

Document No: A470246

Report To: Council



Meeting Date: 26 May 2020

Subject: Deputation – Ngati Rora: Te Kuiti
Pedestrian Rail Overbridge

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that a representative from Ngati Rora will be in attendance at 9.05am to make a deputation on the upgrade of the Te Kuiti Pedestrian Rail Overbridge.

Suggested Resolutions

The Deputation from Ngati Rora be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A470249

Report To: Council



Meeting Date: 26 May 2020

Subject: Deputation – Katrina Winn

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Katrina Winn will be in attendance at 9.15am to make a deputation to Council, including the presentation of a petition.
- 1.2 A copy of Katrina Winn's Petition is attached to and forms part of this business paper.

Suggested Resolutions

The Deputation from Katrina Winn be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Attachment: Petition

change.org

Recipient: Waitomo District Council

Letter: Greetings,

Freeze rates for 2020/2021 Financial Year

PETITION SUMMARY

Many small and large businesses business's in the Waitomo region have been decimated. Jobs have been lost and continue to be. Many residents have had their salaries reduced for up to two months. Household incomes have dropped, halved or ceased altogether. The local economy and the people who reside within it will take at least a year to recover - probably longer due to recession.

All businesses Nationwide are having to reconsider their 20/21 budgets and most are having to cut their wish list to needs expenditure only. Households are doing the same. Council representatives who serve the people should be equally prudent. Acknowledge the impact of this Covid-19 on your community. Sort the wants from the needs. Concentrate on working with council officers to deliver operational efficiencies. Deliver a 20/21 rates freeze back to the people who pay them. This is not a time to spend more than necessary.

Signatures

Name	Location	Date
Katrina Jane	New Zealand	2020-05-04
Georgia Barnett	Upper Hutt, New Zealand	2020-05-04
Kelli Rewi Wetini	Auckland, New Zealand	2020-05-04
Tracey Neal	Taupo, New Zealand	2020-05-04
Matt Barnett	Te Kuiti, New Zealand	2020-05-04
Claudia Knight	Hamilton, New Zealand	2020-05-04
Michelle Wi	Taupo, New Zealand	2020-05-04
Kahutoi Te Kanawa	Hamilton, New Zealand	2020-05-04
Irene Straker	Tekuit, New Zealand	2020-05-04
Dianne Henderson	Te Kuiti, New Zealand	2020-05-04
Shanna Burmester	Te Kuiti, New Zealand	2020-05-04
Charlotte Wana	Taupo, New Zealand	2020-05-04
Rae Borell	Tekuiti, New Zealand	2020-05-04
Sam Strachan	Te kuiti, New Zealand	2020-05-04
Claudia Road Muraahi-Rautu	Christchurch, New Zealand	2020-05-04
Kristy Christensen	Te Kuiti, New Zealand	2020-05-04
Te Kohika Ted Te Kanawa	Wellington, New Zealand	2020-05-04
Lynne Braithwaite	Morrinsville, New Zealand	2020-05-04
Shaylee Wylie	Waikato, New Zealand	2020-05-04
Anne-Marie Guise	Auckland, New Zealand	2020-05-04

File 1 - Page 5

Name	Location	Date
sheree heath	Auckland, New Zealand	2020-05-04
Chanelle Sharpe	Te Kuiti, New Zealand	2020-05-04
Terre Nicholson	Te Kuiti, New Zealand	2020-05-04
seth nieuwenhuyzen	Dunedin, New Zealand	2020-05-04
wiki wetere	Taumarunui, New Zealand	2020-05-04
Jacqui Ramsey	Raglan, New Zealand	2020-05-04
Carlton irving	Nelson, New Zealand	2020-05-04
Stephen Grujica	Taupo, New Zealand	2020-05-04
Geoff McManus	Upper Hutt, New Zealand	2020-05-04
Elizabeth Holmes	New Zealand	2020-05-04
Steven Iti	Morrinsville, New Zealand	2020-05-04
Grace Mackey-Slade	Hamilton, New Zealand	2020-05-04
morgan muraahi	tè kuiti, New Zealand	2020-05-04
Jadah Henry	Auckland, New Zealand	2020-05-04
Alys Moriarty	Hamilton, New Zealand	2020-05-04
Simone Brandon	Dunsandel, New Zealand	2020-05-04
Tamie Tapara-wehi	Hamilton, New Zealand	2020-05-04
Jenny Goddard	Hamilton, New Zealand	2020-05-04
Stephen Allen	Christchurch, New Zealand	2020-05-04
Mike & Lee-Anne Daniel	Taupo, New Zealand	2020-05-04
Kiripunga Hita	Te Kowhai, New Zealand	2020-05-04
Victoria Ihaka	Hamilton, New Zealand	2020-05-04

File 1 - Page 6

Name	Location	Date
ayla goddard	Otorohanga, New Zealand	2020-05-04
Karen Barrett	Wellington, New Zealand	2020-05-04
Dayna Goddard	Auckland, New Zealand	2020-05-04
Caroline Smith	New Plymouth, New Zealand	2020-05-04
Pip Were	Auckland, New Zealand	2020-05-04
Kim Berry	Auckland, New Zealand	2020-05-04
Kataraina Mangu	Australia	2020-05-04
Suzanne Carling	Mosman, Australia	2020-05-04
Kitana-Pearl Ormsby	Hamilton, New Zealand	2020-05-04
Shelley Gower	Auckland, New Zealand	2020-05-04
Patricia McLean	Wellington, New Zealand	2020-05-04
Richard Everiss	Auckland, New Zealand	2020-05-04
Jordan Bright	Morrinsville, New Zealand	2020-05-04
Courtney Phillips	Auckland, New Zealand	2020-05-04
debbie kyle	te kuiti, New Zealand	2020-05-04
Steph Houchen	Cambridge, New Zealand	2020-05-04
Robert Moss	Blenheim, New Zealand	2020-05-04
Luana TUTAKI	Hamilton, New Zealand	2020-05-04
Bernie Anderson	Te Kuiti, New Zealand	2020-05-04
Shannon Bell	Te Kuiti, New Zealand	2020-05-04
Te Awhina Anderson	Wellington, New Zealand	2020-05-04
Tracey Tangihaere	Gisborne, New Zealand	2020-05-04

File 1 - Page 7

Name	Location	Date
Kelly Eccles	Auckland, New Zealand	2020-05-04
Jo Small	Hamilton, New Zealand	2020-05-04
Kristen Joyes	Taupo, New Zealand	2020-05-04
Geoff Keen	Auckland, New Zealand	2020-05-04
johnny mahutonga	Te Awamutu, New Zealand	2020-05-04
Frederick Dargaville	Hamilton, New Zealand	2020-05-04
Te Aotaawhirangi Onehi	Palmerston North, New Zealand	2020-05-04
Diane Ngauma	Brisbane, Australia	2020-05-04
Tyler Barker	Dunedin, New Zealand	2020-05-04
Your Mum	Christchurch, New Zealand	2020-05-04
debbie chadwick	te kuuti, New Zealand	2020-05-04
Lin Johnson	Piopio, New Zealand	2020-05-04
Jade Onehi	Christchurch, New Zealand	2020-05-04
Zaid Khan	Hamilton, New Zealand	2020-05-04
Stacey Hita	Auckland, New Zealand	2020-05-04
Katie Joyes	Putaruru, New Zealand	2020-05-04
Lorrae Mangu	Australia	2020-05-04
Lynda Skinner	Te Kuiti, New Zealand	2020-05-04
Amy Vossen	Taupo, New Zealand	2020-05-04
Beverley O'Fee	Piopio, New Zealand	2020-05-04
Helen Tutty	Te Kuiti, New Zealand	2020-05-04
Graeme Hammond	Upper Hutt, New Zealand	2020-05-04

File 1 - Page 8

Name	Location	Date
Angeline Linn	Taupo, New Zealand	2020-05-04
Dana Wallace	Auckland, New Zealand	2020-05-04
Carey Monaghan	Auckland, New Zealand	2020-05-04
Rob Buckley	Auckland, New Zealand	2020-05-04
Elizabeth Anglesey	Te Kuiti, New Zealand	2020-05-04
Cherie Collison	Brisbane, Australia	2020-05-04
Jaimee Poole	Te kuiti, New Zealand	2020-05-04
Sheryl Te Kanawa	Taupo, New Zealand	2020-05-04
Josh Wirepa-kio	Auckland, New Zealand	2020-05-04
Pianika Waugh	Ashhurst, New Zealand	2020-05-04
Veronica Van der Heyden	Te Aroha, New Zealand	2020-05-04
Charles Taituha	Christchurch, New Zealand	2020-05-04
Lillian Johnson	Christchurch, New Zealand	2020-05-04
Marlene Newlands	Otorohanga 3900, New Zealand	2020-05-04
ReoPiki Takerei	Christchurch, New Zealand	2020-05-04
Matt Buckley	Upper Hutt, New Zealand	2020-05-04
Clinton Zane Stockman	Truganina, Australia	2020-05-04
Tania Yates	Piopio, New Zealand	2020-05-04
Anzhar Ali	Hamilton, New Zealand	2020-05-04
Carmin TeWhare	Auckland, New Zealand	2020-05-04
Rangimarie Anderson	Palmerston North, New Zealand	2020-05-04
Flora Tane	Te Kuiti, New Zealand	2020-05-04

File 1 - Page 9

Name	Location	Date
Robyn Wrack	Auckland, New Zealand	2020-05-04
David Lamb	Hamilton, New Zealand	2020-05-04
Karen Brill	Taupo, New Zealand	2020-05-04
Jacob Beetsma	Morrinsville, New Zealand	2020-05-04
Roma Waugh	Te Kuiti, New Zealand	2020-05-04
Freemin Te Whare	Melbourne, Australia	2020-05-04
Paul Wallacr	Perth, Australia	2020-05-04
Lavinia Kukutai	Te Kuiti, New Zealand	2020-05-04
Venus Szklanka	Hamilton, New Zealand	2020-05-04
Vea Tuakalau	Auckland, New Zealand	2020-05-04
Val Kukutai	Port Waikato, New Zealand	2020-05-04
Teauta Everitt	Whangarei, New Zealand	2020-05-04
Bobbie Kearins	Auckland, New Zealand	2020-05-04
Kristy Beetsma	Te Kuiti, New Zealand	2020-05-04
Caroline Tewhare	Melbourne, Australia	2020-05-04
Stephen Aymes	Te Kuiti, New Zealand	2020-05-04
Charnita Smith	Auckland, New Zealand	2020-05-04
Lisa Hill	Te Kuiti, New Zealand	2020-05-04
Rangi Te Kanawa	Taupo, New Zealand	2020-05-04
teresa september	Te Kuiti, New Zealand	2020-05-04
Tailor Tuheke	Auckland, New Zealand	2020-05-04
Jordan Ruki	Hamilton, New Zealand	2020-05-04

Name	Location	Date
Tracey Beer	Tokoroa, New Zealand	2020-05-04
Ethan Beetsma	New Zealand	2020-05-04
Tania James	Matamata, New Zealand	2020-05-04
Cherie Herbert	New Zealand	2020-05-04
Okeroa Waitai	Hamilton, New Zealand	2020-05-04
matiu everitt	Australia	2020-05-04
Slye Heta-Stanley	Auckland, New Zealand	2020-05-04
Leeann Wi	Hamilton, New Zealand	2020-05-04
Sarne Kahui	New Zealand	2020-05-04
Mere Taane	Hamilton, New Zealand	2020-05-04
anaru moerua	Te Kuiti, New Zealand	2020-05-04
Ann Braithwaite	New Plymouth, New Zealand	2020-05-04
Leon Mita	Taupo, New Zealand	2020-05-04
Larnia Beets	Auckland, New Zealand	2020-05-04
Mahezabin Begum	Taupo, New Zealand	2020-05-04
Raelene Te Huia	Te Kuiti, New Zealand	2020-05-04
Asha-hera Masters	Hamilton, New Zealand	2020-05-04
Shelley Jenkins	Wellington, New Zealand	2020-05-04
Sativa Hetet	Te Kuiti, New Zealand	2020-05-04
Perata Atutahi	Te kuiti, New Zealand	2020-05-04
Vivian Harrison	Christchurch, New Zealand	2020-05-04
Corey Stephens	Wellington, New Zealand	2020-05-04

Name	Location	Date
Kegan Wilson	Te Kuiti, New Zealand	2020-05-04
Ricky Marsh	Auckland, New Zealand	2020-05-04
Joshua Costar	Te Kuiti, New Zealand	2020-05-04
Sharon Wetere	Hamilton, New Zealand	2020-05-04
M Tamainu	Auckland, New Zealand	2020-05-04
Aroha Te Tai-Dempsey	Te Kuiti, New Zealand	2020-05-04
keat stuart	Te Kuiti, Waikato, New Zealand, New Zealand	2020-05-04
Chrisy Marshall	Te Kowhai, New Zealand	2020-05-04
Michelle Te whare	South Taranaki, New Zealand	2020-05-04
Ila Hepetema	Tauranga, New Zealand	2020-05-04
KERRY WINN	Auckland, New Zealand	2020-05-04
Racheal Joseph	Auckland, New Zealand	2020-05-04
Shar Ngare	Auckland, New Zealand	2020-05-04
Caroline White	Kellyville, Australia	2020-05-04
Jean Dickinson	Ngaruawahia, New Zealand	2020-05-04
jay dawg	Hamilton, New Zealand	2020-05-04
Josephine Wi	Perth, Australia	2020-05-04
Dario Cullen	Taupo, New Zealand	2020-05-05
Joseph Gwynn	Fremont, US	2020-05-05
powhiri atutahi	Te Kuiti, New Zealand	2020-05-05
Renee Lee	6022, New Zealand	2020-05-05

File 1 - Page 12

Name	Location	Date
Jordyn Tane	Auckland, New Zealand	2020-05-05
Santana Heke	Taupo, New Zealand	2020-05-05
Leejay Ruki-Joseph	Auckland, New Zealand	2020-05-05
Maxine Nathan	Te Kuiti, New Zealand	2020-05-05
Meedz Rotana	Te kuiti, New Zealand	2020-05-05
Mary Davis	Upper Hutt, New Zealand	2020-05-05
Greg Carruthers	Taupo, New Zealand	2020-05-05
Michelle Leigh	Hamilton, New Zealand	2020-05-05
Apikara Grigsby	Wellington, New Zealand	2020-05-05
Rebecca Wright	Hamilton, New Zealand	2020-05-05
Cushla Hindrup	Hamilton, New Zealand	2020-05-05
Jayde Karena	Te kuiti, New Zealand	2020-05-05
Hirere Moana	Wellington, New Zealand	2020-05-05
Chris Lilley	Christchurch, New Zealand	2020-05-05
makere Hemana wilson	Tauranga, New Zealand	2020-05-05
Jared King	Zillmere, Australia	2020-05-05
laurenda ruki	Morrinsville, New Zealand	2020-05-05
Angela Jerry	Te Kuiti, New Zealand	2020-05-05
Hani Hunia-Te Rire	Auckland, New Zealand	2020-05-05
Belldean Roa-Taylor	Christchurch, New Zealand	2020-05-05
Marama Roa	Taupo, New Zealand	2020-05-05
Jimaine Jerry	Auckland, New Zealand	2020-05-05

Name	Location	Date
Jacob Ngarewa	Waikato, New Zealand	2020-05-05
Makarita Ngapine Tangitu-Joseph	Hamilton, New Zealand	2020-05-05
Hera Retemeyer	New Zealand	2020-05-05
Sonny Whatarangi	Auckland, New Zealand	2020-05-05
Patricia Todd	Hamilton, New Zealand	2020-05-05
Kim Jerry	Hamilton, New Zealand	2020-05-05
Paige Hughes	Cambridge, New Zealand	2020-05-05
Karyn Nathan	Auckland, New Zealand	2020-05-05
Aaron Weller	Te Kuiti, New Zealand	2020-05-05
Russell Smith	Taupo, New Zealand	2020-05-05
Wirepa Wilson	Christchurch, New Zealand	2020-05-05
Sarah Holley	Wanganui, New Zealand	2020-05-05
Tania Taukiri	Hamilton, New Zealand	2020-05-05
Belinda Ormsby	Auckland, New Zealand	2020-05-05
Lavinia Dargaville	Perth, Australia	2020-05-05
Robyn Rimene	Auckland, New Zealand	2020-05-05
Leanne Marshall	Matamata, New Zealand	2020-05-05
Megan Mani-Cezer	Te Awamutu, New Zealand	2020-05-05
Peter Cadman	Brisbane, Australia	2020-05-05
Paityn Te whare	Zillmere, Australia	2020-05-05
sue french	PioPio, New Zealand	2020-05-05

File 1 - Page 14

Name	Location	Date
melissa davis	waikato, New Zealand	2020-05-05
Leslie Stewart	Auckland, New Zealand	2020-05-05
Parehounuku Pollock	Morrinsville, New Zealand	2020-05-05
Hine Stewart	Hamilton, New Zealand	2020-05-05
Harmony Crutchley	Te awamutu, New Zealand	2020-05-05
Ian Small	Te Kuiti, New Zealand	2020-05-05
Merehira Joseph	Cloverdale, Australia	2020-05-05
Bronie Simon	Craigieburn, Australia	2020-05-05
caroline harding	Australia	2020-05-05
Pollyanna Robertson	Wellington, New Zealand	2020-05-05
Danni Sparrow	Papakura, New Zealand	2020-05-05
Tina Kowhai Bell	Te Kuiti, New Zealand	2020-05-05
Noa Davies	Abbots Langley, UK	2020-05-05
Teamio Walters	Auckland, New Zealand	2020-05-05
Chris Clapcott	Te Kuiti, New Zealand	2020-05-05
Russell Croker	Ilford, UK	2020-05-05
Khambia Clarkson	Marshalltown, US	2020-05-05
Izaiya-Marie Wana-Pu	Hamilton, New Zealand	2020-05-05
Taressa Moreland	Auckland, New Zealand	2020-05-05
mariela barale baricco	auckland, New Zealand	2020-05-05
Shaye Retemeyer	Auckland, New Zealand	2020-05-05
Ngarino Jerry	Auckland 0614, New Zealand	2020-05-05

Name	Location	Date
Robert webber	Hamilton, New Zealand	2020-05-05
Renee Tukua	Taupo, New Zealand	2020-05-05
Sandy Dawson	Tauranga, New Zealand	2020-05-05
Robert young	Hamilton, New Zealand	2020-05-05
Beverley Parsons	Upper Hutt, New Zealand	2020-05-05
Paul Parsons	Upper Hutt, New Zealand	2020-05-05
Shanaya Taylor	Hamilton, New Zealand	2020-05-05
Sharon Scott	Mokau, New Zealand	2020-05-05
Lee Stevens	Auckland, New Zealand	2020-05-05
Emmy-Lou Ngauru	Hamilton, New Zealand	2020-05-05
Robin Fagan	Hamilton, New Zealand	2020-05-05
Tejinder Singh	Melbourne, Australia	2020-05-05
Aida Seid	Dandenong, Australia	2020-05-05
MaretA Marsters Grubner	Palmerston North, New Zealand	2020-05-05
Mikaela Atallah	Surry Hills, Australia	2020-05-05
Anita Mackenzie	Te Kuiti, New Zealand	2020-05-05
imran cameron	Auckland, New Zealand	2020-05-05
Rikhil Pratap	Rhodes, Australia	2020-05-05
Tanya Thompson	Rotorua, New Zealand	2020-05-05
Venessa Jones-Dutton	New Plymouth, New Zealand	2020-05-05
Warrick Death	Upper Hutt, New Zealand	2020-05-05
Maggie Yu	Lower Hutt, New Zealand	2020-05-06

Name	Location	Date
linda smith	Hamilton, Waikato, New Zealand, New Zealand	2020-05-06
Rae Tissott	ngaere, New Zealand	2020-05-06
Neha Wadhwa	Auckland, New Zealand	2020-05-06
Sandeep Singh	Australia	2020-05-06
John Kramer	Marshfield, US	2020-05-06
Joshua Song	Sydney, Australia	2020-05-06
Phil Taylor	Inglewood, New Zealand	2020-05-06
Diane Stockman	Hamilton, New Zealand	2020-05-06
Tania Stockman	Te Kuiti, New Zealand	2020-05-06
Rachna Kumar	Hamilton, New Zealand	2020-05-06
Nicole Warren	New Plymouth, New Zealand	2020-05-06
Jarden Atutahi	Wellington, New Zealand	2020-05-06
Peter Dawson	Wanganui, New Zealand	2020-05-06
Tony Grant	New Plymouth, New Zealand	2020-05-06
Julian Francis	Australia	2020-05-06
ken jenner	Hamilton, New Zealand	2020-05-06
Elise Fordyce	Auckland, New Zealand	2020-05-06
matt faull	New Plymouth, New Zealand	2020-05-06
Ruki Delmon	Melbourne, Australia	2020-05-06
Natalja Hleborodova	Brisbane, Australia	2020-05-06
RAVI KAMBADUR	Hamilton, New Zealand	2020-05-06

Name	Location	Date
joanne ngatai	hamilton, New Zealand	2020-05-06
Robyn Paekau	Hamilton, New Zealand	2020-05-06
Amanda Waite	Taupo, New Zealand	2020-05-06
kuldip parihar	Christchurch, New Zealand	2020-05-06
acqushla leef	Hamilton, New Zealand	2020-05-06
Priscilla Leef	Hamilton, New Zealand	2020-05-06
Alicia valmiki	Harrow, UK	2020-05-06
Temoananuiakiwa Cooper	Tasmania, Australia	2020-05-06
Maria Makhoul	Asquith, Australia	2020-05-06
Naveen Surya	Sydney, Australia	2020-05-06
Mya Greenfield	Tauranga, New Zealand	2020-05-06
Beverley McConnell	Hamilton, New Zealand	2020-05-06
betty lu	Auckland, New Zealand	2020-05-06
Mahina Joseph-Small	Te Kuiti, New Zealand	2020-05-06
Nicol-Louis Robinson	New Zealand	2020-05-06
lisa smith	mlebourne, Australia	2020-05-06
Sandra Stewart	Australia	2020-05-06
Jed Smith	Australia	2020-05-06
Jono Bell	Logan Reserve, Australia	2020-05-06
Ryan Sikkema	Auckland, New Zealand	2020-05-06
Leanne Rapana	Manukau Auckland, New Zealand	2020-05-06
Sharon Coles	Morrinsville, New Zealand	2020-05-06

File 1 - Page 18

Name	Location	Date
Manjit Singh	Auckland, New Zealand	2020-05-06
Shelly Laurie	Tumut Nsw, Australia	2020-05-06
Joanne Gore	Wellington, New Zealand	2020-05-06
Susan-Ann Petersen	Christchurch, New Zealand	2020-05-06
Amit Kumra	Hamilton, New Zealand	2020-05-06
Gurdip Kaur	Tauranga, New Zealand	2020-05-06
Denise Gower	Papamoa, New Zealand	2020-05-06
Honey Brown	Auckland, New Zealand	2020-05-06
paul wright	greymouth, New Zealand	2020-05-06
Lee Smith	Hamilton, New Zealand	2020-05-06
RAHUL MEHTA	Auckland, New Zealand	2020-05-06
Amanda Miranda	Australia	2020-05-06
Indigo Newnes	Australia	2020-05-06
Tallara Lawler	Sydney, Australia	2020-05-06
rafael mercado	Marleston, Australia	2020-05-07
Marlow Kirkby	Sydney, Australia	2020-05-07
Stefan Hadfield	Hamilton, New Zealand	2020-05-07
Barry Kyle	Wellington, New Zealand	2020-05-07
Steve Smith	Christchurch, New Zealand	2020-05-07
Dean Thompson	Carrara, Australia	2020-05-07
John Neil Richards	Auckland, New Zealand	2020-05-07
Jaydin Matiu	Cobar, Australia	2020-05-07

Name	Location	Date
Sharon McGill	New ymouth, New Zealand	2020-05-07
Raquel Aquarelli	Invercargill, New Zealand	2020-05-07
Soraya Djawas	Kensington, Australia	2020-05-07
Massimo Capellino	Wellington, New Zealand	2020-05-07
Joanna Koropatwa	Australia	2020-05-07
Natalie Moudanidis	Sydney, Australia	2020-05-07
Hayley Clarke	Wellington, New Zealand	2020-05-07
Tracey Toth	Auckland, New Zealand	2020-05-07
Deborah Henry	Melbourne, Australia	2020-05-07
Jessica Wanden	Auckland, New Zealand	2020-05-07
Misa Seve	Auckland, New Zealand	2020-05-07
Jemma Rashleigh	Auckland, New Zealand	2020-05-07
Rodney Wells	Nedlands, Australia	2020-05-07
Joshua hadfield	Alexandra, New Zealand	2020-05-07
Shirley Dickson	Epping, Australia	2020-05-07
Natalie Swinburne	Rotorua, New Zealand	2020-05-07
Rebecca Barrett	Melbourne, Australia	2020-05-07
CHLOE JACK	Lower Hutt, New Zealand	2020-05-07
Sheldon Smith	Wellington, New Zealand	2020-05-07
Teia Burney	Hamilton, New Zealand	2020-05-07
dominic kelly	Auckland, New Zealand	2020-05-07
Sharlene Simon	Melbourne, Australia	2020-05-07

Name	Location	Date
alex gotty	auckland, New Zealand	2020-05-07
Black Jesus	Brisbane, Australia	2020-05-07
Charrisse Thompson	Wanganui, New Zealand	2020-05-07
Jenna Murrey	Auckland, New Zealand	2020-05-07
Tina McDonnell	Mansfield, Australia	2020-05-07
Manaia Wetere ryder	Hamilton, New Zealand	2020-05-07
Wly Leite	Sydney, Australia	2020-05-07
shanelle otter	hastings, New Zealand	2020-05-07
VenetiA Fauese	Auckland, New Zealand	2020-05-07
Leo Leitch	Benneydale, New Zealand	2020-05-07
Patricia Leitch	Te Kuiti, New Zealand	2020-05-07
Sefanaia Tatafu	Wellington, New Zealand	2020-05-07
Bruce Leineweber	Te Kuiti, New Zealand	2020-05-08
Dylan Young	Mount Martha, Australia	2020-05-08
surendra thapa	Brisbane, Australia	2020-05-08
Graeme Reinhardt	Palmerston North, New Zealand	2020-05-08
Rangi M. Joseph	Te Kuiti, New Zealand	2020-05-08
Susan Abhar	Auckland, New Zealand	2020-05-08
Abdul Shakir	Auckland, New Zealand	2020-05-08
Raydyn Kingi	Auckland, New Zealand	2020-05-08
Andrew Matosevic	Arcadia, Australia	2020-05-08
joe qin	Auckland, New Zealand	2020-05-08

Name	Location	Date
Jane Zhai	Auckland, New Zealand	2020-05-08
Daniel O'Brien	Adelaide, Australia	2020-05-08
luffy mcall	Auckland, New Zealand	2020-05-08
Rakshit Balwanti	Ernakulam, India	2020-05-08
Tyren Jeffery	Auckland, New Zealand	2020-05-08
Ryan Bolton	Auckland, New Zealand	2020-05-08
Margaret Fa'atea	Auckland, New Zealand	2020-05-08
mabel hemana	Taumarunui, New Zealand	2020-05-08
Liam Mullan	Auckland, New Zealand	2020-05-08
Eve Mutu	Auckland, New Zealand	2020-05-08
Clavel Hall	Albany, Australia	2020-05-08
Jayme Beynon	Greymouth, New Zealand	2020-05-08
S M MEHEDI HASAN	Auckland, New Zealand	2020-05-08
donna potroz	Auckland, New Zealand	2020-05-08
... ..	Canada Bay, Australia	2020-05-08
Nathan Jensen	Deception Bay, Australia	2020-05-08
Jannat Lisa	Auckland, New Zealand	2020-05-08
Denise marshall	Wellington, New Zealand	2020-05-08
Max Swanson	Holland Park, Australia	2020-05-09
Jesse Allen	palmerston north, New Zealand	2020-05-09
Faiza ALI	Auckland, New Zealand	2020-05-09
JOSEPH Polidoro	Brunswick, Australia	2020-05-09

Name	Location	Date
Aaron Matehe	Napier, New Zealand	2020-05-09
Lisa Dobbyn	Tatura, Australia	2020-05-09
Patricia Miles	Toorak, Australia	2020-05-09
Elaine Winter	Auckland, New Zealand	2020-05-09
Shirley Andrews	Piopio, New Zealand	2020-05-09
Bruce Taylor	Upper Hutt, New Zealand	2020-05-09
Natasha Giles	Waikato, New Zealand	2020-05-09
Alex Sun	Auckland, New Zealand	2020-05-09
Dallas Oneill	Sutton Grange, Australia	2020-05-09
catherine gurnett	Timaru, New Zealand	2020-05-09
franz chong	Plympton, Australia	2020-05-09
Martinique Huggard	Christchurch, New Zealand	2020-05-09
Hine (#loganslameaf) Hakiwai	New Zealand	2020-05-09
Angela Carpenter	Cherrybrook NSW, Australia	2020-05-09
PRIYANKA Ram	Auckland, New Zealand	2020-05-09
Michelle Edkins	Auckland, New Zealand	2020-05-09
Catherine Wickham	Hamilton, New Zealand	2020-05-09
Sandra Edkins	Auckland, New Zealand	2020-05-09
Janielle Maranan	Auckland, New Zealand	2020-05-09
Charlottle Baker	New Zealand	2020-05-09
Paula Nelson	Hamilton, New Zealand	2020-05-09

Name	Location	Date
Anjali Bisht	Auckland, New Zealand	2020-05-10
Ricky Heng	Phnom Penh, Cambodia	2020-05-10
Robbie Kay	Te Kuiti, New Zealand	2020-05-10
Kreshar Sheehan	Auckland, New Zealand	2020-05-10
alice killerich	Canada	2020-05-10
Syeda Anaum	Tauranga, New Zealand	2020-05-10
Jon Harris	Palmerston North, New Zealand	2020-05-11
Kenneth Jalina	Auckland, New Zealand	2020-05-11
Toni Brown	Hamilton, New Zealand	2020-05-11
Naomi Barry	New Zealand	2020-05-11
Selina Tuheke	Te Kuiti, New Zealand	2020-05-11
Rene Heath	Matamata, New Zealand	2020-05-11
Dawn Perawiti	Waitomo, New Zealand	2020-05-11
Margaret Mays	Upper Hutt, New Zealand	2020-05-11
Pamela Pitcon	Wellington, New Zealand	2020-05-11
Debra Habershon	Auckland, New Zealand	2020-05-11
Loretta Wentzel	Auckland, New Zealand	2020-05-11
Gina Van Herpen	Hamilton, New Zealand	2020-05-11
Jasmine Macrae	Hamilton, New Zealand	2020-05-11
Mahe Winikerei	Taupo, New Zealand	2020-05-11
Antoinette Fourie	Te Kuiti, New Zealand	2020-05-11
Doreen olsson	Lower Hutt, New Zealand	2020-05-11

Name	Location	Date
Deb Kyle	Te Kuiti, Waikato, New Zealand, New Zealand	2020-05-11
Tracey Hayes	Upper Hutt, New Zealand	2020-05-11
Chrystal Napia	Adelaide, Australia	2020-05-11
Laura Terure	Palmerston North, New Zealand	2020-05-11
Marj Muraahi	Morrinsville, New Zealand	2020-05-11
Harlem rimene	Carterton, New Zealand	2020-05-11
Naiomi Waite	Te Kuiti, New Zealand	2020-05-11
Carmen Jones	townshend, Vermont, US	2020-05-11
Sonja Taylor	Auckland, New Zealand	2020-05-12
Owen Harrison	RD1, New Zealand	2020-05-12
David hurn	Mount maunganui, New Zealand	2020-05-12
Patricia Copp	Havelock, New Zealand	2020-05-12
Jetlou Cezar	Auckland, New Zealand	2020-05-12
Simone Henbrey	Nelson, New Zealand	2020-05-12
Carey Kissane	auckland, New Zealand	2020-05-12
Tylah Iti	Auckland, New Zealand	2020-05-12
Isabella Dollery	Invercargill, New Zealand	2020-05-12
Danielle Marie Andrea Baden-Powell	Auckland, New Zealand	2020-05-12
Tracey Te Moni	Auckland, New Zealand	2020-05-12
Melissa Sisley	Te Aroha, New Zealand	2020-05-13
Sarah McElroy	Taupo, New Zealand	2020-05-13

File 1 - Page 25

Name	Location	Date
warrick smith	Australia	2020-05-13
naomi Jones	Whangarei, New Zealand	2020-05-13
Gary Hunt	Christchurch, New Zealand	2020-05-13
Tiaki Churchouse	Tauranga, New Zealand	2020-05-13
Anne Dempsey	Dunedin, New Zealand	2020-05-13
Garin Gower	Auckland, New Zealand	2020-05-13
Charlie Hill	Matamata, New Zealand	2020-05-13
Teawanui Clark	Paihia, New Zealand	2020-05-13
Estelle Loubser	Auckland, New Zealand	2020-05-13
Imran Ali	Auckland, New Zealand	2020-05-13
Tracy Williams	New Zealand	2020-05-13
Joe Driver	New Zealand	2020-05-16
Christopher Leonard	Palmerston North, New Zealand	2020-05-17
Mekayla Johnson	Morrinsville, New Zealand	2020-05-17
Chantelle Sim	Wellington, New Zealand	2020-05-18
Alex Munro	Upper Hutt, New Zealand	2020-05-18
Alannah Batget	Taupo, New Zealand	2020-05-18

change.org

Recipient: Waitomo District Council

Letter: Greetings,

Freeze rates for 2020/2021 Financial Year

Comments

Name	Location	Date	Comment
Katrina Winn	New Zealand	2020-05-04	"Katrina Winn"
Shaylee Wylie	Waikato, New Zealand	2020-05-04	"I have family and friends who live here and I dont want to see anybody struggle with the high level of rates here in the Waitomo district."
Anne-Marie Guise	Auckland, New Zealand	2020-05-04	"Because famlies are under enough pressure"
Chanelle Sharpe	Te Kuiti, New Zealand	2020-05-04	"Because I live here"
Terre Nicholson	Te Kuiti, New Zealand	2020-05-04	"I fear that raising rates will put businesses and some homeowners under in these tough times. Let's leave them where they are for this year."
Tamie Tapara-wehi	Hamilton, New Zealand	2020-05-04	"Freeze them rates whanau!!"
Karen Barrett	Wellington, New Zealand	2020-05-04	"Our rates are amongst the highest of any rural council in NZ and are unaffordable for many, if not most. Rates can be frozen and costs reduced, especially in light of COVID-19 economic conditions."
Kataraina Mangu	Australia	2020-05-04	"Come on freeze the rates, they are the highest in NZ"
debbie kyle	te kuiti, New Zealand	2020-05-04	"Stop our rate increases before we become a ghost town because no one can afford to live here. Its just getting ridiculous and out of hand."
Shannon Bell	Te Kuiti, New Zealand	2020-05-04	"Freezing Our Rates will hopefully make a Positive Difference to the Economy Of Our Town & Surrounding Areas..."
debbie chadwick	te kuuti, New Zealand	2020-05-04	"Please don't put our rates up this year, let us recover from loss of wages."
Helen Tutty	Te Kuiti, New Zealand	2020-05-04	"Some people without work will find this very hard o pay."
Carey Monaghan	Auckland, New Zealand	2020-05-04	"This is the correct thing to do for WDC. Should really have been offered rather than been called out."
ReoPiki Takerei	Christchurch, New Zealand	2020-05-04	"I am signing because our rates a ridiculously high and with covid19 and the loss of jobs for many will benefit and be able to breathe better without the strain of meeting the requirements of due date of rates fir 2020- 2021."
Tania Yates	Piopio, New Zealand	2020-05-04	"Due to Financial Hardship that families have and are experiencing."

Name	Location	Date	Comment
David Lamb	Hamilton, New Zealand	2020-05-04	"Waitomo Councils needs to be aware of C19 impact & look after the locals by freezing rates. It is not the councils money to spend!!"
Lavinia Kukutai	Te Kuiti, New Zealand	2020-05-04	"At this time people are struggling with job losses. High rates plus 2 separate energy bills is enough to not come here."
Stephen Aymes	Te Kuiti, New Zealand	2020-05-04	"We don't need a rates rise, for a couple of years at least!"
Okeroa Waitai	Hamilton, New Zealand	2020-05-04	"It's the right thing to do"
matiu everitt	Australia	2020-05-04	"matiu everitt"
Mere Taane	Hamilton, New Zealand	2020-05-04	"I Mere Mahuta fully supports this kaupapa."
Shelley Jenkins	Wellington, New Zealand	2020-05-04	"The needs come first, wants and wishes for when it is more affordable"
Perata Atutahi	Te kuiti, New Zealand	2020-05-04	"Spread the word!! Let's make this happen #freezerates #supportlocal"
Kegan Wilson	Te Kuiti, New Zealand	2020-05-04	"Because I am a home owner myself & it's such an extra expensive bill added to everything else us young homeowners need to go through."
Caroline White	Kellyville, Australia	2020-05-04	"Rates are over the top in Tekuiti"
Maxine Nathan	Te Kuiti, New Zealand	2020-05-05	"I am a rate payer, and that would help us financially."
Jayde Karena	Te kuiti, New Zealand	2020-05-05	"To support the kaupapa"
Megan Mani-Cezer	Te Awamutu, New Zealand	2020-05-05	"We are struggling we all need a little help and a break right now"
sue french	PioPio, New Zealand	2020-05-05	"It is obscene that some councillors would even consider voting for a rates increase given the current situation."
Ngarino Jerry	Auckland 0614, New Zealand	2020-05-05	"My home town. Raising rates will put more financial stress on those that have become unemployed through this pandemic."
Renee Tukua	Taupo, New Zealand	2020-05-05	"I think this is a great idea! Would help everyone out"
Phil Taylor	Inglewood, New Zealand	2020-05-06	"As a rate paying bach owner, the increase in rates will hit the Mkkau community kn the pocket at a time when the usual influx of people bringing in business is by no means guaranteed."

Name	Location	Date	Comment
Tony Grant	New Plymouth, New Zealand	2020-05-06	"We dont get anywhere near the services we pay for in our annual rates. BLATENT THEFT!!!"
matt faull	New Plymouth, New Zealand	2020-05-06	"Its outrageous the price to live here. Give us back to new Plymouth district council \$1400 rates!!!"
Dean Thompson	Carrara, Australia	2020-05-07	"Why should we pay what Auckland pay"
Russell Croker	Ilford, England, UK	2020-05-07	"Russell Croker"
VenetiA Fauese	Auckland, New Zealand	2020-05-07	"Signing to support"
Rangi M. Joseph	Te Kuiti, New Zealand	2020-05-08	"It's the right thing to do given the circumstances"
Catherine Wickham	Hamilton, New Zealand	2020-05-09	"I am a rate payer in Te Kuiti and with the current economic climate we need real strategies for real people"
Dawn Perawiti	Waitomo, New Zealand	2020-05-11	"I can"
Debra Habershon	Auckland, New Zealand	2020-05-11	"It is very much needed right now"
Russell Croker	Ilford, England, UK	2020-05-11	"Russell Croker"
Deb Kyle	Te Kuiti, Waikato, New Zealand, New Zealand	2020-05-11	"Councillors best you do what is best for our town n people not for your hidden agendas."
Owen Harrison	RD1, New Zealand	2020-05-12	"A1"
Patricia Copp	Havelock, New Zealand	2020-05-12	"Show some empathy for all the Kiwis struggling to survive"

Document No: A470310

Report To: Council



Meeting Date: 26 May 2020

Subject: Deputation – Federated Farmers

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that representatives from Federated Farmers will attend the meeting via Zoom at 9.30am to make a deputation to Council.
- 1.2 A copy of Federated Farmers deputation request and supporting information is attached to and forms part of this business paper.

Suggested Resolutions

The Deputation from Federated Farmers be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Attachment: Email from Federated Farmers

----- Original message -----

From: Hilary Walker <hwalker@fedfarm.org.nz>

Date: 21/05/20 8:44 AM (GMT+12:00)

To: Mayor <Mayor@waitomo.govt.nz>

Cc: Chris Ryan <Chris.Ryan@waitomo.govt.nz>, Paul Le Miere <plemiere@fedfarm.org.nz>

Subject: Deputation at Council Monthly Meeting 26 May 2020

Good morning Mayor Robertson

Please find attached a request from Waitomo Federated Farmers to speak at the Council Monthly meeting scheduled for 26 May 2020.

Thank you for your consideration of this request.

Regards

Hilary

HILARY WALKER

SENIOR REGIONAL POLICY ADVISOR

Federated Farmers of New Zealand

M 027 436 0560

E hwalker@fedfarm.org.nz





**FEDERATED
FARMERS**
OF NEW ZEALAND

169 London Street
P O Box 447, Waikato Mail Centre
New Zealand
Tel: (07) 838 2589
Fax: (07) 838 2960
Freephone: 0800 FARMING
(0800 327 646)
Web: www.fedfarm.org.nz

20 May 2020

Mayor John Robertson
Waitomo District Council
Queen Street
Te Kuiti

Your Worship

DEPUTATION - COUNCIL MEETING 26 MAY 2020

Waitomo Branch of Federated Farmers wish to make a deputation at the Council Monthly Meeting scheduled for 26 May 2020.

Federated Farmers understands that Waitomo District Council is not consulting on the draft Annual Plan 2020/21, however we wish to discuss the views expressed in the letter Katie Milne, Federated Farmers National President and Local Government Spokesperson, sent to Council in March and how the position applies to Waitomo district.

Katie's letter is attached for the record.

Waitomo Federated Farmers would have two representatives and seek 10 minutes speaking time.

We thank you for your consideration.

Yours faithfully

A handwritten signature in black ink that reads "Paul Le Miere". The signature is written in a cursive style with a large, sweeping initial 'P'.

Dr Paul Le Miere
REGIONAL POLICY MANAGER

CC:
Chris Ryan
Chief Executive – email Chris.Ryan@waitomo.govt.nz

23 March 2020



WELLINGTON

To Mayors, Chairs, Councillors and Chief Executives
All Regional, City and District Councils

Wellington Chambers
Level 6, 154 Featherstone St
PO Box 715, Wellington 6140
T +64 4 473 7269

CALL TO CONTAIN RATES RISES AND RECONSIDER CONSULTATION PROCESSES

On behalf of Federated Farmers of New Zealand I am asking all Councils to keep their ratepayers in mind when considering their draft annual plans for 2020/21 and to consider whether some consultation processes in the pipeline need to be extended and/or delayed while their ratepayers, citizens and staff guard themselves against the threat of Covid-19.

Draft annual plans currently being put out by regional, city, and district councils show some alarmingly large rates increases, some in excess of 10% and a number well over 5%. Ratepayers are facing a very difficult and uncertain time and the last thing they need to worry about right now are runaway rates increases.

Federated Farmers is deeply concerned about the serious impact of Covid-19 on our communities and on our economy. We have applauded the decisive action of central government both in terms of public health and its economic rescue package.

Despite the Government's rescue package, the economy will suffer a sharp shock and will likely enter a deep and long recession. At a time of economic downturn and uncertainty it is particularly important that councils focus on their core functions and operate as efficiently and effectively as possible to keep the rates burden down for the wellbeing of their communities. 'Nice to haves' need to be shelved.

As well as focusing on core business councils could also consider following the Government's lead and take on more debt, especially for capital investment. Most councils have little debt and have plenty of scope to borrow while remaining prudent while those that are close to their debt limits could be forgiven for breaching them at this extraordinary time.

We also note that many councils aren't planning to consult this year on their annual plans and will simply be adopting annual plans based on the numbers from their 2018-28 Long Term Plans. The environment has changed dramatically since they'd have made their decision not to consult and these councils should now urgently review their planned rates increases too.

Another serious concern we have is the ability of councils to meaningfully consult and engage with their communities on other policy and regulatory matters, including district and regional plans. We ask that Councils look to adjust their work programmes and timeframes. Assuming business as usual for these processes is unwise with the restrictions on gatherings and the simple fact that most people (both inside and outside councils) are trying to focus first and foremost on their wellbeing and will be avoiding gatherings as much as possible.

Finally, Federated Farmers will be approaching central government asking that they consider using taxpayer resources to help councils meet the costs with three waters infrastructure investment needed to comply with the Government's tougher regulation of drinking water. We will also be asking that drinking water quality be regulated at point of supply to humans rather than at source. The Three Waters Reforms look like being incredibly expensive for councils and will be a major driver behind large rates increases.

Federated Farmers' provinces will be making their own submissions on councils' specific draft annual plan consultations and I acknowledge their submissions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katie Milne', with a stylized, cursive script.

Katie Milne
National President and Local Government Spokesperson

Document No: A470425

Report To: Council



Meeting Date: 26 May 2020

Subject: **Declaration of Members' Conflicts of Interest**

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
 - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interests and Conflicts**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

to declare. Some elected members may not have any, other elected members may have many.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 These declarations should be clear as to whether there is just an "interest" with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a "conflict of interest" in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a "conflict of interest" at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	
Is this Declaration – <ul style="list-style-type: none">• Interest Only• Conflict of Interest	



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Local Authority (Members' Interests) Act 1968

- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?

3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where:-

- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
- The member has a close relationship with an individual or organisation affected by the matter.

3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

WDC procurement process will be conducted with a spirit of probity demonstrating:

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

A conflict of interest occurs where:

A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

A relative or close friend includes:

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

Examples of potential conflicts of interest include:

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.

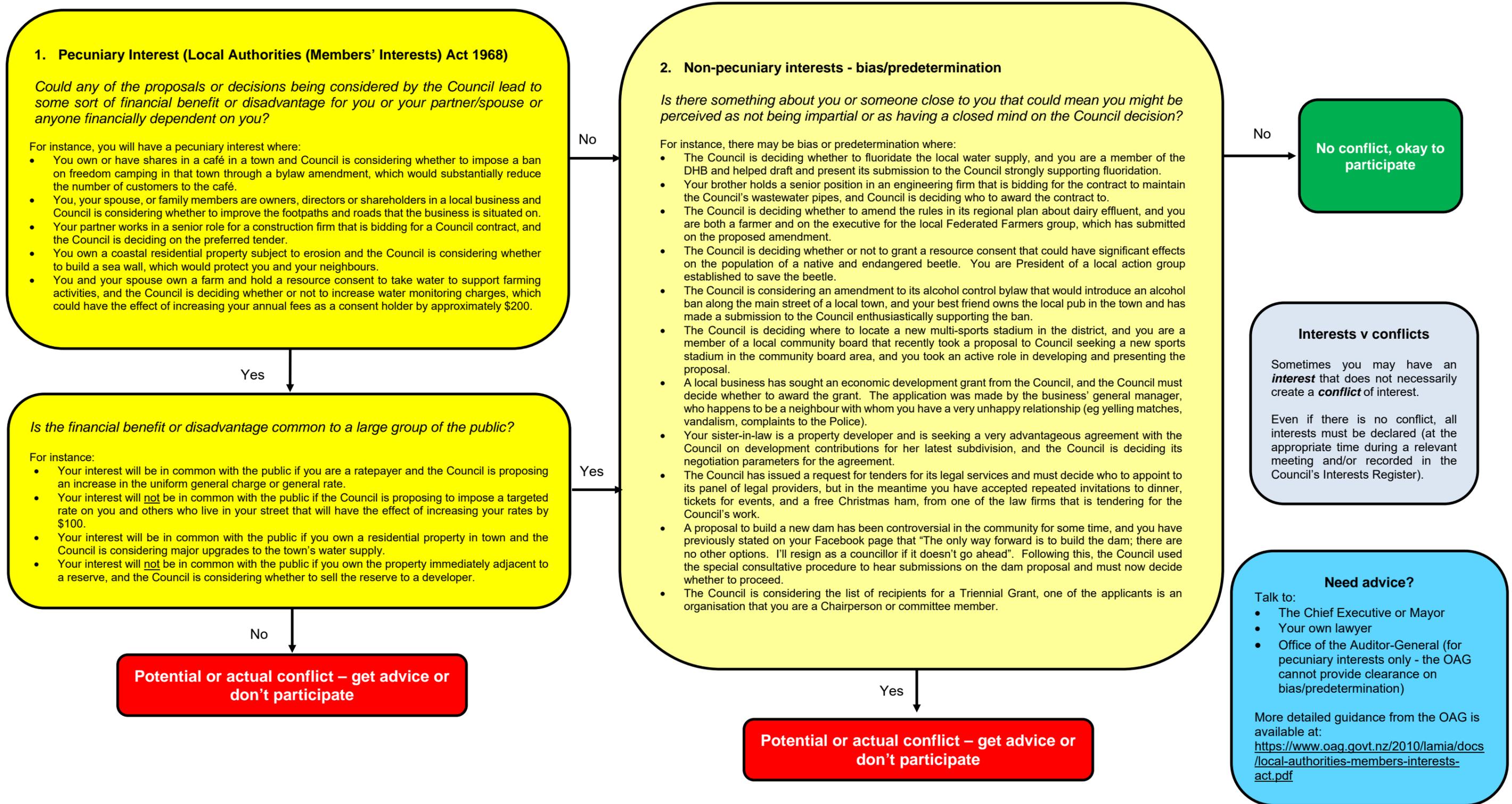
An annual update of the register will be coordinated and maintained by the Executive Office.

Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



Remember: If in doubt, stay out!

Mayors Report to Council, May 26 2020.

When we last met as Council, it was late February, pre-COVID-19. In these past 3 months, the world has changed. International travel has stopped, destroying tourism. Other than essential industries, business was shut down, most surviving on government subsidies to pay wages. The New Zealand Government is borrowing like never before.

Council shut down all but essential services. These were chopped and changed as the weeks went on. Rubbish services were disrupted. Staff worked from home, and management directed activities from their homes. Elected members could not meet. Councillors felt ill informed. I worked from home, communicating with other Mayors, Iwi, Community organisations, businesses and Emergency Response leaders through Zoom. I communicated with our constituency through social media. I did my best to support and explain Council's actions to the public.

Our community's initial anxieties were around the virus – numbers in our district. It took several weeks to get the health authorities to provide numbers. Waitomo ended up with 7 cases.

The lockdown created the need for certainty around supplies – through retailers and foodbanks. Our district performed well. Community and Iwi organisations quickly got into action, supporting the needy and vulnerable. Funding was arranged through Civil Defense, once the regional structure for this was put in place.

Central Government decided to invest in infrastructure to save jobs. "Shovel ready" large projects became a focus that absorbed huge time for Councils. \$60 billion of projects were submitted to government in quick time. Waitomo participated.

The virus seems contained in NZ. But worldwide it is not. If NZ is to stick to its policy of eradication, we will not be able to open up our borders until a vaccine is developed. Best advice suggests that this will be 12 to 24 months away. Australia and NZ may join together as one bubble.

Faced with this situation, we need to hunker down. We need to review Council's priorities and its mode of operations. Our community will be earning less. Many more households will struggle to pay rates. The days of rate increases while this environment lasts are surely over.

I look upon these challenges as an opportunity for our Council, not a troubled time. It is an opportunity for us to reinvent ourselves. Businesses do this all the time in this fast changing world. Progressive public organisations do the same.

We are a small organization, not complex.

Let's be progressive and positive. Let's review our priorities, embrace technology, and improve our services. Let's decide a vision for our organization that sets us up as a smart, service oriented, nimble and open Council.

This has been a long and tiresome period for most in our community. Most of us are stressed out. Let's take a breath, and come together to begin the journey of re-imagination and reform.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 FEBRUARY 2020 AT 9.00AM

PRESENT: Mayor John Robertson, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Lisa Marshall, Janene New and Sue Smith

IN ATTENDANCE: Waitomo Sister City (Janis Macdonald, Chairperson; Kevin Ikin, Committee Member and 2019 Tour Chaperone)

Sport Waikato (Matthew Cooper, Chief Executive; Dede Downs, Waitomo Coordinator and Amy Marfell, General Manager Regional Leadership)

Game On Charitable Trust (Brian Hanna)

Waitomo News (Andy Campbell) and Waikato Times (Lawrence Gullery)

Six members of the Public

Chris Ryan, Chief Executive; Michelle Higgie, Manager – Governance Support; Helen Beever, General Manager – Community Services (for part only); Terrena Kelly, General Manager – Strategy and Environment (for part only) and Tony Hale, General Manager – Infrastructure Services (for part only); Cathy O’Callaghan, Principal Planner (for part only)

1. Council Prayer

2. Deputation: Waitomo Sister City Incorporated
--

Council received a deputation and video presentation from Janis Macdonald (Chairperson) and Kevin Ikin (Committee Member and 2019 Tour Chaperone) supported by six Committee Members and Students on the Waitomo Sister City Committee.

Deputy Mayor Whitaker and Cr New noted their membership of the Waitomo Sister City Committee.

Resolution

The Deputation from Waitomo Sister City Incorporated be received.

Robertson/Goddard Carried

Janis Macdonald and Kevin Ikin (Waitomo Sister City Incorporated) left the meeting at 9.34am.

3. Deputation: Sport Waikato – Reporting against Provision of Services Grant Agreement

Council received a deputation and PowerPoint Presentation from Matthew Cooper (Chief Executive), Dede Downs (Waitomo Coordinator) and Amy Marfell (General Manager Regional Leadership) of Sport Waikato reporting against their Provision of Services Grant Agreement with Waitomo District Council.

Resolution

The Deputation from Sport Waikato – Reporting against Provision of Services Grant Agreement be received.

Whitaker/Brodie Carried

Matthew Cooper, Dede Downs, Amy Marfell and three members of the public left the meeting at 9.43am

4. Deputation at 9.30am: Game On Charitable Trust
--

Council received a deputation from Brian Hanna representing the Game On Charitable Trust in response to the resolutions made by the Council’s Audit, Risk and Finance Committee on 11 February 2020 and seeking review of the conditions recommended by the Audit, Risk and Finance Committee.

The Mayor advised that Council would be considering the recommendation of the Audit, Risk and Finance Committee later in this meeting and the Game On Charitable Trust would be notified of Council’s decision.

Janis Macdonald and Dede Downs re-entered the meeting at 9.46am.

Resolution

The Deputation from Game On Charitable Trust be received.

Brodie/Whitaker Carried

5. Declarations of Member Conflicts of Interest
--

Members declared interests/conflicts of interest in regard to the Agenda as set out in the table below:

Deputy Mayor Whitaker

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Receipt of Brook Park Incorporated Society Minutes	Trustee on Brook Park Incorporated Society	Interest – No Conflict
• Deputation: Waitomo Sister City Incorporated	– Committee Member	Interest – No Conflict
• Waitomo Sister City Committee – Review of Service Delivery	– Committee Member	Conflict

Councillor New

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Deputation: Waitomo Sister City Incorporated	- Committee Member	Interest - No Conflict
• Waitomo Sister City Committee - Review of Service Delivery	- Committee Member	Conflict

Brian Hanna, Dede Downs, Paul Davey and the General Manager – Community Services left the meeting at 9.56am.

6. Verbal Reports: Individual Councillor Roles and Responsibilities

The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Waikato Region Members Induction
- Mokau Ratepayers Meeting
- Mokau Hall – Official Opening
- Tainui Domain – meeting with WDC
- Game On Charitable Trust Public Meeting
- Waikato Regional Transport Committee

Cr New

- Creative Communities Training Session
- Sport NZ
- Waitomo Sister City Incorporated Meeting
- 2019 Inaugural Ngāti Maniapoto me ōna hapū maha, Kawenata Awards
- Te Kuiti Clean Up
- Legendary Te Kuiti
- Christmas Parade
- Waikato Region Members Induction
- Game On Charitable Trust Pubic Meeting
- Youth Council – Meetings with School Principals
- Legendary Te Kuiti – 2020 Planning
- Legendary Te Kuiti – Breakfast Meeting

Cr Goddard

- Destination Pureora – Timber Trail Sculpture
- Benneydale Hall – Re-roofing

Cr Smith

- Te Waitere Boat Club Regatta
- Waitomo Museum
- Marokopa Ratepayers and Residents Meeting
- Te Anga Hall

Cr Marshall

- Creative Communities Training Session
- Sport NZ
- Community Clean Up
- Powhiri at Maniapoto
- Tangi
- Resident Meetings – Housing Shortages and Water (Rural)
- Number Twelve – Youth and Tuia Programme

Deputy Mayor Whitaker

- Brook Park Committee
- Funeral – Robyn Charteris
- Waitomo Sister City Committee
- Legendary Te Kuiti Meetings and Breakfast
- Te Kuiti Community Clean Up
- Game On Charitable Trust Public Meeting
- Waikato Regional Sports Awards (Waitomo had two finalists)
- District Licensing Committee Hearing

Mayor Robertson

- Te Kuiti Pa Trustees meeting – how we might better engage
- Three Schools – TKHS, Piopio College, Te Wharekura o Maniapoto
- Brook Park / Motakiora walk around with Elly Kroef and Graeme Churston
- Christine Brears of Kokiri Community Trust in Taumarunui, and TPK on community housing
- Corban Art Centre, Henderson, with Naomi McCleary, looking at public art and art bridges
- Waikato Mayoral Forum Retreat
- Mayor Max Baxter

Resolution

The verbal reports be received.

Robertson/Brodie Carried

7. Mayor's Report: 25 February 2020

Council considered a business paper presenting the Mayor's Report for the 25 February 2020 Council Meeting and the Mayor expanded verbally on the report and answered Members questions.

Resolution

The Mayor's Report for the 25 February 2020 Council Meeting be noted.

Robertson/Smith Carried

8. Confirmation of Minutes – 26 November 2019

Resolution

The Minutes of the Waitomo District Council meeting of 26 November 2019 be confirmed as a true and correct record subject to amending:

Item 6: Verbal Reports – the duplicate heading "Cr Marshall" should read "Deputy Mayor Whitaker"

Cr New/Cr Brodie Carried

9. Receipt of Unconfirmed Audit, Risk and Finance Committee Minutes – 11 February 2020

Resolution

The Unconfirmed Minutes of the Waitomo District Council Audit, Risk and Finance Committee meeting of 11 February 2020 be received.

Robertson/Whitaker Carried

10. Receipt of Brook Park Incorporated: Minutes – 11 November 2019, 2 December 2019 and 3 February 2020

Council considered a business paper presenting the 11 November 2019, 2 December 2019 and 3 February 2020 Brook Park Incorporated Society Meetings.

The Deputy Mayor expanded verbally on the business paper and answered Members questions.

Resolution

The Brook Park Incorporated Society Minutes of 11 November 2019, 2 December 2019 and 3 February 2020 be received.

Whitaker/Smith Carried

11. Review of Council Roles and Responsibilities

Council considered a business paper seeking further consideration of appointments in respect to Council representation following consideration of elected member roles and responsibilities at the 26 November 2019 Council meeting.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

1 The business paper on Council Roles and Responsibilities be received.

Smith/Brodie Carried

2 Council's Appointee to act as Representative Trustee to the Game On Charitable Trust is Cr Janene New.

Whitaker/Brodie Carried

Mayor Robertson asked that his vote against Resolution 2 be noted in the Minutes.

3 Council support the nomination of Mayor Max Baxter to represent the Otorohanga, South Waikato, Taupo and Waitomo District Councils on the Waikato Plan Joint Committee.

4 The Hearings Panel section of Council's Schedule of Council Roles and Responsibilities (Doc No. A454899) be removed.

Whitaker/Brodie Carried

The meeting adjourned for morning tea at 10.39am.
One member of the public left the meeting at 10.39am.
The meeting reconvened at 11.00am.
The General Manager – Strategy and Environment entered the meeting at 11.00am

12. Manawatu-Whanganui Region Triennial Agreement

Council considered a business paper presenting the draft Manawatu-Whanganui Region Triennial Agreement for the period from 1 March 2020 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

The Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Manawatu-Whanganui Region Triennial Agreement be received.
- 2 Council approve the draft Manawatu-Whanganui Region Triennial Agreement for the period from 1 March 2020 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

Robertson/ Brodie Carried

13. Waikato Region Triennial Agreement

Council considered a business paper presenting for consideration and adoption the 2019-2022 Waikato Region Triennial Agreement (Triennial Agreement).

The Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on 2019-2022 Waikato Region Triennial Agreement be received.
- 2 The 2019-2022 Waikato Triennial Agreement, as endorsed by the Mayoral Forum on 25 November 2019, be adopted.

Robertson/Whitaker Carried

14. Development of 2020/21 Exceptions Annual Plan – Process and Timeline

Council considered a business paper presenting the amended process/timeline for Council's consideration and adoption of its 2020/21 Exceptions Annual Plan.

The Chief Executive expanded verbally on the business paper and answered Members questions.

The Principal Planner entered the meeting at 11.07am.

Resolution

- 1 The business paper on Development of 2020/21 Exceptions Annual Plan – Process and Timeline.
- 2 The Process and Timeline for adoption of the 2020/21 Exceptions Annual Plan be adopted as follows:

Key Milestone	Indicative Timeframe
Project planning for EAP 2020/21 development	August 2019
Identification of any "strategic" amendments to LTP for 2020/21 year	August - September 2019
Complete 2020/21 budgets in consideration of 2020/21 LTP budgets	September –October 2019
Modelling of budgets and finances for 2020/21	October - November 2019
Management Review of 2020/21 budgets	November 2019
Council Workshop #1 Strategic Issues, Policy Considerations and preliminary budget forecasts	26 November 2019
Council Workshop #2 <ul style="list-style-type: none"> • Preliminary draft financial forecasts including Rating Implications • Assessment of dEAP against consultation threshold 	18 February 2020
Council Meeting Adopt EAP	31 March 2020

Robertson/Whitaker Carried

15. Local Declaration of State of Emergency or Notice of Transition into Recovery

Council considered a business paper to obtain Council’s approval to formally designate the elected members who have authorisation to make a local declaration of state of emergency and/or give notice of transition into recovery, should the Mayor be unavailable for any reason.

The General Manager – Strategy and Environment Expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on local declaration of state of emergency or notice of transition period be received.
- 2 That in the Mayor’s absence or unavailability, the following Councillors are formally authorised to make a local declaration of state of emergency and/or give notice of transition into recovery:
 - a) The Deputy Mayor; and
 - b) Where the Deputy Mayor is unavailable, Councillor Allan Goddard (Council’s representative on the Waikato Civil Defence and Emergency Management Joint Committee).

Brodie/New Carried

16. Progress Report: Proposed Waitomo District Plan and Reserve Management Plan

Council considered a business providing an update Council on:

- a) The development and review of the Proposed Waitomo District Plan (PDP) pursuant to the Resource Management Act 1991; and
- b) The development and review of the Comprehensive Reserve Management Plan (RMP) pursuant to the Reserves Act 1977.

The General Manager – Strategy and Environment Expanded verbally on the business paper and answered Members questions.

Council congratulated the Team on where they are at with the significant amount of consultation undertaken to date.

The General Manager – Community Services re-entered the meeting at 11.13am.

Resolution

The Progress Report: Proposed Waitomo District Plan and Reserve Management Plans be received.

Marshall/Smith Carried

The Principal Planner left the meeting at 11.15am.

17. Out of Funding Round Application – Tainui Historical Society

Council considered a business paper presenting for consideration an Out of Funding Round Community Partnership Fund Application from Tainui Historical Society Museum (Mokau Museum).

The General Manager – Community Services expanded verbally on the business paper and answered Members questions.

Council noted that the Application does not meet the current eligibility criteria of Council's Policy.

The General Manager – Community Services noted that the Council's Policy is scheduled for review as per the Road Map Work Programme.

Resolution

- 1 The business paper on Out of Funding Round Application – Tainui Museum Society be received.
- 2 Council not accept the Out of Funding Round Community Partnership Application from Tainui Museum Society.

Goddard/Smith Carried

Deputy Mayor Whitaker and Councillor New, following their declarations of a Conflict of Interest in respect to the Waitomo Sister City Committee – Review of Service Delivery item, left the meeting at 11.25am.

18. Waitomo Sister City Committee – Review of Service Delivery

Council considered a business paper –

- 1 Informing of the incorporation of the new Waitomo Sister City Incorporated Society.
- 2 Confirming Council's endorsement of a new delivery arrangement for the Waitomo Sister City relationship, as agreed at the 27 November 2018 Council meeting, by –
 - a) Supporting the disestablishment of the Waitomo Sister City Committee, and
 - b) Approving the re-purposing of WDC's 2019/2020 and 2020/2021 Sister City operational budget to Triennial Grant funding for Years 2 (2019/2020) and 3 (2020/2021) of the current Long Term Plan cycle.
 - c) Considering an Out of Round Triennial Grant Application from Waitomo Sister City Incorporated.
- 3 Appointing Council representatives to the Waitomo Sister City Incorporated Society.

The General Manager – Community Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper Waitomo Sister City Committee – Review of Service Delivery be received.
- 2 Council note the Agreement between the District of Waitomo and the Town of Tatsuno dated 26 April 1995.
- 3 Council respect and endorse the Agreement between the District of Waitomo and the Town of Tatsuno dated 26 April 1995.
- 4 In line with its resolution of 27 November 2018, Council note the disestablishment of the Waitomo Sister City Committee and the re-purposing of the 2019/2020 and 2020/2021 Sister City annual operational budget to support the making of a Triennial Grant for Years 2 (2019/2020) and 3 (2020/2021) of the current Long Term Plan cycle.
- 5 Council confirm the value of the Triennial Grant for Year 2 (2019/2020) and Year 3 (2020/2021) of the current Long Term Plan cycle be \$6,800 per annum.
- 6 Council invite the Waitomo Sister City Incorporated Society to Workshop the Memorandum of Understanding between with the Incorporated Society and Council.

Marshall/Goddard Carried

Deputy Mayor Whitaker and Councillor New re-entered the meeting at 12.07pm.

The Mayor informed Deputy Mayor Whitaker and Councillor New of the outcome of Council's consideration of the Waitomo Sister City Committee – Review of Service Delivery and Triennial Grant Application.

19. Vibrant Safe Waitomo Regional Coalition – Amended Terms of Reference

Council considered a business paper presenting the amended Vibrant Safe Waitomo Regional Coalition Terms of Reference.

The General Manager – Community Services expanded verbally on the business paper and answered Members questions, reiterating that these are the Coalition's Terms of Reference, not the Councils.

Council recommended that the Terms of References be amended to read that Meetings be chaired by the Mayor "or his Delegate".

Resolution

- 1 The business paper on Vibrant Safe Waitomo Regional Coalition – Amended Terms of Reference be received.
- 2 Council recommend that the Vibrant Safe Waitomo Regional Coalition amend its Terms of Reference to read that Meetings be chaired by the Mayor "or his Delegate".

Robertson/Whitaker Carried

20. Vibrant Safe Waitomo Regional Coalition – Strategy and Action Plan

Council considered a business paper presenting the Vibrant Safe Waitomo Strategy and Action Plan.

The General Manager – Community Services expanded verbally on the business paper and answered Members questions.

Resolution

The business paper on Vibrant Safe Waitomo - Strategy and Action Plan be received.

Brodie/Smith Carried

21. Adoption of Citizens Awards Policy

Council considered a business paper presenting the revised Draft Citizens Awards Policy to Council for adoption.

The General Manager – Community Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on the adoption of the Waitomo District Council Citizens Awards Policy be received.

- 2 The Waitomo District Council Citizens Awards Policy be adopted.
- 3 Council appoint Councillor New and re-invite Max Lamb, Mack Waretini and Leo Dempsey to the Citizens Awards Working Party.

Brodie/Whitaker Carried

Note: Prior to the end of the meeting the General Manager – Community Services confirmed that Max Lamb, Mack Waretini and Leo Dempsey have all accepted the invitation to continue as community representatives on the Citizens Awards Working Party.

22. 2019 Waitomo District Christmas Parade Report

Council considered a business paper providing a briefing on the outcome of the 2019 Waitomo District Christmas Parade.

The General Manager – Community Services expanded verbally on the business paper and answered Members questions.

Resolution

The business paper on the 2019 Waitomo District Christmas Parade Report be received.

Goddard/Marshall Carried

23. North King Country Indoor Sports and Recreation Centre – Formal Grant Agreement

Council considered a business paper on the Game On Charitable Trust public briefing held on 21 January 2020 and presenting a recommendation from the Audit, Risk and Finance Committee regarding preparation of a formal Grant Agreement.

The General Manager – Community Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

1. The business paper on North King Country Indoor Sports and Recreation Centre – Formal Grant Agreement be received.
2. Council approve entering into a formal Grant Agreement with the Game On Charitable Trust with the following conditions:
 1. Payment of the Council grant is subject to the Council satisfying itself that the proposed facility is operationally sustainable.
 2. The Council grant is subject to the Council being satisfied that public access to the facility is guaranteed by way of an appropriate Agreement.

3. All capital funds to complete the project, including fit-out, are secured prior to release of the Council grant, to ensure that the building is equipped with fixtures and fittings to make it a functional facility, or that the Council is satisfied that the Game On Charitable Trust has attained relative binding undertakings for the capital funds.
4. Council's funding contribution to the project is limited to \$1,500,000.
3. Council approve for the Mayor, Cr New and the Chief Executive to communicate the proposed formal agreement with the Game On Charitable Trust.

Robertson/Whitaker Carried

24. Progress Report: Civil Defence Emergency Management Joint Committee Minutes
--

Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meetings of 24 June 2019 and 2 September 2019.

Resolution

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

Goddard/Smith Carried

25. Progress Report – Community Development
--

Council considered a progress report on current work streams within the Community Development portfolio.

The General Manager – Community Services expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Community Development be received.

Smith/Whitaker Carried

The meeting adjourned for lunch at 12.49pm.

Janis Macdonald, Andrea Hanna and Lawrence Gullery (Waikato Times) left the meeting at 12.49pm

The meeting reconvened at 1.32pm

The General Manager – Infrastructure Services entered the meeting at 1.32pm.

26. Submission on the Ministry for the Environment Consultation: Reducing Waste: A More Effective Landfill Levy

Council considered a business paper presenting a copy of the submission from the Waikato/BOP Territorial Authority Liaison Group on the Ministry for the Environment's Consultation Document on Reducing Waste: A More Effective Landfill Levy.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Lawrence Gullery (Waikato Times) re-entered the meeting at 1.40pm

Resolution

The business paper and submission to the Ministry for the Environment Consultation: Reducing Waste: A More Effective Landfill Levy be received.

Robertson/Brodie Carried

27. Te Ara Tika – Te Kuiti Pedestrian Overbridge Replacement Project

Council considered a business reporting on targeted stakeholder feedback received on options for the Te Kuiti pedestrian overbridge replacement.

The General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members' questions.

Council acknowledged their appreciation with the progress made on this project to date by the Special Projects Coordinator, Greg Boyle.

Resolution

- 1 The business paper on the Te Ara Tika - Te Kuiti Pedestrian Overbridge Replacement Project update be received.
- 2 Council notes that no resolution has been taken in respect to the name "Te Ara Tika" for the Te Kuiti Pedestrian Overbridge.
- 3 Council notes the revised budget forecast for the project as at February 2020.
- 4 Further community consultation be undertaken by way of an "Open Day" on the preferred design concept for the Te Kuiti Pedestrian Overbridge.

Marshall/New Carried

28. Progress Report: Mokauiti Hall

Council considered a tabled business paper providing a brief on the current status of the Mokauiti Memorial Hall.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The Progress Report on Mokauiti Hall Disposal be received.
- 2 Council note that to assist the transfer of the Mokauiti Hall, the property will need to be made weather tight.
- 3 Costs and options for remedial work to make the property weather tight will be explored and reported on as part of the Progress Report in May 2020.

Robertson/Marshall Carried

Andy Campbell (Waitomo News) left the meeting at 2.44pm.

29. Progress Report: Housing and Other Property

Council considered a progress report on work streams within the Housing and other Property activity.

The General Manager – Infrastructure Services and Chief Executive expanded verbally on the business paper and answered Members’ questions.

Lawrence Gullery (Waikato Times) left the meeting at 2.47pm.

Resolution

The Progress Report: Housing and other Property be received.

Brodie/Smith Carried

30. Progress Report: Parks and Reserves

Council considered a progress report on service delivery within the Parks and Reserves Activity.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Council requested that future progress reports include financial information and statistics for the holiday parks.

Cr Brodie noted the improvements made at Tui Park over the last 12 months and the increased use of the Park as a result.

Resolution

The Progress Report: Parks and Reserves be received.

Brodie/Goddard Carried

31. Progress Report: Public Amenities

Council considered a progress report on work streams within the Public Amenities portfolio.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Public Amenities be received.

Brodie/Goddard Carried

32. Progress Report: Recreation and Culture

Council considered a progress report on work streams within the Recreation and Culture Activity.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Recreation and Culture be received.

Brodie/Goddard Carried

33. Progress Report: Roads and Footpaths

Council considered a progress report on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report – Roads and Footpaths be received.

Brodie/Goddard Carried

34. Progress Report: Solid Waste Services

Council considered a progress report on work streams within the Solid Waste management portfolio, including contracted services.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Solid Waste Services be received.

Brodie/Goddard Carried

35. Progress Report: Water Supply, Sewerage and Stormwater

Council considered a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

The Mayor requested that every time there is a change to water restriction classifications that the Elected Members be notified as soon as possible.

Resolution

The Progress Report: Water Supply, Sewerage and Stormwater be received.

Brodie/Goddard Carried

36. Progress Report: Road Map Work Programme

Council considered a progress report on the Road Map Work Programme.

The General Managers and Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Road Map Work Programme be received.

Brodie/Goddard Carried

37. Motion to Exclude the Public

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the Chief Executive, Manager – Governance Support, General Manager – Infrastructure Services and General Manager – Strategy and Environment having relevant knowledge, remain in attendance to assist Council with its decision making.
- 3 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	Section 48(1) grounds for this resolution
1. Land Transport Bylaw 2015: Cattle Stops and Gates	7(2)(a) Protection of privacy of natural persons	48(1)(d)
2. Mokau – New Public Toilet Facilities	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

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 or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

New/Brodie Carried

38. Consideration of Public Excluded Items for the purpose of making information Public following Council’s decision taking

Resolution

Following consideration and decision taking of items of business with the public excluded, Council agreed that the following information be made public:

1. Land Transport Bylaw 2015: Cattle Stops and Gates

Council’s Resolution only be made public as follows:

Resolution

- 1 *The business paper on Land Transport Bylaw 2015: Cattle Stops and Gates across Public Roads be received.*
- 2 *Council notes the existence of cattle stops on Waitomo District Council’s roading network, including two pair of Waitomo District Council approved cattle stop structures at the two existing stock crossings on Pururu West Road.*
- 3 *Council adopts the following Policy Guidelines for dealing with existing cattle stops not complying with Section 344 of the Local Government Act 1974 or approved by Council:*
 - i. *If an existing cattle stop structure does not comply with section 344 of LGA 1974, and has not been approved by Council, Council may require the person who installed the cattle stops to have them removed and the road reinstated, in accordance with WDC’s Land Transport Bylaw 2015.*
 - ii. *An application is to be made for existing cattle stop structures not already consented by WDC by the person who erected the gate or cattle stop, or his/her successor in title, setting out a fully informed Corridor Access /Road Encroachment request for WDC consideration, inspection and determination.*

- iii. *The application is to include a health and safety assessment of the existing structure.*
 - iv. *All side fencing between any consented cattle stop and adjacent road boundary fences is to be constructed using a frangible post and rail design, painted white, and fitted with reflectorised markings in accordance with New Zealand Transport Agency Manual of Traffic Signs and Markings, as required by General Manager – Infrastructure Services*
 - v. *Permanent, reflective, warning signage shall be installed on the WDC road, in accordance with New Zealand Transport Agency Manual of Traffic Signs and Markings, 140m ahead of and on either side of each crossing structure, as required by General Manager – Infrastructure Services*
 - vi. *Temporary, reflective warning signage shall be installed at the crossing point at times cattle are crossing the road in accordance with New Zealand Transport Agency Manual of Traffic Signs and Markings, to be removed after each crossing is completed.*
 - vii. *Liability for damages in respect of any accident arising out of the existence of a WDC approved swinging gate or cattle stop across any WDC public road will be transferred to the person who erected the gate or cattle stop, and his/her successor in title.*
 - viii. *The cattle stop owner shall enter into a binding agreement with WDC to ensure the continued maintenance of the public road to WDC's standards within 200 metres either side of the location of the existing cattle stop(s) to ensure the ratepayer interest is protected.*
 - ix. *Liability for stock crossing and side fencing maintenance will be the responsibility of the owner. An annual maintenance inspection of the structure, signage, fencing and road surface will be undertaken by WDC. The structure owner shall comply with all outstanding maintenance requirements identified within one month of receiving the inspection report. If the owner fails to complete the identified work within the required timeframe, WDC may undertake the work and invoice the owner directly.*
 - x. *Where a gate or cattle stop across any road is considered redundant or an inconvenience by Council, or the owner fails to comply with any of WDC's requirements set out in these policy guidelines or other matters advised from time to time, Council may serve notice upon the person authorised to erect the gate or cattle stop, or his/her successor in title, of Council's intention to remove it in accordance with the process defined under Sections 344(3)–(10) of the Local Government Act 1974.*
- 4 *Council support a limited review of Council's Land Transport Bylaw to ascertain the necessity for a full review of the Bylaw to address this matter.*

Robertson/Brodie Carried

Note: The business paper for this item is not made public to protect the privacy of natural persons.

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WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE HELD VIA ZOOM ON TUESDAY 5 MAY 2020 AT 9.00AM

PRESENT:

VIA INDIVIDUAL ZOOM: Independent Chairperson Bruce Robertson, Mayor John Robertson, Deputy Mayor Guy Whitaker, Member Janene New

VIA ZOOM FROM THE COUNCIL CHAMBERS: Members Phil Brodie, Allan Goddard, Lisa Marshall and Sue Smith

IN ATTENDANCE:

VIA INDIVIDUAL ZOOM: Bruno Dente and Matthew Laing (Deloitte)
Manager – Governance Support, General Manager – Infrastructure Services (for part only) and General Manager – Community Services (for part only)

VIA ZOOM FROM THE COUNCIL CHAMBERS: Craig Rowlandson and Chris Hayward (Inframax Construction Ltd)
Chief Executive, General Manager – Business Support and Information Technology Administrator

1. Declarations of Member Conflicts of Interest
--

No declarations of conflicts of interests were made.

2. Confirmation of Minutes – 11 February 2020
--

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 11 February 2020, including the Public Excluded minutes, be confirmed as a true and correct record.

B Robertson/J Robertson Carried

3. COVID-19 Alert Level 4 – Provision of Essential Services
--

The Committee considered a business paper providing a brief on the Waitomo District Council's response to the provision of Essential Services during the COVID-19 Alert Level 4 lockdown.

The Chief Executive and General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on COVID-19 Alert Level 4 – Provision of Essential Services be received.

B Robertson/J New Carried

The General Manager – Infrastructure Services and General Manager – Community Service left the meeting at 9.20am.

Bruno Dente and Matthew Laing (Deloitte) entered the meeting via Zoom at 9.20am

4. Annual Report and Summary Annual Report 2019/20 – Appointment and Engagement of Auditor

The Committee considered a business paper:

1. Presenting the proposal to appoint an auditor to conduct the audit for the 2020, 2021 and 2022 financial years;
2. Presenting the Audit Engagement Letter (AEL) for the audit of the Annual Report and Summary Annual Report 2019/20 and;
3. Presenting a Draft Confirmation of Engagement letter to provide a Limited Independent Assurance Report (IAR) on certain matters in respect to the Debenture Trust Deed (DTD), and;
4. To obtain the Committee's approval for the signing of appointment and engagement letters.

The General Manager – Business Support, Bruno Dente and Matthew Laing (Deloitte) expanded verbally on the business paper and answered Members' questions.

The Chairperson requested the Executive to work with Deloitte in putting a proposal to the Auditor General requesting a reduced increase of 1.5% in year one, in lieu of COVID-19 impacts, and recommended that the proposal be accepted subject to investigating the reduced increase in year one.

Resolution

- 1 The business paper on Annual Report and Summary Annual Report 2019/20 – Appointment and Engagement of Auditor be received.
- 2 The Deloitte Audit Appointment letter be accepted as presented.
- 3 The Deloitte Audit Engagement Letter be accepted as presented.
- 4 The Deloitte Draft Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed be accepted as presented.

- 5 In accordance with the delegation contained in the Terms of Reference of the Audit, Risk & Finance Committee, the Chief Executive be delegated authority to sign on behalf of the Waitomo District Council –
- a) The Deloitte Appointment Letter; and
 - b) The Deloitte Audit Engagement Letter; and
 - c) The Deloitte Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed, subject to no material changes from the draft attached to the business paper.

G Whitaker/A Goddard Carried

5. Audit Plan and Timeline for the 2019/20 Annual Report

The Committee considered a business paper presenting the Deloitte Planning Report detailing the scope of the external audit of Council's 2019/20 Annual Report and the timeline.

Bruno Dente and Matthew Laing (Deloitte) expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper Draft Audit Planning Report and Timeline for the 2019/20 Annual Report be received.
- 2 The proposed Audit Planning Report for 2019/20 be approved.

P Brodie/G Whitaker Carried

Bruno Dente and Matthew Laing (Deloitte) left the meeting at 10.00am.

6. Civic Financial Services Ltd - Annual Report 2019 and Statement of Intent 2020

The Committee considered a business paper:

- (a) Presenting the Annual Report for Civic Financial Services Limited for the year ended 31 December 2019, and
- (b) Presenting the Civic Financial Services Limited Statement of Intent for the ensuing year.

The General Manager – Business Support expanded verbally on the business paper and answered Members' questions.

The Chief Executive also raised, for efficiency and cost reasons, attendance at the Civic Financial Services Limited Annual General Meeting in June and suggested that the Committee may wish to consider appointing a Proxy for Waitomo District Council.

Resolution

- 1 The business paper on Civic Financial Services Ltd Annual Report for the year ended 31 December 2019 and Statement of Intent for the Year ended 31 December 2020 be received.
- 2 The Civic Financial Services Ltd Annual Report for the year ended 31 December 2019 be received.
- 3 The Civic Financial Services Ltd Statement of Intent for the Year ended 31 December 2020 be received.
- 4 The Committee approve the Chief Executive appointing Basil Morrison, or such other appropriate person, as Proxy for the Waitomo District Council Proxy at the 2020 Civic Financial Services Ltd Annual General Meeting, noting that Waitomo District Council has no matters it wishes to be raised at the meeting.

L Marshall/G Whitaker Carried

7. Insurance Update Report for the Insurance Year to 31 October 2020

The Committee considered a business paper providing a brief on Council's 2019/2020 insurance arrangements currently in place.

The General Manager – Business Support and Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on the Insurance Update Report for the Insurance Year to 31 October 2020 be received.

B Robertson/S Smith Carried

The meeting adjourned at 10.42am for morning tea and reconvened at 10.52am.

8. Financial and Non-Financial Report to 31 March 2020

The Committee considered a business paper presenting the financial and non-financial results for the period ended 31 March 2020.

The General Manager – Business Support and Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on Financial and Non-financial Report for the period ended 31 December 2019 be received.

A Goddard/B Robertson Carried

9. Annual Review – Risk Register and Risk Management Implementation Plan for 2020/21

The Committee considered a business paper presenting the revised Risk Register (reviewed May 2020) and Risk Management Implementation Plan for 2020/21.

The Chairperson noted the time restriction on dealing with this matter at this meeting and the further impacts of COVID-19 on the Risk Management Plan and suggested deferral of the matter until the next meeting of the Committee.

Resolution

- 1 The business paper on Review of the Risk Register and Risk Management Implementation Plan for the 2020/21 year be received.
- 2 The Committee agreed to defer consideration of a revised Risk Management Implementation Plan for 2020/21 until the next meeting of the Committee in order to further address Covid-19 implications.

B Robertson/G Whitaker Carried

10. Local Government Funding Agency Changes to Foundation Policies

The Committee considered a business paper seeking approval to execute legal documents proposed by the Local Government Funding Agency which give effect to changes to the Agency's foundation policies and documents.

The General Manager – Business Support expanded verbally on the business paper and answered Members' questions.

The Committee agreed to defer a decision on this business paper until after the Public Excluded part of this meeting to enable the General Manager – Business Support to confirm whether or not the Committee's Terms of Reference provide the Committee with delegated authority to execute the documents on Council's behalf.

Resolution

- 1 The business paper on Local Government Funding Agency Changes to Foundation Policies be received.
- 2 The Audit, Risk and Finance Committee recommend to Council the execution of the following Deeds which make changes to the Local Government Funding Agency foundation policies;
 - Amendment and Restatement Deed (Notes Subscription Agreement).
 - Amendment and Restatement Deed (Guarantee and Indemnity).
 - Amendment and Restatement Deed (Multi-issuer Deed).
- 3 Authority to execute the three Deeds is delegated to two elected members.

B Robertson/P Brodie Carried

11. Motion to Exclude the Public

The Committee considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive
 Manager – Governance Support
 General Manager – Business Support
 Information Technology Administration

- 3 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	Section 48(1) grounds for this resolution
1. Inframax Construction Ltd - Half Annual Report to 31 December 2019	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
2. Waitomo Village Waters – THL Wastewater Pipeline Project Information Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
3. Waikato Local Authority Shared Services Ltd - Half-yearly Report to 31 December 2019	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

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 or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

B Robertson/G Whitaker Carried

12. Local Government Funding Agency Changes to Foundation Policies *(continued)*

The General Manager – Business Support confirmed that the Committee Terms of Reference do not provide delegated authority to the Committee to execute documents on Council's behalf and that the suggested resolutions should be amended to reflect a recommendation to Council to execute the documents.

Resolution

- 1 The business paper on Local Government Funding Agency Changes to Foundation Policies be received.
- 2 The Audit, Risk and Finance Committee recommend to Council the execution of the following Deeds which make changes to the Local Government Funding Agency foundation policies;
 - Amendment and Restatement Deed (Notes Subscription Agreement).
 - Amendment and Restatement Deed (Guarantee and Indemnity).
 - Amendment and Restatement Deed (Multi-issuer Deed).
- 3 The Audit, Risk and Finance Committee recommend to Council that authority to execute the three Deeds is delegated to two elected members.

B Robertson/P Brodie Carried

13. Consideration of Public Excluded Items for the purpose of making information Public following Council's decision taking

Resolution

Following consideration and decision taking of items of business with the public excluded, the Committee agreed that the following information be made public:

1 **Inframax Construction Ltd - Half Annual Report to 31 December 2019**

Council's Resolution only be made public as follows:

Resolution

- 1 *The business paper on Inframax Construction Limited - Half Annual Report to the 31 December 2019 be received.*
- 2 *The Inframax Construction Limited – Half Year Report to the 31 December 2019 be received.*

B Robertson/J Robertson Carried

Note: The business paper for this item is not made public for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

2 Waitomo Village Waters – THL Wastewater Pipeline Project Information

Council's Resolution only be made public as follows:

Resolution

- 1 *The business paper on Waitomo Village Waters – THL Project information Proposal for a pipeline to convey wastewater from Waitomo Village wastewater treatment plant to Te Kuiti wastewater treatment plant, be received.*
- 2 *The Audit, Risk and Finance Committee notes the THL project information proposal to Crown Infrastructure Partnerships for a pipeline to convey wastewater from Waitomo Village to the Te Kuiti wastewater treatment plant.*

S Smith/L Marshall Carried

Note: The business paper for this item is not made public for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

3 Waikato Local Authority Shared Services Ltd - Half-yearly Report to 31 December 2019

Council's Resolution only be made public as follows:

Resolution

- 1 *The business paper on Waikato Local Authority Shared Services Limited – Half Annual Report to the 31 December 2019 be received.*
- 2 *The Waikato Local Authority Shared Services Limited – Half Annual Report to the 31 December 2019 be received.*

A Goddard/G Whitaker Carried

Note: The business paper for this item is not made public for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

B Robertson/G Whitaker Carried

There being no further business the meeting closed at 1.12pm

Dated this day of 2019.

**BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON**

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Document No: A470244

Report To: Council



Meeting Date: 26 May 2020

Subject: **Receipt of Brook Park Incorporated:
Minutes – 2 March 2020**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the latest Brook Park Incorporated meeting.

Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
 1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
 2. *The aims of the Friends of Brook Park shall be:*
 - i) *To foster interest in Brook Park;*
 - ii) *To promote the development of Brook Park;*
 - iii) *To raise funds for approved projects*
 - iv) *To preserve the integrity of Brook Park*

3. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the representative to veto any decision that is not in the best interests of the park or the community.*
 4. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the Committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
- 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as "Brook Park Incorporated Society" (BPI) to administer the day to day operations/development of Brook Park.
- 3.10 Brook Park is operated as a farm park, with any grazing licence to be granted by WDC. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPI cannot let the grazing rights to another entity or individual.
- 3.11 With the administering body being WDC and any consequent income stream for grazing being part of WDC's reserve income, there is little opportunity for BPI to achieve a sustainable income stream for minor works and administration. The income derived by BPI at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
- 3.12 To improve the financial viability and robustness of the BPI, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPI was developed and approved. Council also agreed to provide an annual grant to BPI for operational management of the reserve, equivalent to the annual derived grazing income.

Commentary

- 4.1 Since early in 2014, BPI has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is are copies of the BPI Minutes of 2 March 2020.

Suggested Resolution

The Minutes of Brook Park Incorporated of 2 March 2020 be received.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT



BROOK PARK INCORPORATED SOCIETY

Meeting Minutes

Monday 2 March 2020

5.30 pm

Council Chambers

Queen Street

TE KUITI

BROOK PARK INCORPORATED SOCIETY

THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 2 March 2020 COMMENCING AT 5.30 PM

MINUTES

Attendance: Guy Whitaker, Neil Brooks, Graeme Churston, Jane Murray, Rob Buckley, Glynn Meads, Sue Wagstaff, Alfie Gillard.

Apologies – Sheralee Buchanan, Dawn Anselmi, Phillip Houghton.

Apologies accepted-M/S Graeme/ Neil

Confirmation of Minutes of 3 February 2020

Accepted as a true and accurate record. M/S Neil/ Graeme

Financial Report

Current account Westpac -Opening \$ 3950.94 (2/3/2020)

Closing \$ 3480.94

Westpac Term deposits -Opening balance \$20 504.39

Interest \$ 141.15

Closing balance \$20 645.54

Report accepted . M/S- Guy/ Neil

Correspondence

Inward- - Quin email See below.

-Tree planting email-sent separately out to members.

Outward-Thank you card to Weston family.

Maintenance/Fencing

‘I have just given Todd the go ahead to do some fencing around the conifer garden area and along the boundary of Robert Coote’s land north side. Quinn

Weed Control

WDC to spray gorse in old pine plantation.

Disc Golf

Competition this weekend. Simon to tidy course prior to Saturday. He is to talk to Dede re schools’ involvement in Disc Golf.

General Business

- Do we need to apply fertiliser? Guy to discuss with Todd.
- Alfie and Paul, ex Doc, happy to help with track maintenance.
- MTnbike track needs marking in 3 places. Neil to spray temporary markers.
- Tree-planting Grant-Guy to contact Charlie Smart re the best trees to plant; Neil to check out the Grant application form and let members know if we can apply.

Meeting closed: 6:12pm

Next meeting: Monday 6 April

Neil Brooks
Secretary

Document No: A463647

Report To: Council



Meeting Date: 26 May 2020

Subject: Governance Statement Review

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present Council's Governance Statement for review and adoption.

Background

2.1 Legislative Requirement

- 2.2 Section 40 of the Local Government Act 2002 requires every local authority to prepare and make publicly available, within six months after a triennial election, a local governance statement which must include the matters set out in subsection 40(1). The intention is to ensure that the principles relating to local authorities, governance principles, and obligations relating to contributions to decision-making processes, are set out in a transparent manner.
- 2.3 The Governance Statement can be adopted by ordinary resolution, and is separate from the obligations to prepare a long-term plan and the annual plan, which both require the special consultative procedure to be followed.
- 2.4 Section 40 of the Local Government Act 2002 reads as follows:

40 *Local governance statements*

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
 - (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*

- (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

Note: The adoption of this Governance Statement, which was prepared for adoption at the 31 March 2020 Council meeting, is outside the six month timeline under the Act as a direct result of implementation of the Covid-19 Levels restrictions. This meeting is the first meeting of the Council following the lifting of the Level 4 restrictions.

Commentary

- 3.1 Since the Governance Statement was last reviewed by Council following the 2016 Triennial Elections, there have been no legislative amendments impacting on the content of local governance statements.
- 3.2 WDC's Governance Statement has been amended to reflect –
- The new Council for the 2019-2021 Triennium
 - Other minor amendments i.e. Bylaw adoption and review dates and descriptions (amended as a result of reviews completed during the 2016-2019 period)
 - Governance Structures (including external organisation appointments) as adopted by Council at the Inaugural Council meeting following the 2019 Triennial Election
 - Updated WDC Management Structure
- 3.3 A copy of WDC's amended Governance Statement with the above amendments is attached to and forms part of this business paper.

- 3.4 Due to the fact that the content of a Governance Statement is clearly defined by legislation, this draft Governance Statement has not been referred to Council for workshopping purposes as the Council itself is relatively limited in any influence it may have on the actual content of the document.
- 3.5 Council must also note the statutory deadline for completion of the Governance Statement is six months after each triennial election, which means that the document must be adopted by mid April 2020. Due to Covid-19 that timeline was not able to be met.
- 3.6 Historically, Council has resolved not to include Elected Member photographs in the Governance Statement. Council's guidance is requested as to whether or not it wishes to continue this practice.
- 3.7 Other councils' Governance Statements vary considerably in this area. Some contain photographs, written briefs and full contact details for elected Members, others contain names and contact details only.

Suggested Resolutions

- 1 The business paper on Governance Statement Review be received.
- 2 The draft Governance Statement be adopted with/without the inclusion of Member photographs.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

20 May 2020

Enclosure: Draft Governance Statement – May 2020 (Doc #A463648)



Governance Statement

26 May 2020

Introduction	5
What is a Governance Statement?	5
Functions, Responsibilities and Activities of Council	5
Purpose of Local Government.....	5
The Role of Council	6
Status and Powers	6
Principles Relating to Local Authorities	6
Principles of Governance	7
Legislation	7
General	7
Local Legislation	7
Bylaws	8
Trade Waste Bylaw	8
Dog Control Bylaw	9
Public Places Bylaw	9
Public Health and Safety.....	9
Solid Waste.....	10
Public Amenities	10
Water Services.....	10
Land Transport.....	10
Freedom Camping.....	10
The Electoral System	11
Changing the Electoral System	11
Representation	11
Elected Members' Role and Conduct.....	12
The Members.....	12
Role of an Elected Member	12
Role of the Mayor.....	12
Conduct of an Elected Member	13
Code of Conduct	13
Governance Structures and Processes, Membership and Delegated Authorities	13
Council.....	13
Committees	13
Working Parties.....	14
Regional and Sub-Regional Appointments.....	15
Council Appointments to Trusts	17
External Funding Partners (<i>Administered by Council</i>)	18
Other Representation Appointments.....	18
Delegations.....	19
Meetings of Elected Members.....	19
Consultation Policies.....	20
Relationships with Maori.....	20
Management Structure and Relationship between Management and Elected Members....	20
Relationship between Management and Elected Members	20
Management Structure	21
Remuneration Policy.....	22
Equal Employment Policy	22
Key approved Planning and Policy Documents.....	22
Public Access to Council	23
Contact Details for Waitomo District Council	23
Contact Details for Mayor and Councillors.....	23
Access to Key Planning and Policy Documents.....	23
Access to Council Meetings	24
Requests for Official Information.....	24

Introduction

The Local Government Act 2002 (the LGA) is a re-write of previous legislation, designed to shift councils toward governing for the long-term well-being of their communities – and away from being involved in the day-to-day operational decisions that distract elected members from strategic thinking and planning.

That is to say that the legislation now makes mandatory, the requirement for councils to always consider the future well-being of their communities and to consider the whole community above individuals or individual sectors.

What is a Governance Statement?

A Governance Statement is a collection of information summarising how a council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes. It is a requirement of Section 40 of the LGA which reads as follows:

40 Local governance statements

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
 - (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
 - (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

Functions, Responsibilities and Activities of Council

Purpose of Local Government

The LGA defines the purpose of local government as providing for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, the LGA —

- (a) states the purpose of local government; and
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and
- (c) promotes the accountability of local authorities to their communities; and
- (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, taking a sustainable development approach.

Translated, Council is obliged to ensure that –

1. Decision-making is transparent and engages the community enabling community democracy; and
2. The needs of communities for infrastructure, community services and regulatory functions are met in a manner that is both efficient and effective, and is also appropriate to present and anticipated future circumstances.

The Role of Council

The LGA further defines that the role of any local authority is specifically to give effect to the purpose of local government and to carry out the duties within the rights and powers conferred on it by the LGA.

Status and Powers

1. A local authority is a Territorial Local Authority (TLA) with perpetual succession in terms of its legal definition.
2. For the purposes of performing its role, a TLA has, subject to the LGA, any other enactment, and the general law:
 - a. the full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
 - b. the full rights, powers, and privileges for the purposes of paragraph (a),
3. A TLA must exercise its powers under the LGA wholly or principally for the benefit of its District and community.
4. That said, nothing in the LGA prevents two or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or prevents a transfer of responsibility from one local authority to another in accordance with this Act, or restricts the activities of a council-controlled organisation.

The LGA also contains a number of other provisions that dictate what a TLA may, or may not do.

Principles Relating to Local Authorities

Council **must** act in accordance with the following principles.

- Conduct its business openly, transparently and in a democratically accountable manner.
- Pursue and achieve identified priorities and goals efficiently and effectively.
- Be aware and take notice of the view of all its constituent communities.
- Make decisions that take account of the diversity of the community, and the community's interests, within its district or region.
- Take account of the interests of future as well as current communities.
- Measure and have regard to, the impact of any decision in terms of achieving the economic, social, cultural and environmental well-being of the District.
- Provide opportunity for Maori to contribute to the decision-making processes of Council.
- Collaborate and co-operate with other local authorities and relevant organisations.
- Employ sound and acceptable good business practices in its operation.
- Ensure that the resources and assets of the District are managed prudently for the good of the community, present and future. The Council is given the responsibility of looking after key

services and assets such as roads, water supplies and sewerage to ensure such services are there for future communities in a well-kept state.

