



# H A U R A K I D I S T R I C T C O U N C I L



## ANNUAL REPORT 2003 – 2004



## Table of Contents

<b>INTRODUCTION AND OVERVIEW .....</b>	<b>3</b>
Report from Mayor and Chief Executive .....	3
<b>COUNCIL OVERVIEW .....</b>	<b>4</b>
Elected Members Guide .....	5
Standing Committees.....	6
<b>FINANCIAL STATEMENTS .....</b>	<b>8</b>
Statement of Accounting Policies .....	8
Statement of Financial Position as at 30 June 2004 .....	12
Statement of Financial Performance.....	13
Statement of Movements in Equity .....	13
Statement of Cashflows.....	14
Statement of Commitments and Contingencies.....	15
Summary Statement of Cost of Services .....	16
Notes to the Financial Statements.....	17
<b>RELATED DOCUMENTS .....</b>	<b>26</b>
Treasury Policy .....	26
<b>SIGNIFICANT ACTIVITIES .....</b>	<b>27</b>
An Introduction .....	27
1.0 Community Facilities .....	28
<i>Libraries.....</i>	28
<i>Swimming Pools.....</i>	29
<i>Cemeteries.....</i>	29
<i>Community Halls.....</i>	30
<i>Public Toilets.....</i>	30
<i>Netherton Community Hall.....</i>	31
2.0 Democracy.....	32
<i>Democracy.....</i>	32
3.0 Drainage .....	34
4.0 Other Activities .....	36
5.0 Parks and Reserves .....	40
6.0 Planning & Environmental Services .....	43
7.0 Roading .....	46
8.0 Solid Waste Management .....	49
9.0 Wastewater.....	52
10.0 Water Supply .....	54
Business Units .....	57
11.0 Workshop.....	57
12.0 Technical Services.....	58
13.0 Construction & Maintenance.....	59
14.0 Tetley's Quarry.....	60
15.0 Employment.....	61
Statement of Compliance and Responsibility.....	63
<b>Appendix 1: Report of the Audit Office .....</b>	<b>64</b>

# INTRODUCTION AND OVERVIEW

## Report from Mayor and Chief Executive

Thank you for taking the time to read the Hauraki District Council 2003/04 Annual Report.

2003/04 has proved to be yet another eventful year that has seen significant changes made to the way local authorities must operate with a much stronger emphasis on policy making and public consultation. The change, although challenging is proving favourable with an increasing community awareness of the new provisions and a greater number of interested parties wanting to participate in consultation processes.

The past year has also seen Council take a number of significant steps forward particularly in relation to developing its first Long Term Council Community Plan – The Hauraki Community Plan – and further developing its Asset Management Plans.

It is pleasing to be able to say that the Hauraki District Council is very well placed to meet the future infrastructural needs of its population through the use of Asset Management Plans to ensure all assets are maintained, that growth is provided for and that the assets can be replaced when required.

During the year a number of key projects were progressed with the highlights being:

- 5.7 kms of seal extension was undertaken and a 10 year seal extension programme has been confirmed.
- The Resource Management Consent processes were completed for the Favona Decline and the Favona Mine Projects. The one Appeal has subsequently been dealt with and the Decline project was commenced in September 2004.
- Council's involvement in developing sections for sale in Ngatea has been vindicated by the buoyant property market and the consequent high number of sales during 2003/04.
- The Waihi Community Consultative Committee has been working well with the Company and the Council in preparing its vision for future development in Waihi to offset the effects of the planned Martha Mine closure.
- Council continued its support for emergency services with the new Rural Fire Tanker Shed in Willoughby Street, Paeroa being completed.
- The Waitakaruru Sewerage Scheme has been progressed through its consenting and approval procedures and construction has commenced.
- Improvements to the discharge quality at the Ngatea Sewerage Treatment Plant will allow further residential development to occur in Ngatea.
- The Post Office building in Paeroa has been purchased by Council. This not only ensures the preservation of a historic building but gives Council options for how it may best be utilised by the community.
- Councils programme of developing Memoranda of Understanding with Iwi authorities continues to progress well with 2003/04 seeing the development of a Memorandum with Ngati Hako.
- A number of new policy developments have been completed after public consultation processes including Gambling, Prostitution, and a Liquor Ban Bylaw.



John Tregidga  
Mayor



Langley Cavers  
Chief Executive

# COUNCIL OVERVIEW

## Mission

To ensure the successful ...

- Provision of services and facilities;
- Advocacy on behalf of the community; and
- Use and management of resources

... for all who live in or visit the Hauraki District



## Vision for the Future

- A range of services and facilities meeting the community's needs and realistic expectations;
- A positive climate which encourages balanced and sustained growth throughout the district;
- An environment which encourages vibrant communities and an enhanced quality of life;
- The wise use and management of all resources for the continued benefit of the district;
- A proactive Council that provides leadership in results orientated and communicates effectively with all sectors of the community.



## Elected Members Guide

**Mayor:** Mr. B J (Basil) Morrison CNZM, JP. Ph. 07 862 6344

<b>Councillors</b>	<b>Phone</b>	<b>email</b>
<b>Plains Ward:</b>		
Ian Troughton	07 867 5114	Ian.Troughton@hauraki-dc.govt.nz
Valda Laurich	07 867 7033	Valda.Laurich@hauraki-dc.govt.nz
Bruce Gordon	07 867 7436	Bruce.Gordon@hauraki-dc.govt.nz
Don Challis, JP	07 867 7097	Don.Challis@hauraki-dc.govt.nz
<b>Paeroa Ward</b>		
Gill Munro, JP	07 862 7525	Gill.Munro@hauraki-dc.govt.nz
Bryan Dunn	07 862 8746	Bryan.Dunn@hauraki-dc.govt.nz
John Tregidga, JP	07 862 8956	John.Tregidga@hauraki-dc.govt.nz
Keith Trembath	07 862 6833	Keith.Trembath@hauraki-dc.govt.nz
<b>Waihi Ward</b>		
Sel Baker, JP	07 863 8683	Sel.Baker@hauraki-dc.govt.nz
Mike Hayden	07 863 7292	Mike.Hayden@hauraki-dc.govt.nz
Don Lockwood	07 863 8330	donlock3@xtra.co.nz
Mary Carmine	07 863 8740	Mary.Carmine@hauraki-dc.govt.nz
Bronwyn Wightman	07 863 7509	Bronwyn.Wightman@hauraki-dc.govt.nz

### District Councillors

The Council meets on the last Thursday of each month at the Paeroa Office, commencing at 10:00am. Extraordinary meetings are scheduled as required. The Council has seven Standing Committees.

## Standing Committees

(The Mayor is appointed as an ex-officio member to all Council Committees and Subcommittees, except the Hearings Committee)

### Ward Committees

The Council currently has three Ward Committees that deal with community issues specific to their Ward - Plains, Paeroa, and Waihi. All three Ward Committees meet on the first Monday of each month at the Paeroa Office, at 9:00am, 1:00pm and 3:30pm respectively. Following the elections in October 2004, the dates, times and committees will be reviewed.

### Works Committee

Meets on the third to last Thursday of each month at the Paeroa Office, at 10:00 am

Don Challis (Chairman)	Ian Troughton (Deputy)
Sel Baker	Bryan Dunn
Basil Morrison (Mayor)	Keith Trembath
Bronwyn Wightman	

### Planning and Finance Committee

Meets on the third to last Thursday of each month at the Paeroa Office, at 1:00 pm

Mary Carmine (Chairman)	John Tregidga (Deputy)
Bruce Gordon	Mike Hayden
Gill Munro	Basil Morrison (Mayor)
Valda Laurich	Don Lockwood

### The Hearings Committee

Meets on the second to last Thursday and fourth to last Thursday of each month, as required

John Tregidga (Chairman)	Mary Carmine (Deputy)
Bruce Gordon	Mike Hayden

### The Consultative Committee Water and Wastes

Meets on the first Tuesday of every second month at the Paeroa Office, at 10:00am

Sel Baker (Chairman)	Don Challis (Deputy)
Keith Trembath	Bronwyn Wightman
Ngati Tara Tokanui	Ngati Paoa
Forest and Bird Society	Ngati Maru
Gill Munro	Mary Carmine
Ian Troughton	Basil Morrison (Mayor)
Ngati Tamatera	Ngati Hako
Hauraki Maori Trust	Federated Farmers
Ohinemuri Earthwatch	

## Senior Management



## Business Units Board of Management

### Members of the Board

**Chief Executive:**

Mr. L D (Langley) Cavers  
(Chairman)

**District Engineer:**

Mr. K D (Ken) Thompson

**Corporate Services Manager:**

Mr. R H (Rex) Leonhart

### Business Unit Managers

**Construction & Maintenance Manager:**

Mr. M A (Mike) Voykovich

**Technical Services Manager:**

Mr. William Bryant

**Tetley's Quarry Manager**

Mr. A B (Brian) Trow

**Workshop Manager:**

Mr. P (Peter) Smith

## Council Offices

### Principal Office

William Street,  
P O Box 17,  
Paeroa  
Phone: (07) 862 8609  
(0800) 734 834 (from within the District)  
Fax: (07) 862 8607  
E-mail: [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)  
Website: [www.hauraki-dc.govt.nz](http://www.hauraki-dc.govt.nz)

### Plains Service Centre

Orchard West Road,  
Ngatea

### Waihi Service Centre

92 Seddon Street,  
Waihi

# FINANCIAL STATEMENTS

## Statement of Accounting Policies for the year ended 30 June 2004

### 1. Reporting Entity

Hauraki District Council (HDC) is a territorial local authority governed by the Local Government Act 1974 and Local Government Act 2002. The financial statements of HDC have been prepared in accordance with the transitional provisions of the Local Government Act 2002 (S283).

### 2. Measurement Base

The general accounting principles recognised as appropriate for the measurement and reporting of results and financial position on an historical cost basis, modified by the revaluation of certain fixed assets, have been followed.

### 3. Accounting Policies

The following accounting policies which materially affect the measurement of results and financial position have been applied:

#### A) Revenue

Rates are recognised as income on the due date for each instalment. Other levies and charges are recognised as income when the goods or services have been supplied. Government grants are recognised as income when conditions associated with the grant approval have been fulfilled.

#### B) Investments

Investments are valued at market value. Fixed interest investments are valued at cost plus accrued interest.

Council has had its forestry assets professionally valued as at 30 June 2004 by P F Olsen and Company, a recognised forestry valuer. The basis used to value the forests was the expected yield at maturity. A discount factor was then applied to obtain a net present value. Trees are assumed to reach maturity twenty-eight years from the date of planting.

#### C) Debtors

Debtors are stated at estimated realisable value after providing for debts where collection is considered doubtful.

#### D) Stocks/Inventories

Stocks are valued at the lower of cost or net realisable value, less any provisions for damaged or obsolete items. Quarry metal stocks are valued at the lower of cost, using the cost of extraction including production overheads, and net realisable value.

#### E) Taxation

##### (i) Goods and Services Tax

The financial statements have been prepared on a GST exclusive basis with the exception of debtors and creditors, which are stated with GST included. The balance of GST at 30 June 2004 is included in debtors in the Statement of Financial Position.

- (ii) Fringe Benefit Tax  
Where a fringe benefit tax liability arises this has been charged to operating expenditure.

**F) Special Funds**

In accordance with the Local Government reorganisation scheme Special Funds set up by the former authorities under the Local Government Act 1974, have been set aside for specific purposes. These are disclosed under the category Council Created Reserves.

**G) Maintenance and Capital Expenditure**

Capital expenditure is expenditure that adds to the service potential or usefulness of an asset for more than one accounting period either by lengthening the asset's useful life or by increasing its capacity. Capital expenditure includes expenditure on renewals. Capital expenditure is debited to asset accounts and allocated to the current and future periods through depreciation. Maintenance expenditure is debited to expense accounts when incurred.

**H) Fixed Assets**

- (i) Fixed Assets are shown in the following major categories:

*Operational:* These are all tangible assets able to be dealt with as part of the operating strategy (i.e. land, buildings, motor vehicles, plant, furniture and chattels).

*Infrastructural:* These are the fixed utility systems providing an ongoing service to the Community, but are not generally regarded as tradable, (i.e. roads, bridges, culverts, and reticulation systems, including land and buildings associated with these activities).

*Restricted:* These cannot be disposed of because of legal or other restrictions, but provide a benefit or service to the Community (e.g. reserves vested under the Reserves Act, endowments and other property held in Trust for specific purposes, community halls, refuse disposal sites).

- (ii) Valuation:

All valuations are carried out three yearly, except for Library Books and Waihi Beach Leasehold Land, which are valued annually.

1. *Land and Buildings:* All land and buildings are recorded at rating valuation as at 1 July 2003, plus additions/development at cost, less disposals. These valuations have been confirmed by Valuation and Management Services Ltd, qualified valuers, as being suitable for financial reporting. The exception to this is Waihi Beach leasehold land owned by Council which was valued in accordance with FRS-3 by Townshend Cullen Associates as at 30 June 2004. Properties intended for resale are valued at the lower of cost or net realisable value.
2. *Motor Vehicles, Equipment, Fixtures and Fittings:* All items are recorded at depreciated cost.
3. *Library Books:* Library Books are valued at depreciated replacement cost as at 30 June 2004 by Council staff, assuming the books are on average half way through their useful life.

4. *Infrastructural:* Roading, Water, Wastewater, Stormwater and Drainage Assets are stated at optimised depreciated replacement cost on a brownfields basis, using highest and best use basis, as at 30 June 2002 as valued by Opus International Consultants Ltd. Land under roads was valued by Opus International Consultants Ltd as at 30 June 2002 using the average market value of land by ward and land use category. All additions since the latest valuation are brought into the accounts at cost and depreciated in the year following construction.
5. *Restricted:* Restricted assets are valued at rating valuation as at 1 July 2003, plus additions/development at cost, less disposals. These valuations have been confirmed by Valuation and Management Services Ltd, qualified valuers, as being suitable for financial reporting.

(iii) Depreciation:

1. *Land and Assets Under Construction:* Land and assets under construction are not depreciated.
2. *Other Assets:* All other assets are depreciated on a straight line basis that will spread the cost of the asset, less any residual value, over the expected useful life of the asset. A summary of the range of expected useful lives of assets is as follows:

The useful lives of assets have been identified on a component-by component basis.

