



AGENDA

COUNCIL MEETING

Wednesday, 31 May 2023 – 9.00am

Council Chamber
Hauraki House
1 William Street
PAEROA



Membership

Mayor

D A Adams

Councillors

Cr R D T Broad
Cr P D Buckthought
Cr S Crooymans
Cr C A Daley
Cr N Gray
Cr S A Holmes
Cr J L Martyn
Cr P A Milner
Cr B Ranchhod
Cr A W Rattray
Cr A M Spicer
Cr J R Tilsley
Cr R L Wilkinson

Executive Leadership

L D Cavers
D Peddie
A de Laborde
P Thom

Chief Executive

L D Cavers

Ngà Karakia Timatanga (opening)

(1)

Kia tau te rangimarie
Kia whakapapa pounamu te moana
Hei huarahi ma tatou i te rangi nei
Aroha atu, aroha mai
Tatou i a tatou katoa
Hui e! Taiki e!

*May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!*

(2)

Whakataka te hau ki te uru,
Whakataka te hau ki te tonga.
Kia mākinakina ki uta,
Kia mātaratara ki tai.
E hī ake ana te atākura he tio,
he huka, he hauhunga.
Haumi e! Hui e! Tāiki e!

*Get ready for the westerly
and be prepared for the southerly.
It will be icy cold inland,
and icy cold on the shore.
May the dawn rise red-tipped on ice,
on snow, on frost.
Join! Gather! Intertwine!*

Karakia Whakamutunga (closing)

Kia whakai-ria te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Haumi e. Hui e. Tāiki e!

*Restrictions are moved aside
So the pathways is clear
To return to everyday activities
Join Gather Intertwine!*

6.3	Amendment to Significant and Engagement Policy Review - 2023	102
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8.	<u>Public Excluded</u>	
8.1	Item 1: Paeroa Centennial Park Board Dissolution	285
8.2	Item 2: Award of Contract JDC12-022 Waste Disposal Services 2023-33	296
8.3	Item 3: Budget Increase and Contract Award Waihi Water Treatment Plant	327

Karakia whakamutunga (*closing of meeting*)

Reasons for Matters to be taken With the Public Excluded

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) Under Section 48(1) for the Passing of this Resolution
1	Paeroa Centennial Park Board Dissolution	Section 7(2)(g) - Maintain legal professional privilege.	Section 48(1)(a) That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
2	Award of Contract HDC23-022 Waste Disposal Services 2023-2033	Section 7(2)(b)(i) - Protect information where the making available of the information: (1) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 48(1)(a) That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
3	Budget Increase and Contract Award Waihi Water Treatment Plant	Section 7(2)(i) Prejudice to Commercial Position/Negotiations To enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.	Section 48(1)(a) That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

HAURAKI DISTRICT COUNCIL MEETING

MINUTES OF A MEETING OF THE HAURAKI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON WEDNESDAY, 26 APRIL 2023 COMMENCING AT 9.00

PRESENT

D A Adams (His Worship the Mayor), Cr P A Milner (Deputy Mayor), Cr R D T Broad, Cr P D Buckthought, Cr S Crooymans, Cr C Daley (from 9.10am-2.45pm via Zoom), Cr N Gray, Cr S Holmes, Cr J Martyn, Cr B Ranchhod (9.00am – 2.25pm), Cr A Rattray (9.00am-1.15pm), Cr A M Spicer, Cr J R Tilsley and Cr R L Wilkinson

IN ATTENDANCE

L D Cavers (Chief Executive), A de Laborde (Group Manager – Service Delivery), D Peddie (Group Manager – Business Support), P Thom (Group Manager – Community Development), N Murphy (Strategic Planner), H Hodges (Strategic Planner), J de Vos (Utilities Manager), L Robcke (Senior Project Planner), J McIver (Community Growth Manager), R Jenks (Community Development Advisor – Economic), L Moore (Project Manager - Team Leader), K McLaren (Community Development Advisor - Social), L Beer (District Events Co-ordinator - via Zoom) and C Black (Council Secretary)

Karakia timatanga

Cr Tilsley opened the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apology for lateness of Cr Daley be received and sustained.

C23/99

Wilkinson/Martyn

CARRIED

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

Cr Crooymans declared a conflict of interest in Item 6.11 - Establishment of Biome on the Pūkoro Stream.

Confirmation and Receipt of Council and Committee Minutes

COUNCIL MINUTES – 29-03-23 - 3381878

RESOLVED

THAT the minutes of the meeting of the Hauraki District Council held on Wednesday, 29 March 2023 are received and confirmed as a true and correct record.

C23/100

Ranchhod/Spicer

CARRIED

Receipt and Adoption of Committee MinutesCOMMUNITY PARTNERSHIPS COMMITTEE (UNCONFIRMED) MINUTES - 12-04-23 - 3388068**RESOLVED**

THAT the minutes of the meeting of the Community Partnerships Committee held on Wednesday, 12 April 2023 are received and the recommendations therein adopted.

C23/101

Tilsley/Spicer

CARRIED**Reporting (for decision)**2023-24 ANNUAL PLAN ADOPTION REPORT INCL. RATES RESOLUTIONS - 3389823

The Group Manager Business Support presented the finalised 2023/24 budgets and Annual Plan, incorporating Elected Member feedback from the workshops in February and March, for Council's consideration and adoption.

RESOLVED

THAT the report be received.

C23/102

Adams/Wilkinson

CARRIED

The Annual Plan will come into effect from 1 July 2023. The report also provided Council with the rates resolution for the 2023/24 year and the debt level delegation for the Group Manager Business Support to meet Council's expected maximum funding requirements.

RESOLVED

THAT the Council revokes resolution C22/769/3 relating to the Waste Management activity - *'THAT the Council consults through the 2023-24 Annual Plan on the rates recovery component and associated Fees and Charges for the activity, and ...'* made by Council on 14 September 2022.

C23/103

Buckthought/Holmes

CARRIED**RESOLVED**

THAT the Council confirms that the final budgets be included in the 2023/24 Annual Plan, and

THAT the Council adopts the 2023/24 Annual Plan in accordance with section 95 of the Local Government Act 2002.

C23/104

Martyn/Ranchhod

CARRIED**RESOLVED**

THAT in adopting the 2023/24 Annual Plan, Council notes that Council's overall operating revenue is sufficient to meet its operating expenditure in the Plan, as per the balanced budget statement, and that Council considers it financially prudent to set operating revenue at this level.

C23/105

Buckthought/Holmes

CARRIED

RESOLVED

THAT pursuant to clause 6.5.5 of Council’s Delegations Manual, the Council delegates to the Group Manager Business Support the authority to borrow up to a maximum net debt level of \$76 million during the 2023/24 financial year for the purposes of meeting Council’s expected maximum funding requirements during that year.

C23/106 Gray/Crooymans **CARRIED**

RESOLVED

THAT the rates resolution for the year commencing 1 July 2023 through to 30 June 2024, as per Appendix D to the report is adopted, and

THAT the Council considers these decisions to be not significant under its Significance and Engagement Policy 2020, and

THAT if needed, the Group Manager Business Support, in consultation with the Chief Executive be authorised to correct any minor errors or omissions to the 2023/24 Annual Plan before it is made available to the public, and

THAT the Council confirms that the level of engagement will be to inform the community of the adoption of the 2023/24 Annual Plan, including the changes from the Long Term Plan to the Annual Plan, and

THAT the community be informed of the availability of the Annual Plan for the 2023/24 rating year, as outlined within this report.

C23/107 Adams/Holmes **CARRIED**

APPENDIX D - Rates resolution for 2023/24

The Council was requested to adopt the rates resolution for the year commencing 1 July 2023 through to 30 June 2024, as follows:

Rating

That pursuant to Section 23(1) the following rates be set under the Local Government (Rating) Act 2002, on rating units in the district for the year 1 July 2023 to 30 June 2024, and that the Rates be set at the following values including GST at the prevailing rate.

Uniform Annual General Charge

A uniform annual general charge (as per Section 15) of \$648.07 on each separately used or inhabited part of a rating unit within the District.

General Rate

A capital value general rate (as per Section 13) set on a differential basis based on land use.

The rates in cents per dollar of Capital Value being:

- Residential/Rural 0.07758
- Commercial/Industrial 0.20170
- Mineral Extraction 0.77576
- Mining 29.26693

Roading Rate

A capital value targeted rate (as per Section 16) of 0.08074 cents per dollar of Capital Value set on all rating units within the District.

Paeroa Ward Targeted Rate

A rate (as per Section 16) of \$420.39 on each separately used or inhabited part of a rating unit within the Paeroa Ward.

Plains Ward Targeted Rate

A rate (as per Section 16) of \$289.57 on each separately used or inhabited part of a rating unit within the Plains Ward.

Waihi Ward Targeted Rate

A rate (as per Section 16) of \$321.40 on each separately used or inhabited part of a rating unit within the Waihi Ward.

Paeroa Ward Business Targeted Rate

A rate (as per Section 16) on each commercial/industrial separately used or inhabited part of a commercial/industrial rating unit in the Paeroa Ward set on a differential basis based on location.

The annual charges being:

- Paeroa Urban \$153.77
- Paeroa Rural \$ 76.88

Plains Ward Business Targeted Rate

A rate (as per Section 16) on each commercial/industrial separately used or inhabited part of a commercial/industrial rating unit in the Plains Ward set on a differential basis based on location.

The annual charges being:

- Plains Urban \$185.94
- Plains Rural \$104.12
-

Waihi Ward Business Targeted Rate

A rate (as per Section 16) on each commercial/industrial separately used or inhabited part of a rating unit in the Waihi Ward set on a differential basis based on location.

The annual charges being:

- Waihi Urban \$246.15
- Waihi Rural \$123.07
-

Paeroa Ward Business Capital Value Targeted Rate

A capital value targeted rate (as per Section 16) on each commercial/industrial rating unit in the Paeroa Ward set on a differential basis based on location.

The rates in cents per dollar of Capital Value being:

- Paeroa Urban 0.02623
- Paeroa Rural 0.01312
-

Plains Ward Business Capital Value Targeted Rate

A capital value targeted rate (as per Section 16) on each commercial/industrial rating unit in the Plains Ward set on a differential basis based on location.

The rates in cents per dollar of Capital Value being:

- Plains Urban 0.02266
- Plains Rural 0.01269
-

Waihi Ward Business Capital Value Targeted Rate

A capital value targeted rate (as per Section 16) on each commercial/industrial rating unit in the Waihi Ward set on a differential basis based on location.

The rates in cents per dollar of Capital Value being:

- Waihi Urban 0.02197
- Waihi Rural 0.01099

Hikutaia Hall Targeted Rate

A targeted rate (per Section 16) of \$23.00 on each separately used or inhabited part of a rating unit situated within the Hikutaia Hall Rating Area.

Kaiaua Hall Targeted Rate

A targeted rate (per Section 16) of \$10.00 on each separately used or inhabited part of a rating unit situated within the Kaiaua Hall Rating Area.

Karangahake Hall Targeted Rate

A targeted rate (per Section 16) of \$25.29 on each separately used or inhabited part of a rating unit situated within the Karangahake Hall Rating Area.

Kerepehi Hall Targeted Rate

A targeted rate (per Section 16) of \$15.16 on each separately used or inhabited part of a rating unit situated within the Kerepehi Hall Rating Area.

Mangatangi Community Centre Targeted Rate

A targeted rate (per Section 16) of \$23.00 on each separately used or inhabited part of a rating unit situated within the Mangatangi Community Centre Rating Area.

Netherton Hall Targeted Rate

A targeted rate (per Section 16) of \$20.23 on each separately used or inhabited part of a rating unit situated within the Netherton Hall Rating Area.

Turua Hall Targeted Rate

A targeted rate (per Section 16) of \$22.10 on each separately used or inhabited part of a rating unit situated within the Turua Hall Rating Area.

Waikino Hall Targeted Rate

A targeted rate (per Section 16) of \$23.58 on each separately used or inhabited part of a rating unit situated within the Waikino Hall Rating Area.

Waitakaruru Hall Targeted Rate

A targeted rate (per Section 16) of \$25.93 on each separately used or inhabited part of a rating unit situated within the Waitakaruru Hall Rating Area.

Kaihere Hall Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Kaihere Hall Rating Area of 0.00429 cents per dollar of land value.

Patetonga Hall Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Patetonga Hall Rating Area of 0.00137 cents per dollar of land value.

Eastern Plains Drainage District Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Eastern Plains Drainage District, as shown in document 1439194, excluding those Residential, Commercial & Industrial and Community land use rating units within the townships of Kerepehi and Turua of 0.05525 cents per dollar of land value.

Western Plains Drainage District Drainage Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Western Plains Drainage District, as shown in document 1439208, excluding those Residential, Commercial & Industrial and Community land use rating units within the town of Ngatea of 0.08052 cents per dollar of land value.

Komata North Drainage Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Komata North Drainage District, as shown in document 3389124, of 0.12484 cents per dollar of land value.

Opukeko Drainage District Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Opukeko Drainage District, as shown in document 1439199, of 0.12810 cents per dollar of land value.

Tirohia-Rotokohu Drainage District Targeted Rate

A land value targeted rate (per Section 16) on all rating units situated within the Tirohia-Rotokohu Drainage District, as shown in document 1439172, of 0.14847 cents per dollar of land value.

[Taramaire Drainage District Targeted Rate](#)

A land value targeted rate (per Section 16) on all rating units situated within the Taramaire Drainage District, as shown in document 2090793, of 0.09521 cents per dollar of land value.

[Western Plains Drainage District Flood Protection Class 1 Targeted Rate](#)

A land value targeted rate (per Section 16) on each rating unit within the Western Plains Drainage District Flood Protection Area 1, as shown in Document 1439208, of 0.10197 cents per dollar of land value.

[Western Plains Drainage District Flood Protection Class 2 Targeted Rate](#)

A land value targeted rate (per Section 16) on each rating unit within the Western Plains Drainage District Flood Protection Area 2, as shown in Document 1439208, of 0.02502 cents per dollar of land value.

[Taramaire Flood Protection Targeted Rate](#)

A land value targeted rate (per Section 16) on each rating unit within the Taramaire Flood Protection Area, as shown in Document 3389147, of 0.11121 cents per dollar of land value.

[Kaiaua Flood Protection Targeted Rate](#)

A land value targeted rate (per Section 16) on each rating unit within the Kaiaua Flood Protection Area, as shown in Document 916138, of 0.00551 cents per dollar of land value.

[Western Plains Drainage District Pumping Land Area Targeted Rate](#)

A land area targeted rate (per Section 16) of \$42.61 per hectare, on all land serviced by the Hopai West, Martinovich, Central, North and Rawerawe West pump stations.

[Paeroa Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Paeroa Stormwater Rating Area, as shown in document 3389179, of 0.02724 cents per dollar of capital value.

[Ngatea Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Ngatea Stormwater Rating Area, as shown in document 2584734, of 0.05320 cents per dollar of capital value.

[Kerepehi Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Kerepehi Stormwater Rating Area, as shown in document 2584732, of 0.04471 cents per dollar of capital value.

[Turua Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Turua Stormwater Rating Area, as shown in document 2584740, of 0.10419 cents per dollar of capital value.

[Waihi Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Waihi Stormwater Rating Area, as shown in document 2584744, of 0.01475 cents per dollar of capital value.

[Whiritoa Urban Stormwater Targeted Rate](#)

A capital value targeted rate (per Section 16) on all rating units situated within the Whiritoa Stormwater Rating Area, as shown in document 2584747, of 0.00985 cents per dollar of capital value.

Kaiaua Stormwater Targeted Rate

A capital value targeted rate (per Section 16) on all rating units situated within the Kaiaua and Whakatiwai Stormwater Rating Areas, as shown in documents 2584728 and 2584745, of 0.05065 cents per dollar of capital value.

Wastewater Unconnected Targeted Rate

An annual charge (per Section 16) of \$305.04 on each separately used or inhabited part of a rating unit not connected to an HDC wastewater scheme, but with a boundary within 30 metres of a wastewater main belonging to an HDC wastewater scheme.

Wastewater Connected Targeted Rate

An annual charge (per Section 16) per toilet pan or urinal on each separately used or inhabited part of a rating unit connected an HDC wastewater scheme.

The annual charge per pan or urinal being \$610.12.

Rating units used primarily as a residence for one household will be treated as having no more than one pan (per Note 4 to Schedule 3 of the Act).

Refuse Collection Targeted Rate

An annual charge (per Section 16) of \$107.00 per separately used or inhabited part of a rating unit that the service is available to.

Water Supply Annual Charge Targeted Rate

An annual charge (per Section 16) of \$154.17 per connection will be charged on all rating units connected to a Council water supply.

For the purposes of water supply, properties are 'connected' to a water supply when the means to connect has been installed, i.e. a water lead has been installed from the Council water main to the boundary.

Water Supply Volume Targeted Rate

A rate according to a scale of charges per unit of water supplied (per Section 19) will be charged on all rating units connected to a council water supply.

The rates in cents per cubic metre of water supplied being:

Base Rate – Consumption up to 200 cubic metres	249.75c
Step One – Consumption between 200 and 400 cubic metres	209.65c
Step Two – Consumption over 400 cubic metres	189.59c

Penalties for late payments and due date of payments

Payment methods

The above rates are payable at HDC Offices at William Street, Paeroa, Orchard Road, Ngatea and Rosemont Road, Waihi between 8.00am and 4.30pm Monday to Friday. Payments may also be made by way of Direct Debits and Automatic Payments. Direct Credits in the form of telephone and internet banking services are also accepted. Credit card payments on the HDC website are also accepted.

Rates (excluding water rates) due dates

Excluding water supply targeted rates, the above rates are by way of four instalments, the dates of such instalments being:

Instalment number	Invoice due date	Penalty added
One	30 August 2023	1 September 2023
Two	29 November 2023	1 December 2023
Three	28 February 2024	1 March 2024
Four	29 May 2024	31 May 2024

Rates (excluding water rates) penalties for late payment

The following penalties will be added to outstanding rates (excluding water supply rates):

- A penalty of 10% will be added to the amount of any instalment remaining unpaid by the relevant due date above. The penalty will be added on the date stated in the 'Penalty Added' column in the tables above.
- A further penalty of 10% will be added to all rates assessed in a previous year which remain unpaid on 1 March 2024. The penalty will be added on 1 March 2024.
-

Water supply targeted rates due dates

Water supply targeted rates are by way of two instalments per year for those rating units that have received less than 10,000kl over the last two billing periods. Those rating units who have used more than 10,000kl over the last two billing periods, will be billed bi-monthly.

Instalment dates are staggered throughout the year. Refer to HDC's website to find a map of the various reading areas <https://www.hauraki-dc.govt.nz/council/plans-strategies/annual-plan/rating-area-maps>. For a list of rating units (over 10,000kl as described above) by assessment number refer to HDC's website. These rating units will be billed bi-monthly. The dates of instalments are:

For rating units billed twice a year:

Instalment number	Reading area	Invoice due date	Penalty added
One	1 – Waihi township	30 August 2023	1 September 2023
One	2 – Turua and surrounds – Paeroa commercial – Waihi commercial – Waihi gold	27 September 2023	29 September 2023
One	3 – Waitakaruru and Ngatea North – Waihi rural	25 October 2023	27 October 2023
One	4 – Kerepehi and Ngatea South – Ohinemuri and Kaimanawa	29 November 2023	1 December 2023
One	5 – Netherton – Ngatea township – Karangahake/Mackaytown – Waikino	27 December 2023	29 December 2023
One	6 - Paeroa township	31 January 2024	2 February 2024
Two	1 - Waihi township	28 February 2024	1 March 2024
Two	2 – Turua and surrounds – Paeroa commercial – Waihi commercial – Waihi gold	27 March 2024	29 March 2024
Two	3 – Waitakaruru and Ngatea North – Waihi rural	24 April 2024	26 April 2024
Two	4 – Kerepehi and Ngatea South – Ohinemuri and Kaimanawa	29 May 2024	31 May 2024
Two	5 – Netherton – Ngatea township – Karangahake/Mackaytown – Waikino	26 June 2024	28 June 2024
Two	6 – Paeroa township	31 July 2024	2 August 2024

For rating units billed bi-monthly:

Instalment number	Invoice due date	Penalty added
One	20 August 2023	
Two	20 October 2023	27 October 2023
Three	20 December 2023	
Four	20 February 2024	
Five	20 April 2024	28 April 2024
Six	20 June 2024	

Water supply targeted rates penalties for late payment

The following penalties will be applied to water supply rates:

For rating units billed twice a year:

- An additional charge of 5% will be added to all current and previous years' rates that remain outstanding on date showing in the "Due Date" column in the tables above for Instalment Number One. The penalty will be added on the date showing in the "Penalty Added" column in the tables above for Instalment Number One.
- An additional charge of 5% will be added to all current and previous years' rates that remain outstanding on date showing in the "Due Date" column in the tables above for Instalment Number Two. The penalty will be added on the date showing in the "Penalty Added" column in the tables above for Instalment Number Two.

For rating units billed bi-monthly:

- A penalty of 5% will be added to all current and previous years' rates outstanding on 25 October 2023. The penalty will be added on 27 October 2023.
- A penalty of 5% will be added to all current and previous years' rates outstanding on 26 April 2024. The penalty will be added on 28 April 2024.

Rating base information

The projected number of rating units within our district at 30 June 2023 is 11,826.

The projected total capital value of rating units within our district at 30 June 2023 is \$9,768,598,000.

The projected total land value of rating units within our district at 30 June 2023 is \$5,876,361,000.

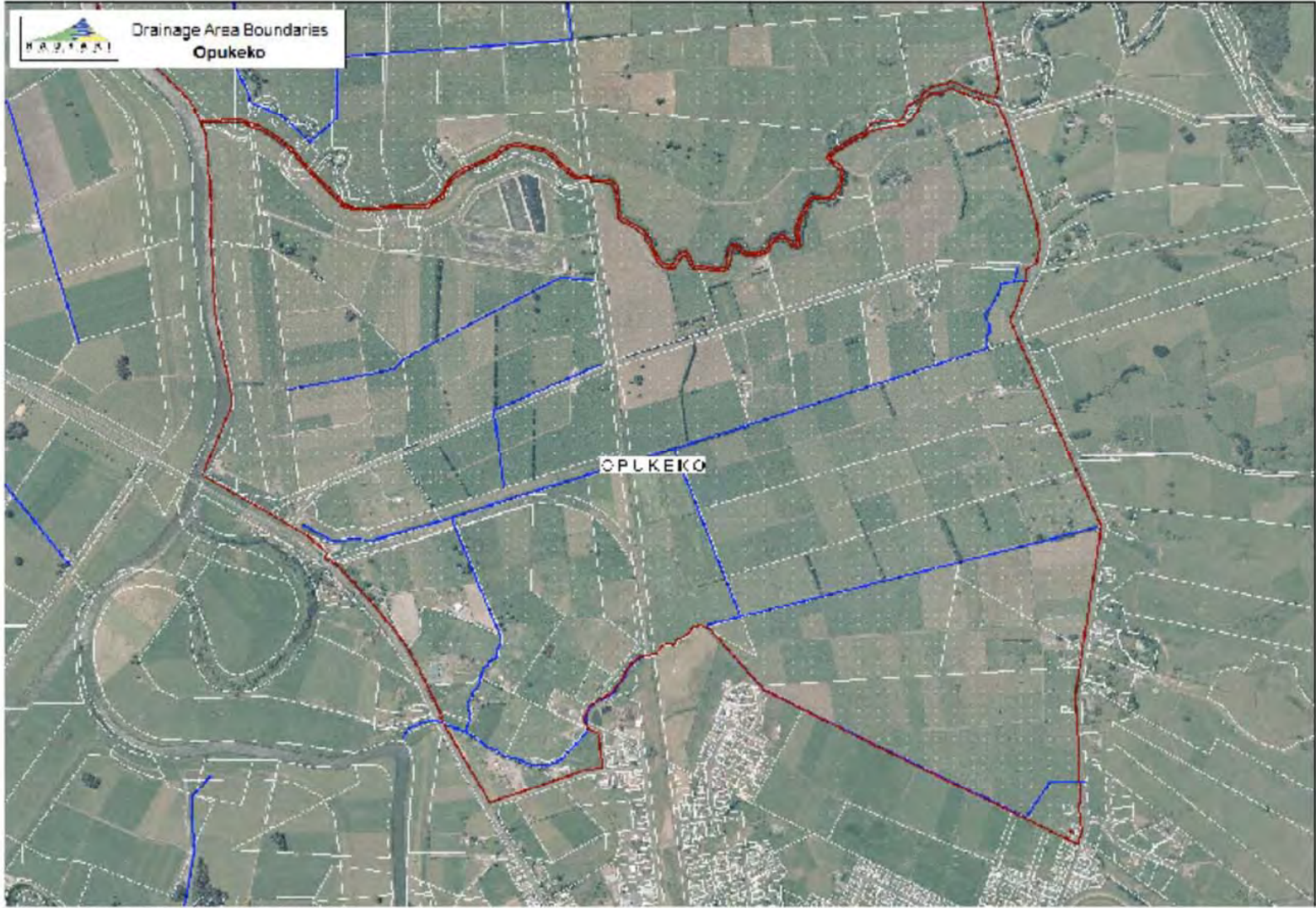
Document 1439194



Document 3389124



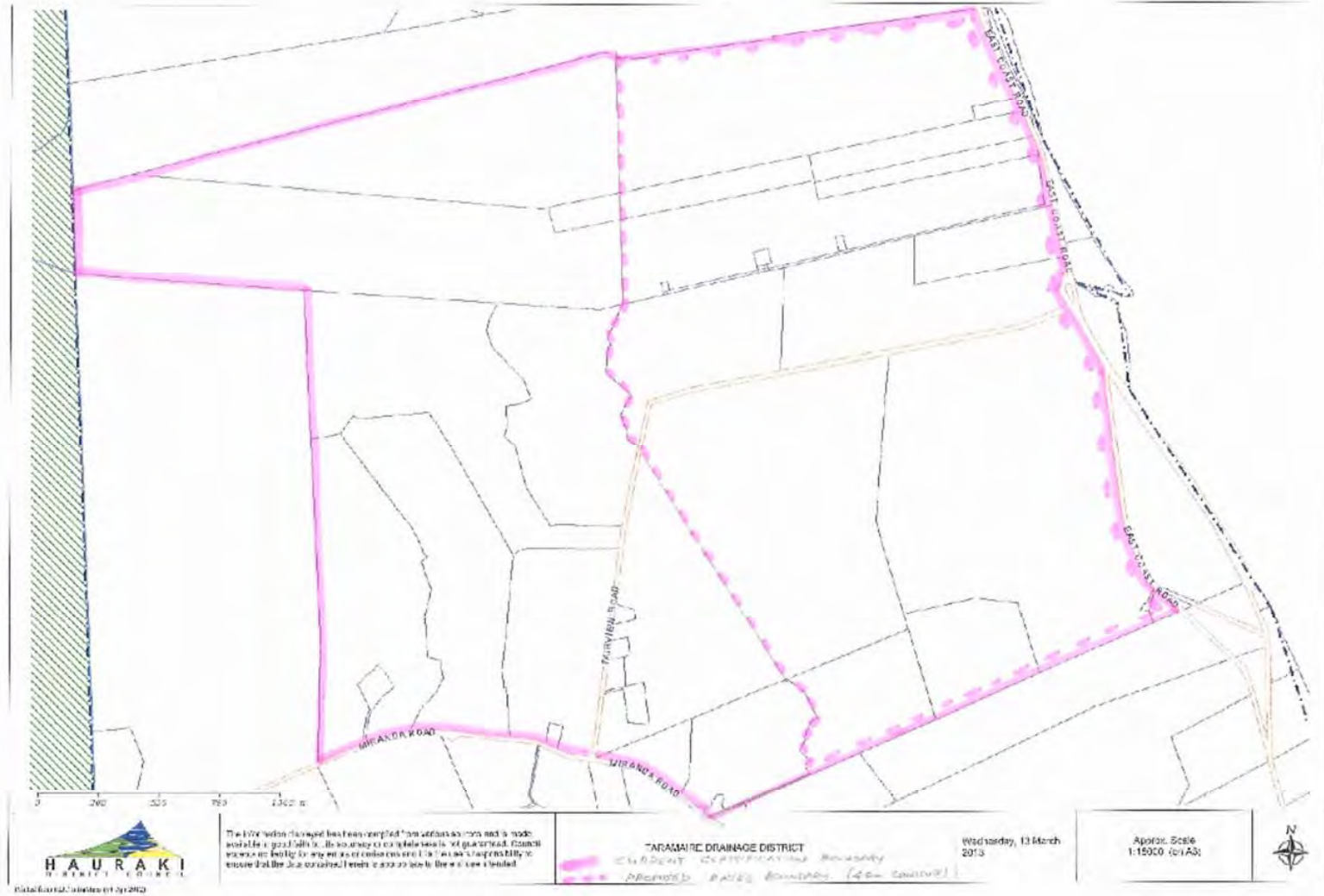
Document 1439199



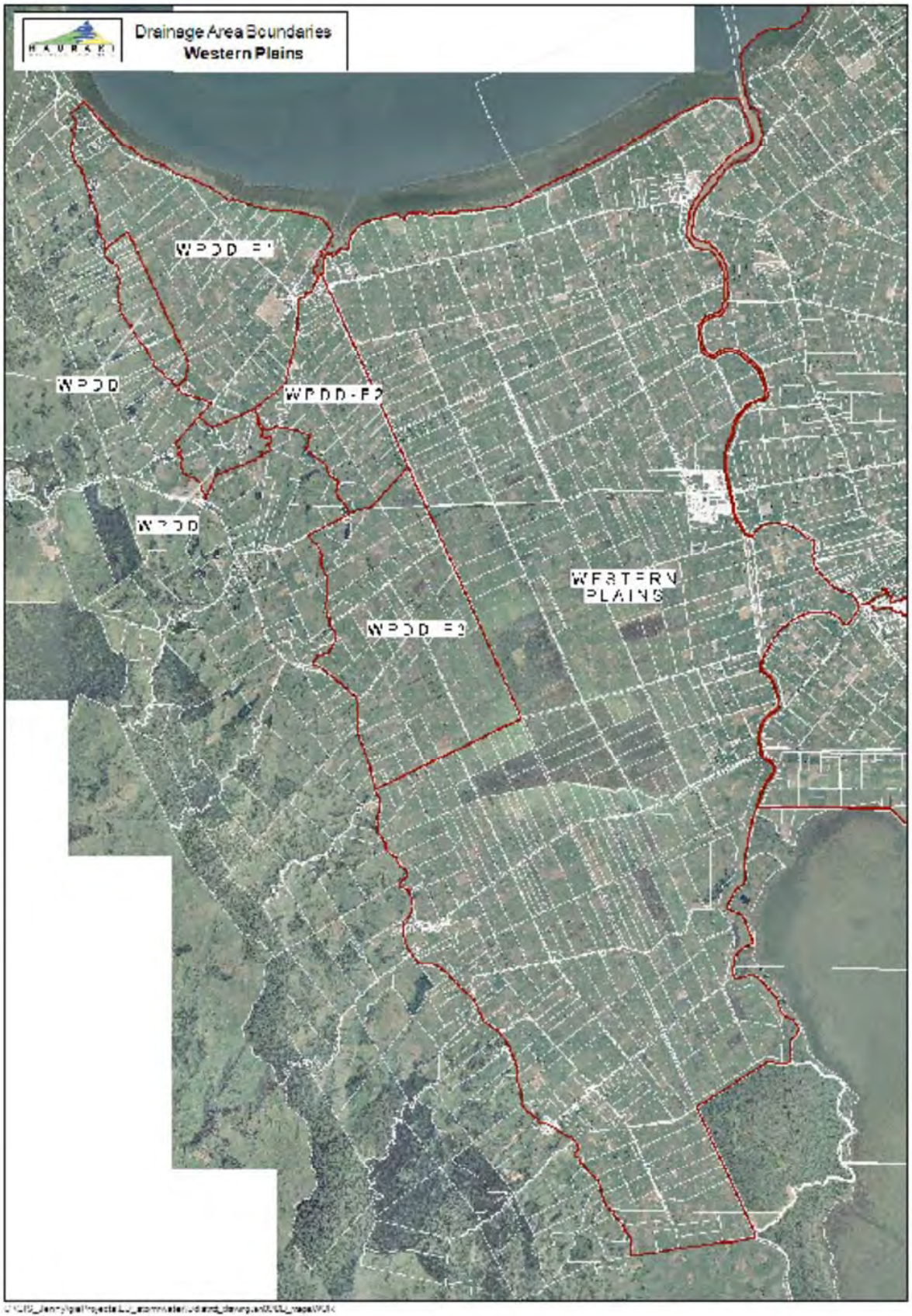
Document 1439172



Document 2090793



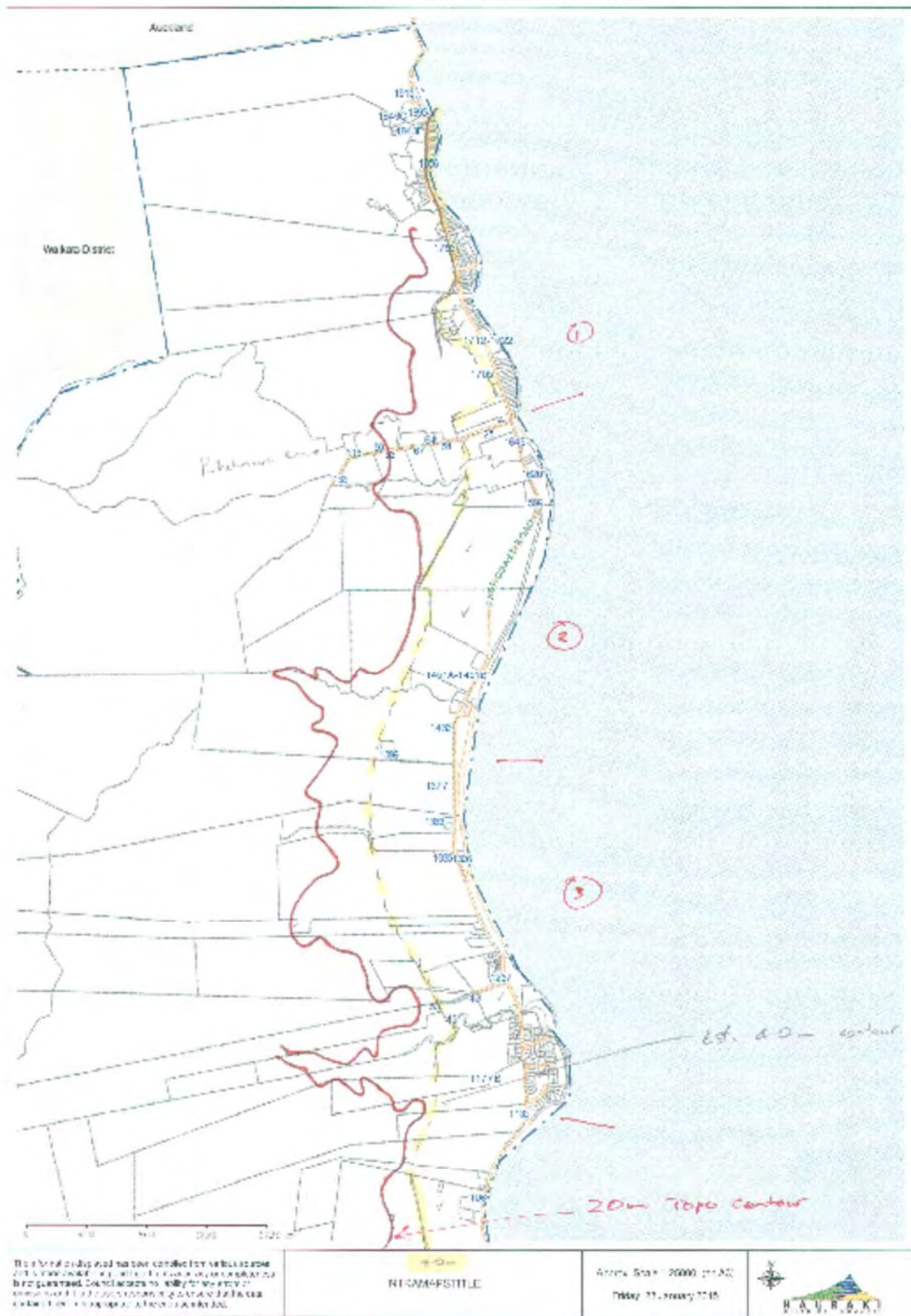
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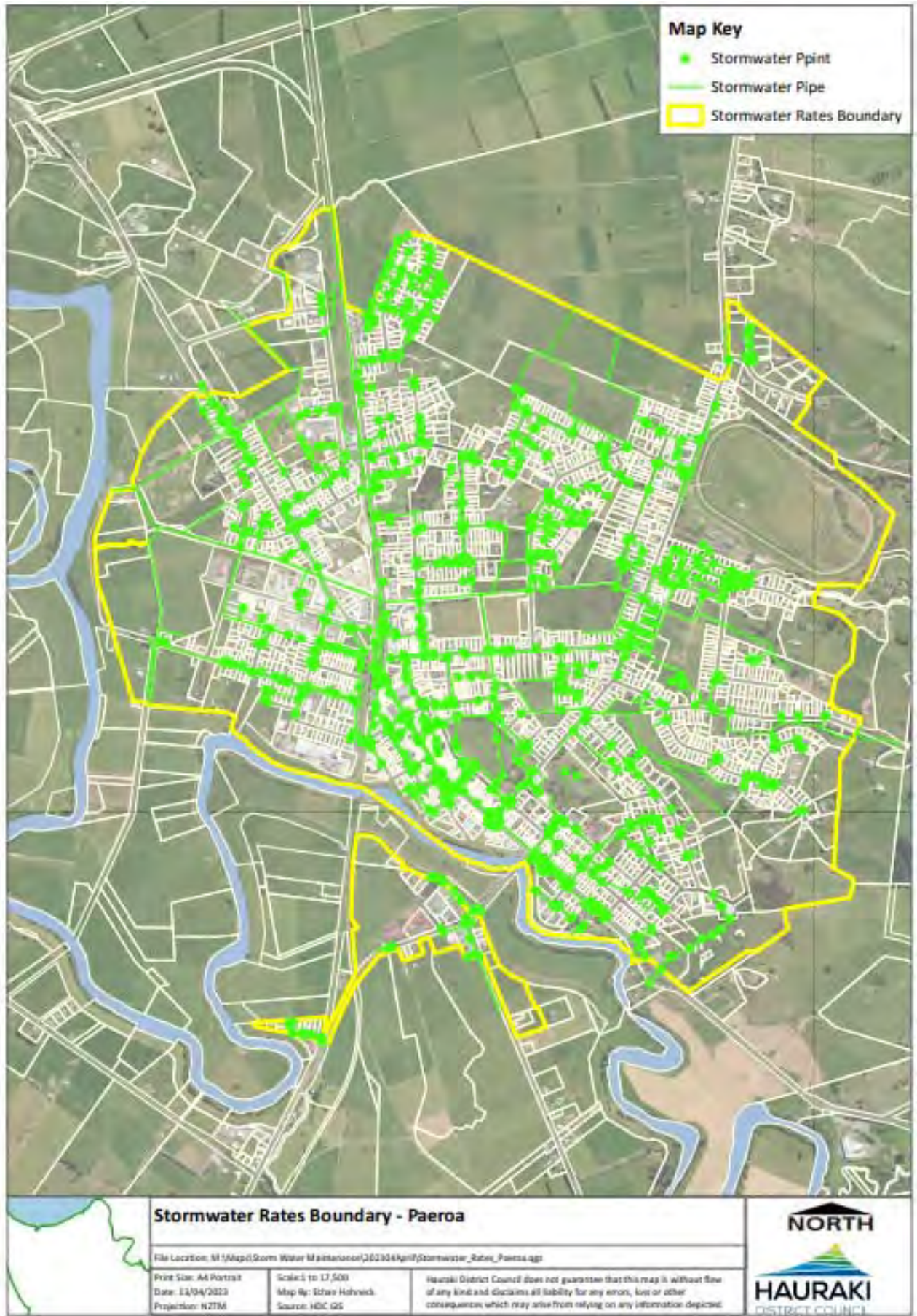
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Document 916138



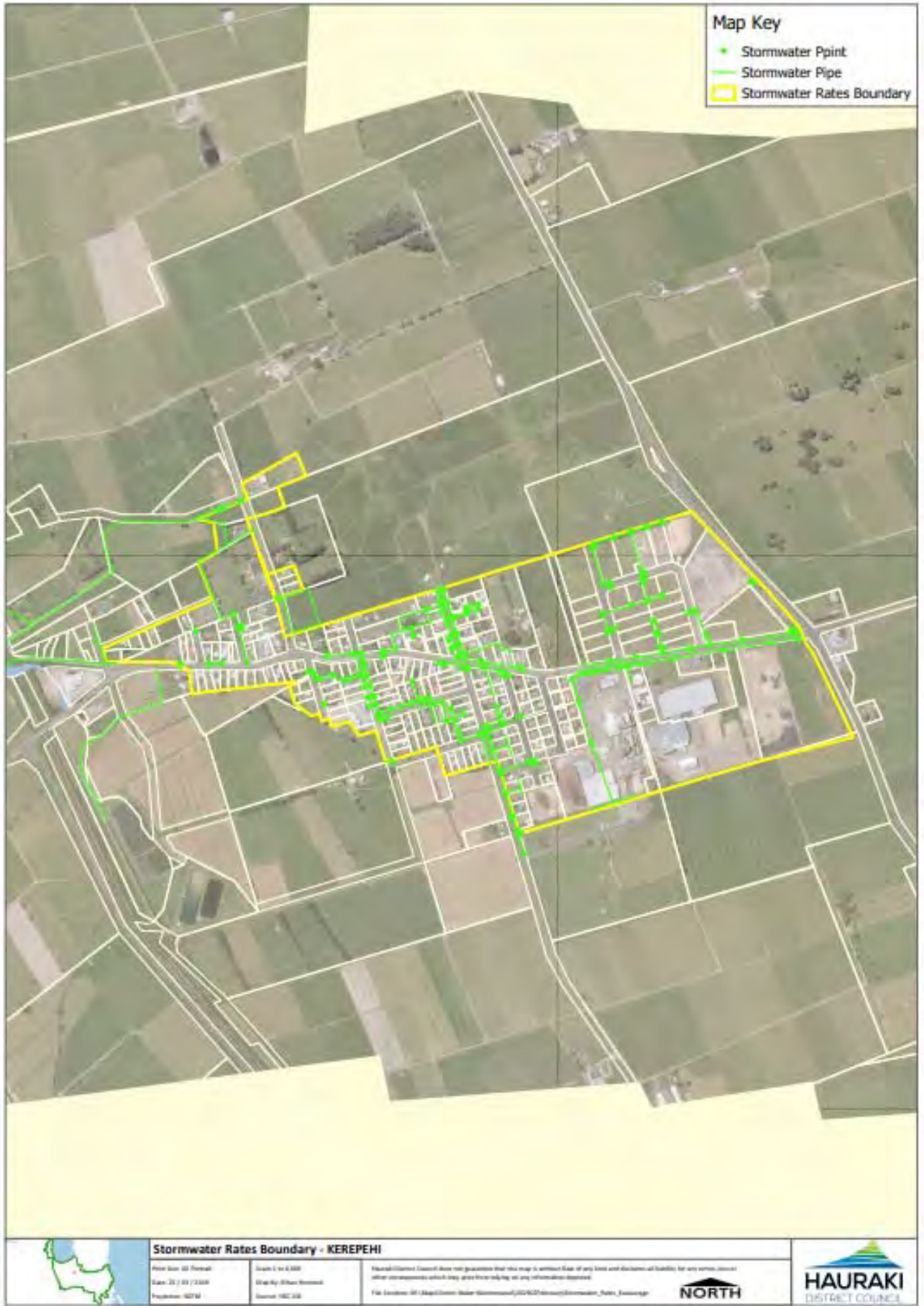
Document 3389179



Document 2584734



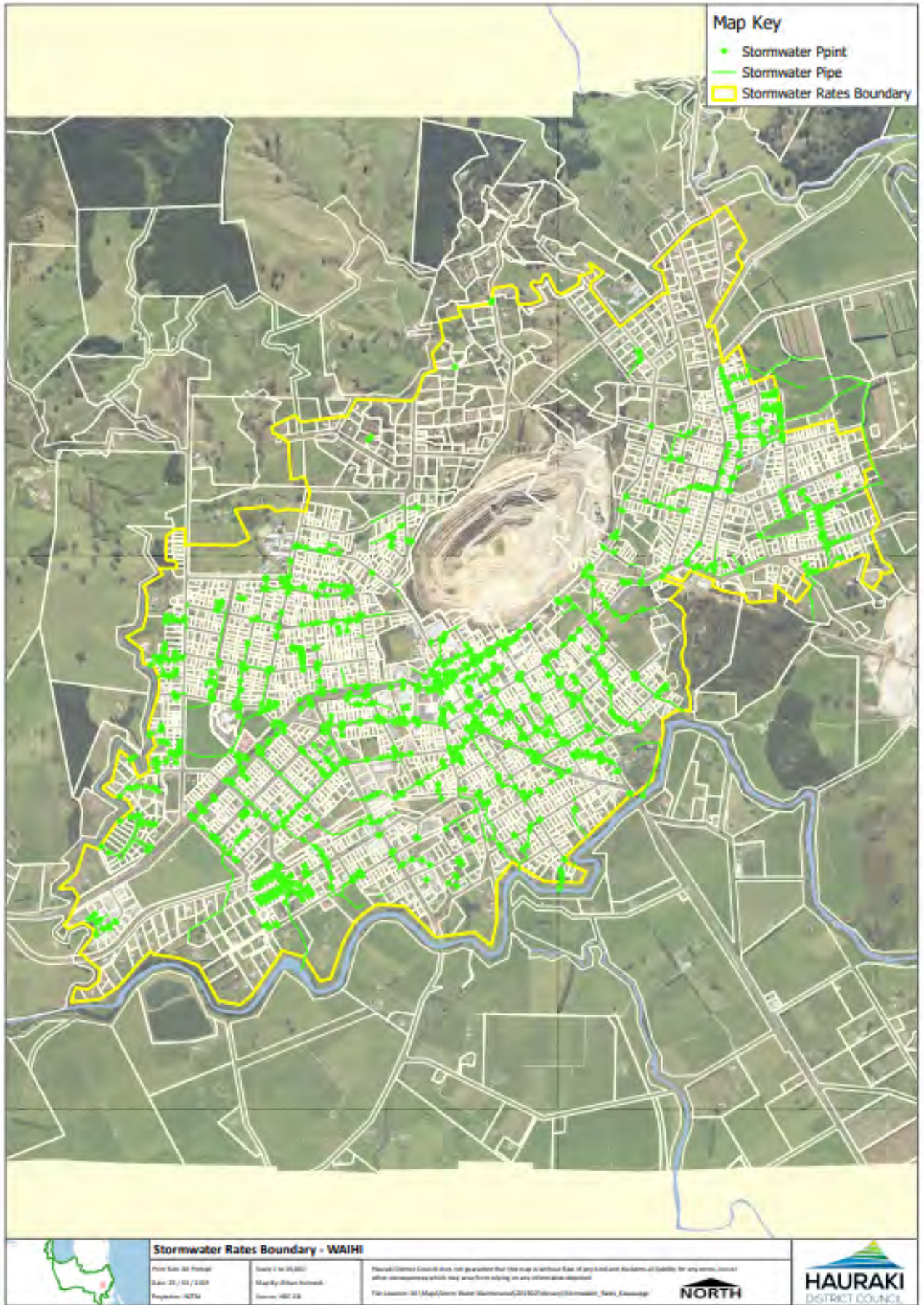
Document 2584732



Document 2584740



Document 2584744



Document 2584728



Document 2584745



Document 2225325- **Ratepayers to be billed bi-monthly for water**

Below is a list of ratepayers, by assessment number, who are billed for water use bi-monthly, beginning 1 July 2022. This includes those who have used water in excess of 10,000kl over the last two billing periods. To find your assessment number refer to an assessment notice you have received from HDC, or you can search your property in the Rating Information Database to obtain your assessment number.

Assessment No.
49
231
256
257
296
309
474
774
788
1005
1067
1080
1162
1587
1606
1695
1762
1849
6409
7011
7030
7723
7730
7743
31841
33465
34179
34773
35625
35764
38202
38266
38538
38646
38654
38655
38663
38688
38698
38710
38717
38727
38735
38737
38740
38744
38749
38752

38753
38758
38759
38767
38770
38771
38774
38775
38786
38789
38809
38810
38817
38888
39016
39162
39355
39370
39382
39384
39391
39399
39412
39432
39436
39443
39444
39486
39488
39562
39564
39614
39666
39668
39690
39760
39761
39897
39912
39913
39956
39983
39986
40003
40108
40137
40138
40222
40224
40226
40227
40288

AUDIT AND RISK COMMITTEE (UNCONFIRMED) MINUTES – 11-04-23 - 3387290**RESOLVED**

THAT the minutes of the meeting of the Audit and Risk Committee held on Tuesday, 11 April 2023 are received and the recommendations therein adopted.

C23/108 Spicer/Broad **CARRIED**

Appointment to Audit and Risk Committee

Due to the resignation of Cr Martyn from the Audit and Risk Committee, the appointment of a replacement member was required.

RESOLVED

THAT Council appoints Cr Daley to the Audit and Risk Committee replacing Cr Martyn.

C23/109 Broad/Crooymans **CARRIED**

FINANCE COMMITTEE (UNCONFIRMED) MINUTES – 11-04-23 - 3387291**RESOLVED**

THAT the minutes of the meeting of the Finance Committee held on Tuesday, 11 April 2023 are received and the recommendations therein adopted.

C23/110 Martyn/Broad **CARRIED**

Appointment to Finance Committee

Due to the resignation of Cr Martyn from the Finance Committee, the appointment of a replacement member was required.

RESOLVED

THAT Council appoints Cr Daley to the Finance Committee replacing Cr Martyn.

C23/111 Broad/Ranchhod **CARRIED**

ADOPTION OF 2023/24 FEES AND CHARGES - 3389572

The Strategic Planner presented to Council the proposed 2023/24 Schedule of Fees and Charges for consideration and adoption.

RESOLVED

THAT the report be received.

C23/112 Milner/Wilkinson **CARRIED**

RESOLVED

THAT the Council adopts the Fees and Charges Schedule for 2023/24 with amendment, that the

- consent fee for minor works requiring only one inspection (e.g. plumbing and drainage, and demolition) up to the value of \$20,000 remain with the PIM decreasing to \$55 and inspection fee increase to \$175, to be effective from 1 July 2023, and

- Solid fuel heaters; Administration fee is decreasing from \$220 to \$100 and the processing fee is increasing to \$170 to be effective from 1 July 2023

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020, and

THAT the Council confirms that the level of engagement will be to inform the community of the changes to the Fees and Charges Schedule, and

THAT the consent fee for minor works requiring only one inspection (e.g. plumbing and drainage, and demolition) up to the value of \$20,000 remain, to be effective from 1 July 2023, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020, and

THAT the Council confirms that the level of engagement will be to inform the community of the changes to the Fees and Charges Schedule.

C23/113 Holmes/Tilsley **CARRIED**

Noted:

There was an amendment noted to the building consent fees in the schedule:

- Solid fuel heaters; Administration fee is decreasing from \$220 to \$100 and the processing fee is increasing from \$50 to \$170
- Minor works requiring only one inspection (e.g. plumbing & drainage, demolition) up to the value of \$20,000; PIM is decreasing from \$70 to \$55, inspection fee increase from \$160 to \$175

DISASTER RATES REMISSION APPLICATION 20 AWAITI ROAD, PAEROA - 3390923

Group Manager Business Support presented a rates remission request under the Natural Disasters and Emergencies remission policy to the Council for consideration.

RESOLVED

THAT the report be received.

C23/114 Buckthought/Ranchhod **CARRIED**

RESOLVED

THAT the Council request that the rates remission application from the property owners of 20 Awaiti Road, Paeroa be considered under the Mayoral Relief Fund, and

THAT the Council considers these decisions to be not significant under its Significance and Engagement Policy 2017, and

THAT no engagement with the wider community be undertaken.

C23/115 Adams/Broad **CARRIED**

The meeting adjourned at 10.16am.
The meeting reconvened at 10.35am

CO-LAB STATEMENT OF INTENT - 3390040APPENDIX A: DRAFT CO-LAB 2023 STATEMENT OF INTENT - 3390034

The Group Manager Business Support sought feedback on its draft Statement of Intent. The report summarised the various initiatives that CoLAB currently undertakes that Council benefits from.

RESOLVED

THAT the report be received.

C23/116

Ranchhod/Crooymans

CARRIED

The elected members supported the CoLab Statement of Intent in its collaborative approach in supporting councils to maximize the value they provide to their communities by helping them identify and realise shared opportunities.

ROAD NAMING (LONGRIDGE AND DOUBLE OAKS DEVELOPMENTS) - 3387272

The Group Manager Business Support presented a request for road naming of two district residential developments.

RESOLVED

THAT the report be received.

C23/117

Adams/Ratray

CARRIED**RESOLVED**

THAT the new road created by the development at 24 Aorangi Road, Paeroa be named Double Oaks Drive.

C23/118

Milner/Martyn

CARRIED**RESOLVED**

THAT Council staff work with the developer to consider the naming of the new roads created by the development of Stage 3A, Longridge Estate at 44 Waimarie Avenue Paeroa.

C23/119

Milner/Martyn

CARRIEDADOPTION OF ELECTED MEMBERS' REMUNERATION EXPENSES AND ALLOWANCES POLICY - 3388845

The Group Manager Business Support presented the Elected Members' Remuneration, Allowances and Expenses Policy 2023 for council's consideration.

RESOLVED

THAT the report be received.

C23/120

Milner/Holmes

CARRIED

Included in the report for the members consideration was the addition that the Mayor be authorised to use a Purchasing Card for expenses incurred in accordance with the Policy.

RESOLVED

THAT the Council adopts the Elected Members' Remuneration, Allowances and Expenses Policy 2023, with the amendment, that the link to the Remuneration Authority website be inserted into the policy document, and

THAT if needed, the Group Manager Business Support be authorised to make any administrative changes to the Elected Members' Remuneration, Allowances and Expenses Policy 2023 before it is made available to the public, and

THAT delegated authority be given to the Mayor to use a Purchasing Card with a \$5,000 monthly limit, for the payment of expenses incurred in undertaking council business while acting in their official capacity as the Mayor, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020.

C23/121

Buckthought/Ranchhod

CARRIED

Noted: The Mayor took no part in voting on the motion.

CONSULTATION - MAORI WARDS - 3389537

The Community Growth Manager sought Council's direction in relation to consultation regarding Māori ward(s) leading up to the representation review.

RESOLVED

THAT the report be received.

C23/122

Ranchhod/Broad

CARRIED**RESOLVED**

THAT Council undertakes consultation with Iwi Māori, and the community, to understand the views and preferences of persons likely to be affected by, or to have an interest in, this matter, and

THAT the consultation material and related communications plan (attached to the report) is approved as the basis for Iwi Māori, and the community, consultation on this matter, and

THAT the Iwi Māori and community feedback be reported back to Council to inform a decision being made on the establishment, or not, of one or more Māori Ward(s) within the district, and

THAT the level of engagement considered appropriate for this matter, at this point in time, is to consult (i.e. two-way communication to obtain public feedback).

C23/123

Martyn/Holmes

CARRIED**REQUEST FOR FINANCIAL ASSISTANCE - WHIRITOA CONSERVATION TRUST - 3389645**

The Community Development Advisor - Social requested the elected member's consideration of a request for financial assistance received from the Whiritoa Conservation Trust towards trapping consumables costs as part of the Whiritoa neighbourhood-trapping project.

RESOLVED

THAT the report be received.

C23/124

Spicer/Ranchhod

CARRIED

RESOLVED

THAT the correspondence from the Whiritoa Conservation Trust be received, and

THAT the Council provide a grant of \$1,000 from the Waihi Ward Community Assistance Fund 2022/23 budget to the Whiritoa Conservation Trust towards trapping consumables costs as part of the Whiritoa neighbourhood trapping project, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020.

C23/125

Milner/Rattray

CARRIED

ECOQUEST MATARIKI EVENT – REQUEST FOR FUNDING - 3389438

The District Events Co-ordinator advised Council of a request for financial assistance received for a Matariki event (being organised by EcoQuest Education Foundation and their collaborating Partner Ōrotokare) and sought a decision from Council on providing a grant towards the costs of this event.

RESOLVED

THAT the report be received.

C23/126

Crooymans/Holmes

CARRIED

RESOLVED

THAT the correspondence from EcoQuest be received, and

THAT the Council provide a grant of up to \$2,000 from the Events Coordinator – Operating - Donations and Grants budget towards the cost of an inaugural Matariki event organised by EcoQuest Education Foundation, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2017.

C23/127

Spicer/Broad

CARRIED

Noted: \$1000 be granted from Mayoral Fund

HAURAKI RAIL TRAIL – OVERVIEW OF FUNDING REQUIREMENTS - 3389180

The Project Manager Team Leader sought approval of \$133,000 unbudgeted capital expenditure for the Hauraki Rail Trail - Re construction Waitakaruru to Kopu section; and a further \$387,000 unbudgeted capital expenditure for the Pūkorokoro to Kaiaua HRT extension.

RESOLVED

THAT the report be received.

C23/128

Ranchhod/Buckthought

CARRIED

If funding from the Ministry of Business, Innovation and Employment (MBIE) is received, Council will be able to reduce the 2023/24 annual plan figure for the Hauraki Rail Trail - Re construction Pipiroa Bridge to Waitakaruru by approximately \$343K.

In addition, an overview was provided of risks and issues on the Hauraki Rail Trail and funding being sought from MBIE and provided by TCDC.

RESOLVED

THAT the Council approves unbudgeted capital expenditure of \$133,000 in the Hauraki Rail Trail - Re construction Pipiroa Bridge to Kopu project, Recreation budget in the 2022/23 year, and

THAT the Council approves unbudgeted capital expenditure of \$387,000 in the Hauraki Rail Trail – Pūkorokoro to Kaiaua project, Recreation budget in the 2022/23 and 2023/24 years, and

THAT if the extreme funding application to MBIE is not approved; the resurfacing budget of \$110,000 be utilised to repair the trail between Waihi and Waikino following storm damage, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020, and

THAT due to an agreement between the Hauraki Rail Trail Charitable Trust and the three settlor Councils, HDC, TCDC and MPDC, Council acknowledges staff will be overseeing the expenditure of approximately \$2M in the Community Recreation activity in the 2022/23, 2023/24 and 2024/25 years on the Hauraki Rail Trail Charitable Trust's behalf for storm damage, funded by the Ministry of Business, Innovation and Employment (MBIE), and

THAT the Council acknowledges staff will be overseeing the expenditure of approximately \$410k in the Community Recreation activity in the 2022/23 year on the Hauraki Rail Trail Charitable Trust's behalf for resurfacing in the TCDC district, funded by Thames-Coromandel District Council.

C23/129

Adams/Holmes

CARRIED

The meeting adjourned for lunch at 12.26pm

The meeting reconvened at 12.59pm

Declaration: Conflict of Interest

Cr Crooymans declared a conflict of interest in the following item and took no part in the discussion or decision.

ESTABLISHMENT OF BIOME ON THE PŪKOROKORO STREAM - 3389619

The Group Manager Service Delivery sought the Councils approval in principal for the establishment of an environmental biome in the Pūkorokoro catchment.

RESOLVED

THAT the report be received.

C23/130

Spicer/Tilsley

CARRIED

On 24 April 2019, the Council entered into a Mana Enhancing Agreement for Tiaki Repo Ki Pūkorokoro Reserve Community Trust (attached as Appendix 1). In addition to this, the Council approved by resolution in principle the establishment of a Pūkorokoro Drainage District

(Appendix 2. This resolution has not been rescinded and thus is still active but not funded or being acted on.

Work will be initiated to determine the extent and cost of works. External funding sources will be determined and enabling work may be undertaken.

RESOLVED

THAT the Council approves 'in principle' the establishment of an environmental biome and associated works on the Pūkorokoro Stream, and

THAT the Council approves unbudgeted expenditure of up to \$15,000 to prepare costings and for other investigations from the Democracy (Contingencies) activity budget in the 2022/23 year, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020.

C23/131

Spicer/Buckthought

CARRIED

CHIEF EXECUTIVE'S MONTHLY REPORT – APRIL 2023 - 3390057

The Chief Executive presented his monthly report covering the month of April 2023.

RESOLVED

THAT the report be received.

C23/132

Adams/Milner

CARRIED

The report updated on recent staff changes within the organisation and an update on 3 Waters Review to date.

Cr Rattray left the meeting at 1.15pm

Local Government New Zealand Call for Remits (attached as Appendices A and B)

Local Government New Zealand (LGNZ) have advised that members can now submit remits for consideration at the 2023 AGM that will be held on the 26 July 2023 at 2:30pm in Christchurch. Should Council wish to submit a remit, applications need to be made by 24 May 2023.

Triennial Agreement under the Local Government Act 2022 (attached as Appendix A)

Under the Local Government Act, following triennial elections, Local Authorities must establish a triennial agreement covering:

- Protocols for communication and co-ordination among the local authorities; and
- A statement of the process by which the local authorities will comply with section 16 in respect of proposals for new regional council activities; and
- Processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district.

The elected member's approval to adopt the attached triennial agreement was sought.

RESOLVED

THAT Council adopts the Triennial Agreement, and

THAT the Council considers these decisions to be not significant under its Significance and Engagement Policy 2020.

C23/133

Wilkinson/Martyn

CARRIED

WESTERN PLAINS DRAINAGE COMMITTEE RECOMMENDATIONS FROM SEPT 2022 - 3389545

The Utilities Manager presented a report from the Land Drainage Contractor to highlight and present the recommendations resulting from the Western Plains Drainage District Committee meeting held on 29 September 2022.

RESOLVED

THAT the report be received.

C23/134

Buckthought/Tilsley

CARRIED

Two separate issues were discussed at the Western Plains Drainage District committee meeting on 29 September 2022, and each of the issues resulted in recommendations being made to Council.

Due to the timing of this routine drainage committee meeting in the local authority election year, it has not been possible for the minutes to be specifically presented to the previous, or new Council, so the report presents those recommendations for Council consideration.

RESOLVED

THAT the existing land drainage SCADA project be renamed "Land Drainage Pumpstation Communication Project", and

THAT the SCADA and Rawerawe Pumpstation upgrade budgets be combined to provide a new total budget for the Land Drainage Pumpstation communication project, and

THAT the Council approves unbudgeted expenditure of \$25,000 for the Miranda pumpstation switchboard upgrade from the Western Plains Flood Protection Area 1 Capital programme in the 2022/23 year, and that the unbudgeted expenditure be funded from reserves, and

THAT the Waikato Regional Council be formally requested to extend their responsibilities for the provision of flood protection and the associated outlets along the Maukoro Canal, Eastern bank, south, from SH2 to Torehape Road and that any existing assets be transferred to Waikato Regional Council, and

THAT Hauraki District Council and Waikato Regional Council communicate to confirm what drainage assets exist that would be transferred to Waikato Regional Council, and

THAT the Council considers these decisions not significant under its Significance and Engagement Policy 2020, and

THAT no engagement is undertaken.

C23/135

Buckthought/Crooymans

CARRIED

CONFIRMATION OF DISTRICT LAND DRAINAGE ADVISORY COMMITTEE NOMINATIONS – 2023-26 TERM - 3391016

The Group Manager – Service Delivery advised elected members of the process to re-establish the four Land Drainage Advisory Committees for the 2023 -2026 term following the receipt of nominations over the period 28 February to 28 March 2023.

RESOLVED

THAT the report be received.

C23/136

Broad/Ranchhod

CARRIED

The schedule of nominees for the four Land Drainage Advisory Committees was presented and confirmation of Council was sought that the nominees are formally appointed to their respective committees.

RESOLVED

THAT Council confirm the appointment of the Land Drainage Advisory Committee members as scheduled for the 2023-2026 term.

C23/137

Milner/Gray

CARRIED

Reporting (for information)

UTILITIES ACTIVITY REPORT - 3389524

The Utilities Manager provided an overview on the maintenance activities, project progress, risks and financial standing of the Utility Services activity.

RESOLVED

THAT the report be received.

C23/138

Martyn/Buckthought

CARRIED

Cr Ranchhod left the meeting at 2.25pm

COMMUNITY DEVELOPMENT ACTIVITY REPORT- REGULATORY AND DISTRICT PLAN - APRIL 2023 - 3389492

The Group Manager - Community Development presented the activity report covering regulatory and district matters for the month of April 2023.

RESOLVED

THAT the report be received.

C23/139

Milner/Wilkinson

CARRIED

Reasons for Matters to be taken with the Public Excluded

RESOLVED

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) Under Section 48(1) for the Passing of this Resolution
1	Rating Sales	Section 7(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons.	Section 48(1)(a) That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

C23/140

Buckthought/Wilkinson

CARRIED

(confidential page 44 has been removed)

RESOLVED

THAT the public be re-admitted to the meeting and that the business in committee discussed be confirmed.

C23/143

Martyn/Wilkinson

CARRIED

Karakia whakamutunga

Cr Tilsley closed the meeting with a karakia at 2.45pm.