- Pursue development of the community in a way that is sustainable in the future.

Principles of Governance

Council is required to ensure:

- The public and elected members are aware and understand what local governance means to its community.
- The public and elected members fully appreciate how an elected member is expected to conduct themselves.
- That governance organisations (i.e. Council, Community Boards, etc.) and the way in which they work, are effective, efficient, open and transparent.
- That wherever possible, the management of Council's regulatory responsibilities is kept separate from service activities.
- That Council acts as a "good employer".
- That the relationship between the elected members and management of the WDC organisation is understood, respected and appreciated by everyone in the community.

Legislation

General

Local government operates in a highly regulated environment and there is a range of national legislation that applies to all Territorial Local Authorities.

The key Acts are listed below. For more information visit www.legislation.govt.nz

Animal Welfare Act 1999	Local Electoral Act 2001
Arts Council of New Zealand Toi Aotearoa Act 2014	Local Government Act 2002
Biosecurity Act 1993	Local Government Official Information and Meetings Act 1987
Building Act 2004	Local Government (Rating) Act 2002
Building Research Levy Act 1969	New Zealand Library Association Act 1939
Burial and Cremation Act 1964	Nga Wai o Maniapoto (Waipa River Act) 2012
Bylaws Act 1910	Privacy Act 1993
Citizenship Act 1977	Property Law Act 2007
Civil Defence Emergency Management Act 2002	Protected Disclosures Act 2000
Disabled Persons Community Welfare Act 1975	Prostitution Reform Act 2003
Dog Control Act 1996	Public Records Act 2005
Fencing Act 1978	Public Works Act 1981
Food Act 2014	Racing Act 2003
Freedom Camping Act 2011	Rates Rebate Act 1973
Gambling Act 2003	Rating Valuations Act 1998
Government Roadway Powers Act 1989	Reserves Act 1977
Hazardous Substances and New Organisms Act 1996	Residential Tenancies Act 1986
Health Act 1956	Resource Management Act 1991
Health and Safety at Work Act 2015	Sale and Supply of Alcohol Act 2012
Heritage New Zealand Pouhere Taonga Act 2014	Te Ture Whenua Maori Act 1993
Impounding Act 1955	Trespass Act 1980
Land Drainage Act 1908	Unit Titles Act 2010
Land Transport Act 1998	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Land Transport Management Act 2003	Waste Minimisation Act 2008
Litter Act 1979	Weathertight Homes Resolution Services Act 2006.
Local Authorities (Members' Interests) Act 1968	

Local Legislation

Local legislation is law made by Central Government relating specifically to a localised area. There is currently no such legislation in existence pertaining solely to the Waitomo District. However, the Nga

Wai o Maniapoto (Waipa River Act) 2012 and Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 relate to the Waitomo District as well as other TLAs in the Waikato River Catchment.

Bylaws

Pursuant to the Local Government Act 2002 (LGA) a TLA may make bylaws for its district for one or more of the following purposes:

- (a) protecting the public from nuisance;
- (b) protecting, promoting, and maintaining public health and safety;
- (c) minimising the potential for offensive behaviour in public places.

Section 158 of the LGA requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made.

Once the initial five year review is completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each (currently adopted) Bylaw, including the statutory review date.

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	28 June 2016 ①	June 2026
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping	27 November 2018	27 November 2023		

- ① Trade Waste Bylaw review initialised to address/facilitate renewal of Discharge Agreements with Meat Work Companies.
- ② Council made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw required updating. That Review was completed in December 2015 and as a result, the 10 Year Cycle date has moved out to December 2025 accordingly.
- ③ In August 2015, the Department of Internal Affairs requested that all Councils review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set by Road Controlling Authorities with retrospective effect. Council has noted the national and regional push for councils to prioritise road speed management reviews, however there is no statutory requirement to undertake these reviews prior to the scheduled 2025 review. Council also noted that due to the uncertain policy/regulatory environment, combined with the complex processes for undertaking road speed limit reviews; the consideration of the commencement of the speed limit review project (as part of the Land Transport Bylaw review) be deferred unless statutorily required to progress sooner.

Trade Waste Bylaw

The purpose of this bylaw is to provide for the:

- (a) Acceptance of long-term, intermittent, or Temporary Discharge of Trade Waste to the Sewerage System;
- (b) Establishment of five grades of Trade Waste: Exempted, Permitted, Conditional, Controlled and Prohibited;
- (c) Evaluation of individual Trade Waste discharges to be against specified criteria;
- (d) Correct storage of materials in order to protect the Sewerage System from spillage;

- (e) Installation of flow meters, samplers or other devices to measure flow and quality of the Trade Waste discharge;
- (f) Pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- (g) Sampling and monitoring of Trade Waste discharges to ensure compliance with the bylaw;
- (h) Inspection of points on a property from where Trade Waste is or could be discharged;
- (i) Council to accept or refuse a Trade Waste discharge;
- (j) Charges to be set to cover the cost of conveying, treating and disposing of, or reusing, Trade Waste and the associated costs of administration and monitoring;
- (k) Administrative mechanisms for the operation of the bylaw; and
- (l) Establishment of waste minimisation and management programmes (including sludge's) for Trade Waste producers.

Note - While this bylaw has a District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti Sewerage System, principally from the two local abattoirs - Universal Beef Packers Ltd (UBP) and Te Kuiti Meat Processors Ltd (TKM). Other, smaller, trade waste dischargers include the Te Kuiti Stock Yards and the Lime Haulage truck-washing facility at Te Kuiti.

Dog Control Bylaw

The purpose of the bylaw is:

- (a) To give effect to Council's Dog Control Policy;
- (b) To protect and maintain public safety; and
- (c) To address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996.

This bylaw gives effect to the Dog Control Policy for the Waitomo District, the objective of which is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

Public Places Bylaw

The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

In particular this bylaw addresses damage to public facilities which may have an adverse effect on other users such as:

- Roads
- Grass Verges
- Garden Places and Reserves

The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

Public Health and Safety

The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating:

- Scaffolding and Deposit of Building Materials
- Fire Prevention
- Keeping of Animals
- Food Safety
- Body Piercing
- Hostels
- Prostitution

The LGA 2002 and other relevant Acts e.g. Forest and Rural Fires Act 1977, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by that legislation are not necessarily repeated

within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

Solid Waste

The purpose of this bylaw is to:

- (a) Ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
- (b) Provide for the efficient collection and recovery of recyclable waste; and
- (c) Ensure that the obstruction of streets and roads by waste for collection is minimised; and
- (d) Manage waste management facilities for the optimum disposal or recycling of waste.

Public Amenities

The purpose of this bylaw is to control a diverse range of activities in public amenities to ensure that acceptable standards of convenience, safety and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the District.

In particular this bylaw addresses conduct which may have an adverse effect on other users at public amenities such as:

- Libraries
- Reserves
- Aerodrome
- Public Parking Areas
- Public Toilets
- Swimming Pools
- Beaches
- Other Public Buildings
- Cemeteries

The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

Water Services

The purpose of this bylaw is to:

- (a) protect the public health and the security of the public water supply;
- (b) detail the responsibilities of both the Council and the consumers with respect to the public water supply and other water related services;
- (c) ensure the safe and efficient creation, operation, maintenance and renewal of all public water services, sewerage and stormwater drainage networks;
- (d) ensure proper hazard management to prevent or minimise flooding and erosion;
- (e) minimise adverse effects on the local environment particularly freshwater ecological systems and beach water quality, and assists in maintaining receiving water quality;
- (f) ensure that watercourses are properly maintained;
- (g) ensure the protection of Council's water services, sewerage and stormwater drainage assets and the health and safety of employees;
- (h) set out acceptable types of connection to public water services, sewerage and stormwater networks.

Land Transport

The purpose of this bylaw is to manage, control and protect all of the roading corridors including unformed "paper" roads in the District, other than state highways which are controlled by the New Zealand Transport Agency and which the relevant powers have not been delegated to the Waitomo District Council.

Freedom Camping

The purpose of this bylaw is to control freedom camping in the District in order to:

- (a) Protect local authority areas;

- (b) Protect the health and safety of people who may visit local authority areas;
- (c) Protect access to local authority areas.

Note: This bylaw applies only to the areas under the control of the Waitomo District Council. Compliance with this Bylaw does not remove the need to comply with all applicable Acts, regulations, bylaws, and rules of law. This includes complying with any parking or other traffic restrictions in any area, any restrictions on keeping of animals, not littering, not lighting fires in breach of any fire ban, not making excessive noise, and complying with the directions of enforcement officers. This Bylaw should also be read alongside the Freedom Camping Act 2011.

The Electoral System

The Local Electoral Act 2001 (LEA) and the Local Electoral Amendment Act 2002 govern local authority elections.

Council employs a 'First Past the Post' (FPP) electoral system for triennial general elections. Under FPP, electors vote by indicating their preferred candidate, and the candidate with the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

The alternative system permitted under the LEA is the Single Transferable Vote system (STV). Under STV, electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- By counting all of the first preferences and electing those candidates who reach the quota, then
- by a transfer of spare votes (over the quota) from elected candidates in proportion to all their voters' second preferences, then
- by excluding the lowest polling candidates and transferring these votes to the voters' second preferences.

These steps continue until enough candidates have reached the quota and have been elected.

Changing the Electoral System

Section 27 of the LEA allows for the electoral system to be changed, provided that any change is made not later than 12 September in the year that is two (2) years before the year in which the next triennial general election is to be held. However such change must remain in effect for the following two triennial elections.

Pursuant to the LEA the public also has a right to demand a poll that the electoral system be changed, but in doing so must meet criteria as set out in the LEA.

Council last undertook a review of representation Arrangements, including Maori representation for effect at the 2019 Election. The next full review is not required until 2023 in time for the 2025 Elections, unless the Council resolves to carry out a review earlier.

Representation

The Waitomo District is currently separated into two constituencies known as wards (Urban Ward and Rural Ward). Three Councillors are elected for each ward (total six councillors) and a Mayor is elected by the whole District (i.e. "at large").

Council is required to review its representation arrangements at least once every six years through a public engagement process. This review must include:

- The number of Elected Members,
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District (at large), or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of at large and ward representation,
- If the election by wards is preferred then the boundaries and names of those wards and the number of members that will represent each ward,
- Whether or not to have separate wards for electors on the Maori roll,

- Whether to have community boards and if so how many, their boundaries and membership and whether to further subdivide a community for electoral purposes.

Council must follow the procedure and timelines set out in the LEA when conducting this review and should also follow the guidelines published by the Local Government Commission.

Elected Members' Role and Conduct
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The Members

		Business Phone	Home Phone
Mayor John Robertson	942 State Highway 3 Paemako RD 2 Piopio 3970	878 0800 027 599 2780	877 8012
Deputy Mayor Guy Whitaker (Urban)	15 Liverpool Street TE KUITI 3910	878 8147	878 3331
Lisa Marshall (Urban)	123a Walker Road RD2 TE KUITI 3982	021 117 2241	021 117 2241
Janene New (Urban)	75 Awakino Road TE KUITI 3910	027 336 3061	878 7032
Phil Brodie (Rural)	112 Auahi North Road RD2 PIOPIO 3970	877 8033	877 8033
Allan Goddard (Rural Ward)	566 Mangaokewa Road RD7 TE KUITI 3987	878 7865	878 7865
Sue Smith (Rural)	313 Te Waitere Road R D 8 TE KUITI 3988	876 7518	876 7518

Role of an Elected Member

Members of a Local Authority are elected to bring effect to the purpose of local government as set out elsewhere in this Statement, including:

- Developing and adopting Council policy
- Monitoring the performance of Council against its stated objectives, policies and identified community outcomes
- Representing the interests of the people of the Waitomo District
- Employment of the Chief Executive (pursuant to the LGA, a local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

The manner and process by which Council Members must meet their responsibilities is widely prescribed in the LGA, particularly terms of Schedule 7.

Role of the Mayor

The Mayor, as one of the elected members, shares the same role as other members including, but not limited to, the following:

- 1) To provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.

- (2) To lead the development of the territorial authority's plans (including the long term plan and annual plan), policies, and budgets for consideration by the members of the territorial authority.

Pursuant to the LGA, the Mayor also has the following powers:

- (a) to appoint the deputy mayor:
- (b) to establish committees of the territorial authority:
- (c) to appoint the chairperson of each committee established (and may make the appointment before the other members of the committee are determined; and may appoint himself or herself)

Note: The LGA also provides for the Council to

- (a) remove a deputy mayor appointed by the mayor
- (b) discharge reconstitute a committee established by the mayor
- (c) discharge a chairperson appointed by the mayor

Conduct of an Elected Member

Elected members have specific obligations as to their conduct as outlined in the following legislation:

- Schedule 7 of the LGA, which includes obligations for Council to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct (refer section below) and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910 prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts and the use of official information for private profit.

Code of Conduct

All Councils must adopt a Code of Conduct as a requirement of the LGA. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and elected members will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by, or is in the possession of, elected members, and contains details of the sanctions that council may impose if an individual member breaches the code.

Governance Structures and Processes, Membership and Delegated Authorities

Council

The Mayor and Council Members are elected by the people of the Waitomo District form the Council. The Council is responsible for the overall governance of the District and ensuring that Council acts in the best interests of its residents and ratepayers.

The Mayor presides over meetings of the Council. An Independent Chairperson presides over the Council's Audit Risk and Finance Committee. That Independent Chair is currently Mr Bruce Robertson, an experienced Chair who is also the independent chair for a number of other TLA Audit and Risk Committees.

Council adopts a Meeting Schedule for the calendar year in December/January each year. The Council currently meets on a monthly basis on the last Tuesday of each month, except where such a meeting coincides with a public holiday or is required to be deferred for unforeseen reasons. The commencement time of these meetings varies depending on the amount of business to be considered. Council meetings and commencement times are publicly notified in the Waitomo News and the Agendas are available to the public via Council's Website.

Committees

Council may create committees of Council as it sees fit. A Committee Chairperson is responsible for presiding over meetings of a Committee and ensuring that the Committee acts within the powers delegated by Council. Committees are groups appointed by Council for specific functions.

Pursuant to the LGA, a committee includes, in relation to a local authority,—

- (a) a committee comprising all the members of that local authority; and
- (b) a standing committee or special committee appointed by that local authority; and
- (c) a joint committee appointed under clause 30 of Schedule 7; and
- (d) any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)

Details	Appointment
<p>Audit, Risk and Finance Committee</p> <p>The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>All Elected Members</p> <p>Independent Member Bruce Robertson</p>
<p>District Licensing Committee</p> <p><i>Note: A TA's DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i></p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a "list" of persons jointly approved by the TAs to be members of the TA's DLC.</p> <p>Waitomo, Otorohanga and Waipa DCs maintain a joint list with the only exception being each Council appoints its own elected representative.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p>Sarah Brown (Commissioner/ Chair)</p> <p>Cr Guy Whitaker (Deputy Chair)</p> <p>Mr Ross Murphy</p> <p>Ms Patsi Davies</p> <p>Dr Michael Cameron</p> <p>Mr Roy Johnstone</p> <p>Mr John Gower</p> <p>Ms Tegan McIntyre</p> <p>Mrs Jennie McFarlane</p>
<p>District Plan Hearings Committee</p> <p>The role of the Hearings Panel is to consider all submissions received, hear the evidence of Submitters. Council has appointed an Independent Commissioner Chair to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.</p> <p>Council has delegated to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and to the Hearings Panel Chairperson the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair</p>	<p>Greg Hill (Independent Commissioner and Chair)</p> <p>Councillor Brodie RMA Accredited</p> <p>Councillor Goddard RMA Accredited</p> <p>1 x Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua <i>(yet to be appointed)</i></p>

Working Parties

Details	Appointment
<p>Citizen Awards Working Party</p> <p>Council recognises the contribution both individuals and community organisations make in achieving improved community well-being and positive community outcomes. Council's Citizen's Awards Policy identifies two award types; Lifetime Achievement and Citizen Award.</p> <p>Awards take place on a biennial basis with Waitomo residents making nominations via a formal nomination process.</p> <p>Council's Policy provides for a Citizens Award Working Party to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp can have up to four community members plus one Council representative and serves a term of four years. Appointment of the CAwp is made by the full Council.</p> <p>The next review of the CAwp is scheduled for February 2020.</p>	<p>Mayor</p> <p>Max Lamb</p> <p>Mac Waretini</p> <p>Leo Dempsey</p>

Regional and Sub-Regional Appointments

Details	Appointment
<p>Taranaki Regional Council – State Highway 3 Working Party</p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Brodie</p>
<p>Waikato Civil Defence Emergency Management Joint Committee</p> <p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> • Waikato Regional Council • Hamilton City Council • Hauraki District Council • Matamata-Piako District Council • Otorohanga District Council • South Waikato District Council • Taupo District Council • Thames-Coromandel District Council • Waikato District Council • Waipa District Council • Waitomo District Council 	<p>Councillor Goddard Alternate - Mayor</p>
<p>Waikato Mayoral Forum</p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002. As a result, in 2012 the Waikato Mayoral Forum (WMF) was established. Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally. Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> • A joint committee of council representatives is overseeing the 	<p>Mayor Alternate - Deputy Mayor</p>

Details	Appointment
<p>creation of a common Waikato Plan to guide the region's future</p> <ul style="list-style-type: none"> • A business-led governance body is implementing the Waikato Means Business economic development strategy. <p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	
<p>Waikato Plan Joint Committee</p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> • Set a strategic direction for the Waikato and its communities. • Outline a high level development strategy that identifies settlement, infrastructure and service needs. • Provide an evidential basis to support policy and investment decision making within the Waikato. • Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato. • Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies. <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.</p> <p>The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election. Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> • One voting member appointed by the Waikato Regional Council • One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council) • One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council. • One voting member jointly appointed by Otorohanga, South Waikato, Taupo and Waitomo District Councils • One voting member appointed by Hamilton City Council • Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council • Up to four voting members being business and/or community representatives confirmed by the Waikato Regional Council • One non-voting member being a representative of the Waikato District Health Board • One non-voting member being a representative of the New Zealand Transport Agency • Ministry of Social Development • Ministry of Education non-voting members being representatives of relevant Government Agencies as required. 	<p>Mayor Max Baxter</p> <p><i>(Jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council)</i></p>
<p>Waikato Regional Council – Regional Transport Committee</p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Brodie Alternate = Mayor</p>

Details	Appointment
<p>Waikato River Authority</p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The arrangement covers a catchment of 11,000 km² comprising the Waikato River from Huka Falls to Te Pūaha o Waikato, the Waipa River from its source to its connection with the Waikato River, and their catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Await approach be to be made to support a Nominee appointment</p>
<p>Waipa Joint Management Agreement (<i>Nga Wai O Waipa Co-Governance Forum (Waikato District/Waipā District/Waitomo District/Otorohanga)</i>)</p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements.</p> <p>To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate - Deputy Mayor</p>

Council Appointments to Trusts

Details	Appointment
<p>Game On Charitable Trust</p> <p>The Te Kuiti High School (TKHS) Board of Trustees and other members of the community identified an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium. Initially, a Project Steering Group was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. That Steering Group progressed the project until such time as the development of a Charitable Trust was required.</p> <p>On 17 May 2017 Council resolved to appoint the Mayor as Council's representative on the Trust. The purpose of the Trust includes, but is not limited to:</p> <ul style="list-style-type: none"> • Raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and education needs. • To develop, operate, maintain and manage the land, buildings and equipment of the facility. • To promote, coordinate and provide recreational and educational programmes and activities. 	
<p>Te Kuiti Community House</p> <p>Te Kuiti Community House Trust is a registered NZ Charitable Trust.</p> <p>The purpose of the Trust is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> 1. Reduce social isolation 2. Reduce Family violence 3. Strengthening our Community 4. Support for youth and Rangatahi 5. Support for families and whanau 6. Community interaction and cooperation to create a vibrant caring society. 	<p>Councillor Marshall</p>

Details	Appointment
<p>North King Country Development Trust</p> <p>The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust.</p> <p>WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	<p>Brian Hanna</p>

External Funding Partners (Administered by Council)

Details	Appointment
<p>Creative Communities</p> <p>WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.</p>	<p>Councillor Marshall Councillor New</p>
<p>DC Tynan Trust</p> <p>The DC Tynan Trust is a Council Controlled Organisation and was established for the purpose of making disbursements from a very generous bequest made to the Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the Borough of Te Kuiti as the trustees think fit. The Trust is administered by four Trustees, three of which are the urban Councillors.</p>	<p>3 Urban Ward Councillors</p>
<p>Sport New Zealand</p> <p>The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.</p>	<p>Councillor Marshall Councillor New</p>

Other Representation Appointments

Details	Appointment
<p>Community Youth Connections</p> <ul style="list-style-type: none"> • Youth Council • Social Sector Trials • Tuia Programme • Mayor's Taskforce for Jobs • Employment Partnerships 	<p>Mayor Councillor New Councillor Marshall</p>
<p>Piopio Wastewater Community Liaison Group</p> <p>Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	<p>Mayor Councillor Brodie</p>
<p>Te Kuiti and District Historical Society</p> <p>In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	<p>Councillor New</p>

Details	Appointment
<p>Waitomo/Tatsuno Sister City Committee</p> <p>Councils sister city relationship with Tatsuno in Japan was entered into in May 1995 with Council at that time believing that such a relationship had the potential to provide an enriched cultural experience for the residents of the Waitomo District. Signed agreements between Tatsuno and Waitomo are displayed in the Council chambers and confirm the purpose of the relationship is: "To encourage understanding and awareness of our separate cultures and to encourage the exchange of ideas and people."</p>	<p style="text-align: center;"><i>Note:</i> Service Delivery of this activity is currently under review.</p>
<p>Rural Ward</p> <p>The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p>Rural North West (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<p>Marokopa Recreation Ground Committee Rural Halls - Waitomo / Te Anga Waitomo Caves Museum Tere Waitomo Community Trust Maraes</p>	<p>Councillor Smith</p>
<p>Rural South East (incorporating old Aria/Mangaokewa Wards)</p>	
<p>Benneydale Residents and Ratepayers Association Benneydale Hall Mokauiti Hall Rangitoto Hall Maraes</p>	<p>Councillor Goddard</p>
<p>Rural South West (incorporating old Paemako/Tainui Wards)</p>	
<p>Piopio Retirement Board Piopio Sports Club Mokau Residents and Ratepayers Association Tainui Waitere Domain Board Tainui Ratepayers Maraes</p>	<p>Councillor Brodie</p>
<p>Urban Ward</p> <p>The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)</p> <p>To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.</p>	<p>Councillor New</p>
<p>Te Kuiti Development Incorporated</p> <p>TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.</p>	<p>Deputy Mayor Councillor New</p>

Delegations

Under the Local Government Act 2002 and other legislation, Council has considerable ability to delegate its powers, functions and duties to committees and staff. These delegations enable the Council to operate efficiently and effectively. The delegations made by Council are maintained in a Delegations Register which is subject ongoing review and required updates are referred to Council for approval.

Meetings of Elected Members

The legal requirements for Council's meetings are set down in the Local Government Act 2002 (LGA), the Local Government Official Information and Meetings Act 1991 (LGOIMA) and the Standing Orders

adopted by Council. Meetings of the Council must be publicly notified and the agenda made available to the public pursuant to the criteria set out in the LGOIMA.

All Council and Committee meetings are open to the public unless there is a reason to consider some item with the "public excluded", which means that these items are deemed to be confidential and members of the public will be asked to leave the meeting until discussion on the item has been completed. Section 48 LGOIMA outlines reasons for excluding the public from meetings. The most common reasons are as follows:

- For the protection of personal privacy
- To prevent disclosure of legally privileged information
- To prevent disclosure of commercially sensitive information
- To ensure the maintenance of public health and safety

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Mayor.

Note:

During the Covid-19 Level restrictions (or any other situation which may arise that would preclude the public from attending), those meetings of the Council (including the Audit Risk and Finance Committee), will be recorded and loaded to Council's website following the meeting.

Consultation Policies

Council is obliged to consult with its community on many matters and deems it advisable to do so regardless of legislative requirements. Council will seek to engage the community on any matter of significance or material interest to their well-being.

Specifically, Council will comply with all consultation requirements set down in relevant legislation and particularly those conditions set out in the LGA and the Resource Management Act.

Relationships with Maori

Waitomo District Council has a Joint Management Agreement with the Maniapoto Māori Trust Board which amongst other things, details specific circumstances where consultation with local iwi is appropriate.

Consultation with respect to the development of Council's proposed District Plan is underway with representatives of five Maniapoto Regional Management Committees, and two Marae representatives from Waikato-Tainui. This consultation is undertaken through a Working Group. Specific consultation in respect of coastal resource management matters has also occurred with applicants for Recognition of Protected Customary Rights and Customary Marine Titles.

Development of these protocols is based on mutual goodwill and ensures that those involved have a clear understanding of how the consultation process will work at a local level and that the community generally has an appreciation of the initiatives Council has developed to meet its statutory responsibilities and to facilitate Maori contribution to local government.

Management Structure and Relationship between Management and Elected Members

Relationship between Management and Elected Members

The roles of the elected Council and that of the Chief Executive (management) are distinct and prescribed by the LGA despite the employer/employee relationship. In simple terms, Council's role is to decide "what" at Principal Activity sub-level (refer Schedule 10 LGA, LTP and Annual Plans) and the Chief Executive's role is to execute, effectively and efficiently, Council's decisions – i.e. the "how".

The only direct employee of the Elected Council is the Chief Executive who is consequentially responsible for all staff. A number of terms and conditions relevant to the Chief Executive relationship are determined by the LGA in addition to a contractual agreement which sets out the employment relationship in detail.

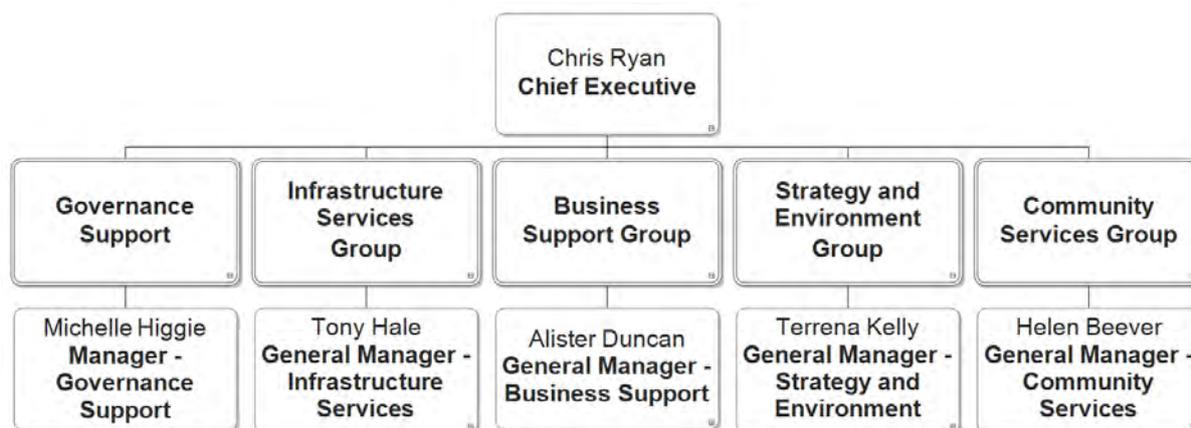
The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.

Management is obliged to provide information to elected members' that is relevant to their function in bringing effect to the purpose of local government and management recognises that Council decision-making is largely dependent on sound information and advice.

Elected members are entitled to access information held by the Council for the purpose of carrying out their role as an elected member, however in their private capacity their rights to accessing information held by Council are the same as those of a member of the public.

Management Structure

The following diagram sets out Council's senior management structure:



The responsibilities of each Group are set out below:

Governance Support

- Executive Assistance to Chief Executive
- Council Secretary
- Corporate Standards
- Property Access/Security
- Executive Assistance to Mayor
- Fleet Management
- Citizenship Ceremonies
- Civic Functions

Infrastructure Services

- Roading
- Stormwater Services
- Waste Minimisation
- Design and Investigation
- Field Survey
- Housing and Other Property
- Recreation and Community Facilities
- Water Supplies
- Wastewater Services
- Contract Supervision
- Tender Evaluation
- Parks and Reserves
- Public Amenities

Business Support

- Financial Services
- Revenue Services (including Rates)
- Council's Central Records System
- Accounting Services
- Communication Systems
- Personal Computer Systems

Community Services

- District Library Services
- District Promotion
- Civil Defence
- Visitor Information Centres
- Economic Development Promotion
- Human Resources

Strategy and Environment

- Annual Planning
- Resource Management Policy
- Community Consultation
- Long Term Plan
- Policy Preparation
- Resource Management Implementation

- District Plan – Monitoring
- District Plan – Administration
- Building Control
- Environmental Health
- District Plan – Review
- Compliance and Enforcement
- Animal Control
- General Inspections

Remuneration Policy

Doc Ref No. A307812

At the end of 2001, Parliament agreed to transfer the authority for setting elected members' remuneration from the Minister of Local Government to the Higher Salaries Commission (renamed the Remuneration Authority). The authority uses a formula to determine the total amount available for elected member remuneration in each council and must approve each council's proposal for its allocation.

The Mayor and Elected Members receive remuneration as determined by the Remuneration Authority and in accordance with the Council's Policy as approved by the Authority.

Council's current Policy on Elected Members' Allowances and Recovery of Expenses was adopted by Council on 26 November 2019.

The policy sets out rules on the claiming of allowances and expenses by elected members and the resources that will be available to them during their term of office.

The policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

Equal Employment Policy

Doc Ref No. A78913

Waitomo District Council is committed to actively supporting the principles of equal opportunities through its Human Resourcing strategy of employment, training, and development.

Waitomo District Council will actively ensure there is no discrimination on the grounds of race, colour, ethnic or national origin, gender, ethnic beliefs, marital status, sexual orientation, family status, political opinion, employment status, age, disability (including illness), or religion.

Key approved Planning and Policy Documents

The Waitomo District Council is required to comply with various legislation in respect of planning, however Council regards the legislation as a minimum requirement for it to make a meaningful contribution to the community's future well-being.

In an effective organisation, planning follows a hierarchy of plans ranging between a high level vision for the future and action plans that deliver day-to-day results that progress toward the vision.

Council's key planning/policy documents are as follows:

Plan Title	Process for formulating the Plan	Review Process
10 Year Plan	Project plan formed by Council Informal community consultation - extensive Draft plan formulated Formal community consultation (esp. Maori) Final Consideration and adoption Total timeframe approx 12 months	Every three years. May be varied at any time provided that a due process is followed.

Plan Title	Process for formulating the Plan	Review Process
Annual Plan	Draft plan formulated taking account LTP and Council's own strategies Formal community consultation (esp. Maori) Final Consideration and adoption Total timeframe approximately six months	New annual plan each year creates a continual review of all services and activities.
Annual Report	Comparison of Council's actual performance with the proposed performance set out in the Annual Plan or LTP. Produced within four months of end of financial year. Must contain an audited financial statement, set of accounts and annual financial report assessing Council's financial performance and position against budget.	New Annual Report required each year.
District Plan	Resource management issues documents prepared. Consultation with key stakeholders Public notification of draft plan Submissions on draft plan considered by Council and publicly notified Preparation of proposed plan	Review required no later than 10 years after plan becomes operative. Council may vary at any time to suit changing circumstances.
Asset Management Plans	To comply with the Local Government Act 2002 key requirements of which include the preparation of a long term financial strategy and the recognition of changes in the service potential of assets, which are outputs of AM plans.	Reviewed and Updated Annually
Water and Sanitary Assessment	There is a legislative requirement under the Local Government Act to, from time to time, assess the provision of water services and other sanitary services. The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.	It is considered best practice to review the Water and Sanitary Services Assessment on a three year basis to coincide with development of the LTP.

Public Access to Council

Contact Details for Waitomo District Council

Main Office: Queen Street, Te Kuiti 3910
 Postal Address: PO Box 404, Te Kuiti 39412
 Phone (Main Office): (07) 878 0800
 Freephone: 0800 932 4357
 Internet: www.waitomo.govt.nz
 Email: info@waitomo.govt.nz

Contact Details for Mayor and Councillors

Contact details for the Mayor and Councillors are contained in the "Elected Members' Role and Conduct" section of the Statement.

Access to Key Planning and Policy Documents

Key approved planning and policy documents are made available to the public through a variety of channels. Key documents are available on Council's website or by request at Council offices.

Where legislation requires consultation, Council engages with the community through local newspapers, social media, public meetings and direct written communication. Identified stakeholders in the process receive a copy of the planning documents.

Key public documents that do not require special consultation are made available at Council offices and are sent to identified stakeholders.

Access to Council Meetings

Meetings are open to the public and are publicly notified, although on occasion Council may require the exclusion of the public for a portion of a meeting. Council meetings are held on the last Tuesday of the month, with the exception of December. Any member of the public can attend a Council meeting. However, a member of the public wishing to speak at a meeting must gain prior approval from the Mayor or Chairperson.

Requests for Official Information

Requests for information from the public may be made under Local Government Official Information legislation. All requests must be in writing and addressed to the Chief Executive and clearly state that they are a request under Local Government Official Information and Meetings Act (LGOIMA).

The Chief Executive will decide whether the request is to be granted and notify the requester of that decision within 20 working days of receiving the request. Specific charges may apply to a request, details of which are set out in the Council's fees and charges available on Council's website.

Where Council receives a request for information under the LGOIMA, the Chief Executive or authorised employee may extend the time limit set, for a reasonable time. This may occur if the request is for a large quantity of information or necessitates a search through a large quantity of information, or if consultations are needed before making a decision on the request and meeting the original time limit would unreasonably interfere with the operations of the local authority.

Reasons for withholding information requested under the LGOIMA, mainly relate to the protection of the privacy or interests of other parties who would be affected by the disclosure of information, or where the information in question should remain confidential to protect commercial interests.

If an applicant is dissatisfied with Council's decision in respect to a request for information under the LGOIMA, the applicant has the right to make a complaint to the Ombudsman, to seek an investigation and review of the Council's decision.

Document No: A470044

Report To: Council



Meeting Date: 26 May 2020

Subject: Local Government Funding Agency
Changes to Foundation Policies

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's approval to the execution of legal documents proposed by the Local Government Funding Agency (LGFA) which give effect to changes to the LGFA's foundation policies and documents.

Background

- 2.1 The LGFA provide the majority of Council's borrowing requirements. Council joined the LGFA on 10 April 2017 through a process of acceding to a number of foundation documents that govern the operation and mechanism of transacting with the agency.
- 2.2 There are four foundation documents that were acceded to;
 - 1 Multi-issuer Deed: which allows councils to issue securities to LGFA and thereby borrow from it.
 - 2 Notes Subscription Deed: When borrowing from the LGFA, 1.6% of the amount borrowed is retained by the LGFA as "Borrower Notes", which provides capital to the LGFA. The notes are repaid when the council repays its debt to the LGFA. They are subordinated and in some circumstances be converted to shares.
 - 3 Guarantee and Indemnity: is where council and other local authorities provide a guarantee of the indebtedness of the LGFA and other guarantors.
 - 4 Equity Commitment Deed: which gives the LGFA the option to require guaranteeing councils to subscribe for Commitment Shares at an issue price of \$1.00 per share. Certain events may occur, where the company needs additional capital.
- 2.3 LGFA seek to change three of the foundation documents to enable lending directly to council's CCO's and improve LGFA's capital structure.

Commentary

- 3.1 A business paper was presented to the Audit, Risk and Finance Committee at its meeting on 5 May 2020 for consideration.

- 3.2 At that meeting, the Audit, Risk and Finance Committee resolved as follows:
- 1 The business paper on Local Government Funding Agency Changes to Foundation Policies be received.
 - 2 The Audit, Risk and Finance Committee recommend to Council the execution of the following Deeds which make changes to the Local Government Funding Agency foundation policies;
 - Amendment and Restatement Deed (Notes Subscription Agreement).
 - Amendment and Restatement Deed (Guarantee and Indemnity).
 - Amendment and Restatement Deed (Multi-issuer Deed).
 - 3 Authority to execute the three Deeds be delegated to two elected members.

Analysis of Options

- 4.1 There are two options;
- 1 Execute the documents as recommended by the Audit, Risk and Finance Committee, or
 - 2 Decline to execute the documents.
- 4.2 Execution of the documents will strengthen LGFA capital base, through increasing the percentage of Borrower Notes the borrowing council is required to subscribe to for its underlying borrowing from the LGFA. This will enable LGFA to continue to lend at favorable margins and interest rates to councils and itself to maintain a high credit rating, which is as per the NZ government, thereby pass interest savings onto borrower councils.
- 4.3 Enabling the LGFA to lend to CCOs improve LGFA's service to the local government sector, without unduly increasing risk to guarantors and will allow some parent councils to better streamline their borrowing and on-lending to their CCOs.
- 4.4 Declining to execute the documents will frustrate the LGFA in its endeavors to continue to provide lending at favorable interest rates and its service to the sector.
- 4.5 Declining to execute is likely to lead to reputational damage for Council, and possibly loss of membership to the LGFA. This would lead to need to rely on commercial banks for borrowing requirements since there is likely to still be little appetite for debt issued in Councils' name and interest cost will very likely to be higher.

Considerations

- 5.1 **RISK**
- 5.2 No adverse risks for Council have been identified by executing the deed to increase the Borrower Note percentage, except for a very minor increase in net interest costs.
- 5.3 Additional risks have been identified by LGFA for lending to CCOs, however a number of mitigations have been put in place to nullify the apparent risk is

detailed in paragraph 3.19 above. There is no additional risk to Waitomo District Council that is not born by all other councils who are members of the LGFA.

5.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.5 The decision being asked for is not inconsistent with Council's plans and policies due to the plans not contemplating additional requirements to subscribe to Borrower Notes or enabling the LGFA to lend to CCOs.

5.6 The decision is consistent with Council's policy to remain as a borrower and guarantor with the LGFA, as articulated in its Financial Strategy (Reference LTP 2018-28, page 95).

5.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.8 Execution of the Deeds affects the financing arrangement of Council as a whole and no particular persons or groups of people have been identified as being directly affected by this decision.

5.9 Execution of the Deeds is unlikely to be considered significant in accordance with Council's Significance and Engagement Policy.

Suggested Resolutions

1 The business paper on Local Government Funding Agency Changes to Foundation Policies be received.

2 Council approve execution of the following Deeds making changes to the Local Government Funding Agency foundation policies:

- Amendment and Restatement Deed (Notes Subscription Agreement).
- Amendment and Restatement Deed (Guarantee and Indemnity).
- Amendment and Restatement Deed (Multi-issuer Deed).

3 Authority to execute the three Deeds on Council's behalf is delegated to *(two elected members)*:

_____ and _____.



GENERAL MANAGER BUSINESS SUPPORT

19 May 2020

Separate Enclosures:	1	Amendment and Restatement Deed (Notes Subscription Agreement)(zA7848)
	2	Amendment and Restatement Deed (Guarantee and Indemnity) (zA7849)
	3	Amendment and Restatement Deed (Multi-issuer Deed) (zA7850)

Document No: A470084

Report To: Council



Meeting Date: 26 May 2020

Subject: Civic Financial Services Limited –
2020 Annual General Meeting

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to inform the Council that the Annual General Meeting (AGM) of the Civic Financial Services Limited is scheduled for Friday 19 June 2020 for which Council needs to either appoint a WDC representative to attend or appoint a Proxy.

Background

- 2.1 Civic Financial Services Limited (CFSL) administers superannuation services for local government and local government staff via Supereasy and Supereasy Kiwisaver Superannuation Schemes.
- 2.2 CFSL also provides administration, accounting and a range of other services to LAPP Disaster Fund, Riskpool, Civic Liability Pool (CLP) and Civic Property Pool.
- 2.3 WDC holds 16,940 shares in CFSL.

Commentary

- 3.1 CSFL's AGM is scheduled for 3:00pm on Friday, 19 June 2020 Zoom.
- 3.2 The main items in the meeting are -
 - to approve minutes of the 2019 AGM;
 - to receive and consider the Annual Report which includes financial statements for the year ended 31 December 2019 and the report of the auditor;
 - to approve the appointment of two Directors who retire from office by rotation and both of whom have offered themselves for re-election. The remainder of the Board support the two candidacies for re-election; and
 - to record the appointment of the Auditor-General as auditor and to authorise the Directors to determine the remuneration for the auditor for the year.
- 3.3 The copy of the Notice of Meeting and is attached to and forms part of this business paper (Attachment 1).
- 3.4 The matter of the AGM was raised at the Audit, Risk and Finance Committee Meeting (AR&F) on the 5th May 2020 during the discussion on the "Civic Financial

Services Ltd – Annual Report and Statement on Intend 2020” report. The AR&F resolved:

“4 The Committee approve the Chief Executive appointing Basil Morrison, or such other appropriate person, as Proxy for the Waitomo District Council Proxy at the 2020 Civic Financial Services Ltd Annual General Meeting, noting that Waitomo District Council has no matters it wishes to be raised at the meeting.”

- 3.5 Council now has the option to appoint an elected member as an appointed representative to attend the Annual General Meeting via Zoom **and** to appoint a Proxy as resolved by AR&F. Mr Basil Morrison is standing for re-election, there could be a conflict of interest should Council appoint him as Proxy. Mr Morrison could be voting for himself in the election of Directors based on the instructions indicated in the proxy form.
- 3.6 As the meeting is to take place via Zoon conference the following procedure will be followed:
- 1) Voting on resolutions will take place by way of proxy appointment and accordingly:
 - a. Each shareholder must submit its proxy appointment form specifying the votes it intends to make at the AGM, no later than one business day before the AGM.
 - b. At the AGM, when the time comes to vote on resolutions each validly appointed proxy will be asked by the returning officer to confirm their vote in accordance with their proxy appointment from submitted in advance of the meeting.
 - c. Votes confirmed at the AGM will be valid for the purpose of determining the outcome of the vote.
 - d. Votes on resolutions will only be valid if a proxy appointment form is submitted to the Returning Officer in advance of the AGM. No votes on resolutions by representatives during the AGM will be valid.
 - 2) Details regarding participation in the meeting, including the link to join, will only be provided to properly appointed representatives and proxies.
- 3.7 A copy of the Proxy Form, setting out the directive for voting at the AGM is also attached to and forms part of this business paper.
- 3.8 A completed proxy form must be emailed to Dominika.mitchell@dentons.com and cc'd to glen.watkin@civicfs.co.nz by 3:00pm 18 June 2020.

Analysis of Options

- 4.1 There are two options;
- 1 Nominate an Elected Member to attend via Zoo and vote as instructed, or
 - 2 Nominate a proxy to vote on Council’s behalf as instructed.
- 4.2 Council has the meeting held via Zoom, this presents an opportunity for an Elected Member to attend the AGM without the usual travel costs associated with attending the AGM.

Considerations

5.1 **RISK**

5.2 The risk of either nominating an Elected Member or a Proxy are similar in the possibility that nominee is unable to attend the meeting.

5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.4 The decision being asked is consistent with Council’s plans and policies.

5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.6 Consideration has been given to the significance and community views, under the Significance and Engagement Policy 2014 this matter is of low significance and that we already know what people’s preferences are because the subject matter was included in our LTP, Annual Plan, Resident Satisfaction Survey or some other consultation already undertaken or the decision is not likely to affect people in the community or will have minimal impact.

Suggested Resolutions

1 The business paper on Civic Financial Services Limited – Notice of Annual General Meeting be received.

2 Council appoint to attend the Annual General Meeting on Friday 19 June 2020 via Zoom.

OR

The Council approve the Chief Executive to appoint an appropriate person, as Proxy for the Waitomo District Council Proxy at the 2020 Civic Financial Services Ltd Annual General Meeting, noting that Waitomo District Council has no matters it wishes to be raised at the meeting.



ALISTER DUNCAN
GENERAL MANAGER BUSINESS SUPPORT

19 May 2020

Attachment(s):	1	Notice of Meeting for 2020 Civic Financial Services Limited Annual General Meeting (A470086)
	2	Civic Financial Services Limited - Proxy Form (A470087)
	3	Candidate profiles (A470089)
	4	Resolutions proposed by Christchurch City Council (A470090)

NOTICE OF MEETING

Notice is hereby given that the Annual General Meeting of Civic Financial Services Limited will be held via Zoom conference on Friday 19 June 2020 commencing at 3.00pm for the purpose of transacting the following business:

(Please note the new time for this meeting which has changed from the notice we sent out on 16 March 2020)

ORDINARY BUSINESS

1. **Apologies**

To receive apologies.

2. **Minutes of 2019 Annual General Meeting**

To approve Minutes of the AGM held 21st June 2019.

3. **Annual Report and Financial Statements**

To receive and consider the Annual Report which includes financial statements for the year ended 31 December 2019 and the report of the auditor therein.

4. **Directorate**

To approve the appointment of two Directors in accordance with the Constitution.

Basil Morrison and Anthony Gray retire from office by rotation in accordance with the Constitution of the Company. Both Directors have been nominated by the board for re-election.

Jen Crawford and Louise Edwards have each been nominated by Christchurch City Council as a Director and offer themselves for election.

Resumes received from each of the candidates are attached.

5. **Appointment and Remuneration of Auditor**

To record the appointment of the Auditor-General as auditor (pursuant to Section 207 of the Companies Act 1993 and Section 15 of the Public Audit Act 2001) to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to determine the remuneration for the auditor for the year.

Note: The Auditor-General has appointed Mr Silvio Bruinsma of Deloitte to undertake the audit.

6. **To transact any other business that may be properly brought before the meeting.**

To this end, the following resolutions have been added to the agenda at the request of Christchurch City Council, in its capacity as a shareholder of Civic:

1. *It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.*
2. *That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.*
3. *That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.*

Attached are:

- Statement from Christchurch City Council giving the background to its resolutions.
- Statement from Civic's Board providing background as to why it **does not** support the resolutions proposed by Christchurch City Council.

ATTENDANCE VIA ZOOM: PROXIES/APPOINTED REPRESENTATIVES AND VOTING

A shareholder entitled to attend and vote at the AGM may appoint a proxy for this meeting to cast its vote. A shareholder may also appoint a representative to attend the meeting, pursuant to Clause 14.3 of the Constitution of the Company.

Additionally, as the meeting is to take place via Zoom conference:

- 1) Voting on resolutions will take place by way of proxy appointment and accordingly:
 - a. Each shareholder must submit its proxy appointment form specifying the votes it intends to make at the AGM, no later than one business day before the AGM.
 - b. At the AGM, when the time comes to vote on resolutions each validly appointed proxy will be asked by the Returning Officer to confirm their vote in accordance with their proxy appointment form submitted in advance of the meeting.
 - c. Votes confirmed at the AGM will be valid for the purpose of determining the outcome of the vote.
 - d. Votes on resolutions will only be valid if a proxy appointment form is submitted to the Returning Officer in advance of the AGM. No votes on resolutions by representatives during the AGM will be valid.
- 2) Details regarding participation in the meeting, including the link to join, will only be provided to properly appointed representatives and proxies.

A completed proxy form/notice in writing of appointment of a representative signed by the shareholder must be provided to the Returning Officer (by email) by 3.00pm one business day before the start of the meeting i.e. 18th June 2020.

By Order of the Board
Glenn Watkin
Chief Financial Officer
14 May 2020

Returning Officer:
Dominika Mitchell
Associate, Dentons Kensington Swan
Dominika.mitchell@dentons.com

Civic Financial Services Limited Proxy Form

_____ of
(Shareholder Name)

_____ being a shareholder of Civic Financial Services Limited, hereby appoints
(Location)

_____ of _____ contact email
(Name) (Employer)

[insert] or, failing him/her

_____ of _____ contact email
(Name) (Employer)

[insert] as its proxy to vote for and on its behalf at the Annual General Meeting of Shareholders of Civic Financial Services Limited, to be held via Zoom conference on 19th June 2020 and at any adjournment of that meeting.

The proxy will vote as directed below:

Agenda Item

In Favour (✓)	Against (✓)
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1. **Receive apologies.**

2. **Approve the Minutes of the AGM held 21 June 2019.**

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3. **To receive the Annual Report**

To receive the Annual Report which includes the financial statements for the year ended 31 December 2019 and the report of the auditor therein.

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4. **To elect two Directors** *Please only vote for a maximum of two candidates. Should votes be cast in favour of more than two directors all of the shareholder's votes in this section will be invalidated*

Basil Morrison who retires in terms of the Constitution and being eligible and having been nominated by the Board, offers himself for re-election.

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Tony Gray who retires in terms of the Constitution and being eligible and having been nominated by the Board, offers himself for re-election.

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Jen Crawford who has been nominated by Christchurch City Council and offers herself for election.

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Louise Edwards who has been nominated by Christchurch City Council and offers herself for election.

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5. **Appointment and Remuneration of Auditor**

To record the appointment of the Auditor-General as auditor (pursuant to Section 207 of the Companies Act 1993 and Section 15 of the Public Audit Act 2001) to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to determine the remuneration for the auditor for the year.

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Agenda Item

In Favour (✓)	Against (✓)
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6 Other business submitted by Christchurch City Council

6.1 It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.

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6.2 That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.