Roading

Seal (10-60 years)	Basecourse (30 - 75 years)
Surface Water Channels (10-20 years)	Culverts (50-80 years)
Footpaths (15-50 years)	Bridges (50-100 years)

Building

Structure (80 years)	Roof cladding (30 years)
Electrical/Mechanical (25 years)	Plumbing (30 years)
Internal wall linings (25 years)	Lifts (25 years)
Air Conditioners (15 years)	Site Improvements (25 years)

Other Assets

Water Reticulation (8 - 100 years)	Water Treatment (2 - 130 years)
Wastewater (10 - 100 years)	Computer Hardware (3 years)
Stormwater/Drainage (20 - 200 years)	Fixtures & Fittings (5-10 years)
Communications Equipment (5 years)	Heavy Plant & Machinery (8 years)
Light Plant (2-5 years)	Motor Vehicles - Cars & Utilities (3-5 years)

Assets purchased during the financial year are depreciated on a remaining month's basis.

Computer software is expensed.

**I) Overhead Allocation**

The cost of Support Services has been fully allocated over the significant activities.

The costs of debt servicing have been allocated to the internal treasury function, which charges and pays interest to each separately rated activity on the basis of its opening cash position.

**J) Employee Entitlements**

Provision is made in respect of Council's liability for annual leave, long service leave, and retirement gratuities. These have been calculated on an actuarial entitlement basis at current rates of pay, except for annual leave which is on an actual basis.

**K) Statement of Cashflows**

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which Council invests as part of its day-to-day cash management.

Operating activities include cash received from all income sources and record the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in Council's equity and debt capital structure.

**L) Landfill Aftercare Provision**

Council has responsibility for the closure and aftercare of three closed landfills and has recognised its liability for these costs as a provision.

The provision is measured based on the present value of future cash flows expected to be incurred, taking into account future events including new legal requirements and known improvements in technology. The provision includes all costs associated with landfill post-closure.

The discount rate used is a pre-tax rate that reflects current market assessments of the time value of money and risks specific to Council.

**M) Financial Instruments**

Council is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, investments, debtors, creditors and loans. All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance. Except for loans, which are recorded at cost, and those items covered by a separate accounting policy, all financial instruments are shown at their estimated fair value.

**N) Leases**

Finance Leases

Leases which effectively transfer to Council the risks and benefits of ownership of the leased item are classified as finance leases. These are capitalised at the lower of the fair value of the asset or the present value of the minimum lease payments. The leased assets and corresponding lease liabilities are recognised in the statement of financial position. The leased assets are depreciated over the period the Council is expected to benefit from their use.

Operating Leases

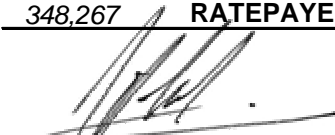
Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items are classified as operating leases. Payments under these leases are recognised as expenses in the periods in which they are incurred.


**4. Changes in Accounting Policies**

There have been no significant changes in accounting policies. All policies have been applied on a consistent basis with previous years.

## Statement of Financial Position as at 30 June 2004

<i>Actual</i> <b>2002-03</b> \$000's		<b>Note</b>	<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
<b>Current Assets</b>				
4,982	Bank and Short Term Deposits	<b>1</b>	8,297	-
5,168	Debtors	<b>2</b>	6,736	3,096
624	Inventories	<b>3</b>	596	490
86	Income Accrued & Prepayments	<b>4</b>	130	17
<u>1,634</u>	Properties Intended for Resale	<b>21</b>	<u>342</u>	-
12,494	<b>Total Current Assets</b>		16,101	3,603
<b>Less Current Liabilities</b>				
-	Bank Overdraft	<b>1</b>	-	10
4,766	Creditors and Provisions	<b>5</b>	4,935	2,000
463	Employee Entitlements	<b>6</b>	496	977
<u>2</u>	Current Portion of Term Debt	<b>7</b>	<u>30</u>	-
5,231	<b>Total Current Liabilities</b>		5,461	2,987
7,263	<b>Working Capital</b>		10,640	616
<b>Non-Current Assets</b>				
342,047	Fixed Assets	<b>8</b>	342,435	346,964
32	Shares in Companies	<b>9</b>	32	32
<u>900</u>	Long Term Investments	<b>10</b>	<u>792</u>	<u>994</u>
342,979	<b>Total Non-Current Assets</b>		343,259	347,990
350,242			353,899	348,606
<b>Less Non-Current Liabilities</b>				
488	Employee Entitlements	<b>6</b>	541	-
1,474	Landfill Aftercare Provision	<b>24</b>	1,646	-
<u>13</u>	Term Debt	<b>7</b>	<u>81</u>	<u>5,900</u>
1,975	<b>Total Non-Current Liabilities</b>		2,268	5,900
<b>348,267</b>	<b>NET ASSETS</b>		<b>351,631</b>	<b>342,706</b>
<b>Represented by:</b>				
315,831	General Equity	<b>11</b>	317,942	334,496
2,782	Council Created Reserves	<b>12</b>	2,996	2,696
28,930	Asset Revaluation Reserve	<b>13</b>	30,021	4,790
<u>724</u>	Forestry Revaluation Reserve	<b>14</b>	<u>672</u>	<u>724</u>
<b>348,267</b>	<b>RATEPAYERS EQUITY</b>		<b>351,631</b>	<b>342,706</b>

  
.....  
J P Tregidga  
Mayor

  
.....  
L D Cavers  
Chief Executive

25 November 2004

## Statement of Financial Performance for the year ended 30 June 2004

<b>Actual 2002-03</b>		<b>Note</b>	<b>Actual 2003-04</b>	<b>Budget 2003-04</b>
\$000's			\$000's	\$000's
<b>Income</b>				
7,422	General Rates		5,882	5,733
170	Interest & Commissions		278	-
773	Gain on Sale/Disposal of Fixed Assets		447	20
344	Miscellaneous Income		398	120
342	Surplus from Quarry Operations		540	350
(3)	Surplus from Technical Services Operations		(35)	6
425	Surplus from C&M Operations		181	150
<u>11,082</u>	Total Recoveries (ex page 16)		<u>13,962</u>	<u>13,115</u>
20,555	<b>TOTAL INCOME</b>		21,653	19,494
<b>Less Expenditure</b>				
59	Bad Debts Written Off		61	50
-	Interest Costs		-	81
-	Miscellaneous Expenses		-	180
178	Unwinding of Landfill Aftercare Interest		118	-
-	Revaluation Decrements		2,347	-
<u>18,511</u>	Total Gross Cost of Service (ex page 16)		<u>18,501</u>	<u>18,105</u>
18,748	<b>TOTAL EXPENDITURE</b>		21,027	18,416
<u>1,807</u>	<b>NET SURPLUS</b>		626	1,078

## Statement of Movements in Equity for the year ended 30 June 2004

<b>Actual 2002-03</b>		<b>Note</b>	<b>Actual 2003-04</b>	<b>Budget 2003-04</b>
\$000's			\$000's	\$000's
344,679	Opening Equity		348,267	341,628
1,807	Net Surplus for the Period		626	1,078
<u>1,781</u>	Increase in Revaluation Reserves	<b>13/14</b>	<u>2,738</u>	-
3,588	<b>Total Recognised Revenue and Expenses</b>		3,364	1,078
<u>348,267</u>	<b>Closing Equity</b>		<u>351,631</u>	<u>342,706</u>

## Statement of Cashflows for the year ended 30 June 2004

<b>Actual 2002-03 \$000's</b>		<b>Note</b>	<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
<b>Operating Activities</b>				
Cash was provided from:				
10,154	Rates		11,294	11,043
3,356	WRC Rates		-	-
172	Interest Income		217	-
<u>9,742</u>	Revenue from Services Provided		<u>10,752</u>	<u>9,959</u>
23,424			22,263	21,002
Cash was applied to:				
15,163	Employees and Suppliers		16,584	14,961
3,341	Rates paid to WRC		72	-
2	Interest on Loans		1	81
<u>119</u>	Net Taxes paid		<u>(41)</u>	<u>31</u>
<u>18,625</u>			<u>16,616</u>	<u>15,073</u>
<b>4,799</b>	<b>Net Cash flows from Operating Activities</b>	<b>15</b>	<b>5,647</b>	<b>5,929</b>
<b>Investing Activities</b>				
Cash was provided from:				
28	Mortgage Payments Received		56	-
117	Proceeds from Forestry Sales		-	-
<u>4,003</u>	Sale of Assets		<u>3,511</u>	<u>-</u>
4,148			3,567	-
Cash was applied to:				
-	Acquisition of Investments		-	83
<u>8,209</u>	Operating & Infrastructural Asset Acquisitions		<u>5,894</u>	<u>10,606</u>
<u>8,209</u>			<u>5,894</u>	<u>10,689</u>
<b>(4,061)</b>	<b>Net Cash flows from Investing Activities</b>		<b>(2,327)</b>	<b>(10,689)</b>
<b>Financing Activities</b>				
Cash was provided from:				
-	Loans Raised		-	4,750
-			-	4,750
Cash was applied to:				
<u>5</u>	Loan Repayments		<u>5</u>	<u>-</u>
<u>5</u>			<u>5</u>	<u>-</u>
<b>(5)</b>	<b>Net Cash flows from Financing Activities</b>		<b>(5)</b>	<b>4,750</b>
<b>733</b>	<b>NET CHANGE IN CASH HOLDINGS</b>		<b>3,315</b>	<b>(10)</b>
4,249	Plus Opening Cash		4,982	-
<b>4,982</b>	<b>CLOSING CASH BALANCE</b>	<b>1</b>	<b>8,297</b>	<b>(10)</b>
<b>Represented by:</b>				
1,448	Cash at Bank		296	(11)
1	Petty Cash		1	1
<u>3,533</u>	Short Term Deposits		<u>8,000</u>	<u>-</u>
<b>4,982</b>		<b>1</b>	<b>8,297</b>	<b>(10)</b>

## Statement of Commitments and Contingencies as at 30 June 2004

<i>Actual</i> <b>2002-03</b> \$000's		<b>Actual</b> <b>2003-04</b> \$000's
	<b>Commitments</b>	
202	Capital Commitments Contracted	627
-	Other Non-cancellable Contracts	3,746
	Operating Leases	
19	Payable next year	14
12	Payable 1 - 2 years	9
12	Payable 2 - 3 years	-
6	Payable 3 - 5 years	-
	<b>Contingencies</b>	
	Guarantees	
105	Thames Valley Turf Trust	105
15	Paeroa Netball Association	15
30	Paeroa Centennial Park Board	30
50	Waihi Netball Association	50
	Other	

High Court proceedings have been issued against Council as a co-defendant. A house owner is claiming the cost of reinstating his house because of a defective foundation design. Council's liability will not exceed its insurance excess of \$10,000.

## Summary Statement of Cost of Services for the year ended 30 June 2004

<i>Actual</i> <b>2002-03</b> \$000's	Note	<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
<b>Cost of Service</b>			
1,206		1,340	1,182
974		987	1,038
1,504		1,428	1,456
1,776		1,387	1,325
722		889	746
1,770		1,813	1,920
5,228		5,475	5,196
1,026		731	997
1,791		1,856	1,982
3,133		2,756	2,895
<b>19,130</b>	<b>TOTAL GROSS COST OF SERVICE</b>	<b>18,662</b>	<b>18,737</b>
(747)	Less Internal Interest	(737)	(632)
-	Less Net Workshop	-	-
116	Plus Net Plant	119	-
149	Plus Net Property	145	-
(137)	Plus Net Overheads	312	-
<b>18,511</b>	<b>GROSS COST OF SERVICE</b>	<b>18,501</b>	<b>18,105</b>
<b>Less Recoveries</b>			
158	Community Facilities	796	591
-	Democracy	-	-
1,064	Land Drainage	1,320	1,310
287	Other Activities	414	561
7	Parks & Reserves	550	536
648	Planning & Environmental Services	811	633
2,812	Roading	3,720	3,382
544	Solid Waste Management	722	544
1,780	Wastewater	1,943	1,875
3,782	Water	3,686	3,683
<b>11,082</b>	<b>Total Recoveries</b>	<b>13,962</b>	<b>13,115</b>
<b>7,429</b>	<b>NET COST OF SERVICE</b>	<b>4,539</b>	<b>4,990</b>

## Notes to the Financial Statements for the year ended 30 June 2004

Actual 2002-03 \$000's		Actual 2003-04 \$000's
	<b>1. Bank and Short Term Deposits</b>	
1,448	BNZ General Accounts	296
3,533	Short Term Deposits due to mature within one year	8,000
<u>1</u>	Petty Cash	<u>1</u>
<u>4,982</u>		<u>8,297</u>
	The weighted average interest rate for all short term deposits as at 30 June 2004 was 5.47%.	
	<b>2. Debtors</b>	
1,463	Rates	1,690
878	Transfund Subsidies	1,066
1,917	Water by Meter Charges, (including unread meters)	2,551
132	GST	35
<u>778</u>	Sundry Debtors	<u>1,394</u>
<u>5,168</u>		<u>6,736</u>
	<b>3. Inventories</b>	
529	Quarry Metal Stockpile	505
<u>95</u>	Other	<u>91</u>
<u>624</u>		<u>596</u>
	<b>4. Income Accrued &amp; Prepayments</b>	
3	Interest Accrued on Short Term Investments	51
<u>83</u>	Prepayments	<u>79</u>
<u>86</u>		<u>130</u>
	<b>5. Creditors and Provisions</b>	
2,900	Trade Creditors	3,545
6	Councillors' Fees Payable	3
203	Bonds & Deposits	235
907	Other	845
<u>750</u>	Current Portion of Landfill Provision (note 24)	<u>307</u>
<u>4,766</u>		<u>4,935</u>
	<b>6. Employee Entitlements</b>	
404	Accrued Holiday Pay	444
488	Provision for Retiring Allowance	541
<u>59</u>	Provision for Long Service Leave	<u>52</u>
<u>951</u>		<u>1,037</u>
463	Current Portion of Accruals	496
488	Non-Current Portion of Accruals	541

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>
<b>7. Term Liabilities</b>		
<i>Net Loan Balances</i>		<i>Net Loan Balances</i>
-	Finance Leases	101
<u>15</u>	Rural Housing Loans	<u>10</u>
<u>15</u>		<u>111</u>
Debt outstanding grouped by repayment date		
2	2003/04	-
2	2004/05	30
2	2005/06	30
2	2006/07	29
2	2007/08	18
2	2008/09	1
1	2009/10	1
<u>2</u>	2010/11	<u>2</u>
15		111
<u>2</u>	Less current portion	<u>30</u>
<u>13</u>		<u>81</u>

Council Loans are secured over either separate rates or Council Assets. There have been no variations to the Borrowing Management section of Council's Treasury Policy.