CONFIRMED

D A Adams
Mayor

31 May 2023

HAURAKI DISTRICT COUNCIL

PLANNING COMMITTEE

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 1 WILLIAM STREET, PAEROA ON TUESDAY, 18 APRIL 2023 COMMENCING AT 9.00 AM

PRESENT Mayor D A Adams (Chairperson), Cr. R Broad (Deputy Chairperson), Deputy Mayor P A Milner, Cr. A Rattray, Cr. J Martyn and Cr. N Gray

IN ATTENDANCE L D Cavers (Chief Executive), P A Thom (Group Manager – Community Development), A de Laborde (Group Manager – Service Delivery), L de Haast (Transportation Manager), N Murphy (Strategic Planning Manager, C Mischewski (Strategic Planner), M Clive (Strategic Planner), A Hennessy (Assistant Strategic Planner) and Ms C Black (Council Secretary)

Karakia timatanga

The Mayor open the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apology of Cr S Holmes be received and sustained.

PC23/01

Gray/Rattray

CARRIED

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

There was no declarations of interests.

REPORTING

CONSIDERATION OF THE DRAFT LAND TRANSPORT POLICY - 3385878

The Senior Strategic Planner and Transport Manager presented the draft Land Transport Policy (Appendix A) to the Committee for consideration and feedback prior to the adoption of the policy by the Council.

RESOLVED

THAT the report be received.

PC23/02

Martyn/Milner

CARRIED

The draft Land Transport Policy outlines the requirements for landowners and individuals undertaking activities on and near council roads.

The Committee agreed with the majority of the staff recommendations.

RESOLVED

THAT the Planning Committee recommend to the Council that it adopts the draft Land Transport Policy as amended, and

THAT the Planning Committee recommend to the Council the engagement approach for the Land Transport Policy outlined in the report, and

THAT the decisions regarding the distribution of any additional funding for the subsidy for Traffic Management at community events (after the Council fund the ANZAC parades, Highland Tattoo, Beach Hop and Christmas parades) be delegated to the Community Partnerships Committee.

PC23/03

Martyn/Ratray

CARRIED**CONSIDERATION OF THE DRAFT TOWN CENTRE FOOTPATH MANAGEMENT POLICY - 3385833**

The Strategic Planner requested the Committee's consideration of the draft Town Centre Footpath Management Policy (Appendix A), to provide feedback to staff, and if appropriate recommend to Council that it be adopted.

RESOLVED

THAT the report be received.

PC23/04

Ratray / Gray

CARRIED

The Planning Committee discussed the draft policy presented by staff and made no suggestions for amendments.

The Planning Committee sought some clarity around the enforcement of the policy and Council liability for accidents or negligence if we have a policy in place. Staff will provide further clarification on these issues when it is presented to Council for adoption.

RESOLVED

THAT the Planning Committee recommend to Council the adoption of the Town Centre Footpath Management Policy.

PC23/05

Milner/Martyn

CARRIED**Reporting (for information)****STRATEGIC PLANNING PRIORITY PROJECTS FOR 2023 - 3385544**

The Strategic Planning Manager advised the Committee on upcoming projects and sought feedback on which are of priority. The Planning Committee considered that priority should be given to the review of Council's Gambling Policy and Graffiti Management Plan.

RESOLVED

THAT the report be received.

PC23/06

Adams/Gray

CARRIED

CONSIDERATION OF THE DRAFT HERITAGE AND CONSERVATION FUND GUIDELINES - 3385829

The Strategic Planner and District Planner introduced the draft Heritage and Conservation Fund Guidelines to the Committee for review and input prior to the adoption of the guidelines by the Council.

RESOLVED

THAT the report be received.

PC23/07

Adams/Martyn

CARRIED

It was noted that the fund is currently called Significant Natural Areas and Heritage Features Incentive Fund; however, a name change is proposed to the Heritage and Conservation Fund as explained in the report.

The guidelines set out the criteria for the Fund and how the Council will administer the Fund. The Committee agreed with the majority of the staff recommendations. A change will be made to the guidelines regarding the maximum amount of funding generally given out for an application per funding round. This will change from up to a maximum of 50% of the total cost of the project to a maximum of \$5,000 per application per funding round. This way community groups or landowners can apply more than once for funding for a large project.

RESOLVED

THAT the Planning Committee recommend to the Council that it adopts the draft Heritage and Conservation Fund Guidelines as amended, and

THAT the Planning Committee recommend to the Council the engagement approach for the Heritage and Conservation Fund outlined in this report.

PC23/08

Broad/Martyn

CARRIED

BIODIVERSITY STRATEGY 3385542

The Strategic Planner and Assistant Strategic Planner provided the Committee with insight into the issues and decisions faced with the initial commencement of writing the Biodiversity Strategy and sought input on what outcomes they would like to see from these issues.

RESOLVED

THAT the report be received.

PC23/09

Gray/Milner

CARRIED

The Planning Committee discussed and considered the scope for the preparation of the Biodiversity Strategy and confirmed that the strategy development progress through this Committee. Cr Martyn closed the meeting with a karakia at 11.49am.

CONFIRMED

Mayor, D A Adams
Chairperson

12 June 2023

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HAURAKI DISTRICT COUNCIL
REGULATORY HEARINGS COMMITTEE

MINUTES OF A MEETING OF THE REGULATORY HEARINGS COMMITTEE HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON MONDAY, 08 MAY 2023 COMMENCING AT 9.05AM

PRESENT Cr P A Milner (Chairperson), Cr A Spicer (Deputy Chairperson), His Worship the Mayor, D A Adams and Cr A Rattray (via Zoom)

IN ATTENDANCE P Thom (Planning & Environmental Services), M Matich (Regulatory Services Team Leader) and C Black (Council Secretary)

APOLOGIES

There were no apologies.

LATE ITEMS

There were no late items.

DECLARATIONS - CONFLICTS OF INTEREST

There were no declarations.

CONFIRMATION OF MINUTES

RESOLVED

THAT the minutes of the meeting of the Regulatory Hearings Committee held on Monday 20 February 2023 are received and confirmed as a true and correct record.

RHC23/09

Toby/Milner

CARRIED

ENFORCEMENT ACTION TO BE TAKEN IN RELATION TO MANAGING EARTHQUAKE PRONE BUILDING (EPB) BREACHES UNDER SECTION 133AU OF THE BUILDING ACT 2004 (THE ACT) - 3395138

The Regulatory Services Team Leader provided information regarding the management of Earthquake Prone Buildings in the Hauraki District, in terms of what enforcement action Council should take against building owners who do not comply with legislative requirements.

RESOLVED

THAT the report be received.

RHC23/10

Milner/Spicer

CARRIED

The Regulatory Services Team Leader outlined the current process staff are following to address issues of non-compliant building owners of earthquake prone buildings under Section 133au of the Building Act 2004.

The Team Leader sought guidance from the Committee on how they considered Council should be dealing with those owners in breach of Section 133 AU of the Building Act.

The Team Leader advised as a last resort after a soft approach with building owners, that where a property owner is still non-compliant, an infringement fine can be issued and the owner has 56 days to pay the fine to Council in full, and after that time if not paid, will proceed to the Ministry of Justice.

Member suggested that a softer approach than the lodgement with MOJ be adopted. Supported that a reminder letter to address earthquake prone matter is sent out to property owner. The Regulatory Services Team Leader re-iterated, a soft approach is taken initially, but if compliance is still not met, then a harder approach such as an infringement fine be taken.

Member asked if the building owner is required to place a notice on their building stating the building is earthquake prone, or, is it the responsibility of Council to place a notice.

Team Leader advised it is the owner's responsibility under the Building Act to place this notice on their building, but there is provision in the Act for Council to place the notice. However, this would not be preferable.

Team Leader advised that Council have a contractor managing this process. At this stage, they are contacting building owners directly with a follow up phone call. Once a notice is sent to a building owner, Council's building inspectors will check and see if the EPB notice has been placed on the building.

Team Leader stated that her report is seeking from the Committee what agreed steps should be taken if people do not show any intention of complying with the legislation.

Member requested that there should always be verbal contact made with all building owners.

The Team Leader advised the deadline to get engineering assessment reports into Council is the 15 June 2023.

A member emphasised the importance that there must be a timeframe for clarity of the steps. What happens if the building owner does not meet the deadline?

Group Manager – Community Development explained the process currently followed.

Member stated the main concern is more about the follow up process; i.e. after an infringement is issued, can another infringement be issued.

Team Leader advised she would follow up with Brookfield's Lawyers to request clarity and direction from them on what the infringement process involves.

There is a 12-month deadline from the date of 15 June to provide Council with an engineering assessment report, or apply for an extension. The deadline for applying for an extension was 15 April 2023. Owners can only apply for one extension for up to 12 months.

Team Leader sought feedback from the Committee, if the 15 June deadline arrives and regulatory staff have not received all engineering assessments, what should be the next step.

Group Manager stated that Councils aim is to get owners to comply.

Priority buildings have a timeframe of 12.5 years to undertake seismic work, and non-priority buildings have a timeframe of 25 years. The Team Leader asked once 12.5 years

has expired, when the building has to have the seismic work completed, what action is required at that point? Noting some building owners have applied for an extension of time.

Member asked what the process is after 12.5 years if a building owner has not earthquake proofed, their building is condemned, and they tenant the building.

Member suggested this matter be referred to the Audit and Risk Committee to keep councillors informed on how management of earthquake prone building (EPB) breaches are being managed.

Two options were offered for the Committee's consideration as outlined in the report.

It was agreed that Option 2, issue infringement fines, be supported.

It was noted that Council could not issue an infringement notice and prosecute for the exact same incident; there is a need to choose one process or the other, depending on how serious the offending is, as advised by Brookfield Lawyers.

RESOLVED

THAT where no EPB notice is put on a building, or where seismic work has not been met by deadline, Option 2 is approved, and Council issue infringement fines against building owners for breaching Section 133AU(2) and 133AU(1) of the Building Act 2004.

RHC23/11

Spicer/Milner

CARRIED

RESOLVED

THAT the Committee recommend that the management of earthquake prone building (EPB) breaches be added to the Audit and Risk Committee work programme.

RHC23/12

Spicer/Milner

CARRIED

ENFORCEMENT ACTION TO BE TAKEN IN RELATION TO OVERDUE/EXPIRED BWOFF (BUILDING WARRANT OF FITNESS) AND/OR NOT DISPLAYING A CURRENT BWOFF – 3395132

The Regulatory Services Team Leader presented a report that provided information to the committee in relation to building owners who have an overdue/expired BWoF and are therefore breaching section 108 of the Act and to seek a decision in relation to what enforcement action is to be taken against the building owner.

RESOLVED

THAT the report be received.

RHC23/13

Ratray/Adams

CARRIED

Team Leader advised the Committee that this is a Territorial Authority function not a Building Control function.

Member referred to the 22 outstanding breaches. Supported that an approach be adopted similar to the EPB, to send a reminder letter, then if no action taken following a notice to fix, an infringement fine is issued or a court prosecution.

Regulatory Services Team Leader advised this is the case currently that a soft approach is initially used, and after that, infringement fines are issued as a last resort.

Members supported the same approach as the EPB decision.

Two options were offered for the members to consider, Court prosecution or issue infringement fines.

RESOLVED

THAT Option 2 is approved, that Council issue infringement fines against building owners for breaching Section 108(5) (aa) of the Building Act 2004.

RHC23/14

Ratray/Milner

CARRIED

The meeting closed at 9.26am.

CONFIRMED

P A Milner
Chairperson

HAURAKI DISTRICT COUNCIL**ADAPTIVE PLANNING AND EMERGENCY MANAGEMENT COMMITTEE**

MINUTES OF A MEETING OF THE ADAPTIVE PLANNING AND EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS, 1 WILLIAM STREET, PAEROA ON MONDAY, 15 MAY 2023 COMMENCING AT 1.00PM

PRESENT

Deputy Mayor P Milner (Chair), Cr P Buckthought (Deputy Chair), Mayor D A Adams, Cr S Croymans, and Cr Sarah Holmes – via Zoom

IN ATTENDANCE

Langley Cavers (Chief Executive), Peter Thom (Local Recovery Manager), Brett Otto (Emergency Management Officer (Welfare)), John McIver (Response Manager), Nina Murphy (Strategic Planning Manager), and C Black (Council Secretary)

External Advisors:

M Tinworth (Fire and Emergency – via Zoom), A Shah (Group Operations Manager - Piako East (Paeroa and Te Aroha) | Central West District, St John Ambulance) and M Henwood (NZ Police)

Karakia timatanga

Cr Milner opened the meeting with a karakia.

APOLOGIES**RESOLVED**

THAT the apology of Cr A Spicer, Cr J Martyn and Cr N Gray be received and sustained.

APEMC23/01

Croymans/Buckthought

CARRIED

Noted: Apologies were received from M Bang (Team Leader – Waikato CDEM) and C Moore (Local Controller).

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Reporting (for decision)

LOCAL CONTROLLER Q3F23 REPORT (INCL. TSUNAMI SIGNAGE) - 3410223
APPENDIX A: INFOGRAPHIC WEATHER EVENTS Q3 FY23 PRESENTATION - 3393741

The Local Controller and Response Manager sought the Committee's financial support for the installation of tsunami information/warning signs on the Pūkorokoro/Miranda ~ Wharekawa coastline (western Tikapa Moana); and to inform the Adaptive Planning and Emergency Management Committee on Civil Defence activities carried out by the Local Controller (LC) over the last quarter.

RESOLVED

THAT the report be received.

APEMC23/02

Milner/Adams

CARRIED

RESOLVED

THAT the Adaptive Planning and Emergency Management Committee recommends to Council unbudgeted expenditure of \$5,457.48 from the Emergency Management budget for the purchase and installation of four (4) tsunami warning signs on the Wharekawa coast line, and

THAT the Council considers these decisions are not significant under its Significance and Engagement Policy 2020.

APEMC23/03

Buckthought/Crooymans

CARRIED

Reporting (for information)**LOCAL RECOVERY QUARTERLY UPDATE - 3396343**

The Recovery Manager updated on the recovery function for the last quarter when the recovery activity was triggered after the impact of Cyclone Gabrielle causing flooding impacts across the District.

RESOLVED

THAT the report be received.

APEMC23/04

Adams/Crooymans

CARRIED

Mayoral Relief Fund in support of Ex-Tropical Cyclone Gabrielle Event

The Mayor spoke of the Council's Mayoral Relief Fund that was open to Hauraki District residents, ratepayers/small business owners, and not-for-profit organisations who have suffered financial hardship because of damages caused by Cyclone Gabrielle.

The Fund supports and meets the needs of affected individuals, families and community and provides one-off assistance for extraordinary circumstances, where a real need is demonstrated.

The Committee endorsed the support provided by the Mayoral Relief Fund. It was noted that support of funding was also available from the Ministry of Social Development.

CAPABILITY ASSESSMENT - 3340476**APPENDIX A: CAPABILITY ASSESSMENT - 3337633**

The Local Controller Emergency Management report provided the Committee with an overview of the Capability Assessment Review undertaken in late 2022. This review will assist in directing progress towards achieving the recommendations and will be reported on at future meetings.

RESOLVED

THAT the report be received.

APEMC23/05

Buckthought/Crooymans

CARRIED

It was explained that the Capability Assessment Review providing a snapshot of CDEM capability and capacity for Hauraki District Council as of November 2022 was based on a review of documentation supplied and interviews conducted with key personnel by independent assessors. Key focus going forward are:

- Importance of getting staff and community on board.
- Reducing risk
- Community awareness.

In response to a question to what extent have changes been made to the capability assessment template since its initial development, the Response Manager advised there are minimal changes to the template provided by Waikato Group CDEM and is used by other Councils in the region. Currently, the Civil Defence Incident Management Team are assessing staff ability to respond to an event i.e. community engagement and identifying how civil defence engage with those communities at most risk. Reference to the Cyclone Gabrielle event where flooding happened in Paeroa has highlighted the need to include other areas other than the current high-risk areas of Kaiaua, Waitakaruru and Whiritoa.

The Incident Management Team has captured the response data for the recent cyclone event and has an opportunity to review how it was managed and where improvements could be made.

WELFARE MANAGER'S UPDATE - 3410215

The Emergency Management Officer Welfare provided the committee with an update on welfare related activities that have occurred over the last quarter and presented information on plans going forward.

RESOLVED

THAT the report be received.

APEMC23/06

Holmes/Adams

CARRIED

- Ex-cyclone Gabrielle – ex racecourse site was used as a higher ground option for welfare purposes.
- Hauraki Capability assessment for Welfare has been undertaken.
- Welfare Manager Role - potential Welfare Manager has been identified and could be trained to take up this position.
- Animal Welfare Plan – emphasised the importance that HDC has an animal welfare plan so that we can accommodate people who will turn up at our Civil Defence Centres to receive support with their companion animals.
- Local Welfare Committee – three Eastern Waikato Welfare Committee meetings have been held to date.
- Civil Defence Planning - the welfare team spent some time walking through how they would receive people into the Paeroa War Memorial Hall as a welfare facility and how it would be setup for the different sub-functions and for our partner agencies. Welfare have it in mind to conduct similar walkthroughs in the other main centres in the district this year.
- Hauraki Welfare Response Team - the welfare response and volunteer coordination was an area of improvement noted in the capability assessment. There is a plan to work on a process for this but it has a low priority so will be looked into after higher priority activities have been sorted first.
- Welfare Needs Assessment - welfare needs assessment tools on one of which is the "Here to Help" application. The Waikato Assessment Tool developed by the Waikato Region CDEM Group is another resource for doing needs assessment; Hauraki-DC Welfare have access to this application.

EMO QUARTERLY UPDATE - 2410227

The Emergency Management Officer informed the Committee of Civil Defence activities carried out relevant to or could affect the way Hauraki District Council delivers Emergency Management to its community.

RESOLVED

THAT the report be received.

APEMC23/07

Milner/Buckthought

CARRIED

- Community Response Plans: a refresh was completed for Wharekawa in December 2022 along with Community Guides that were printed and given to the CRP Committee. A Resilience Handbook is with Council's Communications Team for final edits.
- Staff training: have three more Foundation Trainings organised in-house in 2023 they will be in February, June and October.
- Community Engagement: the Emergency Management Officer has undertaken community engagement via public meetings held in the three Wards where feedback was provided on how emergency responses were managed.
- CDEM staff also assisted Thames-Coromandel District Council's response team, as they were severely affected by the recent cyclone.
- Iwi engagement: joint approach for emergency management - some initial engagement has started with the Wharekawa Marae and the Community Engagement Team from Auckland EM and Waikato GEMO. If this engagement is successful, it will be a good model to use to engage with the other Marae in the district.

WAIKATO GEMO QUARTERLY UPDATE - 3410219

In the absence of the Waikato GEMO Mark Bang, the HDC Response Manager presented the Waikato GEMO report.

RESOLVED

THAT the report be received.

APEMC23/08

Milner/Holmes

CARRIED

The Emergency Management Officer (Welfare) advised that community response plans have been established for the areas of Waitakaruru, Turua, Whiritoa and Kaiua but are also looking at developing a response plan for Kerepehi and Ngatea. He emphasised the importance for the plans to be owned and driven by the community so that the community know what they need to do and to ensure there are 'champions' appointed to lead these plans.

Reference to Council's Wharekawa Coast 2120 working group where community response plans are also considered for the Kaiua Coast was made. There is a need to focus on each community ensuring that ownership of all community/response plans are supported by CDEM.

A member emphasised the difficulty in finding 'champions' in each community and proposed that CDEM consider new ways to engage with these champions. Waitakaruru are very keen to have their own emergency set up so they need to be added to the list of communities. Kerepehi Bowling Club are installing a generator at their facilities.

Action: Cr Buckthought requested that a meeting be arranged with the committee members and CDEM staff to identify local 'champions' to lead community response plans.

CLIMATE CHANGE ADAPTATION - 3409527

The Strategic Planner provided an update to the Committee on staff activities to date on Council's two main adaptive planning projects, Wharekawa Coast 2120 and the Hauraki Plains Adaptation Plan. The report also explained what is adaptive planning and the difference between climate change adaptation and mitigation.

RESOLVED

THAT the report be received.

APEMC23/09

Adams/Crooymans

CARRIED

The Strategic Planner spoke on providing an update to the next committee meeting on the government's National Climate Change Adaptation Plan. In particular, highlighting the potential impacts of climate change, requirements for local government and how Council responds to these.

In terms of adaptive planning, the Ministry for the Environment released a guidance document in 2018 offering a methodology that can be used to assess what is happening, what is important to the community and how it can be responded to. Both of Council's adaptive planning projects are applying this guidance. The Wharekawa Coast 2120 project has been in place for 4 years and the Hauraki Plains adaptation plan is about to be commenced.

Wharekawa Coast 2120 Plan

The Community Panel presented the Wharekawa Coast 2120 Joint Working Party (JWP) with their recommendations in July last year and since then the project team and the JWP have been working through these. They have considered a number of factors including the timeframe surrounding each action, how it will be implemented, and high-level budgets required. Alongside this, the JWP has also been working on prioritising the actions. This will determine which actions should be completed in the near future, which will allow for longer implementation timeframes.

The JWP meets next in May 2023 to further consider implementation pathways for the actions. This information will be included in a draft community plan that will come back to the community for input before any final decisions are made.

Hauraki Plains Adaptation Plan

Staff from both councils are currently working on scoping this project. Including considering where logically to start and how it can be undertaken in stages. Proposed starting in Ngatea, Waitakaruru areas and then the Waihou River catchment. Council has Tranche 1 funding and the project advisor role will be tendered. Working with WRC in partnership on this project, and they are offering their expertise to identify hazards.

The findings could affect land use development on the Hauraki Plains, and if so, will need to be brought into the Council's District Plan.

Member asked would there be a community group put together for the Hauraki Plains group as per the Wharekawa group. The Strategic Planner suggested that the approach would be similar to that for the Wharekawa project with a community groups(s) but that staff will try to manage the demands on that group. They do have a key role and the plan needs to be put together in collaboration with the community.

External Advisors Updates

Aakash Shah – St John Ambulance

- Issues with ramping (i.e., when number of ambulances are waiting longer at a time at the ED bay than expected) at Waikato Hospital in Hamilton. Senior leadership staff from St John and Hospital are working together on a plan.
- Waihi Station – new build is getting closer with a start date set for early 2024.
- Operations of St John have generally improved since the COVID pandemic. The organisation had extra resources around Hauraki-Coromandel for the busy summer period and are currently planning for the winter ahead.
- Staff had an extra ambulance working out of Paeroa for the month of April and will have the same from next week for another month.
- Ngatea Station was affected during Cyclone earlier this year. Set to be operational again by end of May or early June 2023.

Mark Tinworth – Fire and Emergency (via Zoom)

- Acknowledged and thanked all the agencies and Councils for work they have been doing supporting our communities and our people within Fire and Emergency.
- Receiving good warning communications prior to events coming through, which allowed for some pre-planning and pre-deployment of resources.
- Access into the areas has been challenging, particularly into the Coromandel area and through the Karangahake Gorge. Access restricted due to permanent and temporary road closures and slips.
- FENZ Waikato has debriefed the recent weather events and highlighted a number of positives and potential learning opportunities.
- Good collaboration between agencies. Assisted by liaison positions being allocated to TCDC and Waikato GECC.
- Liaison with Councils appear to have worked well via the liaison roles.
- The benefits of prior interagency relationship building was acknowledged as a positive to aiding communication in a real event.
- Good communications - sharing of information from the greater Waikato region.
- Learnings – making sure procedures and processes are in place in the cases where there is communications failure. Tairāwhiti region experienced a total communication black out at the peak of the cyclone.
- FENZ stood up 'Recovery' for the region. 'Operational Recovery' support of own personnel and resourcing and 'Community Relief', how we assist the community with Councils and CDEM. First opportunity to enact this with recent events.

Michael Henwood, NZ Police

- Increase of 12% in emergency calls - people calling 111 that is trending up.
- Ex-Cyclone Gabrielle – Coromandel Peninsula became somewhat isolated with limited access, communications were fractured due to loss of power.
- Since the cyclone, Police have been in recovery mode.
- Waikato Police District was asked to supply support to the Hawkes Bay as we were affected considerably less than other parts of the country.
- Closure of SH25A has caused some transport issues.
- There is a need for Emergency Management Training refresh with some Police staff that has not been carried out for some time.
- 2IC's have had more experience in dealing with emergency now and training is being undertaken.
- Communication issues – finding ways to address communication issues occurring over hazard events.

- Pre-order of vehicles – looking at purchasing 4 x 4 vehicles now due to the increase in hazardous situations.
- Considering the use of generators more. i.e., Hawkes Bay.
- Ensuring 'grab bags' are available for staff at workplaces so they can grab and go and stock take of equipment has also been undertaken.
- Police staff were supporting road workers over the event in hazardous road conditions.
- Member asked if any more Police staff are being recruited for the Hauraki District. Police are still filling vacancies. There is some difficulty accommodating staff in Hauraki District.

Karakia whakamutunga

Cr Milner closed the meeting with a karakia at 2.00pm.

CONFIRMED

P A Milner
Chairperson

14 August 2023

HAURAKI DISTRICT COUNCIL

WESTERN PLAINS DRAINAGE DISTRICT

MINUTES OF A MEETING OF THE WESTERN PLAINS DRAINAGE DISTRICT COMMITTEE HELD IN THE COUNCIL CHAMBERS, NGATEA SERVICE CENTRE, 84 ORCHARD WEST ROAD, NGATEA ON THURSDAY, 04 MAY 2023 COMMENCING AT 10.30 AM

PRESENT B Pirie (Chairperson), B Keane (Deputy Chairperson), G Laurich, P A Leonard, P Paterson, Cr P Buckthought (Council Representative) and S Croymans (Council Representative)

IN ATTENDANCE R D Young (co-opted member) J de Vos (Utilities Manager), G Russell (Land Drainage Contractor), D Plom (Operations Engineer – Team Leader) and C Black (Council Secretary)

Cr Buckthought welcomed everyone to the first meeting of the re-established Western Plains District Drainage Committee following the receipt of nominations for the 2023-2026 term and called the meeting to order.

APOLOGIES

RESOLVED

THAT the apology of members, P Johnstone and M Karl be received and sustained.

WPDD23/07

Keane/Pirie

CARRIED

Apologies were noted from the HDC Land Drainage Overseer and the Waikato Regional Council staff.

The Utilities Manager introduced David Plom, Operations Engineer Team Leader – Service Delivery who had recently taken up the role and would be the successor to the current Land Drainage Contractor upon his retirement.

ELECTION OF CHAIR AND DEPUTY CHAIR

Cr Buckthought called for nominations for the roles of Chairperson and Deputy Chairperson.

Brian Keane nominated Brian Pirie for the role of Chairperson.

RESOLVED

THAT Brian Pirie be elected as Chairperson.

WPDD23/08

Keane/ Carter

CARRIED

Peter Paterson nominated Brian Keane for the role of Deputy Chairperson.

RESOLVED

THAT Brian Keane be elected as Deputy Chairman.

WPDD23/09

Paterson/Pirie

CARRIED

Brian Pirie assumed the chair.

LATE ITEMS

There were no late items.

CONFIRMATION: WESTERN PLAINS DRAINAGE DISTRICT COMMITTEE MINUTES - 02-02-23 - 3354857

RESOLVED

THAT the minutes of the meeting of the Western Plains Drainage District Committee held on Thursday, 02 February 2023 be taken as read and confirmed.

WPDD23/10

Pirie/Laurich

CARRIED

MATTERS ARISING FROM THE MINUTESMuggeridge Pump Project Update

Gavin Laurich requested that a WRC representative be invited to update the Committee on the Muggeridge's pump project.

Action: Chair to contact WRC - Waihou-Piako Subcommittee Chair, Robbie Cookson to attend 6th July Western Plains Committee meeting for this update.

Capital Works

Foreshore stopbank - first stage for the Waitakaruru to Karito section has been completed with partially dried spoil lifted onto the stopbank, this will be shaped and re-grassed in April-May if the ground dries out sufficiently. This stopbank is up to full height but just requires reshaping to complete the work.

Canal West Road Stopbank

This work has been deferred and is to be carried out February 2024.

Phillips Road Drain - Floodgates

Peter Johnstone - water from the Phillips Road Catchment is flooding onto his property and other properties. When the Phillips Road floodgates close, water reverse flows down the drain to flood the lowest land. He asked that Council consider funding the installation of a floodgate to prevent this reverse flow. Members suggested putting a block in the drain as an option to address the issue.

Action: Guy Russell to investigate if a resource consent is required to install a floodgate in the Phillips Road drain.

DRAINAGE ACTIVITY REPORT - 3392958

The Land Drainage Contractor presented the land drainage activity report covering the months of January to March 2023 and financial report for the 9 months to 31 March.

RESOLVED

THAT the report be received.

WPDD23/11

Buckthought/Carter

CARRIED

Drainage Contractor

- Staff have continuously been spraying since Xmas as the weather has allowed, but are well behind for this time of the year.
- There has been lower impact from the weather events on western plains as drains have required less mechanical cleaning during the flood events compared to the eastern plains district.
- Routine inspections of assets are being undertaken to ensure they are operational during weather events.
- Machine work has been completed at Indian high-level floodgate, and cleared Costello floodgate. Also cleared Mangawhero debris trap, Tako's culvert and Rawerawe West culvert.
- Culverts: G Laurich, culvert crossing in Rawerawe Roadside drain.
- January had the highest rainfall since records began. February was 230% greater than average.
- Flooding from the western hills occurred at the end of January.
- The Hot Springs left stopbank overtopped flooding farmland and the Miranda Hot Springs holiday park
- Flooding occurred for more than 3-days in the Hot Springs area and the Karito canal catchment above the Hill drain and stopbank
- Mangatangi rainfall was recorded to be a 60 to 80-year event
- Severe weather events are becoming more frequent
- High pump running hours for January and February.

Financial Report

Finances are sitting within budget because there has been no significant mechanical cleaning undertaken to date.

Member's feedback on drainage matters in their areas:

The members were invited to raise any matters requiring consideration within their designated drainage areas.

Replacement for Ross Young – Area 6 - Patetonga / Mangawhero

Ross Young was in attendance and advised the Committee that he did not seek a nomination for the 2023-26 Term as he had chosen to retire but was willing to stay on as member of the Committee in the interim until a suitable replacement could be found for Area 6 - Patetonga / Mangawhero with Peter Paterson. There was an inference that the other member for this area, Peter Paterson could oversee this area but the Committee preferred that a second person be included.

RESOLVED

THAT Ross Young be co-opted onto the Western Plains Drainage District Committee for Area 6 - Mangawhero/Patetonga in the interim until a replacement member could be found.

WPDD23/12

Paterson/Keane

CARRIEDProposal Report to Restructure Committees

Cr Crooymans raised a proposal that had been discussed briefly at Council that the four land drainage committees could be combined to form one overall committee that would oversee the operation of all drainage districts.

Therefore, to enable the Committee to have a clearer view on what the proposed structure would look like, it was requested that staff prepare a report to the next meeting in July where consideration of the proposal could be reviewed by members in more detail.

Other feedback:

- Brian Carter – block in drain at Bell's – holding up water on Walsh's property. The issue was discussed and the committee was advised that the block is not having an adverse effect on drainage as all landowners have direct access to Council drains. It is an issue between landowners.
- Patrick Leonard – Rawerawe East – pampas grass encroaching in the drain by the floodgate.
- Gavin Laurich - Rawerawe West pump – pump is still not working satisfactorily as it regularly cuts out.

Action: Drainage Overseer to follow up why Rawerawe West pump – pump is still not working.

The meeting closed at 12.27pm.

CONFIRMED

B Pirie
Chairperson

06 July 2023

HAURAKI DISTRICT COUNCIL**EASTERN PLAINS DRAINAGE DISTRICT COMMITTEE**

MINUTES OF A MEETING OF THE EASTERN PLAINS DRAINAGE DISTRICT COMMITTEE HELD IN THE COUNCIL CHAMBERS, NGATEA SERVICE CENTRE, 84 ORCHARD WEST ROAD, NGATEA ON THURSDAY, 04 MAY 2023 COMMENCING AT 1.00PM

PRESENT R Hunter (Chairperson), K J Reid (Deputy Chairperson, K R Caddy, T Nicholson, A Green, D Coldicutt, P Schouten, R Webster, Cr P Buckthought (Council Representative) and Cr N Gray (Council Representative)

IN ATTENDANCE J de Vos (Utilities Manager), D Plom (Operations Engineer – Team Leader), G Russell (Land Drainage Contractor) and C Black (Council Secretary)

Cr Buckthought welcomed everyone to the first meeting of the re-established Eastern Plains District Drainage Committee following the receipt of nominations for the 2023-2026 term and called the meeting to order.

APOLOGIES**RESOLVED**

THAT the apology of Cr S Crooymans be received and sustained.

EPDD23/06

Hunter/Reid

CARRIED

Apologies were noted from the HDC Land Drainage Overseer and the Waikato Regional Council staff.

The Utilities Manager introduced David Plom, Operations Engineer Team Leader – Service Delivery who had recently taken up the role and would be the successor to the current Land Drainage Contractor upon his retirement.

ELECTION OF CHAIR AND DEPUTY CHAIR

Cr Buckthought called for nominations for the roles of Chairperson and Deputy Chairperson.

Peter Schouten nominated Roger Hunter to the role of Chairperson.

RESOLVED

THAT Roger Hunter be elected as Chairperson.

EPDD23/07

Reid/Coldicutt

CARRIED

RESOLVED

THAT Kim Reid be elected as Deputy Chairperson.

EPDD23/08

Schouten/Webster

CARRIED

Roger Hunter assumed the chair.

LATE ITEMS

There were no late items.

CONFIRMATION: EASTERN PLAINS DRAINAGE DISTRICT COMMITTEE MINUTES – 02-02-23 - 3354858

RESOLVED

THAT the minutes of the meeting of the Eastern Plains Drainage District Committee held on Thursday, 02 February 2023 are received and confirmed as a true and correct record.

EPDD23/09

Hunter/Coldicutt

CARRIED

DRAINAGE REPORT – JANUARY – MARCH 2023 AND FINANCIAL REPORT FOR THE PERIOD 9 MONTHS TO 31 MARCH 2023 - 3393356

The Land Drainage Contractor presented the land drainage activity and financial report covering January – March 2023.

RESOLVED

THAT the report be received.

EPDD23/10

Hunter/Webster

CARRIED

Drainage Contractor's Report

- Due to the higher than normal amounts of rain over the last three months, staff have continued to monitor and respond to the assets to ensure that they will operate when necessary.
- Spraying for the 2022/23 year did not commence until 20 March 2023 due to the adverse weather that has been experienced since August 2022. Since then 23.5 km have been sprayed within the Eastern Plains area and that includes the completion of the annual helicopter spray.
- There has been significant drain cleaning activity, mainly responding to issues that have arisen resulting from the rainfall events and because spraying had not been able to happen earlier due to the continuous adverse weather.
- Machines cleared blocked culverts and mechanically removed weeds at Reservoir pumps, Awaiti West and Johnstone pumps.
- Rainfall has been significant in January and February with some areas experiencing greater than design events. Eastern Plains area had 30 to 40-year rainfall at Ngatea but a bit less further east. Most areas cleared water within 3 days, except for H-Drain and Awaiti catchments due to Roger Harris pumpstation being out of action.
- Pump operation has been significantly high for January and February due to the amount of rain and saturated catchments.

Cr Buckthought advised members that there is funding in the Mayoral Relief Fund that is available to ratepayers if they have been impacted directly by the ex-Cyclone Gabrielle event. The funding towards the purchase of grass seed for reseeded of pasture would be a key need.

Keven Caddy – asked if the drain through Edmonds was to be cleaned.

A discussion was held on the Awaiti roadside drain and how difficult it was to clean.

Action: Members requested the Awaiti Roadside drain to be sprayed more than once a year.

Member's feedback on drainage matters in their areas:

The members were invited to raise any matters requiring consideration within their designated drainage areas.

- Peter Schouten – asked when is the South catchment drain going to be cleaned. Land Drainage contractor advised that it is cleaned annually and is due to be done the following week. Advised that the Spencer drain and the Candy drain, has dead weed that is blocking them up and they need to be cleaned out.
- Richard Webster – drains are working well.
- Coldicutt – all drains in his area are looking good.
- Kim Reid – H Drain – digger has gone through and water levels are good. McMillan drain, thick weed is prolific and is at threat of blocking flow. Most drains are clean so there is no need to do much spraying.
- It was asked who cleans the Tee-head canal? Contractor advised that WRC maintain the Awaiti and Tee Head canals.
- Roger Hunter – good feedback was received from ratepayers that HDC and WRC pumps worked well during the severe weather events. He noted there are hay bales in his borrowpit drain. Requested Land Drainage Contractor contact WRC about this.
- Roger has put in service requests to have the culvert cleaned on Bush Road just before school. It has been blocked for some time. Roger has been advised his request has been completed but the culvert still remains blocked.
- Keven Caddy – Carters block has a lot of poa aquatica (glyceria maxima) weed growth.
- Andrew Green – Drain on Hamilton Road, Fox property needs cleaning.

The meeting closed at 2.10pm.

CONFIRMED

R Hunter
Chairperson

06 July 2023

FOR DECISION MŌ TE WHAKATAUNGA



TO	Mayor and Councillors
AUTHOR	Duncan Peddie Group Manager Business Services
FILE REFERENCE	Document: 3394388 Appendix A: 3394414
MEETING DATE	31 May 2023
SUBJECT	Proposed Liability Management and Investment Policy 2023

SUMMARY | TE WHAKARĀPOPOTANGA

To provide the Council with the proposed Liability Management and Investment Policy 2023 for review.

The proposed Policy was reviewed and endorsed by Council's Finance Committee on the 11th of April 2023.

The decision is not considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT Council endorses the proposed Liability Management and Investment Policy 2023.

THAT the Endorsed Policy would come into effect on the 1st of July 2023.

THAT Council considers these decisions to be insignificant under its Significance and Engagement Policy 2020.

THAT Council not engage at this time.

1 PURPOSE | TE ARONGA

To provide Council with the proposed Liability Management and Investment Policy for review.

2 BACKGROUND | TE KŌRERO Ā MUA

The Local Government Act (the Act) requires all local authorities (Councils) to adopt the following six funding and financial policies:

- 1.Revenue and financing
- 2.Development and/or financial contributions
- 3.Liability management
- 4.Investment
- 5.Remission and postponement of rates on Māori freehold land
- 6.Local board funding (if your local authority has local boards)

Each of these policies can only be adopted or amended following consultation in accordance with the requirements of section 82 of the Act. However, change to the liability management and investment policies can be made by Council resolution (Section 105 of the Act).

The Liability Management and Investment Policy was last reviewed and revised as part of the 2021-31 Long Term Plan process in 2020. This policy is now up for review as part of the 2024-34 Long Term Plan process.

3 THE ISSUES | NGĀ TAKE

Our Treasury advisers, PWC, have reviewed the current policy, and have recommended a number of key changes to the policy to better equip Council with consideration for recent developments impacting policies generally (Three Waters Reform) and with treasury management best practice in mind. Set out below is a summary of the material changes that are proposed.

The proposed Policy attached to this paper was presented to Councils Finance Committee on the 11th of April 2023. At that meeting the Committee resolved to endorse the proposed Policy.

Significant changes proposed

The following are the key changes recommended to the Policy (by section):

Specific borrowing limits, section 5(a)

Council has recently received approval from the LGFA for a bespoke Net Debt / Total Revenue covenant limit, increasing from 175% to 210%. This policy limit will remain in place up to 1 July 2026, and reflects the uncertainty that exists in regards to the Three Waters Programme and whether water infrastructure and associated debt will transition from councils in July 2024. In such circumstances it would be onerous on Council to seek an external credit rating, given it will have minimal external debt in July 2024. The new covenant limit is set out below:

Covenant	Current	New
Net debt to revenue	175%	210%

The newly approved covenant limit is subject to the following:

1. The net debt to total revenue covenant of 210% applies only for the period through to 1 July 2026. After that date, the covenant will revert to 175%.
2. If the Three Waters Programme does not proceed as currently outlined in the Water Services Entity Bill, then if forecast debt is above 175% Council is likely to seek a formal credit rating.
3. Council is expected to remain compliant with the other three LGFA financial covenants. Accordingly, we have reflected this change and its associated conditions within the new Policy.

Debt/borrowings, section 1(a)

We have reviewed the language around determining the gross external debt forecast and suggest adding in a comment that enable the CE to consider alternative debt forecast scenarios when evaluating long-term debt and interest rate management decisions. This will provide management with greater insight around how the interest rate risk profile will change under different debt forecast scenarios. Reviewing alternative debt forecast scenarios will reduce the risk of Council being in an over- or under-hedged position in events such as the Three Waters Programme of changes to the capital expenditure programme. Management will continue to report to Council against the CE approved debt forecast for its Treasury Reporting.

Maturity profile, section 1(b)

We have detailed how pre-funded debt is incorporated within the funding maturity profile calculation percentages. Once debt has been pre-funded and the proceeds are held in a contracted term deposit, the term deposit amount is netted off the maturing debt amount. This illustrates the forward management of debt refinancing risk.

Other Considerations

The minimum long-term S&P credit rating (or equivalent) of 'A' is now consistent throughout the document.

We have considered the size of the counterparty credit limits and believe they remain suitable for the treasury activities undertaken by Council

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of **community views and preferences** on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to not to engage at this time.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Update the Liability Management and Investment Policy per advise from Councils treasury advisors PwC
- Retaining the status quo

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff and Councils treasury advisors have undertaken this review to ensure that we satisfy internal requirements for a policy review every three years and that we have a robust Policy to serve Council into the future in light of known changes impacting the local government sector now and into the future. As such it is recommended:

- THAT the proposed Liability Management and Investment Policy, endorsed by the Finance Committee, is adopted by Council.
- THAT the Proposed Policy be effective from 1 July 2023.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council’s strategic direction , including community outcomes.
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets .
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans .
SIGNIFICANCE ASSESSMENT	The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2020.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
June 2023	Staff prepare for the adoption of the Proposed Policy from 1 July 2023 including any changes to reporting metrics.	

8 Approval

Prepared by	Steve Baker Finance Manager
Approved by	Duncan Peddie Group Manager Business Services

Appendix A



Section 5i

Liability and investment policy

Liability and investment policy

Liability Management Policy

Principle and Purpose

The Council is governed by the following relevant legislation:

- Local Government Act, 2002, [in particular Part 6 including sections 101, 102, 104, 105, 112 and 116.](#)
- [Local Government \(Financial Reporting and Prudence\) Regulations, 2014](#), in particular Schedule 4.

[Also, as an investor of ratepayer's monies, Council must have consideration of the Trust Act 2019. When acting as a trustee or investing money on behalf of others, trustees have a duty to invest prudently and that they shall exercise care, diligence and skill that a prudent person of business would exercise in managing the affairs of others.](#)

The Local Government Act, 2002 (LGA) contains a number of sections which impact on the Liability Management Policy. The key sections are noted below:

- 101(1): PRINCIPLES OF FINANCIAL MANAGEMENT – A local authority must manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community.
- 104: CONTENTS OF LIABILITY MANAGEMENT POLICY – This section details what is required in the Liability Management Policy.
- Part 6 SUBPART 4: BORROWING AND SECURITY – There are a number of sections within this Part of the Act which cover the following:
 - prohibition on borrowing in foreign currency
 - constraints on receiver
 - rates as security
 - register of charges maintained by local authority
 - protected transactions
 - the Crown not liable for debts.

Objectives of the Policy

This policy addresses a number of key objectives, along with those required purely for legislative compliance.

The following objectives have been identified.

Prudence

Section 101(1) requires the Council to be prudent in managing its debt. The Council can achieve this by ensuring long-term financial stability. This is measured by financial ratios.

Prudence can also be achieved by making certain that strong control systems are in place. This should ensure that decisions are made by persons with appropriate skills at the correct level of responsibility, and that policies are complied with.

Flexibility

Where possible the Liability Management Policy should have sufficient flexibility to permit the Council to take advantage of the tools available within the legislation. This clearly needs to be consistent with other key objectives, e.g. financial prudence.

An inflexible policy may deny the Council the opportunity to reduce risk, cost or both.

Risk

Risks should be minimised. However, it is necessary to recognise there are trade-offs between the reduction of risk and the cost associated with this.

Borrowing exposes the Council to three principal risks:

- Liquidity and Funding Risk – Liquidity risk is where the Council does not have the ability to access committed funding at a future time as required. Funding risk centres on the ability to re-finance or raise new debt at acceptable pricing and maturity terms.
- Interest Rate Risk –The risk that the Council will be exposed to changes in market conditions, particularly wholesale interest rates, prevailing at any time. It is important to consider this on a forward looking basis when issuing new debt and refinancing existing debt on an ongoing basis. It may impact on the maturity profile of issued debt and the process of re-financing.
- Credit Risk – The risk that a party to a transaction, such as a counterparty or a financial intermediary/institution, may not settle or provide committed funding as and when required. This risk is applicable where the Council is both a borrower and an investor, with the more significant risk arising when the Council is an investor.

Liquidity and Funding Risk Management

The Council must ensure that it is able to meet its obligations as they fall due. These include ongoing operational expenditures and the repayment of maturing debt obligations, which are not being re-financed. A key factor in funding risk management is to spread and control the risk to reduce the concentration of risk at any one time.

This should be achieved through short-term and long-term liquidity and funding management.

Minimise Total Cost of Borrowing

Protecting and minimising the total cost of borrowing over the medium to longer term is a key objective within the Liability Management Policy.

The total cost of borrowing not only includes the interest expense but also advisory fees, transaction costs, internal administrative costs and the commitment of staff resource.

The total of these costs needs to be minimised, rather than focusing on one of the individual items to the exclusion of the others.

An approach to minimising the total cost of borrowing is internal borrowing. This enables the Council to bypass paying the fees and margins between external borrowing and investing interest rates. Internal borrowing also minimises credit risk because the Council is investing funds internally rather than with a third party.

Policies

Interest Rate Exposure (Sec 104(a) LGA)

Interest rate exposure arises from movements in wholesale interest rates over time and the refinancing/raising of new debt that may result in an adverse interest market.

If interest rates are decreasing it may be desirable to have a higher percentage of the Council's debt held at a floating interest rate to benefit from falling interest rate. Conversely in a period of increasing interest rates it would be better to hold fixed rate debt.

However, it is difficult to form a view of long-term interest rates given the numerous domestic and international influences on our economy. The only way in which optimal interest rate mixes can be determined is by having the benefit of an accurate forecast of future interest rates and movements.

Domestic and international fund managers and corporate treasury departments are often incorrect in their predictions of future trends in interest rates. Such behaviour, i.e. forecasting future interest rates, should be regarded as highly speculative from the Council's perspective.

Exposure to interest rate risk can be reduced by raising debt at a mixture of floating and fixed interest rates. In addition it is appropriate to have a mix of maturity dates so re-pricing risk is minimised.

Where core debt is at a low level, such as less than \$4 million, it may be difficult to efficiently have a flat maturity profile and/or a mixture of fixed and floating interest rates to ensure interest rate risk is minimised. It may be possible to minimise interest rate risk, but potentially suffer from increased transaction and administration costs because of smaller individual debt parcels.

If current interest rates are substantially lower than that currently being paid by the Council, it may be appropriate to re-finance. Other cost factors, such as the transaction costs of re-financing, must also be considered. If the re-financing involves a substantial portion of the Council's overall debt, special consideration must be given to how it can be made compatible with the Council's overall desired maturity profile.

Using hedging instruments - which include forward rate agreements, interest rate swaps, and interest rate options, can reduce interest rate risk. These should only be used for the purpose of hedging interest rate risk against underlying floating rate borrowings.

The use of hedging instruments is viewed by some as somewhat risky. There have been a number of instances where financial instruments have been used and significant negative results have resulted. It should be noted that these instances are where the instruments were used in a speculative rather than a hedging nature (e.g. Hammersmith Council in London in the late 1980s).

However, the use of hedges to offset risk may be to the Council's advantage. It would be appropriate if the scale of the transaction were such that there is a significant exposure to a prevailing set of interest rates. By entering offsetting interest rate contracts or the use of other sophisticated tools, the dangers associated with any large position can be minimised.

In deciding whether to use a hedge, two factors should be considered. Firstly, the Council must be confident that the proposed transaction is a genuine hedge, i.e. that it does in fact reduce total risk. Secondly, the cost of the hedge must be justified by the reduction in risk that is achieved.

If there is absolute certainty of the answers to these two questions, then a hedge is appropriate. It is likely that independent expertise would be sought in planning such a transaction.

Liability Management Policy 1 (a): Fixed/Floating Interest Rates

The Council should maintain a mix of fixed and floating interest rates, either directly via individual fixed rate debt securities, or via alternative interest rate management instruments, e.g. interest Rate Swaps.

Debt/borrowings

Exposure to interest rate risk is managed and mitigated through the risk control limits below. Council's forecast gross external debt should be within the following fixed/floating interest rate risk control limits. Forecast gross external debt is the amount of total external debt for a given period. This allows for pre-hedging in advance of projected physical drawdown of new debt.

[The Chief Executive can consider alternative debt forecast scenarios that make assumptions around such matters as, the delivery and timing of the capital expenditure programme when designing the interest rate strategy.-](#)

When approved forecasts are changed (signed off by the Chief Executive or equivalent), the amount of interest rate fixing in place may have to be adjusted to ensure compliance with the Policy minimum and maximum limits.

Debt Interest Rate Policy Parameters (calculated on rolling monthly basis)		
Debt Period Ending	Minimum Fixed	Maximum Fixed
Current	40%	90%
Year 1	40%	90%
Year 2	35%	85%
Year 3	30%	80%
Year 4	25%	75%
Year 5	20%	70%
Year 6	0%	65%
Year 7	0%	60%
Year 8	0%	50%
Year 9	0%	50%
Year 10	0%	50%
Year 11 plus	0%	25%

- A fixed rate maturity profile that is outside the above limits, but self corrects within 90 days is not in breach of this Policy. However, maintaining a maturity profile beyond 90 days requires specific approval by the Audit and Risk Committee or Council.
- "Fixed Rate" is defined as all known interest rate obligations on forecast gross external debt, including where hedging instruments have fixed movements in the applicable reset rate.
- "Floating Rate" is defined as any interest rate obligation subject to movements in the applicable reset rate.
- Fixed interest rate percentages are calculated based on the average amount of fixed interest rate obligations relative to the average forecast gross external debt amounts for the given period (as defined in the table above).
- Interest rate instruments and fixed rate debt maturities are limited by the maximum LGFA bond maturity. Longer maturities are approved by Council.

Instrument use

- Interest rate options must not be sold outright. However, 1:1 collar option structures are allowable, whereby the sold option is matched precisely by amount and maturity to the simultaneously purchased option. During the term of the option, only the sold side of the collar can be closed out (i.e. repurchased) otherwise, both sides must be closed simultaneously. The sold option leg of the collar structure must not have a strike rate "in-the-money".
- Purchased borrower swaptions mature within 18 months.
- Interest rate options with a maturity date beyond 12 months that have a strike rate (exercise rate) higher than 2.00% above the appropriate swap rate cannot be counted as part of the fixed rate cover percentage calculation.
- The forward start period on swap/collar strategies is to be no more than 36 months, unless the forward start swap/collar starts on the expiry date of an existing swap/collar and has a notional amount which is no more than that of the existing swap/collar.

Approved financial instruments are as follows:

Category	Instrument
Cash management and borrowing	<ul style="list-style-type: none"> ● Bank overdraft ● Committed cash advance and bank accepted bill funding facilities (short term and long term loan facilities) ● Committed standby facilities (where offered) from the LGFA ● Uncommitted money market facilities ● Retail and wholesale bond ○ Fixed Rate Note (MTN) ○ Floating Rate Note (FRN) ● Commercial paper (CP)/ Promissory notes ● Finance leases ● Forward starting committed debt, and blending & extending debt with the LGFA
Interest rate risk management	<p>Forward rate agreements (FRAs) on:</p> <ul style="list-style-type: none"> ● Bank bills <p>Interest rate swaps including:</p> <ul style="list-style-type: none"> ● Forward start swaps (start date <36 months) ● Swap extensions and shortenings <p>Interest rate options on:</p> <ul style="list-style-type: none"> ● Bank bills (purchased caps and one for one collars) ● Interest rate swaptions (purchased swaptions and one for one collars only)

Any other financial instrument must be specifically approved by the Council on a case-by-case basis and only be applied to the one singular transaction being approved.

Liability Management Policy 1 (b): Maturity Profile

The funding risk management control limits are outlined below:

- External debt and [unused](#) committed debt facilities together with available liquid short-term investments must be maintained at an amount exceeding 110% of existing total external debt. Liquid treasury investments have a term of no more than three months.
- The Chief Executive has the discretionary authority to re-finance existing debt on acceptable terms and conditions. Such action is to be reported to the Council’s Audit and Risk Committee.
- The Council has the ability to pre-fund up to 18 months forecast debt requirements including re-financings. Debt re-financings that have been pre-funded, will remain included within the funding maturity profile until their maturity date.
- The maturity profile of the total committed funding, in respect to all loans and committed facilities, is to be controlled by the following:

PERIOD	MINIMUM %	MAXIMUM %
0 to 3 years	15%	60%
3 to 7 years	25%	85%
7 years plus	0%	60%

- [A funding maturity profile that is outside the above limits, but self corrects within 90-days is not in breach of this policy. However, maintaining a maturity profile beyond 90-days requires specific Audit and Risk Committee or Council approval.](#)
- [Once debt has been refinanced with a contracted term deposit \(pre-funded\), the term deposit amount, will net off the maturing debt amount, from the funding maturity profile percentage calculation.](#)

- To minimise concentration risk the LGFA require that no more than the greater of NZD 100 million or 33% of a Council's borrowings from the LGFA will mature in any 12-month period.
- Alternative funding mechanisms such as leasing should be evaluated with financial analysis in conjunction with traditional on-balance sheet funding. The evaluation should take into consideration ownership, redemption value and effective cost of funds.

Liability Management Policy 1 (c): Hedging

The Council will only enter into a hedging transaction where it can be clearly demonstrated that:

- (i) the transaction is to be used to reduce risk associated with an existing position (it is expressly prohibited to enter into speculative contracts)
- (ii) the transaction will reduce risk to the Council, by adjusting an undesirable maturity profile or a fixed versus floating interest rate position
- (iii) the cost of the transaction is exceeded by the reduction in risk.

Liquidity (Sec 104(b) LGA)

There is a need to have a policy that ensures the Council has sufficient funds available to meet its immediate cash outflow obligations as they fall due and are payable.

The key factors influencing this policy are prudence, flexibility, minimising total costs and having short term borrowing capacity.

The 1996 Local Government Amendment Act specifically provided for short term borrowing in section 122J. The Local Government Act, 2002 replaced the specific and prescriptive powers previously in place with a general power of competence, specifically in section 12(2):

For the purposes of performing its role, a local authority has -

- (a) full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
- (b) for the purposes of paragraph (a), full rights, powers, and privileges.

The Council needs to have strong forecasting systems in place to ensure it minimises the need for borrowing, especially short-term borrowing, and maximises the returns available from the investment of surplus funds.

Liability Management Policy 2

The Council will ensure that it has, at all times, sufficient funds available to meet its obligations as they fall due. Potential sources of funds include cash deposits and committed but undrawn lines of bank facilities.

Pursuant to Section 12(2) of the Local Government Act, 2002, the Council may borrow funds on a short-term basis to provide for efficient and effective cash management. Borrowing under this policy shall be used for the purpose of meeting temporary cash flow shortfalls and will not be used as a permanent source of funds. (For the purpose of this policy "permanent sources of funds" are those funds borrowed for a term longer than 12 months).

The Council delegates responsibility for establishing short-term debt and overdraft facilities and the day-to-day management of any Council overdraft facility to the Chief Executive and staff. The long-term borrowing requirements for any year are approved by the Council.

Credit Risk (Sec 104(c) LGA)

In any financial transaction, there is a risk that the counterparty may be unable or unwilling to settle the transaction as agreed. This risk is reduced when the Council is the borrower as the Council would be the settler of the transaction, although there is a risk of a bank lender not providing committed funding upon demand. However where the Council has transacted a hedge contract, such as an interest rate swap, there is a need to ensure the party with which the transaction has been placed is capable of settling that transaction over the entire term.

Risks are minimised by limiting the Council's dealings to counterparties with appropriate industry standing, credit rating, financial adequacy and track record.

Liability Management Policy 3

The Council will satisfy itself, in all its borrowing and interest rate management transactions with counterparties, that:

- they have a long-term Standard & Poor’s (S&P) (or equivalent Fitch or Moody’s rating) credit rating of at least A or above, and/or short term rating of A-1 or above
- banks are New Zealand registered banks [and regulated](#) with the Reserve Bank of New Zealand
- the New Zealand Local Government Funding Agency Limited (LGFA) has a long-term credit rating of at least AA-

This is to give the Council reasonable certainty that obligations under concluded contracts will be honoured.

The following table sets out the policy limits:

Counterparty	Minimum S&P long term/short term credit rating	Interest rate risk management instrument maximum per counterparty (\$million)	Total maximum per counterparty, including investments (\$million)
NZ Registered Bank	A/ A-1	10.0	20.0
LGFA	AA-/A-1	unlimited	unlimited

In determining the usage of the above gross limits, the following product weightings will be used:

- Interest Rate Risk Management (e.g. swaps, FRAs) – Transaction Notional · Maturity (years) · 3%.

To avoid undue concentration of exposures, financial instruments should be used with as wide a range of approved counterparties as possible. Maturities should be well spread. The approval process must take into account the liquidity of the instrument and prevailing market conditions the instrument is traded in and re-priced from.

Individual counterparty limits are kept in a spread sheet/[system](#) by Council management and updated on a day to day basis. Credit ratings should be reviewed on an ongoing basis and in the event of material credit downgrade, this should be immediately reported to the Council and assessed against exposure limits. Counterparties exceeding limits should be reported to the Council.

Debt Repayment Policy (Sec 104(d) LGA)

This policy gives effect to the objective of minimising the Council’s interest rate risk.

Liability Management Policy 4

Funding terms are to be set to ensure that the overall borrowing is consistent with an even spread of debt maturities.

Where repayment by the use of a sinking fund or loan repayment reserve is contemplated, sufficient funds will be provided to enable the repayment of the loan at the time contemplated.

Where the Council has surplus long-term funds these may be used to repay debt if this doesn’t compromise other aspects of the liability management policy.

Specific Borrowing Limits

The amount of debt that is raised by the Council clearly has implications for the Council’s overall financial position and future income streams required to fund the debt. This is fundamentally dictated by the community’s ability to pay.

Appropriate limits on total borrowing should be reflected as ratios or dollar limits in terms of income streams, interest expense and debt per assessment.

Liability Management Policy 5(a)

The Council must ensure that its borrowing satisfies the following limits:

Net external debt / total revenue	≤	175 210% *
Net external public debt per assessment	≤	\$8,000
Net interest expense /total revenue	≤	10%
Net interest expense /rates revenue	≤	15%

*Council has received approval from the LGFA for a bespoke 210% Net Debt / Total Revenue covenant. This covenant will reduce to 175% after 1 July 2026. However, if the Three Waters Programme does not proceed as currently outlined in the Water Services Entity Bill, and the Net Debt/Total Revenue covenant is above 175%, Hauraki District Council will seek an external credit rating.

- Total revenue is defined as cash earnings from rates, government grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets).
- Net external debt is defined as total external debt less liquid investments. Any council lending to a CCO or CCTO can be deducted from debt (following approval by the LGFA) but only where the CCO or CCTO is a going concern and not dependent upon council financial support.
- Liquid investments are available assets defined as being:
 - Overnight bank cash deposits
 - Wholesale/retail bank term deposits no greater than 30 days
 - Bank issued RCD's less than 181 days
- External debt funding and associated investment activity relating to pre-funding is excluded from the liquidity ratio calculation.
- LGFA borrower notes can be deducted for the LGFA liquidity calculation.
- Net interest is defined as the amount equal to all interest and financing costs less interest income for the relevant period.
- Annual rates revenue is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act, 2002.
- Borrowing limits are measured on Council only not consolidated group.
- Disaster recovery requirements are to be met through the liquidity ratio [and special funds](#).

Liability Management Policy 5(b)

There are no limits on internal borrowing.

Provision of Security

In the past, territorial local authorities offered the ability to levy a special rate as security to a lender. This afforded the lender significant comfort (i.e. reduced their risk), and lower interest rates could be achieved.

The current approach provides for similar security by way of a debenture trust deed, giving the ability for a receiver to set a rate to repay any principal and interest owing. It now also allows councils to offer assets as security. It is likely that assets as a form of security would be viewed by the lenders as riskier than special rates; this would imply an increase in the cost of interest to the Council. It is therefore unlikely that assets would be offered as security to lenders.

The Council should not prevent itself from offering fixed assets as security if this was the most appropriate course of action to take. It needs to be recognised that the Council is prohibited from giving any form of security over certain classes of land, or over assets held under a trust or endowment.

Liability Management Policy 6

In general, the Council will secure its borrowings against its rates revenue.

The Council is prepared to give security over its assets. Before giving security against any assets, the Council must be satisfied that doing so is fairly reflected in the cost of borrowing. Comparisons of the cost of borrowing between different alternative borrowing transactions must account for different requirements as to the giving of security.

Any Council lending to a CCO or CCTO will be on a secured basis and be approved by Council.

Giving of Loan Guarantees

The provision of a guarantee on behalf of an organisation should enable the provision of goods or services at a lower cost because of a reduction in the organisation's cost of interest. This indirect benefit to the Council must be weighed against the lack of control associated with guaranteeing the obligations of another party, the increased risk to the Council that is involved, and whether there are any offsetting considerations such as the potential availability of assets to offset obligations under the guarantee.

It is appropriate to cap the limits on the total to be guaranteed, both overall and to any one organisation. Monitoring of the guaranteed party is a first step towards limiting the Council's risk. Consideration should be given to requiring notice of any abnormal or extraordinary events that relate to a substantial change in the nature, objectives or functions of the guaranteed organisation, or that could affect the ability of the guaranteed organisation to meet its financial obligations. Notice would be required as soon as the event occurred, or it became reasonably possible to occur.

The most serious disadvantage guarantees is the absence of controls on guaranteed organisations, as opposed to purely procedural reporting requirements. There should be rules requiring organisations to maintain their ability to meet their obligations, analogous to interest coverage ratios and balance sheet ratios required of the Council by the borrowing limits policy. These rules are yet to be developed.

The remedies for the failure of a guaranteed organisation to comply with the agreement to guarantee its obligations require consideration. While the terms of a particular agreement to guarantee should specify the remedies available to the guarantor, these remedies must lie purely against the guaranteed party. They cannot, as a matter of contractual privity, affect the rights of the lender.

Liability Management Policy 7

The Council may act as guarantor to bank loans for an incorporated organisation which will provide, improve, or develop amenities for recreation, amusement or the instruction of the public.

Council may act as a financial guarantor to a Council wholly owned, council controlled organisation, once approved by Council.

The total combined amount the Council may guarantee at any one time shall not exceed 10.0% of the general rates levied in any year. The maximum amount the Council may guarantee to any one qualifying organisation shall be 5.0% of total rates levied, except that in special circumstances the limit of 5.0% may be exceeded upon Council resolution.

Each organisation that the Council has provided a loan guarantee shall provide to the Council:

- a six-monthly unaudited financial report within three months of the first six months of the financial year
- an annual audited financial report within four months of the balance date
- a statement from the bank lending the money to the qualifying organisation each year that shows the principal outstanding at the end of that period and payment made during the year.

Internal Borrowing/Investing

Where possible, the Council will borrow or invest funds internally, so as to minimise its total cost of borrowing while still providing a market rate of return on its investments. The Council will also borrow or invest internally to minimise its credit risk. The Council may include a margin on borrowings or investments to recover administration costs.

Liability Management Policy 8(a)

Where at all possible, the Council will borrow or invest internally rather than externally.

Liability Management Policy 8(b)

The Council will charge interest on internal borrowings, charged in arrears, at a margin above the Council's average borrowing costs for the year. The basis point margin is determined by the Chief Executive.

Liability Management Policy 8(c)

The Council will pay interest on internal investments, charged in arrears, at a margin below the Council's average borrowing costs less a basis point margin determined by the Chief Executive.

On-lending to council controlled organisations and council controlled trading organisations

To better achieve its strategic and commercial objectives, Council may provide financial support in the form of debt funding directly or indirectly to CCO/CCTOs.

Guarantees of financial indebtedness to CCTOs are prohibited, but financial support may be provided by subscribing for shares as called or uncalled capital.

Any on-lending arrangement to a CCO or CCTO must be approved by Council. In recommending an arrangement for approval the GMBES considers the following:

- Credit risk profile of the borrowing entity, and the ability to repay interest and principal amount outstanding on due date.
- Impact on Council's credit standing, debt cap amount (where applied), lending covenants with the LGFA and other lenders and Council's future borrowing capacity.
- The form and quality of security arrangements provided.
- The lending rate given factors such as; CCO or CCTO credit profile, external Council borrowing rates, borrower note and liquidity buffer requirements, term etc.
- Lending arrangements to CCO or CCTO must be documented on a commercial arm's length basis. A term sheet, including matters such as borrowing costs, interest payment dates, principal payment dates, security and expiry date is agreed between the parties.
- Accounting and taxation impact of on-lending arrangement.

All on-lending arrangements must be executed under legal documentation (e.g. loan, guarantee) reviewed and approved by Council's independent legal counsel.

New Zealand Local Government Funding Agency Limited**Liability Management Policy 9**

Despite anything earlier in this Policy, the Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:

- contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA, e.g. borrower notes
- provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself
- commit to contributing additional equity (or subordinated debt) to the LGFA if required
- secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue
- subscribe for shares and uncalled capital in the LGFA.

Delegation of authority

Council delegations are held in the Delegations Manual.