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6.3 That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.

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EXECUTED this _____ day of _____ 2020.

Signature(s) of Shareholder

Position(s) Held

Please return to: Returning Officer, Dominika Mitchell, Dentons Kensington Swan, by email Dominika.mitchell@dentons.com prior to 3.00pm 18 June 2020.

Basil Morrison, CNZM, JP

Skills and Experience

Basil has worked and been involved in Local Government over many years acquiring a wealth of knowledge of Local Government and community issues at international, national, regional and district level. He is a highly skilled Chairperson and Board Director with significant public and private sector governance experience involving key leadership roles within many Local Government and community organisations. His experience has included:

- witnessing and understanding considerable change in the role of Local Government
- establishing successful working relationship between Local Government and Central Government
- championing concerns of rural communities, regional development, conservation and tourism
- serving on a large number of hearings panels
- leading regional civil defence and emergency management issues
- extensive involvement in community, sporting and charitable organisations
- under the RMA sitting on panels to consider District Plans, the Proposed Auckland Unitary Plan, Waitangi Tribunal and Special Housing Legislation

Current Appointments

- Republic of Uganda's Honorary Consul in New Zealand
- Director of Civic Financial Service Ltd
- Waitangi Tribunal Member
- Chairman of the Zealand Local Government Superannuation Board of Trustees
- Accredited Resource Management Act Commissioner since 2005
- Independent Hearings Commissioner for Auckland Council
- Thames-Coromandel District Council Hearings Panel
- Waikato Regional Council Hearings Panel

Previous New Zealand and International Appointments

- Chairman of the Local Government Commission
- Chair of the Commonwealth Local Government Forum
- President of Local Government New Zealand (LGNZ) Nov 2000-July 2008
- Regional Councillor for Environment Waikato from 2004-2007
- Mayor of the Hauraki District from 1989-2004
- Member of the Hurunui/Kaikoura Earthquakes Recovery Act Review Panel
- Director of Government SOE Landcorp Farming

Services to Local Government

- Companion of the New Zealand Order of Merit
- Recipient of the 1990 Medal for Local Government Services
- Justice of the Peace since 1985

Anthony Trevor Gray

Mobile: 021 939 593

Home phone number: 06 877 1950

Address: 20 Sandown Lane, Chambers Estate, Havelock North

Date of Birth: 20 August 1952

Personal Profile

Qualifications

- Accountants Professional Examinations – awarded a Fellowship in 1993.

Professional Memberships

- Institute of Chartered Accountants New Zealand and Australia member of the Chartered Accountants College (Awarded Fellow Chartered Accountant FCA – 1993). Served on various Institute of Chartered Accountants Committees, including the Council (six years) and the Executive Board (two years).
- INFINZ (1997) (Resigned 2010)
- Institute of Directors (1996)
- Chartered Member-Institute of Directors
- Sub Committee Member-East Coast Branch –Institute of Directors

Current Directorships

- Eastland Group Limited and Chair of Audit, Finance and Risk Committee
 - Gisborne Airport Limited
 - Eastland Port Limited
 - Eastland Network Limited
- Civic Financial Services Limited and member of Risk and Audit Committee
- Trustee Civic Property Pool
- Local Government Mutual Funds Trustee Limited
- Ngāti Pūkenga Investments Limited-Chair
- Artemis Nominees Limited
- Quality Roding and Services (Wairoa) Limited and Chair of Audit and Risk committee
- Tatau Tatau o Te Wairoa Commercial Limited-Chair
- Hawke's Bay Food Innovation Hub-Establishment Board Chair

Previous Significant Directorships

- Sky Network Television Limited (also Audit Committee)
- CLEAR Communications Limited (also audit Committee)
- Avalon Television Studios Limited
- Broadcast Communications Limited
- Television Australia (Pty) Limited
- Gennett Services Limited (Chairman)
- Horizon Pacific Television Limited
- South Pacific Pictures Limited
- Asia Business News (Singapore) Limited
- Teamtalk New Zealand Limited (Independent Director)
- Rotokawa Generation Limited
- Rotokawa Joint Venture Limited
- Southdown Co-generation Limited
- Board Member Hastings District Council Maintenance Group

- Board Member – Omarunui LFG Limited Partnership Advisory Board
- Maungaharuru Tangitu Limited and member of Audit and Risk Committee
- Ngati Apa Developments Limited-member of Audit Committee

Employment History

Executive Project Adviser
Hastings District Council
July 2015-Present

Special Projects Manager
Hastings District Council
February 2015- July 2015

Chief Financial Officer
Hastings District Council
August 2009- February 2015

General Manager Secretariat and Group Monitoring
Te Rūnanga o Ngāi Tahu
March 2008- August 2009

Contract Chief Financial Officer
Wickliffe Limited
February 2007- July 2007

Overseas travel, rest and recreation
September 2006- February 2007

Chief Financial Officer/ Group Finance Manager
Mighty River Power Limited
September 1999- September 2006

Financial Consultant
TVNZ, Tourism Holdings limited and CFO Maui Worldwide
July 1998- September 1999

Director of Finance, Chief Financial Officer and Director of Investment
TVNZ
October 1986- July 1998

Interests

- Golf
- Fishing
- Motorcycling
- Horse Racing (part owner)
- General Sports

Jen Crawford

- 20+ years' experience as a specialist lawyer in NZ and the UK.
- Professional chartered director.
- Particular expertise in risk management, regulatory compliance, planning, local government and professional services.
- Strong governance skills with current directorships include Independent Chair of Ashton Wheelans Chartered Accountants and Regenerate Christchurch Board Member/Risk, Audit and Finance Committee Chair. Member of the External Advisory Group to the Christchurch City Council 2021-2031 Long Term Plan. Past governance roles include Ngai Tahu Seafood Limited, Arts Centre of Christchurch Trust and University of Canterbury Foundation.
- Governance experience includes leadership of chartered accountant and business advisory firm
 - Ashton Wheelans Ltd including oversight and direction for a new management structure; strategic oversight of major strategic project undertaken by Ngāi Tahu Seafood Ltd and maintenance of key stakeholder relationships within Te Rūnanga o Ngāi Tahu; led negotiations with the Crown, Christchurch City Council, Ngai Tahu and Heritage NZ to modernise governance arrangements (The Arts Centre of Christchurch Trust Act 2015).
- Executive experience – consultancy legal services to clients, peer support Institute of Directors Canterbury Branch. Equity partner (Anderson Lloyd 2003-2017) and senior legal counsel on project consenting and infrastructure development, Head of Department 2016-2017.

Louise Edwards

- Good understanding of the superannuation and insurance regulatory and compliance regime that Civic operates under through experience as Chief Executive at Perpetual Trust, and as a director on the boards of National Provident Fund, Credit Union Baywide and Co-op Money.
- In-depth understanding of investment management and capital projects built up from many years working in the financial services sector, in particular latterly as Chief Executive of Rata Foundation managing and monitoring an investment portfolio of over \$620 million and on the board of National Provident Fund (superannuation funds of \$1.8 billion).
- Strong financial acumen and understanding of risk – working as an accountant for many years - excellent financial and analytical skills and extensive experience chairing Audit and Risk Committees at a board level (currently chairing two Audit and Risk Committees).
- Roles at chief executive level have built up good strategic thinking skills and the ability to look beyond operation detail to ensure investment returns are optimised within the appropriate risk parameters.

Reasons to support the resolutions proposed by Christchurch City Council

Background

In December 2019, the Board, after informal consultation proposed and implemented a reduction in the management fee charged to members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes.

The Christchurch City Council has questioned management of Civic to determine whether the process for making such a decision, favouring members over shareholders was in the best interest shareholders.

Given the limited ownership structure of Civic, the Christchurch City Council contends that all shareholders should have been given a formal opportunity to review all options and to provide feedback on a decision that would likely affect future dividend streams.

The Christchurch City Council appreciates that SuperEasy and SuperEasy KiwiSaver Superannuation Schemes have some of the lowest management fees in the industry, which already reduces the potential for future dividend streams to shareholders.

Civic has provided Christchurch City Council the following fee-related information (as at September 2019):

Management Fees	New %	Old %	Other restricted schemes (average) %	Default schemes (average) %
Conservative Funds	0.44	0.50	0.95	0.65
Balanced Funds	0.44	0.50	1.02	0.88
Growth Funds	0.44	0.50	1.03	0.93

A snapshot from Civic's 2019 Annual Report on the schemes shows the following:

- the SuperEasy schemes are described as featuring low member charges;
- 94% (69 from 73) councils have appointed Civic as preferred provider of KiwiSaver (for those employees not nominating other KiwiSaver schemes);
- Funds under management are \$420 million, up 50% since 2016;
- There are 10,734 members of Civic's superannuation funds which is around 40% of all local government employees. Member numbers have increased 6.7% since 2016.

Christchurch City Council's assessment of the information provided by Civic shows that the rationale for a reduction in member fees is not immediately apparent.

Conclusion

The Christchurch City Council proposes that the above resolutions be put to the 2019/20 annual general meeting in order to formally recognise the actions by the Board to reduce the management fees and requests that the management fee be reinstated to 0.50% and that the Board, tables options including the effect, if any, on the payment of future dividends.

The Board of Civic Financial Services Ltd DOES NOT support the resolutions proposed by Christchurch City Council

Background to the Board's decision to reduce the management fee charged to members of its superannuation schemes from 0.50% pa 0.44% pa are;

1. The Board's view is that Civic Financial Services and the companies that preceded it have always been in operation for the benefit of local government.
2. When providing insurance, the Board's view was that the majority of shareholders felt that the company's primary role was to keep the insurance market honest; paying a dividend was seen as secondary to that primary role.
3. The Board now sees its major role as being the "holding company" providing superannuation schemes for those employed in local government.
4. Having not paid a dividend since 2009 apart from the special dividend on the sale of Civic Assurance House paid in August 2019, the company's financial projections for the 2020 year showed that funds were available to pay a dividend to shareholders.
5. Civic's primary source of income is from the management fees it receives from the members of the company's superannuation schemes. The Board felt that reducing the Schemes' management fee would secure and enhance Civic's income in the future.
6. The Board resolved to use the funds that could have been used to pay a dividend to shareholders to reduce the management fee charged to members of the company's superannuation schemes. The Board made the decision to reduce fees, to not only give benefit to existing members but also to help attract new members which enhances the income of the company.
7. When considering whether to pay a dividend or reduce the management fees to members of the company's superannuation schemes, the Board considered the materiality on any dividend payable to its shareholders. The total dividend to be distributed amongst all of the 73 shareholders could have been \$186,316.

Document No: A469938

Report To: Council



Meeting Date: 26 May 2020

Subject: **Approval of Alternate Local Controllers for the Waitomo District**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval from Council to authorise all Waikato Region Tier 2 Local Controllers to be alternative local controllers for the Waitomo District in accordance with the decision by the Waikato Civil Defence and Emergency Management Group Joint Committee.

Background

- 2.1 The Local Civil Defence Controller ('the Controller') and the Waikato Civil Defence Emergency Management Group ('WCDEMG') during a national or local state of Civil Defence Emergency shall have the powers vested as described in the Civil Defence Emergency Management Act 2002 ('CDEM Act').
- 2.2 In response to COVID-19 and the associated declaration of a national state of emergency, the Waikato Joint Committee (JC) revisited the topic of Controller appointments and delegations. The JC decided that **all** Local Controllers and their alternates/deputies would be elevated to Tier 2 status in the Group, meaning the Controller can operate in **any** local authority area within the Group. Such a move was essential to ensure that there was sustainability and adequate coverage as a Group, given the health risk inherent in the current climate.
- 2.3 Given the uncertainty of the COVID-19 emergency response requirements it is appropriate this delegation is reflected in Council's delegations register.
- 2.4 The following appendix accompanies the report:
 - Unconfirmed minutes of the Waikato Civil Defence and Emergency Management Group Joint Committee.

Commentary

- 3.1 As every local authority has similar delegations in existence (principally only for Controllers and Alternate Controllers acting within their own local authority area), it is considered necessary that all Controllers within the WCDEMG have delegated authority, including financial authority to operate within every local authority area, so that they may operate effectively in the area they are assigned to work in.
- 3.2 This change has been requested of all Waikato councils by the Waikato Emergency Management Group Controller (Julian Snowball).

3.3 Functions of Local Controllers

- 3.4 Local Controllers are appointed to provide for any situation where an emergency is restricted within one or more territorial authorities, and to ensure that effective response operations can be carried out throughout the Waikato Region during a state of emergency.
- 3.5 The Local Controllers must, during a state of emergency for the area for which they are authorised, direct and coordinate the use of personnel, materials, information, services and other resources made available by departments, Civil Defence Emergency Management Groups and other persons.
- 3.6 Other functions may include:
- Acting as an advisor to the Group Controller.
 - Training and mentoring.
 - Maintaining relationships with declaring members, and monitoring and auditing response capability through exercises.

3.7 Delegations to Local Controllers

- 3.8 Council's has provided delegated authority to any Waitomo District Local Civil Defence Controller ('LCDC') or Alternate Controller to undertake all of the responsibilities, duties and powers under the Civil Defence Emergency Management Act 2002 ('CDEM Act').
- 3.9 Council's adopted Delegations Register contains the following financial delegations in respect of Controllers:
- Under section 94 of the Civil Defence Emergency Management Act 2002 (CDEM Act), the Local Civil Defence Controller and Alternate Controllers for Waitomo District Council and the Waikato Regional CDEM Group Controller (Civil Defence Emergency Management Group) are authorised to enter into urgent contracts on behalf of Waitomo District Council for the purposes of the Act as outlined in the Waikato Civil Defence Emergency Management Group Plan, subject to the following limitations:
 - In a declared emergency, the Controller is delegated automatic uncapped delegated financial authority when formally identified by the Chief Executive as acting as a Controller. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every \$250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. The Group Controller is also required to report to the Chief Executive for every \$250,000 of expenditure incurred when exercising this delegation.
 - In a non-declared emergency, the Controller is delegated uncapped delegated financial authority when formally identified by the Chief Executive as acting in control of that emergency. The Controller is required to present incremental reporting to the Chief Executive and Group Controller for every \$250,000 of expenditure incurred when exercising this delegation to ensure there is appropriate oversight. The Group Controller is also required to report to the Chief Executive for every \$250,000 of expenditure incurred when exercising this delegation.
 - Note: A non-declared emergency is an emergency, as defined under the CDEM Act, where a formal declaration of state of local emergency has not been made pursuant to section 68 of the CDEM Act.

- 3.10 As the adopted financial delegations already refer to Controllers and Alternate Controllers, the appropriate financial authority will be in place for all Tier Two Controllers, once Council confirms all Tier 2 Controllers (as determined by the Joint Committee) are deemed to be Alternate Controllers for Waitomo District.

Recommendation

4.1 That the Council resolve the following:

- a) The business paper on Approval of Alternate Local Controllers for the Waitomo District be received.
- b) Council confirm that any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region are also appointed by Waitomo District Council to act as a Local Civil Defence Controller when required under the Civil Defence Emergency Management Act 2002 in accordance with the decision by the Waikato Civil Defence and Emergency Management Group Joint Committee.
- c) Council confirm any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region and appointed to act as a Local Civil Defence Controller in Waitomo District will hold the powers delegated by Waitomo District Council to the Local Civil Defence Controller currently in the Delegations Register.

Suggested Resolutions

1. The business paper on Approval of Alternate Local Controllers for the Waitomo District be received.
2. Council confirm that any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region are also appointed by Waitomo District Council to act as a Local Civil Defence Controller when required under the Civil Defence Emergency Management Act 2002 in accordance with the decision by the Waikato Civil Defence and Emergency Management Group Joint Committee.
3. Council confirm any Tier 2 Local Civil Defence Controllers appointed by another territorial authority in the Waikato Region and appointed to act as a Local Civil Defence Controller in Waitomo District will hold the powers delegated by Waitomo District Council to the Local Civil Defence Controller currently in the Delegations Register.



Terrena Kelly
General Manager – Strategy and Environment

18 May 2020

Attachment:	1	Unconfirmed minutes of the Waikato Civil Defence and Emergency Management Group Joint Committee
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**Waikato Civil Defence and Emergency Management Group Joint
Committee**

MINUTES OF EMERGENCY MEETING

Date: Wednesday, 25 March 2020, 5:25 pm

Location: Genesis Building
94 Bryce Street
Hamilton

Members Present: Cr H Vercoe - Chair (Waikato Regional Council)
Cr M Bunting (Hamilton City Council)
Cr P Buckthought (Hauraki District Council)
Cr A Williams (Otorohanga District Council)
Cr N Smith (Waikato District Council)
Cr L Brown (Waipa District Council)
Mayor S Goudie (Thames - Coromandel District Council)
Cr N Goodger (Matamata-Piako District Council)

Others Present: J Snowball - Group Manager / Controller (Waikato Group Emergency Management Office)
J Regler - EM Administration Coordinator (Waikato Group Emergency Management Office)
A Adams – Democracy Advisor (Waikato Regional Council)
S Vowles – Senior Regional Emergency Management Advisor (National Emergency Management Agency) via audio link

1. Apologies

Apologies were received from Cr K Tappin, Mayor A Tanner, Cr A Park, Cr S Christie, Cr T Lee.

2. Appointment of Local Controller

Group Manger / Controller (J Snowball) presented to the report.

WCDEM20/13

Moved by: Mayor S Goudie

Seconded by: Cr L Brown

RESOLVED (SECTION A)

1. That the report **Appointment of Local Controller – Hamilton City Council (Waikato Civil Defence Emergency Management Group Joint Committee 25 March 2020)** be received, and
2. That the Joint Committee appoint P Blewman as a Tier 2 Local Controller

The motion was put and carried

3. Appointment of Controllers

Group Manger / Controller (J Snowball) presented to the report

WCDEM20/14

Moved by: Mayor S Goudie

Seconded by: Cr L Brown

RESOLVED (SECTION A)

1. That the report **Appointment of Controllers (Waikato Civil Defence Emergency Management Group Joint Committee 25 March 2020)** be received, and
2. That the Joint Committee approve the appointment of all existing Local Controllers to the position of Tier 2 controllers under the Waikato CDEM Group Controller Policy.

The motion was put and carried

4. General Business

The Chair called for any general business. The following was noted:

- Members were advised that a bill allowing local government authorities to meet via Audio and Audio/Video link had just passed its third reading under urgency.
- Members discussed the group response to COVID-19, the establishment of community assessment centres and the provision of welfare.

Mayor S Goudie left the meeting at 5.42pm

Mayor S Goudie re-entered the meeting at 5.45pm

Meeting closed at 5.57pm

Document No: A462036

Report To: Council



Meeting Date: 31 March 2020

Subject: Draft 2020/21 Fees and Charges schedule for adoption

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the draft 2020/21 Fees and Charges schedule for adoption.

Background

- 2.1 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and charges are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities are set out in detail in the RFP.
- 2.2 In setting fees and charges Council must do so in a manner set by section 150 of the Local Government Act 2002, namely that the fees and charges must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged.
- 2.3 Fees and charges are reviewed by staff as part of the annual budgeting process. This annual review provides the opportunity to reflect changing circumstances in the operating environment.
- 2.4 The annual review of the current (2019/20) fees and charges has been carried out by staff, keeping in mind the need for alignment with the Revenue and Financing Policy and budgeted revenue in the 2019/20 Annual Plan.
- 2.5 Most fees and charges are able to be adopted by Council resolution without consultation. However Council is required to undertake a special consultative procedure when amending fees and charges under the Food Act 2014, Resource Management Act 1991, Sale and Supply of Alcohol Act 2012, Dog Control Act 1996 and the Building Act 2014.
- 2.6 No changes have been proposed to fees and charges under these acts, therefore all proposed changes can be adopted by Council resolution. These are detailed in Attachment 1.
- 2.7 The variations from Council's 2019/20 fees and charges schedule are outlined in Attachment 2.

Commentary

- 3.1 The following commentary provides key details of the proposed changes to the fees and charges from the 2019/20 year.
- 3.2 **COMPLIANCE**
- 3.3 **BUILDING CONSENT FEES**
- 3.4 There are increases across the majority of the fees and charges in this area. The key amendments are discussed below.
- 3.5 The proposed fee increases better reflect the time and cost involved in the activity, and provide for cost recovery for council's online building consenting system.
- 3.6 The actual time required for processing of more complex consents and Certificates of Acceptance has also been reflected in the proposed changes, and the fee adjusted to account for the extra time required. This also applies to the processing of Code Compliance Certificates.
- 3.7 The MBIE levy has decreased slightly to mirror the change to the levy through the building law reform, which will be effective from 1 July 2020.
- 3.8 Further explanation has been added to the building consent exemption application fee. The explanation clarifies that the fee is non-refundable if refused.
- 3.9 **ANIMAL AND DOG CONTROL FEES**
- 3.10 While a new fee is proposed in this section, there is no charge associated with it. It is proposed that a Disability Assist Dog Registration line be included within the fees and charges schedule to provide clarity to customers that no registration fee is required for assistance dogs certified pursuant to Schedule 5 of the Dog Control Act 1996.
- 3.11 **COMMUNITY SERVICES**
- 3.12 **HALL HIRE – LES MUNRO CENTRE**
- 3.13 A change has been made to the explanation of the cancellation fee. It is proposed that 90 days is too long a period for cancellation and that this be shortened from 90 to 60 days. This has the effect that members of the public who have booked the Les Munro Centre do not have to pay a cancellation fee provided they cancel at least 60 days before the event.
- 3.14 **COMMUNITY HALLS**
- 3.15 Changes for consistency are proposed with regards to bonds, with a new fee being added for the Senior Citizen's Hall of \$100 and a reduction of the current bond charged for the Piopio Hall from \$500 to \$100. These bonds are proposed to only apply when the hire is four hours or more and for catered events. This is consistent with Te Kuiti Railway Station Building 3.

3.16 **PARKS AND RESERVES**

3.17 A new fee of \$150 is proposed to recover costs for the staff time required to process applications where an activity is being undertaken on a reserve and requires approval from Council under a Reserve Management Plan, also known as 'Activities Requiring Authorisation' (ARA).

3.18 A new fee of \$150 is also proposed to recover costs where an application is received to vary an existing ARA.

3.19 These fees reflect the actual time required to process and consider these requests. Where applications have a fundraising or other charitable purpose, it is proposed that this fee could be waived.

3.20 **COMMUNITY DEVELOPMENT**

3.21 **WAITOMO DISTRICT LIBRARY**

3.22 A reduction from \$6.50 to \$5.00 has been proposed to the fee for lost membership cards to better reflect the cost of replacement and to encourage continued use of the library.

3.23 It is proposed that two charges are reduced to 'no charge' to increase incentives to use the library. These are:

- Initial membership card cost (was \$2.50, now free of charge). Not charging for the initial membership card is consistent with other Councils including Waikato District, Ōtorohanga District, Waipā District and Hamilton City Councils
- Children's books overdue fees (was \$0.10 per day per book, now free of charge)

3.24 **CORPORATE SERVICES**

3.25 **EMAIL AND DIGITAL**

3.26 Changes are proposed to the 'supply of data in digital format by email' and 'supply of information regarding Rating Information Database to commercial entities' fees and charges for consistency with the hourly rates charged throughout the rest of the corporate services section, to \$38 per half hour. This results in one fee being a slight decrease (from \$40/half hour) and one fee being an increase and a change to a half hour increments rather than \$50/hour.

3.27 **ASSETS**

3.28 Slight increases are proposed to almost all of the fees and charges in this section, to account for inflation and the rising costs to Council. This includes a proposed increase to the fee for a WDC official rubbish bag (blue bag) from \$3.30 to \$3.40.

3.29 The charge for disposing unofficial rubbish bags to the transfer stations have been reduced from \$12 to \$3.40 (The cost of an official bag), if the unofficial bag is of similar size to the official bag. Unofficial bags that are significantly larger bags will be charged on a pro rata bases based on the size of the Council official bag, but will not exceed \$12 per bag.

- 3.30 This is to reduce the instances where customers purchase an official bag at \$3.40 and placing the unofficial bag within the official bag to avoid the current charge of \$12 adding unnecessary waste.
- 3.31 The fees associated with receiving fluorescent lights at landfill are proposed to be removed. The landfill has not recently received any fluorescent lights and will no longer accept them. Removal of this fee is to encourage appropriate disposal of these items rather than merely dumping them at landfill.
- 3.32 The fee associated with receiving asbestos at the landfill is proposed to be removed as the landfill no longer receives asbestos.
- 3.33 **RISK**
- 3.34 There are no significant risks associated with adopting the proposed changes to the fees and charges for the 2020/21 year.
- 3.35 Council exposes itself to some risk if the proposed changes are not adopted. If small adjustments to respond to the cost of providing various services are not made regularly, it increases the potential for large increases being needed in the future.
- 3.36 Another potential risk if Council does not adopt the fees and charges as proposed, is that Council may not meet its legislative timeframe obligations for setting or communicating the fees and charges for the 2020/21 year.
- 3.37 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 3.38 The proposed fees and charges for the 2020/21 year are consistent with, and are required to fund delivery of, current Council plans or policies, specifically the Revenue and Financing Policy and the draft 2020/21 Exceptions Annual Plan.
- 3.39 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 3.40 The proposed changes to the fees and charges schedule do not trigger public consultation and are not deemed to be significant as per Council's Significance and Engagement Policy.

Options

- 4.1 The reasonably practicable options related to the adoption of the proposed fees and charges are:
- Option 1: Adopt the 2020/21 Fees and Charges schedule as proposed;
 - Option 2: Adopt a variation of the proposed 2020/21 Fees and Charges schedule; or
 - Option 3: Status quo – no amendments to the Fees and Charges schedule (i.e. continue with 2019/20 fees and charges).
- 4.2 The proposed changes for the 2020/21 year take into account operational requirements and are closely aligned to the Revenue and Financing Policy.

- 4.3 Option 1 requests Council to adopt the Fees and Charges schedule by resolution (Attachment 1). This is the recommended option as it is best practice to align the adoption of the Fees and Charges schedule with the adoption of the Exceptions Annual Plan.
- 4.4 Option 2 could be that Council chooses to make changes to the proposed fees and charges, noting that it is not recommended to make changes to any fees or charge that trigger public consultation.
- 4.5 Option 3 of retaining status quo is not recommended, as the amendments proposed are required to ensure that the fees reflect actual cost to council to undertake various services. Deferring the incremental increase of fees and charges will have the unintended consequence of requiring larger increases in the near future to ensure that we are recovering the actual cost for delivering these services.

Recommendation

- 5.1 It is recommended that Council endorse option 1.

Suggested Resolutions

1. The business paper on 'Draft 2020/21 Fees and Charges schedule for adoption' be received.
2. Council adopt all fees and charges referred to in Attachment 1: '2020/21 Proposed schedule of Fees and Charges for Council resolution' to become effective on 1 July 2020.



IHSANA AGEEL
MANAGER STRATEGY AND POLICY

18 March 2020

Attachment 1: 2020/21 Proposed schedule of Fees and Charges for adoption by Council resolution (A464142)

Attachment 2: 2020/21 Schedule of Fees and Charges with the proposed changes outlined (A465045)



**PROPOSED
FEES AND CHARGES
2020/2021**

Attachment 1

[FOR ADOPTION BY COUNCIL
RESOLUTION]

Effective from 1 July 2020

*All Fees and Charges are inclusive of GST,
with the exception of bonds, penalties and residential housing*

INDEX

COMPLIANCE	1	Resource Management - explanatory note	12
Building consent fees	1	COMMUNITY SERVICES.....	13
Other Regulatory Fees and Charges	2	Cemeteries (Public Amenities Bylaw Clause 8).....	13
Building Act 2004 – explanatory note.....	3	Hall Hire - Les Munro Centre.....	13
Land Information Memorandum (LIM)	4	Community Halls.....	14
Animal and Dog Control Fees	4	Elderly Persons Housing - Tenancy arrangement.....	14
Stock Poundage Fee - Excluding dogs	4	Parks and Reserves	14
ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	5	District Aquatic Centre.....	14
Health Act Licence Fees.....	5	Te Kuiti Aerodrome.....	15
Fees for Functions under the Food Act 2014.....	5	Banner Poles.....	15
Hawkers and Pedlars	5	COMMUNITY DEVELOPMENT	16
Licensing – Alcohol	5	Waitomo District Library.....	16
Licensing – Other	6	CORPORATE SERVICES	17
Parking Infringement Fees	6	Official Information.....	17
Other Parking Offences.....	6	GIS System – Generating and Printing of Maps/ Plans	17
Towage Fees.....	7	Photocopying	17
Litter Infringement Fee	7	Laminating	17
RESOURCE MANAGEMENT	8	Postage and Courier.....	17
General	8	Email and digital	17
Land use consents.....	8	Fax Service.....	17
Subdivision Consents.....	8	ASSETS	18
Subdivision processes (post approval).....	8	Roading	18
Other resource management activities	8	Sewerage Extraction, Treatment and Disposal	18
Designations.....	9	Piopio Wastewater	18
Heritage orders	9	Trade Waste	18
Plan Change application (to amend the District Plan).....	9	Stormwater	19
Compliance and monitoring	9	Water Supply (Water Services Bylaw 2015)	19
Miscellaneous charges.....	9	Solid Waste Management	19
Hearings	10	Landfill and Transfer stations	19
Request for information/supply of resource management documents	10	Landscape Supplies	20
Officer’s hourly charge out rates.....	11		
Mileage	11		
Hazardous Activities and Industries List (HAIL) determinations	11		

COMPLIANCE	
Description	2020/21 fee or charge (\$)
Building consent fees	
Building Consent cost includes Inspection fee and Code Compliance Certificate (\$150) All fees are payable on application.	
Record of title	30.00
Production of Project Information Memorandum (PIM)	230.00
Solid Fuel Heaters	
Freestanding (1 inspection)	535.00
Insert (2 inspections)	725.00
Minor Works (1 inspection)	600.00
Garden Sheds	
Basic Warning System	
Marquees	
Plumbing or Drainage	
Minor Building Works (2 inspections)	995.00
Carports	
Demolitions	
Decks	
Swimming Pools	
Other Buildings (2 Inspections)	995.00
Garages	
Hay Barns	
Implement Sheds	
Bridges	
Detached habitable buildings, no plumbing or drainage (5 inspections)	1,630.00
Sleep Out	
Office	
Studio	
Additions/alterations up to 30m ²	
Internal alterations to dwellings	
Detached habitable buildings, with plumbing or drainage (6 inspections)	1,930.00
Sleepout with toilet/shower	
Additions/alterations up to 60m ² with plumbing and drainage	
Internal alterations to dwellings	
Additions/alterations up to 60m² (6 inspections)	1,930.00
Other new buildings up to 60m² excluding dwellings and commercial buildings (6 inspections)	1,930.00
<i>Note: For other building work over 60m² the below dwelling and commercial/ industrial fees apply.</i>	
Dairy Sheds (3 inspections)	2,050.00
Re-sited Dwellings (3 inspections)	2,300.00
Re-sited dwellings with additions or alterations (includes 6 inspections)	3,320.00
Dwelling Single Storey up to 100m² (8 inspections)	3,280.00
Dwelling Single Storey up to 250m² (9 inspections)	3,580.00
Dwelling Single Storey larger than 250m² (9 inspections)	3,930.00
Dwelling Two Storey or more up to 250m² (9 inspections)	4,050.00
Dwelling Two Storey or more larger than 250m² (9 inspections)	4,450.00
Commercial /Industrial up to 300m² (9 inspections)	4,360.00
Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)	1,900.00
Commercial/Industrial larger than 300m² (9 inspections)	4,910.00
Commercial - Internal Alterations (3 inspections)	1,900.00

COMPLIANCE	
Description	2020/21 fee or charge (\$)
Inspection Fee (compliance inspection/swimming pool etc.) per inspection	190.00
Amendments	465.00
Compliance Schedules	
New Compliance Schedule (Section 102 Building Act 2004)	350.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00
Request for Extension of Time for a Building Consent – work start or CCC	160.00
Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.	679.00
Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.	679.00
Processing of Section 71 / 77 Certificate	200.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost
Certificate of Acceptance - Section 41(c) Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	940.00
Certificate of Acceptance - Section 96(1)(a) (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work).	1,600.00
Certificate of Public Use (1 inspection)	650.00
Notice to Fix (1 inspection)	450.00
Accreditation Levy (consents valued over \$20,000)	1.10 per 1,000
Building Research Levy For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per 1,000
MBIE Levy For every building consent with an estimated value of \$20,444 and over, \$2.01 per \$1,000 is payable	1.75 per 1000
Lapsed or Cancelled Building Consents Refunds will be paid to the person(s) who paid the fees on application.	Refund of unused fees less administration
Administration fee for refund on cancelled or lapsed consents	50.00
Peer Review of Specific Designs by External Agents	Actual Cost
Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.	160.00 per hour
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004. <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	525.00
Other Regulatory Fees and Charges	
Overseas investment certificates – for determining and issuing	300.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	600.00
Sale and Supply of Alcohol Certificates for Building Certification	200.00
Record of Title search	30.00

Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2020 and will apply for all work carried out and decisions issued on or after 1 July 2020, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

PROPOSED

COMPLIANCE	
Description	2020/21 fee or charge (\$)
Land Information Memorandum (LIM)	300.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	50.00
Animal and Dog Control Fees	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	115.00
Spayed or Neutered Dogs in the Urban Area	90.00
Selected Owner (Dog Control Policy) Dogs	70.00
Rural Dogs	45.00
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge
Replacement Registration Tag	5.00
Impounding (Poundage) Fees	
Seizure Fee (per dog seized)	65.00
First Impounding (registered dog)	70.00
First Impounding (unregistered dog)	100.00
Second Impounding	138.00
Third and subsequent impounding	200.00
Plus Sustenance fees - per day	15.00
Re-Homing Fee	Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro- chipping fee
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.	
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	40.00
Micro-chipping Fee	25.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	30.00
Stock Poundage Fee - Excluding dogs	
First impounded animal	110.00
Per animal thereafter (impounded at the same time as the first impounded animal)	40.00
Subsequent Impounding – within any 24 month period involving animals owned by the same person/organisation	220.00 plus 40 per additional animal
Driving charges – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955)	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2020/21 fee or charge (\$)
Health Act Licence Fees	
Amusement Device Permits (Section 11 Amusement Device Regulations 1978)	
1. First Device	11.50
2. Each additional Device	2.30
Food Premises Health (Registration of Premises) Regulations 1966	
Low Risk Premises	450.00
High Risk Premises	570.00
Any additional inspections required due to non-compliance	150.00
Fees for Functions under the Food Act 2014	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	160.00 per hour
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)
Copy of Food Control Plan folder and documents	25.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit	100.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00
Hawkers and Pedlars (Public Places Bylaw Clause 14)	
Hawkers and Pedlars	60.00
Itinerant Traders	170.00
Mobile Shops	170.00
Impounding of Stereo <i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	180.00
Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)	
New Licenses, Renewals and Variations	
Off/On/Club Application Fee - Very Low Risk	368.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2020/21 fee or charge (\$)
Off/On/Club Application Fee - Low Risk	609.50
Off/On/Club Application Fee - Medium Risk	816.50
Off/On/Club Application Fee - High Risk	1,023.50
Off/On/Club Application Fee - Very High Risk	1,207.50
Annual Fees	
Off/On/Club Application Fee - Very Low Risk	161.00
Off/On/Club Application Fee - Low Risk	391.00
Off/On/Club Application Fee - Medium Risk	632.50
Off/On/Club Application Fee - High Risk	1,035.50
Off/On/Club Application Fee - Very High Risk	1,437.50
Managers Certificate - New and Renewal	316.25
Temporary Authority	296.70
Special Licences	
Class 1	575.00
Class 2	207.00
Class 3	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00
Licensing – Other	
Transfer of Certificates of Registration or Licence	90.00
Offensive Trades - Registration Fees	450.00
Saleyards - Registration Fees	450.00
Hairdressers - Registration Fees	450.00
Funeral Director	40.00
Mortuary Premises	450.00
Camping Grounds	450.00
Skateboarding impounding fee	60.00
Application for Lease of Airspace	100.00
Lease of Airspace	Charge will be assessed on a site by site basis
Parking Infringement Fees	
Excess Parking - For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:	
Not more than 30 minutes	12.00
More than 30 minutes but not more than 1 hour	15.00
More than 1 hours but not more than 2 hours	21.00
More than 2 hours but not more than 4 hours	30.00
More than 4 hours but not more than 6 hours	42.00
More than 6 hours	57.00
Other Parking Offences	
Parking on designated bus stop	40.00
Parking on designated loading zone	40.00
Parking on a footpath	40.00
Parking contrary to parking signage	40.00
Parking on ornamental verge	40.00
Parking within 1 m of a vehicle entrance	40.00
Parking on or within 6m of an intersection	60.00
Inconsiderate parking	60.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2020/21 fee or charge (\$)
Double parking	60.00
Parking on a yellow broken line	60.00
Parking in a designated space for disabled persons	150.00
Towage Fees	
Towage fees are additional to the above fines.	Actual Cost
Litter Infringement Fee	
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - First Offence	100.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent ¹ - First Offence	150.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent ² - First Offence	250.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - First Offence	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00
Hazardous or offensive litter left in a public space, or on private land without the occupier's consent - First Offence	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent - Second or Subsequent Offence within a Year	400.00
¹ - 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions ² - 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area) ³ - Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc ⁴ - Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc	

RESOURCE MANAGEMENT TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW		
Description		2020/21 fee or charge (\$)
General		
Pre application	Pre application meeting	
Lodgement meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Joint subdivision and landuse	For any joint subdivision and land use consent application	Deposit 4,500.00
Limited notified consent	Any resource consent that requires limited notification	Deposit 6,500.00
Notified consent	Any resource consent that requires public notification	Deposit 10,000.00
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 350.00
Marginal or temporary rule breaches / exemptions(s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 600.00
Land use consents		
Non notified	All land use consents, except as otherwise provided below	Deposit 1,000.00
Non notified	Boundary dispensation (side yard only)	Deposit 600.00
Subdivision Consents		
Non-notified	Creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00
Non-notified	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00
Subdivision processes (post approval)		
Section 223 certification		250.00
Section 224C certification		250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00
Cross lease	Amendments to flats plans	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
Other resource management activities		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified	Deposit 800.00

RESOURCE MANAGEMENT

TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2020/21 fee or charge (\$)
	only, notified consents will be charged the relevant notification fee)	
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00
Designations		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00
Heritage orders		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00
Plan Change application (to amend the District Plan)		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00
Compliance and monitoring		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection
Engineering	For any inspection required.	Actual staff time
Miscellaneous charges		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal	Fixed 450.00

RESOURCE MANAGEMENT TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW		
Description		2020/21 fee or charge (\$)
	document/ instrument not otherwise listed.	
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00 per sign
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00
Hearings		
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities		
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each half hour or part
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs
Request for information/supply of resource management documents		
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning	150.00 per copy

RESOURCE MANAGEMENT

TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description	2020/21 fee or charge (\$)
maps.	
Photocopying – charged as per Council’s corporate rate	
Officer’s hourly charge out rates	
General Manager – Strategy and Environment	190.00 per hour
Managers – any other	175.00 per hour
Principal / Senior Planner	175.00 per hour
Planner	165.00 per hour
Engineer	160.00 per hour
Technical staff – any other	160.00 per hour
Team Leader Monitoring and Compliance/ Officer	150.00 per hour
Administrator (any) and any other staff member not listed	95.00 per hour
Consultant	Actual costs
Mileage	
For each kilometre travelled	1.20 per km
Hazardous Activities and Industries List (HAIL) determinations	
Investigation fee	Fixed 80.00

Resource Management - explanatory note

Resource management fees and charges – explanatory note

These fees and charges become operative on 1 July 2020 and will apply for all work carried out and decisions issued on or after 1 July 2020, irrespective of when the application was lodged with the Council.

Fixed charges

1. The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA) .
All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- a) If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- b) If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

Additional fixed fees

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4)(b) of the RMA.

COMMUNITY SERVICES	
Description	2020/21 fee or charge (\$)
Cemeteries (Public Amenities Bylaw Clause 8)	
Te Kuiti Cemetery	
Plot Purchase (Berm and Lawn Cemetery)	
Adult	1,612.00
Child (under 12 years)	678.00
Ashes Plot	
Ashes Wall	343.00
Garden of Memories	458.00
RSA	0.00
Interment Fees Te Kuiti	
Adult	1,238.00
Child (under 12 years)	643.00
Ashes interment	260.00
Stillborn	138.00
Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria	
Plot Purchase	
Adult	1,196.00
Child (under 12 years)	500.00
Ashes Plot	208.00
Interment Fees	
Adult	1,320.00
Child (under 12 years)	653.00
Ashes interment	364.00
Stillborn	204.00
Sundry (for all cemeteries in the District)	
Extra for breaking concrete	163.00
Additional depth	228.00
Extra Saturday	218.00
Extra Public Holiday	436.00
Fixing of Plaque	163.00
Disinterment Fees (all Cemeteries)	
An estimate will be provided to customer, actual cost will be charged	
Burial	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration
Non-Residents (out of district burials)	
	Add 60% to plot purchase
Research Fees	
	60 .00
Hall Hire - Les Munro Centre	
Total complex	
Full day (8am – 8am)	867.00
Day hire (8am – 5pm)	612.00
Weekend rate (5pm Friday – 5pm Sunday)	1,632.00
Funeral rate	306.00
<i>Includes hire of crockery and PA system if required</i>	
Foyer	
Foyer – hourly rate	36.00
Supper Room	
Full day (8am – 8am)	469.00
Day hire (8am – 5pm)	306.00
Hourly rate	46.00
Weekend rate (5pm Friday – 5pm Sunday)	800.00
Other (per hire)	
PA System	133.00

COMMUNITY SERVICES	
Description	2020/21 fee or charge (\$)
Crockery (200 piece setting)	148.00
Grand Piano Hire (per day)	143.00
Cancellation Fee (within 14 days of event)	50% of hire fee
Cancellation Fee (within 15 to 60 days of event)	10% of hire fee
Booking Deposit	10% of hire fee
Bond	The greater of 500.00 or 50% of hire fee
Community Halls	
Senior Citizens Hall	
Hire fee per day (8am – 5pm)	61.00
Bond - four hours or more and for catered events	100.00
Piopio Hall	
Complex hire	
Full day (8am – 8am)	210.00
Hourly rate	37.00
PA system	67.00
Bond – four hours or more and for catered events	100.00
Te Kuiti Railway Station Buildings 1 and 3	
Day hire (8am – 5pm)	127.00
Hourly rate	20.00
Bond - four hours or more and for catered events	100.00
Elderly Persons Housing - Tenancy arrangement	
Small single bedroom - per week	115.00
Large single bedroom - per week	125.00
Bedsit - per week	105.00
Parks and Reserves	
Commercial Users Only – All Parks	
Ground Hire (per day)	330.00
Bond	To be determined on hire but no less than 500.00
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	150.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	150.00
District Aquatic Centre	
Adult	4.50
Adult swimmer with an under 5	3.00
Seniors	3.00
Disability/health (green script of letter from health professional required)	2.00
Child	2.00
Students	3.00
Under 5's	0
Spectators	1.00
Learn to Swim Classes (per lesson)	11.00
Hire of whole complex (per hour) under 50 swimmers	100.00 per hour + 30.00 for lifeguard per hour
Hire of whole complex (per hour) over 50 swimmers	100.00 per hour + 30.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards
Lane Hire (per lane per hour)	12.00
Schools Base Fee (per hour)	35.00 per hour + 30.00 per lifeguard

COMMUNITY SERVICES	
Description	2020/21 fee or charge (\$)
	per hour
BBQ Hire (per hour)	30.00 per hour + a refundable cleaning bond of 20.00
Te Kuiti Aerodrome	
Visiting Aircraft Landing Fee	10.00
Touch and go First	10.00
Fertiliser Bin Hire (per tonne)	6.50
Plane Storage (casual)	500.00
Banner Poles	
Hireage of Banner Space (max of 4 weeks) per week	10.00
Installation and Removal (minimum then at cost plus 10%)	150.00

PROPOSED

COMMUNITY DEVELOPMENT

Description	2020/21 fee or charge (\$)
Waitomo District Library	
Scanning (per request)	0.50
Binding documents	5.00
Membership Card (initial)	No charge
Temporary membership bond	20.00
Lost Membership Card replacement	5.00
Jigsaw Puzzles (21 days)	2.00
Children's Wooden Puzzles (21 days)	No charge
Rental Talking Books	1.50
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.50
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge
Over dues – (per day per book)	0.30
Over dues - Children's books (per day per book)	No charge
Bestseller Collection - 14 day hire	5.00
Over dues – Bestseller Collection (per day per book)	1.00
Classic DVDs - 1 week hire	3.00
DVDs - 1 week hire	4.00
Best Seller DVDs - 3 day hire	5.00
Electronic Games -1 week hire	8.00
Over dues - All DVDs and Games (per day, per item)	1.20
Magazines - 1 week hire	1.50
Lost or Damaged Items	Replacement Cost Plus 7.00
Requests to other Libraries (per item) where reciprocal agreement exists	5.50
Requests to other Libraries (per item) where no reciprocal agreement exists	24.00
International Requests to other Libraries (per item)	50.00
Aotearoa Peoples Network (APNK) internet/computer charges	No Charge
Items requests/hold, per request	1.20
Non-Resident Fee (per year)	45.00
Sale of Books	0.80
Sale of Books - Fill a Bag	3.00
Books by Mail - postage fee (per item)	5.50
Library Bags	5.50
Kit Collection (3 Days)	5.50
Kit Collection (1 week)	10.00
Overdues - Kit Collection per day	1.00
Covering Books (Small)	5.00
Covering Books (Large)	6.00

CORPORATE SERVICES	
Description	2020/21 fee or charge (\$)
Official Information	
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00
Supply of property records (Hardcopy property files accessed by a customer)	10.00
Record of Title	30.00
GIS System – Generating and Printing of Maps/ Plans	
A4 (Plan)	0.30
A4 (Aerial)	0.50
A3 (Plan)	1.00
A3 (Aerial)	1.90
A2 Plotter (plan)	4.75
A2 Plotter (aerial)	10.00
A1 Plotter (plan)	7.75
A1 Plotter (aerial)	12.00
A0 Plotter (plan)	14.75
A0 Plotter (aerial)	18.50
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	38.00
Supply of data in digital form by email (cost is per half hour)	38.00
Property number, allocation only (urban and rural RAPID number)	No charge
Photocopying	
A4 - Black and White, single sided	0.20
A4 - Black and White, double sided	0.30
A4 - Colour, single sided	0.30
A4 - Colour, double sided	0.50
A3 - Black and White, single sided	0.40
A3 - Black and White, double sided	0.70
A3 - Colour, single sided	1.00
A3 - Colour, double sided	1.90
Laminating	
A4, per page	3.00
A3, per page	6.00
Postage and Courier	
E20 courier bag (A5)	7.00
E40 courier bag (A4)	11.00
E60 courier bag (A3)	17.00
Email and digital	
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	38.00
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one half hour)	38.00
Fax Service	
National – First sheet	3.60
National - Second and subsequent sheet	3.60
International – First Sheet	6.10
International - Second and subsequent sheet	1.10
Receiving (per sheet)	1.00

ASSETS	
Description	2020/21 fee or charge (\$)
Roading	
Road Closure Application Fee <i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	516.00
Entrance way Inspection	184.00
Road Damage Deposit	
Bond (deposit refundable)	5,694.00
Road Opening Notice	199.00
Road Encroachment	199.00
Rapid Number	
New	90.00
Replacement	51.00
Over Weight	
Over Weight Permit	244.00
Overweight Permit Renewal	200.00
No Spray Zone Application	224.00
Roading Information	
Land Information Request	67.00
Engineering Consent	78.00
High Productivity Motor Vehicle (HPMV) Permit	
HPMV Permit	350.00
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	350.00
HPMV Permit Renewal	200.00
Sewerage Extraction, Treatment and Disposal	
Connection (All Council supplies excluding Piopio)	2,049.70
Disconnection	226.60
Piopio Wastewater	
Connection involving retrofitting of an existing approved septic tank	10,170.00
Connection (including new septic tank)	20,124.14
Trade Waste	
Administrative Charges	
Required Trade Waste Application Fee	160.70
Non-compliance Re-inspection Fee	123.60
Annual Trade Waste Consent Charges	
Exempt Trade Waste Licence	121.54
Permitted Trade Waste Licence	241.02
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	677.74
Tankered Trade Waste Charges	
Receipt treatment and disposal of liquid trade wastes per m3 (1,000 litres) at Te Kuiti Waste Water Treatment Plant:	
Septage disposal from within Waitomo District per m3 (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	244.11
Greywater per m3 (1,000 litres)	37.60
Grease Trap waste per m3 (1,000 litres)	257.50
All out of Waitomo District tinkered waste per m3 (1,000 litres) casual users	303.85
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>	