<b>Actual 2002-03 \$000's</b>	<b>Actual 2002-03 \$000's</b>	<b>Actual 2002-03 \$000's</b>	<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>	<b>Actual 2003-04 \$000's</b>	<b>Actual 2003-04 \$000's</b>	<b>Actual 2003-04 \$000's</b>
<b>8. Fixed Assets</b>								
<i>Cost</i>	<i>Valuation</i>	<i>Accum. Dep'n</i>	<i>Book Value</i>		<i>Cost</i>	<i>Valuation</i>	<i>Accum. Dep'n</i>	<i>Book Value</i>
<i>Operational Assets</i>								
69	7,987	-	8,056	Land	981	8,151	-	9,132
673	6,430	424	6,679	Buildings	-	11,305	496	10,809
5,372	-	3,150	2,222	Plant & Motor Vehicles	5,646	-	3,484	2,162
375	-	-	375	Library Books	376	-	-	376
<u>1,838</u>	<u>-</u>	<u>1,239</u>	<u>599</u>	Office Equipment	<u>2,101</u>	<u>-</u>	<u>1,487</u>	<u>614</u>
8,327	14,417	4,813	17,931	Total Operational Assets	9,104	19,456	5,467	23,093
<i>Infrastructural Assets</i>								
3,438	242,989	1,820	244,607	Roading	7,046	242,888	3,644	246,290
<i>Treatment &amp; Reticulation Systems</i>								
601	28,190	888	27,903	- Water	942	28,168	1,761	27,349
1,383	21,087	647	21,823	- Sewerage	1,856	21,136	1,265	21,727
382	20,089	412	20,059	- Stormwater/Drainage	702	20,089	827	19,964
<u>5,804</u>	<u>312,355</u>	<u>3,767</u>	<u>314,392</u>	Total Infrastructural Assets	<u>10,546</u>	<u>312,281</u>	<u>7,497</u>	<u>315,330</u>
2,053	7,791	120	9,724	<i>Restricted Assets</i>	-	4,011	-	4,011
<u>16,184</u>	<u>334,563</u>	<u>8,700</u>	<u>342,047</u>	<b>Total Fixed Assets</b>	<u>19,650</u>	<u>335,748</u>	<u>12,964</u>	<u>342,434</u>

Council considers the Land and Buildings figures shown above are an indication of fair value.

Infrastructural Assets includes land valued at \$78,868,000 and buildings valued at \$572,000

Restricted Assets includes land valued at \$4,011,000. Buildings included in Restricted Assets in previous years were transferred to the Building category under Operational Assets as at 30 June 2004.

<i>Actual</i> 2002-03 \$000's	<i>Actual</i> 2002-03 \$000's		<i>Actual</i> 2002-03 \$000's	<i>Actual</i> 2002-03 \$000's
<i>Book</i> <i>Value</i>	<i>Fair</i> <i>Value</i>	<b>9. Shares in Companies</b>	<i>Book</i> <i>Value</i>	<i>Fair</i> <i>Value</i>
32	32	Shares held in New Zealand Local Government Insurance Corporation 31,717 shares at \$1.00 per share. ( 30 June 2003 - 31,717 shares)	32	32
<u>32</u>	<u>32</u>		<u>32</u>	<u>32</u>

<i>Actual</i> 2002-03 \$000's		<i>Actual</i> 2003-04 \$000's
	<b>10. Long Term Investments</b>	
15	Rural Housing Loans to Farmers	10
5	Loans to Sporting Bodies	5
752	Forestry Plantations	701
49	Emergency Planning Unit Investment (note 23)	48
<u>79</u>	Loans to Community Groups	<u>28</u>
<u>900</u>		<u>792</u>

Investments are subject to Council's Treasury Management Policy which became operative 1 July 1998.

	<b>11. General Equity</b>	
311,817	Opening Balance	315,831
1,807	Surplus for the year	626
<u>2,207</u>	Plus net transfers from reserves (notes 12 and 13)	<u>1,485</u>
<u>315,831</u>	Closing Balance	<u>317,942</u>

**Actual**  
**2002-03**  
\$000's

**Actual**  
**2003-04**  
\$000's

**12. Council Created Reserves**

2,558	Opening Balance	2,782
151	Plus transfers from general equity	183
149	Plus interest transfers from general equity	139
<u>(76)</u>	Less transfers to general equity	<u>(108)</u>
<u>2,782</u>	Closing Balance	<u>2,996</u>

**13. Asset Revaluation Reserve**

29,580	Opening Balance	28,930
1,781	Net Increase in Valuation of Land	2,790
<u>(2,431)</u>	Less Reversed to general equity on Disposals	<u>(1,699)</u>
<u>28,930</u>	Closing Balance	<u>30,021</u>

Made up of:

2,498	Land	3,394
1,389	Restricted Land	1,694
16,905	Roading	16,905
714	Stormwater/Drainage	714
2,904	Wastewater	2,900
<u>4,520</u>	Water	<u>4,414</u>
<u>28,930</u>		<u>30,021</u>

**14. Forestry Revaluation Reserve**

724	Opening Balance	724
-	Add Increase in value of forests	(52)
-	Less Reversed on Disposals	-
<u>724</u>	Closing Balance	<u>672</u>

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>
	<b>15. Cashflow Reconciliation</b>	
1,807	Surplus per Statement of Financial Performance	626
	<u>Add back Noncash Items</u>	
-	Writedown of Assets	2,347
-	Recognition of Equity in Investment	-
178	Unwinding of Landfill Aftercare Interest	118
-	Adjustment to Landfill Liability	(277)
<u>4,544</u>	Depreciation	<u>4,809</u>
6,529		7,623
	<u>Movement in Working Capital</u>	
(912)	Less: Increase in Debtors (net of Investment Debtors)	(1,568)
14	Plus: Decrease in Inventories	28
(10)	Less: Increase in Income Accrued & Prepayments	(44)
(49)	Plus: Increase in Creditors (net of Capital Creditors and Landfill Provision)	55
<u>(957)</u>		<u>(1,529)</u>
	<u>Less Items classified as Investing/Financing</u>	
(773)	Less: Gain on Sale/Disposal of Assets/Revaluation	(447)
0	Less: Gain on Sale of Forests	-
<u>0</u>	Less: Gain on Sale of Shares	<u>-</u>
<u>(773)</u>		<u>(447)</u>
4,799		5,647
<u>4,799</u>	Net Cashflow from Operating Activities	<u>5,647</u>

## 16. Financial Instruments

Council is party to financial instruments as part of its normal operations. These include bank accounts, term deposits, property mortgages, sporting advances, accounts payable and accounts receivable. All of these are recognised in the Statement of Financial Position. Revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance.

### Credit Risk

Council's exposure to credit risk is limited to loss associated with bank accounts, term deposits, property mortgages, sporting advances and accounts receivable.

Council minimises its risk by limiting the value of funds that may be invested in any institution in addition to clearly specifying approved institutions.

Credit risk associated with accounts receivable is limited to the unsecured trade debtors.

These account for just under 21% of accounts receivable (12% as at 30 June 2003).

The remaining debtors are either secured against the land or were payable by Transfund New Zealand, or the Inland Revenue Department.

### Currency Risk

Council has no exposure to currency risk.

### Interest Rate Risk

All term borrowings are of a fixed interest nature and are detailed in note 7. The weighted average interest rate on short term deposits is detailed in note 1.

### 17. Related Party Transactions

During the year Councillors and key management, as part of a normal customer relationship, were involved in minor transactions with the Council (such as payment of rates, purchase of rubbish bags).

Councillors also had interests in the following transactions (GST incl.) during the year:

Mrs D M Carmine	Publications	\$3,212
Mr D E Challis - Kerepehi Transport	Transport and Contracting	\$93,274
Mr B A Gordon - Dudding & Assoc.	Hardware	\$5,903
Mr B P Dunn - Paeroa Process Services	Serving Summons	\$140
Mr I D Troughton - I & S Troughton	Transport and Contracting	\$1,575
Mr J P Tregidga - L & P Café	Café-Refreshments	\$9,331
Mrs B T Wightman - Wightman Contractors	Transport	\$4,942

At 30 June 2004 Council owed the following amounts (GST incl.) to organisations that Councillors had an interest in. These amounts outstanding are included in the transactions noted above:

Mr D E Challis - Kerepehi Transport	\$44,275
Mr B A Gordon - Dudding & Assoc.	\$379
Mr J P Tregidga - L & P Café	\$801
Mrs D M Carmine	\$241

During the year Council paid the Thames Valley Combined Districts Emergency Planning Unit for Civil Defence services (note 23) \$67,798

**Actual**  
**2002-03**  
\$000's

**Actual**  
**2003-04**  
\$000's

### 18. Chief Executive's Remuneration

129	The Chief Executive of the Hauraki District Council, appointed under Section 119C(1)(a) of the Local Government Act 1974 received a salary (including accumulated leave) of:	141
	In terms of his contract the Chief Executive also receives the following additional benefits:	
1	Subscriptions	1
1	Telephone	1
12	Motor Vehicle	12
NIL	Gratuity, retiring leave and bonus payment	NIL
143	The total annual cost, including fringe benefit tax, to the Hauraki District Council of the remuneration package received by the Chief Executive is calculated at:	155

**Actual**  
**2002-03**  
\$000's

**Actual**  
**2003-04**  
\$000's

### 19. Miscellaneous Expenditure

(a) Section 223 of the Local Government Act 1974 requires the disclosure of various expenditure by Council. The relevant amounts are as follows:

155	Insurance Premiums	175
	Ex-gratia payments to any person who suffers any loss of/or damage to, property while rendering assistance to, or performing any action under the control or authority of, the Hauraki District Council.	24
NIL		
3	Ceremonies for the public or a section of the public	3
	Purchase of insignia and robes of office and civic insignia of any kind	NIL
NIL	Severance Payments greater than \$50,000	NIL
NIL	Provision of entertainment	NIL
	Payment of subscriptions, levies, fees or general contributions to any organisations that the Council considers appropriate in connection with its functions, duties and powers	198
196		
NIL	Unauthorised Expenditure	NIL

### (b) Other Disclosures Required

226	Councillors' Fees	215
65	Audit Fees	69
31	Other Services Provided by Auditors	6
100	Increase in Provision for Doubtful Debts	-
2	Interest Expense	1
170	Interest Income	185
-	Dividend Income	-
20	Finance Lease Costs	16
25	Operating Lease Costs	29
	Depreciation	
165	Buildings	496
62	Restricted Buildings	-
202	Office Equipment	248
316	Plant and Machinery	335
1,820	Roading	1,824
412	Stormwater/Drainage	415
647	Wastewater	618
888	Water	873
<u>4,512</u>	Total Depreciation	<u>4,809</u>

**Actual  
2002-03**

**Actual  
2003-04**

**20. Staff Numbers**

1	Chief Executive	1
17	Community Services	16
20	Corporate Services	20
5	Infrastructural Asset Management	5
19	Planning & Environmental Services	23
31	Construction & Maintenance	31
9	Quarry	9
4	Technical Services	6
2	Workshop	2
<u>108</u>	<b>Total Staff</b>	<u>113</u>

**21. Properties Intended for Resale**

Council has developed two subdivisions in Ngatea and four subdivisions in Waihi. Council has accepted deposits on some of these sections prior to balance date and expects all remaining sections to be sold by 30 June 2005. Council has capitalised the cost of the land, design/survey fees, power and telephone reticulation, and other expenses directly associated with the project. Council considers the amounts capitalised to be less than net realisable value.

Expenditure incurred on the development of roading, including footpaths and kerb and channeling, sewerage and water reticulation and stormwater have not been included. The cost of these assets has been added to the appropriate infrastructural classification.

**22. Major Budget Variations**

Statement of Financial Performance

Total Income was \$2.2 million higher than budgeted. This was principally due to \$430,000 of unbudgeted Gain on Sale of Assets, \$310,000 of extra roading subsidy, \$280,000 of additional interest income, \$280,000 of unbudgeted miscellaneous income, \$150,000 of additional rate income, \$180,000 extra Solid Waste revenue, \$180,000 additional Planning revenue, and \$180,000 increased profit from the Business Units.

Total Expenditure was \$2.7 million higher than budgeted. This was principally due to \$2.3 million of revaluation write-downs, and \$280,000 of extra roading expenditure.

Statement of Financial Position

Bank is \$8 million higher than budget for the reasons stated in the Statement of Cashflows section below. Debtors were understated in the budget by \$3.6 million, and Creditors were \$2.9 million higher than budgeted. Fixed Assets were \$4.5 million lower than budgeted.

Term Debt is \$5.9 million lower than budget. The Asset Revaluation Reserve is \$25.2 million higher than budget, the effect of the 2002 revaluation was recognised in General Equity in the budget, hence General Equity is \$16.6 million lower than budget

## Statement of Cashflows

Recoveries from services provided were \$800,000 greater than budgeted, principally due to increased Roothing Subsidy, while Payments to Employees and Suppliers were \$1.6 million higher. Opening Cash was \$5.0 million higher than budgeted due to 2001-02 and 2002-03 projects being deferred because of Resource Consenting delays. Further delays caused Asset Acquisitions to be underspent by \$4.9 million. Because of this and \$3.3 million received from unbudgeted Sale of Assets, the \$4.8 million budgeted to be borrowed was not required and Bank was \$8.0 million higher than budget.

### 23. Thames Valley Combined Districts Emergency Planning Unit

Council is a 27% principal in a joint venture operation, together with the Thames-Coromandel and Matamata-Piako District Councils for the operation of the Thames Valley Combined Civil Defence Committee. The joint venture shares a common balance date with Council, but its accounts have not been audited. Council's share of the loss (\$1,000) has been included in Civil Defence expenditure in the Other Activities Cost of Service Statement. Council's share of the Proprietors' Funds (\$48,000) has been recorded as a long term investment.

**Actual**  
**2002-03**  
\$000's

**Actual**  
**2003-04**  
\$000's

### 24. Provision for Landfill Aftercare

Council has three closed landfills at Paeroa, Kaihere and Waihi. Council has responsibility for the closure and aftercare of these facilities. Closure and aftercare include capping, drainage, leachate collection and treatment, and monitoring ground water quality and leachate.

2,189	Opening Balance	2,224
(143)	Amounts Used	(99)
-	Unused Portion Reversed	(277)
-	Movement in value of Assets Impaired	(13)
178	Discounting Changes	118
<u>2,224</u>	Closing Balance	<u>1,953</u>
750	Current Portion of Provision	307
1,474	Non-Current Portion of Provision	1,646

### 25. Post Balance Date Events

No events have occurred between the balance date and the date of signing these financial statements that materially affect the financial statements.

# RELATED DOCUMENTS

## Treasury Policy

### Background

The Treasury Policy incorporates the Investment and Borrowing Policies. The Investment Policy sets the parameters within which investment activity can occur approved organisations for investment, and the type of approved investment vehicles. The mix of investments between current and non-current is determined according to Council's working capital needs. The purpose of the borrowing policy is to ensure that Council's debt and its associated risks are maintained at prudent levels. It sets the parameters within which debt may be raised and the types of debt instruments available. Refer to the Annual Plan for an outline of the policy.