Investment Policy

Principles and Purpose

The Council is governed by the following relevant legislation:

- Local Government Act, 2002.
- Local Government (Financial Reporting and Prudence) Regulations, 2014, in particular Schedule 4.

~~Trustee Act, 1956~~

The investment policy, required by legislation, is one aimed at formalising existing approaches and ensuring a fresh view is taken in light of the other changes and requirements included within the Local Government Act, 2002 (LGA).

[Also, as an investor of ratepayer's monies, Council must have consideration of the Trust Act 2019.](#)

The ~~Trustee Act, 2019~~ ~~1956~~ highlights that when acting as a trustee or investing money on behalf of others, trustees have a duty to invest prudently and that they shall exercise care, diligence and skill that a prudent person of business would exercise in managing the affairs of others. ~~Details of relevant sections can be found in the Trustee Act, 1956, Part II Investments.~~

There are two main sections of the Local Government Act, 2002 that impact on the Investment Policy, noted below:

- 102(4)(c): INVESTMENT POLICY – Requires every local authority to adopt an investment policy using the special consultative procedure.
- 105: CONTENT OF INVESTMENT POLICY – Details what is required in an Investment Policy.

Objectives of the Policy

Section 105 LGA requires the Council to include its objectives in terms of which financial and equity investments are to be managed. The following objectives have been identified.

Prudence

Section 101(1) LGA requires the Council to be prudent in managing its investments. The Council, as a responsible corporate citizen and custodian of public funds, recognises that it should manage investments in a prudent manner. This will require a risk averse approach with care to ensure unnecessary risks are avoided.

For the Investment Policy, prudence can be achieved by ensuring that strong control systems are in place. This should ensure that decisions are made by those persons with appropriate skills at the correct level of responsibility, and that policies are complied with.

Flexibility

Where possible the Investment Policy should have sufficient flexibility to permit the Council to take advantage of all the tools and opportunities available. This clearly needs to be consistent with other key objectives, e.g. financial prudence.

Minimisation of Risk and Maximisation of Returns

These two objectives are effectively opposing forces. It is well documented that investments with low risk carry low returns and conversely those investments with high risk carry high returns. The Council should seek to maximise returns from a given risk acceptance position; it is important to establish what degree of risk the Council is prepared to accept and then seek to maximise returns.

Prudence requires a degree of conservatism in investments, meaning that the Council should be more risk averse than the average investor. Therefore, it should predominantly invest in low risk, low return investments.

Liquidity

It is emphasised in the Liability Management Policy that liquidity management is essential. A key element of this is the negotiability of investments and timing and matching of investment maturities to expected outflows, e.g. operating expenditures, project payments and debt retirement.

Given the uncertainty that inevitably surrounds forecasting, it is prudent that the Council provides some coverage factor for unexpected transactions as provided by the liquidity management policy through committed unused bank facilities and treasury investments of no more than three months.

When making investment decisions it is important to consider the length of time the investment will be placed for and the liquidity of the investment.

Policies

The policies provide a framework within which decisions can be made, rather than providing a prescriptive set of criteria that is currently employed for surplus funds management.

General Policy (Sec 105 LGA)

Investment Policy 1

The Council, as a responsible corporate citizen and custodian of public funds, recognises that it should manage investments in a prudent manner. This will require a risk averse approach and care to ensure unnecessary risks are avoided.

The Council aims to maximise its returns in the long-term while ensuring risks remain within the Council's accepted range.

New Zealand Local Government Funding Agency Limited investment

Despite anything else in this Policy, the Council may invest in shares and other financial instruments of the New Zealand Local Government Funding Agency Limited (LGFA), and may borrow to fund that investment. The Council's objective in making any such investment will be to:

- obtain a return on the investment
- ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.

Because of these dual objectives, the Council may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments. If required in connection with the investment, the Council may also subscribe for uncalled capital in the LGFA and be a guarantor.

Disposition of Revenue and Proceeds

Investment Fund

The Council's most significant investment was previously its shareholding in Power New Zealand. When the shares were sold the sale proceeds were placed into a notional investment fund.

The Council identified a number of key strategic assets including the Power New Zealand share holding, forestry holdings and leasehold sections held at Waihi Beach. The net proceeds from the sale of these assets was or will be placed into the same investment fund (net proceeds are defined as gross sale proceeds less costs of sale, any accrued debt arising from previous holding costs not previously funded, and any rehabilitation costs.)

The Council has determined that in the interests of fairness and equity the investment fund benefits should be ascribed to the benefit of all ratepayers. Twenty five percent of the fund income will be allocated to funding of projects. Seventy five percent will be used to reduce the District General Rate.

General Funds

Proceeds from the investment of surplus funds are credited to the District General Rate pool. Separate reserve funds are allocated interest at the estimated average rate of return achieved for the financial year.

Asset sale proceeds are generally credited to the fund or activity that provided the funding for the original purchase. Asset sale proceeds could also be credited to funds notified in the resolution by the Council approving sale if required or appropriate.

Investment Policy 2

Returns from investments, after the deduction of expenses, will be applied as follows:

- 25% of the income from the Investment Fund will be credited to the District Community Projects Assistance Fund. This fund will be used to assist with the completion of community projects. The Council will allocate the funding on a project-by-project basis.
- 75% of the income from the Investment Fund will be used to reduce the District General Rate requirement.
- Interest will be credited to separate reserve funds on the basis of the estimated average yield on surplus funds for the financial year less the margin for recovery of overheads.
- Returns will be applied in accordance with any resolution of the Council.
- Returns will be applied to the Council's general operating revenues.

Net asset sale proceeds will be credited to the fund or activity which originally provided the funding for the asset's original purchase, or to any other fund as per the Council resolution.

Management and Reporting (Sec 105(d) LGA)

Delegated authority to approve investments should rest with the Chief Executive. However, for practical reasons the power to negotiate such investment needs to be extended.

Operational Procedures will, where possible, ensure that:

- There is clear segregation of duties between persons executing treasury arrangements, those authorising treasury arrangements, confirming, settling and accounting/reporting.
- Transactions are made only with approved counterparties.
- Transactions comply with legislative requirements.
- Monthly reconciliation of all cash holdings, surplus funds and investments are completed. These are to be independently reviewed and approved by the [Group Manager Business Support, Corporate Services Manager](#).
- There is close control over daily, weekly and monthly and longer-term cash flow projections so that the Council's working capital requirements are met.

Quarterly reports should be made to the Council for the three month periods ending 30 September, 31 December, 31 March and 30 June each financial year. Included within these reports should be details of the following:

- Investments on hand at the end of the quarter, including the names of counterparties, sums invested with each, terms of each investment, and interest rates being earned.
- The average earnings rate on investments made during the quarter.
- A commentary on movements in interest rates during the quarter and the effect of these on anticipated returns for the financial year. This could include a comparison to interest rates earned over the previous six months.

Investment Policy 3a

The Chief Executive shall have delegated authority to negotiate and authorise any investment transaction within the approved policy, and shall be authorised to delegate that authority.

Investment Policy 3b

Quarterly reports will be made to the Council (for the three month periods ending 30 September, 31 December, 31 March and 30 June each financial year).

Included within these reports should be details on:

- Investments on hand at the end of the quarter, including the names of counterparties, counterparty credit rating, sums invested with each, terms of each investment, and interest rates being earned.
- The average earnings rate on investments held during the quarter.

Acquisition of New Investments and Credit Risk (Sections 105(c) and 105(e) LGA)

Credit risk (also called default risk) is the risk that a counterparty will not be able to meet interest or principal payments when due.

The credit risk of issuers can be established via international credit agencies such as Moody’s, Fitch, and Standard and Poor’s (S&P). When viewing the ratings supplied by the agencies it is relevant to consider the instruments or debt type being rated.

There are different debt types depending on the security or ranking offered.

Credit risk can be reduced by limiting investments to highly credit rated organisations and diversifying the type and maturity of investments.

The Council may, from time to time, wish to promote the development and expansion of commercial organisations through the advance of funds. It should be recognised that while there may be sound reasons to justify the advances, this may involve a departure from normal investment policy. The following policy is to cover this eventuality.

Investment Policy 4(a)

Credit risk will be minimised by investing only in high quality investments. For the purposes of this Policy, this means that investments will only be acquired that have Standard & Poor’s ratings for short-term investments of A-1 or higher and for long-term investments of A+ or higher. Equivalent Moody’s and Fitch ratings may apply.

Approved financial instruments are as follows:

Category	Instrument
Investments (no greater than 12 months)	Short term bank deposits Bank certificates of deposit (RCDs) Treasury bills
Investments	LGFA borrower notes

Any other financial instrument must be specifically approved by the Council on a case-by-case basis and only be applied to the one singular transaction being approved.

All unsecured investment securities must be senior in ranking. The following types of investment instruments are expressly excluded:

- Structured debt where issuing entities are not a primary borrower/ issuer.
- Subordinated debt (other than Borrower Notes subscribed from the LGFA), junior debt, perpetual notes and debt/equity hybrid notes such as convertibles.

Investment Policy 4(b)

The Council may, in its discretion, acquire investments of up to \$500,000, that depart from Investment Policy 4(a) where it considers that the departure would advance its broader social or other policy objectives.

A Council resolution is required to authorise an investment under this provision, and that resolution shall note that it departs from the Council’s ordinary policy on credit risk and the reasons justifying that departure.

Return on Investment (Sec 105(e) LGA)

The Council should, within the parameters of other policies, seek to maximise the returns on its investments. The returns must, however, reflect the risk involved.

Government stock is regarded as a risk-free investment and as such is the benchmark from which the pricing of other investments is determined.

A higher risk should only be accepted if the expected return is also higher. Although greater returns may be achieved by investing in securities issued by corporates (such as company debentures) it must always be remembered that the higher yield represents the extra margin that is generally required to compensate the investor for increased default risk.

Investment Policy 5

The expected return on all funds invested should reflect the risk involved, according to the following guidelines:

- If a potential investment carries greater risk than is consistent with the Council's credit risk policy then an investment will not be made, irrespective of the expected returns.
- Where there are two investments of equivalent risk within the Council's risk constraints, the investment with the higher expected return shall be selected if compliant with counterparty credit limits.
- If there are two investments of different risks, but both are within the Council's risk constraints, an assessment will be made of the trade-off between the risks and expected returns of the two options. The investment that is considered to be the most attractive for the Council, having regard to prudence, policy compliance, the risks and the expected returns, will be selected.

Liquidity and Term (Sec 105(b) and 105(e) LGA)

The liquidity and term of investments are important considerations in relation to an overall investment portfolio. The failure to match the availability of funds to expected cash outflows, or to provide for unexpected outflows, can carry considerable costs in the form of short-term bridging finance, penalty interest costs, and capital loss.

The ability to liquidate an investment is determined by the existence of potential buyers. A lack of liquidity may force the seller to discount the price below its current market value. Liquidity is affected by characteristics such as the credit-worthiness of the issuer and the volume of supply.

The term of investments can vary from a one-day term, such as call deposits, to a long-term, such as 10 years. When investments are less liquid, the maturity or term of the investment assumes higher significance.

Investments should be principally focused on credit quality of the issuer, term, liquidity and policy compliance; investment maturities should closely match expected cash outflows and liquidity management requirements.

Often investments have been made on the basis of best return without identifying what ultimate maturity date is required. To invest with a significant degree of certainty requires comprehensive forecasting systems and procedures.

Investment Policy 6

The Council's portfolio shall be arranged to provide sufficient funds for planned cash outflows and to otherwise allow the payment of obligations as they fall due.

Individual investments shall be chosen with regard to:

- the period of time for which the funds are surplus to requirements
- the maturity of the investment. Investment terms are for no greater than 12 months
- the ability to liquidate the investment before its maturity
- the extent to which the portfolio already provides funds as required
- the credit quality of the counterparty
- market conditions.

Portfolio Diversification (Sec 105(b) LGA)

An important method of reducing the exposure of the Council to any single adverse investment is to spread the amount invested across a number of investments and counterparties. This reduces the danger of extreme losses but also reduces the possibility of large returns.

Past examples of financial collapse of major companies clearly illustrates the inherent dangers in a high exposure to any one form of investment or single issuer.

However, sometimes the cost of diversification may exceed the benefits of diversification by the increased administrative costs and the non-marketability of small parcels that may result.

Investments may be classified into broad risk types: risk free, near risk free, and low risk. There are others that can be classified as medium to high risk investments but these are excluded under this policy (see Investment Policy 4(a)).

Investment Policy 7

When investing, the Council will seek to minimise its risk by investing only in institutions with a high degree of security or credit rating, and by limiting maximum exposure in certain cases. The Council has established the following requirements for all financial investments:

Counterparty/ Issuer	Minimum long term / short term credit rating	Investments maximum per counterparty (\$million)	Total financial investment portfolio	Total maximum per counterparty, including risk management instruments (\$million)
Risk Free: NZ Government	n/a	unlimited	100%	unlimited
Risk Free: LGFA	n/a	unlimited	100%	unlimited
Low Risk: NZ Registered Bank	A/ A-1	10.0	100%	20.0

In determining the usage of the above gross limits, the following weightings will be used:

- Investments (e.g. Bank Deposits) – Transaction Principal · Weighting 100%.

To avoid undue concentration of exposures, financial investments should be made with as wide a range of approved counterparties as possible. Maturities should be well spread. The approval process must take into account the liquidity of the instrument and prevailing market conditions the instrument is traded in and re-priced from.

Individual counterparty limits are kept in a spread sheet by Council management and updated on a day to day basis. Credit ratings should be reviewed on an ongoing basis and in the event of a material credit downgrade this should be immediately reported to the Council and assessed against exposure limits. Counterparties exceeding limits should be reported to the Council.

Settlement Risk (Sec 105(e) LGA)

One way to mitigate investment settlement risk is the adoption of costly, time-consuming verification procedures for the transfer of funds and securities. In general, however, it is better to concentrate on the soundness of the other parties to the transaction. The critical factors that reduce settlement risk are similar to those stated in the Liability Management Policy in relation to credit risk:

- appropriate industry standing
- financial adequacy
- long-term S&P(or equivalent)-credit rating of at least A+ or above
- track record.

Investment Policy 8

The Council will satisfy itself, in all its investment transactions that counterparties:

- are financially adequate
- have an appropriate industry standing
- have an appropriate track record
- have an appropriate credit rating

in sufficient degree to give the Council reasonable certainty that obligations under contracts will be performed.

Document Management and Control

Title	Hauraki District Council Liability Management and Investment Policy 2017
Sponsor	Corporate Services
Approved by	Hauraki District Council
Previous Adoption date:	27 September 2017
Review by:	28 February 2023
File ref:	2701262
Property of Hauraki District Council	

FOR DECISION

MŌ TE WHAKATAUNGA



TO	The Mayor and Councillors
AUTHOR	Charan Mischewski Senior Strategic Planner
FILE REFERENCE	Document: 3417353 Appendix A: Conservation and Heritage Fund Guidelines -3366101
MEETING DATE	Wednesday, 31 May 2023
SUBJECT	Adoption of the Conservation and Heritage Fund Guidelines

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the Council rename the Significant Natural Areas and Heritage Features Incentive Fund' to the 'Conservation and Heritage Fund' and reflect the changes on the Council's website and in the draft 2024-34 Long Term Plan.

THAT the Council adopt the Conservation and Heritage Fund Guidelines 2023 [as attached/as amended].

THAT the Council delegate the power to make the decision on Conservation and Heritage Fund allocation to the Planning Committee, and the delegations manual be updated accordingly.

THAT the Council considers these decisions to be insignificant under its Significance and Engagement Policy 2020.

THAT the Council inform the community about the Conservation and Heritage Fund and the Conservation and Heritage Fund Guidelines.

1 PURPOSE | TE ARONGA

This report presents the Conservation and Heritage Fund Guidelines to the Council for consideration and adoption.

Please note the fund is currently called the Significant Natural Areas and Heritage Features Incentive Fund, however a name change is proposed as explained in the report below.

2 BACKGROUND | TE KŌRERO Ā MUA

The Council introduced the schedules of Significant Natural Areas (SNAs) and Heritage Features into its Hauraki District Plan circa 1997. This includes rules for their retention and

protection. The Council recognised there would be a cost to private owners to enhance and maintain these areas and features, for example for fencing, weed control or preservation work.

In 2014 the Council set up and administers a Significant Natural Areas and Heritage Features Incentive Fund (the fund) to encourage and assist landowners to actively maintain and/or enhance their SNAs or Heritage Features. Initially the fund was set at \$35,000 per year. It is now \$17,000 per year.

Landowners of SNAs and Heritage Features were notified about the fund when it was developed. The Council receives approximately two applications each year. The fund has not been fully allocated for a number of years, however no recent public communication about the fund has been undertaken.

Limited information about the fund is on the Council's website [Grants & Funding - Hauraki District Council \(hauraki-dc.govt.nz\)](https://www.hauraki-dc.govt.nz/grants-funding)

3 THE ISSUES | NGĀ TAKE

Whilst the Council has had the fund in place for many years, the guidelines setting out the criteria for the Fund and how the Council will administer the Fund were never formally adopted. Recently the Council asked that the guidelines be updated and adopted by the Council, to provide more transparency around the fund application and decision-making process.

Staff prepared the Conservation and Heritage Fund Guidelines and they were reviewed by the Council's Planning Committee at its meeting on Tuesday 18 April, 2023. Staff now seek the adoption of the Guidelines by the Council.

3.1 Content of the Guidelines

The Guidelines are based on the draft 1995 'Significant Natural Areas (SNAs) and Heritage Features Incentives Policy', however several changes have been made based on Councillors comments to date, changes to various legislation (e.g. the provisions for earthquake-prone buildings in the Building Act 1991), and feedback received from the Planning Committee.

The Conservation and Heritage Fund Guidelines are attached as Appendix A. The rationale for the policy decisions are outlined in further detail in the report to the Planning Committee. The key matters are summarised below:

- The scope of the fund has been expanded from the 1995 draft policy to also include funding for Outstanding Natural Features and Significant Trees, as included in the Schedules in the District Plan. Hence, staff propose a name change to the fund from the Significant Natural Areas and Heritage Features Incentive Fund to the Conservation and Heritage Fund.
- The Committee recommended indicating a maximum amount that a project would likely get funded per funding round, instead of stating a percentage of the project. The guidelines state; in general the Council will fund up to a maximum of \$5,000 per project per funding round.
- The policy has examples of projects that would be covered by the fund and assessment criteria that is to be considered when assessing applications.
- Currently the fund is open for applications on an ongoing basis throughout the financial year until the funds are fully allocated. This is recommended to change to bi-annual funding rounds. However, the guidelines note that in exceptional circumstances funding applications may be considered outside of these funding rounds
- There is the option for the Council to delegate the power to make the decision on funding allocation to the Planning Committee.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of **community views and preferences** on this matter. During the development of the 2021-31 Long Term Plan the Community told us they want our ecosystems to be protected, restored and respected. They also want to reduce the carbon footprint of the district and have vibrant creative spaces that showcase our unique heritage and culture. The fund is directly related to those community outcomes. The fund is also included in the Council’s 2021-31 Long Term Plan budget.

The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information) the community about the fund and the application process.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Retaining the status quo – have no formal guidelines in place for the Conservation and Heritage Fund.
- Adopt the Conservation and Heritage Fund Guidelines [as attached or as amended].

There are several advantages to having Guidelines in place, including to provide more transparency around the fund application and decision-making process. There are no disadvantages identified with having the Guidelines in place and renaming the fund.

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff and the Council’s Planning Committee recommend proceeding with adopting the Conservation and Heritage Fund Guidelines.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council’s strategic direction , including community outcomes.	During the development of the 2021-31 Long Term Plan the Community told us they want our ecosystems to be protected, restored and respected. They also want to reduce the carbon footprint of the district and have vibrant creative spaces that showcase our unique heritage and culture. This fund is directly related to those community outcomes.
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets .	The fund is included in the Council’s 2021-31 Long Term Plan budget.
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council’s other	This Fund is consistent with the District Plan and draft Biodiversity Strategy, where the Council encourages the enhancement and

SIGNIFICANCE ASSESSMENT	strategies, policies, bylaws and plans.	conservation of indigenous biodiversity and heritage.
	The decision IS NOT considered significant under the Council's Significance and Engagement Policy 2020.	As noted above in the Engagement section.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.	

6.2 ASSESSING THE RISKS

Staff have identified no risks associated with the recommended option.

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action
June 2023	Publish the guidelines on the Council website and further develop customer information, including an application form.
Post June 2023	Staff to establish when bi-annual funding rounds will occur.

8 Approval

Prepared by	Charan Mischewski Senior Strategic Planner
Reviewed by	Marina van Steenberg District Planner
Approved by	Peter Thom Group Manager

Appendix



2023

Conservation and Heritage Fund Guidelines

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa



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1. Introduction

- 1.1. These Conservation and Heritage Fund Guidelines set out the criteria for the Council's Conservation and Heritage Fund (the Fund) and how the Council will administer the Fund.
- 1.2. In accordance with the Resource Management Act 1991¹ the Council has a legal obligation to protect:
 - Areas of significant indigenous vegetation and significant habitats of indigenous fauna.
 - Outstanding natural features and landscapes, and
 - Historic heritage.
- 1.3. As one method of achieving these requirements, the Council has included within its District Plan schedules of; Significant Natural Areas, Outstanding Natural Features, Heritage Features, and Significant Trees, along with rules for their retention and protection.
- 1.4. The Council recognises the retention and protection of such areas and features provides a public good, whilst placing a cost on owners.

2. Purpose of the Conservation and Heritage Fund

- 2.1. The purpose of the Conservation and Heritage Fund is to provide financial incentives to owners of Significant Natural Areas, Outstanding Natural Features, Heritage Features, and Significant Trees, as included in the Council's Hauraki District Plan.
- 2.2. The purpose of the Fund is to encourage and assist owners of the above areas, features and trees to actively maintain and/or enhance these areas, features or trees and encourage their conservation.
- 2.3. The Fund supports the Council's Community Outcomes. During the development of our 2021-31 Long Term Plan our communities told us they want our ecosystems to be protected, restored and respected. They also want to reduce the carbon footprint of the district and have vibrant creative spaces that showcase our unique heritage and culture.²

3. The Conservation and Heritage Fund

- 3.1. The Conservation and Heritage Fund is a contestable fund of a minimum of \$17,000 per year, which is administered by Council.

¹ Section 6 Resource Management Act 1991.

² For further information see the Community Outcomes outlined in the Council's Long Term Plan and the Council's Manaaki Toiora Strategy.

- 3.2. If there are no, or limited applications or appropriate projects in a financial year, the fund may not necessarily be distributed. The funding will then be added to the following years fund so there will be additional funds to distribute.
- 3.3. For Significant Natural Areas (in the Hauraki section of the District Plan) and Significant Natural Features (in the Franklin section of the District Plan) funding can be requested for projects such as:
 - a. Perimeter fencing.
 - b. Animal pest control.
 - c. Invasive weed control.³
 - d. Planting and management of indigenous vegetation.
 - e. Removal of exotic trees and vegetation.
 - f. Other works that will assist with the retention and/or enhancement of the Significant Natural Area.
- 3.4. For Heritage Features funding can be requested for projects such as:
 - a. Preparation of Conservation Management Plans.
 - b. Implementation of Conservation Plans.
 - c. Ongoing maintenance, such as painting, repairs, restoration work.
 - d. Seismic assessments, related design plans, and work to the Heritage Feature needed to upgrade it in order to meet the earthquake-prone building standards.
 - e. Other physical works to the Heritage Feature which will assist its retention and/or enhancement.
- 3.5. For Outstanding Natural Features funding can be requested for projects such as clearing vegetation and invasive weed control.
- 3.6. For Significant Trees funding can be requested for projects such as trimming or pruning to enhance the health of the tree. This is usually required to be undertaken by a suitably qualified person.
- 3.7. In general the Council will fund up to a maximum of \$5,000 per project per funding round.
- 3.8. Funding cannot be applied for by public sector organisations.
- 3.9. Funding can be applied for by the following people:
 - a. Owners of Category A and B Heritage Features listed in the Schedule of Historic Heritage Inventory 6.1.6.2 and 6.1.6.3 respectively, of the Hauraki District Plan.

³ In accordance with the Hauraki District Plan, invasive weed control means 'plants that can significantly and adversely affect the long term survival of native species, and which are harmful to biodiversity and/or ecosystem functions'. For a list of invasive weeds refer to the Department of Conservation *Consolidated list of environmental weeds in New Zealand* at www.doc.govt.nz

- b. Owners of land within Category A and B Heritage Areas listed in the Schedule of Historic Heritage Inventory 6.1.6.5 and 6.1.6.6 respectively, of the Hauraki District Plan.
 - c. Owners of land with Significant Natural Areas listed in the Schedule of Significant Natural Areas 6.2.6, of the Hauraki District Plan.
 - d. Owners of Outstanding Natural Features listed in the Schedule of outstanding Natural Features 6.3.6, of the Hauraki District Plan.
 - e. Owners of Significant Trees listed in the Schedule of Significant Trees 6.4.6, of the Hauraki District Plan.
 - f. Owners of identified Significant Natural Features on map 109X-C in the Franklin section of the Hauraki District Plan.
 - g. Community groups or organisations that have the support and permission of the landowners noted above.
- 3.10. The fund cannot be used for the following matters:
- a. Work for financial gain (e.g. income or revenue) of the landowner/occupier.
 - b. Building consent fees or resource consent fees relating to the project.
Resource consent fees relevant to the projects in these guidelines will be waived by the Council.
 - c. Costs for preparing and lodging the funding application.
 - d. Debt servicing.
 - e. Projects that require but have not been granted resource consent.

4. Assessment criteria for the Fund

The Council will use the following criteria to assess each application for funding and may undertake a site visit as part of its assessment process.

- 4.1 The degree to which the work improves, enhances, benefits, protects or reinstates the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree.
- 4.2 Evidence of the landowner's future commitment to the project, the long term benefit, including the future management and protection of the site (site management plan detailing present and future aspirations).
- 4.3 Collaboration and partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties.
- 4.4 Viability – the likelihood of the project's success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project and a method for monitoring the success of the project and reporting back to the Council.

5. The application and assessment process

- 5.1. The fund will be open for applications twice a year. The bi-annual funding rounds will be advertised through the Council's website and a district wide local newspaper.
- 5.2. In exceptional circumstances funding applications may be considered outside of these funding rounds.
- 5.3. An application form will be made available from Council's offices and on the Council website.
- 5.4. Council staff, with expert advice where necessary, will assess the applications and make recommendations to the Council's Planning Committee. The Planning Committee will make the final decision on the application.
- 5.5. If the Fund is oversubscribed, staff will prioritise applications that best meet the criteria listed above in 4.1 – 4.4.
- 5.6. All funding must be used for the purpose for which the application was granted, within 12 months of receipt of the funds.
- 5.7. Upon completion of the funded project, recipients must return any unused portion of funding to the Council and complete and return all required Hauraki District Council funding expenditure and accountability documentation.

6. Related funding from other sources

- 6.1 At the time of writing this policy the Waikato Regional Council has three funds that support community environmental projects; the Natural Heritage Fund, Environmental Initiatives Fund, and Small Scale Community Initiatives Fund.
- 6.2 You can contact the Council's Community Advocacy Officer for further information on funding from other sources.

7. Related Council policies/strategies or guidelines

- 7.1. Hauraki District Plan.
- 7.2. Conservation and Heritage Fund application form.

8. Review

- 8.1. The guidelines will be reviewed within five years after the first guidelines are adopted by the Council and then at intervals determined by the Council.

9. Document management and control

Title	Hauraki District Council Conservation and Heritage Fund Guidelines 2023
Sponsor	District Planner and Strategic Planning Group Manager Community Development
Approved by:	The Council
Adoption date:	31 May 2023
Review by:	May 2026
File ref:	3366101

Property of Hauraki District Council



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FOR DECISION MŌ TE WHAKATAUNGA



TO Mayor and Councillors

AUTHOR Hillary Hodges
Strategic Planner

FILE REFERENCE Document: 34089050
Appendix A: 3408805

MEETING DATE 31 May 2023

SUBJECT **Significance and Engagement Policy – review**

SUMMARY | TE WHAKARĀPOPOTANGA

The Water Services Reform announcement on the 13 April 2023 will now see water services combined into 10 publicly owned, specialised water service entities, rather than the four entities originally proposed.

The 10 new entities will 'go live' in a staged approach, from early 2025 to 1 July 2026, rather than the original start date of 1 July 2024 for all entities.

Council approved the review of the Significance and Engagement Policy at the 22 February 2023 Council meeting and approved the recommended changes to the policy for consultation at the 29 March 2023 Council meeting. Due to the changes to the Water Services Reform Council now required to reconsider that approval.

Due to the timeframe being pushed back to early 2025 and no indication of when Hauraki District will be transitioned to the new entity, the proposed changes in the current SEP review relating to the original three waters reform are no longer relevant.

Staff request Council consider an amendment to the proposed changes that were approved at the 29 March Council meeting, and recommend that the policy be adopted without consultation.

The decision is not considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT Council adopt the Significance and Engagement Policy 2023 (with/without amendment).

THAT the Council considers these decisions to not be significant under its Significance and Engagement Policy 2020.

1 PURPOSE | TE ARONGA

This report requests Council to consider amendments on the already approved proposal for the Significance and Engagement Policy (SEP) in light of the changes to the Water Services Reform.

2 BACKGROUND | TE KŌRERO Ā MUA

Following project initiation and a council workshop in February, Council considered and approved a draft SEP for consultation at its meeting of 29 March 2023. Part of the recommended changes to the policy reflected the removal of the three waters activities from council.

The Water Services Reform will now see water services combined into 10 publicly owned, specialised water service entities, rather than the four entities originally proposed. The 10 new entities will 'go live' in a staged approach, from early 2025 to 1 July 2026, rather than the original start date of 1 July 2024 for all entities.

Due to the timeframe being pushed back to early 2025 and no indication of when Hauraki District will be transitioned to the new entity, the proposed changes in the current SEP review relating to the original three waters reform are no longer relevant.

3 THE ISSUES | NGĀ TAKE

The SEP review recommends to apply a footnote within the SEP outlining that the three waters assets will be removed from the policy as at 1 July 2024.

The review also recommends to remove the criteria '*whether the proposal affects the level of service of a significant activity*' and remove the definition of significant activity.

On the basis of the changes to the Water Services Reform staff recommend to make no changes: to the strategic assets; the criteria relating to significant activities; and its definition.

It is still recommended to continue with the remaining amendments to the policy, namely:

- Determining significance
- Engagement with Māori
- Informal consultation
- Other amendments
 - For ease of readability criteria combined
 - List of examples provided removed
 - Elderly housing renamed.

The proposed changes are contained in the draft policy (Appendix A). For ease of reading the changes that were approved at the 26 March 2023 meeting and are recommended to no longer change are highlighted yellow. All other recommended changes are shown in red underline.

Staff have reassessed the significance of the decision to amend the policy and suggest that the remaining amendments to the policy are not significant and do not require consultation prior to adoption.

In making this assessment, consideration has been given to the likely impact and likely consequences for the current and future social, economic, environmental, or cultural well-being of the district or region and any persons who are likely to be particularly affected by, or interested in, the matter.

There is no financial consequence and these changes do not have any impact on Councils ability to carry out its activities.

Should Council agree to the amendments presented in Appendix A, and the recommendation not to consult, then the policy may be adopted.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of **community views and preferences** on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information).

Based on the 2022 customer satisfaction survey, staff believe they have a good understanding of community views and preferences about what communities want to be consulted on and how they will be engaged. Further, as mentioned in the section above, only minor changes are proposed to the exiting policy.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Continue with already approved review.
- Make the new recommended changes and adopt the policy.

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: Continue with already approved review

<p>ABOUT THIS OPTION Continue with the Council approved draft policy and consultation as decided at the 29 March 2023 meeting.</p>	
<p>ADVANTAGES None identified.</p>	<p>DISADVANTAGES Policy does not align with current legislation and reforms.</p>

5.2 OPTION 2: Approve recommended changes and adopt policy

<p>ABOUT THIS OPTION Approve the recommended changes to the policy, to reflect the updated Water Review Reform, and adopt the policy.</p>	
<p>ADVANTAGES Policy is current and aligned with legislation and intended reform changes.</p>	<p>DISADVANTAGES None identified.</p>

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff recommend proceeding with option two – Approve recommended changes and adopt the policy.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council’s strategic direction , including community outcomes.	
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets .	This review is consistent with legislation, Water Services Reform and existing programmes and budgets
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans .	This option does not contradict any other strategies, policies, bylaws or plans
SIGNIFICANCE ASSESSMENT	The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2020.	Recommended changes are minor and not significant
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.	

6.2 ASSESSING THE RISKS

Staff have not identified any risks associated with the recommended option.

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
31 May	Adopt policy	If Council adopts the policy it will be updated to Council's website and an update will be provided via the normal communication channels (website, social media and newsletter).

8 Approval

Prepared by	Hillary Hodges Strategic Planner
Reviewed by	Nina Murphy Strategic Planning Manager
Approved by	Peter Thom Community Development

Appendix A



2023

Significance and Engagement Policy

Kaupapa here whai pūtake me te
tūhonohono

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa



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1. Purpose and scope

- 1.1. The purpose of this policy is to enable Council, Māori and communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- 1.2. To provide clarity about how and when communities can expect to be engaged in decisions made by Council.
- 1.3. To inform Council from the beginning of a decision-making process about the extent, from and type of engagement required.
- 1.4. To set out those assets considered by Council to be strategic assets.

2. Legislative context

- 2.1. This policy is made in accordance with Local Government Act 2002.
- 2.2. This policy will not apply where significance and engagement provisions are provided for in other legislation under which Council operates, such as the Resource Management Act, 1991.

3. Policy

Determining significance

- 3.1. Engagement with community is needed to understand the views and preferences of people likely to be affected by or interested in a proposal or decision.
- 3.2. An assessment of the degree of significance of proposals and decisions, and the appropriate level of engagement, will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as a proposal develops.
- 3.3. The Council will take into account the following matters when assessing the degree of significance of proposals and decisions, and determine the level of significance of a proposal or decision to be low, medium or high and help guide the appropriate level of engagement. The Council will assess the degree of significance of a proposal or decision on a case by case basis using Schedule 2 – Assessment Matrix.
 - i. Whether there is a legal requirement to engage with the community.

General Matters

- ~~ii.~~ The level of financial consequences of the proposal or decision.
- ~~iii.~~ Whether the proposal or decision will affect a large portion of the community.
- ~~iv.~~ The likely impact on the current and future social, economic, environmental, or cultural well-being of the district.
- ~~v.~~ Whether community interest is high.
- ~~vi.~~ Whether the likely consequences are controversial.

- ~~v-vii.~~ Whether community views are already known, including the community's preferences about the form of engagement.
- ~~vi-viii.~~ The form of engagement used in the past for similar proposals and decisions.
- ~~vii-ix.~~ Any transfer of ownership or control, or abandonment, as a strategic asset as defined by the Local Government Act, 2002, or listed in Schedule 1 of this policy.
- ~~viii-x.~~ A decision that will, directly or indirectly, significantly affect the capacity of the Council to carry out any Activity identified in the adopted Hauraki Long Term Plan
- ~~ix-xi.~~ Whether the proposal affects the level of service of a significant activity.

Engagement with Māori

- ~~xii.~~ Whether the proposal will have significance to Māori cultural values and ~~their~~ their relationship with land (including ancestral land), water, sites, wāhi tapu, valued flora and fauna, and other taonga.

Financial Matters

- ~~x-xiii.~~ Net financial cost/revenue of implementation, excluding any financial impact already included in a Long-Term Plan/Annual Plan:
 - a. Net capital expenditure >20% of total rates in year commenced, and/or
 - b. Net operating expenditure >5% of total rates in year commenced.
 - ~~xi-xiv.~~ A decision that will trigger a breach of one or more of Council's Rates Caps as detailed in the Council's operative financial strategy.
 - ~~xii-xv.~~ A decision that will trigger a breach of one or more of Council's Debt Caps as detailed in the Council's operative financial strategy.
- 3.4. If a proposal or decision is affected by a number of the above considerations, it is more likely to have a higher degree of significance. The Council will assess the degree of significance of a proposal or decision on a case by case basis using Schedule 2 – Assessment Matrix.
- 3.5. In general, the more significant an issue, the greater the need for community engagement.

Community engagement

- ~~3.6.~~ The Council will apply a consistent and transparent approach to engagement.
- ~~3.6-3.7.~~ Council may seek to develop ongoing relationships with the community on general matters, rather than purely on issues that require a decision. This will allow the community to raise matters that are not currently under consultation.
- ~~3.7.~~ The Council will use the Special Consultative Procedure (as set out in the Local Government Act 2002) where required to do so by law. ~~including for the following issues requiring decisions:~~
- ~~• The adoption or amendment of a Long Term Plan (in accordance with section 93A of the LGA 2002)~~
 - ~~• The adoption, amendment or revocation of bylaws if required under section 156(1)(a) of the LGA 2002~~
 - ~~• The adoption, amendment or revocation of a Local Alcohol Policy~~
 - ~~• The adoption or review of a Local Approved Products (Psychoactive Substances) Policy~~

- ~~• The adoption or review of Class 4 Venue Policy under the Gambling Act 2003~~
- ~~The preparation, amendment or revocation of a Waste Management and Minimisation Plan~~

3.8. Unless already explicitly provided for in the Long Term Plan, the Council will seek to amend its Long Term Plan, and therefore use the Special Consultative Procedure (in accordance with section 93A of the LGA 2002)., ~~when it proposes to:~~

- ~~• Alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity; or~~
- ~~• Transfer of ownership or control of strategic assets, as listed in Schedule 1.~~

3.9. The Council will consult in accordance with, or using a process or a manner that gives effect to the requirements of, section 82 of the LGA 2002 where required to do so by law, ~~including for the following specific issues requiring decisions:~~

- ~~• Adopting or amending the annual plan if required under section 95 of the LGA 2002~~
- ~~• Transferring responsibilities to another local authority under section 17 of the LGA 2002~~
- ~~• Establishing or becoming a shareholder in a council-controlled organisation~~
- ~~• Adopting or amending a revenue and financing policy, development contributions policy, financial contributions policy, rates remission policy, rates postponement policy, or a policy on the remission or postponement of rates on Māori freehold land~~

3.10. For all other issues requiring a decision, Council will determine the appropriate level of engagement on a case by case basis.

3.11. The Community Engagement Guide Schedule 2 identifies the form of engagement Council may use to respond to some specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision making process.

3.12. When Council makes a decision that is significantly inconsistent with this policy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.

Engagement with Māori

3.13. Council recognises that Māori as Tangata Whenua have a unique relationship with Council through the Treaty of Waitangi and supporting legislation.

3.14. Council will recognise Māori cultural values and take into account Māori interests, particularly their relationship to land and water, their relationship with land (including ancestral land), water, sites, wāhi tapu, valued flora and fauna, and other taonga.

3.15. Council will establish and maintain processes to provide opportunities for Māori to be consulted and contribute to decision-making processes.

3.16. Council will work in partnership with iwi and hapū to give effect to Treaty Settlement legislation and any provisions that result from these.

~~3.15-3.17.~~ Council will give effect to the principles of meaningful partnership in working with Māori: as they are best placed to express and advocate for their aspirations, interests and values.

When will Council not engage?

~~3.16-3.18.~~ There are times when it will not be appropriate to engage with the community on certain matters. Examples of this include when Councils is:

- protecting the privacy and safety of individuals (as provided for in the Privacy Act 1993).
- maintaining confidentiality and/or commercial sensitivity to enable Council to carry out commercial activity or negotiations without prejudice (as provided for in the Local Government Official Information and Meetings Act 1987).
- acting with urgency in a crisis (for Example, under the Civil Defence Emergency Management Act 2002).

4. Glossary

4.1. Unless the context requires otherwise, the definitions of words or terms used in this Policy that are also used in the Local Government Act 2002 are those defined in that Act.

Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Decisions	Refers to all the decisions made by on or behalf of Council including those made by officers under delegation. (Management decisions made by officers under delegation during the implementation of Council decisions will not be deemed to be significant).
Engagement	Is a term used to describe the process of seeking information from the community to inform decision making. There is a continuum of community involvement.
Significance	As defined in Section 5 of the Local Government Act 2002 "in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of an issue, proposal, decision or matter, as addressed by the local authority, in terms of its likely impact on, and likely consequences for, - (a) The current and future social, economic, environmental, or cultural well-being of the district or region: (b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter: (c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The Hauraki District Council significant activities are as follows:

- | | |
|-----------------------------|--|
| Significant Activity | <ul style="list-style-type: none"> i. Land Transport ii. Water Supply iii. Waste water iv. Stormwater v. Land Drainage. |
|-----------------------------|--|

Strategic Asset	<p>As defined in Section 5 of the Local Government Act 2002 "in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes—</p> <ul style="list-style-type: none"> (a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and (b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and (c) any equity securities held by the local authority in— <ul style="list-style-type: none"> i. a port company within the meaning of the Port Companies Act 1988; ii. an airport company within the meaning of the Airport Authorities Act 1966"
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5. Review

5.1. The policy will be reviewed three yearly to ensure alignment with statutory changes and Councils expectations and practices.

6. Document management and control

Title	Hauraki District Council Significance and Engagement Policy 2020
Sponsor	Strategic Planning
Approved by:	Hauraki District Council
Adoption date:	9-September-2020
Review by:	September-2023
File ref:	2817802

Property of Hauraki District Council

Schedule 1 – Strategic Assets

Section 5 of the Local Government Act 2002 requires the following to be listed in this Policy:

- (a) Any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- (b) Any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- (c) Any equity securities held by the local authority in –
 - i. A port company within the meaning of the Port Companies Act 1988.
 - ii. An airport company within the meaning of the Airport Authorities Act 1966.

The following is a list of assets or group assets that the council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

Hauraki District Council Strategic Assets:

- i. The Hauraki District Council roading network as a whole;
- ii. The Hauraki District Council land drainage network as a whole;
- iii. The Hauraki District Council wastewater network as a whole;
- iv. The Hauraki District Council water network as a whole;
- v. The Hauraki District Council urban Stormwater network as a whole;
- vi. Memorial halls in Ngatea, Paeroa and Waihi;
- vii. Housing for older persons. ~~Elderly Persons Housing~~.

Schedule 3-2- Assessment Matrix

If yes is answered to any of the general approaches or criteria/thresholds below then the matrix will need to be completed fully to consider the issues and a proposal as to the degree of significance will need to be prepared that includes the Assessment matrix/community engagement guide (schedule 2) and associated decision-making report templates.

Rating	Key Considerations	Examples
High	<ul style="list-style-type: none"> Affects a large portion of the community Large impact on the current and future social, economic, environmental or cultural wellbeing of the district High community interest Highly controversial consequences Significant engagement has been done for similar proposals in the past Involves ownership or control, or abandonment, of a strategic asset Large impact on the capacity of Council being able to carry out activities identified in the LTP The proposal has high significance to Māori cultural values and relationship with; land (including ancestral land), water, sites wahi tapu, valued flora and fauna, other taonga High level of financial consequence <ul style="list-style-type: none"> >20% Net capital expenditure of total rates in year commenced, >5% Net operating expenditure of total rates in year commenced. One or more Councils Rates caps are breached One or more of Council's Debt Caps are breached 	<ul style="list-style-type: none"> Adopting or reviewing a bylaw Adopting a policy that has wide community interest (e.g. Local Alcohol Policy) A change to Council user fees and charges that affects a significant portion of the community Transfer of a strategic assets Adoption or amendment of a Long Term Plan
Medium	<ul style="list-style-type: none"> Affect a subgroup/ portion of the community Moderate impact on the current and future social, economic, environmental or cultural wellbeing of the district Moderate community interest Moderately controversial consequences Moderate/some engagement has been done for similar proposals in the past Involves some ownership or control, or abandonment, of a strategic asset Medium impact on the capacity of Council being able to carry out activities identified in the LTP The proposal has medium significance to Māori cultural values and relationship with land (including ancestral land), water, sites wahi tapu, valued flora and fauna, other taonga Medium level of financial consequence Net financial cost/revenue of implementation, excluding any financial impact already included in a Long-Term Plan/Annual Plan <ul style="list-style-type: none"> >20% Net capital expenditure of total rates in year commenced, >5% Net operating expenditure of total rates in year commenced. One of Councils Rates Caps is breached One of Council's Debt Caps is breached 	<ul style="list-style-type: none"> Adoption of policy that has medium community interest (e.g. public art policy) A change to Council user fees and charges that affects a sub group of the community (e.g. Dog control fees) Adoption of Annual Plan


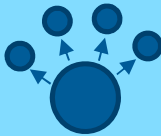
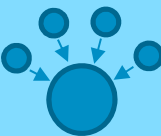

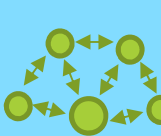
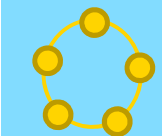
Low	<ul style="list-style-type: none"> • Low level of financial consequence • Affect individuals • Low impact on the current and future social, economic, environmental or cultural wellbeing of the district • Low community interest • Low controversial consequences • No engagement has been done for similar proposals in the past • Does not involve ownership or control, or abandonment, of a strategic asset • Low impact the capacity on Council being able to carry out activities identified in the LTP • The proposal has low significance to māori cultural values and relationship with land (including ancestral land), water, sites wahī tapu, valued flora and fauna, other taonga • Low level of financial consequence <ul style="list-style-type: none"> >20% Net capital expenditure of total rates in year commenced, >5% Net operating expenditure of total rates in year commenced. • Rate or Debt caps not breached 	<ul style="list-style-type: none"> • Adoption of a policy that has low public interest and does not affect the wider community. • A minor change to fees and charges
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Assessment as low/medium/high:

- a) If the proposal or decision triggers four or more key considerations which are under the high significance column, then the level of significance may be considered **high**.
- b) If the proposal or decision triggers five or more key considerations which are under the low significance column, then the level of significance may be considered **low**.
- c) If the level of significance of a proposal or decision is not deemed to be high or low, the level of significance may be considered **medium**.

This assessment will be provided to Council to inform their decision making.

Schedule 2-3 – Community Engagement Guide

	Increasing level of public impact 				
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Promise	 <i>We will keep you informed</i>	 <i>We will listen to and acknowledge your concerns</i>	 <i>We will work with you to ensure your concerns and aspirations are directly reflected in the decisions made</i>	 <i>We will look to you for advice and innovation and incorporate this in decisions as much as possible</i>	 <i>We will implement what you decide</i>
What it involves	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communication designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision-making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.
Types of issues	Hauraki Water Restrictions	Hauraki Long Term Plan	Draft Hauraki District Plan Pre-Consultation	Community Plans	Election voting systems (MMP, STV or first past the post)
Possible tools	Websites/Social media Information flyer Public notices Media releases	Through SCP seek formal submissions and hold hearings, focus groups, surveys.	Workshops Focus groups Citizens panel Online surveys	External working groups (involving community experts)	Binding referendum Local body elections
When the community can be expected to be involved	Council would generally advise the community once a decision is made.	Council would advise the community once a draft decision is made	Council would generally provide the community with more informal and longer lead time to allow them time to be involved in the process.	Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	Council would generally provide the community with a greater lead in time to allow them to be involved in the process. E.g. typically a month or more.

IAP public participation spectrum



For more information:

- **W** www.hauraki-dc.govt.nz
- **E** info@hauraki-dc.govt.nz
- **P** 07 862 8609 or 0800 734 834 (from within District)

Visit us at one of our offices:

- Paeroa: 1 William Street
- Ngatea: 84 Orchard West Road
- Waihi: 40 Rosemont Road

FOR DECISION MŌ TE WHAKATAUNGA



TO	The Mayor and Councillors
AUTHOR	Charan Mischewski Senior Strategic Planner
FILE REFERENCE	Document: 3417499 Appendix A: Land Transport Policy 2023 - 2960979
MEETING DATE	Wednesday, 31 May 2023
SUBJECT	Adoption of the Land Transport Policy 2023

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the Council adopt the Land Transport Policy 2023 [as attached/as amended].

THAT the Council delegate authority to make decisions on granting funding for traffic management for community events, in addition to those annual civic and cultural events noted in the Long Term Plan, to the Community Partnerships Committee, and the delegations manual be updated accordingly.

THAT the Council considers these decisions to be insignificant under its Significance and Engagement Policy 2020.

THAT the Council inform the community about the Land Transport Policy.

1 PURPOSE | TE ARONGA

This report presents the Land Transport Policy to the Council for consideration and adoption.

2 BACKGROUND | TE KŌRERO Ā MUA

2.1 The Council's role

The Hauraki District Council is responsible for the safe and efficient use of the road corridor or road reserve. The road reserve is publicly owned, and we control the road reserve as the Road Controlling Authority (RCA), including footpath and verge to the adjacent property boundary. Currently the Transport Team manages activities within the Hauraki District formed road network. Issues regarding unformed roads are generally dealt with by the Hauraki District Council property team. Where an issue arises regarding movement of goods on an unformed road, then it becomes the Transport Team's responsibility.

Numerous activities occur within the formed road corridor and the Transport Team rely on legislation, bylaws, and Council processes, to efficiently and consistently resolve issues in keeping with Council objectives.

2.2 Development of the Land Transport Policy

Work on the development of a new Land Transport Policy began in the previous triennium of the Council. Council staff worked with the Land Transport Working Party, consisting of then Councillors Anderson, Buckthought, Milner, Broad and Mayor Adams. Several reports on policy matters, including issues and options analysis, went to that working party for consideration.

This triennium the delegations for the consideration of this work sit with the Planning Committee.

3 THE ISSUES | NGĀ TAKE

The Planning Committee considered the draft policy, including rationale for the various policy matters, at its meeting on Tuesday, 18 April 2023. Staff now seek the adoption of the Land Transport Policy by the Council.

3.1 Content of the Land Transport Policy

The Land Transport Policy is attached as Appendix A. As noted, the rationale for the decisions are outlined in further detail in the report to the Planning Committee. The key matters are summarised below:

- The Council has some liability for the condition of private assets such as bridges which provide vehicle crossings when they are within road reserve. There is a risk associated with this, i.e. if someone used the bridge and it was to fail. The Planning Committee decided that to mitigate legal risk there should be a programme of inspection for certain classes of vehicle crossings and action taken if a risk is identified.
- The Council has committed budget in the current Long Term Plan to subsidise traffic management for ANZAC services, the Paeroa Highland Games and Tattoo, the Waihi Beach Hop Warm-Up Party and Christmas parades. If there is surplus funding in the budget the Planning Committee recommend that the decision to allocate that additional funding for traffic management to community groups sit with the Community Partnerships Committee.
- The Council received numerous requests for road sealing from the public during the 2021-31 LTP consultation and via service requests. The requests were generally due to safety concerns and nuisance, and a small number were related to health issues. The policy clarifies the Council's position on the sealing of roads.
- Council staff still receive customer requests for roadside mowing in urban areas. Council has made decisions previously not to mow berms in urban areas less than 20 metres wide. Although this position statement has been made previously (during the 2018-28 long term plan consultation) and in service level agreements, it was considered beneficial to clarify in a policy which berms the Council mows.
- The Planning Committee recommends to the Council that it continues to allow adjacent land owners the use of rural road reserve free of charge, but on the condition the landowner maintains the trees/vegetation within that area. The Council could revoke the licence to occupy if the conditions (set out in the policy) are not met.
- The compliance and enforcement approach in the policy aligns with the graduated response to compliance and enforcement set out in the Council's RMA Compliance, Monitoring and Enforcement Policy. Any potential prosecution must be referred to suitably qualified Councillors that are on the Regulatory Committee.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of **community views and preferences** on this matter. Various engagement processes have been undertaken in the past year on transport related matters including bylaw reviews.

The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information). It is recommended that certain policy matters are summarised and communicated to stakeholders.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Retaining the status quo– have no formal Land Transport Policy in place.
- Adopt the Land Transport Policy [as attached or as amended].

The Policy is not mandatory, but is intended to provide operational clarity and efficiency, and reinforce existing powers under legislation. Many Councils have these types of policies in place.

There are several advantages to having a policy in place, including to:

- Clarify the Council's guiding principles for activities that occur in the road corridor,
- Streamline staff decision making,
- Bridge knowledge gaps if staff leave,
- Enable a consistent experience for the customer,
- Provide a transparent document, for sharing with customers,
- Build customer satisfaction by informing the level of service,
- Ensure alignment of the transport team's actions with the Council's objectives.

There are no disadvantages identified with having the policy in place.

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff and the Council's Planning Committee recommend proceeding with the adoption of the Land Transport Policy 2023 as attached.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council's strategic direction , including community outcomes.
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets .
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council's other strategies, policies, bylaws and plans .
SIGNIFICANCE ASSESSMENT	The decision IS NOT considered significant under the Council's Significance and Engagement Policy 2020.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.

6.2 ASSESSING THE RISKS

Staff have identified no risks associated with the recommended option.

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action
June 2023	Publish the policy on the Council website and further develop customer information.
Post June 2023	Staff to send out stakeholder communications.

8 Approval

Prepared by	Charan Mischewski Senior Strategic Planner
Reviewed by	Lukas de Haast Roading Manager
Approved by	Adrian de Laborde Group Manager Service Delivery



2023 Land Transport Policy

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa



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1 Introduction

- 1.1 This collection of Land Transport policies sets out the Hauraki District Council's decision on managing activities of landowners and individuals when they affect the operation of the road network.
- 1.2 These policies are made in accordance with the Land Transport Act 1998, the Local Government Act 1974, and the Fencing Act 1978.
- 1.3 These policies apply to any formed road in the district controlled by the Council, including Council owned road reserve, and State Highways under formal delegation from Waka Kotahi New Zealand Transport Agency.
- 1.4 These policies do not detail the activities that the Council undertakes to provide a network of formed roads, footpaths and car parks. That information is contained in the Land Transport Activity Management Plan and the Council's Long Term Plan.
- 1.5 Where the power to enforce these policies is not provided for directly in legislation or via a contract, the Council has included the relevant policies in either the Council's Traffic and Parking Bylaw, Nuisance Bylaw or Stock Crossing Bylaw.

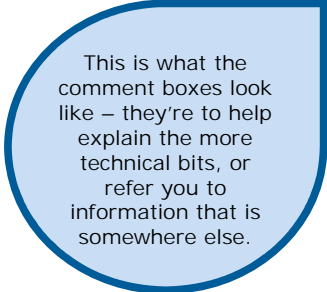
2 Objectives

The objectives of this policy are to:

- 2.1 Clearly and concisely document the requirements for landowners and individuals undertaking activities on and near Council roads.
- 2.2 Put in place the minimum regulatory framework to ensure the safety of people using roads and protect the roading assets from damage.
- 2.3 Ensure administrative efficiency for addressing queries and complaints regarding activities on and around our roads.

3 Related Information

- 3.1 There is related information in comment boxes in this policy. Related information does not form part of this policy and may be inserted, changed or removed without any formality.



This is what the comment boxes look like – they're to help explain the more technical bits, or refer you to information that is somewhere else.

4 Codes of Practice for Corridor Access

The Council adheres to the following codes of practice in regard to carrying out, and managing activities on and around its roading network.

- 4.1 Code of Practice for Temporary Traffic Management (CoPTTM).

- 4.2 National Code of Practice for Utility Operators' Access to Transport Corridors.

5 Vehicle Crossings

This policy should be read in conjunction with clause 3.16 of the Council's **Nuisance Bylaw 2019**.

- 5.1 Every person wishing to construct a new vehicle crossing or utilise an existing one must comply with this policy and applicable bylaw.
- 5.2 Applications for a new or modified vehicle crossing can be made using the prescribed form, available on the Council's website.
- 5.3 Before undertaking any work within the road reserve, a Corridor Access Request should be applied for.
- 5.4 Vehicle crossings must be constructed using the appropriate specifications from the Council's District Plan and Engineering Manual, or the Waikato Regional Infrastructure Technical Specifications (RITS), appropriate to the land use of the property being accessed (residential, rural, commercial, or industrial).
- 5.5 All vehicle crossings must be approved by the Council, and will be inspected by the Council during construction as required.
- 5.6 The maintenance of all existing and proposed vehicle crossings are the responsibility of the benefiting property owner/s.
- 5.7 The Council will proactively inspect Class A, Class B and Class C vehicle crossings, and will inspect all other classes as required, to determine the safe and efficient operation of the crossing.
- 5.8 Where a vehicle crossing incorporates a bridge, the Council may require the owner to acquire a structural inspection of the bridge. If the owner does not comply, the Council may acquire a structural inspection and pass on the cost to the owner.
- 5.9 The Council may require the owner of a vehicle crossing to remove, repair, or construct a vehicle crossing to the Council's approved standard, as per the **Council's Nuisance Bylaw** and section 335 of the Local Government Act 1974.
- 5.10 The owner of a vehicle crossing may object to the Council's notice to fix, and follow the process outlined in section 335 of the Local Government Act 1974.
- 5.11 If no objection or payment is made within the specified timeframes, the Council may construct or repair the crossing and recover the costs from the owner.
- 5.12 Where the Council considers a crossing is redundant or in excess of reasonable requirements of the occupier, it may serve notice on the occupier/owner that it intends to remove it at the Council's expense.

To see the Class types, or apply for a new or modified vehicle crossing, see our website:
<https://www.hauraki-dc.govt.nz/services/vehicle-crossing/>

6 Corridor Access Requests

This policy should be read in conjunction with clause 11.0 of the Council's **Traffic and Parking Bylaw 2022**.

- 6.1 A Corridor Access Request (CAR) is an application for a permit to carry out works within the road reserve, or for events or activities that affect the normal use of the road. It is required to ensure all work sites in the road reserve are as safe as possible for workers, motorists, pedestrians and cyclists.
- 6.2 In accordance with the Council's Traffic and Parking Bylaw users must request corridor access when they are carrying out any activity that:
- 6.2.1 alters, or creates the need for alterations, to the surface of any part of the road corridor (road, footpath, berm), or
 - 6.2.2 changes the everyday manner in which users (pedestrians, motorists, cyclists) would ordinarily use that section of road corridor, or
 - 6.2.3 consists of sustained or repetitive heavy vehicle activity outside the normal use of the road corridor (such as forestry).
- 6.3 For forestry related logging advance consultation is needed with the Council prior to lodging an application for a CAR. Details required in the application include matters such as the number of vehicles expected to travel on the road, axle loads, time of year of the activity and the company's health and safety plan.
- 6.4 Urgent works can be carried out without a CAR in certain situations, to protect the health and safety of the public or to protect or prevent damage to the road or a utility located within the road corridor. However, the person must notify the Council and stakeholders within a specified timeframe and gain retrospective permission, as per the Council's Bylaw.
- 6.5 Matters that must be included in an application for corridor access and timing of the application are outlined in the Council's Bylaw.
- 6.6 Where corridor access is granted, the approval will include reasonable conditions as per the Council's Bylaw.
- 6.7 The Council may pass on the reasonable costs to the event organiser for Transport Management Plan templates, in accordance with the Council's Schedule of Fees and Charges.
- 6.8 The Council has made the decision to subsidise Traffic Management for several annual civic and cultural events in the district.¹ Applications for subsidy for Traffic Management at other community events can be lodged with the Transport Team and will be considered by the

To apply for corridor access, fill out the application form on our website:
<https://www.hauraki-dc.govt.nz/services/roads-and-transport/access/>

The Council's District Events Coordinator can provide Traffic Management Plan (TMP) templates for corridor access to the organisers of events, for specified locations.

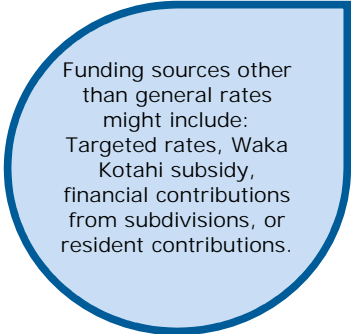
¹ At the time of writing this policy the events that are granted a subsidy for Traffic Management are; ANZAC services, the Paeroa Highland Games and Tattoo, the Waihi Beach Hop Warm-Up Party and Christmas parades.

Council's Community Partnerships Committee. Subsidies will be granted based on budget availability.

7 Seal Extensions

This policy sets out the decision-making process for requests to seal unsealed sections of road in the District. The policy aims to create clarity around the decision-making process and support the understanding of the community in respect of this process.

- 7.1 In general, the Council does not seal unsealed roads in the District, unless:
- 7.1.1 the traffic volume means that sealing the road will lead to reduced costs of maintenance over time, or
 - 7.1.2 the cost of the seal is met by funding sources other than general rates, or
 - 7.1.3 there is a verified health risk for a resident within 80 metres of the unsealed road.
- 7.2 Where roads have a low volume of traffic, the Council will consider funding a portion of the cost to seal an unsealed road when an application has been made to Council. The level of funding will be determined on a case by case basis and at the Council's discretion.



Funding sources other than general rates might include:
Targeted rates, Waka Kotahi subsidy, financial contributions from subdivisions, or resident contributions.

8 Berm Maintenance

- 8.1 Maintenance of berms is generally the responsibility of the owner or occupier of the property adjacent to the berm.
- 8.2 The Council will mow:
- 8.2.1 roadsides bordering parks and reserves.
 - 8.2.2 any area identified through either the Council's Long Term Plan, Annual Plan, or Council resolution.

9 Objects or Items and Road Reserve

- 9.1 In accordance with the **Council's Nuisance Bylaw 2019**, written permission of the Council is required to install, or construct any object or item on, over, or under a public place, which includes road reserve.
- 9.2 Any object or item placed or constructed within the road reserve, with permission from the Council, must be maintained by the landowner and removed by the landowner at the Council's request.

10 Damage to Roads and Road Reserve

- 10.1 The Council may use its powers under section 357 of the Local Government Act 1974 in regard to damage to roads, and activities which constitute an offence under that Act.
- 10.2 Section 357 of the Local Government Act 1974 outlines penalties for damage to roads, and activities which constitute an offence.
- 10.3 When damage is caused to the Council's road or road reserve, it is the responsibility of the person who caused the damage to resolve the damage.
- 10.4 The cost of repairing the damage, or necessary reinstatement will be recovered from the person responsible where they can be identified.
- 10.5 Where the person responsible for damage to an urban berm cannot be identified, the Council will repair the berm to an acceptable standard.
- 10.6 Where the person responsible for damage to a rural berm cannot be identified, the Council will consider repairing damage on a case by case basis.

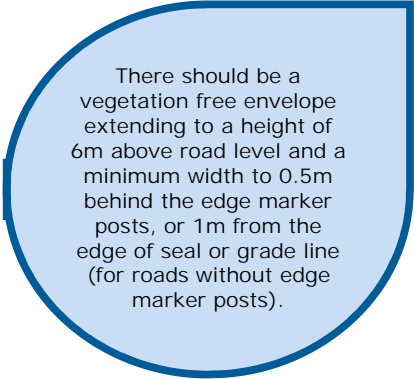
Willow and poplar trees can be particularly damaging to roads as they take a lot of moisture from the ground, causing cracking.

11 Plants and Vegetation

- 11.1 No person may dig up, remove or alter in any way the soil or surface of a road (including the road berm) without the authorisation of Council.
- 11.2 The planting of trees and shrubs is not permitted within the legal road boundaries of formed roads without the prior permission of the Council.
- 11.3 Historical plantings, which were established before adoption of this policy, may remain, provided the plantings are not considered to be a nuisance by the Council.
- 11.4 Trees and hedges planted by the Council on road reserves are the responsibility of the Council, with the exception of occupied rural road reserve (see clause 13 below).
- 11.5 The property owner or occupier is responsible for pruning and trimming vegetation from plants on property adjoining the road reserve (see the Council's Nuisance Bylaw). Section 355 of the Local Government Act 1974 provides powers to Council and a process to require removal, trimming, cutting back or lowering of trees and hedges on adjoining land.
- 11.6 Council may require trees or hedges to be removed, lowered, or trimmed:
- 11.6.1 when work is required on the road to repair damage to the road as a result of trees on adjoining land,

Hedges and shrubs should be trimmed to 2.5m above the footpath, and not encroach into the footpath space.

- 11.6.2 where overhanging vegetation is obstructing visibility at intersections or road corners or obstructing signs and street lights,
- 11.6.3 it is of an age or condition that significant branches or the tree may fall onto the road reserve.



There should be a vegetation free envelope extending to a height of 6m above road level and a minimum width to 0.5m behind the edge marker posts, or 1m from the edge of seal or grade line (for roads without edge marker posts).

12 Material on Roads

- 12.1 No person should deposit material on roads which will affect the safety of road users, create a nuisance, or damage the road surface or the road assets, or will result in a gradual deterioration of the road over a period of time.
- 12.2 Where material is deposited on a road, the Council's response timeframes will align to the risk to public safety.
- 12.3 If the person responsible can be identified, contacted, and is willing to respond immediately then they will be provided with the opportunity to remove the material and restore the road surface.
- 12.4 If the situation is not remedied within risk related timeframes, the cost of removal, disposal, and if necessary reinstatement will be recovered from the person responsible where they can be identified.
- 12.5 Where material is unintentionally deposited, and the deposit is minor in nature, a low risk, or unlikely to cause damage to the assets then Council will assess to its discretion if action will be taken.

13 Licence to Occupy the Rural Road Reserve

- 13.1 Existing occupations and any new occupations of Council rural road reserve² will only be accepted if they do not intrude upon the 'clear zone' and are subject to the conditions set out below:
- 13.1.1 The fencing requirements outlined in this policy must be adhered to.
- 13.1.2 Trees, shrubs and hedges are not to be planted on rural road reserve, without the permission of the Council.
- 13.1.3 Any existing trees, shrubs and hedges in the road reserve are to be maintained to the Council's standards by the landowner occupying that road reserve, regardless of who planted the trees, shrubs and hedges.
- 13.2 If vegetation in the occupied road reserve poses an urgent health and safety risk the Council will enter the occupied road reserve and address the issue.