ASSETS	
Description	2020/21 fee or charge (\$)
Stormwater	
Connection	3,176.52
Kerb Connection	1,133.00
Water Supply (Water Services Bylaw 2015)	
Bulk Water take (tankers/hydrant etc) Cost per m ³	11.90
Connection Fee (All council supplies)	2,008.50
Disconnection Fee	515.00
Testing Meters Fee	
Domestic 15 mm and 20 mm	442.90
40 mm large connection	525.30
50 mm and 100 mm bulk	808.55
Reconnection	515.00
Water Permit (standpipe) Hire	216.30
Water Take Application Fee	160.68
Toby/ Valve locates	144.20
Water Meter Reading Fee 10% administrative costs	
• Te Kuiti	113.00
• Mokau	195.00
• Benneydale	132.00
• Piopio	116.00
Other Charges	
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs
Solid Waste Management	
Kerbside Collection	
Purchase of WDC Rubbish Bags - Residents (each)	3.40
Landfill and Transfer stations	
Waitomo District Landfill	
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>	
Purchase of Recycle Bin (Green Bin, each)	
General Refuse	
General Refuse (per tonne)	216.00
Green Waste	
Green Waste (per tonne)	146.00
Special Refuse	
Concrete and Bricks (per tonne)	85.00
Concrete, Second Grade (per tonne)	38.00
Fibreglass (per tonne)	267.00
Bitumen (per tonne)	58.00
Clean Fill (per tonne)	43.00
Clay (per tonne)	33.00
Whiteware - each	21.00
Television - each	31.00
Computer - each	19.00
Toaster/ kettle/ video recorders	8.00
Oil, paint - per litre	6.00
Lead Cell Batteries (each)	32.00
Gas Cylinders (each)	15.00
Car Bodies (clean)	109.00
Car Bodies (as is)	177.00

ASSETS	
Description	2020/21 fee or charge (\$)
Metal (scrap only, per tonne)	92.00
Polystyrene (per tonne)	1,318.00
Sand (white, per tonne)	71.00
Scrap steel (per tonne)	55.00
Road Sweeping (per tonne)	71.00
Timber Waste (per tonne)	132.00
Burial (per unit)	67.00
Tyres	
Car	16.00
4x4	21.00
Light Truck	21.00
Truck	25.00
Tractor	62.00
Tyre removal from rim	29.00
Shredded tyres (per tonne)	240.00
Contaminated Soils	275.00
Contaminated Waste	316.00
Bulk Liquid Wastes will not be accepted	
Over 500 Tonne of General Refuse - a Special Rate is to be pre-approved by CE	
Transfer Stations	
<i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>	
General Refuse	
Disposal of Unofficial rubbish bags	3.40 (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag) Larger bags will be assessed pro rate (based on the size of the WDC official bag with the maximum cost being \$12)
Wheelie Bin	33.00
Car boot	36.00
Van	63.00
Ute	71.00
Trailer	71.00
Special Refuse (E.g. Whiteware)	21.00
Televisions – each	31.00
Computer – each	19.00
Toaster/ kettle/ video recorders	8.00
Landscape Supplies	
Riverstone (per tonne)	
Riverstone 6mm Pea Metal	105.00
Riverstone 10mm Rolys	111.00
Riverstone 19mm Rolys	111.00
Riverstone 6-25mm Rolys	111.00
Riverstone 25-65mm Rolys	121.00
Riverstone 65-200mm Rolys	135.00
Riverstone 200-400mm Rolys	161.00
Riverstone Medium Boulders	288.00
Riverstone Large Boulders	367.00

ASSETS

Description	2020/21 fee or charge (\$)
Riverstone Pit Sand	87.00
Riverstone Builder Mix	121.00
Riverstone Drainage Stone 25-65mm	105.00
Mulch (per tonne)	
Garden Mulch 2nd Quality unscreened	88.00
Limestone (per tonne)	
Limestone Fines (cream colour)	42.00
Limestone Chip (cream colour) 2-6mm	54.00
Limestone Chip (cream colour) 6-15mm	137.00
Limestone Chip (white colour) 6-16mm	154.00
Limestone Chip (cream colour) 15-25mm	137.00
Limestone Aggregate Gap 25	65.00
Limestone Aggregate Gap 50	70.00
Limestone Aggregate Gap 100	47.00
Limestone Drainage Stone 25-50mm size	76.00



FEES AND CHARGES 2020/2021

Attachment 2

[OUTLINE OF THE PROPOSED CHANGES]

Effective from 1 July 2020

*All Fees and Charges are inclusive of GST,
with the exception of bonds, penalties and residential housing*

INDEX

COMPLIANCE	1		
Building consent fees	1		
Other Regulatory Fees and Charges	3		
Building Act 2004 – explanatory note.....	3		
Land Information Memorandum (LIM)	4		
Animal and Dog Control Fees	4		
Stock Poundage Fee - Excluding dogs	4		
ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	6		
Health Act Licence Fees.....	6		
Fees for Functions under the Food Act 2014....	6		
Licensing – Alcohol	7		
Licensing – Other	7		
Parking Infringement Fees	7		
Other Parking Offences.....	7		
Towage Fees.....	8		
Litter Infringement Fee.....	8		
RESOURCE MANAGEMENT	10		
General	10		
Land use consents	10		
Subdivision Consents	10		
Subdivision processes (post approval).....	10		
Other resource management activities	11		
Designations.....	11		
Heritage orders	12		
Plan Change application (to amend the District Plan).....	12		
Compliance and monitoring.....	12		
Miscellaneous charges.....	12		
Hearings	13		
Officer’s hourly charge out rates.....	14		
Mileage	14		
Hazardous Activities and Industries List (HAIL) determinations.....	14		
Resource Management - explanatory note	15		
COMMUNITY SERVICES	16		
Cemeteries (Public Amenities Bylaw Clause 8)	16		
Hall Hire - Les Munro Centre	16		
Community Halls	17		
Elderly Persons Housing - Tenancy arrangement	17		
Parks and Reserves	17		
District Aquatic Centre	17		
Te Kuiti Aerodrome.....	18		
Banner Poles.....	18		
COMMUNITY DEVELOPMENT	19		
Waitomo District Library.....	19		
CORPORATE SERVICES	20		
Official Information.....	20		
GIS System – Generating and Printing of Maps/ Plans	20		
Photocopying	20		
Laminating	20		
Postage and Courier	20		
Email and digital	20		
Fax Service.....	20		
ASSETS	21		
Roading	21		
Sewerage Extraction, Treatment and Disposal	21		
Piopio Wastewater.....	21		
Trade Waste	21		
Stormwater	22		
Water Supply (Water Services Bylaw 2015) ..	22		
Solid Waste Management	22		
Landfill and Transfer stations	22		
Landscape Supplies	23		

COMPLIANCE		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Building consent fees		
Building Consent cost includes Inspection fee and Code Compliance Certificate (\$150) All fees are payable on application.		
Record of title	30.00	30.00
Production of Project Information Memorandum (PIM)	180.00	230.00
Solid Fuel Heaters		
Freestanding (1 inspection)	500.00	535.00
Insert (2 inspections)	690.00	725.00
Minor Works (1 inspection) Garden Sheds Basic Warning System Marquees Plumbing or Drainage	500.00	600.00
Minor Building Works (2 inspections) Carports Demolitions Decks Swimming Pools	870.00	995.00
Other Buildings (2 Inspections) Garages Hay Barns Implement Sheds Bridges	870.00	995.00
Detached habitable buildings, no plumbing or drainage (5 inspections) Sleep Out Office Studio Additions/alterations up to 30m ² Internal alterations to dwellings	1,480.00	1,630.00
Detached habitable buildings, with plumbing or drainage (6 inspections) Sleepout with toilet/shower Additions/alterations up to 60m ² with plumbing and drainage Internal alterations to dwellings	1,730.00	1,930.00
Additions/alterations up to 60m² (6 inspections)	1,730.00	1,930.00
Other new buildings up to 60m² excluding dwellings and commercial buildings (6 inspections) Note: For other building work over 60m ² the below dwelling and commercial/ industrial fees apply.	1,730.00	1,930.00
Dairy Sheds (3 inspections)	1,600.00	2,050.00
Re-sited Dwellings (3 inspections)	1,850.00	2,300.00
Re-sited dwellings with additions or alterations (includes 6 inspections)	2,870.00	3,320.00
Dwelling Single Storey up to 100m² (8 inspections)	3,030.00	3,280.00
Dwelling Single Storey up to 250m² (9 inspections)	3,280.00	3,580.00
Dwelling Single Storey larger than 250m²	3,430.00	3,930.00

COMPLIANCE		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
(9 inspections)		
Dwelling Two Storey or more up to 250m² (9 inspections)	3,500.00	4,050.00
Dwelling Two Storey or more larger than 250m² (9 inspections)	3,800.00	4,450.00
Commercial /Industrial up to 300m² (9 inspections)	4,010.00	4,360.00
Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)	1,700.00	1,900.00
Commercial/Industrial larger than 300m² (9 inspections)	4,510.00	4,910.00
Commercial - Internal Alterations (3 inspections)	1,700.00	1,900.00
Inspection Fee (compliance inspection/swimming pool etc.) per inspection	190.00	190.00
Amendments	340.00	465.00
Compliance Schedules		
New Compliance Schedule (Section 102 Building Act 2004)	280.00	350.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00	280.00
Request for Extension of Time for a Building Consent – work start or CCC	160.00	160.00
Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.	679.00	679.00
Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.	679.00	679.00
Processing of Section 71 / 77 Certificate	200.00	200.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost	Actual Cost
Certificate of Acceptance - Section 41(c) Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	740.00	940.00
Certificate of Acceptance - Section 96(1)(a) (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work).	1,180.00 (plus any relevant building consent fees)	1,600.00
Certificate of Public Use (1 inspection)	550.00	650.00
Notice to Fix (1 inspection)	450.00	450.00
Accreditation Levy (consents valued over \$20,000)	1.10 per 1,000	1.10 per 1,000
Building Research Levy For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per 1,000	1.00 per 1,000
MBIE Levy For every building consent with an estimated value of \$20,444 and over, \$2 .01 per \$1,000 is payable	2.01 per 1000	1.75 per 1000

COMPLIANCE		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Lapsed or Cancelled Building Consents Refunds will be paid to the person(s) who paid the fees on application.	Refund of unused fees less administration	Refund of unused fees less administration
Administration fee for refund on cancelled or lapsed consents	50.00	50.00
Peer Review of Specific Designs by External Agents	Actual Cost	Actual Cost
Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.	160.00 per hour	160.00 per hour
Applying for an exemption from requiring a building consent <u>under schedule 1 clause 2 of the Building Act 2004.</u> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	250.00	525.00
Other Regulatory Fees and Charges		
Overseas investment certificates – for determining and issuing	300.00	300.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	600.00	600.00
Sale and Supply of Alcohol Certificates for Building Certification	200.00	200.00
Record of Title search	30.00	30.00

Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2020 and will apply for all work carried out and decisions issued on or after 1 July 2020, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

COMPLIANCE		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Land Information Memorandum (LIM)	300.00	300.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	50.00	50.00
Animal and Dog Control Fees		
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.		
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	115.00	115.00
Spayed or Neutered Dogs in the Urban Area	90.00	90.00
Selected Owner (Dog Control Policy) Dogs	70.00	70.00
Rural Dogs	45.00	45.00
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
<u>Disability Assist Dog registration fee</u> <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	New fee	No charge
Replacement Registration Tag	5.00	5.00
Impounding (Poundage) Fees		
Seizure Fee (per dog seized)	65.00	65.00
First Impounding (registered dog)	70.00	70.00
First Impounding (unregistered dog)	100.00	100.00
Second Impounding	138.00	138.00
Third and subsequent impounding	200.00	200.00
Plus Sustenance fees - per day	15.00	15.00
Re-Homing Fee	Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee	Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.		
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	40.00	40.00
Micro-chipping Fee	25.00	25.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	30.00	30.00
Stock Poundage Fee - Excluding dogs		
First impounded animal	110.00	110.00
Per animal thereafter (impounded at the same time as the first impounded animal)	40.00	40.00

COMPLIANCE		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Subsequent Impounding – within any 24 month period involving animals owned by the same person/organisation	220.00 plus 40 per additional animal	220.00 plus 40 per additional animal
Driving charges – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955)	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00	8.00
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost	Actual cost

PROPOSED

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Health Act Licence Fees		
Amusement Device Permits (Section 11 Amusement Device Regulations 1978)		
1. First Device	11.50	11.50
2. Each additional Device	2.30	2.30
Food Premises Health (Registration of Premises) Regulations 1966		
Low Risk Premises	450.00	450.00
High Risk Premises	570.00	570.00
Any additional inspections required due to non-compliance	150.00	150.00
Fees for Functions under the Food Act 2014		
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	160.00 per hour	160.00 per hour
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)	180.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)	120.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)	110.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)
Copy of Food Control Plan folder and documents	25.00	25.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit	100.00	100.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00	50.00
Hawkers and Pedlars	60.00	60.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Itinerant Traders	170.00	170.00
Mobile Shops	170.00	170.00
Impounding of Stereo <i>Impounding Charges for Stereo (RMA 1991 sec 336).</i> <i>Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	180.00	180.00
Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)		
New Licenses, Renewals and Variations		
Off/On/Club Application Fee - Very Low Risk	368.00	368.00
Off/On/Club Application Fee - Low Risk	609.50	609.50
Off/On/Club Application Fee - Medium Risk	816.50	816.50
Off/On/Club Application Fee - High Risk	1,023.50	1,023.50
Off/On/Club Application Fee - Very High Risk	1,207.50	1,207.50
Annual Fees		
Off/On/Club Application Fee - Very Low Risk	161.00	161.00
Off/On/Club Application Fee - Low Risk	391.00	391.00
Off/On/Club Application Fee - Medium Risk	632.50	632.50
Off/On/Club Application Fee - High Risk	1,035.50	1,035.50
Off/On/Club Application Fee - Very High Risk	1,437.50	1,437.50
Managers Certificate - New and Renewal	316.25	316.25
Temporary Authority	296.70	296.70
Special Licences		
Class 1	575.00	575.00
Class 2	207.00	207.00
Class 3	63.25	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00	50.00
Licensing – Other		
Transfer of Certificates of Registration or Licence	90.00	90.00
Offensive Trades - Registration Fees	450.00	450.00
Saleyards - Registration Fees	450.00	450.00
Hairdressers - Registration Fees	450.00	450.00
Funeral Director	40.00	40.00
Mortuary Premises	450.00	450.00
Camping Grounds	450.00	450.00
Skateboarding impounding fee	60.00	60.00
Application for Lease of Airspace	100.00	100.00
Lease of Airspace	Charge will be assessed on a site by site basis	Charge will be assessed on a site by site basis
Parking Infringement Fees		
Excess Parking - For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:		
Not more than 30 minutes	12.00	12.00
More than 30 minutes but not more than 1 hour	15.00	15.00
More than 1 hours but not more than 2 hours	21.00	21.00
More than 2 hours but not more than 4 hours	30.00	30.00
More than 4 hours but not more than 6 hours	42.00	42.00
More than 6 hours	57.00	57.00
Other Parking Offences		

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Parking on designated bus stop	40.00	40.00
Parking on designated loading zone	40.00	40.00
Parking on a footpath	40.00	40.00
Parking contrary to parking signage	40.00	40.00
Parking on ornamental verge	40.00	40.00
Parking within 1 m of a vehicle entrance	40.00	40.00
Parking on or within 6m of an intersection	60.00	60.00
Inconsiderate parking	60.00	60.00
Double parking	60.00	60.00
Parking on a yellow broken line	60.00	60.00
Parking in a designated space for disabled persons	150.00	150.00
Towage Fees		
Towage fees are additional to the above fines.	Actual Cost	Actual Cost
Litter Infringement Fee		
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - First Offence	100.00	100.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent ¹ - First Offence	150.00	150.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent ² - First Offence	250.00	250.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - First Offence	400.00	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Hazardous or offensive litter left in a public space, or on private land without the occupier's consent - First Offence	400.00	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
¹ - 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions ² - 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area) ³ - Hazardous litter includes broken glass, barbed wire,		

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
jagged metal, medicines, hazardous waste etc ⁴ - Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc		

PROPOSED

RESOURCE MANAGEMENT

TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
General			
Pre application	Pre application meeting	Actual staff time	Actual staff time
Lodgement meeting	To lodge any consent	Actual staff time	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time	Actual staff time
Joint subdivision and landuse	For any joint subdivision and land use consent application	Deposit 4,500.00	Deposit 4,500.00
Limited notified consent	Any resource consent that requires limited notification	Deposit 6,500.00	Deposit 6,500.00
Notified consent	Any resource consent that requires public notification	Deposit 10,000.00	Deposit 10,000.00
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 350.00	Fixed 350.00
Marginal or temporary rule breaches / exemptions(s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 600.00	Fixed 600.00
Land use consents			
Non notified	All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit 1,000.00
Non notified	Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00
Subdivision Consents			
Non-notified	Creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00	Deposit 2,500.00
Non-notified	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit 3,500.00
Subdivision processes (post approval)			
Section 223 certification		250.00	250.00
Section 224C certification		250.00	250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00	Fixed 450.00
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00	Fixed 250.00
Cross lease	Amendments to flats plans	Deposit 600.00	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time

RESOURCE MANAGEMENT
 TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Other resource management activities			
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00	Deposit 1,000.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00	Deposit 1,500.00
Designations			
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00	Deposit 650.00

RESOURCE MANAGEMENT
 TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00	Deposit 150.00
Heritage orders			
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00	Deposit 1,500.00
Plan Change application (to amend the District Plan)			
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00	Deposit 30,000.00
Compliance and monitoring			
General	Administration, review, correspondence.	Actual staff time	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection	150 per inspection
Engineering	For any inspection required.	Actual staff time	Actual staff time
Miscellaneous charges			
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 450.00	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time	Actual staff time

RESOURCE MANAGEMENT

TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00 per sign	Fixed 400.00 per sign
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00	Fixed 180.00
Hearings			
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA Note: applies to applicants and Requiring Authorities	1. Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant	Actual costs to be paid by applicant
	2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs As per 2(a) and (b)	Actual costs As per 2(a) and (b)
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each half hour or part	260.00 + 204.00 for each half hour or part
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs	Actual Costs
Request for information/supply of resource management documents			

RESOURCE MANAGEMENT

TO BE READ IN CONJUNCTION WITH THE EXPLANATORY NOTE FOR RESOURCE MANAGEMENT FEES AND CHARGES, FOUND BELOW

Description		2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	150.00 per copy	150.00 per copy
Photocopying – charged as per Council’s corporate rate			
Officer’s hourly charge out rates			
General Manager – Strategy and Environment		190.00 per hour	190.00 per hour
Managers – any other		175.00 per hour	175.00 per hour
Principal / Senior Planner		175.00 per hour	175.00 per hour
Planner		165.00 per hour	165.00 per hour
Engineer		160.00 per hour	160.00 per hour
Technical staff – any other		160.00 per hour	160.00 per hour
Team Leader Monitoring and Compliance/ Officer		150.00 per hour	150.00 per hour
Administrator (any) and any other staff member not listed		95.00 per hour	95.00 per hour
Consultant		Actual costs	Actual costs
Mileage			
For each kilometre travelled		1.20 per km	1.20 per km
Hazardous Activities and Industries List (HAIL) determinations			
Investigation fee		Fixed 80.00	Fixed 80.00

Resource Management - explanatory note

Resource management fees and charges – explanatory note

These fees and charges become operative on 1 July 2020 and will apply for all work carried out and decisions issued on or after 1 July 2020, irrespective of when the application was lodged with the Council.

Fixed charges

1. The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA) .
All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- a) If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- b) If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

Additional fixed fees

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4)(b) of the RMA.

COMMUNITY SERVICES		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Cemeteries (Public Amenities Bylaw Clause 8)		
Te Kuiti Cemetery		
Plot Purchase (Berm and Lawn Cemetery)		
Adult	1,612.00	1,612.00
Child (under 12 years)	678.00	678.00
Ashes Plot		
Ashes Wall	343.00	343.00
Garden of Memories	458.00	458.00
RSA	0.00	0.00
Interment Fees Te Kuiti		
Adult	1,238.00	1,238.00
Child (under 12 years)	643.00	643.00
Ashes interment	260.00	260.00
Stillborn	138.00	138.00
Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria		
Plot Purchase		
Adult	1,196.00	1,196.00
Child (under 12 years)	500.00	500.00
Ashes Plot	208.00	208.00
Interment Fees		
Adult	1,320.00	1,320.00
Child (under 12 years)	653.00	653.00
Ashes interment	364.00	364.00
Stillborn	204.00	204.00
Sundry (for all cemeteries in the District)		
Extra for breaking concrete	163.00	163.00
Additional depth	228.00	228.00
Extra Saturday	218.00	218.00
Extra Public Holiday	436.00	436.00
Fixing of Plaque	163.00	163.00
Disinterment Fees (all Cemeteries)		
An estimate will be provided to customer, actual cost will be charged		
Burial	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration
Non-Residents (out of district burials)	Add 60% to plot purchase	Add 60% to plot purchase
Research Fees	60 .00	60 .00
Hall Hire - Les Munro Centre		
Total complex		
Full day (8am – 8am)	867.00	867.00
Day hire (8am – 5pm)	612.00	612.00
Weekend rate (5pm Friday – 5pm Sunday)	1,632.00	1,632.00
Funeral rate <i>Includes hire of crockery and PA system if required</i>	306.00	306.00
Foyer		
Foyer – hourly rate	36.00	36.00
Supper Room		
Full day (8am – 8am)	469.00	469.00
Day hire (8am – 5pm)	306.00	306.00
Hourly rate	46.00	46.00

COMMUNITY SERVICES		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Weekend rate (5pm Friday – 5pm Sunday)	800.00	800.00
Other (per hire)		
PA System	133.00	133.00
Crockery (200 piece setting)	148.00	148.00
Grand Piano Hire (per day)	143.00	143.00
Cancellation Fee (within 14 days of event)	50% of hire fee	50% of hire fee
Cancellation Fee (within 15 to 60 90 days of event)	10% of hire fee	10% of hire fee
Booking Deposit	10% of hire fee	10% of hire fee
Bond	The greater of 500.00 or 50% of hire fee	The greater of 500.00 or 50% of hire fee
Community Halls		
Senior Citizens Hall		
Hire fee per day (8am – 5pm)	61.00	61.00
<u>Bond - four hours or more and for catered events</u>	New fee	100.00
Piopio Hall		
Complex hire		
Full day (8am – 8am)	210.00	210.00
Hourly rate	37.00	37.00
PA system	67.00	67.00
Bond <u>- four hours or more and for catered events</u>	The greater of 500.00 or 50% of hire fee	100.00
Te Kuiti Railway Station Buildings 1 and 3		
Day hire (8am – 5pm)	127.00	127.00
Hourly rate	20.00	20.00
Bond - four hours or more and for catered events	100.00	100.00
Elderly Persons Housing - Tenancy arrangement		
Small single bedroom - per week	115.00	115.00
Large single bedroom - per week	125.00	125.00
Bedsit - per week	105.00	105.00
Parks and Reserves		
Commercial Users Only – All Parks		
Ground Hire (per day)	330.00	330.00
Bond	To be determined on hire but no less than 500.00	To be determined on hire but no less than 500.00
<u>Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan</u>	New fee	150.00
<u>Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan</u>	New fee	150.00
District Aquatic Centre		
Adult	4.50	4.50
Adult swimmer with an under 5	3.00	3.00
Seniors	3.00	3.00
Disability/health (green script of letter from health professional required)	2.00	2.00
Child	2.00	2.00
Students	3.00	3.00
Under 5's	0	0
Spectators	1.00	1.00

COMMUNITY SERVICES		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Learn to Swim Classes (per lesson)	11.00	11.00
Hire of whole complex (per hour) under 50 swimmers	100.00 per hour + 30.00 for lifeguard per hour	100.00 per hour + 30.00 for lifeguard per hour
Hire of whole complex (per hour) over 50 swimmers	100.00 per hour + 30.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	100.00 per hour + 30.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards
Lane Hire (per lane per hour)	12.00	12.00
Schools Base Fee (per hour)	35.00 per hour + 30.00 per lifeguard per hour	35.00 per hour + 30.00 per lifeguard per hour
BBQ Hire (per hour)	30.00 per hour + a refundable cleaning bond of 20.00.	30.00 per hour + a refundable cleaning bond of 20.00
Te Kuiti Aerodrome		
Visiting Aircraft Landing Fee	10.00	10.00
Touch and go First	10.00	10.00
Fertiliser Bin Hire (per tonne)	6.50	6.50
Plane Storage (casual)	500.00	500.00
Banner Poles		
Hireage of Banner Space (max of 4 weeks) per week	10.00	10.00
Installation and Removal (minimum then at cost plus 10%)	150.00	150.00

COMMUNITY DEVELOPMENT		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Waitomo District Library		
Scanning (per request)	0.50	0.50
Binding documents	5.00	5.00
Membership Card (initial)	2.50	No charge
Temporary membership bond	20.00	20.00
Lost Membership Card replacement	6.50	5.00
Jigsaw Puzzles (21 days)	2.00	2.00
Children's Wooden Puzzles (21 days)	No charge	No charge
Rental Talking Books	1.50	1.50
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.50	0.50
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge	No charge
Over dues – (per day per book)	0.30	0.30
Over dues - Children's books (per day per book)	0.10	No charge
Bestseller Collection - 14 day hire	5.00	5.00
Over dues – Bestseller Collection (per day per book)	1.00	1.00
Classic DVDs - 1 week hire	3.00	3.00
DVDs - 1 week hire	4.00	4.00
Best Seller DVDs - 3 day hire	5.00	5.00
Electronic Games -1 week hire	8.00	8.00
Over dues - All DVDs and Games (per day, per item)	1.20	1.20
Magazines - 1 week hire	1.50	1.50
Lost or Damaged Items	Replacement Cost Plus 7 .00	Replacement Cost Plus 7 .00
Requests to other Libraries (per item) where reciprocal agreement exists	5.50	5.50
Requests to other Libraries (per item) where no reciprocal agreement exists	24.00	24.00
International Requests to other Libraries (per item)	50.00	50.00
Aotearoa Peoples Network (APNK) internet/computer charges	No Charge	No Charge
Items requests/hold, per request	1.20	1.20
Non-Resident Fee (per year)	45.00	45.00
Sale of Books	0.80	0.80
Sale of Books - Fill a Bag	3.00	3.00
Books by Mail - postage fee (per item)	5.50	5.50
Library Bags	5.50	5.50
Kit Collection (3 Days)	5.50	5.50
Kit Collection (1 week)	10.00	10.00
Overdues - Kit Collection per day	1.00	1.00
Covering Books (Small)	5.00	5.00
Covering Books (Large)	6.00	6.00

CORPORATE SERVICES		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Official Information		
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00	38.00
Supply of property records (Hardcopy property files accessed by a customer)	10.00	10.00
Record of Title	30.00	30.00
GIS System – Generating and Printing of Maps/ Plans		
A4 (Plan)	0.30	0.30
A4 (Aerial)	0.50	0.50
A3 (Plan)	1.00	1.00
A3 (Aerial)	1.90	1.90
A2 Plotter (plan)	4.75	4.75
A2 Plotter (aerial)	10.00	10.00
A1 Plotter (plan)	7.75	7.75
A1 Plotter (aerial)	12.00	12.00
A0 Plotter (plan)	14.75	14.75
A0 Plotter (aerial)	18.50	18.50
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	38.00	38.00
Supply of data in digital form by email (cost is per half hour)	38.00	38.00
Property number, allocation only (urban and rural RAPID number)	No charge	No charge
Photocopying		
A4 - Black and White, single sided	0.20	0.20
A4 - Black and White, double sided	0.30	0.30
A4 - Colour, single sided	0.30	0.30
A4 - Colour, double sided	0.50	0.50
A3 - Black and White, single sided	0.40	0.40
A3 - Black and White, double sided	0.70	0.70
A3 - Colour, single sided	1.00	1.00
A3 - Colour, double sided	1.90	1.90
Laminating		
A4, per page	3.00	3.00
A3, per page	6.00	6.00
Postage and Courier		
E20 courier bag (A5)	7.00	7.00
E40 courier bag (A4)	11.00	11.00
E60 courier bag (A3)	17.00	17.00
Email and digital		
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	40.00	38.00
Supply of information regarding Rating Information Database to commercial entities (per <u>half</u> hour plus actual and reasonable costs – minimum charge <u>one half</u> hour)	50.00	38.00
Fax Service		
National – First sheet	3.60	3.60
National - Second and subsequent sheet	3.60	3.60
International – First Sheet	6.10	6.10
International - Second and subsequent sheet	1.10	1.10
Receiving (per sheet)	1.00	1.00

ASSETS		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Roading		
Road Closure Application Fee <i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	516.00	516.00
Entrance way Inspection	184.00	184.00
Road Damage Deposit		
Bond (deposit refundable)	5,694.00	5,694.00
Road Opening Notice	199.00	199.00
Road Encroachment	199.00	199.00
Rapid Number		
New	90.00	90.00
Replacement	51.00	51.00
Over Weight		
Over Weight Permit	244.00	244.00
Overweight Permit Renewal	200.00	200.00
No Spray Zone Application	224.00	224.00
Roading Information		
Land Information Request	67.00	67.00
Engineering Consent	78.00	78.00
High Productivity Motor Vehicle (HPMV) Permit		
HPMV Permit	350.00	350.00
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	350.00	350.00
HPMV Permit Renewal	200.00	200.00
Sewerage Extraction, Treatment and Disposal		
Connection (All Council supplies excluding Piopio)	2,049.70	2,049.70
Disconnection	226.60	226.60
Piopio Wastewater		
Connection involving retrofitting of an existing approved septic tank	10,170.00	10,170.00
Connection (including new septic tank)	20,124.14	20,124.14
Trade Waste		
Administrative Charges		
Required Trade Waste Application Fee	160.70	160.70
Non-compliance Re-inspection Fee	123.60	123.60
Annual Trade Waste Consent Charges		
Exempt Trade Waste Licence	121.54	121.54
Permitted Trade Waste Licence	241.02	241.02
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	677.74	677.74
Tankered Trade Waste Charges		
Receipt treatment and disposal of liquid trade wastes per m3 (1,000 litres) at Te Kuiti Waste Water Treatment Plant:		
Septage disposal from within Waitomo District per m3 (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	244.11	244.11
Greywater per m3 (1,000 litres)	37.60	37.60
Grease Trap waste per m3 (1,000 litres)	257.50	257.50
All out of Waitomo District tinkered waste per m3 (1,000 litres) casual users	303.85	303.85

ASSETS		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>		
Stormwater		
Connection	3,176.52	3,176.52
Kerb Connection	1,133.00	1,133.00
Water Supply (Water Services Bylaw 2015)		
Bulk Water take (tankers/hydrant etc) Cost per m ³	11.90	11.90
Connection Fee (All council supplies)	2,008.50	2,008.50
Disconnection Fee	515.00	515.00
Testing Meters Fee		
Domestic 15 mm and 20 mm	442.90	442.90
40 mm large connection	525.30	525.30
50 mm and 100 mm bulk	808.55	808.55
Reconnection	515.00	515.00
Water Permit (standpipe) Hire	216.30	216.30
Water Take Application Fee	160.68	160.68
Toby/ Valve locates	144.20	144.20
Water Meter Reading Fee 10% administrative costs	10% administrative cost	
• Te Kuiti		113.00
• Mokau		195.00
• Benneydale		132.00
• Piopio		116.00
Other Charges		
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs	Cost Recovery Basis Plus 10% administrative costs
Solid Waste Management		
Kerbside Collection		
Purchase of WDC Rubbish Bags - Residents (each)	3.30	3.40
Landfill and Transfer stations		
Waitomo District Landfill		
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>		
Purchase of Recycle Bin (Green Bin, each)	24.50	
General Refuse		
General Refuse (per tonne)	212.00	216.00
Green Waste		
Green Waste (per tonne)	143.00	146.00
Special Refuse		
Concrete and Bricks (per tonne)	83.00	85.00
Concrete, Second Grade (per tonne)	37.00	38.00
Fibreglass (per tonne)	262.00	267.00
Bitumen (per tonne)	57.00	58.00
Clean Fill (per tonne)	42.00	43.00
Clay (per tonne)	32.00	33.00
Whiteware - each	21.00	21.00
Television - each	31.00	31.00
Computer - each	19.00	19.00
Toaster/ kettle/ video recorders	8.00	8.00
Fluro Lights—small	37.00	Remove fee
Fluro Lights—large	53.00	Remove fee
Oil, paint - per litre	5.00	6.00

ASSETS		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Lead Cell Batteries (each)	31.00	32.00
Gas Cylinders (each)	15.00	15.00
Car Bodies (clean)	107.00	109.00
Car Bodies (as is)	174.00	177.00
Metal (scrap only, per tonne)	90.00	92.00
Polystyrene (per tonne)	1,293.00	1,318.00
Sand (white, per tonne)	69.00	71.00
Scrap steel (per tonne)	54.00	55.00
Road Sweeping (per tonne)	69.00	71.00
Timber Waste (per tonne)	130.00	132.00
Burial (per unit)	66.00	67.00
Tyres		
Car	15.00	16.00
4x4	20.00	21.00
Light Truck	20.00	21.00
Truck	24.00	25.00
Tractor	61.00	62.00
Tyre removal from rim	28.00	29.00
Shredded tyres (per tonne)	235.00	240.00
Asbestos (wrapped)	320.00	Remove fee
Contaminated Soils	270.00	275.00
Contaminated Waste	310.00	316.00
Bulk Liquid Wastes will not be accepted		
Over 500 Tonne of General Refuse - a Special Rate is to be pre-approved by CE		
Transfer Stations		
<i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>		
General Refuse		
Disposal of Unofficial rubbish bags	12.00	3.40 (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag) Larger bags will be assessed pro rate (based on the size of the WDC official bag with the maximum cost being \$12)
Wheelie Bin	32.00	33.00
Car boot	35.00	36.00
Van	62.00	63.00
Ute	70.00	71.00
Trailer	70.00	71.00
Special Refuse (E.g. Whiteware)	20.00	21.00
Televisions – each	31.00	31.00
Computer – each	19.00	19.00
Toaster/ kettle/ video recorders	8.00	8.00
Landscape Supplies		
Riverstone (per tonne)		
Riverstone 6mm Pea Metal	102.00	105.00
Riverstone 10mm Rolys	107.00	111.00
Riverstone 19mm Rolys	107.00	111.00
Riverstone 6-25mm Rolys	107.00	111.00
Riverstone 25-65mm Rolys	118.00	121.00
Riverstone 65-200mm Rolys	132.00	135.00

ASSETS		
Description	2019/20 fee or charge (\$)	2020/21 proposed fee or charge (\$)
Riverstone 200-400mm Rolys	158.00	161.00
Riverstone Medium Boulders	285.00	288.00
Riverstone Large Boulders	364.00	367.00
Riverstone Pit Sand	84.00	87.00
Riverstone Builder Mix	118.00	121.00
Riverstone Drainage Stone 25-65mm	102.00	105.00
Mulch (per tonne)		
Garden Mulch 2nd Quality unscreened	88.00	88.00
Limestone (per tonne)		
Limestone Fines (cream colour)	40.00	42.00
Limestone Chip (cream colour) 2-6mm	52.00	54.00
Limestone Chip (cream colour) 6-15mm	135.00	137.00
Limestone Chip (white colour) 6-16mm	152.00	154.00
Limestone Chip (cream colour) 15-25mm	135.00	137.00
Limestone Aggregate Gap 25	63.00	65.00
Limestone Aggregate Gap 50	68.00	70.00
Limestone Aggregate Gap 100	45.00	47.00
Limestone Drainage Stone 25-50mm size	74.00	76.00

PROPOSED

Document No: A470435

Report To: Council



Meeting Date: 26 May 2020

Subject: Te Kuiti Pedestrian Overbridge Replacement Project – Finalisation of Concept Design

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to confirm the proposed design elements following a process for obtaining public feedback on Council's preferred design concept for replacement of the Te Kuiti pedestrian overbridge.

Background

- 2.1 Business paper (BP) Reference No. A463978 to the 25 February 2020 ordinary meeting of Council provided a detailed outline of the history, investigations, design concept options and revised cost forecast for the replacement pedestrian overbridge across the rail corridor at Te Kuiti.
- 2.2 The BP noted that at an earlier workshop, on 8 October 2019, Council indicated its unanimous preference for the option comprising a spiral ramp on the Carroll St. side of the rail corridor, together with redevelopment of the adjacent courtyard area to complement the skatepark and bridge entranceway, and that this option be the basis of targeted consultation with representatives of Legendary Te Kuiti and local Iwi/Hapu. There was no expectation of wider public consultation at that point beyond communication of project design details, funding and timetable.
- 2.3 The above process of engagement involved identical presentations to both groups on consecutive days. The engagement processes, especially in respect of the feedback and suggestions received from Iwi/Hapu representatives, extended from 15 October 2019 until 29 January 2020.
- 2.4 The first opportunity for reporting to Council on the feedback received, and the new design elements required to reflect that, was Council's meeting of 25 February 2020.
- 2.5 Council subsequently resolved, at its meeting of 25 February 2020, that:
 - The business paper on the Te Ara Tika - Te Kuiti Pedestrian Overbridge Replacement Project update be received.
 - Council notes that no resolution has been taken in respect to the name "Te Ara Tika" for the Te Kuiti Pedestrian Overbridge.
 - Council notes the revised budget forecast for the project as at February 2020.
 - Further community consultation be undertaken by way of an "Open Day" on the preferred design concept for the Te Kuiti Pedestrian Overbridge.

Commentary

- 3.1 The additional design features arising from the targeted engagement with mana whenua were integrated with the proposed design concept prepared for public feedback. While more explicitly detailed in BP A463978 to the 25 February 2020 Council meeting, they include:
- The addition of stairs from the ramps on the Rora Street side, to lead pedestrians towards the Pavilion housing the historical carving
 - Retention of stairs on the Carroll Street side as there will be those who will prefer to take the short cut if they are capable and it will allow the bridge to be used for exercise to improve health and fitness
 - The addition of lighting fitted to illuminate the bridge at night
 - Telling the story – the people, the history, the landscape – through the inclusion of weaving patterns and narratives (see attached) that support an increased level of knowledge about the rich history of the town and its contributing area, and to reflect those living in the community (increasing a sense of guardianship). For example:
 - Patikitiki – used to signify the relationship between the inland and coastal hapu, the history of King Country, with the land developed through negotiations between the Crown and Wahanui, Rewi, with a particular focus on Taonui’s involvement,
 - the gifting of Te Tokanganui-a-noho wharenuui, built in 1873, by Te Kooti,
 - the meaning of Te Kuiti – Te Kuititanga o nga tangata and Te Kuiti tanga o nga whakaro, etc.
 - Naming of the bridge - Te Ara Tika – “the pathway of our history” – to capture all of the above.
 - The use of modern technology, in the form of smart phone friendly, QR scan codes, for linkage to further information about each historical feature or item of nature/landscape, including oratory passages, web linkages and sound bites
- 3.2 An “open day” community consultation forum was arranged for the afternoon/early evening of 2 April 2020, themed as an informal drop-in style event through which interested members of the public could avail themselves of information regarding the preferred option, and offer feedback on any aspect of the proposal. A Council workshop scheduled for 21 April 2020 was to be used to discuss feedback received from the open day, with a formal BP to be presented to Council’s meeting of 28 April 2020 for final decision on the design concept, following consideration of relevant feedback.
- 3.3 Unfortunately, the above program was overtaken by the COVID-19 virus entering New Zealand territory, and Central Government’s response to that. Restrictions on (inter alia) public gatherings, and maintenance of physical distancing, were quickly imposed.
- 3.4 In substitution of the above arrangements, and to ensure public health protection under the respective COVID-19 alert levels, a WDC web page was created to provide easy access to information on the key features and design elements of the preferred bridge design concept, and to act as an on-line conduit for offering feedback, asking questions or obtaining additional information. The period for offering feedback extended from 24 March through to 15 April 2020, to allow sufficient time for processing potentially multiple questions and suggestions and

reporting to Council on those at its 12 May 2020 meeting. The coincident "stay at home" Level 4 lock-down period aligned well with web based information sharing, at a time when internet use was extensive as one of the main mechanisms for accessing information and services outside an individual's physical "bubble".

3.5 The information provided on WDC's website is attached to this BP and includes:

- A slide summary of current and proposed bridge details
- Concept plans
- A series of fact sheets
- Frequently asked questions sheet
- A description of features reflecting Te Kuiti's history, landscape and cultural identity
- A summary of Youth Council feedback on the skatepark and adjoining courtyard area
- A feedback form and contact email.

3.6 **FEEDBACK RECEIVED**

3.7 Public feedback on the proposed bridge design concept was limited to a submission from Ngati Rora (attached). It supported the proposed name of the bridge (*Te Ara Tika* - "*the pathway of our history*") and the realisation of that theme through incorporation of bridge design elements that told the story of Te Kuiti's history, landscape and cultural identity through the use of relevant weaving patterns, sound bites that correspond with historical narratives, QR codes of narratives that can download to smart phones, and possible further development of the bridge entranceways using Pou poles and carvings.

3.8 The above features were as described in the 25 February 2020 Council BP, and the information made available for public feedback via Council's website. Apart from the Pou poles, the bridge design concept already incorporates the above features.

3.9 The inclusion of Pou poles, on both sides of the bridge, was discussed in the early stages of targeted engagement with iwi/hapu representatives. They were seen as something that could be added at a subsequent stage of development, perhaps as part of the complementary landscaping work to be completed in the vicinity of the courtyard area. Alternatively, a suggestion of etching an appropriate carving feature on the external surface of some of the more prominent bridge piles, was mooted.

3.10 Of significance is that the proposed bridge name and associated design elements are complementary, and collectively make up the overall concept theme. *Te Ara Tika* sets the scene for the journey of knowledge that can be found when crossing the bridge. The positioning of the proposed weave patterns, narratives and sound bites corresponds to each of the seven intermediate bridge landings across the bridge, from where significant natural and historical features can be viewed, and/or knowledge gained.

3.11 In addition to the above, a series of technical questions were raised by Councillor Brodie including the suggestion of a sound-bite representing a locomotive ascending the incline to Waitete Viaduct (already incorporated in the design proposal), visibility and deck width at the 90 degree turning points on the upper bridge ramps (Rora Street side), and the risk of mobility scooters, travelling in the up-ramp direction, over-shooting the ramp landing at the 180 degree turn point and accidentally exiting onto the stairs proposed at that location.

3.12 To achieve a radius at both locations, as suggested by Councillor Brodie, would involve pushing the upper ramp further out onto the Rora Street green area, and shortening the ramp length. That would steepen the gradient of the upper ramp, which needs to be avoided given that those particular ramps are already at the

maximum gradient for wheelchair access. Instead, the handrails at the 90 degree ramp turnarounds have been moved back flush with the handrail posts to maximise deck width, and the proposed stairs at the 180 degree turnaround will be rotated 90 degrees to remove the "open gate" effect. It is also noted that mobility scooters are already navigating these corners, by turning within the available deck width (approx. 2m between handrails), and the existing stairs on the Carroll Street side present the same "open gate" issue without any known incident history.

- 3.13 Further changes to the ramp alignment on the Rora Street side involve shifting the upper ramp so that it extends out past, but parallel to, the lower ramp, to avoid the risk of encountering KiwiRail signal cables during piling work. There will be some tree loss as a result of that, to be replaced with low planting to enhance visibility and personal safety while on the bridge (crime protection through environmental design (CPTED) consideration). The revised ramp alignment is shown conceptually, below (note - the stairs on the Rora St. side will be rotated 90 degrees to the south, parallel with the ramps, as mentioned in para. 3.12 above).



Fig.: 1: Revised ramp layout

3.14 **SAFETY AUDIT**

- 3.15 In parallel with the community consultation process, a mandatory safety audit of the bridge design proposal was completed. The audit was carried out, as required, independent of WDC and the designer, but with opportunity for the designer and

WDC to respond to the recommendations. The audit spanned a wide range of technical safety issues, from road safety to CPTED standards.

- 3.16 The most significant of the recommendations related to the need to redesign the spiral ramp exit point on Carroll St. to avoid the risk of pedestrian congestion on the berm area potentially spilling onto the traffic lane. This has since been addressed.
- 3.17 Other recommendations were of a minor, technical nature and extended to clearances, bridge width, surfacing, lighting, mesh screens and vegetation, all of which have either been addressed in the amended design, or have been designed taking into account the constraints of the site.
- 3.18 **NZTA FUNDING**
- 3.19 Application has been made to NZTA for subsidy funding of the revised budget forecast of \$1.65M, as reported to the 25 February 2020 Council meeting. The current NZTA approved budget is \$1.35M of which 73% will be funded by NZTA.
- 3.20 The approval criteria for NZTA funding for this project, given that it was not included in the original, approved 2018 – 21 regional land transport programme (RLTP), was that it was “shovel ready”, with construction programmed for completion in the current (2019/20) year. That timetable has since slipped, firstly because of Council’s requirement for an extended opportunity for public feedback on the proposed design elements following targeted engagement, and secondly, the COVID-19 shutdown. Project construction is now not likely to start before August 2020 after allowing for final design and procurement procedures, and the residual effects of COVID-19 shut down.
- 3.21 Ironically, the post COVID-19 recovery phase may lead to strong market interest in the procurement stage. That opportunity might be short-lived if early anecdotal reports of vibrant construction activity across the region can be relied on. Being ready to test that opportunity will be important element of the revised project timetable.

Analysis of Options

- 4.1 The analysis of bridge replacement options has been widely canvassed since 2013, when KiwiRail identified a number of structural defects on the bridge. Since then, multiple options have been considered, including maintenance of the existing structure, replacement with a new level crossing, an underpass, and the current proposal of replacing the bridge with a new structure on the same alignment.
- 4.2 With the option of replacing the existing structure with a new level crossing eliminated by KiwiRail, and the announcement in 2018 of NZTA funding eligibility for a replacement pedestrian overbridge structure, an independent assessment of the remaining options identified that the full replacement option represented the best value for money over the life of the replacement structure. In monetary terms, the net cost to Council of replacement option will be less than the budgeted cost of the maintenance option.
- 4.3 Council resolved at its meeting of 27 November 2018 that the best practicable option was a replacement structure on the same alignment as the existing pedestrian rail overbridge.
- 4.4 Three options were then developed for the landing configurations on either side of the rail corridor, with the Carroll St. side offering the greatest scope for design flexibility and innovation. They comprised three levels of enhancement: minimum, modest and aspirational.

- 4.5 The aspirational option, comprising a spiral ramp design above the Carroll St. landing, has the highest level of creativity over the other options, greater functional and visual benefits, and provides a structural art form in its own right through its reference to the historical connection the bridge has with the rail corridor. It will add a point of difference to Te Kuiti, and through that, offers potential to generate further development opportunities for the town. It has received unanimous support from Council, Legendary Te Kuiti, and mana whenua.
- 4.6 The recent "pause" in progressing the final design has therefore been in respect of the proposed name and cultural design elements, rather than the structural form or configuration of the replacement bridge. With those aspects now tested for public feedback, the design elements of the preferred option can be finalised in support of and parallel with current work on the detailed design, consenting and procurement phases.

Considerations

5.1 RISK

- 5.2 The risks of not proceeding with the next steps of this project are several-fold.
- 5.3 Firstly, NZTA funding for the project was on the basis that the project would be completed, as per the business case, in the 2019/20 year, with the NZTA share funded from budget surpluses in that year. The project was not included in original 2018-21 RLTP, and therefore required specific Regional Land Transport Committee and Transport Agency funding approval as an amendment to the RLTP, based on the approved business case. Further delays to project implementation could jeopardise NZTA funding approval if it is not completed in a timely manner, in which case the replacement project option would be unlikely to proceed.
- 5.4 Secondly, also related to NZTA funding, is the need to apply for supplementary NZTA approval for the revised budget estimate, dated February 2020. The current NZTA approved budget (2019) is \$1.35M. The revised budget currently sits at \$1.65M. While construction cost indices are unlikely to have increased materially since then, there is a need to align WDC's revised funding application with NZTA's budget programming for 2020/21. With the design concept unchanged consequent to the public feedback process, there is an urgent need to complete that process.
- 5.5 Thirdly, the condition of the existing bridge is rapidly reaching the point where urgent bridge maintenance will be required, or the bridge closed, if the construction phase is not expedited. That would be a waste of NZTA and ratepayer funding given the imminent commencement of the replacement work.
- 5.6 Finally, the post COVID-19 transition offers a narrow opportunity for high market interest in the construction phase. Bridge construction contractors will be keen to mobilise their specialised resources, and timing the procurement phase to take advantage of that could realise competitive pricing proposals through an active, contestable market. The opportunity for that may, however, be short-lived. The construction sector has already been quick to mobilise during the early stages of alert level 3.
- 5.7 Early application for additional NZTA funding on the revised cost estimate and advancing the detailed design incorporating the design elements of Council's preferred design concept, as detailed in the BP to Council's 25 February 2020 meeting and summarised in the attachments to this BP, will mitigate the above risks.

5.8 CONSISTENCY WITH EXISTING PLANS AND POLICIES

5.9 The recommended decision is consistent with Council's 2018 – 28 Long Term Plan, 2019/20 Annual Plan, and its Significance and Engagement Policy.