### Overall Results

There have been no significant variations or material departures from the Council's Borrowing and Investment Policy.

# SIGNIFICANT ACTIVITIES

## An Introduction

The Hauraki District Council undertakes a wide range of activities that have been grouped into Significant Activities to represent the Council's major service outputs as follows:

- Community Facilities
- Democracy
- Drainage
- Other Activities
- Parks and Reserves
- Planning and Environmental Services
- Rooding
- Solid Waste Management
- Wastewater
- Water Supply

For each significant activity, the Annual Report sets out:

- A general description of the activity and its goal, to provide summary information about the background and extent of the activity.
- The general objectives of the activity.
- The performance measures for the 2003-2004 reporting period. These measures are prepared using, as appropriate, the criteria of quantity, quality, cost, timeliness and location.
- The performance achieved against the performance measures.

The Council employs a number of technically qualified staff in such areas as water, wastewater, planning, inspection, rooding and a range of other Council activities. They continually monitor and review the quality of processes and outputs in their respective areas to ensure conformance to professional standards and to Council's standards.

A range of Council's operational work is carried out under contract. The Council's professional staff are fully responsible for total management of these contracts and to ensure compliance to the appropriate professional standards and to Council's standards. Through these means the Council ensures that the quality of output occurs without recourse in all cases to formal quality measures.

## 1.0 Community Facilities

The Hauraki District Council provides a number of community facilities that are available for public use within the Hauraki District.

The Hauraki District Council's goal in respect of community facilities is to ensure a range of community facilities are provided and maintained for the convenience and well being of the public.

### Libraries



Libraries are located in Council owned buildings situated at Paeroa, Ngatea and Waihi. The library provides a loan service for books, tapes and public access to reference materials. The Council assists community libraries at Turua and Whiritoa.

Focus	Emphasis	Achievements
<b>1.1</b> To provide public library facilities and materials such as books, magazines and tapes, for the purposes of information, education and recreation at Ngatea, Paeroa and Waihi.	<b>1.1.1</b> To increase library book issues by one percent district-wide over the 2002-2003 year level.	<b>1.1.1 Achieved</b> Book issues for the year have increased 3% district wide over the 2002/03 year. 2002/03 = 104,180 issues 2003/04 = 107,287 issues
	<b>1.1.2</b> To receive no more than five written complaints about the level of service offered at the libraries district-wide during the planning period.	<b>1.1.2 Achieved</b> One complaint was received during the period.
	<b>1.1.3</b> To maintain book stock levels at no less than 40,000 throughout the district.	<b>1.1.3 Achieved</b> Book levels were maintained. Current stock district wide is 46,261.
	<b>1.1.4</b> To ensure new library resources are displayed in the libraries on a monthly basis (ie books, magazines etc).	<b>1.1.4 Achieved</b> New books are displayed and a new book list is displayed on the public notice board each month.
<b>1.2</b> To provide public access to a wider network for books and information through the use of Internet enquiries by the public at the libraries in Ngatea, Paeroa and Waihi.	<b>1.2.1</b> To promote the District Library Services through published news articles at least three times during the period.	<b>1.2.1 Achieved</b> Three publications were made to promote the district library services over the period. These were in November & December 2003 and April 2004 via the local newspaper, the Hauraki Herald.

## Swimming Pools



Council operates swimming pools at Paeroa and Ngatea for summer use by the community.

Focus	Emphasis	Achievements
<b>1.3</b> To provide swimming pool facilities in accordance with generally accepted safety guide-lines for the enjoyment of users.	<b>1.3.1</b> To meet the water quality standards for swimming pools (NZS 5826:2000) 100% of the time during the swimming season at Ngatea and Paeroa swimming pool facilities.	<b>1.3.1</b> <b>Not achieved</b> <u>Paeroa Pool</u> 94.2% compliance with Free Available Chlorine. 85.7% compliance with Ph. <u>Ngatea Pool</u> 95.2% compliance with Free Available Chlorine. 92% compliance with Ph.
	<b>1.3.2</b> To maintain the number of patrons using the Ngatea and Paeroa swimming pools to at least the same levels as 2002/03 season, taking into reasonable consideration the influences of weather.	<b>1.3.2</b> <b>Achieved</b> <u>Paeroa Pool</u> 2002/03 = 2,892 2003/04 = 4,893 An increase of 69.2% was achieved over 2002/03. <u>Ngatea Pool</u> 2002/03 = 2,261 2003/04 = 3,903 An increase of 72.6% was achieved over 2002/03.
	<b>1.3.3</b> To receive no more than five written complaints regarding levels of service provided at the Ngatea and Paeroa Swimming pools.	<b>1.3.3</b> <b>Achieved</b> One written complaint was received regarding the level of service at the Paeroa pool during the review period.

## Cemeteries



Cemeteries are provided at Paeroa and Waihi and include provisions for lawn burials, ashes and RSA burials. A Memorial Wall is provided at Ngatea.

Focus	Emphasis	Achievements
<b>1.4</b> To provide tidy cemetery facilities at Waihi and Paeroa in accordance with legislative requirements.	<b>1.4.1</b> To operate the cemeteries at Waihi and Paeroa so as to receive no more than five written complaints regarding the levels of service provided at the cemeteries.	<b>1.4.1</b> <b>Achieved</b> One written complaint received during the review period.

## Community Halls



Council operates Public Halls at the main centres of Ngatea, Paeroa and Waihi, and there are seven others locally administered in the smaller communities.

Focus	Emphasis	Achievements
<b>1.5</b> To provide community halls in the three main townships of Ngatea, Waihi and Paeroa and an Events Centre in Waihi for hire by members of the public and community groups.	<b>1.5.1</b> To operate the public halls at Waihi, Ngatea and Paeroa so as to receive no more than five written complaints regarding the levels of service provided by the halls.	<b>1.5.1</b> <b>Achieved</b> No written complaints were received during the review period.
	<b>1.5.2</b> Resurface the Waihi Memorial Hall main floors and kitchen by 30 June 2004, at a cost of no more than \$7,500.	<b>1.5.2</b> <b>Not Achieved</b> The main hall floor was resurfaced in January 2004 at a cost of \$2,390. The kitchen floor resurfacing was deferred to a later date by the Waihi Ward committee as work is not required at this stage.

## Public Toilets



Public toilets are provided at 13 locations throughout the Hauraki District to cater for the community and visitors to the area.

Focus	Emphasis	Achievements
<b>1.6</b> To provide accessible and clean public toilet facilities for use by members of the public.	<b>1.6.1</b> To ensure facility operational faults at any public toilet are repaired within four hours of the fault being reported to the Council.	<b>1.6.1</b> <b>Achieved</b> Fifteen complaints were received and all were responded to within 4 hours.
	<b>1.6.2</b> To receive no more than five written complaints regarding the levels of service at the 13 public toilet facilities district-wide during the planning period.	<b>1.6.2</b> <b>Achieved</b> There were no written complaints received in the review period.
	<b>1.6.3</b> To provide new toilet facilities at the Paeroa Town centre at a cost of no more than \$150,000 by 30 June 2004.	<b>1.6.3</b> <b>Not Achieved</b> Council resolved to defer the measure to 2004/05 financial year.

## Netherton Community Hall

Focus	Emphasis	Achievements
<b>1.7</b> To assist the community to maintain the Netherton Hall.	<b>1.7.1</b> To assist the community to maintain the Netherton Community Hall, the Hauraki District Council proposed to introduce a targeted rate on all properties within a defined area. The total amount to be collected to be no more than \$3,000 (inclusive of GST) per financial year.	<b>1.7.1</b> <b>Not Achieved</b> Targeted rate introduced at an amount of \$3,140.00 incl GST.

### Costs and Funding – Community Facilities

<i>Actual</i> <b>2002-03</b> \$000's		<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
	<b>Cost of Service</b>		
87	Swimming Pools	129	107
126	Cemeteries	104	125
118	Community Assistance	116	121
406	Libraries	410	455
276	Memorial Halls	363	208
62	Domain & Hall Sub Committees	57	-
<u>131</u>	Public Conveniences	<u>161</u>	<u>166</u>
<b>1,206</b>	<b>Total Gross Cost Of Service</b>	<b>1,340</b>	<b>1,182</b>
	<b>Less Fees and Charges</b>		
33	Cemetery	36	34
25	Domain & Hall Sub Committees	32	-
42	Library Fines & Book Rentals	43	43
15	Swimming Pools	10	11
<u>27</u>	Memorial Hall Charges	<u>27</u>	<u>34</u>
<b>142</b>	<b>Total Fees And Charges</b>	<b>148</b>	<b>122</b>
<b>16</b>	<b>Less Targeted Rates</b>	<b>648</b>	<b>469</b>
<b><u>1,048</u></b>	<b>NET COST OF SERVICE</b>	<b>544</b>	<b>591</b>

## 2.0 Democracy

A Mayor and thirteen Councillors form the elected members representing the district on the Hauraki District Council. The representatives are elected every three years through the local government election process.

Hauraki District Council presently has four Standing Committees that report directly to the Council. The Committees deal with matters of a specific nature and their members are representatives from the Council. The Standing Committees are Planning and Finance, Works, Consultative Committee Water and Wastes and Hearings.

In addition, each ward – Paeroa, Plains and Waihi – is represented by a Ward Committee to deal with local issues. The Mayor and the Councillors elected by the ward form each Ward Committee. Sub-committees have been established for special purposes such as Land Drainage.

### Democracy



The Hauraki District Council's goal in respect of democracy is to exercise the democratic process of local government.

Focus	Emphasis	Achievements
<b>2.1</b> To meet the Council's statutory requirements under the Local Government Act 2002.	<b>2.1.1</b> To prepare the Annual Report on the Council's 2002/03 performance by 30 November 2003 in accordance with legislative requirements, and make it available to the public at no charge.	<b>2.1.1</b> <b>Achieved</b> The Annual Report was adopted by Council on 27 <sup>th</sup> November 2003 and was available to the public from that date.
<b>2.2</b> To meet the Council's statutory requirements under the Local Government Official Information and Meetings Act by holding regular meetings of the Council, it's Standing Committees, the Ward Committees; and ensuring information is made available to the public.	<b>2.2.1</b> To hold Council meetings monthly, except in January in accordance, with the Standing Orders and legislative requirements.	<b>2.2.1</b> <b>Achieved</b> Eleven meetings have been held.
	<b>2.2.2</b> To hold Committee meetings monthly, except in January, in accordance with the Standing Orders and legislative requirements.	<b>2.2.2</b> <b>Achieved</b> Committee meetings were held every month except in January.
	<b>2.2.3</b> To hold Hearings Committee meetings as required addressing the needs of the Resource Management Act requirements.	<b>2.2.3</b> <b>Achieved</b> Eleven Hearing committee meetings were held during 2003/04.

Focus	Emphasis	Achievements
	<b>2.2.4</b> To ensure the agenda and minutes for all Council, Committee and Ward Committee meetings are provided in accordance with the Local Government Official Information and Meetings Act.	<b>2.2.4 Achieved</b> Agendas and minutes have been provided in accordance with the Local Government Official Information and Meetings Act.
	<b>2.2.5</b> To continue the weekly news and information page in the Hauraki Herald Newspaper.	<b>2.2.5 Achieved</b> The weekly news and information page has been continued in the Hauraki Herald newspaper.
<b>2.3</b> To further develop the Council's relationship with Iwi.	<b>2.3.1</b> To hold a minimum of two consultative meetings with Iwi, by June 2004 including representatives of all Hauraki Iwi as appropriate and to provide opportunities for improved communication between the Council and Iwi.	<b>2.3.1 Achieved</b> All Iwi were invited to partake in the consultation processes held. Three primary consultative meetings were held with Iwi - for Liquor Bylaw consultation, the Gambling Policy consultation and for the Long Term Council Community Plan (Hauraki Community Plan 2004-14).
	<b>2.3.2</b> To ensure that the interests of tangata whenua are considered in Council's planning and project development for all Council activities.	<b>2.3.2 Achieved</b> Interests of tangata whenua in planning and project development for Council's activities is achieved through Iwi consultation as discussed in 2.3.1. This is supported with the appropriate use of the Iwi Liaison Officer and working with the Memoranda of Understanding.

### Costs and Funding - Democracy

<i>Actual</i> 2002-03 \$000's		<i>Actual</i> 2003-04 \$000's	<i>Budget</i> 2003-04 \$000's
	<b>Cost of Service</b>		
974	District Council	987	1,038
<b>974</b>	<b>NET COST OF SERVICE</b>	<b>987</b>	<b>1,038</b>

## 3.0 Drainage



The Hauraki District has five land drainage districts being Western Plains, Eastern Plains, Komata, Opukeko and Tirohia-Rotokohu.

The Council manages these drainage systems through the maintenance of drains, control structures, pipelines, stopbanks, floodgates, flood pumps and culverts.

There are currently 681 kilometres of drain, 86 kilometres of stopbank, 117 floodgates and structures and five pump stations controlled by the Council within the five drainage districts.

Urban stormwater control is another important function within the drainage activity. The Council maintains stormwater systems in urban areas including Paeroa, Waihi, Ngatea, Turua, Kerepehi and Whiritoa.

Focus	Emphasis	Achievements
<b>3.1</b> To operate the land drainage and urban stormwater systems in compliance with legislative requirements.	<b>3.1.1</b> To operate the land drainage and urban stormwater systems within budget.	<b>3.1.1</b> <b>Achieved</b> Overall Land Drainage and urban stormwater systems operated within budget.
<b>3.2</b> To manage the land drainage and urban stormwater systems in accordance with the levels of service as agreed through the Asset Management Plan process.	<b>3.2.1</b> To spray not less than 674 kilometres of drain and mechanically clean not less than 174 kilometres of drain within budget by 30 June 2004.	<b>3.2.1</b> <b>Not Achieved</b> 728kms of drains were sprayed and 102km of drains were mechanically cleaned, \$17,000 over budget. Some of the larger drains sprayed by helicopter required spraying twice.
	<b>3.2.2</b> To respond to all complaints received about land drainage by the end of the next working day.	<b>3.2.2</b> <b>Not Achieved</b> Processes are in place to reduce outstanding complaints. All current complaints have been answered within the timeframe.
	<b>3.2.3</b> To respond to all complaints received about urban stormwater by the end of the next working day.	<b>3.2.3</b> <b>Not Achieved</b> As a result of non-compliance with this target, new processes have been introduced. All complaints have been answered with this timeframe from the implementation in March 2004.
<b>3.3</b> To adopt the Pouarua/Maukoro Drainage Scheme to enable improved drainage of the area.	<b>3.3.1</b> To adopt the outcome of the review of the options for the southern stage of Pouarua/Maukoro Drainage Scheme by 30 June 2004.	<b>3.3.1</b> <b>Achieved</b> The outcome of the review was adopted at the December 2003 Council meeting. As part of the review it was decided that Environment Waikato would construct the Muggeridge Pump.