² This Policy replaces the Council's 1996 Fencing on Road Reserve (Rural) Policy Statement, MagiQ number 1380369. For decades the Council has permitted many adjacent land owners in rural areas to occupy the road reserve between a farm boundary and road carriageway free of charge. This permission was subject to certain conditions, including fencing requirements, and no planting of trees, shrubs and hedges on fenced areas of road reserve.

- 13.3 If the conditions set out above are not followed the Council has the right to cancel the licence to occupy.

14 Rural Roadside Fencing

This policy is made in accordance with section 353 of the Local Government Act 1974 regarding general safety provisions as to roads.

- 14.1 Except as provided below, all road frontages of rural land should be fenced with an appropriate stock-proof fence erected on the road reserve boundary, at the cost of the landowner.
- 14.2 Where it is impracticable to construct a fence on the boundary because of the topography or instability of the land, the Council may permit a boundary fence to be erected on a practical line on the road reserve or on the adjoining property, or on part of each.
- 14.3 The Council may permit a permanent fence to be erected on road reserve in situations where, in Council's view, the fence would not be a traffic hazard.
- 14.4 A fence is a traffic hazard when it causes an obstruction to driver visibility or intrudes upon the 'clear zone' of the road carriageway.
- 14.5 Fences must be located outside a clear zone of the road carriageway.
- 14.6 Any fence constructed under 14.1-14.3 must be maintained by the landowner to an appropriate standard.
- 14.7 If the Council observes a fence on road reserve that is deemed to be a safety issue or traffic hazard, the Council will issue a notice to fix the issue within 5 working days. If the work is not undertaken within the required timeframe then the Council will remedy the issue at the expense of the landowner. .
- 14.8 Generally, rural fences shall be constructed to the standard of a 7 or 8 wire fence as set out in Schedule 2 of the Fencing Act 1978.
- 14.9 Where the fence is located on road reserve between a Hauraki District Council land drain and the road boundary, the fence shall be constructed to the requirements in the Council's **Drainage Bylaw**.
- 14.10 Gates which open towards the road must meet crossing standard requirements outlined in the District Plan.



When constructing a new fence near a road, contact the Council's transport team to determine the clear zone.

15 Temporary Electric Fences on Rural Road Reserve

Temporary fences may be installed on rural road reserves between the permanent boundary fence and the carriageway for the purpose of grazing the grassed road berm, subject to the following conditions:


- 15.1 Temporary fences must be set back to the requirements of the Waikato Regional Council from the edge of drains and water tables.

- 15.2 Drains and water tables must not to be enclosed by temporary fences.
- 15.3 Grazing of the roadside berm must not compromise traffic safety, and land owners who utilise the roadside berm for grazing must ensure that their public liability insurance covers this situation.
- 15.4 Minimum distance between temporary fence and permanent fence to be 3m.
- 15.5 Temporary fences must not be located on the carriageway side of edge marker posts.
- 15.6 No stock is to be held behind temporary fences during the hours of darkness.
- 15.7 Temporary fences must have at least a single electrified wire supported on either timber posts with a cross-section not greater than 50mm by 50mm, or electric fence standards.
- 15.8 No waratah standards (steel Y posts) or barbed wire are to be used.
- 15.9 Other temporary fence configurations may be used with the written approval of the Group Manager Service Delivery.
- 15.10 The only classes of stock which may graze the road berm behind a temporary fence are cattle (excluding bulls) and tethered horses.
- 15.11 Goats may be tethered on rural road berms, including during the hours of darkness, for the purpose of vegetation control.
- 15.12 Temporary fences must be clearly visible to road users.

16 Compliance and Enforcement

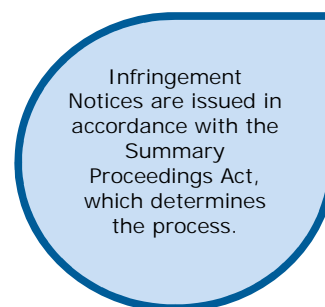
The Council is responsible for the enforcement of this policy. The Council's Bylaws and government legislation provide enforcement provisions to support this policy.

- 16.1 If a breach, or suspected breach, of this policy is reported or observed, information will be gathered to ascertain how and why the breach occurred.
- 16.2 The depth and scope of the investigation will depend on the seriousness of the incident.
- 16.3 When determining the most appropriate enforcement response to a particular situation, investigators weigh all competing considerations and exercise judgement.
- 16.4 Before any action is taken, the sufficient standard of proof must be established.
- 16.5 When non-compliance is identified, an array of enforcement tools are available. Where the level of risk to health and safety and the environment is low, and it is legally appropriate, enforcement will be carried out by way of a graduated approach with the focus on encouraging voluntary compliance.
- 16.6 The initial response to non-compliance would likely involve starting with the least serious tools or a combination of tools:



An investigation could include visiting property, collecting information, or discussing with complainants or alleged offenders.

- 16.6.1 Advice and education;
- 16.6.2 Verbal warning;
- 16.6.3 Advisory notice or letter to request compliance where minor breaches occur;
- 16.6.4 Formal written warning for a serious breach where there was a degree of intent demonstrated by the responsible person, the breach was avoidable, and the likelihood of a repeat breach occurring is high. Copies of warning letters must be attached to any relevant files.
- 16.7 If the non-compliance has re-occurred or it poses a high level of risk to health and safety or the environment, and the Council has strong grounds for taking formal enforcement action, the following may occur:
- 16.7.1 A warranted officer (as per the Council's Delegations Manual) can issue an infringement notice for offences under an Act or a Council bylaw. The notice requires the payment of a fine (set fee), as provided for by an Act or regulation to which the breach is alleged to be against.
- 16.7.2 Issue of statutory notice, such as a Notice to Fix.
- 16.8 Where the breach is significant and prosecution is contemplated as a response, the decision must be referred to the Team Leader, Group Manager and Chief Executive Officer. It must also be referred to suitably qualified Councillors that are on the Regulatory Committee.
- 16.9 If prosecution is being considered then the authority to proceed is conditional on the matter being subjected to independent legal review. The review applies two tests: the evidential test and public interest test. These tests are separately considered and must both be satisfied before a prosecution is initiated.
- 16.10 In general the Council will only revert to prosecution for those serious or persistent offenders or where the effect of the offending is severe. Prosecution is conducted by lawyers, on the Councils behalf.



17 Related Council policies/strategies or guidelines

- Stock Crossing Bylaw 2022
- Traffic and Parking Bylaw 2022
- Nuisance Bylaw 2019
- Land Transport Activity Management Plan
- Operative District Plan
- Council's Engineering Manual
- Council's Long Term Plan, Annual Plan, and Annual Report
- Waikato Regional Infrastructure Technical Specifications (RITS)

18 Glossary

Unless the context requires otherwise, the definitions of words or terms used in this policy that are also in the Land Transport Act 1998, are those defined in that Act.

Authorised Officer	means any person delegated, appointed or authorised in writing by the Council to act on its behalf.
Berm	means the grass area between your home or business's property boundary and the urban street; it can include both sides of the footpath.
Clear zone	means the area adjacent to the traffic lane that should be kept free from features that would be potentially hazardous to errant vehicles. The clear zone is a compromise between the recovery area for every errant vehicle, the cost of providing that area and the probability of an errant vehicle encountering a hazard. The clear zone should be kept free of non-frangible hazards where economically and environmentally possible. Alternatively, hazards within the clear zone should be treated to make them safe or be shielded by a safety barrier (Austroads Geometric Design Guidelines Part 6 Table 4.1).
Council	means the Hauraki District Council or any person delegated or authorised to act on its behalf.
Council drain	means every drainage channel (on or under the ground) or watercourse (such as a river or stream) vested in or under the management of the Council or constructed by the Council as a drainage channel.
Heavy vehicle	means a motor vehicle (other than a motorcar that is not used, kept, or available for the carriage of passengers for hire or reward) having a gross vehicle mass exceeding 3500 kg.
Person	has the meaning given in the Interpretation Act 1999, or subsequent amendment.
Road	includes - (a) a street; and (b) a motorway; and (c) a beach; and (d) a place to which the public have access, whether as of right or not; and (e) all bridges, culverts, ferries, and fords forming part of a road or street or motorway, or a place referred to in paragraph (d); and (f) all sites at which vehicles may be weighed for the purposes of the Land Transport Act 1998 or any other enactment.
Road reserve	means the area from the property boundary on one side of the road to the property boundary on the other side of the road. This includes the berm (grass verge), footpath and carriageway (road).
Stock	means cattle, deer, llamas, alpacas, donkeys, mules, horses, sheep, goats, and any other animal farmed, and dependent on humans for their care and sustenance.
Structure	means a temporary, permanent movable, or immovable structure (including a structure intended for occupation by people, animals, machinery, or chattels) and includes: a mechanical, electrical, or other system; a fence as defined in Part 1 (2) the Fencing Act 1978; a vehicle or motor vehicle (including a vehicle or motor vehicle as defined in section 2(1) of the Land Transport Act 1998) that is immovable.
Vehicle crossing	means a formed access for vehicles to enter or leave private land from or to a road.

19 Review

The policy will be reviewed within five years after the first policy is adopted by the Council and then at intervals determined by the Council.

It should be reviewed in line with the review of Council's related bylaws and relevant asset management planning documents.

20 Document management and control

Title	Hauraki District Council Land Transport Policy 2023
Sponsor	Roading Manager and Strategic Planning Group Manager Service Delivery
Approved by:	The Council
Adoption date:	31 May 2023
Review by:	May 2028
File ref:	2960979
Property of Hauraki District Council	



For more information:

- **W** www.hauraki-dc.govt.nz
- **E** info@hauraki-dc.govt.nz
- **P** 07 862 8609 or 0800 734 834 (from within District)

Visit us at one of our offices:

- Paeroa: 1 William Street
- Ngatea: 84 Orchard West Road
- Waihi: 40 Rosemont Road

FOR DECISION MŌ TE WHAKATAUNGA



TO	Mayor and Councillors
AUTHOR	Lukas de Haast Transportation Manager
FILE REFERENCE	Document: 3309520 Appendix A: Hauraki DC Interim Speed Management Plan Volume 3 (M3309531)
MEETING DATE	26 April 2023
SUBJECT	Transport Decision Report – Interim Speed Management Plan Implementation

SUMMARY | TE WHAKARĀPOPOTANGA

The purpose of this report is to obtain approval of the planned timeline for implementation of the interim Speed Management Plan adopted by Council in July 2022.

The Speed Management Plan has been certified by Waka Kotahi and is ready for implementation to commence as soon as the new Road Maintenance Contractor is established (starting July 2023).

Amendments to the Implementation Plan as discussed with the Councillor working party is included in the request for approval.

The decision is not considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the implementation plan for Council's interim speed management plan is approved.

THAT the following changes as requested by the Councillor Speed Management working party is incorporated in the published version of the implementation plan:

1. Implementation of speed limit changes in Oparia Rd and Raratuna Rd, Turua to be delayed to NLTP 24/27 to allow for further review
2. Implementation of the speed limit change in Gilmour Str, Waihi to be aligned with possible future extensions of the Rail Trail, or place-making projects.
3. Implementation of speed limit change in Victoria Str, Waihi to be aligned with work on the Hauraki Rail Trail
4. Implementation of speed limit changes on Awaiti Rd to be coordinated with Matamata-Piako District Council, but preferably to be at the same time as Hauraki Rd changes.

THAT the Council considers these decisions to be insignificant under its Significance and Engagement Policy 2020.

THAT level of engagement at this time is to inform our communities.

1 PURPOSE | TE ARONGA

The purpose of this report is to update Councillors on the progress of the Hauraki District Interim Speed Management Plan and seek approval for the proposed implementation plan.

2 BACKGROUND | TE KŌRERO Ā MUA

Following a period of consultation and public hearings in June/July 2022, Council adopted our inaugural interim speed management plan.

The development of a speed management plan is expected to be mandated by the Government as part of its review of the Setting of Speed Limits Rule. Until this legislative process is completed speed management plans will be "interim" to assist with the transition between the current bylaw process and that of a register of speed limits proposed as part of the proposed Setting of Speed Limits Rule.

To progress our interim speed management plan we have submitted this to Waka Kotahi for certification. The certification process has been completed in January 2023, and we will now be able to implement the speed changes proposed within our speed management plan. The following was noted by the Director of Land Transport with regards to the speed management plan.

"The Hauraki District Council is commended for its Interim Speed Management Plan which adapts the Waka Kotahi template for Speed Management Plans. In doing so it has presented an easy-to-follow and clear roadmap for increasing the number of safe and appropriate speed limits across the region."; and

"The Hauraki District Council is commended for recognising the needs of people walking and using other active modes in its Interim Speed Management Plan".

The intention is for this plan to be reviewed every 3 years in alignment with the Long Term Plan funding cycle and alignment with funding opportunities. The plan will also be reviewed when significant changes in development or funding occur necessitating a change to the implementation plan.

Our adopted Speed Management plan is available here; [Speed Management Plan - Hauraki District Council \(hauraki-dc.govt.nz\)](https://www.hauraki-dc.govt.nz)

3 THE ISSUES | NGĀ TAKE

3.1 Development of the Implementation Plan

Staff have developed an implementation plan which maps out a timeline for the installation of proposed speed changes and any physical works to support these.

The implementation plan is a prioritised programme of works for the next 10 years that is also influenced by expected annual budgets. The roads that have speed limit changes have been divided into those that are self-explaining and therefore can be implemented without the need for physical works and those that require works to be undertaken either to manage the existing speeds or to support a change in speed limit.

The implementation plan has been developed considering this alongside the following priorities:

1. Schools
2. High Risk / DSI routes
3. Changes that can be implemented without physical works and are not dependent on other network changes

The implementation plan is attached as Appendix A: HDC Interim Speed Management Plan Vol 3, Implementation.

Staff have commenced work with our internal design team to develop signage and safety improvements (the physical works) that can be used consistently throughout our network. These physical works and the "year 1" speed changes can commence in 2023 once the new maintenance contractor is established. Waka Kotahi certification of the plan occurred too late for the first package of works to be handed over to the current maintenance contractor with enough lead-in time to plan works, order materials and install before the end of the contract.

Prior to implementing any speed changes a communications plan will also be developed with a view to inform our communities in advance of speed changes being installed near them.

A councillor working party was formed to review the implementation plan in order to make adjustments. The following comments were received from the working party and other affected parties:

- The speed limit change in Oparia Rd needs to be included in the next review of the Speed Management Plan before implementation
- The implementation of speed limit in Gilmour Street, Waihi must coincide with work on the Rail Trail.
- Paul Drive, Ngatea to be included in the next review of the Speed Management Plan
- Speed limit changes in Pipiroa Rd, Ngatea should be implemented earlier if possible
- Ebner Place to be aligned with changes on Kaiaua Rd
- Speed limit changes in Kaiaua Rd to be aligned with the implementation of the Hunua cycle route
- Page 9, Mueller and Union Streets - The right column should say St Joseph's School (not Central School)
- Page 17 - 2.20.2 - Old Tauranga Road - the end should be Waitawheta Road (not Waitekauri Road)

3.2 Waka Kotahi’s Speed management plan

Waka Kotahi’s the Interim State Highway Speed Management Plan was open for public consultation until 12 December 2022.

The timeline indicated for Waka Kotahi’s speed management plan is to submit for certification early 2023. Following certification in mid-2023, the plan will be published online, and the speed limits will be implemented during the time periods proposed in the plan. For most speed limits, this will be by mid-2024. For some schools, implementation will continue into 2024-27.

The draft Speed Management Plan awaiting certification can be found at

[Interim State Highway Speed Management Plan 2023 – 2024 consultation draft \(nzta.govt.nz\)](https://nzta.govt.nz)

Some of our speed limit changes will be influenced by the proposed speed changes on State Highways, for example where schools are located on the corner of a State Highway and a local road, we will need to work with Waka Kotahi to align the proposed speed limit changes.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information).

We have engaged with the community earlier this year on our draft speed management plan, following this period of consultation and public hearings in June/July 2022, Council adopted our interim speed management plan.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Option 1: Retaining the status quo – Not implementing the Speed Management Plan
- Option 2: Approval of current Implementation Plan with amendments as indicated

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: Retaining the status quo – Not implementing the Speed Management Plan

<p>ABOUT THIS OPTION</p> <p>This option would be to halt implementation of the Speed Management Plan in its entirety.</p>	
<p>ADVANTAGES No further expenses</p>	<p>DISADVANTAGES Progress made to date will be halted, and the Regional target of 40% reduction in Deaths and Serious Injuries is unlikely to be achieved.</p>
<p>FINANCIAL COSTS</p>	
<p>Whole of life costs</p>	<p>Capital costs: \$0</p>

	Ongoing annual operating: \$0 One off operating cost: \$0
Budget source	Minor Improvements (Level of Service)
Changes to budgets	In order to accommodate these costs there will need to be changes to budgets. Existing Minor Improvement budget will not be utilised
Impact on the Council’s debt	There is no impact on the Council’s debt
Potential impact on rates	There will be no impact on rates because the budget for speed management is already included in the LTP

5.2 OPTION 2: Approval of current Implementation Plan with amendments as indicated

<p>ABOUT THIS OPTION Adoption of the Implementation Plan which will enable design and construction to proceed in a structured manner.</p>	
<p>ADVANTAGES Compliance with legislative requirements with regards to speed management at schools Meaningful action towards achieving a 40% reduction in Deaths and Serious Injuries as per the Regional Road Safety Strategy</p>	<p>DISADVANTAGES There may be customers that are not satisfied with the priority assigned to speed management in certain areas. We may receive negative feedback about lowering speed limits with the installation of some speed limit changes as this is an emotive topic It is important to note that adoption of the implementation plan will allow structured progress, but that Council will always have the ability to make amendments to the sequence of implementation. Further please note that the Speed Management Plan will be reviewed every three years, which will allow opportunity for other roads to be added, or for included roads to be reviewed.</p>
<p>FINANCIAL COSTS</p>	
Whole of life costs	Capital costs: \$537,000 Ongoing annual operating: Not quantified
Budget source	Minor Improvements (Level of Service)
Changes to budgets	In order to accommodate these costs there will not need to be changes to budgets. The funds are approved within the annual plan and LTP
Impact on the Council’s debt	There is no impact on the Council’s debt
Potential impact on rates	There will be no impact on rates

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff recommend proceeding with option 2 – Approval of current Implementation Plan with amendments as indicated.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council's strategic direction , including community outcomes.	
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets .	The implementation plan aligns with budgets in our AP and LTP
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council's other strategies, policies, bylaws and plans .	Council have adopted an interim speed management plan
SIGNIFICANCE ASSESSMENT	The decision IS NOT considered significant under the Council's Significance and Engagement Policy 2020.	Extensive community consultation was conducted with the development of the interim speed management plan. The current decision relates only to the timing of implementation.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.	

6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

Description of risk	Level of risk	How we could soften the risk	Risk remaining
Budget constraints – budgets are dependent on strategic direction set by Central Government	Moderate	Designing packages of work so that it can be lumped together to enable the contractor to leverage economies of scale.	Low
Negative public sentiment	High	The speed management plan review process (every three years), which will involve public consultation	Moderate

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
August 2023	Designs to be issued to new contractor for construction/installation	Designs of the first year's implementation are completed, and the second year's designs are underway
May 2023	Review of the Speed Management Plan to align with Long Term Plan 24/26. Not currently affecting the timeframes of the current implementation plan.	Commenced

8 Approval

Prepared by	Lukas de Haast Transportation Manager
Approved by	Adrian de Laborde Service Delivery Group Manager

**APPENDIX A : Hauraki DC Interim Speed Management Plan Volume 3
(M3309531)**

Hauraki District Council
Interim Speed Management Plan
Volume 3 – Implementation Plan

August 2022



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1. Purpose of this document

Hauraki District Council are committed to reducing deaths and serious injury on the District roads and reducing its carbon footprint. To support this, a range of initiatives are required to be implemented to ensure that vehicle speeds are appropriate for the areas where we live, work and go to school.

This document sets out Council's 10-year speed management plan for the district, as is required by the government. The plan includes short-term and long-term road safety goals; speed limit changes for the whole network, and future improvements to roads to support changes in speed limits if and when required.

2. Speed Management Review

Those roads considered as part of the development of the inaugural speed management plan for Hauraki District have been identified from the following sources:

- High risk roads – MegaMaps First and Second 10% Intervention locations
- DSI routes – Roads with 2 or more fatal or serious crashes in the previous 10 years including at least 1 fatal crash.
- Schools/daycares/kindy's/aged care locations
- Peri-urban locations
- Customer complaints/queries (CSR)
- Existing transport project list (TPL)

Changes to speed limits will be on going as development in the district continues and to achieve alignment with the NZ Governments Road to Zero Action Plan with respect to speed management. The initial plan will provide guidance on when, how and why speed should be managed on each of the roads identified.

The intention is for the plan to be reviewed every 3 years in alignment with the Long Term Plan funding cycle to provide alignment with funding opportunities. The plan will also be reviewed when significant changes in development or funding occur, necessitating a change to the implementation plan.

3. Speed Limit changes

Following the 2021 speed management review a number of changes to speed limits were recommended and released for public consultation. The agreed speed limit changes are collated in the following sections.

3.1 Speed limits around schools

A summary of the proposed speed limits around schools in the Hauraki District are shown in Table 1. The indicative implementation date (NLTP) is based on the prioritisation undertaken for all speed limit changes on local roads in the district.

Table 1 Speed Limits around schools

School Name	Category	Proposed Speed Limit	Comments	NLTP
Goldfields School (Paeroa)	Cat 1	30		24-26
Hauraki Plains College	Cat 1	30		21-23
Kaiaua School	Cat 1	30		21-23
Kaihere School			State Highway frontage only	
Karangahake School	Cat 1	30		24-26
Kerepehi School	Cat 1	30		24-26
Kopuarahi School	Cat 2	60	60km/hr variable speed limit proposed. Will require coordination with Waka Kotahi due to State Highway frontage	21-23
Miller Avenue School	Cat 1	30		24-26
Netherton School	Cat 2	60	60km/hr variable speed limit proposed. Will require coordination with Waka Kotahi due to State Highway frontage	21-23
Ngatea School			Primarily State Highway frontage	
Paeroa Central School	Cat 1	30		24-26
Paeroa Christian School	Cat 1	30		24-26
Paeroa College			State Highway frontage only	
St Joseph's Catholic School (Paeroa)			Primarily State Highway frontage	
St Joseph's Catholic School (Waihi)	Cat 1	30		24-26
Tirohia School			State Highway frontage only	
Turua Primary School	Cat 1	30		21-24
Waihi Central School	Cat 1	30		24-26
Waihi College	Cat 1	30		24-26
Waihi East School	Cat 1	30		24-26

School Name	Category	Proposed Speed Limit	Comments	NLTP
Waikino School	Cat 2	40	40km/hr area wide speed limit proposed.	24-26
Waimata School			State Highway frontage only	
Waitakaruru School	Cat 2	60	60km/hr variable speed limit proposed. Will require coordination with Waka Kotahi due to State Highway frontage	21-23

3.2 Speed limit changes

A summary of each road where a speed limit change has been recommended in the 2021 review process are tabled below. Due to funding limitations the locations have been prioritised for implementation with schools and DSI routes assigned the highest priority. Existing budgets have been used to determine a likely implementation time frame and these priorities will be reviewed each NLTP cycle as funding allocations are renegotiated.

Table 2 Speed Limit changes

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.1.1	Awaiti Road	SH2	0		8024	100	80	Permanent	24-26	80	Y		
2.3.1	East Coast Road - Sec 1	RP 0	0	RP 8028	8028	100	80	Permanent	21-23	80	Y		
2.3.1	East Coast Road - Sec 3	RP 9553	9553	RP 9923	9923	70	50	Permanent	21-23	50	Y		
2.3.1	East Coast Road - Sec 3	RP 9923	9923	RP 10303	10303	70	30	Variable	21-23	50	N	This section of road is outside Kaiua School so a 30km/hr speed limit is proposed.	8:25 – 9am 2:55 – 3:15pm School Days
2.3.1	East Coast Road - Sec 3	RP 10303	10303	RP 12313	12313	70	50	Permanent	21-23	50	Y		
2.3.1	East Coast Road - Sec 4	RP 12313	12313	RP 16100	16100	100	60	Permanent	21-23	60	Y		
2.3.1	East Coast Road - Sec 5	RP 16100	16100	RP 18678	18678	70	60	Permanent	21-23	80	N	Lower speed limit to provide consistency with adjacent sections of road	
2.3.1	East Coast Road - Sec 6	RP 18678	18678	Akl Bdy	19067	70	60	Permanent	21-23	80	N	Lower speed limit to provide consistency with adjacent sections of road	
2.3.2	Ebner Place	Kaiua Road	0	End	336	100	60	Permanent	21-23	60	Y		
2.3.3	Kaiua Road	Existing 50/100	280	Bdy with Waikato	5826	100	60	Permanent	24-26	60	Y		
2.4.1	Kaihere Road - Sec 1	SH2	0	Hayward Road	324	50	30	Permanent	21-23	40	N	This section of road is outside Hauraki Plains College so a 30km/hr speed limit is proposed.	
2.4.1	Kaihere Road - Sec 2	Brenner Drive	450	SH27	15720	100	80	Permanent	24-26	80	Y		

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.5.1	School Road (Karanghake)	SH2	0	End	306	50	30	Permanent	24-26	40	N	This section of road is outside Karangahake School so a 30km/hr speed limit is proposed.	
2.6.2	Kerepehi Town Road - Sec 1	SH2	0	40m east of Ponui Avenue	629	100	60	Permanent	24-26	50	N	Insufficient development to support 50km/hr speed limit	
2.6.2	Kerepehi Town Road - Sec 3	100m west of Fernleigh Street	1611	Ferry Road	2006	100	80	Permanent	24-26	60	N	Insufficient development to support 60km/hr speed limit	
2.6.3	McGowan Ave	Kerepehi Town Road	0	RP 270	270	50	30	Permanent	24-26	40	N	This section of road is outside Kerepehi School so a 30km/hr speed limit is proposed.	
2.8.1	Rahu Road	End of seal	1445	End	3440	100	70	Permanent	21-23	60	N	To provide consistency with adjacent road section. Lower speed limit will be reviewed in next SMP.	
2.9.1	Church Road	North Road	0	End	159	100	60	Permanent	21-23	60	Y		
2.9.4	North Road	SH27	0	RP 120	120	100	60	Permanent	21-23	60	Y		
2.10.1	School Road (Netherton)	SH2	0	RP 230	230	100	60	Variable	21-23	80	N	This section of road is outside Netherton School so a 60km/hr speed limit is proposed. Any changes to the speed limit will need to be coordinated with Waka Kotahi to ensure consistency of treatment around the school.	8:25 – 9am 2:55 – 3:15pm School Days

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.11.2	Hayward Road	Kaihere Road	0	RP 630	630	50	30	Permanent	21-23	40	N	This section of road is outside Hauraki Plains College so a 30km/hr speed limit is proposed.	
2.12.6	Coronation Street	RP 300	300	RP 590	590	50	30	Permanent	24-26	40	N	This section of road is outside Paeroa Christian School so a 30km/hr speed limit is proposed.	
2.12.9	Miller Avenue	Kennedy Street	177	End	310	50	30	Permanent	24-26	40	N	This section of road is outside Miller Avenue School so a 30km/hr speed limit is proposed.	
2.12.10	Norwood Road	RP 440	440	RP 800	800	50	30	Permanent	24-26	40	N	This section of road is outside Goldfields School and Miller Avenue School so a 30km/hr speed limit is proposed.	
2.12.14	Rotokohu Road	RP 200	200	RP 6420	6420	100	80	Permanent	21-23	80	Y		
2.12.14	Rotokohu Road	RP 6420	6420	End	7720	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with remainder of the road	
2.12.14	Thorp Road	Rotokohu Road	0	End	1808	100	80	Permanent	21-23	80	Y		
2.12.16	Te Moananui Flats Road	Rotokohu Road	0	End	989	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with remainder of the area	
2.12.18	Wood Street	Victoria Street	185	Thorp Street	362	50	30	Permanent	24-26	40	N	This section of road is outside Paeroa Central School so a 30km/hr speed limit is proposed.	

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.12.18	Thorp Street	Nahum Street	0	Willoughby Street	180	50	30	Permanent	24-26	40	N	This section of road is outside Paeroa Central School so a 30km/hr speed limit is proposed.	
2.14.1	Arawa Street	SH25	0	End	685	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with other side roads off SH25	
2.14.2	Buchanan Road (Plains)	SH25	0	End	2018	100	80	Permanent	21-23	80	Y		
2.14.3	Bush Road	SH25	0	RP 230	230	100	60	Variable	21-23	80	N	This section of road is outside Kopuarahi School so a 30km/hr speed limit is proposed. Any changes to the speed limit will need to be coordinated with Waka Kotahi to ensure consistency of treatment around the school.	8:25 – 9am 2:55 – 3:15pm School Days
2.14.4	Moehau Street	Buchanan Road	0	End	1030	100	80	Permanent	21-23	80	Y		
2.14.4	Scott Street	Moehau Street	0	End	67	100	80	Permanent	21-23	80	Y		
2.14.5	Pipiroa Road	RP 5490	5490	Mahana Road	6290	70	50	Permanent	24-26	50	Y		
2.15.1	Hauraki Road - Sec 1	SH25	0	RP 4160	4160	100	80	Permanent	21-23	80	Y		
2.15.1	Hauraki Road - Sec 2	RP 5023	5023	RP 5367	5367	50	30	Variable	21-23	60	N	This section of road is outside Turua School so a 30km/hr speed limit is proposed.	8:25 – 9am 2:55 – 3:15pm School Days
2.15.1	Hauraki Road - Sec 3	RP 5425	5425	SH2	14135	100	80	Permanent	21-23	80	Y		

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.15.3	Oparia Road	Southern End	0	Northern end	1329	50	80	Permanent	21-23	40	N	Incorrect inputs into Megamaps has given speed limit inconsistent with the rural environment.	
2.15.4	Piako Road	RP 330	330	RP 620	620	50	80	Permanent	21-23	50	N	Incorrect inputs into Megamaps has given speed limit inconsistent with the rural environment.	
2.15.5	Raratuna Street	Oparia Road	0	RP 250	250	50	80	Permanent	21-23	40	N	Incorrect inputs into Megamaps has given speed limit inconsistent with the rural environment.	
2.15.5	Raratuna Street	Hauraki Road	521	Waihou Street	673	50	30	Permanent	21-23	40	N	This section of road is outside Turua School so a 30km/hr speed limit is proposed.	
2.15.6	Rata Street (Turua)	Hauraki Road	0	Oparia Road	561	50	80	Permanent	21-23	40	N	Incorrect inputs into Megamaps has given speed limit inconsistent with the rural environment.	
2.16.6	Donnelly Street	Gladstone Road	0	Smith Street	234	50	30	Permanent	24-26	40	N	This section of road is outside Waihi East School so a 30km/hr speed limit is proposed.	
2.16.6	Kitchener Street	Donnelly Street	0	End	175	50	30	Permanent	24-26	40	N	This section of road is outside Waihi East School so a 30km/hr speed limit is proposed.	
2.16.8	Gilmour Street	SH25	179	SH2	848	50	40	Permanent	24-26	40	Y		

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.16.9	Gladstone Road	RP 395	395	RP 695	695	50	30	Permanent	24-26	40	N	This section of road is outside Waihi East School so a 30km/hr speed limit is proposed.	
2.16.10	Heard Road	Trig Road North	0	End	2278	100	80	Permanent	21-23	80	Y		
2.16.11	Heath Road	SH2	0	End	450	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with other roads in the area	
2.16.13	Kensington Road	Rata Street	727	End	1055	50	30	Permanent	24-26	40	N	This section of road is outside Waihi College so a 30km/hr speed limit is proposed.	
2.16.13	Rata Street (Waihi)	Kensington Road	0	Thorn Road	471	50	30	Permanent	24-26	40	N	This section of road is outside Waihi College so a 30km/hr speed limit is proposed.	
2.16.16	Moresby Avenue	RP 30	30	RP 405	405	50	30	Permanent	24-26	40	N	This section of road is outside Waihi Central School so a 30km/hr speed limit is proposed.	
2.16.17	Mueller Street	RP 261	261	RP 481	481	50	30	Permanent	24-26	40	N	This section of road is outside Waihi Central School so a 30km/hr speed limit is proposed.	
2.16.17	Union Street	RP 40	40	RP 315	315	50	30	Permanent	24-26	40	N	This section of road is outside Waihi Central School so a 30km/hr speed limit is proposed.	

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.16.19	Orokawa Heights	Heard Road	0	End	183	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with other roads in the area	
2.16.20	Poets Corner	Heard Road	0	End	296	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with other roads in the area	
2.16.21	Reservoir Rd	Kent Crescent	546	End	1036	100	60	Permanent	21-23	40	N	Incorrect inputs into Megamaps has given speed limit inconsistent with the rural environment.	
2.16.21	Wharry Road	Reservoir Road	0	End	604	100	50	Permanent	21-23	60	N	Speed limit to be lowered to 50km/hr to be consistent with other roads in the area	
2.16.23	Seddon St	Morseby Avenue	0	Mueller Street	265	50	30	Permanent	30-32	30	Y		
2.16.25	Thorn Road	Rata Street	0	Waitete Road Nth	674	100	50	Permanent	21-23	60	N	Speed limit to be lowered to 50km/hr to be consistent with other roads in the area	
2.16.25	Thorn Road	Waitete Road Nth	674	End	1339	100	50	Permanent	21-23	60	N	Speed limit to be lowered to 50km/hr to be consistent with other roads in the area	
2.16.29	Waitete Road Nth	Thorn Road	0	End	631	100	50	Permanent	21-23	60	N	Speed limit to be lowered to 50km/hr to be consistent with other roads in the area	
2.17.1	Waihi Beach Road	State Highway 2	0	Bdy with WBOP	4313	100	80	Permanent	21-23	80	Y		
2.18.1	Abbott Road	Old Waitekauri Road	0	Princes Street	410	50	30	Permanent	24-26	40	N	School speed limit	

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.18.1	Queen Street	Abbott Road	0	End	112	50	40	Permanent	24-26	40	Y		
2.18.1	Poland Street	Old Waitekauri Road	0	Princes Street	542	50	40	Permanent	24-26	40	Y		
2.18.1	Princes Street	Poland Street	0	End	1264	50	40	Permanent	24-26	40	Y		
2.18.3	Larsen Road	Old Waitekauri Road	0	End	184	70	40	Permanent	24-26	40	Y		
2.18.4	Old Waitekauri Rd	SH2	0	Larson Road	1081	50	40	Permanent	24-26	40	Y		
2.19.1	Canal West Road	SH25	0	RP 270	270	70	60	Variable	21-23	80	N	This section of road is outside Waitakaruru School so a 60km/hr speed limit is proposed.	8:25 – 9am 2:55 – 3:15pm School Days
2.20.2	Old Tauranga Road	SH2	0	Waitekauri Road	6264	100	80	Permanent	24-26	80	Y		
2.20.3	Pukekauri Road	Waitawheta Road	0	East of Hollis Road	560	100	60	Permanent	21-23	60	Y		
2.20.3	Pukekauri Road	East of Hollis Road	560	Franklin Road	6725	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with other roads in the area	
2.20.3	Athol Road	Pukekauri Road	0	End	210	100	60	Permanent	21-23	60	Y		
2.20.3	Hollis Road	Pukekauri Road	0	End	1471	100	60	Permanent	21-23	60	Y		
2.20.3	McKinney Road	Pukekauri Road	0	End	606	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.4	Pukewera Road	Old Tauranga Road	0	Taieri Road	4317	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.5	Swetman Road	Waitawheta Road	0	End	1065	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.20.6	Taieri Road	Waitawheta Road	0	End	3464	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Waitawheta Road	SH2	0	Pukekauri Road	480	100	40	Permanent	21-23	60	N	Speed limit to be lowered to 40km/hr to support high level of pedestrian activity in the area.	
2.20.7	Waitawheta Road	Pukekauri Road	480	Old Tauranga Road	9124	100	80	Permanent	21-23	80	Y		
2.20.7	Kennedy Road	Waitawheta Road	0	End	1022	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Dickey Flats Road	Kennedy Road	0	End	1899	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Franklin Road	Waitawheta Road	0	End	2484	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Dean Road	Franklin Road	0	End	1308	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Spence Road	Franklin Road	0	End	758	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	Hume Road	Franklin Road	0	End	282	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	
2.20.7	McLean Road	Waitawheta Road	0	End	555	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	

Report Section	Road Name	Start	Start RP	End	End RP	Posted Speed Limit	Proposed Speed Limit	Speed Limit Type	Implementation timeframe (NLTP Period)	Safe and Appropriate Speed	Proposed = SAAS (Y/N)	Further Information	Dates / Times
2.20.7	Bellamys Road	Waitawheta Road	0	End	225	100	80	Permanent	21-23	60	N	Speed limit to be lowered to 80km/hr to be consistent with the adjacent road.	

4. Safety Infrastructure

A summary of the initial safety infrastructure recommendations in the 2021 review process is tabled below. This summary includes locations where safety infrastructure over and above signage (threshold treatments) is required on a road with a proposed speed limit change as well as locations where safety infrastructure is required to support the existing speed limit. Due to funding limitations the locations have been prioritised for implementation with schools and DSI routes assigned the highest priority. Existing budgets have been used to determine a likely implementation time frame and these priorities will be reviewed each NLTP cycle as funding allocations are renegotiated.

4.1 Further investigation

A number of locations were identified during the review where treatments from the Standard Safety Intervention Toolkit have already been installed and crashes are continuing to occur. In addition there are roads, especially within the Hauraki Plains area, where due to geological reasons road widening to facilitate the installation of improvements such as barriers or wide centreline can not be achieved. These roads will require additional in depth investigation to determine what treatments can be installed and their associated costs.

Table 3 Safety Infrastructure

Report Section	Road Name	Start	Start RP	End	End RP	Proposed safety infrastructure (excl thresholds)	Implementation timeframe (NLTP Period)	Comments
2.1.1	Awaiti Road	SH2	0		8024	ATP on edgelines along the route.	24-26	Any physical works and/or changes to speed limit will need to be coordinated with Matamata-Piako District Council to ensure consistency along the route.
2.3.1	East Coast Road - Sec 1	RP 0	0	RP 8028	8028	Edgelines, with or without ATP, centreline ATP and additional edge marker posts	21-23	
2.3.1	East Coast Road - Sec 2	RP 8028	8028	RP 9553	9553	Edgelines	21-23	
2.3.1	East Coast Road - Sec 3	RP 9553	9553	RP 9923	9923	Edgelines, with or without ATP, centreline ATP and additional edge marker posts	21-23	
2.3.1	East Coast Road - Sec 3	RP 9923	9923	RP 10303	10303	Edgelines, with or without ATP, centreline ATP and additional edge marker posts	21-23	
2.3.1	East Coast Road - Sec 3	RP 10303	10303	RP 12313	12313	edgelines, with or without ATP, centreline ATP and additional edge marker posts	21-23	
2.3.1	East Coast Road - Sec 6	RP 18678	18678	Akl Bdy	19067	Install additional pedestrian warning signage as appropriate	21-23	
2.3.3	Kaiaua Road	Existing 50/100	280	Bdy with Waikato	5826	ATP on edgelines along the route. Investigate options for further route improvements	24-26	Any physical works and/or changes to speed limit will need to be coordinated with Waikato District Council to ensure consistency along the route.
2.3.4	Miranda Road	Findlay Road	0	Waikato DC Bdy	4602	ATP on edgelines along the route. Additional edge marker posts and curve warning signage at out of context curves	24-26	
2.4.1	Kaihere Road - Sec 1	SH2	0	Hayward Road	324	Slow street treatments within the vicinity of the school. Raised platforms to manage vehicle speeds.	24-26	

2.4.1	Kaihere Road - Sec 2	Brenner Drive	450	SH27	15720	Edgelines along the rural section of the road. Edge marker posts and curve warning signage at the out of context curves, RP 3800 – 6600, RP10700 – 11000 and RP14500 - 15500.	24-26	
2.6.2	Kerepehi Town Road - Sec 2	40m east of Ponui Avenue	629	100m west of Fernleigh Street	1611	Existing zebra crossings onto raised platforms.	24-26	
2.6.4	Wharepoa Road West	State Highway 2	0	Hauraki Road	3398	Investigate options for route improvements	21-23	Investigation to be undertaken in conjunction with Hauraki Road
2.11.1	Darlington Street	SH2	0	End	910	Slow street treatments at multiple locations between State Highway 2 and Hayward Road to match the environment of the rest of the road. Install a mini roundabout at the Hayward Road intersection.	27-29	
2.11.2	Hayward Road	RP 630	630	Darlington Street	707	Install a mini roundabout at the Darlington Street intersection	24-26	
2.11.3	McDuff Lane	SH2	0	End	60	Additional roadmarking in the area in a long-life product.	27-29	
2.12.3	Aorangi Road	SH26	0	End	1149	Slow street treatments at multiple locations. Side islands to narrow the road and one way sections to manage vehicle speeds	27-29	
2.12.7	Junction Road	Railway Road	0	Menzies Place	405	Slow street treatments at multiple locations between Railway Street and Menzie Place. Side islands to narrow the road and one way sections to manage vehicle speeds. Install mini roundabout at the intersection with Opatito Road	30-32	
2.12.10	Norwood Road	RP 440	440	RP 800	800	Replace the existing kea crossing with a patrolled zebra crossing on a raised platform	24-26	
2.12.13	Railway Street	SH2	0	End	498	Slow street treatments at multiple locations. Realign the pedestrian access points to enable raised platforms to be installed	30-32	
2.12.15	Shaw Avenue	Aorangi Road	0	End	700	Slow street treatments at multiple locations. Side islands to narrow the road and one way sections to manage vehicle speeds.	30-32	
2.14.3	Bush Road	SH25	0	RP 230	230	Review curve warning signage and install new signs as required.	21-23	Any changes to the speed limit will need to be coordinated with Waka Kotahi to ensure consistency of treatment around the school.
2.14.3	Bush Road	RP 230	230	End	6259	ATP on edgelines along the route.	24-26	Works to be coordinated with Hauraki Road
2.15.1	Hauraki Road - Sec 1	SH25	0	RP 4160	4160	Edgelines, with or without ATP, centreline ATP and additional edge marker posts (RP 0 – 4160)	24-26	

2.15.1	Hauraki Road - Sec 2	RP 4160	4160	RP 5023	5023	Replace the existing kea crossing with a patrolled zebra crossing on a raised platform.	24-26	
2.15.1	Hauraki Road - Sec 3	RP 5425	5425	SH2	14135	Investigate options for further route improvements. Edgeline and centreline ATP and additional edge marker posts (RP5425 - 14135). Install intersection treatment such as RIAWS at the intersections with Orchard East Road and Wharepoa Road West	21-23	
2.16.7	Galbraith Street	Margaret Street	153	Wrigley Street	303	Install mini roundabouts at the intersection with Wrigley Street. Side islands and central refuges to create a slower speed environment while supporting pedestrian usage in the area.	30-32	
2.16.8	Gilmour Street	SH25	179	SH2	848	Install a mini roundabout at the intersection with Johnston Street. Raised safety platform in the vicinity of the access to the Gilmour Reserve to slow vehicles and provide a safe crossing point for pedestrians. side islands and central refuges to create a slower speed environment while supporting pedestrian usage in the area.	27-29	
2.16.12	Kenny St	SH2	0	SH2	839	Raised safety platform to the south of State Highway 2 to support the cycle path and manage vehicle speeds. Additional raised safety platforms in conjunction with pedestrian desire lines.	27-29	
2.16.14	Lawrence Road	Cornwall Street	0	End	716	Install sharrows and/or other cycle friendly features on the road	30-32	
2.16.16	Moresby Avenue	RP 30	30	RP 405	405	Speed management features in the vicinity of the school	27-29	
2.16.17	Mueller Street	SH25	168	RP 261	261	Install mini roundabout at the intersections with Johnston Street	27-29	
2.16.17	Mueller Street	RP 261	261	RP 481	481	Raised safety platform in the vicinity of the existing crossing location outside the school to slow vehicles and provide a safe crossing point for pedestrians.	27-29	
2.16.17	Mueller Street	RP 481	481	SH2	695	Install mini roundabout at the intersections with Union Street	27-29	
2.16.26	Toomey Street	Kensington Road	0	Waitete Road	363	Investigate options for route improvements. Further physical works will need to consider the function of this road within the roading network and support the current or a lower speed limit of 40km/hr if desired at a later date.	30-32	

2.16.27	Victoria St	Kenny Street	0	Frankton Road	1119	Investigate options for route improvements. Further physical works will need to consider the function of this road within the roading network and support the current speed limit. Install repeater speed limit signs on Victoria Street to remind drivers of the speed limit. Install threshold treatment at the change of speed limit at Frankton Road	24-26	
2.16.28	Waitete Road	Orchard Road	0	Rata Street	885	Investigate edge treatments for the full length to improve the urban environment of the street. Slow street treatments required at multiple locations. Raised safety platforms or central islands to manage vehicle speeds and support use by pedestrians and cyclists.	30-32	
2.16.30	Wrigley St	State Highway 2	0	End	491	Install mini roundabouts at the intersections with Galbraith Street and Consols Street. Side islands and central refuges to create a slower speed environment while supporting pedestrian usage in the area.	27-29	
2.17.1	Waihi Beach Road	State Highway 2	0	Bdy with WBOP	4313	Install ATP on edgelines along the route. RIAWS at Trig Road North and South intersection	21-23	
2.18.1	Abbott Road	Old Waitekauri Road	0	Princes Street	410	Install additional school signage on Abbots Road in the vicinity of Waikino School.	24-26	
2.20.2	Old Tauranga Road	SH2	0	Waitekauri Road	6264	Install edgelines with or without ATP. Install centreline ATP. Investigate options for further route improvements including RIAWS at Woodlands Road intersection	24-26	
2.21.1	Whiritoa Beach Road	State Highway 25	0	Kon Tiki Road	627	Side islands and central refuges to create a slower speed environment while supporting pedestrian usage in the area	30-32	

5. Area treatments

During the review process there were a number of locations where intersecting roads had been identified or where changes to one road would have an effect on multiple adjacent roads. These areas should be considered as a single treatment area to avoid confusion to drivers and ensure that vehicle speeds are managed consistently, and key factors or risks do not simply transfer from one road to an adjacent one.

The areas that were identified fitting these criteria in no particular order are discussed below.

5.1 Ngatea – Hauraki Plain College

This section of roading network is bordered by State Highway 2 and Kaihere Road and is a primarily residential area with access to a school and two childcare facilities.



The following roads have already been identified in this area, Darlington Street, Haywood Street, McMillan Street and Kaihere Road. Darlington Street and Haywood Road have already been the subject of customer complaints regarding vehicle speeds, while the mean speed on Kaihere Road is higher than desirable. The speed limit and speed environment will require lowering on Haywood Road and Kaihere Road due the presence of Hauraki Plains College. In conjunction with Darlington Street these three roads form the core of this area and as such the speed limit through the whole area should be consistent to provide consistency of message to drivers.

5.2 Waihi – Gilmour Reserve

This section of roading network is bordered by both State Highway 25 and State Highway 2 and is a primarily residential area with access to a school and a number of recreational parks.



The following roads have already been identified in this area, Clarke Street, Gilmour Street, and Mueller Street. Due to the grid layout of the network in this area the parallel residential streets should all be treated in a similar nature to ensure that through vehicles remain on the state highway network rather than using this area as a short-cut.

The area to the east of State Highway 2 should also be considered for an area treatment due to the grid layout of the network.

5.3 Waihi – Seddon St Town Centre

This section of roading network is bordered by both State Highway 25 and State Highway 2.





The section of Seddon Street shown above has been identified for a change in speed limit due to its high pedestrian numbers and low speed reinforced by the existing raised platforms. Due to the similar nature of activity, consideration should be given to creating a 'town centre' with similar treatments on all approach roads off State Highway 25. The small section to the north comprising Martha Street and Haszard Street should be included for consistency.

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Document Status

Revision	Date of issue	Author	Reviewer	Signature
Draft		Janette Underwood	Luke McCarthy	
Final	04 August 2022	Janette Underwood	Luke McCarthy	



FOR DECISION MŌ TE WHAKATAUNGA



TO	Mayor and Councillors	
AUTHOR	Eva Mayor Project Manager	Janet Sturat Project Manager
FILE REFERENCE	Document: 3378860 Appendix A: 3414177 Full Business Case Report	
MEETING DATE	Wednesday 31 st May 2023	
SUBJECT	The Plains Community Hub - New Build Project	

SUMMARY | TE WHAKARĀPOPOTANGA

The Council and staff have been working for several years to progress the Ngatea Library project, now called the Plains Community Hub. Due to the passage of time the initial budget set aside for the project is not sufficient to meet current construction costs. This report seeks approval of a revised budget to construct a new customer service centre and library for the Plains community based on a comparable build of the Waihi service centre and library.

A supporting business case in Appendix A presents inflationary and comparative information to justify the need to increase the investment in this project. The revised budget is a significant increase on the LTP budget originally allocated for Ngatea.

The business case also emphasises the need for a working party to be re-established to support the project decision making process. Staff have not made any recommendation on who the participants should be.

The Council has undertaken an extensive consultation process to identify the community's wants and needs. The business case reinforces the need for community engage and for the final design to include those aspirations.

In the business case an evaluation of the project has been done with regard to the Significance and Engagement Policy 2020. The decision is considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the Council proceed with the project and establish a Working Party to support the decision-making process.

THAT the Council set a working budget of \$4.8 million.

THAT the Council approves unbudgeted expenditure of \$3,667,716 for the Plains Community Hub – New Build Project.

THAT the Council carries forward the budgeted capital expenditure of \$1,132,284 for the Ngatea library and service centre from the Offices- Renewals activity, from 2022/2023 to the year 2023/2024.

THAT the Council considers these decisions to be significant under its Significance and Engagement Policy 2020.

1 PURPOSE | TE ARONGA

The purpose of this report is to present the Council with a budget option they will approve so that the project can progress, and to request that a working party be established to support the decision making process and community engagement planning. A business case to support the decision information has been provided in Appendix A.

2 BACKGROUND | TE KŌRERO Ā MUA

The Council has a provision in its 2021-31 Long Term Plan (LTP) to upgrade the service centre and library located in Ngatea. An initiative to collaborate with the Haurakian Trust to build a library close to the Hauraki Plains College was met with significant opposition from the local community.

An extensive consultation process was undertaken 2019/2020 with the Ngatea community to capture their aspirations for this facility. A document was developed called "Plain Speaking 2020 and Beyond... Looking forward to the future of library and service centre services in Ngatea".

Using the community feedback and input from the staff working party an architectural firm was engaged to draw up an initial concept plan - this design fell short of expectations and a second concept plan followed –the "Plains Community Hub". This plan has a larger floor area than the early concept and reflects more aspects of "Plain Speaking 2020" document.

A working party was set up to review the options of refurbishment or a rebuild of the existing Council building. The decision by Council, July 2021, was to build a new facility, at the current location. This new build will replace the existing Council building and will house a service centre and library.

A quantity surveyor was engaged to provide a high level costing of the Plains Community Hub concept plan. The cost estimate was \$6M, significantly higher than the provision in the 2022/23 Annual Plan and LTP budget of \$1.1M - an estimated increase of \$4.9M. This information was presented to Council, September 2022. This is a high level cost estimate and

is influenced by escalations in construction costs, and the provision for other risk and cost escalations.

The working party made several recommendations:

- Review the concept design again to seek a reduction in costs by reducing the overall size.
- Investigate alternative materials to achieve savings.
- That a new working party/steering group be formed to continue the work after the local government elections in October 2022.
- That the requirements for community engagement are determined through the new working party.

Following the Council meeting on 28 September 2022 the project has effectively been on hold pending direction from Council. With a new Council elected in October 2022, the existing Council working party was effectively dissolved.

3 THE ISSUES | NGĀ TAKE

The following issues have been identified and direction is being sought from Council to enable staff to progress the project.

3.1 Providing Project Decision Making Support

A working party was previously established to assist in the decision making for this project and to provide direction to staff. With a new Council elected in October 2022 the existing Council working party was effectively dissolved. It is recommended that a new Council working party is formed in order for the project to progress.

3.2 Setting the Project Budget

As yet no decision has been made on the budget for this project. Without this staff have not been able progress to the next steps. A high level costing based on the revised concept design with a budget of \$6M was presented to Council September 2022. This was significantly higher than initially expected and the direction was to review it and make reductions.

To avoid the expense and effort of reworking concept plans without the support of the working party, having these re-costed by quantity surveyors, and the time it would take to do this, staff have taken a comparable approach to estimating a budget for Council to consider. The Waihi service centre and library build has been used as the basis for modelling a revised budget option of \$4.8M. This approach has been described in the Full Business Case Report, Appendix A.

3.3 Revive Community Engagement

Overtime there have been several engagements with the community to determine what they would like the project to deliver. This was captured in the "Plain Speaking 2020" document. The community has an expectation that they will be getting a new customer service centre and library, with community spaces, to replace the existing Council building. There has been very little communication with the community in the past several months. This creates a risk that we may lose the support of the community. Re-establishing the working party will be key in assisting staff with the development and execution of the engagement and communication plan.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

This project triggers the significant engagement process. A number of key stakeholders have been identified. There is a need to develop an engagement strategy and plan that includes these stakeholders. The Council working party will be key in assisting staff with the development and execution of the engagement and communication plan.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Option 1: Proceed with the project - form a Council working party and set a working budget of \$4.2M.
- Option 2: Re-consider the cost estimate presented to Council September 2022 of \$6M as the budget, and proceed with the project - form a Council working party.

The two budget options have been summarised in the table below. The concept plan being the higher of the two at \$6M and the inflation adjusted at \$4.8M.

Description	Waihi Service Centre & Library	Paeroa Library only	Ngatea Concept Plan Budget Service Centre & Library	Inflation Adj Budget Service Centre & Library
Building size at completion	540m ²	455m ²	508m ²	540m ²
Construction year	2014-2015	2016-2018	2023-24	2023-24
Total Construction Costs	\$1,750,000	\$1,886,000	\$4,345,000	\$3,263,000
Contingency on Construction Costs	-	-	\$790,000	\$978,900
Allowance for Geotech testing, design & PM costs	-	-	\$825,000	\$ 600,000
Total (excluding GST)	\$1,750,000	\$1,886,000	\$5,960,000	\$4,842,000
Total Construction Costs per square metre	\$3241	\$4145	\$8553	\$6043 (540m ²) \$6423 (508m ²)

Construction Cost Comparison Table

Based on the assumptions and industry comparison data presented in this business case it is recommended that the inflation adjusted at budget of \$4.8M be adopted.

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: Proceed with the project - form a Working Party and set a working budget of \$4.8M

<p>ABOUT THIS OPTION</p> <p>This option involves proceeding with the design and construction of the Plains Community Hub, with a working budget of \$4.8M. A description of how the budget was developed is provided in the supporting business case.</p>	
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ADVANTAGES <ul style="list-style-type: none"> • The new facility will include a service centre upgrade as well a library. • The design will increase the space and services offered by the existing library. • Successful completion of the project will enhance our reputation. • The project scope can be refined and the current concept plan can be revised to meet clear budget expectations. • The project can be advanced as the budget is made available. • Staff can manage project to accepted moderate contingencies. 		DISADVANTAGES <ul style="list-style-type: none"> • A significant amount of additional funding is required. • There is a risk the budget will be insufficient to cope with any future delays or unforeseen economic events. • It is not a bottom up budget – it is an estimate, but the approach and assumptions have been developed with finance. 	
FINANCIAL COSTS			
Whole of life costs	Incremental capital costs of \$3.7M (additional to the existing \$1.1M that is included in year 2022/23 Annual Plan and LTP budget), a total of \$4.8M spread over the 2023/24 financial years Ongoing annual operating costs: not included One off operating cost: Nil		
Budget source	It is assumed that the budget will be sourced from district ratepayers.		
Changes to budgets	In order to accommodate the increased cost there will need to be changes to budgets. Increase the current LTP budget by \$3.7M		
Impact on the Council’s debt	Unknown		
Potential impact on rates	Previous LTP budget impact (\$1.1M) was \$7 per rate payer. New budget (\$4.8M) \$30.55 per rate payer an increase of \$23.55		

5.2 Option 2: Re-consider the cost estimate presented to Council September 2022 of \$6M -Proceed with the project - Form a Council Working Party.

ABOUT THIS OPTION This option was presented to Council September 2022. It was perceived as being too high and the working party made several recommendations on how to reduce this high level estimate. With the dissolution of the working party in October those recommendations were never followed up.	
ADVANTAGES <ul style="list-style-type: none"> • The new facility will include a service centre upgrade as well a library. • The design will increase the space and services offered by the existing library. • Successful completion of the project will enhance our reputation. • The project scope can be refined and the current concept plan can be revised to meet clear budget expectations. • The project can be advanced as the budget is made available. 	DISADVANTAGES <ul style="list-style-type: none"> • The increase in the costs of this initial budget estimate is significant to rework it down to a more acceptable number will take time and money. • A significant amount of additional funding is required. • There is no business case to support this level of investment and increase to the current LTP budget.

<ul style="list-style-type: none"> • Staff can manage project to higher contingencies. 	<ul style="list-style-type: none"> • Our customers may not have an appetite for this level of expenditure so this may be detrimental to our reputation.
FINANCIAL COSTS	
Whole of life costs	<p>Capital costs: \$4.9M (additional to the existing \$1.1M that is included in year 2022/23 Annual Plan and LTP budget), \$6M spread over the 23/24 and 24/25 financial years</p> <p>Ongoing annual operating: not included</p> <p>One off operating cost: Nil</p>
Budget source	It is assumed that the budget will be sourced from district ratepayers.
Changes to budgets	<p>In order to accommodate these costs there will need to be changes to budgets.</p> <p>Increase the current LTP budget by \$4.9M</p>
Impact on the Council's debt	Unknown
Potential impact on rates	<p>Previous LTP budget impact (\$1.1M) was \$7 per rate payer.</p> <p>New budget (\$6M) \$38.18 per rate payer. Increase \$31.18</p>

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff recommend proceeding with option 1 – Proceed with the project - form a Working Party and set a working budget of \$4.8M.

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council's strategic direction , including community outcomes.	The preferred option is consistent with the Council's community outcomes.
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS NOT consistent with the long term plan and/or annual plan programmes and budgets .	The proposed working budget for the project is more than what is allocated in the 22/23 AP and LTP.
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS NOT consistent with the Council's other strategies, policies, bylaws and plans .	A land use consent will be required as the site is zoned "Active Reserve" Does not align with the current LTP budget for this initiative.
SIGNIFICANCE ASSESSMENT	The decision IS considered significant under the Council's Significance and Engagement Policy 2020.	>\$1 million of unbudgeted expenditure as identified in the Annual Plan and/or Hauraki Long Term Plan; The community interest is high however there are considerable views already known from the community through previous engagement processes.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.	The decision DOES NOT involve a significant decision in relation to land or a body of water.

6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

Description of risk	Level of risk	How we could soften the risk	Risk remaining
Project estimated budget with contingencies may not be enough.	High	Clearly define the budget scope and expectations with the consultants so that the design and materials fit. Use contingency for the unknowns.	Moderate

Description of risk	Level of risk	How we could soften the risk	Risk remaining
Not proceeding with these recommendations will risk further escalations of costs, which would make the project an unacceptable investment for Ngatea in comparison to the investments in Paeroa and Waihi.	High	Decide on a budget, and set up the working party to provide direction to staff on the next steps.	Moderate
Loss of credibility and reputation with the community as more time passes.	High	Careful consideration of the options and budget and link design outcomes to the feedback in the community "Plain Speaking 2020" document. Develop a communication and engagement plan to refresh the communications with stakeholders.	Moderate

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
June 2023	Establish Working Party	To work with staff to finalise requirements for detailed design.
June 2023	Develop engagement and communication strategy	Working Party to approve engagement and communication plan.

8 Approval

Prepared by	Janet Stuart Project Manager	Eva Mayor Project Manager
Approved by	Adrian de Laborde Service Delivery General Manager	

APPENDIX A **Full Business Case Report**

Full Business Case Report



To: Mayor and Councillors

From: Eva Mayor
Project Manager Janet Stuart
Project Manager

Date: Monday, 22 May 2023

File reference: Document: 3414177
Appendix A: Significance Assessment
Appendix B: Hauraki District Library Services
Appendix C: Revised Concept Plan Ngatea Hub
Appendix D: Waihi Service Centre and Library Floor Plan

Meeting date: Wednesday, 31 May 2023

Decision making: Full Business Case and Significance Assessment

Subject: **The Plains Community Hub – New Build Project**

Recommendations:

THAT the report be received, and

THAT the Council proceed with the project and establish a Working Party to support the decision making process.

THAT the Council set a working budget of \$4.8 million.

THAT the Council approves unbudgeted expenditure of \$3,667,716 for the Plains Community Hub – New Build Project.

THAT the Council carries forward the budgeted capital expenditure of \$1,132,284 for the Ngatea library and service centre from the Offices- Renewals activity, from 2022/2023 to the year 2023/2024.

THAT the Council considers these decisions to be significant under its Significance and Engagement Policy 2020.

Executive Summary

Name of Project and Project No: Plains Community Hub (1145_001 Ngatea Library and Service Centre)

Business case focus: Capital Works

Risk Rating: High

Overview: This business case provides a description of the current status of this project in order to emphasise the need for the Council to make decisions to move to the next steps as further delays risk additional cost escalations.

A cost model using the actual construction costs of the Waihi service centre and library build has developed to provide another budget option for the Council to consider.

An evaluation between two budget options has been presented. The inflationary adjusted model and the concept plan high level cost which was presented to the Council September 2022.

Construction industry indices have been used in the comparisons between the cost models to come up with a recommendation.

The business case provides a re-evaluation of the policies, strategies, plans and significance of engagement impacted by the project.

A summary of the financial and general assumptions, risks and issues have been identified to support the findings.

Findings: It is important that decisions to support the progression of this project are made. Further delays will increase the risk of construction cost escalations in the current economic climate. These cost escalations have the potential to make this project unpalatable. The recommendation is that a working party be established to support project decision making process.

The construction design, and services for the hub should be comparable with the Paeroa library and the Waihi service centre and library. This provides parity across the district on the level of investment each Ward receives. The inflationary adjusted model uses this approach

The evaluation of this project in line with the Significance and Engagement policy is define as significant. There have been several engagements with the community to determine what they would like the project to deliver. The community has an expectation that they will be getting a new customer service centre and library, with community spaces, to replace the existing Council building. There has been very little communication with the community in the past several months. This creates a risk that Council may lose the support of the community and damage its reputation. There is a need to revive engagement with the community. Re-establishing the working party will be key in assisting staff with the development and execution of the engagement and communication plan.

The two budget options have been have been summarised in the table below. The concept plan being the higher of the two at \$6M and the inflation adjusted at \$4.8M.

Description	Waihi Service Centre & Library	Paeroa Library only	Ngatea Concept Plan Budget Service Centre & Library	Inflation Adj Budget Service Centre & Library
Building size at completion	540m ²	455m ²	508m ²	540m ²
Construction year	2014-2015	2016-2018	2023-24	2023-24
Total Construction Costs	\$1,750,000	\$1,886,000	\$4,345,000	\$3,263,000
Contingency on Construction Costs	-	-	\$790,000	\$978,900
Allowance for Geotech testing, design & PM costs	-	-	\$825,000	\$600,000
Total (excluding GST)	\$1,750,000	\$1,886,000	\$5,960,000	\$4,842,000
Total Construction Costs per square metre	\$3241	\$4145	\$8553	\$6043 (540m ²) \$6423 (508m ²)

Construction Cost Comparison Table

Based on the assumptions and industry comparison data presented in this business case it is recommended that the inflation adjusted at budget of \$4.8M be adopted.

Financial Commitment: \$1.1M

Recommended budget option 1. \$4.8M

This budget figure has been modelled using the building construction indices, applied overtime, on the actual construction costs for Waihi in 2014/2015, of \$1,749,347 – converted to equivalent spend in September 2023/2024, with an allowance of 15% for significant additional costs that were not part of the Waihi construction costs, and 30% contingency and an additional allowance for geo-tech testing, design & PM costs similar to the allowance in the concept plan budget.

This financial commitment is for capital expenditure only. The impacts on operating costs will be determined at the next stage of the project.

The project meets the purpose of local government as it is a project that provides a local public service.

Current Situation

1.1 Background

The Council has a provision in its 2021-31 Long Term Plan (LTP) to upgrade the service centre and library located in Ngatea. An initiative to collaborate with the Haurakian Trust to build a library close to the Hauraki Plains College was met with significant opposition from the local community.

An extensive consultation process was undertaken 2019/2020 with the Ngatea community to capture their aspirations for this facility. A document was developed called "Plain Speaking 2020 and Beyond... Looking forward to the future of library and service centre services in Ngatea".

A working party was set up to review the options of refurbishment or a rebuild of the existing Council building. The decision by Council, July 2021, was to build a new facility, at the current location. This new build will replace the existing Council building and will house a service centre and library.

Using the community feedback and input from the staff working party an architectural firm was engaged to draw up an initial concept plan - this design fell short of expectations and a second concept plan followed –the "Plains Community Hub". This plan has a larger floor area than the early concept and reflects more aspects of "Plain Speaking 2020" document. Appendix C provides a view of the revised concept plan.

A quantity surveyor was engaged to provide a high level costing of the Plains Community Hub concept plan. The cost estimate was \$6M, significantly higher than the provision in the 2022/23 Annual Plan and LTP budget of \$1.1M - an estimated increase of \$4.9M. This information was presented to Council, September 2022. This is a high level cost estimate and is influenced by escalations in construction costs, and the provision for other risk and cost escalations.

The working party made several recommendations:

- Review the concept design again to seek a reduction in costs by reducing the overall size.
- Investigate alternative materials to achieve savings.
- That a new working party/steering group be formed to continue the work after the local government elections in October 2022.
- That the requirements for community engagement are determined through the new working party.

1.2 Current position

Since the Council meeting in September 2022 there has been no progress to address the recommendations of the working party. Without a working party in place to provide guidance, and make decisions the project has stalled. This has increased the risk of cost escalations on the project and misalignment of community expectations due to the lack of engagement. There has been no change in the services provided by the service centre or the library in Ngatea.

2 Comparable Spaces and Services

2.1 Spaces and Services

The design of the Plains Community Hub service centre, community spaces and library should be the same or similar to those provided at Waihi. A table of the services provided at Paeroa, Waihi and Ngatea libraries is provided in Appendix B. The Waihi centre has been used as the comparison as it is both a library and service centre, whereas Paeroa's library and service centre are located in different buildings.

If the design of the Plains Community Hub building is based on a similar footprint size to Waihi's of 540 square metres, then for costing approach purposes we assume it will be comparable with the investment made in the Waihi service centre and library extension. See Appendix D for Waihi floorplan.

Previous investments in the Paeroa library and Waihi service centre and library have been funded by a district rate. The Plains Community Hub investment will also be funded this way. Using a comparable approach to the design of the building and services is a more equitable approach to district rate payers.

3 Establishment of a Working Party

It is recommended that a working party be re-established to support the project decision making process. A major reason behind the lack of progress has been the inability to get decisions made that would enable staff to take action. Key decisions areas include:

- Selection of the final design and materials,
- Oversight of the new budget,
- Selection of contractor,
- Development of a community communication plan,
- Review and approve additional costs outside the build budget,
- Temporary interim relocation of the library and the customer service centre,
- Re-establishment of the carpark and landscaping,
- on-going staffing model for the library and the customer service centre,
- investment in access to digital and self-help services,
- review innovative approaches to delivering public services through libraries
- level of investment in new books
- Fixtures, fittings, blinds

4 Evaluation of Budget Options

4.1 Inflationary Adjusted Budget

The approach to model the budget costs for this project is to use an inflation adjusted cost comparison of the actual construction cost of the Waihi service centre and library build 2014/2015. We have assumed that the services and spaces for the Plains Community Hub are comparable with the actual Waihi Service Centre and Library.

For the purposes of providing an inflation adjusted budget comparison using the construction costs for Waihi we have used the Stats NZ Producer Price Index Building - Construction Indices (SQUEE1100) for the period March 2015 through to September 2022. We have applied an inflation movement of 6.5%. This model was developed with the help of the finance team.

Cost Model Inputs	Inflation adjustment	Cumulative inflation adjustment	Construction Spend Equivalent 2023 compared to 2014/15
Actual Construction Cost of Waihi 2014/15			\$1,749,347
Building Construction Indices March 2015 1129 - Sept 2022 1719	52.25%	52.25%	
Estimated inflation adjustment Sept 2022 – September 2023 Applied to Sept 2022 indices (1719) - Sept 2023 1831	6.5%	61.22%	

	Cost Estimates (rounded)
Waihi spend 2014/15 converted to Sept 2023 equivalent spend	\$2,837,000
Allowance of 15% for additional costs not part of the Waihi service centre build.	\$426,000
Contingency 30%	\$979,000
Allowance for Geotech testing, design & PM costs	\$600,000
Total Budget Estimate	\$4,842,000

An allowance of 15% for costs that will be part of this project, but were not part of the Waihi construction costs has been added. These include asbestos removal, landscaping, repairs to the existing car park, temporary relocation of the library and service centre.

A contingency of 30% has then been added to construction cost to mitigate the risk of cost overruns and unknown's. An additional allowance has also been added for geo-tech testing, design & PM costs similar to the allowance in the concept plan budget. This gives us an inflation adjusted budget of \$4,842,000. The budget has been rounded up to \$4.8M. The 2022/23 Annual Plan and LTP budget includes capital of \$1.1M for this project. An increase in investment of \$3.7M is required by Council to meet the recommended budget of \$4.8M.

4.2 Concept Plan High Level Costing – \$6M Budget

A quantity surveyor was engaged to provide a high level costing of the Plains Community Hub concept plan. The cost estimate was \$6M, significantly higher than the provision in the 2022/23 Annual Plan and LTP budget of \$1.1M - an estimated increase of \$4.9M. This information was presented to Council, September 2022. This is a high level cost estimate and is influenced by escalations in construction costs, and the provision for other risk and cost escalations. Other reasons for the high estimate, include larger overall building size, additional

ablution facilities. This cost does include the removal of asbestos in the demolition cost, but it does not include landscaping, repairs to the existing car park, or temporary relocation of library and service centre.

A summary of the estimate is tabled below:

No.	Description	Quantity	Unit	Rate	Amount
1	Demolition & Site Preparation				285,000
2	Library Building	508	m2	7,451	3,785,000
3	Siteworks				275,000
	TOTAL CONSTRUCTION COSTS				4,345,000
4	FF&E (Excluded)				0
5	Future Cost Escalation [Provisional]				310,000
6	Contingencies				480,000
7	Consultant and Consent Fees				825,000
	TOTAL (PLUS GST)				5,960,000

Estimate High Level Costs for Revised Concept Plan

4.3 Comparison of Budgets

The original budget allowed for in the draft LTP for 2022/23 is \$1.1M. This budget has been included in the LTP for some time now without consideration for cost escalations. That budget was based on providing a space sufficient to meet 80% of the LIANZA standard.

Table below is a summary of the cost and size of Councils previous library upgrade projects in Waihi and Paeroa and the current concept plan sizes for Ngatea and the inflation adjusted model. The Ngatea concept plan and the inflation adjusted Plan cost estimates include construction costs that were not part of the Waihi and Paeroa builds.

Description	Waihi Service Centre & Library	Paeroa Library only	Ngatea Concept Plan Budget Service Centre & Library	Inflation Adj Budget Service Centre & Library
Building size at completion	540m ²	455m ²	508m ²	540m ²
Construction year	2014-2015	2016-2018	2023-24	2023-24
Total Construction Costs	\$1,750,000	\$1,886,000	\$4,345,000	\$3,263,000
Contingency on Construction Costs	-	-	\$790,000	\$978,900
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Total (excluding GST)	\$1,750,000	\$1,886,000	\$5,960,000	\$4,842,000
Total Construction Costs per square metre	\$3241	\$4145	\$8553	\$6043 (540m ²) \$6423 (508m ²)

Construction Cost Comparison Table

For the comparison of cost per square metre we have presented two rates for the inflation adjusted budget, one based on the Waihi footprint size (540m²) and one based on the same size as the Concept plan (508m²).

4.4 Rates Impact Comparison

Below is a table calculating the impacts of the inflation adjusted budget (\$4.8M) on the rates compared to the concept plan budget (\$6M).

		Inflation Adjusted Budget	LTP Approved Budget	Difference	Concept Plan Budget
Construction Cost		4,800,000	1,100,000		6,000,000
Depreciation Years	50	96,000	22,000		120,000
Interest %	5.0%	240,000	55,000		300,000
		336,000	77,000	259,000	420,000
Non-Water Rates Increase		1.2%	0.3%	0.9%	1.4%
Per District Ratepayer		\$ 30.55	\$ 7.00	\$ 23.55	\$ 38.18

Impact on Rates Table

4.5 Financial Assumptions

Budget includes construction costs for:

- Demolition (including removal of asbestos) and site preparation
- Construction design
- Construction of building
- Site works
- Assumes building size is same as Waihi, 540 square metres
- We have used the Stats NZ Producer Price Index Building - Construction Indices (SQUEE1100) to determine inflation impacts
- Included an estimated inflation movement of 6.5%.
- Contingency on construction costs is 30%.
- An additional allowance has also been added for geo-tech testing, design & PM costs
- Assumptions used to calculate the impacts on rates are:

Total Rates	38,000,000
Water Rates	8,946,000
Non-Water	29,054,000
No. of UAGC's	11,000

- The model is based on capital costs only.
- The assumptions used to build this model have been reviewed by finance.

Costs not included in the modelling that will need to be evaluated are:

- Internal and external Maintenance of the building
- Staffing model for Library
- Staffing model for Service Centre
- Book purchases
- IT Equipment for Service Centre
- IT Equipment for Library
- Fixtures, Fittings and Furnishings Service Centre & Library
- Security facilities

5 Strategic Context

Staff have considered the policies, strategies and plans of Council when developing this proposal:

Plan, Policy or Strategy	Reference	Aligns (Yes or No)	How?
Libraries Strategic Plan 2011/12	M3159564	No	This strategy for development is based on a 40/40/20 split across Waihi, Paeroa and Ngatea libraries, we now require an equal and comparable investment for each Ward.
<i>Libraries – planning for 2021-2031 (Sub-activity management plan)</i>	M2610092	Yes	Noted as a high priority - New Ngatea Library build/upgrade
Manaaki Toiora Strategy	Manaaki-Toiora-Strategy-2022.pdf (hauraki-dc.govt.nz)	Yes	Creating Vibrant Spaces
Zero Carbon Promise	Zero-Carbon-Promise-2021.pdf (hauraki-dc.govt.nz)	Yes	Investigate green building options for the Ngatea library and service centre project
LTP/Annual Plan		No	The current budget within the LTP is insufficient and our timeline is not on target but the project is within aspirations. The budget recommendation is included in this business case.
Reserve Management Plan	RMP version 2-0 (hauraki-dc.govt.nz)	Yes	Development Policies for buildings and structure and Car Parking will need to be considered

This project meets the purpose of local government as sited in the Local Government Act 2002 as it is a decision that supports the provision of services to the community.

6 General Assumptions

This report is based on the following assumptions.

- The Council has approved the construction of a new building to replace the existing Council building in Ngatea, July 2021.
- The services and spaces to be provided for the Plains Community Hub are comparable with Waihi service centre and library.
- The design size of the Plains Community Hub are the same as the Waihi Service Centre i.e. 540 square metres.

- The current budget within the LTP is insufficient and our timeline is not on target but the project is within aspirations. A budget recommendation is included in this business case.
- The Libraries Strategic Plan 2011/12 for development is based on a 40/40/20 split across Waihi, Paeroa and Ngatea libraries. We assume that the additional space will be available to revisit the investment in each ward.
- The usage projections of the new facility is based on all of the Plains communities – not just the Ngatea community.

7 Project Objectives

The following list identifies the project objectives.

- Provide a facility that goes meets the community's aspirations.
- Endeavour to meet the goals in the District Libraries Strategy.
- Provide a facility that invites and inspires people to visit and return to,
- With user-friendly, interesting space
- Includes aspects that are safe for kids; hip for young adults; engaging for adults; and welcoming for older people
- Effectively display collections
- Provide ease of access and a pleasant experience for visitors
- Provide sufficient space for research, relaxation or community meetings
- Permit the library to maximise the use of information technology
- Allow staff to function at their optimum (in way of secure and useful office space)

Within a building that is:

- A new purpose built facility
- Flexible: with a layout, structure, and services that are easy to adapt;
- Extendible: to permit future growth with minimum disruption; and
- An 'Intelligent' building: capable of accommodating the long-term, almost unforeseeable changes in information technology.
- That is in line with carbon zero policies.

8 Identifying potential risks

The following risks have been identified.

Description of risk	Level of risk	How we could soften the risk	Risk remaining
Project estimated budget with contingencies may not be enough.	High	Clearly define the budget scope and expectations with the consultants so that the design and materials fit. Use contingency for the unknowns.	Moderate
Not proceeding with these recommendations will risk further escalations of costs, which would make the project an unacceptable investment for Ngatea in comparison to the investments in Paeroa and Waihi.	High	Provide a budget with a level of acceptable risk that will assist the Council in making it decision. Set up the working party to provide direction to staff on the next steps.	Moderate

Loss of reputation with the community as more time passes.	High	Develop a communication and engagement plan to refresh the communications with stakeholders	Moderate
Loss of credibility and reputation if the aspirations of the community are not included in the design	High	Ensure that input from the community is considered in the final design of the new facility. Share the final plans with the community to manage expectations.	Moderate

Assuming that the required project is to go ahead, the other potential risks have been identified in the table below

Is the implementation complex?	Yes, multiple contractors and consultants required (H)
Is there any political risk involved?	Yes High Risk (H)
Track record?	Consultants have undertaken this work before. (M)
What level of engagement is required from the public?	Targeted consultation required. (M)
What are stakeholder views from pre-consultation?	Strong opposition. (H)To previous options presented, strongly in favour of an upgraded facility in its current location.
What environmental effect does implementing this Project have?	(L) Minimal effects to a community within Hauraki. (M)
Are there new or high risk technologies involved with this project?	No (L)
Financial robustness?	Concept design cost +/- 30%
Total cost of the project?	\$1,000,001 + (H)
Risk Rating	High

9 Significance and Engagement

Having completed the significance matrix (see Appendix A) it is recommended that the project is considered significant.

An expectation has been set with the Ngatea community that the Council will provide a new facility with a service centre, library and community spaces. If the project does not proceed it will mean:

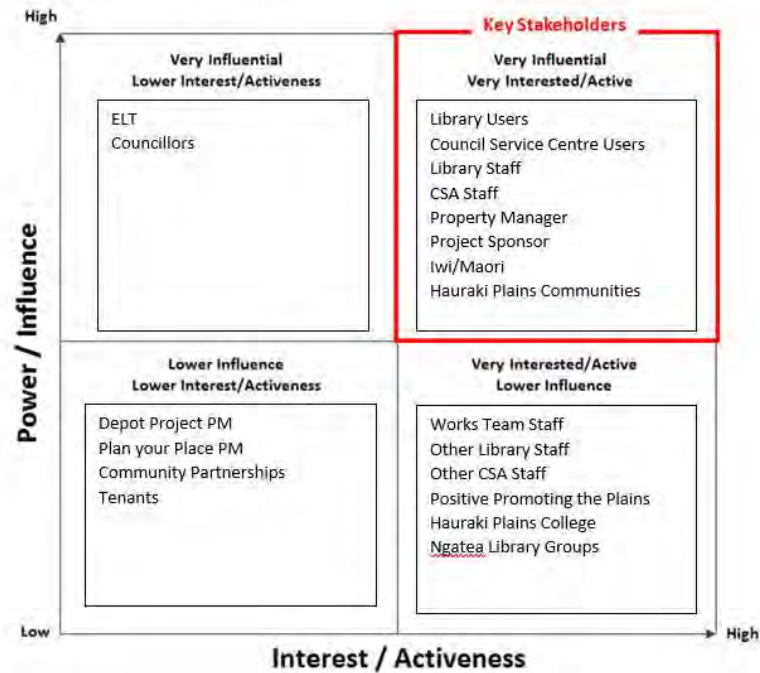
1. The LTP initiative for an upgraded library facility in Ngatea will not be to proceed with the current approved budget.
2. The Council's reputation and credibility with the Ngatea community will be damaged.

9.1 Engagement Strategy

An extensive consultation process was undertaken 2019/2020 with the Ngatea community to capture their aspirations for this facility. A document was developed called "Plain Speaking 2020 and Beyond... Looking forward to the future of library and service centre services in Ngatea". The ideas and wants captured in this document were incorporated into the concept plans.

An inform level of engagement (i.e. one-way communication disseminating information) is considered appropriate for the next stage of the project. A refreshed engagement and communication plan will be developed with the help of the working party.

We have provided a view of the key stakeholders that will be affected by this project. One of the key activities for the working party will be to develop a communication and engagement plan that includes these key stakeholders.



APPENDIX A: SIGNIFICANCE AND ENGAGEMENT ASSESSMENT TOOL

Council's Significance and engagement policy is required under section 76AA. Our policy is reviewed every three years.

The purpose of the Policy is to ensure that the Council considers the degree of significance attached to a particular issue, proposal, asset, decision and/or activity and considers what extent of public engagement in that matter is considered appropriate.

Step One: Significance Thresholds

If you answer **YES** to any of the seven questions below there is high probability that the matter is significant.

	Yes/No	Comment
1. Does the decision or matter involved have a >20% increase on net capital expenditure of total rates in year commenced And/or A >5% total increase net operating expenditure of total rates in year it is commenced	No	
2. Does the decision or matter relate to any transfer of ownership or control or abandonment of a strategic asset of the Council? <i>NB strategic assets are the</i> <ul style="list-style-type: none"> • <i>Roading network as a whole</i> • <i>Land drainage network</i> • <i>Wastewater network</i> • <i>Urban stormwater network</i> • <i>Memorial halls in Ngatea, Paeroa and Waihi, and</i> • <i>Pensioner Housing</i> 	No	
3. Does the decision directly or indirectly, significantly affect the capacity of the Council to carry out any Activity identified in the adopted Hauraki Long Term Plan?	Yes	If the decision is not to proceed with the recommended budget the LTP approved budget will not be enough to continue with the current new build concept.
4. Does the decision or matter relate to any partnership with the private sector to carry out a significant activity? <i>NB significant activities are roading, water supply, wastewater storm water and land drainage.</i>	No	
5. Does the decision or matter trigger a breach of one of more of Council's	No	

	Yes/No	Comment
rates caps? (as set out in Council's operative Financial Strategy)		
6. Does the decision or matter trigger a breach of one of more of Council's debt caps? (as set out in Council's operative Financial Strategy)	No	

Step Two: Other Considerations

Aside from the above thresholds, the Council also should take into account the following matters when assessing the degree of significance.

Questions	Comment
Other matters to take into account:	
i. Whether there is a legal requirement to engage with the community.	No legal requirement, but overtime there has been extensive engagement with the Ngatea community to understand their needs, wants and aspirations.
ii. The level of financial consequences of the proposal or decision.	The proposal presents a significant increase in the LTP spend originally allocated to this initiative.
iii. Whether the proposal or decision will affect a large portion of the community.	The budget decision will have an effect on the district rates for the Hauraki community. This was also the case for the build of the Paeroa library and Waihi service centre and library.
iv. The likely impact on present and future interests of the community, recognising Māori culture values and their relationship to land and water.	A new community hub, will provide the Plains community with a modern facility that offers additional services in a more inviting space. This will have a positive impact on those in the community who use the facility today and will encourage others to want to use the services in the future. The significance of Māori culture values and their relationship to land and water in relation to this project will be assessed at the next phase.
v. Whether the proposal affects the level of service of a significant activity.	The build of a new facility will increase the size of the library and book collection. It will also increase the children's area and the space used for reading. This is a significant increase on what the Ngatea library offers today.
vi. Whether community interest is high.	Community interest in this project has been high.
vii. Whether the likely consequences are controversial.	An extensive consultation process with the Ngatea community was undertaken 2019/2020 to capture the aspiration for this facility. That input should be considered in the design of the new facility to avoid any controversy.

viii. Whether community views are already known, including the community’s preferences about the form of engagement.	An extensive consultation process with the Ngatea community was undertaken 2019/2020 to capture the aspirations for this facility. A document was developed called “Plain Speaking 2020 and Beyond... Looking forward to the future of library and service centre services in Ngatea”. At the next stage an engagement and communication plan will be developed to target the form of engagement for the key stakeholders identified in section 9.1 of this business case.
ix. The form of engagement used in the past for similar proposals and decisions.	The engagement with the Ngatea community has been more inclusive than previous engagements with the communities of Paeroa and Waihi where the process was to inform.

Significance assessment

Step three: Extent of engagement

The Council needs to consider the appropriate level of engagement for this particular matter/decision. Refer to Schedule 2 of the Significance and Engagement Policy for further explanation.

Level of Engagement					
Level >	Inform >	Consult >	Involve >	Collaborate >	Empower
What does it involve	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.

Based on the above table, an inform level of engagement is considered appropriate at this stage of the project. Extensive consultation with the community has already occurred. The feedback from that consultation process has been incorporated into the latest concept design. The next stage of this project will be to develop a communication and engagement plan based on an informed approach.

APPENDIX B: Hauraki District Library Services

Hauraki District Library Services Offerings				
Service / Programme	Paeroa Library	Waihi Library	Ngatea Library Current	Ngatea - Future
Book Chat – staff member facilitates conversations about books – new books are promoted – <i>Frequency: Monthly</i>	Yes – in Reading Room space – close to the books	Yes – in Meeting Room or Library area – close to the books	Yes – but no dedicated space. Use of old, damp office space is necessary	Yes – multi-use space to be created for reading room.
Story Time – staff member reads to children with fun-filled actions in dedicated space - <i>Frequency: Weekly</i>	Yes	Yes	No No space and no staff	Yes – children’s dedicated space to be created
Digital Drop In – our volunteer helps the public with digital devices (not only customers) – <i>Frequency: Weekly</i>	Yes	Yes	No	Yes - Digital Drop In space to be created
Digital Classes – staff members offer structured classes to breach the digital divide – bookings are needed – <i>Frequency: Weekly</i>	Yes	Yes	No	Yes
Displays – book and community promotions.	Yes	Yes	Very limited and no books with them	Yes – multi-use space to be created
Talks of Interest (e.g. authors) and Performers - when available	Yes	Yes	No space available	Yes – multi-use space to be created
Visits by Schools As suits the schools	Yes – especially Paeroa, Goldfields, which allows social immersion for the students	Yes	No No space and no staff to assist many customers simultaneously	Yes – multi-use space to be created
Holiday Programmes, for example: <ul style="list-style-type: none"> STEM activities, e.g. Coding, Machine sewing, Crafts, Drama classes, Musical groups, Puppet shows, 	Yes	Yes	Very limited and only when it is booklet handouts No space and no staff Unsuitable furniture	Yes – multi-use space and activities to be created

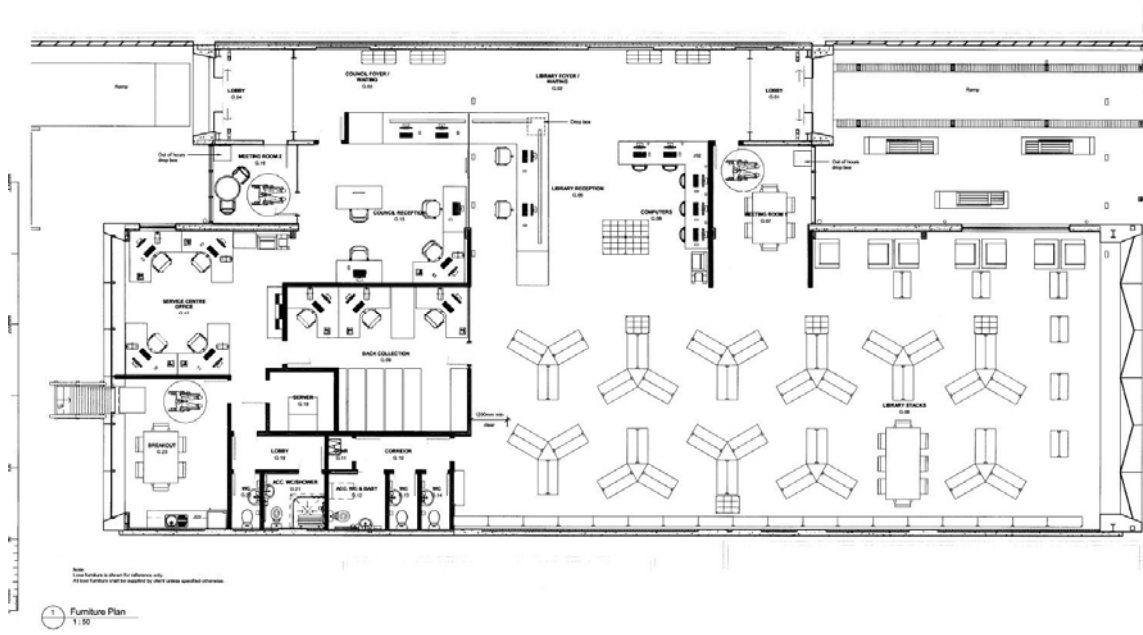
Hauraki District Library Services Offerings				
Service / Programme	Paeroa Library	Waihi Library	Ngatea Library Current	Ngatea - Future
Teddy bear sleepover, Matariki celebrations, shared meals, Book-related tea parties Usually every day of each school holiday				
Lego Challenge - <i>Frequency: Fortnightly</i>	Yes	Yes	No space	Yes – multi-use space to be created
Genealogy Mentoring – our volunteer helps the public with genealogy and ancestry digital applications (not only customers)- <i>Frequency: Monthly</i>	Yes	Yes	No space and no easy access to computers	Yes – multi-use space to be created
Film Sessions – <i>Frequency: Monthly</i>	Yes	Yes	No space and no staff and unsuitable furniture	Yes – multi-use space to be created
Library catalogue access on individual computer – <i>Frequency: Daily</i>	Yes	Yes	No – no space	Yes – multi-use space to be created
APNK computers – public Wi-Fi and internet access – <i>Frequency: Daily</i>	Yes – 5	Yes – 5	Yes but only 2	Yes - 5

Appendix C: Revised Concept Plan Ngatea Hub – Estimated cost \$6M

Revised Concept: Floor Plan



Appendix D: Waihi Service Centre & Library Floor plan –



FOR DECISION MŌ TE WHAKATAUNGA



TO	Mayor and Councillors
AUTHOR	Desirè Bezuidenhout Property Officer
	Kim Donnelly Property Manager
FILE REFERENCE	Document: 3381748
MEETING DATE	31 May 2023
SUBJECT	Elderly Person Housing Rental Fees 2023/24

SUMMARY | TE WHAKARĀPOPOTANGA

This report asks Council to approve a rental increase for elderly persons' housing units. The decision is not considered a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the weekly Elderly Person Housing rental fees are increased by an effective \$10 per unit from 1 August 2023 to \$180 (studio unit), \$190 (bedsit unit) and \$197 (single bedroom unit).

THAT staff continue to work with tenants and Ministry of Social Development in the transition of the rental rates and

THAT the Council considers these decisions to be insignificant under its Significance and Engagement Policy 2020.

THAT Council staff clearly communicate the Council's decision to tenants, aligning with the requirements of the Residential Tenancies Act.

1 PURPOSE | TE ARONGA

The purpose of this report is to seek Council's approval for increasing Council's Elderly Person Housing rental fees from 1 August 2023 to a sustainable rental rate.

2 BACKGROUND | TE KŌRERO Ā MUA

Council's 57 elderly persons housing unit were developed in Paeroa, Waihi and Ngatea between 1960 and 1985.

Building condition grading has shown that the units are in a well-maintained condition and have a full operational maintenance and renewal programme in place for the future, to maintain the units to the layout and standard as they are.

The current rental rates are set at \$180 for a studio unit or bedsit and \$187 for a one bedroom unit, per week. Work and Income subsidy would cover up to a maximum of \$80 per week for eligible tenants.

Historically it has been Council's view not to increase rents by more than \$6 a week/ per year in order to maintain affordability for residents. Two larger increases were applied since 2019 in order to meet Council's responsibilities in line with the Government's legislation for healthy, dry and warm homes that came into effect on 1 July 2019.

Council elected to freeze rent increases in 2020 due to Covid, and no increase in rental rates were applied in 2022.

Under recent changes to the Tenancies Act, a landlord can only increase rent once in a 12 month period. A minimum of 60 days' notice in writing is required prior to any proposed rent increase.

As this is a financially ring fenced funded activity, the operational, maintenance and renewal costs can only be funded from rentals.

3 THE ISSUES | NGĀ TAKE

3.1 Maintenance and repairs costs increases

Inflation is currently at 7.2%, and increased material, and labour costs have meant that there are now significantly higher costs involved in maintaining and renovating units in line with best practice standards for elderly accommodation. Generally speaking, units are refurbished as they become vacant. This can often be after a 10 – 15 year period. As a result expenditure will vary from year to year. Other operating costs are also increasing each year (e.g. insurance). If rentals do not increase to a sustainable rate, this activity will become financially unsustainable.

3.2 Introduction of SUIP's

Rates now make up 26% of this activity's operational costs. The activity will have a budget shortfall of \$59,000 in rates alone in the current financial year. A minimum increase of approximately \$20 per week per tenant is required just to cover the increased cost as a result of introducing SUIP's.

3.3 Cost of living crisis

It may already be a stretch for some tenants to afford to pay rent.

Work and Income does have financial aid provisions to support people on low income, including older people. The financial provisions are dispensed through Work and Income Senior Services to help cover any rises in rental costs up to a maximum of \$80 per week. The amount paid is dependent on what other benefits and supplements tenants already receive.

Below are the current NZ Super rates. For our tenants, this is generally their only source of income.

Standard NZ Super Rates (for tax code M)

Qualifying as	Weekly rate	Annual rate
Single: living alone	\$463	\$24,073
Single: sharing	\$427	\$22,221

Weekly rent currently equates to more than 1/3 of tenant's income.

3.4 Funding the activity

As this is a financially ring-fenced funded activity, the operational, maintenance and renewal costs can only be funded from rentals and are not subsidised by rates income.

To mitigate a potentially steep weekly increase of rents, the Council could elect, at its discretion, to fund the cost of the rates by way of a grant, in the Elderly Person Housing activity.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

With regards to a rental increase, staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information),

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Retaining the status quo – do not increase Elderly Person Housing rental fees.
- Increase Elderly Person Housing rental fees to a sustainable rate

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: Do not increase Elderly Person Housing rental rates.

<p>ABOUT THIS OPTION Do not increase Elderly Person Housing rental rates, Council has previously indicated a desire to provide affordable housing for eligible superannuates.</p>	
<p>ADVANTAGES Tenants with fixed income will find some reprieve from increased living costs.</p>	<p>DISADVANTAGES Financial sustainability – operating costs are increasing each year (e.g. insurance and rates). If rentals do not increase, there is the risk that this activity will become financially unsustainable. Lowering the current level of service to accommodate operational costs will likely result in a decline in tenant satisfaction.</p>
<p>FINANCIAL COSTS</p>	
Whole of life costs	Ongoing annual operating: These costs have not yet been determined Annual income: \$ 554,356
Budget source	Council's Elderly Person Housing budget
Changes to budgets	In order to accommodate these costs there will need to be changes to budgets
Impact on the Council's debt	There is no impact on the Council's debt
Potential impact on rates	There will be no impact on rates because this is a financially ring fenced funded activity.

5.2 OPTION 2: Increase Elderly Person Housing rental rates by \$10

<p>ABOUT THIS OPTION The increase in rentals as proposed is considered to be conservative. Comparable rent for similar sized units in other districts: Matamata - \$280/week Te Aroha - \$225/week Morrinsville - \$225/week South Waikato District Council (one bedroom units) \$135/week TCDC: Charitable Trust – tenants pay a significantly lower weekly rent. Waipa (One bedroom unit) \$255/week</p>	
<p>ADVANTAGES The increased income would assist in keeping up with ever increasing operational costs. A \$10 increase partly compensates for the \$64,000 increase in rates due to the introduction of SUIP's.</p>	<p>DISADVANTAGES Tenants will be further financially constrained. A \$10 increase does not fully compensate for the \$64,000 increase in rates due to the introduction of SUIP's.</p>

	The \$10 increase exceeds Council's previously stated guideline of not increasing rates by more than \$6 per annum.
FINANCIAL COSTS	
Whole of life costs	Annual income: Income would increase by \$28,000 annually to \$580,996.
Budget source	Council's Elderly Person Housing budget.
Changes to budgets	Budgets will need to updated accordingly.
Impact on the Council's debt	There is no impact on the Council's debt
Potential impact on rates	There will be no impact on rates

5.3 OPTION 3: Increase Elderly Person Housing rental rates to compensate for the 2023 increase in property rates.

<p>ABOUT THIS OPTION If Council were to increase the tenants' weekly rental to compensate for the increase in property rates, this decision would require them to pay an additional \$ 22 per week. This would raise the \$ 64,000 annual shortfall.</p>	
<p>ADVANTAGES The property rates shortfall will not affect the day-to-day operational budget of the activity. The activity's financial sustainability would be extended for the near future.</p>	<p>DISADVANTAGES Pensioners would have to absorb a 12% increase in their weekly rent. The pool of pensioners who would be able to afford living at the premises would diminish and the activity would potentially become out of reach of the demographic Council intends catering to.</p>
FINANCIAL COSTS	
Whole of life costs	Property rates have increased by \$ 64,000 in 2023. Annual income: Income would increase by \$64,000 annually to \$ 618,356.
Budget source	Council's Elderly Person Housing budget
Changes to budgets	In order to accommodate these costs there will need to be changes to budgets
Impact on the Council's debt	There is no impact on the Council's debt
Potential impact on rates	There will be no impact on rates because this is a financially ring fenced funded activity.

5.4 OPTION 4: Council agrees to partially fund the activity through rates funding.

<p>ABOUT THIS OPTION This activity would no longer be funded exclusively through rent collected from tenants. Council would subsidise operating costs through rates funding.</p>	
<p>ADVANTAGES The activity would be in a stronger financial position to cover its operating and capital expenses.</p> <p>Lower rental increases would be passed over to tenants.</p>	<p>DISADVANTAGES The activity is currently ring-fenced and any rates funding would change that.</p> <p>This option would increase the burden on Council rates.</p>
<p>FINANCIAL COSTS</p>	
<p>Whole of life costs</p>	<p>Ongoing annual operating: These costs have not yet been determined Annual income: \$ 580,996</p>
<p>Budget source</p>	<p>Council's Elderly Person Housing budget</p>
<p>Changes to budgets</p>	<p>In order to accommodate these costs there will need to be changes to budgets</p>
<p>Impact on the Council's debt</p>	<p>There is no impact on the Council's debt</p>
<p>Potential impact on rates</p>	<p>Council would need to gain consensus from the community that these 57 residential units are treated differently to all other residential units in the district.</p>

5.5 OPTION 5: Council lobbies central government to support local government to be social housing providers.

<p>ABOUT THIS OPTION Council could decide to lobby government to permit Council's to get the same funding that Charitable Housing Trusts do. This funding allows affordable and housing providers to charge market related rentals. The costs of running Council's EPH portfolio under the current funding rules make forming a charitable housing trust prohibitively expensive.</p>	
<p>ADVANTAGES Council could charge market related rentals without burdening the tenants with the entire cost.</p> <p>Extra funding would enable Council to look at expanding the EPH portfolio.</p>	<p>DISADVANTAGES Central government excluded Councils from accessing this funding in 2013.</p>

FINANCIAL COSTS	
Whole of life costs	Ongoing annual operating: These costs have not yet been determined Annual income: Market related rental income.
Budget source	Council's Elderly Person Housing budget and government subsidies.
Changes to budgets	Increased income would require changes to budgets.
Impact on the Council's debt	There is no impact on the Council's debt
Potential impact on rates	There will be no impact on rates because this is a financially ring fenced funded activity.

5.6 OPTION 6: Council's Community Project Grant supports EPH.

ABOUT THIS OPTION Council could decide to support this activity with grant funding	
ADVANTAGES Council could independently decide to provide grant funding.	DISADVANTAGES This option is not sustainable as the grant would have to be provided indefinitely and the amount would need to increase in line with operational and capital expenses over the years.
FINANCIAL COSTS	
Whole of life costs	Ongoing annual operating: These costs have not yet been determined Annual income: This would depend on the amount Council would grant the activity each year.
Budget source	Council's Elderly Person Housing budget and a Council grant.
Changes to budgets	Increased income would require changes to budgets.
Impact on the Council's debt	There is no impact on the Council's debt
Potential impact on rates	The impact would depend on the size of the grant received from the Council.

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff recommend proceeding with option 2 – increase the weekly Elderly Person Housing rental fees from 1 August 2023 to, \$180 (studio unit), \$190 (bedsit unit) and \$197 (single bedroom unit).

6.1 LINKAGES

STRATEGIC DIRECTION	The preferred option IS consistent with the Council's strategic direction, including community outcomes.	Council is committed to ensuring that the community has access to services such as elderly housing.
LONG TERM PLAN / ANNUAL PLAN ALIGNMENT	The preferred option IS consistent with the long-term plan and/or annual plan programmes and budgets.	Providing affordable pensioner housing is consistent with both the annual and long-term plans.
POLICIES, BYLAWS AND PLANS ALIGNMENT	The preferred option IS consistent with the Council's other strategies, policies, bylaws and plans.	This option will promote the district's strategies and not detract from any other policies, plans or bylaws.
SIGNIFICANCE ASSESSMENT	The decision IS NOT considered significant under the Council's Significance and Engagement Policy 2020.	The decision would be in line with the aspirations of the long term district plan.
IMPLICATIONS FOR MĀORI	The decision DOES NOT involve a significant decision in relation to land or a body of water.	This issue does not have any bearing on Maori interests.

6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

Description of risk	Level of risk	How we could soften the risk	Risk remaining
Activity will become financially unsustainable.	Moderate	Increase rent to sustainable rate	Low
Rent may not be paid if tenants suffer financial hardship.	Moderate	Tenant payment behaviour will be closely monitored.	Low

7 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
1 June 2023	Notify tenants of Council's decision to increase rent or not	

8 Approval

Prepared by	Desirè Bezuidenhout Property Officer	Kim Donnelly Property Manager
Reviewed by	Duncan Peddie Group Manager Business Support	
Approved by	Adrian de Laborde Group Manager Community Services	

Quarterly Report Iwi Liaison Officer



To: Mayor and Councillors
From: Larn Wilkinson
Date: Monday, 15 May 2023
File reference: Magiq number 3415843
Subject: Iwi Liaison Status Report January – April 2023

Purpose

To provide Councillors with an update on developments and progress within the iwi Liaison body of work.

Background

It has long been a focus of HDC to develop enduring Partnerships with Hauraki iwi. Hauraki iwi have had a continual and unbroken connection with the Hauraki rohe for over 1200 years.

The Hauraki District is home to seven of the twelve iwi who identify the entire HDC/ TCDC/ MPDC region (Mai i a Mahurangi ki Ngā kuri-ā-Whārei) as their traditional rohe.

Within the Hauraki District there are eight marae which form the tūrangawaewae of many of those who whakapapa or descend from these seven Iwi. (See figure 2). These marae regularly host functions and hui throughout the year. There is rarely a free weekend when these places are not in use. It is not uncommon for each marae to accommodate and host between 500-800 people and any one time.

The valued relationship between local government and iwi is supported by a national level Memorandum of Understanding between Local Government New Zealand (LGNZ) and the Iwi Chairs Forum, signed in 2015.

Councils operate under a number of statutory regimes that require interaction and a relationship with iwi/Māori. In order to uphold the principles of Te Tiriti o Waitangi/the Treaty of Waitangi, the Council needs to better understand the values, aspirations and interests of iwi/Māori, within the Hauraki District.

A legislative platform to enable respectful engagement and joint decision-making is provided by the Local Government Act 2002 (LGA), the Resource Management Act 1991 (RMA), and other legislation, including that of governing reserves, coastal management, flood management, transport, Te oranga o te Taiao Bill and Te mana o te Wai.

Within the LGA there are 30 provisions that directly relate to Māori.

As well as our statutory obligations, the Council aspires to be a trusted partner, making good community decisions in collaboration with iwi/Māori across Te Tara o te Ika-a-Māui. Developing

relationships that are enduring and meaningful will be the key to successful outcomes that benefit the Hauraki District.

Te Ao Māori/the Māori worldview is holistic and includes four key pou:

- Te Taiao – environmental
- Ahurea – cultural
- Pāpori -social and
- Ohaoha - economic.

These key Pou form the tuakiritanga (identity) of individual Iwi. It gives recognition to where iwi have come from and where they are heading into the future. It is a specific Māori view on how outcomes are achieved.

Each Iwi has a unique voice, history and aspirations that define who they are.

Figure 1: The Seven iwi with Mana Whenua within the Hauraki District Council boundaries.

Iwi	Kōrero
Ngāti Hako	Oldest of all Iwi within Hauraki
Ngāti Tamaterā	Descendant of Marutūahu
Ngāti Whanaunga	Descendant of Marutūahu
Ngāti Maru	Descendant of Marutūahu
Ngāti Pāoa	Long established iwi of Hauraki
Ngāti Tara Tokanui	Of Tainui Waka descent and a long established iwi within Hauraki
Ngāti Porou ki Hauraki	Originally from Ngāti Porou on the East Coast

Figure Two: Marae of Hauraki

Marae	Affiliated Iwi
Tirohia Marae	Ngāti Hako
Kerepēhi Community Marae	Ngāti Hako & Ngāti Pāoa
Wharekawa Marae	Ngāti Pāoa & Ngāti Whanunga
Makomako Marae	Ngāti Pāoa
Te Pai o Hauraki Marae	Ngāti Tamaterā
Taharua Marae	Ngāti Tamaterā
Ngahutoitoi Marae	Ngāti Tara Tokanui
Waihī Community Marae	Ngāti Tamaterā, Ngāti Hako

*Although some iwi may not have a Marae within the rohe. This in no way diminishes their own mana as an iwi of Hauraki.

Legislative Requirements

The LGA outlines the following principles and requirements for local authorities, aimed at facilitating the participation of iwi/Māori in decision-making processes:

1. Development of Māori capacity to contribute to decision-making processes – the Long Term plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1) (b) LGA, to foster the development of Māori capacity to contribute to the decision-making processes of the local authority over the period covered by that plan (Schedule 10(8) LGA).
2. A local authority must establish and maintain processes to provide opportunities for Māori to contribute to their decision-making processes; consider ways to foster the development of Māori capacity; and provide relevant information to Māori for both purposes (s81(1) LGA).

3. Consultation with Māori – a local authority must ensure that it has in place processes for consulting with Māori that are in accordance with the principles of consultation as set out by section 82(1) LGA.
4. Local authority decision-making - where, in the course of the decision-making process, a significant decision relates to land or a body of water, the local authority must take into account the relationship of Māori and their culture and their traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga s77(1)(c) LGA).

The Hauraki Collective Agreement has been introduced to the House of Representatives as well as some of the individual, iwi Deeds of Settlement. The individual iwi treaty Settlements give recognition to the individual mana of each iwi and acknowledges the breaches of the crown towards each iwi.

There are Statutory responsibilities that Council will need to enact under the various Te Tiriti o Waitangi (The Treaty of Waitangi Settlements). These being:

- Ngāti Hako Tupuna Deed of Settlement
- Ngāti Tamaterā Deed of Settlement
- Ngāti Pāoa Deed of Settlement
- Ngāti Tara Tokanui Deed of Settlement
- Ngāti Whanaunga Deed of Settlement
- Ngāti Porou ki Hauraki Deed of Settlement
- Ngāti Maru Deed of Settlement
- Hauraki Collective Deed of Settlement

The Settlement Acts outline each area of interest – including statutory acknowledgements over land, water, sites, wāhi tapu, valued flora and fauna, and other taonga – for each of the seven mana whenua Iwi. Deeds of Settlement also include various enactments:

- Overlay sites
- Statutory Areas (known as Statutory Acknowledgement Areas)
- Cultural Redress protocols
- Minerals Protocols
- Deferred Selection Properties
- Vest and Gift back to the Crown for public use
- Specified area Right of First Refusal (RFR) land
- Coastal and Maritime Instrument Areas
- Licensed Land property
- Conservation Kaitiaki Instruments
- Settlement Iwi RFR land
- General RFR land

Collectively, the Hauraki Treaty Settlements is valued at just under \$200 million dollars. Once Treaty claims are completed. Hauraki iwi will be one of the largest investors within the Hauraki region. Their focus will be on developing positive outcomes for their respective iwi and Māori of Hauraki. These settlements are the longest in this country's history and are long overdue for completion. Once completed, this will then allow iwi to move into a more positive space of creating better outcomes for their iwi.

Forming long-term enduring relationships with Mana Whenua will be key to achieving long-term outcomes for the Hauraki region.

Iwi/Māori & Council working together

There are many varied ways in which the Council can work with Iwi/Māori. The Council is committed to growing and strengthening our working relationship and level of engagement with Iwi/Māori. These relationships are strategically important and are based on a range of statutory and non-statutory instruments, supporting opportunities for mutual benefit and advancement.

The Council acknowledges that building relationships with Iwi/Māori is not simply a matter of complying with legislation, but rather one of understanding, partnership and trust. The table below outlines some of the actions the Council currently undertakes, and some new actions we will take, to further develop Iwi/Māori capacity to contribute to our decision-making processes.

The Council consults and engages with Iwi/Māori on a regular basis. In certain cases, these are ongoing processes required by legislation such as the RMA, LGA and relevant Settlement Acts. Other cases are a way of recognising the spirit of partnership inherent in Te Tiriti o Waitangi (The Treaty of Waitangi).

Iwi liaison Council Activity January – April 2023

The following table below provides an update on some of the work that currently involves the iwi liaison role within Council. There is also further minor works that form a key part of the day to day role of iwi liaison.

Akonga -Training and Development	
1	<p>Appointment of a new Staff Member</p> <p>A new staff member has been added to the Iwi Liaison team. This is to assist with growing the capacity and engagement with Hauraki iwi. Michelle Johns is of Ngāti Pū, Ngāti Hako, Ngāti Tamaterā and Ngāti Maru and brings a passion and wealth of knowledge to growing the Iwi Partnerships with Hauraki Iwi.</p>
2	<p>Engagement hui with individual Iwi</p> <p>Engagement with individual Iwi is well underway. A key focus is on developing the relationship and partnerships with each Hauraki Iwi. This will be an ongoing process as we look to form positive relationships with each Iwi. These partnerships will grow Councils ability in becoming better Treaty partners and ensure better outcomes for Māori within Hauraki are being achieved. It is important that Iwi set this direction and that it is specifically driven from a Māori point of view rather than through a Council Lens.</p>
3	<p>Cultural Responsiveness</p> <p>Development and implementation of Cultural Responsiveness training within Council is well underway. In order to engage effectively with Hauraki iwi. There needs to be a large increase in understanding Te Ao Māori concepts and methodology. This approach will assist to ensure that a Kaupapa Māori approach to solutions is being adopted and implemented within Council. It is important to adopt a Māori lens when looking to developing kaupapa with Māori.</p>
4	<p>Te Reo Māori and Tikanga App</p> <p>Development of a Māori Tikanga and te reo Māori App is nearly completed. This app will assist in developing and growing Council wide correct use of Te Reo Māori and create a better understanding of Hauraki specific tikanga and views.</p>

5	Te Tiriti o Waitangi Training
	Te Tiriti o Waitangi Training for all Councillors and staff has now been confirmed. These training sessions are to begin mid-2023 and will be held at various Marae within the Hauraki region.
6	Online Toolkit Development
	Initial Development of an online learning toolkit that develops and grows Councils ability to create better understanding of the following four areas: <ul style="list-style-type: none"> - Tikanga (Rules of Māoridom) - Kawa (Protocols of Māoridom) - Understanding racial equity and institutional racism - Pare Hauraki World view understanding
Policy Development and Key Development and Engagement tools.	
1	Māori Engagement Strategy
	Review of the Engagement with Māori Strategy. (This will again be reviewed once key agreements with Hauraki Māori are established).
2	Risk Matrix
	Development and Implementation of the Risk matrix that will guide our progress on effective engagement with Hauraki Iwi.
3	Policy Development
	Scoping and early development of policies that ensure better outcomes are being achieved for Māoridom. E.g. Te Reo Māori Policy and Dual Signage policy.
4	Rates on Māori owned Land Review
	Review of Rates on Māori owned land to ensure that Council practice is in line with new legislation.
5	Development of an Operational Procedure for Staff and Council
	Initial scoping of the development of an Operating Procedure for Staff and Council. A step by step guide to ensure Council is complaint with legislation
6	Cultural Competence Toolkit
	Development of the Cultural Competence Toolkit for Staff and Council. This will be an online system that all staff and Councillors can access to guide Council in creating successful engagement with Hauraki Māori.
7	New Council Website
	Review of the new Council Website to ensure Te Reo Māori and kaupapa Māori is used in an inclusive manner. Increasing the use of Te Reo Māori is a key objective to normalise the everyday use of Te Reo Māori.
Key Projects	
1	Paeroa Place-making - Wharf Street Developments
2	Waihi Street Upgrade
3	Biodiversity Strategy
4	Matariki planning
5	Te Wiki o te Reo Māori planning
6	Redundant Dams
7	Waitakaruru Waste Water Treatment plant consent application
8	Signage in Council Meeting rooms
9	Urban Stormwater Discharge Consent Application
10	Papa Kāinga building Consents

11	Updating of Statistical data
12	Civil Defence
13	Cornes Paddock Developments
14	Waste Minimisation

The Iwi liaison role is wide and varied and is spread across most areas of Council. As more effective engagement with Hauraki Māori continues to increase, so too will the demands of the position. With many changes being proposed within the LGA Reforms and how modern councils function. The ability to continue to implement effective change will become a key focus area of Council.

Prepared by	Larn Wilkinson Iwi and Māori Liaison Officer Community Development Group
Approved by	Peter Thom Group Manager Community Development

FOR INFORMATION NGĀ MŌHIOTANGA



TO Mayor and Councillors

AUTHOR Marion Kroukam
Library Services Team Leader

FILE REFERENCE Document: 3372030

MEETING DATE Wednesday, 31 May 2023

SUBJECT **Library Services Report – Q3 2022/23**

SUMMARY | TE WHAKARĀPOPOTANGA

The Community Development Group presents an update of activities carried out during the previous month to Council. This report covers the District Libraries' quarterly activity.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 PURPOSE | TE ARONGA

The Community Recreation activities include the District and Community Libraries and the report on these activities will include goals as well as quarterly statistics and trends and will be presented to Council on a quarterly basis.

2 GOAL | WHĀINGA

2.1 Goal: Library services are provided in a customer focused and effective way to support the recreational needs of the community

The third quarter has seen calendar year planning and the start of its implementation for programmes, displays, community engagement and procurement.

The Waihi Library and Service Centre has had its air-conditioning replaced this quarter. The building is now much more comfortable and welcoming for the community and the humidity is no longer damaging stock.

The school holiday programme continued to run in January and the 'Amazing Hauraki Hiko Challenge' was completed. Prizes were awarded to the children who finished the challenge. Other holiday activities in January included Playstation sessions, movies, and Brick Challenges with Lego.

Other programmes in the quarter included the introduction of a monthly Seniors' film session and this has proven popular, especially in Paeroa, as well as the regular Digital Drop In sessions for help with devices.

Completion of the planning and presentation of the 2023 Reading Challenges for all age groups was a key focus. Three different sections are offered: Children for each school term, Teen for terms 1 and 2, and Adult which is a whole-year challenge. Displays are created for each of these challenges and customers enjoy 'easy picking' for their reading choices. Fortnightly non-fiction displays for 2023 have been planned, and these are based on key New Zealand and international events, e.g. New Year's resolutions, Waitangi Day, International Women's Day and World Poetry Day.

The Waihi Book Chat group has grown significantly and was moved to the Memorial Hall due to the inconvenience of the air-conditioning project. However, it may have to stay there if the numbers continue to increase, as the Library meeting room is too small to accommodate so many people (on average, 15 attendees each time). This is such a positive thing for the Waihi community. Ngatea Book Chat has been well attended with a few new members. Paeroa Book Chat was restarted in March after the Covid-19 hiatus, and had a good turnout.

The Libraries are slowly seeing a re-emergence of past regular customers post Covid-19. Goldfields School brought numerous classes to Paeroa in this quarter. It is important for children with special needs to have experiences like visiting the Library, to ensure their immersion into society. Our customers who are here while the classes are visiting are overall very tolerant of the unusual circumstances, the teachers are amazing, and Library staff go the extra mile to make sure the children have a positive experience.

For the Census, every Library in New Zealand (no matter its size or location) was designated as an Assisted Completion Location and was issued with flags, marketing material and instructions on how to help the public. Our three District Libraries helped as needed during this period on the computers or with general advice, and we did extra marketing on Facebook and our website. However, our Community Libraries, who are open limited hours with volunteers

and do not even have computers, were not able to fulfil this mandate. Feedback about this will be given to Stats NZ if asked for.

An exciting new initiative was started in March for our Community Libraries. The volunteers of Kaiaua, Whiritoa and Turua were invited to Paeroa Library for the inaugural Community Interest Group meeting. This was well attended by all the Libraries and although there was a basic agenda provided, the wonderful selfless volunteers just chatted and got to know each other. Challenges, highlights and ideas were swapped, as were phone numbers of who is going to visit whom when they are next in each other's areas. This group will meet a minimum of twice a year, with Paeroa Library being voted as the most central meeting place for all.

2.2 Goal: An appropriate range of print, audio visual and electronic resources are provided to ensure public access to learning materials

The collection development focus this quarter has been on replacing worn out books (while still buying our usual items). The rationale for replacement is that they are still popular and circulating. They have been well read – on average the books we are replacing have been out 80 times, and the record number of issues is 214 times on a large print book. This literally wears them out!

Through the Community Interest Group meeting, Kaiaua Community Library asked to increase the number of HDC books they borrow and this request was granted. They borrow from Ngatea and Paeroa and change them every two months. Whiritoa and Turua also have the option to review their borrowing privileges.

Beamafilm, the online movie, series and documentary app continues to be popular with 399 total views of its content this quarter. An average of 15 new titles are added each month by Beamafilm. Libraries are using it for programmes as well.

The APNK (Aotearoa People's Network Kaharoa) computers, printers and scanners in all three Libraries continue to be well used even though the statistics show a drop in overall usage of the physical computers. It has been noted that tourists and visitors are particularly grateful to be able to print from their own devices so easily.

Further investigation into optimal use of the RFID system has been undertaken. The handheld wands are now programmed and being tested for future collection monitoring and stocktaking.

2.3 Goal: Libraries attract a wide audience

In January, I visited the Japan Library in Mackaytown and this included an afternoon of learning about Japanese pottery. There was a visiting potter from Japan and some from New Zealand. This meeting of different cultures in the same craft was fascinating to watch and learn about. The Library is an amazing collection of not only Japanese books but books in English about Japan. We will continue to foster this relationship and help with marketing the Library by doing displays or advertising events for them.

In February, I met with the Volunteer Librarian at Longridge Country Estate Retirement Village. It has a small Library for its residents. They have been invited to join Paeroa Library as an organisation and borrow books like other groups do. Our Library activities will be included in their weekly newsletter.

Following two postponements due to the significant weather events in January and February, I visited Kaiaua Community Library and attended their AGM at a volunteer's home. The Library is small but popular, with regular customers.

In March, the Senior Librarian–Community Engagement and I visited Hetherington House to give a talk about the history of Waihi Library and Hauraki District Council Libraries in general. It was well attended and the residents were very interested in her presentation which was well researched.

Cool Crew is a group for young people with disabilities and they brought their handmade books and display board to exhibit at Waihi and then Paeroa Libraries during March. This was a condition of funding received from a Creative Communities Scheme grant. Their skills were evident and it was a privilege to help them showcase their endeavours.

At the end of March, the Libraries took part in the Children's Day organised by the Paeroa Community Support Trust at the Paeroa Domain. Children could enter our lucky draw and there were two packs of wonderful books given away. Staff read books at advertised story times throughout the afternoon. Promotion of what the Libraries offer to our community was the main purpose of the day.

With the help of some volunteers, a table with withdrawn books was hosted outside the Waihi Library for Beach Hop Warm-up. Quite a few books were sold and this gave the Library a good boost and showed visitors where it was located.

Our Facebook page continues to be active, with an average of 30 posts per month. These vary from advertising programmes to recommended reads, to any unexpected changes in hours or events.

During this quarter, the brochure for our Libraries was updated. It is handed out to every new customer and at events and programmes. A total revamp of it is underway in consultation with the Communications team.

3 OTHER ACTIVITY | ATU MAHI

3.1 Secondments

The Kaiarāhi o Ngā Mātauranga Toi | Māori Knowledge Guide secondment continued. The focus has been on continuing to develop the spaces in the Libraries and consulting on bilingual signage. Quotes for the TukuTuku panels for Paeroa Library have been obtained. The programme for Matariki is being developed.

3.2 Stepping Up

Two Library Assistants presented digital inclusion Stepping Up classes to the Paeroa community after attending online training classes. These sessions included:

- Internet safety and security
- Email
- Google and the Internet
- Intro to Apps
- Intro to Smartphones
- Digital Banking

The feedback has been extremely positive from all participants. The same set of classes have now started in Waihi.

4 FUTURE DIRECTION | AHU WHAKAMUA

4.1 Focus for Q4 2022-2023:

- RFID checking and stocktaking processes
- Storage space revamp for Paeroa and Waihi
- Increasing the attendance at all programmes by advertising widely

4.2 Focus over the next year to two years:

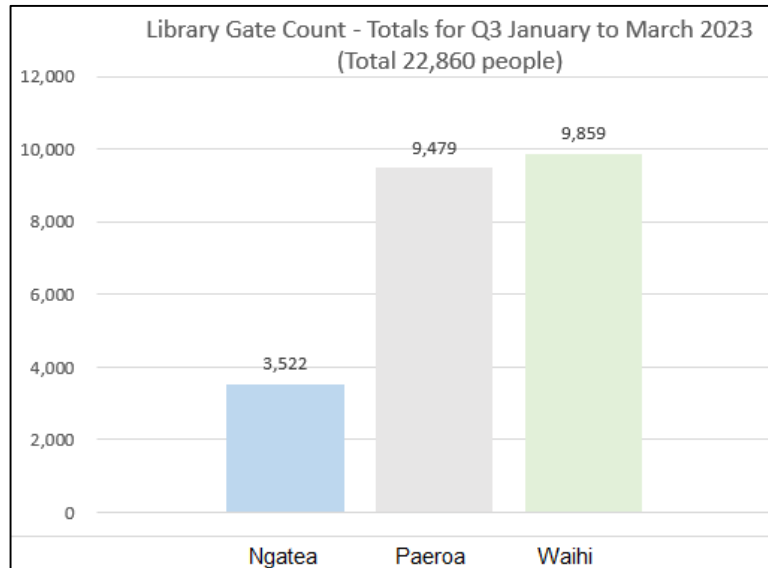
- Ngatea Library Upgrade
- Reactivate Community Engagement post Covid-19



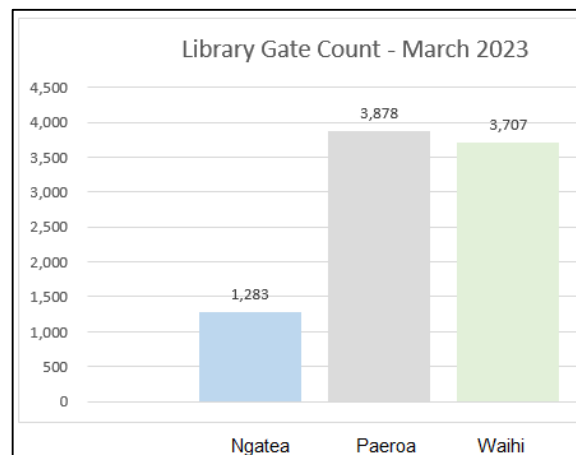
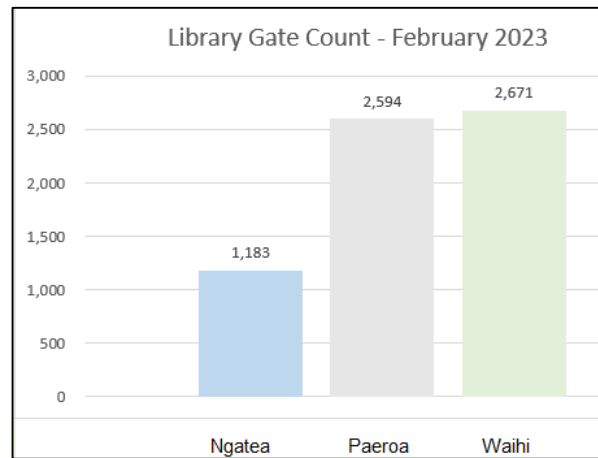
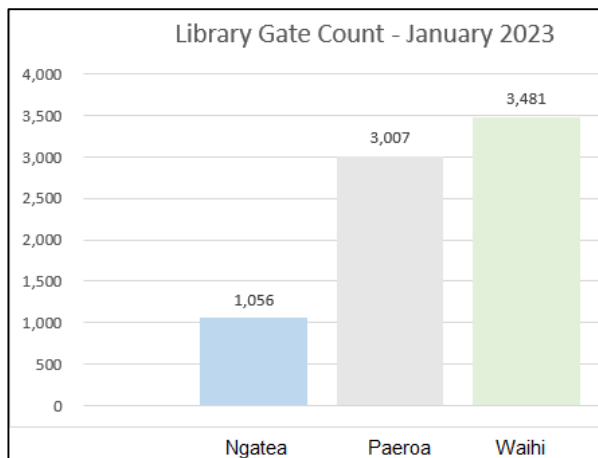
Paeroa Children's Day; Census Display; Hetherington House visit; Japan Library pottery; Kaitiaki Library volunteers

5 STATISTICS | NGĀ TATAURANGA

5.1 Quarterly statistics



Gate Count for whole of Quarter 3 per Library



Gate Count per month per Library

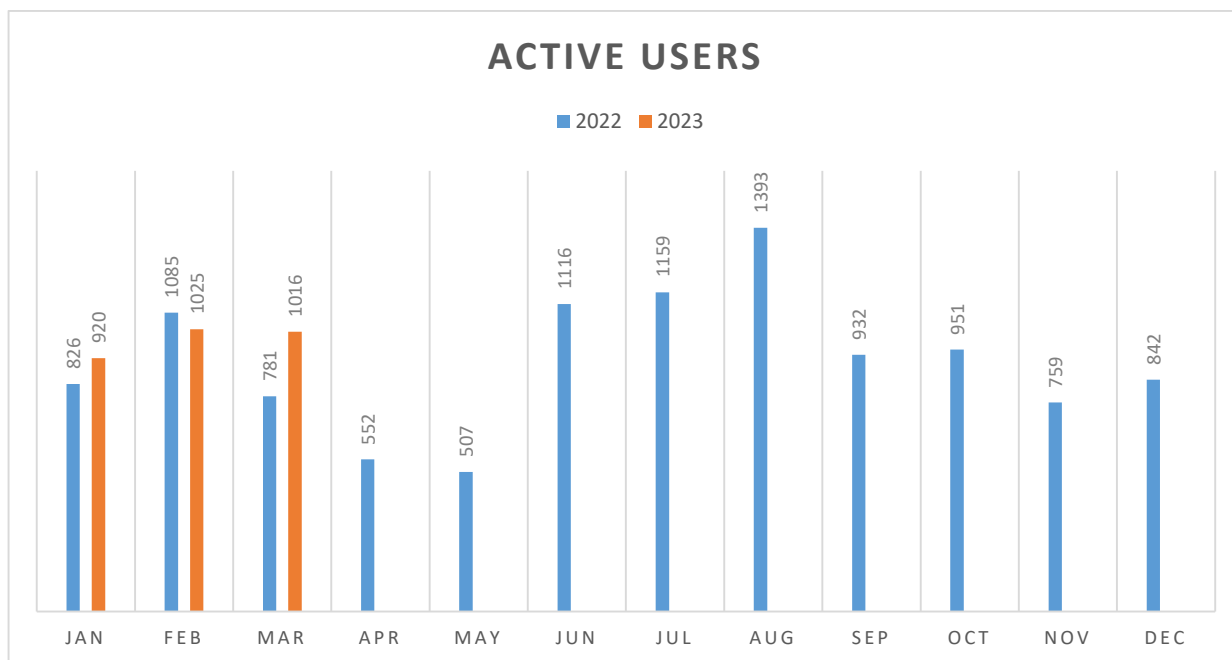
Gate Counts

The graphs above are a new set of reports.

- **22,860** people in total used all three Libraries in the third Quarter.
- The number of working days affects the counts markedly, hence February having fewer people visiting the Libraries than January and March. As these statistics build up, trends will become noticeable.

Note 1: At Ngatea, this total includes all Council staff and visitors, not just Library customers.

Note 2: The days Waihi Library was closed for the air-conditioning project were subtracted from the totals.