5.10 SIGNIFICANCE AND COMMUNITY VIEWS

5.11 Replacement of the Te Kuiti pedestrian overbridge is specifically identified in Council's 2019/20 Annual Plan.

5.12 Prior to that, consultation undertaken with the community during the early stages of the District Plan review included bottom-up, place-making/place-shaping processes leading to the development of concept plans for each township in the district. In the case of Te Kuiti, strong feedback was received on, inter alia, the importance of ensuring community connectivity between the eastern and western sides the SH3/railway corridors. The railway crossing at the site of the existing pedestrian overbridge was identified as a key link towards achieving that.

5.13 Specific feedback received through the place-making community consultation processes relevant to pedestrian access across the rail corridor has included:

- Concerns about the division of the town by the railway line and state highway.
- In the context of the built environment, residents were dissatisfied about the effect of the railway lines and associated land occupying a large area in the centre of the township with limited pedestrian connections (350 m apart).
- While the pedestrian overbridge provided a physical connection, it did not add to the attractiveness of the town. A more open vista of the town centre, as viewed from Carroll St., was supported.
- The community indicated that they would like to make the railway crossings safer for pedestrians.
- Iwi signalled dislike for the disconnection that the railway caused.
- The community supported the need to improve pedestrian amenity and access for disabled persons at rail crossing areas. This was viewed as urgent. The community also signalled that there were wider issues which needed to be discussed with both NZTA and KiwiRail about best practice for safety at these crossing points.
- The Te Kuiti Town Concept Plan signals the need to upgrade the rail overbridge or replace it with an at-grade crossing. Again this was viewed as urgent by the community.
- The community agreed that although complexities exist around providing safe crossing points, keeping the three pedestrian access points between Carroll Street and Rora Street was a priority.

5.14 Since then, and in recognition of the likely high public interest in the replacement bridge design and landings on either side of the rail corridor, targeted engagement took place with Legendary Te Kuiti as the most relevant local interest group, and mana whenua, the latter consistent with LGA 2002 requirements for facilitating participation by Maori in Council's decision making, on Council's preferred option.

5.15 In this particular case, the need for mana whenua input to the bridge design concept is very relevant given that the rail corridor over which the bridge spans was once owned by Maori, and the Carroll St. landing is located on land gifted to WDC by Ngati Rora.

- 5.16 Most recently, details of the proposed design features resulting from the above targeted consultation were shared with the public for feedback. The sole submission received supported the design theme including the proposed bridge name and historical/cultural elements. That mana whenua has responded so actively to the project is very positive.
- 5.17 Taken together, Council's responsibilities under Section 78 of LGA 2002, and its Significance and Engagement Policy, have been met.

Summary and Next Steps

6.1 SUMMARY

- 6.2 A comprehensive BP was presented to the 25 February 2020 meeting of Council detailing the history of the existing bridge, background to and design features of Council's preferred bridge replacement option, the results of targeted engagement with Legendary Te Kuiti and mana whenua and the design elements required to articulate that, revised cost estimates and an updated project timetable.
- 6.3 An extended opportunity for public awareness and feedback on Council's preferred replacement pedestrian overbridge proposal, in the form of information sharing and a feedback mechanism via WDC's website, was provided over the period 24 March to 15 April 2020, in lieu of the one-off "open day" that was originally scheduled for 2 April 2020. The latter was substituted because of the COVID-19 health protection measures.
- 6.4 A single feedback submission was received from representatives of Ngati Rora in support of the proposed replacement bridge concept, including the bridge name and associated design elements that are reflective of Te Kuiti's history, heritage and cultural identity.
- 6.5 A number of technical aspects regarding bridge design details, and a safety audit, were also addressed during the period. These related to bridge geometry, safety, access and a "sound – bite" suggestion.
- 6.6 A decision on the final design concept now needs to be made if additional NZTA funding is to be secured.
- 6.7 The need to progress final design ahead of consenting, procurement and construction, is important, firstly in the context of NZTA's funding eligibility, secondly, the strong market opportunity that potentially exists in respect of procurement contestability post the COVID-19 shut-down, and thirdly, the declining condition of the bridge that will otherwise require maintenance intervention. There are inherent risks in not making early progress on all of these matters.
- 6.8 Once procurement arrangements are in place, it would be opportune to arrange an open day to simply explain the project details prior to commencement of construction. That includes the landscaping proposals for the basketball half-court/amenity area. The physical works will have high visibility and the project should help induce a sense of positivity in the community in contrast to a somewhat negative economic outlook post COVID-19.

6.9 NEXT STEPS

- 6.10 An application to NZTA for supplementary funding approval is underway corresponding to the revised budget estimate.

- 6.11 Detailed design will recommence immediately, taking account of feedback received from safety audit process, in preparation for building consent application.
- 6.12 KiwiRail and building consent approvals are now scheduled for May/June 2020, to be followed by procurement in June/July.
- 6.13 Construction will proceed August/September earliest, with final project close-out in October 2020 earliest.

Recommendation

- 7.1 That the business paper, Te Kuiti Pedestrian Overbridge Replacement Project – Finalisation of Concept Design, be received and the suggested resolutions adopted.

Suggested Resolutions

1. The business paper on Te Kuiti Pedestrian Overbridge Replacement Project – Finalisation of Concept Design, be received.
2. Council notes the information provided for public feedback on the proposed design concept for the Te Kuiti Pedestrian Overbridge Replacement Project.
3. Council notes and endorses the feedback submission received from Ngati Rora representatives in support of the proposed bridge design concept, including naming the replacement bridge *Te Ara Tika*.
4. Council notes the revised timetable for completion of the project, the risks to be managed in adhering to that, and the next steps towards implementation of the preferred design concept, incorporating the additional architectural elements outlined in this business paper and business paper ref. A463978 to the 25 February 2020 Council meeting.
5. An open day be arranged once procurement arrangements are in place to assist WDC's communication of project details and implementation timetable, to interested members of the public.



GREG. BOYLE
SPECIAL PROJECTS COORDINATOR

- Attachments:**
1. Feedback submission from Ngati Rora dated 31 March 2020
 2. Current and Proposed Bridge Details
 3. Base Concept Plan
 4. Concept Plan
 5. Fact Sheets 1 – 3
 6. Frequently Asked Questions
 7. Cultural Identity
 8. Youth Council Suggestions
 9. Feedback Form

Submission for Te Ara Tika.

Kahutoi Te Kanawa

kahutoi.tekanawa@gmail.com

11 St.Lukes Crescent,
Te Kuiti,
3910.

021578043

31st March 2020.

To whom it may concern:

Ngā mihinui,

We the mana whenua, namely Ngāti Rora would like to present this submission to support the development of Te Ara Tika, which includes;

- Weaving patterns relative to this area
- Sound bites that coincide with the historical narratives and iconic patterns.
- QR codes of historical narratives that can be download to mobile phones.
- Further possible development of Pou/carvings.

We envisage that Te Ara Tika will be an educational focal point of historical stories, at the same time featuring iconic symbolism. This will attract engagement of poignant interest to local foot traffic, Kura, schools, kohanga reo and those passing through our town. The purpose of Te Ara Tika goes beyond just a bridge, which was the reason for naming this project Te Ara Tika. This was discussed at length with council representatives, Clowdy Ngatai and Greg Boyle and unanimously agreed to by the rest of the Ngāti Rora at an annual general meeting held at the Te Kuiti Marae.

No reira,

Ngā kaitiaki o tenei whenua,
Ngāti Rora representatives.

Barney Anderson, Shannon Manawaiti, Kahutoi Te Kanawa, Mack Waretini.

Pedestrian Bridge Replacement Project Te Kuiti



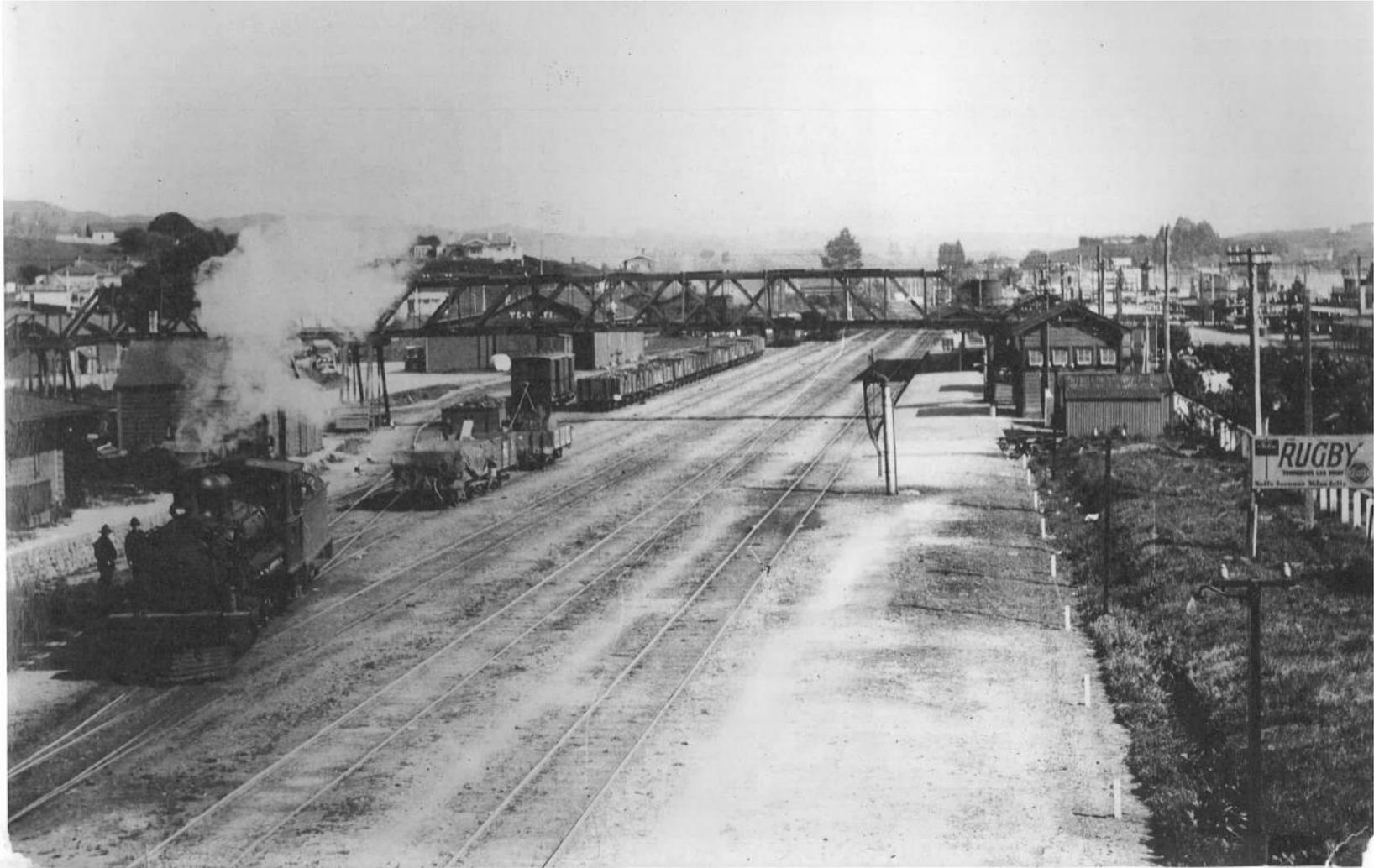
Some history....the original, late 1800's



Te Kuiti – 1947. Looking south. Original bridge location



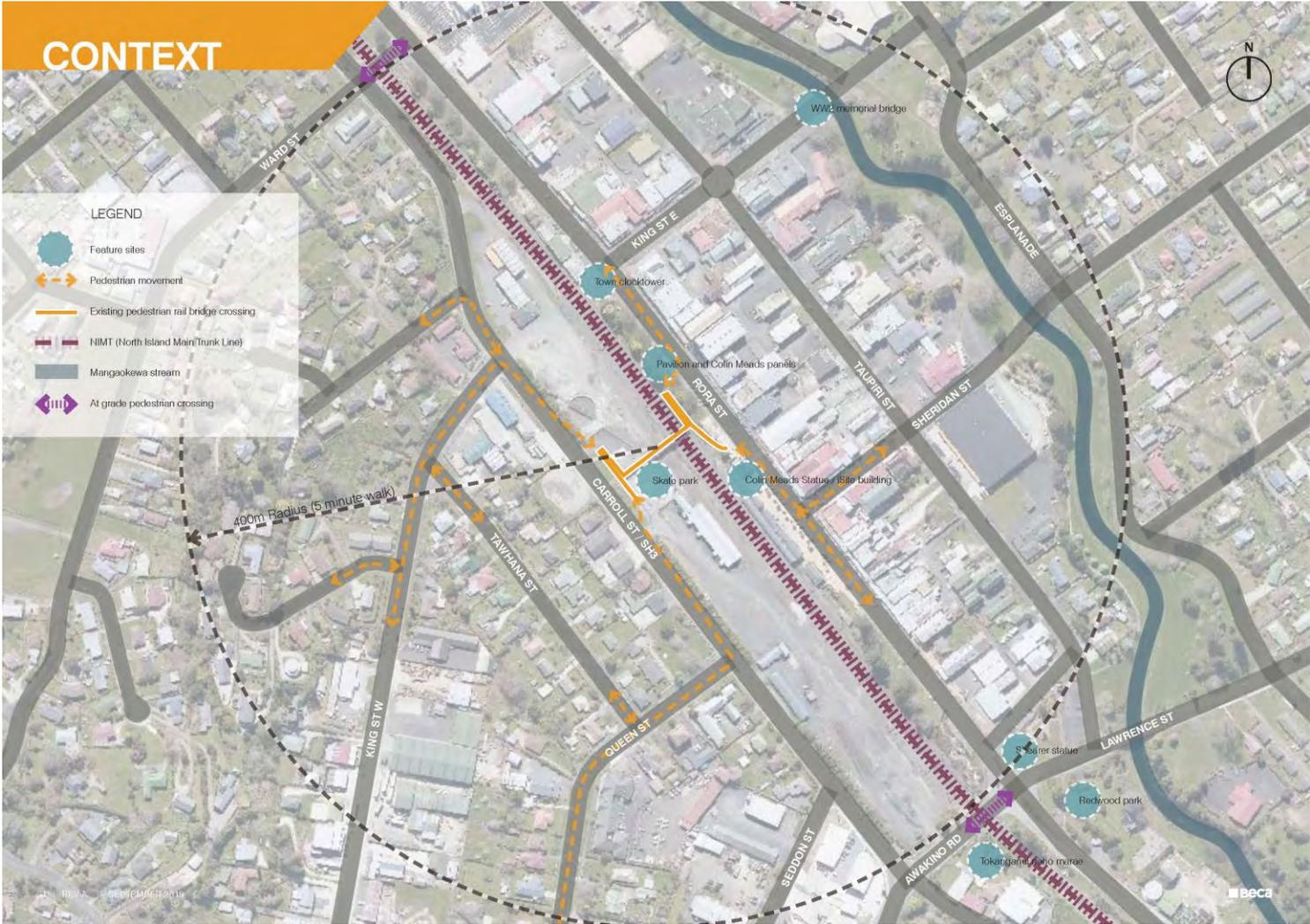
Original bridge - late 1940's. Looking north



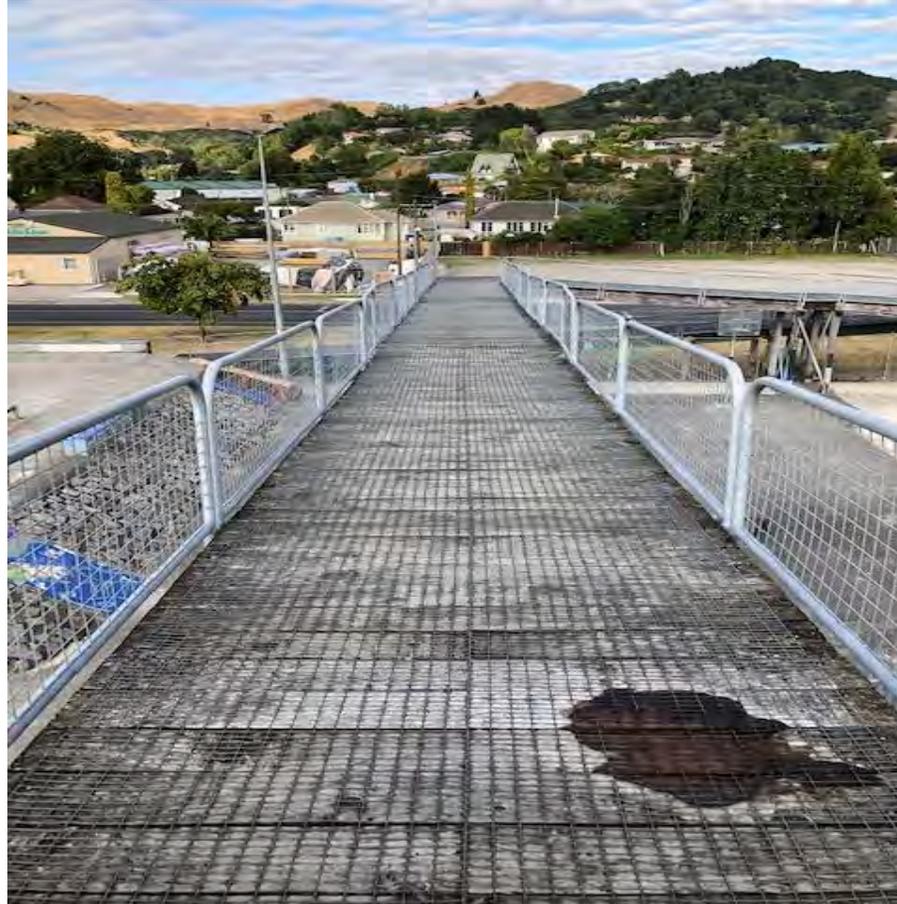
Current structure - built 1988



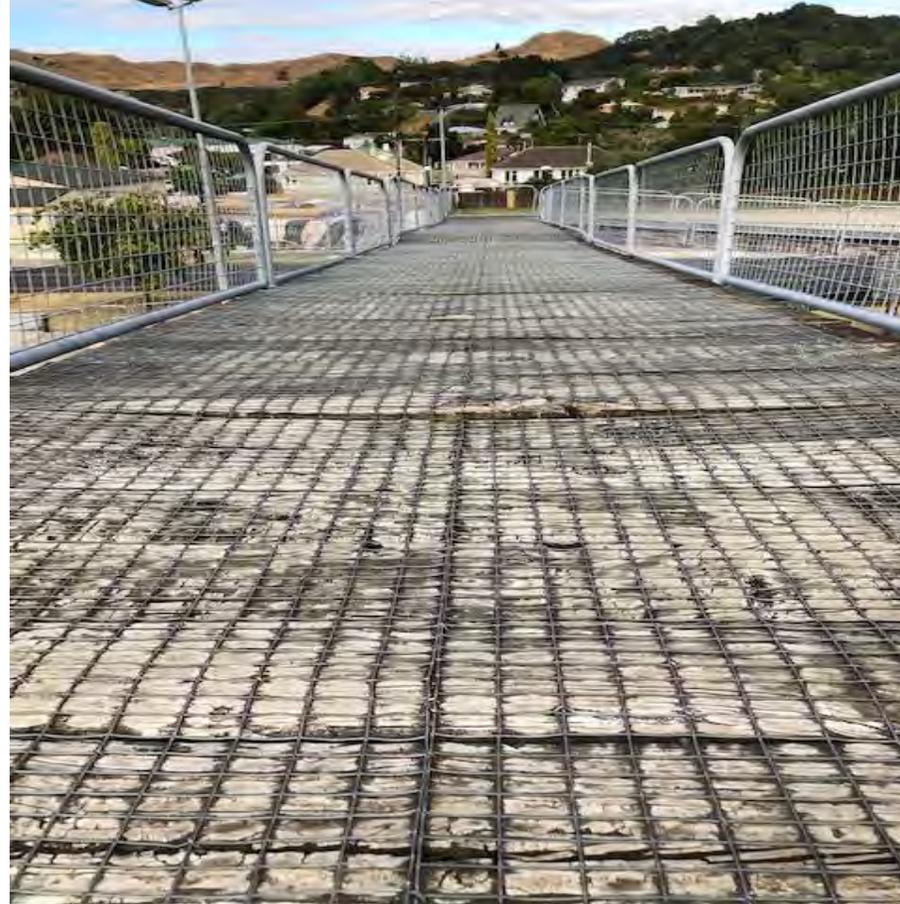
Bridge catchment – 5 minute walk (400m radius)



Current condition - examples



Ramp decking creep



Decking decay - underside



Post vertical cracking



Damage to safety shroud



Bolts loose/missing from top chord spacer



Delamination of ramp beams



Post/transom decay



Recent background

- Bridge replacement was scheduled for 2019/20. Now 20/21
- Project started mid-Feb 2019
- KiwiRail access agreement in place
- Budget estimate \$1.65m
- NZTA subsidy 73%

Design essentials

- Structurally sound
- Vertical/horizontal protection/separation for rail and electrical transmission
- Same crossing alignment as existing structure
- Retention of existing piers
- Additional pier mid-span
- New bridge superstructure, ramps and stairs
- Affordable

Bridge design outcomes

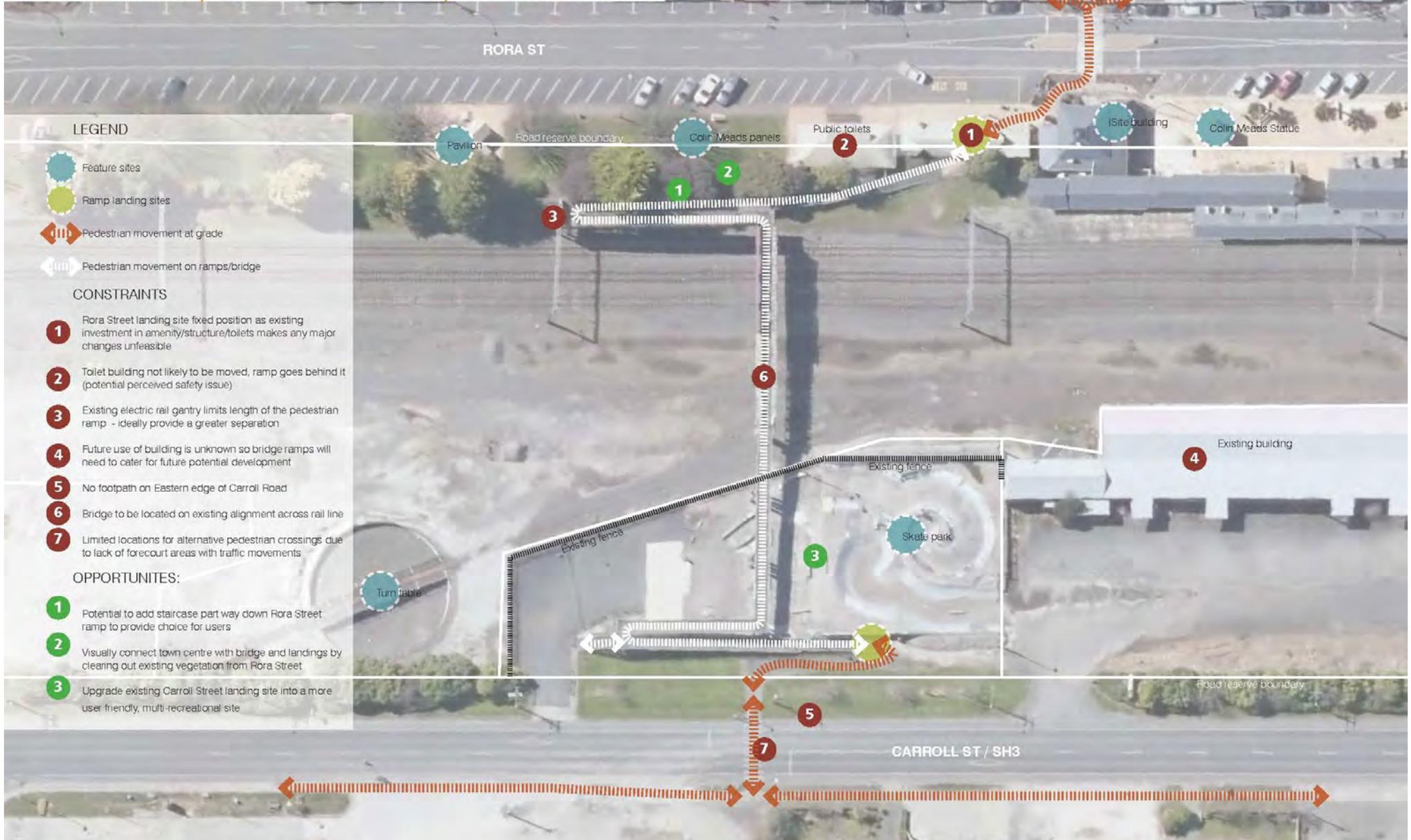
- Fully engineered
- Signature structure
- Contemporary design
- Elegant
- Relevant
- Open/visible
- Resilient
- Durable – low maintenance
- Compatible with local materials, themes, TK concept plan

Considerations for landing design

- Carroll St side
 - Pedestrian “gateway” to Te Kuiti CBD
 - Limited to land owned by Council, and available
 - Skatepark fixed
 - Improved access to and usability of WDC owned land
 - Positioning of ramps to achieve that
 - Future proofing of design for opportunities, either side
 - Better connection with skatepark
 - Better connection with SH3 pedestrian crossing and adjoining parking areas
 - Improved amenity – skatepark, entrance, lighting, planting, parking

SITE ANALYSIS

FEATURES / OPPORTUNITIES / CONSTRAINTS



LEGEND

- Feature sites
- Ramp landing sites
- Pedestrian movement at grade
- Pedestrian movement on ramps/bridge

CONSTRAINTS

- 1** Rora Street landing site fixed position as existing investment in amenity/structure/toilets makes any major changes unfeasible
- 2** Toilet building not likely to be moved, ramp goes behind it (potential perceived safety issue)
- 3** Existing electric rail gantry limits length of the pedestrian ramp - ideally provide a greater separation
- 4** Future use of building is unknown so bridge ramps will need to cater for future potential development
- 5** No footpath on Eastern edge of Carroll Road
- 6** Bridge to be located on existing alignment across rail line
- 7** Limited locations for alternative pedestrian crossings due to lack of forecourt areas with traffic movements

OPPORTUNITIES:

- 1** Potential to add staircase part way down Rora Street ramp to provide choice for users
- 2** Visually connect town centre with bridge and landings by clearing out existing vegetation from Rora Street
- 3** Upgrade existing Carroll Street landing site into a more user friendly, multi-recreational site

Preferred option – Rora Street landing

- Retain existing alignment of lower ramp - already connects with centre of town
- Good connection with Visitor Information, pedestrian Xing, café, toilets
- Ramp length controlled by existing KiwiRail electric gantry
- Ramp gradient 1 in 12
- Switch-back of upper ramp to avoid existing signal cabling
- New stairway to shorten walk length
- Thin/replace existing planting to improve visibility

Preferred option – Carroll St. landing

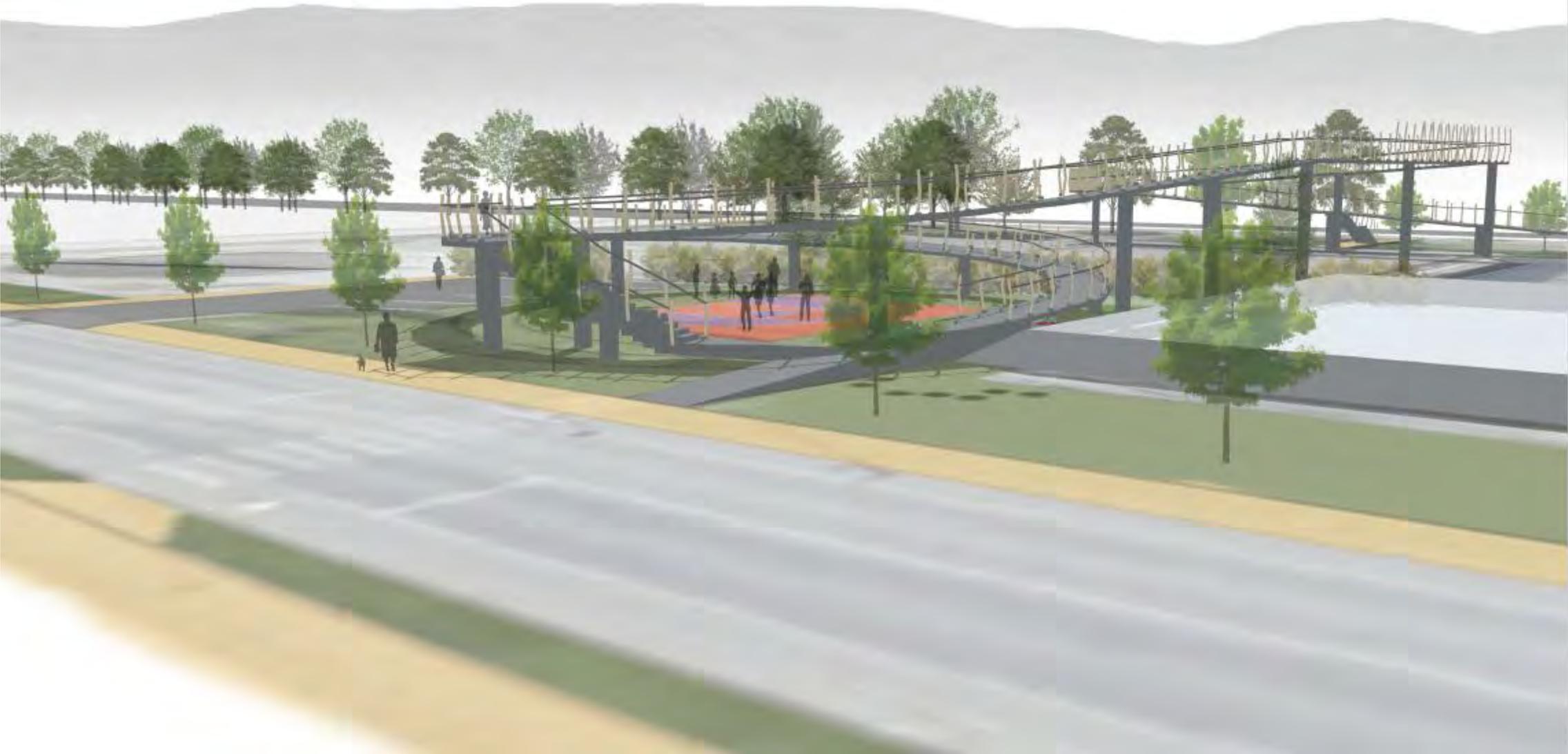
- Stairs plus 1 in 18 ramps
- Intermediate landings at transitions
- Spiral design, references rail turntable
- Contemporary, signature structure at pedestrian gateway
- Feature courtyard area with basketball half-court at centre of spiral
- Low planting to soften edges
- Ramp connects to SH3 pedestrian Xing
- Consistent with Youth Council suggestions

**PREFERRED OPTION
CONCEPT PLAN**



PREFERRED OPTION PERSPECTIVE VIEW

**Concept image only. Further detail to be explored in future stages*



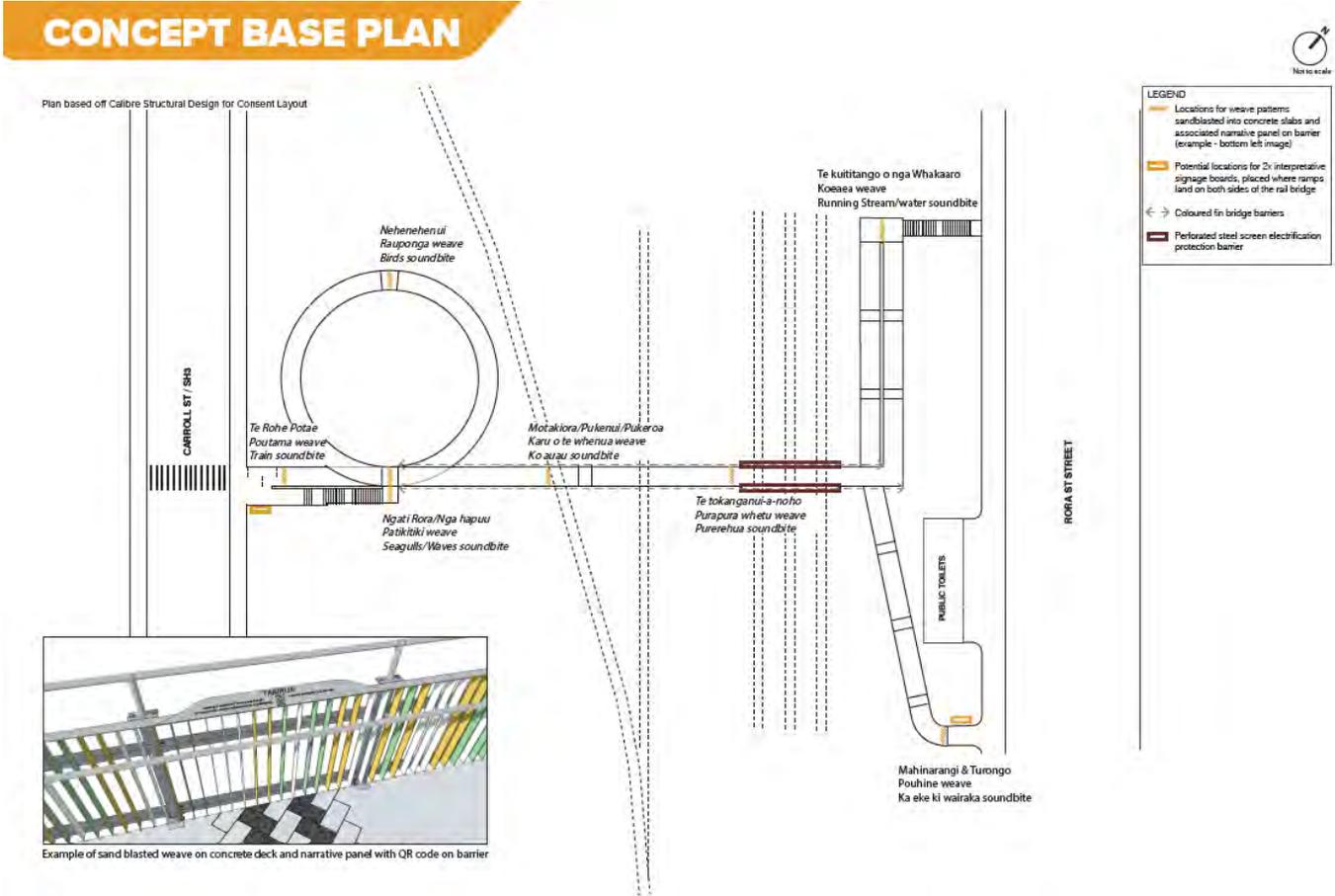
Handrails and pathway

- “Open” design to enhance visibility, both directions
- Colours to reflect seasonal hues and natural landscape
- Lighting to accentuate shape and form of bridge during night-time
- Factors include:
 - Safety
 - Durability
 - Shared pathway design (2.1m clear width)

Proposal for cultural connection

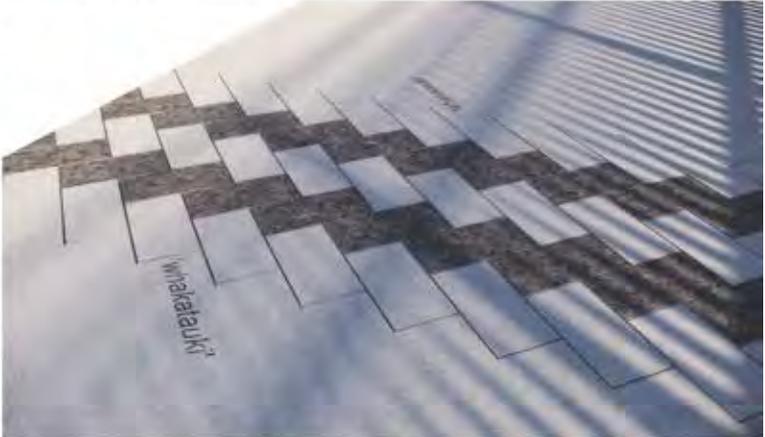
- Artistic elements in the form of weaves and narratives across bridge
- People, history, landscape, places of interest
- Recognises original ownership of land crossed by bridge
- Positioning of weaves and narratives at view points
- QR codes for additional information

Handrail and weave elements – proposed concept

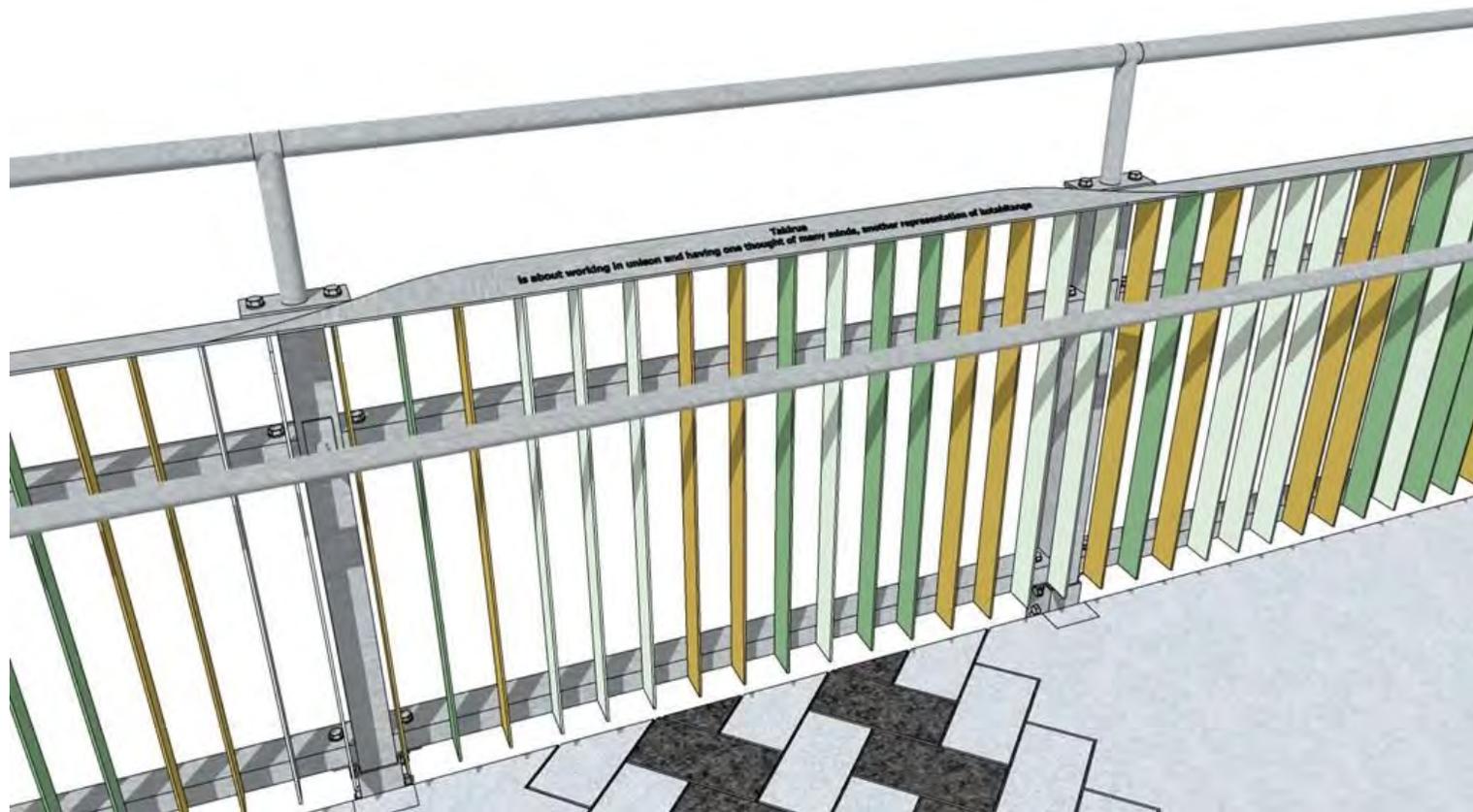


Handrail, weave patterns and narratives

- coloured bat bar fins tied to upright posts
- posts fixed to side of the bridge skat, allowing for a clear, open passage of 2.4m
- coloured fins, referencing contextual elements in the Te Kaha landscape - orange referencing the autumnal colours of the town, green referencing the surrounding hills, and the pale white referencing the limestone mining history of Te Kaha



Handrail and weave concept



Proposal for bridge name

- Te Ara Tika
- Proposed by Ngati Rora
- Means “the pathway of our history”
- Complemented by weaves and narratives across bridge

Next steps

- Consider public feedback from consultation (21 April 2020)
- Decide concept design for landings (28 April 2020)

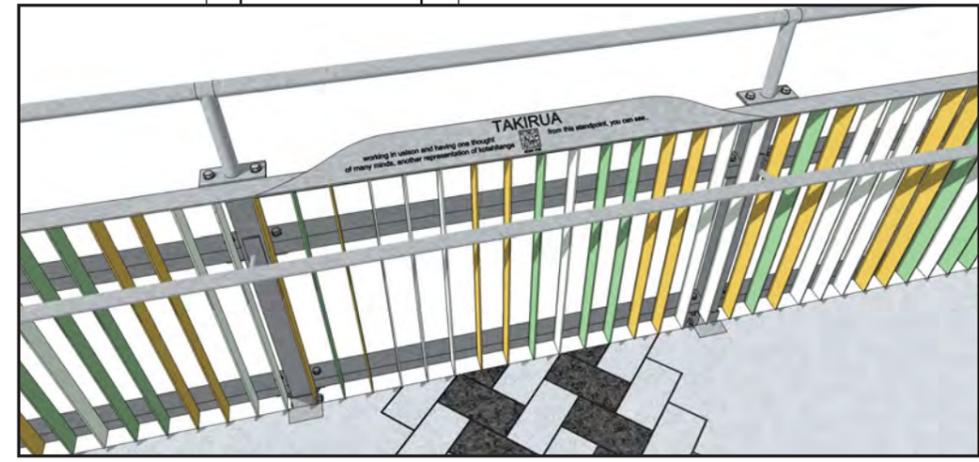
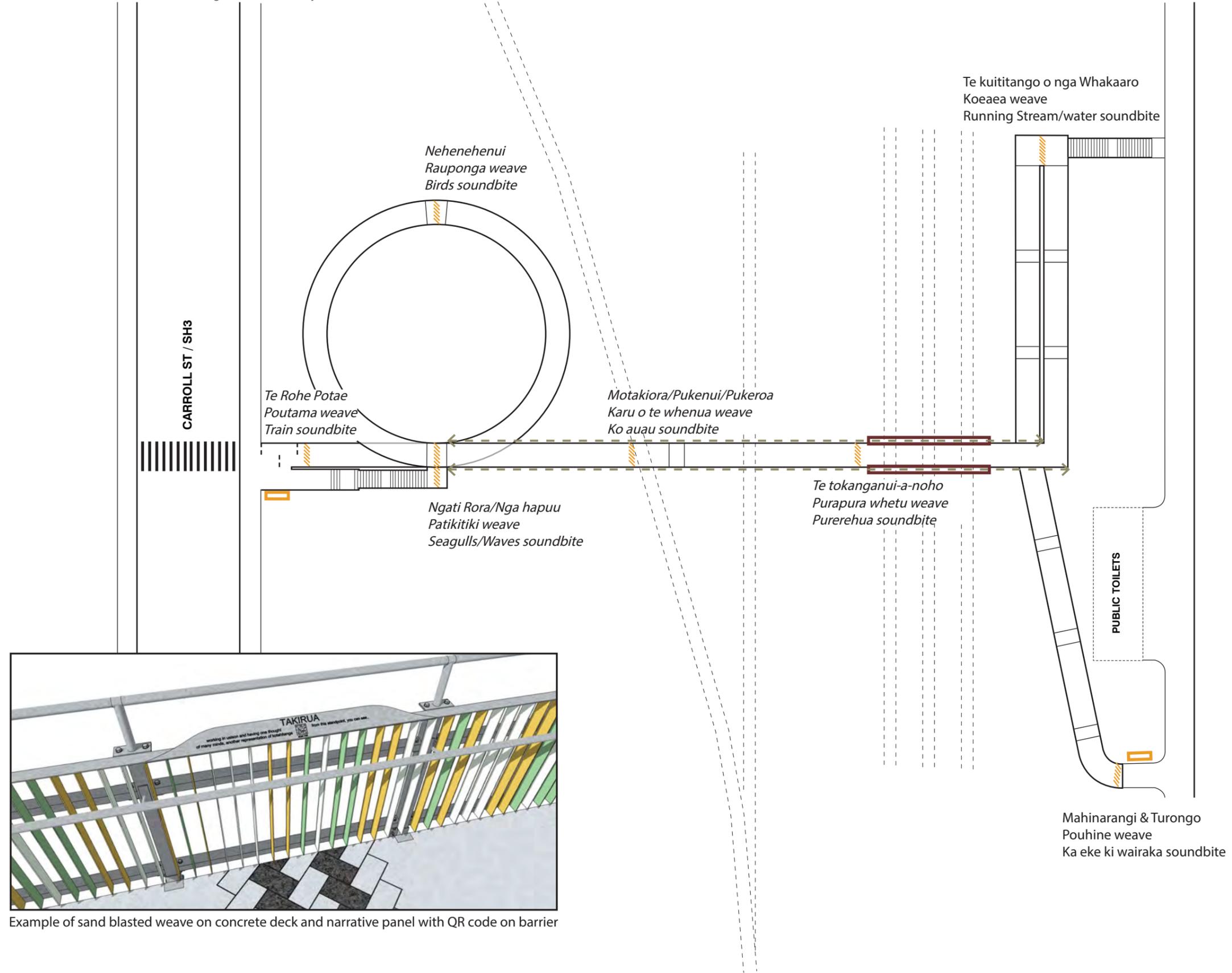
Then:

- Obtain design approval for KiwiRail corridor (May)
- Final design (June 2020)
- Building consent (June 2020)
- Procurement (July 2020)
- Construct (August/September 2020)

CONCEPT BASE PLAN



Plan based off Calibre Structural Design for Consent Layout



Example of sand blasted weave on concrete deck and narrative panel with QR code on barrier

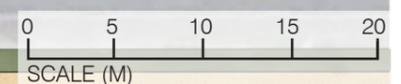
PREFERRED OPTION CONCEPT PLAN



LEGEND

-  Low planting to tie in with existing planting on at Rora Street bus shelter
 -  Trees to be removed
 -  Coloured concrete footpaths
 -  Direction up ramps
 -  Feature weave patterns
1. Coloured concrete footpath tie-in connecting Rora Street to a new staircase. New benches near street edge allow for a pause point and tie in with the activity of the main street. Selected trees to be removed to increase visibility of main street
 2. New bridge extends beyond existing position then switches back under itself to land under the existing bus shelter on Rora Street
 3. 12.1m radius ramp loop creates a central circular feature 'courtyard' - a half basketball court or another active element in the centre of this space creates a mini arena-like zone where people can sit on surrounding grass mounds and watch the action take place
 4. Planted edge to soften boundary and existing fence
 5. Existing skate park retained
 6. Small car park with 6 spaces to allow people to come off the state highway, park up or drop off
 7. Formalised street tree edge with new warm coloured concrete footpath, influenced by main street paving colours
 8. Feature mound with play elements incorporated - used to transition between the skatepark and ramp loop 'courtyard'
 9. Bridge ramp aligns with existing pedestrian crossing
 10. Existing vegetation removed and replaced with formal street trees and lawn to improve sight lines around the vehicle entry. Driveway to include new reserve signage
 11. Existing rail gantry retained and screened with decorative panel feature. Opportunity to incorporate feature art piece here
 12. Staircase

**Note - bridge and ramps designed by others*



PREFERRED OPTION PERSPECTIVE VIEW

**Concept image only. Further detail to be explored in future stages*



FACT SHEET 1 - EXISTING PEDESTRIAN OVERBRIDGE

- Built in 1988 by TranzRail
- Transferred by agreement to WDC ownership on 10 April 2001
- Comprises timber ramp beams and piles, , steel truss bridge beam and supported on concrete columns, and timber decking
- Main bridge span overstressed
- Excessive deflections in bridge beam and supporting columns
- Substandard seismic design capacity
- Handrails substandard
- Ramp gradients steeper than 1 in 12
- Decking decay
- Delamination of ramp beams
- Deterioration of timber columns and beams/transoms
- Top (and bottom?) chord spacers on bridge not fixed
- Carroll Street ramp not aligned with pedestrian crossing
- No connecting footpath with bridge on Carroll Street side
- No stairs on Rora Street side
- Limited development of courtyard area – no shade, seating or landscaping

FACT SHEET 2 – REPLACEMENT BRIDGE DESIGN CONSIDERATIONS

Design constraints

- The requirement for vertical and horizontal separation from the KiwiRail rail tracks and overhead electrical transmission
- The bridge centerline alignment to remain the same as the existing alignment to allow retention of the existing bridge piers and to comply with the KiwiRail Deed of Access
- The need for an additional pier at mid-span to better support live and seismic loads applied to the bridge
- The need to replace the superstructure, ramps and stairs.
- The need to retain the skatepark in its present location at least until such time as an alternative, better site is identified, agreed and developed
- The limited space available for placing and shaping the landings, particularly on the Carroll Street side due to the limited total area owned by WDC (2,263 m²) at least half of which is occupied by the skatepark, and the existing occupation (buildings, transmission gantry, etc.) on the Rora Street side.