## Costs and Funding – Drainage

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
	<b>Cost of Service</b>		
	LAND DRAINAGE		
249	Eastern Plains	233	224
479	Western Plains	496	484
24	Komata North	15	27
13	Opukeko	9	16
<u>74</u>	Tirohia/Rotokohu	<u>74</u>	<u>50</u>
839		827	801
	STORMWATER		
174	Paeroa Urban	99	146
<u>79</u>	Waihi Urban	<u>87</u>	<u>102</u>
253		186	248
412	Decline in Service Potential	415	407
<u>1,504</u>	<b>Total Gross Cost Of Service</b>	<u>1,428</u>	<u>1,456</u>
1,064	<b>Less Targeted Rates</b>	1,320	1,310
<u>440</u>	<b>NET COST OF SERVICE</b>	<u>108</u>	<u>146</u>

The budget figures have been restated to separately disclose Decline in Service Potential.

## 4.0 Other Activities

The Hauraki District Council undertakes a number of 'other activities' which are carried out in addition to the significant activities, but which are still considered to be an important part of the Council's function.



These activities include:

- Civil Defence and Rural Fire Control which are statutory functions of the Council;
- District promotion and beautification which involve programmes to promote the District and beautify the main traffic routes;
- Activities to encourage and assist local business and encourage new businesses to the District;
- The provision of pensioner housing which offers rental units to pensioners meeting specific criteria;
- Provision of a sports coordinator to promote exercise and general well-being and assist sporting organisations through a co-ordination role;
- Financial assistance to maintain a public passenger transport service;
- An Information Centre located at Paeroa, to provide visitor information and other services.

The Hauraki District Council's goal in respect of other activities is to ensure a range of other activities are undertaken to enhance the appearance and services of the District and the well-being of residents.

Focus	Emphasis	Achievements
<b>4.1</b> To be prepared for civil emergencies in accordance with the Civil Defence Act.	<b>4.1.1</b> To be a member of both the Waikato Civil Defence and Emergency Management Group and the Thames Valley Combined District Civil Defence Organisation and to ensure there is a Civil Defence Officer and an operative Civil Defence Plan for the planning period.	<b>4.1.1</b> <b>Achieved</b> The Council is a member of the Thames Valley Combined District Civil Defence organisation and the Waikato Civil Defence. There is an Operative Combined District Plan. A Civil Defence Officer is employed. The Civil Defence Plan was reviewed during the period.
	<b>4.1.2</b> To undertake two headquarters staff training programmes in Paeroa during the planning period.	<b>4.1.2</b> <b>Achieved</b> Two staff training programmes were undertaken.
<b>4.2</b> To meet the Council's obligations under the Forests and Rural Fires Act for the prevention and control of rural fires within the Hauraki District.	<b>4.2.1</b> To be a member of the Thames Valley Combined Rural Fire District Committee and to ensure there is a Rural Fire Officer and an operative Rural Fire Plan for the planning period.	<b>4.2.1</b> <b>Achieved</b> Hauraki District Council is a member of the Thames Valley Combined Rural Fire District Committee. A Rural Fire Plan for 2003/04 operating. Two rural fire officers in the Hauraki District attended Thames Valley Combined Rural Fire District committee meetings.

Focus	Emphasis	Achievements
<b>4.3</b> To promote the Hauraki District as a place to visit through advertising and other promotional activities carried out in conjunction with Tourism Coromandel, to attract national and international visitors.	<b>4.3.1</b> To provide financial support to Tourism Coromandel by 31 December 2003.	<b>4.3.1</b> <b>Achieved</b> Funding of \$105,000 was provided in two stages to Tourism Coromandel in July and December 2003.
	<b>4.3.2</b> To report quarterly to Council's Planning and Finance Committee on the progress with Tourism Coromandel activity.	<b>4.3.2</b> <b>Achieved</b> One report each quarter was provided to the Planning and Finance Committee.
<b>4.4</b> To improve the appearance of the District through the planting of trees and other means along major traffic routes and at the entrances to Paeroa, Waihi and Ngatea.	<b>4.4.1</b> To plant no less than 20 trees along the major traffic routes within the Hauraki District during the planning period.	<b>4.4.1</b> <b>Not achieved</b> Trees were ordered to be supplied and planted by mid July 2004.
<b>4.5</b> To implement and review Council's current Economic Development Strategy.	<b>4.5.1</b> To implement the appropriate stages of the Economic Development Strategy in alignment with the proposed timeframe.	<b>4.5.1</b> <b>Not achieved</b> 22 of the 33 measures of the Economic Development Strategy have been achieved. These include forums on issues effecting local businesses; the development of a joint committee with TCDC and HDC. A review of the promotional strategy is to be undertaken in the 2004/05 year.
<b>4.6</b> To provide advice and other forms of assistance on Economic Development issues as Council directs.	<b>4.6.1</b> To establish and hold forums at least once during the period, to discuss strategic issues regarding the Economic Development Strategy.	<b>4.6.1</b> <b>Not Achieved</b> No specific forum was held. Meetings with community groups to discuss economic development matters have been held.
	<b>4.6.2</b> To report quarterly to Council on economic development issues during the planning period.	<b>4.6.2</b> <b>Achieved</b> Four reports were provided to the Planning and Finance Committee.

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
<b>4.7</b> To own and maintain pensioner housing providing it remains economically viable.	<b>4.7.1</b> To have pensioner flats 95% occupied within the planning period.	<b>4.7.1</b> <b>Achieved</b> Pensioner flats were 98% occupied during the review period.
	<b>4.7.2</b> To respond to complaints and service requests regarding pensioner flats at Waihi, Ngatea and Paeroa before the end of the next working day.	<b>4.7.2</b> <b>Not Achieved</b> Complaints are being responded to appropriately on a priority basis.
<b>4.8</b> To make available the services of a Sport Waikato representative to offer advice and assistance to informal and formal recreational organisations within the District in order to promote and enhance the personal enjoyment of recreational participation and healthy activity and personal well-being.	<b>4.8.1</b> To visit or be in contact with the following during the planning period to advise on sports-related matters: <ul style="list-style-type: none"> <li>• All primary schools at least twice per annum,</li> <li>• All secondary schools at least four times per annum,</li> <li>• Training opportunities sent to all pre-schools and parent education groups.</li> </ul>	<b>4.8.1</b> <b>Achieved</b> <ul style="list-style-type: none"> <li>• All primary schools visited twice.</li> <li>• All secondary schools visited four times.</li> <li>• Four separate opportunities were provided to all pre-school/parent groups.</li> </ul>
	<b>4.8.2</b> To co-ordinate at least 15 sports-related training/ advisory sessions and at least five exercise opportunities to cater for pre-schools, primary and secondary schools, sports clubs and community groups, and seniors within the Hauraki District before 30 June 2004.	<b>4.8.2</b> <b>Achieved</b> 19 sports related training/advisory sessions were held and all the required groups each received six exercise opportunities before 30 June 2004.
	<b>4.8.3</b> To initiate partnerships with a least two health organisations to promote and support physical activity as part of a holistic approach to good health.	<b>4.8.3</b> <b>Achieved</b> Four partnerships were developed and discussions were initiated with one group. These were developed with Waihi Medical centre, Te Korowai, the health coalition and with 'Active Hauraki'.
	<b>4.8.4</b> To support Sport Waikato school holiday initiatives.	<b>4.8.4</b> <b>Achieved</b> Sport Waikato held or attended nineteen sessions during school holiday periods.
<b>4.9</b> To operate an Information Centre in Paeroa to serve the needs of visitors to the District, and to provide support to the independently operated information centres at Ngatea and Waihi.	<b>4.9.1</b> To have the Paeroa Information Centre open for a minimum of 306 days during the planning period.	<b>4.9.1</b> <b>Achieved</b> The Paeroa Information Centre was open for 310 days during the review period.

## Costs and Funding – Other Activities

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
	<b>Cost of Service</b>		
10	Abandoned Vehicles	16	9
636	Abandoned Waihi Mines	49	-
7	Barry Rd Subsidence	-	-
5	Beautification	3	12
86	Civil Defence	53	70
49	Community Development	48	68
-	Contaminated Site Rehabilitation	122	-
17	Customer Surveys	53	-
39	District Promotions	19	51
112	Economic Development	150	178
105	Tourism Coromandel	105	105
50	Forestry	35	-
44	Go Waihi	66	66
33	Hamilton Stadium Contribution	33	33
-	Mine Workings Project	-	140
67	Paeroa Information Centre	73	72
57	Positive Paeroa Co-ordinator	66	66
26	Iwi Liaison	26	26
12	Noxious Weeds	22	14
35	Other	5	-
54	Rural Fire Control	81	76
228	Pensioner Housing	248	214
2	Safer Community Council	9	-
64	Sports Co-ordinator	64	64
-	Conservation Initiatives	-	2
26	Disaster Planning Fund	26	26
-	Waihi Visitors' Centre	3	19
3	Whiritoa Beach Care	3	5
9	Public Transport	9	9
<b>1,776</b>	<b>Total Gross Cost Of Service</b>	<b>1,387</b>	<b>1,325</b>
	<b>Less Fees and Charges</b>		
208	Rentals - Pensioner Housing	215	205
-	Forestry Roundwood Sales	-	-
13	Information Centre Recoveries	8	9
<b>221</b>	<b>Total Fees And Charges</b>	<b>223</b>	<b>214</b>
<b>66</b>	<b>Less Targeted Rates</b>	<b>191</b>	<b>347</b>
<b>1,489</b>	<b>NET COST OF SERVICE</b>	<b>973</b>	<b>764</b>

## 5.0 Parks and Reserves



The Council provides and maintains a range of parks and reserves throughout the Hauraki District. These parks and reserves are used for sports, passive recreation, and scenic purposes. There are three principal reserves within the District, one each in Ngatea, Paeroa and Waihi.

A number of sporting organisations use specific areas of the parks and reserves for sporting purposes, i.e. Netball, hockey, soccer, rugby union, athletics, croquet, bowls, cricket, touch, tennis, rugby league etc.

Where the park or reserve is used predominantly for sporting purposes, there is a 'users group', which meets periodically under the guidance of the appropriate Ward Committee to discuss use of the area in an effort to maximise the benefits to all parties.

Other parks and reserves within the Hauraki District are provided principally for the purposes of passive recreation such as recreational walking and scenic purposes – a place to stop for a rest, a picnic under the trees or a swim in a nearby river.

Some of the parks and reserves have play equipment provided for use by children.

The Hauraki District Council's goal in respect of parks and reserves is to ensure a network of parks and reserves are provided for recreation, leisure and aesthetic pursuits and to ensure the continuing maintenance of road side verges and to ensure the availability of public car parks.

Focus	Emphasis	Achievements
<b>5.1</b> To operate all parks and reserves within the Hauraki District in accordance with both the needs of the community and legislative requirements specified in the Reserves Act 1977.	<b>5.1.1</b> To receive no more than eight written complaints with respect to the level of service for parks and reserves district-wide during the planning period.	<b>5.1.1</b> <b>Achieved</b> No written complaints were received.
	<b>5.1.2</b> To install a security lighting system for a cost of no more than \$15,000 in the Paeroa Domain.	<b>5.1.2</b> <b>Not achieved</b> Lights installed at Paeroa Domain. Council approved the increased budget for installation to \$45,000.
	<b>5.1.3</b> To install additional play equipment in the Edwards Street Children's playground in Paeroa at a cost of no more than \$4,000.	<b>5.1.3</b> <b>Achieved</b> Playground unit installed by 30 June 2004 at a cost of \$3,365.
	<b>5.1.4</b> To obtain consents and construct the Turua Jetty by 30 June 2004 at a cost of no more than \$85,000.	<b>5.1.4</b> <b>Not Achieved</b> Resource consent application delayed due to land ownership issues. Final decision on consent not due until 15 July 2004, construction deferred to 2004/05 year.

Focus	Emphasis	Achievements
	<p><b>5.1.5</b> Commence the first stage of the landscaping development at Gilmour Reserve by 30 June 2004 at a cost of no more than \$30,000.</p>	<p><b>5.1.5</b> <b>Not Achieved</b> Design Report was amended incorporating changes effecting submissions received on the development adopted at the June 2004 Waihi Ward Committee meeting. Design Report recommends a four stage development commencing 2004/05 year. Design report delivered within budget.</p>
	<p><b>5.1.6</b> To design and commence the first stage of the upgrade and traffic safety measures to the remaining undeveloped section of the carpark in Hugh Hayward Reserve at a cost of no more than \$30,000 by 30 June 2004.</p>	<p><b>5.1.6</b> <b>Not Achieved</b> Completed May 2004 at a cost of \$33,000.</p>
	<p><b>5.1.7</b> To complete the replacement of the Paeroa Athletics Pavilion by 30 June 2004 at a cost of no more than \$150,000.</p>	<p><b>5.1.7</b> <b>Achieved</b> Completed January 2004, cost approx. \$85,000.</p>
<p><b>5.2</b> To provide and maintain play equipment in accordance with the public playground safety standards.</p>	<p><b>5.2.1</b> To maintain a monthly inspection programme relate to minimum maintenance requirements for safety for playground equipment throughout the District, during the planning period.</p>	<p><b>5.2.1</b> <b>Not Achieved</b> Inspection programme redesigned and implementation deferred to 2004/05.</p>
<p><b>5.3</b> To have current management plans for all classified Council recreational reserves.</p>	<p><b>5.3.1</b> To finalise management plans for all classified Council 'recreational' parks and reserves by 31 December 2003.</p>	<p><b>5.3.1</b> <b>Not Achieved</b> The Reserves Management Plan has been deferred to 2004/05 and 2005/06 year. Other strategic planning projects have taken precedence.</p>

## Costs and Funding – Parks and Reserves

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
	<b>Cost of Service</b>		
	PRINCIPAL RESERVES		
111	Paeroa	87	74
75	Hugh Hayward, Ngatea	86	82
45	Morgan Park, Waihi	35	34
<u>231</u>		<u>208</u>	<u>190</u>
	OTHER RESERVES		
74	State Highway Two Reserves	126	108
183	Paeroa	201	216
42	Plains	48	55
192	Waihi	306	177
<u>491</u>		<u>681</u>	<u>556</u>
<u>722</u>	<b>Total Gross Cost Of Service</b>	<u>889</u>	<u>746</u>
	<b>Less Fees and Charges</b>		
4	Domains	-	2
3	Reserves	1	1
<u>7</u>	<b>Total Fees And Charges</b>	<u>1</u>	<u>3</u>
-	<b>Less Targeted Rates</b>	<b>549</b>	<b>533</b>
<u>715</u>	<b>NET COST OF SERVICE</b>	<u>339</u>	<u>210</u>

## 6.0 Planning & Environmental Services



Hauraki District Council has a statutory responsibility for resource management, environmental health, building construction, animal control and liquor licensing. The Council also has responsibility for policy development and forward planning including the development of the District Plan, Annual Plan, Long Term Council Community Plan, Reserves Management Plans and Recreational Facilities Development Plans.

These obligations, together with general bylaws administration, are undertaken within the Planning and Environmental Services Department.

Planning and Environmental Services are provided through the Resource Management, Environmental Services, Building Services, Corporate Planning Divisions and the Customer Services Advisory Team. The Resource Management Division predominantly deals with providing assistance for, and processing applications. The Environmental Services Division and the Building Services Division are responsible for ensuring compliance with legislative requirements within their respective areas of work. The Corporate Planning Division is responsible for policy development aspects of the department's role, and preparation of plans. The Customer Services Advisory Team responds to all public enquiries and undertakes the processing of all regulatory matters.

The Hauraki District Council's goal in respect of planning and environmental services is to develop and implement policies which provide for the wise use and management of the District's resources in a way that sustains the environment and encourages the development of an enhanced quality of life.

Focus	Emphasis	Achievements
<b>6.1</b> To provide a consents service which meets anticipated demand and statutory requirements for the processing of Building Consents, Resource Consents and Land Information enquiries.	<b>6.1.1</b> To make a decision on all Building Consent applications within statutory time frames.	<b>6.1.1</b> <b>Not Achieved</b> A decision on 91% of all Building Consent applications were made within statutory timeframes.
	<b>6.1.2</b> To process Land Information Memorandums (LIM's) within statutory time frames (10 working days).	<b>6.1.2</b> <b>Not Achieved</b> 729 LIMS were applied for and 727 (99.7%) of these were issued within 10 working days.
	<b>6.1.3</b> To process Resource Consent applications within statutory timeframes.	<b>6.1.3</b> <b>Not Achieved</b> 179 applications were received. 174 of these applications were granted within the timeframes. (97.2% were within time).
	<b>6.1.4</b> To make a decision on all Project Information Memorandums (PIM's) within statutory time frames (10 working days).	<b>6.1.4 Not Achieved</b> 698 PIMs were received. 694 of had a decision made within 10 days. (99.4% were within time).
<b>6.2</b> To provide information to the public in line with statutory requirements in respect to the Resource Management Act, the Building Act and other relevant legislation.	<b>6.2.1</b> To ensure 75% of respondents to customer surveys express satisfaction with the level of service provided by the Consents and Monitoring divisions.	<b>6.2.1</b> <b>Not Achieved</b> This was not formally measured. Survey is to be reviewed and carried out in the 2004/05.

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
<p><b>6.3</b> To provide a monitoring service which ensures compliance with relevant requirements of the Resource Management Act, the Building Act, the Health Act and other relevant legislation in a manner which involves the minimum level of regulatory intervention.</p>	<p><b>6.3.1</b> To ensure that 90% of all known dogs within the District are registered within the planning period.</p>	<p><b>6.3.1</b> <b>Achieved</b> 95% of all known dogs were registered.</p>
	<p><b>6.3.2</b> To undertake inspections of 100% of Registered Food premises in accordance with the assessed requirements.</p>	<p><b>6.3.2</b> <b>Not Achieved</b> 58% of low risk premises and 63% of medium risk premises were inspected in accordance with assessed requirements. There are no high risk premises.</p>
	<p><b>6.3.3</b> To ensure that 90% of all Land Use Resource Consents are monitored for compliance within 3 months of the consent being granted.</p>	<p><b>6.3.3</b> <b>Not Achieved</b> 72% of consents issued were verified within 3 months.</p>
	<p><b>6.3.4</b> To commence investigation of complaints regarding illegal/ unauthorised building activity within 3 working days of receiving the complaint.</p>	<p><b>6.3.4</b> <b>Achieved</b> All (10) complaints were received, recorded and investigated within three days.</p>
<p><b>6.4</b> To develop policies and planning documents which provide for the wise use and management of the District's resources in a way which sustains the environment and encourages the development of an enhanced quality of life, in compliance with the Local Government Act, Resource Management Act and any other relevant legislation.</p>	<p><b>6.4.1</b> To adopt the 2003/04 Annual Plan in July 2003, with copies made available to the public at no charge.</p>	<p><b>6.4.1</b> <b>Achieved</b> The 2003/04 Annual Plan was adopted on 1 July 2003 at a Special Meeting of Council. The document was made available to the public at no charge from this date.</p>
	<p><b>6.4.2</b> To review Asset Management Plans for all major assets by March 2004.</p>	<p><b>6.4.2</b> <b>Achieved</b> 15 basic Asset Management Plans covering all major assets were developed, in draft form by March 2004. These were finalised and closed as at 30 June 2004.</p>

## Costs and Funding – Planning and Environmental Services

<i>Actual</i> <b>2002-03</b> \$000's		<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
	<b>Cost of Service</b>		
-	Building Services	376	412
266	Corporate Planning	330	334
-	District Plan Changes	-	75
214	Dog Control	213	217
38	Stock Control	31	39
595	Resource Management	477	512
<u>657</u>	Environmental Services	<u>386</u>	<u>331</u>
<b>1,770</b>	<b>Total Gross Cost Of Service</b>	<b>1,813</b>	<b>1,920</b>
	<b>Less Fees and Charges</b>		
135	Dog Registration Fees	155	148
2	Impounding Fees	11	-
1	District Plan Sales	-	11
200	Resource Consents, LIMs & PIMs	256	171
87	Building Consents	228	215
<u>223</u>	Monitoring Recoveries	<u>161</u>	<u>88</u>
<b>648</b>	<b>Total Fees And Charges</b>	<b>811</b>	<b>633</b>
-	<b>Less Targeted Rates</b>	-	-
<b>1,122</b>	<b>NET COST OF SERVICE</b>	<b>1,002</b>	<b>1,287</b>

## 7.0 Roothing



The Hauraki District Council owns and manages the roading network, excluding state highways, which includes a total length of 591 kilometres of road. Of this, 461 kilometres (74%) is sealed, and 130 kilometres (26%) is unsealed. Some 82% of the District's roads are within rural areas, and 18% are within urban areas.

In addition to the roads, the roading programme includes the maintenance of 125 bridges, 79 kilometres of footpaths, 106 kilometres of kerb and channel, 1,856 culverts and 2,615 road signs.

Transfund New Zealand, the national road funding authority, provides a subsidy for works that meet the criteria for subsidy. Subsidised works include road maintenance, reseals, pavement rehabilitation and bridge repairs undertaken in compliance with Transit New Zealand standards.

Other works, such as footpaths, are not subsidised. Street cleaning, road marking, road signs and other works are also provided for within the Council's roading activity.

The Hauraki District Council's goal in respect of roading is to ensure a network of roads, streets and bridges is provided, maintained and developed to facilitate the safe, comfortable and efficient travel in and through the District.

Focus	Emphasis	Achievements
<b>7.1</b> To undertake the subsidised and non-subsidised roading works programme in accordance with relevant statutory requirements and within expected timeframes and budgets,	<b>7.1.1</b> To complete the following Transfund New Zealand subsidised work programmes for the planning period in compliance with Transit New Zealand standards and regulations and within budget by 30 June 2004: <ul style="list-style-type: none"> <li>• Reseals - 44kms</li> <li>• Area Wide Treatment - 2.0km</li> <li>• Reconstruction - 0.3km</li> <li>• Seal Extensions - 2.7km</li> </ul>	<b>7.1.1</b> <b>Not Achieved</b> Achieved: Reseals 44 Km Achieved: AWT 5.3 Km Not achieved: Reconstruction 0 Km (carried forward to 2004/05 year) Achieved: Seal Extension 5.7 Km
	<b>7.1.2</b> To complete a report on all non-subsidised roading projects within the planning period.	<b>7.1.2</b> <b>Achieved</b> Report completed.
<b>7.2</b> To manage the roading activity in accordance with the levels of service as agreed through the Asset Management Plan process.	<b>7.2.1</b> To complete repairs on all reported potholes within 2 days for arterial roads, in accordance with requirements of the contract for Road Maintenance and Management.	<b>7.2.1</b> <b>Achieved</b> 1 pothole was reported on arterial road (Waihi Beach Road) within the report period. This was repaired on the same day.

Focus	Emphasis	Achievements
	<p><b>7.2.2</b> To respond to all reported emergency calls within 1 hour for arterial roads in accordance with requirements of the contract for Road Maintenance and Management.</p>	<p><b>7.2.2</b> <b>Achieved</b> There were no emergency calls within the report period.</p>
	<p><b>7.2.3</b> To complete maintenance on all faults reported for regulatory signs within 48 hours for arterial roads in accordance with the requirements of the contract for Traffic Services.</p>	<p><b>7.2.3</b> <b>Achieved</b> No regulatory signs were reported on arterial roads as being damaged within the report period.</p>
<p><b>7.3</b> To improve the safety of the road network through a road safety audit process.</p>	<p><b>7.3.1</b> To undertake an audit on road safety during the planning period.</p>	<p><b>7.3.1</b> <b>Achieved</b> A number of Safety Inspections on collector and arterial roads were undertaken. A Crash Reduction Study is to be implemented with the Land Transport Safety Authority.</p>
<p><b>7.4</b> To extend Councils sealed road network by 10km.</p>	<p><b>7.4.1</b> To seal 2.7 km of Council's unsealed road network by 30 June 2004.</p>	<p><b>7.4.1</b> <b>Achieved</b> 5.7km of Councils unsealed road network was sealed.</p>

## Costs and Funding – Roading

<b>Actual 2002-03 \$000's</b>		<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
<b>Cost of Service</b>			
<b>SUBSIDISED ROADING</b>			
1,640	Pavement Maintenance	1,645	1,600
217	Amenity Maintenance	168	150
112	Bridge Repairs	153	200
60	Street Cleaning	46	25
451	Professional Services	605	405
225	Traffic Services	282	250
107	Street Lighting	144	96
64	Emergency Works	60	-
<u>224</u>	Administration	<u>219</u>	<u>227</u>
3,100		3,322	2,953
<b>NON SUBSIDISED ROADING</b>			
87	District	73	27
78	Paeroa	105	108
59	Plains	55	47
84	Waihi	96	107
<u>1,820</u>	Decline in Service Potential	<u>1,824</u>	<u>1,954</u>
2,128		2,153	2,243
<b>5,228</b>	<b>Total Gross Cost Of Service</b>	<b>5,475</b>	<b>5,196</b>
<b>Less Fees and Charges</b>			
2,797	Government Subsidies - District	3,205	2,891
<u>15</u>	Miscellaneous	<u>24</u>	-
<b>2,812</b>	<b>Total Fees And Charges</b>	<b>3,229</b>	<b>2,891</b>
-	<b>Less Targeted Rates</b>	<b>491</b>	<b>491</b>
<b>2,416</b>	<b>NET COST OF SERVICE</b>	<b>1,755</b>	<b>1,814</b>

## 8.0 Solid Waste Management



The Solid Waste Management activity incorporates refuse collection, refuse disposal, and waste reduction and recycling.

Refuse collections are carried out by contract in the urban communities of Ngatea, Paeroa, Karangahake, Waikino, Waihi and Whiritoa on a weekly basis.

Refuse disposal is provided for in the District with disposal facilities at Paeroa and Waihi available to the public during the hours of opening.

The Council has closed all its refuse tips. The refuse tips have been replaced with upgraded, more environmentally friendly 'refuse transfer stations' which act as a collection point rather than an end disposal site.

Waste reduction and recycling is encouraged, with collection points for recyclable waste provided at each of the transfer stations.

The Hauraki District Council's goal in respect of the solid waste activity is to ensure the provision of effective and efficient systems of solid waste collection and disposal in the District.

Focus	Emphasis	Achievements
<b>8.1</b> To provide a refuse collection service to designated areas.	<b>8.1.1</b> To provide a weekly refuse collection service to approximately 5000 properties within the designated collection areas in accordance with the terms of the refuse collection contract.	<b>8.1.1</b> <b>Achieved</b>
	<b>8.1.2</b> To respond to complaints relating to compliance with the quantity and quality standards as specified in the refuse collection contract by the end of the next working day.	<b>8.1.2</b> <b>Not Achieved</b> All complaints were responded to. There is no formal measuring system in place to record if these were responded to by the end of the next working day.
<b>8.2</b> To manage the refuse transfer stations in accordance with the required levels of service.	<b>8.2.1</b> To ensure the transfer stations are open and accessible for public use during the approved opening hours.	<b>8.2.1</b> <b>Achieved</b> Both transfer stations open all specified hours.
	<b>8.2.2</b> To respond to complaints relating to operation or charging at the refuse transfer stations within 5 working days.	<b>8.2.2</b> <b>Achieved</b> Six complaints were received and all were responded to within 5 days.

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
<b>8.3</b> To manage the solid waste management activity in accordance with the levels of service as agreed through the Asset Management Plan process.	<b>8.3.1</b> To cap the Waihi tip in accordance with the resource consent requirements.	<b>8.3.1</b> <b>Not Achieved</b> Work is in progress towards the closure in accordance with resource consent requirements. Advance capping work has been performed when material becomes available.
	<b>8.3.2</b> To reduce operational costs at the Waihi disposal site leachate collection system by replacing the pump discharge with a gravity discharge.	<b>8.3.2</b> <b>Not Achieved</b> Review resulted in decision to modify the leachate collection and pumping installation. The design plan for this modification was 98% complete as at 30 June 2004.
<b>8.4</b> To manage solid waste in accordance with the Solid Waste Management Plan.	<b>8.4.1</b> To continue the existing recycling operation at the transfer stations.	<b>8.4.1</b> <b>Achieved</b> Existing recycling operations have continued as per previous years at the transfer stations.
	<b>8.4.2</b> To encourage waste reduction by moving towards full cost recovery for refuse disposal.	<b>8.4.2</b> <b>Not Achieved</b> Waste reduction could not be reduced due to an increase of out of district refuse quantities. Therefore local waste reduction could not be measured.  100% revenue collection covered costs of refuse disposal due to the increase in out of town usage.
	<b>8.4.3</b> To implement monitoring programmes in accordance with the Solid Waste Management Plan.	<b>8.4.3</b> <b>Not Achieved</b> A Solid Waste analysis protocol survey has been undertaken in June 2004 as base line data for future research on solid waste materials.

## Costs and Funding – Solid Waste Management

<i>Actual 2002-03 \$000's</i>		<b>Actual 2003-04 \$000's</b>	<b>Budget 2003-04 \$000's</b>
	<b>Cost of Service</b>		
238	COLLECTION	246	222
	DISPOSAL (CURRENT TIPSITES)		
23	Paeroa	(105)	23
17	Plains	(24)	21
<u>54</u>	Waihi	<u>(125)</u>	<u>44</u>
94		(254)	88
688	TRANSFER STATIONS	723	638
5	Recycling/Waste Minimisation	16	22
<u>1</u>	Solid Waste Investigations	<u>-</u>	<u>27</u>
<b>1,026</b>	<b>Total Gross Cost Of Service</b>	<b>731</b>	<b>997</b>
	<b>Less Fees and Charges</b>		
<u>333</u>	Sundry Recoveries	<u>501</u>	<u>323</u>
<b>333</b>	<b>Total Fees And Charges</b>	<b>501</b>	<b>323</b>
211	Less Targeted Rates	221	221
<b>482</b>	<b>NET COST OF SERVICE</b>	<b>9</b>	<b>453</b>

## 9.0 Wastewater



The Hauraki District Council provides and operates reticulated wastewater systems for seven urban areas. Turua, Ngatea, Kerepehi, Waitakaruru, Paeroa, Waihi and Whiritoa are all provided with wastewater reticulation and treatment schemes.

Treatment of wastewater from the Turua, Ngatea, Kerepehi, Paeroa and Waihi systems is through the use of oxidation ponds. Primary treatment for Whiritoa wastewater is by facultative aeration pond, with land based effluent disposal.

The Hauraki District Council's goal in respect of the wastewater activity is to ensure that all wastewater within the District is collected, treated and disposed of in an efficient manner that complies with public health standards and specific resource consent conditions.

Focus	Emphasis	Achievements
<b>9.1</b> To operate the wastewater systems in accordance with statutory requirements, renewing all resource consents that expire within the planning period and preparing for the renewal of consents due to expire in the next 3 to 5 years.	<b>9.1.1</b> To lodge with Environment Waikato the resource consent applications for the renewal of the Kerepehi sewage treatment plant discharge consents before 30 June 2004.	<b>9.1.1</b> <b>Not Achieved</b> Discussion with Environment Waikato has resulted in the target date being extended to 30 October 2004.
	<b>9.1.2</b> To have the upgrading of Waihi sewage treatment plant to meet consent requirements operational by 31 December 2003.	<b>9.1.2</b> <b>Not Achieved</b> Measure deferred to 30 June 2005. Contracts received were too expensive and the tendering process had to be restarted.
	<b>9.1.3</b> To complete construction of a new sewage scheme for Waitakaruru to comply with resource consent requirements by 30 June 2004.	<b>9.1.3</b> <b>Not Achieved</b> Measure deferred to 30 June 2005 due to contracts received being too expensive.
<b>9.2</b> To manage the wastewater activity in accordance with the levels of service as agreed through the Asset Management Plan process.	<b>9.2.1</b> To have no more than a total of 30 dry weather sewer overflows as a result of blockages or failure of the public wastewater scheme within the planning period.	<b>9.2.1</b> <b>Achieved</b> 15 dry weather overflows within the financial year.
	<b>9.2.2</b> To effect repairs to faults in the reticulation system within 24 hours of public advice or staff awareness of the fault (where there is a risk of overflow).	<b>9.2.2</b> <b>Achieved</b> All 25 faults were repaired within 24 hours of being received.

Focus	Emphasis	Achievements
<b>9.3</b> To undertake a programme of reducing untreated overflows from the wastewater reticulation.	<b>9.3.1</b> To install telemetry to two sewer pump stations before 30 June 2004.	<b>9.3.1 Achieved</b> Two sewer pump stations have had telemetry installed. These are located at Piako Road and Norwood Road.
	<b>9.3.2</b> To complete detailed design and construction specifications for the Victoria Street sewer pump station rising main replacement by 30 June 2004.	<b>9.3.2 Not Achieved</b> Initial design has been undertaken; however the target for completion of this project has been deferred to 30 December 2004.
<b>9.4</b> To operate the waste water treatment systems so as to comply with resource consent discharge requirements.	<b>9.4.1</b> To obtain a "High Level of Compliance" grading from Environment Waikato through its annual monitoring report on resource consent compliance for each treatment plant site.	<b>9.4.1 Not Achieved</b> A High level of compliance was achieved for Whiritoa and Kerepehi Waste Water Treatment Plants. A high level of compliance was not achieved for Turua, Paeroa, Ngatea and Waihi Wastewater Treatment Plants.

### Costs and Funding – Wastewater

<i>Actual</i> 2002-03 \$000's		<b>Actual</b> 2003-04 \$000's	<b>Budget</b> 2003-04 \$000's
	<b>Cost of Service</b>		
229	Treatment	255	382
232	Reticulation	317	241
70	Fixed Costs	55	36
174	Overheads	184	183
14	Major Maintenance	19	24
42	Other	4	26
383	Internal Interest	404	456
647	Decline in Service Potential	618	634
<b>1,791</b>	<b>Total Gross Cost Of Service</b>	<b>1,856</b>	<b>1,982</b>
	<b>Less Fees and Charges</b>		
3	Connection Fees	1	2
<b>3</b>	<b>Total Fees And Charges</b>	<b>1</b>	<b>2</b>
<b>1,777</b>	<b>Less Targeted Rates</b>	<b>1,942</b>	<b>1,873</b>
<b>11</b>	<b>NET COST OF SERVICE</b>	<b>(87)</b>	<b>107</b>

## 10.0 Water Supply



The Hauraki District Council owns and operates eight water supply systems that service the communities of Paeroa, Karangahake, Ohinemuri, Kaimanawa, Mackaytown, Waihi, Waikino, Ngatea, Kerepehi and Turua, and the rural communities of the Plains.

The reticulated water supplies range in size from a major supply with three sources supplying most of the Plains Ward, to a small supply servicing the Karangahake area.

The supplies have varying degrees of treatment and water quality.

The Hauraki District Council's goal in respect of the water supply activity is to ensure the collection, treatment and distribution of potable water to meet all reasonable requirements of the District's water consumers.

Focus	Emphasis	Achievements																										
<p><b>10.1</b> To operate the water supplies within the Hauraki District in compliance with requirements of the Resource Management Act, Council Bylaws and other relevant legislation.</p>	<p><b>10.1.1</b> To ensure compliance with volume controls of all current water take rights is achieved 100% of the time within the planning period.</p>	<p><b>10.1.1</b> <b>Not Achieved</b></p> <table border="1"> <thead> <tr> <th>Scheme</th> <th>Volume Compliance</th> </tr> </thead> <tbody> <tr> <td>Waihi</td> <td>Achieved: 100%</td> </tr> <tr> <td>Waikino</td> <td>Not Achieved: 75%</td> </tr> <tr> <td>Karangahake</td> <td>Not Achieved: 99%</td> </tr> <tr> <td>Mackaytown</td> <td>Not Achieved: 93%</td> </tr> <tr> <td>Ohinemuri</td> <td>Not Achieved: 94%</td> </tr> <tr> <td>Huirau</td> <td>Achieved: 100%</td> </tr> <tr> <td>Kaimanawa</td> <td>Achieved: 100%</td> </tr> <tr> <td>Paeroa</td> <td>Not Achieved: 98%</td> </tr> <tr> <td>Waihou</td> <td>Achieved: 100%</td> </tr> <tr> <td>Suicide</td> <td>Achieved: 100%</td> </tr> <tr> <td>Steen</td> <td>Not Achieved: 56%</td> </tr> <tr> <td>Bores</td> <td>Achieved: 100%</td> </tr> </tbody> </table> <p>Average: 93% district wide.</p>	Scheme	Volume Compliance	Waihi	Achieved: 100%	Waikino	Not Achieved: 75%	Karangahake	Not Achieved: 99%	Mackaytown	Not Achieved: 93%	Ohinemuri	Not Achieved: 94%	Huirau	Achieved: 100%	Kaimanawa	Achieved: 100%	Paeroa	Not Achieved: 98%	Waihou	Achieved: 100%	Suicide	Achieved: 100%	Steen	Not Achieved: 56%	Bores	Achieved: 100%
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Steen	Not Achieved: 56%																											
Bores	Achieved: 100%																											
<p><b>10.2</b> Renew all resource consents that expire within the planning period and preparing for the renewal of consents due to expire in the next 3 to 5 years.</p>	<p><b>10.2.1</b> To obtain resource consents for the long term water supply option for Waihi.</p> <p><b>10.2.2</b> To obtain consents, if required, to decommission the Ohinemuri Dam.</p>	<p><b>10.2.1</b> <b>Not Achieved</b> Awaiting report investigating source options.</p> <p><b>10.2.2</b> <b>Achieved</b> Discussions with Environment Waikato have concluded there is no need to obtain a consent for the removal of the dam.</p>																										
<p><b>10.3</b> To manage the water supply activity in accordance with the levels of service as agreed through the Asset Management Plan process.</p>	<p><b>10.3.1</b> To replace at least 4.0km of water mains within budget throughout the district.</p>	<p><b>10.3.1</b> <b>Not Achieved</b> Paeroa Freshlook was programmed, but community consultation resulted in project deferral.</p>																										

Focus	Emphasis	Achievements																																																																		
	<p><b>10.3.2</b> In 90% of cases, Council will undertake sufficient repairs within 12 hours of receiving notification of a water break, to maintain a normal level of service.</p>	<p><b>10.3.2</b> <b>Achieved</b> 306 out of 307 (99.7%) breaks this year were repaired adequately within 12 hours.</p>																																																																		
	<p><b>10.3.3</b> To have no more than 450 breaks in water mains and services, district-wide, within the planning period.</p>	<p><b>10.3.3</b> <b>Achieved</b> 307 breaks for the 2003/04 year.</p>																																																																		
	<p><b>10.3.4</b> To ensure the following routine tests undertaken at the Water Treatment Plants meet the following parameters:</p> <p>E.coli: Not detected for 95% of tests.</p> <p>Regular Chlorine Tests: 0.3 - 5.0 mg/l for 95% of tests.</p> <p>Regular pH Tests: {6.5 - 8.0} for 90% of tests.</p>	<p><b>10.3.4</b> <b>Not Achieved:</b></p> <table border="1" data-bbox="954 846 1347 1249"> <thead> <tr> <th>Location</th> <th>E.coli</th> </tr> </thead> <tbody> <tr><td>Waitakaruru</td><td>Achieved: 98%</td></tr> <tr><td>Kerepehi</td><td>Achieved: 100%</td></tr> <tr><td>Huirau Road</td><td>Not achieved: 92%</td></tr> <tr><td>Kaimanawa</td><td>Not achieved: 91%</td></tr> <tr><td>Paeroa</td><td>Achieved: 100%</td></tr> <tr><td>Ohinemuri</td><td>Achieved: 100%</td></tr> <tr><td>Mackaytown</td><td>Not achieved: 82%</td></tr> <tr><td>Karangahake</td><td>Achieved: 100%</td></tr> <tr><td>Waikino</td><td>Achieved: 100%</td></tr> <tr><td>Waihi</td><td>Achieved: 100%</td></tr> </tbody> </table> <table border="1" data-bbox="954 1279 1347 1709"> <thead> <tr> <th>Location</th> <th>FAC</th> </tr> </thead> <tbody> <tr><td>Waitakaruru</td><td>Achieved: 99%</td></tr> <tr><td>Kerepehi</td><td>Achieved: 99%</td></tr> <tr><td>Huirau Road</td><td>Not achieved: 92%</td></tr> <tr><td>Kaimanawa</td><td>Not achieved: 92%</td></tr> <tr><td>Paeroa</td><td>Achieved: 95%</td></tr> <tr><td>Ohinemuri</td><td>Achieved: 97%</td></tr> <tr><td>Mackaytown</td><td>Not achieved: 93%</td></tr> <tr><td>Karangahake</td><td>Achieved: 99%</td></tr> <tr><td>Waikino</td><td>Not achieved: 94%</td></tr> <tr><td>Waihi</td><td>Achieved: 95%</td></tr> </tbody> </table> <table border="1" data-bbox="954 1738 1347 2051"> <thead> <tr> <th>Location</th> <th>pH</th> </tr> </thead> <tbody> <tr><td>Waitakaruru</td><td>Achieved: 94%</td></tr> <tr><td>Kerepehi</td><td>Achieved: 96%</td></tr> <tr><td>Huirau Road</td><td>Not measured</td></tr> <tr><td>Kaimanawa</td><td>Not measured</td></tr> <tr><td>Paeroa</td><td>Achieved: 100%</td></tr> <tr><td>Ohinemuri</td><td>Not measured</td></tr> <tr><td>Mackaytown</td><td>Not measured</td></tr> <tr><td>Karangahake</td><td>Achieved: 93%</td></tr> <tr><td>Waikino</td><td>Not measured</td></tr> <tr><td>Waihi</td><td>Achieved: 96%</td></tr> </tbody> </table>	Location	E.coli	Waitakaruru	Achieved: 98%	Kerepehi	Achieved: 100%	Huirau Road	Not achieved: 92%	Kaimanawa	Not achieved: 91%	Paeroa	Achieved: 100%	Ohinemuri	Achieved: 100%	Mackaytown	Not achieved: 82%	Karangahake	Achieved: 100%	Waikino	Achieved: 100%	Waihi	Achieved: 100%	Location	FAC	Waitakaruru	Achieved: 99%	Kerepehi	Achieved: 99%	Huirau Road	Not achieved: 92%	Kaimanawa	Not achieved: 92%	Paeroa	Achieved: 95%	Ohinemuri	Achieved: 97%	Mackaytown	Not achieved: 93%	Karangahake	Achieved: 99%	Waikino	Not achieved: 94%	Waihi	Achieved: 95%	Location	pH	Waitakaruru	Achieved: 94%	Kerepehi	Achieved: 96%	Huirau Road	Not measured	Kaimanawa	Not measured	Paeroa	Achieved: 100%	Ohinemuri	Not measured	Mackaytown	Not measured	Karangahake	Achieved: 93%	Waikino	Not measured	Waihi	Achieved: 96%
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Focus	Emphasis	Achievements
	<b>10.3.5</b> To complete the repair works to the internal surface of the Kerepehi Raw Water Reservoir by 30 June 2004.	<b>10.3.5</b> <b>Not Achieved</b> Error in target. It was programmed to complete the repair works to the external surface of the Kerepehi Raw Water Reservoir by 30 June 2004. This was completed in March 2004.
	<b>10.3.6</b> To undertake the capital works provided for in the annual plan estimates.	<b>10.3.6</b> <b>Not Achieved</b> All capital works were undertaken excluding the Council approved deferral of Paeroa Freshlook works.