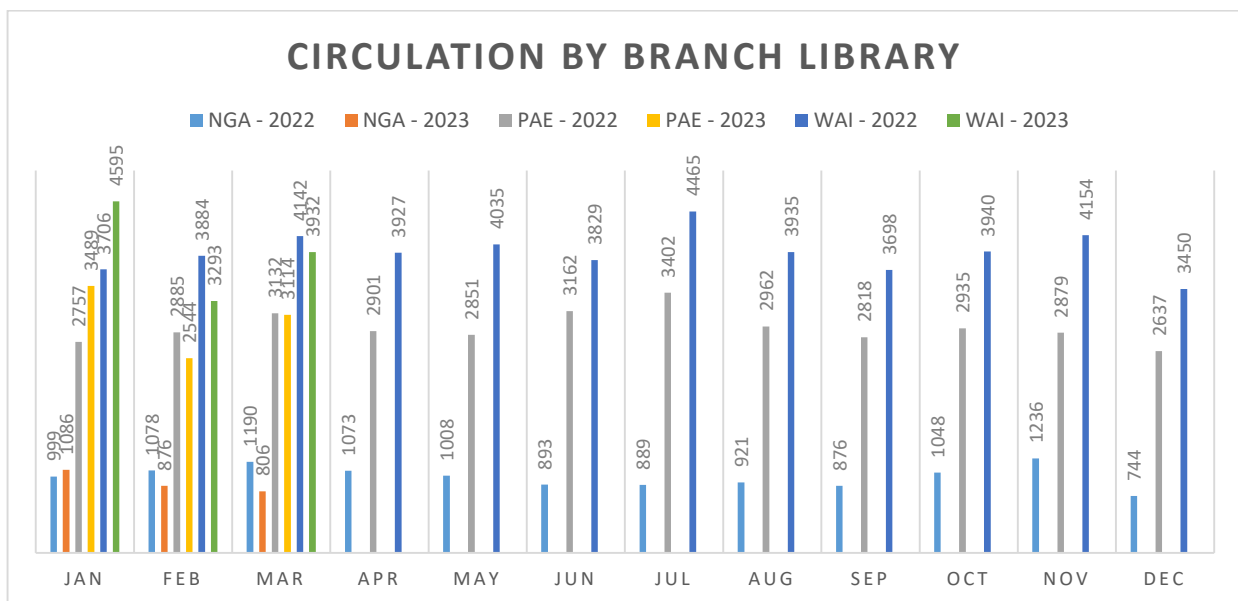
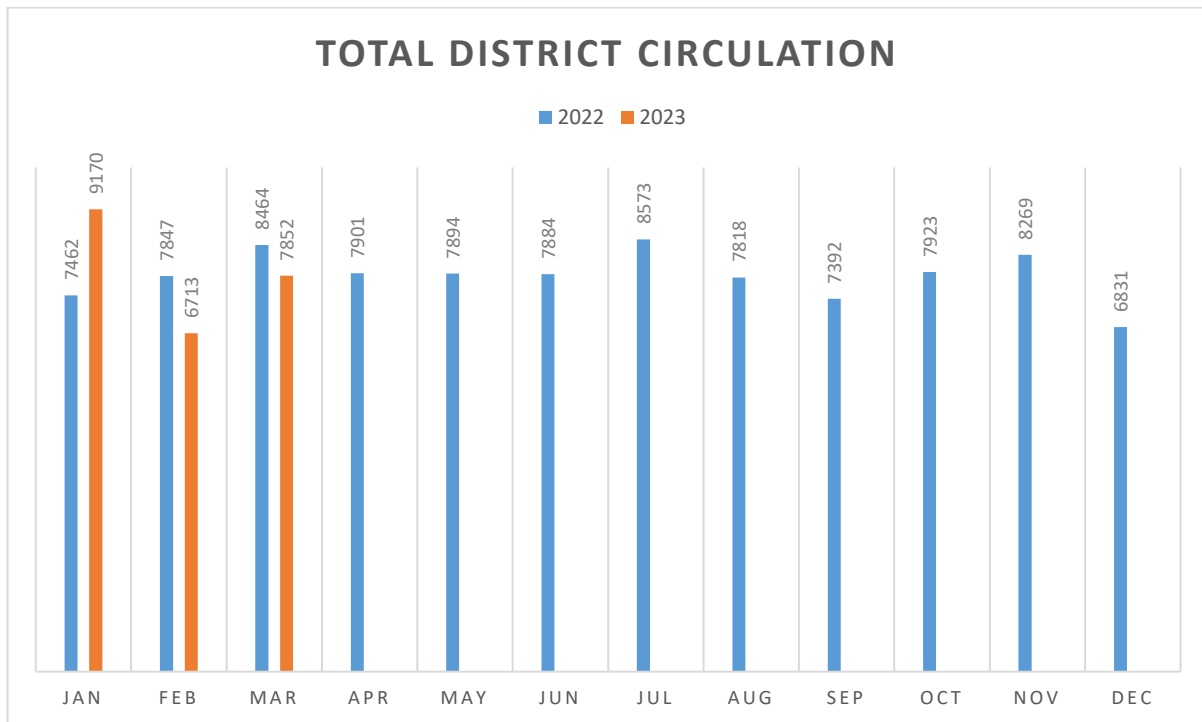
Active users

The number of active users increased by 13.81% compared to Quarter 2 and by 9.08% compared to the same period last year.

This is positive and reflects new membership as well, but it must still be noted that these figures ONLY count each individual user (not how many times they visit during the quarter nor how many items they borrow nor if they use the Libraries for other activities).

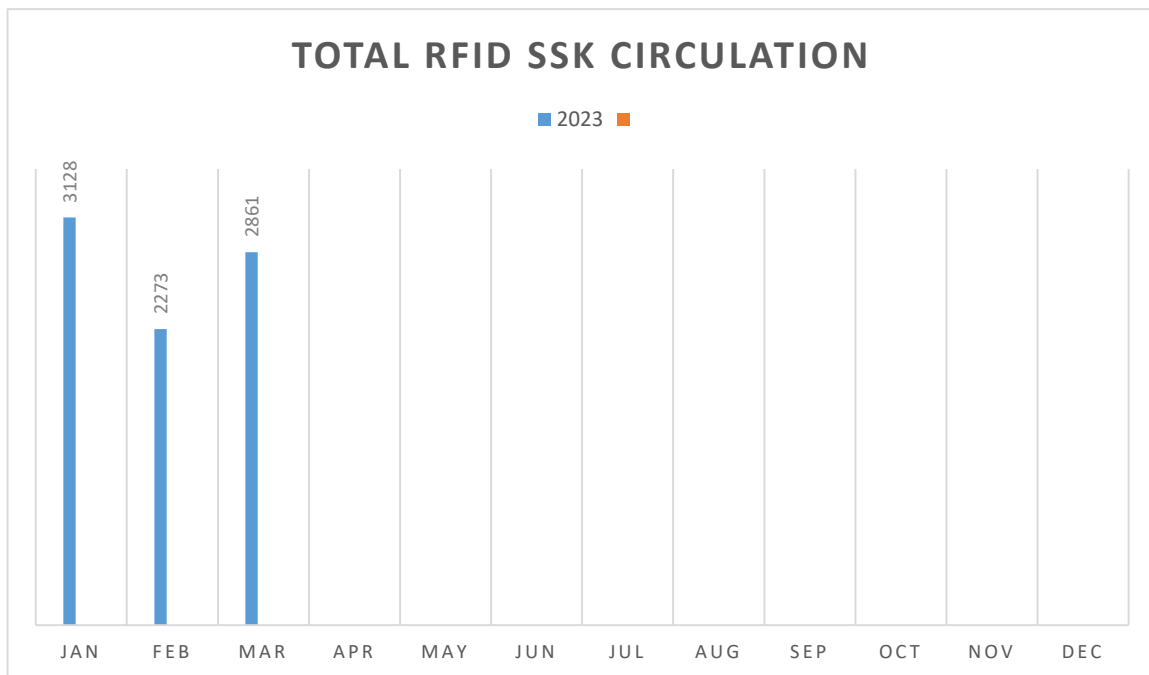
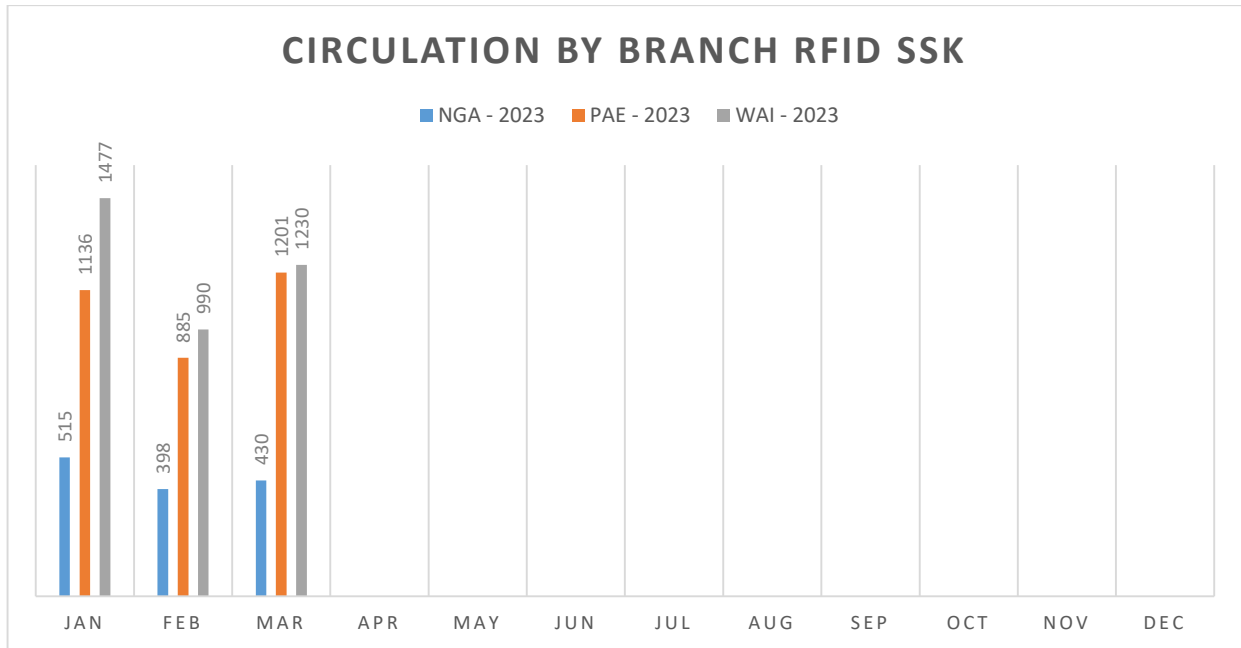
New members

149 people joined our Libraries as new members this Quarter.



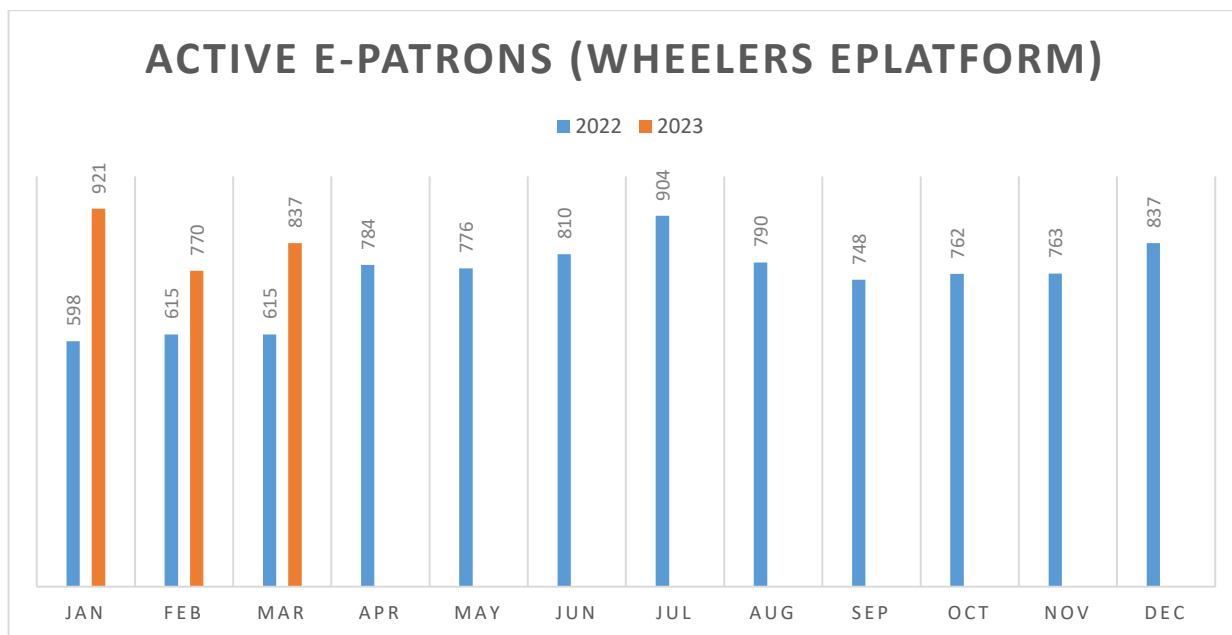
Circulation of Physical Items

Circulation of physical items has increased by 3% compared to Quarter 2 but it has gone down by a marginal 0.15% (38 items) since the same period last year. This can be easily accounted for by the unexpected closures in January and February.



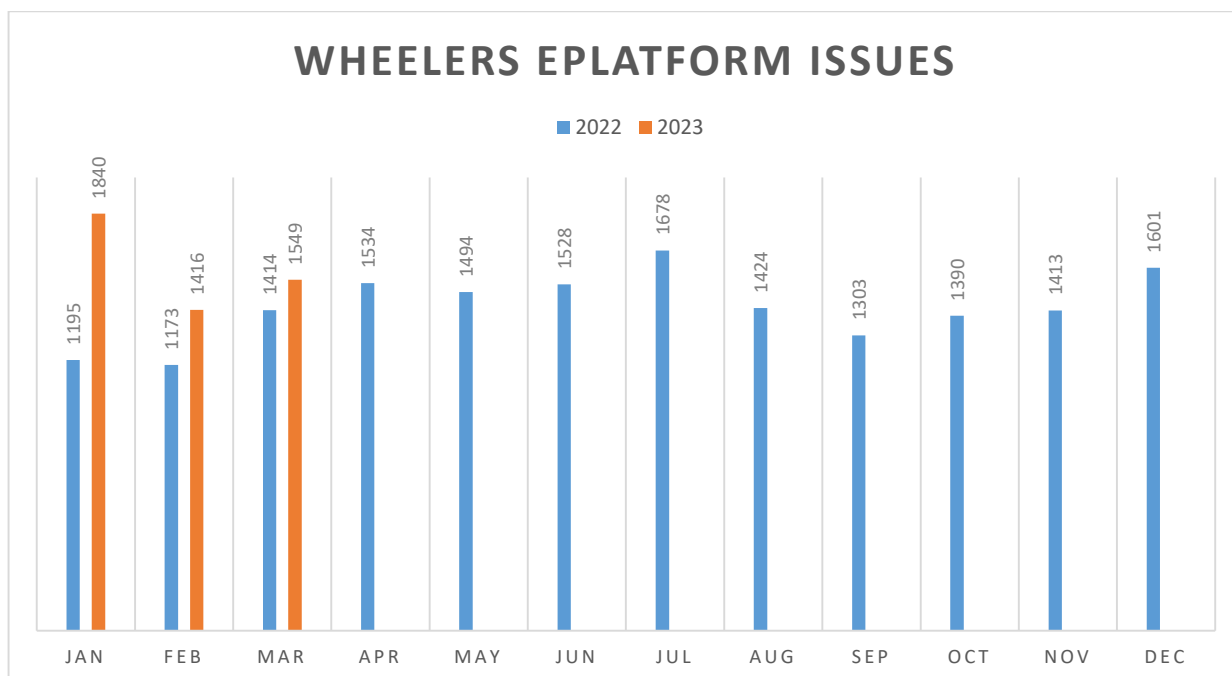
RFID Self Service Kiosk

This is a new report this quarter. Our self-service kiosks are well used and very helpful, especially when the Libraries are busy. They accept cash and EFTPOS for any charges, which the customers can do themselves. Children really enjoy taking out their own items using the kiosks. Trends will be reported upon as they arise.



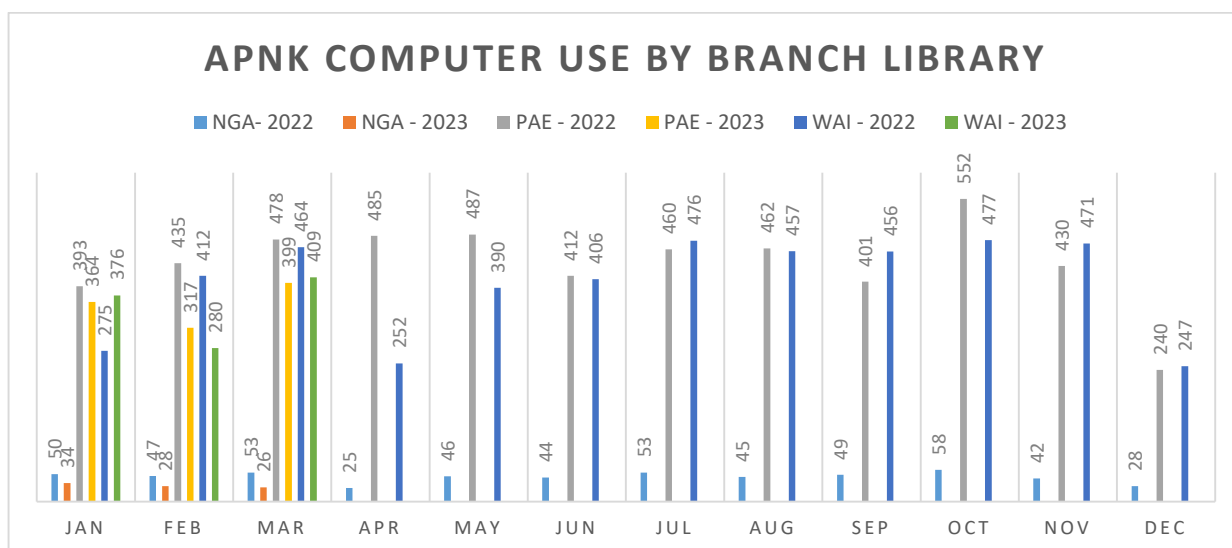
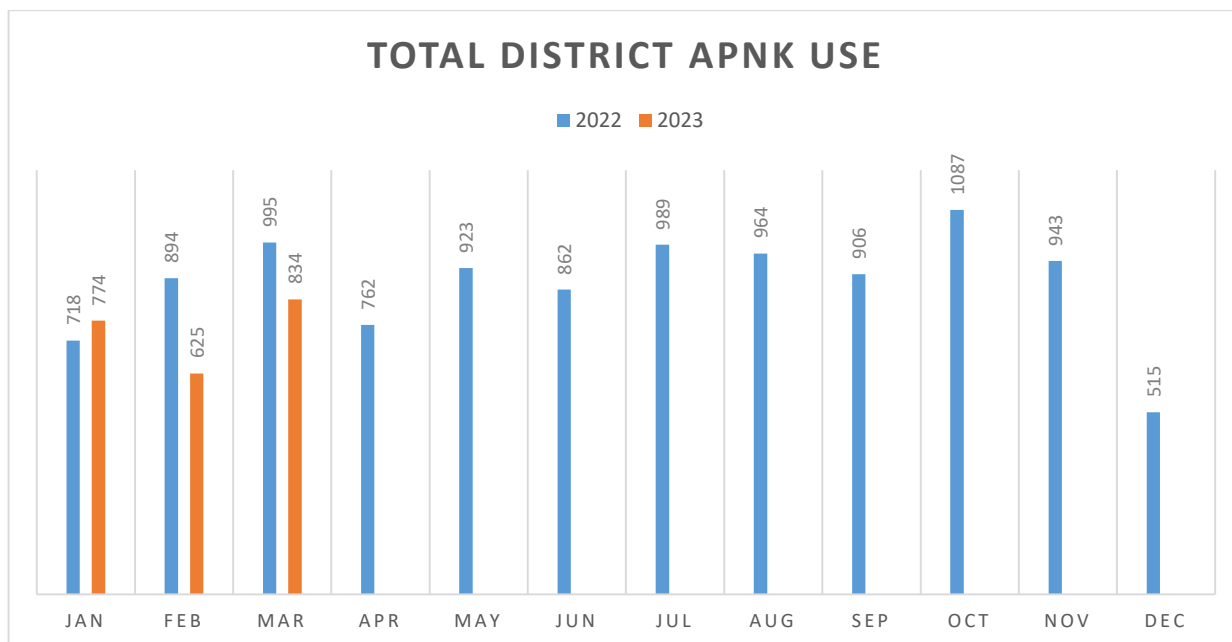
Active E-Patrons

The number of active e-patrons on the Wheeler’s platform has increased by 6.56% since Quarter 2. The number of active users of this online service has increased in comparison to the same period last year by 27.68%. This continued positive trend shows that many people are choosing to read and use this Library service from home.



Wheeler’s ePlatform circulation

The number of Wheeler’s ePlatform issues increased compared to the same quarter last year (21.29%) and to the previous quarter (8.34%). These positive figures show that users are enjoying our diverse range of titles on offer. We continue to take heed of market trends to make sure we are providing the widest range of titles possible.

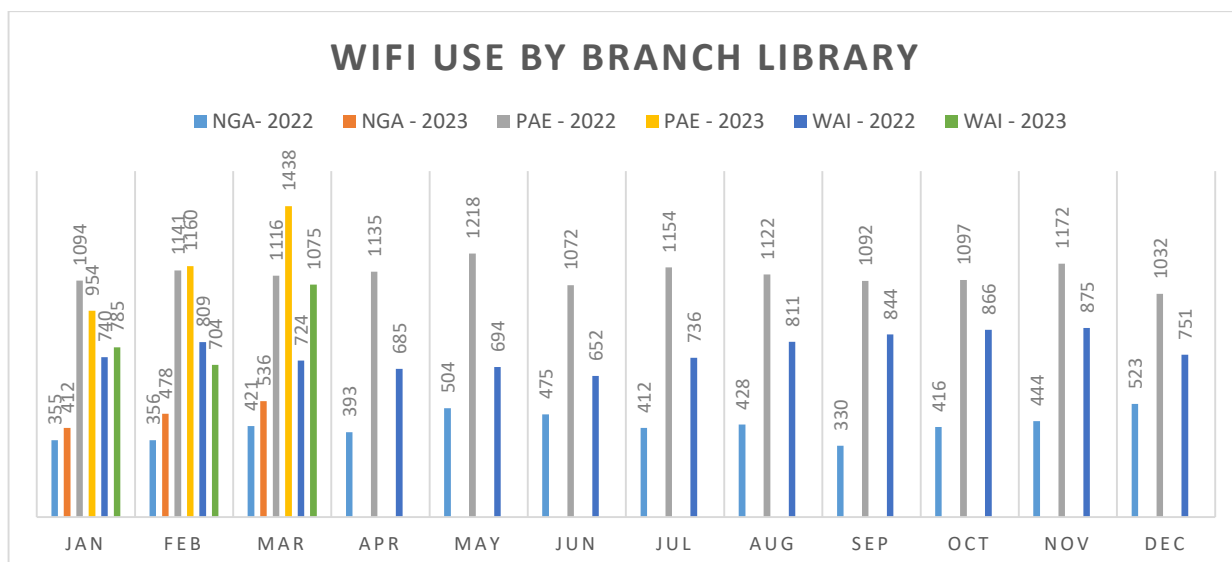
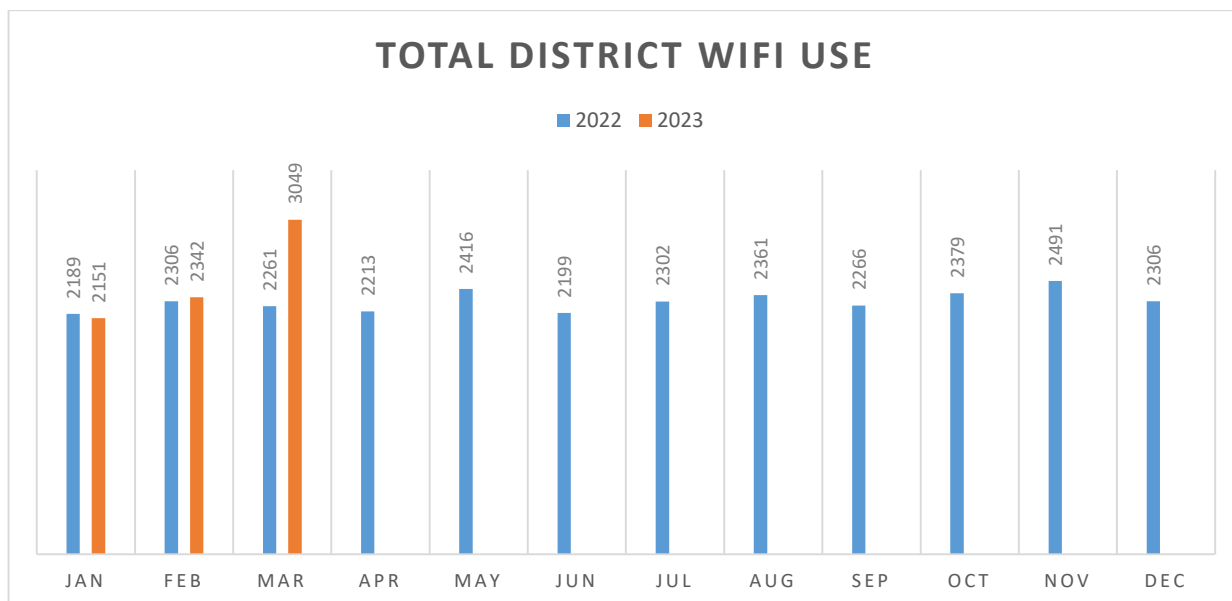


APNK Computer Use

APNK computer use decreased by 12.25% compared to the previous quarter. This could be due to the weather events and Library closures. The percentage of use is also down by 14.34% compared to the same period last year.

A major reason for this decrease in physical computer use is the functionality of printing from customer’s own devices which is actually positive. This service is becoming increasingly popular and negates the login at an APNK computer and saves the customer and our staff a lot of time.

Skinny Jump modems continue to be distributed to the community and this could also be a reason for less need of the APNK computers. Thirteen modems were given out this quarter and we are up to date with the waiting lists.



Wi-Fi Usage

Wi-Fi usage has shown a positive increase compared to the same period last year (10.42% with 786 more sessions logged onto). There has also been a slight increase (4.85% with 366 more sessions) on the previous quarter. School terms with our teenagers using the Wi-Fi affect these figures markedly, especially in Paeroa.

The start of the calendar year has reflected how diverse and full of activity our Libraries are in our district. As can be seen from the above statistics, our new reporting options give a more balanced view on just how many people rely on Library Services.

Approval

Prepared by	Marion Kroukam Library Services Team Leader Kaiārahi Ratonga Ngā Pūtea Mātauranga
Approved by	Peter Thom Group Manager – Community Development Pouwhakahaere – Whakahiato Pāpori

FOR INFORMATION NGĀ MŌHIOTANGA



TO	Mayor and Councillors
AUTHOR	Group Manager Service Delivery
FILE REFERENCE	3396150
MEETING DATE	31 May 2023
SUBJECT	Community Services Ratonga Hapori - Activity Report 3rd Quarter 2022/2023

SUMMARY | TE WHAKARĀPOPOTANGA

The Community Services Team present an update of activities carried out during the previous month to Council. The activities include management of various budgets, requests for service(s), recreation, facilities and information on other asset related activities.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1. PURPOSE | TE ARONGA

This report provides the Council an update on the activities in Community Services. This includes the district swimming pools, sports fields, recreation reserves, Waihi Events Centre, district sports co-ordinator (Sport Waikato), community halls, rural halls, elderly persons housing, public toilets, cemeteries, non-recreational reserves and property.

2. COMMUNITY RECREATION | TĀKARO HAPORI

2.1 DISTRICT SWIMMING POOLS | HŌPUA KAUKAU Ā-ROHE

While the past couple of swimming seasons involved navigating our way through a pandemic, the 2022/23 season proved challenging for different reasons.

We experienced delays in opening both the Ngatea and Paeroa Pools due to equipment issues pushing each start date back a week. A review of our pool start up process will be completed looking at areas of improvement to mitigate disruption to future pool seasons.

As the calendar rolled over to 2023 we encountered major issues with the heat pump at the Paeroa Pool which ultimately led to no water heating at the pool for the remainder of the season. The replacement of the heat pump had previously been scheduled following the season and with this in mind, the advise from the service agent and the scope of work required to complete the project this will be completed following the season as part of a bigger scope including replacing the sand filter and circulation pump.

The New Year also presented the highest amount of rainfall throughout the district for the month of January for quite some time which continued into and throughout February highlighted by 2 major cyclones.

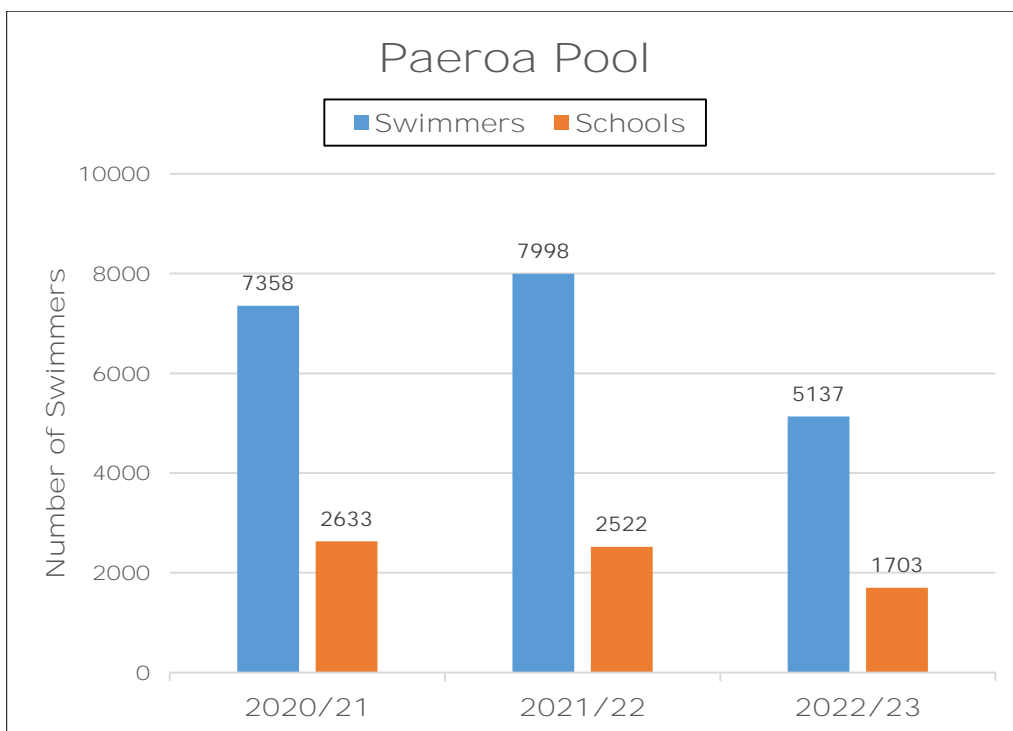
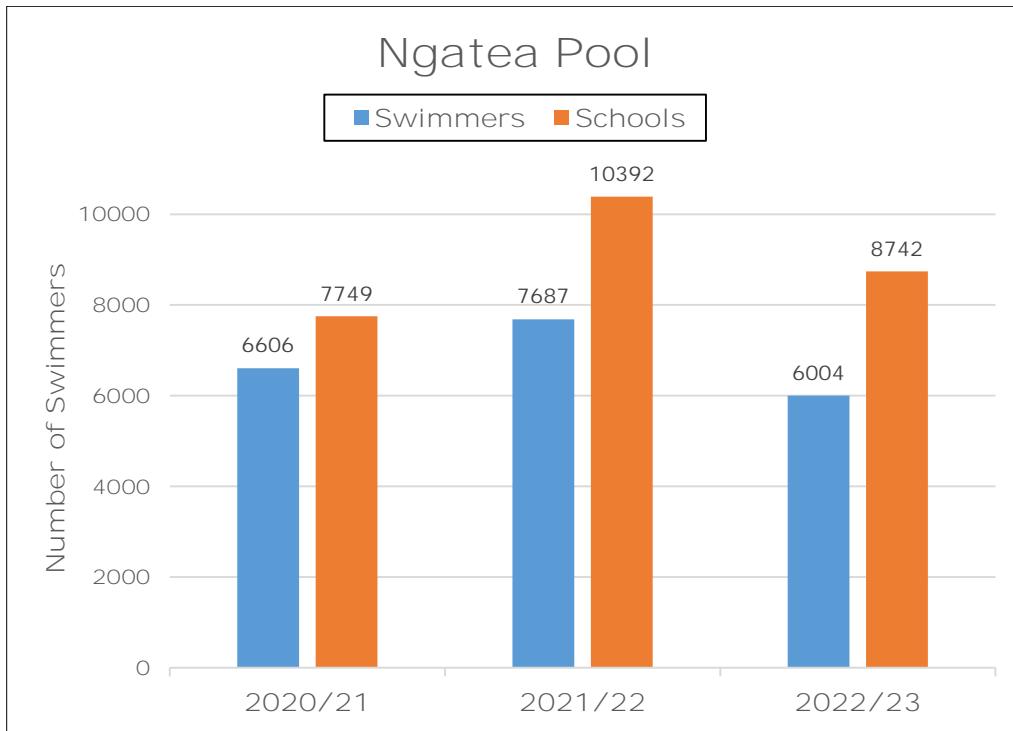
Cyclone Gabrielle in February closed our pools for 3 days while the last few weeks of the season was impacted by limited lifeguard availability. Changes in circumstances and returning to university earlier than expected for some lifeguards left the team very thin at the back end of the season with all 3 pools closing on certain days as we were unable to safely lifeguard the pool. We had 4 unscheduled days closed at Waihi, 3 at Paeroa and 7 at Ngatea.

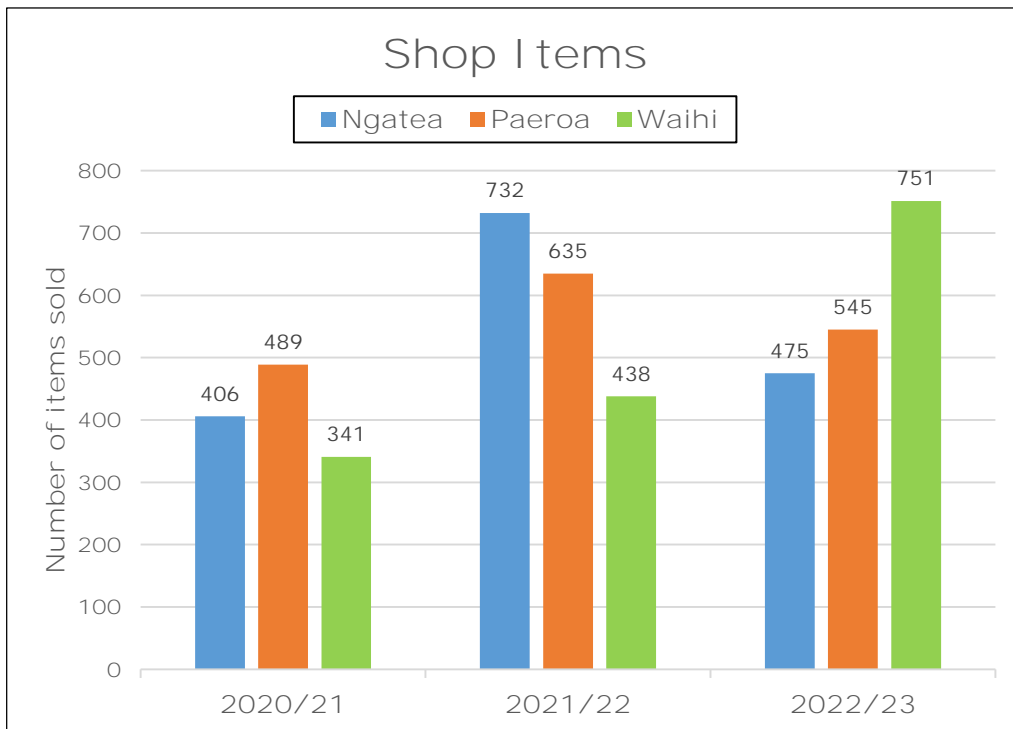
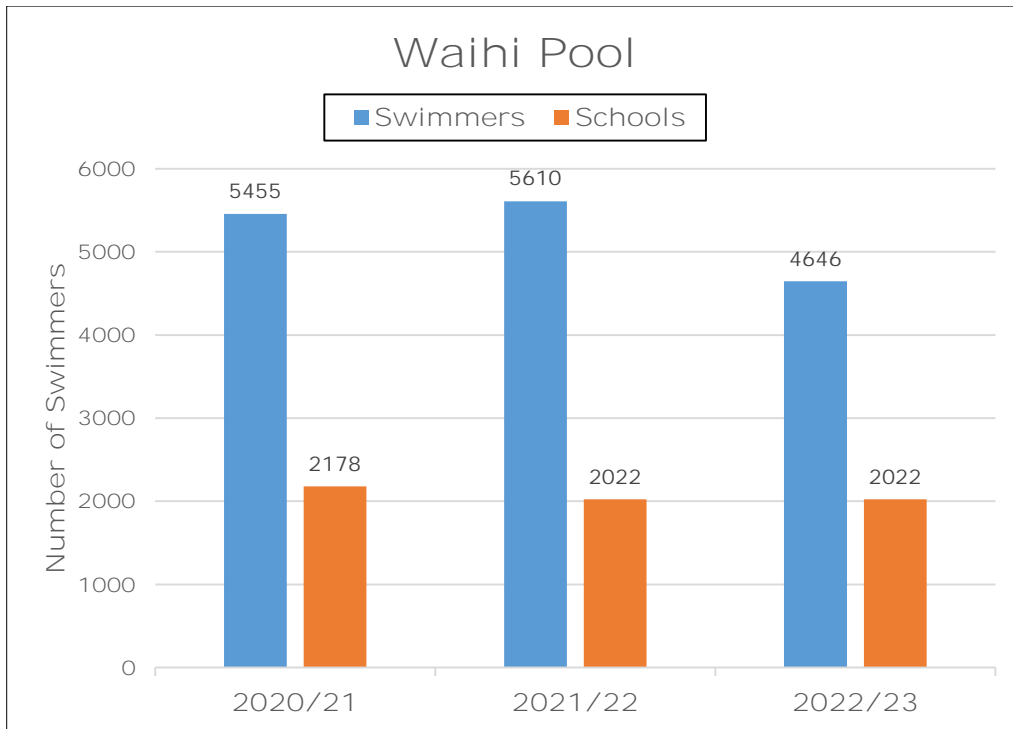
The swimming season concluded on Sunday 12th March 2023 for all 3 pools which was a change from previous seasons where we would continue operating the Paeroa Pool through to the end of daylight savings. Unfortunately due to the heat pump not operating and limited lifeguard availability the decision was made to finish when we did.

The 2022/23 season showed a decrease across the board from last season in terms of school numbers, swimmer numbers and shop items sold. As mentioned contributing factors were particularly indifferent weather, equipment failure and lifeguard availability especially toward the end of the season.

Discussions and work are underway looking at improvements for next season.

Swimming Pool season numbers below





Successes

Eight new lifeguards completed the Pool Lifeguard Practising Certificate with one returning lifeguard achieving their re-valuation.

We had nine lifeguards complete the Advanced Work based First Aid Units and another one completing the Refresher First Aid.

Swimming Clubs utilised the pools regularly throughout the season at Waihi and Paeroa as well as a Learn to Swim teacher operating at Paeroa. Waihi offered Learn to Swim, adult swim lessons, squad swimming and water workouts utilising the pool 6 days a week with Paeroa offering Learn to Swim and squad swimming Monday to Thursday each week.

All three pools were used for School Swimming Sports throughout February and March – this was especially challenging in the previous 2 years due to the pandemic.

Positive feedback on our Lifeguard team from pool users around communication, interaction and first aid situations.

As well as the routine servicing and day-to-day operational work further upgrades included

Paeroa Pool

- Starter blocks upgraded
- Thermal pool covers repaired and re-worked to be more user friendly
- Water fountain replaced
- Lane rope reel replaced
- Lighting upgraded to LED's in the changing rooms and surrounding the pool
- New signage

Ngatea Pool

- Lighting upgraded to LED's in the changing rooms and surrounding the pool
- New signage

Waihi Pool

- Chlorine unit upgraded
- Thermal pool covers replaced
- New signage

Challenges

Paeroa Pool

- Indifferent weather.
- Sand filter leaking and needing replacement.
- Heat pump failure leading to no water heating with pool temperatures around 20/21 degrees by the end of the season.
- Circulation pump failure.
- Consistency around engagement and contributions by lifeguard team.
- Staffing at the back end of the season.

Ngatea Pool

- Indifferent weather.
- Chlorine dosage unit operation for small pool.
- Consistency around lifeguard team contributions.
- Staffing at the back end of the season.

Waihi Pool

- Indifferent weather.
- Chlorine dosage unit operation.

- College use of pool facility often left untidy.
- Consistency around engagement and contributions by lifeguard team.
- Staffing at the back end of the season.

Items on the agenda looking ahead to next season and beyond include:

- Waihi Pool feasibility study.
- Transition to Parks and Reserves team handling future pool maintenance.
- Paeroa Pool repairs.
- Pool season start up process.
- Chlorinated salt as opposed to chlorine gas to treat pool.
- Ramp for Ngatea pool
- Reviewing recruitment process.
- Learn to Swim options.
- LTP projects.

2.2 SPORTS FIELDS | PAPA HĀKINAKINA

The continuing wet weather has created issues with getting autumn maintenance done on our sports fields. With playing surfaces continually being so wet, contractors face issues carrying out the work without damaging the playing surface with heavy machinery. As a consequence, maintenance work has been done later than normal and has been scaled back somewhat to minimise any disruptions to the winter sports codes.

2.3 RECREATION RESERVES | TĀKARO WHENUA TĀPUI

The contract for the freedom camping ambassador for Kaiua has been extended through to the end of May. Although wetter than usual, the warmer conditions have seen visitor numbers to Rays Rest and the Kaiua freedom camping location remain steady.

The playgrounds at Whiritoa and Kaiua have had new swing sets installed. The swings are the same as the new set installed at Rocket Park, which are proving to be extremely popular with our park visitors.



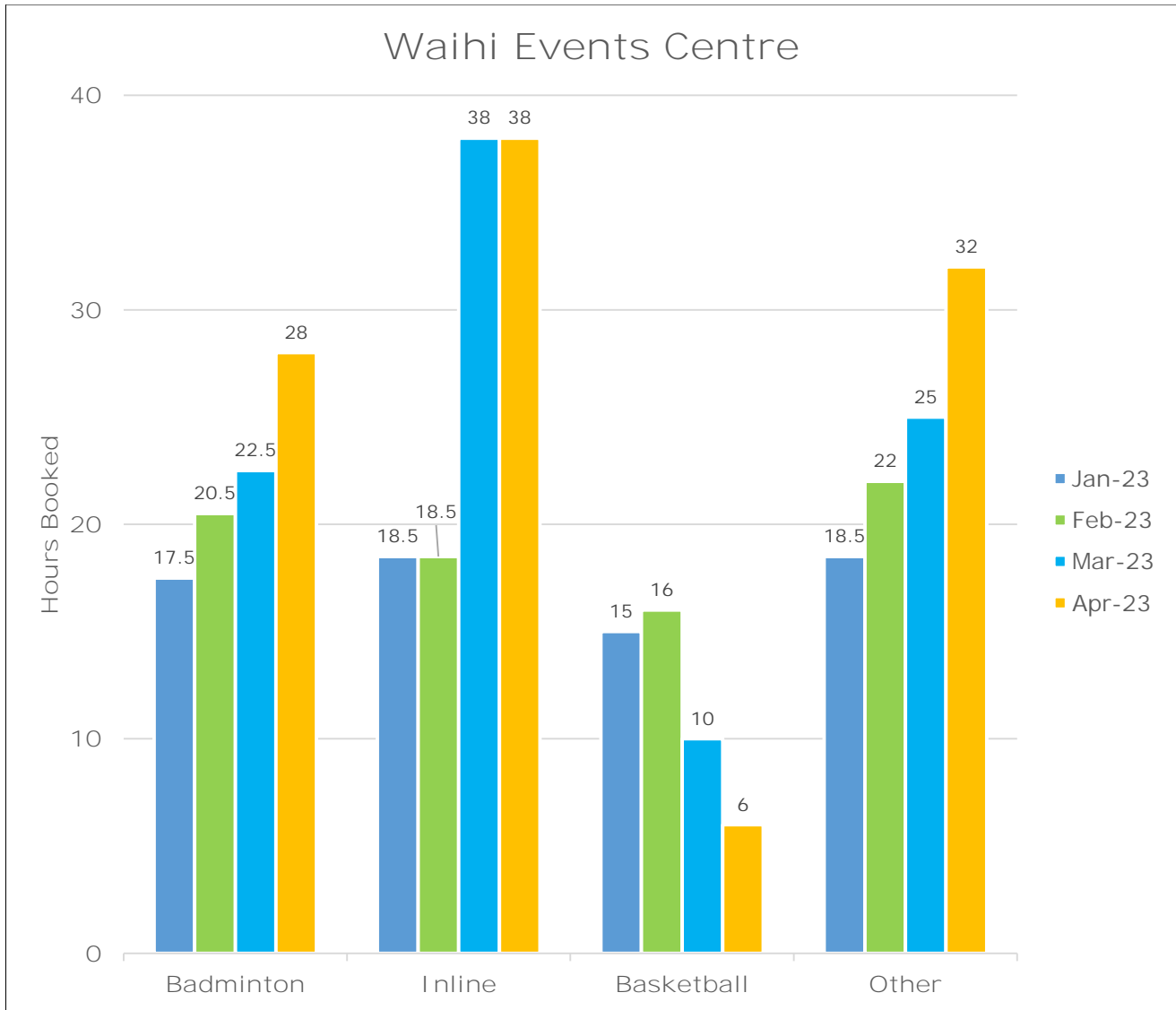
The BBO at Whiritoa Beach is now functioning with a new element and hotplate installed as part of the LTP capital works program.

New signs are being installed at the Karangahake Reserve, and the large and unsightly grove of bamboo has been removed as part of our noxious weed control program.



3. EVENTS CENTRE | POKAPŪ HUIHUINGA

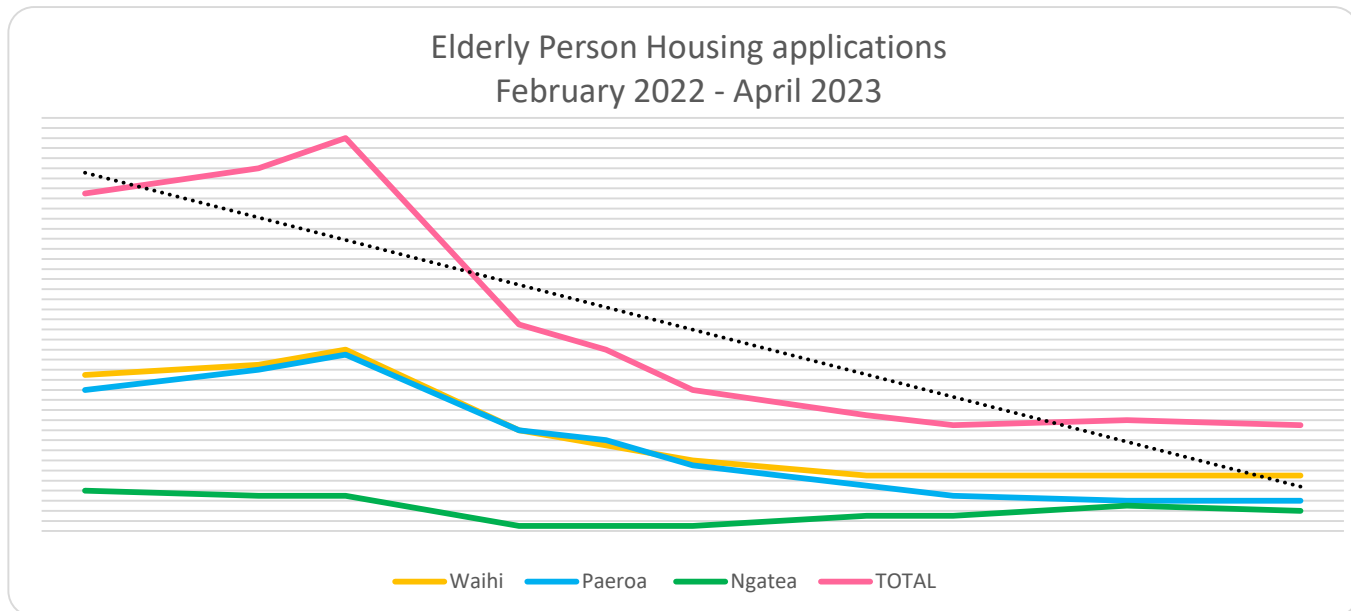
Waihi Events Centre usage for 2023 shown below:



4.COMMUNITY FACILITIES | MATATAU HAPORI

4.1 ELDERLY PERSONS HOUSING | TŪNOHUNOHU WHAREPUNI

Council currently has 21 applicants on the waiting list for our elderly housing units.

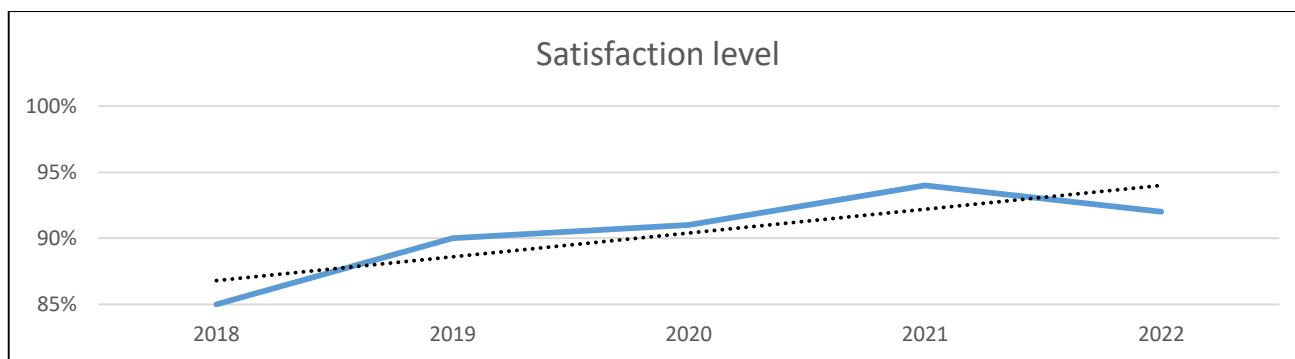


	Feb-22	Apr-22	May-22	Jul-22	Aug-22	Sep-22	Nov-22	Dec-22	Feb-23	Apr-23
Waihi	31	33	36	20	17	14	11	11	11	11
Paeroa	28	32	35	20	18	13	9	7	6	6
Ngatea	8	7	7	1	1	1	3	3	5	4
TOTAL	67	72	78	41	36	28	23	21	22	21

Annual housing for the elderly tenant satisfaction survey results

35 responses to the survey were received from Council’s nine complexes. This amounts to 61.4% tenant participation in the survey and a 92% result in overall satisfaction.

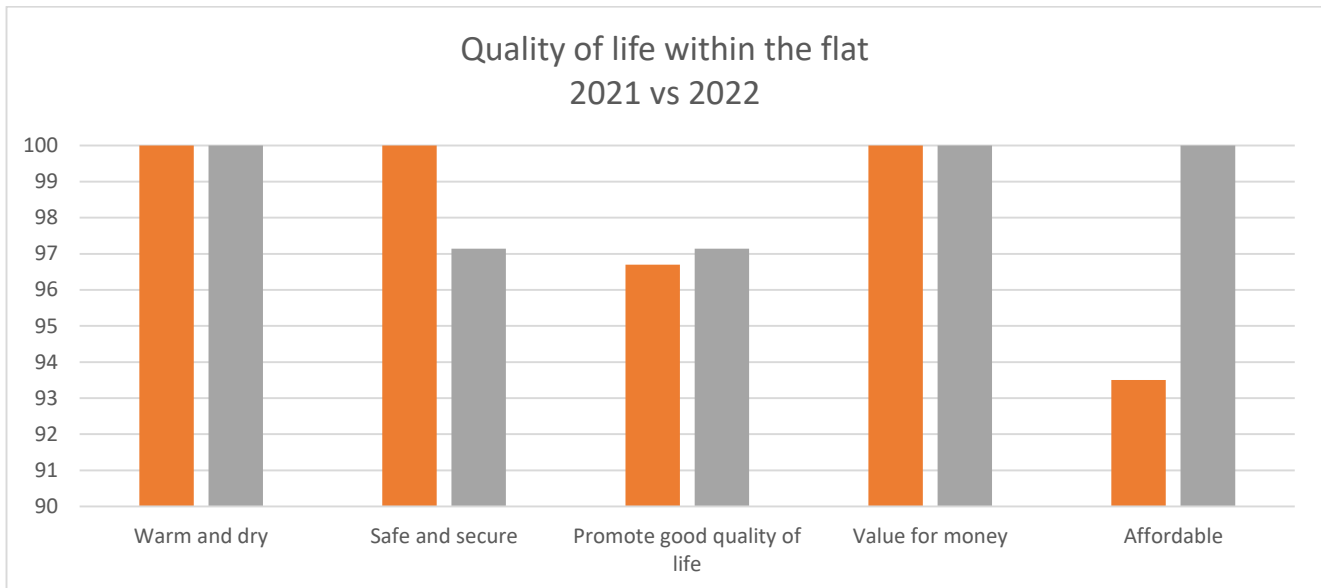
1. Ngatea 2
2. Paeroa 23
3. Waihi 10



The survey results are anonymous.

From the overall survey results, staff report tenant satisfaction levels as follows:

- a. Satisfied 33%
- b. Very satisfied 44%
- c. Somewhat satisfied 13%
- d. Dissatisfied 3%
- e. Somewhat dissatisfied 4%
- f. Very dissatisfied 2%



The aim of the annual satisfaction survey is to gauge:

- Satisfaction with comfort and safety of Council provided flats
- Satisfaction with service from Council staff and accessibility to staff
- Satisfaction with property maintenance (exterior of units, security, lighting, interior and how Council staff handle service requests).
- Satisfaction with grounds maintenance – exterior upkeep of lawns, hedges, trees and paths/walkways
- Quality of life within the flat – warm, dry, safe/secure, value for money and affordability.

Some feedback from the surveys:

Exterior of units

- Could do with a security light
- Exterior of units need attention.

Interior of units

- **The painter’s workmanship is always excellent.**
- Some repair services are slow.

Dealing with staff

- Property Officer is a wonderful property manager. She always looks out for the tenants needs with a big smile.
- Council’s Property Officer has always kept our units safe and well cared for.
- Always accommodating where possible and if budget allows.

Grounds and lawns

- Would be good if weed-eating was done same time as mowing.
- The lawns need to be done on a regular basis.
- The area at the drain at the back needs weed-eating and kept cleaner.
- Would like to get a garden bag to get rid of garden waste.
- Upkeep of lawns are disgusting, they need to go to Specsavers!
- Please get contractor to mow lawns every 2 weeks.

Is the unit affordable?

- Unit is affordable and considered good value for money - at the moment.

GENERAL

- Understandably there is a budget to keep to and covid hasn't made things easier (more affordable). Blessed to have a home.
- Having trouble with window knocking early hours of the morning.
- I love my unit.
- Some tenants drives in too fast and come close to running people over. There needs to be speed bumps put in.
- I feel very safe.

5.PROPERTY | ĀHUATANGA ŌKIKO

Waihi Service Centre

The installation and commissioning of a new Air-conditioning unit at the Waihi Service Centre is nearing completion. A new generator is also being fitted to ensure that the IT server room is unaffected by power outages. The work should be completed by the end of May.

A new book returns box is being custom built to accommodate book returns and prevent vandalism. Security measures have had to be increased to allow staff to activate panic alarms when faced with aggressive members of the public. This is an ongoing issue and we will continue modifying the space to ensure that staff are more secure.

Paeroa Library

A project is underway to increase cupboard and storage space for equipment.

There have been increased incidents of vandalism and graffiti in and around the library premises.

Security in the form of panic buttons has been introduced. A CCTV monitor will be placed inside the entrance so that staff can monitor who is entering and exiting the premises.

Staff Accommodation – Hauraki House

A project is underway to identify the most optimal use of office space in Hauraki House. This is in preparation of the Ohinemuri House lease coming to an end once the Countdown project gets underway.

Hauraki House Roof

Repairs carried out on 14 May to ensure that it complies it is fit for purpose for the next 15 years.

Ngatea Estate Northern Subdivision

The tender for stage 4 closed on 21 April 2023.

Ngatea Estate Southern Estate

Preloading of the site commenced in April 2023.

Thorn Road, Waihi

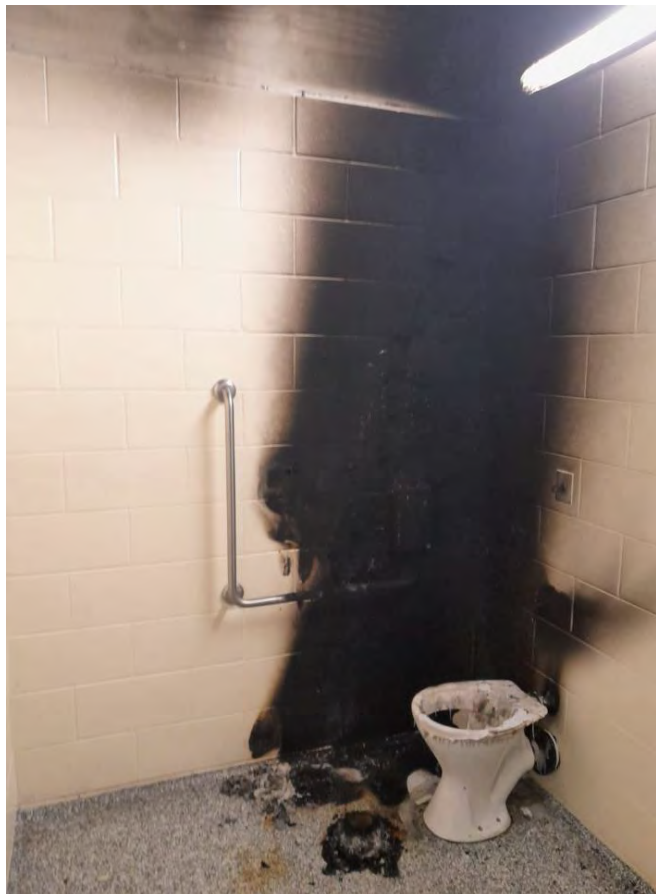
A trespass order was issued on a logger who went ahead and formed a track on an unformed road without consent causing environmental harm.

Building Warrants of Fitness

All properties that were due for inspection have been inspected and any required work is underway.

6. PUBLIC TOILETS | HEKETUA

During April the Haszard St Toilet facility in Waihi was hit by arson causing a good amount of damage impacting access to use for a period of time. Our works team staff and cleaning contractor did a great job cleaning up the damage as much as possible with a plan to re-paint early May.



7. RURAL HALLS | HŌRO TAIWHENUA

Rated funds for the Mangatarata Hall, Karangahake Hall, Kaihua Hall and Hikutaia Hall grids have been transferred to each Incorporated Committee accounts.

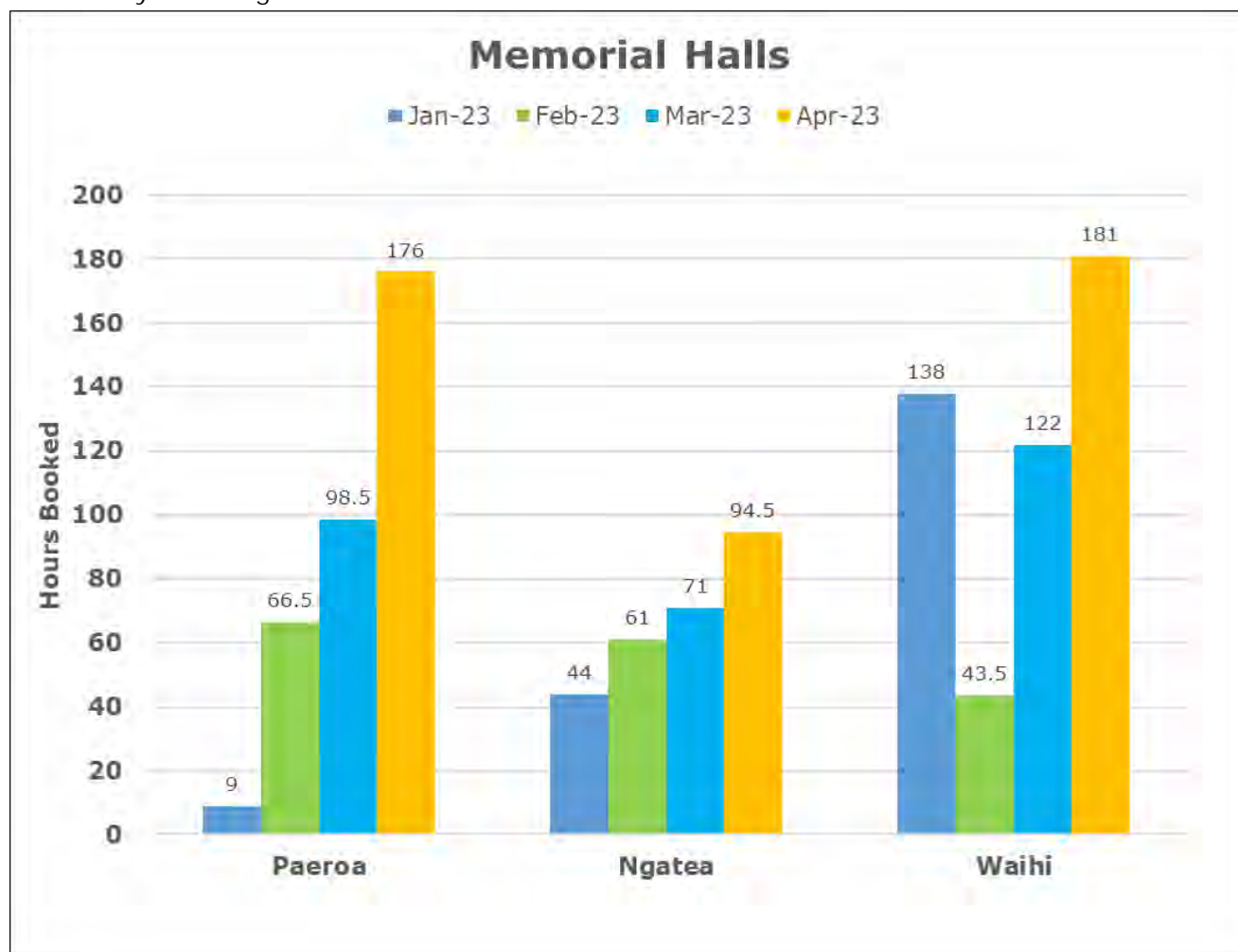
For this to happen:

- A committee must be an Incorporated Society and provide prove of it.
- Submit a committee resolution asking Council for the public rate funds from the grid surrounding the hall to be released to their control must be provided to Council

- A committee must provide the council finance team with an end of year statement showing expenditure/receipts of the public monies by the end of June of a calendar year so Council can fulfill its requirement to Audit NZ.

8.COMMUNITY HALLS | HŌRO HAPORI

Community Hall usage for 2023 shown below:



9. CEMETERIES | NGĀ URUPĀ

Combined cemetery statistics from February to April 2023 are as follows:

Plot Reservations

Location	Type	Number
Miranda	Ashes	0
	Casket	1
Pukerimu	Ashes	0
	Casket	2
Waihi	Ashes	0
	Casket	6
Ngatea	Ash Wall Placement	2

Internments

Location	Type	Number
Miranda	Ashes	0
	Casket	0
Pukerimu	Ashes	5
	Casket	4
Waihi	Ashes	11
	Casket	7
Ngatea	Ash Wall Placement	2

10. NON-RECREATION RESERVES | KAORE-TĀKARO WHENUA TĀPUI

There is nothing of significance to report for non-recreation reserves.

11. CAPITAL PROJECTS | NGĀ WHAKAKATANGA MONI TŌPŪ

The Project Management Office will present the Capital Works Report.

12. GENERAL | MOHIOHIO WHĀNUI

Dune push-up work and repairs to beach access ways have been continuing since the cyclone Gabrielle event in February, with an unusual number of north-easterly fronts causing frequent erosion events at the beach. The before and after photos below give an indication of the impact of the weather on the dune structure.





13. WASTE MANAGEMENT | PARA MANA WHAKAHAERE

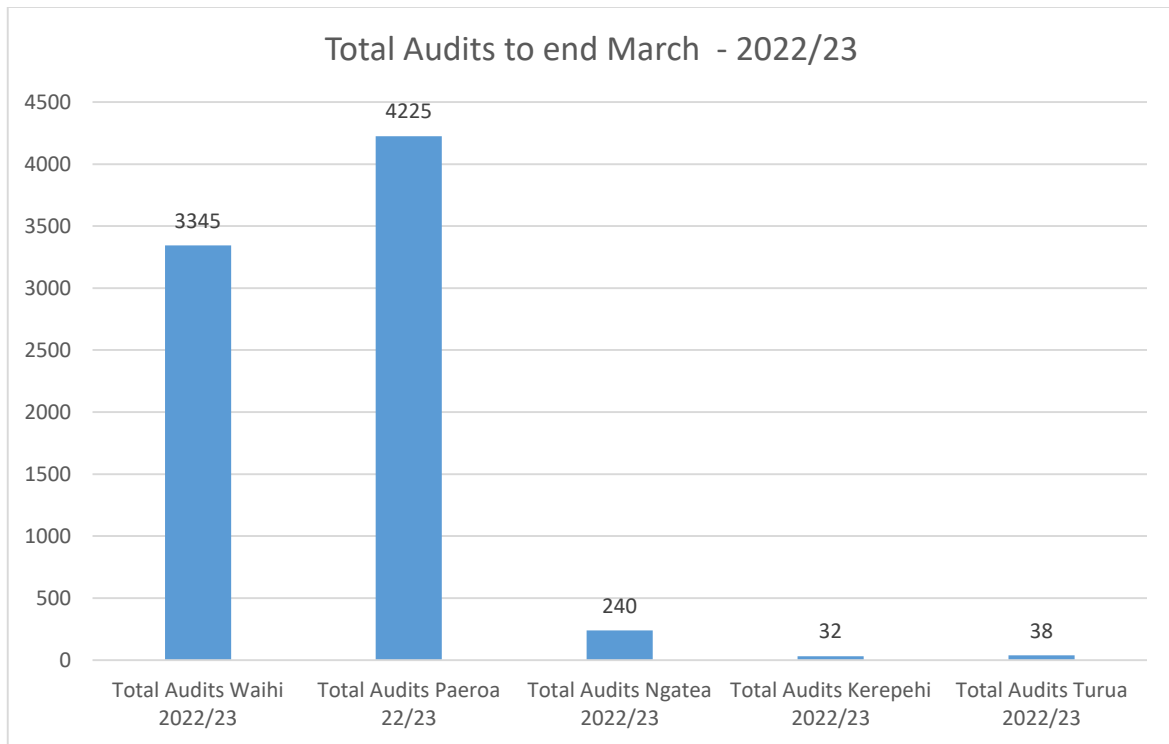
13.1 HEALTH AND SAFETY

No H&S incidents recorded for this period.