Design outcomes

The design outcomes sought are a new pedestrian overbridge that will be:

- Fully engineered to modern design code standards
- A signature structure for Te Kuiti that reflects positively on the community
- Built to a contemporary design that is structurally elegant, has high visibility, and conveys a safe user experience through spatial openness
- Compatible with local materials, heritage and culture, and the Te Kuiti Town Concept Plan
- Providing for the future development potential of the non-WDC land through ramp location
- Resilient, durable and low maintenance
- Relevant
- Affordable.

FACT SHEET 3 – PREFERRED OPTION

General

- Contemporary, signature structure at pedestrian gateway to Te Kuiti CBD
- Fully engineered to modern design standards
- Stairs both sides
- Utilises existing (x2) concrete columns
- Additional central pier beneath main bridge span
- Total length 249.5m including ground ramps (existing bridge approx. 217m)
- Intermediate landings at key transition points (pause points)
- Clear width between handrails of 2067mm
- Preliminary cost estimate \$1.65m (February 2020)
- NZTA subsidy 73% (\$1.2m)

Carroll Street landing:

- Spiral design that references rail turntable
- Spiral ramp gradient of 1 in 18 maximum (existing ramps at least 1 in 12)
- Radius of spiral 12.1m to centreline
- Feature courtyard area with basketball half-court at centre of spiral
- Low planting to soften edges
- Coloured concrete footpaths to connect with adjacent courtyard and parking areas
- Ramp connects to SH3 pedestrian Xing
- Cycle safety barriers at bridge exit onto Carroll Street

Rora Street landing:

- Ramp entrance/exit already well positioned close to centre of town

- Good connection with and proximity to the rail station, public toilets, pedestrian crossing and Visitor Information Centre
- New stairs to be provided to shorten distance
- Ramp length controlled by the existing KiwiRail electric gantry at the north end of ramp
- The existing toilet block location in Rora Street is fixed
- Switch-back ramp needed on Rora Street side to avoid KiwiRail signal cables and fibre-optic cable in rail corridor
- Ramp gradients on Rora Street side 1 in 12 (similar to present gradients)
- Existing trees adjacent to ramp to be replaced with low planting to improve visibility and personal safety, and visually connect town centre with bridge and landings

Handrails and lighting:

- The handrail design is key to achieving the design outcome of spatial openness.
- As well as the safety aspects that the handrails and side cladding will provide, the materials used will also be a means of capturing and reflecting the Te Kuiti Town Concept Plan colour pastel.
- Lighting will be designed to ensure night-time visibility of the bridge. Foot-lighting and handrail light fittings will be used to accentuate the shape and form of the bridge

TE KUITI PEDESTRIAN OVERBRIDGE REPLACEMENT PROJECT – Q & A

1. Why cant we have a level crossing?

KiwiRail will not allow a level crossing at this location because of concerns for pedestrian safety. The bridge crosses five sets of tracks, with three beneath the overhead electrical transmission. KiwiRail is averse to pedestrian level crossings even across a single set of tracks.

2. Why build the bridge at the same location?

The existing location is central between the two existing level crossings at Ward Street and Awakino Road, both approximately 400m distant. The Carroll Street side is within 5-10 minutes of a significant residential catchment and is opposite the existing pedestrian crossing over SH3. The Rora Street side connects well with the town centre, including the rail station, public toilets, and visitor information centre. WDC has an agreement with KiwiRail allowing rail corridor access at this location, and the replacement bridge will make use of the two existing concrete columns, hence reducing costs.

3. Has the \$1.65m already been budgeted?

Yes, WDC's funding contribution (27%) has already been allowed for in Council's budget.

4. Of the total cost, how much will NZTA pay?

This is to be confirmed, but it is likely to be 73 per cent (\$1.2m) of the total cost. NZTA has already agreed to pay 73 per cent of \$1.35m (\$985,000).

5. Will it have any direct rating impact and if so what?

The local share has already been budgetted for in WDC's 2018-28 Long Term Plan. There will be no increase beyond that.

6. Will the work go out to tender?

Yes.

7. Will local contractors be considered?

Yes – if they tender.

8. Will the old bridge remain useable until the new bridge is opened?

No. Constuction involves removal of existing bridge before new bridge is installed, on the same alignment. There are alternative pedestrian level-rail crossing points available at Ward St and Awakino Road.

9. Will the works be very disruptive?

No. Construction period is approximately two months and alternative rail crossing access is available. The existing bridge will be closed for most of that period.

10. What is the cost difference between the preferred option and the other options considered by Council?

Approximately \$300,000.

11. Were Te Kuiti youth consulted?

WDC's Youth Council prepared an earlier submission on its ideas for future development of the skatepark and adjoining area. Where practicable, those ideas have been incorporated in the concept design eg provision of a basketball half-court, seating, shade areas for rest, greenspace.

12. What are the next steps?

Council will review the feedback it receives from community consultaion held on 2 April 2020, followed by final decison on its preferred design concept at its meeting scheduled for 28 April 2020.

Detailed, final design will then be completed following a safety audit and KiwiRail design approval. Building consent application will be made ahead of procurement. Construction is now scheduled for completion over the period July – Sept 2020.

13. Will there be an official opening?

That is the intention.

CULTURAL IDENTITY

Mana whenua representatives offered a range of suggestions to capture the important history of the town, people and landscape through the inclusion of weaving patterns and narratives (see below) that will support an increased level of knowledge about the rich history of the town and its contributing area. For example:

- The history of King Country, with the land developed through negotiations between the Crown and Wahanui, Rewi, with a particular a focus on Taonui's involvement
- The gifting of Te Tokanganui-a-noho wharenuī, built in 1873, by Te Kooti
- The meaning of Te Kuiti – Te Kuititanga o nga tangata and Te Kuiti tanga o nga whakaro, etc
- Naming of the bridge - Te Ara Tika – “the pathway of our history” – to capture all of the above.
- The use of modern technology, in the form of iPhone friendly, QR scan codes, for linkage to further information about each historical feature or item of nature/landscape, including oratory passages, web linkages and sound bites

The above suggestions can be built into tangible features, integrated with the bridge construction. It is proposed to achieve that by positioning a different weave pattern etched into the bridge deck at each of the seven intermediate landings across the length of the bridge, complemented by signage that provides a brief description of the weave and landscape feature, plus QR scan codes that will provide cellphone link to additional information for those who might be interested.

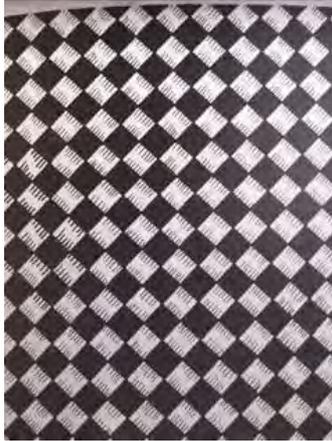
Given the total length of the new bridge, end to end, will be nearly 250m, the intermediate landings will provide a pause point for users. Each landing will provide a different viewpoint of Te Kuiti and the adjoining landscape, and can be described briefly in each narrative bar or panel, and more fully via the QR scan code for those who are interested.

Proposed name for bridge – Te Ara Tika

Te Ara Tika means “the pathway of our history”. This captures the stories and connections to Te Kuiti's waterways, celestial navigation stars, coastal relationships, kaitiakitanga – care of our land, Tokanganui-a-noho, our Whare Tupuna, the greater Nehenui, and the knowledge of our men and women - the knowledge keepers from the past. The proposed name for the bridge introduces the learning experience available from the journey across the bridge.

Proposed weaving patterns

1. *Takitahi* – this is the basis of where all weavers begin from and these represent the foundation of the first steps to knowing and knowledge.



2. *Takirua* – is about working in unison and having one thought of many minds; another representation of kotahitanga.



3. *Koeaea* – is about the motion of the inanga or tuna that swims up our water ways. It relates to our many taniwha in our waterways.



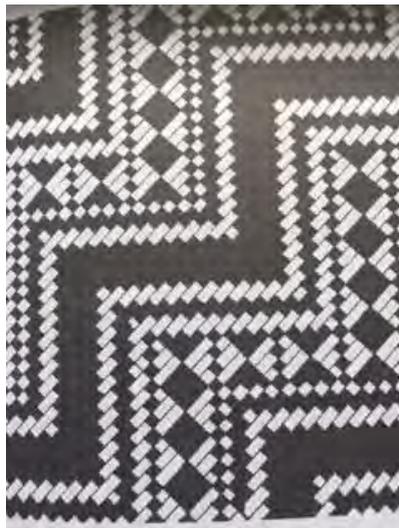
4. *Rauponga* – represents the abundant growth of our native bush that is still untouched, and is home to the native birds, insects and glow worms. This pattern represents the greater Te Nehenehenui.



5. *Karu o te whenua o Wahi Rua* – the eye of the land. This pattern is about the duty we have as kaitiaki to protect our lands, for if we keep an eye on the land, so will the land take care of us.



6. *Pouhine* –is reference to the knowledge of womens' intellect and skills. Wahine give birth to and nurture coming generations.



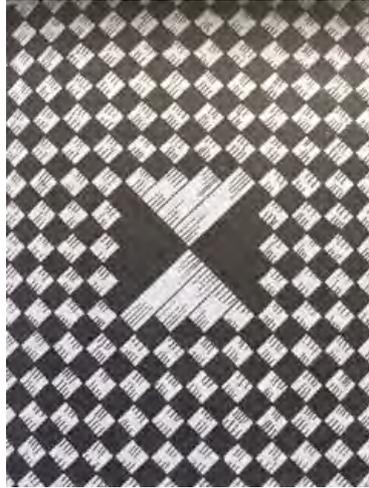
7. *Poutama* – represents the steps of knowledge of our ancestors that have left us to reach our potential and to restore traditional knowledge and practices. Poutama also represents the mens' responsibilities, to ensure these steps are values and practiced.



8. *Patiki* –is the metaphoric pattern that is shaped like the flounder. This pattern is about the relationship that manawhenua have with our coastal people and to show the abundance of the seafood source that was bartered between the coastal and inland tribes of Ngāti Maniapoto people, showing our strong connections.



9. *Purapurawhetu* – represents the navigational stars that reminds us of our seafaring ancestors who traversed the great ocean of Moana-nui-a-kiwa and landed here in Aotearoa. This pattern is also about the stars of Matariki, that represent the beginning of our new year.



The Places and Stories

1. Te Rohe Potae – This story will reference the historical account of King Tawhiao's hat being laid onto a map of the north island in 1870's and then the negotiations of Wahanui Huatere Rewi Maniapoto and Taonui to open the area to the European and in particular surveyors to mark the path of the Railway tracks.
2. Te Nehenehenui – Te Nehenehenui refers to the great forest which covered a majority of Te Rohe Potae.
3. Ngati Maniapoto me ona hapu maha – Ngati Maniapoto (Tribe) is made up of many different hapu (sub-tribes) from both inland and coastal tribes and a strong relationship was maintained between them all. The land on which you currently stand is called Ngati Rora... this is the Hapu or subtribe of Maniapoto. It refers to all those that descend from the tupuna (ancestor) called Rora which in turn encapsulates certain lands – Ngati Rora are Mana Whenua within these geographical outlines.
4. Motakiora/Pukenui/Pukeroa – refers to the maunga (peak) at Brook Park that can be seen from the top of the bridge that also holds significance to the Maniapoto people. It was originally the site of a fortified Pa built by Rora, a son of Chief Maniapoto, in the 1600's.
5. Te Tokanganui-a-noho – This story is about the refuge afforded to Te Kooti in Te Kuiti from 1873-1883 and then later in Otewa. The story should talk about the gifting of Te Tokanganui-a-noho to the people of Ngati Maniapoto for this act of kindness.
6. Te Kuititanga o nga whakaaro – the name of Te Kuiti, how that was decided and the meaning of the name.

7. Mahinarangi and Turongo – This refers to the whakapapa of Mahinarangi and Turongo and that through their union Raukawa, Rereahu and then Maniapoto came which in turn produced Rora – hence our main street being called Rora Street which is also where our pedestrian will find themselves.

Resource management - Full Team Project

Te Kuiti Skate Park - A long term and staged Plan

A Current assessment of the area



Currently:

- The area is run down, cold and sterile looking
- There is tagging and vandalised property – i.e the drinking fountain is constantly running
- The area is not family friendly
- The area is not open and welcoming to passing traffic
- There is no easy parking
- The bridge is rundown and does not start in the path of the pedestrian crossing

Long Term Plans:

The 2017-2018 WDYC forum is to provide a presentation for council to consider within council plans and/or decision making. The following resource management plans will form the bases for this forum of Youth Councillors to prepare their submission.

The young people have mapped out their plans and ideas for the skate park area and after presenting to Cr New at their planning workshop it is agreed that the best plan is for a link be made to the Long Term and/or Annual Plans?

The youth are motivated to make a submission to the Planning of this area and happy to further feed into conversations with relevant managers who have been supportive of this taking place prior to the plans going out to the community for consideration and submission.



Goal:

- To Improve the skate park so it can be utilised better by everybody
- To increase the understanding of local government processes

Strategies:

- Make the area look more appealing (painting)
- Upgrade the layout of facilities
- Have proposed plans considered for the Long term plans

Suggestions:

- Stage by stage long term plan
- Significant capital investment
- To paint the entire outside of the skating ring as a creative community project (Activity Plan 5)
- That the area include a grass and play area
- To focus on the area being aesthetically pleasing
- That a full court basketball court be installed with hoops at each end and high attractive caging around it
- That child proof fencing be installed
- Include picnic tables and swings for young families to enjoy with soft fall
- Have diagonal parking running along Carroll Street the entire length of the park with backing space similar to Taupo
- Include some trees or shading in the area for young families and skaters
- Consider partnerships with others (businesses and Iwi)

Te Kuiti Pedestrian Rail Overbridge Replacement Project

FEEDBACK FORM:

Contact Details

Surname:

First name:

Address:

Email:

Contact number:

Feedback

Q.1. Do you have any comments on the proposed layout of the replacement bridge?

Q.2. Are there any other features you would like to see included on the Carroll Street (SH3) side? Please describe.

Q.3. Are there any other features you would like to see included on the Rora Street side? Please describe.

Q.4. Do you have any views regarding the proposed naming of the bridge, "Te Ara Tika" (pathway of our history)?

Q.5. The bridge "pathway" includes seven transition points that are proposed to be used as viewing points for places of interest, significant natural features, landscape etc. Weave patterns and narratives are proposed for each of these locations which will help tell the story of Te Kuiti's history, supplemented by QR bar codes for those interested in finding more information.

Do you have any comments/suggestions in respect of these elements?

Q.6. The handrail across the main span is designed to provide for safe but open visibility of the town and rail environment. The proposed colours of the vertical handrail fins reflect the natural, seasonal colours of the Te Kuiti landscape.

Do you have any comments/suggestions in respect of the handrail design?

Q.7. Do you have any comments/suggestions on any other aspect of the bridge design concept?

Q.8. Would you like to be kept informed of progress with implementation of this project?

Document No: A469841

Report To: Council Meeting



Meeting Date: 26 May 2020

Subject: Provision of Council Services and Operations during COVID-19

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide a briefing on the provision of Council services and operations (including response and recovery services) during the COVID-19 Alert Levels.

Background

- 2.1 In response to the global COVID-19 Pandemic, the New Zealand Government implemented a Covid-19 Alert System, which specifies the public health and social measures to be taken in the fight against COVID-19.
- 2.2 A 4-level alert level system was introduced on 21 March 2020 to manage the outbreak in New Zealand:

Level 1: Prepare
Level 2: Reduce
Level 3: Restrict
Level 4: Lockdown
- 2.3 New Zealand moved to Alert Level 4 (AL4) lockdown at 11.59pm on 25 March 2020. During AL4, only essential services were permitted to continue operating.
- 2.4 As directed by the Government, this resulted in Waitomo District Council (WDC) temporarily ceasing the provision of all non-essential services, the office closing and staff working remotely to continue non-service business i.e. finance, governance, planning, etc. where practicable.
- 2.5 Council activities considered essential services were defined by the Government's 'COVID-19 Local Government Response Unit', comprising members of the Department of Internal Affairs, Local Government New Zealand (LGNZ), Society of Local Government Managers (SOLGM), the National Emergency Management Agency (NEMA) and other relevant government agencies.
- 2.6 The alert level was lowered to AL3 at 11:59pm on 27 April 2020, partially lifting some lockdown restrictions.
- 2.7 The current alert level, Level 2 (AL2), was introduced at 11.59pm on 13 May 2020. Restrictions under AL2 were substantially reduced, but with a residual focus on physical distancing, contact tracing, size of gatherings and personal hygiene. The rules applying under AL2 are set to be reviewed on Monday 25 May 2020.

- 2.8 A detailed progress report on the provision of essential services undertaken by WDC during AL4, including the provision of Infrastructure Services and Civil Defence Emergency Management (CDEM), was presented to the Audit Risk and Finance Committee Meeting of 5 May 2020.
- 2.9 This business paper provides a briefing on all of WDC's activities (essential services, non-essential services and non-service related business) across Alert Levels 4-2, since then.

Commentary

3.1 CUSTOMER SERVICES

- 3.2 The Customer Services Team has remained operating, in various forms, throughout all Alert Levels.
- 3.3 Staff were equipped with the necessary technology to work from home. The WDC phone lines were diverted to mobile phones allocated to Customer Services staff members from 8.00am to 5.00pm Monday to Friday. Council's afterhours Call Centre arrangement has continued as normal.
- 3.4 Staff quickly adapted to the temporary and new mode of customer service delivery and were in full and effective operation by 8:00 am on day one of AL4 lockdown.
- 3.5 Customer Services staff have responded to customer enquiries, administered and monitored the WDC Service Request System and responded to email enquiries via the WDC corporate email inbox.
- 3.6 During the first three weeks of lockdown, the Team received numerous welfare type enquiries such as location of foodbanks, how to access foodbanks, etc. Numerous calls were also received regarding breaches of Alert Level 4 lockdown. Staff provided information and guidance to our customers.
- 3.7 Over the period, the majority of calls received were in regard to refuse and recycling services. The Customer Services Team worked with callers to find a solution due to the reduced level of service. Callers were, in general, responsive to the advice received from the Customer Services Team.
- 3.8 Based on customer enquiries, the Team has continued to maintain updates on the WDC website. This was to ensure the information on the website remained relevant and up to date at all times.
- 3.9 Where possible, staff endeavored to address customer enquiries at first point of contact.
- 3.10 For the period 26 March to 29 April 2020, the Customer Services Team responded to 2,163 phone calls, an average of 98 calls per workday. Whilst the number of calls per day varies based on the time of the year, 98 calls per day is out of the ordinary, as March/April is generally a quieter period. On average, WDC receives approximately 60 calls per day during this time.

3.11 INFRASTRUCTURE SERVICES

3.12 The Infrastructure Service's team remained operating, in various forms, during AL4 given the focus on maintaining the following essential services:

- Water Services (x3)
- Property
- Internal Services Business Unit (ISBU) activities (sexton duties etc.)
- Roothing
- Waste Minimisation – refuse and recycling

3.13 *Water Services (Water, Wastewater and Stormwater)*

3.14 The Water Services Team continued to operate the 3-waters networks/ treatment plants by having staff assigned to a specific treatment plant. This enabled the team to work in isolation and reduce movements across the District that would otherwise be part of normal duties. Local contractors continued to support maintenance activities.

3.15 The total percentage of calls to WDC's Customer Services regarding water services was **10%**.

3.16 Property

3.17 The Property Team very swiftly closed WDC facilities such as playgrounds, public toilets and holiday parks during the transition to AL4. Both team members were engaged in Emergency Operations Centre (EOC) duties throughout AL4. The closure of public toilets received negative feedback on social media, presumably from haulage operators unhappy with lack of facilities along state highways. Several other local councils opened public toilets which caused inconsistencies across the sub-region. WDC did not received any official direction from Civil Defence to open any of its public toilets.

3.18 The total percentage of calls to WDC's Customer Services about public toilets was **5%**.

3.19 Internal Services Business Unit

3.20 WDC's ISBU performs mowing, gardening and interment duties. These services were been stood down during the AL4 lockdown. However, several of the team assisted with burials and the opening of rural transfer stations. There were three burials during AL4, one of which took place at an urupa.

3.21 The total percentage of calls to WDC Customer Services about parks/burials was approximately **5%**.

3.22 Roothing

3.23 The Roothing Team worked remotely where possible during the lockdown. Due to illness of the Roothing Manager, any escalations were sent directly to the GM – Infrastructure Services.

3.24 Network maintenance activities were initially suspended however recent checks have been carried out on known hot spots and arterial routes, with only minor issues requiring following up. WDC's Road Maintenance Contractor responded to various incidents ranging from slips, fallen trees and overflowing litter bins. Fortunately, we did not experience any recent extreme weather events impacting the network.

3.25 The total percentage of calls to WDC Customer Services about the roading network during AL4 was **10%**.

3.26 Waste Minimisation

3.27 Operation of the Waitomo District Landfill, Transfer Stations (TS), refuse collection and recycling services was challenging to manage during the lockdown period.

3.28 The Waitomo District Landfill (open only for commercial operators) and all Transfer Stations were closed at the time of the initial AL3.

3.29 Kerbside "refuse" collection (with the exception of Benneydale) remained unchanged. An additional kerbside refuse collection was subsequently initiated for Benneydale comprising a weekly blue bag only rubbish collection. This temporary change in level of service decision was made due to several factors including the transfer station closure, Benneydale's location and community environmental health concerns.

3.30 All kerbside "recycling" services ceased at AL4 due to the closure of material recovery facilities (MRF) where all materials are sorted and processed. This decision received significant negative feedback from the community which resulted in an increase of recyclable products being placed in blue bags and sent to the landfill. MRF will remain closed until AL2.

3.31 As the AL4 lockdown progressed, Council received many enquiries asking when the TS would be opening for rural communities to dispose of accumulated refuse. It is noted that a total fire ban was still in place at this time. Also, there was very little advice from Government and Civil Defence regarding transfer station operations during AL4.

3.32 Due to the continued AL4 lockdown and customer complaints, the rural transfer stations were opened for the disposal of official blue bags only on 8th, 9th and 10th April. All were opened for a three hour period, with strict control measures in place, such as a minimum of two staff at each location equipped with PPE and restricted vehicle movements. This exercise was repeated again two weeks later.

3.33 Over the two-week period the following number of vehicles visited each Transfer Station:

Te Kuiti – 70
Piopio – 45
Benneydale – 15
Marokopa – 7
Kinohaku – 3
Awakino – 1

3.34 There was evidence at both Marokopa and Kinohaku that unauthorised refuse had been dropped in the skips.

3.35 Several cars were refused access due to incorrect bags or wanting to dump recycling and green waste.

3.36 An issue that was not anticipated was access to WDC official blue bags. Several of the normal outlets were closed and staff had to arrange other alternatives. It was also a challenge managing social media comments reporting outlet's running out of bags, which typically turned out to be false.

3.37 The total percentage of calls to Customer Services about recycling/refuse/litter/transfer stations during AL4 was 70%.

3.38 CIVIL DEFENCE EMERGENCY MANAGEMENT

- 3.39 The New Zealand National Crisis Management Centre (NCMC) was activated on Monday 16th March 2020 to support coordination of the All-of-Government response to COVID-19.
- 3.40 Civil Defence Emergency Management Groups (CDEM) have a responsibility under the New Zealand Influenza Pandemic Plan to coordinate and manage the non-health consequences of a pandemic. There are 16 CDEM Groups operating throughout New Zealand.
- 3.41 All Councils must be a member of a CDEM Group, and all have CDEM responsibilities under the Civil Defence Emergency Management Act 2002.
- 3.42 The Waikato Region's civil defence response has been led by the Group Controller of the Waikato Civil Defence Group Emergency Coordination Centre (GECC). The GECC, operating from the Group Emergency Management Office (GEMO) Hamilton Headquarters, moved into a Monitoring phase (Status 1) on the 16th March 2020.
- 3.43 This was escalated to a Support role (Status 2) on the 19th March 2020 with CDEM Groups required to activate to lead the coordination of the non-health consequences of the CDEM emergency.
- 3.44 A nationwide State of National Emergency was declared at 12.21pm on the 25th March 2020, and the GECC moved to Status 3 – Coordinate.
- 3.45 At the Group Controller's direction, Emergency Operating Centres (EOC) were activated across the Region in support of the GECC, as follows:
- Western Waikato EOC (Waitomo / Otorohanga / Waipa Districts)
 - North Waikato EOC (Hamilton City / Waikato District)
 - Thames Valley EOC (Thames Coromandel / Matamata-Piako / Hauraki Districts)
 - Taupo / South Waikato EOC
- 3.46 The Western Waikato EOC (WWEOC) was established at the Waipa District Council Chambers, with staff from across the 3 Councils rostered to work at the WWEOC throughout the response.
- 3.47 All EOCs in the Region have been operating 7 days/week since activation.
- 3.48 The role of the GECC and the EOCs is to lead the coordination of the non-health consequences of the CDEM emergency, as directed by the Group Controller.
- 3.49 For most of the COVID-19 alert period, viz the seven weeks comprising alert levels 4 and 3, CDEM activity was operating in a response mode.
- 3.50 On the 13th May 2020, the Minister of Civil Defence gave notice of a national transitional period, which shifted the CDEM activity from response to recovery. During the period, emergency coordination centres and emergency operating centres will continue to remain active at a level appropriate to the coordination required in each region at the direction of the New Zealand National Crisis Management Centre (NCMC) and GECC.
- 3.51 At the Group Controller's direction, on the 13th May 2020, the four Emergency Operating Centres (EOC) were merged into two EOCs, Southern and Northern.

The WVEOC became part of the Southern EOC, with resourcing provided by staff from Waitomo, Waipa, Otorohanga, South Waikato and Taupo District Councils.

3.52 BUSINESS CONTINUITY UPDATE – AS AT 18 MAY 2020

3.53 The transition from AL3 to AL2 has required a significant planning and implementation effort in readying the organisation for the new safe work practices and restrictions aimed to remove the risk of COVID-19 transmission while undertaking normal workplace activities.

3.54 While working remotely is still an option for some staff, the re-opening of community facilities and many of the usual WDC services has meant a return to work onsite for most. Managing the interfaces between WDC staff, elected members, contractors and members of the public has required the introduction of several new measures to ensure separation distances are maintained, gathering sizes are managed, contact tracing records are in place, and health and hygiene measures are reinforced and practiced. This “new normal” is significantly different from the WDC workplace environment prior to COVID-19.

3.55 Daily routines and action plans have been developed, introduced and monitored. They include:

- Daily sign in and health status checks
- Contact tracing register
- Regular and frequent hand washing and disinfecting
- Work space clean ups
- Physical distancing
- Reduction in meeting and face to face catch ups
- Greater use of video conferencing technology for group meetings
- Use of electronic medium to avoid handling of paper where possible
- Office based staff – managed office space and stay in your bubble approach
- Staggered working hours

3.56 There are a number of new tasks that are now very much part of WDC’s daily operations consequent to COVID-19. A summary of the new tasks is described below, relevant to each key WDC activity.

3.57 Executive Office

3.58 The role of the Executive Office has, to a large extent, been carried out remotely.

3.59 Regardless of the “working remotely” changeover going relatively seamlessly for this group, there was a whole new unplanned COVID-19 workload created including the development of action plans for business continuity at each of the introduced Covid-19 alert levels.

3.60 Determination of what could and could not be carried out during lockdown (i.e. meetings – both internal and external), how to provide business continuity for these activities in a different way (i.e. Zoom, Skype), has all required learning, testing and adapting to new work processes.

3.61 Working across the organisation to ascertain priorities in workflows and determining what must still occur within the already set timelines and what could be deferred, has been a priority. One flow on effect has been the cancellation/postponement of some of the workshops and meetings originally

scheduled for the March to May period. This will undoubtedly increase the governance workload from May onwards due to the need to condense or increase the workshop/meeting schedule to catch-up with the deferred items.

3.62 The passing of urgent legislation assisted with being able to defer statutory timelines in some instances, made provision for convening of audio/visual Council meetings which were not previously provided for under the Local Government Act, and gave some flexibility with respect to fleet (vehicle) maintenance.

3.63 All WDC fleet vehicles which required maintenance i.e. warrants of fitness, servicing, etc. during the Level 4 lockdown period have been addressed.

3.64 Community Services

3.65 The Community Services Group has had both an organisational coordination role in addition to its specific work streams.

3.66 The following table summarises the **additional** business continuity tasks that have become the new norm across the COVID-19 alert level period.

COMMUNITY SERVICES	Business continuity measures
Human Resources	<ul style="list-style-type: none"> • Essential services staff work protocols across all Alert Levels • Emergency Operating Centre - standing-up staff, rostering, wellbeing checks • Remote working arrangements, across staff • Regular and consistent health and wellbeing checks, across staff, across all Alert Levels • Staggered return to work arrangements and rostered hours introduced • Development of return to work protocols • Development of return to work Activity Action Plans • Consistent correspondence with all staff, across all Alert Levels
Health and Safety	<ul style="list-style-type: none"> • Development of COVID-19 Health and Safety Plan • Return to Work Risk Assessment Questionnaires and daily health monitoring • Contact register monitoring • Managed entry to sites i.e. WDC Office, Library • Enhanced cleaning of work areas and shared surfaces • Contractor COVID-19 requirements • Return to work protocols developed and monitored
Community Development	<ul style="list-style-type: none"> • Establishing remote working procedures and protocols • Community engagement via video conferencing and conference calls • Vibrant Safe Waitomo, to incorporate the communities COVID-19 recovery needs
Customer Services	<ul style="list-style-type: none"> • Essential service. Work protocols across Alert Level 4 and 3 • Technology to allow customer services staff to work remotely as required and in preparation for promptly responding to Alert Levels

COMMUNITY SERVICES	Business continuity measures
	<ul style="list-style-type: none"> • Diversion of WDC phone lines to mobile phones • Regular liaison with EOC providing local intelligence back to EOC • Managed Office entry/exit. Reduced Office opening hours. Increased hygiene/cleaning i.e. transactional
Waitomo District Library	<ul style="list-style-type: none"> • On-line services • Click and collect service introduced • Managed Library entry/exit • Reduced opening hours • Temporary cancellation of library programmes and public computer access
Te Kuiti I-SITE Visitor Information Centre	<ul style="list-style-type: none"> • Temporarily closed due to closure of borders (i.e. no tourist entry to country)
Civil Defence	<ul style="list-style-type: none"> • Western Waikato Emergency Operating Centre activated • CEG meetings via video conferencing, weekly basis. National and regional overview of essential services delivery across the Region • Southern Waikato EOC activated from 14 May 2020. Member TA's are Otorohanga, Waipa and Waitomo District Councils

3.67 Strategy and Environment

3.68 The Strategy and Environment Group is responsible for strategy, policy, communications, GIS, the District Plan Review, plus a range of regulatory functions including building control, planning, health, and liquor licensing.

3.69 A summary of business continuity services over the COVID-19 alert level period is as shown in the following table:

STRATEGY AND ENVIRONMENT	Business continuity measures
General	<ul style="list-style-type: none"> • Development of COVID-19 work procedures, action plans etc. • Daily Controller meetings • Communications associated with WDC services during alert levels • Launch of new WDC website prior to lockdown to enable a more customer friendly experience and improved content management system.
Animal Control	<ul style="list-style-type: none"> • Essential service – work protocols across Alert Levels 4 and 3 • Procedures for contractors across alert levels • Pound – COVID-19 safety (sanitisation etc.)
Health/Liquor Licensing	<ul style="list-style-type: none"> • Food (essential service) – work protocols across Alert Levels • Remote working • Remote interviews using zoom or phone (liquor licensing)

STRATEGY AND ENVIRONMENT	Business continuity measures
Planning	<ul style="list-style-type: none"> • Work protocols across Alert Levels (site visits etc.) • Suspension of site visits under L4 • Protocols for site visits under L3 and L2 • Remote working
Building	<ul style="list-style-type: none"> • Work protocols across Alert Levels (procedures for inspections under Level 3 and Level 2) • Remote working
Strategy and Policy	<ul style="list-style-type: none"> • Remote working

3.70 Infrastructure Services

3.71 The Infrastructure Services activity provides many of WDC’s essential services. The maintenance and operation of those services prevailed across the AL4 and 3 periods.

3.72 The following table summarises the additional business continuity tasks that have become the new norm across the COVID-19 alert level period.

INFRASTRUCTURE SERVICES	Additional business continuity measures
Three Waters	<ul style="list-style-type: none"> • Continued isolated working for treatment plant operators at dedicated sites • Remote working
Property Services	<ul style="list-style-type: none"> • Step change in office hygiene as part of AL2. Increased contract cleaning costs and vigilance from WDC staff. No longer just assume office is cleaned. Increased focus on touch points, ensuring adequate soap, towels available etc. • Installation of playground COVID-19 messaging • Cleaning and monitoring of public toilets increased and installation of COVID-19 messaging • Holiday Park contact tracing
ISBU	<ul style="list-style-type: none"> • Limiting movement of staff around yard and yard office • Assisting with operating Transfer Stations • Deferred maintenance of grounds maintenance and gardens
Waste Minimisation	<ul style="list-style-type: none"> • Reduced opening time of rural Transfer Stations • Increased staff presence at TK Transfer Station (4 staff) and Piopio (2 staff) – needed to manage traffic and huge increase in visitors post levels 4 and 3 • Support required from other teams • Contact tracing
Local Roads	<ul style="list-style-type: none"> • Remote working for Network Inspectors

3.73 Business Support

- 3.74 Business Support provides corporate financial services, information management and information technology services.
- 3.75 New measures since COVID-19 alert levels include remote working from office and operational protocols for the return to and when working in the office.
- 3.76 A summary of business continuity services over the COVID-19 alert level period is as shown in the following table:

BUSINESS SUPPORT	Business continuity measures
Information Technology / Information Management	<ul style="list-style-type: none"> • Significantly increase the connectivity capacity to enable more staff to work remotely • Installed or assisted in the installation of software to enable remote access • Supported new software including Zoom Meetings • Remote working
Finance	<ul style="list-style-type: none"> • Established a paperless payment approval process • Remote working

3.77 Special Projects

- 3.78 As part of Central Government’s initial economic recovery phase assessments, unplanned workloads have occurred in response to identification and scoping of “shovel ready”, or accelerated, projects that may assist kick-start the construction sector or provide alternative employment opportunities for displaced workers – see Recovery Measures below.
- 3.79 The two capital projects that have required extra input are the Mokau Water Supply Treatment Plant Optimisation project, scheduled to start in 2020/21, and the Tourism Holdings Ltd project information submission for a new wastewater pipeline connecting Waitomo Village with the Te Kuiti WWTP.
- 3.80 While both projects have required extra effort from WDC, in anticipation of potential increased funding assistance from Central Government, there is no clear indication or certainty as yet of Central Government’s mechanism for project prioritisation. Preliminary comment has suggested that project “visibility” and areas of greatest social need, will be factors.

3.81 RECOVERY MEASURES – AS AT 18 MAY 2020

- 3.82 As outlined in this business paper, the Minister of Civil Defence gave notice of a national transitional period on 13 May 2020. This in turn shifted the Civil Defence Emergency Management activity from response to recovery.
- 3.83 Recovery involves:

"The coordinated efforts and processes used to bring about the immediate, medium and long-term holistic regeneration and enhancement of a community following an emergency. The recovery process is about supporting people to rebuild their lives and restore their emotional, social, economic and physical wellbeing"

3.84 WDC Managers have been involved in assimilating, responding to and participating in a range of economic and social recovery initiatives across the COVID-19 period. Many of these have been coordinated at a regional level, and have included:

- Te Waka – identification of shovel ready infrastructure projects to help regenerate business activity under Central Government funding packages, coordinated by the Infrastructure Reference Group. WDC has submitted the Mokau Water Supply optimisation project for consideration and contributed to the THL pipeline application under this funding initiative.
- WLASS/RATA local discussions/zoom meetings in response to MBIE and Provincial Development Unit (PDU) requests for a coordinated regional response to accelerating existing work programmes or proposing new “shovel ready” projects to employ displaced workers. WLASS has proposed a framework, team structure and asked for willing volunteers from local TA’s to assist with implementation. The intention is to be ready to make an early start on projects when funding levels and projects are approved.
- WLASS Economic Radar – monitoring of key economic indicators (e.g. consumer spending) to measure the economic impact of COVID-19 and to help target activities requiring assistance
- Engagement of Infometrics to provide updated economic and social data specific to Waitomo District, to assist understanding of the local impacts of COVID-19.
 - Waikato Mayoral/CE Forum – a regional leadership initiative aimed at developing a Waikato recovery framework, and advocating a joined up package of roading projects administered by the Regional Transport Committee. The purpose of the recovery framework is to:
 - Deliver recovery programmes, plans and efforts that provide the maximum benefit to the region – both in the short-term and the long-term
 - Co-ordinate regional, sub-regional, local, sector and community recovery programmes, plans and efforts to ensure that the needs and opportunities of each sub-region, district, sector and community are addressed
 - Ensure that the Waikato region has a joined-up approach to working with government that makes it an effective partner
 - Provide the best opportunity for the Waikato to develop and implement the recovery efforts that best suit the Waikato, its people and communities.
- Waikato Plan initiatives.
- Hamilton and Waikato Tourism – development and promotion of the “Mighty Waikato” (support local suppliers) initiative, plus the Regional Tourism Restart Programme.
- Legendary Te Kuiti – project involving working with Te Waka and Otorohanga District Development Board connecting with local business regarding business support services.
- Sport Waikato – administration of regional applications for funding from the \$25M relief package for sport and recreation

- Monitoring, analysing and applying Local Government NZ and DIA response unit advice, and guidelines for compliance with alert level restrictions and legislative criteria, and modelling of financial impact scenarios.

3.85 Liaison regarding the above initiatives will be ongoing throughout the COVID-19 recovery response.

3.86 Vibrant Safe Waitomo Regional Coalition

3.87 As noted above, the Waikato Mayoral/CE Forum has over recent weeks commenced a project of work to assist the Waikato Region to put in place a Waikato COVID-19 Recovery Framework. A report, commissioned by the Waikato Chief Executive Forum, has been released in draft format for discussion and feedback.

3.88 Of note, Waitomo District Council already has a vehicle in place to support the recovery effort including the cultural, emotional and physical wellbeing of our residents and our communities. That vehicle is Vibrant Safe Waitomo (VSW).

3.89 A business paper is contained elsewhere in this Agenda providing a brief on discussions underway within the VSW Regional Coalition with regard to temporarily changing its focus to recovery in response to the COVID-19 pandemic.

Suggested Resolution

The business paper on Provision of Council Services and Operations during COVID-19 be received.



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICES



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES



TERRENA KELLY
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

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ALISTER DUNCAN
GENERAL MANAGER – BUSINESS SUPPORT

A handwritten signature in blue ink, appearing to read 'Michelle Higgie', written in a cursive style.

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

A handwritten signature in blue ink, appearing to read 'Greg Boyle', written in a cursive style.

GREG BOYLE
SPECIAL PROJECTS COORDINATOR

Document No: A470473

Report To: Council



Date: 26 May 2020

Subject: **Vibrant Safe Waitomo – Recovery Response**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on a proposal under consideration by the Vibrant Safe Waitomo Regional Coalition to temporarily change its focus to recovery in response to the COVID-19 Pandemic.

Background

- 2.1 Endorsement of the Safe Communities initiative by both Council and the Waitomo District communities provided the platform and the mandate for a new journey of delivery for the Waitomo District Council (WDC). This journey commenced in July 2018.
- 2.2 The Waitomo District community confirmed, through the development of the Long Term Plan 2018-2028 that the creation of prosperous and safe communities was important.
- 2.3 A focus was therefore placed on forming partnerships with key stakeholders to support implementation of the internationally recognised Safe Communities model.
- 2.4 The Vibrant Safe Waitomo Regional Coalition was duly formed, and a Terms of Reference agreed and endorsed by all parties.
- 2.5 The Terms of Reference states:

"Vibrant Safe Waitomo aims to improve the quality of life of the Waitomo community and visitors to the district through its actions.

The purpose of the Regional Coalition is to enable a cross disciplinary approach to delivering increased positive safety outcomes for those that live and work within our communities.

The Regional Coalition will achieve this through ongoing leadership and governance of Vibrant Safe Waitomo to ensure a coordinated approach is taken in the delivery of services and contracts within our communities."
- 2.6 The Vibrant Safe Waitomo Strategy 2019-2024 has been developed by the Regional Coalition, providing a road map to collectively address community safety issues in the Waitomo District.

- 2.7 The Strategy confirms four key themes:
1. Whanau/Families
To support and foster a caring and safe place to live for every resident
 2. Mahi/Workplaces
To support and enable economic development with a clear agenda on health and safety
 3. Hakinakina/Recreation
To foster community connection through providing safe and stimulating environments
 4. Kotahitanga/Connected Leadership
To provide stewardship to manage meaningful partnerships within the community
- 2.8 The Regional Coalition agree an Annual Action Plan and associated activities that align with the strategic framework of Vibrant Safe Waitomo.

Commentary

- 3.1 Conversations are underway with Regional Coalition members regarding development of the 2020/2021 Action Plan. Topical within conversations to date is the community's recovery needs due to the COVID-19 pandemic.
- 3.2 As outlined in the "Provision of Council Services and Operations during COVID-19" business paper contained elsewhere in this Agenda, Recovery involves:
- "The coordinated efforts and processes used to bring about the immediate, medium and long-term holistic regeneration and enhancement of a community following an emergency. The recovery process is about supporting people to rebuild their lives and restore their emotional, social, economic and physical wellbeing"*
- 3.3 Also outlined in that business paper is reference to the Waikato Mayoral/CE Forum project of work that is underway to assist the Waikato Region to put in place a Waikato COVID-19 Recovery Framework.
- 3.4 The draft Framework indicates that effective recovery will require sound partnerships with Government across a number of portfolios. For the Waitomo District, can be reflected at a localised level through the delivery of Vibrant Safe Waitomo.
- 3.5 The Vibrant Safe Waitomo framework provides an established governance structure to support the local recovery effort including the cultural, emotional and physical wellbeing of our residents and our communities.
- 3.6 This has been tested with Safe Communities Foundation New Zealand and they have confirmed their endorsement in that VSW provides a natural and obvious pathway to achieve sustainable community wellbeing and resilience outcomes as the community moves through the COVID-19 recovery phase and into the 'new normal.
- 3.7 Vibrant Safe Waitomo will need to be adaptable in order to be responsive, therefore it is recommended that Council support a temporary change of focus for the

immediate future delivery of Vibrant Safe Waitomo, to that of recovery in response to COVID-19.

Considerations

4.0 **Risk**

4.2 Whilst there is no risk to Council in not supporting this temporary proposed change of focus by Vibrant Safe Waitomo, there are many benefits and efficiencies to be gained for the Waitomo District communities for the recovery phase of COVID-19 by supporting the proposal.

4.3 **Consistency with Existing Plans and Policies**

4.4 This decision is consistent with existing plans and policies.

4.5 The decision is consistent with the Council's vision of creating a better future with vibrant communities and thriving business through Vibrant Safe Waitomo.

4.6 **Significance and Community Views**

4.7 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

- 1 The business paper on Vibrant Safe Waitomo – Recovery Response be received.
- 2 Council support / not support the proposal under consideration by the Vibrant Safe Waitomo Regional Coalition to temporarily change its focus to recovery in response to the COVID-19 Pandemic.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

May 2020

Document No: A470431

Report To: Council



Meeting Date: 26 May 2020

Subject: Adoption of Road Map Work Programme for the period May 2020 to June 2021

Purpose

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption, the Road Map Work Programme, revised as a result of the implications of Covid-19 for the period May 2020 to June 2021.
- 1.2 The Road Map Work Programme as at 26 May 2020 (Doc A465704) is enclosed separately and forms part of this business paper.

Commentary

- 2.1 The Road Map sets out work programmes identified to date for period leading up to adoption of the next (2021-2031) 10 Year Plan (10YP) in June 2021.
- 2.2 In addition to projects relevant to the development of the 10YP and required by legislation, there are a number of other projects that must also occur over this period. Some of these non-10YP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project and indicative timelines for completion. As Council is well aware, other projects of work will arise over time which will need to be tested against this Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 Of specific importance in this version of the Road Map programme, is the influence Covid-19 has had on the entire WDC organisation. A new Section Two has been included in the Road Map to provide some context in respect to Covid-19 impacts and implications.
- 2.5 The Road Map is a 'living document' and as such is subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 This Road Map includes -
 - Projects which commenced prior to the current financial year and are continuing across financial years.
 - Projects required by Legislation.
 - Projects required as part of the development of the 2021-2031 LTP.

- Projects identified by the Elected Council and requested for inclusion in the Road Map.
 - Projects identified in the draft Exceptions Annual Plan 2020/21
- 2.7 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout a financial year, a fully revised Road Map is presented to Council following adoption of either an EAP or an LTP.
- 2.8 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council on a quarterly basis. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframes and a commentary on progress for each project of work.

Suggested Resolutions

- 1 The business paper on Adoption of Road Map Work Programme for the period May 2020 to June 2021 be received.
- 2 The Road Map Work Programme for the period May 2020 to June 2021 (Doc A465704) be adopted.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Separate Enclosure: Road Map Work Programme as at 8 October 2019 (Doc A465704)

Document No: A464225	
Report To:	Council Meeting
	Meeting Date: 26 May 2020
	Subject: Exceptions Annual Plan – FY 2020-2021
	Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to:
- a) Present a draft Exceptions Annual Plan 2020-21 (dEAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002; and
 - b) Set the rates for the 2020-21 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

Executive Summary

- 2.1 **DRAFT EXCEPTIONS ANNUAL PLAN**
- 2.2 At its meeting on 26 November 2019, after considering all the relevant matters, Council resolved to undertake a standard Exceptions Annual Plan development process. That process addresses the usual considerations of rates affordability and financial prudence within the statutory constraints and obligations imposed by the requirements of the LGA. In taking that decision Council noted that any action that would require an amendment to the adopted 2018-2028 Long Term Plan (LTP) would result in a significant additional development cost to the community which was estimated at approximately \$340,000.
- 2.3 In accordance with Council's direction by resolution, the attached dEAP addresses the guiding principles that the LTP (namely financially prudent, affordable and sustainable) is maintained, with the existing and agreed Levels of Service (LoS) maintained, as mandated by the District Community through the original 2018 LTP consultation and engagement process.
- 2.4 Council at its workshop of 18 February 2020 discussed a range of debt related "cost of interest" (CoI) forecast scenarios. Those forecast scenarios included one which departed from the CoI methodology and assumptions used to develop the existing 2018-28 LTP, the current EAP for FY 2019-20 and the dEAP FY 2020-21.
- 2.5 Following the discussion and the Council direction from this workshop, a draft methodology and assumptions were developed and the considerations involved were discussed with Council's external Auditors.
- 2.6 The new methodology has been applied to develop a revised forecast. That work applied the interest cost base on the current debt portfolio, applied a forecast of the likely movement in the amount of external debt held by WDC and then applied an assumption for the amount of future floating interest rates. The application of that methodology produced a forecast for a decrease in the CoI of \$400,000 for the FY2020-21 as compared to the CoI assumption discussed at the 18 February 2020

Council Workshop. This new CoI assumption has been incorporated into the attached FY 2020-21 dEAP document.

- 2.7 Council's external Auditors confirm they are comfortable with the application of the new CoI assumption should it be incorporated into the development of the dEAP 2020-21 and carried forward as an underpinning assumption for any new LTP 2021-31. This is an important consideration as it allows a consistent base assumption to be applied between the FY 2020-21 dEAP and the first year of the new 2021-31 LTP.
- 2.8 The Council also noted that many of the exceptions and variations to expenditure included in the dEAP ensure that Council can properly address its obligations for changed legally mandated/statutory requirements, or to give effect to the implementation of decisions taken by Council previously. Other amendments have addressed new issues that have arisen, such as a changed cost of contract, confirmed historical cost trends over time, and so on.
- 2.9 The assumptions and associated budget forecasts confirm a required rate funding forecast of \$20.85 million, as compared to the forecast made by the LTP for the FY 2020/21 of \$21.13 million, a reduction in the forecast required Rate revenue of \$274,000.
- 2.10 The forecast for rates funding required represents an increase of 1.54% or \$316,000 on the value of property rates set for the current rating year (EAP 2019/20).
- 2.11 **COVID-19 PANDEMIC**
- 2.12 The Council, as part of an ongoing and wider consideration of the local effects of the COVID-19 pandemic, discussed its early assessment of the potential social and economic impacts of the pandemic lockdown measures on the District community.
- 2.13 Council discussed the potential for temporary financial challenges for some households and businesses, as a result of the pandemic lockdown and the need to ensure that Council and its practices are responsive to accommodating instances where the payment of rates is raised as a concern, on a case by case basis; that position to be balanced against the Council's good governance obligations, imposed on it by the balanced budget requirement of the Local Government Act 2002 (LGA) and to ensure the best decisions for the sustainable, prudent financial management of the delivery of sound Local Government outcomes for the Waitomo District .
- 2.14 The Council directed, after first considering all of the briefing information presented and the associated discussion of views on available options, the obligations imposed on the Council by the LGA, the preliminary draft Financial Forecast (pdFF) information and also its need to fairly address the forecast of local social and economic effects of the COVID-19 pandemic lockdown mitigation measures; that an increase in rates revenue of 1.54% was necessary in all the circumstances.