### Costs and Funding – Water Supply

<i>Actual</i> <b>2002-03</b> \$000's		<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
	<b>Cost of Service</b>		
746	Treatment	742	680
347	Reticulation	303	314
230	Intakes and Headworks	152	218
135	Fixed Costs	101	79
272	Overheads	289	288
233	Major Maintenance	58	148
52	Other	67	56
230	Internal Interest	170	224
<u>888</u>	Decline in Service Potential	<u>874</u>	<u>888</u>
<b>3,133</b>	<b>Total Gross Cost Of Service</b>	<b>2,756</b>	<b>2,895</b>
	<b>Less Fees and Charges</b>		
<u>3,775</u>	Meter Charges	<u>3,679</u>	<u>3,677</u>
<b>3,775</b>	<b>Total Fees And Charges</b>	<b>3,679</b>	<b>3,677</b>
7	<b>Less Other Targeted Rates</b>	7	6
<b>(649)</b>	<b>NET COST OF SERVICE</b>	<b>(930)</b>	<b>(788)</b>

## Business Units

Its goal is to operate the unit as successful contracting businesses. The data included here is for information purposes only – the significant activities included in this report include Business Unit expenditures as part of operating costs.

### 11.0 Workshop

The Workshop Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management, which reports directly to the Council.

This business unit provides servicing for all Council's plant items.

Focus	Emphasis	Achievements
<b>11.1</b> To provide clients with a quality, cost effective and timely delivery of services.	<b>11.1.1</b> To deliver services on time and to the customer's satisfaction by having a 95% first time fix on all jobs.	<b>11.1.1</b> <b>Achieved</b> 1268 jobs were completed with five of these requiring a repeat job to be undertaken. (99.6% satisfaction).
	<b>11.1.2</b> To achieve a \$0 net surplus on operations.	<b>11.1.2</b> <b>Not Achieved</b> Board agreed to work towards a 3% surplus on operations. A 0% surplus was achieved.

### Costs and Funding – Business Units

Actual 2002-03 \$000's		Actual 2003-04 \$000's	Budget 2003-04 \$000's
440	Revenue	558	150
440	Expenditure	558	150
-	<b>NET SURPLUS / (DEFICIT)</b>	-	-

## 12.0 Technical Services

The Technical Services Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management, which reports directly to the Council.

This business unit provides professional engineering services to Council's Asset Managers and Planning & Environmental Services Department. Its goal is to operate as a successful consultancy business.

Focus	Emphasis	Achievements
<b>12.1</b> To provide Council clients with effective and timely engineering and works management services.	<b>12.1.1</b> To complete 80% of the Engineering reports for Resource Consent applications within 5 working days.	<b>12.1.1</b> <b>Not Achieved</b> 60% of engineering reports for resource consent applications were completed within 5 days.
	<b>12.1.2</b> To manage the In-House Professional Services Business Unit effectively and efficiently and returning a \$6,000 net surplus on operations.	<b>12.1.2</b> <b>Not Achieved</b> Additional cadets, recruiting, training and staff changes have been required. The net deficit on operations was \$35,000.
	<b>12.1.3</b> To provide professional engineering services to sections within Council within budget and time frames for 80% of the time.	<b>12.1.3</b> <b>Not Achieved</b> This target was not formally measured.

### Costs and Funding – Technical Services

<i>Actual</i> <b>2002-03</b> \$000's		<b>Actual</b> <b>2003-04</b> \$000's	<b>Budget</b> <b>2003-04</b> \$000's
	<b>Revenue</b>		
<u>410</u>	Other Council Services	<u>362</u>	<u>310</u>
<b>410</b>	<b>TOTAL Revenue</b>	<b>362</b>	<b>310</b>
	<b>Expenditure</b>		
411	Operating Costs	390	304
<u>2</u>	Depreciation	<u>7</u>	<u>-</u>
<b>413</b>	<b>TOTAL EXPENDITURE</b>	<b>397</b>	<b>304</b>
<b>(3)</b>	<b>NET SURPLUS / (DEFICIT)</b>	<b>(35)</b>	<b>6</b>

The surplus / (deficit) on operation of this business unit will be transferred to the general fund.

## 13.0 Construction & Maintenance

The Construction and Maintenance Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management which reports directly to the Council.

This business unit is predominantly involved with providing contract services in respect of Council functions including water supply and wastewater systems, maintenance of parks and reserves, the operation of swimming pools, cemetery maintenance, etc. It is not involved in delivering contract services for roading or refuse collection.

Focus	Emphasis	Achievements
<b>13.1</b> To provide clients with a quality, cost effective and timely delivery of services.	<b>13.1.1</b> To deliver services on time and to the customer's satisfaction.	<b>13.1.1</b> <b>Not Achieved</b> Services were delivered 70.5% within the required timeframe. Overall level of customer satisfaction was 79.3%.
	<b>13.1.2</b> To achieve a \$150,000 net surplus on operations.	<b>13.1.2</b> <b>Achieved</b> Surplus for the year was \$181,000.

### Costs and Funding – Construction and Maintenance

<i>Actual 2002-03 \$000's</i>		<i>Actual 2003-04 \$000's</i>	<i>Budget 2003-04 \$000's</i>
	<b>Revenue</b>		
<u>5,330</u>	Other Council Services	<u>5,182</u>	4,250
<b>5,330</b>	<b>TOTAL Revenue</b>	<b>5,182</b>	<b>4,250</b>
	<b>Expenditure</b>		
<b>4,905</b>	Operating Costs	<b>5,001</b>	<b>4,100</b>
<b>425</b>	<b>NET SURPLUS / (DEFICIT)</b>	<b>181</b>	<b>150</b>

## 14.0 Tetley's Quarry

The Quarry Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management that reports directly to the Council.

This business unit is involved with the supply of metal from Tetley's Quarry (Waitakaruru) both to the Council and to other contractors and the industry generally.

Its goal is to operate Tetley's Quarry as a competitive producer of quarry products.

A review of the governance and management structure of the quarry was carried out in 2002/03. The conclusion of this review was that the Council retain the business units' board of management for governance and that it should consider the inclusion of an additional member with the appropriate expertise.

The review also concluded that the Council retain ownership of the quarry and amended one of the business objectives.

Focus	Emphasis	Achievements
<b>14.1</b> To operate the Council's quarry operation on a commercial basis that ensures good quality products are available at competitive prices and maximises the return on Council's current and future increased investment.	<b>14.1.1</b> To provide a continuous supply of various grades of roading metal.	<b>14.1.1</b> <b>Achieved</b>
	<b>14.1.2</b> To develop beneficial applications for by-products of chip and metal production.	<b>14.1.2</b> <b>Not Achieved</b> The main by-product is a fine graded coarse sand for which there is little market.
	<b>14.1.3</b> To achieve a \$350,000 net surplus on operations.	<b>14.1.3</b> <b>Achieved</b> \$540,000 net surplus was achieved.
<b>14.2</b> To comply with all consent and licensing requirements.	<b>14.2.1</b> To receive a clear audit from Environment Waikato.	<b>14.2.1</b> <b>Achieved</b> Letter of confirmation received from Environment Waikato for Consent Compliance Site Inspection dated 7 <sup>th</sup> April 2004.

### Costs and Funding – Tetley's Quarry

<i>Actual</i> 2002-03 \$000's		<i>Actual</i> 2003-04 \$000's	<i>Budget</i> 2003-04 \$000's
	<b>Revenue</b>		
<b>1,825</b>	Sales of Metal & Delivery Recovery	<b>2,388</b>	<b>1,850</b>
	<b>Expenditure</b>		
<b>1,483</b>	Extraction & Operating Costs	<b>1,848</b>	<b>1,500</b>
<b>342</b>	<b>NET SURPLUS / (DEFICIT)</b>	<b>540</b>	<b>350</b>

## 15.0 Employment

### Introduction

The Hauraki District Council endeavours to be a good employer and meet its obligations as an effective local government organisation, particularly with regard to requirements for the employment of staff under the Local Government Act 2002 and the Employment Relations Act 2000.

In respect of being a good employer the Council develops and promotes policies for the fair and proper treatment of employees in all aspects of their employment. As part of the obligation to be a good employer, the Council has an Equal Employment Policy which is complied with throughout the local authority.

The Hauraki District Council is committed to the principle of equal opportunity and regards the elimination of any discrimination as an essential principle in management. Equality in the workplace means ensuring there is no discriminatory action against people because of their age, sex, marital status, religious belief, ethical belief, colour, race or sexual orientation. An Equal Employment Opportunity Policy ensures staff appointments are made on the basis of the best person suited for the position and the notification of vacancies is undertaken in a manner to enable suitably qualified people to apply.

The Council rejects discrimination on any grounds and will work actively to recognise and value the different skills, talents, experiences and perspectives of its employees. This will apply to all aspects of employee relations.

As well as a commitment to Equal Employment Opportunities in the workplace, the Council is also focused on safety and the good health of its employees together with a commitment to enhance the abilities of individual employees through appropriate training.

Policies and procedures will be reviewed regularly (at least every two years) to ensure equal opportunities are assured for employees and prospective employees and that policies and procedures remain current with legislative change.

Focus	Emphasis	Achievements
<b>15.1</b> To ensure decisions on employee selection for recruitment, training and promotion are based only on skills and abilities in respect of job requirements, and are determined by merit regardless of other factors.	<b>15.1.1</b> To complete performance assessments on all salaried staff during the planning period.	<b>15.1.1</b> <b>Achieved</b> 100% of the yearly performance assessments have been completed within the review period.
	<b>15.1.2</b> To operate a Remuneration Committee throughout the planning period, which ensures jobs are sized in respect of the job requirements and performance assessments are completed in a fair and consistent manner.	<b>15.1.2</b> <b>Achieved</b> The remuneration committee has met nine times during the review period to: <ul style="list-style-type: none"> <li>• Size new jobs as they are scoped in accordance with job requirements.</li> <li>• Check that there is organisational consistency with the performance assessments.</li> <li>• Assist in co-ordinating market data for remuneration purposes.</li> </ul>

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
<b>15.2</b> To identify and remove job barriers where they exist.	<b>15.2.1</b> To provide an avenue for staff to seek advice on concerns relating to the workplace.	<b>15.2.1</b> <b>Achieved</b> A workplace support adviser visits the offices and depots on a fortnightly basis to counsel staff as required.
	<b>15.2.2</b> To provide staff support advisers to listen to and advise staff on their concerns relating to the workplace and any other appropriate additional staff support as and when required.	<b>15.2.2</b> <b>Achieved</b> A workplace support adviser is provided.
	<b>15.2.3</b> To ensure individual training needs are accommodated to allow the employee to perform at their best in the role.	<b>15.2.3</b> <b>Achieved</b> Individual training has been offered in conjunction with needs identified through the Personal Performance and Development systems process. A training database was established to record training attended by individuals.
<b>15.3</b> To promote employee health and well-being and develop the Council as an employer of choice through non-financial benefits.	<b>15.3.1</b> To refocus on promoting health and safety in the workplace including mental health and the effects of stress.	<b>15.3.1</b> <b>Achieved</b> Stress management workshops, Hepatitis screening and workstation assessments have been held to promote health and safety in the workplace, including mental health and the effects of stress.  A Health and Safety Co-ordinator has been appointed.  The Health and Safety policy was reviewed.
	<b>15.3.2</b> To ensure effective good employer policies are in place to meet all legislative requirements and to provide staff with clear and consistent policy and procedure.	<b>15.3.2</b> <b>Achieved</b> An effective programme of reviewing and updating employment policies has been developed. Policies are reviewed at least every 2 years in accordance with a review schedule. There have been minimal breaches of the policies reported during the review period.

## Statement of Compliance and Responsibility

### Statement of Compliance

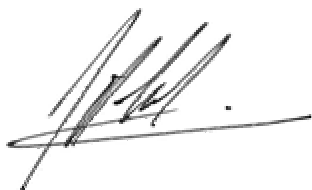
The Council and Management of Hauraki District Council confirm that in accordance with the transitional provisions of the Local Government Act 2002, all the statutory requirements of Parts VIIA and VIIB of the Local Government Act 1974, regarding financial management and borrowing, have been complied with.

### Statement of Responsibility

The Council and Management of Hauraki District Council accept responsibility for the preparation of the annual Financial Statements and the judgements used in them.

The Council and Management of Hauraki District Council accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Council and Management of Hauraki District Council, the annual Financial Statements for the year ended 30 June 2004 fairly reflect the financial position and operations of Hauraki District Council.



J P Tregidga  
Mayor



L D Cavers  
Chief Executive

# Appendix 1: Report of the Audit Office



Audit New Zealand

## AUDIT REPORT

### TO THE READERS OF HAURAKI DISTRICT COUNCIL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

The Auditor-General is the auditor of Hauraki District Council (the District Council). The Auditor-General has appointed me, B H Halford, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements of the District Council, on his behalf, for the year ended 30 June 2004.

#### Unqualified opinion

In our opinion the financial statements of the District Council on pages 8 to 62:

- ▲ comply with generally accepted accounting practice in New Zealand; and
- ▲ fairly reflect:
  - the District Council's financial position as at 30 June 2004;
  - the results of operations and cash flows for the year ended on that date; and
  - the service performance achievements measured against the performance targets adopted for the year ended on that date.

The audit was completed on 11 November 2004, and is the date at which our opinion is expressed.

The basis of the opinion is explained below. In addition, we outline the responsibilities of the Council and the Auditor, and explain our independence.

#### Basis of opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed our audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in the opinion.

Our audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- ▲ determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- ▲ verifying samples of transactions and account balances;

- ▲ performing analyses to identify anomalies in the reported data;
- ▲ reviewing significant estimates and judgements made by the Council;
- ▲ confirming year-end balances;
- ▲ determining whether accounting policies are appropriate and consistently applied; and
- ▲ determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support the opinion above.

### **Responsibilities of the Council and the Auditor**

The Council is responsible for preparing financial statements in accordance with generally accepted accounting practice in New Zealand. Those financial statements must fairly reflect the financial position of the District Council as at 30 June 2004. They must also fairly reflect the results of operations and cash flows and service performance achievements for the year ended on that date. The Council's responsibilities arise from the Local Government Act 2002, which requires the Council to prepare financial statements under the Local Government Act 1974.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001.

### **Independence**

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

In addition to the audit we have carried out a review of the Long Term Council Community Plan. Other than the audit and this review, we have no relationship with or interests in the District Council.



B H Halford  
Audit New Zealand  
On behalf of the Auditor-General  
Tauranga, New Zealand