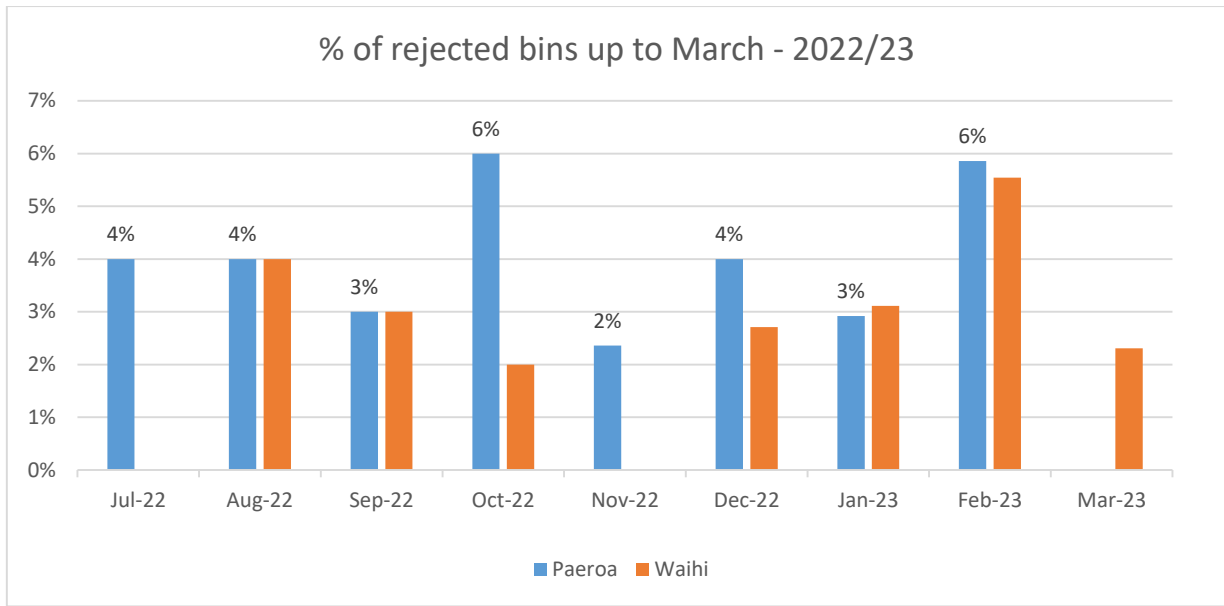
13.2 DATA REPORTING

13.2.1 CONTAMINATION RATES

7880 Bin audits were executed from 1 July 2022:

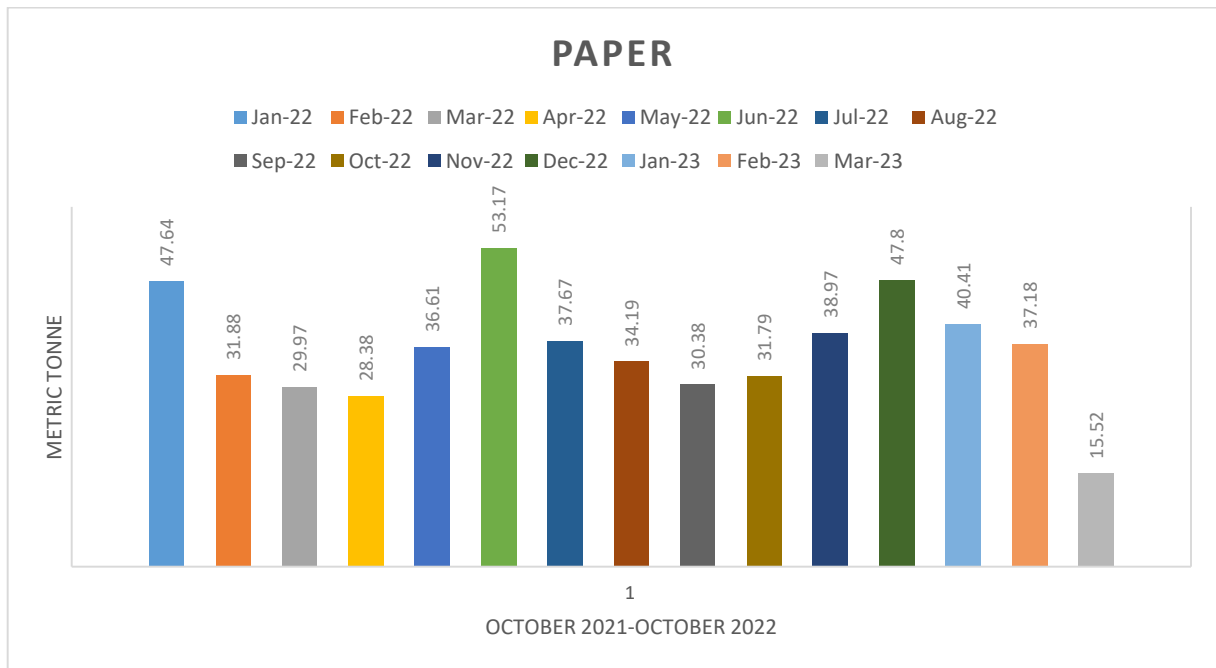


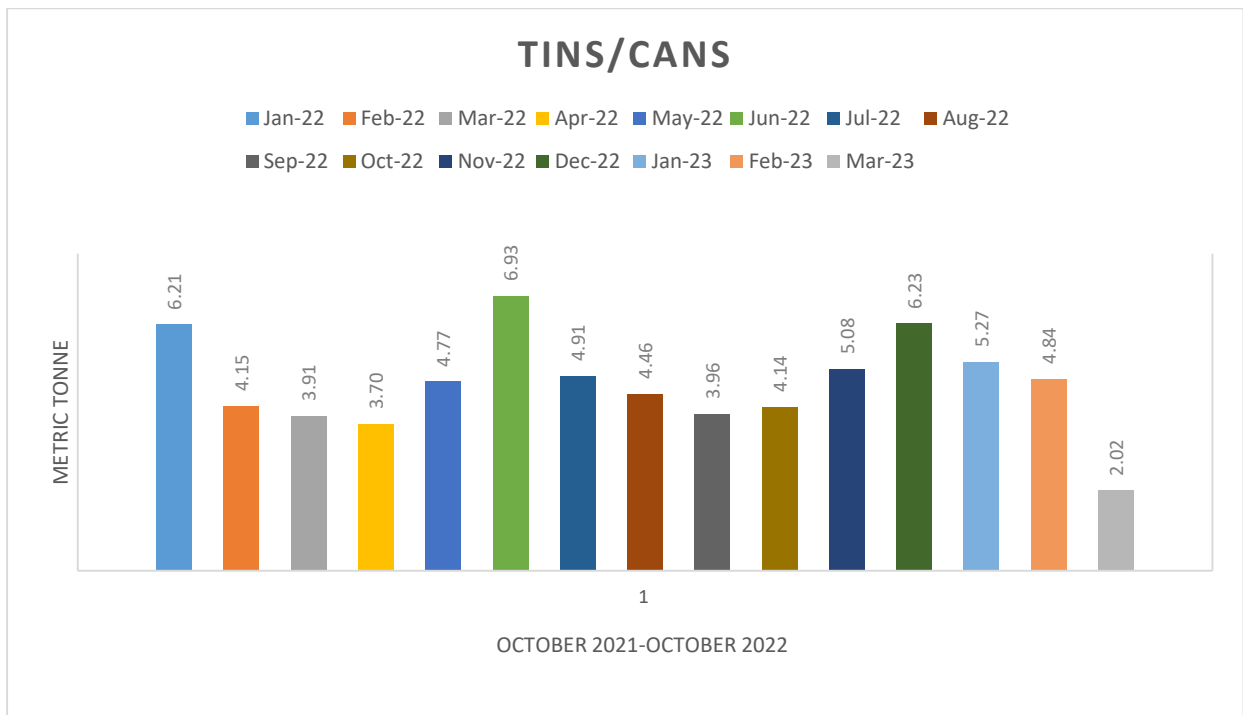
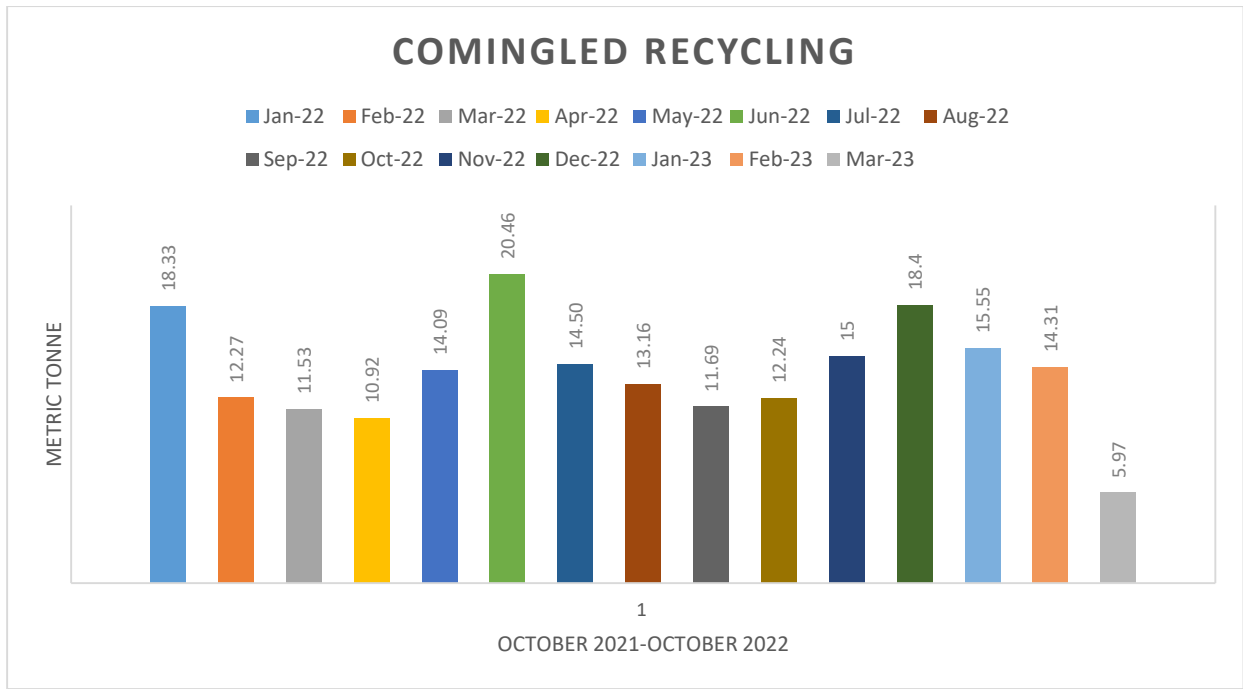
1945 Bin audits were executed from 1 January 2023 – 31 March 2023:

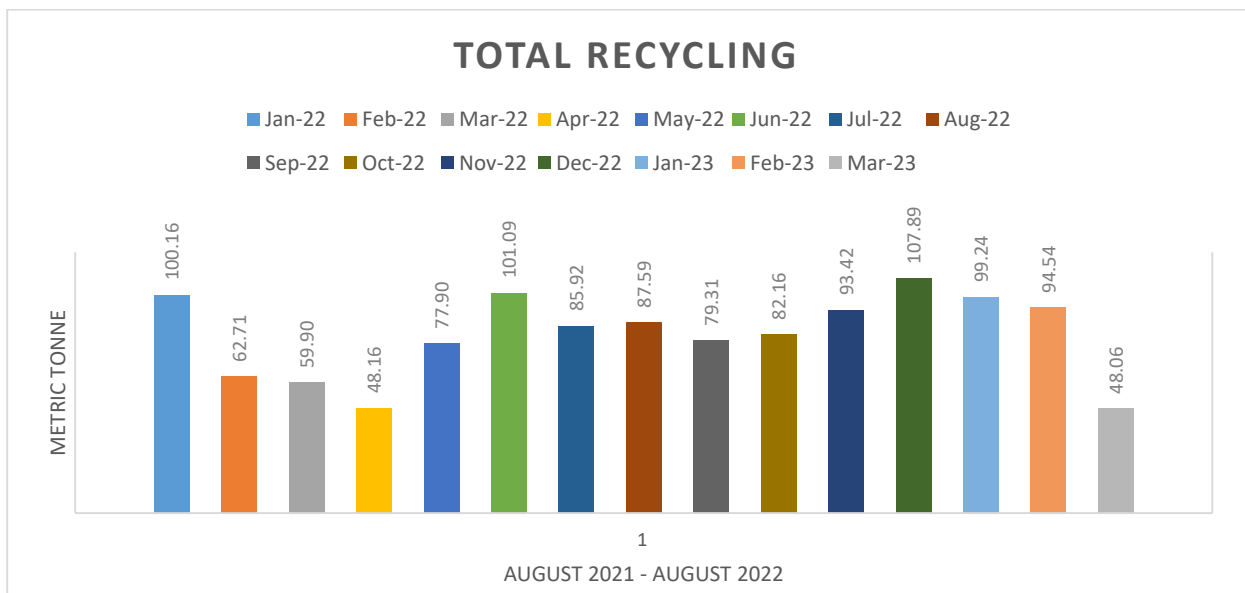
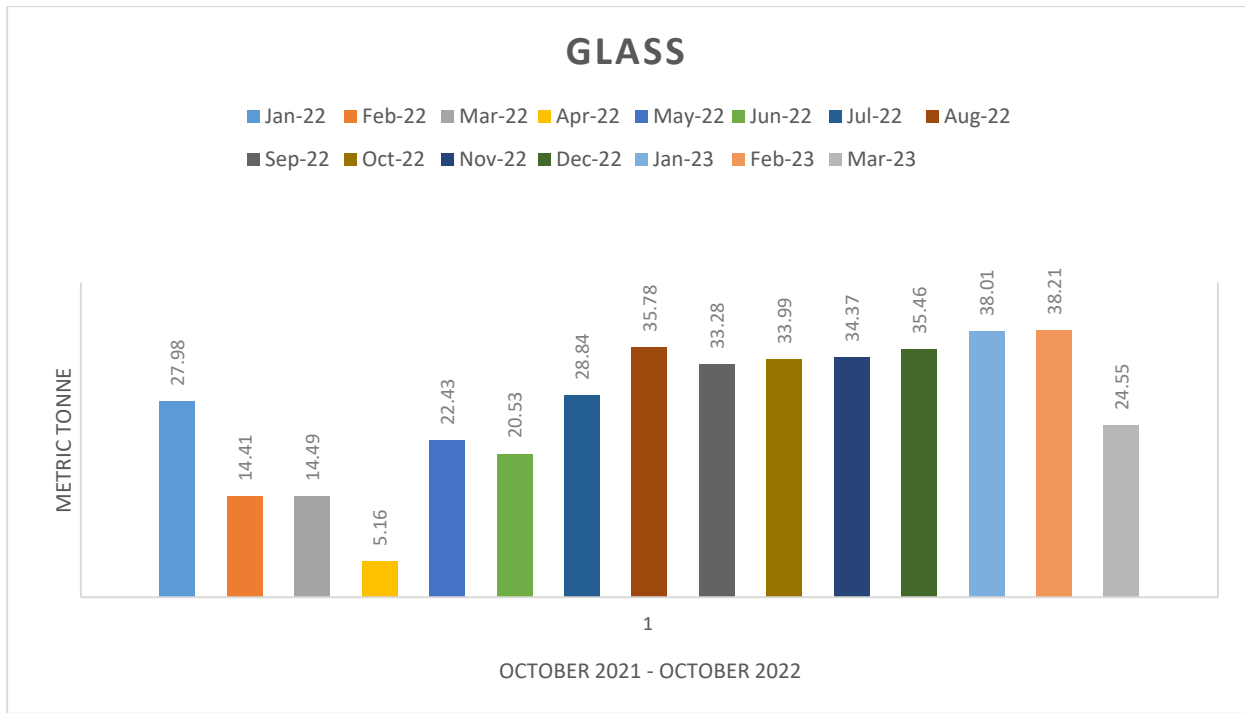


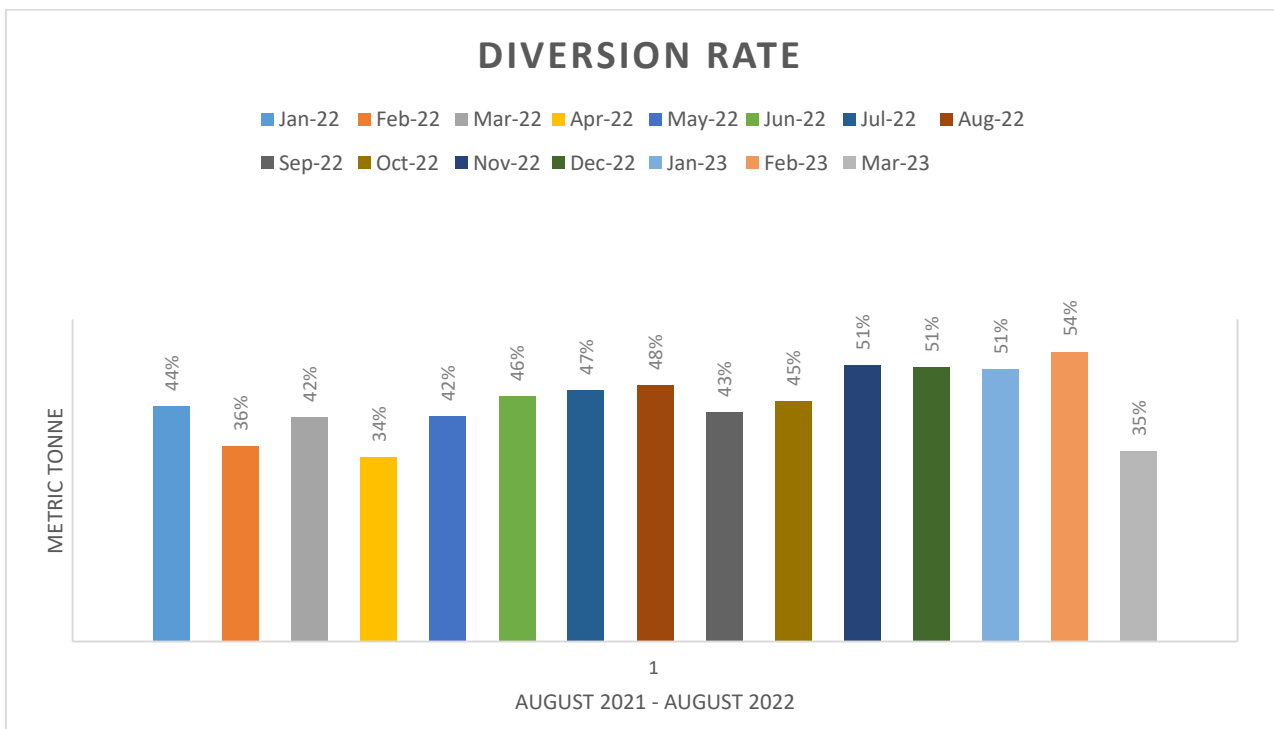
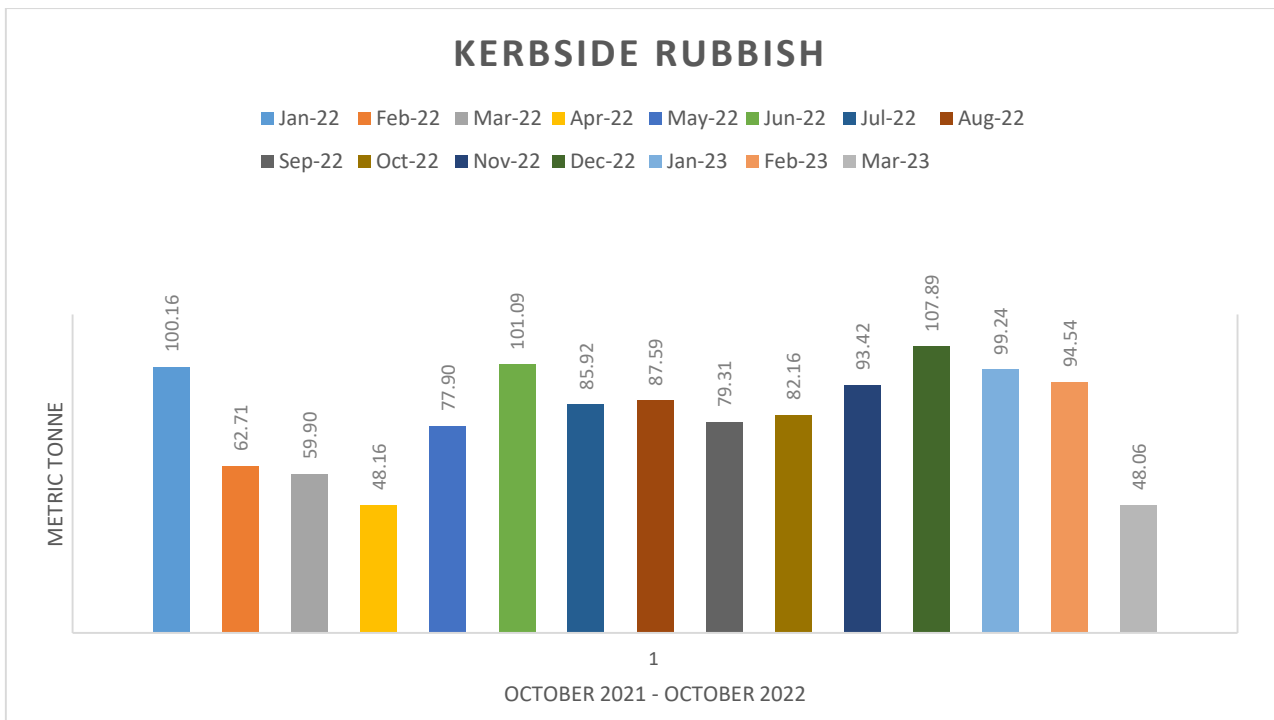
13.2.2 YEAR-ON YEAR PRODUCT FLOW: KERBSIDE COLLECTIONS AND REFUSE TRANSFER STATIONS

13.2.2.1 Kerbside to MRF or Landfill

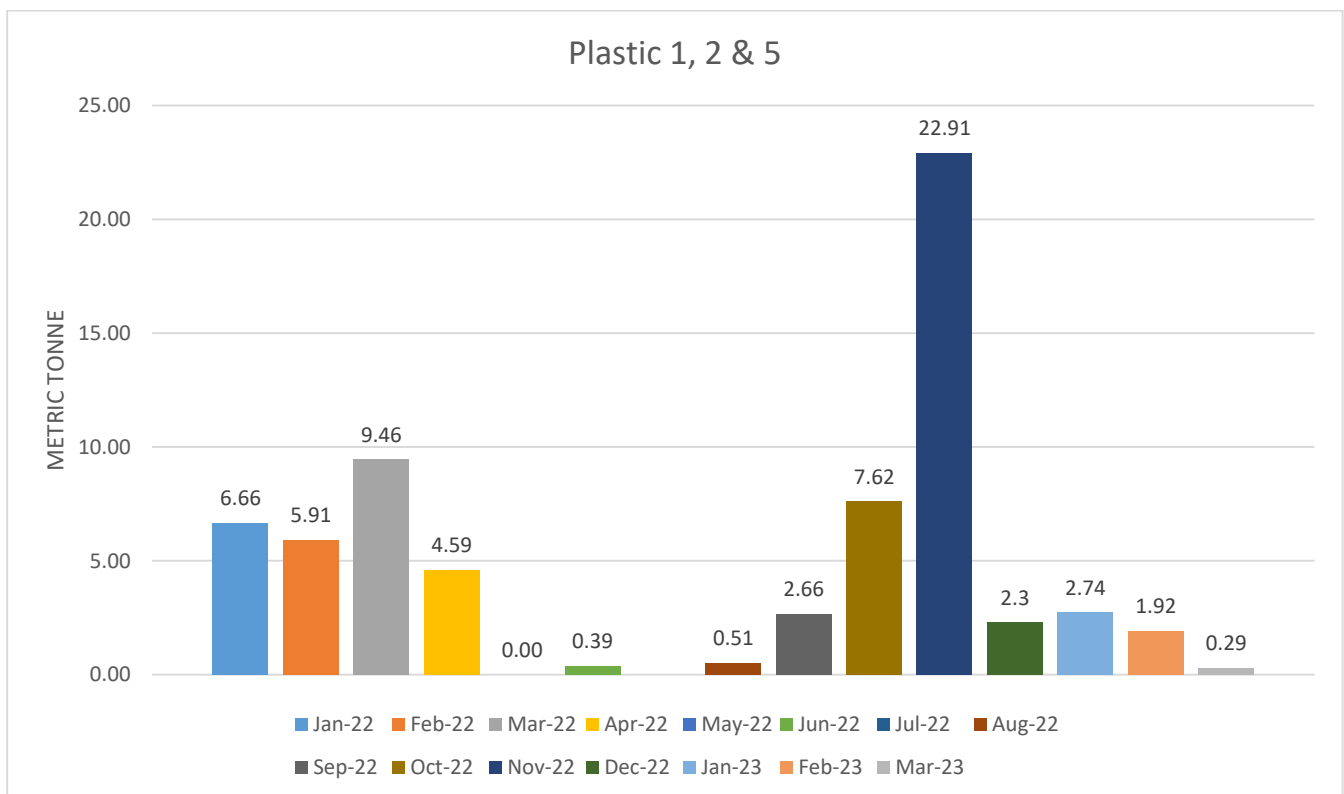
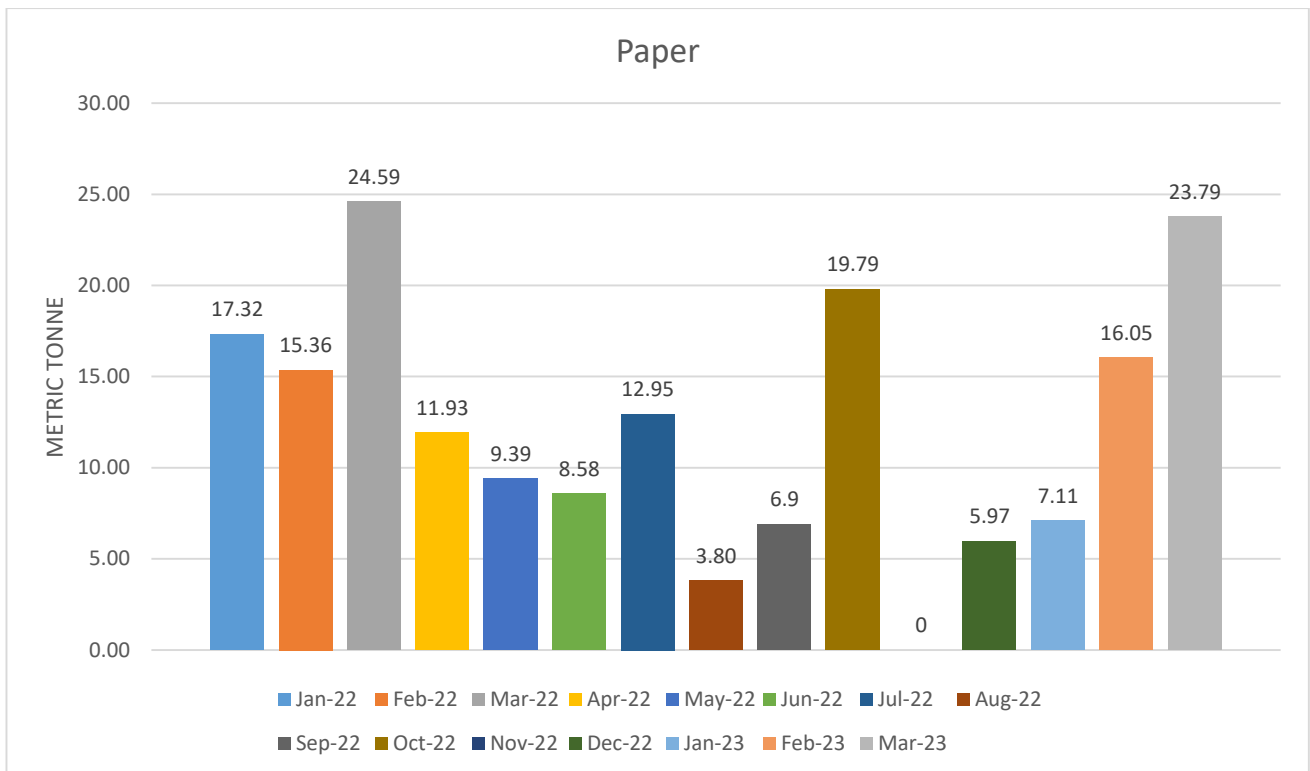


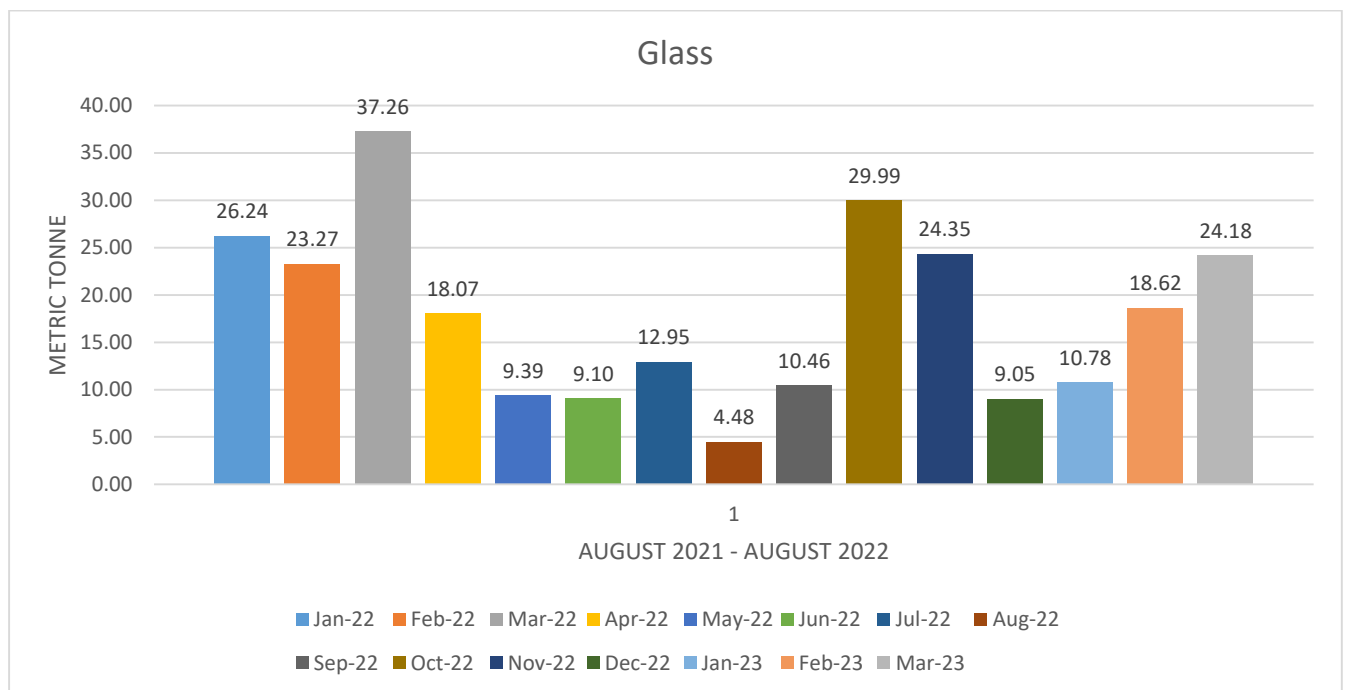
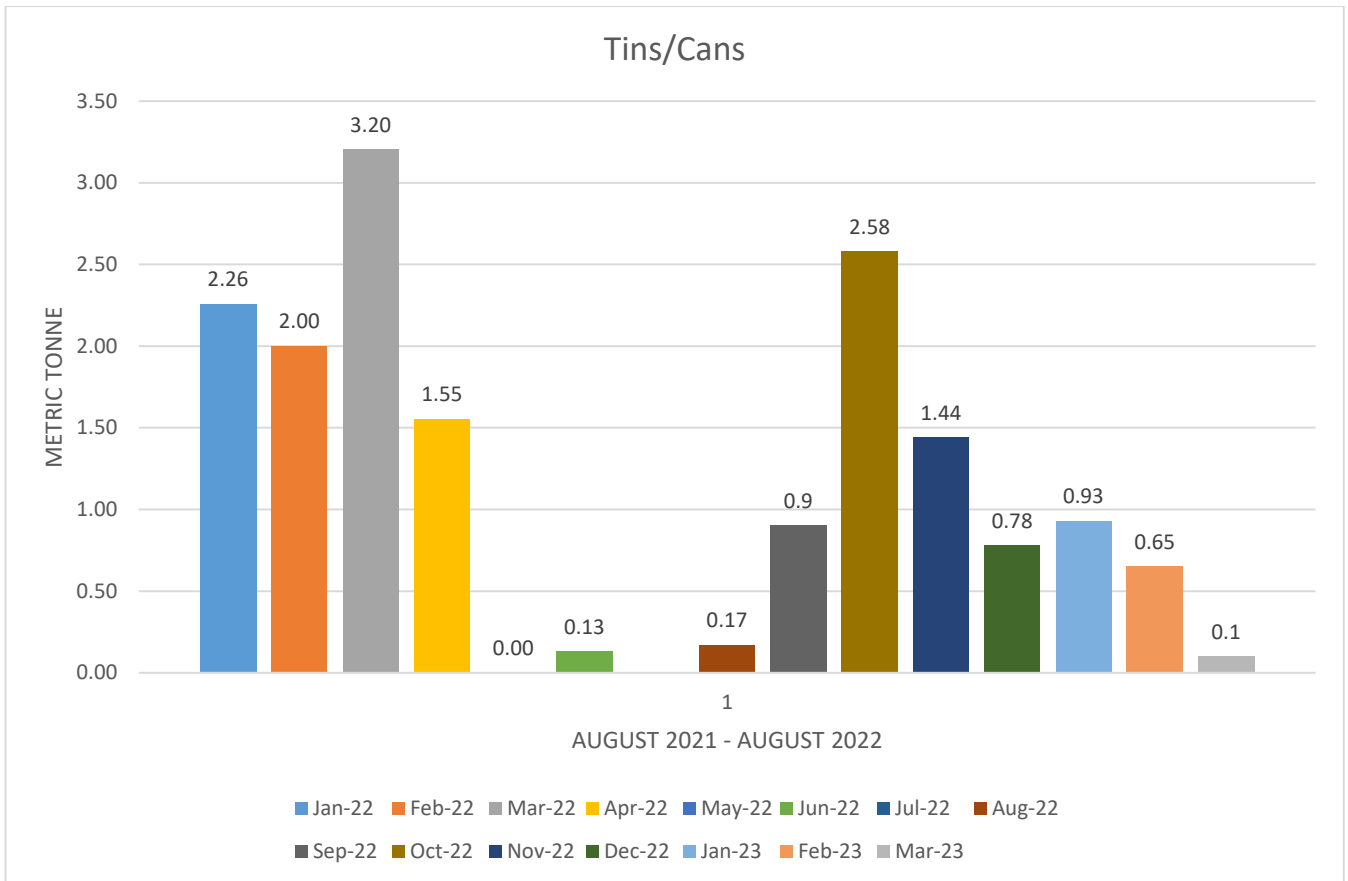


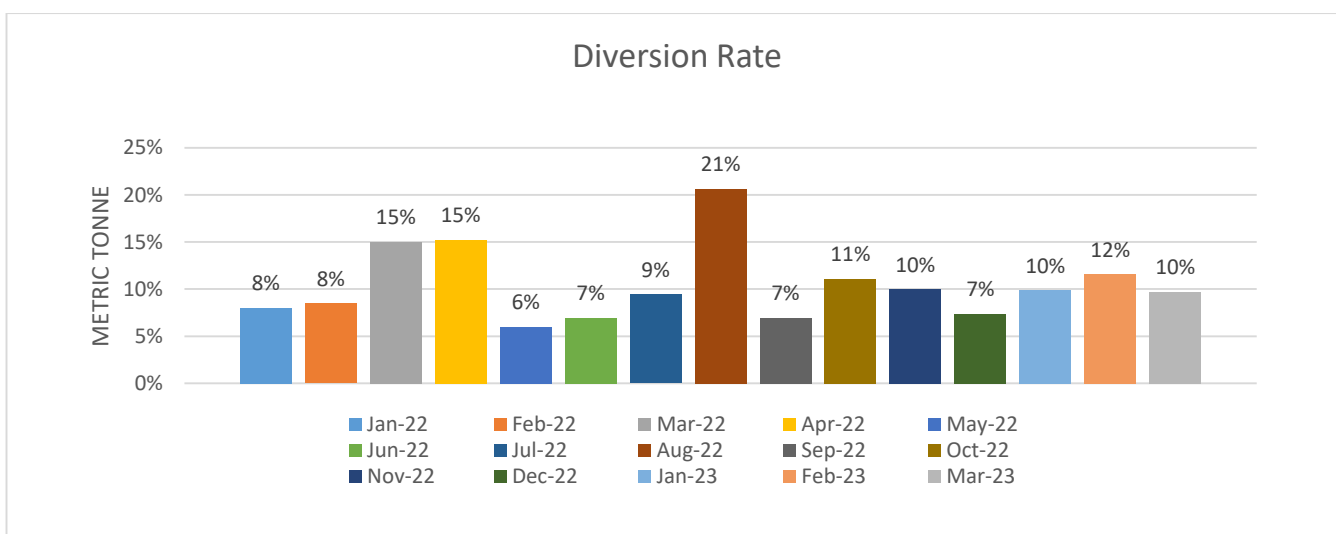
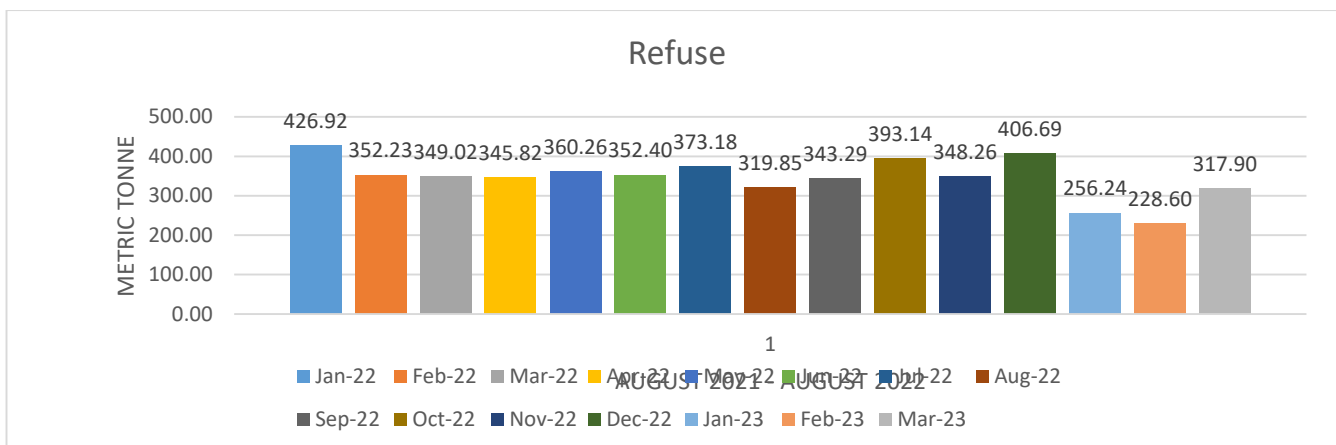




13.2.2.2 Transfer Stations to MRF or Landfill







13.3 PROGRESS TOWARDS OUR STRATEGIC GOALS AND ACTIONS

Our Waste Management and Minimisation Plan (WMMP) *Tiakina a Papa! Mimiti te Para!* was adopted by the Council on 9 February 2022. The following tables and headings provide a framework for ongoing reporting against our objectives and goals beyond our business as usual activities reported above. The table includes actions from our WMMP relevant to 2021/22 and 2022/23 and intends to report on progress leading up to the kerbside collection change in 2023/24. These actions contribute to our objectives:

1. Substantially reduce total waste to landfill
2. Significantly increase the quantity of diverted material through reduction, reuse, recycling and recovery
3. Support waste minimisation initiatives within the community
4. Provide education on what happens to different types of waste and the resulting implications (financial, health and environmental)
5. Improve community understanding of issues and opportunities for waste minimisation in the Hauraki District
6. Provide accessible, reliable, and sustainable services and facilities
7. Engage with iwi, businesses, and industry
8. Collaborate with other councils, private waste sector and central government.

For the full set of actions contained in the WMMP see: <https://www.hauraki-dc.govt.nz/services/refuse/waste-management/>

13.4 Scheduled actions for 2021/22

Action	Timeframe	Update on progress
Expand plastics recycling range Explore options for a drop off point for soft plastics and plastic #5.	2021/22	Completed in Feb/Mar 2022. The Council resolved in Feb 2022 to resume collection of #5 plastics at the kerbside. New soft plastics collection points have been installed in Mar 2022 in the following locations: <ul style="list-style-type: none"> • Waihi New World • Waihi Transfer Station • Paeroa Transfer Station • Ngatea Foursquare • Paeroa Foursquare • Hauraki Reuse and Repair Centre; • Maori Trust Board • Paeroa, Waihi and Ngatea Service Centres. New LPB collection locations are: <ul style="list-style-type: none"> • Paeroa, Ngatea and Waihi Service Centres; • Paeroa Repair and Reuse Centre; • Paeroa and Waihi Refuse Transfer Stations. E-waste recycling implemented at both transfer stations
Extend kerbside collection area Extend collection service to more households and businesses. Collection areas to be accurately mapped, and consider cost effectiveness of extension. This would require agreement from the collection contractor. Review collection boundaries regularly.	2021/22 – ongoing review	The GM Service Delivery has met with the Paeroa Ward to discuss extending the collection to Ngahutoitoi Marae Rd. The Ward will meet with the community first. It is important to note that it is only financially viable for the Contractor to collect at least 7 houses per km. New collection boundaries should be consulted on during the first year of the new contract.
Public rubbish and recycling bins Review locations and number of public rubbish bins. Trial public recycling bins as part of public rubbish bin review and monitor contamination and uptake.	2021/22	The Works team finished the installations of the remaining 4-way recycling bins in Ngatea and Waihi. We are monitoring what we receive and the team reports that most glass is broken with 1 incident of window pane. The Comms team pushed out a reminder that these bins are for incidental rubbish and recycling and not for household waste.
Develop and deliver on a community education engagement plan Review education programmes and strategy and develop an engagement plan to promote and encourage residents to use our waste diversion services, and to reduce waste to landfill. Support the development and use of targeted campaigns for specific waste streams for example rural waste, construction and demolition waste, or food waste.	2021/22	Staff were involved to develop a Communication Plan for the new kerbside collection implementation. This plan has 18 action points and will be rolled out from March to September 2023.
Improve data reporting Align data reporting to the National Waste Data Framework standard to provide a better understanding of total discarded volume both domestic and commercial. Establish consistent methodology for monitoring data going forward.	2021/22	Smart Environmental is responsible to collate the information that is signed off by the Waste Manager.

Action	Timeframe	Update on progress
Review bylaw Review the effectiveness of the current bylaw in supporting waste diversion and protecting the environment from harm, and implement changes Align with WMMP direction and actions, and ensure consistency with national guidelines and legislation.	2021/2022	This process sits with the Events team.

13.5 Scheduled actions for 2022/23 (from 1 July 2022)

Action
Support for other waste stream solutions Encourage and support Waikato District Health Board to establish appropriate schemes for the management of medical waste from home healthcare and medical facilities. Encourage and support anticipated initiatives aiming to improve the collection and recovery of rural waste streams.
Reuse centres Work with Hauraki Reuse and Repair Centre to expand existing service, education and to investigate the scope and delivery options for additional reuse centre(s) in the district.
Organic waste separation Promote organic waste separation, and utilisation of existing regional processing facilities and home/farm composting and food rescue, focusing on quality of inputs for quality composting. Explore opportunities to collaborate with the Hauraki Repair and Reuse Centre to collect material.
Investigate local organic waste processing Investigate the establishment of an organic waste processing facility in the District. Consider alongside opportunities for regional organic processing infrastructure.
Investigate recycling option on the Hauraki Plains Investigate a recycling centre or drop off point on the Hauraki Plains in 2022/23.

Approval

Prepared by	Desire Bezuidenhout Property Officer	Kim Donnelly Property Manager
	Adam Chwesik Community Facilities Officer	Paul Matthews Parks and Reserves Manager
	Renee Wetzel Waste Manager	
Approved by	Adrian de Laborde Group Manager Service Delivery	

FOR INFORMATION NGĀ MŌHIOTANGA



TO	Mayor and Councillors
AUTHOR	Linthea Visser Assistant Strategic Planner
FILE REFERENCE	Document: M 3416208 Appendix A: 2022/23 Third quarter non-financial performance results
MEETING DATE	Wednesday, 31 May 2023
SUBJECT	2022/23 Third quarter non-financial performance results

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 PURPOSE | TE ARONGA

This report presents the Council with the non-financial performance results (including mandatory results) for the third quarter of the 2022/23 year.

2 BACKGROUND | TE KŌRERO Ā MUA

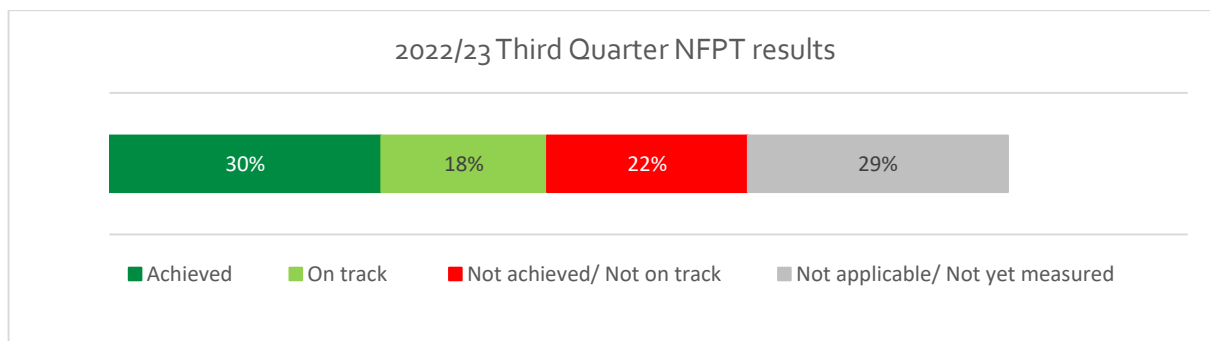
Council staff are required to prepare the results of their non-financial performance targets (NFPTs) and mandatory performance measures on a quarterly basis. These results are reported to the Council to provide an indication of how the organisation's performance is tracking and to identify any areas for improvement. The end of year results are included in the Annual Report to provide the public with an overview of the Council's performance.

As has been highlighted by Audit NZ, the provision of these results and the underlying information, is of high importance. It is a considerable focus for the audit team during their review of the Annual Report and the information that forms that report.

3 THIRD QUARTER RESULTS

This report contains the non-financial performance results for the third quarter of the 2022/23 financial year, refer to Appendix A. These results show the performance for the second year of the 2021-31 Long Term Plan and those as replaced/refined in the 2022-23 Annual Plan. A summary of the results is shown below.

Overall, the results for the third quarter of the 2022/23 year are:



4 CUMULATIVE YEAR TO DATE RESULTS

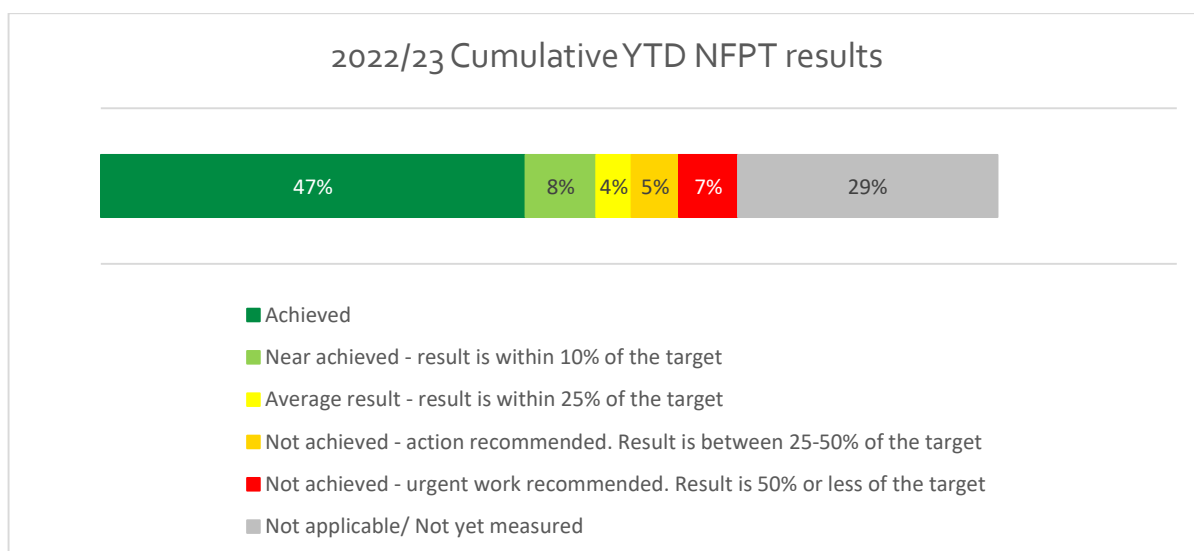
In August 2020, Elected Members asked that a scale be introduced for NFPT reporting to enable them to gain an understanding, at a glance, of how far from the target our NFPT results are for those measures that are marked as 'not achieved'. As a result, the following colour coded system was introduced to deliver that additional analysis to Council.

Cumulative YTD - Audit defined 'Not Achieved'						Achieved
No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met

Please note that the "additional analysis of non-achievement" shows cumulative year to date results, and is shown in the far right column in Appendix A.

Please also note that for Audit purposes a measure is either 'achieved' or 'not achieved' and the colour scale shown above does not apply.

Overall, the Cumulative Year to Date (YTD) results are:



NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
30 June 2023	End of 2022/23 financial year, results will be reported through the Annual Report.	

Approval

Prepared by	Linthea Visser Assistant Strategic Planner
Approved by	Peter Thom Group Manager Community Development

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

APPENDIX A

Third quarter performance results (1 January 2023 to 31 March 2023)

Service Delivery:

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
1	Land transport	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	2022/23: Reduce fatalities and serious injury crashes attributable to council managed road conditions, to 0. Note: As per AR 2021/22 (audit query): Target 1: Reduce fatalities and serious injury crashes from the previous financial year. Target 2: Reduce fatalities and serious injury crashes attributable to council managed road conditions, to 0.	Target 1: Not achieved: There were 2 fatalities and 2 serious injury crashes in the third quarter. 2021/22: Fatalities: 1 Serious injuries: 5 Target 2: Not achieved: There were 0 (zero) fatalities and two (2) serious injury crashes in the third quarter attributed to Council managed road conditions. 2021/22: Fatalities: 0 Serious injuries: 1 Change from previous year: Fatalities: 0 Serious injuries: +1 The Transport team is to engage the Engineering team to assess the two serious injury crashes that occurred in the third quarter. Both of these crashes were attributed to Council managed road conditions/road and roadside factors. The scope of the engagement will include assessing the current road condition and providing recommended actions.	Target 1: Not achieved: There were two (2) fatalities and five (5) serious injury crashes in the year to date. 2021/22: Fatalities: 1 Serious injuries: 5 Change from previous year: Fatalities: +1 Serious injuries: 0 Target 2: Not achieved: There were zero (0) fatalities and two (2) serious injury crashes in the year to date attributed to Council managed road conditions. 2021/22: Fatalities: 0 Serious injuries: 1 Change from previous year: Fatalities: 0 Serious injuries: +1
2	Land transport	Percentage of residents satisfied with the quality of footpaths, as measured by the annual customer satisfaction survey	2022/23: ≥65% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 49% of customers were satisfied with the quality of footpaths in the District (excluding State Highways). The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 49% of customers were satisfied with the quality of footpaths in the District (excluding State Highways). The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
3	Land transport	The percentage of footpaths within the district that fall within the level of service or service standard for the condition of footpaths that is set out in the Council's relevant documents (e.g. the annual plan, asset management plan, annual works program or long term plan).	2022/23: - 80% of trip hazards (>10mm displacement) on footpaths as identified in the triennial condition survey to be remedied over a three year period- All other trip hazards identified to be isolated for safety within 2 days and remedied within a month.	Target 1: On track: - 66% (428/653) of trip hazards (>10mm displacement) as identified in the triennial condition survey have been remedied at the end of the third quarter of the second year of the three year period. Target 2: Not achieved: - According to the HDC CSR system 45% (5/11) of all other trip hazards identified were isolated for safety within 2 days, and 100% (11/11) were remedied within a month. Six (6) instances where required timeframes were not achieved according to the HDC CSR system. It is not known at the time of reporting how many of these were physically delineated within the required timeframes, but the system records not updated. Regular meetings are being held to track physical works, costs, and troubleshoot issues (e.g. providing clarification around the use of the reporting system).	Target 1: On track: - 66% (428/653) of trip hazards (>10mm displacement) as identified in the triennial condition survey have been remedied at the end of the year to date of the second year of the three year period. Target 2: Not achieved: - 67% (34/51) of all other trip hazards identified were isolated for safety within 2 days, and 100% (51/51) were remedied within a month.
4	Land transport	Damaged, missing or leaning signs are remedied on District roads within specified timeframes, measured by the Council's service request system.	2022/23: 95% regulatory/ warning signs within 7 days, all other signs within 6 weeks.	Not achieved: 100% (10/10) of regulatory/ warning sign issues were resolved within 7 days. 100% (2/2) of safety sign issues were resolved within 2 days. For all other signs, 86% (19/22) were resolved within 6 weeks. Storm response repairs took priority for the majority of the reporting period and as a result, the team delayed attending to some lower priority issues.	Not on track: 89% (98/110) of regulatory/ warning/ other sign issues were resolved within 2 days, 7 days, or resolved within 6 weeks as applicable in the year to date.
5	Land transport	All reported potholes are repaired on District roads within specified timeframes measured by the Council's service request system.	2022/23: 85% within 5 days for Arterial and Collector roads and within 14 days for Access and Low Volume Roads.	Achieved: 85% (34/40) potholes on arterial and collector roads were repaired within five days or repaired within fourteen days on access and low volume roads as applicable in the third quarter. 92% (11/12) potholes on arterial and collector roads were repaired within five days. 82% (23/28) potholes on access and low volume roads were repaired within 14 days.	Not on track: 84% (130/155) potholes on arterial and collector roads were repaired within five days or repaired within fourteen days on access and low volume roads as applicable in the year to date.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track							Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							
<i>Note: this additional analysis is shown in the far right column</i>							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
6	Land transport	The average quality of ride on a sealed local road network, measured by smooth travel exposure*	2022/23: - 85% for urban low speed roads, - 93% for rural high speed roads.	Not achieved: The smooth travel exposure for the third quarter is: - 84% for urban low speed roads, - 97% for rural high speed roads. This target is not achievable under the current budget constraints.	Not on track: The smooth travel exposure for the year to date is: - 84% for urban low speed roads, - 97% for rural high speed roads.		
7	Land transport	The percentage of the sealed local road network that is resurfaced.	2022/23: 7% of the local road network ressealed per year.	Not achieved: 6.2% (32.3 km) of the local road network was resealed in the third quarter. This target is not achievable under the current budget constraints.	Not achieved: 6.2% (32.3km of 519.9km) of the sealed local road network was resealed in the 2022/23 financial year.		
8	Land transport	Percentage of customers satisfied with the quality of roads in the District (excluding State Highways), as measured by the annual customer satisfaction survey.	2022/23: ≥70% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 37% of customers were satisfied with the quality of roads in the District (excluding State Highways). The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 37% of customers were satisfied with the quality of roads in the District (excluding State Highways). The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure		
9	Land transport	The percentage of customer service requests relating to roads and footpaths to which Council responds within the time frame specified in the long term plan.	2022/23: 100% of maintenance related service requests are responded to within 10 working days.	Not achieved: 87% (295/339) of maintenance related customer service requests were responded to within 10 working days in the third quarter. Resourcing remains challenging, particularly when considering the impacts of extreme weather events in the third quarter. The teams performance markedly improved in the later stages of the reporting period to more normal levels allowing the team to get back to 'business as usual': • January 2023: 83% (70/84) • February 2023: 84% (128/152) • March 2023: 94% (97/103)	Not achieved: 83% (734/887) of maintenance related customer service requests were responded to within 10 working days in the year to date. *Discrepancies between year to date and individually reported quarterly figures stems from improvements to reporting tools in quarter 2 (i.e. the reporting tools available at the time of quarter 1 reporting did not allow for extraction of maintenance related customer requests only)*		
10	Land transport	Issues reported to the Council regarding State Highways are forwarded to Waka Kotahi NZ Transport Agency.	2022/23: 100% of all reported issues (on State Highways) are forwarded within two working days.	Achieved: 100% (80/80) of all reported issues regarding state highways were forwarded to Waka Kotahi NZ Transport Agency within two working days in the third quarter.	On track: 100% (168/168) of all reported issues regarding state highways were forwarded to Waka Kotahi NZ Transport Agency within two working days in the year to date.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved	
Achieved								
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>						
Not applicable / not yet measured								
No result provided								

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
11	Land transport	Time for road access to be restored to communities following a 1 in 10 year climatic event.	2022/23: 100% of Arterial and Collector roads open within 24 hours, all other roads within 72 hours.	<p>Achieved: 100% (3/3) of arterial and collector roads were open within 24 hours in the third quarter.</p> <p>All other roads were open within 72 hours.</p> <p>There were some roads that were closed for longer than 72 hours, but these were due to an event/s <u>greater than</u> a one in 10 year event/s as follows:</p> <ul style="list-style-type: none"> - Franklin Rd - Goble Rd - Golden Cross Rd - Komata Reefs Rd - Maratoto Rd <p>All of these roads have since been reopened in March.</p>	On track: 100% (5/5) of arterial and collector roads were open within 24 hours and all other roads were open within 72 hours in the year to date.
12	Water supply	The extent to which the Council's drinking water supply complies with: a) Part 4: Bacterial Compliance Criteria b) Part 5: Protozoal Compliance Criteria measured by the National Water Information New Zealand (WINZ) database	2022/23: 100% compliance for: a) Bacteria b) Protozoa at all water plants	<p>Not achieved:</p> <ul style="list-style-type: none"> Kerepehi Bacteria - ✓ Protozoa - ✓ Waitakaruru Bacteria - ✓ Protozoa - ✓ Paeroa Bacteria - ✓ Protozoa - X Waihi Bacteria - ✓ Protozoa - X <p>Waihi: Protozoal compliance lost for 27 January due to programmed PDT (membrane integrity test) not done. The previous and following day's PDT results were compliant. Unlikely a risk to drinking water safety. Programming of PDT now reschedules if interrupted.</p> <p>Paeroa: Filtrate turbidity from membrane rack two exceeded 1 NTU for two one minute data points on 14 March. Readings either side show readings compliant, Possible instrument error. Unlikely a risk to drinking water safety.</p>	<p>Not achieved:</p> <ul style="list-style-type: none"> Kerepehi Bacteria - ✓ Protozoa - ✓ Waitakaruru Bacteria - ✓ Protozoa - ✓ Paeroa Bacteria - X Protozoa - X Waihi Bacteria - ✓ Protozoa - X <p>All failures on the plants are as a result of data-capturing or small operational programming issues. These are normally ad hoc over a short time.</p> <p>The risk to drinking water safety is very low. The failure stems from inadequately capturing the required data.</p>
13	Water supply	The percentage of real water loss from the Council's networked reticulation system measured by real losses through leaks in the network and apparent losses through metering inaccuracies or water theft.	2022/23: 30%	Not yet measured: This measure is calculated at financial year end.	Not yet measured: This measure is calculated at year end.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved	
Achieved								
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>						
Not applicable / not yet measured								
No result provided								

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
14	Water supply	The number of unplanned interruptions to the water supply system per 1000 properties per year, measured by the service request system.	2022/23: <10	Not on track: There were 4.4 unplanned interruptions to the water supply system per 1000 properties in the third quarter.	Not achieved: There were 12.8 unplanned interruptions to the water supply system per 1000 properties year to date. Total of 97 (7579 properties connected): - 16 internal operational interruptions - 49 interruptions linked to reticulation issues - 32 external operations interruptions Note: The current service request system doesn't allow distinction between new and repeat-calls.		
15	Water supply	The average consumption of drinking water per day per resident within the Hauraki District, measured by litres consumed per person, per day.	2022/23: <250 litres per resident per day (measured annually).	Not yet measured: This is calculated annually in the fourth quarter.	Not yet measured: This is calculated annually in the fourth quarter.		
16	Water supply	Where the Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times are measured: Urgent Call-outs: - Attendance (from the time that the Council receives notification to the time that service personnel reach the site) - Resolution (from the time that the Council receives notification to the time that service personnel confirm resolution of the fault or interruption) Non-Urgent Call-outs: - Attendance - Resolution	2022/23: Urgent: - Median attendance = 1 hour - Median resolution = 3 hours Non-urgent - Median attendance = 3 hours - Median resolution = 72 hours	Achieved: Urgent: Median attendance = 47 minutes Median resolution = 1 hours 52 minutes Non-Urgent: Median attendance = 2 hours 50 minutes Median resolution = 19 hours 8 minutes	Year to date: On track: Urgent: Median attendance = 0 hours 34 minutes Median resolution = 1 hours 52 minutes Non-Urgent: Median attendance = 2 hours 32 minutes Median resolution = 19 hours 56 minutes		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
17	Water supply	The total number of complaints received by Council about any of the following: - drinking water clarity; - drinking water taste; - drinking water odour; - drinking water pressure or flow; - continuity of supply; and the Council's response to any of these issues, expressed per 1000 connections to the Council's networked reticulation system.	2022/23: Target number of complaints ≤ 22 complaints per 1000 connections.	Not on track: 14.1 complaints per 1000 connections received in the third quarter.	Not achieved: 39.2 complaints per 1000 connections received in the year to date.
18	Water supply	Customers are satisfied with the water quality supplied by the Council.	2022/23: ≥80% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 66% of customers were satisfied with the quality of drinking water supplied by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 66% of customers were satisfied with the quality of drinking water supplied by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.
19	Water supply	Achieve a high level of compliance at all water treatment plants, as measured by the number of: - abatement notices; and - infringement notices; and - enforcement orders; and - prosecutions received by Council in relation those resource consents.	2022/23: 0 abatement notices; 0 infringement notices; 0 enforcement orders; 0 prosecutions received by the Council in relation to our resource consents.	On track: - 0 abatement notices; - 0 infringement notices; - 0 enforcement orders; - 0 prosecutions received in the third quarter in relation to our resource consents.	On track - 0 abatement notices; - 0 infringement notices; - 0 enforcement orders; - 0 prosecutions received in the year to date in relation to our resource consents.
20	Wastewater	The number of dry weather wastewater overflows from the Council's wastewater system, expressed per 1000 wastewater connections to that wastewater system, measured by the Council's service request system.	2022/23: <2 per 1,000 connections.	Achieved: There were 0.68 dry weather overflows per 1000 wastewater connections in the third quarter. Total of 4.	Not achieved: There were 2.39 dry weather overflows per 1000 wastewater connections in the year to date. Total of 13. Q1: 1.37 (total 8) Q2: 0.18 (total 1) Q3: 0.68 (total 4)

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
21	Wastewater	Compliance with the Council's resource consents for discharge from its wastewater system. Measured by the number of: - abatement notices; and - infringement notices; and - enforcement orders; and - successful prosecutions received by Council in relation those resource consents.	2022/23: 0 abatement notices; 0 infringement notices; 0 enforcement orders; 0 prosecutions received by the Council.	On track: - 0 abatement notices; - 0 infringement notices; - 0 enforcement orders; - 0 prosecutions received by the Council in the third quarter.	On track: - 0 abatement notices; - 0 infringement notices; - 0 enforcement orders; - 0 prosecutions received in the year to date in relation to our resource consents.
22	Wastewater	Where the Council attends to wastewater overflows resulting from a blockage or other fault in the Council's wastewater system, the following median response times measured: - attendance time (from the time that the Council receives notification to the time that service personnel reach the site) - resolution time (from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault).	2022/23: Median attendance time = 1 hour Median resolution time = 12 hours.	Not achieved: Median Attendance time = 3 hours 42 minutes Median Resolution time = 26 hours 59 minutes CCTV and jetting were required for clearing of the blockage. The team did respond within the timeframe required, however, at times they needed to use external contractors for cleaning and jetting, therefore the final resolution time is dependent on the performance of third parties. During the significant weather events the line capacity was exceeded as a result of high infiltration.	Year to date: Not on track: Median Attendance time = 1 hours 12 minutes Median Resolution time = 23 hours 22 minutes
23	Wastewater	The total number of complaints received by Council about any of the following: - wastewater odour; - wastewater system faults; - wastewater system blockages; and - the Council's response to issues with our wastewater system, expressed per 1,000 connections to Council's wastewater system.	2022/23: ≤12 per 1,000 connections.	Achieved: The total number of complaints received about: - wastewater odour: 0.17 (1 complaint) - wastewater system faults: 0 (0 complaint) - wastewater system blockages: 0 (0 complaint) and - the Council's response to any of these issues, was 0.17 per 1000 connections in the third quarter (1 complaint). Total: 0.34 per 1000 connections (2 complaints).	On track: The total number of complaints received about: - wastewater odour: 0.34 (2 complaint/s) - wastewater system faults: 0 (0 complaint/s) - wastewater system blockages: 0 (0 complaint/s) and - the Council's response to any of these issues, was 1.54 per 1000 connections in the year to date (9 complaint/s). Total: 1.88 per 1000 connections (11 complaints).

Keys:

Third Quarter & YTD	Cumulative YTD - Audit defined 'Not Achieved'						Achieved
Achieved							
On Track							
Not achieved / Not on track							
Not applicable / not yet measured							
No result provided							
	No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
	<i>Note: this additional analysis is shown in the far right column</i>						

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
24	Wastewater	Percentage of users satisfied with the quality of the wastewater services provided.	2022/23: ≥85% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 88% of customers were satisfied with the quality of wastewater services provided by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 88% of customers were satisfied with the quality of wastewater services provided by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
25	Stormwater	The number of flooding events that occur in the Hauraki District. For each flooding event, the number of habitable floors affected (expressed per 1000 properties connected to the Council's stormwater system), measured by the Council's service request system.	2022/23: Number of habitable floors affected <2 per 1000 connections.	On track: The number of habitable floors affected by flooding events that occurred in the third quarter was 0 per 1000 properties connected to the stormwater system.	On track: There were 0 habitable floors per 1000 properties affected by flooding events in the year to date. There was some flooding in Waihi in the first quarter and some district wide in the third, but no habitable floors were affected by flooding events connected to the stormwater system.		
26	Stormwater	The number of complaints received by Council about the performance of the stormwater system. Expressed per 1,000 properties connected Council's stormwater system.	2022/23: Number of complaints <8 / 1,000 connections.	On track: The number of complaints received about the performance of the stormwater system in the third quarter was 2.87 per 1000 properties connected to the stormwater system.	On track: The number of complaints received about the performance of the stormwater system in the year to date was 5.6 per 1000 properties connected to the stormwater system.		
27	Stormwater	Customers are satisfied with the stormwater service provided.	2022/23: ≥75% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 63% of customers were satisfied with the quality of stormwater services provided by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 63% of customers were satisfied with the quality of stormwater services provided by the Council. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
28	Stormwater	Compliance with the Council's resource consents for discharge from its stormwater system. Measured by the number of: a) abatement notices; and b) infringement notices; and c) enforcement orders; and d) successful prosecutions received by Council in relation those resource consents.	2022/23: a) 0 abatement notices b) 0 infringement notices c) 0 enforcement orders d) 0 successful prosecutions	On track: There were: a) 0 abatement notices b) 0 infringement notices c) 0 enforcement orders d) 0 successful prosecutions in relation to stormwater discharge resource consents in the third quarter.	Achieved: There were: a) 0 abatement notices b) 0 infringement notices c) 0 enforcement orders d) 0 successful prosecutions in relation to stormwater discharge resource consents in the year to date.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved	
Achieved								
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>						
Not applicable / not yet measured								
No result provided								

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
29	Stormwater	The median response time to attend a flooding event, measured from the time that the Council receives notification to the time that service personnel reach the site.	2022/23: Median attendance time <2 hours.	Not applicable: There were no flooding events threatening habitable floor space. No attendance required.	Not applicable: There were no flooding events threatening habitable floor space. No attendance required.
30	Land drainage	The major flood protection and control works that are maintained, repaired and renewed to the key standards defined in the Council's relevant planning documents (such as this plan, annual works program or long-term plan).	2022/23: 100%	On track: 100% of floodgates and pumpstations were maintained to their full service potential in the third quarter. 100% of floodgates and pumpstations were repaired to their full service potential in the third quarter. Western Plains Drainage District: 30% of capital works completed. Project planned for completion by the end of May (weather dependent). Eastern Plains Drainage District: 100% of the work required to raise the stopbanks to their full level service potential has been completed.	On track: 100% of floodgates and pumpstations were maintained to their full service potential in the year to date. 100% of floodgates and pumpstations were repaired to their full service potential in the year to date. Western Plains Drainage District: 30% Eastern Plains Drainage District: 100% of the work required to raise the stopbanks to their full level service potential has been completed.
31	Land drainage	Number of rural properties still ponding after 3 days from a 10% AEP event or less (impacting the pasture), measured by the Council's service request system and field staff reports.	2022/23: 0 rural properties ponding for more than three days following a 10% AEP event or less.	On track: No rural properties had ponding occur for more than 3 days following a 10% AEP (1 in 10 year) event or less during the third quarter. There have been two storms approaching the 10% AEP in the third quarter. At Ngatea, 89mm fell on 27 January and 80mm fell on 29 January. The 5 year 24 hr rainfall depth for Ngatea is 87mm. The 72 hour rainfall (3 days) however was more significant. The following is a summary of the assessments of the total 72 hour rainfall depths for various sites across the district for the period of 27 to 29 January: Queens Head: - 228mm - 5 to 10 yr. event Golden Cross: - 407mm - 5 to 10 yr. event Ngatea: - 177mm - 30 to 40 yr. event Maukoro Landing: - 148mm - 10 to 20 yr. event Maungakawa: - 202mm - 80 to 100 yr. event Mangatangi Dam: - 296mm - 60 to 80 yr. event	On track: No rural properties had ponding occur for more than 3 days following a 10% AEP (1 in 10 year) event or less during the year to date. There has been 2 storms approaching or equivalent to the 10% AEP in the year to date and there has been one storm that exceeded the 10% AEP. Ponding was cleared within 3 days for the storms up to the 10 year event, but remained for more than 3 days for events <u>greater</u> than a one in 10 year event.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved	
Achieved								
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>						
Not applicable / not yet measured								
No result provided								

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
				As a result, ponding remained on land in the Patetonga-Waitakaruru- Miranda area for more than 3 days, but the rainfall event was <u>greater than</u> a one in 10 year event.			
32	Land drainage	Percentage of affected customers satisfied with the land drainage and flood protection services, measured by the customer satisfaction survey.	2022/23: ≥ 65% satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 58% of customers were satisfied with the land drainage and flood protection services. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 58% of customers were satisfied with the land drainage and flood protection services. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
33	Land drainage	The number of failures of stopbanks and floodgates in a 2% AEP tidal surge event, measured by the Council's service request system and field staff reports.	2022/23: 0 failures in a 2% AEP tidal surge event.	Not applicable: There has not been a tidal surge event approaching or equivalent to the 2% AEP in the third quarter. As a result, there has been no stopbank and floodgate failures.	Not applicable: There has been no tidal surge event approaching or equivalent to the 2% AEP in the year to date. As a result, there has been no stopbank and floodgate failures.		
34	Land drainage	Where the Council responds to a service request regarding the Council's land drainage and flood protection systems, the following median response times measured for: - Urgent service requests and - Non-urgent service requests measured by the Council's service request system.	2022/23: Median response times: - Urgent: 1 hour - Non-urgent: 2 working days	Achieved: Urgent: No urgent requests. Non-urgent: median response time = 43 minutes for non-urgent requests.	Year to date: On track: Urgent: No urgent requests Non-urgent: median response time = 9 hours 4 minutes for non-urgent requests.		
35	Waste Mgmt	A waste minimisation education strategy is developed and implemented, measured by the waste minimisation working party action plan.	2022/23: - Two campaigns focused on educating children in schools each year. - Two campaigns focused on educating adults each year.	On track: 2 campaigns focused on children, and 2 campaigns focused on adult education	On track: 2 campaigns targeted at children (Zero Waste and EnviroSchools) and 2 Adult campaigns.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track							Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

Note: this additional analysis is shown in the far right column

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
36	Waste Mgmt	Number of justified complaints that collection is not completed on the scheduled day, measured by the Council's service request system.	2022/23: ≤3 justified complaints (that collection was not completed) per 1000 customers per annum.	Achieved: There were 0.35 justified complaints that kerbside collection was not completed on the scheduled day in the third quarter (per 1000 customers per annum).	On track: There were 1.9 justified complaints that kerbside collection was not completed on the scheduled day in the year to date (per 1000 customers per annum).
37	Waste Mgmt	Reduction in solid waste to landfill from the Council's transfer stations and kerbside collection, measured by monthly landfill disposal data.	2022/23: 3% reduction	On track: The amount of household waste collected from the kerbside and transfer stations going to landfill was 53.06kg p/p/quarter in the third quarter. This is a reduction of 65.83kg p/p/annum from the previous year's 278.07 kg p/p/annum (23.67%) (Please note that commercial waste received at the Paeroa RTS coming from various districts were deducted, hence the significant difference)	On track: The amount of household waste collected from the kerbside and transfer stations going to landfill was 156.8g p/p/quarter in the year to date. This is a reduction of 124.54kg p/p/annum from the previous year's 281.34kg p/p/annum. Waste collected from the kerbside and transfer stations going to landfill was 53.06kg p/p/quarter in the year to date. This is a reduction of 79.46kg p/p/annum from the previous year's 291.70 kg p/p/annum. (Please note that commercial waste received at the Paeroa RTS coming from various districts were deducted, hence the significant difference).
38	Waste Mgmt	Reduction in organics being disposed of at the kerbside, measured by triennial Solid Waste Analysis Protocol (SWAP) Waste Audits.	2022/23: 28% reduction by 2023/24.	Not applicable: A SWAP Waste Audit will be carried out around August 2023 prior to the kerbside collection change. Results are expected in the 2023/24 financial year.	Not applicable: A SWAP Waste Audit will be carried out around August 2023 prior to the kerbside collection change. Results are expected in the 2023/24 financial year.
39	Waste Mgmt	Percentage of users satisfied with the kerbside collection service in our annual customer satisfaction survey.	2022/23: ≥75% of users satisfied.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 80% of customers were satisfied with the kerbside collection service. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: The results of the 2022 triennial satisfaction survey show that 80% of customers were satisfied with the kerbside collection service. The 2023 annual survey will be carried out in July 2023 and the outcome will determine the result for this measure.
40	Swimming Pools	Daily safety and maintenance audits are carried out at each Council pool during the public swimming season, as measured by the monthly reports prepared by the Community Facilities Officer.	2022/23: 100% of safety and maintenance audits completed during swimming season with all safety and maintenance issues addressed, investigated and actioned within: 1. High risk – addressed within 24 hours 2. Medium risk – addressed within one week 3. Low risk - addressed as soon as is practical	Achieved: 100% (187/187) of safety and maintenance audits were completed during the third quarter. 1. 1/1 high risk occurrences – addressed within 24 hours. 2. 4/4 medium risk occurrences – addressed within one week. 3. 6/6 low risk occurrences - addressed as soon as is practical.	Achieved: 100% (334/334) of safety and maintenance audits were completed during the year to date. 1. 1/1 high risk occurrences – addressed within 24 hours. 2. 6/6 medium risk occurrences – addressed within one week. 3. 11/11 low risk occurrences - addressed as soon as is practical.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
41	Swimming Pools	Percentage of pool users satisfied with the operation of Council swimming pools, as measured by the annual resident satisfaction survey.	2022/23: ≥85% of customers satisfied.	Not yet measured: Results of the 2022 satisfaction survey show that 75% of pool users were satisfied with the operation of Council swimming pools. The 2023 survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: Results of the 2022 satisfaction survey show that 75% of pool users were satisfied with the operation of Council swimming pools. The 2023 survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
42	Parks and reserves	Percentage of reserve users satisfied with reserves services, as measured by the resident satisfaction survey.	2022/23: ≥90% of customers satisfied.	Not yet measured: Results of the 2022 satisfaction survey show that 83% of users were satisfied with the services and facilities provided at the district's sports fields, parks and reserves. The 2023 survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet measured: Results of the 2022 satisfaction survey show that 83% of users were satisfied with the services and facilities provided at the district's sports fields, parks and reserves. The 2023 survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
43	Parks and reserves	Playground facilities are regularly inspected to Ensure they are safe, and compliant with national playground safety standards, as measured by Playground audit reports completed by Construction & Maintenance (C&M) staff.	2022/23: 100% of playground inspections are completed as per scheduled frequency and identified safety issues are addressed.	Achieved: 100% (76/76) of playground inspections were completed in the third quarter.	On track: 100% (190/190) of playground inspections were completed in the year to date.		
44	Halls	Number of justified complaints from hall users regarding the cleanliness and maintenance standard of the halls, as measured by the service request database.	2022/23: ≤3 complaints per 100 bookings per year.	No achieved: There were 3.20 complaints per 100 bookings in the third quarter. 125 total bookings, 4 justified complaints.	On track: There were 2.10 complaints per 100 bookings in the year to date. 523 total bookings, 11 justified complaints.		
45	Elderly Persons Housing	Percentage of tenants satisfied with the comfort and safety of the unit, as measured by the annual tenant satisfaction survey.	2022/23: ≥85% of tenants satisfied with the comfort and safety of the units.	Achieved: 92% of tenants were satisfied with the comfort and safety of the units, as measured by the annual tenant survey. 35/57 tenants participated / responded to the survey equalling a 62% response rate.	Achieved: 92% of tenants were satisfied with the comfort and safety of the units, as measured by the annual tenant survey. The next survey will occur in December 2023/January 2024.		
46	Public Conveniences	Number of justified complaints regarding whether public conveniences are clean, maintained and sufficiently stocked with consumables, as measured by service request database.	2022/23: ≤50 complaints per year.	Not on track: 13 justified complaints received regarding public conveniences in the third quarter. Justified complaints have lowered in number from the 2nd quarter with improvements to processes. Further improvements are being worked on with the maintenance team.	Not on track: 48 justified complaints received regarding public conveniences in the year to date.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
47	Cemeteries	Number of justified complaints regarding grounds maintenance at all Council cemeteries, as measured by the service request database.	2022/23: A total of ≤10 complaints regarding grounds maintenance across all Council cemeteries per year.	On track: 1 justified complaints received regarding cemeteries in the third quarter.	On track: 2 justified complaint received regarding cemeteries in the year to date.

Community Development:

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
48	Democracy	Agendas for meetings (other than extraordinary meetings) of the Council and its Committees are publicly available at least two clear working days prior to the meeting date, as measured by the Council secretary's checklist.	2022/23: 100% of agendas are available on the internet and in the Council offices and libraries two clear working days before each meeting.	Achieved: 100% (12/12) agendas were publicly available at least two working days prior to the meeting in the thirds quarter.	On track: 100% (44/44) agendas were publicly available at least two working days prior to the meeting in the year to date.
49	Iwi liaison	We will work with Mana Whenua to grow the capacity and Mana Motuhake of Mana Whenua.	2022/23: Within three years of the signing of the treaty settlement, a Hauraki Iwi Forum will be established.	Not applicable	Not applicable
50	Policy Development	All legislatively required policies, bylaws, plans and strategies are adopted within statutory timeframes, as recorded in the resolution database.	2022/23: 100% of all legislatively required documents are adopted within statutory timeframes.	On track: There was 1 legislatively required document adopted within the third quarter, being: Local Governance Statement 2023. Change to Q1 result: Q1 results states that there were 5 legislatively required documents adopted within the first quarter. This should read 1 legislatively required document being: the Speed Management Plan 2022. The other four documents are not required by legislation, but were adopted in accordance with Council's review date for the relevant bylaws and policy.	On track: There were 3 legislatively required documents adopted within statutory timeframes in the year to date.
51	Policy Development	Percentage of customers satisfied with the Council's consultation and engagement regarding major policies and strategies, as measured by customer satisfaction survey.	2022/23: ≥65% of customers satisfied.	Not yet measured: The 2022 satisfaction survey results showed that 49% of residents are satisfied with the Council's consultation and engagement regarding major policies and strategies. The next satisfaction survey will be carried out in July 2023.	Not yet measured: The 2022 satisfaction survey results showed that 49% of residents are satisfied with the Council's consultation and engagement regarding major policies and strategies. The next satisfaction survey will be carried out in July 2023.
52	Policy Development	All Changes and Variations to the District Plan are processed within statutory requirements, as measured by Council records.	2022/23: There are no successful appeals or judicial reviews on any Change or	Not applicable: There were no appeals or judicial reviews on any Change or Variation to the District Plan in the third quarter.	Not applicable: There were no appeals or judicial reviews on any Change or Variation to the District Plan in the year to date.

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
			Variation to the District Plan as a result of administrative or process matters.				
53	Libraries	Percentage of library users satisfied with library services, as measured by annual resident satisfaction survey.	2022/23: ≥90% of customers satisfied.	Not yet measured: The 2022 satisfaction survey results showed that 83% of customers are satisfied with library services. The next satisfaction survey will be carried out in July 2023.	Not yet measured: The 2022 satisfaction survey results showed that 83% of customers are satisfied with library services. The next satisfaction survey will be carried out in July 2023.		
54	Libraries	The number of library members is stable or increasing, as measured by the Library Management System.	2022/23: ≥22% of the district population are active members	Not on track: 14.1% (3,020 out of 21,400) of the district population are active library members in the third quarter. Note: an 'active' library member is defined as someone who has had an item issued in the last 2 years.	Not on track: An average of 16.34% (3,510 out of 21,400) out of the district population are 'active' library members in the year to date.		
55	Libraries	The number of library-led community based learning programmes and/or events available, as measured by monthly library report to Council.	2022/23: 20 sessions across the district per quarter.	Achieved: We held 18 programmes across the district libraries in the third quarter, including 38 sessions: Book Chat (7 sessions); Digital Drop In (10 sessions); Hetherington House talk; Paeroa Children's Day; Hikoi Challenge; Stepping Up Classes (12 sessions); Brick Challenge (2 sessions); Senior Film (1 session); Book Challenge (3 groups).	On track: 101 sessions across the district in the year to date.		
56	Manaaki Toiora	Annual review of the action plan to support the Manaaki Toiora activity	2022/23: 85% of actions for the year are completed and an annual review of action plan completed.	On track: Although the action plans are still not finalised, the draft plans will start being reported on to the Manaaki Toiora Committee quarterly. A number of actions in the draft plans are currently being progressed.	On track: Although the action plans are still not finalised, the draft plans will start being reported on to the Manaaki Toiora Committee quarterly. A number of actions in the draft plans are currently being progressed.		
57	Manaaki Toiora	Support existing businesses through the growth of business promotional initiatives.	2022/23: 10% increase in 'likes' on the LoveHauraki Facebook page to previous year	Achieved: 11% (155 likes) increase in LoveHauraki Facebook page likes in the third quarter when compared to the baseline. There was a 51% increase from the previous quarter.	Achieved: 11% (155 likes) increase in LoveHauraki Facebook page likes in the third quarter when compared to the baseline. There was a 51% increase from the previous quarter.		
58	Manaaki Toiora	Provide funding for community-led projects and initiatives, as demonstrated through accountability reports to Council	2022/23: 90% compliance of grant recipients meet grant obligations	On track: All five LTP Six-monthly Accountability Reports have been received. Discretionary grant tracking is up to date. Creative Communities grant tracking tool to be submitted next quarter - by 30 June.	On track: 5 out of 5 of grant recipients meet the grant obligations in the year to date. Discretionary grant tracking is up to date.		
59	Resource Mgmt Imp	Notified resource consent decisions issued within statutory timeframes, as measured by the resource consent database.	2022/23: 100% of decisions issued within statutory timeframes.	Not Applicable: Council did not have any notified resource consents to process in the third quarter.	Not Applicable: Council did not receive any notified resource consent applications in the first three quarters		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
60	Resource Mgmt Imp	Non-notified resource consent decisions are issued within statutory timeframes, as measured by the resource consent database.	2022/23: 100% of decisions issued within statutory timeframes.	Achieved: 100% (26/26 (landuse = 11/11, subdivision = 15/15) of non-notified resource consent decisions were issued within statutory timeframes in the third quarter.	On track: 100% (124/124) (landuse = 70/70, subdivision = 64/64) of non-notified resource consent decisions were issued within statutory timeframes in the year to date.		
61	Resource Mgmt Imp	Permitted boundary activity certificates are issued within statutory timeframes, as measured by the resource consent database.	2022/23: 100% of decisions issued within statutory timeframes.	On track: 100% (3/3) of permitted boundary activity certificates were issued within statutory timeframes in the third quarter.	On track: 100% (7/7) of permitted boundary activity certificates were issued within statutory timeframes in the year to date.		
62	Resource Mgmt Imp	Land use consents issued during the previous financial year are monitored within 12 months of being granted, as measured by the resource consent database.	2022/23: 90% of consents granted in the previous financial year are monitored within the next 12 months.	Achieved 100% (26/26) of land use consents issued were monitored within 12 months of being granted in the third quarter.	On track: 98.5% (70/71) of land use consents issued were monitored within 12 months of being granted in the year to date.		
63	Resource Mgmt Imp	Non-urgent LIMs issued within 10 working days (statutory), as measured by the applications database	2022/23: 100% issued on time.	Not achieved: 98.61% (71/72) of non-urgent LIMs were issued within 10 working days in the third quarter. One non-urgent LIM was overdue by 7 working days.	Not achieved: 98.7% (224/227) of non-urgent LIMs were issued within 10 working days in the year to date. Two non-urgent LIMs were overdue by 1 working day in the first quarter and one non-urgent LIM was overdue by 7 working days in the third quarter.		
64	Resource Mgmt Imp	Urgent LIMs are issued within 3 working days, as measured by the applications database.	2022/23: 100% issued on time.	Achieved: 100% (34/34) of urgent LIMs were issued within 3 working days in the third quarter.	On track: 100% (83/83) of urgent LIMs were issued within 3 working days in the year to date.		
65	Resource Mgmt Imp	Percentage of customers satisfied with the service they receive during the resource consent process, as measured by the customer satisfaction survey	2022/23: ≥75% of customers satisfied.	Not yet fully measured: The 2023 satisfaction survey results showed that 85% of residents are satisfied with the Council's resource consent services. The next survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet fully measured: The 2023 satisfaction survey results showed that 85% of residents are satisfied with the Council's resource consent services. The next survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
66	Building Control	Building consent applications are processed within 20 working days, as measured by the Building Consent Tracking Database.	2022/23: 100% are issued within 20 working days of receiving the application, providing the application is complete.	Not achieved: 95% (76/80) of building consent applications were processed within 20 working days in the third quarter. Four consents went over the 20 working days target due to user errors with statutory clock. Three of the four consents were overdue by 5 days, and one was overdue by 2 days.	Not achieved 96.4% (318/330) of building consent applications were processed within 20 working days in the year to date.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved
Achieved							
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>					Audit defined achievement - the target is met
Not applicable / not yet measured							
No result provided							

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results		
67	Building Control	Private swimming pools on Council's pools register will be inspected at least every three years as measured by the pools register.	2022/23: 33% of all pools to be inspected annually.	Not applicable: No pools inspected in the third quarter. 104 Letters to pool owners went out in April advising pool owners of impending inspections in May and June. The team is now in the process of booking inspections.	Not applicable: No pools were inspected in the year to date.		
68	Building Control	Percentage of customers satisfied with the service they receive during the building consent process, as measured by the customer satisfaction survey.	2022/23: ≥80% of customers satisfied.	Not yet fully measured: The 2023 satisfaction survey results showed that 77% of residents are satisfied with the service they received during the building consent process. The next survey will be carried out in July 2023 and the outcome will determine the result for this measure.	Not yet fully measured: The 2023 satisfaction survey results showed that 77% of residents are satisfied with the service they received during the building consent process. The next survey will be carried out in July 2023 and the outcome will determine the result for this measure.		
69	Community Protection	All known food premises are monitored for compliance with relevant legislation as measured by the food premises database.	2022/23: 100% of all food premises are assessed annually.	Not on track: 45% (9/20) of food premises required to be monitored this quarter, were monitored. There are 95 food premises that are required to be monitored in 2022/23. Backlog was being cleared in the third quarter. An action plan will be put in place to reach the target by financial year end.	Not on track: 75% (59/78) of food premises required to be monitored in the year to date, were monitored. There are 95 food premises that are required to be monitored in 2022/23.		
70	Community Protection	New and renewed On/Off and Club Liquor Licences are issued within three months of receiving the application, providing there are no objections and the application is complete, as measured by audit(s) of application records	2022/23: 100% are issued within three months.	Achieved: 100% (1/1) of On/Off/Club liquor licences were issued within three months in the third quarter.	On track: 100% (7/7) of On/Off/Club liquor licences were issued within three months in the year to date.		
71	Community Protection	All complaints regarding excessive noise are investigated within two hours of the complaint being received, as measured by contractor's monthly report (from service request database).	2022/23: 100% investigated within two hours.	Not achieved: 92.3% (48/52) of complaints regarding excessive noise were investigated within two hours of the complaint being received in the third quarter. Four complaints were not responded to within the timeframe. Two were unable to be responded to due to the severe weather (phones down) and two were not called through from after-hours to contractor.	Not achieved: 97% (133/137) of complaints regarding excessive noise were investigated within two hours of the complaint being received in the year to date.		
72	Animal Control	Known dogs in the District are registered annually, as measured by registration records.	2022/23: ≥97% of known dogs are registered.	Achieved: 99.39% (4416/4443) of known dogs in the district are registered in the third quarter.	On track: 99.39% (4416/4443) of known dogs in the district are registered in the year to date.		
73	Animal Control	Complaints about wandering stock on public roads are responded to within two hours, as measured by the contractor's monthly report.	2022/23: 100% of complaints responded to within two hours.	Achieved: 100% (9/9) of complaints about wandering stock on public roads were responded to within two hours in the third quarter.	On track: 100% (23/23) of complaints about wandering stock on public roads were responded to within two hours in the year to date.		

Keys:

Third Quarter & YTD		Cumulative YTD - Audit defined 'Not Achieved'					Achieved	
Achieved								
On Track		No result provided	Not applicable / not yet measured	Not achieved - urgent work recommended. Result is 50% or less of the target	Not achieved - action recommended. Result is between 25-50% of the target	Average result - result is within 25% of the target	Near achieved - result is within 10% of the target	Audit defined achievement - the target is met
Not achieved / Not on track		<i>Note: this additional analysis is shown in the far right column</i>						
Not applicable / not yet measured								
No result provided								

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
74	Animal Control	Dog attack complaints are responded to within two hours, as measured by the contractor's monthly report.	2022/23: 100% of complaints responded to within two hours.	Achieved: 100% (9/9) of dog attack complaints were responded to within two hours in the third quarter.	On track: 100% (22/22) of dog attack complaints were responded to within two hours in the year to date.

Business Support:

#	Activity	Measure	Target 2022/23	QUARTER 3	Year to date results
75	Support Services	Debt complies with the limits set in the council's financial strategy (Affordability benchmark/debt benchmark) as measured by external debt as a proportion of total revenue.	2022/23: Total net external debt will not exceed 175% of total revenue in any year.	On track: At the end of the third quarter, total net external debt \$48.1m was 91% of budgeted total revenue for the year.	On track: At the end of the third quarter and YTD, total net external debt \$48.1m was 91% of budgeted total revenue for the year.
76	Support Services	Critical computer systems available for internal and external customers.	2022/23: ≥99%	Achieved: Critical computer systems were available for internal and external customers 99.99% of the time in the third quarter.	On track: Critical computer systems were available for internal and external customers 99.97% of the time in the year to date.

FOR DECISION MŌ TE WHAKATAUNGA



TO Mayor and Councillors

AUTHOR Chief Executive – Langley Cavers

FILE REFERENCE Document: 3395469

MEETING DATE Wednesday, 31 May 2023

SUBJECT **Chief Executives Monthly Report – May 2023**

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 Staff

New appointments:

- Design Engineer (Roading) – Start date 26 April
- Gateway Students – 1 x Parks (Paeroa College), 1 x Treatment Team (HPC)
- Senior Library Community Engagement (12 June)
- Community Advocacy Officer (internal movement 5 June)
- Senior Service Person (Parks) (internal movement 15 May)

Leavers/Resignations:

- Library Assistant (8 May)
- Building Control Officer (10 May)
- Service Person (12 May)
- Project Manager (19 May)
- Senior Librarian Community Engagement (22 May)
- Strategic Planning Manager (26 May)
- Senior Building Control Officer (26 May)
- Customer Services Advisor (Retirement 2 June)

We are currently recruiting for the following positions:

- Community Employment Officer – interviewing
- Library Assistants – casual and fixed term – interviewing
- Community Services Manager (closing date 22 May)
- Transport Team Leader (closing date 19 May)
- Strategic Planning Administrator (closing date 9 June)
- Project Manager (internal only close off 19 May)
- Senior Building Control Officer (finalising vacancy)

- Building Control Team Leader (finalising vacancy)

2 Update on 3 Waters Review

Since the Government announcement of the 3 waters reform reset to "Affordable Water Reforms", the NTU is continuing with work that is consistent with the 10 entity model i.e. work that will not get undone. A number of items on their work programme have been put on hold until there is better clarity of what the new legislation will be.

It is our understanding that the process for amending the legislation that will put in place the Affordable Waters Reforms model is as follows.

- *May Cabinet Paper* – Covers items in amendment bill to include community priority statements, bespoke RRG arrangements for Entity A, amalgamation process, entity financing mechanisms, shared service arrangements, and Crown support for smaller entities.
- *June Cabinet Paper* – Overview of implementation approach and funding for transition costs
- *28 June* – First reading of amendment bill
- *July* – Select Committee + 2nd & 3rd readings of bill
- *Mid-August* – All bills passed

Langley Cavers
Chief Executive

FOR INFORMATION | NGĀ MŌHIOTANGA



TO Mayor and Councillors

AUTHOR Duncan Peddie
Group Manager Business Support

FILE REFERENCE Document: 3418599

MEETING DATE 31 May 2023

SUBJECT **Financial Report for the Period to 30 April 2023**

SUMMARY | TE WHAKARĀPOPOTANGA

For the ten months to the end of April 2023

Revenue

Non-rates revenue is tracking \$1.1m (16.1%) ahead of budget.

Of this:

- \$572k relates to NZTA subsidy on Land Transport.
- \$200k relates to a government subsidy received to assist in the transition support to 3-Waters.
- Government grants received for the Mayor's taskforce for jobs \$141k
- Government Grants received for the cycleway \$180k and for the Freedom Camping initiative \$85k

Expenditure

Council is \$4.45m (11.6%) over budget on its operational expenditure.

- Waste Management (\$405k)
Kerbside Collection – Higher than budgeted CPI levied for the period September 2022 – March 2023.
- Wastewater (\$1,787k)
Chemical costs are higher than budget. Reactive repairs are higher than anticipated. Major Maintenance exceeds budget by (\$958k) which reflects the desludging work carried out this year as part of the DIA 3-Waters projects. Treatment costs exceed budget by (\$504k)
- Water – (\$1,340k)
Chemical costs are higher than budget. There has been more breaks in the network than envisaged. More repairs were needed on the treatment plants.

This gives an overall unfavourable variance to budget year to date of (\$3.27m) or (10.5%).

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

That Council notes the Audit and Risk Committees continued approval, due to the 3-Waters process, the continued noncompliance with:

- the recommended **parameters for the fixed/floating interest rates** as set out in the Liability Management Policy up to and including the date of the next Committee meeting, as it believes it is prudent to do so for the reasons set out in the treasury paper submitted to them on the above dates.
- the recommended **parameters for the loan maturity profile** as set out in the Liability Management Policy up to and including the date of the next Committee meeting, as it believes it is prudent to do so for the reasons set out in the treasury paper submitted to them on the above dates.
- Council Endorses the Chief Executives budget Waihi Arts Centre and Museum Earthquake Strengthening Project of \$26,620 excluding GST made under the CEO's Delegations.

1 PURPOSE | TE ARONGA

To provide the Council with cumulative financial information for the year to date to enable it to monitor the financial performance of the organisation; to inform the Council of budget requests made under the delegated financial authority and to seek approval for further requests for additional budget.

2 BACKGROUND | TE KŌRERO Ā MUA

A local authority must manage its revenues, expenses, assets, liabilities, investments, and general dealings prudently and in a manner that promotes the current and future interests of the community.

To enable the Council to act prudently and in a manner that promotes the current and future interests of the community, financial performance must be monitored on a regular basis.

Council amended the financial delegation to the Chief Executive on the 29 January 2020. The delegation requires regular reporting of any approvals made under delegation under the Chief Executive delegation.

3 Approvals made under chief executive delegations

On Friday 5th of May 2023 the CEO approved an additional Budget of \$26,620 excluding GST for the Waihi Arts Centre and Museum Earthquake Strengthening Project to enable staff to apply for Lotteries funding for the project.

It is requested that Council endorses this approval.

4 Additional budget requests approved by Council during 2022/23

For information purposes we have included below a list of requests brought to, and approved, by Council since the adoption of the 2022/23 Annual plan.

Meeting Date	Resolution	Description	OPEX 22/23	CAPEX 22/23
27/7/22	C22/698	Paeroa Raw Water Pipeline – Stage 1		\$1,900,000
27/7/22	C22/700	Land Drainage Resource Consent \$402,000 with 60,000 of this in 2023/24		\$342,000
17/8/22	C22/725	Paeroa Wastewater Bulk mains upgrade project (Increase in budget from \$1,451,000 to \$1,871,000)		\$420,000
17/8/22	C22/727	Carpark renewals under the recreational Activity		\$65,000
14/9/22	C22/762	Bring Forward Waitakaruru Wastewater Treatment plant upgrade from 2023/24 into 2022/23		\$250,000
14/9/22	C22/762	Kerepehi Raw Water Line Upgrade		\$1,400,000
14/9/22	C22/762	Kerepehi Raw water tank project s bought forward from 2023/24 into 2022/23		\$1,100,000
14/9/22	C22/762	Upgrade Paeroa Wastewater Treatment Plant additional budget request of \$24.5million - \$3.05m for 2022/23 - \$14.25m for 2023/24 - \$8.4m for 2024/25		\$3,050,000
14/9/22	C22/762	Paeroa Northern Sewer Approve bringing budget from 2023/24 into 2022/23		\$315,000
14/9/22	C22/762	Steen Road Consent		\$100,000
14/9/22	C22/764	Request to Carry forward unspent budgets from previous years. * No impact on rates as provided for in previous years		
		Building consents digitalisation programme	\$94,000*	
		Wharakawa Coast	\$51,267*	
		Iwi Liaison (cultural values assessment)	\$86,000*	
		RMA policy (Waihi and Paeroa rezoning)	\$384,000*	
		Roading- drought related pavement failure 2020	\$293,084*	
		Property File digitisation programme	229,000*	
		Purchase of digital engagement tool	\$37,725*	
14/9/22	C22/764	Net – Capital Carry forwards from 21/22		\$12,695,608
		Other budget adjustments including C22/762 resolution above.		\$7,804,980

Meeting Date	Resolution	Description	OPEX 22/23	CAPEX 22/23
28/9/22	C22/777	Development of Partnership model with Hauraki Iwi (Funded by DIA- Better off package)	\$539,000	
28/9/22	C22/778	Hauraki Plains adoption Planning (Funded by DIA - Better off package)	\$1,070,000	
28/9/22	C22/779	Community Planning and place making (Funded by DIA- Better off package)	\$1,070,000	
28/9/22	C22/780	Paeroa Urban Streetscape (Funded by DIA- Better off package)		\$991,000
28/9/22	C22/781	Reserve management plans (Funded by DIA- Better off package)	\$138,000	
28/9/22	C22/782	Project Management (Funded by DIA- Better off package)	\$190,000	
28/9/22	C22/802	Repairs on Drought affected roads	\$910,000	
28/9/22	C22/816	Property Activity		\$
25/1/23	C23/21	Grant Thames Valley Hockey Turf Replacement	\$57,000	
22/2/23	C23/32	Stormwater Extension 25 Adams Street Waihi		\$118,685
22/2/23	C23/35	Waitakaruru Wastewater Resource Consent Renewal		\$30,000
22/2/23	C23/35	Waitakaruru Wastewater Discharge to Land		\$50,000
29/3/23	C23/86	Hauraki Re-use Centre Trust additional funding	\$16,000	
26/4/23	C23/129	construction Pipiroa Bridge to Kopu project		\$133,000
26/4/23	C23/129	Pūkoro to Kaiua project		\$387,000
26/4/23	C23/135	Miranda pumpstation switchboard upgrade		\$25,000

5 Financial Report

Follows in Appendix A

Approval

Prepared by	Steve Baker Finance Manager
Approved by	Duncan Peddie Group Manager Business Support

Hauraki District Council Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Borrowings \$59.00m	-	Cash and cash equivalents \$6.55m	=	Net borrowings <i>External debt net of cash and cash equivalents</i> \$52.45m	Available Credit Facilities \$5.00m
Full year budget \$56.0m Full year forecast \$56.0m		Full year budget \$2.2m Full year forecast \$2.2m		Full year budget \$53.8m Full year forecast \$53.8m	

Annual - Financial Strategy debt caps (Unaudited Financial Statements)	Performance against debt caps as at 30 June 2022	Compliance with debt caps
Total net external debt will not exceed 175% of total revenue in any year.	66.5%	YES - 38% of cap
Net interest expense is ≤ 15% of rates revenue in any year.	4.5%	YES - 30% of cap
Net interest expense is ≤ 10% of total revenue in any year.	2.8%	YES - 28% of cap
Net external debt per rating unit is ≤ \$8,000 in any year.	\$3,101	YES - 39% of cap

Monthly - Financial Strategy Policy Parameters as at 30 April 2023

Loan Maturity Profile Limit			Proportion of maturities	Compliance with policy
Period	Minimum %	Maximum %		
0 to 3 years	15%	60%	63%	No
3 to 7 years	25%	85%	37%	YES
7 years plus	0%	60%	0%	YES

Council has a \$3m BNZ and \$2m LGFA standby facility.

Bespoke borrowing covenant update.

In September 2022 Council considered the Special budget request for Priority Water and Wastewater Projects. As part of this paper it was identified that Council might well breach the LGFA borrowing covenant that "Total Net External debt would not exceed 175% of total revenue in

any year". It was suggested and Council agreed that staff should seek to attain a bespoke borrowing covenant from the LGFA to undertake these projects.

On the 13th of March 2023 Council received notification from the LGFA that its Board had approved a bespoke net debt to total revenue borrowing covenant of 210% subject to:

- The net debt to total revenue covenant of 210% applies only for the period through to July 2026. After that date, the covenant will revert to 175%
- If the 3-Waters Programme does not proceed as currently outlined in the Water Services Entity Bill, then Council will seek an external credit rating.
- Council is expected to remain compliant to the other three LGFA financial covenants above.

New Loans

On the 17th of April 2023 Council sourced a new LGFA loan for \$3m. No Loans have been sourced in May 2023.

The 3-Waters transition out of Councils is set to take effect somewhere between July 2025 and July 2026. As such in is not considered prudent to take additional debt on with maturity profiles significantly exceeding this date. As such more and more of Councils debt is landing in the 0-3 year bucket. A large majority of Councils debt will transition to the three waters entities at that date.

Policy Liquidity Ratio	Compliance with policy
>=110% ¹	Yes – 113%

As debt levels rise Council will need to attain greater look to hold more undrawn facilities in order to maintain liquidity compliance.

Parameters for the fixed/floating interest rates	Compliance with policy -No
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The following chart shows the dollar amount of debt that is fixed and how this changes as time progresses. The chart takes a snapshot as at 30 April 2023 based on the Current Debt figures with projected borrowing requirements to 30 June 2023; together with the additional movement in debt identified in the Water Priority Projects approved by Council on the 14th September 2022, the Annual Plan for 2023/24, and the 2021/31 LTP for years 2024/25 to 2030/31.

¹ Being external loans, committed debt facilities together with short term investments will be greater than 110% of forecast debt requirements

This matter is monitored by Councils Audit and Risk Committee and treasury advisers. Staff are actively looking for favourable movements in the market to place interest rate swaps to place the second interest rate swap.

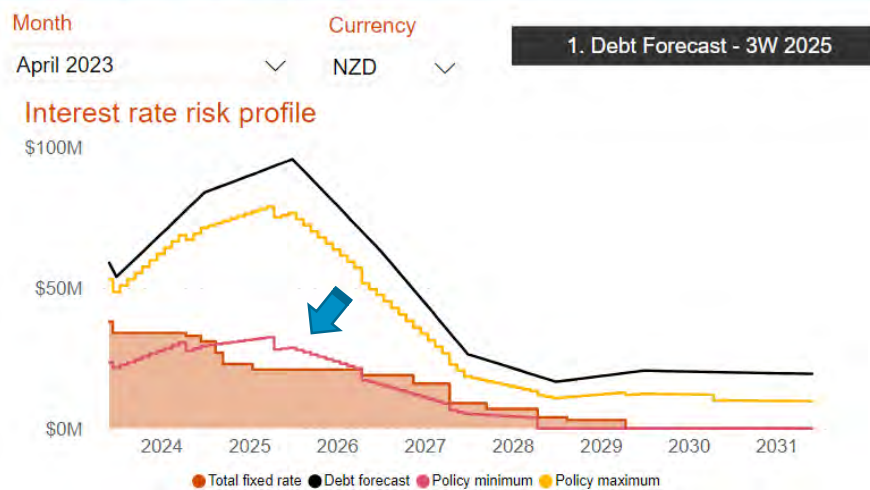
The red part of the graph shows the amount of debt which is fixed (this includes fixed rate bonds together with payer swaps) meaning debt which gets repriced in one year or later.

Based on the above forecast borrowing Council is outside the parameters set in relation to the portion of fixed/floating interest rates.

Debt Forecast Excluding 3 Waters

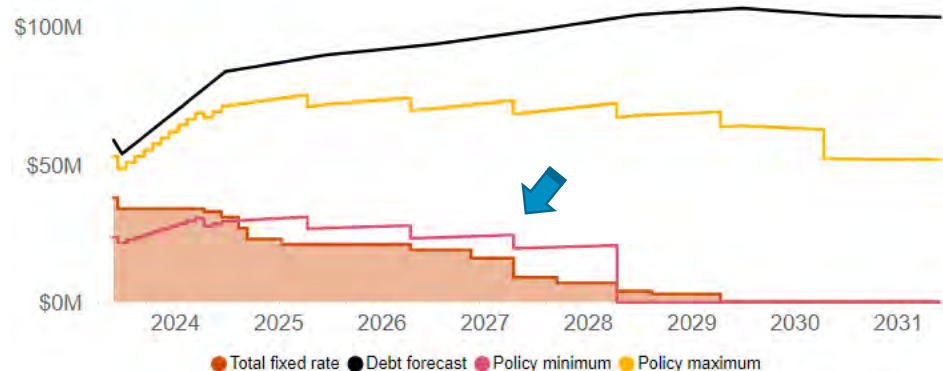
Recently the potential transfer date to 3-waters has moved from 1 July 2024 to somewhere between 1 July 2025 and 1 July 2026. The following graph uses the information above but modified for the expected impacts in debt and subsequent borrowing requirements should the 3 Waters leave Council on 1 July 2025.

Treasury summary - positions



Debt Forecast n—No 3-Waters

Interest rate risk profile



At present we are not aware as to how the government will address the interest rate hedges attached to 3 Waters debt. Nor do we know precisely how 3-Waters debt will be transferred from Council to the new Entity.

Under both scenarios above Council is outside the parameters set under its Liability Management and Investment Policy. However we are in unique times with the 3 Waters Reform. We do not advocate placing a swap in the market to achieve policy compliance on debt we would likely not have in 2025 or 2026. Nor do we advocate crystallising existing hedges or forward starting existing hedges to obtain policy compliance when we do not know what government is working on in relation to hedges on 3 Water related debt.

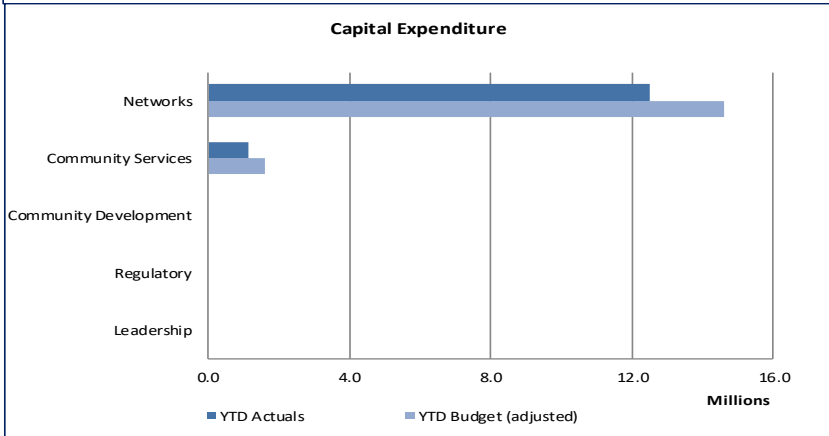
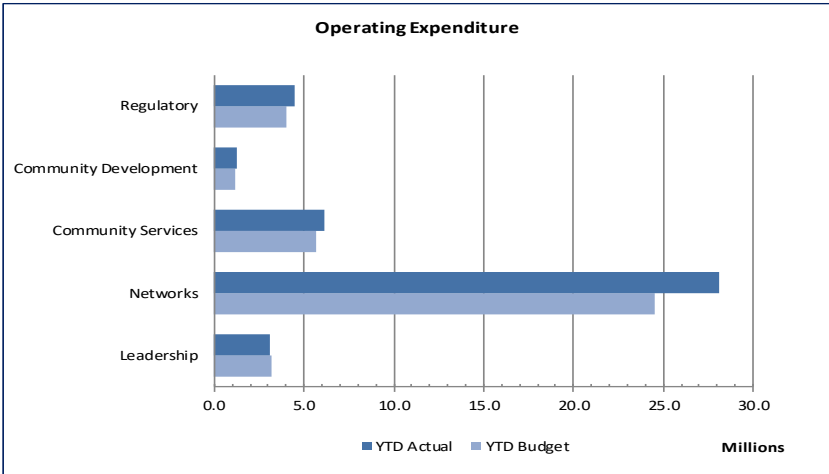
The above matters were discussed with the Audit and Risk Committee on the 14th of April; the 15th of June; 16th August, 14th of December 2022 and again on 14th of February 2023 where they acknowledged that Council is outside the recommended set parameters, and notes for the reasons above that it approves noncompliance with the Policy recommendations. In April 2023 the Councils Finance Committee considered the above matters acknowledged that Council is outside the recommended set parameters, and notes for the reasons above that it approves noncompliance with the Policy recommendations

The projected timing of the debt transfer between Council and the new Waikato Water Entity, should the 3-waters transformation proceed, has become fluid to say the least. The previously advised July 2024 debt transfer may now be staged over a period of time yet to be determined. The above charts will be updated as the timing of the debt transfer becomes clearer.

Groups of activities overview - Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates & Roading capital funding from NZTA)		Operating Expenditure		Capital Expenditure		
	\$8,522,501	-	\$42,966,000		\$13,594,000	
Favourable YTD	\$1,183,301		Unfavourable YTD	\$(4,450,000)	Favourable YTD	\$2,603,000
YTD budget	\$7,339,200		YTD budget	\$38,516,000	YTD Forecast	\$16,197,000
Full year budget	\$9,027,669		Full year budget	\$48,879,000	Full year budget (Original)	\$22,844,000
Full year forecast	\$10,210,970		Full year forecast	\$53,329,000	Full year forecast	\$19,436,000



Revenue

Regulatory

Income for Building Services exceed budget \$37k with numbers of consents outstripping that budgeted. The same applies for RMA which exceeds budget by \$10k.

Networks

Council received \$200k in government subsidies towards 3-Waters Transition Support (Tranche 1&2)
Unbudgeted Government grants received for reserves \$82k and cycleway \$180k

Operating Expenditure

Leadership - Some election costs incurred in 2022 but budgeted in 2023 resulting in a timing variance of \$13k.

Regulatory - RMA Implementation Costs unfavourable variance (\$110k) relating to the use of planning consultants for complex consents and legal fees. Partially offset by additional revenue above. Building Services Unfavourable variance of (\$276k) due to BCA accreditation and higher than budgeted building consent numbers.

Community Development - Mayors Taskforce for jobs (\$141k) in relation to additional business school courses. This expenditure is funded externally through MBIE

Community Services - recreation reserves costs exceed budget due costs associated with the cost associated with vesting reserves (\$65k) and refuse collection (\$150k) and Weather events (\$76k)

Networks

Kerbside collections - (\$164k) relating to CPI adjustment September 2022 to March 2023. Wastewater Treatment costs (\$504k) along with Desludging costs of (\$958k).
Water - Treatment costs (\$492k) arising from reactive works and chemicals

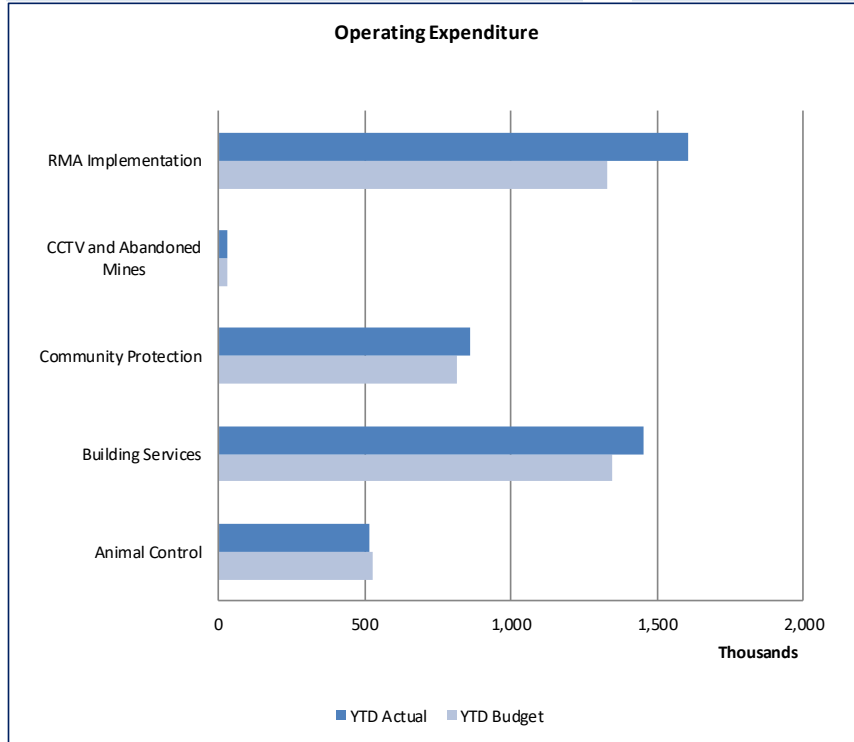
Capital Expenditure

Capital works programme lagging behind YTD budget in a number of activities.

Regulatory Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates)		Operating Expenditure		Capital Expenditure		
	\$1,795,000	-	\$4,471,000		\$0	
Favourable YTD	\$20,000		Unfavourable YTD	\$(426,000)	Favourable YTD	\$0
YTD budget	\$1,775,000		YTD budget	\$4,045,000	YTD Forecast	\$0
Full year budget	\$2,062,000		Full year budget	\$4,909,000	Full year budget (Original)	\$0
Full year forecast	\$2,082,000		Full year forecast	\$5,335,000	Full year forecast	\$0



Operating Revenue (Excluding Rates)

RMA Implementation: Favourable variance of \$10k.

Building Services: Favourable variance \$37k due to continued increase in building consent numbers.

Operating Expenditure

RMA Implementation: Unfavourable variance (\$110k) relating to the use of planning consultants for BCA Accreditation, complex consents and legal fees. Partially offset by additional revenue above

Community Protection: Contracted service provider above budget \$17k; legal fees of \$13k for liquor licence appeal; weather events expenditure \$21k

Building Services: Unfavourable variance (\$276k) relates to use of consultants to accommodate increase in building consent numbers and accreditation. This is offset by increased revenue above.

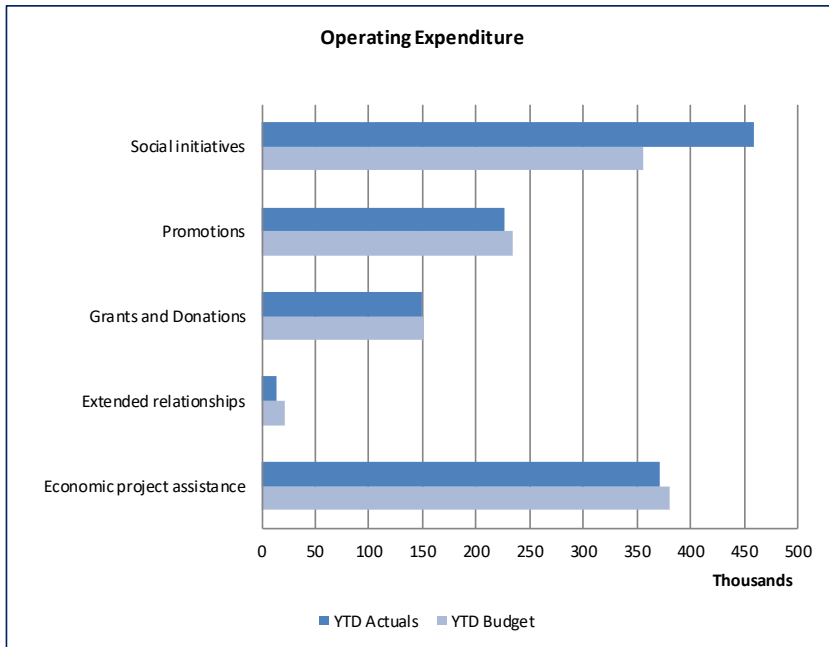
Capital Expenditure

No capital spend or budget for this group of activities.

Manaaki Toiora

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates)		Operating Expenditure		Capital Expenditure	
	\$308,000	-	\$1,220,000		\$0
Favourable YTD	\$151,000	Unfavourable YTD	\$(76,000)	Favourable YTD	\$0
YTD budget	\$157,000	YTD budget	\$1,144,000	YTD Forecast	\$0
Full year budget	\$188,000	Full year budget	\$1,554,000	Full year budget (Original)	\$0
Full year forecast	\$339,000	Full year forecast	\$1,630,000	Full year forecast	\$0



Operating Revenue (Excluding Rates)

Mayors Taskforce for Jobs funding received from MBIE \$141k

Expenditure

Social Initiatives: Mayors Taskforce for jobs (\$141k) adverse variance to budget. The majority of this adverse variance relates to additional business school courses held. All this expenditure is funded externally through MBIE.

Promotions: No major variances

Grants and Donations: No major variances

Extended Relationships: No major variances

Economic Project Assistance: No major variances

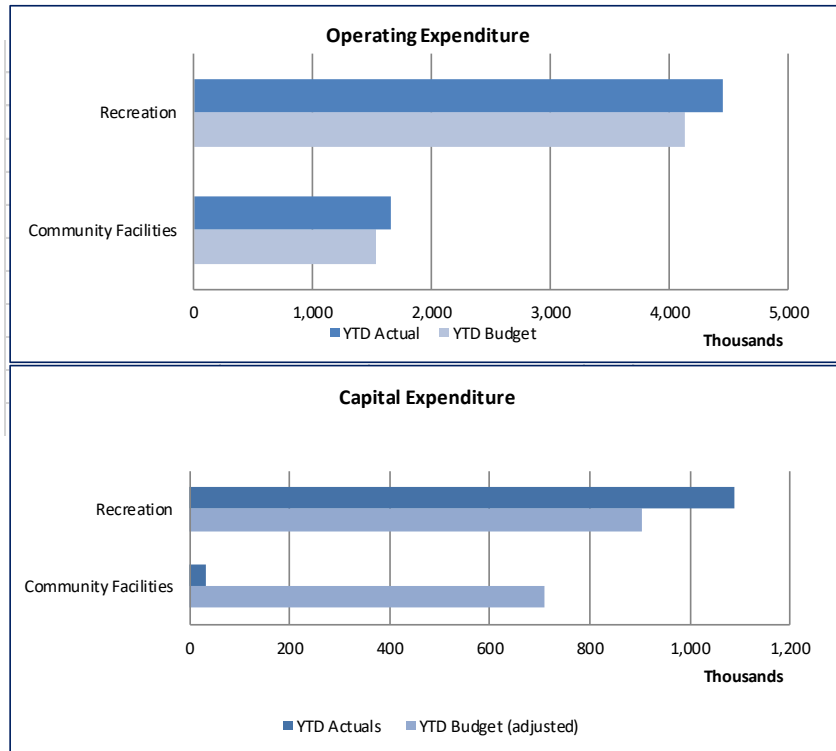
Capital Expenditure

No capital spend or budget for this group of activities.

Community Services Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates)		Operating Expenditure		Capital Expenditure	
	\$946,000	-	\$6,097,000		\$1,122,000
Favourable YTD	\$113,000	Unfavourable YTD	\$(431,000)	Favourable YTD	\$491,000
YTD budget	\$833,000	YTD budget	\$5,666,000	YTD Forecast	\$1,613,000
Full year budget	\$990,000	Full year budget	\$8,059,000	Full year budget (Original)	\$2,485,000
Full year forecast	\$1,103,000	Full year forecast	\$8,490,000	Full year forecast	\$1,936,000



Operating Revenue (Excluding Rates)

User pays revenue streams are down across all of the activities under Community services (\$66k).
 Library revenue down against budget across all revenue streams (\$85k)
 Cemeteries Revenue unfavourable \$20k.
 Favourable variances in both Recreation reserves \$82k and Cycleway \$180k from government grants received.

Operating Expenditure

Recreation: Recreation Reserves exceed budget by (\$326k) comprising of :
 - (\$53k) Costs associated with vesting 43 Reserves;
 - (\$150k) Refuse collection
 - (\$76k) Weather events

Community Facilities: Pensioner housing Rates expense exceeds budget primarily as a result of the transition to SUIP rating and insurance (\$100k).

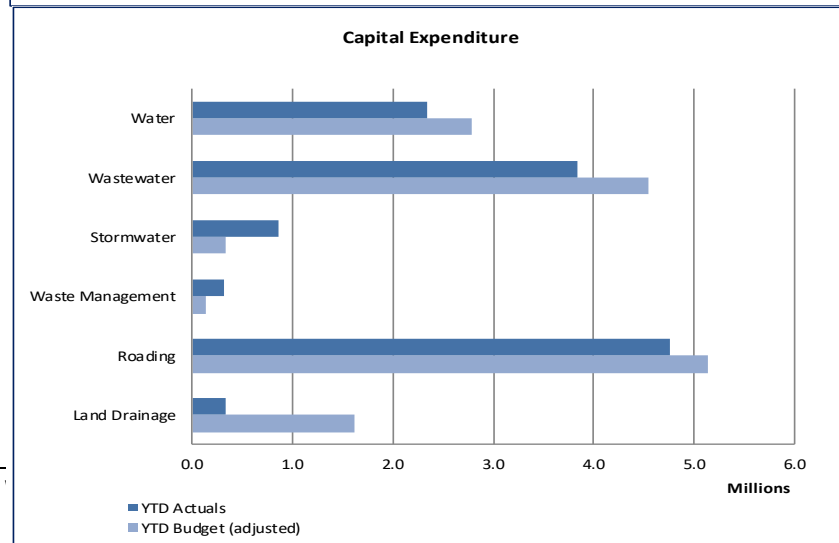
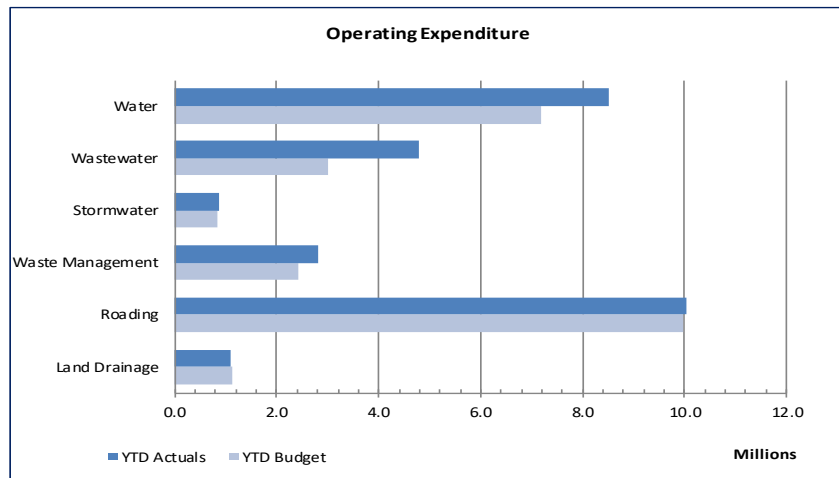
Capital Expenditure

Capital expenditure is tracking below the approved programme overall. However Recreation Projects Karangahake Reserve development and Hauraki Rail Trail Waihi extension progressing ahead of budget.

Networks Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates & capital funding)		Operating Expenditure		Capital Expenditure	
	\$5,425,000		\$28,076,000		\$12,472,000
Favourable YTD	\$851,000	Unfavourable YTD	\$(3,597,000)	Favourable YTD	\$2,111,000
YTD budget	\$4,574,000	YTD budget	\$24,479,000	YTD Forecast	\$14,583,000
Full year budget	\$5,787,000	Full year budget	\$30,340,000	Full year budget (Original)	\$20,359,000
Full year forecast	\$6,638,000	Full year forecast	\$33,937,000	Full year forecast	\$17,500,000



Operating Revenue (Excluding Rates)

NZTA revenue is ahead of budget by \$571k.

\$200k in government subsidies towards 3-Waters Transition Support (Tranche 1&2)

Transfer station revenue above budget \$80k but not enough to offset adverse variance in transfer station expenditure. Kerbside revenue is below budget (\$68k)

Operating Expenditure

Water - Treatment costs adverse variance (\$492k) arising from chemicals, reactive repairs, and consent monitoring. Adverse variance in Reticulation (\$395k) arising from reactive works. Recent weather events have also contributed to reactive maintenance spending.

Wastewater - Desludging of Wastewater treatment ponds (\$958k). Treatment costs adverse variance of (\$504k) led by adverse variance in chemicals (\$217k) Recent weather events have also contributed to reactive maintenance spending.

Waste Management - Kerbside Collection - (\$231k) with (\$164k) of this being CPI charges relating to September 2022 - March 2023. Transfer Stations - (\$194k) being waste disposal fees and contractor costs.

Roading - Unfavourable variance in Carriage ways (\$394k) due to weather events. Note Council approved carry forward of \$293k from last year. This is partially offset by a favourable variance in other of \$227k

Land Drainage - Significant increase in electricity associated with pump use due to high rainfall over the summer months.

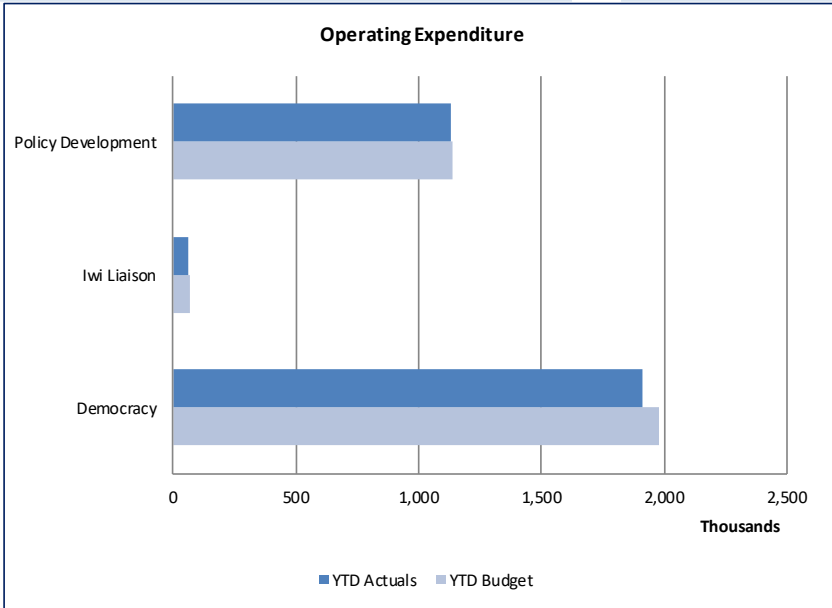
Capital Expenditure

Capital works programme tracking behind profiled budget

Leadership Financial Measures

Key Indicators for the 10 months ended 30 April 2023

Operating Revenue (excluding Rates)		Operating Expenditure		Capital Expenditure	
	\$49,000	-	\$3,102,000		\$0
Favourable YTD	\$49,000	Favourable YTD	\$80,000	Favourable YTD	\$0
YTD budget	\$0	YTD budget	\$3,182,000	YTD Forecast	\$0
Full year budget	\$0	Full year budget	\$4,017,000	Full year budget (Original)	\$0
Full year forecast	\$49,000	Full year forecast	\$3,937,000	Full year forecast	\$0



Operating Revenue (Excluding Rates)

Contribution from Waikato Regional Council \$49k Elections.

Operating Expenditure

Policy Development: No major variances

Iwi Liaison: No major variances.

Democracy: Some election costs incurred in 2022 but budgeted in 2023 resulting in a timing variance of \$13k. wages and Salaries under budget \$19k; External publications under budget 15k.

Capital Expenditure

No capital spend or budget for this group of activities.

Matters to be taken with the Public Excluded/Included

(confidential pages 286-334 have been removed)