Background

- 3.1 The Local Government Act 2002 (LGA) requires the development of an Annual Plan for each year in between the LTP review cycle of three years. The purpose of the Annual Plan as per section 95(5) of the LGA is to:
 - a) Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
 - b) Identify any variation from the financial statements and funding impact statement included in the Council's long term plan in respect of that year; and

- c) Provide integrated decision making and co-ordination of the resources of Council; and
 - d) Contribute to the accountability of the Council to the community.
- 3.2 The Annual Plan is an 'Exceptions' based document that is required to focus on any variations from the forecast and plans identified for the corresponding year in the LTP.
- 3.3 Section 95(5)(b) of the LGA requires Council to identify any variations from Financial Statements and the Funding Impact Statement from a local authorities long term plan to the relevant annual plan year.
- 3.4 **Council Workshop – 12 November 2019 (Direction outcomes)**
- 3.5 In line with usual practice for development of a dEAP, at its workshop on 12 November 2019, Council discussed strategic issues to be taken into account in the development of the dEAP, including factors that could potentially have a material impact on the dEAP development process, project prioritisation and the associated financial forecasting for the FY in prospect (2020/21).
- 3.6 Information was provided on the internal review of audited outcomes for the three financial years (FY) 2016/17, 2017/18 and 2018/19, in order to assess whether or not the strategic and policy settings adopted by Council over that period were effective, and how any learnings from results achieved, might be applied in the context of the dEAP.
- 3.7 As discussed at the workshop, the audited outcomes (FY 2016/17, 2017/18 and 2018/19) confirmed that Council's strategy for completing the implementation of a Recovery focused strategy over the period 2009 to 2019 was effective and has in turn created potential future opportunities to consider a different mix of financial strategy and policy settings going forward.
- 3.8 However, it was also noted that the purpose of an Annual Plan (AP), which is exceptions focussed, is to allow, in a transparent way, for any variations between a LTP and dEAP to be understood; with the 2020/21 dEAP representing Year 3 of the 2018-28 LTP.
- 3.9 Council accordingly discussed the financial strategy policy settings and priorities including the adopted LTP 2018-28 and the relevant legal requirements of the Local Government Act 2002 (LGA) in respect of the four well-beings, financial management, consultation requirements and material or significant amendments.
- 3.10 It was noted that consultation on a dEAP is only required when a proposed variation is significant in nature, or material in effect, when matched against the corresponding year of the LTP. However, where a dEAP contains a proposal to alter significantly any agreed or established Levels of Service (LoS) for a significant activity, or to commence or cease an activity, then the LGA requires an amendment to the LTP. Any proposed amendment of an adopted LTP automatically requires use of the Special Consultative Procedure.
- 3.11 Having considered all these matters, Council provided direction that the dEAP should follow the standard development process (which includes all the usual considerations in respect of rates affordability and financial prudence within the statutory constraints of the Local Government Act 2002 Annual Plan process).
- 3.12 **Council Meeting – 26 November 2019 (Decision outcomes)**
- 3.13 At its meeting on 26 November 2019, Council considered the following matters:

- Financial Performance including Operating Revenue and Expenditure, Reserves, Use of Debt;
- Strategic considerations with Financial Impact;
- Financial Strategy – Policy Settings and Priorities, including:
 - The three principal financial levers of rates, capital investment and debt;
 - Non-rates revenue (fees and charges and grants and subsidies);
 - Capital (Renewal and Investment);
 - Finance Costs;
 - Operational Reserves

3.14 Two options for the dEAP process to follow were discussed:

- Option 1: Continue with a standard dEAP process (no LTP amendment)
- Option 2: Undertake a dEAP and LTP amendment concurrently

3.15 Option 1 would result in Council undertaking a standard dEAP process, with all the usual considerations in terms of affordability and rating requirements within the constraints of materiality to ensure that an LTP amendment requirement is not statutorily triggered.

3.16 Pursuing Option 1 meant that Council would not consider any material or significant changes to the Revenue and Financing Policy (RFP) or other financial strategy considerations that would legally require an LTP amendment.

3.17 Option 1 acknowledged that these considerations would be undertaken as part of the normal LTP process commencing in 2020 for the 2021-31 LTP.

3.18 Option 2 would result in Council undertaking a dEAP process and an LTP amendment due to the application of financial strategies (levers) that result in material/significant changes to the LTP, therefore invoking the statutory consultation requirements.

3.19 To implement Option 2, the forecast of potential costs (excluding staff time required across the organisation, and the cost of reprioritising the planned work programme) was estimated at \$340,000.

3.20 Having considered all the relevant strategic, legal, and financial prudence matters, Council confirmed the direction given at its workshop on 12 November 2019, and resolved as follows:

"1 *The business paper on Development of Exceptions Annual Plan 2020/21 be received, and*

2 *Council undertake a standard Exceptions Annual Plan development process, which includes all the usual considerations in respect of rates affordability and financial prudence within the statutory constraints of the Local Government Act 2002 Exceptions Annual Plan process; and*

3 *Council not make any amendments to the Exceptions Annual Plan that would statutorily require a concurrent amendment to Council's 2018-28 Long Term Plan as mandated by the Local Government Act 2002; and*

4 *Council acknowledges that considerations of rates affordability, the distribution of benefits, and all considerations pursuant to section 101 of the Local Government Act 2002 are important issues which will be appropriately*

considered in a financially prudent manner as part of the development of the Long Term Plan 2021-2031 commencing early 2020."

3.21 Council Workshop – 18 February 2020 (Direction outcomes)

3.22 At its second dEAP workshop held on 18 February 2020, Council discussed the following:

- Strategic considerations for the dEAP in relation to the Financial Strategy – Policy Settings and Priorities, including:
 - Community grants;
 - Capital (Renewal and Investment);
 - Non-rates revenue (fees and charges)
 - Financial Reserves
 - Finance Costs;
- Strategic issues with no (or partial) funding allocated in the dEAP.

3.23 The preliminary draft Financial Forecasts (pdFF) (including funding requirements from rates, public debt and reserves) were also presented for consideration. The pdFF contained a comparison with the planned forecast included in the LTP for the 2020/21 financial year. Items of new expenditure and revenue that were not known at the time of the LTP, and therefore not sized or forecast in the LTP were also summarized.

3.24 The pdFF as presented reflected Council's direction to undertake a standard EAP development process and not make any amendments to the EAP that would trigger an amendment to the LTP.

3.25 As a result of the strategic considerations discussions held at the workshop, Council confirmed its direction for the pdFF.

3.26 Two options for Consultation and Engagement with the community were also discussed:

- Option 1 – No consultation, as no significant variations to the 2018-19 LTP were proposed
- Option 2 – Consultation to provide an opportunity for community to engage on the dEAP

3.27 Having considered all the relevant strategic, legal and financial considerations, Council provided direction that Option 1 should be pursued as there is no statutory requirement to consult, and this is the most cost effective option.

3.28 Council Meeting – 25 February 2020 (Decision Outcomes)

3.29 At a meeting on 25 February 2020, Council considered a business paper regarding the process and timeline for the adoption of the 2020-21 EAP.

3.30 Council resolved as follows:

- "1 *The business paper on Development of 2020/21 Exceptions Annual Plan – Process and Timeline.*
- 2 *The Process and Timeline for adoption of the 2020/21 Exceptions Annual Plan be adopted as follows:*

Key Milestone	Indicative Timeframe
<i>Project planning for EAP 2020/21 development</i>	<i>August 2019</i>
<i>Identification of any "strategic" amendments to LTP for 2020/21 year</i>	<i>August - September 2019</i>
<i>Complete 2020/21 budgets in consideration of 2020/21 LTP budgets</i>	<i>September –October 2019</i>
<i>Modelling of budgets and finances for 2020/21</i>	<i>October - November 2019</i>
<i>Management Review of 2020/21 budgets</i>	<i>November 2019</i>
Council Workshop #1 <i>Strategic Issues, Policy Considerations and preliminary budget forecasts</i>	<i>26 November 2019</i>
Council Workshop #2 <ul style="list-style-type: none"> • <i>Preliminary draft financial forecasts including Rating Implications</i> • <i>Assessment of dEAP against consultation threshold</i> 	<i>18 February 2020</i>
Council Meeting <i>Adopt EAP</i>	<i>31 March 2020"</i>

COVID-19 Pandemic Declaration and Response

- 4.1 On 21 March 2020, the COVID-19 pandemic declaration resulted in New Zealand implementing a four-level COVID-19 alert system, which quickly progressed to Level 3 on 23 March 2020 (restrict), followed by a declaration of a State of National Emergency, and a level 4 (lockdown) on 25 March 2020. This has resulted in a delay to the planned adoption of the EAP 2020/21, which was due to be adopted by Council at its meeting in March 2020 (which was cancelled due to the lockdown).
- 4.2 In response to the COVID-19 pandemic, further consideration was given to the effects of the pandemic on the community, ratepayers, businesses and the local economy. Council is cognisant of the hardship and financial challenges many households and businesses in the District face as a result of the pandemic; however these need to be balanced carefully with due consideration to the obligations under the Local Government Act 2002 (LGA).
- 4.3 Section 76 of the LGA requires councils, in the course of the decision-making process to identify all reasonably practicable options for the achievement of the objective of a decision; and assess the options in terms of their advantages and disadvantages.
- 4.4 Section 101 of the LGA requires councils to manage finances prudently and in a manner that promotes the current and future interests of the community. Among other matters, it requires the consideration of the distribution of benefits, and the overall impacts on the current and future social, economic, environmental and cultural wellbeing of the community.
- 4.5 **Forecast of Potential Local Effects - COVID-19**
- 4.6 Council derives 41% of its annual revenue from non-rate sources that are susceptible to decisions and policy setting outside of the local circumstances. The main sources of non-rate revenue are through the collection of Fees and Charges (F&C) for services made and Grants and Subsidies, with the greater part of the latter derived from the Funding Assistance Rate (FAR) arrangement with the New Zealand Transport Agency (NZTA).

- 4.7 The forecast is that F&C revenue might reduce, however at this early COVID-19 stage the impact is difficult to size. Minor reductions in revenue will be managed by active budget performance monitoring and the prompt application of cost saving measures. Any significant reduction in revenue will require a Council decision, such as deferment of projects, a temporary reduction in LoS or increased funding from an alternative source such as new debt.
- 4.8 A potential uncertainty is the NZTA FAR subsidy for road maintenance and renewal, which constitutes a significant portion of the Grants and Subsidies revenue for Council.
- 4.9 The Local Government COVID-19 Response Unit Report "Local Government Sector COVID-19 Financial Implications Report 2 – Level Scenarios, Assumptions and Updated Analysis", identifies that NZTA forecasts significantly less in revenue collected by way road user charges (RUC) and fuel excise duty (FED) from private and commercial vehicles.
- 4.10 It is not clear whether or not that forecast will impact the National Land Transport Plan (NLTP) funding for councils. NZTA has not yet signalled how they plan to address this matter.
- 4.11 A change to the level of FAR subsidy could have significant consequences depending on the quantum of the reduction. For example, simply reducing expenditure to match the FAR funding will require deferment of the maintenance and renewal of Council's roading assets.
- 4.12 Therefore maintaining the total budgeted spend would require additional external debt or other funding sources.
- 4.13 It is noted that any costs that are deferred, or funded through different funding mechanisms, either shifts this year's rates burden to future years (resulting in rates that will be steeper in those years); or will create the need to change levels of service or make other adjustments to financial levers.
- 4.14 Council has discussed informally, whether or not a District wide application of rates freeze due to COVID-19 offers a solution and whether or not that step is in the best interests of the sustainable development of the community aspirations and needs now and into the future.
- 4.15 The FY 2020/21 dEAP development seeks to establish a prudent financial and service delivery balance. That balance is between meeting Council's obligations for liquidity and cash flow and most importantly avoiding the option to underfund the delivery of today's obligations by passing the risk of a burden of significant rates increases on to future ratepayer generations. This requirement to strike the right balance is the overarching requirement (s100 of the LGA) imposed on Council to always take prudent decisions and govern in a manner that promotes both the current and the future interests of the Waitomo District community.
- 4.16 The Financial Forecast presented for Council's consideration allows Council to continue to deliver the LoS agreed with the community in its 2018-28 LTP. It enables Council to undertake its planned capital works infrastructure program, which is considered an essential service. It is important to note that essential services such as Local Roads Maintenance (which attracts a subsidy of 73 cents in the dollar), waters and other infrastructural activities make up approximately 60% of Council's total operational expenditure.
- 4.17 The 1.54% (\$316k) increase in rate funding, as directed by the Council, has a very low impact on rates affordability as a consideration for residential properties. The forecast is that rates will not increase, in fact decrease, for 85% of residential ratepayers. The Council identified that its existing Policy arrangements will satisfactorily address temporary COVID-19 effects of rate payment hardship by way

of deferring the application of an arrears penalty for six months and also by reducing the penalty on the first rates instalment for 2020/21.

- 4.18 Council's opinion was that a forecast increase of 1.54% in rates revenue, when considered against the matters required of it by the LGA, the future financial and non-financial consequences of the decision, and the significant uncertainties facing all councils as a result of COVID-19; will both fairly address the likely temporary effects of the COVID-19 pandemic on the community, and the duty to ensure that any future rates burden is manageable for the community.

Commentary

- 5.1 The Financial Forecast presented for Council's consideration has been modelled and prepared to ensure consistency with the direction adopted in Council's 2018-28 Long Term Plan (LTP).
- 5.2 As directed by the Council on 26 November 2019, the dEAP maintains 'business as usual' with no significant or material variations to levels of service, financial statements or the funding impact statement for the corresponding year in the LTP.
- 5.3 This is the same fiscally prudent approach Council has been rigorously applying to the development of EAPs for many years, with the consideration of rates affordability a fundamental standard component of this practice.
- 5.4 The exceptions and variations to expenditure proposed in the final EAP are to address legally mandated/statutory requirements, or to implement decisions taken by Council previously. Other amendments have been proposed to address new issues that have arisen, or to respond to new costs of contract, historical trends, etc.
- 5.5 **NEW EXPENDITURE AND REVENUE**
- 5.6 The LTP developed in calendar 2017 (for the 2018-28 LTP) was robust, with forecast expenditure based on the best information available at that time. However, invariably as time progresses, certainty increases for reasons such as:
- Procurement/Contractual – project costs are best estimates made at the time, however are not certain until procurement processes have been completed. The final cost of contract is also heavily influenced by market availability/demand at the time of procurement;
 - Further information on the expenditure required to deliver some activities becomes apparent in the ensuing years post initial development (Years 1 and 2 of LTP) due to either expenditure trends that have developed, or the realisation of efficiency/effectiveness in processes.
- 5.7 Additionally, new projects/issues arise which must be addressed before a new LTP is in place, often due to new statutory requirements or to implement decisions taken in previous years by Council.
- 5.8 The table below identifies the significant new projects, activities/costs and revenue as well as significant reductions in expenditure. Further detail on these exceptions is included in the activity areas of the EAP (pages 12- 30).

Table 1

NEW Expenditure and Revenue and Identified Savings and Reductions	Implications for EAP 2020/21	Reason
Operational Expenditure		
Leadership - for elected members remuneration implementation of risk management framework and organisational capacity	\$646,000	Statutory requirement and implements decision taken by Council previously
Community Services –for Marokopa camp ground operations, aerodrome removal of building, Kiritehere and Waikawau toilet cleaning and emptying	\$105,000	Implements decision taken by Council previously
Compliance – for implementing online building consenting and shared service for afterhours animal and noise control	\$52,000	To meet statutory obligations and implements decision taken by Council previously
Solid Waste Management – compliance costs for consent, waste levy payments and waste minimisation audit fees	\$73,000	Comply with consent conditions and implements decision taken by Council previously
Stormwater – catchment assessment plans	\$20,000	To meet statutory obligations and prudent asset management
Resource Management – monitoring and enforcement and external expert advice	\$76,000	To meet statutory obligations
Sewerage – reductions in chemicals and plant operational costs	(\$177,000)	Improved plant process and optimisation
Water Supply – costs associated with Health Protection Regulatory Regime	\$70,000	To comply with pending statutory requirements
Interest cost	(\$400,000)	Change in interest rate assumption based on improved market interest rates
Revenue		
Community Services	(\$26,000)	Revenue from MBIE to fund cleaning and maintenance of new toilets
Compliance	(\$22,000)	Recovery of Online Building Consenting costs from applicants
Solid Waste Management	(\$375,000)	Revenue increase to reflect actual revenues received
Resource Management	(\$15,000)	Estimated recovery of costs of enforcement from exacerbators
Capital Expenditure		
Community Services - Hall roof replacement	\$30,000	Prudent asset management
Sewerage – riparian planting	\$15,000	To meet statutory obligations and consent conditions
Water Supply – Te Kuiti filter pipe replacement, Mokau plant optimisation and water main renewals, Benneydale UV Upgrade and redundancy	\$556,000	To meet statutory obligations, prudent asset management and maintain LoS

5.9 **WORKSHOP DIRECTION**

5.10 Further work has been undertaken following the workshop on the 18 February 2020. The areas of investigation were the cost of interest methodology and assumptions, business continuity planning, organisational capacity and COVID-19 considerations.

- 5.11 Discussion at the 18 February 2020 workshop included a range of cost of interest scenarios including a method that is a departure from the methodology and assumptions used to develop the 2018-28 LTP, the current EAP 2019/20 and the dEAP 2020/21 presented to the workshop.
- 5.12 Following this discussion, a draft methodology and associated assumptions were developed. This methodology and assumptions have been discussed with Council's external Auditors, who have advised that they are comfortable with the proposed methodology and assumptions to be incorporated into the development of the dEAP 2020-21 and 2021-31 LTP. Incorporating the methodology into the 2021-31 LTP will ensure consistency between the 2020-21 EAP and the first year of the 2021-31 LTP.
- 5.13 The new methodology has been applied to recalculating the interest cost based on the current portfolio, projected movement in the external debt and projected floating interest rates, resulting in a decrease in the cost of interest of \$400,000. This reduction has been incorporated into the dEAP 2020/21.
- 5.14 Council discussed capacity needs to adequately resource the organisation to deliver on the outcomes sought by the Council. This future work includes the development of the 2021-31 LTP, and development and implementation of a capacity for Business Continuity Planning (BCP) as required by Council's adopted Risk Management Framework (RMF).
- 5.15 As Council is aware, the development of the LTP forms a significant part of the 2020/21 work programme. The project involves many work streams including the development of a 30-year Infrastructure Strategy, Asset Management Plans, Activity Management Plans, Investment and Treasury Policy, Significance and Engagement Policy, Financial Strategy, CCO Policy, Revenue and Financing Policy, Funding Needs Analysis, Rates Remission Policy, and Community Development Fund Policy.
- 5.16 Council's adopted Risk Management Framework identified BCP as a high risk which required prioritisation. The development of BCPs was programmed for 2020/21, however no budget was allocated for this in the LTP (which was developed prior to the RMF), and the BCPs cannot be progressed without same.
- 5.17 An initial project scope and indicative costings for the development of business continuity framework and plans has been provided by an organisation that provides the tools and support for the development of business continuity framework and plans. The project scope has been split into five stages:
1. Establishment of the tools
 2. Develop the business continuity framework and activity templates
 3. Conduct business impact analysis and threat assessment
 4. Populate and analyses templates
 5. Create the business continuity plans and test.
- 5.18 The indicative cost of Stage 1, purchase and establishment of the tools needed to create the business continuity framework and plans is approximately \$60k to \$70k. Initial training and Stages 2 and 3, business continuity framework, activity templates, business impact analysis and threat assessment are approximately \$40k to \$55k.
- 5.19 Stages 4 and 5 have not been costed as this will be dependent on the number of BCPs developed, complexity of the activities and the level of support needed. The technical support is costed at a daily rate of \$1,400 to \$1,600 per day plus travel and other disbursements.

5.20 Reasonable provision for organisational capacity and professional services has therefore been incorporated into the budget allocation for the 2020/21 year, as previously discussed with Council.

5.21 **Policy Settings for application of Penalties for Non Payment**

5.22 Council considered ways to further support individuals and businesses that might be negatively impacted by the COVID-19 pandemic.

5.23 The settings for the application of non-payment penalties is a mechanism to provide some relief to ratepayers experiencing hardship. However, any proposed amendments need to be carefully considered. This is because rates penalties revenue is used to part fund Council operations, and the removal of penalties or any significant reduction in penalty revenue would require a subsequent increase in rates funding or operational savings.

5.24 A change to the penalty (normally applied in early July on the outstanding rates balance at 1 July) to January 2021, would offer an opportunity of relief for ratepayers who may not be able to clear their rates by the end of June. Delaying when this penalty is applied, essentially provides an additional six months for ratepayers to clear their rates arrears as at 1 July 2020, without incurring a penalty on this balance.

5.25 A change to the instalment penalty charge setting from 10% to 4% could also assist. This penalty is applied in early September under the existing setting. A change will provide an opportunity for further temporary relief for those ratepayers who are experiencing hardship and are unable to pay their full instalment.

5.26 Changes to penalty charge settings are unlikely to materially change the overall rates penalty revenue forecast, as in addition to these changes, it is possible that the amount of the 1st instalment collected might be less and the overall rates outstanding at 1 January 2021 might be higher due to the economic impacts of the pandemic and subsequent lockdown. Applying that scenario suggests that the net effect of changes to penalty settings means that the value of the overall penalty revenue forecast remains unchanged.

5.27 **Summary - Cost of Services Statement**

5.28 The financial summary for carrying out the planned work streams and delivering on the LoS agreed in the 2018-28 LTP are presented below in the Summary of Cost of Service Statement.

5.29 **Table 2**

EAP 2019/20 \$000's	Summary Cost of Service Statement for All of Council	LTP 2020/21 \$000's	EAP 2020/21 \$000's	VARIANCE to LTP \$000's
	Operating Income			
860	Leadership	919	982	63
687	Community Service	550	577	27
29	Community Development	45	34	(11)
458	Compliance	469	465	(4)
1,148	Solid Waste Management	1,173	1,551	378
190	Resource Management	89	165	76
882	Sewerage	875	821	(54)
10,666	Roads and Footpaths	10,261	9,971	(290)

File 1 - Page 273

EAP 2019/20 \$000's	Summary Cost of Service Statement for All of Council	LTP 2020/21 \$000's	EAP 2020/21 \$000's	VARIANCE to LTP \$000's
14,920	Total Operating Income	14,381	14,566	185
	Operating Expenditure			
2,317	Leadership	2,333	3,003	670
4,591	Community Service	4,247	4,693	446
2,780	Community Development	1,914	2,887	973
1,225	Compliance	1,032	1,247	215
2,128	Solid Waste Management	2,317	2,453	136
439	Stormwater Drainage	410	438	28
954	Resource Management	1,484	1,567	83
3,246	Sewerage	3,399	2,996	(403)
2,881	Water Supply	3,179	2,877	(302)
9,772	Roads and Footpaths	10,332	9,888	(444)
30,333	Total Operating Expenditure	30,647	32,049	1,402
15,413	Net Operating Cost/(Surplus)	16,266	17,483	1,217
	Capital Expenditure			
918	Leadership	693	723	30
1,001	Community Service	665	787	122
2	Community Development	5	0	(5)
1,046	Solid Waste Management	1,211	1,181	(30)
142	Stormwater Drainage	208	133	(75)
437	Sewerage	675	378	(297)
676	Water Supply	442	1,046	604
8,161	Roads and Footpaths	7,305	6,968	(337)
12,383	Total Capital Expenditure	11,204	11,216	12
27,796	Net Expenditure for Activity	27,470	28,699	1,229
	Funded by			
4,318	Internal Loans	3,731	5,074	1,343
(999)	External Loan Repayments	(1,120)	(1,098)	22
3,939	Reserves	3,731	3,869	138
4,594	General Rates	4,138	5,280	1,142
3,464	UAGC	3,678	3,558	(120)
12,480	Targeted Rates	13,312	12,016	(1,296)
27,796	Total Funding	27,470	28,699	1,229
5,956	Depreciation and Amortisation Expense	5,849	6,108	259

5.30 Forecast Operating Revenue

5.31 The Summary Cost of Service Statement (CoSS) shows that forecast total operating income is \$14.566 million, compared to \$14.381 million for LTP 2020/21.

5.32 The significant variances are increases in Leadership for quarry royalty revenue and user charges for Resource Management and Solid Waste. These increases are offset by reductions in NZTA roading subsidy and trade waste revenue in Sewerage.

5.33 In Leadership, quarry royalty revenue forecast has been increased to more closely reflect revenue received.

5.34 Resource Management revenue is forecast to increase due to the type and complexity of resource consents expected to be lodged from applicants.

5.35 Solid Waste Management revenue has been increased significantly to more closely align with actual revenues received at the Landfill, the increase is reflective of historic trends and increased volumes of refuse received at the landfill.

5.36 Roads and Footpaths revenue is forecast to decrease compared to LTP due to the reduction in NZTA subsidy revenue based on the work programme scheduled for 2020/21.

5.37 Forecast Operating Expenditure

5.38 The Summary CoSS in Table 2 shows that Total Operating Expenditure is \$32.049 million, compared to \$30.647 million forecast in the LTP for the 2020/21 year.

5.39 The significant variances are a change in the methodology and assumptions for the calculation of interest cost, reduction in the sewerage and water operational costs, increases in Leadership for risk management and organisational capacity and the resequencing of the stadium grant in Community Development.

5.40 The change in methodology and assumptions used in the calculation of interest cost and the reduced level of public debt has reduced the total interest by \$1.239 million when compared to the same year in the 2018-28 LTP. This reduction of interest is shared proportional by the activities with internal loans.

5.41 Leadership expenditure is forecast to increase due to the Remuneration Authority's determination that increased remuneration entitlements for elected members, provision for two elected members to sit as RMA Commissioners on the Proposed District Plan Hearings Panel as required, and funding to complete the projects for years one and two of Risk Management Implementation Plan. Additional expenditure has also been forecast for organisational capacity to complete Council's organisational programme including the development of the 2021-31 LTP.

5.42 Community services expenditure is forecast to increase for maintenance and removal of dangerous trees, development of a track strategy and revision of activity and asset management plans and emergency management costs. Forecast expenditure has also been included for the provision of temporary toilets in Mokau over the summer period while the new toilets are constructed. Depreciation expense is also forecast to increase mainly as a result of building valuation increases.

5.43 The forecast expenditure increase for Community Development includes the resequencing of the first tranche of the capital contribution grant for the North King Country Sports and Recreation Centre. This capital grant has been re-sequenced to the 2020/21 and 2021/22 years.

5.44 Compliance expenditure is forecast to increase, compared to LTP, for the additional costs charged per application lodged in the online building consenting module which

are mostly recovered through fees and charges, as well as additional costs for shared services initiatives for noise and animal control.

- 5.45 Solid Waste Management expenditure is forecast to increase due to operational costs to address the increased demand at the landfill. This includes the associated additional waste disposal levy payments to the Ministry for the Environment and safety improvements to comply with WasteMINZ guidelines. Forecast expenditure has also been included for additional compliance costs mandated under the new resource consent. Interest costs are also forecast to decrease for Solid Waste.
- 5.46 Sewerage expenditure is forecast to decrease as actual costs have reduced. Optimisation, efficiencies and improved asset management has enabled Council to deliver the services for less than forecast across the entire activity without reducing the levels of service (LoS). Interest costs are also forecast to decrease for Sewerage.
- 5.47 The forecast expenditure for Water Supply has reduced due to mostly to a decrease in forecast depreciation and interest costs.
- 5.48 Roads and Footpaths forecast expenditure has been aligned to match the funding available from NZTA for this period, therefore overall the maintenance budgets have reduced. The main variations are reduced forecast expenditure for unsealed pavement maintenance and routine drainage maintenance partly offset by increased forecasts for emergency reinstatement (first response) and network asset management. There are no impacts on LoS. The forecast depreciation and interest costs have decreased.
- 5.49 Forecast Capital Expenditure
- 5.50 The CoSS in Table 2 shows that Total Forecast Capital Expenditure for the 2020/21 year is \$11.216 million which is \$12,000 more than what was contained in the LTP for the 2020/21 year. The key initiatives planned for the 2020/21 year are detailed as follows.
- 5.51 For Leadership and Investment, the forecast expenditure is for renewal of organisational assets to support the delivery of Council services including plant and fleet renewals, building renewals and information services renewal programme.
- 5.52 For Community Services, the key projects are Te Maika jetty remediation, Library building renewals and continuation of Aerodrome improvements, amenity areas to complement the Te Kuiti Railway Overbridge project and additional safety improvements with railway corridor security fencing in Te Kuiti.
- 5.53 Solid Waste forecast capital expenditure includes the second year of the landfill cell development and additional monitoring equipment associated with the new resource consent.
- 5.54 Key capital expenditure planned for the Sewerage activity includes the reticulation renewals, riparian plantings at Te Kuiti to meet resource consent conditions, review capacity and condition of soakage field at Te Waitere and plant renewals for Benneydale and Piopio.
- 5.55 The Water Supply activity includes forecast expenditure for the Mokau Water Treatment Plant upgrade to improve water quality, reticulation renewals and investigating alternative water supply for Te Kuiti.
- 5.56 Roads and Footpaths activity is the largest of the capital budgets with a total \$6.97 million spend forecast (subsidised by NZTA funding at 73%). Predominately this spend is road asset renewal including pavement rehabilitation, sealed road surfacing, unsealed road metalling, footpath improvements and renewals and emergency reinstatement.

5.57 The significant variances to the forecast contained in the LTP for 2020/21 year are explained within the dEAP document (pages 12 – 30).

5.58 Statement of Funding Sources

5.59 Forecast Rates Revenue Requirement

5.60 The total forecast rates requirement in the 2020-21 EAP is \$20.854 million, an overall average rates requirement increase of 1.54% over the current year and \$274,000 less than the forecast contained in the 2018-28 LTP for the same year.

5.61 Table 3 shows the rate types that the \$20.854 million rates requirement is comprised of.

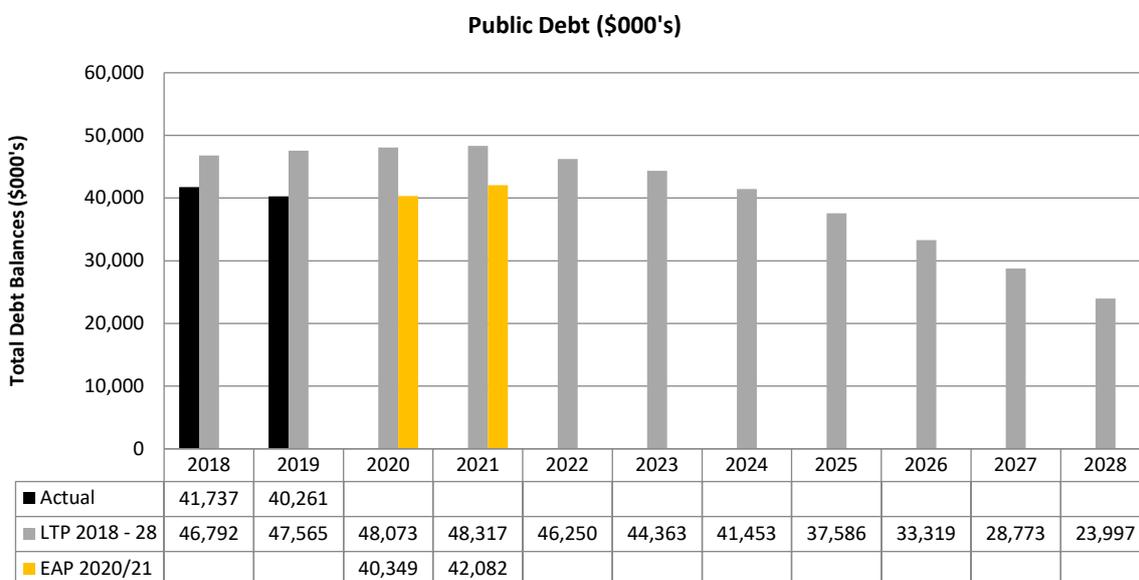
5.62 **Table 3**

EAP 2019/20 \$000's	Statement of Funding Sources	LTP 2020/21 \$000's	EAP 2020/21 \$000's	VARIANCE to LTP \$000's
	Targeted Rates and Service Charges			
2,485	Sewerage	2,596	2,175	(421)
1,804	Water	2,124	1,886	(238)
881	Metered Water Rate	858	892	34
378	Targeted Services Rate	396	390	(6)
346	District Development Rate	334	344	10
16	Piopio Retirement Village Contribution	16	16	0
5,048	District Roding Rate	5,405	5,013	(392)
858	Solid Waste Management	945	645	(300)
205	Solid Waste Collection	215	213	(2)
455	Stormwater	419	438	19
4	Marokopa Community Centre	4	4	0
12,480	Forecast Total Targeted Rates and Service Charges	13,312	12,016	(1,296)
3,464	UAGC	3,678	3,558	(120)
4,594	General Rates	4,138	5,280	1,142
20,538	Forecast Total Rates Requirement	21,128	20,854	(274)
	<i>Percentage Rates Increase</i>	<i>2.20%</i>	<i>1.54%</i>	
	Other Revenue Sources			
10,577	Subsidies	10,017	9,749	(268)
350	Investment Income	400	400	(0)
14	Interest Revenue	15	15	(0)
430	Rates Penalties Revenue	437	450	13
3,549	Fees and Charges	3,512	3,952	440
14,920	Total Other Revenue	14,381	14,566	185
	Other Funding Sources			
4,318	Internal Loans Raised	3,731	5,074	1,343
4,318	Total Other Funding Sources	3,731	5,074	1,343

EAP 2019/20 \$000's	Statement of Funding Sources	LTP 2020/21 \$000's	EAP 2020/21 \$000's	VARIANCE to LTP \$000's
39,776	Total Funding Sources	39,240	40,494	1,254
30,333	Operating Expenditure	30,647	32,049	1,402
12,383	Capital Expenditure	11,204	11,216	12
3,116	Internal Loan Repayments	3,399	3,327	(72)
999	External Loan Repayments	1,120	1,098	(22)
(7,055)	Reserve Transfers	(7,130)	(7,196)	(66)
39,776	Total Funding Used	39,240	40,494	1,254

5.63 Forecast Public Debt

5.64 Public Debt at the end of the 2020/21 year is forecast to be \$42.082 million. This is \$6.235 million less than the forecast contained in the 2018-28 LTP.



5.65 Loan repayment from the accelerated Funding Assistance Rate (NZTA subsidy) and forecast dividend have been applied to debt reduction.

5.66 Audit of the 2020-21 EAP

5.67 As Council has assessed that there are no material or significant changes or departures in the 2020-21 EAP to the plans and proposals contained in the 2018-2028 LTP for the 2020/21 year, no audit of the proposals for the final EAP was carried out by Council's auditors.

Analysis of Options

6.1 Council is required by the Local Government Act 2002 to adopt an Annual Plan prior to 1 July.

6.2 At its workshop on the 18 February 2020, Council formed an assessment that changes made to the forecast work program, debt levels and rates for the FY 2020/21 year were not significant or material compared to the forecasts contained in the corresponding year in the LTP. For this reason, and as permitted by the LGA

for efficiency and effectiveness reasons, Council considered that consultation on the 2020-21 EAP was not required.

- 6.3 Council at its meeting on 25 February 2020, agreed a proposed timetable, excluding consultation, with adoption of the 2020-21 EAP scheduled for the Council meeting on 31 March 2020.
- 6.4 Council has the option of not adopting the EAP, and determining to make further changes to the final 2020-21 EAP. However, this would have the effect of delaying the start of 2020/21 work programs for no defined advantage, and is therefore not the preferred option.

Considerations

7.1 **RISK**

- 7.2 There is a public perception risk in not consulting, in that the community may not agree with Council's assessment that the changes to the final 2020-21 EAP are not material or significant. However, this risk is considered low.
- 7.3 The LGA specifically provides for councils not to undertake consultation where there are no significant or material changes to an adopted LTP. This was specifically introduced to the LGA to avoid unnecessary costs and to improve efficiency.

7.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 7.5 The Financial Forecasts for the 2020-21 EAP are consistent with the forecasts contained in the corresponding year of the 2018-28 LTP and the variations are not considered to be material.
- 7.6 There are no changes to the levels of service agreed with the community through the 2018-28 LTP.

7.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 7.8 Section 78 of the LGA requires Council to, in the course of its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.
- 7.9 Community views on lower debt levels and rates increases are known to Council through the LTP and Annual Plan processes, the annual Residents Survey, and through recent commentary via social media, newspapers and direct discussions. In addition, the views of the community on Council's overall direction, work plans and projects have been well canvassed through the 2018-28 LTP process.
- 7.10 Having regard to the decision making provisions in the LGA, and the requirements of the LGA in terms of consultation on annual plans, a decision in accordance with the recommendations is not considered to have a high degree of significance in terms of the Act.
- 7.11 Council's decision on the 2020-21 EAP will be communicated with the community, and the 2020-21 EAP will be available on Council's website. Printed copies will be available from late June 2020.

Summary of Council Direction and Outcomes

- 8.1 Council undertook a robust process in developing the 2018-28 Long Term Plan. The program of work in the final 2020-21 dEAP and the Financial Forecasts therein are aligned with the forecasts contained in the 2018-28 LTP for the corresponding year (although there are some timing changes).
- 8.2 It is recommended that Council now adopt its 2020-21 EAP together with the required and supporting rates setting steps.
- 8.3 The setting and assessment of the rates for FY 2020/21 is provided for in this business paper, and reflects the funding requirement of the 2020-21 dEAP document as presented.

Suggested Resolutions

- 1 The business paper on Adoption of Exceptions Annual Plan 2020-21 be received.
- 2 Council adopt the Exceptions Annual Plan 2020-21 document.
- 3 The Chief Executive be authorised to make any final editorial amendments to the Exceptions Annual Plan 2020-21 document and any changes directed by the Council at this meeting.
- 4 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges and instalment due dates for the 2020/21 financial year commencing 1 July 2020 and ending on 30 June 2021 as follows:

1. GENERAL RATE

A General Rate set under section 13 of the Local Government (Rating) Act 2002 (LGRA) made on every rating unit across the District, assessed as a rate per \$100 of capital value. The General Rate is not set differentially. The General Rate will contribute to the funding of:

- Governance: Leadership and Investments
- Leased Reserves
- Other Land and Buildings
- District Libraries
- Aquatic Centre
- Arts, Culture and Heritage
- Aerodrome
- Public Amenities
- Parks & Reserves
- Elderly Persons Housing
- Community Halls
- Cemeteries
- Community Support
- District Development
- Emergency Management
- Compliance
- Waste Minimisation
- Resource Management

Requirement in 2020/21 (incl. GST)

General Rate	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.17435	6,072

2. UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit across the District, set under Section 15(1)(b) of the LGRA. The UAGC will contribute to the funding of:

- Governance: Leadership and Investments
- Parks and Reserves
- District Libraries
- Aquatic Centre
- Arts, Culture and Heritage
- Other Land and Buildings
- Public Amenities
- Leased Reserves
- Elderly Persons Housing
- Community Halls
- Cemeteries
- Aerodrome
- Community Support
- Emergency Management
- Compliance
- Resource Management
- Waste Minimisation
- Subsidised Rooding

Requirement in 2020/21 (incl. GST)

<i>Uniform Annual General Charge</i>	<i>Charge per SUIP</i>	<i>Total Revenue Requirement (\$000)</i>
<i>All rating units in the district</i>	<i>\$718</i>	<i>4,092</i>

Definition of SUIP

A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use. This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long term basis by someone other than the owner.

For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one SUIP.

3 TARGETED RATES

Targeted Rates are set on categories of land defined by some factor, such as geographic location or provision of service. The titles of 'Targeted Rate' (TR) and 'Targeted Fixed Rate' (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Targeted Services TFR, Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, Te Kuiti Urban Stormwater TFR and targeted rate, and the Marokopa Community Centre TFR.

The following location definitions for the respective rating areas will apply:

Te Kuiti Urban Rating Area	<i>All rating units situated within the Te Kuiti Urban Ward (Refer to Revenue and Financing Policy for further details)</i>
Te Kuiti Urban and Periphery Rating Area	<i>All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti. (Refer to Revenue and Financing Policy for further details)</i>
Rural Rating Area	<i>All rating units situated within the Rural Ward (Refer to Revenue and Financing Policy for further details)</i>

Piopio Township	<i>All rating units connected or with the ability to connect to the Piopio Sewerage System (Refer to Revenue and Financing Policy for further details)</i>
Piopio Wider Benefit Rating Area	<i>All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIP's connected or with the ability to connect to the Piopio Sewerage System) that are deemed to indirectly benefit from the Piopio Sewerage reticulation network. (Refer to Revenue and Financing Policy for further details)</i>
Marokopa Community Centre Rating Area	<i>Any separately used or inhabited part of a rating unit within the defined Marokopa Community Centre area (as contained in the Revenue & Financing Policy)</i>

3.1 Targeted Services TFR

A Targeted Services TFR set under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the District, differentiated by rating areas, to part fund the Unsubsidised Roothing Activity and part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Targeted Services TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

Requirement in 2020/21 (incl. GST)

<i>Targeted Services (TFR)</i>	<i>Charge per SUIP</i>	<i>Total Revenue Requirement (\$000)</i>
<i>Te Kuiti Urban and Periphery Rating Area</i>	<i>\$141</i>	<i>337</i>
<i>Rating Units in the District not in the Te Kuiti Urban and Periphery Rating Area</i>	<i>\$34</i>	<i>112</i>

3.2 Piopio Retirement Village Contribution TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Inc. through the remission of service charges.

Requirement in 2020/21 (incl. GST)

Piopio Retirement Village Contribution (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area and Piopio Township	\$24	18

3.3 Rural Stormwater TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

Requirement in 2020/21 (incl. GST)

Rural Stormwater (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$11	39

3.4 Te Kuiti Urban Stormwater TFR and Targeted Rate.

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a

current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

Requirement in 2020/21 (incl. GST)

Urban Stormwater (TFR)	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$167	303

Urban Stormwater Targeted Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.03480	161

3.5 Marokopa Community Centre TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 assessed per separately used or inhabited part of a rating unit within the defined Marokopa Community Centre Rating Area.

Requirement in 2020/21 (incl. GST)

Marokopa Community Centre (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Marokopa Community Centre Rating Area	\$22	5

3.6 Water Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 for Water Supply differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within Te Kuiti and Rural Communities (Piopio, Maniaiti / Benneydale and Mokau), with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

Requirement in 2020/21 (incl. GST)

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$664	\$332	1,405
Piopio	\$916	\$458	231
Maniaiti / Benneydale	\$916	\$458	111
Mokau	\$916	\$458	204

3.7 Extraordinary Water Supply Rate

Council set a TR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m³ per SUIP, differentiated by supply area, for any rating unit situated in Te Kuiti, Piopio, Maniaiti / Benneydale or Mokau that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw). The rates are:

Requirement in 2020/21 (incl. GST)

Water Supply Rate (TR)	2020/21 Charge per cubic metre (including GST) above 292m ³
Te Kuiti	\$2.77
Piopio	\$3.03
Maniaiti / Benneydale	\$3.34
Mokau	\$4.44
Total Revenue Requirement (\$000)	1,026

Metered Water Supply Due Dates

	Reading Period	Due Date
Te Kuiti Meat Companies	Monthly	15 th of the month following invoice
Te Kuiti, Piopio, Mokau and Maniaiti / Benneydale	Jul – Dec 2020 Jan – Jun 2021	15 th of the month following invoice

3.8 District Wide Benefit Rate for Water Supply

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the water supply activities.

Requirement in 2020/21 (incl. GST)

District Wide Benefit Rate for Water Supply (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$46	217

3.9 Sewerage Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 to provide for the collection and disposal of sewage. The TFR is set per separately used or inhabited part of a rating unit within the District, with liability calculated based on whether the SUIP is connected to the sewerage network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

Requirement in 2020/21 (incl. GST)

Sewerage (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Maniaiti / Benneydale	\$894	\$447	101
Te Waitere	\$894	\$447	15
Te Kuiti	\$894	\$447	1,527
Piopio	\$894	\$447	194

3.10 Sewerage rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per SUIP set on a differential basis based on the following Categories

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

Base Charge:

Requirement in 2020/21 (incl. GST)

Non- Residential Targeted Rate (TFR)	Base Charge per SUIP (up to 4 pans)	Per serviceable SUIP	Total Revenue Requirement (\$000)
Category 1	\$447	\$447	93
Category 2	\$447	\$447	20
Category 3	\$894	\$447	16

Pan Charge:

Requirement in 2020/21 (incl. GST)

Non- Residential Targeted Rate (TFR)	Number of pans	Charge per pan (Pan Charge)	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$626	64
Category 2	5-10 Pans	\$268	3
	Over 10 Pans	\$179	22
Category 3	5th pan and over	\$626	38

3.11 Trade Waste Contribution TFR

Council set a Trade Waste Contribution TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network.

Requirement in 2020/21 (incl. GST)

Trade Waste Contribution (TFR)	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$37	176

3.12 District Wide Benefit Rate for Sewerage

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the sewerage activities.

Requirement in 2020/21 (incl. GST)

District Wide Benefit Rate for Sewerage (TFR)	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$49	232

3.13 District Rooding Rate

Council set a District Rooding targeted rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value on every rating unit across the District to part fund Subsidised Rooding (part of Roads and Footpaths Activity).

Requirement in 2020/21 (incl. GST)

District Roding Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
All rating units in the District	0.16553	5,765

3.14 Solid Waste Collection Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service differentiated by service areas where Council operates kerbside collection and kerbside recycling services (Te Kuiti, Piopio, Mokau (including Awakino) communities and Waitomo Village and some surrounding parts).

Requirement in 2020/21 (incl. GST)

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$61	124
Waitomo	\$67	45
Piopio	\$135	32
Mokau	\$141	44

3.15 Solid Waste Management Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit District wide to part fund the activity of Solid Waste Management.

Requirement in 2020/21 (incl. GST)

Solid Waste Management (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$131	742

3.16 District Development Rate

Council set a District Development Targeted Rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value differentiated between Commercial and Industrial Businesses, and Rural Businesses, to part fund Economic Development, Visitor Information Centre, District and Regional Promotion and Event Co-ordination activities.

Requirement in 2020/21 (incl. GST)

District Development Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Commercial and Industrial Businesses	0.05077	198
Rural Businesses	0.00889	198

4 RATES PAYMENTS

Rates will be payable in four equal instalments with the due dates for payments being:

1st Instalment	31 August 2020 (Monday)
2nd Instalment	30 November 2020 (Monday)
3rd Instalment	26 February 2021 (Friday)
4th instalment	31 May 2021 (Monday)

Note

The due date for payment of each instalment is the last working day in each of the months specified above. Rates payments will be allocated to the oldest debt first.

5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a rates remissions policy as per LGA (section 102 (3)(a), 108 and 109) and LGRA (Section 85). Remission categories include Properties Used Jointly as a Single Unit, Community Organisations, Organisations Providing Care for the Elderly, Clubs and Societies, Council Properties, Maori Freehold Land, Penalties, Rates and/or penalties following a Rating Sale or Abandoned Land Sale, New Residential Subdivisions, Financial Hardship, Land Affected by Natural Calamity and New Businesses. The estimated value of these remissions is \$383,500 for the 2020/21 year.

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

6. PENALTIES

Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 4 percent (4%) on any part of Instalment 1 that has been assessed for the financial year commencing 1 July 2020 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty date below:

Instalment 1 3 September 2020

- (b) A penalty charge of 10 percent (10%) on any part of Instalment 2, Instalment 3 or Instalment 4 that has been assessed for the financial year commencing 1 July 2020 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

Instalment 2 3 December 2020

Instalment 3 3 March 2021

Instalment 4 3 June 2021

- (c) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2020 that remains unpaid on 1 January 2021, to be added on 7 January 2021.
- (d) No penalties will be charged where a ratepayer is paying rates by direct debit or where there is an approved payment arrangement in place.

TERRENA KELLY

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

ALISTER DUNCAN

GENERAL MANAGER – BUSINESS SUPPORT

8 May 2020

Enclosures:	1	Exceptions Annual Plan 2020/21 for adoption (A464518)
	2	Draft EAP Summary (A469053)

Document No: A470256

Report To: Council



Meeting Date: 26 May 2020

Subject: Motion to Exclude the Public for the Consideration of Council Business

Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 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	Section 48(1) grounds for this resolution
1. Waikato Local Authority Shared Services Ltd – Draft Statement of Intent for 2020/21	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
2. Inframax Construction Ltd – Draft Statement of Intent for Year Ending 30 June 2021	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

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 the public.

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT