieve the community outcomes identified. Our work programmes and associated budgets are divided into eight groups of activities that contribute to the community outcomes we're seeking.



## SUPPORTING OUR COMMUNITIES Kia tautoko ki a tātou Hāpori

We consider the well-being of all our people in all our planning and activities. We have supported and plan for the development of complete and connected communities.

In the 2021-31 LTP our community outcomes were encapsulated by the Council's vision of liveable, thriving, connected communities – he nōhanga āhuru, he iwi whai ora, he hapori tūhono tahi.

## BUILDING OUR ECONOMY Ka hanga a tātou Ōhanga



We attract diverse enterprises/business: creating jobs and opportunities for our community. We continue to support our existing industry. We have others who leverage our location to ensure tourism brings benefits to a range of people in our communities

## WORKING TOGETHER WITH YOU Kai mahi tahi tātou



Our communities work with us, so we are collectively focused on the right things at the right time.

## SUSTAINING OUR ENVIRONMENT Kai taitū to tātou Taiao



We are a community that believes in environmental sustainability; we pursue and promote related ideas and manage regulatory processes to safeguard and improve our district.

## PROVIDING VALUE FOR MONEY Ka whai painga mo te pūtea



Residents and ratepayers get value for money because we find innovative ways to deliver strategic, timely and fit for purpose infrastructure and services at the most effective cost. Each group of activities contribute to one or more of our community outcomes.

Activity	Outcome				
	Supporting our communities	Building our economy	Sustaining our environment	Working together with you	Providing value for money
Governance	✓	✓	✓	✓	✓
Sustainable Communities • Customer and partnership focus • Economic development • Emergency management • Grants and donations • Parks and facilities	✓	✓	✓	✓	✓
Sustainable Environment • Animal control • Building quality • Environmental health • Strategic and district planning • Solid waste	✓	✓	✓	✓	✓
Roading	✓	✓		✓	✓
Stormwater	✓		✓	✓	✓
Wastewater	✓		✓	✓	✓
Water supply	✓		✓	✓	✓
Organisational support				✓	✓

✓ = primary contribution

✓ = minor contribution

## Our approach

When considering the financial picture, the Council's overall approach continues to be:

- Support growth in targeted areas
- Maintain existing assets
- Modernise infrastructure where it is prudent to do so
- Do more with existing budgets
- Move the cost of providing a service to those who use them ie: user pays

## How we did

We have established performance measures for our work programmes to gauge our progress towards the community outcomes identified. In the following pages, you'll see we have shown how we're doing against our performance measures. We've used the 'traffic light' system to indicate whether:



We've achieved



We're on track towards the target but haven't quite made it (within 5%)



We've not met the target (variance greater than 5%)

Where we did not have a corresponding measure from last year to report on, we have indicated this as "N/A" for 2020/21.

We conclude with a tabular presentation of our progress towards our community outcomes.

# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022

### - WHOLE OF COUNCIL

	2020/21 Annual Plan \$'000	2020/21 Annual Report \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>				
General rates, uniform annual general charge, rates penalties	67,330	67,594	73,494	76,375
Targeted rates	30,709	30,556	32,119	33,673
Subsidies and grants for operating purposes	8,355	12,804	17,236	13,526
Fees and charges	10,415	13,705	14,887	14,384
Interest and dividends from investments	130	59	50	266
Local authorities fuel tax, fines, infringement fees, and other receipts	7,885	9,266	10,432	10,863
<b>Total operating funding (A)</b>	<b>124,824</b>	<b>133,984</b>	<b>148,218</b>	<b>149,087</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	92,818	102,752	118,516	113,304
Finance costs	5,497	4,706	4,506	4,773
Other operating funding applications	2,664	2,861	2,834	3,275
<b>Total applications of operating funding (B)</b>	<b>100,979</b>	<b>110,319</b>	<b>125,856</b>	<b>121,352</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>23,845</b>	<b>23,665</b>	<b>22,362</b>	<b>27,735</b>
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	13,315	15,402	15,875	15,078
Development and financial contributions	6,393	13,158	8,271	15,347
Increase (decrease) in debt	15,661	(15,000)	46,871	19,033
Gross proceeds from the sale of assets	521	2,105	3,914	230
Lump sum contributions	-	-	-	-
Other dedicated capital funding	124	1,232	199	1,489
<b>Total sources of capital funding (C)</b>	<b>36,014</b>	<b>16,897</b>	<b>75,130</b>	<b>51,177</b>
<b>Applications of capital funding</b>				
Capital expenditure				
- to meet additional demand	5,361	6,802	22,777	14,964
- to improve the level of service	14,607	19,516	32,912	19,708
- to replace existing assets	30,893	32,317	45,370	31,416
Increase (decrease) in reserves	(581)	(16,098)	(4,276)	3,430
Increase (decrease) in investments	9,579	(1,975)	709	9,394
<b>Total applications of capital funding (D)</b>	<b>59,859</b>	<b>40,562</b>	<b>97,492</b>	<b>78,912</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(23,845)</b>	<b>(23,665)</b>	<b>(22,362)</b>	<b>(27,735)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# GOVERNANCE

## What we did

**Our Long Term Plan 2021-2031 included an ambitious capital programme to match the growth and changes we face in the decade ahead. It is important that we work together as a district to develop liveable, thriving and connected communities. Due to COVID-19 ramifications and supply chain issues, the capital programme was not fully delivered in Year 1 as anticipated.**

### Customer perception survey

Our goal as a democratically-elected Council, is to involve you in the decisions that affect the future of our district.

### Representation Review and establishment of Māori wards

We undertook the statutory process of our Representation Review, which determines the number and size of wards, the total number of councillors, and the number of councillors per ward. Following our formal consultation on the initial proposal, we received 250 submissions from the community, encouraging revisions to be made and a final proposal to be developed.

The final and adopted proposal included eight general wards and the establishment of two Māori wards. We will now have six Community Boards across the district, with the previously known Onewhero-Tuakau changing boundaries. The now renamed Tuakau Community Board will represent the urban Tuakau areas, with the establishment of the Rural and Port Waikato Community Board representing rural communities.

### Open workshops

Councillor workshops were opened to Community Board and Committee chairpersons and the wider public, providing transparency with the planning stages on key decisions and policies.

### Building on the use of technology for public meetings during Covid-19

The COVID-19 pandemic required innovative approaches for public engagement and meetings. Building on the success of online public meetings during COVID-19 restrictions, we continued to hold online public meetings and workshops where practical. Hearings for our Representation Review and a number of bylaws were held online to ensure that legislative timeframes continued to be met.

### Engagement with communities

Engagement continued for our Proposed District Plan (PDP), which sets the rules for how the district's land can be used, developed and subdivided. The final PDP was adopted in early 2022, and the appeals are working to be resolved with the PDP Subcommittee and the court.

We engaged with our communities on a range of other initiatives, plans, strategies and bylaws including the Local Area Blueprints for Gordonton and Port Waikato, Reserve management, Dog control, Easter trading, Speed limits, Livestock movement, Stormwater and Water supply. To enhance our connectivity, we have engaged through a range of media, surveys, public meetings and market days and we added to our range of online services. Our Facebook page has attracted more than 20,000 followers who engage on a variety of our posts, and our website received 349,598 visitors, which is a 2.56% decrease from the previous year.




### Maintained Iwi partnerships

Our relationship with iwi and hapū was strengthened through our Joint Management Agreement (JMA) with Waikato Tainui and Nga Wai o Waipa which contributed to engagement across key projects including the PDP, Long Term Plan and Representation Review.

The Iwi and Community Partnerships team are strengthening capability by establishing four mana whenua forums which will enable regular connectivity with hapū and marae and support continued engagement on council-led projects.

Māori representation in Council decision making has increased through collaboration with Waikato-Tainui and Māori representatives appointed to the three major committees of Council. Māori views and representation are demonstrated in growth and infrastructure projects, community development and social procurement.

## How we did

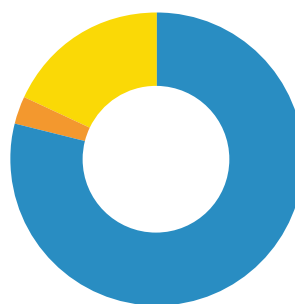
Performance measures	2020/21 result	2020/21 target	2020/21 result	Rating	Explanation
Percentage of customers satisfied with the availability of their Councillor.	73%	80%	47%		We continue to focus on improving the public's perception of availability of their Councillor, including ensuring contact details are easily accessible via our digital channels and searchable through platforms people would expect.
Number of formal hui held with iwi, mana whenua and hapu groups.	4	9	29		Target met.
Percentage of minutes of all open meetings that are made publicly available via the Council's website.	100%	100%	100%		Target met.

## What this tells us

Your feedback through our regular customer satisfaction survey is giving us the information we need to improve the way we work with you. We have not met all our targets for the year overall, but we are making positive progress in working with you to ensure our district continues to develop as an attractive place to live and work.

*There are no potential significant risks associated with this activity.*

## How we paid for it



### Operational Funding

<b>79%</b>	General rates, uniform annual general charge, rates penalties
<b>18%</b>	Internal charges and overheads recovered
<b>3%</b>	Targeted rates

# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022

### - FOR GOVERNANCE

	2020/21 Long Term Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	6,495	6,884	6,203
Targeted rates	268	268	272
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	1,617	1,570	1,421
Local authorities fuel tax, fines, infringement fees, and other receipts	5	2	(8)
<b>Total operating funding (A)</b>	<b>8,385</b>	<b>8,724</b>	<b>7,888</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	3,422	3,471	2,722
Finance costs	-	-	-
Internal charges and overheads applied	4,920	5,221	4,625
Other operating funding applications	2	2	3
<b>Total applications of operating funding (B)</b>	<b>8,344</b>	<b>8,694</b>	<b>7,350</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>41</b>	<b>30</b>	<b>538</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	-	-
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding*	-	-	-
<b>Total sources of capital funding (C)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	-	-	-
- to improve the level of service	-	-	-
- to replace existing assets	-	-	-
Increase (decrease) in reserves	41	30	538
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>41</b>	<b>30</b>	<b>538</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(41)</b>	<b>(30)</b>	<b>(538)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# SUSTAINABLE COMMUNITIES

This group of activities includes economic development, grants and donations, parks and facilities, emergency management and customer and partnership focus. We provide these services to address social and economic wellbeing to support the development of 'communities' and not just discrete sets of towns and villages. It's about the provision of employment, leisure options, improved quality of life and the protection of enduring communities

## Customer and partnership focus

We want to make it easy for you to contact us about issues and questions regarding the services we provide. Key contact points include staff in our libraries and service centres and our call centre. In order for our customers to feel supported outside of normal working hours, we encourage you to contact us online through our website, or through the after-hours service provided by Hamilton City Council.

## Economic development

We are continually providing infrastructure to support businesses and residents and updating the district plan to attract industry to our district, along with many other initiatives. The goal is to ensure our district has longevity by bringing more employment opportunities. The Economic and Community Development team leads, supports and co-ordinates economic development activities, plans and initiatives across the district's growth nodes to help build a local environment that attracts and sustains new and existing business investment, residential development and visitor experiences.

## Emergency management

Public safety and emergency management activities are fundamental to the protection of life and property in the community. We have a key role in disaster and emergency response, management and recovery.

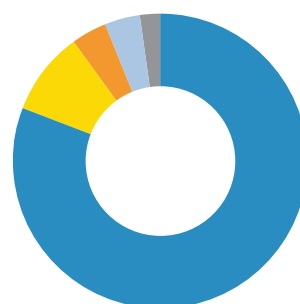
## Grants and donations

Every year we provide grants and donations to various organisations and charities throughout the district, which otherwise might not have access to funding for their work.

## Community connections (parks and facilities)

We provide many parks and open spaces, playgrounds and public facilities, including aquatic centres and libraries, walkways and sports grounds. Providing these facilities and amenities supports a healthy and thriving community.

## How we paid for it



### Operational funding

<b>81%</b>	General rates, uniform annual general charge, rates penalties
<b>9%</b>	Local authorities fuel taxes, infringement fees and other receipts
<b>4%</b>	Internal charges and overheads recovered
<b>4%</b>	Fees and charges
<b>2%</b>	Targeted rates



### Capital funding

<b>41%</b>	Increase (decrease) in debt
<b>31%</b>	Development and financial contributions
<b>15%</b>	Subsidies and grants for capital expenditure
<b>13%</b>	Other dedicated capital funding

# CUSTOMER AND PARTNERSHIP FOCUS

## What we did

### Customer perception survey

Results from our customer perception survey demonstrated satisfaction levels of 70% for services and facility usage across the district. The most utilised services included our libraries, parks and reserves, solid waste and recycling services and wastewater services. The quality of life in the Waikato District is recorded as 'good' or 'very good' from 72% of survey respondents, with 51% feeling satisfied with the way rates are spent on the services and facilities provided by Council.

Key Research was commissioned to undertake our customer satisfaction survey and utilises a mixed method approach consisting of a postal invitation to an online survey, followed by a hard copy survey back up.

### Customer engagement

We conducted robust community engagement on our plans, strategies and bylaws despite the COVID-19 impacts, and this provided an opportunity for innovation through online technologies. Some notable consultation included our Proposed District Plan, Local Area Blueprints, Dog Control Bylaw, Easter Trading Bylaw and the Stormwater and Water Supply Bylaws.

We consulted with communities on unique issues, including high pedestrian traffic areas in Ngāruawāhia, Huntly and Te Kauwhata and Food Waste and the Whāingaroa Wharf development in Raglan. We are continuing discussions with the Huntly community and Museum Committee to support the relocation of the historic Rail Building back to its original site.

By offering the opportunity for online engagement, we noted a 16.3% increase in website visits compared with the previous year, and a 13.4% increase in website users interacting with submissions and applications.

We manage three Facebook pages as well as Instagram, Linked-In and Twitter accounts. Our main Facebook page receives an average 'organic' (unpaid) monthly reach of 230,000 and we receive an average of 2500 'engagements' per month (reactions, comments and 'shares'). This brings our monthly average engagement rate to 4.39% - more than double the Facebook average.

### Library services

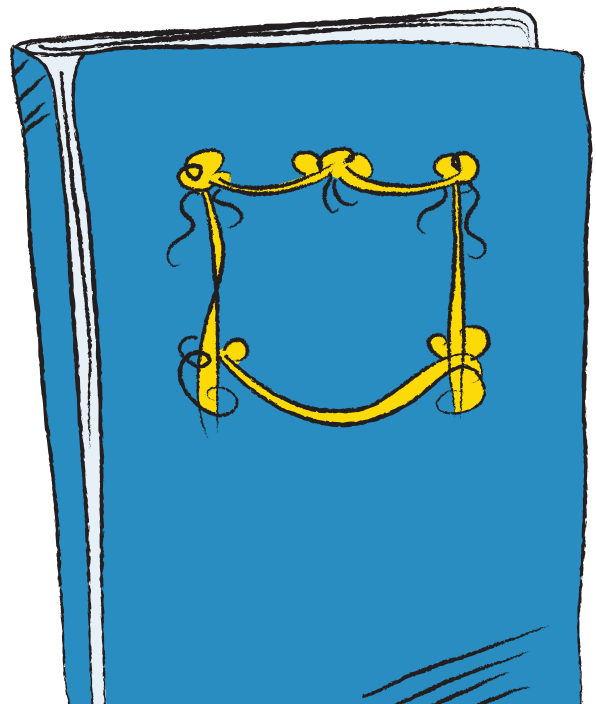
Our libraries continue to be a vibrant hub for community activity, hosting community group meetings as well as regular reading programmes and other learning opportunities. We operate six libraries in the district, including two dedicated public facilities, and four which double as council service centres.

Despite COVID-19 impacts, we have continued to deliver reliable services to customers, which was positively reflected in the 97% customer satisfaction result captured in our inhouse survey. We introduced the COVID-19 Protection Framework which enhances staff and customer protection through the use of appropriate PPE (personal protective equipment) and social distancing in our libraries.







We have enhanced our services through the removal of penalties for late returned items and added a click and collect service for ease to customers. We continue to provide 'cool' spaces for recreation, engagement, creativity and learning, and continue to deliver popular events such as Lego club and Matariki celebrations.

Our library co-ordinators are continuing to build our digital library membership, deliver books to classrooms and provide advice on how to navigate the New Zealand national library system. This is possible through the foundational work undertaken by three temporary staff who scoped the digital system development.

We have continued delivering on our library strategy by implementing Radio Frequency Identification (RFID) technology to replace our existing barcode system. This will allow our customers to check out and return items in a more efficient manner.



## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
Percentage of customers satisfied that council consults with the community regarding the right issues	42%	50%	32%		Although many issues covering a range of topics have been consulted on, further work needs to be undertaken to understand the disconnect.
Percentage of customers satisfied with the ease of access and clarity of information regarding key community issues.	49%	50%	39%		Further work will be undertaken to better understand customer's expectations.
Average level of effort to conduct business with council. (On a scale of 1 - 5 (5 being high effort) how much effort did it take to conduct your business with council?)	2.4	2.60	2.40		Target met.
Net Promoter Score (level of likelihood that library users will recommend to friends and family their library as a place to go)	98%	90%	99%		Target met.
Level of customer satisfaction that the quality of libraries resources meets their needs	99%	90%	97%		Target met.
The % of customers satisfied with the overall service received when contacting the council.	-	70%	69%		We consider this is a reasonable result given the COVID-19 operating challenges experienced.

*There are no potential significant risks associated with this activity.*

# ECONOMIC AND COMMUNITY-LED DEVELOPMENT

## What we did

### Strategy

Waikato 2070's release has continued to drive economic development across the district, including an increase in investor enquiries. A new Account Management framework and investment tool have been developed to support effective enquiries with investors and promote the Waikato District as a place to invest in.

Despite the increased economic activity across the district, it has been a challenge to meet some of the infrastructure requirements investors seek. Through collaboration with regional and national agencies to identify ways to improve local or regional infrastructure, our team will be able to better support these investor requirements.

We are just beginning to experience the impacts of the continued COVID-19 pandemic across the business sectors. With businesses facing challenges to supply products, secure staff and make financial gains, our team will offer business sustainability support and investor engagement opportunities.

The Blueprint and Community Aspirations Budget now homes all discretionary funding programmes managed by Council, following a review and consolidation process.

The new budget will support communities to manage and lead important projects that have been identified as a priority for their community.

The Economic and Community Led Development team continue to work alongside regional partners to support community groups in developing good governance, funding processes, and project management. The relationship cultivates community capability and resilience, with varied training programmes being made available to many communities across the district.


### Regional approach

We continue to promote the Waikato District and its communities through connectivity with regional agencies and other stakeholders.

We contributed \$60,000 to the Regional Economic Development Agency [Te Waka], to enhance regional and national representation of the Waikato District. We also contributed \$150,000 to Hamilton and Waikato Tourism to support the re-build of our tourism sector.

As members of the Waikato Wellbeing Plan, we collaborated with regional partners to promote the four aspects of community wellbeing [economic, social, cultural and environmental], as identified in the Local Government (Community Well-Being) Amendment Act 2019.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
Business perception survey average rating	8.70	8.50	8.68		Target met.

## What this tells us

The Waikato district leads the way in economic and community led development. The work of the Economic and Community Led development team underpins some of the work that will be required of councils under the local government reform.

Economic and community-led development has a reputation for driving economic activity and community capacity building.

*There are no potential significant risks associated with this activity.*

# EMERGENCY MANAGEMENT

## What we did

Our team has diversified skills and knowledge through the changes we have experienced over the last year. Contributing to our focus of resilience, we also deliver incident and emergency management, risk management and business continuity planning, to better support our communities in crisis or emergencies.

The COVID-19 impacts have been significant for territorial authorities' operations and supporting disaster recovery. It has also offered opportunities for learning and innovation, which we have applied to our organisational business continuity planning and disaster recovery responses.

An incident management approach has been applied to best support our Council's understanding and response to the changing national requirements for COVID-19.

We continue to collaborate with partner agencies to deliver a coordinated response for our communities during these events. During the COVID-19 outbreak, we partnered with regional agencies, including the



Waikato District Health Board to support testing and vaccine locations. We also supported Here to Help U, a welfare service provider, to become established in the district.

Several legislative changes are expected in emergency management, with intent to modernise the overall national system and we are prepared to respond to and implement the necessary changes.

We recently we undertook our annual emergency management exercise as part of our legislative requirements. We received a score of 69% from two external evaluators, indicating we are in an advancing stage of training capability.

We continue to deliver civil defence emergency management training for our staff to effectively respond to incidents and emergencies in our district. We are also focusing on developing leadership expertise to better respond in emergencies or incidents.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The evaluation of annual exercise as a measure of effectiveness of training delivery	-	50%	69%		Target met.
Council maintains a minimum number of trained staff to intermediate level, to fulfil core Emergency Operations Centre roles	79	50	66		Target met.

*There are no potential significant negative effects identified with this activity.*

# GRANTS AND DONATIONS

## What we did

Council-owned or administered funds helped to support the work of 102 organisations and charities throughout the district this year with grants and donations.

From Council-owned funds, we committed more than \$574,000 towards 68 local groups. This included \$150,000 to support the work of Hamilton and Waikato Tourism, which is being utilised in joint research and planning to promote the growing tourist industry sector in Raglan.

On behalf of the Creative Communities Scheme Fund, we distributed \$65,628 towards 34 local creative arts and project groups across the district. We also distributed \$99,556 on behalf of the Waikato District Community Wellbeing Trust towards the work of two community groups.

Council committed \$295,000 to 15 local groups and projects through pledges in the Long Term Plan 2021-31. In addition, our Council Committees and Community Boards committed a further \$279,000 of discretionary grants and other funding to 53 local groups.

Description	Funds committed through year 1 of LTP 2021/2031	Amount paid 2021/2022
Twin Arts information centre	5,000	5,000
Raglan Museum	20,000	20,000
Waikato district sports award	5,000	-
Life Education Trust	5,000	5,000
Ecosourced Waikato in the district	2,000	-
Waikato district crime prevention	10,000	-
Bush Tramway	1,000	-
Te Akau community	7,000	-
Tamahere Community Committee	4,000	9,200
Hamilton and Waikato Tourism	150,000	150,000
Tuakau and District Museum Society Inc.	10,000	10,000
Para Kore	5,000	5,000
Te Kauwhata and Districts Information and Support Centre	10,000	-
Waikato Coalfields Museum	50,000	50,000
Waikato Biodiversity Forum	3,450	-
Franklin tourism	2,500	2,500
Matariki festival	5,000	6,848
Matariki festival	5,000	-
<b>Sub-total / total</b>	<b>294,950</b>	<b>263,547</b>
<b>A total of 95 other groups benefited from:</b>		
Heritage assistance fund	20,051	11,399*
Conservation fund grants	34,419	16,595*
Heritage project fund	40,000	6,500*
Community administration funding	20,000	1,947*
Discretionary grants	164,795	69,317
<b>Total Council funds committed 2021/2022</b>	<b>574,215</b>	<b>369,306</b>

\*The tables above are run together as a single table as total funds committed are totalled at the bottom.

\*\*Amount paid out from committed funds relies on groups securing alternative funding required, or meeting other similar criteria, and this can mean funding may be held over for one or two financial years.



# COMMUNITY CONNECTIONS

## What we did

### Community facilities

#### Facilities maintenance

The Community Facilities team continue to work collaboratively and proactively in maintenance of assets with Cushman and Wakefield, our facilities maintenance contractors. The partnership has significantly improved asset data capturing which enhances planning for budget and asset replacement.

#### Fleet management

Council is transitioning to a more environmentally friendly fleet and purchasing hybrids or Plugin-Hybrid Electric Vehicles (PHEV) wherever possible to lower carbon emissions. The PHEV vehicles match performance and specifications of our traditional diesel vehicles, making them fit for purpose.

#### Health and safety

The Facilities team engaged Cushman and Wakefield to complete remedial works at the Raglan and Ngāruawāhia libraries to improve safety for staff and customers.

#### Community venues and events

Events and venues across the country have been significantly impacted by COVID-19, reducing hosting opportunities and external bookings. Safety protocols have been implemented at venues to better protect staff and customers.

#### Cemeteries

COVID-19 restricted attendance numbers at funerals and encouraged more families to opt for ash burials which offers the delaying of gatherings for longer. Our Cemeteries Bylaw is currently under review and will progress next financial year.

#### Events and volunteers

An Event Capacity study is underway which will assist in determining the size and type of events which can take place on reserves throughout the district. The team have implemented commercial event fees and charges which have been utilised for a commercial filming event this year. This was successful and ensured that any damage to Reserves, caused by a commercial event, didn't financially impact ratepayers.

#### Camps

Raglan Holiday Park Papahua and Lake Hakanoa Motor Caravan Park were both significantly impacted by COVID-19 mandates. Health and safety risks were addressed at both camps and supported by our team to adapt to the changes in protocol.

#### Woodlands

The annual judging of the Garden of National Significance was postponed due to COVID-19. Collaborative works with the Woodlands team continues to maintain high standards of the Woodlands Gardens and retain National Significant recognition.

#### Open Spaces

The Open Spaces team experienced significant staff changes. This has included a replacement team leader, two new technical support officers and the introduction of the new Open Spaces Project Co-ordinator role approved through the LTP.

#### Raglan Airfield

A safety check was conducted at Raglan Airfield following a request from the Civil Aviation Authority (CAA). A further commissioning of an independent review on the airfield highlighted 18 necessary safety improvements including building a fence around the boundary. Ongoing vandalism to the fence required police intervention and discussions with iwi have continued to determine longer term use of the land. The airfield has been reopened in the interim and is well utilised by pilots locally and nationally.

#### Tree maintenance

Tree maintenance services and asset data capturing is being undertaken by our new contractor, Asplundh Ltd.

Dutch Elm Disease was recently detected in the district, after previously being contained in Auckland for three decades. We collaborated with Auckland Council to determine and implement monitoring and protection protocols.

#### Reserve planning

The newly established Reserve Planning team are focusing on a more streamlined approach to strategic document review and creation.

#### Reserve Management Plans

The Raglan Coastal Reserve Management Plan was adopted in August 2021 following COVID-19 related delays impacting public consultation. This plan acknowledges site significance for Mana Whenua at Wainui, Papahua and Manu Bay in Raglan.

The General Policies Reserves Management Plan is undergoing consultation and will contain district wide regulations.

## Capital works

The Community Projects team delivered a range of capital works projects with some notable examples including:

### Tuakau Library extension

The extension of the Tuakau Library providing the growing population in the North with a spacious, welcoming environment for library collections.

### Cemeteries

- The Rangiriri Cemetery has been upgraded to include new kerbing and asphalt, as well as a water fountain at the entranceway
- The Whangarata Cemetery is now completed offering more burial capacity, parking bays and a safe turning bay
- New interlocking post and rail fencing was installed at the Whatawhata Cemetery Carpark.

### Carparks

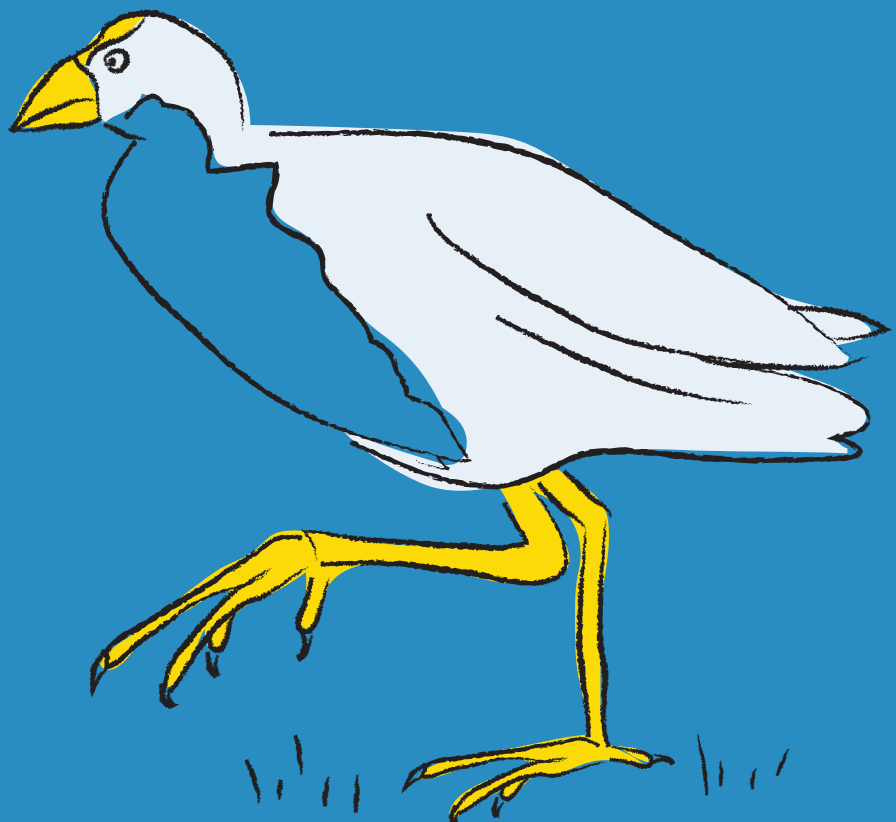
- The Waipa Esplanade carpark in Ngāruawāhia has been surfaced with asphalt and clear carpark markings, with an added concrete pathway to connect to the riverside walkway
- The Green Cathedral carpark adjacent to Lake Hakanoa in Huntly was upgraded with an asphalt
- Surface and speedhumps to improve safety for pedestrians
- Te Akau carpark has been resealed with an added retaining wall and concrete path.

### Walkways and trails






- Tamahere Park has a new concrete walkway and cycleway path to support community wellbeing initiatives
- The Travers Road Walkway has been extended from Moorfield to Wayside Roads with a safer 2.5-metre-wide footpath.

### Recreation spaces

- The Pōkeno Tennis Club carpark has been upgraded to chipseal and includes a mobility parking space. There is now a connecting concrete path between the carpark to the courts
- Huntly's Brownlie Crescent basketball hoop and small concrete pad have been replaced with a new halfcourt
- Hakanoa Playground has been upgraded to a more modern and engaging facility.



## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The number of events workshops held each year to support event organisers	-	2	0		The COVID operating environment, including gathering restrictions, compromised delivery of this target.
Carbon road map shows an improving trend in energy efficiency / emission reduction	-	5%	11%		Target met.
Percentage of customers who are satisfied with parks and reserves, including sports fields and playgrounds overall	89%	85%	79%		Comments suggest the level of dissatisfaction relates particular to only parts of the district. Further development of our park assets at these locations may increase satisfaction levels.
Percentage of customers who are satisfied with public toilets in the residents satisfaction survey.	67%	75%	56%		Cleaning contractors have met the agreed levels of service. We will continue to explore opportunities to increase satisfaction levels.
Percentage of customers who are satisfied with the presentation of WDC cemeteries	93%	85%	72%		Significant improvement and maintenance works have been undertaken during the year. Further opportunities to improve will be identified.

## Potential significant risks

Potential risk	How we are addressing this
Damage to property and harm to people from falling trees and branches	Tree maintenance programme is delivered in accordance with industry standards. Increased asset data to capture age and condition of trees to allow proactive maintenance.
Noise and disorderly behaviour issues from events and general use of reserves.	Events applications are managed in alignment with Council's terms and conditions of hire. Bollards and signage installed to discourage undesirable behaviour such as motorbikes and vehicles on reserves.
Higher cost or reduced level of service delivered due to increasing costs and inflation	Monitor cost of delivery of both operational and capital projects. Consult with the community on all costs and options for levels of service through the Long Term Plan process.



# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022

### - SUSTAINABLE COMMUNITIES

	2020/21 Annual Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	22,209	25,386	28,461
Targeted rates	822	817	848
Subsidies and grants for operating purposes	60	127	143
Fees and charges	1,830	1,388	1,561
Internal charges and overheads recovered	1,894	2,443	1,577
Local authorities fuel tax, fines, infringement fees, and other receipts	1,868	3,409	3,008
<b>Total operating funding (A)</b>	<b>28,683</b>	<b>33,570</b>	<b>35,598</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	17,881	23,545	21,438
Finance costs	-	-	-
Internal charges and overheads applied	6,191	6,216	6,288
Other operating funding applications	-	633	923
<b>Total applications of operating funding (B)</b>	<b>24,704</b>	<b>28,313</b>	<b>28,649</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>3,979</b>	<b>5,257</b>	<b>6,949</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	400	-	1,212
Development and financial contributions	2,730	1,311	2,855
Increase (decrease) in debt	3,228	14,488	3,789
Gross proceeds from the sale of assets	522	3,914	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	1,379
<b>Total sources of capital funding (C)</b>	<b>6,880</b>	<b>19,713</b>	<b>9,235</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	1,037	490	2,719
- to improve the level of service	4,214	11,260	5,432
- to replace existing assets	4,582	8,654	5,814
Increase (decrease) in reserves	1,026	4,566	2,219
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>10,859</b>	<b>24,970</b>	<b>16,184</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(3,979)</b>	<b>(5,257)</b>	<b>(6,949)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*Other dedicated capital funding for the Sustainable Communities group of activities represents insurance proceeds to fund replacement of toilets at Tuakau, capital revenue for lighting upgrades at Dr John Lightbody Reserve and NZTA contributions to the Te Awa Cycleway.

# SUSTAINABLE ENVIRONMENT

This group of activities includes animal control, building quality, strategic and district planning, solid waste and environmental health. Our strategic focus is to develop and maintain an integrated approach to providing sustainable, attractive, affordable and safe options for living, in a way that's in tune with what ratepayers want. We need to provide more streamlined processes that cost less while still delivering required results for our community and Council.

## Animal control

The Animal Control Team provides animal control services through dog registration, complaint response, and impounding wandering stock and animals as required by the Dog Control Act 1996, Impounding of Stock Act 1955, and Council's Dog Control Policies and Bylaws. This is achieved through active enforcement of requirements and via the education of dog owners and the general public.

- Improving our kerbside recycling collections;
- Considering ways to reduce the amount of rubbish we collect and how much it costs; and
- Improving transfer stations to recover and recycle more material than we do now

## Building quality

We protect the community by ensuring that buildings in our district comply with legislation, including the fencing of swimming pools. We process building consent applications and carry out construction inspections.

## Environmental health

We provide a range of services to ensure food outlets maintain high food safety standards, alcohol outlets operate to the conditions of their licences, and that noise and nuisance complaints, hazardous substances and contaminated sites are all managed.

## Strategic and district planning

Land use and growth management planning ensures the district can grow and develop in a sustainable manner and in accordance with the principles contained in the Resource Management Act (RMA) 1991. Resource Consents are issued and monitored in accordance with the RMA and our planning frameworks.

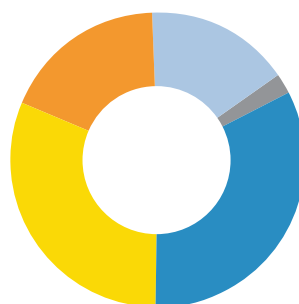
## Solid waste

As set out in the Waste Minimisation and Management Plan (WMMP), Council has adopted an aspirational vision of 'Working towards zero waste for the Waikato district.'

**The goals of the WMMP are summarised as:**

- Working more closely with our communities in managing waste;
- Working more closely with the growing waste management industry in the district and the other councils around us;

## How we paid for it



### Operational Funding

<b>33%</b>	Fees and charges
<b>31%</b>	General rates, uniform annual general charge, rates penalties
<b>18%</b>	Targeted rates
<b>16%</b>	Local authorities fuel taxes, infringement fees and other receipts
<b>2%</b>	Internal charges and overheads recovered

# ANIMAL CONTROL

## What we did

Despite a challenging year and the continued impacts of COVID-19, the Animal Control team continues to prioritise public safety incidents and respond to all requests for service promptly. Our officers are rostered on a 24-hour, 7-day a week schedule to respond quickly to urgent situations involving aggressive dogs or livestock on roads.





The COVID-19 restrictions impacted our ability to provide education and engagement visits to schools and libraries, with reduced bookings and increased precautions from education providers.

During the year, an increased number of dogs passed their temperament test and were added into our adoption programme. By advertising through the Waikato Pound Pups Facebook page and leveraging our relationships with rescue groups and wider networks, we have rehomed 187 dogs. The pound is still housing 30 pups and dogs impounded, who wait for adoption.

The Animal Control team successfully held 3 open-air events including our two Pound Pups Pool Parties, with over 160 dogs attending. Our 2022 Dirty Dog Challenge held early in July, included 520 humans and 390 dogs, with all proceeds returned to the community to assist with dog desexing.

We have 14,351 registered dogs across the district, which represents 91% of the 15,752 known to Council. The continued education and encouragement from our team to dog owners will be at the forefront of our priorities, aiming to have as many dogs registered as possible. The implementation of our new customer portal has simplified the dog registration process and allows dog owners to complete and pay registration online.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The percentage of aggressive dog behaviour complaints, where immediate risk to public safety is present, that has council personnel on site within 1 hour	98.6%	95%	95.5%		Target met.
The percentage of complaints regarding stray stock that has council personnel on site within 1 hour	99.6%	95%	96.7%		Target met.
Complete engagement and education visits throughout the district	116	120 per annum/10 per month	24		COVID-19 restrictions prevented school visits and dogs in libraries for much of Pool Parties, with over 160 dogs attending, were held once conditions allowed.
The percentage of known dogs currently registered	-	95%	91%		1,401 of 14,351 known dogs in the district are unregistered. The KPI was not met due to COVID-19 resourcing challenges and restrictions.

## Potential significant risks

Potential risk	How we are addressing this
Attacking of Animal Control Officers resulting in injury, by dogs and their owners and livestock	Continue to provide ongoing training and ensure the correct and required personal protection equipment is provided.
Dog owners disgruntled by enforcement action taken against them	Professional and courteous enforcement.
Public injury risk from dog attacks	Ensure animal control services are maintained at a level to ensure stray dogs are impounded and attacks responded to quickly.

# BUILDING QUALITY

## What we did

### Building consents

Due to the COVID-19 outbreak we experienced a 7.4% decrease in lodged building consents.

We were unable to meet our 20-day statutory timeframe for processing applications, despite using contractors to support our reduced staff numbers. Contractor support will continue to be utilised while we recruit for additional staff.

### Inspections

Workload increases also impacted inspection timeframes, resulting in utilising contractors to support the team. Two additional permanent Building Inspectors have been approved and employed to resolve this issue.

Increases in workloads and reductions in staffing availability meant a temporary pause of Territorial Authority work such as pool and building warrant of fitness inspections and duty inspector services. Two additional pool inspectors were employed to help maintain our legislative requirement; however, these roles have become vacant again and will not be filled at this time.

### Consent's processing

Our online digital consenting system is undergoing continuous improvements for ease of lodging and tracking for both customers and consent processing staff.

We processed 2249 building consents and 966 new dwelling consents, a 7.4% and 49.5% reduction from the previous year. The decline in these consent applications highlights the COVID-19 impacts on the building sector.

### Assessment of earthquake-prone buildings

The 2017 legislation requiring us to identify potential earthquake-prone buildings by the end of 2022 has seen all assessments completed across our district. We have advised affected owners and supported them to undertake an initial seismic assessment (ISA). High pedestrian areas were also identified through a consultation process, and these have now been formally adopted within the statutory timeframe.





### Accreditation

Our International Accreditation New Zealand (IANZ) assessment in February identified nine General Non-Compliances (GNCs) and zero Serious Non-Compliances (SNCs). The general non-compliances have been resolved and now meet IANZ standards, retaining our accreditation for another year.

## Issues

Continued competition from the private sector challenged our ability to recruit the staff needed for processing applications within statutory timeframes.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually.	13%	33%	7%		COVID-19 restrictions and a conscious decision to focus the limited resources on processing building consents and swimming pool inspections meant this measure was not met.
The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually	48%	100%	64%		COVID-19 restrictions and the conscious decision to focus the limited resources on processing building consents and swimming pool inspections meant this measure was not met.
The percentage of swimming pools that are inspected for compliance annually	14%	33%	36.8%		Target met.
The percentage of building consent applications which are processed within 20 working days	88.2%	98%	56.8%		COVID-19 operating challenges and unprecedented demand meant this measure was not met. Improvements were made resulting in 84% of building consents processed on time during June.

## Potential significant negative effects

Potential negative effect	How we are addressing this
Legislation is requiring more Council input into plan review and building inspection, which increases costs	Council has to react to new legislation but tries to limit the cost increase as much as possible.
Non-compliance requires Council to take offenders before the court	Prosecution of blatant offences against the Building Act is necessary to reinforce compliance, maintain equity for those who obtain consents and fulfil statutory duty.
The time to process applications might be regarded as a delay to construction	We are simplifying the consent process.

# ENVIRONMENTAL HEALTH

## What we did

### Food Act 2014

We continue to support food operators in the district to register under the Food Act 2014 (Act).

The Act allows food businesses to manage food safety in a way that suits their individual level of complexity and food safety risk. Businesses are audited by approved verifiers and any areas requiring improvement are identified as part of the audit process.

Our Environmental Health team have maintained their status as a recognised agency by the Ministry for Primary Industries (MPI), allowing us to provide verification services to food operators within the district. The audit by JAS-ANZ in May 2022 demonstrated Council compliance with MPI requirements, and three additional Food Safety Officers have been approved by MPI to enforce these standards across the district.

There was an increased demand in the past year for guidance and support from new and existing food operators to adapted to the COVID-19 environment and economy.

### Sale and Supply of Alcohol Act 2012

Working alongside the Ministry of Health and the New Zealand Police, we continue to process alcohol applications within the statutory deadlines to support the District Licencing Committee (DLC) in their role. There has been an increasing demand for information and assistance across the district over the past year.





### Investigative work and contamination

Our out-of-hours service operators attended approximately 1300 noise complaints in the past year, delivering on contingency planning that enable appropriate response during COVID-19 restrictions.

We responded to another surge in requests for potential land contamination assessments as part of the resource consent process. A variety of health issues and multi-agency events were also responded to, including contaminated land and 'P labs', agricultural activities, and spillages.

Through our participation with the Waikato Regional Council water quality programme, we provided appropriate health warning signage at any impacted recreational water locations in the district.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The percentage of food operations that are required to be verified annually that are verified.	100%	95%	92%		COVID-19 restrictions meant not all inspections were able to be completed during the year.
The percentage of medium or higher risk category licensed premises inspected annually.	100%	95%	100%		Target met
Percentage of excessive noise complaints responded to within agreed timeframes (due to geographical characteristics of the district, response times will vary in different areas)	85%	85%	87%		Target met.
The percentage of hazardous land use information (hail) reports that will be completed within 10 working days.	100%	90%	100%		Target met.

*There are no potential significant risks associated with this activity.*

# STRATEGIC AND DISTRICT PLANNING

## What we did

### Giving effect to Council's vision

Over the past year, planning efforts continued to give effect to our vision of creating 'liveable, thriving and connected communities'.

We have helped inform the review for the future of Local Government by producing an internal resource document for elected members and staff. We also helped inform the regional perspective on this matter by working with Colab (previously the Waikato Local Authority Shared Services) to produce a community needs analysis on local government reform.

We adopted the updated Future Proof Strategy - a 30-year growth management and implementation plan for the Hamilton, Waipā and Waikato sub-region following a two-year review process. Council continued to provide support to the future proof partnership at the governance, strategic and technical programme management and implementation.

### Sub-regional and regional

The updated Future Proof Strategy retained the core elements of the 2009 and 2017 Strategy and also incorporates the Hamilton to Auckland (H2A) Corridor Plan and the Hamilton-Waikato Metropolitan Spatial Plan. It factors in key national documents and initiatives such as the National Policy Statement on Urban Development (NPS-UD) and the Government's Urban Growth Agenda.

Council adopted the Southern Hamilton-Waikato metropolitan wastewater detailed business case which provides for a servicing solution for Matangi, Tauwhare Pa and the Tamahere Business Hub.

We progressed the Hamilton-Waikato Metropolitan Transport Programme business case to determine which transit options could achieve equitable access, reduce emissions and embrace kaitiakitanga across the sub-region.

Collaboratively with rail partners and the Ministry for Transport, we supported the development of an indicative business case for rapid rail between Hamilton and Auckland.

We supported the development of a housing affordability scorecard and further understanding of housing challenges through the Waikato housing initiative.

## District wide

### Annual Plan, policies and bylaws

Council's Annual Plan was adopted on 30 June 2022 and maintained the 3.5% rates increase as identified in the Long Term Plan 2021-31.

A number of bylaws and policies were reviewed and adopted, including the Dog Control Bylaw and Policy, Livestock Movement Bylaw, Speed Limit Bylaw, Stormwater and Water Supply Bylaws, Gambling Policy and Easter Trading Policy.

### Blueprints

Our Blueprints programme was progressed to incorporate Local Area Blueprints in Gordonton and Port Waikato, undergoing consultation with the community to identify priority initiatives. Both Local Area Blueprints are due for adoption in August 2022.

The blueprint and community aspirations budget has been established and includes all previous discretionary funding programmes managed by Council, following a review and consolidation process. The new budget will support communities to manage and lead important projects that have been identified as a priority for their community.

### Waikato 2070

The Waikato 2070: District Growth and Economic Development Strategy, has been invigorated through the LTP, Proposed District Plan Decisions, sub-regional Future Proof Strategy and the Pōkeno Public Realm Concept Plan. Waikato 2070 guides growth in the district over the next 50 years in and around existing settlements in order to enhance social, cultural, economic and environmental wellbeing.

### An organisation-wide implementation programme included:

- Long Term Plan 2021-31 funding for detailed structure planning, town centre design, asset management planning and infrastructure funding
- Proposed District Plan (PDP) hearings support, with respect to the rezoning proposals
- Collaboration and development of the Pōkeno Public Realm Concept Plan (PRCP) with mana whenua. The PRCP supports the rapidly growing residential community by transforming its town centre into a vibrant, people-focused community destination.

## Proposed Waikato District Plan

### Decisions on the PDP

Waikato District Council notified its decisions on the Proposed Waikato District Plan on the 17 January 2022, following two publicly notified stages and ministerial approval for delivery extensions.

Council received over 1000 submissions, covering more than 10,000 individual submission points on the PDP, and conducted 46 hearings in person and online.

Council appointed a hearings panel of independent commissioners to hear submissions and make decisions on the PDP. The Independent Hearings Panel concluded the hearings process and prepared their decisions which have now been formally notified.

### Appeals to the PDP

The appeal period for the decision on the PDP was open for 30 working days and closed on 1 March 2022. 66 appeals were received and a further 85 parties joined the appeals as s274 parties.

We are working with the appellants and s274 parties to resolve matters and amend the PDP as appropriate.

### The Ōhinewai Provisions and Appeal






In May 2021, the Independent Hearings Panel made decisions on the provisions of the submission to the Proposed Waikato District Plan to rezone 178 hectares at Ōhinewai. Four appeals and five notices from s274 parties were received, and these were resolved in the Environment Court. The Ōhinewai provisions were made operative in March 2022.

### Consents

The consents team processed 1311 resource consent and related applications and a significant portion of time was dedicated to subdivision work, with 969 lots being released for titles. We processed 1283 LIMs, 1849 property information requests and our Duty Planners handled 3904 enquiries, which are all reductions from the previous year.

All resource consent applications are currently required to be assessed against the existing Operative Waikato District Plan and the Decisions version of the PDP. This cross-assessment has caused added workload to the team and delays to evaluations and determinations of applications.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The percentage of resource consent applications which are processed within statutory timeframes	99.48%	98%	96.74%		Issuing resource consents within statutory timeframes has been impacted by COVID-19 restrictions, staff turnover and additional assessment times against provisions of the Operative Waikato District Plan and the Decisions version of the Proposed District Plan.
The percentage of current land use consents that are older than two years which have been monitored in the past two years.	65%	75%	53%		As this data set measures monitoring conducted over the last two years, the full effect of COVID-19 restrictions are now visible. Covid operating challenges have impacted our ability to conduct site visits.
The number of parking patrols that are carried out in communities that have parking controls under the bylaw.	140	168	101		COVID-19 restrictions meant that routine parking patrols were not able to be conducted at all times during the year. An increase in service requests relating to litter and abandoned vehicles placed additional pressure on resourcing.
The percentage of bylaws and policies, which are required by legislation, are reviewed within their statutory timeframes	-	95%	96%		Target met.
Adequate land supply (right type in right location) exists to cater for the growth and development of the district. Sufficient development capacity (as required by the National Policy Statement – Urban Development) is provided to meet expected short- and medium-term demand	-	100%	100%		Target met.

What this tells us

The number of resource consents and related applications handled by the Council remains high and reflects continued growth across the district. However, issuing of resource consents within statutory timeframes has been impacted by a number of factors: the additional time involved to assess applications against provisions in both the Operative

Waikato District Plan and the Decisions version of the Proposed District Plan; difficulty recruiting to vacancies due to national shortage of experienced planners and engineers, and lack of capacity with staff and consultants created by turnover, training, COVID-19 and other illnesses.

Potential significant risks

Potential negative effect	How we are addressing this
Planning may increase development costs, through compliance costs, development levies or financial contributions	Benefits flow back to developers from improved environmental quality, and provision and co-ordination of services such as infrastructure, and any net negative effect is not significant.
Non-compliance with statutory requirements for the issuing of resource consents may cause delays	Improvement of systems is ongoing to ensure continual improvement in services.
Inadequate or harsh monitoring of District Plan requirements may discourage development, affecting the economy in the district	Apply a reasonable, concise, consistent monitoring process.

# SOLID WASTE

## What we did

Despite the COVID-19 impacts on staffing, we were able to maintain regular kerbside services with minimal disruption across the district.

Our district's kerbside refuse and recycling collections and transfer stations operate under the renewed contract with our three partners, Xtreme Zero Waste, Smart Environmental and Metro Waste from 1 July 2021. These contracts have been updated to align to our Waste Management and Minimisation Plan (WMMP) objectives.

### Raglan food waste

Funds from the Waste Minimisation reserve were used to support the Raglan food waste collection, which will now be funded through a targeted rate, beginning in July 2022.

### Community resource recovery centres

Feasibility studies have commenced for a community resource recovery centre in Tuakau, with negotiations also underway for one in McVie Road in Huntly. The Huntly site will remain as a refuse and recycling drop-off point for the public.

We have leased a building in Rotowaro, Huntly which will house a new recycling sorting plant.

### Truck cameras

Refuse and recycling collection vehicles operating in Pōkeno and Tuakau have been fitted with live-feed cameras and GPS tracking in a trial to improve accuracy, enhance customer service and deliver better management of recycling collections.

### Closed landfills

There are no issues of erosion or subsidence in the six closed landfills we monitor across the district, which operates under consent from Waikato Regional Council.

### Waikato and Bay of Plenty Waste Liaison group

As a member of the Waikato and Bay of Plenty Territorial Authority Waste Liaison Group, we collaborate with other territorial authorities to share waste minimisation objectives. Through shared infrastructure and programmes, we collectively prevent and divert waste from landfill.

### Zero Waste education

We are continuing to educate to schools across the district who participate in our Zero Waste Education programme.



### Para Kore

The Council continued to support Para Kore, a waste minimisation education programme delivered from a Māori perspective and which aims to normalise living without waste on marae.

### Enviroschools

We supported the Enviroschools programme, which empowers young people to plan, design and implement sustainability actions that are important to them and their communities.

## How we did

Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
Meet actions set within Waste Minimisation Management Plan (WMMP)	-	30	54		Target met.
Customer satisfaction with waste collection services.	-	75%	72%		The satisfaction levels at our transfer stations are lower than those of our kerbside collection. Limited access for parts of the district, particularly Tamahere and Tuakau, may be contributing to the low result.

*There are no potential significant risks associated with this activity.*



# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022

### - SUSTAINABLE ENVIRONMENT

	2020/21 Annual plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	8,672	9,111	8,725
Targeted rates	5,029	4,790	4,909
Subsidies and grants for operating purposes	-	80	-
Fees and charges	6,995	9,303	9,179
Internal charges and overheads recovered	564	615	604
Local authorities fuel tax, fines, infringement fees, and other receipt	3,368	4,335	4,608
<b>Total operating funding (A)</b>	<b>24,628</b>	<b>28,234</b>	<b>28,025</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	18,389	23,545	23,384
Finance costs	-	-	-
Internal charges and overheads applied	5,961	6,509	6,131
Other operating funding applications	44	56	81
<b>Total applications of operating funding (B)</b>	<b>24,394</b>	<b>30,110</b>	<b>29,596</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>234</b>	<b>(1,876)</b>	<b>(1,571)</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	2,265	96
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding*	-	-	-
<b>Total sources of capital funding (C)</b>	<b>-</b>	<b>2,265</b>	<b>96</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	-	-	-
- to improve the level of service	52	2,265	43
- to replace existing assets	68	135	149
Increase (decrease) in reserves	114	(2,011)	(1,667)
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>234</b>	<b>389</b>	<b>(1,475)</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(234)</b>	<b>1,876</b>	<b>1,571</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# ROADING

## What we did

### Waikato District Alliance

Roading maintenance is undertaken by the Waikato District Alliance (WDA), a collaborative partnership between the Council and Downer NZ established seven years ago to deliver a 'best-for-network' solution.

To enhance delivery, we developed a Network Safety Plan, a delivery management methodology system, updated the safety deficiency database and refined Capital Works processes.

A revised Asset Management Plan (AMP) was delivered through the Long Term Plan, receiving praise from Waka Kotahi and the broader roading industry for its innovation. The AMP offers a visual representation of the Levels of Service (LOS) and supports consistent understanding of the network condition.

Business Intelligence reports have now connected the level of service required in the Asset Management Plan to the WDA Performance Framework. This supports all teams involved in delivery to understand their contribution to the overall network outcomes.

### Connected communities and alternative transport modes

The WDA delivered new rehabilitation and urbanisation solutions in Orini, Raglan and Pōkeno, to accommodate for expected growth.

New footpaths were completed to improve pedestrian links and safety in communities in Pōkeno, Te Kauwhata, Raglan and Huntly.

Shared walking and cycling paths were completed in Raglan, connecting the town with the beach to reduce vehicle use impacts.

### Best for network

We resurfaced 87 kilometres of sealed roads, rehabilitated three kilometres of roading and repaired 2,073 potholes across the district. An extensive upgrade to our unsealed roads including re-sheeting of high volume or vulnerable roads was also undertaken.

74,590 m<sup>2</sup> of stabilisation repairs were completed across the district, advancing pre-reseal repairs nine months ahead of planning and offering annual resealing flexibility.

Box culvert replacements were completed on Jeff Road and State Highway 22 to maintain our bridge structures over small streams.

### Emergency work

Our emergency services operate 24/7 and have responded to a number of fallen trees due to storms and high winds, as well as emergency slip repairs. We responded to 63 slips and 26 road dropouts, whilst also continuing the replacement of failed bearings on the Tainui Bridge to enhance safety for users.

### COVID-19 response

Our northern teams supported the police with traffic management checkpoints during COVID-19 restrictions in the Auckland region.

### Planning for growth

Strategic developments have improved traffic flow and network configuration, and new infrastructure supports residential growth associated with the construction of the Waikato Expressway.

We built new infrastructure in Pōkeno, Tamahere and Raglan, supported developers with roading projects in Raglan, Horotiu and Ngāruawāhia and continued works on the industrial development in Horotiu.

### Waikato expressway

With the Waikato Expressway now complete, remaining sections of the old State Highway will be added to our network in the coming months. Roding maintenance was factored into our Long Term Plan budgets and strategising with Waka Kotahi continued to minimise the change impact for our communities.

### Capital projects

We continued work on the next stage of the Te Awa cycleway project from Cambridge to Hamilton, including completing the boardwalk section to complete the entire link. The Pōkeno urban upgrade near the primary school was completed and is delivering enhanced safety for pedestrians and vehicles.

### Network safety

As part of the national approach to tackling unsafe driving speeds, we are implementing the next stage of speed limit changes in our district. These changes will be predominantly in populous areas, business and school zones, and on high-risk local roads.

Our team is involved in a regional response to speed management with other councils and agencies, to implement consistent and appropriate speeds for safety. Our leadership on the Speed Bylaw has also supported other councils to implement changes.

In collaboration with Waka Kotahi, investment into safety projects is being prioritised through the Road to Zero Programme, which aims to reduce Deaths and Serious Injuries (DSIs) by 40% in the next 10 years.

### Supporting freight movement







Investment into bridge maintenance to support freight moving continues, with Tainui Bridge at Huntly requiring considerable works. Further analysis into increasing capacity at Mercer Ferry Bridge has been completed, and solution works are underway after a capacity reduction on the Tahuna route due to a structural bridge fault.

### Road safety and education

The Road to Zero related projects were delayed due to budgeting allocations and will progress in the coming year.

We collaborated with the police, Waka Kotahi and the community to deliver a tailored road safety education programme. Although impacted by COVID-19 restrictions, we adapted delivery through community workshops, roadside education approaches and social media. The programme offered a focus on driver licensing to improve road safety awareness and job awareness, sober driving and driving to the conditions, plus raised awareness on fatigue and distractions.

## How we did

Performance measures	2020/21 result	2021-22 Target	2021/22 Result	Rating	Explanation
The change from the previous financial year in the number of fatal and serious injury crashes on the local road network, expressed as a number.	+4	-2	+7		2021/22 has been one of the worst years in recent times for fatal crashes, nationally. For the Waikato district there has been a significant increase in motorcycle crashes accounting for nearly 40%. This could be attributed to more affordable ways of travelling and an increase in motorcyclists on the roads
The average quality of ride on a sealed local road network, measured by smooth travel exposure.	97%	96%	96%		Target met.
The percentage of footpaths that fall within the level of service or service standard for the condition of footpaths that is set out in the LTP.	96.4%	95%	0%		This KPI was not achieved as the annual survey was not completed in 2022.
The percentage of the sealed local road network that is resurfaced.	6.4%	5%	4.7%		This target was not met due to increased costs and the need to reduce the resurfacing program to stay within budget.
The percentage of customer service requests relating to roads to which we respond within the timeframes specified.	96.2%	95%	97.6%		Target met.
The percentage of customer service requests relating to footpaths responded to within the timeframes specified.	93.8%	95%	96.1%		Target met.

## What this tells us

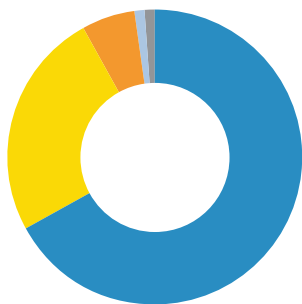
We surpassed our targets for the quality of our roading and for our responsiveness to customer requests. We made good progress on improving our levels of service, even though ongoing responses to COVID-19 disrupted our annual programmes. Planning for new developments remains a challenge and changes are required to accommodate new proposals in order to respond in a coordinated way to the requirements for water, power, and telco infrastructure as well as our renewal projects.

## Potential significant risks

Potential negative effect	How we are addressing this
Road and environmental factors can contribute to crashes, particularly those that involve loss of control	NZTA monitors and records through the Crash Analysis System (CAS) the percentage of accidents caused by loss of control. Identifying surface degradations early (SCRIM) to ensure timely interventions. Prioritised programs under NZTA's Safer Network Programme (SNP) that align with Road to Zero National Strategy.
Increased traffic congestion on existing transport network	Roading contributions imposed under consent conditions contribute to road upgrading.
The needs of cyclists and pedestrians and their conflicts with other forms of traffic	Implement the recommendations of the Walking and Cycling Strategy, continue linkages within townships and communities. Continue 3 year programme of new footpaths and shared cycleways
Speed restrictions imposed on inappropriate locations causing speed limits to be ignored	Implement speed management and speed limit reviews in accordance with Speed Management guidelines 2016 and Waka Kotahi's Megamaps tool
If effect is not given to the Livestock Movement Bylaw 2011 then existing crossings will remain with resulting traffic hazards and public nuisance	Stock bylaw review is nearly complete and will be implemented early in the next Long Term Plan period.
Economically, the cost of desired infrastructure improvements may exceed the community's ability to pay	Consult with the community on all costs and options for levels of service through the Long Term Plan process.
The quality of surface runoff from roads that discharges into adjacent coastal or other waters	Compliance with resource consents and Council's engineering standards and guidelines. Environmental controls.
Dust nuisance	Track and record complaints and comply with resource consent conditions during construction activities.
Danger to people and property and high social cost from crashes	Continuing the programme of road safety improvements and speed limit changes
Main roads can divide communities	Continuing to advocate for by-passes around urban centres.
Potential for negative impacts from traffic noise and vibration to properties adjoining roads	High use roads are usually surfaced with asphalt to improve useful life and level of service. Traffic calming will avoid use of speed humps. Specific issues will be investigated and mitigation measures undertaken as appropriate.
Potential for air pollution from traffic fumes to affect health	Continuing to advocate for by-passes around urban centres.
Heavy traffic volumes can lead to loss of amenity in urban areas	Continuing to advocate for by-passes around urban centres. A review of some roads that the community has raised concerns and address changes through the Public Spaces Bylaw schedules.
Provides easier access to sites that are culturally sensitive	Continuing to better identify sites of cultural significance.
Potential for road construction to disturb sites of cultural significance, including wāhi tapu	Continuing to invest in good relationships with tangata whenua.

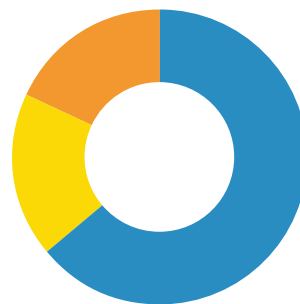


## How we paid for it



### Operational Funding

<b>67%</b>	General rates, uniform annual general charge, rates penalties
<b>25%</b>	Subsidies and grants for operating purposes
<b>6%</b>	Local authorities fuel taxes, infringement fees and other receipts
<b>1%</b>	Fees and charges
<b>1%</b>	Internal charges and overheads recovered



### Capital

<b>64%</b>	Subsidies and grants for capital expenditure
<b>18%</b>	Development and financial contributions
<b>18%</b>	Increase (decrease) in debt

# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022

### - ROADING

	2020/21 Annual plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	22,403	23,435	24,242
Targeted rates	-	-	-
Subsidies and grants for operating purposes	8,295	9,800	9,010
Fees and charges	175	296	204
Internal charges and overheads recovered	741	751	465
Local authorities fuel tax, fines, infringement fees, and other receipts	1,708	2,009	2,123
<b>Total operating funding (A)</b>	<b>33,322</b>	<b>36,291</b>	<b>36,044</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	18,629	22,616	20,304
Finance costs	-	-	-
Internal charges and overheads applied	4,890	4,017	3,442
Other operating funding applications	-	-	-
<b>Total applications of operating funding (B)</b>	<b>23,519</b>	<b>26,633</b>	<b>23,746</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>9,803</b>	<b>9,658</b>	<b>12,298</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	12,915	15,875	9,426
Development and financial contributions	1,048	1,133	2,661
Increase (decrease) in debt	817	2,097	2,573
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding (C)</b>	<b>14,780</b>	<b>19,105</b>	<b>14,660</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	2,013	4,854	2,157
- to improve the level of service	2,990	6,014	5,294
- to replace existing assets	19,566	17,534	15,595
Increase (decrease) in reserves	14	361	3,912
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>24,583</b>	<b>28,763</b>	<b>26,958</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(9,803)</b>	<b>(9,658)</b>	<b>(12,298)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# STORMWATER

## What we did

We developed a preferences guideline which aims to standardise the design of stormwater assets across the district, provide consistency in the way they are managed, reduce maintenance costs and enhance environmental outcomes.

The guideline provides best practice designs for developers and Land Development Engineers and outlines Councils preferred approach for future developments to ensure compliance with stormwater discharge consents.

As well clarifying and improving these requirements, it will help Council prepare for the proposed Three Waters Reform programme. In developing the document, we conducted workshops with Waikato Regional Council and other key stakeholders to confirm the best approach to manage this issue.

### Stormwater delineation

We held regular internal stormwater collaboration workshops to facilitate a better understanding of ownership of assets. Due to the complexities of our stormwaters assets which have responsibilities tagged to various stakeholders, these workshops served as an opportunity to review and agree the delegation of key responsibilities.

Internal workshops were conducted to ensure efficient allocation of responsibilities and resources. External workshops were also conducted with Waikato Regional Council who are responsible for maintaining several stormwater assets across the Waikato District.

We developed user-friendly diagrams to demonstrate the delineation of responsibilities as well as the journey of rural systems to urban systems and finally to discharging. By having a clear delineation of responsibilities, capital works and asset management are better informed.

## Community collaboration and engagement

We held regular internal stormwater collaboration workshops to facilitate a better understanding of ownership of assets. Due to the complexities of our stormwaters assets which have responsibilities tagged to various stakeholders, these workshops served as an opportunity to review and agree the delegation of key responsibilities.

Internal workshops were conducted to ensure efficient allocation of responsibilities and resources. External workshops were also conducted with Waikato Regional Council who are responsible for maintaining several stormwater assets across the Waikato District.

We developed user-friendly diagrams to demonstrate the delineation of responsibilities as well as the journey of rural systems to urban systems and finally to discharging. By having a clear delineation of responsibilities, capital works and asset management are better informed.

### Other





We hosted a tour of the Drury South Wetland, designed for stormwater treatment, flood protection and amenity asset for various owners. The wetland contains a walking track and abundant bird life and is an example of a successful treatment device. Asset owners applied learnings from the wetland to enhance our treatment devices in the district.


The Stormwater Bylaw 2021 was finalised and adopted, following a consultation period. This bylaw allows Council to enforce new regulations to protect stormwater assets and waterways

### Abatement Notice

Resolution works are being undertaken in response to an Abatement Notice served by Regional Council for the Raglan urban area in 2018/19.

## How we did

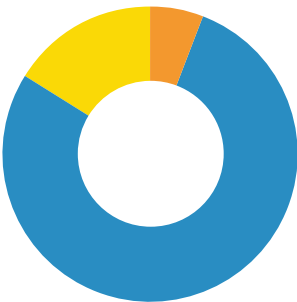
Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The number of flooding events that occurs in the district.	0	Less than 5 events per annum	0		Target met.
For each flooding event, the number of habitable floors affected (expressed per 1,000 properties connected to the stormwater system).	0	0.3 affected per 1,000 properties per event	0		Target met.
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.	0	Less than or equal to 2 hours	0		Target met.
The number of complaints received by Council about the performance of its stormwater system, expressed per 1,000 properties connected to the stormwater system	1.7	Less than 4 per 1,000 properties per year	0.42		Target met.

Council's level of compliance with resource consents for discharge from its stormwater system, measured by the number of the following notices, orders or convictions received in relation to those consents: <ul style="list-style-type: none"><li>• Abatement notices</li><li>• Infringement notices</li><li>• Enforcement orders</li><li>• Convictions</li></ul>	0	0	0		Target met.
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Potential significant risks

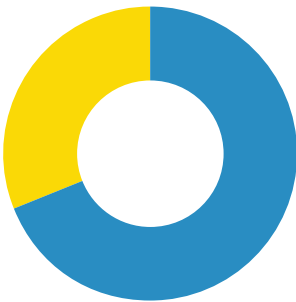
Potential risk	How we are addressing this
Discharges to land and waterways not complying with resource consents	Improve processes (may be capital related) and continue to monitor discharges.
Discharge of contaminants to waterways and streams impacting on public health and the environment (includes but not limited to wastewater overflows and stormwater runoff containing sediments, oils, greases and heavy metals)	Implement improvements (capital related) and ensure compliance with Council's Development Manual Guidelines for new developments.
Erosion of streams and riverbeds	Implement Development Manual Guidelines.
Chemical spills affecting waterways	Establish procedures and emergency response plans with Waikato Regional Council.
Health and safety risks associated with the operation, maintenance, or construction of stormwater infrastructure	Ensure compliance with legislation and health and safety management plans. Maintain an incidents register.
Potential impacts on customer satisfaction due to service failure/ delays/responsiveness	Monitor customer requests for service and report on Levels of Service. Ensure customer complaints are resolved.
Disruption during the implementation of works	Works will be implemented under resource consent or contract conditions dictating how the service will be maintained (case by case basis).
Individuals can affect the stormwater network and neighbouring properties by altering natural flow paths	Monitor new developments to ensure natural flow paths are maintained.
Flooding can affect public health and safety	Continue to advise landowners of potential flood-prone areas.
Stormwater can cause public health issues through bacterial contamination of beaches	Establish procedures and emergency response plans with Waikato Regional Council.
Contamination of the receiving environment is unacceptable to tangata whenua	Continuing to better identify sites of cultural significance.

How we paid for it



Operational Funding

78%	General rates, uniform annual general charge, rates penalties
16%	Subsidies and grants for operating purposes
6%	Local authorities fuel taxes, infringement fees and other receipts



Capital

69%	Subsidies and grants for capital expenditure
31%	Development and financial contributions

# FUNDING IMPACT STATEMENT

## FOR THE YEAR ENDED 30 JUNE 2022 -

### STORMWATER

	2020/21 Annual Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	105	195	174
Targeted rates	1,897	2,226	2,261
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	7
Internal charges and overheads recovered	302	378	459
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
<b>Total operating funding (A)</b>	<b>2,304</b>	<b>2,799</b>	<b>2,901</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,082	2,556	1,063
Finance costs	-	-	-
Internal charges and overheads applied	534	312	283
Other operating funding applications	6	7	12
<b>Total applications of operating funding (B)</b>	<b>1,622</b>	<b>2,875</b>	<b>1,358</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>682</b>	<b>(76)</b>	<b>1,543</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	354	155	484
Increase (decrease) in debt	986	1,339	213
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding (C)</b>	<b>1,340</b>	<b>1,494</b>	<b>697</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	100	784	954
- to improve the level of service	986	1,339	102
- to replace existing assets	166	410	6
Increase (decrease) in reserves	770	(1,115)	1,178
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>2,022</b>	<b>1,418</b>	<b>2,240</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(682)</b>	<b>76</b>	<b>(1,543)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# WASTEWATER

## What we did

### Wastewater treatment plant upgrades

We completed a major upgrade of the Meremere wastewater treatment plant, including installing a Membrane Bioreactor (MBR) plant. The now fully operational plant efficiently removes contaminants and the abatement notice from Waikato Regional Council was lifted in May.

The Te Kauwhata wastewater treatment plant is undergoing the installation of a Membrane Aeration Bioreactor (MABR) to comply with consent and support the predicted population growth. Treated wastewater land discharge options are also being assessed and further decisions will be made in the coming year.

We are working on the renewal of the Raglan wastewater treatment plant consent and assessing upgrade options to enhance treatment quality. Discussions with Tangata Whenua and the wider community are ongoing to explore appropriate land-based discharge options.

### Desludging programme

The Ngāruawāhia, Huntly and Meremere wastewater treatment plants have undergone works to reduce the level of sludge impacting the biological processes in the ponds. Desludging increases the capacity of pond volume for wastewater treatment and increases chances for natural biological processes to occur. This results in higher quality treated wastewater being discharged.

### Tauwhare wastewater pump systems

We completed the Tauwhare Pa low pressure wastewater scheme, which involved replacing 46 pumps with efficient low pressure pump systems. Installation of these pump systems reduces the risk of non-compliance and damage to the environment, as well as reducing callout requests and unplanned maintenance costs.







We provided education materials to residents to inform them of materials that should not be flushed into the system.

### Other achievements:

- We regularly engaged with iwi groups on key workstreams and are committed to take into consideration Kaitiakitanga and Te Ture Whaimana, the vision and strategy for the Waikato River, in our decision making.
- Construction of the Ports of Auckland pump station commenced in Horotiu, which will become the primary pump station delivering wastewater flows to Ngāruawāhia.
- Stage 1 (bridge crossing) of the Ngāruawāhia pipeline from Waikato Esplanade to the Ngāruawāhia treatment plant was completed.
- We completed the renewal of Wainui Road rising main in Raglan.
- Continued collaboration with neighbouring councils to improve wastewater service delivery in the Waikato region.
- Cross-organisational collaboration is being conducted to assess options for the Huntly Wastewater Treatment Plant upgrades and renewal of resource consent.
- Continued consultation and engagement on issues and projects with iwi, hapū and community groups.



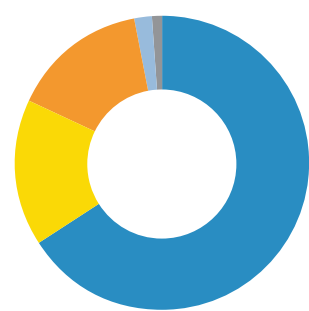
## How we did

Performance measures		2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The number of dry weather sewage overflows from Council's system expressed per 1000 sewage connections to that sewage system.		1.8	Less than or equal to 3	1.8		Target met
Where Council attends to sewage overflows resulting from a blockage or other fault in its sewage system, the following median response times measured:	Attendance time: from the time that Council receives notification to the time that service personnel reach the site	41 minutes	Less than or equal to 1 hour (60 minutes)	48 minutes		Target met
	Resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	143 minutes	Less than or equal to 4 hours (240 minutes)	130 minutes		Target met
The total number of complaints received by Council about any of the following (expressed per 1,000 connections to the sewage system):	Sewage odour	8.09 per 1000 connections	Less than or equal to 10 per 1,000 connections	6.63 per 1000 connections		Target met
	Sewage system faults					
	Sewage system blockages					
	Council's response to issues with its sewage system					
Council's level of compliance with resource consents for discharge from its wastewater system, measured by the number of:	Abatement notices	0	Equal or less than 2	0		Target met.
	Infringement notices					
	Enforcement Orders					
	Convictions	0	0	0		Target met

Potential significant negative effects

Potential negative effect	How we are addressing this
Discharges to land and waterways not complying with resource consents	Improve processes (may be capital related) and continue to monitor discharge.
Odour from manholes, pump stations and at treatment plants	Improve process and implement improvements (capital related).
Discharges from manholes	Investigate and take remedial measures.
Health and safety risks associated with the operation, maintenance, or construction of wastewater infrastructure	Ensure compliance with legislation and health and safety management plans. Maintain an incidents register.
Pump station overflows	Investigate causes and provide additional storage if required.
Chemical spills at treatment plants	Ensure procedures are in place for correct identification, storage and handling of chemicals. Ensure appropriate funded areas and storage facilities are in place.
The cost of providing, operating and maintaining the schemes is high due to energy requirements	When looking for solutions for small communities, consider alternatives to traditional public wastewater systems.
Unless properly maintained there can be problems with foul odour	We will continue to investigate alternatives for the sustainable disposal of sewage sludge.
Creates an ongoing need for the disposal of sewage sludge	We will continue to encourage households to reduce the amount of wastewater they produce, for example through re-use of grey water for garden irrigation.

How we paid for it



Operational Funding

66%	Targeted rates
16%	Subsidies and grants for operating purposes
15%	Fees and charges
2%	Internal charges and overheads recovered
1%	General rates, uniform annual general charge, rates penalties



Capital

43%	Increase (decrease) in debt
35%	Development and financial contributions
22%	Subsidies and grants for capital expenditure

# FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2022 - WASTEWATER

	2020/21 Annual Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	244	388	305
Targeted rates	11,819	12,860	13,412
Subsidies and grants for operating purposes	-	-	3,190
Fees and charges	1,319	3,792	2,991
Internal charges and overheads recovered	41	225	355
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	31
<b>Total operating funding (A)</b>	<b>13,423</b>	<b>17,265</b>	<b>20,284</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	4,691	7,198	12,159
Finance costs	-	-	-
Internal charges and overheads applied	4,964	2,667	2,513
Other operating funding applications	347	372	174
<b>Total applications of operating funding (B)</b>	<b>10,002</b>	<b>10,237</b>	<b>14,846</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>3,421</b>	<b>7,028</b>	<b>5,438</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	3,777
Development and financial contributions	904	4,013	5,912
Increase (decrease) in debt	3,237	11,793	7,287
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding (C)</b>	<b>4,141</b>	<b>15,806</b>	<b>16,976</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	814	12,731	6,250
- to improve the level of service	3,237	6,581	5,553
- to replace existing assets	1,691	11,546	4,994
Increase (decrease) in reserves	1,820	(8,024)	5,617
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>7,562</b>	<b>22,834</b>	<b>22,414</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(3,421)</b>	<b>(7,028)</b>	<b>(5,438)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# WATER SUPPLY

## What we did

### New water services regulator

We have prioritised updating our old systems and implementing solutions to empower staff and enhance efficiency in delivering services to customers, ratepayers, and stakeholders.

### Water treatment plant upgrades

A variety of upgrades and improvements are being made to our water treatment plants across the district, including the installation of filters in Raglan to mitigate water quality issues.

We are in the process of installing a new Ultraviolet (UV) treatment system at the Ngāruawāhia water treatment plant. The technology is designed to eliminate pathogens (bacteria and viruses) from the treated wastewater.

As part of the Whangamarino treatment plant upgrade, we completed the desludging of the ponds, installed new pumps and installed a Biological Activated Carbon (BAC) filter.

### Infrastructure planning

Water supply network models are being updated for several areas around the district including southern districts, Tuakau, Raglan and central districts.

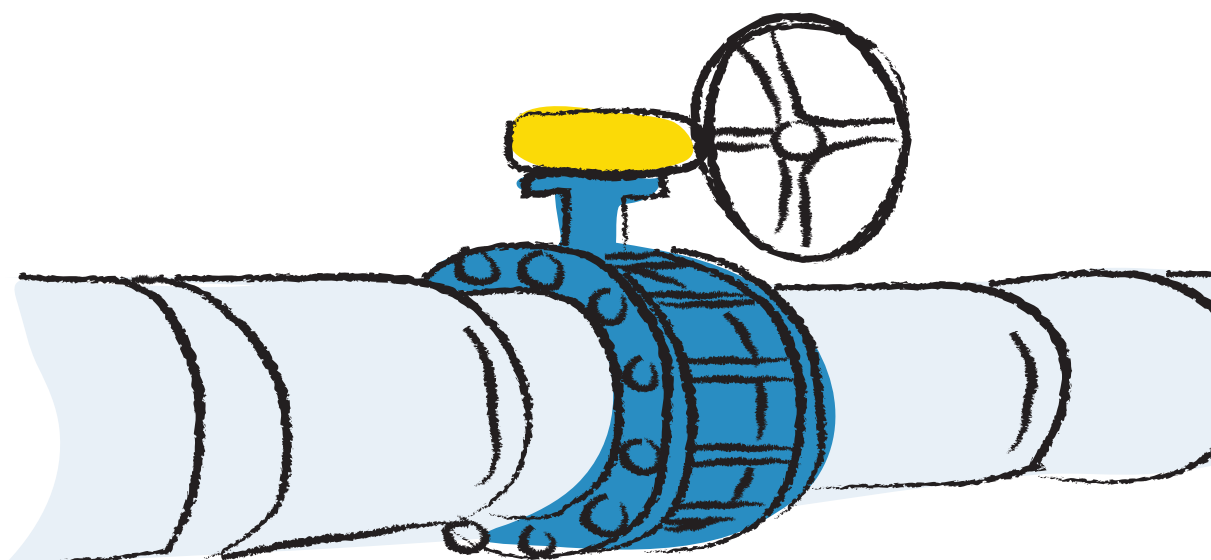
### Small water schemes

We have been assessing the options for our three small water schemes [Port Waikato, Onewhero and Te Akau] to continue to provide residents with safe, reliable drinking water that meets standards set out by Taumata Arowai.









We have been collaborating with Horongara community group to investigate various solutions for the Te Akau water supply and we are in the final stages of identifying a preferred option.

### Other achievements:

- Commenced new Te Kauwhata Reservoir, currently preload remains until the settlement of site is complete.
- Our water network is undergoing renewals and upgrades across the district, including pipe system upgrades in Huntly, Tuakau Dominion Road and Te Kauwhata and a bulk main installation in Raglan.
- The Waikato District Council Water Supply Bylaw 2014 (with 2021 amendments) was reviewed and adopted on 20 September 2021.
- Council adopted the Water Leak Remission Policy on 20 September 2021 to assist when water usage increases and may be attributed to an undetected leak.



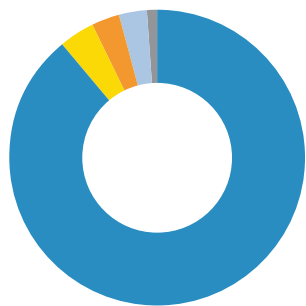
## How we did

Performance measures		2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The extent to which Council's drinking water supply complies with:	Part 4 of the drinking water standards for zones (bacteria compliance criteria).	18	18(no. of zones that comply out of 18)	18		Target met.
Where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:	Part 5 of the drinking water standards (protozoal compliance criteria)	36.50 minutes	4 (no. of plants that comply out of 4)	39 minutes		Target met.
	Attendance for urgent callouts: from the time that Council receives notification to the time that service personnel reach the site	112.50 minutes	Less than or equal to 240 minutes	88 minutes		Target met.
Where Council attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:	Resolution of urgent callouts: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption	1 day	Less than or equal to 5 days	1 day		Target met.
	Attendance for non-urgent callouts: from the time that Council receives notification to the time that service personnel reach the site	1 day	Less than or equal to 5 days	1 day		Target met.
The total number of complaints received by Council about any of the following (expressed per 1000 connections to the networked reticulation system)	Drinking water clarity	15.52 per 1000 connections	Less than or equal to 25.00 per 1000 connections	14.62 per 1000 connections		Target met.
	Drinking water taste					
	Drinking water odour					
	Drinking water pressure or flow					
	Continuity of supply					
	The local authority's response to any of these issues					
The average consumption of drinking water per day per resident within the Waikato district.		180	250L or less per person per day	190		Target met.
The percentage of real water loss from Council's networked reticulation system	Combined system	24%	28%	27%		Target met.

Potential significant risks

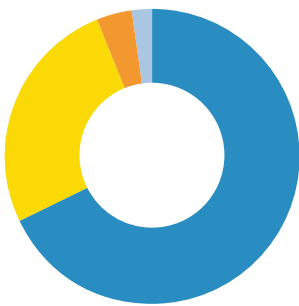
Potential risk	How we are addressing this
Potential contamination of the raw water supply	Emergency response plans, operational procedures and monitoring of the raw water supply as per the Water Safety Plan (WSP) are all in place.
Discharges of backwash water from treatment plants and chlorinated water from maintenance activities or pipe failures	Compliance with resource consents, Council's engineering standards and guidelines and maintenance programme.
Effects on river ecology caused by river water extraction during low flows	Compliance with resource consents.
Depletion of aquifer resources	Compliance with resource consents.
Health and safety risks associated with the operation, maintenance, or construction of water supply infrastructure	Ensure compliance with legislation and health and safety management plans. Maintain an incidents register.
Insufficient water supplies during times of drought or emergency	Ensure water sources security and identify potential new sources and back up supplies as per WSP.
Drinking water not meeting Drinking Water Standard 2005 (Revised 2018)	Continue to monitor water quality and improve process if necessary, as per WSP. (May be capital related).
Inadequate pressure and flow to fight fires remedial works.	Carry out modelling/pressure testing and implement
Water abstraction from streams and rivers can have an adverse effect on the mauri of the water body	Continuing to better identify the cultural significance of water catchments through resource consent conditions
Insufficient water available during times of drought and emergencies	Implement conservation measures and prioritise use for public health requirements.

How we paid for it



Operational Funding

89%	Targeted rates
4%	Internal charges and overheads recovered
3%	General rates, uniform annual general charge, rates penalties
3%	Fees and charges
1%	Subsidies and grants for operating purposes



Capital

68%	Development and financial contributions
26%	Increase (decrease) in debt
4%	Subsidies and grants for capital expenditure
2%	Other dedicated capital funding

# FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2022 - WATER SUPPLY

	2020/21 Long Annual Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	185	338	340
Targeted rates	10,873	11,158	11,971
Subsidies and grants for operating purposes	-	-	174
Fees and charges	97	108	414
Internal charges and overheads recovered	203	402	474
Local authorities fuel tax, fines, infringement fees and other receipts	-	-	10
<b>Total operating funding (A)</b>	<b>11,358</b>	<b>12,006</b>	<b>13,383</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	4,593	9,558	11,003
Finance costs	-	-	-
Internal charges and overheads applied	4,315	2,502	2,519
Other operating funding applications	38	66	140
<b>Total applications of operating funding (B)</b>	<b>8,946</b>	<b>12,126</b>	<b>13,662</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>2,412</b>	<b>(120)</b>	<b>(279)</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	230
Development and financial contributions	1,357	1,659	3,435
Increase (decrease) in debt	359	3,875	1,303
Gross proceeds from the sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding*	124	199	111
<b>Total sources of capital funding (C)</b>	<b>1,840</b>	<b>5,733</b>	<b>5,079</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	1,398	3,917	2,629
- to improve the level of service	359	4,135	1,977
- to replace existing assets	2,116	2,756	3,221
Increase (decrease) in reserves	379	(5,195)	(3,027)
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding (D)</b>	<b>4,252</b>	<b>5,613</b>	<b>4,800</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(2,412)</b>	<b>120</b>	<b>279</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*Other dedicated capital funding for the Water Supply group of activities represents capital revenue from fees charged to fund capital works for new connections.

# ORGANISATIONAL SUPPORT

## What we did

### Business improvements

We have prioritised updating our old systems and implementing solutions to empower staff and enhance efficiency in delivering services to customers, ratepayers, and stakeholders.

#### Among this year's achievements we:

- Implemented a customer portal and digitised annual dog registrations
- Upgraded the speed of data connection to all of our office and library sites and also upgraded Wi-Fi within all buildings
- Upgraded or replaced several of our core systems including our finance system, project management tools and our internal and external websites
- Invested in new cyber security solutions to improve our security position in response to the rapidly evolving cyber security risks
- Upgraded our Online Payment Gateway to enhance customer experience
- Automated Service Request and Fault ticket integration with Watercare & automated email notifications to our customers
- Transformed our animal control processes, focusing on health and safety to protect staff and the community
- Implemented a new pay, performance, and recognition system for staff
- Developed a customer experience strategy to improve processes and systems to meet the needs of our customers and community
- Upgraded and transitioned project management and strategic planning software to the cloud to enable enhanced features and improve remote access.

We continued iterating our Business Continuity Plans (BCPs) and Disaster Recovery Plans (DRPs) with adaptations to respond COVID-19 impacts and the increased threats of cyber attacks.

### Procurement and contract management

Procurement has worked on multiple strategic areas to improve outcomes and processes to enable best practice. We are prioritising developing user-friendly procurement processes, whilst gearing towards delivery outcomes that speak to the four well-beings (social, cultural, environmental, and economic).

We have strengthened internal relationships across the organisation and are developing external partnerships designed with Te Ao Māori principles of ngākau tapatahi and mātauranga – integrity and wisdom.

To broaden procurement options, we are investigating the capabilities of our small and medium sized businesses across the district and understand how we can further develop these businesses.



### Zero Harm “Mahi Tika Kāinga Ora” (Work Safe Home Safe) programme

Along with managing the health, safety and wellbeing impacts of the COVID-19 pandemic, our Zero Harm programme has continued to focus on three key areas:


- Our people, including safety leadership and staff engagement;
- Effective safety management systems, and;
- Managing our critical risks.

Our month long “Work Safe Home Safe” initiative provided education to staff on managing the risks associated with remote and flexible working and offered support on prioritising mental health and wellbeing.

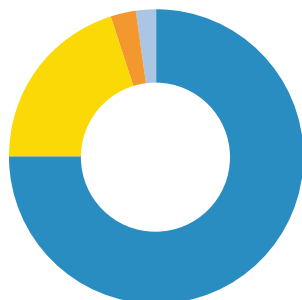
We continue to implement and monitor critical health and safety risk controls, including how we work safely with animals.

We eliminated and managed risks to health and safety in the office by working with other PCBU's (person conducting a business or undertaking) with whom we share duties.

## How we did

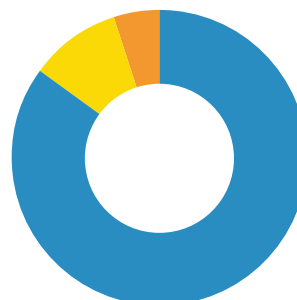
Performance measures	2020/21 result	2021/22 target	2021/22 result	Rating	Explanation
The number of total recordable injuries (TRI) at WDC.	-	2	2		Target met.

## How we paid for it



### Operational Funding

<b>75%</b>	Internal charges and overheads recovered
<b>20%</b>	General rates, uniform annual general charge, rates penalties
<b>3%</b>	Local authorities fuel taxes, infringement fees and other receipts
<b>2%</b>	Subsidies and grants for operating purposes



### Capital

<b>85%</b>	Increase (decrease) in debt
<b>10%</b>	Subsidies and grants for capital expenditure
<b>5%</b>	Gross proceeds from the sale of assets

# FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2022 - ORGANISATIONAL SUPPORT

	2020/21 Annual Plan \$'000	2021/22 Long Term Plan \$'000	2021/22 Actual \$'000
<b>Sources of operating funding</b>			
General rates, uniform annual general charge, rates penalties	7,019	7,757	7,924
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	7,229	1,010
Fees and charges	-	-	28
Internal charges and overheads recovered	36,375	25,407	30,270
Local authorities fuel tax, fines, infringement fees, and other receipts	1,066	727	1,356
<b>Total operating funding (A)</b>	<b>44,460</b>	<b>41,120</b>	<b>40,588</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	25,609	23,383	22,467
Finance costs	5,497	4,506	4,772
Internal charges and overheads applied	8,486	9,072	8,589
Other operating funding applications	1,596	1,699	1,943
<b>Total applications of operating funding (B)</b>	<b>41,188</b>	<b>38,660</b>	<b>37,771</b>
<b>Surplus (deficit) of operating funding (A - B)</b>	<b>3,272</b>	<b>2,460</b>	<b>2,817</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	-	-	432
Development and financial contributions	-	-	-
Increase (decrease) in debt	7,034	11,014	3,772
Gross proceeds from the sale of assets	-	-	230
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding (C)</b>	<b>7,034</b>	<b>11,014</b>	<b>4,434</b>
<b>Applications of capital funding</b>			
<b>Capital expenditure</b>			
- to meet additional demand	-	-	257
- to improve the level of service	2,768	1,318	1,306
- to replace existing assets	2,704	4,335	1,636
Increase (decrease) in reserves	(4,745)	7,112	(5,342)
Increase (decrease) in investments	9,579	709	9,394
<b>Total applications of capital funding (D)</b>	<b>10,306</b>	<b>13,474</b>	<b>7,251</b>
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(3,272)</b>	<b>(2,460)</b>	<b>(2,817)</b>
<b>Funding balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PROGRESS TOWARDS COMMUNITY OUTCOMES

The following tables outline the progress we've made towards the community outcomes we seek as a result of the Council's work programmes.

## Governance

Community outcomes		Progress
<b>Supporting our communities</b>	To ensure that our diverse community is represented in a democratically accountable and respectful manner.	We consulted on our initial proposal of the Representation Review and received 250 submissions that informed the final adopted proposal. The final and adopted proposal includes eight general wards and the establishment of two Māori wards. We now have six Community Boards, with Onewhero-Tuakau changing boundaries.
<b>Working together with you</b>	To ensure that decisions are underpinned by sound financial governance.	All minutes of open meetings were made available to the public via our website.
<b>Providing value for money</b>	To ensure that decisions and processes take into account both short- and long-term impacts on our customers and partners.	We collaborate with Waikato-Tainui to develop a joint decision-making process on a number of initiatives, such as infrastructure, community development and Māori representation. The Iwi and Community Partnerships team have also strengthened capability through the addition of four mana whenua forums.

## Sustainable communities

Community outcomes		Progress
<b>Supporting our communities</b>	To provide our customers and partners with opportunities for engagement thereby providing input to the decision-making process.	We continue to engage with our communities on plans, bylaws, projects and initiatives in a range of ways from formal submission procedures to public meetings and through social media.
<b>Sustaining our environment</b>	To ensure Council and our communities are resilient and have the capability to respond, manage and recover from emergencies.	We now have a total of 153 staff trained in civil defence emergency management.
<b>Building our economy</b>	To build community capacity by encouraging voluntary and community-based organisations to provide activities and services.	We supported the work of 102 organisations and charities throughout the district this year with grants and donations from Council-owned or administered funds.
<b>Sustaining our environment</b>	To ensure that our open spaces are safe and well maintained and offer opportunities for a wide range of recreational, cultural and community activities.	We upgraded the walkways for Tamahere Park and Travers Road Walkway and updated Hakanoa Playground, Huntly. We extended the Tuakau library to a more spacious and welcoming space for the expanding population in the North.
<b>Providing value for money</b>	To ensure the Council provides safe, accessible and well-maintained community and leisure facilities and general properties which contribute to the community's recreational, economic and cultural needs.	Our ongoing customer satisfaction survey recorded satisfaction levels of 70% with some of our largest and most widely used services such as our libraries.
<b>Supporting our communities</b>	To ensure that a seamless consistent quality service is provided to our customers via a range of channels.	We use a range of engagement methods including social media, our website, letter drops, public meetings and our new e-newsletter called Waikato District News.

<b>Building our economy</b>	Tourism in the district is enhanced and Council's processes and infrastructure support and facilitate new and existing business.	We made an annual contribution of \$60,000 to the Regional Economic Development Agency, Te Waka, and an annual grant of \$150,000 to Hamilton & Waikato Tourism. We collaborated with regional partners to promote the four well beings (economic, social, cultural and environmental).
<b>Working together with you</b>	To ensure that we are accountable to our customers for our outcomes.	We opened many of the Councillor workshops to the public, providing transparency and connecting our communities with the early planning stages on key decisions and policies, including the Representation Review and Proposed District Plan. Building on the success of online public meetings during COVID-19 restrictions, we continued to hold virtual/online public meetings and workshops whenever practical.
<b>Sustaining our environment</b>	Restoration, protection and enhancement of natural areas in the district to increase natural habitat and biodiversity.	We allocated around \$34,400 in Conservation Fund grants. We also are involved in the Future Proof partnership, which includes the Biodiversity Offset and Environmental Credit workstream.

## Sustainable environment

Community outcomes		Progress
<b>Sustaining our environment</b>	To ensure that animals are kept in a way that protects their well-being and minimises danger and public nuisance and provide animal owners with education regarding their responsibilities.	We responded to 2,832 service requests over the last year. We have been proactively patrolling the district to reduce numbers of wandering dogs and work closely with the community when these jobs are called through.
<b>Supporting our community</b>	To ensure that building regulations and standards are met so that people living and working in buildings are safe.	Currently we are processing 96.74% of standard consents within the statutory timeframe. Out of 2249 Building Consents processed this year, 38 have gone over the 20-working day timeframe.
<b>Working together with you</b>	To ensure that development enhances the wellbeing and safety of the community, and that people have the opportunity to participate in the strategic and district planning process.	We progressed our next Local Area Blueprints in Gordonton and Port Waikato, undergoing consultation with the community to identify priority initiatives. Both Local Area Blueprints are due for adoption in August 2022.
<b>Sustaining our environment</b>	To ensure communities are well informed about the effects of waste and opportunities they have to reduce waste.	We continue to present classroom sessions to primary and area schools participating in our Zero Waste Education programme. Council also continues to support Para Kore, a waste minimisation education programme delivered from a Māori perspective, and which aims to normalise living without waste on marae.
<b>Sustaining our environment</b>	To ensure that activities are managed so that our communities are healthy and safe, legislative requirements are met and nuisance is managed.	Our out-of-hours service operators attended about 1,300 noise complaints in the past year. The service has contingency plans that enable it to respond appropriately during COVID-19 restrictions.
<b>Providing value for money</b>	To ensure that timely and accurate information and efficient processes and provides to people planning to build on or purchase a property.	We continue to improve our new digital online consenting system, which allows for more seamless processing and provides an easier and more affordable customer experience. We now receive about 92% of our building consents online.
<b>Supporting our communities</b>	To ensure sustainable growth is encouraged in appropriate locations supported by well-planned essential services.	We progressed our next Local Area Blueprints in Gordonton and Port Waikato, undergoing consultation with the community to identify priority initiatives. Decisions on the Proposed Waikato District Plan were notified on the 17 January 2022.,
<b>Supporting our communities</b>	To ensure that planning controls assist in protecting cultural heritage and the natural and physical environment.	Decisions on the Proposed District Plan (PDP) were notified on 17 January 2022, and provided updated guidelines for development of our communities, including rules for protecting the district's environment and heritage
<b>Supporting our environment</b>	To ensure that our waste and recycling services are efficient and effective and protect our natural environment.	We renewed contracts with three operators we partner with to provide kerbside refuse and recycling collections and to operate transfer stations and rural drop-off points. These contracts have been amended for alignment with the objectives of our Waste Management and Minimisation Plan.

## Roading

Community outcomes		Progress
<b>Sustaining our environment</b>	To ensure that the district is easy and safe to get around and alternative transport options are available.	Projects included the completion of new footpaths in Pōkeno, Te Kauwhata, Raglan and Huntly, the new boardwalk section of the Te Awa Cycleway. Shared walking and cycling paths were completed in Raglan, connecting the town with the beach to reduce vehicle use impacts.
<b>Providing value for money</b>	To ensure that transport infrastructure is planned at a rate to consider growth and demand in a cost-effective manner.	We re-surfaced 87 kilometres of sealed roads, undertook extensive upgrading to our unsealed roads and repaired 2,073 potholes.
<b>Supporting our communities</b>	To ensure that the network is well maintained, and negative environmental effects are mitigated.	Waikato District Alliance also completed 74,590 m <sup>2</sup> of stabilisation repairs, advancing pre-reseal repairs nine months ahead of schedule and providing much greater flexibility for annual resealing.

## Stormwater

Community outcomes		Progress
<b>Sustaining our environment</b>	To ensure that the Council's water infrastructure supports safe and healthy conditions and conforms to established public health standards.	We completed an updated hydraulic model for the Travers Road Catchment in Te Kauwhata to assist with further catchment development whilst ensuring the downstream flooding risk is not increased.
<b>Providing value for money</b>	To ensure that the waters infrastructure networks are managed and maintained to ensure it is both cost effective and reliable and meets water industry best practice.	We developed a stormwater preferences document to standardised stormwater assets across the district, increase maintenance efficiencies and reducing maintenance costs.
<b>Supporting our communities</b>	To ensure that the water infrastructure network is managed effectively to minimise wastage and ensures that water is sustainably and appropriately collected, treated and disposed of to protect the environment.	We visited facilities in Pokeno, Te Kauwhata, Huntly, Raglan, Onewhero, Horotiu and Matangi that were identified as high risk for contaminating stormwater if not maintained. The main inspection checks were to confirm that oil and water separators were being regularly serviced, chemical storage was designed to stop spills entering the waterways/stormwater network and that spill kits were readily available.

## Wastewater

Community outcomes		Progress
<b>Sustaining our environment</b>	To ensure that the Council's water infrastructure supports safe and healthy conditions and conforms to established public health standards.	In line with our Long Term Plan, we completed a programme of work to upgrade our wastewater systems around the district with a focus on improving compliance.
<b>Providing value for money</b>	To ensure that the waters infrastructure networks are managed and maintained to ensure it is both cost effective and reliable and meets water industry best practice.	We completed the Tauwhare Pa low pressure wastewater scheme and replaced 46 individual efficient low pressure pump systems. These systems reduce the risk of non-compliance and damage to the environment, as well as reducing callout requests and unplanned maintenance costs.
<b>Supporting our communities</b>	To ensure that the water infrastructure network is managed effectively to minimise wastage and ensures that water is sustainably and appropriately collected, treated and disposed of to protect the environment.	We completed a major upgrade of the Meremere wastewater treatment plant, which included the installation of a Membrane Bioreactor (MBR) plant to efficiently remove contaminants. A Membrane Aeration Bioreactor (MABR) is due to be installed in Te Kauwhata to comply with consent and support the predicted population growth.

## Water supply

Community outcomes		Progress
<b>Providing value for money</b>	To ensure that the Council's water infrastructure supports safe and healthy conditions and conforms to established public health standards.	Water supply network models are being updated for several areas around the district including southern districts, Tuakau, Raglan and central districts.
<b>Sustaining our environment</b>	To ensure that the waters infrastructure networks are managed and maintained to ensure it is both cost effective and reliable and meets water industry best practice.	We established a positive working relationship with Taumata Arowai, the new independent water services regulator for Aotearoa. We have also been collaborating with Horongara Community Group to investigate various solutions for the Te Akau water supply.
<b>Working together with you</b>	To ensure that the water infrastructure network is managed effectively to minimise wastage and ensures that water is sustainably and appropriately collected, treated and disposed of to protect the environment.	We completed the desludging of the ponds at Whangamarino and installed new pumps and installed a Biological Activated Carbon (BAC) filter. Installation of a new Ultraviolet (UV) treatment system has begun at in Ngāruawāhia.

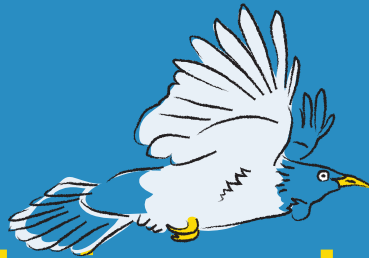
# WHAT YOU GOT FOR \$1



We deliver a broad range of services to our diverse district of residents, business owners and visitors. Here's how we spent every \$1 we received from general rates \*



**ANIMAL  
CONTROL**  
1.5 CENTS



**Environmental  
health** 1.7 cents

**BUILDING  
CONTROL** 0.1 cents



**Roading** 32.3 cents



**AREA OFFICES AND  
OTHER PROPERTIES**  
8.4 CENTS

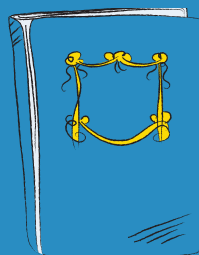
**GRANTS  
AND  
donations** 2.3 cents



**Resource  
MANAGEMENT**  
5.1 cents



**Community and  
SAFETY**  
2.4 CENTS



**Libraries**  
2.5 cents



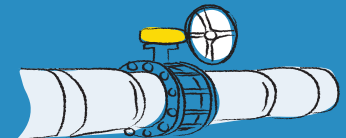
**WASTE  
WATER**  
0.5 cents

**CORPORATE  
COUNCIL  
Leadership**  
21.6 CENTS

**19.9  
CENTS**  
Parks and reserves



**Water supply**  
0.5 cents



**STORM WATER** 0.3 cents  
**SOLID WASTE** 1.0 cents

\* This does not include targeted rates. A targeted rate funds a specific Council activity or group of activities rather than general Council services. For example, those who receive a refuse collection pay for it through a targeted rate. Those who don't receive it, don't pay for it.



# FINANCIAL PATHWAY

# TE ARA PŪTEA



**From the Chair of the Strategy  
and Finance Committee** **63**

**Council controlled  
organisations** **64**

- Strada Corporation Limited **64**

- Waikato Regional Airport Limited **64**

- Waikato Local Authority  
Shared Services Limited **65**

- Waikato District Community  
Wellbeing Trust **68**

# FROM THE CHAIR OF THE STRATEGY & FINANCE COMMITTEE

**I am pleased with Council's Annual Report results, which demonstrate accurate financial planning in the Long Term Plan 2021-31.**

Despite the COVID-19 pandemic effects only truly beginning to be felt in the economy, our Council and district performed strongly which is gratifying for the Strategy and Finance Committee.

The demand for Council's services continued to grow, and we continued to face challenges in retaining and attracting qualified staff. This made maintaining service levels challenging, resulting in increased costs and some service levels being adversely affected.

Council supported flexible working arrangements across different areas of the business to retain the high calibre of staff we have and support wellbeing. The demands of unprecedented growth across our district on increased workloads were planned for across all areas of the organisation, without affecting Council's strong financial position. Council has also continued to deliver on our

Three Waters services ahead of any future reform. Waters services ahead of any future reform. Three Waters services ahead of any future reform. Waters services ahead of any future reform.

The Council's income for the 2021/22 financial year was \$230 million, a negative variance of only \$2 million compared to budget. Above budget revenue from growth in development contributions was mostly offset by lower revenue from vested assets due to delays outside Council's control.

The Council's operational expenditure amounted to \$158 million, in line with budget. Depreciation and amortisation costs were higher than budget because of higher revaluations in the prior year and this adverse variance was offset by savings in employee costs resulting from vacancies.

Council's operating surplus was \$72 million compared to a budgeted surplus of \$73 million, attributed to above reasons.

Council's capital programme includes 2021/22 projects as well as projects from the previous year still to be completed. It should be noted, therefore, that the Annual Report depicts actual progress against the 2021/22 budget only.

In real terms, the \$65 million spend delivered 40% per cent of the entire work programme.



Cr. Janet Gibb

**Chair Strategy & Finance**

# COUNCIL-CONTROLLED ORGANISATIONS

The Council operates four Council-Controlled Organisations (CCO's). These organisations independently manage facilities and deliver services, with the exception of Strada Corporation Limited which wound up activities during the 2016/17 financial year. The following information explains what the organisations do and how their performance is measured.

## Strada Corporation Limited

Strada Corporation Limited (formerly Tanlaw Corporation prior to 1 July 2009) was established in 1992 as a wholly owned Council-Controlled Organisation (CCO). The Council wished to separate the planning and development of its work programme from the physical works. Strada was established to achieve this and to operate as a profitable business for the Council's benefit, and ultimately Waikato district ratepayers'.

The company generally traded profitably and provided significant dividends that supplemented the council's income. However, in recent years in a more competitive market Strada had difficulty securing maintenance contract work and when the opportunity arose during 2015/16 to sell Strada's joint venture the decision was made to wind up operations.

The operational assets were sold during 2016/17 and liabilities extinguished.

Strada is no longer trading and has been registered as non-active with the Inland Revenue.

## Waikato Regional Airport Limited

In December 1995, the Council along with four other local authorities purchased the Crown's 50 per cent shareholding in the Waikato Regional Airport Limited. The purchase increased the Council's shareholding to 15.625 per cent. At the time the Council considered the airport to be a significant infrastructural asset for the region and important to economic growth and development.

The Council's shareholding is considered a strategic asset. The airport also operates a tourism subsidiary which aims to promote the region to tourists. The Council contributes separately to this entity.

The airport has the following core purpose and key objectives for the business:





### Core Purpose

1. Enabler of air services to the region.
2. Operate a first class, safe and compliant regional airport.
3. Strategic positioning of the business to enhance capital value.




### Key objectives of the group (incorporating Titanium Park Limited & Hamilton Waikato Tourism Limited)

1. Operate an efficient, compliant and resilient airport.
2. Provide an improved customer experience upon completion of the Terminal Resilience Project.
3. Maintain a viable aeronautical business.
4. Maximise revenue diversification through non-aeronautical business opportunities.
5. Develop and optimise the land holdings of the Group to generate a long-term property income from a diversified property portfolio.
6. Operate the airport hotel to meet or exceed its investment business case growth targets and customer satisfaction targets.
7. Marketing the Hamilton & Waikato region as a visitor destination to domestic and international visitors.
8. Grow the visitor economy through tourism development and destination management

The group achieved all of the financial targets included in their Statement of Intent. The performance against the Statement of Intent is summarised in the table below:

Agreed measures	Actual 2021/22 \$'000	Target 2021/22 \$'000	Target met
Earnings before interest, taxation and depreciation (EBITDA) excluding land sales	6,327	5,200	
Earnings before interest, taxation and depreciation (EBITDA) including land sales	6,714	5,700	
Land sales	2,020	2,000	
Net surplus/(deficit) before tax	2,488	1,200	
Net operating cashflow (excluding land sales)	4,471	3,600	
Percentage of non-landing charges revenue to total revenue	82%	60%	
Shareholders' funds to total assets	85%	75%	
Net debt (less than)	16,774	29,000	
Interest rate cover	15.1	4.0	

The group achieved all but three of the non-financial targets included in their Statement of Intent. The three targets not met are stated below:

Performance target	Comment	Target met
Facilitate noise management meetings every 4 months in accordance with the noise management plan.	Regular meetings were facilitated every 4 months however have reduced frequency to 6 months due to reduced air movements.	
Titanium Park Limited Complete construction of the 5th Stage of Titanium Park's Central Precinct.	Plans were finalised and construction had	
Jet Park Hotel Hamilton Airport (Waikato Regional Airport Hotel Limited) Implement a recovery plan to enable a steady return to pre-COVID key metrics such as occupancy, room rates and customer satisfaction in line with the expectations underlying the achievement of a Qualmark 4 Star rating.	Commenced during the year however it was not completed by year end due to COVID19-related construction delays.	

## Waikato Local Authority Shared Services Limited

Local authorities of the Waikato region established the Waikato Local Authority Shared Services (WLASS) Limited during 2005/2006. The company trades under the name "Co-Lab". It is controlled by 12 local authorities of the region, being Environment Waikato; Hamilton City Council; Hauraki District Council; Matamata – Piako District Council; Otorohanga District Council; Rotorua District Council; South Waikato

District Council; Taupo District Council; Thames-Coromandel District Council; Waikato District Council; Waipa District Council and Waitomo District Council.

These local authorities have worked closely together over the years on mutually beneficial joint projects. The Councils believe the company will generate saving through economies of scale and through additional purchasing power and the ability to recover costs.

The objectives of WLASS are:

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

The Company has two fundamental roles:








1. It is a laboratory for developing opportunities that create value to councils, either by improving the experience of their communities, or by making the councils themselves, collectively, more efficient; and
2. It is a provider of services to councils where a business case to do so has been established (recognising that it may make sense for some services to be provided by someone other than WLASS).

The Company's vision, purpose, and the outcomes are set in the company's performance framework as outlined below:

Co-Labs's Performance Framework

Our Vision	Our councils are maximising the value they provide to their communities					
Our Purpose	We support them in doing so by making it easier for councils to identify and realise shared opportunities					
Outcomes we are seeking	Council cost are reduced / performance is improved, without increase cost		The experience of councils' communities are improved		Central government investment into and engagement with Waikato councils is increased	
Our specific objectives	<ul style="list-style-type: none"><li>• Achieve effectiveness and efficiency gains</li><li>• Reduce duplicate of effort and waste elimination waste through repetition</li><li>• Helping the councils achieve an appropriate balance in risk and return</li></ul>		<ul style="list-style-type: none"><li>• Promote and contribute to the development of best practice</li><li>• Make it easier for communities to engage with councils in the Waikato region on a consistent basis</li><li>• Promote business transformation to improve communities' experiences</li></ul>		<ul style="list-style-type: none"><li>• Enable the Waikato councils to effective as a region on the national stage</li><li>• Contribute to building central government's confidence in the Waikato region, and to encourage central government investment</li></ul>	
Priorities: How we will achieve our outcomes	Investigate the right opportunities	Develop opportunities on time and within budget	Ensure opportunity benefits are realised	Provide series that meet the needs of councils	Foster cross council collaboration	
What we must manage well	Our relationships	Our services	Our projects	Our resouces	Our people	Our reputation

## The performance measures as at 30 June 2022 are as follows:

Priority	Performance measure	Target	Outcome (progress toward target)	Target met
Prioritise and develop business cases for opportunities that, if implemented, add value to councils by achieving one or more of our objectives	Business cases will include measurable benefits linked to one or more of the outcomes sought	Projected savings to councils of \$300k+	No business cases were presented to the board during the last financial year but there were various Discovery reports for initiatives and expansive resourcing required to develop Co-Lab learning. By their nature, some of these opportunities do not lend to readily quantifiable benefits. An example of this is the Community Needs Analysis: a project supporting eight of the councils by providing learnings grounded in stories of past successes and failures, that can be used by councils in their discussion with stakeholders relating to the future for local government review.	Unable to currently measure
	Opportunity assessments are supported by councils (evidenced by Board minutes)	75% of councils	9 councils (out of 12 shareholding councils) have agreed to participate in Co-Lab learning following proposals in May 2022. 8 councils chose to participate (and invest in) the Community Needs Analysis (CNA) project.	
Develop opportunities and deliver projects within agreed budgets and timelines	Opportunities / projects are developed / delivered within agreed timelines	80%	43%: Five of the eight projects underdevelopment that had a major milestone during the year, had some delays in their progress. The most significant of these was the completion of the development of Co-Lab Learning. Although COVID-19 pressures in late 2021 contributed to the delays, the main cause was the length of time taken to reach agreement with key council stakeholders. It is easy to underestimate how long this will take. Completed on time were the Community Needs Analysis project, the Building consent Cadetship discovery project and the project to establish the Co-Lab Geospatial Services unit.	
	Opportunities / projects are developed / delivered, within approved budget	90%	71%: Five of seven projects were completed within budget. The main exception was the learning & development shared service project where the cost of the project team went slightly over budget. This was a result of the delays, and therefore extension of effort that is explained above.	
Ensure projects realise their expected benefits	Measurable benefits are actively monitored and reported against	Six-monthly	During the last financial year, we presented the following to the Audit and Risk Committee: Waikato Data Portal PSP Waters Collaboration Insurance.	
	Audit & Risk Committee undertake an assessment of projects following implementation (which will include an assessment of whether projected benefits have been realised)	For \$200k+ Projects (based on cost of opportunity development and ongoing investment) Within 15 months		
		90% of projected quantifiable benefits are realised		Unable to Currently measure
Ensure existing services are meeting the needs of councils	The services we provide (below) are considered by councils who use that service to meet or exceed their expectations (evidenced by an annual survey): - RATA – roading and waters - Waikato Building Cluster - Regional Infrastructure Technical Specifications - Energy & Carbon Management - Professional Services Panel - Health & Safety pre-qualification	80% of councils	A stakeholder survey was undertaken in May 2022 as noted above. 80% of respondents said that the services they received either met or exceeded their expectations.	
Foster and promote cross-council collaboration and networking to share ideas on improving efficiencies and best practice	Across these groups, ideas for future consideration and/or initiatives are identified each year	Four per annum	Ideas for future consideration and/or initiatives identified include: • Redesign of the WBCG quality manual – in progress • Cadet project – in progress • New build Waikato website delivered – completed • Water data quality dashboard • Fortnightly people and capability response group for COVID-19 • The Insurance advisory group engaged Aon to undertake an assessment of potential losses to Waikato councils' three-waters reticulation networks and flood protection assets due to earthquake damage. • Procurement managers have been involved in a few joint procurements	

# Waikato District Community Wellbeing Trust





In 2010, the Waikato Foundation Trust proposed to distribute its capital fund to projects or trusts to fund projects of a community nature which will result in long term benefits to as many people as possible within the geographical area of the three constituent territorial authorities namely the Hamilton City Council, the Waikato District Council and the Waipa District Council.

The Waikato District Community Wellbeing Trust was established to receive funds from the Waikato Foundation Trust which wound up in 2010. \$2.56 million was transferred to the Waikato District Community Wellbeing Trust during 2011/12.

**The trust distributes funds that:**







- Promote the social, environmental and cultural wellbeing of the Waikato district and its communities; and
- Deliver on the aspirations and community outcomes of the Waikato district identified and promoted by the community and endorsed by the Waikato District Council

The performance against the Statement of Intent is provided in the table below:

Agreed Measures	Statement of Intent	Target met
<p><b>Governance:</b></p> <p>To comply with the terms of the Trust Deed and in particular with the duties of the Trust as set out in clause 11 of the Deed.</p>	Undertake an annual legal review of compliance with the Trust Deed no later than two months after the end of each financial year	
<p><b>Investment:</b></p> <p>To adhere to the Trust’s Management of Investment Portfolio and Distribution Policy.</p> <p>To review on an annual basis the investment mandate and the performance of the portfolio manager.</p>	At each quarterly meeting review compliance with the Trust’s Management of Investment Portfolio and Distribution Policy during that quarter.	
<p><b>Fund disbursement:</b></p> <p>As per the Management of Investment Portfolio and Distribution Policy, to distribute a total grant disbursement that does not exceed 50% of the accumulated retained net income after allowing for accumulated expenses, inflation movements and prior year distributions.</p>	A distribution process is undertaken that distributes the annual fund to eligible recipients in accordance with funding targets set by the Trustees in accordance with the Management of Investment Portfolio and Distribution Policy for the current year.	
	Six-monthly reports are received from all successful applicants within the required timeframe.	



## Council's financial returns

Returns on investment	Expected return	2021/22 results	Our performance
Financial	5.55%	5.42%	
Property	11.00%	7.08%	
Equity as follows:			
Waikato Regional Airport Ltd	0%	0%	
Civic Financial Services Ltd	0%	0%	
Local Authority Shared Services Ltd	0%	0%	
Waikato District Community Wellbeing Trust	0%	0%	

# FINANCIAL STATEMENTS

# NGA RĀRANGI PŪTEA



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# STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

for the year ended 30 June 2022

		Council			Group	
	Note	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Revenue						
Rates	2	109,331	105,613	97,504	109,331	97,504
Development and financial contributions		15,347	8,271	13,158	15,347	13,158
Subsidies and grants		28,604	33,111	28,206	28,604	28,206
Finance revenue	3	250	50	60	251	60
Other revenue	4	76,129	84,665	69,539	75,680	70,254
Total revenue		229,661	231,710	208,467	229,213	209,182
Expenses						
Employee costs	6	35,626	37,975	33,165	35,626	33,165
Depreciation and amortisation expense	7	35,009	33,311	33,899	35,009	33,899
Finance costs	3	4,782	4,506	4,714	4,782	4,714
Other expenses and losses	8	82,643	82,459	74,001	82,733	74,162
Total operating expenses		158,060	158,251	145,779	158,150	145,940
Surplus(deficit) before tax		71,601	73,459	62,688	71,063	63,242
Income tax expense	9	-	-	-	-	-
Surplus(deficit) after tax wholly attributable to Waikato District Council		71,601	73,459	62,688	71,063	63,242
Other comprehensive revenue and expense						
Gain(loss) on property revaluations	15	284,322	51,193	39,200	284,322	39,200
Revaluation reserve – landfill		138	-	567	138	567
Gain (loss) on cessation of joint venture		-	-	-	-	-
Financial assets at fair value through other comprehensive revenue		4,088	-	6,323	4,088	6,323
Other comprehensive revenue and expense (net of tax)		288,548	51,193	46,090	288,548	46,090
Total comprehensive revenue and expense for the year		360,149	124,652	108,778	359,611	109,332

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# STATEMENT OF FINANCIAL POSITION

as at 30 June 2022

		Council			Group	
	Note	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Assets						
Current assets						
Cash and cash equivalents	10	22,977	9,955	19,037	22,993	19,038
Receivables from exchange transactions	11	16,725	9,647	12,157	16,431	11,889
Recoverables from non-exchange transactions	11	5,223	9,048	3,436	5,223	3,436
Prepayments		2,192	1,372	1,503	2,193	1,501
Other financial assets	13	1,228	46	1,141	5,828	6,315
Cattle	12	2	103	107	2	107
Non-current assets held for sale	14	6,544	1,256	-	6,544	-
Total current assets		54,891	31,427	37,381	59,214	42,286
Non-current assets						
Investment in CCO's and other similar entities	13	28,069	17,414	23,984	27,369	23,284
Investments in other entities	13	2,345	3,446	1,079	2,345	1,079
Property, plant and equipment	15	2,180,111	1,991,570	1,838,296	2,180,111	1,838,296
Intangible assets	16	2,025	5,482	2,392	2,025	2,392
Investment property	17	625	560	600	625	600
Derivative financial instruments	22	1,559	-	-	1,559	-
Total non-current assets		2,214,734	2,018,472	1,866,351	2,214,034	1,865,651
Total assets		2,269,625	2,049,899	1,903,732	2,273,248	1,907,937
Liabilities						
Current liabilities						
Payables under exchange transactions	18	28,732	30,470	28,285	27,658	27,307
Taxes and transfers payable	18	1,988	1,436	3,435	1,988	3,435
Derivative financial instruments	22	7	-	133	7	133
Borrowing	20	21,000	33,656	15,000	21,000	15,000
Employee entitlements	19	4,776	4,391	4,184	4,776	4,184
Provisions	21	116	467	120	116	120
Total current liabilities		56,619	70,420	51,157	55,545	50,179
Non-current liabilities						
Derivative financial instruments	22	-	21,615	12,435	-	12,435
Borrowing	20	78,033	100,966	65,000	78,033	65,000
Employee entitlements	19	114	276	181	114	181
Provisions	21	2,092	2,708	2,341	2,092	2,341
Total non-current liabilities		80,239	125,565	79,957	80,239	79,957
Total liabilities		136,858	195,985	131,114	135,784	130,136
Net assets		2,132,767	1,853,914	1,772,618	2,137,464	1,777,801
Net assets/ equity						
Accumulated comprehensive revenue and expense		1,214,015	1,203,176	1,146,219	1,215,435	1,148,173
Other reserves		918,752	650,738	626,399	922,029	629,628
Total net assets/equity		2,132,767	1,853,914	1,772,618	2,137,464	1,777,801

The accompanying notes form part of these financial statements.  
 Explanations of major variances against budget are provided in note 35.

# STATEMENT OF CHANGES IN NET ASSETS / EQUITY

for the year ended 30 June 2022

	Council			Group	
	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Balance at the beginning of the year</b>					
Accumulated comprehensive revenue and expense	1,146,219	1,112,313	1,090,189	1,148,225	1,091,674
Other reserves					
Revaluation	596,708	604,798	557,786	596,708	557,786
Restricted	208	200	201	3,437	3,345
Council-created	24,655	23,487	23,534	24,655	23,534
Special rates and user pays	(11,302)	(12,284)	(12,398)	(11,302)	(12,398)
Capital replacement fund	24,574	24,324	24,887	24,574	24,887
Development contributions	(28,894)	(37,703)	(34,485)	(28,894)	(34,485)
Fair value through other comprehensive revenue and expense	20,450	14,127	14,127	20,450	14,127
<b>Balance at 1 July as previously reported</b>	<b>1,772,618</b>	<b>1,729,262</b>	<b>1,663,841</b>	<b>1,777,853</b>	<b>1,668,470</b>
<b>Comprehensive revenue and expense for the year</b>					
Accumulated comprehensive revenue and expense					
Loss in cessation of joint venture	-	-	-	-	-
Surplus(deficit) after tax	71,601	73,459	62,687	71,063	63,241
<b>Other reserves</b>					
Revaluation	284,322	51,193	39,200	284,322	39,200
Revaluation – landfill	138	-	567	138	567
Fair value through other comprehensive revenue and expense	4,088	-	6,323	4,088	6,323
<b>Total comprehensive revenue for the year wholly attributable to Waikato District Council</b>	<b>360,149</b>	<b>124,652</b>	<b>108,777</b>	<b>359,611</b>	<b>109,331</b>
<b>Transfers to(from) accumulated comprehensive revenue and expense</b>					
Accumulated comprehensive revenue and expense	(3,805)	17,404	(6,657)	(3,853)	(6,742)
<b>Other reserves</b>					
Revaluation	(368)	-	(845)	(368)	(845)
Restricted	269	-	7	317	92
Council-created	4,596	3,582	1,121	4,596	1,121
Special rates and user pays	(3,714)	(6,410)	1,096	(3,714)	1,096
Capital replacement fund	2,953	(318)	(313)	2,953	(313)
Development contributions	69	(14,258)	5,591	69	5,591
<b>Total transfers to(from) accumulated comprehensive revenue and expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance at 30 June wholly attributable to Waikato District Council</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# STATEMENT OF CHANGES IN NET ASSETS / EQUITY (continued)

for the year ended 30 June 2022

Represented by net assets/equity at the end of the year					
Accumulated comprehensive revenue and expense	1,214,015	1,203,176	1,146,219	1,215,435	1,148,173
<b>Other reserves</b>					
Revaluation	880,800	655,991	596,708	880,800	596,708
Restricted	477	200	208	3,754	3,437
Council-created	29,251	27,069	24,655	29,251	24,655
Special rates and user pays	(15,016)	(18,694)	(11,302)	(15,016)	(11,302)
Capital replacement fund	27,527	24,006	24,574	27,527	24,574
Development contributions	(28,825)	(51,961)	(28,894)	(28,825)	(28,894)
Fair value through other comprehensive revenue and expense	24,538	14,127	20,450	24,538	20,450
<b>Balance at 30 June wholly attributable to Waikato District Council</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# STATEMENT OF CASH FLOWS

for the year ended 30 June 2022

		Council			Group	
	Note	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Cash flows from operating activities						
Receipts						
Receipts from rates revenue		106,521	98,696	99,318	106,521	99,318
Subsidies received		29,406	25,944	30,150	29,406	30,150
Contributions received		14,249	8,115	9,766	14,249	9,766
Receipts from other revenue		20,802	37,757	30,667	20,802	30,667
Interest received		281	50	80	281	80
Dividends received		-	-	-	-	-
Goods and service tax (net)		-	-	-	-	-
Payments						
Payments to employees		(35,100)	(37,761)	(32,839)	(35,100)	(32,839)
Payments to suppliers		(72,577)	(81,370)	(77,009)	(72,688)	(77,038)
Interest paid		(4,677)	(4,506)	(4,744)	(4,677)	(4,744)
Goods and service tax (net)		(207)	-	(484)	(207)	(484)
Net cash flows from (used in) operating activities	24	58,698	46,925	54,905	58,587	54,876
Cash flows from investing activities						
Proceeds from the sale of property, plant and equipment		230	3,914	2,105	230	2,105
Proceeds from the sale of investments		-	80	-	125	(9)
Community loan repayments received		(861)	-	46	(861)	46
Receipts from repayment of advance		-	-	-	-	-
Purchase of intangible assets		(688)	(1,614)	(507)	(688)	(507)
Purchase of property, plant and equipment		(71,942)	(95,381)	(49,720)	(71,942)	(49,720)
Acquisition of investments		(531)	(789)	132	(531)	132
Net cash flow from (used in) investing activities		(73,792)	(93,790)	(47,944)	(73,667)	(47,953)
Cash flows from financing activities						
Proceeds from borrowing		70,033	51,871	-	70,033	-
Repayment of borrowing		(51,000)	(5,000)	(15,000)	(51,000)	(15,000)
Net cash flow from financing activities		19,033	46,871	(15,000)	19,033	(15,000)
Net increase(decrease) in cash, cash equivalents and bank overdrafts		3,939	6	(8,039)	3,953	(8,077)
Cash, cash equivalents and bank overdrafts at the beginning of the year		19,038	9,949	27,076	19,040	27,115
Cash, cash equivalents and bank overdrafts at the end of the year		22,977	9,955	19,037	22,993	19,038

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# STATEMENT OF RESERVE FUNDS

for the year ended 30 June 2022

Reserves showing as negative have a debit balance and are mainly for development contributions and structure plan reserves. These reserves are in place to monitor the revenue and costs associated with development and growth. Often Council must incur the cost of works for base infrastructure before development contributions are received. Essentially the negative balance for a reserve is the amount borrowed internally to fund the work ahead of revenue being received.

A negative reserve is used instead of an internal loan because the amount is repaid by revenue received rather than a loan repayment regime. Like a loan, interest is charged and is added to the reserve balance for repayment from contributions received over time.

Reserve	Purpose	Related activities	Opening balance 1 July 2021 \$'000	Transfers into fund \$'000	Transfers out of fund \$'000	Closing Balance 30 June 2022 \$'000
Conservation fund	To fund expenditure items for conservation purposes.	Sustainable environment	541	275	(293)	523
Raglan Harbour reserve	Council took over assets from the Raglan Harbour Board. Any revenue or expenditure on these properties is kept separate from general funds.	Sustainable communities	1,118	465	(860)	723
Housing for the elderly	Revenue from housing for the elderly is put aside for use on the properties involved.	Sustainable communities	(442)	320	(491)	(613)
Plant reserve	Reserve used for control of expenditure and sale proceeds for vehicle and other plant running and maintenance costs.	Organisational support	265	977	(1,253)	(11)
Lake Hakanoa Caravan Park reserve	Revenue and expenditure for the Lake Hakanoa Caravan Park at Huntly is kept separate. The camp operation is self-funding.	Sustainable communities	224	157	(160)	221
Raglan Papahua Holiday Park reserve	Revenue and expenditure for the Holiday Park at Raglan is kept separate. The camp operation is self-funding.	Sustainable communities	1,395	1,790	(1,478)	1,707
Wainui Reserve farm	Revenue and expenditure for Wainui Reserve farm operations is kept separate. The farm operation is self-funding and surpluses are used towards projects at Wainui Reserve.	Sustainable communities	350	158	(77)	431
Hillary Commission grants	These funds are committed to a club development programme for the future	Sustainable communities	22	-	-	22
Creative NZ grant	The balance from Creative Communities New Zealand to be re-distributed as grants to suitable candidates.	Sustainable communities	(15)	960	(921)	24
Disaster recovery fund	Fund set aside for use in the event of a disaster.	Organisational support	1,530	491	(196)	1,825
Hillary Commission loans	Remaining funds and interest credits built up from Council's contribution to match Hillary Commission loans used in the past to assist sporting organisations. All loans have been repaid.	Sustainable communities	65	3	-	68

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# STATEMENT OF RESERVE FUNDS (continued)

for the year ended 30 June 2022

Reserve	Purpose	Related activities	Opening balance 1 July 2021 \$'000	Transfers into fund \$'000	Transfers out of fund \$'000	Closing Balance 30 June 2022 \$'000
North Waikato development reserve	Remaining funds (with interest credits) from the Department of Corrections for use to assist the local community.	Sustainable communities	394	35	(24)	405
Hamilton East property proceeds	Proceeds from the sale of the Hamilton East property held separate for property related purposes.	Organisational support	2,308	-	-	2,308
Hakarimata Restoration Trust	A restricted reserve for Hakarimata Hills Reserve Trust to record all trust operations.	Sustainable environment	18	54	(72)	-
Landfill aftercare contribution	Reserve created on amalgamation of part of the Franklin District Council with Waikato District Council to assist with aftercare costs for closed landfills transferred.	Sustainable environment	133	13	(58)	88
Structure plan non-growth reserve	Reserve to provide funding for the non-growth element of Structure Plan development.	Organisational support	1,733	601	(225)	2,109
Waste minimisation reserve	To manage waste minimisation grants and qualifying expenditure.	Sustainable environment	672	3,053	(2,845)	880
Huntly College Jubilee Award	A restricted reserve for the interest revenue to be used as educational sponsorship.	Sustainable communities	12	1	-	13
Frances Paki Trust	A restricted reserve in memory of Francis Paki of Huntly. Interest revenue to be used as sponsorship for educational purposes.	Sustainable communities	1	1	-	2
Mungall Scholarship Trust	A restricted reserve in memory of Agnes Simpson Mungall. Interest revenue to be used for educational sponsorship.	Sustainable communities	1	-	-	1
Te Kauwhata wastewater treatment consultation group mitigation fund	A restricted reserve that requires Waikato District Council to contribute \$45,000 per annum as per the consent conditions in the contract, to be used for ecological enhancement works in the Lake Waikare Catchment, and to reserve any unspent budget for future years for spent as approved by the Te Kauwhata wastewater treatment consultation group	Organisational support	-	-	279	279
Huntly social services	A restricted reserve created by the transfer of funds from the former Huntly Social Services coordinating Committee Inc when it was wound up in 2015.	Sustainable communities	175	7	-	182
Sundry reserves	Sundry reserves for township development and other operational purposes.	Sustainable communities	28,851	11,659	(3,222)	37,288

The accompanying notes form part of these financial statements.

Explanations of major variances against budget are provided in note 35.

# STATEMENT OF RESERVE FUNDS (continued)

for the year ended 30 June 2022

Reserve	Purpose	Related activities	Opening balance 1 July 2021 \$'000	Transfers into fund \$'000	Transfers out of fund \$'000	Closing Balance 30 June 2022 \$'000
Targeted rate reserves – operational	Reserves to monitor operational costs in relation to special rates and user pays.	Stormwater, Sustainable communities, Sustainable environment, Wastewater, Water supply	(11,302)	8,591	(12,305)	(15,016)
Replacement funds	Reserves where amounts equivalent to funded depreciation are held for use on capital renewals work.	Roading, Stormwater, Sustainable communities, Sustainable environment, Wastewater, Water supply, Organisational support	24,574	25,265	(22,312)	27,527
Revaluation reserves	These non-cash reserves relate to the revaluation of property, plant and equipment to fair value.	Roading, Stormwater, Sustainable communities, Sustainable environment, Wastewater, Water supply	596,708	284,460	(369)	880,800
Capital rates and contributions	Reserves for structure plans, development contributions, financial contributions and capital targeted rates.	Roading, Stormwater, Sustainable communities, Sustainable environment, Wastewater, Water supply	(22,929)	18,270	(18,375)	(23,034)
<b>Total reserves</b>			<b>626,402</b>	<b>357,606</b>	<b>(65,257)</b>	<b>918,752</b>

The accompanying notes form part of these financial statements.  
Explanations of major variances against budget are provided in note 35.

# NOTES TO THE FINANCIAL STATEMENTS

## Note 1: Statement of accounting policies

### Reporting entity

Waikato District Council (the Council) is a territorial local authority governed by the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing Council's operations includes the LGA and the Local Government (Rating) Act 2002 (LG(R)A).

The Group consists of the ultimate parent Waikato District Council; its 100% owned subsidiary Strada Corporation Limited (Strada) and the Waikato District Community Wellbeing Trust (WBT).

Strada is no longer trading and has been registered as non-active with Inland Revenue.

All the companies in which Council has an interest, either directly or through Strada, are incorporated and domiciled in New Zealand.

The principal activity of Council is the provision of local infrastructure, local public services and the performance of regulatory functions to the community. Council does not operate to make financial return.

Council has designated itself and the Group as public benefit entities (PBE's) for financial reporting purposes.

These financial statements of Council and the Group are for the year ended 30 June 2022. The financial statements were authorised for issue by Council on 31 October 2022.

### Basis of preparation

The financial statements of Council have been prepared on the going concern basis and the accounting policies have been applied consistently throughout the period.

Strada is no longer trading and has been registered as non-active with Inland Revenue.

### Statement of compliance

The financial statements of Council and the Group have been prepared in accordance with the requirements of the LGA and the Local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R) which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The financial statements have been prepared in accordance with and comply with Tier 1 PBE accounting standards.

### Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000's) except for those within sections of narrative which are rounded to the nearest dollar.

### Standards newly effective and which have been adopted

Standards and amendments which are newly effective, and which are relevant to the Council and the Group are:

#### Amendment to PBE IPSAS 2 Cash Flow Statement

An amendment to PBE IPSAS 2 requires entities to provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes. The amendment is effective for the year ending 30 June 2022. This amendment will result in additional disclosures.

The Council has adopted the new standard in preparing these financial statements; there have been no material effects in so doing.

#### PBE IPSAS 40 PBE combinations

PBE IPSAS 40 replaces PBE IFRS 3 Business Combinations. PBE IFRS 3 excluded from its scope combinations under common control and combinations arising from local authority reorganisations. These are now included within the scope of PBE IPSAS 40, through the inclusion of both acquisition and amalgamation accounting. The revised standard clarifies the acquisition or amalgamation of PBE entities. This new standard is effective for the year ending 30 June 2022 and is applied prospectively.

The Council has not nor is it currently considering any combination with another entity that would require compliance with PBE IPSAS 40.

### Standards issued and not yet effective which have been early adopted

No standards or amendments issued but not yet effective have been early adopted.

### Standards issued and not yet effective and not early adopted

Standards and amendments issued but not yet effective have not been early adopted, and which are relevant to Council and the Group are:

#### PBE FRS 48 service performance reporting

PBE FRS 48 replaces the service performance reporting requirements of PBE IPSAS 1 Presentation of Financial Statements and is effective for the year ending 30 June 2023, with early application permitted. The Council has not yet determined how application of PBE FRS 48 will affect its statement of service performance. It does not plan to adopt the standard early.

### Other changes in accounting policies

There have been no other changes in accounting policies.

### Summary of significant accounting policies

Significant accounting policies are included in the notes to which they relate. Significant accounting policies that do not relate to a specific note are outlined below.

### Basis of consolidation

The consolidated financial statements are prepared by adding together like items of assets, liabilities, equity, revenue and expenses on a line-by-line basis. All significant intra-group balances, transactions, revenues and expenses are eliminated on consolidation.

### Critical accounting estimates and assumptions

In preparing these financial statements, estimates and assumptions have been made concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### Infrastructural assets

Note 15 provides information about the estimates and assumptions applied in determining the fair value of infrastructural assets.

#### Employee entitlement provisions

Note 19 provides information about the estimates and assumptions surrounding the retirement gratuities and long service leave provision.

#### Landfill aftercare provision

Note 21 provides information about the estimates and assumptions surrounding the landfill aftercare provision.

### Goods and services tax

All items in the financial statements are stated exclusive of GST except for payables and receivables, which are presented on a GST inclusive basis. When GST is not recoverable as an input tax it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of recoverable GST.

### Budget figures

The budget figures are those approved by Council at the beginning of the year in its 2021-2031 Long Term Plan. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted in preparing these financial statements.

### Foreign currency transactions

Foreign currency transactions are translated into NZ dollars using the spot exchange rate at the date of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the surplus or deficit.

### Equity

Equity is the community's interest in Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- Accumulated funds;
- Other reserves
  - revaluation
  - restricted
  - council-created
  - special rates and user pays
  - capital replacement fund
  - development contributions
  - fair value through other comprehensive revenue and expense.

#### Revaluation reserves

These reserves relate to the revaluation of property, plant and equipment to fair value.

#### Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by Council.

Restricted reserves represent funds subject to specific conditions accepted as binding by Council and which may not be revised by Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

**Council-created reserves**

Council-created reserves are reserves established by Council decisions. Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of Council.

Council and the Group's objectives, policies, and processes for managing capital are explained in note 34.

**Fair value through other comprehensive revenue**

This reserve comprises the cumulative net change in the fair value of financial instruments at fair value through other comprehensive revenue.

**Cost allocation policy**

Council has derived the cost of service for each significant activity of Council using the cost allocation system outlined below.

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs which cannot be identified, in an economically feasible manner, with a specific significant activity.

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers and floor area.

**Note 2: Rates****Accounting policy**

General rates, targeted rates (excluding those for water-by-meter) and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. Council considers the effect of payment by instalment is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.

Rates arising from late payment penalties are recognised as revenue when the rates become overdue.

Revenue from water-by-meter rates is recognised on an accrual basis. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.

Rates remissions are recognised as a reduction of rates revenue when Council has received an application that satisfies its rates remission policy.

	<b>Council and Group</b>	
	<b>2021/22 Actual \$'000</b>	<b>2020/21 Actual \$'000</b>
General rates	62,705	55,749
Uniform annual general charge	11,644	10,412
<b>Total general rates revenue</b>	<b>74,349</b>	<b>66,161</b>
<b>Targeted rates</b>		
Community boards	272	269
Community centres and facilities	848	808
Refuse & waste management	4,909	5,023
Stormwater	2,261	1,984
Wastewater	13,412	11,956
Metered water supply	7,282	6,642
Other water rates	4,689	3,873
<b>Total targeted rates</b>	<b>33,673</b>	<b>30,555</b>
plus: Penalties revenue	2,026	1,433
<b>Total rates revenue</b>	<b>110,048</b>	<b>98,149</b>
less: Rate remissions	(717)	(645)
<b>Total net rates</b>	<b>109,331</b>	<b>97,504</b>

Council is required by the LGFA Guarantee and Indemnity Deed to disclose in its financial statements (or notes) its annual rates revenue. That Deed defines annual rates revenue as an amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 together with any revenue received by Council from other local authorities for services provided by Council for which those other local authorities rate. Annual rates revenue by this definition is as disclosed in the table above.

## Rates remissions

Rates revenue is shown net of rates remissions. Council's rates remission policy allows Council to remit rates on condition of a ratepayer's extreme hardship, land used for community and sporting purposes, land protected for historic or cultural purposes, rating units with a capital valuation (CV) of \$1,500 or less and Māori freehold land.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Land used for community and sporting purposes	330	262
Land protected for historical or cultural purposes	46	46
CV's under \$1,500	126	115
Rating exclusions	147	163
Māori freehold land	68	59
<b>Total rates remissions</b>	<b>717</b>	<b>645</b>

Rates remissions are recognised as a reduction of rates revenue when Council has received an application that satisfies its rates remission policy.

## Non-rateable land

Under the Local Government (Rating) Act 2002 certain properties cannot be rated for general rates. These properties include schools, places of religious worship, public gardens and reserves. Non-rateable properties may be subject to targeted rates in respect of sewerage, water, refuse and sanitation. Non-rateable land does not constitute a remission under Council's remission policy.

## Rating base information

Council's rating base is as follows:

	Council	
	2021/22 Actual	2020/21 Actual
Total number of rating units	35,574	35,106
Total land value	\$21,931m	\$21,767m
Total capital value	\$36,587m	\$35,759m

## Note 3: Finance revenue and costs

### Accounting policy

Interest revenue is recognised using the effective interest method.

All borrowing costs are recognised as an expense in the period in which they are incurred.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Finance revenue</b>				
Interest - bank deposits	102	44	102	44
Interest - financial assets	(16)	1	(16)	1
Interest - community loans	152	4	152	4
Interest - other	-	-	1	-
Interest - LGFA borrower notes	12	11	12	11
<b>Total finance revenue</b>	<b>250</b>	<b>60</b>	<b>251</b>	<b>60</b>
<b>less: Finance costs</b>				
Interest - bank borrowing	23	40	23	40
Interest - LGFA borrowing	1,723	1,002	1,723	1,002
Interest - swaps differences	3,026	3,664	3,026	3,664
Provision: discount unwinding	9	7	9	7
Other finance costs	1	1	1	1
<b>Total finance costs</b>	<b>4,782</b>	<b>4,714</b>	<b>4,782</b>	<b>4,714</b>
<b>Net finance costs</b>	<b>(4,532)</b>	<b>(4,654)</b>	<b>(4,531)</b>	<b>(4,654)</b>

## Note 4: Other revenue

### Accounting policy

Found and vested physical assets are recognised at fair value at the time Council obtains control of the asset. The fair value is recognised as revenue and the amount is determined by reference to the costs of purchase and/or construction. Revenue from the sale or provision of goods is recognised when a product is sold to the customer.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Dividends are recognised as revenue when the right to receive payment has been established.

Revenue from traffic and parking infringements is recognised when the infringement notice is issued.

Rental revenue from investment properties is recognised as revenue on a straight-line basis over the term of the lease.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Found assets	1,376	2,410	1,376	2,410
Vested assets	33,623	33,092	33,623	33,092
Dividends	-	-	-	-
Other revenue	12,556	11,444	12,556	11,444
Regulatory revenue	10,209	10,205	10,209	10,205
Fees and charges – Council	4,095	2,706	4,095	2,706
Fair value through surplus (deficit) realised gain	-	-	148	123
Interest rate swaps revaluation gain	14,119	9,047	14,119	9,047
Gain on cessation of joint venture	-	-	-	-
Property, plant and equipment gains on disposal	126	595	126	595
Investment property revaluation gain	25	40	25	40
Fair value through surplus (deficit) unrealised gains	-	-	(596)	592
<b>Total other revenue</b>	<b>76,129</b>	<b>69,539</b>	<b>75,681</b>	<b>70,254</b>

## Note 5: Exchange and non-exchange revenue

### Accounting policy

Revenue is measured at fair value. For exchange revenue this equals the fair value of the consideration received or receivable. For non-exchange revenue it is the amount of the increase in net assets recognised by the Group.

Council receives government grants from New Zealand Transport Agency (NZTA) which subsidise part of Council's costs in maintaining the local roading infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Development and financial contributions are recognised as revenue when Council is capable of providing the service for which the contribution is charged.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Revenue from exchange transactions</b>				
Revenue from metered water supply	7,282	6,642	7,282	6,642
Development and financial contributions	15,347	13,158	15,347	13,158
Other fees and charges – Council	13,802	14,038	13,802	14,038
Finance revenue	250	60	251	60
Dividends received	-	-	-	-
Other exchange revenue	6,441	5,864	5,992	6,579
<b>Total revenue from exchange transactions</b>	<b>43,122</b>	<b>39,762</b>	<b>42,674</b>	<b>40,477</b>
<b>Revenue from non-exchange transactions</b>				
Revenue from rates	102,049	90,862	102,049	90,862
Vested and found assets	34,999	35,502	34,999	35,502
Regulatory revenue	1,986	1,923	1,986	1,923
Infringements and fines	151	239	151	239
NZTA government subsidies	19,036	23,988	19,036	23,988
Petrol tax	561	594	561	594
Three Waters funding from the Department of Internal Affairs (DIA)*	8,813	2,489	8,813	2,489
Other subsidies and grants	755	1,729	755	1,729
Other fees and charges – Council	3,474	2,013	3,474	2,013
Other non-exchange revenue	14,715	9,366	14,715	9,366
<b>Total revenue from non-exchange transactions</b>	<b>186,539</b>	<b>168,705</b>	<b>186,539</b>	<b>168,705</b>
<b>Revenue from exchange transactions</b>	<b>43,122</b>	<b>39,762</b>	<b>42,674</b>	<b>40,477</b>
<b>Revenue from non-exchange transactions</b>	<b>186,539</b>	<b>168,705</b>	<b>186,539</b>	<b>168,705</b>
<b>Total revenue per statement of comprehensive revenue and expense</b>	<b>229,661</b>	<b>208,467</b>	<b>229,213</b>	<b>209,182</b>

\*In June 2022, together with Watercare Limited, Waikato District Council completed the programme of works under the three waters stimulus funding grant and has submitted its final close-out report to the Department of Internal Affairs as support for the works delivered under the programme. The remainder of the Programme was transferred from the Department of Internal Affairs to Crown Infrastructure Partners, in accordance with the Funding Agreement for Three Waters Services Reforms. The final settlement of the outstanding Grant will be settled by Crown Infrastructure Partners.

There are no unfulfilled conditions or other contingencies attached to other subsidies and grants recognised.  
(2021: \$nil)

## Note 6: Employee costs

### Accounting policy

Obligations for contributions to defined contribution superannuation schemes such as KiwiSaver are recognised as an expense in the surplus or deficit when incurred.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Salaries and wages	34,238	32,044
Defined contribution plan employer contributions	862	794
Increase (decrease) in employee liabilities	526	327
<b>Total employee costs</b>	<b>35,626</b>	<b>33,165</b>

Employer contributions to defined contribution plans is made up of contributions to KiwiSaver.

## Note 7: Depreciation and amortisation expense by group of activity

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Water supply	3,691	3,016
Wastewater	4,333	5,333
Stormwater	1,133	983
Roading	18,965	18,192
Sustainable environment	98	92
Sustainable communities	4,992	4,732
Governance	-	-
Organisational support	1,797	1,551
<b>Total directly attributable depreciation and amortisation</b>	<b>35,009</b>	<b>33,899</b>

## Note 8: Other expenses and losses

### Accounting policy

#### Grant expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria. They are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of Council's approval.

#### Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight line basis over the lease term.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Audit fees – Annual report	193	177	202	186
Audit fees – Long Term Plan	-	130	-	130
Other payments to Audit New Zealand *	14	51	14	51
<b>Total payments to Audit New Zealand</b>	<b>207</b>	<b>358</b>	<b>216</b>	<b>367</b>
Asset write-off	2,179	1,826	2,179	1,826
Bad debt written off	7	65	7	65
Rates penalty write-offs	645	515	645	515
Other expenditure	68,496	59,572	68,527	59,602
Other personnel expenses	1,025	713	1,025	713
Minimum lease payments under operating leases	33	62	33	62
Legal expenses	98	371	98	371
Other professional fees	14	28	14	28
Consultant expenses	9,175	9,742	9,175	9,742
Litigation settlement	-	5	-	5
Grants and sponsorship	535	718	585	840
Fair value loss on cattle	105	10	105	10
Property, plant & equipment – losses on disposal	124	16	124	16
<b>Total other expenses and losses</b>	<b>82,643</b>	<b>74,001</b>	<b>82,733</b>	<b>74,162</b>

\* Other payments to Audit New Zealand were for a probity review, assurance services relating to procurement processes; for the audit of the Debenture Trust Deed and for ad hoc support.

In 2021 other payments made to Audit New Zealand were for a probity review; for the audit of the Debenture Trust Deed and for ad hoc support.

## Note 9: Income tax

### Accounting policy

Income tax expense includes both current and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantially enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the Group expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that a taxable profit will be available against the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and which at the time of the transaction affects neither accounting nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive revenue or directly in equity.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Operating surplus before tax expense	71,601	62,688	71,063	63,242
Prima facie tax at 28%	20,048	17,553	19,898	17,709
Non-assessable income (net)	(20,048)	(17,553)	(19,898)	(17,709)
Non-deductible expenditure	-	-	-	-
<b>Total income tax expense</b>	-	-	-	-
Made up of:				
Deferred tax	-	-	-	-
Prior period adjustment	-	-	-	-
Income tax expense	-	-	-	-

Deferred tax (assets) liabilities	Plant and Equipment \$'000	Employee entitlements \$'000	Other provisions \$'000	Total tax loss \$'000	Total \$'000
Balance at 1 July 2020	-	-	-	-	-
Charged to surplus (deficit)	-	-	-	-	-
Charged to other comprehensive revenue	-	-	-	-	-
<b>Balance at 30 June 2021</b>	-	-	-	-	-
Balance at 1 July 2021	-	-	-	-	-
Charged to surplus (deficit)	-	-	-	-	-
Charged to other comprehensive revenue	-	-	-	-	-
<b>Balance at 30 June 2022</b>	-	-	-	-	-

## Note 10: Cash and cash equivalents

### Accounting policy

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. The carrying value of cash and cash equivalents approximates their fair value.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Cash at bank and on hand	1,977	1,637	1,978	1,638
Short term deposits maturing within three months or less from date of acquisition	21,000	17,400	21,015	17,400
<b>Total cash and cash equivalents per statement of financial position</b>	<b>22,977</b>	<b>19,037</b>	<b>22,993</b>	<b>19,038</b>
Bank overdrafts	-	-	-	-
<b>Cash and cash equivalents per statement of cash flows</b>	<b>22,977</b>	<b>19,037</b>	<b>22,993</b>	<b>19,038</b>

The total value of cash equivalents that can only be used for a specific purpose is \$477,087 (2021: \$207,966).

## Note 11: Recoverables and receivables

### Accounting policy

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (ECL).

The Council and group apply the simplified ECL model of recognising lifetime ECL for short-term receivables.

In measuring ECLs, receivables have been grouped into rates receivables, and other receivables, and assessed on a collective basis as they possess shared credit risk characteristics. They have then been grouped based on the days past due. A provision matrix is then established based on historical credit loss experience, adjusted for forward looking factors specific to the debtors and the economic environment.

Rates are "written-off":

- when remitted in accordance with the Council's rates remission policy; and
- in accordance with the write-off criteria of sections 90A (where rates cannot be reasonably recovered) and 90B (in relation to Māori freehold land) of the Local Government (Rating) Act 2002.

Other receivables are written-off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include the debtor being in liquidation or the receivable being more than one year overdue.

### Previous accounting policy

In the previous year, the allowance for credit losses was based on the incurred credit loss model. An allowance for credit losses was recognised only when there was objective evidence that the amount due would not be fully collected.

## Fair value

Receivables are non-interest bearing and receipt is normally on 30-day terms. Therefore, the carrying value of debtors and other receivables approximates their fair value.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Receivables from exchange transactions</b>				
Receivables from related parties	294	268	-	-
Water rates receivable	165	229	165	229
Other receivables from exchange transactions	16,389	11,947	16,389	11,947
<b>Gross receivables</b>	<b>16,848</b>	12,444	<b>16,554</b>	12,176
Provision for uncollectability	(123)	(287)	(123)	(287)
<b>Net receivables from exchange transactions</b>	<b>16,725</b>	12,157	<b>16,431</b>	11,889
<b>Recoverables from non-exchange transactions</b>				
Rates receivable	4,389	3,762	4,389	3,762
Recoverables from user charges, taxes and other non-exchange revenue	821	178	821	178
GST refund	527	320	527	320
<b>Gross recoverables</b>	<b>5,737</b>	4,260	<b>5,737</b>	4,260
Provision for uncollectability	(514)	(824)	(514)	(824)
<b>Net recoverables from non-exchange transactions</b>	<b>5,223</b>	3,436	<b>5,223</b>	3,436
<b>Total gross receivables and recoverables</b>	<b>22,585</b>	16,704	<b>22,291</b>	16,436
<b>Total provision for uncollectability</b>	<b>(637)</b>	(1,111)	<b>(637)</b>	(1,111)
<b>Total net recoverables and receivables</b>	<b>21,948</b>	15,593	<b>21,654</b>	15,325

## Assessment of expected credit loss

### Rates receivable

Council provides for ECLs of rates receivable in certain circumstances; when the property is multiple-owned Māori land or when there is no guarantor available. In all other circumstances, Council does not provide for any ECLs on rates receivable as it has various powers under the Local Government (Rating) Act 2002 to recover any outstanding debts. These powers allow Council to commence legal proceedings to recover any rates that remain unpaid four months after the due date for payment. If payment has not been made within three months of the Court's judgement, then Council is able to apply to the Registrar of the High Court to have the judgement enforced by the sale or lease of the rating unit.

Ratepayers can apply for payment options in special circumstances. Where such repayment plans are in place, debts are discounted to their present value if the effect of discounting is material.

### Other receivables

The ECL rates for other receivables at 30 June 2022 and 1 July 2021 are based on the payment profile of revenue on credit over the prior of one year at the measurement date and the corresponding historical credit losses experienced for that period. The historical loss rates are adjusted for current and forward-looking macroeconomic factors that might affect the expected recoverability of receivables. Given the short period of credit risk exposure, the effects of macroeconomic factors are not considered significant.

There have been no changes since 1 July 2021 in the estimation techniques or significant assumptions in measuring the loss allowance.

The allowance for credit losses based on Council and the group's credit loss matrix is as follows:

	Gross \$'000	Uncollectable \$'000	Total \$'000
<b>Council 2022</b>			
Not past due	14,445	-	14,445
Past due 1 – 60 days	312	-	312
Past due 61 – 120 days	488	-	488
Past due > 120 days	7,340	(637)	6,703
<b>Total gross recoverables and receivables</b>	<b>22,585</b>	<b>(637)</b>	<b>21,948</b>
<b>Council 2021</b>			
Not past due	9,959	-	9,959
Past due 1 – 60 days	284	-	284
Past due 61 – 120 days	251	-	251
Past due > 120 days	6,210	(1,111)	5,099
<b>Total gross recoverables and receivables</b>	<b>16,704</b>	<b>(1,111)</b>	<b>15,593</b>
<b>Group 2022</b>			
Not past due	14,445	-	14,445
Past due 1 – 60 days	312	-	312
Past due 61 – 120 days	488	-	488
Past due > 120 days	7,340	(637)	6,703
<b>Total gross recoverables and receivables</b>	<b>22,585</b>	<b>(637)</b>	<b>21,948</b>
<b>Group 2021</b>			
Not past due	9,959	-	9,959
Past due 1 – 60 days	284	-	284
Past due 61 – 120 days	251	-	251
Past due > 120 days	6,210	(1,111)	5,099
<b>Total gross recoverables and receivables</b>	<b>16,704</b>	<b>(1,111)</b>	<b>15,593</b>

### Allowance for expected credit losses (ECL)

The ECL allowance has been calculated based on a review of specific overdue receivables together with a collective assessment.

	<b>Council and Group</b>	
	<b>2021/22 Actual \$'000</b>	<b>2020/21 Actual \$'000</b>
Individual uncollectability	121	243
Collective uncollectability	516	868
<b>Total provision for uncollectability</b>	<b>637</b>	<b>1,111</b>

Individually impaired receivables have been determined to be impaired because of the improbability of collection. An analysis of the individually impaired debtors is shown below:

	<b>Council and Group</b>	
	<b>2021/22 Actual \$'000</b>	<b>2020/21 Actual \$'000</b>
Past due 1 – 60 days	-	-
Past due 61 – 120 days	-	-
Past due > 120 days	121	243
<b>Total individual uncollectability</b>	<b>121</b>	<b>243</b>

Movements in the allowance for credit losses are as follows:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Balance at 1 July	1,111	1,516
Additional provision made during the year	5	-
Provisions reversed during the year	(358)	(280)
Debts written off during the period	(121)	(125)
<b>Balance at 30 June</b>	<b>637</b>	<b>1,111</b>

In accordance with the write-off criteria of sections 90A and 90B of the Local Government (Rating) Act 2002, Council have written off a total of \$120,439 during the year. (2021: \$2,698).

## Note 12: Cattle

### Accounting policy

Cattle on Council's reserves are revalued annually at fair value less estimated costs to sell. Fair value is determined based on market price at balance date.

Gains and losses from a change in fair value less estimated costs to sell are recognised in the surplus or deficit. The costs incurred in relation to the cattle are included in the surplus or deficit.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Balance at 1 July	107	103
Increase through purchases	107	117
Gains (losses) from fair value adjustments	(105)	(10)
Decrease through sales	(107)	(103)
<b>Balance at 30 June</b>	<b>2</b>	<b>107</b>

Council keeps cattle to graze on one of its reserves as part of reserve maintenance. Although a financial gain is achieved in most years it is not Council's primary purpose. The cattle are normally sold within the next twelve months after balance date. The number of cattle at balance date was 5 (2021: 101).

Council has no cattle with restricted title.

## Note 13: OTHER FINANCIAL ASSETS

### Accounting policy

#### Subsidiaries

Council consolidates in the Group financial statements all entities where Council has the capacity to control their financing and operating policies so as to obtain benefits from the activities of the subsidiary. This power exists where Council controls the majority voting power on the governing body or where such policies have been irreversibly predetermined by Council or where the determination of such policies is unable to materially affect the level of potential ownership benefits that arise from the activities of the subsidiary.

Council will recognise goodwill where there is an excess of the consideration transferred over the net identifiable assets acquired and liabilities assumed. This difference reflects the goodwill to be recognised by Council. If the consideration transferred is lower than the net fair value of Council's interest in the identifiable assets acquired and liabilities assumed, the difference will be recognised immediately in the surplus or deficit.

The investment in subsidiaries is carried at cost in Council's parent entity financial statements.

#### Other financial assets

Other financial assets (other than shares in subsidiaries) are initially recognised at fair value. They are then classified as, and subsequently measured under, the following categories:

- amortised cost;
- fair value through other comprehensive revenue and expense (FVTOCRE); and
- fair value through surplus and deficit (FVTSD).

Transaction costs are included in the value of the financial asset at initial recognition unless the it has been designated at FVTSD, in which case it is recognised in surplus or deficit.

The classification of a financial asset depends on its cash flow characteristics and the Council and group's management model for managing them.

A financial asset is classified and subsequently measured at amortised cost if it gives rise to cash flows that are 'solely payments of principal and interest (SPPI)' on the principal outstanding and is held within a management model whose objective is to collect the contractual cash flows of the asset.

A financial asset is classified and subsequently measured at FVTOCRE if it gives rise to cash flows that are SPPI and held within a management model whose objective is achieved by both collecting contractual cash flows and selling financial assets.

Financial assets that do not meet the criteria to be measured at amortised cost or FVTOCRE are subsequently measured at FVTSD. However, the Council and group may elect at initial recognition to designate an equity investment not held for trading as subsequently measured at FVTOCRE.

#### Initial recognition of concessionary loans

Loans made at nil or below-market interest rates are initially recognised at the present value of their expected future cash flow, discounted at the current market rate of return for a similar financial instrument. For loans to community organisations, the difference between the loan amount and present value of the expected future cash flows of the loan is recognised in the surplus or deficit as a grant expense.

#### Subsequent measurement of financial assets at amortised cost

Financial assets classified at amortised cost are subsequently measured at amortised cost using the effective interest method, less any expected credit losses (ECL). Where applicable, interest accrued is added to the investment balance. Instruments in this category include term deposits, community loans, and held to maturity investments.

#### Subsequent measurement of financial assets at FVTOCRE

Financial assets in this category that are equity instruments designated as FVTOCRE are subsequently measured at fair value with fair value gains and losses recognised in other comprehensive revenue and expense. There is no assessment for impairment when fair value falls below the cost of the investment. When sold, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is transferred to accumulated funds within equity. The Council and group designate into this category all equity investments that are not held for trading as they are strategic investments that are intended to be held for the medium to long-term.

### Subsequent measurement of financial assets at FVTSD

Financial assets at fair value through surplus or deficit include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term and such an asset is classified as a current asset. Council's derivatives are categorised as held for trading unless they are designated into a hedge accounting relationship for which hedge accounting is applied. The current/non-current classification of derivatives is explained in the derivatives accounting policy in note 22. After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus or deficit.

### Expected credit loss allowance (ECL)

The Council and group recognise an allowance for ECLs for all debt instruments not classified as FVTSD. ECLs are the probability-weighted estimate of credit losses, measured at the present value of cash shortfalls, which is the difference between the cash flows due to Council and group in accordance with the contract and the cash flows it expects to receive. ECLs are discounted at the effective interest rate of the financial asset.

ECLs are recognised in two stages. ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL). However, if there has been a significant increase in credit risk since initial recognition, the loss allowance is based on losses possible for the remaining life of the financial asset (Lifetime ECL).

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, the Council and group considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on the Council and group's historical experience and informed credit assessment and including forward-looking information.

The Council and group consider a financial asset to be in default when the financial asset is more than 90 days past due. The Council and group may determine a default occurs prior to this if internal or external information indicates the entity is unlikely to pay its credit obligations in full.

Council measure ECLs on loan commitments at the date the commitment becomes irrevocable. If the ECL measured exceeds the gross carrying amount of the financial asset, the ECL is recognised as a provision.

### Shares in subsidiaries (at cost)

The investment in subsidiaries is carried at cost in the Council's parent entity financial statements.

Previous accounting policy (summarised)

In the previous year, other financial assets were classified into the following categories:

- loans and receivables at amortised cost (included term deposits, related party loans, and community loans);
- held-to-maturity investments at amortised cost (included listed bonds); and
- fair value through other comprehensive revenue and expense (included shares and listed bonds).

### The main differences for the prior year policies are:

- Impairment was recorded only when there was objective evidence of impairment. For equity investments, a significant or prolonged decline in the fair value of the investment below its cost was considered objective evidence of impairment. For debt investments, significant financial difficulties of the debtor, probability the debtor would enter into bankruptcy, receivership or liquidation, and default in payments were indicators the asset is impaired.
- Impairment losses on shares were recognised in the surplus or deficit.
- For shares, the cumulative gain or loss previously recognised in other comprehensive revenue and expense was transferred from equity to surplus or deficit on disposal of the investment.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Current portion</b>				
Term deposits	862	855	862	855
Equity instruments	-	-	1,851	2,872
Fixed interest instruments	-	-	2,749	2,302
LGFA borrower notes	320	240	320	240
Community loans	46	46	46	46
<b>Total current portion</b>	<b>1,228</b>	<b>1,141</b>	<b>5,828</b>	<b>6,315</b>
<b>Non-current portion</b>				
Investments in CCO's and other similar entities				
Waikato Local Authority Shared Services Limited (a)	219	219	219	219
Strada - shares	700	700	-	-
Waikato Regional Airport Limited	27,150	23,065	27,150	23,065
<b>Total investment in CCO's and similar entities</b>	<b>28,069</b>	<b>23,984</b>	<b>27,369</b>	<b>23,284</b>
Investment in other entities				
Community loans	843	(1)	843	(1)
LGFA borrower notes	1,460	1,040	1,460	1,040
Civic Financial Services Limited	42	40	42	40
<b>Total investment in other entities</b>	<b>2,345</b>	<b>1,079</b>	<b>2,345</b>	<b>1,079</b>
<b>Total non-current portion</b>	<b>30,414</b>	<b>25,063</b>	<b>29,714</b>	<b>24,363</b>
<b>Total other financial assets</b>	<b>31,642</b>	<b>26,204</b>	<b>35,542</b>	<b>30,678</b>

(a) Council's investment in Waikato Local Authority Shared Services Limited comprises four distinct classes of share.

The numbers held and values of each share class are as follows:

	No. of shares	Value per Share \$	Total Capital \$	Uncalled Capital \$	Paid up Capital \$
Ordinary shares	1	1,000	1,000	1,000	-
Shared Valuation Database Service	106,674	1	106,674	-	106,674
Waikato Regional Photography Service	9,376	1	9,376	9,376	-
Waikato Regional Transport Model	11,250	10	112,500	-	112,500
			<b>229,550</b>	<b>10,376</b>	<b>219,174</b>

## Fair value

### Term deposits

The carrying amount of term deposits approximates their fair value.

### Community loans

Community loans are measured at amortised cost using the effective interest method.

Their fair value is \$885,161 (2021: \$44,722). Fair value has been determined using cash flows discounted at the interest rate (current at 1 July 2021) charged by Council on community loans. The rate used is 5.42% (2021: 5.42%).

The face value of total community loans is \$909,662 (2021: \$45,522).

### Unlisted investments and advances

The fair value of Council's shares in Local Authority Shared Services Limited has not been disclosed because the fair value cannot be reliably measured as there is no active market for these instruments; therefore, the shares are held at cost.

Council's investments in Waikato Regional Airport Limited (WRAL) and Civic Financial Services Limited (formerly NZ Local Government Insurance Corporation Limited) are carried at fair value. Those values are based on Council's share of the assets less liabilities of each of the companies and changes in value are taken to fair value through other comprehensive revenue.

The details are:

	Share of net assets	Fair value	
		2021/22	2020/21
Waikato Regional Airport Limited	15.62%	\$21,150,059	\$23,065,117
Civic Financial Services Limited	0.37%	\$40,826	\$39,509

## Note 14: Non-current assets held for sale

### Accounting policy

Non-current assets no longer required in Council's operations and therefore intended for sale have been measured at the lower of their carrying amount and their fair value, less costs to sell. Any impairment losses for write-downs of such assets are recognised in the surplus or deficit. Any increases in fair value (less costs to sell) are recognised in the surplus or deficit up to the level of any impairment losses that have been previously recognised. Non-current assets (including those that are part of a disposal group) are not depreciated or amortised.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Land	3,123	-
Buildings	3,421	-
<b>Total non-current assets for sale</b>	<b>6,544</b>	<b>-</b>

Council has classified 43 properties as Non-Current Assets held for sale as at June 2022. (2021: No properties were classified as held for sale.)

## Note 15: Property, plant and equipment

### Accounting policy

#### Property, plant, and equipment consists of:

- Operational assets: These include land, buildings, improvements, landfill post closure, library books, plant and equipment, furniture, computers, and motor vehicles.
- Restricted assets: These are parks and reserves owned by Council which provide a benefit or service to the community, and which can only be disposed of after following a rigorous legal and public consultation process.
- Infrastructural assets: These are the fixed utility systems owned by Council. Each asset class includes all items that are required for the network to function. For example, wastewater reticulation includes reticulation piping and wastewater pump stations.

Land (operational and restricted) is measured at fair value; buildings (operational and restricted), and infrastructural assets (except land under roads) are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses.

### Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to Council and the Group and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated. In most instances, an item of property, plant and equipment is initially recognised at cost. Where an asset is acquired through a non exchange transaction it is recognised at its fair value as at the date of acquisition

### Disposals

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in the asset revaluation reserves in respect of those assets are transferred to accumulated funds

### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land. The depreciation rates used will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

**The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:**

Description	Useful life (years)	Depreciation rate
Audio - visual materials and electronic games - Libraries	5	20%
Buildings	15 – 100	1 – 6.7%
Vehicles / moveable plant	4 – 20	5 – 25%
Library books	8	12.5%
Computers	4 – 7	14 – 25%
Office equipment	3 – 15	6.67 – 33.3%
Furniture and fixtures	10	10%
Water supply	4 – 100	1 – 25%
Wastewater	3 – 100	1 – 33.3%
Urban stormwater	5 – 100	1 – 20%
Roading pavement sealed	2 – 100	1 – 50%
Pavement (basecourse)		
- sealed	65 – 105	0.95 – 1.5%
- unsealed metal	20	5%
Surface water channel	20 – 80	1.25 – 5%
Culverts	50 – 80	1.25 – 2%
Guardrails / barriers	40 – 80	1.25 – 2.5%
Drainage	50 – 80	1.25 – 2%
Retaining walls	50 – 100	1 – 2%
Footpaths	15 – 80	1.25 – 6.67%
Street lighting	20	5%

Description	Useful life (years)	Depreciation rate
Bridges		
- timber	50	2%
- all other	100	1%
Parks & reserves	1-100	1-100%
Solid waste		
- refuse transfer stations	10 – 80	1.25 – 10%
- landfills	5 - 90	1.11 - 20%
Signs	20	5%

The residual value, depreciation method and useful life of an asset is reviewed and adjusted if applicable, at each balance date.

### Revaluation

Land and buildings (operational and restricted); parks and reserves and infrastructural assets (except land under roads) are revalued on a regular basis (at least every three years) to ensure that their carrying amounts do not differ materially from fair value. The carrying values of the revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair value. If there is a material difference, the off-cycle asset classes are revalued.

Revaluations of property, plant and equipment are accounted for on a class of asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve, in equity, for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, with any remainder recognised in other comprehensive revenue and expense.

### Impairment of property, plant and equipment

Items of property, plant and equipment having a finite useful life are reviewed for impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

For assets not carried at a revalued amount the entire loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

### Value in use for non-cash-generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return,

For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a series of service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

### Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

### Work in progress

The total amount of Council property, plant and equipment in the course of construction by class of asset is detailed below:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Buildings - operational	2,238	3,968
Buildings – restricted	1,713	662
Parks and reserves	13,016	8,768
Wastewater	24,821	10,037
Stormwater	1,482	1,302
Water	10,484	4,579
Solid waste	191	149
Roading	5,673	16,521
<b>Total work in progress</b>	<b>59,618</b>	<b>45,986</b>

### Infrastructural assets – further disclosures

Council 2022	Closing book value \$'000	Additions		Estimated replacement cost \$'000
		Constructed by Council \$'000	*Assets transferred to Council \$'000	
Water treatment plants and facilities	14,279	73	-	21,461
Other water assets	157,324	1,821	1,340	219,299
Wastewater treatment plants and facilities	25,618	792	-	36,220
Other wastewater assets	138,282	1,230	2,751	223,323
Stormwater and drainage	96,865	882	2,044	119,205
Roads, footpaths, bridges and culverts	1,219,021	34,892	24,443	1,734,884
<b>Total infrastructural assets</b>	<b>1,651,389</b>	<b>39,690</b>	<b>30,578</b>	<b>2,354,392</b>
<b>Council 2021</b>				
Water treatment plants and facilities	8,890	655	-	17,835
Other water assets	141,605	2,013	7,970	199,240
Wastewater treatment plants and facilities	20,192	190	-	32,542
Other wastewater assets	119,384	1,483	8,321	193,580
Stormwater and drainage	85,680	60	9,731	104,720
Roads, footpaths, bridges and culverts	1,043,783	23,766	9,020	1,473,510
<b>Total infrastructural assets</b>	<b>1,419,534</b>	<b>28,167</b>	<b>35,042</b>	<b>2,021,427</b>

\*This includes found assets of \$1,375,891 for 2022 (2021: \$2,409,598).

### Service concession assets – included in the table on the following page

Service concession assets are infrastructure assets owned by the Council and operated by Watercare Services Limited (Watercare) for the provision of water, wastewater, and stormwater services in Waikato district. The agreement stipulates the services Watercare must provide, to whom it must provide them and regulates the price.

Watercare is responsible for upgrading and maintaining the entire network in the district so that at the end of the contract period (term of 29 years ending on 2048. The network must be in the same, or better overall condition than that which existed at the time the contract was commenced in 2019. The Council retains ownership of the infrastructure assets operated by Watercare.

	Council and Group			
	Water supply \$'000	Wastewater \$'000	Stormwater and drainage \$'000	Total \$'000
<b>Balance at 1 July 2021</b>				
Cost	153,493	142,677	86,661	382,831
Accumulated depreciation	(2,996)	(3,101)	(980)	(7,077)
<b>Opening carrying amount</b>	<b>150,497</b>	<b>139,576</b>	<b>85,681</b>	<b>375,754</b>
<b>Year ended 30 June 2022</b>				
Additions	3,234	4,773	2,926	10,933
Revaluation surplus(deficit)	21,842	23,505	9,846	55,193
Disposal – cost	(299)	(301)	(458)	(1,058)
Disposal – accumulated depreciation	12	0	0	12
Depreciation	(3,680)	(3,654)	(1,130)	(8,464)
<b>Closing carrying amount</b>	<b>171,606</b>	<b>163,899</b>	<b>96,865</b>	<b>432,370</b>
<b>Balance at 1 July 2022</b>				
Cost	175,274	167,553	97,995	440,822
Accumulated depreciation	(3,668)	(3,654)	(1,130)	(8,452)
<b>Closing carrying amount</b>	<b>171,606</b>	<b>163,899</b>	<b>96,865</b>	<b>432,370</b>

Council and Group 2021/22	Cost / valuation 1 Jul 2021 \$'000	Accumulated depreciation and impairment charges 1 Jul 2021 \$'000	Carrying amount 1 Jul 2021 \$'000	Current year additions \$'000	Current year Disposals and transfers from WIP \$'000	
<b>Operational assets</b>						
Land	32,060	-	32,060	20	-	
Buildings	25,814	-	25,814	2,263	-	
Library books	6,666	(5,212)	1,454	549	-	
Vehicles / moveable plant	5,548	(3,335)	2,213	632	(384)	
Office equipment	1,404	(1,260)	144	-	-	
Computer equipment	2,647	(1,590)	1,057	110	(15)	
Furniture	1,758	(1,251)	507	148	-	
<b>Total operational assets</b>	<b>75,897</b>	<b>(12,648)</b>	<b>63,249</b>	<b>3,722</b>	<b>(399)</b>	
<b>Infrastructural assets</b>						
Wastewater	139,576	-	139,576	4,773	(301)	
Stormwater	83,185	-	83,185	2,926	(458)	
Water	150,497	-	150,497	3,234	(299)	
Drainage	2,496	-	2,496	-	-	
Solid waste	1,772	-	1,772	144	(24)	
Roading	788,413	-	788,413	37,173	(755)	
Bridges / culverts / pipes	255,373	-	255,373	22,162	-	
Land under roads	109,644	-	109,644	625	-	
Work in progress	45,986	-	45,986	13,632	-	
<b>Total infrastructural assets</b>	<b>1,576,942</b>	<b>-</b>	<b>1,576,942</b>	<b>84,669</b>	<b>(1,837)</b>	
<b>Restricted assets</b>						
Land	124,000	-	124,000	2,881	(120)	
Buildings	26,612	-	26,612	201	(19)	
Parks and reserves	47,494	-	47,494	8,924	(406)	
<b>Total restricted assets</b>	<b>198,106</b>	<b>-</b>	<b>198,106</b>	<b>12,006</b>	<b>(545)</b>	
<b>Total Council and Group</b>	<b>1,850,945</b>	<b>(12,648)</b>	<b>1,838,297</b>	<b>100,397</b>	<b>(2,781)</b>	

	Current year reclassification \$'000	Current year depreciation \$'000	Accumulated depreciation disposed \$'000	Revaluation surplus (deficit) \$'000	Cost / valuation 30 Jun 2022 \$'000	Accumulated depreciation and impairment charges 30 Jun 2022 \$'000	Carrying amount 30 Jun 2022 \$'000
	(1,119)	-	-	12,054	43,015	-	43,015
	(1,449)	(1,350)	-	13,201	38,479	-	38,479
	-	(350)	-	-	7,215	(5,562)	1,653
	-	<b>(554)</b>	276	-	5,796	(3,613)	2,183
	-	(27)	-	-	1,404	(1,287)	117
	-	<b>(344)</b>	15	-	2,742	(1,919)	823
	-	(133)	-	-	1,906	(1,384)	522
	<b>(2,568)</b>	<b>(2,758)</b>	<b>291</b>	<b>25,255</b>	<b>100,557</b>	<b>(13,765)</b>	<b>86,792</b>
	-	(3,654)	-	23,505	163,899	-	163,899
	-	(1,099)	-	9,555	94,109	-	94,109
	-	(3,680)	12	21,842	171,606	-	171,606
	-	(31)	-	291	2,756	-	2,756
	-	(78)	-	1,165	2,979	-	2,979
	-	(13,285)	21	104,860	916,427	-	916,427
	-	(5,652)	-	30,714	302,597	-	302,597
	-	-	-	-	110,269	-	110,269
	-	-	-	-	59,618	-	59,618
	-	<b>(27,479)</b>	<b>33</b>	<b>191,932</b>	<b>1,824,260</b>	-	<b>1,824,260</b>
	(2,004)	-	-	33,572	158,329	-	158,329
	(1,971)	(1,116)	-	12,652	36,359	-	36,359
	-	(2,600)	48	20,911	74,371	-	74,371
	<b>(3,975)</b>	<b>(3,716)</b>	<b>48</b>	<b>67,135</b>	<b>269,059</b>	-	<b>269,059</b>
	<b>(6,543)</b>	<b>(33,953)</b>	<b>372</b>	<b>284,322</b>	<b>2,193,876</b>	<b>(13,765)</b>	<b>2,180,111</b>

Council and Group 2020/21	Cost / valuation 1 Jul 2020 \$'000	Accumulated depreciation and impairment charges 1 Jul 2020 \$'000	Carrying amount 1 Jul 2020 \$'000	Current year additions \$'000	Current year Disposals and transfers from WIP \$'000	
<b>Operational assets</b>						
Land	24,792	-	24,792	7,268	-	
Buildings	26,736	-	26,736	323	-	
Library books	6,018	(4,924)	1,094	648	-	
Vehicles / moveable plant	5,500	(3,205)	2,295	662	(614)	
Office equipment	1,404	(1,223)	181	-	-	
Computer equipment	5,570	(5,298)	272	947	(3,870)	
Furniture	1,592	(1,137)	455	166	-	
<b>Total operational assets</b>	<b>71,612</b>	<b>(15,787)</b>	<b>55,825</b>	<b>10,014</b>	<b>(4,484)</b>	
<b>Infrastructural assets</b>						
Wastewater	122,773	-	122,773	10,005	(872)	
Stormwater	72,824	-	72,824	11,221	(23)	
Water	124,643	-	124,643	10,785	(175)	
Drainage	2,431	-	2,431	-	(2)	
Solid waste	1,839	-	1,839	126	(90)	
Roading	764,436	-	764,436	31,000	(211)	
Bridges / culverts / pipes	251,944	-	251,944	2,246	-	
Land under roads	109,101	-	109,101	543	-	
Work in progress	41,585	-	41,585	58,634	(54,233)	
<b>Total infrastructural assets</b>	<b>1,491,576</b>	<b>-</b>	<b>1,491,576</b>	<b>124,560</b>	<b>(55,606)</b>	
<b>Restricted assets</b>						
Land	116,077	-	116,077	8,173	(250)	
Buildings	27,554	-	27,554	172	-	
Parks and reserves	48,238	-	48,238	4,752	(574)	
<b>Total restricted assets</b>	<b>191,869</b>	<b>-</b>	<b>191,869</b>	<b>13,097</b>	<b>(824)</b>	
<b>Total Council and Group</b>	<b>1,755,057</b>	<b>(15,787)</b>	<b>1,739,270</b>	<b>147,671</b>	<b>(60,914)</b>	

	Current year reclassification \$'000	Current year depreciation \$'000	Accumulated depreciation disposed \$'000	Revaluation surplus (deficit) \$'000	Cost / valuation 30 Jun 2021 \$'000	Accumulated depreciation and impairment charges 30 Jun 2021 \$'000	Carrying amount 30 Jun 2021 \$'000
	-	-	-	-	32,060	-	32,060
	-	(1,245)	-	-	25,814	-	25,814
	-	(288)	-	-	6,666	(5,212)	1,454
	-	(525)	395	-	5,548	(3,335)	2,213
	-	(37)	-	-	1,404	(1,260)	144
	-	(162)	3,870	-	2,647	(1,590)	1,057
	-	(114)	-	-	1,758	(1,251)	507
	-	<b>(2,371)</b>	<b>4,265</b>	-	<b>75,897</b>	<b>(12,648)</b>	<b>63,249</b>
	-	(3,152)	51	10,771	139,576	-	139,576
	-	(950)	-	113	83,185	-	83,185
	-	(3,002)	6	18,240	150,497	-	150,497
	-	(30)	-	97	2,496	-	2,496
	-	(79)	5	(29)	1,772	-	1,772
	-	(12,657)	27	5,818	788,413	-	788,413
	-	(5,508)	-	6,691	255,373	-	255,373
	-	-	-	-	109,644	-	109,644
	-	-	-	-	45,986	-	45,986
	-	<b>(25,378)</b>	<b>89</b>	<b>41,701</b>	<b>1,576,942</b>	-	<b>1,576,942</b>
	-	-	-	-	124,000	-	124,000
	-	(1,112)	-	-	26,612	-	26,612
	-	(2,416)	31	(2,537)	47,494	-	47,494
	-	<b>(3,528)</b>	<b>31</b>	<b>(2,537)</b>	<b>198,106</b>	-	<b>198,106</b>
	-	<b>(31,277)</b>	<b>4,385</b>	<b>39,164</b>	<b>1,850,945</b>	<b>(12,648)</b>	<b>1,838,297</b>

## Valuation

### Operational and restricted land and buildings

Land, buildings, and properties valued by their components have been valued at fair value either as determined by an independent valuer using market-based evidence or by using a replacement cost approach. The most recent valuation was performed by Quotable Value Limited (QV) and dated 30 June 2022.

The fair value of Council's land and buildings has been determined based on the highest and best use in accordance with PBE IPSAS 17 Property, Plant and Equipment.

### Land

A number of estimates and assumptions must be made when valuing land and buildings. In this instance they include:

- Land valuations have been based on extensive local knowledge, the district rating records, the QV Mapping system and records held by QV and its predecessor Valuation New Zealand.
- Land has been valued as if vacant and incorporates the influences of size, contour, quality, location, zoning, designation, and current and potential usage.
- All land is valued on an open market "willing buyer willing seller" scenario. This is effectively the price an informed purchaser would have to spend to acquire a similar property.
- Where there is a designation held against the land, adjustments have been made to reflect that designation.

### Buildings

All buildings have been valued on either a fair market or depreciated replacement cost basis (DRC). Where the fair value of an asset can be determined by reference to the price in an active market for the same or similar asset, the fair value of the asset is determined using this information. Where the fair value of the asset is not able to be determined using market-based evidence, depreciated replacement cost is considered to be the most appropriate basis for determination of fair value.

QV have considered the highest and best use of the property when formulating which approach to undertake the building valuations with. Where market-based evidence exists, structures have been valued on a market basis in relation to a market-based per square metre.

A number of estimates and assumptions must be made when valuing land and buildings. They may differ depending on the degree of specialisation inherent in the purpose or use of each particular building.

#### **For specialised assets which are valued on a depreciated replacement cost basis:**

- Replacement cost rates are derived from construction contracts of like assets, reference to publications such as QV Cost Builder (previously the Rawlinson's Construction Handbook), recent costings obtained from construction details and Property Institute of New Zealand's cost information.
- A componentisation approach is taken in most cases. The exceptions are where the cost of a component or the lives do not differ materially to the entire value of the structure to warrant being componentised. In all these cases, the building is reported as a structure only and will generally be under \$50,000 in value. The components are summarised for financial reporting purposes as structure, roof, internal fit-out, services, plant and external works/other improvements.
- The remaining useful life of properties is estimated by determining the effective age of the components within each property and comparing with the economic life of the improvements. A minimum residual life of five years has been adopted for properties nearing the end of their theoretical lives.
- Straight line depreciation has been applied to all DRC valued assets to determine their DRC.
- Optimisation has been considered in the process of determining DRC. Optimisation defines the most efficient set of assets that deliver the required services.

#### **Residential dwellings and commercial properties have been valued in relation to market-based evidence.**

- Market rents and capitalisation rates were applied to reflect market value while considering the highest and best use alternatives.
- Optimisation is not considered under a market-derived assessment.

Comparisons of the carrying value of buildings valued using depreciated replacement cost and buildings valued using market-based evidence is as follows:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Operational buildings</b>		
Depreciated replacement cost	36,776	24,137
Market-based evidence	1,698	1,677
<b>Total carrying value of operational buildings</b>	<b>38,474</b>	<b>25,814</b>
<b>Restricted buildings</b>		
Depreciated replacement cost	34,170	24,870
Market-based evidence	2,192	1,742
<b>Total carrying value of restricted buildings</b>	<b>36,362</b>	<b>26,612</b>

### Classification of property

Council owns a number of properties held to provide housing for the elderly. The receipt of market-based rental from these properties is incidental to holding them. The properties are held for service delivery objectives as part of Council's social housing policy. The properties are therefore accounted for as property, plant and equipment rather than as investment property.

### Parks and reserves

Parks and reserves assets include assets associated with cemeteries, public toilets (including toilet buildings); assets such as playgrounds, skate parks, carparks, roading within reserves, bollards, fences, pathways, gardens, rubbish bins, seating, and signage; and reserves-like assets associated with swimming pools.

Parks and reserves assets have been valued at fair value as determined on an optimised depreciated cost basis by an independent valuer. The most recent valuation was performed by WSP as at 30 June 2022. Prior year this was performed by Beca Limited as at 30 June 2021.

A number of estimates and assumptions must be made when valuing parks and reserves assets using the optimised depreciated replacement cost method. In this instance they include:

- The optimised replacement costs assume the use of modern materials, techniques, and designs. They further assume that some assets may be surplus to requirements, technically obsolete or over-designed for their purpose.
- Unit replacement cost rates allowed for modern equivalent asset replacement for known obsolete or redundant assets. For example, in the case of toilet blocks, rural plywood buildings are being replaced with circular concrete buildings, brick or weather-board clad buildings with concrete block buildings.
- Useful (or base) lives are determined from the information provided in the SPM 2022 Datasets and from information gained by Beca during previous assessments of this type. Remaining useful life (RUL) is assessed on useful life less age, with adjustments depending on condition and performance which may vary from one asset to another. Minimum remaining useful life is assumed to be two years.
- Assets are assumed to have zero residual value at the end of their effective useful lives.

### Infrastructural asset classes: water, wastewater, stormwater, and drainage

Utilities have been valued at fair value determined on an optimised depreciated replacement cost basis by an independent valuer. The most recent valuation performed by AECOM New Zealand and is dated 30 June 2022.

Estimates and assumptions for the revaluation of these assets included:

- Straight-line depreciation was used.
- Waters assets were used in the valuation (land was not included).
- Assets were assumed to have zero residual value.
- Remaining useful life is assessed on useful life less age, with adjustments depending on condition and performance. A minimum remaining useful life of two years was used.
- An optimisation approach was employed. Optimisation seeks to remove excess capacity, redundant assets, inappropriate design practices, old technologies, and conservative design work. No areas of significant optimisation opportunities were identified.
- Asset unit rates have been determined from actual costs where available, rates from comparable local authorities and rates used in previous valuations. This data was cost indexed as appropriate using indices published by Statistics New Zealand and compared with unit rates from other valuations carried out by AECOM. Rates from a study carried out for Council in 2017 by Jacobs into unit rates were also used to ensure valuation rates are a fair representation of actual construction costs in the Waikato area.

### Infrastructural asset classes: roading

Roading assets including bridges and culverts have also been valued at fair value as determined using the optimised depreciated replacement cost basis by an independent valuer. The most recent valuation was performed by WSP Limited as at 30 June 2022.

A number of estimates and assumptions must be made when valuing infrastructural assets using the optimised depreciated replacement cost method. In this instance they include:

- Replacement cost is the cost of building the existing infrastructure using present-day technology while maintaining the originally designed level of service.
- A review of unit rates has been undertaken and the results of that review have been factored into the current valuation. The review has resulted in no change to the basecourse rate, a significant decrease (-57%) in the sub-base rate and a smaller increase (+40%) in the overhead rate.
- Unit cost rates are factored to allow for other direct costs such as professional fees. Unit costs represent brown-field costs which reflect increased difficulties and constraints of undertaking construction, maintenance and renewal work simultaneously with continuous operation of infrastructure.
- Overhead factors of 14% (2021:14%) have been applied to allow for all expenses incidental to the asset acquisition and all costs directly attributable to bringing the asset into working condition and location.
- An optimisation approach was employed. Optimisation means provision of the required utility at a minimum overall cost.
- Assets have been valued based on unit costs provided and quantities expressed as length, area or each.
- Useful life has been calculated in accordance with the International Infrastructure Management Manual and further modified if local knowledge and experience suggest it is appropriate. Remaining useful life is then assessed as the difference between useful life and the age of the asset.
- A zero residual value is assumed for all assets.
- Straight line depreciation is used.

### Infrastructural asset class: Solid waste

Solid waste assets revaluation was performed by WSP as at 30 June 2022. Prior year this was performed by Beca Limited as at 30 June 2021.

The valuation uses the optimised approach as described above.

Estimates and assumptions for the revaluation of these assets included:

- Unit costs allow for procurement and / or installation costs.
- SPM base lives were adopted.
- Remaining life of assets is based on the base life with adjustments dependent on age and condition.
- Residual values were not considered.

### Land under roads

Land under roads was valued by both the former Franklin District Council (FDC) and Waikato District Council (WDC) before the transition by each to NZ Equivalent International Financial Reporting Standard (NZIFRS). On transition to NZIFRS both Councils elected to use the revaluation amounts for land under roads as the deemed cost. Following the merger of part of the former FDC and WDC, land under roads is stated at deemed cost and is not revalued.

### Other comments

There are no items of property, plant and equipment that are not in current use. There have been no restrictions in titles relating to property, plant and equipment or items pledged as security for liabilities.

No impairment losses have been recognised for property, plant and equipment in the current period (2021: \$nil).

There are no items of property, plant and equipment held under finance leases in the current period (2021: nil).

Gains on disposal of property, plant and equipment of \$126,122 (2021: \$594,600) has been recognised in the Statement of comprehensive revenue and expense in the line item Other revenue. Losses on disposal amounting to \$124,051 (2021: \$15,982) have also been recognised in comprehensive revenue and expense in the line item Other expenses and losses.

## Note 16: Intangible assets

### Accounting policy

#### Software acquisition and development

Acquired computer software licenses are capitalised on the basis of costs incurred to acquire and bring to use the specific software. This asset class, which is amortised on a straight line basis, has a finite useful life of three to seven years and the amortisation rates are between 14% and 33%.

#### Consents

Consent costs for capital works are recognised at cost and amortised on a straight-line basis over the finite life of the consents (between 10 and 35 years). The amortisation charge for each period is recognised in the surplus or deficit.

#### Impairment of intangible assets

Intangible assets that have an indefinite useful life, or are not yet available for use, are not subject to amortisation and are tested annually for impairment. Intangible assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in surplus or deficit.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

#### Value in use for non-cash-generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return,

For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a series of service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

#### Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

	Council and Group		
	Computer software \$'000	Consents \$'000	Total \$'000
<b>Balance at 1 July 2021</b>			
Cost	4,665	5,826	10,491
Accumulated amortisation and impairment	(4,172)	(3,927)	(8,099)
<b>Opening carrying amount</b>	<b>493</b>	<b>1,899</b>	<b>2,392</b>
<b>Year ended 30 June 2022</b>			
Additions	688	-	688
Disposal – cost	(224)	-	(224)
Disposal – accumulated amortisation	224	-	224
Impairment losses	-	-	-
Amortisation charge	(339)	(716)	(1,055)
<b>Closing carrying amount</b>	<b>842</b>	<b>1,183</b>	<b>2,025</b>
<b>Balance at 30 June 2022</b>			
Cost	5,129	5,826	10,955
Accumulated amortisation and impairment	(4,287)	(4,643)	(8,930)
<b>Closing carrying amount</b>	<b>842</b>	<b>1,183</b>	<b>2,025</b>
<b>Balance at 1 July 2020</b>			
Cost	6,288	5,491	11,779
Accumulated amortisation and impairment	(5,559)	(1,714)	(7,273)
<b>Opening carrying amount</b>	<b>729</b>	<b>3,777</b>	<b>4,506</b>
<b>Year ended 30 June 2021</b>			
Additions	364	335	699
Disposal – cost	(1,987)	-	(1,987)
Disposal – accumulated amortisation	1,987	-	1,987
Impairment losses	-	-	-
Amortisation charge	(600)	(2,213)	(2,813)
<b>Closing carrying amount</b>	<b>493</b>	<b>1,899</b>	<b>2,392</b>
<b>Balance at 30 June 2021</b>			
Cost	4,665	5,826	10,491
Accumulated amortisation and impairment	(4,172)	(3,927)	(8,099)
<b>Closing carrying amount</b>	<b>493</b>	<b>1,899</b>	<b>2,392</b>

*The carrying amount of the assets has been assessed as less than their replacement cost. There are no restrictions over the title of the Council's intangible assets, nor are any intangible assets pledged as security for liabilities. There are no intangible assets which have been internally generated.*

## Note 17: Investment property

### Accounting policy

Properties leased to third parties under non-cancellable operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Investment property is initially measured at cost, including transaction costs. After initial recognition, all investment properties are measured at fair value effective at 30 June each year. Gains or losses arising from a change in the fair value of investment property are recognised in the surplus or deficit.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Balance at 1 July	600	560
Fair value gains (losses) on valuation	25	40
Disposals	-	-
<b>Balance at 30 June (at valuation)</b>	<b>625</b>	<b>600</b>

### Valuation

At 30 June 2022 the valuation was performed by Quotable Value Limited. Quotable Value is an experienced valuer with extensive market knowledge in the types and locations of investment properties owned by Council.

The fair value of Council's investment properties has been determined based on the highest and best use in accordance with PBE IPSAS 16 Investment Property.

A number of estimates and assumptions must be made when valuing investment property. In this instance they include:

- All land is valued on a fair market basis determined from market based evidence and conditions that prevailed at 30 June 2022.
- Land has been valued as if vacant and incorporates the influences of size, contour, quality, location, zoning, designation and current and potential usage.
- Where there is a designation held against the land, adjustments have been made to reflect that designation.
- All buildings have been valued on either a fair market or depreciated replacement cost basis. Where the fair value of an asset can be determined by reference to the price in an active market for the same or similar asset, the fair value of the asset is determined using this information. Where the fair value of the asset is not able to be determined using market-based evidence, depreciated replacement cost is considered to be the most appropriate basis for determination of fair value.

### Revenue and expenses relating to investment property

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Rental revenue	48	44
Expenses from investment property generating revenue	-	-

Rental revenue from investment properties is recognised as revenue on a straight-line basis over the term of the lease.

## Note 18: Payables, taxes and transfers

### Accounting policy

Short-term payables are recorded at their face value.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Payables under exchange transactions</b>				
Trade payables	7,937	2,911	7,940	2,914
Water rates in advance	1,120	832	1,120	832
Accrued expenses	16,475	19,239	16,485	19,345
Amounts due to related parties	1,086	1,087	-	-
Revenue in advance	2,114	4,216	2,114	4,216
<b>Total payables under exchange transactions</b>	<b>28,732</b>	<b>28,285</b>	<b>27,659</b>	<b>27,307</b>
<b>Taxes and transfers payable under non-exchange transactions</b>				
Rates in advance	1,602	3,092	1,602	3,092
Deposits and bonds	218	219	218	219
GST and FBT payable	29	31	29	31
Other non-exchange payables	139	93	139	93
<b>Total taxes and transfers payable</b>	<b>1,988</b>	<b>3,435</b>	<b>1,988</b>	<b>3,435</b>
<b>Total payables, taxes and transfers</b>	<b>30,720</b>	<b>31,720</b>	<b>29,647</b>	<b>30,742</b>

Payables are non-interest bearing and are normally settled within 30 days, therefore the carrying value of payables approximates their fair value.

## Note 19: Employee entitlements

### Accounting policy

#### Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that it will be used by staff to cover those future absences.

#### Long-term employee entitlements

Entitlements that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculation is based on:

Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlement information;

- Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlement information;
- The present value of the estimated future cash flows; and
- An inflation factor based on the expected long term increase in remuneration for employees.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Current portion</b>		
Annual leave	2,597	2,317
Long service leave	14	13
Sick leave provision	167	123
Accrued payroll	1,144	949
Other employee liabilities	854	782
<b>Total current portion</b>	<b>4,776</b>	<b>4,184</b>
<b>Non-current portion</b>		
Long service leave	73	90
Retirement gratuities	41	91
<b>Total non-current portion</b>	<b>114</b>	<b>181</b>
<b>Total employee entitlements</b>	<b>4,890</b>	<b>4,365</b>

### Estimating retirement and long service leave obligations

The present values of Council's non-current retirement gratuities and long service leave obligations depend on a number of factors that are determined on an actuarial basis. Two key assumptions used in calculating this liability include the discount rate and the salary inflation factor. Any change in these assumptions will affect the carrying amount of the liability. Expected future payments are discounted using forward rates derived from 10 year New Zealand Government bonds. The salary inflation factor has been determined in accordance with the inflation factors forecast by Berl in September 2021 for the years 2022-2032. A discount rate of 3.89% (2021: 1.76%) and an inflation factor of 1.9% (2021: 2.44%) have been used.

## Note 20: Borrowing

### Accounting policy

All borrowing is initially recognised at cost, being the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest bearing loans and borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless Council or the Group has an unconditional right to defer settlement of the liability at least 12 months after balance date.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Current portion</b>		
Housing Infrastructure Fund (HIF) Loan	1,000	-
LGFA borrowing	20,000	15,000
<b>Total current portion</b>	<b>21,000</b>	<b>15,000</b>
<b>Non-current portion</b>		
Housing Infrastructure Fund (HIF) Loan	3,033	-
LGFA borrowing	75,000	65,000
<b>Total non-current portion</b>	<b>78,033</b>	<b>65,000</b>
<b>Total borrowing (all secured)</b>	<b>99,033</b>	<b>80,000</b>

Council secured debt of \$99,033,000 (2020: \$80,000,000) \$4,033,000 of this is interest free debt secured from the Housing Infrastructure Fund (HIF). The balance of \$95,000,000 is either issued at a fixed rate of interest or has been swapped for fixed interest instruments. Council has 27 swap contracts in place (2021: 28). During the year one swap matured (2021: three) and ten contracts were cancelled and replaced by 10 new contracts with more suitable terms (Blend and Extend) (2021: none); no outright new contracts (2021: none) were undertaken. Council has five (2021: five) swaps with start dates after 30 June 2022.

Council's committed cash advance facility of \$15,000,000 (2021: \$15,000,000) expires on 20 September 2024.

A fully fluctuating overdraft facility of \$500,000 is also available to Council on demand for Council's working capital requirements. There is a facility fee of 0.04% per month.

At 30 June 2022 total borrowings from Local Government Funding Agency Limited (LGFA) were \$95,000,000 (2021: \$80,000,000). The average rate of interest was 2.68% (2021: 1.11%). The carrying amounts and the fair values of non-current LGFA borrowings are as follows:

	Carrying amount		Fair value	
	2021/22 \$'000	2020/21 \$'000	2021/22 \$'000	2020/21 \$'000
<b>Council and Group</b>				
Secured loans	78,033	65,000	74,658	64,915
<b>Total non-current borrowing</b>	<b>78,033</b>	<b>65,000</b>	<b>74,658</b>	<b>64,915</b>

The fair values are based on cash flows discounted using a weighted average rate based on the borrowing rates which range

			2021/22	2020/21
		From	2.36%	0.92%
		To	2.98%	1.36%

### Internal loans

Council has a policy to utilise investment funds for internal debt purposes so that external borrowing is minimised, and Council keeps its borrowing costs to a minimum.

Council	Balance at 1 July \$'000	Borrowing \$'000	Repayments \$'000	Reclassification \$'000	Balance at 30 June \$'000	Interest paid \$'000
<b>2022</b>						
Water supply	18,438	1,303	(680)	-	19,061	837
Wastewater	15,225	7,287	(533)	-	21,979	692
Stormwater	3,951	213	(174)	(181)	3,990	179
Roading	22,084	2,572	(1,586)	181	23,070	986
Sustainable environment	3,196	96	(95)	-	3,197	146
Sustainable communities	21,072	3,789	(2,498)	-	22,363	857
Governance	-	-	-	-	-	-
Organisational support	3,172	774	(89)	-	3,857	145
<b>Total internal loans (gross)</b>	<b>87,138</b>	<b>16,034</b>	<b>(5,655)</b>		<b>97,517</b>	<b>3,842</b>
<b>2021</b>						
Water supply	18,680	396	(638)	-	18,438	860
Wastewater	11,547	4,106	(428)	-	15,225	531
Stormwater	3,739	370	(158)	-	3,951	171
Roading	23,286	490	(1,692)	-	22,084	1,053
Sustainable environment	329	2,902	(35)	-	3,196	15
Sustainable communities	17,654	4,494	(1,076)	-	21,072	802
Governance	-	-	-	-	-	-
Organisational support	1,224	1,993	(46)	-	3,172	56
<b>Total internal loans (gross)</b>	<b>76,459</b>	<b>14,751</b>	<b>(4,073)</b>		<b>87,138</b>	<b>3,488</b>

## Note 21: Provisions

### Accounting policy

A provision is recognised for future expenditure of uncertain amount or timing when there is a present legal or constructive obligation as a result of a past event, it is probable that an outflow of future economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are measured at the present value of the expenditure expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments at the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time (discount unwinding) is recognised as an interest expense and is included in finance costs.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Current portion</b>		
Landfill aftercare	116	120
<b>Total current portion</b>	<b>116</b>	<b>120</b>
<b>Non-current portion</b>		
Landfill aftercare	2,092	2,341
<b>Total non-current portion</b>	<b>2,092</b>	<b>2,341</b>
<b>Total provisions</b>	<b>2,208</b>	<b>2,461</b>

Movements for each class of provision are as follows:

	Landfill aftercare \$'000	Total \$'000
<b>2022</b>		
Balance at 1 July 2021	2,461	2,461
Change in provision made during the year	(138)	(138)
Amounts used	(124)	(124)
Unused amounts reversed	-	-
Discount unwind	9	9
<b>Balance at 30 June 2022</b>	<b>2,208</b>	<b>2,208</b>
<b>2021</b>		
Balance at 1 July 2020	3,175	3,175
Change in provision made during the year	(567)	(567)
Amounts used	(154)	(154)
Unused amounts reversed	-	-
Discount unwind	7	7
<b>Balance at 30 June 2021</b>	<b>2,461</b>	<b>2,461</b>

### Weathertightness claims

No claims remain with the Weathertight Homes Resolution Service (WHRS) as at 30 June 2022 (2021: none).

At 30 June 2022, no further claim had been received directly by Council (2021: none).

### Landfill aftercare costs

Council has five landfill sites within the District. They are at Te Kauwhata, Ngaruawahia, Huntly, Raglan and Tuakau. Council has responsibility under the resource consents to provide ongoing maintenance and monitoring of the landfills after the sites are closed.

The cash outflows for landfill post-closure are expected to occur over 30 years. The long term nature of the liability means that there are inherent uncertainties in estimating the costs which will be incurred. The provision has been made taking into account existing technology and known changes to legal requirements. The gross provision before discounting is \$3,965,842 (2021: \$4,181,626). A discount rate of 3.34% (2021: 3.2%) and an inflation factor of 2.5% (2021: 2.5%) have been used.

## Note 22: Derivative financial instruments

### Accounting policy

Council uses derivative financial instruments to manage exposure to interest rate risks arising from financing activities. In accordance with its treasury policy, Council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently re-measured at their fair value at each balance date. The associated gains or losses on derivatives are recognised in the surplus or deficit. The portion of the fair value of non-hedge accounted interest rate derivatives that is expected to be realised within 12 months of balance date is classified as current, with the remaining portion of the derivative classified as non-current.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Non-current assets</b>		
Interest rate swaps	1,559	-
<b>Total derivative financial instruments assets</b>	<b>1,559</b>	<b>-</b>
<b>Current liability portion</b>		
Interest rate swaps	7	133
<b>Non-current liability portion</b>		
Interest rate swaps	-	12,435
<b>Total derivative financial instruments liabilities</b>	<b>7</b>	<b>12,568</b>

The fair values of interest rate swaps are measured against the prevailing market conditions at balance date. Council's interest rate swaps have been independently valued using Hedgebook software designed to capture, value and report interest rate swaps. Hedgebook uses daily rate feeds of floating rate references such as BKBM and NNSW from industry benchmark sources.

The notional principal amounts of outstanding interest rate swap contracts for Council and the Group is:

	2021/22 Actual \$'000	No.	2020/21 Actual \$'000	No.
Active swaps	97,500	22	101,500	23
Forward starting swaps	18,000	5	18,000	5
	<b>115,500</b>	<b>27</b>	<b>119,500</b>	<b>28</b>

## Note 23: Revaluation reserve - property, plant and equipment

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Land	131,506	85,743
Buildings	60,049	34,196
Parks and reserves	39,063	18,309
Wastewater	76,592	53,088
Water	85,547	63,799
Bridges	233,092	202,378
Roading	222,360	117,612
Urban stormwater	29,810	20,258
Rural drainage	545	254
Solid waste	2,236	1,071
<b>Balance at 30 June</b>	<b>880,800</b>	<b>596,708</b>

## Note 24: Reconciliation of net surplus (deficit) after tax with net cash flows from operating activities

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Net surplus (deficit) after tax</b>	<b>71,601</b>	<b>62,688</b>	<b>71,063</b>	<b>63,242</b>
<b>Plus (minus) non-cash items</b>				
Depreciation, amortisation and asset write-off	37,188	35,725	37,188	35,725
Vested and found assets	(34,999)	(35,502)	(34,999)	(35,502)
(Gains) losses on fair value of investment property	(25)	(40)	(25)	(40)
(Gains) losses on derivative financial instruments	(14,119)	(9,047)	(14,119)	(9,047)
Impairment of non current assets held for sale	-	-	-	-
(Gains) losses on cattle	105	10	105	10
Interest revenue on financial assets not at fair value through surplus(deficit)	16	(1)	16	(1)
Capitalised internal charges	(1,236)	(1,594)	(1,236)	(1,594)
(Gains) losses on revaluation of landfill	-	-	-	-
<b>Plus (minus) items classified as investing or financing activities</b>				
(Gains) losses on disposal of property, plant and equipment	(2)	(579)	(2)	(579)
(Gains) losses on investments	-	-	424	(715)
Disposal of non-current assets for sale	-	347	-	347
Decrease (increase) in creditors for capital expenditure	7,778	(6,735)	7,778	(6,735)
<b>Plus (minus) movements in working capital items</b>				
Receivables and recoverables	(6,331)	3,291	(6,331)	3,291
Prepayments	(689)	(478)	(689)	(478)
Cattle	-	(14)	-	(14)
Payables, taxes and transfers	(999)	6,654	(996)	6,786
Changes in provision	(116)	(147)	(116)	(147)
Employee entitlements	526	327	526	327
<b>Net cash inflow (outflow) from operating activities</b>	<b>58,698</b>	<b>54,905</b>	<b>58,587</b>	<b>54,876</b>

## Note 25: Reconciliation of total comprehensive revenue with net operating funding (per funding impact statement)

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Total comprehensive revenue wholly attributable to Waikato District Council</b>	<b>360,149</b>	<b>108,778</b>
<b>Surplus (deficit) of operating funding per Whole of Council funding Impact statement</b>	<b>27,735</b>	<b>23,665</b>
<b>Difference</b>	<b>332,414</b>	<b>85,113</b>
<b>The difference comprises:</b>		
Capital revenue	31,914	29,792
Revaluation of assets	284,322	39,200
Revaluation reserve - landfill	138	567
Financial assets at fair value	18,207	15,370
Depreciation and amortisation	(35,009)	(33,899)
Profit (loss) on sale	2	229
Write off of assets	(2,179)	(1,826)
Vested and found assets	34,999	35,502
Change in provisions	116	147
Interest revenue from financial assets	(16)	1
Unrealised gains	25	40
Unrealised losses	(105)	(10)
<b>Total difference</b>	<b>332,414</b>	<b>85,113</b>

## Note 26: Reconciliation of liabilities arising from financial activities

	Council and Group
	Actual \$'000
<b>2021 Opening balance</b>	
Current borrowings	15,000
Non-current borrowings	65,000
<b>Total opening balances</b>	<b>80,000</b>
<b>2022</b>	
Cash flow movements - current	
Repayment of borrowings - current	(51,000)
New borrowings	35,000
Cash flow movements - non-current	
New borrowings	35,033
<b>Total Cash movements</b>	<b>19,033</b>
Non-cash flow movements	-
<b>Total movements</b>	<b>19,033</b>
<b>Closing balance</b>	
Current borrowings	21,000
<b>Non-current borrowings</b>	<b>78,033</b>
<b>Total closing balance</b>	<b>99,033</b>

## Note 27: Capital commitments and operating leases

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Capital commitments are for expenditure on:</b>		
Water	109,510	92,730
Wastewater	188,062	188,018
Stormwater	24,365	21,644
Parks and reserves	5,343	6,132
Buildings - operational	-	-
Roading	43,031	57,874
Bridges	6,523	1,874
Library books	-	-
Intangible assets	5,748	4,825
<b>Total capital commitments</b>	<b>382,582</b>	<b>373,097</b>

Capital commitments represent capital expenditure contracted for at balance date but not yet incurred.

### Operating leases as lessee

Council and the Group lease property, plant and equipment in the normal course of business. The lease has a non-cancellable term of one year and three months (2020: between three years three months and two years three months).

The future aggregate minimum lease payments to be paid under non-cancellable operating leases are as follows:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Not later than one year	30	121
Later than one year and not later than five years	-	30
Later than five years	-	-
<b>Total minimum operating lease payments payable</b>	<b>30</b>	<b>151</b>

### Council

Council has a contract with Canon NZ for the lease of photocopiers. There are no minimum amounts payable; charges are based on actual volumes of printing. The agreement was renewed with a term of five years from October 2017.

No contingent rent relating to copiers was recognised during the period. (2021: \$nil)

Council's Tuakau office is leased from Young Investors Limited. The current agreement has a three year term effective from October 2017 with one right of renewal for a further three year term.

Other leases may be renewed at Council's option, with rents set by reference to current market rates for items of equivalent age and condition. Council and the Group do not have the option to purchase any assets at the end of the lease term.

### Strada

Strada has no leased property.

### Operating leases as lessor

Council leases community and investment properties and grazing rights under operating leases. The leases have non-cancellable terms ranging from less than one year up to 30 years.

The future aggregate minimum lease payments to be collected under non cancellable operating leases are as follows:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Not later than one year	503	503
Later than one year and not later than five years	802	1,033
Later than five years	353	450
<b>Total minimum operating lease payments receivable</b>	<b>1,658</b>	<b>1,986</b>

Council has recognised no contingent rents during the period (2021: \$nil).

## Note 28: Contingencies

### Contingent liabilities

Quantifiable contingent liabilities are as follows:

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Uncalled share capital (LASS – ordinary shares)	1	1
Uncalled share capital (LASS - WRPS shares)	9	9

### Outstanding insurance claims

There are no outstanding claims (2021: none) in progress.

### Capital contributions

As disclosed in note 13, Council holds four classes of share in Waikato Local Authority Shared Services Limited (WLASS). There is uncalled capital on two classes of share.

### Unquantified claims

#### Weathertight claims

Council is exposed to potential future weathertightness claims which have not yet been advised. The amount of potential future claims is not able to be reliably measured and is therefore unquantifiable. Claims must be made within ten years of construction or alteration of the dwelling in order for the claim to be eligible under the Weathertight Homes Resolution Services (WHRS) Act 2006, but other statutory limitation periods could also affect claims.

#### Pakau Trust

The Pakau Trust has served two proceedings on Council; one is an application for a declaratory judgement, the other for damages. Both proceedings are being effectively conducted together and the insurer is covering the costs of the defence 60:40 with Council as Council has no insurance for the declaratory judgement proceedings which were the subject of a two day hearing that commenced on 12 October 2020.

Council received the High Court's judgment on 25 August 2021. The Council was wholly successful in its defence of the Plaintiff claims in respect of the declaratory proceedings and the Judge declined to grant the declarations and order sought. The High Court also awarded costs in favour of Council. Council has obtained a sealed order as to costs of \$40,152.00 plus disbursements of \$28,665.59 to be divided on the same proportion as the costs of defence. Costs have not been paid, and Council is pursuing bankruptcy proceedings against the trustee of the Trust Mr Soroka.

The Trustees of the Pakau Trust have now filed an appeal against the High Court's decision with the Court of Appeal. The hearing is scheduled for 29 September 2022; however, the timing of the judgement is unknown.

### Lord Cowell Holdings Limited

There is currently a claim against Council in the High Court filed by Lord Cowell Holdings Limited. The claim relates to alleged defects in the construction of a large replica manor house and other associated outbuildings. The claim is essentially a leaky building claim involving defects as a result of water ingress however there are other aspects of the claim that relate to structural defects. The claims is as yet unquantified, however is likely to be significant. Council has filed third party claims against seven other entities and individuals involved in the construction of the buildings.

All the joined parties have all either issued records of work and/or producer statements that clearly outline what work they have carried out. If the defects pleaded by the plaintiff exists, and subject to expert views in due course, the advice is that these parties need to share responsibility with the Council.

The insurance position is still being clarified given the nature of defects alleged and Council's insurance.

### NZ Local Government Funding Agency Limited (LGFA)

Waikato District Council is a guarantor of LGFA. The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand and it has a current credit rating from Standard and Poor's of AA+.

Council is one of 54 local authority guarantors - 30 of which are also shareholders of LGFA. The aggregate amount of uncalled shareholder capital (\$20m) is available in the event that an imminent default is identified. Also, together with other guarantors and shareholders, Council is guarantor of all LGFA's borrowings. At 30 June 2022 LGFA had borrowings totalling \$15.78 billion (2021: \$13.61 billion).

Financial reporting standards require Council to recognise the guarantee liability at fair value. However, Council is unable to determine a sufficiently reliable fair value of the guarantee and therefore has not recognised a liability. Council considers the risk of LGFA defaulting on payments of interest or capital to be very low on the basis that:

- We are not aware of any local authority debt default in New Zealand; and
- Local government legislation would enable local authorities to levy a rate to recover sufficient funds to meet any debt obligations if further funds were required.

### Contingent assets

Council is a 35% capital beneficiary of the WEL Energy Trust. The life of the Trust ends in 2073 unless terminated earlier if its purpose is completed. Given the uncertainty surrounding the life of the Trust, Council is unable to accurately establish an appropriate value for the 35% share.

## Note 29: Related party transactions

Waikato District Council has a 100% shareholding in Strada Corporation Limited.

All related party transactions and related payments are on normal commercial terms. There was no impairment of any of these transactions (2021: nil). The following transactions were carried out between related parties:

	Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Between Council and Waikato District Community Wellbeing Trust (WBT)</b>		
Council's accounts receivable from WBT	294	268
<b>Between Council and Strada Corporation Limited (Strada)</b>		
Council's accounts payable to Strada	1,086	1,087
<b>Between Council and Local Authority Shared Services (LASS)</b>		
Services provided to LASS	-	20
Charges from LASS	434	566
Council's accounts payable to LASS	4	202
Council's accounts receivable from LASS	-	-
<b>Between Council and Waikato Regional Airport Limited (WRAL)</b>		
Dividend paid by WRAL	-	-
Regional Tourism funding payment to WRAL	-	150
<b>Between Council and Civic Financial Services Limited (Civic)</b>		
Dividend paid by Civic	-	-
<b>Between Strada and Waikato Quarries Limited (WQL)</b>		
Share of WQL cash received	-	-
Deferred settlement received from WQL	-	-

### Key management personnel compensation

Council's key management personnel include the Mayor, Councillors, the Chief Executive, General Managers and other members of the Executive Leadership Team. The Group enters into various transactions such as rates, water charges and the sale of goods or services with key management personnel in the ordinary course of business and on an arm's length basis. No disclosure has been made for these transactions.

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Remuneration</b>		
Councillors	946	924
Senior management team (including CE)	2,652	2,540
<b>Total key management personnel remuneration</b>	<b>3,598</b>	<b>3,464</b>
	2021/22 Actual	2020/21 Actual
<b>Full-time equivalent members</b>		
Councillors	14	14
Senior management team (including CE)	11	11
<b>Total full-time equivalent personnel</b>	<b>25</b>	<b>25</b>

Because of the difficulties inherent in estimating the number for full-time equivalent Councillors, the figure used is the number of Councillors. There are close family members of key management personnel employed by Council and the Group. The terms and conditions of these arrangements are no more favourable than they would have been if there were no relationships to key management personnel.

### Related party transactions requiring disclosure

In the current year, there were no other related party transactions requiring disclosure.

## Note 30: Remuneration

### Remuneration of elected members

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Councillors</b>		
<b>Cash benefits</b>		
A Sanson, Mayor	152	151
A Bech	81	79
J Church	50	48
C Eyre	50	48
D Fulton	13	-
J Gibb	71	90
S Henderson	50	48
S Lynch	57	55
B Main	-	-
R McGuire	50	48
F McNally	49	48
E Patterson	71	69
J Sedgwick	71	94
N Smith	61	59
L Thomson	49	48
C Woolerton	49	48
<b>Total cash benefits paid to Councillors</b>	<b>924</b>	<b>933</b>
<b>Non-cash benefits</b>		
A Sanson, Mayoral car	22	23
<b>Total non-cash benefits paid to Councillors</b>	<b>22</b>	<b>23</b>
<b>Total remuneration of Councillors</b>	<b>946</b>	<b>956</b>
	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Community board and committee members</b>		
<b>Cash benefits</b>		
D Amoree	4	4
J Ayers	5	5
S Bains	4	4
K Binnersley	3	-
K Bredenbeck	5	5
C Conroy	12	5
R Cork	5	5
W Diamond	-	-
R Farrar	-	-
D Firth	5	5
B Green	15	-
P Haworth	-	-
J Henry	2	2
S Jackson	6	11
R Kereopa	-	-
R Kirkwood	5	5
D Lamb	-	-
K Langlands	-	-
J Lovatt	6	5
H Lovell	2	2
D Lovell	4	4
R MacLeod	-	4
G McCutchan	5	5
M Moana-Tuwhangai	23	-
K Morgan	5	5

J Morley	2	2
K Ngataki	6	5
A Oosten	4	4
S Ormsby-Cocup	2	2
G Parson	9	9
J Pecekajus	-	-
L Petersen	-	-
C Rayner	4	4
C Rees	-	-
V Reeve	6	5
V Rice	5	5
B Sherson	-	-
J Stevens	-	-
S Stewart	-	-
R Van Dam	2	2
A Vink	-	-
B Watson	6	5
E Wawatai	5	5
J Whetu	-	-
D Whyte	11	11
G Wiechern	11	11
R Wootton	5	5
<b>Total cash benefits paid to community board and committee members</b>	<b>194</b>	<b>151</b>
<b>Total remuneration of Councillors and other elected representatives</b>	<b>1,140</b>	<b>151</b>

### Remuneration of Chief Executive

The Chief Executive of Waikato District Council is appointed under section 42 of the Local Government Act 2002. He received a salary of \$365,262 (2021: \$327,280) in terms of his contract. The Chief Executive's total remuneration included other benefits as follows:

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Salary and other short-term employee benefits	365	327
Vehicle	20	17
Defined contribution plan employer contributions (KiwiSaver)	11	11
Expenses and other allowances	9	6
Other fringe benefits (value of benefit plus FBT)	10	10
<b>Total Chief Executive's remuneration</b>	<b>415</b>	<b>371</b>

### Employee numbers

	Council	
	2021/22 Actual	2020/21 Actual
<b>Number of employees (at 30 June)</b>		
Full-time employees	340	320
Part-time employees (including casual employees)	79	87
<b>Total employees</b>	<b>419</b>	<b>407</b>

A full-time employee works 40 hours per week

Full-time equivalent employees		
Full-time employees	340.05	319.89
Part-time employees (in full-time equivalents)	35.47	30.85
<b>Total full-time equivalent employees</b>	<b>375.52</b>	<b>350.74</b>

### Total annual employee remuneration by band

	Council	
	2021/22 Actual \$'000	2020/21 Actual \$'000
\$0 - \$60,000	160	162
\$60,001 - \$80,000	83	91
\$80,001 - \$100,000	62	60
\$100,001 - \$120,000	54	48
\$120,001 - \$140,000	28	24
\$140,001 - \$160,000	16	8
\$160,001 - \$200,000	6	7
\$200,001 - \$420,000	10	7
<b>Total employees</b>	<b>419</b>	<b>407</b>

Total remuneration includes non-financial benefits provided to employees.

There are fewer than five employees on each of the bands above \$160,000 therefore the numbers for those bands have been combined into two bands of \$140,001 - \$160,000 and \$160,001 - \$200,000.

### Note 31: Severance payments

For the year ended 30 June 2022, Council made three (2021: three) severance payments to employees. The payments totalled: \$51,768; they comprised \$19,871, \$18,500 and \$13,397 (2021: Total \$30,348).

Strada had no employees during the year (2021: none).

## Note 32: Events after balance date

### Huntly section of SH1

Waka Kotahi is planning to revoke the Huntly section of SH1 as at 1 July 2022. Waka Kotahi has committed to invest sufficient funds to improve the condition of this road.

### Raglan Airfield

In February 1936, the area now known as Raglan Airfield was selected as a suitable location for an emergency airfield by an Airforce Officer and obtained for this purpose. The 36-hectare airfield block was made up of land from the Te Kopua and Papahua blocks which were Māori freehold land. In 1969, the land was declared 'Crown Land' and formally vested in the Raglan County Council. In early 2019, the CAA issued a notice to aviators which prompted many airfield operators to review the safety of their sites. During the implementation of these safety improvements, significant interest was generated in the community which resulted in an onsite occupation of the land. As a result of this and extensive discussions to decide on the future of the land, Council will be engaging with Te Arawhiti and other relevant agencies to facilitate the return of the land to its rightful owners.

Currently, the land (10.3ha) is owned by the Waikato District Council and held by the Council in trust as a Reserve under the Reserves Act 1977. The land is classified as a Local Purpose (aerodrome) Reserve. Section 27 of the Act states that the vesting in the reserve may, with the consent of the administering body (Council) be cancelled by the minister. This action would relinquish Council of administration responsibilities and would facilitate the return of the land to the rightful owners. The process to be followed to return the land is likely to be complicated, involve multiple agencies and parties, and will not always be in Council's direct control.

### Strada

For Strada, no material events are expected to occur subsequent to 30 June 2022 which affect the financial position at that date. (2021: none)

### Three Waters Reform

The Government proposes via the water reform programme that local authorities will no longer be responsible for delivering wastewater, water and stormwater services. There would be an impact on finances relating to these services such as, but not limited to, operating revenues, direct costs of running the activities, and value of debt incurred to fund the activities. There would likely be second order impacts which Council would assess as part of the analysis of the proposal (once received). The Government has indicated a strong desire for all Councils to opt into the reform. Council has not made any decision in this regard.

### Future for Local Government Review Reorganisation

A Ministerial Inquiry into the Future for Local Government has been established. The overall purpose of the review is to identify how our system of local democracy needs to evolve over the next 30 years, to improve the well-being of New Zealand communities and the environment, and actively embody the treaty partnership. The review will focus on the roles, functions, and relationships on local government, representation and governance, funding and financing. The draft report and recommendations are set to be issued for public consultation on 30 September 2022. The final report is expected to be presented to the Minister and Local Government New Zealand on 23 April 2023. Council will continue to pro-actively explore opportunities and participate in shared services to provide such services cost-effectively. Changes within local government that results in a change to the structure and/or services provided by our organisation. While the review could recommend significant change to what local government is and does, there is no information available on the likely direction for the review at this time.

## Note 33: Financial instruments

### A: Financial instruments categories

The following tables are comparisons of carrying amounts of the Group's financial assets and liabilities in each of the financial instrument categories:

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Financial assets</b>				
<b>Amortised cost</b>				
Cash and cash equivalents	22,977	19,037	22,993	19,038
Recoverables and receivables	21,948	15,593	21,654	15,325
Community loans	889	45	889	45
Term deposit	862	855	862	855
LGFA borrower notes	1,780	1,280	1,780	1,280
<b>Total amortised cost</b>	<b>48,456</b>	<b>36,810</b>	<b>48,178</b>	<b>36,543</b>
<b>Fair value through surplus (deficit) (FVTSD)</b>				
Fixed interest investments	-	-	2,749	2,302
Equity investments	-	-	1,851	2,872
Derivative financial instruments assets	1,559	-	1,559	-
<b>Total FVTSD</b>	<b>1,559</b>	<b>-</b>	<b>6,159</b>	<b>5,174</b>
<b>Fair value through other comprehensive revenue (FVTOCRE)</b>				
Unlisted shares in Civic Financial Services Limited	42	40	42	40
Waikato Regional Airport Limited	27,150	23,065	27,150	23,065
<b>Total FVTOCRE</b>	<b>27,192</b>	<b>23,105</b>	<b>27,192</b>	<b>23,105</b>
<b>Financial assets at cost</b>				
Local Authority Shared Services Limited	219	219	219	219
Shares in Strada Corporation Limited (subsidiary)	700	700	-	-
<b>Total financial assets at cost</b>	<b>919</b>	<b>919</b>	<b>219</b>	<b>219</b>
<b>Financial liabilities</b>				
<b>FVTSD</b>				
Derivative financial instruments liabilities	7	12,568	7	12,568
<b>Financial liabilities at amortised cost</b>				
Payables, taxes and transfers	30,720	31,720	30,732	31,829
Borrowing -secured loans	99,033	80,000	99,033	80,001
<b>Total financial liabilities at amortised cost</b>	<b>129,753</b>	<b>111,720</b>	<b>129,765</b>	<b>111,830</b>

### B: Fair value hierarchy disclosures

For those instruments recognised at fair value in the statement of financial position, fair values are determined according to the following hierarchy:

- Quoted market price (level 1): financial instruments with quoted prices for identical instruments in active markets.
- Valuation technique using observable inputs (level 2): financial instruments with quoted prices for similar instruments in active markets or quoted prices for identical or similar instruments in inactive markets and financial instruments valued using models where all significant inputs are observable.
- Valuation technique with significant non observable inputs (level 3): financial instruments valued using models where one or more significant inputs are not observable.

The following table analyses the basis of the valuation of classes of financial instruments measured at fair value in the statement of financial position:

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Valued at quoted market price (level 1)</b>				
Fixed interest investments	-	-	2,749	2,302
Equity investments	-	-	1,851	2,872
<b>Total financial instruments valued at quoted market price</b>	<b>-</b>	<b>-</b>	<b>4,600</b>	<b>5,174</b>
<b>Valued using observable inputs (level 2)</b>				
Financial liabilities – derivatives	7	12,568	7	12,568
Financial assets - derivatives	1,559		1,559	
<b>Valued using significant non-observable inputs (level 3)</b>				
Unlisted shares	27,192	23,105	27,192	23,105

### Instruments valued using significant non-observable inputs (level 3)

The table below provides a reconciliation between the opening and closing balances for level 3 financial instruments:

	Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
Balance at 1 July	23,105	16,782
Gains and losses recognised in other comprehensive revenue	4,088	6,323
Other movements	-	-
<b>Balance at 30 June</b>	<b>27,193</b>	<b>23,105</b>

There were no transfers between the different levels of the fair value hierarchy.

## C: Financial instruments risks

Council has a series of policies to manage the risks associated with financial instruments. Council is risk averse and seeks to minimise exposure from its treasury activities. Council has established and approved a Treasury Risk Management Policy which includes a Liability Management Policy and an Investment Policy. These policies do not allow any transactions that are speculative in nature to be entered into.

### Market risk

#### Price risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of change in market prices. Council has no exposure to price risk because it does not hold any listed securities. Equity securities price risk arises on listed equity investments which are held by the Waikato District Community Wellbeing Trust (WBT) and are classified as financial assets held at fair value through surplus or deficit. The price risk arises due to market movements in listed share prices. Kiwi Wealth Limited (KWL), which manages the investment portfolio on behalf of the Trustees, manages price risk via diversification and liquidity of investments.

#### Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in foreign exchange rates. Council is not exposed to currency risk, as it has minimum foreign currency transactions. WBT holds investments in foreign currencies and is exposed to currency risk. KWL, on behalf of the trustees, enters into forward currency contracts on all fixed interest investments. The default currency exposure for equity investments is 55%.

#### Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market in interest rates.

Borrowings and investments issued at fixed rates of interest expose Council to interest rate risk. Council's Treasury Risk Management Policy sets a range of control limits for the fixed rate proportion of borrowings with different maturities. The range is from a maximum of 90% for debt maturing in the current period through to 50% for debt maturing in ten years.

KWL actively manages the average maturity date of WBT's fixed interest investments in response to changes in KWL's interest rate view.

#### Cash flow interest rate risk

Cash flow interest rate risk is the risk that the cash flows from a financial instrument will fluctuate because of changes in market interest rates. Borrowings and investments issued at variable interest rates expose Council to cash flow interest rate risk. KWL actively manages the average maturity date of WBT's fixed interest investments in response to changes in KWL's interest rate view.

Generally, Council raises long term borrowing at floating rates and swaps them into fixed rates using interest rate swaps to manage the cash flow interest rate risk. Council enters into interest rate swaps in order to manage the cash flow interest rate risk. Such interest rate swaps have the economic effect of converting borrowings at floating rates into fixed rates that are generally lower than those available if Council borrowed at fixed rates directly. Under the interest rate swaps, Council agrees with other parties to exchange, at specified intervals, the difference between fixed contract rates and floating rate interest amounts calculated by reference to the agreed notional principal amounts.

### Credit risk

Credit risk is the risk that a third party will default on its obligation to Council and the Group, causing it to incur a loss.

Council's Treasury Risk Management Policy clearly specifies approved institutions, minimum credit ratings and investment limits. WBT is consolidated into Council's group financial statements and also includes cash and fixed interest securities that are a credit risk. KWL, on behalf of the trustees of WBT invests only in fixed interest investments in liquid securities, which means there is a secondary market available where these assets are readily traded. In addition, KWL invest primarily in investment-grade instruments and has established counterparty limits for fixed interest investments depending on their credit rating.

Council is exposed to credit risk as a guarantor of all of LGFA's borrowings. Information about this exposure is explained in note 28.

Council and the Group have no other collateral or credit enhancements for financial instruments that give rise to credit risk.

### Maximum exposure to credit risk

Council's maximum credit risk exposure for each class of financial instrument is as follows:

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Cash and cash equivalents	22,977	19,037	22,993	19,038
Recoverables and receivables	21,948	15,593	21,948	15,593
Term deposits	862	855	862	855
Community loans	889	45	889	45
Fixed interest investments	-	-	2,749	2,302
Equity investments	-	-	1,851	2,872
LGFA borrower notes	1,780	1,280	1,780	1,280
Derivative financial instruments assets	1,559	-	1,559	-
<b>Total credit risk</b>	<b>50,015</b>	<b>36,810</b>	<b>54,631</b>	<b>41,985</b>

The credit quality of financial assets that are neither past due nor impaired can be assessed by reference to Standard and Poor's credit ratings (if available) or to historical information about counterparty default rates:

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Counterparties with credit ratings</b>				
<b>Cash and cash equivalents</b>				
AA-	22,977	19,037	22,993	19,038
<b>Term deposits</b>				
AA-	862	855	862	855
<b>Derivative financial instruments assets</b>				
AA-	1,559	-	1,559	-
<b>Borrower notes</b>				
AA+	1,780	1,280	1,780	1,280
<b>Counterparties without credit ratings</b>				
Community loans with no defaults in the past	889	45	889	45
Unrated equity investments	28,111	24,024	29,962	26,896
Unrated fixed interest investments	-	-	2,749	-

Debtors and other receivables mainly arise from Council's statutory functions, therefore there are no procedures in place to monitor or report the credit quality of debtors and other receivables with reference to internal or external credit ratings. Council has no significant concentrations of credit risk in relation to debtors and other receivables, as it has a large number of credit customers, mainly ratepayers, and Council has powers under the Local Government (Rating) Act 2002 to recover outstanding debts from ratepayers.

### Liquidity risk

#### Management of liquidity risk

Liquidity risk is the risk that Council will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions. Council aims to maintain flexibility in funding by keeping committed credit lines available.

Council manages its liquidity risks including borrowings in accordance with its Treasury Risk Management Policy, which includes a Liability Management Policy. These policies have been adopted as part of Council's Long Term Plan.

Council has a \$500,000 overdraft facility (2021: \$500,000) and a committed cash advance facility of \$15,000,000 (2021: \$15,000,000), of which \$15,000,000 (2021: \$15,000,000) is available to be drawn. Council's committed cash advance facility expires on 20 September 2024.

Council utilises funding through the Local Government Funding Agency Limited (LGFA). As at 30 June 2022 Council had borrowed \$95,000,000 (2021: \$80,000,000) and held borrower notes with a face value of \$1,790,000 (2021: \$1,280,000).

Council is also exposed to liquidity risk as a guarantor of all of LGFA's borrowings. This guarantee becomes callable in the event of the LGFA failing to pay its borrowings when they fall due. Information about this exposure is contained in note 28.

### Contractual maturity analysis of financial liabilities, excluding derivatives

The table below analyses Council and the Group's financial liabilities into relevant maturity groupings based on the remaining period at balance date to the contractual maturity date. Future interest payments on floating rate debt are based on the floating rate on the instrument at balance date. The amounts disclosed are the contractual undiscounted cash flows and include interest payments.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Carrying amount</b>				
Payables, taxes and transfers	30,720	31,720	24,033	24,033
Secured loans	99,033	80,000	99,033	-
<b>Total carrying amount</b>	<b>129,753</b>	<b>111,720</b>	<b>123,066</b>	<b>24,033</b>
<b>Contractual cash flows</b>				
Payables, taxes and transfers	30,720	31,720	24,033	24,033
Secured loans	104,354	82,608	104,354	82,608
<b>Total contractual cash flows</b>	<b>135,074</b>	<b>114,328</b>	<b>128,387</b>	<b>106,641</b>

The following table summarises the pattern of contractual cash flows:

	Less than 1 yr \$'000	1-2 yrs \$'000	2-5 yrs \$'000	More than 5 yrs \$'000
<b>Council 2022</b>				
Payables, taxes and transfers	30,720	-	-	-
Secured loans	22,444	11,953	53,447	16,510
<b>Total</b>	<b>53,164</b>	<b>11,953</b>	<b>53,447</b>	<b>16,510</b>
<b>Council 2021</b>				
Payables, taxes and transfers	31,720	-	-	-
Secured loans	15,820	20,707	36,001	10,080
<b>Total</b>	<b>47,540</b>	<b>20,707</b>	<b>36,001</b>	<b>10,080</b>
<b>Group 2022</b>				
Payables, taxes and transfers	24,033	-	-	-
Secured loans	22,444	11,953	53,447	16,510
<b>Total</b>	<b>46,477</b>	<b>11,953</b>	<b>53,447</b>	<b>16,510</b>
<b>Group 2021</b>				
Payables, taxes and transfers	24,033	-	-	-
Secured loans	15,820	20,707	36,001	10,080
<b>Total</b>	<b>39,853</b>	<b>20,707</b>	<b>36,001</b>	<b>10,080</b>

### Contractual maturity analysis of derivative financial instruments

The table below analyses Council and the Group's derivative financial instruments into those that will be settled on a net basis and those that will be settled on a gross basis in relevant maturity groupings based on the remaining period at balance date to the contractual maturity date. The amounts disclosed are the contractual undiscounted cash flows.

	Council and Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Net settled derivative liabilities</b>		
Carrying amount	1,559	12,568
Contractual cash flows	-	26,303
<b>Net settled derivative liabilities</b>		
Carrying amount	7	12,568
Contractual cash flows	24,722	26,303

	Less than 1 yr \$'000	1-2 yrs \$'000	2-5 yrs \$'000	More than 5 yrs \$'000
<b>Net settled derivative liabilities</b>				
2021/22	1,136	1,409	4,686	1,775
2020/21	3,736	3,491	9,808	5,836

### Contractual maturity analysis of financial assets

The table below analyses Council and the Group's financial assets into relevant maturity groupings based on the remaining period at balance date to the contractual maturity date.

The amounts disclosed are the contractual undiscounted cash flows and include interest receipts.

	Council		Group	
	2021/22 Actual \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Carrying amount</b>				
Cash and cash equivalents	22,977	19,037	22,993	19,038
Recoverables and receivables	21,948	15,593	21,948	15,370
<b>Other financial assets</b>				
- term deposit	862	855	862	855
- community loans	889	45	889	45
- LGFA borrower notes	1,780	1,280	1,780	1,280
<b>Total carrying amount</b>	<b>48,456</b>	<b>36,810</b>	<b>48,472</b>	<b>36,588</b>
<b>Contractual cash flows</b>				
Cash and cash equivalents	22,977	19,037	22,993	19,038
Recoverables and receivables	21,948	15,593	21,948	15,593
<b>Other financial assets</b>				
- term deposit	830	829	830	829
- community loans	1,322	47	1,322	47
- LGFA borrower notes	1,965	1,309	1,965	1,309
<b>Total contractual cash flows</b>	<b>49,042</b>	<b>36,815</b>	<b>49,058</b>	<b>36,816</b>

The following table summarises the pattern of contractual cash flows:

	Less than 1 yr \$'000	1-2 yrs \$'000	2-5 yrs \$'000	More than 5 yrs \$'000
<b>Council 2022</b>				
Cash and cash equivalents	22,977	-	-	-
Recoverables and receivables	21,948	-	-	-
Other financial assets				
- term deposit	830	-	-	-
- community loans	94	187	281	760
- LGFA borrower notes	361	194	1,001	409
<b>Total</b>	<b>46,210</b>	<b>381</b>	<b>1,282</b>	<b>1,169</b>
<b>Council 2021</b>				
Cash and cash equivalents	19,037	-	-	-
Recoverables and receivables	15,593	-	-	-
Other financial assets				
- term deposit	829	-	-	-
- community loans	47	-	-	-
- LGFA borrower notes	249	328	571	161
<b>Total</b>	<b>35,755</b>	<b>328</b>	<b>571</b>	<b>161</b>
	Less than 1 yr \$'000	1-2 yrs \$'000	2-5 yrs \$'000	More than 5 yrs \$'000
<b>Group 2022</b>				
Cash and cash equivalents	22,993	-	-	-
Recoverables and receivables	21,948	-	-	-
<b>Other financial assets</b>				
- term deposit	830	-	-	-
- community loans	94	187	281	760
- LGFA borrower notes	361	194	1,001	409
<b>Total</b>	<b>46,226</b>	<b>381</b>	<b>1,282</b>	<b>1,169</b>
<b>Group 2021</b>				
Cash and cash equivalents	19,038			
Recoverables and receivables	15,593			
<b>Other financial assets</b>				
- term deposit	829			
- community loans	0	-	-	-
- LGFA borrower notes	249	328	571	161
<b>Total</b>	<b>35,709</b>	<b>328</b>	<b>571</b>	<b>161</b>

## Sensitivity analysis

The tables below illustrate the potential effect on the surplus or deficit and equity (excluding accumulated funds) for reasonably possible market movements, with all other variables held constant, based on Council and the Group's financial instrument exposures at the balance date.

	2021/22		2020/21	
Interest rate risk	Actual -100bps \$'000	Actual +100pbs \$'000	Actual -100bps \$'000	Actual +100bps \$'000
<b>Council</b>				
<b>Financial assets</b>				
Cash and cash equivalents	(230)	230	(191)	191
Term deposits	(9)	9	(20)	20
<b>Financial liabilities</b>				
<b>Derivatives</b>	<b>(3,742)</b>	<b>6,480</b>	<b>(18,181)</b>	<b>(7,344)</b>
<b>Group</b>				
<b>Financial assets</b>				
Cash and cash equivalents	(230)	230	(191)	191
Term deposits	(9)	9	(20)	20
Fixed interest investments	-	-	-	-
<b>Financial liabilities</b>				
<b>Derivatives</b>	<b>(3,742)</b>	<b>6,480</b>	<b>(18,181)</b>	<b>(7,344)</b>

	2021/22		2020/21	
Foreign exchange risk	Actual -100bps \$'000	Actual +100pbs \$'000	Actual -100bps \$'000	Actual +100bps \$'000
<b>Group</b>				
<b>Financial assets</b>				
Cash and equity investments	(11)	11	10	(10)

	2021/22		2020/21	
Equity price risk	Actual -100bps \$'000	Actual +100pbs \$'000	Actual -100bps \$'000	Actual +100bps \$'000
<b>Group</b>				
<b>Financial assets</b>				
Equity investments	(28)	28	29	(29)

## Explanations of sensitivity analysis

The interest rate, foreign exchange and equity price sensitivities are based on reasonably possible movements in interest rates, exchange rates and equity market valuations; with all other variables held constant, measured as a basis points (bps) movement. For example, a decrease in 100bps is equivalent to a decrease in interest rates of 1%.

The sensitivity for derivatives (interest rate swaps) has been calculated using a derivative valuation model based on parallel shift in interest rates of -100bps/+100bps (2019: -100bps/+100bps).

## Note 34: Capital management

Council's capital is its equity (or ratepayers' funds) which include accumulated funds and other reserves. Equity is represented by net assets.

The Local Government Act 2002 (the Act) requires Council to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner which promotes the current and future interests of the community. Ratepayers' funds are largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing these items is to achieve intergenerational equity which is a principle promoted in the Act and applied by Council. Intergenerational equity requires today's ratepayers to meet the costs of utilising Council's assets and not expecting them to meet the full cost of long term assets that will benefit ratepayers in future generations. Additionally, Council has in place asset management plans for major classes of asset detailing renewal and maintenance programmes to ensure ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The Act requires Council to make adequate and effective provision in its Long Term Plan (LTP) and in its Annual Plan (where applicable) to meet the expenditure needs identified in those plans. The Act also sets out the factors that Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the funding and financing policies in Council's LTP.

Council has the following Council-created reserves:

- reserves for different areas of benefit;
- self-insurance reserves; and
- trust and bequest reserves.

Reserves for different areas of benefit are used where there is a discrete set of rate or levy payers as distinct from payers of general rate. Any surplus or deficit relating to these separate areas of benefit is applied to the specific reserve.

Self-insurance reserves are built up annually from general rates and are made available for specific unforeseen events. The release of these funds generally can be approved only by Council.

Trust and bequest reserves are set up where Council has been donated funds that are restricted for particular purposes. Interest is added to trust and bequest reserves where applicable and deductions are made where funds have been used for the purpose they were donated.

## Note 35: Explanation of major variances against budget

The major variance explanations are set out below and explain the significant differences between actual results for 2021/22 compared to the budget for 2021/22. Please note that the abbreviations used in this note are \$Xm, millions of dollars; \$Xk, thousands of dollars.

### Statement of comprehensive revenue and expense

Overall revenue was \$2m less than budgeted. This difference was largely due to found asset revenue of \$1m as well as a gain on the revaluation of interest rate swaps of \$14m not being budgeted. Contribution revenue was also \$7m higher than budget due to growth exceeding budgeted levels throughout the district and in particular for Pokeno. This is offset by vested assets of \$33m which was less than budget by \$25m. Other variances on revenue include subsidies from the NZTA being \$6m lower than budget due to a change in subsidy that was announced after the budget being finalised. The levels of activity for various fees and charges were also more than expected which resulted in higher revenue than was budgeted in the Long-term plan.

Overall expenses for the current year were \$158m which closely aligns to the budgeted figures. Significant variances include employee costs that were \$2m less than budget, which is mainly due to positions and vacancies being unfilled for the current year. External consultants were engaged to provide cover these various employee vacancies throughout the year as well as to meet increased demand for services in areas such as planning and consents. These costs were \$3 more than budget.

Actual written off assets for the year was \$2m which was not budgeted. Water operational charges were \$4 million less than budget.

Depreciation and amortisation costs were almost \$2m higher than budget which is primarily due to the increase in asset value realised in the prior year which resulted in higher depreciation for the current year. The above movements resulted in a surplus of \$71m at an operating level. (Compared to the budgeted surplus of \$73m).

Total other comprehensive revenue and expense was \$288m which was \$237m higher than budget.

Majority of the difference relates to the revaluation gain of \$284m that was realised (compared to a budgeted gain of \$51m) which has been driven by the substantial increase in material costs for core infrastructure assets realised through the past year.

Other comprehensive revenue and expense includes a \$4m gain on Council's investment in the Waikato Regional Airport which was not budgeted in the Long-term plan.

### Statement of financial position

The statement of financial position shows an increase in overall net assets of \$219m compared to budget. The biggest variance was for property, plant and equipment which was higher than budget due to revaluation gains realised, as explained above, which has been partially offset by some asset write-offs and a capital programme which was below budget. This positive difference is partially offset by lower borrowings compared to budgeted estimates which is consistent with the below budget capital expenditure. Current assets are higher than budget with current liabilities being lower than budget and is largely due to cash flow timing differences which resulted in a higher cash and cash equivalents balance compared to budget.

Intangible assets were \$3m less than budget which is primarily due to the unbudgeted amortisation of pre-purchased wastewater infrastructure growth. Investments in CCO's and other similar organisations is \$10m higher than budget. The gain realised in the prior year of \$6m and the current year gain of \$4m were not budgeted.

### Statement of cash flows

The cash flow statement highlights how the overall operational activities surplus of Council was higher than budget for the year. This increase in surplus is mainly due to a lower-than-expected operational activity. It also highlights that the capital programme was below budget and therefore no additional external borrowings were required. The net impact of this resulted in cash balances being \$13m higher than budget at the end of the year.

### Funding impact statements

The whole of Council funding impact statement reports cash or soon to be cash items (such as revenue or expenses in receivables or payables) and does not consider non-cash funded items such as asset write-offs or assets vested in Council. The report analyses separately the surplus or deficit for operating funding and capital funding.

This year the overall operating funding surplus was \$27m which is above the budget of \$22m. This increase in surplus is mainly due to the operational activities of Council being lower than expected specifically operating expenditure which was \$4m less than budget. The increase in operating funding was the result of higher Fees and Charges due to higher than anticipated growth and demand which is partially offset by the decrease in Subsidies and Grants as identified above.

The decrease in operating expenditure was primarily due to below budgeted payments to suppliers and lower staff costs. Employee vacancies as well as increased growth and demand resulted in higher payments to external consultants.

Sources of capital funding were \$24m less compared to budget. Borrowings were partially repaid, and additional budgeted borrowings were not required due to lower actual spend on the capital programme. This was partially offset by contribution income which was \$7m higher than budget due to growth exceeding budgeted levels throughout the district.

## Note 36: Insurance of assets

The total value of all assets of Council that are covered by insurance contracts as at 30 June 2022 is \$836,588,944 (2021: \$712,826,927) and the maximum amount to which they are insured is \$253,182,999 (2021: \$253,072,970).

Insurance Class	Total Declared Value	Policy Limit
Infrastructure	\$534,875,826	\$10,000,000 per loss (Primary layer contracts provide for recovery of 100% of the costs of loss or damage to declared assets) \$100,000,000 per loss (For anything that falls outside primary layer cover, these insurance contracts provide for the recovery of 40 per cent of the costs of loss or damage to declared assets)
Material Damage	\$298,530,119	\$150,000,000 combined limit any one loss or series of losses arising out of any one event in excess of policy deductible \$25,000,000 fire limit
Motor Vehicle	\$2,771,849	\$2,771,849
Other	\$411,150	\$411,150
<b>Total</b>	<b>\$836,588,944</b>	<b>\$253,182,999</b>

In addition to the insurance contracts noted above, the council maintains a disaster recovery reserve to meet the costs of damage that may not be recoverable through insurance. At 30 June 2022 the balance of this reserve was \$1,824,918 (2021: \$1,530,494).

# ANNUAL REPORT DISCLOSURE STATEMENT

for the year ended 30 June 2022

## What is the purpose of this statement?

The purpose of this statement is to disclose Council's financial performance in relation to various benchmarks to enable the assessment of whether Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

Council is required to include this statement in its annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definition of some of the terms used in this statement.

Council's 2021-2031 long-term plan set revised limits for its rates and debt affordability benchmarks. For the previous years the 2018-2028 and 2015-2025 long-term plan figures were used.

## Rates affordability benchmarks

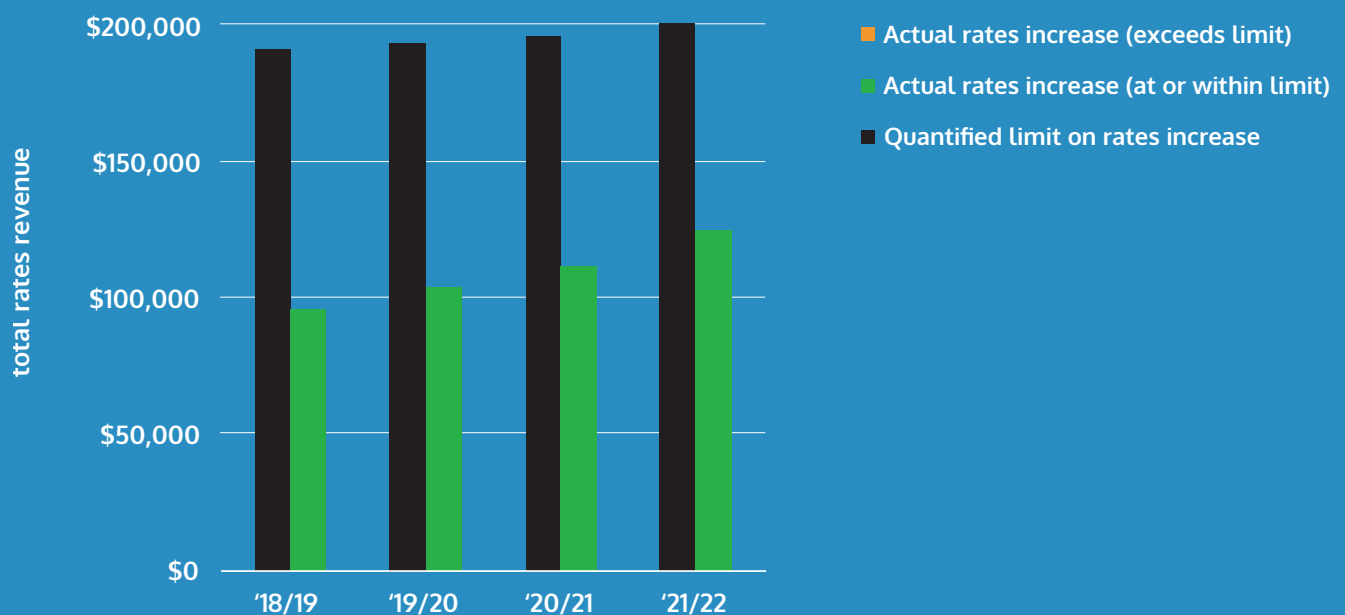
Council meets the rates affordability benchmarks if:

- its actual rates revenue equals or is less than each quantified limit on rates; and,
- its actual rates increases equal or are less than each quantified limit on rates increases.

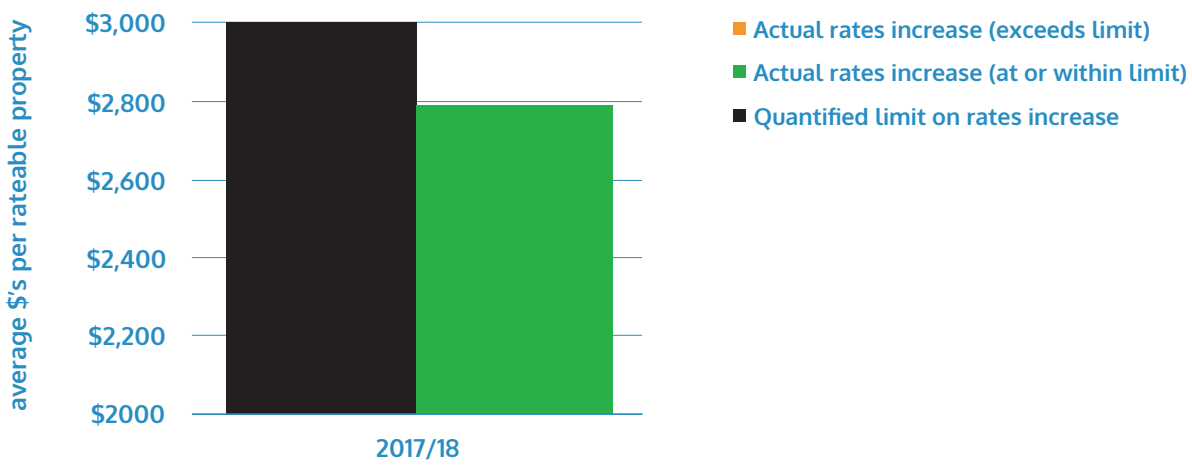
## Rates (income) affordability

This graph compares Council's actual rates income with a quantified limit on rates contained in the financial strategy included in Council's 2021-31 long-term plan (pg 109).

The quantified limit for the current year is that total rates revenue will not exceed \$256,766 (2021: \$195,930)



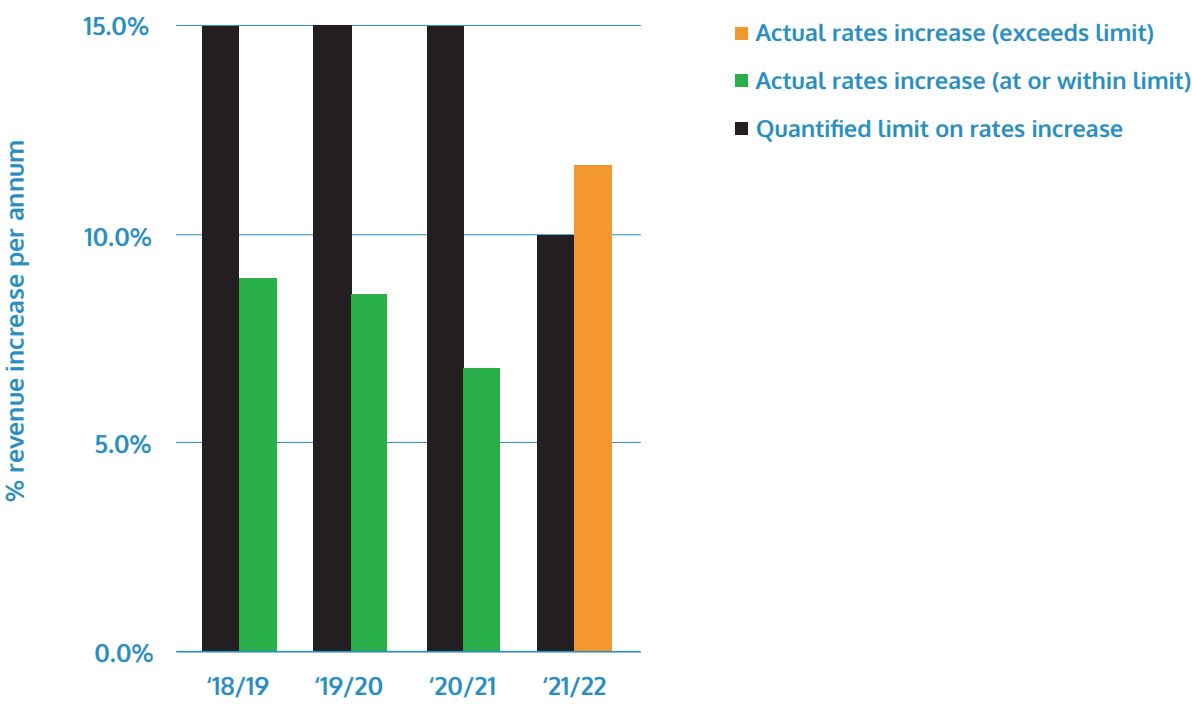
The quantified limit on rates revenue contained in Council’s 2015-2025 long-term plan was based on an amount per rateable property. That amount in 2018 was \$2,999.



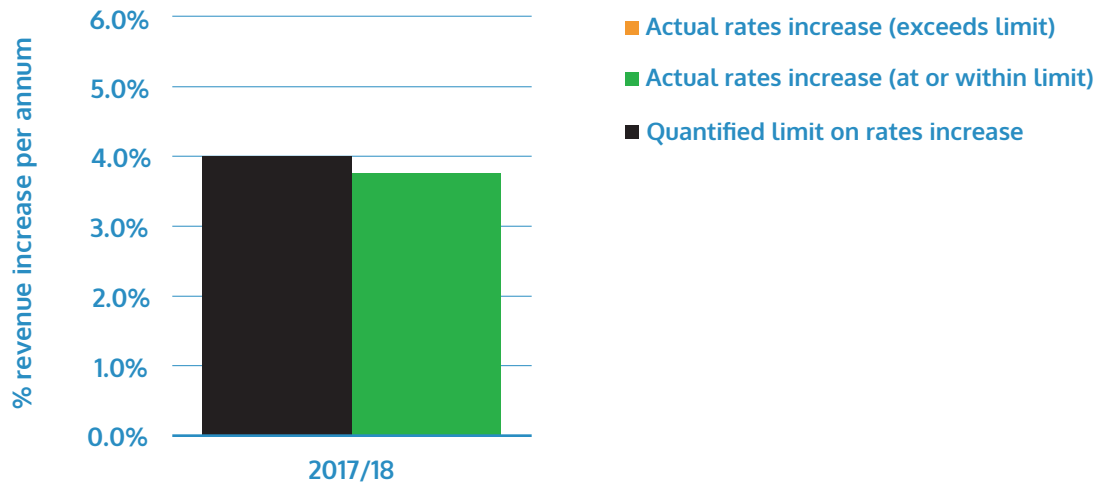
Rates (increases) affordability

This graph compares Council's actual rates increases with a quantified limit on rates increases included in the financial strategy included in Council's 2021-31 long-term plan (pg 109).

The quantified limit on increases in rates is that average annual rate increases to existing ratepayers\* are not to exceed 15 percent in the first three years, reducing to 10 percent in 2022 and 8 percent per annum from 2023.



Council's previous limit on rates increases was set at 4% per annum (measured cumulatively from 2017/2018).



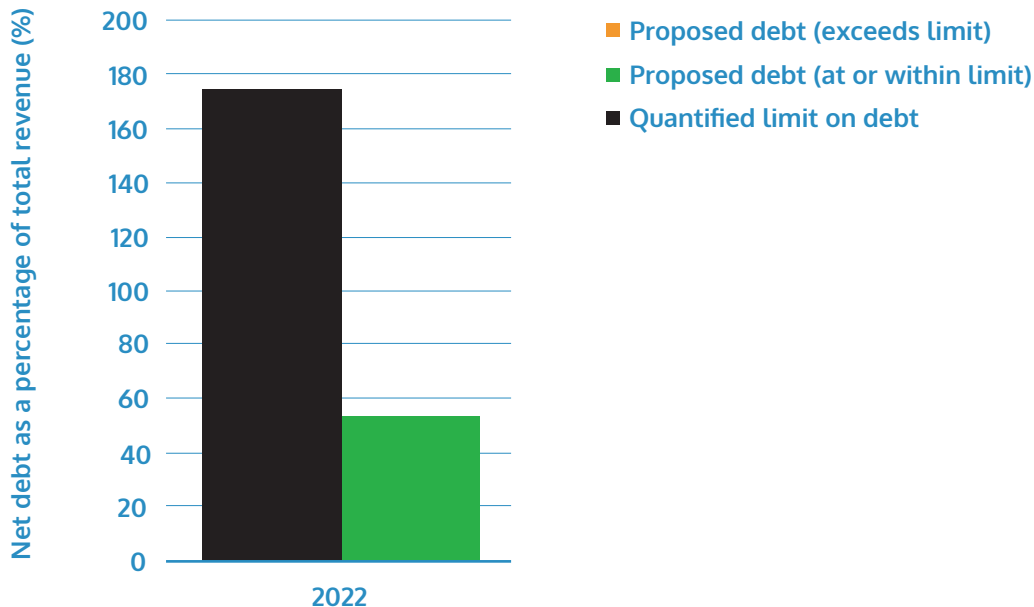
### Debt affordability benchmarks

Council meets its debt affordability benchmark if its actual borrowing is within the quantified limit on borrowing. This graph compares Council's actual borrowing with the quantified limit on borrowing stated in the financial strategy included in Council's 2021-31 long-term plan (pg 110).

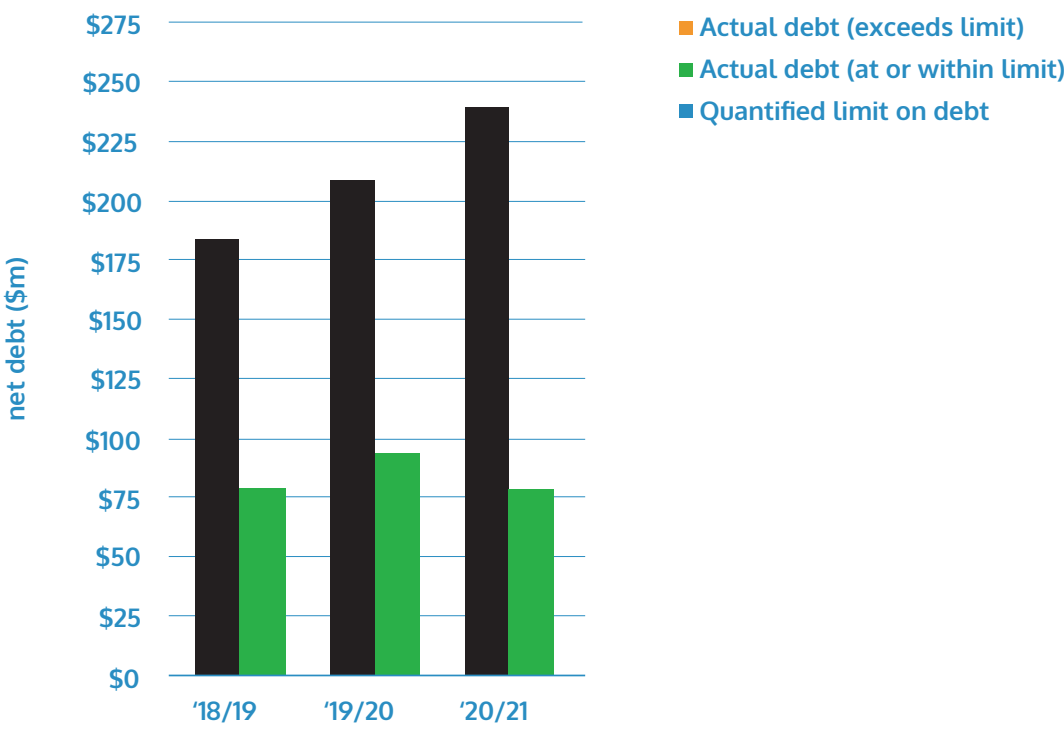
The quantified limit on net debt<sup>1</sup> is that it does not exceed 175 percent of revenue<sup>2</sup>.

1. Net debt equals total external debt, net of borrower notes.

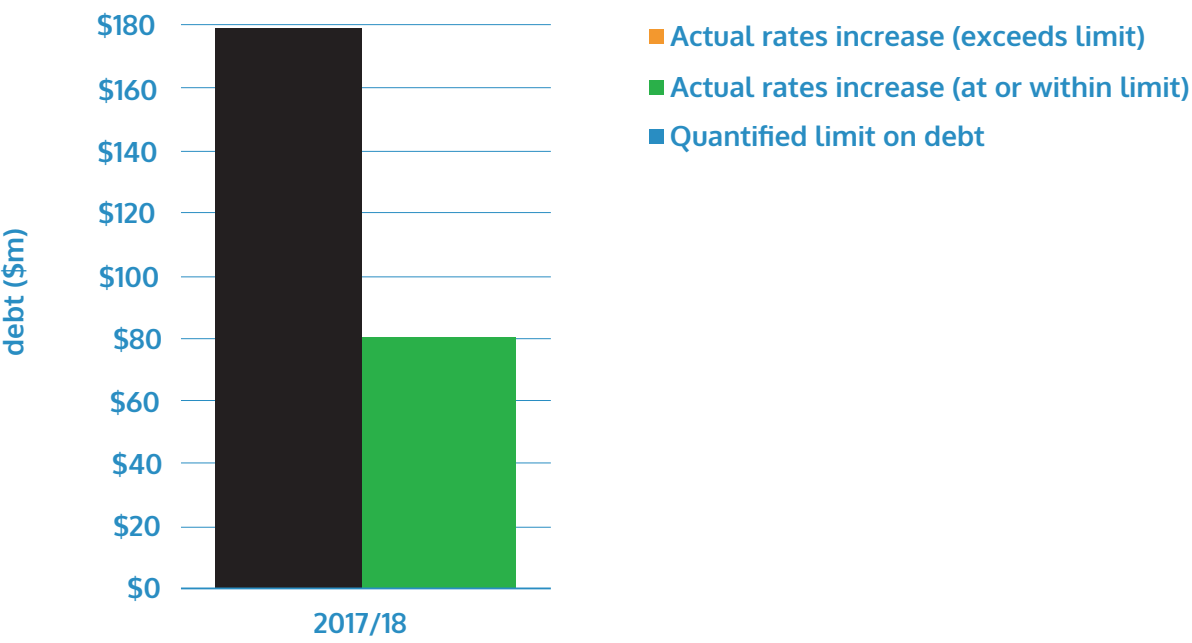
2. Revenue is net of developer contributions and vested asset



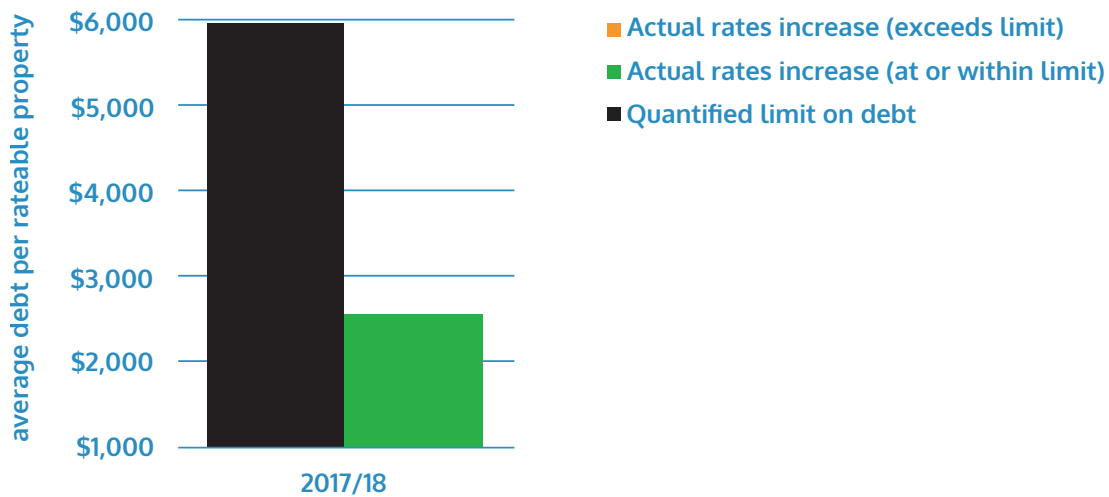
Council's previously reported it's quantified limit on net debt as not exceeding 175 percent of revenue as shown below.



Council's revised financial strategy only contains one debt limit but the previous strategy had two limits on net debt. The previous limit was \$178.9m in 2018.



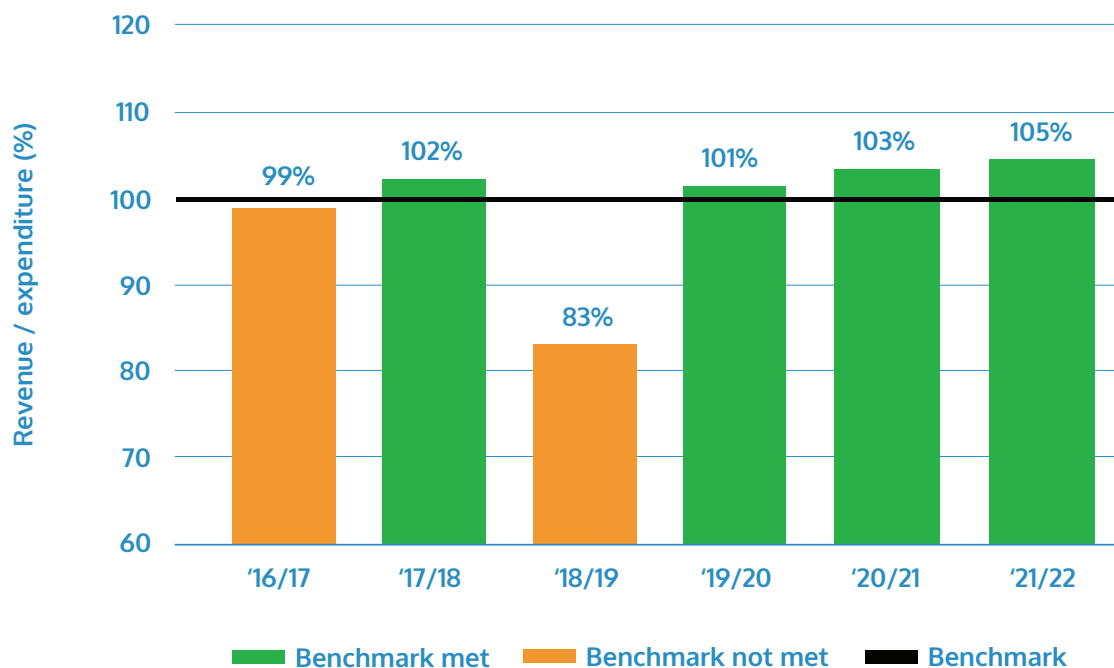
The previous strategy also limited the average net debt per dwelling. The limit in 2018 was \$5,957.



### Balanced budget benchmark

This graph displays Council's revenue (excluding development contributions; financial contributions; vested assets; gains on derivative financial instruments and revaluations of property, plant or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment).

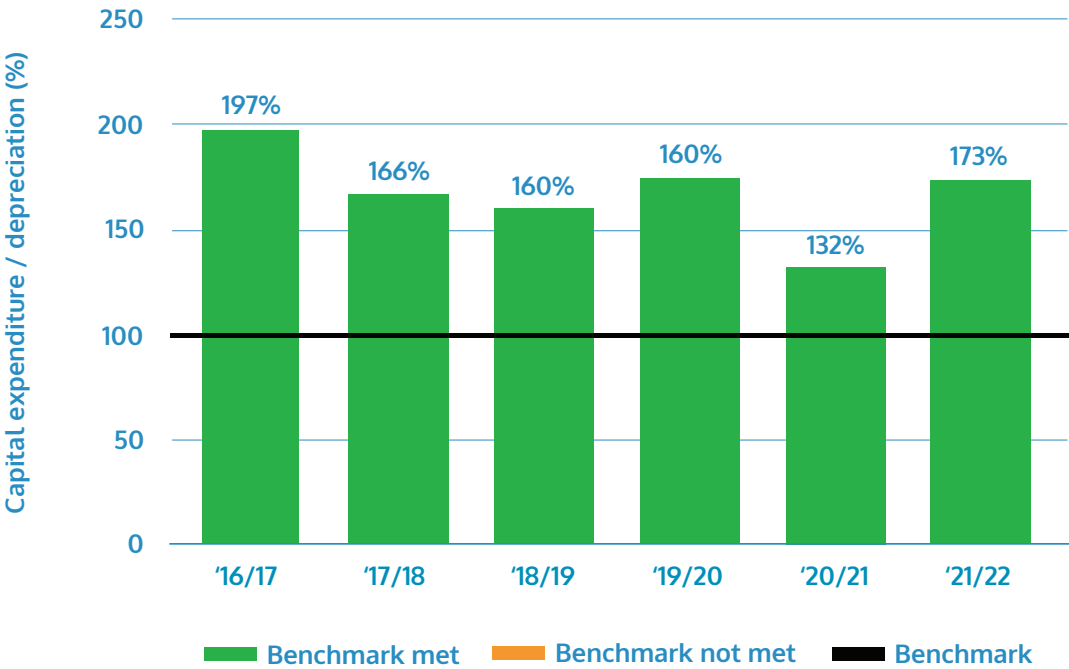
Council meets this benchmark if its revenue equals or is greater than its operating expenses.



Essential services benchmark

This graph displays Council's capital expenditure on network services as a proportion of depreciation on network services.

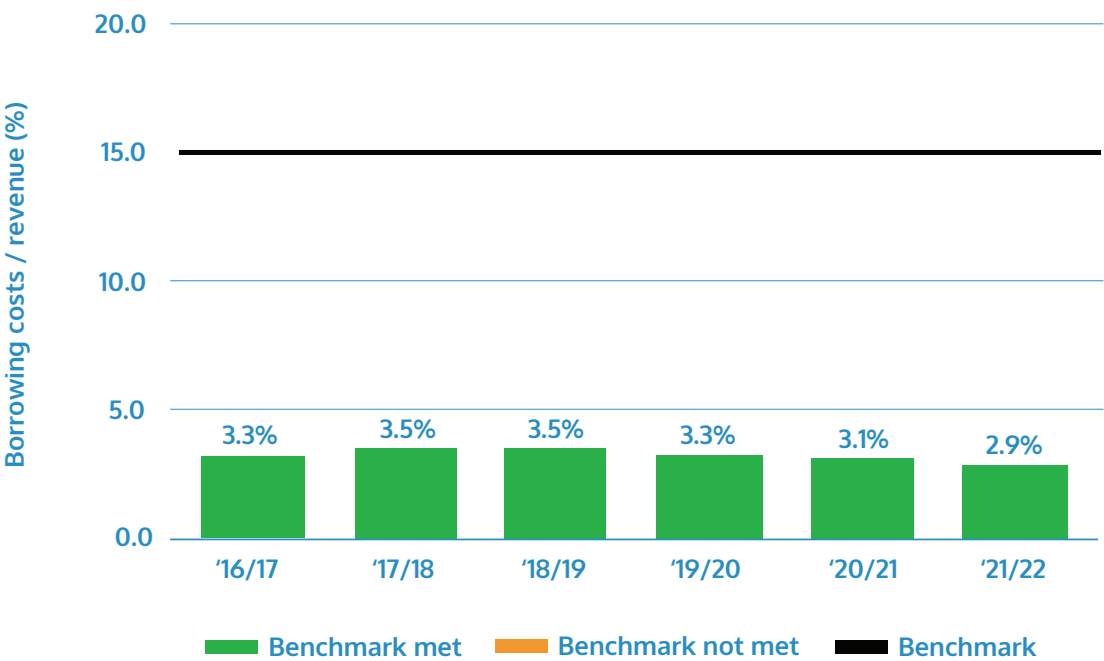
Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.



Debt servicing benchmark

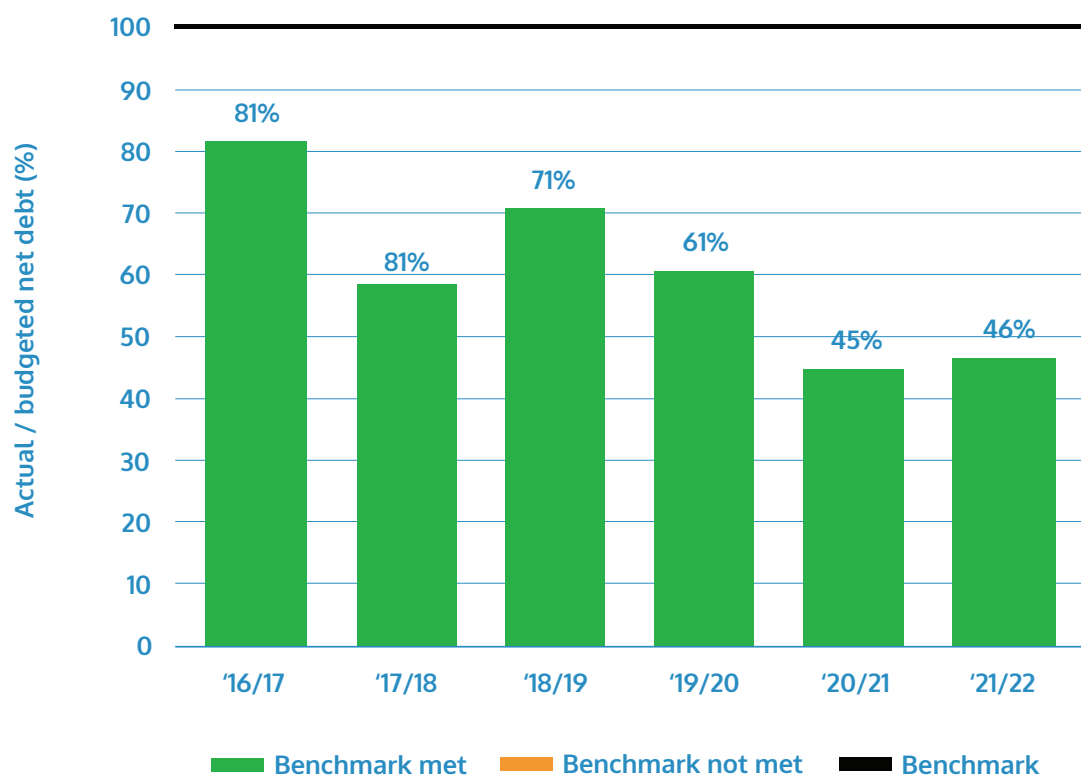
This graph displays Council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments and revaluations of property plant or equipment).

Because Statistics New Zealand projects that Council's population will grow faster than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal or are less than 15% of its planned revenue.



### Debt control benchmark

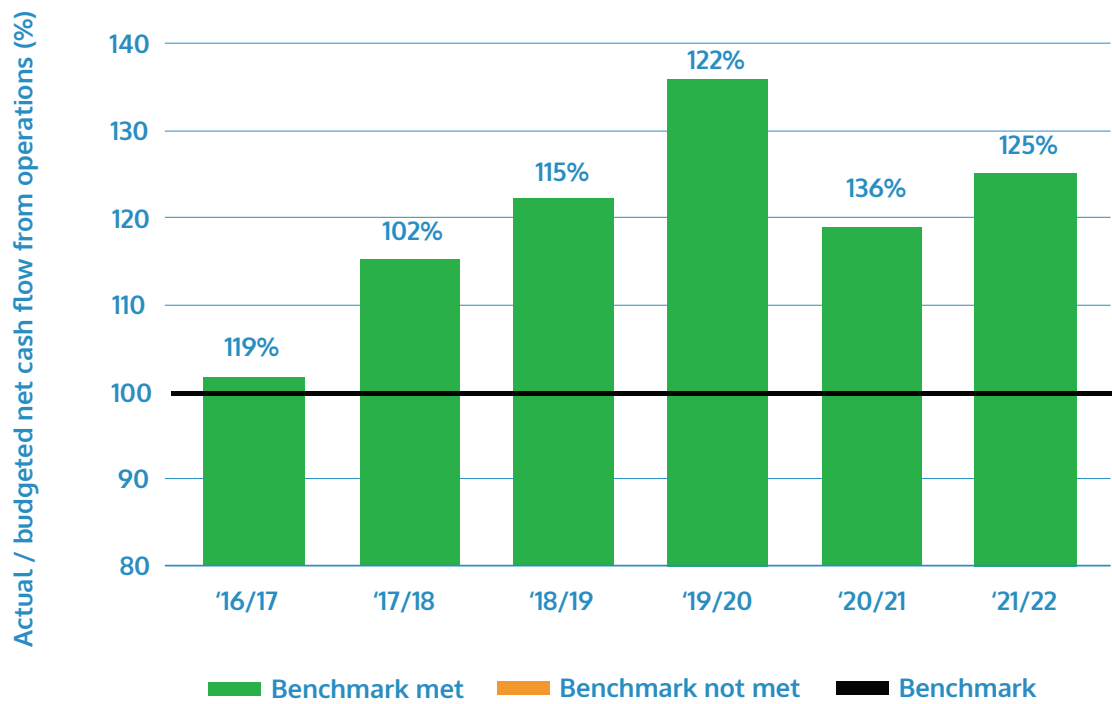
This graph displays Council's actual net cash flow from operations as a proportion of its planned net cash flow from operations. Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.



Operations control benchmark

This graph displays Council's actual net cash flow from operations as a proportion of its planned net cash flow from operations.

Council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.

















# STATEMENT OF COMPLIANCE AND RESPONSIBILITY

## Statement of compliance

The Council and management of the Waikato District Council confirm that all the statutory requirements in relation to the Annual Report have been complied with.

## Statement of responsibility

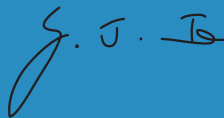
The Council and management of the Waikato District Council accept responsibility for:  
(a) the preparation of the Annual Financial Statements and the judgements used in them, and  
(b) establishing and maintaining internal control systems to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Council and management of the Waikato District Council, the Annual Financial Statements and Statements of Service Provision for the year ended 30 June 2022 fairly reflect the financial position and operations of the Council.



Allan Sanson

**Mayor**



Gavin Ion

**Chief Executive**





T E R Ī P O A T A - A - T A U

2 0 2 1 ——— 2 0 2 2

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# ANNUAL REPORT 2021-22 SUMMARY



OUR VISION  
LIVEABLE, THRIVING  
+ CONNECTED  
COMMUNITIES

WHAKARĀPOPOTOTA NGA  
A TE RĪPOATA Ā TAU

2 0 2 1 — 2 0 2 2



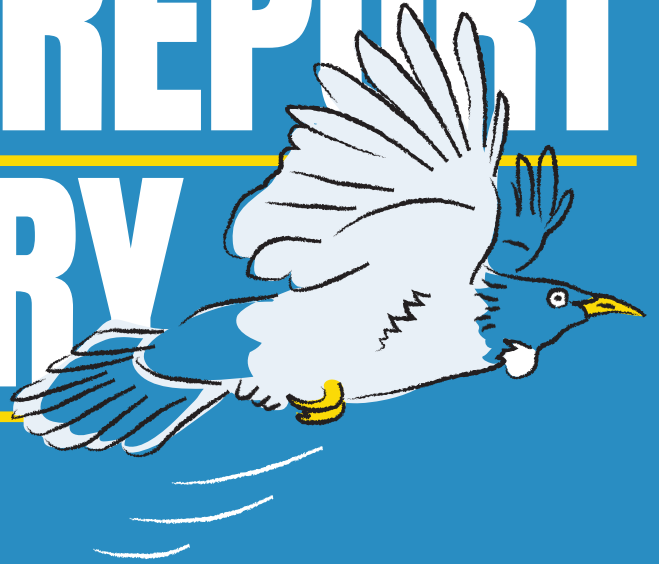
# CONTENTS

## SECTION

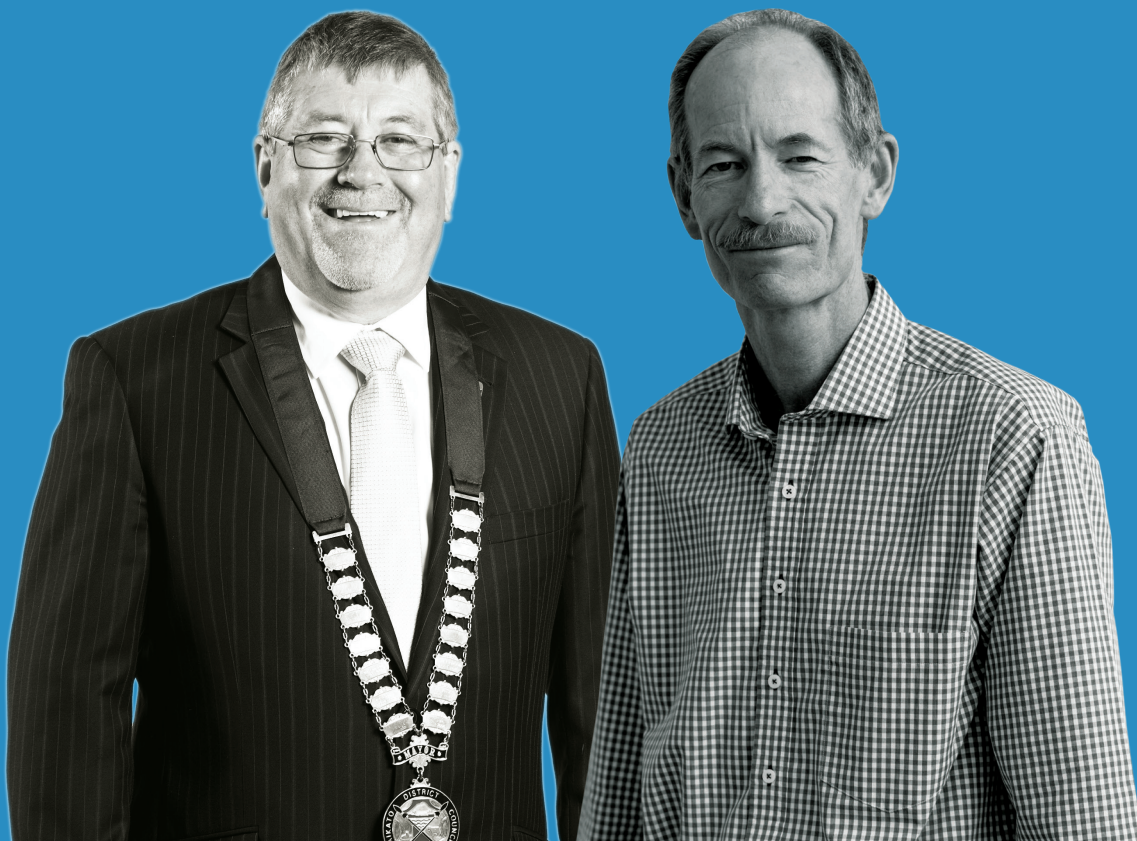
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# WELCOME TO OUR ANNUAL REPORT SUMMARY FOR 2021/22



The Council is elected by the residents and ratepayers of the Waikato district. Thirteen Councillors are elected from within the ten wards they represent. The Mayor is elected at large. The Councillors and the Mayor make the decisions affecting our communities across the whole district.



# 85,900 PEOPLE



## RESPONDING TO GROWTH

**Despite the impacts of an ongoing global pandemic, our district continued to perform highly and experienced significant growth over the past year.**

The Waikato District's current population of 86,000 reflects a growth of more than 4,000 people over the past year, and it is predicted we will grow by an additional 14,000 people in the coming decade. Over the year, Council prioritised upgrading existing assets to meet levels of service, whilst preparing for future growth by implementing new infrastructure.

Our Consents team processed 1311 resource consent applications across the year and dedicated significant time to subdivision work with 969 lots being released for titles.

### Aspirations for our communities

We progressed the work of our aspirational Local Area Blueprint, engaging with the Gordonton and Port Waikato communities to understand the challenges they currently face and to identify future opportunities.

The Blueprint provides a high-level picture of how the area could progress over the next 30 years, addressing the community's social, economic, and environmental needs. Formal adoption is expected in August 2022, meaning we now have 18 unique Local Area Blueprints for our towns and villages across the district.

### Setting the scene for the next decade

Our Long-Term Plan 2021-31 sets out the planning and budget allocation for the coming decade and provides the framework for Council to deliver on outlined projects.

Waikato 2070, our Growth and Economic Development Strategy, was invigorated through the Proposed District Plan Decisions, notified on the 17 January 2022, following two publicly notified stages and ministerial approval for delivery extensions.

Independent commissioners notified their decisions after Council received over 1000 submissions covering more than 10,000 individual submission points and 46 hearings were conducted in person and online.

Appeals were open for 30 working days following the Decisions and Council is now working with the 66 appellants and 85 relevant parties identified in accordance with s274 of the Resource Management Act to resolve matters and amend the Proposed District Plan as appropriate.

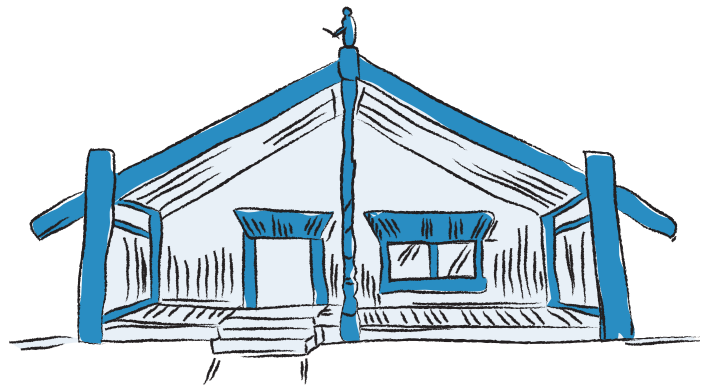
# BUILDING FOR BETTER

As a democratically elected council, we aim to engage and involve you in the decisions that affect the future of our district and contribute to delivering on our vision of **'Liveable, Thriving and Connected Communities - he nōhanga āhuru, he iwi whai ora, he hapori tūhono tahi'**.

Over the year we undertook the statutory process of our Representation Review and adopted a final proposal including the establishment of two Māori wards, to provide better representation of Māori in our decision making.

Our Joint Management Agreement (JMA) with Waikato Tainui and Nga Wai o Waipa, strengthened our relationships with iwi and hapū, and work is progressing on the establishment of four mana whenua forums to enable regular connectivity.

Councillor workshops continued to be open to the public to provide transparency in the planning stages on key decisions and policies. In addition to this, we offered online public meetings and workshops, where practical, to maximise engagement and involvement.



## Connected communities and useable infrastructure

Our Community Projects team delivered a range of capital works projects including the extension of the Tuakau Library, to provide a warm and welcoming environment for our growing northern population.

Various carparks across the district were upgraded and resurfaced to support increased usage, and additional footpath connections were installed at **Waipa Esplanade carpark in Ngāruawāhia** and **Te Akau carpark for pedestrian safety**.

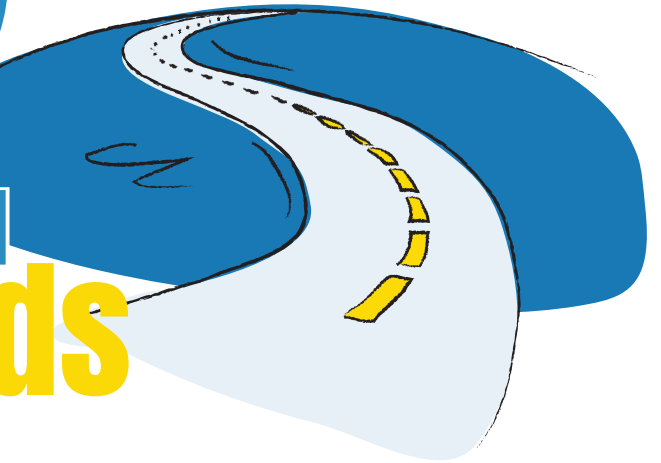
Upgrades were made to our walkways, trails and recreational spaces with a new concrete walkway and cycleway built in Tamahere to support wellbeing initiatives. The Travers Road Walkway in Te Kauwhata was also extended from Moorfield to Wayside Roads with a safer 2.5-metre-wide footpath.

A concrete path now connects the carpark to the courts at the Pōkeno Tennis Club, and Huntly's Brownlie Crescent basketball hoop and concrete pad have been upgraded to a new halfcourt.

**113 Parks and Reserves**  
**38 Community halls**



# 1,872kms of sealed roads



## **PARTNERING FOR GREATER OUTCOMES**

**Waikato District Council is responsible for more than \$1.7 billion in assets. Therefore, we rely on several invaluable partnerships to support the maintenance and upgrades of assets.**

### **Roading**

The Waikato District Alliance, a roading partnership between Council and Downer celebrated its seventh year. Over the year, the Alliance resurfaced 87km of sealed roads, repaired 2,073 potholes and conducted extensive work on unsealed and high-volume roads across the district.

**The Waikato District Alliance continued to revise Asset Management Plans through the Long-Term Plan 2021-31, creating visual representations of the levels of service and different investment levels.**

The revisions received praise from Waka Kotahi and the broader roading industry for innovation and offering consistency in understanding of the condition of the overall network.

### **Three Waters**

We continued a successful partnership with Watercare that began back in 2019 to improve the delivery of our stormwater, wastewater and drinking water services to the district.

### **Stormwater**

Stormwater maintenance will become more efficient due to the newly developed Stormwater Preferences Guideline. The guideline reduces impacts on the environment from poorly designed or unmaintained assets and increases compliance levels and consistency across stormwater assets

### **Wastewater**

The Meremere wastewater treatment plant underwent a major upgrade with the installation of a Membrane Bioreactor (MBR). This has increased efficiency of contaminant removal and delivered a much higher standard of treatment, resulting in Waikato Regional Council lifting its abatement notice.

We are working on the renewal of the Raglan Wastewater Treatment Plant consent and assessing upgrade options to enhance treatment quality. Discussions with tangata whenua and the wider community are ongoing to explore appropriate land-based discharge options.

The Te Kauwhata wastewater treatment plant is also undergoing an extensive development to address compliance issues and to increase capacity to support the growth the town is experiencing.

### **Water Supply**

We established a positive working relationship with Taumata Arowai, the new independent water services regulator for Aotearoa. Taumata Arowai ensures drinking water safety and regulation and manages risks to drinking water sources.

We reviewed and adopted the Water Supply Bylaw 2014 (with 2021 amendments), and the Water Leak Remission Policy.

# CARING FOR OUR ENVIRONMENT

Our aim is to provide sustainable, attractive, affordable and safe options for living, in a way that's in tune with what our ratepayers want and need.

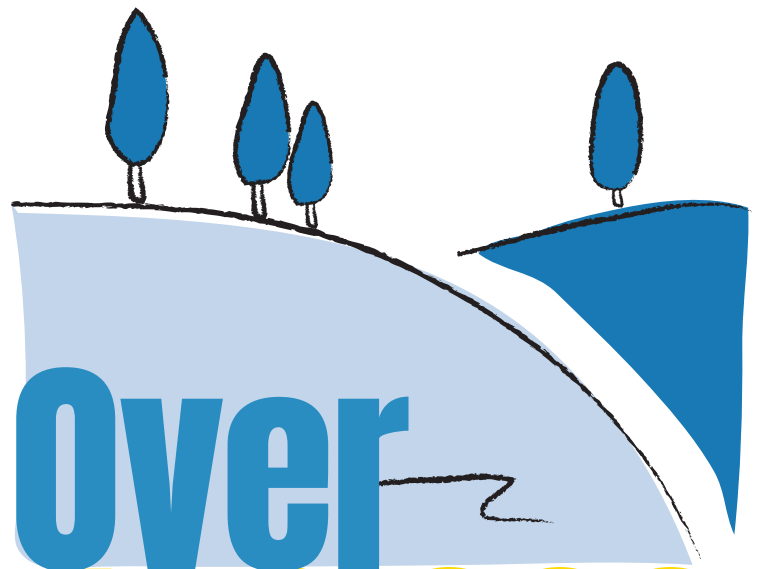
## Minimising waste and investing in education

Our district's kerbside refuse and recycling collections and transfer stations operate under the renewed contract with our three partners, Xtreme Zero Waste, Smart Environmental and MetroWaste from 1 July 2021. These contracts have been updated to align to our Waste Management and Minimisation Plan (WMMP) objectives.

Funds from the waste minimisation reserve were used to support the Raglan food waste collection, which will now be funded through a targeted rate, beginning in July 2022.

We are continuing to educate tamariki through our Zero Waste education programme that's run in schools across the district. We also supported the Enviroschools programme, that empowers young people to plan, design and implement sustainability actions that are important to our communities.

In addition, we supported Para Kore; a waste minimisation education programme delivered with Māori principles aiming to normalise living without waste on marae.



Over  
400,000  
hectares  
of land

## Environmental health

Our Environmental Health team responded to another surge in requests for potential land contamination assessments as part of the resource consent process. A variety of health issues and multi-agency events were also responded to, including contaminated land and methamphetamine labs, agricultural activities, and spillages.

Our out-of-hours service operators attended approximately 1300 noise complaints in the past year, delivering on contingency planning that enables appropriate response during COVID-19 restrictions.

## RESCUING AND REHOMING DOGS

Our Animal Control team enhanced registration processes for dog owners, enabling online registration and payment through our new customer portal. With 15,752 dogs known to Council, the Animal Control Officers worked hard to reach **91% registration rates over the year.**

The team also rehomed 187 dogs over the year, with an increased number of dogs passing temperament testing and entering into our adoption programme.

## SUPPORTING LOCAL GROUPS WITH FUNDING

Council-owned or administered funds helped to support the work of 102 organisations and charities throughout the district this year with grants and donations.

From Council-owned funds, we committed more than \$574,000 towards 68 local groups. On behalf of the Creative Communities Scheme fund, we distributed \$65,628 towards 34 local creative arts and project groups across the district. We also distributed \$99,556 on behalf of the Waikato District Community Wellbeing Trust towards the work of two community groups.



**187  
Dogs  
were  
re-homed**

# BUILDING RESILIENCE

Our Emergency Management team continued to develop appropriate responses during the COVID-19 restrictions, including supporting the Waikato District Health Board at testing and vaccine sites.

Civil Defence Management training was offered to staff to support resilience development and leadership in responding to incidents.



# 55 Playgrounds and neighbourhood reserves

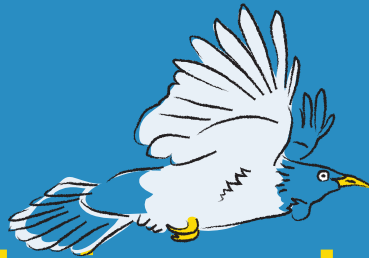
# WHAT YOU GOT FOR \$1



We deliver a broad range of services to our diverse district of residents, business owners and visitors. Here's how we spent every \$1 we received from general rates \*



**ANIMAL  
CONTROL**  
1.5 CENTS



**Environmental  
health** 1.7 cents

**BUILDING  
CONTROL** 0.1 cents



Roading 32.3 cents

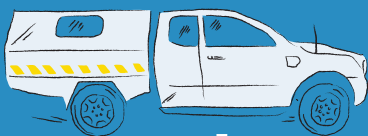


**AREA OFFICES AND  
OTHER PROPERTIES**  
8.4 CENTS

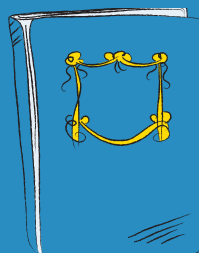
**GRANTS  
AND  
donations**  
2.3 cents



**Resource  
MANAGEMENT**  
5.1 cents



**Community and  
SAFETY**  
2.4 CENTS



**Libraries**  
2.5 cents



**WASTE  
WATER**  
0.5 cents

**CORPORATE  
COUNCIL  
Leadership**  
21.6 CENTS

**19.9  
CENTS**  
Parks and reserves



**Water supply**  
0.5 cents  
**STORM WATER** 0.3 cents  
**SOLID WASTE** 1.0 cents

\* This does not include targeted rates. A targeted rate funds a specific Council activity or group of activities rather than general Council services. For example, those who receive a refuse collection pay for it through a targeted rate. Those who don't receive it, don't pay for it.

# HOW WE DID

Our projects and work programmes span eight groups of activities. For each group we have performance measures that provide us with targets to meet, such as responsiveness, safety, timeliness, meeting statutory requirements and compliance. The graphs on page 9 summarise how we did, where we met expectations and where we need to improve. Please see the full Annual Report to find out more about the targets and how we performed against them.

See the colour coding system below to indicate how well we've done.

- We've achieved
- We're on track towards the target but haven't quite made it (within 5%)
- We've not met the target (variance greater than 5%)



## In the past 12 months we have:

- **Supported our vision** of 'liveable, thriving and connected communities' guided by our Long Term Plan 2021-31.
- **Processed 1311 resource consent** and related applications
- **Progressed the aspirational local area blueprints** for two more communities (Gordonton and Port Waikato)
- **Resurfaced 87km of sealed roads** and repaired 2,073 potholes
- **Completed our Representation Review** and adopted a final proposal including the establishment of two Māori wards
- **Recorded customer satisfaction levels of 97%** at our six libraries across the district
- **Consulted on a variety** of policies, strategies and bylaws
- **Notified decisions on the Proposed Waikato District Plan**, which guides what can be done with land and is critical for supporting economic growth and prosperity

# PERFORMANCE TARGET RESULTS

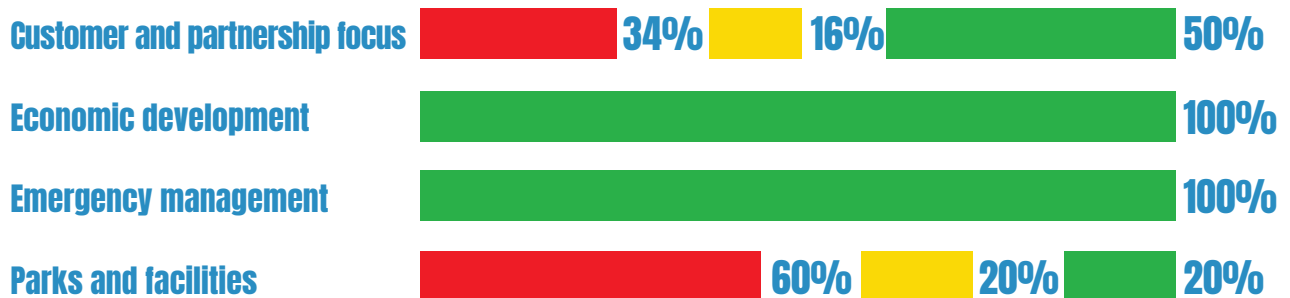
## Governance

We've met four of our five targets for how we make decisions, how we conduct our meetings and make minutes available, and how we consult with our iwi partners. We missed a residents survey satisfaction target for ability to contact councillors. We continued to work to strengthen our accountability and transparency to the district's residents and ratepayers.



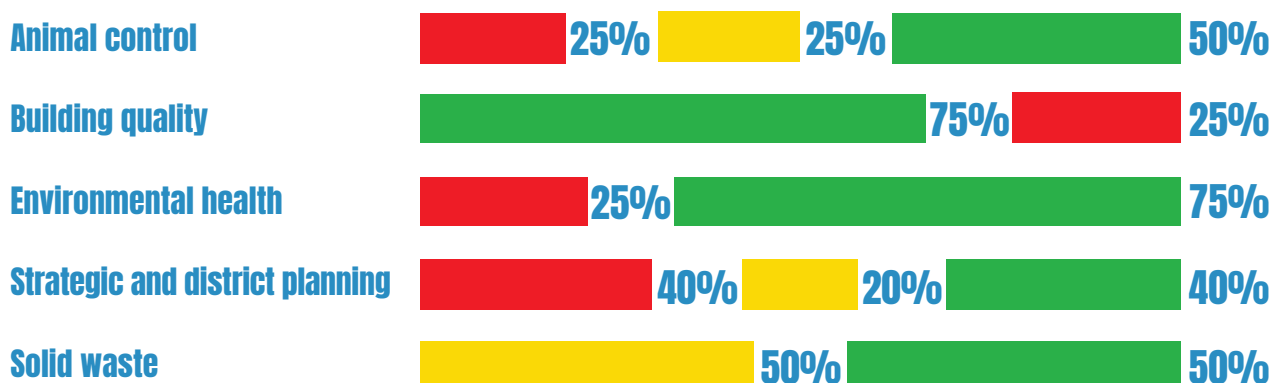
## Sustainable Communities

Our customer perception survey **recorded satisfaction of 70% or more** with some of our largest and most widely used services. Despite continuous improvements, we missed two of our customer and partnership focused targets (on satisfaction of consulting on the right issues and ease of access to information on key community issues) and three parks and facilities satisfaction targets (on event workshops held, public toilets, and presentation of cemeteries). Despite the impacts of COVID-19, the target for business perception in the district met its target, and emergency management's target to participate in a moderated emergency operation was achieved.



## Sustainable environment

A decline in staffing availability and COVID-19 restrictions affected our ability to deal with audits, inspections, and routine monitoring, impacting performance in building quality and strategic and district planning. However, we processed 96.74% of resource consents and 84% of building consents within timeframes. COVID-19 restrictions prevented school visits by the Animal Control team and dogs in libraries. However, two Pound Pups Pool parties were able to be held. We missed a target for the number of parking patrols carried out due to COVID-19 restrictions and experienced an increase in additional service requests for litter and abandoned vehicles.



## Roading

The Waikato District Alliance has met four of its six targets this year. 2021/22 nationally has been one of the worst for fatal vehicle crashes and the Waikato district experienced a significant increase in motorcycle crashes. Our road sealing programme followed an evidence-based approach and the need to manage expenditure within budget constraints.



## Three waters services

We have met all our targets. We continued to address the need for a safe water supply, worked to resolve non-compliances in our wastewater plants, and made improvements to our stormwater systems.

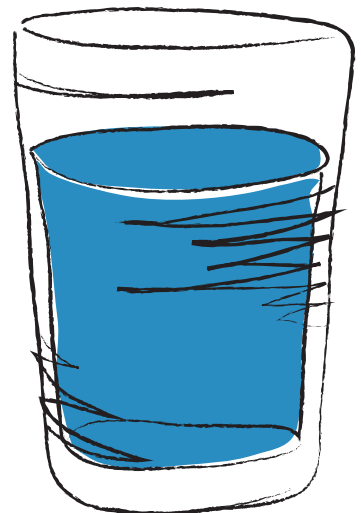


## Organisational support

We have met all our targets. We continue to implement and monitor critical health and safety risk controls.



**8,347,000**  
litres of drinking water a day



# SUMMARY FINANCIAL STATEMENTS

## Statement of comprehensive revenue and expense for the year ended 30 June 2022

	Council			Group	
	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Revenue</b>					
Total revenue	229,661	231,710	208,467	229,213	209,182
Finance costs	(4,782)	(4,506)	(4,714)	(4,782)	4,714
Operating expenditure excluding finance costs	(153,278)	(153,745)	(141,065)	(153,368)	(141,226)
<b>Surplus (deficit) before tax</b>	<b>71,601</b>	<b>73,459</b>	<b>62,688</b>	<b>71,063</b>	<b>63,242</b>
Income tax expense	-	-	-	-	-
<b>Surplus (deficit) after tax wholly attributable to WDC</b>	<b>71,601</b>	<b>73,459</b>	<b>62,688</b>	<b>71,063</b>	<b>63,242</b>
<b>Other comprehensive income</b>					
Gain (loss) on property revaluations	284,322	51,193	39,200	284,322	39,200
Revaluation reserve - landfill	138	-	567	138	567
Gain (loss) on cessation of joint venture	-	-	-	-	-
Financial assets at fair value through other comprehensive income	4,088	-	6,323	4,088	6,323
<b>Total other comprehensive income</b>	<b>288,548</b>	<b>51,193</b>	<b>46,090</b>	<b>288,548</b>	<b>46,090</b>
<b>Total comprehensive revenue and expense wholly attributable to Waikato District Council</b>	<b>360,149</b>	<b>124,652</b>	<b>108,778</b>	<b>359,611</b>	<b>109,332</b>

## Statement of financial position for the year ended 30 June 2022

	Council			Group	
	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Current assets	54,891	31,427	37,381	59,214	42,286
Non-current assets	2,214,734	2,018,472	1,866,351	2,214,034	1,865,651
<b>Total assets</b>	<b>2,269,625</b>	<b>2,049,899</b>	<b>1,903,732</b>	<b>2,273,248</b>	<b>1,907,937</b>
Current liabilities	56,619	70,420	51,157	55,545	50,179
Non-current liabilities	80,239	125,565	79,957	80,239	79,957
<b>Total liabilities</b>	<b>136,858</b>	<b>195,985</b>	<b>131,114</b>	<b>135,784</b>	<b>130,136</b>
<b>Net assets</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>
<b>Total equity</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>

# Statement of changes in net assets / equity

for the year ended 30 June 2022

	Council			Group	
	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
<b>Balance at the beginning of the year</b>					
Accumulated funds including share of joint venture	1,146,219	1,112,313	1,090,189	1,148,225	1,091,674
Reserves	626,399	616,949	573,652	629,628	576,796
<b>Balance at 1 July as previously reported</b>	<b>1,772,618</b>	<b>1,729,262</b>	<b>1,663,841</b>	<b>1,777,853</b>	<b>1,668,470</b>
Total comprehensive income for the year wholly attributable to Waikato District Council	360,149	124,652	108,777	359,611	109,331
Other reserve movements	-	-	-	-	-
<b>Balance at 30 June wholly attributable to Waikato District Council</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>
<b>Represented by equity at the end of the year</b>					
Accumulated funds	1,214,015	1,203,176	1,146,219	1,215,435	1,148,173
Other reserves	918,752	650,738	626,399	922,029	629,627
<b>Balance at 30 June wholly attributable to Waikato District Council</b>	<b>2,132,767</b>	<b>1,853,914</b>	<b>1,772,618</b>	<b>2,137,464</b>	<b>1,777,801</b>

## Statement of cash flows

for the year ended 30 June 2022

	Council			Group	
	2021/22 Actual \$'000	2021/22 Budget \$'000	2020/21 Actual \$'000	2021/22 Actual \$'000	2020/21 Actual \$'000
Net cash from operating activities	58,698	46,925	54,905	58,587	54,876
Net cash from investing activities	(73,792)	(93,790)	(47,944)	(73,667)	(47,953)
Net cash from financing activities	19,033	46,871	(15,000)	19,033	(15,000)
<b>Net (decrease) increase in cash, cash equivalents and bank overdrafts</b>	<b>3,939</b>	<b>6</b>	<b>(8,039)</b>	<b>3,953</b>	<b>(8,077)</b>

# SUMMARY ACCOUNTING POLICIES

**Waikato District Council is a territorial local authority governed by the Local Government Act 2002 (LGA 2002) and is domiciled and operates in New Zealand.**

The Group consists of the ultimate parent Waikato District Council (Council), its 100% owned subsidiary Strada Corporation Limited (Strada) and the Waikato District Community Wellbeing Trust (WBT).

Strada is no longer trading and has been registered as non-active with Inland Revenue. All the companies in which Council has an interest, directly or through Strada, are incorporated and domiciled in New Zealand.

The principal activity of Council is the provision of local infrastructure, local public services and the performance of regulatory functions to the community. Council does not operate to make a financial return.

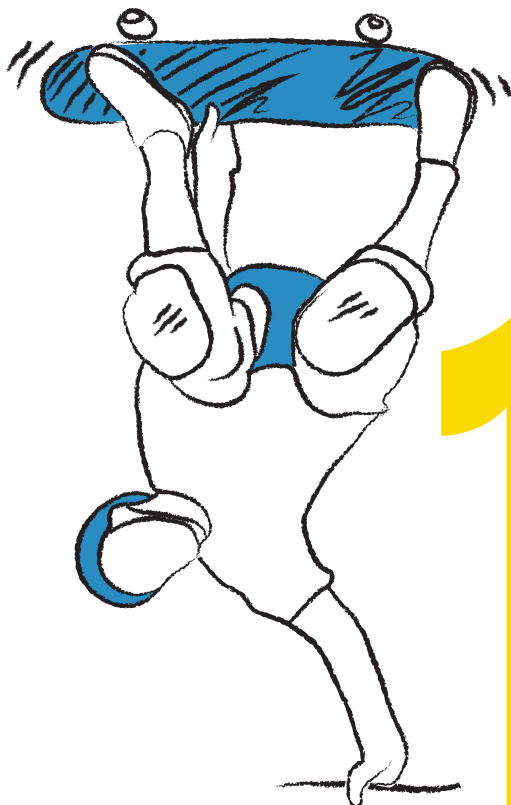
Council has designated itself and the Group as public benefit entities (PBE's) for financial reporting purposes.

The full financial statements of Council and the Group have been prepared in accordance with Tier 1 PBE accounting standards, the LGA and the Local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R) which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

These summary financial statements have been prepared in accordance with and comply with Tier 1 PBE accounting standards as they relate to summary financial statements. These summary financial statements comply with PBE-FRS 43 Summary financial statements.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000's).

The summary financial statements of Council and the Group are for the year ended 30 June 2022. The full annual report was authorised for issue by Council on 31 October 2022 and the summary financial statements were authorised for issue by Council on 31 October 2022.



# 11skate parks

# SUMMARY ADDITIONAL DISCLOSURES

## Contingencies

Contingent liabilities for Council at balance date are \$10,000 (2021: \$10,000) The Group's contingent liabilities at balance date are: \$10,000 (2021: \$10,000). The contingent liabilities are uncalled capital contributions in Waikato Local Authority Shared Services Limited.

Council is a 35 % capital beneficiary of the WEL Energy Trust. The life of the Trust ends in 2073 unless terminated earlier if its purpose is completed. Given the uncertainty surrounding the life of the Trust, Council is unable to accurately establish the appropriate value of the 35% share.

## Commitments

Council has \$382,582,000 (2021: \$373,097,000) of capital commitments. Strada had no capital commitments at balance date (2021: \$nil).

## Events after balance date

Waka Kotahi is planning to revoke the Huntly section of SH1 as at 1 July 2022. Waka Kotahi has committed to invest sufficient funds to improve the condition of this road.

10.3ha of the Raglan Airfield land is owned by Waikato District Council and held by the Council in trust as a Reserve under the Reserves Act 1977. The land is classified as a Local Purpose (aerodrome) Reserve. Section 27 of the Act states that the vesting in

the reserve may, with the consent of the administering body (Council) be cancelled by the minister.

[Council will be engaging with Te Arawhiti and other relevant agencies to facilitate the return of the land to its rightful owners following the interest generated by the community.](#)

This action would relinquish Council of administration responsibilities and would facilitate the return of the land to the rightful owners. The process to be followed to return the land is likely to be complicated, involve multiple agencies and parties, and will not always be in Council's direct control.

## Three Waters Reform

The Government proposes via the water reform programme that local authorities will no longer be responsible for delivering wastewater, water and stormwater services. There would be an impact on finances relating to these services such as, but not limited to, operating revenues, direct costs of running the activities, and value of debt incurred to fund the activities.

There would likely be second order impacts which Council would assess as part of the analysis of the proposal (once received). The Government has indicated a strong desire for all Councils to opt into the reform. Council has not made any decision in this regard.

## Future for Local Government Review

A Ministerial Inquiry into the Future for Local Government has been established. The overall purpose of the review is to identify how our system of local democracy needs to evolve over the next 30 years, to improve the well-being of New Zealand communities and the environment, and actively embody the Treaty partnership.

[The final report is expected to be presented to the Minister and Local Government New Zealand on 23 April 2023. While the review could recommend significant change to what local government is and does, there is no information available on the likely direction for the review at this time.](#)

For Strada, no material events are expected to occur subsequent to 30 June 2022 which affect the financial position at that date. (2021: none)

## Adjustments to the comparative year financial statements

There have been no adjustments to the comparative year financial statements for the year ended 30 June 2022.

## Explanation of major variances

The major variance explanations are set out below and explain the significant differences between actual results for 2021/22 compared to the budget for 2021/22.

Overall revenue was \$2 million less than budgeted. This difference was largely due to found asset revenue of \$1 million as well as a gain on the revaluation of interest rate swaps of \$14 million not being budgeted. Contribution revenue was also \$7 million higher than budget due to growth exceeding budgeted levels throughout the district and in particular for Pokeno. This is offset by vested assets of \$33 million which was less than budget by \$25 million.

Other variances on revenue include subsidies from the NZTA being \$6 million lower than budget due to a change in subsidy that was announced after the budget being finalised. The levels of activity for various fees and charges were also more than expected which resulted in higher revenue than was budgeted in the Long-Term Plan.

Overall expenses for the current year were \$158 million which closely aligns to the budgeted figures. Significant variances include employee costs that were \$2 million less than budget, which is mainly due to positions and vacancies being unfilled for the current year. External consultants were engaged to provide cover for these various employee vacancies throughout the year as well as to meet increased demand for services in areas such as planning and consents. These costs were \$3m more than budget.

Actual written off assets for the year was \$2 million which was not budgeted. Water operational charges were \$4 million less than budget.

Depreciation and amortisation costs were almost \$2 million higher than budget which is primarily due to the increase in asset value realised in the prior year which resulted in higher depreciation for the current year.

The above movements resulted in a surplus of \$71 million at an operating level (compared to the budgeted surplus of \$73 million).

Total other comprehensive revenue and expense was \$288 million which was \$237 million higher than budget. Majority of the difference relates to the revaluation gain of \$284 million that was realised (compared to a budgeted gain of \$51 million) which has been driven by the substantial increase in material costs for core infrastructure assets realised through the past year. Other comprehensive revenue and expense includes a \$4 million gain on Council's investment in the Waikato Regional Airport which was not budgeted in the Long-Term Plan.

The statement of financial position shows an increase in overall net assets of \$219 million compared to budget. The biggest variance was for property, plant and equipment which was higher than budget due to revaluation gains realised, as explained above, which has been partially offset by some asset write-offs and a capital programme which was below budget.

This positive difference is partially offset by lower borrowings compared to budgeted estimates which is consistent with the below budget capital expenditure. Current assets are higher than budget with current liabilities being lower than budget and is largely due to cash flow timing differences which resulted in a higher cash and cash equivalents balance compared to budget.

Intangible assets were \$3 million less than budget which is primarily due to the unbudgeted amortisation of pre-purchased wastewater infrastructure growth.

Investments in Council Controlled Organisation and other similar organisations is \$10 million higher than budget. The gain realised in the prior year of \$6 million and the current year gain of \$4 million were not budgeted.

The cash flow statement highlights how the overall operational activities surplus of Council was higher than budget for the year. This increase in surplus is mainly due a lower-than-expected operational activity. It also highlights that the capital programme was below budget and therefore no additional external borrowings were required. The net impact of this resulted in cash balances being \$13 million higher than budget at the end of the year.

## Disclaimer

The specific disclosures included in this summary annual report have been extracted from the full Annual Report which was authorised for issue on 31 October 2022.

The summary cannot be expected to provide a complete understanding as provided by the full Annual Report of the financial and service performance, financial position and cash flows of Waikato District Council.

The summary has been examined for consistency with the full Annual Report and was audited by Audit New Zealand on behalf of the Auditor General. The full Annual Report and Summary received an unmodified audit opinion on 31 October 2022.

The full Annual Report can be obtained from any of the Council's offices or can be accessed online at [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

# **INDEPENDENT AUDITOR'S REPORT**

To be included following completion of Audit by Audit New Zealand.





W H A K A R Ā P O P O T O T A N G A  
A T E R I I P O A T A A A T A U

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Review of Elected Member Policies</b>
Date:	2 September 2022
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Tony Whittaker, Chief Operating Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To seek the Council's approval to adopt the following elected member policies:

- Elected Members Reimbursement Policy (Attachment 1); and
- Conference & Seminars Policy (Attachment 2).

## **2. Executive summary**

### **Whakaraapopototanga matua**

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This report was deferred by the Policy & Regulatory Committee on 12 September 2022 to seek further clarification on the Conferences & Seminars Policy (Attachment 2).

#### Elected Members Reimbursement Policy

The Elected Members Reimbursement Policy covers travel and reimbursement of costs in line with the Remuneration Authority Determinations. It is noted that Council provides IT and Communication allowances for Councillors but does not for community board members. No requests for change have been received following the opportunity afforded to community boards in the recent consultation process. Hence no recommendations for change have been made.

#### Conferences & Seminars Policy

Councillors have previously considered attendance to the LGNZ conference, specifically a request from two community board members to attend. The Conference & Seminars Policy provides for the Mayor and Deputy Mayor to attend the conference and be delegates for the AGM. In addition, the Mayor can appoint two further Councillors to attend.

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Community board members can apply to attend the community board conference, where the programme is more geared towards community boards. However, to date this has not been written into the policy. It is suggested more clarity could be provided to community boards regarding attendance and funding of this conference.

The Chief Executive has a responsibility for training elected members and for the modest amount required it is suggested funding for the community board conference could come from the governance budget held by the Chief Executive.

At the Policy & Regulatory Committee meeting held on 12 September 2022 Councillors were concerned that the clause regarding attendance at the Community Board Conference was ambiguous and did not actually clarify whether there was a cap on the number of attendees annually etc.

The intent of the clause was to “limit” the attendance to no more than one representative from each community board may attend the annual Community Board Conference. Since the original report was written we have also added the portion regarding a full written report back to the community board following the conference.

### 3. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Waikato District Council:**

- a. notes the Elected Members Reimbursement Policy has been reviewed and given no feedback was received from community boards, no changes are proposed;
- b. notes the Conferences & Seminars Policy has been reviewed and while no feedback from community boards was received from, some minor changes are proposed to provide clarity for elected members;
- c. adopts the Elected Members Reimbursement Policy (Attachment 1); and
- d. adopts the amended Conferences & Seminars Policy (Attachment 2).

### 4. Discussion and analysis Taataritanga me ngaa tohutohu

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#### 4.1 Options Ngaa koowhiringa

The Council could choose to recommend changes to the policies or to leave them as is.

#### 4.2 Financial considerations Whaiwhakaaro puutea

Should the Council recommend any changes to the policies which provide further allowances or benefits, it should be noted the impact on budgets is not provided for.

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#### **4.3 Legal considerations** **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

#### **4.4 Strategy and policy considerations** **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

#### **4.5 Maaori and cultural considerations** **Whaiwhakaaro Maaori me oona tikanga**

Appropriate consultation undertaken with potential affected parties. No feedback was received which suggested no issues.

#### **4.6 Climate response and resilience considerations** **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

#### **4.7 Risks** **Tuuraru**

The proposed policies does not have any material impact on councils budgets or other risk areas.

### **5. Significance and engagement assessment** **Aromatawai paahekoheko**

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#### **5.1 Significance** **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

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## 5.2 Engagement

### Te Whakatuutakitaki

The stakeholders noted below have been engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	✓	Internal
<input type="checkbox"/>	<input type="checkbox"/>	✓	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

## 6. Next steps

### Ahu whakamua

If the Council agrees to the revised policies, the policy will be included in the upcoming induction information for Community Board members.

## 7. Confirmation of statutory compliance

### Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Committee's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages ( <i>Section 4.1</i> ).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy ( <i>Section 5.1</i> ).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance ( <i>Section 5.2</i> ).	Confirmed
The report considers impact on Maaori ( <i>Section 4.5</i> )	Confirmed

The report and recommendations are consistent with Council's plans and policies ( <i>Section 4.4</i> ).	Confirmed
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The report and recommendations comply with Council's legal duties and responsibilities ( <i>Section 4.3</i> ).	Confirmed
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## 8. Attachments

### Ngaa taapirihanga

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Attachment 1 – Elected Members Reimbursement Policy (no changes)

Attachment 2 –Conference & Seminars Policy (with track changes)

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# Reimbursements for Elected Members Policy

Policy Owner:	Democracy Manager
Date approved:	XX
Next review date:	July 2025
Document number:	XX
Engagement required:	XX

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## I Purpose

- 1.1 The purpose of this policy is to ensure reimbursements to elected members occurs in a fair and accountable manner.

## 2 Application

- 2.1 This policy applies to:
- all elected members of the Waikato District Council (Council); and
  - where specified in the Policy, members of the Community Boards.

## 3 Significance

- 3.1 This Policy is not considered significant in terms of the Significance and Engagement Policy.

## 4 Policy statements

### Salaries

- Salaries will be paid to elected members of Council in accordance with the remuneration pool and rules determined by the Remuneration Authority.
- The remuneration pool determined by the Remuneration Authority will be split in accordance with a Council resolution.
- Those Councillors sitting on statutory hearings (as defined by the Remuneration Authority) are to be paid the maximum allowable hourly rate but no additional rate is payable to the Chairperson.
- The Council will not pay separate meeting allowances to elected members.

### Vehicle Mileage Allowance

- A vehicle mileage allowance for travel can be claimed by Councillors and Community Board members where:
  - The Councillor or Community Board member is not otherwise provided with the use of a vehicle by Council.

- b. The travel is in a private vehicle on Council business and by the most direct route that is reasonable in the circumstances.
  - c. In the case of Community Boards, the mileage is only for Community Board meetings or where members have been invited to attend a Council meeting or workshop up to an annual limit of 3000km.
- 4.6 The payment will be at the rate prescribed by the Remuneration Authority or the Inland Revenue Department, whichever is lower.
- 4.7 The payment would only be made to Councillors in line with meetings as outlined below:
- a. Council meetings.
  - b. Council workshops.
  - c. Council committee meetings to which they have been appointed by resolution of Council.
  - d. Any committee meeting where that Committee resolved to give the elected member(s) voting and speaking rights.
  - e. Any committee that an elected member who is not an appointed member of that committee but needs to attend because of an issue that is specific to that elected member's ward is being discussed and where in the opinion of the Chair of the committee, the Councillor's attendance would add value to the item being discussed.
  - f. Outside committees or organisations that the elected member has been appointed to by resolution of Council.
  - g. Attendance at a conference or seminar or on Council business where the elected member(s) has been authorised to attend by resolution of Council.
  - h. Any meeting that an elected member is requested to attend by the Mayor or the Chief Executive such as roadside meetings or meetings with individual ratepayers.
  - i. Any inspection or visit that an elected member is required to undertake at the request of the Mayor or by resolution of committee. This clause is intended to cover inspections arising from emergency work or planned familiarisation trips in conjunction with Council projects.
- 4.8 Councillors or Community Board members must be in attendance at meetings for at least 60% of the time taken to conduct the business of the meeting to be eligible for the payment of vehicle mileage unless determined otherwise by the Mayor.
- 4.9 All claims for vehicle mileage on Council business be submitted in writing and signed by the claimant.
- 4.10 Any disputed claims for vehicle mileage shall be referred to the Mayor whose decision shall be final.

#### Communication Allowance

- 4.11 Council authorises the payment of a communication allowance where the equipment of service is privately owned or funded by Councillors to cover the cost of one or more of the following:

- a) Mobile telephone
  - b) Computer, tablet or ancillary equipment
  - c) Internet connection
- 4.12 The payment will be at the maximum level prescribed by the Remuneration Authority for that year with payment to be made on an instalment basis through each scheduled pay run. The sum of the instalments is not to exceed the maximum prescribed.
- 4.13 An allowance will not be paid where Council provides the equipment or service including but not limited to:
- a) A mobile telephone
  - b) A computer, tablet and ancillary equipment, or
  - c) An internet connection

#### Miscellaneous

- 4.14 The Mayor and Councillors may incur some incidental meal costs. These expenses are to be in line with expenditure limits specified in Council's policy on Conferences and Seminars – Attendance and Payment of Expenses (including Local Government New Zealand Conferences).
- 4.15 Any expenses other than travelling expenses will be approved by the Chief Executive with a copy of the receipt and evidence that it is a genuine out-of-pocket expense for the conducting of Council business.

#### Applications for reimbursement

- 4.16 All applications for reimbursements in line with this Policy will be signed off by the Council Support Team. Any exceptions to this policy will be referred to the Chief Executive for approval in consultation with the Mayor. Expense claims for the Mayor are to be signed off by the Chief Executive and Deputy Mayor.
- 4.17 The reimbursement of miscellaneous expenses must be approved by the Chief Executive.

## **5 Policy review**

- 5.1 This policy shall be reviewed at three yearly intervals following local government elections or as otherwise required by the Chief Executive.

# Conferences and Seminars Policy – Attendance and Payment of Expenses (including Local Government NZ Conferences)

Policy Owner:	Democracy Manager
Date approved:	XX
Next review date:	July 2025
Document number:	XX
Engagement required:	XX

## Policy statements

In respect of the Annual Conference of Local Government New Zealand:

- i) Council be represented by His Worship the Mayor and other Councillors as appointed by Council;
- ii) the Chief Executive attends in support of the Council delegates;
- iii) the Council meets the cost of partners' attendance.

In respect of applications to attend conferences and seminars, other than the Annual Conference of Local Government New Zealand, each application be considered taking into account the following issues:

- i) the relevance of the content of the conference/seminar to the current issues before Council or the business of Council;
- ii) the cost of the conference/seminar and the value to the organisation  
(Council confirmed its policy on attendance at seminars by resolution WDC99/62/1/4.)

Councillors attending conferences/seminars provide a written presentation to the appropriate Committee or to Council and that all conference/seminar material be made available in the Tom Parsonage Room for the information of other members.

The cost of Councillors attending conferences/seminars pursuant to a resolution of Council be met by the Council.

Partners attending conferences/seminars other than the Annual Conference of Local Government New Zealand attend such conferences/seminars at their own cost, apart from where there is a partners' programme provided, when the matter of meeting the cost of partners' attendance would be given consideration by Council.

Council will meet the cost of meals and drinks whilst on Council business up to a cost of \$65 per head, per meal. [Refer WDC1105/05/11/5, WDC1012/05/11/6]

This expenditure limit will be reviewed and updated on an annual basis. [Refer WDC0903/08/11/11]  
Accommodation will be arranged taking into consideration proximity to the venue, cost, health, security and safety issues.

Council will not reimburse expenditure from mini-bars.

In respect of Community Board training and networking opportunities the Council will support attendance at the annual Community Board Conference or Young Elected Members Hui on the following basis:

- i) the relevance of the content of the conference/seminar to the current issues before Community Boards or the business of Council;
- ii) the cost of the conference/seminar and the value to the organisation;
- iii) the Community Board Member must provide a written report/presentation back to the Community Board, along with the conference materials; and
- iv) is limited to one community board member per board per annum.

*Note: See also Reimbursement of Mileage and Expenses – Elected Members. [Note: WDC0708/05/1/4 refers]*

### **Policy review**

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

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>End of Triennium – Delegations and governance matters</b>
Date:	29 September 2022
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## **1. Purpose of the report**

### **Te Take moo te puurongo**

To provide the Council with options for consideration of arrangements to ensure the continued effective and efficient conduct of the Council's business during the interim election period from 8 October 2022 until the inauguration of newly-elected members, scheduled for 20 October 2022 and/or the first formal meeting of the new Council.

## **2. Executive summary**

### **Whakaraapopototanga matua**

The Council needs to consider arrangement to ensure the effective and efficient conduct of the Council's business during the interim election period. For the purpose of this report, the 'interim election period' is from Saturday, 8 October 2022 until the inaugural meeting of the new Council following the local authority elections (which is proposed to be held on Thursday, 20 October 2022).

#### *Delegation of Council responsibilities, duties and powers*

Clause 14 of Schedule 7 to the [Local Government Act 2002](#) ('LGA') provides that a person newly elected to Council may not act until they have made the necessary declaration at the inaugural Council meeting.

This provision combines with sections 86, 115 and 116 of the [Local Electoral Act 2001](#) to the effect that, from the day after the declaration of election results (which is by way of public notice on the Council website), until the new members' declaration is taken at the inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council.

Although subject to change, it is anticipated that the declaration of election results will be published on Friday, 14 October 2022. As such, effectively there will be no Council in office from 8 October 2022 until 20 October 2022 (dates subject to change).

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### Discharge of Council committees and bodies

Council's committees, subcommittees and subordinate decision-making bodies are deemed to be discharged on the coming into office of the newly elected Council unless Council resolves otherwise.

It is recommended to extend the Chief Executive's existing delegations to undertake Council's responsibilities, duties, and powers (except those that cannot be delegated) in respect of urgent matters for the period from 8 October 2022 until the inaugural Council meeting (proposed for Thursday, 20 October 2022).

There are two governance bodies that will need to continue to operate into the new triennium, i.e. District Licensing Committee and Waters Governance Board.

#### *Chairperson of District Licensing Committee*

Council altered the composition of the District Licensing Committee and agreed to remove elected members from the Committee at the commencement of the new triennium. The appointments of Dr Michael Cameron, Mr Andrew Baker and Mr Barry Smedts are as Commissioners and Chairpersons of the Committee following the election. Staff will continue to work with these three Commissioners to determine who will be the Chairperson for each hearing.

#### *Waters Governance Board*

The Waters Governance Board is a subordinate decision-making body of the Waikato District Council established under Schedule 7 of the Local Government Act 2002. Any changes to capital expenditure as set out in the Long-term Plan are required to be considered by Council. There are no elected members appointed to this Board and therefore the Board may continue to operate within their terms of reference until a new structure and terms of reference are put in place.

### Regulatory Subcommittee Delegations

The Regulatory Subcommittee have the responsibility of hearing and determining any statutory or regulatory hearings under relevant legislation unless otherwise delegated or retained by the Council. The Subcommittee have mainly met during this triennium to determine objections under the Dog Control Act 1996. All matters relating to the Dog Control Act 1996 may wait until Council have a new structure in place, however matters relating to the consideration of RMA matters may arise during the transition period.

Currently, the General Manager Customer Support, in consultation with the Chairperson of the Regulatory Subcommittee, are also delegated the power to determine:

- a. *the composition of any hearings panel to be convened under the committee's terms of reference; and*
  - b. *the appointment of any independent hearings commissioner within the panel of commissioners approved by the Council to hear and determine any matter under the Resource Management Act 1991 (and related legislation). An independent commissioner can be appointed to act in his/her sole capacity, or together with appointed councillors who hold the appropriate accreditation.*
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It is recommended the Council delegates to the General Manager Customer Support the authority to make such appointments for the period from the date when Cr Smith formally leaves office until the new Council determines the delegation of this function. This will enable the Council to continue to meet its statutory requirements under the RMA.

### **3. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**That the Waikato District Council:**

- a. except as otherwise recorded in this recommendation, the Council extends the Chief Executive's current delegations (detailed in the Council's Delegations Register) to include all of Council's responsibilities, duties, and powers currently retained by the Council or delegated to the Council's standing Committees (except the District Licensing Committee and Waters Governance Board), subject to the following conditions:**
    - i. the extended delegations will have effect only for the period from 8 October 2022 until the swearing in of the new Council, which is proposed to be 20 October 2022;**
    - ii. the extended delegations do not include a delegation of any Council responsibilities, duties or powers which are prohibited by law from delegation - including, without limitation, those set out in clause 32(1) of Schedule 7 to the Local Government Act;**
    - iii. the Chief Executive may only exercise the extended delegations for those matters that cannot reasonably wait until the first meeting of the new Council;**
    - iv. where reasonably practicable, the Chief Executive must, before exercising an extended delegation responsibility, duty or power, first consult with the Mayor-elect and Councillor Eyre (being the only current Councillor who will be re-elected unopposed in the 2022 local authority elections); and**
    - v. the Chief Executive must report all matters relating to the exercise of an extended delegation to the incoming Council at the first business meeting following the local authority elections;**
  - b. in accordance with section 34A of the Resource Management Act 1991, the Council delegates to the General Manager Customer Support the responsibility, duty and power to appoint independent commissioner(s) for the purpose of a hearing of an application under the Resource Management Act, subject to the following conditions:**
    - i. this delegation will have effect only for the period from the date after the day that the local authority election results are declared by public notice (scheduled for 20 October 2022) until such time as this function is formally delegated by the newly-elected Council; and**
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- ii. **the General Manager Customer Support must report any appointments made under this delegation to the incoming Council at its first formal meeting after the inaugural meeting of Council following the local authority elections; and**
- c. **in accordance with clause 30(7), Schedule 7 of the Local Government Act 2002, the Council resolves that the following committees, subcommittees and subordinate decision-making bodies continue (and are not deemed to be discharged) on the coming into office of the members of the Council elected at the 2022 local authority elections:**
  - i. **District Licensing Committee; and**
  - ii. **Waters Governance Board.**

## **4. Discussion**

### **Matapaki**

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#### Urgent Issues – General Delegation

It is important that Council puts a process in place by which urgent decisions may be made during the interim election period. While the period during which there are no acting elected members (estimated as 8 October to 20 October 2022) is shorter than the interim election period (8 October to 31 October 2022), for ease and effectiveness it's proposed the same delegated authority applies throughout the entire interim election period.

It is recommended that the Council extends the Chief Executive's existing delegations, during the interim election period, to undertake all of the Council's responsibilities, duties or powers (except as prohibited by clause 32(1)(a) to (h) of Schedule 7 to the LGA and any other Act). The Chief Executive's current delegations are set out in [the Delegations Register](#).

It is common practice for local authorities to authorise their Chief Executives to deal with such matters during this period, and is the recommended approach from LGNZ and Taituara.

For clarity, on the swearing in of the new Council, the Chief Executive's delegated powers, duties and functions revert to those delegations set out in the Delegations Register, together with any delegations on specific matters that have already been resolved by the Council or any of its standing committees.

The recommended extended delegations are made subject to a number of qualifications (set out in the Recommendations above) to ensure that these delegations only empower the Chief Executive to make such decisions as are necessary for the effective and efficient day-to-day conduct of Council's business during the period in question.

This would be done, where practicable, in consultation with the Mayor-elect and Cr Eyre who is the only councillor unopposed in the upcoming local authority elections. The Chief Executive would present a report to the incoming Council on any decisions made under the extended delegations.

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**Option 1: *Grant delegated authority to the Chief Executive during the interim election period.***

The Council has the option of delegating to the Chief Executive all of its responsibilities, duties and powers for the interim election period, except those set out in clause 32(1)(a) to (h) of Schedule 7 of the LGA. Such delegation would be subject to the conditions and limitations detailed in the Recommendation section of this report, which are intended to mitigate against the risk of the new Council not agreeing with, and looking to revoke, the decisions made during this period. The period in question is also short, being 23 days.

***This is the recommended option.***

**Option 2: *Grant delegated authority the Chief Executive for the period from when newly elected members come into office until the inauguration meeting.***

The intention would be the same as Option 1, however only to cover that statutory period when the new elected members are not able to act as Councillors – a shorter period of 6 days.

If this option is preferred, it would be prudent for a further delegated authority/body to be appointed for the period of 8 October to 14 October 2022 (i.e. the period during which the current elected members continue in office). For example, the Council could delegate to a committee of 3-4 elected members to make urgent decisions during this initial period. As required under clause 14, Schedule 7 of the LGA, the members of such a committee – even if re-elected - cannot act as a member of the Council until he/she makes the required declaration under the LGA; the committee could therefore not continue as a decision-making body after the date the official election results are declared (scheduled for 14 October 2022).

While this option is feasible, for ease and efficiency, Option 1 is the preferred option to provide continuity during the interim election period.

**Option 3: *No delegations are made during the interim election period.***

The Council has the option of not delegating any of its responsibilities, duties and powers to the Chief Executive, or any body, during the interim election period. This could prevent the Council from being able to make urgent decisions during this period and therefore restrict the ability for Council to undertake its business. This option is not recommended.

Discharging Committees

Following a triennial election, clause 30(7) of Schedule 7 to the LGA deems all existing Council committees, subcommittees, and other subordinate decision-making bodies to be discharged when newly elected members of the local authority come into office. The Council may resolve to retain any existing committee, subcommittee, or other subordinate decision-making body under clause 30(7).

**Option 1: *Council resolves to retain specified committees and bodies that need to continue after the newly elected members come into office***

The Council can resolve to retain any of its current committees, subcommittees, and subordinate decision-making bodies beyond the date that newly elected members come into office (expected to be on 20 October 2022).

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It is recommended that the DLC and Waters Governance Board continue into the new triennium, to enable them to carry on their respective work.

It is recommended that Council resolve to retain the following bodies after newly elected members come into office:

a. *District Licensing Committee (DLC)*

The DLC, as a committee appointed by Council under the SSAA, makes decisions on, amongst other things, applications for licences and managers' certificates relating to the sale and supply of alcohol.

Under section 186 of the [Sale and Supply of Alcohol Act 2012](#) ('SSAA'), the Council must appoint a District Licensing Committee (**DLC**). Section 189 of SSAA requires the DLC to have a chairperson and two members drawn from a list. The chairperson must be either an elected member or a commissioner appointed to the DLC.

In May 2013, the Council resolved to appoint an elected member as the DLC chairperson. However, in April 2022 Council resolved to remove elected members from the DLC at the commencement of the new triennium and have appointed a panel of independent commissioners

The DLC Secretary, who is Council's Community Safety Manager – Mrs S Bourke can refer applications to the panel who will determine the Chairperson for applications. The chairperson can form a quorum of one, which is considered a meeting of the DLC, to consider and decide on any application where there is no objection or matters of opposition that have been raised.

To ensure that the DLC continues into the new triennium, it is considered prudent for Council to resolve that the DLC continues and is not discharged.

b. *Waters Governance Board*

The Waters Governance Board is a subordinate decision-making body of Council, tasked, amongst other matters, with providing governance and oversight of the implementation of Council's contract with Watercare Services Limited. The Board's role and delegations are further detailed in the Delegations Register.

The Board's membership comprises four external members (including a Board intern) and the Chief Executive.

It is recommended that the Board be able to continue to meet and undertake its responsibilities as and when required, into the new triennium.

This enables some continuity as we work through 3 waters reform and the capital programme being delivered by Watercare.

The newly-elected Council will have the opportunity to consider the governance structure for the 2022-25 triennium, which may include changes to the above bodies. The Mayor-elect has the power to determine a governance structure and appoint Chairpersons' to each of the proposed Committees/Subcommittees.

All other committees, subcommittees and subordinate decision-making bodies will automatically be discharged on the date that newly elected members come into office in accordance with clause 30(7), Schedule 7 of the LGA.

This is the preferred option.

**Option 2: Council does not resolve to retain specified committees and bodies after the newly elected members come into office**

The Council can decide not to make the above resolution, in which case all committees, subcommittees and subordinate decision-making bodies will automatically be discharged on the date that newly elected members come into office. This option is not recommended as it may impede the ability for the Council to undertake its business through the specific list of committees/bodies.

Regulatory Subcommittee Delegations

The Regulatory Subcommittee have the responsibility of hearing and determining any statutory or regulatory hearings under relevant legislation unless otherwise delegated or retained by the Council. The Subcommittee have mainly met during this triennium to determine objections under the Dog Control Act 1996.

All matters relating to the Dog Control Act 1996 may wait until Council have a new structure in place, however matters relating to the consideration of RMA matters may arise during the transition period.

The Regulatory Subcommittee is currently delegated authority to conduct, consider, and determine any matter that requires a hearing under the Resource Management Act 1991 ('RMA'). Appointments to any RMA hearings panel is made by the General Manager Customer Support in conjunction with the Chairperson of the Regulatory Subcommittee (Cr Smith).

There are two key dates the Council need to be aware of:

- The date the official election results are declared (scheduled for 14 October 2022) - the Regulatory Subcommittee will be discharged (see *Discharging Committees* above).
- The first formal Council meeting (scheduled for 31 October 2022) - the new Council is expected to determine who will have delegated authority to appoint independent commissioners, and which committee/body will be delegated authority to hear and determine RMA hearings.

Between these two dates, it would be prudent for the Council to delegate authority to an appropriate individual(s) to enable the appointment of independent commissioners for a hearing of an application under the RMA. This will ensure that the organisation can continue to meet its required statutory timeframes and to process RMA applications on a timely basis.

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**Option 1: *Delegate the sole power to appoint RMA independent commissioners to General Manager Customer Support.***

The Council can decide to delegate to the General Manager Customer Support the authority to appoint any independent commissioner, for the purpose of an RMA hearing, for the period from when current elected members leave office until the new Council determines the delegation for such appointments.

Staff have a robust process in place to document such appointments. Any appointments made will be reported to the new Council at its first formal meeting (scheduled for 31 October 2022).

This is the preferred option.

**Option 2: *Delegate the power to appoint RMA independent commissioners to General Manager Customer Support, in consultation with the Chief Executive.***

This option is the same as Option 1, with the additional requirement that the Chief Executive is consulted as to any proposed appointment of an independent commissioner. This reflects the extended delegations held by the Chief Executive over the noted period.

While feasible, staff consider that this option would not provide any additional practical benefit than Option 1.

**Option 3: *No delegations are made in relation to appointment of RMA independent commissioners***

The Council may decide not to make any delegations in relation to this matter. This would mean no one would be authorised to appoint an independent commissioner during the period noted in Option 1 above, which would likely impede the organisation's ability to continue to efficiently and effectively process RMA consent applications in accordance with statutory timeframes.

This option is not recommended.

## **5. Attachments**

### **Ngaa taapirihanga**

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There are no attachments for this report.

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<b>To</b>	<b>Waikato District Council</b>
<b>Report title</b>	<b>Exclusion of the Public</b>
Date:	23 September 2022
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Gavin Ion, Chief Executive

## 1. **Staff recommendations** **Tuutohu-aa-kaimahi**

**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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Item PEX 1 Confirmation of Minutes</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item PEX 2.1 Strategy &amp; Finance Committee Recommendations – 14 September 2022</b>		
<b>Item PEX 2.2 Infrastructure Committee Recommendations – 19 September 2022</b>		
<b>Item PEX 3.1 Progressing Wastewater Infrastructure to support Ohinewai</b>		

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Item PEX 3.2</b> <b>Delivery of Infrastructure Acceleration Fund Projects (Festival Way)</b>	<b>Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987</b>	<b>Section 48(1)(a)</b>
<b>Item PEX 3.3</b> <b>Revocation of the old State Highway 1 through Huntly – Funding Agreement</b>		
<b>Item PEX 3.4</b> <b>Learnings from the Morrison Solutions Report on the Pokeno Tuakau Pipelines Price Escalation</b>		
<b>Item PEX 3.5</b> <b>Development Agreement Pokeno – PC21/Graham Block, Helenslee Investments Limited and Pokeno Village Holdings Limited</b>		
<b>Item PEX 3.6</b> <b>Fillmore Trust Development Agreement, Northgate Road 3 Horotiu</b>		

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:

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
<b>Item PEX 1</b> <b>Confirmation of Minutes</b>	<b>Refer to the previous Public Excluded reason in the agenda for this meeting.</b>	
<b>Item PEX 2.1</b> <b>Strategy &amp; Finance Committee Recommendations – 19 September 2022</b>	<b>Refer to the Strategy &amp; Finance Committee agenda for 14 September 2022 for Public Excluded reasons.</b>	

Item No.	Section	Interest
Item PEX 2.2 Infrastructure Committee Recommendations – 19 September 2022	Refer to the Infrastructure Committee agenda for 19 September 2022 for Public Excluded reasons.	
Item PEX 3.1 Progressing Wastewater Infrastructure to support Ohinewai	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
Item PEX 3.2 Delivery of Infrastructure Acceleration Fund Projects (Festival Way)	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
Item PEX 3.3 Revocation of the old State Highway 1 through Huntly – Funding Agreement	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
	7(2)(g)	To protect legally privileged information.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(j)	To prevent use of the information for improper gain or advantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.

Item No.	Section	Interest
<b>Item PEX 3.4</b> <b>Learnings from the Morrison Solutions Report on the Pokeno Tuakau Pipelines Price Escalation</b>	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
	7(2)(c)(i)	To protect information that is subject to an obligation of confidence and to ensure the information avenue remains open, when it is in the public interest for it to do so
	7(2)(g)	To protect legally privileged information.
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.
<b>Item PEX 3.5</b> <b>Development Agreement Pokeno – PC21/Graham Block, Helenslee Investments Limited and Pokeno Village Holdings Limited</b>	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
<b>Item PEX 3.6</b> <b>Fillmore Trust Development Agreement, Northgate Road 3 Horotiu</b>	7(2)(b)(ii)	To protect information that would otherwise unreasonably prejudice a person's commercial position
	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.

## 2. Attachments

### Ngaa taapirihanga

There are no attachments for this report.